

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

BACHELOR OF ARTS (B.A.)

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



**INSTITUTE OF OPEN AND DISTANCE EDUCATION
(IODE) DR. C.V.RAMAN UNIVERSITY**

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH
PHONE : 07753-253851, WEBSITE: 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 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.

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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 interpleural 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.
- 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.

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- 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 specialisations 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.
- **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.

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- 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 & 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)
- 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

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- Faculty of Pharmacy
- Faculty of Science (Rural Technology)

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), 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 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.

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- 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 Institute of Open and Distance Education (IODE) 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,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance 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:

The need for English teachers both domestically and abroad is growing quickly. The Master of Arts in English emphasizes teacher training in a way that supports independent learning and other learning styles that enable students to adjust to the ever-changing needs of the modern world. This approach takes into account the demands of the English language. The advanced component of our M.A. programme gives students the opportunity to expand their research skills and familiarize themselves with English literature. It guarantees that students will be able to significantly contribute to the subject of study through our well-crafted courses. Not only are the students landing jobs abroad, but they also have excellent opportunities to become teachers.

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 M.A. English programme are as follows-

- To impart essential knowledge of literary forms, movements and trends in contemporary theory and interdisciplinary extensions.
- To provide flexible choice-based credit system of education and dual- degree program while flexible adopting modes of delivery to suit learner's requirements of learning.
- To offer a conducive environment for pursuing research and vocational studies.
- To spread job-oriented skill development education in rural and tribal areas.
- To support the professional growth of students who wish to gain knowledge about the teaching and learning of English in certain academic and professional contexts.
- Students will have a stronger awareness of the history, conventions, and research in academic and professional English upon program completion.

(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 & nurtures them to be responsible adults committed to high ethical standards. The M. A. English programme provides an academic

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foundation suitable for a wide range of careers in areas such as professional writing, editing, and administration.

- M.A. English degree programme that fits interests, strengths, as well as personal and professional goals. The degree provides structured learning, a supportive atmosphere, and scheduling sensitive to for the region of the state we serve where there are issue of distance preventing learners from pursuing an M.A. programme with commutable distance.
- The M.A. English is evaluated through an ongoing assessment and revised in accordance with results for a program of continued excellence.

(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 Open and Distance learning mode to acquire specific skills and competence:

- Arts graduate learners will be giving promotion opportunity if they are employed in government and non-government planning.
- Post-graduate learner in English will get the necessary scope for competitive examination.
- The female learners of rural area will get good jobs after post-graduate and good employment opportunity.

(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.
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(F) PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the University is different from that of the conventional regular programmes. The system adopted for this is more learner-oriented

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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.

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 Iode Dr. C. V. Raman University. These are mostly held outside the regular working hours of the University counselling centre (UCC).
- **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 counselling centre (UCC).
- **Industrial Training/ Practical's/ Project Work:** Some programmes have industrial training/practical/ project component also. Practicals are held at designated institutions for which schedule is provided by the University counselling centre (UCC). 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.

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- 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 counselling centre (UCC) established by IODE 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 institute of open and distance 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.

Students can also submit on-line examination form as per guidelines through website at 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
Institute of Open and Distance Education (IODE)
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

BACHELOR OF ARTS (B.A.)

Duration : 36 Months (3
Years) Eligibility : 12th Pass

SCHEME OF EXAMINATION

Course Code	Name of the Course	Credit	Total Marks	Theory		Assignments/ Practicals	
				Max	Min	Max	Min
FIRST SEMESTER							
1BA1	Hindi Bhasha Sanrachna-1	2	50	35	12	15	5
1BA2	Enterpreneurship Development	2	50	35	12	15	5
OPTIONAL PAPER SELECT ANY THREE (From 1BA 3 to 1BA7)							
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
Total aggregate required to pass		20	500	350	126	150	54
SECOND SEMESTER							
2BA1	English Language and Indian Culture	2	50	35	12	15	5
2BA2	Development Of Entrepreneurship	2	50	35	12	15	5
OPTIONAL PAPER SELECT ANY THREE (From 2BA 3 to 2BA 7)							
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	Communication Skills and Personality Development	4	100	70	23	30	10
Total aggregate required to pass		20	500	350	126	150	54

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THIRD SEMESTER							
3BA1	Hindi Language and Samvedana	2	50	35	12	15	5
3BA2	Environmental Study-I	2	50	35	12	15	5
OPTIONAL PAPER SELECT ANY THREE (From 3BA 3 to 3BA 7)							
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
Total aggregate required to pass		20	500	350	126	150	54
FOURTH SEMESTER							
4BA1	English Language and Scientific Temper	2	50	35	12	15	5
4BA2	Environmental Study-II	2	50	35	12	15	5
OPTIONAL PAPER SELECT ANY THREE (From 4BA 3 to 4BA 7)							
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 Publicfinance	4	100	70	23	30	10
4BA8	Information Technology & Trends	4	100	70	23	30	10
Total aggregate required to pass		20	500	350	126	150	54
FIFTH SEMESTER							
5BA1	Bhasha Kausahl aur Sanchar Sadhan	2	50	35	12	15	5
5BA2	Basic Computer Information Technology-I	2	50	35	12	15	5
OPTIONAL PAPER SELECT ANY THREE (From 5BA 3 to 5BA 7)							
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
Total aggregate required to pass		20	500	350	126	150	54
SIXTH SEMESTER							
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
OPTIONAL PAPER SELECT ANY THREE (From 6BA 3 to 6BA 7)							
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
Total aggregate required to pass		20	500	350	126	150	54



