

HEI Basic Information

Registration ID: HEI-I-1280	Name of the HEI: Maharshi Dayanand University	Institution Type: State University
Year of Establishment: Apr 1976	Mode of Education: Dual (have both regular courses and distance)	State: HARYANA
Telephone: 01262-274640	Email: REGISTRAR@MDUROHTAK.AC.IN	Fax: 01262-274133
Address: MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001, HARYANA		Pin Code: 124001
Official Website of HEI: WWW.MDU.AC.IN	Official website for distance education: WWW.MDU.AC.IN	

Department/School/Centre Information

Name of the Department/School/Centre of Distance Education: DIRECTORATE OF DISTANCE EDUCATION	Address of the Department/School/Centre of Distance Education: DIRECTORATE OF DISTANCE EDUCATION, MAHARSHI DAYANA	
Telephone of the Department/School/Centre of Distance Education: 01262293189	Email of the Department/School/Centre of Distance Education: DIR.DDE@MDUROHTAK.AC.IN	Fax of the Department/School/Centre of Distance Education: 01262274133

HEI Authorities

Name of the Vice Chancellor: PROF. RAJBIR SINGH	Vice Chancellor Email: VC@MDU.AC.IN	Vice Chancellor Mobile: 9871413322
Name of the Pro Vice Chancellor(if any): NA		
Name of Director/Head of Department/Head of School/Centre of Distance Education: KULDIP SINGH CHHIKARA	Designation: DIRECTOR	Mobile No: 9416052887
Name of the Registrar: GULSHAN LAL TANEJA	Registrar Email: REGISTRAR@MDUROHTAK.AC.IN	Registrar Mobile: 8307649004

HEI Recognition

Recognition status of the HEI as per UGC Act, 1956: SECTION 2(f)	Is HEI also recognized under 12 B : Yes	Approval of Statutory Authority: Yes
Copy of relevant page of act allowing HEI to offer the programme in ODL : View (/Uploads/Proposal/relevantHEIprgODL/HEI-I-1280/HEI-I-1280_relevantHEIprgODL_20191230110015.pdf)		

NAAC Details

Whether accredited by NAAC? : Yes	Grade: A+	Score: 3.44
Validity of NAAC : 27-03-2024	Upload NAAC Document : View (/Uploads/ODL/NAAC/HEI-I-1280/NAAC_20191010121012.pdf)	
Year of assessment of NAAC: 2019	Whether valid for the academic year 2018-19: Yes	
Whether HEI is ready or has already applied for NAAC assessment: Yes	Reason (s): null	State if NAAC is applicable for 2020-21: Yes

NIRF Ranking

NIRF Ranking : 90

HEI Other Information

Territorial Jurisdiction of HEI as per its Act : Within District(s)	Mention District (s) : Rohtak, Jhajjar, Gurugram, Nuh, Sonapat, Faridabad, Palwal	Territorial Jurisdiction as per UGC ODL Regulation : Within District(s)
Mention District (s) : Rohtak, Jhajjar, Gurugram, Nuh, Sonapat, Faridabad, Palwal	Whether Center for Internal Quality Assurance (CIQA) is established or not : Yes	In case of existing recognized HEI, mention letter No. & date of UGC recognition letter : F.No. 78-2/2017 (DEB-IV) dated 14.08.2018

Infrastructure

Total Build up area Exclusively for open and distance learning (Minimum 15000 Sq):

Build-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference
Academic	7500	43690	-36190
Administrative	1500	14875	-13375
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	12489	-7989
Amenities or other support facilities(Excluding toilets)	1500	11373	-9873
Total built-up area for ODL activities	15000	82427	-67427

Activity Calendar

Academic Year Planner [Programmes under yearly system]:

Srno	Name of the Activity	Tentative months schedule (specify months) during Year	
		From (Month)	To (Month)
1	Admission	NA	NA
2	Distribution of SLM	NA	NA
3	Contact Programmes(counselling, Practicals,etc.)	NA	NA
4	Assignment Submission (if any)	NA	NA
5	Evaluation of Assignment	NA	NA
6	Examination	NA	NA
7	Declaration of Result	NA	NA
8	Re-registration	NA	NA

Academic Year Planner [Programmes under Semester System]:

Srno	Name of the Activity	Tentative months schedule (specify months) during Year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission	Jul	Sep	Jan	Feb
2	Distribution of SLM	Jul	Oct	Jan	Mar
3	Contact Programmes(counselling, Practicals,etc.)	Aug	Nov	Feb	Mar
4	Assignment Submission (if any)	Aug	Oct	Feb	Apr
5	Evaluation of Assignment	Oct	Nov	Mar	Apr
6	Examination	Nov	Jan	Apr	Jun
7	Declaration of Result	Jan	Feb	Apr	Jun
8	Re-registration	Jan	Feb	Jul	Sep

DEB RECOGNIZED STATUS

Are you recognized by UGC, DEB unde UGC(ODL) Regulations, 2017?

Yes

Upload the supporting documents i.e. Recognition letters

2018-19 [View File \(/Uploads/Proposal/recognitionletters2018/HEI-I-1280/HEI-I-1280_recognitionletters2018_20191226145903.pdf\)](#)

2019-20 [View File \(/Uploads/Proposal/recognitionletters2019/HEI-I-1280/HEI-I-1280_recognitionletters2019_20191226145903.pdf\)](#)

Have you filled CIQA Report for academic year 2018-19? : Yes

When was SLM delivered to student for academic year 2019-20

Month	Year

	Month	Year
Printing Material	Jul	2019
Audio-Video Material	NA	NA
Online Material	NA	NA
Compute based Material	NA	NA

Proposed Programmes

Details of the programme

Srno	Year	Level	Academic Session	Name of Programme	Duration (In Years)	Number of Credits	Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI	Date of Approval of Regulatory Authority (s) (DD-MM-YYYY) if applicable
1	2020-21	UG	July	Arts/Humanities/Social Sciences - Arts/Humanities/Social Sciences - Bachelor of Arts - Pass Course - Pass Course	3	100	31-10-1994	14-08-2018
2	2020-21	UG	July	Business Administration/Commerce/ Management/Finance - Bachelor of Commerce - General	3	99	20-08-1997	14-08-2018
3	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - History	2	71	20-08-1997	05-07-2016
4	2020-21	PG	July	Library and Information Sciences - Master of Library & Information Sciences - NA	2	71	18-03-2005	05-07-2016
5	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - Hindi	2	68	28-01-1997	14-08-2018
6	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - English	2	68	20-08-1997	14-08-2018
7	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - Sanskrit	2	68	20-08-1997	14-08-2018
8	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - Public Administration	2	68	06-12-1999	14-08-2018
9	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - Political Science	2	68	20-08-1997	14-08-2018
10	2020-21	PG	July	Arts/Humanities/Social Sciences - Masters of Arts - Economics	2	68	20-08-1997	14-08-2018
11	2020-21	PG	July	Business Administration/Commerce/ Management/Finance - Master of Commerce - NA	2	68	06-12-1999	14-08-2018
12	2020-21	PG	July	Sciences - Master of Science - Mathematics	2	68	06-12-1999	14-08-2018

PPR (Programme Project Report)

Srno	Year	Approved Programme	Date of Approval of PPR
1	2020-21	Arts/Humanities/Social Sciences - Arts/Humanities/Social Sciences - Bachelor of Arts - Pass Course - Pass Course	08-02-2018
2	2020-21	Business Administration/Commerce/ Management/Finance - Bachelor of Commerce - General	08-02-2018
3	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - History	08-02-2018
4	2020-21	Library and Information Sciences - Master of Library & Information Sciences - NA	08-02-2018
5	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Hindi	08-02-2018
6	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - English	08-02-2018
7	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Sanskrit	08-02-2018
8	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Public Administration	08-02-2018
9	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Political Science	08-02-2018
10	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Economics	08-02-2018
11	2020-21	Business Administration/Commerce/ Management/Finance - Master of Commerce - NA	08-02-2018
12	2020-21	Sciences - Master of Science - Mathematics	08-02-2018

SLM (Self Learning Material)

Srno	Year	Approved Programme	Outline of the Syllabus	Statutory bodies who approved the material	Source of Self Learning Material	Reference of Self Learning Material	When was it prepared?	Last Updated
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Srno	Year	Approved Programme	Outline of the Syllabus	Statutory bodies who approved the material	Source of Self Learning Material	Reference of Self Learning Material	When was it prepared?	Last Updated
1	2020-21	Arts/Humanities/Social Sciences - Arts/Humanities/Social Sciences - Bachelor of Arts - Pass Course - Pass Course	B.A course aims at the holistic growth & all round personality of the student. It includes study of English, Hindi, Sanskrit, History, Political Science, Public Administration, Economics, Mathematics & Environmental studies. We are now switching to S	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Literature & Language, Rana, Randeep, Jaibir S. Hooda and Loveleen Mohan, Center Stage edited by Sunita Sinha, S.S. Rehal, Dinesh Kumar, Fragnances edited by Sunita Siroha, S.S. Rehal & Dinesh Kumar, S.L. Loney, Plane Trigonometry Part II, Macmillan	28-03-2017	28-03-2017
2	2020-21	Business Administration/Commerce/Management/Finance - Bachelor of Commerce - General	The Directorate of Distance Education, Maharshi Dayanand University, Rohtak (accredited with A+ grade by NAAC) offers a great opportunity of doing graduation course of Bachelor of Commerce(B.Com), duration of 3 years. This course will help a student	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Murphy, Herta A. Herbert W.Hidebrandj and Jane P.Thomas, Effective Business Communication, Tata Mc Graw Hill, E.H. Basic Managerial Skills for All, PHI, Druker. Peter F. Management Challenges for the 21st Century, Butter Worth Heinmen Oxford, Wehrich	01-04-2017	01-04-2017
3	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - History	The M.A. History programme seeks to create, preserve and disseminate knowledge to build competitive capability for holistic developed of man and society, This programme not only facilitate the students in enhancing their knowledge of th	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Allchin, B&R : The Rise of Civilization in India and Pakistan, Cambridge University Press, Cambridge, 1988 Beers Burton F. : World History: Patterns of Civilization, Prentice Hall, New Jersey, 1993. Child, V.G. : What Happened in History, Penguin Boo	08-02-2018	08-02-2018
4	2020-21	Library and Information Sciences - Master of Library & Information Sciences - NA	The basics of library and information science in terms of theory and practice with all its latest trends at the time of their attending the course; Leant to achieve, manipulate and excel the situation of job seeking in future even if drastic ch	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Bawden, David & Robinson, Lyn (2012). Introduction to information science. London: Facet. Crowley, Bill (Ed). (2012). Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists. Santa Barbara: Li	08-02-2018	08-02-2018

Srno	Year	Approved Programme	Outline of the Syllabus	Statutory bodies who approved the material	Source of Self Learning Material	Reference of Self Learning Material	When was it prepared?	Last Updated
5	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Hindi	Adhunik Kaal me rachit Hindi Kavita Ki Vividh Pravritiyo ko mahatvpoorn kaviiyo aur kavita dwara samajhna, Adhunik Kaal me rachit vividh gadhya vidhao ka alochnatmak adhyan taki unke madhyam se sahitya evam samaj k antarsambandh ki jankari ho sake.	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Bhartendu Samagra, Hemant Sharma, Pracharak Granthavali Pariyojna, Hindi Pracharak Sansthan, Varanasi, 1989, Bhartendu Sahitya - Ramratan Bhatnagar, Kitab Mahal, Allahabad, 1948, Bhatendu ke natak - Dr. Bhanudev Shukl, Grantham Prakashan, Ram Bagh ka	08-02-2018	08-02-2018
6	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - English	The syllabus is designed to leave an invigorating impact on students through recurrent exposure to research, creativity and performing arts. The Students pursuing Masters in English from the Directorate of Distance Education focus on enhancing knowle	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	The Self learning material is prepared by expert senior teachers of repute. Source: e.sources Primary Texts Secondary Sources Encyclopedias Biographies Social, Political History of Concerned Literature Wikipedia	08-02-2018	08-02-2018
7	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Sanskrit	1. Provide adequate knowledge of Sanskrit language. 2. Understanding ancient scriptures written in Sanskrit, Pali & Prakrit. 3. Acquire adequate knowledge of ancient Indian culture and society. 4. Gain competencies and professional skills for tea	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Rik Sookt Sangrah - Krishan Kumar evam Haridutt Shastri, Sahitya Bhandar, Subhash Bazar, Meerut, Yask Praneetam Niruktam - Kapil Dev Shastri, Sahitya Bhandar, Subhash Bazar, Meerut, Vaidik Vyakaran - Dr. Ram Gopal, Vaidik Grammar, Anuvadak Dr. Satyav	01-04-2017	01-04-2017
8	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Public Administration	The course will provide an overview of the field of public administration by focusing on its development and importance in modern government operations at the local, state, and federal levels. You should think of this course as an opportunity to fami	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995. Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991. Self, Peter, Administrative Theories and Politics,	08-02-2018	08-02-2018

Srno	Year	Approved Programme	Outline of the Syllabus	Statutory bodies who approved the material	Source of Self Learning Material	Reference of Self Learning Material	When was it prepared?	Last Updated
9	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Political Science	Understand the basic concepts and theories pertaining to political science, Analyze the interrelationship among the historical, political, economic, cultural and geographic dimensions in political science, Apply research methods, description, analysis	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Allen, J.W. : A History of Political Thought in the Sixteenth Century, Barker, Ernest : The Political Thought of Plato and Aristotle. Barker, Ernest : Greek Political Theory: Plato and His Predecessors, Dunning, W.A. : A History of Political Theories	08-02-2018	08-02-2018
10	2020-21	Arts/Humanities/Social Sciences - Masters of Arts - Economics	To impart in depth knowledge to students about economic theory regarding utilization and allocation of resources including labour, natural resources and capital. To develop students understanding about how market for goods and services function and	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Koutsoyiannes. A. "Modern Microeconomics" (Macmillan) - Lipsey, R.G. and Chrysal, K. Alec "An Introduction to Positive Economics" (OUP) - Salvatore, D. "Microeconomics Theory" (Schaum's Outline series, Tata McCraw Hill, Ackley, G (1978), Macroeconomic	01-04-2017	01-04-2017
11	2020-21	Business Administration/Commerce/Management/Finance - Master of Commerce - NA	The duration of the course spans over a period of 2 years. This course provides in-depth understanding of all core areas specifically Advanced Accounting, Financial Management, Human Resource Management and Business Environment, etc. The programme ac	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	Kenneth S. Most, "Accounting Theory", Ohio Grid Inc, JawaharLal, "Corporate Financial Reporting: Theory and Practice" Taxman, 2nd Ed, Vijay Kumar, M.P, "First Lesson on Accounting Standards", Snowwhite., Glautier, H.W.E. And Undordown, B. "Accounting	01-04-2017	01-04-2017
12	2020-21	Sciences - Master of Science - Mathematics	Apply group theoretic reasoning to group action, Learn properties and analysis of solvable & nilpotent groups, Noetherian & Artinian modules and rings, Apply Sylow's theorems to describe the structure of some finite groups and use the con	Executive Council	The Self Learning Material was prepared by the Faculty Members who are Subject Experts as well.	I.S. Luther and I.B.S.Passi, Algebra, Vol. I-Groups, Vol. III-Modules, Narosa Publishing House (Vol. I – 2013, Vol. III – 2013), Charles Lanski, Concepts in Abstract Algebra, American Mathematical Society, First Indian Edition, 2010, Vivek Sahai and V	01-04-2017	01-04-2017

Regional Centre

Srno	Name of Regional Centre	Address of Regional Centre	Name of the Coordinator/ Counselor	Contact Details of the Coordinator/ Counselor	Email Details of the Coordinator/ Counselor	Qualification of Coordinator/ Counselor	No. of LSCs covered under Regional Centre
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No data available.

Learner Support Centre (LSC) details

Srno	Name of College & Address	Whether the College / institute is Private or Govt	Name of Affiliating University / HEI	Name of Co-ordinator	Contact Details of Co-ordinator	Qualifications	No. of Counsellors
1	Department of Commerce, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University	Dr Sangeeta	9729927456	Ph.D. & NET	10
2	Department of Public Administration, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand Universtiy	Dr. Jagbir Singh Narwal	9416521739	Ph.D	4
3	Deptt. of Sanskrit, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University, Rohtak	Dr Shree Bhagwan	8295139933	Ph.D.	5
4	Deptt. of Political Science, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University, Rohtak	Dr Ranbir Singh	9466725252	Ph.D.	10
5	Govt. College, Meham , Meham, Distt. Rohtak	Government	Maharshi Dayanad University, Rohtak	Sh. Dinesh Kumar	9050104818	Ph.D, NET	29
6	DPG Degree College, Gurugram , Sec. 34, Gurugram	Private	Maharshi Dayanand University, Rohtak	Dr S.S. Boken	9810596404	Ph.D.	12
7	C.R. College of Education, Rohtak , Rohtak	Private	Maharshi Dayanand University, Rohtak	Dr Surekha Khokhar	01262274603	Ph.D.	47
8	Vaish College, Rohtak , Rohtak	Private	Maharshi Dayanand University	Dr. V.K. Mittal	01262267642	Ph.D.	15
9	Govt. College for Women, Bahadurgarh , Bahadurgarh, Distt. Jhajjar	Government	Maharshi Dayanand University, Rohtak	Dr Dinesh Kumar	01276230467	M.Com, Ph.D.	13
10	Saini College, Rohtak , Rohtak	Private	Maharshi Dayanand University, Rohtak	Dr. Mahender Singh Saini	01262271955	Ph.D.	13

Srno	Name of College & Address	Whether the College / institute is Private or Govt	Name of Affiliating University / HEI	Name of Co-ordinator	Contact Details of Co-ordinator	Qualifications	No. of Counsellors
11	Govt. College, Sampla , Sampla, Rohtak	Government	Maharshi Dayanand University, Rohtak	Dr. Devender Hooda	9416401014	Ph.D.	16
12	South Point College, Sonapat , Sonapat	Private	Maharshi Dayanand University, Rohtak	Dr Mamta Sachdeva	9812421919	M.Tech, Ph.D.	23
13	Department of Economics, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University, Rohtak	Mrs. Kiran Bala	8221948851	M.Phil	6
14	Kanya Mahavidyalaya, Kharkhoda, Sonapat , Sonapat	Private	Maharshi Dayanand University, Rohtak	Dr. Suresh Boora	7082002801	Ph.D.	22
15	Department of Mathematics, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University, Rohtak	Prof. Dalip Singh	9255121164	Ph.D.	9
16	Department of Hindi, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University, Rohtak	Dr. Krishna Devi	9416484744	Ph.D.	8
17	Department of English and Foreign Languages, M.D.University, Rohtak , Rohtak	Government	Maharshi Dayanand University, Rohtak	Dr. Sudhir Kumar	9466315140	Ph.D., PGDTE	10
18	DSD College, Gurugram , Gurugram	Government	Maharshi Dayanand University, Rohtak	Mrs Pooja Khullar	01244231700	M.Phil	23

Examination Centre

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
1	DAV CENTENARY COLLEGE, FARIDABAD	DAV CENTENARY COLLEGE, FARIDABAD	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
2	DRONACHARYA GOVT. COLLEGE, GURGAON, BL-I	DRONACHARYA GOVT. COLLEGE, GURGAON	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
3	DRONACHARYA GOVT. COLLEGE, GURGAON, BL-II	DRONACHARYA GOVT. COLLEGE, GURGAON	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
4	D.P.G. DEGREE COLLEGE, SEC- 34, GURGAON, BL-I	D.P.G. DEGREE COLLEGE, SEC- 34, GURGAON	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
5	D.P.G. DEGREE COLLEGE, SEC- 34, GURGAON, BL-II	D.P.G. DEGREE COLLEGE, SEC- 34, GURGAON	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
6	GOVT. PG COLLEGE SEC-9, GURGAON, BL-I	GOVT. PG COLLEGE SEC-9, GURGAON	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
7	GOVT. PG COLLEGE SEC-9, GURGAON, BL-II	GOVT. PG COLLEGE SEC-9, GURGAON	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
8	Y.M.D. College, Nuh (MEWAT)	Y.M.D. College, Nuh (MEWAT)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
9	GOVT BOYS COLLEGE BAHADURGARH BL-I	GOVT BOYS COLLEGE BAHADURGARH	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
10	GOVT P G NEHRU COLLEGE JHAJJAR BL-I	GOVT P G NEHRU COLLEGE JHAJJAR	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
11	MAHARAJA AGGARSEN COLLEGE FOR WOMEN , JHAJJAR, BL-	MAHARAJA AGGARSEN COLLEGE FOR WOMEN , JHAJJAR	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
12	G G D S D COLLEGE PALWAL BL-I	G G D S D COLLEGE PALWAL BL-I	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
13	G G D S D COLLEGE PALWAL BL-II	G G D S D COLLEGE PALWAL BL-II	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
14	AIJHM COLLEGE, ROHTAK, BL-I	AIJHM COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
15	AIJHM COLLEGE, ROHTAK, BL-II	AIJHM COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
16	AIJHM COLLEGE, ROHTAK, BL-III	AIJHM COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	No
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
17	AIJHM COLLEGE, ROHTAK, BL-IV	AIJHM COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
18	GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK	GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
19	GAUR BRAHMAN DEGREE COLLEGE ROHTAK BL-I	GAUR BRAHMAN DEGREE COLLEGE ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
20	GOVT. COLLEGE(BOYS), SAMPLA, BL-I	GOVT. COLLEGE(BOYS), SAMPLA	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
21	GOVT. COLLEGE FOR WOMEN, ROHTAK, BL-I	GOVT. COLLEGE FOR WOMEN, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
22	GOVT. COLLEGE FOR WOMEN, ROHTAK, BL-II	GOVT. COLLEGE FOR WOMEN, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
23	GOVT. COLLEGE, JASSIA(ROHTAK), BL-I	GOVT. COLLEGE, JASSIA(ROHTAK)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
24	M K J K COLLEGE ROHTAK (ONLY GIRLS) BL – I	M K J K COLLEGE ROHTAK (ONLY GIRLS)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
25	M K J K COLLEGE ROHTAK (ONLY GIRLS) BL – II	M K J K COLLEGE ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
26	PT. NEKI RAM SHARMA GOVT. COLLEGE, ROHTAK, BL-I	PT. NEKI RAM SHARMA GOVT. COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
27	PT. NEKI RAM SHARMA GOVT. COLLEGE, ROHTAK, BL-II	PT. NEKI RAM SHARMA GOVT. COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
28	PT. NEKI RAM SHARMA GOVT. COLLEGE, ROHTAK, BL-III	PT. NEKI RAM SHARMA GOVT. COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
29	SAINI CO-EDUCATION COLLEGE, ROHTAK	SAINI CO-EDUCATION COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
30	SAT JINDA KALYAN COLLEGE, , KALANAUR	SAT JINDA KALYAN COLLEGE, , KALANAUR	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
31	SHRI L.N. HINDU COLLEGE, ROHTAK (BOYS), BL-I	SHRI L.N. HINDU COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
32	SHRI L.N. HINDU COLLEGE, ROHTAK (BOYS),BL-II	SHRI L.N. HINDU COLLEGE, ROHTAK (BOYS)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
33	VAISH COLLEGE OF EDUCATION, ROHTAK	VAISH COLLEGE OF EDUCATION, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
34	VAISH MAHILA MAHAVIDAYLA, ROHTAK, BL-I	VAISH MAHILA MAHAVIDAYLA, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
35	VAISH MAHILA MAHAVIDAYLA, ROHTAK, BL-II	VAISH MAHILA MAHAVIDAYLA, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
36	HINDU INSTT. OF MGT. ROHTAK	HINDU INSTT. OF MGT. ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
37	MATU RAM ENGG COLLEGE, ROHTAK	MATU RAM ENGG COLLEGE, ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
38	VAISH COLLEGE OF ENGG., ROHTAK	VAISH COLLEGE OF ENGG., ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
39	C R A COLLEGE SONIPAT BL-I	C R A COLLEGE SONIPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
40	C R A COLLEGE SONIPAT BL-II	C R A COLLEGE SONIPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
41	C R A COLLEGE SONIPAT BL-III	C R A COLLEGE SONIPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
42	GVM GIRLS COLLEGE, SONEPAT, BL-I	GVM GIRLS COLLEGE, SONEPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
43	GVM GIRLS COLLEGE, SONEPAT, BL-II	GVM GIRLS COLLEGE, SONEPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
44	GOVT. PG COLLEGE, GOHANA (SONEPAT)	GOVT. PG COLLEGE, GOHANA (SONEPAT)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
45	HINDU COLLEGE, SONEPAT (ONLY GIRLS), BL-I	HINDU COLLEGE, SONEPAT (ONLY GIRLS)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
46	HINDU COLLEGE, SONEPAT (BOYS), BL-I	HINDU COLLEGE, SONEPAT (BOYS)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
47	HINDU COLLEGE, SONEPAT (BOYS), BL-II	HINDU COLLEGE, SONEPAT (BOYS)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
48	DPG Degree College Gurugram, Sec-34, Gurugram,	DPG Degree College Gurugram, Sec-34, Gurugram,	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
49	Govt. College For Women Rohtak, BL-II	Govt. College For Women Rohtak	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
50	MKJK College for Women Rohtak BI-I	MKJK College for Women Rohtak	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
51	GOVT COLLEGE FARIDABAD BL-I	GOVT COLLEGE FARIDABAD	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
52	DPG DEGREE COLLEGE, SEC-34, GURUGRAM, BI-I	DPG DEGREE COLLEGE, SEC-34, GURUGRAM	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
53	GOVT COLLEGE FOR GIRLS GURUGRAM SEC- 14 BL-I	GOVT COLLEGE FOR GIRLS, SEC- 14 GURUGRAM	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
54	NBGSM COLLEGE SOHNA, GURUGRAM	NBGSM COLLEGE SOHNA, GURUGRAM	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
55	Y M DEGREE COLLEGE NUH, MEWAT, BL-1,	Y M DEGREE COLLEGE NUH, MEWAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
56	GOVT P G NEHRU COLLEGE JHAJJAR BL-II	GOVT P G NEHRU COLLEGE JHAJJAR	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
57	MAHARAJA AGGGARSEN COLLEGE FOR WOMEN , JHAJJAR	MAHARAJA AGGGARSEN COLLEGE FOR WOMEN , JHAJJAR	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
58	SARASWATI MAHILA MAHAVIDYALYA PALWAL BL-1	SARASWATI MAHILA MAHAVIDYALYA PALWAL	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
59	GAUR BRAHMIN DEGREE COLLEGE ROHTAK BL-II	GAUR BRAHMIN DEGREE COLLEGE ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
60	SAINI CO-EDUCATIONAL COLLEGE ROHTAK, BL-1	SAINI CO-EDUCATIONAL COLLEGE ROHTAK	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
61	G V M GIRLS COLLEGE SONIPAT (ONLY GIRLS)BL-I	G V M GIRLS COLLEGE SONIPAT (ONLY GIRLS)	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Srno	Name of Centre	Address of Centre	A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years		
62	HINDU GIRLS COLLEGE SONIPAT BL-I	HINDU GIRLS COLLEGE SONIPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No
63	TIKA RAM P G GIRLS COLLEGE SONIPAT, BL-I	TIKA RAM P G GIRLS COLLEGE SONIPAT	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
			2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
			3	Provision of CCTV Cameras	No
			4	Provision of Bio-metric attendance	No
			5	Provision of Video recording	No

Human Resources Information

Academic Staff for ODL Programmes			
Type of Staff	No. of Staff on Full Time and Dedicated Basis	No. of Staff Exclusively of ODL	No. of Temporary Staff
Director	1	1	0
Associate Professor	3	3	0
Assistant Professor	16	16	0
Professor(7), coordinator dde(1)	8	8	0

Administrative Staff for ODL Programmes			
Type of Staff	No. of Staff	No. of Staff Exclusively of ODL	No. of Temporary Staff
Deputy Registrar	0	0	0
Assistant Registrar	1	1	0
Section Officer	0	0	0
Assistants	11	11	0

Administrative Staff for ODL Programmes

Type of Staff	No. of Staff	No. of Staff Exclusively of ODL	No. of Temporary Staff
Computer Operators	0	0	0
Class-IV / Mult Tasking Staff	6	6	5
Technical / Professional	0	0	0
superintendent(1), deputy superintendent(1), clerk cum jdeo(5), clerk(10), Store Keeper(1)	18	18	6

Faculty Details

Srno	Year	Academic Session	Name of Programmes	Name of faculty	Address	Phone	Email
1	2020-21	July	Master of Commerce-NA Bachelor of Commerce -General[Total Faculties:2]	Mrs Raman	Directorate of Distance Education, M.D. University, Rohtak	9416042764	raman941607@gmail.com
2	2020-21	July	Master of Commerce-NA Bachelor of Commerce -General[Total Faculties:2]	Dr Sangita Rani	Directorate of Distance Education, M.D.University, Rohtak	9729937456	sd.dahiya.88@gmail.com
3	2020-21	July	Bachelor of Commerce -General Master of Commerce-NA[Total Faculties:1]	Dr. Mahender	Directorate of Distance Education, M.D. University, Rohtak	9992379052	mahenderyadav46@gmail.com
4	2020-21	July	Bachelor of Arts-Pass Course [Total Faculties:2]	Dr Manjeet Kaur	Directorate of Distance Education, M.D.University, Rohtak	9992223060	iyacamitsonurohtqak@gmail.com
5	2020-21	July	Masters of Arts - History [Total Faculties:2]	Dr Vijay Kumar	Directorate of Distance Education, M.D.University, Rohtak	9416475447	dr.vijaykayat@yahoo.com
6	2020-21	July	Masters of Arts - History [Total Faculties:2]	Dr Anju Khanna	Directorate of Distance Education, M.D.University, Rohtak	9518156017	anju_khanna@gmail.com
7	2020-21	July	Master of Library & Information Sciences-NA [Total Faculties:2]	Dr Anil Kumar Siwach	Directorate of Distance Education, M.D.University, Rohtak	9996787203	asiwach@gmail.com
8	2020-21	July	Master of Library & Information Sciences-NA [Total Faculties:2]	Dr Pinki	Directorate of Distance Education, M.D.University, Rohtak	9017253097	pinkisha30@gmail.com
9	2020-21	July	Masters of Arts -Hindi [Total Faculties:2]	Dr (Mrs.) Krishna Joon	Directorate of Distance Education, M.D. University, Rohtak	9467460091	joonkrishna@gmail.com

Srno	Year	Academic Session	Name of Programmes	Name of faculty	Address	Phone	Email
10	2020-21	July	Master of Science - Mathematics [Total Faculties:2]	Dr Dalip Singh	Directorate of Distance Education, M.D.University, Rohtak	9255121164	dsmdur@gmail.com
11	2020-21	July	Masters of Arts -Public Administration [Total Faculties:2]	Dr Sewa Singh Dahiya	Directorate of Distance Education, M.D. University, Rohtak	9466527002	ssdahiya@gmail.com
12	2020-21	July	Masters of Arts - Political Science [Total Faculties:2]	Dr Ranbir Singh Gulia	Directorate of Distance Education, M.D.University, Rohtak	9466725252	ranbir_gulia@yahoo.com
13	2020-21	July	Masters of Arts - Political Science [Total Faculties:2]	Dr Pardeep Kumar	Directorate of Distance Education, M.D. University, Rohtak	9812239390	pkgharyana2010@gmail.com
14	2020-21	July	Masters of Arts - Economics [Total Faculties:2]	Ms Kiran Bala	Directorate of Distance Education, M.D. University, Rohtak	7988004632	kamboj090@gmail.com
15	2020-21	July	Masters of Arts - Economics [Total Faculties:2]	Dr Divya Malhan	Directorate of Distance Education, M.D. University, Rohtak	9416047200	divyagrewal@rediffmail.com
16	2020-21	July	Master of Science - Mathematics [Total Faculties:2]	Ms Meenakshi Hooda	Directorate of Distance Education, M.D.University, Rohtak	9468267369	mshthebest@gmail.com
17	2020-21	July	Masters of Arts -Hindi [Total Faculties:2]	Dr (Mrs.) Krishna Devi	Directorate of Distance Education, M.D. University, Rohtak	9416484744	krishnasarwari@gmail.com
18	2020-21	July	Masters of Arts - English [Total Faculties:2]	Dr (Mrs) Manjeet Rathee	Directorate of Distance Education, M.D.University, Rohtak	9896850047	manjeetrathee@gmail.com
19	2020-21	July	Masters of Arts - English [Total Faculties:2]	Ms. Kavita	Directorate of Distance Education, M.D. University, Rohtak	9728715099	kavita606@gmail.com
20	2020-21	July	Masters of Arts - Sanskrit [Total Faculties:2]	Dr Ravi Prabhat	Directorate of Distance Education, M.D. University, Rohtak	9555963616	rabhatduravi@gmail.com
21	2020-21	July	Masters of Arts - Sanskrit [Total Faculties:2]	Dr Shree Bhagwan	Directorate of Distance Education, M.D.University, Rohtak	8295139933	shreemehra3@gmail.com
22	2020-21	July	Masters of Arts -Public Administration [Total Faculties:2]	Dr Jagbir Narwal	Directorate of Distance Education, M.D.University, Rohtak	9416521739	jagbirnarwal@gmail.com
23	2020-21	July	Bachelor of Arts-Pass Course [Total Faculties:2]	Mrs. Sheelu Chaudhary	Directorate of Distance Education, M.D.University, Rohtak	9416492277	chaudharysheelu@gmail.com

Computerization / Digitization Status

Srno	Activities	Yes / No
1	Student registration / Admission	Yes
2	Administration	No
3	Finance	Yes
4	Academic activities	No
5	Student Support System	No
6	Continuous Evaluation	Yes
7	Online Support	Yes

Status of a Court case(s)

Srno	W.P.No	Court / Jurisdiction	Status as on date
1	Nil	Nil	Nil

Help Desk

Help Desk Address: MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001 HARYANA	Name of Contact Person: Ashok Kumar Nijhawan	Designation: Superintendent DIRECTORATE OF DISTANCE EDUCATION University
Phone No: 1262293187	Email: supdtpg.dde@mdurohtak.ac.in	Contact hours for Help Desk: 09:00 am to 05:00 PM

Submitted Date: 12/31/2019 3:41:37 PM

- ¹[(26) Department of Defence and Strategic Studies]
²[(27) Department of Philosophy]
³[(28) Department of Visual Arts]
⁴[(29) Department of Public Administration]
⁵[(30) Department of Statistics]
⁶[(31) Department of Physical Education]
⁷[(32) (Omitted)]
⁸[(33) Ch. Ranbir Singh Institute of Social and Economic Change.
⁹(34) University Institute of Engineering & Technology
¹⁰[(35) Centre for Bio-Technology
¹¹[(36) Centre for Haryana Studies
¹²[(37) (Omitted)
(38) Department of Bio-Chemistry
(39) Department of Genetics.
(40) Department of Microbiology.
¹³[(41) Institute of Hotel & Tourism Management
¹⁴[(42) Department of Food Technology
¹⁵[(43) Department of Library and Information Science.
¹⁶[(44) Centre for Bio-Informatics.
¹⁷[(45) Centre for Medical Bio-Technology
¹⁸[(46) Women's Study Centre
¹⁹[(47) University Institute of Public Health

Distance Education [26A] Notwithstanding anything contained in any other Statute(s), there will be a Directorate of Distance Education for providing education to those needy students who by one reason or the other are unable to seek admission in regular courses.

1. Amended by E.C. Reso. No. 27 of 07.03.92 & the assent of the Chancellor received on 3.7.92.
2. Added by E.C. Reso. No. 25 of 23.05.88 & the assent of the Chancellor received on 8.9.88.
3. Added by E.C. Reso. No. 49 of 24.03.89 & the assent of the Chancellor received on 31.3.89.
4. Added by E.C. Reso. No. 65 of 25.03.91 & the assent of the Chancellor received on 14.5.91.
5. Added by E.C. Reso. No. 65 of 25.03.91 & the assent of the Chancellor received on 14.5.91.
6. Added by E.C. Reso. No. 17 of 28.03.92 & the assent of the Chancellor received on 12.9.92.
7. Added by E.C. Reso. No. 10 of 30.04.92 & the assent of the Chancellor received on 12.9.92.
8. Added by E.C. Reso. No. 20 of 01.03.12 & the assent of the Chancellor received on 04.4.12.
9. Added by E.C. Reso. No. 14 of 30.05.05 & the assent of the Chancellor received on 29.8.05. and further Amended by vide E.C. Reso. No. 21 of 10.5.08 & assent of the Hon'ble Chancellor received on 03.06.08.
10. Added by E.C. Reso. No. 53(III) of 11.11.05 & the assent of the Chancellor received on 15.12.05.
11. Added by E.C. Reso. No. 48 of 18.02.06 & the assent of the Chancellor received on 19.5.06.
12. Omitted by Executive Council Res. No. 24 of 09.01.10 and the assent of the Chancellor received on 21.4.10.
13. Added by E.C. Reso. No. 27 of 23.06.06 & the assent of the Chancellor received on 10.7.06.
14. Added by E.C. Reso. No. 27 of 23.12.06 & the assent of the Chancellor received on 06.2.07.
- 15&16. Added by E.C. Reso. No. 44 of 23.06.06 & the assent of the Chancellor received on 10.7.06.
17. Deleted by E. C. Res. No. 43 of 1.8.83 and the assent of the Chancellor received on 3.11.83. Added again by E. C. Res. No. 57 dt. 26.7.86 & received the assent of the Chancellor on 17.8.86.
18. Added by E. C. Vide Res. No. 13 dt. 22.6.2012 & the received the assent of the Chancellor on 18.09.12.
19. Added by E. C. Vide Res. No. 34 dt. 11.11.2013 & the received the assent of the Chancellor on 24.01.14.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Maharshi Dayanand University
Delhi Road, Rohtak, Haryana as
Accredited
with CGPA of 3.44 on seven point scale
at A⁺ grade
valid up to March 27, 2024*

Date : March 28, 2019



S. C. Chawla
Director



Speed Post

Date: August, 2018

F.No.: 78-2/2017(DEB-IV)

The Registrar,
Maharishi Dayanand University
Directorate Of Distance Education, Maharishi Dayanand University,
Rohtak-124001,
Haryana

04 AUG 2018

Subject: Commission Order on the application, submitted Online by the Higher Educational Institution, for recognition of the programmes to be offered in Open and Distance Learning (ODL) mode from academic year 2018-19 onwards - regarding.

Sir/Madam,

In exercise of the powers conferred by sub-section (1) of Section 26 read with clause (j) of Section 12 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission (Open and Distance Learning) Regulations, 2017, had been notified in the Gazette of India on 23.06.2017. The first and the second amendment in the principal regulations were notified in the Gazette of India on 11.10.2017 and 06.02.2018 respectively.

2. Part-II; sub-regulations (3) to (5); of the University Grants Commission (Open and Distance Learning) Regulations, 2017 describes the Recognition process of Higher Educational Institutions for offering Open and Distance Learning programmes. The sub-regulations (3) describes the process of recognition of Higher Educational Institutions offering programmes in Open and Distance Learning Mode, whereas sub-regulations (4) describes the process for withdrawal of recognition and sub-regulations (5) provides right to appeal to Higher Educational Institutions aggrieved with the decision of the Commission.

3. The Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning programmes from the academic session 2018-19 vide public notice F.No. 74-1/2018 (DEB-IV) dated 28.03.2018, mentioning therein that the online portal for submitting applications shall be open from 2nd April, 2018 to 1st May, 2018. It was also mentioned that the duly certified hard copies of the application submitted online mode along with annexures shall reach UGC (DEB) office at 35 Feroze Shah Road, New Delhi-110001 within 10 working days of submission of online application. In response to the public notice dated 28.03.2018, **Maharishi Dayanand University** had submitted application online for programme wise recognition by the Commission.

alc
Filed

4. Application received from **Maharishi Dayanand University** had been scrutinized by the Expert Committee and deficiency(s) or defect(s) in application were communicated and time period as prescribed in University Grants Commission (Open and Distance Learning) Regulations, 2017 was given to remove or rectify such deficiency(s) or defect(s) with relevant documentary evidence.

5. The **Maharishi Dayanand University** was invited for an Interface Meeting with the Expert Committee; constituted by the Chairman of the Commission; on **05, July, 2018** in the UGC head office, Bahadurshah Zafar Marg, New Delhi. The Expert Committee based on the application submitted, clarification given for deficiency(s) or defect(s) communicated earlier, the presentation made by the Higher Educational Institution in the Interface Meeting and in terms of provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Commission.

6. The Commission in its 534th meeting held on 2nd August, 2018 considered the recommendations of the Interface Expert Committee. Based on the decision of the Commission, I am directed to issue this Order, there by communicating the programme wise recognition status of the programmes to be offered in Open and Distance Learning mode from academic year 2018-19 onwards by the **Maharishi Dayanand University** as detailed in point no. 7 below.

7. **Programme wise recognition status**

7(A) **Programmes Recognized**

Sr. No.	Name of the Programme	Period of Recognition *
1.	BACHELOR OF ARTS	2018 -19 to 2019 -20
2	BACHELOR OF COMMERCE	
3	MASTER OF ARTS (ECONOMICS)	
4	MASTER OF ARTS (ENGLISH)	
5	MASTER OF ARTS (HINDI)	
6	MASTER OF ARTS (POLITICAL SCIENCE)	
7	MASTER OF ARTS (PUBLIC ADMINISTRATION)	
8	MASTER OF ARTS (SANSKRIT)	
9	MASTER OF COMMERCE	
10	MASTER OF SCIENCE (MATHEMATICS)	

*As HEI NAAC score is below 3.26, the recognition given is only upto the academic year 2019-20, based on UGC (Open and Distance Learning) Second Amendment Regulations, 2018.

The list of recognized Learner Support Centres/Study Centres is available at UGC website i.e. www.ugc.ac.in at the link <https://www.ugc.ac.in/pdfnews/9969719-UGC-RECOGNITION-FOR-ODL-PROGRAMMES-2018-19-ONWARDS.pdf>

7(B) Programmes found deficient

Sr. No.	Name of the Programme	Deficient
1	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	Inadequate faculty *
2	MASTER OF LIBRARY AND INFORMATION SCIENCE	Study Learning Material is not yet ready.
3	MASTER OF ARTS (HISTORY)	Inadequate faculty *

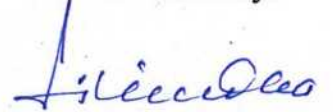
* As per the requirements specified in Annexure-VI of UGC (Open and Distance Learning) Regulations, 2017.

8. For the programmes recognized in 7(A) above, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the terms and conditions, while offering the programmes in Open and Distance Learning mode, as per the provisions detailed in Part-III, Part-IV, Part-V, Part-VI and Annexure-I to Annexure-XI of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments. Some specific conditions given in UGC (ODL) Regulations 2017 & its amendments are given in **Annexure-1**.

9. For the programmes found deficient in 7(B) above, the Higher Educational Institution shall submit representation along with documentary evidence, if any, within 30 days from the date of this order as per the provision at clause 4(i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments.

10. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4) Part -II of UGC (ODL) Regulations, 2017.

Yours faithfully,



(Jitendra)

Education Officer

Copy to:

- 1) The Secretary, Higher Education, Government of Haryana, Office of The Director General, Panchkula, Haryana with a request to ensure that HEI adheres to all the provisions of the UGC(ODL) Regulations, 2017 and its amendments.
- 2) The Joint Secretary (Distance Learning), MHRD, Govt of India, Shastri Bhawan, New Delhi - 110 001.
- 3) The Vice-Chancellor, Directorate Of Distance Education, Maharashi Dayanand University, Rohtak-124001, Haryana
- 4) The Joint Secretary, State University, UGC for information.




- 5) The Publication Officer (Web), UGC for uploading on the website.
- 6) Guard file.


(Jitendra)
Education Officer

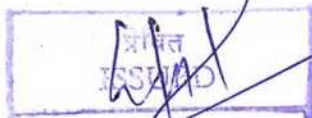
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Conditions

- 1) The total intake capacity (Number of learners) in Open and Distance Learning mode in Higher Educational Institution and/or Learner Support Centre/Study Centre shall be as mentioned in clause 6 of Annexure-X of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
- 2) The Higher Educational Institution shall offer only those programmes through Open and Distance Learning mode, which are approved by the statutory bodies of the University and by UGC and by the Regulatory Authority, as applicable.
- 3) The Higher Educational Institution shall not offer any programme in engineering, Medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any other regulatory body.
- 4) The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit dated 24th April, 2018 duly notarized and signed by Jitender Kumar Bhardwaj, Registrar submitted to the Commission vide letter dated 07th May, 2018.
- 5) The Higher Educational Institution shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 11 of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.
- 6) The HEI shall establish Examination Centre within the territorial jurisdiction of the HEI subject to condition laid down in clause 7(i) to (v) of section 13 in Part-IV.
- 7) In case, Higher Educational Institution fails to comply with the conditions of recognition, appropriate punitive action(s), as per provisions of the UGC(ODL) Regulations, 2017 and its amendments, shall be taken by the Commission.


(Jitendra)
 Education Officer

Received at
 07.00 P.M.
 R
 14/08/18



olc⁵



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DDE-4189
13/7/16

Speed Post

F.No. UGC/DEB/MDU/HAR/2016

The Registrar,
Maharshi Dayanand University,
Rohtak-124001 (HR)

Dated: July, 2016

EIS JUL 2016

13/7/16
Coordinator (DEB)

Sub: Recognition for offering programmes in Open & Distance Learning (ODL) mode from academic year 2016-17 - regarding.

Sir/Madam,

This is in reference to your proposal submitted for consideration of recognition in response to UGC letter no12-3/2016 (DEBIII) dated 21.03.2016 and subsequent interface meeting attended by your University/Institutions. In this regard, I am directed to inform that it has been decided to accord recognition to your institution to offer certain programmes through distance mode for two academic years i.e. 2016-17 and 2017-18 subject to strict adherence and compliance of the conditions mentioned in this letter.

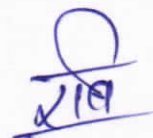
2 The university shall scrupulously abide by the following terms and conditions, while offering the programmes through distance learning mode in accordance with the Affidavit dated.12th April, 2016, duly notarised and signed by Sh. Jitender Kumar Bhardwaj, Registrar of the University, submitted to the Commission vide letter dated 20th April, 2016.

3 The recognition accorded to the institution will be valid only for the programmes/courses as mentioned in the list attached with this letter.

- i) The University shall offer only those programmes through Open and Distance Learning (ODL) mode, which are approved by the statutory bodies of the University as per norms and also by UGC and wherever necessary by the apex regulatory bodies in the country.
- ii) It is the responsibility of the University to follow the norms prescribed by the concerned regulatory body/ies such as UGC, AICTE, NCTE/any other and also seek its/their prior approval, wherever required.
- iii) The University shall not start any new programme without prior approval of UGC and other concerned regulatory authorities in anticipation of recognition.
- iv) The nomenclature of all the programmes to be offered under distance mode shall be strictly as per UGC/AICTE Regulations.
- v) No teacher education programme shall be offered without prior approval of the NCTE (as per new NCTE regulations,2014)

Dear Sir

- vi) The Ministry of HRD's directions prohibiting B.E/ B.Tech through distance mode vide it's letter dated 29.07.2009 shall be adhered to strictly.
 - vii) The programmes in Engineering and Technology e.g. B.E/ B.Tech/ Diploma and courses in Medicines/ Nursing/ Physiotherapy etc. are not allowed and the University will not be offering the same.
 - viii) The university shall refrain from offering such programmes that are not allowed to be offered, through distance mode by the respective apex body/ies.
 - ix) No online programme leading to award of Degree/ Certification shall be offered by the University, until a policy is framed and approved by UGC in this regard.
 - x) The minimum duration of a programme, offered in ODL mode shall not be less than the minimum duration of similar programme offered through the regular mode. nomenclature of programme and the minimum eligibility criteria for admission should be as per UGC norms and Regulations.
 - xi) The University shall run its ODL programmes only in those subjects/ fields which are offered by it through regular mode.
 - xii) The university shall have at least one full time faculty member exclusively for coordinating each programme at the headquarters
 - xiii) The eligibility conditions for admissions to each course to be offered through distance learning mode shall be as per norms of UGC/AICTE and other regulatory bodies.
 - xiv) The territorial jurisdiction in respect of University for offering programmes through distance mode will be as per the policy of UGC on territorial jurisdiction and opening of off campuses/centres/study centres as mentioned in the UGC notification No.F.27-1/2012(CPP-II), dated 27th June 2013, a copy of which is also posted on the UGC website www.ugc.ac.in/deb.
 - xv) The programmes in distance mode will not be offered through franchising arrangement and /or through any private institution /college
 - xvi) The Institution will have necessary infrastructure at its HQ as well as its Study Centres (if any) for conduction of practical work, wherever required.
4. Moreover, the University shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 5 of the UGC (Minimum Standard and Procedure for awards of M.Phil./Ph.D Degree), Regulation 2009.
5. The Institution's management of the distance education programmes will be open for review and inspection by the UGC. The academic norms of the programmes shall be under monitoring by the concerned regulatory authorities.

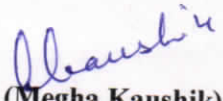



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6. It may also be noted that:


- i) If the institution fails to comply with the conditions of recognition for which the Affidavit, as mentioned above has been submitted or if it is found conducting affairs in a manner that leads to deterioration of academic standards, the UGC may withdraw its recognition at any stage. The University will be solely responsible for the same.
- ii) The recognition can be reviewed depending on change of policy w.r.t ODL Regulations or otherwise.
- iii) In case any information, documentary evidence submitted/produced by the University/institution is found to be false or fake at a later stage, the recognition of University/institution shall be withdrawn and the University/Institution concerned shall be solely responsible for the all consequences arising out of the same.

Yours faithfully,


(Megha Kaushik)
Education Officer

Copy to:

1. The Secretary, Higher Education, HE Dsepartment, Government of Haryana, Panchkula.
2. The Joint Secretary (HE/TEL), MHRD, Govt of India, Shastri Bhawan, New Delhi – 110 001
3. The Member Secretary, AICTE, 7th floor, Chanderlok building, Janpath, New Delhi 110001
4. The Member Secretary, National Council for Teacher Education, Hans Bhawan, New Delhi.
5. Publication Officer (Web), UGC for updating website.
6. Guard file.


(R.I.S Bhardwaj)
Section Officer, DEB

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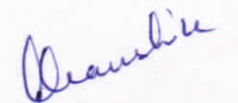
University Grants Commission
Distance Education Bureau

Annexure

List of programmes approved by UGC to Maharshi Dayanand University, Rohtak (HR) to be offered through distance mode during the academic year 2016-17 & 2017-18 only, as per the terms and conditions contained in the UGC letter F.No. UGC/DEB/MDU/HAR/2016 dated July, 2016

S.No.	Name of Programme
1	Master of Commerce
2	Master of Art (English)
3	Master of Art (Hindi)
4	Master of Art (Sanskrit)
5	Master of Art (Political Science)
6	Master of Art (Economics)
7	Master of Library & Information Science
8	Master of Art (History)
9	Master of Art (Public Administration)
10	Master of Science (Mathematics)
11	Bachelor of Library & Information Science
12	Bachelor of Arts
13	Bachelor of Commerce




(Megha Kaushik)
Education Officer

Executive Council Resolution No. 20 dated 31-10-1994 vide which starting of Bachelor of Arts through Distance Education mode was approved.

20. To consider the recommendations of the Academic Council made vide Reso. No. 37 of 24.8.94 that B.A. Part-I course be started through distance education mode for one year only, on experimental basis and the fee of Rs.1400/- be charged in two/three instalments.

20. Considered the recommendation of the Academic Council made vide Reso. No. 37 of 24.8.94 that B.A. Part-I course be started through distance education mode for one year only, on experimental basis and the fee of Rs.1400/- be charged in two/three instalments.

RESOLVED that the above recommendation of the Academic Council be approved for implementation from the session 1995-96.

Executive Council Resolution No. 85 dated 20-08-1997 vide which starting of Bachelor of Commerce through Distance Education mode was approved.

85. To approve the recommendations of the Academic Council made vide Reso. No. 94 of 28.1.97 that B.A.-I may continue and B.A.-II, B.Com.-I and M.A.(Previous) in certain subjects may be introduced through Distance Education from 1996-97 session (Annexure XLY pages 100-121) with the following clarifications:-

- (a) The term "per Study Centre"/"Course" used in the headings of the contingent expenses refer to "per Unit" as defined for various courses.

(This clarification is in line with the procedure adopted for payment of contingent expenses during 1995-96 for B.A.-I. The payments were made per Unit and there is no change in the contingency rates although the minimum number of students required for forming the various units for B.A.-I has been increased this year from 25 to 50 students leading to substantial saving to the University under the head "Contingent expenses").

- (b) The second or subsequent units in a particular study centre would be formed whenever the number exceeds 50% of the minimum strength required for the formation of first unit.

AND

- (c) A Clause as under may be added under the heading "Contingent Expenses per Study Centre per Course":-

16(b).

Rs. 200/- per student per annum in each study centre.

(A) SUBJECTS OF TEACHING FOR M.A. (PREVIOUS)

- | | | |
|-----------------------|--------------|---------------|
| i) English | ii) Hindi | III) Sanskrit |
| iv) Political Science | v) Economics | vi) History |

85. Considered the recommendations of the Academic Council made vide Reso. No. 94 of 28.1.97 that B.A.-I may continue and B.A.-II, B.Com.-I and M.A.(Previous) in certain subjects may be introduced through Distance Education from 1996-97 session (Annexure XLV pages 100-121, already circulated) with the following clarifications:-

(a) The term "per Study Centre"/"Course" used in the headings of the contingent expenses refer to "per Unit" as defined for various courses.

(This clarification is in line with the procedure adopted for payment of contingent expenses during 1995-96 for B.A.-I. The payments were made per Unit and there is no change in the contingency rates although the minimum number of students required for forming the various units for B.A.-I has been increased this year from 25 to 50 students leading to substantial saving to the University under the head "Contingent expenses").

(b) The second or subsequent units in a particular study centre would be formed whenever the number exceeds 50% of the minimum strength required for the formation of first unit.

AND

(c) A Clause as under may be added under the heading 'Contingent Expenses per Study Centre per Course':-

16(b)

Rs. 200/- per student per annum in each study centre.

RESOLVED that the above recommendations of the Academic Council be approved.

FURTHER RESOLVED that the amount collected be used for buying the books for the Library.

Academic Council Resolution No. 9 dated 06-12-1999 vide which starting of Master of Commerce through Distance Education mode was approved.

9. To approve the action taken by the Vice-Chancellor, under Section 9-A(5) of the M.D.University Act, in approving the proposal to start M.Com.(Previous) through Distance Education from the session 1998-99.

9. Discussed the action taken by the Vice-Chancellor, under Section 9-A(5) of the M.D.University Act, in approving the proposal to start M.Com.(Previous) through Distance Education from the session 1996-99.

RESOLVED that the above action taken by the Vice-Chancellor be approved.

Executive Council Resolution No. 38 dated 18.03.2005 vide which Ordinance and starting of Master of Library and Information Science and creation of Department of Library Science was approved.

38. Ordinance of M.Lib.I.Sc. examination

To consider the following recommendations of the Academic Council made vide Reso. No. 4 of January 14, 2005:-

- i) that the Ordinance of M.Lib.I.Sc. examination as at Annexure XXIX pages 79-80, may be approved;
- ii) introduction of M.Lib.I.Sc. course on self-financing basis; and
- iii) a fee of Rs.8000/- p.a. be prescribed for the course.

NOTE:

The Academic Council vide Reso. No. 37 of February 9, 2004 considered and approved the following recommendations of the Standing Expert Committee made in its meeting held on November 11, 2003:-

- 1) Ordinance of M.Lib.I.Sc.;
- 2) Details of PCP of M.Lib.I.Sc.; and
- 3) Department of Library Science may be created in the University so that there could be regular classes as well as classes through Distance Education Mode.

The above Resolution of Academic Council was placed before the Executive Council and the Executive Council vide Reso. No. 21 of its meeting held on 12.7.2004 resolved that the item be referred back to the Academic Council for reconsideration with the following observations:-

- a) the words 'and the V.C. upto the entire deficiency' appearing under the note of Clause-4 be looked into again and amended/ deleted; and
- b) the viability of the course/Department on Self-Financing basis be examined keeping in view the anticipated income and expenditure."

The Director, Directorate of Distance Education informed that the introduction of M.Lib.I.Sc. course through distance education, on self-financing basis, was viable.

The Academic Council in its meeting held on 14.1.2005 vide item No. 35 considered the above observations of the Executive Council and RESOLVED to recommend the following to the Executive Council for approval:-

- i) the Ordinance of M.Lib.I.Sc. examination, after deleting the words 'and the V.C. upto the entire deficiency' appearing under the note of Clause-4;
- ii) introduction of M.Lib.I.Sc. course; and
- iii) a fee of Rs.8000/- p.a. be prescribed for the course.

38. Ordinance of M.Lib.I.Sc. examination

Considered the following recommendations of the Academic Council made vide Reso. No. 4 of January 14, 2005:-

- i) that the Ordinance of M.Lib.I.Sc. examination as at Annexure XXIX pages 79-80 (already circulated), may be approved;
- ii) introduction of M.Lib.I.Sc. course on self-financing basis; and
- iii) a fee of Rs.8000/- p.a. be prescribed for the course.

RESOLVED that the above recommendations of the Academic Council be approved.

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 93 of the Executive Council's meeting
held on 8.2.2018

23. Project Reports of the Programmes run through Distance Mode

Considered the action taken by the Vice-Chancellor, in anticipation of the approval of the Academic Council, in approving the Programme Project Reports of the following Programmes run through Distance Mode in the Directorate of Distance Education (Annexure A/31 pages 148-205, already circulated):

1. Bachelor of Arts
2. Bachelor of Commerce
3. Bachelor of Library and Information Science
4. Master of Science (Mathematics)
5. Master of Commerce
6. Master of Arts (Hindi)
7. Master of Arts (English)
8. Master of Arts (History)
9. Master of Arts (Economics)
10. Master of Arts (Public Administration)
11. Master of Arts (Political Science)
12. Master of Arts (Sanskrit)
13. Master of Library and Information Science

(The above action taken by the Vice-Chancellor has already been approved by the Academic Council vide Reso. No. 14 of 05.02.2018).

RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR AS ABOVE BE APPROVED.

[ACTION BY DIRECTOR(DDE)]



Programme Project Report

Bachelor of Arts

Directorate of Distance Education

Maharshi Dayanand University, Rohtak

Programme Co-ordinator

Dr. Jagbir S Narwal

An Overview

The Bachelor of Arts is a flexible degree that provides students with the optimal balance between a defined sequence of study and flexible course options. This innovative program has been designed to develop graduates with the key practical skills and interdisciplinary knowledge required to be the leaders of tomorrow. The program will provide you with highly developed skills in written communication, problem-solving, critical thinking and interpersonal understanding. A BA graduate is someone who has gained skills and knowledge and can apply these skills in many different jobs, careers and life situations.

The BA offers a wide choice of academic subject areas in the core disciplines of humanities and social sciences. Students tailor the degree to suit their own career aspirations - there are many majors from which to choose. Students undertake two majors, or a more concentrated extended major and a minor, plus a range of electives. When you become a BA student, you're joining a nationally and internationally recognized degree programme.

Explore the far corners of the earth, the brushstrokes in a work of art, the meaning between lines of poetry, the rewards of another language or the inner workings of the human psyche. The BA programme will help you explore our world.

Express your point of view, a new idea, the intricacies of a well-crafted argument, a new take on ancient facts, the music in a moment or a need for change.

Create a program of study tailored to your interests, a perfect solution to a complex problem, a theory of human behaviour, the next big thing and a strong foundation for your career. At Guelph you can create something meaningful.

Bachelor of Arts Three Year Degree Programme

English

Hindi, Sanskrit, History, Political Science, Economics, Public Administration, Mathematics, Environmental Studies

Rationality of the Programme

The Bachelor of Arts provides a broad, flexible education and is excellent preparation for a wide range of careers. Many employers, especially in large organisations, look for people with the skills an Arts degree provides. Some specialised areas of study lead to careers in specific fields such as psychology, linguistics, or languages. Other areas are general training for professional/semi-professional careers in fields such as economics, English and information technology.

Other career opportunities exist in: Administration; Advertising; Art galleries and museums; Consulting; Consumer affairs; Cultural organisations; Diplomatic and trade services; Education; Environmental protection and management; Event coordination; Film and television; Finance; Foreign affairs; Fundraising; Government; Human resource management; Information management/technology; Insurance; Labour unions; Marketing; Media and entertainment; Politics; Public affairs; Public relations; Publishing and research; Real estate; Recreation and leisure; Research; Retail; Social services; Sociology; Sports coordinating; Statistics; Translating/interpreting; Travel and tourism; Welfare; Writing

Programme's Mission and Objectives

B.A. program features opportunities for study in a diverse array of specializations in the social sciences, creative and performing arts, and humanities. Through these specialized studies, students interact with and participate in the research culture of their chosen discipline.

Students should be aware of the Directorate of Distance Education Maharshi Dayanand University Rohtak rules, particularly the General Award Rules, which govern the conduct of programs. Students will find a link to the General Award Rules, and other University rules, on the University Website.

1. Students will acquire a working knowledge of the Indian education system. This will include gaining an understanding of the nation's political, Sociol, Economic, Historic, Administrative ideologies, as well as how the system is decided upon and implemented.
2. Students will come to understand that there are various types of political systems around the world, and that these may differ from each other with regard to their individual political institutions, political culture, political ideologies, and public policies.
3. Students will learn about the concepts, theories, and data needed to comprehend the interactions of nations that constitute international relations, and the nature

of such global institutions as the United Nations, regional alliances, and international law.

4. Students will become aware of the crucial questions raised by classical and contemporary political philosophers, and of some of the solutions proposed by them to answer fundamental questions about the role of politics in human life.
5. Students will come to understand the means of inquiry in the social sciences generally, and in political science in particular. This will include an understanding of how knowledge about politics and government is generated by political scientists working within their discipline.
6. Students will be prepared to take entry level jobs in the public or private sector or to undertake graduate study.

Facilities and Resources

We admit the most academically able, and motivated students to our courses and provide them with inspiring teaching that's world class. We're also confident that we offer the best resources and facilities to support their learning.

Library Services

When students need to borrow books and study materials or get research help, the Vivekanand Library is here to serve and support students, faculty, staff and community users.

The Vivekanand Library vigorously and visibly sustains the distinctive mission and vision of M D University. By offering unimpeded access to quality resources, services, and programs, we nurture and challenge users to take responsibility for maximizing their potential as scholars. Supporting a diverse intellectual community, the library staff works together in providing meaningful contributions to the Directorate of Distance Education unique teaching and learning environment through:

- Library and information literacy instruction
- Reference service
- Archives and Special collections
- Standard library cataloging and classification practices
- Copyright compliance
- Collaboration with campus and community constituencies
- Providing public computers and other necessary equipment
- Appropriate staffing, facilities, furnishings, and open hours
- Effective web site presence and content
- Assessment of resources, services, and programs

Admission Procedure

Applicant should complete the online application form and submit the same along with the admission application fee, which is non-refundable.

Cost Estimate of Programme: Rs. 21,48,98,000/- (for all the programmes)

Quality Assurance Mechanism: As per Annexure II of University Grants Commission

Notification dated 23.06.2017.

Programme Design & Development Guidelines: As approved by the Statutory body of

M.D. University, Rohtak.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Bachelor of Arts (Pass Course)
Three Year Programme
w.e.f. Session 2020-21**

First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
BA1001	English-I	80	20	100	4	3 Hours
BA1002	Hindi-I	80	20	100	4	3 Hours
BA1003	History of India (Earlier to 1200 AD)	80	20	100	4	3 Hours
BA1004	Micro Economics	80	20	100	4	3 Hours
BA1005	Elements of Public Administration – I	80	20	100	4	3 Hours
BA1006	Political Theory – I	80	20	100	4	3 Hours
BA1007	Algebra, Calculus, Solid Geometry	80	20	100	4	3 Hours
BA1008	Sanskrit – I	80	20	100	4	3 Hours
BA1009	Environmental Studies*	80	20	100	--	3 Hours

Important Note: *The Environmental studies is a qualifying paper for all UG Courses i.e BA & B.Com. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded.

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
BA2001	English – II	80	20	100	4	3 Hours
BA2002	Hindi – II	80	20	100	4	3 Hours
BA2003	History of India (1200 AD to 1526 AD)	80	20	100	4	3 Hours
BA2004	Indian Economic Problems	80	20	100	4	3 Hours
BA2005	Elements of Public Administration – II	80	20	100	4	3 Hours
BA2006	Political Theory – II	80	20	100	4	3 Hours
BA2007	Algebra and Trigonometry, Ordinary Differential Equations, Vector Calculus	80	20	100	4	3 Hours
BA2008	Sanskrit - II	80	20	100	4	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Bachelor of Arts (Pass Course)
Third Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
BA3001	English – III	80	20	100	4	3 Hours
BA3002	Hindi – III	80	20	100	4	3 Hours
BA3003	History of India (C.A.D. 1526 to 1707 AD)	80	20	100	4	3 Hours
BA3004	Macro Economics – I	80	20	100	4	3 Hours
BA3005	Bhartiya Parshashan - I	80	20	100	4	3 Hours
BA3006	Bhartiya Sarkar And Rajniti - I	80	20	100	4	3 Hours
BA3007	Advanced Calculus - I, Partial Differential Equations - I, Mechanics- I	80	20	100	4	3 Hours
BA3008	Sanskrit - III	80	20	100	4	3 Hours

**Bachelor of Arts (Pass Course)
Fourth Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
BA4001	English-IV	80	20	100	4	3 Hours
BA4002	Hindi-IV	80	20	100	4	3 Hours
BA4003	History of India (1707 AD to 1947)	80	20	100	4	3 Hours
BA4004	Macro Economics – II	80	20	100	4	3 Hours
BA4005	Bhartiya Parshashan – II	80	20	100	4	3 Hours
BA4006	Bhartiya Sarkar And Rajniti - II	80	20	100	4	3 Hours
BA4007	Advanced Calculus - II, Partial Differential Equations - II, Mechanics- II	80	20	100	4	3 Hours
BA4008	Sanskrit - IV	80	20	100	4	3 Hours

B.A. PART-I (Semester-1)
English Compulsory
Paper Code BA1001

Syllabus and Scheme of Examination

Maximum Marks: 80
Time: 3 Hours

Prescribed Book: literature & Language - I

Rana, Randeep, Jaibir S. Hooda and Loveleen Mohan eds. Language and Literature. Orien Black Swan.

Scheme of Examination

- Question 1.** Explanation with reference to the context: Students will be required to attempt any two out of the given three passages. **2x5=10**
- Question 2.** Short answer type questions: Students will be required to answer any five out of the given eight in about 50 words each. **5x3=15**
- Question 3.** Essay type questions: Students will be required to answer two questions in about 150-200 words each. There will be internal choice in both the questions. **7 ½ x2=15**
- Question 4.** Comprehension: Students will be required to answer the questions that follow the passage taken from the prescribed textbook. **5**
- Question 5.** (A) Grammar: Noun, Pronoun, Adjective, Adverb. This will be “Do as Directed” type question. Students will be required to attempt any ten out of the given fifteen items. **14**
- Question 5** (B) Grammar: tense, voice, This will be “Do as Directed” type question. Students will be required to attempt any 10 out of the given fifteen items. **14**
- Question 6** Essay: students will be required to write an essay in about 200 words on any one out of the four. The topics for essay writing will be similar to but not the same as given in the prescribed textbook. **7**

B.A. PART-I (Semester-1)
English Compulsory
Paper Code BA1001

Literature & Language –I

- Unit-I Choosing Our Universe
 Are Dams the Temples of Modern India
- Unit-II The Generation Gap
 Language and National Identity
- Unit – III Wounded Plants
 Playing the English Gentleman
- Unit – IV Great Books Born out of Great Minds (Dr. APJ Kalam)
 The Responsibility of Young Men
- Unit- V Bharat Mata

B.A. PART-I (Semester-II)
English Compulsory
Paper Code BA2001

Syllabus and Scheme of Examination

Maximum Marks: 80
Time: 3 Hours

Prescribed Book: literature & Language - II

Rana, Randeep, Jaibir S. Hooda and Loveleen Mohan eds. Language and Literature. Orient Black Swan.

Scheme of Examination

- Question 1.** Explanation with reference to the context: Students will be required to attempt any two out of the given three passages.
2x5=10
- Question 2.** Short answer type questions: Students will be required to answer any five out of the given eight in about 50 words each.
5x3=15
- Question 3.** Essay type questions: Students will be required to answer two questions in about 150-200 words each. There will be internal choice in both the questions.
7 ½ x2=15
- Question 4.** Comprehension: Students will be required to answer the questions that follow the passage taken from the prescribed textbook.
5
- Question 5.** (A) Grammar: Verb, Preposition, Modal And Conjunction. This will be “Do as Directed” type question. Students will be required to attempt any ten out of the given fifteen items.
14
- Question 5** (B) Grammar: Narration and Phrasal Verbs. This will be “Do as Directed” type question. Students will be required to attempt any ten out of the given fifteen items.
14
- Question 6** Essay: students will be required to write an essay in about 200 words on any one out of the four. The topics for essay writing will be similar to but not the same as given in the prescribed textbook.
7

B.A. PART-I (Semester-II)
English Compulsory
Paper Code BA2001

Literature & Language –II

Unit-I	Pigeons at Daybreak
Unit-II	With the Photographer The Journey
Unit–III	The Refugee Bellows for the Bullock (A Haryanavi Folk Tale)
Unit – IV	Panchlight The Child
Unit- V	The Blind Dog
Unit- VI	Essay

B.A. PART-II (Semester-III)
English Compulsory
Paper Code BA3001

Scheme of Examination:

Maximum Marks: 80
Time: 3 Hours

Prescribed Book: literature & Language – III

Instructions to the Paper Setters and Students.

- Question 1.** Explanation with reference to the context: Students will be required to attempt any two out of the given three passages.
5x2=10
- Question 2.** Short answer type questions: Students will be required to answer any five out of the given eight in about 50 words each.
5x3=15
- Question 3.** Essay type questions: Students will be required to answer two questions in about 150-200 words each. There will be internal choice in both questions.
7 ½ x2=15
- Question 4.** Student will be required to write short notes on any four of the given six poetic forms devices.
10
- Question 5.** Grammar: Clauses- Noun, Adverbial and Conditional; This will be a “Do as Directed” type question. Students will be required to attempt any twenty out of the given thirty items.
20
- Question 6** Translation of a short passage from English to Hindi **5**
- Question 7** Dialogue Writing: Students will be required to compose dialogues on one of the given three topics (in about 150 words) **5**

Prescribed Book: Center Stage edited by Sunita Sinha, S.S. Rehal, Dinesh Kumar
Published by : Orient Blackswan, New Delhi

Distance Education Notes: Literature & Language III

B.A. PART-II (Semester-III)
English Compulsory
Paper Code BA3001

Literature & Language –III (Centre Stage)

Unit-I The Envoy

Unit-II The Swan Song

Unit – III The Monkey's Paw

Unit – IV Before Breakfast

Unit- V Poetic form and Devices
Irony, Imagery, Paradox, Symbolism, Satire, Personification, Allusion,
Hyperbole, Synecdoche, Metonymy

B.A. PART-II (Semester-IV)
English Compulsory
Paper Code BA4001

Scheme of Examination:

Maximum Marks: 80
Time: 3 Hours

Prescribed Book: literature & Language – IV

Instructions to the Paper Setters and Students.

