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FYUGP
INTRODUCTORY VOCATIONAL COURSES
For Semester-I & Semester-II

FOR UNDER GRADUATE COURSES UNDER RANCHI UNIVERSITY



Implemented from
Academic Session 2022-2026



**Members of Board of Studies for preparing Draft Syllabus for the Curriculum
Framework and Credit System for the Four-Year Undergraduate Programme
(FYUGP)**

CHAIRMAN

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HIGHLIGHTS OF REGULATIONS OF FYUGP

PROGRAMME DURATION

- The Full-time, Regular UG programme for a regular student shall be for a period of four years with multiple entry and multiple exit options.
- The session shall commence from **1st of July**.

ELIGIBILITY

- The selection for admission will be primarily based on availability of seats in the Major subject and marks imposed by the institution. Merit point for selection will be based on marks obtained in Major subject at Class 12 (or equivalent level) or the aggregate marks of Class 12 (or equivalent level) if Marks of the Major subject is not available. Reservation norms of The Government of Jharkhand must be followed as amended in times.

ADMISSION PROCEDURE

- The reservation policy of the Government of Jharkhand shall apply in admission and the benefit of the same shall be given to the candidates belonging to the State of Jharkhand only. The candidates of other states in the reserved category shall be treated as General category candidates. Other relaxations or reservations shall be applicable as per the prevailing guidelines of the University for FYUGP.

ACADEMIC CALENDAR

- Each year the University shall draw out a calendar of academic and associated activities, which shall be strictly adhered to. The same is non-negotiable. Further, the Department will make all reasonable endeavors to deliver the programmes of study and other educational services as mentioned in its Information Brochure and website. However, circumstances may change prompting the Department to reserve the right to change the content and delivery of courses, discontinue or combine courses and introduce or withdraw areas of specialization.

PROGRAMME OVERVIEW/ SCHEME OF THE PROGRAMME

- Undergraduate degree programmes of either 3 or 4-year duration, with multiple entries and exit points and re-entry options within this period, with appropriate certifications such as:
 - a Certificate after completing 1 year (2 semesters) of study in the chosen fields of study,
 - a Diploma after 2 years (4 semesters) of study,
 - a Bachelor after a 3-year (6 semesters) programme of study,
 - a Bachelor (with Hons. / Research) after a 4-year (8 semesters) programme of study

VALIDITY OF REGISTRATION

- Validity of a registration for FYUGP will be for maximum for Seven years from the date of registration.

CALCULATION OF MARKS FOR THE PURPOSE OF RESULT

- Student's final marks and the result will be based on the marks obtained in Semester Internal Examination and End Semester Examination organized taken together.
- Passing in a subject will depend on the collective marks obtained in Semester internal and End Semester University Examination both. However, students must pass in Theory and Practical Examinations separately.

PROMOTION AND SPAN PERIOD

- i. The Requisite Marks obtained by a student in a particular subject will be the criteria for promotion to the next Semester.
- ii. No student will be detained in odd Semesters (I, III, V & VII).
- iii. To get promotion from Semester-II to Semester-III a student will be required to pass in at least 75% of Courses in an academic year (a student has to pass in minimum 9 papers out of the total 12 papers. However, it will be necessary to procure pass marks in each of the paper before completion of the course.
- iv. To get promotion from Semester-IV to Semester-V (taken together of Semester I, II, III & IV) a student has to pass in minimum 16 papers out of the total 22 papers.
- v. Eligibility to get entry in Semester VII is to secure a minimum of 7.5 CGPA up to semester VI along with other criteria imposed by the Institution.

PUBLICATION OF RESULT

- The result if the examination shall be notified by the Controller of Examinations of the University in different newspapers and also on University website.
- If a student is found indulged in any kind of malpractice/ unfair means during examination, the examination taken by the student for the semester will be cancelled. The candidate has to reappear in all the papers of the session with the students of next coming session and his one year will be detained. However, marks secured by the candidate in all previous semesters will remain unaffected.
- There shall be no Supplementary or Re-examination for any subject. Students who have failed in any subject in an even semester may appear in the subsequent even semester examination for clearing the backlog. Similarly, the students who have failed in any subject in an odd semester may appear in the subsequent odd semester examination for clearing the backlog.
- Regulation related with any concern not mentioned above shall be guided by the Regulations of the University for F FYUGP.

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COURSE STRUCTURE FOR FYUGP ‘HONOURS/ RESEARCH’

Table 1: Credit Framework for Four Year Undergraduate Programme (FYUGP) under State Universities of Jharkhand [Total Credits = 176]

Semester	Common Courses (29)									Introductory Courses (15)		Internship/ Project (4)	Major* (54) + Adv. Major (24)	Minor** (32)		Research Courses (18)				Total Credit
	Language and Communication Skills (Modern Indian Language including TRL) (6)	Language and Communication Skills (English) (6)	Environmental Studies (3)	Understanding India (2)	Health & Wellness, Yoga Education, Sports & Fitness (2)	Digital Education (3)	Mathematical & Computational Thinking and Analysis (2)	Value-Based Course/ Global Citizenship Education (2)	Community Engagement/ NCC/ NSS/ (3)	Introductory Courses [Natural Sc./ Humanities/ Social Sc./Commerce] (9)	Introductory Course [Vocational Studies] (6)			Natural Sc./ Humanities/ Social Sc./ Commerce (18)	Vocational Studies (14)	Research Methodology Courses (6)	Research Proposal, Review of literature (4)	Research Internship/ Field Work (4)	Preparation of the Research Project Report (4)	
I	6			2	2					3	3		6							22
II		6						2	2	3	3		6							22
Exit Point: Undergraduate Certificate																				
III			3			3			3	3		4	6							22
IV													6+6	6	4					22
Exit Point: Undergraduate Diploma																				
V													6+6	6	4					22
VI													6+6	6	4					22
Exit Point: Bachelor's Degree																				
VII													6+6 (Adv. Topics)			6	4			22
VIII													6+6 (Adv. Topics)		2			4	4	22
Exit Point: Bachelor's Degree with Hons./Research																				

*There will be four disciplinary areas: A-Natural Science, B-Humanities, C-Social Science, and D-Commerce; each having basket of courses. A student will have to select a ‘Major’ from any of the four disciplinary areas (out of A, B, C & D). The selection for admission will be primarily based on availability of seats in Major and marks imposed by the institution.

**A student has to select three subjects for ‘Introductory Regular Courses’ from a pool of subjects associated with the Major offered by the institution. One of the three subjects will continue as ‘Minor’ from semester IV onwards, based on the academic interest and performance of the student.

Session 2022-26 onwards

COURSES OF STUDY FOR FOUR YEAR UNDERGRADUATE PROGRAMME

Table 2: Course structure for Undergraduate Certificate Programme [May Exit after Sem.-II]

Semester	Common Courses			Introductory Courses		Major	Total Credits
Sem.-I	LCS (MIL/TRL) (6 Credits)	Understanding India (2 Credits)	Health & Wellness, Yoga Education, Sports & Fitness (2 Credits)	IRC-1	IVS-1A (3 Credits)(3 Credits)	MJ-1 (6 Credits)	(22)
Sem.-II	LCS (Hindi) (6 Credits)	Global Citizenship Education (2 Credits)	Mathematical & Computational Thinking (2 Credits)	IRC-2	IVS-1B (3 Credits)(3 Credits)	MJ-2 (6 Credits)	(22)

Total = 44 Credits

(LCS: Language and Communication Skills; MIL: Modern Indian Languages; TRL: Tribal Regional Languages;
IRC: Introductory Regular Courses; IVS: Introductory Vocational Studies, MJ: Major)

Table 3: Course structure for Undergraduate Diploma Programme [May Exit after Sem.-IV]

Semester	Common Courses			Introductory Courses	Major	Minor	Internship/ Project	Vocational	Total Credits
Sem.-III	Environmental Studies (3 Credits)	Community Engagement/ NCC/ NSS (3 Credits)	Digital Education (3 Credits)	IRC-3 (3 Credits)	MJ-3 (6 Credits)		Internship/ Project (4 Credits)		(22)
Sem.-IV					MJ-4, MJ-5 (6+6=12 Credits)	MN-1 (6 Credits)		VS-1 (4 Credits)	(22)

Total = 88 Credits

(MN: Minor; VS: Vocational Studies)

Table 4: Course structure for Bachelor's Degree Programme [May Exit after Sem.-VI]

