

# **PROGRAMME GUIDE**

## **DISTANCE EDUCATION PROGRAMMES**

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### **BACHELOR OF ARTS (B.A.)**

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- **Scheme of Examination**
- **Detailed Syllabus**
- **Counseling and Study Structure**
- **Study Modules & Books Information**
- **Date Schedule & Instructions for Submitting Assignments**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
(CDOE) DR. C.V. RAMAN UNIVERSITY**

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH  
PHONE : 07753-253851, WEBSITE: [www.cvrु.ac.in](http://www.cvrु.ac.in)

## **ABOUT DR. C. V. RAMAN UNIVERSITY**

Dr. C.V. Raman University, located in the rural-tribal region of Kota, Bilaspur, Chhattisgarh, has significantly transformed higher education in terms of its quantity, quality, and accessibility over the past eighteen years. Dr. C. V. Raman is a private university located in Central India. It was established on November 3, 2006, in compliance with provision 2(f) of the UGC Act of 1956. The institution offers more than 62 Academic programmes across 14 departments, encompassing various fields such as science, engineering, law, arts, commerce-management, information technology, pharmacy, education, and physical education. The university is the first private institution to be accredited with an "A" grade by NAAC and is also ISO 9001:2015 certified. The organisation that obtained certification to establish its own community radio station in Chhattisgarh is CVRU, which is situated on a 70-acre plot of land. The radio station is named "Radio-Raman-90.4."

The institution is home to over 4500 students and 298 faculty members who are committed to their job with unflinching dedication. They strive to include the latest advancements in research and instruction while also demonstrating empathy and engaging in community service. The University has made significant efforts to transform itself into a prominent global educational institution that has established a unique and distinguished position. It is actively seeking new sources of wisdom and knowledge in order to distinguish itself significantly from others. Students are driven by the institution, which provides a platform for them to embody the concept of "BE CHANGE" (institution slogan). The university's establishment is rooted in the concepts and convictions of Dr. C.V. Raman, the inaugural Indian laureate of the Nobel Prize in science, whose comments succinctly capture the fundamental principles of the school.

The university has initiated collaboration with NSDC through CVRU-NSDC Skill Academy to deliver skill-oriented programmes, as part of its commitment to fulfil the purpose of skill development in India. Each regulatory authority, such as the AICTE, NCTE, BCI, PCI, and UGC, establishes and upholds criteria for degrees, diplomas, certificates, and other educational specializations.

In addition to Academic programmes, the institution offers several amenities and services to its students, including NCC, NSS, Smart Classrooms, ITBI, hostels, transportation, and placement facilities. The University has established a total of 14 Centers of Excellence to foster students' interest in art and science and enhance their knowledge both internally and outside. The 14 centres are CEAER, Rabindranath Tagore International Arts and Culture, CERTE, Chhattisgarh Museum (Sanjohi), Biotechnology Research, Renewable and Green Energy, Performing Art and Raigarh Kathak, Skill Development and Industrial Consultancy, Future & High-end Skills, Vanamali Srijan Peeth, Chhattisgarh Sodh and Srijan Peeth, GIS and Remote Sensing, and Innovation, Incubation and Entrepreneurship Development. A fully automated library

## **CVRU-CDOE Programme Guide 2024-25 – Faculty of Arts**

has been developed to give students with an automated library system. This system allows students to access the library's digital learning resources and benefit from them.

### **VISION**

Dr. C. V. Raman University's constant innovation in research, education, creativity, and business embracing social, ethical, human, and spiritual principles will have a revolutionary effect on society.

### **MISSION**

- To create transformative educational experience for students focused on deep disciplinary knowledge problem solving, leadership, communication and entrepreneur skill, and personal health and wellbeing.
- Creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation and entrepreneurship can flourish.
- Ensuring individuals can achieve their full potential.
- To impact society in a transformative regionally, nationally and globally by engaging with partners outside the traditional border of the University campus.

### **OUR OBJECTIVES**

- Dr. C.V. Raman University aims to provide quality education, which will not only help in the student's Intellectual growth but also help the students in becoming responsible adults. Our aim is
- Since our university is located in the tribal dominated area, scholarship opportunities are also given to ST and SC students to help them get quality education and increase their awareness level.
- To provide quality education and make provisions for research that enables students to achieve bright professional careers.
- To establish state-of-the-art facilities for students.
- To provide students an exposure to an industry environment, which is addressed through seminars, workshops, and regular field and industry visits.
- To nurture a higher level of intellectual ability through highly qualified faculties and a great library.
- Create research-oriented environment and innovation.

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- To maintain the standard of degrees, diplomas, certificates and other Academic distinctions in accordance with the norms laid down by all its and regulatory bodies AICTE, NCTE, BCI, PCI & UGC.
- To provide world-class infrastructure for recreation, sports and a Shri J. P. Choubey Central Automatic Digital library with digital learning resources like CAS, SDI, resource sharing, list of latest arrivals, On-line e-resources, OPAC Services, Central Library is automated with KOHA Library Management Software integrated with RFID System.
- To support students through internships and placements for better opportunities.
- Conduct regular revision of curriculum & Academic audits.
- Use of modern technologies for teaching to the student like projector, Smart Class Room, ICT Lab, Language Lab, Research Lab, Seminars, and involving students in teaching for talent acquisition.

### OUR CORE STRENGTH

- **Peaceful Environment:** 70-acre green campus. The whole campus of CVRU is surrounded by a huge and green forest area with a significant range of Bio-Diversity consisting of the dense flora and fauna located on the Bilaspur Amarkantak Highway with a huge opportunity of exploration & scientific research.
- **Educational Legacy:** University's whole dedication & commitment to Academics is a direct motivation, inspired by the Chancellor (President Awardee) in the form of visionary leadership.
- **Programs in Broader Level:** CVRU offers programmes in almost all domains of specializations at graduate (UG), postgraduate (PG), diploma, P-G diploma, integrated and Doctoral level which involve various professional, job-oriented, value-added courses, enrichment courses, technological courses, managerial courses, legal, vocational and skill development courses which fulfils the need for the complete development of the student & thereby of the nation and skill India mission.
- **Student Diversity:** CVRU campus has vibrant cultural ambience where students are from various states across the country.
- **Tribal Students:** Sincere, disciplined, mannered, cultured, enthusiastic, respectful proactive and huge percentage of our students are from SC/ST/OBC category & Rural background.

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- **Multi-disciplinary** Academic excellence through exceptional quality of its modern, comprehensive, inspiring, experiential, expansive & inclusive education system with special emphasis on skill & core human values.
- **Location:** Situated in the rural and tribal belt of the state of Chhattisgarh which caters to the social benefits, educational needs and developmental needs of the learners staying in vicinity of rural and economically poor background.
- **In-campus community Radio:** “90.4 Radio Raman” for spreading awareness regarding health, hygiene, medicine, education and other social-benefits
- **Automated Library** infrastructure with effective use of E-resources.
- Qualified young, dedicated, skilled and competent faculty members with leadership qualities.
- Excellent infrastructure & Academic ambience with ICT enabled classrooms and well-equipped modern laboratories for effective teaching learning process.
- Outcome based curricula and assessment system implemented.
- Central Instrumentation-Facility with cutting-edge technology for research, innovations and extension.
- Integration of skill and entrepreneurship in curriculum framework.
- Student centric environment with grievances redressal mechanism, mentoring, career guidance and counselling, training and placement, etc. functional.
- Environment protection initiatives including renewable energy, rain water harvesting, biogas plant, activities on sustainable green practices by IECSC.
- Proactive management and efficient governance system.

### APPROVALS & RECOGNITION FROM REGULATORY BODIES

- Dr. C.V. Raman University is recognized by 2(f) under section 22 of UGC (University Grant Commission) Act 1956.
- The AICTE (All India Council of Technical Education) has approved the B.Tech., M.Tech, MBA, BBA & Diploma in Engineering Programmes of Dr. C.V. Raman University, Bilaspur.
- NAAC “A” Graded University
- The NCTE (National Council for Teacher Education) has approved the B.Ed & M.Ed Programmes of Dr. C.V. Raman University, Bilaspur.
- The BCI (Bar Council of India) has approved the B.A.L.L.B., L.L.B., & B.Com. L.L.B Programmes of Dr. C.V. Raman University, Bilaspur.
- Dr. C.V. Raman University is the member of the Association of Indian Universities (AIU)

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- The University is Approved by CGPURC (Chhattisgarh Private University Regulatory Commission).
- The PCI (Pharmacy Council of India, a statutory body constituted under the Pharmacy Act, 1948) has approved the D.Pharm, B.Pharm & M.Pharm programmes of Dr. C.V. Raman University, Bilaspur.

### **THE FACULTIES OF STUDIES**

The University has wide range of faculties which offers the traditional as well as the new era job-oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts (Performing and Fine Arts)
- Faculty of Commerce
- Faculty of Management
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education & Physical Educations
- Faculty of Law
- Faculty of Pharmacy
- Faculty of Science (Rural Technology)

### **ABOUT CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), CVRU**

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching

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methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- ❖ Reaching various far-flung regions of the state through information technology
- ❖ Providing professional education, need- and knowledge-based
- ❖ Setting new national standards in distance education

### **IMPORTANT ACHIEVEMENTS**

- AN ISO 9001:2015 Certified University.
- University of the Year Award 2023 by FICCI.
- CSR National Award 2023, CVRU, CG.
- Zee Madhya Pradesh & Chhattisgarh Education Excellence Award 2020.
- Auropath Global Award 2019 for Best Course & Curriculum Design.
- Leading University of Chhattisgarh Award 2019.
- Zee Madhya Pradesh & Chhattisgarh for Valuable Contribution Award.
- Felicitated for the Pioneering Initiative of accepting NIELIT Qualifiers for Higher Courses.
- ASSOCHAM India Excellence in Education, Training & Development Award 2018.
- World Education Summit Award for Innovation in Open & Distance Learning.
- Education Excellence Award 2018.
- World Education Award 2016 (Dubai).

### **ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE**

The University offers through the Centre for Distance and Online Education (CDOE) both short term and long-term programmes leading to Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Improvement of skills,

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- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and up-dation of knowledge, and
- Empowerment.

### **PROMINENT FEATURES OF THE OPEN AND DISTANCE LEARNING MODE AT CVRU**

The distance and online education at the Dr. C. V. Raman University has certain unique features such as:

- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Modular approach to programmes.
- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.
- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.
- Set the national standards for Distance Education.
- The programmes are offered in compliance to NEP 2020 Guidelines
- The programmes follow the multidisciplinary and inter-disciplinary approach
- Socially and academically relevant programmes based on students' need analysis
- Use of latest information and communication technologies

#### **(A) Programme Mission & Objectives:**

##### **Mission statement:**

Dr. C.V. Raman University, Institute of Open & Distance Education on providing quality education through distance learning, matching with the parameter of regular programme and producing capable administrative leaders who are prepared with the necessary management & research skills to make high-quality administrative.

The B.A. programme at our university create high level of intellectual capacity in learners.



providing opportunity for learners to pursue high level studies. providing opportunity for higher education studies to the learners who have been deprived of higher education due to being employed in government organization.

**Objectives of the programme:**

The objective of the programme is to extend university-based education outside of Academic buildings. It satisfies the fundamental social duty of giving individuals who are unable to attend formal schooling education right at their doorstep. Some of the key objectives of the B.A. programme are as follows-

- To provide higher education to the learner employed in government and non-governmental services.
- To getting opportunity for learner through higher education for higher post.
- Those learners who are preparing for competitive examination and cannot study regularly they will get opportunity of higher education.
- The women deprived of higher education will get an opportunity to study higher education.
- To develop study skills among the learners so as to help them cope with courses in Economics, Political science, Sociology, Leterature etc.
- To understand the multicultural & diversity issues in arts.

**(B) Relevance of the Program, with University Mission and Goals:**

- Dr. C.V. Raman University aims to provide high standard of liberal education to its students, catering to their intellectual growth, personality development & natures them to be responsible adults committed to high ethical standards though various courses offered from different fields like Economics, Political science, History etc. in regular mode as well as Open & Distance learning mode.
- B.A. offered in Open & Distance learning mode is one such course of greater significant which not only helps those individuals who cannot attend classes regularly, provides an opportunity to upgrade the knowledge, qualification & can attain growth in terms of intellectuality, professionally & personally in the field of public administration.

**(C) Nature of Prospective targeted Group of Learners:**

- The learners of remote area will get opportunity for higher education.
- Rural learners will get the opportunity of higher education.
- Teachers and employees working in government and non-government jobs will get opportunity to get promotion.
- Female learners will get the opportunity of higher education.

**(D) Appropriateness of programme to be conducted in Distance and Online learning mode to acquire specific skills and competence:**

- After grading from the arts faculty, the learner will get employment opportunity of graduate level.
- Undergraduate learner in the arts will get the necessary background for basic preparation for competitive examination.
- Arts graduate learners will be giving promotion opportunity if they are employed in government and non-government sector.
- The learners of ruler women will get good jobs after arts graduate and good employment opportunity.
- Graduates will understand effective leadership techniques, including aspects decision-making.

**(E) Expected Outcomes of Programme:**

- To acquired techniques relevant of course taught.
- To provide the practical expose and knowledge acquiring skill.
- To crate and develop the presentation skill in seminar/ conference.

**(F) PROGRAMME DELIVERY MODE**

The methodology of instruction in the distance online learning mode in the University is different from that of the conventional regular programmes. The system adopted for this is more learner-oriented and the learner is an active participant in the pedagogical (teaching & learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per requirement.

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The programme delivery methodology used in the distance learning mode follows a multimedia approach for instruction, which comprises:

- **Self-Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches for every course.
- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.
- **Counselling Session:** Normally counseling sessions are held as per schedule drawn by the CDOE Dr. C. V. Raman University. These are mostly held outside the regular working hours of the University.
- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the University.
- **Industrial Training/ Practical's/ Project Work:** Some programmes have industrial training/practical/ project component also. Practical's are held at designated institutions for which schedule is provided by the University. Attendance at practical's is compulsory. For Project Work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.
- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.

- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact programme shall be announced and communicated to students in – time.