- Question 1.** Explanation with reference to the context: Students will be required to attempt any two out of the given three passages. **10**
- Question 2.** Short answer type questions: Students will be required to answer any five out of the given eight in about 50 words each. **5x3=15**
- Question 3.** Essay type questions: Students will be required to answer two questions in about 150-200 words each. There will be one question on the prescribed poems and the other on the prescribed plays. There will be internal choice in both the questions. **7 ½ x2=15**
- Question 4.** Student will be required to write short notes on any four of the given six poetic forms devices. **10**
- Question 5.** Grammar: Pre-fix and suffix;. This will be a “Do as Directed” type question. Students will be required to attempt any twenty out of the given thirty items. **20**
- Question 6** Translation of a short passage from English to Hindi **5**
- Question 7** Dialogue Writing: Students will be required to compose dialogues on one of the given three topics (in about 150 words) **5**

Prescribed Book: Fragrances edited by Sunita Siroha, S.S. Rehal & Dinesh Kumar
Published by : Orient Blackswan, New Delhi

Distance Education Notes: Literature & Language IV

B.A. PART-II (Semester-IV)
English Compulsory
Paper Code BA4001

Literature & Language –IV (Fragrances)

Unit-I	Sonnet XVIII
Unit – II	Know Then Thyself
Unit - III	Elegy Written in a Country Churchyard
Unit-IV	The World is too much with us
Unit – V	My Last Duchess
Unit – VI	Where the Mind is Without Fear
Unit- VII	The Bangle Sellers
Unit-VIII	Poetic Forms and Devices Sonnet, Lyric, Ode, Elegy, Dramatic Monologue, Free verse, Rhythm and Rhyme, Alliteration, Simile, Metaphor

HINDI (COMPULSORY)
PAPER CODE BA1002
SEMESTER – I

हिन्दी अनिवार्य

Marks: 80

Time: 3Hrs

पाठ्य पुस्तक :

1. 'काव्य शिखर' – प्राचीन एवं मध्ययुगीन काव्य पर आधारित संज्ञक पुस्तक सं. डॉ. नरेश मिश्र, हिन्दी विभागाध्यक्ष म. द. विश्वविद्यालय, रोहतक।

निर्देश :-

1. पहला प्रश्न काव्य शिखर नामक काव्य संग्रह से व्याख्या के रूप में होगा। पाठ्यपुस्तक में निर्धारित कवियों में से किन्हीं चार कवियों की आठ व्याख्याएं पूछी जाएंगी। परीक्षार्थियों को उनमें से किन्हीं चार की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 7 अंक की होगी और पूरा प्रश्न 28 अंकों का होगा।
अंक 7 X 4 : 28
2. चार कवियों में से को दो कवियों का साहित्यिक परिचय पूछा जाएगा। इस प्रश्न के लिए 16 अंक निर्धारित हैं।
अंक 8 X 2 : 16
3. निर्धारित कवियों में से चार पर अनुशीलनी में से चार आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थियों को किन्हीं दो का उत्तर देना होगा। इस प्रश्न के लिए 16 अंक निर्धारित हैं।
अंक 8 X 2 : 16
4. अन्तिम प्रश्न काव्य शिखर की अनुशीलनी के व्याकरण पर आधारित होगा, जिसके लिए 20 अंक निर्धारित हैं। इसके अंतर्गत वर्तनी, पर्याय, विलोम, वाक्य के लिए एक शब्द, मुहावरे और लोकोक्ति निर्धारित हैं। इसमें 10 अनिवार्य वस्तुनिष्ठ प्रश्न होंगे। प्रत्येक प्रश्न के लिए चार विकल्प होंगे, जिनमें से एक शुद्ध उत्तर देना होगा।
अंक 10 X 2 : 20

HINDI (COMPULSORY)
PAPER CODE BA2002
SEMESTER – II

हिन्दी अनिवार्य

Marks: 80

Time: 3Hrs

1. "गद्य-शिखर" नामक गद्य संकलन सं. हिन्दी विभागाध्यक्ष, कु. विश्वविद्यालय जिसमें पांच कहानियां और पांच निबन्ध संकलित हैं।

निर्देश :-

1. निर्धारित पाठ्य पुस्तक गद्य-शिखर में संकलित निबन्धों और कहानियों में से व्याख्या के लिए चार-चार अवतरण दिए जाएंगे, जिनमें से परीक्षार्थियों को प्रत्येक से दो-दो अवतरण की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 7 अंकों की और पूरा प्रश्न 28 अंकों का होगा।
अंक 7 X 4 : 28
2. निर्धारित कहानीकारों और निबन्धकारों में से एक-एक का साहित्यिक परिचय पूछा जाएगा, जिनमें से परीक्षार्थियों को किसी एक का उत्तर देना होगा। यह प्रश्न 11 अंकों का होगा।
अंक 11 X 1 : 11
3. निर्धारित लेखकों में से किन्हीं चार पर अनुशीलनी में से चार आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थियों को किन्हीं दो का उत्तर देना होगा। इस प्रश्न के लिए 20 अंक निर्धारित हैं।
अंक 10 x 2 : 20
4. लघूत्तरी प्रश्न द्रुतपाठ में निर्धारित दो कहानीकारों (मोहन राकेश और मालती जोशी) और निबन्धकारों (महावीर प्रसाद द्विवेदी और सरदार पूर्ण सिंह) पर पाठ्य पुस्तक की अनुशीलनी में से ही एक-एक प्रश्न अर्थात् चार प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को किन्हीं तीन प्रश्नों के उत्तर देने होंगे। प्रश्न परिचयात्मक प्रकृति के होंगे। प्रत्येक प्रश्न 7 अंकों का होगा और पूरा प्रश्न 21 अंकों का होगा।
अंक 7 X 3 : 21

HINDI (COMPULSORY)
PAPER CODE BA3002
SEMESTER – III

हिन्दी अनिवार्य

Marks: 80

Time: 3Hrs

पाठ्य पुस्तक/ पाठ्य विषय

1. अभिनव काव्य गरिमा स. डॉ. राम नरेश मिश्र, प्रकाशक खादू श्याम प्रकाशन, रोहतक, दिल्ली।
2. अंधेर नगरी—भारतेन्दु हरिश्चन्द्र।
3. जहाज का पंछी (संक्षिप्त संस्करण) इलाचन्द जोशी।

निर्देश :-

1. काव्य पुस्तक से व्याख्या के लिए छः पद्यावरण पूछे जाएंगे जिनमें से परीक्षार्थियों को चार की व्याख्या करनी होगी। प्रत्येक व्याख्या 6 अंकों की होगी। पूरा प्रश्न 24 अंकों का होगा। **अंक 6 X 4 : 24**
2. काव्य पुस्तक से संबंधित चार कवियों का साहित्यिक परिचय पूछा जाएगा जिनमें से परीक्षार्थियों को किन्ही दो का उत्तर देना होगा। यह प्रश्न 22 अंकों का होगा। **अंक 11X 2 : 22**
3. अंधेर नगरी से छः लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को चार प्रश्नों के उत्तर देने होंगे प्रत्येक प्रश्न 4 अंकों का होगा। **अंक 4 x 4 : 16**
4. “जहाज का पंछी” उपन्यास से पाँच आलोचनात्मक प्रश्न पूछे जाएंगे। जिनमें से परीक्षार्थियों को 3 प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न 6 अंकों का होगा। **अंक 6 x 3 : 18**

HINDI (COMPULSORY)
PAPER CODE BA4002
SEMESTER – IV

हिन्दी अनिवार्य

Marks: 80

Time: 3Hrs

1. "अभिनव गद्य गरिमा" कुरुक्षेत्र विश्वविद्यालय।
2. हिंदी साहित्य का इतिहास (आधुनिक काल)।

निर्देश :-

1. "अभिनव गद्य गरिमा" से छः गद्यांश पूछे जाएंगे जिनमें से परीक्षार्थी को चार की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 6 अंकों की होगी। **अंक 6 x 4 : 24**
2. "अभिनव गद्य गरिमा" से छः लघुत्तरी प्रश्न पूछे जाएंगे। जिनमें से परीक्षार्थियों को किन्हीं चार प्रश्न के उत्तर देने होंगे। प्रत्येक प्रश्न 5 अंकों का होगा। **अंक 5 x 4 : 20**
3. आधुनिक हिन्दी साहित्य के इतिहास से बारह अति लघुत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को 9 प्रश्नों का उत्तर देना होगा। प्रत्येक का उत्तर लगभग 50 शब्दों में देना होगा। प्रत्येक प्रश्न 4 अंकों का होगा। पूरा प्रश्न 36 अंकों का होगा। **अंक 4 x 9 : 36**

HISTORY
OPTION –I HISTORY OF INDIA (Earlier to 1200 AD)
PAPER CODE: BA1003

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Section I

1. Survey of the sources.
2. Pre historic hunterer -gatherers: Paleolithic culture-sequence and geographical distribution. Mesolithic cultures distribution and cultural developments.
3. Concept of the Neolithic-advent of food production.
4. Harappan Civilisation-Origin, extent, urban planning, Nature of Social and economic condition, urban declineand late Harappan culture.

Section II

The Vedic Age (c. 1500 B.C. to 600 B.C.)

1. Society, Polity, economy, culture and religion as reflected in the Vedic literature
2. Social developments-varna, Jati, marriage and property relations.
3. Rise of territorial states.
4. Rise of new religious movements in north India, Doctrines and social dimension of early Buddhism and Jainism.

Section III

1. The Mauryan Empire-State, administration and economy: Ashoka's Dharma-its nature and propagation; Mauryan art and architecture.
2. Post Mauryan period-Kushanas, Satavahanas, Cholas and Pandyas.
3. Sangam Age-Literature, society and culture.
4. Gupta Empire-administration, agrarian and revenue system, and trade; society, art, architecture, literature, science and technology.
5. Status of Women-marriage, property rights, sati, purdas and devadasi system.
6. Post-Gupta period upto 750AD-Pallavas, Chalukyas and vardhanas.
7. Polity and economy C.A.D 750-1200 Gurjara –Pratihara: Palas; Rashtrakuta.

Section IV

Maps

1. Important sites of the Harappan Civilisation.
2. Ports, trading centres and trade routes of Ancient India.
3. Extent of Ashoka's Empire, Pillars and Edicts.
4. Extent of Harsha's Empire.
5. Extent of Kushana's Empire

Suggested Readings :

Jha, D.N. *Prachin Bharat*, Hindi Madhyam Karyanvaya Nideshalaya, University of Delhi, 1995

Jha , D.N.and K.M. Srimali (ed.) *Prachin Bharat ka Itihas*, Hindi Madhyam Karyanvaya Nideshalaya , University of Delhi, 2007

Majumdar, R.C. *Prachin Bharat*, Motilal Banarsidass, Delhi, 1973

- Mukharjee, R.K. *Prachin Bharat*, Raj Kamal Prakashan, New Delhi, 1990
- Pandey, A.B. *Purva Madhyakalin Bharat*, Central Book Depot, Allahabad, 1999 (Rev. edn.)
- Raychaudhry, H.C.: *Political History of Ancient India*, University of Calcutta, 1972
- Sharma, R.S. *Aspects of Political Ideas and Institutions in Ancient India* Motilal Banarasidass, Delhi, 1996 (Rev. Edn.)
- Sharma, R.S. *Prarambhik Bharat ka Aarthik aur Samajik Itihas*, Hindi Madhyam Karyanvaya Nidishalaya, University of Delhi, 2000.
- Thapar, Romila *Adikalin Bharat ki Vyakhya*, Granth Shilpi, Delhi, 2008
- ” *Ancient Indian Social History*, Orient Longman, New Delhi, 2004
- ” *A History of India*, Vol. I, Penguin, 1966
- ” *Ashok aur Maurya Samrajya ka Patan*, Granth Shilpi, Delhi, 1997
- ” *Interpreting Ancient India*, Granth Shilpi, New Delhi, 1985
- ” *Vansh se Rajya Tak*, Granth Shilpi, New Delhi, 2004

HISTORY
OPTION –I HISTORY OF INDIA (1200 AD to 1526 AD)
PAPER CODE: BA2003

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Section I

1. Invasions of Ghaznavids and Ghorids; Causes of the success and their impact.
2. Rise and expansion of Delhi Sultanate

Section II

1. Delhi Sultanate under the Slave dynasty; Khilji, Tughlaq; Syiad and Lodhi,
2. Society and economy under the Sultanate

Section III

3. Religion and culture under the Delhi Sultanate.
4. Bhakti and Sufi movements during the Delhi Sultanate.
5. Art, architecture during the Sultanate.

Section IV

Maps

1. Political Condition of India on the eve of Delhi Sultanate
2. Extent of Allauddin Khilji's Empire.
3. Extent of Feroj Shah Tuglaq Empire
4. Urban Centres during the Sultanate.

Suggested Reading

Chandra, Satish	<i>Madhyakalin Bharat</i> (Sultanate to Mughals), Vol. I & II, Jawahar Publication, New Delhi, 2000, 2001
Dodwell, H.H. (ed.)	<i>The Cambridge History of India</i> , Vol. V, S. Chand & Co., New Delhi, 1986
Habibulla, A.B.M.	<i>Foundation of Muslim Rule in India</i> , Central Book Depot, Allahabad, 1976
Pandey, A.B.	<i>Uttar Madhyakalin Bharat</i> , Vol. III, Panchsheel Prakashan, Kanpur, 1976
Sharma, G. D.	<i>Madhyakalin Bharat ki Samajik, Arthik aur Rajnitik Sansthayen</i> , Rajasthan Hindi Granth Academy, Jaipur, 1990
Srivastava, A.L.	<i>Madhyakalin Bhartiya Sanskriti</i> , Shivalal & Agrawal Company Prakashan, Agra, 1975
Verma, H.C.	<i>Madhyakalin Bharat</i> , Vol. I & II, Hindi Madhyam, Karyanvaya Nideshalaya, University of Delhi, 2000

HISTORY
OPTION-I- HISTORY OF INDIA (C.A.D 1526 to 1707 AD)
PAPER CODE: BA3003

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Section I

1. Reconstructing and Interpreting Medieval India : Definition, Sources

2. Mughal Empire Relations with Rajputs, Sikhs, deccan Kingdom, Maraths, Parsia and Central Asia.
2. Mughal administration and institutions : administrative structure, land revenue system : Manasabdari and Jagirdari.

Section III

1. Economic and technological development : agriculture, industry, trade, commerce and urban centers.
2. Society under Mughals (i) Social classes-ulema; nobility, Zamindars, peasantry, artisans, (ii) Status of Women.
3. Art and architecture under Mughals.
4. Religion and Culture : Religious policies of Akbar and Aurangzeb, Sufism; Bhakti Movement and Composite Culture.

Section III

1. Socio-Religious Life during Medieval Period : Bhakti Movement, Sufi Movement, Din-e-Ilahi, Art and Architecture
2. Decline and disintegration of Mughal Empire
3. Advent of European powers : Portuguese; French; and English.

Section IV

Maps

1. Political Condition of India in 1526.
2. Mughal Empire at the death of Akbar (1605).
3. Centres of Advent of European powers.

Suggested Readings

Chandra, Satish	<i>Madhyakalin Bharat</i> (Sultanate to Mughals), Vol. I & II, Jawahar Publication, New Delhi, 2000, 2001
Dodwell, H.H. (ed.)	<i>The Cambridge History of India</i> , Vol. V, S. Chand & Co., New Delhi, 1986
Habibulla, A.B.M.	<i>Foundation of Muslim Rule in India</i> , Central Book Depot, Allahabad, 1976
Pandey, A.B.	<i>Uttar Madhyakalin Bharat</i> , Vol. III, Panchsheel Prakashan, Kanpur, 1976
Sharma, G. D.	<i>Madhyakalin Bharat ki Samajik, Arthik aur Rajnitik Sansthayen</i> , Rajasthan Hindi Granth Academy, Jaipur, 1990
Srivastava, A.L.	<i>Madhyakalin Bhartiya Sanskriti</i> , Shivlal & Agrawal Company Prakashan, Agra, 1975
Verma, H.C.	<i>Madhyakalin Bharat</i> , Vol. I & II, Hindi Madhyam, Karyanvaya Nideshalaya, University of Delhi , 2000

HISTORY
OPTION-I- HISTORY OF INDIA (1707A.D. to 1947)
PAPER CODE: BA4003

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Section I

1. Disintegration of central authority: Decline of Mughal Empire and Rise of successor states; British Conquest of India: its nature: a brief survey; Eastern India- Bengal; Southern India- Mysore and Marathas ; North and Western India-Awadh, Sind and Punjab

2. Consolidation of British rule and resistance: Administration and Foreign policy; Early resistance and Revolt of 1857

Section II

1. Society of India: Social condition in 18th century; Indian cultural renaissance; Social impact of British rule

2. Economy of India: Economic condition in 18th century; British land revenue policy;Economic impact of British rule

Section III

1. Emergence of Nationalism: Causes of the emergence of National Movement; Indian National Congress and National Freedom Movement (1885-1947); Revolutionaries

2. Towards Freedom: Constitutional Development: 1909 to 1935; Emergence of Communal and separatists politics; Negotiations for independence and transfer of power

Section IV

Maps

1. India during 1764
2. Important places of 1857 Revolt
3. Centers of socio-religious movements.
4. Important places of Revolutionary Movements.
5. Places associated with significant sessions of Indian National Congress

Suggested Readings:

Bipan, Chandra(ed.)	<i>Bharat ka Swatantrata Sangharsh</i> , Hindi Madhyam Karyanvay Nideshalay, University of Delhi, 1998
Desai,A.R.	<i>Bhartiya Rashtravad ki Samajik Prishthabhumii</i> , Macmillan, Delhi, 1967
Kashyap, Subhash	<i>Swatantrata Andolan ka Itihas</i> , Hindi Madhyam Karyanvay Nideshalay, University of Delhi,1997
Ray, Satya M.(ed.)	<i>Bharat mein Upniveshwad aur Rashtravad</i> , Hindi Madhyam Karyanvay Nideshalay , University of Delhi,1986
Sarkar,Sumit	<i>Adhunik Bharat</i> , Rajkamal Publication, Delhi, 1999
Sharma, Ramvilas	<i>Swadhinta Sangram ke Badalte Paripeksh</i> , Hindi Madhyam Karyanvay Nideshalay, University of Delhi, 1995

- Spear, Percival *Oxford History of India*, Oxford University Press, New Delhi, 1974
- Stokes, Eric *Peasant and the Raj*, Cambridge University Press, Delhi, 1975
- Sukla, R.L. (ed.) *Adhunik Bharat ka Itihas*, Hindi Madhyam Karyanvay Nideshalay, University of Delhi, 1990
- Tara Chand *History of the Freedom Movement in India*, Vol. 1 to 4, The Publication Division, Ministry of Information and Broadcasting, Delhi, 1961
- Verma, H.C. (ed.) *Madhya Kaleen Bharat*, (1540-1761), Vol. 2 Hindi Madhyam Karyanvay Nideshalay, University of Delhi, 2002

**ECONOMICS
(SEMESTER-I)
MICRO ECONOMICS
PAPER CODE BA 1004**

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Unit I

Introduction: Nature and scope of economics, choice as an economic problem. **Elasticity of demand:** Price, Income and Cross Elasticity of demand.

Unit II

Consumer's Behavior: Utility- Cardinal and ordinal approaches: Indifference curve: Consumer's equilibrium (Hicks and Slutsky); Consumer's Surplus.

Unit III

Theory of production: Production function, ISO-quant, Law of variable proportions; Returns to scale.
Theory of cost: Different concepts of costs and their interrelations.

Unit IV

Markets: Market structure and commodity pricing; market forms: perfect and imperfect markets; Equilibrium of firm under perfect competitions, monopolistic competition, **Factor pricing:** marginal productivity theory of distribution.

ECONOMICS
(SEMESTER-II)
INDIAN ECONOMIC PROBLEMS
PAPER CODE BA2004

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Unit I

Introduction: Basic Characteristics of Indian economy; problem of poverty; inequality and unemployment.

Unit II

Economic Planning in India: Objectives of planning and its achievements and failures, New economic reforms.

Unit III

Indian Agriculture: Nature and importance; Trends in agricultural production and productivity, Rural credit, Agricultural marketing.

Unit IV

Industry: Industrial development during the planning period; new industrial Policy, Growth and problems of small scale industries.

Suggested Reading

Bach, G.L 1977, Economics, Prentice Hall of India, New Delhi.

Gauio, J.P. and Edward P.L (1996), Micro economics theory, Richard Irwin Home wood.

Handerson J. and R.E. Quandt (1990) Microeconomics Theory ; A mathematical approach, McGraw Hill, New Delhi.

Heath field and Wibe (1907), An introduction to cost and production functions, Macmillan London.

Kouisoyionnis, A (1990) Modern Microeconomics, Macmillan.

Lipsey, R.G and K.A Christal (1999) Principles of Economics (9th Edition) Oxford Univ Press.

Mansfield . E. (1997) Microeconomics (9th Edition), W.W Norton and Company, New York.

Ray, N.C (1918) an introduction to Microeconomics, Mcmillan Company of India Ltd Delhi.

81

Raaj, W.J.I (1962) Price Theory, Mcmillan and Co. Ltd London.

Datt, R. and KPM Sundharam (2001), Indian Economy S.Chand & Co.

Dhingra I.C. (2001) The Indian Economics ; Environment and policy Sultan Chand & Sons, New Delhi.

Misra, S.K. and V.K.Puri (2001) Indian Economy- its Development Experience, Himalaya Publishing House Mumbai.

**ECONOMICS
SEMESTER III
MACRO ECONOMICS - I
PAPER CODE- BA3004**

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Unit I

National income: Concepts and measurement, Say's Law of Market, Classical theory of employment, Keynes' objection to the classical theory; Keynesian theory of employment, Consumption function.

Unit II

Investment: Autonomous and induced investment; Investment multiplier, Investment Theory of accelerator, MEC.

Unit III

Trade Cycle Theories: Samuelson and Hicks, Control of trade cycles Growth models: Harrod-Domar model and Solow model.

Unit IV

Money: meaning functions and significance, Quantity theory of money and Keynesian theory of money.

**ECONOMICS
SEMESTER IV
MACRO ECONOMICS -II
PAPER CODE- BA4004**

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt eight questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 16 marks.

Unit I

Theories of Inflation: Demand Pull and Cost Push; effects and control of inflation.

Unit II

Commercial banks and Central Bank: Functions; Credit creation and control of money supply; Recent reforms in banking sector in India.

Unit III

Public Finance: Nature, Scope and Significance; Principle of maximum social advantage; Classification, canons and effects of Public expenditure, canons and effects of taxation; Impact and incidence of taxes; Recent tax reforms in India.

Unit IV

Public Debt: Sources and effects of public debt; Methods of redemption of Public debt; Recommendations of Tenth Finance Commission.

Reading list

Ackley, G (1976), Macroeconomics, Theory and Policy. Macmillan Publishing Company New York.
Day, A.C.I., (1960), Outline of Monetary Economics, Oxford University Press, Oxford.
Gupta, S.B (1994), Monetary Economics, S. Chand and Co., Delhi. -
Heijora, B.J. and F.V. Pleg (2001), Foundation of Modern Macroeconomics, Oxford University Press, Oxford.
Lewis, M.K. and P.D. Mizan (2000), Monetary Economics, Oxford University Press, New Delhi.
Shapiro, E (1996), Macroeconomic Analysis; Galgotia Publications, New Delhi.
Ackley, C (1996), Macroeconomics; Theory and Policy Macmillan Publishing Co. New York.
Bhargava, R.N. (1971), The Theory and working of Union Finance in India Chaitanya Publishing House, Allahabad Gupta,
S.B.(1994).

PUBLIC ADMINISTRATION (SEMESTER-I)
ELEMENTS OF PUBLIC ADMINISTRATION-I
PAPER CODE: BA1005

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No.1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q. No.1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Organisation: Meaning and basis, Principles of Organisation: Hierarchy, Span of Control, Decentralization, Supervision and Control, Communication. Public Relation: Meaning, Methods and significance; Administrative Law; Delegated Legislation; Administrative Tribunals.

Forms of Administrative Organisation: Department; Public Corporation; Parliamentary and Govt. Control over Public Corporation; Independent Regulatory Commission; Staff and Line Agencies.

Suggested Books:

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivastava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
- Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.

PUBLIC ADMINISTRATION (SEMESTER-II)
ELEMENTS OF PUBLIC ADMINISTRATION-II
PAPER CODE: BA2005

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No.1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q. No.1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Personnel Administration: Recruitment; Training; Promotion; Public Service Commission; Morale; Joint Consultative Machinery (Whitley Councils).

Preparation and passing of Budget, Audit and its Preparation and Significance, Parliamentary Control over Public Finance. Accountability of Public Administration, Legislative and Judicial. E-Governance in Public Administration.

Suggested Books:

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivastava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.

- Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.

PUBLIC ADMINISTRATION (SEMESTER-III)
BHARTIYA PARSHASHAN-I
PAPER CODE: BA3005

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No.1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q. No.1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Feature of Indian Administration; its role in the context of democratic system and socio-economic development. Centre State Relationship- Administrative and Financial relations.

Role of the President, Prime Minister and Cabinet in Indian Administration, Cabinet Secretariat, Organisation and functions of Union Minister and State Secretariat, role of the Chief Secretary in State Administration.

Suggested Books:

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013. Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D. & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Chaubey, P.K., Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.

- Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India. Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.

PUBLIC ADMINISTRATION (SEMESTER-IV)
BHARTIYA PARSHASHAN-II
PAPER CODE: BA4005

Marks: 80

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No.1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q. No.1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Preparation of the Indian Budget, its enactment, Parliamentary control over Public Finance in India. Role of Comptroller and Auditor General over Financial Administration, Composition and functions of Public Accounts Committee and Estimate Committee at the Centre. Civil Services: Recruitment, training, promotion, discipline, morale, Union Public Service Commission. District Administration: Its features, role and position of the Deputy Commissioner and Superintendent of Police in District Administration. Accountability of Indian Administration to the Parliament and Judiciary; administration and Citizen, Lokpal and Lok-Ayukta.

Suggested Books:

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013. Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D. & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Chaubey, P.K., Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.

- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
- Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India. Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.

POLITICAL SCIENCE
OPTION 1-POLITICAL THEORY - I
PAPER CODE: BA1006

Marks: 80

Time: 3 Hrs

FIRST SEMESTER

Note: Examiner will be required to set NINE questions in all, four in part 'A' and four in Part 'B'. In part C, Question No. 9 is compulsory, consisting of 8 objective type questions of 2 marks each spread over the entire syllabus. In addition to question no. 9, candidate will be required to attempt 4 more questions, selecting two questions each from part 'A' and 'B'.

Part-A

Nature and significance of Political Theory
 Power and Authority

Part-B

Citizenship, Rights and Liberty
 Equality and Justice

Part-C

Eight Object type questions (multiple choice) spread over the entire syllabus.

Suggested Readings

- N.P. Barry, Introduction to Modern Political Theory, London, Macmillan, 1995.
 M. Carnoy, The State and Political Theory, Princeton NJ, Princeton University Press, 1984.
 G.Catlin, A Study of the Principles of Politics, London and New York, Oxford University Press, 1930.
 N.J. Hirschman and C.D. Stefano(eds.), Revisioning the Political Feminist Reconstruction of Tradition concepts in Western
 Political Theory, West View Press, Harper Collins, 1996.
 D. Heater, Citizenship: The Civic Ideal in World History, Political and Education, London, Orient Longman, 1990.
 D. Held, Models of Democracy, Cambridge, Polity Press, 1987, G McLellan, D Held and S. Hall (eds.), The Idea of the Modern State, Milton Keynes, Open University Press, 1984.
 D. Miller, social Justice, Oxford, The Clarendon Press, 1976.
 D. Miller, (ed.), Liberty, Oxford, Oxford University Press, 1991.
 D. Miller, Citizenship and National Identities, Cambridge, Polity Press, 2000.
 S. Ramaswamy, Political Theory: Ideas and concepts, Delhi Macmillan, 2002.
 R.M. Titmuss, Essays on the Welfare State, London, George Allen and Unwin, 1956.
 F. Thankurdas. Essays on Political Theory, New Delhi, Gitanjali, 1982.
 J. Waldron(ed.), Theories of Rights, New Delhi, Oxford University Press 1984.
 S.Wasby, Political Science: The Discipline and its Dimensions, Calcutta, Scientific Book Agency, 1970.

POLITICAL SCIENCE
OPTION 1-POLITICAL THEORY - II
PAPER CODE: BA2006

Marks: 80

Time: 3 Hrs

SECOND SEMESTER

Note: Examiner will be required to set NINE questions in all, four in part 'A' and four in Part 'B'. In part C, Question No. 9 is compulsory, consisting of 8 objective type questions of 2 marks each spread over the entire syllabus. In addition to question no. 9, candidate will be required to attempt 4 more questions, selecting two questions each from part 'A' and 'B'.

Part-A

State: Original and Development
State: Dominant Perspectives
Sovereignty

Part-B

Democracy
Development and Welfare State
Theories of Social change

Part-C

Eight Object type questions (multiple choice) spread over the entire syllabus.

Suggested Readings

- N.P. Barry, Introduction to Modern Political Theory, London, Macmillan, 1995.
M. Carnoy, The State and Political Theory, Princeton NJ, Princeton University Press, 1984.
G.Catlin, A Study of the Principles of Politics, London and New York, Oxford University Press, 1930.
N.J. Hirschman and C.D. Stefano(eds.), Revisioning the Political Feminist Reconstruction of Tradition concepts in Western
Political Theory, West View Press, Harper Collins, 1996.
D. Heater, Citizenship: The Civic Ideal in World History, Political and Education, London, Orient Longman, 1990.
D. Held, Models of Democracy, Cambridge, Polity Press, 1987, G Mcllellan, D Held and S. Hall (eds.), The Idea of the Modern State, Milton Keynes, Open University Press, 1984.
D. Miller, social Justice, Oxford, The Clarendon Press, 1976.
D. Miller, (ed.), Liberty, Oxford, Oxford University Press, 1991.
D. Miller, Citizenship and National Identities, Cambridge, Polity Press, 2000.
S. Ramaswamy, Political Theory: Ideas and concepts, Delhi Macmillan, 2002.
R.M. Titmuss, Essays on the Welfare State, London, George Allen and Unwin, 1956.
F. Thankurdas. Essays on Political Theory, New Delhi, Gitanjali, 1982.
J. Waldron(ed.), Theories of Rights, New Delhi, Oxford University Press 1984.
S.Wasby, Political Science: The Discipline and its Dimensions, Calcutta, Scientific Book Agency, 1970.

POLITICAL SCIENCE
OPTION-1- BHARTIYA SARKAR AND RAJNITI - I
PAPER CODE: BA3006

Marks: 80

Time: 3 Hrs

THIRD SEMESTER

Note: Examiner will be required to set NINE questions in all, four in part 'A' and four in Part 'B'. In part C, Question No. 9 is compulsory, consisting of 8 objective type questions of 2 marks each spread over the entire syllabus. In addition to question no. 9, candidate will be required to attempt 4 more questions, selecting two questions each from part 'A' and 'B'.

Part-A

The Making of India's Constitution and its sources. Basic features of India's Constitution. Preamble, Fundamental Rights and Duties and the Directive Principles of State Policy.

Part-B

Centre-State Relations
Supreme Court and the Constitutional Process.
Political Parties : National and Regional Parties.

Part-C

Eight Object type questions (multiple choice) spread over the entire syllabus.

Suggested Readings

- G. Austin, The Indian Constitution: Corner Stone of Nation, Oxford, Oxford University Press, 1966.
G. Austin, Working a Democratic Constitution : The Indian Experience, Delhi, Oxford University Press 2000.
D.D. Basu, An Introduction to the Constitution of India, New Delhi, Prentice Hall, 1994.
D.D. Basu and B. Paarekh (ed). Crisis and Change in contemporary India, New Delhi, Sange, 1994.
C.R Bhambhri, The Indian State: Fifty years. New Delhi, Shipra, 1997.
P. Brass, Politics of India Since Independence Hyderabad, Orient Longman, 1990.
P. Brass, Language, Region and Politics in North India London, Cambridge University Press, 1974.
A. Chanda, Federalism in India: A Study of Union-State Relations, London, George Allen & Unwin, 1965.
S. Cambridge and J. Harriss, Reinventing India: Liberalization Hindu Nationalism and Popular Democracy, Delhi, Oxford University Press, 2001.
B.L. Fadia, State Politics in India, 2 vols, New Delhi, Rediant Publishers, 1984.
R.L. Hardgrave, India: Government and Politics in a Developing Nations, New York, Harcourt, Braqce and World, 1965.
N.G. Jayal (ed.). Democracy in India, Delhi, Oxford University Press, 2001.
S. Kaushik (ed.) Indian Government and Politics, Delhi University, Directorate of Hindi Implementation, 1990.
A. Kohli, Democracy and Discontent: India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991.
R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
R. Kothari, Party System and Election Studies, Bombay, Asia Publishing House 1967.
W.H. Morris Jones, Government and Politics in India, Delhi, BI Publications, 1974.
A.C.Noorani, Constitutional Questions in India : The President, Parhament and the States, Delhi, Oxford University Press, 2000.
M. V. Pylee, An Introduction to the constitution of India, New Delhi, 1998.
A. Ray, Tension Areas in India's Federal System, Calcutta, The World Press, 1970.
N.C. Sahni (ed.). Coalition Politics in India, Jullundher, New Academic Publishing Company, 1971.
J.R. Siwach, Dynamics of Indian Government & Politics New Delhi, Sterting Publishers, 1985.
R. Thakur, The Government & Politics of India, London, Macmillan, 1995.

POLITICAL SCIENCE
OPTION-1- BHARTIYA SARKAR AND RAJNITI - II
PAPER CODE: BA4006

Marks: 80

Time: 3 Hrs

FOURTH SEMESTER

Note: Examiner will be required to set NINE questions in all, four in part 'A' and four in Part 'B'. In part C, Question No. 9 is compulsory, consisting of 8 objective type questions of 2 marks each spread over the entire syllabus. In addition to question no. 9, candidate will be required to attempt 4 more questions, selecting two questions each from part 'A' and 'B'.

Part-A

Union Government: President, Parliament, Cabinet and Prime Minister.

Part-B

The Election Commission Electoral Reforms. Major issues in Indian Political, Caste, religion. Language Region, Poverty- Alleviation.

Part-C

Eight Object type questions (multiple choice) spread over the entire syllabus.

Suggested Readings

- G. Austin, The Indian Constitution: Corner Stone of Nation, Oxford, Oxford University Press, 1966.
G. Austin, Working a Democratic Constitution : The Indian Experience, Delhi, Oxford University Press 2000.
D.D. Basu, An Introduction to the Constitution of India, New Delhi, Prentice Hall, 1994.
D.D. Basu and B. Paarekh (ed). Crisis and Change in contemporary India, New Delhi, Sage, 1994.
C.R Bhambhri, The Indian State: Fifty years. New Delhi, Shipra, 1997.
P. Brass, Politics of India Since Independence Hyderabad, Orient Longman, 1990.
P. Brass, Language, Region and Politics in North India London, Cambridge University Press, 1974.
A. Chanda, Federalism in India: A Study of Union-State Relations, London, George Allen & Unwin, 1965.
S. Cambridge and J. Harriss, Reinventing India: Liberalization Hindu Nationalism and Popular Democracy, Delhi, Oxford University Press, 2001.
B.L. Fadia, State Politics in India, 2 vols, New Delhi, Rediant Publishers, 1984.
R.L. Hardgrave, India: Government and Politics in a Developing Nations, New York, Harcourt, Braqce and World, 1965.
N.G. Jayal (ed.). Democracy in India, Delhi, Oxford University Press, 2001.
S. Kaushik (ed.) Indian Government and Politics, Delhi University, Directorate of Hindi Implementation, 1990.
A. Kohli, Democracy and Discontent: India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991.
R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
R. Kothari, Party System and Election Studies, Bombay, Asia Publishing House 1967.
W.H. Morris Jones, Government and Politics in India, Delhi, BI Publications, 1974.
A.C.Noorani, Constitutional Questions in India : The President, Parhament and the States, Delhi, Oxford University Press, 2000.
M. V. Pylee, An Introduction to the constitution of India, New Delhi, 1998.
A. Ray, Tension Areas in India's Federal System, Calcutta, The World Press, 1970.
N.C. Sahni (ed.). Coalition Politics in India, Jullundher, New Academic Publishing Company, 1971.
J.R. Siwach, Dynamics of Indian Government & Politics New Delhi, Sterting Publishers, 1985.
R. Thakur, The Government & Politics of India, London, Macmillan, 1995.

SEMESTER - I

Algebra

Code: DM111

Max. Marks : 27

Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Symmetric, Skew-symmetric, Hermitian and skew Hermitian matrices. Elementary Operations on matrices. Rank of a matrices. Inverse of a matrix. Linear dependence and independence of rows and columns of matrices. Row rank and column rank of a matrix. Eigenvalues, eigenvectors and the characteristic equation of a matrix. Minimal polynomial of a matrix. Cayley Hamilton theorem and its use in finding the inverse of a matrix.

1x5 = 5

Section – II

Applications of matrices to a system of linear (both homogeneous and non-homogeneous) equations. Theorems on consistency of a system of linear equations. Unitary and Orthogonal Matrices, Bilinear and Quadratic forms.

1x5 = 5

Section – III

Relations between the roots and coefficients of general polynomial equation in one variable. Solutions of polynomial equations having conditions on roots. Common roots and multiple roots. Transformation of equations.

1x5 = 5

Section – IV

Nature of the roots of an equation Descarte's rule of signs. Solutions of cubic equations (Cardon's method). Biquadratic equations and their solutions.

1x5 = 5

Section – V

1x7=7

Suggested Reading

1. L.N. Herstein Topics in Algebra, Wiley Eastern Ltd. New Delhi, 1975.
2. K.B. Datta, Matrix and Linear Algebra, Prentice Hall of India Pvt. Ltd. New Delhi, 2002.
3. P.B. Bhattacharya, S.K. Jain and S.R*. Nagpaul, First Course in Linear Algebra, Wiley Eastern, New Delhi, 1983.'
4. S.K. Jain, A. Gunawardena and P.B. Bhattacharya, Basic Linear Algebra with MAATLAB., Key College Publishing(Springer-Verlag),2001.
5. S.L. Loney, Plane Trigonometry Part II, Macmillan and Company, London.
6. Shanti Narayan, A text Books of Matrices, S. Chand & Co., New Delhi.
7. Peter V. O'Neil, Advanced Engineering Mathematics, ITPCompany, USA.
8. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/Academic Press, USA.
9. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc., New York.
10. K.A. Stroud, Enginnering Mathematics (Indian Edition),
11. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons.
12. Ayers, Modern abstract Algebra, Schaum Outline Series, Tata McGraw Hill.
13. Baumslag, Group Theory, Schaum Outline Series, Tata McGraw Hill.
14. Jai Singh, Abstract Algebra, Schaum Outline Series, Tata McGraw Hill.
15. Lipschutz, 3000 solved problems in Linear Algebra, Schaum Outline Series, Tata McGraw Hill.
16. Lipschutz, Linear Algebra, Schaum Outline Series, Tata McGraw Hill.
17. Moyer, Trigonmetry, Schaum Outline Series, Tata McGraw Hill.
18. Rich, Eiementry Algebra, Schaum Outline Series, Tata McGraw Hill.

Calculus
Code: DM112

Max. Marks : 27
Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Successive differentiation. Leibnitz theorem. Maciaurin and Taylor series expansions. Asymptotes.
1x5=5

Section – II

Curvature. Tests for concavity and convexity. Points of inflexion. Multiple points. Tracing of curves in Cartesian and polar coordinates.
1x5=5

Section – III

Reduction formulae. Quadrature.
1x5=5

Section – IV

Rectification. ‘Volumes and surfaces of solids of revolution.
1x5=5

Section – V

1x7=7

Books Recommended

1. Murray R. Spiegel, Theory and Problems of Advanced.; Calculus, Schaum’s outline series, Tata McGraw Hill.
2. P.K. Jain and S.K. Kaushik, An Introduction tp Real Analysis, i S. Chand & Co. New Delhi, 2000.
3. GT. Simmons, Differential Equations, Tata McGraw, i Hill, 1972.
4. S.L. Ross, Differential Equations, John Wiley and Sons (Student Edition).
5. H.T. H. Piaggio, Elementary Treatise on Differential *Equations* and their Applications, C.B.S. Publisher and; Distributors, Delhi, 1985.
6. Peter V. O’Neil, Advanced Engineering Mathematics, ITPI Company, USA.

7. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ Academic Press, USA.
8. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, inc., New York.
9. K.A. Stroud, Engineering Mathematics (Indian .Edition), Replika Press Pvt. Ltd.
10. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons, 1999.
11. Khalil Ahmed, Text Book of Integral Calculus and Differential Equations, Anamaya Publishers, New Delhi.
12. Khalil Ahmed, Text Book of Differential Calculus, Anamaya Publishers, New Delhi.
13. Ayres, Calculus, Schaum Outline Series, Tata McGraw Hill.
14. Bronson, Theory and Problems of Differential Equations, Schaum Outline Series, Tata McGraw Hill.

Solid Geometry
Code: DM113

Max. Marks : 26
Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **six** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

General equation of second degree. Tracing of conics. 1X5=4

Section – II

System of conics. Confocal Conics. Polar equation of conic. 1X5=4

Section – III

General coincides, Paraboloids. Plane. Sections of Coincides. Generating lines. 1X5=4

Section – IV

Confocal coincides. Reduction -of Second Degree equation. Sphere, Cone, Cylinder 1X5=4

Section – V

1x6=6

Books Recommended:

1. R.J.T. Bill, Elementary Treatise on Coordinary Geometry of Three Dimensions, MacMillan India Ltd. 1994.
2. P.K. Jain and Khalil Ahmad : A Textbook of Analytical Geometry of Three Dimensions, Wiley Eastern Ltd. 1999.

SEMESTER - II
Algebra and Trigonometry
Code: DM121

Max. Marks : 27

Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Mapping, Equivalence relations and partitions. Congruence modulo. Definition of a group with examples and simple properties. Subgroups. Generation of groups. Cyclic groups. Cost decomposition. Langrange's theorem and its consequences. Fermat's and Euler's theorems. 1x5=5

Section – II

Complete Homomorphism and Isomorphism. Normal Subgroups. Quotient groups. The fundamental theorem of homomorphism. Permutation groups. Even and odd permutations. The altering groups An. Cayley's theorem. Introduction to rings, Sub rings, integral domains and fields. Characteristic of a ring. 1x5=5

Section - III

De Moivre's Theorem and its Applications. Expansion of trigonometrical functions. Direct circular and hyperbolic functions and their properties. 1x5=5

Section – IV

Inverse circular and hyperbolic functions and their properties. Logarithm of a complex quantity. Gregory's series. Summation of Trigonometry series. 1x5=5

Section – V

1x7=7

Suggested Reading

1. L.N. Herstein Topics in Algebra, Wiley Eastern Ltd. New Delhi, 1975.
2. K.B. Datta, Matrix and Linear Algebra, Prentice Hall of India Pvt. Ltd. New Delhi, 2002.
3. P.B. Bhattacharya, S.K. Jain and S.R*. Nagpaul, First Course in Linear Algebra, Wiley Eastern, New Delhi, 1983.'

4. S.K. Jain, A. Gunawardena and P.B. Bhattacharya, Basic Linear Algebra with MAATLAB., Key College Publishing(Springer-Verlag),2001.
5. S.L. Loney, Plane Trigonometry Part II, Macmillan and Company, London.
6. Shanti Narayan, A text Books of Matrics, S. Chand & Co., New Delhi.
7. Peter V. O'Neil, Advanced Engineering Mathematics, ITPCompany, USA.
8. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/Academic Press, USA.
9. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc., New York.
10. K.A. Stroud, Enginnering Mathematics (Indian Edition),
11. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons.
12. Ayers, Modern abstract Algebra, Schaum Outline Series, Tata McGraw Hill.
13. Baumslag, Group Theory, Schaum Outline Series, Tata McGraw Hill.
14. Jai Singh, Abstract Algebra, Schaum Outline Series, Tata McGraw Hill.
15. Lipschutz, 3000 solved problems in Linear Algebra, Schaum Outline Series, Tata McGraw Hill.
16. Lipschutz, Linear Algebra, Schaum Outline Series, Tata McGraw Hill.
17. Moyer, Trigonometry, Schaum Outline Series, Tata McGraw Hill.
18. Rich, Eiementry Algebra, Schaum Outline Series, Tata McGraw Hill.

Ordinary Differential Equations

Code: DM122

Max. Marks : 27

Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Exact differential equations. First order higher degree j equations solvable for x, y, p. clairaut's form and singular solutions, Geometrical meaning of a differential equation. 1x5=5

Section – II

Orthogonal trajectories. Linear differential equations with constant coefficients: Homogeneous linear ordinary differential equations. Total/differential equations. 1x5=5

Section – III

Linear differential equations of second order, *I* Transformation of the equation by changing-the dependent variable/the independent variable, reduction of order. 1x5=5

Section – IV

Method of variation of parameters and unknown coefficients, Ordinary simultaneous differential equations. 1x5=5

Section – V

1x7=7

Books Recommended

1. Murray R. Spiegel, Theory and Problems of Advanced.; Calculus, Schaum's outline series, Tata McGraw Hill.
2. P.K. Jain and S.K. Kaushik, An Introduction to Real Analysis, i S. Chand & Co. New Delhi, 2000.
3. G.T. Simmons, Differential Equations, Tata McGraw, i Hill, 1972.
4. S.L. Ross, Differential Equations, John Wiley and Sons (Student Edition).
5. H.T. H. Piaggio, Elementary Treatise on Differential *Equations* and their Applications, C.B.S. Publisher and; Distributors, Delhi, 1985.
6. Peter V. O'Neil, Advanced Engineering Mathematics, ITPI Company, USA.
7. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ Academic Press, USA.
8. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, inc., New York.
9. K.A. Stroud, Engineering Mathematics (Indian .Edition), Replika Press Pvt. Ltd.
10. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons, 1999.
11. Khalil Ahmed, Text Book of Integral Calculus and Differential Equations, Anamaya Publishers, New Delhi.
12. Khalil Ahmed, Text Book of Differential Calculus, Anamaya Publishers, New Delhi.
13. Ayres, Calculus, Schaum Outline Series, Tata McGraw Hill.
14. Bronson, Theory and Problems of Differential Equations, Schaum Outline Series, Tata McGraw Hill.

Vector Calculus

Code: DM123

Max. Marks : 26

Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **six** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Scalar and vector product of three vectors. Product of four vectors. Reciprocal Vectors.

1x5=5

Section – II

Vector Differentiation. Gradient.

1x5=5

Section – III

Divergence and Curl.

1x5=5

Section – IV

Vector integration. Theorems of Gauss, Green, Stokes and problems based on these.

1x5=5

Section – V

1x6=6

Books Recommended:

1. Murraray R. Spiegel, Theory and Problems of Advanced Calculus, Schaum Publishing Company, New York.
2. Murraray R. Spiegel, Vector Analysis, Schaum Publisghing Company, New York.
3. N. Saran and S.N. Nigam, Introduction to Vector Analysis, Pothishala Pvt. Ltd., Allahabad.
4. Shanti Narayna, A Text Book of Vector Calculus. S. Chand & Co., New Delhi.

SEMESTER - III
Advanced Calculus - I
Code: DM231

Max. Marks: 27
Time : 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Definition of a sequence. Theorems on limits of sequences. Bounded and monotonic sequences. Cauchy's convergence criterion. Sequential continuity. Properties of continuous functions. Uniform continuity. 1x5=5

Section – II

Series of non-negative terms. Comparison tests. Cauchy's integral test. Ratio tests. Raabe's logarithmic, de Morgan and Bertrand's tests, Gauss test. Alternating series Leibnitz's Theorem. Absolute and conditional convergence. 1x5=5

Section – III

Mean value theorems and their geometrical interpretations. Darboux's intermediate value theorem for derivatives. Taylor's theorem with various forms of remainders. Limit and continuity of functions of two variables. 1x5=5

Section – IV

Partial differentiation, Change of variables. Euler's theorem on homogeneous | functions. Taylor's theorem for functions of two variable. 1x5=5

Section – V

1x7=7

Books Recommended

1. T. M, Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi. 1985.
2. R.R. Goldberg, Real Analysis, Oxford & I.B.H. Publishing Co., New Delhi, 1970.

3. D. Soma Sundaram and B. Choudhary, A First course in r Mathematical Analysis. Narosa Publishing House, New Delhi, i 1997.
4. Murray R. Spiegel, Theory and Problems of Advanced Calculus. Schaum Publishing Co. New York.
5. S.C. Malik, Mathematical Analysis, Wiley Eastern Ltd., New Delhi.
6. Earl D. Rainville Infinite Series. The Macmillian Company, New York.
7. Shanti Narayan. A Course of Mathematical Analysis. S. Chand and Company, New Delhi.
8. Avanced Engineering Mathematics, ITP : Company, USA
9. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ ; Academic Press, USA.
10. K.A. Stround, Advanced Engineering Mathematics, Industrial K.A. Stround, Engineering Mathematics (Indian Edition)., Replika Press Pvt. Ltd.
11. Erwin Kreyszig, Advanced Engineering Mathematics John Wiley and Sons.
12. Klialil Ahmed, Text Book of Differential Calculus, Anamaya Publishers, New Delhi.
13. Wrede, Advanced Calculus, Schaum Outline Series, Tata McGraw Hill, New Delhi.

Partial Differential Equations - I

Code: DM232

Max. Marks: 27

Time: 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Series solutions of differential equations-Power series method, Bessel, Legendre and Hyper geometric equations. 1x5=5

Section – II

Bessel, Legendre and Hyper geometric functions and their properties, recurrence and generating relations. Orthogonally of Bessel functions and Legendre polynomials. 1x5=5

Section – III

Laplace Transformation-Linearity of the Laplace transformation. Existence theorem for Laplace transforms. Laplace transforms of derivatives and integrals. Shifting theorems. Differentiation and integration of transforms. Convolution theorem. 1x5=5

Section – IV

Solution of differential equations and system of differential equations using the Laplace transformation, Fourier transforms and their properties, and their application to solutions of differential equations.

1x5=5

Section – V

1x7=7

Books Recommended

1. D.A. Murry, Introductory Course on Differential Equations, Orient Longman, (India), 1967.
2. IN. Sneddon, Elements of Partial Differential Equations, McGraw Hill Book Company, 1988.
3. Frank Ayres, Theory and Problems of differential Equations, McGraw Hill Book Company, 1972.
4. SX. Ross, Differential Equations, John Wiley and Sons (Student Edition).
5. Peter V.O.'Neii, Advanced Engineering Mathematics, ITP Company, USA. .
6. Alan Jafferey. Advanced Engineering Mathematics, Harcourt Academic Press, USA.
7. K. A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc., New York.
8. K.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
9. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons.
10. C.E. Weatherbiirn differential Geometry, ELBS.
11. Bronson, Theory and Problems of differential Equations, Schaum Outline Series, Tata McGraw Hill, New Delhi.
12. Duchateau, Partial Differential Equations, Schaum Outline series, Tata McGraw Hill, New Delhi.
13. Lipsechutz, Differential Geometry, Schaum Outline Senes, Tata McGraw Hill, New Delhi.
14. Spiegel, Lapalce Transforms, Schaum Outline Senes, Tata McGraw Hill, New Delhi.
15. Spiegel, Theory and Problem of fourier analysis with Applications to Boundary Value Problems, Schaun> Outline Series, Tata McGraw Hill, New Delhi.

Mechanics - I
Code: DM233

Max. Marks: 26
Time: 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **six** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Conditions of equilibrium of Coplanar forces. Virtual work in two dimensions. 1x5=5

Section – II

Proof of principle of virtual work and its converse for coplanar forces. Forces which may be omitted in forming the Equation of virtual work. 1x5=5

Section – III

Forces in three dimensions. 1x5=5

Section – IV

Stable and unstable equilibrium. 1x5=5

Section – V

1x6=6

Books Recommended

1. S.L. Loney, Statics-Macmillan Company, London.
2. S.L. Loney, An Elementary Treatise on the Dynamics of Particle and Rigid bodies. Cambridge University Press. 1956
3. E. Chorlton, Dynamics, CJ3S Publishers, New Delhi.
4. Peter V.O.'Neil, Advanced Engineering Mathematics, ITP Company, USA.
5. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/Academic Press, USA.
6. C. A. Stroud, Advanced Engineering Mathematics, Industrial Press. Inc, New York,
7. C.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
8. Erwin Kreyszig, Advanced Engineering Mathematics. John Wiley and Sons

SEMESTER - IV
Advanced Calculus - II
Code: DM241

Max. Marks: 27
Time: 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Jacobians. Maxima, minima and saddle points of functions of two variables. Lagrange's multiplier method. 1x5=5

Section – II

Envelopes, Evolutes. Indeterminate forms. 1x5=5

Section – III

Beta and Gamma functions. Double and triple integrals. 1x5=5

Section – IV

Dirichlets' integrals. Change of order of integration in double integrals. 1x5=5

Section – V

1x7=7

Books Recommended

1. T. M, Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi. 1985.
2. R.R. Goldberg, Real Analysis, Oxford & I.B.H. Publishing Co., New Delhi, 1970.
3. D. Soma Sundaram and B. Choudhary, A First course in r Mathematical Analysis. Narosa Publishing House, New Delhi, i 1997.
4. Murray R. Spiegel, Theory and Problems of Advanced Calculus. Schaum Publishing Co. New York.
5. S.C. Malik, Mathematical Analysis, Wiley Eastern Ltd., New Delhi.
6. Earl D. Rainville Infinite Series. The Macmillian Company, New York.

7. Shanti Narayan. A Course of Mathematical Analysis. S. Chand and Company, New Delhi.
8. Avanced Engineering Mathematics, ITP : Company, USA
9. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ ; Academic Press, USA.
10. K.A. Stround, Advanced Engineering Mathematics, Industrial K.A. Stround, Engineering Mathematics (Indian Edition)., Replika Press Pvt. Ltd.
11. Erwin Kreyszig, Advanced Engineering Mathematics John Wiley and Sons.
12. Klialil Ahmed, Text Book of Differential Calculus, Anamaya Publishers, New Delhi.
13. Wrede, Advanced Calculus, Schaum Outline Series, Tata McGraw Hill, New Delhi.

Partial Differential Equations - II

Code: DM242

Max. Marks: 27

Time: 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **seven** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Partial differential equations of the first order Lagrange's Solution. Some special types of equations which can be solved easily by methods other than the general method. Charpit's general method of solution and its special cases.

1x5=5

Section – II

Partial differential equations of second and higher orders. Classification of linear differential equation of second order. Homogeneous and non-homogeneous equation with constant coefficients. Partial differential equations reducible to equation with constant coefficients.

1x5=5

Section – III

Curves with torsion, principal normal, osculating circle, binomial, Serret-Frenet formulae.

1x5=5

Section – IV

Locus of centre of curvature, spherical curvature, surfaces, envelopes, edge of regression, fundamental magnitudes of the first order.

1x5=5

Section – V

1x7=7

Books Recommended

1. D.A. Murry, Introductory Course on Differential Equations, Orient Longman, (India), 1967.
2. IN. Sneddon, Elements of Partial Differential Equations, McGraw Hill Book Company, 1988.
3. Frank Ayres, Theory and Problems of differential Equations, McGraw Hill Book Company, 1972.
4. SX. Ross, Differential Equations, John Wiley and Sons (Student Edition).
5. Peter V.O.'Neii, Advanced Engineering Mathematics, ITP Company, USA. .
6. Alan Jafferey. Advanced Engineering Mathematics, Harcourt Academic Press, USA.
7. K. A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc., New York.
8. K.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
9. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons.
10. C.E. Weatherbiirn differential Geometry, ELBS.
11. Bronson, Theory and Problems of differential Equations, Schaum Outline Series, Tata McGraw Hill, New Delhi.
12. Duchateau, Partial Differential Equations, Schaum Outline series, Tata McGraw Hill, New Delhi.
13. Lipsechutz, Differential Geometry, Schaum Outline Senes, Tata McGraw Hill, New Delhi.
14. Spiegel, Lapalce Transforms, Schaum Outline Senes, Tata McGraw Hill, New Delhi.
15. Spiegel, Theory and Problem of fourier analysis with Applications to Boundary Value Problems, Schaum's Outline Series, Tata McGraw Hill, New Delhi.

Mechanics - II
Code: DM243

Max. Marks: 26
Time: 3 Hours

Note: The question paper will consist of **five** sections. Each of the first four sections (**I-IV**) will contain two questions and the students shall be asked to attempt **one** question from each section. **Section-V** will contain **six** short answer type questions without any internal choice covering the entire syllabus and shall be **compulsory**.

Section – I

Velocities and accelerations along radial and transverse directions and along tangential and normal directions. Simple harmonic motion. 1x5=5

Section – II

Elastic strings. Motion on smooth and rough plane curves Motion in a resisting medium. Motion of particles of varying mass. 1x5=5

Section – III

Central Orbits, Kepler's laws of motion. 1x5=5

Section – IV

Motion of a particle in three dimensions. Acceleration in terms of different coordinate system 1x5=5

Section – V

1x6=6

Books Recommended

1. S.L. Loney, Statics-Macmillan Company, London.
2. S.L. Loney, An Elementary Treatise on the Dynamics of Particle and Rigid bodies. Cambridge University Press. 1956
3. E. Chorlton, Dynamics, CJ3S Publishers, New Delhi.
4. Peter V.O.'Neil, Advanced Engineering Mathematics, ITP Company, USA.
5. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/Academic Press, USA.

6. C. A. Stroud, Advanced Engineering Mathematics, Industrial Press. Inc, New York,
7. C.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
8. Erwin Kreyszig, Advanced Engineering Mathematics. John Wiley and Sons

संस्कृत - I (प्रथम सेमेस्टर)
PAPER CODE BA1008

Time: 3Hrs

Marks: 80

Unit-I संस्कृत वाग्व्यवहारः

अंक 16

संस्कृत व्यवहार साहस्री (प्रकाशक संस्कृत भारती, माता मन्दिर गली, झण्डेवालान, नई दिल्ली)
पुस्तक में से 1 से 8 विषयों तक संस्कृत में सरल प्रश्नोत्तर रूप में लिखित परीक्षा (शिष्टाचारः, मेलनम्,
सरलवाक्यानि, सामान्यवाक्यानि, मित्रमिलनम्, यात्रा, प्रवासतः प्रतिनिवर्तनम्, छात्राः)

Unit-II संस्कृत ग्रन्थानुशीलनम्

अंक 48

- (क) हितोपदेशः (मित्रलाभः)
(ख) दूतवाक्यम् (भासविरचितम्)
(ग) शुकनासोपदेशः (कादम्बरीतः)
(पाठ्यांशों की व्याख्या व सार आदि)

Unit-III अनुवाद

अंक 16

हिन्दी से संस्कृत में सरल अनुवाद

दिशा निर्देशः—

Unit I: चौदह में से किन्हीं आठ प्रश्नों के संस्कृत में उत्तर

8x2=16

Unit II: (क) आठ में से चार संदर्भों की व्याख्या

4x4=16

(ख) आठ में से चार संदर्भों की व्याख्या

4x4=16

(ग) आठ में से चार गद्यांशों की व्याख्या

4x4=16

Unit III: चौदह में से आठ वाक्यों का संस्कृत में अनुवाद

8x2=16

संस्कृत - II (द्वितीय सेमेस्टर)
PAPER CODE BA2008

Time: 3Hrs

Marks: 80

Unit-I संस्कृत व्याकरणम्

अंक 48

- (क) शब्दरूप- राम, कवि, भानु, पितृ, लता, मति, नदी, धेनु, वधू, मातृ, फल, वारि, मधु, आत्मन्, दण्डिन्, वाच, सरित्, सर्व, तद्, एतद्, यद्, किम्, इदम् (तीन लिंगों में), अस्मद्, युष्मद्, एक, द्वि, त्रि, चतुर्, पञ्चन् (तीनों लिंगों में)
- (ख) धातुरूप परस्मैपदम् - भू, पठ्, हस्, नम्, गम्, अस्, हन, क्रुध, नश्, नृत्, अद्, इष्, पृच्छ, चिन्त्
आत्मनेपदम्- सेव, लभ्, रुच्, मुद्, याच्
उभयपदम् - कृ, नी, ह्र, भज्, पच्
- (ग) सन्धि - अच् सन्धि, हल् सन्धि, विसर्ग सन्धि

Unit-II छन्द

अंक 27

- अनुष्टुप्, आर्या, इन्द्रवज्रा, उपेन्द्रवज्रा, उपजाति, मालिनी, स्रग्धरा, वंशस्थ, शिखरिणी, मन्दाक्रान्ता, वसन्ततिलका, शार्दूलविक्रीडितम्

Unit III कण्ठस्थश्लोकाः

अंक 5

- कण्ठस्थ चार श्लोकों का शुद्ध लेखन (प्रश्न पत्र में छपे श्लोकों से भिन्न)

दिशा निर्देश:-

- Unit I:** (क) आठ शब्दों में से किन्हीं चार के सम्पूर्ण रूप **4x4=16**
(ख) आठ धातुओं में से किन्हीं चार के पूछे गए दो लकारों में सम्पूर्ण रूप
(लट्, लृट्, लोट्, लङ्, विधिलिङ् लकार) **4x4=16**
(ग) चौदह में से किन्हीं आठ प्रयोगों में सन्धि अथवा सन्धिविच्छेद **8x2=16**
- Unit II:** छः में से किन्हीं तीन छंदों में लक्षण व उदाहरण **9x3=27**
- Unit III:** कण्ठस्थ दो श्लोकों का लेखन (प्रश्न पत्र से भिन्न) **2½ x2=5**

संस्कृत- III (तृतीय सेमेस्टर)
PAPER CODE: BA3008

Time: 3Hrs

Marks: 80

Unit-I संस्कृत वाग्व्यवहार: –

अंक 16

संस्कृत व्यवहार साहस्री (प्रकाशक संस्कृत भारती, माता मंदिर गली, झण्डेवालन, नई दिल्ली)
पुस्तक में से 9 से 16 विषयों तक संस्कृत में सरल प्रश्नोत्तर रूप में लिखित परीक्षा ।
(9 परीक्षा, 10 चलचित्रम्, 11 शिक्षकः, 12 स्त्रियः, 13 पाकः, 14 वेशभूषणानि, 15 कार्यालयः, 16 स्वास्थ्यम्)

Unit-II संस्कृत ग्रन्थानुशीलनम्

अंक 48

क) रामायणम् (बालकाण्डम् प्रथम सर्ग)
ख) श्रीमद्भागवद्गीता (द्वितीय अध्याय)
ग) रघुवंशम् (द्वितीय सर्ग)
(श्लोकों की व्याख्या व आलोचनात्मक प्रश्न, सार आदि)

Unit-III पत्रलेखनम्

अंक 16

सरल विषयों पर संस्कृत में पत्र लेखन

दिशा निर्देश:-

Unit I: चौदह में से किन्हीं आठ प्रश्नों के संस्कृत में उत्तर

8x2=16

Unit II: (क) आठ में से चार श्लोकों की व्याख्या

4x4=16

(ख) आठ में से चार श्लोकों की व्याख्या

4x4=16

(ग) i. चार में से दो श्लोक की व्याख्या

2x4=8

ii. चार में से दो प्रश्न अथवा सार

2x4=8

Unit V: चार में से किन्हीं दो विषयों पर संस्कृत में पत्र लेखन

2x8=16

संस्कृत - IV (चतुर्थ सेमेस्टर)
PAPER CODE: BA4008

Time: 3Hrs

Marks: 80

Unit-I संस्कृत व्याकरणम्

अंक 40

- क) समास-अव्ययीभाव, कर्मधारय, द्वन्द्व, बहुव्रीहि
ख) वाच्य-कर्तृवाच्य, कर्मवाच्य, भाववाच्य
ग) कृत्प्रत्यय-क्त्वा, तुमुन्, ण्यत्, क्त, क्तवत्, शतृ, शानच्, तव्यत्, अनीयर्
घ) तद्धित प्रत्यय-मतुप्, इनि, ठक्, त्व, तल्, छ
ङ) णिजन्त रूप एवं सन्नन्त रूप-भू, पठ्, गम्, पा, लिख, श्रु, धृ, दा, स्था, हन्
धातुओं के लट् लकार, प्रथम पुरुष एकवचन में

Unit-II लघु सिद्धांत कौमुदी

अंक 24

प्रत्याहार सूत्र तथा संज्ञा प्रकरण: (सोदाहरण सूत्र व्याख्या)

Unit-III अनुवाद:

अंक 16

हिन्दी से संस्कृत में सरल अनुवाद

दिशा निर्देश:-

- Unit I: (क) चौदह में से आठ के समास अथवा विग्रह 8x1=8
(ख) आठ में से चार वाक्यों में वाच्य परिवर्तन 4x2=8
(ग) चौदह में से आठ में प्रकृति प्रत्यय प्रदर्शन 8x1=8
(घ) चौदह में से आठ में प्रकृति प्रत्यय प्रदर्शन 8x1=8
(ङ) चौदह में से आठ में प्रकृति प्रत्यय प्रदर्शन 8x1=8
Unit II: दस में से किन्हीं छः सूत्रों की व्याख्या 6x4=24
Unit III: चौदह में से आठ वाक्यों का संस्कृत में अनुवाद 8x2=16

Programme Project Report

Bachelor of Commerce

For

Seeking Recognition of UGC, New Delhi

Submitted By:

Dr. Vazir Singh Nehra

Programme Coordinator

Dept. of Commerce (DDE)

Submitted To:

The Director/ Coordinator

Directorate of Distance Education

Maharishi Dayanand University, Rohtak

(A State University Established under Haryana Act No. XXV of 1975)

NAAC 'A' Grade Accredited University

Programme Project Report of Bachelor of Commerce

a) Programme Mission & Objectives:

➤ Mission:

Learn with Passion, Discover with Purpose, Create Lasting Value, and Transform Lives. This mission reflects our efforts to expand student learning, improve faculty research and knowledge as well as become more active stewards in society.

➤ Vision:

To serve the Indian and global society by creating and sharing knowledge in an innovative, inclusive, and collaborative learning-centered environment

➤ Objectives:

The aim and objectives of the Bachelor's Degree in Commerce is to impart comprehensive knowledge to the learners about the nature of Commerce in India. In the era of liberalization, privatization and globalization with special reference to changing environment of finance, accounting, marketing and human resources. The growing role of private sector, information technology, integration of national economy with global economy are the focal points of this course. This programme is able to develop the conceptual faculties of the learners on various management theories, postulates, models, processes, methods, techniques, etc. It is essential to work towards obtaining a global vision based on good practices, to be carried out by private and public enterprise.. Besides this, some other objectives of this course are:

- Basically this course provides for the basic grounding in the theory and approaches of Commerce.
- To enable learners to gain a more detailed knowledge of those aspects of Commerce in which they wish to specialize.
- To emphasize on the development of critical thinking and research skills which are necessary for understanding the problems of developing countries like India and other parts of the world.
- To enable students to integrate theoretical knowledge and practical experience of Commerce as a discipline as well as an activity.
- To impart the analytical skills, ethics, accountability, responsiveness and leadership qualities among the students of Commerce.

b) Relevance of Programme:

The discipline of Commerce has great opportunities in its behavioral as well as theoretical framework. It has gained opportunity in the era of liberalization, privatization, and globalization.

- **Commerce tries to satisfy Increasing Human Wants**
- *Commerce helps to Increase our Standard of Living*
- *Commerce Links Producers and Consumers*
- *Commerce Generates Employment Opportunities*
- *Commerce Increases National Income and Wealth*
- *Commerce helps in Expansion of aids to Trade*
- *Commerce helps in Growth of Industrial Development*

The subject of Commerce is the leading subject in civil services examinations apart from All India Services, Central Services and State Civil Services. From the career prospects, the modern competitive world has given rise to a huge requirement of deep knowledge of Commerce. There are number of career prospects for trained and motivated Commerce graduates and post graduates in the field of public as well as private sectors like:teachers, bankers, marketing executives, accountants, Administrative Officers, Human Resource Managers, and Corporate Managers in Private Sector.

Teaching has recently turned into good option for a Commerce as it is one of the most favorite courses in educational institutions. Different Universities have started M.Com., M.Phil & Ph.D. courses in Commerce.

c) **Nature of Prospective Target Group of Learners:**

- In-service persons
- Working class people
- Competitive examination preparing students
- Married women
- Military personnel
- Old age persons who could not get the opportunity in student life

d) **Appropriateness of Open and Distance Learning Mode:**

The emergence of new forms of distance learning based on new information and communication technologies; in particular those supported by the Internet and using the World Wide Web, have significant pedagogical, economic and organizational implications. Furthermore, there is a significant trend towards intensifying globalization. Institutional and inter-governmental co-operation is increasing, and the global classroom

has been realized in quite a number of projects, particularly in connection with emerging global communication networks. Lack of infrastructure and professional competence in open and distance learning remain important barriers. Nevertheless, these forms of educational delivery have come to stay, and many countries are looking at open and distance learning as a major strategy for expanding access, raising quality and ensuring cost-effectiveness. The need to extend learning opportunities over the whole life span and the changing demands concerning mass education and the need for new skills represent challenges that are not easily met by conventional structures and institutions. Governments, industry and educational institutions are eager to develop effective applications of new technologies and at the same time meet the needs of learners. However, conventional ways of teaching continue to thrive, and the field shows a great variety of approaches to the implementation of new strategies, with varying success.

e) **Instructional Design:**

- Programme Duration: 2 Years
- Faculty and Staff Requirement: One Associate Professor, One Assistant Professor
- Instructional Delivery Mechanism: Through Personal Contact Programme and Online
- Mode of Instructions: Print and Online

Student Support Service System:

Student support services make up the element of distance education most nearly akin to traditional education. So, these are the main methods of student support service.

- Class teaching at study centers i.e. Personal Contact Programme (PCP);
- Individual tutorials at study centers or other locations;
- Counseling sessions at study centers;
- Correspondence with tutor and counselor;
- Telephone contact with tutor and counselor;
- Computer mediated communication;

This list is by no means exhaustive. But it does serve to illustrate that there is an almost infinite variation in student support systems in distance education. Each student support system represented in any distance teaching system is unique.

f) **Admission Procedure:** Online Mode

- Curriculum Transaction & Evaluation: Print and Online
- Laboratory Requirement: computer lab

g) **Library Resources:** Books, Journals (print & on-line), Magazines, E-Library Facility, Computers, printers, software, bookshelf, almirah, human resource.

h) **Cost Estimate of Programme:** Rs. 21,48,98,000/- (for all thirteen programmes offered by DDE)

i) **Quality Assurance Mechanism:** As per Annexure II of University Grants Commission Notification dated 23.06.2017.

j) **Programme Design & Development Guidelines:** As approved by the Statutory body of M.D. University, Rohtak.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**New Scheme of Examination
Bachelor of Commerce (B.Com)
Three Year Programme**

**B.Com (Pass Course)
Scheme of Examinations & Syllabi**

B.Com-I (1st Semester)

Paper Code	Nomenclature of the Paper	Theory Marks	Practical	Assignment	Total Marks	Credits	Time
BM1001	Business Communication-I	80	--	20	100	2.75	3 Hrs.
BM1002	Business Economics-I	80	--	20	100	2.75	3 Hrs.
BM1003	Business Management –I	80	--	20	100	2.75	3 Hrs.
BM1004	Business Mathematics-I	80	--	20	100	2.75	3 Hrs.
BM1005	Financial Accounting-I	80	--	20	100	2.75	3 Hrs.
BM1006	Basics of computer-I	50	50	--	100	2.75	3 Hrs.
BM1007	Environmental Studies*	80	--	20	100	2.75	3 Hrs.

Total Marks = 600

Important Note: *The Environmental studies is a qualifying paper for all UG Courses i.e BA & B.Com. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded.

B.Com-I (IInd Semester)

Paper Code	Nomenclature of the Paper	Theory Marks	Practical	Assignment	Total Marks	Credits	Time
BM2001	Business Communication-II	80	--	20	100	2.75	3 Hrs.
BM2002	Business Economics-II	80	--	20	100	2.75	3 Hrs.
BM2003	Business Management –II	80	--	20	100	2.75	3 Hrs.
BM2004	Business Mathematics-II	80	--	20	100	2.75	3 Hrs.
BM2005	Financial Accounting-II	80	--	20	100	2.75	3 Hrs.
BM2006	Basics of computer-II	50	50	--	100	2.75	3 Hrs.

Total Marks = 600

Total marks of Ist Year (1st and 2nd Semester) = 600 + 600 =1200

B.Com-II (Pass Course)
Scheme of Examinations & Syllabi

B.Com-II -IIIrd Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Credits	Time
BM3001	Business Regulatory Framework-I	80	20	100	2.75	3 Hrs.
BM3002	Business Statistics-I	80	20	100	2.75	3 Hrs.
BM3003	Company Law and Auditing-I	80	20	100	2.75	3 Hrs.
BM3004	Corporate Accounting-I	80	20	100	2.75	3 Hrs.
BM3005	Principles of Marketing-I	80	20	100	2.75	3 Hrs.
BM3006	Human Resource Management-I	80	20	100	2.75	3 Hrs.

Total Marks = 600

B.Com-II –IVth Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Credits	Time
BM4001	Business Regulatory Framework-II	80	20	100	2.75	3 Hrs.
BM4002	Business Statistics-II	80	20	100	2.75	3 Hrs.
BM4003	Company Law and Auditing-II	80	20	100	2.75	3 Hrs.
BM4004	Corporate Accounting-II	80	20	100	2.75	3 Hrs.
BM4005	Principles of Marketing-II	80	20	100	2.75	3 Hrs.
BM4006	Human Resource Management-II	80	20	100	2.75	3 Hrs.

Total Marks = 600

Total Marks of IInd Year (3rd and 4th Semester) = 600 + 600 = 1200

B.Com-III
Scheme of Examinations & Syllabi

B.Com-III –Vth Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Credits	Time
BM5001	Advertisement & Sales Management-I	80	20	100	2.75	3 Hrs.
BM5002	Business Environment-I	80	20	100	2.75	3 Hrs.
BM5003	Income Tax-I	80	20	100	2.75	3 Hrs.
BM5004	Cost Accounting-I	80	20	100	2.75	3 Hrs.
BM5005	International Marketing-I	80	20	100	2.75	3 Hrs.
BM5006	Management Accounting and Financial Management-I	80	20	100	2.75	3 Hrs.

