

University of Lucknow

Vocational Courses UG Second Semester

| S. No | Vocational Course |
|-------|---------------------------------------------|
| 1 | Fundamental of Remote Sensing &GIS |
| 2 | Financial Literacy and Banking |
| 3 | Gemmology |
| 4 | Basics of Computers |
| 5 | Sericulture Methods and Prospects |
| 6 | Food Chemistry |
| 7 | Solar Photovoltaic Technology |
| 8 | Optoelectronics-1 |
| 9 | Elementary Number Theory & Cryptography |
| 10 | Introduction to Statistical Data Analysis-I |
| 11 | Mushroom Cultivation Technology |
| 12 | Counselling and Guidance |
| 13 | Public Opinion and Survey Research |
| 14 | Women Leadership and Management |
| 16 | Rural/Tribal Community Studies |
| 17 | Military Geography |
| 18 | Language and Communication |
| 19 | French for Professional Communication |
| 20 | संस्कृत कौशलम् |
| 21 | Vocabulary Building |
| 22 | Ancient Indian Numismatics |
| 23 | Basic Communication Skills |

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|----|------------------------------------------------------------------------|
| 24 | History and Tourism in West and South-East Asia |
| 25 | Cyber Security and its Application |
| 26 | Philosophical Counseling: a Beginners Guide to Thoughtful Practice (A) |
| 27 | कर्मकाण्ड |
| 28 | पंचाङ्ग कौशल |
| 29 | कामकाजी हिन्दी |
| 30 | Simple Translation (Arabic - English) |
| 31 | Fashion Designing |
| 32 | Personal Selling |
| 33 | Principles and Policies of Insurance |
| 34 | Accounting Software Application |
| 35 | Resume writing and Corporate Communication |

TITLE OF THE PAPER : FUNDAMENTAL OF REMOTE SENSING & GIS

CREDIT : 4

COURSE OUTCOME:

After Completion of the Course Students will be able

- To Understand the Basic idea
- Will know about Application of Remote sensing Techniques
- Will know about Geographical Information System

UNIT-I

Remote Sensing: Definition, Type, Scope and Historical Development. Types of Satellites. Electro-magnetic radiation: Characteristics, spectral regions and bands. Stages or Process of Remote Sensing.

UNIT-II

Remote sensing satellites: Platform and sensors. Resolution: Spatial, Spectral, Temporal Radiometric Resolution. Remote Sensing data processing and applications: Visual and digital image processing techniques.

UNIT-III

Remote Sensing applications in Urban Planning, Agriculture, Forestry, Land use/Land cover Mapping, Oceanic Studies and Disaster Management.

UNIT-IV

Introduction to GIS: Definition, concept and history of GIS. Computer fundamentals for GIS, GIS Packages like ARC GIS, QGIS etc. Coordinate system, Datum, Raster and vector data.

REFERENCES:

Text Book:

Suggested Reading:

1. Choniya, D. D. (2016) Sudur Samvadenevam Bhogolic Suchna Pranalikesighant, Sharda Pustak Bhavan, Allahabad.
2. Lillesand, T.M. and Kiefer, R.W. (2000): Remote Sensing and Image Interpretation. 4th edition. John Wiley and Sons, New York
3. Campbell, J.B. (2002): Introduction to Remote Sensing. 5th edition, Taylor and Francis, London
4. Bhatta, B. (2010): Remote Sensing and GIS, Oxford University Press, New Delhi.
5. Nag Prithvish and Kudrat M. (1998): Digital Remote Sensing, Concept Publishing Company, New Delhi Curran, P.J. (1985): Principles of Remote Sensing, Longman, London.

FINANCIAL LITERACY AND BANKING

Course Code: ECO-201 VC1

Credit:4

Course Objective: The course is designed to inculcate the values of financial literacy and banking in the 21st century, which are an utmost need of the hour to overcome various challenges. To make the students aware of the benefits of financial planning through financial literacy and banking.

Unit:I

Basics of Savings and Investment: Why are investing and savings important? Savings vs Investment, Power of Compounding, What should be the investment objectives? Risk and Return, Inflation effects on Investment, Investor's Age and Assets Allocation. Tax saving Government Schemes- National Saving Certificates, Public Provident Fund, Post Office Schemes, Equity Linked Savings Schemes, Retirement Benefits Schemes- NPS (New Pension System)

Unit: II

Banking Activities: Deposits and Types of Deposits- Saving Bank Accounts, Fixed Deposit Accounts, Recurring Deposit Account, Special Term Deposit Schemes, Loans and Types of loans advanced by Banks and Other secondary functions of bank. Banking structure in India and Role of Reserve Bank of India.

Unit: III

Financial Markets: Capital Market vs Money Market, Securities and its types, i.e Equity, Debentures or Bonds, IPOs and FPOs, Mutual Funds, Types of Mutual Funds, Brokers, sub-brokers, process for becoming a capital market investor

Unit: IV

Protection Related Products: Insurance Policies, Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Understanding of Ponzi schemes output.

Text Books and Suggested Readings:

1. Investment Planning by SEBI
2. Indian Financial System, by T. R. Jain and R. L .Sharma, VK Global Publisher
3. Money and Banking by T. R. Jain and R. K. Kaundal, VK Global Publisher

Web References

<https://heecontent.upsdc.gov.in>

<https://swayam.gov.in/>

<https://www.coursera.org/in>

Paper Title: Gemmology

Unit - I

Gemmology: Fundamental concepts; History of gemmology - India as a leader; Minerals - Basic idea about minerals and crystals: their origin, chemical composition and crystallographic divisions.

Unit - II

Gemstones: Basic qualities of gemstones; The 4 'Cs: Colour, Clarity, Carat and Cut; Differences and similarities between Minerals and Gemstones; Gemstone classification: precious gemstones and semi-precious gemstones.

Unit - III

Gemstone Varieties: Natural, Cultured and imitation; Synthetic and Simulant Gemstones; Weights and measures for gemstones; Treatments and Enhancements in gemstones.

Unit - IV

Valuation of gemstones; Utility of gemstones; Gemstone and Astrology; Crystal healing; Birthstones: Garnet, Amethyst, Aquamarine, Diamond, Emerald, Pearl, Ruby, Peridot, Sapphire, Opal, Tourmaline, Topaz, Citrine, Turquoise, Zircon, Tanzanite.

Suggested Reading:

1. B. W. Anderson, 1990, Gem Testing. Rev. by E. A. Jobbins. 10th ed., Butterworth, London.
2. W. Basil, and J. Payne, 1998, The Spectroscope and Gemmology. GemStone Press, Woodstock, VT.
3. M. C. Pedersen, 2010, Gem and Ornamental Materials of Organic Origin. NAG Press, London.
4. G. Davies, 1984, Diamond. A. Hilger, Bristol.
5. J.E. Field, 1992, Properties of natural and synthetic diamond. Academic Press, London, New York.
6. Gem Reference Guide, 1993, Gemological Institute of America, Santa Monica, CA.
7. Gems & Gemology in Review: Colored Diamonds, 2006. Gemological Institute of America, Carlsbad, CA.
8. E. Strack, 2006, Pearls. Stuttgart, Rühle Diebener, Germany.
9. I. Sunagawa, 2005, Crystals: Growth, Morphology and Perfection. Cambridge University Press, Cambridge.
10. C. H. Winter, 2003, A Students Guide to Spectroscopy, OPL Press, Leatherhead, Surrey.
11. A.M. Zaitsev, 2001, Optical Properties of Diamond: a Data Handbook. Springer, Berlin, New York.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Course Outcome: | At the end of this course, the successful students will be able to: <ul style="list-style-type: none"> • Know the basics of computer. • Grasp technologies on which computer works. • Impart the knowledge of office handling. | Co-Curricular Activities/ Vocational Course |
| Unit - I | | |
| Computer Definition, Evolution of Computers, Classification of Computers, Hardware and Software, Analog, Digital and Hybrid Computers, Classification of Computers according to size, Super Computers, Mainframe Computers, Personal Computers, Different Terminals, Characteristics and Limitations of Computers, Input and Output devices, Memory. | | |
| Unit - II | | |
| System software, Application software, Antivirus software, Microsoft word, Cut, copy, Paste, format, Bold, Italic, Under line, Sub-script, Super-script, text highlighting, heading, bulleted list. | | |
| Unit - III | | |
| Microsoft Word, Cover Page, Page-break, Inserting picture and Clip art, Header, footer, page numbering, Bulleted list, drawing shapes, arrow, oval, rectangle, writing equations and inserting symbols, Page margin, Headers, page orientation, Font type and font size. | | |
| Unit - IV | | |
| Microsoft Power Point, Preparing Presentation, slides, insertion of Slides, Slide Numbering, Slide Styling, Slide Sorter, Adding images to slides, Slides View, Slide Orientation, Slide sorting, Adding Audio and Video to the presentation. | | |

Recommended Books:

[1] Prashant Kumar and Pankaj, "A Text book on MS-Word, MS-Excel & MS-Power point", ISBN: 978-81-946264-8-4, Gyan Prakashan, Second edition.