Semester	Major Courses	Minor Courses	Vocational	Total Credits
Sem.-V	MJ-6, MJ-7 (6+6 = 12 Credits)	MN-2 (6 Credits)	VS-2 (4 Credits)	(22)
Sem.-VI	MJ-8, MJ-9 (6+6 = 12 Credits)	MN-3 (6 Credits)	VS-3 (4 Credits)	(22)

Total = 132 Credits**Table 5: Course structure for Bachelor's Degree with Hons./Research Programme**

Semester	Advance Courses	Research Courses	Vocational	Total Credit
Sem.-VII	AMJ-1, AMJ-2	Research Methodology (6+6=12 Credits)	Research Proposal (6 Credits)	(4 Credits) (22)
Sem.-VIII	AMJ-3, AMJ-4 (6+6=12 Credits)	Research Int./Field Work (4 Credits)	Research Report (4 Credits)	VSR (2 Credits) (22)

Total = 176 Credits

(AMJ: Advance Major; VSR: Vocational Studies associated with Research)

SEMESTER WISE COURSES OF STUDY FOR FOUR YEAR UNDERGRADUATE PROGRAMME

2022 onwards**Table 6: Semester wise Course Code and Credit Points:**

Semester	Common, Introductory, Major, Minor, Vocational & Internship Courses		Credits
	Code	Papers	
I	CC-1	Language and Communication Skills (Modern Indian language including TRL)	6
	CC-2	Understanding India	2
	CC-3	Health & Wellness, Yoga Education, Sports & Fitness	2
	IRC-1	Introductory Regular Course-1	3
	IVS-1A	Introductory Vocational Studies-1	3
	MJ-1	Major paper 1 (Disciplinary/Interdisciplinary Major)	6
II	CC-4	Language and Communication Skills (Hindi)	6
	CC-5	Mathematical & Computation Thinking Analysis	2
	CC-6	Global Citizenship Education & Education for Sustainable Development	2
	IRC-2	Introductory Regular Course-2	3
	IVS-1B	Introductory Vocational Studies-2	3
	MJ-2	Major paper 2 (Disciplinary/Interdisciplinary Major)	6
III	CC-7	Environmental Studies	3
	CC-8	Digital Education (Elementary Computer Applications)	3
	CC-9	Community Engagement & Service (NSS/ NCC/ Adult Education)	3
	IRC-3	Introductory Regular Course-3	3
	IAP	Internship/Apprenticeship/ Project	4
	MJ-3	Major paper 3 (Disciplinary/Interdisciplinary Major)	6
IV	MJ-4	Major paper 4 (Disciplinary/Interdisciplinary Major)	6
	MJ-5	Major paper 5 (Disciplinary/Interdisciplinary Major)	6
	MN-1	Minor Paper 1 (Disciplinary/Interdisciplinary Minor)	6

	VS-1	Vocational Studies-1 (Minor)	4
V	MJ-6	Major paper 6 (Disciplinary/Interdisciplinary Major)	6
	MJ-7	Major paper 7 (Disciplinary/Interdisciplinary Major)	6
	MN-2	Minor Paper 2 (Disciplinary/Interdisciplinary Minor)	6
	VS-2	Vocational Studies 2 (Minor)	4
VI	MJ-8	Major paper 8 (Disciplinary/Interdisciplinary Major)	6
	MJ-9	Major paper 9 (Disciplinary/Interdisciplinary Major)	6
	MN-3	Minor Paper 3 (Disciplinary/Interdisciplinary Minor)	6
	VS-3	Vocational Studies 3 (Minor)	4
VII	AMJ-1	Advance Major paper 1 (Disciplinary/Interdisciplinary Major)	6
	AMJ-2	Advance Major paper 2 (Disciplinary/Interdisciplinary Major)	6
	RC-1	Research Methodology	6
	RC-2	Research Proposal	4
VIII	AMJ-3	Advance Major paper 3 (Disciplinary/Interdisciplinary Major)	6
	AMJ-4	Advance Major paper 4 (Disciplinary/Interdisciplinary Major)	6
	RC-3	Research Internship/Field Work	4
	RC-4	Research Report	4
	VSR	Vocational Studies (Associated with Research)	2
		Total Credit	176

Abbreviations:

CC Common Courses

IRC Introductory Regular Courses

IVS Introductory Vocational Studies

IAP Internship/Apprenticeship/ Project

VS Vocational Studies

MJ Major Disciplinary/Interdisciplinary Courses

MN Minor Disciplinary/Interdisciplinary Courses

AMJ Advance Major Disciplinary/Interdisciplinary Courses

RC Research Courses

VSR Vocational Studies associated with Research

SEMESTER I & II

INTRODUCTORY VOCATIONAL COURSES – IVC:

(Credits: Theory-01 + Practical 02 = 03)

List of Vocational Courses for Semester-I & II under provisions of FYUGP

1. Mushroom Cultivation
2. Organic farming
3. E-filing of returns
4. Digital marketing
5. Communicative English
6. Computer Basics and Multimedia
7. Functional Hindi
8. Fundamental of Science Laboratory
9. Sericulture
10. Fisheries
11. Bee Keeping
12. Textile Management
13. Introduction to Stock Market
14. Tour and Travel
15. Forestry and Wild Life
16. Beauty and Wellness

MUSHROOM CULTIVATION – IRC 1

Semester - 1

MUSHROOM CULTIVATION – IRC 1A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Learning Outcomes:

1. Understand the basics of mushroom
2. Develop interest in mushroom cultivation
3. Produce quality spawn for different mushroom.
4. Procure mushroom spawn from authentic source.
5. Prepare compost, casing soil and manage crop
6. Pick, wash, grade and pack the harvested button mushroom
7. Prepare substrate and manage crop Pick, grade and

Course Content:

UNIT- I Introduction to mushroom

1. History of mushroom
2. Nutritional and medicinal properties of mushroom
3. Scope and opportunities
4. Types of edible and medicinal mushroom
5. Nature of work

UNIT- II Mushroom Spawn (seed) production

1. Preparation of pure culture
2. Preparation of mother spawn
3. Production of planting spawn
4. Storage /Transportation of spawn
5. Criteria for selection of good quality spawn

UNIT- III Cultivation of Button mushroom

1. Procurement of rawmaterials
2. Wetting of substrate materials/ formulation
3. Outdoor fermentationin stacks/ turning schedule by long method
4. Short method of composting done in two phases: phase-1 (Outdoor/ bunker) andphase-2 bulk pasteurisation chambers)

5. Spawning of compost/spawn run
6. Casing and case-run
7. Cropping and harvesting of mushroom
8. Post-harvest handling

UNIT- IV Cultivation of Oyster mushroom

1. Procurement of raw materials
2. Substrate formulation
3. Substrate wetting and treatments: Hot water/ steam
4. Spawning of substrate and filling in container/ bag, spawn run
5. Exposing of bags for cropping
6. Cropping and harvesting of mushroom
7. Post-harvest handling

MUSHROOM CULTIVATION PRACTICAL- IRC 1A LAB:

Marks: Pr (ESE: 3Hrs) =25

Pass Marks: Pr (ESE) = 10

Instruction to Question Setter for

End Semester Examination (ESE):

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:

60 Lectures

1. Orientation to a mushroom farm
2. Identification of different types of mushrooms
3. Preparation of pure culture
4. Preparation of mother spawn
5. Production of planting spawn Storage
6. Transportation of spawn
7. Post-harvest handling
8. Substrate wetting and treatments: Hot water/ steam
9. Spawning of substrate and filling in container/ bag, spawn run
10. Exposing of bags for cropping
11. Cropping and harvesting of mushrooms
12. Post-harvest handling

Semester - 2**MUSHROOM CULTIVATION – IRC 1B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Learning Outcomes:

1. Prepare substrate and manage crop
2. Pick, grade and pack the harvested paddy straw mushroom
3. Prepare substrate and manage crop
4. Pick, grade and pack the harvested milky mushroom
5. Prepare substrate and manage crop
6. Pick, grade and pack the harvested economically important and medicinal mushroom
7. Identify and manage Insect- Pests affecting mushroom

Course Content:**UNIT- I Cultivation of Paddy Straw mushroom**

1. Procurement of raw materials: Paddy straw bundles
2. Substrate wetting and treatments: Hot water/ steam
3. Stacking of paddy straw bundles in a heap and spawning in layers
4. Polythene cover of the heap for spawn run
5. Cropping and harvesting of mushrooms
6. Post-harvest handling