Total Marks = 600

B.Com-III –VIth Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Credits	Time
BM6001	Advertisement & Sales Management-II	80	20	100	2.75	3 Hrs.
BM6002	Business Environment-II	80	20	100	2.75	3 Hrs.
BM6003	Income Tax-II	80	20	100	2.75	3 Hrs.
BM6004	Cost Accounting-II	80	20	100	2.75	3 Hrs.
BM6005	International Marketing-II	80	20	100	2.75	3 Hrs.
BM6006	Management Accounting and Financial Management-II	80	20	100	2.75	3 Hrs.

Total Marks = 600

Total Marks of IIIrd Year (5th & 6th Semester) = 600 + 600 = 1200

Grand Total of B.Com. (Pass Course) = 1200+1200+1200 = 3600 Marks

**B.Com-I First Semester
Business Communication-I
PAPER CODE: BM1001**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit I

Introducing Business Communication: Basic Forms of Communicating; communication Models and process; Effective communication; theories of communication, Audience analysis.

Unit II

Self Development and Communication: Development of positive personal attitude; SWOT analysis; Vote's model of interdependence; Whole communication.

Unit III

Corporate Communication: Formal and informal communication networks; Grapevine; Miscommunication (Barrier communication); Group discussion; Mock interviews; seminars; Effective listening exercise; individual and group presentations and reports writing.

Unit IV

Principle of Effective Communication. **Writing Skills:** Planning business message; Rewriting and edition; The first draft; Reconstructing the final draft; business letters and memo formats; appearance request letters

Suggested Readings:

1. Murphy, Herta A., Herbert W. Hildebrandj and Jane P. Thomas, Effective Business Communication, Tata McGraw Hill, New Delhi.
2. Konera Arun, Professional Communication, Tata McGraw Hill, New Delhi.
3. McGrath, E. H., Basic Managerial Skills for All, PHI, New Delhi.
4. Meenakshi Raman and Parkash Singh, Business Communication, Oxford University Press, New Delhi.

**B.Com I First Semester
Business Economics-I
PAPER CODE: BM1002**

Theory Paper Max Marks: 80

Assignment: 20

Time: 3Hrs

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit I

Introduction: Basic problems of an economy, working of price mechanism.

Unit II

Elasticity of Demand: Concept and measurement of elasticity of demand; Price, income and cross elasticity's; Average revenue, marginal revenue, and elasticity of demand; Determinants of elasticity of demand; Importance of elasticity of demand.

Unit III

Production Function: Law of variable proportions, Iso-quants; Economic regions and optimum factor combination; Expansion path; Returns to scale; Internal and external economies and diseconomies; Ridge lines.

Unit IV

Theory of Costs: Cost Classification, Short-run and long-run cost curves-traditional and modern approaches.

Suggested Readings:

1. Dr. Raj Kumar, Prof. Kuldeep Gupta, Business Economics, UDH Publishing and Distributors P(Ltd.), New Delhi.
2. R.K Lekhi, Business Economics, Kalyani Publishers.
3. V.G.Mankar, Business Economics, Himalaya Publishing House.
- 4.H.L.Ahuja, Business Economics, S. Chand and Company Ltd.

**B.Com-I First Semester
Business Management-I
PAPER CODE: BM1003**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit I

Introduction to Management: Concept, Nature, Process and Significance of Management; Managerial Roles (Mintzberg); Development of Management Thought, Classical and Neo-classical Systems; Contingency Approaches.

Unit II

Planning: Concept process and Types; Decision Making Concept and Process; Bounded Rationality; Management by Objectives; **Corporate planning Environment analysis** and diagnosis; Strategic formulation.

Unit III

Organizing: Concept Nature; Process and Significance; Authority and Responsibility Relationship; Centralization vs. Decentralization; Departmentation; Organisation Structure Forms and contingency factors.

Unit IV

Motivating and Leading people at Work; Motivating concept; Theories- Maslow, Herzberg, McGregor, a Ouchi; Financial and non-financial incentives.

Suggested Readings:

1. Druker. Peter F. Management Challenges for the 21st century; Butter worth Heinemann Oxford.
2. Wehrich and Koontz, O. Donnel: Essential of Management Tata Mc Graw Hill, New Delhi.
3. Parsad L. M., Principles and Practice of Management.: Sultan Chand and Sons.

**B.Com-I First Semester
BUSINESS MATHEMATICS-I
PAPER CODE: BM1004**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit I

Calculus: (Problems and theorems involving trigonometrically ratios are not to be done).
Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; total differentials, Differentiation of implicit function with the help of total differentials. Maxima and Minima; Cases of one variable involving second or higher order derivatives; Cases of two variables involving not more than one constraint.

Unit-II

Integration: Integration as anti-derivative process; Standard forms; Methods of integration-by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases; Consumers and producers surplus; Nature of Commodities learning Curve; Leontiff Input-Output Model.

Unit-III

Matrices: Definition of matrix; Types of matrices; Algebra of matrices;

Unit-IV

Determinants: Properties of determinants; calculation of values of determinants up to third order; Adjoint of a matrix, through Adjoint and elementary row or column operations; Solution of system of linear equations having unique solution and involving not more than three variables.

Suggested Readings:

Allen B.G.D: Basic Mathematics; Mcmillan, New Delhi.

Volra. N. D. Quantitative Techniques in Management, Tata McGraw Hill, New Delhi. Kapoor V.K. Business Mathematics: Sultan chand and sons, Delhi.

**B.Com-I First Semester
Financial Accounting –I
PAPER CODE: BM1005**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Meaning and Scope of Accounting: Need development, and definition of accounting; Book-keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; Objectives of accounting.

Unit-II

Accounting Principles: International accounting standards (only outlines); Accounting principles; Accounting standards in India (only outlines).

Unit-III

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

Unit-IV

Capital and Revenue: Classification of Income; Classification of expenditure; Classification of receipts.

Accounting concept of income: Accounting-concepts and income measurement; Expired cost and income measurement.

Suggested Readings:

1. Gupta R.L. and Radha Swami M., Financial Accounting, Sultan Chand and Sons., New Delhi.
2. Monga J.R., Ahuja Girish and Sehgal Ashok: Financial Accounting, Mayur Paper Back, Noida.
3. Shukla M.C., Grewal T.S. and Gupta S.C.; Advanced Accounts, S. Chand and Company, New Delhi.
4. Goel, D.K., Financial Accounting, Arya Publications, New Delhi

**B.Com-I First Semester
Basics of Computer-I
PAPER CODE: BM1006**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Fundamentals of Computers: Model of a digital computer, functioning of a digital computer, Historical evolution of computers, Classification of computers: According to Purpose, According to Technology, According to Size and Storage Capacity, Human being v/s Computer.

Unit-II

Input output devices Storage devices:

Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera. Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters, Soft Copy device –Monitor, Sound Cards and speakers.

Unit-III

Introduction to windows: Types of windows, Windows as an operating system, Windows explorer, using clipboard, using paint brush, control panel installing a printer.

Unit-IV

MS-WORD: Fundamentals of MS-WORD: Menus, Toolbars, Ruler Scroll bar, creating, Editing saving. Importing Exporting and insert fig files; Working with Frames, Columns, Pictures, Tables, Macros and Mail Merge.

Suggested Readings:

1. Introduction of Information System ALEXISLEON,
2. Computer Fundamentals-Nasib Singh Gill.

B.Com-I First Semester
ENVIRONMENT STUDIES (QUALIFYING SUBJECT)
PAPER CODE:BM1007

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit I

The Multidisciplinary nature of environmental studies. Definition, scope and importance. Need for Public awareness

Unit II Natural Resources

Renewable and non-renewable resources:

Natural resources and associated problems: Forest resources : Use and over-exploitation : deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits & problems, Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes, caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.

Case studies. Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of and individual in conservation of natural resources. Equitable use of resources for sustainable life styles.

Unit III Ecosystems

Concept of an ecosystem.

Structure and function of an ecosystem.

Producers, consumers and decomposers.

Energy flow in the ecosystem.

- Ecological succession.
- Food chains, food webs and ecological pyramids,
- Introduction, types, characteristic features, structure and function of the following ecosystem :
 - a. Forest ecosystem.
 - b. Grassland ecosystem.
 - c. Desert ecosystem.
 - d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

Unit IV Biodiversity and Its Conservation

- Introduction - Definition: Genetic, species and ecosystem diversity.
- Biogeographically classification of India.

- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.
- Biodiversity at global, National and local levels.
- India as a mega-diversity nation.
- Hot-spots of biodiversity.
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of biodiversity: In-situ and ex-situ conservation of biodiversity. (8 lectures)

Unit V Environmental Pollution

Definition, causes, effects and control measures of:

- (a) Air pollution
- (b) Water pollution
- (c) Soil pollution
- (d) Marine pollution
- (e) Noise pollution
- (f) Thermal pollution
- (g) Nuclear hazards

Solid waste management: Causes, effects and control measures of urban and industrial wastes.

Role of an individual in prevention of pollution.

Pollution case studies Disaster management: floods, earthquake, cyclone and landslides.

Unit VI Social Issues and the Environment

- From unsustainable to sustainable development.
- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people: its problems and concerns, Case studies.
- Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act.
- Wildlife Protection Act.
- Forest conservation Act.
- Issues involved in enforcement of environmental legislation.
- Public awareness.

Unit VII Human population and the Environment

Population growth, variation among nations. Population explosion - Family Welfare Programme.

Environment and human

health. Human Rights. Value Education.

– HIV/AIDS.

– Woman and Child Welfare.

Role of Information Technology in Environment and human health.

Case Studies.

Unit VIII Field Work

- Visit to a local area to document environmental assets river/forest/grassland/hill/mountain.
- Visit to a local polluted site-urban/Rural/industrial/ Agricultural.
- Study of common plants, insects, birds.
- Study of simple ecosystem-pond, river, hill slopes, etc.

References

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2. Bharucha, Frach, The Biodiversity of India, Mapin Publishing Pvt: Ltd. Ahmedabad 380013, India, Email: mapin(g)jcenet.net (R).
3. Brunner R.C. 1989, Hazardous Waste Incineration, Mc.Graw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Slanderson Press Oxford (TB).
5. Cunningham, W.P. Cooper, T.H. Qorhani, E. & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Pub. House, Mumbai 1196p.
6. De A.K. Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment (R).
8. Gleick, H.P., 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press. 473p.
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11. Jadtrav, H and Bhosale.-VM-. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p.
12. Mckinney, M.L. and Schoch, RM 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
13. Mhaskar A.K., Matter Hazardous, Tekchno-Science Publications (TB).
14. Miller T.G. Jr. Environmental Sciences, Wadsworth Publishing Co. (TB).
15. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p.
16. Rao M.N. and Datta, A.K; 1987. Waste Water Treatment. Oxford & IBH Publ. Co: Pvt. Ltd.
17. Sharma, B.K. 2001, Environmental Chemistry, Goel Publication House, Meerut.
18. Survey of the Environment, The Hindu (M).
19. Townsend C, Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB).

**B.Com-I Second Semester
Business Communication-II
PAPER CODE: BM2001**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Business Communication-II

Unit-I

Good news and bad news letters; Persuasive letters; Sales letters; Collection letters; office memorandum.

Unit-II

Report Writing: introduction to a proposal, short report and formal report, report preparation.

Oral presentation: Principles of oral presentation factors affecting presentation, sales presentation. Training presentation, conducting surveys, speeches to motivate, effective presentation skills.

Unit-III

Non Verbal Aspects of Communicating

Body language: kinetics, Proxemics, Para language; effective listening; principles of effective listening; factors affecting listening exercise.

Unit-IV

Latest methods of communication: oral, written, and video conferencing; etc. **International Communication:** Cultural context; Writing and presenting in international situations; inter-cultural factors in interactions, Adapting to global business

Suggested Readings:

1. Murphy, Herta A., Herbert W. Hildebrandj and Jane P. Thomas, Effective Business Communication, Tata McGraw Hill, New Delhi.
2. Konera Arun, Professional Communication, Tata McGraw Hill, New Delhi.
3. McGrath, E. H., Basic Managerial Skills for All, PHI, New Delhi.
4. Meenakshi Raman and Parkash Singh, Business Communication, Oxford University Press, New Delhi.

**B.Com-I Second Semester
Business Economics-II
PAPER CODE: BM2002**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Market Structures: Market Structures and business decisions; Objectives of a business firm.
Perfect Competition: Profit maximization and equilibrium of firm and industry; Short-run and long run supply curves; Price and output determination; Practical applications. **Monopoly:** Determination of price under monopoly; Equilibrium of a firm; Comparison between perfect competition and monopoly; Multi-plant monopoly; Price discrimination. Practical applications.

Unit-II Monopolistic Competition: Meaning and characteristics; Price and output determination under monopolistic competition; Product differentiations; Selling costs; Comparison with perfect competition; Excess capacity under monopolistic competition.
Oligopoly: Characteristics, indeterminate pricing and output; Classical models of oligopoly; Price leadership; Collusive oligopoly; kinked demand curve.

Unit-III

Factor Pricing-I: Marginal productivity theory and demand for factors; Nature of supply of factor inputs; Determination of wage rates under perfect competition and monopoly; Exploitation of labor; Rent-concept; Ricardian and modern theories of rent; Quasi rent.

Unit- IV

Factor Pricing-II: Interests-concept and theories of interest; Profit-nature, concepts, and theories of profit.

Suggested Readings:

1. Dr. Raj Kumar, Prof. Kuldeep Gupta, Business Economics, UDH Publishing and Distributors P(Ltd.), New Delhi.
2. R.K Lekhi, Business Economics, Kalyani Publishers.
3. V.G.Mankar, Business Economics, Himalaya Publishing House.
- 4.H.L.Ahuja, Business Economics, S. Chand and Company Ltd.

**B.Com-I Second Semester
Business Management-II
PAPER CODE: BM2003**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit- I

Leadership: concept and leadership styles; Leadership theories (Tannenbaum and Schmidt); Likert's System Management;

Unit- II

Communication- Nature, Process, importance, networks and barriers; Effective communication.

Unit- III

Managerial Control; Concept and process; effective control system; **Techniques of control:** traditional and modern.

Unit- IV

Management of Change: Concept, Nature and process of planned change; resistance to change; Emerging horizons of management in a changing environment.

Suggested Readings:

1. Druker. Peter F. Management Challenges for the 21st century; Butter worth Heinemann Oxford.
2. Wehrich and Koontz, O. Donnel: Essential of Management Tata Mc Graw Hill, New Delhi.
3. Parsad L. M., Principles and Practice of Management.: Sultan Chand and Sons.

**B.Com-I Second Semester
BUSINESS MATHEMATICS-I
PAPER CODE: BM2004**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Linear Programming-Formulation of LPP: Graphical method of solution; Problems relating to two variables including the case of mixed constraints; Cases having no solution, multiple solutions, unbounded solution and redundant constraints.

Unit-II

Simplex Method—Solution of problems up to three variables, including cases of mixed constraints; Duality; Transportation Problem.

Unit-III

Compound Interest: Certain different types of interest rates; Concept of present value and amount of a sum

Unit-IV

Annuities: Types of annuities; Present value and amount of an annuity, including the case of continuous compounding; Valuation of simple loans and debentures; Problems relation to sinking funds.

Suggested Readings:

Allen B.G.D: Basic Mathematics; Mcmillan, New Delhi.

Volra. N. D. Quantitative Techniques in Management, Tata McGraw Hill, New Delhi. Kapoor V.K. Business Mathematics: Sultan chand and sons, Delhi.

**B.Com-I Second Semester
Financial Accounting –II
PAPER CODE: BM2005**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Final Accounts: Manufacturing account; Trading account; Profit and Loss account; Balance Sheet; Adjustment entries. **Rectification of Errors:** Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect on profit.

Unit-II

Depreciation Provisions and Reserves: Concept of depreciation, causes of Depreciation, depletion, amortization and dilapidation; Depreciation accounting; methods of recording depreciation; Methods for providing depreciation;

Unit-III

Depreciation of different assets; Depreciation of replacement cost; Depreciation policy as per Accounting Standard:

Unit-IV

Depreciation Accounting; Provision and reserves. Accounts of Non-Trading institutions Single Entry System Voyage Account

Suggested Readings:

1. Gupta R.L. and Radha Swami M., Financial Accounting, Sultan Chand and Sons., New Delhi.
2. Monga J.R., Ahuja Girish and Sehgal Ashok: Financial Accounting, Mayur Paper Back, Noida.
3. Shukla M.C., Grewal T.S. and Gupta S.C.; Advanced Accounts, S. Chand and Company, New Delhi.
4. Goel, D.K., Financial Accounting, Arya Publications, New Delhi

**B.Com-I Second Semester
Basics of Computer-II
PAPER CODE: BM2006**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Types of software; Application and system software, multi programme, operating-system and its functions, Tirrie sharing, multiprocessing.

Unit-II

Computer Applications: Computer application in Education, Commerce & Marketing and Management.

Unit-III

Introduction to windows: Types of windows, Windows as an operating system, Windows explorer, using clipboard, using paint brush, control panel installing a printer.

Unit-IV

Ms-Excel: Worksheet overview : Rows, Columns, Cell, Menus Creating worksheet, opening and saving worksheets, Formatting printing. Establishing Worksheet Links, Tables Creating and printing graphs. Macros, using V built-in functions.

Suggested Readings:

1. Introduction of Information System ALEXISLEON
2. Introduction to essential tools. Sushila Madan.

B.Com-II-Third Semester
BUSINESS REGULATORY FRAMEWORK-I
PAPER CODE: BM3001

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Law of Contract (1872): Nature of Contract, Classification and Essentials of a valid contract, Offer and Acceptance

Unit-II

Capacity of Parties to Contract; Performance of Contracts, Discharge of Contract; Remedies for Breach of Contract.

Unit-III

Special Contrasts: Contingent and Quasi contracts, Contracts of Indemnity & Guarantee, Bailment and Pledge

Unit-IV

Agency: Contracts of Agency, Creation and Termination of Agency

Suggested Readings:

1. M.C.Kuchhal, Business Laws, Sultan Chand & Co., New Delhi.
2. N.D.Kapoor, Merchantile Law. Sultan Chand & Co., New Delhi.
3. Texman
4. Resai T.R. **Partnership Act**, S.C.Sarkar and Sons, kolkata.

**B.Com-II-Third Semester
BUSINESS STATISTICS-I
PAPER CODE: BM3002**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction; Statistics as a Subject, Statistical Data-Meaning and Types, Collection and Rounding of Data, Classification and Presentation of Data

Unit-II

Diagrammatic Presentation of Data, Graphic Presentation of Data

Unit-III

Statistical Averages and Measures of Dispersion

Unit-IV

Correlation: Types, Degree, Methods of determining Correlation, Coefficient of determination. Association of Attributes, Regression Analysis (Linear), Uses of Regression Analysis, Regression Lines, Regression Equations, Standard Error of Estimate

Suggested Readings:

1. Dr.S.P.Gupta, Statistical methods, S.Chand & Co., New Delhi.
2. D.N.Elhance, Veena Elhance, B.M.Aggarwal, Fundamentals of Statistics, Kitab Mahal.
3. N.P.Aggarwal, Quantitative Techniques, Ramesh Book Depot., Jaipur.
4. R.P.Hooda, Statistics for Business and Economics, Mcmillan India Ltd., New Delhi.

**B.Com-II-Third Semester
COMPANY LAW AND AUDITING-I
PAPER CODE: BM3003**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Meaning, characteristics & Types of companies, **Promotion and incorporation** of companies

Unit-II

Memorandum of association, Articles of Association, Prospectus; Borrowing power, debentures and charges.

Unit-III

Management and Administration: Directors- appointment, powers and Legal position.

Unit-IV

Company Meetings and Resolution: Characteristics, kinds, procedure, quorum, voting, resolutions, and minutes

Suggested Readings:

1. Kuchal M.C. Modern Indian Company Law Shri Mahavir Books, Noida.
2. Kapoor N.D. Company Law Incorporating the provisions of the companies Amendment Act.
3. Singh Avtar Company Law Eastern Book Company, Lucknow.
4. Sharma T.R. Principles of Auditing Sahitya Bhawan, Agra.
5. Tondon B.N. Principles of Auditing, S. Chand and Co., New Delhi.
6. Gupta Kamal contemporary Auditing Tata Mc Graw hill, New Delhi.

**B.Com-II-Third Semester
Corporate Accounting-I
PAPER CODE: BM3004**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Issue, Forfeiture and Re-issue of Shares; Redemption of Preference Shares, Issue of Bonus shares

Unit-II

Debenture: Meaning, Types, Issue and Redemption of Debentures.

Unit-III

Valuation of Goodwill: Meaning, objectives, determinates and main methods. Valuation of Shares: Meaning, objectives, determinates and main methods

Unit-IV

Final accounts of Companies: Excluding Computation of Managerial Remuneration; Profit/Loss prior to incorporation

Suggested Readings:

1. Shukla M.C, Grewal T.S and Gupta S.C. **Advance Accounts:** S.Chand & comp., New Delhi.
2. Gupta R.L & Radha Swami M. **Company Account:** Sultan Chand, New Delhi.
3. Monga J.R ,Ahuja Girish and sehgal Ashok **Financial Accounting:** Mayur paper backs, Noida
4. Goel, D.K., Corporate Accounting. Arya Publications, New Delhi

**B.Com-II-Third Semester
PRINCIPLES OF MARKETING-I
PAPER CODE: BM3005**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Meaning, Nature, scope and functions of marketing; Importance of marketing as a business function and in the economy, Marketing concepts- Pillars of marketing concepts, traditional and modern concepts, marketing as a philosophy of management

Unit-II

Marketing Mix: Elements. Marketing environment: major components, Government and marketing in India

Unit-III

Consumer Behaviour: Meaning, Nature, scope, and significance of consumer behaviour, determinants, techniques and buying motives.

Unit-IV

Market Segmentation: Meaning, concept and importance; Bases for market segmentation, application of segmentation variables

Suggested reading:

1. Kotler Philip Marketing Management Prentice Hall of India New Delhi,1986
2. Pride Willian M and Ferrel O.C. Marketting Houghton-Mifflin Boston
3. Stantan W.J., Etzel Michael J. and Walker Bruce J. Fundamentals of Marketting MC Graw-Hill,New York.

B.Com-II-Third Semester
HUMAN RESOURCE MANAGEMENT-I
PAPER CODE: BM3006

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Human Resource Development: Concept, benefits and prerequisites. Difference between human resource development and human resource management. Role, functions and status of human resource manager. Role of chief executive, Line managers and HRD managers in developing human resources.

Unit-II

Personnel policies, procedures and programmes. Human resource planning. Job evaluation.

Unit-III

Recruitment: steps in recruitment, recruitment policy, sources and methods of recruitment. Selection process and policy.

Unit-IV

Career planning: objectives and responsibilities; process, prerequisites advantages and limitations of career planning; career problems and their solutions.

Suggested Readings:

1. Human Resource Management: Concepts and Issues, by T.N. Chhabra, Dhanpat Rai & Co. New Delhi.
2. Human Resource Management by R. Wayne Mondy, Pearson Publications, Delhi.
3. Human Resource Management by C.B. Gupta.

**B.Com-II-Fourth Semester
BUSINESS REGULATORY FRAMEWORK-II
PAPER CODE: BM4001**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Sales of Goods Act 1930: Formation of Contracts of Sale; Goods and their Classification, Price; Conditions, and Warranties, Negotiable Instruments Act. Transfer of Property in Goods; Performance of the Contract of Sales Unpaid Seller and his Rights, Sale by Auction, Hire Purchase Agreement.

Unit-II

Negotiable Instrument Act 1881: Definition of Negotiable Instruments; Features; Promissory Note, Bill Exchange & Cheque. Types of Crossing; Dishonor and Discharge of Negotiable Instrument.

Unit-III

The Consumer Protection Act 1986: Salient Features; Definition of Consumer; Grievance Redressal Machinery.

Unit-IV

Foreign Exchange Management Act 1999: Definition and Main Provisions

Suggested Readings:

1. M.C.Kuchhal, Business Laws, Sultan Chand & Co., New Delhi.
2. N.D.Kapoor, Merchantile Law. Sultan Chand & Co., New Delhi.
3. Texman
4. Resai T.R. **Partnership Act**, S.C.Sarkar and Sons, kolkata.

**B.Com-II-Fourth Semester
BUSINESS STATISTICS-II
PAPER CODE: BM4002**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Index Number: Definition and Characteristics, Problems involved in the construction of Index numbers, the uses of averages, Construction of different type of indices. Simple aggregate method, Simple average of relatives, Weighted aggregate, method, Test of adequacy, Time reversal test, Factor reversal test and the Circular test, Consumer price index number, Value index numbers.

Unit-II

Time Series Analysis: Definition, Utility and Components of time series analysis, Time series models: Additive and Multiplicative model, concepts: series-secular trend, Seasonal variations. Cyclical variations, irregular variations. Measurement of trend. Moving average and Least Square Methods,

Unit-III

Interpolation and Extrapolation: Difference, Assumptions, importance and methods

Unit IV

Probability: Concept, development, and importance, various approaches of defining probability. Additive rule. Applicative theorem, Permutation and Combination in the theory of probability. Conditional probability and Bayes Theorem, Theoretical Probability distributions: Binomial, Poisson and Normal distributions

Suggested Readings:

1. Dr.S.P.Gupta, Statistical methods, S.Chand & Co., New Delhi.
2. D.N.Elhance, Veena Elhance, B.M.Aggarwal, Fundamentals of Statistics, Kitab Mahal.
3. N.P.Aggarwal, Quantitative Techniques, Ramesh Book Depot., Jaipur.
4. R.P.Hooda, Statistics for Business and Economics, Mcmillan India Ltd., New Delhi.

**B.Com-II-Fourth Semester
COMPANY LAW AND AUDITING-II
PAPER CODE: BM4003**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction of Auditing: Meaning, Objectives, Scope, and limitations of auditing, Types of audit, Audit of Limited companies; Company Auditor: appointment, powers, duties and liabilities

Unit-II

Investigation: meaning, nature, objective and importance of investigation, Inquiry and investigation, special audit and investigation

Unit-III

Audit Process and Internal Audit: types of audit report, Audit Plan, Audit Programme; Working paper and evidences, Audit Techniques: Routine checking and test checking

Unit-IV

Internal Check System: Elements, Objective, Advantages. Vouching, Verification of assets and liabilities.

Suggested Readings:

1. Kuchal M.C. Modern Indian Company Law Shri Mahavir Books, Noida.
2. Kapoor N.D. Company Law Incorporating the provisions of the companies Amendment Act.
3. Singh Avtar Company Law Eastern Book Company, Lucknow.
4. Sharma T.R. Principles of Auditing Sahitya Bhawan, Agra.
5. Tondon B.N. Principles of Auditing, S. Chand and Co., New Delhi.
6. Gupta Kamal contemporary Auditing Tata Mc Graw hill, New Delhi.

**B.Com-II-Fourth Semester
Corporate Accounting-II
PAPER CODE: BM4004**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Accounting for Amalgamation, absorption and Reconstruction of Companies as per Indian Accounting Standard

Unit-II

Liquidation of companies

Unit-III

Accounts of Banking and Insurance companies

Unit-IV

Consolidated Balance Sheet of Holding Companies with one Subsidiary only

Suggested Readings:

1. Shukla M.C, Grewal T.S and Gupta S.C **Advance Accounts:** S.Chand and Comp., New Delhi. Gupta R.L & Radha Swami M. **Company Accounts:** Sultan Chand and sons, New Delhi.
2. Monga J.R. , Ahuja Girish and Sehgal Ashok **Financial Accounting:** Mayur Paper Bags, Noida. Goel, D.K., Corporate Accounting. Arya Publications, New Delhi

**B.Com-II-Fourth Semester
PRINCIPLES OF MARKETING-II
PAPER CODE: BM4005**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Product Planning and Development: Concepts, consumer, and industrial goods; product planning and development; Packaging-role and functions; Brand name and trade market; after-sales service; Product life cycle concept.

Unit-II

Pricing: Meaning, Importance of pricing in marketing process, pricing objectives and policies, Factors affecting price of a product/service; Discounts and rebates

Unit-III

Distribution Channels and Physical Distribution: Distribution channels-concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; transportation; Warehousing; Inventory control; Order processing.

Unit-IV

Promotion Mix: Methods of promotion; Optimum Promotion Mix; Advertising Media-, their relative merits and limitations, characteristics of an effective advertisement, advertising copy, Personal Selling, Publicity: Sales promotion and public relations.

Suggested reading: 1. Kotler Philip Marketing Management Prentice Hall of India New Delhi,1986
2. Pride William M and Ferrel O.C. Marketing Houghton-Mifflin Boston
3. Stanton W.J., Etzel Michael J. and Walker Bruce J. Fundamentals of Marketing MC Graw-Hill,New York.

**B.Com-II-Fourth Semester
HUMAN RESOURCE MANAGEMENT-II
PAPER CODE: BM4006**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Training and development: concept and importance of training; training methods/techniques.

Unit-II

Performance Appraisal

Unit-III

Wage and salary administration: Promotion, transfer, demotion, separation and absenteeism; labor turnover. Personnel records and audit

Unit-IV

Industrial relations in India: HD practices in Indian industries. Concept and forms of industrial democracy

Suggested Readings:

1. Human Resource Management: Concepts and Issues, by T.N. Chhabra, Dhanpat Rai & Co. New Delhi.
2. Human Resource Management by R. Wayne Mondy, Pearson Publications, Delhi.
3. Human Resource Management by C.B. Gupta.

B.Com-III-Fifth Semester
ADVERTISEMENT & SALES MANAGEMENT-I
PAPER CODE: BM5001

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Advertisement: Meaning, concept, nature, and importance of advertisement. Communication Process: Basic communication process, role and source; Encoding and decoding of message, media, audience, feedback, and noise, Feedback and Symbiotic Interactionism

Unit-II

Advertising and Communication Mix: Different advertising functions; Types of advertising, Economic social aspects of advertising; Advertising process-an overview setting advertising objectives and budget.

Unit-III

Creative Aspects of Advertising: Advertising appeals, Preparation of Advertising Copy: writing headlines, illustration, message, copy types

Unit-IV

Advertising Media: Different types of media; Media planning and scheduling, **Impact of Advertising:** Advertising Agency roles, relationship with clients, advertising department; measuring advertising effectiveness

Suggested Readings:

1. Mukesh Trehan and Ranju Trehan, Advertising and Sales Management, V K Publications
2. Mehta, J., Advertising, and Sales Management, Book Enclave

**B.Com-III-Fifth Semester
BUSINESS ENVIRONMENT-I
PAPER CODE: BM5002**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Business environment: concept, components and importance, **Economic trends (overview):** Income, savings and investment Industry trade balance of payments, Money finance; prices in India

Unit-II

Problems of growth: Unemployment, Poverty and Regional Imbalances

Unit-III

Social Injustice, Inflation, Parallel Economy, Industrial Sickness

Unit-IV

Role of Government in Indian Economy: Monetary and Fiscal Policy, Industrial Policy, Industrial Licensing, Privatization

Suggested Readings:-

- 1.S.K.Bedi – Business Environment
- 2.Fransis Cherunilam – Business Environment – Himalaya Publishing House.
3. P.K.Ghosh – Business & Government – Sultan chand & Sons.
4. Adhikary, M: Economic environment of Business, sultan Chand & sons, New Delhi.
5. Ahluwalia. I.J. Industrial Growth in India, Oxford University Press, Delhi.

**B.Com-III-Fifth Semester
INCOME TAX-I
PAPER CODE: BM5003**

Theory Paper Max Marks: 80

Assignment: 20

Time: 3Hrs

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Definitions: Agricultural Income, Previous year, Assessment year, Assesses, Person, Casual Income, Total Income, Residence of assesses and incidence of Tax liability, Exempted Income.

Unit-II

Income from Salaries; Income from House property

Unit-III

Income from business and profession (including depreciation allowance and investment allowance etc.), capital gains and other sources.

Unit IV

Deduction from gross total income, set-off and carry forward of losses

Suggested Readings:

1. Income Tax Law and Accounts- Dr. Parveen Gupta, Dr.N.K.Garg and R.K.Tyagi, SBPD Publishing House, Agra
2. Direct Taxes law & Practice – Dr. H.C.Mehrotra & Dr. S.P. Goyal, Sahitya Bhawan Publications, Agra.
3. Direct Taxes law & Practice – Dr. Bhagwati Prasad – Wishwa Prakashan, N.Delhi.
4. Simplified Approach to income Tax: Dr. Girish ahuja & Dr. Ravi Gupta – Sahitya Bhawan Publishes & Distributors, Agra.

**B.Com-III-Fifth Semester
COST ACCOUNTING-I
PAPER CODE: BM5004**

Theory Paper Max Marks: 80

Assignment: 20

Time: 3Hrs

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Nature and scope of cost accounting, Cost concepts and classification, methods and techniques, Installation of costing system, Concept of cost audit.

Unit-II

Material: Material control, Concept, basic principles and techniques, pricing of material issued, Treatment of material losses.

Unit-III

Labour: Labour cost control procedure, labour turnover, idle time and overtime; Methods of Wage Payment; time and piece rates; Incentive Plans

Unit-IV

Overheads: Classification and departmentalization; absorption of overheads; Determination of overhead rates: Under and over absorption, and its treatment.

Suggested Readings:-

1. S.P. Iyengar – Cost Accounting, Sultan Chand & Sons, Educational Publishers, New Delhi.
2. Jain & Narang – Cost Accounting – Principles and Practice Kalyani Publishers, Ludhiana.
3. Maheshwari and Mittal – Cost Accounting – Sh. Mahavir Book Depot, Delhi

**B.Com-III-Fifth Semester
INTERNATIONAL MARKETING-I
PAPER CODE: BM5005**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

International Marketing: Nature, Definition, and Scope of International marketing, Domestic Marketing vs. International Marketing, International Marketing Environment: Economic Cultural, Political & Legal Environment.

Unit-II

Identifying and Selecting Foreign Markets: Marketing Research, Foreign Market entry mode decisions

Unit-III

Product Planning and Development: Product designing, standardization vs. adoption; Branding, and packaging; Labeling and quality issues; After sales services

Unit-IV

International Pricing: Factors influencing international price; Pricing process and methods, International price quotation and payment terms

Suggested Readings:

1. Bhattacharya R.L and Varshney B: International Marketing Management: Sultan Chand, New Delhi.
2. Keegan W.J, Multinational Marketing Management, Prentice Hall, New Delhi.
3. Kotler Phillip: Moder Mott M.C: The Essence of International Business, Prentice Hall, New Delhi.
4. Caterora P.M. and Keavenay S.M: Marketing and International Perspective, Ervind Homewood Illinois.

B.Com-III-Fifth Semester
MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT-I
PAPER CODE: BM5006

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Management Accounting: Meaning, nature, scope and functions of management accounting in decision making; Management accounting vs financial accounting; Tools and techniques of management accounting

Unit-II

Financial Statement: Meaning and types of financial statement; Limitations of financial statements; Objectives and Methods of financial statements analysis

Unit-III

Ratio Analysis: Classification of ratios-Profitability ratios, turnover ratios, liquidity ratios, turnover ratios advantages of ratio analysis, Limitations of accounting ratios

Unit-IV

Fund Flow Statement, Cash flow statement as per Indian Accounting standard

Suggested Readings

1. J.K.Aggarwal, R.K.Aggarwal, M.L.Sharma – Accounting for Managerial Decisions – Ramesh Book Depot., Jaipur.
2. R.Kishore – Advance Management Accounting – Taxam allied Services Pvt. Ltd.
3. M.Y.Khan, P.K.Jain – Management Account – Tata Mcgraw Hill.
4. Morngren, Sundem, Stratton – Introduction to Management Accounting - Pearson Accounting
5. S.N.Mittal – Accounting & Financial Management – Shree Mahavir Book Depot, Nai Sarak, New Delhi.

B.Com-III-Sixth Semester
ADVERTISEMENT & SALES MANAGEMENT-II
PAPER CODE: BM6001

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Advertising: Consumer Orientation in Advertising, Legal and ethical aspects of advertising

Unit-II

Sales Management: Introduction of Sales Management, Personal Selling and Salesmanship, Organization of sales efforts department, Salesman: Types and Qualities

Unit-III

Sales Force Management: Recruitment, Selection, Training and Motivation

Unit-IV

Remunerating Sales Personnel, Control and supervision of sales personnel, Sales Budget, Sales quotas and Sales Territories

Suggested Readings:

1. Mukesh Trehan and Ranju Trehan, Advertising and Sales Management, V K Publications
2. Mehta, J., Advertising, and Sales Management, Book Enclave

**B.Com-III-Sixth Semester
BUSINESS ENVIRONMENT-II
PAPER CODE: BM6002**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Devaluation, EXIM policy

Unit-II

Foreign Investment; and collaborations, **Tenth five year plan:** Major policies; resource allocation.

Unit-III

International Environment: International Environment (overview); Trends in world trade and the problems of developing countries; foreign trade and economic growth.

Unit-IV

GATT, WTO, UNCTAD, World Bank, IMF.

Suggested Readings:-

- 1.S.K.Bedi – Business Environment
- 2.Francis Cherunilam – Business Environment – Himalaya Publishing House.
3. P.K.Ghosh – Business & Government – Sultan chand & Sons.
4. Adhikari, M: Economic environment of Business, sultan Chand & sons, New Delhi.
5. Ahluwalia. I.J. Industrial Growth in India, Oxford University Press, Delhi.

**B.Com-III-Sixth Semester
INCOME TAX-II
PAPER CODE: BM6003**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Rebate & Relief of Tax, Aggregation of incomes, Assessment of individuals

Unit-II

Hindu undivided families and Firms (including computation of tax)

Unit III

Income Tax Administration: Income Tax Authorities, Assessment procedure

Unit-IV

Recovery and refund of tax, appeals and revision, penalties and prosecutions, Computation Filling and Return filing by the individuals

Suggested Readings:

1. Income Tax Law and Accounts- Dr. Parveen Gupta, Dr.N.K.Garg and R.K.Tyagi, SBPD Publishing House Agra
2. Direct Taxes Law & Practice : Dr. H C Mehrotra & Dr. S P Goyal, Sahitya Bhawan Publications,Agra.
3. Direct Taxes & Practice : Dr. V K Singhania, Taxman Publications.
4. Direct Taxes Law & Practice : Dr. Bhagwati Prasad, Wishva Prakashan, New Delhi
5. Simplified Approach to Income Tax : Dr. Girish Ahuja & Dr. Ravi Gupta – Sahitya Bhawan Publishes & Distributors, Agra

**B.Com-III-Sixth Semester
COST ACCOUNTING-II
PAPER CODE: BM6004**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Cost Ascertainment: Process costing including inter-process profits and excluding equivalent production and joint and by-products, Unit costing, Operating Costing

Unit – II

Contract Costing – meaning, main features, preparation of contract account, Escalation clause; contract near completion; cost plus contract, Job and batch costing

Unit-III

Cost Records: Integrated Accounts; Integral and non-integral system, Reconciliation of Cost and Financial Accounts. **Standard Costing and variance analysis:** Material and Labour variances only

Unit-IV

Budgetary Control, Marginal Costing and Break-Even Analysis

Suggested Readings:-

1. S.P. Iyengar – Cost Accounting, Sultan Chand & Sons, Educational Publishers, New Delhi.
2. Jain & Narang – Cost Accounting – Principles and Practice Kalyani Publishers, Ludhiana.
3. Maheshwari and Mittal – Cost Accounting – Sh. Mahavir Book Depot, Delhi

**B.Com-III-Sixth Semester
INTERNATIONAL MARKETING-II
PAPER CODE: BM6005**

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Export Marketing and Promotion, Personnel Selling and Export Personnel Management, Export Advertisement and Sales

Promotion

Unit-II

International Distribution: Distribution channels and logistics decisions; selection and appointment of foreign sales agents, Direct and Indirect Trading

Unit-III

Planning, Organizing and Controlling of International Marketing, EXIM Policy- An Overview
Trends in India's foreign trade.

Unit-IV

India's Foreign Trade Policy and Foreign Trade: Volume, Composition, Direction

Suggested Readings:

1. Bhattacharya R.L and Varshney B: International Marketing Management: Sultan Chand, New Delhi.
2. Keegan W.J, Multinational Marketing Management, Prentice Hall, New Delhi.
3. Kotler Phillip: Moder Mott M.C: The Essence of International Business, Prentice Hall, New Delhi.
4. Caterora P.M. and Keavenay S.M: Marketing and International Perspective, Ervind Homewood Illinois.

B.Com-III-Sixth Semester
MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT-II
PAPER CODE: BM6006

Theory Paper Max Marks: 80

Time: 3Hrs

Assignment: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Financial management: Financial goal; Profit vs. Wealth maximization: financial function, investment, financing and dividend decision; financial planning, over-capitalization and under capitalization.

Unit-II

Capital Budgeting: Nature of investment decision; investment evaluation criteria, net present value; internal rate of return profitability index payback period accounting rate of return NPV and IRR comparison, excluding risk analysis. **Cost of Capital:** Significance of cost of capital; calculating cost of debt; Preference, Equity and retained earnings, Combined (weighted) Cost of capital

Unit-III

Capital Structure: Theories and determinants, **Dividend Policy:** forms of dividends and stability in dividends; determinants.

Unit-IV

Management of Working Capital: Nature of working capital significance of working capital operating cycle and factors determining of working capital requirements, Estimation of working capital, **Management of Current Assets**

Suggested Readings:-

1. Financial Management Accounting by : I.M.Pandey, Vikas Publications House New Delhi.
2. Financial Management Accounting by Khan & Jain, Tata Mc Graw Hill, Publications New Delhi.

PROGRAMME PROJECT REPORT (PPR)

MASTER OF ARTS IN HINDI (M.A. HINDI)

THROUGH DISTANCE MODE OF LEARNING

MAHARSHI DAYANAND UNIVERSITY (MDU), ROHTAK (HARYANA)

1) RELEVANCE OF THE PROGRAMME WITH THE UNIVERSITY:

MISSION AND GOALS IN KEEPING WITH THE MDU'S VISION OF PROPOGATION OF HIGHER STANDARDS OF EDUCATION THROUGH STATE-OF-THE-ART LEARNING TO SERVE THE SOCIETY, THE M.A. HINDI PROGRAMME THROUGH THE DISTANCE MODE OF LEARNING ENVISAGES CREATING, PRESERVING AND DISSEMINATING KNOWLEDGE AND DEVELOPING/ UPGRADING SKILLS FOR OVERALL DEVELOPMENT AND PROGRESS OF PEOPLE AND SOCIETY IN THE HIGHLY COMPETITIVE MODERN ENVIRONMENT.

2) OBJETIVES OF THE PROGRAMME:

THE M.A. HINDI PROGRAMME THROUGH DISTANCE EDUCATION AIMS AT ENOBLING MEN AND WOMEN BELONGING TO VARIOUS SECTIONS OF SOCIETY TO ACQUIRE KNOWLEDGE AND UPGRADE THEIR EDUCATION QUALIFICATIONS IN THE SUBJECT OF HINDI SO THAT THEY BECOME MORE SUITABLE FOR BETTER EMPLOYMENT OPPORTUNITIES.

3) TARGET GROUP OF LEARNERS:

THE M.A. HINDI PROGRAMME THROUGH DISTANCE MODE OF LEARNING TARGETS A LARGE SEGMENT OF SOCIETY, INCLUDING PERSONS SERVING IN VARIOUS SECTORS - GOVERNMENT OR NON-GOVERNMENT, ENGAGED IN BUSINESS OR AGRICULTURE, ELDERLY PEOPLE UNABLE TO ACQUIRE HIGHER EDUCATION WHEN THEY WERE YOUNG, DUE TO VARIETY OF REASONS AND ARE WISHING TO IMPROVE THEIR EDUCATION QUALIFICATION, YOUNGSTERS DEPRIVED OF ADMISSIONS IN CONVENTIONOR UNIVERSITIES OR COLLEGES, WOMEN, PHYSICALLY-CHALLENGED PERSONS, PEOPLE BELONGING TO VARIOUS DISADVANTAGED SECTIONS OF SOCIETY AND ALL THOSE PERSONS WILLING TO UPGRADE THEIR KNOWLEDGE AND EDUCATIONAL QUALIFICATIONS IN THE VARIOUS FIELDS OF STUDY IN LANGUAGE (HINDI) AND LITERATURE.

4) APPROPRIATENESS OF THE PROGRAMME:

THE M.A. HINDI PROGRAMME THROUGH DISTANCE MODE OF EDUCATION PROVIDES EQUITABLE ACCESS OF QUALITY HIGHER EDUCATION TO VARIOUS TARGET GROUPS OF LEARNERS WITH FREEDOM TO STUDY AS PE THEIR CONVENIENCE AT THEIR OWN PACE. FROM CHOSEN LOCATIONS USING EMERGING INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT).

5) INSTRUCTIONAL DESIGN OF THE PROGRAMME:

THE DURATION OF THE M.A. HINDI PROGRAMME THROUGH DISTANCE MODE OF LEARNING IS TWO ACADEMIC YEARS, HAVING TEN PAPERS/COURSES OF STUDY,

INCLUDING आधुनिकहिन्दीकविता, आधुनिक गद्य साहित्य, हिन्दीसाहित्य काइतिहास, भाषाविज्ञान, रचनाकारकबीर, प्राचीन एवं मध्यकालीनकाव्य, भारतीय एवंपाश्चात्य काव्यशास्त्र, प्रयोजनमूलकहिन्दी, भारतीय साहित्य, नाटकऔररंगमंच. (SYLLABI ATTACHED)

6) FACULTY AND SUPPORT STAFF REQUIREMENTS:

AS PER THE "OPEN AND DISTANCE LEARNING REGULATIONS, 2017" NOTIFIED BY THE UNIVERSITY GRANTS COMMISSION (UGC) VIDE NOTIFICATION DATED 23.06.2017 OR DECIDED BY THE STATUTORY BODY OF THE UNIVERSITY.

7) INSTRUCTIONS DELIVERY MECHANISM:

THE INSTRUCTIONS DELIVERY MECHANISM COMPRISES DIRECT INTERACTION BETWEEN FACULTY AND STUDENTS ENROLLED FOR THE M.A. HINDI PROGRAMME AND PRINTED STUDY MATERIAL MODE AVAILABLE TO THE LEARNERS. SPECIAL COUNSELLING SESSION ARE ORGANISED IN THE STUDY CENTRES ON WEEKENDS TO ENABLE THE STUDENTS TO INTEREST WITH THE TEACHERS FOR COMPREHENSIVE DELIBERATIONS ON VARIOUS TOPICS/SUBJECTS OF STUDY.

8) ADMISSION, CURRICULUM TRANSACTION AND EVALUATION:

THE DIRECTORATE OF DISTANCE EDUCATION OF THE UNIVERSITY MAKES CENTRALISED ARRANGEMENTS FOR ON-LINE ADMISSIONS TO VARIOUS PROGRAMMES OF STUDY OFFERED FOR LEARNERS. THE ANNUAL EXAMINATIONS FOR EVALUATION OF LEARNERS ARE ALSO CONDUCTED BY THE DIRECTORATE.

9) LIBRARY RESOURCES:

THE UNIVERSITY HAS A WELL-EQUIPPED LIBRARY FOR ITS STUDENTS.

10) COST ESTIMATES OF THE PROGRAMME:

THE TENTATIVE COST FOR ALL THE THIRTEEN PROGRAMMES OF DDE IS Rs. 21,48,98,000/-

11) QUALITY ASSURANCE MACHANISM AND EXPECTED PROGRAMME OUTCOMES:

REVISION OF COURSE CURRICULUM IS UNDERTAKEN AS PER NEEDS AS PART OF QUALITY ASSURANCE MECHANISM. AND IN ACCORDANCE WITH THE PART-III (8) AND ANNEXURE-II OF UNIVERSITY GRANTS COMMISSION NOTIFICATION DATED 23.06.2017.

12) CURRICULAM AND DETAILED SYLLABI OF THE PROGRAMME:

COPY ATTACHED.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (Hindi)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (Hindi) First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16HND21C1	आधुनिक हिंदी कविता-I	80	20	100	3	3 Hours
16HND21C2	आधुनिक गद्य साहित्य-I	80	20	100	3	3 Hours
16HND21C3	हिंदी साहित्य का इतिहास-I	80	20	100	3	3 Hours
16HND21C4	भाषाविज्ञान एवं हिन्दी भाषा -I	80	20	100	3	3 Hours
16HND21D1	विशेष रचनाकार कबीरदास-I	80	20	100	3	3 Hours

M.A. (Hindi) Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16HND22C1	आधुनिक हिंदी कविता-II	80	20	100	3	3 Hours
16HND22C2	आधुनिक गद्य साहित्य-II	80	20	100	3	3 Hours
16HND22C3	हिंदी साहित्य का इतिहास -II (आधुनिक काल)	80	20	100	3	3 Hours
16HND22C4	भाषाविज्ञान एवं हिन्दी भाषा -II	80	20	100	3	3 Hours
16HND22D1	विशेष रचनाकार कबीरदास-II	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRMO1	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**New Scheme of Examination
Master of Arts (Hindi)
Two Year Programme**

Programme Specific Outcomes

- PSO1. आधुनिक काल में रचित हिंदी कविता की विविध प्रवृत्तियों को महत्वपूर्ण कवियों और कविताओं द्वारा समझना।
- PSO2. आधुनिक काल में रचित विविध गद्य विधाओं का आलोचनात्मक अध्ययन ताकि उनके माध्यम से साहित्य एवं समाज के अन्तरसम्बन्ध की जानकारी हो सके।
- PSO3. 1050 ई. से अब तक रचित हिंदी साहित्येतिहास की विविध सोपानों के माध्यम से जानकारी।
- PSO 4. भाषा एवं भाषा विज्ञान की परिभाषा एवं स्वरूप की सैद्धांतिक जानकारी प्रदान करना।
- PSO 5. जनजीवन में गहरी पैठ बनाने वाले कवि कबीर की बानी की निर्गुण साहित्य परम्परा को जानना।

एम0 ए0 हिन्दी
प्रथम सेमेस्टर

प्रथम प्रश्न पत्र : आधुनिक हिंदी कविता – I
PAPER CODE: 16HND21C1

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- आधुनिक कविता की प्रमुख प्रवृत्तियों और परंपरा का ज्ञान कराना।
CO 2- छायावादी कविता का अंतरंग परिचय पाने के लिए प्रसाद और निराला से प्रतिनिधि कवियों की कविताओं का पारायण करना और प्रसाद और निराला की रचनाओं की जानकारी के साथ दक्षता पैदा करना।
CO 3- प्रगतिवादी आंदोलन की प्रवृत्तियों और निष्पत्तियों को चुनिंदा कवियों की कृतियों के माध्यम से जानना और प्रगतिवादी कवियों के सामाजिक सरोकारों और कलात्मक विशिष्टताओं की जानकारी प्रदान करना।
CO 4- प्रयोगवादी कविता और नई कविता आंदोलन की रचनाओं को प्रतिनिधि कविताओं के माध्यम से समझना और प्रयोगवादी और नई कविता के माध्यम से समकालीन कविता की प्रमुख विशिष्टताओं की जानकारी प्रदान करना।
CO 5- आधुनिक कालीन हिन्दी कविता की विकास परंपरा और विविध आंदोलनों की जानकारी।

क) पाठ्य विषय

- 1 मैथिलीशरण गुप्त : साकेत (नवम् सर्ग)
- 2 जयशंकर प्रसाद : कामायनी (श्रद्धा, रहस्य, इडा सर्ग)
- 3 सूर्यकांत त्रिपाठी निराला : राम की शक्ति पूजा, स्नेह निर्झर बह गया, संध्या सुंदरी, मै अकेला, तोडती पत्थर, बादल राग प्रथम खण्ड।
- 4 रामधारी सिंह दिनकर : कुरुक्षेत्र षष्ठम सर्ग ।

ख) आलोच्य विषय

साकेत : रामकाव्य परम्परा और साकेत, साकेत का महाकाव्यत्व, मैथिलीशरण गुप्त की नारी विषयक दृष्टि, काव्य वैशिष्ट्य ।

कामायनी : कामायनी का महाकाव्यत्व, रूपक तत्व, कामायनी की दार्शनिक पृष्ठभूमि, कामायनी का आधुनिक संदर्भ, प्रसाद का सौन्दर्य बोध ।

निराला : छायावादी काव्य परम्परा में निराला का स्थान, निराला काव्य की प्रयोगशीलता, निराला की प्रगतिशील चेतना, राम की शक्तिपूजा का मूल कथ्य ।

कुरुक्षेत्र : उत्तर छायावादी काव्य और दिनकर, दिनकर का काव्य शिल्प, दिनकर की जीवन दृष्टि, मूल प्रतिपाद्य ।

सहायक ग्रंथ

1. मैथिलीशरण गुप्त : कवि और भारतीय संस्कृति आख्याता डॉ० उमाकांत, नेशनल पब्लिशिंग हाउस, दिल्ली ।
2. मैथिलीशरण गुप्त और साकेत : डॉ० ब्रजमोहन वर्मा, जयपुर पुस्तक सदन, जयपुर ।
3. साकेत एक अध्ययन : डॉ० नगेन्द्र, नेशनल पब्लिशिंग हाउस, दिल्ली ।
4. संपूर्ण कामायनी (पाठ-अर्थ-समीक्षा) : डॉ० हरिहर प्रसाद गुप्त, भाषा साहित्य प्रकाशन, इलाहाबाद ।
5. निराला की साहित्य साधना : डॉ० रामविलास शर्मा, राजकमल प्रकाशन, दिल्ली।
6. नई कविता की भूमिका : डॉ० प्रेम शंकर, नेशनल पब्लिशिंग हाउस, दिल्ली ।
7. छायावादी काव्य और निराला : डॉ० कुमारी शांति श्रीवास्तव, ग्रंथम कानपुर ।
8. निराला : डॉ० पदम सिंह शर्मा, राजकमल प्रकाशन, दिल्ली ।
9. निराला और नवजागरण : डॉ० रामरतन भटनागर, साथी प्रकाशन, सागर ।
10. निराला – डॉ० रामविलास शर्मा, शिवलाल अग्रवाल एण्ड कंपनी, आगरा ।
11. निराला की साहित्य साधना (1, 2, 3) भाग – डॉ. रामविलास शर्मा, राजकमल दिल्ली ।
12. छायावाद की प्रासंगिकता : रमेशचंद्र शाह
13. निराला की साहित्य साधना – डॉ० रामविलास शर्मा तीनों खंड
14. मुक्तिबोध का साहित्य विवेक और उनकी कविता – डॉ० ललन राय, मंथन पब्लिकेशन, रोहतक ।
15. अज्ञेय की काव्य चेतना – डॉ० कृष्ण भावुक, साहित्य प्रकाशन, भालीवाड़ा दिल्ली ।

निर्देश –

1. खंड क में निर्धारित पाठ्य पुस्तकों में से आंतरिक विकल्प के साथ एक-एक अवतरण व्याख्या के लिए पूछा जाएगा। कुल चार अवतरणों में से परीक्षार्थी को किन्हीं तीन अवतरणों की संदर्भ सहित व्याख्या करनी होगी। प्रत्येक व्याख्या के लिए 6 अंक निर्धारित हैं। पूरा प्रश्न 18 अंकों का होगा।
2. प्रत्येक पाठ्य पुस्तक के लिए खंड-ख में निर्धारित आलोच्य विषयों में से कोई छः प्रश्न पूछे जाएंगे। परीक्षार्थी को उनमें से कोई तीन प्रश्न करने होंगे। तीनों प्रश्न तीन अलग-अलग पाठ्य पुस्तकों पर आधारित होने चाहिए। प्रत्येक प्रश्न के लिए 11 अंक निर्धारित हैं पूरा प्रश्न 33 अंकों का होगा।
3. पूरे पाठ्यक्रम में से कोई आठ लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं पाँच प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न चार अंक का होगा। पूरा प्रश्न 20 अंकों का होगा।
4. पूरे पाठ्यक्रम में से नौ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
प्रथम सेमेस्टर

द्वितीय प्रश्न पत्र : आधुनिक गद्य साहित्य – I
PAPER CODE: 16HND21C2

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- आधुनिक गद्य-साहित्य नई सोच और नये दृष्टिकोण को विकसित करता है।
CO 2- आधुनिक गद्य-साहित्य ने हमें प्रत्यक्षतः तथा परोक्षतः पुनर्जागरण के लिए प्रेरित किया।
CO 3- आधुनिक गद्य-साहित्य परिवेश और मनुष्य के बीच के सम्बन्ध को बखूबी समझता है।
CO 4- आधुनिक गद्य-साहित्य परिवेशगत अवमूल्यन पर चोट करता है।
CO 5- आधुनिक गद्य-साहित्य में गद्य भाषा से ग्राम्यत्व हटाकर उसमें नागरिक स्निग्धता का पुट दिया गया।

पाठ्य विषय

- 1 गोदान – प्रेमचंद
- 2 बाणभट्ट की आत्मकथा – आचार्य हजारी प्रसाद द्विवेदी ।
3. अतीत के चलचित्र – महादेवी वर्मा ।
- 4 कथान्तर – संपा0 डॉ0 परमानंद श्रीवास्तव, राजकमल पेपरबैक्स, दिल्ली
निर्धारित कहानियाँ – उसने कहा था, कफन, आकाशदीप, पत्नी, गैंग्रीन, वापसी, लाल पान की बेगम।

आलोच्य विषय

- गोदान
- 1 कृषक जीवन का महाकाव्य
 - 2 युगीन समस्याओं का निरूपण
 - 3 प्रमुख पात्रों का चरित्र-चित्रण
 - 4 प्रेमचंद के साहित्य में गोदान का स्थान

बाणभट्ट की आत्मकथा

- 1 मूल संवेदना ।
- 2 प्रेम दर्शन ।
- 3 आचार्य हजारी प्रसाद द्विवेदी के स्त्री पात्र ।
- 4 बाणभट्ट की आत्मकथा में आधुनिकता ।

अतीत के चलचित्र

- 1 महादेवी वर्मा की संवेदना
- 2 सामाजिक समस्याओं का निरूपण ।
- 3 चरित्र-चित्रण ।
- 4 रचना-शिल्प ।

कहानी संग्रह पाठ्यक्रम में निर्धारित कहानियों की मूल संवेदना और शिल्प

सहायक ग्रंथ

- 1 गोदान : विविध संदर्भों में : डॉ0 रामाश्रय मिश्र, उन्मेष प्रकाशन, हरिद्वार ।
- 2 प्रेमचंद और उनका युग : डॉ0 रामविलास शर्मा, राजकमल प्रकाशन, दिल्ली ।
- 3 गोदान : मूल्यांकन और मूल्यांकन : डॉ0 इन्द्रनाथ मदान, लिपि प्रकाशन, दिल्ली ।
- 4 हिंदी उपन्यास : पहचान और परख : डॉ0 इन्द्रनाथ मदान, लिपि प्रकाशन, दिल्ली ।
- 5 प्रेमचंद : डॉ0 गंगा प्रसाद विमल, राजकमल प्रकाशन, दिल्ली ।
- 6 कहानी : नई कहानी-डॉ0 नामवर सिंह, लोक भारती, इलाहाबाद ।
- 7 हिंदी कहानी : स्वरूप और संवेदना : राजेन्द्र यादव, नेशनल पब्लिशिंग हाउस, दिल्ली
- 8 कहानी : स्वरूप और संवेदना : राजेन्द्र यादव, नेशनल पब्लिशिंग हाउस, दिल्ली ।

- 9 हिंदी कहानी : एक नई दृष्टि : डॉ० इन्द्रनाथ मदान, संभावना प्रकाशन, दिल्ली ।
10 हिंदी कहानी : एक अन्तर्यात्रा : डॉ० वेद प्रकाश अमिताभ, अभिसार प्रकाशन, मेहसाना
11 नई कहानी संदर्भ और प्रकृति : देवी शंकर अवस्थी, राजकमल प्रकाशन, दिल्ली ।
12 हिंदी कहानी : रचना प्रक्रिया : परमानन्द श्रीवास्तव, ग्रंथम कानपुर ।

निर्देश –

1. खंड क में निर्धारित पाठ्य पुस्तकों में से आंतरिक विकल्प के साथ एक-एक अवतरण व्याख्या के लिए पूछा जाएगा। कुल चार अवतरणों में से परीक्षार्थी को किन्हीं तीन अवतरणों की संदर्भ सहित व्याख्या करनी होगी। प्रत्येक व्याख्या के लिए 6 अंक निर्धारित हैं। पूरा प्रश्न 18 अंकों का होगा।
2. प्रत्येक पाठ्य पुस्तक के लिए खंड –ख में निर्धारित आलोच्य विषयों में से कोई छः प्रश्न पूछे जाएंगे। परीक्षार्थी को उनमें से कोई तीन प्रश्न करने होंगे। तीनों प्रश्न तीन अलग-अलग पाठ्य पुस्तकों पर आधारित होने चाहिए। प्रत्येक प्रश्न के लिए 11 अंक निर्धारित हैं पूरा प्रश्न 33 अंकों का होगा।
3. पूरे पाठ्यक्रम में से कोई आठ लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं पाँच प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 20 अंकों का होगा।
4. पूरे पाठ्यक्रम में से नौ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
प्रथम सेमेस्टर

तृतीय प्रश्न पत्र – हिंदी साहित्य का इतिहास – I
(आदि काल, भक्ति काल और रीति काल/मध्यकाल तक – I)
PAPER CODE: 16HND21C3

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- इतिहास का संबंध अतीत से होता है और इसमें वास्तविक घटनाओं और वृत्तान्तों का सन्निवेश होता है।
इतिहास-दर्शन काल के माध्यम से संस्कृति का अध्ययन करता है।
- CO 2- इतिहास मानवीय सरोकारों की व्याख्या करने वाली एक विधा है, जो अतीत के सन्दर्भों से आगत को प्रभावित करती है।
- CO 3- हिन्दी साहित्य के इतिहास के अध्ययन का उद्देश्य भी यही है कि वह में नयी व्याख्या, नयी प्रेरणा और नयी दृष्टि से आगत के आलोकपूर्ण पथ को प्रशस्त करता है।
- CO 4- आदिकाल से आधुनिक काल तक क्रमबद्ध रूप में विद्यार्थियों को जानकारी देना।
- CO 5- मानव-समाज की सम्पूर्ण गति तथा परिवर्तन का मूल्यों के संदर्भ में भी अध्ययन करता है।

- 1 हिंदी साहित्येतिहास के अध्ययन की पूर्व – पीठिका
हिंदी साहित्य के इतिहास लेखन की परंपरा
साहित्येतिहास के पुनर्लेखन की समस्याएँ
हिंदी-साहित्य का इतिहास : काल-विभाजन, सीमा – निर्धारण
- 2 आदिकाल
नामकरण और सीमा
परिवेश : ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक
वर्गीकरण, सिद्ध, जैन, नाथ, रासो साहित्य
आदिकालीन कविता की प्रवृत्तियाँ
रासो काव्य-परंपरा
पृथ्वीराज रासो की प्रामाणिकता
- 3 भक्तिकाल
परिवेश : ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक
भक्ति-आंदोलन
भक्तिकालीन काव्य-धाराएँ : वैशिष्ट्य और अवदान
संत काव्य-धारा : वैशिष्ट्य
सूफी काव्य-धारा : वैशिष्ट्य
राम काव्य-धारा : वैशिष्ट्य
कृष्ण काव्य-धारा : वैशिष्ट्य
भक्तिकाल : स्वर्णयुग
- 4 रीतिकाल
नामकरण और सीमा
परिवेश : ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक
रीतिकालीन कवियों का आचार्यत्व

विभिन्न काव्य-धाराओं की विशेषताएँ –

रीतिबद्ध

रीतिसिद्ध

रीतिमुक्त

सहायक ग्रंथ

- 1 हिन्दी साहित्य का इतिहास : आचार्य रामचन्द्र शुक्ल, नागरी प्रचारिणी सभा, काशी ।
- 2 हिन्दी साहित्य का आलोचनात्मक इतिहास : डॉ० रामकुमार वर्मा, रामनारायण लाल, बेनी प्रसाद, इलाहाबाद ।
- 3 हिन्दी साहित्य की भूमिका : आचार्य हजारीप्रसाद द्विवेदी, राजकमल प्रकाशन, दिल्ली ।
- 4 हिन्दी साहित्य : उद्भव और विकास—आचार्य हजारीप्रसाद द्विवेदी, अत्तर चंद कपूर एण्ड संज, दिल्ली ।
- 5 हिन्दी साहित्य का इतिहास : सम्पादक—डॉ० नगेन्द्र, नेशनल पब्लिशिंग हाउस, दिल्ली ।
- 6 हिन्दी का गद्य साहित्य : डॉ० रामचन्द्र तिवारी, विश्वविद्यालय प्रकाशन, वाराणसी ।
- 7 मध्ययुगीन काव्य साधना : डॉ० रामचन्द्र तिवारी, नवदीप प्रकाशन, अयोध्या, फैजाबाद ।
- 8 हिन्दी साहित्य का दूसरा इतिहास — डॉ० बच्चन सिंह, राधा कृष्ण प्रकाशन, दिल्ली ।
- 9 निर्गुण काव्य : प्रेरणा और प्रवृत्ति, डॉ० रामसजन पाण्डेय, निर्मल पब्लिकेशंस, दिल्ली ।
- 10 हिन्दी साहित्य का इतिहास : डॉ० राम सजनपाण्डेय, संजय प्रकाशन, दिल्ली ।
- 11 हिन्दी साहित्येतिहास दर्शन की भूमिका : डॉ० हरमहेन्द्र सिंह बेदी, निर्मल पब्लिकेशंस, दिल्ली ।
- 12 हिन्दी साहित्य का वैज्ञानिक इतिहास : डॉ० गणपति चन्द्र गुप्त, भारतेंदु भवन, चण्डीगढ़ ।
- 13 हिन्दी साहित्य का आदिकाल : डॉ० हरिश्चन्द्र वर्मा, हरियाणा साहित्य अकादमी, चण्डीगढ़ ।
- 14 हिन्दी साहित्य का आदिकाल : आचार्य हजारी प्रसाद द्विवेदी, बिहार राष्ट्र भाषा परिषद, पटना ।
- 15 आधुनिक हिन्दी साहित्य : लक्ष्मी सागर वार्ष्णेय, हिन्दी परिषद् इलाहाबाद युनिवर्सिटी, इलाहाबाद ।
- 16 हिन्दी साहित्य चिन्तन : सम्पादक सुधाकर पाण्डेय, कला मन्दिर, नई सड़क, दिल्ली ।
- 17 हिन्दी साहित्य और संवेदना का विकास : राम स्वरूप चतुर्वेदी, लोक भारती प्रकाशन, इलाहाबाद ।

निर्देश –

1. पाठ्यक्रम में निर्धारित प्रत्येक खंड में से कम से कम एक दीर्घ प्रश्न अवश्य पूछा जाएगा। पूछे गए कुल प्रश्नों की अधिकतम संख्या आठ होगी। परीक्षार्थी को प्रत्येक खंड में से कम से कम एक प्रश्न अर्थात् कुल चार प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 12 अंक निर्धारित हैं। पूरा प्रश्न 48 अंकों का होगा।
2. पूरे पाठ्यक्रम में कोई दस लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं छः प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 24 अंक का होगा।
पूरे पाठ्यक्रम में से आठ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
प्रथम सेमेस्टर

चतुर्थ प्रश्न पत्र – भाषाविज्ञान एवं हिंदी भाषा – I
PAPER CODE: 16HND21C4

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- भाषा एवं भाषा विज्ञान की परिभाषा एवं स्वरूप की सैद्धांतिक जानकारी
CO 2- स्वनविज्ञान की परिभाषा एवं स्वरूप तथा वाक् उत्पादन प्रक्रिया का ज्ञान
CO 3- रूपविज्ञान, वाक्य विज्ञान एवं अर्थ विज्ञान की सैद्धांतिक जानकारी
CO 4- हिन्दी भाषा का इतिहास एवं विकास-क्रम का ज्ञान कराना।
CO 5- लिपि विज्ञान की सैद्धांतिक जानकारी देते हुए हिन्दी प्रचार-प्रसार में व्यक्तियों तथा संस्थाओं के योगदान की जानकारी।

- 1 भाषा
भाषा की परिभाषा और प्रवृत्ति
भाषा के अध्ययन क्षेत्र
भाषा की व्यवस्था और व्यवहार
भाषा की संरचना
भाषा के अध्ययन की दिशाएँ ; वर्णनात्मक, ऐतिहासिक, तुलनात्मक
- 2 स्वनविज्ञान
वाग्यंत्र और ध्वनि-उत्पादन प्रक्रिया
स्वन : परिभाषा और वर्गीकरण
स्वनगुण और उनकी सार्थकता
स्वनिक परिवर्तन की दिशाएँ
स्वनिम : स्वरूप और वर्गीकरण
- 3 रूपविज्ञान एवं वाक्य विज्ञान
शब्द और रूप (पद)
संबंध तत्व और अर्थ तत्व
रूप, संरूप और रूपिओं का स्वरूप
अभिहितान्वयवाद और अन्विताभिधानवाद
वाक्य के प्रकार
रचना की दृष्टि
अर्थ की दृष्टि
वाक्य की गहन संरचना और बाह्य संरचना
- 4 अर्थ विज्ञान
अर्थ की अवधारणा, शब्द – अर्थ संबंध
अर्थ-बोध के साधन
एकार्थकता, अनेकार्थता
अर्थ – परिवर्तन की दिशाएँ

- 5 भाषा – लिपि एवं अन्य विषय-संबंध
भाषा और लिपि के घटकों के संबंध
भाषाविज्ञान और अन्य शास्त्रों/विषयों से संबंध
भाषाविज्ञान और व्याकरण, भाषाविज्ञान और साहित्य
व्यतिरेकी भाषाविज्ञान
समाज भाषाविज्ञान

सहायक ग्रंथ

- 1 भाषाविज्ञान और मानक हिंदी – डॉ० नरेश मिश्र, अभिनव प्रकाशन, 4424 नई सड़क, दिल्ली-6 2004 ई०
- 2 भाषा और हिंदी भाषा का इतिहास – डॉ० नरेश मिश्र, हरियाणा साहित्य अकादमी, 169, सेक्टर-12, पंचकूला 2006 ई०
- 3 भाषा और भाषाविज्ञान – डॉ० नरेश मिश्र, निर्मल पब्लिकेशंस, शाहदरा, दिल्ली-94 2004 ई०
- 4 भाषाविज्ञान एवं हिंदी – डॉ० नरेश मिश्र, राजपाल एण्ड संज, मदरसा रोड, कश्मीरी गेट, दिल्ली 2007 ई०
- 5 हिंदी भाषा – डॉ० भोलानाथ तिवारी, किताब महल, सरोजनी नायडू मार्ग, इलाहाबाद 2005 ई०
- 6 भाषाविज्ञान – डॉ० भोलानाथ तिवारी, किताब महल, सरोजनी नायडू मार्ग, इलाहाबाद 2006 ई०
- 7 भाषाविज्ञान की भूमिका – प्रो० देवेन्द्र नाथ शर्मा, राधा कृष्ण प्रकाशन, अंसारी रोड, दरियागंज दिल्ली – 2 2001 ई०
- 8 हिंदी भाषा का इतिहास – डॉ० धीरेन्द्र वर्मा, हिंदुस्तानी एकेडमी, प्रयाग 2000 ई०
- 9 हिंदी : उद्भव विकास और रूप – डॉ० हरदेव बाहरी, किताब महल, सरोजनी नायडू मार्ग, इलाहाबाद । 1980 ई०
- 10 सामान्य भाषाविज्ञान – डॉ० बाबू राम सक्सेना, हिंदी साहित्य सम्मेलन, प्रयाग 1983 ई०
- 11 व्याकरणिक कोटियों का विश्लेषणात्मक अध्ययन- डॉ० दीप्ति शर्मा, बिहार ग्रंथ अकादमी कदमकुआँ, पटना 2000 ई०
- 12 आधुनिक भाषाविज्ञान, कृपाशंकर सिंह- चतुर्भुज सहाय, नेशनल पब्लिशिंग हाउस, दरियागंज, दिल्ली । 2000 ई०
- 13 नागरी लिपि – डॉ० नरेश मिश्र, निर्मल पब्लिकेशंस, शाहदरा, दिल्ली । 2001 ई०

निर्देश –

1. पाठ्यक्रम में निर्धारित प्रत्येक खंड में से कम से कम एक दीर्घ प्रश्न अवश्य पूछा जाएगा। पूछे गए कुल प्रश्नों की अधिकतम संख्या आठ होगी। परीक्षार्थी को इनमें से कोई चार प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 12 अंक निर्धारित हैं। पूरा प्रश्न 48 अंकों का होगा।
2. पूरे पाठ्यक्रम में से कुल दस लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं छः प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 24 अंकों का होगा।
3. पूरे पाठ्यक्रम में से आठ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
प्रथम सेमेस्टर