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
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: 13
ASSIG. MAX.M: 15 MIN. M: 06

सर्कई-1

भाऔह िांदना (काव) सूययकांह हिपाठी 'हनऔला'
जाग हफझर्कों दऔ जाना सफश्री मिादि िमा
स्िहांिहा पफकाऔही (काव) जयशांकऔ 'प्रसाद'
िम अहनके हन (काव) बालकृ षण शमाय 'नीन' भाषा की मित्ता रऔ उसके हिहिध रूप
भाषा-कौशल

सर्कई-2

करूणा (हनबांध)आचायय औमचन शफक्ल
समन्यि की प्रक्रिया (हनबांध) औमधाऔ ससि 'क्रदनकऔ'
हबच्छी बफआ (किानी) डॉ. लक्ष्मण हिष्ट 'बटऔी' अनफिाद परऔभाषा प्रकाऔ, मित्ि,
हिशेषहािां
हिन्दी की शब्द-सांपदा

परऔभाषक शब्दािली सर्कई-3

हिलायह पहच िी गया (आत्मकथांश) मिात्मा गांधी
अुसऔ (व्ांग्य) शऔद जोषी
हीथययािा (किानी) डॉ. हमहथलेष कफ माऔ हमश्र
मकड़ी का जाला (व्ांग्य) डॉ. औमप्रकाश सक्सेना
िाक्य-सांऔचन:हत्सम, हद्भि देशज हिदेशी सर्कई-4

अप्प दीपो भि (िकृ त्ि कला) स्िामी श्रद्धानांद

भाऔह का सामाहजक व्हक्तत्ि (प्रस्थािना) जिािऔलाल नेरु पि मससूऔ के मिाऔजा को (पि-
लेखन) स्िामी हििकानांद

बनी औगी क्रकहाबें (आलेख) डॉ. सफनीहा औनी घोष पि-लेखन:मित्ि रऔ उसके हिहिध रूप

सड़क पऔ दौड़े ङ्गि मांग (हनबांध) डॉ. श्यामसफन्दऔ दबे सर्कई-5

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योग की शक्ति (डायलॉग) डॉ.
विश्वविद्यालय बच्चन कोश के अखाड़े में कोई पत्रिका बाबू से प्रो.हिमनिनाथ शर्मा
नहीं उलहा(साक्षात्कार) भाषाहिन्द
डॉ. विवेकानंदी से भेंट (यात्रा-सांसार) डॉ. दिनेश
सत्यार्थी

एकदम न हो ही शायद गांधी को अगर आज काल से
सत्येन शर्मन उँं चाई न हमलही (साक्षात्कार) 5 कथाकार
सौ-लेखन, भाषा-पत्रिका साक्षात्कार रौ कौशल

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
fgUnh Hkk"kk ■ajpuk	fgUnh Hkk"kk ■ajpuk	izi- f=Hkqouyky "kqDy	e-iz- fgUnh xzaFk vdkneh



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Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- **First Semester**

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

THEO. MAX. M: 35 MIN. M: 13
ASSIG. MAX.M: 15 MIN. M: 06

UNIT-I

Entrepreneurship-
Definition, Characteristics and importance, Types and functions of an entrepreneur, merits of a good entrepreneur motivational factors of entrepreneurship.

UNIT-II

Motivation to achieve targets and establishment of ideas. Setting targets and facing challenges. Resolving problems and creativity. Sequenced planning and guiding capacity, Development of self confidence.

Communication skills, Capacity to influence, leadership.

UNIT-III

Dissertation Report- Evaluation of selected process. Detailed Dissertation report - Preparation of main part of Dissertation report pointing out necessary and viability.

Selecting the form of Organization: Meaning and characteristics of sole Proprietorship, Partnership and cooperative committees, elements affecting selection of a form of an organization.

Economic management -Role of banks and financial institutions banking, financial plans, working capital-evaluation and management, keeping of accounts.

UNIT IV

Production management - Methods of purchase. Management of movable assets/goods. Quality management. Employee management. Packing.

Marketing management Sales and the art of selling. Understanding the market and market policy. Consumer management. Time management.

UNIT-V

Role of regulatory institutions - district industry centre, pollution control board, food and drug

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administration, special study of electricity development and municipal corporation.

Role of development organizations, khadi & village Commission/ Board, State Finance Corporation, scheduled banks, MP Women's Economics Development Corporation.