[2] Pankaj Kumar, P. Sinha and Priti Sinha, "Computer Fundamentals", ISBN: 9788176567527 BPB Publication.

[3] P. Sinha.

Recommended Readings:

[1] M. Morris Mano, "Computer System Architecture", PHI publication.

[2] P. Sinha and Neelamika Adabala, "Fundamentals of Computers", PHI Publication.

Web Sites:

[1] <http://www.clram.ac.vi/teaching/1011/CompFunds/CompFunds.pdf>.

[2] <http://www.computer.pdf.com/tutorials/microsoft-office-training>

10/1/2021

Sericulture: Methods and Prospects

Hours 60

Unit I

15/2

Introduction and Scope of Sericulture

History of Sericulture

Silk route

Silk insects and silks

Unit II

15/2

Biology of Silk Moths

Voltinism, Diapause and Ecoraces

Mulberry and Host plant cultivation

Unit III

15/2

Silkworm seed production and concept of DFL

Egg incubation and photo exposure

Brushing of silkworms

Rearing of different silkworms

- Young age/ Chawki worms
- Late Age worms
- Montages and Mounting of silkworms
- Cocoon harvesting
- Cocoon preservation and sorting
- Reeling and re-reeling

Silkworm diseases

Silkworm natural enemies

Unit IV

15/2

Characteristics of sericulture industry: Land and agro based part of industry. Industrial aspect of the industry; Silk reeling as a cottage industry; Handloom and power loom activities.

Prospects and problems of sericulture industry

Economics and viability of sericulture; effect of environmental change on sericulture industry

Sericulture organizations, research institutes and NGOs

Unit V

Field work/ Project

Food Chemistry

Semester II

Credits 4

Course outcome

Students admitted in B.Sc. Chemistry semester program will gain precise insight into the:

CO-1- Chemistry of water and its significance in foods

CO-2- Role of each component of food such as carbohydrates, proteins, fats, vitamins and minerals and their interaction.

CO-3- Functional aspects of various food components and to study their role in food processing.

CO-4- Enzyme activity in different food systems and their functional importance in preparation of food additives.

Unit I

Water molecule, hydrogen bonding, different types of water, physical properties of water, water activity and its role in food processing and storage, industrial and nutritional significance of water.

Unit II

Carbohydrates: Role of carbohydrates in food industry, sugars starch, cellulose, glucans, hemicellulose, gums, pectic substances, polysaccharides. Plant pigments and their role in food industry. Proteins: Major protein systems and factors affecting them, the nature of interaction in proteins derived from milk. egg proteins, meat proteins, fish muscle proteins, oil seed proteins and cereal proteins.

Unit III

Lipids: Refining of crude oils, hydrogenation. Vegetables and animal fats, butter, oleo oil and their use in cooking, frying and shortening. Flavor changes in fats and oils. Lipid oxidation, factors affecting lipid oxidation, autooxidation, biological significance of auto-oxidized lipids.

Unit IV

Enzymes: Enzyme activity in different food systems, food enzyme technology, immobilization of enzymes, removal of toxicants through enzymes, flavor production by enzymes. Additives, Emulsifiers, Antioxidants & their role in product preparation.

Vitamins: Role of vitamins in food industry, effect of various processing treatments.

References Books

- a) Principles of Food Chemistry by John deMan, Springer.
- b) Food chemistry by H.K Chopra P.S Panesar, Alpha Science International Ltd.
- c) Food chemistry by Owen R. Fennema, CRC Publications.
- d) Food Chemistry by Lillian Hoagland Meyer, Reinhold Publishing Corporation.
- e) Food theory and application second edition by Jane Bower, Pearson
- f) Spices and Seasonings: A Food Technology Handbook, by Donna R. Tainter, Antony T.Grenis, Wiley
- g) Handbook of Herbs and Spices: Volume 3 edited by K.V. Peter Woodhead Publishing

Title of the Paper

- Solar Photovoltaic Technology

Course Objectives and Outcomes:

The course

1. Intends to give the necessary and significant learning regarding solar Photovoltaic conversion systems.
2. Covers the fundamental knowledge about the solar cell and preparation techniques.
3. Provides the modern knowledge and on-field practices of solar PV systems.
4. Presents the manual and computer based designing methods of kilowatt to megawatt level photovoltaic systems.

UNIT I

Solar cell physics: p-n junction, homo and hetero-junctions, Metal-semiconductor interface; Dark and illumination characteristics; Figure of merits of solar cell; Variation of efficiency with band-gap and temperature; Spectral response of solar cell; Efficiency limits; Optical properties of solar cell; Different losses and mitigation, Back surface passivation, Passivation with Hydrogen, Parasitic Resistance Effects; Solar cell preparation and processing: Preparation of metallurgical and solar grade Silicon; Production of single crystal Silicon: Czochralski (CZ) and Float Zone (FZ) method; Procedure of masking, photolithography and etching.

UNIT II

Solar Photovoltaic modules: Cell matrix, Lamination and curing, Encapsulation and framing, Testing, Electrical and thermal properties, Module and circuit designing, Identical and non-identical modules, Module mismatching, Shading and hot-spot formation, Environmental effect on PV module performance. Basic terminology of SPV systems; string, array, sub-array, field. designing concept and methods of stand-alone and grid-interactive SPV system, Designing of solar water pumping set, designing and simulation software i.e., PV syst, PV watts, etc.

UNIT III

Observation of current-voltage characteristics of solar cell under different temperature and irradiance conditions. I-V characteristics, Fill-Factor and efficiency of a Mono-Crystalline

silicon photovoltaic module at different solar irradiance. Observation of current variation of a PV module at different loads.

Output power characteristics of a PV module under partial and complete shading.

Observation of illumination and dark characteristics of solar cell.

UNIT IV

Study of the I-V and P-V characteristics of series and parallel combination of solar PV modules. analysis the spectral response of crystalline solar cell.

Observation of the output power of series connected modules with and without MPPT converter.

Working out power flow calculations of standalone PV system of DC and AC load with battery.

Grid synchronization of solar PV inverter and its performance analysis.

Reference Books and Material:

1. Bent Sorensen, *Renewable Energy*, Academic press, New York.
2. Tiwari, G N, *Solar Energy, Fundamentals Design, Modeling and Applications*, Narosa, New Delhi.
3. Green M A, *Third Generation Photovoltaics: Advanced Solar Energy*, Springer.
4. Alan L Fahrenbruch, Richard H Bube, *Fundamentals of Solar Cells: PV Solar Energy Conversion*, Academic Press, New York.
5. Larry D Partain Ed, *Solar Cells and Their Applications*, John Wiley and Sons, Inc, New York.
6. Richard H Bube, *Photovoltaic Materials*, Imperial College Press.
7. Rauschenbach H S, Van Nostrand, *Solar Cell Array Design Handbook*, Reinhold Company, New York.
8. Duffie JA, Beckman WA, *Solar Engineering of Thermal Processes*, John Wiley.
9. Goswami D Y, Frank Kreith and Kreider, *Principles of Solar engineering*, Taylor and Francis, USA.

Course Objectives

This course will give the students an opportunity to learn about different types of optical emission, detection, modulation and opto electronic components and their applications.

Course Outcome

On the completion of this course students would

1. Know the basics of optics and solid state physics .
2. Understand different methods of luminescence, display devices, laser types and their applications.
3. Learn the principle of optical detection mechanism in different detection devices.
4. Understand different light modulation techniques, and the concepts and applications of optical switching.
5. Gain hands-on knowledge about different optoelectronic components. Recording data, plotting of graphs, extraction of relevant information from graphs and identifying the sources of experimental error is also a key outcome along with analyzing and presenting experimental findings through written laboratory reports.

UNIT I

ELEMENTS OF LIGHT AND SOLID STATE PHYSICS:

Wave nature of light, Polarization, Interference, Diffraction, Light Sources. General Introduction to LIGO. Semiconductor Physics and Semiconductor Junction Device.

UNIT II

DISPLAY DEVICES AND LASERS :

Introduction, Photo Luminescence, Cathodoluminescence, Electroluminescence, Injection Luminescence, LED, Plasma Display, Liquid Crystal Displays, Numeric Displays, Laser: Absorption, Emission, Population Inversion, Optical Feedback, Threshold condition, laser applications.

UNIT III

OPTICAL DETECTION DEVICES and OPTOELECTRONIC MODULATORS:

Photo detector, Thermal detector, Photo diodes, Detector Performance. Electro-optic modulators, Optical Switching and Logic Devices

UNIT IV

1. LAB

Experiment 1: Expansion and collimation of laser beam.