पंचम प्रश्न पत्र : विशेष रचनाकार कबीरदास – I
PAPER CODE: 16HND21D1

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- कबीर के समाज सुधारक रूप को समझने के लिए।
CO 2- समकालीन संदर्भों में कबीर की महत्ता को समझना।
CO 3- कबीर के ज्ञान और प्रेम के माध्यम से समाज की सुप्त चेतना को जगाने का प्रयास करना।
CO 4. निर्गुण भक्ति के स्वरूप को जानने के लिए।

क) व्याख्या हेतु निर्धारित पुस्तक

कबीर ग्रंथावली : सम्पादक—डॉ० श्याम सुन्दर दास
प्रकाशक – नागरी प्रचारिणी सभा, वाराणसी ।

निम्नलिखित अंग निर्धारित किए जाते हैं –

- | | | |
|--------------------------|----------------------|----------------------------|
| 1 गुरुदेव कौ अंग | 2 सुमिरण कौ अंग | 3 बिरह कौ अंग |
| 4 ग्यान बिरह कौ अंग | 5 परचा कौ अंग | 6 निहकर्मि पतिव्रता कौ अंग |
| 7 चितावणी कौ अंग | 8 मन कौ अंग | 9 माया कौ अंग |
| 10 सहज कौ अंग | 11 सौंच कौ अंग | 12 भ्रम विधौषण कौ अंग |
| 13 भेष कौ अंग | 14 कुसंगति कौ अंग | 15 साथ कौ अंग |
| 16 साध महिमा कौ अंग | 17 मधि कौ अंग | 18 सारग्राही कौ अंग |
| 19 उपदेश कौ अंग | 20 बेसास कौ अंग | 21 सबद कौ अंग |
| 22 जीवन मृतक कौ अंग | 23 हेत प्रीति कौ अंग | 24 काल कौ अंग |
| 25 कस्तूरियों मृग कौ अंग | 26 निंदा कौ अंग | 27 बेली कौ अंग |
| 28 अबिहड कौ अंग | | |

ख) आलोच्य विषय

- 1 भक्ति आन्दोलन और कबीर
- 2 निर्गुणमत और कबीर
- 3 निर्गुण काव्यपरम्परा और कबीर
- 4 मध्यकालीन धर्म साधना और कबीर
- 5 कबीर का समय
- 6 कबीर का जीवन वृत्त
- 7 कबीर का कृतित्व
- 8 कबीर का समाज दर्शन
- 9 कबीर का दार्शनिक चिंतन
- 10 कबीर की भक्ति भावना

सहायक ग्रंथ

- 1 निर्गुण काव्य : प्रेरणा और प्रवृत्ति – रामसजन पाण्डेय
- 2 निर्गुण काव्य की सांस्कृतिक भूमिका – रामसजन पाण्डेय
- 3 हिंदी काव्य में निर्गुण धारा – पीताम्बर दत्तबडथवाल, अवध पब्लिशिंग हाउस, लखनऊ ।
- 4 कबीर – आचार्य हजारी प्रसाद द्विवेदी, राजकमल प्रकाशन, दिल्ली ।
- 5 कबीर की कविता – योगेन्द्र प्रताप सिंह

- 6 कबीर मीमांसा – डॉ० रामचंद्र तिवारी, लोक भारती प्रकाशन, इलाहाबाद ।
- 7 उत्तरी भारत की संत परम्परा – परशुराम चतुर्वेदी, भारती भण्डार, इलाहाबाद ।
- 8 कबीर के काव्य रूप – नजीर मुहम्मद
- 9 कबीर साहित्य की परख – परशुराम चतुर्वेदी, भारती भण्डार, इलाहाबाद ।
- 10 संत कबीर – सं० राम कुमार वर्मा,
- 11 कबीर की विचारधारा – गोविन्द त्रिगुणायत, साहित्य निकेतन, कानपुर ।
- 12 हिंदी की निर्गुण काव्य धारा और कबीर – जयदेव सिंह
- 13 रघुवंश : कबीर : एक नई दृष्टि

निर्देश –

1. खंड क में निर्धारित पाठ्य पुस्तक में से व्याख्या के लिए छः अवतरण पूछे जाएंगे जिनमें से परीक्षार्थी को किन्हीं तीन अवतरणों की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या के लिए 6 अंक निर्धारित हैं और पूरा प्रश्न 18 अंक का होगा।
2. खंड – ख में निर्धारित आलोच्य विषयों में से कोई छः प्रश्न पूछे जाएंगे। परीक्षार्थी को उनमें से कोई तीन प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 11 अंक निर्धारित हैं। पूरा प्रश्न 33 अंक का होगा।
3. पूरे पाठ्यक्रम में से कोई आठ लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं पाँच प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 20 अंक का होगा।
4. पूरे पाठ्यक्रम में से नौ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर

प्रथम प्रश्न पत्र : आधुनिक हिंदी कविता – II
PAPER CODE: 16HND22C1

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- आधुनिक कविता की प्रमुख प्रवृत्तियों और परंपरा का ज्ञान कराना।
CO 2- छायावादी कविता का अंतरंग परिचय पाने के लिए प्रसाद और निराला से प्रतिनिधि कवियों की कविताओं का पारायण करना और प्रसाद और निराला की रचनाओं की जानकारी के साथ दक्षता पैदा करना।
CO 3- प्रगतिवादी आंदोलन की प्रवृत्तियों और निष्पत्तियों को चुनिंदा कवियों की कृतियों के माध्यम से जानना और प्रगतिवादी कवियों के सामाजिक सरोकारों और कलात्मक विशिष्टताओं की जानकारी प्रदान करना।
CO 4- प्रयोगवादी कविता और नई कविता आंदोलन की रचनाओं को प्रतिनिधि कविताओं के माध्यम से समझना और प्रयोगवादी और नई कविता के माध्यम से समकालीन कविता की प्रमुख विशिष्टताओं की जानकारी प्रदान करना।
CO 5- आधुनिक कालीन हिन्दी कविता की विकास परंपरा और विविध आंदोलनों की जानकारी।

क) पाठ्य विषय

- 1 सच्चिदानन्द हीरानंद वात्स्यायन अज्ञेय : असाध्य वीणा, सोन मछली, एक बूँद सहसा उछली
- 2 नागार्जुन : चन्दू मैंने सपना देखा, बादल को धिरते देखा है, बाकी बच गया अण्डा, अकाल और उसके बाद, मास्टर, शासन की बन्दूक, आओ रानी हम ढोयेंगे पालकी, सत्य, तीन दिन तीन रात ।
- 3 गजानन माधव मुक्तिबोध : अंधेरे में, भूल गलती।
- 4 रघुवीर सहाय : पढ़िए गीता, किले में औरत, बड़ी हो रही है लड़की , रामदास, औरत की चीख, पैदल आदमी, पानी पानी बच्चा बच्चा ।

आलोच्य विषय

अज्ञेय : प्रयोगवादी परम्परा और अज्ञेय, अज्ञेय का काव्य वैशिष्ट्य, अज्ञेय की असाध्य वीणा का प्रतिपाद्य, काव्य भाषा

नागार्जुन : नागार्जुन का काव्य वैशिष्ट्य, यथार्थ चेतना और लोक दृष्टि, राजनीतिक दृष्टि, नागार्जुन की काव्य भाषा, काव्य शिल्प

गजानन माधव मुक्तिबोध : मुक्तिबोध का काव्य संसार, मुक्तिबोध की विश्व दृष्टि, सामाजिक चेतना,

काव्यशिल्प ।

रघुवीर सहाय : स्वातन्त्र्योत्तर युग और रघुवीर सहाय की कविता, रघुवीर सहाय का राजनैतिक परिपेक्ष्य, रघुवीर सहाय की कविताओं में सामाजिक यथार्थ, काव्य वैशिष्ट्य ।

- 1 नागार्जुन का रचना संसार : सम्पा0 विजय बहादुर सिंह
- 2 आलोचना का नागार्जुन विशेषांक
- 3 सागर से शिखर तक : राम कमल राय (लोकभारती)
- 4 पूर्वग्रह का अज्ञेय अंक
- 5 फिलहाल : अशोक वाजपेयी
- 6 अज्ञेय कवि : डॉ0 ओम प्रकाश अवस्थी
- 7 अज्ञेय का रचना संसार : सम्पा0 गंगा प्रसाद विमल
- 8 अज्ञेय की कविता एक मूल्यांकन : डॉ0 चन्द्रकांत वांदिबडेकर
- 9 अज्ञेय : कवि और काव्य : डॉ0 राजेन्द्र प्रसाद
- 10 अज्ञेय : सम्पा0 विश्वनाथ प्रसाद मिश्र
- 11 आज के प्रतिनिधि कवि अज्ञेय : डॉ0 विद्या निवास मिश्रा
- 12 नागार्जुन की कविता : डॉ0 अजय तिवारी
- 13 नागार्जुन की काव्य यात्रा : रतन कुमार पाण्डेय

- 14 नागार्जुन की कविता में युगबोध : चन्द्रिका ठाकुर
- 15 नागार्जुन और उनका रचना संसार : विजय बहादुर सिंह
- 16 आलोचना नागार्जुन विशेषांक 1981
- 17 नागार्जुन का काव्य और युग : अंतः संबंधों का अनुशीलन – जगन्नाथ पंडित
- 18 अज्ञेय की काव्य चेतना : डॉ० कृष्ण भावुक, साहित्य प्रकाशन, भालीवाड़ा दिल्ली ।
- 19 दिनकर काव्य का पुर्नमूल्यांकन, डॉ. शम्भुनाथ ।
- 20 रघुवीर सहाय का कवि कर्म : सुरेश शर्मा
21. रघुवीर सहाय : सम्पादक विष्णु नागर और असद जैदी ।
22. मुक्ति बोध की रचना प्रक्रिया : अशोक चक्रधर ।
23. मुक्ति बोध ज्ञान और संवेदना : नन्द किशोर नवल ।
24. मुक्ति बोध के प्रतीक और बिम्ब : चंचल चौहान ।
25. मुक्ति बोध का साहित्य विवेक और उनकी कविता : डॉ. लल्लन राय ।

निर्देश –

1. खंड क में निर्धारित पाठ्य पुस्तकों में से आंतरिक विकल्प के साथ एक-एक अवतरण व्याख्या के लिए पूछा जाएगा। कुल चार अवतरणों में से परीक्षार्थी को किन्हीं तीन अवतरणों की संदर्भ सहित व्याख्या करनी होगी। प्रत्येक व्याख्या के लिए 6 अंक निर्धारित हैं। पूरा प्रश्न 18 अंक का होगा।
2. प्रत्येक पाठ्य पुस्तक के लिए खंड –ख में निर्धारित आलोच्य विषयों में से कोई छः प्रश्न पूछे जाएंगे। परीक्षार्थी को उनमें से कोई तीन प्रश्न करने होंगे। तीनों प्रश्न तीन अलग-अलग पाठ्य पुस्तकों पर आधारित होने चाहिए। प्रत्येक प्रश्न के लिए 11 अंक निर्धारित हैं। पूरा प्रश्न 33 अंक का होगा।
3. पूरे पाठ्यक्रम में से कोई आठ लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं पाँच प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न चार अंक का होगा। पूरा प्रश्न 20 अंक का होगा।
4. पूरे पाठ्यक्रम में से नौ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर
द्वितीय प्रश्न पत्र : आधुनिक गद्य साहित्य – II
PAPER CODE: 16HND22C2

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- आधुनिक गद्य-साहित्य नई सोच और नये दृष्टिकोण को विकसित करता है।
CO 2- आधुनिक गद्य-साहित्य ने हमें प्रत्यक्षतः तथा परोक्षतः पुनर्जागरण के लिए प्रेरित किया।
CO 3- आधुनिक गद्य-साहित्य परिवेश और मनुष्य के बीच के सम्बन्ध को बखूबी समझता है।
CO 4- आधुनिक गद्य-साहित्य परिवेशगत अवमूल्यन पर चोट करता है।
CO 5- आधुनिक गद्य-साहित्य में गद्य भाषा से ग्राम्यत्व हटाकर उसमें नागरिक स्निग्धता का पुट दिया गया।

पाठ्य पुस्तकें

- 1 चंद्रगुप्त – जय शंकर प्रसाद
- 2 आधे-अधूरे – मोहन राकेश
- 3 आवारा मसीहा – विष्णु प्रभाकर
- 4 निर्धारित निबंध : साहित्य जनसमूह के हृदय का विकास है, कवियों की उर्मिला
विषयक उदासीनता, मजदूरी और प्रेम, कविता क्या है, नाखून क्यों बढ़ते हैं, पगडंडियों का जमाना,
अस्ति की पुकार हिमालय ।

आलोच्य विषय

- | | |
|-------------|---|
| चंद्रगुप्त | चंद्रगुप्त की ऐतिहासिकता, नायकत्व, राष्ट्रीयता, रंगमंच की दृष्टि से चंद्रगुप्त । |
| आधे-अधूरे | आधुनिकता बोध, परिवार संस्था का स्वरूप, प्रयोगधर्मिता, चरित्र –चित्रण । |
| आवारा मसीहा | जीवनी साहित्य में आवारा मसीहा का स्थान, आवारा मसीहा की रचना के प्रेरक तत्व, आवारा मसीहा में चित्रित शरतचंद्र का व्यक्तित्व वैशिष्ट्य, आवारा मसीहा के संदर्भ में शरतचंद्र की स्त्री दृष्टि । |
| निबंध | पाठ्यक्रम में निर्धारित निबंधों का मूल प्रतिपाद्य एवं शिल्प |

सहायक ग्रंथ

- 1 हिंदी नाटक : उद्भव और विकास-डॉ० दशरथ ओझा, राजपाल एण्ड संस, दिल्ली ।
- 2 प्रसाद के नाटक : स्वरूप और संरचना-गोविन्द चातक, साहित्य भारती, दिल्ली ।
- 3 मोहन राकेश और उनके नाटक : गिरीश रस्तोगी, लोक भारती, इलाहाबाद ।
- 4 आधुनिक नाटक का मसीहा : मोहन राकेश, डॉ० गोविन्द चातक, इन्द्रप्रस्थ प्रकाशन, दिल्ली ।
- 5 नाटककार मोहन राकेश : जीवन प्रकाश जोशी, सन्मार्ग प्रकाशन, दिल्ली ।
- 6 मोहन राकेश का नाट्य साहित्य : डॉ० पुष्पा बंसल, सूर्य प्रकाशन, दिल्ली ।
- 7 समसामयिक हिंदी नाटकों में चरित्र सृष्टि : सामयिक प्रकाशन, दिल्ली ।
- 8 हिंदी नाट्य चिंतन : डॉ० कुसुम कुमार, साहित्य भारती, दिल्ली ।
- 9 भारतीय नाट्य साहित्य : डॉ० नगेन्द्र, एस. चांद एंड कंपनी, दिल्ली ।
- 10 रंगमंच : बलवंत गार्गी : राजकमल प्रकाशन, दिल्ली ।
- 11 आचार्य रामचन्द्र शुक्ल निबंध यात्रा : डॉ० कृष्ण देव, इतिहास, शोध संस्थान, नई दिल्ली ।
- 12 हिंदी साहित्य में निबंध का विकास : ओंकारनाथ शर्मा, अनुसंधान प्रकाशन, कानपुर ।

- 13 सरदार पूर्ण सिंह : राम अवध शास्त्री, विश्वविद्यालय प्रकाशन, वाराणसी ।
14 हिंदी निबंधकार : जयनाथ नलिन, आत्माराम एंड संस, दिल्ली ।
15 समकालीन ललित निबंध : डॉ० विमल सिंहल, श्याम प्रकाशन, जयपुर ।
16 आवारा मसीहा : जीवनी के निकष पर, माया मलिक, मंथन पब्लिकेशंस, रोहतक ।

निर्देश –

1. खंड क में निर्धारित पाठ्य पुस्तकों में से आंतरिक विकल्प के साथ एक-एक अवतरण व्याख्या के लिए पूछा जाएगा । कुल चार अवतरणों में से परीक्षार्थी को किन्हीं तीन अवतरणों की संदर्भ सहित व्याख्या करनी होगी । प्रत्येक व्याख्या के लिए 6 अंक निर्धारित हैं । पूरा प्रश्न 18 अंक का होगा ।
2. प्रत्येक पाठ्य पुस्तक के लिए खंड –ख में निर्धारित आलोच्य विषयों में से कोई छः प्रश्न पूछे जाएंगे । परीक्षार्थी को उनमें से कोई तीन प्रश्न करने होंगे । तीनों प्रश्न तीन अलग-अलग पाठ्य पुस्तकों पर आधारित होने चाहिए । प्रत्येक प्रश्न के लिए 11 अंक निर्धारित हैं पूरा प्रश्न 33 अंक का होगा ।
3. पूरे पाठ्यक्रम में से कोई आठ लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं पाँच प्रश्नों का उत्तर देना होगा । प्रत्येक प्रश्न 4 अंक का होगा । पूरा प्रश्न 20 अंक का होगा ।
4. पूरे पाठ्यक्रम में से नौ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे प्रत्येक प्रश्न एक-एक अंक का होगा ।

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर
तृतीय प्रश्न पत्र—हिंदी साहित्य का इतिहास – II
(आधुनिक काल)
PAPER CODE: 16HND22C3

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- इतिहास का संबंध अतीत से हातो है और इसमें वास्तविक घटनाओं और वृत्तान्तों का सन्निवेश होता है।
इतिहास—दर्शन काल के माध्यम से संस्कृति का अध्ययन करता है।
- CO 2- इतिहास मानवीय सरोकारों की व्याख्या करने वाली एक विधा है, जो अतीत के सन्दर्भों से आगत को प्रभावित करती है।
- CO 3- हिन्दी साहित्य के इतिहास के अध्ययन का उद्देश्य भी यही है कि वह में नयी व्याख्या, नयी प्रेरणा और नयी दृष्टि से आगत के आलोकपूर्ण पथ को प्रशस्त करता है।
- CO 4- आदिकाल से आधुनिक काल तक क्रमबद्ध रूप में विद्यार्थियों को जानकारी देना।
- CO 5- मानव—समाज की सम्पूर्ण गति तथा परिवर्तन का मूल्यों के संदर्भ में भी अध्ययन करता है।

- 1 आधुनिक हिंदी साहित्येतिहास
परिवेश : राजनीतिक, सामाजिक, सांस्कृतिक, आर्थिक, साहित्यिक
1857 ई0 की राज्यक्रांति और पुनर्जागरण
- 2 भारतेंदु युग : प्रवृत्तिगत विशेषताएँ
- 3 द्विवेदी युग : प्रवृत्तिगत विशेषताएँ
- 4 छायावादी काव्य : प्रवृत्तिगत विशेषताएँ
- 5 उत्तर छायावादी काव्य : प्रतिनिधि रचनाकार एवं प्रवृत्तियाँ
प्रगतिवाद : प्रवृत्तिगत विशेषताएँ
प्रयोगवाद : प्रवृत्तिगत विशेषताएँ
नई कविता : प्रवृत्तिगत विशेषताएँ
नवगीत : प्रवृत्तिगत विशेषताएँ
समकालीन कविता : प्रवृत्तिगत विशेषताएँ
- 6 हिंदी गद्य विधाओं का उद्भव और विकास
कहानी उपन्यास
नाटक निबंध
संस्मरण रेखाचित्र
जीवनी आत्मकथा
रिपोर्ताज
- 7 हिंदी आलोचना का उद्भव और विकास
- 8 दक्खिनी हिंदी साहित्य का संक्षिप्त परिचय
- 9 हिंदी की संस्कृति (संस्थाएं, पत्रिकाएं, आन्दोलन और प्रतिष्ठान)

सहायक ग्रंथ

- 1 हिन्दी साहित्य का इतिहास : आचार्य रामचन्द्र शुक्ल, नागरी प्रचारिणी सभा, काशी ।
- 2 हिन्दी साहित्य का आलोचनात्मक इतिहास : डॉ० रामकुमार वर्मा, रामनारायण लाल, बेनी प्रसाद, इलाहाबाद ।
- 3 हिन्दी साहित्य की भूमिका : आचार्य हजारीप्रसाद द्विवेदी, राजकमल प्रकाशन, दिल्ली ।
- 4 हिन्दी साहित्य : उद्भव और विकास—आचार्य हजारीप्रसाद द्विवेदी, अत्तर चंद कपूर एण्ड संज, दिल्ली ।
- 5 हिन्दी साहित्य का इतिहास : सम्पादक—डॉ० नगेन्द्र, नेशनल पब्लिशिंग हाउस, दिल्ली ।
- 6 हिन्दी का गद्य साहित्य : डॉ० रामचन्द्र तिवारी, विश्वविद्यालय प्रकाशन, वाराणसी ।
- 7 मध्ययुगीन काव्य साधना : डॉ० रामचन्द्र तिवारी, नवदीप प्रकाशन, अयोध्या, फैजाबाद ।
- 8 हिन्दी साहित्य का दूसरा इतिहास — डॉ० बच्चन सिंह, राधा कृष्ण प्रकाशन, दिल्ली ।
- 9 निर्गुण काव्य : प्रेरणा और प्रवृत्ति, डॉ० रामसजन पाण्डेय, निर्मल पब्लिकेशंस, दिल्ली ।
- 10 हिन्दी साहित्य का इतिहास : डॉ० राम सजनपाण्डेय, संजय प्रकाशन, दिल्ली ।
- 11 हिन्दी साहित्येतिहास दर्शन की भूमिका : डॉ० हरमहेन्द्र सिंह बेदी, निर्मल पब्लिकेशंस, दिल्ली ।
- 12 हिन्दी साहित्य का वैज्ञानिक इतिहास : डॉ० गणपति चन्द्र गुप्त, भारतेंदु भवन, चण्डीगढ ।
- 13 हिन्दी साहित्य का आदिकाल : डॉ० हरिश्चन्द्र वर्मा, हरियाणा साहित्य अकादमी, चण्डीगढ ।
- 14 हिन्दी साहित्य का आदिकाल : आचार्य हजारी प्रसाद द्विवेदी, बिहार राष्ट्र भाषा परिषद, पटना ।
- 15 आधुनिक हिन्दी साहित्य : लक्ष्मी सागर वार्ष्णेय, हिन्दी परिषद् इलाहाबाद युनिवर्सिटी, इलाहाबाद ।
- 16 हिन्दी साहित्य चिन्तन : सम्पादक सुधाकर पाण्डेय, कला मन्दिर, नई सड़क, दिल्ली ।
- 17 हिन्दी साहित्य और संवेदना का विकास : राम स्वरूप चतुर्वेदी, लोक भारती प्रकाशन, इलाहाबाद ।

निर्देश —

1. पाठ्यक्रम में निर्धारित प्रत्येक खंड में से कम से कम एक दीर्घ प्रश्न अवश्य पूछा जाएगा। पूछे गए कुल प्रश्नों की अधिकतम संख्या आठ होगी। परीक्षार्थी को इनमें से कोई चार प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 12 अंक निर्धारित हैं। पूरा प्रश्न 48 अंकों का होगा।
2. पूरे पाठ्यक्रम में कोई दस लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं छः प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 24 अंकों का होगा।
3. पूरे पाठ्यक्रम में से आठ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक—एक अंक का होगा।

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर

चतुर्थ प्रश्न पत्र – भाषाविज्ञान एवं हिंदी भाषा – II
PAPER CODE: 16HND22C4

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- भाषा एवं भाषा विज्ञान की परिभाषा एवं स्वरूप की सैद्धांतिक जानकारी
CO 2- स्वनविज्ञान की परिभाषा एवं स्वरूप तथा वाक् उत्पादन प्रक्रिया का ज्ञान
CO 3- रूपविज्ञान, वाक्य विज्ञान एवं अर्थ विज्ञान की सैद्धांतिक जानकारी
CO 4- हिन्दी भाषा का इतिहास एवं विकास-क्रम का ज्ञान कराना।
CO 5- लिपि विज्ञान की सैद्धांतिक जानकारी देते हुए हिन्दी प्रचार-प्रसार में व्यक्तियों तथा संस्थाओं के योगदान की जानकारी।

- 1 हिंदी भाषा का इतिहास
प्राचीन भारतीय आर्य भाषाएँ – वैदिक एवं लौकिक संस्कृत
मध्ययुगीन भारतीय आर्य भाषाएँ – पालि, प्राकृत, अपभ्रंश
आधुनिक भारतीय आर्य भाषाएँ : परिचय
आधुनिक भारतीय आर्य भाषाओं का परिचय – हार्नले और ग्रियर्सन का वर्गीकरण
- 2 हिंदी का विकासात्मक स्वरूप
हिंदी की उप भाषाएँ :
पूर्वी हिंदी और उसकी बोलियाँ
पश्चिमी हिंदी और उसकी बोलियाँ
मानक हिंदी का स्वरूप
काव्य – भाषा के रूप में अवधी का विकास
काव्य – भाषा के रूप में ब्रज का विकास
साहित्यिक हिंदी के रूप में खड़ी बोली का विकास
हिंदी की संवैधानिक स्थिति
- 3 हिंदी का भाषिक स्वरूप
स्वनिम व्यवस्था : स्वर – परिभाषा और वर्गीकरण
व्यंजन – परिभाषा और वर्गीकरण
हिंदी शब्द संरचना : उपसर्ग, प्रत्यय, समस्तपद
हिंदी व्याकरणिक कोटियाँ : लिंग, वचन, पुरुष, कारक और काल की व्यवस्था के संदर्भ में हिंदी संज्ञा, सर्वनाम, विशेषण और क्रिया रूप
हिंदी वाक्य रचना
हिंदी के विविध रूप ;बोली, भाषा, राजभाषा, राष्ट्रभाषा, संपर्क भाषा, माध्यम भाषा, संचार भाषा
- 4 नागरी लिपि और हिंदी प्रचार-प्रसार
हिंदी : प्रचार-प्रसार में प्रमुख व्यक्तियों का योगदान
प्रमुख संस्थाओं का योगदान
नागरी लिपि का नामकरण और विकास
नागरी लिपि की वैज्ञानिकता

नागरी लिपि का मानकीकरण
हिंदी कंप्यूटिंग
कंप्यूटर परिचय एवं महत्व
आंकडा संसाधन
वर्तनी-शोधन

सहायक ग्रंथ

- 1 भाषाविज्ञान और मानक हिंदी – डॉ० नरेश मिश्र, अभिनव प्रकाशन, 4424 नई सड़क, दिल्ली-6 2004 ई०
- 2 भाषा और हिंदी भाषा का इतिहास – डॉ० नरेश मिश्र, हरियाणा साहित्य अकादमी, 169, सेक्टर-12, पंचकूला 2006 ई०
- 3 भाषा और भाषाविज्ञान – डॉ० नरेश मिश्र, निर्मल पब्लिकेशंस, शाहदरा, दिल्ली-94 2004 ई०
- 4 भाषाविज्ञान एवं हिंदी – डॉ० नरेश मिश्र, राजपाल एण्ड संज, मदरसा रोड, कश्मीरी गेट, दिल्ली 2007 ई०
- 5 हिंदी भाषा – डॉ० भोलानाथ तिवारी, किताब महल, सरोजनी नायडू मार्ग, इलाहाबाद 2005 ई०
- 6 भाषाविज्ञान – डॉ० भोलानाथ तिवारी, किताब महल, सरोजनी नायडू मार्ग, इलाहाबाद 2006 ई०
- 7 भाषाविज्ञान की भूमिका – प्रो० देवेन्द्र नाथ शर्मा, राधा कृष्ण प्रकाशन, अंसारी रोड, दरियागंज दिल्ली – 2 2001 ई०
- 8 हिंदी भाषा का इतिहास – डॉ० धीरेन्द्र वर्मा, हिंदुस्तानी एकेडमी, प्रयाग 2000 ई०
- 9 हिंदी : उद्भव विकास और रूप – डॉ० हरदेव बाहरी, किताब महल, सरोजनी नायडू मार्ग, इलाहाबाद । 1980 ई०
- 10 सामान्य भाषाविज्ञान – डॉ० बाबू राम सक्सेना, हिंदी साहित्य सम्मेलन, प्रयाग 1983 ई०
- 11 व्याकरणिक कोटियों का विश्लेषणात्मक अध्ययन- डॉ० दीप्ति शर्मा, बिहार ग्रंथ अकादमी कदमकुआँ, पटना 2000 ई०
- 12 आधुनिक भाषाविज्ञान, कृपाशंकर सिंह- चतुर्भुज सहाय, नेशनल पब्लिशिंग हाउस, दरियागंज, दिल्ली। 2000 ई०
- 13 नागरी लिपि – डॉ० नरेश मिश्र, निर्मल पब्लिकेशंस, शाहदरा, दिल्ली । 2001 ई०

निर्देश –

1. पाठ्यक्रम में निर्धारित प्रत्येक खंड में से कम से कम एक दीर्घ प्रश्न अवश्य पूछा जाएगा। पूछे गए कुल प्रश्नों की अधिकतम संख्या आठ होगी। परीक्षार्थी को इनमें से कोई चार प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 12 अंक निर्धारित हैं। पूरा प्रश्न 48 अंकों का होगा।
2. पूरे पाठ्यक्रम में कोई दस लघूत्तरी प्रश्न पूछे जाएंगे। जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं छः प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 24 अंकों का होगा।
3. पूरे पाठ्यक्रम में से आठ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर

पंचम प्रश्न पत्र : विशेष रचनाकार कबीरदास – II
PAPER CODE: 16HND22D1

समय : 3 घण्टे

पूर्णांक : 100 अंक
सतत् मूल्यांकन : 20 अंक
लिखित : 80 अंक

Course Outcomes

- CO 1- कबीर के समाजसुधारक रूप को समझने के लिए।
CO 2- समकालीन संदर्भों में कबीर की महत्ता को समझना।
CO 3- कबीर के ज्ञान और प्रेम के माध्यम से समाज की सुप्त चेतना को जगाने का प्रयास करना।
CO 4. निर्गुण भक्ति के स्वरूप को जानने के लिए।

क) व्याख्या हेतु निर्धारित पुस्तक

कबीर ग्रंथावली : सम्पादक—डॉ० श्याम सुन्दर दास
प्रकाशक – नागरी प्रचारिणी सभा, वाराणसी ।

पद – निम्नलिखित पद निर्धारित किए जाते हैं—

1, 2, 3, 4, 8, 10, 11, 12, 13, 14, 16, 21, 23, 24, 32, 34, 37, 38, 39, 41, 42, 43, 48, 49, 51, 52, 53,
56, 57, 59, 60, 61, 64, 69, 80, 84, 89, 91, 92, 99, 100, 111, 117, 120, 129, 132, 136, 139, 153, 156,
165, 169, 175, 180, 181, 184, 219, 224, 226, 233, 234, 235, 251, 258, 273, 286, 289, 298, 304, 306,
307, 310, 311, 312, 313, 317, 323, 330, 336, 337, 338, 342, 356, 359, 361, 367, 370, 371, 377, 378,
382, 383, 387, 389, 390, 394, 396, 400, 402, 405 – 100 पद

2 रमैणी सम्पूर्ण

ख) आलोच्य विषय

- 1 कबीर का स्त्री विषयक चिन्तन
- 2 कबीर की मानवतावादी दृष्टि
- 3 कबीर का रहस्यवाद
- 4 कबीर के राम
- 5 कबीर की प्रासंगिकता
- 6 कबीर के काव्यरूप
- 7 कबीर की उलटबासियाँ
- 8 कबीर की प्रतीक योजना
- 9 कबीर की भाषा
- 10 कबीर के पारिभाषिक शब्द
अलख, सहज, शून्य, निरंजन, रणसम, उन्मानि, अजपाजाम, अनहदनाद, सुरति निरति, नाद बिन्दु, औंधा कुँआ

सहायक ग्रंथ

- 1 निर्गुण काव्य : प्रेरणा और प्रवृत्ति – रामसजन पाण्डेय
- 2 निर्गुण काव्य की सांस्कृतिक भूमिका – रामसजन पाण्डेय
- 3 हिंदी काव्य में निर्गुण धारा – पीताम्बर दत्तबडधवाल, अवध पब्लिशिंग हाउस, लखनऊ ।
- 4 कबीर – आचार्य हजारी प्रसाद द्विवेदी, राजकमल प्रकाशन, दिल्ली ।
- 5 कबीर की कविता – योगेन्द्र प्रताप सिंह
- 6 कबीर मीमांसा – डॉ० रामचंद्र तिवारी, लोक भारती प्रकाशन, इलाहाबाद ।
- 7 उत्तरी भारत की संत परम्परा – परशुराम चतुर्वेदी, भारती भण्डार, इलाहाबाद ।

- 8 कबीर के काव्य रूप – नजीर मुहम्मद
9 कबीर साहित्य की परख – परशुराम चतुर्वेदी, भारती भण्डार, इलाहाबाद ।
10 संत कबीर – सं० राम कुमार वर्मा,
11 कबीर की विचारधारा – गोविन्द त्रिगुणायत, साहित्य निकेतन, कानपुर ।
12 हिंदी की निर्गुण काव्य धारा और कबीर – जयदेव सिंह
13 रघुवंश : कबीर : एक नई दृष्टि

निर्देश –

1. खंड क में निर्धारित पाठ्य पुस्तक में से व्याख्या के लिए छः अवतरण पूछे जाएंगे जिनमें से परीक्षार्थी को किन्हीं तीन अवतरणों की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या के लिए 6 अंक निर्धारित हैं और पूरा प्रश्न 18 अंक का होगा।
2. खंड-ख में निर्धारित आलोच्य विषयों में से कोई छः प्रश्न पूछे जाएंगे। परीक्षार्थी को उनमें से कोई तीन प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 11 अंक निर्धारित हैं। पूरा प्रश्न 33 अंक का होगा।
3. पूरे पाठ्यक्रम में से कोई आठ लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्हीं पाँच प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न 4 अंक का होगा। पूरा प्रश्न 20 अंक का होगा।
4. पूरे पाठ्यक्रम में से नौ वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 16GENF1

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time: 02 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- Guidelines set by society
- Changes according time and place

Morals

- Guidelines given by the conscience
- Always constant

Ethics in the workplace

- Respect for each other
- Obedience to the organization
- Dignity of labour
- Excellence in action

UNIT II

Concept of Trusteeship

- Everything belongs to society
- Man is only a caretaker
- Our responsibility to ensure welfare of all

Importance of service

- Responsibility of an individual
- Man is only a caretaker
- Our responsibility to ensure welfare of all

एम0 ए0 हिन्दी
द्वितीय सेमेस्टर
Paper Code 16JRM01
MEDIA AND SOCIETY
Second Semester

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report Regarding Programmes **Of M.A English Courses**

M.D University, a temple of education, is one of the most renowned universities of North India. This is a pioneer University with overall excellence, wide horizons & deep commitment towards nation-building. The University has got 44th ranking in National University Ranking conducted by NIRF Ministry of HRD Govt. of India.

The excellence of the University to such heights depends on several pillars of the institution. The Directorate of M.D University is one of the strongest pillars of the institute & plays noteworthy role in the touching of new milestones.

Among the several subjects offered by the Distance Education for Undergraduate & Postgraduate Degrees, English subject has got topmost priority opted by Distance students. It is pertinent to mention that English apart from being the link language for the educated & elite classes of the society, is now-a-days the most established medium of International communication.

Programme's Mission

The Directorate of Distance Education give an alternative to the students who cannot get admission in the regular courses due to increasing competition or inaccessibility to such institutions or lack of time or lack of finance. The course offer opportunities to the students for continuing their studies in all circumstances & for standing in competition with the regular students in getting jobs & better placements both in public & private sectors.

The main mission of the Distance courses is to spread education at every door step and to all the needy, poor, and working sections of the nation with minimum financial burden and least hassles.

In such scenario M.D University with NAAC 'A' Grade gives the aspiring candidates the best choice since the learners find the Directorate

catering to all their needs from admission to attaining the Degree, thus converting their dreams into reality!!

Objectives-

The main objective of the Directorate is to prepare our students for successful careers in Academics, Army services, call - centres, competitive exams, company jobs not only within the country but also abroad.

The students get opportunities for higher studies & may go for Research related to their areas of interest. The learners interested in literature can have familiarity with English literature, Indo-English literature & other foreign works taught in the curriculum. The students become aware of the society depicted through the eyes of poets, writers and critics. In a way students after studying English literature understand life in a better way and become better human-beings since literature is just a mirror to the society. A true depiction of reality helps the readers to make efforts for betterment of the society and thus strengthening the roots of the nation!

Relevance-

With the increasing competition among students for the regular courses, MA English through Distance mode & other Undergraduate courses offered by the Directorate give a parallel mode of studies to the students in today's cut-throat competition. The Colleges & University Teaching Departments give admission to only restricted number of students leaving others disappointed and directionless. In such scenario the Distant courses of Post Graduate & Under Graduate classes give direction & support to the really aspiring candidates which help them to get better jobs-prospects & better placements both in the private and public sectors. Even otherwise, English not only improves learners personality, but also helps in competitive & other higher jobs.

The Distance Education courses cater to the needs of a large number of students all over the country.

M.A ENGLISH is a two year programme

M.A Previous

M.A Final

The aspiring M.A English candidates for Distance come from different strata of society. The school - teachers, nurses, army personnel, businessmen get opportunity to improve their education while fulfilling their responsibilities simultaneously. Girl students, ladies & house -wives find distance courses in English quite fruitful as it gives them education without much turbulence at their doorstep. Even poor people or deprived section of the society can get education through this mode at quite nominal fees & without hassles.

Instructional Design-

The Directorate of Distance courses related to English subject has adequate instructional design catering to all the requirements of the students right from admission to achieving of Degree. Students have to apply online for admission. They can get all the current instructions & notices through M.D.U website. Not only registration information but all other rectifications can be got done through E-mail at the students ID-address. The syllabi for various UG & PG Courses is displayed on the M.D.U website.

The study material for various courses is got developed by the most efficient faculty members at quite reasonable costs. It is got printed in book form at the university press. Later on it is sent to various Regional centers for distribution to the enrolled students who collect it by hand from the centers at the support- services- camps which are held regularly on the scheduled dates & times. All the information is displayed on the students Notice Board also through Notices on the University -website. The students, if interested, can have personal information on telephone from the Enquiry-Desk at Directorate office. The personnel -staff is always ready to help & guide the distance students through Support Service Camps, Counselling Sessions & Doubt Clearing classes which are held regularly at specified dates & times. The Enquiry -Desk at the

Directorate is always for guidance & help to the students both at the personal level & telephonically.

Library Sources-

The Distance course students can have personal access to the books available in the Departmental library. The students can make personal notes from relevant books. Thus the directorate arranges all kinds of help to the students. Even the poor & needy students can manage easily with the facilities given here.

Cost Estimates-

The tentative cost of all thirteen programmes offered by DDE is Rs. 21,48,98,000/-.

The number of students seeking admission increases progressively per year which indicates that the aims, objectives & mission of the Directorate are being fulfilled. The qualified faculty, study material prepared for the complete syllabi, regular sessions of the Counselling and adequate infrastructure together contribute to the effectiveness of the programmes.

Quality Assurances-

Quality in terms of syllabus design, curriculum up-to-datedness, trained resource person, support service of lab and library is well maintained. The quality for the programme will be maintained in accordance with part-III (8) and Annexure-II of University Grants Commission notification dated 23.06.2017.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (English)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (English) First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16ENG21C1/16ENG57C1	English Literature (1350-1660)-I	80	20	100	3	3 Hours
16ENG21C2/16ENG57C2	English Literature (1350-1660)-II	80	20	100	3	3 Hours
16ENG21C3/16ENG57C3	English Literature (1660-1798)-I	80	20	100	3	3 Hours
16ENG21C4/16ENG57C4	English Literature (1660-1798)-II	80	20	100	3	3 Hours
16ENG21C5/16ENG57C5	Study of Language -I	80	20	100	3	3 Hours

M.A. (English) Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16ENG22C1	English Literature (1798-1914)-I	80	20	100	3	3 Hours
16ENG22C2	English Literature (1798-1914)-II	80	20	100	3	3 Hours
16ENG22C3	Study of Language – II	80	20	100	3	3 Hours
16ENG22D1	Drama Studies – I	80	20	100	3	3 Hours
16ENG22D3	Drama Studies – II	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRMO1	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



Syllabus

Master of Arts (English)

Two Year Programme

w.e.f. Session 2020-21

MASTER OF ARTS (ENGLISH)
First Semester
Paper code: 16ENG21C1/16ENG57C1
English Literature (1350-1660) - I

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- C.O.1. Ability to negotiate literature written in early forms of English language
- C.O.2. Ability to understand the relationship between cultural movements emanating from England's intersection with Italian and French cultural and literary movements
- C.O.3. Ability to compare and contrast different styles of different writers
- C.O.4. Ability to define and apply different forms and aspects of poetry with reference to different poems

Unit I

Geoffrey Chaucer: "The General Prologue" to *The Canterbury Tales*

Unit II

- (i) Edmund Spenser: Sonnets from *Amoretti*
"What guile is this."(37)
"Most happy letter fram'd by skilful trade"(74) "One day I wrote her name upon the strand"(75)
- (ii) William Shakespeare: Sonnets
"Shall I compare thee to a summer day" (18) "Let me not to the marriage of true minds" (116)
"My mistress' eyes are nothing like the sun" (130)

Unit III

- (i) John Donne: "The Sun Rising"

- (ii) Andrew Marvell: "A Valediction: Forbidding Mourning" "Batter My Heart, Three Person'd God"
"To His Coy Mistress"
"The Garden"
"The Nymph Complaining for the Death of Her Fawn"

Unit IV

John Milton: *Paradise Lost* Book 1

Instructions to the Paper-Setter and students:

Students will be required to attempt *five* questions. Question 1 and 2 are compulsory. All questions carry equal marks.

Question 1 will comprise *six* short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit. Question 2 will be based on socio-cultural, intellectual, historical trends and movements of the age. Students will be required to attempt any two (in about 600 words each) of the given three parts.

Questions 3, 4, 5 and 6 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units except in Question 2.

Suggested Reading:

Anne, Ferry. *All in War with Time: Love Poetry of Shakespeare, Donne, Jonson and Marvell.*

Ashton, Gail. *Chaucer: The Canterbury Tales.*

Bennett, Joan. *Five Metaphysical Poets: Donne, Herbert, Vaughan, Crashaw, Marvell.*

Bayley, Peter. *Edmund Spenser: Prince of Poets.*

Bloom, Harold. ed. *Viva Modern Critical Interpretations: William Shakespeare's Sonnets.*
Callaghan, Dymphna. *Shakespeare's Sonnets.*

Clements, L. Arthur ed. *John Donne's Poetry.*

Fowler, Alastair. ed. *Spenser's Images of Life.*

Hawkins, Harriett. *Poetic Freedom and Poetic Truth : Chaucer, Shakespeare, Marlowe, Milton.*

Kermode, Frank. *Shakespeare, Spenser, Donne.*

Kolve, V.A. *The Canterbury Tales: Nine Tales and the General Prologue by Geoffrey Chaucer.*

Krieger, Murray. *A Window to Criticism : Shakespeare's Sonnets and Modern Poetics.*

Leishman, J B. *Themes and Variations in Shakespeare's Sonnets.*

Maclean, Hugh. ed. *Edmund Spenser's Poetry.*

Muir, Kenneth. *Shakespeare's Sonnets.*

Nabar, Vrinda. ed. *Paradise Lost: Books 1 and 2 John Milton*.
Redpath, Theodore. ed. *The Songs and Sonnets of John Donne* .
Schoenfeldt, Michael. ed. *A Companion to Shakespeare's
Sonnets*. Seymour-Smith, Martin, ed. *Shakespeare's Sonnets*.
Wait, R. J. C. *The Background to Shakespeare's Sonnets*.

MASTER OF ARTS (ENGLISH)

First Semester

Paper code: 16ENG21C2/16ENG57C2

English Literature (1350-1660) - II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes:

- C.O.1. Acquaintance with the history of English literature from 1350-1660
- C.O.2. Ability for defining and applying different forms of poetry with reference to different poems.
- C.O.3. Ability to negotiate the relationship between cultural movements emanating from England's intersection with Italian and French cultural and literary movements.

Unit I Christopher Marlowe: *Dr Faustus*

Unit II William Shakespeare: *Julius Caesar*

Unit III Ben Jonson: *The Alchemist*

Unit IV John Webster: *The White Devil*

Instructions to the Paper-Setter and the students:

All questions are compulsory and carry equal marks.

Question 1 will comprise six short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit.

Questions 2, 3, 4 and 5 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units.

Suggested Reading:

Ansari, K H. *Imagery of John Webster's Plays*.

Bennett, H. *Studies in Shakespeare: British Academy Lectures*.

Bliss, Lee. *The World's Perspective: John Webster and the Jacobean Drama*.

Brown, John Russell. *Shakespeare's Dramatic Style: Romeo and Juliet, As You Like It, Julius Caesar, Twelfth Night, Macbeth.*

Bradbrook, M C. *John Webster: Citizen and Dramatist.*

Coleman, David. *John Webster, Renaissance Dramatist.*

Dean, Leonard F. ed. *Twentieth Century Interpretations of Julius Caesar: A Collection of Critical Essays*

Ellis Fermor, Una. *Shakespeare's Drama.*

Evans, Ifor. *The Language of Shakespeare's Plays.*

Gill, Richard. *Mastering Shakespeare.*

Granville-Barker, Harley. ed. *A Companion to Shakespeare Studies.*

Hawkes, Terence. *Shakespeare and the Reason: A Study of the Tragedies and the Problem Plays.*

Heilman, Robert B. ed. *Anthology of English Drama before Shakespeare.*

Julian, Erin. and Helen Ostovic. *The Alchemist: A Critical Reader (Arden Early Modern Drama Guides)*

Jump, John. ed. *Marlowe: Doctor Faustus. A Casebook.*

Levin, Harry. *Christopher Marlowe : The Overreacher.*

Leech, Clifford. ed. *Marlowe: A Collection of Critical Essays.*

O'Neill, Judith. *Critics on Marlowe: Readings in Literary Criticism.*

Sanders, Wilbur. *The Dramatist and the Received Idea: Studies in the Plays of Marlowe and Shakespeare.*

Schanzer, Ernest. *The Problem Plays of Shakespeare: A Study of Julius Caesar, Measure for Measure, Antony and Cleopatra*

Wells, Stanley. *Literature and Drama with special reference to Shakespeare and his Contemporaries*.

Wilders, John. *The Lost Garden: A View of Shakespeare's English and Roman History Plays*.

Zander, Horst. ed. *Julius Caesar: New Critical Essays – 2005*

MASTER OF ARTS (ENGLISH)

First Semester

Paper code: 16ENG21C3/16ENG57C3

English Literature (1660-1798) - I

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- C.O.1. Familiarisation with the literary expressions of the finer nuances of the changing political, economic, social and philosophical milieu of the age of Enlightenment
- C.O.2. Ability to appreciate literary texts as manifestations of specific literary trends and the mechanics of cross currents within literary representations
- C.O.3. Understanding the importance of literary form as part of literary criticism
- C.O.4. Ability to relate literary works as responses and reactions to the discourse of rationality

Unit I	John Dryden:		<i>Mac Flecknoe</i>
Unit II	Alexander Pope:		<i>The Rape of the Lock</i>
Unit III	Oliver Goldsmith:		<i>She Stoops to Conquer</i>
Unit IV	1. Thomas Gray:	(i)	“Elegy Written in a Country Churchyard”
		(ii)	“Ode to Adversity”
	2. William Blake:	(i)	“The Lamb” (From <i>Songs of Innocence</i>)
		(ii)	“Holy Thursday” (From <i>Songs of Experience</i>)
		(iii)	“London” (From <i>Songs of Experience</i>)

Instructions to the Paper-Setter and students:

Students will be required to attempt *five* questions. Question 1 and 2 are compulsory. All questions carry equal marks.

Question 1 will comprise *six* short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit. Question 2 will be based on socio-cultural, intellectual, historical trends and movements of the age. Students will be required to attempt any two (in about 600 words each) of the given three parts.

Questions 3, 4, 5 and 6 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units except in Question 2.

Suggested Reading:

Bronowski, J. *William Blake and the Age of Revolution.*

Christie, W.D. Ed. *The Poetical Works of John Dryden.*

Herring, Robert. Ed. *She Stoops to Conquer by Oliver Goldsmith.*

Lonsdale, Roger. Ed. *Gray and Collins: Poetical Works.*

Pope, Alexander. *The Rape of the Lock.*

Yeats, W.B. ed. *The Poems of William Blake.*

MASTER OF ARTS (ENGLISH)
First Semester
Paper code: 16ENG21C4/16ENG57C4
English Literature (1660-1798) - I

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- C.O.1. Understanding of the nuances of new literary forms as a reaction to macro- cultural formations
- C.O.2. Ability to situate literary texts within their historical, political, and cultural contexts
- C.O.3. Familiarisation with English literature from 1660-1798 i.e. of Restoration Age, Neo-classical Age and Pre-Romantic Age
- C.O.4. Acquaintance with various aspects of prose and fiction

Unit I	Daniel Defoe:	<i>Moll Flanders</i>
Unit II	Henry Fielding:	<i>Joseph Andrews</i>
Unit III	Joseph Addison's Essays from <i>The Spectator</i>	
	No. 10. "The Aim of Spectator"	
	No. 112. "Sir Roger at Church"	
	Richard Steele's Essays from <i>The Spectator</i>	
	No. 02 "Of the Club"	
	No. 107 "The Coverley Household"	
Unit IV	Jonathan Swift:	The Modest Proposal
	Samuel Johnson:	
	No. 60. "The Dignity and Usefulness of Biography" (From <i>The Rambler</i>)	
	No. 95. "Apology for Apparent Plagiarism. Sources of Literary Variety"	
	(from <i>The Adventure</i>)	

Instructions to the Paper-Setter and the students:

All questions are compulsory and carry equal marks.

Question 1 will comprise six short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit.

Questions 2, 3, 4 and 5 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units.

Suggested Reading:

Bate, W.J. ed. *Essays from The Rambler, Adventure and Idler.*

Fielding, Henry. *Joseph Andrews.*

Hayward, John. *Swift Gulliver Travels and Selected Writings in Prose and Verse.*

Kelly, Edward H. ed. *Moll Flanders by Daniel Defoe.*

Macallister, Hamilton. ed. *Literature in Perspective: Fielding.*

Smith, Gregory. ed. *Addison and Steele and Others: The Spectator.*

MASTER OF ARTS (ENGLISH)
First Semester
Paper code: 16ENG21C5/16ENG57C5
Study of Language - I

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- C.O.1 Understanding phonology as mechanics of language
- C.O. 2 Better English pronunciation
- C.O.3 Theoretical grounding in pedagogy to enable them to develop innovative, imaginative strategies for classroom teaching

Unit I

- (a) Organs of Speech and Classification of Sounds;
Speech Mechanism with reference to the Role of different Organs of Speech. Description of Vowels and Consonants, Place and Manner of Articulation, Diphthongs, Pairs, Cardinal Vowels. Minimal
- (b) Three-Term Label and detailed description of R.P. Vowels and Consonants.

Unit II

- (a) English Phonology:
Phonemes, Allophones, English Vowels and Consonants, Syllable Structure, Syllabic Consonant.
- (b) Supra-Segmental Features of English:
Speech, Word Accent, Stress & Rhythm in Connected Speech, Intonation (Rising and Falling only).

Unit III

- (a) General Indian English and Common Problems with reference to RP Sounds and suggestions to overcome these Problems.
- (b) Advanced Phonology:
Assimilation, Elision, Linking- r
- (c) Phonetic Transcription: According to Symbols used in Hornby's *Advanced Learner's Dictionary*.

Unit IV

English Language Teaching (ELT)

- (i) First Language Acquisition
- (ii) Second Language Acquisition/Learning

- (iii) The Direct Method
- (iv) The Bilingual Method
- (v) The Oral Approach & Situational Language Teaching
- (vi) The Structural Approach
- (vii) Communicative Language Teaching

Instructions to the paper-setter and students:

Question No. 1 based on **Unit-I**. It will have *two* parts based on part (a) and (b) respectively. In part (a), students will be required to attempt 3 out of the given 5 topics. This part will carry 12 marks.

In part (b), students will be required to write three label descriptions of 16 sounds out of given 20. This part will carry 08 marks.

Question No. 2 based on **Unit-II** will consist of 3 parts. In part I, students will be required to mark primary accent on six out of the given ten words. This part will carry 06 marks. In part II, students will be required to mark intonation on 6 six out the given 9 sentences. This part will carry 06 marks. In part III, students will be required to write short notes on any 2 of the given 4 topics based on part (a) and (b) of Unit II. This part will carry 08 marks.

Question No. 3 based on **Unit-III** will have two parts. Students will be required to write short notes on any 2 of the given 3 topics covering parts (a) and (b) of this unit. It will carry 10 marks. In second part of the question based on part(c), students will be required to give phonetic transcription of 20 out of the given 25 words. This part will carry 10 marks.

In question No. 4, students will be required to attempt any 4 out of the given 6 items based on **Unit-IV**. This question will carry 20 marks.

Prescribed Texts

Balasubramanian. T. *A Text Book of English Phonetics for Indian Students.*

Bansal, R.K. and S.B. Harrison. *Spoken English for India.*

Gautam. K.K. *English Language Teaching: A Critical Study of Approaches and Methods.*

Hornby, A. S. *Advanced Learner's Dictionary.*

Suggested Reading:

Aberchrombie, D. *Elements of General Phonetics.*

Clark, J.C. Yallop. *An Introduction to Phonetics and Phonology.*

Gimson. A. C. *An Introduction to the Pronunciation of English.*

Howatt.A.P. *A History of English Language Teaching.*

Ladefoged, Peter. 4th edn. *A Course in Phonetics.*

Laver, J. *Principles of Phonetics.*

Nagraj. Geetha. *English Language Teaching: Approaches, Methods and Techniques.*

O' Connor.J.D. *Better English Pronunciation.*

Richards, Jack C and Theodore S. Rodgers. *Approaches and Methods in Language Teaching: A Description and Analysis*.

Richard and Rod Bolitho (ed). *Currents of Change in English Language Teaching*.

Roach, P. *Phonetics*.

Roach. P. *English Phonetics and Phonology*.

MASTER OF ARTS (ENGLISH)

Second Semester

Paper code: 16ENG22C1

English Literature (1798-1914) - I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes:

- C.O.1. Appreciate English Literary texts relating them to the intellectual movement across Europe in nineteenth century
- C.O.2. Skills of looking critically at the intersections of literary works within the ethos of Industrialism
- C.O.3. Understanding literary texts as artistic responses to the fast changing world since mid -19th century

Unit- I

S.T. Coleridge: "Kubla Khan" "France: An Ode" "Ode to Tranquility" "To the Nightingale"

Unit- II

Alfred Tennyson: "The Lotos Eaters" "Tears, Idle Tears" "The Brook" "St. Agnes' Eve"

Unit-III

Thomas Carlyle: *From Chartism*
Chapter I "Condition of England Question" Chapter III "New Poor Law"
Chapter IV "Laissez Faire"

(From *Carlyle: Selected Works, Reminiscences and Letters* ed. Julian Symons.

Ruper Hart- Davis: London, 1995.)

Unit- IV

Walter H. Pater:

Preface to *Studies in the History of Renaissance*, 1873

Instructions to the Paper-Setter and students:

Students will be required to attempt *five* questions. Question 1 and 2 are compulsory. All questions carry equal marks.

Question 1 will comprise *six* short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit. Question 2 will be based on socio-cultural, intellectual, historical trends and movements of the age. Students will be required to attempt any two (in about 600 words each) of the given three parts.

Questions 3, 4, 5 and 6 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units except in Question 2.

Suggested Reading:

Benson, A. C. Walter Pater. London: Macmillan, 1911.

Brantlinger, Patrick. *Victorian Literature and Postcolonial Studies*. Eliot,

Charles. *Thomas Carlyle: Reminiscences*.

Gasloyn, David. *Thomas Carlyle*.

Halmi, Nicholas, Paul Mangnuson and Raimonda Modiano. *Coleridge's Poetry and Prose*. Norton Critical Edition.

Hamilton, Walter. *The Aesthetic Movement in England*. London: Reeves & Turner, 1882. Levey,

Michael. *The Case of Walter Pater*. London: Thames & Hudson, 1978.

Pollard, Arthur. *The Victorians Vol 6*.

--- Great Writers Student Library Intro. Ricks,

Christopher. *Tennyson*.

Sastri, T.S. *Coleridge. Theory of Poetry*

Symons, Julian *Carlyle: Selected Works, Reminiscences and Letters*, Rupert Hart. Davis,

London, 1955

Teukolsky, Rachel, "Walter Pater's Renaissance (1873) and the British Aesthetic Movement",

II. Reception: branchcollective.org/?ps_articles=rachel-teukolsky-walter-paters-renaissance-1873-and-the-british-aesthetic-movement.

Warren, T. Herbert. *Tennyson Poems and Plays*.

W. Hill Junior, Robert. *Tennyson's Poetry*. Norton edition

MASTER OF ARTS (ENGLISH)

Second Semester

Paper code: 16ENG22C2

English Literature (1798-1914) - II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes:

C.O.1. Familiarisation with nineteenth century literary representations through Victorian England

C.O.2. Learn of novels as epical narratives of the age of disbelief and loss of values

C.O.3. Ability to negotiate fictional prose narratives as complex and comprehensive cultural documents

Unit- I

Jane Austen: *Pride and Prejudice*

Unit-II

Charles Dickens: *Hard Times*

Unit-III

Elizabeth: *Mary Barton*

Unit-IV

Thomas Hardy: *The Mayor of Casterbridge*

Instructions to the Paper-Setter and the students:

All questions are compulsory and carry equal marks.

Question 1 will comprise six short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit.

Questions 2, 3, 4 and 5 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units.

Suggested Reading:

Austen, Jane. *Pride and Prejudice*. Wordsworth Classics.

Bayley, John, *An Essay on Hardy* .

Craik, W.A. *Elizabeth Gaskell and the English Provincial Novel*.

Dickens, Charles, *Hard Times*.

Easson, Angus, *Elizabeth Gaskell*.

Garis, Robert. *The Dickens Theatre: A Reassessment of the Novels*.

Grant ,Allan. *A Preface to Dickens*.

Harney, Geoffery. *The Complete Critical Guide to Thomas Hardy*. Hardy,

John, *Jane Austen's Heroines: Intimacy in Human Relationships*. L-

Johnson, Claudia and Clara Tuite. *A Companion to Jane Austen*.

Mallett, . Phillip Ed. *Thomas Hardy The Mayor of Casterbridge* . Norton

Mengham, Rod, *Charles Dickens*.

Mcveagh, John. *The Nineteenth Century Novel: Elizabethan Gaskell* .

Southam, B.C. *Critical Essays on Jane Austen*.

MASTER OF ARTS (ENGLISH)

Second Semester

Paper code: 16ENG22C3

Study of Language - II

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

C.O.1. Introduction to fundamental tools, essential for a systematic study of language

C.O.2. Understanding of normative rules of generative grammar

C.O.3. Ability to approach language as a part of the contemporary theoretical stances

Unit I

Introduction to Linguistics

(a) Language and Communication:

Human and Non-human Communication, Verbal and Non-verbal Communication, Characteristic Features of Language, Varieties of Language – Idiolect, Dialect, Standard Language, Register, Prescriptive and Descriptive Approaches to Language.

(b) Language Structure:

The Concept of Linguistic Sign, Diachronic and Synchronic, Syntagmatic and Paradigmatic Relations, Langue and Parole, Form and Substance, Competence and Performance.

Unit II

Branches of Linguistics

(a) Introduction to Historical Linguistics, Socio-Linguistics, Psycho-Linguistics and Neuro-Linguistics.

(b) Introduction to Pragmatics and Stylistics

Invisible Meaning, Deixis, Anaphora, Presupposition, Direct and Indirect Speech

Acts,

Stylistic Study of Literature and its uses.

Unit III

Morphology and Semantics

Morphology: Some Basic Concepts

Simple and Complex Words; Root, Stem, Word; Free and Bound Morphemes; Morphs and Allomorphs; Zero Morpheme.

Structural Morphology: Inflection and Derivation. Morphological Analysis of English Words.

Semantics: Some Basic Concepts

Meaning, Sense and Reference; Denotation and Connotation.

Lexical Relations: Paradigmatic Relations in Lexical Semantics; Hyponymy; Synonymy; Antonymy; Polysemy; Metonymy; Collocation.

Unit IV Transformational Grammar

- (a) Notions of Deep Structure, Surface Structure and Transformation, Basic Abilities of Language.
- (b) Basic Transformation of (i) Negation (ii) Contraction (iii) Passivization (iv) Interrogation.
- (c)
 - (i) Determining the constituents of a sentence
 - (ii) Derivation of P-S Rules for Noun Phrase and Verb Phrase

Instructions to the paper-setter and students:

There will be 4 questions based on 4 units. All questions are compulsory.

All questions carry equal marks.

Question No. 1 based on unit I will have two parts. From each part, students will be required to attempt two items out of given 4.

Question No. 2 based on unit II will have two parts. From part (a), students will be required to attempt 2 items out of given 3, each carrying 5 marks.

From part (b), students will be required to write a short notes on 2 items out of 3, each carrying 3 marks. And there will be a question with internal choice for analysis based on deixis and anaphora carrying 4 marks.

Question No. 3 based on unit III will have two parts. In part (a) students will be required to attempt 2 items out of given 3 based on concepts of morphology and semantics. This part will carry 10 marks. In part (b), the students will be required to do the morphological analysis of 6 words out of given 10, each carrying 1 mark. In part (c), the students will be required to show the lexical relations between words of any 4 out of given 6 each carrying 1 mark.

Question No. 4 based on unit 1V will have 3 parts. In part (a), students will be required to attempt 2 items out of given 3 based on (a), (b) and (c), each carrying 4 marks. In part (b), students will be required to do transformations of any 2 sentences out of given 3 and it will not involve more than two transformations. This part will carry 8 marks. In part (c), the students will be required to do Immediate Constituent analysis of one sentence out of given two. It will carry 4 marks.

Prescribed Texts

Jacobs, R.A. and Rosenbaum.P.S. *English Transformational Grammar*.

Syal, Pushpinder & Jindal D.V. *An Introduction to Linguistics: Language, Grammar and Semantics*.

Yule George, *The Study of Language*.

Suggested Reading:

Beard Adrian. *Texts and Contexts: An Introduction to Literature and Language Study*.

Bell R.T. *An Introduction to Applied Linguistics*.

David Crystal. *Linguistics*.

Disciullo A.M. and Williams E. *Morphology by itself: Stems and Inflectional Classes*.

Fasolo R. and Connor-Linton.J. *An Introduction to Language and Linguistics*.

Hudson R.A. *Sociolinguistics*,

Huddleston Rodney. *An Introduction to English Transformational Syntax*.

James.Hurford R. and Heasley Brendan. *Semantics: A Course Book*.

Kaplan B. *The Oxford handbook of Applied Linguistics*.

Katamba F. and Stonham.John *Morphology 2nd Edition*.

---. *Language and Linguistics* Leech.G. N. *Semantics*.

Lester Mark. *Introductory Transformational Grammar of English*.

Levinson S. *Pragmatics*. Lyons.J.

Semantics Vol I and II.

Mathews P.H. *Inflectional Morphology*.

Palmer F.R. *Semantics*.

Pit Corder and Allena. *The Edinburgh Course in Applied Linguistics, Vol.II.*

---. *Principles of Pragmatics*.

.Spencer A. *Morphological Theory*.

Verma S.K. and Krishnawamy N.. *Modern Linguistics*.

Wardhaugh. R. *An Introduction to Socio Linguistics*.

MASTER OF ARTS (ENGLISH)

Second Semester

Paper code: 16ENG22D1

Drama Studies - I

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- C.O.1. Introduction to Indian classical drama through translations
- C.O.2. Ability to appreciate literary and cultural ethos of ancient India
- C.O.3. Acquaintance with theoretical, creative and critical expression and dramatic tools classical Indian literature

Unit I

- (i) Bharata: *Natyasastra* (Chapter 1, 6 &7,) (Ed. & Trans. Prof. Babu Lal Sukla, Sastri. Varansi: Chaukhambha Sanskrit Sansthan, 2010.)

Unit II

Kalidas: *Abhijanasakuntalam*

Unit III

Vishakhadatta: *Mudrarakshasa*

Unit IV

Shudraka: *Mrichhakatikam*

(Units II, III & IV trns. M.R. Kale)

Instructions to the Paper-Setter and the students:

All questions are compulsory and carry equal marks.

Question 1 will comprise six short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit.

Questions 2, 3, 4 and 5 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units.

Suggested Reading:

Abhinavagupta. Abhinavabharati. Ed. & Trans. Dr. Nagender. University of Delhi: Department of Hindi, 1976.

Byrski, Christopher M. Concept of Ancient Indian Theatre. New Delhi: Munshiram Manoharlal Publishers Pvt.Ltd., 1974.Kushwaha, M.S. Ed. Dramatic Theory and Practice: Indian and Western. New Delhi: Creative Books, 2009

MASTER OF ARTS (ENGLISH)

Second Semester

Paper code: 16ENG22D3

Drama Studies - II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes:

- C.O.1. Introduction to the modern trends and approaches to Drama
- C.O.2. Familiarisation with 20th century trends of drama and unravel cultural narratives in its dramatic and theatrical representations
- C.O.3. Ability to unravel cultural narratives in its dramatic and theatrical representations

Unit I

- (i) Antonin Artaud: "Theatre of Cruelty" (from *The Theatre and Its Double*)
(Trans. Mary Caroline Richards. New York: Grove Press, 1958.)
- (ii) Bertolt Brecht: *A Short Organum for the Theatre* (Willet, John. *Brecht on Theatre: The Development of an Aesthetic*. Ed. & Trans. London: Eyre Methuen Ltd., 1978.)

Unit II

Bertolt Brecht: *Mother Courage and her Children*

Unit III

Jean Genet: *The Balcony*

Unit IV

Tom Stoppard: *Indian Ink*

Instructions to the Paper-Setter and the students:

All questions are compulsory and carry equal marks.

Question 1 will comprise six short-answer type questions. There will be at least one question from each Unit. Students will be required to attempt any four (in about 200 words each) selecting at least one from each Unit.

Questions 2, 3, 4 and 5 (with internal choice) will be long answer-type questions based on Units I, II, III and IV respectively.

The paper-setter will mention Units.

Suggested Reading:

Artaud, Antonin. *The Theatre and its Double*. Trans. Mary Caroline Richards. New York: Grove Press, 1958.---. *Collected Works*. Trans. Victor Corti. London: Calder and Boyars, 1968.

Barber, Stephen. *Antonin Artaud: Blows and Bombs*. London: Faber and Faber, 1992. Benjamin, Walter. *Understanding Brecht*. Trans. Anna Bostock. London: NLB, 1977. Brecht, Bertolt. "Mother Courage", Trans. Eric Bentley. *Plays Vol. II*. London: Methuen, 1963.

Brook, Peter. *The Empty Space*. New York: Simon & Schuster, 1968.

Costich, Julia F. *Antonin Artaud*. Boston: Twayne, 1978.

Demetz, Peter. Ed. *Brecht: A Collection of Critical Essays*. NJ: Prentice-Hall, Inc., Englewood Cliffs, 1962.

Derrida, Jacques. "The Theater of Cruelty and the Closure of Representation", *Writing and Difference*. Trans. Alan Bass. Chicago: University of Chicago Press, 1978.

Esslin, Martin. *Bertolt Brecht*. New York & London: Columbia University Press, 1969.

---. *The Theatre of the Absurd*. New York: Penguin Books, 1961.

---. "The Theatre of the Absurd", *The Tulane Drama Review*, Vol. 4, May, 1960. MIT Press, pp. 3-15.

---. *Brecht: A Choice of Evils*. London: Mercury Books, 1965.

---. *Artaud*. London: Calder, 1976.

Goodall, Jane. *Artaud and the Gnostic Drama*. Oxford: Oxford University Press, 1994.

Greene, Naomi. *Antonin Artaud: Poet Without Words*. New York: Simon and Schuster, 1970.

Grotowski, Jerzy. *Towards a Poor Theatre*. New York: Simon and Shuster, 1968. Knapp, Bettina. *Antonin Artaud: Man of Vision*. 1969. Chicago: Swallow, 1980.

McClean, Sammy K. *The Bankelsang and the Work of Bertolt Brecht*. The Hague & Paris: Mouton, 1972.

n.a. *Modern European Drama: Background Prose Readings*. New Delhi: Worldview Publications, 2006.

Sellin, Eric. *The Dramatic Concepts of Antonin Artaud*. Chicago: University of Illinois Press, 1968.

Sontag, Susan. "Introduction to Antonin Artaud", *Selected Writings*. Berkeley and Los Angeles, 1976.

Tharu, Susie J. *The Sense of Performance: Post- Artaud Theatre*. New Delhi: Arnold-Heinemann Publishers (India), 1984.

Warder, A.K. *Indian Kavya Literature*. New Delhi: Motilal Banarsidas, 1994.

Willet, John. *Brecht on Theatre: The Development of an Aesthetic*. Ed. & Trans. London: Eyre Methuen Ltd., 1978.

---. *The Theatre of Bertolt Brecht: A Study from Eight Aspects*. London: Eyre Methuen Ltd., 1959.

MASTER OF ARTS (ENGLISH)

Second Semester

(Foundation Elective Paper)

MORAL EDUCATION

Paper Code: 16GENF1

Total Marks: 50
External Marks: 40
Internal Marks: 10
Time: 2 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society

- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c Our responsibility to ensure welfare of all

MASTER OF ARTS (ENGLISH)

Second Semester

Paper Code 16JRM01

MEDIA AND SOCIETY

Total Marks: 100

External Marks: 80

Internal Marks: 20

Time: 3 Hours

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

PROGRAMME PROJECT REPORT (PPR)

MASTER OF ARTS IN SANSKRIT

For

Seeking Recognition of UGC, New Delhi

Submitted By:-

DR. SHREE BHAGWAN

Programme Coordinator

Deptt. of Sanskrit, Pali & Prakrit (DDE)

Submitted To:-

The Director

Directorate of Distance Education

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

(NAAC Accredited 'A' Grade)

Programme Project Report (PPR) of Master of Arts in Sanskrit

(a) Programme's Mission and Objectives:-

❖ MISSION:-

Learn with Passion, Discover with Purpose, Create Lasting Value and Transform Lives. This Mission reflects our efforts to expand student learning, improve faculty research and knowledge as well as become more active stewards in society.

❖ VISION:-

To Serve the Indian and global society by creating and sharing knowledge in an innovative, inclusive, collaborative learning-centered environment.

❖ Objectives:-

Sanskrit is the life line of the spiritual consciousness of India. It is not merely a language. It is the life style of India. Enriched with Indian scriptures, Sanskrit gives the divine message of world peace and prosperity of mankind. The aim and objectives of the Master's Degree in Sanskrit is to impart comprehensive knowledge to the learners about the nature of Sanskrit. It is essential to work towards obtaining a global vision based on good practices, to be carried out by public institutions. Besides this, some other objectives of this course are:-

- Basically this course provides for the basic grounding in the theory and approaches of Sanskrit.
- To enable learners to gain a more detailed knowledge of those aspects of Sanskrit in which they wish to specialize.

- To emphasize on the development of critical thinking and research skills which are necessary for understanding the problems of developing countries like India and other part of world.
- To enable students to integrate theoretical knowledge and practical experience of Sanskrit as a discipline as well as an activity.

(b) Relevance of the Program with HEI’s Mission and Goals:-

The discipline of Sanskrit has great opportunities in its behavioral as well as theoretical framework. It has gained opportunity in era of liberalization, privatization and globalization as well as in civil societies. The subject of Sanskrit is the leading subject in civil services examinations apart from All India Services, Central Services and State Civil Services. The antiquity of Sanskrit, a classical language of the Indo - European family is unquestionable. Since it is not spoken and understood by most of the people, it can be considered at the most at present a dormant language still containing active elements of vitality seen in the structure, words and literatures of other languages and in prayers to various gods and in religious ceremonies observed even today. With so many invasions and advent of modern science and civilization in India, medium of English, a foreign language, Sanskrit went into disuse.

Sanskrit Language has been the most important medium in lending continuity to Indian civilization. In its heyday it was spoken and used in all regions of India including the Dravidian south. While Tamil has maintained a more or less independent literary tradition, all other languages in India have taken freely from Sanskrit vocabulary and their literature is permeated with the Sanskrit heritage. Sanskrit is perhaps the oldest language in the world to be recorded. The use of

Sanskrit prose for scientific, technical and philosophical purposes is first exemplified by Patanjali's, a commentary on Katyayana's Vartikas on Panini's grammar. After this time, and during the early centuries of the Christian era, much technical and scientific literature came into being, Aryabhata and Bhaskara wrote on mathematics and astronomy, Charaka and Susruta on medicine, Kautilya on politics and administration.