Self-employment-oriented schemes, Prime Minister's Employment schemes, Golden Jubilee Urban environment scheme, Rani Durgavati Self-Employment scheme, Pt. Deendayal Self-employment scheme.

Various grant schemes - Cost -of-Capital grant, interest grant, exemption from entry tax, Dissertation report, reimbursement grant, etc.

Special incentives for women entrepreneurs, prospects & possibilities.

Schemes of Tribal Finance Development Corporation, schemes of Antyavasai Corporation, schemes of Backward Class and Minorities Finance Development Corporation.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
mn~ferk d fodkl	mn~ferk d fodkl	Mh- ,I- lh- tSu	e-iz- fgUnh xzaft vdkneh



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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: 26

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

सकाई . प्रथम - वाख्यािां हनधायरऔह पाठ्य पफस्हक से कबीऔ, सूऔदास, हफलसीदाच।
सकाई हिहीय - भहक्तकाल ििां औहहकाल की पृष्ठभूहम ििां प्रमफख प्रिहत्तयाव/धाऔािां ििां
हिषेशहािां। सकाई हहीय - कबीऔ, सूऔ, हफलसी पऔ समीक्षात्मक प्रश्न।
सकाई चहफथय - हबिाऔ, भूषण रऔ घनानांद पऔ समीक्षात्मक प्रश्न।
रह पाठ के कहि - हिद्यापहह जायसी, औीम, के शि पद्माकऔ रऔ देि। (सन पऔ लघफत्तऔीय प्रश्न पूछे
जायेंगे।)

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
fgUnh Hkk"kk I j puk	fgUnh Hkk"kk I j puk	i zk- f=Hkqouyky 'lqDy	e-iz- fgUnh xzaFk vdkneh



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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 Colins – 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

Subject Name	Book Name	Writer	Publication
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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
lekt 'kkL= & ifjp;	; wuhQkbM l ekt ' kkL=	JhokLro , -ih-	vlxjk jke i: lkn ,.M lUl



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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, Equally 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
jktuhfr fal/nkar	;wuhQkbM jktuhfr foKku	Mli iq[kjkt t _{su}	lkfgr; Hkou ifCyds'ku



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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 Compition – Characteristics, Price and Output Determination for Firm and Industries. Monopoly – Characteristics, Price and Output Determination. Monopolistic Compition - 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. Keynesion Theory of Interest.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Micro economics	Micro economics	J C Pant	lkgR; Hkou ifCyd'sku



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

- 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 ,
- Business Communication by Namita Gopal New Delhi New Age International

CVRU-IODE Programme Guide 2024-25 – Faculty of Arts

- 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

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Back-office and Front Office Assistant, Receptionist, Typist.	<ul style="list-style-type: none"> • Analytical and logical skill, Problem solving Skill, Managerial skill, Commercial Acumen skill, Able to handle legal queries 	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: 13
ASSIG. MAX.M: 15 MIN. M: 06

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

Subject Name	Book Name	Writer	Publication
English language & Indian culture	English language & Indian culture	izi- f=Hkqouyky 'kqDy	e-iz- fgUnh xzaFk vdkneh



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SEMESTER- Second Semester

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

THEO. MAX. M: 35 MIN. M: 13

COURSE CODE: 2BA2,CREDIT:-2

ASSIG. MAX.M: 15 MIN. M: 06

COURSE:- DEVELOPMENT OF ENTREPRENEURSHIP

Unit - I Entrepreneurship – Meaning, Concept, Characteristics of entrepreneur.

Unit – II Types of entrepreneurship, importance and views of various thinkers (Scholars).

- Formation of goals, How to achieve goals.
- Problems in achieving targets and solution.
- Self motivation, elements of self motivation and development
- Views of various scholars, evaluation, solutions.

Leadership capacity : Its development and results.

Unit – III Dissertations and various organizations (Govt., non-Govt), Govt. Dissertations, Non-Govt.Dissertations.

Contribution of Banks, their limitations, scope.

Unit – IV Functions, qualities, management of a good entrepreneur.

Qualities of the entrepreneur (Modern and traditional).

Management skills of the entrepreneur.

Motive factors of the entrepreneur.

Unit – V Problems and Scope of the Entrepreneur

- Problem of Capital
- Problem of Power
- Problem of registration
- Administrative problems
- Problems of Ownership.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
mn-ferk dk'ky fodkl	mn-ferk dk'ky fodkl	Mil- ,I- lh- tSu	e-iz- fgUnh xzaRk vdkneh



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SEMESTER- Second **Semester**

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

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

सकई प्रथम - व्ाख्या- 'गबन' ििां 'झावसी की औानी' हनधासैह
कियाहनयों से व्ाख्या पूछी जाएगी। सकई हिहीय - हिन्दी उपन्यास
ििां कियानी का उद्दि, हिकास ििां प्रिहत्तया।
सकई हहीय - 'गबन' अधि 'झावसी की औानी' पऔ समीक्षात्मक प्र।
सकई चहण - हनधासैह कियानयों से समीक्षात्मक से समीक्षात्मक प्र।
सकई पांचम- रहपाठ सादषण, माक्यण्डेय, कृ षणा सोिही। (उपन्यासकाऔ) पऔ लघत्तौीय प्र पूछे जायेंगे।

