

1: BASIC PRINCIPLES OF AYURVEDIC DIET

Course Code : 111

CO (course output)

- To fulfill the essential element of vision and mission of dept by imparting quality education of traditional Indian food science.
- To gain the knowledge of history of Indian diet and nutrition.
- Introduction to Ayurveda and its principles.
- Effect of diet in physiological processes.
- To understand the constitution of an individual in all aspects.
- To understand the Ayurvedic aspect of physiology for further diet panning.

CURRICULUM :

A. History of Ahara Nutrition

Vedic and Madhyayugin diet and its process

B. Basic Principal :

What is science? What is Ayurveda

Aharashastra – Definition, intention area of Action

Ayurvedic composition

Ayurvedic components

C. Details of Basic Principal :-

Lokpirushasamya, Karyakarana Siddhanta,

Samanya Vishesh Siddhanta,

Panchamahabhuta Siddhanta,

Swabhavoparmvada all Siddhanta

In relation with diet and its importance.

D. Doshadhatumala Vidyana

- Doshavidyana
- Dhatuvidyana - Tissue/ Cell metabolism
- Malavidyana - Excretory Vidyana
- Strotavidyana – Systematic circulation
- Dhatusarta - Cell replenishing
- Prakruti - Constitution
- Doshadhatumalavidyana – The importance of diet in physiological process.

2: PRINCIPLES OF NUTRITION /INDOLOGY

Course code :112

CO (Course Output)

- To gain the knowledge of history and scope of modern nutrition.
- Understand theoretical aspect of macro and micronutrients.
- Effect of food elements on human body.
- To understand the digestion, absorption and metabolism according to modern science.
- To learn nutritional requirements of different age groups and occupations.

CURRICULUM :

1. Definition of terms –Health, Nutrition, Malnutrition, History of Nutritional Science, Scope of Nutrition,
2. Energy - Energy Balance, indirect and direct calorimetry, **Reference Man and Reference Woman.**
3. Proteins - Protein Quality (BV, PER, NPU), Digestion and Absorption, functions, Factors affecting protein bio-availability including Anti nutritional factors. Requirements and deficiency
4. Lipids - Digestion and Absorption, requirement and deficiency- Types of fatty acids, Role and nutritional significance (SFA, MUFA, PUFA, W-3)
5. Carbohydrates - Digestion and Absorption. Functions deficiency and excess. glycemic index.
6. Dietary Fiber – Classification and significance.
7. Minerals and Trace Elements - Physiological role, functions, Bioavailability and RDA and deficiencies.
8. Vitamins - Physiological role, Bioavailability and RDA and deficiencies.
9. Water - Functions, Requirements.
10. Effect of cooking on digestibility and nutritive value of foods. Improving nutritional value through different methods - germination, fermentation, combination of foods.
11. Basic principles of meal planning.
12. Nutritional considerations for planning meals for
 - Adults - male and female, different levels of physical activity.
 - Pregnancy and Lactation
 - Feeding of infants and young children 0 -3 years
 - Feeding preschool and school children
 - Feeding adolescents

- Old age
- Athlete

3: CONCEPT OF PREVENTIVE AYURVEDIC DIET & CLINICAL PHYSIOLOGY

Course Code :113

CO (Course output)

- To gain the knowledge of diet for the preventive aspect.
- To understand the proper eating habits according to Ayurveda science.
- To understand daily regime & seasonal conducts.
- Effect of container on food elements and its effects on human body.
- Understand the effects of fasting on human digestion.
- To know the physiology of different systems in body for clinical application

CURRICULUM :

A. Concept of Preventive Ayurvedic Diet

- Definition of swasthya, Deha (Body), Prevention and maintenance of health through diet
- Dinacharya (Daily regime), Rutucharya (Seasonal conduct)
- Daily regimen and seasonal conduct applied aspect health definition, BMI, BMR, aphometry
- Bhojana vidhi
- Jalapana
- Laghana therapy

B. Clinical Physiology:-

1. Introduction – cell, cell structure, cellular organelles and their functions
2. The Skeletal system
3. The Muscular System - Types of muscles, characteristics, Similarities and Differences.
4. Blood and Circulatory System - Blood and its composition, Functions of each constituent of blood, Blood groups, Blood transfusion and its importance, Coagulation of blood, Blood vessels, Structure and functions of heart, Blood pressure, heart rate, Cardiac output and their regulation.
5. Lymphatic System - Lymph, Lymph glands and its functions, Spleen - Structure and Functions.
6. Respiratory System - Organs, Structure and Functions, Mechanism of Respiration, Chemical Respiration.
7. Digestive System - Structure and Functions of Alimentary tract. Functions of various secretions and juices - Saliva, Gastric, Bile, Intestinal and Pancreatic. Functions of enzymes involved in digestion. Digestion of nutrients - Proteins, Fats, Carbohydrates.
8. Excretory System - Structure and Functions of (a) Kidney (b) Ureter (c) Bladder (d) Skin. Urine -Formation of urine, Composition of normal and abnormal urine. Role of excretory system in homeostasis, fluid balance, Regulation of body temperature.

9. Nervous System - Structure of Nerve Cell, Fiber, Classification of Nervous System, CNS - Brain, Lobes of brain, Cerebrum, Cerebellum, Medulla oblongata, Hypothalamus. Pituitary Gland - structure, Functions, Spinal Cord - structure and functions, Autonomic and Sympathetic nervous system.
10. Reproductive System – Female and male reproductive system - organs, structure and functions . Menstrual cycle, Puberty, Menarche, Menopause, Fertilization of ovum, Conception, Implantation.
11. Sense Organs - Eye ,Ear, Skin -structure and function
12. Glands and Endocrine System -
 - Liver and gall bladder- structure and function
 - Enterohepatic circulation
 - Pancreas - structure and function
 - Endocrine glands - structure and function. Hormone - types and functions, role in metabolism. Endocrine disorders
 - Regulation of Hormone Secretion

4: CLASSIFICATION OF AAHARIYA DRAVYA & NUTRITIONAL BIO-CHEMISTRY

Course code :114

CO (Course output)

- To gain the knowledge of basic criteria to understand a Dravya.
- To understand the basics of Ayurvedic pharmacology.
- To get thorough knowledge of classification and properties of diet according to Ayurveda.
- To understand the clinical biochemistry of macronutrients.
- To understand the cellular level functions.

CURRICULUM :

A. Basics of Dravyaguna

Dravya

Guna, Veerya

Karma

Rasa

Vipaka,

prabhav

B. Clinical Biochemistry:-

1. Introduction to Biochemistry - Significance of pH, Acid-Base Balance,

2. Carbohydrates - Structure and properties of Mono-saccharides, Di-saccharides, Poly-saccharides. **Study of metabolism of carbohydrates**, Glycolysis, Aerobic, Anaerobic, TCA, **Significance of TCA cycle** integrating metabolism of carbohydrates protein and lipid, Gluconeogenesis, Glycogenesis, Glycogenolysis, HMP shunt.
3. Proteins - Structure, composition Classification and Function, **Structure of important proteins** with special reference to Insulin, myoglobin, and hemoglobin, Binding proteins and their functions - nutritional implications, **Chemistry of amino acids, Metabolism of Proteins and amino acids** - Build up of amino acid pool. Urea Cycle, Creatinine and Creatine Synthesis, changes in PEM, Pregnancy, Inborn errors of metabolism.
4. Lipids - Definition, Composition, Classification, **Structure and Properties, Lipoproteins, Metabolism of Lipids, Oxidation of fatty acids**, Unsaturated fatty acids, Metabolism of ketone bodies, Biosynthesis of fatty acids, Phosphoglycerides, **Biosynthesis of cholesterol and regulation**, Bile acids and their metabolism, Plasma lipoproteins - Synthesis and Metabolism, Biochemical profile, alterations and significance, Prostaglandins. Role of carnitine in lipid metabolism
5. **Enzymes and hormones- Definition, Classification** specificity of enzymes -Intracellular distribution, kinetics, inhibition, Factors affecting enzyme activity, Enzymes in clinical diagnosis. Inborn errors of metabolism.
6. Biological Oxidation, **Electron Transport Chain**, Oxidative Phosphorylation.
7. **Antioxidants-** Definition, Free Radicals, Oxygen Free Radicals, Natural and Diet derived antioxidants.

5. Ayurvedic Food Science and diet counseling

Course Code: 211

CO (Course Output)

- To gain the deep knowledge of traditional Ayurvedic culinary skills.
- **To achieve counseling skills for future employability in the field of nutrition and diet.**
- To gain the knowledge of properties of current era food stuffs & beverages.
- **To gain knowledge of diet planning according to diagnosis.**
- **To learn the history taking for diet prescription.**

CURRICULUM :

A. Krutanna Varga & Sanskar Vichar:-

Manada

Peya

Vilepi

Yavagu

Anukta Varga:-

- Tea
- Coffee
- Preserved Food
- Ice cream
- Bakery product

Varga Vichar:-

- Shukavarga
- Shimbivarga
- Shakavarga
- Lavanavarga
- Dugdhavarga
- Mansavarga
- Tailavarga
- Phalavarga
- Madhuvarga
- Jalavarga

B. DIETETIC COUNSELING

- Dietitian as part of Medical Team and outreach services.

- **Clinical Information-** Medical History and patient profile Techniques of obtaining relevant information, Retrospective information, Dietary Diagnosis, Assessing food and nutrient intakes, Lifestyles, Physical activity, stress, Nutritional status. Correlating Relevant Information and identifying areas of need.

- The care process – **Setting goals and objectives short term, Counseling and Patient Education, Dietary prescription.**

- Motivating Patients.

- **Working with**

A. **Hospitalized patients** (adults, pediatric, elderly and handicapped) adjusting and adopting to individual needs.

B. Outpatients (adults, pediatric, elderly and handicapped) patient's education, techniques and modes.

- Follow up, Monitoring and Evaluation of outcome , Home visits

6. MEDICAL NUTRITION THERAPY- PART I

Course Code :212

CO (course output)-

- To gain knowledge of Interactions between Drugs & Nutrients.
- To understand pathophysiology of different systemic diseases.
- To learn nutritional therapy of different systemic disorders.
- To prepare diet prescriptions for specific diseases.

CURRICULUM :

1. Nutritional Intervention - Diet Modifications

- Adequate normal diet as a basis for therapeutic diets
- Diet Prescription
- Modification of Normal Diet
- Nomenclature of Diet Adequacy of Standard Hospital Diets
- Psychological factors in feeding the sick person

2. Interactions between Drugs, Nutrients and Nutritional Status

- Effect of drugs on Food and Intake, Nutrient Absorption, Metabolism, and Requirements.
- Drugs affecting intake of food and nutrients
- Absorption
- Metabolism and excretion
- Effect of food, nutrients and nutritional status on absorption and metabolism of drugs

3. Medical Nutrition Therapy (MNT) for diseases of GI system -

- Pathogenesis of G.I.
- Diseases of esophagus and dietary care
- Diseases of stomach and dietary care
- Gastric and duodenal ulcers
- Predisposing factors and Treatment
- Brief medical therapy, rest, antacids, other drugs and dietary care
- Food acidity, foods that cause flatulence, factors that damage G. I. Mucosa
- Foods stimulating G. I. Secretion

- Gastrectomy
- Intestinal Diseases
- Flatulence, Constipation, Irritable Bowel, Hemorrhoids,. Diarrhoea, Steatorrhoea, Diverticular disease, Inflammatory Bowel Disease, Ulcerative Colitis.
- Treatment and Dietary Care
- Malabsorption Syndrome
- Celiac Sprue, Tropical Sprue
- Intestinal Brush border deficiencies (Acquired Disaccharide Intolerance)
- Protein Losing Enteropathy
- Dietary Care Process
- **Pathophysiology of GI tract diseases - anatomic, physiologic and functional changes, impact on nutritional status and nutritional implications, post surgical complications and management, malabsorption syndrome.**

4. MNT for Diseases of the Liver, Pancreas and Biliary System

- Nutritional care in Liver disease in the context of results of specific Liver Function Tests.
- Dietary Care & Management in Viral Hepatitis, Cirrhosis of Liver, Hepatic Encephalopathy, Wilson's disease.
- Dietary care and management in diseases of Gall Bladder and Pancreas.
- Biliary Dyskinesia, Cholelithiasis, Cholecystitis, Cholecystectomy, Pancreatitis
- **Pathophysiology of liver diseases - Progression of liver disease metabolic and nutritional implications, role of specific nutrients and alcohol.**
- **Diseases of the Gall Bladder and Pancreas - Pathophysiologic changes - metabolic and nutritional implications, Dyslipidemias.**

5. MNT for Anemia

- Resulting from Acute Hemorrhage
- Nutritional anemia
- Sickle cell anemia
- Thalassemia
- Pathogenesis and dietary management in the above conditions

6. MNT for diseases of the Adrenal Cortex, Thyroid gland and Parathyroid gland.

- Functions of the gland and hormones and their insufficiency, metabolic implications, clinical symptoms.
- Dietary treatment as supportive to other forms of therapy
- Adrenal cortex insufficiency, Hyper and Hypothyroidism (goitre), Hypoglycemia.

7..MNT in Weight Management

- Regulation of energy intake and balance of body weight
- Control of appetite - Neural control, hormonal control, insulin, estrogen and other peptides and hormones.
- Types of obesity, Health risks
- Theories of obesity, Physiology of the obese state
- Thermogenesis, Thyroid hormones
- **Treatment of Obesity**
- Evaluation of some common diets, Protein-sparing modified fast, High protein diet
- Behavioural Modification - Psychotherapy, pharmacology, exercise & physical activity, Surgery, **prevention of weight gain & obesity.**
- Underweight - Etiology and Assessment, High calorie diets for weight gain, Diet plan, Suggestions for increasing calories in the diet, Anorexia Nervosa and Bulimia

8..MNT for Metabolic Disorders, Diseases of Endocrine Glands and Inborn Errors of Metaboli

7: MICROBIOLOGY & RESEARCH METHODOLOGY /SPSS

Course Code :213

CO (course Output)

- To get understanding about safety and preservation of foods in food industries.
- **To gain the knowledge of process of research in the field of nutrition**
- To understand details of food industries
- **To understand different research methodologies in nutritional aspect.**
- To gain detail knowledge of microorganism affecting food.

CURRICULUM :

A. Microbiology:-

1. Study of morphology, cultural characteristics and biochemical activities of Mold, Yeast, Bacteria, Viruses, Protozoa Important microorganisms in foods industry.

2. **Growth curve of a typical bacterial cell** - Effect of intrinsic and extrinsic factors on growth of organisms, pH, water activity, O₂-R potential, nutritional requirements, temperature, relative humidity and gaseous environment.
3. Primary sources of micro-organisms in foods - Physical and chemical methods used in the destruction of micro-organisms, pasteurization, sterilization.
4. **Fundamentals of control of micro-organisms in foods** - Extrinsic and intrinsic parameters affecting growth and survival of organisms. Use of high and low temperature, controlling moisture as water content, freezing, freezing-drying, irradiation, and use of preservatives in food. Storage of food-correct handling and techniques of correct storage, Temperatures at which growth is retarded and bacteria are killed, Storage temperatures for different commodities to prevent growth or contamination and spoilage.
5. **Food spoilage and contamination in different kinds of foods and their prevention** - Cereal and cereal products, pulses and legumes, Vegetables and fruits, Meat and meat products, Eggs and poultry, Milk and milk products.
6. Public health hazards due to contaminated foods - Food poisoning and infections -Causative agents, symptoms, sources and mode of transmission, foods involved, Method of prevention, Fungal toxins, Investigation and detection of food-borne disease outbreak.
7. **Microbes used in biotechnology** - Useful micro-organisms, Fermented foods - raw material used, organisms and the product obtained, Benefits of fermentation.
8. Indices of food, milk and water sanitary quality. Microbiological criteria of food, water and milk testing. Food standards, PFA, FPO, BNS, MPO, Agmark, Codex Alimentarius.
9. Hygiene and its importance and application - Personal hygiene - care of skin, hair, hands, feet, teeth, Use of cosmetics and jewellery, Grooming, Uniform, Evaluation of personal hygiene, Training staff.
10. **Safe handling of food** - Control measures to prevent food borne diseases and precautions to be taken by food handlers. Reporting of cold, sickness, boils, septic wounds etc.
11. Rodents and Insects as carriers of food-borne diseases. Control techniques.
12. Disinfectants, sanitizers, antiseptic and germicide. Common disinfectants used on working surfaces, kitchen equipment, dish washing, hand washing etc. Care of premises and equipment, cleaning of equipment and personal tools immediately after use, use of hot water in the washing process.
13. Waste disposal, collection, storage and proper disposal from the premises.
14. **Legal administration and quality control, laws relating to food hygiene.**

B. Research Methodology:-

Definition, Types – Ancient Research Methodology, Modern research methodology, Ayurvedic research aspect & importance statistics, Basics of dissertation

8. BASIC DIET FROM KSHEMKUTUHAL & BHOJANKUTUHAL

Course Code : 214

CO (course output)-

- To understand about properties and functions of traditional Indian food substances
- To gain the knowledge of traditional healthy recipes from compendia.
- To gain deep knowledge of Ayurvedic nutritional therapy.
- To get comparative knowledge of traditional & modern food items.
- To understand the appropriate way of consuming food in traditional Indian food science.

CURRICULUM :

A. Kshemkutuhall

B. Bhojankutuhall

9. AYURVEDIC NUTRITION THERAPY & HOSPITAL CATERING MANAGEMENT

Course code : 311

CO (course Output)-

- To gain deep knowledge of causative factors of different diseases
- To understand dietary causative factors of various diseases.
- To understand the Ayurvedic methods of diagnosis.
- To know the Ayurvedic pathophysiology of diseases.
- To gain the knowledge of hospital catering skills and human resource management

CURRICULUM :

A. Method of Nidana in Ayurved:-

1. Vyadhi Utpatti, Rogamarga, Shatkriyakal
2. Vyutpatti, Definition, Nidan Panchak, Characteristics of Ayurvediya Nidan, Vyadhi Utpatti
3. Aamotpatti, Trayo Rogamarga, Hetubhootatva of Aahar in Rogotpatti
4. Shatkriyakal according to Sushruta, its importance in Nidan
5. Roga- rogi Parikshan

6. Saam- nirama dosha Samanya Chikitsa

B. Hospital Organization & Personal Management

1. Introduction to food services and catering industry, Development of food service institutions in India, Types of services as affected by changes in the environment.
2. Hospital food service as a speciality – Characteristics, rates and services of the food production, service and management in hospitals. Role of the food service Manager/Dietitian.
3. Organizations – Types of organizations and characteristics. Organizational charts.
4. Catering Management – Definition, Principles and functions, Tools of Management Resources. Attributes of a successful manager. Leadership, motivation and communication. Dietitian as leader.
5. Approaches to Management Traditional, Systems Approach, Total Quality Management.
6. Management of Resources- Capital, Space, Equipment and furniture, Materials, staff, Time and Energy, Procedures Physical facility design and planning. Equipment selection.
7. Purchase and store room management – Purchase systems, specifications, food requisition and inventory systems, quality assurance.
8. Human Resource Management
 1. Definition, Development and policies
 2. Recruitment selection, Induction
 3. Employment procedures: Employee Benefits, Training and Development, Human Relations, Job descriptions, Job evaluation, Personnel appraisal.
 4. Trade Union Negotiations and Settlement.
9. Financial Management – Elements of Financial management, Budget Systems and accounting. Budget preparation.
10. Laws- food laws, labor laws/IDA Board / Membership /Contact Us

10. AYURVEDIC NUTRITION IN OBSTRATICS & PEDIATRICS/ ADVANCED ENGLISH

Course code :312

CO (course Output)-

- To provide an opportunity to develop inter-disciplinary diet prescription skills
- To gain deep insight of Ayurvedic diet planning for all age groups like & gynecological conditions
- To gain knowledge of diet prescriptions for infant and children.
- To know the variations in die according to geographical areas.
- To know dos & don'ts for maintenance of health through diet.
- To get wholesome knowledge of pediatric nutrition.

CURRICULUM :

A. Strotsanusar Vyadhi Aharchikitsa in special condition like Koumarbhritya, garbhini, sutika, etc. Avastha , Pathyapathya, Desha, and Anupana

1. Ahara according to specific Avastha, - Ritumati, Rajasvala, Garbhini, Sootika, Rajinivrutta, Agewise (Navajaata to Vriddha)
2. Ahar in Kseerad, Ksheeranaada, Annada avastha
3. Ahar in vruddhavastha
4. Pathyapathya for Swasthya Rakshan – Significance and importance.
Anna – prakriti- Swastha avastha aahar.
Definition of Pathya, Types (according to Anna, Aushadh, Vihar, Vidhi)
5. Desh Vichar, Typesa, Dietary Habits, Food items according to Desh, Variation in Ahar in Maharashtra based on regions.
6. Anupan – Properties of Samyak Anupana, Contraindications, Anupana Dravya, Kala, according to Ritu (season) and Vyadhi.
Jala – Pathyapathya Vichar.

B. Pediatric Nutrition:-

1. Pregnancy and lactation – changes in physiology, Nutritional requirement
Physiology of lactation and maternal nutrient needs
2. Requirement of Neonates, weaning and current feeding practices
3. Nutritional requirement of premature infants their growth and development
4. PEM and childhood obesity
5. Common problems in infancy – diarrhea, constipation, milk intolerance, celiac disease.
6. NIDDM in born errors in metabolism.

11: AYURVEDIC NUTRITION THERAPY -PART II

Course Code :313

CO (Course output):

- To understand Ayurvedic aspect of nutrition therapy of different disorders.
- To understand Physiological changes & Health problems in aging.
- To understand Nutritional requirements in geriatric.
- To gain deep knowledge of Ayurvedic diet prescriptions for geriatric conditions.

- To know the diet therapy according to Ayurvedic classification of various systems

CURRICULUM :

A. Strotsanusar Vyadhi, Aahariya Hetu and Aaharchikitsa in adults:-

1. Pranavaha Srotas	- Shwas, Kasa
2. Annavaha	- Ajirna, Grahani, Amlapitta, Arsha
3. Raktavaha	- Kamala, Pandu
4. Mamsavaha	- Karshyadi
5. Medovaha	- Santarpanotha – Sthaulya
6. Asthivaha	- Sandhigata Vata
7. Purishvaha	- Atisar
8. Mutravaha	- Ashmari, Mutrakruccha
9. Swedavaha	- Kushtha
10. Rasavaha	- Jwara

B. Geriatric Nutrition:

Physiological changes in aging.

Nutritional requirements

Health problems

Drug & Nutrient interaction

314. MEDICAL NUTRITION THERAPY PART II

Course code : 314

CO (course Output)-

- To understand pathophysiology of different health issues.
- To gain the knowledge of nutritional therapy for different systemic diseases.
- To understand diet planning for various health issues.
- To understand the role of diet in immunity.
- To understand role of diet in endocrine & metabolic disorders.

CURRICULUM :

1. MNT for DM

- Classification
- Physiological symptoms and disturbances, diagnosis (FBG and OGTT)
- Management of Diabetes Mellitus
- Hormonal Therapy

- Oral Hypoglycemic Agents
- Glycosylated Hemoglobin
- Urine Testing
- Exercise
- Dietary care and Nutritional Therapy - The Diet Plan, Meal planning with and without Insulin, Special Dietetic Foods, Sweeteners and Sugar Substitutes
- Gestational DM, IDDM and NIDDM, Diabetic diets in Emergency, Illness, Diabetic coma, Insulin reaction, Juvenile diabetes, Patient Education in Diabetes

2. MNT for Hypoglycemia - Classification, symptoms, fasting state hypoglycemia, Postprandial or reactive hypoglycemia.

3. MNT for Diseases of the Circulatory System

- Atherosclerosis - Etiology, risk factors, diet
- Hyperlipidemias .
- Clinical and nutritional aspects of Hyperlipidemias
- Classification and Dietary care of Hyperlipidemias
- Nutritional care in Cardiovascular disease (Ischemic heart disease Pathogenesis of sodium and water retention in Congestive Heart Disease. Acute and Chronic Cardiac Disease, Acute - Stimulants, food & consistency, Chronic - Compensated and decompensated states, Sodium Restriction in Cardiac Diseases, Diet in Hypertension - Etiology, Prevalence, Renin-Angiotensin mechanism, Salt and Blood pressure, Drugs and Hypertension, Cerebrovascular diseases and diet in brief).
- **Cardio-vascular Diseases** - Pathogenesis, role of nutrients in prevention - metabolic and nutritional implications, Dyslipidemias.

4. MNT for Renal Diseases

- Physiology & function of normal kidney - a brief review
- Diseases of the kidney, classification
- Glomerulo nephritis - Acute and Chronic - Etiology, Characteristics, Objectives, Principles of Dietary Treatment and Management
- Nephrotic syndrome - objectives, principles of Dietary Treatment and Management.
- Uremia and Renal Failure

- Acute Renal Failure - Causes, dietary management fluid, sodium and potassium balance, protein and energy requirements
- Chronic renal failure medical treatment, Renal transplants. Dialysis and types hemodialysis, Peritoneal Dialysis & Continuous Ambulatory Peritoneal Dialysis (CAPD). Dietary Management in conservative treatment, dialysis and after renal transplantation.
- Use of Sodium and Potassium Exchange lists in Renal
- Chronic renal failure in patients with diabetes mellitus
- Chronic renal failure in children
- Nephrolithiasis /kidney stone- Etiology, types of stones, Nutritional care, alkaline-ash diets
- **Diseases of the renal system - etiology and pathogenesis - changes in function with progression of diseases, metabolic and nutritional implications, water and electrolyte balance.**

5. MNT for Allergy

- Definitions, symptoms, mechanism of food allergy
- Diagnosis - History, Food record
- Biochemical and Immunotesting (Brief)
- Elimination diets
- Food selection
- Medications (brief)
- Prognosis food Allergy in infancy - Milk sensitive enteropathy; Colic, Intolerance to breast milk, prevention of Food Allergy.
- **Immunity and infection - diarrhea, AIDS, Respiratory problems.**

6. MNT for Diseases of Nervous System, Behavioral Disorders and Muscular Skeletal System

- Neuritis and polyneuritis
- Migraine, headache
- Epilepsy
- Multiple sclerosis
- Hyperkinetic Behavior Syndrome
- Orthomolecular psychiatry and mental illness (Brief) Definition, etiology, dietary treatment and prognosis in the above conditions.

- Arthritis –
- Rheumatoid Arthritis
- Osteoarthritis
- Symptoms, dietary management
- **Musculo-skeletal problems, arthritis, osteoporosis.**

7. Nutrition in Cancer

- Types, symptoms, detection
- Cancer therapies and treatment - side effects and nutritional implications
- Goals of care and guidelines for oral feeding
- Accommodating side effects
- Enteral tube feeding - Nasogastric, Gastrostomy, Jejunostomy
- Parenteral Nutrition
- Pediatric patients with cancer
- The terminal cancer patient
- **Cancer - carcinogenesis - pathogenesis and progression of cancer, role of nutrients, foodstuffs and food additives in cancer. Therapies and their clinical and metabolic implications.**

8. Nutrition in Physiological Stress

- Physiological stress and its effect on body, nutritional implications.
- Fevers and infections
- **Stress and Physiologic effects.**
- Surgery and Management of Surgical Conditions
- Parenteral Nutrition - Types, mode, and composition of feeds
- Tube feeding - Routes, modes, composition, care to be taken during feeding
- Dietary guidelines
- Burns
- Metabolic implications - nutritional requirement
- Management and nutritional care
- Nutritional Management of Patients with HIV, AIDS
- **Normal cellular processes, Injury and response of cells to injurious agents, Cellular adaptations**

9. Nutritional Regulation of Gene Expression- Gene Expression, Role of specific nutrients in controlling gene expression.

13. COMMUNITY NUTRITION/ ETHICS

Course code :411

CO (Course output)-

- To understand the concept & scope of community nutrition.
- To understand the sources of information for assessment of nutritional status.
- To understand Status and causes of nutritional issues of community.
- To gain the knowledge of different causes of community health hazards.
- To get knowledge about different health programs for improvement of community health.

CURRICULUM :

1. Concept and Scope of Community Nutrition.
2. Food availability and factors affecting food availability and intake. Agricultural production, post harvest handling (storage & treatment), marketing and distribution, industrialization, population, economic, regional and socio-cultural factors. Strategies for augmenting food production.
3. Assessment of Nutritional status - meaning, need, objectives and importance. Use of clinical signs, anthropometry, biochemical tests, and biophysical methods. Assessment of food and nutrient intake through recall, record, weighing.
 - a. Food security and adequacy of diets.
4. Use of other sources of information for assessment.
 - a. Sources of relevant statistics.
 - b. Infant, child and maternal mortality rates.
 - c. Epidemiology of nutritionally related diseases.
5. Nutritional problems of communities and implications for public health. Common Nutritional Problems in India.
 - a. PEM
 - b. Micronutrient Deficiencies
 - c. Fluorosis
 - d. Correction/Improvements in Diets

6. **Schemes and Programs in India to combat Nutritional Problems in India.** Role of International, National and Voluntary agencies and Government departments.
7. Hazards to Community Health and Nutritional status
 - a. Adulteration in food
 - b. Pollution of water, air
 - c. Waste management
 - d. Industrial effluents, sewage
 - e. Pesticide residue in food
 - f. Toxins present in food - mycotoxins etc.
8. **Health and Nutrition Education** - Steps in planning, implementation, and evaluations. Use of educational aids - visual, audio, audio-visual, traditional media etc.

14. AYURVEDIC DIET PLANNING

Course Code :412

CO (Course output)-

- To understand. Regional, Continental & International dietary practices with Ayurveda perspective
- **To understand case studies for nutritional analysis and diet planning**
- **To get the comprehensive knowledge about diet and nutritional therapy.**
- To understand dietary causative factors & pathophysiology according to disease.

CURRICULUM :

A .Case Study

Case study: Ahariya hetu, samprapti aharia hetu basis, parishana and aharia hetu and aharia chikitsa

B. Regional, Continental & International dietary practices with Ayurveda perspective

15. SPORTS NUTRITION & FITNESS NUTRITION

Course code :413

CO (course output)-

- **To understand Diet & Sports performance, Body composition & Anthropometry**
- To understand about Fitness Nutrition Physical fitness and training diets.
- **To prepare diet plans as per sport requirements.**
- To understand the sports psychology & sports injuries.
- To understand the effect of specific nutrient on specific physical training.

CURRICULUM :

A. Sport Nutrition:-

- Diet & Sports performance
- Body composition & Anthropometry
- Sports psychology
- Doping
- Sports injuries.

A. Fitness Nutrition

- Introduction to fitness & training benefits of exercise
- Substrate of exercise
- Effect of specific Nutrient on work performance & Physical fitness and training diets.
- Formulating dietary guidelines.

16. DISSERTATION:

Course Code : 414

CO (Course Output) :

- To gain knowledge of applied aspect of research in the field of nutrition
- To develop different food products by research
- To get practical knowledge of statistics.
- To gain the knowledge of research in food industries.

CURRICULUM :

DISSERTATIONS

17. Practical 1

Course Code :101

CO (course Output)

- To incorporate importance of Yogasanas
- To enhance stability & Flexibility & elasticity of body

CURRICULUM :

Standing Postures – Ardhakatichakrasana, Padahastasana, Ardhashakrasana, Trikonasana.

Sitting postures - Swasthika, Gomukhasana, Padmasana, Vajrasana, Bhadrasana, Shashankasana, Ushtrasana, Pashchimottanasana, Suptavajrasana, ardhamatsyendrasana, Siddhasana.

18.Srimad Bhagwad Gita

Course code :102

CO (Course Output) :

-To gain deep knowledge of our greatest epic grantha.

-To focus on Sanskrit language ,it's wording & to clear pronunciation.

CURRICULUM :

Sanskrit - Orthography of Devanagari varnamala, classification of varnas, Sanskrit words -- Rama, Phalam, Lata, Hari, Mati, Vari, etc., Asmad, Yusmad, Tad, Kim etc. Introduction of linga, Vachana & Purusha.

Kriyapada in Sanskrit - Classification, Purusas, Vachanas. Declaration of the following root words in Vartamana kala & Vidhyartha - Bhu, Vad, Gama, Path, Vacha, Sev, Prachchh, Tush, Kath, Chint, Stha, Kri.

Bhagavadgeeta :

A critical study of Sankhyayoga : Introduction, message of strength, declines to fight against the respected ones, spiritual anguish, consistency is yoga, immortality of Atma, nature of death, feeling related to body, real and unreal, atma is real, characteristics of atma, view of materialistic life, swerve not from duty, karma and karmayoga, way of wordly life, triguna, samatvayoga, qualities of restrained mind, characteristic of Enlightened man, nature of uncontrolled senses, muni, samyami, bramhajnani.

A critical study of Dhyana yoga : Introduction, karmayoga and karmasanyasa, yogi and sanyasi, self is ultimate for an individual, qualities of a man whose senses are controlled, environment for meditation, place, seat, posture, condition of mind. Method of meditation, result of meditation, criterion for progress in meditation, conductives for yoga, one pointedness of mind, bliss in yoga, other traits of yoga, nature of mind, control of mind, perfection in yoga, merit of enlightened yogi, culturing of mind, fate of imperfect yogi, yoga is unparalleled.

19 .Basics of anatomy & Physiology/ Communication skills

Course Code :103

CO (Course Output) :

-To gain deep knowledge of various systems in human body

-For the knowledge of functions of various organs & systems

CURRICULUM :

Respiratory system: functional anatomy of respiratory system. Definition of ventilation, mechanism of respiration, exchange and transport of gas

Cardio Vascular System: Functional anatomy of cardiovascular system. Heart sounds. Regulation of cardiac output and venous return. Heart-rate and its regulation. Arterial pulse. Systemic arterial blood pressure and its control.

Gastro Intestinal System: Functional anatomy of gastro-intestinal tract, mechanism of secretion and composition of different digestive juices. Functions of salivary glands, stomach, liver, pancreas, small intestine and large intestine in the process of digestion and absorption. Movements of the gut (deglutition, peristalsis, defecation) and their control. Enteric nervous system. Metabolism of proteins, fats and carbohydrates.

Reproductive system: Physiology of male and female reproductive systems. Description of ovulation, spermatogenesis, oogenesis, menstrual cycle.

Endocrine system: Endocrine glands – General introduction to endocrine system, classification and characteristics of hormones, physiology of Pituitary, Thyroid, Adrenal glands, their functions and their effects.

Nervous system: Physiology of Nervous System: General introduction to nervous system, neurons, mechanism of propagation of nerve impulse, physiology of CNS, PNS, ANS; physiology of sensory and motor nervous system, Functions of different parts of brain and physiology of special senses,.

Musculoskeletal system: Muscle physiology – comparison of physiology of skeletal muscles, cardiac muscles and smooth muscles. Physiology of muscle contraction, types & structure of bones & joints.

Excretory system: Physiology of Excretion – functional anatomy of urinary tract, functions of kidney. Mechanism of formation of urine, control of micturition. Formation of faeces and mechanism of defecation.

OR

Communication skills

1. The Types of Business Communication

Introduction

Business Communication

The Classification, Functions & Scope of Business Communication

Internal Communication

External Communication

Conclusion

2. The Communication Process

Elements of Communication

The Communication Cycle

The Barriers to Communication

3. The Principles of Communication

Introduction

The Medium of Communication

Accuracy

Brevity

Clarity

Courtesy

Conclusion

4. Forms of Communication

Introduction

The Types of Communication

Oral Communication

Written Communication

Non-Verbal Communication

Visual Signs in Non-Verbal Communication

Audio Signals in Non-Verbal Communication

Silence

Time

Touch

The Functions of Non-Verbal Communication

The Merits & Demerits of Non-Verbal Communication

Conclusion

5. Verbal Skills

Introduction

The Language used in Oral Communication

Verbal & Linguistic Modifiers & Regulators & Voice Culture

The Techniques of Delivery

Conclusion

6. The Art of Listening :

Listening & Hearing

The Value of Listening

The Pitfalls involved in Listening

The Functions of Listening

The Process of Listening

How to Listen Efficiency

The Barriers to Efficient Listening

The Types of Listening

Conclusion

7. Body Language

Introduction

The Types of Body Language

Facial Expressions

Kinesics related to the Body

Touch

Conclusion

8. How to conduct Oral Communication

The Classification of Oral Communication

Dyadic Communication

Group Communication

Requests

Complaints

Inquiries

Introduction

Dictation

The Telephone

Interview: An Overview

At the Interview Venue

9. The Essentials of Written Communication

Introduction

Alignments

Font Style

Bold, Italic & Normal

Font Size

Indentation & Block Style

Items

Emphasis

Letter Heads

Continuation Sheets

Stationery

Presentation

Conclusion

10. Reading Skills

Introduction

The Speed of Reading

Eye Span

Ascertaining the Type of Communication

Ascertaining the Burden of Communication

The Structure of the Communication

Ascertaining the Details of Communication

Ascertaining the Meaning of Communication

Conclusion

11 How to Go About Written Communication

Introduction

Alignment

Complaints & Adjustment Letters

Précis – Writing

Report Writing

Conclusion

20. Basics of Ayurveda –I

Course Code :104

CO (Course Output) :

-To gain Knowledge of Saptadhatu, Tridosha ,Mala

-Functions of Mind to the body

-To know the functions of physiologic process in Ayurveda

CURRICULUM :

Doshdhatumala Vidnyan – introduction to Dosha, Dhatu, Mala

Tridosha – Sthana, Guna, Karma , Types, Kshaya & Vriddhi of Vata, Pitta, Kapha
Saptadhatu: Sthana, Guna, Karma, Kshaya & Vriddhi of Rasa, Rakta, Mamsa, Meda, Asthi, Majja & Shukra
dhatu, concept of Oja – Swaroopa & Karma.
Trimala - Sthana, Guna, Karma, Kshaya & Vriddhi of
Mutra, Purisha & Sweda.

Panchamahabhuta sidhant, Srotas-concept, definition, types, structure and significance.

Lokpurushasamyā Siddhant, Samanya Vishesh Siddhan

21.Hathayoga Pradipika –

Course Code :202

CO (Course Output) :

- To gain benefits of Dhyana & Mudra & Pranayam
- To enhance the knowledge of various aspects of Hathyoga

CURRICULUM :

Hatha yoga - Introduction, relationship of Hathayoga and Rajayoga, greatness of Hathayoga, Hathayogi parampara, importance of Hatha and its secrecy, place of Hathayoga Practice, Destructives and constructives of yoga, Yama and Niyama, Asana, **methods of Hathayoga Practice**, Mitahara, Pathya and Apathya. Rules in food taking, Hathayoga achievements. Paranyama - Benefits of Pranayama, Nadishuddi and **Pranayama. Duration and time for pranayama practice, Gradation of Pranayama**, Sweat and Pranayama, Food during pranayama practice, **Yukta and Ayukta pranayama, Nadishuddi**, Satkriya-Neti, Dhouti, Basti, Nauli, Trataka, Kapalbhati, Gajakarani, Importance of Pranayama practice. Symptoms of Nadishuddhi, Manonnani, Varieties of Kumbhaka- Methods of practice, Classification of their benefits, Hathayogasiddhilakshanam. Kundalini as base for all yoga, Results of Kundalini prabyodha, Synonyms for Susumna, **Mudras Bandhas-classification**, benefits and methods of practice, Nadanusandhana.

22 .Basics of Ayurveda II

Course Code :203

CO (Course Output) :

- To **enhance the knowledge of Physiology according to Ayurveda**
- To find the **relation between Atma ,Mana, Indriya, Shatchakra**
- To know the **behavior changes of diet according to Rutu**
- To find best possible way to keep body health (Prakruti) in best condition by **following Dincharya.**

CURRICULUM :

Atma – characteristics and functions

Mana - characteristics and functions

Indriya – types, characteristics and functions

Shatchakra - characteristics and functions

Prakriti – types and characteristics

Dincharya – brief description of daily regimen

Rutucharya - brief description of regimen according to seasons

23 .Practical – II

Course Code :204

CO (Course Output):

- **To gain the benefits of Yogasanas & Pranayam**
- **To enhance the stability of body & mind**
- **To enhance the body flexibility & elasticity**
- To find the Scope of Suryanamaskar as total body exercise

CURRICULUM :

Asanas & Pranayama

Supine Postures - Pavanamuktasana, Sarvangasana, Matsyasana, Halasana, Chakrasana, Shavasana, Setubandhasana.

Prone postures - Bhujangasana, Shalabhasana, Dhanurasana, Makarasana. Suryanamaskara – procedure and benefits.

Pranayama Benefits of pranayama, time of practice, avara- pravara-madhyama lakshana, yuktaayukta lakshana Nadishudhi Pranayama . Kumbhakabheda – suryabhedana, ujjayi, sheetali, Sitkari, Bhastrika, Bhramari Murcha, Plavini. Nadishudhilakshana

Suryanamaskar

24.Gherand Samhita

Course code :302

CO (Course Output) :

- To study the various **Angas** present in the Gherand Samhita
- To gain deep knowledge of Mudras & Shatkriyas
- To practice the different methods of shuddhikriyas mentioned in the Gherand samhita

CURRICULUM :

Ghatayoga - Introduction, **Saptanga** yoga, Benefits, Satkriyas - Classification Practicing Methods and benefits. Mudra - Introduction, 25 Mudras - Classification, Practising Methods and benefits.

A comparative study of Hathayoga and Ghata yoga.

25 .Research Methodology & Biostatistics

Course Code :303

CO (Course Output) :

- To understand different research methodologies in nutritional aspect.
- To find **Importance & Utility of Research in Yoga**
-
- To study about Ethics in research
- To develop research writing skills.

CURRICULUM :

Definition & types of Research

Importance & Utility of Research in Yoga

Research Process, development of Protocol

Ethics in research

Evidence based medicine & Scientific writing

Importance of IT in Research

Definition & importance of Medical Statistics

Common Statistical terms

Collection & presentation of data

Analysis of data

26. Practical –III

Course Code :304

CO (Course Output) :

- To practice various types of Meditation
- To practice different Asanas in different posture
- To deepen the Practice of Dhyana.

CURRICULUM :

Bandhas and Mudras

Meditation –

1. Traditional Meditation Techniques
2. Trataka : Bahiranga and Antaranga
3. Ajapajapa
4. Antarmauna
5. Akashadharanas: Chidakasha, Hridayakasha, Daharakasha.
6. Transcendental Meditation
7. Preksha Dhyana
8. Avarthana Dhyana

27. Application of Yoga

Course Code :401

CO (Course Output) :

- To apply gained knowledge in day to day life
- To study the clinical application
- To know the Application of Yoga in various systemic disorders-

CURRICULUM :

Clinical examination

Application of Yoga in various systemic disorders- **Respiratory System** - Nasal Allergy and Asthma

Cardiovascular System - Hypertension and coronary Artery diseases

Digestive System - Hyperacidity, Irritable bowel syndrome **Reproductive System** - infertility, menstrual disorders

Endocrine System - Diabetes, Obesity, Thyroid(Hypo and Hyper) **Nervous System** - Epilepsy, Migraine, Psychiatry - Anxiety, depressive neurosis, stress, Insomnia

Musculo Skeletal System - Arthritis, Back pain, Ankylosing spondylitis

Pregnancy - Role of stress in problems of pregnancy, Labour and fetal Special senses - Yoga for eyes

28 .Patanjal Yoga sutra –

Course Code :402

CO (Course Output) :

- To do practice of Dhyana with respect to Patanjali Yogsutra
- Controlling Chittavrittis for Dharana, Dhyan ,Samadhi
- To gain benefits yoga, pranayam
- To deepen the knowledge of Ashtang yoga.

CURRICULUM :

Introduction to Yogasutra - Nature of Yoga science, Definition of yoga, the nature of seer in pure and modified state, Vrittis - Nature, classification, definition, method to control of chitta vrittis. Samprajnata Samadhi and its classification, asamprajnata and its classification, variation in the attainment of Asamprajnata Samadhi; Iswarapranidhana - a means to attain Samadhi, definition and quality of Iswara. Chittavikshepa, Chittaprasadana and its associates, control of chitta-vikshepa, different methods of manasthiti and its benefits, Samapatti. Sukshma-vishayatva, Sabijasamadhi, Speciality of Nirvichara, Ritambharaprajna, Nirbijasamadhi, Kriya- yoga and its benefits; Classification, methods to control the Kleshas, Karmashaya, Vipaka of kleshamula, Heyaswarupa, Heyahetu, Drshya and Drasta, Samyoga - Nature & Cause, Hanopaya, Hanaswarupa, Vivekakhyathi, Astanga yoga-Vama, Niyama, Asana, Pranayama, Ratyahara-Bahiranga Yoga, Dharana, Dhyana, Samadhi-Antaranga Yoga, Powers Introduction.

29 . Practical - IV

Course Code :404

CO (Course Output) :

- To do Practice of shatkriyas
- To attain stability of mind & body practicing yogasanas
- To help purify body with yogasanas

CURRICULUM :

Shatkriya - Shatkarma Dhauti, Basti, Neti, Trataka, Nauli, Kapalabhati

Yoga Therapy Special Techniques

30 . Dissertation

Course Code :405

CO (Course Output) :

- To gain knowledge of applied aspect of research in the field of Yoga
- To develop practical approach of Yoga therapy

CURRICULUM :

Dissertation

Employability Economics Syllabus Criteria-I 1.1

ECBCS-113	ECONOMICS OF AGRICULTURE – I

Preamble: The objective of this paper is to provide a detailed treatment of issues in agricultural economics to those intending to specialize in this area. Its objective is to familiarize students to analyze the issues related with agricultural and economic development, agricultural production function, agricultural demand and supply, marketing and prices, agricultural finance, using basic micro-economic concepts.

Unit No.	Title of the Topic/sub-topics	Credits
1	Introduction to Agriculture	1
	Meaning, Nature and Scope of Agriculture economics; Place of Agriculture in Indian Economy; Place of Agriculture in Maharashtra's Economy; Agricultural Productivity ; Agricultural development under five year plans; Interdependence between agriculture and industry.	
2	Theories of Agriculture	1
	Shultz's theory of Agricultural Transformation; Mellor's Model of Agricultural Development; Boserup's theory of Agricultural Development; Arthus Lewis theory of Unlimited Supplies of Labour ; Ranis-Fei model.	
3	Agricultural Production	1
	Law of diminishing returns- stages of production ; Optimum use of inputs; New technology and shift in production function; Resource Combination: factor-factor relationship; substitute; compliments; optimum factor combination ; Product Combination: Product relationship; optimum product combination.	
4	Farming System	1
	Peasant Farming; Capitalist Farming; State Farming and Contract Farming	
5	Land Reforms in India	1
	Need of Land Reforms in India; Abolition of Intermediary System; Tenancy Reforms; Ceiling on Land holdings ; Critical Evaluation of Land Reforms.	
6	Special Economic Zone Policy	1
	Meaning, features, benefits; review of SEZ policy; performance of SEZ.	

References:

Soni R.N. (1992), Leading Issues in Agricultural Economics, S. Chand and Co., Jalandhar
Datt R. & K.P.M. Sundharm (2007) Indian Economy, S. Chand & Co. Ltd, .New Delhi.
Misra S.K. & V.K.Puri (2007) Indian Economy – Himalaya Publication House Mumbai.
Dewett Kewal (2005), Indian Economy C.Chand & Co. Ltd. New Delhi
M.P. Singh (2004) Indian Economy Today – Problems Planning and Developmen, Deep and Deep Publication.
Singh Acharya, Sagar(2002), Vol. I & II Sustainable Agricultural Poverty and Food Securities, Rawat Publication Jaypur
Gulati & Kelley (1999), Trade Liberalization of Indian Agriculture, Oxford University Press, London
Papola T.S. (1982), Rural Industrialization in India, Himalaya Publishing House, New Delhi
Bharadwaj K (1996), Production Conditions in Indian Agriculture, Cambridge University Press, London
Raykhelkar and Dange (1992), Bharatiya Aarthavyavasha, Mehta Prakashan, Pune

Vijay Kavimandan (1989), Krishi Aarthashastra, Mangesh Prakashan, Nagpur
Desai and Bhalerao (2010), Bharatiya Aarthvyavastha, Nirali Prakashan, Pune

ECBCS-114	ECONOMICS OF INDUSTRIES – I

Preamble: This paper intends to provide knowledge to the students on the basic issues such as productivity, efficiency, capacity utilization and debates involved in the industrial development of India. The objective is to provide a thorough knowledge about economics of industry in a analytical manner, particularly in the Indian context

Unit No.	Title of the Topic/sub-topics	Credits
1	Introduction	1
	Industrial Economics: Meaning, Scope, Need & Significance. Introduction to concepts: plant, firm, business house, industrial sector.	
2	Structure of firms	1
	2.1 Organizational structure of firms : a) Private sector firms - single proprietorship, partnership, joint stock company, b) Public sector firms – departmental organisations, statutory corporations, government companies. c) Joint sector.	
3	Theories of Firm	1
	Objectives of firms. Theories of growth of firms –Sales maximisation and Growth maximization hypotheses. Determinants of size and profitability. Types of costs: U-shaped and L-shaped cost curves.	
4	Theories of Industrial Location	1
	Factors Influencing Location of Industries. Theories of Industrial Location: Weber and Sargent Florence. Industrial Imbalance - Causes and Measures. Need for Balanced Regional Development of Industries.	
5	Investment Decisions	1
	Methods of evaluating investment expenditure. Social Cost Benefit Analysis. Balancing private and social returns.	
6	Industrial Finance	1
	Sources of Finance. Ratio analysis. Sensitivity Analysis. Inflation accounting. Capital Structure. Optimum Capital Structure. Depreciation.	

References:

- Ahluwalia I. J. (1985), *Industrial Growth in India- Stagnation Since Mid-Sixties*, Oxford University Press,
- Hay and Morris D. J. (Latest), *Industrial Economics- Theory and Evidence*, Oxford University Press, New Delhi.
- Koutsoyiannis A. (1998), *Modern Microeconomics*, ELBS/Macmillan, Hong Kong.
- Mohanty, Binode, (1991), (Ed.) *Economic Development Perspectives*, Vol. 3, Public Enterprises and Performance, Common Wealth Publishers, New Delhi
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- Pandey I M., (2000), Financial Management, Vikas Publishing House Pvt. Ltd., New Delhi.
- Shepherd W. C. (1985), *The Economics of Industrial Organization*, Prentice Hall, Inc., London.
- Vepa R. K. (1988), *Modern Small Industry in India*, Sage Publications.
- Barthwal R.R. (1985) , *Industrial Economics* , Wiley Eastern Ltd., New Delhi.
- Cherunilam, F. (1994) , *Industrial Economics : Indian Perspective* (3rd Edition), Himalaya Publishing House, Mumbai.
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- Divine , P.J. and R.M. Jones et. al.(1976), *An Introduction to Industrial Economics*, George, Allen and Unwin Ltd., London.
- Government of India , *Economic Survey* (Various Issues).
- Kuchhal S.C. (1980) , *Industrial Economy of India* (5th Edition) , Chaitanya Publishing Houses, Allahabad.
- Singh, A and A.N. Sandhu (1988) , *Industrial Economics*, Himalaya Publishing House,Bombay.
- Desai and Bhalerao (2010), *Bharatiya Aarthvyavastha*, Nirali Prakashan, Pune
- Desai and Bhalerao (2000), *Bharatatil Audyogik Aarthvyavastha*, Nirali Prakashan, Pune.

ECBCS-315	ECONOMICS OF GENDER AND DEVELOPMENT – I

Preamble: This paper would provide students an understanding of the nature of the economic role of women and their contribution to the national economy on the basis of a scientific and non-sexist analysis. The modules incorporated in this course provides an analysis of issues related to gender and development, especially with reference to India.

Unit No.	Title of the Topic/sub-topics	Credits
1	Introduction to Gender Studies	1
	Concept of Gender – its meaning and importance in social interactions. Concept and importance of women’s studies. Status and role of women in patriarchal and matriarchal societies. Patrilineal and matrilineal systems. Economic basis and functioning of patriarchy in developed and developing countries, particularly in India. Gender bias in the theories of value, distribution and population.	
2	Demographic Aspects	1
	Demography of female population – age structure, mortality rates and sex ratio. Causes of declining sex ratios and fertility rates in developing countries, particularly India.	
3	Fertility	1
	Theories of fertility. Measurement and control of fertility. Women’s access to nutrition, health facilities, education and social and community resources and their impact on female mortality and fertility, on their economic status and on their work participation rate.	
4	Women in Decision Making	1
	Factors affecting decision making by women such as property rights, access to and control over economic resources and assets. Power of decision making at household, class and community level.	
5	Economic Status of Women	1
	Economic status of women and its effect on their work participation rate, income level, health and education in developing countries and in India. Role of kinship in allocating domestic and social resources.	
6	Conceptualisation of Women’s Work	1
	Concept and analysis of women’s work. Valuation of productive and unproductive work, visible and invisible work, paid and unpaid work,	

	economically productive and socially productive work. Economic status, private property and participation of women in pre-industrial and industrial societies. Female contribution to national income in developed and developing countries and in India.	

Basic Reading List

1. Boserup, E (1970): Women's Role in Economic Development, George Allen and Unwin, London.
2. Desai, N and M K Raj (Eds.) (1979): Women and Society in India, Research Centre for Women's Studies, SNDT University, Mumbai.
3. Government of India (1974): Towards Equality – Report of the Committee on the Status of Women in India, Department of Social Welfare, Ministry of Education and Social Welfare, New Delhi.
4. Krishnaraj M R, M Sudarshan and A Shariff (1999): Gender, Population and Development.
5. Srinivasa K and A Shroff (1998): India: Towards Population and Development Goals, Oxford University Press, New Delhi.
6. Wazir R (2000): The Gender Gap in Basic Education: NGOs as Change Agents, Sage Publications, New Delhi.
7. Kabeer, N (1994): Reversed Realities: gender hierarchies in Development Thought, Kali for Women, New Delhi.
8. Mies, M (1998): Patriarchy and accumulation on a World Scale: Women in the International Division of Labour, Zed Books, London.
9. Agnihotri, S B (2000): Sex Ratio in Indian Population: A Fresh Exploration, Sage Publications, New Delhi.
10. Gupta, J A (2000): New Reproductive Technologies, Women's Health and Autonomy, Indo-Dutch Studies on Development Alternatives, Sage Publications, New Delhi.
11. Mishra, A (1979): Voluntary Action in Health and Population: The Dynamics of Social Transition, Sage Publications, New Delhi.
12. Mitra, A (1979): Implications of Declining Sex Ratio in India's Population, Allied Publishers, New Delhi.
13. Amsden, AH (Ed) (1980): The Economics of Women and work, Penguin, Harmondsworth.
14. Engels, F (1985): The Origin of the Family, Private Property and the State, Progress Publications, Moscow.
15. ILO (1978): Women's Participation in the Economic Activity of Asian Countries, ILO, Geneva.
16. Papola, T S and A N Sharma (Eds.) (1999) Gender and Employment in India, Vikas Publishing House, New Delhi.

ECBCS-316	DEMOGRAPHY – I

Preamble: The main objective of this paper is to make the students aware of the importance of population in economic development and the various theories that explain the growth of population in a country. This paper helps the students to understand the structural changes in migration, urbanization, population growth, gender characteristics etc.

Unit No.	Title of the Topic/sub-topics	Credits
1	Basic Concepts in Demography	1
	Demography: meaning and scope. Population growth: components and their interdependence. Structure, distribution and sources of population data.	
2	Population and Development	1
	Theories of Population: Malthus; Optimum theory of population; theory of demographic transition. Population and Development.	
3	Structure of Population	1
	Population trends in the world. Population growth: causes and effects. International aspects of population growth. Age Structure: trends, determinants and effects. Sex structure: trends, determinants and effects	
4	Fertility	1
	Fertility: meaning and trends. Fertility: determinants and effects. Socio-economic factors of fertility: economic status, health, education, nutrition, caste, religion, region.	
5	Mortality	1
	Mortality: meaning and trends. Mortality: mortality at birth and infant mortality. Factors for declining in mortality.	
6	Selected Issues in Demography	1
	Age Pyramid and Age projection method. Aging: individual and population aging. Trends in age at marriage. Stable population. Life Expectancy.	

References:

1. Bogue D.J. (1971), Principles of Demography, John Wiley, New York,
2. Gulati S.C. (1998), Fertility in India: An Econometric Study of Metropolis, Sage Publication, New Delhi.
3. K.Srinivasan (1998), Basic Demographic Techniques and Applications, Sage Publication, New Delhi
4. Agnihotri S.B. (2001), Sex Ratio in Indian Population: A Fresh Exploration, Sage Publication, New Delhi
5. Agrawala S.N. (1972), India's Population Problem, Tata McGraw Hill Co., Mumbai
6. Bose A. (1996), India's Basic Demographic Statistics, B.R. Publishing Corporation, New Delhi
7. Chaubey P.K. (2000), Population Policy in India, Kanishka Publications, New Delhi.

Criteria-I 1.1 History Syllabuses for Employability and Skill Development

HCBCS – 111 - Theory of History

Objectives - This paper aims to provide the students with basic information regarding the methodological aspects related to the discipline of history. It also aims to provide them with the theoretical background of the ideological base of the subject.

Course Outline

- Unit 1:** Meaning and Scope of History
- Definition
 - Nature
 - Function
- Unit 2:** Interaction with other branches of Knowledge
- Humanities
 - Social Sciences
- Unit 3:** Theory of History: Ancient Period
- Greco – Roman
 - Ancient Indian
 - Chinese
- Unit 4:** Theory of History: Medieval Period
- Church
 - Arabic and Persian
- Unit 5:** Theory of History: Modern Period
- Rationalist
 - Romanticist
 - Idealist
 - Scientific – Ranke
 - Positivist
 - Annales
- Unit 6:** Marxist Historiography

References:

1. Avineri S, Social and Political Thought of Karl Marx, Cambridge, 1968
2. B. Shaikh Ali, History: Theory and Method, Madras, 1972
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7. Elton G. R., Practice of History, London, OUP.
8. Grewal J. S., History and Historians of Medieval India, Guru Nanak University, Amritsar.
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12. Majumdar, R. C., Historiography in Modern India, Mumbai, 1970.

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14. Phillips, C. H. (ed.), Historians of India, Pakistan and Ceylon, New York, 1961.
15. Evans Richard, In Defence of History, London, 1997.
16. Sarkar Sumit, Writing Social History, OUP, Delhi, 1998.
17. Sen, S. P., (ed.), Histories and Historiography in Modern India, Calcutta, 1973.
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HCBCS – 112 - Ideas and Institutions in Ancient India

Objectives - The paper aims to provide a conceptual understanding of the Indian intellectual heritage. The paper tries to emphasize the ideological aspects of the past in an unconventional manner wherein chronological accounts are not articulated elaborately.

Course Outline

- Unit 1:** Sources for Ancient India
- a. Archaeological
 - b. Literary
 - c. Epigraphical
 - d. Numismatic
 - e. Foreign Accounts
- Unit 2:** Political and Administrative Ideas and Institutions: State Formation and Kingship
- a. Rig Vedic
 - b. Janapadas, Mahajanapadas
 - c. From Mahajanapadas to Maurya
 - d. Kingship, Sabha, Samiti and Council of Ministers
 - e. Saptanga Theory
- Unit 3:** Ideas and Institutions: Social
- a. Formation of Indian Society: Kin, Varna, Jati
 - b. Emergence of Caste-based Society, Subordination and Marginalization
- Unit 4:** Social Protest:
- a. Jainism
 - b. Buddhism
- Unit 5:** Economy: From Pre-historic to Gupta
- a. Agriculture
 - b. Trade
 - c. Rise of Urban Centres
 - d. Kautilya's Arthashastra
- Unit 6:** Other regions in India
- a. South India - The Sangam Age
 - b. Deccan - The Satavahanas

References:

1. Alavi Seema (ed.), The 18th Century in India, OUP, New Delhi, 2002.
2. Basham A. L. (ed.), Cultural History of India, OUP, New Delhi, 1975.
3. Basham A. L., Wonder That Was India, Rupa, Mumbai, 1971.

4. Bhandarkar D.R., Some Aspects of Ancient Hindu Polity, Eastern book House, Patna.
5. Chattopadhyay B. D., (ed.) Essays in Ancient Indian Economic History, Munshiram Manoharlal, New Delhi, 1987.
6. Jha D. N., History of Ancient India, Manohar, New Delhi, 1998.
7. Karashima N., Towards a New Formation: South Indian Society Under Vijaynagar Rule, OUP, Delhi, 1992.
8. Kulke Hermann (ed.), State in India : 1000 to 1700 A. D., OUP, Delhi, 1995.
9. Marshall P. F., 18th Century in India : Revolution or Evolution, New Delhi, 2003.
10. Nizami K. A., Some Aspects of Religion and Politics in India during Thirteenth Century, OUP, New Delhi, 2001.
11. Rizvi S.A.A., The Wonder That Was India Vol.II, Foundation Books, New Delhi 1993.
12. Sastri K. A. Nilkantha, The Cholas, University of Madras, 2002.
13. Sharma R. S., Light on Early Indian Society and Economy, Manaktalas, Mumbai, 1966.
14. Shrimali K. M.(ed.), Essays in Indian Art, Religion and Society, Munshiram Manoharlal, New Delhi, 1959.
15. Sharma R. S., Aspects of Political Ideas and Institutions in Ancient India, Motilal Banarasidas, New Delhi, 1959.
16. Stein Burton, Peasant, State and Society in Medieval South India, OUP, Delhi, 1980.
17. Thapar Romila, History and Beyond, OUP, New Delhi, 2000.
18. Thapar Romila, History of India: From Earliest Times to A.D.1300, Penguin, New Delhi, 2000.
19. Veluthat Keshavan, Political Structure of Early Medieval South India, Orient Longman, New Delhi, 1993.

HCBCS – 113 - Administrative History of the Marathas

Objectives - The paper aims to equip the student with the knowledge of administrative, social and economic history of the Marathas. It is not expected that the students relearn the political history but they should study the regional history from a different perspective.

Course Outline

Unit 1: Sources

- a. Literary
- b. Archival
- c. Foreign
- d. Miscellaneous

Unit 2: Maratha State

- a. Formation of the Maratha State
- b. Nature of 17th & 18th Century Maratha State

Unit 3: Administrative Institutions

- a. Central – Kingship, Ashtapradhan Mandal
- b. Provincial
- c. Local

Unit 4: Fiscal Administration

- a. Sources of Public Income
- b. Items of Public Expenditure

- Unit 5:** Judicial Administration
- Central, Provincial
 - Political and Traditional Judicial Institutions
 - Administration of Police
 - Crime and Punishment
- Unit 6:** Military Administration
- Infantry
 - Cavalry
 - Navy
 - Forts

References:

1. Apte B.K., A History of the Maratha Navy and Merchant Ships, State Board for Literature and Culture, Bombay, 1973.
2. Chitnis K.N., Glimpses of Medieval Indian Ideas and Institutions, 2nd ed., Pune, 1981.
3. Chitnis K.N., Glimpses of Maratha Socio-Economic History, Atlanta Publishers, Delhi, 1994.
4. Choksey, R.D., Economic Life in Bombay Deccan, Asia Publishing House, Mumbai 1955.
5. Desai S.V., Social Life in Maharashtra under the Peshwas, Popular Prakashan, Bombay, 1962.
6. Fukazawa, Hiroshi, The Medieval Deccan - Peasant Social Systems and States - Sixteenth to Eighteenth Centuries, Oxford University Press, Delhi, 1991.
7. Kotani, Hiroyuki, Western India in Historical Transition – Seventeenth to Early Twentieth Century, Manohar, New Delhi, 2002.
8. Kotani, Hiroyuki, A Forgotten Literature, Popular Prakashan, Mumbai. 1994.
9. Kale, D.V., Social Life and Manners in Bombay Maharashtra (1750-1800), Bombay, 1927.
10. Kulkarni A.R and Khare G.H. (ed.), Marathyancha Itihas, Vol. I & II (Marathi), Continental Prakashan, Pune, 1984 & 1985.
11. Kulkarni A.R, Maharashtra in the Age of Shivaji (A Study in Economic History), Pune, 1969. (2nd Revised ed.2000)
12. Kulkarni A.R, Maharashtra: Society and Culture, Books & Books, New Delhi, 2000.
13. Mahajan, T.T., Industry, Trade and Commerce during the Peshwa Period, Jaipur, 1980.
14. Patwardhan, R.P. and Rawlinson H.G.(eds.), Source Book of Maratha History, K.P. Bagchi & Co., Calcutta, 1978, (first Published 1928)
15. Ranade, M.G., The Rise of Maratha Power, The Publication Division, 1961.
16. Sardesai, G.S., Main Currents of Maratha History, Dhavale, Bombay, 1923.
17. Sardesai G. S., New History of the Marathas, Vol. I, II, III, Phoenix, Bombay, 1946.
18. Sarkar, J.N., Shivaji and His Times, 6th ed., Calcutta, 1978.
19. Sen, S.N., Administrative System of the Marathas, Calcutta University, 1925.
20. Sen S.P.,(ed.), Sources of the History of India, Institute of Historical Studies, Calcutta, 1988.
21. Stewart, Gordon, Marathas and State Formation in Eighteenth Century India, Oxford University Press, Delhi, 1994.
22. Divekar, V.D., Socio-Economic Sources of the Maratha Period, Pune. 1981.
23. Eaton, Richard. Sufis of Biiapur, Princeton, 1978.
24. Elliot and Dowson, (eds.), The History of India as told by its own Historians, Vol. VI & VII, London, 1977.

HCBCS – 211 - Practice of History

Objectives - This paper aims to provide the students with basic information regarding the methodological aspects related to the discipline of history. It also aims to provide them with the theoretical background of the ideological base of the subject.

Course Outline

- Unit 1:** Research Methodology
- Meaning of historical research
 - Sources – Primary and Secondary
 - Types of Sources - 1) Archaeological 2) Epigraphical 3) Numismatic 4) Literary 5) Archival 6) Oral
- Unit 2:** Stages in Historical Research
- Hypothesis
 - Heuristics
 - Internal and External Criticism
 - Hermeneutics
- Unit 3:** Recent Approaches
- Structuralist and Post-Structuralist
 - Post-Modern
- Unit 4:** Schools of Indian Historiography
- Imperialist
 - Nationalist
 - Marxist
 - Subaltern
 - Regional, Local
- Unit 5:** Recent Tools of Historical Analysis
- Caste
 - Class
 - Gender
 - Myth, Legend and Folklore
 - Memory
- Unit 6:** Writing a Research Article/Dissertation

References:

1. Avineri S, Social and Political Thought of Karl Marx, Cambridge, 1968
2. B. Shaikh Ali, History: Theory and Method, Madras, 1972
3. Barnes, H. E., History of Historical Writing, Dover, New York, 1963
4. Barry Peter, Beginning Theory, An Introduction to Literary and Cultural Theory, Manchester University Press, New York, 1995.
5. Carr E. H., What Is History? Penguin Books, Harmondsworth, 1971.
6. Collingwood R. G., The Idea of History, Oxford University Press, New York, 1976.
7. Elton G. R., Practice of History, London, OUP.
8. Grewal J. S., History and Historians of Medieval India, Guru Nanak University, Amritsar.
9. David Cannadine – What is History Now?, Palgrave Macmillan, Basingstoke, 2002
10. Langlois and Seignobos, Introduction to the Study of History, Barnes and Noble Inc. And Frank Cass and Co., New York, 1966.

11. Lemon, M. C., Philosophy of History: A Guide for Students, Routledge, New York, 2000.
 12. Majumdar, R. C., Historiography in Modern India, Mumbai, 1970.
 13. Patrick Gardiner (ed.), Theories of History, Collier Macmillan Ltd., London, 1959.
 14. Phillips, C. H. (ed.), Historians of India, Pakistan and Ceylon, New York, 1961.
 15. Evans Richard, In Defence of History, London, 1997.
 16. Sarkar Sumit, Writing Social History, OUP, Delhi, 1998.
 17. Sen, S. P., (ed.), Histories and Historiography in Modern India, Calcutta, 1973.
 18. Subramanian H., Historiography, Madurai, 1978.
 19. Tikekar, S. R., On Historiography, Mumbai, 1964.
- Wilkinson & Bhandarkar, Research Methodology in Social Sciences

HCBCS – 212 - Ideas and Institutions in Medieval India

Objectives - The paper aims to provide a conceptual understanding of the Indian intellectual heritage. The paper tries to emphasize the ideological aspects of the past in an unconventional manner wherein chronological accounts are not articulated elaborately.

Course Outline

- Unit 1:** Sources for Medieval India
- a. Persian
 - b. Regional Languages
 - c. Foreign – Travellers' Accounts and Factory Records
- Unit 2:** Formation and Nature of the Medieval State
- a. State Formation: Sultanate, Chola, Vijaynagara, Mughal, Maratha
 - b. Nature of Medieval State: Medieval Theories and Modern Theories
- Unit 3:** Administrative System
- a. Mughal State – Mansabdari System
 - b. Maratha State – Watandari and Saranjam System
- Unit 4:** Society in Medieval India
- a. Social Stratification and Social Mobility
 - b. Bhakti Movement
 - c. Sufism
 - d. Towards Composite Culture
- Unit 5:** Indo-Islamic Art and Architecture
- Unit 6:** Medieval Economy
- a. Agrarian
 - b. Industries and Trade
 - c. Banking

References:

1. Alavi Seema (ed.), The 18th Century in India, OUP, New Delhi, 2002.
2. Basham A. L. (ed.), Cultural History of India, OUP, New Delhi, 1975.
3. Basham A. L., Wonder That Was India, Rupa, Mumbai, 1971.
4. Bhandarkar D. R., Some Aspects of Ancient Hindu Polity, Eastern book House, Patna, 1988.

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6. Jha D. N., History of Ancient India, Manohar, New Delhi, 1998.
7. Karashima N., Towards a New Formation: South Indian Society Under Vijaynagar Rule, OUP, Delhi, 1992.
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14. Shrimali K. M. (ed.), Essays in Indian Art, Religion and Society, Munshiram Manoharlal, New Delhi, 1959.
15. Sharma R. S., Aspects of Political Ideas and Institutions in Ancient India, Motilal Banarasidas, New Delhi, 1959.
16. Stein Burton, Peasant, State and Society in Medieval South India, OUP, New Delhi, 1980.
17. Thapar Romila, History and Beyond, OUP, New Delhi, 2000.
18. Thapar Romila, History of India: From Earliest Times to A.D.1300, Penguin, New Delhi, 2000.
19. Veluthat Keshavan, Political Structure of Early Medieval South India, Orient Longman, New Delhi, 1993.

HCBCS-311-History of the Modern World (1870 – 1945)

Objectives: The purpose of this paper is to acquaint the student with a broad overview of the fundamental changes that have taken place in the world in modern times.

- Unit 1:** Legacy of the Nineteenth Century
- a. Growth of Capitalism and Imperialism
 - b. Liberalism and Socialism
 - c. Nationalism
- Unit 2:** First World War
- a. Background – Secret Diplomacy, Aggressive nationalism, Balkan Wars
 - b. nature, Consequences, Peace Settlements
- Unit 3:** The Russian Revolution
- a. Background
 - b. Revolution of 1905
 - c. Lenin and the Bolshevik Revolution
 - d. Stalin
- Unit 4:** World between the two World Wars
- a. League of Nations
 - b. Modernisation of turkey and Kemal Pasha

c. Great Depression and its International Implications

Unit 5: Totalitarian Ideologies -

- a. Nazism
- b. Fascism

Unit 6: Second World War

- a. Causes
- b. Nature and Consequences
- c. The United Nations : Objectives, Organizations and Achievements

References:

1. Anderson, P., Lineages of the Absolutist State, Routledge, 1974.
2. Barraclough, G., An Introduction to Contemporary History, Penguin, 1968.
3. Carr, E. H., The Bolshevik Revolution, 1917-1923, 3 Vols, Macmillan, 1950, 51, 53.
4. Cipolla, Carlo (ed.), The Pelican History of Europe – Vol. III and Vol. IV.
5. Davies, H. A., Outline History of the World, 1968.
6. Fisher, H. A. L., History of Europe (Vol. II), Surjeet Publishers, New Delhi, 2000.
7. Grant and Temperley, Europe in the 19th Century (Vol. I) and Europe in the 20th Century (Vol. II)
8. Hazen, C. D., Modern Europe Upto 1945, S. Chand & Co., New Delhi, 1956.
9. Hinsley, F. H. (ed.), Modern History : Material Progress and World Wide Problems
10. Joll, James, Europe since 1870 : An International History, Harrow, 1973.
11. Ketelby, C. D. M., A History of Modern Times 1838 - 1918, (5th Ed.), New Delhi, OUP.

HCBCS – 312 - History of Modern India (1857 – 1947)

Objectives: The paper aims to initiate an in-depth study of the dynamics of various changes that took place in India in this period. As the students are already familiar with the facts, an analytical approach is expected to be taken.

Unit 1: Understanding Modern India

- a. Indian Modernity
- b. Approaches and Interpretations
- c. Ideological impact of the West.

Unit 2: Resistance to the Colonial Rule

- a. Nature and forms of Resistance
- b. Peasant, Tribal and Cultural resistance

Unit 3: Revolt of 1857

- a. Causes
- b. Course
- c. Consequences

Unit 4: The New Awakening

- a. Social Reformism

- b. Economic Critique of Colonialism
- c. Indian Nationalism
- d. Institutionalisation of Political Awakening

- Unit 5:** National Movement
- a. Emergence of Indian National Congress
 - b. The Moderate Phase
 - c. The Extremist Phase
 - d. Gandhian Movement
 - e. Revolutionary Activities

- Unit 6:** Transfer of Power
- a. Communal Politics
 - b. Constitutional Deadlock
 - c. Independence and Partition

References:

1. Bipan Chandra et al, India after Independence, Penguin, New Delhi.
2. Chand tara, History of Freedom Movement in India, Vol. I., New Delhi, 1961.
3. Chandra Bipan et.al. India's Struggle for Independence, Penguin, New delhi, 1988.
4. Dalton Dennis, Gandhi's Power, Non-Violence In Action, OUP, New Delhi, 2001.
5. Desai A. R. Social Background Of Indian Nationalism, Popular Prkashan, Mumbai, 1959.
6. Fisher Michael H., Politics of British Administration in India, 1757-1857, OUP, New Delhi.
7. Heehs peter, India's Freedom Struggle 1857 - 1947, OUP, New Delhi.
8. Nanda b. R., Gandhi : Pan-Islamism, Imperialism & Nationalism in India, OUP, Delhi, 1001.
9. O. P. Mehra, Dictionary of Modern Indian History
10. Page David, Singh A. I., Moon Penderel & Khosla G. D., The Partition Omnibus, OUP, New Delhi, 2000.
11. S. R. Mehrotra, Rise of the Indian National Congress
12. Sarkar Sumit, Modern India, 1885-1947, Macmillan, New dlehi, 1983.
13. Sethi R. r. & Mahajan V. D., Constitutional history of India, S. Chand & Co Delhi, 1956.
14. Spear Percival, Oxford history of Modern India 1740 - 1975, OUP, New delhi, 1995.

HCBCS-313-History of Modern Maharashtra in the 19th Century

Objectives – The paper aims to analyse the constant interplay of various factors in the interaction between different ideas, institutions and individuals that led to the evolution of the modern Marathi identity.

Unit 1: Understanding Modern Maharashtra
a. Regional history Perspective
b. Modern Maharashtrian Identity

Unit 2: Conditions on the eve of the British conquest
a. Social
b. Economic
c. Political
d. Potentials of Social Mobility

Unit 3: Administrative Changes
a. Administrative structure and bureaucracy
b. Changes in Judiciary
c. Changes in Land relations

Unit 4: Renaissance in Maharashtra
a. Nature
b. Missionary Activities : Response and Reaction
c. New education
d. Role of middle class
e. Press, literature and arts

Unit 5: Social Reform movements (19th Century)
a. Institutional Efforts-Paramahansa Sabha, Prarthana Samaj, Satyashodhak Samaj
b. Emancipation of women

Unit 6: Anti-caste movements

References:

1. Ballhatchet Kenneth, Social policy and Social Change in Western India (1817 - 1830), OUP, 1957.
2. Caste, Conflict and Ideology: Mahatma Jotirao Phule and Low Caste Protest in 19th Century Western India, Cambridge University Press, Cambridge, 1985.
3. Cultural Revolt in Colonial Society : Non-Brahmin Movement in Western India : 1873 - 1930, Scientific Socialist Education Trust, Mumbai, 1976.
4. Desai, A. R. Social Background of Indian Nationalism, Popular Prakashan, Bombay, 1959.
5. Deshpande A. M., John Briggs In Maharashtra : 1817-1835, District Administration under Early British Rule, Rawat Publishers, New Delhi, 1987.
6. Grover Verinder (ed.), Bhimrao Raoji Ambedkar, Deep & Deep Publications, Delhi, 1998.
7. Heimsath Charles, Indian Nationalism and Hindu Social Reform, Priceton, 1964.

8. Jones K.W, Socio-religious Movements in British India, Orient Longman, Delhi, 1989.
9. Keer Dhananjay, Dr. Ambedkar : Life and Mission, Popular Prakashan, Mumbai, 1954.
10. Kumar Ravinder, Western India In 19th Century, London, 1968.
11. Lederle Mathew, Philosophical trends in Modern Maharashtra,

HCBCS-411-History of the Modern World (1945-1991)

Objectives: The purpose of this paper is to acquaint the student with a broad overview of the fundamental changes that have taken place in the world in modern times.

- Unit 1:** The Cold War
- a. Ideologies and Political Basis
 - b. Pacts and treaties
- Unit 2:** New Political Order
- a. Nationalist Movements and Decolonisation
 - b. Communist Revolution in China and its impact
- Unit 3:** Non – aligned Movement
- Unit 4:** Age of Progress
- a. Science and Technology, Communication and Information Revolution
 - b. Human rights, Civil Rights Movement, Apartheid, Feminism
- Unit 5:** From Bipolar to Unipolar World Order
- a. Disintegration of USSR
 - b. End of Cold War
- Unit 6:** Age of Globalisation
- a. Meaning and Nature
 - b. Impact on human Life

References:

- Kaylor William, 20th century World; An international History (3rd Edition), OUP, Newyork, 1996.
- Palmer, R. A. And Cotton, Joel, A History of the Modern World, 6th (ed.) McGraw, 1982.
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- Taylor, A. J. P, The Struggle for Mastery in Europe, OUP, 1954.
- Taylor, A. J. P., The Origins of the Second World War, OUP.
- Thompson, David, Europe Since Napoleon, Penguin, 1966.

HCBCS – 412 - History of Modern India (1947-1990)

Objectives: The paper aims to initiate an in-depth study of the dynamics of various changes that took place in India in this period. As the students are already familiar with the facts, an analytical approach is expected to be taken.

- Unit 1: Indian Society
- Social Composition
 - Women : Status, Property Rights, Reform Legislation, Political Participation
 - Colonial Intervention, Modern education, Rise of the middle classes
 - Tradition and Modernity
- Unit 2: India after Independence
- Integration of Princely States
 - Reorganisation of States
- Unit 3: Indian constitution
- Unit 4: Foreign Policy of India
- Unit 5: Making of the Indian State
- Beginnings of Planned Economy
 - Industrial Policy and Land Question
 - Education, health
- Unit 6: Science and technology

References:

- Bipan Chandra et al, India after Independence, Penguin, New Delhi.
- Chand tara, History of Freedom Movement in India, Vol. I., New Delhi, 1961.
- Chandra Bipan et.al., India's Struggle for Independence, Penguin, New delhi, 1988.
- Dalton Dennis, Gandhi's Power, Non-Violence In Action, OUP, New Delhi, 2001.
- Desai A. R. Social Background Of Indian Nationalism, Popular Prkashan, Mumbai, 1959.
- Fisher Michael H., Politics of British Administration in India, 1757-1857, OUP, New Delhi.
- Hechs peter, India's Freedom Struggle 1857 - 1947, OUP, New Delhi.

HCBCS-413-History of Modern Maharashtra in the 20th Century

Objectives – The paper aims to analyse the constant interplay of various factors in the interaction between different ideas, institutions and individuals that led to the evolution of the modern Marathi identity.

- Unit 1:** 19th Century Thinkers
- Balshastri Jambhekar
 - Lokahitawadi
 - Mahatma Phule
 - Justice Ranade
 - Agarkar

- Unit 2:** History from Below
- Tribal revolts
 - Peasant movements
 - Labour movement
 - Leftist Movements

- Unit 3:** Political movement
- Bombay Association and Pune Sarvajanik Sabha
 - Birth of Indian National Congress and Constitutionalist phase
 - Tilak Era
 - Gandhian Phase
 - Revolutionary Movement
 - Parallel government –1942

- Unit 4:** Progressive movements in the 20th century
- Early phase – Maharshi Shinde, Rajarshi Shahu and Karmavir Bhaurao Patil
 - Non-brahmin movement – Prabodhankar Thakarey, Jedhe, Javalkar, Shankarrao More and Bhaskarrao Jadhav
 - Royist movement

- Unit 5:** Dr. B. R. Ambedkar and Dalit movement

- Unit 6:** Economic and political developments
- Urbanisation and industrialisation
 - Co-operative movement
 - Samyukta Maharashtra movement

References:

- Ballhatchet Kenneth, Social policy and Social Change in Western India (1817-1830), OUP, 1957.
- Caste, Conflict and Ideology: Mahatma Jotirao Phule and Low Caste Protest in 19th Century Western India, Cambridge University Press, Cambridge, 1985.

- Cultural Revolt in Colonial Society : Non-Brahmin Movement in Western India : 1873 - 1930, Scientific Socialist Education Trust, Mumbai, 1976.
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- Grover Verinder (ed.), Bhimrao Raoji Ambedkar, Deep & Deep Publications, New Delhi, 1998.
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- Patil P. G., The Bountiful Banyan: Biography of Karmaveer Bhaurao Patil, Vol. I & II, Macmillan, Mumbai, 2002.
- Phadke Y. D., Social Reformers of Maharashtra, Maharashtra Information Centre, Delhi, 1975.
- Sunthankar B. R., History of Maharashtra – Vol. I and II, Popular Prakashan, Mumbai, 1993.
- Tucker Richard, Ranade and the Roots of Indian Nationalism, Popular Prakashan, Mumbai, 1977.

Employability Economics Syllabus Criteria-I 1.1

Academic Year 2020-21
MA Political Science

01	PCBCS – 313 /413	Public Administration

Course Rational:

This paper intends to study public Administration in its large systemic outline, to identify key interacting factors and its apparatus and actions and to develop understanding of measures that affects its operational efficiency and strengthen its functional utility. It explains various theories approaches to the study of Public Administration and relates it to new developments in Public Administration.

Cause Contents:

Unit No.	Semester - I
I	Nature and Scope of Public Administration
II	Approaches to the study of Public Administration, New Public Administration and New Public Management.
III	Organization: Theories and Principles of Organization. Hierarchy, Span of control, unity of command, centralization, decentralization, Leadership and Planning.
IV	Chief Executive: Staff and Line Agencies, Departments, Commissions and Boards, Public Corporations.
V	Management: Concept, principles of management. Leadership as a management functions
VI	Personnel Administration: Bureaucracy and Civil Service Structure, Conditions of Service and Retirement benefits, Discipline and Morale, Employer-Employee Relations. Generalist and Specialist Controversy, neutrality of civil service, whitely council. Human Resource Development – Trainings and Promotions.
Unit No.	Semester - II
I	Financial Administration: Significance, Budgetary Process, and Parliamentary Control through Financial Committees. Administrative control over Finance, Accounting and Audit. CAG (Comptroller of Auditor of General) and Public Account Committee.
II	Accountability of public administration: Legislative control, Executive control and judicial control.
III	Policy formation and Public Policy - Factors influencing policy making
IV	Administrative Law: Delegated Legislation, Administrative Tribunals.
V	Problems of Corruption: Ombudsman, Lokpal and Lokayukt, CVC (Central Vigilance Commission)

VI	Administrative Improvements: Scientific Management O & M., Lakhina Pattern, Administrative Reform Commission- I and II.

Reading List:

1. L. D. White: - Introduction to the study of Public Administration. New York: Macmillan 1948
2. Nigro, F. A.: - Modern Public Administration., New York: Harper and Row, 1970
3. Calden, G. E.: - The Dynamics of Public Administration. New York: Holt-Rinehard, Winstan.1971
4. Avasthi, A. and Maheshwari, S: Public Administration. (latest edition)
5. Gladden, E. N.: Central Govt. Administration, London: Staples Press 1972.
6. Fesher, James, W.: Public Administration: Theory and practice , New Jersey: Prentice Hall,1980
7. Indian Institute of Public Administration, Maharashtra Branch: Organization of Govt. in Maharashtra, Bombay, Popular Prakashan, 1965
8. Administrative Reforms Commission (Govt. of India)
Report on Machinery of Govt., Report on State Administration.
9. Self, P: - Administrative Theories and Politics, London: George Allen & Unwind 1972.
10. Vishnoo Bagman, Vidya Bhushan: Public Administration. Ram Nagar, New Delhi- 2003.
11. S. L. Goal: Advanced Pub. Administration Deep & Publication Pvt. Ltd. 2003.
12. S. R. Maheshwari - Administrative Theory an introduction 1998. New Delhi. Mcmillan India Ltd.
13. Publishers. K. D. Trivedi - Organization and Administrative theories. 1994. Jqipur. Illustrated Book
14. S. P. Naidu - Public Administration: Concepts and theories 1996 Hyderabad. New Age International Publication.
15. B. L. Saldana 7 M. P. S. Public Administration in theory and practice 2001. Allahabad.
16. Awasti and Maheshwari - Public Administration. Laxmi Narayan Agarwal. Latest Agra.
17. P. R. Dubhashi Recent Trends in Public Administration - 1995 - Delhi. Kaveri Books.
18. G.E.Robert & H.D. Kingemann -(Ed) New Handbook of Political Science- Oxford University Press Publication 1996.
19. Gole S. L. Advanced Public Administration - Deep and Deep Publication 2003.

02	PCBCS -114/214	Modern Indian Political thoughts

Course Rationale:

The Purpose of this paper is to create awareness about the distinctive features of Political Theory and Modern Political Thought of India. It critically analyses the studies of different aspects of Political Theory and emphasizes the destructive contributions of the modern Indian Thinkers to political theorizing and the relative autonomy of Indian Political Thought.

Course Contents:

Unit No.	Semester - I
I	Raja Ram Mohan Roy
II	Mahadev Govind Rande
III	Gapal Krushna Gokhale
IV	M.N. Roy
V	Arbind Ghosh
VI	Lokmanya Balgangadhar Tilak
Unit No.	Semester - II
I	M.K. Gandhi
II	Mohammad Ali Jinnah
III	Jay Prakash Narayan and Ram Mnohar Lohiya
IV	Pandit Jawaharlal Nehru
V	Dr. B. R. Ambedkar
VI	Vinayak Damodhar Savarkar

Reading List.:

1. Beni Prasad, Theory of Govt. In Ancient India, Allahabad , Central Book Pepar1968.
2. U.N. Ghoshal –A History of Indian Political Ideas, Mumbai, Oxford University Press.1968.
3. V.R. Mehata , Indian Political Thought, Delhi Manotar 1996.
4. A. Appadurie, -Indian Political Thinking in ht 20th Century , New Delhi, South ArianPublisher 1987.
6. Sharma R.M.- Aspects of Political idea and Institutions in Ancient India.-Motilal Banarasidas Publication -New Delhi -1996.
9. G.E.Robert & H.D. Kingemann -(Ed) New Handbook of Political Science- Oxford University Press Publication 1996.
10. Anand S. B. -Ancient Indian Political Thoughts and Institutions- Asia Publishing House -Bombay 1963.
11. Narendra L. - Aspects of Ancient Indian Polity- Oxford University Press, 1921.

03	PCBCS – 315/415	Western Political Thoughts

Objectives:

The Purpose of this paper is to create awareness about the distinctive features of Political Theories in Modern World. It critically analyses the studies of different aspects of Political Thoughts and emphasizes the destructive contributions of the western Political Thinkers

Course Contents:

Unit No.	Semester -I
I	Plato
II	Aristotle
III	Sent Augustine
IV	Machiavellian
V	Hobbes
VI	Lock
Unit No.	Semester -II
I	Rousseau
II	Karl Marx
III	Hegel
IV	J.S. Mill
V	Gramsci
VI	John Rawls

Reading List:-

1. Avineri Shlomo, Hegel's theory of Modern State, 1972. Cambridge, Cambridge University Press.
2. Avineri Shlomo : Social and Political Thought of Karl Marx, 1977. (Indian edition), Delhi, S. Chand and Company, Cambridge University Press.
3. M. H. Lessnoh, Political Philosophers of 20th Century, Blackwell, Oxford, 1990.
4. B. Parekh, Contemporary Political Thinkers, Martin Robertson, Oxford, 1982.
5. D. M. Kellner, H. Marcuse and the crisis of Marxism, Macmillan, London, 1984.
6. W. B. Liess, C. B. Macpherson : Dilemmas of Liberalism and Socialism, St. Martin's Press, New York, 1989.
7. Macpherson, C. B. Life and Times of Liberal Democracy, New York, 1979.
8. J. Rowls, Theory of Justice, Oxford University Press, 1972.
9. Kolokavsky, L. Main currents of Marxism Vol. III, Oxford University Press, 1981.
10. R. Simon Gramscis Political Thought , Latorence and Wishart, London, 1982.
11. Gandhi M. K., Hind Swaraj, Nav Jeevan, Ahemadabad, 1998.
12. Scram S., The Political Thought of Mao Tse Tung, Praeger, New Yorkk, 1963.
13. M. Sandel, Liberalism and Limits of Justice, Cambridge University Press, 1982.
14. A. Gutman (ed.) Multiculturalism, Princeton, University Press, Princeton, 1994.
15. B. Parekh, Rethinking Multiculturalism, Cultural Diversity and Political Theory, Macmillan Press, London, 2000.
16. Bhargava R. and others (Ed.) Multi-cultureless, Liberalism and democracy, Oxford University Press, Delhi, 1999.
17. Gewirth, A "Marsilius of Padua and Medieval Political Philosophy "(1951)
18. J. H. Burns(ed): The Cambridge History of Political Thought, 1450-1700, Cambridge, Cambridge University press, 1991.
19. D. Coole: Women in Political Theory; From Ancient misogyny to contemporary Feminism. New York, Harvester Whetsheaf 1993.
20. M. Cornforth: The open Philosophy and The Open Society: Reply to sir Carl Popper's refutation of Marxism, London, Lawerence and Wishart.
21. S. M. Okin : Women in Western Political Thought Princeton Nj, Princeton University Press 1979.
22. J. Plamenatz : Man and Society 2 Vols., London, Longman, 1963.
23. Sir K. P. Popper : The Open Society and its Enemies 2 Vols. Routledge.
24. B. Russell : History of Western Philosophy , London, George Allen and Unwin, 1961.
25. M. L. Shanley, and C. pateman : Feminist Interpretation and Political Theory, Cambridge, Polity, 1991.
26. Engels 1884 The Origin of the Family, Private property and the State (321.12 ENG)
27. Marx and Engels 1848 The Communist manifesto.
28. Marx 1859 A Contribution to the Critique of Political Economy (Preface to)
29. Sabine, George and Thomos Thorson, A history of Political Theory.

04	PCBCS -111/211	Indian Government and Politics

Course rationale: The focus of this paper is on the social and economic process interacting with the Indian political system. It is intended to provide thorough understanding of the Indian constitution its framework, the working of the constitution and the political process in India. It simultaneously studies in detail the political structure- both Constitutional and Administrative.

Course Contains:

Unit No.	Semester - I
I	Indian Constitution: The making of India's Constitution, Preamble, Philosophy and features of Indian Constitution
II	Fundamental Rights, Duties and Directive Principles of State Policy.
III	Constitution and social change the amendment process and Major amendments, 42 th and 44 th Amendments.
IV	Landmark Judgments of Supreme Court interpreting the Constitution.
V	Indian Federalism: Features of Indian Federalism, recent trends and issues about Centre-State relations such as appointment & removal of governor.
VI	Union Government: President, Prime minister, Cabinet, Parliament, decline of legislature.
Unit No.	Semester-II
I	Judiciary: Structure and Functions, Judicial Review, Judicial Activism PIL (Public Interest Litigation) Recent controversy regarding Collegiums' System and proposed Judicial Appointments Commission.
II	Party system in Indian: Features, Ideology and Functions (National & Regional)
III	Electoral Politics in India: Party politics, two party, multi party and coalition politics and electoral reforms.
IV	Election Commission of India: Role and function.
V	Media in Indian Politics: Social media and its impact.
VI	Major issues in Indian Politics: Caste, Class, Religion, Gender, Language and Regionalism, E-Governance, Good Governance, RTI (Right to Information Act).

	2005.)

Reading List.

1. D. D. Basu, Introduction to the Constitution of India. Calcutta, Printers Hall, 2001.
2. Austine Granulle - The Indian Constitution: corner stone of a Nation .New Delhi Oxford University Press 1972.
3. Austine Granulle- working of a Democratic constitution –the Indian Experience New Delhi Oxford University Press.1999.
4. S. P. Sathe – Judicial Activism, New Delhi Oxford University Press.2001.
5. A. S. Narang Indian Govt. & Politics New Delhi: Geetanjali Publishing House 1996.
6. F. R. Franket and Etal (ed.) Transforming India, Social and Political dimensions of democracy New Delhi Oxford University Press.2000.
7. S. Kaviraj– Politics in India, New Delhi Oxford University Press.1998.
8. N. G. Dayal, Democracy in India- New Delhi Oxford University Press.2001.
9. M.V.Pyiee, Constitutional Govt. in India, Bombay, Asia Publishing House,1977.
10. Kothari Rajni, Caste in Indian politics, Orient Longman Pub. New Delhi 1970.
11. Betelle Andre Society and Politics in India. Oxford University Press Publication 1992.
12. Birs koshor Sharma, Introduction to the constitution of India second Ed. Eastern Economy Edition, prentice hall of India private Ltd.2004
13. The Indian Constitution Cornerstone, Oxford University press of Nation, 7th Impression 2004.

1.1.3 Total number of courses having focus on employability/skill development (SOCIOLOGY)

Name of the Course	Course Code	Year of introduction	Activities having employability
Contemporary Indian Society	SCBCS-05	2017	Employability opportunity in various media platforms
State Society and Environment	SCBCS-316	2017	Employability in various NGOs and Government institutions
Methods in Social Research	SCBCS-412	2017	Skill development for research

Academic Year 2020-21 MA Sociology

SCBCS-05 Contemporary Indian Society

Course Rationale:

This paper offers to provide an in-depth analysis of ‘the idea of India’. Students will be able to comprehend how India as a nation emerged and that there still exist many nations within this nation. Various perspectives will throw light on how the nation is construed by the marginal communities and why.

I. Colonialism and Govern mentality in India

- The ethnographic state and western view of society
- State control –Knowledge, economy and polity
- Caste, class, tribe and ethnicity
- Reproducing marginalities
- Tradition Versus Modernity Debate

II. Post independent India

- Linguistic reorganisation of states and development issues
- Plan commission and top to bottom approach
- Temples of Modernity and issues
- Bharat Vs India

III. Social Structure and discourse on Development:

- Social structure as a facilitator / inhibitor
- Development and socio-economic disparities
- Gender and development
- Culture and development :
- Culture as an aid/ impediment
- Development and displacement of tradition

- Development and upsurge of ethnic movement

IV. Political Economy of India

- Caste and Politics
- Congress System
- Emergency and rights
- Hindu Growth rate
- Bureaucracy and Red tapism

V. Liberalisation, Globalisation and Privatisation

- Structural adjustment and the dawn to LPG
- International pressures and GATT
- Withdrawal of state and NGOisation

VI. Social Movements and Judicial and Civil Activism

Essential Readings

1. B.K. Nagla, 2008, Indian Sociological Thought, Rawat Publications.
2. S.C. Dube, Indian Society, NBT
4. Dahiwale S.M., Indian Society – non- Brahminic Perspectives, Rawat, 2004
5. Guha Ranjit, Subaltern Studies Volume I
6. Singh, Y, Modernization of Indian Tradition
7. Deshpande Satish, Contemporary India, Sociological Perspectives
8. Beteille A, 1996, Sociology and Common sense, Oxford
9. Chaudhari Maitryee, 2010, Sociology in India – Intellectual and Institutional Practices
10. Patel Sujata, Doing Sociology in India, OUP.
11. Pramanik 1984, Sociology of G.S. Ghurye, Jaipur, Rawat Publication
12. D.N.Dhanagare, Themes and Perspectives in Indian Sociology, Rawat Publications, 1999.
13. Andre Beteille, Sociology: Essays on Approach and Method, OUP, New Delhi, 2002.
14. Breman Jan, Kloos Peter and Ashwini Saith, The Village in Asia Revisited, OUP 1997
15. S. M. Dahiwale (ed), Indian Society: Non-Brahmanic Perspectives, Rawat Publications, 2004.
16. Sunil Khilnani, The Idea of India, Penguin, New Delhi, 1999
17. Veena Das, The Oxford Companion to Sociology and Social Anthropology, Vol. I and II, OUP, New Delhi, 2003.
18. Vivek P. S., 2002, Sociological perspectives and Indian Sociology, Himalaya Publishing House, Mumbai.
19. Chaterjee Searale Mary and Sharma Ursula, (ed), 1994, Contextualising Caste, Blackwell Publishers, Oxford.
20. Das Veena, 1995, Critical Events, An Anthropological Perspective on Contemporary India, Oxford University Press, New Delhi.
21. Guha R., 1998, A Subaltern Studies Reader, Oxford University Press, New Delhi.
22. Raewyn Connell, Southern Theory, The Global Dynamics Of Knowledge In Social Science, ANUE Press

SCBCS-416 STATE, SOCIETY AND ENVIRONMENT

Course Rationale:

This paper presents diverse sociological perspectives on the interrelationship between environment, ecology and society. It discusses various power dimensions in accessing these resources and also demonstrates how class, caste, gender, tribe and ethnic identities are enmeshed in this power struggle.

- I. Problems of the Urban Environment: Pollution, Population and Slums
- II. Environmental Movements and the Politics of Development: Chipko, Narmada, Tehri, Baliapal
- III. Liberalisation, privatisation and Globalisation- Case of Monsanto and Vedanta
- IV. Market economy and encroachment of environment
- V. Initiatives of the State and International Agencies: Stockholm, Environment and Sustainable
- VI. Development, Rio conference, Kyoto conference

References:

1. Shiva, Vandana: Staying Alive Women. Ecology and Survival in India, New Delhi: Kali for Women Press, 1988, pp.1-37, 218-228.
2. Arnold, David and Guha, Ramchandra, (eds.): Nature, Culture and Imperialism, New Delhi: Oxford University Press, 1955.
3. Baviskar, Amita : In the Belly of the River: Tribal Conflicts over Development in the Narmada Valley, OUP, Delhi, 1997.
4. Gadgil, Madhav and Guha, Ramchandra: Ecology and Equity: The use and Abuse of Nature in Contemporary India, New Delhi: Oxford University Press, 1996
5. Merchant Carolyn: Ecology: Key Concepts in Critical Theory, Humanities Press, New Jersey.
6. Shiv Visvanathan Bhopal: The Imagination of a Disaster, Alternatives, 1986, II, pp. 147-65.
7. Sen Amartya (1981) Poverty and Famines New Delhi:OUP
8. Sunil Sahasrabudhey, Bhopal: Science Must Share the Blame, PPST Bulletin, 1985, 5; 6-14,25-9
9. Veena Das and Ashis Nandy: 'Violence, Victimhood and the Language of Silence', Contributions to Indian Sociology.

SCBCS-412 METHODS IN SOCIAL RESEARCH

Course Rationale:

The paper attempts to enable the student to undertake independent social research activities. It endeavours to instil the spirit of critical scientific reasoning such that a student can employ various perspectives/lens to comprehend societal processes.

- I. Introduction to Qualitative Research
 - Nature of qualitative research
 - Steps in qualitative research
 - Techniques of qualitative research
- II. Techniques
 - Ethnography
 - Participant Observation
 - Case Study Method
 - Content Analysis
 - Participatory Action Research
- III. Other Issues of Social Research
 - Ethical issues in social research
 - Politics of research
 - Application of Computers in Qualitative Research
 - Data Processing, Analysis and Interpretation
- IV. Thick and thin description, archival research, content analysis
- V. Triangulation method
- VI. Writing for peer reviewed journals

References

1. Bryman Alan, Social Research Methods, Oxford 2001
2. Pauline Young, (1966) Scientific social surveys and research: an introduction to the background, content, methods, principles and analysis of social studies, Prentice Hall
3. Denzin Norman, Lincoln Yvonna (ed) (2000), Handbook of Qualitative Research, Vol. I, Sage, New Delhi, Thousand Oaks.
4. Somekh and Lewin (ed) (2005), Research Practices in Social Sciences, New Delhi : Vistar Publication.
5. Babbie Earl, The Practice of Social Research, Wordsworth, 2001..
6. Ram Ahuja (2001), Research Methods, Rawat Publications, Jaipur.
7. Bhandarkar and Wilkinson (2013), Methodology and Techniques of Social Research, Himalaya Publishing House.
8. Pertti Alasuutari, Leonard Bickman & Julia Brannen (ed.) (2008), The Sage Handbook of Social Research Methods, SAGE Publications Ltd.

LL.B. Ist Year, SEMESTER – I

Family Law-I

(Laws Relating To the Marriage, Divorce, Maintenance, Adoption, Guardianship)
(Credit: 4)

Paper code – LW 101

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>
Unit – I	15

Unit – I

1. Introduction –

Concept, Nature and Evolution of the Family Along With the Various Personal Laws in India.

2. Nature, Sources and Schools of

- a. Hindu Law
- b. Muslim Law

45

Unit – II

1. Marriage

- a. Formation
- b. Duration
- c. Disruption

2. Matrimonial Reliefs

- a. Restitution of conjugal rights
- b. Judicial separation
- c. Divorce
- d. Nullity of marriage
- e. Dissolution

3. Law of Maintenance (Hindu and Muslim law)

- a. Claim of spouses
- b. Claim of parents and children
- c. Alimony (pendent elite and permanent)

15

Unit – III

1. Adoption

2. Minority and Guardianship

Unit – IV**The Special Marriage Act 1954****Unit – V****Recent Development in Family Law****Statutes**

1. The Hindu Marriage Act, 1955
2. The Hindu Adoptions and Maintenance Act, 1956
3. The Hindu Minority and Guardianship Act, 1956
4. The Christian Marriage Act, 1872
5. The Indian Divorce Act, 1869 (as amended by Amendment Act 49 and 51 of 2001)
6. The Parsi Marriage and Divorce Act, 1936
7. The Special Marriage Act, 1954
8. The Muslim Women's (Protection on Divorce) Act, 1986
9. The Dissolution of Muslim Marriages Act.

Recommended books and reading

1. Desai Kumud, Law of Marriage and Divorce
2. Diwan Paras Modern Hindu Law
3. Mayne's Hindu Law and Usage
4. Diwan Paras, Family Law
5. Dr. T.V. Subbarao Family Law in India
6. Mulla, Principles of Mahommedan Law
7. Mahmood Tahir, Muslim Law of India.

Law of Contract - I

(Credit: 4)

Paper code – LW 102

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

(General Principles of Contract and Specific Relief Act)

Details of Syllabus	Marks
	30

Unit – I

General Principles of Contract

1. **Nature of Contract:** Meaning, definition and elements, Kinds of agreements and contract
2. **Offer & Acceptance:** definition, modes, legal rules as to offer, offer distinguished from invitation to offer, lapse of offer, Standard Form Contracts.
Acceptance: definition, models, legal rules as to Acceptance, effect of silence on acceptance.
3. **Consideration** – Meaning, definitions, legal rules as to consideration; - “No Consideration : No Contract” and exceptions; Difference between Indian and English Law.
4. **Doctrine of privity, and exceptions.**
5. **Legality of Object and Consideration** - Consideration/ Object not lawful; Unlawful agreements. Agreements against public policy; Consequences of Illegality.
6. **Other Legal Formalities** - Contracts required to be in writing; Contracts required to be registered.
7. **Communication of offer, acceptance and revocation** -
Rules regarding communication, contracts through post, contracts by telephone and telex.
8. **Intention to create legal relations** - Intention, types, social/domestic agreements, commercial/business agreements; when no contract

25

Unit – II

1. **Capacity of Parties** - Minor, law relating to minor's agreement; persons of unsound mind; persons disqualified by law.
2. **Free Consent** - Definition, Ingredients of Free Consent - a) Coercion; b) Undue Influence; c) Fraud; d) Misrepresentation; e) Mistake
3. **Void Agreements** – Nature; Agreements declared to be void.

- b. Agreement in restraint of trade
- c. Agreement in restraint of legal proceedings
- d. Uncertain agreement
- e. Wagering agreement
- f. Agreement to do impossible acts.
- g. Object of Consideration, Unlawful in part.

4. Contingent or Conditional contracts - Definition, essential characteristics of a contingent contract. Rules regarding contingent contracts.

25

Unit - III

1. Performance of contract - Offer to performance - tender, By whom contracts must be performed. Reciprocal promises, Time and place of performance: Assignment of right and liabilities.

2. Discharge of Contracts - Meaning

Modes of discharge -

- a. Discharge by performance
- b. Discharge by mutual consent;
- c. Discharge by subsequent impossibility - doctrine of frustration;
- d. Discharge by operation of law;
- e. Discharge by breach of contract - anticipatory breach of contract.
- f. Material alteration

3. Remedies for Breach of Contract - Consequences of Breach, Different Reliefs:

- a. Rescission
- b. Damages - liquidated damages and Penalty;
- c. *quantum meruit*;
- d. Specific performance;
- e. Injunction;
- f. Rectification
- g. Cancellation.

4. Quasi contracts - Under English and Indian law, - certain relations resembling those created by contracts

- a. Supply of necessities to incompetent person
- b. Reimbursement of interested person
- c. Liability to pay for non-gratuitous acts

e. Delivery by mistake or under coercion

20

Unit – IV

Specific Relief Act, 1963

Specific performance - Section 9, 10, 14, 15, 16, 19, 20, 21-24,

Rectification - Section 26,

Rescission - Section 27,

Cancellation - Section 31,

Injunctions - Sections 36 to 42,

Principles involved in the grant of above reliefs.

Recommended reading:

Avatar Singh - Indian Contract Act

Mulla - Indian Contract Act.

Anson - Principles of the English Law of Contract

P R Desai - Principles of Law of Contract

Pollock and Mulla - Indian Contract and Specific Relief Acts

Subba Rao GC Law of Contract I & II

Anand & Iyer - Specific Relief

Kapoor SK- Contract along with Specific Relief Act. 1963

Law of Crimes

(Credit: 4)

Paper code – LW 103

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>
	20

Unit 1: Introduction

1.1 Conception of Crime

1.2 Elements of criminal liability

1.2.1 Author of crime – natural and legal person – human being

1.2.2 *Mens rea* – evil intention

1.2.3 Act in furtherance of guilty intention

1.2.4 Injury to another

1.3 Stages of a crime

1.3.1 Intention to commit an offence

1.3.2 Preparation

1.3.3 Attempt (SS. 511, 307)

1.3.4 Accomplishment

1.4 Salient features of I.P.C.

1.4.1 Definitions

1.4.2 Jurisdiction – Territorial – Personal

1.4.3 General Explanation

1.4.4 Group liability – Common intention – Common object. (SS. 34, 149)

1.4.5 Punishment

1.4.6 White collar crime

Unit 2: General Exceptions: Factors negating guilty intention

15

(SS. 76 -106)

2.1 Mental incapacity

2.1.1 Minority

2.1.2 Insanity – Medical and legal insanity

2.2 Intoxication – involuntary

2.3 Private defence : Justification and limits

2.3.1 When private defence extends to causing of death to protect

body and property.

2.3.2 Necessity

2.3.3 Mistake of fact

2.4 Abetment

2.5 Criminal Conspiracy

15

Unit 3: Offences against State and the Public

3.1 Offences against the state

3.1.1 Waging war against the government of India. (SS. 121, 121A, 122, 123).

3.1.2 Assaulting high officers (S. 124).

3.1.3 Sedition (S. 124A).

3.1.4 Waging war against a power at peace with the government of India.

3.2 Offences against public Tranquility

3.2.1 Unlawful Assembly (S. 141)

3.2.2 Rioting (SS. 146, 147)

3.2.3 Promoting enmity between different classes (S. 153 A)

3.2.4 Affray (SS. 159, 160)

25

Unit 4: Offences affecting human body and the reputation

4.1 Unlawful homicide-

4.1.1 Culpable homicide (S. 299)

4.1.2 Murder (S. 300)

4.1.3 Homicide by rash or negligent act (S. 304 A)

4.1.4 Suicide (S. 309)

4.1.5 Dowry death (304 B)

4.2 Hurt and grievous hurt (319 -338)

4.3 Wrongful restraint (339)

4.4 Wrongful confinement (340)

4.5 Criminal force (349 and 350)

4.6 Assault (351-358)

4.7 Kidnapping and Abduction (359- 374)

4.8 Sexual Assault (Rape) and other sexual offences (375- 377)

4.10 Cruelty to married woman (S. 498 A)

Unit 5: Offences against Property

- 5.1 Theft (S. 378)
- 5.2 Extortion (S. 383)
- 5.3 Robbery (S. 390)
- 5.4 Dacoity (S. 391)
- 5.5 Criminal misappropriation of property (S. 403)
- 5.6 Criminal Breach of Trust (S. 405)

Recommended Books:

1. Ratan Lal and Dhiraj Lal – The Indian Penal Code.
2. K.D. Gaur – Criminal Law – Cases and Materials (2008), Butterworths India.
3. Prof. T. Bhattacharyya – The Indian Penal Code.
4. S.N. Misra – The Indian Penal Code.
5. R.C. Nigam – Law of Crimes in India, Vol. I & II

Constitutional Law – I

(Credit: 4)

Paper code – LW 104

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus

Marks

20

Unit 1: Preamble, Indian Territory & Citizenship

- 1.1 Nature of state Proposed
- 1.2 Sovereign, Socialist, Secular, Democratic, Republic
- 1.3 Justice, Liberty, Equality, Fraternity
- 1.4 India and its territory
- 1.5 Citizenship under the Constitution (Articles 5-11)
- 1.6 Citizenship under the Citizenship Act, 1955 (as amended upto date)
- 1.7 The Foreigners Act, 1946 and The Foreigners Rules, 1964
- 1.8 The Passports Act, 1967

20

Unit 2: Fundamental Rights – I

- 2.1 Concept of the State (Art. 12)
- 2.2 Concept of Law (Art. 13)
- 2.3 Doctrine of Severability, Eclipse and Waiver
- 2.4 Equality (Art. 14, 15, 16, 17)

20

Unit 3: Fundamental Rights – II

- 3.1 Freedoms (Art. 19, 20)
- 3.2 Right to life and liberty (Art. 21, 22)
- 3.3 Right to education, Art. 21-A
- 3.4 Right against exploitation (Art. 23 and 24)

20

Unit 4: Fundamental Rights – III

- 4.1 Right to freedom of religion (Art. 25 – 28)
- 4.2 Cultural and Educational rights of minorities (Art. 29 and 30)
- 4.3 Saving of certain laws (Art. 31-A, 31-B, 31-C and Ninth schedule)
- 4.4 Right to Constitutional Remedies and Judicial Review

20

- 5.1 Directive Principles of State Policy (Art 37, Art 38, Art 39, Art 39-A, Art 41, Art 44, Art 45, Art 46, Art 47, 48-A, Art 49, Art 51)
- 5.2 Fundamental Duties (Art 51 – A including Art 51 – A (K))

Recommended Books:

1. J.N. Pandey – Constitutional Law of India.
2. V.N. Shukla – Constitutional Law of India.
3. M.P. Jain – Constitutional Law of India.
4. D.D. Basu – Shorter Constitution.
5. Brij Kishore Sarma – Constitutional Law of India.
6. Constitutional Assembly Debate Vol. 1 to 12 (1989).
7. Granville Austin, The Indian Constitution : Cornerstone of a Nation 1966.