(c) Nature of Prospective Target Group of Learners:-

- Working class people
- In-service persons
- Competitive examination preparing students
- Old age persons who could not get the opportunity in student life
- Military personnel
- Married women

(d) Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skill and Competence:-

The emergence of new forms of distance learning based on new information and communication technologies; in particular those supported by the internet and using the World Wide Web, have significant pedagogical, economic and organizational implications. Furthermore, there is a significant trend towards intensifying globalization. Institutional and inter-governmental co-operation is increasing and the global classroom has been realized in quite a number of projects, particularly in connection with emerging global

communication networks. Lack of infrastructure and professional competence in open and distance learning remain important barriers. Nevertheless, these forms of educational delivery have come to stay, and many countries are looking at open and distance learning as a major strategy for expanding access, raising quality and ensuring cost-effectiveness. The need to extend learning opportunities over the whole life span and the changing demands concerning mass education and the need for new skills represent challenges that are not easily met by conventional structures and institutions. Governments, industry and educational institutions are eager to develop effective applications of new technologies and at the same time meet the needs of learners. However, conventional ways of teaching continue to thrive and the field shows a great variety of approaches to the implementation of new strategies, with varying success.

(e) Instructional Design:-

- Programme Duration: 2 Years
- Faculty and Staff Requirement: Related to DDE Authority
- Instructional Delivery Mechanism: Through Contact Programme and Online
- Mode of Instructions: Print and Online

Student Support Service System:

Student support services make up the element of distance education most nearly akin to traditional education. So, these are the main methods of student support service.

- Class teaching at study centers i.e. Personal Contact Programme (PCP)

- Counseling sessions at study centers
- Correspondence with tutor and counselor
- Individual tutorials at study centers or other locations
- Computer mediated communication
- Telephone contact with tutor and counselor

This list is by no means exhaustive. But it does serve to illustrate that there is an almost infinite variation in student support systems in distance education. Each student support system represented in any distance teaching system is unique.

(f) Procedure for Admission, Curriculum Transaction & Evaluation:-

- Admission Procedure: Online Mode
- Curriculum Transaction & Evaluation: Print and Online

(g) Requirement of the Laboratory Support and Library Resources:-

- Laboratory Requirement: NIL
- Library Resources:- Related to DDE Authority

(h) Cost estimate of the Programme and the provisions:- Related to DDE Authority

(i) Quality Assurance Mechanism and Expected Programme

Outcomes:- Related to DDE Authority

(j) Programme Design & Development Guidelines:- Related to DDE Authority

- Detail Syllabi of Programme: Annexure Attached

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (Sanskrit)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (Sanskrit) - First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16SKT21C1	वेद एवं वेदांग	80	20	100	3	3 Hours
16SKT21C2	संस्कृत व्याकरण-I	80	20	100	3	3 Hours
16SKT21C3	सांख्य एवं न्याय	80	20	100	3	3 Hours
16SKT21C4	पद्य साहित्य	80	20	100	3	3 Hours
16SKT21C5	भाषा विज्ञान	80	20	100	3	3 Hours

M.A. (Sanskrit) - Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16SKT22C1	ब्राह्मण एवं उपनिषद्	80	20	100	3	3 Hours
16SKT22C2	संस्कृत व्याकरण-II	80	20	100	3	3 Hours
16SKT22C3	वेदांत एवं मीमांसा	80	20	100	3	3 Hours
16SKT22C4	नाट्य साहित्य	80	20	100	3	3 Hours
16SKT22C5	अनुवाद एवं निबंध	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRM01	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Syllabus
Master of Arts (Sanskrit)
Two Year Programme**

- PSO1** Provide adequate knowledge of Sanskrit language.
PSO2 Understanding ancient scriptures written in Sanskrit, Pali & Prakrit.
PSO3 Acquire adequate knowledge of ancient Indian culture and society.
PSO4 Gain competencies and professional skills for teaching and conducting research in various fields in Sanskrit Grammar, Classical Sanskrit Literature, Vedic Literature and ancient Indian philosophy.
PSO5 Acquire elementary knowledge of other ancient Indian languages i.e. Pali & Prakrit.

The entire programme will be of four semesters.

MASTER OF ARTS (SANSKRIT)

First Semester

Paper code:16SKT21C1

वेद एवं वेदांग

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I ऋक् सूक्त-1. अग्नि (1.1) 2. विष्णु (1.154) 3. इन्द्र (2.12) (4. रुद्र (2.33) 5. उषस् (3.61) 6. पर्जन्य (5.83))	20
घटक-II ऋक् सूक्त-1. सोम (8.48) 2. अक्ष (10.34) 3. पुरुष (10.90) 4. हिरण्यगर्भ (10.121) 5. वाक् (10.125) 6. नासदीय (10.129)	20
घटक-III निरुक्त (अध्याय 1-2)	20
घटक-IV (क) वैदिकसन्धि, शब्दरूप, धातुरूप (ख) वैदिकस्वर (सौवरः- महर्षिदयानन्दः) एवं पदपाठ	20

दिशा निर्देशः

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटकमें से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक- 1	(क) चार में से दो मंत्रों की व्याख्या	2×5 = 10
	(ख) दो में से एक प्रश्न	1×6 = 6
घटक-II	(क) चार में से दो मंत्रों की व्याख्या	2×5=10
	(ख) दो में से एक प्रश्न	1×6= 6
घटक-III	(क) 4 में से 2 की व्याख्या	2×6 =12
	(ख) 6 में से 4 निर्वचन	4×1 = 4
घटक-IV	(क) 8 में से 4 सन्धि अथवा रूपों का विवेचन	4×2 = 8
	(ख) 4 में से 2 सूत्रों की व्याख्या अथवा 4 में से 2 स्वर एवं पद पाठ सम्बन्धी टिप्पणी	2×4 = 8

अनुशासित ग्रन्थ-

1. ऋक् सूक्तसंग्रह - कृष्ण कुमार एवं हरिदत्त शास्त्री, साहित्य भण्डार, सुभाष बाजार-मेरठ
2. यास्कप्रणीतनिरुक्तम् - कपिल देव शास्त्री, साहित्य भण्डार, सुभाष बाजार, मेरठ
3. वैदिक व्याकरण - डॉ. रामगोपाल
4. वैदिकग्रामर-अनुवादक- डॉ. सत्यव्रत

MASTER OF ARTS (SANSKRIT)

First Semester

Paper code: 16SKT21C2

संस्कृत व्याकरण – I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	लघुसिद्धान्त कौमुदी : संज्ञा, सन्धि, स्त्रीप्रत्यय	20
घटक-II	लघु सिद्धान्त कौमुदी : अजन्तसुबन्त पु0-राम, सर्व, विश्वपा, हरि, सखि, प्रधी, सुधी, शम्भु, क्रोष्टु, खलपू, गो, रै स्त्री0-रमा, सर्व, मति, त्रि,स्त्री, धेनु नपु0-ज्ञान, वारि,दधि,सुधी,प्रद्यौ	20
घटक-III	लघुसिद्धान्त कौमुदी : हलन्तसुबन्त पु0-लिह,दुह,विश्ववाह,चतुर, अनडुह, किम्,इदम्,तत्,राजन्, मघवन्,पथिन्, युष्मद्, अस्मद्,प्राच्,धीमत्, विद्वस्, अदस् स्त्री0-चतुर,किम्,इदम्, अदस्,तत् नपु0-तत्, किम्, इदम्, तुदत्, दीव्यत्	20
घटक-IV	लघुसिद्धान्त कौमुदी : समास(अव्ययीभाव, तत्पुरुष, द्वन्द्व, बहुव्रीहि)	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक-I (क) 8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरणव्याख्या	2×2 = 4
घटक-II(क) 8 में से 4 रूपों की सिद्धि	4×3=12
(ख) 4 में से 2 सूत्रों की सोदाहरणव्याख्या	2×2 = 4
घटक-III(क)8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरणव्याख्या	2×2 = 4
घटक-IV(क)8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरणव्याख्या	2×2 = 4

अनुशंसित ग्रन्थ-

1. लघु सिद्धान्त कौमुदी, व्याख्याकार- धरानन्द शास्त्री
2. लघु सिद्धान्त कौमुदी, व्याख्याकार-महेशसिंहकुशवाहा
3. लघु सिद्धान्त कौमुदी, व्याख्याकार-ईश्वर सिंह
4. लघु सिद्धान्त कौमुदी, व्याख्याकार-भीमसेन शास्त्री
5. लघु सिद्धान्त कौमुदी, व्याख्याकार- डॉ० सत्यपाल सिंह

MASTER OF ARTS (SANSKRIT)

First Semester

Paper code: 16SKT21C3

सांख्य एवं न्याय

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	सांख्यकारिका, ईश्वर कृष्ण (1-26 कारिका)	20
घटक-II	सांख्यकारिका, ईश्वर कृष्ण (27-72 कारिका)	20
घटक-III	तर्कभाषा, केशव मिश्र (प्रारम्भ से प्रत्यक्ष प्रमाण तक)	20
घटक-IV	तर्कभाषा, केशव मिश्र (अनुमानप्रमाण से प्रामाण्यवाद तक)	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

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घटक- 1	(क) 4 में से 2 कारिकाओं की व्याख्या	2×5 =10
	(ख) दो में से एक सैद्धान्तिक प्रश्न	1×6 =6
घटक-II	(क) चार में से दो कारिकाओं की व्याख्या	2×5 =10
	(ख) दो में से एक सैद्धान्तिक प्रश्न	1×6 =6
घटक-III	(क) 4 में से 2 संदर्भों की व्याख्या	2×5 =10
	(ख) 2 में से 1 सैद्धान्तिक प्रश्न	1×6 =6
घटक-IV	(क) 4 में से 2 संदर्भों की व्याख्या	2×5 =10
	(ख) 2 में से 1 सैद्धान्तिक प्रश्न	1×6 =6

अनुशासित ग्रन्थ-

1. सांख्यकारिका, व्याख्या -गजानन शास्त्री मुसलगांवकर
2. सांख्यकारिका, व्याख्या -रामकृष्ण आचार्य
3. सांख्यकारिका, व्याख्या -ब्रजमोहनचतुर्वेदी
4. सांख्यकारिका, व्याख्या - एच0 एस0 विल्सन(English Translation)
5. सांख्य सिद्धान्त-आचार्यउदयवीर शास्त्री
6. सांख्य दर्शन का इतिहास-आचार्यउदयवीर शास्त्री
7. तर्कभाषा-व्याख्या, डॉ0 श्रीनिवास शास्त्री

8. तर्कभाषा–व्याख्या –आचार्यविश्वेश्वर
9. तर्कभाषा–व्याख्या –बद्रीनाथ शुक्ल
10. भारतीय न्यायशास्त्र : एक अध्ययन –ब्रह्ममित्र अवस्थी
11. भारतीय दर्शन–राधाकृष्णनन्
12. Classical Samkhya – G.J. Larson
13. तर्क संग्रह व्याख्याकार, डॉराजू शास्त्री मुसलगांवकर, चौखम्बा संस्कृत भवन

MASTER OF ARTS (SANSKRIT)

First Semester

Paper code: 16SKT21C4

पद्य साहित्य

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	मेघदूतम् –कालिदास (पूर्वमेघ)	20
घटक-II	मेघदूतम् –कालिदास (उत्तरमेघ)	20
घटक-III	शिशुपालवधम् –माघ (प्रथम सर्ग)	20
घटक-IV	बुद्धचरितम् –अश्वघोष (तृतीय सर्ग)	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक- 1	(क) 4 में से 2 श्लोकों की व्याख्या	2×5 =10
	(ख) दो में से एक समीक्षात्मकप्रश्न।	1×6 =6
घटक-II	(क) 4 में से 2 श्लोकों की व्याख्या	2×5 = 10
	(ख) 2 में से एक समीक्षात्मक प्रश्न	1×6 = 6
घटक-III	(क) 4 में से 2 श्लोकों की व्याख्या	2×5 =10
	(ख) 2 में से 1 प्रश्न	1×6 = 6
घटक-IV	(क) 4 में से 2 श्लोकों की व्याख्या	2×5 =10
	(ख) 2 में से 1 प्रश्न	1×6 =6

अनुशंसित ग्रन्थ-

1. मेघदूत, व्याख्याकार- एम0 आर0 काले, मोतीलालबनारसीदास
2. मेघदूत, व्याख्याकार- एस0 के0 डे0, साहित्य अकादमी, दिल्ली
3. मेघदूत, व्याख्याकार-शिवराज शास्त्री, साहित्य भण्डार, सुभाषबाजार, मेरठ
4. शिशुपालवधम्, व्याख्याकार- डॉ0 आद्याप्रसादमिश्र, अक्षयवटप्रकाशन, इलाहाबाद
5. बुद्धचरित-व्याख्याकारश्रीरामचन्द्र शास्त्री, चौखम्बाविद्याभवन, वाराणसी
6. हर्षचरित-व्याख्याकार-जगन्नाथपाठक, चौखम्बा, बाराणसी
7. साहित्य दर्पण, व्याख्या, निरूपणविद्यालंकार
8. साहित्य दर्पण, व्याख्याकार शालिग्राम शास्त्री

MASTER OF ARTS (SANSKRIT)

First Semester

Paper code: 16SKT21C5

भाषा विज्ञान

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	भाषा तथा भाषा विज्ञान का परिचय, विश्व की भाषाओं का वर्गीकरण (आकृतिमूलक, परिवारमूलक)	20
घटक-II	भारोपीय परिवार का परिचय, इण्डो ईरानियन शाखा का परिचय, संस्कृत, पालि, प्राकृत एवं अपभ्रंश का उद्भव, विकास तथा तुलनात्मक अध्ययन	20
घटक-III	ध्वनि एवं पद विज्ञान—उच्चारण अवयव, उनके कार्य, ध्वनियों का वर्गीकरण, ध्वनि परिवर्तन के कारण तथा दिशा, ध्वनि नियम, पद का स्वरूप, पद तथा शब्द में अन्तर, पद के भेद, पद परिवर्तन के कारण तथा दिशाएं	20
घटक-IV	वाक्य एवं अर्थ विज्ञान—वाक्य का लक्षण तथा भेद, वाक्य परिवर्तन के कारण तथा दिशाएं, अर्थ परिवर्तन के कारण तथा दिशाएं	20

दिशा निर्देश:-

नोट— 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं—

घटक- 1	दो में से एक प्रश्न	16
घटक-II	दो में से एक प्रश्न	16
घटक-III	दो में से एक प्रश्न	16
घटक-IV	दो में से एक प्रश्न	16

अनुशासितग्रन्थ—

1. भाषा विज्ञान एवं भाषा शास्त्र, डॉ० कपिलदेव द्विवेदी, विश्वविद्यालय प्रकाशन, वाराणसी
2. भाषा विज्ञान, डॉ० कर्णसिंह, साहित्य भण्डार, सुभाष बाजार, मेरठ
3. संस्कृत का भाषा शास्त्रीय अध्ययन, भोलाशंकर व्यास

4. पदपदार्थसमीक्षा, डॉ० बलदेवसिंह, कुरुक्षेत्र विश्वविद्यालय प्रकाशन
5. A manual of Sanskrit phonetics by C. Uhlenbeck
6. Linguistic Introduction to Sanskrit by B.K. Ghosh
7. An Introduction to comparative philology by P.D. Gune
8. Sanskrit language, T. Burrow
9. Language, its nature, development and origin, O. Jespersen

MASTER OF ARTS (SANSKRIT)

Second Semester

Paper code: 16SKT22C1

ब्राह्मण एव उपनिषद्

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

घटक-I	(क) ऐतरेयब्राह्मण अध्याय -33 (ख) शतपथब्राह्मण वाङ्मनस्आख्यान	20
घटक-II	कठोपनिषद्	20
घटक-III	मुण्डकोपनिषद्	20
घटक-IV	तैत्तिरीयोपनिषद्	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक- 1 (क)	दोमें से एक सन्दर्भ की व्याख्या	8
(ख)	दो में से एक सन्दर्भ की व्याख्या	8
घटक-II	चार में से दो संदर्भों की व्याख्या	16
घटक-III	चार में से दो सन्दर्भों की व्याख्या	16
घटक-IV	चार में से दो सन्दर्भों की व्याख्या	16

अनुशासित ग्रन्थ-

1. ऐतरेय ब्राह्मण, सायण भाष्य सहित, सम्पादक एवं अनुवादक- डॉ० सुधाकर मालवीय, तारा प्रिंटिंग वर्क्स, वाराणसी
2. शतपथ ब्राह्मण, नगर पब्लिशर्स, जवाहर नगर, दिल्ली
3. एकादशोपनिषद् -सत्यव्रत सिद्धान्तालंकार, प्रकाशक-विजयकृष्ण, लखनपाल, W-77A, ग्रेटर कैलाश, नईदिल्ली

MASTER OF ARTS (SANSKRIT)

Second Semester

Paper code: 16SKT22C2

संस्कृत व्याकरण-II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	लघु सिद्धान्त कौमुदी : तिङन्त प्रकरण-भ्वादिगण भू, अत्, षिध्, गद्, गुप्, क्षि, पा, ग्लै, श्रु, गम्, एध्, कम्, द्युत्, वृत्, यज्, वह्	20
घटक-II	लघुसिद्धान्तकौमुदी : तिङन्त प्रकरण अदादिगण-अद्, हन्, अस्, इण्, शी, दुह्, लिह्, ब्रू, जुहोत्यादिगण-हु, हा, दाञ्, णिजिर् दिवादिगण-दिव्, नृत्, शो, व्यध्, जन् स्वादिगण-षुञ्, स्तृञ् तुदादिगण-तुद्, भ्रस्ज्, मुच् रुधादिगण-रुध्, तृह्, हिंस् तनादिगण-तन्, कृञ् क्रयादिगण-क्रीञ्, पूञ्, ग्रह् चुरादिगण-चुर्, कथ, गण	20
घटक-III	लघु सिद्धान्त कौमुदी : कृदन्तप्रकरण- (पूर्व कृदन्त एवंउत्तर कृदन्त)	20
घटक-IV	लघु सिद्धान्त कौमुदी : तद्धित प्रकरण (साधारणप्रत्यय, अपत्याधिकार, रक्ताद्यर्थक, चातुरर्थिक	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक-I (क) 8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरण व्याख्या	2×2 = 4
घटक-II (क) 8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरण व्याख्या	2×2 = 4
घटक-III (क) 8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरण व्याख्या	2×2 = 4
घटक-IV (क) 8 में से 4 रूपों की सिद्धि	4×3 =12
(ख) 4 में से 2 सूत्रों की सोदाहरण व्याख्या	2×2 = 4

अनुशंसितग्रन्थ-

1. लघुसिद्धान्त कौमुदी, व्याख्याकार- धरानन्द शास्त्री
2. लघु सिद्धान्त कौमुदी, व्याख्याकार-महेशसिंहकुशवाहा
3. लघु सिद्धान्त कौमुदी, व्याख्याकार-ईश्वर सिंह
4. लघु सिद्धान्त कौमुदी, व्याख्याकार-भीमसेन शास्त्री
5. लघुसिद्धान्त कौमुदी, व्याख्याकार- डॉ० सत्यपाल सिंह

MASTER OF ARTS (SANSKRIT)

Second Semester

Paper code: 16SKT22C3

वेदान्त एवं मीमांसा

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	वेदान्तसार-सदानन्द (अध्यारोपप्रकरण पर्यन्त)	20
घटक-II	वेदान्तसार-सदानन्द (अपवाद प्रकरण से लेकरसमाप्ति पर्यन्त)	20
घटक-III	अर्थसंग्रह-लौगाक्षि भास्कर (आरम्भ से विधिभाग पर्यन्त)	20
घटक-IV	अर्थसंग्रह-लौगाक्षि भास्कर (मन्त्रभागप्रकरण से समाप्ति पर्यन्त)	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक- 1 (क)	चार गद्यांशों में से दो की व्याख्या	10
	(ख) दो प्रश्नों में से एक सैद्धान्तिक प्रश्न	6
घटक-II(क)	चार गद्यांशों में से दो की व्याख्या	10
	(ख) दो प्रश्नों में से एक सैद्धान्तिक प्रश्न	6
घटक-III	दो प्रश्नों में से एक प्रश्न अथवा चार टिप्पणियों में से दो का उत्तर	16
घटक-IV	दो प्रश्नों में से एक प्रश्न अथवा चार टिप्पणियों में से दो का उत्तर	16

अनुशासित ग्रन्थ-

1. वेदान्तसार, व्याख्या, सन्तनारायण श्रीवास्तव्य, सुदर्शनप्रकाशन, इलाहाबाद
2. वेदान्तसार, सम्पा0, व्याख्या, डॉ0 आद्याप्रसादमिश्र, अक्षयवटप्रकाशन, इलाहाबाद
3. वेदान्तसार, Eng. Translation by M. Hiriyanna
4. अर्थ संग्रह, चौखम्बासुर भारती प्रकाशन, वाराणसी

MASTER OF ARTS (SANSKRIT)

Second Semester

Paper code: 16SKT22C4

नाट्य साहित्य

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	वेणीसंहारम् –भट्टनारायण – (प्रथम अंक से तृतीय अंक)	20
घटक-II	वेणीसंहारम् –भट्टनारायण – (चतुर्थ अंक से अंत तक)	20
घटक-III	मृच्छकटिकम् – शूद्रक (1-5 अंक)	20
घटक-IV	मृच्छकटिकम् – शूद्रक (6-10 अंक)	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक- 1 (क)	चार में से दो श्लोकों की व्याख्या	2×6 = 12
घटक-II (क)	चार में से दो श्लोकों की व्याख्या	2×6 = 12
घटक-I (ख) व II (ख)	दो में से एक प्रश्न	1×8 = 8
घटक-III (क)	चार में से दो श्लोकों की व्याख्या	2×6 = 12
घटक-IV (क)	चार में से दो श्लोकों की व्याख्या	2×6 = 12
घटक-III (ख) व IV (ख)	दो में से एक प्रश्न	1×8 = 8

अनुशासितग्रन्थ-

1. वेणीसंहार-सम्पादक, डॉ० शिवराज शास्त्री, साहित्य भण्डार, सुभाष बाजार, मेरठ
2. मृच्छकटिकम् –श्रीनिवास शास्त्री, साहित्य भण्डार, सुभाष बाजार, मेरठ
3. मृच्छकटिकम् –रमाशंकर त्रिपाठी, मोतीलाल बनारसीदास, दिल्ली
4. मृच्छकटिकम् –आचार्य जगदीशप्रसाद पाण्डेय एवं मदन गोपाल वाजपेयी, भारतीय बुक कॉरपोरेशन, दिल्ली
5. मृच्छकटिकम् – शास्त्रीय, सामाजिक एवं राजनीतिक अध्ययन, डॉ० शालीग्राम द्विवेदी, विश्वविद्यालय प्रकाशन, वाराणसी

MASTER OF ARTS (SANSKRIT)

Second Semester

Paper code: 16SKT22C5

अनुवाद एवं निबन्ध

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

घटक-I	कारकप्रकरण- (सिद्धान्त कौमुदी)	20
घटक-II	संस्कृत से हिन्दी में अनुवाद	20
घटक-III	हिन्दी से संस्कृत में अनुवाद	20
घटक-IV	साहित्यिक निबन्ध	20

दिशा निर्देश:-

नोट- 16-16 अंक के कुल पांच प्रश्न पूछे जाएंगे जिनमें से प्रथम प्रश्न वस्तुनिष्ठ होगा जिसके अन्तर्गत विकल्प रहित आठ वस्तुनिष्ठ प्रश्न (प्रत्येक घटक में से दो) पूछे जायेंगे जिनका उत्तर संस्कृत भाषा में देना अनिवार्य होगा। 16

शेष चार प्रश्नों के घटकानुसार निर्देश अधोलिखित हैं-

घटक- 1 (क)	6 में से 4 सूत्रों की सोदाहरण व्याख्या	4×2 = 8
(ख)	6 में से 4 उदाहरणों में रेखांकित पदों में ससूत्र विभक्तिनिर्देश	4×2 = 8
घटक-II	2 में से एक अनुच्छेद का संस्कृत से हिन्दी में अनुवाद	16
घटक-III	2 में से एक अनुच्छेद का हिन्दी से संस्कृत में अनुवाद	16
घटक-IV	4 में से एक विषय पर निबन्ध	16

अनुशासित ग्रन्थ-

1. कारक प्रकरण (सिद्धान्त कौमुदी) व्याख्याकार डॉ० श्रीनिवास शास्त्री
2. कारक प्रकरण (सिद्धान्त कौमुदी) व्याख्याकार श्री धरानन्द शास्त्री
3. रचना-अनुवाद कौमुदी, कपिल देव द्विवेदी
4. प्रौढ रचना-अनुवाद कौमुदी, कपिलदेव द्विवेदी

1. संस्कृत निबन्ध शतकम्, कपिल देव द्विवेदी।

MASTER OF ARTS (SANSKRIT)

Second Semester

Paper code: 16GENF1

समय : 3 घण्टे

नैतिक शिक्षा

Theory Marks : 40

Internal Assessment : 10

Total Marks : 50

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- Guidelines set by society
- Changes according time

and place Morals

- Guidelines given by the conscience
- Always constant

Ethics in the workplace

- Respect for each other
- Obedience to the organization
- Dignity of labour
- Excellence in action

UNIT II

Concept of Trusteeship

- Everything belongs to society
- Man is only a caretaker
- Our responsibility to ensure welfare of all

Importance of service

- Responsibility of an individual
- Man is only a caretaker
- Our responsibility to ensure welfare of all

MASTER OF ARTS (SANSKRIT)

Second Semester Paper Code 16JRM01 MEDIA AND SOCIETY

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

Master of Arts in Economics

For

Seeking Recognition of UGC, New Delhi

Submitted By:

Ms. Kiran Bala

Programme Coordinator

Dept. of Economics (DDE)

Submitted To:

The Director/ Coordinator

Directorate of Distance Education

Maharshi Dayanand University, Rohtak

(A State University Established under Haryana Act No. XXV of 1975)

NAAC 'A' Grade Accredited University

Programme Project Report of Master of Arts in Economics

About the University

Maharshi Dayanand University, Rohtak, established in 1976 as a residential University with the objective of promoting inter-disciplinary higher education and research with special emphasis on studies of environmental, ecological and life sciences, is making rapid progress to emerge as a leading educational institution of the nation. Now it is a teaching-cum-affiliating university with a formidable track record in academics, research, literacy and cultural activities, and sports. Currently, there are 38 Post-Graduate Departments and 11 Faculties in the University. Territorial jurisdiction of the University extends to 10 districts of Southern Haryana.

The Directorate of Distance Education is providing quality education to the students with its traditional UG/ PG courses as well as Information Technology and Management programmes. Excellent standards of teaching and research, well-qualified faculty members, effective administrative functioning, congenial academic environment, pulsating campus life, key national and international linkages, timely holding of examinations and time-bound declaration of results, ample avenues for holistic development of personality of the students, a community-service approach, special emphasis on providing opportunities for students of rural background, girl students, and students from marginalized communities, administrative mechanism based on e-governance etc. are the salient features of this University.

The overall progress made by the University in all fields resulted in the University receiving the 'A' grade from NAAC in July 2013. University, with its large campus, provides excellent infrastructural facilities and necessary student support services, benefiting the students. Beautiful landscaping is a hallmark of the varsity. Hostel facilities for 2500 boys and equal number of girls are available on the campus. Computer and network facilities are available on the campus. The University has entered into national and international level strategic tie-ups with academic and research organizations for joint academic and research programmes. Recently, University has signed MoU with National Skill Development Corporation to facilitate skill development of University students. We are all set to emerge as a pioneer University with overall excellence and global outlook and deep commitment towards social and community causes in times to come.

a) Programme's mission and objectives:

➤ **Mission:**

Learn with Passion, Discover with Purpose, Create Lasting Value, and Transform Lives.

This mission reflects our efforts to expand student learning, improve faculty research and knowledge as well as become more active stewards in society.

➤ **Vision:**

To serve the Indian and global society by creating and sharing knowledge in an innovative, inclusive, and collaborative learning-centered environment

➤ **Objectives:**

The aim and objectives of the Master's Degree in Economics is to impart comprehensive knowledge to the learners about the nature of economics as it provides valuable knowledge for making decisions in everyday life. Economics places a key role in all aspects of life and is an important subject worth knowing more about. It allows them to employ and develop analytical and evaluative skills. It offers a tool with which to approach questions about the desirability of a particular financial investment opportunity, the benefits and costs of alternative careers, and the likely impacts of public policies including universal health care and a higher minimum wage. Economics Post graduates are well equipped, having analytical and problem-solving skills, numerical and computer skills, as well as the ability to work well either alone or within a team. All of these skills are very transferable allowing economics Post graduates to branch into anything from investment banking and financial services, business and public-sector management and research, to working with charities, teaching or the media. The objective of the programme is to contribute significantly towards achieving the national objective of providing quality education to all and to reach the unreached by offering

useful distance education programmes to learners belonging to different parts of the State/ Country.

b) Relevance of Programme:

The Economics subject introduces students to an economist's view of the world. It looks at the behaviour of consumers and business in a market economy and how decisions are made. With case studies of particular markets they develop knowledge and understanding of the nature, operation and role of markets. It also looks at economic growth and sustainable development and students learn to evaluate policy actions in relation to this and consider impacts on our standard of living. Finally, the course explores contemporary global economic issues and how each issue is affected by the actions of decision-makers. This subject suits students who enjoy exploring current social issues and learning the economic perspective on these. It also provides a good background for students looking at commerce studies in the future. They become able to use a range of sources to acquire economic information and to sort and communicate this information. This subject helps the students to define key economic concepts and use them appropriately; apply economic knowledge, concepts and theories to predict the effect of economic events on market outcomes; apply decision making to current economic problems within a specific market; describe the nature of a contemporary economic issue and interpret and analyse information about this issue. Explain, using economic theory, how a range of aggregate demand side and aggregate supply side factors may influence these economic issues.

Teaching has recently turned into good option for an economist as economics is one of the most favourite courses in educational institutions. Different Universities have started M.A., M. Phil & Ph.D. courses in the field of Economics.

c) Nature of prospective target group of learners: The Higher Educational

Institution is aimed to consider diverse class of learners including:

- a class having low level of disposable Income,
- rural dwellers
- unskilled men,

- minorities etc
- In-service persons
- Working class people
- Competitive examination preparing students
- Married women
- Military personnel
- Old age persons who could not get the opportunity in student life

d) Appropriateness of programme to be conducted in Open and Distance Learning mode:

The Higher Educational Institution is aimed to identify the learning outcomes for the programme will cover the specific skills and competence to be acquired by the learner. The focus of the educators is also on learners' personality development, inculcating soft-skills, career counseling and guidance and community education. Students Support Services Camps are aimed to facilitate learning, counselling and to solve the problems of the distance learners which they face during their self-study from the study material provided by the Directorate. Through Students Support Services Camps, the learners get an opportunity to interact with the counsellors and the peer group. The emergence of new forms of distance learning based on new information and communication technologies; in particular those supported by the Internet and using the World Wide Web, have significant pedagogical, economic and organizational implications. Furthermore, there is a significant trend towards intensifying globalization. Institutional and inter-governmental co-operation is increasing, and the global classroom has been realized in quite a number of projects, particularly in connection with emerging global communication networks. Lack of infrastructure and professional competence in open and distance learning remain important barriers. Nevertheless, these forms of educational delivery have come to stay, and many countries are looking at open and distance learning as a major strategy for expanding access, raising quality and ensuring cost-effectiveness. The need to extend learning opportunities over the whole life span and the changing demands concerning mass education and the need for new skills represent challenges that are not easily met by conventional structures and institutions. Governments,

industry and educational institutions are eager to develop effective applications of new technologies and at the same time meet the needs of learners. However, conventional ways of teaching continue to thrive, and the field shows a great variety of approaches to the implementation of new strategies, with varying success.

e) Instructional Design:

- Programme Duration: 2 Years
- Faculty and Staff Requirement: Related to the Programme Coordinator
- Instructional Delivery Mechanism: Through Personal Contact Programme and Online
- Mode of Instructions: Print and Online

f) Student Support Service System:

Student Support Service in open and distance learning system is quite different from other services. These services are not only confined to interactive counselling or solving the learners' problems but also include distance learning to address the issue of continuous upgradation of skills so as to produce manpower resources of the kind and the number required by society, to fulfill the expectations indicated in the National Education Policy (1986). Student support services make up the element of distance education most nearly akin to traditional education.

So, these are the main methods of student support service:

- Class teaching at study centers i.e. Personal Contact Programme (PCP);
- Individual tutorials at study centers or other locations;
- Counselling sessions at study centers;
- Correspondence with tutor and counsellor;
- Telephone contact with tutor and counsellor;
- Computer mediated communication;

This list is by no means exhaustive. But it does serve to illustrate that there is an almost infinite variation in student support systems in distance education. Each student support system represented in any distance teaching system is unique.

a) **Admission Procedure:** Online Mode

- Curriculum Transaction & Evaluation: Print and Online
- Laboratory Requirement: NIL

b) **Library Resources:**

Books, Journals (print & on-line), Magazines, E-Library Facility, Computers, printers, software, bookshelf, almirah, human resource.

c) **Cost Estimate of Programme:**

The tentative cost of all thirteen programmes offered by DDE is Rs. 21,48,98,000/-.

Quality Assurance Mechanism:

Quality in terms of syllabus design, curriculum up-to-datedness, trained resource person, support service of lab and library is well maintained. The quality for the programme will be maintained in accordance with part-III (8) and Annexure-II of University Grants Commission notification dated 23.06.2017.

d) **Programme Design & Development Guidelines:** As approved by the Statutory body of M.D. University, Rohtak from time to time.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (Economics)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (Economics) - First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16ECO21C1	Micro Economics-I	80	20	100	3	3 Hours
16ECO21C2	Macro Economics-I	80	20	100	3	3 Hours
16ECO21C3	Economics of Growth and Development-I	80	20	100	3	3 Hours
16ECO21C4	Mathematics for Economists-I	80	20	100	3	3 Hours
16ECO21C5	Statistical Methods-I	80	20	100	3	3 Hours

M.A. (Economics) - Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16ECO22C1	Micro Economics-II	80	20	100	3	3 Hours
16ECO22C2	Macro Economics-II	80	20	100	3	3 Hours
16ECO22C3	Economics of Growth and Development-II	80	20	100	3	3 Hours
16ECO22C4	Mathematics for Economists-II	80	20	100	3	3 Hours
16ECO22C5	Statistical Methods-II	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRMO1	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (Economics)
Two Year Programme
w.e.f. Session 2021-22**

M.A. (Economics) – Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
17ECO23C1	Indian Economy-I	80	20	100	3	3 Hours
17ECO23C2	International Trade & Finance-I	80	20	100	3	3 Hours
17ECO23D1	Agriculture Economics-I	80	20	100	3	3 Hours
17ECO23D2	Mathematical Economics-I	80	20	100	3	3 Hours
17ECO23D5	Public Economics-I	80	20	100	3	3 Hours
16ENVO2	Disaster Management	80	20	100	3	3 Hours

M.A. (Economics) - Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
17ECO24C1	Indian Economy-II	80	20	100	3	3 Hours
17ECO24C2	International Trade & Finance-II	80	20	100	3	3 Hours
17ECO24D1	Agriculture Economics-II	80	20	100	3	3 Hours
17ECO24D2	Mathematical Economics-II	80	20	100	3	3 Hours
17ECO24D5	Public Economics-II	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Syllabus
Master of Arts (Economics)
Two Year Programme
w.e.f. Session 2020-21**

- PSO1 To impart in depth knowledge to students about economic theory regarding utilization and allocation of resources including labour, natural resources and capital.
- PSO 2 To develop students understanding about how market for goods and services function and how income is generated and distributed.
- PSO3 To give students in depth knowledge into special fields of choice like agricultural economics, industrial economics, financial market, development economics, international trade, urban economics econometrics, mathematical economics etc.
- PSO4 To make students familiar with economic theories and their relevance, econometrics, quantitative techniques and applied research in a wide variety of fields within economics.
- PSO5 Students would know how the economy is influenced by economic policy, technological advances and demographic conditions

The entire course will be of four semesters.

Master of Arts (Economics)
Semester-I
16ECO21HC1 -Microeconomics-I (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

- CO1. It will familiar students on creating an understanding among students on the basic reasoning of Economics.
- CO2. It will make students aware about how various economic agents behave optimally given the scarce economic resource and other constraints.
- CO3. Students are better able to understand various economic issues and applied part of the economics.
- CO4. A comprehensive knowledge of Micro Economics will empower students to explain the social reality with better arguments and optimum solutions.

Unit-I

Nature and scope of Economics and Microeconomics. Positive and normative analysis. Role of assumptions in economic analysis. Circular flow of economic activity. Concepts of household, firm, factors of production, equilibrium - partial and general, static, comparative static and dynamic analysis, margin and slope. Elasticity - need and measures - Relationship between revenue and elasticity.

Unit-II

Analysis of consumer behaviour, demand function, law of demand - cardinal, ordinal and revealed preference approaches, income-consumption curve, Engel curve, substitute and complimentary goods. Market demand curve; consequences of Bandwagon, Snob and Veblen effect. Concept of consumer surplus.

Unit-III

Laws of Production: short run and long run. Internal and External economies and diseconomies. Concept of cost, derivation of short and long run cost curves. Optimum input combination Simple case of a multiproduct firm. Technical progress and production function – Hick's classification. Elasticity of substitution. Properties of Cobb-Douglas and CES production function.

Unit-IV

Pricing process and equilibrium of firm and industry under perfect competition, monopoly (including discriminating and bilateral monopoly), monopolistic competition. Welfare effects of price control, price support and production quota.

Note:

- (A) Nine questions would be set in all.
- (B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.
- (C) There would be two questions (16 marks each) from each of four units.
- (D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit)).

Suggested Readings:

- Koutsoyiannis. A. “Modern Microeconomics” (Macmillan)
- Lipsey, R.G. and Chrystal, K. Alec “An Introduction to Positive Economics” (OUP)-
- Salvatore, D. “Microeconomics Theory” (Schaum’s Outline series, Tata McCraw Hill)

Master of Arts (Economics)
Semester-I
16ECO21HC2- Macro Economics-I (Hard Core Paper)

M. Marks = 100
 Term End Examination = 80
 Assignment = 20
 Time = 3 hrs

Course Outcomes:

- CO1. Students will be able to explain the concept of opportunity costs, trade –off and benefits of economics.
- CO2. Students will learn the concept of fiscal and monetary policies and their effect on economy.
- CO3. It will demonstrate knowledge of laws of supply and demand and equilibrium.
- CO4. Students will be familiar about a clear picture of circular flow model.

Determination of Output and Employment: Classical Approach - Output and Employment in Classical Theory; The Quantity Theory of Money and the Price Level; Classical Model without saving and investment; Classical Model with saving and investment; Keynesian Approach _ Two Sector Model, Three Sector Model and Four Sector Model.

Unit-II

Determination of Output and Employment: The Extended Model (Hicks-Henson Synthesis): Fixed Price Level - The goods Market and The Money Market; Equilibrium in Goods Market and Money Market; Changes in Aggregate Demand; Govt. spending, Taxation and Aggregate Demand; The IS-LM Elasticities and Monetary Fiscal Policies.

Unit-III

The Extended Model: Variable Price Level - Deviation of Aggregate Demand Curve and Determination of equilibrium price and output levels; wage-price flexibility and the Full Employment equilibrium; Monetary - Fiscal policies and the Full-Employment Equilibrium.

Unit-IV

Behavioral Foundation: Theories of consumption - The Absolute Income Hypothesis, The Relative Income Hypothesis; The Permanent Income Theory of Consumption; The Life cycle theory of consumption; Theories of Investment - The Present Value of Criterion for investment; The Marginal Efficiency of Capital and Investment; the accelerator theory; financial Theory of investment.

Note:

- (A) Nine questions would be set in all.
- (B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.
- (C) There would be two questions (16 marks each) from each of four units.
- (D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit))

Suggested Readings:

- Ackley, G (1978), *Macroeconomics: Theory and Policy*, Macmillan, New York.
- Banson, W.A. (1989), *Macroeconomic Theory and Policy, (3rd Edition)*, Harper and Row, New York.
- Dorn Busch, R. and F. Stanley (1997), *Macroeconomics*, McGraw Hill, Inc. New York.
- Heijdra, B.J. and V.P. Fredericck (2001), *Foundation of Modern Macroeconomics*, Oxford University Press, New Delhi.
- Jha, R. (1991), *Contemporary Macroeconomic Theory and Policy*, Wiley Eastern Ltd., New Delhi.
- Shapiro, E. (1996), *Macroeconomic Analysis*, Galgotia Publication, New Delhi.
- Survey, M.J.C. (Ed.) (1976), *Macroeconomic Themes*, Bo and Reed Geoffrey (1994), *International Economics*, Macmillan Press Ltd.
- Peterson, W.C. (1978), *Income, Employment and Economic Growth*, Norton, New York.
- Sheffrin, Steven M. (1996), *Rational Expectations*, 2nd edition, Cambridge University Press.

Master of Arts (Economics)
Semester-I
16ECO21HC3 -Economics of Growth and Development – I (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- CO1 Students would be acquainted with the various perspectives of economic growth and its relevance.
- CO2 Students would become familiar with factors affecting economic growth and development.
- CO3 Students would understand the conceptual bases of income measurement, physical quality of life index, poverty, inequality and development gap and role of various institutions in economic growth and development.
- CO4 Students would have knowledge about the nature and classical theories of development. Students would be able to apply economic theories and concepts to contemporary social issues, as well as formulation and analysis of policy and recognize the role of ethical values in economic decisions.
- CO5 Students would learn the key tools to analyze agricultural economies, with an eye towards understanding a wide array of impacts, from agricultural policies to trade and climate change and what the role agriculture and industry have in economic development.

Unit 1

Economic Growth and Development

Factors affecting Economic Growth: capital, labour and technology; Historical Perspective of Economic Growth and its relevance; Structural Diversity and common characteristics of developing nations.

Unit-II

Development and Underdevelopment

Measuring Development: Income Measures, Basic Needs Approach, PQLI and HDI and Capabilities Approach; Poverty, Inequality and Development: Measurement, Impact and Policy options;
Development Gap: concepts and measurement.

Unit-III

Classical Theories of Development

Contributions of Adam Smith, Ricardo, Karl Marx and Schumpeter.

Unit-IV

Growth Models

Harrod and Domar: Instability of equilibrium; Neo Classical Growth Models: Solow and Meade; Growth Models of Joan Robinson and Kaldor.

Note:

- (A) Nine questions would be set in all.
- (B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.
- (C) There would be two questions (16 marks each) from each of four units.
- (D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit))

Suggested Readings :

- Adelman, I. (1961), Theories of Economic Growth and Development, Stanford University Press, Stanford.
- Barro, R. and X. Salai- Martin, Economic Growth, McGraw Hill, New York.
- Behrman, S. and T.N. Srinivasan (1995), Handbook of Development Economics, Vol. 3, Elsevier, Amsterdam.
- Brown, M. (1966), On the Theory and Measurement of Technical Change, Cambridge, University Press, Cambridge, Mass.
- Chakravarti, S. (1982), Alternative Approaches to the Theory of Economic Growth, Oxford University Press, New Delhi.
- Chenery, H. and T.N. Srinivasan (Eds.) (1989), Handbook of Development Economics, Vols. 1 & 2, Elsevier, Amsterdam.
- Ghatak, S. (1986), An Introduction to Development Economics, Allen and Unwin, London.
- Gillis, M., D.H. Perkins, M. Romer and D.R. Snodgrass (1992), Economics of Development, (3rd Edition), W.W. Norton, New York.
- Higgins, B. (1959), Economic Development, W.W. Norton, New York.
- Jones, H.G. (1975), An Introduction to Modern Theories of Economic Growth, Nelson, London.
- Kindleberger, C.P. (1977), Economic Development, (3rd Edition), McGraw Hill, New York.
- Meier, G.M. and J.E. Rauch (2005), Leading Issues in Economic Development, (8th Edition), Oxford University Press, New Delhi.
- Sen, A.K. (Ed.) (1990), Growth Economics, Penguin, Harmondsworth.
- Todaro, M.P. and S.C. Smith (2003), (8th Edition), Economic Development, Pearson Education, Delhi.
- Thirwal, A.P. (1999), (6th Edition), Growth and Development, Macmillan, U.K
- Meir, G.M. (1995), Leading Issues in Economic Development, Oxford University Press, New Delhi.
- Mishra S.K. and V.K. Puri, Economics of Development and Planning, Himalaya Publishing House, Mumbai.
- Todaro, M.P. Economic Development, Latest Edition, Longman, London.
- Thiwal, A.P. (2003), (6th Edition), Growth and Development, Seventh Edition, Macmillan, New York.
- Hogendorn, J. (1996), Economic Development, Addison, Wesley, New York.

Master of Arts (Economics)
Semester-I
16ECO21HC4 -Mathematics for Economists-I (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- CO1. Students will learn different types of functions and their applications.
- CO2 Students will be familiar with the maxima and minima of functions.
- CO3 it will impart knowledge about the use of lagrange multiplier methods.
- CO4 Students will gain knowledge about the use of net present value and other related concepts.

Unit-I

Basics: real number system, sets and set operations, relations and functions, inverse functions; solution of linear equations in two variables, solution of quadratic equations, logarithms and exponents; exogenous and endogenous variables.

Unit-II

Fundamentals of Matrices; Determinants. Solution of a system of upto 3 equations by matrix inversion and Cramer's rule. Input-Output analysis - Static open model.

Unit-III

Differentiation - idea of limit (but not its evaluation) meaning and economic interpretations of derivative. Rules of differentiation including logarithmic and exponential functions. Unconstrained optimization - single choice variable, global and local.

Unit-IV

Calculus of multivariable functions, higher order derivatives, constrained optimization with upto 2 equality constraints

Note 1:

Purpose of the course is to learn application of mathematical tools with understanding in economics. Derivations and proofs are to be avoided.

Note 2:

(A) Nine questions would be set in all.

(B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.

(C) There would be two questions (16 marks each) from each of four units.

(D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit)

Suggested Readings:

- Chiang, Alpha C. "Fundamental Methods of Mathematical Economics" (Mc-Graw Hill)
- Dowling, Edward T "Mathematics for Economists" (Schaum's outline Series, Tata Mc-Graw Hill)

Master of Arts (Economics)
Semester-I
16ECO21HC5- Statistical Methods-I (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- CO1. Students would learn the common statistical techniques and terminologies used in the course and understand the concept of a frequency distribution for sample data, and able to summarise the distribution by diagrams and statistics.
- CO2 Students would be able to apply fundamental concepts and use appropriate software tools for data summary and exploratory data analysis.
- CO3 Students would gain knowledge to interpret examples of methods for summarising data sets, including common graphical tools and summary statistics.
- CO4 Students would develop an understanding of the basic concepts of probability, random variables, and sampling distribution of a statistic.
- CO5 Students would learn the measurement of central tendency, hypothesis testing, analysis of variance and multiple regression and correlation analysis.
- CO5 Students would become familiar with the sources of vital statistics data, how to interpret such data and how to perform basic tests to evaluate them which will help students in their doctoral research.

Unit –I

Diagrammatic and graphic representation of statistical data. Measures of central tendency: A.M., G.M., H.M., Median, quartiles, deciles, percentiles, mode, relationship between A.M., G.M. and H.M., Selection of an average, Limitations of Averages.

Unit-II

Measures of dispersion: range, interquartile range, quartile deviation, mean deviation, standard deviation, standard deviation of the combined series, variance, coefficient of variation, relation between various measures of dispersion, Lorenz curve, skewness and Kurtosis, moments

Unit-III

Index numbers: Problems and methods of construction of various types of indices, Laspeyres, Pasche's and Fisher's ideal index numbers, Time reversal, factor reversal and circular tests; chain base indices, base shifting splicing and deflating the index nos., costs of living index numbers and consumer price

index numbers. Time series: components of time series and their decomposition, Methods of measuring trend, cyclical, seasonal and irregular variation.

Unit-IV

Random experiment, random variable, sample space, events, fundamental principles of counting, classical, relative frequency and axiomatic approaches to probability, basic results on probability, conditional probability, Baye' s thereon.

Note:

(A) Nine questions would be set in all.

(B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.

(C) There would be two questions (16 marks each) from each of four units.

(D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit))

Suggested Readings:

- Gupta S.C. "Fundamentals of Statistics" S. Chand & Sons New Delhi (1993)

- Spiegel, Murry R "Theory and problems of Statistics" (Schaum's outline series, McGraw Hill, 1992)

- Karmal P.H. and Polasek M. "Applied Statistics for Economists (4th edition), Pitman, Australia.

Master of Arts (Economics)
Semester-II
16ECO22HC6 -Micro Economics-II (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- CO1. It will familiarized the students with different types of economic models..
- CO2 Students will get to know the different market structure..
- CO3 It will provide information to the students about the distribution of income and wealth.

Unit-I

Oligopoly: non collusive models - Cournot, Bertrand, kinked demand model; collusive models - joint profit maximising, market sharing and leadership cartels. Critique of neo-classical theory of firm. Theory of Games - Two-person, Zero-sum game, Pure and Mixed strategy, Saddle Point Solution.

Unit-II

Alternative theories of firm: Baumol's Sales maximization model (simple, static without advertisement model) Morris and Williamson Average/full cost pricing, Bain's limit pricing model, behaviouralist model of Cyert and March.

Unit-III

Neoclassical theory of factor pricing under competitive conditions, with monopolistic power in product market, monoposonistic power in factor market, bilateral monopoly in factor market, monopoly in factor market. Product exhaustion problem. Neoclassical theory of rent, quasi-rent, interest and profit. Issues in General Equilibrium analysis.

Unit-IV

Concept of social welfare, some early criteria, Pareto optimality criterion and efficiency conditions, Bergson's social welfare function, idea of theory of second best and Arrow's impossibility theorem, compensation criterion. Market structure and welfare maximization. Market failure - case of externality and public goods; and ways of correcting it.

Note:

- (A) Nine questions would be set in all.
- (B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.
- (C) There would be two questions (16 marks each) from each of four units.
- (D) Candidates would be required to attend five questions (one compulsory and selecting one

from each unit))

Suggested Readings :

- Koutsoyiannes. A. "Modern Microeconomics" (Macmillan)
- Lipsey, R.G. and Chrysal, K. Alec "An Introduction to Possitive Economics: (OUP)
- Salvatore, D. "Microeconomics Theory" (Schaum's Outline series, Tata McCraw Hill)

Master of Arts (Economics)
Semester-II
16ECO22HC7 –Macro Economics-II (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- CO1. It will help the students to apply supply and demand models to analyze responses of market to external events.
- CO2 It will help students to describe ISLM model.
- CO3 The course will illustrate the role of financial institutions in the economy.
- CO4 Students will be able to explain concept of gross domestic product, inflation and unemployment.

Unit-I

The Demand for and supply of money: Classical Approach to Demand for Money – Quantity Theory Approach; ;Fisher’s equilibrium; Cambridge Quantity theory; Keynes Liquidity Approach – Transaction; Precautionary and Speculative Demand for Money Aggregate Demand for Money; Friedman, Patinkin Baumol and Tobin. Determinants of money supply, High-powered money, Money multiplies.

Unit-II

Inflation: Definition of Inflation; Economics effects of Inflation - The effect of Inflation of the distribution of Income and Wealth, The effect of Inflation on output, Employment and the Growth Rate; Demand Side and Supply Side theories of inflation.

Unit-III

Inflation and unemployment: The Phillips Curve, The Inflationary Pressure Curve: Phillips Curve, Inflationary Pressure Curve and the Rate of Inflation. The Phillipis Curve; Trade off and Non Trade Off. Adaptive Expectation and Rational Expectation Keynesianism Vs Monetarism.

Unit-IV

Trade Cycles - Models of Samuelson, Hicks and Kaldor, Economic Growth: Harrod- Domar Model; Neo-Classical Model (with money & without money). International Adjustment: The Determination of National Income in Open Economy; The International Transmission of Disturbance: Transmission under Fixed Exchange Rate; Transmission under Floating Exchange Rate (Mudel Fleming Model).

Note:

(A) Nine questions would be set in all.

(B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.

(C) There would be two questions (16 marks each) from each of four units.

(D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit))

Suggested Readings:

- Ackley, G (1978), *Macroeconomics: Theory and Policy*, Macmillan, New York.
- Banson, W.A. (1989), *Macroeconomic Theory and Policy, (3rd Edition)*, Harper and Row, New -York.
- Dorn Busch, R. and F. Stanley (1997), *Macroeconomics*, McGraw Hill, Inc. New York.
- Heijdra, B.J. and V.P. Fredericck (2001), *Foundation of Modern Macroeconomics*, Oxford - University Press, New Delhi.
- Jha, R. (1991), *Contemporary Macroeconomic Theory and Policy*, Wiley Eastern Ltd., New Delhi.
- Shapiro, E. (1996), *Macroeconomic Analysis*, Galgotia Publication, New Delhi.
- Survey, M.J.C. (Ed.) (1976), *Macroeconomic Themes*, Bo and Reed Geoffrey (1994), - *International Economics*, Macmillan Press Ltd.
- Peterson, W.C. (1978), *Income, Employment and Economic Growth*, Norton, New York.
- Sheffrin, Steven M. (1996), *Rational Expectations*, 2nd edition, Cambridge University Press.

Master of Arts (Economics)
Semester-II
16ECO22HC8 -Economics of Growth & Development – II (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes

- CO1 Impart understanding of the basic assumption and features of economic growth and development.
- CO2 Provide understanding of the relevance of historical perspective of economic growth.
- CO3. To impart theoretical knowledge about the concepts of poverty, inequality and development gap.
- CO4. To explore diverse dimension and measures of development, as well as the application of microeconomic analysis to issues of development in poor countries, including the study of household decisions and the analysis of institutions and norms influencing development.

Unit –I

Sectoral Aspects of development; Importance of agriculture and industry in economic development.

Role of institutions - government and markets.

Poverty - indicators and measurement.

Unit-II

Trade and development: trade as an engine of growth, two gap analysis, Prebisch, Singer and Myrdal

views, gains from trade and LDCs; Role of foreign Direct investment (FDI) and Multi-national

corporations (MNCs) in the emerging scenario.

Unit-III

Objects and role of monetary and fiscal policies in economics development; Choice of techniques and

appropriate technology; Investment Criteria; Cost-benefits analysis.

Unit-IV

Techniques of planning; Plan Models in India; Planning in a market-oriented economy; Endogenous

growth; role of education research and knowledge - Explanation of Cross country differentials in

economic development and growth.

Note:

(A) Nine questions would be set in all.

(B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.

(C) There would be two questions (16 marks each) from each of four units.

(D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit)).

Suggested Readings:

- Behrman, S. and T.N. Srivasan (1995), Handbook of Development Economics, Vol.-3, Elsevier, Amsterdam.
- Chenery, H.B. et. al. (Eds.) (1974), Redistribution with Growth, Oxford University Press, Oxford.
- Higgins, B. (1959), Economic Development, W.W. Norton, New York.
- Chatak, S. (1986), An introduction to Development Economics, Allen and Unwin, London.
- Kindleberger, C.P. (1977), Economic Development, (3rd Edition), McGraw Hill, New York.
- Todaro, M.P. (1996), (6th Edition), Economic Development, Longman, London.
- Thiwal, A.P. (1999), (6th Edition), Financing Economic Development.
- Singh S.P (ed.), From underdevelopment to Development.

Master of Arts (Economics)
Semester-II
16ECO22HC9 -Mathematics for Economists-II (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

- CO1. The course will introduce the concepts of differentiation and integration and application in economics.
- CO2 The course will impart knowledge of matrices and determinants to the students and their applications in economics.
- CO3 The course will form the base for higher studies in research work.

Unit-I

Integration - meaning and economic interpretation. Indefinite and definite integration. Simple techniques including integration by substitution and integration by parts.

Unit-II

Differential equation - basic concepts, solution of first order linear differential equation. Non-linear differential equation - exact and variable separable type only. Linear differential equation of second order with constant coefficient and term.

Unit-III

Difference equation - basic concepts, solution of first and second order linear difference equation with constant term and coefficient.

Unit-IV

Linear Programming - Relevance and basic concepts, Graphic, simplex and dual solution. Economic interpretation of dual

Note 1:

Purpose of the course is to learn application of mathematical tools with understanding in economics. Derivations and proofs are to be avoided.

Note 2:

- (A) Nine questions would be set in all.
- (B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.
- (C) There would be two questions (16 marks each) from each of four units.
- (D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit)

Suggested Readings:

- Chiang, Alpha C. "Fundamental Methods of Mathematical Economics" (Mc-Graw Hill)
- Dowling, Edward T "Mathematics for Economists" (Schaum's outline Series, Tata Mc-Graw Hill)

Master of Arts (Economics)
Semester-II
16ECO22HC10 -Statistical Methods-II (Hard Core Paper)

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes

- CO1 To make the students familiar with the terminology of statistical terms: Population, Sample, Parameter, Statistic, and Descriptive Statistic.
- CO2 The objective of this course is to impart knowledge of probability and standard statistical distributions to students and make them able to perform complex data management and analysis.
- CO3 To provide an understanding for the students on statistical concepts to include measurements of location and dispersion, probability, probability distributions, sampling, estimation, hypothesis testing, regression, and correlation analysis, multiple regression and business/economic forecasting and to make them familiar with binomial, Poisson, normal and log-normal probability distributions.

Unit –I

Probability distribution of a random variable, concept and use of mathematical expectation, mean and variance of a distribution in terms of expectation, moments, density functions. Joint and marginal probability distributions. Binomial, Poisson and Normal distributions, properties and inter relationships. Fitting of distributors.

Unit-II

Census versus sample enumeration. Methods and types of sampling, sampling error, small and large sample, concept of an estimator and its sampling distribution; properties of a good estimator, concepts of point and interval estimation, OLS and ML estimators of regression parameters.

Unit-III

Elements of statistical Inference: Parameter and estimators; concepts of sampling distribution of a statistic, standard error, hypothesis testing, tests of significance, Type I and Type II errors, level of significance, Power of a test, z, t, chi-square and F tests.

Unit-IV

Correlation and regression: simple correlation, Pearson, Spearman's correlation coefficients, multiple and partial correlation analysis, specification of a simple linear regression model, least square estimation of linear regression coefficients, interpretation of correlation and regression coefficients

and their properties.

Note:

(A) Nine questions would be set in all.

(B) Question No. 1 based on the entire syllabus, would be compulsory. It would contain eight short answer questions of two marks each.

(C) There would be two questions (16 marks each) from each of four units.

(D) Candidates would be required to attend five questions (one compulsory and selecting one from each unit))

Suggested Readings:

- Gupta S.C. "Fundamentals of Statistics" S. Chand & Sons New Delhi (1993)

- Spiegel, Murry R "Theory and problems of Statistics" (Schaum's outline series, McGraw Hill) (1992)

- Karmal P.H. and Polasek M. "Applied Statistics for Economists (4th edition), Pitman, Australia.

Master of Arts (Economics)
Semester - II
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 16GENF1

Time: 02 Hours

Total Marks: 50
External Marks: 40
Internal Marks: 10

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c Our responsibility to ensure welfare of all

Master of Arts (Economics)
Semester - II
Paper Code 16JRM01
MEDIA AND SOCIETY

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

Master of Arts in History

For

Seeking Recognition of UGC, New Delhi

Submitted By:

Dr. Sanjay Nandal

Programme Coordinator

Submitted To:

The Director/ Coordinator

Directorate of Distance Education

Maharshi Dayanand University, Rohtak

(A State University Established under Haryana Act No. XXV of 1975)
NAAC 'A' Grade Accredited University

a) Programme's Mission and Objectives:-

The programme M.A. History through Distance Mode provided the opportunity to the large number of students, who could not pursue their study in the formal/regular system of Higher education. This programme facilitate the students in enhancing their knowledge of the specialization of their choice and fostering other important attributes of a civilized human society.

b) Relevance of the programme with H.E.I.'s Mission and Goals:-

The M.D. University envisions promoting quality education and research through inter-disciplinary understanding, state of the art learning, and the use of emerging knowledge for developing world class human resources capable of mastering the global challenges of future. This programme seeks to create, preserve and disseminate knowledge to build competitive capability for holistic development of man and society.

c) Nature of prospective target groups of learners:-

This programme i.e. M.A. History will target those students who could not took admission in the regular mode or formal system due to one or other reasons. Those persons are also targeted who could not complete their higher education due to their professional or social responsibilities and obligations. A class having of low level of income, rural dwellers, women etc. may be included in the above groups

d) Opportunities of programme to be conducted:-

This programme is designed for the development of knowledge and understating appropriate to the area of study. After completion of programme a student acquired the academic, professional and occupational skills.

e) Instructional design:-

The M.A. History programme is of two year duration with ten courses/papers of study. This programme also offer different options viz. Ancient Indian history, Medieval Indian History and Modern Indian History alongwith world History. The detailed syllabi of the same is attached at the end.

The dual mode of class teaching counseling and study material provision will be the method of instruction. The student support camps are to be organized preferably on the holidays of 15 days each. The non-teaching and teaching faculty will be temporarily hired on the unit basis.

f) Procedure for admissions, curricular transaction and evaluation:-

The procedure for admissions, curriculum transaction and evaluation of the programme will be as per rules and regulations of Directorate of Distance Education, M.D. University, Rohtak.

g) Requirement of the Laboratory Support and Library Resources:-

The programme have no requirement of laboratory but the provision of library will enhance the sincerity and commitment of the student.

h) Cost-Estimate of the programme and the provision:-

Remuneration for teaching faculty and non-teaching staff and printing cost of study material will be cost of the programme.

i) Quality Assurance Mechanism and Expected Programme outcome:-

The curriculum is revised from time to time as per requirements of the UGC, Distance Education Bureau and need of the professional norms

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (History)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (History) First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16HIS21C1	Ancient Societies-I	80	20	100	3	3 Hours
16HIS21C2	Medieval Societies (India)	80	20	100	3	3 Hours
16HIS21C3	Modern World : Socio-Economic Trends	80	20	100	3	3 Hours
16HIS21C4	History of Haryana (ET. to Sultanate) -I	80	20	100	3	3 Hours
16HIS21C5	State in India (ET. to Sultanate)-I	80	20	100	3	3 Hours
16HIS21D1	Science & Tech. in Pre-Colonial India	80	20	100	3	3 Hours

M.A. (History) Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16HIS22C1	Ancient Societies-II	80	20	100	3	3 Hours
16HIS22C2	Medieval Societies (Islamic & Europe)	80	20	100	3	3 Hours
16HIS22C3	Modern World : Political Trends	80	20	100	3	3 Hours
16HIS22D1	History of Haryana (Mughal to 1947)	80	20	100	3	3 Hours
16HIS22D2	State in India (Mughal to Modern Times)-II	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRMO1	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



Syllabus

**Master of Arts (History)
Two Year Programme
w.e.f. Session 2020-21**

SEMESTER-I
MASTER OF ARTS (History)
Paper : Ancient Societies-I
Paper Code: 16HIS21C1

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Critically evaluate the development of human society and various cultures from stone age to iron age, world wide phenomenon.

CO2 : Critically discuss major cultural structures, events and than shaping the world context.

CO3 : Evaluate and analyze different sources (particularly archaeological) in overseas.

CO4 : Critically evaluate the concept the decline of different civilizations.

CO5 : Critically evaluate the concept of relation of civilizations to each other.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

Stone Age and Chalcolithic Cultures:

- a) Origin of tool making
- b) Palaeolithic Cultures of the World : Lower, Middle and Upper
- c) Palaeolithic Art
- d) Mesolithic and Neolithic Cultures: Origin of agriculture and settled life.
- e) Chalcolithic cultures and craft specialization.

Unit - II

Bronze Age Civilization in Mesopotamia

Origin of Early City States, Origin of Empires.

(Sumerian and Akkadian) State Structure, Economy, Social Stratification and Religion.

Bronze Age Civilization in Egypt.

Origin, State Structure, Economy & Trade, Social life, Religion.

Unit – III

Harappan Civilization:

- a) Pre-Harappan and Early Harappan Cultures.
- b) Origin, authors and extent of the Harappan Civilization.
- c) Development of Harappan Civilization.
- d) Trade, Economy, Social and Religious Life.
- e) Decline and Legacy of Harappan Civilization.

Unit IV

Chinese Civilization:

Beginning Middle Kingdom, Shang Civilization,
Socio-Economic Life and Religious Beliefs

Mayan Civilization

Socio-Economic Life, Arts, Science and Technology.

Inca Civilization

Socio-Economic Life, Arts, Science and Technology.

SUGGESTED READINGS

Allchin, B&R : *The Rise of Civilization in India and Pakistan*, Cambridge University Press, Cambridge, 1988

Beers Burton F. : *World History: Patterns of Civilization*, Prentice Hall, New Jersey, 1993.

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Goyal, Shriram : *Vishva ki Prachin Sabhyatayen*, Vishvavidyalaya Prakashan Varanasi, 1994.

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Sharer, Robert, J. : *Daily Life in Maya Civilization*, Greenwood Press London, 2009.

Sharer, Robert, J. : *Daily Life in Inca Civilization*, Greenwood Press London, 2009.

Silverman, David, R. : *Ancient Egypt* Oxford University Press, Oxford, 1997.

Singh, Purushottam, : *The Neolithic Origins*, Agam Kala Prakashan, Delhi, 1997.

Spievogei, Jackson, J. James,

A. banks et.al.: *Ancient Civilization*, McGraw Hill, New York, 2007.

Thapiyal, K.K. & Shukla, S.P. : *Sindhu Sabhyata*, Uttar Pradesh Hindi Granth Academy, Lucknow, 1976

MASTER OF ARTS (History)

Paper : Medieval Societies (India)

Paper Code: 16HIS21C2

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Critically evaluate the various developments in feudal Europe, Islamic World and Medieval World.

CO2 : Critically evaluate the concept the decline of feudalism and advent of capitalism.

CO3 : Critically analyze and describe the rise of Middle East, Identify and describe the emergence of the Arab Caliphate, the Umayyad dynasty and abbasid dynasty.

CO4 : Evaluate and analyze the different aspects of administrative units specially in Indian context.

CO5 : Critically understand the society through the religion.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

Structural Changes and Continuities:

- Transition from Ancient to Medieval Society and Advent of Turks.
- Structure of medieval State (Sultanate and Mughal)
- Theories on the Decline of Mughal Empire.

Unit - II

Administrative Institutions

- Iqtadari System
- Mansabdari-Jagirdari System
- Zamindari Policy of Mughals.

Unit – III

Economic Developments

- Urbanization (Sultanate)
- Technological changes (Sultanate)
- Village Community (Sultanate & Mughals)

Unit IV

Social and Religious Salients:

- Bhakti Movement
- Sufi Movement
- Structure of Society (Sultanate & Mughals)

SUGGESTED READINGS

Ali, M.Athar : *The Mughal Nobility Under Aurangzeb*. Asia Publishing House, Bombay, 1966.

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Jackson, Peter : *The Delhi Sultanate, A Political and Military History*, Cambridge University Press, New York, 1999.
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: *Cambridge Economic History of India C. 1200-1750*, Vol. I, Orient Longman, Delhi. 1982.
Sarkar, Jadunath : *The Fall of the Mughal Empire*, 4 Vols. Orient Longman, Delhi, 1988-92 (Fourth edn.)
Siddiqui, I.H. (ed.) : *Medieval India : Essays in Intellectual Thought Culture*. Munshiram Manoharlal Publisher, New Delhi, 2003.
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Verma, H.C. (Ed.) : *Madhyakalin Bharat, Vols. 1 & 2*. Hindi Madhyam Karyanvaya Nideshalaya University of Delhi.

MASTER OF ARTS (History)
Paper : Modern World (Socio-Economic Trends)
Paper Code: 16HIS21C3

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs

Course Outcome:

- CO1 : Students' enable to understand the various socio-economic trends in modern period.
CO2 : Critically evaluate how the modern west was emerged through renaissance and and other socioeconomic developments.
CO3 : Critically analyse the rise of capitalism and imperialism led all these developments.
CO4 : Critically evaluate how the new political system emerged based on representative system.
CO5 : Explain and analyse the rise of new order in the world in the form of socialism and about the world crisis of 1919 and 1939 which led to world wars.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

Rise of Modern World:

- a) Renaissance
- b) Reformation

Age of mercantilism and the Beginnings of Capitalism:

- a) Features of Mercantilism
- b) Mercantile Activities of Different Countries
- c) Beginnings of Capitalism

Unit - II

Agricultural Revolution in Western Europe:

- a) Agricultural System in Pre-Modern Period
- b) Development of New Methods and Knowledge
- c) Impact of the New Agriculture

Development of Science and Technology

- a) Its History
- b) Technological Revolution
- c) Impact of the Revolution.

Unit – III

Development of Capitalism:

- a) Britain
- b) France
- c) Germany
- d) Japan

Development of Imperialism:

- a) Geographical Expansion : Asia & Africa
- b) Its Theories : Economic and Non-Economic

Unit IV

Stages of Colonialism in India:

- a) Mercantile Capital Stage
- b) Industrial/Free Trade Capital Stage
- c) Finance Capital Stage

The Far East and Western Economic Dominance:

- a) Japan
- b) China : Opium Wars and the Development of Treaty Port System

SUGGESTED READINGS

- Carr, E.H. : The Bolshevik Revolution, Vol. I, Pelican.
- Chandra, Bipan : Nationalism and Colonialism in India, 1996
- Cipola, C.M. : Fontana Economic History of Europe, Vol. III, 1976.
- Desai, A.R. : Social Background of Indian Nationalism.
- Dobb, Maurice, : Studies in the Development of Capitalism, 1974
- Dutt, R.P. : India Today
- Emerson, Rupert : From Empire to Nation : The Rise to Self Assertion of Asian and African People.
- Fairbank, John, K. : East Asia : Modern Transformation.
- Hilton, Rodney : Transition from Feudalism to Capitalism, 1976.
- Hobsbawm, E.J. : Nation and Nationalism, Cambridge, 1970.
- Jophson, Chatness A. : Peasant Nationalism and Communist Power : The Emergency of Red China 1937-1945.
- Joll, James : Origin of the First World War. (1984)
- Lichtheim, George, : A Short History of Socialism, 1976.
- Lucas, Colin : The French Revolution and the Making of Modern Political Culture. Vol. 2, Pergoman, 1988.
- Riasanovsky, N.V. : A History of Russia, Oup. 1984.
- Roth, J.J. (Ed.) : World War II : A Turning Point in Modern History, 1967.
- Snyder, Louis L. : The Meaning of Nationalism
- Sanchuman, F. : International Relations
- Thompson, David : Europe Since Napoleon.

MASTER OF ARTS (History)
Paper- : History of Haryana (Earliest Times to Sultanate)
Paper Code: 16HIS21C4

Max. Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

- CO1 : Students understand the theme of regional history is explored through study of Haryana from stone age to independence of India.
CO2 : Critically analyse the rise of various cultures are explored in the region of Haryana.
CO3 : Critically evaluate the efforts of the people of this region in the foreign invasions.
CO4 : Critically analyse the rise of state formation and new power in the region of Haryana.
CO5 : Explain and analyse the Turkish Invasion and it's impact on Haryana.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit-I

Early Phase:

- a) Sources of Ancient History of Haryana
- b) The Stone Age
- c) Harappan Civilization : General Features
- d) Vedic Civilization : Origin and Development, Traditional History of the Kurus.

Unit-II

Towards State Formation:

- a) Origin and Development of Monarchy
- b) Historicity of the Battle of Mahabharata
- c) Yaudheyas
- d) Agras and Kunindas
- e) Pushpabhutis

Unit-III

Rise of New Powers:

- a) Gurjara- Pratiharas
- b) Tomaras
- c) Chahmanas
- d) The Battles of Tarain and their impact

Unit-IV

Sultanate Period:

- a) Sources of Medieval History of Haryana
- b) Haryana on the eve of Turkish Invasion
- c) Revolts of Meos and Rajputs
- d) Provincial Administration.

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SUGGESTED READINGS:

- Buddha Prakash, *Haryana through the Ages*, Kurukshetra University, Kurukshetra, 1962.

- _____, *Glimpses of Haryana*, Kurukshetra University, Kurukshetra, 1969.
- Das Gupta, K.K., *Tribal History of Ancient India*,
- Devahuti, D., *Harsha : A Political Study*, Oxford Clarendon Press, 1970.
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- Gupta, S.P. & Rama & Chandran, K.S., *Mahabharata: Myth and Reality*, Agam Prakashan, New Delhi, 1976.
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- Phogat, S.R., *Inscriptions of Haryana*, Kurukshetra University Kurukshetra, 1978.
- Puri, B.N., *History of Gurjar-Pratiharas*, Munshiram Manoharlal, New Delhi, 1968.
- Sen, S.P. (Ed.), *Sources of the History of India*, Vol. II, Munshiram Manoharlal, New Delhi, 1979.
- Sharda, Sadhu Ram, *Haryana-Ek Sanskritik Adyayan*, Bhasha Vibhag, Haryana, Chandigarh, 1978.
- Sharma, D., *Early History of Chahamanas*, Delhi, 1959.
- Singh, Fauja (ed.), *History of the Punjab*, Vol. I-III, Publication Bureau, Punjab University, Patiala, 1997-2000.
- Suraj Bhan, *Excavations at Mithathal (1968) and other Explorations in Satluj Yamuna Divide*, Kurukshetra University, Kurukshetra, 1975.
- Tripathi, R.S., *History of Kanauj*, Munshiram Manoharlal, New Delhi, 1964.
- Yadav, K.C., *Haryana: Itihas evom Sanskriti*, Part 1 & 2, Manohar Publisher, New Delhi, 1994 (2nd Ed.)