UNIT- II Cultivation of Milky mushroom

1. Procurement of raw materials
2. Substrate formulation
3. Substrate wetting and treatments: Hot water/ steam
4. Spawning of substrate and filling in container/ bag, spawn run
5. Casing and case-run
6. Exposing of bags for cropping
7. Cropping and harvesting of mushroom
8. Post-harvest handling

UNIT- III Cultivation of other economically important and medicinal mushroom

1. Shiitake Mushroom
2. Kabul Dhingri (King oyster) Mushroom
3. Reishi (Ganoderma) Mushroom
4. Kira ghas (Cordyceps) Mushroom

UNIT- IV Insect-Pests management in cultivated mushroom

1. Major insect pests- Mushroom flies/ nematodes/mites
2. Post-harvest handling

MUSHROOM CULTIVATION PRACTICAL- IRC 1B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Substrate wetting and treatments: Hot water/ steam
 2. Stacking of paddy straw bundles in a heap and spawning and covering of the heap with polythene for spawn run
 3. Cropping and harvesting of mushrooms
 4. Post-harvest handling
 5. Substrate wetting and treatments: Hot water/ steam
 6. Spawning of substrate and filling in container/ bag, spawn run
 7. Casing and case-run
 8. Cropping and harvesting of mushroom
 9. Post-harvest handling
 10. Substrate preparation for economically important and medicinal mushroom
 11. Crop management
 12. Post-harvest handling
 13. Identification and management of pests by chemical and non-chemical methods
-

ORGANIC FARMING – IRC 2

Semester - 1

ORGANIC FARMING – IRC 2A:

(Credits: Theory-01

+ Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT- I Agronomy

1. Organic farming- concept, characteristics, significance, organic ecosystem, scope of organic farming in India
2. Principles and types of organic farming

UNIT- II Soil Science

1. Organic farming for sustainable agriculture; Manures- compost, methods of composting
2. Green manuring, vermicompost and biofertilizer

UNIT- III Fundamental of organic farm management

1. Land management in organic farming
2. Water management in organic farming

UNIT- IV Post harvest management

1. Processing, labeling of organic produce
 2. Storage and transport of organic produce
-

ORGANIC FARMING PRACTICAL- IRC 2A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Field visit of organic farming
 2. Seed and seed treatment
 3. Preparation of Farm Yard Manure (FYM) & compost
 4. Water management in organic agricultural
-

Semester - 2**ORGANIC FARMING – IRC 2B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT- I Agronomy**

1. Choice of crops & varieties in organic farming
2. Initiative by Govt/NGOs/Other organizations for promotion of organic farming

UNIT- II Soil Science

1. Harmful effect of non-judicious chemical fertilization
2. Organic farming practices for improving soil health

UNIT- III Fundamental of organic farm management

1. Organic insect disease management
2. Organic pest disease management

UNIT- IV Post harvest management

1. Organic Quality control standards
 2. Certification- types, process & procedure and agencies
-

ORGANIC FARMING PRACTICAL- IRC 2B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Crop planning & management in organic agriculture
 2. Identification of different fungal and bacterial biocontrol agents
 3. Application of manures and composts
 4. Preparation of plant protection inputs
 5. Application of plant protection inputs
-

E-FILING OF RETURNS – IRC 3

Semester - 1

E-FILING OF RETURNS – IRC 3A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT- I Conceptual Framework

Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing.

UNIT- II Types of E-filing

Types of e-filing; e-filing process: relevant notifications.

UNIT- III Income tax

Introduction to income tax - basic terminology, types of assets, income taxable under different heads, basics or computation or total income and tax liability, deductions available from gross total income

UNIT- IV E-filing of ITRs

PAN card, due date or filing of income tax return. Instructions for filling out form ITR-1. ITR-2, ITR-3. ITR-4. ITR-4S. ITR-S, ITR-6.

E-FILING OF RETURNS PRACTICAL- IRC 3A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks
Practical record notebook = 05 marks
Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Introduction to Income tax Portal:
 2. preparation of electronic return (practical workshops)
-

Semester - 2**E-FILING OF RETURNS – IRC 3B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for***End Semester Examination (ESE 75 marks):***

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT- I TDS and e-filing of TDS returns**

Introduction to the concept of TDS; provision regarding returns of TDS: types of forms for filing
TDS returns;

UNIT- II Fundamental of GST

Introduction: GST Basics, Objective of implementation of GST, Benefits of GST, Component of GST, Important Definitions, Meaning and Scope of Supply.

UNIT- III Tax

Levy and Collection of Tax: Tax Liability on Composite and Mixed Supply, Levy and Collection of Tax, Composition Levy, Exemption from Tax.

UNIT- IV GST and E-filing of GST returns

Introduction to GST, Registration; relevant notifications regarding e-filing of GST returns: steps for preparing GST returns: practical workshop on-filing of GST returns.

E-FILING OF RETURNS PRACTICAL- IRC 3B LAB:

Marks: Pr (ESE: 3Hrs) =25

Pass Marks: Pr (ESE) = 10

Instruction to Question Setter for***End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities	= 15 marks
Practical record notebook	= 05 marks
Viva-voce	= 05 marks

PRACTICALS:**60 Lectures**

The student shall be required to write a Project Report based on the case study of any aspect of either of Income Tax or GST. He/She shall focus on a particular problem area and prepare a report based on the study of the course by taking one particular problem faced by the different assesses.

DIGITAL MARKETING – IRC 4

Semester - 1

DIGITAL MARKETING – IRC 4A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT- I Introduction

1. What is marketing?
2. What is Digital Marketing? Understanding Marketing Process Understanding Digital Marketing Process
3. Increasing Visibility, What is visibility? Types of visibility, Examples of visibility
4. Visitors Engagement, What is engagement? Why it is important Examples of engagement Bringing Targeted Traffic
5. Inbound and outbound marketing
6. Converting Traffic into Leads, Types of Conversion, Understanding Conversion Process Tools Needed

UNIT-II Digital Marketing Vs. Traditional Marketing

1. What's the difference between digital marketing and traditional marketing, and why does it matter?
2. Benefits of Traditional Marketing
3. The Downside to Traditional Marketing Benefits of Digital Marketing
4. Why Digital Marketing Wins Over Traditional Marketing? Tools of Digital Marketing
5. How We Use Both Digital & Traditional Marketing

UNIT-III Website Planning Process

1. What is Internet?
2. Understanding domain names & domain extensions Different types of websites
3. Based on functionality Based on purpose
4. Planning & Conceptualising a Website Booking a domain name & web hosting Adding domain name to web Server Adding webpages & content
5. Adding Plugins
6. Building website using CMS in Class Identifying objective of website Deciding on number of pages required Planning for engagement options Landing Pages & Optimization Creating blueprint of every webpage Best & Worst Examples

UNIT-IV Search Engine Optimization

1. Understand Search Engines & Google
2. What is SEO? Introduction to SERP What are search engines? How search engines work
3. Major functions of a search engine What are keywords?

4. Different types of keywords Google keyword planner tool Keywords research process Understanding keywords mix Long Tail Keywords
 5. Google Search Tips & Hacks
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DIGITAL MARKETING PRACTICAL- IRC 4A LAB:

Marks: Pr (ESE: 3Hrs) =25

Pass Marks: Pr (ESE) = 10

Instruction to Question Setter for

End Semester Examination (ESE):

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:

60 Lectures

1. What is Search Engine's Algorithms?
 2. How Algorithms Works?
 3. Why a Search Engine needs to update its Algorithm?
 4. Why a Search Engine penalizes a Website?
 5. How to optimize your site for Google
 6. Creating Facebook page
 7. Uploading contacts for invitation
 8. Exercise on fan page wall posting
 9. Increasing fans on fan page
 10. How to do marketing on fan page (with examples)
 11. Fan engagement
 12. Important apps to do fan page marketing
 13. Facebook advertising
 14. Types of Facebook advertising
 15. Best practices for Facebook advertising
 16. Understanding Facebook best practices
-

Semester - 2**DIGITAL MARKETING – IRC 4B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for***End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT- I Social Media Marketing-I**

1. What is Social Media?
2. Understanding the existing Social Media paradigms & psychology
3. How social media marketing is different than others
4. Forms of Internet marketing Facebook marketing Understanding Facebook marketing