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
fgUnh dFkk I kfgR;	fgUnh dgkuh dk bfrgkl	xksi ky jk;	e-iz- fgUnh xzaFk vdkneh



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

Unit I

Annotations-From Unit II to V

Unit II

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

Unit III

Joseph Addison:
Sir Roger at Church,
Sir Roger at Home,
The SpectSpectator'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

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



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SEMESTER- Second **Semester**

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

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

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
Hkkjrh; lekt	; wuhQkbM l ekt ' kkL=	JhokLro , -ih-	vkxjk jkei.l kn , .M l UI



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

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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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 Munister.

Unit – III Union Parhament : Loksabha, RajyaSabha, Supreme Court; Centre –Stute Relations; Election Commission.

Unit – IV The State Government Executive Governor, Council of Ministers and the Chief Minister, State Legistature : 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

Subject Name	Book Name	Writer	Publication
Hkkjrh; 'kklu ,o jktuhfr	;wuhQkbM jktuhfr foKku	Me iq[kjkt tsu	lkfgr; Hkou ifCyds'ku



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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

Subject Name	Book Name	Writer	Publication
Indian economics	Indian economics	prqHlt t ekeksfj;k	lkfgr; Hkou ifCyds'ku



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SEMESTER- Second **Semester**

PROGRAMME:- BACHELOR OF ARTS (B.A.)
COURSE CODE: 2BA8, CREDIT:-4
COURSE:- COMMUNICATION SKILLS
AND PERSONALITY DEVELOPMENT

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

SYLLABUS-

- Unit – I** English Language- Listening, Speech, Pronunciation, Reading, Spelling, Writing Right Nouns: countable and uncountable, pronouns: Personal, Relative and Others, Articles. The parts of speech, the prepositions, clauses: Coordinate, Subordinate, Relative Adverbs, Adjectives and Adjective Phrases, Verb.
- Unit – II** The Model Auxiliaries, Adverb, Adverb Phrases Comparisons and Intensification, Linking Devices, Subject Verb Agreement, Tenses, Common Errors, Word Building, Vocabulary developing ability of question and answer, Body Language and Its Use in Speaking, Group Discussions, Interview Skills.
- Unit – III** Composition - Making a Technical Report, E-Mails and Text Messages Composing, Letter Writing, Paragraph Writing, E-mail Writing, Writing Resume, Writing a Cover Letter Personality development: Soft Skills Development, Body Language, Behavioral and Symptomatic Soft Skills, Etiquette and Manners, Positive Thinking, Motivation, Goal setting, Team building, Self Confidence, Leadership Skills, Time Management introduction to personality a) Basic of Personality b) Human growth and Behavior c) Theories in Personality d) Motivation.
- Unit – IV** Communication skills and Personality Development a) Intra personal communication and Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking.
- Unit – V** Techniques in Personality development I a) Self confidence b) Mnemonics c) Goal setting d) Time Management and effective planning techniques in personality development II a) Stress Management b) Meditation and concentration techniques c) Self hypnotism d) Self acceptance and self growth.

Reference Books:

1. “English Language and Indian Culture” - M.P.Universities' 1st year Foundation Course published by M.P.Hindi Granth Academy, Bhopal [Complete]
2. “Written Communication in English” by Sarah Freeman published by Orient Longman [Units I and II only]

CVRU-IODE Programme Guide 2024-25 – Faculty of Arts

Job Opportunities	Employability Skill Developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Training and Support in Institutions/universities, Research and Academics, 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	Development of the personality by personality development using improved english	NoPoverty,Quality Education, Decent Work and Economic Growth	Can start their own PD training calsses



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SEMESTER- Third Semester

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

COURSE CODE: 3BA1,CREDIT:-2

COURSE:- हिन्दी भाषा एवं संवेदना

THEO. MAX. M: 35 MIN. M: 13

ASSIG. MAX.M: 15 MIN. M: 06

सकार्ई .िक

1. आचऔण क्ी सभ्यहऱः सऔदऔ पूणय रसि
2. जिऱनी (कऱवु) : श्री मऱखनलऱल चहफििेदी
3. हिज्जऱनः परऔभऱषऱ, शऱखऱिव, सऱहक्षत सहहिऱस
4. सपनों क्ी उड़ऱनः ि. पी.जे अब्दल कलऱम
5. प्रमऱख िसऱहऱनक आहिषुकाऔ रऔ िमऱऔऱ जीऱन
6. िफरट सऱंशोधन

सकार्ई .दो

1. हशऔीष क्े डू ल-हनबऱंधः आचऱप्य िजऱऔी प्रसऱद हिििेदी
2. हिऱकऱस कऱ भऱऔहीय मऱडलऔः धमयपऱल
3. हनबऱंध लेखन क्ी कलऱ
4. सऱहध.समऱसः सऱंऔचनऱ रऔ फरकऱऔ
5. हनऔऱलऱः सऱंसऔण - मऱिऱदऱिी िमऱय