MASTER OF ARTS (History)
Paper : State in India (Earliest Times to Sultanate)
Paper Code: 16HIS21C5

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Evaluate and analyze of institutional history that how the institution of state rise and develop in India.

CO2 : Critically evaluate the nature of the state changes with the time and dynasty.

CO3 : Analyze the emergence of the Mauryan and Gupta empires during the classical age in India

CO4 : Identify and analyze key facets of Indian Society and the rise of technology and commerce.

CO5 : Formulate logical arguments substantiated with historical aspects.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

Towards Formation of State:

- a) Different Theories of the formation of State
- b) Proto State
- c) Chiefdoms of Later Vedic Times

Unit - II

The Mauryan State:

- a) Central Administration
- b) Provincial Administration

The Gupta Polity

- a) Central Administration
- b) Administrative Units

Unit – III

Delhi Sultanate:

- a) Islamic Theory of State
- b) Nature of State under the Sultans
- c) State and the Ulemas.

Unit IV

Delhi Sultanate:

- a) Central Administrative
- b) Provincial Administration
- c) Military Organization.

SUGGESTED READINGS

Altekar, A.S. : *State and Government in Ancient India*, Motilal Banarsidass, Delhi,
Chandra, Bipan : *Nationalism and Colonialism in India*, 1996

Bhandarakar, D.R. : *Some Aspects of Hindu Polity*, B.R. Publishing Corporation, New Delhi, 1988.

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----- : *The Gupta Polity*, Motilal Banarsidas, Delhi, 1993.

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MASTER OF ARTS (History)
Paper: Science and Technology In Pre-Colonial India
Paper Code: 16HIS21D1

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs

Course Outcome:

CO1 : Critically, students to know the evolution and development of science and technology through the ages in India upto 18th century.

CO2 : Evaluate and analyze the history of various fields of science viz. Physical, Chemical, Mechanical, Astronomy, Mathematics and Medicine etc.

CO3 : Explain and acquainted with the internal evolution and external influences on science & technology in India.

CO4 : Formulate logical arguments substantiated with historical aspects.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

UNIT-I

- 1) Science and technology- Meaning, scope and importance, technology and society. Sources of History of Science and technology in India.
- 2) Origins and development of technology in pre-historic period. Beginnings of agriculture and its impact on the growth of science and technology.
- 3) Science and technology during Vedic and later Vedic times including physical and biological sciences.

UNIT-II

- 1) Major developments in the history of science and technology from AD 1st century to c. 1200.
- 2) Developments in astronomy with special references to Aryabhata, Varamihira and Bhaskara-I.
- 3) Developments in medicine and surgery: Charaka and Sushruta Samhitas and subsequent developments in human anatomy, physiology and materia medica.

UNIT-III

- 1) Concept of rationality and scientific ideas in Arab thought and its reception in India.
- 2) New Developments in technology - Persian wheel; gun-powder, textiles, bridge building, etc.

UNIT-IV

- 1) Developments in medical knowledge and interaction between Unani and Ayurveda and Alchemy.
- 2) Astronomy in the Arab world and its impact on India with special reference to Sawai Jai Singh.

SUGGESTED READING:

- Arnold Devid, : Science, Technology and medicine in Colonial India. The New Cambridge History of India Series, OUP, Cambridge, 1999.
- Kumar, Deepak : Science and the Raj, OUP, Delhi, 1995
- Kumar, Deepak, : Disease and Medicine in India: A Historical Overview, Tulika Publications, Delhi. 2000
- Prakash Gyan, : Another Reason: Science and the Imagination of Modern, OUP, Delhi, 2000
- Qaiser, A.J., : The Indian Response to European Technology and Culture, OUP, Delhi, 1982.
- Raina, D. and Habib I., (Ed.) : Situating History of Science: Dialogues with Joseph Needham, OUP, Delhi, 1999
- Sangwan, S., : Science, Technology and Colonization: Indian Experience, Anamika, Delhi, 1990.

SEMESTER-II
MASTER OF ARTS (History)
Paper: Ancient Societies-II
Paper Code: 16HIS22C1

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Critically evaluate the development of human society and various cultures from Stone age to Iron age, world wide phenomenon.

CO2 : Critically discuss major cultural structures, events and than shaping the world context.

CO3 : Evaluate and analyze different sources (particularly archaeological) in overseas.

CO4 : Critically evaluate the concept the decline of different civilizations and concept of relation of civilizations to each other.

CO5 : Formulate logical arguments substantiated with historical aspects.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

Iron Age Cultures in India:

- a) The beginning of Iron Age in India : Problems and Issues
- b) Megalithic Culture of India : Origin, Distribution, Typology and Material Culture.
- c) Painted Grey Ware Culture : Distribution, Material remains.
- d) Second Urbanization.

Unit - II

Iron Age Culture in Greece:

- a) Early Civilization in the Aegean
- b) Greek City States (Athens and Sparta): Political, Social and Economic Life, Greco-Persian Wars, Peloponnesian Wars.
- c) The Athenian Empire, Athenian Democracy, Contribution of Greek Civilization.

Iron Age Culture in Rome:

- a) Roman Republic and Empire : Social and Economic Life
- b) Science & Technology
- c) Decline of Rome
- d) Contribution of Roman Civilization

Unit – III

Indian State and Society (Vedic Times to Gupta Period):

- a) The Vedic Age: Society, State Structure, Economy, Religion.
- b) The Age of Reason and Revolt : Jainism and Buddhism
- c) Agrarian Empires (Mauryan and Gupta): Society and Economy.

Unit IV

Indian State and Society in Post Gupta Period:

- a) Urban Decay in India
- b) Decline of Trade
- c) Origin and Development of Feudalism in India
- d) Nature of Indian Feudalism.

SUGGESTED READINGS

- Camp, John M. : *Ancient Greece: From Prehistoric to Hellenistic Times*, Yale University Press, 1996.
- Goyal, Shriram, : *Vishva ki Prachin Sabhyatayen*, Vishwavidyalaya Prakashan, Varanasi, 1994.
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- Jha, D.N. : *Studies in Early Indian Economic History*, Anupma Publication, 1980.
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- Kosambi, D.D. : *An Introduction to the Study of Indian History*, Popular Prakashan Pvt. Ltd., New Delhi, 2009 (reprint)
- Majumdar, R.C. : *The Vedic Age of History and Culture of the Indian People*, Bhartiya Vidya Bhawan, 1996.
- Mortimer, C. : *The Fall of Rome : Can it be Explained?*, Holt, Rinehart and Winston, 1963.
- Pathak, S.M. : *Vishva Ki Prachin Sabhyataon ka Itihas*, Bihar Hindi Granth Academy, Patna, 1986.
- Ray, U. : *Vishva Sabhyataon ka Itihas*, Lok Bharti, Allahabad, 1922.
- Runnels, Curtis and M.Priscila, : *Greece Before History, An Archaeological Companion and Guide*, Stanford University Press, 2001.
- Sharma, R.S. : *Indian Feudalism*, Macmillian India Ltd., New Delhi, 2005 (Hindi also)
- Sircar, D.C., : *Land System and Feudalism in Ancient India*, India Centre of Advance Study in Anceitn Indian History and Culture, 1966.
- Swain, James E. : *A History of World Civilization*, Eurasia Publishing House, New Delhi, 1984 (5th Edn. reprint)
- Thakur, V.K. : *Urbanization in Ancient India*, Abhinav Publications, New Delhi, 1981.
- Thapar, Romila : *History of India, Vol. I*, Penguin Press, 1990.
- Rhys, T.S. : *Buddhism : Its History and Literature*, New York, 1989.
- : *Gupta Samrajya*, Varanasi Vishwavidyalaya Prakashan, 1979.

MASTER OF ARTS (History)
Paper: Medieval Societies (Islamic and Europe)
Paper Code: 16HIS22C2

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Critically evaluate the various developments in feudal Europe, Islamic World and Medieval World.

CO2 : Critically evaluate the concept the decline of feudalism and advent of capitalism.

CO3 : Critically analyze and describe the rise of Middle East, Identify and describe the emergence of the Arab Caliphate, the Umayyad dynasty and abbasid dynasty.

CO4 : Evaluate and analyze the different aspects of administrative units specially in Indian context.

CO5 : Critically understand the society through the religion.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

Islamic : Political:

- a) Rise of Islam : Socio-Political Background and Rise of Prophet Muhammad, His Life and Teachings.
- b) Evolution of Islamic State : Medina to Caliphate
- c) Evolution of Islamic State : Umayyad to Abbasid

Unit - II

Islamic : Social, Economic and Cultural

- a) Society under the Caliphate
- b) Economy under the Caliphate
- c) Contribution of Arab Civilization.

Unit – III

Europe: Political Structures:

- a) Transition from Ancient to Medieval Society
- b) State and Church, Church and Society
- c) Feudalism : Manorial System, Serfdom

Unit IV

Europe : Economic, Religious, Cultural Salient:

- a) Trade and Commerce
- b) Technology
- c) Protestantism – Reformation d) Renaissance

SUGGESTED READINGS

- Anderson, P. : *Passage from Antiquity to Feudalism*, New Left Books, London, 1996.
Arnold, T.W. : *The Caliphate*, Oxford University Press, 1999.
Bloch, Marc. H. : *Feudal Society*, 2 Vols. Chicago University Press, Chicago, 1961.
Hitti, P.K. : *The Arabs: A Short History*, Macmillan and Company, London, 1948.

Holt, Peter Malcolm and A.K. Lambton (eds.)
: *The Cambridge History of Islam*, 2 Vols. Cambridge University Press, Cambridge, 1970.
Levy, R., : *Social Structure of Islam*, Cambridge University Press, New York, 1969.
Lewis, Bernard, : *The Middle East : A Brief History of the Last 2000 Years*, Touchstone, New York, 1997.
----- : *The Arabs in History*, Oxford University Press, Oxford, 1973.
----- : *Islam in History*, Open Court Publishing Company, Peru (Illinois) 2001.
Mukhia, Harbans : *The Feudalism Debate*, Manohar Publishing House, Delhi 2003 (in Hindi also)
Pirenne, Henri : *Economic and Social History of Medieval Europe*, Routledge, Oxford, 2006.
Postan, M.M. : *Medieval Trade and Commerce*, Cambridge University Press, Cambridge, 1970.
White, Jr., Lynn. : *Medieval Technology and Social Change*, Oxford University Press, 1973.

MASTER OF ARTS (History)

Paper: Modern World (Political Trends)

Paper Code: 16HIS22C3

Max.Marks : 100

Term End Examination : 80

Assignment : 20

Time : 3 Hrs

Course Outcome:

CO1 : Students' enable to understand the various socio-economic trends in modern period.

CO2 : Critically evaluate how the modern west was emerged through renaissance and and other socio-economic developments.

CO3 : Critically analyse the rise of capitalism and imperialism led all these developments.

CO4 : Critically evaluate how the new political system emerged based on representative system.

CO5 : Explain and analyse the rise of new order in the world in the form of socialism and about the world crisis of 1919 and 1939 which led to world wars.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

French Revolution:

- a) Aims
- b) Achievements
- c) Reaction in Europe

Development of Liberalism in Britain:

- a) Background : Classical Liberalism
- b) Beginning of Modern Liberalism
- c) Results and Analysis

Rise of America:

- a) American Revolution
- b) New Slavery
- c) Economic Power

Unit - II

Rise of New Order:

- a) Socialist Movement
- b) Russian Revolution-1917
- c) Russia after Revolution
- d) Reaction in the West

Theories of Nationalism:

- a) Italy
- b) Germany
- c) Japan : Rise of Japan as Colonial Power and its Pan Asiatic Scheme.

Unit – III

First World War:

- a) Origin
- b) Nature
- c) Impact

d) Peace Settlement

Totalitarian Regimes :

a) Fascism in Italy

b) Nazism in Germany

c) Communist Revolution in China - 1949

Unit IV

Second World War :

a) Origin

b) Nature

c) Impact

Cold War Period :

a) NATO

b) Warsaw Pact

c) Non-Alignment Movement

SUGGESTED READINGS

Anthony D. Smith Theories of nationalism, New York, 1983

_____ The Nation in History, Oxford, 2000.

Carr, E.H. The Bolshevik, Revolution, Vol. I, Pelican

Chandra, Bipan Nationalism and Colonialism in India, 1996.

Cipola, C.M. Fontana Economic History of Europe, Vol. III, 1976.

Desai, A.R. Social Background of Indian Nationalism.

Dobb, Maurice Studies in the Development of Capitalism, 1974

Emerson, Rupert, From Empire to Nation : The Rise to Self Assertion of Asian and African People.

Fairbank, John, K. East Asia : Modern Transformation.

Hilton, Rodney Transition from Feudalism to Capitalism, 1976.

Hobsbawen, E.J. Nation and Nationalism, Cambridge, 1970.

Johnson, Chatness, A. Peasant Nationalism and Communist Power :

The Emergency of Red China 1937-1947, 1962.

Joll, James, Origin of the First World War, 1984.

Lichtheim, George A Short-History of Socialism, 1976.

Riasanovsky, N.V. A History of Russia, OUP, 1984

Roth, J.J. (ed.) World War II: A Turning Point in Modern History, 1967.

Sachuman, F., International Relations.

Snyder, Louis, L. The Meaning of Nationalism.

Thompson, David Europe Since Napoleon

MASTER OF ARTS (History)
Paper-IX : History of Haryana (Mughals to 1947)
Paper Code: 16HIS22D1

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Students understand the theme of regional history is explored through study of Haryana from stone age to independence of India.

CO2 : Critically evaluate the efforts of the people of this region in the foreign invasions.

CO3 : Critically analyse the rise of state formation and new power in the region of Haryana.

CO4 : Explain and analyse the Turkish Invasion and its impact on Haryana.

CO5 : Evaluate and analyze the different aspects of ancient to modern administrative units.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

UNIT-I

Mughal Period:

- a) First and Second Battle of Panipat, Hemu's Life & Achievements
- b) Revolt of Satnamis
- c) Paragana Administration
- d) Economy – Land Revenue System
- e) Irrigation System
- f) Bhakti and Sufi Movements

UNIT-II

Politico-Religious Developments:

- a) Marathas Incursion
- b) George Thomas
- c) Sikh Intrusion
- d) Arya Samaj
- e) Sanatan Dharma Sabha
- f) Development of Education & Literature

UNIT-III

Political Movements:

- a) Revolt of 1857 : Causes, events, nature & effects
- b) Rise of Nationalism
- c) Political Condition (1885-1919)
- d) Unionist Party and Sir Chhotu Ram

UNIT-IV

Gandhian Movements:

- a) Non-Cooperation
- b) Civil Disobedience
- c) Quit India Movement
- d) Praja Mandal Movement

SUGGESTED READINGS:

- Ashraf, K.M. *Life and Conditions of the People of Hindustan*, Pearl Publication, Calcutta, 1983.
- Datta, Nonica, *Formation of an Identity : A Social History of Jats*, Oxford University Press, New York, 1999.
- Gupta, H.R. *The Marathas and Battle of Panipat*, New Delhi.
- Irfan, Habib *Cambridge Economic History of India*, Cambridge University Press, Cambridge, 1982.
- Jagdish, Chander *Freedom Struggle in Haryana*, Vishal Publication, Kurukshetra, 1982.
- Kenneth, W. Jones *Arya Dharam*, Manohar Book Service, New Delhi, 1976.
- Mittal, S.C. *Haryana: A Historical Perspective*, New Delhi, 1986.
- Pardaman Singh & S.P. Shukla (ed.)
Freedom Struggle in Haryana and the Congress, 1885-1985, Published by Haryana Pradesh Congress (I) Committee, 1985.
- Phadke, H.A. *Haryana: Ancient and Medieval*, Harman Publication, Delhi, 1990.
- Prem Chaudhary, *Punjab Politics: The Role of Sir Chhotu Ram*, Vikas Publishing House, New Delhi, 1985.
- Ranjeet Singh *Haryana ke Arya Samaj ka Itihas, Rohtak, 196 (in Hindi)*
- Shukla, S.P. *India's Freedom Struggle and Role of Haryana*, Criterion Publication, 1985.
- Verma, D.C. *Sir Chhotu Ram : His Life and Times*, Sterling Publication, New Delhi, 1981.
- Yadav, K.C. *Rao Tula Ram and Revolt of 1857*, S. Parmod and Co. Jalandhar City, 1975.
- _____ *Revolt of 1857 in Haryana*, Manohar Publication, New Delhi - 25

MASTER OF ARTS (History)
Paper X: State in India (Mughals to Modern Times)-II
Paper Code: 16HIS22D2

Max.Marks : 100
Term End Examination : 80
Assignment : 20
Time : 3 Hrs.

Course Outcome:

CO1 : Evaluate and analyze of institutional history that how the institution of state rise and develop in India.

CO2 : Critically evaluate the nature of the state changes with the time and dynasty.

CO3 : Analyze the emergence of the Mauryan and Gupta empires during the classical age in India

CO4 : Identify and analyze key facets of Indian Society and the rise of technology and commerce.

CO5 : Formulate logical arguments substantiated with historical aspects.

Note: Nine questions are to be set in all spreading into five units Each of the first four units shall contain two questions from each unit of the syllabus and Unit-V (Q. No. 9) which will be compulsory, shall contain eight short answer type questions (two marks each) covering the entire syllabus. The Candidates shall be asked to attempt five questions in all selecting one question from each unit including compulsory question. All questions shall carry equal marks.

Unit – I

The Mughal State:

- a) Nature of Mughal State
- b) Central Administrative
- c) Provincial Administrative

Unit - II

Administrative Institutions :

- a) Jagirdari System
- b) Mansabdari System
- c) Zamindari System

Unit – III

Colonial State:

- a) Political Economy
- b) State Apparatus
- c) Instruments of Legitimization

Unit IV

Independent India:

- a) Constitutional Continuity
- b) Constitutional Change
- c) Visions of Modern Indian State : Nationalist, Communalist, Communist.

SUGGESTED READINGS

Alam, Muzaffer & Subramanayam,
Sanjay (ed.)

The Mughal State, Oxford, 2000

_____ The Crisis of Empire in Mughal North India, Awadh & Punjab.

Anderson, Perry Lineages of the Absolutist State.

Athar, M.Ali The Mughal Nobility under Aurangzeb.

Banerjee S.N. A Nation in Making.

Chandra Satish, Parties and Politics at the Mughal Court (1707- 1747AD)
Day, U.N. The Mughal Government
Dodwell, H.H. (ed.) Cambridge History of India, Vol. V and VI
Douglas, Strensand, The Formation of the Mughal Empire
Emerson, Rupert, From Empire to Nation: The Rise of Self-Assertions of Asian and African People.
Habib, Irfan Madhyakaleen Bharat. Vol. I to VIII Relevant Articles.
_____ An Examination of Wittfogel's.
_____ Theory of Oriental Despotism in Studies in Asian History.
Hobsbawm, E.J. Nation and Nationalism, Cambridge, 1970.
Ibn, The Central Structure of the Mughal Empire.
Joll, James Origin of the first World War, Longman, 1984.
Louis, I. Snyder The Meaning of the Nationalism.
Philips, C.H. The East India Company, 1784-1834.
Qureshi, I.H. The Administration of the Mughal Empire.
Richards, J.F. Kingship and Authority in South Asia (Modison-1978)
Saran, P. Provincial Govt. of the Mughals.
Sutherland, L. East India Company and the State, 1952.
Verma, H.C. Madhyakaleen Bharat.

MASTER OF ARTS (History)
Second Semester
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 16GENF1

Total Marks: 50
External Marks: 40
Internal Marks: 10
Time: 2 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

MASTER OF ARTS (History)
Second Semester
Paper Code 16JRM01
MEDIA AND SOCIETY

Total Marks: 100
External Marks: 80
Internal Marks: 20
Time: 3 Hours

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

Master of Arts Political Science

Directorate of Distance Education

Maharshi Dayanand University, Rohtak

Programme Co-ordinator

Dr. Jagbir S. Narwal

An Overview

Political Science is a social science oriented around the study of politics and government. The Political Science in the Directorate of Distance Education at Maharshi Dayanand University is large and active, with full-time faculty working in all aspects of the discipline. We offer Master's degree in Political Science with the subject of Diplomacy and Indian Government and Politics, Western Political Thought, Research Methodology and Public Administration, as well as other course at Master's level in Political Science. We regularly offer a range of courses that cover central issues and questions in the study of politics and government, including courses on the Indian political system (e.g., constitutional rights and liberties, the parties and interests groups, and political behavior); World Politics (e.g., international relations, international law and organizations, American foreign policy); Comparative Politics (the politics and government in the major regions of the world, e.g., Western and Eastern Europe, the Middle East, Latin America, Africa, and Asia); Political Philosophy; and Public Administration.

We prepare our students for their futures, whether in advanced studies or careers, and as citizens. Our alumni go on to study at top graduate and professional schools. Other alumni find careers in business, the Foreign Service, the armed forces, federal, state, and local government, law enforcement, lobbying, and non-profit organizations. Some of our alumni serve in different important positions in abroad. Some of our alumni have successful careers in academic political science, including the president of a university, deans, and department chairs.

Our students study with an expert and engaging faculty, who themselves are involved in a wide range of research projects. Several members of our faculty have received awards for outstanding teaching and in recognition of their scholarly research. Many of our faculty also have experienced working in government and politics, and bring that experience to the classroom. We also encourage our students to take advantage of opportunities to undertake internships and other experiences in applied settings, and to study abroad—which are increasingly important in the global environment. There are opportunities for students to engage in research projects of their own, and funding may be available from college or university programs.

Programme's Mission and Objectives

1. Students will acquire a working knowledge of the Indian political system. This will include gaining an understanding of the nation's political institutions, political culture, and political ideologies, as well as how public policy is decided upon and implemented.
2. Students will come to understand that there are various types of political systems around the world, and that these may differ from each other with regard to their individual political institutions, political culture, political ideologies, and public policies.
3. Students will learn about the concepts, theories, and data needed to comprehend the interactions of nations that constitute international relations, and the nature of such global institutions as the United Nations, regional alliances, and international law.
4. Students will become aware of the crucial questions raised by classical and contemporary political philosophers, and of some of the solutions proposed by them to answer fundamental questions about the role of politics in human life.
5. Students will come to understand the means of inquiry in the social sciences generally, and in political science in particular. This will include an understanding of how knowledge about politics and government is generated by political scientists working within their discipline.
6. Students will be prepared to take entry level jobs in the public or private sector or to undertake graduate study, whether academic (e.g., master's or doctoral programs in political science) or professional (e.g., law or public administration).

Nature of prospective Target group of learner

The Undergraduates from an University intending to earn a Master's or PhD degree in the Political Science The objective of the Higher Educational Institution of Excellence Ranking is to fill the existing gap of information sought after by students who are in their final stage of (or just finished) their undergraduate studies and who intend to pursue a master's or PhD degree. Besides general information on the institutions in the ranking, these students will benefit by receiving more in-depth information

on a highly selective group of top class Higher Education Institutions (HEIs) in the fields of political science and other social sciences . The information is presented separately according to the different disciplines and according to the multi dimensional approach of the HEI. This approach does not show a league table but rather, depending on different indicators, groups of particularly excellent HEIs. The information is divided into the different disciplines and according to the HEI-Ranking

1. Neither an aggregation of individual indicators nor an overall score for an entire HEI, but rather a subject-related presentation of results. No weighed overall score for the research performance of a faculty, but rather a consideration of each indicator separately. No league table or ranks, but rather profiles of excellent HEIs.
2. The excellent HEIs can benefit on various ways. Firstly, being selected out of approximately 4.500 HEIs in the whole of Europe may be regarded as a highly useful marketing tool. Secondly, the CHE Excellence Ranking informs prospective master's and PhD students and thus can be perceived by the included HEIs as an outstanding opportunity for student recruitment. Finally, the HEIs are able to compare their performance in a broad variety of aspects to that of other European HEIs of similar excellence. This will allow them to identify areas in which they may be able to improve upon their standards.
3. Organizations such as foundations and other funding institutions are continuously in need of information regarding excellent higher education institutions whose programmes might best serve their grantees. The CHE
4. Excellence Ranking will provide such information with an awareness of the limitations of certain indicators. Moreover, it will allow the public to have
5. An inside view into the research abilities and teaching capacities in the surveyed fields of the finest higher education institutions in Europe. Thus, the ranking will help to promote the knowledge society and will also prepare the included fields for the increasing demand for lifelong learning.

Facilities and Resources

We admit the most academically able, and motivated students to our courses and provide them with inspiring teaching that's world class. We're also confident that we offer the best resources and facilities to support their learning.

Library Services

When students need to borrow books and study materials or get research help, the Vivekanand Library is here to serve and support students, faculty, staff and community users.

The Vivekanand Library vigorously and visibly sustains the distinctive mission and vision of M D University. By offering unimpeded access to quality resources, services, and programs, we nurture and challenge users to take responsibility for maximizing their potential as scholars. Supporting a diverse intellectual community, the library staff works together in providing meaningful contributions to the Directorate of Distance Education unique teaching and learning environment through:

- Library and information literacy instruction
- Reference service
- Archives and Special collections
- Standard library cataloging and classification practices
- Copyright compliance
- Collaboration with campus and community constituencies
- Providing public computers and other necessary equipment
- Appropriate staffing, facilities, furnishings, and open hours
- Effective web site presence and content
- Assessment of resources, services, and programs

Admission Procedure

Applicant should complete the online application form and submit the same along with the admission application fee, which is non-refundable.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (Political Science)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (Political Science) First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16POL21C1	Western Political Thought-I	80	20	100	3	3 Hours
16POL21C2	Indian Govt. & Politics-I	80	20	100	3	3 Hours
16POL21C3	International Politics-I	80	20	100	3	3 Hours
16POL21C4	Public Administration-I	80	20	100	3	3 Hours
16POL21C5	Research Methodology-I	80	20	100	3	3 Hours

M.A. (Political Science) Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16POL22C6	Western Political Thought-II	80	20	100	3	3 Hours
16POL22C7	Indian Govt. & Politics-II	80	20	100	3	3 Hours
16POL22C8	International Politics-II	80	20	100	3	3 Hours
16POL22C9	Public Administration-II	80	20	100	3	3 Hours
16POL22C10	Research Methodology-II	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRMO1	Media & Society	80	20	100	3	3 Hours

MASTER OF ARTS (Political Science)

First Semester

Paper code: 16POL21C1

Paper-I Western Political Thought- I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time =3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

PLATO :

Conception of Ideal State,

Concept of Justice,

Theory of Education,

Theory of Communism.

Unit-II

ARISTOTLE:

Theory of Origin and Nature of State,

Theory of Revolution

Views on Slavery and Property,

Aristotle as the First Political Scientist.

Unit-III

St. AUGUSTINE :

Ideas on the Relationship between the State

St. THOMAS ACQUINAS :

Ideas on Relationship between the State and Church.

Classification of Laws.

Unit-IV

MACHIA VELLI :

Views on Politics and Statecraft.

Views on Ethics, Religion and Politics.

Machiavelli as the Father of Modern Political Thought.

HOBBS :

Human Nature, State of Nature, Social Contract Theory, Theory of Sovereignty.

Individualism and Absolutism in Hobbes's Political Thought.

Suggested Reading :

Allen, J.W. : A History of Political Thought in the Sixteenth Century.

Barker, Ernest : The Political Thought of Plato and Aristotle.

Barker, Ernest : Greek Political Theory: Plato and His Predecessors
Dunning, W.A : A History of Political Theories Vol. 1
Ebenstein, W. : Great Political Thinkers
Foster, M.B. : Masters of Political Thought Vol. I
Gettel, R.G. : History of Political Thought
Hearnshaw, F.J.C. : The Social and Political Ideas of Some Great
Medieval Thinkers.
Jones, W.T. : Masters of Political Thought Vol. II.
Leo Strauss : The Political Philosophy of Hobbes
Maxey C.C. : Political Philosophies
Sabine, George : A History of Political Theory
Ullmen, Water : History of Political Thought: The Middle Ages.
Popper, Karl : Open Society and its Enemies.

MASTER OF ARTS (Political Science)

First Semester

Paper code: 16POL21C2

Paper – II Indian Govt. & Politics- I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

National movement, Constitutional Developments, Political Legacies and the Making of Indian Constitution.

Unit-II

Ideological basis of the Indian Constitution, Preamble, Fundamental Rights & Duties and Directive Principles.

Unit-III

Structure and Process-I : President, Prime Minister, Council of Ministers, Working of the Parliamentary System.

Unit-IV

Structure and Process-II : Governor, Chief Minister, Council of Ministers, State Legislature.

Suggested Reading :

W.H. Morris Johns : The Govt. and Politics in India.

Granville Austin : Indian Constitution

K.V. Rao : Parliamentary Democracy in India.

V.R. Mehta : Ideology, Modernization and Politics in India.

Rajni Kothari : Politics in India.

Desai, A.R. : Recent Trends in Indian Nationalism.

Smith, Donald E. : India as a Secular State.

K.R. Bombwall : Indian Constitution and Administration.

M.V. Pylee : Constitutional Government.

R.L. Hardgrave : Government and Politics in Developing Nation.

Norman, D. Palmer : Indian Political System.

J.R. Siwach : Dynamics of Indian Government and Politics.

MASTER OF ARTS (Political Science)

First Semester

Paper code: 16POL21C3

Paper – III International Politics- I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

International Politics, Meaning, Nature and Scope, Stages of Growth, International Politics as an autonomous discipline and subject matter of International politics.

Theory and Approaches to study of International relations : Idealist, Realist, System, Decision making, Game and Communication.

Unit-II

National Power : Meaning, Importance and its elements. Limitations of State action : Balance of Power, Collective Security, International Law, International Morality and World Public Opinion.

Unit-III

National Interests and ideology in International Relations. Foreign Policy and its elements; Diplomacy, Features, objectives, functions, types of Diplomacy, Decline and Future of Diplomacy.

Unit-IV

Cold War, End of Cold War and Post Cold War, Non-alignment: Meaning, Features, Bases, Movement, History and Relevance in 21st Century.

Suggested Reading :

A.F.K. Organski : World Politics

B. Bueneja : The Politics of Triangles

B.R. Nanda (Ed.) : Indian Foreign Policy, The Nehru years

Carr, E.H. : The Twenty years Crisis 1919-1939

Doctor, Adi. H. : International Relations: An Introductory Study.

Friedman : Introduction to World Politics

Garg, J.P. : Regionalism in International Politics

Graebner, N.A. : Cold War Diplomacy: American Foreign Policy 1945-1960.

S. Schwarzenberger : Power Politics.

Hans J. Morgenthau : Politics among Nations

Hartman F.H. : The Relations of Nations.

John, H. Herz : International Politics in the Atomic Age

Kim, Y .H. : Twenty Years of Crisis : The Cold War Era

Mahendra Kumar : The Theoretical Aspects of International Politics.

Mishra, K.P. (ed) : Studies in Indian Foreign Policy

Northedge F.S. and Grieve : A Hundred years of International Relations

Palmer & Perkins : International Relations

Rakove M.L. (ed.) : Arms and Foreign Policy in the Nuclear Age

Sprout & Sprout : Foundations of International Politics.

MASTER OF ARTS (Political Science)

First Semester

Paper code: 16POL21C4

Paper – IV Public Administration- I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

Development of Public Administration as a discipline: Public and Private Administration; New Public Administration, Development Administration; Approaches to the Study of Public Administration; Decision Making, Ecological and Systems.

Unit-II

Theories of Organization, Principles of Organization, Hierarchy, Span of Control, Centralization and Decentralization, Delegation, Coordination, Line and Staff Agencies.

Unit-III

Types of Organization : Formal and Informal; Forms of Organization, Department, Public-corporation and board; Chief Executive; Types, Functions and Role.

Unit-IV

Personnel Administration : Recruitment, Training Promotion, Employee Employer Relations.

Books Recommended :

- | | |
|--------------------|--|
| Awasthis, A. and : | : Public Administration Maheshwari, S.R. |
| F. Heady | : Public Administration: A Comparative Perspective |
| F.A. Fesler | : Public Administration: Theory and Practice. |
| Mohit Bhattacharya | : Public Administration |
| Nicholas Henry | : Public Administration and Public Affairs |
| Thomas Vociing and | : Contemporary Public Administration |

Jack Robin
F.W. Riggs : Administration in Developing countries :
The Theory of Prismatic Society.

B.G. Peters : The Politics of Bureaucracy : A Comparative Perspective
M. Albrow : Bureaucracy
P.M. Jackson : The Political Economy of Bureaucracy
J. Bourn : Management in Central and Local Government

S.K. Sharma (ed.) : Dynamics of Development, Vol. I
Ramesh K. Arora : Comparative Public Administration
Glenn Osthal : Public Personnel Administration
Steven W. Hays and : Public Personnel Administration
Richard Problems and Prospectus
J. Burkhead : Govt. Budgeting
C.P. Bhambhari : Public Administration
Herbert : Process in Administrative Organizations
Nichols : Public Administration & Public Affairs
P.C. Jain : Administrative Law.

MASTER OF ARTS (Political Science)

First Semester

Paper code: 16POL21C5

Paper – V Research Methodology- I

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

Scientific Study of Political Science : Scientific Method; Basic Assumptions, Characteristics, Steps and Stages, Limitations of Scientific Method in Political Science Research.

Unit-II

Social Science Research : Meaning, Nature, Objectives and Assumptions.

Problems and Limitations of Social Science Research.

Types of Social Science Research.

Unit-III

Hypothesis : Sources, Types and Nature of Hypothesis. Role of Hypothesis in Political Research.

Nature of Role of Theory in Social Science.

Unit-IV

Selection and Formulation of Research Problem.

Research Design : Importance and Role; Types of Research Design:

Exploratory, Descriptive and Explanatory.

Case Study.

Selected Readings :

Charles Y. Glock (ed.) : Survey Research in Social Sciences (New York : Russle Sage Foundation,

H.C. Blalock : An Introduction to Social Research,
Englewood, Cliffs. NJ. Prentice Hall,
1970.

Issak, Alanc : Science and Methods of Political
Science (Ann Arbor Michigan
Dorsey Press, 1969).

Festinger, Leon : Research Methods in the Behaviour
Science.(New York : Holt Rinehart
Winston, Inc., 1953).

Good, W.J. & Hat, : Methods in Social Research
Paul, K. (London: Mc Graw Hill Ltd. 1952)

Moser, C.A. and : Survey Methods in Social
Kaltan, G. Investigation (London: Heinemann
Educational Books, 1958).

Nagel, Ermenst : Structure of Science
(New York : Basic Books, 1961)

Seltiz and others : Research Methods in Social Relations
(New York : Hort, Rinehard and
Winston, 1959).

S.V. Evera : Guide to Methods for Students of
Political Science, Ithaca, NY, Cornell
University Press, 1997.

T.L. Burton and : Social Research Techniques,
G.L. Cherry London, Unwin Hyman, 1989.

MASTER OF ARTS (Political Science)

Second Semester

Paper code: 16POL22C6

Paper – VI Western Political Thought- II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

LOCKE :

Human nature, State of Nature, Social Contract Theory.

Theory of Natural Rights, Views on Limited Government.

ROUSSEAU :

Human Nature, State of Nature, Social Contract Theory, Theory of General Will.

Unit-II

BENTHAM :

Utilitarianism

J.S. MILL:

Revision of Bentham's Utilitarianism.

Theory of Liberty.

Views on Representative Government

Unit-III

HEGEL :

Dialectical Method

Theory of State

T.H. GREEN :

Views on Rights, Freedom and State

Unit-IV

MARX :Theory of Dialectical Materialism,

Theory of Historical Materialism,

Theory of Class Struggle.

Theory of State

Selected Readings :

Althusser Louis : For Marx, London: Cox and Wyman, 1969

Avinery, S. : The Social and Political Thought of Karl Marx,

Cambridge : At the University, Press, 1970.

Dunning, W.A. : A History of Political Theories Vol. II & III

Gettel, R.G. : History of Political Thought

Maxey, C.C. : Political Philosophies

Masters, Roger D. : The Political Philosophy of Rousseau, Princeton

: Princeton University, Press, 1968.

Mulford Sibley : Political Ideas and Ideologies, Delhi : Surjeet

Publication, 1981

Pelezynski, Z.A., ed. : Hegel's Political Philosophy & Perspectives,

Cambridge University Press, 1971.

Sabine, George : A History of Political Theory 5th Edition

Seliger, Martin : The Liberal Politics of John Locke, London,

George Allen & Unwin, 1968.

Stephen, L : The English Utilitarians

Strauss, Leo : The Political Philosophy of Hobbes, Oxford :

Clarendon Press, 1936.

Verma, V.P. : Political Philosophy of Hegel, New Delhi :

Trimurti Publications, 1973.

Wayper, C.L. : Political Thought

MASTER OF ARTS (Political Science)

Second Semester

Paper code: 16POL22C7

Paper – VII Indian Government and Politics- II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

Federalism : Theory and Practice in India : Demands of State Autonomy

and Separatist Movements : Emerging trends in Centre-State Relations.

Unit-II

Judiciary : Supreme Court, High Courts, Judicial Review, Judicial Activism including Public Interest Litigation cases, Judicial Reforms

Unit-III

Political Parties, Pressure Groups, Public Opinion, Media, Peasant

Movements.

Unit-IV

Caste, Class, Gender, Dalit and Regional Issues; Problems of Nation-Building & Integration, Panchayati Raj.

Books Recommended :

G.S. Deol : Nation-Building and Political Development

K.V. Rao : Parliamentary Democracy in India.

Rajni Kothari : Democratic Policy and Social Change in India.

Srinivas, M.N. : Nation Building in Independent India.

Azem, Kauser J. : Political Aspects of National Integration.

Sharma, B.A.V. and : Reservation Policy in India.

Reddy, K.M. eds.

Kharkunis, Sharad : Indian Politics and the role of the Press.

Dhavan, Rajeev : The Supreme Court of India and
Parliamentary Sovereignty.

MASTER OF ARTS (Political Science)

Second Semester

Paper code: 16POL22C8

Paper – VIII International Politics – II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 students shall be asked to attempt one question from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

Globalization, New International Economic order, North-South Dialogue, South-South Co-operation.

Unit-II

Neo-Colonialism and Dependency Theory, Conflict resolution, World Bank and Politics of Environment.

Unit-III

Regional Co-operation, European Community, SAARC, ASEAN, OPEC and OAS, Arms Control and Disarmament.

Unit-IV

India's Role in International Politics

India's Relations with its neighbors.

Distinguishing features of Indian Foreign Policy and Diplomacy.

Selected Readings :

- A.F.K. Organski : World Politics
B. Bueneja : The Politics of Triangles
- B.R. Nanda (Ed.) : Indian Foreign Policy, The Nehru years
- Carr, E.H. : The Twenty years Crisis 1919-1939
- Comb, J.A. Views of American Diplomacy Harper & Row.
- Doctor, Adi. H. : International Relations : An Introductory Study
- Friedman : Introduction to World Politics
- Garg, J.P. : Regionalism in International Politics
- Graebner, N.A. : Cold War Diplomacy : American Foreign Policy 1945-1960.
- G. Schwarzenberger : Power Politics
- Hans J. Morgenthau : Politics among Nations
- Hartman F.H. : The Relations of Nations.
- John, H. Herz : International Politics in the Atomic Age
- Kim, Y.H. : Twenty Years of Crisis : The Cold War Era
- Mahendra Kumar : The Theoretical Aspects of International Politics.
- Mishra, K.P. (ed). : Studies in India Foreign Policy
- Northedge F.S. and : A Hundred years of International Relations
- Grieve
- Palmer & Perkins : International Relations
- Rakove M.L. (ed.) : Arms and Foreign Policy in the Nuclear Age
- Sprout & Sprout : Foundations of International Politics.

MASTER OF ARTS (Political Science)

Second Semester

Paper code: 16POL22C9

Paper – IX Public Administration – II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

Bureaucracy : Theories, Types and Roles, Max Weber and his critics; Civil Servant-Minister relationship.

Unit-II

Financial Administration : Budget and Budgetary process; Performance and Programme Budgeting, Legislative and Administrative control over finance with special reference to India and U.K.

Unit-III

Administrative Culture, Administrative Corruption, Administrative Reforms, Right to Information.

Unit-IV

Grievance - Redressal Institutions : Ombudsman, Lokpal and

Loayukta : Panchayati Raj and Challenges of Development Impact of Liberalization on Public Administration.

Books Recommended:

- Awasthis, A. and : Public Administration Maheshwari, S.R.
- F. Heady : Public Administration : A comparative
perspective
- F.A. Fesler : Public Administration : Theory and Practice
- Mohit Bhattacharya : Public Administration
- Nicholas Henry : Public Administration and Public Affairs.
- Thomas Vocing and : Contemporaty Public Administration Jack Robin
- F.W. Riggs : Administration in Developing countries : The
Theory of Prismatic Society.
- B.G. Peters : The Politics of Bureaucracy : A comparative perspective.
- M. Albrow : Bureaucracy
- P.M. Jackson : The Political Economy of Bureaucracy
- S.K. Sharma (ed.) : Dynamics of Development, Vol. 1
- Ramesh K. Arora : Comparative Public Administration
- Gleemn Osthal : Public Personnel Administration
- Steven W. Hays and : Public Personnel Administration
- Richard Problems and Prospectus
- J. Burdhead : Govt. Budgeting
- C.P. Bhambhari : Public Administration
- Harbert : Process in Administrative Organizations
- Nichols : Public Administration & Public Affairs
- P.C. Jain : Administrative Law.

MASTER OF ARTS (Political Science)

Second Semester

Paper code: 16POL22C10

Paper – X Research Methodology – II

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Note: - The question paper will be divided into five Units carrying equal marks i.e. 16 marks. Students shall be asked to attempt one out of two questions from each unit. Unit five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all questions in unit five shall be compulsory.

Unit-I

Need and Importance of Sampling,

Types of Sampling; Random, Stratified, Multistage,

Purposive, Characteristics and Problems of Representative Sample.

Unit-II

Types and Sources of Data,

Techniques of Data Collection : Interview Schedule, Questionnaire,

Participant, Non-Participant, Observation.

Unit-III

Data Processing and Analysis : Classification, Codification, Tabulation.

Scaling Techniques.

Statistical Analysis : Mean, Median & Mode.

Unit-IV

Analysis of Secondary Data.

Content Analysis

Report Writing

Problem of Objectivity in Social Science Research.

Selected Readings :

- Charles Y. Clock (ed.)
: Survey Research in Social Sciences
(New York : Russle Sage Foundation,
1967)
- H.C. Blalock : An Introduction to Social Research,
Englewood, Cliffs. N.J. Prentice Hall,
1970.
- Issak, Alane : Science and Methods of Political
Science (Ann Arbor Michigan
Dorsey Press, 1969).
- Festinger, Leon and : Research Methods in the Behaviour
Sciences (New York : Holt Rinehart
Winston, Inc., 1953)
- Good, W.J. & Hat, : Methods in Social Research
Paul, K. (London: Mc Graw Hill Ltd. 1952)
- Moser, C.A. and : Survey Methods in Social
Kaltan, G. Investigation (London : Heinemann
Educational Books, 1958)
- Nagel, Ernest : Structure of Science
(New York : Basic Books, 1961)
- Selltiz and others : Research Methods in Social
Relations
(New York : Hort, Rinehard and
Winston, 1959)
- S.V. Evera : Guide to Methods for Students of
Political Science, Ithaca, NY,
Cornell
University Press, 1997.
- T.L. Burton and : Social Research Techniques,
G.L. Cherry London, Unwin Hyman, 1989

MASTER OF ARTS (Political Science)
Second Semester (Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 16GENF1

Total Marks: 50
External Marks: 40
Assignment: 10
Time: 2 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c Our responsibility to ensure welfare of all

MASTER OF ARTS (Political Science)
Second Semester
Paper Code 16JRM01
MEDIA AND SOCIETY

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

Master of Arts in Public Administration

For

Seeking Recognition of UGC, New Delhi

Submitted By:

Dr. Rajesh Kumar Kundu

Programme Coordinator

Dept. of Public Administration (DDE)

Submitted To:

The Director/ Coordinator

Directorate of Distance Education

Maharshi Dayanand University, Rohtak

(A State University Established under Haryana Act No. XXV of 1975)

NAAC 'A' Grade Accredited University

Programme Project Report of Master of Arts in Public Administration

a) Programme Mission & Objectives:

➤ Mission:

Learn with Passion, Discover with Purpose, Create Lasting Value, and Transform Lives.

This mission reflects our efforts to expand student learning, improve faculty research and knowledge as well as become more active stewards in society.

➤ Vision:

To serve the Indian and global society by creating and sharing knowledge in an innovative, inclusive, and collaborative learning-centered environment

➤ Objectives:

The aim and objectives of the Master's Degree in Public Administration is to impart comprehensive knowledge to the learners about the nature of public administration in India in the era of liberalization, privatization and globalization with special reference to the role of the State regarding Public Sector and Public- Private Interface. The growing role of civil society groups, human resources, e-governance and Public systems management are the focal points of this course. This programme is able to develop the conceptual faculties of the learners on various administrative theories, postulates, models, processes, methods, techniques, etc. It is essential to work towards obtaining a global vision based on good practices, to be carried out by public institutions. Besides this, some other objectives of this course are:

- Basically this course provides for the basic grounding in the theory and approaches of Public Administration.
- To enable learners to gain a more detailed knowledge of those aspects of Public Administration in which they wish to specialize.
- To emphasize on the development of critical thinking and research skills which are necessary for understanding the problems of developing countries like India and other parts of the world.
- To enable students to integrate theoretical knowledge and practical experience of Public Administration as a discipline as well as an activity.
- To impart the analytical skills, ethics, accountability, responsiveness, and public service leadership capacity among the students of Public Administration.

b) Relevance of Programme:

The discipline of Public Administration has great opportunities in its behavioral as well as theoretical framework. It has gained opportunity in the era of liberalization, privatization, and globalization as well as in civil societies. The main reason of its popularity is the increasing demand of accountability, transparency and effectiveness in policies and administration, efficiency in citizen-centric and democratic set up of the administrative structure. Now it is being witnessed as a part of the new public management and Entrepreneurial governmental functions. Good-governance, e-governance, ethical governance corporate-governance etc. are the watchwords of 21st century. So, public administration as an activity as well as the field of study is the pivot of various fields of governance. The subject of Public Administration is the leading subject in civil services examinations apart from All India Services, Central Services and State

Civil Services. From the career prospects, the modern competitive world has given rise to a huge requirement of specialized and educated public administrators. There are number of career prospects for trained and motivated public administrators in the field of public as well as private sectors like: Administrative Officers, Human Resource Managers, Corporate Managers in Private Sector, Labour Welfare Officers/Inspectors in State Governments as desirable qualification, Assistant Provident Fund Commissioners in Employees' Provident Fund Organization, Ministry of Labour & Employment as desirable qualification, Liaison Officer, consultant in budget and financial analysis, conducting research related to public relations or marketing, policy advisors, programme development and implementation, problem solving and critical thinking as well as oversight of managerial or leadership programmes etc.

Teaching has recently turned into good option for a public administrator as public administration is one of the most favorite courses in educational institutions. Different Universities have started M.A., M. Phil & Ph.D. courses in Public Administration, Social Welfare Administration, Development Administration, Police Administration, Disaster Management, Public-Policy, Labour Welfare Administration, Human Rights, Office Management, Banking and Insurance Administration, Governance and Administration, Terrorism Management etc.

c) **Nature of Prospective Target Group of Learners:**

- In-service persons
- Working class people
- Competitive examination preparing students
- Married women
- Military personnel

- Old age persons who could not get the opportunity in student life

d) **Appropriateness of Open and Distance Learning Mode:**

The emergence of new forms of distance learning based on new information and communication technologies; in particular those supported by the Internet and using the World Wide Web, have significant pedagogical, economic and organizational implications. Furthermore, there is a significant trend towards intensifying globalization. Institutional and inter-governmental co-operation is increasing, and the global classroom has been realized in quite a number of projects, particularly in connection with emerging global communication networks. Lack of infrastructure and professional competence in open and distance learning remain important barriers. Nevertheless, these forms of educational delivery have come to stay, and many countries are looking at open and distance learning as a major strategy for expanding access, raising quality and ensuring cost-effectiveness. The need to extend learning opportunities over the whole life span and the changing demands concerning mass education and the need for new skills represent challenges that are not easily met by conventional structures and institutions. Governments, industry and educational institutions are eager to develop effective applications of new technologies and at the same time meet the needs of learners. However, conventional ways of teaching continue to thrive, and the field shows a great variety of approaches to the implementation of new strategies, with varying success.

e) **Instructional Design:**

- Programme Duration: 2 Years
- Faculty and Staff Requirement: One Associate Professor, One Assistant Professor

- Instructional Delivery Mechanism: Through Personal Contact Programme and Online
- Mode of Instructions: Print and Online

Student Support Service System:

Student support services make up the element of distance education most nearly akin to traditional education. So, these are the main methods of student support service.

- Class teaching at study centers i.e. Personal Contact Programme (PCP);
- Individual tutorials at study centers or other locations;
- Counseling sessions at study centers;
- Correspondence with tutor and counselor;
- Telephone contact with tutor and counselor;
- Computer mediated communication;

This list is by no means exhaustive. But it does serve to illustrate that there is an almost infinite variation in student support systems in distance education. Each student support system represented in any distance teaching system is unique.

f) **Admission Procedure:** Online Mode

- Curriculum Transaction & Evaluation: Print and Online
- Laboratory Requirement: NIL

g) **Library Resources:** Books, Journals (print & on-line), Magazines, E-Library Facility, Computers, printers, software, bookshelf, almirah, human resource.

h) **Cost Estimate of Programme:** Rs. 21,48,98,000/- (for all the programmes)

- i) **Quality Assurance Mechanism:** As per Annexure II of University Grants Commission Notification dated 23.06.2017.
- j) **Programme Design & Development Guidelines:** As approved by the Statutory body of M.D. University, Rohtak.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Arts (Public Administration)
Two Year Programme
w.e.f. Session 2020-21**

M.A. (Public Administration) First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16PUB21C1	Administrative Theory - I	80	20	100	3	3 Hours
16PUB21C2	Administrative Thought – I	80	20	100	3	3 Hours
16PUB21C3	Indian Administration	80	20	100	3	3 Hours
16PUB21C4	Comparative Public Administration - I	80	20	100	3	3 Hours
16PUB21C5	Financial Administration - I	80	20	100	3	3 Hours

M.A. (Public Administration) Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16PUB22C1	Administrative Theory - II	80	20	100	3	3 Hours
16PUB22C2	Administrative Thought – II	80	20	100	3	3 Hours
16PUB22C3	State Administration	80	20	100	3	3 Hours
16PUB22C4	Comparative Public Administration - II	80	20	100	3	3 Hours
16PUB22C5	Financial Administration - II	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRM01	Media & Society	80	20	100	3	3 Hours

DIRECTORATE OF DISTANCE EDUCATION

MAHARSHI DAYANAND UNIVERSITY, ROHTAK



Syllabus

Master of Arts (Public Administration)

Two Year Programme

Programme Specific Outcomes

Nowadays, the discipline and activities of Public Administration infiltrates in almost every aspect of human life. It has greater opportunities in its behavioural as well as theoretical framework. Since independence, the administration of the country has to deliver as per the expectations of the common masses. Therefore, the detailed study of the discipline has been stressed on in the era of Liberalization, Privatization, Globalization and aware civil society because of increasing demand of accountability, transparency, people-centric, efficiency and democratic setup of the administrative structure. As a subject, public administration has been popularly chosen for civil services and also getting implemented for teaching at various schools, colleges and universities. Students have gained in-depth knowledge about various types of administration such as

Police administration, Health administration, judicial administration, Personnel administration, Local administration, Public-Private Partnership, Administrative Law, Tax administration, etc. The programme specific outcomes of the Two Year (Four Semester) M.A. Public Administration programme are as under:

PSO-1. Deliberate about the administrative techniques, process and ethics.

PSO-2. Encourage the students for effective participation in governance process.

PSO-3. Boost in the confidence level of students while dealing with administrative officials and political leaders.

PSO-4. Increase awareness level about administrative procedures and documentation.

PSO-5. Help various job holders to easily adapt in administrative environment regarding code of conduct, service rules and their duties.

PSO-6. Capacity building in managing the administrative and social conflicts.

PSO-7. Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.

PSO-8. Development in the research aptitude and a habit of seeing things differently angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

The entire course will be of four semesters.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
First Semester
ADMINISTRATIVE THEORY - I
PAPER CODE: 16PUB21C1

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.

CO-2. Explain the operational working of an organizational structure.

CO-3. Get the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between fields and headquarter.

CO-4. Identify about the means of ensuring accountability in the administrative system.

UNIT-I

Concept of Public Administration-Meaning, Nature, Scope and Significance,

Evolution of Public Administration & Present Status

Public and Private Administration;

New Public Administration, New Public Management Perspective.

UNIT-II

Organization-Meaning and Bases; Types & Principles,

Structure of Organization: Chief Executive, Line, Staff & Auxiliary agencies,

Department, Public Corporation, Board and Commission,

Headquarter-Field Relationships

UNIT-III

Theories of Administration: Scientific Management Theory, Classical Theory, Human Relations

Theory, Bureaucratic Theory, Public Choice Theory

UNIT-IV

Concept of Accountability and Responsibility,

Control over Public Administration: Legislative, Executive and Judicial Control,

Role of Media & Civil Society,

Citizen Charters: Enhancing Accountability in Service delivery

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L.and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Presthus, Robert, Public Administration, New York, the Ronald Press, 1975.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
First Semester
ADMINISTRATIVE THOUGHT-I
PAPER CODE 16PUB21C2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Examine the impact of Kautilya's administrative thought in the modern world.

CO-2. Know the ethical values essential for reducing corruption from administration.

CO-3. Realise basics of administrative reforms and their impact on administration.

CO-4. Describe that which type of thought, thinkers have and what they have contributed in Public Administration.

UNIT-I

Kautilya, Mahatma Gandhi, Sardar Vallabhbhai Patel.

UNIT-II

B.R. Ambedkar, Jawaharlal Nehru, Paul H. Appleby.

UNIT-III

Woodrow Wilson, L.D. White, Gulick and Urwick.

UNIT-IV

Henry Fayol, F.W. Taylor, M.P. Follett.

Suggested Books:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi, Laxmi Publications, 2014. (2nd Edition)
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998.
- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3rd Edition.
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.

- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

MASTER OF ARTS (PUBLIC ADMINISTRATION)
First Semester
Indian Administration
PAPER CODE 16PUB21C3

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

- CO-1.** Describe about the evolution of Indian administration.
- CO-2.** Learn the operation working of Chief Executive and various ministries in India.
- CO-3.** Explain the working procedure of significant Ministries of Central Government.
- CO-4.** Observe the role of civil services and Generalists Vs Specialist Controversy.

UNIT-I

Evolution of Indian Administration: Ancient Administration, Mughal Administration and British Administration, Features of Indian Administration, Role of Indian Administration in Socio-Economic and Political Development.

UNIT-II

Chief Executive: Powers, Position and Role of President and Prime Minister in India Administration, Prime Minister Office (PMO), Organisation and Functions of Cabinet Secretariat and Central Secretariat.

UNIT-III

Organization and Functions of Ministries of Home Affairs, Finance, Defence and Personnel, Public Grievance and Pension at the Central Level.

UNIT-IV

Civil Services: Role of Civil Services in Indian Administration, Administrative Reforms in India since Independence, All India and Central Services, Generalists Vs Specialist Controversy.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi, Alfa Publications, 2013.

- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
- Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
First Semester
Comparative Public Administration: -I
PAPER CODE 16PUB21C4

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Gain knowledge about various administrative systems.

CO-2. Understand the environmental forces and their impact on the administrative system.

CO-3. Know about the salient administrative features of UK, USA, France, and Japan.

CO-4. Discuss the working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

UNIT-I

Comparative Public Administration: Meaning, Nature, Scope and Significance; Evolution: Pre & Post 2nd World War Phase, CAG phase & SICA phase; Salient features of Administration in Developed & Developing Countries.

UNIT-II

Approaches: Structural Functional approach, Behavioral approach and Ecological approach, Environment of Administration: Social, Political, Economic & Cultural.

UNIT-III

Salient features of Administration in UK, USA, France, and Japan.

UNIT-IV

Chief Executive of UK, USA, France, and Japan.

Suggested Books:

- Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.

- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
First Semester
Financial Administration -I
PAPER CODE 16PUB21C5

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Highlight the impact of Liberalization, Privatization and Globalization impact on Financial Administration Process.

CO-2. Analyze about adoption of appropriate method of Budget for Indian Financial Management and efficient Process of Budget.

CO-3. Evaluate the role of Finance Ministry and specific Financial Management Committees for socio-economic Development.

CO-4. Examine the role of Finance Commission and Reserve Bank of India in Monetary and Fiscal Policies of India.

UNIT-I

Financial Administration: Evolution, Meaning, Nature, Scope and Significance;

Public Finance: Meaning, Nature, Scope and Significance;

Public Revenue: Classification and Sources;

Public Expenditure: Classification and Similarities & Dissimilarities between Public and Private Expenditure

UNIT-II

Budget: Evolution, Meaning and Importance, Types and Principles; Line Item Budget, Performance Budget, Zero Base Budgets; Budget Process Cycle, Budget as a tool of Financial Control & Socio-Economic Development.

UNIT-III

Ministry of Finance, Estimates Committee, Public Accounts Committee, Committee on Public Sector Undertakings, Comptroller and Auditor General of India.

UNIT-IV

Reserve Bank of India, Central Finance Commission, State Finance Commission, Fiscal Responsibilities and Budget Management Act, 2003, Problems and Prospects of Financial Administration in India.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.

- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.
- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Deport, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
Second Semester
Administrative Theory-II
PAPER CODE 16PUB22C1

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Become well versed with the theories of Public Administration.

CO-2. Comprehend about the Organizational Behaviour in an administrative system.

CO-3. Know about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.

CO-4. Aware about the Emerging Trends in Public Administration

UNIT-I

Administrative Behaviour:

Decision Making Theories: Process & Techniques,

Motivation Theories,

Leadership Theories

Process & Types of Communication.

UNIT-II

Contemporary Approaches of Administration: Behavioral Approach & Systems Approach

Ethics & Integrity in Administration

Administrative Corruption: Causes and Consequences.

Impact of Liberalization, Privatization & Globalization on Public Administration

UNIT-III

Citizens and Administration:

People's Participation in Administration,

Citizens' Grievances & their Redressal: Concept of Ombudsman & its features,

Indian Ombudsman: Lokpal & Lokayukta,

Right to Information: Legal Provisions & Implementation

UNIT-IV

Emerging Trends in Public Administration: Concept of Good Governance,

E-Governance: Use of ICT in Administration,

Public Private Partnership (PPP),

New Public Service, Networking Governance

Suggested Books:

- Arora, Ramesh K. (ed.), *Administrative Theory*, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, *Administrative Theory*, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, *Public Administration (Administrative Theories)*, Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, *Public Administration: Concept and Theories*, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, *Public Administration in a Globalizing World: Theories and Practices*, Sage, New Delhi, 2012.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), *Public Administration: Concepts, Theories and Principles (Eng)*, Telugu Akademi, Hyd, 2011.
- Dubey, R.K., *Aadhunik Lok Prashasan: Modern Public Administration*, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L. and Kuldeep Fadia, *Public Administration*, Agra, Sahitya Bhawan Publication, 2000.
- Goel, S.L., *Advance Public Administration*, Delhi, Deep & Deep Publication, 2003.
- Henry, Nicholas, *Public Administration and Public Affairs*, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, *Public Administration Theory & Practice*, Pearson Education India, 2010.
- K.K. Puri and G.S. Brara, *Public Administration: Theory and Practice*, Bharat Prakashan, Jalandhar, 2000.
- Kataria, Surender, *Public Administration*, Jaipur, Malik & Company, Latest edition. (Hindi Medium).
- Leary Rosemary O', *The Future of Public Administration. Around the World: The Minnowbrook Perspective*, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., *Theories and Concepts in Public Administration*, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) *Toward a New Public Administration-The Minnowbrook Perspective*, C.A. Chandler, Novato Publishing Co., 1971.
- Nigro, Felix and Lyoyd G. Nigro, *Modern Public Administration*, New York, Harper and Row, 1984.
- Polinaidu, S., *Public Administration*, New Delhi, Galgotia, 2010.
- Puri, K.K. and G.S. Brara, *Public Administration: Theory and Practice*, Jalandhar, Bharat Prakashan, 2000. (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, *Administrative Theory*, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), *Defining Public Administration*, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, *Public Administration in Theory and Practice*, Allahabad, Kitab Mahal, 2006. (English & Hindi Medium)
- Siuli Sarkar, *Public Administration in India*, PHI, New Delhi, 2009.

- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
Second Semester
Administrative Thought-II
PAPER CODE 16PUB22C2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Discuss that how behavioral aspects of human affect the output of the organization.

CO-2. Identify the different factors which can motivate the person to work efficiently.

CO-3. Expose that how the management techniques can be used to increase the performance of the administration.

CO-4. Conceptualize the policy formulation and implementation process in governance.

UNIT-I

Elton Mayo, C.I. Barnard, Herbert Simon.

UNIT-II

Abraham Maslow, Douglas McGregor, Fredrick Herzberg.

UNIT-III

Chris Argyris, Rensis Likert, Peter Drucker.

UNIT-IV

Max Weber, Yehezkal Dror, Dwight Waldo, Paul H Appleby.

Suggested Books:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avam Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)
- Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010. (Hindi & English)
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.

- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

MASTER OF ARTS (PUBLIC ADMINISTRATION)
Second Semester
State Administration
PAPER CODE 16PUB22C3

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

- CO-1.** Describe the working of Chief Executive and various state departments.
- CO-2.** Explain about the operational aspect of important Commissions in Haryana state.
- CO-3.** Evaluate structure and functions of Divisional and District Administration.
- CO-4.** Examine the role of District Planning Committee & PRIs in rural development.

UNIT-I

Political Executives at State Level: Governor & Chief Minister, State Secretariat: Organization & Functions, Role of Chief Secretary in State Administration.

UNIT-II

Organization and Functions of Home Department, Finance Department, Agriculture Department, Food and Supply Department in Haryana

UNIT-III

Organization and Functions of State Finance Commission, Haryana Urban Development Authority, Lokayukta, Haryana Public Service Commission, State Election Commission.

UNIT-IV

Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- Arora, Ramesh K. (ed.), Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon, 2006.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Aziz Abdul (eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Bajpai, A. Panchayati Raj in India: A New Thrust, Delhi, Sahitya Prakashan, 1995.

- Bandhopadhyay, D. & Amitava Mukherjee, *New Issues in Panchayati Raj*, New Delhi, 2004.
- Barthwal, C.P., *Indian Administration Since Independence*, Lucknow, Bharat Publishers, 2003.
- Bava, Noorjahan. (ed.), *Public Administration in the 21st Century*, New Delhi, Kanishka, 2004.
- Bhambhri C.P., *Public Administration in India*, New Delhi, Vikas, 1976.
- Chakravarty, Bidyut & Mohit Bhattacharya, *Administrative Change and Innovation*, New Delhi, OUP, 2005.
- Goyal, Vijay Kumar and B.K. Garg, *Rural Development Administration*, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, *Indian Administration: Evolution & Development*, Wisdom Press, New Delhi, 2013.
- Jha, Rajesh K., *Public Administration in India*, Pearson Publication, Delhi, 2012.
- R.K. Arora, *Indian Public Administration: Institutions and Issues*, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., *Indian Administration: Retrospect and Prospect*, Rawat Publication, Jaipur, 2009.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
Second Semester
Comparative Public Administration-II
PAPER CODE 16PUB22C4

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Become aware about the contribution of the leading scholars in the field of Comparative Public Administration.

CO-2. Gain knowledge about the operational working of local governments in parliamentary, presidential, dual and plural executive systems.

CO-3. Aware about the accountability mechanism of administrative systems in various developed countries.

CO-4. Learn how the complaints of the citizens in these developed countries are handled.

UNIT-I

Contribution of F.W. Riggs, Ferrel Heady and Siffin in Comparative Public Administration.

UNIT-II

Local government of UK, USA, France and Japan.

Unit-III

Accountability: Control Machinery in UK, USA, France, and Japan.

Unit-IV

Grievances Redressal Machinery in UK, USA, France, and Japan.

Suggested Books:

- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.

- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Ridley, F.F., Government and Administration.in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co, 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Develped Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957

MASTER OF ARTS (PUBLIC ADMINISTRATION)
Second Semester
Financial Administration-II
PAPER CODE 16PUB22C5

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Acquaint with the role of Monetary, Fiscal and Disinvestment Policy.

CO-2. Explain the Parliamentary control over Finance, Delegation of Financial Powers in relation to Centre and States.

CO-3. Familiar with Modified Accounting System and Performance Audit as well as the basics of Accounting and Auditing System

CO-4. Describe the organization and functions of Central Board of Direct Taxes and Central Board of Excise and Custom as well as features of different committees and Commission of Tax Reforms

Unit-I

Monetary Policy of India: Meaning, Objectives, types and Instruments;

Fiscal Policy of India: Meaning, Objectives, Techniques and Limitations;

Disinvestment Policy of India: Meaning, Objectives, Importance and Features;

Role of International Monetary Fund in Monetary Policy.

Unit-II

Fiscal Federalism in India, Delegation of Financial Powers, Parliamentary Control over Public Finance, Public Debt.

Unit-III

Accounting System in India: Evolution Meaning, Objectives, Forms and Characteristics; Controller General of Accounts; Auditing System in India: Evolution, Meaning, Objectives and Characteristics, Second Administrative Reforms Commission and Financial Management.

Unit-IV

Tax Administration: Evolution, Meaning Importance, Principles and Types of Taxation, Central Board of Direct Taxes, Central Board of Excise and Custom, Goods and Services Tax.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.

- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.
- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S., Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

MASTER OF ARTS (PUBLIC ADMINISTRATION)

Second Semester
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 16GENF1

Time: 02 Hours

Total Marks: 50
Term End Examination: 40
Assignment: 10

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

MASTER OF ARTS (PUBLIC ADMINISTRATION)
Second Semester
Paper Code 16JRM01
MEDIA AND SOCIETY

Time Allowed 3 hrs

Term End Examination 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

Master of Commerce

For

Seeking Recognition of UGC, New Delhi

Submitted By:

Dr. Vazir Singh Nehra

Programme Coordinator

Dept. of Commerce (DDE)

Submitted To:

The Director/ Coordinator

Directorate of Distance Education

Maharishi Dayanand University, Rohtak

(A State University Established under Haryana Act No. XXV of 1975)

NAAC 'A' Grade Accredited University

Programme Project Report of Master of Commerce

a) Programme Mission & Objectives:

➤ Mission:

Learn with Passion, Discover with Purpose, Create Lasting Value, and Transform Lives. This mission reflects our efforts to expand student learning, improve faculty research and knowledge as well as become more active stewards in society.

➤ Vision:

To serve the Indian and global society by creating and sharing knowledge in an innovative, inclusive, and collaborative learning-centered environment

➤ Objectives:

The aim and objectives of the Master's Degree in Commerce is to impart comprehensive knowledge to the learners about the nature of Commerce in India. In the era of liberalization, privatization and globalization with special reference to changing environment of finance, accounting, marketing and human resources. The growing role of private sector, information technology, integration of national economy with global economy are the focal points of this course. This programme is able to develop the conceptual faculties of the learners on various management theories, postulates, models, processes, methods, techniques, etc. It is essential to work towards obtaining a global vision based on good practices, to be carried out by private and public enterprise.. Besides this, some other objectives of this course are:

- Basically this course provides for the basic grounding in the theory and approaches of Commerce.
- To enable learners to gain a more detailed knowledge of those aspects of Commerce in which they wish to specialize.
- To emphasize on the development of critical thinking and research skills which are necessary for understanding the problems of developing countries like India and other parts of the world.
- To enable students to integrate theoretical knowledge and practical experience of Commerce as a discipline as well as an activity.
- To impart the analytical skills, ethics, accountability, responsiveness and leadership qualities among the students of Commerce.

b) Relevance of Programme:

The discipline of Commerce has great opportunities in its behavioral as well as theoretical framework. It has gained opportunity in the era of liberalization, privatization, and globalization.

- **Commerce tries to satisfy Increasing Human Wants**
- *Commerce helps to Increase our Standard of Living*
- *Commerce Links Producers and Consumers*
- *Commerce Generates Employment Opportunities*
- *Commerce Increases National Income and Wealth*
- *Commerce helps in Expansion of aids to Trade*
- *Commerce helps in Growth of Industrial Development*

The subject of Commerce is the leading subject in civil services examinations apart from All India Services, Central Services and State Civil Services. From the career prospects, the modern competitive world has given rise to a huge requirement of deep knowledge of Commerce. There are number of career prospects for trained and motivated Commerce graduates and post graduates in the field of public as well as private sectors like:teachers, bankers, marketing executives, accountants, Administrative Officers, Human Resource Managers, and Corporate Managers in Private Sector.

Teaching has recently turned into good option for a Commerce as it is one of the most favorite courses in educational institutions. Different Universities have started M.Com., M.Phil & Ph.D. courses in Commerce.

c) **Nature of Prospective Target Group of Learners:**

- In-service persons
- Working class people
- Competitive examination preparing students
- Married women
- Military personnel
- Old age persons who could not get the opportunity in student life

d) **Appropriateness of Open and Distance Learning Mode:**

The emergence of new forms of distance learning based on new information and communication technologies; in particular those supported by the Internet and using the World Wide Web, have significant pedagogical, economic and organizational implications. Furthermore, there is a significant trend towards intensifying globalization. Institutional and inter-governmental co-operation is increasing, and the global classroom

has been realized in quite a number of projects, particularly in connection with emerging global communication networks. Lack of infrastructure and professional competence in open and distance learning remain important barriers. Nevertheless, these forms of educational delivery have come to stay, and many countries are looking at open and distance learning as a major strategy for expanding access, raising quality and ensuring cost-effectiveness. The need to extend learning opportunities over the whole life span and the changing demands concerning mass education and the need for new skills represent challenges that are not easily met by conventional structures and institutions. Governments, industry and educational institutions are eager to develop effective applications of new technologies and at the same time meet the needs of learners. However, conventional ways of teaching continue to thrive, and the field shows a great variety of approaches to the implementation of new strategies, with varying success.

e) **Instructional Design:**

- Programme Duration: 2 Years
- Faculty and Staff Requirement: One Associate Professor, One Assistant Professor
- Instructional Delivery Mechanism: Through Personal Contact Programme and Online
- Mode of Instructions: Print and Online

Student Support Service System:

Student support services make up the element of distance education most nearly akin to traditional education. So, these are the main methods of student support service.

- Class teaching at study centers i.e. Personal Contact Programme (PCP);
- Individual tutorials at study centers or other locations;
- Counseling sessions at study centers;
- Correspondence with tutor and counselor;
- Telephone contact with tutor and counselor;
- Computer mediated communication;

This list is by no means exhaustive. But it does serve to illustrate that there is an almost infinite variation in student support systems in distance education. Each student support system represented in any distance teaching system is unique.

f) **Admission Procedure:** Online Mode

- Curriculum Transaction & Evaluation: Print and Online
- Laboratory Requirement: computer lab

g) **Library Resources:** Books, Journals (print & on-line), Magazines, E-Library Facility, Computers, printers, software, bookshelf, almirah, human resource.

h) **Cost Estimate of Programme:** Rs. 21,48,98,000/- (for all thirteen programmes offered by DDE)

i) **Quality Assurance Mechanism:** As per Annexure II of University Grants Commission Notification dated 23.06.2017.

j) **Programme Design & Development Guidelines:** As approved by the Statutory body of M.D. University, Rohtak.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Commerce (M.Com)
Two Year Programme
w.e.f. Session 2020-21**

Master of Commerce - First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16MCO21C1	Accounting Standards and Financial Reporting	80	20	100	3	3 Hours
16MCO21C2	Statistical Analysis for Business	80	20	100	3	3 Hours
16MCO21C3	Managerial Economics	80	20	100	3	3 Hours
16MCO21C4	Computer Application in Business	60	40 (Practical)	100	3	3 Hours
16MCO21D2	Business Environment	80	20	100	3	3 Hours

Master of Commerce - Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16MCO22C1	Management Accounting	80	20	100	3	3 Hours
16MCO22C2	Investment Management	80	20	100	3	3 Hours
16MCO22C3	Financial Management	80	20	100	3	3 Hours
16MCO22D3	Organizational Behaviour	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRM01	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Syllabus
Master of Commerce (M.Com)
Two Year Programme
w.e.f. Session 2020-21**

PROGRAMME SPECIFIC OUTCOMES:

PSO1: Students will be able to understand the role of business-men, entrepreneurs, managers, consultants, and the same is required for critical decision making.

PSO2: This course provides a learning environment to the students through students can understand the global and national perspective of the economy.

PSO3: The course will provide the skills required for effective communication, decision making techniques which are useful for day to day routine business problems.