UNIT- II Social Media Marketing-II

1. LinkedIn Marketing What is LinkedIn? Understanding LinkedIn
2. Company profile vs Individual profiles Understanding LinkedIn groups
3. How to do marketing on LinkedIn groups LinkedIn advertising & it's best practices
Increasing ROI from LinkedIn ads LinkedIn publishing
4. Company pages Adv on linkedIn Display vs text Twitter Marketing
5. Understanding Twitter
6. Tools to listen & measure Influence on Twitter: Tweet Deck, Klout, Peer Index

UNIT- III Google Analytics

1. Introduction to Google Analytics
2. How Google analytics works
3. Understanding Google analytics account structure
4. Understanding Google analytics insights
5. Understanding cookie tracking
6. Types of cookie tracking used by Google analytics
7. Starting with Google analytics
8. How to set up analytics account
9. How to add analytics code in website
10. Understanding goals and conversions
11. How to setup goals

UNIT- IV Google Adwords & Online Display Advertising

1. Google AdWords Overview
2. Understanding inorganic search results

3. Introduction to Google Adwords & PPC
 4. advertising
 5. Overview of Microsoft Adcenter (Bing & Yahoo)
 6. Setting up Google Adwords account
 7. Understanding Adwords account structure
 8. Campaigns, Adgroups, Ads, Keywords, etc
 9. Types of Advertising campaigns- Search,
 10. Display, Shopping & video
-

DIGITAL MARKETING PRACTICAL- IRC 4B LAB:

Marks: Pr (ESE: 3Hrs) =25

Pass Marks: Pr (ESE) = 10

Instruction to Question Setter for

End Semester Examination (ESE):

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:

60 Lectures

1. How to do marketing on Twitter
 2. Black hat techniques of twitter marketing
 3. Advertising on Twitter
 4. Creating campaigns
 5. Types of ads
 6. Tools for twitter marketing
 7. Twitter Advertising
 8. Twitter Cards
 9. Using youtube for business
 10. Developing youtube video marketing
 11. Strategy
 12. Bringing visitors from youtube videos to your website
 13. Creating Video A Dgroups
-

COMMUNICATIVE ENGLISH – IRC 5

Semester - 1

COMMUNICATIVE ENGLISH – IRC 5A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75	Pass Marks: Th (ESE) = 30
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Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT- I Introduction to Communicative English-I

Introduction to Communicative English: Introduction, Language as a Tool, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English,

UNIT-II Introduction to Communicative English-II

Different styles and levels in Communicative English (Communication Channels). Interpersonal and Intrapersonal Communication Skills, How to improve and Develop Interpersonal and Intrapersonal Communication Skills.

UNIT-III Introduction to Phonetics

Introduction, Phonetic Transcription, English Pronunciation, Pronunciation Guidelines Related to consonants and vowels, Sounds Mispronounced, Silent and Non-silent Letters, Syllables and Structure,

UNIT-IV Word Accent and Stress Shift

Word Accent and Stress Shift,– Rules for Word Accent, Intonation – purposes of intonation, Spelling Rules and Words often Misspelt – Exercises on it. Common Errors in Pronunciation

COMMUNICATIVE ENGLISH PRACTICAL- IRC 5A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures****1. Listening Skills**

The student should be able to listen to a text read aloud in normal speed with focus on intonation.

After listening the student can fill-in-blanks, choose a suitable title, make a summary, supply required information and be able to answer comprehension questions from the passage read aloud.

2. Speaking Skill

Reading aloud of dialogues, texts, poems, speeches focusing on intonation.

Self-introduction

Role plays on any two-situations.

Telephonic Conversations.

Semester - 2**COMMUNICATIVE ENGLISH – IRC 5B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT- I Basic English Communicative Grammar and Vocabulary Part - I:**

Grammar: Basic English Grammar and Parts of Speech - Nouns, Pronouns, Adjectives, Verbs, Adverbs, Conjunctions, Articles and Preposition. Preposition, kinds of Preposition and Prepositions often Confused. Articles: Use of Articles Indefinite and Definite Articles, Pronunciation of 'The', words ending 'age', some plural forms. Introduction to Vocabulary, All Types of Vocabulary –Exercises on it.

UNIT- II Basic English Communicative Grammar and Vocabulary Part - II:

Question Tags, Question Tags for Assertive Sentences (Statements) – Some Exceptions in Question Tags and Exercises, One Word Substitutes and Exercises. Strong and Weak forms of words, Words formation - Prefixes and Suffixes (Vocabulary), Contractions and Abbreviations. Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it.

UNIT- III Communication Skills for Employment:

Information Transfer: Oral Presentation - Examples and Practice. Extempore / Public Speaking, Difference between Extempore / Public Speaking, Communication Guidelines for Practice. Mother Tongue Influence (MTI) – South Indian Speakers, Various Techniques for Neutralization of Mother Tongue Influence – Exercises. Reading and Listening Comprehensions

COMMUNICATIVE ENGLISH PRACTICAL- IRC 5B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures****1. Personality Development**

Initiation

Physical Appearance

Audience Purpose

2. Interpersonal Skills

Appropriate use of non-verbal skills in face to face communication [i.e. Viva –Voce, group –interviews, GDs and seminars.]

3. Presenting in GD, Seminars and Conferences.

Leadership Quality

Time Management

Achieving the target

COMPUTER BASICS AND MULTIMEDIA – IRC 6

Semester - 1

COMPUTER BASICS AND MULTIMEDIA – IRC 6A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT- I Introduction to Computer System

Basic Computer Concept Computer Organisation, Windows OS: Windows XP Vs Windows7

UNIT-II Microsoft Office 2016-I

MS Word-Tools, menu Bar, Insert, Design, Layout, References, Mailing, Review, View

UNIT-III Microsoft Office 2016-II

MS Excel, MS PowerPoint - Tools, menu Bar, Insert, Design, Layout, References, Mailing, Review, View

UNIT-IV Internet & its usage

COMPUTER BASICS AND MULTIMEDIA PRACTICAL- IRC 6A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Create a Visiting Card of your college using page size as follows a) Page width="3.2" b) Page height="2.2"
 2. Write a leave letter to the Principal by using different alignments, correct formats in MS Word
 3. Mail Merge in MS Word
 4. creating different types of charts
 5. create different types of power point presentation
-

Semester - 2**COMPUTER BASICS AND MULTIMEDIA – IRC 6B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

*There will be two group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.*

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT- I Multi Media Fundamentals**

Multimedia, Multimedia Objects, Multimedia in business and work, Multimedia hardware, Memory & Storage devices, Communication devices.

UNIT- II Multimedia Tools

Presentation tools, object generation which includes video sound; image capturing, Authoring tools, card and page-based authoring tools.

UNIT- III Sound/Audio-I

Perception of sound, hearing sensitivity, frequency range, sound- wave length, the speed of sound. measuring the sound, musical sounds, noise signal, dynamic range, pitch, harmonics- equalization- reverberation time, Sound isolation and room acoustics- treatments- studio layout –room dimensions.

UNIT- III Sound/Audio-II

The Basic set-up of recording system; The production chain and responsibilities.