Experiment 2: Study of Diffraction Pattern Using a Software Controlled Set-Up.

Experiment 3: Height of a building by Sextant.

Experiment 4: Polarimeter: Specific rotation of sugar solution

Experiment 5: Dispersive power of the material of a prism using spectrometer

Experiment 6: To determine the band gap in a junction diode.

(Any three of the above experiments)

2. Online Virtual Lab Experiment List / Link

Virtual Labs at Amrita Vishwa Vidyapeetham

<https://vlab.amrita.edu/?sub=1&brch=189>

1. Michelson's Interferometer: Wavelength of laser beam
2. Newton's Rings: Refractive index of liquid
3. Brewster's angle determination
4. Laser beam divergence and spot size

Virtual Labs at Amrita Vishwa Vidyapeetham

<https://vlab.amrita.edu/index.php?sub=1&brch=281>

5. Spectrometer: Refractive index of the material of a prism
6. Spectrometer: Dispersive power of a prism
7. Spectrometer: Determination of Cauchy's constants

Diffraction Grating

1. <https://vlab.amrita.edu/index.php?sub=1&brch=201>
2. <http://vlabs.iitkgp.ac.in/bc/H>

TEXTBOOK

1. J. Wilson and J. Hawks, "Opto Electronics – An Introduction", Prentice Hall of India Pvt. Ltd., New Delhi, 1995.

REFERENCES

1. Laser Fundamentals: William T. Silfvast, Cambridge University Press
2. Optical Electronics: A. Ghatak and K. Thyagrajan, Cambridge University Press
3. Laser Physics: Joseph H Eberly and Peter W Miloni, Wiley
4. Principle of Lasers: Orazio Svelto, Springer
5. Physics of Semiconductor Devices: SM Sze, Y Li and Kwok K NG; Wiley
6. Anchal Srivastava, R.K. Shukla and T.P. Pandya, "Introduction to Optics", New Age International (P) Limited Publishers
7. R.K. Shukla and Anchal Srivastava, "Practical Physics", New Age International (P) Limited Publishers

Paper Name: Elementary Number Theory & Cryptography

Pre-requisites: Mathematics in Class 12

Overview of cryptography. What is a cipher? Security Attacks, Security Services and Security Mechanisms, A model for Network security. Symmetric Cipher Modes, Substitute Techniques, Transposition Techniques, Rotor Machines, Stenography.

Euclid algorithm for finding GCD, Extended Euclid algorithm, Prime Numbers, theory of congruence, Fermat's and Euler's Theorem, Testing for Primality, Discrete logarithms, Factoring.

Some algebraic structure: Group, ring and field.

Historical encryption schemes, perfect secrecy and the one time pad, and cryptanalysis of historical ciphers.

Principles of Public key crypto Systems, Cryptography using arithmetic modulo primes, Diffie Hellman Key Exchange, the RSA algorithm, square –and –multiply, Key Management.

Recommended Books:

1. Cryptography and Network Security, William Stallings, Prentice Hall.
2. Understanding Cryptography, Christof Paar and Jan Pelzl, Springer.

VCI- Introduction to Statistical Data Analysis-I

Credit: 04

Course Outcome:

- ✓ Knowledge of Statistics, its scope and importance in various fields.
- ✓ Ability to understand concepts of sample vs. population and difference between different types of data.
- ✓ Knowledge of methods for summarising data sets, including common graphical tools (such as boxplots, histograms and stem plots). Interpret histograms and boxplots.
- ✓ Ability to describe data with measures of central tendency and measures of dispersion.
- ✓ Ability to understand measures of skewness and kurtosis and their utility and significance.

Unit I:

Concept of statistical population, Attributes and variables (discrete and Continuous). Measurements of data (nominal, ordinal, interval and ratio scale), Primary data –designing a questionnaire and schedule, collection of primary data, checking their consistency. Secondary data, Sorting of data for internal consistency and detection of errors of recording.

Unit II:

Indian Official Statistics: Present Official Statistical System in India relating to census of population, agriculture, industrial production, and prices; methods of collection of official statistics and principal publications containing such statistics, C.S.O., N.S.S.O., Office of Registrar General, their historical development, main functions and important publications.

Unit III:

Presentation of data: classification, tabulation, diagrammatic & graphical representation of grouped data. Frequency distributions, cumulative frequency distributions and their graphical representations, histogram, frequency polygon and ogives. Measure of central tendency and dispersion, merits and demerits of these measures.

Unit IV:

Moments- raw and central. Skewness and Kurtosis and their Measures. Measures based on quartiles, introduction to Bivariate data.

VOCATIONAL: MUSHROOM CULTIVATION TECHNOLOGY

Course Outcome:

After the completion of the course the students will:

1. Have a general idea of classification and features of macro fungi/ edible mushrooms.
2. Have a comparative knowledge of structure and life cycle of selected mushrooms.
3. Know about the pest and diseases of mushrooms and their management.
4. Know about mushroom cultivation technique such as filling up of compost, spawning, preparation of casing material and its application
5. Can generate self employment as well as entrepreneurship in mushrooms.

Unit 1

Introduction to edible mushrooms and health benefits:

General characters of mushrooms with reference to general morphology and distinguishing characteristics, life cycles of *Agaricus bisporous* and *Pleurotus* sp.
Nutrient Profile of Mushrooms; Health Benefits of Mushroom s.

Unit 2

Tools and techniques of mushroom cultivation:

Introduction to cultivable mushrooms of India.

Spawn Preparation: Preparation of spawn substrate, Preparation of pure culture, media used in raising pure culture.

Instrumentation and culture preparation of spawn and its storage.

Cultivation of edible white button mushroom: Preparation of compost, casing, crop care. Cultivation of edible *Pleurotus* sp mushroom: Mushroom Substrate selection, Substrate soaking, pasteurization, bagging, spawning, incubation and harvesting.

Pest and diseases of mushrooms and their management.

Unit 3

Processing and value addition of mushroom:

Storage of fresh mushrooms: Storage of mushroom in low temperature, Storage of dried mushrooms, Control Storage. Value added products of mushrooms.

Different methods of mushroom processing: Caning of mushroom, Dehydration of mushroom, Packing of mushroom. Marketing strategies and Entrepreneurship in mushrooms.

Unit 4

Production unit designing and economics:

Design of farm, Mushroom farm layout- location of building plot, Small village unit, Larger commercial unit. Equipment's and facilities, Bulk chamber, composting platform, Pasteurization room and growth chamber. Expected expenditures for a mushroom unit.

Since this is a Vocational Course, Theory and Practical will go hand in hand.

REFERENCES

Books:

1. Mushroom Cultivation by Tripathi, D.P.(2005) Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
2. Entrepreneurship with Fungi by Shukla AC (2021). Springer Publication
3. Hand Book of Mushroom Cultivation, Processing and Packaging by Eiri Staff (2007). Publisher- Engineers India Research Institute.

Suggested Readings:

4. Protocols in Mushroom Cultivation by Shukla & Afzal (2021). Today & Tomorrows Printers & Publishers, New Delhi
5. Handbook on Mushrooms by Nita Bahl (2000). Oxford & Ibh Publishing Co. Pvt Ltd.
6. Mushroom Production and Processing Technology by Pathak, Yadav and Gour (2010). Published by Agrobios (India).

Title of the Paper: Counselling and Guidance

Credits: 04

Course Objectives- The objective of the course is to facilitate students about the concept of counselling and guidance. To provide knowledge to the learner about the goals, stages, elements, skills and procedure of Counselling.

Course Outcome: The study of this course will facilitate the students to develop the essential qualities of a counsellor within themselves. They will be able to learn about the various foundation skills that are applied during the counselling and thereby enhance their understanding about the structure of counselling sessions.

Unit I: Introduction to Counselling

- Counselling and Guidance: Definition, goals and essential elements of Counselling, Difference and relationship between Counselling and Guidance.
- Personal qualities of the Counsellors- Empathy, Warmth, Unconditional Positive Regard, Genuineness.
- Stages in Counselling process (Getting started, Introductory talk, Identifying the issue, Coping with feelings) and ethical issues.

Unit II: Foundation Skills

- Attending- Posture, Eye contact, Facial expression, seating arrangement.
- Listening Skills- Listening to silences, interrupting silences, listening to your reactions, listening filters.
- Reflective Skills- (Restating, Paraphrasing, Summarizing) and Probing Skills- (Questioning, Responding to client's questions).

Unit III: Group Counselling

- Individual and Group Counselling-Similarities and Differences.
- Assumptions and Limitations of group Counselling.
- Process of group Counselling.

Unit IV: Special areas in Counselling

- Counselling with Parents.

- Counselling the delinquent and reluctant clients.
- Marriage Counselling and Pre-marital Counselling.