## **G) EVALUTION SYSTEM**

The system of evaluation in Open & Distance Learning System is also different from that of conventional system. CVRU has a multi- tier system of evaluation given as follows:

1. Self –assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignment which are tutor marked, practical assignments & seminar/workshops/ extended contact programmes.
3. End semester examination/Term end examinations.
4. Project works.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an Academic programme. A learner has to submit TMA responses to the University established by (CDOE) Dr. C. V. Raman University. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. End semester examination/Term-end examination will be conducted at various examination centre approved by Centre for Distance and Online Education Dr. C.V. Raman university spread all over the Chhattisgarh. The weightage for End semester examination/Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

## **H) TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE**

The University conducts Term-end Examination in semester system & held in the month of Nov/Dec and May/ June every year. Students will be permitted to appear in End semester examination/term-end examination subject to the conditions that-

- 1) Registration for the courses, in which they wish to appear is valid,
- 2) Minimum Time to pursue these courses is elapsed & Submission of required number of assignments in respective courses by the due date.

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Students can also submit on-line examination form as per guidelines through website at [www.cvru.ac.in](http://www.cvru.ac.in). Examination fee is required to be paid online payment gateway as per the fee table. Please do all correspondence regarding the course admission and other detail at the following address:

The Director  
CENTRE FOR DISTANCE AND ONLINE EDUCATION(CDOE)  
Dr. C. V. Raman University  
Kargi Road, Kota, Bilaspur, Chhattisgarh  
Phone: 07753-253851,

**LEARNER SUPPORT DESK:**

Phone: 07753253872, 07753-253873, 8359050061

Email: [lsd@cvru.ac.in](mailto:lsd@cvru.ac.in)

## BACHELOR OF ARTS (B.A.)

Duration : 36 Months (3

Years) Eligibility : 12<sup>th</sup> Pass

### SCHEME OF EXAMINATION

Course CDOE	Name of the Course	Credit	Total Marks	Theory		Assignments/ Practical's	
				Max	Min	Max	Min
<b>FIRST SEMESTER</b>							
1BA1	Hindi Bhasha Sanrachna-1	2	50	35	12	15	5
1BA2	Fundamental of Entrepreneurship	2	50	35	12	15	5
<b>OPTIONAL PAPER SELECT ANY THREE (From 1BA 3 to 1BA7)</b>							
1BA3	प्राचीनकाव्य	4	100	70	23	30	10
1BA4	Poetry	4	100	70	23	30	10
1BA5	Introduction to sociology	4	100	70	23	30	10
1BA6	Political Theory	4	100	70	23	30	10
1BA7	Micro Economics	4	100	70	23	30	10
1BA8	Communication Skills	4	100	70	23	30	10
<b>Total aggregate required to pass</b>		<b>20</b>	<b>500</b>	<b>350</b>	<b>126</b>	<b>150</b>	<b>54</b>
<b>SECOND SEMESTER</b>							
2BA1	English Language and Indian Culture	2	50	35	12	15	5
2BA2	Development of Entrepreneurship	2	50	35	12	15	5
<b>OPTIONAL PAPER SELECT ANY THREE (From 2BA 3 to 2BA 7)</b>							
2BA3	हिन्दी कथा साहित्य	4	100	70	23	30	10
2BA4	Prose	4	100	70	23	30	10
2BA5	Indian Society	4	100	70	23	30	10
2BA6	Indian Government and Politics	4	100	70	23	30	10
2BA7	Indian Economy	4	100	70	23	30	10
2BA8	Personality Development	4	100	70	23	30	10
<b>Total aggregate required to pass</b>		<b>20</b>	<b>500</b>	<b>350</b>	<b>126</b>	<b>150</b>	<b>54</b>

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<b>THIRD SEMESTER</b>							
3BA1	Hindi Language and Samvedana	2	50	35	12	15	5
3BA2	Environmental Study-I	2	50	35	12	15	5
<b>OPTIONAL PAPER SELECT ANY THREE (From 3BA 3 to 3BA 7)</b>							
3BA3	अर्वाचीन हिन्दी काव्य	4	100	70	23	30	10
3BA4	Drama	4	100	70	23	30	10
3BA5	Rural and Urban Sociology	4	100	70	23	30	10
3BA6	Representative Political Thinkers	4	100	70	23	30	10
3BA7	Macro-Economics and Money and Banking	4	100	70	23	30	10
3BA8	Communicative English	4	100	70	23	30	10
<b>Total aggregate required to pass</b>		<b>20</b>	<b>500</b>	<b>350</b>	<b>126</b>	<b>150</b>	<b>54</b>
<b>FOURTH SEMESTER</b>							
4BA1	English Language and Scientific Temper	2	50	35	12	15	5
4BA2	Environmental Study-II	2	50	35	12	15	5
<b>OPTIONAL PAPER SELECT ANY THREE (From 4BA 3 to 4BA 7)</b>							
4BA3	हिन्दी भाषा और साहित्य का इतिहास-काव्यांग विवेचन	4	100	70	23	30	10
4BA4	Fiction	4	100	70	23	30	10
4BA5	Sociology of Tribal Society	4	100	70	23	30	10
4BA6	Comparative Government and Politics	4	100	70	23	30	10
4BA7	International Economics and Public Finance	4	100	70	23	30	10
4BA8	Information Technology & Trends	4	100	70	23	30	10
<b>Total aggregate required to pass</b>		<b>20</b>	<b>500</b>	<b>350</b>	<b>126</b>	<b>150</b>	<b>54</b>
<b>FIFTH SEMESTER</b>							
5BA1	Bhasha Kausahl aur Sanchar Sadhan	2	50	35	12	15	5
5BA2	Basic Computer Information Technology-I	2	50	35	12	15	5
<b>OPTIONAL PAPER SELECT ANY THREE (From 5BA 3 to 5BA 7)</b>							
5BA3	प्रयोजनमूलक हिन्दी	4	100	70	23	30	10
5BA4	American Literature	4	100	70	23	30	10

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5BA5	Thoughts of Sociology	4	100	70	23	30	10
5BA6	International Politics	4	100	70	23	30	10
5BA7	Development and Environment Economics	4	100	70	23	30	10
5BA8	Multimedia	4	100	70	23	30	10
<b>Total aggregate required to pass</b>		<b>20</b>	<b>500</b>	<b>350</b>	<b>126</b>	<b>150</b>	<b>54</b>
<b>SIXTH SEMESTER</b>							
6BA1	English Language and Aspects of Development	2	50	35	12	15	5
6BA2	Basic Computer Information Technology-II	2	50	35	12	15	5
<b>OPTIONAL PAPER SELECT ANY THREE (From 6BA 3 to 6BA 7)</b>							
6BA3	हिन्दी नाटक निबंध तथा स्फुट गद्य विधाएं एवं छत्तीसगढ़ी भाषा साहित्य	4	100	70	23	30	10
6BA4	Indian Writing in English	4	100	70	23	30	10
6BA5	Method of Social Research	4	100	70	23	30	10
6BA6	Public Administration	4	100	70	23	30	10
6BA7	Quantitative Techniques	4	100	70	23	30	10
6BA8	Project and Viva voce	4	100	70	23	30	10
<b>Total aggregate required to pass</b>		<b>20</b>	<b>500</b>	<b>350</b>	<b>126</b>	<b>150</b>	<b>54</b>





**Dr. C.V. RAMAN UNIVERSITY**  
CENTRE FOR DISTANCE AND ONLINE  
EDUCATION(CDOE) Kargi Road, Kota, Bilaspur  
(C.G.)

SEMESTER- First Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 1BA1,CREDIT:-2**  
**COURSE:- FOUNDATION COURSE**  
**HINDI LANGUAGE SANRACHANA – I**

**THEO. MAX. M: 35 MIN. M: 12**  
**ASSIG. MAX.M: 15 MIN. M: 05**

- इकाई-1 भारत वंदना (काव्य) सूर्यकांत त्रिपाठी 'निराला'जाग , तुझको दूर जाना  
सुत्री महादेवी वर्मा  
स्वतंत्रता पुकारती (काव्य) जयशंकर'प्रसाद', हम अनिकेतन (काव्य),  
बालकृष्ण शर्मा 'नवीन' भाषा की महत्ता और उसके विविध रूप  
भाषा-कौशल
- इकाई-2 करुणा (निबंध) आचार्य रामचन्द्र शुक्ल  
समन्वय की प्रक्रिया (निबंध)रामधारी सिंह 'दिनकर'  
विच्छी बुआ (कहानी)  
डॉ. लक्ष्मण विष्ट 'बटरोही'  
अनुवाद परिभाषा प्रकार, महत्व, विशेषताएं  
हिन्दी की शब्द-संपदा  
परिभाषिक शब्दावली
- इकाई-3 विलायत पहुंच ही गया (आत्मकथांश) महात्मा गांधी  
अफसर (व्यंग्य) शरद जोषी  
तीर्थयात्रा (कहानी) डॉ. मिथिलेश कुमार मिश्र  
मकड़ी का जाला (व्यंग्य) डॉ. रामप्रकाश सक्सेना  
वाक्य-संरचन: तत्सम, तद्भव देशज विदेशी
- इकाई-4 अप्प दीपो भव (वक्तृत्व कला) स्वामी श्रद्धानंद

भारत का सामाजिक व्यक्तित्व (प्रस्तावना) जवाहरलाल नेहरू पत्र मैसूर के महाराजा को (पत्र-लेखन)  
स्वामी विवेकानंद बनी रहेंगी किताबें (आलेख) डॉ. सुनीता रानी घोष पत्र-लेखन: महत्व और उसके  
विविध रूप, सड़क पर दौड़ते ईहा मूंग (निबंध) डॉ. श्यामसुन्दर दुबे

इकाई-5

योग की शक्ति (डायरी), डॉ. हरिवंशराय बच्चन, कोश के अखाड़े में कोई पहलवान नहीं उतरता  
(साक्षात्कार), भाषाविद् डॉ. हरदेव बाहरी से प्रो. त्रिभुवननाथ शुक्ल, नीग्रो सैनिक से भेंट (यात्रा-संस्मरण)  
डॉ. देवेन्द्र सत्यार्थी, यदि बा न होती तो शायद गांधी को, गिरिराज किशोर से सत्येन्द्र शर्मा यह ऊँचाई न  
मिलती (साक्षात्कार) 5 कथाकार  
सर-लेखन, भाव-पल्लवन साक्षात्कार और कौशल

### **REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
हिन्दी भाषा संरचना	हिन्दी भाषा संरचना	प्रो. त्रिभुवनलाल शुक्ल	म.प्र. हिन्दी ग्रंथ अकादमी



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SEMESTER- First Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 1BA2,CREDIT:-2**  
**COURSE:- FUNDAMENTAL OF ENTREPRENEURSHIP**

**THEO. MAX. M: 35 MIN. M: 12**  
**ASSIG. MAX.M: 15 MIN. M: 05**

**Unit-1**

Entrepreneurship: Need, Scope and Philosophy: - Definition, Characteristics of Successful Entrepreneur, Core Elements of Entrepreneurship, Role of Entrepreneurship in Economic Development, Factors affecting Entrepreneurship- economic factors, non-economic factor, social factor, psychological factor, Political and Government Factor.

**Unit -2**

Entrepreneurial traits and types: Entrepreneurial Trait, Characteristics, Their types. Entrepreneurship & Society, Starting an Enterprise, Funding an Enterprise

Entrepreneurial Success and Failure, Decisions for Entrepreneurial Process, Entrepreneurial Environment, Social Entrepreneurship.

**Unit -3**

Creativity, idea generation, screening and project identification: Meaning of creativity, Factors affecting creativity, Creative process, Components of creativity, Idea generation, Projects, Project Life Cycle Phases, Project Identification.

**Unit -4**

Social determinants of entrepreneurial growth: Meaning of Entrepreneurial Growth, Determinants of Entrepreneurial Growth, Social Determinants of Entrepreneurial Growth, Case-Israel: The Country with Entrepreneurial Culture. New enterprise management issue: Location: Factors for evaluating and selecting, Transportation related factors, Labor related factors, Market related factors, Government attitude related factors etc., Environment: Threat of entry,

Power of Buyers, Power of Suppliers, Threat of Substitutes, Managerial issues in new venture: Managerial roles and Functions, Managerial Skills, Human Resource Issues, Structural Issues, Policy and Procedural Issues.

### **Unit-5**

Entrepreneurship Theories: Meaning of Entrepreneurship Theories: Historical Background, Various schools of Thoughts on Entrepreneurship: Economist's Thought, Sociologist's Thought, Psychologist's Thought, Economist's thought, Theories of Entrepreneurship: Economic Theory, Innovation Theory, Entrepreneurial Growth Theory, Theory of Gap Fillers, Theory of Status Withdrawal, Theory of Intrapreneurship etc., Entrepreneurship Trend in Other countries.

### **Text Books:**

- Entrepreneurship Development, Author: S.S. Khanka, Publisher: S. Chand Publishing
- Dynamics of Entrepreneurial Development and Management, Author: Vasant Desai, Publisher: Himalaya Publishing House
- Entrepreneurship, Author: Robert D. Hisrich, Michael P. Peters, and Dean A. Shepherd  
Publisher: McGraw Hill Education
- Innovation and Entrepreneurship, Author: Peter F. Drucker, Publisher: Harper Business
- Fundamentals of Entrepreneurship and Small Business Management, Author: Vasant Desai  
Publisher: Himalaya Publishing House

### **REFERENCE BOOK**

- Barringer, B. R., & Ireland, R. D. (2019). Entrepreneurship: Successfully launching new ventures (6th ed.). Pearson.
- Kuratko, D. F. (2020). Entrepreneurship: Theory, process, and practice (11th ed.). Cengage Learning.
- Hisrich, R. D., Peters, M. P., & Shepherd, D. A. (2020). Entrepreneurship (11th ed.). McGraw-Hill Education.
- Bygrave, W. D., & Zacharakis, A. (2019). The portable MBA in entrepreneurship (5th ed.). Wiley.
- Scarborough, N. M., & Cornwall, J. R. (2018). Essentials of entrepreneurship and small business management (9th ed.). Pearson.



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SEMESTER- First Semester

PROGRAMME: - BACHELOR OF ARTS (B.A.)