LL.B. Ist Year, SEMESTER – II

Family Law - II

(Credit: 4)

Paper code – LW 201

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Law relating to succession and property to Hindus, Muslims, Christians and Parsis (including State laws) (with Latest amendments and up-to-date case-law)

<u>Details of Syllabus</u>	<u>Marks</u>

25

Unit – 1

Hindu Law

1. Hindu Joint Family System
2. Mitakshara Joint Family
3. Coparcener and Right of Coparcener
4. Classification of Property
5. Karta of Joint Family
6. Dayabhaga Joint Family
7. Son's pious obligation
8. Alienation
9. Partition
10. Stridhan / Woman's estate

25

Unit – 2

The Hindu Succession Act, 1956

25

Unit – 3

Law relating to Muslims, Christians and Parsis

1. Mahommedan law of succession-principles of inheritance
2. Wakf
3. Gift
4. Pre-emption
5. Wills

25

Unit – 4

The Indian Succession Act, 1925

Recommended books and reading

1. Diwan Paras, Family Law
2. Mulla, Principles of Mahomedan Law
3. Mulla, Principles of Hindu Law
4. Tahir Mahmood, Hindu Law
5. Mayne, Hindu Law and Usage
6. Derrett J.D.M., Introduction to Modern Hindu Law
7. Paruck, The Indian Succession Act (latest edition)
8. Tahir Mahmood, The Muslim Law of India
9. Subba Rao G.C.V., Family Law

Law of Contract - II

(Credit: 4)

Paper code – LW 202

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus

Marks

25

Unit - 1.

1. Indemnity and Guarantee

a. Contract of indemnity (S.124-125)

b. Contract of guarantee (S.126- 147)

Distinction between contracts of indemnity and guarantee, Continuing guarantee and its revocation, Discharge of surety.

2. Bailment and Pledge (S. 148-171)

a. **Bailment**- Definition, kinds of bailment, distinction between bailment and license, bailment and sale, rights and duties of a bailee, rights and duties of a bailor, rights of a bailee against wrong doer, termination of bailment, finder of lost goods, rights of finder of goods.

b. Pledge (S. 172-181)

Definition, bailment and pledge, essentials of pledge, rights and duties of pawnor and pawnee.

3. Agency (S. 182-238)

a. Agent, Principal, Appointment and authority of agent, sub-agents, kinds of agency, creation of agency, renunciation of agency and revocation of authority.

b. Duties of principal and agent towards each other, effect of agency on contracts with third persons.

c. Rights and duties of agent, rights and duties of principal, principal's liability for acts of the agent, liability of undisclosed principal, liability of pretended agent personal liability of agent to third parties, termination of agency.

25

Unit – II

Indian Partnership Act, 1932

1. Preliminary

2. Nature of Partnership-

Definition of partnership firm; Mode of determining existence of partnership; Distinction between Partnership and Co-ownership, Partnership and Joint Hindu Family, Business, Partnership and Company.

3. Relations of partners to one another

Rights of partner, duties and liabilities of partner, property of firm and its application

4. Relations of partners to third parties:

Authority of the partner, liability of firm for partner's acts, liability by 'holding-out', rights of a transferee of a partner's interest, law relating to minors admitted to the benefits of partnership.

5. Incoming and outgoing partners:

New partner, retirement of the partner, rights and liabilities of an outgoing partner, expulsion of a partner, deceased partner

6. Dissolution of a partnership firm:

Mode of dissolution, rights and liabilities of partners after dissolution, rules of settlement of accounts after dissolution.

7. Registration of a firm:

General provisions of registration, effect of registration, effect of non-registration.

25

Unit – III

Sale of Goods Act, 1930.

1. Preliminary

2. Formation of The Contract

General principles of contract of sale, distinction between sale and agreement to sell. Condition and Warranties -Definition of condition and warranty, express and implied condition and warranty, doctrine of caveat emptor

3. Effect of Contract

Transfer of property as between seller and buyer, transfer of title on sale.

4. Performance of the contract of sale

Rules as to delivery of goods.

5. Rights of unpaid seller against the goods,

Definition of unpaid seller, unpaid sellers' right, sellers' lien, stoppage-in-transit, Right of re-sale.

6. Suits for breach of contract of Sale -

Remedies for breach of contract, repudiation of contract of sale before the date delivery.

Unit – IV

Negotiable Instruments

1. Negotiable Instruments – Definition

- a) Promissory Note
- b) Bill of Exchange – distinction between bill & promissory note
- c) Cheques – Crossing of cheques

2. Parties to Negotiable Instruments –

- a) Holder – Rights & Powers
- b) Holder in due course – Rights & Privilege

3. Endorsement –

- a) Kinds of Endorsement
- b) Effect of Endorsement

4. Presentment of Negotiable Instrument

- a) Presentment for Acceptance
- b) Presentment for Sight
- c) Presentment for Payment

5. Payment & Crossing of Cheques

6. Liabilities of Parties to Negotiable Instruments

- a) Liability of Drawer
- b) Liability of Drawee
- c) Liability of the Banker
- d) Forged Instrument
- e) Forged Endorsement
- f) Bearer Instruments

7. Dishonour of Cheque

- a) Dishonour by Non-Acceptance
- b) Dishonour by Non- Payment
- c) Notice of Dishonour
- d) Penalties in case of Dishonour of cheque

8. Discharge of Negotiable Instruments

- a) Discharge of an Instrument
- b) Discharge of a Party.

1. Indian Contract Act, 1872
2. Indian Partnership Act, 1932
3. The Sale of Goods Act, 1930
4. Negotiable Instrument Act, 1881

Recommended books and readings

1. Avtar Singh, Law of Contract
2. Mulla, Indian Contract Act
3. Mulla, Sale of Goods Act and Partnership Act
4. Bangia R K, Indian Contract Act
5. Desai P R, Principles of Law of Contract
6. Pollock and Mulla, Indian Contract Act and specific Relief
7. W. R Anson, Principles of English Law of Contract
8. Pollock and Mulla, Sale of Goods Act and partnership Act
9. Agarwal, sale of Goods Act, 1930 and Partnership Act. 1932
10. Avtar Singh, Law of Partnership
11. Kapoor S.K, Law of Contract.
12. Chitty, On Contract

Constitutional Law – II

(Credit: 4)

Paper code – LW 203

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus

Marks

20

Unit 1: The Union and The State

1.1. The Union and State Executive.

1.1.1. The President and the Vice President's qualifications, election, term of office, powers, impeachment. (Articles-52-72)

1.1.2. Governor-Appointment and powers. (Arts 153-161)

1.1.3. Nature, scope and extent of executive power of the Union and States. (Arts. 73,162)

1.1.4. Relationship of the President/Governor with the Council of Ministers. (Arts. 74,75,77,78,111,102,103 (2), 217 (3), 163)

1.2. Parliament and State Legislatures.

1.2.1. Composition of Parliament and State Legislatures.

1.2.2. Qualification/Disqualification of Members.

1.2.3. Powers, privileges and immunities of parliament/ State Legislatures and its members (Arts. 105,194).

1.2.4. Parliamentary privilege and fundamental rights.

20

Unit 2 Union and State Judiciary:

2.1 Union Judiciary- Supreme Court of India (Arts. 124-147) composition, appointment and removal of judges of Supreme Court.

2.2 State judiciary-High Court in the States.

2.3 Jurisdiction of Supreme Court – original jurisdiction, appellate jurisdiction, statutory appeal, special leave to appeal power of review, advisory jurisdiction.

2.4 Writs (Arts. 32 & 226)

2.5 Judicial review, independence of judiciary and judicial activism.

20

Unit 3: Relationship between the Union and the States:

3.1 Distribution of legislative powers. (Arts 245-255)

3.2 Administrative relation. (Arts 256-262)

3.3 Financial relation. (Art. 264-267)

20

4.1 Emergency provisions-meaning and scope.

1.1.1 Proclamation of emergency. (Arts. 352,358,359)

1.1.2 Grounds of imposition of state emergency in states. (Arts. 356-357)

1.1.3 Financial emergency. (Art. 360)

1.1.4 Emergency and its effect.

1.2 Amendment of the Constitution

1.2.1 Power of the Parliament to amend the Constitution and procedure. (Art.368)

4.2.2 Limitation upon constitutional power: doctrine of basic feature / structure.

Unit 5: Freedom of Trade, Commerce and Inter-Course and Services under the

20

Union and the States and election:

Freedom of Trade, Commerce and intercourse (Arts. 301-307) -

- Meaning of Freedom of Trade, Commerce and Intercourse
- Power of Parliament
- Restrictions

Services under the union and the states-

- Doctrine of Pleasure
- Protection against arbitrary dismissal removed or reduction in rank
- Inception to Art. 311
- Election

Recommended Books:

1. Constitutional Law of India by J.N. Pandey.
2. Constitutional Law of India by V.N. Shukla.
3. Constitutional Law of India by M.P. Jain.
4. Constitutional Law of India by Brij Kishore Sharma.
5. Shorter Constitution by D.D. Basu.

Labour Laws

(Credit: 4)

Paper code – LW-18-204

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

<u>Details of Syllabus</u>	<u>Marks</u>

It is notified for the information of all concerned that the University Authorities have decided that the number of Act minimized to six Acts instead of eight Acts. Six Acts are mentioned below

Unit -1. Industrial Dispute Act, 1947	20
Unit - 2. The Factories Act, 1948	20
Unit - 3. The Minimum Wages Act, 1948	15
Unit - 4. The Workmen's Compensation Act, 1923	15
Unit - 5. Employees State Insurance Act, 1948	15
Unit - 6. The Payment of Wages Act, 1936	15

Recommended books and readings

1. Malik P. L. Handbook of Labour and Industrial Law,
2. Malhotra O.P. Industrial Disputes Act, 1947
3. Shrivastava K.D., Commentaries on all Labour Laws
4. Kothari G.M., A study of Industrial Law
5. Sachdeva, Industrial and Labour Law
6. Reports of the National Commission on Lanour I / II
7. Recommendation and Conventions of ILO

LL.B. IInd Year, SEMESTER – III

Property Laws including Transfer of Property Act, 1882 and Easement Act, 1882

(Credit: 4)

Paper code – LW-18- 301

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>

Unit 1: Introduction:	10

- 1.1. Definition, Object and Scope of the Act.
- 1.2. Transfer of Property- movable and immovable.
- 1.3. Interpretation Clause- 'Immovable clause', 'Instrument', 'Attested', 'Registered', 'attached to the earth', 'actionable claim', 'notice', 'actually express and constructive notice.
- 1.4. Vested and Contingent interest, Difference, Conditional Transfer, Difference between Contingent interest and spes-successionis.

Unit 2: Transfer of Property by Act of Parties:	20

- 2.1 Sec. 6- Spes-successionis, Mere right of re-entry, Easements, Restricted interest, Right to future maintenance, Mere right to sue, Pensions and stipends,
- 2.2 Sec. 7- Persons competent to transfer, Easements of valid transfer, Competency of transfer.
- Sec. 8- Operation of transfer.
- Sec. 9- Oral transfer.
- Sec. 10- Conditions restraining alienation.
- 2.3 Sec. 14- Rule against perpetuity- Object, Maximum remoteness of vesting, ultimate beneficiary in mothers' womb, Exceptions to the Rule.
- 2.4 Sec. 26 to 29- Condition Precedent and Condition subsequent; Fulfillment of Condition Precedent and Condition subsequent
- 2.5 Sec.35- Doctrine of Election.

Unit 3: Transfer of Immovable Property	20

- 2.1 Sec. 38- Transfer by person authorized only under certain circumstances to transfer.

3.2 Sec.39- Transfer where third person is entitled to maintenance.

3.3 Sec. 40- Burden of obligation imposing restriction on use of land or of obligation annexed to ownership, but not amounting to interest of easement.

3.4 Sec. 41- Transfer by Ostensible Owner, Benami Transaction Act, 1988.

Sec. 42- Transfer by person having authority to revoke former transfer, Sec. 44 & 47,

Transfer by Co-owner, Sec. 44-46, joint transfer for consideration, Sec. 48 & 78- Priority of Rights created by Transfer. Sec. 49- Transferee's rights under policy.

3.5 Sec. 50-51- Bonafide holders under defective title. Sec. 52- Transfer of property during pendency of suit. (Doctrine of Lis Pendens). Sec.53- Fraudulent Transfer, voidable by creditors.

Sec. 53A- Doctrine of Part- Performance, Partial information of equity of redemption, difference between English and Indian Law.

15

Unit 4: Sales of Immovable Property:

4.1 Sec. 54- Definition of Sale, how made, 'Contract for sale', Essential of valid sale.

4.2 Hire- purchase agreements, Distinction between sale and exchange, Distinction between sale and gift.

4.3 Sec. 55- Rights and liabilities of buyer and seller.

4.4 Sec. 56- Marshalling by subsequent purchase.

4.5 Sec. 57- Provision by Court for encumbrances and sale freed therefrom.

Unit 5: Mortgages, Leases, Exchanges, Gift & Actionable Claims :

20

5.1 Sec. 58- Mortgages- Definition and Essential its kinds of Rights and Liabilities of Mortgagors and Mortgagees. Sec. 100- Charges- Definition and kinds- Distinction between charge and mortgage, charge and lien.

5.2 Sec. 105- Leases – Definition of Lease, Lessor, Lessee, premium and rent. Sec. 107- How made Sec. Rights and Liabilities of Lessor and Lessee. Sec. 111- Forfeiture of Lease. Holding over, Determination of Lease.

5.3 Sec. 118- Exchange- Definition, Rights and Liabilities of parties.

5.4 Sec. 122- Gift- Definition and Essential.

Sec. 123- Transfer how effected, modes of making gift.

Sec. 124- Gift of existing and future property.

Sec. 126- When gift may be suspended & revoked.

Sec. 127- Onerous gift.

Sec. 128- Universal donee.

5.5 Sec. 130- Transfer of Actionable claim.- Definition, Transfer how effected,

Sec. 130 & 132- Rights of a transfer of an actionable-claim.

Sec. 133 & 134- Warranty of solvency of debtor, Mortgaged debt.

Sec. 135- Assignment of rights under policy of insurance against fire.

15

Unit -6

The Indian Easements Act 1882

1. Easements (Ss 1-51)

2. Licenses (Ss 52-64)

Recommended Books on The Transfer of Property Act.:

1. By- Prof. R. K. Sinha, Transfer of Property and Easements (Publisher- Central Law Agency)
2. By- H. N. Tiwari, Transfer of Property (Publisher- Allahabad Law Agency)
3. By- S. N. Sukla. - Property Laws, Allahabad Law Agency
4. By- S. M. Lahiri - Transfer of Property
5. By- D. F. Mulla- Transfer of Property Act

Arbitration and Conciliation and Alternative Disputes Resolution Systems

(Credit: 4)

Paper code – LW 304

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus	Marks
	50

Unit-I ARBITRATION

Chapter-I : Sections 2 to 6 General Provisions

Chapter-II : Sections 7 and 8 Arbitration Agreement Sections 9 Interim measures by Court.

Chapter-III : Sections 10 to 15 Composition of Arbitral Tribunal

Chapter-IV : Sections 16 to 17 Jurisdiction of Arbitral Tribunals

Chapter-V : Sections 18 to 27 Conduct of Arbitral Tribunals

Chapter-VI : Sections 28 to 33 Making of Arbitral Award and termination of proceedings.

Chapter-VII : Sections 34 Recourse against Arbitral Award

Chapter-VIII : Sections 35 and 36 Finality and Enforcement of Arbitral award

Chapter-IX : Section 37 Appeals

Chapter-X : Section 38 to 43 Miscellaneous Provisions.

20

Unit-II :

CONCILIATIONS : Sections 61 to 81.

30

Unit – III

ALTERNATIVE MODELS OF DISPUTE SETTLEMENT

1. Models of Dispute Settlement, Litigation versus Arbitration Models of Alternative Dispute Resolutions. Negotiation, Conciliation, Mediation, Mini-trial, Fast Track Arbitration. Nature, Scope, Limitations and necessity of alternative models of disputes resolution.

2. Administrative tribunals - Article 323 A and B

3. Family Court under the Family Court Act, 1984.

4. Consumer Council and forums under the Consumer Protection Act, 1986.

5. Settlement of Dispute through Lok Adalat and Lok Nyayalayas. Grassroots Justice and Panchayat System for Resolution of dispute.

LIST OF BOOKS IN ARBITRATION AND CONCILIATION ACT

1. Avtar Singh: Law of Arbitration and Conciliation (E.B.C. Lucknow)
2. Basu N.D. : Arbitration and Conciliation Act (UBT)
3. Johari : Commentary on Arbitration and Conciliation Act (UBT)
4. Krishnamurthys : Law of Arbitration and Conciliation (E.B.C. Lucknow)
5. Kwatra G.K. : New Arbitration and Conciliation Law of India Comparative Study of old and new.(Indian Council of Arbitration. Federation House, Tansen Marg. New Delhi)
6. Mathur G.C. : Arbitration and Conciliation Act, 1996
7. Roy P.C. : Arbitration and Conciliation Act (UBT)
8. Roy Chaudhari : Arbitration and Conciliation Act
9. Narayana P.S. : Arbitration and Conciliation Act
10. Tewari O.P. : Arbitration and Conciliation Act (ALA Allahabad)
11. Rao P.C. : Alternative Dispute Resolution What it is and How it is (UBT)
12. Upendra Baxi : Crisis of the Indian Legal System, (1982)
13. B.S.Patil : The Law of Arbitration and Conciliation
14. S.D.Singh : The Law Arbitration

Optional Subject

a) Cyber Laws

Paper code – LW 306

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus

Marks

Unit I: Introduction to the Cyber World and Cyber Law

25

- A. Cyber World: An Overview
 - a. The internet and online resources
 - b. Security of information
 - c. Digital signature
- B. An Overview Cyber Law
 - a. Introduction about the cyber space
 - b. Regulation of cyber space – introducing cyber law
 - c. Scope of Cyber laws – e-commerce; online contracts; IPRs (copyright, trademarks and software patenting); e-taxation; e-governance and cyber crimes
 - d. Cyber law in India with special reference to Information Technology Act, 2000 (Amended Till Date)

Unit II: Regulatory Framework

25

- A. International Legal Regime
 - a. International legal regime relating to Cyber Crimes
 - b. European Convention on Cyber Crimes
 - c. Hague Convention on Jurisdiction and Foreign Judgments: Jurisdiction Agreement
- B. International legal regime relating to E-Commerce
 - a. UNCITRAL Model Law on Electronics Commerce 1996
 - b. International legal regime relating to Intellectual Property Rights – (i) Berne Convention; (ii) Rome Convention; (iii) WIPO Copyright Treaty; (iv) WIPO Performance and Phonograms Treaty; (v) UDRP; (vi) OECD convention on Database protection
- C. Domestic Legal Regime – Cyber Law in India
 - Information Technology Act, 2000 – Digital Signature; E-Governance; Regulation of Certifying Authorities; Duties of Subscribers; Penalties and Adjudications; Offences under the Act; Making of Rules and Regulations etc.

Unit III: Cyber Crimes

25

- A. Introduction – computer crime and cyber crimes; Classification of cyber crimes.

- a. Distinction between cyber crime and conventional crimes
- b. Reasons for commission of cyber crime
- c. Cyber forensic
- d. Cyber criminals and their objectives
- e. Kinds of cyber crimes – cyber stalking; cyber pornography; forgery and fraud; crime related to IPRs; Cyber terrorism; computer vandalism etc.

C. Regulation of cyber crimes

- a. Issues relating to Investigation
- b. Issues relating to Jurisdiction
- c. Issues relating to Evidence
- d. Relevant provisions under Information Technology Act, 2000, Indian Penal Code, Pornography Act and Evidence Act etc.

25

Unit IV: E-Commerce

A. Online business

- a. Definition of E-commerce
- b. Types of E-commerce
- c. Important Issues in Global E-commerce
 - i. Issues relating to Access (to infrastructure; to contents; universal access; Digital Divide and Universal Divide);
 - ii. Trust, Privacy
 - iii. Security
 - iv. Consumer Protection
 - v. Content Regulation; Uniformity in Legal Standards pertaining to internet.
- d. Application of conventional territory based law to E-commerce
 - i. Taxation
 - ii. Intellectual Property Rights
 - iii. International Trade
 - iv. Commercial law and standards
 - v. Dispute resolution

B. IPR Issues

- a. IPR – An Overview
- b. Copyright Issues in Cyberspace
 - i. Linking
 - ii. In-lining
 - iii. Framing
 - iv. Protection of content on web site
 - v. International Treaties
- c. Trademark Issues in cyberspace
 - i. Domain Name Dispute
 - ii. Cyber squatting
 - iii. Uniform Dispute Resolution Policy
 - iv. Meta-tags and Key words
- d. Computer Software and Related IPR Issues

Suggestive Readings:-

1. Cyber Law in India by Farooq Ahmad – Pioneer Books
2. Information Technology Law and Practice by Vakul Sharma – Universal Law Publishing Co. Pvt. Ltd.
3. The Indian Cyber Law by Suresh T Vishwanathan – Bharat Law house New Delhi.
4. Hand book of Cyber & E-commerce Laws by P.M. Bakshi & R.K.Suri – Bharat Law house, New Delhi.
5. Guide to Cyber Laws by Rodney D. Ryder – Wadhwa and Company Nagpur. The Information Technology Act, 2000 – Bare Act – Professional Book Publishers – New Delhi
6. Cyber Laws by Justice Yatindra Singh
7. Fundamental of Cyber Law - Rohas Nagpal

Principles of Taxation Law

(Credit: 4)

Paper code – LW 404

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus	Marks
	30

Unit -1.

Introduction – Nature and Scope of Taxation

1. History of tax law in India
2. Fundamental principles relating to tax laws
3. Governmental financial policy, tax structure and their role in the national economy.
4. Concept of tax:
5. Nature and characteristics of taxes
 - Distinction between:
 - Tax and fee
 - Tax and cess
 - Direct and indirect taxes
 - Tax evasion and tax avoidance
6. Scope of taxing powers of Parliament, state Legislature and local bodies.

35

Unit - 2.

Income Tax Act 1961

1. Basic Concepts
2. Heads of income
3. Deductions, relief and exemptions
4. Income Tax Authorities
5. Offences and penal sanctions
6. Settlement of grievances
7. Authorities, powers and functions

35

Unit - 3.

GST

Recommended Books:

Remesh Sharma, Supreme Court on Direct Taxes (1998), Bharath law House, New Delhi
Sampath Iyengar,

Law of income Tax (1998), Bharath law House, New Delhi Diwan B.K. and Sanjay
Mehtani,

Formation, Taxation and Assessment Charitable and Religious Trusts (1999), Bharath law
House, New Delhi Kanga and Palkiwala,

The Law and Practice of Income Tax (1999), Wadha, Nagpur. K. Parameswaran,

Power of Taxation under the Constitution (1987), Eastern, Lucknow V.Ramachandran &
T.A. Ramakrishnan (eds.)

A.N. Ayar's Indian Tax Laws (2000) Company Law Institute of India Pvt. Ltd. Chennai.
S. Bhattacharya & H.R. Garg,

Handbook of Direct Taxes (1990) Eastern Law House, Calcutta. C.A. Gularikar,

Law and Practice of Wealth Tax and Valuation (1998), Gularikar, Mumbai. Walter R.
Mahler,

Sales and Excise Taxation in India (1970) Orient Longman, Delhi. R.V. Pattel,

The Central Sales Tax Act (1966) Thripathi, Bombay. S.D. Singh,

Principles of Law and Sales Tax (1973), Eastern, Lucknow.

Company Law

(Credit: 4)

Paper code – LW-18- 405

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks
Unit 1: Introduction	20
1.1 Historical background	
1.2 Meaning, definition, features or characteristics of a company.	
1.3 Different types of companies, definitions, distinction and conversion.	
1.4 Distinction between company and partnership.	
Unit 2: Formation of Company	20
2.1 Formation, Registration and Incorporation, Certificate of Incorporation, Commencement of Business, Advantages and Disadvantages of Incorporation of Company.	
2.2 Promoter, meaning, legal position, duties and liabilities.	
2.3 Memorandum of association, articles of association, clauses and conditions, legal effects, alteration, doctrine of <i>ultra-vires</i> , constructive notice, doctrine of indoor management.	
Unit 3: Prospectus, Shares and Membership	20
3.1 Prospectus, meaning, definition, significance and contents, registration of prospectus, statement in lieu of prospectus, golden rule of framing prospectus, liability of misstatement or untrue statement in prospectus.	
3.2 Shares, meaning, definition, characteristics, classifications, distinction, allotment, transfer and transmission of shares, share certificate, share warrant, stock and shares, share at discount, call on shares, forfeiture of shares.	
3.3 Members, modes of acquiring membership, shareholders, their rights, duties and liabilities.	
3.4 Majority rule, oppression of minority shareholders, protection of minority against oppression and mismanagement.	

- 4.1 Debenture, meaning, definition, nature and classification, creation of charges, fixed and floating charges, conversion, distinction between debenture and share.
- 4.2 Shareholders' meeting, meaning, classification, resolutions etc.
- 4.3 Directors, managing director, appointment, qualification, legal position, disqualification, disabilities, retirement, removal, powers and duties, rights and liabilities etc.
- 4.4 Auditors, appointment, removal, rights, duties and liabilities, auditors are watch dogs and not blood hounds etc.

Unit 5: Administrative Regulations and Winding up

20

- 5.1 Central government control by registrar of companies.
- 5.2 Company law tribunals, role of National Company Law Tribunal (NCLT) and National Company Law Appellant Tribunal (NCLAT) etc.
- 5.3 SEBI (Security Exchange Board India)
- 5.4 Winding up, meaning, definition, classification, consequences, liquidator, contributory etc.

Recommended Books:

1. Company law by – Palm
2. Company law by – Gower
3. Company law by – Avtar Singh
4. Morden Company law by – S.C. Tripathi

LL.B. IIIrd Year, SEMESTER – V

The Code of Civil Procedure, 1908 and the Limitation Act, 1963

Paper code – LW 501

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 40 [24+16]

<u>Details of Syllabus</u>	<u>Marks</u>

Unit 1: Introduction	20

1.1 SUITS IN GENERAL (S.1 – 35)

Object of the code, scope, meaning of substantive law and procedural law, important terms and definitions related with the code – Affidavit, Appeal, Cause of Action, Caveat, Issue, Jurisdiction, Suit, Summons, Complaint, Pleading, Written Statement, Decree, Judgment, Order, Decree holder and Decree debtor, Legal representative, Mesne Profit, Execution etc.

1.2 Jurisdiction of Civil Courts, Cause of Action, Res sub-judice, Res judicata, Constructive Res judicata.

1.3 Institution of Suit, Essentials of Suits, Parties to Suit, Representative Suit, Frame of Suit.

1.4 Pleadings- Definition, Basic Rules, Construction of Pleadings, Signing and verification of pleading, Amendment of pleading.

1.5 Complaint- Meaning, particulars, Written Statement, Set-off, Legal set-off, Equitable set-off, Set-off and Counter – claim.

1.6 Issue and Service of summons, Meaning and essentials of summons, contents of summons, modes of service of summons.

Unit 2: Appearance & Non- appearance of Parties – Withdrawal & Compromise of Suits, Trial and Special Suits:	20

2.1 Appearance and non- appearance of parties, Ex parte decree.

2.2 First Hearing – Meaning, object, Disposal of Suit at first hearing.

2.3 Discovery, Inspection and Production of Documents.

2.4 Issue – meaning, framing of issues, kinds of issue, importance of issues, materials for framing issues, omission to frame issues, Disposal of suit, penalty for default Adjournments.

2.5 Interim orders, Issue of commission and its purpose arrest before judgment, ~~attachment~~ before judgment,

- Temporary injunctions, Interlocutory orders (order 39, Rules 1-5)

2.6 Withdrawal and Compromise of suits.

2.7 Summoning and attendance of witness, summons to produce documents, adjournments,

2.8 Hearing of suit.

2.9 Judgment – its essentials, pronouncement of judgment, copy and contents of judgment, alteration in judgment.

2.10 Decree – its essentials, decree and judgment, contents etc.

2.11 Award of Interest and Award of Costs.

Unit 3: Special Suits:

20

3.1 Suits by or against Government or public officers, suits by aliens, suits by or against Foreign Rules, Ambassadors and Envoys.

3.2 Suits by or against corporations, suits by or against partnership firms, suits by or against trustees, executors and administrators.

3.3 Suits against minors and lunatics, guardians or next friends, suits concerning family matters.

3.4 Inter-pleader Suit.

3.5 Suits by indigent persons.

3.6 Summary Suits.

3.7 Arrest and attachment before judgment.

3.8 Temporary Injunctions and Interlocutory orders.

3.9 Appointment of Receiver.

Unit 4: Appeals, Reference, Review, Revision and Execution

20

4.1 Meaning of Appeals, Reference, Review and Revision.

- First Appeals – meanings, essentials, different stages of Appeals, right of appeal, who may appeal, who cannot appeal, decision where appeal heard by two or more judges, cross-objection, cross appeal, powers of Appellate Court, Appeal from appellate decree.

- Second Appeal 100 to 103, 107 – 108 and Order 42 – substantial question of law.

- Appeals from orders, appeals by indigent/ persons, appeals to Supreme Court, Limitation, Savings powers of High Court.

4.2 Review – meaning, nature and scope, object, review and appeal, review and reference, review and revision, circumstances, grounds, procedure at hearings.

4.3 Revision – meaning, Sec. 115, nature and scope, object, revision and appeal, revision and second appeal, revision and reference, revision and review, appeal, reference, review and revision – distinction.

4.4 Reference – object, nature and object, condition, who may apply, power and duty of the referring court, power and duty of High Court, distinction with appeal, review and revision, reference under CPC and Cr.P.C., reference under CPC and Constitution.

4.5 Execution (Sec. 36 -74) – meaning, nature and scope, execution proceedings.

- Courts executing decrees, - court passing a decree, courts by which decrees may be executed.

- Application for execution, procedure on receiving application, mode of execution.

- Attachment of Property, garnishee order.

4.6 Miscellaneous – restitution

- Notice under C.P.C

- Caveat – meaning, Sec. 148 – A.

- Inherent Powers of the Court (S. 148 to 151)

- Causes of delay, in Civil Litigation, amendment of 1999 and 2002.

20

Unit 5: Limitation Act, 1963 – Sec. 1-31

5.1 Meaning of law of limitation, nature and object,

5.2 Plea of bar of limitation and its efficiency

5.3 Condonation of delay and the doctrine of sufficient cause.

5.4 Doctrine legal disability, continuous running of time,

5.5 Rules regarding execution of prescribed time.

5.6 Effect of certain events on computation of period of limitation.

Recommended Books: on The Civil Procedure Code by,

1. C.K. Takwani (Thakkar)

2. Dr. Avtar Singh

3. M.P. Tandon

4. S.N. Singh

5. S. Rows.

on Law of Limitation by,

2. Dr. D.N.R. Pandey

Law of Evidence

(Credit: 4)

Paper Code – LW-18- 502

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>
Unit 1: Introduction	20
1.1 The main features of the Indian Evidence Act, 1872	
1.2 Definition of Evidence Interpretation clause – Sec. 3-4, Nature and Purpose Law of Evidence in Civil and Criminal cases, 'May presume', 'Shall presume', Conclusive Proof.	
1.3 Central conceptions in Law of Evidence	
1.3.1 Facts, Distinction between Relevant facts and facts in issue.	
1.3.2 Proved, Not Proved and Disproved.	
1.3.3 Oral and Documentary Evidence.	
1.3.4 Circumstantial Evidence and Direct Evidence.	
1.3.5 Presumption (Ss. 4, 113A-113-B, 114)	
1.3.6 Witness	
1.3.7 Appreciation of evidence.	
1.4 Applicability of Evidence Act on Electronic Record.	
1.5 Division of Evidence – Direct, Indirect, Real and Personal, Original and Hearsay, Primary and Secondary, Oral and of Documentary, judicial etc.	
Unit 2: Relevancy & Admissibility of Facts:	20
2.1 Facts – Relevancy of facts (S.S – 16), facts in Issue, Facts distinguished from law, facts which is to be proved, not proved and Proof in civil and criminal cases disproved	
2.2 Doctrine of Res Gestae (Ss. 6-9, 11)	
2.3 Evidence of Common Intention – relating to conspiracy (S. 10)	
2.4 The problems of relevancy of "otherwise" irrelevant facts (Sec. 11)	
2.5 Relevant facts for proof of custom (S. 13)	
2.6 Facts concerning bodies and mental state (Ss. 14, 15)	
2.7 Relevancy and Admissibility of facts	
2.8 Admission and confession (Ss. 24-30)	
2.8.1 Definition	

- 2.8.3 Admission in civil cases, when relevant (S. 23)
- 2.8.4 Classification of confession – judicial and Extra-judicial
- 2.8.5 Confession to police (Ss. 25-30)
- 2.8.6 Retracted confession (S. 27)
- 2.8.7 Improper admission and rejection of evidence

20

Unit 3: Dying Declaration (Ss. 32-55)

- 3.1 Statements by persons who cannot be called as witnesses (Ss. 32-33)
 - Justification for relevance on dying declarations
 - Judicial standards for appreciation of evidentiary value of dying declaration
- 3.2 How much of a statement to be proved (S. 39)
- 3.3 Relevance of judgment (Ss. 40-44)
- 3.4 Opinion of third person when relevant (Ss. 45-51)
- 3.5 Character when relevant (Ss. 52-55)
 - in civil cases, character to prove conduct imputed, irrelevant
 - in criminal cases, previous good character relevant, previous bad character not relevant, except in reply, character as affecting damages.

20

Unit 4: Proof, Burden of Proof And Estoppel :

- 4.1 Facts which need not be proved (Ss. 56-58)
- 4.2 Oral Evidence (Ss. 59-60)
- 4.3 Documentary Evidence (Ss. 61-73)
 - in aspect of electronic records, video conferencing and digital signatures and its verification.
- 4.4 Public Documents (Ss. 74-78)
- 4.5 Presumptions of documents (Ss. 79-90), including electronic forms, electronic agreements, electronic records and digital signatures, electronic messages etc.
 - Presumption to electronic records of five years old (Ss. 90-A)
- 4.6 Exclusion of oral by documentary evidence (Ss. 91-100)
- 4.7 Burden of Proof. – in civil and criminal cases (Ss. 101-114A)
- 4.8 Estoppel (Ss. 115-117)

20

5.1 Who may testify

5.2 Dumb witnesses

5.3 Parties to a civil suit and their wives or husbands

- Husband of wife of person under criminal trial.

5.4 Judicial privileges

5.5 Privileged communications

- during marriage, as to affairs of state
- information as to commission of offences
- sources of information as to offences

5.6 Official communication, Professional communication, position of interpreters etc.

- voluntary evidence, - non compellable witnesses

- confidential communications

- production of electronic records which another person having possession (S. 131), (as substituted by the Information Technology Act, 2000)

5.7 Evidence of Accomplice

5.8 Examination of witnesses

- Examination in chief, cross examination, re-examination, order of examination - leading questions,

- Hostile witnesses

- Child witness

5.9 Improper admission and rejection of evidence

Recommended Books on The Indian Evidence Act, by:

1. Ratanlal Dhirajlal
2. Dr. Artar Singh
3. Batuk Lal
4. Rameshwar Dayal
5. Vepa P. Sarathi
6. Robert Cross
7. Sarkar

Drafting, Pleading and Conveyancing

(Credit: 4)

Paper code – LW-18-504

Full Marks: 100 [90 + 10]

Pass marks: 50

Outline of the course:

a) **Drafting** – General principles of drafting and relevant substantive rules shall be taught.

b) **Pleadings** –

i) Pleadings in general, object of pleadings and fundamental rules of pleadings.

ii) **Civil:** Plaint, written statement, interlocutory application, original petition, affidavit, execution petition, memorandum of appeal and revision, petition under Article 226 and 32 of the Constitution of India.

iii) **Criminal:** Complaint, criminal miscellaneous petition, bail application, memorandum of appeal and revision.

iv) **Form of Pleadings:** Practical exercises on any of the 15 following topics:

15x3 = 45

- Suit for recovery under order XXXVII of the Code of Civil Procedure 1908.
- Suit for Permanent Injunction.
- Application for Temporary Injunction under Order 39 Rules 1 & 2 of the CPC.
- Application under Order 39, Rule 2-A of the CPC.
- Suit for Ejectment and Damages for Wrongful Use and Occupation.
- Petition for Restitution of Conjugal Rights under S.9 of the Hindu Marriage Act, 1955.
- Petition for Judicial Separation under S.10 of the Hindu Marriage Act, 1955.
- Petition for Dissolution of Marriage by Decree of Divorce under S.13 & S.13B (1) of the Hindu Marriage Act, 1955.
- Petition for Grant of Probate in High Court.
- Petition for Grant of Letters of Administration.
- Contempt Petition under Ss. 11 & 12 of the Contempt of Courts Act, 1971 before High Court.
- Writ petition under Article 226 of Constitution of India.
- Contempt under S. 148-A of CPC.

- Caveat for Special Leave Petition (Civil) under Article 136 of the Constitution of India.
- Special Leave Petition (civil) under Article 136 of the Constitution of India.
- Counter Affidavit in Special Leave Petition (Civil).
- Application for Bail.
- Application for Grant of Anticipatory Bail.
- Complaint under S. 138 of the Negotiable Instruments Act, 1881.
- Application U/S. 125 of Cr. P.C.
- Special Leave Petition (Criminal) under Article 136 of the Constitution of India.
- Transfer Petition (Civil) U/S. 25 of CPC.
- Curative Petition under Articles 129, 137, 141 and 142 of the Constitution of India.
- Complaint under S. 12 of the Consumer Protection Act, 1986.
- Written Statement to the Complaint under Consumer Protection Act, 1986.

c) Conveyancing:

i) Conveyancing in general, object of conveyancing and component parts of a deed.

ii) Forms of deeds and notices: practical exercises on any fifteen of the following: -

15x3=45

- Sale deed
- Mortgage deed
- Lease deed
- Gift deed
- Promissory note
- Power of attorney – general and special power of attorney
- Will
- Trust deed
- Relinquishment deed
- Partnership deed
- Deed of dissolution partnership
- Hire-purchase agreement
- Deed of family settlement between rival claimants of an estate
- Notice of ejectment to the tenant under S. 106 of the T.P. Act., 1982
- Notice under S. 80 of the Code of Civil Procedure, 1908.

Viva-voce 10

Viva-voce examination of 10 marks will be mainly on the above practical works to test the understanding of the students on the topics besides general principles of drafting, pleadings and conveyancing.

Note 1: The practical exercises (minimum 15 for Drafting and minimum 15 for Conveyancing) should regularly be submitted by the students to the teacher of the paper throughout the semester for continuous evaluation.

Note 2: The evaluated exercises along with the list of the marks awarded would be placed before the external examiner at the time of viva-voce examination. The teacher of this paper would be internal examiner who along with the external examiner would jointly award final marks on the exercises and viva-voce examination.

Prescribed Legislation:

The Code of Civil Procedure, 1908, Orders VI to VIII.

Recommended Books:

1. M.C. Agarwal and G.C. Mogha, *Mogha's The Law of Pleadings in India*
2. J.M. Srivastava and G.C. Mogha, *Mogha's The Indian Conveyancer*
3. M.R. Mallick, Ganguly's, *Civil Code: Practice and Procedure*
4. C.R. Datta and M.N. Das, *De Souza's, Forms and Precedents of Conveyancing.*
5. N.S. Bindra, *Conveyancing*, Vol. 1-5, Law Publisher, Allahabad

Optional Subject

a) Intellectual Property Rights

(Credit: 4)

Paper code – LW 505

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

<u>Details of Syllabus</u>	<u>Marks</u>
Unit – I	20

The Patents Act, 1970

1. Object of the statute, definitions, invention patentable inventions, inventor and his rights,
2. Procedure for grant of patent from its application to the grant of patent, including who may apply for a patent, specification, opposition to grant of patent, Patent of addition, Product patent and process patent, Effect of grant of patent, Term of patent, Renewal of patent, Lapse of patent and its restoration.
3. Patentee, his rights and obligations; Limitations on patentee's rights-government use; Compulsory licenses; Government use of Invention and its acquisition, Assignment and license of patent, and avoidance of restrictive conditions,
4. Revocation and surrender of patents
5. Infringement of patents, and remedies, Threat of Infringement Proceeding
6. Exclusive Marketing Rights, Patent Agents, International Arrangements

Unit – II

20

The Copyright Act, 1957

1. Nature and purpose of copyright, Works in which copyright subsist, Author and first owner of copyright, Owner of Copyright, Broadcast reproduction right and performer's rights, Term of Copyright, Registration of copyright and its effect.
2. Rights conferred by copyright Broadcast Reproduction right, Assignment, transmission and relinquishment of copyright, -Voluntary and compulsory.
3. Infringement of copyright, Remedies for infringement, Offences and criminal proceeding, Acts not constituting Infringement, Groundless threat of legal proceedings.
4. Copyright Societies, International copyright

Unit – III

The Trade and Merchandise Marks Act, 1958/ The Trade Marks Act, 1999

(The Act of 1999 will be taught after it has come into force, but it shall not be part of an examination unless it is brought into force at least three months before the examination).

1. Object and purpose of the Act, Definitions, Mark; Trade mark Certification Mark; Associated Trade Marks, Collective Marks, Deceptive similarity, Well-known marks
2. Procedure and duration of registration including classification of goods, refusal of registration, limitations, which marks can registered, Registration of trademarks, Certification marks and Associated marks and its effect and advantages, Rights conferred by registration, Consequences of non-registration Renewal, removal and restoration of registration Effect of non-use.
3. Rights of a proprietor of a trade mark; Assignment and Transmission of Various types of trademarks, Restrictions of assignment, Use of trademarks and Registered Users
4. Rectification and correction of register.
5. Infringement and passing off, jurisdiction of Courts Groundless threat of legal proceedings, Remedies, Appellate Board, its jurisdiction and procedure (under the Act of 1999), Offences and penalties, Marking of goods.

20

Unit – IV

The Designs Act 2000

1. Object and purpose of the Act, Definition
2. Design, registrable design
3. Procedure for registration of design, Copyright in design, Term of a registered design, Marking of goods and its effect,
4. Rights of a proprietor of a registered design, Assignment and transmission and avoidance of restrictive conditions. 5. Piracy of registered design, remedies and procedure, groundless threat of legal proceedings.

10

Unit – V

Other types of intellectual property

(These will be taught after the respective statutes concerning them have come into force, but these shall not be part of an examination unless the relevant statute is brought into force at least three months before the Examination) Concept, definition, nature of their

rights, including when these are registrable and when they cannot be registered in respect of the following types of intellectual property

- (a) Geographical indications
- (b) Semi Conductor integrated Circuits layout design
- (c) Plants Varieties.

10

Unit – VI

Intellectual Property in general:

A special type of property, its nature and characteristics; comparison of intellectual property. The object and purpose of protection of each of them. International nature of intellectual property.

Text Books :

- (1) Intellectual Property Law - P Narayanan
- (2) Patents, Trade Marks Copyright, Designs and Geographical Indications - B L Wadhera
- (3) Management of Intellectual Property - Satyawrat Ponkshe

Reference books:

- (1) Patent Law - P Narayanan
- (2) Copyright and Industrial Designs - P Narayanan
- (3) Trade Marks and Passing off - P Narayanan
- (4) Iyengar's Copyright Act- R G Chaturvedi
- (5) Intellectual Property - W R Cornish
- (6) Cases and Materials on Intellectual property - W R Cornish
- (7) Intellectual Property Rights - Unleashing the knowledge Economy –
Prabuddha Ganguli

LL.B. IIIrd Year, SEMESTER – VI

**The Code of Criminal Procedure, 1973, Juvenile Justice Act, 2015
and Probation of Offenders Act, 1958**

Paper code – LW 601

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

Unit 1: Introduction

20

- 1.1 Importance of Criminal Procedure, (S 6)
- 1.2 Classes of Criminal Courts, Powers and Jurisdiction (Ss. 7, 9-19, 26-35)
- 1.3 Executive Magistrates (Ss. 20, 21, 22, 23)
- 1.4 Powers (Ss. 106-124, 129-132, 133-148, 177-189)
- 1.5 Powers of Police Officers (Ss. 36-40)

Unit 2: Arrest of Persons, Rights of arrested Persons (Ss. 41-57)

20

- 2.1 First Information Report (S. 154)
 - Evidentiary value of F.I.R.
- 2.2 Summons and warrant of arrest (Ss. 61-69, 70-81)
- 2.3 Proclamation and Attachment (Ss. 82-86)
- 2.4 Search warrant (Ss. 93-105)
- 2.5 Maintenance of wife, children and parents (Ss. 125-128)
- 2.6 Police Investigation (Ss. 154-175)
- 2.7 Bail – Anticipatory Bail (SS 437-439)

Unit 3: Condition requisite for initiation of proceedings (Ss. 196-199)

20

- 3.1 Public Prosecutors (Ss. 24, 225-226)
- 3.2 Complaints to Magistrates and commencement of proceedings (Ss. 200- 210)
- 3.3 Charges and Joinder of Charges (Ss. 211-224)

Unit 4: Trials

20

- 4.1 Trial before Court of Sessions (Ss. 227-237)
- 4.2 Trial of Warrant Cases
 - a. Instituted on police report (Ss. 238-243)
 - b. Instituted on other than police report (Ss. 244-247)

4.4 Summary trials (Ss. 260-265)

4.5 Plea Bargaining (Ss. 265A-265L)

4.6 Commissions for the examination of witnesses (Ss. 284-291 and 291 A)

4.7 General Provision for enquiry and trial (Ss. 300-311A, 318-321, 323, 326, 328, 329, 344, 348)

20

Unit 5: Appeals, Revisions etc.

5.1 Appeals (Ss. 372-394)

5.2 Revisions (Ss. 395-405)

5.3 Transfer of criminal cases (Ss. 406-412)

5.4 Execution of order

Recommended Books:

1. Ratanlal & Dhirajlal, Criminal Procedure Code

2. M.P. Tandon, Criminal Procedure Code

3. K.N. Chandrasekharan, Pillai, Kelkar's Criminal Procedures Code

Professional Ethics, Bar Bench Relations and Accountancy for Lawyers

(Credit: 4)

Paper code – LW-18- 603

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

30

Unit – 1

1) Professional Ethics:-

Meaning and Scope, development of legal profession and its responsibilities, conduct of Lawyers in court, professional conduct in general, privileges of Lawyers, salient features of Advocates Act 1961, Bar Council Code of Ethics.

2) Duties of Advocate towards the court –

Duty to the opponent, to his clients, duty to self, duty to public and state.

3) Disciplinary Proceedings –

Professional misconduct, disqualification, functions of Bar Council of India/ State Bar Councils in dealings with disciplinary proceedings.

Disciplinary Committees - Powers and removal from rolls.

30

Unit – 2

1) Bar bench relations –

Meaning, necessity, nature and scope

2) Contempt of Courts Act, 1971-

Concept of contempt of court, Definition, kinds of contempt, Procedure, Punishment for contempt, Defenses under contempt of Court Act.

20

Unit – 3

Accounting system for lawyers –

- Need for maintenance of accounts
- Books of accounts that need to be maintained
- Theoretical information about the cash books, ledgers, purchase register, capital amount.
- Writing of Ledger, Sub- Ledgers including that of accounts receivables
- Bank Book
- Bank Reconciliation statements

- h. Preparation of Trial Balance
- i. Preparation of Income and Expenditure
- j. Preparation for Balance sheet

20

Unit – 4

Selected cases prescribed for study :

- 1) Bar Council of Maharashtra Vs. M. V. Dabholkar etc. AIR 1976 SC 242
- 2) V. C. Rangadurai Vs. D. Gopalan & Others AIR 1979 SC 201
- 3) P D Khandekar Vs. Bar Council of Maharashtra (1984) 2 SCC 556
- 4) M Veerabhadra Rao Vs. Bar Tek Chand (1984) Supp. SCC 571
- 5) P J Ratnam Vs. D Kanikaram AIR 1989 SC 245
- 6) In Re V. C. Mishra AIR 1995 SC 2348
- 7) Prahlad Saran Gupta Vs. Bar Council of India (1997) 3 SCC 585
- 8) V P Kumaravelu Vs. Bar Council of India (1997) 4 SCC. 266
- 9) D P Chaddha Vs. T N Mishra AIR 2001 SC 457
- 10) Harish Chandra Tiwari Vs. Baiju AIR 2002 SC 548.

Recommended books and readings:

- 1) Krishnamurty Iyer, Advocacy
- 2) Rao Sanjeev, Advocates Act 1961
- 3) Iyer K. J. Law of Contempt of Court, Legislature and Public Servants
- 4) J. R. Batloboi, Book Keeping and Accountancy
- 5) Shukla and Grewal, Advanced Accountancy
- 6) B. S. Raman- Accountancy
- 7) N. R. Madhava Menon (ed) – Clinical Legal Education (1998)
- 8) Dr. B. Malik (ed) – Art of Lawyers
- 9) JPS Sirghi, Professional Ethics, Lawyers Accountability, Bench Bar Relationship
- 10) Kailash Rai : Professional Ethics, Accountancy for Lawyers, Bench Bar Relation
- 11) Gupta S. P.: Professional Ethics, Accountancy for Lawyers, Bench Bar Relation

Land Laws

Paper code – LW 604

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>
Unit - 1. The Maharashtra Rent Control Act, 1999	25
Unit - 2. The Maharashtra Land Revenue Code, 1966	25
Unit - 3. The Bombay Tenancy and Agricultural Lands Act, 1948	25
Unit - 4. The Maharashtra Agricultural Land (Ceiling) Act, 1961	25

Books Recommended :

1. D. V. Parulekar - The Bombay Tenancy and Agricultural Land Act, 1948.
2. D. H. Choudhary - The Maharashtra Land Revenue Code, 1966.
3. Govt. Publication - Agricultural Land Ceiling Act, 1961.
4. Gupte A. K. and Dighe S. D. - Maharashtra Land Revenue Code, 1966.
5. Gupte K. S. - Bombay Tenancy and Agricultural Land Act, 1948.
6. The Maharashtra Rent Control Act, 1999.

Practical Training and Moot Courts

(Credit: 4)

Paper code

Full Mark: Paper 60 + Internal Assessment 40]

Pass mark]

Details of	Marks

Unit 1: M	30

Every student will do at least 3 (three) moot courts with 10 marks each. Each moot court will be assigned a problem and it will be evaluated as follows:

1. Written marks

2. Oral marks

Unit 2: Trial in two cases :	30

2.1 One Marks

2.2 One C 5 marks

Students not more than 10 (ten) students will attend two trials in the course of the last years of law course. They will maintain a record and enter the various stages during their attendance on different days in the court assignment.

Unit 3: Techniques and Pre-trial preparations	30

Two sessions of clients: 15 marks

Observation of documents and court papers: 15 marks

Each student will observe 2 (two) interviewing sessions of clients at the Lawyers' Office/ Legal Aid Office and record the proceedings in the diary which will carry 15 marks.

Each student will observe the preparation of documents and court papers by the Advocate for the filing of the suit/petition. This will be recorded in the diary which will carry 15 marks.

Viva Voc [on all the above three aspects]	10

Note 1: Visits on Moot Courts, Written Records of Observance of Trials in Courts and diaries regarding Interviewing Techniques and Pre-trial preparations must be submitted to the teacher of this paper regularly and the teacher will evaluate those continuously throughout the semester and award marks.

Note 2: All the evaluated works along with the list of marks awarded would be placed before the external examiner at the time of viva-voce examination. The teacher of this paper would be internal examiner who along with external examiner would jointly award final marks on the above works and viva-voce.

Soft Skills

(Credit: 2)

Paper code – LW 108

Full Marks: 50

Pass marks: 25

Details of Syllabus

Unit	Name of the Topic
01	Communication Skills Importance of Communication, Communication Process, Components of Effective Communication, Effective Listening Skills, Types of Communications, 7Cs of Communication
02	Personality Development & Self Grooming Aspect of personality: Physical, Professional, spiritual, Mental.
	SELF ANALYSIS: Understanding self: Attitude, aptitude, assertiveness, self esteem, Confidence building. Concept of motivation
	SELF DEVELOPMENT Stress Management-Concept, causes, effects, remedies to Avoid/minimize stress. Health Management – Importance, dietary guidelines and exercises. Time management- Importance, Process of time planning, Urgent Vs importance, Factors leading to time loss and ways to handle it, Tips for effective time management. Emotion-concept, types, controlling, emotional intelligent. Creativity-concept, factors enhances creativity. Goal setting-concept, setting smart goal.
	Positive attitude: The power of Positive Attitude, Ways to develop a positive attitude.
03	FORMAL WRITTEN SKILLS Office Drafting: Circular, Notice, and Memo. Job Application with resume. Business Etiquettes. Business correspondence: Enquiry, Order letter, Complaint letter, and Adjustment letter. Report writing: Structure of Report, Report Styles
04	PRESENTATION SKILLS Body language, Dress like the audience, Posture, Gestures, Eye contact and facial expressions. Presentation Skill, Stage fright Voice and language - Volume, Pitch, Inflection, Speed, Pause Pronunciation, Articulation, Language, Practice of speech.

05	GROUP DISCUSSION AND INTERVIEW TECHNIQUE • Introduction to group discussion • Ways to carry out group discussion, Parameters— Contact, body language, analytical and logical thinking, decision making • Interview technique: Necessity, Tips for handling common questions.
06	PROBLEM SOLVING • Steps in problem solving, • Identify and clarify the problems • Information gathering related to problem, • Evaluate the evidence, • Consider alternative solutions and their implications • Choose and implement the best alternative • Review • Problem solving technique(any one technique may be considered): 1. Trial and error 2. Brain storming 3. Lateral thinking
07	WORKING IN TEAMS • Understand and work within the dynamics of a groups. • Tips to work effectively in teams. • Establish good rapport, interest with others and work effectively with them to meet common objectives. • Tips to provide and accept feedback in a constructive and • Considerate way • Leadership in teams, handling frustrations in group.
08	TASK MANAGEMENT • Introduction • Task identification • Task planning, organizing and execution. • Closing the task

TMV's
Lokmanya Tilak Law College,
Pune

Academic Year 2021-22

B.A.LL.B. Five Year Course
Syllabus

B.A.LL.B. IIIrd Year, SEMESTER – V

Law of Contract - I

Paper code – LW-18- 5001

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

(General Principles of Contract and Specific Relief Act)

<u>Details of Syllabus</u>	<u>Marks</u>
Unit – I	30
General Principles of Contract	
1. Nature of Contract: Meaning, definition and elements, Kinds of agreements and contract	
2. Offer & Acceptance: definition, modes, legal rules as to offer, offer distinguished from invitation to offer, lapse of offer, Standard Form Contracts. Acceptance: definition, models, legal rules as to Acceptance, effect of silence on acceptance.	
3. Consideration – Meaning, definitions, legal rules as to consideration; - “No Consideration : No Contract” and exceptions; Difference between Indian and English Law.	
4. Doctrine of privity, and exceptions.	
5. Legality of Object and Consideration - Consideration/ Object not lawful; Unlawful agreements. Agreements against public policy; Consequences of Illegality.	
6. Other Legal Formalities - Contracts required to be in writing; Contracts required to be registered.	
7. Communication of offer, acceptance and revocation - Rules regarding communication, contracts through post, contracts by telephone and telex.	
8. Intention to create legal relations - Intention, types, social/domestic agreements, commercial/business agreements; when no contract	
Unit – II	25
1. Capacity of Parties - Minor, law relating to minor’s agreement; persons of unsound mind; persons disqualified by law.	
2. Free Consent - Definition, Ingredients of Free Consent - a) Coercion; b) Undue Influence; c) Fraud; d) Misrepresentation; e) Mistake	
3. Void Agreements – Nature; Agreements declared to be void.	

- b. Agreement in restraint of trade
- c. Agreement in restraint of legal proceedings
- d. Uncertain agreement
- e. Wagering agreement
- f. Agreement to do impossible acts.
- g. Object of Consideration, Unlawful in part.

4. Contingent or Conditional contracts - Definition, essential characteristics of a contingent contract. Rules regarding contingent contracts.

Unit – III

25

1. Performance of contract - Offer to performance - tender, By whom contracts must be performed. Reciprocal promises, Time and place of performance: Assignment of right and liabilities.

2. Discharge of Contracts - Meaning

Modes of discharge -

- a. Discharge by performance
- b. Discharge by mutual consent;
- c. Discharge by subsequent impossibility – doctrine of frustration;
- d. Discharge by operation of law;
- e. Discharge by breach of contract – anticipatory breach of contract.
- f. Material alteration

3. Remedies for Breach of Contract - Consequences of Breach, Different Reliefs:

- a. Rescission
- b. Damages - liquidated damages and Penalty;
- c. *quantum meruit*;
- d. Specific performance;
- e. Injunction;
- f. Rectification
- g. Cancellation.

4. Quasi contracts - Under English and Indian law, - certain relations resembling those created by contracts

- a. Supply of necessities to incompetent person
- b. Reimbursement of interested person
- c. Liability to pay for non-gratuitous acts
- d. Finder of goods

e. Delivery by mistake or under coercion

20

Unit – IV

Specific Relief Act, 1963

Specific performance – Section 9, 10, 14, 15, 16, 19, 20, 21-24,

Rectification – Section 26,

Rescission – Section 27,

Cancellation – Section 31,

Injunctions – Sections 36 to 42,

Principles involved in the grant of above reliefs.

Recommended reading:

Avatar Singh - Indian Contract Act

Mulla - Indian Contract Act.

Anson - Principles of the English Law of Contract

P R Desai - Principles of Law of Contract

Pollock and Mulla - Indian Contract and Specific Relief Acts

Subba Rao GC Law of Contract I & II

Anand & Iyer - Specific Relief

Kapoor SK- Contract along with Specific Relief Act, 1963

Family Law-I

(Laws Relating To the Marriage, Divorce, Maintenance, Adoption, Guardianship)

Paper code – LW 5002

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

Unit – I	15

1. Introduction –

Concept, Nature and Evolution of the Family Along With the Various Personal Laws in India.

2. Nature, Sources and Schools of

- a. Hindu Law
- b. Muslim Law

Unit – II	45

1. Marriage

- a. Formation
- b. Duration
- c. Disruption

2. Matrimonial Reliefs

- a. Restitution of conjugal rights
- b. Judicial separation
- c. Divorce
- d. Nullity of marriage
- e. Dissolution

3. Law of Maintenance (Hindu and Muslim law)

- a. Claim of spouses
- b. Claim of parents and children
- c. Alimony (pendent elite and permanent)

Unit – III	15

1. Adoption

2. Minority and Guardianship

Unit – IV

15

The Special Marriage Act 1954

Unit – V

Recent Development in Family Law

Statutes

10

1. The Hindu Marriage Act, 1955
2. The Hindu Adoptions and Maintenance Act, 1956
3. The Hindu Minority and Guardianship Act, 1956
4. The Christian Marriage Act, 1872
5. The Indian Divorce Act, 1869 (as amended by Amendment Act 49 and 51 of 2001)
6. The Parsi Marriage and Divorce Act, 1936
7. The Special Marriage Act, 1954
8. The Muslim Women's (Protection on Divorce) Act, 1986
9. The Dissolution of Muslim Marriages Act.

Recommended books and reading

1. Desai Kumud, Law of Marriage and Divorce
2. Diwan Paras Modern Hindu Law
3. Mayne's Hindu Law and Usage
4. Diwan Paras, Family Law
5. Dr. T.V. Subbarao Family Law in India
6. Mulla, Principles of Mahommedan Law
7. Mahmood Tahir, Muslim Law of India.

Law of Crimes

Paper code – LW 5003

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>
Unit 1: Introduction	20
1.1 Conception of Crime	
1.2 Elements of criminal liability	
1.2.1 Author of crime -- natural and legal person -- human being	
1.2.2 <i>Mens rea</i> -- evil intention	
1.2.3 Act in furtherance of guilty intention	
1.2.4 Injury to another	
1.3 Stages of a crime	
1.3.1 Intention to commit an offence	
1.3.2 Preparation	
1.3.3 Attempt (SS. 511, 307)	
1.3.4 Accomplishment	
1.4 Salient features of I.P.C.	
1.4.1 Definitions	
1.4.2 Jurisdiction -- Territorial -- Personal	
1.4.3 General Explanation	
1.4.4 Group liability -- Common intention -- Common object. (SS. 34, 149)	
1.4.5 Punishment	
1.4.6 White collar crime	
Unit 2: General Exceptions: Factors negating guilty intention (SS. 76 -106)	15
2.1 Mental incapacity	
2.1.1 Minority	
2.1.2 Insanity -- Medical and legal insanity	
2.2 Intoxication -- involuntary	
2.3 Private defence : Justification and limits	

body and property.

2.3.2 Necessity

2.3.3 Mistake of fact

2.4 Abetment

2.5 Criminal Conspiracy

Unit 3: Offences against State and the Public

15

3.1 Offences against the state

3.1.1 Waging war against the government of India. (SS. 121, 121A, 122, 123).

3.1.2 Assaulting high officers (S. 124).

3.1.3 Sedition (S. 124A).

3.1.4 Waging war against a power at peace with the government of India.

3.2 Offences against public Tranquility

3.2.1 Unlawful Assembly (S. 141)

3.2.2 Rioting (SS. 146, 147)

3.2.3 Promoting enmity between different classes (S. 153 A)

3.2.4 Affray (SS. 159, 160)

Unit 4: Offences affecting human body and the reputation

25

4.1 Unlawful homicide-

4.1.1 Culpable homicide (S. 299)

4.1.2 Murder (S. 300)

4.1.3 Homicide by rash or negligent act (S. 304 A)

4.1.4 Suicide (S. 309)

4.1.5 Dowry death (304 B)

4.2 Hurt and grievous hurt (319 -338)

4.3 Wrongful restraint (339)

4.4 Wrongful confinement (340)

4.5 Criminal force (349 and 350)

4.6 Assault (351-358)

4.7 Kidnapping and Abduction (359- 374)

4.8 Sexual Assault (Rape) and other sexual offences (375- 377)

4.10 Cruelty to married woman (S. 498 A)

4.11 Defamation (409-500)

5.1 Theft (S. 378)

5.2 Extortion (S. 383)

5.3 Robbery (S. 390)

5.4 Dacoity (S. 391)

5.5 Criminal misappropriation of property (S. 403)

5.6 Criminal Breach of Trust (S. 405)

Recommended Books:

1. Ratan Lal and Dhiraj Lal – The Indian Penal Code.
2. K.D. Gaur – Criminal Law – Cases and Materials (2008), Butterworths India.
3. Prof. T. Bhattacharyya – The Indian Penal Code.
4. S.N. Misra – The Indian Penal Code.
5. R.C. Nigam – Law of Crimes in India, Vol. I & II

Constitutional Law – I

Paper code – LW-18- 5004

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks
Unit 1: Preamble, Indian Territory & Citizenship	20
1.1 Nature of state Proposed	
1.2 Sovereign, Socialist, Secular, Democratic, Republic	
1.3 Justice, Liberty, Equality, Fraternity	
1.4 India and its territory	
1.5 Citizenship under the Constitution (Articles 5-11)	
1.6 Citizenship under the Citizenship Act, 1955 (as amended upto date)	
1.7 The Foreigners Act, 1946 and The Foreigners Rules, 1964	
1.8 The Passports Act, 1967	
Unit 2: Fundamental Rights – I	20
2.1 Concept of the State (Art. 12)	
2.2 Concept of Law (Art. 13)	
2.3 Doctrine of Severability, Eclipse and Waiver	
2.4 Equality (Art. 14, 15, 16, 17)	
Unit 3: Fundamental Rights – II	20
3.1 Freedoms (Art. 19, 20)	
3.2 Right to life and liberty (Art. 21, 22)	
3.3 Right to education, Art. 21-A	
3.4 Right against exploitation (Art. 23 and 24)	
Unit 4: Fundamental Rights – III	20
4.1 Right to freedom of religion (Art. 25 – 28)	
4.2 Cultural and Educational rights of minorities (Art. 29 and 30)	
4.3 Saving of certain laws (Art. 31-A, 31-B, 31-C and Ninth schedule)	
4.4 Right to Constitutional Remedies and Judicial Review	

5.1 Directive Principles of State Policy (Art 37, Art 38, Art 39,

Art 39-A, Art 41, Art 44, Art 45, Art 46, Art 47, 48-A, Art 49, Art 51)

5.2 Fundamental Duties (Art 51 – A including Art 51 – A (K))

Recommended Books:

1. J.N. Pandey – Constitutional Law of India.
2. V.N. Shukla – Constitutional Law of India.
3. M.P. Jain – Constitutional Law of India.
4. D.D. Basu – Shorter Constitution.
5. Brij Kishore Sarma -- Constitutional Law of India.
6. Constitutional Assembly Debate Vol. 1 to 12 (1989).
7. Granville Austin. The Indian Constitution : Cornerstone of a Nation 1966.

Family Law - II

Paper code – LW 6002

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Law relating to succession and property to Hindus, Muslims, Christians and Parsis (including State laws) (with Latest amendments and up-to-date case-law)

<u>Details of Syllabus</u>	<u>Marks</u>

Unit – 1	25

Hindu Law

1. Hindu Joint Family System
2. Mitakshara Joint Family
3. Coparcener and Right of Coparcener
4. Classification of Property
5. Karta of Joint Family
6. Dayabhaga Joint Family
7. Son's pious obligation
8. Alienation
9. Partition
10. Stridhan / Woman's estate

Unit – 2	25

The Hindu Succession Act, 1956

Unit – 3	25

Law relating to Muslims, Christians and Parsis

1. Mahomedan law of succession-principles of inheritance
2. Wakf
3. Gift
4. Pre-emption
5. Wills

Unit – 4	25

The Indian Succession Act, 1925

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1. Diwan Paras, Family Law
 2. Mulla, Principles of Mahomedan Law
 3. Mulla, Principles of Hindu Law
 4. Tahir Mahmood, Hindu Law
 5. Mayne, Hindu Law and Usage
 6. Derrett J.D.M., Introduction to Modern Hindu Law
 7. Paruck, The Indian Succession Act (latest edition)
 8. Tahir Mahmood, The Muslim Law of India
 9. Subba Rao G.C.V., Family Law

B.A.LL.B. IIIrd Year, SEMESTER – VI

Law of Contract - II

Paper code – LW-18- 6001

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

Unit - 1.	25

1. Indemnity and Guarantee

a. Contract of indemnity (S.124-125)

b. Contract of guarantee (S.126- 147)

Distinction between contracts of indemnity and guarantee, Continuing guarantee and its revocation, Discharge of surety.

2. Bailment and Pledge (S. 148-171)

a. Bailment- Definition, kinds of bailment, distinction between bailment and license, bailment and sale, rights and duties of a bailee, rights and duties of a bailor, rights of a bailee against wrong doer, termination of bailment, finder of lost goods, rights of finder of goods.

b. Pledge (S. 172-181)

Definition, bailment and pledge, essentials of pledge, rights and duties of pawnor and pawnee.

3. Agency (S. 182-238)

a. Agent, Principal, Appointment and authority of agent, sub-agents, kinds of agency, creation of agency, renunciation of agency and revocation of authority.

b. Duties of principal and agent towards each other, effect of agency on contracts with third persons.

c. Rights and duties of agent, rights and duties of principal, principal's liability for acts of the agent, liability of undisclosed principal, liability of pretended agent personal liability of agent to third parties, termination of agency.

Unit – II

25

Indian Partnership Act, 1932

1. Preliminary

2. Nature of Partnership-

Definition of partnership firm; Mode of determining existence of partnership; Distinction between Partnership and Co-ownership, Partnership and Joint Hindu Family Business, Partnership and Company.

3. Relations of partners to one another

Rights of partner, duties and liabilities of partner, property of firm and its application

4. Relations of partners to third parties:

Authority of the partner, liability of firm for partner's acts, liability by 'holding-out', rights of a transferee of a partner's interest, law relating to minors admitted to the benefits of partnership.

5. Incoming and outgoing partners:

New partner, retirement of the partner, rights and liabilities of an outgoing partner, expulsion of a partner, deceased partner

6. Dissolution of a partnership firm:

Mode of dissolution, rights and liabilities of partners after dissolution, rules of settlement of accounts after dissolution.

7. Registration of a firm:

General provisions of registration, effect of registration, effect of non-registration.

Unit – III

25

Sale of Goods Act, 1930.

1. Preliminary

2. Formation of The Contract

General principles of contract of sale, distinction between sale and agreement to sell. Condition and Warranties -Definition of condition and warranty, express and implied condition and warranty, doctrine of caveat emptor

3. Effect of Contract

Transfer of property as between seller and buyer, transfer of title on sale.

4. Performance of the contract of sale

Rules as to delivery of goods.

5. Rights of unpaid seller against the goods,

Definition of unpaid seller, unpaid sellers' right, sellers' lien, stoppage-in-transit, Right of re-sale.

6. Suits for breach of contract of Sale -

Remedies for breach of contract, repudiation of contract of sale before the date delivery.

Unit – IV

Negotiable Instruments

1. Negotiable Instruments – Definition

- a) Promissory Note
- b) Bill of Exchange – distinction between bill & promissory note
- c) Cheques – Crossing of cheques

2. Parties to Negotiable Instruments –

- a) Holder – Rights & Powers
- b) Holder in due course – Rights & Privilege

3. Endorsement –

- a) Kinds of Endorsement
- b) Effect of Endorsement

4. Presentment of Negotiable Instrument

- a) Presentment for Acceptance
- b) Presentment for Sight
- c) Presentment for Payment

5. Payment & Crossing of Cheques

6. Liabilities of Parties to Negotiable Instruments

- a) Liability of Drawer
- b) Liability of Drawee
- c) Liability of the Banker
- d) Forged Instrument
- e) Forged Endorsement
- f) Bearer Instruments

7. Dishonour of Cheque

- a) Dishonour by Non-Acceptance
- b) Dishonour by Non- Payment
- c) Notice of Dishonour
- d) Penalties in case of Dishonour of cheque

8. Discharge of Negotiable Instruments

- a) Discharge of an Instrument
- b) Discharge of a Party.

1. Indian Contract Act, 1872
2. Indian Partnership Act, 1932
3. The Sale of Goods Act, 1930
4. Negotiable Instrument Act, 1881

Recommended books and readings

1. Avtar Singh, Law of Contract
2. Mulla, Indian Contract Act
3. Mulla, Sale of Goods Act and Partnership Act
4. Bangia R K, Indian Contract Act
5. Desai P R, Principles of Law of Contract
6. Pollock and Mulla, Indian Contract Act and specific Relief
7. W. R Anson, Principles of English Law of Contract
8. Pollock and Mulla, Sale of Goods Act and partnership Act
9. Agarwal, sale of Goods Act, 1930 and Partnership Act. 1932
10. Avtar Singh, Law of Partnership
11. Kapoor S.K, Law of Contract.
12. Chitty, On Contract

Constitutional Law – II

Paper code – LW-18- 6004

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks
Unit 1: The Union and The State	20
1.1. The Union and State Executive.	
1.1.1. The President and the Vice President's qualifications, election, term of office, powers, impeachment. (Articles-52-72)	
1.1.2. Governor-Appointment and powers. (Arts 153-161)	
1.1.3. Nature, scope and extent of executive power of the Union and States. (Arts. 73,162)	
1.1.4. Relationship of the President/Governor with the Council of Ministers. (Arts. 74,75,77,78,111,102,103 (2), 217 (3), 163)	
1.2. Parliament and State Legislatures.	
1.2.1. Composition of Parliament and State Legislatures.	
1.2.2. Qualification/Disqualification of Members.	
1.2.3. Powers, privileges and immunities of parliament/ State Legislatures and its members (Arts. 105,194).	
1.2.4. Parliamentary privilege and fundamental rights.	
Unit 2 Union and State Judiciary:	20
2.1 Union Judiciary- Supreme Court of India (Arts. 124-147) composition, appointment and removal of judges of Supreme Court.	
2.2 State judiciary-High Court in the States.	
2.3 Jurisdiction of Supreme Court – original jurisdiction, appellate jurisdiction, statutory appeal, special leave to appeal power of review, advisory jurisdiction.	
2.4 Writs (Arts. 32 & 226)	
2.5 Judicial review, independence of judiciary and judicial activism.	
Unit 3: Relationship between the Union and the States:	20
3.1 Distribution of legislative powers. (Arts 245-255)	
3.2 Administrative relation. (Arts 256-262)	
3.3 Financial relation. (Art. 264-267)	

4.1 Emergency provisions-meaning and scope.

1.1.1 Proclamation of emergency. (Arts. 352,358,359)

1.1.2 Grounds of imposition of state emergency in states. (Arts. 356-357)

1.1.3 Financial emergency. (Art. 360)

1.1.4 Emergency and its effect.

1.2 Amendment of the Constitution

1.2.1 Power of the Parliament to amend the Constitution and procedure. (Art.368)

4.2.2 Limitation upon constitutional power: doctrine of basic feature / structure.

Unit 5: Freedom of Trade, Commerce and Inter-Course and Services under the Union and the States and election: 20

Freedom of Trade, Commerce and intercourse (Arts. 301-307) -

- Meaning of Freedom of Trade, Commerce and Intercourse
- Power of Parliament
- Restrictions

Services under the union and the states-

- Doctrine of Pleasure
- Protection against arbitrary dismissal removed or reduction in rank
- Inception to Art. 311
- Election

Recommended Books:

1. Constitutional Law of India by J.N. Pandey.
2. Constitutional Law of India by V.N. Shukla.
3. Constitutional Law of India by M.P. Jain.
4. Constitutional Law of India by Brij Kishore Sharma.
5. Shorter Constitution by D.D. Basu.

Labour Laws

Paper code – LW-18- 6003

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>

It is notified for the information of all concerned that the University Authorities have decided that the number of Act minimized to six Acts instead of eight Acts. Six Acts are mentioned below

Unit -1. Industrial Dispute Act, 1947	20
Unit - 2. The Factories Act, 1948	20
Unit - 3. The Minimum Wages Act, 1948	15
Unit - 4. The Workmen's Compensation Act, 1923	15
Unit - 5. Employees State Insurance Act, 1948	15
Unit - 6. The Payment of Wages Act, 1936	15

Recommended books and readings

1. Malik P. L. Handbook of Labour and Industrial Law.
2. Malhotra O.P. Industrial Disputes Act, 1947
3. Shrivastava K.D., Commentaries on all Labour Laws
4. Kothari G.M., A study of Industrial Law
5. Sachedeva, Industrial and Labour Law
6. Reports of the National Commission on Labour I / II
7. Recommendation and Conventions of ILO

B.A.LL.B. IVth Year, SEMESTER – VII

**Property Laws including Transfer of Property Act, 1882
and Easement Act, 1882**

Paper code – LW-18- 7001

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

Unit 1: Introduction:	10

1.1. Definition, Object and Scope of the Act.

1.2. Transfer of Property- movable and immovable.

1.3. Interpretation Clause- 'Immovable clause', 'Instrument', 'Attested', 'Registered', 'attached to the earth', 'actionable claim', 'notice', 'actually express and constructive notice.

1.4. Vested and Contingent interest, Difference, Conditional Transfer, Difference between Contingent interest and spes-successionis.

Unit 2: Transfer of Property by Act of Parties:	20

2.1 Sec. 6- Spes-successionis, Mere right of re-entry, Easements, Restricted interest, Right to future maintenance, Mere right to sue, Pensions and stipends,

2.2 Sec. 7- Persons competent to transfer, Easements of valid transfer, Competency of transfer.

Sec. 8- Operation of transfer.

Sec. 9- Oral transfer.

Sec. 10- Conditions restraining alienation.

2.3 Sec. 14- Rule against perpetuity- Object, Maximum remoteness of vesting, ultimate beneficiary in mothers' womb, Exceptions to the Rule.

2.4 Sec. 26 to 29- Condition Precedent and Condition subsequent; Fulfillment of Condition Precedent and Condition subsequent

2.5 Sec.35- Doctrine of Election.

Unit 3: Transfer of Immovable Property	20

3.1 Sec.38- Transfer by person authorized only under certain circumstances to transfer.

3.2 Sec.39- Transfer where third person is entitled to maintenance.

3.3 Sec. 40- Burden of obligation imposing restriction on use of land or of obligation annexed to ownership, but not amounting to interest of easement.

3.4 Sec. 41- Transfer by Ostensible Owner, Benami Transaction Act, 1988.

Sec. 42- Transfer by person having authority to revoke former transfer, Sec. 44 & 47, Transfer by Co-owner, Sec. 44-46, joint transfer for consideration, Sec. 48 & 78- Priority of Rights created by Transfer. Sec. 49- Transferee's rights under policy.

3.5 Sec. 50-51- Bonafide holders under defective title. Sec. 52- Transfer of property during pendency of suit. (Doctrine of Lis Pendens). Sec.53- Fraudulent Transfer, voidable by creditors.

Sec. 53A- Doctrine of Part- Performance, Partial information of equity of redemption, difference between English and Indian Law.

Unit 4: Sales of Immovable Property:

15

4.1 Sec. 54- Definition of Sale, how made, 'Contract for sale', Essential of valid sale.

4.2 Hire- purchase agreements, Distinction between sale and exchange, Distinction between sale and gift.

4.3 Sec. 55- Rights and liabilities of buyer and seller.

4.4 Sec. 56- Marshalling by subsequent purchase.

4.5 Sec. 57- Provision by Court for encumbrances and sale freed therefrom.

Unit 5: Mortgages, Leases, Exchanges, Gift & Actionable Claims :

20

5.1 Sec. 58- Mortgages- Definition and Essential its kinds of Rights and Liabilities of Mortgagors and Mortgagees. Sec. 100- Charges- Definition and kinds- Distinction between charge and mortgage, charge and lien.

5.2 Sec. 105- Leases – Definition of Lease, Lessor, Lessee, premium and rent. Sec. 107- How made Sec. Rights and Liabilities of Lessor and Lessee. Sec. 111- Forfeiture of Lease. Holding over, Determination of Lease.

5.3 Sec. 118- Exchange- Definition, Rights and Liabilities of parties.

5.4 Sec. 122- Gift- Definition and Essential.

Sec. 123- Transfer how effected, modes of making gift.

Sec. 124- Gift of existing and future property.

Sec. 126- When gift may be suspended & revoked.

Sec. 127- Onerous gift.

Sec. 128- Universal donee.

5.5 Sec. 130- Transfer of Actionable claim,- Definition, Transfer how effected,

Sec. 130 & 132- Rights of a transfer of an actionable claim.

Sec. 133 & 134- Warranty of solvency of debtor, Mortgaged debt.

Sec. 135- Assignment of rights under policy of insurance against fire.

Unit -6

15

The Indian Easements Act 1882

1. Easements (Ss 1-51)

2. Licenses (Ss 52-64)

Recommended Books on The Transfer of Property Act.:

1. By- Prof. R. K. Sinha, Transfer of Property and Easements (Publisher- Central Law Agency)
2. By- H. N. Tiwari, Transfer of Property (Publisher- Allahabad Law Agency)
3. By- S. N. Sukla. - Property Laws, Allahabad Law Agency
4. By- S. M. Lahiri – Transfer of Property
5. By- D. F. Mulla- Transfer of Property Act

Arbitration and Conciliation and Alternative Disputes Resolution Systems

Paper code – LW 7004

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus	Marks

Unit-I ARBITRATION	50

Chapter-I : Sections 2 to 6 General Provisions

Chapter-II : Sections 7 and 8 Arbitration Agreement Sections 9 Interim measures by Court

Chapter-III : Sections 10 to 15 Composition of Arbitral Tribunal

Chapter-IV : Sections 16 to 17 Jurisdiction of Arbitral Tribunals

Chapter-V : Sections 18 to 27 Conduct of Arbitral Tribunals

Chapter-VI : Sections 28 to 33 Making of Arbitral Award and termination of proceedings.

Chapter-VII : Sections 34 Recourse against Arbitral Award

Chapter-VIII : Sections 35 and 36 Finality and Enforcement of Arbitral award

Chapter-IX : Section 37 Appeals

Chapter-X : Section 38 to 43 Miscellaneous Provisions.

Unit-II :	20

CONCILIATIONS : Sections 61 to 81.

Unit – III	30

ALTERNATIVE MODELS OF DISPUTE SETTLEMENT

1. Models of Dispute Settlement, Litigation versus Arbitration Models of Alternative Dispute Resolutions. Negotiation, Conciliation, Mediation, Mini-trial, Fast Tract Arbitration. Nature, Scope, Limitations and necessity of alternative models of disputes resolution.

2. Administrative tribunals - Article 323 A and B

3. Family Court under the Family Court Act, 1984.

4. Consumer Council and forums under the Consumer Protection Act, 1986.

5. Settlement of Dispute through Lok Adalat and Lok Nyayalayas. Grassroots Justice and Panchayat System for Resolution of dispute.

LIST OF BOOKS IN ARBITRATION AND CONCILIATION ACT

1. Avtar Singh: Law of Arbitration and Conciliation (E.B.C. Lucknow)
2. Basu N.D. : Arbitration and Conciliation Act (UBT)
3. Johari : Commentary on Arbitration and Conciliation Act (UBT)
4. Krishnamurthys : Law of Arbitration and Conciliation (E.B.C. Lucknow)
5. Kwatra G.K. : New Arbitration and Conciliation Law of India Comparative Study of old and new.(Indian Council of Arbitration, Federation House, Tansen Marg, New Delhi)
6. Mathur G.C. : Arbitration and Conciliation Act, 1996
7. Roy P.C. : Arbitration and Conciliation Act (UBT)
8. Roy Chaudhari : Arbitration and Conciliation Act
9. Narayana P.S. : Arbitration and Conciliation Act
10. Tewari O.P. : Arbitration and Conciliation Act (ALA Allahabad)
11. Rao P.C. : Alternative Dispute Resolution What it is and How it is (UBT)
12. Upendra Baxi : Crisis of the Indian Legal System, (1982)
13. B.S.Patil : The Law of Arbitration and Conciliation
14. S.D.Singh : The Law Arbitration

Optional Subject

a) Cyber Laws

Paper code – LW 7006

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus

Marks

Details of Syllabus

Marks

Unit I: Introduction to the Cyber World and Cyber Law

25

- A. Cyber World: An Overview
 - a. The internet and online resources
 - b. Security of information
 - c. Digital signature
- B. An Overview Cyber Law
 - a. Introduction about the cyber space
 - b. Regulation of cyber space – introducing cyber law
 - c. Scope of Cyber laws – e-commerce; online contracts; IPRs (copyright, trademarks and software patenting); e-taxation; e-governance and cyber crimes
 - d. Cyber law in India with special reference to Information Technology Act, 2000 (Amended Till Date)

Unit II: Regulatory Framework

25

- A. International Legal Regime
 - a. International legal regime relating to Cyber Crimes
 - b. European Convention on Cyber Crimes
 - c. Hague Convention on Jurisdiction and Foreign Judgments: Jurisdiction Agreement
- B. International legal regime relating to E-Commerce
 - a. UNCITRAL Model Law on Electronics Commerce 1996
 - b. International legal regime relating to Intellectual Property Rights – (i) Berne Convention; (ii) Rome Convention; (iii) WIPO Copyright Treaty; (iv) WIPO Performance and Phonograms Treaty; (v) UDRP; (vi) OECD convention on Database protection
- C. Domestic Legal Regime – Cyber Law in India
 - Information Technology Act, 2000 – Digital Signature; E-Governance; Regulation of Certifying Authorities; Duties of Subscribers; Penalties and Adjudications; Offences under the Act; Making of Rules and Regulations etc.

Unit III: Cyber Crimes

25

- A. Introduction – computer crime and cyber crimes; Classification of cyber crimes.
- B. Cyber crime and Related Concepts
 - a. Distinction between cyber crime and conventional crimes
 - b. Reasons for commission of cyber crime
 - c. Cyber forensic
 - d. Cyber criminals and their objectives
 - e. Kinds of cyber crimes – cyber stalking; cyber pornography, forgery and fraud; crime related to IPRs; Cyber terrorism; computer vandalism etc.
- C. Regulation of cyber crimes
 - a. Issues relating to Investigation
 - b. Issues relating to Jurisdiction
 - c. Issues relating to Evidence
 - d. Relevant provisions under Information Technology Act, 2000, Indian Penal Code, Pornography Act and Evidence Act etc.

Unit IV: E-Commerce

25

- A. Online business
 - a. Definition of E-commerce
 - b. Types of E-commerce
 - c. Important Issues in Global E-commerce
 - i. Issues relating to Access (to infrastructure; to contents; universal access; Digital Divide and Universal Divide);
 - ii. Trust, Privacy
 - iii. Security
 - iv. Consumer Protection
 - v. Content Regulation; Uniformity in Legal Standards pertaining to internet.
 - d. Application of conventional territory based law to E-commerce
 - i. Taxation
 - ii. Intellectual Property Rights
 - iii. International Trade
 - iv. Commercial law and standards
 - v. Dispute resolution
- B. IPR Issues
 - a. IPR – An Overview
 - b. Copyright Issues in Cyberspace
 - i. Linking
 - ii. In-linking
 - iii. Framing
 - iv. Protection of content on web site
 - v. International Treaties
 - c. Trademark Issues in cyberspace
 - i. Domain Name Dispute
 - ii. Cyber squatting

- iii. Uniform Dispute Resolution Policy
- iv. Meta-tags and Key words
- d. Computer Software and Related IPR Issues

Suggestive Readings:-

1. Cyber Law in India by Farooq Ahmad – Pioneer Books
2. Information Technology Law and Practice by Vakul Sharma – Universal Law Publishing Co. Pvt. Ltd.
3. The Indian Cyber Law by Suresh T Vishwanathan – Bharat Law house New Delhi.
4. Hand book of Cyber & E-commerce Laws by P.M. Bakshi & R.K.Suri – Bharat Law house, New Delhi.
5. Guide to Cyber Laws by Rodney D. Ryder – Wadhwa and Company Nagpur. The Information Technology Act,2000 – Bare Act – Professional Book Publishers – New Delhi
6. Cyber Laws by Justice Yatindra Singh
7. Fundamental of Cyber Law - Rohas Nagpal

Principles of Taxation Law

Paper code - LW 8004

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>

Unit -1.	30

Introduction – Nature and Scope of Taxation

1. History of tax law in India
2. Fundamental principles relating to tax laws
3. Governmental financial policy, tax structure and their role in the national economy.
4. Concept of tax:
5. Nature and characteristics of taxes
 - Distinction between:
 - Tax and fee
 - Tax and cess
 - Direct and indirect taxes
 - Tax evasion and tax avoidance
6. Scope of taxing powers of Parliament, state Legislature and local bodies.

Unit - 2.	35

Income Tax Act 1961

1. Basic Concepts
2. Heads of income
3. Deductions, relief and exemptions
4. Income Tax Authorities
5. Offences and penal sanctions
6. Settlement of grievances
7. Authorities, powers and functions

Unit - 3.	35

GST

Recommended Books:

Remesh Sharma, Supreme Court on Direct Taxes (1998), Bharath law House, New Delhi
Sampath Iyengar,

Law of income Tax (1998), Bharath law House, New Delhi Diwan B.K. and Sanjay
Mehitani,

Formation, Taxation and Assessment Charitable and Religious Trusts (1999), Bharath law
House, New Delhi Kanga and Palkiwala,

The Law and Practice of Income Tax (1999), Wadha, Nagpur. K. Parameswaran.

Power of Taxation under the Constitution (1987), Eastern, Lucknow V.Ramachandran &
T.A. Ramakrishnan (eds.)

A.N. Ayar's Indian Tax Laws (2000) Company Law Institute of India Pvt. Ltd. Chennai. S.
Bhattacharya & H.R. Garg,

Handbook of Direct Taxes (1990) Eastern Law House, Calcutta. C.A. Gularickar,

Law and Practice of Wealth Tax and Valuation (1998), Gularikar, Mumbai. Walter R.
Mahler,

Sales and Excise Taxation in India (1970) Orient Longman, Delhi. R.V. Pattel,

The Central Sales Tax Act (1966) Thiripathi, Bombay. S.D. Singh,

Principles of Law and Sales Tax (1973), Eastern, Lucknow.

Company Law

Paper code – LW-18-8005

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 + 20]

Details of Syllabus	Marks

Unit 1: Introduction	20

1.1 Historical background

1.2 Meaning, definition, features or characteristics of a company.

1.3 Different types of companies, definitions, distinction and conversion.

1.4 Distinction between company and partnership.

Unit 2: Formation of Company	20

2.1 Formation, Registration and Incorporation, Certificate of Incorporation, Commencement of Business, Advantages and Disadvantages of Incorporation of Company.

2.2 Promoter, meaning, legal position, duties and liabilities.

2.3 Memorandum of association, articles of association, clauses and conditions, legal effects, alteration, doctrine of *ultra-vires*, constructive notice, doctrine of indoor management.

Unit 3: Prospectus, Shares and Membership	20

3.1 Prospectus, meaning, definition, significance and contents, registration of prospectus, statement in lieu of prospectus, golden rule of framing prospectus, liability of misstatement or untrue statement in prospectus.

3.2 Shares, meaning, definition, characteristics, classifications, distinction, allotment, transfer and transmission of shares, share certificate, share warrant, stock and shares, share at discount, call on shares, forfeiture of shares.

3.3 Members, modes of acquiring membership, shareholders, their rights, duties and liabilities.

3.4 Majority rule, oppression of minority shareholders, protection of minority against oppression and mismanagement.

Unit 4: Law Relating to Debt, Finance and Company Management	20

4.1 Debenture, meaning, definition, nature and classification, creation of charges, fixed and floating charges, conversion, distinction between debentures and shares.

4.2 Shareholders' meeting, meaning, classification, resolutions etc.

4.3 Directors, managing director, appointment, qualification, legal position, disqualification, disabilities, retirement, removal, powers and duties, rights and liabilities etc.

4.4 Auditors, appointment, removal, rights, duties and liabilities, auditors are watch dogs and not blood hounds etc.

Unit 5: Administrative Regulations and Winding up

20

5.1 Central government control by registrar of companies

5.2 Company law tribunals, role of National Company Law Tribunal (NCLT) and National Company Law Appellant Tribunal (NCLAT) etc.

5.3 SEBI (Security Exchange Board India)

5.4 Winding up, meaning, definition, classification, consequences, liquidator, contributory etc.

Recommended Books:

1. Company law by – Palm

2. Company law by – Gower

3. Company law by – Avtar Singh

4. Morden Company law by – S.C. Tripathi

B.A.LL.B. Vth Year, SEMESTER – IX

The Code of Civil Procedure, 1908 and the Limitation Act, 1963

Paper code – LW 9001

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 40 [24+16]

<u>Details of Syllabus</u>	<u>Marks</u>

Unit 1: Introduction	20

1.1 SUITS IN GENERAL (S.1 – 35)

Object of the code, scope, meaning of substantive law and procedural law, important terms and definitions related with the code – Affidavit, Appeal, Cause of Action, Caveat, Issue, Jurisdiction, Suit, Summons, Plaint, Pleading, Written Statement, Decree, Judgment, Order, Decree holder and Decree debtor, Legal representative, Mesne Profit, Execution etc.

1.2 Jurisdiction of Civil Courts, Cause of Action, Res sub-judice, Res judicata, Constructive Res judicata.

1.3 Institution of Suit, Essentials of Suits, Parties to Suit, Representative Suit, Frame of Suit.

1.4 Pleadings- Definition, Basic Rules, Construction of Pleadings, Signing and verification of pleading, Amendment of pleading.

1.5 Plaint– Meaning, particulars, Written Statement, Set-off, Legal set-off, Equitable set-off, Set-off and Counter – claim.

1.6 Issue and Service of summons, Meaning and essentials of summons, contents of summon, modes of service of summons.

Unit 2: Appearance & Non- appearance of Parties – Withdrawal & Compromise of Suits, Trial and Special Suits:	20

2.1 Appearance and non- appearance of parties, Ex parte decree.

2.2 First Hearing – Meaning, object. Disposal of Suit at first hearing.

2.3 Discovery, Inspection and Production of Documents.

2.4 Issue – meaning, framing of issues, kinds of issue, importance of issues, materials for framing issues, omission to frame issues, Disposal of suit, penalty for default Adjournments.

2.5 Interim orders, Issue of commission and its purpose arrest before judgment, attachment before judgment,

2.6 Withdrawal and Compromise of suits.

2.7 Summoning and attendance of witness, summons to produce documents, adjournments,

2.8 Hearing of suit.

2.9 Judgment – its essentials, pronouncement of judgment, copy and contents of judgment, alteration in judgment.

2.10 Decree – its essentials, decree and judgment, contents etc.

2.11 Award of Interest and Award of Costs.

Unit 3: Special Suits:

20

3.1 Suits by or against Government or public officers, suits by aliens, suits by or against Foreign Rules, Ambassadors and Envoys.

3.2 Suits by or against corporations, suits by or against partnership firms, suits by or against trustees, executors and administrators.

3.3 Suits against minors and lunatics, guardians or next friends, suits concerning family matters.

3.4 Inter-pleader Suit.

3.5 Suits by indigent persons.

3.6 Summary Suits.

3.7 Arrest and attachment before judgment.

3.8 Temporary Injunctions and Interlocutory orders.

3.9 Appointment of Receiver.

Unit 4: Appeals, Reference, Review, Revision and Execution

20

4.1 Meaning of Appeals, Reference, Review and Revision.

- First Appeals – meanings, essentials, different stages of Appeals, right of appeal, who may appeal, who cannot appeal, decision where appeal heard by two or more judges, cross-objection, cross appeal, powers of Appellate Court, Appeal from appellate decree.

- Second Appeal 100 to 103, 107 – 108 and Order 42 – substantial question of law.

- Appeals from orders, appeals by indigent/ persons, appeals to Supreme Court, Limitation, Savings powers of High Court.

4.2 Review – meaning, nature and scope, object, review and appeal, review and reference, review and revision, circumstances, grounds, procedure at hearings.

4.3 Revision – meaning, Sec. 115, nature and scope, object, revision and appeal, revision and second appeal, revision and reference, revision and review, appeal, reference, review and revision – distinction.

4.4 Reference – object, nature and object, condition, who may apply, power and duty of the referring court, power and duty of High Court, distinction with appeal, review and revision, reference under CPC and Cr.P.C., reference under CPC and Constitution.

4.5 Execution (Sec. 36 -74) – meaning, nature and scope, execution proceedings.

- Courts executing decrees, - court passing a decree, courts by which decrees may be executed.

- Application for execution, procedure on receiving application, mode of execution.

- Attachment of Property, garnishee order.

4.6 Miscellaneous – restitution

- Notice under C.P.C

- Caveat – meaning, Sec. 148 – A.

- Inherent Powers of the Court (S. 148 to 151)

- Causes of delay, in Civil Litigation, amendment of 1999 and 2002.

Unit 5: Limitation Act, 1963 – Sec. 1-31

20

5.1 Meaning of law of limitation, nature and object,

5.2 Plea of bar of limitation and its efficiency

5.3 Condonation of delay and the doctrine of sufficient cause.

5.4 Doctrine legal disability, continuous running of time,

5.5 Rules regarding execution of prescribed time.

5.6 Effect of certain events on computation of period of limitation.

Recommended Books: on The Civil Procedure Code by,

1. C.K. Takwani (Thakkar)

2. Dr. Avtar Singh

3. M.P. Tandon

4. S.N. Singh

5. S. Rows.

on Law of Limitation by,

1. K.K. Srivastava

2. Dr. D.N.R. Pandey

Law of Evidence

Paper code – LW-18- 9002

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus

Marks

Unit 1: Introduction

20

- 1.1 The main features of the Indian Evidence Act, 1872
- 1.2 Definition of Evidence Interpretation clause – Sec. 3-4, Nature and Purpose Law of Evidence in Civil and Criminal cases, 'May presume', 'Shall presume', Conclusive Proof. .
- 1.3 Central conceptions in Law of Evidence
 - 1.3.1 Facts, Distinction between Relevant facts and facts in issue.
 - 1.3.2 Proved, Not Proved and Disproved.
 - 1.3.3 Oral and Documentary Evidence.
 - 1.3.4 Circumstantial Evidence and Direct Evidence.
 - 1.3.5 Presumption (Ss. 4, 113A-113-B, 114)
 - 1.3.6 Witness
 - 1.3.7 Appreciation of evidence.
- 1.4 Applicability of Evidence Act on Electronic Record.
- 1.5 Division of Evidence – Direct, Indirect, Real and Personal, Original and Hearsay, Primary and Secondary, Oral and of Documentary, judicial etc.

Unit 2: Relevancy & Admissibility of Facts:

20

- 2.1 Facts – Relevancy of facts (S.S – 16), facts in Issue, Facts distinguished from law, facts which is to be proved, not proved and Proof in civil and criminal cases disproved
- 2.2 Doctrine of Res Gestae (Ss. 6-9, 11)
- 2.3 Evidence of Common Intention – relating to conspiracy (S. 10)
- 2.4 The problems of relevancy of "otherwise" irrelevant facts (Sec. 11)
- 2.5 Relevant facts for proof of custom (S. 13)
- 2.6 Facts concerning bodies and mental state (Ss. 14, 15)
- 2.7 Relevancy and Admissibility of facts
- 2.8 Admission and confession (Ss. 24-30)
 - 2.8.1 Definition
 - 2.8.2 Similarity and difference between 'admission' and 'confession'

2.8.4 Classification of confession – judicial and Extra-judicial

2.8.5 Confession to police (Ss. 25-30)

2.8.6 Retracted confession (S. 27)

2.8.7 Improper admission and rejection of evidence

Unit 3: Dying Declaration (Ss. 32-55)

20

3.1 Statements by persons who cannot be called as witnesses (Ss. 32-33)

– Justification for relevance on dying declarations

– Judicial standards for appreciation of evidentiary value of dying declaration

3.2 How much of a statement to be proved (S. 39)

3.3 Relevance of judgment (Ss. 40-44)

3.4 Opinion of third person when relevant (Ss. 45-51)

3.5 Character when relevant (Ss. 52-55)

– in civil cases, character to prove conduct imputed, irrelevant

– in criminal cases, previous good character relevant, previous bad

character not relevant, except in reply, character as affecting damages.

Unit 4: Proof, Burden of Proof And Estoppel :

20

4.1 Facts which need not be proved (Ss. 56-58)

4.2 Oral Evidence (Ss. 59-60)

4.3 Documentary Evidence (Ss. 61-73)

– in aspect of electronic records, video conferencing and digital signatures and its verification.

4.4 Public Documents (Ss. 74-78)

4.5 Presumptions of documents (Ss. 79-90), including electronic forms, electronic agreements, electronic records and digital signatures, electronic messages etc.

– Presumption to electronic records of five years old (Ss. 90-A)

4.6 Exclusion of oral by documentary evidence (Ss. 91-100)

4.7 Burden of Proof. – in civil and criminal cases (Ss. 101-114A)

4.8 Estoppel (Ss. 115-117)

Unit 5: Witnesses and Examination of Witnesses (Ss. 118-166)

20

5.1 Who may testify

5.2 Dumb witnesses

5.3 Parties to a civil suit and their wives or husbands

– Husband of wife of person under criminal trial.

5.4 Judicial privileges

5.5 Privileged communications

– during marriage, as to affairs of state

– information as to commission of offences

– sources of information as to offences

5.6 Official communication, Professional communication, position of interpreters etc.

– voluntary evidence, – non compellable witnesses

– confidential communications

– production of electronic records which another person having possession (S. 131), (as substituted by the Information Technology Act, 2000)

5.7 Evidence of Accomplice

5.8 Examination of witnesses

– Examination in chief, cross examination, re-examination, order of examination - leading questions,

– Hostile witnesses

– Child witness

5.9 Improper admission and rejection of evidence

Recommended Books on The Indian Evidence Act, by:

1. Ratanlal Dhirajlal

2. Dr. Artar Singh

3. Batuk Lal

4. Rameshwar Dayal

5. Vepa P. Sarathi

6. Robert Cross

7. Sarkar

B.A.LL.B. Vth Year, SEMESTER – X

The Code of Criminal Procedure, 1973, Juvenile Justice Act, 2015 and Probation of Offenders Act, 1958

Paper code – LW 10001

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>

Unit 1: Introduction	20

- 1.1 Importance of Criminal Procedure, (S 6)
- 1.2 Classes of Criminal Courts, Powers and Jurisdiction (Ss. 7, 9-19, 26-35)
- 1.3 Executive Magistrates (Ss. 20, 21, 22, 23)
- 1.4 Powers (Ss. 106-124, 129-132, 133-148, 177-189)
- 1.5 Powers of Police Officers (Ss. 36-40)

Unit 2: Arrest of Persons, Rights of arrested Persons (Ss. 41-57)	20

- 2.1 First Information Report (S. 154)
 - Evidentiary value of F.I.R.
- 2.2 Summons and warrant of arrest (Ss. 61-69, 70-81)
- 2.3 Proclamation and Attachment (Ss. 82-86)
- 2.4 Search warrant (Ss. 93-105)
- 2.5 Maintenance of wife, children and parents (Ss. 125-128)
- 2.6 Police Investigation (Ss. 154-175)
- 2.7 Bail – Anticipatory Bail (SS 437-439)

Unit 3: Condition requisite for initiation of proceedings (Ss. 196-199)	20

- 3.1 Public Prosecutors (Ss. 24, 225-226)
- 3.2 Complaints to Magistrates and commencement of proceedings (Ss. 200- 210)
- 3.3 Charges and Joinder of Charges (Ss. 211-224)

Unit 4: Trials	20

- 4.1 Trial before Court of Sessions (Ss. 227-237)
- 4.2 Trial of Warrant Cases
 - a. Instituted on police report (Ss. 238-243)
 - b. Instituted on other than police report (Ss. 244-247)

4.4 Summary trials (Ss. 260-265)

4.5 Plea Bargaining (Ss. 265A-265L)

4.6 Commissions for the examination of witnesses (Ss. 284-291 and 291 A)

4.7 General Provision for enquiry and trial (Ss. 300-311A, 318-321, 323, 326, 328, 329, 344, 348)

Unit 5: Appeals, Revisions etc.

20

5.1 Appeals (Ss. 372-394)

5.2 Revisions (Ss. 395-405)

5.3 Transfer of criminal cases (Ss. 406-412)

5.4 Execution of order

Recommended Books:

1. Ratanlal & Dhirajlal, Criminal Procedure Code

2. M.P. Tandon, Criminal Procedure Code

3. K.N. Chandrasekharan, Pillai, Kelkar's Criminal Procedures Code

Drafting, Pleading and Conveyancing

Paper code – LW-18-9004

(Credit: 4)

Full Marks: 100 [90 +10]

Pass marks: 50

Outline of the course:

a) Drafting – General principles of drafting and relevant substantive rules shall be taught.

b) Pleadings –

i) Pleadings in general, object of pleadings and fundamental rules of pleadings.

ii) **Civil:** Plaint, written statement, interlocutory application, original petition, affidavit, execution petition, memorandum of appeal and revision, petition under Article 226 and 32 of the Constitution of India.

iii) **Criminal:** Complaint, criminal miscellaneous petition, bail application, memorandum of appeal and revision.

iv) **Form of Pleadings:** Practical exercises on any of the 15 following topics:

15x3 = 45

- Suit for recovery under order XXXVII of the Code of Civil Procedure 1908.
- Suit for Permanent Injunction.
- Application for Temporary Injunction under Order 39 Rules 1 & 2 of the CPC.
- Application under Order 39, Rule 2-A of the CPC.
- Suit for Ejectment and Damages for Wrongful Use and Occupation.
- Petition for Restitution of Conjugal Rights under S.9 of the Hindu Marriage Act, 1955.
- Petition for Judicial Separation under S.10 of the Hindu Marriage Act, 1955.
- Petition for Dissolution of Marriage by Decree of Divorce under S.13 & S.13B (1) of the Hindu Marriage Act, 1955.
- Petition for Grant of Probate in High Court.
- Petition for Grant of Letters of Administration.
- Contempt Petition under Ss. 11 & 12 of the Contempt of Courts Act, 1971 before High Court.
- Writ petition under Article 226 of Constitution of India.
- Caveat under S. 148-A of CPC.

- Caveat for Special Leave Petition (Civil) under Article 136 of the Constitution of India.
- Special Leave Petition (civil) under Article 136 of the Constitution of India.
- Counter Affidavit in Special Leave Petition (Civil).
- Application for Bail.
- Application for Grant of Anticipatory Bail.
- Complaint under S. 138 of the Negotiable Instruments Act, 1881.
- Application U/S. 125 of Cr. P.C.
- Special Leave Petition (Criminal) under Article 136 of the Constitution of India.
- Transfer Petition (Civil) U/S. 25 of CPC.
- Curative Petition under Articles 129, 137, 141 and 142 of the Constitution of India.
- Complaint under S. 12 of the Consumer Protection Act, 1986.
- Written Statement to the Complaint under Consumer Protection Act, 1986.

c) Conveyancing:

i) Conveyancing in general, object of conveyancing and component parts of a deed.

ii) Forms of deeds and notices: practical exercises on any fifteen of the following: -

15x3=45

- Sale deed
- Mortgage deed
- Lease deed
- Gift deed
- Promissory note
- Power of attorney – general and special power of attorney
- Will
- Trust deed
- Relinquishment deed
- Partnership deed
- Deed of dissolution partnership
- Hire-purchase agreement
- Deed of family settlement between rival claimants of an estate
- Notice of ejectment to the tenant under S. 106 of the T.P. Act., 1982
- Notice under S. 80 of the Code of Civil Procedure, 1908.

Viva-voce 10

Viva-voce examination of 10 marks will be mainly on the above practical works to test the understanding of the students on the topics besides general principles of drafting, pleadings and conveyancing.

Note 1: The practical exercises (minimum 15 for Drafting and minimum 15 for Conveyancing) should regularly be submitted by the students to the teacher of the paper throughout the semester for continuous evaluation.

Note 2: The evaluated exercises along with the list of the marks awarded would be placed before the external examiner at the time of viva-voce examination. The teacher of this paper would be internal examiner who along with the external examiner would jointly award final marks on the exercises and viva-voce examination.

Prescribed Legislation:

The Code of Civil Procedure. 1908, Orders VI to VIII.

Recommended Books:

1. M.C. Agarwal and G.C. Mogha, *Mogha's The Law of Pleadings in India*
2. J.M. Srivastava and G.C. Mogha, *Mogha's The Indian Conveyancer*
3. M.R. Mallick, Ganguly's, *Civil Code: Practice and Procedure*
4. C.R. Datta and M.N. Das, *De Souza's, Forms and Precedents of Conveyancing.*
5. N.S. Bindra, *Conveyancing*, Vol. 1-5, Law Publisher, Allahabad

Optional Subject

a) Intellectual Property Rights

Paper code – LW 9005

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>

Unit – I

20

The Patents Act, 1970

1. Object of the statute, definitions, invention patentable inventions, inventor and his rights,
2. Procedure for grant of patent from its application to the grant of patent, including who may apply for a patent, specification, opposition to grant of patent, Patent of addition, Product patent and process patent, Effect of grant of patent, Term of patent, Renewal of patent, Lapse of patent and its restoration.
3. Patentee, his rights and obligations; Limitations on patentee's rights-government use; Compulsory licenses; Government use of Invention and its acquisition, Assignment and license of patent, and avoidance of restrictive conditions,
4. Revocation and surrender of patents
5. Infringement of patents, and remedies, Threat of Infringement Proceeding
6. Exclusive Marketing Rights, Patent Agents, International Arrangements

Unit – II

20

The Copyright Act, 1957

1. Nature and purpose of copyright, Works in which copyright subsist, Author and first owner of copyright, Owner of Copyright, Broadcast reproduction right and performer's rights, Term of Copyright, Registration of copyright and its effect.
2. Rights conferred by copyright Broadcast Reproduction right, Assignment, transmission and relinquishment of copyright, -Voluntary and compulsory.
3. Infringement of copyright, Remedies for infringement, Offences and criminal proceeding, Acts not constituting Infringement, Groundless threat of legal proceedings.
4. Copyright Societies, International copyright

The Trade and Merchandise Marks Act, 1958/ The Trade Marks Act, 1999

(The Act of 1999 will be taught after it has come into force, but it shall not be part of an examination unless it is brought into force at least three months before the examination).