Text Books:

- Burnard, P. (1999). *Counselling Skills Training*. New Delhi: Viva Books Private Limited.
- Culley, S. and Bond, T. (2006). *Integrative Counselling Skills in Action*. London: Sage Publications.
- Gelso, C.J. and Fretz, B.R. (1995). *Counselling Psychology*. Bangalore: Prism Books Pvt. Limited.
- Littrell, J.M. (1998). *Brief Counselling in Action*. New York: W.W. Norton and Company.

Suggested Reading:

- Manthei, R. (1997). *Counselling: The skills of finding solutions to problems*. London: Routledge
- Rao, S.N. (1981). *Counselling Psychology*. New Delhi: Tata McGraw Hill Publishing Company Limited.

Web References:

- <https://www.uou.ac.in/sites/default/files/slm/MAED-201.pdf>
- https://ebooks.lpude.in/arts/ma_education/year_2/DEDU502_GUIDANCE_AND_COUNSELING_HINDI.pdf
- <https://www.learningclassesonline.com/2019/09/guidance-and-counseling-in-hindi.html>
- <http://perpus.univpancasila.ac.id/repository/EBUPT190498.pdf>
- <https://ncert.nic.in/textbook/pdf/lehe108.pdf>

Paper: Public Opinion and Survey Research

Course Objective:

This course will introduce the students to the debates, principles and practices of public opinion polling in the context of democracies, with special reference to India. It will familiarize the students with how to conceptualize and measure public opinion using quantitative methods, with particular attention being paid to developing basic skills pertaining to the collection, analysis and utilization of quantitative data.

Unit I. Introduction to the course

Definition and characteristics of public opinion, conceptions and characteristics, debates about its role in a democratic political system, uses for opinion poll

Unit II. Measuring Public Opinion with Surveys

Representation and sampling

- a. What is sampling? Why do we need to sample? Sample design.
- b. Sampling error and non-response
- c. Types of sampling: Non random sampling (quota, purposive and snowball sampling); random sampling: simple and stratified

Unit III. Survey Research

- a. Interviewing: Interview techniques pitfalls, different types of and forms of interview
- b. Questionnaire: Question wording; fairness and clarity.

Unit IV. Quantitative Data Analysis and Interpreting Polls

- a. Introduction to quantitative data analysis
- b. Basic concepts: correlational research, causation and prediction, descriptive and inferential Statistics
- c. Prediction in polling research: possibilities and pitfalls Politics of interpreting polling

Title of Paper: Women, Leadership and Management

Credit :04

Max Marks: 75

Objectives: This paper will develop an employability skill among the students. The aim of this course is to develop the student's understanding of the Leadership Management & Governance on Gendered Leadership. Leadership is the ability of an individual to influence and guide other members of an organization or society.

Outcomes: This paper provides the students with skills required for managers and students find themselves equipped with necessary knowledge to widen their scope for opting jobs in government and other civil society organizations.

Unit I: Introduction

- Leadership –An Introduction
- Importance of Leadership
- Role of a good Leader
- Qualities and Strategies of a good Leader

Unit II: Gender and Management

- Leadership and Management
- Elementary Issues in Financial Management
- Role of Management
- Leadership during Crises is what Distinguishes Great Leaders from Manager Leaders

Unit III: Gender and Governance

- Gender and Governance: An introduction
- Gender and Governance: Concepts and Contexts
- Gender Inequality and Governance.
- Gender, Hierarchy and Power

Unit IIV: Gender and communications

- Role of Communication and Leadership Development
- Emotional and Spiritual Intelligence, Motivation
- Strategies to Overcome Challenges in Leadership communications
- Writing a Leadership and Communication Development Plan

REFERENCES:

Becker, H.A. & Vanclay, F. (Eds.) (2003) The International Handbook of Social Impact Assessment: Conceptual and Methodological Advances. UK: Edgar Elgar Publishing Limited.

Dr. M.A. Chaudhary

- Harvester Wheatsheaf
- Kapp, S.A. and Anderson, G. R. (2010) *Agency-based Program Evaluation: Lessons from Practice*. London: Sage Publications.
- Richard Nelson-Jones. *Basic Counselling Skills: A Helper's Manual*. Sage. 2016
- C. Beere (1979). "Women and Women's issues – A Handbook of tests and measures". Jossyborgs.
- R. Frager, & J. Fadiman, (2007). "Personality and Personal growth". 6thEdn. Pearson Prentice Hall, India.
- Geldard, Kathryn & Geldard, David. (2003). "Counseling Children: A Practical Introduction". Sage Publications
- Essays_on_gender_and_governance.pdf United Nations Development Programme UNDP
- Bird SR (2011) *Unsettling Universities' Incongruous, Gendered Bureaucratic Structures: A Case-study Approach*. *Gender, Work & Organization*; 18 (2): 202–230.
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- Cooper J (2006) The digital divide: The special case of gender. *Journal of Computer Assisted Learning*; 22 (5): 320–334.
- De Carlo J and Lyons PR (1979) A comparison of selected personal characteristics of minority and non-minority female entrepreneurs. *Journal of Business Management*; 1979 (1).
- Demartini P and Paoloni P (2012) The relational capital in female SMEs. *Journal of Academy of Business and Economics*; 12, 23–32.
- Denyer D and Tranfield D (2009) Producing a systematic review. In Buchanan DA and Bryman A (eds). *The Sage Handbook of Organizational Research Methods*. Sage Publications: Thousand Oaks, CA, pp 671–689.
- Website: <https://epgp.inflibnet.ac.in/Home/ViewSubject?catId=bJ9NR1aLymilUwtOfBcNiw==>
- Website: <https://egyankosh.ac.in/simple-search?query=gender>

Rural / Tribal Community Studies

Unit-1

Community Studies fosters personal development and social skills which lead to self-reliance, self-management and concern for others. It fosters appreciation of, and respect for, cultural diversity and encourages responsible attitudes and behaviours required for effective participation in the community and for thinking critically, creatively and constructively about their future role in it.

Unit-2

Community Studies build students' awareness and understanding of life beyond school through authentic, real-world interactions. This understanding supports transition from university to participation in, and contribution to, community, industry, work and not-for-profit organisations (NFPOs).

Unit-3

Valuing a sense of community encourages responsible citizenship. Connecting with community seeks to deepen students' knowledge and understanding of the world around them and provide them with the knowledge, understanding, skills and dispositions relevant to community, industry and workplace contexts. It is through these interactions that students develop as active and informed citizens.

Unit-4

Students can visit and interact with community as part of their teaching and learning programs to connect classroom experience with the world outside the classroom. It is a mutual or reciprocal arrangement encompassing access to relevant experience and expertise. The learning can be based in community settings, including workplaces.

TITLE OF THE PAPER : MILITARY GEOGRAPHY

CREDIT : 4

COURSE OBJECTIVE :

This course intends to make the students aware with the advancements in field of Geo-Politics and Military Geography.

COURSE OUTCOME :

After completion of the course students will be able -

1. Learn the concepts and relevant attributes of Geo Politics and military geography for national security.
2. Concept and difference between frontiers and Boundaries, its various types and
3. They shall be in a position to comprehend strategic politics for a nation state and most especially India in our case.

UNIT - I

1. Concept and meaning of Geo-politics.
2. Scope and Importance of Geo-politics
3. Development of Geo-Politics

UNIT - II

1. Geography in Land warfare
2. Geography in Sea warfare
3. Geography in Air warfare.

UNIT - III

1. Global Strategic Views
2. Role of Geography in Military Applications.

UNIT - IV

1. India's boundaries, Terrain in border areas.
2. Population in border areas and its implication to border security
3. Role of Peace Institutions for removal of Terrorism

REFERENCE:

1. YuddhakesadhanaurSadhya Major R. C. Kulshreshth, Allabad, 1965
2. Fairgrieve, J. (1995), Geography and world war, London University of London
3. Mahan, A.T. (1900), The Problem of Asia, Boston, Little, Brown and co.

Language and Communication

Course Outcomes:

After completion of the course the students will be able to acquire proficiency in:

- English Language,
- English Grammar,
- Vocabulary building
- Writing skills
- Communication skills
- Language through Literature

Unit- I : Remedial Grammar and Vocabulary Building

- a) Parts of speech
- b) Articles, Prepositions and Conjunctions
- c) Word Formation, Idioms, Phrases and Common Foreign Languages Experience in English

Unit-II : Writing Skills:

- a) Letter Writing
- b) Essay Writing
- c) Precis Writing
- d) Report Writing
- e) Proposal Writing
- f) Resume Writing

Unit-III Communication Studies

- a) Professional and General Communication,
- b) Verbal and Non Verbal Communication
- c) Barriers of Communication- Psychological Barriers, Physical Barriers, Emotional Barriers and Cultural barriers

Unit-IV : Prose

- a) Francis Bacon : 'Of Studies'*
- b) Jawaharlal Nehru : A Tryst with Destiny*
- c) O'Henry : 'The Gift of the Magi'

References:

V.N. Arora and Lakshmi Chadra-*Improve Your Writing*. (OUP)
Selected Essays. Ed. By Dept. of English, University of Lucknow. Orient Blackswan.
Singh R.P. *Functional Skills in Language and Literature*. OUP

French for Professional Communication

Course Outcomes:

To make students able to

- Wish in French
- Introduction oneself and others
- Converse in bank, hotel and in market
- write official and non official letters

Unit-I : How to wish in French and Word of Politeness-

Bonjour, Bon apres midi, Bon soir Bonne nuit, Au revoir, merci, Desole(e), S'il vous plait etc.