COURSE CODE: 1BA3, CREDIT: -4

COURSE: - प्राचीनकाव्य

THEO. MAX. M: 70 MIN. M: 23

ASSIG. MAX.M: 30 MIN. M: 10

- इकाई 1 - व्याख्याएं निर्धारित पाठ्य पुस्तक से कबीर, सूरदास, तुलसीदास।
- इकाई 2 - भक्तिकाल एवं रीतिकाल की पृष्ठभूमि एवं प्रमुख प्रवृत्तियों/धाराएं एवं विशेषताएं।
- इकाई 3 - कबीर, सूर, तुलसी पर समीक्षात्मक प्रश्न।
- इकाई 4 - बिहारी, भूषण और घनानंद पर समीक्षात्मक प्रश्न।
- इकाई 5 - दूत पाठ के कवि - विद्यापति जायसी, रहीम, केशव पद्माकर और देव। (इन पर लघुतरीय प्रश्न पूछे जायेंगे।)

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
हिन्दी भाषा संरचना	हिन्दी भाषा संरचना	प्रो . त्रिभुवनलाल शुक्ल	म.प्र. हिन्दी ग्रंथ अकादमी



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SEMESTER- First Semester

**PROGRAMME: - BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 1BA4, CREDIT:-4**  
**COURSE:- POETRY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT I**

Annotations-From Unit II to V

**UNIT II**

William Shakespeare-  
From Fairest Creatures  
The Little Love-God, True Love,  
Shall I Compare Thee to a Summer's  
Day  
John Milton –  
On His Blindness  
Of Man's First Disobedience (Paradise Lost, Book-I, Lines 1 to 26).

**UNIT III**

John Donne-  
Sweetest Love I Do Not  
Go This is May Play's  
Last Scene  
John Dryden – The Portrait of  
Shadwell Alexander Pope – Ode to  
Solitude

**UNIT IV**

Thomas Gray- Elegy Written in a Country  
Churchyard  
William Collins – Ode to Evening  
Oliver goldsmith – Portrait of the Village School-master (Extract from the Deserted  
Village)

**UNIT V**

William Blake – Tyger, Tyger, Burning  
Bright  
B.B. Shelley – To a Skylark  
John Keats – Ode to a Nightingale  
Edwin Arnold – Light of Asia (An extract from Book-III).

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
Poetry	Poetry : The Basics	Jeffrey Wainwright	Cambridge University Press



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SEMESTER- First Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE : 1BA5,CREDIT:-4**  
**COURSE:- INTRODUCTION TO SOCIOLOGY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT-I**

Nature of Sociology, Meaning of Sociology, Sociological Perspective, Sociology and Social Sciences, The scientific and humanistic orientations to sociological study

**UNIT-II**

Society, Community, Institutions, Associations, Group, Social structure, Status-Role, Family and Kinship, Religion, Education, Politics

**UNIT-III**

Society, Culture, Socialization- Relation between individual and society social Control, Values and Norms Social Stratification and mobility- Meaning, forms and theories

**UNIT-IV**

Social Change-Meaning and type, Evaluation and revolutions, progress and Development factors of social change and theories.

**UNIT-V**

Introduction to Applied Sociology, Sociology and social problems-Sociology and social policy and action, Sociology and Development, Sociology and Professions

**REFERENCE BOOK**

<b>PAPER</b>	<b>BOOK NAME</b>	<b>AUTHOR</b>	<b>PUBLISHERS</b>
समाज शास्त्र – परिचय	यूनिफाइड समाजशास्त्र	श्रीवास्तव ए. पी.	आगरा राम प्रसाद एंड संस





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SEMESTER- First Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 1BA6,CREDIT:-4**  
**COURSE:- POLITICAL THEORY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT-I**

Political science – Definition nature and scope. Nature and significance of Political Theory. Methods: Traditional and Modern: Relations with other social sciences: Sociology, history, economics, psychology and geography.

**UNIT-II**

Power and Authority, State – Origin, Development and Elements. State: Dominant perspectives – Sovereignty; Pluralist criticism;

Citizenship

**UNIT-III**

Rights: Theories of Rights, Specific Rights, Rights and Duties; Liberty, Equality and justice. Democracy: Meaning, Types and Theories, Theories of Representation, Development and Welfare state.

**UNIT-IV**

Legislature, Executive and Judiciary. Theory of Separation of Powers. Constitution: Meaning and types.

**UNIT-V**

Types of Government: Dictatorship, Parliamentary and Presidential. Unitary and Federal, Party System, Pressure groups: Feminism.

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
राजनीति सिद्धांत	यूनिफाइड राजनीति विज्ञान	डॉ. पुखराज जैन	साहित्य भवन पब्लिकेशन



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SEMESTER- First Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 1BA7,CREDIT:-4**  
**COURSE:- MICRO ECONOMICS**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT-1**

Definition, Evolution, Scope & Nature of economics, Methods of Economic Analysis - Inductive & Deductive – Logic, Merits & Demerits. Basic Concept – Law of Demand and Supply.

**UNIT-2**

Utility – Cardinal and Ordinal Approches, Elasticity of Demand – Price, Income & Cross Elasticity, Indifference Curve Analysis – Meaning, Characteristics, Consumer Equilibrium, Consumer Surplus.

**UNIT-3**

Production – Laws of Production, Law of Variable Proportion, Return to Scale, Economies of Scale, Isoquants – Meaning and Characteristics, Concepts of Cost and Revenue – Total, Marginal & Average.

**UNIT-4**

Market – Concept and Classification. Perfect Competition – Characteristics, Price and Output Determination for Firm and Industries. Monopoly – Characteristics, Price and Output Determination. Monopolistic Competition - Characteristics, Price and Output Determination.

**UNIT-5**

Factor Pricing - Theory of Marginal Productivity of Distribution, Classical and Modern Theories of Wages, Rent, Interest and Profit. Keynesian Theory of Interest.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
Micro economics	Micro economics	J C Pant	Hindi Granth academy



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SEMESTER- First Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 1BA8, CREDIT:-4**  
**COURSE:- COMMUNICATION SKILLS**

**THEO. MAX. M: 70 MIN. M: 36**  
**ASSIG. MAX.M: 30 MIN. M: 10**

- Unit – I** Business Communication – its meaning & importance. Barriers to effective communication, basic model & communication, Essentials of effective business communication.
- Unit – II** Basic parts of speech – Noun, pronoun, verb, adjective, adverb, preposition, article and conjunction, Active & passive voice, paragraph writing, précis, translation (from vernacular to English & English to vernacular), Correct word usage – Homonyms, Antonyms and Synonyms.
- Unit – III** Writing applications – for business (e.g. applying for a loan, salary advance, refund etc.); job application, leave application, Importance of non-verbal communication – positive gestures, symbols and signs, physical appearance & the art of self-presentation & conduct.
- Unit – IV** The concept of effective business communication – definition & importance. Basic model of communication, barriers to effective communication. Importance of N.V.C. Drafting a CV, writing a job application and other applications, interviews. Paragraph writing, precis making, voice and correct word usage; drafting an advertisement/notice, Developing reading, listening and speaking skills, group discussions, extempore, speaking.
- Unit – V** Essentials of good business letter, Layout of letters, types of letters, Sales letters, Applications for jobs, Letters by the, company secretary, Writing inter-office memorandums, faxes, e-mails;

**Text Books:**

- Business Communication, Universal Pub. Agra – Dr. Ramesh Mangal
- Madhukar, R. K. (2010), Business Communication. Vikas Publishing House Pvt Ltd, 2nd Edition, 2010
- Business Communication by K.K. Sinha Delhi : Galgotia ,

## CVRU-CDOE Programme Guide 2024-25 – Faculty of Arts

- Business Communication by Namita Gopal New Delhi New Age International
- Business Communication by P. Diwan
- Business Communication by R.V. Badi & K. Aruna New Delhi Vrinda Publication
- Business Communication by Vikas Arora
- Business Communication by Vinod Mishra & Narendra Shukla & Patel Ranjana
- Business Communication (H) by P.K. Agrawal & A.K. Mishra Agra Sahitya Bhawan
- Business Communication : Skills, Concepts, and Applications by P.D. Chaturvedi & Mukesh Chaturvedi New Delhi Pearson Education

### Reference Books:

- Sinha . K.K, Business communication, Taxmann’s , fourth Revised Edtion 2018.
- Gupta N. Mahajan. P , Business Communication, SahityaBhavan Publication, Revised Edtion ,2017

<b>Job opportunity</b>	<b>Employability skill developed</b>	<b>Local/National/UNDP Goal Achieved</b>	<b>Entrepreneurship Opportunity</b>
Back-office and Front Office Assistant, Receptionist, Typist.	<ul style="list-style-type: none"> <li>• Analytical and logical skill, Problem solving Skill, Managerial skill, Commercial Acumen skill, Able to handle legal queries</li> </ul>	No Poverty, Zero hunger, Quality Education, Decent work and Economic Growth	Freelancing Typing work for Business Enterprises.



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SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 2BA1,CREDIT:-2**  
**COURSE:- ENGLISH LANGUAGE AND INDIAN CULTURE**

**THEO. MAX. M: 35 MIN. M: 12**  
**ASSIG. MAX.M: 15 MIN. M: 05**

**UNIT – I**

1. Amalkanti : Nirendranath Chakrabarti
2. Sita : Toru Dutt
3. Tryst with Destiny : Jawaharlala Nehru
4. Delhi in 1857 : Mirza Ghalib
5. Preface to the Mahabharata : C., Rajagopalachari
6. Where the Mind is Without Fear : Rabindranath Tagore
7. A Song of Kabir : Translated by Tagore
8. Satyagraha : M.K. Gandhi
9. Toasted English : R.K. Narayan
10. The Portrait of a Lady : Khushwant Singh
11. Discovering Babasaheb : Ashok Mahadevan

**UNIT – II** Comprehension

**UNIT – III** Composition and Paragraph Writing (Based on expansion of an idea).

**UNIT – IV** Basic Language Skills : Vocabulary – Synonyms, Antonyms, Word Formation, Prefixes and Suffixes, Words likely to be confused and Misused, Words similar in Meaning or Form, Distinction between Similar Expressions, Speech Skills.

**UNIT – V** Basic Language Skills : Grammar and usage – The Tense Forms, Propositions, Determiners and Countable/Uncountable Nouns, Verb, Articles, Adverbs.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
English language & Indian culture	English language & Indian culture	Prof. Tribhuvan Lal Shukla	Madhya Pradesh Hindi Granth academy



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SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 2BA2,CREDIT:-2**

**COURSE:- DEVELOPMENT OF ENTREPRENEURSHIP**

**THEO. MAX. M: 35 MIN. M: 12**

**ASSIG. MAX.M: 15 MIN. M: 0 5**

**Unit-1**

Meaning of Legal Issues for the Entrepreneur, Objectives of Knowing Various Legal Issues, Registration of the Business by the Entrepreneur, Other Legal Compliances in India for Entrepreneurs, Legal Clearances required for setting up an Industrial, Definition of Small and Medium Enterprises, Role and Contribution of Small and Medium Enterprises in India, Challenges for MSME, Measures Taken for MSME Growth, Resent Policy Frameworks, Future Steps for SME Development, Indian MSMEs: Areas of Cooperation.

**Unit -2**

Enterprise Planning Process, PESTLE Analysis, Planning and Budgeting, Planning Programming, Enterprise Data Planning, Enterprise Resource Planning. History and Origin of Family Business in India, Impact of Family Businesses on the Economy, Family Business and its Characteristics, Succession Planning, Strategic Planning in Family Businesses, Family Businesses in India, The Digital Imperative of Family Business, Challenges and Factors Affecting Family Run Businesses, Advantages and Disadvantages of Family Run Businesses, Entrepreneurship and Family.

**Unit -3**

Definition of women entrepreneur, Factors for the growth of women entrepreneur, Problems faced by Indian Women Entrepreneur, Steps taken by the Indian government, Suggestions to overcome challenges, Some cases of successful business entrepreneurs.

Sustainable Entrepreneurship Development, Need and Importance of EDP, Objectives of EDP, Stages of EDP, Components of EDP, Institutions Involved In Promoting EDP, Challenges in Running EDP, Measuring Performance of EDP

#### **Unit -4**

Need of Institutional Assistance, Ministry of Skill Development and Entrepreneurship

NEISBUD, Indian Institute of Entrepreneurship, State Industrial Development Corporation, SIDBI (Small Industries Development Bank of India), Technical Consultancy Organization, Indian Investment Centre, District Industries Centre, Entrepreneurship Development Institute (EDI), Small Scale Industries Board (SSIB), Khadi and Village Industries Commission (KVIC), Micro, Small and Medium Industries Development Organization (MSME-DO), National Small Industries Commission (NSIC), Small Industries Service Institution (SISI), National Bank for Agriculture and Rural Development (NABARD), Commercial Banks, Incubators at Educational Institutions

#### **Unit-5**

Growth and transition through entrepreneurship: Significance of Entrepreneurship in India, Economic Growth by Entrepreneurship, Initiatives for Entrepreneurship Growth in India, Entrepreneurship and Economic Development, Role of Entrepreneurs in Transition

### **REFERENCE BOOK**

1. Drucker, P. F. (2014). *Innovation and entrepreneurship: Practice and principles*. Routledge. <https://doi.org/10.4324/9781315747453>
2. Kuratko, D. F. (2016). *Entrepreneurship: Theory, process, and practice* (10th ed.). Cengage Learning.
3. Baron, R. A., & Shane, S. A. (2008). *Entrepreneurship: A process perspective* (2nd ed.). Cengage Learning.
4. Sharma, L., & Madan, P. (2014). Impact of entrepreneurial characteristics on performance: A study of micro-enterprises in India. *Journal of Small Business & Entrepreneurship*, 26(6), 669–689. <https://doi.org/10.1080/08276331.2014.892314>
5. Stevenson, H. H., & Jarillo, J. C. (1990). A paradigm of entrepreneurship: Entrepreneurial management. *Strategic Management Journal*, 11(5), 17–27. <https://doi.org/10.1002/smj.4250110504>





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SEMESTER- Second Semester

PROGRAMME:- BACHELOR OF ARTS (B.A.)  
COURSE CODE: 2BA3,CREDIT:-4

THEO. MAX. M: 70 MIN. M: 26

ASSIG. MAX.M: 30 MIN. M: 11

COURSE:- हिंदी कथा साहित्य

- इकाई 1 व्याख्या- 'गबन' एवं 'आँसी की रानी' निर्धारित कहानियों से व्याख्या पूछी जाएगी।
- इकाई 2 हिन्दी उपन्यास एवं कहानी का उद्भव, विकास एवं प्रवृत्तियाँ।
- इकाई 3 'गबन' अथवा 'आँसी की रानी' पर समीक्षात्मक प्रश्न।
- इकाई 4 निर्धारित कहानियों से समीक्षात्मक में समीक्षात्मक प्रश्न।
- इकाई 5 इतपाठ सुदर्शन, मार्कण्डेय, कृष्णा सोबती। (उपन्यासकार) पर लघुत्तरीय प्रश्न पूछे जायेंगे।

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
हिन्दी कथा साहित्य	हिन्दी कहानी का इतिहास	गोप ल राय	म.प्र. हिन्दी ग्रंथ अकादमी



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SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 2BA4,CREDIT:-4**  
**COURSE:- PROSE**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**Unit I**

Annotations-From Unit II to V

**Unit II**

Francis Bacon:  
Of Studies,  
Of Expense,  
Of Travel,  
Of Great Place

**Unit III**

Joseph Addison:  
Sir Roger at Church,  
Sir Roger at Home,  
The Spectator's Account of Himself, The  
Vision of Mirza

**Unit IV**

Charles Lamb :  
After a Holiday, Loneliness  
E. V. Lucas:  
Unbirthday and Other Presents, On Finding  
Things

**Unit V**

A.G. Gardiner  
On the Rule of the Road, On saying  
Please  
H.G. Wells :  
The Stolen Bacillus

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
Prose	Prose in English Litrature	N.K. Singh, I. A. Khan	Omega Publication



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(C.G.)

SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 2BA5,CREDIT:-4**  
**COURSE:- INDIAN SOCIETY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT - I** The textual and the field view of Indian Society, The significance of the field view, the interface between present and pass.

**UNIT – II** The structure of Indian society; villages, Towns, Rural – Urban linkages, Tribes, Dalits, Population profile and related issues.

**UNIT – III** Cultural diversity – Caste, Religious beliefs and practices and cultural patterns.

**UNIT – IV** Basic institutions of Indian Society : Caste, Kinship, Family, Marriage and Changing Status.

**UNIT – V** Change and transformation in Indian society, Nation building – Present status, Problems and role of sociology, Tradition and Modernity.

**REFERENCE BOOK**

PAPER	BOOK NAME	AUTHOR	PUBLICATION
भारतीय समाज	यूनिफाइड समाजशास्त्र	श्रीवास्तव ए. पी.	आगरा रामप्रसाद एंड संस



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SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 2BA6,CREDIT:-4**  
**COURSE:-INDIAN GOVERNMENT AND POLITICS**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**Unit - I** Brief History of Indian National Movement. The Making of India's constitution and its sources. Problem of Indian Constitution, Basic Features of Indian Constitution.

**Unit – II** Fundamental rights and duties. Directive principles of State policy. Union Executive : President, Cabinet and Prime Minister.

**Unit – III** Union Parliament : Lok Sabha, Rajya Sabha, Supreme Court; Centre – State Relations; Election Commission.

**Unit – IV** The State Government Executive Governor, Council of Ministers and the Chief Minister, State Legislature : Legislative Assembly and Legislative Council.

**Unit – V** Political Parties : National and Regional Parties. Major issues in Indian Politics – Caste, Religion, Languages, Region, Poverty – Alleviation and Electoral Reforms.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
भारतीय शासन एवं राजनीति	यूनिफाइड राजनीति विज्ञान	डॉ. पुखराज जैन	साहित्य भवन पब्लिकेशन



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SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 2BA7,CREDIT:-4**  
**COURSE:- INDIAN ECONOMY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT – I** Structure of Indian Economy – Primary, Secondary & Tertiary Sectors. Basic Features  
– Natural Resources, Land, Water, Forest and Mineral Resources.

**UNIT – II** Human Infrastructure of Indian Economy – Health, Nutrition, Education, Knowledge  
& Skills, Housing and Sanitation.

Demographic Features (As per New Census) – Population, Size, Sex, Rural –Urban  
Classification, Population Distribution, Recent National Population Policy.

**UNIT – III** Agriculture – Nature and Importance, Land Reform, Green Revolution, Rural Credit,  
Agriculture Marketing and Mechanisation.

Basic Features of M.P. Economy, Main Causes of backwardness Agriculture in M.P.

**UNIT – IV** Small Scale and Cottage Industries – Meaning, Important and Problems.

Major Industries in India – Iron & Steel, Textile, Sugar, Cement, Auto-Mobiles.

**UNIT – V** Planning in India – Objective, Strategy, Achievement & Failures. Analysis of Current  
Five Year Plan.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
Indian economics	Indian economics	Chaturbhuj Memoriya	Sahitya Bhawan Publication



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SEMESTER- Second Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**23**

**COURSE CODE: 2BA8, CREDIT:-4**

**MIN. M: 10 COURSE:- PERSONALITY DEVELOPMENT**

**THEO. MAX. M: 70 MIN. M:**

**ASSIG. MAX.M: 30**

**SYLLABUS-**

**Unit 1: Introduction: A New Approach to Learning**

- **Leadership Skills & Personality Development:** Importance of leadership in personal growth, Role of personality in becoming a leader.
- **Planning and Goal Setting:** Setting SMART goals., Strategies for effective planning.
- **Human Perception and Understanding People:** Basics of perception, Strategies for better understanding of others.
- **Soft Skills and Self-Management:** Communication, adaptability, and problem-solving, Time and priority management.
- **Developing Potential and Self-Actualization:** Maslow's hierarchy of needs, Techniques for realizing potential.
- **Spiritual Intelligence:** Concept and benefits of spiritual intelligence, Role in personal and professional growth.

**Unit 2: Behavioral Skills**

- **Importance of Personality Development:** Why it is essential for success, Role in professional and social contexts.
- **Good Human Relations;** Building rapport and trust, Effective interpersonal communication.
- **Organizational Culture:** Understanding workplace dynamics, Adapting to different organizational environments.
- **Time and Stress Management:** Techniques to prioritize tasks and manage time, Coping mechanisms for stress.
- **Ethics and Values:** Defining core values, Importance of ethics in daily life.

**Unit 3: Conflict Resolution Skills: Types and Concepts of Conflicts:** Types of workplace and personal conflicts, Underlying causes of conflicts.

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- **Conflict Management Styles** : Avoiding, accommodating, competing, collaborating, and compromising,
- **Skills for Resolving Conflicts**: Effective communication and active listening, Mediation and negotiation skills.

### Unit 4: Team Building

- **Concepts and Development Stages of Teams**: Forming, storming, norming, performing, and adjourning.
- **Roles in a Team**: Understanding team roles like leader, supporter, and innovator.
- **Characteristics of Effective Teams**: Features that contribute to team success.
- **Leadership Skills for Team Building** : Inspiring and guiding a team.

### Unit 5: Work Ethics and Work Culture

- **Importance of Ethics in the Workplace**: Ethics as the foundation for professionalism.
- **Characteristics of Healthy Work Culture** : Inclusivity, transparency, and collaboration.
- **Business Ethics and Environmental Challenges**: Sustainability and corporate social responsibility.

**Unit 6: Personality: Traits and Types of Personality**: Key traits of personality and their impact, Classification of personality types.

- **Methods for Developing Personality**: Continuous learning and self-improvement techniques.
- **Emotional Intelligence and Public Speaking**: Understanding emotional intelligence (EQ), Overcoming fear of public speaking.

**Unit 7: Stress Management: Types and Signs of Stress**: Acute, episodic, and chronic stress, Behavioral and physical symptoms.

- **Techniques for Managing Stress**: Relaxation methods, mindfulness, and exercise.

**Unit 8: Presentation Skills: Styles and Visual Aids for Effective Presentation**: Using storytelling and visual aids effectively.

- **Role of Body Language**: Non-verbal cues for effective communication.
- **Building Trust and Integrity in Human Relations**: Developing credibility and authenticity.

**Unit 9: Interview Skills: Preparation and Essentials for Interviews**: Research, resume building, and personal branding.

- **Types of Interviews**: Behavioral, technical, and group interviews.
- **Tips and Sample Questions**: Dos and don'ts during interviews, Practice with sample questions.



**Unit 10: Habits: Guiding Principles: Habit Formation and the Habit Cycle:** Understanding cue-routine-reward loops.

- **Breaking Bad Habits:** Identifying triggers and replacing bad habits.
- **Productivity and Growth:** Role of good habits in achieving goals.
- **Habits for Success:** Examples of successful daily routines.

**Unit 11: Attitude:** Concept, Significance, Factors Affecting Attitudes, Positive Attitude Advantages, Negative Attitude , Disadvantages, Ways to Develop Positive Attitude Differences Between Positive and Negative Personalities

**Unit 12: Motivation:** Concepts and Significance, Internal vs. External Motivation, Importance of Self-Motivation, Factors Leading to De-motivation

## **BOOK REFERENCE**

1. Robbins, A. (2017). *Awaken the giant within: How to take immediate control of your mental, emotional, physical and financial destiny!* Free Press.
2. Brown, B. (2018). *Daring greatly: How the courage to be vulnerable transforms the way we live, love, parent, and lead.* Gotham Books.
3. Dweck, C. S. (2006). *Mindset: The new psychology of success.* Random House.
4. Newport, C. (2016). *Deep work: Rules for focused success in a distracted world.* Grand Central Publishing.
5. Group Dynamics for Teams Paperback – Import, 25 February 2016 by Daniel J. Levi (Author) SAGE Publications, Inc; Fifth edition (25 February 2016).
6. Build an A-Team: Play to Their Strengths and Lead Them Up the Learning Curve Hardcover – May 1, 2018 by Whitney Johnson (Author) Harvard Business Review Press May 1, 2018).



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SEMESTER- Third Semester

PROGRAMME:- BACHELOR OF ARTS (B.A.)

THEO. MAX. M: 35

MIN. M: 12

COURSE CODE: 3BA1,CREDIT:-2

ASSIG. MAX.M: 15

MIN. M: 05

COURSE:- हिन्दी भाषा एवं संवेदना

- इकाई 1 - आचरण की सभ्यता: सरदार पूर्ण सिंह  
जवानी (काव्य): श्री माखनलाल चतुर्वेदी  
विज्ञान: परिभाषा, शाखाएँ, संक्षिप्त इतिहास  
सपनों की उड़ान: ए. पी.जे अब्दुल कलाम  
प्रमुख वैज्ञानिक आविष्कार और हमारा जीवन  
त्रुटि संशोधन
- इकाई 2 - शिरीष के फूल-निबंध : आचार्य हजारी प्रसाद द्विवेदी  
विकास का भारतीय मॉडलर: धर्मपाल  
निबंध लेखन की कला  
संधि. समास: संरचना और प्रकार  
निराला संस्मरण महादेवी वर्मा
- इकाई 3 - मांडव (यात्रा वृत्तांत): पं. रामनारायण उपाध्याय  
हिन्दी भाषा का मानकीकरण  
भारतीय कृषि  
जीवन : उद्धव और विकास  
जनजातीय जीवन  
उसने कहा था (कहानी): श्री चन्द्रधर शर्मा गुलेरी
- इकाई 4 - महाजनी सभ्यता (निबंध):

प्रेमचन्द मुहावरे और लोकोक्तियाँ  
सौर मण्डल ब्रह्मण्ड और जीवन  
शिकागो (व्याख्या) : स्वामी विवेकानंद  
संक्षिप्तियां

- इकाई 5 - मध्यप्रदेश एवं छत्तीसगढ़ के पर्यटन स्थल  
फिल्टर तो चाहिए ही. डॉ. देवेन्द्र दीपक  
भारतीय वनस्पतियाँ और जीव  
पर्यावरण  
भोलाराम का जीवन (व्यंग्य) हरिशंकर परसाई  
टोंगन का पंछी: विद्यानिवास मिश्र

### **REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
हिन्दी भाषा एवं संवेदना	हिन्दी भाषा एवं संवेदना	प्रो. त्रिभुवनलाल शुक्ल	म.प्र. हिन्दी ग्रंथ अकादमी



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SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 3BA2,CREDIT:-2**  
**COURSE:-ENVIRONMENTAL STUDIES-I**

**THEO. MAX. M: 35 MIN. M: 12**  
**ASSIG. MAX.M: 15 MIN. M: 05**

**UNIT – I Study of Environmental and Ecology :**

- (a) Definition and Importance.
- (b) Environmental Pollution and problems.
- (c) Public participation and Public awareness.

**UNIT – II Environmental Pollution :**

- (a) Air, water, noise, heat and nuclear pollution.
- (b) Causes, effect and prevention of pollution.
- (c) Disaster management – Flood, Earthquake, cyclones and landslides.

**UNIT – III Environment and social Problems :**

- (a) Development – non-sustainable to Sustainable.
- (b) Energy problems of cities.
- (c) Water preservation – rain-water collection.

**UNIT – IV Role of mankind in conserving natural Resources:**

- (a) Food resources – World food problem.
- (b) Energy resources – increasing demand for energy.
- (c) Land resources – Land as resources.

**UNIT – V Environment conservation laws:**

- (a) Conservation laws for air and water pollution.
- (b) Wildlife conservation laws.
- (c) Role of information technology in protecting environment & health.