1. Object and purpose of the Act, Definitions, Mark; Trade mark Certification Mark; Associated Trade Marks, Collective Marks, Deceptive similarity, Well-known marks
2. Procedure and duration of registration including classification of goods, refusal of registration, limitations, which marks can registered, Registration of trademarks, Certification marks and Associated marks and its effect and advantages, Rights conferred by registration, Consequences of non-registration Renewal, removal and restoration of registration Effect of non-use.
3. Rights of a proprietor of a trade mark; Assignment and Transmission of Various types of trademarks, Restrictions of assignment, Use of trademarks and Registered Users
4. Rectification and correction of register.
5. Infringement and passing off, jurisdiction of Courts Groundless threat of legal proceedings, Remedies, Appellate Board, its jurisdiction and procedure (under the Act of 1999), Offences and penalties, Marking of goods.

Unit – IV

20

The Designs Act 2000

1. Object and purpose of the Act, Definition
2. Design, registrable design
3. Procedure for registration of design, Copyright in design, Term of a registered design, Marking of goods and its effect,
4. Rights of a proprietor of a registered design, Assignment and transmission and avoidance of restrictive conditions. 5. Piracy of registered design, remedies and procedure, groundless threat of legal proceedings.

Unit – V

10

Other types of intellectual property

(These will be taught after the respective statutes concerning them have come into force, but these shall not be part of an examination unless the relevant statute is brought into force at least three months before the Examination) Concept, definition, nature of their rights, including when these are registrable and when they cannot be registered in respect of the following types of intellectual property

- (a) Geographical indications
- (b) Semiconductor layout design
- (c) Plant varieties

Unit – V

10

Intellectual Property in general:

A specific property, its nature and characteristics; comparison of intellectual property and purpose of protection of each of them. International nature of intellectual property.

Text Books

- (1) Intellectual Law - P Narayanan
- (2) Patents Copyright, Designs and Geographical Indications - B L Wadhera
- (3) Management of Intellectual Property – Satyawrat Ponkshe

Reference

- (1) Paternyanan
- (2) Copyright Designs - P Narayanan
- (3) Trademarking off - P Narayanan
- (4) Copyright Act- R G Chaturvedi
- (5) Intellectual - W R Cornish
- (6) Cases on Intellectual property - W R Cornish
- (7) Intellectual Rights - Unleashing the knowledge Economy – Prabuddha Ganguli

Professional Ethics, Bar Bench Relations and Accountancy for Lawyers

Paper code – LW-18- 10003

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

Unit – 1	30

1) Professional Ethics:-

Meaning and Scope, development of legal profession and its responsibilities, conduct of Lawyers in court, professional conduct in general, privileges of Lawyers, salient features of Advocates Act 1961, Bar Council Code of Ethics.

2) Duties of Advocate towards the court –

Duty to the opponent, to his clients, duty to self, duty to public and state.

3) Disciplinary Proceedings –

Professional misconduct, disqualification, functions of Bar Council of India/ State Bar Councils in dealings with disciplinary proceedings.

Disciplinary Committees - Powers and removal from rolls.

Unit – 2	30

1) Bar bench relations –

Meaning, necessity, nature and scope

2) Contempt of Courts Act, 1971-

Concept of contempt of court, Definition, kinds of contempt, Procedure, Punishment for contempt, Defenses under contempt of Court Act.

Unit – 3	20

Accounting system for lawyers –

- a. Need for maintenance of accounts
- b. Books of accounts that need to be maintained
- c. Theoretical information about the cash books, ledgers, purchase register, capital amount.
- d. Writing of Ledger, Sub- Ledgers including that of accounts receivables
- e. Bank Book
- f. Bank Reconciliation statements

- h. Preparation of Trial Balance
- i. Preparation of Income and Expenditure
- j. Preparation for Balance sheet

Unit – 4

20

Selected cases prescribed for study :

- 1) Bar Council of Maharashtra Vs. M. V. Dabholkar etc. AIR 1976 SC 242
- 2) V. C. Rangadurai Vs. D. Gopalan & Others AIR 1979 SC 201
- 3) P D Khandekar Vs. Bar Council of Maharashtra (1984) 2 SCC 556
- 4) M Veerabhadra Rao Vs. Bar Tek Chand (1984) Supp. SCC 571
- 5) P J Ratnam Vs. D Kanikaram AIR 1989 SC 245
- 6) In Re V. C. Mishra AIR 1995 SC 2348
- 7) Prahlad Saran Gupta Vs. Bar Council of India (1997) 3 SCC 585
- 8) V P Kumaravelu Vs. Bar Council of India (1997) 4 SCC. 266
- 9) D P Chaddha Vs. T N Mishra AIR 2001 SC 457
- 10) Harish Chandra Tiwari Vs. Baiju AIR 2002 SC 548.

Recommended books and readings:

- 1) Krishnamurty Iyer, Advocacy
- 2) Rao Sanjeev, Advocates Act 1961
- 3) Iyer K. J. Law of Contempt of Court, Legislature and Public Servants
- 4) J. R. Batlobui , Book Keeping and Accountancy
- 5) Shukla and Grewal, Advanced Accountancy
- 6) B. S. Raman- Accountancy
- 7) N. R. Madhava Menon (ed) – Clinical Legal Education (1998)
- 8) Dr. B. Malik (ed) – Art of Lawyers
- 9) JPS Sirohi, Professional Ethics, Lawyers Accountability, Bench Bar Relationship
- 10) Kailash Rai : Professional Ethics, Accountancy for Lawyers, Bench Bar Relation
- 11) Gupta S. P.: Professional Ethics, Accountancy for Lawyers, Bench Bar Relation

Land Laws

Paper code – LW 10004

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

<u>Details of Syllabus</u>	<u>Marks</u>
Unit - 1. The Maharashtra Rent Control Act, 1999	25
Unit - 2. The Maharashtra Land Revenue Code, 1966	25
Unit - 3. The Bombay Tenancy and Agricultural Lands Act, 1948	25
Unit - 4. The Maharashtra Agricultural Land (Ceiling) Act, 1961	25

Books Recommended :

1. D. V. Parulekar - The Bombay Tenancy and Agricultural Land Act, 1948.
2. D. H. Choudhary - The Maharashtra Land Revenue Code, 1966.
3. Govt. Publication - Agricultural Land Ceiling Act, 1961.
4. Gupte A. K. and Dighe S. D. - Maharashtra Land Revenue Code, 1966.
5. Gupte K. S. - Bombay Tenancy and Agricultural Land Act, 1948.
6. The Maharashtra Rent Control Act, 1999.

Practical Training and Moot Courts

Paper code – LW 10005

(Credit: 4)

Full Marks: 100 [Written Paper 60 + Internal Assessment 40]

Pass marks: 50 [30 +20]

Details of Syllabus	Marks

Unit 1: Moot Court	30

Every student will do at least 3 (three) moot courts with 10 marks each. Each moot court work will be on assigned problem and it will be evaluated as follows:

1.1 Written submission: 5 marks

1.2 Oral advocacy: 5 marks

Unit 2: Observance of Trial in two cases :	30

2.1 One Civil case : 15 marks

2.2 One Criminal case : 15 marks

Students in a group of not more than 10 (ten) students will attend two trials in the course of the last two or three years of law course. They will maintain a record and enter the various steps observed during their attendance on different days in the court assignment.

Unit 3: Interviewing techniques and Pre-trial preparations	30

3.1 Two interviewing sessions of clients: 15 marks

3.2 Observation of the preparation of documents and court papers: 15 marks

Each student will observe 2 (two) interviewing sessions of clients at the Lawyers' Office/ Legal Aid Office and record the proceedings in the diary which will carry 15 marks.

Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit/petition. This will be recorded in the diary which will carry 15 marks.

Viva Voce examination [on all the above three aspects]	10

Note 1: Written submissions on Moot Courts, Written Records of Observance of Trials in Courts and Written Diaries regarding Interviewing Techniques and Pre-trial preparations must be submitted to the teacher of this paper regularly and the teacher will evaluate those continuously throughout the semester and award marks.

Note 2: All the evaluated works along with the list of marks awarded would be placed before the external examiner at the time of viva-voce examination. The teacher of this paper would be internal examiner who along with external examiner would jointly award final marks on the above works and viva-voce.

Soft Skills

Paper code – LW 5008

(Credit: 2)

Full Marks: 50

Pass marks: 25

Details of Syllabus

Unit	Name of the Topic
01	Communication Skills Importance of Communication , Communication Process , Components of Effective Communication ,Effective Listening Skills, Types of Communications ,7Cs of Communication
02	Personality Development & Self Grooming Aspect of personality: Physical, Professional, spiritual, Mental.
	SELF ANALYSIS: Understanding self: Attitude, aptitude, assertiveness, self esteem, Confidence building. Concept of motivation
	SELF DEVELOPMENT Stress Management-Concept, causes, effects, remedies to Avoid/minimize stress. Health Management – Importance, dietary guidelines and exercises. Time management- Importance, Process of time planning, Urgent Vs importance, Factors leading to time loss and ways to handle it, Tips for effective time management. Emotion-concept, types, controlling, emotional intelligent. Creativity- concept, factors enhance creativity. Goal setting-concept, setting smart goal.
	Positive attitude: The power of Positive Attitude, Ways to develop a positive attitude.
03	FORMAL WRITTEN SKILLS Office Drafting: Circular, Notice, and Memo. Job Application with resume. Business Etiquettes. Business correspondence: Enquiry, Order letter, Complaint letter, and Adjustment letter. Report writing: Structure of Report, Report Styles
04	PRESENTATION SKILLS Body language, Dress like the audience, Posture, Gestures, Eye contact and facial expressions. Presentation Skill, Stage fright Voice and language - Volume, Pitch, Inflection, Speed, Pause Pronunciation, Articulation, Language, Practice of speech.

05	GROUP DISCUSSION AND INTERVIEW TECHNIQUE • Introduction to group discussion • Ways to carry out group discussion, Parameters— Contact, body language, analytical and logical thinking, decision making • Interview technique: Necessity, Tips for handling common questions.
06	PROBLEM SOLVING • Steps in problem solving, • Identify and clarify the problems • Information gathering related to problem, • Evaluate the evidence, • Consider alternative solutions and their implications • Choose and implement the best alternative • Review • Problem solving technique(any one technique may be considered): 1. Trial and error 2. Brain storming 3. Lateral thinking
07	WORKING IN TEAMS • Understand and work within the dynamics of a groups. • Tips to work effectively in teams. • Establish good rapport, interest with others and work effectively with them to meet common objectives. • Tips to provide and accept feedback in a constructive and • Considerate way • Leadership in teams, handling frustrations in group.
08	TASK MANAGEMENT • Introduction • Task identification • Task planning, organizing and execution. • Closing the task

BA Sanskrit

19R411 Vyakarana- 1

General Grammar

1. Svara and Visaraga Sandhi
2. Word forms of Select Nouns, Pronouns and Verbs
3. Numerals 1 to 10 (3 genders)

Paninian Grammar

1. Introduction to Panini and Ashtadhyayi
2. Structure and features of Ashtadhyayi
3. Definitions of Sutra, Vartika and Bhashya
4. Study of Select sutras

14 Selected Lines from the Amarakosha

19R413 Arthashastra and Dharmashastra

1. Kautiliya Arthashastra: Vidyasamuddesha 1.1-2, 2.1-12, 3.1-17, 4.1-16
2. Kautiliya Arthashastra: Vriddhasamyoga 5.1-17, 6.1-12, 7.1-9, 8.1-19, 11.1-22
3. Kautiliya Arthashastra: Mantradhikara 15.1-12, 16.1-23, 19.1-34
4. Kautiliya Arthashastra: Adhyakshaprachara 1.1-18, 89.1-27
5. Baudhayana Dharmasutra: 1.1.2.1-18, 2.10.17-18
6. Manusmriti: 3.21-35, 3.67-81, 6.1-33
7. Yajnavalkyasmriti: Vyavaharadhyaya 86-97, 98-117, 154-162, 163-171, 172-178

19R417 English- 1

- A. Kinds of sentences based on word order
- B. Subject-predicate and framing questions
- C. Parts of Speech, Word Derivatives (Family), Homophones, Homonyms, Synonyms, Antonyms and Heteronyms
- D. Tag Questions
- E. Confusing Usages of Prepositions
- F. Verbs: transitive/intransitive, and regular/irregular
- G. Tenses (including Conditional Tenses)

19R418 German- 1

- A. Introduction to Core Grammar and Structures
- B. Comprehension
- C. Translation from German into English
- D. Translation from English into German

19R421 Vyakarana- 2

General Grammar

1. Vyanjana Sandhi
2. Word forms of Select Nouns, Pronouns and Verbs
3. Types of verbs and sentence construction
4. Types of Samasa
5. Translation from Sanskrit into Medium language and vice versa

Paninian Grammar

1. Revision of portion from first semester
2. Study of Select sutras

14 Selected Lines from the Amarakosha

19R427 English - 2

- A. Revision of topics studied in SEMESTER I

- B. Subject-verb concord
- C. Finite-infinite verbs
- D. Advanced usage of prepositions: Nouns / Adjectives / Verbs followed by fixed prepositions
- E. Determiners
- F. Third Person Reporting (Direct-Indirect Speech)

19R428 German- 2

- A. Introduction to Core Grammar and Structures
- B. Comprehension
- C. Translation from German into English
- D. Translation from English into German

19R431 Vyakarana- 3

General Grammar

1. Word forms of Select Nouns, Pronouns and Verbs
2. Study of Dvandva and Avyayibhava in detail
3. Translation of prose and verse passages

Paninian Grammar

1. Introduction to tradition of the Siddhantakaumudi
2. Study of Samjna-Prakarana from the Laghusiddhantakaumudi
3. Study of Sandhi-Prakarana (*ach-sandhi*) from the Laghusiddhantakaumudi

14 Selected Lines from the Amarakosha

19R437 English- 3

- A. Revision of topics studied in Semesters I and II
- B. Participle structures
- C. Clause analysis
- D. Simple-compound-complex and Compound-complex structures
- E. Sequence of tenses
- F. Transformation of sentences
- G. Synthesis of sentences

19R438 German-4

- A. Grammar covered in the prescribed textbook
- B. Comprehension of short literary texts like short stories and poems
- C. Translation from German into English
- D. Translation from English into German

19R441 Vyakarana- 4

General Grammar

1. Word forms of Nouns, Pronouns and Verbs learnt earlier
2. *Namadhatus*
3. Taddhita and Kridanta
2. Study of Tatpurusha and Bahuvrihi in detail
3. Translation of prose and verse passages

Paninian Grammar

1. Introduction to tradition of the Siddhantakaumudi
2. Study of Sandhi-Prakarana (*hal-sandhi* and *visarga-sandhi*) from the Laghusiddhantakaumudi

14 Selected Lines from the Amarakosha

19R447 English- 4

- A. Revision of topics studied in Semester III
- B. Removing absurdity from sentences by correctly positioning modifiers
- C. Removing redundancies / wordiness and writing in terse English
- D. Formal / Informal letter writing, report writing and speech writing
- E. View-counter-view, verbal to non-verbal and vice versa
- F. Framing interview questions
- G. Essay Writing

19R448 German- 4

- A. All contents from prescribed text book
- B. Grammar covered in the prescribed textbook and additional topic: passive
- C. Writing of personal letters
- D. Five short literary texts (Poetry / prose)

MA Sanskrit

19R3202 Vaiyakaranasiddhantakaumudi

1. Introduction to Panini and the Ashtadhyayi
2. Structure and features of the Ashtadhyayi
3. Introduction to the tradition of the Siddhantakaumudi
4. Study of Samjna- and Paribhasha-Prakarana of the Siddhantakaumudi
5. Study of Karaka-Prakarana of the Siddhantakaumudi

19R3308 Sahitya – 2 (History of Sahityashastra)

1. Six schools of Indian Aesthetics: Rasa, Alankara, Riti, Vakrokti, Auchitya and Dhvani
2. Study of texts and authors: Bharata, Bhamaha, Dandi, Udbhata, Vamana, Rudrata, Anandavardhana, Rajashekhara, Kuntaka, Bhojaraja, Mammata, Dhananjaya, Vishvanatha, Appaya Dikshita, Jagannatha and Jagannatha

19R3310 History of Indian Philosophy

1. Definition and scope of Darshana, tradition of philosophy in India
2. Philosophical thoughts in the Vedas and Upanishads
3. Nastika Darshanas: Bauddha, Jaina and Charvaka
4. Tradition of Sankhya and Yoga: Important Acharyas, texts and tradition
5. Tradition of Nyaya and Vaisheshika: Important Acharyas, texts and tradition
6. Tradition of Purva and Uttara Mimamsa: Important Acharyas, texts and tradition
7. Schools of Vedanta: Advaita, Vishishtadvaita, Dvaita and Dvaitadvaita

19R3409 Linguistics

1. Introduction to linguistics, definition, school and development
2. Historical, Comparative and Modern linguistics
3. Phonetics and Phonology
4. Morphology and Syntax
5. Tradition of Studies and language and linguistics in India
6. Typological and Genetic classification of Languages, language families in India
7. Applied Linguistics

MA Indology

19R1314 Bharatiya Dharma ani Tattvajnana (Buddhapurva)

1. Origin and development of the concept of religion
2. Deities in the Rigveda and Atharvaveda, Vedic Mythology
3. Development of the institution of sacrifices- Shrauta and Gruhya sacrifices
4. Philosophy of the Upanishadas, Origin of theist and atheist philosophical systems
5. Origin of Buddhism and Jainism

19R1324 Bharatiya Dharma ani Tattvajnana (Buddhottara)

1. Introduction to the religion of the Puranas – Vrata-s, Teertha-s, Bhakti etc concepts
2. Vishnu and the Vaishnava cult
3. Shiva and his pathreon
4. Development of Jainism, Buddhiism and other Indian systems
5. Introduction to Shaktism, cult of Surya, Judaism, Zoroatser. Christianity and Islam

19R1332 Bharatiya Purabhilekhavidya

1. Importance epigraphy in Indian History.
2. Origin of the Brahmi script, antiquity and spread, antiquity and spread of Kharoshthi
3. Ancient writing material
4. Ancient eras – Shaka, Vikram and Gupta samvat
5. Introduction to select inscriptions and their reading.

19R1336 Prachin Bharatiya Vijnana ani Tantrajnana

1. Scope of the subject and fundamental concepts – What is science? Established perspective of science, Logic and experientialism, Contemporary contradictory opinions for science and technology
2. Archaeological and historical sources for the history of science and technology and their chronology
3. Origin and development of science and technology during the pre-historic and proto-historic period, beginning of agriculture and domestication of animals, settled life and its effect on science and technology, tradition of the Harappan civilization and its heritage
4. Science and technology from the Iron Age to 12th century CE, discovery and usage of iron, science and technology in early and later Vedic period, concept of Panchamahabhutas, Kanavada, theories regarding objects, medical surgeries, mathematics and astronomy
5. Decline of science and technology in ancient India, causes of decline, Arabian tradition of the science and its main contribution, interrelationship of Yunani – Ayurveda- Alchemy

19R1337 Varasa Vyavasthapan 1

1. Heritage and types of heritage
2. Cultural Heritage of India – Tangible and Intangible
3. World, National and Local Heritage
4. Museums and archives-Introduction, recording of antiquities, storage and exhibition
5. Heritage Management - Cultural resource management and national enterprise

19R1342 Bharatiya Nanakashashtra

1. Origin and antiquity of coinage, importance of coins and their study
2. Examination of coins, role of numismatics in the reconstruction of Indian history
3. Punch Marked coins, Indo – Greek, Scythian and Parthian coins, coinage of the Janapadas
4. Coinage of the Kushanas, Satavahanas and Kshatrapas
5. Coinage of the Guptas

19R1343 Sindhu ani Itar Tamrapashanayugin Sanskruti

1. Characteristics and spread of the Harappan Civilization, early, mature and late Harappan civilization
2. Society and culture of the Harappan period, relations of the Harappan civilization with the contemporary other civilizations
3. Chalcolithic Age – Ahar, Kayathaetc, Painted Grey Ware culture, Copper hoards etc.
4. Chalcolithic Age –Jorwe, Malawa, Savalada etc.

19R1346 Varasa Vyavasthapan 2

1. International treaties regarding heritage
2. National legislations regarding archaeology
3. Public / Private museums and society
4. Illegal export of art objects, legal trade
5. Conservation and restoration of heritage

BCOM19/202 - Corporate Accounting (4 credits)

Objectives: -

1. To know the basic concepts of corporate accounting.
2. To develop awareness about corporate accounting practices.
3. To enable the students with the provision of companies Act related to Holding Company.& Liquidation of company

Chapter1:- Issue of shares

- 1.1 Types of shares
- 1.2 Issue of equity shares (at par, at premium, at discount)
- 1.3 Forfeiture of shares, Reissue of forfeited shares

Chapter 2: Profit Prior To Incorporation

- 2.1 Introduction
- 2.2 Accounting treatment profit or loss prior to incorporation.
- 2.3 Sales ratio, Time ratio & Variable ratio

Chapter 3: Accounting Standards:

Familiarity to AS1; AS2 ; AS4; AS5;

Chapter 4: Holding Company:

Introduction: Definition of Holding Companies and subsidiary companies – Principles of consolidation – consolidation of balance sheet with one subsidiary company – Goodwill or capital reserve – Minority interest – capital or revenue profits / losses – inter company

Chapter 5: Liquidation of Joint Stock Company:-

- Concept of Liquidation
- Modes of Winding up
- Procedure of Winding up

BCOM19/203 - Corporate Law (4 credits)

Objective:-

- A] To acquaint the students with company/corporate law.
- B] To enable them to learn the implementations of these laws.

1. Joint stock company:

- Meaning, characteristics, kinds of companies
- Lifting the veil of incorporation
- Conversion of Private Ltd. Co. into Public Ltd.Co. & vice versa
- Formation stages of joint stock companies, Promotion

- Incorporation, Commencement of Business stage

2. Documents incidental to formation of company:

- Memorandum of Association- meaning, clauses, alterations, doctrine of constructive notice of memorandum
- Articles of Association – Meaning, Contents, Alterations, Table A- Doctrine of Indoor Management.
- Prospectus – Meaning contents, draft & Abridged form of prospectus, statutory requirements in relation to prospectus
- Statement in lieu of prospectus.
- Misstatement in prospectus
- Consequences, remedies & Liabilities for misstatement in prospectus:

3. Share & Share Capital :

- Meaning of shares, types of shares, Issue & allotment, underwriting of shares, Transfer & transmission of shares, D-MAT of shares, Forfeiture of shares, Re-issue& surrender of shares, Buy Back of shares, employee stock option scheme & SWEAT equity shares.
- Membership of Joint Stock Co. Meaning, Mode of acquisition & termination of membership. Rights & Liability of members, Nomination by member.

4. Borrowing Powers:

Provisions relating to borrowing powers.

- Debentures - Meaning, types, Issue of debentures
- Public deposits - Acceptance (Rule)
 - Mortgage, Pledge, Hypothecation.

5. Company Management:

- Corporate Governance - Introduction
- Director – Provision related to appointment, Removal & retirement by rotation of director's, powers Duties of a director, Liabilities of Directors
- Appointment of whole time director.
- Appointment of a managing director, remuneration of secretarial Auditors.

6. Rules of majority:

- Meaning, Exceptions to rule of majority
- Prevention of oppression & mismanagement.

7. Company Meeting:

- Meaning, Prerequisites of a valid meeting
- Types of meeting & provision related to various types of meeting.

8. Winding up of a joint stock company :-

- Meaning, mode of winding up
- Procedure of winding up
- appointment of official liquidators –rights & duties.

BCOM19/204 - Business Economics (Macro) (4 credits)

Objectives: - To impart the knowledge of

- 1) Macro economics
- 2) Inflation and deflation
- 3) Output of employment

1. Basic Concepts of Macro Economics- Introduction, Meaning, nature, scope, significance & limitations of Macro Economics.

2. Money-

- Definition & functions of money, & Meaning
- Demand for money
- Classical and Keynesian Approach
- Supply of money – Role of Central Bank
- Reserve Bank of India's New Money Measures
- Role of Commercial Banks. (Credit Creation)
- Value of money – Quantity Theory of Money, Cash Balance Approach, Milton Friedman's Approach, James Tobin's Portfolio

3. Inflation & Deflation

Inflation – meaning, causes & Effects
Demand – pull & cost, push inflation, consequences of inflation
Inflationary gap – Definition, Causes & effects
Deflation – Meaning & causes
Consequences of deflation.

4. Output & Employment Theories.

- Say's Law of Market
- Keynesian theory of employment & Income

5. Trade Cycle - Meaning, Features & phases of trade cycle
Policy for Trade cycle – Monetary & Fiscal Measures

6. National Income – Definition Meaning,

- Concept of National Income – Gross National product (GNP)
Net National product (NNP)
National Income at factor cost
personal Income, Disposable Income
- Measurement of National Income - Methods
- Circular flow of Income
- Difficulties in Measurement of National Income

7. Public Finance – Meaning, nature & scope – Public Revenue, Public Expenditure, Public Debt, Deficit Financing
Budget Concept & Types

8. Consumption Function – Meaning
- Propensity to consume

- Propensity to save
- Keynes's Law of Consumption
- Determinants of Consumption function

BCOM19/205 – Organization Trade And Markets(4 credits)

UNIT I - Introduction

Nature and scope of Business in the modern context- Objectives of Business-Study of various policies- Product buying ,selling price and Credit policies.

UNIT II - Service Sector

Role ,importance and development of Service Sector in India-Business Practices with reference to E-Commerce.

UNIT III - State in Trade

Concept of State Trading –Arguments for and against State Trading-Role of State Trading Corporation(STC) and Food Corporation of India (FCI) -State and privatisation of trading activities.

UNIT IV - Organised and Regulated Markets

Meaning and importance- Features of Organised Commodity Markets and Regulated Markets Produce Exchanges –Meaning, Organisation and Management, Objectives and Services offered-Produce Exchanges in India-Forward Markets-Meaning and importance.

UNIT V - Co-operative Marketing

Co-operative Marketing-objectives-Need-features-structure-Functions-Advantages-and Working.

UNIT VI - Security Markets

Meaning-functions-structure-constitution and management –Listing of securities-Price fluctuations-Regulations and control-Role of Securities Exchange Board of India (SEBI)-its guidelines-Stock Exchanges in India.

BCOM19/208 - Advanced Accountancy (4 credits)

Objectives:-

1. To impart the knowledge of
2. Final account of Banks and company
3. Insurance
4. Branch account
5. Accounts for incomplete record etc.

1. Banking company final account:-

Introduction, NPA, Reserved fund, Acceptance, endorsement and other obligations
Bills for collection, rebate on bills discounted, Provision for bad and doubtful debts
Preparation of final account in a variation form as per banking regulation act 1949.

2. Insurance Claim: -

- a. Claim for loss of stock- Introduction, calculation of average clause, treatment of abnormal item of goods. Under & over valuation of stock
- b. Claim for loss of profit: - Indemnity period, Calculation of claim

3. Investment accounts:-

Introduction, need, investment in securities cum interest , Ex- interest while purchasing and selling brokerage and expenses treatment and valuation of stock (closing investment) FIFO, Market price.

4. Branch Account : -

Introduction, types of branches, dependent branches only
Stock and debtors system
Branch trading, P & L account
Goods supplied at cost and invoice price

5. Departmental accounts : -

Introduction, methods and technical allocation of expenses, interdepartmental transfers, provision for unrealized profit

6. Accounts for Incomplete Records: -

Introduction, ascertainment of profit of sole trader, statement of affair method and conversion of single entry in to double entry

7. Interpretation and analysis of financial data

Meaning, objectives, purpose, methods, calculation of various ratio – gross profit, net profit, operating profit, stock turnover, current, liquid return of investment

8. Accounting standards: -

AS – 6 , AS – 9 , AS – 13

BCOM19/209 - Taxation and Auditing (4 credits)

Objectives: -

1. To impart the knowledge of Taxation
2. To enable the students to learn various auditing practices.

UNIT -I : Income Tax Act, 1961

Definition:

Income, Person, Assesses, Assessment Year, Previous year, Agricultural income, Exempted Income, Residential status of an assesses.

UNIT- II : Computation of taxable income under the different heads of income.

2.1 Income from Salary -Salient features , meaning of salary; Allowances and their taxability; perquisites and their valuation, Profit in lieu of salary; Deductions allowed (theory and problems)

2.2 Income from house property
Basic of chargeability;
Annual value
Deductions allowed (Theory and problems)

Profits and Gains by Business & Profession: -

Methods of Accounting Deductions expressly allowed and deductions expressly disallowed (Theory & problems)

Capital Gains:-

Chargeability
Definitions
Cost of improvement
Short term and long term gains
Deductions (Theory only)

Income from other sources:

Inclusions & Deductions

Unit -III : Computation of total taxable income of an individual

Deductions to be made applicable to individual from gross total income
Income-tax Rebates and Reliefs Computation of Taxable Income and Income –tax

Auditing:

Unit-I: Introduction and principles of Auditing

Definition, nature, objects and Advantages of Auditing.
Types of Errors and frauds.
Various types of Audit including Tax Audit

Unit – II : Audit Process :

Audit Programme, Audit Note Book, Working papers, Test checking,
Vouching of cash Book
Verification and valuation of Assets and liabilities.
Internal control, Internal check and Internal Audit
Audit in Computerized Accounts

Unit – III : Company Auditor

Qualifications and Disqualifications
Appointments and Removal
Rights, Duties and liabilities

Unit – IV : Audit Report

Types of Audit Report
Audit certificate, Difference between Audit Report and Audit certificate

Unit – V : Tax Audit

Auditor's Role under Income Tax Act.
Compulsory Tax Audit
Certificate for claiming exemptions
Selective Tax Audit

Unit – VI : Audit of Computerized Systems

Auditing an EDP environment
Problems in EDP
General EDP control
Audit Techniques

BCOM19/303C - Cost and work Accounting – II (4 credits)

Objectives:-

1. To provide training about the concepts, principles and application of overhead.
2. To understand various methods of costing and their applications.

1. Overheads: -

Meaning, Definition, and classification

Collection, Allocation, Apportionment and Reapportionment of overheads
Overhead absorption – meaning and methods
Under & over absorption of overheads –
Meaning, Reasons and accounting treatment
Control of production overheads, Administration overheads and selling and distribution overheads

2. Special item of overhead costs and treatment: -

Capacity cost, capacity cost, Research and development cost, depreciation cost, cost of obsolescence, cost of tools and cost of training

3. Methods of costing: -

Meaning and methods of costing – Needs for various methods
Job costing - Meaning, Features, Advantages, limitations & preparation of job cost sheet.
Contract costing – definition, features, preparation of contract account with works certified, uncertified, escalation clause, profit on complete contract, cost plus contract

4. Process costing :-

Meaning, features, preparation of process account with normal or abnormal loss or gain.
Inter-process profit
Theory – Joint product, by product

5. Operating costing :-

Meaning, features
Cost unit: simple and composite
Cost sheet for transport, Hospital, Canteen etc.

BCOM19/304C - Cost and works Accounting – III (4 credits)

Objectives:

- 1.To impart training regarding techniques of cost control .
- 2.To create awareness among the students regarding cost control and cost reduction.
- 3.To provide training as regards concept, procedures and legal provisions of cost audit.
- 4.To develop the skills in cost control and in cost audit.

Marginal costing: -

Meaning & concepts- Fixed cost, variable cost, Marginal cost,
Marginal costing- contribution, p / v ratio
Breakeven point, Assumptions & limitations
Margin of safety
Cost, volume profit Analysis
Differential cost analysis
Application of marginal costing techniques

Budgetary Control: -

Meaning of budget and budgetary control

Objectives of budgetary control
Procedure of budgetary control
Advantages and limitations
Types of budget – According to flexibility – According to functions
(Sales, production, purchase, cash etc.)
According to management control-
Programme, performance, zero base budgeting
Practical problems – cash and flexible budget

Uniform costing and inter firm comparison: -

Meaning – objectives, advantages, limitations
Requisites – uniform cost manual.
Inter-firm comparison – meanings, essentials, advantages, limitations.

Standard costing: -

Definition, Meaning of various concepts
Difference between standard cost and historical cost (difference between standard costing and budgetary control.)
Advantages and limitations
Setting of material, labour, overhead standards.
Variance Analysis – meaning, types, causes of material and labour variance

Cost Audit:-

Meaning – objective, types of cost audit.
cost investigation and cost audit.
Advantages of cost audit.
Procedure and programme of cost audit
Cost auditors – appointment, rights, powers and liabilities
Cost audit report

Target Costing :-

Meaning, features of Target costing
Advantages & Limitations of Target costing
Impact on profitability of firm.

BCOM19/308B - Banking & Finance – II (4 credits)

Objectives: -

1. To acquaint the student with financial market and its various segments.
 2. To give the students an understanding of the operations and developments in financial markets in India.
 3. To enable them to gain an insight into the functioning and role of Financial institutions in the Indian Economy.
1. Indian Financial System, Structure, Changes after 1991

Indicators of Financial Development
Role of financial system in economic development.

2. Indian Money Markets :-

- meaning, scope & function of money market.
- structure & features of Indian money market.
- Segments of Indian money market Institutions of Indian money
 - Market
 - Drawbacks of Indian Money Market
 - Sub Markets
 - Reserve Bank of India & money market.
 - Changes in money market.

3. Indian capital market :-

- Meaning & functions of capital market.
- Structure & features of Indian capital market.
- Participants in Indian capital market – Stock Exchange (Bombay Stock Exchange, National Stock Exchange) depositories, Banks & financial institution, Brokers, Foreign Institutional Investors; Merchant Bankers, underwriters, Mutual funds, Role of S.E.B.I.
- Instruments in India capital market – Shares, Debentures, Bonds (various types) Global Depository Receipts (G.D.R.) American Depository Receipts (A.D.R.), Derivatives..
Limitation of Indian capital market.

4. Non-Banking Finance Companies (N.B.F.Cs.)

- Meaning of N.B.F.C: difference between N.B.F.C & Banks.
Functions of: -
 - a. Lease finance companies.
 - b. Venture Capital Finance
 - c. Factoring companies.
 - d. Housing finance companies.
 - e. Venture capital finance companies. Regulations of N.B.F.C. in India.
 - f. Mutual funds

5. Specialised Financial Institutions & Investment Institutions in India

Objective, organisation, functions & progress of

- a. Industrial Finance Corporation of India.
- b. Industrial Investment Bank of India
- c. Small Industries Development Bank of India, State Finance Corporation
- d. Life Insurance Corporation of India.
- e. Unit Trust of India.
- f. General Insurance Corporation of India
- g. Provident Funds

BCOM19/309B - Banking & Finance – III (4 credits)

1. Laws Relating to Banking in India -

Provisions of the Banking Regulation Act, 1949 with reference to the following:

Definition, Capital, Reserve Fund, Cash Reserve, Cash reserve for non-scheduled Banks, Liquid Assets, Licensing, Branch Licensing, Management, Profit and Loss and Balance sheet – sec.10,29 and 30. Powers of the Reserve Bank of India – sec.35 and 36. Voluntary Amalgamation – sec.44A. Compulsory Amalgamation – sec.45. Liquidation – sec. 45R. Banking Regulation Act as applicable to Co-operative Banks.

2. Negotiable Instruments Act.1881 -

Definition, Characteristics, Presumptions of Negotiable Instruments. Promissory Note, Bills of Exchange and Cheque – Definition and Features. Parties to Negotiable Instruments. Negotiation. Presentation. Notice of Dishonor. Noting and Protesting.

3. Paying Banker and Collecting Banker -

Precautions in Payment of Customers Cheques, Paying Bankers Duties and Rights, Statutory Protection to Paying Banker, Payment of Forged Cheque Return of Cheque when the banker must refuse payment of cheques, Precautions in Collecting Customers Cheques, Collecting Banker Duties and Rights, Statutory Protection to Collecting Banker.

4. Relationship between Banker and Customer –

Definition of Banker and Customer, Relationship as Debtor and Creditor, Banker as Trustee, Banker as Agent, Banker Obligation Of Secrecy of Accounts, Banker's Lien, Right of Set-off, Disclosure permitted by the Banker's Practices and Usage, Banker's Obligation to honour Cheques, Garnishee Order, Termination of Relationship.

5. Securities for Advances -

- Principles of Secured Advances
- Precautions to be taken by the banker while advancing against:
 - (a) Documents of Title to Goods
 - (b) Real Estate
 - (c) Fixed Deposit Receipt
 - (d) Gold and Silver Bullion
 - (e) Supply Bills
 - (f) Life Insurance Policy
 - (g) Shares
 - (h) Agricultural Produce

Modes of creating charge :- Lien, pledge, Hypothecation, Mortgages & types of Mortgages

6. Project Appraisal & Recovery Measures :-

Step in Project Appraisal – Economic, Technical, Managerial operational & Financial Aspects

- a) Non Legal Measures – Follow up action – One time settlement – Recovery Camps – Recovering through Self Help Groups
- b) Legal Measures – Debt Recovery Tribunal – Lok Adalat – Corporate Debt Recovery System – Recovery under Securitisation & Reconstruction of Financial Assets Enforcement of Security Interest Act, 2003

BCOM19/307M - Marketing Management – I (4 credits)

Objectives: -

- 1.To develop marketing skills in students.
- 2.To develop the understanding of marketing environment and services.

Unit – I: - Marketing – An Introduction

- 1.1 Marketing: - Introduction, Definitions, Meaning & Importance.
- 1.2 Evolution of marketing, scope of marketing
- 1.3 Approaches to the study of marketing – Traditional & Modern
- 1.4 Role of Marketing Managers in changing Marketing Environment

Unit – II: - Marketing Environment

Factors affecting marketing environment, Ethics in Marketing, Challenges in Marketing

Unit – III – Marketing Planning

- 3.1 Introduction – Meaning & Definition
- 3.2 Types of market segmentation
- 3.3 Elements of market segmentation
- 3.4 Marketing Mix
- 3.5 Four P's (Product, Price. Place & Promotion) & their elements

Unit – IV – Control of Marketing Operations

- 4.1 Introduction – Scope of marketing control
- 4.2 Marketing control process
- 4.3 Consumer Movement – Origin & Nature, Consumer Education
- 4.4 Consumer Guidance Society of India

Unit – V – Customer Relationship Management (CRM)

Effective CRM – features, principles
Computers & CRM
Difficulties in CRM

Unit – VI – Marketing Research

- 6.1 Introduction
- 6.2 Meaning, Definition
- 6.3 Difference between market Research & marketing Research
- 6.4 Objectives of marketing Research
- 6.5 Importance of marketing research
- 6.6 Present status & future of marketing research in India.

Unit – VII – Marketing of Services

- 7.1 Meaning & Definition
- 7.2 Features of services
- 7.3 Classification of services: -
Consumer services & Industrial services

7.4 Marketing strategies for services.

Unit – VIII – New product development strategy / Marketing communication

- 8.1 Introduction & Imp. of Marketing Communication
- 8.2 Factors considering new product development strategy, Imp. of Marketing Communication
- 8.3 Organization for new product development strategy
- 8.4 Role of manager- Personal selling, Advt, Sales promotion & Publicity
- 8.5 Steps of new product development process
- 8.6 Causes of failure of new product
- 8.7 Management of product lines & Brand, Communication through product cues
- 8.8 Integrated Marketing Communication

Unit – IX Rural Marketing / Agri Marketing

- 9.1 Introduction, Definition & Scope
- 9.2 Importance, features of rural market, agri marketing
- 9.3 Rural share in national marketing
- 9.4 Features of rural market, Factors affecting demand for Agro products

BCOM19/308M - Marketing Management – II (4 credits)

Objectives:

- 1. To impart the knowledge of modern marketing techniques.
- 2. To develop marketing skills in students.

Unit-1 - Marketing Management:

Marketing Management – Introduction, Definition.
Responsibilities of Marketing Management
Functions of Marketing Management, Skills & Qualities of Marketing Manager, Challenges in Globalisation, Methods to manage change

Unit-2 - Market Segmentation:

Introduction, Relevance
Essentials of effective market segmentation
Procedure of market segmentation, Patterns of market segmentation
Basis for segmenting consumer market and Industrial market
Benefits and limitations
Market targetting & positioning

Unit-3 - Buyer Behaviour: -

Meaning, Need of studying buyers' behaviour
Different factors influencing consumer Behaviour
Buyers behaviour and buying process
Buying behaviour of Indian customers
Organisational Buyer Behaviour

Unit-4 - Ethics and Social Responsibilities of Marketing , Social Marketing

:-

Introduction - Social responsibilities of Marketing Manager

Social criticism of marketing

Impact of marketing on social in general and on other business.

Action to regulate marketing activities

Recent trends in Social marketing

Unit-5 - Customer Relationship Management: -

Meaning—significance – process of building Customer Relationship

Customer service, customer care, focus, customer delight , Attracting and retaining customers, Need for customer retention, difficulties related to customer relationship management.

Unit-6 – Industrial Marketing –

Introduction

Industrial Marketing Strategy

Future of Industrial Marketing

Global Industrial Marketing.

Unit – 7 – Retail Marketing

Meaning, characteristics, Significance, Functions, Trends in Retail Formats

Organised / Unorganised forms of retailing

Unit – 8 – International Marketing –

Introduction , Need & signification

International Marketing planning

Significance for developing countries

Recent trends in Global Marketing

Unit – 9 –Consumer Role in Business

Imp. of consumer / consumerism in India / consumer rights &

Agencies Evolution

of Customer Movement in India.

BCOM19/309M - Marketing Management – III (4 credits)

Objectives: -

1. To enable the students to learn marketing technique through advertisement.

2. To understand the role& functions of advertising agencies.

3. To understand the concepts and types of advertising media, appeals and its material used

1. Meaning – scope – elements of Advertising

Conceptual frame work, origin and growth.

Advertising as a marketing tool and significance for consumer welfare.

Nature scope and functions.

Role of Advertising in modern business.

Advertising and marketing mix.

Advertising – Marketing – Types

Economic and social aspects of advertising
Benefits – Limitations
Criticism of advertising

2. Advertising Media

Definitions, Classification & characteristics of different media.
Comparative study of advertising media.
Selection of media. Factors affecting selection
Media mix – Geographical selectivity – Media scheduling – modern advertising

3. Advertising Layout

Meaning and Importance
Components – Background – Border caption – Decorations – Heading - Illustration – Mascot Name
plate – price – product – slogan – space – sub heading – Text Message- Trademark, Balance in layout – weight – movement.
Preparation of copy, Essentials of good copy, copy - writing

4. Appeal to Advertisement

Introduction – Different appeals & their significance
Advertising message
Positive Emotional approach
Negative Emotional approach
Fear appeal and market segmentation
Direct and Indirect Appeal
Relation between advertising appeal and buying motives

5. Advertising Agency, Functions, Selection, Coordination

Evaluation – History of Advt. Agency. Functions
Factors involved in Agency selection. Co-ordination with the Agency. Changing the agency organisational structure – Development of new agency system
Institutional Advertising – Interdependence of Institution and product, Advantages of image building, Audience segmentation and media. Methods of selecting new clients.
Corporate Advertisement:- corporate advertising in India.

6. Advertising Process

Advertising process : - Advertising psychology, Effectiveness of Advertising, Buyers Behaviour & advertising
Advertising strategy – Planning and organization contribution, setting of Advertising Objectives,
Advertisement strategy. Advertisement planning, level of decision making, factors influencing organisational features.

7. Construction of Advertising Material

Visualization – Technique
Preparation of the copy – copy thinking
Objectives and essentials of good copy types of copy. Faults in copy writing
A-I-D-A- formula: Attention, Interest, Desire, Action. Attracting attention
Display – Headline – writing – use of illustration creating – interest, desire and confidence -
Suggesting Action. Advertisement themes.

8. Advertising a career

Selecting advertising as a career
The modern advertiser Educational training
Advantages and limitations of advt as a Profession
Women in advertising career
Internet Advertising

9. Future of Advertising in India

Advertising in the market place – Advt. in non-business Areas. (Advt. – Advertising)
Industrial Advertising
Rural Advertising
Future of Advertising in India
Factors that influence the future Advertising.

10. Brand Marketing

Meaning of Brand & Branding
Benefits of Brand to seller & customer
Types of Brands & significance
Branding Decision

BCOM19/101 - Financial Accounting (4 credits)

Objectives:-

1. To know the basic concepts of Accounts.
2. To enable students to have command on Advanced Accounting Methods in business.
3. To know the details about Partnership Accounting.
4. To get the students acquainted with accounting treatments of Non – trading organizations.
5. To acquaint the students with the methods of preparation of final accounts.
6. To meet the growing requirements of the students of accountancy.

Chapter 1 :- Introduction

UNIT -1 - Fundamentals of Accounting

- 1.1 Introduction to Accounting -
Classifications of Accounts

Accounting Principles, Conventions and Concepts
Double entry system
Rules of debit s and credit
Accounting Equation

- 1.2 Recording of Transactions – Journal, Ledger, Trial Balance
- 1.3 Final accounts of Non-Corporate entities -Capital and Revenue items,
Principles of preparing Trading and Profit and Loss
Account, Balance sheet
 - 1.4 Meaning, definitions, Scope and need of Accounting (rules of Accounts)
 - 1.5 Branches of development of accounting.
 - 1.6 Introduction of accounting standards

Chapter 2 :- Piecemeal Distribution of partnership firm.

- 2.1 Surplus capital method.
- 2.2 Maximum loss method.

Chapter 3: - Depreciation

- 3.1 Meaning, need.
- 3.2 Methods: - (annuity & sinking fund)
 - 1. Journal Entry.
 - 2. Ledger.

Chapter 4 :- Farm Accounting.

- 4.1 Introduction.
- 4.2 Books of Accounts to be maintained for farm accounting.
- 4.3 Preparation of Revenue Accounts & finding out profit or loss on
various sections. Crop Accounts, Live Stock Accounts,
Dairy Accounts, Poultry Accounts, Fishery Accounts.
- 4.4 Preparation of Balance Sheet.

Chapter 5 :- Tally and Computerized Accounting.

Accounting in Computerized Environment

- 5.1 Introduction
- 5.2 Advantages of Computerized Accounting
- 5.3 Features of Computerized accounting system
- 5.4 Difference between manual accounting & computerized accounting
- 5.5 Accounting packages features.
- 5.6 Introduction of Tally 7.2, objective, use.

BCOM19/102 - Business Economics (Micro) (4 credits)

Objectives:-

- 1. To impart the knowledge of basic business economics.
- 2. To know the theory of demand and supply.
- 3. To enable the students to know the various factors of
production.

1) **Introduction: -**

Micro economics, Meaning , Importance & Limitations
Difference between micro & macro economics
Basic problems of an economy.
Market Mechanism: - Functions & limitations.

2) **Demand Analysis: -**

Concept & meaning of demand.
Law of demand , changes in demand.
Elasticity of demand-concept, price , income , cross elasticity of demand,
Determinants of elasticity of demand, measurement of price, income and cross elasticity of demand,
Total revenue, Average revenue, Marginal revenue.

3) **The Production Function -**

Introduction, Concept of Production
Law of variable proportion, Three phases of Law
Law of Returns to scale & Three phases
Economics of Large Scale Production,
Internal & external economies & diseconomies of Large scale production.

4) **Cost Concepts: - Introduction**

Types of costs – Fixed, Variable, average, marginal and total cost, Short run cost & long run cost.
Opportunity cost. – application of opportunity cost
A firm's Short run & Long run average cost curve.

5) **Market Structure: - Introduction – Definition, classification**

Perfect competitive market,
Perfect competition –characteristics, conditions of equilibrium, equilibrium of firm & Industry short run & long run supply curve, Price & output determination.
Monopoly – characteristics, types, equilibrium of monopoly firm, price Discrimination, price & output determination – short run / Long run period.
Monopolistic competition – characteristics, price & output determination- Short run & Long run under Monopolistic competition
Meaning
Oligopoly – Features of oligopoly market
Duopoly – Meaning and Features of Duopoly market

6) **Factor pricing: - Introduction, features of factor pricing**

1. Marginal productivity & Theory of distribution
2. Rent – Ricardian & Modern Theory of rent ; Quasi rent.
3. Wages- Real & Money wages, collective bargaining & trade union
4. Introduction, Gross & Net Interest., Loanable Fund Theory
5. Profit – Meaning, Theories of profit – Risk & uncertainty theory, Dynamic Theory, Innovation Theory.

BCOM19/103 – Marketing (4 credits)

Objectives:-

1. To enable students to know the concepts of Market & Marketing.
2. To understand 4 P's of Marketing mix in detail.
3. To understand the recent trends in Marketing.

Unit I: Introduction To Marketing: -

- 1.1 Meaning & Definition: - Market, Marketing.
- 1.2 Functions of Marketing: -
Buying; Assembling; Selling, Warehousing; Transport;
Standardization; grading; Packaging; Labeling; Risk Bearing
Insurance; Finance; Market Research.
- 1.3 Branding- features, Methods, Packaging

Unit II :- Product Mix :-

- 2.1 Meaning; Definition; Elements of Marketing Mix.
- 2.2 Product – Concept; Definition,
Characteristics – Implicit, Explicit
- 2.3 Product Life Cycle.
- 2.4 Product Differentiation; Product Positioning.
- 2.5 Development of a New Product.

Unit III :- Price Mix :-

- 3.1 Concept & Definition of Price.
- 3.2 Elements of Price Mix.
- 3.3 Importance of Pricing.
- 3.4 Pricing Methods: -
 1. Cost oriented pricing strategy.
 2. Demand oriented pricing.
 3. Competition oriented pricing.

Unit IV :- Place Mix

- 4.1 Meaning & Concept of Place Mix.
- 4.2 Types of Intermediaries / Middlemen.
 - A. Merchant Middlemen.
 1. Wholesalers.
 2. Retailers: - Small scale retailers and Large scale retailers.
 3. Mail order house.
 4. Super market.
 5. Consumer Co-operative.
- B. Agent Middlemen.
 - 4.3 Types of Channels.

Unit V :- Promotion Mix :-

- 5.1. Meaning of promotion mix.
- 5.2. Elements of promotion mix.

- 5.3. Factors influencing promotion mix.
- 5.4. Sales promotion techniques & methods.
1. Premiums.
2. Contests.
3. Price deals.
4. Other sales promotion technique.

Unit VI: - Recent trends in marketing :-

- 6.1 Rural marketing.
- 6.2 Services Marketing.

MCC – 111 - Management Accounting (4 credits)

UNIT I- Introduction

Management Accounting-Need and importance- Meaning, Definition-Objectives and Scope, its distinction between Financial and Cost accounting- Advantages and limitations of Management accounting; Management Accountant-Role-Essential qualities.

UNIT II- Financial Statement Analysis

- (a) Interpretation and criticism of financial statements-Trend percentages-Inter firm Comparison-Necessity and limitations.
- (b) Ratio Analysis-Meaning, advantages, limitations, Balance sheet ratios, Profit & Loss A/c Ratios, Liquidity, Solvency ratios, Overall Performance ratios (Advanced Problems).
- (c) Fund flow statement and cash flow statement-advantages of fund flow statement, distinction between Fund flow and Cash flow statement.

UNIT III- Working Capital Management

Concept and definition of working capital-Determination of working capital-Assessment of working capital needs-Study of Components of working Capital-Such as cash Management, Accounts receivable management and inventory management

UNIT IV - Long Term Investment Decisions

Capital budgeting-Meaning-Importance-Evaluation technique and methods-Pay back-Discounted, Cash flow-Net present value Internal rate of return, Relationship between risk and returns.

UNIT V - Cost Of Capital

Meaning-Definition and assumptions-Explicit and implicit cost, Measurement of specific cost, cost debt. Preference shares-Equity shares, Retained Earnings-Weighted average cost of capital.

Compulsory Subject

MCC – 112 - Principles of Management and Management Information System (MIS) (4 Credits)

UNIT I - Management

Nature of Management-Principles of Management-process of management.

Planning, Organizing, Leading, Motivating and Controlling

Decision-making concepts, Types of decision, Steps in decision-making,
Administrative problems in decision making-

Management by treatment of Mathematical and non-Mathematical techniques-

Linear Programmes, Queuing theory, Game theory, Critical Path Method (CPM),

Decision Tree Analysis

Pioneers of Management thought-F.W. Taylor and his scientific management,
Henry Fayol and his Administrative Management, Michael Porter, Tom Peters,
Elton Mayo and his Hawthorne experiments; Chester Barnard and his Social
system theory, Peter Drucker and his thoughts.

Management system and Processes-Scientific Management-Creativity in
Management-Traditional and Professional management in India.

UNIT II - Organizing

Classical, Neo-classical and Modern theories of Organization structure-

Process of Creating Organization Structure- Departmentation; span of
control; Delegation of Authority-Levels of Management, Centralization and
Decentralization- Formal and Informal Organization structure-Types of
Organisation, Management of Conflict-Group Dynamics-

UNIT III - Direction, Motivation And Communication

Principles of Direction-Theories of Motivation

(a) Maslow's Need Hierarchy (b) Herzberg's Hygiene Theory

(c) McGregor's Theory X and Y (d) McClelland's Achievement Theory and Morale
building, Interpersonal and group behavior -Communication Network, Barriers
in Communication-Effective Communication.

UNIT IV - Leadership and Control

Theories of Leadership-Leadership style-Linkert's system of Management
Leadership-Management Grid, Fieldler's model of Leadership, Leadership
styles in Indian Organization,

Concept of Managerial Control- Basic Control Process, Advance control techniques-
Operation Research Programme Evaluation and Review Technique (PERT)

UNIT V - Management Information System (MIS)

Introduction: Basic components of a Management Information System [MIS] and
Management Science-Features and Importance of Management, Levels of
Management and MIS.

Role and Effect of Computer on Management Information System.

Specialization I - Advanced Marketing

MCM – 111 - Marketing Techniques (6 Credits)

UNIT I - Introduction

Evolution of Marketing – Components of Marketing, Functions of Marketing,
Significance of Marketing, Relevance of Marketing in developing economy.

Marketing organization and Environment – Meaning, Scope, importance and different forms of organization, Marketing Environment – Meaning , factors, Internal and external Marketing organization

UNIT II - Marketing Mix & Price Mix

Definition, meaning elements and importance of marketing mix.

Product mix – Product Planning and development product testing. Product Life Cycle – Managing the product in product life cycle.

Branding and Packaging – Meaning, Need, objectives and factors influencing pricing decision, pricing method

UNIT III -Promotion Mix & Physical Distribution

Elements of promotion mix, Sales promotion system. Recent trends in promotion strategy, marketing communication

Physical Distribution – Definition, Characteristics, Intermediate - Types of Channel – factors considered in Channel decision, Direct selling, shopping malls etc. New Product Decision Process - Types of new products - Test Marketing of a new product.

UNIT IV - Salesmanship & Advertising

Meaning, elements, importance of sales organization. Sales forecasting and budgeting – Qualities of good salesman. Role of sales manager.

Advertising – Setting the advertising objectives – Role of advertising,

Recent trends in modern advertising - Evaluating marketing communication programs - Message evaluation, reorganization test etc.

UNIT V - Market Segmentation

Meaning, definition, different ways to segmentation – essentials of effective market segmentation, comparison between differential marketing and concentrated marketing. Tele Marketing, e-Marketing, Service Marketing, Rural Marketing – features, importance, difficulties of rural markets.

Market Evaluation and Controls - Types, process, obstacles to marketing control - Marketing Audit

MCM – 112 - Consumer Behaviour (6 Credits)

UNIT I - Introduction

Definition – Consumer Behaviour & Marketing, Stages in Marketing, Application of Consumer Behaviour Science, Changing Role of Product, Marketer and Consumer, Customer Behaviour – Family –Woman, Rural Consumer, Special Area Consumer

UNIT II - Consumer Perception

Meaning, Concept and importance of Consumer Perception, Formation of Perception – Perception Process, Consumer Perceptions in Services Sector, Perception & Brand. Consumer Perception of Risks.

UNIT III - Consumer Learning And Attitude

Learning Theories – Stimulus Response Theory, Generalization, Cognitive Learning Theory, and Branding.

Attitude – Definition and Importance, Formation of Attitude, Attitude Motivate, Role of Influences- Influences of Family, Influence of Groups & Peers, Influence of Media. Attitude Behavior Relationship

UNIT VI - Motivation

Concept of Motivation – Motivation Process, Positive & Negative Motivation – Integrity of Motivation – Hierarchy of Needs – Emerging Concept of Involvement

UNIT V - Consumer Protection & Business Ethics

Consumer Protection – Role of Government – Consumer Protection Legislation in India – Role of Media – Ethics in Business and its relevance to the study of Consumer Behaviour – Can Ethics be taught Ethics in operations

Specialization II - Advanced Accountancy

MCA-111 - Advanced Financial Accounting (6 Credits)

UNIT I - Branch Accounts

Types of Branches, Independent branch-Reconciliation and Adjustments entries, Incorporation of Trial balance.

Foreign branch - Principles for conversion, Conversion of Trial balance

UNIT II - Royalty Accounts

Royalty, Minimum rent, Short working, Recoupment of Short working, Laps of Short working. Journal Entries and Ledger Accounts in the books of Landlord and Lessee

UNIT III - Final Accounts of Co-operative Societies

Credit Co-operative Society, Format- (Form N), Allocation of profit as per Maharashtra Co-operative Society Act, preparation of Final Accounts

UNIT IV - Lease Accounting

Concept of lease, Types of Lease, Advantages and Disadvantages of lease, Accounting treatment for financial lease and operating lease

UNIT V - Recent Trends in Accounting (Only Theory)

Government Accounting, Carbon Credit Accounting.

MCA 112- Financial Management (6 Credits)

UNIT I- Advanced financial Concept

Financial Objectives of a Company, Value Enhancement in the Business Parlance, Non- Financial objectives of a firm, Agency Theory, Stakeholder Groups and Strategy & Primary Reasons for Conflicts of Interest, Financial Planning and Strategic Planning, The Relationship between Short-term and Long – term Financial Planning, Potential Conflicts between Short-term and Long – term Objectives, Planning Systems, Types of Long- term Strategy, The Relationship of Investment Decisions to Long-term Planning

UNIT II - Operating and Financial Leverage

Operating leverage, Financial leverage, BIT – EPS analysis, measures of financial leverage, combined leverage

UNIT III - Capital Structure, cost of capital and valuation

Capital structure theories, Net income approach, Modigliani Miller approach, Traditional approach, Cost of capital, Valuation

UNIT IV - Financing Current Assets

The Behavior of Current Assets, Spontaneous Sources of Financing Current Assets, Regulation of Bank Credit

UNIT V - Management of cash

Motives for holding cash, Objectives of cash management, Factors determining cash needs, Cash budget, Cash management tools, Basic strategies

UNIT VI - Receivables Management

Long Term Investment Decision, Capital Budgeting, Process of Capital Budgeting, Evaluation Techniques of Capital Budgeting Proposals, Risk Analysis

Specialization III – Banking & Finance

MCB – 111 - Banking Practices (6 Credits)

UNIT I - Banker customer relationship

Definition of a banker and a customer Banker customer relationship as debtor-creditor, agent-principal and trustee-beneficiary Features of the relationship

UNIT II - Rights & Duties of Bankers

Banker's duty of secrecy of customers' accounts: Credit Information Bureau of India Limited Right of set off, Garnishee order, Law of limitation, Termination of relationship Customer's service: Goiporia Committee Norms.

UNIT III - Asset - Liability Management

Definition of assets and liabilities, Asset liability mismatches on the grounds of locations, maturity, return and currency Risks while managing the assets and liabilities: Liquidity risk, Interest rate risk, premature withdrawal and pre-payment risk, Price Risk, Foreign exchange and sector based risk, Strategies to manage these risks, RBI guidelines for asset and liability management.

UNIT IV - Hi-tech banking and Mergers and Acquisition in banking sector

Electronic payments, (Internet, Phone and Mobile banking) Electronic Clearing System, Debit, ATM and Credit cards, Electronic Funds Transfer, RTGS (Real Time Gross Settlement), Toll Free Number Facility Meaning of Merger and Acquisition : Recent cases of mergers and acquisition in Banking sector of India - Consolidation of Banks.

UNIT V – Foreign exchange management

Need ,players , Instruments in Foreign Exchange Market(foreign travelers; corporate, R.B.I. , international financial institutions) (currency ,coins, cheques, T.T., Travelers cheque, credit cards, D.D.)

Methods of foreign exchange management (buying and selling rates) , domestic terms and international terms – spot and forward quotas

Types of foreign exchanges A/cs: NOSTRO AND VOSTRO A/C, FCNE A/C, N.R.O. N.R.I.

N.R.N.R., N.R.S.P., E.E.F.C.

Convertible and non convertible currencies

MCB – 112 - Central Banking (6 Credits)

UNIT I - Evolution of Central Banking

Origin and evolution of central banking. Need and rationale of central bank.

Evolution of Reserve Bank of India (R.B.I.)

UNIT II - The Reserve Bank of India as Currency Authority

The Reserve Bank as currency authority: issue of currency notes, Asset backing for note- issue Distribution of currency, Currency chests, recent developments in currency management.

UNIT III - The Reserve Bank as Banker to Government

1. Maintenance of Government accounts.
2. Banker to the Central Government and the State Governments
3. Management of public debt

UNIT IV - Reserve Bank and Commercial Banks -Part I

Regulation and supervision over commercial Banks:

1. Licensing of banks
2. Opening of new banks
3. Branch Licensing
4. Foreign banks
5. Cash reserves and liquid assets
6. Prudential norms, capital and reserves
7. Control over methods of operation

UNIT V- Reserve Bank and Commercial Banks -Part II

Para Banking activities:

1. Control over management
2. Annual accounts and audit
3. Subsidiaries of commercial banks
4. Credit Information Bureau
5. Insurance
6. Inspection of banks : Board for financial Supervision (BFS) and system of inspection.

UNIT VI- Non-Banking Financial Companies (Nbfc)

Regulatory framework for NBFCs:

Measures for supervision over NBFCs.

UNIT VII- Relationship of International Financial Institutions with Central Banking

Considering The Functions Of:

International Monetary Fund (IMF)

World Bank

Asian Development Bank (ADI)

SAARC

World Trade Organization (WTO)

MCC 211 - Managerial Economics (4 Credits)

UNIT I - Introduction to Economics

Introduction, Micro & Macro Economics, Static & Dynamic Analysis, Nature of static's, Economic Dynamics

UNIT II - Demand Analysis

Introduction, Demand, Factors influencing Demand, Types of Demand, Law of Demand, Variations & Changes in Demand, Expansions & Contraction of Demand, Increase & Decrease in Demand, Elasticity of Demand, Price Elasticity of Demand, Types of Price elasticity, Kinds of Elasticity of Demand, Factors Determining the Price Elasticity of Demand

UNIT II - Cost Benefit Analysis

Introduction, Meaning of Cost Benefit Analysis, Difficulties in estimating cost, Steps in Cost Benefit Analysis, Advantages & Disadvantages of Cost Benefit Analysis, Justification for Cost Benefit Analysis

UNIT IV - Theory of Production

Production is Creation Or Addition of Value, Production Function, The Laws of Production, The Law of variable proportions, The Law can be explained with the help of hypothetical production schedule, Returns to Scale, Three phases of Returns to Scale

UNIT V - Product Pricing

The Essentials of a Market are-, Classification of Markets, Classification on the basis of time period involved, Classification on the basis of degree of competition, Pricing under Pure Competition, Revenue Concepts, Equilibrium of the firm & industry, Equilibrium of the firm & industry under Perfect Competition, Long Run equilibrium, Price output under Monopoly, The Equilibrium of the Monopolist, Short Run Equilibrium and Long Run Equilibrium

UNIT VI- Types of Business Organization – I

Introduction, Characteristics of Business, How Businesses are organized, Criteria to decide the type of organization, Sole Proprietorship, Partnership, Joint Stock Company

MCC – 212 - Modern Business Practices (4 Credits)

UNIT I - Chamber of Commerce and Trade Associations Organizations-

Objectives and functions, Maharashtra chamber of commerce, Industries and Agricultural and their local branches, Mahratta Chamber of Commerce, Industries and Agriculture, Indian Merchants Chamber

UNIT II - Federation of Indian Chamber of Commerce

Industries (FICCI) Association of Chamber of Commerce, Confederation of Indian Industries (CII)

UNIT III- Public Enterprises and Public Utilities

Objectives, functions and Organization of public Enterprises, Public Utility Management practices of Public enterprises in India, Efficiency, Autonomy and control of public Enterprises, Recent practices and policies in public Enterprises and Public Utilities

UNIT IV- Agricultural Business Practices

Characteristics of Agriculture Business, Nature of Indian Agriculture, Government policies related to agricultural business, Problems and prospects of Agricultural Business, Agricultural Taxation policy

UNIT V- Agricultural products and Farms Services

Nature and disposal of Agricultural by-products, Farm waste, cost of recycling of farm waste

UNIT VI- Allied Agricultural Business

Dairy, Poultry, Bio- Manures, WTO and its impact on Agricultural Business practices

Specialization I- Advanced Marketing

MCM – 211 - Customer Relationship Management & Retailing (CRM & Retailing) (6 Credits)

UNIT I - Introduction

Conceptual foundation of Relationship Management, Evolution of relationship management-significance in Indian context

UNIT II - Relationship Marketing

Relationship marketing of Services Vs. Relationship marketing in Consumer markets - Buyers sellers relationships - Relationship marketing in Mass markets, relationship marketing and marketing strategy

UNIT III - Information Technology & CRM

Role of Information Technology in building, maintaining and enhancing profitability design and analysis – Digital Marketing – Dynamics of Website – Behavior of a Consumer in the digital world – Internet Marketing & Logistics

UNIT IV - Retailing

Retailing – Definition – Significance and Importance – Indian Vs. Global scenario – Types of Retailing – Store Retailing – Non-store Retailing – Types of retailers. Retail location – Factors affecting retail location decision – Site selection – Factors affecting site selection – Steps in selecting site – Location based retail strategies.

UNIT V - Stores Design

Store design – Store layout – Types of layouts – Factors affecting store layout – Retailing image mix – Store Façade - Store administration – Floor space management - Space mix – Managing store inventories and displays. Customer service – CRM in retailing- Cashiering process – Managing in-store promotions and events.

MCM – 212 - Services Marketing (6 Credits)

UNIT I - Introduction

Services –Nature of Services, Characteristics of Services - Intangibility, Inconsistency, Inseparability and Inventory, Classification of Services, Goods – services continuum – Search, experience, Consumer versus Industrial services, Importance of Services Marketing.

UNIT II - Services Marketing Mix (Part A)

Extended Services Marketing Mix: Going Beyond the 4 Ps - Introduction to the 7 Ps marketing mix – Product –Service product – Service Life Cycle –Service Quality Models– PZB Gaps model - SERVQUAL & SERVPERF.

Price – Factors involved in pricing a service product –

Place - Distribution Strategies for Services – Challenges in Distribution of Services

Promotion – Promotion objective and plans for services – Personal Selling –

Advertising and Sales Promotion in Service Industry - Increasing use of below the line promotions.

UNIT III - Services Marketing Mix (Part B)

People – The key role of people in a service business – Services marketing triangle – Service profit chain - service encounter – training and development of employees – motivation and empowerment. Physical evidence – nature of physical evidence - importance of physical evidence in understanding services –

Process – Strategies for managing inconsistency - Service blueprinting – employees role in services – customers role in services– Customer Service in Service Marketing – Monitoring and Measuring customer satisfaction – order taking and fulfillment - managing the waiting process - Defects, failures and Recovery - Handling complaints effectively.

UNIT IV -Services Marketing Strategy

Services Marketing Strategy - Services Market Segmentation – Problem areas of segmentation - Targeting - Positioning and Differentiation of Services

UNIT V - Role and Management of Services

Strategic role of services – every business in a service business - contribution of services to customer satisfaction, sustainable competitive advantage, Managing the services marketing effort, customer encounter management.

UNIT VI - Information Technology and Services Marketing Applications

Role of IT services, e-services – online Consumer Behavior – Self service technologies – Services marketing applications – Financial services, Hospitality services, Education services, IT services, Government services.

Specialization II Advanced Accountancy

MCA 211 - Company Accounting (6 Credits)

UNIT I - Underwriting of issue of shares and debentures

Types of underwriting, Liability of underwriters, Accounting treatment of, underwriting of shares and debentures, Profit or loss prior to incorporation

UNIT II- Final accounts of Joint Stock Company

Schedule VI of companies Act, 1956, Treatment of special items while preparing, the final accounts, Remuneration to: Manager, Director, Transfer of profits to reserves, Dividends treatment

UNIT III - Valuation of Shares

Need for valuation, Methods of valuation, Accounting Treatment

UNIT IV- Amalgamation and Reconstruction (Mergers & Acquisitions)

Accounting standards (AS)-4 , Accounting for Amalgamation, Methods of

Accounting for Amalgamation, Accounting treatment, External Reconstruction and Accounting Entries.

UNIT V- Consolidation of Accounts

Minority interest, Pre-acquisition profits or losses and reserves of subsidiary company, Profit or loss on revaluation of assets of subsidiary company, Goodwill treatment, Post-acquisition profits, Inter-company transactions, Treatment of preference share, bonus shares and dividends

UNIT VI-Recent Trends in Accounting (Theory)

Human Resource Accounting, Environmental Accounting, International Financial Reporting Standards (IFRS) No – 1 & 2

MCA -212 Auditing (6 Credits)

UNIT I - Concept of Auditing

Meaning , Objective, Scope & Advantage, Type of auditing , Prerequisites of good audit

UNIT II - Types of Errors & Fraud

Meaning of errors & Fraud, Types of errors, Types of fraud, Majors to prevent Fraud

UNIT III - Audit Process

Audit Program, Internal Check, Internal Control, Internal Audit, Audit Note book & working paper

UNIT IV - Company Audit

Qualification of Company Auditor, Disqualification of Company auditor, Appointment & removal of company auditor, Rights, Duties & Liabilities of company auditor, Cases based on appointment & rights of auditor

UNIT V - Computerized Auditing

System Audit, Traditional Audit, System Audit Vs Traditional Audit, Role of MIS in auditing

UNIT VI - Audit of Various Concerned

Audit of an Educational Institution, Audit of Hospital, Audit of Bank

Specialization III Banking & Finance

MCB – 211 - Banking Laws (6 Credits)

UNIT I - Banking Regulation Act , 1949

Provisions relating to: Definition (Sec -5) Functions of banking companies (Sec -6) Restrictions on business of banking companies (Sec -8, 19 and 20) Powers of the RBI (Sec -21, 35 and 36 to 36 AD) Winding up of a banking company (Part III and III-A of the Act) Applicability of the act to cooperative banks (Sec- 56).

UNIT II – The Negotiable Instrument Act, 1881

Provisions relating to: Definition of negotiable Instrument (Sec- 13), Promissory note (Sec -4), Bill of exchange (Sec -5), and Cheque (Sec -6), Comparative Study of Negotiable Instruments Parties to negotiable instrument (Section -7), Holder

(Sec -8), Holder in due course (Sec -9), Payment in due course (Sec -10), Negotiation (Sec -14), Endorsement (Sec -15), Dishonour of Negotiable Instruments (Sec -91-92), Noting and Protest (Sec -99-104-A), Penalties in case of dishonour of certain cheques for insufficiency of funds in the account (sections 138 to 147).

UNIT III – The Reserve Bank of India Act, 1934

Provisions relating to: Incorporation, Capital management and Business (Sec 3 to 19), Central Banking functions ((Sec -20 to 45): Regulatory and Supervisory Collection and furnishing of credit information (45 A to 45 G) Penalties (Sec 58 B to 58 -G), Changing role of the RBI.

UNIT IV- The Foreign Exchange Management Act, 1999

Provisions relating to: Preliminary (Sec 1-2), Regulation and management of foreign exchange (Sec 3 to 9) Authorized person (Section 10 to 12) Contravention and penalties (Section 13 to 15) Adjudication and appeal (Sections 16 to 21 and sections 34-35) Directorate of enforcement (section 36 to 38).

MCB – 212 - Monetary Policy (6 Credits)

UNIT I - Money supply measures

Money supply measures of the Reserve Bank of India- Concept of High powered money. Recommendations of the Working Group on 'Money Supply: Analytics and methodology of compilation (Chairman: Dr. Y.V. Reddy), 1998 Money supply and price stability.

UNIT II - Monetary Management

Objectives of monetary policy: Price stability, Generation of employment, Exchange rate stability, balanced growth etc., conflict between objectives.

UNIT III - Instruments of monetary policy

Mechanism and effectiveness of following instruments.

- 1) Quantitative instruments - Bank Rate, Open Market Operations and Variable Reserve Ratio
- 2) Qualitative instruments Margin requirements, Credit rationing, moral suasion, Direct action, Publicity

UNIT IV - Development and promotional role of the Reserve Bank of India and its implications -

- 1) R.B.I. and rural credit : priority sector advance, regional rural banks, development of farm sector and non-farm sector.
- 2) R.B.I. and industrial finance : establishment of institutional, lending policy For commercial banks, coordination between term lending institutions, bridge loans, rehabilitation of sick industrial units.

UNIT V – Development and promotional role of the Reserve Bank of India and its implications -

R.B.I. and export credit: pre-shipment credit, post-shipment credit, measures to promote exports Role of the RBI in other promotional activities

MCC – 311 - Business Finance (4 Credits)

UNIT I - Business Finance

Financial Plan: Characteristics, factors to be considered while preparing, Limitations.

UNIT II - Sources Of Finance

Financial Problems of SSI Unit in India. Co-operative Sector: Govt. Participation in Capital-Share; Capital Limitations in Raising Equity Capital and Borrowings.

UNIT III - Foreign Sources

Foreign Direct Investment-Meaning, Need, Govt. Regulations, Foreign Institutional Investment in India Capital Market- Meaning, Need, Limitations, Govt. Regulations-OCB (Overseas Corporate Bodies), Globalization of capital market-Meaning difficulties-ECBs (External Commercial Borrowings), Euro-issues. GDRs/ADRs.

UNIT IV - Capital Market

Trading Mechanism- Listing of Shares and other Instruments (Debentures, Govt. Securities, Derivatives), OTCEI and National Stock Exchange-Meaning, objectives. Trading and Settlement System, Construction and Types of Stock Market, BSE Sensex-Nifty, CRISIL-500 (Standard and Poor), Scrip less Trading (Dematerialization and Rematerialization) : Meaning, Need and Advantages, Depository : Meaning, Functions, Benefits, Depository System in India and its Marking.

UNIT V - Share Ownership in India

Individual and Institutional, Portfolio Management-Meaning, Functioning and Advantages, Mutual Funds-Types (Open & Closed Ended Funds, Income Funds, Balanced Fund, Growth Fund, Index Fund, Regular Income Schemes).

UNIT VI - Financial Services Relating To Raising of Capital

Merchant Banking- Meaning, Services rendered, Management of Capital Issues, Categories, Credit rating-Meaning, Need and Methodology, Project Appraisal

MCC – 312 – Global Business Environment (4 Credits)

UNIT I - Business Environment

Meaning of Business Environment and its importance, nature and scope, Levels of Environment -Macro environment and International Business Environment.

UNIT II - Environment-Various approaches-Various aspects

Natural, Social, Economical, Political, Technological, Legal and Cultural, Business Environment in India-before Independence and after Independence-Globalization and its impact on business environment in 21st Century

UNIT III - Business Environment and Problems of Pollution

Types of pollution - Water, Air and Noise, Sources and effects, various measures for controlling the pollution.

UNIT IV - Indian Industrial Environment

Growth of industries in public and private sectors in India-Small and Cottage industries-mergers and acquisitions, Foreign investment, Foreign Technology and MNCs.

UNIT V - Global environment

Natural, social, cultural, demographic, and technological environment and its impact on world trade.

Specialization I- Advanced Marketing

MCM- 311- International Marketing (6 Credits)

UNIT I - Introduction – Importance of International Marketing –

international marketing environment: Social, political, cultural, legal, technological, demographic, GATT and WTO, International, Product policy- standardization vs adaptation domestic vs international product line, Management of international product line, strategy for product development

UNIT II - International Marketing Strategy – decision criteria for entering into foreign

markets – direct Export and indirect export – packaging, branding and promotion – special forms, International Promotion- trade fairs and exhibitions – sales distribution - transportation and insurance for exports.

UNIT III- International Marketing Intelligence – international marketing information

agencies – sources of information – export promotion councils, specialized institutions such as STC, MPEDA, APEDA, India Trade Promotion Organization, EXIM bank, Export Inspection Council, Institute of Packaging, Indian Institute of Foreign Trade and ECGC.

UNIT IV- Export and Import procedures and documentation – export promotion – Economic

Promotion Zones – current import and export policy of India – requirements under FEMA, Export Act, 1963(Quality Control and Inspection) , Indian Customs Act 1962, Export Import Control Act 1947 as amended in 1992, Documents in exports – master document – standard documents –Export invoice, packing list, bill of lading,

certificate of origin, auxiliary documents: letter of Credit, inspection certificate – documentation for drawback of import duty.

UNIT V - Export finance and Risk Management – forms of export credit – pre-shipment and post shipment credit-international commercial payments-terms of credit in export – risks and risk Management tools in international marketing.

MCM – 312 -Sales Promotion and Administration (6 Credits)

UNIT I- Recent Trends in Sales Promotion

Concept, Media, Public Relation, Sales Promotion, Consumer Promotion, Trade Promotion

UNIT II - Sales Management

Concept, Development of Sales Department, Objectives of Sales Management, Co-ordination role of Sales Management ,Controlling role of Sales Management ,Sales Control – Informal & Formal, Types of Sales Organization, Promotion Management

UNIT III- Sales Personnel Management

Training Sales Force – Contents , Methods of Sales Training ,Evaluation of Training Programme , Compensating & Motivating Plans , Standard of Performance , Controlling Sales force.

UNIT IV - Sales Territory & Quota Management

Managing the territories ,Types of Sales Quota , Sales meetings & contest – Objective, Planning

UNIT V - Internet as Promotional Tool

Internet as media , Portals , Credit card transactions , Types of Website , Search engine – mobile, Internet

UNIT VI - Legal Aspect of Marketing

Indian Contract Act, 1872 , Sales of Goods Act, 1930 , Negotiable Instrument Act 1881 , Sales Tax Act.

Specialization – II - Advanced Accountancy

MCA-311 - Advanced Accounting (6 Credits)

UNIT I - Insurance company Final Accounts

Life Insurance - types of policy and certain terms, Preparation of final Accounts, Life Insurance Revenue Accounts, General Insurance, General Insurance revenue Account, Final Accounts, Practical Problems

UNIT II - Accounting for Professional's

Meaning of profession like Doctors, Lawyers etc., Preparation of Income &

Expenditure Account, Preparation of Receipt & Payment Account, Preparation of Balance sheet, Practical Problems,

UNIT III - Problems on Accounting Standards

Problems on , AS – 1-Disclosure Requirements, 2- Valuation of Inventory, 3- Cash flow statement, 4- Contingencies and Events occurring after Balance sheet date, 5 – Net Profit & Loss for the period, Prior period items and changes in accounting Policies

UNIT IV - Consignment Accounts

Remittances by consignee, Consignment Journal Entries and Ledger Accounts, Consignment without Loss Practical Problems

UNIT V - Recent Trends in Accounting (Theory)

Creative Accounting, Social Responsibility Accounting, Value Added Statement

MCA-312 – Costing (6 Credits)

UNIT I- Introduction to Cost Accounting

Concept of cost, Costing, Cost Accounting, and Cost Accountancy, General Principles of Costing, Objectives and Importance of Cost Accounting, Classifications of cost, Cost centre and cost unit, Techniques and Methods of Costing, Difference between cost accounting and financial accounting

UNIT II- Methods of costing –

Job costing, Batch costing, unit costing (Theory only)
Contract costing & process costing (Theory & Practical problems)

UNIT III- Marginal costing –

Meaning of Managerial costing, **Decision making** -Make or buy, shut down, product mix, sales mix, Application of Marginal costing, Cost profit-volume analysis, Break-even analysis, Practical problems.

UNIT IV- Type of Budget

Meaning of the term Budget & Budgetary control, Advantages of Budget, Limitations of Budget, Production Budget, Sales Budget, Cash Budget, Master Budget, Revenue Budget , (Problem on – production & sales Budget only.)

UNIT V- Variance Analysis

Meaning of Variance, Reporting of Variance, Material – cost Variance (Practical problems), Price Variance, Usage Variance, Mix Variance, Yield Variance, Labour – Cost Variance (Practical problems), Rate Variance, Efficiency Variance, Mix Variance

Specialization III - Banking & Finance

MCB-311 - Corporate Banking (6 Credits)

UNIT I - Corporate Banking

Corporate Banking : Meaning and importance, various services provided viz., Cash Management, Salary Payment, Debt Management, Factoring and Forfaiting, Trusteeship, Custodial services, Business advisory, Off shore services, Trade services, Forex Management, etc.

Corporate Deposits: Importance of Institutional deposits vis-a-vis retail deposits

UNIT II - Corporate Finance

Corporate Finance: Working capital finance, Fund and Non fund based limits and Import-Export finance. Corporate Debt Restructuring. Case Studies.

UNIT III- Investment Banking

Meaning and scope of Investment Banking, Evolution, overview of current state of Investment Banking in India

Merchant Banking : Advisory services for equity / debt issues, Management, placement and distribution of equity / debt.

UNIT IV- Mergers and Acquisitions and Advisory Services

Mergers and Acquisitions, Divestitures: Identification, Structuring, Negotiation and Execution, arranging finances etc.

Corporate advisory services: Capital restructuring, Project advisory, Private equity and Venture capital, Loan Syndication etc.

UNIT V - Project and Infrastructure Finance I

Characteristics of Project Finance - Technology selection, Assessment of technical collaborator - Market Analysis : International competitiveness and SWOT analysis

Assessing the project cost - Means of financing projects - Estimation of project cash flows - Use of free and equity cash flow valuation for assessing projects - Financial Analysis : Break-even point analysis, Decision tree, Scenario analysis and Internal Rate of Return, Sensitivity analysis

Common risks in projects - Risk mitigation methodologies in projects - Securitisation as a tool for risk mitigation - Project planning - Network techniques for project implementation - Disbursement, supervision and follow up of project by lender

UNIT VI - Project and Infrastructure Finance II

Infrastructure financing cash flow deal agreement with parties involved - SPV - Monitoring and follow-up of the project

Case Studies in Power Project; Airport Project; Road Project, Telecom Project; Hydrocarbons and Ports.

Specialization III Banking & Finance

MCB-312 - Retail Banking(6 Credits)

UNIT I - Introduction to Retail Banking

History and definition, role within the bank operations, Applicability of retailing concepts distinction between Retail and Corporate / Wholesale Banking

UNIT II - Retail Products I

Retail Products Overview - Customer requirements, Products development process, Liabilities and Assets Products / Description of Liability products, Description of Asset Products, Approval process for retail loans, Credit scoring. Important Asset Products - Home Loans - Eligibility, Purpose, Amounts, Margin, Security, Disbursement, Moratorium, Prepayment issues, Repayments / Collection. Auto / Vehicle Loans - Eligibility, Purpose, Amounts, Margin, Security, Disbursement, Moratorium, Prepayment issues, Repayments / Collection.

Personal Loans Eligibility, Purpose, Amounts, Security, Disbursement, Moratorium, Prepayment issues, Repayments / Collection.

UNIT III - Retail Products II

Educational Loans Eligibility, Purpose, Amounts, Security, Disbursement, Moratorium, Prepayment issues, Repayments., Credit / Debit Cards - Credit Vs Debit Cards, Eligibility, Purpose, Amounts, Margin, Security, Process of using the cards, Billing Cycle, Credit , Points., Other Products / Remittances / Funds Transfer

UNIT IV - Marketing / Selling of retail products MIS and Accounting

Retail Strategies; Tie-up with Institutions for Personal loans / Credit cards / Educational loans, with OEMs / Authorised Dealers for Auto / Vehicle loans, and with Builders / Developers for Home loans, Delivery Channels - Branch, Extension counters, ATMs, POS, Internet Banking, M-Banking., Selling Process in retail products-Direct Selling Agents., Customer Relationship Management - Role and impact of customer relationship management, Stages in customer relationship management process.

UNIT V- MIS and Accounting

Regulations and compliance, Technology for Retail Banking - Static information, Account opening, basic loan origination data etc. Updated information like income details at different frequencies. Transaction information from disbursement till final settlement of the loan amount. Analytics / Alerts., Accounting entries - Loan process and the relevant accounting including EMI Computation.

UNIT VI - Other issues related to Retail Banking

Securitisation, mortgage based securities., Trends in retailing - New products like Insurance, Demat services, online / Phone Banking, Property services,

Investment advisory / Wealth management, Reverse Mortgage - Growth of e-banking, Cross selling opportunities., Recovery of Retail Loans - Defaults, Rescheduling, recovery process. SARAFAESI Act, DRT Act, use of Lok Adalat forum. Recovery Agents - RBI guidelines.

MCC – 401/411 – Modern Entrepreneurship Development

UNIT I – Entrepreneurship

- Meaning and Features, Personal qualities-Studies of Personal and social traits – Assessing potential entrepreneurship tools and techniques used- Behavioural tests.

UNIT II – Entrepreneurship Development Training

- Objectives and importance. Training models, training components, Information input and training methodology.

UNIT III – Development of achievement motivation

- sources of development of achievement, Achievement motivation as related to entrepreneurship Problems-beliefs and attitudes-limitations. Need and importance of trainer-motivator skills and qualifications required.

UNIT IV – Business Opportunity Guidance

- Importance and relevance of business opportunity-process of identifying and assessing business opportunity-business opportunity and needs of potential entrepreneur selection of business opportunity. New trends in service sector and scope for entrepreneurship in the service sector.

UNIT V – Problems in entrepreneurship development

- : (a) Role of Government in entrepreneurship development (b) R & D Science and technology and entrepreneurship development (c) Specialized institution involved in entrepreneurship development (d) Business incubation and venture capitalists.

UNIT VI – Changes in the concept of entrepreneurship

- Entrepreneurship within organization- As the entrepreneurship Corporate strategy and entrepreneurship

MCC-402/412 - Research Methodology in Business

UNIT I - Introduction to Research Methodology

Meaning, Scope and importance of research Type of research (e.g. Descriptive, Historical, Experimental and Applied)

UNIT II - Identification Research Problem

Formulation of Hypothesis Importance of Hypothesis in research

UNIT III- Research Design

Meaning, Need and Features of Good Research Design.

UNIT IV - Surveys

Meaning - Types - Enumeration - Sample Survey, Types of Sampling (Simple random Sampling, Stratified Random Sampling, Cluster Sampling, Area Sampling), Tools of Data Collection, Primary Data - Questionnaire, Interview, Schedules, Internet, Secondary Data Sources - Census, National Sample Survey, Annual Survey of Industries, National Account Statistics, Ministry Reports Centre for monitoring Indian Economy, RBI Publications, Industry Association reports etc.

UNIT V - Analysis Of Data

Processing of Data, classification, editing, coding, tabulation of data, Diagrammatic representation.

UNIT VI - Report Writing :

Importance of Report Writing - Types of Reports

Steps in writing Research Report - Essential Qualities of reporter.

Specialization I - Advanced Marketing

MCM 404/411 - Brand Management

UNIT I - Introduction to Branding

Objectives, Introduction, Brands / Branding-Origin, Evolution, Basic Definition, Strategic Definition, Label Vs Brand, Brands vis-à-vis Products/Services, Why Brands Matter? - Usefulness and Necessity of Branding, Role of Branding, Scope of Branding

UNIT II - Understanding Basics of Branding

Objectives, Introduction, Value Proposition of a Brand, Brands Identity, Brand, Image-Difference between Identity and Image, Brand Positioning and Creating, Positioning, Brand Salience.

UNIT III - Brand Equity

Objectives, Introduction, Concept of Brand Equity, Brand Equity Models- Aker's Model, Brand Personality, Brand Resonance Model (Keller's Brand Equity Model, Building Brand Equity, Drivers of Brand Equity, Choosing and Developing Brand Elements, Designing Holistic Marketing Programmes, Leveraging Secondary Associations.

UNIT IV - Branding Strategies

Objectives, Introduction, Brand Architecture- Breadth and Depth of Brand Product Mix, Brand Hierarchy- Corporate/Company, Family/Umbrella,

Individual, Modifiers/Variants, Descriptors, Brand Extensions, Brand Portfolios

UNIT V -Market Research and Branding

Objectives, Introduction, Understanding Customer/Consumer Wants and Needs, Measuring Brand Satisfaction and Attitudes in relation to Competition

UNIT VI -Brand Management

Objectives, Introduction, Brand & Category Management- Origin, Brand Manager's Role & Tasks

UNIT VII -Branding in Different Sectors

Objectives, Introduction, Consumer Brands, Industrial Brands, Service Brands.

Specialization - II – Advanced Accountancy

MCA – 405 / 411 – Business Taxation

Direct Tax-

UNIT I- Assessment of individuals, Hindu Undivided Family

Definitions, Computation of income from business of individual, Computation of tax of individual, Computation of total income of Hindu Undivided family, Computation of tax of HUF, Practical problems

UNIT II- Assessment of Firms and Association of Persons

Definitions of firm, partners, Position of firm under income tax, Computation, of total income of firm, Provisions regarding set off and carry forward of losses of firms, Tax computation, Practical problems

UNIT III- Assessment of Companies

Computation of total Income, Carry forward and set off of losses, Assessment of companies, Deemed income for Minimum Alternative Tax, Practical Problems

Indirect Tax-

UNIT IV- Central Excise Act

Excisable Goods, Levy and Collection of Duty, Refund, interest, penalties etc., Powers of excise Officer, Types of Excise Duties, Appeals, Practical Problems

UNIT V - Service Tax

Scope, charge, valuation and payment of service tax, Registration, Recovery, interest etc., Powers of Assessing offices and commissioner, Recovery, Advance Rulings, Practical Problems

UNIT VI- Value Added Tax

Introduction, definitions, Incidence and levy of tax, Registration of dealers, Returns, Assessment, Appeals, Penalties and Interest, Payment of tax, Recovery and set off and refund, Practical Problems

Specialization III – Banking & Finance

MCB – 406 / 411 – International Banking

UNIT I- International Banking I

Global Trends and developments in International Banking, International Financial Centres, Offshore Banking Units, SEZs., Profitability of International Banking operations, Correspondent Banking and inter - Bank Banking

UNIT II- International Banking II

International Financial Institutions: IMF, IBRD, BIS, IFC, ADB, Legal and , regulatory aspects, Risk Management

UNIT III- Foreign Exchange Business

Foreign Exchange Management Act (FEMA) and its philosophy, Different types of Exchange Rates, RBI and FEDAI : their role in regulating Foreign Exchange Business of Banks / other Authorised Dealers, Rules regarding rate structure, cover operations, dealing room activities and risk, management principles, including correspondent Bank arrangements, NRI customers and various banking and investment products available to them under FEMA., Remittance facilities

UNIT IV - International Trade I

Regulations covering international trade, Various Aspects of International Trade, Government policies, DGFT and their schemes, Customs procedures, Banks' role in implementing these policies and schemes, WTO- its impact, Balance of payment, balance of trade, Current account and capital account convertibility., Documents used in Trade : bill of exchange, invoice, Bill of lading, Airways bill, Insurance policy etc.

UNIT VI- International Trade II

Role of Banks in foreign Trade, Letters of credit; importance in international trade, various types of LCs, settlement of disputes, UCP 600, INCOTERMS., Exchange control relating to foreign trade. Returns required to be submitted to RBI, Laws governing trade finance viz, FEMA, NIAct, Indian stamp Act, EXIM policy, RBI /FEDAI guidelines, Role of Banks, including EXIM Bank, in financing Foreign Trade, various facilities to Exporters and importers including project finance, Forfaiting and Factoring, Risks involved in foreign trade finance : Country risk, Currency risk, Exchange risk, legal risk etc, Role of ECGC.

Allied Subjects

MCES – 411 – Ethical Studies –II (4 Credits)

1. Introduction
 - I. Meaning, Definition
 - II. Importance
 - III. Issues
2. Theory and practical of corporate Governance

- I. Concept of corporation
 - II. Difference between corporate Governance & corporate management
 - III. Theories of corporate Governance
 - IV. Systems , Models of corporate Governance
 - V. Good Corporate Governance & obligation to Society, Investors, employees, customers
 - VI. Evaluation of corporate Governance in India – Codes & laws
3. Roles in corporate Governance
- I. Role of board of directors
 - II. Role of Auditors
 - III. Role of government
4. Indian Ethical experience
- I. Ethics in hotel Management:
 - What is meant by ethics?
 - Ethical issues in hospitality
 - The application and implementation of the global code of ethics for tourism
 - Ethics in medical research
 - Food and restaurants ethics
 - Ethics in social and mass media
 - Professional code of ethics in nursing
 - Ethics
 - Ethical issues in advertising
 - Ethics in education

MCC – 401/411 – Modern Entrepreneurship Development

UNIT I – Entrepreneurship

- Meaning and Features, Personal qualities-Studies of Personal and social traits – Assessing potential entrepreneurship tools and techniques used- Behavioural tests.

UNIT II – Entrepreneurship Development Training

- Objectives and importance. Training models, training components, Information input and training methodology.

UNIT III – Development of achievement motivation

- sources of development of achievement, Achievement motivation as related to entrepreneurship Problems-beliefs and attitudes-limitations. Need and importance of trainer-motivator skills and qualifications required.

UNIT IV – Business Opportunity Guidance

- Importance and relevance of business opportunity-process of identifying and assessing business opportunity-business opportunity and needs of potential

entrepreneur selection of business opportunity. New trends in service sector and scope for entrepreneurship in the service sector.

UNIT V – Problems in entrepreneurship development

- : (a) Role of Government in entrepreneurship development (b) R & D Science and technology and entrepreneurship development (c) Specialized institution involved in entrepreneurship development (d) Business incubation and venture capitalists.

UNIT VI – Changes in the concept of entrepreneurship

- Entrepreneurship within organization- As the entrepreneurship Corporate strategy and entrepreneurship

MCC-402/412 - Research Methodology in Business

UNIT I - Introduction to Research Methodology

Meaning, Scope and importance of research Type of research (e.g. Descriptive, Historical, Experimental and Applied)

UNIT II - Identification Research Problem

Formulation of Hypothesis Importance of Hypothesis in research

UNIT III- Research Design

Meaning, Need and Features of Good Research Design.

UNIT IV - Surveys

Meaning - Types - Enumeration - Sample Survey, Types of Sampling (Simple random Sampling, Stratified Random Sampling, Cluster Sampling, Area Sampling), Tools of Data Collection, Primary Data - Questionnaire, Interview, Schedules, Internet, Secondary Data Sources - Census, National Sample Survey, Annual Survey of Industries, National Account Statistics, Ministry Reports Centre for monitoring Indian Economy, RBI Publications, Industry Association reports etc.

UNIT V - Analysis Of Data

Processing of Data, classification, editing, coding, tabulation of data, Diagrammatic representation.

UNIT VI - Report Writing :

Importance of Report Writing - Types of Reports
Steps in writing Research Report - Essential Qualities of reporter.

Specialization I - Advanced Marketing

MCM 404/411 - Brand Management

UNIT I - Introduction to Branding

Objectives, Introduction, Brands / Branding-Origin, Evolution, Basic Definition, Strategic Definition, Label Vs Brand, Brands vis-à-vis Products/Services, Why Brands Matter? - Usefulness and Necessity of Branding, Role of Branding, Scope of Branding

UNIT II - Understanding Basics of Branding

Objectives, Introduction, Value Proposition of a Brand, Brands Identity, Brand, Image-Difference between Identity and Image, Brand Positioning and Creating, Positioning, Brand Salience.

UNIT III - Brand Equity

Objectives, Introduction, Concept of Brand Equity, Brand Equity Models- Aker's Model, Brand Personality, Brand Resonance Model (Keller's Brand Equity Model, Building Brand Equity, Drivers of Brand Equity, Choosing and Developing Brand Elements, Designing Holistic Marketing Programmes, Leveraging Secondary Associations.

UNIT IV - Branding Strategies

Objectives, Introduction, Brand Architecture- Breadth and Depth of Brand Product Mix, Brand Hierarchy- Corporate/Company, Family/Umbrella, Individual, Modifiers/Variants, Descriptors, Brand Extensions, Brand Portfolios

UNIT V -Market Research and Branding

Objectives, Introduction, Understanding Customer/Consumer Wants and Needs, Measuring Brand Satisfaction and Attitudes in relation to Competition

UNIT VI -Brand Management

Objectives, Introduction, Brand & Category Management- Origin, Brand Manager's Role & Tasks

UNIT VII -Branding in Different Sectors

Objectives, Introduction, Consumer Brands, Industrial Brands, Service Brands.

Specialization - II – Advanced Accountancy

MCA – 405 / 411 – Business Taxation

Direct Tax-

UNIT I- Assessment of individuals, Hindu Undivided Family

Definitions, Computation of income from business of individual, Computation of tax of individual, Computation of total income of Hindu Undivided family, Computation of tax of HUF, Practical problems

UNIT II- Assessment of Firms and Association of Persons

Definitions of firm, partners, Position of firm under income tax, Computation, of total income of firm, Provisions regarding set off and carry forward of losses of firms, Tax computation, Practical problems

UNIT III- Assessment of Companies

Computation of total Income, Carry forward and set off of losses, Assessment of companies, Deemed income for Minimum Alternative Tax, Practical Problems

Indirect Tax-

UNIT IV- Central Excise Act

Excisable Goods, Levy and Collection of Duty, Refund, interest, penalties etc., Powers of excise Officer, Types of Excise Duties, Appeals, Practical Problems

UNIT V - Service Tax

Scope, charge, valuation and payment of service tax, Registration, Recovery, interest etc., Powers of Assessing offices and commissioner, Recovery, Advance Rulings, Practical Problems

UNIT VI- Value Added Tax

Introduction, definitions, Incidence and levy of tax, Registration of dealers, Returns, Assessment, Appeals, Penalties and Interest, Payment of tax, Recovery and set off and refund, Practical Problems

Specialization III – Banking & Finance

MCB – 406 / 411 – International Banking

UNIT I- International Banking I

Global Trends and developments in International Banking, International Financial Centres, Offshore Banking Units, SEZs., Profitability of International Banking operations, Correspondent Banking and inter - Bank Banking

UNIT II- International Banking II

International Financial Institutions: IMF, IBRD, BIS, IFC, ADB, Legal and , regulatory aspects, Risk Management

UNIT III- Foreign Exchange Business

Foreign Exchange Management Act (FEMA) and its philosophy, Different types of Exchange Rates, RBI and FEDAI : their role in regulating Foreign Exchange Business of Banks / other Authorised Dealers, Rules regarding rate structure, cover operations, dealing room activities and risk, management principles, including correspondent Bank arrangements, NRI customers and various banking and investment products available to them under FEMA., Remittance facilities

UNIT IV - International Trade I

Regulations covering international trade, Various Aspects of International Trade, Government policies, DGFT and their schemes, Customs procedures, Banks' role in implementing these policies and schemes, WTO- its impact, Balance of payment, balance of trade, Current account and capital account convertibility., Documents used in Trade : bill of exchange, invoice, Bill of lading, Airways bill, Insurance policy etc.

UNIT VI- International Trade II

Role of Banks in foreign Trade, Letters of credit; importance in international trade, various types of LCs, settlement of disputes, UCP 600, INCOTERMS., Exchange control relating to foreign trade. Returns required to be submitted to RBI, Laws governing trade finance viz, FEMA, NIAct, Indian stamp Act, EXIM policy, RBI /FEDAI guidelines, Role of Banks, including EXIM Bank, in financing Foreign Trade, various facilities to Exporters and importers including project finance, Forfaiting and Factoring, Risks involved in foreign trade finance : Country risk, Currency risk, Exchange risk, legal risk etc, Role of ECGC.

Allied Subjects

MCES – 411 – Ethical Studies –II (4 Credits)

5. Introduction

IV. Meaning, Definition

V. Importance

VI. Issues

6. Theory and practical of corporate Governance

- VII. Concept of corporation
- VIII. Difference between corporate Governance & corporate management
- IX. Theories of corporate Governance
- X. Systems , Models of corporate Governance
- XI. Good Corporate Governance & obligation to Society, Investors, employees, customers
- XII. Evaluation of corporate Governance in India – Codes & laws
- 7. Roles in corporate Governance
 - IV. Role of board of directors
 - V. Role of Auditors
 - VI. Role of government
- 8. Indian Ethical experience
 - II. Ethics in hotel Management:
 - What is meant by ethics?
 - Ethical issues in hospitality
 - The application and implementation of the global code of ethics for tourism
 - Ethics in medical research
 - Food and restaurants ethics
 - Ethics in social and mass media
 - Professional code of ethics in nursing
 - Ethics
 - Ethical issues in advertising
 - Ethics in education

Tilak Maharashtra Vidyapeeth, Pune

Syllabus - MBA – Semester IV

Subject Code: MBA 407

Subject Name: Business Environment

Core/Complimentary: Complimentary

Credits: 02

No of Hours: 2.5 hours per week

INTRODUCTION:

This course is designed to make students familiar with the various factors that are having great impact over the business and its environment. In this changing environment of such gigantic

Dimensions, this course are aimed at sensitizing the students to the value implications of environment on business, in general. The main drive of this

course addresses planning and policies of the state, economic trends and balance of payments.

COURSE OBJECTIVE:

- To enable the students to gain insights into various concepts which characterize the business environment of any business in every aspect.
- To familiarize students with the nature of business environment and its components.
- To facilitate students to develop conceptual framework of business environment and generate interest in international business.

COURSE OUTCOMES:

- After completion of the course, student will be able to: Understand the fundamentals of business environment.
- Acquaint themselves with the evolving business environment issues.
- Understand the legal issues as well as international business and economic environment
- To get exposure to various economic policy & their impact on business and emerging trends.

COURSE SYLLABUS:

1. Nature and Scope of Business Environment

- Introduction
- Meanings and Definitions
- Nature of Business Environment
- Scope of Business Environment

2. Economic Environment of Business

- Introduction
- State of the Economy
- Trends in National Income
- Composition of National Income

3. Socio-cultural Environment

- Social Responsibility of Business
- Business Ethics
- Corporate Governance
- Consumer Protection in India

4. Political Environment

- Introduction
- The External Politico-legal System
- Indian Political Environment
- Business and its Responsibility to Government

5. Technological Environment

- Introduction
- The Gamut of Technological Environment
- Incentives For Promotion of Technological R&D
- Major Problems Facing Technology Environment
- A World of Opportunity Still Exists

6. Foreign Trade Environment

- Introduction
- Exports and Imports
- National Foreign Trade Policy : 2004-07

7. Monetary Environment

- Introduction
- Nature of Monetary policy
- Role of Reserve Bank of India
- The Budget & Fiscal Policy
- Capital market in India
- Securities Exchange Board Of India (SEBI)
- Reforms In Taxation
- Future Trends in Monetary Environment

8. Industrial Environment

- Introduction
- New Industrial Policy
- The Public Sector in India
- Small Scale Sector
- Post-1991 Scenario

9. Agricultural Environment

- Introduction
- Agricultural Situation Today
- Background of Agriculture In India
- The Green Revolution
- Role of Agriculture

- Agricultural Exports
- Prospects and Trends

Tilak Maharashtra Vidyapeeth, Pune

Syllabus - MBA – Semester IV

Subject Code: MM 404

Subject Name: Retail Management

Core/Complimentary: Core

Credits: 04

No of Hours: 4 hours per week

INTRODUCTION:

The course will focus on the basic building blocks of growing and managing a brand, as well as advanced and special topics of brand management that will provide a well-rounded look at issues in integrating the brand into overall marketing and company activities.

COURSE OBJECTIVES:

- To analyze the brand equity and branding strategies
- To understand brand audit
- To understand effective branding strategies for both consumer and business products/services

COURSE OUTCOMES:

After completion of the course the student will be able to:

- Could analyze the brand equity and branding strategies and apply these strategies in developing marketing communication programmes.
- Describe the process and methods of brand management, including how to establish brand identity and build brand equity.
- Formulate effective branding strategies for both consumer and business products/services
- Conduct a brand audit using both primary and secondary sources and propose strategic recommendations based on the audit results.

COURSE SYLLABUS:

1. **Introduction to Retailing:** Concept of retailing, Functions of retailing, Terms & Definition, Retail formats and types, Retailing Channels, Retail Industry in India, Importance of retailing, changing trends in retailing.
2. **Understanding the Retail Consumer:** Retail consumer behavior, Factors influencing the Retail consumer, Customer decision making process, Types of decision making, Market research for understanding retail consume.
3. **Retail Market Segmentation and Strategies:** Market Segmentation and its benefits, Kinds of markets, Definition of Retail strategy, Strategy for effective market segmentation, Strategies for penetration of new markets, Growth strategies.
4. **Retail Location Selection:** Importance of Retail locations, Types of retail locations, Factors determining the location decision, Steps involved in choosing a retail locations.
5. **Merchandise Management:** Meaning of Merchandising, Factors influencing Merchandising, Functions of Merchandising Manager, Merchandise planning, Merchandise buying.
6. **Retail Operations and Retail Pricing:** Store administration, Premises management, Inventory Management, Store Management, Receipt Management, Customer service, Retail Pricing, Factors influencing retail prices
7. **Emerging trends in retailing:** Changing nature of retailing, Organized retailing, Modern retail formats, E-tailing, Challenges faced by the retail sector.

Tilak Maharashtra Vidyapeeth, Pune

Syllabus - MBA – Semester IV

Subject Code: MHR 401

Subject Name: Leadership & Decision Making Skills

Core/Complimentary: Core

Credits: 04

No of Hours: 4 hours per week

INTRODUCTION:

This course will focus on individual, team, and organizational leadership and will provide learners with the foundation for examining and developing their own individual leadership style.

OBJECTIVES:

To enable the students gain insights into the various skills with regard to the phenomenon of leadership and change management.

COURSE OUTCOMES:

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

- Understand the concepts of leadership as found in an organizational context.
- Understand the methods and processes of managing change in organizations, society and at personal level.
- Learn about applying concepts in the field of change management.
- understand various theories related to leadership

COURSE SYLLABUS:

Unit 1: Leadership

Basic principles of leadership, especially those applied to leading a team. Major ways that people learn how to become effective leaders. The use of leadership skills to managing team processes.

Unit 2: Learning Skills

The nature of experiential learning. Practice in using ideas and experience to strengthen action abilities.

Unit 3: Leadership Purpose

Purpose of developing Leadership, Implementation of Leadership.

Unit 4: Values, Principles and Ethical Boundaries

Values, leadership principles, and ethical boundaries that guide one's development as an authentic leader.

Unit 5: Decision-Making Skills:

Introduction, Concept of Decision making, Importance of Decision making, Challenges in the Process of Decision Making.

Unit 6: Decision making Process:

Importance of Ethics and Values in Reaching Decisions, Steps involved in Decision making Process, Decision making Process in a organization.

Unit 7: Decision making Techniques

Grid Analysis-Pareto Analysis-Decision Trees-Blind Spot Analysis-Risk Analysis-Delphi Technique-Impact Analysis-The Futures Wheel.

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Third
Subject Code	BSC-20-303
Subject Name	2D Digital Animation(PR)

- **Objective:**

To learn Adobe Flash software for digital 2D Animation

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

- **Teaching Path- (05 Assignments)**

1. Using Stage and Tool panel:

Use of Stage, Rulers, Grid and Guides
Customizing Tool menus
Context menus

2. Working with Bitmap and Vector graphics:

Importing a bitmap image
Creating vector graphics
Conversion of vector images from bitmap images

3. Working with Timeline:

Creating and organizing of layers and folders
Change appearance settings
Moving play head
Using Guide Layers

4. Application of Library panel:

Managing Media contents
Use of library item in document
Finding unused library items

5. Drawing using tools:

Basic drawing tools
Difference between drawing objects and shapes
Overlapping shapes
Combining objects

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

6. Using Strokes, Fills and Gradients:

- Stroke and fill property inspector
- Transforming gradient and bitmap fill
- Locking fill types and eyedropper tool

7. Editing graphic objects:

- Stack and Align objects
- Grouping of objects
- Break apart object and groups
- Drawing Primitives objects

8. Creating Animation:

- Introduction of animation and techniques
- Creating Slide show
- Character animation
- Lip sinking, moving and walking techniques
- Twined animation
- Frame-by-frame animation
- Working with frames and key frames
- Use of Onion Skinning, Masking of layers

9. Applying Special Effects:

- Animating Filters
- Apply a Blur, Glow and Bevel effects
- Gradient Bevel and color filters
- Blending modes effects

10. Placing Artwork into Flash:

- About importing artwork
- Importing file formats vector and bitmap
- Importing text objects and .PDF files
- Merging layers

11. Creating Buttons for Web:

- How to create buttons for web
- Using mouse up, mouse over, mouse down and mouse hit stage

12. Using Sound techniques:

- Importing sound to timeline
- Adding sound to buttons

**TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS**

13. Publishing Flash contents:

- Playing SWF files
- Publishing settings overview
- Formats of publishing like (HTML, PNG and JPEG, etc)

14. Exporting Flash contents:

- Animated GIF files
- Exporting JPEG sequences
- Introduction to MPEG and AVI files

15. Using Keyboard shortcuts:

- Navigation, selecting and viewing keyboard shortcuts, making new keyboard shortcuts

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Second
Subject Code	BAGD-19-202
Subject Name	3D prop modeling (PR)

- **Objective:**

Students will learn how to create realistic props and assets using Maya.

Total Assignments	10
Each Assignment Marks	10
Total Marks	100

- **Teaching Path- (10 Assignments)**

- Learn 3D modeling for beginners starting with the essentials:
- navigating Maya's interface,
- understanding professional workflows,
- commonly used tools,
- building 3D assets from scratch.
- Identify differences between film and video game models by learning high poly 3D modeling techniques, then converting it for video games,

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Fourth
Subject Code	BSC-20-401
Subject Name	Advance 3D Modeling (PR)

- **Objective:**

-

This Course is designed to build a strong foundation for working with the major areas of this extremely robust application. While various industries and studios use Maya for slightly different purposes, the core tools and work flows remain the same, and the collection of courses in this path are designed to help you build those core skills.