Unit-II : To introduce oneself and others-

Je m'appelle_____, Il/ Elle s'appelle_____, J'ai _____ans, Il/Elle a _____ans, J'habite a/en/av/aux_____, Il /Elle habite_____

Unit-III : Conversation in Hospitality and Marketing Sector-

Demander le prix, le poids et les mesures, converser avec des clients

Unit- IV : Official & Non official letter writing-

Ecrire les lettres des types differentes et preparer le curriculum vitae

References:

1. Commercial French – S.K. Mishra
2. Le Cours de la Langue Francaise-S.P. Singh
3. Functional French-Kiran Choudhary

संस्कृतकौशलम्
(SANSKRITKAUSHALAM)

Semester 2

Credits: 04

Course outcome

- विद्यार्थी संस्कृत भाषा के पद्य वाचन में निपुण होंगे।
- विद्यार्थी संस्कृत भाषा के गद्य वाचन में निपुण होंगे।
- विद्यार्थी संस्कृत भाषा के पत्र लेखन में दक्ष होंगे।
- विद्यार्थी गीता के अध्ययन से जीवन जीने की कला में प्रवीण होंगे।
- विद्यार्थी संस्कृत भाषा के लघु निबंध लेखन में कुशल होंगे।

प्रथम इकाई Unit 1

पद्यवाचनम्

(अनुष्टुप, वंशस्थ, उपजाति, इंद्रवज्रा, उपेंद्रवज्रा, मालिनी, बसन्ततिलका, शिखरिणी आदि)

द्वितीय इकाई Unit 2

गद्यवाचनम्

(याज्ञबल्क्य मैत्रेयी संवाद, श्वेतकेतु आरुणि संवाद)

तृतीय इकाई Unit 3

लघुनिबन्धलेखनम् पत्रलेखनम्

(विद्या, परोपकारः, सत्संगतिः, पर्वाणि, संस्कृतभाषा, महापुरुषाः, अस्माकं देशः)

चतुर्थ इकाई Unit 4

श्रीमद्भगवद्गीता

(द्वितीय अध्याय, सांख्ययोग, १ - ३० श्लोक)

संस्तुत ग्रन्थ

1. वृत्तरत्नाकर, भट्टकेदारनाथ, मोतीलाल बनारसीदास प्रकाशन, नई दिल्ली।
2. बृहदारण्यक उपनिषद्, गीता प्रेस, गोरखपुर।
3. निबन्धशतकम्, विश्वविद्यालय प्रकाशन, वाराणसी।
4. श्रीमद्भगवद्गीता, गीता प्रेस, गोरखपुर।
5. छान्दोग्य उपनिषद्, गीता प्रेस गोरखपुर।

Vocabulary Building

Credit. 04

Course outcome:

After completion of the course, the students will be able to:

- Enrich Persian vocabularies related to Daily use outfit.
- Understand Persian vocabularies pertaining to common tools, foodstuffs and Anatomy.
- Translate Simple sentences from Persian to Urdu/Hindi/ English.

Unit-I: Vocabulary related to outfit.

Unit-II: Vocabulary related to Common tools, foodstuffs.

Unit-III: Vocabulary related to Parts of body.

Unit-IV: Practice of vocabularies through Persian sentences.

Books Prescribed:

1. An Introduction to Persian By W. M. Thackston.
2. Persian Lesson By Taqipurnamdarian

8. Kneil, Simon: *Care of Collections*, Routledge, 2005
9. Light, Richard B.: *Museum Documentation Systems; Developments and Applications*, Butterworth-Heinemann (April 14, 2015).
10. Liston, David: *Museum Security and Protection; A Handbook for Cultural Heritage Institutions*, Routledge, 1993
11. Malero, Masie C.: *Museum Governance*
12. Milles, R. S.: *Design of Educational Exhibits*, Routledge, 1988.
13. Orna, Elizabeth; Pettitt, Charles: *Information Management in Museums*, Aldershot, Hants [England]; Brookfield, Vt.: Gower, c1997
14. Pearce, Susan, M.: *Archaeological Curatorship*, London: Leicester University Press, 1990.
15. Punja, Shobita: *Museums of India*, Local Colour, 1998
16. Sivarammurti, C.: *Directory of Museums in India*, Ministry of Scientific Research & Cultural Affairs, 1959
17. Thomson, Garry: *Museum Environment*, Routledge, 1994
18. UNESCO Publication: *Museum Practice*
19. Bedekar, V. H.: *New Museology for India*, National Museum Institute of History of Art, Conservation, and Museology, New Delhi, 1995
20. Edson, Gary, Ed.: *Museum Ethics*, Routledge, 1997.
21. Lord, Gail Dexter; Lord, Barry: *Manual of Museum Planning*, AltaMira Press, U.S., 3rd edition (29 May 2012)

Web References :

1. <https://www.indiaculture.nic.in/virtual-museums>
2. <http://uparchives.up.nic.in/career.html>

Ancient Indian Numismatics

Course Outcome:

The course shall provide a basic understanding of numismatics in ancient Indian context and enable them to identify the various devices, legends, etc, appearing on ancient Indian coins.

Unit I

1. Origin and antiquity of coinage in India (02 lectures)
2. Authority to issue coins in ancient India (02 lectures)
3. Techniques of manufacture of coins in ancient India (02 lectures)
4. Metrology and coin denominations in ancient India (02 lectures)
5. An introduction to the scripts used on ancient Indian coins—Brahmi, Kharoshthi, Greek (02 lectures)

Unit II

1. Punch-marked coins (03 lectures)
2. Distinguishing features* of tribal coins (02 lectures)
3. Distinguishing features* of Satavahana coins (02 lectures)
4. Distinguishing features* of Indo-Greek coins (03 lectures)

Unit III

1. Distinguishing features* of Kushana coins (02 lectures)
2. Distinguishing features* of Gupta coins (02 lectures)
3. Distinguishing features* of Early Mediaeval coins of northern India (03 lectures)
4. Distinguishing features* of Early Mediaeval coins of southern India (03 lectures)

Unit IV

1. Practical demonstration** of Kushana coins (05 lectures)
2. Practical demonstration** of Gupta coins (05 lectures)

*'Distinguishing features' include metal(s), weight system(s), denomination(s), technique(s) of manufacture, shape(s), devices, and legends.

** 'Practical demonstration' may be through the use of ppt.

References

Text Books :

- Bajpai, K D 1976. *Indian Numismatic Studies*. New Delhi.
- Bhandarkar, D R 1984. *Carmichael Lectures in Ancient Indian Numismatics*. Reprint, Poona.
- Bopearachchi, Osmund, and Wilfried Pieper 1998. *Ancient Indian Coins*. Brepols, Turnhout.
- Chakraborty, S K 1931. *A Study of Ancient Indian Numismatics (Indigenous System) from the Earliest Times to the Rise of the Imperial Guptas*. Mymensingh.
- Cunningham, Alexander 1971. *Coins of Ancient India*. Reprint, Varanasi.
- Goyal, S R 1995. *The Coinage of Ancient India*. Jodhpur.
- Gupta, P L 2004. *Coins*. Reprint, NBT, New Delhi.
- Mukherjee, B N, and P K D Lee 1988. *The Technology of Indian Coinage*. Calcutta.
- Rapson, E J 1897. *Indian Coins*. Strassburg.
- Srivastava, Prashant 2012. *Encyclopaedia of Indian Coins (Ancient Coins of Northern India, up to circa 650 AD)*. 2 vols. Delhi.
- Thaplyal, K K, and Prashant Srivastava 1998. *Coins of Ancient India*. Lucknow.
- Vanaja, R 1983. *Indian Coinage*. New Delhi.

Suggested reading :

- Allan, John 1914. *Catalogue of the Coins of the Gupta Dynasties, and of Sasanka, King of Gauda, in the British Museum, London*. London.
- Allan, John 1936. *Catalogue of the Coins of Ancient India, in the British Museum, London*. London.
- Altekar, A S 1954. *Catalogue of the Gupta Gold Coins in the Bayana Hoard*. Bombay.
- Altekar, A S 1957. *The Coinage of the Gupta Empire*. Corpus of Indian Coins 4. Varanasi.
- Dasgupta, K K 1974. *A Tribal History of Ancient India—A Numismatic Approach*. Calcutta.
- Gardner, Percy 1971. *Catalogue of the Coins of the Greek and Scythic Kings of Bactria and India, in the British Museum, London*. Indian Reprint, New Delhi.
- Handa, Devendra 2007. *Tribal Coins of Ancient India*. New Delhi.