PSO4: The course provides a platform for the researchers to get new dimensions for the economy. Through this programme the students will involve in various co-curricular activities; and demonstrate their practical and theoretical knowledge; and gain practical exposure in corporate world.

PSO5: Students can also acquire practical skills to work as tax consultant, audit assistant and other financial supporting services.

PSO6: Students will be able to do higher education and advance research in the field of commerce and finance.

PSO7: Students are able to understand and develop ethical, logical and professional behavior.

PSO8: It helps the students to demonstrate adequate skills, knowledge and ability to nurture them for tackling the different situations of the life for their overall development.

The entire course will be of four semesters.

M.Com (Two Year Course) Semester -I
Accounting Standards and Financial Reporting
Paper Code: 16MCO21C1

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcome:-

CO1: This subject provides detailed insight into accounting regulations and accounting aspects of Companies.

CO2: To know about Stages and Process of Standards settings by ICAI in India along with Compliance and Applicability of Accounting Standards in India.

CO3: To understand the difference between Accounting Standard, IFRS, IASB and FASB and also gain knowledge on Convergence of Indian Accounting Standards with IFRS

CO4: To learn about the IFRS current status and Challenge and also understand the concept of harmonization in Accounting and Reporting.

CO5: It also covers contemporary issues in accounting i.e. Human Resource Accounting, Corporate Social Reporting, Forensic Accounting and Reporting. Environmental Reporting.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-I

Accounting Standards: Meaning, Objectives, Benefits, Scope; Stages and Process of Standards settings in India, Accounting Standards issued by ICAI, Compliance and Applicability of Accounting Standards in India, The Companies (Indian Accounting Standards) Rules, 2015

Unit-II

International Financial Reporting Standards: Meaning, History, Objectives, Scope; Convergence of Indian Accounting Standards with IFRS: Current Status and Challenges; IASB: History, Objectives, Scope; FASB: History and its Pronouncements. Harmonization in Accounting and Reporting.

Unit-III

Financial Disclosures and Reporting: Objectives and Concepts, Developments on Financial Reporting Objectives: True blood Report, Corporate Report, Stamp Report, IASB's and FASB's Conceptual Framework, Corporate Annual Report, Segment Reporting and Interim Financial Reporting.

Unit-IV

Financial Reporting by Mutual funds, Non-banking finance companies, Merchant bankers
Contemporary Issues in Accounting:- Human Resource Accounting, Corporate Social Reporting,
Forensic Accounting and Reporting. Environmental Reporting.

Suggested Readings:-

1. Kenneth S. Most, "Accounting Theory", Ohio Grid Inc.
2. JawaharLal, "Corporate Financial Reporting: Theory and Practice" Taxman, 2nd Ed.
3. Vijay Kumar, M.P, "First Lesson on Accounting Standards", Snowwhite.
4. Glautier, H.W.E. And Undordown, B. "Accounting Theory and Practice" (Arnold Heinemann).

M.Com (Two Year Course) Semester -I
Statistical Analysis for Business
Paper Code: 16MCO21C2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

CO1: Will enable the students to understand the Correlation and Regression Analysis, Probability Distribution: Binomial, Poisson and Normal Distribution

CO2: Will learn the Hypotheses testing, Sampling tests – Large and small Sample tests – Z Test, T-Test.

CO3: Will help students to understand Parametric and Non-Parametric tests.

CO4: Will enable the students understand the Association of Attributes, Chi-Square test etc.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-1 Correlation and Regression Analysis: Partial and Multiple Correlation and Regression (Up to three variables); Probability Distribution: Binomial distribution, Poisson Distribution and Normal Distribution: Their applications to Business.

Unit-2 Statistical Inference:- Test of Hypotheses: Sampling tests – Large and small Sample tests – Z-Test, T-Test.

Unit-3 Analysis of Variance: Introduction, assumptions, Techniques of Analysis of Variance – one way classification and two way classifications. F-Test. Non-Parametric Tests: Sign-Test, Wilcoxon Sign – Rank test, Wald – Wolfowitz test, Kruskal Wallis – H Test and The Mann Whitney – U-Test. Median Test, Run Test

Unit-4 Association of Attributes: Criterion of Independence, Consistency of data (two and three attributes), χ^2 –Test: Conditions for apply χ^2 – Test, Yate's correction, Uses of χ^2 Test, Additive Property of χ^2 ., Misuse of Chi-Square Test and its limitations.

Suggested Readings:

1. Chou-Ya-Lun: Statistical analysis, Holt, Rinehart and Winston.
2. Hooda, R.P: Statistics for Business and Economics, Macmillan India Ltd. New Delhi.
3. Heinz, Kohler: Statistics for Business & Economics, Harper Collins.
4. Hien, L.W: Quantitative approach to Managerial decisions, Prentice Hall, New Jersey, India, Delhi.
5. Lawrence B.Morse: Statistics for Business & Economics, Harper Collins.
6. Levin, Richard I and David S Rubin: Statistics for Management, Prentice Hall of India, Delhi.
7. Watsnam Terry J. and Keith Parramor: Quantitative Methods in Finance, International Thompson Business Press.
8. Ackoff, R.L. and Sasieni, M.W., Fundamentals of Operations Research, John Wiley and sons Inc., New York 1968.
9. Agee, M.H., Taylor, R.E. and Torgersen, P.E., Quantitative Analysis for Management Decisions, Prentice Hall Inc., Englewood Cliffs, N.J., 1976.

M.Com (Two Year Course) Semester -I
Managerial Economics
Paper Code: 16MCO21C3

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

CO1: Will enable the students understand the meaning and nature of managerial economics and also theories of consumer choice

CO2: Will acquaint the students with production and cost functions

CO3: Will help students to understand meaning and nature of macro economics and the concept of inflation

CO4: Will enable the students understand the various macro-economic indicators.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-1 Introduction: Nature, Scope and Significance of Managerial Economics, its Relationship with other Disciplines, Role of Managerial Economics in Decision Making, Fundamental economic concepts: Consumer Behaviour and Demand Analysis: Cardinal and Ordinal Approaches to Consumer Behaviour, Demand Estimation and Forecasting.

Unit-2 Theory of Production and Cost: Managerial uses of Production Function, Short Run and Long Run Production Analysis, Isoquants, Optimal Combination of Inputs, Empirical Estimation of Production Functions; Traditional and Modern Theory of Cost in Short and Long Runs, Economies of Scale and Economies of Scope, Empirical Estimation of Cost Function: Behaviour of Firm under various market situations: Prisoner's Dilemma – Price and Non-price Competition.

Unit-3 Macro economics: Meaning, nature and scope; circular flow of income; multiplier, accelerator and marginal efficiency of capital. Economic growth: measurement and determinants. Inflation: definition, types and strategies to counter inflation

Unit-4 Budgets and budgetary deficits; deficit financing; Public debt operations and its management. Balance of payment management, management of internal and external balance, balance of deficit management; foreign exchange reserves; foreign exchange rate management and its role in managerial decision making; foreign exchange flow. Business cycles and its relevance to managerial economist.

Text Books:

1. Christopher R. Thomas & S. Charles Maurice (2006), Managerial Economics, Tata McGraw Hill, New Delhi.

2. Dean, Joel: Managerial Economics, Prentice Hall, Delhi.
3. Dholkia, R.H. and A.L. Oza: Micro Economics for Management Students, Oxford University Press. New Delhi.

M.Com (Two Year Course) Semester -I
Computer Applications in Business
Paper Code: 16MCO21C4

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcome:

CO1: To know the basics of Computer System, Computer Software & Hardware and Information processing system.

CO2: To understand the differences of types of computer systems, input-output devices, storage devices, communication devices, configuration of hardware devices and their applications.

CO3: To learn about the personal computers, its components, hardware configuration, RAM, factors influencing PC performance, Types of E-Commerce System: B2B, B2C, C2C, C2B, B2G and G2C, electronic Payment Systems.

CO4: To be familiar with Modern network Technologies i.e. LAN, WAN, MAN, E-mail, Internet technologies, World Wide Web and Internet browsing.

CO5: To get practical learning on M.S. Word, Excel, Power Point, Internet Technology – Applications, manager., control panel, paintbrush, calculator, desk top, my computer, settings, find, run etc.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Introduction to computer: Characteristics of computer systems, Various Functional units of computers, Types of computer systems, Introduction to computer Memories: Primary Storage, Secondary storage, Input/Output Devices, Software types: Systems software, Application software, functions of Operating Systems, Computer Networks: Advantages of Networking, Types of Network: LAN, MAN, WAN, Public and Private Network, Data communication Media.

Unit-II

Internet and E-Commerce: Internet concept and Technologies, Internet applications, Internet Accounts, Extranet and E-Mail, Features of E-Commerce, Elements of E-Commerce, Types of E-Commerce System: B2B, B2C, C2C, C2B, B2G and G2C, E-commerce technologies, Types of an Electronic Payment System, Security Schemes of an electronic Payment Systems, E-Commerce On-line Services. Electronic data Interchange (EDI): Basics of EDI, Application of EDI, Advantages of EDI.

Unit-III

Word processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Sorting and tables; Working with graphics; Introduction to mail merge. Spread Sheets: Working with EXCEL-formatting, functions, chart

features; Working with graphics in Excel; using worksheets as database in accounting, marketing, finance and personnel areas. Presentation with Power-Point: Power-point basics, creating presentations the easy way; Working with graphics in Power-Point; show time, sound effects and animation effects.

Unit-IV

Accounting Package-Tally (ERP 9): Features of Tally, Contents of Accounts Info, Menu, Creating Ledgers, Preparation of Vouchers, Inventory Master: Functions in Inventory Information Menu, Inventory Information Menu, VAT (Value added tax) in Tally, Maintenance of Inventory records, Maintenance of Accounting Books and Final Accounts, Generating and Printing of Accounting Reports. Introduction to Statistical Packages (SPSS): Features, Formation of table, Types of graph, uses of SPSS.

Practical Max. Marks: 40

The following areas are to be covered:-

Internet Technology-Applications

M.S.Word, PowerPoint , M.S Excel, Tally and SPSS basic commands.

References

1. Date, C.J: An Introduction to Database Systems, Addison Wesley, Massachusetts
2. Dienes, Sheila S: Microsoft office, Professional for Windows 95; Instant Reference; BPB publication, Delhi.
3. Mansfield, Ron: The Compact Guide to Microsoft office; BPB publication, Delhi.
4. Norton, peter: Working with IBM-PC,BPB Publications Delhi.
5. O'Brian, J.A: Management Information Systems, Tata McGraw Hill, New Delhi.
- 6.Ullman, J.O. Principles of Database Systems, Galgotia Publications, New Delhi.
7. S.anthony raj, Computer applications in Business Himalaya Pubnlshing House,
- 8, T.D.Malhotra, Computer applications in Business Kalyani Pub lishers

M.Com (Two Year Course) Semester -I
Business Environment
Paper Code: 16MCO21D2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

CO1: Systematically explores the external environment-legal & regulatory, macroeconomic, cultural, political, technological and natural.

CO2: Analyze the environment of a business from the legal & regulatory, Macroeconomic, cultural, political, technological and natural perspectives.

CO3: Discuss the supply and demand theory and its impact on insurance.

CO4: Explain the effects of government policy on the economic environment and insurance industry.

CO5: Outline how an entity operates in a business environment.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-1 Theoretical Framework of Business Environment; Government Business Relationship:- Roles of government in business; Economic Implications of Indian Constitution- Preamble, Directive Principles of State Policy, Fundamental Rights, Centre-state relationship; Foreign Investment Policy; FEMA.

Unit-2 Dualism in Indian Society and problem of uneven distribution of income; Emerging rural sector in India; Social responsibilities of Business; Consumerism in India; Consumer Protection Act. Economic Systems and Business Environment; Economic Planning in India – Types of Economic Plan; Pre-requisites of successful economic planning; Latest Five Year Plan.

Unit-3 Economic Reforms in India; Industrial Policy – Policies of Pre and Post liberalization era; Industries (Development and Regulation) Act; Competition Policy and Competition Act; Small Scale Industries – Importance, Problems and Policies; Industrial Sickness – problem, magnitude and remedies.

Unit-4 Public Sector- Objectives, pattern of growth; Changing role of public sector; Privatization and Disinvestments of public enterprises; Pricing policies in public enterprises. Multinational Corporations and its role; EXIM Policy (Latest): An overview of International Economic Institutions and their working – WTO, IMF, World Bank.

Suggested Readings:-

1. S.K.Bedi – Business Environment
2. FransisCherunilam – Business Environment – Himalya Publishing House.
3. P.K.Ghosh – Business & Government – Sultan Chand & Sons.
4. Adhikiary, M: Economic Environment of Business, Sultan Chand & Sons, New Delhi.
5. Ahluwalia. I.J. Industrial Growth in India, Oxford University Press, Delhi.
6. Alagh, Yoginder K: Indian Development Planning and Policy, Vikas Pub, N.Delhi.

M.Com (Two Year Course) Semester -II
Management Accounting
Paper Code: 16MCO22C1

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

CO1: To communicate the major management accounting concepts related to functions of planning, directing, controlling and decision making.

CO2: To make the students able to use management accounting tools for pricing, budgetary control, cost allocation, and performance evaluation as well as the new developments in management accounting knowledge and technique and how to access cost-benefit analysis.

CO3: To evaluate the costs and benefits of different conventional and contemporary costing systems.

CO4: To understand the principles, types, centres, and problems of responsibility accounting and the role of a manager in the process of responsibility accounting.

CO5: To develop the ability among the students to collect, analyse and communicate quantitative and qualitative information to assist management in making effective planning and controlling.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-I Management Accounting-An Introduction: Nature & Scope, Financial Accounting vs. Cost Accounting vs. Management Accounting; Functions, Techniques, Principles; Scope; Utility; Limitations; Essentials for Success. Management Accountant: Position, Role and Responsibility;

Unit-II Budgetary Control: Managerial Control Process; Benefits; Limitations; Installation of the System; Classification of the Budgets; Preparation of different types of Budgets, Performance Budget and Zero-Base Budgeting. Lease Financing – Lease or buy decision; Evaluation of Lease methods

Unit-III Contemporary issues in Management-Accounting: Value Chain analysis; Activity Based Accounting; Quality Costing; Target and Life Cycle Costing.

Unit-IV Decisions Involving Alternate Choices: Cost Concepts Associated with Decision making; Evaluation Process; Specific Management Decisions – Make or buy; Expand or buy; Expand or Contract; Change vs. Status Quo; Retain or Replace; Exploring New Markets; Optimum Product Mix; Adding and Dropping a Product. Responsibility Accounting – Principles; Definition; Types of Responsibility Centers; Prerequisites; Utility; Problems. Reporting to Management- Steps for Effective Reporting; Requisites of Ideal Report; Types of Reports; Uses

Suggested Readings:-

- 1.J.K.Aggarwal, R.K.Aggarwal, M.L.Sharma – Accounting for Managerial Decisions – Ramesh Book Depot., Jaipur.
- 2.R.Kishore – Advance Management Accounting – Taxamn allied Services Pvt. Ltd.
- 3.M.Y.Khan, P.K.Jain – Management Accounting – Tata Mcgraw Hill.
- 4.Horngren, Sundem, Stratton – Introduction to Management Accounting - Pearson Education
- 5.S.N.Mittal – Accounting & Financial Management – Shree Mahavir Book Depot, NaiSarak, New Delhi.
6. Anthony, Robat N., Hawkins and Merchant Management Accounting

M.Com (Two Year Course) Semester -II
Investment Management
Paper Code: 16MCO22C2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

CO1: Will enable the students comprehend the meaning, nature, scope and types of investments

CO2: Will help students understand Capital Market instruments and their operations

CO3: Will lend students ability to make valuation of financial securities

CO4: Will introduce students to the theoretical paradigms of EMH

CO5: Will equip students with skills of fundamental and technical analysis of investments.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-I

Investments: Nature, Scope, Avenues, Elements, Process of Investment; Tax and Transactions Cost in Investment; Risk-Return Analysis- Meaning, Types and Measurement; Time Value of Money; Sources of Financial Information.

Unit-II

Capital Markets: Secondary and Primary, Public Issue: IPO and other types of issues in Securities in India; Stock-Market:- Stock-Exchanges, Listing of Securities, Trading and Settlement; SEBI- Objectives, Function and Evaluation of its role; Intermediaries in the capital markets (including Depositories).

Unit-III

Security Valuation: Bonds/Debentures, Preference Shares, Equity Shares, Options and Futures (With numerical); Security Analysis- Fundamental Analysis (Macroeconomic, Industry and Company analysis), Estimation of Intrinsic Value.

Unit-IV

Technical Analysis: Charting techniques, Dow-theory, Moving Average Analysis, Oscillators Moving Average Convergence-Divergence, Relative Strength Index and Rate of Change, Technical Indicators of Breadth, Sentiments), Testing Technical Trading Rules, Evaluation of Technical Analysis, Efficient Market Theory: Random Walk Theory, Forms and Empirical Evidences of Various Forms of EMH.

Suggested Readings:-

1. Fischer & Jordan, Security Analysis and Portfolio Management, Prentice Hall India.
2. Punithavathy Pandian, Security Analysis and Portfolio Management, Vikas Publishing

House Pvt. Ltd.

3. V. A. Avadhani, Investment and Securities Market in India, Himalaya Publishing House.
4. French, Don, Security and Portfolio Analysis, Merrill Publishing Co.
5. Preeti Singh, Investment Management, Himalaya Publishing.
6. Devin S., Portfolio Management, Prentice Hall.
7. Cheney, Muses, Fundamentals of Investments
8. V. K. Bhalla, Portfolio Analysis and Management, Sultan Chand & Sons
9. Chandra, P. Investment Analysis and Portfolio Management. McGraw Hill Education (India) Pvt. Ltd., New Delhi

M.Com (Two Year Course) Semester -II
Financial Management
Paper Code: 16MCO22C3

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcome:

CO1: Will enable the students understand the meaning and nature of financial management and also the concept of cost of capital

CO2: Will acquaint the students with the leverages, capital structure and dividend decisions

CO3: Will help students to understand the detailed concept of capital budgeting decisions with its various methods and risk analysis pertaining to capital budgeting decisions

CO4: Will enable the students understand the concept of corporate and financial restructuring

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-I

Financial Management: Introduction, Meanings and Definitions, Goals of Financial Management, Finance Functions, Interface between Finance and Other Business Functions, Financial Planning: Introduction, Objectives, Benefits, Guidelines, Steps in Financial Planning, Factors Affecting Financial Planning, Estimation of Financial Requirements of a Firm, Capitalization. Time Value of Money: Introduction, Rationale, Future Value, Present Value, Construction of Present Value Tables and Annuity Tables. Cost of Capital: Introduction, Meaning of Cost of Capital, Cost of Different Sources of Finance, Weighted Average Cost of Capital.

Unit – II

Leverage: Introduction, Operating Leverage, Application of operating leverage, Financial Leverage, Combined Leverage. Capital Structure: Introduction, Features of an Ideal Capital Structure, Factors Affecting Capital Structure, Theories of Capital Structure. Dividend Decisions: Introduction, Traditional Approach, Dividend Relevance Model, Miller and Modigliani Model, Stability of Dividends, Forms of Dividends.

Unit – III

Capital Budgeting: Introduction, Importance of Capital Budgeting, Complexities Involved in Capital Budgeting Decisions, Phases of Capital Expenditure Decisions, Identification of Investment Opportunities, Rationale of Capital Budgeting Proposals, Capital Budgeting Process, Investment Evaluation, Appraisal Criteria. Risk Analysis in Capital Budgeting : Introduction, Types and Sources of Risk in Capital Budgeting, Risk Adjusted Discount Rate, Certainty Equivalent Approach, Probability Distribution Approach, Sensitivity Analysis, Simulation

Analysis, Decision Tree Approach. Capital Rationing: Introduction, Types, Steps Involved in Capital Rationing, Various Approaches to Capital Rationing.

Unit – IV

Corporate Restructuring: Mergers and Acquisitions, Take Overs, Amalgamation, Leverage Buy outs, Management Buy Out Financial Restructuring: Share Split, Consolidation, Cancellation of Paid Up Capital, Corporate Failures and Liquidations

Suggested Readings:

1. *Apte, P.G. Global Business Finance (ed.2002) T.M.H.New Delhi.*
2. *Buckley, Adrian, Multinational Finance, Prentice Hall, New Delhi.*
3. *Henning, C.N. ,W.Piggot and W.H.Scott. Financial Management, McGrawHill (Intl. Edition).*
4. *Shapppro , Alan C. Financial Management, Prentice Hall of India, New.Delhi.*
5. *Sharan,V. Financial Management, Prentice Hall of India, New Delhi.*
6. *Bhalla, V.K. Financial Management, Text & Cases, AnmolPublications,New Delhi*

M.Com (Two Year Course) Semester -II
Organisational Behaviour
Paper Code: 16MCO22C3

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes:

CO1: Students will gain a comprehensive understanding of the concept of Organisational Behaviour and Relationship to other fields and Learning.

CO2: Students will understand about the Attitude, changing of attitude and aspects of personality.

CO3: Students will learn about the Perception, factors influencing perception, Group Dynamics and Team Development.

CO4: Will enable the students to learn about Organisational Conflict, its Dynamics, Traditional and modern approaches to conflict and Organisational development.

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 16 marks each.

Unit-1 Organisational Behavior: concept and significance; Relationship to other fields ;OB Model, ethics and ethical behaviour in organizations. Learning: meaning and definition, process, theories of learning, OB in learning organization.

Unit-2 Attitude: meaning and definition, components, functions, formation, changing of attitude, prejudice and attitude. Personality: meaning and definition, the big five personality model, the Myers-Briggs Type Indicator, additional work related aspects of personality.

Unit-3 Perception: meaning and definition, process, factors influencing perception, perceptual errors or distortions. Group Dynamics and Team Development: Group dynamics- definition and importance, types of groups, group formation, group development, group performance factors, group norms, group status, group size, cohesiveness, social loafing. Team: types, team composition factors, team development.

Unit-4. Organisational Conflict: Dynamics and management; sources, patterns, levels, and types of conflict; Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict. Organisational development: Concept; Need for change, resistance to change; Theories of planned change; organisational diagnosis; OD intervention.

References

1. Griffin, Ricky W: Organisational Behaviour, Houghton Mifflin co., Boston.
2. Hellreigel, Don, John W. Slocum, Jr., and Richards W. Woodman:

3. Organizational Behavior, south western college Publishing, Ohio.
4. Hersey, Paul, Kenneth H. Blanchard and Dewey E Johnson: Management of Organisational Behaviour:
5. Utilising Human Resources, Prentice Hall, New Delhi.
6. Ivancevich; John and Micheol T. Matheson: Organisational Behaviour and Management, Tata McGraw-Hill, New Delhi.
7. Luthans, Fred: Organizational Behaviour, McGraw-Hill, New York
8. Newstrom, John W. and Keith Davis: Organizational Behavior: Human Behavior at Work, Tata McGraw-Hill, New Delhi.
9. Robbins, Stephen P, and Mary Coulter: management, Prentice hall, New Delhi.
- 10 Robbins, Stephen P: Organizational Behavior, Prentice hall., New Delhi.
11. Steers Richard m. and J. Stewart black: organizational Behavior, Hrper Collins college Publishers, New York.
- 12 Sukla, Madhukar: Understanding Organisations: Organisation Theory and Practice in India, Prentice Hall, New Delhi.

M.Com (Two Year Course) Semester -II
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 16GENF1

Time: 02 Hours

Total Marks: 50
External Marks: 40
Internal Marks: 10

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

M.Com (Two Year Course) Semester -II
Paper Code 16JRM01
MEDIA AND SOCIETY

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

M.Sc. Mathematics

M.D. University, a temple of education, is one of the most renowned universities of North India. This is a premier institution with overall excellence, wide horizons and deep commitment towards Nation-building. The university has secured 44th ranking in National University Ranking conducted by NRF Ministry of HRD Govt. of India.

The excellence of the University to such heights depends on several pillars in the institution. The Directorate of M.D. University is one of the strongest pillars of the university and plays noteworthy role in the touching of new milestones.

Among the several subjects offered by the Directorate Distance Education for Undergraduate and Postgraduate Degrees, the subject of Mathematics has got high priority opted by the students under distance mode. It is pertinent to mention that Mathematics is now-a-days the most established medium of research in science subjects.

Relevance:

With the increasing competition among students for the regular courses, M.Sc. Mathematics through Distance mode & other Undergraduate courses offered by the Directorate give a parallel mode of studies to the students in today's cut-throat competition. The Colleges and University Teaching Departments can give admission to only restricted number of students leaving others disappointed and directionless. In such scenario the courses offered by the Directorate for Post Graduate and Under Graduate classes give direction and support to the really aspiring candidates which help them to get better jobs-prospects and better placements both in the private and public sectors. This help as a community services as those from rural areas or poor financial background or serving meager jobs are able to study Mathematics and improve their financial and academic status. Mathematics helps students in competitive and other higher jobs.

The Distance Education courses cater to the needs of a large number of students all over the country. It is worthy to mention that we have huge strength for different courses till this date:

B.A. 1st

B.A. 2nd

B.A. 3rd

M.Sc. Mathematics

M.Sc. Mathematics (Previous)

M.Sc. Mathematics (Final)

The aspiring M.Sc. Mathematics candidates for courses under distance education come from different strata of society. The school-teachers, nurses, army personnel, scientists, businessmen get opportunity to improve their education while fulfilling their responsibilities simultaneously. Female students and house-wives find distance courses in Mathematics quite fruitful as it gives them education without much turbulence at their doorstep. Even mason's or farmer's son can get education through this mode at quite nominal fees & without much hassles.

Instructional Design:

The Directorate of Distance courses related to mathematics subject has adequate instructional design catering to all the requirements of the students right from admission to achieving of Degree. Students have to apply online for admission. They can get all the current instructions & notices through M.D.U. website. Not only registration information but all other rectifications can be got done through E-mail at the students ID-address. The syllabi for various UG & PG courses is displayed on the M.D.U. website.

The study material for various courses is got developed by the most efficient faculty members at quite reasonable costs. It is got printed in book form at the university press. Later on it is send to various Regional centers for distribution to the enrolled students who collect it by hand from the centers at the support-services-camps which are held regularly on the scheduled dates& times. All the information is displayed on the students Notice Board and also through Notices on the University-website. The students, if interested, can have personal information telephone from the Enquiry-Desk at Directorate office. The personnel-staff is always ready to help & guide the distance students through Support Service Camps, Counselling Sessions & Doubt Clearing classes which are held regularly at specified dates & times. The Enquiry-Desk at the Directorate is always for guidance & help to the students both at the personal level & telephonically.

Library Sources-

The Distance course students can have personal access to the books available in the Departmental library. The students can make personal notes for relevant material. Thus the directorate arranges all kinds of help to the students. Even the poor & needy students can manage easily with the facilities given here.

Cost Estimate:

Cost estimate of all the thirteen courses is approximately Rs. 21,48,98,000/- including M.Sc. Mathematics.

Quality Assurance- The number of students taking admission per year increase progressively which indicate that the aims, objectives & mission of the Directorate are being fulfilled. The qualified faculty, study-material prepared for the complete syllabi, regular sessions of the

Counselling and adequate infrastructure together contribute to the effectiveness of the programmes. The quality for the programme will be maintained in accordance with part-III (8) and Annexure-II of University Grants Commission notification dated 23.06.2017.

Programme's Mission

The Directorate of Distance Education give an alternative to the students who cannot get admission in the regular courses due to increasing competition or inaccessibility to such institutions or lack of time or lack of finance. The course offer opportunities to the students for continuing their studies in all circumstances & standing in competition with the regular students in getting jobs & better placement both in public & private sectors.

The main mission of the distance courses is to spread education at every door step and to all the needy, poor, and working sections of the nation with minimum financial burden and least hassles.

In such scenario M.D. University gives the aspiring candidates as the best choice since they find the Directorate catering to all their needs from admission to attaining the Degree. Thus converting their dreams into reality.

Objectives-

The main objective of the Directorate is to prepare our students for successful careers in Academics, Army Services, Call-Centers, Research, Competitive Exams, Company Jobs not only within the country but also abroad.

The students get opportunities for higher studies & go for research related to their areas of interest. The students become aware of the society through the research. Students after studying Mathematics understand life in a better and logical way and become better human-being. The logical studying helps them to solve the puzzles easily and to contribute in various directions of research as well.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Science (Mathematics)
Two Year Programme
w.e.f. Session 2020-21**

Master of Science (Mathematics) - First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16MAT21C1	Abstract Algebra	80	20	100	3	3 Hrs
16MAT21C2	Mathematical Analysis	80	20	100	3	3 Hrs
16MAT21C3	Ordinary Differential Equations	80	20	100	3	3 Hrs
16MAT21C4	Complex Analysis	80	20	100	3	3 Hrs
16MAT21C5	Mathematical Statistics	80	20	100	3	3 Hrs

Master of Science – Mathematics – Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16MAT22C1	Theory of Field Extensions	80	20	100	3	3 Hours
16MAT22C2	Measure and Integration Theory	80	20	100	3	3 Hours
16MAT22C3	Integral Equations and Calculus of Variations	80	20	100	3	3 Hours
16MAT22C4	Partial Differential Equations	80	20	100	3	3 Hours
16MAT22C5	Operations Research Techniques	80	20	100	3	3 Hours
16GENF1	Moral Education	40	10	50	2	2 Hours
16JRMO1	Media & Society	80	20	100	3	3 Hours

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Syllabus
Master of Science (Mathematics)
Two Year Programme
w.e.f. Session 2020-21**

Program Specific Outcomes

Students would be able to:

PSO1 Communicate concepts of Mathematics and its applications.

PSO2 Acquire analytical and logical thinking through various mathematical tools and techniques.

PSO3 Investigate real life problems and learn to solve them through formulating mathematical models.

PSO4 Attain in-depth knowledge to pursue higher studies and ability to conduct research.

Work as mathematical professional.

PSO5 Achieve targets of successfully clearing various examinations/interviews for placements in teaching, banks, industries and various other organizations/services.

The entire course will be of four semesters.

MASTER OF SCIENCE (MATHAMATICS)

First Semester

Paper code: 16MAT21C1

Abstract Algebra

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Apply group theoretic reasoning to group actions.

CO2 Learn properties and analysis of solvable & nilpotent groups, Noetherian & Artinian modules and rings.

CO3 Apply Sylow's theorems to describe the structure of some finite groups and use the concepts of isomorphism and homomorphism for groups and rings.

CO4 Use various canonical types of groups and rings- cyclic groups and groups of permutations, polynomial rings and modular rings.

CO5 Analyze and illustrate examples of composition series, normal series, subnormal series.

Section - I

Conjugates and centralizers in S_n , p-groups, Group actions, Counting orbits.

Sylow subgroups, Sylow theorems, Applications of Sylow theorems, Description of group of order p^2 and pq , Survey of groups upto order 15.

Section - II

Normal and subnormal series, Solvable series, Derived series, Solvable groups, Solvability of S_n - the symmetric group of degree $n \geq 2$, Central series, Nilpotent groups and their properties, Equivalent conditions for a finite group to be nilpotent, Upper and lower central series.

Composition series, Zassenhaus lemma, Jordan-Holder theorem.

Section - III

Modules, Cyclic modules, Simple and semi-simple modules, Schur lemma, Free modules, Torsion modules, Torsion free modules, Torsion part of a module, Modules over principal ideal domain and its applications to finitely generated abelian groups.

Section - IV

Noetherian and Artinian modules, Modules of finite length, Noetherian and Artinian rings, Hilbert basis theorem.

$\text{Hom}_R(R,R)$, Opposite rings, Wedderburn – Artin theorem, Maschke theorem, Equivalent statement for left Artinian rings having non-zero nilpotent ideals.

Radicals: Jacobson radical, Radical of an Artinian ring.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended:

1. I.S. Luther and I.B.S. Passi, Algebra, Vol. I-Groups, Vol. III-Modules, Narosa Publishing House (Vol. I – 2013, Vol. III –2013).

2. Charles Lanski, Concepts in Abstract Algebra, American Mathematical Society, First Indian Edition, 2010.
3. Vivek Sahai and Vikas Bist, Algebra, Narosa Publishing House, 1999.
4. D.S. Malik, J.N. Mordenson, and M.K. Sen, Fundamentals of Abstract Algebra, McGraw Hill, International Edition, 1997.
5. P.B. Bhattacharya, S.K. Jain and S.R. Nagpaul, Basic Abstract Algebra (2nd Edition), Cambridge University Press, Indian Edition, 1997.
6. C. Musili, Introduction to Rings and Modules, Narosa Publication House, 1994.
7. N. Jacobson, Basic Algebra, Vol. I & II, W.H Freeman, 1980 (also published by Hindustan Publishing Company).
8. M. Artin, Algebra, Prentice-Hall of India, 1991.
9. Ian D. Macdonald, The Theory of Groups, Clarendon Press, 1968.

MASTER OF SCIENCE (MATHAMATICS)

First Semester

Paper code: 16MAT21C2

Mathematical Analysis

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Understand Riemann Stieltjes integral, its properties and rectifiable curves.

CO2 Learn about pointwise and uniform convergence of sequence and series of functions and various tests for uniform convergence.

CO3 Find the stationary points and extreme values of implicit functions.

CO4 Be familiar with the chain rule, partial derivatives and concept of derivation in an open subset of \mathbb{R}^n .

Section - I

Riemann-Stieltjes integral, Existence and properties, Integration and differentiation, The fundamental theorem of calculus, Integration of vector-valued functions, Rectifiable curves.

Section - II

Sequence and series of functions, Pointwise and uniform convergence, Cauchy criterion for uniform convergence, Weierstrass M test, Abel and Dirichlet tests for uniform convergence, Uniform convergence and continuity, Uniform convergence and differentiation, Weierstrass approximation theorem.

Section - III

Power series, uniform convergence and uniqueness theorem, Abel theorem, Tauber theorem. Functions of several variables, Linear Transformations, Euclidean space \mathbb{R}^n , Derivatives in an open subset of \mathbb{R}^n , Chain Rule, Partial derivatives, Continuously Differentiable Mapping, Young and Schwarz theorems.

Section - IV

Taylor theorem, Higher order differentials, Explicit and implicit functions, Implicit function theorem, Inverse function theorem, Change of variables, Extreme values of explicit functions, Stationary values of implicit functions, Lagrange multipliers method, Jacobian and its properties.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended:

1. Walter Rudin, Principles of Mathematical Analysis (3rd edition) McGraw-Hill, Kogakusha, 1976, International Student Edition.
2. T. M. Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi, 1974.
3. H.L. Royden, Real Analysis, Macmillan Pub. Co., Inc. 4th Edition, New York, 1993.
4. G. De Barra, Measure Theory and Integration, Wiley Eastern Limited, 1981.
5. R.R. Goldberg, Methods of Real Analysis, Oxford & IBH Pub. Co. Pvt. Ltd, 1976.
6. R. G. Bartle, The Elements of Real Analysis, Wiley International Edition, 2011.
7. S.C. Malik and Savita Arora, Mathematical Analysis, New Age International Limited, New Delhi, 2012.

MASTER OF SCIENCE (MATHAMATICS)

First Semester

Paper code: 16MAT21C3

Ordinary Differential Equations

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Apply differential equations to variety of problems in diversified fields of life.

CO2 Learn use of differential equations for modeling and solving real life problems.

CO3 Interpret the obtained solutions in terms of the physical quantities involved in the original problem under reference.

CO4 Use various methods of approximation to get qualitative information about the general behaviour of the solutions of various problems

Section - I

Preliminaries, ε -approximate solution, Cauchy-Euler construction of an ε -approximate solution of an initial value problem, Equicontinuous family of functions, Ascoli-Arzela Lemma, Cauchy-Peano existence theorem.

Lipschitz condition, Picards-Lindelof existence and uniqueness theorem for $dy/dt = f(t,y)$, Solution of initial-value problems by Picards method, Dependence of solutions on initial conditions (*Relevant topics from the books by Coddington & Levinson, and Ross*).

Section - II

Linear systems, Matrix method for homogeneous first order system of linear differential equations, Fundamental set of solutions, Fundamental matrix of solutions, Wronskian of solutions, Basic theory of the homogeneous linear system, Abel-Liouville formula, Non-homogeneous linear system.

Strum Theory, Self-adjoint equations of the second order, Abel formula, Strum Separation theorem, Strum Fundamental comparison theorem.

(*Relevant topics from chapters 7 and 11 of book by Ross*)

Section - III

Nonlinear differential systems, Phase plane, Path, Critical points, Autonomous systems, Isolated critical points, Path approaching a critical point, Path entering a critical point, Types of critical points- Center, Saddle points, Spiral points, Node points, Stability of critical points, Asymptotically stable points, Unstable points, Critical points and paths of linear systems. Almost linear systems. (**Relevant topics from chapter 13 of book by Ross**).

Section - IV

Nonlinear conservative dynamical system, Dependence on a parameter, Liapunov direct method, Limit cycles, Periodic solutions, Bendixson nonexistence criterion, Poincare-Bendixson theorem(statement only), Index of a critical point.

Strum-Liouville problems, Orthogonality of characteristic functions. (**Relevant topics from chapters 12 and 13 of the book by Ross**).

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended:

1. E.A. Coddington and N. Levinson, *Theory of ordinary differential equations*, Tata McGraw Hill, 2000.
2. S.L. Ross, *Differential equations*, John Wiley and Sons Inc., New York, 1984.
3. W.E. Boyce and R.C. Dippima, *Elementary differential equations and boundary value problems*, John Wiley and Sons, Inc., New York, 4th edition, 1986.
4. G.F. Simmon, *Differential Equations*, Tata McGraw Hill, New Delhi, 1993.

MASTER OF SCIENCE (MATHAMATICS)

First Semester

Paper code: 16MAT21C4

Complex Analysis

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Be familiar with complex numbers and their geometrical interpretations.

CO2 Understand the concept of complex numbers as an extension of the real numbers.

CO3 Represent the sum function of a power series as an analytic function.

CO4 Demonstrate the ideas of complex differentiation and integration for solving related problems and establishing theoretical results.

CO5 Understand concept of residues, evaluate contour integrals and solve polynomial equations.

Section - I

Function of a complex variable, Continuity, Differentiability, Analytic functions and their properties, Cauchy-Riemann equations in cartesian and polar coordinates, Power series, Radius of convergence, Differentiability of sum function of a power series, Branches of many valued functions with special reference to $\arg z$, $\log z$ and z^a .

Section - II

Path in a region, Contour, Complex integration, Cauchy theorem, Cauchy integral formula, Extension of Cauchy integral formula for multiple connected domain, Poisson integral formula, Higher order derivatives, Complex integral as a function of its upper limit, Morera theorem, Cauchy inequality, Liouville theorem, Taylor theorem.

Section - III

Zeros of an analytic function, Laurent series, Isolated singularities, Cassorati-Weierstrass theorem, Limit point of zeros and poles. Maximum modulus principle, Schwarz lemma, Meromorphic functions, Argument principle, Rouché theorem, Fundamental theorem of algebra, Inverse function theorem.

Section - IV

Calculus of residues, Cauchy residue theorem, Evaluation of integrals of the types $\int f(\cos\theta, \sin\theta) d\theta_{2\pi 0}$, $\int f(x) dx_{-\infty-\infty}$, $\int f(x) \sin mx dx_{\infty 0}$ and $\int f(x) \cos mx dx_{\infty 0}$, Conformal mappings. Space of analytic functions and their completeness, Hurwitz theorem, Montel theorem, Riemann mapping theorem.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each.

Section-V shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended:

1. H.A. Priestly, Introduction to Complex Analysis, Clarendon Press, Oxford, 1990.
2. J.B. Conway, Functions of One Complex Variable, Springer-Verlag, International student-Edition, Narosa Publishing House, 2002.
3. Liang-Shin Hann & Bernard Epstein, Classical Complex Analysis, Jones and Bartlett Publishers International, London, 1996.
4. E.T. Copson, An Introduction to the Theory of Functions of a Complex Variable, Oxford University Press, London, 1972.

5. E.C. Titchmarsh, *The Theory of Functions*, Oxford University Press, London.
6. Ruel V. Churchill and James Ward Brown, *Complex Variables and Applications*, McGraw-Hill Publishing Company, 2009.
7. H.S. Kasana, *Complex Variable Theory and Applications*, PHI Learning Private Ltd, 2011.
8. Dennis G. Zill and Patrik D. Shanahan, *A First Course in Complex Analysis with Applications*, John Bartlett Publication, 2nd Edition, 2010.

MASTER OF SCIENCE (MATHAMATICS)

First Semester

Paper code: 16MAT21C5

Mathematical Statistics

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Understand the mathematical basis of probability and its applications in various fields of life.

CO2 Use and apply the concepts of probability mass/density functions for the problems involving single/bivariate random variables.

CO3 Have competence in practically applying the discrete and continuous probability distributions along with their properties.

CO4 Decide as to which test of significance is to be applied for any given large sample problem.

Section - I

Probability: Definition and various approaches of probability, Addition theorem, Boole inequality, Conditional probability and multiplication theorem, Independent events, Mutual and pairwise independence of events, Bayes theorem and its applications.

Section - II

Random variable and probability functions: Definition and properties of random variables, Discrete and continuous random variables, Probability mass and density functions, Distribution function. Concepts of bivariate random variable: joint, marginal and conditional distributions. Mathematical expectation: Definition and its properties. Variance, Covariance, Moment generating function- Definitions and their properties.

Section - III

Discrete distributions: Uniform, Bernoulli, Binomial, Poisson and Geometric distributions with their properties.

Continuous distributions: Uniform, Exponential and Normal distributions with their properties.

Section - IV

Testing of hypothesis: Parameter and statistic, Sampling distribution and standard error of estimate, Null and alternative hypotheses, Simple and composite hypotheses, Critical region, Level of significance, One tailed and two tailed tests, Two types of errors.

Tests of significance: Large sample tests for single mean, Single proportion, Difference between two means and two proportions.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books recommended :

1. V. Hogg and T. Craig, Introduction to Mathematical Statistics , 7th addition, Pearson Education Limited-2014
2. A.M. Mood, F.A. Graybill, and D.C. Boes, Introduction to the Theory of Statistics, Mc Graw Hill Book Company.
3. J.E. Freund, Mathematical Statistics, Prentice Hall of India.

4. M. Spiegel, Probability and Statistics, Schaum Outline Series.
5. S.C. Gupta and V.K. Kapoor, Fundamentals of Mathematical Statistics, S. Chand Pub., New Delhi.

MASTER OF SCIENCE (MATHAMATICS)

Second Semester

Paper code: 16MAT22C1
Theory of Field Extensions

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Use diverse properties of field extensions in various areas.

CO2 Establish the connection between the concept of field extensions and Galois theory.

CO3 Describe the concept of automorphism, monomorphism and their linear independence in field theory.

CO4 Compute the Galois group for several classical situations.

CO5 Solve polynomial equations by radicals along with the understanding of ruler and compass constructions.

Section - I

Extension of fields: Elementary properties, Simple Extensions, Algebraic and transcendental Extensions. Factorization of polynomials, Splitting fields, Algebraically closed fields, Separable extensions, Perfect fields.

Section - II

Galois theory: Automorphism of fields, Monomorphisms and their linear independence, Fixed fields, Normal extensions, Normal closure of an extension, The fundamental theorem of Galois theory, Norms and traces.

Section - III

Normal basis, Galois fields, Cyclotomic extensions, Cyclotomic polynomials, Cyclotomic extensions of rational number field, Cyclic extension, Wedderburn theorem.

Section - IV

Ruler and compasses construction, Solutions by radicals, Extension by radicals, Generic polynomial, Algebraically independent sets, Insolvability of the general polynomial of degree $n \geq 5$ by radicals.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended :

1. I.S. Luther and I.B.S.Passi, Algebra, Vol. IV-Field Theory, Narosa Publishing House, 2012.
2. Ian Stewart, Galois Theory, Chapman and Hall/CRC, 2004.
3. Vivek Sahai and Vikas Bist, Algebra, Narosa Publishing House, 1999.
4. P.B. Bhattacharya, S.K. Jain and S.R. Nagpaul, Basic Abstract Algebra (2nd Edition), Cambridge University Press, Indian Edition, 1997.
5. S. Lang, Algebra, 3rd edition, Addison-Wesley, 1993.
6. Ian T. Adamson, Introduction to Field Theory, Cambridge University Press, 1982.
7. I.N.Herstein, Topics in Algebra, Wiley Eastern Ltd., New Delhi, 1975.

MASTER OF SCIENCE (MATHAMATICS)

Second Semester

Paper code: 16MAT22C2

Measure and Integration Theory

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Describe the shortcomings of Riemann integral and benefits of Lebesgue integral.

CO2 Understand the fundamental concept of measure and Lebesgue measure.

CO3 Learn about the differentiation of monotonic function, indefinite integral, use of the fundamental theorem of calculus.

Section - I

Set functions, Intuitive idea of measure, Elementary properties of measure, Measurable sets and their fundamental properties. Lebesgue measure of a set of real numbers, Algebra of measurable sets, Borel set, Equivalent formulation of measurable sets in terms of open, Closed, F_σ and G_δ sets, Non measurable sets.

Section - II

Measurable functions and their equivalent formulations. Properties of measurable functions. Approximation of a measurable function by a sequence of simple functions, Measurable functions as nearly continuous functions, Egoroff theorem, Lusin theorem, Convergence in measure and F. Riesz theorem. Almost uniform convergence.

Section - III

Shortcomings of Riemann Integral, Lebesgue Integral of a bounded function over a set of finite measure and its properties. Lebesgue integral as a generalization of Riemann integral, Bounded convergence theorem, Lebesgue theorem regarding points of discontinuities of Riemann integrable functions, Integral of non-negative functions, Fatou Lemma, Monotone convergence theorem, General Lebesgue Integral, Lebesgue convergence theorem.

Section - IV

Vitali covering lemma, Differentiation of monotonic functions, Function of bounded variation and its representation as difference of monotonic functions, Differentiation of indefinite integral, Fundamental theorem of calculus, Absolutely continuous functions and their properties.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended :

1. Walter Rudin, Principles of Mathematical Analysis (3rd edition) McGraw-Hill, Kogakusha, 1976, International Student Edition.
2. H.L. Royden, Real Analysis, Macmillan Pub. Co., Inc. 4th Edition, New York, 1993.
3. P. K. Jain and V. P. Gupta, Lebesgue Measure and Integration, New Age International (P) Limited Published, New Delhi, 1986.
4. G.De Barra, Measure Theory and Integration, Wiley Eastern Ltd., 1981.
5. R.R. Goldberg, Methods of Real Analysis, Oxford & IBH Pub. Co. Pvt. Ltd, 1976.
6. R. G. Bartle, The Elements of Real Analysis, Wiley International Edition, 2011.

MASTER OF SCIENCE (MATHAMATICS)

Second Semester

Paper code: 16MAT22C3

Integral Equations and Calculus of Variations

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Understand the methods to reduce Initial value problems associated with linear differential equations to various integral equations.

CO2 Categorise and solve different integral equations using various techniques.

CO3 Describe importance of Green's function method for solving boundary value problems associated with non-homogeneous ordinary and partial differential equations, especially the Sturm-Liouville boundary value problems.

CO4 Learn methods to solve various mathematical and physical problems using variational techniques.

Section - I

Linear Integral equations, Some basic identities, Initial value problems reduced to Volterra integral equations, Methods of successive substitution and successive approximation to solve Volterra integral equations of second kind, Iterated kernels and Neumann series for Volterra equations. Resolvent kernel as a series. Laplace transform method for a difference kernel. Solution of a Volterra integral equation of the first kind.

Section - II

Boundary value problems reduced to Fredholm integral equations, Methods of successive approximation and successive substitution to solve Fredholm equations of second kind, Iterated kernels and Neumann series for Fredholm equations. Resolvent kernel as a sum of series. Fredholm resolvent kernel as a ratio of two series. Fredholm equations with separable kernels. Approximation of a kernel by a separable kernel, Fredholm Alternative, Non homogenous Fredholm equations with degenerate kernels.

Section - III

Green function, Use of method of variation of parameters to construct the Green function for a nonhomogeneous linear second order boundary value problem, Basic four properties of the Green function, Alternate procedure for construction of the Green function by using its basic four properties. Reduction of a boundary value problem to a Fredholm integral equation with kernel as Green function, Hilbert-Schmidt theory for symmetric kernels.

Section - IV

Motivating problems of calculus of variations, Shortest distance, Minimum surface of resolution, Brachistochrone problem, Isoperimetric problem, Geodesic. Fundamental lemma of calculus of variations, Euler equation for one dependant function and its generalization to 'n' dependant functions and to higher order derivatives. Conditional extremum under geometric constraints and under integral constraints.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended:

1. A.J. Jerri, *Introduction to Integral Equations with Applications*, A Wiley- Interscience Publication, 1999.
2. R.P. Kanwal, *Linear Integral Equations*, Theory and Techniques, Academic Press, New York.
3. W.V. Lovitt, *Linear Integral Equations*, McGraw Hill, New York.
4. F.B. Hilderbrand, *Methods of Applied Mathematics*, Dover Publications.
5. J.M. Gelfand and S.V. Fomin, *Calculus of Variations*, Prentice Hall, New Jersey, 1963.

MASTER OF SCIENCE (MATHAMATICS)

Second Semester

Paper code: 16MAT22C4

Partial Differential Equations

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

- CO1** Establish a fundamental familiarity with partial differential equations and their applications.
- CO2 Distinguish between linear and nonlinear partial differential equations.**
- CO3** Solve boundary value problems related to Laplace, heat and wave equations by various methods.
- CO4** Use Green's function method to solve partial differential equations.
- CO5** Find complete integrals of Non-linear first order partial differential equations.

Section – I

Method of separation of variables to solve Boundary Value Problems (B.V.P.) associated with one dimensional heat equation. Steady state temperature in a rectangular plate, Circular disc, Semi-infinite plate. The heat equation in semi-infinite and infinite regions. Solution of three dimensional Laplace equations, Heat Equations, Wave Equations in cartesian, cylindrical and spherical coordinates. Method of separation of variables to solve B.V.P. associated with motion of a vibrating string. Solution of wave equation for semi-infinite and infinite strings. (Relevant topics from the book by O'Neil)

Section -II

Partial differential equations: Examples of PDE classification. Transport equation – Initial value problem. Non-homogeneous equations.

Laplace equation – Fundamental solution, Mean value formula, Properties of harmonic functions, Greenfunction.

Section - III

Heat Equation – Fundamental solution, Mean value formula, Properties of solutions, Energy methods.

Wave Equation – Solution by spherical means, Non-homogeneous equations, Energy methods.

Section -IV

Non-linear first order PDE – Complete integrals, Envelopes, Characteristics, Hamilton Jacobi equations (Calculus of variations, Hamilton ODE, Legendre transform, Hopf-Lax formula, Weak solutions, Uniqueness).

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each.

Section-V shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books Recommended:

I.N. Sneddon, Elements of Partial Differential Equations, McGraw Hill, New York.

Peter V. O'Neil, Advanced Engineering Mathematics, ITP.

L.C. Evans, Partial Differential Equations: Second Edition (Graduate Studies in Mathematics) 2nd Edition, American Mathematical Society, 2010.

H.F. Weinberger, A First Course in Partial Differential Equations, John Wiley & Sons, 1965.

M.D. Raisinghania, Advanced Differential equations, S. Chand & Co.

MASTER OF SCIENCE (MATHAMATICS)

Second Semester

Paper code: 16MAT22C5

Operations Research Techniques

M. Marks = 100

Term End Examination = 80

Assignment = 20

Time = 3 hrs

Course Outcomes

Students would be able to:

CO1 Identify and develop operations research model describing a real life problem.

CO2 Understand the mathematical tools that are needed to solve various optimization problems.

CO3 Solve various linear programming, transportation, assignment, queuing, inventory and game problems related to real life.

Section - I

Operations Research: Origin, Definition and scope.

Linear Programming: Formulation and solution of linear programming problems by graphical and simplex methods, Big - M and two-phase methods, Degeneracy, Duality in linear programming.

Section - II

Transportation Problems: Basic feasible solutions, Optimum solution by stepping stone and modified distribution methods, Unbalanced and degenerate problems, Transshipment problem. Assignment problems: Hungarian method, Unbalanced problem, Case of maximization, Travelling salesman and crew assignment problems.

Section - III

Concepts of stochastic processes, Poisson process, Birth-death process, Queuing models: Basic components of a queuing system, Steady-state solution of Markovian queuing models with single and multiple servers (M/M/1, M/M/C, M/M/1/k, M/MC/k)

Section - IV

Inventory control models: Economic order quantity(EOQ) model with uniform demand, EOQ when shortages are allowed, EOQ with uniform replenishment, Inventory control with price breaks.

Game Theory : Two person zero sum game, Game with saddle points, The rule of dominance; Algebraic, Graphical and linear programming methods for solving mixed strategy games.

Note : The question paper of each course will consist of **five** Sections. Each of the sections **I to IV** will contain **two** questions and the students shall be asked to attempt **one** question from each. **Section-V** shall be **compulsory** and will contain **eight** short answer type questions without any internal choice covering the entire syllabus.

Books recommended :

1. H.A. Taha, Operation Research-An introduction, Printice Hall of India.
2. P.K. Gupta and D.S. Hira, Operations Research, S. Chand & Co.
3. S.D. Sharma, Operation Research, Kedar Nath Ram Nath Publications.
4. J.K. Sharma, Mathematical Model in Operation Research, Tata McGraw Hill.

MASTER OF SCIENCE (MATHAMATICS)

Second Semester

(Foundation Elective Paper)

MORAL EDUCATION

Paper Code: 16GENF1

Total Marks: 50
External Marks: 40
Internal Marks: 10
Time: 02 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c Our responsibility to ensure welfare of all

MASTER OF SCIENCE (MATHAMATICS)

Paper Code 16JRM01

MEDIA AND SOCIETY

Second Semester

Time Allowed 3 hrs

Max. Marks 100

Theory Marks 80

Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

Programme Project Report

Master of Library and Information Science

1. A Programme Project Report is required to be prepared before introducing any new programme duly approved by its highest academic authority. The main contents of the programme Project Report are as follows.

(a) Programme's mission and objectives

The mission of the course MLISc is to educate the people after the BLISc. The objectives behind the course is to make people skill oriented , to upgrade the knowledge base with knowledge of library and information science, to help people to get the jobs to aware about the higher studies even.

(b) Relevance of the programme with HEI Mission and Goals

The MLISc course offered through distance mode run matching very much with the mission of higher education institution. As the parent institute Maharshi Dayanand University is offering the courses to the people of the catchment area in terms of providing higher education to them. The distance learning MLISC is also committed to produce more number of skilled workers to be absorbed in Haryana and neighbouring Delhi.

(c) Nature of prospective target group of learners

The main target groups are those have completed their bachelor's course either from this university or different universities. People those are engaged in regular jobs want to increase their skill through education also join the course. The master level course pays the learners in learning and at the same time for promotions in the jobs also.

(c) Appropriateness of the programme to be conducted in Open and Distance Learning mode to acquire specific skills and competencies

So far the skill is concerned, equally great efforts are put together with trained resource persons, lab facilities, and library services which upgrade and make up-to-date the learners with their regular counterparts.

(d) Instructional Design

Instructional design very good in terms of classroom teaching followed by the lab facilities, the syllabus is up-to-date, revised with a specific time of interval while

incorporating the new aspects of the course. Syllabus with annotations is available with the university and the learners avail it in the print format also.

(f) Procedure for admission, curriculum transaction and evaluation

Getting into MLISC course through distance mode is well planned and structured. This is available through a policy. The information is available in the distance education website. These days online admission procedure is accepted which helps the students especially the faraway places to get into the admission

(g) Requirement of the laboratory support and Library Resources.

The laboratory support service especially the computer lab is offered to the learners as a support service in the MLISC course. A special library for the distance learners is available for the students where the MLISC students use the library as a reading room and issue the books to study at home.

(h) Cost estimate of programme

Rs. 21,48,98,000/- (for all thirteen programmes offered by DDE).

The MLISc course is given through low course fees. The cost estimation is very minimal no profit no loss policy is applied so that the students learn the course and ultimately benefitted. No profit making objectives are maintained by the university.

(i) Quality assurance

Quality maintenance in the MLISc course is the primary objective in terms of syllabus design, curriculum up-to-datedness, trained resource person, support service of lab and library. The outcomes, the students passed out with the course are engaged with jobs of smaller and bigger nature. The quality for the programme will be maintained in accordance with part-III (8) and Annexure-II of University Grants Commission notification dated 23.06.2017.

(j) Programme Design and Development and Guidelines

As approved by the Statutory body of M.D. University, Rohtak from time to time.

**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Scheme of Examination
Master of Library and Information Science (M. Lib. I. Sc.)
w.e.f. Session 2020-21**

Scheme of Examination

Note 1:

- Core course (C):
- Discipline specific course (D):
- Open elective course (O): one paper in Sem. II
- Foundation course (F): one paper in Sem II.

(BLIB / Semester I & II)

In Semester I, there will be 5 core papers (3 theory papers and 2 practical) and in Semester II there will be 3 core paper (2 theory papers and 1 practical) and 1 discipline specific paper. Each Student will take one foundation course and One open Elective Course.

SEMESTER I

Paper Code	Nomenclature	Term End Examination (Theory)	Practical Examination	Assignment	Total Marks	Credit	Exam Time
16LIS21C1	Foundations of Library and Information Science	80		20	100	3	3 Hrs
16LIS21C2	Knowledge Organization: Classification Theory	80		20	100	3	3 Hrs
16LIS21C3	Knowledge Organization: Classification Practice	00	100	00	100	3	3 Hrs
16LIS21C4	Information Communication Technologies (ICTs) Basics: Theory	80		20	100	3	3 Hrs
16LIS21C5	Information Communication Technologies (ICTs) Basics: Practice	00	100	00	100	3	3 Hrs

SEMESTER II

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
16LIS22C1	Knowledge Organization: Cataloguing Theory	80	20	100	3	3 Hours
16LIS22C2	Knowledge Organization: Cataloguing Practice	80	20	100	3	3 Hours
16LIS22C3	Information Sources and Services	80	20	100	3	3 Hours

16LIS22C4	Management of Libraries and Information Centres	80	20	100	3	3 Hours
16LIS22DA1	Library Operations	80	20	100	3	3 Hrs
16JRM01	Media & Society	80	20	100	3	3 Hrs
16GENF1	Moral Education	40	10	50	2	2 Hrs.

Note:

- i. The practical examination will be conducted by external examiner and the question paper will be set by him/her in association with internal examiner.

**Scheme of Examination
Masters of Library and Information Science (M. Lib. I. Sc.)**

**1 Year CBCS
(Semester III & IV)**

In Semester 3, there will be 3 core papers (3 theory papers) and 3 discipline specific papers and in Semester IV there will be 3 core papers (2 theory papers and 1 practical) and 2 discipline specific papers. One open elective course in Semester III would be taken by the student. Discipline specific courses will be floated according to the administrative and academic convenience of the Directorate of Distance Education.

SEMESTER III

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
17LIS23C1	Information Communication and Policies	80	20	100	3	3 Hours
17LIS23C2	Information Processing and Retrieval	80	20	100	3	3 Hours
17LIS23C3	Information Communication Technologies (ICTs) Advanced: Theory	80	20	100	3	3 Hours
17LIS23DA1	E-Resource Management	80	20	100	3	3 Hours
17LIS23DB1	Information Analysis, Consolidation and Repackaging	80	20	100	3	3 Hrs
17LIS23DC1	Digital Library	80	20	100	3	3 Hrs
16ENVO2	Disaster Management	80	20	100	3	3 Hrs.

SEMESTER IV

Paper Code	Nomenclature	Term End Examination (Theory)	Practical Examination	Assignment	Total Marks	Credit	Exam Time
17LIS24C1	Research Methods and Statistical Techniques	80		20	100	3	3 Hrs.
17LIS24C2	Information communication Technologies (ICTs) Advanced: Practice	00	100	00	100	3	3 Hrs.
17LIS24C3	Technical Writing and Communication Skills	80		20	100	3	3 Hrs.
17LIS24DA1	Academic Library System	80		20	100	3	3 Hrs.
17LIS24DB1	Information Literacy	80		20	100	3	3 Hrs.

Note: The practical examination will be conducted by external examiner and the question paper will be set by him/her in association with internal examiner

FIRST SEMESTER

16LIS21C1: Foundations of Library and Information Science

Maximum marks: 80

Pass marks: 32

Time: 3hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know the basics of library and information science (LIS), in terms of history, significant developments, major themes, organizations and institutions;
- to examine major conceptual frameworks for LIS practice and theory, the user perspectives and the history of the modern libraries in India;
- to know information about different types of libraries;
- to get awareness of different Indian library legislation acts;
- to be familiar with five laws of library science, profession and professional ethics;
- to check ideas about different accrediting bodies and the role played by international and national level library professional associations.

Outcomes

After completion of the course the students will learn about libraries with their types, what role those play at social, cultural and intellectual level in the society. The outcomes include the foundational principles which make the librarianship as an intellectual discipline including the profession and professional issues also. Further the course teaches about the role of library associations and organizations both at national and international level.

Unit-1: Foundational Approach

- Foundational approach: socio-cultural, intellectual and historical foundations of library as an institution.
- Types of libraries : characteristics, collections, services, staff, objectives, structure and functions
- Growth and development of libraries with special reference to India
- Library and information science education in India: as a discipline and subject, history, level- degree and institution, accreditation
- Role of library in formal and informal education

Unit-2: Laws of Library and Information Science

- Five laws of library science of S R Ranganathan
- Implications of five laws: general and digital environment

Unit-3: Library Legislation, Acts and Professional Issues

- Library legislation: need and essential features
- Library legislations in India: history, chronology and features
- Intellectual Property Rights (IPRs): The Indian Copyright Act, 1957- original writings and creativity, history and infringement

- Delivery of Books (Public Libraries) Act 1954
- Profession : attributes; librarianship as a profession, ethics

Unit-4: Professional Associations and Organizations

- Library associations: National and international associations, need and role in promotional activities
- National associations: Indian Library Association (ILA) & Indian Association of Special Libraries and Information Centres (IASLIC) - history, structure, membership, activities
- International associations: American Library Association (ALA); Chartered Institute of Library and Information Professionals (CILIP); International Federation of Library Associations and Institutions (IFLA)- history, structure, membership, activities
- National level promoters: Raja Ram Mohan Roy Library Foundation, Kolkata (Role, objectives, types of grants)
- International level promoters: UNESCO – specialties, types of book promotion, International Book Day, International Book Fair

Suggested Readings

- Bawden, David & Robinson, Lyn (2012). *Introduction to information science*. London: Facet.
- Crowley, Bill (Ed). (2012). *Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists*. Santa Barbara: Libraries Unlimited.
- Khanna, J. K. (1987). *Library and society*. Kurukshetra: Research Publications
- Krishan Kumar. (1993). *Library organization*. New Delhi: Vikas.
- Liu, Yan Quan & Cheng, Xiaojun (Eds.) (2008). *International and comparative studies in information and library science*: Lanham; Maryland: Scarecrow Press.
- Ranganathan, S. R. (1969). *Five laws of library science*. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 2006
- Rubin, Richard E. (2010). *Foundations of library and information science*. 3rd ed. New York: Neal Schuman.
- Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). *Introduction to library and information professions*. Santa Barbara: Libraries Unlimited.
- Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). *Critical theory for library and information science: exploring the social from across the discipline*. Santa Barbara: Libraries Unlimited.
- Venkatappaiah, Velage & Madhusudan, M. (2006). *Public library legislation in the new millennium: New model public library acts for the union, states and union territories*. Delhi: Bookwell.

16LIS21C2: Knowledge Organization: Classification Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to examine why and how to develop knowledge organization systems;
- to know implications of knowledge organization systems and approaches;
- to study theory and practices involved in library classification;
- to acquaint the students with library classification schemes and the new trends in classification;
- to prepare students for work in libraries, information centres and other organizations that organize large bodies of recorded information.

Outcomes

After completion of the course, the students will understand the importance of knowledge organization and the underlying principles in it, which further facilitates the library classification in libraries to classify large body of recorded knowledge e.g., books and other materials. Further the course teaches the types of classification schemes, their structure and functionality and also about how classification rules are undergoing changes in electronic environment, including the recent researches conducted on these classification principles.

Unit-1: Library Classification

- Library classification: definition, need and purpose
- Theories of classification: Static and dynamic
- Postulational approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence
- Notation and call number: number building process
- Devices in library classification

Unit-2: Universe of Knowledge and Subjects

- Universe of subjects: definitions and purpose
- Development of subjects: structure and attributes
- Modes of formation of subjects
- Mapping of subjects: Colon Classification (main classes); Dewey Decimal Classification (2nd level classes)

Unit-3: Schemes of Classification

- Species of library classification : enumerative & faceted
- Classification schemes: design, methodology
- Standard schemes of classification and their features: CC, DDC, UDC

Unit-4: Recent Trends

- Recent trends in classification

- Thesaurus based: Thesaurofacet, classaurus
 - Automatic classification, Classification in online systems, Web Dewey
 - Role of major organizations: DRTC, CRG,OCLC
 - Ontology-based classification
-

Suggested Readings

Broughton, Vanda (2015). *Essential classification* (2nd ed). London: Facet.

Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.

Dhyani, Pushpa. (2000). *Theory of library classification*. Delhi: Vishwa Prakashan.

Foskett, A. C. (1990). *Subject approach to information* (5th ed.). London: Clive Bingley.

Krishan Kumar. (2000). *Theory of classification* (4th rev ed.) New Delhi: Vikas Publications.

Ranganathan, S. R. (1967). *Prolegomena to library classification* (3rd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet.

16LIS21C3: Knowledge Organization: Classification Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs.

Note

The paper is divided into 2 parts. Each part carries 50 marks.

Objectives

- to orient students with the principles of how-to-do methods on building up class numbers;
- to make the learners familiar with the two classification schemes: Dewey Decimal Classification and Colon Classification;
- to monitor and guide the students about the schedules, the rule books and also the number building process;
- to observe, correct, and to check the workouts of the students till arrive at the desired class number;

Outcomes

The students will be able to classify documents after being oriented with the classifications schemes, the rules of at different stages with the help of Colon Classification and Dewey Decimal Classification. The course teaches practically about the handling of both schemes, finding the desired numbers, rectification process and about overall knowledge on practical classification.

Part-I: Classification of documents by latest available edition of DDC

Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of documents representing simple, compound, complex subject and common isolates.

Part-II: Classification of Documents by Colon Classification (6th revised edition)

Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of documents representing simple, compound, complex subject and common isolates.
-

Suggested Readings

Dewey, Melvil & Julianne Beall. (1985). *DDC, Dewey Decimal Classification* (19th ed.). Albany, N.Y., U.S.A.: Forest.

Ranganathan, S. R. (1963). *Colon Classification* (6th ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Ranganathan, S. R. (1990). *Descriptive account of the Colon Classification*. Bangalore: Sarada Ranganathan Endowment for Library Science.

Satija, M. P. (1995). *Manual for practical Colon Classification* (3rd rev ed.). New Delhi: Sterling.

Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos Publishing.

16LIS21C4: Information and Communication Technologies (ICTs) Basics: Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to provide knowledge about basic ICT concepts in terms of hardware, software, operating systems;
- to explore the possibilities of ICT in designing library services;
- to know the use of communication and networking technologies in developing library systems and services;
- to take current stock of different library networks operational in India.

Outcomes

By reading this paper students will be able to know the different components of information and communication technologies (ICTs) and its usefulness in designing, developing and disseminating value-added library services and facilities. Further the course informs different communication technologies include the Internet and its working facilities, along with social networking phenomena. The course also updates with different library networks, with its history and functionality which are operational in India

Unit 1: Computer Hardware and Software

- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application softwares
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit 2: Computer Applications to Library and Information Services

- Role of computers in libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need , purpose & objectives
- Library management software: features, modules, selection, recency
- Basic features of SOUL and Libsys

Unit 3: Communication Technologies and their Applications

- Telecommunications: need, purpose and objectives
- Modes – Simplex, half duplex, full duplex and; media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit 4:Internet and Library Networks

- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
- Library networks : need, purpose, objectives & resource sharing
- National library networks : DELNET, INFLIBNET, NKN
- Internet : concept, definition, origin, need, purpose & services
- Search Strategies – Boolean operator, Wild card, Truncation, etc.

Suggested Readings

- Ackermann, Ernest. (1995). *Learning to use the internet: An introduction with examples and experiences*. New Delhi: BPB.
- Bharihoke, Deepak. (2002). *Fundamentals of IT* (2nd ed). New Delhi: Excel Books.
- Chowdhury, G. G. and Chowdhury, Sudatta. (2000). *Searching CD-ROM and Online Information Sources*. London: Library Association.
- Chowdhury, G. G. and Chowdhury, Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet .
- Cox, Joyce, Lambert, Joan and Frye, Curtis. (2010). *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press.
- Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
- Pandian, M. Paul and Jambhekar, Ashok (2001). *Internet for libraries and information centres*. New Delhi: Tat-McGraw-Hill.
- Rajaraman. (2001). *Fundamentals of computers* (3rded). New Delhi: Prentice Hall of India.
- Rowley, Jennifer. (1993). *Computers for Libraries*. (3rd ed). London: Library Association.

16LIS21C5: Information and Communication Technologies (ICTs) Basics: Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Objectives

- to explore the basic ICT tools in a practical manner;
- to learn the usages of system and application software;
- to learn hands-on practice about library management software;
- to acquaint the students in using effective Internet search by learning various search strategies.

Outcomes

After reading this course students will be able to use various software and Internet effectively. Further they will be able to learn practically, the basic library functioning in automated environment. This course will develop over all awareness among the students to maintain computerized libraries with practical knowledge by the trainers. Through this course, the students will be able to know practical knowledge about software handling in terms of installation, updating, creation through extra features along with Internet knowledge by doing themselves.

Unit 1: System Software: WINDOWS (latest) Operating System

- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories applets: Calculator and Paint.

Unit 2: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

- MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit 3: Library Management Software

- Basics of WINSIS/SOUL/LIBSYS
- Installation by the students
- Modules handling , inserting, and updating

Unit 4: Online and Offline Searching

- Offline search: files and folders
 - Online search: Basic and advance
 - E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.
-

Suggested Readings

Amba, Sanjeevi & Raghavan, K. S. (1999). *CDS/ISIS: A primer*. New Delhi: Ess Ess.

Chowdhury, G. G. & Chowdhury, Sudatta (2007). *Organizing information: From the shelf to the Web*. London: Facet.

Chowdhury, G. G. & Chowdhury, Sudatta (2000). *Searching CD-ROM and online information sources*. London: Library Association.

Neelameghan, A. & Lalitha, S. K. (2001). *Tutor+: A learning and teaching package on hypertext link commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.

Negus, Christopher (2005). *Linux Bible*. New York: John Wiley.

Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley.

Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.

Winship, Ian and McNab, Alison. (2000). *Student's guide to the Internet*. London: Library Association.

UNESCO. (2004). *CDS/ISIS for Windows: Reference manual version 1.5*. Paris: UNESCO.

SECOND SEMESTER

16LIS22C1: Knowledge Organization: Cataloguing Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to examine why and how do we develop knowledge organization systems;
- to know implications of knowledge organization systems and approaches;
- to study the principles and theories of library cataloguing;
- to study the cataloguing rules of CCC and AACR;
- to study the various standards available and used in cataloguing.

Outcomes

The course makes the students understand the principle of knowledge organization, more specifically cataloguing principles as an element of knowledge organization. The course will teach the lessons on the need and importance of library catalogue, the different entry elements, and subject cataloguing principles. The students will also understand catalogue codes, standards and current trends in cataloguing.

Unit-1: Library Catalogue

- Catalogue: definition, need, purpose & objectives
- Types of library catalogue – alphabetical (author, name, title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogue, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit-2: Entry Elements and Filing

- Entries: concept, types – main and added
- Data elements in different types of entries according to CCC and AACR-2
- Filing of entries: concept and need
- ALA filing rules

Unit-3: Subject Cataloguing

- Subject cataloguing: definition, need, purpose & principles
- Vocabulary control and controlled vocabularies
- List of subject headings: Sears List
- Chain procedure of S R Ranganathan

Unit-4: Cataloguing Standards and Current Trends

- Standardization, description and exchange of information: MARC-21, ISBD, ISO 2709, CCF, Z39.50
- Metadata: Concept, need , purpose and standards (Dublin Core)
- Recent trends: basic concept of FRBR, RDA

Suggested Readings

Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.

Chambers, Sally (Ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.

Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet .

Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association.

Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.

Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.

Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code* (5th ed with amendments). Bangalore: Sarada Ranganathan Endowment for Library Science.

Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer.

Zeng, Marcia & Qin, Jian (2016). *Metadata*. 2nd ed. London: Facet.

16LIS22C2: Knowledge Organization: Cataloguing Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs

Note

The paper is divided into 2 Parts. There will be 5 questions (titles) from each part. The candidates have to prepare total 5 entries selecting at least 2 entries from each part. All questions carry equal marks

Objectives

- to acquaint the students in cataloguing of documents according to AACR-2 and CCC-5th ed. ;
- to make aware of students of different rules of entries;
- to bring the notice of the students about rules of cataloguing of books and non-books materials;
- to educate the learners about the rules for personal and corporate authors.