सकार्ई .हीन

1. मऱऱंइिि ऱौऱमनऱऔऱयण उपाध्याय
(यऱिऱ
िऱतऱऱं): पऱं
2. हिन्दी भऱषऱ कऱ मऱनकऱकऔण
3. भऱऔहीय कृहष
4. जीऱनः उद्दरि रऔ हिऱकऱस
5. जनजऱहीय जीऱन
6. उसनऱे कऱिऱ थऱ (कऱिऱनी) : श्री चऱत्रधऔ शमऱय गऱलऱऔी

सकाई .चाऔ

1. म्िाजनी सभ्यहा चन्द
(हनबांध) : प्रसे
2. म्िािऔे रऔ
लोकोहक्तयाव
3. सौऔ मण्डल
4. ब्रह्मण्ड रऔ जीिन
5. हशकागो (व्ाख्या) : स्िामी हििेिकानांद
6. सांहस्रहय्ाां

सकाई .पांच

1. मध्यप्रदश ििां छत्तीसगढ के पययटन स्थल
2. हुल्टऔ हो चाहििििी. डॉ. दिनेर दीपक
3. भाऔहीय िनस्पहहय्ाव रऔ जीि
4. पय्ाधिऔण
5. भोलाऔाम का जीिन (व्ांग्य) िरऔशांकऔ पऔसाई
6. टावगन का पांछी : हिघाहनिास हमश्र

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
fgUnh Hkk"kk ,o laosnuk	fgUnh Hkk"kk ,o laosnuk	izi- f=Hkqouyky 'kqDy	e-iz- fgUnh xzaFk vdkneh



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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: 13
ASSIG. MAX.M: 15 MIN. M: 06

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
i ;kZoj k v/;;u	i ;kZoj k v/;;u	'kfk 'kDyk],u d frokjh	jke izlkn , M lal



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

हिन्दी साहित्य

अिायचीन हिन्दी काव्

सकाई -िक हनधाप्रओह कहिं: मरूथलीशओण ओ प्रसाद, हनओाला, माखनलाल चहफिंदी, म्िादिी गप्प, जयशकां ओचनओं से हीन व्ाखांांशा िमाय रओ अज्ञेय की

मसथलीशओण गप्प -

1. यषोधओा सहख िे मरूसे किकओ जाहे।
2. उरूमला: दोनों ओओ प्रेम पलहा िस (साके ह से)
3. पांचिटी

जयषांकओ प्रसाद -

1. बीही हिभांिओी जाग ओी
2. आरू का आंश-शहश मरू करूणा ओिही थी
3. अब जागो जींन के

प्रभाह सूयकान्ह हिपाठी 'हनओाला - 1. जागो हुओ िक बाओ

2. होइही पत्थओ
3. माव अपने आलोक हनखाओो

माखनलाल चहफिंदी-

1. कस दी रओ कोकला
2. हििकओीरटनी
3. हनःशरू सेनानी

म्िादिी िमाय -

1. मैं नीओ भओी दख की बदली
2. बीन भी हव मैं हम्मिओी ओाहगनी भी हस
3. धीओे-धीओे उहओे हकहज से आ िसांह-ओजननी

स.िी.िा. 'अज्ञेय':-

1. कलगी बाजओे की
2. बािओा अिेओी
3. िओी घांांस पओे क्षण-भओे

सकाई - दो मरूथलीशओण गप्प, जयषांकओ प्रसाद ििां हनओाला मे में

से िक समीक्षात्मक प्र। सकाई -हीन माखनलाल चहफिंदी,

मिादिी मिाय मििां अज्ञेय मेेे से िक समीक्षात्मक पृश्न

सकाई -चाऔ आधहनक यग की काव् प्रिहततयावः भाऔहेन्दF यग, हििेदी यग, औाणीय काव्धाऔा,
छायामिाद रऔ छायामिादोत्तऔ हिन्दीकाव्- प्रगहहिाद, प्रयोगदिाद मििां नई कहिहा।

CVRU-IODE Programme Guide 2024-25 – Faculty of Arts

सकाई-पाठान्च रहपाठ- भाओहेंदंरिओष्चन्, अयोध्योस्सि उपाध्याय 'रिओरथ', श्रीधओ पाठक, ओामनओिश हिपाठी, सभरा क् मओी चसिान, भिाननी प्रसाद हमश्र, ओधफिीओ सिया रओ दष्यन्ह क् मओ। जसनेन्, अमृहलाल नागओ, गुणीक्षओनाथ ओेणफ (कानिकओ) पओ लघउत्तओीय प्र पूछे जायेगे।

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
अियाचीन हिन्दी काव्	fganh lkfgR; dk bfrgkl	Mkj- uxsanz	laxqu idk"ku



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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