Microphones types -phantom power, noise, choosing the right mike; Mixing console; Input devices; Output devices; Audio Publishing

COMPUTER BASICS AND MULTIMEDIA - IRC 6B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks
Practical record notebook = 05 marks
Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Photoshop-Use different tools
 2. Page maker -Use different tools
 3. Corel Draw – Use different tools
 4. Flash – Use different tools
-

FUNCTIONAL HINDI – IRC 7

Semester - 1

FUNCTIONAL HINDI – IRC 7A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

क) राजभाषा नीति: हिन्दी के प्रयोग का संवैधानिक प्राविधान (धारा -343) राजभाषा अधिनियम 1963 ई. और 1976 ई. के बाद निर्धारित नियम, 1960 ई. के राजभाषा आदेश का प्रस्ताव, 1968 ई. हिन्दी प्रशिक्षण तथा प्रोत्साहन पुरस्कार राज नवनिर्णीत |

ख) हिन्दी के कार्यालयी पत्राचार: पत्राचार का उद्देश्य और महत्व, पत्र व्यवहार के प्रकार जैसे - मूलपत्र, पत्रोत्तर, पावती, स्मरण पत्र, अर्द्धशासकीय पत्र, ज्ञापन परिपत्र, आदेश पृष्ठांकन, अंतर्बिभागीय टिप्पणी, मानक मसौदे (ड्राफ्ट), निविदा पत्र, सूचनाएँ, रिक्तियों के लिए विज्ञापन, प्रेस विज्ञप्ति और रिपोर्ट |

FUNCTIONAL HINDI PRACTICAL- IRC 7A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. ड्राफ्टिंग क्या है, अच्छे ड्राफ्टिंग के सामान्य नियम।
 2. आधिकारिक पत्रों का प्रारूपण: विभिन्न प्रकार के प्रारूपण, साधारण कार्यालय पत्र, परिपत्र पत्र, कार्यालय
 3. ज्ञापन, संकल्प, कार्यालय आदेश, अनुस्मारक, अर्ध-सरकारी पत्र, पृष्ठांकन, प्रेस नोट, विज्ञापन,
 4. निविदा, प्रारूपण के लिए भाषा।
 5. नोटिंग का महत्व, सामान्य नियम और नोटिंग के लिए निर्देश।
 6. सटीक लेखन - महत्व और उपयोगिता, एक के लिए अनिवार्य आदर्श सटीक लेखन।
 7. सेमी-ड्राफ्टिंग, नोटिंग और . सटीक लेखन.
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Semester - 2**FUNCTIONAL HINDI – IRC 7B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for**End Semester Examination (ESE 75 marks):**

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**क) व्यवहारिक हिन्दी व्याकरण:**

हिन्दी की प्रकृति, अंग्रेजी की तुलना में हिन्दी, वाक्य विन्यास के नियम एवं प्रयोग, लिंग, वचन, क्रिया, विशेषण, उपसर्ग तथा प्रत्यय, हिन्दी ध्वनि प्रक्रिया, अक्षर, संबन्ध, भाषण की शैली तथा लहजा ।

ख) अनुवाद पारिभाषित शब्दावली और पदबंध:

1. अनुवाद - संकल्पना, प्रकृति और प्रकार, शब्दानुवाद, भावानुवाद, पूर्ण अनुवाद, सारानुवाद, व्याख्यानानुवाद , अध्ययन क्षेत्र (विषय वस्तु) और महत्व ।
2. कार्यालयी भाषा एकट भाग (3) के अंतर्गत आने वाले अभिलेखों का द्वि भाषी करण ।
3. कार्यालयी पत्रों, स्मरण पत्रों , पावति, रिपोर्टों , कार्यसूचियों , मिनिट्स और बैठको की कार्यवाहियों का अनुवाद ।
4. मंत्रालयों, उपक्रमों, बैंक, निगमों, कम्पनियों, रेलवे, वायु - सेवाओं और विधिक्षेत्रों की विशिष्ट शब्दावली प्रयुक्तियों, पदबन्धों तथा वाक्यों का अध्ययन ।
5. शब्द निर्माण के नियम ।

अनुशंसित पुस्तकों की सूची

1. राजभाषा संकल्प - डॉ. दिलीप सिंह
2. प्रयोजनमूलक हिन्दी - डॉ. बालेन्दुशेखर तिवारी
3. कार्यालयी हिन्दी - डॉ. बालेन्दुशेखर तिवारी, अभिषेक अवतंस
4. प्रयोजनमूलक हिन्दी - डॉ. विनोद भाल्टे
5. प्रयोजनमूलक हिन्दी - डॉ. विनोद गोदरे
6. राष्ट्रभाषा हिंदी समस्याएं और समाधान - आ. देवेन्द्रनाथ शर्मा
7. पारिभाषिक शब्दावली - कुछ समस्याएं - डॉ. भोलानाथ तिवारी
8. भारत सरकार की राजभाषा नीति - डॉ. अरविन्द कुलश्रेष्ठ
9. हिन्दी वर्तनी का व्यावहारिक उपयोग - डॉ. हरिवंश तरुण
10. आधुनिक हिन्दी व्याकरण और रचना - डॉ. वासुदेव नंदन प्रसाद
11. अपनी हिन्दी कैसे सुधारें - रवीन्द्र कुमार
12. प्रयोजनमूलक भाषा और अनुवाद - डॉ. गोपाल सिंह
13. सुबोध हिन्दी व्याकरण और रचना - डॉ. श्यामनंदन शास्त्री
14. अनुवाद विज्ञान - डॉ. भोलानाथ तिवारी
15. अनुवाद प्रविधि - प्रो. सूर्यप्रकाश दीक्षित, सत्यदेव मिश्र

FUNCTIONAL HINDI PRACTICAL- IRC 7B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. अनुवाद की परिभाषाएँ, अनुवाद का महत्व, अनुवाद की पद्धति, क्या अनुवाद एक कला है या विज्ञान?
 2. विभिन्न प्रकार के अनुवाद, आवश्यक योग्यताएँ एक अच्छे अनुवादक की।
 3. मुहावरों और अनुवाद से संबंधित समस्याएँ, मुहावरे, नीतिवचन के अनुवाद से संबंधित समस्याएँ।
 4. कविता का अनुवाद, नाटक का अनुवाद, वैज्ञानिक साहित्य का अनुवाद
 5. तकनीकी और परिभाषित शब्दावली तैयार करना और अनुवाद में इसका महत्व।
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FUNDAMENTAL OF SCIENCE LABORATORY – IRC 8

Semester - 1

FUNDAMENTAL OF SCIENCE LABORATORY – IRC 8A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit-I Elementary knowledge of Chemistry

Unit-II Safe Handling of Chemicals and Gases

1. Chemical Spills
2. Guidelines for Mercury Waste Management & Disposal
3. Guidelines for Handling of Ethidium Bromide
4. Guidelines for Bis-acrylamide
5. Guidelines for Phenol/ Chloroform
6. Compressed Gas Safety
7. Safe Handling of Cryogenic liquids
8. Handling of Dry Ice
9. Guidelines for Imaging Stations

Unit-III Specialty Laboratories

1. Working with Radioactive Materials
2. Laser Lab

Unit-IV Emergency Response

1. Fires
 2. Accident Reporting
 3. Emergency Contact numbers
 4. Committees
-

FUNDAMENTAL OF SCIENCE LABORATORY - IRC 8A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures****Laboratory instruments Chemistry**

Safe Handling, Cleaning and storage of common apparatus.

1. Test tube, Beakers, Erlenmeyer flask, Volumetric flask, graduated cylinder, Pipette, Graduated pipette, Disposable pipette, Burette, Burette clamp. Funnel, Buchner Funnel, Buchner funnel vacuum filtration setup,
 2. Clamp, Test tube holder, Bunsen burner, Petri dish, Glass rod, Graduated Dropper Tongs, Utility clamp, Spot test plate, Tripod for Bunsen burner, Wash bottle, Spatula, Round-bottom flasks, Glass Condenser, Filter paper Separatory funnel, Filtering flask, etc
-

Semester - 2**FUNDAMENTAL OF SCIENCE LABORATORY – IRC 8B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

*There will be two group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.*

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit-I Elementary knowledge of Physics****Unit-II Laboratory instruments Physics**

FUNDAMENTAL OF SCIENCE LABORATORY PRACTICAL- IRC 8B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures****Laboratory instruments Physics**

Safe Handling, Cleaning and storage of common apparatus.

1. Resistor, Rheostat, Multimeter, Voltmeter, Ammeter, Galvanometer, Potentiometer, Battery Eliminator, Daniel Cell, Leclanche Cell
 2. Meter Bridge with Pencil Jockey, Ohm's Law Apparatus, Compass, Magnet, Prism, Lens, Mirror, Glass Slab, Optical Bench
 3. Pendulum, Parallelogram Apparatus, Tuning Fork, Vibration Generator, Wave Motion Apparatus.
-

SERICULTURE – IRC 9

Semester - 1

SERICULTURE – IRC 9A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit-I

History of Sericulture.

Unit-II

Types of Silkworms, Distribution in India and other countries.

Unit-III

Production of mulberry and non-mulberry silk in India and other countries. Comp. Production efficiencies.

Unit-IV

Sericulture organization in India – Administrative set up – Research and training set up – Seed production – Cocoon production and Marketing of cocoon and silk – Reeling and Weaving sectors – Exports and imports –Tariff protection.