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

- **Teaching Path- (05 Assignments)**

- NURBS vs Polygonal vs SubD modeling
- Modeling workflow
- Industry's modeling approaches
- Modeling for different tasks, e.g. modeling for animation, texture friendly model, and game model etc.
- Rigid (Non-organic) models, e.g. commercial products, auto-mobiles and aircrafts.
- Hands-on techniques on operation of modeling tools
- Organic models, e.g. human body parts, animals and creatures.
- Anatomy studies
- Operations of digital sculpting applications
- 3D model topology research; Modeling approaches and solutions.
- Non-organic surface modeling. Students will be analyzing modeling approach of specific task and to apply most suitable methods in their modeling.

TILAK MAHARSHTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Second
Subject Code	BSC-20-201
Subject Name	Advertising Designing (Pr)

Objective:

To use skills learn in compositions to make commercial products such as Visiting card,
Poster design ,Furniture design
How to design everyday objects with curtain amount of novelty and creativity

Total Assignments	10
Each Assignment Marks	10
Total Marks	100

- **Teaching Path-** (Total Assignments 10)
 - Design on textile for e.g. (Sari Design, Cloths Design, and Curtains Design).
 - Design Company Logo and CIPs.
 - Design on tile (Free hand Pictorial Design)
 - Design on ceramic (Use of Texture)
 - Greeting card design (Seasonal)
 - Cover page design (Books on various topics)
 - Poster design (Public Relation/ Education)
 - Cartoon design (Character compose and color Perspective)
 - Product design (Drawing and Painting)
 - Cartoonic product design (Convert product in simple/ creative form)

TILAK MAHARSHTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

ADVERTISING: 90 Lecture Hours

Introduction to Advertising

- **Advertising:** Meaning, Nature, Functions, Benefits, History,
- Nature (Art, Science, and Profession), Ethics in Advertisement...
- **Social and Economic aspects in advertising.**
- **Types of Advertising:** (Classified advertisements, Display advertisements, Hard Sell
- Advertisement, Soft sell advertisements, Reminder advertisements, Prestige advertisements,
- Humorous advertisements, Professional advertisements, National advertisements, Local
- Advertisements, Global advertisements, Product Advertising, Service Advertising, Institutional
- Advertising, Consumer Advertising, Distributor Advertising, Retail Advertising, industrial
- Advertising, Educational Advertising, Financial Advertising, Travel and Entertainment
- Advertising,
- Co-operative Advertising, Advertising, by Government and Public Bodies)
- **Media Selection and Media Planning.**
- **Types of Media:** Newspapers, Television, Radio, Magazines, Web advertising, Exhibitions,
- Telemarketing, Posters and Hoardings.
- **Advertisement Campaign:** Campaign Planning and Process
- **Advertisement Copy & Layout Designing:** Types of Advertisement Copy, Types Of Headlines.
- Components of Layout.

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Third
Subject Code	BAGD-19-304
Subject Name	Game Design (PR)

- **Objective:**

Students will understand the basics and logics of creating games which includes board games and digital games

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

- **Teaching Path- (05 Assignments)**

- Diegetic
Non diegetic
Spatial
Meta
- Inventory
Types of inventory systems
Trends & Examples based on different genres

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Fourth
Subject Code	BAGD-19-405
Subject Name	Game Engine & Prototyping (PR)

- **Objective:**

Student will learn how to import their 3d models into unity game engine and create an prototype of the digital game and understanding the logics for creating games.

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

- **Teaching Path- (10 Assignments)**

- Intro to Unreal
Overview and Download
Navigation
- Materials
Basics of Materials, Types of Materials
Texture Sets & Maps
- Terrain and foliage
Terrain Sculpting - 01
Terrain Sculpting - 02
Terrain Material Study
Foliage & Settings
- Basics of blueprint
Introduction to Blueprints
Communication & Logic
- Animation
Animation Systems
Animation using Blueprints

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DEPARTMENT OF DIGITAL ARTS

- Widgets/ user interface
Importing UI/Widgets
UI/Widgets Blueprint
- Lighting
Principles of Lighting
Principles of Lighting
- Camera and post processing
Camera & Camera Settings
Post Processing Settings
- Particle system
Particles Concepts and Combinations
Particles System Settings
- Paper 2D
Introduction to Paper 2D

टिळक महाराष्ट्र विद्यापीठ, पुणे - ३७

वृत्तपत्र विद्या पदवी अभ्यासक्रम

(BACHELOR OF JOURNALISM-PRINT MEDIA)

(B.J) प्रथम सत्र

पत्रकारितेची ओळख

Introduction to Journalism-(BJ-11)

(गुण:६०+४०)

पत्रकारिता म्हणजे काय, पत्रकारितेची मूलतत्त्वे, वृत्तपत्रांचे कार्य, महत्त्व, व्याप्ती, वृत्तपत्रांचा समाजावरील प्रभाव, लोकशाही व्यवस्थेत वृत्तपत्रांची गरज, वृत्तपत्रांवरील आक्षेप, वृत्तपत्रे-वाचक संबंध, वृत्तपत्रांचे स्वातंत्र्य. पत्रकार कोण? पत्रकारांची गुण-वैशिष्ट्ये, प्रमुख पत्रकारांच्या पत्रकारितेतील कार्याची ओळख, बाळशास्त्री जांभेकर, शि. म. परांजपे, लोकमान्य टिळक, न. चिं. केळकर, नानासाहेब परुळेकर, आचार्य अत्रे.

भारतात वृत्तपत्रांचा मराठी पत्रकारितेचा संक्षिप्त इतिहास

भारतात वृत्तपत्रांचा उदय, प्रारंभ वैचारिक प्रबोधनाचे कार्य, सामाजिक सुधारणा आणि राजकीय जागृती यांचा पत्रकारितेशी असलेला संबंध. भारतीय स्वातंत्र्यलढ्यात वृत्तपत्रांचे योगदान, दर्पण, प्रभाकर, ज्ञानप्रकाश, निबंधमाला, केसरी काळ, संदेश, सकाळ, प्रभात, महाराष्ट्र टाइम्स, मराठा, लोकसत्ता, लोकमत आदी महाष्ट्रातील प्रमुख वृत्तपत्रे, त्यांचा सामाजिक, राजकीय कामगिरीचा आढावा, नव्या माहिती तंत्रज्ञानाचा वृत्तपत्र क्षेत्रावरील परिणाम. इंटरनेट वरील वृत्तपत्रे त्यांचे स्वरूप

‘केसरी’चा विशेष अभ्यास - पत्रकार लोकमान्य टिळक.

प्रात्यक्षिक/कार्यानुभव - (४० गुण - उपस्थिती, असाईनमेंट, सरप्राईज टेस्ट)

- वृत्तपत्र कार्यालयास भेटी
- वृत्तपत्राच्या विविध विभागांची कामे समजावून घेणे.
- संपादकीय, जाहिरात, वितरण, छपाई, पार्सल. विभागाचे स्वरूप, वृत्तपत्रातील महत्त्वाच्या पदावरील व्यक्तीच्या मुलाखतीवर आधारित रिपोर्ट, विविध वृत्तपत्रांचे वाचन, त्यातील सदरे, मजकुराची शैली यांचा अभ्यास करणे. त्यावर आधारित क्लास अॅक्टिव्हिटी

वृत्तपत्रीय/ व सायबर/ कायदे आणि नीतिशास्त्र
Journalism & Cyber Law & Ethics-(BJ-12)

(गुण : ६०+४०)

- **भारतीय राज्यघटना** - राज्यघटनेचे ढोबळ स्वरूप, राज्य घटनेची प्रमुख वैशिष्ट्ये- प्रस्तावना, मूलभूत अधिकार - समानता - स्वातंत्र्य, शोषणाविरोधी अधिकार, धार्मिक स्वातंत्र्यविषयक अधिकार राज्यघटनेतील मूलभूत, हक्क वृत्तपत्रे, मूलभूत कर्तव्ये, स्वातंत्र्याविरुद्ध अधिकार, वृत्तपत्रे व न्यायालयाचा अवमान, दिवाणी फौजदारी बेअदबी वृत्तपत्रे आणि बदनामीचा कायदा दिवाणी कायदा, फौजदारी कायदा, वृत्तपत्रे आणि मुद्रणाधिकार कायदा संसदेचे विशेषाधिकार, माहितीचा अधिकार व गोपनीयतेचा कायदा (१९२३), वृत्तपत्र मंडळ.
- **सायबर कायदे** - व्याप्ती व मर्यादा, सायबर कायदा म्हणजे काय, संगणकीय विश्लेषण करावयाच्या माहितीचे संरक्षण आणि गोपनीयतेचा कायदा, सामाजिक प्रसारमाध्यमे आणि भारतीय सायबर कायदा, नवीन माहिती तंत्रज्ञान कायदा २००० सेक्शन

वार्तालेखन **Reporting-(BJ-13)**

(गुण : ६०+४०)

(वार्ता) **बातमी** -बातमीच्या व्याख्या, संकल्पना, बातम्यांचे महत्त्व, बातमी मूल्य, वार्ता स्रोत, वार्ता विषय, विशेष वार्ताविषय, पालिका-महापालिका, पंचायत राज्य, विधिमंडळ, संसद यांचे वार्ताकन गुन्हेगारी वार्ता-राजकीय व्यापारी, क्रीडाविषयक वार्ता, वार्ता-वार्तापत्र यातील फरक. वार्ताहर, प्रतिनिधी, विशेष प्रतिनिधी, मुख्य वार्ताहर, ब्युरो चीफ त्यांची कौशल्ये, गुण, जबाबदाऱ्या, कायद्याचे पालन, सामाजिक आणि वृत्तपत्रीय संकेत पाळणे. वार्ता मूल्यमापन, माहिती संकलनाची महत्त्वाची साधने, वार्ताहराची डायरी, नोट्स(टिपणी), संगणकाचा वापर, इंटरनेट, मोबाईल या माध्यमातून बातम्या मिळवणे. नकाशाचा वापर, वार्तास्रोत विकसित करणे.वेगवेगळ्या स्रोतांकडून मिळालेल्या माहितीची शहानिशा करणे.

बातमीचे लेखन -पारंपरिक प्रकार, सखोल बातमी, एकांगी, विकास प्रवण, शोध घेणारी, बातमीचा उलटा त्रिकोण, महत्त्वाचे काय, बातमीचा गाभा शोधणे, प्रारंभ भाग, प्रारंभ भागाचे प्रकार, वार्तालेखनाचे तंत्र, प्रक्रिया,घटनाक्रम, परिच्छेद करणे, वृत्तपत्रीय लेख, विषयाची निवड, भाषा, मनप्रतिपास शैली, लेखांचे विविध प्रकार,वृत्तलेख, ऐतिहासिक लेख, मुलाखतीवर आधारित लेख, लोकरुची लेख, व्यक्तीपर व नावीन्यपूर्ण लेख.

वृत्तसंकलनची क्षेत्रे-राजकीय ,प्रशासकीय ,सामाजिक ,सांस्कृतिक ,क्रीडा,उद्योग ,कामगार, न्यायालय ,आरोग्य ,गुन्हेगारी,वार्ता इ.

विकास पत्रकारिता -

विकासाची संकल्पना, व्यक्ती व समाजाचा विकास आर्थिक विकास, सांस्कृतिक विकास, सामाजिक समस्या.

अंतर्गत मूल्यमापन / कार्यानुभव

(क्लास अॅक्टिव्हिटी/असाईनमेंट)

- प्रसिद्धी पत्रकावरून बातम्या लिहिणे.
- पत्रकार परिषदेस उपस्थित राहून बातम्या लिहिणे.
- जाहीर सभा, व्याख्याने यासंबंधीच्या बातम्या लिहिणे.
- बातम्या विशिष्ट वेळेच्या मर्यादेत लिहिणे.

संज्ञापन कौशल्य

Communication Skill-(BJ-14)

(गुण : ६०+४०)

Communication Skill (For English Medium Students)

This paper is designed to help students to look at language – oriented subjects like news Reporting, Editing Etc.

Vocabulary -Active and passive vocabulary, Importance of short & plain words, choosing the right precise word, words having similar meanings, ways of expanding ones active vocabulary, spelling, basic principles, common errors UK and US spellings.

Sentence -Definition, subject & predicate functions of words used in a Sentence. Importance of the verb in sentence, Types of sentence active and passive, simple, complex, compound statement.

Paragraph -Principles of organizing and developing a paragraph. Topic sentence Argument, Explanation.

संगणकाची ओळख

Basic Computer – (BJ-15)

(गुण : ६०+४०)

Basics of Computers

- History of computers, generation of computers, components of a computer, Classification of Computers, CPU, control unit, arithmetic logical unit, memory unit, primary and secondary Storage units, floppy drive, pen drive, CD, DVD ROMs. Use of input output units' e.g. Mouse Keyboard, printers etc.

Microsoft Word (Elements of Word Processing)

- Word Processing Basic an Introduction to Word process and its advantages. The word Screen, Introduction to Title Bar, Menu Bar, Standard tool bar, scroll bar, Entering, Editing Text and inserting picture in document, key board short cuts.
- Creating a new document, character formatting moving copying text, find function, replace function auto correct, formatting text (using font command change font, size, color and style), document checking tool use of spell and grammar check Inserting picture from clip art, file, inserting auto shapes and word art, Bulleted numbered and multilevel list, Borders and shading.
- Saving data, opening an existing file, saving tabs with tabs dialog box, setting a tab with the ruler
- Paragraph formatting, paragraph dialog box-indentation, paragraph spacing, aligning text, controlling page breaks.
- Tables, creating tables using table menu-moving around the table, selecting part of tables. Modifying tables-adding cells, rows and columns, deleting cells, rows and columns, moving

cells, rows and columns, changing the size of tables (row height and column width).

- Formatting tables-text, splitting tables, merging and splitting cells, applying borders and Shadings
- Printing Word Document, printer settings, adding a printer, print option.

Microsoft Excel (Spreadsheet)

- Introduction of Spreadsheet, Elements of Spread Sheet, difference between workbook and worksheet entering text into cell moving around worksheet using keyboard, key board shortcuts. Use of menus
- Creating and Editing Simple Sheet entering and editing data, inputting and formatting the numbers, adjusting the column and row width, renaming a worksheet , moving inserting hiding and un hiding and deleting sheets. Copying and moving cells.
- Formatting worksheet, use of format menu, formatting tool bar and auto format. Alignment and orientation Fonts, font style and sizes, Cell borders, Background colors and patterns.
- **Managing workbooks files.**
Use of save as, close, exit, open, find file and file new from file menu.
- **Call referencing**
Advantages of relative referencing, need for absolute, mix referencing, Naming cell Ranges, rules for names

- **Formulas and Functions**

Use of functions like sum (), max, median, average etc. more features of auto sum. The function wizard use of lookup functions, if function and nested functions.

- **Charts and Graphs**

Creating embedded charts and chart sheets, use of series function, plotting non-adjacent cell ranges, formatting charts, adding extra text to chart.

Microsoft Power Point.

- **Making Small Presentations**

Difference between presentation and document, Opening a Power Point Presentation, Using Wizard for creating a presentation.

- **Creating a Presentation**

Selection of type of Slides, Importing text from word documents. Title, Text Creation, Font and Sizes, Bullets and indenting. Moving to Next Slide. Use Slide sorter. Title Sorter

- **Formatting and Printing your Presentation**

Use of Slide Manager, Change Background and Text colors. Making your own Slide format, adding of animation. Footnotes and Slide numbering. Slide Manipulation and slide show. Printing the Slides and Handouts.

छायाचित्रण

Photography (BJ-16)

(गुण : ६०+४०)

- Unit 1:** **Introduction to Photo Journalism**
What is Photography, Journey of Photography, Types and History, Importance of Photography
- Unit 2:** **Basic Introduction to camera And Techniques:**
Types of Camera, Camera Function and Operation, Color coding- RGB, CMY, Process and exposure, ISO Settings (Light Sensitivity)
- Unit 3:** **Advance**
Lighting Source, Basic Lighting, Types of Lights, Use of Flash, Light Arrangement, Types of Photography (Practical)
- Unit 4:** **Concepts:**
Composition, Lighting Plans, Color Scheme, Background selection and Arrangement, Color Management and Subject selection
- Unit 5:** **Photo Journalism and Advertising Photography:**
Fashion, Industrial, Landscape, Planning Project, Motion Capture, Depth of Field
- Unit 6:** **Basic Editing**
Basic Photo Editing (Photoshop and other , Brightness and contrast management, Color correction, Filters, Project or Final Assignments, Photo Presentation : Minimum 20 & Maximum 30(Photos), Editing and Titling with background music

Suggested readings:

1. 50 Photo Icons : Hans-Michael Koetzle
2. The art of Boudoir Photography :Charista Meola
3. Photo Highlights : Manfred Baumann

सत्रांतर्गत प्रात्यक्षिक कार्यानुभव (Internal Work)

प्रत्येक विद्यार्थ्याने अभ्यासक्रम संपण्यापूर्वी कोणत्याही वृत्तपत्रात, दररोज किमान ३ तास याप्रमाणे दहा दिवस काम करणे अपेक्षित आहे. या काळात विद्यार्थ्याने वृत्तसंकलन, माहिती, निवेदने, पत्रकांचे पुनर्लेखन, पत्रकार परिषद इत्यादी बाबत अनुभव घेणे अपेक्षित आहे. तसेच या काळात त्याने केलेल्या कामाचा अहवाल संबंधित वृत्तपत्राच्या वृत्तसंपादक किंवा सहसंपादकाच्या शिफारशीसह विद्यापीठास सादर करणे अपेक्षित आहे. या कार्यानुभवासाठी अंतर्गत मूल्यमापनांतर्गत १० गुण दिले जातील.

क्लास ॲक्टिव्हिटी

प्रत्येक सत्रात शिकविल्या गेलेल्या विषयाशी संबंधित १० गुणांची तोंडी परीक्षा घेतली जाईल. त्यात मिळालेले गुण अंतर्गत मूल्यमापनासाठी ग्राह्य धरले जातील.

विद्यार्थ्यांना संबंधित विषयावर आधारित असाईनमेंट दिल्या जातील. त्यासाठी २० गुण असतील. असे एकूण ४० गुणांचे अंतर्गत मूल्यमापन परीक्षेसाठी केले जाईल.

टिळक महाराष्ट्र विद्यापीठ,पुणे - ३७

वृत्तपत्र विद्या पदवी अभ्यासक्रम

(BACHELOR OF JOURNALISM-PRINT MEDIA)

(B.J) द्वितीय सत्र

संपादन

News Editing (BJ-21)

संपादन- वार्तासंपादन (Editing : News Editing)

(गुण : ६०+४०)

- संपादन म्हणजे काय -शास्त्र आणि कला, संपादनाची तत्त्वे - मजकुराचे सादरीकरण, काय छापायचे काय नाही याचा निर्णय, मजकुराची निवड मजकुरावर संस्कार करणे, विरामचिन्हे, शुद्ध-अशुद्ध तपासणे,वाक्यरचना, योग्य शब्दांची निवड, मजकुराची यथायोग्य मांडणी, पान लावणे (मांडणी), संपादकीय विभाग, रचना, कार्यपद्धती, संपादक, वृत्तसंपादक, मुख्य उपसंपादक, मुख्य वार्ताहर, उपसंपादक,वार्ताहर.
- वृत्तसंपादक -वार्ता विभागाचा सर्वेसर्वा, अधिकार, जबाबदाऱ्या, कौशल्ये, उपसंपादक - जबाबदाऱ्या,कौशल्ये, गुणसंपदा.
- वार्ता संपादनाची तत्त्वे -अचूकता, निर्दोषता, समतोलपणा, न्यायबुद्धी संक्षिप्तता, सोपेपणा, वाचनीयता,सूक्ष्म निरीक्षण.
- अग्रलेख -अग्रलेखाचे प्रकार
- मथळे - महत्त्व - बातमीचा अग्रभाग - अग्रभागाचे विविध प्रकार, भाषांतर सराव वार्ता बातमीचे संपादन करणे
- पानाच्या मांडणीचे विविध प्रकार उभी मांडणी, आडवी मांडणी, संमिश्र मांडणी.
- छायाचित्रांचे पानातील महत्त्व -कॅमेरा, कॅमेरा प्रकार, छायाचित्रे निवड, छायाचित्रांची काटछाट,छायाचित्रांची माहिती देणारा मजकूर.

नवी प्रसारमाध्यमे

News Media (BJ-22)

(गुण : ६०+४०)

- **मुद्रणकलेचा संक्षिप्त इतिहास** - तंत्रज्ञान विस्तार व विकासाचे, वृत्तपत्रांचा इतिहास, भारतीय प्रक्षेपणाचा इतिहास, आकाशवाणी, दूरचित्रवाणी माध्यमांची गरज - परिणामकारिता, रेडिओ-उदय, दूरचित्रवाणी -चित्रपट (सिनेमा), जनसंवाद माध्यमे.
- **नवीन प्रसारमाध्यमांचा इतिहास** -संगणक, इंटरनेट ते मोबाईल क्रांती, कॅम कॉर्डर, वेब रॅम, आय पॅड, ब्ल्यू टुथ, सोशल मिडिया, व्हॉट्सअप, मॅसेंजर, बॅकलॉग , ट्विटर, विकीपिडिया, फेसबुक.नव्या-जुन्या लोकसंवाद माध्यमांचे फायदे-तोटे, उणिवा, केबल नेटवर्क, मुद्रित माध्यमांवर इलेक्टॉनिक्समाध्यमांचा झालेला परिणाम, (रेडिओ-टीव्ही) माहिती-तंत्रज्ञानातील बदल, त्याचा वृत्तपत्रांवर झालेला परिणाम, वृत्तपत्रांनी स्वीकारलेला बदल, सोशल मिडिया, फायदे-तोटे.सामाजिक प्रसारमाध्यमांची नैतिक जबाबदारी.

इंटरनेटचा प्रसार ,इंटरनेट संकल्पना,पारंपरिक माध्यमे पारंपरिक माध्यमाची बलस्थाने आणि फायदे, तोटे, इंटरनेट युगाचा भारतात प्रवेश,इंटरनेट परिसरातील अडथळे
ऑनलाईन पत्रकारिता - वृत्तपत्रांचा वेबसाईट्स,इ-बुक, मसुदा
छायाचित्रे,नकाशे ,व्हिडिओ - यांचा वापर.

Spread of Internet, what is internet?

Salient features of traditional media-Advantages and disadvantages of traditional media.

History and spread of internet in India and knowledge society.

Convergence of multy media-Print, Radio, Television internet and mobile – use of various online tools to manage Text, Link, Photo, maps etc

What is online Journalism –Earlier, Websites of newspaper, E Books?

Digital story telling-Tools of multimedia Journalists, Learn to report, write and produce in appropriate for online media.

Cyber law-scope and limitations, what is cyber law, computerizes analysis, security of data, social media, and Indian cyber law

- **वृत्तपत्रीय कायदा**

सायबर कायदे - व्याप्ती व मर्यादा -सायबर कायदा - म्हणजे काय, संगणकीय विश्लेषण करावयाच्या माहितीचे संरक्षण आणि गोपनीयतेचा कायदा, सामाजिक प्रसारमाध्यमे आणि भारतीय सायबर कायदा,नवीन माहिती तंत्रज्ञान कायदा २००० सेक्शन.

आधुनिक वृत्तपत्र व्यवस्थापन(BJ-23)

Advance Newspaper Management & Advertising PR & Conference /seminar (BJ-23)

(गुण : ६०+४०)

व्यवस्थापन - आधुनिक वृत्तपत्र व्यवस्थापन, वृत्तसृष्टीतील बदल, वृत्तपत्रांचे सद्य...स्वरूप - व्यवसाय, उद्देश, व्यवस्थापनाचे कार्य, जबाबदाऱ्या, व्यवस्थापनाची तत्त्वे, वृत्तपत्र संघटनेचा तक्ता, संपादक विभाग, वितरण विभाग, जाहिरात विभाग, छपाई विभाग, हिशेब विभाग, पार्सल विभाग, वृत्तपत्राचे अर्थकारण, वृत्तपत्राच्या वाढीचे घटक, वृत्तपत्रीय कागदाचे व्यवस्थापन, रजिस्ट्रार ऑफ न्यूजपेपर, इंडियन न्यूजपेपर सोसायटी INS, ऑडिट ब्युरो ऑफ सर्क्युलेशन (ABC).

जाहिरात -जाहिरातीची संकल्पना ,आणि घटक,जाहिरात -प्रचार आणि प्रसिद्धी.जाहिरातीबाबत वाचकांचा दृष्टिकोन,वृत्तपत्राच्या अर्थकारणात जाहिरातीचे महत्व,जाहिरातीचे समाजदर्शन परिणाम,जाहिरात संस्था.रचना,कार्यपद्धती जाहिरातीसाठी आचारसंहिता

- **वाचक पाहणी**
बाजारपेठेचे संशोधन, जाहिरातदारांकरिता पाहणी, नॅशनल रीडरशीप सर्व्हे.
- **विपणन व्यवस्थापन Marketing Management** व्यवस्थापनाच्या व्याख्या, जाहिरात-जाहिरातीतील मुख्य घटक, मजकुराची वैशिष्ट्ये, जाहिरातीचे समाजावर होणारे परिणाम.
- **जनसंपर्क** - (Public Relation) जनसंपर्काची संकल्पना
- **जनसंपर्क अधिकारी** - कामे, जनसंपर्काचे महत्त्व, जनसंपर्काची साधने
जनसंपर्काची सामाजिक जबाबदारी ,जनसंपर्काचे मूल्यमापन.

ग्रामीण पत्रकारिता
Rural Journalism (BJ-24)

(गुण : ६०+४०)

- **ग्रामीण पत्रकारिता** - ग्रामीण जीवनाशी निगडीत वार्ताविषय
- **पंचायती राज्य** - ग्रामपंचायत, पंचायत समिती - जिल्हा परिषद, रचना, सदस्य निवडपद्धती, कामे, कर्तव्ये, कामकाजपद्धती, ग्रामसेवक - सरपंच-उपसरपंच, निवडणुका.
- **ग्रामपंचायतीची कामे** -
कृषी, पशुसंवर्धन, समाजकल्याण, जंगले, शिक्षण, सार्वजनिक आरोग्य, अंदाजपत्रक, पंचायत समिती, रचना, सभापती-उपसभापती, गटविकास अधिकारी, जिल्हा परिषद, रचना - अध्यक्ष-उपाध्यक्ष, यांचे अधिकार व कर्तव्ये, जिल्हा परिषदेच्या विविध समित्या, स्थायी, कृषी, समाजकल्याण, शिक्षण, बांधकाम, जनसंघटना, त्यांची कामे, प्रशासन व्यवस्था, जिल्हा परिषदेची सभा, त्याचे वार्ताकन.
- **जिल्हा ग्रामीण विकास योजना** -
स्वर्णजयंती ग्राम स्वयंरोजगार योजना, ग्रामीण रोजगार योजना, इंदिरा आवास योजना इ.
- **ग्रामीण भागातील समस्या** -
ग्रामीण लोकजीवन - आदिवासी, भटके यांचे प्रश्न, पाणीपुरवठा, कृषिविषयक समस्या, शेतकऱ्यांचे प्रश्न, पीकपद्धती, / सहकारी क्षेत्र, बँका, पतसंस्था, सहकारी कारखानदारी, शिक्षण, महिलांच्या समस्या, आरोग्यविषयक प्रश्न, शेतीवर आधारित व्यवसाय. ग्रामीण उत्सव, यात्रा, जातपंचायती, दुष्काळ, दुष्काळी कामे - परिणाम यांचा अभ्यास

शहरी पत्रकारिता
Urban Journalism (BJ-25)

(गुण:६०+४०)

- विशिष्ट विषयाची बातमीदारी - स्वरूप
- गरज
- बातमीदार - बातमीदारचमू
- बातमीदाराचे कार्यवाटप
- विविध बीट्स
- महानगरपालिका - स्थानिक प्रशासन, व्यवस्था (Public Administration)
- रचना - प्रशासकीय विभाग
- महानगरपालिकांचे पदाधिकारी - लोकप्रतिनिधी, नगरसेवक, महापौर
- महानगरपालिका अधिनियम
- महानगरपालिकेची कामे / कर्जे
- महानगरपालिकांची कामकाजपद्धती
- विविध समित्या अधिकार - स्थायी समिती, सर्वसाधारण सभा, स्वतंत्र समित्या, क्षेत्रीय समित्या,
- विविध विभाग, वाहन व्यवस्था.
- नगरपालिका
- लहान गावांतील नागरी प्रश्नांची जबाबदारी
- रचना - कामे
- नगराध्यक्ष - कर्तव्ये, अधिकार
- विविध समित्या
- मुख्याधिकारी - कार्ये/ स्वरूप, आर्थिक स्रोत

अंदाजपत्रक

अर्थ-उद्योग, व्यापार, कंपन्या, अर्थबाजार, शेअरबाजार.

नागरी समस्या - आरोग्य, शिक्षण. उद्योगविषयक, रस्ते, पाणी, वाहतूकविषयक.

सांस्कृतिक वार्ताकन, सभा, समारंभ, सांस्कृतिक कार्य यांचे वार्ताकन.

पर्यावरण

Environment (BJ-26)

(गुण: ६०+४०)

Unit 1 Multidisciplinary nature of environmental studies
Definition, scope and importance .Need for public awareness.

Unit 2 : Natural Resources :
Renewable and non-renewable resources
Natural resources and associated problems.

A) **Forest resources** : Use and over-exploitation, deforestation, case studies.
Timber extraction, mining, dams and their effects on forest and tribal people.

B) **Water resources** : Use and over-utilization of surface and ground water,
floods, drought, conflicts over water, dams-benefits and problems.

C) **Mineral resources** : Use and exploitation, environmental effects of extracting
and using mineral resources, case studies.

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

E) **Energy resources** : Growing energy needs, renewable and non renewable
energy sources, use of alternate energy sources. Case studies.

F) **Land resources** : Land as a resource, land degradation, man induced
and slides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit 3 : Ecosystems

- Concept of an ecosystem.
- Structure and function of an ecosystem.
- Producers, consumers and decomposers.
- Energy flow in the ecosystem.
- Ecological succession.
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the

Following Ecosystem :-

- a. Forest ecosystem
 - b. Grassland ecosystem
 - c. Desert ecosystem
 - d. Aquatic ecosystems
(ponds, streams, lakes, rivers, oceans, estuaries)
- (6 lectures)

Unit 4 : Biodiversity and its conservation

- Introduction – Definition : genetic, species and ecosystem diversity.
- Biogeographical classification of India
- Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values
- Biodiversity at global, National and local levels.
- India as a mega-diversity nation
- Hot-spots of biodiversity.
- Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity

Unit 5 : Environmental Pollution

Definition, Cause, effects and control measures of :-

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

• Solid waste Management :

Causes, effects and control measures of urban and industrial wastes.

- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster management : floods, earthquake, cyclone and landslides.

Unit 6 : Social Issues and the Environment

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

Unit 7 : Human Population and the Environment

- Population growth, variation among nations.
- Environment and human health.
- Human Rights.
- Value Education.
- HIV/AIDS.
- Women and Child Welfare.
- Role of Information Technology in Environment and human health.
- Case Studies.

Unit 8 : Field

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

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	First
Subject Code	BADA-19-102
Subject Name	Graphic Design (PR)

- **Objective:**

Graphic Design is a very important course. It is practically used for everything in today's day and age. It is these software's which combine technology and creativity to create Website, Brochure Designs, Advertisements, Magazines, Photo-touch-ups, Mobile backgrounds, Packaging, Hoardings, Project Presentations . . . etc.

Total Assignments	10
Each Assignment Marks	10
Total Marks	100

- **Teaching Path- (10 Assignments)**

- History of Photoshop
- Use of Photoshop
- Purpose of Photoshop
- Opening and Importing images,
- Creating Documents with different sizes
- advertisement creation, wallpapers,
- websites,
- jewelry creation,
- fashion designing,
- animations & 3d effects
- software development,
- and designs,
- Photo modification purpose.
- selections on your image
- This changes the area of your
- image
- tools or actions to be within
- the defined shape
- Use this to select a color range Tolerance to make your
- selections more/less precise
- the movements to
- vertical/horizontal

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DEPARTMENT OF DIGITAL ARTS

- The Crop Tool works
- similarly to the Rectangular Marquee tool
- it crops your image to the size of the box
- This is used mostly for
- building websites
- splitting up one image into smaller ones when saving out
- Class Test
- Spot healing brush tool,
- healing brush tool,
- patch tool,
- red eye tool,
- brush tool,
- pencil tool,
- color replacement tool,
- mixer brush tool
- Eraser tool,
- background eraser tool
- magic eraser,
- gradient tool
- paint bucket tool
- Pen tool,
- freeform pen tool,
- add anchor point tool,
- delete anchor point tool,
- convert to point tool,
- horizontal type tool,
- vertical type tool,
- horizontal type mask tool,
- vertical type mask tool
- Path selection tool,
- direct selection tool,
- custom shape tools,
- hand tool,
- zoom tool,
- Blur tool,
- sharpen tool,
- smudge tool,
- dodge tool,
- burn tool,
- sponge tool
- Create New Layer
- Layer Visibility
- Layer Locking Options
- Layer Blending Mode
- Fill
- Opacity
- Layer Lock
- Layer Options Menu

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- Two colors image adjustment
- changes the image in to gradient color mode
- color preset to apply a hue adjustment to an image
- Shadow/Highlight command is suitable for correcting photos
- image to negative mode

टिळक महाराष्ट्र विद्यापीठ, पुणे - ३७

वृत्तपत्र विद्या पदवी अभ्यासक्रम

(MASTER OF JOURNALISM-PRINT MEDIA)

(MJ) प्रथम सत्र

अग्रलेख लेखन

Editorial Writing-(MJ-11)

(गुण-४०+६०)

अग्रलेख-व्याख्या, व्याप्ती, वृत्तपत्रातील महत्वपूर्ण लेखन, वृत्तपत्राच्या धोरणाचे प्रतिबिंब, तर्क शुद्ध आणि आटोपशीर मांडणी हे वैशिष्ट्य-अग्रलेखाचे महत्व -वाचकांना परिपूर्ण माहिती देणे, प्रबोधन करणे, मत बनविणे. अग्रलेखांचे वर्गीकरण -मतप्रतिपादन करणारा, माहितीपूर्ण, कारणमिमांसा स्पष्ट करणारा विश्लेषणात्मक, पार्श्वभूमी विशद करणारा, बातमी मागची बातमी सांगणारा, अर्थ विशद करणारा अग्रलेखाचे हेतू -स्पष्टीकरण, इशारेवजा मार्गदर्शन, सत्ताधाऱ्यांना जाब विचारणे, समस्येवर तोडगा सुचवणे, पाठपुरावा करणे, प्रशंसा वा गौरव, वादविवाद, अग्रलेख लेखनांचे टप्पे-विषयांची निवड, मुद्दे ठरविणे, विषयांचे संदर्भ मिळविणे-ग्रंथालय, पुस्तके, संदर्भ वाचणे माहितीकोष, इंटरनेट यांचा वापर अग्रलेख लेखनासाठी गुणविशेष -चौफेर वाचन, तर्कशुद्ध मांडणी, खुलेपणा.

Editorial Writing

(Marks-40+60)

Leader Writing - Importance of edit page, purpose of editorial writing style, Types of editorials, Explain or interpret, criticize, persuade, praise etc. Selection of subject for the editorial, Style, Finding references, Policy of the Newspaper, Vast reading with ability to interpret. (Examples should be given in the classroom while discussing this aspect.)

Tools - Reading, library clippings and research, structure of editorial.

फिचर रायटिंग **Feature Writing-(MJ-12)**

(गुण-४०+६०)

वृत्तपत्रीय लेख -

वृत्तपत्रीय लेखनाची संकल्पना, वृत्तपत्रीय लेखाचे महत्व, ताज्या घटनेशी संबंधित पण बातमी नव्हे, वैशिष्ट्यपूर्ण आणि विविध बाजू स्पष्ट करणारा.

वृत्तपत्रीय लेखाचे प्रकार - वृत्तलेख, व्यक्तिविशेष लेख, मुलाखतीतून लेख, ऐतिहासिक लेख, वृत्तपत्रीय लेख - प्रत्यक्ष लेखन, विषय शोधणे, विषयांची निवड, वाचक कोण ? संदर्भ

Feature Writing- Definition of feature, Difference between feature and news report .

What is a feature?

The difference between news, news analysis and features. Looking for ideas for features, originality and literacy quality.

Various Types

News feature, Research features, Historical, Novelty, Science, Personal, Interview Human interest.

Features, discuss various feature stories published in news paper and Magazine. Structure of a feature. Expressing opinion, Special leads, Creative Headlines use of Graphs, Maps, Photos etc.

Research

Looking for ideas, primary and secondary sources of information, Use of library clippings and other reference material.

Elements of feature, writing the feature gathering and organizing information, Tools and techniques of writing.

घटना व्यवस्थापन

Event Management (MJ-13)

(Marks40+60)

Evaluation of concept- What is event management-/Project management, scheduling, site selection, acquiring necessary permissions, coordinating transportation, and parking, arranging for speakers?

Principles of Event Management:

From concept to reality Understanding project management - resources activities - risk management -

Delegation - project selection - Event Manager Role of the Event Manager., Necessary qualities for event manager –communication skill, Public relation etc .

Preparing a proposal

Conducting market research – Event and their marketing, establishing viability - capacities - costs and

Facilities - plans - timescales - contracts.

Clarity - SWOT analysis - estimating attendance - media coverage - advertising -

Budget - special considerations - evaluating success.

Crisis Management plan

Crisis planning - prevention - preparation - provision - action phase - handling

Negative publicity - structuring the plan.

Seeking sponsors

Different types of sponsorship - definition - objectives - target market - budget -

Strategic development - implementation - evaluation. Organizing the event

Purpose - venue - timing - guest list - invitations - food & drink - room dressing -Equipment - guest of honor - speakers - media - photographers podium -Exhibition.

Media invitations - photo-calls - press releases - TV opportunities – radio Interviews.

Promotional Tools

Flyers - posters - invitations - website - newsletters - ozone - blogs - tweets.
Evaluation

Budget - cost of event - return on investment - media coverage - attendance –Feedback.

पुरवणी व मासिकांचे संपादन (MJ-14)

Editing of Supplements and Magazines

(गुण-४०+६०)

वृत्तपत्रांच्या पुरवण्या :

संकल्पना, पुरवण्याचे महत्त्व, पुरवण्याचे प्रकार, रविवारची पुरवणी, चित्रपट पुरवणी महिलांसाठी पुरवणी, आरोग्य, अर्थ-विषयक पुरवणी, आहार, राशी भविष्य विषयक, पर्यटन, विज्ञान इ. कुटुंबातील विविध घटक यांची वाचनांची आवड व त्यानुसार पुरवण्या-महिला-मैत्रीण, सखी, युवा-तरुणाई, कॉलेज कट्टा, विहार, विविधा, फॅमिली डॉक्टर .

विशेष सण सभारंभ पुरवण्या - सण नवरात्र , दसरा, दिवाळी ,नववर्ष इ.:

पुरवणीची पूर्वतयारी-डमी -लेखांचे विषय निवड-पत्रव्यवहारा लेख मागवणे -संपादन -लेखांची शीर्षके, पुरवण्याचे संयोजन, विविध विषयांच्या समस्यांना उत्तरे देणारे स्तंभ.

पुरवण्याची वैशिष्ट्ये :

रविवार पुरवणी , महिला विषयक पुरवणी मुलांसाठी पुरवण्या, त्यांचे विषय गोष्टी मुलांसाठी पुरवण्या, त्यांचे विषया गोष्टी, कविता, लेख, कोडी स्पर्धा, विशेष सण सभारंभ लिखित पुरवण्या – पुरवण्याची मांडणी- शाळा महाविद्यालयांतील नियतकालिकांचे स्वरूप.

Editing of Supplements and Magazines-(MJ-14)

Editing of Supplements, Magazines

Now a day's every newspaper carries at least 5 to 6 supplements a week on topics like education, writing for children, youth, family, women, sports, film etc. What we require is, Planning, Selection of topics of readers, interest, Layout of the supplement and a band of writers readily available, known for their expertise and skills in writing.

Various types of magazines:

School, College, House, Weeklies, Economic.

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JOURNALISM AND MASS COMMUNICATION DEPARTMENT

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M. A. (MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-107	
SUBJECT NAME	Translation Studies	
PAPER	VI	
MARKS	Theory 40	Practical 60
CREDIT	2	

UNIT- I-

Translation – nature & terminology,

Historical perspective, Development, Terminology,

Importance of translation,

Translation as an Art,

Changing scope of translation,

Translation In scientific world.

UNIT II-

Types of Translation,

Application Of translation in various fields,

Appropriateness and quality of translation,

process of translation,

Sources and aids for translation.

UNIT III-

Translation and structure,

Translation in trade, commerce and banking sector,

Computer & machine Translation,

UNIT- IV-

Translation Phrases & Idioms,
 Translation & Figures of speech,
 Transliterations,
 Practical.

M. A. (MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-202	
SUBJECT NAME	Print Journalism	
PAPER	II	
MARKS	Theory 40	Practical 60
CREDIT	4	

Module No	Topic
1	Introduction to Journalism: Definition, Nature & Scope, Functions, History of Journalism, Types of Journalism – 1. Development Journalism 2. Community Journalism 3. Citizen Journalism 4. Yellow Journalism 5. Digital Journalism 6. Investigative Journalism 7. Embedded Journalism
2	Basics of News Writing: Definition & Process of News, News Elements, News Values, News Sources, Types of News/News Beats
3	Specialization in Reporting: Principles of Reporting, Qualities of a Reporter, Types of Reporting – 1. Political 2. Crime & Legal Affairs 3. Business 4. Routine & Specialized 5. Investigative
4	Print Media: Introduction to Newspaper, History of Print Media, Development and trends in newspapers, magazines, evolution of e-journalism, Newspaper Layout, Working and Structure of Newspaper House, Layout in in-design

Reference Books

Ahuja, C., & Hiteshi, B. *Print Journalism A Complete Book of Journalism*.

**TILAK MAHARASHTRA VIDYAPEETH
JOURNALISM AND MASS COMMUNICATION DEPARTMENT**

M. A. (MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-203	
SUBJECT NAME	Feature Writing	
PAPER	III	
MARKS	Theory 40	Practical 60
CREDIT	4	

- **Unit 1**-Meaning and importance of feature in journalism. Difference between soft news and hard news. Difference between news and article. Characteristics of a good feature writing.
- **Unit 2**-Identifying the ideas for feature articles. Researching and developing feature articles. The art of writing, storytelling, and the editing process.
- **Unit 3**-Types of feature articles. Descriptive and color writing. The human interest article. Profiles and personality sketches. Seasonal features. Entertainment features and critical writing. Aftermath, follow-up and in-depth series articles.
- **Unit 4**-Travel writing. Series features. Personal experience articles. Humor in feature writing. New Technology and Sciences features.

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M. A. (MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-204	
SUBJECT NAME	Video Production	
PAPER	IV	
MARKS	Theory 40	Practical 60
CREDIT	4	

Module 1- Fundamentals of Video Production:

History of Television and Video format, Video Production Equipment, Video Production Workflow (Preproduction, Production, Post Production), PCR and MCR terminologies.

Module 2- Visual Aesthetics:

Introduction to Visual Communication, Aesthetics for Video, Creating a Narrative style, Building narrative for Fiction and Non Fiction.

Module 3- Script Writing:

Ideating for Video, Development of Story into Screenplay, Scripting for Non Fiction, Scripting for Advertisements, Characterization.

Module 4- Camera and Lights:

Introduction to Video Camera, Compositions and frame Designing, Introduction to studio lights, 3 Point lighting, Types of shot, Camera Movement, Chroma Keying.

Module 5- Video Editing and Post Production:

History of Editing, Linear and Non Linear Editing, Introduction to Online editing and Vision Mixing, Graphic design for Fiction and Non Fiction, Final Output and Release, Modern broadcast forms and Formats.

M. A. (JOURNALISM AND MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-305	
SUBJECT NAME	Broadcast Journalism	
PAPER	IV	
MARKS	Theory 40	Practical 60
CREDIT	4	

Syllabus- MAMC- second year third semester

Unit 1- History & Development of Broadcast Journalism. (ii) Brief History of the development of TV journalism- Globally & in India. (iii) Emerging Trends

Unit 2- Doordarshan, SITE, KHEDA project. Television screen reading. Ticker, slugs, header, Breaking news, Signature tune and logo of channel, phono, importance of visuals in tv, visual sources,

Unit 3- Television news writing, Rundown, ANC/VO , ANC/VO/BYTE, ANC/GFX, ANC/BYTE, ANC/GFX/BYTE, ANC/PKG Voxpop, PTC,

Unit 4 –Television news room, input department, output department, Graphics department, production department, logistics, guest coordination, Feature department, sports & entertainment department

Unit 5- Basics of news anchoring, teleprompter, entertainment anchoring, sports anchoring and interview techniques.

Reference books-

1. Broadcast announcing worktext- a media performance guide (Alan R. Stephenson, David E. Reese, Mary E. Beadle)
2. Reading Television (John Fiske and John Hartley)
3. Writing News for Broadcast (Edward Bliss Jr. and John M. Patterson)
4. टेलिव्हिजन आणि प्रसार माध्यमे – डॉ. केशव साठे

M.A. (JOURNALISM AND MASS COMMUNICATION) BATCH 2021-22

SUBJECT CODE	MAMC 18-306	
SUBJECT NAME	Entrepreneurship Development	
PAPER	IV	
MARKS	Theory 40	Practical 60
CREDIT	4	

Content:

Unit	Topics
Concept of Entrepreneur and Entrepreneurship	Introduction Definition Entrepreneur vs. Entrepreneurship Motivation theories for Entrepreneur Entrepreneurship Development Entrepreneurship Development Programmes Exercise
	Assignment
Business Planning Process and Market	Business Planning Process Market Analysis Business Ideas

Analysis	Problems Identification and Opportunities Types of Organization Structure Law for Entrepreneurs Government policies and Procedures for Start Up
	Assignment
Project Planning Process and Management	Management of Enterprise Management: Production, Materials, Marketing, Personal, Financial. Study of Technical Feasibility
	Assignment
Entrepreneurship Development and Government Policies	Role of Central and State Government Role of Agencies in Entrepreneurship Development Entrepreneur Perspective Women Entrepreneurship
	Assignment
Emerging Areas in Entrepreneurship	Rural Entrepreneurship Social Entrepreneurship International Entrepreneurship
	Assignments
Case Studies	Case Studies
	Assignments

M. A. (MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-206	
SUBJECT NAME	Travel and Tourism	
PAPER	VI	
MARKS	Theory	Practical 30
CREDIT	4	

Ch I Introduction to Tourism industry (9 Hours)

- The meaning of Tourism
- The tourism industry & brief history of tourism
- Significance of tourism

- The tourism System
- 5 'A's of Tourism

Ch II Tourism Infrastructure (12 Hours)

- Definition
- Accommodation
- Food and Beverage
- Attractions
- Telecommunication
- Essential Services
- Other Services.

Ch III-: History Of Travel and tourism

- Development in the History of tourism
- Tourism in India – Post independence
- Modern Tourism

M. A. (JOURNALISM AND MASS COMMUNICATION) BATCH 2018-19

SUBJECT CODE	MAMC 18-301	
SUBJECT NAME	Photo Journalism	
PAPER	I	
MARKS	Theory 40	Practical 60
CREDIT	4	

Module	Chapter / Topic
Unit I	Introduction to Photojournalism-
	History of photojournalism-
	Importance of photography in Photojournalism
	Types of news stories in photojournalism
	-Roles and ethics of a photojournalist and Reporter
	Practical Principles for Photojournalists
	Practicals Extra
Unit II	Mechanics of photography- Importance of composition
	- photo feature and photo editing- Visual Aesthetics
	What are the qualities of a good photojournalist- Skills required for a photojournalist
	what kinds of pictures does a photojournalist provide--
	Preservation of a photography library.
	Practicals Extra
Unit III	Famous photojournalists and their work
	The Pulitzer Prize winning photographs
	The Story behind the photographs
	Careers and job opportunities in photojournalism.
	Practicals Extra
Unit IV	Exercises

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Third
Subject Code	BAGD-19-301
Subject Name	Character Modeling (PR)

- **Objective:**

In this learning path, you will learn to use Maya to create 3D character models from cartoony to more realistic styles. You'll also learn about building characters ready for rigging and animation and about creating optimized topology.

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

- **Teaching Path- (10 Assignments)**

- Image Planes
- Layer Panel
- Modeling the Leg
- Modeling the Foot
- Modeling the Body
- Modeling the Head
- Modeling the Arm
- Modeling the Hand
- Instancing
- Tweaking the Model
- Modeling Eyes
- Combining Meshes

**TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS**

Semester	Fourth
Subject Code	BSC-20-404
Subject Name	Rigging & Skinning(Maya)

- Objective:

To learn a 3D Animation Using Autodesk Maya Software.

Total Assignments	10
Each Assignment Marks	10
Total Marks	100

Teaching Path- (10 Assignments)

Rigging & Skinning:-

- **Skeleton :-**
- Bones
- FK handle
- IK spine Handle
- Insert joint
- Remove joint
- Orient joint
- IK handle

- **Rigging :-**
- Controls
- Point constrain
- Aim constrain
- Scale constrain
- parent constrain
- master controls
- Pole vector

**TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS**

- **Skinning :**
- Bind skin
- Smooth bind
- Paint skin weight
- Mirror skin weight
- Copy skin weights
- Smooth skin weight

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Fourth
Subject Code	BAGD-19-402
Subject Name	Rigging and Skinning Maya (PR)

- **Objective:**

-

Student will learn to create organic modeling and applying bones and skins to the model and create animation movements from the characters.

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

- **Teaching Path- (05 Assignments)**

- Introduction to Rigging
 - Basic rigging tools
 - Parent & Child relationship
 - Joint orientation
 - rules of rigging
 - Inverse kinematics and forward kinematics
- Prop Rigging
 - Constraints Understanding
 - Set driven key
 - Deformers
 - Transformation rigs and Automata wooden Toy rigs
- Character Rigging
 - Connection editor
 - Character skeletal setup
 - Stretchy rig
 - Blend shapes
 - Skinning

TILAK MAHARAHSTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

- Advance Rigging
Ribbon Rig
Joint Based Facial rig
Human Ik

टिळक महाराष्ट्र विद्यापीठ, पुणे - ३७

वृत्तपत्र विद्या पदवी अभ्यासक्रम

(MASTER OF JOURNALISM-PRINT MEDIA)

(MJ) द्वितीय सत्र

केंद्र आणि राज्यस्तरीय वार्ताकन (MJ – 22)

Central and State Level Reporting

(गुण - ६० + ४०)

Events and developments in the field of politics, education, science and technology, culture etc.

Various issues arising during the academic year.

Writing on current topics requires

Personal clippings of the journalist , Newspaper Reading, Watching discussions on news-channels etc.

Current Affairs Means

Regional, National ,International issues.

So Also

Political, Economic, Social events.

Word limit:

The journalist must strict to word limit. He must be brief, having clarity in writing and should be able to give his own point of view in the said feature.

Internal assignment:

Group discussion, presentation, writing analytical
Pieces about current event, clippings file.

शोध पत्रकारिता (MJ – 23) **Investigative Journalism**

(गुण ६० + ४०)

Define the practice of investigative journalism mission of investigative Journalists and some of the ground rules they need to observe discuss the skills and personal qualities investigative journalists need identify topics and approaches appropriate for investigative stories.

Variety of ways investigative story ideas can be found. Evaluate the Usefulness of each of these.

Distinguish between investigative journalism and leak reporting – follow systematic process to expand and develop a story difference between general and investigation interviewing in terms of approach, strategy and questing technique - structure a story to present the results of your investigation clearly, build arguments in your story.

शोध पत्रकारिता

व्याख्या, भ्रष्टाचार, गुन्हे यांच्या शोधासाठी आवश्यक पार्श्वभूमी, शोध पत्रकारितेसाठी पत्रकारांकडे लागणारी कौशल्ये, वार्तामूल्ये, काही नियम, शोध पत्रकारितेसाठी विषय निवडणे, सादरीकरणाची पद्धत निश्चित करणे, शोध-कथा शोधण्याचे विविध मार्ग, मूल्यमापन, शोधकथेची उपयुक्तता, शोध पत्रकारिता आणि फुटलेली वार्ता यातील फरक, शोध कथा लिहिण्याची प्रक्रिया, शोधकथेसाठी मुलाखतीचे तंत्र, प्रश्न विचारण्याची पद्धती, शोधकथेची रचना, सादरीकरण.

गुन्हेगारी पत्रकारिता

गुन्हेगारी पत्रकारिता कशासाठी, गुन्हेगारी पत्रकारितेचे महत्त्व, गुन्हेगारी वार्ताकनासाठी आवश्यक गुण-कौशल्ये, कायद्याची जाण, भारतीय दंडविधान कायद्यातील महत्त्वाची कलमे, खून, खुनाचा प्रयत्न, अपहरण, चोरी, दरोडे, छळ, कौटुंबिक कलह कायदा, विवाहितेचा छळ, गुन्हेगारी वार्तांचे स्रोत, पोलीस स्टेशन, पोलीसडायरी, पोलीस वार्तालाप, पोलीस प्रशासन तक्ता, पोलीस आयुक्त-सह. आयुक्त, पोलीस निरीक्षक-उपनिरीक्षक, कॉन्स्टेबल, वाहतूक शाखा, दंगल, दंगलविषयक गुन्हे, बेकायदा जमाव जमवणे, फौजदारी दंड प्रक्रिया कायदा, वाणिज्यविषयक अपराध, भ्रष्टाचार, भ्रष्टाचार विरोधी पथक (ACB) पोलीस आणि न्यायव्यवस्था- परस्पर संबंध, तपास पद्धतीचा आढावा, न्यायालयीन कामकाजात पाळावयाची पथ्ये, आरोप पत्रे आरोपपत्रे दाखल करण्याची प्रक्रिया, महिला आरोपीस अटक करण्याबाबतचे नियम, जामीनपात्र, अजामीनपात्र गुन्हे, जमाव बंदी, संचार बंदी, - त्याचे स्वरूप, घातपात अपघात, नैसर्गिक आपत्तीच्या बातम्या.

प्रात्यक्षिक /कार्यानुभव
असाईनमेंट, क्लास अॅक्टिव्हिटी

- पोलिस स्टेशन, आयुक्त कार्यालय, जिल्हा पोलिस मुख्यालयास भेट देऊन तेथील प्रशासकीय कामकाज समजावून घेणे.
- पोलीस डायरी, पोलीस वार्तालाप, पोलीस प्रेस रूमला भेट
- प्रेस नोटवरून बातम्या तयार करणे- पोलीस डायरीतील प्रथम माहिती अहवालाच्या आधारे (FIR)
- बातम्या लिहिणे.
- अपघाताच्या बातम्या काल्पनिक प्रसंग किंवा मुद्द्याच्या आधारे लेखन करणे.

शोध निबंध

Project

(गुण १००)

वृत्तपत्र विद्या पारंगत अभ्यासक्रमांस प्रवेश घेतलेल्या विद्यार्थ्यांना शोध निबंध हा प्रकल्प विद्यापीठास सादर करावा लागतो. यासाठी काही विषय विद्यापीठाकडून जानेवारी मध्ये सुचविण्यात येतात. सर्वसाधारण पणे त्यावेळी चर्चेत असलेले विषय असतात. या अनुषांगाने विद्यार्थ्यांना त्या विषयांचा मागोवा विविध वृत्तपत्रातील बातम्या, लेख, अग्रलेख, विशेष लेख या द्वारे घेउन तसेच या विषयातील तज्ञ व्यक्ती, व संबंधितांच्या मुलाखती घेउन हा शोध प्रकल्प सादर करावयाचा असतो. संशोधन प्रकल्प (Research Project) च्या पद्धतीनुसार हा शोध निबंध लिहावयाचा असतो. त्यात या विषयाची आकडेवारी चित्रे यांचा समावेश असावा. हा शोध निबंध सुमारे वीस ते पंचवीस पानांचा असावा. हा प्रकल्प शंभर गुणांचा असेल.

संशोधन पद्धती

Research Methodology

(गुण ५०)

विद्यार्थ्यांना संशोधन पद्धती म्हणजे काय त्याचेही आकलन करावे लागेल. यासाठी संपर्क सत्रात विशेष व्याखाने आयोजित केली जातील. त्यावर असाईनमेंट्स दिल्या जातील त्या पूर्ण करणे आवश्यक आहे.

(Research Methodology) संशोधन पद्धती या विषयास ५० गुण असतील.

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Semester-I

Paper	Subject Code	Name Of Subject	Category	External Marks	Internal Marks	Total	Credit
PAPER I	BASA-21-1001	Introduction To Mass Communication	CORE	40	60	100	4
PAPER II	BASA-21-1002	Media Equipment	CORE	40	60	100	4
PAPER III	BASA-21-1003	Language - English	AECC	20	30	50	4
PAPER IV	BASA-21-1004	Physics & Electronics	DSEC	20	30	50	3
PAPER V	BASA-21-1005	Audio Equipment	DSEC	40	60	100	3
PAPER VI	BASA-21-1010 BASA-21-1011	Yoga Or Self Defence	SEC	20	30	50	2
Total				200	300	500	20

Semester-II

Paper	Subject Code	Name Of Subject	Category	External Marks	Internal Marks	Total	Credit
PAPER I	BASA-21-2001	Visual Communication	SEC	40	60	100	4
PAPER II	BASA-21-2002 BASA-21-2003	Contemporary Sociology Or Business Communication	SEC	40	60	100	3
PAPER III	BASA-21-2004	Digital Audio	DSEC	40	60	100	3
PAPER V	BASA-21-2005	Digital Audio Workstation I - Pro Tools 100 Level (Practical)	DSEC	40	60	100	5
PAPER VI	BASA-21-2006	Music Recording And Mixing (Practical)	DSEC	40	60	100	5
Total				200	300	500	20

Semester-III

Paper	Subject Code	Name Of Subject	Category	External Marks	Internal Marks	Total	Credit
PAPER I	BASA-21-3001	Modern Media Management & Event Management	ALLIED	40	60	100	4
PAPER II	BASA-21-3002	Editing For Media	SEC	40	60	100	4
PAPER III	BASA-21-3003 BASA-21-3004	Development Communication Or Media Psychology	CSC	40	60	100	3
PAPER V	BASA-21-3005	Electronic Music Production (Practical)	DSEC	40	60	100	5
PAPER VI	BASA-21-3006	Digital Audio Workstation II - Logic Pro (Practical)	DSEC	40	60	100	4
Total				200	300	500	20

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Semester-IV

Paper	Subject Code	Name Of Subject	Category	External Marks	Internal Marks	Total	Credit
PAPER I	BASA-21-4001	Media Laws & Ethics	CORE	40	60	100	4
PAPER II	BASA-21-4002	Media & Indian Culture	CSC	40	60	100	4
PAPER III	BASA-21-4003	Book Review Or Film Review	ELECTIVE	20	30	50	2
PAPER IV	BASA-21-4005	Digital Audio Workstation III - Ableton Live (Practical)	DSEC	40	60	100	4
PAPER V	BASA-21-4007	Acoustics & Studio Construction	DSEC	40	60	100	4
PAPER VI	BASA-21-4008 Or BASA-21-4009	Live Sound (Practical) Or Game Sound (Practical)	DSEC	20	30	50	2
Total				200	300	500	20

Semester-V

Paper	Subject Code	Name Of Subject	Category	External Marks	Internal Marks	Total	Credit
PAPER I	BASA-21-5001	Media Marketing	CORE	40	60	100	4
PAPER II	BASA-21-5002	Research Techniques	GEC	40	60	100	4
PAPER III	BASA-21-5003	Soft Skills	CSC	20	30	50	1
PAPER III	BASA-21-5004	Film Location Sound (Practical)	DSEC	40	60	100	4
PAPER IV	BASA-21-5005	Sound Design (Practical)	DSEC	40	60	100	4
PAPER V	BASA-21-5006	Surround Sound Mixing And Music Mastering (Practical)	DSEC	20	30	50	3
Total				200	300	500	20

Semester-VI

Paper	Subject Code	Name Of Subject	Category	External Marks	Internal Marks	Total	Credit
PAPER I	BASA-21-6001	Environmental Studies	AECC	40	60	100	4
PAPER II	BASA-21-6002 Or BASA-21-6003	Music Project Or Film Project	DSEC	60	90	150	7
PAPER III	BASA-21-6004	Internship	SEC	40	60	100	5
PAPER IV	BASA-21-6005	Studio Design Project	DSEC	40	60	100	3
PAPER V	BASA-21-6010	Conference / Workshop / Seminar	ELECTIVE	20	30	50	1
Total						500	20

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Program Name – B.A. Sound and Music Technology

BASA-19-1002 - Media Equipment

1	Course Framework	
	Program	B.A
	Course Code & Title	BASA-19-1002 - Media Equipment
	Semester	Semester - I
	Credits For The Course	4 Credits
	Total Teaching Hours / Week	4 Hours

2	Learning Objectives	
	Audio Recording Equipment & Technology	
	Film And Television Camera	
	Slr Camera And Processing Technology	

3	Learning Outcomes	
	After This Course, The Student Will Be Able To:	
	Understand The Basics Of Equipment Used In The Media Industries Like Sound/Film/Photography.	
	Research On Modern Equipment For Their Project And Use The Right Gear For Their Productions.	
	Can Understand & Communicate The Correct Information To Other Technicians While Working On Projects.	

TILAK MAHARASHTRA VIDYAPEETH
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Program Name – B.A. Sound and Music Technology

Syllabus		
Course Code		Name Of The Course
Bajm-19-1002		Media Equipment
Total Teaching Hours:		60 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Video Camera Technology	15 Hours
	Basics Of Video Camera (How A Camera Works, Types). Shots, Camera Movements. Lenses And Their Uses. The Difference Between Digital & Analog Cameras.	
2	Introduction To Camera & Image Processing Technology	15 Hours
	Introduction To The Camera. Image Size, Resolution And Format. Types Of Lenses. Understanding Exposure Triangle Basic Of Light. Automatic Versus Manual Focus, Depth Of Field. Introduction To Image Processing Technology.	
3	Audio Equipment & Technology	15 Hours
	Evolution Of Audio Technology, Basics Of Sound, Microphone, Speakers, Recorders. The Difference Between Analog & Digital Audio Technology.	
	Ba1002: Practical *One Hour Learning = 2 Hours Of Practical	*15 Hours
	1: Sound Recording.	
	2: Creating A Photo Story. (4,5 Images)	
	3: Shooting P2c In Natural Lighting.	
Study Materials		
	Reference Books	
1	Audio In Media, Ninth Edition, Stanley R. Alten, Wadsworth Publishing Co Inc.	
2	The Digital Photography Book: Part 1, Scott Kelby, Peachpit Press	
3	The Filmmaker's Handbook: A Comprehensive Guide For The Digital Age: 2013 Edition, Plume, 4 Rev Upd Edition, Steven Ascher, Edward Pincus	

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	Reference Books
1	Modern Recording Techniques David Miles Huber, Robert E Runstien.
2	Practical Recording Techniques, Bruce Bartlett, Jenny Bartlett, Focal Press
3	Sound and Recording an introduction, Francis Rumsey and Tim McCormick, Focal Press
4	Audio Effects: Theory, Implementation and Application, Joshua D. Reiss, Andrew McPherson, CRC Press

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-2005 - Digital Audio Workstation - I [ProTools 100 Level] (Practical)

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-2005 - Digital Audio Workstation - I [ProTools 100 Level]
	Semester	Semester - II
	Credits For The Course	5 Credits
	Total Teaching Hours / Week	5 Hours

2	Learning Objectives
	Introduction to Pro Tools and its functions (Tools, workflow, windows, etc).
	Understanding the workflow and nuances of recording, editing, arranging and mixing audio using a digital audio workstation i.e. Pro Tools.
	Understanding the workflow and nuances of recording, editing, arranging and navigating through a ProTools session.
	Introduction to configuring the I/O and the playback settings to ensure smooth playback.
	Understanding how the software deals with the source audio, importing it correctly, changing the sample rate and bit depth to match the format of the session when recording or importing audio files.

3	Learning Outcomes
	Students will be able to open and set up a session and navigate through the windows in pro tools.
	Students will be able to use the various tools in Pro Tools and learn how to navigate and create new tracks etc.
	Students will learn how to manage their sessions and navigate with ease and improve their workflow and session management.
	Record instruments for music, setting the tempo and project file settings correctly for the same.
	Create final deliverables for the client, music or for film sound. Mix music for the finished soundtrack and mix audio stems for films.

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code	Name Of The Course	
BASA-19-2005	Digital Audio Workstation - I [ProTools 100 Level]	
Total Teaching Hours	75 Hours	
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Getting to Know Pro Tools	15 Hours
	What is Pro tools - recording & editing in the digital realm - sampling & sound editing - MIDI technology - computer i/o - analog to digital conversion - sample rate - bit depth - the relationship between sample rate and frequency response - Nyquist theorem - bit depth and dynamic range in digital audio - components and features of various pro tools systems - pro tools basic version vs. HD version.	
2	Getting Inside Pro Tools	15 Hours
	ProTools session file structure - power up a pro tools system - navigating the pro tools menu system - recognize and work in the main pro tools windows - editing tools and editing modes - displaying desired time scales, timebase rulers and MIDI controls - creating a session - setting appropriate parameters for a project - playback and edit cursor - navigating for playback and editing - save, locate and open sessions.	
3	Working with Sessions	15 Hours
	Making an audio recording - importing and working with media in a session - recording MIDI - selecting and navigating - adding memory locations - basic editing techniques - editing audio - basic mixing techniques - arranging audio and creating shared effects - recording automation - creating a stereo bounce.	
4	Pro Tools Advanced Production I	15 Hours
	Working with i/o settings - saving and reusing i/o settings - resetting audition paths - setting the default output bus - configuring and renaming signal paths - Configuring hardware settings - sample rate - clock source - playback engine - hardware buffer - cache size - edit and mixer window display options - workspace browser - clip groups - working with digital video - linear tempo changes - pre and post-roll - tick and time-based operations - elastic audio.	
5	Editing, Advance Mixing and Creating Final Media	15 Hours
	Smart tool - Creating and auditioning fades - quantizing audio and MIDI data - grid vs. groove quantize - MIDI real-time properties - Audio-suite processing - colour coding tracks - consolidating clips - exporting clips as files - exporting clip definitions - Mixer window and signal flow - mixing techniques - using inserts - using sends - writing and editing automation - graphical editing of automation - working with sub-masters - grouping tracks - adding dither - clearing unused files - creating a CD compatible bounce.	
Study Materials		
	Reference Books	
1	Pro tools 101, Frank D. Cook, Cengage Learning, United States.	
2	Pro tools 110, Frank D. Cook, Cengage Learning, United States.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-2006 - Music Recording and Mixing (Practical)

1	Course Framework	
	Program	BA
	Course Code & Title	BASA-19-2006 - Music Recording and Mixing
	Semester	Semester - II
	Credits For The Course	5 Credits
	Total Teaching Hours / Week	5 Hours

2	Learning Objectives
	Practical studio session to understand the signal flow and routing of the audio from the mic to the final recording destination(software)
	Learning to place and mic the instrument correctly within the recording space to effectively capture the best sound possible.
	Practically applying miking techniques to best capture the source sound with the right placement and distance of the microphone from the sound source.
	Understanding the difference between stereo and mono miking and the benefit of each method or recording
	Understanding how the software treats the input audio signal and where it stores it, giving us the capability to edit, process and mix the various sound sources together.
	Basics of mixing, different mixing techniques based on the genre and use of effects
	Training of the ear to listen for nuances of sound while they are being recorded or mixed at a later stage.

3	Learning Outcomes
	Practically learn and understand how to use a mic. preamp setting the right recording levels within the software which is crucial to a good final finished audible product.
	Learn how to create headphone mixes for the artists to reference their own sound and sounds that they may be recorded over.
	Use the studio equipment and control the surface to efficiently manage the incoming audio being recorded.
	Understand how the mixer in the software works, allowing us to mix or blend all the sounds recorded together.
	Process the signal with the help of effects and editing the arrangement for further production enhancements.

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DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code	Name Of The Course	
BASA-19-2006	Music Recording and Mixing	
Total Teaching Hours	75 Hours	
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Fundamentals of Audio, Microphones, Miking techniques	15 Hours
	The sound wave - frequency & pitch - Amplitude & loudness - The Decibel - velocity - wavelength - acoustical phase - timbre - sound envelope - understanding reflections - microphones operating principles - Polar patterns – mono Miking - stereo miking - microphone placement techniques - stereo Miking techniques - microphone accessories	
2	Recording	20 Hours
	Recording digital audio - Recording levels - proximity effect - microphone preamplifier - Direct Injection - Mic/Line level inputs - latency - headroom and gain staging, checking phase - near, coincident, ambient and accent Miking - analog to digital conversion - setting headphone/cue mixes for artists recording - setting up a click track and tempo in the session for recording.	
3	Basics of Mixing	15 Hours
	Setting up the session for mixing - session management and track colour coding and naming - balancing all the song elements - creating groups - instrument sub-masters - use of eq - compression basics - using reverbs - setting delays - bus processing – mix levels for a pre-master	
4	Advance mixing techniques	25 Hours
	Parallel compression - using filters - treating and balancing the mid-range - use of saturation - avoiding clipping or digital distortion - enhancing drum sound – monitoring and headphone reference - using reference tracks - checking for mono compatibility - maintaining dynamics - use of limiters - panning.	
Study Materials		
	Reference Books	
1	Audio in Media, Stanley R. Alten, Cengage Learning	
2	The recording engineer's handbook, Bobby Owsinski.	
3	The mixing engineer's handbook, Bobby Owsinski.	
4	The art of mixing, David Gibson	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-3001 - Modern Media Management And Event Management

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-3001 - Modern Media Management and Event Management
	Semester	Semester – III
	Credits For The Course	4 Credits
	Total Teaching Hours / Week	4 Hours

2	Learning Objectives	
	To Understand Media Planning And Its Importance	
	To Understand Detailed Media Planning And Understand Media Strategies	
	To Understand Various Elements Of Event Management	

3	Learning Outcomes	
	Students Will Be Able To Detail Media Planning Decisions And Understand Media Strategies, Action Plans To Reach Objectives.	
	Students Will Be Able To Create An Event That Achieves Specific Objectives For The Host/Client.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-3001		Modern Media Management & Event Management
Total Teaching Hours		60 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Introduction To Media Management	12 Hours
	Principles And Need For Management, Media Management Definition And Concept, Management Function, Defining Modern Media.	
2	Electronic Media And Online Media Management	12 Hours
	Electronic Media And Online Media Management, Changes In Electronic Media And Online Media Industry Over The Years, New Media As An Industry And Profession, Various Types Of Media Organization (Public And Private)	
3	Introduction To Event Management	10 Hours
	Principles Of Event Management, Event Planning, Event Marketing Campaign, Event Production And Logistics	
4	Managing And Executing The Event	16 Hours
	Budgeting And Costing Of Events, Event Management (Corporate And Social), And Event Risk Management.	
	Ba3001: Practical *One Hour Learning = 2 Hours Of Practical	*10 Hours
	Visit The Media House.	
	Organizing An Event (Photo Exhibition/Seminar).	
Study Materials		
	Reference Books	
1	Handbook Of Media Management And Economics Allen B Albarran	
2	Media Management ByBadrinathchaturvedi	
3	Event Management And Public Relations By Dr. Savita Mohan	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-3002 - Editing For Media

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-3002 - Editing For Media
	Semester	Semester - III
	Credits For The Course	4 Credits
	Total Teaching Hours / Week	4 Hours

2	Learning Objectives
	To Gain Knowledge Of Editing Audio Clips.
	To Make Students Understand Editing Photos
	To Introduce Students To Videos Editing Techniques

3	Learning Outcomes
	After This Course, The Student Will Be Able To:
	Gain A Deeper Understanding Of The Importance Of Editing For Any Media
	Work Apply The Basic Audio-Visual Editing Tools To Their Media Products
	Appreciate Certain Aspects Of The Beauty Of The Media Product

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-3002		Editing For Media
Total Teaching Hours		60 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Audio Post Production	10 Hours
	Introduction To Audio Post-Production, Introduction To Audio Editing Software, Recording, Trimming, Editing, And Exporting.	
2	Video Post-Production	15 Hours
	Introduction To Video Editing, Basic Principles Of Editing, Editing For Various Genres, Post-Production Workflow, And Basics Of Video Editing Software.	
3	Image Editing	15 Hours
	Introduction To Photo Editing Software, Usage Of Different Tools, Color Correction, Cropping And Resizing.	
	Ba3002: Practical *One Hour Learning = 2 Hours Of Practical	15 Hours
1	Edit Audio Clip Using The Software.	
2	Edit Video Clip By Using The Software.	
3	Edit Photos Using The Software.	
Study Materials		
	Reference Books	
1	Audio Production And Postproduction (Digital Filmmaker); Woody Woodhall; Jones & Brtlett Learning; (2010)	
2	The Technique Of Film & Video Editing History, Theory And Practice: Ken Dancyger	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-3005 - Electronic Music Production [Practical]

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-3005 - Electronic Music Production
	Semester	Semester – III
	Credits For The Course	5 Credits
	Total Teaching Hours / Week	5 Hours

2	Learning Objectives	
	Introduction MIDI Technology, MIDI standards and devices (MIDI cable, MIDI keyboard and MIDI effects).	
	Understanding of Sampling Technique which involves recording, editing, and mapping of the samples.	
	Detailed view of synthesizer including oscillators, filters, envelop, modulation, etc.	
	Various types of synthesis techniques, software programs to execute them and their application in sound engineering.	

3	Learning Outcomes	
	Create a sampler patch of any musical instrument.	
	Design a sound for films, music using synthesis.	
	Shape a sound in time and frequency domain to create sounds with a unique identity.	
	Effectively compare between sample instruments and synthesizers in the market.	
	Effectively incorporate the EMP Techniques for the production of music of any genre.	

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Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-3005		Electronic Music Production
Total Teaching Hours		75 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Music Theory	15Hours
	History Of Music - Prehistoric - Ancient - Biblical - Early, Evolution of music - Medieval Music - Renaissance Music - Baroque Music - Classical Music - Romantic Music - 20th Century Music, Introduction to Music Theory - Introduction to Music Theory (from an audio Engineers perspective). - Music Theory for Audio Engineers and Music Producers, Music Theory in Detail - Fundamentals - Notes, Tempo and Time Signatures - Visualising the Fundamentals - Chord Structure and Scale Formation - Intervals - Circle of the Fifths and Fourths - Modes - Chords a Music Producer must understand Rhythm and Note Values, Composition - Parts of a Song - Inspiration - Instruments - Composition Methods - Songwriting Check-list.	
2	MIDI	10Hours
	MIDI applications - history and need of MIDI - MIDI specifications - MIDI messages - demonstration of MIDI message recording, editing and execution in Digital Audio Workstation - inter-device communication - Types of MIDI devices.	
3	Sampling	25 hours
	Introduction to Sampler-based instrument simulations using EXS 24 - Quick look at DAW- offered samplers and sampler patches - sample recording - Sample editing - Mapping the samples with sampler instrument - Controlling the sampler patch using MIDI controller.	
4	Synthesis	25 Hours
	Introduction to sound synthesis and overview of synthesis based music and film-sound designs - Basic building blocks of synthesizers with their details - modulation techniques - types of synthesis - applications of the synthesis types.	
Study Materials		
	Reference Books	
1	Making Music: 74 Creative Strategies for Electronic Music Producers By Denis Desantis	
2	Music production for beginners 2020 by Tommy Swindali	
3	Composition for computer musicians - by Michel Hewitt	
4	Music theory for computer musicians-Michel Hewitt	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-3006 - Digital Audio Workstation II - Logic Pro [Practical]

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-3006 - Digital Audio Workstation II - Logic Pro
	Semester	Semester – III
	Credits For The Course	4 Credits
	Total Teaching Hours / Week	4 Hours

2	Learning Objectives	
	To introduce to and take a deep demonstration of Logic Pro X as a digital audio workstation	
	Overview of powerful features of Logic X for an easy workflow	
	Recording, Editing and Processing Audio signal	
	MIDI Programming, recording and editing MIDI message of the note	
	Understanding of Logic Pro X signal flow of sound with the use of buses, aux channel and sends	
	Controlling software plug-In parameters using smart control and external hardware.	
	Introducing Virtual Drummer, a simulation of drums and drummer personality, to generate drum patterns.	

3	Learning Outcomes	
	Create and initiate a Logic Pro X session for the desired task.	
	Effectively Compose, arrange, edit and mix music in Logic Pro X.	
	Understand all key commands for faster workflow.	
	Has the capability of mapping frequently used plug-in parameters to smart controls?	
	Create drummer patterns of desired genre and drum kit, which will enable them to produce music faster.	
	Create melodies without using MIDI keyboards.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code	Name Of The Course	
BASA-19-3006	Digital Audio Workstation II - Logic Pro	
Total Teaching Hours	60 Hours	
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Recording Audio	5 Hours
	Setting up digital audio recording - Recording single track - Recording takes - Punching In and Out - Changing recording settings - Deleting unused files	
2	Editing Audio	7 Hours
	Assigning mouse tools - Editing regions in the workspace - Comping takes - Adding fades and crossfades - Editing regions in track editor - Editing files in file editor - Aligning audio.	
3	Producing Virtual Drum Track	8 Hours
	Creating a drummer track - Arranging the drummer track - Customizing the drum kit	
4	Recording MIDI and Using Controllers	8 Hours
	Using a patch from the library - Recording MIDI - Correcting the timing of MIDI recording - Joining recordings into a MIDI region - Recording MIDI takes - Punching In and Out - Creating a layered sound patch - Creating a split keyboard patch - Mapping smart controls to patch parameters - Controlling Logic from an iPad Using Logic remote – Using Step input recording - MIDI processing.	
5	Creating and Editing MIDI	5 Hours
	Creating MIDI notes in piano roll editor - Creating MIDI notes in score editor – Importing a MIDI file - Editing MIDI data in the event list - Creating and editing MIDI continuous controllers.	
6	Editing Pitch and Time	8 Hours
	Setting up project tempo from the recording - Using and creating Apple loops – Creating tempo changes and curves - Adding turntable and tape slow down effects - Making one track follow the groove of another track - Changing the playback pitch and speed with varispeed - Editing the timing of an audio region - tuning vocal recordings.	
7	Editing an Arrangement	5 Hours
	Previewing the song - Copying material to fill in parts - Rendering multiple regions - Adding and deleting sections - Cutting regions to remove silence or noise.	
8	Mixing	7 Hours
	Organizing windows and tracks - Using the amp designer - Adjusting level and pan - Submixing tracks and processing the submix - Using EQ, delay, reverb, dynamic processing plugins.	
9	Automating the Mix	7 Hours
	Creating and editing offline automation - recording live automation - using MIDI controllers - Bouncing the mix.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-4005 - Digital Audio Workstation III - Ableton Live [Practical]

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-4005 - Digital Audio Workstation III - Ableton Live
	Semester	Semester – IV
	Credits For The Course	4 Credits
	Total Teaching Hours / Week	4 Hours

2	Learning Objectives	
	Understanding the Ableton's browser, project preference settings, the session and arrangement view and their use in detail, both suitable for electronic music production and sound design purposes.	
	Importing, accessing or auditioning electronic sounds from Ableton's VST sound library or creating sounds from scratch using the in build instruments.	
	Programming drums, layering effects, creating and working with MIDI or instrument tracks, using effect returns and further routing for parallel or bus processing.	
	Using Ableton's built-in audio and MIDI effects to help with the creative workflow.	
	Mixing the elements for a final finished product.	

3	Learning Outcomes	
	Use Ableton software for its complete music production, music recording, mixing and sound design capabilities.	
	Use feature learnt in managing or producing the sound he or she desires for the type or style of electronic music.	
	Acquire enhanced electronic production skills and full feature use of all of Ableton's devices, editing and signal processing capabilities.	
	Finish and send their music further on for mastering or for the purposes of releasing the track via a music label.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-4005		Digital Audio Workstation III - Ableton Live
Total Teaching Hours		60 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Introduction to Ableton Live 9	15 Hours
	What's new in version 9 - able ton's browser - session preferences - navigating through the session and arrangement view - use of the info view - common FAQ's - live sets - audio tracks - MIDI tracks - effect return tracks - clips in Ableton - clip view - device view - editing the clip using the sample editor - clip looping - routing - recording new clips.	
2	Programming electronic music	15 Hours
	Drum rack - browsing for samples - programming beats - hot-swap - analysis files - saving MIDI clips - editing midi - quantizing midi - using grooves - using simpler and sampler sampling devices - Ableton's build in virtual instruments - launching clips and scenes - recording and editing in the arrangement view - transport controls - creating and launching using locators - time signature changes - looping - using the editing grid - splitting and consolidating clips - slicing audio to midi - sampling - converting drums, melody or harmonies to MIDI - editing midi notes and velocity - staying in key.	
3	Session View for Live performance and creating song ideas	15 Hours
	Tracks and scenes - global quantization settings - Clip settings - clip launch controls - sample box - using envelopes - automating clips in the clip view - clip pitch and gain - reversing samples - warping audio - warping algorithms - saving changes to the clip - manipulating grooves - midi editor - clip follow actions - routing and i/o for bus and parallel processing - a grouping of song elements or instruments - monitoring audio when recording.	
4	Tips & tricks for production, sound design and live performance	15 Hours
	Keyboard mapping - MIDI mapping - use of keyboard for writing musical notes - signal processing for effects or extreme sound mangling - sound design - re-wire - pre and post effects recording and routing - DJ'ing with live - side chaining - layering instruments - using effect racks - MIDI effects - Mixing - saving presets - using 3rd party plug-ins - macro controls - working with video - audio effects - syncing with other Ableton sessions wirelessly over a wifi network - using an external midi controller - push 2 device control - arranging - exporting your final track or audio content.	
Study Materials		
	Reference Books	
1	Ableton Live 9 manual	
2	Ableton Live 9 power, Jon Margulies	
3	Sound Design, Mixing and Mastering With Ableton Live, Jake Perrine	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-4008 - Live Sound [Practical]

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-4008 - Live Sound
	Semester	Semester – IV
	Credits For The Course	2 Credits
	Total Teaching Hours / Week	2 Hours

2	Learning Objectives	
	Understanding the workflow and equipment used in Live sound reinforcement.	
	Setting up the various connections necessary to connect all the artist gear to the console, speaker management unit, amplifiers and Public address system.	
	Understanding the signal flow within the mixer to the final output whether on an analog or digitized mixing board and using onboard or outboard effects to process the sound signals individually.	

3	Learning Outcomes	
	Handle the routing of signals and mix at a live venue.	
	Fix or help with any connection or setup issues that may arise during soundcheck or show time.	
	Tune the Public address systems according to the sound response at the venue.	
	Create monitor mixers from the mixing console for the artists on stage.	
	Provide sufficient levels and a well-balanced mix for the audience.	

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DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-4008		Live Sound
Total Teaching Hours		30 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Setting Up	10 Hours
	Cables and connectors - crossover#39;s - speaker management - PA types - subwoofer – stage gear - amplifiers - miking - monitor#39;s - front of house - in line and split consoles – analog and digital consoles - inserts - direct injection - talkback - miking techniques - drive rack - active and passive speakers - loudspeakers & drivers - speaker enclosure types - impedance	
2	Signal Chain	5 Hours
	Signal flow - routing - patching cables - snakes and splitters - line check – analyzing loudness - troubleshooting - tuning PA's - setting up effects on the console - gain structure - routing and setup for stage monitoring - auxes - grouping - VCA	
3	Advance and preparation	10 Hours
	Calibrating - Mic preamplifiers - sound checking - in-ear monitoring - stage monitor mixes - Front of house mixing - noise gates - graphic and other types of EQ – compression - limiters - send and returns - the channel strip - consoles auxiliary sends - phantom power	
4	Live Mixing	5 Hours
	Practical live mixing with analog and digital consoles - monitor mixing – stage management	
Study Material		
	Reference Books	
1	Live sound fundamentals, Bill Evans.	
2	Sound reinforcement application guide, Yamaha	
3	Ultimate live sound operators handbook, Bill Gibson.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-21-5005 - Sound Design [Practical]

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-21-5005 - Sound Design
	Semester	Semester – V
	Credits For The Course	4 Credits
	Total Teaching Hours / Week	4 Hours

2	Learning Objectives	
	To know the ways of execution to design a sound according to the scene.	
	To know how to make a matching ambience for Sci-Fi Movies.	
	To know how to assess the weightage of sound elements on a Film.	

3	Learning Outcomes	
	Design sounds according to Movie Scenes without missing the meaning of the story.	
	Make matching ambiences for Sci-Fi Movies effectively.	
	Shape the sound efficiently for different situations of a story-telling process.	

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DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-5005		Sound Design
Total Teaching Hours		60 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	ADR and Noise Cleaning	25 Hours
	Automated Dialogue Replacement in studio, session management, pilot tracks, using ADR to hide flaws in Dialogues, dramatizing the Dialogues using ADR, Noise cleaning for sync sound, track laying, Dub matching.	
2	Sound Design	35 Hours
	The art of sound design using techniques like Foley, stock effects, Inventing new sounds, using sound to dramatize the visual, sound design for documentaries, Composing a story through sound design. Understanding room environments for sound design.	
Study Materials		
Reference Books		
1	Sound Design: The Expressive Power of Music, Voice and Sound Effects in Cinema, David Sonnenchien, Michael Wiese Productions.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

BASA-19-5006 - Surround Sound Mixing And Music Mastering [Practical]

1	Course Framework	
	Program	B.A.
	Course Code & Title	BASA-19-5006 - Surround Sound Mixing And Music Mastering
	Semester	Semester – V
	Credits For The Course	3 Credits
	Total Teaching Hours / Week	3 Hours

2	Learning Objectives	
	To give knowledge about various Surround Sound Mixing Technologies with Different Digital Audio Workstations.	
	To deliver information about sound panning methods of different surround sound Formats	
	To give knowledge about maintaining the Mix Quality and enhance the clarity level to Industry Standard	

3	Learning Outcomes	
	Do mixes with various technologies related to surround Sound.	
	Make panning in 360 degrees according to the Scenes.	
	Take care of the challenges to do Mastering Process with Mixed formats in different Headroom levels.	

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DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Syllabus Of The Course		
Course Code		Name Of The Course
BASA-19-5006		Surround Sound Mixing And Music Mastering
Total Teaching Hours		45 Hours
Module No.	Curriculum Coverage & Topic / Subtopics	Teaching Hours
1	Audio for Video	10 Hours
	Compatible video formats - introduction to surround sound - surround sound formats - calibrating the speakers - timecode - panning - processing for sound effects - stems and sub masters -LFE	
2	Surround Sound technology	10 Hours
	Dolby surround formats - Atmos - Auro 3d - placement of speakers - bass management - surround microphone techniques - mapping channels to speakers - types of media and technology - fields of application	
3	Mixing in surround	15 Hours
	Arranging speakers for surround monitoring - 5.1 format - 7.1 format - mix busses – stems - panning in surround- what sound to send in the surround channels - use of digital consoles - automations in surround - delivery formats and playback	
4	Music Mastering	10 Hours
	History - track prerequisites for mastering - why master - sonic image - bass management - balance - use of EQ - compression - mid-side processing - considerations for stereo width - metering - limiters -stem mastering - compilation mastering - ISRC - Metadata	
Study Materials		
	Reference Books	
1	Surround Sound: Up and running, Tomlinson Holman, Focal Press.	
2	Pro Tools surround sound mixing, Rich Tozzoli.	
3	Mastering Audio the art and science, Bob Katz.	

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION
Program Name – B.A. Sound and Music Technology

Music Project-

Students need to prepare a complete musical project based on whatever knowledge they have gained from the first semester to till last semester.

Film sound Project

Students need to prepare a complete musical project (film post Production) based on whatever knowledge they have gained from the first semester to till last semester,

Studio Design Project- students are required to use the skillset which they have learn in the acoustic subject and build a recording & mixing studio at a starch.

Internship

Students must be engaged with some sound studio, production houses, music production etc for atleast 2 months to get practical hands on knowledge of the field.

TILAK MAHARASHTRA VIDYAPEETH

DEPARTMENT OF DIGITAL ARTS

Semester	Second
Subject Code	BSC-20-205
Subject Name	Traditional Cel Animation (PR)

Objective:

- To develop understanding of animation principles.
- To learn basic production techniques of animation movie making.
- Analysis of cinema and animated films on the basis of animation.

Total Assignments	10
Each Assignment Marks	10
Total Marks	100

• Teaching Path-

• Principles Of Animation with Analysis Of An Animated Sequence(2Films Anylisis)

- Squash & Stretch
- Anticipation
- Staging
- Follow trough and Overlapping Action
- Slow Out & Slow In
- Arch
- Secondary Action
- Timing
- Exaggeration
- Solid Drawing
- Appeal

• Story-Board (2 Scripts)

- Writing Vs. Story Vs. Plot
- Understanding Storyboard
- The Basic Ingredients To Writing Cartoons

TILAK MAHARASHTRA VIDYAPEETH

DEPARTMENT OF DIGITAL ARTS

- **Dialog (4 Assignments)**

- Mouth Movements
- Body Movements
- Facial Expressions
- Timing & Spacing

- **Additional 2D Animation (2 Flip Books)**

- Introduction
- Clean Up (CU)
- In Betweens (IB)
- Timing Charts (X Sheets)
- Pencil Tests
- Compositing

TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS

Semester	Second
Subject Code	BSC-20-202
Subject Name	UI Design(PR)

- **Objective:**

To learn Mobile applications UI- UX designs

With the Smartphone boom, the focus has turned back on how to provide the best user experience on the limited screen size of the mobile. Our course for mobile app UX/UI design principles let you smartly make use of the small real estate and craft enduring user experience and user interface that together lead to a successful mobile app. With over a billion app downloads till date, rest assured, your career prospects will shine bright as a mobile app UI/UX designer.

Total Assignments	05
Each Assignment Marks	10
Total Marks	50

Teaching Path-

Program Content

- User Experience: The basics
- Think and act like a pro designer
- Design for end users – Basics and full scale applications
- Use colour and know about its hierarchy
- Low fidelity wire-frames
- High fidelity wire-frames
- Prototypes: Know more
- Go beyond design: Sell it, Present it, Critique it

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DEPARTMENT OF DIGITAL ARTS**

➤ **A Designer's Tools (Assignments-5)**

- Photoshop - Design Mock-ups and editing Images
- Illustrator - Creating illustrations & logos,
- Balsamiq - Wire Framing Tool
- InVision - Prototyping Tool

➤ **Getting Right UX/UI design (Assignments-6)**

a. UX Design

- UX History
- Focus on usability
- User Centric Design and its 10 principles
- Aligning design to business needs and user preferences
- End to end design process

b. UI Design

- Introduction
- Basic screen
- Your very first app
- Screens for login, search, wishlist, registration, featured products, and settings
- Create status bar and navigation bar
- Using InVision for prototyping and some handy tricks
- Develop app icon and other icons
- Working with colors and fonts
- Wireframing
- UI templates and kits
- Use third party resources for development
- A look at App Store guidelines for iOS and Android
- Get your own app ready!

**TILAK MAHARASHTRA VIDYAPEETH
DEPARTMENT OF DIGITAL ARTS**

Semester	Third
Subject Code	BSC-20-301
Subject Name	Web Designing (Pr)

Total Assignments	10
Each Assignment Marks	10
Total Marks	100

Teaching Path-

Getting Started in Web Design

Introducing Dreamweaver, Adding content to a site, Adding content, controlling document structure

Making lists, Adding horizontal rules, Adding special characters.

Formatting with cascading style sheets

- Formatting text
- Introducing cascading style sheets
- Creating styles
- exporting CSS rule definitions
- Creating class styles
- attaching external style sheets
- creating advanced styles
- creating a new external style sheet
- displaying styles
- creating internal styles with the property inspector
- working with Graphics
- Using graphics on web pages

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DEPARTMENT OF DIGITAL ARTS**

- placing graphics on the page
- modifying image properties
- editing images

II

B.P.T.

SYLLABUS

Transcript Hrs-1465

Sr. No.	Subjects	Theory Hours	Practical / Clinical Hours	Total Hours
	PROFESSIONAL PRACTICE			
1	Professional Practice & Ethics (College Examination)	015	--	015
2	Administration, Management & Marketing (College Examination)	020	--	020
	PHYSIOTHERAPY			
3	Musculoskeletal Physiotherapy	060	140	200
4	Neuro Physiotherapy	065	135	200
5	Cardiovascular-Respiratory Physiotherapy (Including Critical Care)	060	140	200
6	Community Physiotherapy	085	115	200
7	Principles of Bio-engineering (College Examination)	030	-	030
8	Research Methodology & Biostatistics (College Examination)	040	-	040
9	Seminar (including I.C.F.)	-	060	060
10	Supervised clinical practice -During each clinical assignment, the student shall evaluate, functionally diagnose, plan & practice clinical skills on patients in consultation with the qualified physiotherapist staff	-	500	500
TOTAL		375	1090	1465

PROFESSIONAL PRACTICE AND ETHICS

(COLLEGE EXAMINATION)

Total -60Hrs (I to IV year)

COURSE DESCRIPTION:

This subject will be taught in continuum from first year to final year. An examination will be conducted only in final year. Professional and ethical practice curriculum content addresses the Knowledge, Skills and Behaviors required by the physiotherapist in a range of practice relationships and roles. The course will discuss the role, responsibility, ethics administration issues and accountability of the physical therapists. The course will also cover the history and change in the profession, responsibilities of the professional to the profession, the public and to the health care team. This includes the application of professional and ethical reasoning and decision-making strategies and professional communication.

Sr. No.	Topics	I B.P.Th.	II B.P.Th.	III B.P.Th.	IV B.P.Th.	Total Hours
1	PROFESSIONAL ISSUES & ETHICS	15 hrs	15 hrs	15 hrs	15 hrs	60

OBJECTIVES:

At the end of the course, the student will be compliant in following domains:

Cognitive: The student will

1. Be able to understand the moral values and meaning of ethics
2. Be able to learn and apply ethical code of conduct in fields of clinical practice, learning, teaching, research and physiotherapist-patient relationship
3. Acquire bedside manners and communication skills in relation with patients, peers, seniors and other professionals
4. Will acquire the knowledge of the basics in Managerial & Management skills, & use of information technology in professional Practice

Psychomotor: The student will be able to:

1. Develop psychomotor skills for physiotherapist-patient relationship
2. Develop the skill to evaluate and make decisions for plan of management based on sociocultural values and referral practice

Affective: The student will be able to:

1. Develop behavioral skills and humanitarian approach while communicating with patients, relatives, society and co-professionals
2. Develop bedside behavior, respect & maintain patients' confidentiality

SYLLABUS

Sr. No.	Topics	Didactic Hours	Visits/ Supervision Hours	Total Hours
I B.P.Th.	1. Introduction to the history of Physiotherapy.	02	05	15
	2. Orientation to the curriculum, clinical areas and geographical location.	03		
	3. Concept of morality and ethics	03		
	4. Concept of professionalism and Professional dress code	02		
II B.P.Th.	1. Ethical code of conduct	03	10	15
	2. Communication skills			
	a. Physiotherapist –Patient Relationship b. INTERVIEWING -Types of interview, Skills of interviewing	01 01		
III B.P.Th.	1. Collecting data on psychosocial factors in Medicine, Surgery, Reproductive Health, Paediatrics	04	05	15
	2. Inter professional communication.	03		
	3. Ethics in clinical practice	03		
IV B.P.Th.	1. Roles of Physiotherapist as patient manager, Consultant, Critical inquirer, Educator, Administrator	05	---	15
	2. Laws and regulations	02		
	3. Professional development, competence and expertise	02		
	4. Professional bodies	02		
	5. Ethics in Research	01		
	6. Ethics in Teaching	02		
	7. Role of W.C.P.T. & Council	01		
TOTAL		40	20	60

RECOMMENDED REFERENCE LITERATURE

1. Rules & Regulation of Indian Association of Physiotherapists
2. W.C.P.T. ethics (from their website)
3. Gazette of Maharashtra Council for Occupational therapists & Physiotherapists

SCHEME OF COLLEGE EXAMINATION

THEORY ONLY [There shall be no LAQ in this paper]		Marks
* The question paper will give appropriate weightage to all the topics in the syllabus.		50
Section A-Q-1	MCQs – based on MUST KNOW area [20 X1]	20
Section-B-Q-2 & Q3	SAQ-to answer any FIVE out of SIX [5 x 3]	15
	SAQ – to answer any THREE out of FOUR [3 x 5]	15
Total Marks		50
Passing in the examination is Mandatory Grades: A+ = 75% & above, A = 66 to 74.5%, B + = 55 to 65 %, B = 50 to 54.5%, C = less than 50%.		

ADMINISTRATION, MANAGEMENT & MARKETING

(COLLEGE EXAMINATION)

Total – 20 HRS

COURSE DESCRIPTION:

This curriculum content addresses the Knowledge, Skills and Behaviors required of the physiotherapist in a range of practice relationships and roles. The course will discuss the role, responsibility, administration issues of the physiotherapists. The course will also cover responsibilities of the professional to the profession, the public and to the health care team. This includes the application of professional and ethical reasoning and decision-making strategies, professional communication, reflective practice strategies and personal management issues (stress, work-life balance). Factors that influence individual practice are addressed, including the availability and accessibility of local health care resources as well as the ethical, legal and regulatory requirements of practicing the physiotherapy profession in a given jurisdiction.

OBJECTIVES:

At the end of the course the student will be compliant in following domains:

Cognitive:

The student will:

- a. Learn the management basics in fields of clinical practice, teaching, research and physiotherapy practice in the community.
- b. Acquire communication skills in relation with patients, peers, seniors and other professionals & the community.
- c. Acquire the knowledge of the basics in Managerial & Management skills, & use of Information technology in professional Practice

Psychomotor:

The student will be able to:

- a. Develop psychomotor skills for physiotherapy practice.
- b. Develop skill to evaluate and make decision for plan of management based on sociocultural values and referral practice.

Affective:

The student will be able to:

Develop behavioral skills and humanitarian approach while communicating with patients, relatives, society at large and co-professionals.

SYLLABUS

Sr. No.	Topics	Didactic Hours
1.	Management studies related to –local health care organization Management & structure, planning delivery with quality assurance & funding of service delivery information technology career development in Physiotherapy.	05
2.	Administration-principles-based on the Goal & functions -at large hospital set up / domiciliary services/ private clinic /academics	03
3.	Methods of maintaining records	02
4.	Budget-planning	03
5.	Performance analysis--physical structure / reporting system [man power / status /functions / quantity & quality of services/turn over- cost benefit revenue contribution	03
6.	Setting up Therapeutic gymnasium, Fitness clinics, Cardiac and Pulmonary Rehab centers etc.	02
7.	Time management	02
TOTAL		20

RECOMMENDED REFERENCE BOOK

1. Administration for Physiotherapists-Pai
2. Principles of Hospital Administration-Sakharkar

SCHEME OF COLLEGE EXAMINATION

THEORY 50 MARKS		Marks
[There shall be no LAQ in this paper] * The question paper will give appropriate weightage to all the topics in the syllabus.		50
Section A-Q-1	MCQs – based on MUST KNOW area [20 x 1]	20
Section-B-Q-2 & Q3	SAQ-to answer any FIVE out of SIX [5 x 3]	15
	SAQ – to answer any THREE out of FOUR [3 x 5]	15
Total Marks		50
Passing in the exam is Mandatory Grades: A+ = 75% & above, A = 66 to 74.5%, B + = 55 to 65 %, B = 50 to 54.5%, C = less than 50%.		

MUSCULOSKELETAL PHYSIOTHERAPY

(Didactic - 60 hours + Practical-140 hours)**TOTAL: 200 HOURS**

COURSE DESCRIPTION:

This course includes a study of applied anatomy and physiology of the musculo-skeletal system along with pathological changes and patho-mechanics of the system. It discusses relevant tests and measures for determining impairment and differentiating the diagnosis based on the specificity and sensitivity of the assessment instruments as related to patients with disorders of the musculo-skeletal system.

Musculo-skeletal Physiotherapy focuses on maximizing functional independence and well-being. The course uses a patient-centered model of care with multi-system assessment, evidence based interventions and a significant patient education component to promote a healthy, active lifestyle and community-based living.

The candidate will have a sound understanding of theory, scientific evidence and best practices in the areas of the Musculo-skeletal System including Movement Sciences, Psychosocial Sciences and Physiotherapy.

Sr. No.	Topics	Didactic Hours	Clinical Hours
1.	Use of ICF model in physiotherapy management of health condition of musculoskeletal system	02	00
2.	Outcome measures – and Evidence Based Practice	02	00
3.	Biomechanical / Physiological basis of physiotherapy intervention skills	04	05
4.	Physiotherapy interventions with goal setting for dysfunctions due to musculoskeletal health conditions secondary to conservative or surgical management of:		
	Manifestations of trauma and their complications	22	50
	Degenerative Arthritis	07	45
	Inflammatory conditions	04	05
	Infectious Diseases of bones & joints	02	05
	Metabolic & Hormonal Disorders	02	05
	Congenital & Acquired Deformities	06	10
	Peripheral Nerve Injuries & Plexus Injuries	03	05
	Tumours of bone, Vascular disorders and Traumatic Amputations	06	10
TOTAL		60	140

OBJECTIVES:

At the end of the course, student will be able to:

Cognitive:

- a) Identify, evaluate, analyze & discuss primary and secondary musculo-skeletal dysfunction, based on biomechanical, kinesiological & patho-physiological principles.
- b) Correlate the same with radiological, electrophysiological, biochemical/ haematological investigations as applicable & arrive at the appropriate Physiotherapy diagnosis with skillful evaluation of structure and function with clinical reasoning.
- c) Understand the pharmaco-therapeutics, its interaction with physiotherapeutic measures and modify physiotherapeutic intervention appropriately.
- d) Apply knowledge of psychosocial factors (personal and environmental factors in the context of disability associated with the musculo-skeletal system or multiple body systems) for behavioral and lifestyle modification and use appropriate training and coping strategies.

Psychomotor:

- a) Apply theoretical basis of physiological effects, indications, contraindications; and best available evidence on the effectiveness, efficacy and safe application guidelines for a full range of physiotherapeutic strategies and interventions, including appropriate modes of soft tissue & joint mobilization, electrotherapy, therapeutic exercise, and appropriate ergonomic advice that can be employed to manage problems of the individual's structures, functions, activities and participation, capacity and performance levels associated with the musculo-skeletal system, for relief of pain & prevention, restoration and rehabilitation measures for maximum possible functional independence at home, workplace and in community.
- b) Prescribe and train for appropriate orthoses, prostheses and walking aids based on musculoskeletal dysfunction.

Affective:

Acquire ethical skills by demonstrating safe, respectful and effective performance of physical handling techniques taking into account the patient's clinical condition, the need for privacy, the physiotherapist, the resources available and the environment.

SYLLABUS

Sr. No.	TOPICS	Didactic Hours	Practical Hours	Total Hours
1	Use of ICF model (Bio, Psycho and Social) to plan Short term and Long term goals in physiotherapy management of health condition of musculoskeletal system - Identification of short term and long term goals based on - Capacity and Performance related to activities and participation to enhance functioning - Personal and Environment factors -facilitators and barriers that affect disablement and functioning - Documentation of disability and functioning - Red flags- Recognizing signs and symptom	02	-	02
2	- Introduction to functional scales as outcome measures – Generic and Disease specific. - Evidence base practice in musculoskeletal health conditions- levels of evidence, clinical application	01 01	- -	01 01
3	Biomechanical / Physiological basis of following modes physiotherapy interventions implemented during all three stages of tissue healing - - Electrotherapeutic modes for pain- acute and chronic pain syndromes, swelling, wound healing, re-education - Therapeutic exercise to alleviate pain, increase mobility, muscle performance (strength) endurance, motor control, muscle length, posture and gait training - Taping techniques for pain relief , support and posture correction - Principles - Indications / Contraindications - Types of tapes and terminologies used - Techniques	01 02 01	00 00 05	01 02 06
4	The following topics are applicable to all conditions related to musculo-skeletal dysfunction throughout lifespan in acute care setting , hospital, chronic conditions at home and in community on the basis of:			
Sr. No.	TOPICS			Total Hours

	1. Evaluation, interpretation of investigations and appropriate clinical reasoning for Functional diagnosis (ICF). 2. Evidence-based analysis of tools and techniques, (including Quality of Life questionnaires), and planning, prescription & implementation of short term & long term goals of Physiotherapy with appropriate documentation of the same. 3. Application of appropriate electro therapeutic modes for relief of acute & chronic pain, swelling and for wound healing, muscle / movement re-education etc with clinical reasoning. 4. Application of appropriate exercise therapeutic modes for improving joint mobility, muscle strength & endurance and motor control. 5. Application of advanced therapeutic modes of manual mobilization techniques (non-thrust techniques to be applied on extremities only), Friction Massage, Myofascial Release, Muscle Energy Techniques and Neuro Dynamic Techniques on patients. 6. Application of appropriate therapeutic exercise using therapeutic gymnasium tools as and when indicated, for relief of pain, enhancing structural stability, strength & endurance, and functional maintenance &/ or restoration including posture correction and gait training including preventive measures. 7. Prescription of appropriate orthotic & prosthetic devices. 8. Various taping techniques for support & pain relief; principles, indications, contra-indications, types of tapes used & relevant terminology. 9. Appropriate Home Program & Ergonomic advise for preventive measures & functional efficiency at home, work place and during recreation. Advice to Parents & Care Givers.	
	Physiotherapy interventions with goal setting for dysfunctions due to impairments of Pain, Mobility, Muscle performance(Strength), Endurance, Motor Control, Muscle length, Posture and Movement Balance and Gait for common health conditions secondary to conservative or surgical management of the following regions, with appropriate consideration of red flags:	

	Topics	Didactic Hours	Clinical/ Pract Hrs	Total hours
	1. Manifestations of trauma and their complications:	16	40	56
	a. Bones – fractures & fracture-dislocations of extremities & spine and their complications & management	08	20	
	b. Soft tissues injuries of extremities & spine and their complications & Management, contused lacerated wounds (CLWs) Burns complications and management, Crush injuries and its conservative and post surgical management.	08	20	
	2. Degenerative Arthritis a. Osteoarthritis of knee b. Peri-arthritis of shoulder c. Spinal degenerative conditions like Sponylosis, Spondylolysis, Spondylolisthesis, and Spinal Canal Stenosis	07	45	52
	3. Inflammatory conditions a. Rheumatoid, Gouty, Septic arthritis b. Spondylo-arthropathies e.g. Ankylosing Spondylitis. c. Cellulites and its complications. d. Post incisional inflammation and infection. e. Myositis ossificans and traumatica. f. Avascular necrosis	04	05	09
	4. Infectious Diseases of bones & joints of extremities & spine a. Tuberculosis b. Osteomyelitis	02	05	07
	5. Metabolic & Hormonal Disorders a. Osteoporosis b. Osteomalacia	02	05	07
	6. Congenital & Acquired Deformities of extremities & spine a. CTEV b. DDH b. Kyphosis d. Scoliosis e. Genu valgus / varus f. Cubitus varus / valgus g. Coxa vara / valga etc. h. Deformities of the foot	06	10	16
	7. Peripheral Nerve Injuries & Plexus Injuries- complications & management	03	05	08
	8. Soft tissue injuries during sports and as a result of Over-use: conservative and operative management	04	05	09
	9. Musculo-skeletal complications in Cerebral Palsy & Poliomyelitis and reconstructive surgeries.	02	05	07
	Topics	Didactic	Clinical/	Total

		Hours	Pract Hrs	hours
	10. Tumours of bone tissue.	01		01
	11. Vascular disorders affecting musculoskeletal system- V.I.C., C.R.P.S., Compartment syndrome	01	02	03
	12. Traumatic Amputation a. Types b. Complications and management inclusive of prosthetic prescription & training	04	08	12

CLINICAL:

SUPERVISED CLINICAL PRACTICE:
During this supervised clinical practice, student should be able to successfully execute the competencies in assessment, Functional diagnosis on ICF basis, plan of care and therapeutic interventions relating to musculo-skeletal dysfunctions. Student should become familiar with performance of these skills in all settings (inpatient and outpatient) as well as on all types of conditions (surgical, non-surgical, paediatric and geriatric). Student should learn to perform these skills objectively under the supervision of trained physical therapists. Student is required to keep a performance record of all listed competencies during the clinical practice and successfully perform on real patients during the final evaluation of the course.
CLINICAL COMPETENCIES:
A.COMPETENCY IN ASSESMENT AND CLINICAL REASONING: Student should be able to apply the ICF framework in selecting measurement tools to ensure a holistic approach to evaluation of body structure and function, activities , participation; and select and administer assessment/evaluation tools and techniques suitable for the patient's problems and condition(s) based on the best available evidence and interpret the information obtained demonstrating evidence-based decision-making and safe handling technique such as: 1. Risk factor screening (Red flags & Yellow flags). 2. Assessment of Musculo-skeletal dysfunction. 3. Interpretation of Radiological, Electrophysiological, Haematological and Biochemical investigations. 4. Aerobic fitness and Functional performance testing as appropriate 5. Identification and quantification of environmental and home barriers and facilitators 6. Identification and analysis of body mechanics during self-care, home management, work, community, tasks, or leisure activities. 7. Identification and analysis of ergonomic performance during work

(job/school/play):

8. Assessment of Quality of Life through use of appropriate questionnaire and generic or disease-specific scales (nice to know)
9. Identification and prioritization of impairments in body functions and structures, and activity limitations and participation restrictions to determine specific body function and structure, and activities and participation towards which the intervention will be directed
10. State the evidence (patient/client history, lab diagnostics, tests and measures and scientific literature) to support a clinical decision.
11. Determine the predicted level of optimal functioning and the time required to achieve that level.
12. Recognize barriers that may impact the achievement of optimal functioning within a predicted time frame and ways to overcome them when possible

B. COMPETENCY IN DEVELOPING PLAN OF CARE:

Student should be able to:

1. Identify patient goals and expectations.
2. Design a Plan of Care with measurable functional goals (short-term and long-term) that are prioritized and time bound.
3. Consult patient and/or caregivers to develop a mutual agreement regarding the plan of care.
4. Identify indications/ additional needs for consultation with other professionals & appropriate referrals.
5. Select the interventions that are safe, realistic and meet the specified functional goals and outcomes in the plan of care: (a) identify precautions and contraindications, (b) provide evidence for patient-centered interventions that are identified and selected, (c) define the specificity of the intervention (time, intensity, duration, and frequency).
6. Measure and monitor patient response to intervention and modify elements of the plan of care and goals in response to changing patient/client status, as needed.
7. Establish criteria for discharge based on patient goals and current functioning and disability.