Outcomes

The students will understand the cataloguing rules and be able to prepare catalogue entries according to AACR 2 and CCC. The students will be allowed to do the cataloguing of documents themselves. The accuracy, error and correctness of entries will be checked by the tutor.

Part-I: Cataloguing of Documents by AACR-II R

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed ,merged and split title

(Note: Students will assign subject headings from the *Sear's List of Subject Headings* themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Part-II: Cataloguing of Documents by Classified Catalogue Code (CCC 5th Ed.)

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed , merged and split title

(Note: Students will assign subject headings by S R Ranganathan's *chain procedure* method themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Suggested Readings

Allen, C. G. (1999). *A manual of European languages for librarians* (2nd ed). London: Bowker-Saur.

ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed). London: Library Association.

- Library of Congress. (2011). *Library of Congress Subject Headings* (33rd ed). Washington, D.C.: Library of Congress, Cataloging Distribution Service.
- Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, videorecordings, and serials*. 2nd ed., Chicago: American Library Association.
- Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide*. Chicago: American Library Association.
- Olson, Nancy B., Bothmann, Robert L. & Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21* (5th ed). Westport, Conn.: Libraries Unlimited.
- Ranganathan, S. R. (1988). *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)* (5th ed). Bangalore: SaradaRanganathan Endowment for Library Science.
- Saye, Jerry D., & Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC rule interpretations*. Chicago: American Library Association.
- Sears, Minnie Earl & Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings* (20th ed.). New York: H.W. Wilson.
- Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.

16LIS22C3: Information Sources and Services

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to understand the basics of information sources and services;
- to learn how to critically analyse and evaluate the information sources;
- to know the users of library, their information requirement and step-by-step process for handling their information queries;
- to get knowledge about various Internet resources in the area of Science and Technology, Social Sciences and Humanities.
- to know the process of retrieving databases and on-line /web information resources in network environment.

Outcomes

Students will be skilled to know various types of users, their information queries and adequate print and electronic sources of information to satisfy their information requirements pin pointedly. The course teaches about the different information services includes document delivery, both manually and electronically. Also the course provides the knowledge of Internet as source of information, to learn.

Unit 1: Information Sources

- Information sources and types: documentary and non-documentary
- Print and Non-print information sources: Primary, secondary & tertiary
- Print and Non-print information sources: Nature, characteristics, utility and evaluation

Unit 2: Information Services

- Information Services: concept, definition, need and trends
- Information services: anticipatory and on-demand
- Types of information Services: Reference Service- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit 3: Information Users

- Types of users: age, profession and experience
- Information need and seeking behavior: concept, methods and models
- User education: concept, need , methods
- Information literacy: meaning , need and concept

Unit 4: Internet as a source of information

- Internet as a source of information
- Sources: Open and Subscribed
- Open access: virtual library, subject gateways, open courseware

- Subscribed: databases- bibliographic (Medline), citational (Web of Science, Scopus), and full-text (Science Direct, Emerald)

Suggested Readings

Foskett, D. J. (1967). *Information service in libraries*. 2nd ed. Connecticut: Archon Book Hamden.

Gates, Jean Key (1988). *Guide to the use of libraries and information sources*, 6th ed. New York: McGraw-Hill.

Katz, William A. (2002). *Introduction to reference work: Basic information services. Introduction to reference work: V1*. 8thed. New York: McGraw-Hill, 2002.

Krishan Kumar. (2001). *Reference service*. 5th rev. ed. New Delhi: Vikas Publications.

Library Association. (1999). *Guidelines for reference and information service in public libraries*. London: Library Association.

Ranganathan, S. R. (1989). *Reference service* (2nd ed). Bangalore: Sarada Ranganthan Endowment for Library Science.

Usha Pawan and Gupta, Pawan Kumar. (1994). *Sandarbh Sewa: Saidhantik Avam Kriyatmak*. Jaipur: RBSA.

16LIS22C4: Management of Libraries and Information Centres

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Notes

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to describe the term management with its related terminology as applied to libraries and information centres;
- to orient the students with different schools of thought;
- to identify the fundamental components of management, planning, organizing, staffing, directing and control;
- to identify the main approaches to the study of the management of an organization;
- to equip with the skills of managing resources, money, people and time, change and demonstrate management skill in libraries and information centers.

Outcomes

The course provides comprehensive definitions of management as applied to any information centres along with an overview of management schools of thought. It discusses the primary goal in management which is concerned with the human and material resources, activities and task of libraries and information centre an organization, and also the overall objectives of library and information centres management.

Unit-1: Management Basics

- Management: concept, definition, function and scope
- Principles of management
- Schools of thought: classical- scientific and process manage; neo-classical- human relation, behavioural; modern management era- empirical, social system, decision theory and contingency.
- Change Management : concept, problems of inducing change and techniques
- Tool and techniques: total quality management-definition, concepts and elements; project management- PERT, CPM

Unit-2: Man and Materials Management

- Human Resource (HR): Human Resource Management (HRM): Human Resource Development (HRD)
- Human Resource Planning (HRP): concept and components
- Jobs: Analysis, description and requirement
- Recruitment : advertisement, screening, selection-methods , induction, orientation, performance & evaluation
- Motivation: concept , theories- Maslow's and Hertzberg's
- Library committees: purpose and types
- Materials management: Library infrastructure, Library building-construction, provision, lighting floor management and future considerations

Unit-3: Library Financial Management

- Financial management: concept, scope and objectives
- Library budget and budgetary methods: line item or incremental budget, formula budget, control programme budget, performance budget, planning programming budgeting system (PPBS), zero- based budgeting (ZBB)
- Cost analysis: concept and methods-cost benefit, cost effectiveness
- Outsourcing: concept, definition, need and purpose

Unit-4: Library Collection and Service Management

- Functions: resources development section- selection principles, collection development & selection tools; policies - print and e-resources; processing; serial control & management; maintenance- conservation, preservation, stock verification & weeding; circulation- charging, discharging, reservation, renewal, overdue and fines; administrative- grant, funding, gift & audit
- Library services: nature, significance and characteristics, factors influencing the growth of services
- Library rules: membership, timing, circulation and user behaviour
- Reports: contents, style & annual reports
- Library statistics: records, data

Suggested Readings

- Evans, G. Edward, Ward, Patricia Layzell, & Rugaas, Bendik (2000). *Management basics for information professionals*. New York, Neal-Schuman
- Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har- Anand Publications.
- Mittal, R. L. (2007). *Library administration: Theory and practice*. 5th ed. New Delhi: Ess Ess.
- Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: R. R. Publishing.
- Ranganathan, S. R. (2006). *Library administration*. 2nd ed. New Delhi: Ess Ess.
- Singh, M. (1983). *Library and information management: Theory and practice*. Delhi: IBT.
- Singh, R. S. P. (1990). *Fundamentals of library administration and management*. Delhi: Prabhat Publications.
- Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.
- Bryson, J. (1998). *Effective library and information centre management*, Ashgate, London. pp 1-3.

16LIS22DA1: Library Operations

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to provide basic understanding to the students about various units and their functioning in the library system;
- to introduce standards, procedures, principles related to various functions of libraries;
- to explore the practical applications of library automation software and standards.

Outcomes

The course teaches about the various operational principles of a library in terms of its types, activities. Students will be skilled to function with ease in new library set up as they will be introduced with basic operations of libraries in real environment settings.

Unit-1: Library operations basics

- Library operations: meaning & types – acquisition, technical processing, circulations, maintenance & serial control
- Acquisition: meaning types, functions – book selection, procurement, collection development, problems
- Automated acquisition system

Unit-2: Technical Processing and Maintenance

- Technical processing: need, role and procedure
- Dealing with books: accessioning, classification and cataloguing: manual and automated – subject description
- Labeling, shelving and display
- Maintenance: weeding and stock verification
- Conservation and preservation

Unit-3: Circulation

- Circulation: concept need and functions.
- Membership: new and old, updating, deletion
- Circulation system: charging and discharging systems, overdue & reservation
- Automated circulation system: OPAC & Web-OPAC- Features

Unit-4: Serial Control

- Serials: concept, types & importance
 - Serial control: traditional and automated
 - Periodical: selection and procurement- planning, ordering, problems and issues
 - Vendor and price management
-

Suggested Readings

Bryson Jo. (1996). *Effective library and information management*. Bombay: Jaico.

Beardwell, Ian & Holden, Len (1996). *Human resource management: A contemporary perspectives*. London: Longman.

Chabhra, T N et. al. (2000). *Management and organisation*. New Delhi: Vikas.

Drucker Peter F. (2002). *Management challenges for the 21st century*. Oxford: Butterworth Heineman.

Evans, G. Edward & Layzell, Patricia. (2007). *Management basics for information professionals*, 2nd ed. London: Libraries Unlimited.

Johnson, Peggy. (2009). *Fundamentals of collection development and management*, 2nd ed. ALA

Smith, Judith Read, Mary Lea Ginn & Kallaus Norman, F. (2010). *Records management*. 7th ed. South-western, Division of Thomson Learning.

Stueart, Robert D & Moran ,Barbara B. (2007). *Library and information centre management*. 7th ed. London: Libraries Unlimited.

Bailey, Dorothy C. & Citron, Helen R. (1984). Automated serial control. *The Serials Librarian: From the Printed Page to the Digital Age* 8(3), pp. 43-53, DOI: 10.1300/J123v08n03_06

16LIS22DA2: Book Publishing

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to have overall knowledge about book publishing;
- to explore publishing as a business and art;
- to know acquisition and commissioning of manuscripts;
- to know the process of book publishing;
- to know how to contact with authors;
- to know the skill of choosing a title, chapters and the publishers;
- to find information about book marketing.

Outcomes

After completion of the course the learners will be able to know the basics of book publishing. The process begins from ideas till it gets the shape of a book. The course will also teach about the author commissioning, agreement, the content creation. Further the course will be able to tell the students about the selling, marketing, promotion of the books.

Unit 1: Publishing Overview

- History of Publishing: international & Indian publishing scenario
- Various kinds of publishing
- Structure of a publishing house
- Openings in book publishing

Unit 2: Creating the Book

- Acquisition and evaluation
- Publisher's contract or memorandum of agreement
- Kinds of editors and kinds of editing, editor-author-publisher relationship
- House style and style manuals
- Acquisition and commissioning
- Evaluation and refereeing

Unit 3: Internal and External Design

- Front and back Matter
- Kinds of copy Editing
- Checklist of copy editing
- Proof reading and copy marking
- Cover design

Unit 4: **Production, Promotion, Marketing, Sales**

- Publisher's agreement
- Materials for mailing, book reviews
- Author's participation, miscellaneous strategies
- Trade fairs, mass distribution, book clubs and subscription books
- Distribution systems

Suggested Readings

Davies, Gill (2004). *Book commissioning and acquisition*. London: Routledge

Davies, Gill & Balkwill, Richard (2011). *The professionals guide to publishing*. New York: Kogan Page.

Baverstock, Alison (2008). *How to market books*. New York: Kogan Books.

Guthrie, Richard (2011). *Publishing: Principles and practice*. New Delhi: Sage.

16LIS22DA3: Information Systems and Networks

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objective

- to know what are the components of information systems and networks,
- to examine how information system helps in furthering both information need, facility and user satisfaction,
- to know how different information systems with variety of objectives function in India,
- to look into the aspects of Indian information system through institutional set ups for science, social science and humanities information.

Outcomes

After studying the course the students will come to know about the role of information systems for fostering of information flow in different discipline. The course will also teach about the different system works for science, social science, and humanities.

Unit I: Information Systems

- Information institutions: evolution, growth, function and types
- Information centres: types and their organization
- Information systems: definition, evolution, growth & functions
- Data centres: definition, evolution, growth, types & functions

Unit II: Information Systems in Sciences

- National Information System for Science and Technology (NISSAT)
- National Informatics Centre (NIC)
- Environmental Information System (ENVIS)
- National Institute of Science Communication and Information Resources (NISCAIR)
- International Nuclear Information System (INIS)
- International Information System on Agricultural Sciences and Technology (AGRIS)

Unit III: Information Systems in Social Sciences and Humanities

- Indian Council of Social Science Research (ICSSR)
- UGC-Inter University Centre for International Studies
- UGC-Inter University Centre for Humanities and Social Sciences (IUCHSS)
- Indira Gandhi National Centre for Arts (IGNCA)
- National Mission for Manuscripts (NMM)
- Indian Council for Cultural Relations (ICCR)
- National Archives of India (NAI)

Unit IV: Information Networks

- Network - Concept, Components, Topologies and Types: LAN, MAN, WAN, VPN
- Resource Sharing : Concept, Need, Purpose and Objectives
- Library Networks : Need, Purpose and Objectives

- National Library Networks : DELNET, INFLIBNET, NKN
- International Library Networks: OCLC, RLIN

(Note: Unit II and III will be taught in terms of their history, growth and development, functions, structure, objectives, fellowships and recent development)

Suggested Readings

- Rajagopalan, T.S. & Rajan, T.N. (1986). Information institutions: Patterns of growth and development with a perspective of future. In Rajagopalan, T.S. (ed.) *Ranganathan's philosophy: Assessment, impact and relevance*. New Delhi: Vikas. pp. 64-75.
- Agarwal, S. P. (1986). National Information Systems in social sciences: A study in perspectives. In: Gupta, B.M.(et al.) (eds.). *Handbook of libraries, archives and information centres in India*. pp. 179-95. New Delhi: Information Industry Publications. 3(1),
- Lahiri, Abhijit (1986). National Information System for Science and Technology. In. Gupta, B.M. (et al.) (eds). *Handbook of libraries, archives and information centres in India*. pp. 58-74. New Delhi: Information Industry Publications. 3, pp. 58-74.
- Atherton, Pauline (1977). *Handbook for information systems and services*. Paris: UNESCO.
- Kent, Allen (ed). (1980). *Encyclopaedia of library and information science*. London: Macmillian.
- Khanna, J.K. (2000). *Documentation and information services, systems and techniques*. Agra: Y.K. Publishers.
- Khanna, J.K. (1996). *Handbook of information systems and services*. New Delhi: Beacon Books.
- Harries, Steve (1993). *Networking and telecommunications for information systems: An introduction to information networking*. London: Library Association Publishing.
- Smith. John W.T. (1993). *Networking and the future of libraries*. Westport: Meckler.
- P Balasubramanian (2012). *Library automation and networking*. Deep & Deep.

THIRD SEMESTER

17LIS23C1: Information, Communication and Policies

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about the information and related concept;
- to know how freedom of information prevails in an advanced society to uphold a democracy;
- to know about information science as discipline;
- to make aware about different acts, commissions and policies related to information is available in India

Outcomes

The course empowers the learners in great many ways, especially in terms of knowing different concept of information, its flow and barriers. The course further tells us how freedom of information sustains in a democratic society. Further the learners come to know through this paper that different policies, acts and commissions are set up to uphold the free flow of information for India citizen and to justify India a true democracy.

Unit 1:Information and Communication

- Information : definition, characteristics, nature, type, value and use
- Conceptual difference between data, information and knowledge
- Communication of information
- Communication channels, models and barriers

Unit 2:Information Science and Information Society

- Information science: definition, scope and objectives
- Information science as a discipline and its relationship with other subjects
- Information society: definition, genesis, characteristics and implications
- Changing role of library and information centres in society
- Information industry: generators, providers and intermediaries
- Knowledge society: definition, genesis, characteristics & implications

Unit 3:Laws/Acts and Policies

- Freedom : Freedom of information- concept, censorship, cyber law, data security and fair use policies in relation to information, right to read and write: (un)banning books, *fatwa* on writers
- Acts: IPRs, Right to Information Act 2005, IT Act 2000
- Organization: WIPO
- Policies: International and National Programmes and Policies (NAPLIS)
- Commission: National Knowledge Commission (NKC)

Unit 4: Economics of Information and Its Management

- Information is power
 - Information as an economic resource
 - Information as a commodity
 - Information economics
 - Marketing of information product and services
 - Information/knowledge management: concept and tools
-

Suggested Readings

Feather, John (2008). *The information society: A study of continuity and change*. 5th ed. London: Facet.

Martin, William J. (1988). *The information society*. London: Aslib.

Raja Rammohan Roy Library Foundation and Indian Library Association (1985). *Documents of national policy on library and information system*. Calcutta: The Foundation.

Ranganathan, S. R. (1966). Teaching library science. *Library Science with a Slant to Documentation* 3 pp. 293-388.

Rao, Madan Mohan (2003). *Leading with knowledge: Knowledge management practices in global infotech companies*. New Delhi: McGraw-Hill.

Sharma, Pandey S. K., ed. (2003). *Electronic information environment and library services*. New Delhi: Indian Library Association.

Vickery, Brian C. & Vickery, Alina (1987). *Information science in theory and practice*. London: Butterworths.

17LIS23C2: Information Processing and Retrieval

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to understand the dimension of information documentation;
- to understand the organization of information;
- to understand the components of information storage and retrieval system;
- to explore optimization factors for information systems; and
- to evaluate current issues in information storage and retrieval.

Outcomes

After learning the course, the students will be able to know the basic principles and practices of information documentation, organization, storage, retrieval and dissemination. Further the course will help the learners to know, the structure of document surrogates, indexing languages, Controlled vocabularies, thesauri, natural language systems, catalogues and files, information storage media, retrieval systems, evaluations with precision and recall theory.

Unit 1: Information Processing & Retrieval

- Information Processing: Meaning, concept, need and purpose
- Information Retrieval (IR): definitions, objectives, characteristics, components and functions.
- Indexing: meaning, need, purpose and historical development
- Types: pre-coordinate and post-coordinate indexing.
- Pre-coordinate indexing systems: brief outline of chain procedure, POPSI, PRECIS and keyword indexing; Post-coordinate indexing systems: Uniterm indexing.
- Citation indexing: meaning, importance, different citation indexes: Sheppard's Citations, SCI, SSCI; Auto indexing - techniques and methods.

Unit 2: Vocabulary Control and Controlled Vocabularies

- Vocabulary control: meaning and importance
- Controlled vocabularies: dictionary, subject heading lists, thesauri, thesaurofacet, classarus, indexing language
- Thesaurus construction techniques
- Case study – ERIC , INSPEC & Cranfield

Unit 3: IR models

- Concept of ranking
- Structural models
- Boolean model
- Probabilistic retrieval model

- Vector space model

Unit 4: Evaluation & Trends of IRS

- Evaluation criteria
- Design of evaluation programmes
- Steps of evaluation; evaluation experiments
- Trends in IRS: developments, searching and retrieval, full text retrieval, user interfaces, IR standards and protocols.

Suggested Readings

Atchison, J. & Alan G. A. (1972). *Thesaurus construction: a practical manual*. London: Aslib

Chowdhry, G.G. (2003). *Introduction to modern information retrieval*. 2nd ed. London, Facet Publishing.

Ghosh, S.B. & Biswas, S.C. (1998). *Subject indexing systems: Concepts, methods and techniques*. Rev. ed. Calcutta: IASLIC.

Seetharama, S. (1997). *Information consolidation and repackaging*. New Delhi: ESS ESS.

Vickery, B.C. (1970). *Techniques of information retrieval*. London: Butterworths

17LIS23C3: Information and Communication Technologies (ICTs) Advanced: Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to develop an advance understanding about implementation of library automation software and in achieving library security with the use of latest ICTs technique;
- to acquaint the students in the use of communication and networking technologies;
- to provide them knowledge about database management, data ware housing, data mining and other artificial intelligence technologies.

Outcome

Students will be acquainted with the latest tools and technologies available for maintaining library databases, communication flow within library, data warehousing, data mining and for ensuring library security so that they can implement all such tools in future libraries.

Unit 1:Library Automation

- Planning, implementation and evaluation of library automation
- Automation of in-house operations: acquisition, cataloguing, circulation, serials control system, OPAC and its features, library management
- Library automation softwares: proprietary (LIBSYS), Free (WINISIS), Open source (KOHA)
- Library security technology: RFID, CCTV, biometrics

Unit 2: Database Management

- Database: concept, need and types
- DBMS: concept & features
- RDBMS: concept, definition, features and need
- Database design, development, evaluation, query language
- Database architecture and models

Unit 3:Data Communication Technology

- Data communication: concept, definition
- Internet connectivity: dialup, leased line, ISDN, wireless
- Protocols and standards: TCP/IP, FTP, HTTP, OSI
- Web servers and Internet security
- Use of social networking tools for library services: RSS, Podcasting, Blogs

Unit 4:Artificial Intelligence

- Artificial intelligence: concept, definition and features
- Expert systems: concept, definition and features

- Data warehousing
- Data mining

Suggested Readings

- Ackermann, Ernest. (1995). *Learning to use the Internet: An introduction with examples and experiences*. New Delhi: BPB.
- Chellis, James, Perkins, Charles & Strebe, Mathew (1997). *MCSE: Networking essential study guide*. New Delhi: BPB.
- Chowdhury, G. G. & Chowdhury, Sudatta (2007). *Organizing information: From the shelf to the Web*. London: Facet.
- Chowdhury, G. G. & Chowdhury, Sudatta. (2000) *Searching CD-ROM and online information sources*. London: Library Association.
- Cooke, Alison. (2008). *A guide to finding quality information on the Internet: Selection and evaluation strategies*. 2nd ed. London: Facet.
- Cooper, Michael D. (1996). *Design of library automation systems: File structures, data structures and tools*. New York: John Wiley.
- Haravu, L. J. (2004). *Library automation design: Principles and practice*. New Delhi: Allied.
- Falk, Bennett. (1995). *The Internet basic reference from A to Z*. Singapore: Tech. Pub.
- Forouzan, Behrouz A, Coombs, Catherine & Fegan, Sophia Chung. (2000). *Data communication and networking* (2nd ed). New Delhi: Tata McGraw-Hill.
- Kashyap, M. M. (1993). *Database system: Design and development*. New Delhi: Sterling.
- Leon, Alexis & Leon, Mathews. (1993). *Fundamentals of IT*. Chennai: Leon TechWorld.
- Panda, K. C. & Gautam, J. N. (1999). *Information technology on the cross road: From abacus to internet*. Agra: Y. K.
- Pandian, M. Paul & Jambhekar, Ashok. (2001). *Internet for libraries and information centres*. New Delhi: Tata-McGraw Hill.
- Patterson, Dan W. (2000). *Introduction to artificial intelligence and expert systems*. New Delhi: Prentice-Hall of India.

17LIS23DA1: E-Resource Management

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know the meaning, definition and types of electronic resources;
- to study electronic resources and their life cycles;
- to get awareness about collection development of e-resources;
- to study the activities involved in developing collection and providing access to electronic resources.

Outcomes

Through the knowledge acquired in this course, the students will be able to have better knowledge to manage electronic resources in libraries. Further the course empowers the students about the collection development of e-resources, developing through different channels, and also to learn usage statistics.

Unit 1: Electronic Resources

- Electronic resources: concept, need, characteristics, benefits and drawbacks
- E-Resource life cycle
- Types of e-resources
- Electronic publishing

Unit 2: Collection Development

- Collection building process: formulating policy, budgeting, evaluation of e-resources, pricing, licensing, ordering and receiving
- Model licenses and guidelines
- Negotiation: concept and need
- Consortia: concept, need, purpose & limitations
- National consortia: Shodhsindhu

Unit 3: Access Management

- Access management of e-resources
- Authentication and Authorization
- Access channels
- Preventing misuse
- e-resource publicity
- Preservation of e-resources
- User training and awareness

Unit 4: Usage Statistics and ERMS

- Usage statistics of e-resources
 - Standards and guidelines (COUNTER, SUSHI)
 - ERMS: concept, need, features
 - Salient features of some ERMS (ExLibris Verde)
-

Suggested Readings

- Conger, Joan E. (2004). *Collaborative electronic resource management: From acquisitions to Assessment*. Westport: Libraries Unlimited.
- Cole, Jim et. al. (2003). *E-serials Collection Management: Transition, Trends and Technicalities*. London: CRC Press.
- Curtis, Donnelyn. (2005). *E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection*. London: Facet Publishing.
- Fecko, Mary Beth. (1997). *Electronic Resources: Access and Issues*. London: Bowker-Saur.
- Hanson, Ardis & Levin, B. L. (2002). *Building a Virtual Library*. Hershey, P.A.: Information Science Publishing.
- Jones, Wayne, ed. (2009). *E-Journal Access and Management*. New York: Routledge.
- Katz, Linda S. (2003). *Collection Development Policies: New Dimension for Changing Collections*. London: Routledge Kegan Paul.
- Katz, Linda S. (2005). *Managing Digital Resources in Libraries*. London: Routledge Kegan Paul.
- Kemp, Rebecca. (2008). *E-resource Evaluation and Usage Statistics: Selector's Choices*. Saarbrücken: VDM Verlag.
- Lee, Stuart D. & Boyle, Frances. (2004). *Building an Electronic Resource Collection: A Practical Guide* (2nd ed). London: Facet Publishing.
- Lee, Sul H. (2003). *Electronic Resources and Collection Development*. London: Routledge Kegan Paul.
- Mitchell, Anne M & Surrat, Brain E. (2005). *Cataloguing and Organizing Digital Resources: A How to do it Manual for Librarians*. London: Facet Publishing.
- Yu, Holly & Breivold, Scott. (2008). *Electronic Resource Management in Libraries: Research and Practice*. Information Science Reference.

17LIS23DA2: Collection Development

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to examine the methods of materials acquisitions, covering various formats and library types;
- to become familiar with the varied selection resources that provide bibliographic and evaluative support for collection development work;
- to learn about issues surrounding collection development, including budgeting, policies, user communities, and collection management;
- to discuss expectations for and of selectors in an ever-evolving profession;
- most importantly, to provide you with real-life situations you will encounter and skills you will need to tackle those collections (and other) situations in your professional life.

Outcomes

This course will cover methods of developing and managing library collections in academic, public, and school libraries. Discussions will include acquisition methods, budgeting, collection development policies, selection criteria, selector responsibilities, collection evaluation, and challenges to materials. These components of collection development and management will be discussed in the context of the ongoing changes in the world of publishing and accessing information

Unit 1: Collection Development Principles

- Collection development: concept; goals and methods
- Principles of collection development by Ranganathan; Drury; Dewey;
- Library of Congress and American Library Association
- Collection development policies: concepts and types
- Planning for collection development : committees; staffing; budgeting;
- Implementation and evaluation

Unit 2: Selection Tools

- Selection tools : Types: bibliographies; publishers' catalogues and book reviews (with examples)
- Evaluation of selection tools
- Stock verification and rectification
- Preservation of collection : print and non-print; concepts; goals and methods

Unit 3: Developing Print Collection

- Newly start libraries: collection holding of other libraries
- Demanded books from the circulation data
- List recommended text in syllabi

Unit 4: Developing Collection of e-Resources

- Collection building process : formulating policy, budgeting, evaluation of e-resources, pricing, licensing, ordering and receiving

- Model licenses and guidelines
- Negotiation : concept and need
- Consortia : concept, need and purpose
- Collection building of e-resources through consortia
- National consortia in India: UGC-Infonet, INDEST

Suggested Readings

- Alabaster, Carol. (2002). *Developing an outstanding core Collection: A guide for libraries*. Chicago: American Library Association
- Bonk, W. J., & Magrill, R.M. (1979). *Building library collections* (5th ed.). Metuchen, NJ: The Scarecrow Press.
- Cassell, M. K., & Greene, G.W. (1991). *Collection development in the small library: Small libraries Publications, no. 17*. Chicago: American Library Association.
- Evans, G. E. (1995). *Developing library and information center collections*, (3rd ed.): Library Science Text Series. Englewood, CO: Libraries Unlimited.
- Gabriel, M. R. (1995). *Collection Development and Collection Evaluation: A sourcebook*. Metuchen, NJ: The Scarecrow Press.

17LIS23DA3: Museology

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about objectives and functions of a museum ;
- to identify the impact of museum and its artifacts;
- to get awareness about the materials and its built-up ;
- to identify museum materials;
- to know museum communications.

Outcomes

This course provides a broad introduction to the museum world. In the course we focus on what a museum is, and examines the various types of museum: art, history, natural history, science. Further the course investigates the various jobs and responsibilities that people have within museums as they work on exhibitions, education, research, collection management, and conservation.

Unit-1: The Museum: Critical Perspectives

- Museum: meaning, concept and definition
- Museum studies and related aspects
- Museum, society, culture and human civilization

Unit -2: Managing Museums

- Collections curatorship
- Conservation in practice: preventive conservation
- Collection and material development

Unit- 3: Collections Management and Care

- Issues in Conservation: Context of Conservation
- Issues in Conservation: Understanding Objects
- Oral History from Creation to Curation

Unit- 4: Museum Communications

- Antiquities and the law
- Cultural memory
- Exhibition project
- Heritage, globalization and development

Suggested Readings

Carbonell, B. (ed.) (2004). *Museum studies: An anthology of contexts*. Oxford: Blackwell.

Henning, M. (2006). *Museums, media and cultural theory*. Maidenhead: Open University Press.

Karp, I. et al (eds.) (2006). *Museum frictions: Public cultures/global transformations*. Durham, NC: Duke University Press.

Kreps, C.F. (2003). *Liberating culture: Cross-cultural perspectives on museums, curation and heritage preservation*. London: Routledge.

Macdonald, S. (ed.) (2006). *A companion to museum studies*. Oxford: Blackwell

17LIS23DB1: Information Analysis, Consolidation and Repackaging

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to have overall knowledge about usefulness of information;
- to explore why information analysis is needed;
- to know and practice of information consolidation;
- to know the need of repackaging.

Outcomes

The course makes the learners aware about the information and its abundance and also problem of searching the right information. The can help the students learn the process of information analysis and it can be broken into fragments for better utilization. Overall skill learning of information consolidation and repackaging is prime outcomes.

Unit 1: Information Analysis, Consolidation and Repackaging

- Information analysis, consolidation and repackaging: concept, definitions, need, purpose and techniques
- Methodology for information analysis and consolidation: pre-requisites and steps
- Role of library and information professionals in information analysis, consolidation and repackaging process
- Trends in Information analysis, repackaging and consolidation including electronic content creation

Unit 2: Content Analysis and Abstracting

- Content analysis: concept, need, purpose and type – Quantitative and qualitative
- Content analysis: applications (Generation of Information Services and Products)
- Abstracting: types and guidelines for preparing abstracts
- Use of abstracts and abstracting in consolidation

Unit 3: Information Products

- Information products: concept, nature, types- newsletter, house journals, trade and Product-bulletin, technical digest, review, state-of-the-art-report, trend reports, etc.
- Evaluation of Information products: Criteria and steps
- Marketing of information products

Unit-4: Information Analysis and Consolidation Centres

- IAC centres: genesis, function and activities
 - Information analysis and consolidation centres: NISCAIR, TERI
 - Planning and management of information analysis and consolidation centres
-

Suggested Readings

Seetharama, S. "Modes of Presentation of Information in Information Consolidation products." *Library Science with a Slant to Documentation*, V.22 (1985).

Saracevic, T. and Wood, J. S. *Consolidation of Information: A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information*. Paris: Unesco, 1981.

Atherton, Pauline. *Handbook for Information Systems and Services*. Paris: Unesco, 1977.

Seetharama, S. *Information Consolidation and Repackaging*. New Delhi: EssEss Publications, 1997.

17LIS23DB2: Preservation and Conservation

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- examine the various components of a preservation program;
- differentiate between conservation and preservation of library materials;
- identify various factors of deterioration of library materials;
- design effective security and disaster planning program;
- assess strategies for devising a mission statement and developing a preservation policy;
- analyze the methods for selecting collections for preservation and assessing institution's preservation needs; and
- Identify resources that will increase your knowledge of preservation

Outcomes

This course will introduce the students to everyday care of library materials, storage and handling of library materials, collection management, principles for preservation and conservation of library materials, factors of deterioration (environmental, biological, chemical, mechanical or human and disasters factors), preservative and conservative measures (books, archival materials, paper and digital preservation), preservation policy, reformatting, library binding, in-house repair, security and disaster planning, common preservation problems and solutions. It will also give students the tools to build an effective preservation program in any library.

Unit 1 Introduction

- Introduction to concepts of archiving, preservation and conservation.
- Need and significance of
- Archiving, preservation and conservation of information resources.
- Evolution of writing materials: clay, papyrus, metallic plates, skin, parchment, vellum, palm leaves; history, nature, use as writing materials and their preservation. history of paper making, different types of paper and their nature.

Unit 2 Materials

- Different types of library materials, their preservation and maintenance: paper based materials
- Book and non Book materials, library binding, binding standards.
- Other materials: Magnetic plates, tapes & diskettes, microforms, optical media, magneto optical discs.

Unit 3 Hazards and Safeguard

- Hazards to library materials and their preservation: environmental hazards, biological hazards and human being as an enemy of library materials; disaster prevention and recovery.
- To study various national archival initiatives of different countries: NARA of US, Australian
- National initiatives, public archives of Canada

Unit 4 Digitization and record management

- Records management: concepts and issues involved
- Electronic resource management; code of Ethics for archivists.
- Digital preservation

Suggested Readings

Balloffet, N., Hille, J., & Reed, J. A. (2005). *Preservation and conservation for libraries and archives*. Chicago: American Library Association.

Henderson, K. L. (1983). *Conserving and preserving library materials*. Urbana-Champaign, Ill.: University of Illinois, Graduate School of Library and Information Science.

Johnson, P. (2009). *Fundamentals of collection development and management*, 2nd ed. Chicago: American Library Association.

17LIS23DB3: Archive Management

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about archive as an institution;
- to identify the key objectives;
- to get awareness conservation and preservation of materials;
- to know and accesses and service policies;

Outcomes

The archive management aims to follow the process of technological evolution in the area, and to offer high quality education in organization and management of archive information in any media. The planning, implementation and operation of intermediate and permanent files, scanning techniques, electronic document management, technological application for the preservation and conservation such as microfilming and scanning in hybrid systems, and media and multimedia convergence shall be addressed.

Unit 1: Archives management

- Principles and practices
- Arrangement, classification and description
- Access, reference and advocacy

Unit 2: Legal and ethical implications

- Legal rights; ethical considerations

Unit 3: Preservations and conservation

- Preservation issues
- Policies, strategies and standards
- Preservation activities
- Conservation issues
- Reformatting materials: digitization process and projects

Unit 4: Archive administration and services

- Policies for archive professionals
 - Recruitment, education and promotion
-

Suggested Readings

Williams, Cariline (2006). *Managing archives and practice: Foundations, principles and practice*. Oxford: Chandos.

- Mohit, Gupta (2008). *Archives and record management*. New Delhi: Global India Publications.
- Miller, Laura (2010). *Archive: Principle and practice*. London: Facet.
- Kennedy, J. & Schauder, G. (1998). *Records management: a guide for corporate record keeping*. Melbourne: Longman.
- Penn, I., Pennix, G., and Caulson, J. (1994). *Records management handbook*. 2nd.ed. Hampshire: Gower.
- Yeo, G. & Shepherd, E. (2003). *Managing records: a handbook of principles and practice*. London: Facet.

17LIS23DC1: Digital Library

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- To provide basic concepts related to digital library system;
- To introduce standards, hardware and software related to digital library;
- To explore the applications of software and standards in developing digital library systems;
- To learn the use of content management system, web 2.0 and semantic web technologies in digital library systems;
- To provide hands on experience in creation of digital libraries;
- To know the concept of institutional repositories and their usages in library and institutional settings.

Outcomes

Students will be acquainted with the latest tools and technologies available for maintaining digital library, so that they can implement all such tools in future libraries.

Unit 1: Digital Library

- Digital Library (DL): concept, definition, need, objectives and characteristics
- Evolution of digital libraries
- Digital library initiatives: national and international
- Design and development of digital library: planning, design, implementation, evaluation and management

Unit 2: Digitization

- Digitization: concept, need and methods
- Digitization file formats, tools and process
- Compression: types and methods

Unit 3: Digital Library Creation

- DL software: Greenstone Digital Library Software, Dspace
- DL hardware: input capture devices: scanners, digital cameras
- Digital preservation, conservation and archival management: problems and prospects

Unit 4: Institutional repository

- Institutional repository: concept, definition, need, objectives and characteristics
- Design and development of IR
- IR initiatives: national and international

(Note: Viva-voce for unit-3 shall be conducted with assessor comprising of at least two members other than the teacher concerned)

Suggested Readings

Amjad, Ali. (2004). *Reference service and the digital sources of information*. New Delhi: Ess Ess.

- Bishop, A. P. et al. (eds.). (2005). *Digital library use: Social practice in design and evaluation*. Delhi: Ane Books.
- Chowdhury, G. G. & Chowdhury, Sudatta. (2003). *Introduction to digital libraries*. London: Facet.
- Deegan, Marilyn & Tanner, S. (2006). *Digital preservation*. London: Facet Publishing.
- Jones, Richard et al. (2006). *The institutional repository*. Oxford: Chandos Publishing.
- Judith, Andrews & Derek, Law. (2004). *Digital libraries*. Hants: Ashgate.
- Krishan Gopal. (2005). *Intellectual freedom in digital libraries*. Delhi: Authors Press.
- Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). *Digital libraries*. Delhi: Isha Books.
- Mitchell, Anne M. & Surratt, Brian E. (2005). *Cataloguing and organizing digital sources*. London: Facet.
- Pandey, V. C. (2004). *Digital technologies and teaching strategies*. Delhi: Isha Books.
- Rajagopalan, A. (2006). *Library of the digital age: Issues and challenges*. Delhi: SBS Publishers.

17LIS23DC2: Web Designing

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to introduce the students with design, creation, and maintenance of web pages and websites;
- to learn critical evaluation of website quality and maintenance of quality web pages;
- to acquaint students with web design standards, their importance and how to manipulate images as per requirements.

Outcome

Students will be acquainted with the latest tools and technologies and standards available for creating websites. After successful completion of this course they will be skilled to critically evaluate website quality and will learn how to create and maintain quality web pages based on design standards and will learn to create and manipulate images.

Unit 1: Web Design Basics

- Introduction to the Internet
- World Wide Web : History, concept, need and definition
- Website: Concept, Need and Definition
- World Wide Web Standards
- Requirement Analysis

Unit 2: Web Design Principles

- Basic Principles involved in Developing a Web Site
- Planning Process
- Golden Rules of Web Designing
- Design Concept
- Designing Navigation Bar
- Page Design
- Home Page Layout

Unit 3: Introduction to Markup Languages & CSS

- HTML – Concept, Definition, Elements and Tags
- CSS – Concept & Styling
- Creating a Basic Web Page Using HTML

Unit 4: Creation of Website

- Introduction to Dreamweaver
- Creation of Website using Dreamweaver
- Publishing Websites

(Note: Internal assessment will be in practice form)

Suggested Readings

- Cederholm, Dan. (2015). *CSS3 for web designers*. A Book Apart.
- Clark, Joe. (2002). *Building accessible websites*. New Riders Publishing.
- Coombs, Norman. (2010). *Making online teaching accessible*. Jossey-Bass.
- Cunningham, Katie. (2012). *The accessibility handbook*. O'Reilly Media.
- Duckett, Jon. (2005). *Accessible XHTML and CSS Web sites problem design solution*. Wrox.
- Felke-Morris. (2013). *Basics of Web design: HTML5 & CSS3* (2nd ed). Addison-Wesley.
- Horton, Sarah and Quesenbery, Whitney (2014). *Universal design for Web accessibility*. Rosenfeld Media.
- Horton, Sarah and Quesenbery, Whitney. (2012). *A Web for everyone*. Rosenfeld Media.
- Horton, Sarah. (2005). *Access by design: A guide to universal usability for web designers*. New Riders Publishing.
- Hricko, Mary (Ed.) (2002). *Design and implementation of Web-enabled teaching tools*. Idea Group Publishing.
- Kirkpatrick, Andrew et al. (2006). *Web accessibility: Web standards and regulatory compliance*. Friends of ED.
- Meiert, Jens Oliver. (2015). *Little book of HTML/CSS coding guidelines*. O'Reilly.

17LIS23DC3: E-learning

Maximum marks: 80

Pass marks: 32

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to build relevant, pedagogically sound educational materials and programs for the Internet using the latest developments in online educational theories and technology;
- to integrate a variety of multimedia technology tools to develop engaging, effective eLearning;
- to apply the components of effective eLearning instructional design, development, implementation, and evaluation to creating projects and programs that meet the immediate classroom needs and goals;
- to track, measure, and evaluate the effectiveness of eLearning training.

Outcomes

After getting oriented with the course, the students will come to know the meaning, definition and the concept of e-learning and the use of technology. Various stages of getting ready with instruction will come to know especially different formats of technology. Also the course is benefitted in using modern social networking for mass reading programme.

Unit 1: Introduction: New Learning Concepts

- E-learning: meaning, definition and concept
- Learning with technology
- Six C's framework of e-learning
- Computer-mediated communication

Unit 2: Managing e-learning

- Changing learning ecology
- Role of students and instructor
- Computer-mediated communication

Unit 3: E-Learning Delivery, Assessment and Evaluation

- Defining and locating community
- Collaboration and community
- Creating, promoting e-learning community
- Managing social and technical mix in e-learning

Unit 4: e-Inclusion and Exclusion

- Digital divide
- Digital spectrum
- Cross-cultural issues

Suggested Readings

Allen, Michael. (2003) *Michael Allen's guide to e-learning: Building interactive, fun, and effective learning programs for any company*. New Jersey: Wiley.

- [Arshavskiy](#), Marina (2013). *Instructional design for e-learning: Essential guide to creating successful e-learning courses*. London: Create Space.
- Haythornthwaite, Caroline & Andrews, Richard (2011). *E-learning: Theory and practice*. London: Sage.
- Khan, Badrul (2005). *Managing e-learning strategies: design, delivery and implementation and evaluation*. Pteorshey: Information Science Publishing.

FOURTH SEMESTER

17LIS24C1: Research Methods and Statistical Techniques

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to introduce the different methods and techniques of research;
- to familiarize in the use of data collection tools, organization and representation of data;
- to introduce different data analysis techniques;
- to guide in preparing research report.

Outcomes

The course will enable the students to learn the basics of research and research methodology in terms of types, forms and formulation research questions including objectives, hypotheses. Further the students will also be benefited through the data collection methods and analyzing through different statistical techniques.

Unit 1: Research Basics

- Research: definition, concept, objectives, types
- Scientific enquiry and scientific method: validity, reliability, objectivity and subjectivity
- Research problem: theoretical and applied; research problem identification.
- Literature search and review: purpose, objectives and style
- Research Proposal : how to write an effective research proposal
- Current trends in LIS research

Unit 2: Research Design

- Research design: concept, need and purpose
- Research approach: qualitative- narrative, phenomenology, ethnography, discourse; quantitative-experimental and non-experimental (survey, historical, descriptive)
- Identification and formulation of problem
- Research objectives, questions and hypotheses: meaning, concept types and narrating style

Unit 3: Research Tools and Techniques

- Data world: population and sample - concept, meaning and sampling techniques
- Data collection methods: questionnaire, schedule, interview, observation
- Library records and reports

Unit 4: Data Analysis, Interpretation & Reporting

- Data processing- analysis, interpretation, presentation: concept, need and purpose

- Descriptive statistics and inferential statistic
- Measures of central tendency: mean, median, mode
- Dispersion, correlations, linear Regression, standard deviation- non-parametric & parametric (chi-square test, t-test)
- SPSS and Web-based statistical analysis tools: basics
- Research report writing

Suggested Readings

Charles, Busha H. and Harter, Stephen P. (1980). *Research methods in librarianship: Techniques and interpretations*. USA: Academic Press.

Fowler, Floyd J. (2001). *Survey research methods*. 3rd ed. California: Sage.

John W. Creswell (2013). *Research design: Qualitative, quantitative, and mixed methods approach*. 4th ed . New Delhi: Sage.

Kothari, C. R. (2004). *Research methodology: Methods and techniques*. 2nd rev ed. New Delhi: New Age .

Krishan Kumar (1992). *Research methods in library and information Science*. New Delhi: Vikas.

Powell, Ronald R. & Connaway, Lynn Silipigni (2010). *Basic research methods for librarians*. 5th ed. New York: Libraries Unlimited.

Rao, I. K. Ravichandra (1983). *Quantitative methods in library and information science*. New Delhi: Wiley Eastern.

Young, P. V. (1982). *Scientific social survey and research*. New Delhi. Prentice Hall.

Menter, Ian et al (2011). *A guide to practitioner research in education*. Los Angeles: Sage.

17LIS24C2: Information and Communication Technologies (ICTs) Advanced: Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Objectives

- to train the students practically in designing and developing library database, library website and blog;
- to provide hand-on training on library automation software and data migration from one system to another system.

Outcome

Students will be practically acquainted with the latest tools and technologies available for maintaining library databases, library automation software (Koha), communication flow within and outside the library, design and development of library website and blog. They will be skilled in practical implementation of ICT in libraries.

Unit 1: Library Management Software

- Library management software- KOHA

Unit 2: Use of Internet

- Designing and developing library blog

Unit 3: Digital Library Practice

- Hands on practice of scanner, digital camera and OCR
- Hands on practice of DL creation using Greenstone

Unit 4: Website Designing and Navigational Tools

- Designing library websites (HTML/Dreamweaver, etc.)
 - Image creation/editing using Paint/Photoshop/Office Picture Management Tools, etc.
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Suggested Readings

Ackermann, Ernest. (1995). *Learning to Use the Internet: An Introduction with Examples and Experiences*. New Delhi: BPB.

Bradley, Phil. (2004). *Advanced Internet Searcher's Handbook*. Facet Publishing.

Chowdhury, G. G. and Chowdhury, Sudatta. (2000). *Searching CD-ROM and Online Information Sources*. London: Library Association.

Falk, Bennett. (1995). *The Internet Basic Reference from A to Z*. Singapore: Tech. Pub.

McCoy, John. (1996). *Mastering Web Design*. New Delhi: BPB.

Neelameghan, A. & Lalitha, S. K. (2001). *Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.

Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.

Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley, 2004.

Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.

Winship, Ian & McNab, Alison. (2000). *Student's Guide to the Internet*. London: Library Association.

17LIS24C3: Technical Writing and Communication Skills

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about technical writing;
- to identify difference between general and technical writings;
- to get awareness about writings with specific purpose;
- to identify different forms of oral presentation;
- to find information about the benefits and demerits of seminar, group discussion and other form of oral presentation.

Outcomes

After learning the course students will identify the different forms of private and official letters and their purpose also. The students will also be benefitted from the course in terms of specific documents with purpose, oral presentations with its different forms and its suitability in different contexts.

Unit 1: Technical Writing

- Technical & non-technical writings: meaning , definition and difference
- Forms of technical writings: theses, technical papers, reviews, manuals
- Parts of theses: objectives & sequence
- Citation Style: objectives, style manuals
- APA documentation: note taking, listing sources: references and bibliography
- APA style (In-text: superscription and parenthetical)

Unit 2: Specific Documents

- Private and official correspondence: important characteristics
- Workplace letters: guidelines, parts, formats and design; audience and purpose; letter tone- polite, tactful, plain English and ethical consideration
- Resume, interview and resignation

Unit 3: Writing Process

- Writing process: objectives, purpose, context, language and tone
- Grammar and usage: parts of speech
- Mechanics of writing: abbreviation, hyphenation, capitalization, use of numbers, spelling & punctuations
- Editing and proof reading: basics of editing and proofreading marks

Unit 4: Oral Communication

- Oral communication: objectives, advantages , pitfalls and avoidance
- Considerations: languages , diction, sentence structure and thematic wind up

- Personal presentation: seminar, extempore; personal interview; story telling
- Group presentation: group discussion, brainstorming session

(Note: One of internal assessments shall be in the form of group discussion (GD) from unit-4 with assessor comprising of at least two members other than the teacher concern)

Suggested Readings

Chicago Manual of Styles. 16th ed. New Delhi: Prentice Hall of India, 2010.

Gilbadi, Joseph. *MLA handbook for writers of research papers*. 7th ed. New Delhi: Affiliated East- West Press, 2010.

Gordon, H. M. and Walter J. A. *Technical writing*. 5th ed. London: Holt, 1986.

Hornby, A. S. *Oxford Advanced Learners Dictionary of Current English*. 8th ed. New Delhi: Oxford University Press, 2009.

James, H. S. *Handbook of technical writing*. NTC Business Books, 2010.

Mohan, K. *Speaking english effectively*. New Delhi: Macmillan, 2005.

Richard, W. S. *Technical writing*. New York: Barnes and Noble, 2008.

Lannon, John M. (1997). *Technical writing*. 7th ed. New York: Longman.

Lannon, John M. & Gurak, Laura J. (2014). *Technical communication*. 3rd ed. Boston: Pearson.

Basu, B. N. (2007). *Technical writing*. New Delhi: Prentice Hall of India.

17LIS24DA1: Academic Library System

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to acquaint the students with the present set up of academic library system in India;
- to make aware the students about growth and role of academic libraries;
- to examine the issues related with collection development;
- to look into the meaning, concept and technique of resource sharing

Outcomes

The students will be able to understand better manage resources and services in academic libraries in terms of growth, role of academic libraries. The course will teach us about the library organization, collection development issues and also lessons about resource sharing.

Unit 1: Academic Libraries

- Academic libraries : meaning, definition, need and purpose
- Types and functions of academic libraries
- Growth and development of academic libraries
- Role of academic libraries in formal and informal system of education
- UGC and its role in the development of academic libraries

Unit 2: Organization and Management

- Library authority: concept and Role
- Staffing norms and patterns
- HRM in academic libraries
- Sources of finance, types of budget, methods of financial estimation
- Planning and design of academic library buildings
- Library equipments, furniture, lighting and fitting

Unit 3: Collection Development

- Collection development: concept, meaning, importance and problems
- Collection development policy: print and non-print
- Selection principles and tools
- Library committee and their role in collection development
- Weeding policy, stock verification

Unit 4: Resource Sharing and Information Services

- Resource sharing: concept, need and purpose
 - Resource sharing networks in India
 - Role of INFLIBNET in development of academic libraries
 - Planning and development of information services
-

Suggested Readings

American Association of School Librarians. (1969). *Standards for school library programmes*. Chicago: ALA.

American Library Association. (1978). *Personnel organization and procedure: A manual suggested for use in college and university libraries*. 2nd ed. Chicago: ALA.

Baker, David, ed. (2006). *Resource management in academic libraries*. London: Library Associations.

Brophy, Peter. (2008). *The academic library*. London: Library Association.

Chapman, Liz. (2001). *Managing acquisitions in library and information services*. London: Library Association.

Gelfand, M. A. (2001). *University libraries for developing countries*. Paris: UNESCO.

Jordan, Peter. (1998). *The academic library and its users*. London: Gower.

Line, Maurice B., ed. (1990). *Academic library management*. London: Library Association.

17LIS24DA2: Public Library System

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- To acquaint the students with the present set up of public library system in India

Outcomes

The students will be able to better manage resources and services in public libraries.

Unit 1: Growth and Role of Public Libraries

- Public Library: Nature , meaning and concept
- History and development: history and development of public libraries with special reference to India
- Type and functions of public libraries
- Role of public libraries in formal and informal education and society
- Public libraries and national development
- Agencies and their role in promotion and development of public libraries in India

Unit 2: Library Organization and Administration

- Library organization and administration
- Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards
- Personnel management
- Sources of Finance; types of budget, methods of financial estimation, budget preparation
- Planning, basic elements in the design of public library buildings
- Furniture and library equipment
- Lighting and fittings

Unit 3: Collection Development

- Principles of collection development
- Selection principles, tools and problems of collection development
- Collection development of print material: books, periodicals, grey literature, patents, standards, government publications
- Electronic documents
- Weeding policy

Unit 4: Resource Sharing and Information Services

- Resource sharing: concept, need and purpose
- Resource sharing networks in India
- Planning and development of information services

Suggested Readings

- Bhatt, R. K. (1995). *History and development of libraries in India*. New Delhi: Mittal Publications.
- Ekbote, Gopala Rao. (1987). *Public libraries system*. Hyderabad: Ekbote Brothers.
- Hage, Christine Lind. (2004). *The public library start-up guide*. Chicago: American Library Association.
- Jain, M. K. (2000). *50 years of library and information services in India (1947-98)*. Delhi: Shipra.
- Kalia, D. R. (1990) *Guidelines for public library services and systems*. Calcutta: Raja Rammohan Roy Library Foundation.
- Liu, Lewis-Guodo, ed. (2001). *The role and impact of the Internet on library and information services*. Westport: Greenwood Press.
- Rath, Pravakar. (1996). *Public library finance*. New Delhi: Ess Ess.
- Thomas, V. K. (2005). *Public libraries in India: Development and finance*. New Delhi: Vikas.
- Totterdell, Anne. (2005). *An Introduction to library and information work*. London: Facet.

17LIS24DA3: Special Library System

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- To define the basic objectives of special libraries, their types and functions;
- to understand the growth of special libraries in India;
- to understand the fundamental of special library administration and management such as staffing, collection development, financial management and personnel management, etc.;
- to understand the concept of resource sharing and its importance in special libraries;
- to recognize new qualitative changes in library service due to introduction of ICT;

Outcomes

This course will enable the students to get awareness about the nature and practice of special libraries and their working patterns along with its growth history. Further this will guide the students in constitution of a library governing body, staffing norms, development good collection, building and furniture, consortia purchase and resource sharing, etc.

Unit 1: Growth and Role of Special Libraries

- History and development of special libraries with special reference to India
- Type and functions of special libraries
- Role of special libraries

Unit 2: Library Organization, Administration and Management

- Library organization and administration
- Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards
- Personnel management in special libraries
- Sources of finance, types of budget, methods of financial estimation, budget preparation
- Planning, basic elements in the design of special library buildings
- Furniture and library equipment
- Lighting and fittings

Unit 3: Collection Development

- Principles of collection development
- Selection principles, tools and problems of collection development
- Collection development of print material: books, periodicals, grey literature, patents, standards, govt. publications
- Electronic documents
- Weeding policy

Unit 4: Resource Sharing and Information Services

- Resource sharing: concept, need and purpose
 - Resource sharing networks in India
 - Resource sharing networks: RLIN, OCLC
 - Planning and development of information services
-

Suggested Readings

Auger, C. P. (1998). *Information sources in grey literature*. 4th ed. London: Bowker.

Buckett, J. and Morgan, T.S., ed. (1963). *Special materials in the libraries*. London: Aslib.

Chapman, Liz. (2001). *Managing acquisitions in library and information services*. London: Library Association.

Clapp, V. W. (2010). *Features of the research library*. Urbana: University of Illinois.

Grenfell, D. (1965). *Periodicals and serials: Their treatment in special libraries*. 2nd ed. London: Aslib.

Grogan, N. (1982). *Science and technology: An introduction to the literature*. 4th ed. London: Clive Bingley.

Heron, Peter & Whitman, John R. (2001). *Delivering satisfaction and Service quality: A customer-based approach for libraries*. Chicago: American Library Association.

Raitt, David, ed. (1997). *Libraries for the new millennium*. London: Library Association.

Scammell, A.W., ed. (1997). *Handbook of special librarianship and information Work*. 7th ed. London: Aslib.

Singh S. P. (2005). *Special libraries in the electronic environment*. New Delhi: Bookwell.

Wilkie, Chris. (2009). *Managing film and video collections*. London: Aslib.

17LIS24DB1: Information Literacy

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about scope of Information Literacy.
- to develop new skills for design of Information Literacy Programmes
- to create and promote Information Literacy Programme

Outcomes

Interdisciplinary nature of this course, students grappled not only Information literacy benefits but also recognize gaps inherent in knowledge acquisition and gives snapshot of multidisciplinary subject.

Unit1: Information Literacy

- Information literacy: concept, definition, scope and importance
- Types of literacy
- Library 2.0 and information literacy
- Standards of information literacy
- Information literacy and lifelong learning

Unit2: Information Literacy Programmes

- Scope of information literacy programme
- National programmes in information literacy
- International programmes in information literacy

Unit3: Methodology of Information Literacy

- Information literacy products: library brochure, database brochure, web-based
- Designing of information literacy programme
- Implementation of information literacy programmes

Unit4: Application of Information Literacy in Library And Information Centres

- Information literacy for individuals
 - Information literacy for professionals
 - Information literacy for research and development
 - Case studies of information literacy
-

Suggested Readings

- Andretta, S. (2012). *Ways of experiencing information literacy: Making the case for a relational approach*. Oxford: Chandos.
- Godwin, P & Parker, J. (2009). *Information literacy meets library 2.0*. Santa Barbara: Facet.
- Mackey, T.P & Jacobson, T.E. (2011). *Teaching information literacy online*. London: Neal-Schuman.

17LIS24DB2: Scientometrics

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about academic integrity;
 - to identify instances and types of plagiarism;
 - to get awareness about plagiarism;
 - to identify "fair use" applications to the use of someone else's materials;
 - to find information about the correct way to cite a reference;
 - to begin to develop your personal philosophy on academic integrity;
 - to be cautious enough to have deterrence strategies of plagiarism.
-

Outcomes

The course enables the students to get awareness about the nature and practice of academic integrity and its advantages. Further the completion of the course will guide the students and others to have deterrence policies and strategies to get away from plagiarism activities. After completion of the course, the learners will come to know, how citations are made properly. Over all awareness will be developed to maintain academic honesty with practical examples by the trainers.

Unit 1: Foundation of Scientometric

- Scientometric: definition, scope and evolution
- Bibliometric, informatics and scientometric
- Sociology of science and scientometric
- Organization engaged in scientometrics and informatics studies

Unit 2: Elements and Applications

- Laws of scientific productivity
- Growth and obsolescence of literature
- Science indicators
- Mapping of science
-

Unit 3: Techniques and Modeling

- Elements of statistics
- Probability distributions and their application
- Regression analysis
- Cluster analysis and factor analysis
-

Unit 4: An emerging discipline

- A discipline with content
- As a research methods
- Use of scientometrics by library and other professionals
- Evidence of authorship, publication studies

(Note: for unit 4, examples from difference publications (five PhD theses on Scientometrics and five journal articles)

Suggested Readings

Anderes, A. (2009). *Measuring academic research: How to undertake a bibliometric study*. Oxford: Chandos.

Arkhipor, D. B. (1999). Scientometric analysis of nature, the journal. *Scientometric* 46. 1, pp. 51-72

Borgman, C.L. (1990). *Scholarly communication and bibliometrics*: Sage Publications.

De Bellis, N. (2009). *Bibliometrics and citation analysis: From the science citation index to cybermetrics*. Lanham: Scarecrow Press

Devarajan, G. (1997). *Bibliometric studies*: Ess Ess Publications.

Swain, Nirmal Kumar (2009). The scientometric portrait of Professor M. P. Satija. In *Library & Information Science in Digital Age: Essays in Honour of Prof. M.P. Satija*. pp. 11-21. Jagtar Singh, I V Malhan and Trishanjit Kaur (Eds).New Delhi: Ess Ess.

Vinkler, P. (2010). *The Evaluation of Research by Scientometric Indicators*. Oxford: Chandos.

Whitley, R., & Gläser, J. (2007). *The changing governance of the sciences: the advent of research evaluation systems*: Springer.

17LIS24DB3: Information Politics and Economy

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Objectives

- to know about power of information;
- to know how information access creates information poor and rich;
- to get awareness about digital divide;
- to identify different theories associated with power politics ;
- to find information about as a power commodity.

Outcomes

The course enables the students a new way of thinking about the social and economic implications of the revolution in information and communication technologies (ICTs). Further it enables the learners to know, how access to information makes people empowered and creates information haves and have-nots, information rich and poor and digital divide.

Unit 1: Information and Power

- Information : meaning , definition, scope
- Information access and infrastructure
- Information is power

Unit 2: Information and Politics

- Digital culture
- Digitally powerful countries: Europe and USA and African and Asian countries

Unit 3: Information Economy

- Information as a commodity
- Information , technical know-how and global power
- Better infrastructure, better products and better money and economy

Unit 4: Theories

- Digital divide
- Eurocentric and non-eurocentric
- Michel Foucault and Jürgen Habermas with their power politics theories

Suggested Readings

Jordan, Tim. (2015). *Information politics: Liberation and exploitation in the digital society*. London: Pluto Press.

Rogers, Richard (2004). *Information politics on the Web*. Cambridge: MIT Press.

Dutton, William H., Peltu, Malcolm & Bruce, Margaret (1999). *Society of line: Information politics in the digital age*. Oxford: Oxford University Press.

Keen, Andrew (2009). Information politics: the defining issue of our age. *The Telegraph*, Sept 23, 2009, London
<http://www.telegraph.co.uk/technology/6222604/Information-politics-the-defining-issue-of-our-age.html>

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24. Self Learning Material of 173 Titles of the Programmes run through Distance Mode

Considered the action taken by the Vice-Chancellor, in anticipation of the approval of the Academic Council/Executive Council, in approving the Self Learning Material of 173 Titles of the following Programmes run through Distance Mode in the Directorate of Distance Education:

Programmes:

1. Bachelor of Arts
2. Bachelor of Commerce
3. Bachelor of Library and Information Science
4. Master of Science (Mathematics)
5. Master of Commerce
6. Master of Arts (Hindi)
7. Master of Arts (English)
8. Master of Arts (History)
9. Master of Arts (Economics)
10. Master of Arts (Public Administration)
11. Master of Arts (Political Science)
12. Master of Arts (Sanskrit)
13. Master of Library and Information Science

Titles of the Self Learning Material:

B.A. Part-I	BA1001	Eng: Literature and Language I & II
	BA1002	Hindi
	BA1003	History: History of India-1526
	BA1004	Economics
	BA1005	Public Administration
	BA1006	Political Science
	BA1007	Algebra And Trigonometry
	BA1007	Calculus And Ordinary Differential Equation
	BA1007	Vector Analysis And Geomeiry
B.A. Part-II	BA1008	Sanskrit
	BA1009	EVS
	BA2001	English
	BA2002	Hindi
	BA2003	History
	BA2004	Economics
	BA2005	Public Administration
	EA2006	Political Science
	BA2007	Advance Calculus
	BA2007	Differential Equations and Calculus of Variations
B.A. Part-III	EA2907	Mechanics
	BA2008	Sanskrit
	BA3001	English
	BA3002	Hindi
	BA3003	History
	BA3004	Economics
	BA3005	Public Administration
EA3006	Political Science	
	BA3007	Statistics

	BA3007	Abstract Algebra
	BA3007	Programming in C & Numerical Analysis
	BA3008	Sanskrit
B.Com. Part-I	BM1001	Business Communication
	BM1002	Business Economics
	BM1003	Business Management
	BM1004	Business Mathematics
	BM1005	Financial Accounting
	BM1006	Basic of Computer
	BM1007	EVS
B.Com. Part-II	BM2001	Business Regulatory Framework
	BM2002	Business Statistics
	BM2003	Company Law and Auditing
	BM2004	Corporate Accounting
	BM2005	Principles of Marketing
	BM2006	Human Resource Management
B.Com. Part-III	BM3001	Advertisement & Sales Management
	BM3002	Business Environment
	BM3003	Income Tax
	BM3004	Cost Accounting
	BM3005	International Marketing
	BM3006	Management Accounting and Financial Mgt.
M.Com. (P)	MC1001	Accounting for Managerial Decisions
	MC1002	Mgt. Concepts & Organizational Behaviour
	MC1003	Business Environment
	MC1004	Managerial Economics
	MC1005	Business Statistics
	MC1006	Computer Applications to Business
M.Com. (F)	MC2001	Strategic Management
	MC2002	Accounting Theory
	MC2003	Advanced Cost Accounting
	MC2004	Financial Management
	MC2005	Human Resource Management
	MC2006	Marketing Management
M.A. English (P)	EN1001	Literature in English (1550-1660)
	EN1002	Literature in English(1660-1798)
	EN1003	Literature in English(1798-1914)
	EN1004	Literature in English(1914 to present)
	EN1005	Poetry
M.A. English (F)	EN2001	American Literature
	EN2002	Critical Theory
	EN2003	Indian Writing in English
	EN2004	Literature and Gender
	EN2005	Modern Fiction and Drama
M.A. History (P)	HS1001	Ancient Societies
	HS1002	History of Haryana
	HS1003	Medieval Societies
	HS1004	Modern World
	HS1005	State in India
M.A. History (F)	HS2001	Historiography, Concept Methods & Tools
	HS2002	History of India (Earliest times to 320BC)
	HS2003	History of India (CAD320 to CAD1200)

	HS2004	Anc. Indian Soc. & Culture Upto 1200 AD
	HS2005	Indian Economy (Upto 1200AD)
	HS2006	History of India (C1200 to 1526AD)
	HS2007	History of India (1526-1757)
	HS2008	Socio Cultural History of India (C1200 to 1757AD)
	HS2009	Economy of India (1200 to 1757AD)
	HS2010	History of India (1757 to 1950)
	HS2011	National Movement (1885 to 1947)
	HS2012	Soc. & Culture of India (1757 to 1947)
	HS2013	Economy of India (1757 to 1947)
M.Sc. (Maths) (P)	MM1001	Advanced Abstract Algebra
	MM1002	Real Analysis
	MM1003	Topology
	MM1004	Programming in C
	MM1005	Differential Equations
M.Sc. (Maths) (F)	MM2001	Integration theory & Functional Analysis
	MM2002	Partial Differential Equations and Mech.
	MM2003	Complex Analysis
	MM2004	Advanced Discrete Mathematics
	MM2005	Analytical Number Theory
	MM2006	Mechanics of Solids
	MM2007	Fluid Dynamics
M.A. Eco. (P)	EC1001	Micro Economics Analysis
	EC1002	Macro Economics Analysis
	EC1003	Economics of Growth and Development
	EC1004	Mathematics for Economics
	EC1005	Statistical Methods
M.A. Eco. (F)	EC2001	Indian Economics Policy
	EC2002	Public Economics
	EC2003	International Trade and Finance
	EC2004	Agricultural Economics
	EC2005	Managerial Economics
M.A. Hindi (P)	HI1001	आधुनिक हिंदी कविता (अ)
	HI1001	आधुनिक हिंदी कविता (ब)
	HI1002	आधुनिक गद्य साहित्य (अ)
	HI1002	आधुनिक गद्य साहित्य (ब)
	HI1003	हिंदी साहित्य का इतिहास
	HI1004	भाषा विज्ञान एवं हिंदी भाषा
M.A. Hindi (F)	HI1005	विशेष रचनाकार कबीरदास
	HI2001	प्राचीन एवं मध्यकालीन काव्य (अ)
	HI2001	प्राचीन एवं मध्यकालीन काव्य (ब)
	HI2002	भारतीय एवं पाश्चात्य काव्य शास्त्र
	HI2003	प्रयोजनमूलक हिंदी
	HI2004	भारतीय साहित्य
	HI2006	नाटक और रंगमंच (अ)
	HI2006	नाटक और रंगमंच (ब)
M.A. Pol. Sc. (P)	PS1001	Indian Government & Politics
	PS1002	International Politics
	PS1003	Public Administration
	PS1004	Research Methodology
	PS1005	Western Political Thoughts

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M.A. Pol. Sc. (F)	PS2001	Comparative Politics & Pol. Analysis
	PS2002	Contemporary Political Thought & Theory
	PS2003	Diplomacy: Theory and Practice
	PS2004	Foreign Policy of India
	PS2005	International Laws
M.A. Public Admn. (P)	PA1001	Administrative Theory and Thought
	PA1002	Indian Administration
	PA1003	Comparative Public Administration
	PA1004	Labour Welfare Administration
M.A. Public Admn. (F)	PA2001	Development Administration
	PA2002	Human Resources Development
	PA2003	Research Methods
	PA2004	Financial Administration in India
M.A. Sanskrit (P)	SK1001	Vedic Sahitya
	SK1002	Sanskrit Grammar
	SK1003	Bhartiya Darshan
	SK1004	Laukik Sanskrit - Sahitya
	SK1005	Bhasha Vigyan
M.A. Sanskrit (F)	SK2001	Sanskriti & Dharamshastra
	SK2002	Drama & Prose (A & B) (Two Titles)
	SK2003	Kavya & Kavya Shastra
	SK2004	Kavya Shastra
	SK2005	Adhunik Sanskrit Sahitya
M.Lib	ML1001	Information Communication And Society
	ML1002	Mgt. of Library And Information Centres
	ML1003	Information Sources, Systems & Services
	ML1004	Information Processing And Retrieval
	ML1005	Fund. of Information Communic. Technol.
	ML1006	Information & Communic Technol. App.
	ML1007	Information & Communic Technol. App. (Practical)
	ML1008	Research Methodology
	ML1009	Academic Library System
B.Lib	BL1001	Library and Society
	BL1002	Library Management
	BL1003	Library Classification Theory
	BL1004	Library Classification (Practical)
	BL1005	Library Cataloguing Theory
	BL1006	Library Cataloguing (Practical)
	BL1007	Reference Information Sources
	BL1008	Information Technology: Basics (Theory)
	BL1009	Information Technology: Practical

(The above action taken by the Vice-Chancellor has already been approved by the Academic Council vide Reso. No. 15 of 05.02.2018).

RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR AS ABOVE BE APPROVED.

ACTION BY DIRECTOR (DDE)

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BA 1006

**POLITICAL SCIENCE
OPTION 1-POLITICAL THEORY
PAPER CODE: BA1006**

Marks: 100

Time: 3 Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Part-A

Nature and significance of Political Theory
Power and Authority
State: Original and Development
State: Dominant Perspectives
Sovereignty

Part-B

Citizenship, Rights and Liberty
Equality and Justice
Democracy
Development and Welfare State
Theories of Social change

Part-C

Short answer questions, at least five, spread over the entire syllabus.
Objective type (multiple choice) question over the whole syllabus.

Suggested Readings

- N.P. Barry, Introduction to Modern Political Theory. London, Macmillan, 1995.
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पूर्णाङ्कः : १००

समय : ३ घण्टे

एकक-१ संस्कृत वाक्यव्यवहारः

'संस्कृत व्यवहार साहस्री' (प्रकाशक संस्कृत भारती, माता मंदिर गली, झण्डेवाला, नई दिल्ली) पुस्तक में से ६ से १६ विषयों तक संस्कृत में सरल प्रश्नोत्तर रूप में लिखित परीक्षा।

१० अंक

(६ परीक्षा, १० चलचित्रम्, ११. शिलकाः, १२. स्त्रियः, १३. पाक, १४. वेश भूषणानि, १५. कार्यालय, १६. स्वास्थ्य)

एकक-२ संस्कृत ग्रन्थानुशीलनम्

(क) रामायणम् (बालकाण्डम् प्रथम अध्याय)

१०

(ख) श्रीमद्भगवद् गीता (द्वितीय अध्याय)

१०

(ग) रघुवंशम् (द्वितीय सर्गः)

१०

(श्लोकों की व्याख्या व आलोचनात्मक प्रश्न, सार आदि)

एकक-३ संस्कृत व्याकरणम्

(क) समास - अव्ययीभाव, कर्मधारय द्वन्द्व, बहुव्रीहि।

१०

(ख) वाच्य - कर्तृवाच्य, कर्मवाच्य, भाववाच्य आदि।

५

(ग) क्प्रत्यय - क्त्वा, तुमुन्, प्यत्, यत्, क्त, क्तवत्, शत, शानच्, तव्यत्, अनीयर्

५

(घ) तद्धित प्रत्यय - मत्पु, इनि, ठक्, त्व, तल्, छ

५

(ङ) गिजन्त रूप व सन्त रूप - भू, पत्, गम्, झ्, लिख, भ्रु, म, दा, स्था, हन् धातुओं के लट् लकार प्रथम पुरुष (एकवचन में)

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Paper IV
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EN : 2001

**M.A. English (Final)
PAPER-VII
Section A and B
AMERICAN LITERATURE**

**Max. Marks : 100
Time : 3 Hours**

Note: Candidate will be required to attempt FIVE questions in all. Question 1 will be compulsory. This question shall be framed to test candidates' comprehension of the texts prescribed. There will be one question on each of the Units in all the four sections. The candidate will be required to attempt four questions (in about 200 words each), one from each Section.

The other four questions will be based on the prescribed texts with internal choice i.e. one question with internal choice on each of the units. The candidates will be required to attempt ONE question from each of the FOUR sections.

No question will be set on suggested background reading.

**SECTION A
POETRY**

- Unit I** "Provide Provide", "Mending Wall", "The Road Not Taken", "Two Tramps in Mud Time", "Stopping By Woods on a Snowy Evening", "Birches", "The Onset", "After Apple Picking"
Robert Frost
- Unit II** "The Revelation", "Sea-Trout and Butterfish", "Tract", "The Widows Lament in Spring Time", "Young Sycamore", "Preface of Paterson Book One", "The Orchestra", "Negro Woman."
William Carlos Williams
- Unit III** "I, too, Sing America", "Dream Variations", "The Weary Blues", "Mother to Son", "The Negro Speaks of Rivers", "Personal", "Merry Go-Round", "Song for a Suicide", "Harlem", "Birmingham"
From the Poetry of the Negro (1941-1970 ed.) L. Hughes.
Langston Hughes

**SECTION B
FICTION**

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Hemingway
- Unit V** The Grapes of Wrath
Steinbeck
- Unit VI** Herzog
Saul Bellow

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EN-2004

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