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
पर्यावरण अध्ययन	पर्यावरण अध्ययन	शशि शुक्ल एंड के तिवारी	राम प्रसाद एंड संस



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SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 3BA3,CREDIT:-4**  
**COURSE:- अर्वाचीन हिन्दी काव्य**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

- इकाई-1 निर्धारित कवि: मैथिली शरण गुप्त, जयशंकर प्रसाद, निराला, माखनलाल चतुर्वेदी, महादेवी वर्मा और अज्ञेय की रचनाओं से तीन व्याख्यांश।
- मैथिलीशरण गुप्त -
- यशोधरा सखि वे मुझसे कहकर जाते।
  - उर्मिला: दोनों ओर प्रेम पलता है (साकेत से)
  - पंचवटी
- जययंकर प्रसाद -
- बीती विभावरी जाग री
  - आँसू का अंश-शशि मुख .....करुणा रहती थी
  - अब जागों जीवन के प्रभात
- सूर्यकान्त त्रिपाठी 'निराला -
- जागो फिर एक बार
  - तोड़ती पत्थर
  - माँ अपने आलोक निखारो
- माखनलाल चतुर्वेदी-
- हिकिरीटिनी
  - कैदी और कोकिला,निःशस्त्र सेनानी
- महादेवी वर्मा -
- मैं नीर भरी दुख की बदली,
  - बीन भी हूँ मैं तुम्हारी रागिनी भी हूँ।
  - धीरे-धीरे उतर क्षितिज से आ वसंत-रजनी
- स.ही.वा. 'अज्ञेय':
- कलगी बाजरे की

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- बावरा बहेरी
- हरी घास पर क्षण-भर

- इकाई-2 मैथिली शरण गुप्त, जययंकर प्रसाद एवं निराला में में से एक समीक्षात्मक प्रश्न।
- इकाई-3 माखनलाल चतुर्वेदी • महादेवी वर्मा एवं अजेय में से एक समीक्षात्मक प्रश्न
- इकाई-4 आधुनिक युग की काव्य प्रवृत्तियाँ: भारतेन्दु युग • द्विवेदी युग, राष्ट्रीय काव्यधारा, छायावाद और छायावादोत्तर हिन्दी काव्य- प्रगतिवाद, प्रयोगवाद एवं नई कविता।
- इकाई-5 द्रुतपाठ- भारतेन्दु हरिश्चन्द्र अयोध्यासिंह उपाध्याय 'हरिऔध', श्रीधर पाठक, रामनरेश त्रिपाठी, सुभद्रा कुमारी चौहान, चारा विच रघुवीर सहाय और दुष्यन्त कुमार। जैनेन्द्र, अमृतलाल नागर, फणीश्वरनाथ रेणु (कहानीकार) पर लघुउत्तरीय प्रश्न पूछे जायेंगे

### **REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
अर्वाचीन हिंदी काव्य	हिंदी साहित्य का इतिहास	डॉ. नगेन्द्र	प्रगुण प्रकाशन



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SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 3BA4,CREDIT:-4**  
**COURSE:- DRAMA**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**Unit I**

Type of Drama; Tragedy, Comedy, Historical Play, One-Act Play.

**Unit II**

William Shakespeare  
Macbeth,  
The Merchant of Venice

**Unit III**

Oliver Goldsmith : She Stoops to Conquer  
Richard Brinsley Sheridan : The Rival

**Unit IV**

John Galsworthy : Loyalties  
G.B. Shaw : Saint Joan

**Unit V**

J.M. Synge : Riders to the Sea  
H.H. Munro : The Miracle Merchant

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
Drama	Anatomy of Drama	Marjorie Boulton	Kalyani Publishers, New Delhi



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SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**THEO. MAX. M: 70 MIN. M: 23**

**COURSE CODE: 3BA5,CREDIT:-4**

**ASSIG. MAX.M: 30 MIN. M: 10**

**COURSE:- RURAL AND URBAN SOCIOLOGY**

**UNIT - I**

1. Rural Sociology - Meaning and Definitions, Subject Matter, Scope.
2. Urban Sociology - Meaning and Definitions, Subject Matter, Scope.
3. Importance of Rural sociology and Urban Sociology.

**UNIT - II**

1. Migration - Meaning, Definitions and Characteristics, Migration to and from Rural Society cause and consequences.
2. Jajmani System in Rural India - Meaning Characteristics and Change.
3. Agrarian Relation in India.

**UNIT - III**

1. Rural Leadership - Meaning, Characteristics and Emerging Pattern.
2. Dominant Caste and Factionalism in Rural India.
3. Panchayati Raj Institution - Aims, Functions and Organization.

**UNIT - IV**

1. Urban Migration - Nature, Characteristics meaning, Scope Importance.
2. Issues Related with Urban Development - Settlement and slums.
3. Urban Local Administration.

**UNIT - V**

1. Urban Development - Market, Technology and Changes.
2. Changes in Urban Life - Dimension of Caste Class and Power.
3. Urban Study in India

**REFERENCE BOOK**

PAPER	BOOK NAME	AUTHOR	PUBLICATION
ग्रामीण एवं नगरीय समाजशास्त्र	ग्रामीण एवं नगरीय समाजशास्त्र	जोशी ओमप्रकाश	जयपुर रिसर्च पब्लिकेशन





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SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 3BA6,CREDIT:-4**  
**COURSE:- REPRESENTATIVE POLITICAL THINKERS**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT-I**

Salient features of ancient Indian Political thought : Ramayan and Mahabharat, Political ideas of – Manu and Kautilya.

**UNIT-II**

Political ideas of – Gandhi, Nehru, Ambedkar and Ram Manohar Lohiya.

**UNIT-III**

Salient features of Greek Political thought, Plato and Aristotle, Salient features of Western Medieval Political thought.

**UNIT-IV**

Political Ideas of – Machiavelli, Bentham, J.S.Mill and Rousseau.

**UNIT-V**

Political Ideas of – Hegel, Green, Marks and Mao

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
प्रतिनिधि राजनीति चिंतक एवं विचारक	यूनीफाइड राजनीति विज्ञान	डां पुखराज जैन	साहित्य भवन पब्लिकेशन



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SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 3BA7,CREDIT:-4**

**COURSE:- MACRO ECONOMICS AND MONEY AND BANKING**

**THEO. MAX. M: 70 MIN. M: 23**

**ASSIG. MAX.M: 30 MIN. M: 10**

- Unit I** Macro Variables, Stock and Flow, Circular Flow of income in closed and Open Economy. Concept of National Income. GDP, GNP. Measurement of National Income and Social Accounting in India.
- Unit II** Classical Theory of Employment, Says Law of Market, Keynesian Theory of Employment. Aggregate Demand and Supply Functions, Effective Demand. Consumption Function, Average and Marginal Propensities to consume, Simple Investment and Govt. Expenditure, Multiplier and Leakages of Multiplier.
- Unit III** Saving Function & Sources of Saving, Mobilisation: Investment Function and (MEC) Marginal Efficiency of Capital, Factors Affecting, and Capital Formation, Concept of Accelerator. Introduction to theories of interest, Neo Classical Theory, Keynesian Theory of Liquidity Preference, Liquidity Trap.
- Unit IV** Money: Meaning, Functions and Classification, Stock of Money and its Measures-M1, M2, M3, M4, Quantity Theory of Money. Cash Transaction and Cash Balance Approaches. Inflation, Deflation and Recession. Definition, Causes and Effects on different Segments of population and sectors of the Economy. Types: Demand Pull and Cost Push Inflation. Introduction to measures to control inflation, deflation and recession.
- Unit V** Bank: Meaning and Types. Central Bank and its Function with Reference to R.B.I. Credit Control. Qualitative and Quantitative Methods. Objectives and Limitations of

## CVRU-CDOE Programme Guide 2024-25 – Faculty of Arts

Monetary Policy. Functions of Commercial Bank. Meaning and Methods of Credit Creation. Recent reforms in Banking Sector, Role of Private Banking in India.

### **REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
micro & economics and maney and banking	micro & economics and maney and banking	G.C. Singhai	M.P.Hindi Granth Academy



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EDUCATION(CDOE) Kargi Road, Kota, Bilaspur  
(C.G.)

SEMESTER- Third Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 3BA8, CREDIT:-4**  
**COURSE:- COMMUNICATIVE ENGLISH**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**SYLLABUS**

**UNIT-I**

*English Language* - Listening, Speech, Pronunciation, Reading, Spelling, Writing *Right Nouns: Countable and Uncountable, Pronouns: Personal, Relative and Others, Articles*

**UNIT-II**

The Parts of Speech, The Prepositions, Clauses: Coordinate, Subordinate, Relative Adverbs, Adjectives and Adjective Phrases, Verb

**UNIT-III**

The Model Auxiliaries, Adverb, Adverb Phrases Comparisons and Intensification, Linking Devices, Subject Verb Agreement, Tenses, Common Errors, Word Building, Vocabulary

**UNIT-IV**

Developing Ability of Question and Answer, Body Language and Its Use in Speaking, Group Discussions, Interview Skills

**UNIT-V**

Composition - Making a Technical Report, E-Mails and Text Messages Composing, Letter Writing, Paragraph Writing, E-mail Writing, Writing Resume, Writing a Cover Letter



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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 4BA1,CREDIT:-2**  
**COURSE:-ENGLISH LANGUAGE AND SCIENTIFIC TEMPER**

**THEO. MAX. M: 35 MIN. M: 12**  
**ASSIG. MAX.M: 15 MIN. M: 05**

**UNIT – I**

1. Tina Morris : Tree
2. Nissim Ezekiel : Night of the Scorpion
3. C.P. Snow : Ramanujan
4. Roger Rosenblatt : The Power of WE
5. George Orwell : What is Science?
6. C.Rajagopalachari : Three Questions
7. Desmond Morris : A short extract from the Naked Ape
8. A.G. Gardiner : On the rule of the road

**UNIT – II** Comprehension of an unseen passage.

**UNIT – III** Letter Writing : Formal Letters, Informal letters,  
Applications

**UNIT – IV** Report Writing.

**UNIT – V** Language Skills

Correction of common errors in sentence structure : usage of pronouns, subject/ verb agreement word order, gender; compound nouns, collective nouns, possessives, articles and prepositions. (advanced)

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
English language & Scintific temper	English language & Scintific temper	Dr. K. B. Panda	M.P.Hindi Granth Academy



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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 4BA2,CREDIT:-2**

**COURSE:- ENVIRONMENTAL STUDIES**

**THEO. MAX. M: 35 MIN. M: 12**

**ASSIG. MAX.M: 15 MIN. M: 05**

**UNIT – I Problem of natural resources**

- (a) Problem of water resources – Utilization of surface and ground water, over utilization, flood, drought, conflicts over water, dams-benefits and problem.
- (b) Problems of forest resources – uses and over utilization, deforestation, utilization of timber, dams and its effect on forests and tribes.
- (c) Problems of land resources – Land as a source, erosion of land, man-induced landslides and desertification.

**UNIT – II Bio-diversity and its protection –**

- (a) Value of bio-diversity – Consumable use : Productive use, Social, alternative, moral aesthetic and values.
- (b) India as a nation of bio-diversity and multi-diversity at global, national and local levels.
- (c) Threats to bio-diversity – Loss of habitat, poaching of wildlife, man-wildlife conflicts.

**UNIT – III Human Population and Environment**

- (a) Population growth, disparities between countries.
- (b) Population explosion, family welfare Programme.
- (c) Environment and human health.

**UNIT – IV Multidisciplinary nature of environmental studies :**

- (a) Natural resources
- (b) Social problems and the environment
- (c) Eco system.

**UNIT – V Environmental Wealth :**

- (a) Rivers, ponds, fields and hills.
- (b) Rural, Industrial, Agricultural fields.
- (c) Study of common plants, insects and birds.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
पर्यावरण अध्ययन	पर्यावरण अध्ययन	शशि शुक्ला, एन के तिवारी	राम प्रसाद ए ड संस



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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 4BA3,CREDIT:-4**

**COURSE:- साहित्य का इतिहास और काव्यांग विवेचन**

**THEO. MAX. M: 70 MIN. M: 23**

**ASSIG. MAX.M: 30 MIN. M: 10**

- इकाई 1 हिन्दी भाषा की उत्पत्ति, हिन्दी की मूलकार भाषाएँ, विभिन्न भाषाओं का विकास। हिन्दी भाषा के विविध रूप-जोलचाल की भाषा, राष्ट्र भाषा, राज भाषा, सम्पर्क भाषा।
- इकाई 2 तत्सम और तद्भव का अंतर हिन्दी का शब्द स्रोत तत्सम तद्भव, देशज एवं विदेशी शब्दावली। तत्सम तद्भव, देशज एवं विदेशी शब्दावली का वाक्यों में प्रयोग। हिन्दी के व्याकरणाचार्य-कामता प्रसाद गुरु एवं किशोरी दास वाजपेयी का भाषिक अवदान।
- इकाई 3 हिन्दी साहित्य का इतिहास लेखन एवं काल विभाजन: आदिकाल, पूर्व मध्यकाल (भक्तिकाल) उत्तर मध्यकाल (रीतिकाल) की प्रवृत्तियां।
- इकाई 4 आधुनिक हिन्दी गद्य साहित्य का विकास: भारतेन्दु युग द्विवेदी युग, छायावाद युगीन नाटक एवं गद्य साहित्य, छायावादोत्तरयुगीन नाटक एवं गद्य साहित्य।
- इकाई- 5 काव्यांग विवेचन रस और उसके भेद  
प्रमुख छन्द-दोहा, सोरठा, चौपाई, रोला और हरिगीतिका।  
प्रमुख अलंकार अनुप्रास, यमक, श्लेष, वक्रीवित, पुनरुवित प्रकाश, उपमा, रूपक, उत्प्रेक्षा, भ्रान्तिमान और सन्देह।

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
साहित्य का इतिहास और काव्यांग विवेचन	राज भाषा हिन्दी	मलिक मोहम्मद	म.प्र. हिन्दी ग्रंथ अकादमी





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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 4BA4,CREDIT:-4**  
**COURSE:- FICTION**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**Unit I**

Forms of Fiction : Nature of Narratives, Historical, Psychological, Short Story.  
Aspects of the Novel : Plot, Characters, Points of View

**Unit II**

John Bunyan : The Pilgrim’s Progress  
Jane Austen : Emma

**Unit III**

Charles Dickens : A Tale of Two Cities  
Thomas Hardy : The Mayor of Casterbridge

**Unit IV**

George Orwell : Animal Farm  
Virginia Woolf : A Room of One’s Own

**Unit V**

W.S. Mugham : An Essay on Red  
Isaac Asimov : The Martian Way (Only the title story)

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
Fiction	The Rise of the Novel: Studies in Defoe	Richardson Feilding.Ian Watt	& University of California Press



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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 4BA5,CREDIT:-4**  
**COURSE:- SOCIOLOGY OF TRIBAL SOCIETY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

- UNIT – I** 1. Schedule Tribe - Meaning, Characteristics, Demographic Profile, Tribal Area and Tribal Women.  
2. Indian Tribes - Geographical Distribution, Language, Classification, Isolation, Assimilation and Integration.  
3. Status of Tribal Women - Position, Participation in Panchayati Raj System Rights and Social Security.
- UNIT – II** 1. Socio Cultural Introduction - Family, Marriage, Leadership & Cultural Diversities.  
2. Kinship, Religion, Belief and Behaviour, Totam.  
3. Future of Indian Tribal Society.
- UNIT – III** 1. Tribal Economy and Poverty - Life Style, New Agricultural Policy, Land Reform, Indebtedness.  
2. Social Mobility and Change - Sanskritization, Acculturation and Urbanization.  
3. Impact of Colonial Administration on Tribal Society.
- UNIT – IV** 1. Tribal Problems - Land Alienation, Peasant Exploitation, Illiteracy, Unemployment  
2. Tribal Revolution - Meaning, Characteristic Cause and Result.  
3. Scenario After Independence - Political, Social and Developmental.
- UNIT – V** 1. Tribals -  
1. Scenario in Madhya Pradesh  
2. Scenario in Chhattisgarh  
3. Gond, Bhil, Korku, Bhariya and Mariya

**REFERENCE BOOK**

PAPER	BOOK NAME	AUTHOR	Publication
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CVRU-CDOE Programme Guide 2024-25 – Faculty of Arts

आदिवासी शास्त्र समाज का समाज	आधुनिक भारत में जाति समाज एवं धर्म	शर्मा, रेखा	नई दिल्ली रावत प्रकाशन
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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**THEO. MAX. M: 70 MIN. M: 23**

**COURSE CODE: 4BA6,CREDIT:-4**

**ASSIG. MAX.M: 30 MIN. M: 10**

**COURSE:- COMPARATIVE GOVERNMENT AND POLITICS**

**UNIT – I** Salient Features of British Constitution: Executive, Legislature, Judiciary and Political Parties.

**UNIT – II** Salient Features of American Constitution: Executive, Legislature Judiciary and Political Parties.

**UNIT – III** Salient Features of Swiss Constitution: Executive, Legislature Judiciary and Federal Tribunal, Direct Democracy.