C. COMPETENCY IN PHYSIOTHERAPEUTIC INTERVENTION: Important influences on Musculo-skeletal physiotherapy management choices may include but not limited to:

1. Diverse settings of care including critical, acute, long term, rehabilitation, and community care;
2. Lifespan issues ranging from the neonatal stage to those associated with aging;

3. Life style modification for diseases and for prevention
4. Skill of application of physical and electrical agents for relief of acute & chronic pain and swelling.
5. Facilitation, re-education and training of muscle strength, endurance & motor control, posture and gait through skillful use of various therapeutic exercise techniques with appropriate therapeutic gymnasium equipment.
6. Skill of application of therapeutic modes of improving joint mobility and soft tissue flexibility like joint mobilization techniques and soft tissue techniques like Muscle Energy Techniques, Myofascial Release, Friction Massage, Neuro Dynamic Techniques etc.
7. Functional training in self care, home, work (job, school and play), community and leisure activities

DOCUMENTATION

Presentation & Documentation of 8 Cases (4 traumas, 4 cold) for patient management using ICF model as following:

(Assessment, Evaluation, Diagnosis, Prognosis, Intervention, Outcome)

1. Soft tissue lesion
2. Fractures of upper Limb (Including Hand Injury),
3. Fractures of lower limb,
4. Fractures of spine with/without Neurological condition
5. Degenerative/ Inflammatory arthritis of peripheral skeletal joint
6. Degenerative /inflammatory arthritis of Spine
7. Musculoskeletal condition of Hand & Foot
8. Amputation

RECOMMENDED TEXT BOOKS

1. Therapeutic Exercise - O'Sullivan
2. Orthopaedic Physical Therapy - Donatelli
3. Cash's Textbook of Orthopedics & Rheumatology for Physiotherapists
4. Tidy's Physical Therapy
5. Manual Mobilization of Extremity Joints - Kaltenborn
6. Therapeutic Exercise: Foundations and Techniques - Kolby & Carolyn Kisner
7. Physical Rehabilitation - Susan O'sullivan

RECOMMENDED REFERENCE BOOKS

1. Manual Therapy: Nags, Snags, MWMs, etc - 6th Edition Brian R Mulligan
2. Maitland's Peripheral Manipulation Elly Hengeveld
3. Neural tissue mobilization – Butler
4. Brukner & Khan's Clinical Sports Medicine - Peter Brukner, Karim Khan (Mcgraw Medical)
5. Therapeutic Exercise: Moving Toward Function - Carrie M. Hall, Lori Thein Brody
6. Manual Mobilization of Extremity Joints -Kaltenborn
7. Neural Tissue Mobilization - Butler
8. Taping Techniques –Rose Mac Donald
9. Clinical Orthopaedic rehabilitation-Broadsman

SCHEME OF UNIVERSITY EXAMINATION

THEORY		Marks
80 MARKS + I.A. – 20 MARKS		
* The question paper will give appropriate weightage to all the topics in the syllabus.		100
Section A –M.C.Qs.	Q-1 -MCQs – based on MUST KNOW area [20 x 1=20]	20
Section B- S.A.Q.	Q-2 - Answer any FIVE out of SIX [5 x 3 = 15]	30
	Q-3- Answer any THREE out of FOUR [3 x 5 = 15]	
Section C -L.A.Q.	* Based on topics- structured question based on ICF model with emphasis to goal setting and treatment intervention Q-4] L.A.Q. -15 marks Q-5] -15 marks OR Q-5] -15 marks LAQ should give break up of 15 marks – e.g. [3 +5+7]	30
Total Marks		80

PRACTICAL 80 MARKS + I.A. – 20 MARKS		Marks
		100
LONG CASE	a. Subjective and Physical Examination -10 marks b. Evaluation and Physical therapy diagnosis (ICF) – 10 marks c. Plan of care - Goal setting – 10 marks d. Demonstration of any one important test and treatment intervention on patient –15 marks [Student will be evaluated in cognitive, psychomotor and affective domains.]	45
SHORT CASE	One Short case on: Demonstrations of two physiotherapy intervention skills for effective patient management 2 x 10 marks	20
SPOTS	5 spots - (5 x2 Marks= 10 Marks) 3 minutes for each spot X– ray of extremities and spine, Orthoses, Prostheses, Metal Implant	10
JOURNAL	Documentations- Assessment, Evaluation, Diagnosis, Prognosis, Intervention of Case along with ICF	5
Total Marks		80

INTERNALASSESSMENT:

- 1. Two examinations – Terminal and preliminary examination (Theory & Practical) of 80 marks each TOTAL - 160 marks**
- 2. Internal Assessment to be calculated out of 20 marks.**
- 3. In Practicals of Terminal & Preliminary examinations, Spots will be of 15 marks instead of 10 marks (3 marks X 5), No marks will be allotted for the journal in Terminal & Preliminary examinations**
- 4. Internal assessment (Theory) as per University pattern.**

NEUROPHYSIOTHERAPY

(Didactic 60 hrs + Clinical 140 hrs) **TOTAL 200 HRS**

COURSE DESCRIPTION:

This course includes a study of applied anatomy and physiology of the neuromuscular system along with the pathological changes and patho-mechanics of the system. It discusses relevant tests and measures for determining impairment and differentiating the diagnosis based on the specificity and sensitivity of the assessment instruments as related to patients with disorders of the neuromuscular system.

Neurophysiotherapy curriculum emphasizes the selection and use of measurement tools and management techniques based on the best available evidence. Physiotherapy strategies for assessment and treatment address structural & functional impairments and activity limitations of individuals and population (both adults & paediatric) in the context of their personal needs/goals including participation restrictions and the environment they live in. The permanence of many neurological impairments mandates that, where possible, emphasis is placed on prognosis and criterion – referenced outcomes to establish realistic goals.

The therapeutic approach is patient and family focused with a biopsychosocial emphasis that embraces inter professional collaboration and requires ongoing communication, education and negotiation with the client, family, care giver and healthcare team.

Sr. No.	Topics	Didactic Hours	Practical Hours	Total Hours
1.	APPLICATION OF ICF MODEL	02		002
2.	THEORETICAL BASIS OF MOTOR CONTROL AND LEARNING	02		002
3.	ADAPTIVE SYSTEM : PLASTICITY AND RECOVERY	01		001
	GENERAL METHODS OF STRENGTH TRAINING, FITNESS AND PROMOTION OF SKILL ACQUISITION	04		004
4.	QUALITY OF LIFE SCALES AND INDEPENDENCE MEASURE	02		002
5.	PHYSIOTHERAPY MANAGEMENT			
	A. ADULT	37	095	132
	B. PAEDIATRIC	17	040	057
TOTAL		65	135	200

OBJECTIVES:

At the end of the course, student will

Cognitive:

- a) Be able to identify and analyze movement dysfunction due to neuromuscular skeletal disorders in terms of biomechanical and biophysical basis, correlate the same with the health condition, routine electrophysiological, radiological and biochemical investigations, and arrive at appropriate physical therapy diagnosis using WHO-ICF with clinical reasoning.
- b) Be able to plan realistic goals based on the knowledge of prognosis of the disease of the nervous system and prescribe appropriate, safe evidence based physiotherapy interventions with clinical reasoning.
- c) Understand infection control principles, best practices and techniques applicable to a range of setting where clients with neurological conditions would receive physiotherapy services.
- d) Know determinacy of health (environmental, nutritional, self-management/ behavioral factors) and chronic disease management principles related to neurological health.

Psychomotor:

- a) Be able to develop psychomotor skills to implement timely and appropriate physiotherapy assessment tools/techniques to ensure a holistic approach to patient evaluation in order to prioritize patient's problems.
- b) Be able to select timely physiotherapeutic interventions to reduce morbidity and physiotherapy management strategies, suitable for the patients' problems and indicator conditions based on the best available evidence.
- c) Implement appropriate neuro-physiotherapeutic approaches, electrotherapeutic modalities, joint and soft tissue mobilizations and ergonomic advice for neuromuscular skeletal systems, contextual factors to enhance performance of activities and participation in society.

Affective:

- a) Be able to develop behavioral skills and humanitarian approach while communicating with patients, relatives, society and co-professionals, to promote individual and community health.

SYLLABUS

Sr. No.	Topics	Didactic Hours	Practical Hours	Total Hours
1.	Features of ICF model (bio, psycho and social) to plan efficient, effective and cost-contained short term and long term goals to enhance functioning in a patient with health condition of nervous system. a. Clinical utility of bi-directional relationships among the ICF model's domain b. Environment and Personal factors- Facilitators and Barriers that affect disablement and functioning c. Capacity and Performance related Activities and Participation to enhance Functioning d. Set patient specific goals and expected outcome with clinical reasoning e. Documentation of disability and functioning Red flags-recognizing signs and symptoms	02	--	02
2.	Theoretical basis of motor control and learning to understand various neurophysiotherapeutic approaches.	02	--	02
3.	a. Plasticity of the intact brain i. motor learning ii. training iii. plasticity Plasticity following brain lesion • nature of spontaneous recovery • effect of environment behavior and recovery • adaptation of motor performance • muscle adaptation b. Strength training and physical conditioning in neuro rehabilitation to optimize functional performance c. Skill acquisition in restoration of functional performance • information, instruction, demonstration • feedback • practice	01 02 02	-- --	01 02 02
4.	Quality of Life scales & Independence Measures	02	--	02

	The following topics are applicable to all conditions related to Neuromuscular dysfunction throughout lifespan in acute care setting, hospital, chronic conditions at

	home and in community on the basis of: 1. Evaluation, interpretation of investigations and appropriate clinical reasoning for Functional diagnosis (I.C.F.). 2. Evidence-based analysis of tools and techniques, (including Quality of Life questionnaires), and planning, prescription & implementation of short term & long term goals of Physiotherapy with appropriate documentation of the same. 3. Manifestation of movement dysfunction following disease or trauma of the central or peripheral nervous system. a. Bed mobility b. lying to sitting c. standing up and sitting down d. walking e. balance f. reaching g. manipulation 4. Selecting appropriate assessment/evaluation tools and techniques suitable for the patients health condition and key indicators and interpret information obtained demonstrating evidence based decision making-use of biomechanical measures, generic scales/instruments to measure arousal, cognition, sensation, tone, strength, locomotion and balance, upper extremity function, anxiety and depression, quality of life and independence, Self assessment and self efficacy scales and common disease specific scales. • GCS • Mini Mental State Examination • Ashworth scale • Gait-D.G.I. • Balance- BBS, Functional Arm Reach Test. • T.U.G. • Barthel A.D.L. index • SF – 36 • Disease specific measures – S.T.R.E.A.M., Brunnstrom, Fugl–Meyer assessment. A.S.I.A. Scale, U.P.D.R.S., E.D.S.S.			
5	PHYSIOTHERAPY MANAGEMENT – ADULT Planning of short term and long term goals in accordance with ICF for all the conditions in neurosciences by doing detail assessment and appropriate outcome measures and planning evidence based treatment program-for key indicator conditions			
	Topic	Didactic Hours	Practical/ Lab Hours	Total Hours
	a. Stroke – cerebral circulation, types of stroke and manifestations, assessment and management	08	10	18

b. Acquired brain injury; trauma and pathology (S.O.L.)	03	05	08
c. Spinal cord disorders – traumatic and non – traumatic, management including bladder training	04	08	12
d. Peripheral neuropathies – traumatic & non traumatic - upper limb & lower limb - brachial plexus - nerve root lesions - metabolic & endocrine	06	08	14
e. Vestibular disorders – central and peripheral	02	05	07
f. VII th cranial nerve	01	04	05
g. Demyelinating diseases - Multiple Sclerosis & G.B. syndrome	02	05	07
h. Cerebellar diseases and Ataxia	02	10	12
i. Extrapyrarnidal diseases, with emphasis on Parkinson's disease	03	15	18
j. Anterior Horn Cell diseases – heredity and acquired e.g. M.N.D., P.M.A., S.M.A., Poliomyelitis	02	05	07
k. Myopathies	02	10	12
l. Disorders of A.N.S. – Horner's syndrome, Hypo/Hypertension, Autonomic Dysreflexia	01	05	06
m. Psychosomatic pain & paralysis	01	05	06
Treatment programme includes: 1. Application of appropriate electro-therapeutic modes for relief of pain and functional re-education with clinical reasoning. 2. Application of skills as Neurotherapeutic approaches (Brunnstrom, Roods, Bobath, N.D.T., M.R.P., mental imagery, Constraint induced movement therapy, learning transfers), co-ordination and balancing exercise by using techniques based on neurophysiological principles. 3. Tools and adaptive equipments used for neuro-rehabilitation like Vestibular balls Tilt boards, Bolsters, Wedges, Graded Benches, Therapeutic mats etc. 4. Application of transfer and functional re-education exercise, postural exercise and gait training. 5. Bladder and bowel training 6. Developing a philosophy for caring 7. Prescription for appropriate orthotic devices and fabrication of temporary splints 8. Lifting techniques, wheel chair modifications, adaptive devices 9. Ergonomic advice for prevention/rehabilitation for the patients as well as for parents/care givers education about handling of patients.			

PHYSIOTHERAPY MANAGEMENT – PAEDIATRIC

Knowledge of developmental neurology, plasticity in development, Etiology, Pathophysiology of common neuropaediatric conditions, impairment, clinical reasoning, goal setting & P.T. management. More emphasis should be given on physiotherapy management skills.

Topic	Didactic Hours	Practical/ Lab Hours	Total Hours
1. Cerebral palsy -etiology and type -assessment -differential diagnosis -management	08	10	18
2. Down's syndrome	01	05	06
3. Neural tube defects : Spina Bifida and Hydrocephalus	02	10	12
4. Brachial plexus injuries	01	02	03
5. Infectious disorders	01	01	02
6. Post Poliomyelitis Residual Paralysis	01	01	02
7. D.M.D. & other Myopathies	01	05	06
8. S.M.A. / H.S.M.N.	01	01	02
9. Pediatric extra pyramidal disorders	01	05	06

CLINICAL

SUPERVISED CLINICAL PRACTICE:

During the supervised clinical practice, student should be able to successfully execute the competencies in assessment, physical diagnosis on ICF basis, plan of care and therapeutic interventions relating to neuromuscular dysfunctions. Student should become familiar with performance of these skills in all settings (inpatient and outpatient) as well as on all types of conditions (surgical, non-surgical, pediatric and geriatric). Student should learn to objectively perform these skills under the supervision of trained physical therapists. Student is required to keep a performance record of all listed competencies during the clinical practice and successfully perform on real patients during the final evaluation of the course.

CLINICAL COMPETENCIES:

A] COMPETENCY IN ASSESSMENT AND CLINICAL REASONING :

Student should be able to apply the ICF framework in selecting measurement tools to ensure a holistic approach to evaluation of body structure and function, activities, participation; and select and administer assessment/evaluation tools and techniques suitable for the patient's problems and condition(s) based on the best available evidence and interpret the information obtained demonstrating evidence-based decision-making and safe handling technique such as:

1. Risk factor screening (Red flags & Yellow flags).
2. Assessment of Neuromuscular dysfunction.
3. Interpretation of Radiological, Electrophysiological, Hematological and Biochemical investigations.
4. Identification and quantification of environmental and home barriers and facilitators
5. Identification and analysis of body mechanics during self-care, home management, work, community, tasks, or leisure activities.
6. Identification and analysis of ergonomic performance during work (job/school/play):
7. Assessment of Quality of Life through use of appropriate questionnaire and generic or disease-specific scales (nice to know)
8. Identification and prioritization of impairments in body functions and structures, and activity limitations and participation restrictions to determine specific body function and structure, and activities and participation towards which the intervention will be directed
9. State the evidence (patient/client history, lab diagnostics, tests and measures and scientific literature) to support a clinical decision.
10. Determine the predicted level of optimal functioning and the time required to achieve that level.
11. Recognize barriers that may impact the achievement of optimal functioning within a predicted time frame and ways to overcome them when possible.

B] COMPETENCY IN DEVELOPING PLAN OF CARE:

Student should be able to:

1. Identify patient goals and expectations.
2. Design a Plan of Care with measurable, prioritized and time bound functional goals (short-term and long-term)
3. Consult patient and/or caregivers to develop a mutual agreement regarding the plan of care.
4. Identify indications/ additional needs for consultation with other professionals & appropriate referrals.
5. Select the interventions that are safe, realistic and meet the specified functional goals and outcomes in the plan of care: - (a) identify precautions and contraindications, (b) provide evidence for patient-centered interventions that are identified and selected, (c) define the specificity of the intervention (time, intensity, duration, and frequency).
6. Measure and monitor patient response to intervention and modify elements of the plan of care and goals in response to changing patient/client status, as needed.
7. Establish criteria for discharge based on patient goals and current functioning and disability.

C] COMPETENCY IN PHYSIOTHERAPEUTIC INTERVENTION:

Important influences on neuromuscular physiotherapy management choices may include but not limited to:

1. Diverse settings of care including critical, acute, long term, rehabilitation, and community care;
2. Lifespan issues ranging from the neonatal stage to those associated with aging
3. Life style modification for diseases and for prevention.
4. Skill of application of physical and electrical agents for relief of acute & chronic pain and swelling.
5. Facilitation, re-education and training of muscle strength, endurance & motor control, posture and gait through skillful use of various therapeutic exercise techniques with appropriate therapeutic gymnasium equipment.
6. Skill of application of Neurotherapeutic modes of improving neuromuscular strength, endurance, movement control, coordination.
7. Functional training in self care, home, work (job, school and play), community and leisure activities

CLINICAL SKILLS:

Learning of facilitatory and inhibitory Neurotherapeutic techniques related to adult and paediatric neurological conditions

- Sensory testing – Sensory Re-education
- MMT / voluntary control – muscle re-education
- Use of appropriate electrical modalities for muscle reeducation / pain relief
- Management of tone
- Postural assessment & postural correction
- Transfer training
- Functional re-education
- Gait assessment- gait training
- Co-ordination testing & training
- Strategies for balance training
- Fitness training for patients having neurological problems.
- Use of outcome measures & quality of life questionnaire.

Presentation & documentation of 8 cases for patient management using ICF model as following:

(Assessment, Evaluation, Diagnosis, Prognosis, Intervention, Outcome)

- 1) U.M.N. lesion – **4** cases: Stroke / S.C.I. / Traumatic brain injury / Degenerative disorders / Demyelinating disorders etc...
- 2) L.M.N. lesion – **2** cases: Peripheral nerve injuries / Brachial plexus injury / G.B.S. etc.
- 3) Paediatric neuro-**2** cases: C.P. / Myopathies / Meningocele etc.

RECOMMENDED TEXT BOOKS:

1. Cash's Text book for Physio Therapist in Neurological disorders-Jaypee bros.
2. Proprioceptive Neuro muscular Facilitation – Herman Kabat
3. Practical Physical Therapy – Margaret Hollis
4. Therapeutic exercise – O'Sullivan
5. "Right in the middle" – Patricia Davis
6. Stroke rehabilitation – Margaret Johnstone
7. Paediatric Physiotherapy – Roberta Shepherd.

RECOMMENDED REFERENCE BOOKS:

1. Neurological rehabilitation – Darcy Umphred
2. Paediatric physical therapy – Stephen Tecklin
3. Brain's disorders of Nervous system
4. Paediatric Physiotherapy – Sophie Levitt
Neurological Rehabilitation - Optimising Motor Performance – Carr and Shepherd

SCHEME OF UNIVERSITY EXAMINATION

THEORY 80 MARKS + I.A. – 20 MARKS		Marks
* The question paper will give appropriate weightage to all the topics in the syllabus.		100
Section A –M.C.Qs.	Q-1 - MCQs – based on MUST KNOW area [20x 1=20]	20
Section B- S.A.Q.	Q-2 - Answer any FIVE out of SIX [5 x 3 =15]	30
	Q-3- Answer any THREE out of FOUR [3 x 5 =15]	
Section C -L.A.Q.	* Based on topics- structured question based on ICF model with emphasis to goal setting and treatment intervention Q-4] L.A.Q Compulsory U.M.N. condition (adult / paediatric)) - 15 marks Q-5] L.M.N. condition (adult / paediatric) - 15 marks OR Q-5] L.M.N. condition (adult / paediatric) - 15 marks L.A.Q. should give break up of 15 marks e.g. [3 +5+7]	30
Total Marks		80

PRACTICAL 80 MARKS + I.A. – 20 MARKS		Marks
		100
LONG CASE	a. Subjective and Physical Examination –10 marks b. Evaluation and Physical therapy diagnosis (ICF) – 10 marks c. Plan of care - Goal setting – 10 marks d. Demonstration of any one important test and treatment intervention on patient – 15 marks [To be evaluated in cognitive, psychomotor and affective domains.]	45
SHORT CASE	One Short case on: Demonstrations of two physiotherapy intervention skills for effective patient management 2 x 10 marks	20
SPOTS	5 spots - (5 x2 Marks= 10 Marks) 3 minutes for each spot E.M.G./N.C. Studies / Orthoses/ Prostheses & Neurological assessment, Scales	10
JOURNAL	Documentations- Assessment, Evaluation, Diagnosis, Prognosis, Intervention of Case along with I.C.F.	5
Total Marks		80

INTERNALASSESSMENT:

- 1. Two exams – Terminal and preliminary examination (Theory & Practical) of 80 marks each TOTAL - 160 marks**
- 2. Internal Assessment to be calculated out of 20 marks.**
- 3. In Practicals of Terminal & Preliminary examinations, Spots will be of 15 marks instead of 10 marks (3 marks X 5), No marks will be allotted for the journal in Terminal & Preliminary examinations**
- 4. Internal assessment (Theory) as per University pattern.**

CARDIO-VASCULAR & RESPIRATORY PHYSIOTHERAPY

(INCLUDING CRITICAL CARE)

(Didactic–60HRS + Clinical 140HRS) **TOTAL 200 HRS**

COURSE DESCRIPTION:

This course includes a study of applied anatomy and physiology of the Cardiovascular and Respiratory system along with pathological changes and patho-mechanics of the system. It discusses relevant tests and measures for determining impairment and differentiating the diagnosis based on the specificity and sensitivity of the assessment instruments as related to patients with disorders of the Cardiovascular and Respiratory system.

Cardiovascular and Respiratory Physiotherapy focuses on maximizing functional independence and well-being. This course uses a patient-centered model of care with multi-system assessment, evidence based interventions and a significant patient education component to promote healthy active lifestyle and community-based living. The candidate will have a sound understanding of theory, scientific evidence and best practices in the areas of the Cardio vascular and Respiratory System including critical care, Psychosocial Sciences, Movement Sciences and Physiotherapy.

Sr. No.	Topics	Didactic Hours	Practical/Lab Hours	Total Hours
1	REVIEW OF BASIC APPLIED ANATOMY & PHYSIOLOGY	3		3
2	INVESTIGATION AND EXERCISE TESTING	4	10	14
3	EXERCISE PHYSIOLOGY	5	10	15
4	PHYSIOTHERAPY SKILLS	8	34	42
5	APPLICATION OF ICF MODEL	2		2
6	PHYSIOTHERAPY MANAGEMENT	20	53	73
7	CARDIAC REHABILITATION	4	10	14
8	PULMONARY REHABILITATION	2	5	7
9	ICU EVALUATION & MANAGEMENT	8	12	20
10	INTRODUCTION TO FUNCTIONAL SCALES	2	1	3
11	BASIC LIFE SUPPORT (C.P.C.R.)	2	5	7
	TOTAL	60	140	200

OBJECTIVES:

At the end of the course, the student will be able to:

Cognitive:

- a. Identify and analyze cardio-vascular & pulmonary dysfunction in terms of bio-mechanical, and Bio-physical basis and correlate the same with the Health condition, routine electrophysiological, radiological, and biochemical investigations and arrive at appropriate Physical therapy diagnosis using WHO-ICF tool (Disability, Functioning and contextual factors) with clinical reasoning.
- b. Plan, prescribe appropriate, safe physiotherapy interventions with clinical reasoning for and prevention of impairments, activity limitations, participation restrictions and environmental barriers related to cardio-vascular & pulmonary dysfunction in acute care settings, at home , work place, in society & in leisure activities.

Psychomotor:

- a. Utilise skills such as executing exercise tests, PFT, Ankle brachial index, arterial & venous insufficiency tests
- b. Utilise psychomotor skills to implement appropriate bronchial hygiene therapy, therapeutic exercise, electrotherapeutic modalities, CPR, Intensive (critical) care, joint and soft tissue mobilisations, offering ergonomic & energy conservation advice for patients with cardio-vascular & pulmonary dysfunction.
- c. Utilise the knowledge about contextual factors to enhance capacity and performance of activities and participation in society
- d. Utilise the skill to deliver cardiac, pulmonary & vascular rehabilitation

Affective:

- a. Develop behavioral skills and humanitarian approach while communicating with patients, relatives, society at large and co-professionals
- b. Develop bedside behavior, respect & maintain patients' confidentiality

SYLLABUS

Sr. No.	Topics	Didactic Hours	Practical/ Lab Hours	Total Hours
1	REVIEW OF BASIC APPLIED ANATOMY & PHYSIOLOGY	3		3
	a. Pulmonary Anatomy & Physiology b. Cardiac anatomy & Physiology c. Cardiac and Respiratory Pharmacology d. Biomechanics of Thorax (Revision)			
2	INVESTIGATION AND EXERCISE TESTING	4	10	14
	a. Investigation & Clinical Implication - X-ray, PFT, ABG, ECG, ABI, claudication time, pulses, auscultation, postural hypotension b. Stress testing i. 6 Minute Walk test & Harward Step test Skill & Interpretation ii. Shuttle Walk Test & Modified Bruce Protocol (should be interpretation only)			
3	EXERCISE PHYSIOLOGY	5	10	15
	a. Nutrition (Bioenergetics) b. Total energy expenditure (MET) sources c. Acute and chronic adaptation to exercise d. Complication of bed rest/ Immobilization & prevention e. Aerobic & Anaerobic Training, f. Principles of Exercise Prescription			

Sr. No.	Topics	Didactic Hours	Practical/ Lab Hours	Total Hours
4	PHYSIOTHERAPY SKILLS	8	34	42
	a. Bronchial Hygiene Therapy- Postural Drainage, Forced Expiratory Technique, ACBT, Autogenic Drainage b. Adjunct Therapy – Flutter & PEP Therapy c. Therapeutic positioning to improve ventilation & perfusion matching, d. Therapeutic positioning to alleviate dyspnoea e. Nebulisation & Humidification, f. Lung Expansion Therapy g. Neurophysiologic facilitation of respiration h. Electrotherapeutic modalities for pain, swelling, & wound healing. i. Therapeutic exercise program to alleviate pain, to achieve mobility, to correct posture and improve peripheral circulation. j. Therapeutic exercise program to strengthen respiratory muscles k. Deliver Ergonomic advice, energy conservation advice, Home exercise Program, & modifications of contextual factors. l. Applied Yoga in Cardio-respiratory conditions			
5	APPLICATION OF ICF MODEL	2	-	2
	a. To plan effective Short term and long term goals to enhance functioning of Cardiovascular & Respiratory Dysfunction b. Set patient specific goals and expected outcome within time frame with clinical reasoning c. Documentation			

Sr. No.	Topics	Didactic Hours	Practical/Lab Hours	Total Hours
6	PHYSIOTHERAPY MANAGEMENT in :	20	53	73
	a. Medical & Surgical Cardiovascular Diseases i. Hypertension ii. I.H.D. , Myocardial Infarction iii. Valvular Heart Disease iv. Congenital v. Acquired vi. Thrombosis, Phlebitis and Phlebothrombosis vii. Varicose Veins and ulcers viii. Other Arterial disorders	4	5	9
	b. Obstructive & Restrictive Respiratory disorders i. Bronchitis ii. Emphysema iii. Bronchial Asthma iv. Cystic Fibrosis v. Occupational lung diseases vi. Interstitial Lung Diseases	2	10	12
	c. General Respiratory Infection i. Tuberculosis ii. Pneumonia iii. Lung Abscess iv. Bronchiectasis v. Pneumothorax vi. Hydropneumothorax vii. Atelectasis viii. Pleuritis ix. Pleural Effusion x. Empyema & other Pleural Disorders	2	10	12
	d. Neonatal & Paediatric Respiratory Infection i. ARDS ii. Meconium aspiration iii. Pneumonitis iv. Pneumonia v. Childhood Asthma vi. Cystic fibrosis and chronic lung disease	2	4	6

Sr. No.	Topics	Didactic Hours	Practical/Lab Hours	Total Hours
	e. Pulmonary Surgeries Traumatic and Surgical conditions of Chest, Lung, Pleura and Mediastinum	2	4	6
	f. General abdominal & Oncological Surgeries i. Pre and Post Operative care ii. Complication & Management.	2	5	7
	g. Burns (Head Face neck & thoracic, inhalation burns) Acute care Management Only	1	5	6
	h. Diabetic & Vascular Ulcers/ Amputations (Stump care only)	2	4	6
	i. Metabolic Syndrome i. Diabetes (Mellitus & Insipidus) ii. Obesity	2	4	6
	j. Musculoskeletal dysfunction i. Flail chest ii. Scoliosis iii. Kyphosis	1	2	3
7	CARDIAC REHABILITATION (A.H.A./A.C.S.M. guidelines)	4	10	14
	a. Definition, b. Indications, Contraindications c. Phases(I,II,III,& IV) d. Outcome Measures			
8	PULMONARY REHABILITATION (A.A.C.V.P.R. /A.T.S. guidelines)	2	5	7
	a. Definition, b. Indications c. Contraindications d. Components of management e. Outcome measures			
9	I.C.U. EVALUATION & MANAGEMENT	8	12	20
	a. Basic evaluation b. Principles of ICU Monitoring c. Mechanical Ventilator modes d. Suctioning & Humidification e. Therapeutic intervention in i. Tetanus, Head Injury,			
Sr. No.	Topics	Didactic Hours	Practical/Lab Hours	Total Hours
	ii. Pulmonary Oedema,			

	iii. Multiple Organ Failure, iv. Neuromuscular Disease, v. Smoke Inhalation, vi. Poisoning, vii. Aspiration near Drowning, viii. A.R.D.S. ix. Shock x. Guillan Barre Syndrome xi. Spinal Cord Injury & Other Acute respiratory Disorders			
10	INTRODUCTION TO FUNCTIONAL SCALES	2	1	3
	a. Generic and disease specific b. Patient's perception of his disability and functioning and correlating the same with therapist evaluation			
11	BASIC LIFE SUPPORT (C.P.C.R.)	2	5	7

S. No.	PRACTICAL
1	Positioning, breathing control strategies (e.g. Pursed Lip Breathing, Sustained Maximal Inspiration, deep breathing), ventilator muscle training. Relaxation training, positioning, early mobilization.
2	Airway clearance techniques, Suctioning, use of mechanical assistive devices (e.g. Positive Expiratory Pressure, Flutter, Vest, etc.), postural drainage and percussions, coughing maneuvers, medication delivery e.g. Nebulization ,oxygen
3	Physical handling Techniques (e.g. positioning and donning, doffing, fitting and adjusting Stockings for vascular disorders, bandaging , dressing, taping, splints and orthotics pertaining to cardiovascular and pulmonary impairments)
4	PNF for breathing facilitation and inhibition.
5	Ability to use a variety of exercise/movement equipment (e.g. treadmill, heart rate monitor, Oximeter, pressure biofeedback unit, free weights, balance boards, theraballs, etc)
6	Prescription and education: aerobic, endurance and interval exercise training, resistance (strength, Endurance and power) training, flexibility training. Formulating cardiac, pulmonary rehabilitation programme
7	Develop skills to monitor compliance of the client in executing rehabilitation program & identifying comorbid & contextual factors affecting it.
8	Familiarity and skill of use of various monitoring and treatment equipments in ICU.
9	Use of physical and electrical agents for pain relief and wound care
10	Skill of administering basic life support

CLINICAL COMPETENCIES:

A] COMPETENCY IN ASSESMENT AND CLINICAL REASONING :

Student should be able to apply the ICF framework in selecting measurement tools to ensure a holistic approach to evaluation of body structure and function, activities , participation; and select and administer assessment/evaluation tools and techniques suitable for the patient's problems and condition(s) based on the best available evidence and interpret the information obtained demonstrating evidence-based decision-making and safe handling technique such as:

1. Risk factor screening (Red flags & Yellow flags).
2. Assessment of Cardiovascular & Respiratory dysfunction.
3. Interpretation of Radiological, Haematological and Biochemical investigations.
4. Aerobic fitness and Functional performance testing as appropriate
5. Identification and quantification of environmental and home barriers and facilitators
6. Identification and analysis of body mechanics during self-care, home management, work, community, tasks, or leisure activities.
7. Identification and analysis of ergonomic performance during work (job/school/play)
8. Assessment of Quality of Life through use of appropriate questionnaire and generic or disease-specific scales (nice to know)
9. Identification and prioritization of impairments in body functions and structures, and activity limitations and participation restrictions to determine specific body function and structure, and activities and participation towards which the intervention will be directed.
10. State the evidence (patient/client history, lab diagnostics, tests and measures and scientific literature) to support a clinical decision.
11. Determine the predicted level of optimal functioning and the time required to achieve that level.
12. Recognize barriers that may influence the achievement of optimal functioning within a predicted period and devise ways to overcome them when possible.

B] COMPETENCY IN DEVELOPING PLAN OF CARE:

Student should be able to:

1. Identify patient goals and expectations.
2. Design a Plan of Care with measurable, prioritized and time bound functional goals (short-term and long-term)
3. Consult patient and/or caregivers to develop a mutual agreement regarding the plan of care.
4. Identify indications/ additional needs for consultation with other professionals & appropriate referrals.
5. Select the interventions that are safe, realistic and meet the specified functional goals and outcomes in the plan of care: (a) identify precautions and contraindications, (b) provide evidence for identified and selected patient-centered interventions that are identified and selected, (c) define the specificity of the intervention (time, intensity, duration, and frequency).
6. Measure and monitor patient response to intervention and modify elements of the plan of care and goals in response to changing patient/client status, as needed.
7. Establish criteria for discharge based on patient goals and current functioning and disability.

C] COMPETENCY IN PHYSIOTHERAPEUTIC INTERVENTION:

Important influences on Cardiovascular & Respiratory physiotherapy management choices may include but not limited to:

1. Diverse settings of care including critical, acute, long term, rehabilitation, and community care
2. Lifespan issues ranging from the neonatal stage to those associated with aging;
3. Life style modification for diseases and for prevention.
4. Skill of application of physical and electrical agents for relief of acute & chronic pain and swelling.
5. Facilitation, re-education and training of muscle strength, endurance & motor control, posture and gait through skilful use of various therapeutic exercise techniques with appropriate therapeutic gymnasium equipment.
6. Skill of application of therapeutic modes of improving cardiovascular & respiratory performance. Functional training in self care, home, work (job, school and play), community and leisure activities

Documentation:

Presentation & Documentation of 8 cases for patient management using ICF Model as following:

(Assessment, Evaluation, Diagnosis, Prognosis, Intervention, Outcome)

- | |
|--|
| <ol style="list-style-type: none">1. Medical Respiratory condition2. Paediatric respiratory condition3. Thoracic Surgical condition4. Cardiac Medical condition5. Cardiac Surgical condition6. Peripheral vascular disorders7. Burns of Head, Neck & Face (Acute phase only)8. Abdominal surgical condition |
|--|

RECOMMENDED TEXT BOOKS

1. Cash's Textbook for Physiotherapists in Chest, Heart & Vascular diseases
2. Cash's text book in General Medicine & Surgical conditions for Physiotherapists
3. Chest Physical therapy & pulmonary rehabilitation -- Donna Frown Filter
4. Brompton's hospital guide
5. Physiotherapy in respiratory and cardiac problem - Pryor and Prasad
6. Physiotherapy in Cardio – Vascular rehabilitation – Webber
7. Chest physiotherapy in intensive care Colin Mackenzie
8. Mechanical ventilation – Ashfaq Hasan
9. Management of Mechanical ventilation – Pierce

RECOMMENDED REFERENCE BOOKS

1. Exercise & the Heart – Wenger
2. ECG – P.J. Mehta
3. Cardiopulmonary Physical Therapy -- Irwin Scott
4. Fundamental of respiratory care - Egan's
5. Essential of cardio pulmonary physical therapy – Hillgass And Sodosky
6. Exercise physiology, energy, nutrition and human performance – M'cardle
7. Exercise testing and prescription - Skinner
8. Exercise in health and disease-Pollock

SCHEME OF UNIVERSITY EXAMINATION

THEORY 80 MARKS + I.A. – 20 MARKS * The question paper will give appropriate weightage to all the topics in the syllabus.		Marks
		100
Section A –M.C.Qs.	Q-1 -MCQs – based on MUST KNOW area [20x1= 20]	20
Section B- S.A.Q.	Q-2 - Answer any FIVE out of SIX [5 x 3 = 15]	30
	Q-3- answer any THREE out of FOUR [3 x 5 = 15]	
Section C-L.A.Q.	* Based on topics - ICF model. Q-4] L.A.Q - 15 marks Q-5] (RESPIRATORY SYSTEM) - 15 marks OR Q-5] (CARDIO VASCULAR SYSTEM) - 15 marks L.A.Q. should give break up of 15 marks – e.g. [3 +5+7]	30
Total Marks		80

PRACTICAL 80 MARKS + I.A. – 20 MARKS		Marks
		100
LONG CASE	a. Subjective and Physical Examination -10 marks b. Evaluation and Physical therapy diagnosis (ICF) – 10 marks c. Plan of care - Goal setting – 10 marks d. Demonstration of any one important test and treatment intervention on patient – 15 marks [Student will be evaluated in cognitive, psychomotor and affective domains.]	45
SHORT CASE	One Short case on: Demonstrations of two physiotherapy intervention skills for effective patient management 2 x 10 marks	20
SPOTS	(5 spots x 2 Marks = 10 Marks) Chest/Cardiac X-ray, ABG, PFT, ECG, Adjunct/devices	10
JOURNAL	Documentations- Assessment, Evaluation, Diagnosis, Prognosis, Intervention of Case along with ICF	5
Total Marks		80

INTERNALASSESSMENT:

1. Two exams – Terminal and preliminary examination (Theory & Practical) of 80 marks each TOTAL - 160 marks
2. Internal Assessment to be calculated out of 20 marks.
3. In Practicals of Terminal & Preliminary examinations, Spots will be of 15 marks instead of 10 marks (3 marks X 5). No marks will be allotted for the journal in Terminal & Preliminary examinations.
4. Internal assessment (Theory) as per University pattern.

COMMUNITY PHYSIOTHERAPY

(Didactic 85 hrs + Clinical 115 hrs) **TOTAL 200 HRS**

COURSE DESCRIPTION:

Community Physiotherapy describes the roles & responsibilities of the Physiotherapist as an efficient member of the society. This component introduces the Physiotherapist to a proactive preventive oriented philosophy for optimization & betterment of health.

Community Physiotherapy is not apart from the other sections of Physiotherapy described in this syllabus. In fact, it is the in-depth application of these same aspects viz. Musculoskeletal, Neurological & Cardio Vascular & Respiratory to the entire society. This is done by understanding the sections & sub sections of the societies, the national & international health policies, role of Government & Non Government Organizations.

The applications of Community Physiotherapy are not limited to conditions & dysfunctions but as attributed to promotion of Health & rehabilitation in Communities like Elderly, Women, and Occupational Health etc.

Sr. No.	Topic	Didactic Hours	Clinical Hours	Total Hours
1	HEALTH PROMOTION	10	15	25
2	WOMEN'S HEALTH	20	20	40
3	GERIATRICS HEALTH	20	20	40
4	REHABILITATION	11	20	31
5	HEALTHCARE DELIVERY & DISASTER MANAGEMENT	04	-	04
6	INDUSTRIAL HEALTH	20	20	40
7	SYNOPSIS	-	20	20
TOTAL		85	115	200

OBJECTIVES:

At the end of the course the student shall:

Cognitive:

Be able to describe:

- The general concepts about health, disease and physical fitness.
- Physiology of aging process and its influence on physical fitness.
- National policies for the rehabilitation of disabled – role of PT.
- The strategies to access prevalence and incidence of various conditions responsible for increasing morbidity in the specific community – role of PT in reducing morbidity, expected clinical and functional recovery, reasons for non-compliance in specific community environment & solution for the same.
- The evaluation of disability and planning for prevention and rehabilitation.
- Rehabilitation in urban and rural set up.
- Able to be a part of decision making team regarding the policies for the welfare of special communities & on issues of disability

Psychomotor:

- a) Be able to identify with clinical reasoning the prevailing contextual {e.g. environmental and psycho-social cultural} factors, causing high risk responsible for various dysfunctions and morbidity related to sedentary life style and specific community like women, children, aged as well as industrial workers and describe planning strategies of interventional policies to combat such problems at community level.
- b) Be able to gain the ability to collaborate with other health professionals for effective service delivery & community satisfaction
- c) Utilize the research methodology knowledge for formulation of a research question (synopsis)

Affective:

Be an empathetic health professional, especially for those in the community, who is away from the health institutions and having difficulty in healthcare access

SYLLABUS

Sr. No.	Topics	Didactic Hours	Field Hours	Total Hours
1	HEALTH PROMOTION	10	15	25
	a. W.H.O. definition of health and disease.	01		
	b. Health Delivery System – 3 tier	01		
	c. Physical Fitness: definition and evaluation related to:	08		
	i. Effect in Growing Age	02		
	ii. Effect in Obesity	02		
	iii. Physical Fitness in women - Pregnancy, Menopause, Osteoporosis	02		
	iv. Physiology of Aging – Related to physiological changes in Aging	02		
	Preventive Measures in all the above groups of community with their related complications of physiological changes, growth, degenerative changes and lifestyle diseases.			

Sr. No.	Topics	Didactic Hours	Field Hours	Total Hours
2	WOMEN'S HEALTH	20	20	40
	a. Women in India.	1		
	b. Social issue having impact on physical Function.	1		
	c. Legal rights and benefits related to health.	1		
	d. Anatomical & Physiological variations associated with pregnancy & menopause.	8		
	e. Antenatal, post natal care, advice on labour positions, pain relief.	4		
	f. Urogenital dysfunction, prolapse, incontinence, malignancy and their therapeutic interventions.	5		
3	GERIATRICS	20	20	40
	a. Senior citizens in India	1		
	b. NGO's and Health related Legal rights and benefits for the elderly.	1		
	c. Institutionalized & Community dwelling elders	1		
	d. Theories of Aging	3		
	e. Physiology of ageing: Musculoskeletal, neurological, Cardio respiratory, metabolic changes	12		
	f. Scheme of evaluation & role of PT in Geriatrics.	2		
4	CONCEPTS OF REHABILITATION	11	20	31
	a. Disability- evaluation, types, prevention.	2		
	b. Rehabilitation- definition, types {Institutional, Reach out and Community}	1		
	c. National policies for rehabilitation of	1		
	d. Rehab Team work: Medical practitioner, P.T. / O.T., A.S.T., P.&O., Clinical psychologist, and vocational counselors and social workers.	2		
	e. CBR – Role of Physiotherapy & Physiotherapist	1		
	f. CBR strategies in: i. Urban area e.g. UHC, community centre, clubs, mahila mandals, Social centers, Schools, industries, sports centers. ii. Rural area- by using PHC / rural hospital, district hospital infrastructure. Loco motor aids using local resources.	4		
5	INTRODUCTION TO DISASTER MANAGEMENT	2		2

Sr. No.	Topics	Didactic Hours	Field Hours	Total Hours
6	INDUSTRIAL HEALTH	20	20	40
	a. Introduction to Industrial Health: Definition, Model of Industrial Therapy (Traditional Medical & Industrial Model)	4		
	b. Worker Care Spectrum:	5		
	i. Ability Management – Job analysis:- Job description, Job demand Analysis, Task Analysis, Ergonomics Evaluation, Injury Prevention, Employee Fitness Program.			
	ii. Disability Management: - Acute care, Concept of Functional Capacity assessment, Work Conditioning, Work Hardening.	5		
	iii. Environmental stress in the industrial area – accidents due to a) Physical agents e.g. heat/cold, light, noise, vibration, UV radiation, ionizing radiation. b) Chemical agents- inhalation, local action and ingestion. c) Mechanical hazards-overuse/fatigue injuries due to ergonomic alternation and ergonomic evaluation of work place.	3		
iv. Mechanical stresses: a) Sedentary table work-executive’s clerk. b) Inappropriate seating arrangement-vehicle drivers. c) Constant standing- watchman, defense forces, surgeons. d) Over execution in labourer’s-stress management. e) Psychological hazards e.g. monotonicity and dissatisfaction in job, anxiety of work completion with quality, Role of PT. in industrial set up and stress management relaxation modes.	3			
PROJECT SYNOPSIS				
Students have to select a study to be done under the guidance of a teacher of any subject related to physiotherapy. After the finalization of the topic, he/ she has to decide the methodology of the study to be done (which has to be undertaken during the internship) Student will present defend the synopsis of this study to be done during the University Practical examination of Community Physiotherapy.				

CLINICAL		- 115 hrs
1	UHC & PHC visits, Industrial Visit, Geriatric Home Visit	
2	Institutional adoption of close by area/ vicinity.	
3	Perform surveys in adopted localities for ANC, disability, exercises & health promotion, preventive aspects for smoking/ alcohol/ drugs in youth etc.	
4	Students may make a case dependent evaluation proforma/ questionnaire.	

RECOMMENDED TEXT BOOKS

1. Physiotherapy in Gynecological & Obstetrical conditions –Mantle
2. Therapeutic Exercise – Kisner
3. Text book of Community Health for Physiotherapists – Bhaskar Rao
4. Geriatrics Physiotherapy – Andrew Guccione
5. Industrial Therapy – Glenda Key
6. Text of Physiotherapy for obstetrics and Gynecology – G.B. Madhuri & Pruthvish

RECOMMENDED REFERENCE BOOKS

1. Mural K F –Ergonomics: Man in his working environment
2. Exercise Physiology- Mc'Ardle
3. Musculoskeletal Disorders in work place: Principle & Practice- Nordin
4. Andersons Pope
5. Indian Social Problem Vol 2 – G R Madan
6. Status of Disabled in India -2000-RCI publication
7. Legal Rights of disabled in India- Gautam Bannerjee
8. ICF –WHO Health Organisation 2001 publication
9. Preventive & Social Medicine – Park
10. Training in the Community for the people with disability – Hallender Padmini Mendes
11. Disabled Village Children-- David Werner
12. Chorin C & M Desai, C Gonsalves, 1999, Women & the Law, Vol. I & II Socio - legal Information Centre Mumbai
13. Astrand P A Rodahe K- Text book of Work Physiology
14. Women's Health – Sapsford

SCHEME OF UNIVERSITY EXAMINATION

THEORY 80 MARKS + I.A. – 20 MARKS * The question paper will give appropriate weightage to all the topics in the syllabus.		Marks
		100
Section A-M.C.Qs.	Q-1 -MCQs – based on MUST KNOW area [1 x 20] [Rehab - 4, Women's Health- 4, Health Promotion - 4, Geriatrics - 4, Industrial - 4.]	20
Section B- S.A.Q.	Q-2 - Answer any FIVE out of SIX [5x 3 = 15] Q-3- Answer any THREE out of FOUR [3 x 5 =15]	30
Section C-L.A.Q.	* Based on topics - Health Promotion / Women's Health /Geriatrics /Industrial Health. Q-4] L.A.Q - 15 marks Q-5] - 15 marks OR Q-5] - 15 marks LAQ should give break up of 15 marks – e.g. [3 +5+7]	30
Total Marks		80

PRACTICAL 80 MARKS + I.A. – 20 MARKS		Marks
		100
LONG CASE	Rehabilitation/ Women's Health / Geriatric/ Industrial Health / Health Promotion.	50
PROJECT SYNOPSIS	(Synopsis can be on any topic to be done during Internship project/ monogram (Musculoskeletal, Neurosciences, Cardio Respiratory or Community). [Introduction, Aims & Objectives, Methods & Methodology & Review of Literature Expected]	25
JOURNAL	1. 1 cases each of Rehabilitation, Health Promotion, Industrial Health, Women's Health & Geriatrics (Total 5 cases only) 2. Documentation of visits (Minimum One) to either Industry, Geriatric Home, Community assessment	5
Total Marks		80

INTERNALASSESSMENT:

- 1. Two exams – Terminal and preliminary examination (Theory & Practical) of 80 marks each TOTAL - 160 marks**
- 2 Internal Assessment (Theory) as per University pattern.**
- 3. A. Practical examination for Terminal examination to be taken with 2 Long Cases of 40 marks each.**
B. Practical examination for Preliminary examination to be taken with 1 Long Case of 50 marks & Project Synopsis for 30 marks.
- 4. Internal Assessment to be calculated out of 20 marks.**

PRINCIPLES OF BIOENGINEERING

(COLLEGE EXAMINATION)

(Didactic 27 hrs + Practical /Laboratory-03 hrs) **TOTAL 30 HRS**

COURSE DESCRIPTION:

The course is designed to give knowledge & application of biomechanical principles related to Orthotics & Prosthetics. Students will also learn the principles of the prescription & the checkout procedures of aids & appliances as per the physical dysfunction of the person. They will learn to fabricate simple splints.

OBJECTIVES:

At the end of the course, the candidate shall

Cognitive:

- Acquire knowledge about biomechanical principles of application of variety of aids & appliances used for ambulation, protection & prevention.
- Acquire in brief knowledge about various material used for splints/ Orthoses & prostheses and their selection criteria

Psychomotor:

Acquire the skill of fabrication of simple splints made out of Low cost material

SYLLABUS

Sr. No.	TOPIC	Didactic Hours
1.	Introduction to bioengineering- Classification of Aids & appliances (Splints/ Orthoses for spine, upper & lower limb; Prostheses for Lower limbs & Upper limbs)	1
2.	Biomechanical principles in designing of appliances & assessment; Procedures for static & dynamic alignment of the Orthoses & Prostheses:	26
	a. Introduction to Orthotics, Solid Ankle foot Orthoses (AFO)	1
	b. Articulated AFO, Various Shoe modifications	1
	c. Knee Ankle Foot Orthoses (KAFO)	1
	d. Knee Orthoses (KO)	1
	e. Hip Knee Ankle Foot orthoses (HKAFO), Hip Orthoses (HO)	1

Sr. No.	TOPIC	Didactic Hours
	f. Fracture Bracing and Flexible Lumbo-sacral Orthoses (LSO) and Thoraco-Lumbo-sacral Orthoses (TLSO)	1
	g. Rigid TLSOs and Cervical Orthoses (CO)	1
	h. Orthotic mgmt. of Scoliosis, Milwaukee and low profile scoliosis orthoses, Scheuermann's Kyphosis & Osteoporosis	1
	i. Orthoses for LBP, Introduction to Upper limb Orthotics and Shoulder orthoses (SO)	1
	j. Shoulder (SO), Elbow Orthoses (EO) & Wrist Hand Orthoses (WHO)	2
	k. Introduction to Gait in relation to the use of Orthoses / Prostheses	1
	l. Prosthetic management of Forefoot amputees	1
	m. Prosthetic management of Syme's and hind foot Amputees	1
	n. Below Knee Prosthesis & Prosthetic foot pieces	1
	o. Alignment of Below Knee Prosthesis and gait deviations	1
	p. Prosthetic Knees and Knee Disarticulation mgmt.	
	q. Above Knee Prosthesis, alignment, gait deviations	1
	r. AK Checkouts, Prosthetic mgmt. of Hip Disarticulation, hemipelvectomy, Bilateral amputees and Congenital cases	1
	s. Introduction to Upper Limb Prosthetics, Prosthetic mgmt. of Partial Hand amputees	2
	t. Cosmetic Prostheses for all levels of Amputations	1
	u. Task Specific Prostheses, Prosthetic mgmt. of Wrist Disarticulation, Myoelectric Below Elbow prosthesis	2
	v. Body Powered Below Elbow Prostheses and its components	1
	w. Harnessing in BE	1
	x. Prosthetic mgmt. of Elbow Disarticulation and Above Elbow Amputation.	1

3.	Project: Temporary splints: To fabricate ONE splint each [to use P.O.P, aluminum strips /sheets /wires rubber bands, Rexin, Orfit,etc]	3
	Splinting- Practical Demonstration of the following a) Cock up (dorsal/volar) b) Outtrigger, c) Opponence splint d) Anterior and posterior guard splints for gait training, e) Foot drop splint f) Facial splint g) Mallet Finger Splint h) C bar for 1st web space of hand	

RECOMMENDED REFERENCE BOOKS

1. Orthotics in Functional Rehabilitation of Lower limb- Deborah A. Nawoczenski, Marcia E. Epler
2. Orthotics –clinical Practice and Rehabilitation Technology- Published by- Churchill Livingstone
3. Atlas of Orthotics- Biomechanical principles and application (American Academy of Orthopedic Surgeons)- The C. V. Mosby Company

SCHEME OF COLLEGE EXAMINATION

THEORY ONLY: 50 MARKS		Marks
[There shall be no LAQ in this paper] * The question paper will give appropriate weightage to all the topics in the syllabus.		50
Section A-Q-1	MCQs – based on MUST KNOW area [20 x1]	20
Section-B-Q-2 & Q3	SAQ-to answer any FIVE out of SIX [5 x 3]	15
	SAQ – to answer any THREE out of FOUR [3 x 5]	15
Total Marks		50
Passing in the exam is Mandatory Grades: A+ = 75% & above, A = 66 to 74.5%, B + = 55 to 65 %, B = 50 to 54.5%, C = less than 50%.		

RESEARCH METHODOLOGY AND BIOSTATISTICS

(COLLEGE EXAMINATION)

[DIDACTIC: 30 HRS]

COURSE DESCRIPTION:

To provide the students with the necessary concepts of statistics to enable them to realize a research project in the field of Physiotherapy. It involves selection of appropriate statistical techniques to address questions of medical and physiotherapeutic relevance; selects and applies appropriate statistical techniques for managing common types of medical / physiotherapeutic data. It uses various software packages for statistical analysis and data management. It interprets the results of statistical analyses and critically evaluates the use of statistics in the medical literature. It communicates effectively with statisticians and the wider medical community, in writing and orally through presentation of results of statistical analyses. It explores current and anticipated developments in medical statistics as applied to physiotherapists. It is designed to teach entry-level physical therapy students the fundamentals of reading and understanding research methods, design, and statistics.

OBJECTIVES:

At the end of the study of this subject the student should be able to:

1. Enumerate the steps in Physiotherapy research process.
2. Describe the importance & use of biostatistics for research work.
3. Acquire skills of reviewing literature, formulating a hypothesis, collecting data, writing research proposal etc.

SYLLABUS

Sr. No.	Topics	Didactic Hours
1	RESEARCH IN PHYSIOTHERAPY	5
	a. Introduction b. Research for Physiotherapist: Why? How? When? c. Research – Definition, concept, purpose, approaches d. Internet sites for Physiotherapists.	
2	RESEARCH FUNDAMENTALS	5
	a. Define measurement b. Measurement framework c. Scales of measurement d. Pilot Study e. Types of variables f. Reliability & Validity g. Drawing Tables, Graphs, Master chart	
Sr. No.	Topics	Didactic Hours

3	WRITING A RESEARCH PROPOSAL	3
	a. Defining a problem b. Review of Literature c. Formulating a question, Operational Definition d. Inclusion & Exclusion criteria e. Methodology- Forming groups Data collection & method for analysis f. Informed Consent Steps of documentation – Title to Scope of study	
4	RESEARCH ETHICS	2
	a. Importance of Ethics in Research b. Main ethical issues in human subjects' research c. Main ethical principles that govern research with human subjects d. Components of an ethically valid informed consent for research.	
5	OVERVIEW OF STUDY DESIGNS	3
	a. Observational- i. Descriptive-Case study/ series, Cross sectional, Normative, Correlational ii. Analytical; case control, cohort b. Experimental- True & quasi experimental	
6	SAMPLING	3
	a. Random and non-random sampling. b. Various methods of sampling – simple random, stratified, systematic, cluster and multistage. Sampling and non-sampling errors and methods of minimizing these errors.	
7	BASIC PROBABILITY DISTRIBUTIONS AND SAMPLING DISTRIBUTIONS	2
	a. Concept of probability and probability distribution. b. Normal, Poisson and Binomial distributions, parameters and application. c. Concept of sampling distributions. d. Standard error and confidence intervals. e. Skewness and Kurtosis	

Sr. No.	Topics	Didactic Hours
8	TESTS OF SIGNIFICANCE	3
	a. Basics of testing of hypothesis – Null and alternate hypothesis, type I and type II errors, level of significance and power of the test, p value. b. Tests of significance (parametric) - t – test (paired and unpaired), Chi square test and test of proportion, one way analysis of variance. c. Repeated measures analysis of variance. d. Tests of significance (non-parametric)-Mann-Whitney u test, Wilcoxon test, e. Kruskal-Wallis analysis of variance. Friedman’s analysis of variance.	
9	CORRELATION AND REGRESSION	1
	Simple correlation – Pearson’s and Spearman’s; testing the significance of correlation coefficient, linear and multiple regressions.	
10	STATISTICAL DATA	2
	Tabulation, Calculation of central tendency and dispersion, Using software packages, Analysis, Presentation of data in diagrammatic & Graphic form	
11	RESEARCH REPORT	1
	Overview, Types and Publication	

RECOMMENDED TEXT BOOK

1. Methods in Biostatistics - B.K. Mahajan
2. Research for physiotherapist-Hicks

SCHEME OF COLLEGE EXAMINATION

THEORY : 50 Marks		Marks
[There shall be no LAQ in this paper] * The question paper will give appropriate weight age to all the topics in the syllabus.		50
Section A-Q-1	MCQs – based on MUST KNOW area [20 x1]	20
Section-B-Q-2 & Q3	SAQ-to answer any FIVE out of SIX [5 x3]	15
	SAQ – to answer any THREE out of FOUR [3 x5]	15
Total Marks		50
Passing in the examination is Mandatory Grades: A+ = 75% & above, A = 66 to 74.5%, B + = 55 to 65 %, B = 50 to 54.5%, C = less than 50%.		

SCHEME OF EXAMINATIONS AT A GLANCE – IV B.P.T.

Subjects	<u>UNIVERSITY EXAMINATIONS</u>						<u>COLLEGE LEVEL EXAMS</u> (Theory only)
	Theory			Practical			
	University	I.A.	Total	University	I.A.	Total	
Musculoskeletal Physiotherapy	80	20	100	80	20	100	---
Neuro Physiotherapy	80	20	100	80	20	100	---
Cardio-Vascular & Respiratory Physiotherapy	80	20	100	80	20	100	---
Community Physiotherapy	80	20	100	80	20	100	---
Professional Practice & Ethics	---	---	---	---	---	---	50
Administration, Management & Marketing	---	---	---	---	---	---	50
Principles of Bioengineering	---	---	---	---	---	---	50
Research Methodology & Biostatistics	---	---	---	---	---	---	50
Total	320	80	400	320	80	400	200

BCA- Cyber Security
Subjects under Employability

Semester	First			
Subject Code	BCA-CS-141-20			
Subject Name	C Programming			
Examination Scheme				Credits
External Exam		Internal Exam	Total Marks	
60		40	100	
Course Outcomes (COs)				
After learning this course student will be able to				
* Explain the process of problem solving using computer * Design an algorithmic solution for a given problem * Write a C program for a given algorithm. * Trace the given C program manually.				
*Write C program for simple applications of real life using structures and files.				

Course Outline

S. No.	Topic	Hours
1	LOGIC DEVELOPMENT : Variable & Constants, Operators, Programming Constructs, Sequence, Selection Iteration	4
2	INTRODUCTION TO FLOWCHARTING: What Are Flowcharts? Types of Flowcharts, Advantages of Flowcharts, Flowchart Symbols, Use Of Symbols, Developing Flowcharts, Flowchart Aesthetics	4
3	TECHNIQUES: Flowchart For Computations, Flowcharts For Decision Making, Flowcharts For Loops Predefined Process, Arrays	4
4	INTRODUCTION TO C DATA TYPES AND OPERATORS: Instruction in C, Operators, Type Conversions, Operator precedence in C, Data Types Revisited INPUT / OUTPUT: Introduction, Unformatted I/O Functions, Formatted I/O Functions.	4
5	CONTROL STATEMENTS: Decision Control Instruction, Loop control or Iteration instructions, Case Control Instructions, Jump Statements	3
6	FUNCTIONS: What is a Function? , Why use Functions? Passing Value between Functions, Scope Rule of Functions, Advanced features of Functions	4

Semester	First		Teaching Hrs = 25	
Subject Code	BCA- CS-144-20			
Subject Name	Japanese			
Examination Scheme				
External Exam	Internal Exam	Total Marks	Credits	
30	20	50	2	
Course Outcomes (COs)				
After learning this course student will be able to				

7	ARRAYS AND STRINGS: Introduction, One Dimensional Array, Two Dimensional Arrays, Strings, String Library Functions, Two Dimensional Arrays of Characters.	4
8	POINTERS: Pointers Overview, Pointers and Functions, Pointers and Arrays, Dynamic Memory Allocation, Pointers to Pointers	4
9	STRUCTURES Introduction, Declaring a Structure and Union, Array of Structure, Assigning a Structure variable to another variable, Nesting of Structure, Passing a Structure variable to a Function, Pointers and Structures, User defined Data Types.	5
10	FILE MANIPULATION: Introduction, Unformatted High level Disk Input Output functions, Character Input output in Files, Command Line Arguments, String Input Output in Files, Formatted High level Dist I/O Functions, Direct Input Output	4

- | |
|--|
| <ul style="list-style-type: none">* to gain knowledge of basic Japanese grammar* to acquire basic Japanese language skills like listening, speaking, writing, and reading |
|--|

Books Recommended

- The spirit of C - Mulish Cooper
- Programming in ANSI C - Bal guru swami
- Let us C- Yashwant Kanitkar
- Data Structure Using C - Tenenbaum

I. Self-Introduction+ Hiragana Letters + Vocabulary	7 hrs
II. Hiragana Letters + Basic Grammar	6hrs
III. Numbers + Vocabulary	6hrs
IV. Greetings+ Vocabulary	6hrs

Reference Book:

- Minna No Nihongo

BCA – 242 -20 C++

Semester	II		
Subject Code	BCA – CS-242-20		
Subject Name	Object Oriented Programming using C++		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
			4
Course Outcomes (COs)			
After learning this course student will be able to,			
* Understand the OOP principles * Develop knowledge of Advance version of language C with classes and objects * Differentiate between object oriented programming and procedural oriented language and data types in C++. * Simulate the problem in the subjects like Operating system, Computer networks and real world problems. * Develop knowledge of program using C++ features such as composition of objects, Operator overloading, inheritance, Polymorphism etc.			

INTRODUCTION

(3 Hour)

C++ programming Basic

Object Oriented programming, Characteristics, Advantages of object Oriented programming over procedural language.

INTRODUCTION TO C++, EXTENSION OF C

(4 Hour)

Data types, constants, references, Variable, Loops and decisions

Arrays, strings and Structures Revision

Classes and objects

INTRODUCTION TO C++ CLASSES:

(5 Hour)

Data Members, Functions, Scope resolution operator,

Access specifier

New, delete operator, Static members.

CONSTRUCTOR and DESTRUCTOR

(3Hour)

Encapsulation, Inline functions, and default parameters

Pointers and 'This' pointer

OVERLOADING:

(6Hour)

Function Overloading, Operator Overloading

Default Arguments

INHERITANCE:

(4 Hour)

Base class, derived class, Virtual Class, Abstract class.

POLYMORPHISM

(4 Hour)

Virtual functions, Pure Virtual functions and abstraction

Function Overloading and ambiguities

All remaining types of functions

STREAM CLASS, FILE INPUT/OUTPUT.**(3 Hour)**

FStream classes, working with files with functions for reading and writing

EXCEPTION HANDLING.**(3 Hour)**

Fundamental, Multiple catch statements, catching all exception
Templates concept

Reference Books:

The complete reference

- Herbert Schildt

Object Oriented Programming in C++

- Robert Lafore

Object Oriented Programming in C++

- E Balagurusamy

Semester	Third		
Subject Code	BCA – CS- 340-20		
Subject Name	Website Designing and Development		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs)			
After learning this course student will be able to,			
* Use fundamental skills required to host a website. * Select and apply mark up languages for processing, identifying and presenting of information in web pages. * Use a scripting languages to transfer data and presenting of information in web pages. * Create and manipulate web media objects using different software. * Incorporate aesthetics and formal concepts of layout and organization to design websites that effectively communicate using visual elements.			

Chapter 1: Introduction HTML5

(1 Hr)

Basic Concepts

What is HTML?

HTML History

Setting up Your Development Environment

Understanding Three Layers of Web: HTML, CSS, JavaScript

Understanding HTML Tags

Chapter 2: Understanding Page Structure

(1.5 Hr)

Specifying Document Type

The Head Section

The Body Section

“Hello World” Example

View HTML5 Page in Browser

HTML5 Boilerplate

HTML5 Validation

Adding External Files

Adding Stylesheet to HTML

Adding JavaScript Files to HTML

Organizing File and Folder Structure

Chapter 3: Creating Text Elements

(4 Hr)

Line Break

Creating Headings

Applying Bold and Italic Formatting

Superscript and Subscript

Block Quotation

Preformatted Text

Unordered, Ordered and Definition Lists

Ordered Lists

Unordered Lists

Nesting Lists

Definition Lists

Using Links & Creating Navigation

Using Relative and Absolute Paths

Setting Link Target:
Linking to a Phone Number
Linking to an E-Mail Address
Creating and Hyperlinking to Anchors
Adding Images
Displaying Data with Tables
Table Row
Table Data
Colspan
Rowspan
Table Heading
Adding Line Break & Horizontal Line
Commenting Your Work

Chapter 4: HTML: Working with Web Forms

(2 Hr)

Adding Input Boxes
Using Textarea
Using Label
Working with Radio Buttons
Offering Checkbox Options
Implementing Select List
Adding Buttons
Form Processing

Chapter 5: Organizing Page Structure

(2 Hr)

The Value of Structure: Semantic Elements
The Header Container: <header> Tag
The Footer Content Container: <footer> Tag
The Navigation Container: <nav> Tag
The Main Content Container: <main> Tag
The Page Division Container: <section> Tag
The Independent Content Container: <article> Tag
The Related Content Container: <aside> Tag
Few More Semantic Elements
Adding Contact Information with <address> Tag
The Image Container: <figure> Tag
The Graphics Container: <canvas> Tag
Embedding Audio and Video with <audio>, <video> Tags
The Vector Based Image Container: <svg> Tag

Chapter 6: CSS: Cascading Style Sheets

(2 Hr)

History of CSS
3 Methods of Adding CSS to HTML File
CSS Rule Structure: CSS Syntax
Using Different Units of Measurement
Block Level vs Inline Elements
Adding CSS Comments
Code Formatting
Validating CSS Code

Chapter 7: CSS: Selectors

(2 Hr)

Element Selector
ID Selector
Class Selector
Universal Selector
Descendant Selector
Child Selector

Sibling Selector
Attribute Selector
Grouping Elements
Pseudo Class
Inheritance
Specificity Calculator
!important

Chapter 8

(3 Hr)

Formatting Text
Font Family
Using Web Safe Fonts
Using External Fonts
Using Google Fonts
CSS properties for text management
Adding Colors to Text
Changing Font Size
Font Weight
Font Style
Text Transformation
Text Decoration
Text Alignment
Font Variant
Letter Spacing
Word Spacing
Line Height
Text Indent
Word Wrapping
Styling List Elements
List Style Type
List Style Position
List Style Image
List Style

Chapter 9: Understanding Box Model

(2 Hr)

Width and Height
Margins and Padding
Adding Borders
Creating Rounded Corners
Background
Background Color
Background Image
Background Repeat
Background Position
Background Size
Background Shorthand Property

Chapter 10: Page Layout

(2 Hr)

Top, Right, Bottom, Left
Applying Floats to Your Design
Clearing Float
Display Property
Controlling Visibility
Z-index
Controlling Overflow
Working with Flexbox

Chapter 11: Responsive CSS (1 Hr)
Different Screens and Screen Sizes
Media Queries

Chapter 12: Advanced CSS and Animation
Advanced CSS
Text Shadow
Box Shadow
Gradient
Transformations
Transitions

Chapter 13: Introduction to Bootstrap 4 (3 Hr)
Getting Started with Bootstrap
Bootstrap Grid System
Bootstrap Content Classes
Bootstrap Components and Utilities

Chapter 14: Introduction to JavaScript (1 Hr)
Java and JavaScript: The Misunderstanding
Client Server Architecture
Adding JavaScript to HTML Page
“Hello World!” : First JavaScript Project
JavaScript Syntax
Comments
Reserved Words in JavaScript

Chapter 15: Working with Variables and Data Types (2Hr)
Data Types in JavaScript
Working with Numbers
Working with Strings
Understanding Booleans Values
Difference between Undefined and Null
Arrays
Object

Chapter 16: Conditions and Loops (3 Hr)
If Statements
Comparison Operators
If-else Statements
If-else-if Statements
Switch Case
Loops: Minimizing Repetition
While Loops
Do-While Loops
For Loops

Chapter 17: Functions: Writing Code for Later (2 Hr)
Arguments: Passing Data to Functions
Return Statement: Outputting data from function
Function Scope

Chapter 18: DOM: Document Object Model (1.5 Hr)
Finding Elements by Tag Name
Finding Elements by Class Name
Finding Elements by Id
Finding Parent

Finding Children
Finding Siblings
Interacting with Attributes
Changing Styles

Chapter 19: JavaScript Events

(3 Hr)

Handling Window Events
Working with Mouse Events
Form Events Handling
Dealing with Key Events

Chapter 20: JavaScript Events

(2 Hr)

Using jQuery
The \$() factory function
Selecting and Manipulating Elements
Get and Set DOM Element Content
Styling Elements
Handling Events

Chapter 21: Latest Trends in JavaScript

Strict Mode
Regular Expression
Object Oriented JavaScript
Working with AJAX
ECMA Script
Server Side JavaScript: NODE.js
JSON
JavaScript Frameworks: Vue.js, Angular.js, React.js

Chapter 22: Web Design Latest Trends

Git and Github: Version Control
Gulp: Automated Task Runner
Understanding SASS

Reference Books:

- HTML by Xavier
- HTML – Black Book
- HTML,DHTML, Java Script, CGI, Perl by Ivan Bayross
- Java Script- Tech media publication
- SAMs Teach Yourself BootStrap in 24 hrs.
- Oreilly - BootStrap: Responsive Web Development

Semester	Third		
Subject Code	BCA – CS- 345-20		
Subject Name	Software Quality Testing		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* Understanding credible research resources verified through methodological software engineering research processes.			
* Do Software Testing Techniques, Measures, and Process			
* Experience in conducting a software engineering research project based on peer-reviewed research literature, and, following sound research methodologies.			
* Analyze different approaches to software testing and quality assurance, and select optimal solutions for different situations and projects.			

BCA 345-20 Software Quality Testing

1 Quality Concept

4Hr

- 1.1 Definition of Quality, QA, SQA
- 1.2 Quality factors
- 1.3 Software Quality Metrics
- 1.4 Process Improvement
- 1.5 Process and Product Quality
- 1.6 The SEI Process Capability Maturity model, ISO, Six-Sigma
- 1.7 Process Classification

2 Software Quality Assurance & Software Reliability

5Hr

- 2.1 Need for SQA
- 2.2 SQA Activities
- 2.3 Building blocks of SQA
- 2.4 SQA Planning & Standards
- 2.5 Reliability Measures
- 2.6 Reliability models

3 Verification & Validation

4Hr

- 3.1 Verification & Validation Planning
- 3.2 Software inspections
- 3.3 Automated static Analysis

4 Software Testing Fundamentals

4Hr

- 4.1 Testing objectives
- 4.2 How test information flows
- 4.3 Testing lifecycle
- 4.5 Test Cases – What it is?, Test Case Designing (Concept & introduction should be covered here. Detailed techniques should be covered in Unit No. 2.4)

5 Levels of Testing

5Hr

- 5.1 Unit Testing
- 5.2 Integration Testing
- 5.3 System Testing

5.4 Acceptance Testing

Semester	Fourth	

5.5 Alpha testing & Beta testing

5.6 Static vs. Dynamic testing

5.7 Manual vs. Automatic testing

5.8 Testers workbench

5.9 11-steps of testing process (Only steps should be covered)

6 Different types of Testing

5Hr

6.1 Installation Testing

6.2 Usability testing

6.3 Regression testing

6.4 Performance Testing

6.5 Load Testing

6.6 stress testing

6.7 Security testing

7 Static & Dynamic Testing

5Hr

7.1 Static Testing Technique

7.2 Review types: Informal Review, Technical or peer review, Walkthrough, Inspection, static analysis

7.3 Review Meeting,

7.4 Review Reporting & Record keeping, Review guidelines & Review checklist

7.5 Data flow analysis

7.6 Control flow analysis

7.7 Cyclometric Analysis

7.8 Dynamic testing – need & Advantages

8 Black Box & White Box Testing (Test Case Design Techniques)

4Hr

8.1 Functional Testing (Black Box) Equivalence partitioning, BVA, Cause- Effect graphing, Syntax testing (Concept & Test case generation only)

8.2 Structural Testing (White Box) Coverage testing, Statement coverage, Branch & decision coverage, Path coverage

8.3 Domain Testing

8.4 Non functional testing techniques

8.5 Validation testing Activities Low level testing, High level testing

8.6 Black box vs. White Box

9 Testing specialized Systems and Applications

4Hr

1. Testing object oriented software

2. Testing Web based Applications

Reference:

1. Software Engineering - R. Pressmen

2. Software Engineering - Sommerville

3. Introducing Software Testing - Louise Tamres

4. Effective Methods for software Testing - William Perry

5. Software Testing in Real World - Edward Kit

6. Software Testing Techniques - Boris Beizer

7. Software quality assurance: Principles and Practices - Nina Godbole, Narosa

Subject Code	BCA –CS- 440-20		
Subject Name	JAVA Programming		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* To understand and implement object oriented concepts using java * Able to solve real world problems using OOP techniques. * How to develop web application using Java * Able to understand the use of Packages and Interface in java.			

Chapter 1: The Genesis of Java

(2 Hr)

Creation of Java, Why it is important to Internet, characteristics of Java

Chapter 2. Basics of Programming

(4 Hr)

Data types and variables, Arrays operators Types casting and conversion Condition & looping constructs
Clauses and methods Overloading Inheritance

Chapter 3: Packages & Interfaces

(5 Hr)

Defining Packages, Understanding & catch class path Access protection, Importing Packages, interfaces

Chapter 4: Exception Handling

(4 Hr)

Exception types ,Using try & catch, Nested try, Using throw , throws finally Built in Exception, Creating & using own Exception ,Subclasses

Chapter 5: String Handling

(4 Hr)

String constructions, String operations, Standard String methods

Chapter 6: Multithreading

(5 Hr)

Thread Life Cycle, Thread's priorities, synchronization, runnable interface, IsAlive() & Join().Deadlock

Chapter 7: I/O

(6 Hr)

Streams, byte Streams, Char Streams, Reading console I/P, Writing Console O/P file I/O, sterilization

Chapter 8 : Applet Programming

(6 Hr)

Applet basics, Simple display methods. Repainting passing parameters

Chapter 9: Event Handling

(6 Hr)

Event Classes, Sources of Events, Event listeners

Chapter 10: User Interface

(6 Hr)

AWT classes Windows fundamentals, Component-window, Container-frame

Panel –canvas

Checkbox, group list scrollbar

Graphics	Text field, text area
Colors	Menus dialogs.
Fonts	AWT-controls-layout manager
Labels	
Buttons	

Chapter 11: Introduction to Swings

(2 Hr)

JApplet, Icons, Labels, Text fields, Button, Combo Box, Tabbed panes, Scroll Panes, Trees, Tables

Reference Books:

- Java - Complete reference
- Java - O'reilly
- Java Black Book

Semester	Fifth			
Subject Code	BCA –CS-540-20			
Subject Name	ASP.Net			
Examination Scheme				Credits
External Exam		Internal Exam	Total Marks	
60		40	100	
Course Outcomes (COs)				
After learning this course student will be able to,				
* Separate page code from content by using code-behind pages, page controls, and components.				
* Display dynamic data from a data source by using Microsoft ASP.Net and data binding.				
* Create a web form with server controls.				
* Can create web application with database handling				

1. Introduction to ASP.NET

4 Hr

The .NET Framework, The .NET programming Framework, .NET languages, The .NET class library, ASP vs. ASP.NET, About ASP.NET, Basic difference between C# and VB.net

2. ASP.NET 2.0

10 Hr

Features of ASP.NET 2.0, Stages in Web Forms Processing, Introduction to Server Controls, HTML Controls, Validation Controls, User control, Data Binding Controls, Configuration, Personalization, Session State

3. Declaring Variables in ASP.NET

10 Hr

Data Types, Initializes, Arrays, Enumerations. Variable Operations- Advanced Math Operations, Type Conversions. Object Based Manipulation - String Object, Date Time Object, Time span object & Array Object. Conditional Structures, Loop Structures, Functions & Subroutines – Parameters, Procedure Overloading, Delegates.

4. Web Server and User

2 Hr

Installing IIS. IIS Manager- Creating a virtual directory, Virtual directories and Applications, Folder Settings, Adding virtual directory to your neighborhood.

5. ASP. NET Applications

3 Hr

ASP.NET file types, the bin directory, code-behind, The Global.asax, Understanding ASP.NET classes. ASP.NET configuration

6. Overview of ADO.NET

6 Hr

ADO.NET architecture, Accessing Data using data adapters and datasets, using command and data reader, binding data to data bind controls, displaying data in data grid.

Reference Books:

1. The complete Reference ASP.NET by Matthew MacDonald- Tata McGraw-Hill.
2. Professional ASP.NET – Wrox Publication

Semester	Fifth			
Subject Code	BCA –CS- 541-20			
Subject Name	Python			
Teaching Scheme		Examination Scheme		Credits
Teaching Hrs/Week		External Exam	Internal Exam	
4		60	40	100
Course Outcomes (COs) After learning this course student will be able to, • Master Object-oriented programming to create an entire Python project using objects and classes • Store and retrieve information using variables • Develop cost-effective robust applications using the latest Python trends and technologies				

Introduction to Python • Introduction to Python- an interpreted high level language, interactive mode and script mode. Variables, Expressions and Statements • Variables and Types-mutable and Immutable variable and Keywords. • Operators and Operands in Python. (Arithmetic, relational and logical Operators), • Operator precedence, Expressions and Statements (Assignment Statement); • Taking input (using raw_input() and input()) and displaying output – print statement • Comments in Python	3
Conditional and Looping Construct • if - else statement and nested if – else while, for, use of function in for, Nested loops • break, continue, pass statement • Use of compound expression in conditional constructs	2
Functions • Built-In Function, invoking built in functions • Module (Importing entire module or selected objects using from statement) • Functions from math, random, time & date module. • Composition • User Define Function: Defining, invoking functions, passing parameters (default parameter values, keyword arguments) • Scope of variables, void functions and functions returning values	5

Strings • Creating, initializing and accessing the elements; • String operators: +, *, in, not in, range, slice [n:m] • String built in functions & methods: • Strings constants defined in string module Regular Expression and Pattern Matching	4
Lists • Concept of mutable lists, creating, initializing and accessing the elements of list • List operations (Concatenation, Repetation, Membership, list slices), List comprehensions • List functions & methods: len, insert, append, extend, sort, remove, reverse, pop • Tuples • Immutable concept, creating, initializing and accessing the elements in a tuple; • Tuple functions: cmp(), len(), max(), min(), tuple() • Sets • Concept of Sets, creating, initializing and accessing the elements of • Sets operation (Membership, union, intersection, difference, and symmetric difference) • Dictionaries • Concept of key-value pair, creating, initializing and accessing the elements in a dictionary, • Traversing, appending, updating and deleting elements • Dictionary functions & Methods: cmp, len, clear(), get(), has_key(), items(), keys(), update(), values()	8
Modules • More on Modules: Executing modules as scripts, The Module Search Path, “Compiled” Python files • Standard Modules • The dir() Function • Packages • Importing * From a Package, Intra-package References, Packages in Multiple Directories	2
File Handling • Output Formatting • Reading and Writing Files (text and binary mode)	2
Errors and Exceptions • Syntax Errors, Exceptions, Handling Exceptions, Raising Exceptions • User-defined Exceptions, Defining Clean-up Actions (try - finally), Predefined Clean-up Actions	2
Introduction to Object oriented concepts in Python • Object Oriented concepts • Objects, Python Scopes and Namespaces • Classes, Class Objects, Instance Objects, Method Objects, Class and Instance Variables • Inheritance	5
Database handling using Python	2

Reference Books

- Python Crash Course: A Hands-On, Project-Based Introduction to Programming (2nd Edition) Author: Eric Matthes
- Python Programming for Beginners: An Introduction to the Python Computer Language and Computer Programming

- Python for Beginners: The Ultimate Beginners Guide to Python Programming With Step by Step Guidance and Hands-On Examples.
- Core Python Programming Dr. R. Nageswara Rao

Semester	Fifth		
Subject Code	BCA – CS-542 -20		
Subject Name	Operating System - Linux		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, * Learn Open source Operating system concepts. * Effectively use the UNIX/Linux system to accomplish typical personal, office, technical, and software development tasks. * Identify and use UNIX/Linux utilities to create and manage simple file processing operations, organize directory structures with appropriate security, and develop shell scripts to perform more complex tasks. * Effectively use software development tools including libraries, preprocessors, compilers, linkers, and make files.			

BCA -542- 20 LINUX

Unit-I

(8 hrs)

Linux Operating system history, concept and architecture, Basic features of Linux, Advantages of Linux, Basic architecture of Unix/Linux operating system, Overview of Linux kernel, Kernel space, user space. Shells in Linux, features of shells, Minimum Hardware requirement for installation of linux operating system, Installation methods.

Unit-II

(8 hrs)

Linux file system architecture, commands for files and directories:
touch,cd,mkdir,rmdir,rm,pwd,more,less,head,tail,Creating and viewing files using cat and VI editor.
Detail study of VIM editor. Standard input and output operators in linux.

Unit-III

(8 hrs)

Linux system administration :user administration, adding and deleting of users, File ,and directory permissions in Linux, special file and directory permissions like stiky bit,SUID and SGID,creating and managing groups, modifying group attributes, study of su command ,configuring X windows in linux,KDE and GNOME environments.

Unit-IV

(8 hrs)

Study of processes: processes and processes states, nit process,Xinetd processes, Process priority ,nice,renice commands, scheduling of tasks using crontab,ps,kill,find,sort commands ,study of rpm command. Tar command, disk related commands, disk partitioning and formatting, study of /etc/fstab.

Unit-V**(8 hrs)**

Accessing file system & related devices, Basics of troubleshooting, Run levels and init ,study of /etc/inittab,Recovery of root password, shell programming-scripting basics, conditional statements.

Reference Books:

- The complete Linux reference- Christopher Negus
- Unix Concepts and application - Sumitabha Das
- Beginning Linux Programming - Christopher Negus

Semester	Sixth		
Subject Code	BCA – CS- 640 -20		
Subject Name	Virtualization and Cloud Technology		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, * Define various basic concepts related to cloud computing technologies. * Identify the architecture and concept of different cloud models: IaaS, PaaS, SaaS, and services such as public cloud, private cloud, hybrid cloud, etc. * Have knowledge on reading and writing in cloud storage. * Explore some important cloud computing driven commercial systems such as Google Apps, Microsoft Azure and Amazon Web Services and other businesses cloud applications			

Topic 1) Introduction to Linux Networking (8 Hours)

Basics of linux OS, advance user management, permissions & Task Scheduling, RAID Implementation (RAID0, RAID1, RAID5, RAID6, RAID10), Logical Volume Management (LVM), software Management using rpm, yum.

Linux Networking: DHCP Server (Dynamic Host Configuration Protocol), Apache Web Server, FTP Server, NFS Server, CIFS Server, DNS Server, access control lists

Topic 2) Introduction to Virtualization (4 Hours)

What is virtualization, concepts, Implementation of Virtualization.Implementation of remote accessibility, advantages & disadvantages, limitation.Relationship between Virtualization & Cloud Computing.

Topic 3) Virtualization for Enterprise (6 Hours)

Virtualization for Enterprise: Vmware, Hyper-V, Virtual Box.

Bare Metal Virtualization, NAS (Network attached storage) implementation, SAN (Storage Area Network) implementation

Topic 4) Cloud Computing Fundamental (6 Hours)

Cloud Computing definition, private, public and hybrid cloud. Cloud types; IaaS, PaaS, SaaS. Benefits and challenges of cloud computing, public vs private clouds, role of virtualization in enabling the cloud;

Business Agility: Benefits and challenges to Cloud architecture. Application availability, performance, security and disaster recovery; next generation Cloud Applications.

Topic 5) Cloud Applications& Services (6 Hours)

Technologies and the processes required when deploying web services; Deploying a web service from inside and outside a cloud architecture, advantages and disadvantages.

Cloud Services: Reliability, availability and security of services deployed from the cloud. Performance and scalability of services, tools and technologies used to manage cloud services deployment; Cloud Economics: Cloud Computing infrastructures available for implementing cloud based services.

Topic 6) Selecting Cloud Platform

(5 Hours)

Economics of choosing a Cloud platform for an organization, based on application requirements, economic constraints and business needs (e.g Amazon, Microsoft and Google)

Reference Books:

1. Distributed and Cloud Computing, 1st edition, Morgan Kaufmann, 2011.
2. GautamShroff, Enterprise Cloud Computing Technology Architecture Applications [ISBN: 978-0521137355]
3. Toby Velte, Anthony Velte, Robert Elsenpeter, Cloud Computing, A Practical Approach [ISBN: 0071626948]
4. Dimitris N. Chorafas, Cloud Computing Strategies [ISBN: 1439834539]

Semester	Sixth		
Subject Code	BCA –CS- 641 -20		
Subject Name	Advanced Java		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* learn to access the database through Java programs, using Java DataBase Connectivity (JDBC)			
* understand integrated development environment to create, debug and run multi-tier and enterprise-level applications			
* learn to access the database through Java programs, using Java DataBase Connectivity (JDBC)			
* create dynamic web pages, using Servlets and JSP.			
* make a reusable software component, using Java Bean			

Advanced Java

1. Swing: (5 Hours)

MVC Architecture, Advantages pf swing over AWT, JApplet, JFrame, JPanel etc

2. Collection Framework (5 Hours)

Collection Interfaces:- Set, List, Map. Collection Classes:- ArrayList, LinkedList, HashSet etc. Legacy Classes & Interfaces:- Enumeration, Iterator, Vector, Stack, Dictionary, Hashtable, Properties

3. Socket Programming (5 Hours)

Networking eg:- Socket, Client/Server, Reserve Sockets, Proxy Servers, Internet Addressing. TCP/IP Client /Server Sockets. URL , Client/Server Programming. Datagrams.

4. Java Beans using BDK and JBuilder (5 Hours)

Introduction, Advantages of Java Beans, Bean Life Cycle, Properties of Beans, BDK, Bean Event Model.

5. Java Database Connectivity: (6 Hours)

JDBC introduction, JDBC Vs ODBC, JDBC Architecture, Types of JDBC Drivers, JDBC Interfaces eg: Connection, Statement, Prepared Statement, CollableStatement, DatabaseMetaData, ResultSet, ResultSetMetaData. JDBC Classes eg:- DriverManager, Executing SQL Query, Transactions eg:- Commit, Rollback, SetAutoCommit(), Batch Updates.

6. Remote Method Invocation (4 Hours)

Distributed Object Systems eg: Remote Procedure Call, Java Remote Invocation. RMI Architecture, RMI Services – Naming/Registry Services, Object activation, Distributed garbage Collector.

7. Java Servlet Programming

(5 Hours)

Introduction of Servlet, Implementation, GenericServlet Class, SingleThreadModel Interface, Http Request/Response, HttpServlet Class, Servlet Configuration, Servlet Life Cycle, Session Tracking:- Hidden Fields, Cookies, URL rewriting, Session object, Request Dispatcher Interface, sendRedirect., Servlet Chaining.

Reference Book:

- J2EE Beginners-Wrox publication.
- Complete Reference-J2EE
- Java Servlet Programming- O'Reilly
- JDBC 4.2, Servlet 3.1, and JSP 2.3 Includes JSF 2.2 and Design Patterns - Black Book
- Core and Advanced Java, Black Book, Recommended by CDAC, Revised and Upgraded - Dreamtech Press

Semester	Sixth		
Subject Code	BCA – CS-642 -20		
Subject Name	Mobile Application Development		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, - Analyze Open source mobile technology, Explain Basics of Application development - Explain Framework, SDK, Emulation - Explain Android Application structure - Explain Android Activities lifecycle and UI Layout - Explain Expressions, Manifest, other necessary UI concept - List and explain GUI Objects, - Explain Layout Design concepts - Explain Android Event driven Programming, Activity Lifecycle, Explain Exception handling			

Topic 1) HTML5 (7 Hours)

Introduction, features, elements & attributes in HTML5, <canvas>, <video>, <audio>. Introduction to Scalable Vector Graphics (SVG), Geolocation, Form input types, HTML5 web storage.

Introduction of HTML5 Web worker.

CSS: Introduction to Style Sheet, types of style Sheets: Inline, External, Embedded CSS, Text formatting properties, CSS Border, margin properties, Positioning. Use of classes in CSS, color properties, use of <div> &

Topic 2) Introduction to Android (2 Hours)

Introduction to Android: A little Background about mobile technologies, Android - An Open Platform for Mobile development, Android SDK Features, Android versions and features.

Topic 3) Tools for Development (1 Hours)

Installing Android, First Android application, Running on Emulator, Android development Tools, Eclipse, IDEs and Tools

Topic 4) Android Architecture and OOPS (2 Hours)

Building Blocks of Android, Java Classes and Objects, Class Methods and Instances, Inheritance and Polymorphism in Java, Interface and Abstract class.

Topic 5) Android UI & Advance JAVA (15 Hours)

Fundamental Android UI Design, Introducing Views, In Creating new Views, Introducing Layouts, Creating new Views, Using resources, Intents, Life cycle of Activity, Complex UI components, Building UI for performance, Using themes, Debugging Android Code,

Topic 6) Android Graphics and Multimedia (2 Hours)

Basic Graphics, Input Handling, Playing Audio & Video, Recording Audio and Video, Adding new media to media store, Raw Audio Manipulation.

Topic 7) Database and Content Providers

(6 Hours)

Introducing Android Databases, Introducing SQLite on Android, SQLiteOpenHelper and creating a database, Opening and closing a database, Working with cursors Inserts, updates, and deletes, Creating new content Provider, Using Content providers, Native Android Content provider.

References:

- Hello, Android by Ed Burnette
- Professional Android 2 Application Development Paperback, Author, Reto Meier, Wrox Publications
- Professional Android Application Development by Reto Meier, Wiley India Pub.
- <http://developer.android.com>

Semester	II	Teaching Hrs = 35		
Subject Code	BCA-CS-245-20			
Subject Name	Cyber Security Level – I			
Examination Scheme				Credits
External Exam		Internal Exam	Total Marks	
60		40	100	
Course Outcomes (COs)				
After learning this course student will be able to,				
* Evaluate the computer network and information security needs in an organization. * Assess cyber security risk management policies in order to protect an organization's critical information and assets. * Measure the performance of security systems within an enterprise-level information system. * Troubleshoot, maintain and update an enterprise-level information security system. * Implement continuous network monitoring and provide real-time security solutions. * Formulate, update and communicate short- and long-term organizational cyber security strategies and policies.				

BCA-245-20 Cyber Security Level – I

1- INTRODUCTION TO NETWORKING

(3 Hr)

TYPES OF NETWORK CONFIGURATION

Peer-to-peer networks

Client/server networks

NETWORK TRANSMISSION TECHNOLOGIES

Broadcast network, Point – to- point network

TYPES OF NETWORK

Local area networks

Metropolitan area networks

Wide area networks

BASIC TYPES OF TOPOLOGIES

Star, Ring, Mesh, Tree, Hybrid

Physical Topologies,

Classification of Physical Topologies:

Linear Bus, Distributed Bus, Extended Star, Distributed Star, Dual-ring, Hierarchical Star, Star-wired Ring, Hybrid Mesh

NETWORK HARDWARE COMPONENTS

Network Interface Cards

Network Interface Cards (NICs), Bridges, Hubs, Switches, Routers

Cabling The OSI Reference Model

OSI Layer 1: The Physical Layer, OSI Layer 2: The Data Link Layer, OSI Layer 3: The Network Layer, OSI Layer 4: The Transport Layer, OSI Layer 5: The Session Layer, OSI Layers 6: The Presentation Layers, OSI Layers 7: The Application Layer

THE TCP/IP REFERENCE MODEL

The Internet Layer, The Transport Layer

PROTOCOLS AND NETWORKS IN THE TCP/IP MODEL INITIALLY

The Application Layer

The Host-to-Network Layer

IP ADDRESS CLASSES AND STRUCTURE

Understanding the Classes

Introducing Network ID and Node ID concepts

The Network and Node ID of each Class

What is Subnetting?

Understanding the concept

Subnetting Analysis

Understanding the use, and analysing different subnet masks, Common Subnet Masks

CHAPTER 2-INTRODUCTION TO CYBER SECURITY AND ETHICAL HACKING (4 Hr)

WHY IS CYBER SECURITY A PROBLEM?

WHAT IS HACKING?

Who are Hackers?

What is Ethical Hacking?

Who are Ethical Hackers?

Who are crackers?

Hacker Vs Crackers

Features of Hackers, Features of Crackers

Classes of Hackers

Black Hat hacker, White Hat hackers, Grey hat hackers

ESSENTIAL TERMINOLOGY USED IN HACKING

WHAT DOES A MALICIOUS HACKER / CRACKERS DO?

WHAT DO ETHICAL HACKERS DO?

TYPES OF ATTACKS

Non-Technical Attacks

Bribery

Social Engineering

Shoulder Surfing

Dumpster Diving

Technical attacks

Network Infrastructure Attacks

Operating System Attacks

Application and Other Specialized Attacks

HACKTIVISM

COMPUTER CRIMES AND IMPLICATIONS

TYPES OF CYBER CRIME

INDIAN IT ACT 2000

AMENDS, RECOGNIZES ELECTRONIC EVIDENCE, JURISDICTION

SECTION 65: SOURCE CODE, SECTION 66: HACKING, SECTION 67: PORNOGRAPHY

WHAT IS SOCIAL ENGINEERING?

WHAT IS SOCIAL ENGINEERING?

Art of Manipulation

Human Weakness

Common Types of Social Engineering

Human based - Impersonation

Dumpster Diving

Shoulder Surfing

Computer Based Social Engineering

Reverse Social Engineering

Policies and Procedures

CHAPTER 3 – FOOTPRINTING (4 Hr)

STEPS FOR GATHERING INFORMATION

SOME UTILITIES AND TECHNIQUES ARE:

Some Utilities and Techniques are:

Physical Ports like, Virtual Ports, Some software like:

THE SOFTWARE AND UTILITIES ARE

Nmap, Port Scan, Shadow Scan etc.

UNEARTHING INITIAL INFORMATION

Domain name lookup, Locations, Contacts (Telephone /mail), open source, Whois, Nslookup

What Is WHOIS?

A directory service, Protocol and application, Client/Server based, InterNIC and DDN (Defense Data Network) directories, Other WHOIS directories

WHOIS actually refers to three things:

WHOIS is used:

WHOIS can be accessed in a number of ways:

The WHOIS Command

NSLOOKUP

USING SAM SPADE

Basics Configuration

Header analysis

More advanced tools

ARIN

TRACEROUTE

NEOTRACE PRO

TOOL: VISUALROUTE TRACE

Running VisualRoute

TOOL: SMARTWHOIS

TOOL: CALLERIP

TOOL: MAIL TRACKING (MAILTRACKING.COM)

SUMMARY SCANNING

OBJECTIVES OF SCANNING:

SCANNING IS DONE TO DETECT LIVE SYSTEM ON THE TARGETNETWORK TO:

TOOLS USED:

War Dialers

Tool: THC Scan

Ping

Detecting Ping Sweeps

Ping Utilities include:

Ping Sweep Detection Utilities include:

HACKING TOOL: PINGER

HACKING TOOL: WS_PING_PRO

PORT SCANNING

TCPS 3-WAY HANDSHAKE

1 Tcp Scan Types

TCP connect ()

Strobe

Stealth port scan

Fragmented packet Port Scan

SYN scan

FIN scan

UDP scanning

TOOLS:

Tool: ipEye, IPsecScan

Tool: NetScan Tools Pro 10

Tool: NMap (Network Mapper)

ACTIVE STACK FINGERPRINTING

PASSIVE FINGERPRINTING

HACKING TOOL: CHEOPS

PROXY SERVERS

LIST OF FREE PROXIES ON WEB
ANONYMIZERS
BYPASSING FIREWALL USING HTTP TUNNEL
Hacking Tool: HTTPPort
SUMMARY

CHAPTER 4 - EMAIL HACKING

(4 Hr)

SENDING E-MAIL VIA TELNET
E-MAIL TRACING CASE
Header Protocol
Sample header
CONVERTING AN IP ADDRESS INTO A NAME
CONVERTING A DOMAIN ADDRESS
Domain addressing
The outer most Domains.
TOOLS FOR EMAIL TRACING
Ping (Packet InterNet Groper)

CHAPTER 5 OPERATING SYSTEM ATTACKS

(4 Hr)

WINDOWS VULNERABILITIES
PASSWORD VULNERABILITIES
TECHNICAL PASSWORD VULNERABILITIES
CRACKING PASSWORDS
Cracking passwords the old-fashioned way
Social engineering
Techniques
Countermeasures
Shoulder surfing
Techniques
Countermeasures
INFERENCE
Weak authentication
Bypassing authentication
Countermeasures
HIGH-TECH PASSWORD CRACKING
PASSWORD CRACKING SOFTWARE
WINDOWS USUALLY STORES PASSWORDS IN THESE LOCATIONS:
LINUX AND OTHER UNIX VARIANTS TYPICALLY STORE PASSWORDS IN THESE FILES:
DICTIONARY ATTACKS
BRUTE-FORCE ATTACKS
CRACKING PASSWORD WITH LOPTH CRACK
OBTAINING THE PASSWORD HASHES
GENERAL PASSWORD-HACKING COUNTERMEASURES
Storing passwords
Policy considerations
LINUX VULNERABILITIES
.1 Information Gathering
System scanning
Countermeasures
Searches
Vulnerabilities
TOOLS
Countermeasures
UNIX/LINUX
Physical Security
Hacks

Countermeasures
Patching Linux
Distribution updates
Red Hat
Debian
Slackware
SUSE/NOVELL
Mitigating SAM and SysKey Cracking

CHAPTER 6 APPLICATION ATTACKS

(3 Hr)

PASSWORD-PROTECTED FILES

Countermeasures

OTHER WAYS TO CRACK PASSWORDS

Keystroke logging

Logging tools

Countermeasures

Weak password storage

Searching

Countermeasures

CHAPTER 7 – MALWARES

(2 Hr)

IMPLICATIONS OF MALWARE ATTACKS

TYPES OF MALWARE

Trojan horses

Spyware

Security tools

HACKING TOOL: QAZ

HACKING TOOL: NETCAT

HACKING TOOL: SUB SEVEN

HACKING TOOL: DONALD DICK

HACKING TOOL: NETBUS

VARIOUS DEADLY VIRUSES

INDICATIONS OF INFECTION

HOW MALWARE PROPAGATES

MALWARE COUNTERMEASURES

CHAPTER 8 - NETWORK BASED ATTACKS

(3 Hr)

DENIAL OF SERVICE

What is Denial of Service Attack?

TYPES OF DOS ATTACKS

Ping of Death

Teardrop

SYN Attack

Land Attack

Smurf Attack

HOW DOS WORKS?

WHAT IS DDOS?

HACKING TOOL: PING OF DEATH

TOOLS FOR RUNNING DDOS ATTACKS

SESSION HIJACKING

What is Session Hijacking?

SNIFFERS

TOOLS USED FOR SNIFFING:

Tool: Ethereal

Tool: Snort

Tool: Windump

Tool: Etherpeek
EtherFlood
Dsniff
ARP Spoofing
Sniffing HTTPS and SSH
Man in the Middle Attack
Ettercap
SMAC
Mac Changer
Iris
DNS Sniffing and Spoofing
WinDNSSpoof

CHAPTER 9- CRYPTOGRAPHY WITH DIFFERENT APPLICATIONS (2 Hr)

Introduction To Cryptography
What Is Pki?
Rsa (Rivest Shamir Adleman)
Setting Up Rsa
Md5
Sha (Secure Hash Algorithm)
What Is Ssh?
Hacking Tool: Pgp Crack
Steganography
Tool: Mp3Stego

CHAPTER 10 – IDS & FIREWALLS (4 Hr)

Intrusion Detection Systems (Ids)
System Integrity Verifiers (Siv)
How Does Ids Match Signatures With Incoming Traffic?
Evading Ids Systems
Complex Ids Evasion
Hacking Tool:
Fragrouter
Hacking Tool: Tcpreplay
Hacking Tool: SideStep.exe
Hacking Tool: Anzen NIDSbench
Hacking Tool: ADMutate
Hacking through firewalls
Bypassing Firewall using Httptunnel
Placing Backdoors Through Firewalls
The Reverse Wwww Shell
Hiding Behind Covert Channel: Loki
Hacking Tool:
007 Shell
Hacking Tool: Icmp Shell
Ack Tunneling
What Is A Honeytrap?
Advantages Of Honeytraps
Disadvantages Of Honeytraps
Types Of Honeytraps
Low-Interaction Honeytraps
High-Interaction Honeytraps
Honeytrap Software Vendors
Honeytrap-KFSensor

CHAPTERS 11- REVERSE ENGINEERING (2 Hr)

Reverse Engineering
Reverse Engineering And Other Types Of Engineering
Stages Involved In The Reverse Engineering Process
Disassembly Or Decompilation
Source Code And Object Code
Uses Of Reverse Engineering
Reverse Engineering

How To Crack Any Type Of Software Protection
Tool: Hex Workshop

Reference Books:

1. Computer Networks - Abndrew S. Tanenbaum
2. Cyber-Forensics The Basics -Tim Vidas (CERTConf2006)
3. Digital Evidence - Harley Kozushko
4. Guidelines on Cell Phone Forensics - Wayne Jansen Rick Ayers (NIST Special Publication 800-10)

Semester	Fourth	Teaching Hrs = 35	
Subject Code	BCA-CS-442-20		
Subject Name	Cyber Security Level -II		
Examination Scheme			Credits
External Exam		Internal Exam	
60		40	
		Total Marks	
		100	4
Course Outcomes (COs) After learning this course student will be able to, * will gain knowledge about how to secure the system * will gain familiarity with linux system * understand about how attacks can be done, defences against them.			

CHAPTER 1	I.T. ACT 2000 & ITS AMENDMENTS	4Hr
CHAPTER 2	CASE STUDIES FOR SECURITY ANALYSIS	2Hr
CHAPTER 3	PC AUDITING & FACING MALWARES	6Hr
CHAPTER 4	LINUX ESSENTIALS	5Hr
CHAPTER 5	WEB VULNERABILITIES & ATTACKS	4Hr
CHAPTER 6	FINANCIAL FRAUDS	4Hr
CHAPTER 7	TECHNICAL ATTACKS ON WIRELESS & DATABASES	5Hr
CHAPTER 8	PENETRATION TESTING	5Hr

Semester	Fifth		
Subject Code	BCA-CS-544-20		
Subject Name	Cyber Security III		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, • Understand key terms and concepts in cyber law and cyber crimes. • Determine computer technologies, digital evidence collection, and evidentiary reporting in forensic acquisition. • Identify the essential and up-to-date concepts, tools, and methodology of Computer Forensics. • To understand the ethics and laws by which cyberspace is governed in our country and worldwide			

1. CYBER FORENSICS & CYBER CRIME INVESTIGATION

(7hrs)

Cyber crime as we enter the twenty-first century, what is cyber crime?, specific computer crimes, how does today's cyber crime differ from the hacker exploits of yesterday?, reasons for cyber crime, industrial espionage — hackers for hire, public law enforcement's role in cyber crime investigations, the role of private cyber crime investigators and security consultants in investigations, The Initial Contact, Client Site Arrival, Evidence Collection Procedures

2. CYBER LAW

(5hrs)

“Cyber Law – An Indian Perspective”, What Is Cyber Crime?, Emergence of Information Technology Act, 2000, Types of Attacks By Hackers, Types of Techniques used by the Crackers/ Cyber Terrorists, Measures To Curb Cyber Crime, Investigations And Search Procedures, Problems Underlying Tracking of Offence, How Efficient Is Information Technology Act 2000?, Data Protection, Process of Reporting Internet Frauds, what is a computer forensics report?, what is an expert report?, a template for computer forensic reports, attacker methodology, user applications, internet Activity or Web Browsing History.

3. DIGITAL EVIDENCE & FRAUDS

(5hrs)

WHAT IS DIGITAL EVIDENCE?, Digital Forensic Examiner Proficiency and Competency Tests, Imaging Electronic Media (Evidence), Collecting Volatile Data, Analysis, Reporting, Firewall Forensics, The Value (or Not) of IP Addresses, Deciphering Port Numbers, Securing the Firewall, Network Forensics, Build a Monitoring Workstation, Analyzing the Data, Firewall Log Analysis and Management, Network Forensics Tools, Database Forensics, Testing For SQL Injection Vulnerabilities, Mobile Forensics, digital frauds, Computer Crimes, Steps for Computer Crime Investigation.

4. Mobile Frauds & Countermeasures

(4hrs)

Mobile Forensics, Identification of Mobile, Cell Tracking, Types of LBS Technology, Case Study, Recovering Stolen Mobile, Here are steps on how to find a stolen or lost phone, Recover your stolen mobile using IMEI number, Identifying Fake SMS, Collecting Evidence to be presented in Court, How to take a Complaint from the Victim?, Do and don't for mobile user.

5. Forensic Data Acquisition/ Data Recovery

(7hrs)

The Forensics Process, Collecting Digital Evidence, Live vs. Dead analysis, Imaging electronic media (evidence), Collecting Volatile Data, Analysis, Comparison to Physical Forensics, Computer Forensics Certifications, timely evidence collection and chain of custody, “marking” evidence with an md5 hash and encryption —crcmd5 and pgp, filelist, crcmd5, sealing evidence, using safeback 2.0 to take an image of a fixed disk, taking a hard disk inventory with filelist, Data Recovery, Recovering data after physical damage, Recovery techniques, Hardware Repair, Disk Imaging, Recovering data after logical damage, Preventing logical damage, Recovery Techniques, Consistency checking, Data carving.

6. Operating System Forensics

(7 hrs)

Where evidence resides on windows systems?, conducting a windows investigation, Reviewing All Pertinent Logs, Event Viewer, Event Log Drawbacks, Where to Look for Evidence, IIS Logs, Reviewing Relevant Files, Incident Time and Time/Date Stamps, Where to Look for Evidence, Proprietary Email Files, Netscape Messenger Mail, Microsoft Outlook Mail, Deleted Files and Data, Temporary Files , Backup File Recovery, The Swap File, Broken Links, Web Browser Files, Looking for Unusual or Hidden Files, Remote Control and Remote Access Services, Administrative Shares, Reviewing Searches and Files Used, AccessData Registry Viewer, Registry Viewer Overview, Windows Registry Basics, Opening and Closing Registry Files, Forensic Analysis of a Live Linux System, Pt. 1 Mariusz Burdach 2004-03-22, Forensic Analysis.

References

1. Cybercrime: Security and Surveillance in the Information Age Kindle Edition, by Brian D. Loader, Douglas Thomas, Routledge; 1st edition (13 May 2013)
2. Cyberlaw – By Pavan Duggal, Saakshar Law Publications, 2019.
3. Incident Response & Computer Forensics, by Jason Luttgens, Matthew Pepe, Kevin Mandia, Third Edition, 16 March 2014
4. Computer Forensics: Computer Crime Scene Investigation, by John Vacca , Laxmi Publications – 2015
5. Digital Forensics with Open Source Tools, by C. Altheide& H. Carvey, Syngress, 2011.

M.Sc.
Subjects under Employability

Semester		Second		Teaching Hrs = 40		
Subject Code		MSC-200-19		Practice/Assignment Hrs = 20		
Subject Name		INTERNET PROGRAMMING		Total Hrs :- 60		
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	
Course Outcomes (COs)						
After learning this course student will be able to,						
* Know the basics of web page description languages.						
* Characterize the client-server application model.						
* Enumerate popular web and database servers.						
* Know main features of most popular languages used for programming dynamic network services.						
* Name main internet communication protocols.						