Basic Communication Skills

Course Outcome:

By the end of the course:

Student will improve their communication skills. They will learn to use English in different social contexts.

There shall be four parts of this paper - Introduction to basic sentence structure, Description of simple situations, e.g. my room, my family, Listening, comprehension and Reading.

Unit -I

1. Tourism: Concepts, Definitions and Historical Developments
2. Forms of Tourism: Inbound, Outbound, Domestic and International
3. Important Historical Places

Unit- II (Museums in Tourism)

1. Origin of Museums
2. West Asian Museum
3. South-East Asian Museums

Unit- III (Architecture)

1. Specialty of Ottoman- Arabic Architecture
2. Specialty of South-East Asian Architecture

Unit- IV (Folk Culture)

1. Folk Culture of West Asia (Dances, music, festivals, folklores)
2. Folk Culture of South- East Asia (Dances, music, festivals, folklores)

Reference Books:

- (i) Tourism in South-East Asia, Edited By Michael Hitchcock, Victor T. J.G. Parnwell, Copyright Year 1993, ISBN 9781138364424, Published 2020 by Routledge
- (ii) Michael Hitchcock, Victor T. King, Michael Parnwell, Mike Parnwell, Tourism in Southeast Asia, University of Hawai'i Press, 2010
- (iii) Bernard Lewis -The Arabs in History
- (iv) S.N.Fisher - The Middle East, Rutledge and Kegan Paul, 1966

Study Links: Anita Pleumarom, The rise and fall of South-East
<https://www.twn.my/title/ap-cn.htm>

<https://www.paradigmaakademiyayinlari.com/6895/international-west-asia-congr-research-iwact-2020/>

Paper-VC1: Cyber Security & its Application

Unit-I :

Cyber Security: Meaning, Nature & Relevance; Cybercrime: Types and Prevention.

Unit-II :

Network Security: Concept, Network Management, Protocol, Firewall.

Unit-III :

Information Security: Concept, Need and Awareness; New Trends in Cyber Security; Mobile Banking Security, UPI Security, Android and IOS Security, e-wallet Security.

Unit-IV :

Best Practices of Cyber Security: Best Practices at National & Global Level.

Book Recommendation

- 1) Cyber Law Law Of Information Technology And Internet (Lexix Nexis) Anirudh Rastogi
- 2) Understanding Laws– Cyber Laws And Cyber Crimes (Lexix Nexis) 3) Cyber CrimeManual by Bibhas Chatterjee, Lawman Publication
- 3) Data Communication and Networking by B. Forouzan
- 4) Principles of Computer Security: W.A.Coklin, G.White, Fourth Edition, McGrawHill
- 5) Cryptography and Network Security Principles and Practices, William Stallings, Seventh Edition, Pearson
- 6) Web Technologies: TCP/IP, Web/Java Programming, and Cloud Computing Achyut S. Godbole, Tata McGraw-Hill Education, 2013
- 7) Principles of Information Security : Michael E. Whitman, Herbert J. Mattord, CENGAGE Learning, 4th Edition.
- 8) Cryptography and Network Security : William Stallings, Pearson Education, 4th Edition
- 9) Cryptography and Network Security : Forouzan Mukhopadhyay, Mc Graw Hill, 2nd Edition

PHILOSOPHICAL COUNSELING: A Beginners' Guide to Thoughtful Practice

A Glimpse of the Course:

Philosophical Counseling may be a recent development (Gerd Achenbach opened the first practice in 1981) but that philosophy can help with living goes back at least as far as Socrates, who arguably practiced a type of philosophical counseling in the Greek marketplace (Agora).

The practical application of philosophy through prescriptions, suggestions, dialogues, discussions and spiritual exercises continued in Greece and Rome (through the Stoics and Epicureans, amongst others, who practiced "philosophy as a way of life" (Hadot, 1995) and continued in Oriental traditions in the form of Śrīmad Bhāgavadgītā, Lord Buddha's teaching, Pāncatantra, Hitopadeśa, Jātaka Kathā, Yam-Naciketa Samvād, Yajñavalkya-Gārgi and so on.

The rise of Christianity in the West led to a sharp decline in philosophy's influence in dealing with personal issues until, relatively recently, when developments in the worlds of therapy and philosophy created a more conducive climate. Psychoanalysis established the non-medical treatment of personal predicaments as a socially established practice; C. Rogers took this a stage further by eschewing the medical model altogether and popularized 'counseling' as a safe place where people could work out their own solutions to problems under professional guidance and help. Such therapists like Carl Jung had long-recognized the philosophical nature of many of their patients' problems, so at a time when academic philosophers were showing an increased interest in areas of 'applied philosophy', it was perhaps inevitable that philosophers would return to their roots and become directly involved in helping individuals to think about their lives.

Proposed Syllabus:

Duration: 6 Months

Credits: 4

UNIT I:

- What is Philosophical Counseling?
- Major Disagreements Between Practitioners
- The Orientation

UNIT II:

- Common Criticisms of Psychiatry
- The Role of Philosophy in Mental Health Care
- Modularity of Philosophical Practice

UNIT III:

- Brief Introductory Overview of Four Well-Known Approaches: (Gerd Achenbach - open ended approach, "a Socratic hermeneutic of burdensome life", Ran Lahav - World View Interpretation, Pierre Grimes - "Philosophical Midwifery", Logic-Based Counseling (e.g. Elliot Cohen))

UNIT IV:

- Other Recent Psychotherapies: Borrowing from Philosophy (Feminist Therapy, Dialectic Behavioral Therapy)
- Effective Philosophical Therapies-Common Denominators

Suggested Readings:

1. Peter Raabe: Philosophical Counseling: Theory and Practice (2001)
Essays in Philosophical Counseling (2002)
2. Lou Marinoff: Philosophical Practice (2002)
3. Ran Lahav & M. Tillmans: Essays in Philosophical Counseling (1995)
4. Pierre Hadot: What is Ancient Philosophy (2002) Philosophy as a Way of Life (1995)
5. Pierre Grimes: Philosophical Midwifery: A New Paradigm for Understanding Human Problems (1998)
6. Tim Lebon: Wise Therapy (2001)
7. Alex Howard: Philosophy for Counseling and Psychotherapy (2000)
8. Lydia Amir: Humor and the Good Life (2014)
9. Martha Nussbaum: The Therapy of Desire (1994), Theory and Practice in Hellenistic Ethics (1994)

क्रेडिट : 4

- पाठ्यक्रम के परिणाम – वैदिक एवं लौकिक, नित्यकर्म नैमित्तिककर्म के द्वारा व्यक्तित्व का निर्माण ।
- वैदिक एवं लौकिक, नित्यनैमित्तिक कर्मकाण्ड के माध्यम से जीविकोपार्जन के योग्य बनेंगे ।
- वैदिक एवं लौकिक कर्मकाण्ड की समृद्धता एवं तद् निहित नैतिकता एवं आध्यात्मिकता को अनुभूत कर भारतीय संस्कृति के महत्व को वैश्विक स्तर तक पहुंचाने में सक्षम होंगे ।
- धर्म-दर्शन, आचार-व्यवहार, नीति शास्त्र एवं भारतीय संस्कृति के मूल तत्वों को जानकर उत्तम चरित्रवान मानव एवं कुशल नागरिक बनेंगे ।

यूनिट -1 नित्यकर्म विधि, ब्राह्ममुहूर्त में जागरण, करावलोकन, भूमिवन्दना, मंगलदर्शन, माता-पिता गुरु एवं ईश्वर का अभिवादन ।

यूनिट -2 शौचाचार, दन्तधावनविधि, स्नानविधि, वस्त्रधारणविधि, सन्ध्याविधि, सामान्य पंचांग देखने की विधि- तिथि, वार, नक्षत्र, योग, करण, अयन, ऋतु, मास, पक्षादि ।

यूनिट -3 गणपति अथर्वशीर्ष, स्वस्तिवाचन, देवस्तुति, कवचपाठ, अर्गलापाठ, कीलकपाठ ।

यूनिट -4 संकल्प, षोडशोपचार गणेशाम्बिका पूजन विधि, कलश स्थापना ।

प्रयोग – समस्त विधियों का प्रायोगिक प्रदर्शन, पूजापात्र का सजावट, वैदिक मन्त्रों का कण्ठस्थीकरण, वैदिक मन्त्रों के साथ में पौराणिक श्लोकों का प्रयोग करना ।