Subject Name	Book Name	Writer	Publication
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: 26

COURSE CODE: 3BA5,CREDIT:-4

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

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
xzkeh k ,o uxjh; lekt 'kkL=	xzkeh.k ,o uxjh; lekt 'kkL=	t k'kh vkse idk'k	t ;ij fjlpl ifcyd'ku



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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: 26

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

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
izrfuf/k jktuhr fpard ,oa fopkjd	;vuhQkbM jktuhr foKku	Ml iq[kjkt tsu	lkfgR; Hkou ifCyds'ku



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SEMESTER- Third **Semester**

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

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

COURSE CODE: 3BA7,CREDIT:-4

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

COURSE:- MACRO ECONOMICS AND MONEY AND BANKING

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 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

Subject Name	Book Name	Writer	Publication
micro & economics and maney and banking	micro & economics and maney and banking	th lh flakb	e-iz- fgUnh xzaRk vdkneh



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SEMESTER- Third **Semester**

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

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

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 Modal 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: 13

ASSIG. MAX.M: 15 MIN. M: 06

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	e-iz- fgUnh xzafk vdkneh



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

SEMESTER- Fourth **Semester**

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

COURSE CODE: 4BA2,CREDIT:-2

COURSE:- ENVIRONMENTAL STUDIES

THEO. MAX. M: 35 MIN. M: 13

ASSIG. MAX.M: 15 MIN. M: 06

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

Subject Name	Book Name	Writer	Publication
i ;kZoj k v/;;u	i ;kZoj k v/;;u	'k'k 'kDyk],u d frokjh	jke izlkn , M lal



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

SEMESTER- Fourth **Semester**

PROGRAMME:- BACHELOR OF ARTS (B.A.)
COURSE CODE: 4BA3,CREDIT:-4
COURSE:- कविता; कविता का इतिहास; कविता का विकास

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

सकाई -क

हिन्दी भाषा की उत्पत्ति, हिन्दी की मूलकाव्य भाषा, हिन्दी भाषाओं का विकास। हिन्दी भाषा के विविध रूप-बोलचाल की भाषा, और भाषा, आज भाषा, सम्कय भाषा।

सकाई -दो

हत्सम रश्मि का अर्थ, हिन्दी का शब्द स्रोत - हत्सम, जिनमें हिन्दी शब्दावली। हत्सम, हत्सम, दश हिन्दी

शब्दावली का विकास में प्रयोग। हिन्दी के वाक्यशास्त्र-कामहा प्रसाद गुरुजिन
कविता का विकास। हिन्दी का भाषक अर्थ। सकाई -हीन

हिन्दी साहित्य का इतिहास लेखन जिनमें काल विभाजन: आदकाल, पूर्व मध्यकाल (भक्तकाल) उत्तर मध्यकाल (औद्योगिककाल) की प्रवृत्तियाँ।

सकाई -चाँ

आधुनिक हिन्दी गद्य साहित्य का विकास: - भाषा, हिन्दी गद्य, छायावाद यमगान नाटक जिनमें गद्य साहित्य, छायावादोत्तमयमगान नाटक जिनमें गद्य साहित्य।

सकाई -पाँच

काव्यशास्त्र विवेचन - और उसके भेद

प्रमख छन्द- दोहा, सोठा, चसपाई, ओला रश्मि विवेचन।

प्रमख अलंकार - अन्यास, यमक, श्लेष, विरोधि, पनरूहि प्रकाष, उपमा, रूपक, उपमा, भ्रान्तमान रश्मि सन्धि।

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
कविता; कविता का इतिहास; कविता का विकास	कविता का इतिहास	विद्या दत्त	विद्या दत्त



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SEMESTER- Fourth **Semester**

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

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

COURSE CODE: 4BA4,CREDIT:-4

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

COURSE:- FICTION

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

Subject Name	Book Name	Writer	Publication
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: 26
ASSIG. MAX.M: 30 MIN. M: 11

- 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
vkfnoklh lekt dk lekt 'kkL=	vk/lfud Hkkjr es t kfr lekt ,o /ke	'kekZ j[kk	ub fnYyh jkor idk'ku



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth **Semester**

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

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

COURSE CODE: 4BA6,CREDIT:-4

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

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

Subject Name	Book Name	Writer	Publication
rayukRed 'kklu ,o jktuhfr	;wuhQkbM jktuhfr foKku	Mi iq[kjkt t _{su}	lkfgR; Hkou ifCyds'ku



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth **Semester**

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

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

COURSE CODE: 4BA7,CREDIT:-4

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

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

Subject Name	Book Name	Writer	Publication
International economics and public finance	International economics and public finance	th lh flakb	lkfgR; Hkou ifCyds'ku



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth **Semester**

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

COURSE CODE: 4BA8, CREDIT:-4

COURSE:- INFORMATION TECHNOLOGY & TRENDS

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

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

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

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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, Code 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)

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
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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Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