SUBJECT: INTERNET PROGRAMMING

Sr. No	Chapter / Topic Details	No of Hours
	HTML Basics	
1	Definition of HTML: Markup language, hypertext etc, html tags-tag syntax. Structure of html document- head section and body section. Block level elements	1
2	Text level elements: Font tag, base font tag, big and small tags, bold italic and underline tags, the strike, teletype and BR tag, subscript and superscript tags, the quote tag. Heading tag and attributes, paragraph tag, center and block quote tags, hr tag the	2
3	Order Unordered List: preformatted tag lists-ordered and unordered lists, definition lists. Images and colors. Background images and colors and their attributes.	1
4	Hyperlinks & table tag: Anchor tag, h ref, title attribute, Table element, TR,	2

	TD, TH tags, caption elements, attributes of the table tag.	
5	Frames forms: Creating frames-vertical, horizontal and grid of frames, attributes of the frameset element, frame tag and its attributes, linking frames. The form tag-attributes- action, method the input elements and its types- text password checkboxes, radio buttons, submit and reset buttons, select tag, text area tag.	2
	JavaScript:	
6	Introduction to JavaScript: Origins of JavaScript, JavaScript Characteristics, Common Programming Concepts, Java and JavaScript, Server – side Vs Client – side Application, Annotating Code with Comments.	1
7	Working with Variables and data: Communicating with user, Using Data More Than Once: Variables, Keywords and Reserved Words, Expressions, Operators, Inline Scripting, Simple User Events, and the on Load and on Unload Event Handlers, Functions, Methods, and Events, Function, Methods as Functions, Defining a Function, Calling a Function, user Events and JavaScript Event Handlers.	3
8	Controlling Program Flow: The if...else statement, while statement, for statement, break statement, The continue statement, the switch statement. The do... while Statement: The JavaScript Object Model	2
9	The JavaScript object Model: Hierarchy Model, Commonly Used Objects, The window object, the with statement, the document object, the image object, the history object, the location object, the navigator object.	2
10	JavaScript Language Objects: JavaScript Language Objects, the string Objects, Additional String Objects Methods, Evaluating Strings, The Array Object, the Date Object, Setting and Extracting Time Information, the math object, Developing interactive Forms, Overview of Form Controls, Referring to form objects, the form objects, the button object, the check box object, the text and text area object, the radio button object, the select object, Form Validation.	2
11	Cookies and JavaScript Security: How Are Cookies Sent?, Storing Cookies, Why Use Cookies?, Assigning a Cookie, Testing For Cookie Presence, Clearing a Cookie, Controlling Cookies in the Browser, Cookies and Password, JavaScript Security Issues.	2

12	Controlling Frames in JavaScript: Understanding Frames and Targets, Targeting Frames in JavaScript, Changing Two or More Frames, Frames, Functions and Variables, Targeting Windows, Window, Function and Variable.	2
13	Client Side JavaScript: Image Maps, Defining the Image Map, Adding Script to an Image Map, The navigator Object, and Custom JavaScript Objects, Advantages of Custom Objects, Custom Object Demonstration, Creating a JavaScript Object: the Constructor, Creating an Instance of a Custom Object, Creating Object Methods, Creating Function of your Objects, Complex Custom Objects.	2
14	ACTIVE SERVER PAGES: ASP mechanics, What Are ASP Application? Virtual Directories and ASP Application, ASP Delimiters, Starting a Web Application, Structure of an ASP application.	3
15	Using VBScript: Differences between VBScript and JavaScript, Declaring Variables with VBScript, Program Flow.	3
16	ASP Intrinsic Objects: Scripting Context, Built in and installable object: Server Object, application Object, Session Object, Request Object and Response object. ASP Default Components: Using components, Global Components, ASP default Components.	2
17	ActiveX data objects: Open Database Connectivity (ODBC) and OLE DB, ActiveX data objects, Registering Data Source Name (DSN).	2
18	XML: • CSS style sheets, • XML, XML Schema and DTD document dominions • XSLT transformations and programming, • other XML related standards like XHTML, and DOM interface	3

Reference Books:

- HTML by Xavier
- HTML – Black Book
- HTML,DHTML, Java Script, CGI, Perl by Ivan Bayross
- Java Script- Tech media publication
- SAMs Teach Yourself BootStrap in 24 hrs.
- Oreilly - BootStrap: Responsive Web Development

Semester	Second				Teaching Hrs = 40	
Subject Code	MSC-201-19				Practice/Assignment Hrs = 20	
Subject Name	OBJECT ORIENTED PROGRAMMING				Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	

Course Outcomes (COs)
After learning this course student will be able to,

- * Gain knowledge of object oriented language, their increasingly important role in the computing industry today
- * Differentiate between object oriented programming and procedural oriented language and data types in C++.
- * Simulate the problem in the subjects like Operating system, Computer networks and real world problems.
- * Develop knowledge of program using C++ features such as composition of objects, Operator overloading, inheritance, Polymorphism etc.
- * Explain the concepts in as simple as language as possible.

• **SUBJECT: OBJECT ORIENTED PROGRAMMING**

Sr No.	Chapter / Topic Details	No of Hours
1	Introduction to Object Oriented programming, Characteristics: Advantages of object Oriented programming over procedural.	4
2	Introduction to C++, Extension of C: New, delete operator, Data types, constants, references, Variable, Inline functions, default parameters, Static members.	5
3	Introduction to C++ Classes: Members data, Functions, Scope resolution operator, Encapsulation, Access specifier, Constructor, destructor, copy constructor, This pointer.	7
4	Overloading: Function Overloading, Operator Overloading, and Canonical form.	6

5	Inheritance: Base class, derived class, Constructor / destructor calling sequences, Access specifier in sequence, Virtual Class, Abstract class.	6
6	Polymorphism Stream Class, File Input/output	5
7	Exception Handling.	4

Subject Code		MSC-202-19			Practice/Assignment Hrs = 20	
Subject Name		LINUX & SHELL PROGRAMMING			Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	
Course Outcomes (COs)						
After learning this course student,						
* Communicate to the Unix/Linux shell (command interpreter), and run commands						
* Apply Unix/Linux file redirection and pipelining to combine utilities to perform complex tasks.						
* Create and manage files and directories, set and use file permissions, and navigate the Unix/Linux file system.						
* Learn operating system concepts.						
* Develop the shell programming skills.						

Reference Books:

- Complete Reference C++
- Object oriented programming C++ - Robert Lefore
- C++ - Yashwant Kanitkar
- Object oriented programming language C++ - Balguruswami

Sr. No	Chapter / Topic Details	No of Hours
1	Unix and Linux Fundamentals: Unix and Linux history, concept and architecture. Basic features of Linux. Advantages of Linux. Help in Linux. Linux commands. Linux File System Hierarchy (FSH). Overview of Linux kernel, kernel space and user space. System Initialization – boot process of Linux. Startup and shutdown processes. Functions of /etc/rc.d/rc.sysinit, /etc/rc.d/rc and /etc/rc.d/rc.local.	2
2	Installation: Hardware requirement of Linux operating system. Installation methods- Local installation and Network Installation. Detailed Local installation procedure.	4
3	Basic Linux Commands: Basic Linux commands like date, cal, passwd, whoami, wall, login, logout, shutdown, halt etc. File manipulation commands eg ls, md, rm, cp, mkdir, rmdir, touch, pwd, file, more, less, cat, paste, mv etc. Hard links and soft links in Linux. Inodes in Linux. File types in Linux. Shells in Linux. BASH shell features.	4
4	Package Management: RPM package manager. Installing and removing software. Updating a kernel rpm, rpm queries, rpm verifications. Package management using yum. Configuring repositories using yum.	3
5	VIM Editor: Introduction to VIM. Three Modes of VIM. Manipulating text, using multiple windows, search and replace, file saving options, running commands etc. Advance VIM options	2

6	Standard I/O and Pipes and Print Management in Linux.: Standard input and output, redirecting output to a file, redirecting error to a file. STDIN, STDOUT and STDERR. Piping and output redirection. Print management to configure printer in Linux through GNOME. Study of printing commands.	2
7	User and Group Management: Users, groups and permissions, ls, chmod, chown and chgrp commands. Symbolic and Numeric method to change permissions. Useradd, userdel, groupadd, groupdel, usermod, passwd commands. SUID, SGID and sticky bit permissions. Uname, su commands. /etc/passwd, /etc/shadow and /etc/group files.	2
8	File Management, Disk Management and Backup Management in Linux: Types of hard disk controllers. File systems supported by Linux; ext2, ext3, ext4 file systems. Swap file system, LVM and RAID file systems in Linux. Disk management commands like du, df, fdisk, mkfs, e2label, fsck, mount, umount etc. Commands to create swap file and big file. Partitioning in Linux. Swap partition and data partition. Backup Management commands like tar, cpio and dump, gzip, bzip2, gunzip and gzcat etc.	4
9	Process Management: What is process? Listing process, finding processes, signals, sending signals to processes, scheduling priority of processes. crond service, crontab command. Process management commands like ps, kill, jobs, fg, bg, test, nice, renice sleep etc. . Services in Linux – init services, sys V launched services and xinetd services. Commands like service, chkconfig and ntsysv etc. Daemons in Linux.	3
10	Network Management: Configuring NIC, viewing an IP address, enabling and disabling NIC. Configuring multiple IP addresses . Enabling system as router. Verifying NIC connectivity. Defining hostname, verifying DNS connectivity. Study of Network Management commands like ifconfig, setup, hostname, arp, traceroute, dhclient, ifup, ifdown etc.	2
11	Troubleshooting: Method of fault analysis, Things to check for GUI environment, networking, file system corruption, file system recovery, recovery of run-levels, rescue environment, Rescue environment utilities. Some examples of boot and login problems.	3
12	Shell Scripting: Scripting basics. Creating shell Scripts. Simple filter commands like head, tail, sort, uniq etc. Filters using regular expressions like grep, sed, etc Introduction to variables – system and user variables. Operators in Linux – Mathematical and string .If... else, if...elif... else statements. Loops - The while, for loop, until & infinite loop. Functions and arrays.	5

Reference Books:

1. Linux Bible - Christopher Negus
2. Mastering Shell Scripting - Randal K. Michael
3. Unix Concept and applications - Sumitabha Das
4. Linux Command Line and shell scripting - Richard Blum

Some Important Web Sites

1. www.linux.org
2. www.whatislinux.org
3. www.redhat.com
4. www.tldp.or

Subject Code		MSC-205-19			Practice/Assignment Hrs = 4	
Subject Name		Cyber Security			Total Hrs = 30	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	
Course Outcomes (COs)						
After learning this course student will be able to,						
* Exhibit critical perception of the Cyber law with respect to Indian IT/Act 2008						
* Evaluate ongoing developments in law relating to information technologies.						
* Identify and analyze statutory, regulatory, constitutional, and organizational laws that affect the information technology professionally.						
* Learn how to secure data against major computer/cyber threats.						

SUBJECT: CYBER SECURITY

Sr. No	Chapter / Topic Details	No of Hours
1	Cyber Law • Provisions in Indian Laws in dealing with Cyber Crimes and its critical analysis • Information Technology Act, 2008. • Penalties Under IT Act • Offences Under IT Act • Offences Related With Digital Signature and Electronic Signature Under IT Act • Statutory Provisions • Establishment of Authorities under IT Act and their functions, powers, etc • Controller • Certifying Authorities • Cyber Regulation Appellate Tribunal	3

	• Adjudicating officer	
2	Intellectual Property Rights • Objects of copyright • Requirement and Meaning of copyright • Copyright as bundle of rights • Framing • Linking & infringement • Information Technology act related to copyright and Acts which are not infringement of Music & copyright infringement • Moral rights and internet prospective on intellectual property rights • Domain name Disputes	2
3	Investigation of Cyber Crimes • Agencies for investigation in India, their powers and their constitution as per Indian Laws • Procedures followed by First Responders; • Evidence Collection and Seizure Procedures of Digital mediums • Securing the Scene, Documenting the Scene, Evidence Collection and Transportation • Data Acquisition • Data Analysis • Reporting	4
4	Cyber Forensics • Introduction • Conventional Crime VS Cyber Crime • Reasons for Cyber Crime. • Classification of Conventional and Cyber Crime • Distinction between Conventional and Cyber Crime. • Cyber Criminal Mode and Manner of Committing Cyber Crime. • Computer crime prevention measures	5
5	Cyber Crime • Types of Cyber Crimes • Crimes targeting Computers ✓ Unauthorized Access ✓ Packet Sniffing ✓ Malicious Codes including Trojans, Viruses, Logic Bombs, etc. • Online based Cyber Crimes	8

	✓ Phishing and its variants ✓ Web Spoofing and E-mail Spoofing ✓ Cyber Stalking ✓ Web defacement ✓ Financial crimes, ATM and Card Crimes, etc. ✓ Spamming ✓ Commercial espionage and Commercial Extortion online ✓ Software and Hardware Piracy	
6	Financial Frauds • Money Laundering • Salami attacks • Fraud & Cheating • Other Cyber Crimes	4
7	Computer Security • Computer Security: • Information Security Overview • Information Security Services • Types of Attacks • Goals for Security • Network Security: • Overview of Security threats • Hacking Techniques • Password Cracking • Insecure Network connections • Malicious Code • Email security: PGP and SMIME • Web Security: web authentication, SSL and SET • Database Security • Operating System Security • E-commerce Security	6
8	Concealment Techniques • Spoofing • Hijacked session attacks • Polymorphism • Stenography • Reversing stenographic process • Counter or anti forensics • Cloaking Techniques (Data Hide and Seek), • Renaming and Manipulating File System,	5

	• Data Hiding on NTFS with Alternate data Stream	
9	Cryptography • Types of Cryptography • What is Digital Signature? • How Digital Signature works? • Creation and Verification of Digital signature • Certifying Authority • Controller • Refusal or renewal of license	5

Reference Books

- Cyber Law in India by Farooq Ahmad- Pioneer Books
- Guide to Cyber and E- Commerce Laws by P. M. Bukshi and R. K. Suri- Bharat Law House, New Delhi
- The Information technology Act, 2000- Bare Act- Professional Book Publishers, New Delhi.
- Computer Forensics: Principles and Practices by Linda Volonino, Reynaldo Anzaldua and Jana Godwin -Pearson Prentice-Hall 2007.
- First Responder's Guide to Computer Forensics by Richard Nolan et al.- Carnegi Mellon, 2005.
- Digital Evidence and Computer Crime, 2nd ed. By Eoghan Casey- Academic Press, 2004.
- Scene of the Cybercrime: Computer Forensics Handbook by Syngress.
- Security and Incident Response by Keith J. Jones, Richard Bejtlich and Curtis W. Rose
- List of Websites for more information is available on :
[Http://www.garykessler.net.library/forensicsurl.html](http://www.garykessler.net.library/forensicsurl.html)

Subject Code		MSC-206-19			Practice/Assignment Hrs = 20	
Subject Name		Data Mining & Data Warehousing			Total Hrs :- 40	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	
Course Outcomes (COs) After learning this course student will be able to, * Learn the scope and necessity of data mining and ware housing for society * Get knowledge of whereas tools of data mining and their techniques to solve the real time problems. * Develop further interest in research and design of new data mining techniques.						
Sr. No.	Chapter / Topic Details					No. of hours
1	Introduction to Data Mining • Definition • Data Mining Tasks - Classification - Regression - Change and Deviation Detection - Clustering - Summarization - Dependency Model • DM versus Knowledge Discovery in Databases • Data Mining Issues - Mining Methodology and User Interaction Issues - Performance Issues - Diversity of Database Types • Data Mining Metrics • Application of Data Mining					6
2	Introduction to Data Warehousing • Introduction • Architecture of Data Warehousing • OLAP and Data Cubes • Dimensional Data Modeling					6

	• Data Preprocessing • Machine Learning • Pattern Matching	
3	Data Mining Techniques • Association Rule Mining Market Basket analysis • Frequent item-sets and Association rule mining • Apriori algorithm, • FP growth algorithm, • sampling Algorithm	8
4	Classification & Prediction • Definition of classification • Model construction • Model Usage • choosing algorithm • Decision tree learning • Information gain, gain ratio, gini index • Bayesian Classification, - Bayes Theorem - Naïve Bayes classifier, - Measuring performance of classifiers, • Prediction Linear Regression, Non-linear Regression, Logistic Regression	6
5	Clustering • Basic issues in clustering • First conceptual clustering system: Cluster/2 • Partitioning methods: k-means, expectation maximization (EM) • Hierarchical methods: distance-based agglomerative and divisible clustering • Conceptual clustering: Cobweb	6
6	Data Mining Tool • Weka • R • Sample Application of Data Mining	6

Reference books:

- Data Mining: Concepts and Techniques - by Jiawei Han
- Introduction to Data Mining - by Michael Steinbach, Pang-Ning Tan, and Vipin Kumar
- Data Mining and Analysis: Fundamental Concepts and Algorithms - by Mohammed J Zaki and Wager Meria.
- Data Preprocessing in Data Mining - by Francisco Herrera and Salvador Autor Gracia
- Data Mining: Concepts, Models and Techniques - by Florin Gorunescu

Semester	Third				Teaching Hrs = 37	
Subject Code	MSC-300-19				Practice/Assignment Hrs = 20	
Subject Name	ASP.NET				Total Hrs = 57	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	4	8	60	40	100	

Course Outcomes (COs)

After learning this course student will be able to,

- * Separate page code from content by using code-behind pages, page controls, and components.
- * Display dynamic data from a data source by using Microsoft ASP.Net and data binding.
- * Create a webform with server controls.
- * Can create a web application with database handling

Sr. No.	Chapter / Topic Details	No. of hours
1	Introduction to ASP.NET The .NET Framework, The .NET programming Framework, .NET languages, The .NET class library, ASP vs. ASP.NET, About ASP.NET, Basic difference between C# and VB.NET	3
2	ASP.NET 2.0 Features of ASP.NET 2.0, Stages in Web Forms Processing, Introduction to Server Controls, HTML Controls, Validation Controls, User control, Data Binding Controls, Configuration.	10
3	Declaring Variables in ASP.NET Data Types, Initializes, Arrays, Enumerations. Variable Operations- Advanced Math Operations, Type Conversions. Object Based Manipulation - String Object, Date Time Object, Time span object & Array Object. Conditional Structures, Loop Structures, Functions & Subroutines – Parameters, Procedure Overloading, Delegates.	3
4	ASP. NET Applications ASP.NET file types, the bin directory, code-behind, The Global.asax, Understanding ASP.NET classes. ASP.NET configuration	2

5	Performing Data Access in ASP.NET / ADO.net with C#.net Overview of Data Access, Using the SqlDataSource Control, Master Pages concepts, Using the GridView Control, Using the DetailsView Control, Using the FormView Control, Using the Repeater Control, Using the DataList, DataGrid Control,	6
6	State Management in ASP.Net: Client - Side State Management: Cookies, Hidden Field, View State, Query String. Server – Side State Management : Application State ,Session State , Database Support, Page level state , Strong objects in Session State , Using Cookie less Session Ids. Caching: An Overview, Data to be Cached – Time Frame, Output Caching.	6
7	ASP.NET Security : Authentication & Authorization users, using windows authentication, using forms authentication, Using the Login Control.	2
8	ASP.NET MVC Introduction to ASP.NET MVC, ASP.NET MVC Architecture, Understanding Model, Understanding View, Understanding Controller in ASP.NET MVC, creating simple MVC Application.	5

Reference Books:

- 1) The complete Reference ASP.NET by Matthew MacDonald- Tata McGraw-Hill.
 - 2) Professional ASP.NET – Wrox Publication
 - 3) Microsoft .NET XML Web Services Step by Step by Adam Freeman
- For tutorial <http://www.homeandlearn.co.uk/csharp/csharp.html>

Sr. No.	Chapter / Topic Details	No. of hours
1	Swing: MVC Architecture, Advantages of swing over AWT, JApplet, JFrame, JPanel etc	4

Semester	Third	Teaching Hrs = 33
Subject Code	MSC-302-19	Practice/Assignment Hrs = 20
Subject Name	Advanced Java	Total Hrs = 53
Teaching Scheme		
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs
4	4	8

Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4

Course Outcomes (COs)

After learning this course student will be able to,

- * to learn to access the database through Java programs, using Java DataBase Connectivity (JDBC)
- * to understand integrated development environment to create, debug and run multi-tier and enterprise-level applications
- * learn to access the database through Java programs, using Java DataBase Connectivity (JDBC)
- * to create dynamic web pages, using Servlets and JSP.
- make a reusable software component, using Java Bean

2	Collection Framework Collection Interfaces:- Set, List, Map. Collection Classes:-ArrayList, LinkedList, HashSet etc. Legacy Classes & Interfaces:- Enumeration, Iterator, Vector, Stack, Dictionary, Hash table, Properties	4
3	Socket Programming Networking eg:- Socket, Client/Server, Reserve Sockets, Proxy Servers, Internet Addressing. TCP/IP Client /Server Sockets. URL , Client/Server Programming. Datagrams.	4
4	Java Beans using BDK and JBuilder Introduction, Advantages of Java Beans, Bean Life Cycle, Properties of Beans, BDK, Bean Event Model.	4
5	Java Database Connectivity: JDBC introduction, JDBC Vs ODBC, JDBC Architecture, Types of JDBC Drivers, JDBC Interfaces eg: Connection, Statement, Prepared Statement, CallableStatement, DatabaseMetaData, ResultSet, ResultSetMetaData. JDBC Classes eg:-DriverManager, Executing SQL Query,	5

	Transactions eg:- Commit, Rollback, SetAutoCommit(), Batch Updates.	
6	Remote Method Invocation Distributed Object Systems eg: Remote Procedure Call, Java Remote Invocation. RMI Architecture, RMI Services – Naming/Registry Services, Object activation, Distributed garbage Collector.	4
7	Java Servlet Programming Introduction of Servlet, Implementation, GenericServlet Class, SingleThreadModel Interface, Http Request/Response, HttpServlet Class, Servlet Configuration, Servlet Life Cycle, Session Tracking:- Hidden Fields, Cookies, URL rewriting, Session object, Request Dispatcher Interface, sendRedirect., Servlet Chaining.	4
8	Java Server Pages Introduction, Scripting Elements:- Declaration, Scriptlets, Expression. JSP Directives:- Page, include, taglib. Standard Actions:-useBeans, setProperty, getProperty, param, include, forward, plugin. Implicit Objects - request, response, pageContext, Session, Application, out, Config, page.	4

Reference Books

Java – Complete reference

1. Inside Servlets-A Server Side Programming for the Java platform- Dustin R CallawayPearson Education Asia-2005
2. Beginning JavaServer Pages- VivekChopra,JonEaves,Rubertjones,SingLi,JohnT.Bellwrox publications-2005
3. Beginning J2EE 1.4 With foreword by Ivor Horton-Kevin Mukhar and James L.Weaver- Apress publication-2004
4. Professional Java Server Programming- J2EE 1.3 Edition- SubrahmanyamAllamaraju and Cedric Buest- Apress publication-2007
5. J2ME- The Complete Reference- James Keogh- TATA McGRAW-HILL -2007

Semester	Third				Teaching Hrs = 30	
Subject Code	MSC-303-19				Practice/Assignment Hrs = 20	
Subject Name	Data Analytics				Total Hrs = 50	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	
Course Outcomes (COs)						
After learning this course student will be able to,						
* Deploying the Data Analytics Lifecycle to address big data analytics projects						
* Reframing a business challenge as an analytics challenge						
* Applying appropriate analytic techniques and tools to analyze big data, create statistical models, and identify insights that can lead to actionable results						
* Selecting appropriate data visualizations to clearly communicate analytic insights to business sponsors and analytic audiences						
Sr. No.	Chapter / Topic Details					No. of hrs
1	Python 1.1 Why Python 1.2 Setup and demo 1.3 Introduction – keyword, variables ,statement, comments input, output operators 1.4 Flow Controls - if...else, while loop, for loop, break, continue 1.5 Data Structures- Lists, Tuples , Dictionary, Strings, Sets 1.6 Functions - Introduction, Types, Recusive Functions, Lambda Functions, Modules, Packages, Decorators, *arg, **kwargs 1.7 File Handling 1.8 Exception Handling 1.9 Debugging					8
2	Preprocessing Essentials 2.1 Handling missing data 2.2 Scaling and Normalization 2.3 Parsing Dates 2.4 Inconsistent Data Entry					4

3	Python for AI and ML 3.1 NumPy 3.2 Matplotlib 3.3 Scipy 3.4 Pandas 3.5 Scikit-learn	5
4	Machine Learning Algorithms 4.1 Supervised Learning 4.1.1 Regression Simple Linear, Multiple Linear, polynomial, Support vector machine Decision tree regression, Random forest regression 4.1.2 Classification Logistic Regression, k-nearest neighbor(k-nn), Naïve Bayes, Decision tree classification, Random forest classification 4.2 Unsupervised Learning 4.2.1 Clustering 4.2.2 k-means clustering 4.2.3 Hierarchical clustering 4.3 Reinforcement Learning 4.3.1 Natural Language Learning 4.3.2 Dimensionality Reduction 4.3.3 Model Selection Boosting	8
5	Deep Learning 5.1 Understanding Neural Networks with TensorFlow 5.2 Deep dive into Neural Networks with TensorFlow 5.3 Master Deep Networks 5.4 Convolutional Neural Networks (CNN) 5.5 Recurrent Neural Networks (RNN)	5

Reference Books:

1. Introducing Python-Modern Computing in Simple Packages by Bill Lubanovic O'Reilly Media
2. Beginner's Guide to Python Programming: Learn Python 3 Fundamentals by Serhan Yamacli
3. Data Mining Concepts and Techniques, Third Edition Jiawei Han, Jian Pei, Kamber
4. Python Machine Learning by Wei-Meng Lee Wiley publication
5. Applied Supervised Learning with Python: Use scikit-learn by Benjamin Johnston, Ishita Mathu
6. Python Machine Learning By Wei-Meng Lee
7. Deep Learning With Python: Develop Deep Learning Models By Jason Brownlee

Semester	Third				Teaching Hrs = 30	
Subject Code	MSC-304-19				Practice/Assignment Hrs = 20	
Subject Name	Internet of Things				Total Hrs = 32	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	
Course Outcomes (COs) After learning this course student will be able to, * Understand the significance and application areas of IOT * Learn Role and scope of Smart devices and sensors * Understand the components of IoT and various network protocols * Explore the relationship between IoT, cloud computing, and big data						

Sr. No.	Chapter / Topic Details	No. of hours
1	Introduction to IOT Definition & Characteristics, History, Market share in different domains, IoT framework Recent IOT applications IoT enabling technologies, WSN, SCADA, Cloud computing, Big data analytics communication technologies, Embedded systems	4
2	IoT Key technologies Structural aspects of the IoT, IoT Environment characteristics Scalability, Interoperability, Security& privacy, openness Communication technologies - Zigbee, NFC, RFID, Z-Wave, IEEE 802.15.4, HART, Connectivity technologies - Bluetooth.	4
3	Sensors Network Definition of the term Sensing, types of sensors, sensor classes based on types (analog, digital) based on data types (scalar , vector) Transducer, Actuators, Types of sensors (light, sound, temperature, pressure , chemical) , Types of actuators, examples and working, RFID principles and components, wireless sensors Network, M2M communication	4
4	Arduino programming Introduction and basics of Arduino Programming, Integration of Sensors and Actuators With Arduino.	6
5	Cloud of things – Introduction to cloud computing , Cloud standards, Cloud system Providers, cloud of things architecture, Mobile cloud computing Amazon web services for IoT , Fog computing	3

6	IoT privacy & security issues Vulnerabilities of IoT, Security requirement, Threats, Use cases IoT security, Layered attack Model, Identity establishment, Access Control, Integrity, Non-repudiation and availability, Security model for IoT	5
7	Case Study: Smart City, Home Automation, Healthcare, Activity Monitoring.	4

Reference Books:

- 1) IoT fundamentals Ciscopress.com
- 2) Internet of things A hands on approach Arsdeep Bagha, Vijay Madisetti
- 3) Internet of things Technologies, Applications, Challenges & solutions B. K. Tripathi

Semester		Third			Teaching Hrs = 35	
Subject Code		MSC-305-19			Practice/Assignment Hrs = 20	
Subject Name		Python			Total Hrs = 55	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	4	8	60	40	100	
Course Outcomes (COs)						
After learning this course student will be able to,						
* To learn and understand Python programming basics and paradigm.						
* To learn and understand python looping, control statements and string manipulations.						
* Students will be made familiar with the concepts of GUI controls & designing GUI applications.						
* To learn and know the concepts of file handling, exception handling and database connectivity.						

Sr. No.	Chapter / Topic Details	No. of hours
1	Introduction to Python • Introduction to Python- an interpreted high level language, interactive mode and script mode. Variables, Expressions and Statements • Variables and Types-mutable and Immutable variable and Keywords. • Operators and Operands in Python. (Arithmetic, relational and logical Operators), • Operator precedence, Expressions and Statements (Assignment Statement); • Taking input (using raw_input() and input()) and displaying output – print statement • Comments in Python	3
2	Conditional and Looping Construct • if - else statement and nested if – else while, for, use of function in for, Nested loops • break, continue, pass statement • Use of compound expression in conditional constructs	2
3	Functions • Built-In Function, invoking built in functions • Module (Importing entire module or selected objects using from statement)	5

	• Functions from math, random, time & date module. • Composition • User Define Function: Defining, invoking functions, passing parameters (default parameter values, keyword arguments) • Scope of variables, void functions and functions returning values	
4	Strings • Creating, initializing and accessing the elements; • String operators: +, *, in, not in, range, slice [n:m] • String built in functions & methods: • Strings constants defined in string module Regular Expression and Pattern Matching	4
5	Lists • Concept of mutable lists, creating, initializing and accessing the elements of list • List operations (Concatenation, Repetation, Membership, list slices), List comprehensions • List functions & methods: len, insert, append, extend, sort, remove, reverse, pop • Tuple functions: cmp(), len(), max(), min(), tuple() • Sets • Concept of Sets , creating, initializing and accessing the elements of • Sets operation(Membership, union, intersection, difference, and symmetric difference) • Dictionaries • Concept of key-value pair, creating, initializing and accessing the elements in a dictionary, • Traversing, appending, updating and deleting elements • Dictionary functions & Methods: cmp, len, clear(), get(), has_key(), items(), keys(), update(), values()	8
6	Modules • More on Modules: Executing modules as scripts, The Module Search Path, “Compiled” Python files Standard Modules • The dir() Function • Packages Importing * From a Package, Intra-package References, Packages in Multiple Directories	2
7	File Handling • Output Formatting • Reading and Writing Files (text and binary mode)	2
8	Errors and Exceptions • Syntax Errors, Exceptions, Handling Exceptions, Raising Exceptions • User-defined Exceptions, Defining Clean-up Actions (try - finally), Predefined Clean-up Actions	2

9	Introduction to Object oriented concepts in Python • Object Oriented concepts • Objects, Python Scopes and Namespaces • Classes, Class Objects, Instance Objects, Method Objects, Class and Instance Variables • Inheritance	5
10	Database handling using Python	2

Reference Books

- **Core Python Programing- R.Nageswara Rao**
- **Learn Python in 1 Day: Complete Python Guide with Examples – Krishna Rungta**
- **Python for Data Analysis: Data Wrangling with Pandas, NumPy, and IPython – O'Reilly**
- **Django for Beginners: Build websites with Python and Django –Williams s. Vincent**
- **Python in 24 Hours, Sams Teach Yourself**
- **Python for Beginners - Harsh Bhasin**

M.Sc.
Subjects under Entrepreneurship

Semester	Second				Teaching Hrs = 40	
Subject Code	MSC-200-19				Practice/Assignment Hrs = 20	
Subject Name	INTERNET PROGRAMMING				Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	2	6	60	40	100	

Course Outcomes (COs)

After learning this course student will be able to,

- * Know the basics of web page description languages.
- * Characterize the client-server application model.
- * Enumerate popular web and database servers.
- * Know main features of most popular languages used for programming dynamic network services.
- * Name main internet communication protocols.

SUBJECT: INTERNET PROGRAMMING

Sr. No	Chapter / Topic Details	No of Hours
	HTML Basics	
1	Definition of HTML: Markup language, hypertext etc, html tags-tag syntax. Structure of html document- head section and body section. Block level elements	1
2	Text level elements: Font tag, base font tag, big and small tags, bold italic and underline tags, the strike, teletype and BR tag, subscript and superscript tags, the quote tag. Heading tag and attributes, paragraph tag, center and block quote tags, hr tag the	2
3	Order Unordered List: preformatted tag lists-ordered and unordered lists, definition lists. Images and colors. Background images and colors and their	1

	attributes.	
4	Hyperlinks & table tag: Anchor tag, h ref, title attribute, Table element, TR, TD, TH tags, caption elements, attributes of the table tag.	2
5	Frames forms: Creating frames-vertical, horizontal and grid of frames, attributes of the frameset element, frame tag and its attributes, linking frames. The form tag-attributes- action, method the input elements and its types- text password checkboxes, radio buttons, submit and reset buttons, select tag, text area tag.	2
	JavaScript:	
6	Introduction to JavaScript: Origins of JavaScript, JavaScript Characteristics, Common Programming Concepts, Java and JavaScript, Server – side Vs Client – side Application, Annotating Code with Comments.	1
7	Working with Variables and data: Communicating with user, Using Data More Than Once: Variables, Keywords and Reserved Words, Expressions, Operators, Inline Scripting, Simple User Events, and the on Load and on Unload Event Handlers, Functions, Methods, and Events, Function, Methods as Functions, Defining a Function, Calling a Function, user Events and JavaScript Event Handlers.	3
8	Controlling Program Flow: The if...else statement, while statement, for statement, break statement, The continue statement, the switch statement. The do... while Statement: The JavaScript Object Model	2
9	The JavaScript object Model: Hierarchy Model, Commonly Used Objects, The window object, the with statement, the document object, the image object, the history object, the location object, the navigator object.	2
10	JavaScript Language Objects: JavaScript Language Objects, the string Objects, Additional String Objects Methods, Evaluating Strings, The Array Object, the Date Object, Setting and Extracting Time Information, the math object, Developing interactive Forms, Overview of Form Controls, Referring to form objects, the form objects, the button object, the check box object, the text and text area object, the radio button object, the select object, Form Validation.	2

11	Cookies and JavaScript Security: How Are Cookies Sent?, Storing Cookies, Why Use Cookies?, Assigning a Cookie, Testing For Cookie Presence, Clearing a Cookie, Controlling Cookies in the Browser, Cookies and Password, JavaScript Security Issues.	2
12	Controlling Frames in JavaScript: Understanding Frames and Targets, Targeting Frames in JavaScript, Changing Two or More Frames, Frames, Functions and Variables, Targeting Windows, Window, Function and Variable.	2
13	Client Side JavaScript: Image Maps, Defining the Image Map, Adding Script to an Image Map, The navigator Object, and Custom JavaScript Objects, Advantages of Custom Objects, Custom Object Demonstration, Creating a JavaScript Object: the Constructor, Creating an Instance of a Custom Object, Creating Object Methods, Creating Function of your Objects, Complex Custom Objects.	2
14	ACTIVE SERVER PAGES: ASP mechanics, What Are ASP Application? Virtual Directories and ASP Application, ASP Delimiters, Starting a Web Application, Structure of an ASP application.	3
15	Using VBScript: Differences between VBScript and JavaScript, Declaring Variables with VBScript, Program Flow.	3
16	ASP Intrinsic Objects: Scripting Context, Built in and installable object: Server Object, application Object, Session Object, Request Object and Response object. ASP Default Components: Using components, Global Components, ASP default Components.	2
17	ActiveX data objects: Open Database Connectivity (ODBC) and OLE DB, ActiveX data objects, Registering Data Source Name (DSN).	2
18	XML: • CSS style sheets, • XML, XML Schema and DTD document dominions • XSLT transformations and programming, • other XML related standards like XHTML, and DOM interface	3

Reference Books:

- HTML by Xavier

- HTML – Black Book
- HTML,DHTML, Java Script, CGI, Perl by Ivan Bayross
- Java Script- Tech media publication
- SAMs Teach Yourself BootStrap in 24 hrs.
- Oreilly - BootStrap: Responsive Web Development

Subject :Android Programming

Semester	Third				Teaching Hrs = 32	
Subject Code	MSC-301-19				Practice/Assignment Hrs = 20	
Subject Name	Android Programming				Total Hrs = 52	
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
4	4	8	60	40	100	
Course Outcomes (COs)						
After learning this course student will be able to,						
* Install and configure Android application development tools.						
* Design and develop user interfaces for the Android platform.						
* Apply Java programming concepts to Android application development.						

Sr. No.	Chapter / Topic Details	No. of hours
1	HTMH5 Introduction, features, elements & attributes in HTML5, <canvas>, <video>, <audio>. Introduction to Scalable Vector Graphics (SVG), Geolocation, Form input types, HTML5 web storage. Introduction of HTML5 Web worker. CSS: Introduction to Style Sheet, types of style Sheets: Inline, External, Embedded CSS, Text formatting properties, CSS Border, margin properties, Positioning. Use of classes in CSS, color properties, use of <div> & 	2
2	Introduction to Android Introduction to Android: A little Background about mobile technologies, Android - An Open Platform for Mobile development, Android SDK Features, Android versions and features.	2
3	Tools for Development Installing Android, First Android application, Running on Emulator, Android development Tools, Eclipse, IDEs and Tools	2
4	Android Architecture and OOPS Building Blocks of Android, Java Classes and Objects, Class Methods and Instances, Inheritance and Polymorphism in Java, Interface and Abstract class.	2
5	Android UI & Advance JAVA Fundamental Android UI Design, Introducing Views, In Creating new Views,	14

	Introducing Layouts, Creating new Views, Using resources, Complex UI components, Building UI for performance, Using themes, Debugging Android Code. Intent , Intent types , activity life cycle. Fragment life cycle	
6	Android Graphics and Multimedia Services in android, Basic Graphics, Input Handling, Playing Audio & Video, Recording Audio and Video, Adding new media to media store, Raw Audio Manipulation.	4
7	Database and Content Providers Introducing Android Databases, Introducing SQLite on Android, SQLiteOpenHelper and creating a database, Opening and closing a database, working with cursors Inserts, updates, and deletes, Creating new content Provider, Using Content providers, Native Android Content provider.	2
8	Calling API	2

Reference Books :

1. Hello, Android by Ed Burnette
2. Professional Android 2 Application Development Paperback, Author, Reto Meier, Wrox Publications
3. Professional Android Application Development
by Reto Meier, Wiley India Pub.
4. <http://developer.android.com>

M.Sc.
Subjects under Skill development

Semester	Third			
Subject Code	MSC-306-19			
Subject Name	Research Methodology			
Teaching Scheme		Examination Scheme		Credits
Teaching Hrs/Week		External Exam	Internal Exam	
4		60	40	100
Course Outcomes (COs) After learning this course student will be able to, * Understand some fundamental concepts of research and related methodologies * Select and define appropriate research problem and parameters * Explore steps in conducting research * Develop skills in qualitative and quantitative data analysis and presentation				

Sr. No.	Chapter / Topic Details	No. of hours
1	Unit 1: Introduction to Research - What is research? - Importance of Research - Research process - Essential Qualities of Researcher	2
2	Unit 2: Research Process - Steps in Research Process	4
3	Problem Formulation and Research Design - Problem Formulation - Sources of Research problem - Defining Research problem - Research Design - Definition - Importance Research Design	3

	- Basic elements	
4	Unit 4: Hypotheses - Meaning - Definition - Types of Hypotheses - Qualities of Hypothesis - Sources of Hypotheses	4
5	Unit 5: Sampling Techniques - Methods of Collection of Data • Census Method • Sample Method - Terms used in the sampling process - Criteria for deciding sample size - Characteristics of good sample - Sampling techniques • Probability sampling • Non-Probability sampling	4
6	Unit 6: Methods of Data Collection Primary Data - Questionnaire - Observation method • Types of Observation: Advantages, Limitation - Interview Method • Types of Interviews: Advantages, Limitation - Case study method - Projective techniques	3
7	Unit 7: Measurement and Scaling - How to measure? - Levels of measurement - Scales: • Likert scale • Graphic rating scale • Employee satisfaction scale	4

8	Unit 8: Processing of Data - Meaning - Editing - Coding - Classification - Tabulation - Analysis & Interpretation	2
9	Unit 9: Report writing - Usual pattern - Literature review - Methods of study - Result – finding and conclusion - Discussion – suggestions and recommendations - Bibliography - Appendices	4

Reference Books

Research Methodology: A Step-By-Step Guide For Beginners – Ranjit Kumar

Research Methodology – Kothari C.R.

BCA- Cyber Security
Subjects under Entrepreneurship

Course Outcomes (COs)

After learning this course student will be able to,

- * Use fundamental skills required to host a website.
- * Select and apply mark up languages for processing, identifying and presenting of information in web pages.
- * Use a scripting languages to transfer data and presenting of information in web pages.
- * Create and manipulate web media objects using different software.
- * Incorporate aesthetics and formal concepts of layout and organization to design websites that effectively communicate using visual elements.

Chapter 1: Introduction HTML5**(1 Hr)**

Basic Concepts

What is HTML?

HTML History

Setting up Your Development Environment

Understanding Three Layers of Web: HTML, CSS, JavaScript

Understanding HTML Tags

Chapter 2: Understanding Page Structure**(1.5 Hr)**

Specifying Document Type

The Head Section

The Body Section

“Hello World” Example

View HTML5 Page in Browser

HTML5 Boilerplate

HTML5 Validation

Adding External Files

Adding Stylesheet to HTML

Adding JavaScript Files to HTML

Organizing File and Folder Structure

Chapter 3: Creating Text Elements**(4 Hr)**

Line Break

Creating Headings

Applying Bold and Italic Formatting

Superscript and Subscript

Block Quotation

Preformatted Text

Unordered, Ordered and Definition Lists

Ordered Lists

Unordered Lists

Nesting Lists

Definition Lists

Using Links & Creating Navigation

Using Relative and Absolute Paths

Setting Link Target:

Linking to a Phone Number

Linking to an E-Mail Address
Creating and Hyperlinking to Anchors
Adding Images
Displaying Data with Tables
Table Row
Table Data
Colspan
Rowspan
Table Heading
Adding Line Break & Horizontal Line
Commenting Your Work

Chapter 4: HTML: Working with Web Forms

(2 Hr)

Adding Input Boxes
Using Textarea
Using Label
Working with Radio Buttons
Offering Checkbox Options
Implementing Select List
Adding Buttons
Form Processing

Chapter 5: Organizing Page Structure

(2 Hr)

The Value of Structure: Semantic Elements
The Header Container: <header> Tag
The Footer Content Container: <footer> Tag
The Navigation Container: <nav> Tag
The Main Content Container: <main> Tag
The Page Division Container: <section> Tag
The Independent Content Container: <article> Tag
The Related Content Container: <aside> Tag
Few More Semantic Elements
Adding Contact Information with <address> Tag
The Image Container: <figure> Tag
The Graphics Container: <canvas> Tag
Embedding Audio and Video with <audio>, <video> Tags
The Vector Based Image Container: <svg> Tag

Chapter 6: CSS: Cascading Style Sheets

(2 Hr)

History of CSS
3 Methods of Adding CSS to HTML File
CSS Rule Structure: CSS Syntax
Using Different Units of Measurement
Block Level vs Inline Elements
Adding CSS Comments
Code Formatting
Validating CSS Code

Chapter 7: CSS: Selectors

(2 Hr)

Element Selector
ID Selector
Class Selector
Universal Selector
Descendant Selector
Child Selector
Sibling Selector
Attribute Selector

Grouping Elements
Pseudo Class
Inheritance
Specificity Calculator
!important

Chapter 8

(3 Hr)

Formatting Text
Font Family
Using Web Safe Fonts
Using External Fonts
Using Google Fonts
CSS properties for text management
Adding Colors to Text
Changing Font Size
Font Weight
Font Style
Text Transformation
Text Decoration
Text Alignment
Font Variant
Letter Spacing
Word Spacing
Line Height
Text Indent
Word Wrapping
Styling List Elements
List Style Type
List Style Position
List Style Image
List Style

Chapter 9: Understanding Box Model

(2 Hr)

Width and Height
Margins and Padding
Adding Borders
Creating Rounded Corners
Background
Background Color
Background Image
Background Repeat
Background Position
Background Size
Background Shorthand Property

Chapter 10: Page Layout

(2 Hr)

Top, Right, Bottom, Left
Applying Floats to Your Design
Clearing Float
Display Property
Controlling Visibility
Z-index
Controlling Overflow
Working with Flexbox

Chapter 11: Responsive CSS

(1 Hr)

Different Screens and Screen Sizes

Media Queries

Chapter 12: Advanced CSS and Animation

Advanced CSS

Text Shadow

Box Shadow

Gradient

Transformations

Transitions

Chapter 13: Introduction to Bootstrap 4

(3 Hr)

Getting Started with Bootstrap

Bootstrap Grid System

Bootstrap Content Classes

Bootstrap Components and Utilities

Chapter 14: Introduction to JavaScript

(1 Hr)

Java and JavaScript: The Misunderstanding

Client Server Architecture

Adding JavaScript to HTML Page

“Hello World!” : First JavaScript Project

JavaScript Syntax

Comments

Reserved Words in JavaScript

Chapter 15: Working with Variables and Data Types

(2Hr)

Data Types in JavaScript

Working with Numbers

Working with Strings

Understanding Booleans Values

Difference between Undefined and Null

Arrays

Object

Chapter 16: Conditions and Loops

(3 Hr)

If Statements

Comparison Operators

If-else Statements

If-else-if Statements

Switch Case

Loops: Minimizing Repetition

While Loops

Do-While Loops

For Loops

Chapter 17: Functions: Writing Code for Later

(2 Hr)

Arguments: Passing Data to Functions

Return Statement: Outputting data from function

Function Scope

Chapter 18: DOM: Document Object Model

(1.5 Hr)

Finding Elements by Tag Name

Finding Elements by Class Name

Finding Elements by Id

Finding Parent

Finding Children

Finding Siblings

Interacting with Attributes
Changing Styles

Semester	Sixth	
Subject Code	BCA –CS- 642 -20	

Chapter 19: JavaScript Events

(3 Hr)

Handling Window Events
Working with Mouse Events
Form Events Handling
Dealing with Key Events

Chapter 20: JavaScript Events

(2 Hr)

Using jQuery
The \$() factory function
Selecting and Manipulating Elements
Get and Set DOM Element Content
Styling Elements
Handling Events

Chapter 21: Latest Trends in JavaScript

Strict Mode
Regular Expression
Object Oriented JavaScript
Working with AJAX
ECMA Script
Server Side JavaScript: NODE.js
JSON
JavaScript Frameworks: Vue.js, Angular.js, React.js

Chapter 22: Web Design Latest Trends

Git and Github: Version Control
Gulp: Automated Task Runner
Understanding SASS

Reference Books:

- HTML by Xavier
- HTML – Black Book
- HTML,DHTML, Java Script, CGI, Perl by Ivan Bayross
- Java Script- Tech media publication
- SAMs Teach Yourself BootStrap in 24 hrs.

Oreilly - BootStrap: Responsive Web Development

Subject Name	Mobile Application Development		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs)			
After learning this course student will be able to,			
- Analyze Open source mobile technology, Explain Basics of Application development - Explain Framework, SDK, Emulation - Explain Android Application structure - Explain Android Activities lifecycle and UI Layout - Explain Expressions, Manifest, other necessary UI concept - List and explain GUI Objects, - Explain Layout Design concepts - Explain Android Event driven Programming, Activity Lifecycle, Explain Exception handling			

Topic 1) HTML5 (7 Hours)

Introduction, features, elements & attributes in HTML5, <canvas>, <video>, <audio>. Introduction to Scalable Vector Graphics (SVG), Geolocation, Form input types, HTML5 web storage. Introduction of HTML5 Web worker.

CSS: Introduction to Style Sheet, types of style Sheets: Inline, External, Embedded CSS, Text formatting properties, CSS Border, margin properties, Positioning. Use of classes in CSS, color properties, use of <div> &

Topic 2) Introduction to Android (2 Hours)

Introduction to Android: A little Background about mobile technologies, Android - An Open Platform for Mobile development, Android SDK Features, Android versions and features.

Topic 3) Tools for Development (1 Hours)

Installing Android, First Android application, Running on Emulator, Android development Tools, Eclipse, IDEs and Tools

Topic 4) Android Architecture and OOPS (2 Hours)

Building Blocks of Android, Java Classes and Objects, Class Methods and Instances, Inheritance and Polymorphism in Java, Interface and Abstract class.

Topic 5) Android UI & Advance JAVA (15 Hours)

Fundamental Android UI Design, Introducing Views, In Creating new Views, Introducing Layouts, Creating new Views, Using resources, Intents, Life cycle of Activity, Complex UI components, Building UI for performance, Using themes, Debugging Android Code,

Topic 6) Android Graphics and Multimedia (2 Hours)

Basic Graphics, Input Handling, Playing Audio & Video, Recording Audio and Video, Adding new media to media store, Raw Audio Manipulation.

Topic 7) Database and Content Providers**(6 Hours)**

Introducing Android Databases, Introducing SQLite on Android, SQLiteOpenHelper and creating a database, Opening and closing a database, Working with cursors Inserts, updates, and deletes, Creating new content Provider, Using Content providers, Native Android Content provider.

References:

- Hello, Android by Ed Burnette
- Professional Android 2 Application Development Paperback, Author, Reto Meier, Wrox Publications
- Professional Android Application Development by Reto Meier, Wiley India Pub.
- <http://developer.android.com>

Semester	Sixth		
Subject Code	BCA – CS-644 -20		
Subject Name	Digital Marketing		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	2
Course Outcomes (COs) After learning this course student will be able to, * Analyze the confluence of marketing, operations, and human resources in real-time delivery. * Demonstrate cognitive knowledge of the skills required in social media marketing. * To acquire the skills regarding methods and tools and technologies required in digital marketing. * To understand how to reach your online targeted market			

Contents	Duration
Marketing Concepts Basics of Marketing, What is Digital Marketing? Why Digital Marketing? Google SERP, Crawler, Indexing, Ranking	2Hr
Introduction of Websites Domain Hosting , Website Google Analytics	4Hr
Search Engine Optimization What is SEO? Website Optimization	4Hr
SEO Content Writing What is Content Writing? What is Content Marketing?	2Hr
On Page SEO Keyword Research, Website Content Image Optimization Header / Footer tags	6Hr
OffPage SEO Link Building / Backlinks	2Hr
Social Media Marketing (SMM) and Social Media Optimisation (SMO) Face book Business Page LinkedIn Business Page , Twitter Page, Instagram Account, YouTube Channel, Different type of Ads, Creating Posts Organic and Inorganic SMM, Paid,Marketing for Social Media, Google AdWords	8Hr
Email Marketing What is Email Marketing? Email Marketing Strategy	2Hr

Reference Books:

- 1) The Art of Digital marketing By Ian Dodson
- 2) Digital Marketing for Dummies- RussHenneberry

BCA- Cyber Security
Subjects under Skill Development

Semester	First		
Subject Code	BCA-CS-144-20		
Subject Name	Japanese		
Examination Scheme			
External Exam	Internal Exam	Total Marks	Credits
30	20	50	2
Course Outcomes (COs)			
After learning this course student will be able to			
* to gain knowledge of basic Japanese grammar * to acquire basic Japanese language skills like listening, speaking, writing, and reading			

I. Self-Introduction+ Hiragana Letters + Vocabulary	7 hrs
II. Hiragana Letters + Basic Grammar	6hrs
III. Numbers + Vocabulary	6hrs
IV. Greetings+ Vocabulary	6hrs

Reference Book:

- Minna No Nihongo

Semester	II		
Subject Code	BCA – CS- 241-20		
Subject Name	Communication Skills		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	
Course Outcomes (COs)			
After learning this course student will be able to,			
* Demonstrate critical and innovative thinking.			
* Display competence in oral, written, and visual communication.			
* Apply communication theories.			
* Show an understanding of opportunities in the field of communication.			
* Use current technology related to the communication field.			
* Respond effectively to cultural communication differences.			
* Communicate ethically.			
* Demonstrate positive group communication exchanges.			

BCA – CS-241-20 Communication Skills

1. The Types of Business Communication

2 Hr

Business Communication

The Classification, Functions & Scope of Business Communication

Internal Communication

External Communication

2. The Communication Process

2 Hr

Elements of Communication, The Communication Cycle, The Barriers To Communication

3. The Principles of Communication

2 Hr

The Medium of Communication ,Accuracy, Brevity , Clarity , Courtesy

4. The Modes of Communication

3 Hr

Introduction , The Types of Communication ,Oral Communication , Written Communication

Non-Verbal Communication ,Visual Signs in Non-Verbal Communication , Audio Signals in Non-Verbal Communication , Silence , Time Touch , The Functions of Non-Verbal , Communication, The Merits & Demerits of Non-Verbal Communication

5. Verbal Skills

2 Hr

Introduction, The Language used in Oral Communication, Verbal & Linguistic Modifiers & Regulators & Voice Culture, The Techniques of Delivery

6. The Art of Listening

2 Hr

Listening & Hearing, The Value of Listening, The Functions of Listening, The Pitfalls involved in Listening, The Process of Listening / The Principles of Listening, How to Listen Efficiently
The Barriers to Efficient Listening, The Types of Listening

7. Body Language

2 Hr

Introduction
The Types of Body Language
Facial Expressions
Kinesics Related To the Body
Touch

8. How to conduct Oral Communication

2 Hr

The Classification of Oral Communication
Dyadic Communication
Group Communication
Requests
Complaints
Inquiries
Introduction
Dictation
The Telephone
Interviews An Overview
At the Interview Venue

9. The Essentials of Written Communication

2 Hr

Introduction
Alignment
Font Style
Bold, Italics & Normal
Font Size
Indentation & Block Style
Items
Emphasis
Letter Heads
Continuation Sheets
Stationery
Presentation

Reference Books:

1. Communication Skills : Dr. Rao & Dr. Das- Himalaya Publishing House
2. Communication Skills : Dr. Urmila Rai, S.M. Rai – Himalaya Publishing house
3. Communication : By C.S. Rayadu - Himalaya Publishing House
4. Developing Communication Skills : Mohan Banerjee, Macmillan, India
5. Business Correspondance & report : R. C. Sharma, Krishna Mohan Writing- A Practical approach to Business & technical communication

6. Communication Skills for : Dr. Anjali Ghanekar, Everest Publishing

Semester	II		
Subject Code	BCA –CS- 145-20		
Subject Name	Sanskrit		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	
Course Outcomes (COs)			
After learning this course student will be able to,			
* Demonstrate grammer , shabd, and Sanskrit vocabulary.			

Sr. No.	Topic	Marks
1	General Grammer, Shabd , Kriyapad	20
2	Subhashitam	20
3	Katha Vangmay	20
4	Grihpath	20
5	Tondi pariksha	10
6	Lekhi Pariksha	10

Semester	III		
Subject Code	BCA-CS-343-20		
Subject Name	Soft Skill		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	2
Course Outcomes (COs) After learning this course student will be able to, • Understand the concept of soft skills and hard skills • Understand how they should communicate effectively • Understand time management, conflict handling, problem solving, etc. • Become aware of the basics of presentation skills and how they could use them			

CHAPTER 1: COMMUNICATION SKILL

- 1.1 Introduction, Scope and Importance
- 1.2 Rapport Building, Effective Use of body language
- 1.3 Barriers to Good Communication
- 1.4 Communicate Assertively
- 1.5 Summary

CHAPTER 2:- STRESS MANAGEMENT

- 2.1 Introduction, Scope and Importance
- 2.2 Six Stress Busters
- 2.3 Steps to Reduce stress
- 2.4 Summary

CHAPTER 3:- TIME MANAGEMENT

- 3.1. Introduction, Scope and Importance
- 3.2. Managing Your Time
- 3.3. Effective Delegation
- 3.4. Setting Priorities
- 3.5. Effective Meeting Management
- 3.6. Dealing with common time wasters
- 3.7. Summary

CHAPTER 4:- CORPORATE SOCIAL RESPONSIBILITY

- 4.1. Introduction, Scope and Importance
- 4.2. Definition of Social Responsibility
- 4.3. Approaches to CSR
- 4.4. CSR in various parts of the World
- 4.5. Ethics Training
- 4.6. Stakeholder Priority
- 4.7. Summary

CHAPTER 5: - BASIC LEGAL FRAMEWORK IN INDIA

- 5.1. Introduction Scope and Importance
- 5.2. The Constitution of India
- 5.3. Basic Commercial Laws
- 5.4. Basic Common Laws
- 5.5. Outline of Personal Laws
- 5.6. Summary

CHAPTER 6: - LEADERSHIP

- 6.1 Introduction Definition Introduction, Definition
- 6.2 Characteristics of Leadership
- 6.3 Qualities of Good Leader
- 6.4 Effective Leadership
- 6.5 Summary

BCA- Game Development
Subjects under Employability

Semester		First	Teaching Hrs = 40			
Subject Code		BCA-GD-GD-171	Practice/Assignment Hrs = 20			
Subject Name		Programming Using C# (Pr)	Total Hrs :- 60			
Teaching Scheme			Examination Scheme		Credits	
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam		Total Marks
3	1.5	4.5	60	40		100
Course Outcomes (COs)						
1. Learning concepts of objects, classes, methods, constructors, and destructors						
2. Design, document, code, and test small C# console and GUI applications.						
3. Demonstrate the application of Object-Oriented Design Concepts						
4. Create small applications using C# Programming						
5. Basic knowledge of coding structure in unity for developing games						

- 1) Introduction to computers and programming, Operators and data types in C#**
History of Computers, Computer Hardware, Different types of Programming Languages, Introduction to C# programming, Constants and variables, Integers, Floats and Strings, statements, Identifying keywords, Examining arithmetic operators
- 2) Working with Arrays and Lists, Functions/Methods in C#**
Arrays and Lists, Parameters in functions, Returning values from functions, creating method in C#, Parameters in methods, Returning data from methods, passing named arguments, passing optional parameters
- 3) Using decision statements, using compound assignment and iteration statements**
Using if statements, using blocks to group statements, using switch statements, Writing while statements, Writing for statements, Writing do statements
- 4) Managing errors and exceptions, Using Collections**
Coping with errors, trying code and catching exceptions, writing checked statements, using "finally" block,
- 5) Creating and managing structure, classes and objects, working with inheritance,**
Defining and using a class, working with constructors, overloading constructors, understanding static classes, Understanding inheritance, declaring new methods, Declaring "virtual" methods, Declaring "override" methods. Declaring a structure, Difference between structure and class.

References

C# (Programming for Beginners in Under 8 Hours)
Learn C# in One Day and Learn It Well
Object Oriented Programming Using C#

Semester	First		Teaching Hrs = 40			
Subject Code	BCA-GD-GD-172		Practice/Assignment Hrs = 20			
Subject Name	Game Development – I (Pr)		Total Hrs :- 60			
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						
1. Apply C# programming in Unity for Game development						
2. Develop User Interface for Game using unity						
3. Develop small 2D game in unity using C# Programming Language						
4. Clear understanding different game mechanics						
5. Understanding usage of physics and mathematics in game						
6. Learning and implementing level designing						
7. Developing games for different platforms like android, windows, etc.						

1) Introduction to Unity Game Engine

Intro to Tools & navigation, Terrain system in Unity, Camera control in Unity, Scene Navigation, Project setting / Player setting, Game publishing using Unity

2) Intro to C# programming in unity

Constants and variables, Integers, Floats and Strings, Arrays and Lists, Arithmetic operators, Using if statements, Writing while statements, Writing for statements, & all Other Basic C# Concept in Unity

3) Unity Game Engine for Developing 2D Games

Intro to 2D Game system in unity, Sprite Editor in Unity, Sprite Animation in Unity, 2D Physics in Unity, 2D Components, UI system in unity, 2D Game Project

References

Getting Started with Unity 5

Unity 5 From Zero to Proficiency (Beginner)

Learning C# by Developing Games with Unity 3D Beginner's Guide

Semester		First		Teaching Hrs = 30		
Subject Code		BCA-GD-GD-173		Practice/Assignment Hrs = 30		
Subject Name		Game Design-I (Pr)		Total Hrs :- 60		
Teaching Scheme			Examination Scheme			
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	Credits
2	2	4	60	40	100	
Course Outcomes (COs)						
1. Understand the principles of Game Design						
2. Creating Game Design Document(GDD)						
3. Creating MDA Analysis Document						
4. Creating Design for the Physical Game (Board Game, Card Game, etc)						
5. Basics of photoshop to make 2D game assets.						

1) Game design

Principles of game design, Game Design Theory,MDA,8 type of Fun in Game,Visual style, Game play

2) Generate ideas for a game concept

Idea Development Process, Stimulus, Genre Market Research, Target platform

3) Creating Prototype

Creating physical Games: Board Game, Card Game, Party Games etc....

4) Gimp/photoshop Basics

Mastering the effects of the clone and healing brush tools , working with Layers and the Adjustments Panel, basics of Masking, Transforming and maximizing Smart Objects, Employing Smart Filters to create interesting effects, Color correction, Working with text and vector shapes in Gimp, File formats, resizing, and saving, Actions and Batch Processing

References

The Art of Game Design: A Book of Lenses, Second Edition
 Level Up! The Guide to Great Video Game Design
 Theory of Fun for Game Design

Semester		First		Teaching Hrs = 15		
Subject Code		BCA-GD-GD-175		Practice/Assignment Hrs = 05		
Subject Name		Human-Computer Interaction(TH)		Total Hrs :- 20		
Teaching Scheme			Examination Scheme			Credits
Teaching Hrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
1	1	2	30	20	50	2
Course Outcomes (COs)						
1. Apply human-computer interfaces principle to games						
2. Prototype an interface for a game using HCI techniques						

- 1) **Human-computer interfaces for games**
Technology, Interfaces, Human Factors, User interface design principles
- 2) **Methods of control and forms of feedback in games**
Feedback, Information Communication, User psychology, Control method design
- 3) **Prototype an interface for a game using HCI techniques (Photoshop/Gimp/Unity)** Game specification analysis, Interface decisions for each mode, User interface flow chart, Prototype interface design for game

References

HUMAN COMPUTER INTERACTION IN GAME DESIGN
Human-Computer Interaction (3rd Edition)

Semester		Second		Teaching Hrs = 30		
Subject Code		BCA-GD-GD-271		Practice/Assignment Hrs = 30		
Subject Name		Game Development II(Unity Advanced)		Total Hrs :- 60		
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						
1. Use Unity Engine for 3D Game Development						
2. Optimizing the game for better performance						
3. Introduction to the multiplayer game using unity						
4. Developing games on different platforms						
1. Basic understanding of unity services						

Topic

- 1) Lighting & Shading in unity**
Material & texturing in Unity, Physics Lighting and Rendering in Unity
- 2) Audio in unity**
Working with Audio Source, Working with Audio Listener
- 3) Particle system & Skybox in unity**
Working with the Particle system, Working with Skybox, Working with different effects in unity
- 4) Developing 3D Game using Unity Engine**
Exporting Assets from 3D Software, Different Types of the camera in Unity, Character Navigation, 3rd Person Camera movement, Creating Enemy characters runtime, Animation control in Unity, Graphic User Interface in Unity, Assigning Properties & Methods for the player, Build Simple Artificial Intelligence for enemy character

References

Learning C# by Developing Games with Unity 3D Beginner's Guide
Mastering Unity 2D Game Development - Building Exceptional 2D Games with Unity

Semester		Second		Teaching Hrs = 15		
Subject Code		BCA-GD-GD-274		Practice/Assignment Hrs = 05		
Subject Name		Artificial intelligence (AI) (Th)		Total Hrs :- 20		
Teaching Scheme			Examination Scheme			Credit s
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
1	1	2	30	20	50	
Course Outcomes (COs)						
1. Basics of AI, intelligent agents and structure						
2. Simulate human-like 'AI' character with intelligent behavior						
3. Basic forms of machine learning, decision trees, and statistical learning						
4. Apply Game AI in Unity Engine						
5. Develop 3rd Person Game with AI in Unity Engine						

1) Intro to Game AI

Introduction to AI, Intelligent Agent, Game AI Model and Interactive Agent, Analysis of Games - AI agent and its features

2) Mathematics and Computer Science

Probability, Statistics, Bayes Theorem, Data Structures - Queue, Stack, Trees, Analysis of Algorithm, Sorting, Design, and development of a game using Dice (Using Random class and Conditional probability), Design and development of a Digital Board Game

3) FSM(Finite States Machine)

FSM, Animation cycles, Mixamo Animation, Development of Game AI using FSM, e.g., Crossroad with Traffic signal and vehicles, pedestrians

4) Flocking

Flocking - Concept, Research papers, programming and Demonstration, Documentation for Game AI system (with ERD Entity Relationship Diagram, FSMs)

5) Problem Solving

Solving problems by searching, Informed Search, Path Finding, A* Pathfinding, Navigation Mesh

References

Artificial Intelligence: A Modern Approach (Third Edition)
 Artificial Intelligence for Games Second Edition
 Unity AI Programming Essentials

Semester			Third		Teaching Hrs = 30	
Subject Code			BCA-GD-371		Practice/Assignment Hrs = 30	
Subject Name			Technical Art I(Unity)		Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						
1. Use Unity Engine for creating Art in games						
2. Optimizing the Game for better performance						
3. Introduction rendering & Post Processing using unity						
4. Developing games in different platforms						
5. Advance understanding of unity game engine						
6.						

Topic

Working with Terrains

Learn to create beautiful landscapes in Unity using the Terrain Tool while optimizing the world using multiple levels of LODs, Occlusion Culling, batching and GPU Instancing.

Particle Systems and VFX Graph

Use particle systems and VFX graph in Unity to create beautiful intractable dynamics to enhance the scene.

Materials and Shader Graph

Create physically rendered materials and shaders which can transform the materials in real-time to create complex yet optimized visuals such as spreading fire, water or even holographic objects in Unity.

Lighting, Rendering and Post Processing

Enhance the look of the game by integrating better skyboxes, changing rendering paths and color spaces, using reflection probes, working with both real-time and baked global illumination and applying post-processing to perfect the visuals.

Procedural Art

Using mathematical functions and creating algorithms to create visual patterns for generating objects in the game world.

References

Learning Shader Graph by Pro Unity Game Development with C#
Mastering Unity 3D Game Development - Building Exceptional 2D Games with Unity

Semester		Third		Teaching Hrs = 40	
Subject Code		BCA-GD-372		Practice/Assignment Hrs = 20	
Subject Name		Virtual & Augmented Reality (Pr)		Total Hrs :- 60	
Teaching Scheme			Examination Scheme		
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks
3	1.5	4.5	60	40	100
Course Outcomes (COs)					
1. Hands-on experience in the latest VR technologies like HTC Vive					
2. Use Unity Engine for VR and AR Game/Interaction Development					
3. Optimize VR and AR Game/Interaction for Publishing					
4. Understanding physics and sound as in the real environment					
5. Building interaction between games and real-world environment					

1) Fundamentals of AR and VR

What is Augmented Reality, What is Virtual Reality, What is Mixed Reality, How Human Vision Works, Computer Vision, Stereovision, Understanding Depth, Perspective and 3D, Sensors, Input options - Magnetic Triggers, Gyroscopes, Gaze, Gesture, Voice, Spatial Sounds, Spatial Mapping, Tools and Technologies.

2) VR Overview

Unity VR Introduction, Enabling VR in Unity Project, previewing VR in Unity, Hardware, Software, VR Sample Project, Creating your first VR Project, Frame rate in Editor, Camera Movement & Node, Image Effect for VR, Render Scale,

3) Interaction in VR

VREyeRaycaster, VRInput, VRInteractableItem, Interaction in menu scene, Interaction in Maze scene, Interaction in Flyer scene, Gaze, The Reticle, Rotation & Position of the Head in VR, TouchPad&KeyBoard interaction during VR Gameplay

4) VR Game Movements

Fade blink transitions in VR, Flyer VR movement, Maze –Tabletop style game movement, Shooter Movement

5) Optimization for VR in Unity & Project

VR Optimization fundamentals, The Profiler, Geometry, Overdraw, Level of Details, Draw call Batching, Light Mapping, Light probes, Reflection probes, Occlusion culling, Anti-Aliasing, Texture, Shader, Quality Settings

6) Augmented Reality using Vuforia and Unity

Introduction to AR with Vuforia, Managing License, Target Manager, Creating Targets, Image Targets, Cylinder Targets, Installing Vuforia for Unity Extension, User-Defined Targets, Multi-Targets, Device Databases, Cloud Databases, Working with VuMarks, Deploying the app.

7) Other kinds of AR experiences

Big space AR -

What are they, How does it work, Input options - object detection, gestures, motion tracking, floor detection. Applications.

Projection mapping based AR -

What are they? Input options - Motion tracking, 3D mapped layouts. Applications.

References

Unity Virtual Reality Projects

Semester	Third		Teaching Hrs = 40			
Subject Code	BCA-GD-373		Practice/Assignment Hrs = 24			
Subject Name	Game Development – III (Pr) (Blueprint)		Total Hrs :- 64			
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
2.5	1.5	4	60	40	100	
Course Outcomes (COs)						
1. Demonstrate proficiency in Unreal game engine						
2. Use of C++ programming language in Unreal environment						
3. Creating state machines using a blueprint						
4. Develop a Prototype using Unreal game engine						
5. Developing pc games using unreal						

1. Introduction to Unreal Engine

Intro to User Interface, viewport toolbar, Navigating the Viewport, Creating BSP, Importing Assets, Terrain in Unreal, Camera Control in Unreal

2. Lighting & Rendering in Unreal

Understanding the Working of Materials, Cascade – a World Made of Particles, Pre-computed Lights, Dynamic Lights Versus Performance, Post Processing Effects

3. Intro to Blueprint

Intro to Blueprint Interface, Post Processing Effects, Blueprint Editor & Graphs

4. Introduction to C++ in Unreal Engine

Coding with C++, Variables, and Memory, If, Else, and Switch, Functions and Macros, Looping, Creating a small 3D game using Unreal Engine

References

Learning C# by Developing Games with Unity 3D Beginner's Guide

Mastering Unity 2D Game Development - Building Exceptional 2D Games with Unity

Semester	Fourth		Teaching Hrs = 30			
Subject Code	BCA-GD-471		Practice/Assignment Hrs = 30			
Subject Name	Basics Of Web Programming (HTML+CSS)		Total Hrs :- 60			
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						
1. Able to design, structure, and format website.						
2. Able to add the new elements and form input types in HTML5.						
3. Create and use images, links, styles, and forms.						
4. Add video, audio, and other multimedia to website.						
5. Able to add visual effects with CSS3.						
6. Understand web standards and learn from code examples that reflect today's best practices.						

Topic

Introduction to HTML

HTML basic tags (p, heading, head, title, body), HTML Attributes, HTML image, HTML Tables, HTML lists, HTML Anchor

HTML Forms

Basic syntax and tags for HTML form, HTML Form Input, HTML Form Attributes

HTML with CSS

HTML Colors Codes, HTML classes and ids, Ways to apply CSS, CSS tags

HTML Animation

Mouse hover, CSS Animation Properties

Basics of JavaScript

Variables, Data types, Type conversion, Operators, Functions, Strings and Arrays, Conditional statements and loops, JavaScript dates get and set Classes and Objects

JavaScript Forms

JavaScript events, JavaScript form validation

References

Web Design with HTML & CSS by Jennifer Smith & Jeremy Osborn
Pro HTML5 Games by Aditya Ravi Shankar

Semester			Fourth			Teaching Hrs = 30	
Subject Code			BCA-GD-472			Practice/Assignment Hrs = 30	
Subject Name			Integrating Online Services			Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits	
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks		
3	1.5	4.5	60	40	100		
Course Outcomes (COs)							
1. Able to implement Mobile Ads in Game							
2. Able to implement In-Apps in Game							
3. Able to implement Leader Boards in Game							
4. Able to publish Game to different App stores.							

Topic

In App Purchases

Setting Up IAP, Importing In-App package, Implementing In-App Purchases

Unity Ads

Basic Ads Implementation, Configuring placements in ads, Scripts for Unity Ads

Publishing

Introduction to Publishing, Reducing the file size of your build, Building a Game for Android

Leader boards

Implementing Leader Board, Configuring Leader Board

Localization & Collaboration

Localization in Unity, Collaboration in Unity Project

References

Getting started with Unity5 by Dr. Edward Lavieri
 Unity 5 from Zero to Proficiency by Patrick Felicia

Semester			Fourth			Teaching Hrs = 30	
Subject Code			BCA-GD-473			Practice/Assignment Hrs = 30	
Subject Name			Game Development – IV (Pr) (Unreal C++)			Total Hrs :- 60	
Teaching Scheme			Examination Scheme				Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks		
3	1.5	4.5	60	40	100		
Course Outcomes (COs) 1. Demonstrate advanced features of Unreal game engine 2. Demonstrate proficiency in Unreal game engine using C++ 3. Use C++ programming language in Unreal environment to make AAA level games. 4. Develop a Prototype using Unreal game engine							

Topic

Coding with C++

Setting up a novel project, Creating your first C++ program, How to deal with errors, What is building and compiling?

C++ in Unreal

First Example with Unreal Engine, Looping with Unreal Engine, Functions and Macros

Objects, Classes, and Inheritance

Class versus Struct, Getters and setters, Constructors and destructors, Putting your classes into headers

Actors and Pawns

Creating a world to put your actors in, Starting from scratch, Adding an actor to the scene, Writing C++ code that controls the game's character

Inventory System and Pickup Items

Declaring the backpack, Base class Pickup Item, Drawing the player inventory

Spell Book

The particle systems, Spell class actor, Attaching right mouse click to cast spell, Creating other spells

References

Unreal Engine Game Development Cookbook by John P. Doran Learning Unreal Engine GameDevelopment by Joanaa Lee

Semester	Fifth		Teaching Hrs = 40			
Subject Code	BCA-GD-571		Practice/Assignment Hrs = 20			
Subject Name	Multiplayer Programming(Pr)		Total Hrs :- 60			
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						
1. Create single-player games with save & continue features						
2. Introduction to different multiplayer services and plugin						
3. Create Multi-player games using Unity Networking						
4. Creating and using chat windows for communication between players						
5. Basic AI integration in a multiplayer game						

1) Intro to Networking

Protocol stack, TCP/IP, UDP, Latency

2) Saving Data between a scene in unity

Carry forward data from one scene to another, Using the Singleton method to save the data

3) Saving data in local server

saving Game data to local server while exiting, how to retrieve data from a local server

4) Creating Multiplayer Game in unity

Implement server creation & joining an existing host, How to find an active host, how objects can be created on the network, Network communication, Remote Procedure Calls, Creating a multiplayer game using unity

References

Unity Multiplayer Games

Semester			Fifth			Teaching Hrs = 30		
Subject Code			BCA-GD-572			Practice/Assignment Hrs = 30		
Subject Name			Game Development – V (HTML)			Total Hrs :- 60		
Teaching Scheme				Examination Scheme			Credits	
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks			
3	1.5	4.5	60	40	100			
Course Outcomes (COs)								
1. Able to Build a 2D Game using HTML5								
2. Able to make a Interactive UI & Game World								
3. Able to Implement Sound effects, Game Technologies & using of Sprite Sheets								
4. Able to Build a Pathfinding system & Character navigation through it.								

Topic

HTML5 & JavaScript Essentials

A Basic HTML5 page, Canvas Element, Audio Element, Image Element

Creating a Basic Game World

Basic HTML Layout, Creating Splash Screen & Main Menu, Level Selection, Loading Images, Loading Levels, Animating Game, Handling Mouse Input

Integrating Physics Engine

Box 2D Fundamentals, Adding more Box2D Elements, Tracking Collisions & Damage, Setting Up Box 2D Debug Drawing, Drawing our own Characters, Animating the Box2D World

Adding Entities to our World

Defining Entities, Creating Entities, Adding Entities to Levels, Drawing Entities, Selecting Game Entities, Highlighting Selected Entities

Intelligent Unit Movement

Commanding Units, Sending & Receiving Commands, Implementing Aircraft Movement, Path finding, Implementing Vehicle Movement, Smoother Unit Movement

Adding Weapons & Combats

Implementing Combat System, Adding Bullets, Combat Based orders for Turrets, Vehicles & Aircraft, Adding a Fog of War

Wrapping up the Single Player Campaign

Adding Sounds, Supporting Mobile Devices, Building the Single Player Campaign

References

Pro HTML5 Games by Aditya Ravi Shankar

Semester			Fifth			Teaching Hrs = 30	
Subject Code			BCA-GD-573			Practice/Assignment Hrs = 30	
Subject Name			Technical Art II (Unreal)			Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits	
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks		
3	1.5	4.5	60	40	100		
Course Outcomes (COs)							
1. Use Unreal Engine for creating Art in games							
2. Introduction rendering & Post Processing using unreal							
3. Developing games in different platforms							
4. Advance understanding of unreal game engine							

Topic

Working with BSP Brushes

Default BSP Brushes, Editing BSP Brushes, Blocking out the Rooms with BSP brushes, Content Browser, Placing Actors

Materials & Lighting

Material Editor, Applying Materials, Creating Materials, Mobility, Lighting up the Environment

Game Objects More & Move

Static Mesh, BSP Brush vs Static Mesh, Level of Detail, Collisions, Static Mesh Creation Pipeline, Interactions.

Volumes

Blocking Volume, Camera Blocking Volume, Trigger Volume, Nav Mesh Bounds Volume, Physics Volume

Particle System & Shaders

Main Components of Particle system, Design principles of Particle system, Creating Fireplace, Shaders, Rendering Pipeline

References

Learning Unreal Engine Android Game Development by Nitish Mishra
 Learning Unreal Engine Game Development by Joanaa Lee

Semester		Fifth		Teaching Hrs = 30		
Subject Code		BCA-GD-574		Practice/Assignment Hrs = 10		
Subject Name		Multiplayer Programming (Th)		Total Hrs :- 40		
Teaching Scheme			Examination Scheme			
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	Credits
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						
1.						

Topic

Multiplayer Programming

Intro to Networking

What is Networking, Types of Networking, Components of Networking

Introduction to Multiplayer

History of Multiplayer

References

Semester	Fifth		Teaching Hrs = 40			
Subject Code	BCA-GD-575		Practice/Assignment Hrs = 20			
Subject Name	Distribution & Marketing (Th)		Total Hrs :- 60			
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	
Course Outcomes (COs)						

- 1) **Introduction to Game Marketing**
Finding the audience, Addressing your market, Go to market plan-, Choosing a development platform-Unity, When to begin marketing, Finding a publisher
- 2) **Pre-release Marketing**
Development blog, Beta release/sales, Game Website, Game Trailer-You Tube
- 3) **Post-release Marketing**
Competition's, PR, Player Reviews, Paid promotions, Networking- Industry professionals, Game news sites, Game events
- 4) **Social Media Marketing**
Podcasts, Development updates-Screenshots/Images, Facebook Updates & Facebook ad page, Twitter updates
- 5) **Digital Distribution**
Steam, Kongregate, multiple stores Submission-Digital Stores
- 6) **Mobile App stores**
Google Play, Apple Store
- 7) **Specialty Distributors**
Sytherine, Facebook
- 8) **Marketing Plan**
Preparing a Marketing plan, Devising a distribution strategy

References

Semester	Fifth		
Subject Code	BCA-GD-576		
Subject Name	Sound Design		
	Examination Scheme		Credits
External Exam	Internal Exam	Total Marks	
30	20	50	2
Course Outcomes (COs) 1. Demonstrates practical application of learned methodologies including the ability to communicate ideas, concepts, and requirements in order to successfully fulfill a role related to sound design for a stage production 2. To acquire an entry-level position in the field of sound design and technology including significant technical mastery			

Basics of sound

Overview, Microphones & field recorders, DAW-Reaper and workflow, Sound recordings and techniques, Recording on-location for movies and games,

Sound Design & Score for game and video

Adaptive vs Interactive audio/music, Music and sounds for animation & game-play video, Assets sound/SFX design, Creating Custom SFX Libraries, Ambience sound

FMOD & Unity Integration

Introduction to FMOD-The Interface, Workflow-Events, Tracks & Instruments, Authoring Events, Instruments and workflow, Assets managing, Parameters-Automation, Events into the game, Mixing,

Reference:

Sound Design -David Sonnenschein
Sound effects Bible -Ric Viers

BCA- Game Development
Subjects under Skill Development

Semester	First		Teaching Hrs = 25
Subject Code	BCA-GD-177		
Subject Name	Japanese		
Examination Scheme			
External Exam	Internal Exam	Total Marks	Credits
30	20	50	2
Course Outcomes (COs)			
After learning this course student will be able to			
* to gain knowledge of basic Japanese grammar * to acquire basic Japanese language skills like listening, speaking, writing, and reading			

I. Self-Introduction+ Hiragana Letters + Vocabulary	7 hrs
II. Hiragana Letters + Basic Grammar	6hrs
III. Numbers + Vocabulary	6hrs
IV. Greetings+ Vocabulary	6hrs

Reference Book:

- Minna No Nihongo

Semester	II		
Subject Code	BCA – 145-20		
Subject Name	Sanskrit		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	2
Course Outcomes (COs) After learning this course student will be able to, * Demonstrate grammer , shabd, and Sanskrit vocabulary.			

Sr. No.	Topic	Marks
1	General Grammer, Shabd , Kriyapad	20
2	Subhashitam	20
3	Katha Vangmay	20
4	Grihpath	20
5	Tondi pariksha	10
6	Lekhi Pariksha	10

Semester		Third		Teaching Hrs = 25	
Subject Code		BCA-GD-377			
Subject Name		Self Defense			
Examination Scheme					
Practical Exam	Theory Exam		Total Marks		Credits
30	20		50		2
Course Outcomes (COs)					
After learning this course student will be able to					
* to gain knowledge of Judo and Karate					
* To know how to attack					
* To know different techniques of attack like Judo, Taekwondo					

- History of judo and karate...
- Fundamentals of Taekwondo - Bodily Vital Points and Target of Attack
- Applicable Parts of the Body
- Judo - BASIC SKILLS, BREAK FALLS, Judo Techniques - ,0-GOSHi ,
- IPPON-SEOI-NAGE , Osoto gari , bone locks chokes , different stance of body
- Taekwondo - Jireugi (punch) , Pal (arm) , KICKING (CHIGI),
- BASIC SELF DEFENCE TECHNIQUES - Sebeon Kyorugi (momtong)
- (Three-time Kyorugi (Trunk)) , Sebeon Kyorugi (olgul)
- (Three-time Kyorugi (Face)) , Hanbeon Kyorugi (momtong)
- (One-time Kyorugi (Trunk)) , Hanbeon Kyomgi (olgul)
- (One-time Kyomgi (Face)) , Anja-kyorugi
- (Sitting-position kyorugi) , Euija-kyorugi
- (On-the-chair kyorugi) ,

Semester	Third			
Subject Code	BCA-GD-376			
Subject Name	Yoga			
Examination Scheme				
Practical Exam	Theory Exam	Total Marks		Credits
30	20	50		2
Course Outcomes (COs)				
After learning this course student will be able to				
* to gain knowledge of yoga				
* To know different types of Asana				

BCA- Game Development
Subjects under Entrepreneurship

Semester	Second		
Subject Code	BCA-GD-277		
Subject Name	PC Maintenance		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
			4
Course Outcomes (COs)			
1. Identify the main components for the PC.			
2. Learn about power supplies and the skills to trouble-shoot various power-related problems.			
3. Familiarize themselves with PC memories such as RAM and ROM devices. This includes RAM types, RAM upgrading, ROM BIOS, and the CMOS chip.			
4. Know about motherboards and the various technologies connected to main boards such as Chipsets, Buses, and various BIOS types.			

Computer Hardware and PC Maintenance Syllabus

Chapter -1 Introduction to Personal Computer

Block Diagram of PC. Function of each block. What is Hardware? What is software? Types of Software - system software- BIOS and Operating system and Application software. What is Data? Brief history of PC technology. Components of PC.

Chapter -2 Motherboards , I/O Slots, Expansion Slots, Buses

Types of Motherboards, Form Factors, Components of motherboards, Chipsets, Northbridge Southbridge, Memory slots, External cache memory , Processor sockets, Integrated I/O ports, Computer BUS, Expansion bus slots, CPU Architectures and Modes of Operations, Modes of Operation, Hyper Threading Technology.

Chapter -3 Processor, Sockets, Slots and BUS architecture

Function of CPU Socket, Types of CPU Sockets, Installation of CPU on Motherboard, Processors, Characteristics of Processors, How a CPU Works, Intel i3, i5 and i7 Processors, BUS Architecture, CPU FSB, 32-Bit versus 64-Bit Bus, Memory BUS, Expansion bus slots

Chapter -4 BIOS and Cache Memory

BIOS/firmware, Sample Beep codes, POST and Features of BIOS/Firmware, Plug & Play BIOS, Flash BIOS Upgradation, Cache Memory, Cache miss, Cache Hit

Chapter -5 Memory Management

Primary Memory, Logical Memory, Organization of conventional memory - Extended and Expanded memory, Overview and features of SDRAM, DDR, DDR2 and DDR3 RAM, Error Checking Memory, (ECC RAM), Parity RAM non-parity RAM, Logical, Extended and expanded memory.

Chapter-6 Storage Devices

Floppy Disk Drives, Disk Controllers, Hard Disk Controller (HDC), Hard Disk Drives, Types of Drive Interfaces, Parallel ATA (PATA) and Serial ATA (SATA) comparison, Difference between SATA I, SATA II and SATA III, SCSI Controllers, SAS Technology, Managing disks, Basic disks, Disk Partition, Benefits of multiple partitions, Disadvantages of multiple partitions, Types of partitions, Dynamic disks, File systems, *FAT*, *FAT32*, NTFS (New Technology File System), File extensions, File attributes, Optical Media Storages, Compact Disc (CD), BD vs. DVD.

Chapter-7 Display Devices

Types of Display Devices, Video technologies, The Monitor, Working of CRT Monitor, LCD Monitors, Projectors, The Technical Differences between LCD and DLP, How DLP Projectors Work, The Advantages of DLP Technology, Disadvantages to DLP Projectors, How LCD Projectors Work, The Advantages of LCD Technology, The Weaknesses of LCD Technology, How LED Projectors Work, The Advantages and Disadvantages to LED Projectors, Wireless projector capabilities, The advantages of wireless projectors, Types of wireless projectors, Security of wireless projectors

Chapter -8 Input Output Devices

Types of I/O devices, The Keyboard, Internal Working of the Keyboards, Different types of computer keyboards, Ergonomic Keyboard, Personal System (PS/2) Keyboard, Mini PS/2 Keyboard, Multimedia Keyboard, Internet Keyboard, Wireless Keyboard, Gaming Keyboard, Mouse, Inside of a Mouse, How does a mouse actually work? Inside an optical mouse, How an optical mouse works, Mouse Interface Types, Pointing devices, Trackball, Touchpoint, Touchpad, Touch Screen, Printers & Scanners, Characteristics and Capabilities of Printers, Impact printers, Inkjet Printers, Thermal Printers, Laser Printers, Scanners, 1 All-in-One Devices Flatbed Scanners, Handheld Scanners, Drum Scanners, Bar Code Scanners, Fingerprint scanner, Modems, broadband modems, How broadband Internet works?

Chapter - 9 Power Supply and UPS

The Power Supply (SMPS), Power Supply Connectors, Table 1-1 Power Color Codes, Different connectors, Hot Swap Power Supply, Power supply problems, Power Protection Devices, Surge suppressor, Uninterruptible power supply (UPS), Online and Offline UPS, Standby power supply (SPS), The Main Power Problems, Surge / Spike, Line Noise, Brownout / Under voltage/ Sag, Swell / Overvoltage, Blackout / Power Outage, The Solution for power Problems.

Chapter -10 I/O Ports, Cables, NICs, Wi-Fi and Bluetooth

Use of I/O ports, Serial ports & Cables, USB Ports and Cables, USB 3.0 Highlights and Benefits over USB 2.0, FireWire Ports and Cables, Parallel Ports and Cables, SCSI Ports and Cables, PS/2 Ports, Audio Ports, Video Ports and Connectors, Network Interface Card, Types of Network Interfaces, Wireless or Wi-Fi Ethernet, Working of Wireless Networks, Examples of Wi-Fi Devices, Examples Of Wireless Networks, Wi-Fi Ethernet Standards, IEEE 802.15(Bluetooth)
Interrupt Request Lines

Chapter -11 Computer Maintenance

POST and its sequence, Preventive Maintenance, *Passive* preventive maintenance, *An active* preventive maintenance, Hardware Maintenance, Software Maintenance, Active Preventive Maintenance Procedures, Basic diagnostic procedures, Basic troubleshooting tools, screwdrivers, Long nose pliers, Flashlight, Soldering iron, Wire strippers, Multimeter, Crimping Tool, Software tools and utilities, Bootable disks, Power-On Self-Test, Hard Drive Self-Test, Software diagnostic tools, Identifying problems, Preventive Maintenance (PM) in Depth, Laptop Preventive Maintenance (PM), Computer Virus, What is Antivirus?, Software Preventive maintenance procedures, Security policies.

Chapter - 12 Basics of an Operating System

What is an Operating System? Its functions, Desktop operating System, Network Operating system, Modes of operation, Windows 7 Editions, Windows 7 Hardware Requirements, Windows 7 Installation Procedure, Windows 8.1 Editions, Minimum Hardware for common resources, Windows 8.1 Installation Methods

Reference Books:

PC Hardware: The Complete Reference

Pc Repair And Troubleshooting Guide : Mark Edward Soper

Semester			Fourth		Teaching Hrs = 30	
Subject Code			BCA-GD-474		Practice/Assignment Hrs = 30	
Subject Name			Game Design II (Pr)		Total Hrs :- 60	
Teaching Scheme			Examination Scheme			Credits
TeachingHrs/Week	Practice/Assignment Hrs/Week	Total Hrs	External Exam	Internal Exam	Total Marks	
3	1.5	4.5	60	40	100	4
Course Outcomes (COs) 1. Prepare game design documentation 2. Present a game concept to stakeholders 3. Implement sound effect in Games						

Topic

Game Pre-production Documentation

Game Analysis, Player Types, Player Motivation, Game design document

Genres of Video Games

Shoot'em up, Stealth, Tower defense, RTS, Fighting games

References

1. The Art of Game Design: A Book of Lenses, Second Edition
2. Level Up! The Guide to Great Video
3. Game Design Theory of Fun for Game Design

BCA
Subjects under Employability

Semester	First		
Subject Code	BCA-141-20		
Subject Name	C Programming		
Examination Scheme			Credits
External Exam		Internal Exam	
60		40	
		Total Marks	
		100	4
Course Outcomes (COs) After learning this course student will be able to * Explain the process of problem solving using computer * Design an algorithmic solution for a given problem * Write a C program for a given algorithm. * Trace the given C program manually. * Write C program for simple applications of real life using structures and files.			

Course Outline

S. No.	Topic	Hours
1	LOGIC DEVELOPMENT : Variable & Constants, Operators, Programming Constructs, Sequence, Selection Iteration	4
2	INTRODUCTION TO FLOWCHARTING: What Are Flowcharts? Types of Flowcharts, Advantages of Flowcharts, Flowchart Symbols, Use Of Symbols, Developing Flowcharts, Flowchart Aesthetics	4
3	TECHNIQUES: Flowchart For Computations, Flowcharts For Decision Making, Flowcharts For Loops Predefined Process, Arrays	4
4	INTRODUCTION TO C DATA TYPES AND OPERATORS: Instruction in C, Operators, Type Conversions, Operator precedence in C, Data Types Revisited INPUT / OUTPUT: Introduction, Unformatted I/O Functions, Formatted I/O Functions.	4
5	CONTROL STATEMENTS: Decision Control Instruction, Loop control or Iteration instructions, Case Control Instructions, Jump Statements	3
6	FUNCTIONS: What is a Function? , Why use Functions? Passing Value between Functions, Scope Rule of Functions, Advanced features of Functions	4

Semester	First	Teaching Hrs = 25

7	ARRAYS AND STRINGS: Introduction, One Dimensional Array, Two Dimensional Arrays, Strings, String Library Functions, Two Dimensional Arrays of Characters.	4
8	POINTERS: Pointers Overview, Pointers and Functions, Pointers and Arrays, Dynamic Memory Allocation, Pointers to Pointers	4
9	STRUCTURES Introduction, Declaring a Structure and Union, Array of Structure, Assigning a Structure variable to another variable, Nesting of Structure, Passing a Structure variable to a Function, Pointers and Structures, User defined Data Types.	5
10	FILE MANIPULATION: Introduction, Unformatted High level Disk Input Output functions, Character Input output in Files, Command Line Arguments, String Input Output in Files, Formatted High level Dist I/O Functions, Direct Input Output	4

Books Recommended

- The spirit of C - Mulish Cooper
- Programming in ANSI C - Bal guru swami
- Let us C- Yashwant Kanitkar
- Data Structure Using C - Tenenbaum

Subject Code	BCA-144-20		
Subject Name	Japanese		
Examination Scheme			
External Exam	Internal Exam	Total Marks	Credits
30	20	50	2
Course Outcomes (COs) After learning this course student will be able to * to gain knowledge of basic Japanese grammar * to acquire basic Japanese language skills like listening, speaking, writing, and reading			

I. Self-Introduction+ Hiragana Letters + Vocabulary 7 hrs

II. Hiragana Letters + Basic Grammar 6hrs

III. Numbers + Vocabulary 6hrs

IV. Greetings+ Vocabulary 6hrs

Reference Book:

- Minna No Nihongo

BCA – 242 -20 C++

Semester	II		
Subject Code	BCA – 242-20		
Subject Name	Object Oriented Programming using C++		
Examination Scheme			Credits
External Exam		Internal Exam	
60		40	
		Total Marks	
		100	4
Course Outcomes (COs)			
After learning this course student will be able to,			
* Understand the OOP principles			
* Develop knowledge of Advance version of language C with classes and objects			
* Differentiate between object oriented programming and procedural oriented language and data types in C++.			
* Simulate the problem in the subjects like Operating system, Computer networks and real world problems.			
* Develop knowledge of program using C++ features such as composition of objects, Operator overloading, inheritance, Polymorphism etc.			

INTRODUCTION

(3 Hour)

C++ programming Basic

Object Oriented programming, Characteristics, Advantages of object Oriented programming over procedural language.

INTRODUCTION TO C++, EXTENSION OF C

(4 Hour)

Data types, constants, references, Variable, Loops and decisions

Arrays, strings and Structures Revision

Classes and objects

INTRODUCTION TO C++ CLASSES:

(5 Hour)

Data Members, Functions, Scope resolution operator,

Access specifier

New, delete operator, Static members.

CONSTRUCTOR and DESTRUCTOR

(3Hour)

Encapsulation, Inline functions, and default parameters

Pointers and 'This' pointer

OVERLOADING:

(6Hour)

Function Overloading, Operator Overloading

Default Arguments

INHERITANCE:

(4 Hour)

Base class, derived class, Virtual Class, Abstract class.

POLYMORPHISM

(4 Hour)

Virtual functions, Pure Virtual functions and abstraction

Function Overloading and ambiguities

All remaining types of functions

STREAM CLASS, FILE INPUT/OUTPUT.

(3 Hour)

FStream classes, working with files with functions for reading and writing

EXCEPTION HANDLING.

(3 Hour)

Fundamental, Multiple catch statements, catching all exception
Templates concept

Reference Books:

The complete reference

- Herbert Schildt

Object Oriented Programming in C++

- Robert Lafore

Object Oriented Programming in C++

- E Balagurusamy

Semester	Third		
Subject Code	BCA – 340-20		
Subject Name	Advanced Web Designing		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs)			
After learning this course student will be able to,			
* Use fundamental skills required to host a website. * Select and apply mark up languages for processing, identifying and presenting of information in web pages. * Use a scripting languages to transfer data and presenting of information in web pages. * Create and manipulate web media objects using different software. * Incorporate aesthetics and formal concepts of layout and organization to design websites that effectively communicate using visual elements.			

Chapter 1: Introduction HTML5

(1 Hr)

Basic Concepts

What is HTML?

HTML History

Setting up Your Development Environment

Understanding Three Layers of Web: HTML, CSS, JavaScript

Understanding HTML Tags

Chapter 2: Understanding Page Structure

(1.5 Hr)

Specifying Document Type

The Head Section

The Body Section

“Hello World” Example

View HTML5 Page in Browser

HTML5 Boilerplate

HTML5 Validation

Adding External Files

Adding Stylesheet to HTML

Adding JavaScript Files to HTML

Organizing File and Folder Structure

Chapter 3: Creating Text Elements

(4 Hr)

Line Break

Creating Headings

Applying Bold and Italic Formatting

Superscript and Subscript

Block Quotation

Preformatted Text

Unordered, Ordered and Definition Lists

Ordered Lists

Unordered Lists

Nesting Lists

Definition Lists

Using Links & Creating Navigation

Using Relative and Absolute Paths
Setting Link Target:
Linking to a Phone Number
Linking to an E-Mail Address
Creating and Hyperlinking to Anchors
Adding Images
Displaying Data with Tables
Table Row
Table Data
Colspan
Rowspan
Table Heading
Adding Line Break & Horizontal Line
Commenting Your Work

Chapter 4: HTML: Working with Web Forms

(2 Hr)

Adding Input Boxes
Using Textarea
Using Label
Working with Radio Buttons
Offering Checkbox Options
Implementing Select List
Adding Buttons
Form Processing

Chapter 5: Organizing Page Structure

(2 Hr)

The Value of Structure: Semantic Elements
The Header Container: <header> Tag
The Footer Content Container: <footer> Tag
The Navigation Container: <nav> Tag
The Main Content Container: <main> Tag
The Page Division Container: <section> Tag
The Independent Content Container: <article> Tag
The Related Content Container: <aside> Tag
Few More Semantic Elements
Adding Contact Information with <address> Tag
The Image Container: <figure> Tag
The Graphics Container: <canvas> Tag
Embedding Audio and Video with <audio>, <video> Tags
The Vector Based Image Container: <svg> Tag

Chapter 6: CSS: Cascading Style Sheets

(2 Hr)

History of CSS
3 Methods of Adding CSS to HTML File
CSS Rule Structure: CSS Syntax
Using Different Units of Measurement
Block Level vs Inline Elements
Adding CSS Comments
Code Formatting
Validating CSS Code

Chapter 7: CSS: Selectors

(2 Hr)

Element Selector
ID Selector
Class Selector
Universal Selector
Descendant Selector

Child Selector
Sibling Selector
Attribute Selector
Grouping Elements
Pseudo Class
Inheritance
Specificity Calculator
!important

Chapter 8

(3 Hr)

Formatting Text
Font Family
Using Web Safe Fonts
Using External Fonts
Using Google Fonts
CSS properties for text management
Adding Colors to Text
Changing Font Size
Font Weight
Font Style
Text Transformation
Text Decoration
Text Alignment
Font Variant
Letter Spacing
Word Spacing
Line Height
Text Indent
Word Wrapping
Styling List Elements
List Style Type
List Style Position
List Style Image
List Style

Chapter 9: Understanding Box Model

(2 Hr)

Width and Height
Margins and Padding
Adding Borders
Creating Rounded Corners
Background
Background Color
Background Image
Background Repeat
Background Position
Background Size
Background Shorthand Property

Chapter 10: Page Layout

(2 Hr)

Top, Right, Bottom, Left
Applying Floats to Your Design
Clearing Float
Display Property
Controlling Visibility
Z-index
Controlling Overflow
Working with Flexbox

Chapter 11: Responsive CSS (1 Hr)
Different Screens and Screen Sizes
Media Queries

Chapter 12: Advanced CSS and Animation
Advanced CSS
Text Shadow
Box Shadow
Gradient
Transformations
Transitions

Chapter 13: Introduction to Bootstrap 4 (3 Hr)
Getting Started with Bootstrap
Bootstrap Grid System
Bootstrap Content Classes
Bootstrap Components and Utilities

Chapter 14: Introduction to JavaScript (1 Hr)
Java and JavaScript: The Misunderstanding
Client Server Architecture
Adding JavaScript to HTML Page
“Hello World!” : First JavaScript Project
JavaScript Syntax
Comments
Reserved Words in JavaScript

Chapter 15: Working with Variables and Data Types (2Hr)
Data Types in JavaScript
Working with Numbers
Working with Strings
Understanding Booleans Values
Difference between Undefined and Null
Arrays
Object

Chapter 16: Conditions and Loops (3 Hr)
If Statements
Comparison Operators
If-else Statements
If-else-if Statements
Switch Case
Loops: Minimizing Repetition
While Loops
Do-While Loops
For Loops

Chapter 17: Functions: Writing Code for Later (2 Hr)
Arguments: Passing Data to Functions
Return Statement: Outputting data from function
Function Scope

Chapter 18: DOM: Document Object Model (1.5 Hr)
Finding Elements by Tag Name
Finding Elements by Class Name
Finding Elements by Id

Finding Parent
Finding Children
Finding Siblings
Interacting with Attributes
Changing Styles

Chapter 19: JavaScript Events

(3 Hr)

Handling Window Events
Working with Mouse Events
Form Events Handling
Dealing with Key Events

Chapter 20: JavaScript Events

(2 Hr)

Using jQuery
The \$() factory function
Selecting and Manipulating Elements
Get and Set DOM Element Content
Styling Elements
Handling Events

Chapter 21: Latest Trends in JavaScript

Strict Mode
Regular Expression
Object Oriented JavaScript
Working with AJAX
ECMA Script
Server Side JavaScript: NODE.js
JSON
JavaScript Frameworks: Vue.js, Angular.js, React.js

Chapter 22: Web Design Latest Trends

Git and Github: Version Control
Gulp: Automated Task Runner
Understanding SASS

Reference Books:

- HTML by Xavier
- HTML – Black Book
- HTML,DHTML, Java Script, CGI, Perl by Ivan Bayross
- Java Script- Tech media publication
- SAMs Teach Yourself BootStrap in 24 hrs.
- Oreilly - BootStrap: Responsive Web Development

Semester	Third		
Subject Code	BCA - 345-20		
Subject Name	Software Testing & Quality Assurance		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, * Understanding credible research resources verified through methodological software engineering research processes. * Do Software Testing Techniques, Measures, and Process * Experience in conducting a software engineering research project based on peer-reviewed research literature, and, following sound research methodologies. * Analyze different approaches to software testing and quality assurance, and select optimal solutions for different situations and projects.			

BCA 345-20 Software Testing & Quality Assurance

1 Quality Concept

4Hr

- 1.1 Definition of Quality, QA, SQA
- 1.2 Quality factors
- 1.3 Software Quality Metrics
- 1.4 Process Improvement
- 1.5 Process and Product Quality
- 1.6 The SEI Process Capability Maturity model, ISO, Six-Sigma
- 1.7 Process Classification

2 Software Quality Assurance & Software Reliability

5Hr

- 2.1 Need for SQA
- 2.2 SQA Activities
- 2.3 Building blocks of SQA
- 2.4 SQA Planning & Standards
- 2.5 Reliability Measures
- 2.6 Reliability models

3 Verification & Validation

4Hr

- 3.1 Verification & Validation Planning
- 3.2 Software inspections
- 3.3 Automated static Analysis

4 Software Testing Fundamentals

4Hr

- 4.1 Testing objectives
- 4.2 How test information flows
- 4.3 Testing lifecycle
- 4.5 Test Cases – What it is?, Test Case Designing (Concept & introduction should be covered here. Detailed techniques should be covered in Unit No. 2.4)

5 Levels of Testing

5Hr

- 5.1 Unit Testing
- 5.2 Integration Testing
- 5.3 System Testing
- 5.4 Acceptance Testing

5.5 Alpha testing & Beta testing

Semester	Fourth	

5.6 Static vs. Dynamic testing

5.7 Manual vs. Automatic testing

5.8 Testers workbench

5.9 11-steps of testing process (Only steps should be covered)

6 Different types of Testing

5Hr

6.1 Installation Testing

6.2 Usability testing

6.3 Regression testing

6.4 Performance Testing

6.5 Load Testing

6.6 stress testing

6.7 Security testing

7 Static & Dynamic Testing

5Hr

7.1 Static Testing Technique

7.2 Review types: Informal Review, Technical or peer review, Walkthrough, Inspection, static analysis

7.3 Review Meeting,

7.4 Review Reporting & Record keeping, Review guidelines & Review checklist

7.5 Data flow analysis

7.6 Control flow analysis

7.7 Cyclometric Analysis

7.8 Dynamic testing – need & Advantages

8 Black Box & White Box Testing (Test Case Design Techniques)

4Hr

8.1 Functional Testing (Black Box) Equivalence partitioning, BVA, Cause- Effect graphing, Syntax testing (Concept & Test case generation only)

8.2 Structural Testing (White Box) Coverage testing, Statement coverage, Branch & decision coverage, Path coverage

8.3 Domain Testing

8.4 Non functional testing techniques

8.5 Validation testing Activities Low level testing, High level testing

8.6 Black box vs. White Box

9 Testing specialized Systems and Applications

4Hr

1. Testing object oriented software

2. Testing Web based Applications

Reference:

1. Software Engineering - R. Pressmen

2. Software Engineering - Sommerville

3. Introducing Software Testing - Louise Tamres

4. Effective Methods for software Testing - William Perry

5. Software Testing in Real World - Edward Kit

6. Software Testing Techniques - Boris Beizer

7. Software quality assurance: Principles and Practices - Nina Godbole, Narosa

Subject Code	BCA – 440-20		
Subject Name	JAVA Programming		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* To understand and implement object oriented concepts using java * Able to solve real world problems using OOP techniques. * How to develop web application using Java * Able to understand the use of Packages and Interface in java.			

Chapter 1: The Genesis of Java

(2 Hr)

Creation of Java, Why it is important to Internet, characteristics of Java

Chapter 2. Basics of Programming

(4 Hr)

Data types and variables, Arrays operators Types casting and conversion Condition & looping constructs
Clauses and methods Overloading Inheritance

Chapter 3: Packages & Interfaces

(5 Hr)

Defining Packages, Understanding & catch class path Access protection, Importing Packages, interfaces

Chapter 4: Exception Handling

(4 Hr)

Exception types ,Using try & catch, Nested try, Using throw , throws finally Built in Exception, Creating & using own Exception ,Subclasses

Chapter 5: String Handling

(4 Hr)

String constructions, String operations, Standard String methods

Chapter 6: Multithreading

(5 Hr)

Thread Life Cycle, Thread's priorities, synchronization, runnable interface, IsAlive() & Join().Deadlock

Chapter 7: I/O

(6 Hr)

Streams, byte Streams, Char Streams, Reading console I/P, Writing Console O/P file I/O, sterilization

Chapter 8 : Applet Programming

(6 Hr)

Applet basics, Simple display methods. Repainting passing parameters

Chapter 9: Event Handling

(6 Hr)

Event Classes, Sources of Events, Event listeners

Chapter 10: User Interface

(6 Hr)

AWT classes Windows fundamentals, Component-window, Container-frame

Panel –canvas

Checkbox, group list scrollbar

Graphics	Text field, text area
Colors	Menus dialogs.
Fonts	AWT-controls-layout manager
Labels	
Buttons	

Chapter 11: Introduction to Swings

(2 Hr)

JApplet, Icons, Labels, Text fields, Button, Combo Box, Tabbed panes, Scroll Panes, Trees, Tables

Reference Books:

- Java - Complete reference
- Java - O'reilly
- Java Black Book

Semester	Fifth			
Subject Code	BCA –540-20			
Subject Name	ASP.Net			
Examination Scheme				Credits
External Exam		Internal Exam	Total Marks	
60		40	100	
Course Outcomes (COs)				
After learning this course student will be able to,				
* Separate page code from content by using code-behind pages, page controls, and components.				
* Display dynamic data from a data source by using Microsoft ASP.Net and data binding.				
* Create a web form with server controls.				
* Can create web application with database handling				

1. Introduction to ASP.NET

4 Hr

The .NET Framework, The .NET programming Framework, .NET languages, The .NET class library, ASP vs. ASP.NET, About ASP.NET, Basic difference between C# and VB.net

2. ASP.NET 2.0

10 Hr

Features of ASP.NET 2.0, Stages in Web Forms Processing, Introduction to Server Controls, HTML Controls, Validation Controls, User control, Data Binding Controls, Configuration, Personalization, Session State

3. Declaring Variables in ASP.NET

10 Hr

Data Types, Initializes, Arrays, Enumerations. Variable Operations- Advanced Math Operations, Type Conversions. Object Based Manipulation - String Object, Date Time Object, Time span object & Array Object. Conditional Structures, Loop Structures, Functions & Subroutines – Parameters, Procedure Overloading, Delegates.

4. Web Server and User

2 Hr

Installing IIS. IIS Manager- Creating a virtual directory, Virtual directories and Applications, Folder Settings, Adding virtual directory to your neighborhood.

5. ASP. NET Applications

3 Hr

ASP.NET file types, the bin directory, code-behind, The Global.asax, Understanding ASP.NET classes. ASP.NET configuration

6. Overview of ADO.NET

6 Hr

ADO.NET architecture, Accessing Data using data adapters and datasets, using command and data reader, binding data to data bind controls, displaying data in data grid.

Reference Books:

1. The complete Reference ASP.NET by Matthew MacDonald- Tata McGraw-Hill.
2. Professional ASP.NET – Wrox Publication

Semester	Fifth			
Subject Code	BCA – 541-20			
Subject Name	Python			
Teaching Scheme		Examination Scheme		Credits
Teaching Hrs/Week		External Exam	Internal Exam	
4		60	40	100
Course Outcomes (COs) After learning this course student will be able to, • Master Object-oriented programming to create an entire Python project using objects and classes • Store and retrieve information using variables • Develop cost-effective robust applications using the latest Python trends and technologies				

Introduction to Python • Introduction to Python- an interpreted high level language, interactive mode and script mode. Variables, Expressions and Statements • Variables and Types-mutable and Immutable variable and Keywords. • Operators and Operands in Python. (Arithmetic, relational and logical Operators), • Operator precedence, Expressions and Statements (Assignment Statement); • Taking input (using raw_input() and input()) and displaying output – print statement • Comments in Python	3
Conditional and Looping Construct • if - else statement and nested if – else while, for, use of function in for, Nested loops • break, continue, pass statement • Use of compound expression in conditional constructs	2
Functions • Built-In Function, invoking built in functions • Module (Importing entire module or selected objects using from statement) • Functions from math, random, time & date module. • Composition • User Define Function: Defining, invoking functions, passing parameters (default parameter values, keyword arguments) • Scope of variables, void functions and functions returning values	5
Strings • Creating, initializing and accessing the elements; • String operators: +, *, in, not in, range, slice [n:m] • String built in functions & methods: • Strings constants defined in string module Regular Expression and Pattern Matching	4

<u>Semester</u>	<u>Fifth</u>	<u>Teaching Hrs = 40</u>
Lists • Concept of mutable lists, creating, initializing and accessing the elements of list • List operations (Concatenation, Repetation, Membership, list slices), List comprehensions • List functions & methods: len, insert, append, extend, sort, remove, reverse, pop • Tuple functions: cmp(), len(), max(), min(), tuple() • Concept of Sets, creating, initializing and accessing the elements of • Sets operation (Membership, union, intersection, difference, and symmetric difference) • Concept of key-value pair, creating, initializing and accessing the elements in a dictionary, • Traversing, appending, updating and deleting elements • Dictionary functions & Methods: cmp, len, clear(), get(), has_key(), items(), keys(), update(), values()		8
Modules • More on Modules: Executing modules as scripts, The Module Search Path, “Compiled” Python files • Standard Modules • The dir() Function • Packages Importing * From a Package, Intra-package References, Packages in Multiple Directories		2
File Handling • Output Formatting • Reading and Writing Files (text and binary mode)		2
Errors and Exceptions • Syntax Errors, Exceptions, Handling Exceptions, Raising Exceptions • User-defined Exceptions, Defining Clean-up Actions (try - finally), Predefined Clean-up Actions		2
Introduction to Object oriented concepts in Python • Object Oriented concepts • Objects, Python Scopes and Namespaces • Classes, Class Objects, Instance Objects, Method Objects, Class and Instance Variables • Inheritance		5
Database handling using Python		2

Reference Books

- Python Crash Course: A Hands-On, Project-Based Introduction to Programming (2nd Edition) Author: Eric Matthes
- Python Programming for Beginners: An Introduction to the Python Computer Language and Computer Programming
- Python for Beginners: The Ultimate Beginners Guide to Python Programming With Step by Step Guidance and Hands-On Examples.
- Core Python Programming Dr. R. Nageswara Rao

Subject Code	BCA – 542 -20		
Subject Name	Linux		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* Learn Open source Operating system concepts.			
* Effectively use the UNIX/Linux system to accomplish typical personal, office, technical, and software development tasks.			
* Identify and use UNIX/Linux utilities to create and manage simple file processing operations, organize directory structures with appropriate security, and develop shell scripts to perform more complex tasks.			
* Effectively use software development tools including libraries, preprocessors, compilers, linkers, and make files.			