- नित्यकर्म-पूजाप्रकाश- गीताप्रेस, गोरखपुर
- संस्कार प्रकाश - गीताप्रेस, गोरखपुर
- नित्यकर्मानुष्ठानम् - चौखम्मा सुरभारती प्रकाशन, वाराणसी
- ब्रह्मनित्यकर्मसमुच्चय- चौखम्मा विद्याभवन, वाराणसी

पञ्चाङ्ग कौशल
(Panchang Kaushal)

Semester-2

Credit-04

Course Outcome:

ज्योतिष पञ्चाङ्ग कौशल पाठ्यक्रम के अध्ययन से विद्यार्थियों को निम्न विषयों का ज्ञान प्राप्त होगा।

- ज्योतिषशास्त्र का सामान्य परिचय तथा काल (समय) का ज्ञान।
- पञ्चाङ्ग के सभी दैनन्दिन उपयोगी अवयवों का ज्ञान।
- जन्मपत्री मिलान के आधारभूत तत्त्वों का ज्ञान।

[C] Contents: Unit wise Division

Unit-I त्रिस्कन्ध ज्योतिष तथा काल की अवधारणा

(सिद्धान्त, संहिता, होरा विषयक तत्त्व, सूक्ष्म तथा स्थूल समय की इकाईयाँ)

Unit-II सम्बत्सर, अयन, गोल तथा ऋतु परिचय

(षष्टि सम्बत्सर, विक्रम संवत्, शक संवत्, ईसवी संवत्, उत्तरायण-दक्षिणायन, उत्तरगोल-दक्षिणगोल तथा षड्ऋतु ज्ञान)

Unit-III पञ्चाङ्ग परिचय

(तिथि, वार, नक्षत्र, योग तथा करण ज्ञान)

Unit-IV अष्टकूट मिलान तथा माङ्गलिक विचार

(वर्ण, वश्य, तारा, योनि, ग्रहमैत्री, गणमैत्र, भूकूट तथा नाडी ज्ञान)

[D] Readings

Books:

- 1- ज्योतिष पीयूष- डॉ० कल्याणदत्त शर्मा
- 2- ज्योतिष सर्वस्व- डॉ० सुरेश चन्द्र मिश्र
- 3- भारतीय कुण्डली विज्ञान-हिम्मत् लाल मीठालाल ओझा
- 4- सचित्र ज्योतिष शिक्षा- प्रारम्भिक ज्ञान खण्ड, बी० एल० ठाकुर
- 5- योग-चिन्तामणि- प्रो० राजेश्वर शास्त्री मुसलगांवकर
- 6- मुहूर्तचिन्तामणि-डॉ० सुरेश चन्द्र मिश्र
- 7- मुहूर्तगणपति-हिन्दी टीकाकार- डॉ० मुरलीधर चतुर्वेदी

विषय : कामकाजी हिन्दी

Course Outcome : इस प्रश्नपत्र के अध्ययन से विद्यार्थियों को विविध सरकारी, अर्द्ध-सरकारी एवं गैर सरकारी कार्यालयों में प्रयुक्त पत्र लेखन की प्रणालियों तथा पारिभाषिक शब्दावलियों का ज्ञान प्राप्त होगा। इसी के साथ कार्यालयों में प्रयुक्त यांत्रिक प्रणालियों से भी विद्यार्थी परिचित होंगे।

इकाई-I

- पत्र की अवधारणा, स्वरूप और प्रकार।
- कार्यालयी पत्राचार — मूलपत्र, अधिसूचना, आदेश, पृष्ठांकन, अन्तर्विभागीय टिप्पणी, मानक प्रालेख।

इकाई-II

- व्यावसायिक एवं वाणिज्यिक पत्राचार — निविदा सूचनाएँ, रिक्तियों की सूचनाएँ, कोटेशन, रपट, इनवाइस बिल, बैंकिंग कार्यवाही, शिकायत और समझौते, बीमा विषयक पत्र।

इकाई-III

- पारिभाषिक शब्दावली की अवधारणा एवं विकास—यात्रा, पारिभाषिक शब्दावली — निर्माण प्रक्रिया के सिद्धांत।
- पारिभाषिक शब्दावली।

इकाई-IV

- हिन्दी के यांत्रिक उपकरणों का परिचय :
 - टंकण यंत्रों का विकास, प्रकार, क्षेत्र एवं महत्व।
 - कम्प्यूटर : अवधारणा, स्वरूप एवं प्रयोग।
 - आशुलेखन : प्रक्रिया एवं प्रयोग।
 - टेलीप्रिन्टर, टेलेक्स, फैक्स, टेलीकान्फ्रेंसिंग—कार्यप्रणाली।

सहायक ग्रंथ सूची :

1. हिन्दी भाषा का प्रयोजनमूलक स्वरूप — डॉ० कैलाश चंद्र भाटिया
2. प्रयोजनमूलक हिन्दी — दंगल झाल्टे
3. प्रयोजनमूलक हिन्दी की नयी भूमिका — कैलाशनाथ पाण्डेय
4. कार्यालयी हिन्दी और कम्प्यूटर अनुप्रयोग — निरंजन सहाय

Simple Translation

UNIT- I

Nominal Sentences

UNIT- II

Focus: Education

UNIT- III

Focus: Marketing & Shopping

UNIT- IV

Focus: Agriculture & Gardening

Books Recommended:

- S. Ahsanur Rahman: Teach Yourself Arabic

| Course | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Fashion Designing | |
| Credits: 4 | Theory + Practical: 04 |
| Course Outcomes: <ul style="list-style-type: none"> To understand the basics of fashion and designing through skill enhancement and garment components To apply design elements and principles with respect to apparel design | |
| Unit-I Fashion: Definition, history, elements, terminology, cycle, factors affecting fashion, fashion sources, fashion trends in India and abroad. Principles and elements of art in dress designing Anthropometrical Measurement: Concept, importance, technique and precautions. Pattern Making: Methods of drafting, draping, flat pattern, techniques and uses | |
| Unit-II Different types of Stitches: Construction and decorative; Different types of seams and seam finish Layout Planning: Definition, types of layout, economy of fabric in placing patterns, adjusting fabric to pattern Fitting: Good fit – definition, principles and clues for good fit (ease, line, grain, set and balance) | |
| Unit-III Dyeing: Tie and Dye and Batik; Dyeing with natural dyes, use of pigments; Dyeing auxiliaries and their use; Dyeing defects and their remedies Printing: Printing methods- Block, stencil, screen, roller, rotary; Printing auxiliaries, their use and importance; Printing styles- direct, resist, discharge, photographic, transfer, flock printing; After treatment of printed goods. | |
| Unit-IV Embroidery: General embroidery techniques; Hand embroidery- knowledge of 25 hand embroidery stitches; Traditional Indian embroidery- Chikankari, Kasuti, Phulkari, Kashida, Kantha, Kutch, and Kathiawar. Appliqué Work and Quilting: Appliqué Work- basics, hand appliqué; Machined appliqué, bias tape appliqué, reverse appliqué techniques; Quilting - the art, quilting tools, designs; Basic quilting technique. | |
| Practical <ul style="list-style-type: none"> Sheet preparation- dress designing according to theory syllabus. Portfolio development on a special theme Sample preparation – Tie-n-Dye, Batik, Printing. | |

- Sample Preparation- Embroideries
- Article- Appliqué work/Quilting

Suggestive Reading:

Suggestive digital platforms web links- Svayam Portal, <http://heecontent.upsdc.gov.in/Home.aspx>
 Tata, S.L. & Edwards, M.S. - The complete book of fashion illustrations, New York, Harper & Row Publications

Allen, Anne & Seaman, Julian - Fashion Drawing: basic principles, B.T. Batsford, London

Ireland John Patrick - Basic fashion design, B.T. Batsford, London

R.S. Prayag - Technology of textile printing. Noyes Data Corp.

V.A. Shenai - Technology of printing- technology of textile processing, Vol.IV, Sevak Prakashan

M.L. Gulrajani and Deepti Gupta (1990) - Natural Dyes and their application to textiles. Ed. IIT, Delhi Publications

Big Book of Needle Craft- Odhamas Publications

Needle Craft- Reader's Digest

Creative Embroidery Designs - Ondorisha Publications

Pandit Savitri- Indian Embroidery: its variegated charm. Baroda, Faculty of Home Science

Chattopadhyay and Kamala Devi - Handicrafts of India. New Delhi. Indian Council of Cultural Relations.

Mary- Embroidery

BAV01: Personal Selling

Credits: 4 (Lectures-3, Tutorial-1)

Course Objectives

This course provides an understanding of selling practices with emphasis on the selling process. It prepares students for personal selling careers using the latest strategies and tactics in prospecting and qualifying, planning sales calls, approaching prospects, making sales presentations, negotiating resistance, confirming and closing "win-win" agreements, and servicing customers to ensure satisfaction.