SERICULTURE PRACTICAL- IRC 9A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Estimation of Hatching and Brushing Percentage of Silkworm Eggs
 2. Estimation of Moisture Content of Mulberry Leaves for Chawki Rearing
 3. Determination of Mulberry Leaf Driage in the Rearing Bed -
 4. Estimation of Silkworm Larval Density in the Rearing Bed and Silkworm Population During Chawki Rearing
 5. Estimation of Larval Density and Shoot Quantity Required for Late Age Rearing (Shoot Feeding Method) for 100 dfls
-

Semester - 2**SERICULTURE – IRC 9B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit-I**

Sericulture through five-year Plans.

Unit-II

Sericulture as rural industry – Employment Potentiality – Comparison with other rural industries.

Unit-III

Action plans for development of Sericulture through five years plan –World Bank Projects – Indo-Swiss projects.

Unit-IV

Sericulture Research in India and its impact and also research being carried out in the universities.

SERICULTURE PRACTICAL- IRC 9B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	= 15 marks
<i>Practical record notebook</i>	= 05 marks
<i>Viva-voce</i>	= 05 marks

PRACTICALS:**60 Lectures**

1. Estimation of Uzi Fly Infestation During Late Age Silkworm Rearing
2. Evaluation of Different Types of Mountages and its Effects on Defective Cocoons
3. Estimation of Cocoon Shell Ratio
4. Estimation of Defective Cocoon Percentage from the Given Sample of Cocoon
5. Identification of Different Silkworm Diseases and Method of their Disposal

FISHERIES – IRC 10

Semester - 1

FISHERIES – IRC 10A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit I: Introduction to Fisheries

1. Brief Introduction to Fisheries
2. Importance of fish
3. Potential of Fisheries.

Unit II: Types of fisheries

1. Fresh Water Fisheries
2. Brackish water Fisheries
3. Marine fisheries
4. Capture and Culture fisheries

Unit III: Present status of Inland fisheries in India

1. Present status of fresh water fisheries
 2. Present status of brackish water fisheries
-

FISHERIES PRACTICAL- IRC 10A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Fish Biology
 2. Ichthyology
 3. Limnology
-

Semester - 2**FISHERIES – IRC 10B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit I: A general account of commercially Important fishes and Shell fishes**

1. Fresh Water Fishes
2. Brackish water fishes
3. Shell-fishes
4. Marine fishes

Unit II: Different methods of fishing in Fresh water

1. Hooks & Lines used in fishing
2. Different types of Traps used
3. Common fishing gears in India

Unit III: General characteristics of lotic and lentic waters

1. Introduction to lotic and lentic water bodies.
2. Characteristics of lotic and lentic waters.

Unit IV: Growth and age Determination

1. Importance of growth and age studies Methods of age and growth determination
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FISHERIES PRACTICAL- IRC 10B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Fisheries Ecology
 2. Aquatic Flora and Fauna
 3. Fish Farming Technique and Hatchery Management
 4. Fish Nutrition
-

BEE KEEPING – IRC 11

Semester - 1

BEE KEEPING – IRC 11A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit I:

1. Introduction to Bee Keeping
2. History, Present scenario & scope
3. Selection of bee species & races
4. Identification of flora and location of site

Unit II:

1. Procurement of bee box and other tools
2. Building & division of comb and colony
3. Manage insects and diseases and nuisance in bee hives
4. Knowledge the scientific methods of bee keeping

Unit III:

1. Understand Role of a Bee Keeper
2. Understand the requirement of different bee species and preparing flowering calendar
3. Understands using Bee boxes including cleaning of Boxes and various tools and equipment used in Bee keeping
4. Understand the importance of health and hygiene in Bee keeping

Unit IV:

1. Bee Boxes Maintenance
 2. Building of comb and colony
 3. Raw production at different life stages of bees
 4. Clean & Maintain Bee Boxes
-

BEE KEEPING PRACTICAL- IRC 11A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Identification of Honey Bee Species
 2. Castes of Honey Bees
 3. Bee Biology
 4. Life Cycle of Honeybees
 5. Assembling a Beehive
-

Semester - 2**BEE KEEPING – IRC 11B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit I:**

1. Use of other tools required in Bee Keeping
2. Building and division of colony
3. Procuring different raw produce of honey bees
4. Able to protect the bee hives from insects

Unit II:

1. Manage insects and diseases and nuisance in bee hives
2. Collection and preservation of honey
3. Prepare month wise calendar of operations in bee keeping
4. Colony Management and diseases
5. Harvesting of honey from the combs
6. Processing of honey
7. Preservation of honey
8. Marketing of honey

Unit III:

1. Business Opportunity Identification
2. Problem solving
3. Time management
4. Effective
5. Business Management skills

Unit IV:

1. Trainee is able to analyze major trends in a given economic sector / sub-sector and identify Business Opportunities
 2. Develop effective personal management skills like time management and communication skills.
 3. Trainees are able to devise a simple marketing and sales strategies and plan for a small business
 4. Work out Business plan and economics of the project
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BEE KEEPING PRACTICAL- IRC 11B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks
Practical record notebook = 05 marks
Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Beekeeping Equipments
 2. Lighting a Smoker
 3. Catching a Stray Swarm from a Post of Tree
 4. Installing Packaged Bee Colony
 5. Transferring Nucleus to Hive Box
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TEXTILE MANAGEMENT – IRC 12

Semester - 1

TEXTILE MANAGEMENT – IRC 12A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75	Pass Marks: Th (ESE) = 30
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Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

*There will be two group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.*

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit 1. Introduction:

- a) Classification of textile fibres according to their nature and origin, b) essential and desirable properties of textile fibres, c) staple fibre and continuous filaments, d) comparison of natural and man made fibres.

Unit 2. Natural fibres:

- a) Vegetable (bast, leaf and seed fibres), b) animals (wool and silk) and c) mineral (glass, asbestos and metallic fibres). d) cotton: concept of varieties; definition of grading, distinctive properties and end uses, e) jute:- varieties, distinctive properties and end uses, f) flax and pineapple fibres:- brief introduction and uses, g) protein fibres:- wool:- classification, distinctive properties and end uses, silk:- classification, distinctive properties and end uses.

Unit 3. Man-made fibres:

- a) Classification, b) regenerated fibres-acetate, viscose & diverse forms of viscose, cuprammonium, alginate. - general properties, end uses, c) synthetic fibres: principles of polycondensation with reference to polyesters, polyamides and polyurethanes, principles of poly addition with reference to acrylics, polyolefins, polyvinyl chlorides and co-polymers, d) chemical properties & end uses of polyester, polyamide and poly acrylonitrile fibres, e) introduction to the production of manmade fibres:

Unit 4. Texturing:

1. Introduction, purpose, bulked and textured yarns, methods of texturing thermoplastic and non-thermoplastic yarns, basic principles, feed material characteristics-study of twist-set-detwist, false twist, edge crimp, stuffer box crimp; knit de-knit techniques of texturing and the techniques of modified stretch yarn; properties and uses of textured and bulked yarns.
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TEXTILE MANAGEMENT PRACTICAL- IRC 12A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

- 1 To study and sketch the working mechanism of bale opener /breaker
 - 2 To study and sketch the working mechanism of hopper feeder.
 - 3 To study and sketch the working mechanism of step cleaner or similar
 - 4 To study and sketch the working mechanism of scutcher and lap preparation
 - 5 Determination of openness of tufts.
 - 6 Determination of trash content in cotton.
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Semester - 2**TEXTILE MANAGEMENT – IRC 12B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit 1.**

Staple fibre Spinning (brief idea): Introduction, raw material, ginning, opening, cleaning, blending, equalizing, drafting, yarn formation, different systems of spinning.

Unit 2.

Introductory concept of Ginning: Cotton ginning and bailing-object of ginning, different methods and their limitations, description of modern ginning machine, ginning performance on yarn quality, impurities

Unit 3.

Opening and Cleaning: Opening and cleaning: Introduction, the need for opening and cleaning, type of opening and degree of opening, impurities to be eliminated.

Unit 4.

Blending: The purpose of blending, selection of blend constituents, measures of blending, blending procedures- merits and demerits.