BCA -542- 20 LINUX

Unit-I

(8 hrs)

Linux Operating system history, concept and architecture, Basic features of Linux, Advantages of Linux, Basic architecture of Unix/Linux operating system, Overview of Linux kernel, Kernel space, user space. Shells in Linux, features of shells, Minimum Hardware requirement for installation of linux operating system, Installation methods.

Unit-II

(8 hrs)

Linux file system architecture, commands for files and directories:
touch,cd,mkdir,rmdir,rm,pwd,more,less,head,tail,Creating and viewing files using cat and VI editor.
Detail study of VIM editor. Standard input and output operators in linux.

Unit-III

(8 hrs)

Linux system administration :user administration, adding and deleting of users, File ,and directory permissions in Linux, special file and directory permissions like stiky bit,SUID and SGID,creating and managing groups, modifying group attributes, study of su command ,configuring X windows in linux,KDE and GNOME environments.

Unit-IV

(8 hrs)

Study of processes: processes and processes states, nit process,Xinetd processes, Process priority ,nice,renice commands, scheduling of tasks using crontab,ps,kill,find,sort commands ,study of rpm command. Tar command, disk related commands, disk partitioning and formatting, study of /etc/fstab.

Unit-V

(8 hrs)

Accessing file system & related devices, Basics of troubleshooting, Run levels and init ,study of /etc/inittab,Recovery of root password, shell programming-scripting basics, conditional statements.

Reference Books:

- The complete Linux reference- Christopher Negus
- Unix Concepts and application - Sumitabha Das
- Beginning Linux Programming - Christopher Negus

Semester	Sixth		
Subject Code	BCA – 640 -20		
Subject Name	Cloud Technology		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* Define various basic concepts related to cloud computing technologies. * Identify the architecture and concept of different cloud models: IaaS, PaaS, SaaS, and services such as public cloud, private cloud, hybrid cloud, etc. * Have knowledge on reading and writing in cloud storage. * Explore some important cloud computing driven commercial systems such as Google Apps, Microsoft Azure and Amazon Web Services and other businesses cloud applications			

Topic 1) Introduction to Linux Networking (8 Hours)

Basics of linux OS, advance user management, permissions & Task Scheduling, RAID Implementation (RAID0, RAID1, RAID5, RAID6, RAID10), Logical Volume Management (LVM), software Management using rpm, yum.

Linux Networking: DHCP Server (Dynamic Host Configuration Protocol), Apache Web Server, FTP Server, NFS Server, CIFS Server, DNS Server, access control lists

Topic 2) Introduction to Virtualization (4 Hours)

What is virtualization, concepts, Implementation of Virtualization. Implementation of remote accessibility, advantages & disadvantages, limitation. Relationship between Virtualization & Cloud Computing.

Topic 3) Virtualization for Enterprise (6 Hours)

Virtualization for Enterprise: Vmware, Hyper-V, Virtual Box.

Bare Metal Virtualization, NAS (Network attached storage) implementation, SAN (Storage Area Network) implementation

Topic 4) Cloud Computing Fundamental (6 Hours)

Cloud Computing definition, private, public and hybrid cloud. Cloud types; IaaS, PaaS, SaaS. Benefits and challenges of cloud computing, public vs private clouds, role of virtualization in enabling the cloud;

Business Agility: Benefits and challenges to Cloud architecture. Application availability, performance, security and disaster recovery; next generation Cloud Applications.

Topic 5) Cloud Applications& Services (6 Hours)

Technologies and the processes required when deploying web services; Deploying a web service from inside and outside a cloud architecture, advantages and disadvantages.

Cloud Services: Reliability, availability and security of services deployed from the cloud. Performance and scalability of services, tools and technologies used to manage cloud services

deployment; Cloud Economics: Cloud Computing infrastructures available for implementing cloud based services.

Topic 6) Selecting Cloud Platform

(5 Hours)

Economics of choosing a Cloud platform for an organization, based on application requirements, economic constraints and business needs (e.g Amazon, Microsoft and Google)

Reference Books:

1. Distributed and Cloud Computing, 1st edition, Morgan Kaufmann, 2011.
2. GautamShroff, Enterprise Cloud Computing Technology Architecture Applications [ISBN: 978-0521137355]
3. Toby Velte, Anthony Velte, Robert Elsenpeter, Cloud Computing, A Practical Approach [ISBN: 0071626948]
4. Dimitris N. Chorafas, Cloud Computing Strategies [ISBN: 1439834539]

Semester	Sixth		
Subject Code	BCA – 641 -20		
Subject Name	Advanced Java		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	
Course Outcomes (COs)			
After learning this course student will be able to,			
* learn to access the database through Java programs, using Java DataBase Connectivity (JDBC)			
* understand integrated development environment to create, debug and run multi-tier and enterprise-level applications			
* learn to access the database through Java programs, using Java DataBase Connectivity (JDBC)			
* create dynamic web pages, using Servlets and JSP.			
* make a reusable software component, using Java Bean			

Advanced Java

1. Swing: (5 Hours)

MVC Architecture, Advantages pf swing over AWT, JApplet, JFrame, JPanel etc

2. Collection Framework (5 Hours)

Collection Interfaces:- Set, List, Map. Collection Classes:- ArrayList, LinkedList, HashSet etc. Legacy Classes & Interfaces:- Enumeration, Iterator, Vector, Stack, Dictionary, Hashtable, Properties

3. Socket Programming (5 Hours)

Networking eg:- Socket, Client/Server, Reserve Sockets, Proxy Servers, Internet Addressing. TCP/IP Client /Server Sockets. URL , Client/Server Programming. Datagrams.

4. Java Beans using BDk and JBuilder (5 Hours)

Introduction, Advantages of Java Beans, Bean Life Cycle, Properties of Beans, BDk, Bean Event Model.

5. Java Database Connectivity: (6 Hours)

JDBC introduction, JDBC Vs ODBC, JDBC Architecture, Types of JDBC Drivers, JDBC Interfaces eg: Connection, Statement, Prepared Statement, CollableStatement, DatabaseMetaData, ResultSet, ResultSetMetaData. JDBC Classes eg:- DriverManager, Executing SQL Query, Transactions eg:- Commit, Rollback, SetAutoCommit(), Batch Updates.

6. Remote Method Invocation (4 Hours)

Distributed Object Systems eg: Remote Procedure Call, Java Remote Invocation. RMI Architecture, RMI Services – Naming/Registry Services, Object activation, Distributed garbage Collector.

7. Java Servlet Programming

(5 Hours)

Introduction of Servlet, Implementation, GenericServlet Class, SingleThreadModel Interface, Http Request/Response, HttpServlet Class, Servlet Configuration, Servlet Life Cycle, Session Tracking:- Hidden Fields, Cookies, URL rewriting, Session object, Request Dispatcher Interface, sendRedirect., Servlet Chaining.

Reference Book:

- J2EE Beginners-Wrox publication.
- Complete Reference-J2EE
- Java Servlet Programming- O'Reilly
- JDBC 4.2, Servlet 3.1, and JSP 2.3 Includes JSF 2.2 and Design Patterns - Black Book
- Core and Advanced Java, Black Book, Recommended by CDAC, Revised and Upgraded - Dreamtech Press

Semester	Sixth		
Subject Code	BCA – 642 -20		
Subject Name	Current Trends in IT		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, - Analyze Open source mobile technology, Explain Basics of Application development - Explain Framework, SDK, Emulation - Explain Android Application structure - Explain Android Activities lifecycle and UI Layout - Explain Expressions, Manifest, other necessary UI concept - List and explain GUI Objects, - Explain Layout Design concepts - Explain Android Event driven Programming, Activity Lifecycle, Explain Exception handling			

Topic 1) HTML5 (7 Hours)

Introduction, features, elements & attributes in HTML5, <canvas>, <video>, <audio>. Introduction to Scalable Vector Graphics (SVG), Geolocation, Form input types, HTML5 web storage.

Introduction of HTML5 Web worker.

CSS: Introduction to Style Sheet, types of style Sheets: Inline, External, Embedded CSS, Text formatting properties, CSS Border, margin properties, Positioning. Use of classes in CSS, color properties, use of <div> &

Topic 2) Introduction to Android (2 Hours)

Introduction to Android: A little Background about mobile technologies, Android - An Open Platform for Mobile development, Android SDK Features, Android versions and features.

Topic 3) Tools for Development (1 Hours)

Installing Android, First Android application, Running on Emulator, Android development Tools, Eclipse, IDEs and Tools

Topic 4) Android Architecture and OOPS (2 Hours)

Building Blocks of Android, Java Classes and Objects, Class Methods and Instances, Inheritance and Polymorphism in Java, Interface and Abstract class.

Topic 5) Android UI & Advance JAVA (15 Hours)

Fundamental Android UI Design, Introducing Views, In Creating new Views, Introducing Layouts, Creating new Views, Using resources, Intents, Life cycle of Activity, Complex UI components, Building UI for performance, Using themes, Debugging Android Code,

Topic 6) Android Graphics and Multimedia (2 Hours)

Basic Graphics, Input Handling, Playing Audio & Video, Recording Audio and Video, Adding new media to media store, Raw Audio Manipulation.

Topic 7) Database and Content Providers

(6 Hours)

Introducing Android Databases, Introducing SQLite on Android, SQLiteOpenHelper and creating a database, Opening and closing a database, Working with cursors Inserts, updates, and deletes, Creating new content Provider, Using Content providers, Native Android Content provider.

References:

- Hello, Android by Ed Burnette
- Professional Android 2 Application Development Paperback, Author, Reto Meier, Wrox Publications
- Professional Android Application Development by Reto Meier, Wiley India Pub.
- <http://developer.android.com>

BCA
Subjects under Entrepreneurship

Semester	Sixth	Teaching Hrs = 35	
Subject Code	BCA – 642 -20		
Subject Name	Current Trends in IT		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs) After learning this course student will be able to, - Analyze Open source mobile technology, Explain Basics of Application development - Explain Framework, SDK, Emulation - Explain Android Application structure - Explain Android Activities lifecycle and UI Layout - Explain Expressions, Manifest, other necessary UI concept - List and explain GUI Objects, - Explain Layout Design concepts - Explain Android Event driven Programming, Activity Lifecycle, Explain Exception handling			

Topic 1) HTML5 (7 Hours)

Introduction, features, elements & attributes in HTML5, <canvas>, <video>, <audio>. Introduction to Scalable Vector Graphics (SVG), Geolocation, Form input types, HTML5 web storage. Introduction of HTML5 Web worker. CSS: Introduction to Style Sheet, types of style Sheets: Inline, External, Embedded CSS, Text formatting properties, CSS Border, margin properties, Positioning. Use of classes in CSS, color properties, use of <div> &

Topic 2) Introduction to Android (2 Hours)

Introduction to Android: A little Background about mobile technologies, Android - An Open Platform for Mobile development, Android SDK Features, Android versions and features.

Topic 3) Tools for Development (1 Hours)

Installing Android, First Android application, Running on Emulator, Android development Tools, Eclipse, IDEs and Tools

Topic 4) Android Architecture and OOPS (2 Hours)

Building Blocks of Android, Java Classes and Objects, Class Methods and Instances, Inheritance and Polymorphism in Java, Interface and Abstract class.

Topic 5) Android UI & Advance JAVA (15 Hours)

Fundamental Android UI Design, Introducing Views, In Creating new Views,

Introducing Layouts, Creating new Views, Using resources, Intents, Life cycle of Activity, Complex UI components, Building UI for performance, Using themes, Debugging Android Code,

Topic 6) Android Graphics and Multimedia (2 Hours)

Basic Graphics, Input Handling, Playing Audio & Video, Recording Audio and Video, Adding new media to media store, Raw Audio Manipulation.

Topic 7) Database and Content Providers (6 Hours)

Introducing Android Databases, Introducing SQLite on Android, SQLiteOpenHelper and creating a database, Opening and closing a database, Working with cursors Inserts, updates, and deletes, Creating new content Provider, Using Content providers, Native Android Content provider.

References:

- Hello, Android by Ed Burnette
- Professional Android 2 Application Development Paperback, Author, Reto Meier, Wrox Publications
- Professional Android Application Development by Reto Meier, Wiley India Pub.
- <http://developer.android.com>

Semester	Third		
Subject Code	BCA – 340-20		
Subject Name	Advanced Web Designing		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
60	40	100	4
Course Outcomes (COs)			
After learning this course student will be able to,			
* Use fundamental skills required to host a website. * Select and apply mark up languages for processing, identifying and presenting of information in web pages. * Use a scripting languages to transfer data and presenting of information in web pages. * Create and manipulate web media objects using different software. * Incorporate aesthetics and formal concepts of layout and organization to design websites that effectively communicate using visual elements.			

Chapter 1: Introduction HTML5

(1 Hr)

Basic Concepts
What is HTML?
HTML History
Setting up Your Development Environment
Understanding Three Layers of Web: HTML, CSS, JavaScript
Understanding HTML Tags

Chapter 2: Understanding Page Structure

(1.5 Hr)

Specifying Document Type
The Head Section
The Body Section
“Hello World” Example
View HTML5 Page in Browser
HTML5 Boilerplate
HTML5 Validation
Adding External Files
Adding Stylesheet to HTML
Adding JavaScript Files to HTML
Organizing File and Folder Structure

Chapter 3: Creating Text Elements

(4 Hr)

Line Break
Creating Headings
Applying Bold and Italic Formatting
Superscript and Subscript
Block Quotation
Preformatted Text
Unordered, Ordered and Definition Lists

Ordered Lists
Unordered Lists
Nesting Lists
Definition Lists
Using Links & Creating Navigation
Using Relative and Absolute Paths
Setting Link Target:
Linking to a Phone Number
Linking to an E-Mail Address
Creating and Hyperlinking to Anchors
Adding Images
Displaying Data with Tables
Table Row
Table Data
Colspan
Rowspan
Table Heading
Adding Line Break & Horizontal Line
Commenting Your Work

Chapter 4: HTML: Working with Web Forms

(2 Hr)

Adding Input Boxes
Using Textarea
Using Label
Working with Radio Buttons
Offering Checkbox Options
Implementing Select List
Adding Buttons
Form Processing

Chapter 5: Organizing Page Structure

(2 Hr)

The Value of Structure: Semantic Elements
The Header Container: <header> Tag
The Footer Content Container: <footer> Tag
The Navigation Container: <nav> Tag
The Main Content Container: <main> Tag
The Page Division Container: <section> Tag
The Independent Content Container: <article> Tag
The Related Content Container: <aside> Tag
Few More Semantic Elements
Adding Contact Information with <address> Tag
The Image Container: <figure> Tag
The Graphics Container: <canvas> Tag
Embedding Audio and Video with <audio>, <video> Tags
The Vector Based Image Container: <svg> Tag

Chapter 6: CSS: Cascading Style Sheets

(2 Hr)

History of CSS
3 Methods of Adding CSS to HTML File
CSS Rule Structure: CSS Syntax
Using Different Units of Measurement
Block Level vs Inline Elements
Adding CSS Comments
Code Formatting
Validating CSS Code

Chapter 7: CSS: Selectors

(2 Hr)

Element Selector
ID Selector
Class Selector
Universal Selector
Descendant Selector
Child Selector
Sibling Selector
Attribute Selector
Grouping Elements
Pseudo Class
Inheritance
Specificity Calculator
!important

Chapter 8

(3 Hr)

Formatting Text
Font Family
Using Web Safe Fonts
Using External Fonts
Using Google Fonts
CSS properties for text management
Adding Colors to Text
Changing Font Size
Font Weight
Font Style
Text Transformation
Text Decoration
Text Alignment
Font Variant
Letter Spacing
Word Spacing
Line Height
Text Indent
Word Wrapping
Styling List Elements
List Style Type
List Style Position
List Style Image
List Style

Chapter 9: Understanding Box Model

(2 Hr)

Width and Height
Margins and Padding
Adding Borders
Creating Rounded Corners
Background
Background Color
Background Image
Background Repeat
Background Position
Background Size
Background Shorthand Property

Chapter 10: Page Layout

(2 Hr)

Top, Right, Bottom, Left
Applying Floats to Your Design
Clearing Float

Display Property
Controlling Visibility
Z-index
Controlling Overflow
Working with Flexbox

Chapter 11: Responsive CSS

(1 Hr)

Different Screens and Screen Sizes
Media Queries

Chapter 12: Advanced CSS and Animation

Advanced CSS
Text Shadow
Box Shadow
Gradient
Transformations
Transitions

Chapter 13: Introduction to Bootstrap 4

(3 Hr)

Getting Started with Bootstrap
Bootstrap Grid System
Bootstrap Content Classes
Bootstrap Components and Utilities

Chapter 14: Introduction to JavaScript

(1 Hr)

Java and JavaScript: The Misunderstanding
Client Server Architecture
Adding JavaScript to HTML Page
“Hello World!” : First JavaScript Project
JavaScript Syntax
Comments
Reserved Words in JavaScript

Chapter 15: Working with Variables and Data Types

(2Hr)

Data Types in JavaScript
Working with Numbers
Working with Strings
Understanding Booleans Values
Difference between Undefined and Null
Arrays
Object

Chapter 16: Conditions and Loops

(3 Hr)

If Statements
Comparison Operators
If-else Statements
If-else-if Statements
Switch Case
Loops: Minimizing Repetition
While Loops
Do-While Loops
For Loops

Chapter 17: Functions: Writing Code for Later

(2 Hr)

Arguments: Passing Data to Functions
Return Statement: Outputting data from function
Function Scope

Chapter 18: DOM: Document Object Model**(1.5 Hr)**

Finding Elements by Tag Name
Finding Elements by Class Name
Finding Elements by Id
Finding Parent
Finding Children
Finding Siblings
Interacting with Attributes
Changing Styles

Chapter 19: JavaScript Events**(3 Hr)**

Handling Window Events
Working with Mouse Events
Form Events Handling
Dealing with Key Events

Chapter 20: JavaScript Events**(2 Hr)**

Using jQuery
The \$() factory function
Selecting and Manipulating Elements
Get and Set DOM Element Content
Styling Elements
Handling Events

Chapter 21: Latest Trends in JavaScript

Strict Mode
Regular Expression
Object Oriented JavaScript
Working with AJAX
ECMA Script
Server Side JavaScript: NODE.js
JSON
JavaScript Frameworks: Vue.js, Angular.js, React.js

Chapter 22: Web Design Latest Trends

Git and Github: Version Control
Gulp: Automated Task Runner
Understanding SASS

Reference Books:

- HTML by Xavier
- HTML – Black Book
- HTML,DHTML, Java Script, CGI, Perl by Ivan Bayross
- Java Script- Tech media publication
- SAMs Teach Yourself BootStrap in 24 hrs.
- Oreilly - BootStrap: Responsive Web Development

Semester	Sixth		
Subject Code	BCA – 644 -20		
Subject Name	Digital Marketing		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	2
Course Outcomes (COs) After learning this course student will be able to, * Analyze the confluence of marketing, operations, and human resources in real-time delivery. * Demonstrate cognitive knowledge of the skills required in social media marketing. * To acquire the skills regarding methods and tools and technologies required in digital marketing. * To understand how to reach your online targeted market			

Contents	Duration
Marketing Concepts Basics of Marketing, What is Digital Marketing? Why Digital Marketing? Google SERP, Crawler, Indexing, Ranking	2Hr
Introduction of Websites Domain Hosting , Website Google Analytics	4Hr
Search Engine Optimization What is SEO? Website Optimization	4Hr
SEO Content Writing What is Content Writing? What is Content Marketing?	2Hr
On Page SEO Keyword Research, Website Content Image Optimization Header / Footer tags	6Hr
OffPage SEO Link Building / Backlinks	2Hr
Social Media Marketing (SMM) and Social Media Optimisation (SMO) Face book Business Page LinkedIn Business Page , Twitter Page, Instagram Account, YouTube Channel, Different type of Ads, Creating Posts Organic and Inorganic SMM, Paid,Marketing for Social Media, Google AdWords	8Hr
Email Marketing What is Email Marketing? Email Marketing Strategy	2Hr

Reference Books:

- 1) The Art of Digital marketing By Ian Dodson

2) Digital Marketing for Dummies- RussHenneberry

BCA
Subjects under Skill Development

Semester	First		Teaching Hrs = 25
Subject Code	BCA-144-20		
Subject Name	Japanese		
Examination Scheme			
External Exam	Internal Exam	Total Marks	Credits
30	20	50	2
Course Outcomes (COs)			
After learning this course student will be able to			
* to gain knowledge of basic Japanese grammar * to acquire basic Japanese language skills like listening, speaking, writing, and reading			

I. Self-Introduction+ Hiragana Letters + Vocabulary	7 hrs
II. Hiragana Letters + Basic Grammar	6hrs
III. Numbers + Vocabulary	6hrs
IV. Greetings+ Vocabulary	6hrs

Reference Book:

- Minna No Nihongo

BCA - 241-20 Communication Skills

Semester	II		
Subject Code	BCA – 241-20		
Subject Name	Communication Skills		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	
Course Outcomes (COs)			
After learning this course student will be able to,			
* Demonstrate critical and innovative thinking.			
* Display competence in oral, written, and visual communication.			
* Apply communication theories.			
* Show an understanding of opportunities in the field of communication.			
* Use current technology related to the communication field.			
* Respond effectively to cultural communication differences.			
* Communicate ethically.			
* Demonstrate positive group communication exchanges.			

1. The Types of Business Communication 2 Hr

Business Communication

The Classification, Functions & Scope of Business Communication

Internal Communication

External Communication

2. The Communication Process 2 Hr

Elements of Communication, The Communication Cycle, The Barriers To Communication

3. The Principles of Communication 2 Hr

The Medium of Communication ,Accuracy, Brevity , Clarity , Courtesy

4. The Modes of Communication 3 Hr

Introduction , The Types of Communication ,Oral Communication , Written Communication

Non-Verbal Communication ,Visual Signs in Non-Verbal Communication , Audio Signals in

Non-Verbal Communication , Silence , Time Touch , The Functions of Non-Verbal ,

Communication, The Merits & Demerits of Non-Verbal Communication

5. Verbal Skills 2 Hr

Introduction, The Language used in Oral Communication, Verbal & Linguistic Modifiers &

Regulators & Voice Culture, The Techniques of Delivery

6. The Art of Listening 2 Hr

Listening & Hearing, The Value of Listening, The Functions of Listening, The Pitfalls involved

in Listening, The Process of Listening / The Principles of Listening, How to Listen Efficiently

The Barriers to Efficient Listening, The Types of Listening

7. Body Language 2 Hr

Introduction
The Types of Body Language
Facial Expressions
Kinesics Related To the Body
Touch

8. How to conduct Oral Communication

2 Hr

The Classification of Oral Communication
Dyadic Communication
Group Communication
Requests
Complaints
Inquiries
Introduction
Dictation
The Telephone
Interviews An Overview
At the Interview Venue

9. The Essentials of Written Communication

2 Hr

Introduction
Alignment
Font Style
Bold, Italics & Normal
Font Size
Indentation & Block Style
Items
Emphasis
Letter Heads
Continuation Sheets
Stationery
Presentation

Reference Books:

1. Communication Skills : Dr. Rao & Dr. Das- Himalaya Publishing House
2. Communication Skills : Dr. Urmila Rai, S.M. Rai – Himalaya Publishing house
3. Communication : By C.S. Rayadu - Himalaya Publishing House
4. Developing Communication Skills : Mohan Banerjee, Macmillan, India
5. Business Correspondance & report : R. C. Sharma, Krishna Mohan Writing- A Practical approach to Business & technical communication
6. Communication Skills for : Dr. Anjali Ghanekar, Everest Publishing

Semester	II		
Subject Code	BCA – 145-20		
Subject Name	Sanskrit		
Examination Scheme			Credits
External Exam	Internal Exam	Total Marks	
30	20	50	
Course Outcomes (COs) After learning this course student will be able to, * Demonstrate grammer , shabd, and Sanskrit vocabulary.			

Sr. No.	Topic	Marks
1	General Grammer, Shabd , Kriyapad	20
2	Subhashitam	20
3	Katha Vangmay	20
4	Grihpath	20
5	Tondi pariksha	10
6	Lekhi Pariksha	10

Semester	III			
Subject Code	BCA-343-20			
Subject Name	Soft Skill			
Examination Scheme				Credits
External Exam		Internal Exam	Total Marks	
30		20	50	
Course Outcomes (COs)				
After learning this course student will be able to,				
• Understand the concept of soft skills and hard skills • Understand how they should communicate effectively • Understand time management, conflict handling, problem solving, etc. • Become aware of the basics of presentation skills and how they could use them				

CHAPTER 1: COMMUNICATION SKILL

- 1.1 Introduction, Scope and Importance
- 1.2 Rapport Building, Effective Use of body language
- 1.3 Barriers to Good Communication
- 1.4 Communicate Assertively
- 1.5 Summary

CHAPTER 2:- STRESS MANAGEMENT

- 2.1 Introduction, Scope and Importance
- 2.2 Six Stress Busters
- 2.3 Steps to Reduce stress
- 2.4 Summary

CHAPTER 3:- TIME MANAGEMENT

- 3.1. Introduction, Scope and Importance
- 3.2. Managing Your Time
- 3.3. Effective Delegation
- 3.4. Setting Priorities
- 3.5. Effective Meeting Management
- 3.6. Dealing with common time wasters
- 3.7. Summary

CHAPTER 4:- CORPORATE SOCIAL RESPONSIBILITY

- 4.1. Introduction, Scope and Importance
- 4.2. Definition of Social Responsibility
- 4.3. Approaches to CSR
- 4.4. CSR in various parts of the World
- 4.5. Ethics Training
- 4.6. Stakeholder Priority
- 4.7. Summary

CHAPTER 5: - BASIC LEGAL FRAMEWORK IN INDIA

- 5.1. Introduction Scope and Importance
- 5.2. The Constitution of India
- 5.3. Basic Commercial Laws
- 5.4. Basic Common Laws
- 5.5. Outline of Personal Laws
- 5.6. Summary

CHAPTER 6: - LEADERSHIP

- 6.1 Introduction Definition Introduction, Definition
- 6.2 Characteristics of Leadership
- 6.3 Qualities of Good Leader
- 6.4 Effective Leadership
- 6.5 Summary

Reference Books:

- 1. Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz
- 2. Personality Development and Soft skills , Oxford University Press by Barun K. Mitra
- 3. The Time Trap : the Classic book on Time Management by R. Alec Mackenz

CHILD HEALTH NURSING.

Placement: Third Year.

Time: Theory-90 Hrs.

(Class 80 + Lab 10hrs

Practical-270Hrs. + 75 Hrs*

Course Description: This course is designed for developing an understanding of the modern approach to child-care, identification, prevention and nursing management of common health problems of neonates and children.

Specific objectives: At the end of the course, the students will be able to:

1. Explain the modern concept of child care and the principles of child health nursing.
2. Describe the normal growth and development of children in various age groups.
3. Explain the physiological response of body to disease conditions in children.
4. Identify the health needs and problems of neonates and children, plan and implement appropriate nursing interventions.
5. Identify the various preventive, promotive and rehabilitative aspects of child care and apply them in providing nursing care to children in the hospital and in the community.

Unit	LearningObjectives	Content	Hrs : allocation.
I	*Explain the modern concept of child care & principles of child health nursing.	Introduction: Modern concept of childcare.	T 10 hrs.
		• Introduction to modern concept of child care & history, principles & scope of child health nursing.	P 05 hrs
			1
		• Internationally accepted rights of the Child	1
	*Describe national policy Programmes & legislations in relation to child health & welfare.	• National policy & legislations in relation to child health &welfare.	1
		• National programmes related to child health & welfare.	1
		• Agencies related to welfare services to the children.	1
	*List major causes of death during infancy, early & late childhood.	• Changing trends in hospital care, preventive, promotive & curative aspects of child health.	1
		• Child morbidity & mortality rates.	1
		• Differences between an adult &child.	1
	*Describe the major functions & role of the paediatric nurse in caring for a hospitalized child.	• Hospital environment for a sick child.	1
		• Impact of hospitalization on the child &family.	1
		• Grief &bereavement.	1
		• The role of a child health nurse in caring for a hospitalized child.	1
		• Principles of pre & post-operative care of infants & children.	1
		• Child health nursing procedures.	5
	*Demonstrate various Paediatric nursing procedures		

Unit	Learning Objectives	Content	Hrs : allocation.
II	*Describe the normal growth & development of children at different ages *Identify the needs of children at different ages & provide parental guidance *Identify the nutritional needs of children at different ages & ways of meeting the needs. *Appreciate the role of play for normal & sick children. *Appreciate the preventive measures & strategies for children.	The healthy child - Principles of growth & development. - Factors affecting growth & development. - Growth & development from birth to adolescence - The needs of normal children through the stages of developmental & parental guidance - Nutritional needs of children & infants: Breast feeding, supplementary & artificial Feeding & weaning. - Baby friendly hospital concept. - Accidents: causes & prevention. - Value of play & selection of play material. - Preventive immunization, immunization programme & cold chain. - Preventive pediatrics - Care of under five & under five clinics/well baby clinic.	T 18 hrs. P 02 hrs 1 1 6 2 1 2 2 2 1 2
III	*Provide care to normal & high risk neonates. *Perform neonatal resuscitation. *Recognize & manage common neonatal problems.	Nursing care of a neonate. - Nursing care of a normal newborn / Essential newborn care. - Neonatal resuscitation. - Nursing management of a low birth weight baby & high risk babies. - Kangaroo mother care. - Organization of neonatal unit. - Identification & nursing management of common neonatal problems. - Nursing management of babies with common congenital malformations. - Control & prevention of infection in N.I.C.U.	T 12hrs. P 03hrs. 4 1 4 1 1 1 2 1
IV	*Explain the concept of IMNCI & other health strategies initiated by National population policy 2000.	Integrated management of neonatal & childhood illnesses (IMNCI). Health strategies: National population policy- - RCH camps & RCH outreach schemes. - Operationalization of district newborn care, home based neonatal care. - Border district cluster strategy. - Integrated management of infants & children with illnesses like diarrhea, A.R.I., malaria, measles & Malnutrition. * Nurses' role: IMNCI.	10 hrs. 2 2 1 3 2

U nit	Learning Objectives	Content	Hrs : allocation.
V	*Provide nursing care in Common childhood diseases. *Identify measures to prevent common childhood diseases including immunization.	Nursing management in common Childhood diseases- • Nutritional deficiency disorders. • Respiratory disorders & infections. • Gastro-intestinal infections, infestations, & congenital disorders. • Cardio-vascular problems: congenital defects & rheumatic fever, rheumatic heart disease. • Genito-urinary disorders: acute glomerulo nephritis, nephritic syndrome, Wilm's tumour, infections, calculi, & congenital disorders. • Neurological infections & disorders: convulsions, meningitis, hydrocephalus, head injury. • Hematological disorders : anemias, thalassemia, ITP, leukemia, hemophilia. • Endocrine disorders: juvenile diabetes mellitus & other diseases. • Orthopaedic disorders : club feet, hip dislocation & fracture. • Disorders of skin, eye & ears. • Common communicable diseases in children, their identification, nursing care in hospital & home & prevention. • Child health emergencies : poisoning, haemorrhage, burns & drowning. • Nursing care of infant and children with HIV/ AIDS	20 hrs. 1 2 2 3 2 3 2 1 1 1 1 1
VI	*Manage the child with behavioral & social problems	Management of behavioural & social Problems in children. • Management of common behavioral disorders. • Management of common psychiatric problems. • Management of challenged children: • Mentally, physically, & socially challenged. • Welfare services for challenged children in India. • Child guidance clinics.	10 hrs. 4 2 2 1 1

References-

1. Ghai O.p. et al. (2000) Ghai's Essentials of Paediatrics. 1stedn. Mehta offset works. New Delhi.
2. Marlow Dorothy & Redding. (2001) Textbook of Paed. Nsg. 6thedn. Harbarcourt India ltd. New Delhi
3. Parthasarathy et al. (2000) IAP Textbook of Paediatric Nsg. Jaypee bros., 2nd ed. New Delhi.
4. Vishwanathan & Desai. (1999) Achar's Textbook of Paediatrics 3rded. Orient Longman. Chennai.
5. Wong Dona et al. Whaley & Wong's Nursing care of infants & children. 6th edn. Mosby co., Philadelphia.
6. Dr. C.S. Waghale, Principles and Practice of Clinical Pediatrics, Vora publication 1996

PRACTICAL

Time: 270 hrs (9 weeks)

75 Hrs* (2 weeks)

Areas	Duration (in weeks)	Objectives	Skills	Assignments	Assessment methods
Pediatric medicine ward	3	• Provide nursing care to children with various medical disorders • Counsel and educate parents	• Taking pediatric history • Physical examination and assessment of children • Administer of oral, IM/IV medicine and fluids. • Calculation fluid requirements • Prepare different strengths of IV fluids • Apply restraints • Administer O₂ inhalation by different methods • Give baby bath • Feed children by katori spoon etc • Collect specimens for common investigations • Assist with common diagnostic procedures • Teach mothers/parents ➤ Malnutrition ➤ Oral rehydration therapy ➤ Feeding and weaning ➤ Immunization schedule ➤ Play therapy ➤ Specific disease conditions	• Give care to three assigned pediatric patients • Nursing care plan- 1 • Case study /Presentation - 1	• Assess clinical performance with rating scale. • Assess each skill with checklist OSCE/OSPE • Evaluation of case study / presentation and health education session. • Completion of activity record

Pediatric surgery ward	3	- Recognize different pediatric conditions/ malformations - Provide pre and post operative care to children with common pediatric surgical conditions/ malformation - Counsel and educate parents	- Calculate, prepare and administer IV fluids - Do bowel wash - Care for ostomies: ➤ Colostomy irrigation ➤ Ureterostomy ➤ Gastrostomy ➤ Enterostomy - Urinary catheterisation and drainage - Feeding ➤ Nasogastric ➤ Gastrostomy ➤ Jejunostomy - Care of surgical wounds - Dressing - Suture removal	Give care to three assigned pediatric surgical patients Nursing care plan- 1 Case study / presentation - 1	- Assess clinical performance with rating scale. - Assess each skill with checklist OSCE/OSPE - Evaluation of case study / presentation and health education session. - Completion of activity record
Pediatric OPD/ Immunization room	1	- Perform assessment of children: Health, developmental and anthropometric - Perform immunization - Give health education/ nutritional education	- Assessment of children ➤ Health assessment ➤ Developmental assessment ➤ Anthropometric assessment - Immunization - Health / Nutritional education	Developmental study -1	- Assess clinical performance with rating scale - Completion of activity record.
Pediatric medicine and surgery ICU	1+1	Provide Nursing care to critically ill children	- Care of a baby in incubator /warmer - Care of child on ventilator. - Endotracheal suction - Chest physiotherapy - Administer fluids with infusion pump. - Total parenteral nutrition - Phototherapy - Monitoring of babies - Cardio pulmonary resuscitation	Nursing care plan 1 Observation report 1.	- Assess clinical performance with rating scale - Completion of activity record - Evaluation of observation report.

*** 75 Hrs 2 Weeks**

Area	Duration	Objective	Skills	Assignments	Assessment
Pediatric medicine ward / ICU	1 week	Provide comprehensive care to children with medical conditions	Integrated Practice	Bedside nursing rounds	Assess clinical performance with rating scale
Pediatric surgery ward / ICU	1 week	Provide comprehensive care to children with surgical conditions	Integrated Practice	Bedside nursing rounds	Assess clinical performance with rating scale
*shifted from Integrated practice					

EVALUATION

I. Internal assessment :

<u>Theory:</u>	Maximum marks	25
	Marks	
Midterm	50	
Prefinal	75	
Total marks	125	

Practicum: Maximum marks 50

1. Case presentation- (Paed Medical /Surgical 01)		50
2. Case study - (Paed. medical. / surgical. 01)		50
3. Nursing careplan 03	3 x 25	75
4. Clinical evaluation of comprehensive. (paed. Medical / surgical / P.I.C.U./N.I.C.U.)	3 X 100	300
5. Health teaching-01		25
6. Assessment of growth & development reports. (20markseach) (Neonate, infant, toddler, preschooler, & School age)	5 X 20	100
Observation report of NICU surgery/Medical	1 x 25	25

Practical exam :

1. Midtermexam	50
2. Pretermexam	50
	725

II External assessment : University exam:

Theory	75
Practical	50

FORMAT FOR CASE PRESENTATION

Patients Biodata: Name, address, age, sex, religion, occupation of parent, source of health care, date of admission, provisional diagnosis, date of surgery if any

Presenting complaints: Describe the complaints with which the patient has come to hospital

History of illness

History of present illness – onset, symptoms, duration, precipitating / alleviating factors

History of past illness – illnesses, surgeries, allergies, immunizations, medications

Family history – family tree, history of illness in family members, risk factors, congenital problems, psychological problems.

Childs personal data

Obstetric history of - prenatal & natal history of mother, growth and development (compare with normal), immunization status, dietary pattern including weaning, play habits, toilet training, sleep pattern, schooling.

Economic status of the family: Monthly income & expenditure on health, food and education material assets (own pucca house car, two wheeler, phone, TV etc...)

Psychological status: ethnic background, (geographical information, cultural information) support system available.

Physical examination with date and time

Investigations

Date	Investigations done	Normal value	Patient value	Inference

Treatment

Sr. No.	Drug (Pharmacological name)	Dose	Frequency / Time	Action	Side effects & drug interaction	Nursing responsibility

Description of disease

Definition, related anatomy physiology, etiology, risk factors, clinical features, management and nursing care

Clinical features of the disease condition

Clinical features present in the book	Description of clinical features of patient	Pathophysiology

Nursing process:

Patients name

Date

Ward

Date	Assessment	Nursing Diagnosis	Objective	Plan of care	Implementation	Rationale	Evaluation

Discharge planning:

It should include health education and discharge planning given to patient

Evaluation of care

Overall evaluation, problem faced while providing care prognosis of the patient and conclusion

Evaluation format for case presentation

SN	Content	Marks
1	Assessment / Introduction	05
2	Knowledge and understanding of disease	10
3	Nursing care plan	15
4	Presentation skill	10
5	A.V. aids	05
6	Overall	
	Time	01
	Summary& conclusion	02
	Bibliography	02
	Total	<u>50</u>

Format for case study

Format is similar to case presentation but should be in detail

The nursing care given to the patient should be at least for 5 continuous days

Evaluation format for case study

SN	Content	Marks
1	Assessment / Introduction	05
2	Knowledge and understanding of disease	15
3	Nursing care plan	20
4	Discharge plan	05
5	Summary & evaluation	02
6	Bibliography	03
	Total	<u>50</u>

Nursing care plan

- 1. Patients Biodata:** Name, address, age, sex, religion, occupation of parents, source of health care, date of admission, provisional diagnosis, date of surgery if any
- 2. Presenting complaints:** Describe the complaints with which the patient has come to hospital
- 3. History of illness**
 - History of present illness – onset, symptoms, duration, precipitating / alleviating factors
 - History of past illness – illnesses, surgeries, allergies, immunizations, medications
 - Family history – family tree, history of illness in family members, risk factors, congenital problems, psychological problems
- 4. Child's personal data**

Obstetric history of - prenatal & natal history of mother, growth and development (compare with normal), immunization status, dietary pattern including weaning, play habits, toilet training, sleep pattern, schooling.
- 5 Economic status:** Monthly income & expenditure on health, food and education, material assets (own house, car, two wheeler, phone, TV etc...)
- 6 Psychological status:** ethnic background, (geographical information, cultural information) support system available.
- 7 Personal habits:** consumption of alcohol, smoking, tobacco chewing, sleep, exercise, work elimination, nutrition.
- 8 Physical examination with date and time**
- 9 Investigations**

Date	Investigations done	Normal value	Patient value	Inference

10. Treatment

SN	Drug (pharmacological name)	Dose	Frequency /time	Action	Side effects & drug interaction	Nursing responsibility

11. Nursing process:

Patients name		Date		Ward			
Date	Assessment	Nursing Diagnosis	Objective	Plan of care	Implementa- -tion	Rationale	Evaluation

Discharge planning:

It should include health education and discharge planning given to patient

12. Evaluation of care

Overall evaluation, problem faced while providing care prognosis of the patient and conclusion

Care plan evaluation

1. History taking	03
2. Assessment and nursing diagnosis	05
3. Planning of care	05
4. Implementation and evaluation	08
5. Follow up care	02
6. Bibliography	02

25

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT: -----

AREA OF EXPERIENCE: _____

PERIOD OF EXPERIENCE: _____

SUPERVISOR: _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

SN	Particular	1	2	3	4	5	Score
1	I) Planning and organization a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject Matter e) Suitable A.V. Aids II) Presentation: a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group Involvement f) Time Limit III) Personal qualities: a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points IV) Feed back: a) Recapitulation b) Effectiveness c) Group response V) Submits assignment on time						

* 100 marks will be converted into 25

CLINICAL EVALUATION PROFORMA

Name of the student : _____

Year : _____

Area of clinical experience: _____ Duration of posting in weeks: _____

_____ Name of the supervisor

: _____

Total Marks: - 100

Scores:- 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

SN	EVALUATION CRITERIA	Grades			
		4	3	2	1
I	Personal & Professional behavior				
1	Wears clean & neat uniform and well groomed.				
2	Arrives and leaves punctually				
3	Demonstrates understanding of the need for quietness in speech & manner & protects the patient from undue notice.				
4	Is notably poised and effective even in situations of stress				
5	Influential & displaced persuasive assertive leadership behaviour				
II	Attitude to Co-workers and patients				
6	Works well as member of nursing team				
7	Gives assistance to other in clinical situations				
8	Understands the child as an individual				
9	Shows skills in gaining the confidence & co-operation of child and relatives, tactful and considerate.				
IV	Application of knowledge				
10	Possess sound knowledge of pediatric conditions.				
11	Has sound knowledge of scientific principles				
12	Has knowledge of normal growth and development of children				
13	Has knowledge of current treatment modalities inclusive of medicine, surgery, pharmacology and dietetics.				
14	Takes interest in new learning from current literature & seeks help from resourceful people.				

SR NO	EVALUATION CRITERIA	Grades			
		4	3	2	1
V	Quality of clinical skill				
15	Able to elicit health history of child and family accurately.				
16	Skillful in carrying out physical examination, developmental screening and detecting deviations from normal				
17	Identifies problems & sets priorities and grasps essentials while performing duties				
18	Able to plan and implement care both preoperatively and post operatively.				
19	Applies principles in carrying out procedures & carries out duties promptly.				
20	Has technical competence in performing nursing procedures.				
21	Able to calculate and administer medicines accurately				
22	Resourceful and practices economy of time material and energy.				
23	Recognizes the role of play in children and facilitates play therapy in hospitalized children				
24	Observes carefully, reports & records signs & symptoms & other relevant information				
25	Uses opportunities to give health education to patients & relatives				
TOTAL					

Grade

Very good	=	70 % and above
Good	=	60 – 69 %
Satisfactory	=	50- 59 %
Poor	=	Below 50 %

Remarks for improvement:

Student's Remark:

Signature of the student

Signature of the teacher

Assessment of growth & development reports

(Neonate, infant, toddler, preschooler, & School age)

PROFORMA FOR ASSESSMENT OF GROWTH & DEVELOPMENT

(Age group: birth to 5 yrs.)

I] Identification Data

Name of the child :
Age :
Sex :
Date of admission :
Diagnosis :
Type of delivery : Normal/ Instrumental/LSCS
Place of delivery : Hospital/Home
Any problem during birth : Yes/No
If yes, give details :
Order of birth :

II] Growth & development of child & comparison with normal:

Anthropometry	In the child	Normal

Weight
Height
Chest circumference
Head circumference
Mid arm circumference
Dentition

III] Milestones of development:

Development milestones	In Child	Comparison with the normal
1.Responsive smile 2.Responds to Sound 3.Head control 4.Grasps object 5.Rolls over 6.Sits alone 7.Crawls or creeps 8.Thumb-finger co-ordination (Prehension) 9.Stands with support 10. Stands alone 11. Walks with support 12. Walks alone 13. Climbs steps 14. Runs		

IV] Social, Emotional & Language Development:

Social & emotional development	In Child	Comparison with the normal
Responds to closeness when held Smiles in recognition recognized mother coos and gurgles seated before a mirror, regards image Discriminates strangers wants more than one to play says Mamma, Papa responds to name, no or give it to me. Increasingly demanding offers cheek to be kissed can speak single word use pronouns like I, Me, You asks for food, drinks, toilet, plays with doll gives full name can help put thinks away understands differences between boy & girl washes hands feeds himself/ herself repeats with number understands under, behind, inside, outside Dresses and undresses		

V] Play habits

Child favorite toy and play:

Does he play alone or with other children?

VI] Toilet training

Is the child trained for bowel movement & if yes, at what age:

Has the child attained bladder control & if yes, at what age:

Does the child use the toilet?

VII] Nutrition

- Breast feeding (as relevant to age)
- Weaning has weaning started for the child: Yes/No If yes, at what age & specify the weaning diet. Any problems observed during weaning:

Meal pattern at home

Sample of a day's meal: Daily requirements of chief nutrients:

Breakfast:

Lunch:

Dinner

Snacks:

VIII] Immunization status & schedule of completion of immunization.

IX] Sleep pattern

How many hours does the child sleep during day and night?

Any sleep problems observed & how it is handled:

X] Schooling

Does the child attend school?

If yes, which grade and report of school performance:

XI] Parent child relationship

How much time do the parents spend with the child?

Observation of parent-child interaction

XII] Explain parental reaction to illness and hospitalization**XIII] Child's reaction to the illness & hospital team****XIV] Identification of needs on priority****XV] Conclusion****XVI] Bibliography****Evaluation Criteria: Assessment of Growth & Development (birth to 5 year)**

(Maximum Marks: 50)

S.No.	Item	Marks
1.	Adherence to format	02
2.	Skill in Physical examination & assessment	10
3.	Relevance and accuracy of data recorded	05
4.	Interpretation Identification of Needs	05
5.	Bibliography	03

Total		25

Note: - Same format to be used for assessment of infant, Toddler & Preschooler child.

PROFORMA FOR EXAMINATION AND ASSESSMENT OF NEW BORN**I] Bio data of baby and mother**

Name of the baby (if any)	:	Age
Birth weight	:	Present weight:
Mother's name	:	Period of gestation:
Date of delivery	:	
Identification band applied	:	
Type of delivery	:	Normal/ Instruments/Operation
Place of delivery	:	Hospital/Home
Any problems during birth	:	Yes/No
If yes explain	:	
Antenatal history	:	
Mother's age	:	Height: Weight:
Nutritional status of mother	:	
Socio-economic background	:	

II] Examination of the baby

:

Characteristics	In the Baby	Comparison with the normal
1. Weight 2. Length 3. Head circumference 4. Chest circumference 5. Mid-arm circumference 6. Temperature 7. heart rate 8. Respiration		

III] General behavior and observations

Color :

Skin/ Lanugo :

Vernixcaseosa :

Jaundice :

Cyanosis :

Rashes :

Mongolian spot :

Birthmarks :

Head :

- Anterior fontanel:

- Posterior fontanel:

- Any cephal hematoma / caput succedaneum

- Forceps marks(if any) :

Face:

Eyes:

Cleft lip / palate

Ear Cartilage :

Trunk:

- Breast nodule

- Umbilical cord

- Hands :

Feet /Sole creases :

Legs

Genitalia :

Muscle tone :

Reflexes :

- Clinging

- Laughing/ sneezing :

- Sucking :

- Rooting :

- Gagging :

- Grasp :

- Moro :

- Tonic neck reflex :

Cry: Good / week
APGAR scoring at birth :
First feed given :
Type of feed given :
Total requirement of fluid & calories
:Amount of feed accepted :
Special observations made during feed:
Care of skin Care of eyes, nose, ear,
mouth:
Care of umbilicus and genitalia :
Meconium passed /not passed: Urine
passed /not passed :

IV] Identification of Health Needs in Baby & Mother.

V] Health education to mother about Breast feeding

Care of skin, eye and umbilicus etc.

V] Bibliography

Evaluation Criteria: Examination & Assessment of Newborn

(Maximum Marks: 50)

S.No.	Item	Marks
1	Adherence to format	02
2	Skill in Physical examination & assessment	10
3	Relevance and accuracy of data recorded	05
4	Interpretation of Priority Needs Identification of baby & mother	06
5	Bibliography	02

Total		25

**Maharashtra University of Health
Sciences External Practical
Evaluation Guidelines
III Basic B.Sc
Nursing Subject : Child
Health Nursing**

50Marks

Internal Examiner

25Marks

Nursing Procedure (15 marks)

Planning and Organizing

5marks

- Preparation of tray 3
- Environment 1
- Preparation of patient 1

Execution of Procedure

7marks

- Applies scientific principles 3
- Proficiency in skill 3
- Ensures sequential order 1

Termination of procedure

3marks

- Makes patient comfortable 1
- Reports& Records 1
- After care of articles 1

Viva(10Marks)

10marks

- Knowledge about common pediatric medical surgical conditions 3
- Preparation of various diagnostic procedures 2
- Instruments and articles 2
- Growth and Development 3

External Examiner

25Marks

Nursing Process(15Marks)

15marks

- Assessment 3
- Nursing Diagnosis 2
- Goal 1
- Outcome criteria 1
- Nursing intervention 3
- Rationale 2
- Evaluation 1
- Nurses notes 2

Viva(10Marks)

10marks

- National Health Programs for child care including IMNSI 2
- Behavioral and social problem in children 3
- Drugs 3
- Nursing care of neonates 2

NAME OF THE EXAMINATION: CHILD

HEALTH NURSING PRACTICALS MONTH: YEAR:

THIRD YEAR Basic B. ScNURSING: MARKS :

50 SUBJECT : CHILD HEALTHNURSING

CENTRE :

Signature of the Internal Examiner	Signature of the External
Examiner Date:	Date:

COMMUNICATION & EDUCATION TECHNOLOGY

Placement: Second Year

Theory: 90 Hrs.
(Theory 60 Hrs + Lab 30 Hrs)

Course Description:

This course is designed to help the students acquire an understanding of the principles and methods of communication and teaching. It helps to develop skill in communicating effectively, maintaining effective interpersonal and human relations, develop basic skills in guidance and counseling, principles of education, teaching individuals and groups in clinical, community and health educational settings.

Specific objectives:

On completion of this course, the graduate nurse will be able to:

1. Understand the effective communication process using various communication techniques with individuals groups and health team members.
2. Establishes effective interpersonal and human relations with patients, families and health team members.
3. Acquires knowledge on concepts, principles on guidance and counseling and develop basic skills for counseling patients, nursing students and nursing personnel.
4. Understand the philosophy, principles of education and teaching learning process.
5. Demonstrate teaching skills using various teaching methods in classroom, clinical and community setup using different methods and media.
6. Demonstrate skill in preparing different types of assessment tools for knowledge attitude and skill.

Unit	Time (Hrs.)		Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
	Th.	Pr.				
I	05	01	▪ Describe the communication process ▪ Identify Techniques of effective communication	Review of communication process ▪ Process, elements and channels ▪ Barriers and methods of overcoming ▪ Techniques	▪ Lecture/ Discussions ▪ Role Plays ▪ Exercise with audio-video tapes	▪ Respond to critical incidents ▪ Long/ Short answer ▪ Objective type ▪ Anecdotal records

Unit	Time (Hrs.)		Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
	Th.	Pr.				
II	05	--	Establish Effective Inter-personal relations with patients, families and co-workers	Interpersonal relations ▪ Purpose and types ▪ Phases ▪ Barriers to interpersonal relations ▪ Methods of overcoming barriers ▪ Johari Window	▪ Lecture /discussions ▪ Sociometry ▪ Group Games ▪ Psychometric exercises followed by discussions	▪ Long/ Short answers ▪ Objective type
III	05	01	Develop effective Human relations In context of nursing	Human Relations ▪ Understanding self ▪ social behavior Social attitudes ▪ Individual and Group & Groups and individual ▪ Human relations in context of nursing ▪ Group Dynamics ▪ Team Work	▪ Lecture / discussions ▪ Group Games ▪ Psychometric exercises followed by discussions	▪ Long/ short answers ▪ Objective type ▪ respond to test based on critical incidents ▪ Anecdotal records
IV	10	05	Develop basic skills of counseling and guidance	Guidance and counseling ▪ Definition, meaning, purpose, scope & need. ▪ Basic Principles ▪ Areas of counseling ▪ Organization of counseling services ▪ Approaches to counseling ▪ Attributes and skills of counselor ▪ Issues for counseling in nursing students and nursing personnel ▪ Counseling process steps & techniques ▪ Tools for collecting information ▪ Problem solving approaches - Management of crisis and referral	▪ Lecture / discussions ▪ Role play on counseling in different situations followed by discussions	Long/ short answers ▪ Objective type Assess performance in role play situations

Unit	Time (Hrs.)		Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
	Th.	Pr.				
V	10	08	- Describe the Philosophy and principles of education - Explain teaching learning process	Principles of Education & Teaching Learning Process - Education: meaning philosophy aims, functions, & principles - Nature & characteristics of learning - Principles and maxims of learning - Domains of objectives & formulation of general and specific objective - Lesson planning - Classroom management	- Lecture / discussion - Exercise on writing objectives - Prepare lessons plan - Micro teaching	- Long/ Short answers - Objective type - Assess lesson plans - Assess teaching sessions
VI	10	05	Demonstrate teaching skills in various teaching methods in clinical, classroom & community settings.	Methods Of Teaching: - Lecture, demonstration - Group discussions, Seminar, Symposium, panel discussion, role play. - Project method field trip, workshop, exhibition - Computer assisted learning programmed instructions - Micro- teaching, Evidence based learning - Self instructional module, simulation etc. Clinical Teaching Methods: - Bedside Clinics, Case Method, Nursing rounds, morning & afternoon reports Conferences: - Individual & group, - Field visits, process recording	- Lecture discussions - Conduct 5 teaching sessions using different methods and media	- Long / Short answers - Objective type - Assess teaching Sessions.

Unit	Time (Hrs)		Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
	Th.	Pr.				
VII	05	05	▪ Prepare and use different types of educational media effectively	Educational Media ▪ Purpose and types of Audio – visual and principles and sources etc. ▪ Graphic Aids: Chalk board, Charts graph poster ▪ Flash cards, flannel Graph, Bulletin Board, Cartoon ▪ Three Dimensional Aids: Objects, specimens, models, & puppets. ▪ Printed Aids: Pamphlets & leaflets. ▪ Projected Aids: Slides overhead projector transparency preparation ▪ Films, T.V. VCR / VCD ▪ Camera, Microscope, LCD, DVD ▪ Audio Aids: Tape recorder	▪ Lecture discussion ▪ Demonstration ▪ Prepare different teaching aids projected and non - projected ▪ Prepare a programme for the given topic ▪ Visit to dept of communication, & educational technology	▪ Long/ Short answer ▪ Objective type ▪ Assess the teaching aids prepared

Unit	Time (Hrs.)		Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
	Th.	Pr.				
VIII	05	05	Prepare different types of questions for assessment of knowledge, skills, and attitude	Assessment - Purpose & scope of evaluation & assessment - Criteria for selection of assessment technique and methods. Assessment of knowledge: Essay Type Questions, Short answer questions (SAQ), Multiple choice questions (MCQ) Assessment Of Skills Observation checklist, Practical exam, Viva, Objective Structured, Clinical examination (OSCE) Assessment of Attitudes : Attitude Scales	- Lecture discussion - Exercise on writing different types of assessment tools	- Long / Short answer - Objective type - Assess the strategies used in practice teaching - Assess the different tools, prepared during exercise sessions.
IX	05	--	Teaching individual s groups and communities about health with their active participation	Information, Education & Communication for Health (ICE) - Health behavior and health education - Principles of health education - Health education with individuals, groups and communities - Methods and media for communicat -ing health messages. - Using mass media - Planning health education.	- Lecture discussio n - Plan and conduct Health educatio n sessions for individua l group and communi -ties	- Long / Short answer - Objective type - Assess the planning & conductio n of the education -al session

Practicum / Lab:

I	Observation of critical incidents:	2 hours
II	Role play on guidance and counseling	5 hours
III	Lesson plan preparation and conduction	8 hours
IV	Conducting teaching with using various methods	5 hours
V	Preparation of visual aids	5 hours
VI	Preparation of Assessment tools (Question paper, Check list and attitude skills)	5 hours

30 hrs

BIBLIOGRAPHY:

1. Bhatia, Kamala & Bhatia B.D.: The Principles and Methods of Teaching: Delhi, Doaba House, 1977.
2. Neeraja, Nursing Education, New Delhi, Jaypee Brother, 2004.
3. Safaya, Raghunath & Shaída, B.D. Educational Theory & Practice, Delhi, Dhanpat Row & Sons, 1974.
4. Bhatia, Hans Raj Elements of Educational Psychology, Bombay, Qnent Conpman, Sthed, 1973.

EVALUATION SCHEME:**INTERNAL ASSESSMENT:****25 Marks****A) Theory:****15 Marks**

i) Mid-term Examination:

50 Marks

ii) Pre-final Examination:

75 Marks

Total:

125 Marks

(125 Marks to be converted in to 15 Marks for Internal Assessment (Theory))

B) Assignment / Practical:**10 Marks**

SN	UNIT		Marks
1	I	Response to Critical Incidents using Anecdotal Record	10
2	III	Response to Critical Incidents using Anecdotal Record	10
3	IV	Response to Critical Incidents using Anecdotal Record	10
4	V	Lesson Plan Preparation and Conduction of 4 Teachings	100
5	VII	Visual Aid Preparation	50
6	VIII	Assessments of Tools-3 (Preparation of Question Paper, Check List, Attitude Scale.	45
Total			225
(225 Marks to be converted in to 10 Marks for Internal Assessment (Practical))			

EXTERNAL ASSESSMENT: (Theory)

University examination:

75 Marks

1) **Format for Anecdotal Record**

Name of the College :-

Name of Student observed :-

Class :-

Date :-

Subject :-

Place :-

Marks :-

Objective description of the incident as occurred.

Interpretation / comments of the observer.

Sign. of the observer

Date :

Note: 03 Incidents, 10 Marks each.

2) Evaluation Guideline for Teaching

Name of the college :-

Name of the student :-

Class :-

Date:-

Subject :-

Place:-

Topic of lesson :-

Marks:25

SN	Particulars	Marks Allotted	Marks Obtained
I.	<u>Lesson Plan.</u> • Objective lesson plan • Adequacy of content / Sequencing • Bibliography	2 2 2	
II	<u>Presentations</u> • Introduction • Speech Clarity/Voice/language • Relevance • Knowledge regarding topic • Co-relation with other subject. • Questioning technique • Group control	2 2 2 2 2 2 2	
III	<u>AV AIDS</u> • Appropriate • Skills in use(including black board) • Principles observed	1 1 1	
IV	Time Coverage & Summary & Assignments	2	
	Total	25 Marks	

Strengths:

Weakness:

Sign of the student's
Date:

Sign of Evaluators
Date:

Note: Four Teachings, 25 Marks each.

3) Evaluation Guideline for Visual Aid Preparation

Name of the college :-

Name of the student :-

Class :-

Date:-

Subject :-

Place:-

Name of Evaluator :-

Marks : 50

SN	Particulars	1	2	3	4	5
01.	Applicability to the topic.					
02	Appropriateness.					
03	Self prepared/ ready made.					
04	Materials used: economical/costly					
05	Attractive ness.					
06	Principles of visual aid preparation					
07	Display / visibility					
08	Message conveyed					
09	Relevance					
10	Effectiveness					
	Total					

Strengths:

Weakness:

Suggestions for improvement.

Sign. of evaluator

Date:

4. Evaluation Guideline for Assessment of Tool
(Preparation of Question Paper / Check List / Attitude Scale)

Name of the college :-

Name of the student :-

Class :- Date:-

Subject :- Place:-

Name of the Evaluator :-

SN	Particulars	Marks Allotted	Marks Obtained
1	Preparation of blue print	3	
2	Content coverage	2	
3	Construction of item	2	
4	Principles followed for constructing items	2	
5	Objectivity	2	
6	Organizing & sequencing	2	
7	Marking scheme	2	
	Total	15	

Note: Same format to be used for Preparation of Question Paper / Check List / Attitude Scale.

Strengths:

Weakness:

Sign of the student
Date:

Sign of Evaluators
Date:

COMMUNITY HEALTH NURSING- I

Placement: Second year

Theory - 90 Hours

Practical - 135 Hours

Course Description: This Course is designed for Students to appreciate the principles of promotion and maintenance of health

Specific objectives: At Specific objectives: AT the end of the course students are able to

1. Understand the concepts of community health and community health nursing
2. Appreciate the various factors influencing health in the community
3. Appreciate the concept, scope, uses and methods of epidemiology
4. Understand the epidemiology and nursing management of common communicable diseases.
5. Appreciate the concept and scope of demography
6. Understand the impact of population explosion and population control

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning	Assessment Method
I	4	Describe Concept and dimensions of health	Introduction - Community health nursing - Definition , concept and dimensions of health - Determinants of health - Promotion of health - indicators of health - Maintenance of health	Method Lecture discussion	Short answers
II	18	Describe determinants of health & Environment	Determinants of health - Eugenics Physical : Air, light - Environmental factors contributing Health Ventilation, water, Housing Sanitation; disposal of waste, disposal of dead bodies, Forestation, Noise, Climate, Bacterial & Viral: Agents, host carriers and immunity Arthropods and Rodents - Communication; Infrastructure facilities and Linkage - Insect, Rodent & Parasite Control - Noise Control		

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning	Assessment Method
			- Disposal of refuse/Sewage - Disposal of human excreta - Disposal of the dead - Involvement of governmental and non-governmental organizations in environmental health - Act Regulation the environment :National Pollution Control board - Public health Laws related to environment & health Food hygiene: Production, Preservation, Purchase, Preparation, consumption - Acts Regulating Food Hygiene-Prevention of food adulteration acts, Drugs and cosmetic act - Socio cultural aspects of nutrition in food hygiene Socio-Cultural - Customs, taboos - Marriage System - Family Structure - Status of special Group; Females ,Children Elderly, Challenged Groups and Sick persons - Life Style - Hygiene - Physical Activity - Recreation and Sleep - Sexual life - Spiritual life philosophy - Self Reliance - Dietary pattern - Education - Occupation - Financial Management - Income - Budge - Purchasing power - Security	Lecture discussion Explain using Charts, Graphs, Models, films slides Visits to water supply, sewage disposal, milk plants, slaughter house etc.	Essay type Short answers Objective type

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning	Assessment Method
III	10	Describe concept aims, scope, uses Methods and approach of epidemiology	Epidemiology - Definition ,concept ,Aims, scope uses and - terminology used in epidemiology used in - epidemiology - Dynamics of Disease transmission - epidemiological triad - Morbidity and mortality: - Measurements - Levels of Prevention - Methods of epidemiology of - Descriptive - Analytical : Epidemic investigation - Experimental	Lecturer discussion Explain using Charts, graphs, Models, films, slides	Essay type Short answers
IV	18	Describe Epidemiology and nursing management of common Communicable diseases	Epidemiology and nursing management of common Communicable Diseases Respiratory infections - Small Pox - Chicken Pox - Measles - Influenza - Rubella - ARIs & Pneumonia - Mumps - Diphtheria - Whooping cough - Meningococcal meningitis - Tuberculosis - SARS Intestinal Infections - Poliomyelitis - Viral Hepatitis - Cholera - Diarrhoeal diseases - Typhoid Fever - Food poisoning - Amoebiasis - Dracunculiasis Arthropod infections - Dengue - Malaria - Filariasis - Zoonoses		

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning	Assessment Method
			Viral - Rabies - Yellow fever - Japanese encephalitis - Kyasnur Forest Diseases Bacterial - Brucellosis - Plague - Human Salmonellosis - Anthrax - Leptospirosis Rickettsial diseases - Rickettsial Zoonoses - Scrub typhus - Murine typhus - Tick typhus - Q fever Parasitic zoonoses - Taeniasis - Hydatid disease - Leishmaniasis Surface infection - Trachoma - Tetanus - Leprosy - STD & RTI - Yaws HIV Any other	Lecturer discussion Explain using Charts, Graphs Models, films, slides Seminar Supervised field Practice-health centers, clinics and homes Group projects/ Health education	Essay type Short answers Objective type
V	8	Describe Epidemiology and nursing management of common Non-Communicable diseases	Epidemiology and nursing management of Non-communicable diseases Malnutrition: under nutrition, over nutrition, nutritional deficiencies Anemia Hypertension Stroke Rheumatic Heart Diseases Coronary Heart Diseases Cancer Diabetes mellitus Blindness Accidents Mental illness Obesity Iodine Deficiency Fluorosis Epilepsy Asthma Arthritis	Lecture discussion Explain using Charts, graphs, Models, films, slides, Seminar Supervised field Practice-health centers, clinics and homes group projects / Health education	Essay type Short answers Objective type

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning	Assessment Method
VI	6	Describe the concepts And scope of demography Describe methods of data collection, analysis and interpretation of demographic data	Demography • Definition, concept and scope • Demography cycle • Methods of data collection, analysis and interpretation of demographic data • Demographic rates and ratios		Essay type Short answers Objective type Assessment of survey report
VII	17	• Identify the impact of population explosion in India • Describe methods of population control	Population and its control • Population explosion, its impact on social, economic development of individual, society and country • Population control: • Overall development: women empowerment, social, economic and educational development • Limiting family size: ➤ Promotion of small family norms ➤ Methods: spacing (natural, biological, chemical, mechanical, etc) ➤ Terminal: surgical methods ➤ Emergency contraception	• Lecture discussion • Population survey • Counseling • Demonstration • Practice session • Supervised field practice	• Lecture discussion • Population survey • Counseling • Demonstration • Practice session • Supervised field practice

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning	Assessment Method
VIII	9	- Describes concepts & scope of community health service - Understand the health assessment of individual & family while providing family oriented care - Understand the functions of urban & rural health centers including health Team Members - Understands ethics in community health nursing practice	Introduction to community Health nursing service - Concepts, Definition & scope of community health nursing services - Introduction to family oriented health care (assessment of individual & family) - Home visit : concepts, steps, principles , advantages - Functions of urban & rural health centre including health Team Member - Ethics in community health nursing practice - Consumers Protection Act		

COMMUNITY HEALTH NURSING - I

PRACTICAL

Placement: Second year

135 Hours

Objective of Practical Experience: (CHN – Practical I)

At the end of the Practical Experience:

1. Student will develop skills in assessment of an individual and develop rapport with family and community at large.
2. Students will be able to find out health needs of the clients & family to provide family oriented health care in Urban and Rural Community.
3. Students will attend different health clinics to know various laboratory investigations (simple investigations enlisted in the curriculum)
4. To be able to conduct immunization clinics.
5. To practice health education at different settings in the Urban and Rural community.
6. To write family health care study based on nursing process approach.

Distribution of practical HRS:

I) Urban Public Health Experience: 70 Hrs.

1) Community Health NSG. Laboratory / Classroom Practice:	15 Hrs
a) Demonstration of Home visiting	
b) Demonstration of Home Nursing procedures.	
c) Preparation of family folder	
2) Family oriented care:	35 Hrs
a) Assessment of individuals	
b) Home visiting writing family care study.	
c) Simple family / community health survey	
d) Reporting & Recording	
3) Visits to community Health agency / NGOS:	10 Hrs
4) Health Education:	10 Hrs

II) Rural Public Health Experience: 65 Hrs (2 weeks)

1) Visit to primary health centre & Rural Hospital:	25 Hrs
2) Attending immunization & ANC Clinics:	20 Hrs
3) Home visits for assessment & planning home care:	10 Hrs
4) Health Education in clinics / school / Anganwadi etc.:	10 Hrs

Areas	Duration (in week)	Objective	Skills	Assignments	Assessment methods
Community health nursing	2 wks Urban & 2 wks rural	• Build & Maintain report • Identify demographic Characteristics, health determinants & community health resources • Diagnose health needs of individual & families • Provide primary care in health centre • Counsel & educate individual family & community	• Use Techniques of interpersonal relationship • Identification of health determinants of community • History taking • Physical examination • Collect specimens-sputum malarial smear • Perform simple lab tests at centre-blood for Hemoglobin and sugar, urine for albumin and Sugar • Administer vaccines and medications to adults • Counsel and teach individual, family and community • Nutrition • Hygiene • Self health monitoring • Seeking health Services • Healthy life style • Family welfare methods • Health promotions	• To work with 2 assigned families each in urban & rural • Family study-I • Observation report of community-1 • Health talks-2 (1 in urban and in rural)	• Assess clinical performance with rating scale • Assess each skill with checklist • Evaluation of family study observation report health talk • Completion of activity record.

BIBLIOGRAPHY:

1. K.Park, Textbook of Preventive & Social Medicine- current edition
2. K.Park, Essentials of Community Health Nursing
3. Rao kasturi, An Introduction to Community Health Nursing, I publications.
4. Freeman Ruth, Community Health Nursing Practice.
5. Stanthope Lancaster, Community Health Nursing Process & Practice, Popular publication.
6. Basavantappa B.T., Community Health Nursing
7. Sathe , Epidemiology & management of Health Care , Popular publication
8. Mahajan Gupta, Textbook of Preventive & Social Medicine, Jaypee Publications
9. Lancaster, Community Health Nursing Process and Practice for Promoting Health , Mosby Publications.

EVALUATION SCHEME:

Internal assessment: Maximum Marks 25

A) Theory: 15 Marks

i) Mid-term Examination:	50 Marks
ii) Pre-final:	75 Marks
Total: 125 Marks	

(125 Marks to be converted in to 15 Marks for I. A. (Theory))

B) Practicum: 10 Marks

i) Clinical Evaluation	
Community health Nursing Practice:	100 Marks
ii) Family Care Study:	50 Marks
iii) Health Teaching (2 X 25 Marks):	50 Marks
iv) Community Visit Observation report:	25 Marks
Total: 225 Marks	

(225 Marks to be converted in to 10 Marks for I. A. (Practicum))

External assessment

University examination: Theory	75 Marks

II YEAR BASIC B.Sc. NURSING

SUBJECT: - COMMUNITY HEALTH NURSING

CRITERIA FOR CLINICAL EXPERIENCE

1. CLINICAL EVALUATION PROFORMA

Name of Student:

Year:

Area of Community Health Nursing

Evaluator:

Period Under Evaluation From: to:

- Rating: 1 – In many respects fails to meet recruitment satisfactorily
 2 – Meets many requirements but deficient in important aspect
 3 – Average, clearly meets basic requirements satisfactorily.
 4 – Clearly exceeds basic requirements, respecting superior
 5 – Outstanding in all respects.

Instruction:

- 1) Application of theory to practice is considered through out the experiences.
- 2) Written explanation must be over extreme grades.

(Maximum Marks – 100)

SN	Areas		Rating				
			1	2	3	4	5
I	Knowledge and understanding about family						
	1.	Studies family health record and collects significant data					
	2.	Interprets significant data based on knowledge of community Health / Community Health Nursing.					
II	Home Visit						
	3.	Preplans are written based on the health needs of the family and identified goals					
	4.	Planning and organization of home visit					
	5.	Establishers report with the family and able to communicate effectively and tactfully with different individual / groups					
III	Health Assessment and Observation						
	6.	Does Physical health assessment					
	7.	Identifies deviation from normal and set priorities in home care activities					
	8.	Plans and implements home care based on preset goals and health needs					
	9.	Carry outs simple home procedures					

SN	Areas		Rating				
			1	2	3	4	5
IV	Nursing Activities carried out:						
	10.	Application of scientific principles					
	11.	Technical skills with necessary modification and completeness of the procedure					
	12.	Involvement and participating of the family members					
	13.	Interpretation, reporting, recording of results					
	14.	Takes, corrective action, follow standing orders & selects appropriate referral agencies.					
V	Health information health teaching						
	15.	Uses every opportunity for incidental / planned teaching for individual and group					
	16.	Uses appropriate teaching learning principles					
VI	Post Visit						
	17	Reports significant information					
	18	Completes records, promptly, precisely and accurately.					
VIII	Professional qualities						
	19	Professional appearance					
	20	Interest, initiative, resourcefulness, responsible, leadership and attitude, response to constructive criticism and suggestions.					
Total Marks :			Percentage :		Grade :		

Remarks / comments by the Supervisor:

(In terms of strengths and weaknesses)

Date of evaluation discussed

Signature of the student that

She/he has seen the evaluation

Signature of Supervisor

2. GUIDE LINE FOR FAMILY CARE STUDY:

- 1) Introduction & objectives
- 2) Assessment of data – subjective & objective
 - i) Data related to
 - Environment & Sanitation
 - Immunization status of <5 children
 - Family planning practices
 - Nutritional status
 - Chronic health problems in the family
 - ii) Assessment of family members and writing health summary specifically vulnerable groups and high risk individuals (including physical, mental and social health aspects.)
- 3) Health needs identification on priority basis considering family as unit of Service
- 4) Planning for Family Oriented Care (FOC)
 - i) Objective of FOC
 - ii) Short term Home nursing care plan
 - iii) Long term Home nursing care plan
- 5) Implementation of FOC, with scientific rationale; adaptation in home situation.
- 6) Technique & skill in home nursing procedures with rationale
- 7) Planning & implementing health teaching
 - i) Individual or group
 - ii) Use of simple AV aids
- 8) Specific dietary plan & nutrition rehabilitation
- 9) Drug study and home care if necessary
- 10) Evaluation of home nursing care
 - i) Review short & long term plan
 - ii) Re-planning and future plans
- 11) Use of table and groups where ever necessary.

EVALUATION CRITERIA FOR FAMILY HEALTH CARE STUDY

Name of the student:

Field placement:

Year:

Period:

(Maximum Marks: 50)

SN	Criteria	Marks Allotted	Marks Obtained	Total
1	Introduction & Objective	02		
2	Data Subjective	03		
3	Data objective	05		
4	Assessment of Family members (physical mental & social)	03		
5	Health needs identified	03		
6	Planning for family health nursing care (including short term & long term plan)	06		
7	Implementation of home nursing care plan with scientific rationale	06		
8	Health education planning & implementation	04		
9	Planning for diet	03		
10	Drugs study & home care	03		
11	Evaluation : - Out come of family health care - Self learning as a Nurse	02 02		
12	Future plan	03		
13	Conclusion & suggestion	02		
14	Use of table / graphs etc.	03		
	Total	50		

Remarks

Evaluation discussed Sing. Of Supervisor

Remarks

Evaluation discussed Sing. Of Student

3. PROFORMA & GUIDELINE FOR HEALTH TEACHING

Topic Selected :-

1. Name of the student teacher :
2. Name of the supervisor :
3. Venue :
4. Date :
5. Time :
6. Group :
7. Previous knowledge of the group:
8. AV aids used :
9. General objectives :
10. Specific objectives :

Lesson plan for health talk

SN	Time	Specific objectives	Content	Teaching Learning Activities	AV Aids	Evaluation

(Maximum Marks: 25)

SN	Criteria	Marks Allotted	Marks Obtained	Total
1	Lesson Plan.	08		
2	Presentation.	05		
3	Communication skill.	05		
4	Preparation & effective use of A V. Aids.	04		
5	Group participation.	03		
	Total	25		

Note: Two Teaching of 25 Marks each.

Remarks

Evaluation discussed
& Students Signature
Date:

Sing. Of Supervisor
Date:

COMMUNITY HEALTH NURSING – II

Time : Theory – 90 hours
Practical – 135 hours

Course description:

This course is designed for students to practice community health nursing for the individual, family and groups at both urban and rural setting by using concept and principles of health and community health nursing

Specific objectives: At the end of the course student will be able to:

1. Understand the concepts, scope, principles and historical development of community health and community health nursing.
2. Appreciate the national health planning, policies, problems.
3. Describe the system of delivery of community health services in rural and urban area.
4. Develop understanding about community health nursing approaches, concepts and roles and responsibilities of nursing personnel.
5. Participate in assisting individuals and groups to promote and maintain their health.
6. Appreciate the national health and family welfare programme and the role of the nurse.
7. Understand the health agencies at the international and national level.

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
I	4	• Define Concepts, scope, Principles and historical development of Community Health and Community health Nursing	Introduction • Definition, concept & scope of community health nursing • Historical development of □ Community Health □ Community Health Nursing - Pre- Independence - Post – Independence Client's rights-CPA Professional responsibility in community health care Ethical principles Application of ethics in Community health practice Govt. & legal influence on community health nursing practice Law in community health nursing	• Lecture discussion	• Essay Type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
II	6	Describe health plans, policies, various health committees and health problems in India	Health Planning and Policies and Problems - National health planning in India Five year Plan's - Various committees and commissions on health and family welfare - Central council for health and family welfare (CCH and FW) - National Health policies (1983, 2002) - National population policy - Rural health mission - Health problems in India	- Lecture discussion - Panel discussion	- Essay type - Short answers
III	15	- Describe the system of delivery of community health services in rural and urban areas - List the functions of various levels and their staffing pattern - Explain the components of health services - Describe alternative systems of health promotion and health maintenance - Describe the chain of referral system	Delivery of community health services - Planning, budgeting and material management of SCs, PHC and CHC Rural: Organization, staffing and functions of rural health services provided by government at: - Village - Sub centre - Primary health center - Community health center/ sub divisional - Hospitals - District - State - Center Urban: Organization, staffing and functions of urban health services provided by government at: - Slums - Dispensaries - Material and child health centers - Special Clinics - Hospitals - Corporation/ Municipality/ Board	- Lecture discussion - Visits to various health delivery systems - Supervised field practice - Panel discussion	- Essay type - Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			• Components of health services □ Environmental sanitation □ Health education □ Vital statistics □ M.C.H. antenatal, natal, postnatal, MTP Act, female feticide act, child adoption act □ Family welfare □ National health programmes □ School health services □ Occupational health □ Defense service □ Institutional services • Systems of medicine and health care □ Allopathy □ Indian system of medicine and Homeopathy □ Alternative health care systems like yoga, meditation, social and spiritual healing etc. • Referral system		
IV	25	• Describe Community Health Nursing approaches and concepts • Describe the roles and responsibility of Community health nursing personnel	Community health nursing approaches, concepts and roles and responsibilities of nursing personnel • Approaches □ Nursing theories and nursing process □ Epidemiological approach □ Problem solving approach □ Evidence based approach empowering people to care for themselves • Concepts of primary Health Care: □ Equitable distribution □ Community participation □ Focus on prevention □ Use of appropriate technology □ Multi sectoral approach	• Lecture discussion • Demonstration • Practice session • Supervised field practice • Participation in camps • Group project	• Essay type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			• Roles and responsibilities of Community health nursing personnel in □ Family health services □ Information Education Communication (IEC) □ Management information System (MIS): maintenance of Records & Reports □ Training and supervision of various categories of health workers □ National Health Programmes □ Environmental sanitation □ Maternal and child health and family welfare □ Treatment of minor ailments □ School health services □ Occupational health □ Organization of clinics, camps: types, preparation, planning, conduct and evaluation □ Waste management in the center, clinics etc. • Home visit: Concept, Principles, Process, techniques: Bag Technique home visit • Qualities of Community Health Nurse • Job description of Community health nursing personnel		
V	15	• Describe and appreciate the activities of Community health nurse in assisting individuals and groups to promote and maintain their health	Assisting individuals and groups to promote and maintain their health • Empowerment for self care of individuals, families and groups in – A. Assessment of Self and family □ Monitoring growth and development - Mile stones - Weight measurement - Social development	• Lecture discussion • Demonstration • Practice session • Supervised field practice	• Essay type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			❑ Temperature and Blood pressure monitoring ❑ Menstrual cycle ❑ Breast, self examination and testicles ❑ Warning signs of various diseases ❑ Tests: Urine for sugar and albumin, blood sugar B. Seek health services for ❑ Routine checkup ❑ Immunization ❑ Counseling diagnosis ❑ Treatment ❑ Follow up C. Maintenance of health records for self and family D. Continue medical care and follow up in community for various diseases and disabilities E. Carryout therapeutic procedures as prescribed/ required for self and family F. Waste Management ❑ Collection and disposable of waste at home and community G. Sensitize and handle social issues affecting health and development for self and family • Women Empowerment • Women and child abuse • Abuse of elders • Female feticide • Commercial sex workers • Food adulteration • Substance abuse H. Utilize community resources for self and family ❑ Trauma services ❑ Old age homes ❑ Orphanage ❑ Homes for physically and mentally challenged individuals ❑ Homes for destitute	• Individual group/ family/ community health education	

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
VI	20	- Describe national health and family welfare programmes and role of a nurse - Describe the various health schemes in India	National health and family welfare programmes and the role of a nurse 1. National API programme 2. Revised National tuberculosis control programme (RNTCP) 3. National Anti- Malaria programme 4. National Filaria control programme 5. National Guinea worm eradication programme 6. National Leprosy eradication programme 7. National AIDS control programme 8. STD control programme 9. National Programme for Control of blindness 10. Iodine deficiency disorder programme 11. Expanded programme on immunization 12. National Family welfare Programme – RCH programme historical development, organization, administration, research, constraints 13. National water supply and sanitation programme 14. Minimum Need programme 15. National diabetics control programme 16. Polio eradication: pulse polio programme 17. National cancer control programme 18. Yaws eradication programme 19. National Nutritional Anemia Prophylaxis programme 20. 20 point programme 21. ICDS programme 22. Mid day meal applied nutritional programme 23. National mental health programme - Health Schemes - ESI - CGHS - Health insurance	- Lecture discussion - Participation in national health programmes - Field visits	- Essay type - Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
VII	5	Explain the roles and functions of various national and international health agencies	Health Agencies International – WHO, UNFPA, UNDP, World Bank, FAO, UNICERF, DANIDA, European, Commission (EC), Red Cross, USAID, UNESCO, Colombo plan, ILO, CARE etc. National – Indian Red Cross, Indian Council for child welfare, Family planning Association of India etc.	- Lecture discussion - Field visits	- Essay type - Short answers

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- Bhalerao, 'Synopsis in Preventive & Social Medicine', National Publications
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COMMUNITY HEALTH NURSING – II – PRACITCAL

Placement: Fourth Year

Time: Practical – 135 hours

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
Community health nursing	1 wk for urban 4 wk for rural	- Identify community profile - Identify prevalent communicable and non-communicable diseases - Diagnose health needs of Individual, families and community - Plan, provide and evaluate care - Participate in school health programme - Participate in national health programmes - Organize group for self help and involve clients in their own health activities - Provide family welfare services - Counsel and educate individual, family and community - Collect vital health statistics - Maintain records & reports	- Community health survey - Community diagnosis - Family care: Home adaptation of common procedures - Home visit: Bag technique - Organize and conduct clinics antenatal, postnatal, well baby clinic, camps etc. - Screen manage and referrals for: - High risk mothers and neonates - Accidents and emergencies - Illness: Physical and mental - Disabilities - Conduct delivery at center/home: episiotomy and suturing - Resuscitate newborn - School Health programme - Screen, Manage refer children - Collaborate with health and allied agencies - Train and supervise health workers - Provide family welfare services: insertion of IUD	- Community survey report - Family care study-1 - Project –1 - Health talk - Case book recording	- Assess clinical performance with rating scale - Evaluation of community survey report family care study, project and health talk - Completion of activity record

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
			• Counsel and teach individual, family and community about: HIV, TB, Diabetes, Hypertension, Mental Health, Adolescents, elderly's health, physically and mentally challenged individuals etc. • Collect and calculate vital health statistics • Document and maintain □ Individual, family and administrative records □ Write reports center, disease, and national health programme/projects.		

Evaluation

Internal assessment

Theory

Midterm –	50 Marks
Prefinals –	75 Marks

Maximum marks 25

TOTAL – 125 Marks

Convert to 15

Assignment

Seminar – 50 Marks

Convert to 10 Marks

Practical

Maximum marks 50

Family Care Study –	50 Marks
Health Talk –	100 Marks
Procedure evaluation –	50 Marks
Family Folders (5x10) –	50 Marks
Clinical evaluation –	200 Marks

Practical examination

Midterm –	50 Marks
Prefinal –	50 Marks

TOTAL – 550 Marks

External assessment

University examination

Theory Marks 75

Practical Marks 50

Below mentioned assignment have to be completed during clinical posting, however they are not for evaluation.

Group project 01(Exhibition/ Street Play/ Puppet Show)

Survey report – 01

Daily diary –

FAMILY CARE STUDY (FORMAT)

I Initial Data

1. Name of head of family
2. Address
3. Date of visit commenced
4. Date of visit conducted

II Bio data

Name of Family Members	Relation With Head of Family	Socio Economic Health								
		Age	Sex	Edn.	Occupation	Income	Marital Status	Health Status	Nutritional Status	F P

Immunization										Remark
BCG	DPT			Polio			Measles	Booster	Any Other	
	1	2	3	1	2	3				

III Resources

A. Community Resource used by family members

- a. Regular
- b. In emergencies

B. Financial

- a. Monthly family income
- b. Possessions
- c. Cattle & pets
- d. Numbers of dependents
- e. Monthly pattern of family expenditure
- f. i. Food
- ii. Education
- iii. Medical
- iv. Electricity bill
- v. Clothing & entertainment

IV Environment

A. Community

- Socio economic Status
- Cleanliness
- Water Facility
- Toilet
- Location of Slum area

B. Family

- Environmental hygiene
- Toilets
- Sewage Sullage
- Water disposal

C. Physical Environment

1. Housing location
2. Type of floor
3. Lighting
4. Ventillation
5. Water supply
6. Attitude towards drinking
7. Waste disposal
 - Garbage
 - Latrines
 - Liquid Waste
 - Mosquitoes & fly breeds

V Social Environment

1. Type of community
2. Socio economic background
3. Relationship among family members
4. Relationship with neighbors
5. Relationship with others
6. Common Health Habits
 - a. In community
 - b. In family
7. Family concept about health
8. family concept about disease
 - a. In community
 - b. In Family
9. Festival celebration
 - a. In community
 - b. In family

10. Number of working mothers

- a. In community
- b. In family

11. Care during pregnancy

- a. In community
- b. In family

12. Care of infant

- a. In community
- b. In family

13. Concept about education

- a. In community
- b. In family

14. Concept about girls education

- a. In community
- b. In family

15. Knowledge & attitudes of people towards health

- a. In community
- b. In family

VI Family Health

1. Health of family – past & present
2. Gynaec & Obst. history of female adults

VII. Nutrition

VIII. Family life style

- a. Basic life style of family
- b. Family decision-making pattern
- c. Family relationship & communication
- d. Family response in crisis situation
- e. Family attitude towards health

Nursing Care Plan

Summary:

Conclusion :

FAMILY CARE STUDY (EVALUATION CRITERIA)
50 MARKS

Sr. No.	Particular	TOTAL MARKS	MARKS OBTAINED	TOTAL
I	Personal and professional qualities			
	1. Grooming	1		
	2. Mannerisms	1		
	3. Language	1		
	4. Voice	1		
	5. Confident	1		
II	Identification of family			
	1. Type of family	1		
	2. Initial data	1		
	3. Basic information	1		
	4. Resources used	1		
	5. Environment	6		
III	FAMILY HEALTH			
	1. Health of each member	2		
	2. Gynae & Obstetric health	2		
	3. Nutritional data	2		
	4. Rest & sleep	2		
	5. Use of health resources	2		
	6. Family planning status	2		
	7. Health practices for each member	2		
	8. Family life style	2		
IV	NURSING CARE			
	1. Identification of needs & problems	2		
	2. Aims& Objectives	2		
	3. Nursing interventions	8		
	4. Evaluation of care given	4		
	5. Self assessment	3		

COMMUNITY HEALTH NURSING
HEALTH TALK FORMAT

Name of the student:

Topic:

Group to be taught:

aids:

Area:

Date & Time:

Method of teaching:

Language:

Aim:

Specific objectives:

Introduction:

Sr. No.	Time	Specific objectives	Subject matter	T/L activity	A.V aids	Evaluation

Summary

Bibliography

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT: -----

AREA OF EXPERIENCE: _____

PERIOD OF EXPERIENCE: _____

SUPERVISOR: _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5
1	I) Planning and organization a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject Matter e) Suitable A.V.Aids II) Presentation: a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group Involvement f) Time Limit III) Personal qualities: a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points IV) Feed back: a) Recapitulation b) Effectiveness c) Group response V) Submits assignment on time					

Signature of the student

Signature of the teacher

EVALUATION CRITERIA FOR PROCEDURE EVALUATION USING BAG TECHNIQUE

NAME OF THE STUDENT: -----

AREA OF EXPERIENCE: _____

PERIOD OF EXPERIENCE: _____

SUPERVISOR: _____

Total – 50

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5
1)	Approach to the family					
2)	Selection of procedures based on family needs					
3)	Preparation of the bag for the procedure					
4)	Caring out all the steps of procedure correctly					
5)	Scientific principles followed while doing procedure					
6)	Involvement of family while doing procedure					
7)	Post care of bag and equipment					
8)	Health education while during and the procedure					
9)	Disposal of waste					
10)	Recording and reporting					

FAMILY FOLDER FORMAT

Learners Name :

Family Name :

Address :

Date Of Service

Directions :

BASIC INFORMATION

Name	Age	Sex	Position in Family	Occupation Income	Education	Language Spoken	Nutritional Status	Health Status	Health Problems

2. RESOURCES (COMMUNITY RESOURCES IN EMERGENCY)

Resources Provided	Location	Member Using	Reason	Frequency

3. PHYSICAL & SOCIAL ENVIRONMENT

- a) Community
- b) Family

4. FAMILY HEALTH

Name	Age	Height	Weight	Immunizations	Habits/ Addictions	Developmental Stage	Summary of Health History	Current Status including Medications

5. Family Health Practice

- a. Nutritional status – diet, meal pattern, shopping habits, knowledge of good nutrition.
- b. Recreation & exercise
- c. Sleeping pattern.
- d. Family use of health resource, person responsible for health care decision-making
- e. Any other attitudes, which significantly relate to health status.
- f. Family strengths & limitations related to their health practice

6. Family life style

- a. Basic life style
- b. Inter family relationship & communication pattern
- c. Family decision-making
- d. Family response in crisis
- e. Dominant values of family
- f. Family attitude towards health care & health care providers

7. Nursing Care Plan

8. Student remarks

- a. How did family perceive overall expenses of your visit (give supportive data)
- b. Discuss achievement of goals & nursing interventions
- c. In what aspect of nursing practice did your experience most growth & in what area would you like to improve?

FAMILY FOLDERS

10 marks

Sr. No.	Particular	1	2	3	4	5	Score
I	Subject Matter						
II	Nursing Care Plan						

CLINICAL EVALUATION

Name of the student _____

Area of experience _____

Period of experience _____

Supervisor _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5
I	Personal and Professional Qualities :					
	a) Leadership					
	b) Punctuality					
	c) Grooming					
	d) Relationship with others					
	e) Attitude Towards suggestions					
II	Assessment In Home and Clinic:					
	a) History taking					
	b) Physical assessment					
	c) Assisting & guiding for investigation					
	d) Home / clinic observation of signs & symptoms					
	e) Identification of needs & problems					
III	Planning					
	a) Selection of priority needs / problems					
	b) Setting objectives					
	c) Planning appropriate interventions					
	d) Resource allocation					
IV	Implementation :					
	a) Approach to family & manner of greeting					
	b) Explaining the purpose of visit to family					
	c) Providing home care					
	d) Doing simple procedure at home/Clinic					
	e) Assisting in clinical services					
	f) Giving health education in home clinic					
	g) Recording and reporting					
V	Evaluation :					
	a) Health teaching					
	b) Family care					
	c) Self assessment					
	d) Submitting assignment on time					

Remarks:

Signature of student

Signature of the teacher

COMMUNITY SURVEY REPORT FORMAT

INTRODUCTION

Objectives:

- ⌚ To assess the area & identify health problems of people
- ⌚ To understand the socioeconomic status of the community
- ⌚ To identify the sources of health services available in community
- ⌚ To identify various health practices prevailing in the community

Community as a place – boundaries, environment, housing

Community as a social system –recreational facilities, transportation, stores & shops, official health agencies, communication media, education, socioeconomic status, occupational status, social activities related to health.

Health problems and needs in the area

Conclusion

SURVEY REPORT

Sr. No.	Particular
1	Introduction
2	Community as a place • Boundary • Environment • Housing
3	Social system • Recreational facilities • Transportation • Stores & Shops • Official health Agencies • Communication media • Education • Socioeconomic status • Occupational Status
4	• Social activities related to health Planning and organization • Formulation of objectives • Selection of method of presentation • Adequacy of content • Organisation of Subject matter
5	• Presentation
6	Individual participation Submission on time

DAILY DAIRY

NAME OF THE STUDENT: -----
AREA OF EXPERIENCE: _____
PERIOD OF EXPERIENCE: _____
SUPERVISOR: _____

Sr. No.	Particular
1	Activities planned
2	Activities done

ASSIGNMENT FORMAT FOR GROUP SEMINAR

1. Introduction to the topic
2. Concept, Definition
3. History
4. Subject matter
5. Application in nursing field
6. Summary
7. Conclusion
8. References

VISITS SUGGESTED

I Community Resources For Self & Family

1. Trauma center
2. Old Age Home
3. Orphanage
4. Home for physically & mentally challenged individuals
5. Home for Destitutes

II Social Nurse affecting health

1. Mahila Mandal
2. Food & Adulteration Lab
3. Community Kitchen
4. NARI

III. Others

1. Family Welfare Bureau
2. Industrial Visit
3. IEC Bureau
4. B.D.O.
5. Gram Panchayat
6. Zilla Parishad
7. Panchayat Samiti
8. PHC
9. Sub Center
10. Rural Hospital
11. Community Health Center
12. Anganwadi

Above visits should be completed in related subject during 4 years

**Maharashtra University of Health
Sciences External Practical
Evaluation Guidelines IV Basic
B.Sc Nursing
Subject:- Community Health Nursing 50 Marks**

Internal Examiner	25 Marks
Nursing Procedure (Home visit) (15 marks)	

15 marks

- Approach to family 3
- Selection of need based procedure 3
- Bag Technique(Skills in performing procedure) 4
- Follow the scientific principles 3
- Post care of bag and equipment 2

Viva (10 Marks)	10 Marks

- Health planning and national health policies
- Family health care
- Role and responsibilities of CHN in primary health care
- National and International agencies

External Examiner **25 Marks**

Nursing Process (Health Education) (15 Marks) **15 marks**

- Need based health teaching 3
- Content, Organization and Presentation 4
- Used of A.V.aids 3
- Professional qualities 3
- Effectiveness 2

Viva (10 Marks)	10 Marks

- National Health and family welfare programmes
- Public health and community health nursing administration
- Health Care delivery system (Rural and Urban)

**COMMUNITY HEALTH NURSING PRACTICAL
EXAMINATION PRACTICAL / ORAL
MARK LIST**

NAME OF THE EXAMINATION : COMMUNITY HEALTH NURSING

PRACTICALS MONTH :

YEAR :

FOURTH YEAR Basic B. Sc NURSING :

MARKS :

50 SUBJECT : COMMUNITY HEALTH NURSING

CENTRE :

[illegible]

Signature of the Internal Examiner

Signature of the External

Examiner Date :

Date :

Introduction to Computer

Placement : First Year

Theory – 45 Hours

(Class -15 + lab 30)

Course Description : This course is designed for students to development basic understanding of uses of computer and its applications in nursing.

Specific objectives: After the completion of the course, students will able to:

1. Identify & define various concepts used in computer.
2. Identify & describe application of computer in nursing.
- 3 Describe & use the DOS & Windows
4. Describe & demonstrate skill in the use of MS-office.
5. Describe & demonstrate skill in using multimedia & computer aided teaching & testing.
6. Identify & demonstrate use of internet & e-mail
7. Describe & use the statistical packages
8. Describe the use of Hospital Management System.

Unit	(Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment methods
I	3	•Identify & define various concepts used in computer •Identify application of computer in nursing	Introduction •Concepts of Computers •Hardware and software; trends and technology •Application of computers in nursing	•Lecture Discussion •Demonstration	•Short answers •Objective type.
II	26 Hrs T=6 P=20	•Describe and Use the Disk Operating System •Demonstrate skill in the use of MS Office	•Introduction to disk operating system ○ DOS ○ Windows (all version) •Introduction ○ MS-Word ○ MS-Excel with pictorial presentation ○ MS-Access ○ MS-Power point	•Lecturer Discussion •Demonstration	•Short answers •Objective type •Practical Exam.
III	5 Hrs T=2 P=3	•Demonstrate skill in using in using multi-media •Identify features of computer aided teaching and testing	•Multimedia; types & uses •Computer aided teaching & testing.	•Lecture Discussion •Demonstration	•Short answers •Objective type •Practical Exam and Viva Voce
IV	4 Hrs T=1 P=3	•Demonstrate use of internet and Email	•Use of Internet and : e-mail	•Lecture Discussion •Demonstration •Practice Session	•Short answers •Objective type •Practical Exam and Viva Voce

Unit	(Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment methods
V	4 Hrs T=2 P=2	•Describe and use the statistical packages	•Statistical packages : types and their features	•Lecturer Discussion •Demonstration •Practice Session	•Short answers •Objective type •Practical Exam and Viva Voce
VI	3 Hrs T=1 P=2	•Describe the use of Hospital Management System	•Hospital Management System : Types and uses	•Lecture Discussion •Demonstration	•Short answers •Objective type •Practical Exam and Viva Voce

REFERENCES

- 1) Jain and Saakshi (2004), COMPUTERS FOR NURSES
- 2) Kalicharan (2002), INTRODUCTION TO COMPUTER SCIENCE
- 3) Nicoll (2001), NURSES GUIDE TO INTERNET. Third edition.
- 4) Phatak M et al (2001), MULTIMEDIA TECHNIQUES. First edition, Nirali Prakashan.
- 5) Rajaraman (1999), FUNDAMENTALS OF COMPUTER. Tata Macrohill Publication, New Delhi.
- 6) Sanjeev kumar (2002), A TEXTBOOK OF COMPUTER APPLICATIONS. Educational and Technical Publishers, New Delhi.

Evaluation Scheme

Subject #Introduction to computer	Internal Assessment	Total
Theory	100 (College level qualifying exam, minimum passing Marks 50%.)	100

College level qualifying exam to appear in University Examination must be minimum 50% combined i.e. 50 marks out of 100 marks (Theory & Practical Examination clubbed together)

Details as follows:

Internal Assessment: 100 Marks

(Out of 100 Marks to be send to the University)

Mid-Term: 50 Marks
Prelim: 50 Marks
Total: 100 Marks



**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
NASHIK**

**1ST YEAR
BASIC B.Sc. NURSING
SYLLABUS
2005-2006**

ENGLISH

Placement: First year

Theory - 60 Hours

Course description: The course is designed to enable students to enhance ability to comprehend spoken and written English (and use English) required for effective communication in their professional work. Students will practice their skills in verbal and written English during clinical and classroom experience.

Specific objectives: At the end of the course the students are able to:

- 1) Develop good vocabulary skills or better communication.
- 2) Effectively communicates with patients while rendering care.
- 3) Understands methods of writing and drafting letters in English.
- 4) To plan and write effective nursing process and records.

Unit	Time (Hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
I	10	Speak & write grammatically correct English	- Review of Grammar - Remedial study of grammar - Building Vocabulary - Lexical sets	- Demonstrate use of grammar Dictionary - Exercise on use of Grammar - Practice in using appropriate expression	- Objective type - Fill in the blanks - Do as directed
II	4	Developing listening skills	- Listening Comprehension - Media, audio, video, speeches etc. - Audio rendition of text.	Exercise on: Listening to audio, video tapes and identify the key points, accent & information pattern	Assessment of skills based on the check list
III	6	Developing speaking skills	- Spoken English Phonetics, public speaking - Oral report - Group Discussion - Debate - Telephonic Conversion - Conversational skills (Formal,	Exercise on: - Debating - Participating in Seminar, Panel, Symposium - Telephonic Conversion - Conversation in different situations, practice in public speaking	Assessment of the skills based on the checklist.

Unit	Time (Hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			Neutral & informal situation)		
IV	30	Develop ability to read, understand and express meaningfully, the prescribed text.	- Read and comprehend prescribed course books - Skimming & Scanning - Reading in sense groups - Reading between the lines.	Exercise on: - Reading - Summarizing - Comprehension	- Short Answers type questions. - Essay type questions.
V	10	Develop writing skills	- Various forms of composition - Letter writing - Note making & Note takings - Précis writings - Nurses Notes - Anecdotal records - Diary writing - Reports on health problem - Resume /CV - Notices, Agenda, minutes - Telegram - Essay	Exercise on: - Letter writing - Note making & Note takings - Précis writings - Nurses Notes - Anecdotal records - Diary writing - Reports on health problem - Resume /CV - Notices, Agenda, minutes, telegram, essay - Discussion on written reports / documents	Assessment of the skills based on the checklist.

Further suggested teaching learning activities

Unit I

➤ GRAMMER AND VOCABULARY

- Revising parts of speech
- Pairs of confused words, synonyms & Antonyms
- Lexical sets & collocations
- Using appropriate words and expressions

Unit II

➤ LISTENING SKILLS

- Audio rendition of British & American Dialects of English.
- Students listening to cassettes.
- Teachers reading the loudly.

Unit III

➤ SPEAKING SKILLS

- Pronunciation.

- Accentual & intonation pattern.
- Maxims of conversational skills.

Unit IV

➤ READING SKILLS

- Text:
 1. Developing your English by Gokhale & Robinson
 2. Discourse skills in English by Grace Jacob, Narkar & Halliday
 3. Eight short stories by K.N. Vasudeva Panikkar
 - Skimming & Scanning, reading in sense group.
 - Avoiding Clumsiness & ambiguities
- Example: (Indian wives eat after eating their husbands)

Unit V

➤ WRITING SKILLS

- Choice of words and structures for effective writing
Example: Nurses make a lot of money.
It is nurses who make a lot of money.
- Punctuation
Example: Hang, not leave him.
Hang not, leave him.
- Organization of material effectively.

Bibliography:

1. Living English Grammar & Composition Tickoo M.L. & Subramaniam A.E, Oriental Longman, New Delhi.
2. English for practical purposes Valke, Thorat Patil & Merchant, Macmillan Publication, New Delhi.
3. Enriching your competence in English, by Thorat, Valke, Orient Publication, Pune
4. English Grammar & Composition Wren & Martin, S. Chand Publications-2005, Delhi.
5. Selva Rose, Carrier English for Nurses, 1st edition -1999, published by Orient Long man Pvt. Ltd. – 1997, Chennai.

Evaluation Scheme:

Subject	Hours	Internal Assessment	Total
* English	--	100 (College level qualifying exam, minimum passing Marks 40%.)	100

*** College level qualifying exam to appear in University Examination, minimum passing Marks 40%.**

Details as follows:

Internal Assessment: 100 Marks

(Out of 100 Marks from mid-term & prelim to be send to the University along with Internal Assessment Marks of other subjects for inclusion in the Mark Sheet.)

Mid-Term:	50 Marks
Prelim:	50 Marks
Total:	100 Marks

MANAGEMENT OF NURSING SERVICE & EDUCATION

Total hours: Theory: 90 Hrs
(Class 60 + Lab 30 hrs)

Course Description:

This course is designed to enable students to acquire in-depth understanding of management of hospital services, management of nursing services and nursing educational programmes. This is also designed to enable students to acquire understanding of the professional responsibilities, prospects and contribution to the growth of the Nursing profession.

Specific objectives: At the end of the course student will be able to

1. Understand the principles and functions of management
2. Understand the elements and process of management
3. Appreciate the management of nursing services in the hospital and community.
4. Apply the concepts, theories and techniques of organizational behaviour and human relations.
5. Develop skills in planning and organizing in service education
6. Understand the management of nursing educational institutions.
7. Describe the ethical and legal responsibilities of a professional nurse
8. Understand the various opportunities for professional advancement.

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
I	(4)		Explain the principles and functions of management	Introduction to Management in Nursing - History, Definition, concepts and theories - Functions of management - Principles of management - Role of nurse as a manager and her qualities	- Lecture - Discussion - Explain using organization chart	Short answers
II	(6)		Describe elements and process of management	Management Process - Planning, mission, philosophy, objectives, operational plan - Staffing: Philosophy, staffing study, norms, activities, patient classification system, scheduling - Human resource management, recruiting, selecting, deployment, retaining, promoting, superannuation. - Budgeting: Concept, principles, types, cost benefit analysis audit - Material management: equipment and supplies - Directing process (Leading) - Controlling: Quality management - Program Evaluation Review Technique (PERT), Bench marking, Activity Plan (Gantt Chart)	- Lecture - Discussion - Simulated Exercises - Case studies	- Essay type - Short answers

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
III	(8) 1 1 1 2 1 2	5	To understand the modern concepts, components and changing trends in hospital organization	Hospital Organization - Definition, types and functions of hospital - Governing body- Hospital administration - Control & line of authority - Hospital statistics including hospital utilization indices - Role of hospital in comprehensive health care - Development of new management practices: Marketing of Hospitals, Specialty Hospitals	- Lecture Discussion - Preparation of organization chart of hospital	- Essay type - Short answers - MCQ
IV	(8) 1 1 1 1 1	20	Describe the management of nursing services in the hospital and community	Management of nursing services in the hospital - Planning - Hospital & patient care units including ward management - Emergency and disaster management - Human resource management - Recruiting, selecting, deployment, retaining, promoting, superannuation - Categories of nursing personnel including job description of all levels - Patients/ population classification system - Patients/ population assignment and nursing care responsibilities - Staff development and welfare programmes - Budgeting: Proposal, projecting requirements for staff, equipments and supplies for - Hospital and patient care units - Emergency and disaster management - Material management: Procurement, inventory control, auditing and maintenance in - Hospital and patient care units - Emergency and disaster management	- Lecture Discussion Demonstration Case studies - Supervised practice in ward-writing indents, preparing rotation plan and duty roaster, ward supervision - Assignment on duties and responsibilities of ward sister - Writing report - Preparing diet sheets	- Essay type - Short answers - Assessment of problem solving exercises - Assessment of the assignments - Performance evaluation by ward sister with rating scale

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
	2			• Directing & Leading: delegation, participatory management ➤ Assignments, rotations, delegations ➤ Supervision & guidance ➤ Implement standards, policies, procedures and practices ➤ Staff development & welfare ➤ Maintenance of discipline • Controlling/ Evaluation ➤ Nursing rounds/ visits, Nursing protocols, Manuals ➤ Quality assurance model, documentation ➤ Records and reports • Performance appraisal		
V	(5)		• Describe the concepts, theories and techniques of • Organizational behavior and human relations	Organizational behavior and human relations • Concepts and theories of organizational behaviors • Review of channels of communication • Leadership styles, Power, types • Review of motivation: concepts and theories • Group dynamics • Techniques of: ➤ Communication and ➤ Interpersonal relationships ➤ Human relations • Public relations in context of nursing • Relations with professional associations and employee union • Collective bargaining	• Lecture Discussion • Role plays • Group games • Self assessment • Case discussion • Practice session	• Essay type • Short answers • Assessment of problem solving
VI	(5)	5	Participate in planning and organizing in-service education program	In-service education • Nature & scope of in-service education program • Organization of in-service education • Principles of adult learning • Planning for in-service education program, techniques, methods, and evaluation of staff education program • Preparation of report	• Lecture Discussion • Plan and conduct an educational session for in-service nursing personnel	• Essay type • Short answers • Assess the planning and conduct of educational session

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
	2 1 2			- Practice standards for nursing; INC - Consumer Protection Act - Legal aspects in Nursing ➤ Legal terms related to practice; Registration and licensing ➤ Legal terms related to Nursing practice; Breach and penalties ➤ Malpractice and Negligence		
IX	(4) 1 1 1 1		Explain various opportunities for professional advancement	Professional Advancement - Continuing education - Career opportunities - Collective bargaining - Membership with Professional Organizations; National and International - Participation in research activities - Publications; Journals, Newspaper etc.	- Lecture Discussion - Review/ Presentation of published articles - Group work on maintenance of bulletin board	Short answers

REFERENCES: (Bibliography)

1. TNAI. Nursing Administration and Management, 1st edn, Academic Press: New Delhi, 2000.
2. Shakharkar, B M. Principles of Hospital Administration and Planning, Jaypee Brothers: Bangalore, 1998.
3. Pai, Pragna. Effective Hospital Management, 1st edn, The National Book Depot: Mumbai, 2002.
4. Srinivasan, A V. Managing a Modern Hospital, 1st edn, Sage Publications: New Delhi, 2002.
5. Basavanthappa, B T. Nursing Administration, 1st edn, J P Brothers Medical Publishers: New Delhi, 2000.
6. Goel, s & Kumar, R. Hospital Administration and Management, 1st edn, Deep and Deep Publications: New Delhi, 2000.
7. Park K. Park's Textbook of Preventive and Social Medicine, 17th edn, M/S Banarsidas Bhanot Publishers: Jabalpur, 2003.
8. Russels, C S. Management & Leadership for Nurse Managers, 3rd edn, Jones Bartlett Publishers: London, 2002.
9. Francis, E M & Desouza, Mario. Hospital Administration, 3rd edn, Jaypee Brothers Medical Publishers: New Delhi, 2000.
10. Goddard, H A. Principles of Administration applied to Nursing Practice, WHO: Geneva, 1966.
11. Hersey, P. ,Blanchard, H K & Johnson, E D. Management of Organizational Behavior, Pearson Education Indian Branch: New Delhi, 2002.
12. Barret, Jean. Ward Management and Teaching, 2nd edn, English Book Society: New Delhi, 1967.