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: 13

ASSIG. MAX.M: 15 MIN. M: 06

सकाई -1

1. भाषाईय ससकृ हह
2. भाषाईय समाज व्िस्था
3. सभ्यहा ििि सांस्कंाऔ
4. िसहश्वक चेहना
5. समन्यीकऔण भाषाईय ििि

आंंहऔाणीय सदभय मंेेेां(सकाई -2

1. धमय
2. न्याय
3. दशयन
4. नीहह
5. साह्ित्य

सकाई -3

1. सांंचाऔ सांसाधन सम्म :अ के न्िि हशहहज
2. समाचाऔ पि
3. भाषाईय प्रेस परऔषद्
4. औे हडयो
5. दऔे दशयन

सकाई -4

1. हसनेमा
2. औांगमांच
3. सर्गीह
4. हचि, मूह, स्थापत्य कला
5. हशल्य कला

सकाई -5

1. कम्प्यूटऔ
2. दशै भाषहज्जान की सौगाह :
3. म्िां प्रमे चदां : (क्िानी)
4. माहृभूममथलीशऔण गल : (कहिहा)
6. साहित्यकाऔ का दाहयत्िड : ंंप्रिम भाऔही .

सांदभय पस्हक – मध्यप्रदश हिन्दी ग्ांथ अकादमी भोपाल िाऔा प्रकाहशह पस्हक

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Hkk"kk dls'ky ,o lapkj lk/ku	Hkk"kk dls'ky ,o lapkj lk/ku	Dr. K. B. Panda	e-iz- fgUnh xzafk vdkneh



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

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: 13

ASSIG. MAX.M: 15 MIN. M: 06

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-code 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

Subject Name	Book Name	Writer	Publication
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

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

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

COURSE:. प्रायोजनमूलक हिन्दी

सर्कारी 1 -

प्रयोजनमूलक हिन्दी विविध भाषा कम्प्यूटर आः शय विविध स्वरूप, कामकाजी हिन्दी से हातपय विविध विधि आयाम। डिजिटल प्रोसेसिंग, डाटा प्रोसेसिंग, डिजिटल प्रबंधन, हिन्दी के अद्यतन साफ्टवेयर टूल्स।

सर्कारी 2 -

पिाचाशैकाः यालयीन पि, वासिाहयक पि विविध वाविारशैक पि। प्रारूपण, रटपण, सांशैपण, पल्लिनि।

सर्कारी 3 -

अनविादसिः विां प्रवििया, विासिाह, हकनीकी, विाहणहयक, विहधक, आषा अनविाद हथा रूप विि कायालयीन नक पारशैभाषक शब्दाविली।

सर्कारी 4 - पिाकारशैहास् विां समाचाशै लेखन सपट मीहडया, सलेक्रॉहनक पृ, सज्जा विां विरूप विि मीहडया, डिजिटल लेखन विि

प्रसहहकशैण।

सर्कारी 5 - प्रमख सांचाशै माध्यमः प्रेस, शैहडयो, टीविी, इन्टरनेट, विीहडयो हथा सांशैणैट।

हनधाशैह पनसक -प्रयोजनमूलक हिन्दीमध्यप्रदेश हिन्दी शांथ अकादमी,

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	Publication
विा; kt ueyd fgUnh	विा; kt ueyd fgUnh	Mk- jkeukjk; .k iVsy	jke iilkn ,M l l



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Institute of Open and Distance Education
(IODE) Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fifth **Semester**

PROGRAMME:- BACHELOR OF ARTS (B.A.)
COURSE CODE: 5BA4,CREDIT:-4
M: 11 COURSE:- AMERICAN LITERATURE

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

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	G.Grane	New Delhi: Cambridge University Press,2007).

CVRU-IODE Programme Guide 2024-25 – Faculty of Arts

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



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Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fifth **Semester**

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

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

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

PAPER	BOOK NAME	AUTHOR	Publication
lekt 'kkL= d ewy fl+)kar	i zsq[k lekt 'kkL=h; fopkj d	nks'kh ,.M t Su	l kfgR; ifcyd'ku



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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

Subject Name	Book Name	Writer	Publication
varjkZ"Vh; jktuhfr	;wuhQkbM jktuhfr foKku	Ml; iq[kjkt t _{su}	lkfgR; Hkou ifCycds'ku



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

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: 26

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

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; Populationenvironment 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

Subject Name	Book Name	Writer	Publication
Development & environment economics	Development & environment economics	t h l h f l a k b	e ; w j i f C y d s ' k u



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SEMESTER- Fifth **Semester**

PROGRAMME:- BACHELOR OF ARTS (B.A.)
M: 26 COURSE CODE: 5BA8, CREDIT:-4
M: 11 COURSE:- MULTIMEDIA

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

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)

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

CVRU-IODE Programme Guide 2024-25 – Faculty of Arts

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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Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Sixth Semester

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

THEO. MAX. M: 35 MIN. M: 13

COURSE CODE: 6BA1,CREDIT:-2

ASSIG. MAX.M: 15 MIN. M: 06

COURSE:- ENGLISH LANGUAGE AND ASPECTS OF DEVELOPMENT

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	e-iz- fgUnh xzaFk vdkneh



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Institute of Open and Distance Education (IODE)
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SEMESTER- Sixth Semester

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

THEO. MAX. M: 35 MIN. M: 13

COURSE CODE: 6BA2,CREDIT:-2

ASSIG. MAX.M: 15 MIN. M: 06

COURSE:- BASIC COMPUTER INFORMATION TECHNOLOGY -II

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 Browsers.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
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.