Course Outcomes

Upon successful completion of this course the students will be able to:

- *Confidently speak with a new prospect for the first time*
- *Learn what prospect's wants and needs are and how product can meet them*
- *Steer the process - gently - towards the end: signing-up your customer*
- *Overcome objections*
- *Obtain referrals*
- *Build a customer-base for the long-term*

Unit I: Selling: Concept, Nature and Role in Marketing; Types of market intermediaries; Types of selling: Direct selling, Relationship selling, Partnership selling; Professional selling approaches; Types of selling tasks; Different types of selling positions; Types of sales relationships: Transactional, Functional; Types of customers; Personal Selling: Evolving face of Personal Selling, Nature and importance of Personal Selling, Differences among Personal Selling, Salesmanship and Sales Force Management; Types of salespersons; Characteristics of a successful salesperson; Sales as a career option; Role of Personal Selling in CRM; Selling of consumer and Industrial Products (goods and services)

Unit II: Selling process: Prospecting, Pre-approach, Approach, Sales Presentation and Demonstration, Handling objections, Closing the sale, After sale service; Setting of selling objectives; Sales cycle, Generating leads Conducting sales calls; Improving Conversion ratios; Lead scoring; Effective selling techniques, Tools of selling, Motivating and Remunerating Salespersons. Buying decision- five stages model

Unit III: Theories of Selling; AIDAS Model of Selling; Problem Solving Approach; Right Set of Circumstances Theory and Modern Sales Approaches. Concept of Motivation; Maslow's Theory of Need Hierarchy; Buying Motives and their uses in Personal Selling; Sales training, Consumer psychology and buying motives.

Unit IV: Sales Planning and Control; Sales Reports and Documents; Ethical Issues in Selling; Understanding, developing, and applying the concepts of trust, trust-based selling, and sales ethics; Analysing the market environment; Process of market research, Setting up a research plan; Importance of Marketing research; Types of research: Focus groups, surveys; Utilising marketing intelligence system; Contributions made by salespeople to society, employers, and customers.

Text Books:

- Sales and Distribution Management - Panda and Sahdev, Oxford Edition,
- o Selling and Advertising – Jaiswal & Shiva

Reference Books:

- Sales Management by Still, Cundiff, Govoni Pearson Education,
- o Sales and Distribution Management - Havaladar, Mc Graw Hill Edition.

Web References:

- <https://hbr.org/2006/07/ending-the-war-between-sales-and-marketing>

PRINCIPLE AND POLICIES OF INSURANCE

Credit - 4

Course Outcomes: The students will be able to:-

- Understand basic concept of different types of insurance, contracts and provisions.
- Demonstrate knowledge of operation and management of insurance entities.
- Learn skills of insurance business to pursue their career as an insurance agent, surveyor, underwriter and development officer of insurance company
- Capable of running consultancy services in the field of insurance and risk management.

Unit-I :Introduction : Basic concept of insurance, need of insurance, risk, principles of insurance, advantages of insurance, functions of insurance, types of insurance, principles of insurance contract, difference between indemnity contracts and life contracts, insurance and gambling, double insurance, over insurance, under insurance, re-insurance.

Unit-II : Life Insurance : Meaning, Need of life insurance, importance of life insurance, principles of life insurance contracts, procedure for effective life insurance, Non-medical life insurance, hazards, types of life insurance policies, annuities, terms and conditions of the life insurance policies, nomination and assignment, lapsed policies, computation of premium, bonuses.

Unit-III : Fire Insurance: Meaning of Fire in fire insurance, functions of fire insurance, scope, types of fire insurance policies, hazards, principles, procedure for effecting fire insurance, settlement of claims, terms and conditions.

Marine Insurance : Definition, scope, principles, warranties, types of marine insurance policies, terms and conditions of marine insurance policies, assignment of marine insurance policies, marine losses.

Unit-IV : Insurance Intermediaries : Agents and procedure for becoming an agent, types of insurance agent, pre-requisite for obtaining a license, duration of license, remuneration, qualifications & disqualifications of an insurance agent, training of an insurance agent, cancellation of license, function of an insurance agent, rights and duties of insurance agent, termination of agency, code of conduct.

References :

Text Books :

1. Mishra, M N: Principles of Insurance
2. Shukla, S.K. : Insurance Law and Accounts (Hindi & English)
3. Godwin : Principle and Practice of Fire Insurance
4. Huebner : Life Insurance
5. Maclean : Life Insurance
6. Bishnoi, R. K : Bima ke Siddhanta
7. Khan, Arif: Insurance : Principles and Practice

Suggested Readings

1. Insurance Act, 1938.
2. Insurance Regulatory & Development Act, 1999
3. Insurance Institute of India, Mumbai, ic-01 Principles of Insurance
4. The Institute of Company Secretaries of India - Banking and Insurance of India - Law & Practice (2010)
5. Dorfman Mark S : Introduction to Risk Management and Insurance

ACCOUNTING SOFTWARE APPLICATIONS

Credit - 4

Course Outcomes : The students will be able to:-

- Input data through software to record business transactions.
- Prepare financial statements for the business.
- Create and maintain inventory data.
- Prepare related reports regarding inventory, accounts payable, accounts receivable, and payroll.
- Compute Financial Ratios and perform Financial Analysis

Unit-I : Introduction to Accounting Software, Popular Software of Accounting Tally ERP9 Creation of a Company, Use of Keys for entering accounting data and information, configuration of accounting and inventory related details ,Stock/Inventory related information in Software Tally.

Unit-II : Creation of Groups, Ledgers, Vouchers and Orders in Tally, Identification of Groups, identification of ledgers like single ledger and multiple ledger, creation of Accounts, of Assets and Liabilities ,Incomes and Expenses, Stock groups, Voucher Creation Voucher Entry, application of basic accounting concepts.

Unit-III : Journal Entry, Preparation of Day Books, Preparation of Statement of Income and Balance Sheet, Ratio Analysis, Funds Flow Statement Cash Flow Statement Accounting Reports.

Unit-IV : Provisions of Taxation : Provision of GST Vouchers, GST Invoices TDS Vouchers GST Online Procedures, E-Way Billing System.

References :

Text Books :

1. Maheshwari, S N: Introduction to Accounting
2. Kaur, Jasmine : Financial Accounting
3. Ghosh, T P : Financial Accounting for Managers
4. Tulsian, P C : Accountancy
5. Goyal, D K : Introduction to Accountancy
6. Gupta, Vikas : Tally ERP 9
7. Tiwari & Goyal : Basic Accounting
8. Goyal, Neeraj and Sachdeva, Rohit : Computerized Accounting

Suggested Readings :

1. Tally Course Material in IV Volume

Semester 2 VC1: RESUME WRITING AND CORPORATE COMMUNICATION **Total Session: 40**

Course outcomes: The course is designed to empower students to carry out day to day communication at work place by adequate understanding of various types of communication and use of technology to facilitate efficient interpersonal communication. The course will also equip with effective writing skills necessary for resume building and other forms of written corporate communication.

UNIT I

Role of communication – defining and classifying communication – purpose of communication –process of communication – characteristics of successful communication – importance of communication in management – communication structure in organization – communication in crisis- 7 C's of Communication- Barriers to effective communication- Forms of Communication: one-to-one-informal and formal

UNIT II

Non Verbal Communication: Relevance and effective usage, Para language, Chronemics, Haptics Proxemics, Body language, Object language
Listening Skills: The process, importance and types of listening
Effective Listening: Principles and Barriers

Enhancing Listening Skills: Paraphrasing, Summarizing Guidelines to increase listening, Activities to enhance listening

UNIT III

Resume Writing, Cover Letters, Interview Follow Up Letters

Introduction to business letters – writing routine and persuasive letters – positive and negative messages- writing memos – what is a report purpose, kinds and objectives of reports- writing reports

Group discussions – interview skills, Impact of Technological Advancement on Business Communication networks – Intranet – Internet – e mails – SMS – teleconferencing – videoconferencing

UNIT IV

Presentation skills: What is a presentation – elements of presentation – designing a presentation. Advanced visual support for business presentation- types of visual aid

Negotiations skills: What is negotiations – nature and need for negotiation – factors affecting negotiation –stages of negotiation process – negotiation strategies

References:

1. Fred Luthans, Organizational Behaviour, Boston, McGraw-Hill, 8th edition, 1998
2. Essentials of Business Communication by Rajindra Pal and J. S. Korlahalli, Sultan Chand and Sons., New Delhi. 16
3. Effective Business Communication by Herta A. Murphy and Charles E. Peck. Tata McGraw Hill Publishing Company Limited., New Delhi.
4. Essentials of Business Communication by Pettett and Lesikar. Tata McGraw Hill Publishing Company Limited., New Delhi.