**UNIT – IV** Salient Features of the Constitution of People’s Republic of China: Executive, Legislature, Judiciary and Communist Party.

**UNIT – V** Comparative Study of the Constitutions of Britain, USA, Switzerland and China: Federal System of USA & Switzerland, Constitutional Amendments in USA and Switzerland, Second Chamber-House of Lords and Senate, Party System in the USA, UK and China.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**THEO. MAX. M: 70 MIN. M: 23**

**COURSE CODE: 4BA7, CREDIT:-4**

**ASSIG. MAX.M: 30 MIN. M: 10**

**COURSE:- INTERNATIONAL ECONOMICS AND PUBLIC FINANCE**

**Unit I** Public Finance and Public Economics: Meaning, Nature and Scope. Meaning and Nature of Public, Private and Merits Goods, Market and State. Role and Functions. Principle of Maximum Social Advantage. Sources of Revenue. Taxes, Loans, Grants and Aid . Meaning and Types, Canons of Taxation.

**Unit II.** Principles of Public Expenditure, Principles of Public Debt and Methods of Redemption; Wagener’s Law, Increasing Activities. Effects of Public Expenditure on Production and Distribution. Public Finance in India, Sources of Revenue of Central & State Govt., Concept and Types of Budget, Fiscal Deficit, Deficit Financing and Deficit Budget.

**Unit III** Meaning and Importance of International Economics, Intra and International Trade, Importance of International Trade in Economic Development, Theories of International Trade, Absolute and Comparative Advantage, Factor Endowments : Heckscher . Ohlin.

**Unit IV** Terms of Trade: Concept and Types, Tariff and Non- Tariff Barriers in International Trade. W.T.O . Objectives and its Functions. Balance of Trade . Concept and Types, Compositions and Structure of B.O.T and its Relationship with Balance of Payment, Methods of Corrections of Imbalance of Payment, International Capital Movement

**Unit V** Trends and Directions of India’s Foreign trade, Exchange Rate. Theories of Exchange Rate, Mint Par parity Theory, Purchasing Power Parity Theory.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
International economics and public finance	International economics and public finance	G.C.Singhai	Sahitya Bhavan Publication



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SEMESTER- Fourth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 4BA8, CREDIT:-4**

**COURSE:- INFORMATION TECHNOLOGY & TRENDS**

**THEO. MAX. M: 70 MIN. M: 23**

**ASSIG. MAX.M: 30 MIN. M: 10**

**Syllabus:**

**Unit – I**

Introduction-Introduction, Parallel and Distributed Systems, Computer Networks Distributed Systems-Distributed System, Managing Distributed Databases, Distributing the Processing and Storage Function, Transactions and Concurrency, Advantages and Disadvantages of DS , Flavors of Distributed Systems, Architectures of Distributed Systems, Security in Distributed Systems.

**Unit – II**

Modern Business Trends : E-Business & E-Commerce -INTRODUCTION, ONLINE SHOPPING, E-BUSINESS, E-Commerce, Buying and Paying Online, Electronic Payment System, Online Publishing Modern Business Management: E-SCM - Introduction, Supply Chain Management, E-Supply Chain Management, Components of Modern E-SCM, Major Trends in E-SCM, Example of E-SCM, Architecture of E-Supply Chain Models, Modern Business Management: E-CRM - Customer Relationship Management Concepts, E-CRM Solutions, Advantages of E-CRM, E-CRM Capabilities, , Example of E-CRM, E-CRM Framework, Virtual Reality - Introduction, History of Virtual Reality, Virtual Reality, Virtual Reality Application, Virtual Reality : Hardware, Levels of VR Hardware Systems , VR Software Systems , Aspects of VR Program.

**Unit – III**

Artificial Intelligence - Introduction, Concept of AI, AI Applications, Intelligence, Artificial Intelligence, Intelligent Systems, Knowledge-based Systems , Expert Systems , Introduction, Background History, Concept of Expert Systems, Expert Systems Vs. Problem solving System, People involved in Expert Systems, Features of Expert System, Advantages and Disadvantages of ES, ES Applications, Expert System Problem domain, Benefits and Limitations of Expert Systems, Examples of Expert Systems  
Data Warehousing-, Introduction, Data Warehouse, Data Warehousing, Data Warehouse Components, Structure of Data warehouse, Advantage of Data Warehouse, Uses of a Data warehouse, Standard Reports and Query,  
Data Mining , Introduction, Data Mining & Evolution of DM, Data mining: Verification vs. Discovery, Data Mining Technology, Advantages of Data Mining, Disadvantages of Data Mining , Data Mining Processes, Data Mining Techniques, Data Mining tools, On Line Analytical Processing, OLAP Types, Selecting an OLAP Application

**Unit – IV**

Mobile Commerce , Mobile Commerce , Technology for Mobile Commerce, Wireless Communications and its Generations, Wireless Application Protocol (Wap), Other Wireless Technologies , GSM/CDMA, Geographic Information Systems , Introduction, Geographic Information System , Components of a GIS, Working of GIS, Data for GIS, GIS and Related Technologies, Traditional maps Vs. GIS, Functions of GIS , GIS Software.

**Unit – V**

Introduction and Basic Concepts of Modern Communication and Telephony Technology, Introduction, CDOE Division Multiple Access, Wireless Local Loop, GSM (Global System for Mobile Communication), Voice Over IP, Bluetooth , Wi-Fi, ISDN Electronic Data Interchange , Introduction, Electronic Data Interchange, The Structure of EDI Systems, EDI Standards, Features of EDI, EDI Technology, Advantages of EDI, Barriers in adopting EDI, Drawbacks of EDI, New Trends in EDI.

**Text Books:**

- Internet Web Technology : E-Commerce Nitin K. Naik (Indore Kamal Prakashan)
- Internet & E-Commerce A. Mansoor & Anurag Seetha (Mathura : Pragya Publication)
- Introduction to Artificial Intelligence & Expert Systems Dan W. Patterson (New Delhi :Phi Learning)

**Reference Books:**

- E-Commerce : AN Indian Perspectives Joseph S.J. (New Delhi : Phi Learning)
- Understanding Big Data Zikopoulos Paul (MC Graw Hill Co)
- Principles of Artificial Intelligence Nils J. Nilsson (New Delhi : Narosa Pub)

<b>Job opportunity</b>	<b>Employability skill developed</b>	<b>Local/National/UNDP Goal Achieved</b>	<b>Entrepreneurship Opportunity</b>
Training and Support in Institutions/universities, Research and Academics, System Analyst in State and Central Research organization , Consultant in Software	Enabling Knowledge, Critical Analysis, Problem Solving, Communication, Organizing and Planning, Analyzing	Quality Education, Decent Work and Economic Growth	Can start own Web designing company



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SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 5BA1,CREDIT:-2**  
**COURSE:- भाषा कौशल एवं संचार साधन**

**THEO. MAX. M: 35 MIN. M: 12**  
**ASSIG. MAX.M: 15 MIN. M: 05**

इकाई -1

- भारतीय संस्कृति
- भारतीय समाज व्यवस्था
- सभ्यता एवं संस्कार
- वैश्विक चेतना
- समन्वयीकरण भारतीय एब अंतर्राष्ट्रीय सदंभ

इकाई -2

- धर्म
- न्याय
- दर्शन
- नीति
- साहित्य

इकाई -3

- संचार संसाधन सम्पर्क के नए क्षितिज
- समाचार पत्र
- भारतीय प्रेस परिषद्
- रेडियो
- दूरदर्शन



इकाई 4

- सिनेमा
- रंगमंच
- सगीत
- बित्र, मूर्ति, स्थापत्य कला
- शिल्प कला

इकाई -5

- कम्प्यूटर
- दूरभाषविज्ञान की सौगात :
- मत्रं प्रमे चदं: (कहानी)
- मातृभूमिमैथिलीशरण गुप्त : (कविता)
- साहित्यकार का दायित्वड : प्रेम भारती.

संदर्भ पुस्तक - मध्यप्रदेश हिन्दी ग्रंथ अकादमी भोपाल द्वारा प्रकाशित पुस्तक

**REFERENCE BOOK**

Subject Name	Book Name	Writer	PUBLICATION
भाषा कौशल एवं संचार साधन	भाषा कौशल एवं संचार साधन	डॉ. के. बी. पांडा	म.प्र. हिन्दी ग्रंथ अकादमी



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SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 5BA2,CREDIT:-2**

**COURSE:- BASIC COMPUTER & INFORMATION TECHNOLOGY –I**

**THEO. MAX. M: 35 MIN. M: 12**

**ASSIG. MAX.M: 15 MIN. M: 05**

**Unit I**

**INTRODUCTION TO COMPUTER ORGANIZATION –I**

History of development of Computer system concepts. Characteristics, Capability and limitations.

Generation of computer. Types of PC's Desktop. Laptop, Notebook. Workstation & their Characteristics.

**Unit II :**

**INTRODUCTION TO COMPUTER ORGANIZATION –II**

basic components of a computer system Control Unit, ALU. Input/Output function and Characteristics, memory RAM, ROM, EPROM, PROM.

**Unit III :**

**INPUT & OUTPUT DEVICES**

Input Devices : Keyboard, Mouse, Trackball. Joystick, Digitizing tablet, Scanners, Digital Camera, MICR, OCR, OMR, Bar-CDOE Reader, Voice Recognition, Light pen, Touch Screen.

Output Devices: Monitors Characteristics and types of monitor, Video Standard VGA, SVGA, XGA,

LCD Screen etc. Printer, Daisy wheel, Dot Matrix, Inkjet, Laser, Line Printer. Plotter, Sound Card and Speakers.

**Unit IV :**

**STORAGE DEVICES :** Storage fundamental primary Vs Secondary. Various Storage Devices magnetic Tape. Cartridge Tape, Data Drives, Hard Drives, Floppy Disks, CD, VCD, CD-R, CD-RW, Zip Drive, DVD, DVD-RW.

**Unit V :**

**INTRODUCTION TO OPERATING SYSTEM :** Introduction to operating systems, its

functioning and types. basic commands of dos & Windows operating System.

Disk Operating System (DOS) - Introduction, History and Versions of DOS.

DOS Basics - Physical Structure of disk, Drive name, FAT, file & directory structure and naming rules, booting process, DOS system files.

DOS Commands - **Internal** - DIR, MD, CD, RD, Copy, DEL, REN, VOL, DATE, TIME, CLS, PATH, TYPE etc. **External** CHKDSK, SCOPE, PRINT DISKCOPY, DOSKEY, TREE, MOVE, LABEL, APPEND, FORMAT, SORT, FDISK, BACKUP, MODE, ATTRIB HELP, SYS etc.

### **REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>PUBLICATION</b>
Basic computer & IT	Computer Information Technology	-P.K.Sinha	P.K.Sinha,BPB Publication

### **Practical/ CCE**

Semester – V

DOS :

- DOS commands : Internal & External Commands.
- Special batch file : Autoexec, Bar Hard disk setup.

Windows 98:

- Desktop setting : New folder, rename bin operation, briefcase, function. Control panel utility.
- Display properties: Screen saver, background settings.

Ms-Word:

- Creating file: save, save as HTML, Save as Text, template, RTF Format.
- Page setup utility: Margin settings, paper size setting, paper source, layout.
- Editing: Cut, paste special, undo, redo, find, replace, goto etc.
- View file: page layout, Normal Outline, master document, ruler header, footer, footnote, full screen.
- Insert: break, page number, symbol, date & time, auto text, caption file, object, hyperlink, picture etc.
- Format: font, paragraph, bullets & numbering, border & shading, change case, columns.
- Table : Draw label, insert table, cell handling, table auto format, sort formula



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SEMESTER- Fifth Semester

PROGRAMME:- BACHELOR OF ARTS (B.A.)

COURSE CODE: 5BA3,CREDIT:-4

COURSE: प्रायोजनमूलक हिन्दी

THEO. MAX. M: 70 MIN. M: 23

ASSIG. MAX.M: 30 MIN. M: 10

- इकाई 1- प्रायोजनमूलक हिन्दी एवं भाषा कम्प्यूटिंग आशय एवं स्वरूप, कामकाजी हिन्दी में तात्पर्य एवं विविध आयाम। बर्ड प्रोसेसिंग, डाटा प्रोसेसिंग, फोन्ट प्रबंधन, हिन्दी के अद्यतन साफ्टवेयर टूल्स।
- इकाई 2- पत्राचार का : यर्यालयीन पत्र, व्यावसायिक पत्र एवं व्यावहारिक पत्र: प्रारूपण, टिप्पण, संक्षेपण, पाल्लवन।
- इकाई -3 अनुवाद स्वरूप एवं प्रक्रिया, कार्यालयीन वैज्ञानिक, तकनीकी, वाणिज्यिक, विधिक, आए अनुवाद तथा पारिभाषिक शब्दावली। इकाई-4 पत्रकारिता स्वरूप एव समाचार ते खन प्रिंट मीडिया, इलेक्ट्रॉनिक मीडिया, फीचर लेखन पृष्ठ मज्जा एवं प्रस्तुतिकरण ।
- इकाई-5 प्रमुख संचार माध्यम प्रेस रेडियो, टीवी, फिल्म, बीडियो तथा इंटरनेट।

**REFERENCE BOOK**

PAPER	BOOK NAME	AUTHOR	PUBLICATION
प्रायोजन मूलक हिन्दी	प्रायोजन मूलक हिन्दी	डॉ. रामनारायण पटेल	राम प्रसाद एंड संस



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Bilaspur (C.G.)

SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 5BA4,CREDIT:-4**  
**COURSE:- AMERICAN LITERATURE**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT-1**

Annotations :( Six passages selecting at least two from units II, III and IV each to be set, two to be attempted).

**UNIT-2**

Prose Emerson: Self Reliance, The Over Soul.

**UNIT-3**

Poetry Walt Whitman: O Captain, My Captain; Song of Myself; Gross; When Lilacs last in the Dooryard Bloomed; I celebrate myself. Robert Frost:

Stopping by Woods on a Snowy Evening, After Apple Picking, Birches, The Road not taken.

**UNIT-4**

Drama: Eugene O’Neil: Mourning Becomes Electra.

**UNIT-5**

Fiction: Mark Twain Huckleberry Finn.

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
American Literature I	American Literature of the Nineteenth Century: An Anthology	William J Fisher	New Delhi: Eurasia Publishing House,1996
American Literature I	The Cambridge Introduction to the Nineteenth Century American Novel	G.Grane	New Delhi: Cambridge University Press,2007).

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American Literature I	American Literature(Anthology of Poems	C.Subbian	Emerald Publishersm2010.
American Literature I	American Literature(Anthology of Prose)	Dr.P.Marudanayangam	Emerald Publishers 2010



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SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 5BA5,CREDIT:-4**  
**COURSE:- THOUGHTS OF SOCIOLOGY**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT - I**

1. Auguste Comte

- Positivism
- Hierarchy of Sciences
- Law of Three Stage

2. Emile Durkhiem

- Social Fact
- Theory of Suicide
- Theory of Religion
- Division of Labour
- Renaissance

**UNIT - II**

1. Max Weber

- Ideal Type
- Theory of Social Action
- Theory of Authority

2. Talcott Parsons

- Theory of Social Action
- Personality System

3. Karl Marx

- Dialectical Materialism
- Class Struggle
- Social Change

**UNIT - III**

1. R.K. Merton

- Theory of Functionalism
- Theory of Middle Range
- Reference Group

2. Vilfredo Pareto

- Circulation of Elite
- Residues and Derivations

**UNIT - IV**

1. Mahatma Gandhi

- Non-Violance
- Satyagraha

2- Radhakamal Mukerjee

- Sociology of Values 3-Baba Saheb

Ambedkar

- Social Justice

**UNIT - V**

1. M.N. Srinivas

- Sanskritization
- Westernization
- Seculariza

tion 2- A.R. Desai

- Rise of Nationalism in India

**REFERENCE BOOK**

<b>PAPER</b>	<b>BOOK NAME</b>	<b>AUTHOR</b>	<b>Publication</b>
समाजशास्त्र का मूल सिद्धांत	प्रमुख समाजशास्त्रीय विचारक	जोशी और जैन	साहित्य पब्लिकेशन





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SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 5BA6,CREDIT:-4**  
**COURSE:- INTERNATIONAL POLITICS**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 01**

**Unit-I** – International Politics post 1945, Non alignment, Cold War, Détente and New Cold War.

**UNIT-II** – Nuclear Armament and Disarmament: NPT, CTBT, START and PNE

**UNIT-III** Indian Foreign Policy- Principles & Determinants, SAARC, ASEAN and European Union.

**UNIT-IV** India and Foreign Relations- USA, Russia, China and Pakistan.

**UNIT-V** India and UN- GATT, Terrorism, Human Rights and Environment.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>Publication</b>
अंतरराष्ट्रीय राजनीति	यूनिफाइड राजनीति विज्ञान	डॉ पुखराज जैन	साहित्य भवन पब्लिकेशन



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SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 5BA7,CREDIT:-4**

**COURSE:- DEVELOPMENT AND ENVIRONMENT ECONOMICS**

**THEO. MAX. M: 70 MIN. M: 23**

**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT I**

Economic growth and development – Factors affecting economic growth – Capital, labour and technology; Growth models—Harrod and Domar; Instability of equilibrium – Neoclassical growth models.

**UNIT II**

perpetuation of underdevelopment- per capita income, inequality of income and wealth, Human development index and other indices of development and quality of life Human resource development – Population problem and growth pattern of population: Theory of demographic transition; population, poverty and environment.

**UNIT III**

Theories of development – classical theory of development; Karl Marx in the theory of development -- theory of social change; Immutable laws of capitalist development – Crisis in capitalism; Schumpeter and capitalistic development. Partial theories of growth and development – Vicious of poverty, critical minimum effort thesis; low income equilibrium trap-Dualism: technical behavioral and social.

**UNIT IV**

Need for investment, criteria in LDCs; Present Vs future growth; Alternative investment criteria; cost`-benefit analysis. Role of monetary and fiscal policies in developing countries; External resources; FDI; Aid vs. trade; Technology inflow; Planning: Need for planning—Democratic, decentralized planning,

**UNIT V**

Environment- economy linkage; Environment as a necessity and luxury; Population environment linkage; Environment use and environmental disruption as an allocation problem; Valuation of environmental damages; Land water, air and forest. Prevention control and abatement of pollution; Environment legislation; Indicators of sustainable development.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>PUBLICATION</b>
Development & environment economics	Development & environment economics	G.C.SINGHAI	MAYA PUBLICATION



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SEMESTER- Fifth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 5BA8, CREDIT:-4**  
**COURSE:- MULTIMEDIA**

**THEO. MAX. M: 70 MIN. M: 26**  
**ASSIG. MAX.M: 30 MIN. M: 11**

**SYLLABUS**

**Unit – I**

Multimedia and Basics of Animation: Introduction, Types of Multimedia, Multimedia Data Streams, Hardware and Software Requirements, Applications of Multimedia.

**Unit – II**

Introduction of Flash: Flash Basics, The Flash Workflow, Flash working environment, Drawing Overview, Starting Animation using Flash.

**Unit – III**

Graphics Designing: Graphics overview, types of graphics, types of graphics file formats, Introduction of Photoshop, working with selection tools and layers, working with colours, gradient and blending modes.

**Unit – IV**

Adobe Flash Tools: The flash working environment, using layers, Creating text boxes, flames, keyframes, Frame-by-Frame Animation, Animation Tweening.

**Unit – V**

Creating Animation in Flash: Types of Tweening, Instances, Bouncing Ball, Butterfly, Text Animation, Masking, Motion Guide, Buttons, Movie Clip, Action Script.

**Text Books:**

- Adobe Flash Professional CC Classroom in a Book Russell Chun (Adobe Press)

**Reference Books:**

- Multimedia in Action Shuman James E. ( Andover Cengage)
- Multimedia: Making It Work Tay Vaughan (Noida Tata Mc Graw Hill)

<b>Job opportunity</b>	<b>Employability skill developed</b>	<b>Local/National/UNDP Goal Achieved</b>	<b>Entrepreneurship Opportunity</b>
Training and Support in, Institutions/universities Research and Academics,	Strengthening imagination power,	Quality Education, Decent Work and Economic Growth	Can start own Programming company.

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System Analyst in State and Central Research organization, Consultant in Software firms, Quality Assurance and Testing in Public and Private sectors Application, Customization and Development, Start own venture	Organizing and Planning. ,Problem Solving		
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SEMESTER- Sixth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 6BA1,CREDIT:-2**

**COURSE:- ENGLISH LANGUAGE AND ASPECTS OF DEVELOPMENT**

**THEO. MAX. M: 35 MIN. M: 12**

**ASSIG. MAX.M: 15 MIN. M: 05**

**Unit 1**

1. William Wordsworth : “The World is Too Much With Us”
2. K. Aludiapillai : “Communication Education and Information Technology”
3. “Democratic Decentralisation”
4. S. C. Dubey : “Basic Quality of Life”
5. Sister Nivedita : “The Judgment Seat of Vikramaditya”
6. Juliun Huxley : “War as a Biological Phenomenon”
7. Robert Frost : “Stopping by Woods on a Snowy Evening”
8. Ruskin Bond : “The Cherry Tree”

**Unit II** Short Essay of about 250-300 words

**Unit III** Translation of a short passage from Hindi to English

**Unit IV** Drafting CV, writing e-mail message for official purpose  
**Unit V** Language Skills :

One-word substitution, homonyms, homophones, words that confuse, Punctuation, Idioms  
Note : Scheme of Marks

**Unit V**

- This will include 5 objective type questions based on text and language skills. (1x5=5 marks)
- This will also include short-answer questions from text. One question will be asked from each lesson (total 8 questions) and 5 have to be attempted (3x5 = 15 marks)

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
English language & Aspecets of Development	English language & Aspecets of Development	Dr. Niraj Agnihotri Dr. Vinita singh	M.P.Hindi Granth Acadami



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SEMESTER- Sixth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**COURSE CODE: 6BA2,CREDIT:-2**

**COURSE:- BASIC COMPUTER INFORMATION TECHNOLOGY -II**

**THEO. MAX. M: 35 MIN. M: 12**

**ASSIG. MAX.M: 15 MIN. M: 05**

**Unit I**

Word Processing : Word Introduction to word Processin

- MS Word: features, Creating, Saving and Operating Multi document windows, Editing Text selecting, Inserting, deleting moving text.
- Previewing documents, Printing document to file page. Reduce the number of pages by one.
- Formatting Documents: paragraph formats, aligning Text and Paragraph, Borders and shading, Headers and Footers, Multiple Columns.

**Unit II**

Introduction to Excel

Excel & Worksheet :

- Worksheet basic.
- Creating worksheet, entering data into worksheet, heading information, data text, dates, alphanumeric, values, saving & quitting worksheet.
- Opening and moving around in an existing worksheet.
- Toolbars and Menus, keyboard shortcuts.
- Working with single and multiple workbook coping, renaming, moving, adding and deleting. coping entries and moving between workbooks.
- Working with formulas & cell referencing.
- Autosum.
- Coping formulas
- Absolute & Relative addressing.

**Unit III**

INTRODUCTION TO POWER POINT

- Features and various versions.
- Creating presentation using Slide master and template in various colour scheme.

- Working with slides make new slide move, copy, delete, duplicate, lay outing of slide, zoom in or out of a slide.
- Editing and formatting text: Alignment, editing, inserting, deleting, selecting, formatting of text, find and replace text.

**Unit IV**

POWER POINT – II

- Bullets , footer, paragraph formatting, spell checking.
- Printing presentation Print slides, notes, handouts and outlines.
- Inserting objects Drawing and Inserting objects using Clip Arts picture and charts.
- Slide sorter, slide transition effect and animation effects.
- Presenting the show making stand alone presentation, Pack and go wizards.

**Unit V**

Evolution, Protocol, concept, Internet, Dial-up connectivity, leased line, VSAT, Broad band, URLs, Domain names, Portals. E-mail, Pop & web based Email. Basic of sending and receiving Emails, Email & Internet Ethics, Computer virus, Antivirus software wage, Web Browers.

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>	<b>PUBLICATION</b>
Basic computer & IT	Computer Information Technology	-P.K.Sinha	P.K.Sinha,BPB Publication

**PRACTICAL - BASIC COMPUTER INFORMATION TECHNOLOGY -II**

Ms-Power Point:

Creating new slide, formatting slide layout, slide show & sorter, Inserting new slide, slide no., date, time, chart, formatting slide, tool operation.

List of suggested practical work:

- Under standing of a dial up connection through modern.
- Configuring a computer for an e-mail and using outlook Express or Netscape Messenger.
- Registration an e-mail address.
- Understanding of e-mail drafting.
- Understanding of address book maintenance for e-mail.
- Understanding of different mail program tools.
- Send and receive functions of e-mail.

Note- Minimum laboratory timing of six hours in a week.





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SEMESTER- Sixth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**

**M: 23 COURSE CODE: 6BA3,CREDIT:-4**

**M: 10**

**THEO. MAX. M: 70 MIN.**

**ASSIG. MAX.M: 30 MIN.**

**COURSE:-** हिंदी नाटक, निबंध, तथा स्फुट गद्य - विधाएं एवं छत्तीसगढ़ भाषा साहित्य

- इकाई - 1 व्याख्या- अंधेर नगरी' अथवा ध्रुवस्वा मिनी और एकांकी- दीपदान: डॉ. रामकुमार वर्मा, वापसी: विष्णु प्रभाकर। करूणा' पं.रामचन्द्रा शुक्ल नाखून क्यों पढ़ते हैं' हजारी प्रसाद द्विवेदी। 'ईसुरी', 'जगनिक', 'माधव शुक्लप मनोज' एवं 'सतोष सिंह बुदेला की निर्धारित रचनाओं से।
- इकाई-2 ' अंधेर नगरी' अथवा 'ध्रुवस्वानमिनीऔर निर्धारित एकांकी तथा निर्धारित निबंधों से आलोचनात्मक
- इकाई - 3 नाटक एवं एकांकी का इतिहास एवं प्रवृत्तियों। हिन्दी गद्य विधाओं का उद्भव और विकास। (निबंध, रेखाचित्र, संस्मरण, आत्मनकथायात्रा वृत्तापन्त )
- इकाई 4 पठित लेखक / कवियों (संत धर्मदास, लखनलाल गुप्त, सत्यभामा आहिल, विनय पाठक, मुकुन्द कौशल) पर आलोचनात्मक व सहित छत्तीसगढ़ी भाषा और उसकी उपबोलियों का परिचय, इतिहास तथा सीमा क्षेत्र।
- इकाई 5 हुत पाठ- सुंदररलाल शर्मा, रामचंद्र देशमुख तथा कपिलनाय कश्यप पर केन्द्रित लघुउत्तरीय प्रश्न।
- निर्धारित पुस्तक -  
हिन्दी नाटक, निबंध तथा स्फुट गद्य विधाएं हिन्दी ग्रंथ अकादमी भोपाल से प्रकाशित जनपदीय भाषा साहित्य  
छत्तीसगढ़ी छत्तीसगढ़ राज्य हिन्दी ग्रंथ अकादमी रायपुर से प्रकाशित

**REFERENCE BOOK**

<b>Subject Name</b>	<b>Book Name</b>	<b>Writer</b>
हिंदी नाटक, निबंध, तथा स्फुट गद्य - विधाएं एवं छत्तीसगढ़ भाषा साहित्य	जनपदीय भाषा साहित्य	डॉ शेर सिंह बिष्ट डॉ सुरेन्द्र जोशी



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SEMESTER- Sixth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 6BA4,CREDIT:-4**  
**COURSE:- INDIAN WRITING IN ENGLISH**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**Unit I**

Concept of Rasa in Indian Poetry.  
Definition, Kinds, Theory of Bhava.