TEXTILE MANAGEMENT PRACTICAL- IRC 12B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

- 1 To study and sketch the working mechanism of a card with respect to flow of material
 - 2 To study and sketch the working mechanism of feed systems
 - 3 To study and sketch the working mechanism of flats
 - 4 To study and sketch the working mechanism of delivery and web collection
 - 5 To study and sketch the working mechanism of coiler and sliver packing
 - 6 To study different settings of the card
-

INTRODUCTION TO STOCK MARKET – IRC 13

Semester - 1

INTRODUCTION TO STOCK MARKET – IRC 13A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75	Pass Marks: Th (ESE) = 30
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Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit I: Financial System And Services:

Nature and role of financial structure - Financial system and financial markets - Financial system and economic development -Indian financial system: an overview; Investment alternatives and evaluation; Reforms in financial system, Investment banking; Credit Rating; Factoring and Forfaiting; Housing Finance; Leasing and hire purchase; Financial inclusion and Microfinance

Unit II: Financial Markets:

Money market- meaning, constituents & function; Money market instruments – call money, treasury bills, and certificate of deposits, Commercial bills, and trade bills, Acceptance Houses, Discount Houses; Capital markets – primary and secondary market; Government securities markets; Role of SEBI - an overview and recent developments. Role of RBI, SEBI. DFHI, SHCI in Financial Markets.

Unit III: Financial Institutions:

Reserve bank of India – organization, management, and function; Commercial banks - meaning, functions and investment policies; Development banks – concept, objectives, and function; Insurance companies – objectives, role, and investment practices, -IRDS; Unit Trust of India – objective, function, and schemes; role and functions of non-banking financial institutions; Merchant banking-functions and role.

Unit IV: Financial Instruments

Sources of finance – Financial Instruments – Types, Features and advantages – Equity and special types of equity, ADRs & GDRs; Preferred stock - Equity derivatives – Credit derivatives

- Asset –backed securities - Convertibles and warrants - Types of Bonds and debentures
- Non- Marketable Financial Assets - Options instruments - securitization

Unit V: Mutual Funds:

Concept and performance of Mutual funds; Regulation of Mutual funds (with special reference to SEBI guidelines); Designing and marketing of mutual fund schemes; Latest mutual funds schemes in India – an overview; Mutual Fund Evaluation and Tax aspects of Mutual Fund Investments.

INTRODUCTION TO STOCK MARKET PRACTICAL- IRC 13A LAB:

Marks: Pr (ESE: 3Hrs) =25	Pass Marks: Pr (ESE) = 10
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Instruction to Question Setter for***End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Visit to a local market to study various marketing functions performed by different agencies (market functionaries).
 2. Identification of marketing channels for selected mutual fund
 2. Identification of marketing channels for selected Equity
 3. Identification of marketing channels for selected commodity.
 4. Collection of data regarding marketing cost and marketing margins of different commodities and presentation of report in the class.
 5. Visit to market institutions – NAFED, SWC, CWC, cooperative marketing society, etc. to study their organization and functioning.
 6. Application of principles of comparative advantage of international trade
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Semester - 2**INTRODUCTION TO STOCK MARKET – IRC 13B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit – 1: Capital Markets in India**

An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

Unit – 2: Stock exchanges and its Functions:

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI: functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting

Unit - 3: Trading, settlement and Surveillance System in Stock Exchanges:

Different trading systems – BSE - BOLT System – Different types of settlements - Pay-in and Pay-out – Bad Delivery – Short delivery – Auction – NSE – NEAT system options – Market types, Order types and books – De-mat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery Risk management system in BSE & NSE – Margins – Exposure limits – Surveillance system in BSE & NSE – Circuit breakers

Unit - 4: Stock Market Indices:

Meaning, Purpose, and Construction in developing index – Methods (Weighted Aggregate Value method, Weighted Average of Price Relatives method, Free-Float method) – Stock market indices in India – BSE Sensex - Scrip selection criteria – Other BSE indices (briefly) – NSE indices – S&P CNX Nifty – Scrip selection criteria – Construction – Stock market indices in foreign countries (Overview).

Unit – 5: Commodity and Currency Markets:

Commodity exchanges: evolution and history
– role in globalizing economy – governing regulations – price –risk management – commodity exposure – hedge accounting – currency futures – managing exchange rate – carbon markets – weather derivatives – ETFs – Purpose, Importance, types, construction

INTRODUCTION TO STOCK MARKET PRACTICAL- IRC 13B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Plotting and study of demand and supply curves and calculation of elasticities.
 2. Study of relationship between market arrivals and prices of some selected commodities.
 3. Computation of marketable and marketed surplus of important commodities.
 4. Study of price behaviour over time for some selected commodities
 5. Construction of index numbers.
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TRAVEL AND TOURISM – IRC 14

Semester - 1

TRAVEL AND TOURISM – IRC 14A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

Unit-I Growth of Travel Through Ages

1. An Ancient Phenomenon
2. Accounts of Famous Travellers
3. Pleasure Travel
4. Religion as A Motivator
5. The Grand Tour
6. The Origin of the Concept of the Annual Holiday
7. Industrial Revolution & The Development of Travel
8. Effects of The Great War on the Transport System
9. Advent of the Jet
10. Advent of High Speed Trains

Unit-II Growth & Development of Modern Tourism

1. Post - Second World War Phenomenon
2. Causes of Rapid Growth
3. Meaning & Nature of Tourism
4. Basic Components of Tourism
5. Elements of Tourism

Unit-III Motivation for Travel

1. Basic Travel Motivations
2. Sociology of Tourism
3. Role of State in Promoting Social Tourism
4. Social Significance of Travel
5. Evolution of Demand
6. Factors Influencing the Growth of Tourism

Unit-IV The Organisation of Tourism

1. Need For Organisation
2. Factors Influencing Type of Organisation
3. Recommendation of The UN Conference
4. The Nationall Tourist Organisation
5. Tourist Organisation in India
6. Tourist Organisation in Italy

Unit-V The Measurement of Tourism

1. Need for Measuring Tourism Phenomenon
2. Importance of Tourist Statistics
3. Definition of the Term 'Tourist'
4. Definition by Tthe League of Nation & The U.N
5. European Travel Commission
6. United Nations Rome Conference
7. Domestic Tourism
8. General Problems of Measurements

TRAVEL AND TOURISM PRACTICAL- IRC 14A LAB:

Marks: Pr (ESE: 3Hrs) =25	Pass Marks: Pr (ESE) = 10
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Instruction to Question Setter for***End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Types of Maps
 2. India Tourism Map
 3. Bihar Tourism Map
 4. Jharkhand Tourism Map
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Semester - 2**TRAVEL AND TOURISM – IRC 14B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**Unit-I Tourism Planning & Development**

1. Planning For Tourism
2. Co-Ordination In Planning
3. Assessment of Tourist Demand & Supply
4. Establishing Objectives
5. Territorial Planning
6. Basic Infrastructure
7. Financial Planning

Unit-Ii

1. Human Resource Planning
2. Administrative Structure , Tourism Marketing
3. Promotion Monitoring Progress
4. Time Factor
5. Environment Planning
6. Regional Planning Considerations

Unit-Iii

1. Economic & Social Significance of Tourism
2. Economic Benefits
3. The Multiplier Effect Development of
4. Infrastructure
5. Regional Development
6. Effects On Employment

Unit-Iv

1. Tourism & Economic Value of Cultural Resources
2. Cultural Tourism In India
3. Tourism & Intrenational Ubdertanding
4. Manila Declaration On World Tourism

Unit-V International Organisations & Tourism

1. Early History of Co-Operative Endeavour International Union of official Travel Organisation
 2. World Tourism Organisation (WTO)
 3. Pacific Area Travel Association (PATA)
 4. International Air Transport Association (IATA)
 5. International Civil Aviation Organisation (ICAO)
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TRAVEL AND TOURISM PRACTICAL- IRC 14B LAB:

Marks: Pr (ESE: 3Hrs) =25	Pass Marks: Pr (ESE) = 10
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Instruction to Question Setter for***End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Familiarization with Travel Documents (Passport, Visa, Health Check, Travel Insurance,
 2. Special Permits, Disembarkation and Embarkation Card etc)
 3. Immigration Check, Customs Formalities, TBRE Form etc
 4. Application Forms , Formats and procedure for obtaining above documents
 5. Types of Itineraries (Cultural Tour, Wild Life Tour, Monuments , Adventure Tours etc)
 6. Costing and Planning of Itineraries
 7. Preparation of Tour Packages
-

FORESTRY AND WILD LIFE – IRC 15

Semester - 1

FORESTRY AND WILD LIFE – IRC 15A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be **two** group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT I

Forest Ecology: Definition Concept of ecosystem, structure and function of ecosystem, biotic and abiotic components, energy flow in the ecosystem, food chain, food web, trophic level. Succession: Definition, course of succession, types of succession mechanism of succession of documentary succession, weed in succession, climax concept in succession, Biome.