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Sixth Semester

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

COURSE CODE: 6BA3,CREDIT:-4

COURSE:- हिन्दी नाटक,निबंध तथा स्फुट गद्य –विधाए'

एवं छत्तीस गढ़ी भाषा साहित्य

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

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

सकाई . 1 व्याख्या व आंध्र नगरी अथि ध्वस्तिहमनीर रओ चिकीकांकी दीपदानः डॉण
ओमकमाओ मियर िापसीः हिष्ण प्रकूरूणार पचां ओमचनर शक्लर नाखून क्यों बढते
िसर . िजाओ प्रसाद हििेदी। ईसओरए जगहनकरर माधि शक्ल मनोज र ििां सहोष
ससि बढेला की हनधायरओह औचनाओं से ।

सकाई . 2 आंध्र नगरी अथि ध्वस्तिहमनीर रओ हनधायरओह चिकीकांकी हथा हनधायरओह हनिंधों से
आलोचनात्मक

सकाई . 3 नाटक ििां चिकीका की का सहहिस ि रओ हिकीसा .हनबांधरओखाहचिए
ििां प्रिहयव । हिन्दी गद्य हिधाओं का उस्संसाणर
आत्मकथार यािा िृहान्हद

सकाई . 4 परठह लेखक कहियों सांह धमपदासर लखनलाल गभ्तर सत्यभामा आहडलर हिनय पाठकर
मकन्द कौशलद ओआलोचनात्मक प्र सहिह छत्तीसगढी भाषा रओ उसकी उपबोहलयों का परओचयर सहहिस
हथा सीमा केि ।

सकाई . 5 रत पाठ. सांदओलाल शमायर ओमचार दशमख हथा कहपलनाथ कश्यप पओ के हत्रह लघुउत्तओीय प्र।

हनधायरओह पस्कर वृ

हिन्दी नाटकर हनबांध हथा सुट गद्य हिधािां वृ हिन्दी ग्रांथ अकादमी भोपाल से प्रकाशह

जनपदीय भाषा साहित्य छत्तीसगढी वृ छत्तीसगढ ओायय हिन्दी ग्रांथ अकादमी ओायपओ से प्रकाशह

REFERENCE BOOK

Subject Name	Book Name	Publication
fgUnh ukVd]fuc/k rFkk LQqV x] &fo/kk, ,o: NRrhl x<+h Hkk"kk I kfgR;	हिन्दी नाटक, हनबांध हथा सुट गद्य हिधािां	हिन्दी ग्रांथ अकादमी भोपाल
fgUnh ukVd]fuc/k rFkk LQqV x] &fo/kk, ,o: NRrhl x<+h Hkk"kk I kfgR;	tui nh; Hkk"kk I kfgR; &NRrhl x<+h	छत्तीसगढ ओायय हिन्दी ग्रांथ अकादमी ओायपओ



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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	publition
Indian writeing in English	Indian writeing 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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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 Diviation
- Correlation
- Chi-Square Test

Unit- V

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

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
lekt d 'kkslk dh fof/k	l keft d vuql /kku dh i/nfr; k	egkt u /keZohj	fnYyh food idk'k u



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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
yksd lk'kklu	;wuhQkbM jktuhfr foKku	Me iq[kjkt t'su	lkfgr; Hkou ifCyd'sku



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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: 26
ASSIG. MAX.M: 30 MIN. M: 11

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, Laspeyer.s, Paasche.s and Fisher.s 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	publition
Quantitative techniques	Quantitative techniques	t lh feJk	lkfgr; Hkou ifCyds'ku

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
First Semester							
1BA1	Hindi Language Structure – I	2	60	8	34	-	18
1BA2	Entrepreneurship Development	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	4	120	16	68	-	36
Second Semester							
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	Communication Skills and Personality Development	4	120	16	68	-	36
Third Semester							
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
Fourth Semester							
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

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4BA4	Optional – Paper 2	4	120	16	68	-	36
4BA5	Optional – Paper 3	4	120	16	68	-	36
4BA8	Information Technology & Trends	4	120	16	68	-	36
Fifth Semester							
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
Sixth Semester							
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

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STUDY MODULES AND BOOKS INFORMATION

Course Code	Name of the Course	Module/Books to be Used
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

DUE DATE OF SUBMISSION OF ALL ASIGNMENTS AT THE IODE CVRU/STUDY CENTRE		
Year	Assignment No.	Due Date
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 IODE 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 IODE 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 IODE 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 IODE CVRU.