**Unit II**

Poetry:  
R.N. Tagore : The First two songs of Geetanjali  
Sarojini Naidu : Krishna. Indian Weavers

**Unit III**

Prose:  
M.K. Gandhi : National Education  
J.L. Nehru : The Quest of Man. The Book of Nature from Letters  
from a Father to His Daughter

**Unit IV**

Drama:  
Girish Karnad : Hayavadana  
Asif Currimbhoy : Goa

**Unit V**

Fiction:  
R.K. Narayan : An Astrologer's Day  
M.R. Anand : A Pair of Moustache.

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
Indian writing in English	Indian writing in English	K.R. Srinivasa Iyengar	Sterling publishers Pvt. Ltd.



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SEMESTER- Sixth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 6BA5,CREDIT:-4**  
**COURSE:- METHOD OF SOCIAL RESEARCH**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT - I**

1. Social Research

- Meaning, Importance and Characteristics
- Basic Steps of Scientific Research
- Research Design, Social Survey
- Fact, Concept and Theory

2. Social Survey

- Meaning, Definition, Characteristic, Objectives, Types

**UNIT - II**

1. Development of Research Methodology

- Scientific Method
- Case Study Method
- Statistical Method
- Experimental Method
- Sampling Method

2. Planning of Survey

- Type of Data Collection
- Interview
- Schedule
- Questionnaire
- Observation

**UNIT-III**

1. Scaling Techniques and Measurements of Attitudes

- Types of Scales
- Measurement of Attitudes

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- Dissertationive Technique
  - Content Analysis
2. Data Classification
- Meaning, Characteristics, Objective and Basis
3. Data Tabulation
- Meaning, Definition, Objects, Characteristics, Table, Rules and Limitations Report Writing

### **UNIT - IV**

#### 1. Measures of Central Tendency

- Mean
- Median
- Mode
- Mean Deviation
- Standard Deviation
- Correlation
- Chi-Square Test

### **Unit- V**

- Presentation of Data
- Diagrammatic and Graphic Presentation
- Parameter
- Sociometry
- Use of Computers

### **REFERENCE BOOK**

<b>PAPER</b>	<b>BOOK NAME</b>	<b>AUTHOR</b>	<b>PUBLISHERS</b>
सामाजिक शोध की विधि	सामाजिक अनुसंधान की पद्धतियां	महाजन धर्मवीर	दिल्ली विवेक प्रकाशन



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SEMESTER- Sixth Semester

**PROGRAMME:- BACHELOR OF ARTS (B.A.)**  
**COURSE CODE: 6BA6,CREDIT:-4**  
**COURSE:- PUBLIC ADMINISTRATION**

**THEO. MAX. M: 70 MIN. M: 23**  
**ASSIG. MAX.M: 30 MIN. M: 10**

**UNIT – I**

Public Administration: Meaning, Nature & Scope, Evolution, Public and Private Administration, New Public Administration.

**UNIT – II**

Principles of Organization, Line & Staff Agencies, Chief Executive, Democratization and Public Administration.

**UNIT – III**

Personnel Administration: Recruitment, Training and Promotion, UPSC, Settlement of Disputes, O and M.

**UNIT – IV**

Financial Administration: Budget, Audit & Accounting, Legislative Control, Finance Commission.

**UNIT – V**

Development Administration: Approaches to Development Administration, Role of Bureaucracy, Role of Panchayati Raj Institutions, Lokpal & Lokayukt.

**REFERENCE BOOK**

Subject Name	Book Name	Writer	publition
लोक प्रशासन	यूनिफाइड राजनीति विज्ञान	डॉ पुखराज जैन	साहित्य भवन पब्लिकेशन



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SEMESTER- Sixth Semester

PROGRAMME:- BACHELOR OF ARTS (B.A.)  
COURSE CODE: 6BA7,CREDIT:-4  
COURSE:- QUANTATIVE TECHNIQUES

THEO. MAX. M: 70 MIN. M: 23  
ASSIG. MAX.M: 30 MIN. M: 10

**Unit I.**

Basic concepts, Population, Sample, Parameter, Frequency distribution, Cumulative frequency graphical representation of Data, Techniques of data collection, Sampling vs. Population, Primary and secondary data.

**Unit II**

Measures of central tendencies, Mean, Median, Mode, Measures of dispersion: Range, Mean deviation, Standard deviation, Co-efficient of variation, Quartile Deviation.

**Unit III**

Correlation: Karl Pearson's Co-efficient of Correlation, and Spearman's Rank Correlation, Association of Attributes. Regression: Regression analysis, fitting a Bi-variate regression equation. Interpretation of slope, coefficient of regression.

**Unit IV**

Time Series analysis. Concept and components Additive and Multiplicative, Methods of moving Averages. Index Number. Concept, Laspeyers, Paasches and Fishers Index numbers, Problems in the construction of Index numbers and their limitations.

**Unit V**

Probability: Concept, Rules of Probability (Addition and Multiplication) Conditional Probability, Sources of Primary and Secondary Data, Development of Questionnaire and schedule, Characteristics of Good Questionnaire.

**REFERENCE BOOK**

Subject Name	Book Name	Writer	Publication
Quantitative techniques	Quantitative techniques	J.C.Mishra	Sahitya Bhavan Publication

**COUNSELLING AND STUDY STRUCTURE**

Course Code	Name of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)			
				Face to face counselling	Self Study	Practical	Assignments
<b>First Semester</b>							
1BA1	Hindi Bhasha Sanrachna – I	2	60	8	34	-	18
1BA2	Fundamental of Entrepreneurship	2	60	8	34	-	18
1BA3	Optional – Paper 1	4	120	16	68	-	36
1BA4	Optional – Paper 2	4	120	16	68	-	36
1BA5	Optional – Paper 3	4	120	16	68	-	36
1BA8	Communication Skills	4	120	16	68	-	36
<b>Second Semester</b>							
2BA1	English Language And Indian Culture	2	60	8	34	-	18
2BA2	Development of Entrepreneurship	2	60	8	34	-	18
2BA3	Optional – Paper 1	4	120	16	68	-	36
2BA4	Optional – Paper 2	4	120	16	68	-	36
2BA5	Optional – Paper 3	4	120	16	68	-	36
2BA8	Personality Development	4	120	16	68	-	36
<b>Third Semester</b>							
3BA1	Hindi Language and Samvedana	2	60	8	34	-	18
3BA2	Environmental Studies	2	60	8	34	-	18
3BA3	Optional – Paper 1	4	120	16	68	-	36
3BA4	Optional – Paper 2	4	120	16	68	-	36
3BA5	Optional – Paper 3	4	120	16	68	-	36
3BA8	Communicative English	4	120	16	68	-	36
<b>Fourth Semester</b>							
4BA1	English Language and Scientific Temper	2	60	8	34	-	18
4BA2	Environmental Studies	2	60	8	34	-	18
4BA3	Optional – Paper 1	4	120	16	68	-	36
4BA4	Optional – Paper 2	4	120	16	68	-	36



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4BA5	Optional – Paper 3	4	120	16	68	-	36
4BA8	Information Technology & Trends	4	120	16	68	-	36
<b>Fifth Semester</b>							
5BA1	Bhasha Kausahl aur Sanchar Sadhan	2	60	8	34	-	18
5BA2	Basic Computer Information Technology-I	2	60	8	22	12	18
5BA3	Optional – Paper 1	4	120	16	68	-	36
5BA4	Optional – Paper 2	4	120	16	68	-	36
5BA5	Optional – Paper 3	4	120	16	68	-	36
5BA8	Multimedia	4	120	16	68	-	36
<b>Sixth Semester</b>							
6BA1	English Language and Aspects of Development	2	60	8	34	-	18
6BA2	Basic Computer Information Technology-II	2	60	8	22	12	18
6BA3	Optional – Paper 1	4	120	16	68	-	36
6BA4	Optional – Paper 2	4	120	16	68	-	36
6BA5	Optional – Paper 3	4	120	16	68	-	36
6BA8	Project and Viva Voce	4	120	16	68	-	36

**STUDY MODULES AND BOOKS INFORMATION**

<b>Course CDOE</b>	<b>Name of the Course</b>	<b>Module/Books to be Used</b>
First Semester		
1BA1	Hindi Bhasha Sanrachna-1	CVRU Module
1BA2	Entrepreneurship Development	CVRU Module
1BA3	Optional – Paper 1	CVRU Module
1BA4	Optional – Paper 2	CVRU Module
1BA5	Optional – Paper 3	CVRU Module
Second Semester		
2BA1	English Language And Indian Culture	CVRU Module
2BA2	Development Of Entrepreneurship	CVRU Module
2BA3	Optional – Paper 1	CVRU Module
2BA4	Optional – Paper 2	CVRU Module
2BA5	Optional – Paper 3	CVRU Module
Third Semester		
3BA1	Hindi Language and Samvedana	CVRU Module
3BA2	Environmental Studies	CVRU Module
3BA3	Optional – Paper 1	CVRU Module
3BA4	Optional – Paper 2	CVRU Module
3BA5	Optional – Paper 3	CVRU Module
Fourth Semester		
4BA1	English Language and Scientific Temper	CVRU Module
4BA2	Environmental Studies-II	CVRU Module
2BA3	Optional – Paper 1	CVRU Module
4BA4	Optional – Paper 2	CVRU Module
4BA5	Optional – Paper 3	CVRU Module
Fifth Semester		
5BA1	Bhasha Kausahl aur Sanchar Sadhan	CVRU Module
5BA2	Basic Computer Information Technology-I	CVRU Module
5BA3	Optional – Paper 1	CVRU Module
5BA4	Optional – Paper 2	CVRU Module
5BA5	Optional – Paper 3	CVRU Module
Sixth Semester		
6BA1	English Language And Aspects Of Development	CVRU Module
6BA2	Basic Computer Information Technology-II	CVRU Module
6BA3	Optional – Paper 1	CVRU Module
6BA4	Optional – Paper 2	CVRU Module
6BA5	Optional – Paper 3	CVRU Module

**DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS**

<b>DUE DATE OF SUBMISSION OF ALL ASIGNMENTS AT THE CDOE CVRU/STUDY CENTRE</b>		
<b>Year</b>	<b>Assignment No.</b>	<b>Due Date</b>
Semester - I	1BA1 1BA2 1BA3 1BA4 1BA5 1BA6 1BA7 1BA8	April 30 (for January Session ) October 31 ( for July Session )
Semester - II	2BA1 2BA2 2BA3 2BA4 2BA5 1BA6 1BA7 1BA8	April 30 (for July Session ) October 31 (for January session)
Semester - III	3BA1 3BA2 3BA3 3BA4 3BA5 1BA6 1BA7 1BA8	April 30 (for January Session ) October 31 (for July Session)
Semester - IV	4BA1 4BA2 2BA3 4BA4 4BA5 1BA6 1BA7 1BA8	October 31 (for January Session ) April 30 (for July Session)
Semester - V	5BA1 5BA2 5BA3 5BA4 5BA5 1BA6 1BA7 1BA8	April 30 (for January Session) October 31 (for July Session)
Semester - VI	6BA1 6BA2 6BA3 6BA4 6BA5	October 31 (for January Session ) April 30 (for July Session)

## INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. Assignment questions are available on the university website (cvru.ac.in). Learners support division will also send assignment questions to learners through mail ID. Each course has one/two/three assignments as per course credit. It can be online/offline, All assignments should be completed and submitted (offline and online) at CDOE CVRU before the due date.  
**असाइनमेंट प्रश्न विश्वविद्यालय की वेबसाइट (cvru.ac.in) पर उपलब्ध हैं। शिक्षार्थी सहायता प्रभाग शिक्षार्थियों को मेल आईडी के माध्यम से असाइनमेंट प्रश्न भी भेजेगा। प्रत्येक पाठ्यक्रम में पाठ्यक्रम क्रेडिट के अनुसार एक/दो/तीन असाइनमेंट होते हैं। यह ऑनलाइन/ऑफ़लाइन हो सकता है, सभी असाइनमेंट पूरे होने चाहिए और नियत तिथि से पहले CDOE CVRU पर (ऑफ़लाइन और ऑनलाइन) जमा किए जाने चाहिए।**
2. Online assignment questions will be also sent to learners' email IDs via Google Forms. Learners must submit assignments according to the given time and instructions.  
**असाइनमेंट प्रश्न Google फ़ॉर्म के माध्यम से शिक्षार्थियों की ईमेल आईडी पर भेजे जाएंगे। शिक्षार्थियों को दिए गए समय और निर्देशों के अनुसार असाइनमेंट जमा करना होगा।**
3. Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.  
**कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।**
4. The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.  
**सत्रीय कार्य सतत मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।**
5. The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.  
**सत्रीय कार्य ए-4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगले पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)**
6. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's comments.  
**प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4 सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।**
7. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.  
**सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।**
8. Please do not copy the assignment from other student.  
**कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।**
9. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.

प्रश्नों के उत्तर लिखते समय प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।

10. You may retain a copy of your assignment response to avoid any unforeseen situation.  
सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।
11. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator CDOE CVRU. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.  
पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन् विश्वविद्यालय के ई-मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

**Note: Assignments of the course are available for download at the CVRU Website <http://www.cvru.ac.in>. You can download the assignments as per your course, follow the instructions given and submit it before due dates at the CDOE CVRU.**

**Note**

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