UNIT II

Concept of community, attributes, physiognomy, species composition, species diversity, methods of sampling forest community. Community ecology: definition, characterization of community; composition, structure, origins and development of community, method of study of community, unit of vegetation classification. Population ecology, population characteristic, population growth, population interactions.

UNIT III

Definition of Wildlife, Important wildlife sanctuary & National park in India & Chhattisgarh. In-situ & Ex-situ conservation techniques of wildlife, Wildlife conservation projects- Tiger, Elephant, Lion and Crocodile.

UNIT IV

Introduction to wildlife, forest & wildlife, important of wildlife & value of wildlife, status of wildlife in India. IUCN revised red list categories, Red Data Book and listing, wildlife census, radio telemetry in wildlife studies. Captive wildlife: Zoo and safari parks Captive breeding for conservation Central Zoo Authority of India.

FORESTRY AND WILD LIFE PRACTICAL- IRC 15A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Vegetation survey to study forest composition.
 2. Quantification of litter accumulation and decomposition.
 3. Estimation of nutrients in soil plant samples.
 4. Herbarium preparation.
 5. Identification of wildlife.
 6. Exercise on the census methods, use of software for analysis of census data.
-

Semester - 2**FORESTRY AND WILD LIFE – IRC 15B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures**Marks: 75 (ESE: 3 Hrs) = 75****Pass Marks: Th (ESE) = 30*****Instruction to Question Setter for******End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT I**

Wasteland- Definition, distribution in India, types of wastelands, wasteland development and management, selection of tree species for wasteland development, development through afforestation and reforestation.

UNIT II

Reclamation & restoration of problematic land- Mined area, degraded land, saline & alkaline land, waterlogged area, desert & other lands, industrial plantation

UNIT III

Definition and concept of watershed, definition of watershed management, factor influencing watershed, identification of watershed problems, objective of watershed management, planning for watershed development, development of vegetative barriers for soil and water conservation.

UNIT IV

Wasteland and watershed management approaches: Biological approaches, community approaches. Mechanical engineering approaches, water harvesting techniques and recycling of rain water.

FORESTRY AND WILD LIFE PRACTICAL- IRC 15B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

Experiment/Activities = 15 marks

Practical record notebook = 05 marks

Viva-voce = 05 marks

PRACTICALS:**60 Lectures**

1. Determination of soil chemical properties of different wastelands.
 2. Assessment of vegetation on wasteland.
 3. Visit of watershed and wasteland area and report submission
 4. Plantation techniques on wastelands.
-

BEAUTY AND WELLNESS – IRC 16

Semester - 1

BEAUTY AND WELLNESS – IRC 16A:

(Credits: Theory-01 + Practical 02)

Marks: 75 (ESE: 3 Hrs) = 75	Pass Marks: Th (ESE) = 30
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Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

*There will be two group of questions. **Group A is compulsory** which will contain three questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.*

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT I: Perform basic skin care services -I

Anatomical structure of the skin -The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings Functions of the skin – Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production

UNIT II: Perform basic skin care services-II

Characteristics of the skin and skin types – oily, dry, combination etc.
Actions of the facial, neck and shoulder muscles – bones of the head, neck and shoulder girdle,

UNIT III: Perform basic skin care services-III

position of the head, face, neck, chest and shoulder. Effect of the natural ageing process on the skin, facial muscles and muscle tone Different types of skin products and methods to apply Importance of cleansing, toning, patch test & bleach. Need for skin warming, different types of skin warming devices and its effect on the skin Black head/ white head extraction Bleach preparation & application Face clean-up
Different types of masks and their effects on the skin Masks: Cream, warm oil, clay, peel off, thermal, etc. links between mask application timing and skin condition

UNIT IV: Basic Depilation Services

Equipment, materials, products, techniques and treatment planning for waxing Anatomy and physiology of skin that relates to waxing treatment Contra-indications & contra-actions that affect or restrict waxing treatments Understand how to work safely and effectively when providing waxing treatments to the clients Various techniques associated with and working temperatures for the different types of hot wax and warm wax

BEAUTY AND WELLNESS PRACTICAL- IRC 16A LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for*****End Semester Examination (ESE):**

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Draw & label the structure of skin.
 2. Demonstration of various facial strokes, muscles, pressure points & lymphatic drainage
 3. Identification of skin type & condition
 4. Perform facial strokes on dummies
 5. Demonstration of performing cleansing process
 6. Analyzing skin sensitivity & conduct patch test
-

Semester - 2**BEAUTY AND WELLNESS – IRC 16B:**

(Credits: Theory-01 + Practical 02)

Theory: 15 Lectures

Marks: 75 (ESE: 3 Hrs) = 75

Pass Marks: Th (ESE) = 30

Instruction to Question Setter for***End Semester Examination (ESE 75 marks):***

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:**UNIT I: Makeup Services-I**

Basic Skin Types and Skin Tones

Makeup Products

Selection and Application of Right Makeup Products to Enhance Facial Features

UNIT II: Makeup Services-II

The Colour Wheel

Basic Bindi Designs

Draping

Makeup Removal Methods

UNIT III: Facial Beauty Services

Facial Steamer

Electro Facial Skin Treatment

UNIT IV: Salon Reception Duties

Client Care

Maintain Reception Area

Process Payments

UNIT V: Creating Positive Impression at Work Place

Creating Positive Impression at Work Place

BEAUTY AND WELLNESS PRACTICAL- IRC 16B LAB:**Marks: Pr (ESE: 3Hrs) =25****Pass Marks: Pr (ESE) = 10*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	<i>= 15 marks</i>
<i>Practical record notebook</i>	<i>= 05 marks</i>
<i>Viva-voce</i>	<i>= 05 marks</i>

PRACTICALS:**60 Lectures**

1. Conduct skin test to check for reaction
 2. Assess the hair growth pattern
 3. Demonstrate pre- & post preparation of client for waxing
 4. Demonstration of the process for warming the wax
 5. Perform waxing process as per requirement
-

FORMAT OF QUESTION PAPER FOR END SEMESTER UNIVERSITY EXAMINATION

Question format for 50 Marks:

F.M. =50	Subject/ Code Time=3Hrs.	Exam Year
General Instructions:		
i. Group A carries very short answer type compulsory questions. ii. Answer 3 out of 5 subjective/ descriptive questions given in Group B . iii. Answer in your own words as far as practicable. iv. Answer all sub parts of a question at one place. v. Numbers in right indicate full marks of the question.		
Group A		
1.		[5x1=5]
i.	
ii.	
iii.	
iv.	
v.	
Group B		
2.	[15]
3.	[15]
4.	[15]
5.	[15]
6.	[15]
Note: There may be subdivisions in each question asked in Theory Examination.		

Question format for 75 Marks:

F.M. = 75	Subject/ Code Time=3Hrs.	Exam Year
General Instructions:		
i. Group A carries very short answer type compulsory questions. ii. Answer 4 out of 6 subjective/ descriptive questions given in Group B . iii. Answer in your own words as far as practicable. iv. Answer all sub parts of a question at one place. v. Numbers in right indicate full marks of the question.		
Group A		
1.		[5x1=5]
i.	
ii.	
iii.	
iv.	
v.	
2.	[5]
3.	[5]
Group B		
4.	[15]
5.	[15]
6.	[15]
7.	[15]
8.	[15]
9.	[15]
Note: There may be subdivisions in each question asked in Theory Examination.		

Question format for 100 Marks:

Subject/ Code		Exam Year
F.M. = 100	Time=3Hrs.	
General Instructions:		
i. Group A carries very short answer type compulsory questions.		
ii. Answer 4 out of 6 subjective/ descriptive questions given in Group B .		
iii. Answer in your own words as far as practicable.		
iv. Answer all sub parts of a question at one place.		
v. Numbers in right indicate full marks of the question.		
<u>Group A</u>		
1.	i. ii. iii. iv. v.	[10x1=10]
	vi. vii. viii. ix. x.	
2.	[5]
3.	[5]
<u>Group B</u>		
4.	[20]
5.	[20]
6.	[20]
7.	[20]
8.	[20]
9.	[20]
Note: There may be subdivisions in each question asked in Theory Examination.		