Evaluation

Internal assessment

Theory: Maximum marks 25

Midterm 50

Prefinal 75

Total marks 125

Out of 15

Assignment:

Seminar 100

Ward management 25

Diet sheet 25

Clinical evaluation 100

Total marks 250

Out of 10

External assessment

University examination

Theory Marks 75

Examination Marks allotted		Sec - A	Sec - B	Total	Duration
Mid term		30	20	50	2 hours
Pre-final		40	35	75	3 hours
Final		40	35	75	3 hours

ASSIGNMENT FORMAT FOR GROUP SEMINAR

1. Introduction to the topic
2. Concept, Definition
3. History
4. Subject matter
5. Application in nursing field
6. Summary
7. Conclusion
8. References

EVALUATION CRITERIA

Subject :
Topic :
Name of the student :
Group :

Date:
Time:
Total Marks: 100
Marks allotted:

S No	Criteria	1	2	3	4	5	Remarks
I	Subject Matter 1. Introduction 2. Organization of Content 3. Presentation of topic 4. Relevant examples 5. Relevant statistical data 6. Group participation 7. Control of group 8. Conclusion						
II	A V Aids 9. Appropriate to topic 10. Self Explanatory 11. Useful 12. Attractive 13. Planning and preparation 14. Use of appropriate technology						
III	Physical facilities 15. Environment 16. Classroom preparation 17. Classroom management						
IV	Personal Qualities 18. Voice and clarity 19. Mannerism 20. References						

Guidelines for Ward Management Report

1. Introduction
 - Name of the ward
 - Duration of experience with dates
 - Objective of ward administration experience
2. Organization chart of the ward
 - Draw the organization chart of the ward and hospital depicting staff position along with communication channels and hierarchical lines
3. Ward lay out and physical facilities of the ward
 - Describe the ward lay out and physical facilities available and compare it with the standards of an ideal ward
4. Reports and Records
 - Describe the various reports and records maintained in the ward
 - Study these documents critically for completeness, accuracy and relevance and give your suggestions and recommendations.
5. Procedures & Policies
 - Study the policies and procedures and critically evaluate them
 - Indenting drugs, stores, supplies & describe them briefly
 - Admission & discharge and transfer
 - Visitors
 - Outpass, absconding
 - Critically ill patient, Death
 - Treatments
 - Emergency care
 - SOP for Anaphylaxis, HIV infections, Needle stick injuries, Hospital waste management
 - Security of the ward
 - Fire drills
 - Preparation of diet sheet
6. Classify the various types of drugs, stores, supplies and equipments in the ward
Study the procedure for maintenance, store and supplies
7. Enlist the suggestions and recommendations
8. Conclusion

EVALUATION CRITERIA

1. Comprehensive	5
2. Clear & Relevant	5
3. Critical analysis	5
4. Suggestions & Recommendations	5
5. Conclusion	5
Total	25

GUIDELINES FOR ASSIGNMENTS: DIET SHEET

1. Diet sheet

a) Daily basis

- Study the different types of hospital diets & their dietary allowances and write a brief report
- Notes the prescribed diet for each patient
- Records in diet sheet

b) Give references and illustrations (Figure, graph and picture)

c) Conclusion (Highlight learning achieved)

EVALUATION CRITERIA

1. Clarity and comprehensiveness	5
2. Accuracy of diet sheet	5
3. Preparation of diet sheet	5
4. Reference & Illustration	5
5. Conclusion	5

Total: 25

BASIC B Sc NURSING

LAB EVALUATION : WARD ADMINISTRATION

Student's Name:

Total Marks : 100

Placement:

S No	Criteria	4	3	2	1
I	Professional Appearance 1. Is well groomed & neat uniform 2. Is able to maintain good poise				
II	KNOWLEDGE 3. Has knowledge regarding nursing responsibilities in a. Organization & planning in days work b. Meeting emergency needs c. Providing comprehensive patient care d. Indenting, maintaining & dispensing of drugs e. Holding of inventories and care of equipments 4. Has knowledge of various records related to patient care. 5. Has knowledge of communication process				
III	PRACTICE 6. Is able to communicate effectively with different health team members 7. Is able to coordinate with healthy member 8. Is able to plan & conduct clinical teaching programmes 9. Is able to conduct incidental teaching at the bed side 10. Is able to render nursing according to identified nursing needs & problems				
IV	LEADERSHIP 11. Is able to inspire confidence and has patience in dealing at all times 12. Is enthusiastic and approachable 13. Is willing to accept consequences of decision and action 14. Is able to accept leadership roles voluntarily 15. Co-operative and maintains good IPR 16. Avails opportunities for personal & professional growth 17. Practices democratic approach in all dealings				
V	RECORDING, REPORTING AND EVALUATING 18. Able to record & report all relevant facts accurately 19. Evaluate objectively				
	TOTAL				

GRADING:

- 1. A+ : 80% & above
- 2. A : 70 – 79%
- 3. B : 60 – 69%
- 4. C : 50 – 59%
- 5. D : Below 49%

KEY:

- 4 - Always
- 3 – Most often
- 2 – Occasionally
- 1 – Seldom

MARKS OBTAINED

Pen picture of student

Signature of student

Signature of clinical supervisor

Signature of Coordinator

Signature of Principal

GUIDELINES FOR LAB / PRACTICAL EXPERIENCE

- ❖ Admission and discharge and transfer of patients
- ❖ Assignment of duties in ward
- ❖ Preparation of duty roaster
- ❖ Supervision of nursing care
- ❖ Indenting of drugs, stores and supplies
- ❖ Maintenance of dangerous drugs – Indenting, Storing, Accounting, Recording
- ❖ Diet – Maintenance of diet sheet
- ❖ Inventories - Expendable and non-expendable
- ❖ Repair and replacements
- ❖ Ward report – Written and Oral reports
- ❖ Supervision and guidance of paramedical staff and domestic staff

Evaluation formats for Nursing service Administration and Education

1. Duties and responsibilities of ward sister 25 mark
2. Planning and implementation of an in service education programme 25 mark
3. Performance appraisal preparation of format 25mark

Assessment of group assignment

Sr.	Particulars	Total
	Objectives	02
1)	Contents ❖ Adequacy ❖ Organization ❖ Relevance ❖ Illustration	3 3 3 2
2)	Presentation ❖ Clarity ❖ Appropriate use of AV aids ❖ Group Participation	2 3 3
3)	Conclusion and summary	2
4)	Reference	2
	Total	25

MEDICAL SURGICAL NURSING (ADULT INCLUDING GERIATRICS) – I

Placement: Second Year

Theory: 210 Hrs

Practical: 720 Hrs

Course Description: The purpose of this course is to acquire knowledge and develop proficiency in caring for patients with medical surgical disorders in varieties of health care settings and at home.

Specific Objectives: At completion of the course the student is able to:

- a. Describe the causes, signs and symptoms, treatment and prevention of medical surgical conditions.
- b. Demonstrate skill in carrying out nursing techniques and procedures in keeping with scientific principles.
- c. Discuss nursing process and provide nursing care to patients with various medical surgical conditions.

Unit	Time Hrs	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
I	13	*Appreciate the trends in medical & surgical nursing * Describe the role of a Nurse in caring for adult patients in hospital & Community * Describe the concept of Medical Surgical asepse	<u>INTRODUCTION</u> • Introduction to Medical Surgical Nursing Evaluation & trends of medical & surgical nursing • Review of concepts of health & illness, diseases concepts, its causes- Classification of diseases, International classification of Diseases -Acute, chronic, & terminal stages of illness - Review of concept of compressive Nursing care in medical Surgical Condition based on Nursing Process. Role of nurse patients & family in care of adult patients. •Role & responsibility of nurse in medical surgical settings: -Outpatient department -In patient department -Intensive care units -Home & community settings • Introduction to medical sepsis -Inflammation and Infection - Stress adaptation - Hemorrhage	•Lectures & Discussion •Charts , graphs models, films and slides •Demonstrations •Practice sessions •Case discussions •Seminars •Clinical practice •Drug book •Exposure to related procedures	•Essay type •Short answers •Objective type •Skill assessment with check list •Clinical work

Unit	Time Hrs	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
			- Nutritional consideration - immunity - Wound healing • Care of surgical patients. - Preoperative - Intraoperative - Postoperative • <u>Demonstrations</u> -surgical asepsis -Dressings -Care of wound drainage -Preoperative preparation of patients.		
II	12	Describe the common sign and symptoms of problems and their specific nursing management	<u>Common sign and symptoms and management</u> -Fluid & electrolyte imbalance -Vomiting -Dyspnea and cough, respiratory difficulty and obstructions -Fever -Shock -Unconsciousness, syncope -Pain -Incontinence (bladder & bowl) & retention of urine - Constipation - Diarrhea -Edema -Age related problems-Geriatric problem.	• Lectures & Discussion •Charts , graphs models, films and slides •Demonstrations •Practice sessions •Case discussions / seminar	Essay type •Short answers •Objective type of question Assessment of skill assessment with check list •Clinical work

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
III	20	Describe the Etiology , pathophysiology clinical manifestation & diagnostic measures (& management of patients (adult including elderly) with disorder of reparatory system common medical surgical nursing procedures	<u>Nursing management of patients (adults including elderly) with respiratory problems</u> • Review of Anatomy & Physiology of respiratory system. • Nursing Assessment – History & Physical assessment • Etiology, Pathophysiology, Clinical manifestations, diagnosis, treatment modalities & Medical, surgical, Nutritional & nursing including elderly with: • Upper Respiratory tract infections • Bronchitis , Bronchiolitis • Asthma • Emphysema • Empyema • Atelectasis • Chronic obstructive Pulmonary Diseases (COPD) • Bronchiectasis • Pneumonia • Pulmonary tuberculosis • Lung abscess • Pleural abscess, effusion • Cysts & Tumors • Chest injuries • Respiratory arrest, ARDS & insufficiency • Pulmonary embolism Special therapies, alternative therapies Nursing Procedures Drugs used in treatment of respiratory disorders. • <u>Demonstrations</u> - Respiratory assessment assisting in procedures of X ray chest, MRI, lung Biopsy, bronchoscopy - Thoracocentesis, - care of patients	•Lectures & Discussion charts, graphs models, films and slides •Demonstrations •Practice sessions •Case discussions / Seminar •Clinical Practice •Drug book • Exposure to procedure- X ray - MRI Edoscopy	•Essay type - Short answers •Objective type of questions - Assessment of skills with assessment of patients with Clinical work Management problem

			with chest drainage & change of chest drainage- Care of patients on ventilators & weaning – nebulisation, -		
Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
IV	30	Describe the etiology, Patho-physiology, clinical manifestation, diagnostic measures and management of patients (Adults including elderly) with disorders of Digestive system	<u>Nursing management of patient (Adults including elderly) with disorders of Digestive system</u> • Review of Anatomy & Physiology of digestive system • Nursing Assessment –history & physical assessment • Etiology, patho-physiology, clinical manifestation, diagnosis, treatment modalities and medical, surgical, Nutritional & nursing management Disorders of oral cavity • Oral cavity- Lips, gums, tongue, salivary and teeth -esophagus- inflammation, stricture, obstruction, bleeding & esophageal tumour • Stomach & Duodenum- hiatus hernia, gastritis, peptic & duodenal ulcer, bleeding, tumour pyloric stenosis -Food allergy & poisoning • Small intestinal inflammation and infection - Ulcerative colitis, enteritis, malabsorption syndrome, Obstruction, tumors perforation, • Large Intestinal disorders -Colitis inflammations & infection, obstruction, Tumors, lump Hernis • Appendix Inflammation, mass, abscess, rupture • Anal & Rectum Fistulas, fissures, Hemorrhoids and tumour • Peritonitis/ acute abdominal • Pancreas; inflammation, cyst, abscess, tumours Abdominal trauma • Acute Abdomen to • Pancreas- Acute & chronic pancreatitis, abscess & tumors	• Lectures & Discussion • Charts, graphs models, films and slides • Demonstrations • Practice sessions • Case discussions • Seminars • Clinical practice • Drug book • Exposure to related procedures - Health Education - Supervised clinical practice - Drug Book / Presentation	• Essay type • Short answers • Objective type • Skill assessment with check list • Clinical work assessment of patient management

			•Liver- Jaundice, hepatitis, cirrhosis, abscess, portal hypertension, hepatic failure and tumors		

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
			•Biliary tract & gall bladder -Cholecystitis, cholelithiasis, tumors •<u>Demonstrations</u> -Preparing assessing & witnessing - Barium meal, enema, -Abdominal paracentesis, -Liver biopsy, -Endoscopies, ERCP, OGD, Colonoscopy, Proctoscopy, Sigmoidoscopy -Liver function test - Gastric analysis, stomach wash - Gastrostomy feeding - Jejunostomy feeding - Bowel wash - Colostomy care • Liver inflammation cyst, abscess, cirrhosis, portal hypertension, hepatic failure, tumours, • Gall Bladder, inflammation, Obstruction, Stones, & tumours - Special Therapies, alternative therapies nursing procedures, drug used in the treatment of disorders & diseases of digestive system		

Unit	Time	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
V	30	Describe the etiology, patho-physiology, clinical manifestation, diagnostic measures and management of patients (adults including elderly) with disorders of blood and cardiovascular problems Describe the vascular conditions and its nursing management	<u>Nursing management of patient(adults including elderly) with blood and cardiovascular problems</u> • Review of Anatomy & Physiology of blood and cardiovascular system • Nursing Assessment –history & physical assessment. • Etiology, patho physiology, clinical manifestation, diagnosis, treatment modalities: medical, surgical, Nutritional & nursing management of: • Heart- -Coronary artery disease -Ischemic heart disease - Coronary atherosclerosis -Angina pectoris -Myocardial infarction -Congestive cardiac failure -Cor pulmonale -Pulmonary Odema -Cardiogenic shock -Cardiac tamponade - Endocarditis -Myocarditis -Pericarditis -Cardiomyopathies • Valvular heart disease- -Congenital & acquired -Rheumatic heart disease -Mitral stenosis • Conduction system -Cardiac dysarrhythmias & heart blocks • Vascular systems - Hypertension, hypotension - Raynaud's disease - Aneurism and Peripheral vascular disorders, Cardiogenic shock •Cardiac arrest- ACLS, BLS • Blood -Anaemias -Polycythemia - Bleeding & clotting disorders -Thrombocytopenia -Hemophilia -Thalassemia -Leukemia	•Lectures & Discussion • Explain charts, graphs models, films and slides •Demonstrations •Practice sessions •Case discussions / Seminars •Clinical practice •Drug book •Exposure to procedure visit to blood bank participation in blood bank counseling	•Essay type •Short answers •Objective type •Skill assessment with check list •Clinical work

			-Leucopenia - Agranulocytosis -Lymphomas & Myelomas • Blood bank functioning & Biosafety management related to blood transfusion -Role of nurse in organ donation, transplant, retrieval & banking - Drugs used in cardiovascular system. - Alternative therapies • Demonstration-ECG-3 & 12 lead, -Holter monitoring -2DEcho,Doppler		

VI	10	Describe the etiology, Patho-physiology, clinical manifestation, diagnostic measures and management of patients (adults including elderly) with disorders of genitourinary system	<u>Nursing management of patient (Adults including elderly) with genitourinary problems</u> • Review of Anatomy & Physiology of genitourinary systems • Nursing Assessment –history & physical assessment. • Etiology, patho-physiology, clinical manifestation, diagnosis, treatment modalities and medical, surgical, dietetics & nursing management of -Nephritis -Nephrotic syndrome -Nephrosis - Renal calculus - Tumours -Acute renal failure -Chronic renal failure -End stage renal disease -Dialysis, renal transplant -congenital disorders, urinary infections -Benign prostate hypertrophy • Kidney -Polycystic kidney • Disorders of ureter, urinary bladder-urethra- inflammation infections, calculus stricture, obstructions, tumors, prostate - Drug used in treatment of Genic <u>Demonstrations</u> - Bladder wash / Irrigation - Demonstration care of Indwelling catheterization male / female - Condom catheters (external)	•Lectures & Discussion • Explain using charts, graphs models, films and slides •Demonstrations •Practice sessions •Case discussions/ Seminars •Supervised Clinical practice •Drug book/presentation •Exposure to procedure - Health Education	Essay type •Short answers •Objective type •Skill assessment with check list •Clinical work Assessment of patient management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
VII	5	Describe the etiology, Patho-Physiology, Clinical manifestations, diagnostic measures and management of patients (adults including elderly) with disorders of male reproductive system.	<u>Nursing management of disorders of male (adults including elderly) reproductive system</u> • Review of anatomy and Physiology of male reproductive system • Nursing assessment-history and physical assessment • Etiology, patho-physiology, clinical manifestations, diagnosis, treatment modalities and medical, surgical dietetics and nursing management of disorders of male reproductive system • Congenital malformations; cryptorchidism • Infections • Hypospadiasis, Epispadiasis • Infection Testis and adjacent structure • Penis • Prostate: inflammation, infection hypertrophy, tumor • Sexual Dysfunction • Infertility • Contraception • Breast, gynecomastia, tumor • Climacteric changes special therapies, alternative therapies. • Nursing procedures drugs used in treatment of disorders of male reproductive system	Lecture discussion Explain using Charts, graphs • Models, films, slides • Demonstration • Practice session • Case discussion / seminar • Health education • Supervised clinical practice • Drug book /presentation	• Essay type • Short answer • Objective type • Assessment of skills with check list Assessment of patients management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
VIII	10	Describe the etiology, Patho Physiology, clinical manifestations, diagnostic measures and management of patients (adults including elderly) with disorders of endocrine system	<u>Nursing management of patient (adults including elderly) with disorders of endocrine system</u> - Review of anatomy and physiology of endocrine system - Nursing assessment-history and physical assessment - Etiology, patho-physiology, clinical manifestation, diagnosis, treatment modalities and medical, surgical, dietetics and nursing management of - Disorders of pituitary - Disorders of thyroid and parathyroid - Adrenal tumour - Diabetes mellitus - Diabetes insipidus_ - special therapies, alternative therapies - Nursing procedures - drugs used in treatment of disorders of endocrine system	- Lecture discussion - Explain using Charts, graphs - Models, films, slides - Demonstration - Practice session - Case discussion / seminar - Health education - Supervised clinical practice - Drug book / - presentation	- Essay type - Short answer - Objective type - Assessment of skills with check list - Assessment of patients management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
IX	10	Describe the etiology, Patho Physiology, clinical manifestations, diagnostic measures and management of patients (adults including elderly) with disorders of skin	<u>Nursing management of patients (adults including elderly) with disorders of Integumentary system</u> • Review of anatomy and physiology of skin and its appendages • Nursing assessment-history and physical assessment • Etiology, Pathophysiology, clinical manifestation, diagnosis, treatment modalities and medical, surgical, dietetics and nursing management of disorders of skin and its appendages • Lesions and abrasions • Infection and infestations: Dermatitis • Dermatoses; infectious and non infectious “inflammatory dermatoses • Acne vulgaris • Allergies and Eczema • Psoriasis • Malignant melanoma • Alopecia • Leucoderma • Care of patient with Skin surgery Special therapies, alternative therapies • Nursing procedures, • drugs used in treatment of disorders of Integumentary system	• Lecture discussion • Explain using Charts, graphs • Models, films, slides • Demonstration • Practice session • Case discussion / seminar • Health education • Supervised clinical practice • Drug book / presentation	• Essay type • Short answer • Objective type • Assessment of skills with check list • Assessment of patients management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
X	15	Describe the etiology, Pathology, Physiology, clinical manifestations, diagnostic measures and management of patients (adults including elderly) with disorders of musculoskeletal system	<u>Nursing management of patients (adults including elderly) with musculoskeletal problems</u> - Review of anatomy and physiology of musculoskeletal system, - Nursing assessment-history and physical assessment - Etiology, Pathophysiology, clinical manifestation, diagnosis, treatment modalities and medical, surgical, dietetics and nursing management of Disorders of: □ Muscles, ligaments and joints-inflammation, infection trauma □ Bones-inflammation, infection, dislocation, sprain, fracture, tumour & trauma □ Osteomalacia and osteoporosis □ Arthritis □ Congenital deformities □ Spinal column – defects and deformities, tumor, Prolapsed inter vertebral disc. Pott's spine □ Paget's disease - Amputation - Prosthesis - Transplant and replacement surgeries - Rehabilitation special therapies, alternative therapies - Nursing procedures, drug used in treatment of disorders of musculoskeletal system	- Lecture discussion - Explain using Chart, graphs - Models, films, slides - Demonstration - Practice session - Case discussion / seminar - Health education - Supervised clinical practice - Drug book / presentation	- Essay type - Short answers - Objective type - Assessment of skill with check list - check list - Assessment of patients management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
XI	10	Describe the etiology, patho physiology, clinical manifestations diagnostic Measures and Management of Patients (adults Including elderly) with disorders of Immunological systems	<u>Nursing management of Patient (adults Including elderly) with Immunological problems</u> - Review of Immune system. - Nursing Assessment-History and physical assessment - Etiology, Pathophysiology, clinical manifestations, diagnosis treatment modalities and medical, surgical, dietetics and nursing management of- - Immunodeficiency disorder - Primary immuno deficiency - Phagocytic dysfunction - B-cell and T-cell deficiencies - Secondary immuno-deficiencies - Acquired Immuno Deficiency Syndrome (AIDS) - Incidence of HIV & AIDS - Epidemiology - Transmission-prevention of Transmission - Standard safety precautions - Roll of nurse, counseling - Health education and home care consideration, - National AIDS control program NACO various National and international agencies. - Infection control program - Rehabilitation, Special therapies, alternative therapies - Nursing procedures - Drugs used in treatment of disorders of immunological systems	- Lecture - Discussion - Explain using Charts, Graphs - Models, films slides - Demonstration - Practice session - Case discussion/ Seminar - Health education - Supervised clinical practice - Drug book/ presentation - Orientation visit to Hospital control system	- Essay type - Short answer - Objective type - Assessment of skills with check list - Assessment of patient management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
XII	20	Describe the etiology, Patho-, Physiology, clinical manifestations, diagnostic measures and management of patients (adults including elderly) with Communicable Diseases	<u>Nursing management of patient (adults including elderly) with Communicable Diseases</u> - Overview of infectious disease, the infectious process - Nursing Assessment-History and physical assessment - Epidemiology, infectious process, clinical manifestations, diagnosis, treatment, prevention and dietetics. Control and eradication of common communicable diseases - Tuberculosis - Diarrhoeal diseases - Hepatitis A-E - Herpes - Chickenpox - Smallpox - Typhoid - Meningitis - Gas gangrene - Leprosy - Dengue - Plague - Malaria - Diphtheria - Pertussis - Poliomyelitis - Measles - Mumps - Influenza - Tetanus - Yellow fever - Filariasis - HIV, AIDS communicable diseases - Reproductive Tract Infections - Special infection control measures; Notification, Isolation, Quarantine, Immunization, Infectious Disease Hospitals - Special therapies, Alternative therapies - Nursing procedures - Drugs used in treatment of	Lecture discussion - Explain using Charts, graphs - Models, films, slides - Demonstration - Practic session - Case discussion / seminar - Health education - Supervised clinical practice - Drug book / presentation	Essay type - Short answer - Objective type - Assessment of skills with check list - Assessment of patients management problem

Unit	Time	Learning Objectives	Content	Teaching Learning Activities	Assessment Methods
XIII	25	- Describe the organization and physical set up of operation theatre - Identify the various instruments and equipments used for common surgical procedures - Describe the infection control measures in the operation theatre - Describe the role of the nurse in the Peri operative nursing care	Peri Operative nursing: - Organization and physical set up of the operation theatre (OT): - Classification - O.T.DESIGN - Staffing - Members of the OT team. - Duties and responsibility of nurse in OT - Principles of health and operating room attire. - Instruments - Sutures and suture materials - Equipments - O.T. tables and sets for common surgical procedure - Scrubbing procedures - Gowning and gloving - Preparation of O.T. sets - Monitoring the patients during surgical procedures - Maintenance of therapeutics environment in O.T. - Standard safely measures - Infection control: fumigation, disinfection and sterilization - Biomedical waste management - Prevention of accidents and hazards in O.T. •Anaesthesia - Types - Methods of administration - Effects and stages - Equipment - Drugs - Cardio pulmonary Resuscitation (CPR) - Pain management techniques - Legal Aspects	- Lecture discussion - Explain using Charts, graphs - Models, films, slides - Demonstration - Practice session - Supervised clinical practice Drug book / presentation	- Essay type - Short answer - Objective type - Assessment of skills with check list

MEDICAL SURGICAL NURSING

(Adult including Geriatrics)-I

Practical

Placement: Second year

Time: 720 Hours

Areas	Duration (in wk)	Objectives	Skills	Assignments	Assessment Methods
General Medical Ward (Respiratory, GI, Endocrine, Renal, Hematology)	06	• Provide nursing care to adult patients with medical disorders • Counsel and educate patients and families	• Assessment of the patient ❑ Taking history ❑ Perform general and specific physical examination - Respiratory - GI - Endocrine - Renal - Hematology ❑ Identify alterations and deviations. • Practice medical surgical asepsis Standard safety measures. • Administer medications ❑ Oral, IV, IM, ID, Subcutaneous, Airlock and Z-Track method • Blood and Component Therapy • IV therapy ❑ IV canulation ❑ Maintenance and monitoring ❑ IV additives ❑ IV Bottle change • Oxygen therapy by different methods ❑ Ambu bag ❑ Venturi mask • Nebulization • Chest physiotherapy • Postural drainage - Naso gastric feeding	• Plan and give care to 3-4 assigned patients • Nursing care plan- 02 • Nursing case presentation-1 • Drug presentation-1 • Maintain drug book • Maintain Practical record book	• Assess performance with rating scale • Assess each skill with checklist • Evaluation of case study/ presentation • Completion of practical record.

Areas	Duration (in wk)	Objectives	Skills	Assignments	Assessment Methods
			●Gastric lavage ●Perform/Assist in therapeutic procedures ❑ Thoracentesis ❑ Abdominal Paracentesis ❑ Barium meal ❑ USG ❑ Endoscopy - ERCP - OGD scopy - Colonoscopy - Proctoscopy - Sigmoidoscopy ● Blood and component Transfusion ❑ Plasma ❑ RBC ❑ Whole blood ❑ Platelet ❑ Cryoprecipitate ● Throat suctioning ● Collect specimens for common investigations ❑ Blood ❑ Urine ❑ Stool ❑ Sputum ● Maintain elimination ❑ Catheterization ❑ Catheter care ❑ Bowel wash ❑ Enema ❑ Urinary drainage ❑ Bladder wash ● Maintain Intake, output and documentation ● Counsel and teach related to specific disease conditions.		

Areas	Duration (in wk)	Objectives	Skills	Assignments	Assessment Methods
General Surgical Ward (GI, urinary, CVTS)	06	• Provide pre and post operative nursing care to adult patients with surgical disorders • Counsel and educate patients and families	Similar to skills of General medical Ward + • Pre operative preparation of patients. □ Preparation of skin □ Informed Consent □ Assist in various investigations in various surgeries • Post operative care Receiving patient, assessment, monitoring, care • Care of wounds and drainage □ Romovac drain • Suture removal • Ambulation and exercise • Naso gastric aspiration • Care of chest drainage • Ostomy care □ Gastrostomy □ Colostomy □ Enterostomy • Rehabilitation	• Plan and give care to 3-4 assigned patients • Nursing care plan – 02 • Nursing case study - 01 • Maintain drug book • Maintain practical record book	• Assess performance with rating scale • Assess each skill with checklist • Evaluation of case study/ presentation • Completion of practical record. • Evaluation of care & case plan
Cardiology ward / CCU / ICU	02	• Provide nursing care to patients with cardiac disorders • Counsel and educate patients and families	• Physical examination of the cardio vascular system • Recording and interpreting ECG • Monitoring of patients Preparation and assisting in non-invasive and invasive diagnostic procedures.	• Plan and give care to 3-4 assigned patients • Nursing care plan - 01 • Nursing case presentation- 01 • Maintain drug book Maintain practical record book	• Assess performance with rating scale • Assess each skill with checklist • Evaluation of case study • Evaluation of Nursing care plan

Areas	Duration (in wk)	Objectives	Skills	Assignments	Assessment Methods
			❑ 2D Echo ❑ Colour Doppler ❑ Holter ❑ 12 Lead ECG ❑ Stress test • Care of patients undergoing Angiography • Administer cardiac drugs • Cardio pulmonary Resuscitation • Pre operative and post operative care of patients undergoing cardiac surgeries.		• Compilation of activity record
Operation Theatre	06	• Identify instruments used in common operations • Participate in Infection control practices in the Operation Theatre • Set up the table / trolleys for common operative procedures • Assist in giving anesthesia • Assist in the operative procedures	• Scrubbing, gowning, gloving • Identify instruments, suturing materials for common operations. • Disinfection, carbolization, fumigation • Preparation of instrument sets for common operations • Sterilization of sharps and other instruments • Prepare the OT table depending upon the operation • Positioning and monitoring of patients	• Assist as a circulatory nurse in - Major cases- 05 - Minor cases-5 • Assist as a scrub nurse in - Major cases- 05 - Minor cases-5 • Maintain drug book	• Assess performance with rating scale • Completion of practical record

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
		• Provide pre-operative nursing care	• Endotracheal intubation • Assisting in minor and major operations. • Handling specimens • Disposal of waste as per the guidelines. • Care of instruments after surgery • Packing of trays		
Orthopedic Ward	02	• Provide nursing care to adult patients with orthopedic problem • Counsel and educate patient and families	• Assessment of the orthopedic patient □ Taking history □ Physical examination of musculo skeletal system. □ Apply skin traction-buck's extension traction , splints & patient care • Practice medical surgical asepsis - Standard safety measures • Pre and post operative care of patients with orthopedic surgery. • Preparing, assisting and witnessing in non invasive and invasive diagnostic procedure - Physiotherapy-Range of Motion exercises (ROM), muscle strengthening exercises • Crutch maneuvering technique - Activity of daily living - Ambulation Teach & counsel patient & family • Assist in application & removal of prosthesis • POP application and removal • Rehabilitation.	• Nursing care plan – 01 • Nursing case study 01 • Nursing case presentation 01 • Maintain drug book • Maintain practical record book	• Assess performance with rating scale • Evaluation of Nursing care plan & Nursing case study/ presentation - Maintain practical record book

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
Skin & Communicable diseases Ward	02	- Identify skin problems - Provide nursing care to patients with Skin disorders and Communicable diseases - Counsel and educate patients and families	- Assessment of patients with skin disorders - Assist in diagnostic and therapeutic procedures - Administer topical medication - Practice medical surgical asepsis Standard safety measures - Use of personal protective equipment (PPE) - Give Medicated baths - Teach prevention of infectious diseases. - Counseling HIV Positive patient	- Plan and give care to 3 assigned patients - Health talk to patients and families-01 - Maintain drug book - Maintain practical record book	- Assess performance with rating scale - Evaluation health talk - Completion of practical record

EDUCATIONAL VISITS:

Medical Surgical Nursing:

- Artificial Kidney Unit
- C.S.S.D.
- Waste Disposal Unit
- Hospital Kitchen
- Blood Bank
- Radiology Department
- Artificial Limb Center
- Rehabilitation Center
 - Physical
 - Vocational

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EVALUATION SCHEME:

Internal assessment

Theory:	25 Marks
Mid-term Examination	50
Pre-final	75
Total:	125
(125 Marks to be converted in to 25 Marks for Internal Assessment (Theory))	

Practical:	100 Marks
a) Nursing Care Plan – 03 X 25 Marks (Medical ward – 01, Surgical ward – 01, Ortho / any other – 01)	75 Marks
b) Case Presentation – 01	50 Marks
c) Case study – 02 X 50 Marks (Medical Ward – 01, Surgical Ward – 01)	100 Marks
d) Health Education – 01	25 Marks
e) Therapeutic Diet – 01	25 Marks
f) Clinical Evaluation – 03 X 100 Marks (Medical Ward – 01, Surgical Ward – 01, Operation Theatre – 01)	300 Marks
g) Practical Examinations	150 Marks
Mid-term Examination – 50 Marks	
Pre-final Examination – 100 Marks	
Total	725
(725 Marks to be converted in to 100 Marks for Internal Assessment (Practical))	

External Assessment

University Examination	
Theory:	75 Marks
Practical:	100 Marks

a) Guideline for Nursing Care Plan: (3 X 25 Marks)

FORMAT FOR NURSING CARE PLAN

(Medical / Surgical / Ortho or)

Marks 25

- 1. Patients Biodata:** Name, address, age, sex, religion, marital status, occupation , source of health care, date of admission provisional diagnosis, date of surgery if any
- 2. Presenting complaints:** Describe the complaints with which the patient has come to hospital
- 3. History of illness**
History of present illness – onset, symptoms, duration, precipitating/ alleviating factors
History of past illness- illnesses, surgeries, allergies, immunizations, medications
Family history – family tree, history if illness in family members, risk factors, Congenital Problems, Psychological Problems.
- 4. Economic status:** Monthly income & expenditure on health, marital assets (own pacca house car, two wheeler, phone, TV etc. ..)
- 5. Psychological status:** ethnic background, (geographical information, cultural information) support system available.
- 6. Personal habits:** consumption of alcohol, smoking, tobacco chewing, sleep, exercise, work elimination, nutrition.
- 7. History to Physical examination with date and time**
- 8. Disease condition: - Definition, Anatomy Physiology, incidence, Etiology & risk factor, Pathophysiology, clinical manifestation**
- 9. Investigation**

Date	Investigation done	Normal value	Patient value	Inference

10. Medical Surgical management complications & prognosis

11. Drug Study

Sr No	Drug: trade name	Pharmacological name	Route	Dose & frequency	Action	Side effect & Drug interaction	Nursing responsibility

12. Guide line for writing Nursing care plan (including health education)

Marks – 20

Date	Assessment	Nursing diagnosis	Objective	Plan of care Implementation	Rationale	Evaluation	Remark
	Subjective & Objective Data						
Marks --	4	3	2	7	2	2	

13. Guide line for writing Nurses Note

Date	Diet	Medication	Observation & Nursing Intervention	Remark

Note: Same format to be used for 1) Medical, 2) Surgical & 3) Ortho or any other, having 25 Marks each)

Evaluation Criteria for Nursing Care Plan

Sr No	Content	Marks
1	History to Physical examination with date time	05
2	Disease condition: (Definition Anatomy Physiology, incidence, Etiology & risk factor, Pathophysiology, clinical manifestation	08
3	Investigations	02
4	Medical Surgical management complications & prognosis	06
5	Drug study	04
6	Nursing care plan	20
7	Nurses note	05
Total		50

b) FORMAT FOR CASE PRESENTATION**Marks – 50**

1. **Patients Biodata:** Name, Address, Age, sex, religion, marital status, occupation, source of health care, date of admission, provisional diagnosis, date of surgery if any
2. **Presenting complaints:** describe the complaint with which the patient has come to hospital
3. **History of illness:**
History of present illness- onset, symptoms, duration, precipitating / alleviating factors
History of past illness- illnesses, surgeries, allergies, immunizations, medications
congenital problems, psychological problems.
4. **Economic status:** Monthly income & expenditure on health, marital assets (own pacca house, car, two wheeler, phone, TV etc...)
5. **Psychological status:** ethnic background, (geographical information, cultural information) support system available.
6. **Habits:** Consumption of alcohol, smoking, tobacco chewing, sleep, exercise, work elimination, nutrition.
7. **Physical examination with date and time**
8. **Investigation**

Date	Investigation done	Normal value	Patient value	Inference

9. Treatment

Sr no	Drug : trade name	Pharmacological name	Route	Dose & frequency	Action	Side effect & Drug interaction	Nursing responsibility

10. Description of disease**11. Definition, related anatomy physiology, etiology, risk factors, clinical features, management and nursing care****12. Clinical features of the disease condition**

Clinical features present in the book	Description of clinical features of patient	Pathophysiology

13. Nursing care plan**Marks-15****Patient name:****Date:****Ward:**

Date	Assessment Subjective Objective	Nursing diagnosis	Objective	Plan of care for Implementation	Rationale	Evaluation
	3	2	2	4	2	2

14. Discharge planning: It should include health education and discharge planning given to patient.**Marks-15****15. Evaluation of care: Overall evaluation, problem faced while providing care prognosis of the patient and conclusion.**

Evaluation criteria for case presentation

Sr No	Content	Marks
1	Assessment / Introduction	05
2	Knowledge and understanding of disease	10
3	Nursing care plan	15
4	Presentation skill	10
5	A.V. aids	04
6	Time	02
7	Summary & conclusion	02
8	Bibliography	02
Total		50

c) Guide line for Nursing Case Study (2 X 50 Marks)

FORMAT FOR NURSING CASE STUDY (Medical Ward / Surgical Ward)

Marks- 50

- 1. Patients Biodata:** Name, address, age, sex, religion, marital status, occupation , source of health care, date of admission provisional diagnosis, date of surgery if any
- 2 Presenting complaints:** Describe the complaints with which the patient has come to hospital
- 3 History of illness:**
History of present illness – onset, symptoms, duration, precipitating / alleviating factors
History of past illness- illnesses, surgeries, allergies, immunizations, medications
Family history – family tree, history if illness in family members, risk factors, Congenital problems, psychological Problems.
- 4 Economic status:** Monthly income & expenditure on health, marital assets (own pacca house car, two wheeler, phone, TV etc. ..)
- 5 Psychological status:** ethnic background, (geographical information, cultural information) support system available.
- 6 Habits:** consumption of alcohol, smoking, tobacco chewing, sleep, exercise, work elimination, nutrition.
- 7 History to Physical examination with date and time**
- 8 Disease condition: - Definition, Anatomy Physiology, incidence, Etiology & risk factor, Pathophysiology, clinical manifestation**
- 9 Investigation**

Date	Investigation done	Normal value	Patient value	Inference

10 Medical Surgical management complications & prognosis

11 Drug Study

Sr no	Drug : trade name	Pharmacological name	Route	Dose & frequency	Action	Side effect & Drug interaction	Nursing responsibility

12. Nursing care plan

Patients Name:

Date:

Ward:

Date	Assessment Subjective Objective	Nursing diagnosis	Objective	Plan of care Implementation	Rationale	Evaluation
	3	2	2	4	2	2

12 Nurse's Notes:

13 Self Evaluation:

14 Bibliography:

Note: Same format to be used for Medical Ward / Surgical Ward having 50 Marks each.

Evaluation Criteria for Nursing Case Study

Sr. No.	Content	Marks
1	Patient history, Physical examination	5
2	Anatomy, Physical, Pathophysiology & Clinical manifestations	8
3	Investigations	2
4	Medical surgical management, complication & prognosis	8
5	Drugs study	4
6	Nursing care plan	15
7	Nursing note	4
8	Self evaluation / conclusion	2
9	Bibliography	2
Total		50

d) Evaluation format for Health Education

1. Name of the student teacher:
2. Name of the supervisor:
3. Venue:
4. Date:
5. Time:
6. Group:
7. Previous knowledge of the group
8. AV aids used
9. General objectives
10. Specific objectives

Lesson plan for health talk

Sr. No.	Time	Specific Objectives	Content	Teaching Learning Activities	A V Aids	Evaluation

(Maximum Marks: 25)

Sr. No.	Criteria	Marks Allotted	Marks Obtained
1	Lesson Plan	08	
2	Presentation	05	
3	Communication skill	05	
4	Preparation and effective use of A V. Aids	04	
5	Group participation	03	
Total		25	

Remarks

**Evaluation discussed
& Students Signature
Date :**

**Sing. Of Supervisor
Date :**

e) Guideline for Therapeutic Diet

Introduction: Name of the patient, age, sex, religion of the patient, education, language, socioeconomic status, regular meal pattern, food like and dislikes, disease condition of the patient, reason for prescribed diet

Menu planning: Recommended diet plan with details of CHO, protein, fat and calories with nutrients and restrictions with due consideration to commonly available seasonal foods

Patient's education: Ability of student to explain to the patient the need for adherence to recommended diet.

Evaluation: Ensuring whether patient follows the prescribed diet.

References:

Evaluation criteria for Therapeutic Diet

Sr No	Content	Marks
1	Introduction	05
2	Menu planning	10
3	Patient education	05
4	Evaluation	02
5	References	03
Total		25

**f) GUIDE LINE FOR CLINICAL ASSESSMENT OF STUDENT
CLINICAL EVALUATION (3 X 100 MARKS)**

f - i & ii) Format for Clinical Assessment

(MEDICAL WARD / SURGICAL WARD)

Student's Name :-

Hospital :-

Year :-

Unit / Ward :-

Students Number :-

From to

Max 100 Marks

Sr. No.	PERFORMANCE CRITERIA	(5) Excellent	(4) very Good	(3) Good	(2) Satisfactory	(1) Poor	Remarks
	<i>Nursing Process (75)</i>						
I	Assessment and Nursing Diagnosis (15)						
1.1	Collects data accurately						
1.2	Identifies & Categorizes basic Needs of Patients						
1.3	Formulates Nursing Diagnosis						
II	Planning (15)						
2.1	Prioritizes patients needs						
2.2	Plans nursing action for each of need						
2.3	States rationale for nursing action						
III	Implementation (20)						
3.1	Implements nursing care Accurately and safely with in given time						
3.2	Applies scientific Principles						
3.3	Maintains safe and comfortable environment						
3.4	Gives health teaching as per plan to the patients / family						
IV	Evaluation (10)						
4.1	Evaluate patient's response to nursing care						
4.2	Reexamines & Modifies care plan						
V	Documentation (15)						
5.1	Records patient information accurately						
5.2	Report patient information accurately						
5.3	Maintains self up to date						

Sr. No.	PERFORMANCE CRITERIA	(5) Excellent	(4) very Good	(3) Good	(2) Satisfactory	(1) Poor	Remarks
	<i>Professional Conduct – (25)</i>						
VI	Uniform and Punctuality						
6.1	Always well groomed, neat & conscious about professional appearance						
6.2	Is always punctual in Clinical & completing assignments						
6.3	Readily accepts responsibility for own behavior & has initiative						
VII	Communication skills						
7.1	Establishes & Maintains effective working / communication relationship with patients and family						
7.2	Establishes good inter personal relationship with members of health team / supervisors / Teachers						
Total Marks							

Comment / Remarks by Teacher / Supervisor:

Total Marks 100

Total Marks Obtained

Signature of Teacher

Date:

Evaluation is seen and discus by the student

Signature of student

Date of Sign

Note: Same format to be used for 1) Medical Ward & 2) Surgical Ward having 100 Marks each.

f - iii) Format for OPERATION THEATRE experience EVALUATION**Maximum Marks 100**

Name of the student:

Year:

Duration of posting:

Area of posting:

Grades: -[5-Excellent, 4-V. Good, 3-Good, 2-Fair, 1-Poor]

Sr. No	Content	5	4	3	2	1
I	Personal & professional behavior:					
1	Wears theatre dress correctly					
2	Arrives and leaves punctually					
3	Notably poised & effective even in stressful situation					
4	Works with interest & willingness					
5	Shows respect to co-workers, works well as a team member.					
II	Knowledge of:					
6	Anatomy & surgical procedure					
7	Equipment & articles					
8	Anaesthesia, Microbiology, Legal responsibilities					
III	Skills					
9	Collects & receives all preoperative information about patients.					
10	Follows principles of scrubbing, gowning & gloving					
11	Arranges trolley according to procedure					
12	Assists efficiently knowing the steps					
13	Works efficiently as a circulating nurse					
14	Assists the anesthetist for induction, intubation & extubation					
15	Follows strict infection control measures					
16	Maintains therapeutic operation theatre environment					
17	Checks adequacy of equipment & supplies					
18	Records & reports immediately					
19	Provides appropriate postoperative care					
20	Follows cleaning, packing & sterilization of equipment					

Signature of Class Coordinator**Date:****Signature of Students****Date:****Signature of Supervisor****Date:**

f – iii - 1) Guide line for Operation Theatre Report Writing

- i Introduction**
- ii Objective**
- iii Physical layout of OT**
- iv Role and functions of Nurse in OT**
 - Head Nurse**
 - Scrub Nurse**
 - Circulating Nurse**
- v Preparations for Surgery**
 - Sterilization of articles**
 - Preparation and packing**
 - Instruments, Sutures and needless**
 - Anesthetic trolley**
 - Anesthetic drugs**
 - Operating tables and necessary equipment**
- vi Assisting in surgery**
 - Scrubbing, Gowning and gloving**
 - Position and draping of patient**
 - Trolley setting for various operations/ conditions**
- vii Care of Patient in OT**
 - Pre operative**
 - Intra operative**
 - Post operative**
 - Transportation of patient in and out of OT**
- viii Hazards of OT**
 - Accidents**
- ix Cleaning of OT**
 - Carbolization**
 - Fumigation**
- x Problems faced and suggestions**
- xi References**

[Note: Assignments are requirement of operation theatre posting, however they are not for evaluation.]

f – iii – 2) Guide line for WITNESSED CASES Operation Theater

I. Demographic Profiles

Name of Patient:

WD/ Bed No.

Age/ Sex:

Diagnosis:

Proposed Surgery:

Actual surgery:

Date of witnessed:

II. Type of Anesthesia

A) Drug used in anesthesia

Name of Drug	Dose Given	Dose Available	Route	Action

B) Intubation:

Type of ETT -	Size

C) Boyles apparatus

Ventilators	Circuit	Connection	Mechanism	Electric Gadget

D) Extubation: (Steps)

E) Type of I/V Fluids and suture Material available in that area:

I/ V Fluids	Suture Material

Signature of Supervisor

Signature Student

Date :

Date :

[Note: Assignments are requirement of operation theatre posting, however they are not for evaluation.]

f - iii - 3) Guideline for ASSISTED CASES in Operation Theatre

I) DEMOGRAPHIC PROFILE:

Name of Patient:

WC/ Bed No.

Age/ Sex:

Diagnosis:

Proposed Surgery:

Actual Surgery:

Date of case assisted:

II) TYPE OF ANAESTHESIA:

Drug used in anesthesia:

Name of the drug	Dose given	Dose available	Route	Action

III) TROLLEY PREPARATION:

Dressing & draping	Instruments	Suture

IV) STEPS IN SURGERY:

- 1. Position**
- 2. Painting**
- 3. Draping**
- 4. Incision**
- 5. Method of Homeostasis**
- 6. Dissection**
- 7. Retraction**
- 8. Anastomosis**
- 9. Drainage**
- 10. Haemostatic**
- 11. Closure**
- 12. Dressing**
- 13. Adhesive**

Signature of Supervisor

Signature Student

Date:

Date:

[Note: Assignments are requirement of operation theatre posting, however they are not for evaluation.]

External Practical Evaluation Guidelines
II Basic B.Sc Nursing
Subject:-Medical Surgical Nursing I

100 Marks

Internal Examiner
Nursing Procedure (30 marks)

50 Marks

Planning and Organizing

10 marks

- Preparation of tray
- Environment
- Preparation of patient

6

2

2

Execution of Procedure

14 marks

- Applies scientific principles
- Proficiency in skill
- Ensures sequential order

6

6

2

Termination of procedure

6marks

- Makes patient comfortable
- Reports & Records
- After care of articles

2

2

2

Viva (20 Marks)

20 marks

- Knowledge about Medical surgical conditions
- Preparation of various investigation procedures
- Medical Surgical asepsis and Standard safety measures
- Instruments and articles

5

5

5

5

External Examiner

50 Marks

Nursing Process (30 Marks)

30 marks

- Assessment
- Nursing Diagnosis
- Goal
- Outcome criteria
- Nursing intervention
- Rationale
- Evaluation
- Nurses notes

6

4

2

2

6

4

2

4

Viva (20 Marks)

20 marks

- Operation Theatre Technique
- Emergency Management
- Drugs
- Therapeutic diet

5

5

5

5

Date :

MEDICAL SURGICAL NURSING

(Adult including Geriatrics) –II

Placement: Thirdyear

Time: Theory –120hours

(Classroom 103 + Lab17)

Practical- 270 hours + 60 hrs*

Course Description: The purpose of this course is to acquire knowledge and proficiency in caring for patients with medical and surgical disorders in varieties of health care settings and at home.

Specific objectives: At the end of the course the student will be able to:

1. Provide care for patients with disorders of ear nose and throat.
2. Take care of patients with disorders of eye.
3. Plan, implement and evaluate nursing management of patients with neurological disorders.
4. Develop abilities to take care of female patients with reproductive disorders.
5. Provide care of patients with burns, reconstructive and cosmetic surgery.
6. Manage patients with oncological conditions
7. Develop skill in providing care during emergency and disaster situations
8. Plan, implement and evaluate care of elderly
9. Develop ability to manage patients in critical care units.

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
I	T15 P02	Describe the etiology, pathophysiology, clinical manifestations, diagnostic measures and management of patients with disorders of Ear Nose and Throat	Nursing management of patient with disorders of Ear Nose and Throat - Review of anatomy and physiology - of the Ear Nose and Throat- - Nursing Assessment- History and - Physical assessment - Etiology, pathophysiology, clinical - Manifestations, diagnosis, - Treatment modalities and medical & - Surgical nursing management of Ear Nose and Throat disorders: ○ External ear: deformities otalgia, foreign bodies, and tumours ○ Middle Ear: Impacted wax, Tympanic membrane perforation, otitis media, otosclerosis, mastoiditis, tumours	- Lecture - Discussion - Explaining using Charts, graphs - Models, films, slides - Demonstration - Practical session - Clinical discussions/ seminar - Health education - Supervised clinical practice - Drug book / presentation - Demonstration of procedures	- Essay type - Short answers - Objective type - Assessment of skills of patient and management of problems.

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
			○ Inner ear-meniere,s Disease, labyrinthitis, ototoxicity, tumours ○ Upper airway infections– Common cold, sinusitis, ethinitis, Rhinitis, Pharyngitis, Tonsillitis and Adenoiditis, Peritonsillarabscess, Laryngitis ○ Upper respiratory airway- Epistaxis, ○ Nasal obstruction, laryngeal obstruction, Cancer of thelarynx ○ Cancer of the oralcavity ○ Speech defects and speechtherapy ● Deafness- Prevention, control and rehabilitation ● Hearing aids, implantedhearing Devices ● Specialtherapies ● Drugs used in treatment of disorders of ear nose andthroat ● Role of nurse Communicatingwith hearing impaired and mute. ● Nursing procedures Oesophaostomy, Tracheostomy,		
II	T 15 P 02	Describe the etiology, path physiology, clinical manifestations diagnostic measures and management of patients with disorders of eye.	Nursing management of patient With disorders of eye □ Review of anatomy andphysiology of theeye- ● Nursing assessment – historyand □ Etiology, pathophysiology, clinical manifestations, diagnosis, treatment nursing management of eyedisorders: □ Refractiveerrors □ Eyelids-inflammationand ● Infection andbleeding ● Cornea- inflammation andInfection ● Lens-Cataracts ● Glaucoma ● Disorder of the uvealtract, ● Ocular tumours ● Disorders of posteriorchamber and retina :retinal and vitreous problems ● Retinaldetachment ● Ocular emergencies andtheir prevention	● Lecture ● Discussion ● Explainusing Charts, using Models, films. slides ● Demonstration practicesession ● Case discussions/ seminar ● Health education ● Supervised clinical practice ● Drugbook /presentation ● Visit to eye bank ● Participation in eye-camps	● Essaytype ● Short answers ● Objective type ● Assessment of skills with check list ● Assessment of patient management problem

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
			• Drugs used in treatment of disorders of eye • Blindness • National blindness control program • Eye Banking • Eye prostheses and rehabilitation • Role of a nurse-Communication with visually impaired patient, Eye camps • Special therapies • Nursing procedures: eye irrigation, assisting with removal of foreign body.		
III	T17 P02	• Describe the etiology, pathophysiology, clinical manifestations, diagnostic measures and nursing management of patients with neurological disorders	Nursing management of patient With neurological disorders • Review of anatomy and physiology of the neurological system • Nursing Assessment-History and physical and neurological assessment and Glasgow coma scale • Etiology, Pathophysiology, clinical manifestations, diagnosis, treatment modalities and medical & surgical nursing management of neurological disorders • Congenital malformations • Headache • Head Injuries • Spinal injuries • Paraplegia • Hemiplegia • Quadraplegia • Spinal cord compression -Herniation of intervertebral disc • Tumors of the brain & spinal cord • Intra cranial and cerebral aneurysms • Infections: Meningitis, Encephalitis, brain abscess, neurocysticercosis • Movement disorders :Chorea • Seizures / Epilepsy • Cerebro vascular accidents (CVA)	• Lecture discussion • Explain using Charts, graphs • Models, films, slides • Demonstration • Practice session • Case discussions/ Seminar • Health education • Supervised clinical practice • Drug book /presentation • Visit to rehabilitation center	• Essay type • Short answers • Objective type • Assessment of skills with checklist • Assessment of patient management problem

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
			• Cranial / spinal neuropathies – Bell’s palsy, trigeminal neuralgia, Peripheral Neuropathies; Guillan-Barr’e syndrome Myasthenia gravis Multiple sclerosis, Degenerative diseases, Peripheral neuritisTIA □ DeliriumDementia □ Alzheimer’sdisease □ Parkinson’sdisease • Management of unconscious patients and patients withstroke • Drugs used in treatment ofneurological disorders • Role of the nurse incommunication with patient having neurological deficit • Rehabilitation of patientswith neurologicaldeficit • Role of nurse in long stayfacility (institutions) and at home Special therapies Nursing procedures: GCS, assisting with diagnostic procedures and rehabilitation		
IV	T15 P02	• Describe the etiology, pathophysiology clinical manifestation, diagnostic measures and nursing management of patients with disorders of female reproductive system. • Describe concepts of reproductive health and family welfare programmes	Nursing management of patient s With disorders of female reproductive system □ Review of anatomy andphysiology of the female reproductivesystem □ Nursing assessment-historyand physical assessment □ Breast self examination □ Etiology, pathophysiology, clinical manifestations, diagnosis, treatment modalities and medical & surgical nursing management of disorder of female reproductivesystem □ Congenital abnormalities of female reproductivesystem □ Sexuality and ReproductiveHealth □ Sexual HealthAssessment □ Menstrual Disorders- Dysmenorrhea,Amenorrhea, PremenstrualSyndrome □ Abnormal Uterine Bleeding; Menorrhagia,Metrorrhagia □ Pelvic inflammatorydisease- □ Ovarian and fallopiantube disorders; Infections Cysts, Tumours • Uterine and cervicaldisorders; Endometriosis, polyeps, Fibroids, Cervical and uterine tumours, •Uterine displacement ,Cystocele/ urethrocele/ rectocele	•Lecture discussion •Explainusing Charts, graphs Models, films, slides • Demonstration /Practice session • Case discussions/ Seminar • Heath education • Supervised clinicalpractice • Drugbook /presentation	• Essaytype • Short answers • Objective type • Assessment of skills withcheck list • Assessment of patient management problem

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
			• Vaginal disorders; Infections and Discharges, fistulas • Vulvar disorders; Infection, cysts, Tumours • Diseases of breast Deformities Infections Cysts and Tumours • Menopause and hormonal replacement therapy • Infertility • Contraception; Temporary and Permanent • Emergency contraception methods • Abortion-natural, medical and surgical abortion-MTP Act • Toxic shock Syndrome • Injuries and trauma; sexual violence • Drugs used in treatment of gynaecological disorders • Special therapies vaginal douche PAP smear • Nursing procedures assisting with diagnostic and therapeutic procedures, self examination of breast.		
V	T08 P02	Describe the etiology, pathophysiology, clinical manifestations, diagnostic measures and nursing management of patients with burns, reconstructive and cosmetic surgery	Nursing management of patients With Burns, reconstructive and Cosmetic surgery • Review of anatomy and physiology of the skin and connective tissues • Nursing assessment-History and physical examination & assessment burns • Etiology, Classification, pathophysiology, clinical manifestations, diagnosis, treatment modalities and medical & surgical and nursing management of Burns with special emphasis of fluid replacement therapy. • Types of surgeries • Legal Issues, Rehabilitation • Special therapies • Psychosocial aspects	• Lecture discussion • Explain using Charts, graphs Models, films, slides • Demonstration • Practice session • Case discussion/ Seminar • Health education • Supervised clinical practice • Drug book/ presentation	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management problem

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
VI	T13 P02	Describe the etiology, patho physiology, clinical manifestations, diagnostic manifestations, diagnostic measures and nursing management of patients with oncology	Nursing management of patients With oncological conditions • Structure & characteristics of normal & cancer cells • Nursing Assessment-history and physical assessment • Prevention, Screening for early detection, warning signs of cancer • Common malignancies of various body system; Brain Oral cavity, larynx lung liver stomach and colon, breast cervix, ovary, uterus, renal, bladder, prostate leukemias and lymphomas, Oncological emergencies. • Epidemiology, etiology, classifications, pathophysiology, staging, clinical manifestations, diagnosis treatment modalities and medical, surgical & nursing management of malignant diseases • Treatment Modalities– Immunotherapy Chemotherapy, Gene therapy Stem cell & Bone Marrow transplants. • Surgical interventions • Psychosocial aspects of cancer • Rehabilitation & Palliative care • Management – nutritional support Home care, Hospice care, Stoma care • Psycho social aspects • Assisting with diagnostic and therapeutic procedures	• Lecture discussion • Explain using • Charts, graphs models, films, slides • Demonstration • Practice session • Case discussion/ Seminar • Health education • Supervised clinical practice • Drug book / presentation	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management problem
VII	10	• Describe organization of emergency and disaster care services • Describe the role of nurse in disaster management • Describe the role of nurse in management of Emergencies	Nursing management of patient in EMERGENCY & DISASTER situations • Concepts and principles of Disaster Nursing • Causes and types of disaster: Natural and man-made Earthquakes, floods, epidemics, Cyclones fire, Explosion, Accidents Violence, Terrorism; Bio-chemical war • Policies related to emergency/ disaster Management; International , national, state, institutional • Disaster preparedness: Team, guidelines, protocols, equipments, resources Coordination and involvement of community, various-government departments, non-government.	• Lecture discussion • Explain using • Charts, graphs • Models, films, slides • Demonstration • Practice session • Case discussion/Seminar • Health education • Supervised clinical practice	

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
			organizations and International agencies • Role of nurse in disaster management • Legal aspects of disaster nursing • Impact on Health and after effects; post Traumatic Stress Disorder • Rehabilitation; physical, psychosocial Social, Financial, Relocation - Emergency Nursing Concept, priorities principle and • Scope of emergency nursing • Organization of emergency services: physical setup, staffing, equipment and supplies, protocols, Concepts of triage and role of triage nurse • Coordination and involvement of different departments and facilities • Nursing Assessment-History and physical assessment • Etiology, pathophysiology, clinical manifestations, diagnosis, treatment modalities and medical & surgical nursing management of patient with medical and surgical Emergency • Principles of emergency management • Common Emergencies; • Respiratory Emergencies • Cardiac Emergencies • Shock and Haemorrhage • Pain • Poly-Trauma, road accidents, crush • Injuries, wound • Bites • Poisoning; Food, Gas, Drugs & chemical poisoning • Seizures • Thermal Emergencies; Heatstroke & Cold injuries • Pediatric Emergencies • Psychiatric Emergencies • Obstetrical Emergencies • Violence, Abuse, Sexual assault • Cardio pulmonary Resuscitation • Crisis Intervention • Role of the nurse; Communication And inter personal Relation • Medico-legal Aspects;	• Disaster management drills • Drug book / presentation	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management problem

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
VIII	10	• Explain the concept and problems of aging • Describe nursing care of the elderly	Nursing care of the elderly • Nursing Assessment-History and physical assessment • Ageing; • Demography; Myths and realities • Concepts and theories of ageing • Cognitive Aspects of Ageing • Normal biological ageing • Age related body systems changes • Psychosocial Aspects of Aging • Medications and elderly • Stress & coping in older adults • Common Health problems & Nursing Management; • Cardiovascular, Respiratory, Musculoskeletal, • Endocrine, genito-urinary, gastrointestinal • Neurological, Skin and other Sensory organs • Psychosocial and Sexual • Abuse of elderly • Role of nurse for care of elderly: ambulation, nutritional, communicational, psychosocial and spiritual • Role of nurse for caregivers of elderly • Role of family and formal and non formal caregivers Use of aids and prosthesis (hearing aids, dentures, • Legal & Ethical Issues • Provisions and Programmes of elderly; Privileges. Community programs and health services; • Home and institutional care	• Lecture discussion • Explain using Charts, graphs • Models, films, slides • Demonstration • Practice session • Case discussion/Seminar • Health education • Supervised clinical practice • Drug book /presentation • Visit to old age home	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management problem
IX	T10 P 05	• Describe organization of critical care units • management role of nurse in management of patients critical care units	Nursing management of patient in critical care units • Nursing Assessment-History and • Physical assessment • Classification • Principles of critical care nursing • Organization; physical setup, Policies, staffing norms, • Protocols, equipment and supplies	• Lecture discussion • Explain using Charts, graphs • Models, films, slides • Demonstration • Role plays • counseling • Practice session • Case discussion/	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management

			• Special equipments; ventilators, cardiac monitors, defibrillators, • Resuscitation equipments • Infection Control protocols	Seminar	problem

Unit	Time (Hrs)	Learning Objectives	Content	Teaching Learning Activity	Assessment Method
			• Nursing management of critically ill patient; • Monitoring of critically ill patient • CPR-Advance Cardiac life support • Treatments and procedures. • Transitional care • Ethical and Legal Aspects • Communication with patient and family • Intensive care records • Crisis Intervention • Death and Dying-coping with • Drugs used in critical care unit • Nursing procedures; Monitoring of patients in, assisting in therapeutic and diagnostic procedures, CPR, ACLS	• Health education • Supervised clinical practice • Drug book /presentation	
X	8	• Describe the etiology, pathophysiology, clinical manifestations, assessment, diagnostic measures and management of patients with occupational and industrial health disorder	Nursing management of patients adults including elderly with occupational and industrial disorders • Nursing Assessment-History and physical assessment • Etiology, pathophysiology, clinical manifestations, diagnosis, treatment modalities and medical & surgical nursing management of occupational and industrial health disorders • Role of nurse Special therapies, alternative therapies Nursing procedures Drugs used in treatment of Occupational and industrial disorders		

Student References –

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2. Brunner S. B., Suddarth D.S. The Lippincott Manual of Nursing practiceJ.B.Lippincott. Philadelphia.

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1. Lewis, Heitkemper&Dirksen (2000) Medical Surgical Nursing Assessment and Management of Clinical Problem (6thed)Mosby.
2. Black J.M. Hawk, J.H. (2005) Medical Surgical Nursing Clinical Management for Positive Outcomes. (7thed)Elsevier.
3. . Brunner S. B., Suddarth D.S. The Lippincott Manual of Nursing practiceJ.B.Lippincott. Philadelphia.
4. Colmer R.M. (1995) Moroney's Surgery for Nurses (16thed)ELBS.
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8. 11 Haslett C., Chilvers E.R., Hunder J.A.A. &Boon, N.A. (1999)Davidson'sPrinciples and Practice of Medicine (18thed) Churchill living stone.Edinburgh.
9. 13 Walsh M. (2002) Watson's Clinical Nursing and Related Sciences (6thed) BailliereTindall Edinburgh.

PRACTICAL

Practical –270 hrs+ 60 hrs*

Areas	Duration (in wks)	Objectives Posting	Skills to be developed	Assignments	Assessment Method
ENT	1	provide care to patients with ENT disorders counsel and educate patient and families	- perform examination of ear, nose and throat - Assist with diagnostic procedures - Assist with therapeutic procedures - Instillation of drops - Perform/assist with irrigations. - Apply ear bandage - Perform tracheotomy care - Teach patients and Families	- Provide care to 2-3 assigned patients - Nursing care plan-1 - Observation reports of OPD - Maintain drug book	- Assess each skill with checklist - Assess performance with rating scale - Evaluation of observation report of OPD - Completion of activity record
Ophthalmology	1	- Provide care to patients with Eye disorders - Counsel and educate patient and families	- Perform examination of eye - Assist with diagnostic procedures - Assist with therapeutic procedures - Perform/assist with Irrigations. - Apply eye bandage - Apply eye drops/ointments - Assist with foreign body removal. - Teach patients and Families	- Provide care to 2-3 assigned patients - Nursing care plan-1 - Observation reports of OPD & Eye bank - Maintain drug book	- Assess each skill with checklist - Assess performance with rating scale - Evaluation of observation report of OPD/Eye bank - Completion of activity record
Neurology	2	provide care to patients with neurological disorders counsel and educate patient and families	- Perform Neurological Examination - Use Glasgow coma scale - Assist with diagnostic procedures - Assist with therapeutic procedures - Teach patient & families - Participate in Rehabilitation program	- Provide care to assigned 2-3 patients with neurological disorders - Case study/Case presentation-1 - Maintains drug book - Health - Teaching-1	- Assess each skill with checklist - Assess performance with rating scale - Evaluation of case study & health - Completion of activity record

Areas	Duration (in wks)	Objectives Posting	Skills to be developed	Assignments	Assessment Method
Gynecology ward	1	• Provide care to patients with gynecological disorders • Counsel and educate patient and families	• Assist with gynecological Examination • Assist with diagnostic procedures • Assist with therapeutic procedures • Teach patients families • Teaching self Breast Examination • Assist with PAP • Smear collection.	• Provide care to 2-3 assigned patients • Nursing care plan-1 • Maintain drug book	• Assess each skill with checklist • Assess performance with rating scale • Evaluation of observation report of OPD/Eye bank • Completion of activity record
Burns Unit	1	Provide care	• Assessment of the burns patient • Percentage of burns • Degree of burns. • Fluid & electrolyte replacement therapy • Assess • Calculate • Replace • Record intake/output • Care of Burn wounds • Bathing • Dressing • Perform active & passive exercises • Practice asepsis surgical asepsis • Counsel & Teach patients and families • Participate in rehabilitation program	• Provide care to 1-2 assigned patients • Nursing care plan-1 • Observation report of Burns unit	activity record
Oncology	1	• provide care to patients with cancer - counsel and educate patient and families	• Screen for common cancers-TNM classification • Assist with diagnostic procedures • Biopsies • Papsmear • Bone-marrow aspiration • Breast examination • Assist with • Therapeutic • Participates • Participates in various modalities of treatment	• Provide care to 2-3 assigned patients • Nursing care Plan –1 • Observation report of cancer unit	• Assess each skill with checklist • Assess performance with rating scale • Evaluation of Care plan and observation report • Completion of activity record

Areas	Duration (in wks)	Objectives Posting	Skills to be Developed	Assignments	Assessment Method
			• Chemotherapy • Radiotherapy • Painmanagement • Stomal therapy • Hormonaltherapy • Immunotherapy • Genetherapy • Alternativetherapy • Participatein palliativecare • Counsel andteach patients families		
Critical Care unit	2	• provide care to critically ill patients • counseland families for grief and bereavement	• Monitoring of patients inICU • Maintain flowsheet • Care of patienton ventilators • PerformEndotracheal suction • Demonstrates use of ventilators, cardiac monitorsetc. • Collect specimens and interprets ABGanalysis • Assist witharterial puncture • Maintain CVPline • Pulseoximetry • CPR-ALS • Defibrillators • Pacemakers • Bag-m askventilation • Emergencytray/ trolley-Crash Cart • Administrationof drugs infusion pump • Epidural • Intrathecal • Intracardiac • Totalparenteral therapy • Chestphysiotherapy • Perform active& passive exercise • Counsel thepatient and family in dealing with grieving and bereavement	• Provide careto I assigned patient •Observation report of Critical care unit • Drugsbook.	☐ Assesseach skill with checklist ☐ Assess performance with rating scale ☐ Evaluation of observation report ☐ Completion of activity record

Areas	Duration (in wks)	Objectives Posting	Skills to be developed	Assignments	Assessment Method
Causality / emergency	1	• provide care to patients in emergency and disaster situation • counsel patient and families for grief and bereavement	• Practice 'triage'. • Assist with assessment, examination, investigations & their interpretations, in emergency and disaster situations • Assist in documentations • Assist in legal procedures in emergency unit • Participate in managing crowd • Counsel patient and Families in grief and bereavement	• Observation • Report of Emergency Unit	☐ Assess Performance with rating scale ☐ Evaluation of observation report ☐ Completion of activity record
*Neuro ICU, 1	1	• Develop skill in neurological assessment. • Give care to the patient with head injury and spinal injury. • Care with chest surgery and cranial surgery.	• Assess neurological status. • Implement care to head injury spinal injury patients. • Drug sheet. • Pre and postoperative care with neuro surgery patients.	• Assessment for all assigned patients. • Nursing care plan-2 • Drug sheet	• Record book. • Observation checklist.
*Shifted from Integrated Practices					

Internal assessment

Evaluation

Theory

Maximum marks 25

Midterm	50
Prefinal	75

Total 125

Practical

Maximum marks 50

Nursing care plan (ENT, Ophthalmology, Gynaec, Burns, Oncology)	5 x 25	125
Case presentation / case study-neuro	1 x 50	50
Health teaching	1 x 25	25
Clinical Evaluation (Neurology and critical care unit)	2 x 100	200

Internal assessment

Practical

Midterm	50
Prefinal	75

Total 525

Practical examination

University examination

Theory	Marks 75
Practical	Marks 50

Nursing care plan

- 1. Patients Biodata:** Name, address, age, sex, religion, marital status, occupation, source of health care, date of admission, provisional diagnosis, date of surgery if any
- 2. Presenting complaints:** Describe the complaints with which the patient has come to hospital
- 3. History of illness**
 - History of present illness – onset, symptoms, duration, precipitating / alleviating factors
 - History of past illness – illnesses, surgeries, allergies, immunizations, medications
 - Family history – family tree, history of illness in family members, risk factors, congenital problems, psychological problems.
- 4. Economic status:** Monthly income & expenditure on health, marital assets (own pucca house, car, two wheeler, phone, TV etc...)
- 5. Psychological status:** ethnic background, (geographical information, cultural information) support system available.
- 6. Personal habits:** consumption of alcohol, smoking, tobacco chewing, sleep, exercise, and work elimination, nutrition.
- 7. Physical examination with date and time**
- 8. Investigations**

Date	Investigations done	Normal value	Patient value	Inference

9. Treatment

Sr. No.	Drug (pharmacological name)	Dose	Frequency/ time	Action	Side effects & drug interaction	Nursing responsibility

10. Nursing process:

Patient's name		Date		Ward			
Date	Assessment	Nursing Diagnosis	Objective	Plan of care	Implementation	Rationale	Evaluation

Discharge planning:

It should include health education and discharge planning given to patient

11. Evaluation of care

Overall evaluation, problem faced while providing care, prognosis of the patient and conclusion

Care plan evaluation

1.	History taking	03
2.	Assessment and nursing diagnosis	05
3.	Planning of care	05
4.	Implementation and evaluation	08
5.	Follow up care	02
6.	Bibliography	02

FORMAT FOR CASE PRESENTATION

Patients Biodata: Name, address, age, sex, religion, marital status, occupation, source of health care, date of admission, provisional diagnosis, date of surgery if any

Presenting complaints: Describe the complaints with which the patient has come to hospital

History of illness

History of present illness – onset, symptoms, duration, precipitating / alleviating factors
History of past illness – illnesses, surgeries, allergies, immunizations, medications
Family history – family tree, history of illness in family members, risk factors, congenital problems, psychological problems.

Economic status: Monthly income & expenditure on health, marital assets (own pacca house car, two wheeler, phone, TV etc...)

Psychological status: ethnic background,(geographical information, cultural information) support system available.

Personal habits: consumption of alcohol, smoking, tobacco chewing, sleep, exercise, work elimination, nutrition.

Physical examination with date and time

Investigations

Date	Investigations done	Normal value	Patient value	Inference

Treatment

Sr. No.	Drug (pharmacological name)	Dose	Frequency / time	Action	Side effects & drug interaction	Nursing responsibility

Description of disease

Definition, related anatomy physiology, etiology, risk factors, clinical features, management and nursing care

Clinical features of the disease condition

Clinical features present in the book	Description of clinical features of patient	Pathophysiology

Nursing process:

Patientsname		Date		Ward			
Date	Assessment	Nursing Diagnosis	Objective	Plan of care	Implementa-tion	Rationale	Evaluation

Discharge planning:

It should include health education and discharge planning given to patient

Evaluation of care

Overall evaluation, problem faced while providing care prognosis of the patient and conclusion

Evaluation format for case presentation

Sr.No.	Content	Marks
1	Assessment / Introduction	05
2	Knowledge and understanding of disease	10
3	Nursing care plan	15
4	Presentation skill	10
5	A.V. aids	05
6	Overall	
	Summary& conclusion	03
	Bibliography	02
	Total	50

Format for case study

Format is similar to case presentation but should be in detail

The nursing care given to the patient should be at least for 5 continuous days

Evaluation format for case study

Sr.No.	Content	Marks
1	Assessment / Introduction	05
2	Knowledge and understanding of disease	15
3	Nursing care plan	20
4	Discharge plan	05
5	Summary & evaluation	02
6	Bibliography	03
	Total	50

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT : _____

AREA OF EXPERIENCE : _____

PERIOD OF EXPERIENCE : _____

SUPERVISOR : _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5	Score
1	I) Planning and organization a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject matter e) Suitable A.V. Aids II) Presentation: a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group involvement f) Time Limit III) Personal qualities: a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points IV) Feed back: a) Recapitulation b) Effectiveness c) Group response V) Submits assignment on time						

* 100 marks will be converted into 25

CLINICAL EVALUATION PROFORMA

NAME OF THE STUDENT : _____

YEAR : _____

AREA OF CLINICAL EXPERIENCE : _____

DURATION OF POSTING IN WEEKS: _____

NAME OF THE SUPERVISOR : _____

Total Marks :- 100

Scores:- 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

SR NO	EVALUATION CRITERIA	Grades				
		5	4	3	2	1
I	Personal & Professional behavior					
1	Wears clean & neat uniform and well groomed.					
2	Arrives and leaves punctually					
3	Demonstrates understanding of the need for quietness in speech & manner & protects the patient from undue notice.					
4	Is notably poised and effective even in situations of stress					
5	Influential & displaced persuasive assertive leadership behaviour					
II	Attitude to Co-workers and patients					
6	Works well as member of nursing team					
7	Gives assistance to other in clinical situations					
8	Understands the patient as an individual					
9	Shows skills in gaining the confidence & co-operation of patients and relatives, tactful and considerate.					
IV	Application of knowledge					
10	Possess sound knowledge of medical surgical conditions.					
11	Has sound knowledge of scientific principles					
12	Able to correlate theory with practice					
13	Has knowledge of current treatment modalities inclusive of medicine, surgery, pharmacology and dietetics.					
14	Takes interest in new learning from current literature & seeks help from resourceful people.					

SR NO	EVALUATION CRITERIA	Grades				
		5	4	3	2	1
V	Quality of clinical skill					
15	Identifies problems & sets priorities and grasps essentials while performing duties					
16	Applies principles in carrying out procedures & carries out duties promptly.					
17	Has technical competence in performing nursing procedures.					
18	Resourceful and practices economy of time material and energy.					
19	Observes carefully, reports & records signs & symptoms & other relevant information					
20	Uses opportunities to give health education to patients & relatives					
TOTAL						

Grade

Excellent=	80-100 %
Very good =	70 –79 %
Good =	60 – 69 %
Satisfactory =	50- 59 %
Poor =	Below 50 %

Remarks for improvement:

Student's Remark:

Signature of the student

Signature of the teacher

**Maharashtra University of Health
Sciences External Practical
Evaluation Guidelines
III Basic B.Sc Nursing
Subject:-Medical SurgicalNursingII 50Marks**

InternalExaminer	25Marks
Nursing Procedure (15 marks)	
<i>PlanningandOrganizing</i>	5marks
• Preparationoftray	3
• Environment	1
• Preparationof patient	1
<i>ExecutionofProcedure</i>	7marks
• Appliesscientific principles	3
• Proficiencyinskill	3
• Ensuressequentialorder	1
<i>Terminationofprocedure</i>	3marks
• Makespatientcomfortable	1
• Reports& Records	1
• After careof articles	1
Viva(10Marks)	10marks
• Knowledge about common medicalsurgicalconditions- (ENT, eye, neurological, Reproductive System)	4
• Nursing Care ofElderly persons	2
• Preparation of variousdiagnosticprocedures	2
• Instrumentsandarticles	2
ExternalExaminer	25Marks
Nursing Process(15Marks)	15marks
• Assessment	3
• NursingDiagnosis	2
• Goal	1
• Outcomecriteria	1
• Nursingintervention	3
• Rationale	2
• Evaluation	1
• Nursesnotes	2
Viva(10Marks)	10marks
• Knowledge about common medicalsurgicalconditions (Burns, Reconstructive and cosmetic surgery, Oncological conditions)	4
• Care of Patients in CriticalCareUnit	2
• OccupationalDisorders	2
• Drugs	2

Date:

MENTAL HEALTH NURSING

Placement: Third year

Time: Theory –120hours

Practical – 270 Hours+45* Hrs of
Internship (Integrated Practice)

Course Description:

This course is designed for developing an understanding of the modern approach to mental health, identification, prevention, rehabilitation and nursing management of common mental health problems with special emphasis on therapeutic interventions for individuals, family and community.

Specific objectives: At the end of the course student will be able to:

1. Understand the historical development and current trends in mental health nursing.
2. Comprehend and apply principles of psychiatric nursing in clinical practice.
3. Understand the etiology, psychodynamics and management of psychiatric disorders.
4. Develop competency in assessment, therapeutic communication and assisting with various treatment modalities.
5. Understand and accept psychiatric patient as an individual and develop a deeper insight into her own attitudes and emotional reactions.
6. Develop skill in providing comprehensive care to various kinds of psychiatric patients.
7. Develop understanding regarding psychiatric emergencies and crisis interventions.
8. Understand the importance of community health nursing in psychiatry.

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activity	Assessment Method
1	5	- Describes the historical development & current trends in mental health nursing - Describe the epidemiology of mental health problems - Describe the National Mental Health Act, programmes and mental health policy. - Discusses the scope of mental health nursing - Describe the concept of normal & abnormal behaviour	Introduction - Perspectives of Mental Health and Mental Health Nursing : evolution of mental health services, treatments and nursing practices. - Prevalence and incidence of mental health problems and disorders. - Mental Health Act - National Mental health policy vis a vis National Health Policy. - National Mental Health programme. - Mental health team. - Nature and scope of mental health nursing. - Role and functions of mental health nurse in various settings and factors affecting the level of nursing practice - Concepts of normal and abnormal behaviour.	- Lecture - Discussion	- Objective type - Short answer - Assessment of the field visit reports

2	5	- Defines the various terms used in mental health Nursing. - Explains the classification of mental disorders. - Explain psychodynamics of maladaptive behaviour. - Discuss the etiological factors, psychopathology of mental disorders. - Explain the Principles and standards of Mental Health Nursing. - Describe the conceptual models of mental health nursing.	Principles and Concepts of Mental Health Nursing - Definition : mental health nursing and terminology used - Classification of mental disorders: ICD. - Review of personality development, defense mechanisms. - Maladaptive behaviour of individuals and groups: stress, crises and disaster(s). - Etiology: bio-psycho-social factors. - Psychopathology of mental disorders: review of structure and function of brain, limbic system and abnormal neuro transmission. - Principles of Mental health Nursing. - Standards of Mental health Nursing practice. - Conceptual models and the role of nurse : - Existential Model. - Psycho-analytical models. - Behavioral; models. - Interpersonal model.	- Lecture discussion - Explain using Charts. - Review of personality development.	- Essay type - Short answer. - Objective type
3	8	Describe nature, purpose and process of assessment of mental health status	Assessment of mental health status. - History taking. - Mental status examination. - Mini mental status examination. - Neurological examination: Review. - Investigations: Related Blood chemistry, EEG, CT & MRI. - Psychological tests Role and responsibilities of nurse.	- Lecture Discussion - Demonstration - Practice session - Clinical practice	- Short answer - Objective type - Assessment of skills with check list.
4	6	- Identify therapeutic communication techniques - Describe therapeutic relationship.	Therapeutic communication and nurse-patient relationship Therapeutic communication: types, techniques, characteristics	- Lecture discussion - Demonstration - Role play - Process	- Short answer - Objective type

		Describe therapeutic impasse and its intervention.	- Types of relationship, - Ethics and responsibilities - Elements of nurse patient contract - Review of technique of IPR- Johari Window - Goals, phases, tasks, therapeutic techniques. - Therapeutic impasse and its intervention	recording	
5	14	Explain treatment modalities and therapies used in mental disorders and role of the nurse.	Treatment modalities and therapies used in mental disorders. - Psycho Pharmacology - Psychological therapies : Therapeutic community, psycho therapy – Individual : psycho-analytical, cognitive & supportive, family, Group, Behavioral, Play Psycho-drama, Music, Dance, Recreational and Light therapy, Relaxation therapies : Yoga, Meditation, bio feedback. - Alternative systems of medicine. - Psychosocial rehabilitation process - Occupational therapy. - Physical Therapy: electro convulsive therapy. - Geriatric considerations - Role of nurse in above therapies.	- Lecture discussion - Demonstration - Group work. - Practice session - Clinical practice.	- Essay type - Short answers - Objective type
6	5	- Describe the etiology, psychopathology clinical manifestations, diagnostic criteria and management of patients with Schizophrenia, and other psychotic disorders - Geriatric considerations - Follow-up and home care and rehabilitation.	Nursing management of patient with Schizophrenia, and other psychotic disorders - Classification : ICD - Etiology, psychopathology, types, clinical manifestations, diagnosis - Nursing Assessment- History, Physical and mental assessment. - Treatment modalities and nursing management of patients with Schizophrenia and other psychotic disorders - Geriatric considerations	- Lecture discussion - Case discussion - Case presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems

			Follow – up and home care and rehabilitation		
7	5	Describe the etiology, psychopathology clinical manifestations, diagnostic criteria and management of patients with mood disorders.	Nursing management of patient with mood disorders - Mood disorders : Bipolar affective disorder, Mania depression and dysthymia etc. - Etiology, psychopathology, clinical manifestations, diagnosis. - Nursing Assessment-History, Physical and mental assessment. - Treatment modalities and nursing management of patients with mood disorders - Geriatric considerations - Follow-up and home care and rehabilitation	- Lecture discussion - Case discussion - Case presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems
8	8	Describe the etiology, psychopathology, clinical manifestations, diagnostic criteria and management of patients with neurotic, stress related and somatization disorders.	Nursing management of patient with neurotic, stress related and somatization disorders - Anxiety disorder, Phobias, Dissociation and Conversion disorder, Obsessive compulsive disorder, somatoform disorders, Post traumatic stress disorder. - Etiology, psychopathology, clinical manifestations, diagnosis - Nursing Assessment-History, Physical and mental assessment - Treatment modalities and nursing management of patients with neurotic, stress related and somatization disorders. - Geriatric considerations - Follow-up and home care and rehabilitation	- Lecture discussion - Case discussion - Case presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems

9	5	Describe the etiology, psychopathology, clinical manifestations, diagnostic criteria and management of patients with substance use disorders	Nursing management of patient with substance use disorders - Commonly used psychotropic substance : Classification, forms, routes, action, intoxication and withdrawal - Etiology of dependence: tolerance, psychological and physical dependence, withdrawal syndrome, diagnosis, - Nursing Assessment- History, Physical, mental assessment and drug assay - Treatment (detoxification, antabuse and narcotic antagonist therapy and harm reduction) and nursing management of patients with substance use disorders. - Geriatric considerations - Follow-up and home care and rehabilitation.	- Lecture discussion - Case discussion - Case presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems
10	4	Describe the etiology, psychopathology, clinical manifestations, diagnostic criteria and management of patients with personality, Sexual and Eating disorders	Nursing management of patient with Personality, Sexual and Eating disorders - Classification of disorders - Etiology, psycho-pathology, characteristics, diagnosis, - Nursing Assessment – History, Physical and mental assessment. - Treatment modalities and nursing management of patients with Personality, Sexual and Eating disorders - Geriatric considerations - Follow-up and home care and rehabilitation	- Lecture discussion - Case discussion - Case presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems
11	6	Describe the etiology, psychopathology, clinical manifestations, diagnostic criteria and management of childhood and adolescent including mental deficiency	Nursing management of childhood and adolescent disorders including mental deficiency - Classification - Etiology, psycho-pathology, characteristics, diagnosis Nursing Assessment-History, Physical, mental and IQ assessment - Treatment modalities and	- Lecture discussion - Case discussion - Case presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems

			nursing management of childhood disorders including mental deficiency Follow-up and home care and rehabilitation		
12	5	Describe the etiology psycho-pathology, clinical manifestations, diagnostic criteria and management of organic brain disorders	Nursing management of organic brain disorders - Classification: ICD? - Etiology, psycho-pathology, clinical features, diagnosis and Differential diagnosis (parkinsons and alzheimers) - Nursing Assessment- History, Physical, mental and neurological assessment - Treatment modalities and nursing management of organic brain disorders - Geriatric considerations - Follow-up and home care and rehabilitation	- Lecture discussion - Case discussion - Care presentation - Clinical practice	- Essay type - Short answers - Assessment of patient management problems
13	6	Identify psychiatric emergencies and carry out crisis intervention	Psychiatric emergencies and crisis intervention - Types of psychiatric emergencies and their management - Stress adaptation Model: stress and stressor, coping, resources and mechanism - Grief : Theories of grieving process, principles, techniques of counseling - Types of crisis - Crisis Intervention: Principles, Techniques and Process - Geriatric considerations Role and responsibilities of nurse	- Lecture discussion - Demonstration - Practice session - Clinical practice	- Short answers - Objective type
14	4	Explain legal aspects applied in mental health settings and role of the nurse	Legal issues in Mental Health Nursing - The Mental Health Act 1987: Act, Sections, Articles and their implications etc. - Indian lunacy Act. 1912 - Rights of mentally, ill clients - Forensic psychiatry - Acts related to narcotic and psychotropic substances and illegal drug trafficking	- Lecture discussion - Case discussion	- Short answers - Objective type

			• Admission and discharge procedures • Role and responsibilities of nurse		
15	4	• Describe the model of preventive psychiatry • Describe Community Mental health services and role of the nurse	Community Mental Health Nursing • Development of Community Mental Health Services: • National Mental Health Programme • Institutionalization Versus Deinstitutionalization • Model of Preventive psychiatry :Levels of Prevention • Mental Health Services available at the primary, secondary, tertiary levels including rehabilitation and Role of nurse • Mental Health Agencies: Government and voluntary, National and International • Mental health nursing issues for special populations: Children, Adolescence, Women, Elderly, Victims of violence and abuse, Handicapped, HIV/AIDS etc.	• Lecture discussion • Clinical/field practice • Field visits to mental health service agencies	• Short answers • Objective type • Assessment of the field visit reports

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16. Foundations Journals of mental health nursing
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18. Deborah Antai Otoing. "Psychiatric Nursing" Biological and behavioral concepts. Thomson. Singapore 2003
19. Mary Ann Boyd. "Psychiatric Nursing". Contemporary practice. Lippincott. Williams and Wilkins. Tokyo.

Internet Resources –

1. Internet Gateway : Psychology_
<http://www.lib.uiowa.edu/gw/psych/index.html>
2. Psychoanalytic studies_
<http://www.shef.ac.uk~psysc/psastud/index.html>
3. Psychaitric Times_
<http://www.mhsource.com.psychiatrictimes.html>
4. Self-help Group sourcebook online
<http://www.cmhe.com/selfhelp>
5. National Rehabilitation Information center
<http://www.nariic.com/naric>
6. Centre for Mental Health Services
<http://www.samhsaa.gov/cmhs.htm>
7. Knowledge Exchange Network
<http://www.mentalheaalth.org/>
8. Communication skills_
<http://www.personal.u-net.com/osl/m263.htm>
9. Lifeskills Resource center
<http://www.rpeurifooy.com>
10. Mental Health Net
<http://www.cmhe.com>

MENTAL HEALTH NURSING – PRACTICAL

Placement : Third Year

Time : Practical – 270 hours (9 weeks)

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
Psychiatric OPD	1	- Assess patients with mental health problems - Observe and assist in therapies - Counsel and educate patient, and families	- History taking - Perform mental status examination (MSE) - Assist in Psychometric assessment - Perform Neurological examination - Observe and assist in therapies - Teach patients and family members	- History taking and Mental status examination-2 - Health education-1 - Observation report of OPD	- Assess performance with rating scale - Assess each skill with checklist - Evaluation of health education - Assessment of observation report - Completion of activity record.
Child Guidance clinic	1	- Assessment of children with various mental health problems - Counsel and educate children, families and significant others	- History taking - Assist in psychometric assessment - Observe and assist in various therapies - Teach family and significant others	- Case work – 1 - Observation report of different therapies -1	- Assess performance with rating scale - Assess each skill with checklist - Evaluation of the observation report
Inpatient ward	6	- Assess patients with mental health problems - To provide nursing care for patients with various mental health problems - Assist in various therapies - Counsel and educate patients, families and significant	- History taking - Perform mental status examination (MSE) - Perform Neurological examination - Assist in psychometric assessment - Record therapeutic communication - Administer medications - Assist in Electro-convulsive Therapy (ECT)	- Give care to 2-3 patients with various mental disorders - Case study-1 - Care plan-2(based on nursing process) - Clinical presentation I - Process recording 1 - Maintain drug book	- Assess performance with rating scale - Assess each skill with checklist - Evaluation of the case study care plan, clinical presentation, process recording - Completion of activity record.

		others	• Participate in all therapies • Prepare patients for Activities of Daily living (ADL) • Conduct admission and discharge counseling • Counsel and teach patients and families		
Community psychiatry	1	• To identify patients with various mental disorders • To motivate patients for early treatment and follow up • To assist in follow up clinic • Counsel and educate patient, family and community	• Conduct case work • Identify individuals with mental health problems • Assists in mental health camps and clinics • Counsel and Teach family members, patients and community	• Case work – 1 • Observation report on field visits	• Assess performance with rating scale • Evaluation of case work and observation report • Completion of activity record

* Practical- 1 weeks- (50 hours)

Area	Duration	Objective	Skills	Assignments	Assessment
Psychiatry ward	1 weeks	Provide comprehensive care to patients with mental health problems	Integrated Practice	• Journal presentation	Assess clinical performance with rating scale

***Shifted from Integrated Practice**

Evaluation

Evaluation

Internal assessment

Theory

Maximum marks 25

Midterm

50

Prefinal

75

Total 125

Practical

Maximum marks 50

Nursing care plan

2 x 25

50

Case presentation

1 x 50

50

Case study

1 x 50

50

Health teaching

1 x 25

25

History taking & mental status examination
& process recording

2 x 50

100

Observation report of various therapies in psychiatry

1 x 25

25

Clinical Evaluation

2 x 100

200

Total marks

500

Practical examination

mid term

50

prefinal

50

Total mark

100

(600)

University examination

Theory

75

Practical

50

NURSING CARE PLAN

1. **Patients Biodata:** Name, sex, bed No., hosp Reg. No, marital status, religion, literacy, language, nationality, identification mark, address, date of admission, method of admission, date of discharge, duration of hospitalization, final diagnosis, informant.
Presenting complaints: Describe the complaints with which the patient has come to hospital
2. **History of illness:** This includes the following data such as presenting complaints with duration, history of presenting complaints, past history of illness, personal history, legal history, family history, personality (Personality prior to illness)
3. **History of present illness** – onset, symptoms, duration, precipitating / alleviating factors nature of problem, associated problems (disturbance in sleep, appetite, wt), effect of present illness on ADL, patients understanding regarding present problem

History of past illness – illnesses, surgeries, allergies, immunizations, medications, history of past hospitalization for psychiatric illness, any complication e.g. suicidal attempt, completeness of recovery.

Personal history: Birth, early development, educational, occupational, menstrual, sexual, marital, religious, social activity, interests and hobbies.

Legal history: any arrest imprisonment, divorce etc...

Family history – family tree, type of family, parental history, occupation, history of illness in family members, risk factors, congenital problems, psychological problems, family dynamics, family events (initiating and exacerbating illness)

Personality history: personality traits, habits, hobbies, interest, belief, attitudes, social relationship, coping resources, alcohol or drug use, any criminal record.

4 Mental status examination with conclusion

5. Investigations

Date	Investigations done	Normal value	Patient value	Inference

6. Treatment

SN	Drug (Pharmacological name)	Dose	Frequency/ Time	Action	Side effects & drug interaction	Nursing responsibility

Other modalities of treatment in detail

7. Nursing process:

Patients name		Date			Ward		
Date	Assessment	Nursing Diagnosis	Objective	Plan of care	Implementa – tion	Rationale	Evaluation

Discharge planning:

It should include health education and discharge planning given to patient

8. Evaluation of care

Overall evaluation, problem faced while providing care prognosis of the patient and conclusion

Care plan evaluation

EVALUATION CRITERIA FOR NURSING CARE PLAN –

S.No.	Topic	Max Marks
1.	History	05
2.	M.S.E. & Diagnosis	05
3.	Management & Nursing. Process	10
4.	Discharge planning and evaluation	03
5.	Bibliography	02
TOTAL		25

FORMAT FOR CASE PRESENTATION

1. Patients Biodata: Name, sex, bed No., hosp Reg. No, marital status, religion, literacy, language, nationality, identification mark, address, date of admission, method of admission, date of discharge, duration of hospitalization, final diagnosis, informant.

2. Presenting complaints: Describe the complaints with which the patient has come to hospital

3. History of illness: This includes the following data such as presenting complaints with duration, history of presenting complaints, past history of illness, personal history, legal history, family history, personality (Personality prior to illness)

a. History of present illness – onset, symptoms, duration, precipitating / alleviating factors nature of problem, associated problems (disturbance in sleep, appetite, wt), effect of present illness on ADL, patients understanding regarding present problem

b. History of past illness – illnesses, surgeries, allergies, immunizations, medications, history of past hospitalization for psychiatric illness, any complication e.g. suicidal attempt, completeness of recovery.

c. Personal history: Birth, early development, educational, occupational, menstrual, sexual, marital, religious, social activity, interests and hobbies.

d. Legal history: any arrest imprisonment, divorce etc...

e. Family history – family tree, type of family, parental history, occupation, history of illness in family members, risk factors, congenital problems, psychological problems, family dynamics, family events (initiating and exacerbating illness)

f. Personality history: personality traits, habits, hobbies, interest, belief, attitudes, social relationship, coping resources, alcohol or drug use, any criminal record.

4. Mental status examination with conclusion

5. Description of disease

Definition, etiology, risk factors, clinical features, management and nursing care
Clinical features of the disease condition

Clinical features present in the book	Description of clinical features of patient	Pathophysiology

6. Investigations

Date	Investigations done	Normal value	Patient value	Inference

7. Treatment

SN	Drug (Pharmacological name)	Dose	Frequency/ time	Action	Side effects & drug interaction	Nursing responsibility

Other modalities of treatment in detail

8. Nursing process:

Patients name		Date		Ward			
Date	Assessment	Nursing Diagnosis	Objective	Plan of care	Implementa- tion	Rationale	Evaluation

Discharge planning:

It should include health education and discharge planning given to patient

9. Evaluation of care

Overall evaluation, problem faced while providing care prognosis of the patient and conclusion

EVALUATION CRITERIA FOR CASE PRESENTATION –

S.No.	Topic	Max Marks
1.	Orientation of History	10
2.	M.S.E.	10
3.	Summarization & Formulation of diagnosis	10
4.	Management & evaluation of care	10
5.	Style of presentation	05
6.	Bibliography	05
TOTAL		50

Format for case study

Format is similar to case presentation but should be in detail

The nursing care given to the patient should be at least for 5 continuous days

Evaluation format for case study

Sr.No.	Content	Marks
1	History & MSE	10
2	Knowledge and understanding of disease	15
3	Nursing care plan	20
4	Discharge plan& evaluation	02
5	Bibliography	03
Total		50

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT : _____

AREA OF EXPERIENCE : _____

PERIOD OF EXPERIENCE : _____

SUPERVISOR : _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5	Score
1	I) Planning and organization a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject Matter e) Suitable A.V. Aids II) Presentation: a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group Involvement f) Time Limit III) Personal qualities: a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points IV) Feed back: a) Recapitulation b) Effectiveness c) Group response V) Submits assignment on time						

* 100 marks will be converted into 25

FORMAT FOR PSYCHIATRIC CASE HISTORY MENTAL STATUS EXAMINATION & PROCESS RECORDING

PSYCHIATRIC CASE HISTORY

- Biodata of the Patient
- Informant
- Rehability
- Reason for referral
- Chief complaints with duration
- History of present illness
- History of past illness
- Family history of illness

a. Family history

(Draw family tree, write about each family members & relations with patient mention any history of mental illness, epilepsy renouncing the world.)

b. Socio-economic data

- Personal History
 1. Prenatal and perinatal
 2. Early Childhood
 3. Middle Childhood
 4. Late childhood
 5. Adulthood

b. Education History

c. Occupational History

d. Marital History

e. Sexual History

f. Religion

g. Social activity, interests and hobbies.

- Pre-morbid personality
- Physical examination
- Diagnosis & identification of psychosocial stressors

EVALUATION CRITERIA FOR PSYCLATRIC CASE HISTORY-

S.No.	Topic	Max Marks
1.	Format	02
2.	Organisation of history of present illness	05
3.	Past History of illness	03
4.	Family history of illness	03
5.	Pre morbid personality	03
6.	Examination	02
7.	Diagnosis	02
TOTAL		20

Mental Status Examination

1. General Appearance & behaviour & grooming:
LOC- Conscious/ semiconscious/ unconscious
Body Built- Thin
 Moderate
 Obese
Hygiene- Good
 Fair
 Poor
Dress- Proper/clean
 According to the season
 Poor-Untidy, Eccentric, Inappropriate.
Hair- Good Combined in position.
 Fair
 Poor
 Disheveled
Facial expression-
 Anxious
 Depressed
 Not interested
 Sad looking
 Calm
 Quiet
 Happy
 Healthy/Sickly
 Maintains eye contact
 Young / Old
 Any other
2. Attitude:-

Cooperative	Seductive
Friendly (mania)	1. Attention seeking
Trustful (mania)	2. Dramatic
Attentive	3. Emotional
Interested	Evasive
Negativistic	Defensive
Resistive	Guarded) Paranoia
Non-caring	
Any other	
3. Posture:-
 Good – Straight/proper
 Relaxed
 Rigid/Tense/Unsteady
 Bizarre Position
 Improper – Explain
4. Gait, Carriage & Psychomotor activities:-
 Walks straight / coordinated movements
 Uncoordinated movements
 Mannerism / Stereotypes / Echolalia
 Purposeless/hyperactivity/aimless/purposeless activity
 Hypo activity/Tremors/Dystonia
 Any other

5. Mood and affect:-

Mood- Pervasive & sustained emotions that columns the person's perception of the world

Range of mood: Adequate
Inadequate
Constricted
Blunt (sp)
Labile
(Frequent changes)

Affect: Emotional state of mind, person's present emotional response.

Congruent / In congruent

Relevance/Irrelevant

Appropriateness-according to situations

Inappropriate- Excited

Not responding

Sad

Withdrawn

Depressed

Any other

6. Stability & range of mood:

Extreme

Normal

Any other

7. Voice & speech / stream of talk:

Language- Written

Spoken

Intensity- Above normal

Normal

Below normal

Quantity-Above normal

Normal

Below normal

Quality- Appropriate

Inappropriate

Rate of production:- Appropriate / Inappropriate

Relevance- Relevant / Irrelevant

Reaction time-Immediate / Delayed

Vocabulary- Good / Fair /Poor

Rate, quality, amount and form:- under pressure, retarded, blocked, relevant, logical, coherent, concise, illogical, disorganized, flight of ideas, neologisms, word salad. Circumstantialities, Rhyming, punning, loud. Whispered. Screaming etc.

8. Perception:-

The way we perceive our environment with senses

Normal/Abnormal

A) Illusion:- misinterpretation of perception

B) Hallucination:- False perception in absence of stimuli.

1. Visual-not in psychiatric – Organic Brain Disorder.

2. Auditory

a. Single

b. Conversation

c. Command

3. Kinaesthetic hallucinations: Feeling movement when none occurs.

C) Depersonalization and derealization

d) Other abnormal perceptions

Déjà vu/Deja pense/Deja entendu/Deja raconte/Deja eprouve/
Deja fait/Jamais

9. Thought process / thinking

At formation level-

At content – continuity / lack of continuity

I. At progress level / stream

a. Disorders of Tempo

* Schizophrenia talking-Epilepsy

- Loose association

- Thought block

- Flight of ideas

* Circumstantial talking – Epilepsy

* Tangential-taking without any conclusion

* Neologism – New words invented by patients.

* Incoherence

b. Disorders of continuity

* Perseveration:- Repetition of the same words over and over again.

* Blocking:- Thinking process stops altogether.

* Echolalia: - Repetition of the interviewer's word like a parrot.

II. Possession and control

* Obsessions: - Persistent occurrence of ideas, thoughts, images, impulses or phobias.

* Phobias: - Persistent, excessive, irrational fear about a real or an imaginary object, place or a situation.

* Thought alienation:- The patient thinks that others are participating in his thinking.

* Suicidal/homicidal thoughts.

III. Content:-

* Primary Delusion:- Fixed unshakable false beliefs, and they cannot be explained on the basis of reality.

* Delusional mood

* Delusional perception

* Sudden delusional ideas

* Secondary delusion

Content of Delusions:-

- Persecution.
- Self reference
- Innocence
- Grandiosity
- Ill health or Somatic function
- Guilt
- Nihilism
- Poverty
- Love or erotomania
- Jealousy or infidelity

10. Judgement:-

According to the situation

e.g.(If one inmate accidentally falls in a well and you do)

11. Insight:-

- Awareness
- Reason for hospitalization
- Accepts / Not accepts / Accepts fees treatment not required
- Types - Intellectual-awareness at mental level
 - Emotional – aware and accepts
- Duration

12. Orientation:-

- Oriented to – time
- Place
- Person

13. Memory:-

- Fairs / Festival
- Surrounding environment
- PM of country
- CM of state

15. Attention:-

- Normal
- Moderate
- Poor attention
- Any other

16. Concentration:-

- Good
- Fair
- Poor
- Any other

17. Special points:-

- Bowel & bladder habits
- Appetite
- Sleep
- Libido
- Any other

Instructions for filling the MSE format:

1. Tick wherever relevant
2. Write brief observations wherever relevant
3. Based on the observations make the final conclusion

EVALUATION CRITERIA FOR M.S.E.

S.NO	TOPIC	MAX MARKS
1.	Format	01
2.	Content (Administration of test and inference)	06
3.	Examination skill	02
4.	Bibliography	01
TOTAL		10

EVALUATION FORMAT PROCESS RECORDING

1. Identification data of the patient.
2. Presenting Complaints
 - a. According to patient
 - b. According to relative
3. History of presenting complaints
4. Aims and objectives of interview
 - a. Patients point of view
 - b. Students point of view

5. 1st Interview

Date

Time

Duration

Specific objective

Sr.No.	Participants	Conversation	Inference	Technique used

6. Summary
 - Summary of inferences
 - Introspection
 - Interview techniques used: Therapeutic/Non therapeutic
7. Over all presentation & understanding.
8. Termination.

Evaluation format of process recording

History taking	02
Interview technique	03
Inferences drawn from interview	03
Overall understanding	02

Total marks 10

Observation report of various therapies

ECT CARE STUDY

Select a patient who has to get electro convulsive therapy

Preparation of articles for ECT

Preparation of physical set up

- Waiting room
- ECT room
- Recovery room

Preparation of patient prior to ECT

Helping the patient to undergo ECT

Care of patient after ECT

Recording of care of patient after ECT

ECT Chart –

Name –

Diagnosis –

Age –

Sex –

Bed No. –

TPR/BP –

Time of ECT –

Patient received back at –

Time	Pulse	Respiration	Blood pressure	Level of Consciousness	Remarks

OBSERVATION REPORT – GROUP THERAPY

(Can be written in the form of report)

1. Name of the Hospital –
2. Ward No. –
3. No. of patients in the ward –
4. No. of male patients in the ward –
5. No. of female patients in the ward –
6. No. of patients for group therapy
7. Objectives of group therapy –
8. Size of the group –
9. Diagnosis of patients in the group –
10. Heterogenous group –
11. Homogenous group –
12. Procedure followed –
 - a. Introduction
 - b. Physical set up
 - c. Maintenance of confidentiality & privacy
13. Content of group therapy –
14. Summary of group therapy –
15. Remarks –

Evaluation criteria for group therapy

Introduction to therapy	02
Purposes of therapy	03
Preparation for therapy	05
Care during therapy	05
Care after therapy	05
Recording	05

Total	25

CLINICAL POSTING EVALUATION

Name of the student : _____

Year : _____

Area of clinical experience : _____

Duration of posting in weeks : _____

Name of the supervisor : _____

Total Marks: - 100

Scores:- 5 = excellent , 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

SN	EVALUATION CRITERIA	Grades				
		5	4	3	2	1
I	Understanding of patient as a person A] Approach 1] Rapport with patient (family)relatives 2] Has she collected all information regarding the patient/family. B] Understanding patients health problems 1] Knowledge about the disease of patient 2] Knowledge about investigations done for disease. 3] Knowledge about treatment given to patient 4] Knowledge about progress of patients					
II	Planning care. 1] Correct observation of patient 2] Assessment of the condition of patient 3] Identification of the patients needs 4] Individualization of planning to meet specific health needs of the patient. 5] Identification of priorities					
III	Teaching skill. 1] Economical and safe adaptation to the situation available facilities 2] Implements the procedure with skill/speed, completeness. 3] Scientific knowledge about the procedure.					
IV	Health talk 1] Incidental/planned teaching (Implements teaching principles) 2] Uses visual aids appropriately					
V	Personality 1] Professional appearance (Uniform, dignity, helpfulness, interpersonal relationship, punctuality, etc.) 2] Sincerity, honesty, sense of responsibility					

Remarks of supervision in terms of professional strength and weakness

Sign of the student

Sign of the Supervisor

DRUG BOOK / STUDY

Generic Name	Dosage	Form/Strength Inj/Tab/Syrup	Action of Drug	Indication	Contraindication	Side effects	Nursing Implications/ Responsibilities

**Maharashtra University of Health
Sciences External Practical
Evaluation Guidelines
III Basic B.Sc Nursing
Subject:-Mental Health Nursing**

50 Marks

Internal Examiner

25 Marks

Nursing Process (15 marks)

15 marks

• Assessment	3
• Nursing Diagnosis	2
• Goal	1
• Outcome criteria	1
• Nursing intervention	3
• Rationale	2
• Evaluation	1
• Nurses notes	2

Viva (10 Marks)

10 Marks

• Knowledge about common psychiatric conditions (psychotic, moods disorders)	5
• Therapies used in mental disorders	2
• Drugs used in psychiatric disorders	3

External Examiner

25 Marks

Mental Status Examination (15 Marks)

15 marks

• General appearance, behavior.	2
• Mood and affect	2
• Thought Process and speech	4
• Perception	2
• Cognitive function (memory, orientation, attention, concentration, Intelligence, Abstraction)	3
• Insight and Judgment	2

Viva (10 Marks)

10 Marks

• Knowledge about common psychiatric conditions (neurotic, stress related disorders, substance abuse, personality, sexual and eating disorders)	3
• National Mental Health Programs	2
• Community-based Care	3
• Therapeutic Approach	2

MENTAL HEALTH NURSING PRACTICAL EXAMINATION PRACTICAL / ORAL MARK LIST

NAME OF THE EXAMINATION : MENTAL HEALTH NURSING

PRACTICALS MONTH :

YEAR:

THIRD YEAR Basic B. Sc NURSING :

MARKS :

50 SUBJECT : MENTAL HEALTH NURSING

CENTRE :

[illegible]

Signature of the Internal Examiner

Signature of the External

Examiner Date :

Date :

MIDWIFERY AND OBSTETRICAL NURSING

Placement: Fourth Year (N)

**Time: Theory-90 Hours
Practical-180Hours**

Course Description:

This course is designed for students to appreciate the concepts and principles of Midwifery and obstetrical nursing. It helps them to acquire knowledge and skills in rendering nursing care to normal and high risk pregnant woman during antenatal, natal and post natal periods in hospitals and community settings. It also helps to develop skills in managing normal and high-risk neonates and participate in family welfare programme.

Specific objectives: At the end of the course student will be able to:

1. Describe the normal pregnancy, labor and puerperium and demonstrate the application of knowledge and skill in giving need –based care.
2. Demonstrate safe management of all stages of labour.
3. Identify the high risk factor during pregnancy, labor and puerperium as well as neonates and take appropriate interventions.
4. Motivate the mother for care of the baby and adapting family planning methods to maintain small family norms.
5. Prepare the mothers for self care during the pregnancy, labor and puerperium.

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
1	5	Recognize the trends and issues in midwifery and obstetrical Nursing	Introduction to midwifery and obstetrical Nursing Introduction to concepts of Midwifery and obstetrical nursing. - Trends in Midwifery and obstetrical nursing. □ Historical perspectives and currents trends. □ Legal and ethical aspects □ Pre-conception care and preparing for parenthood □ Role of nurse in midwifery and obstetrical care. □ National policy and legislation in relation to maternal health & welfare □ Maternal, morbidity, mortality rates □ Perinatal, morbidity & mortality rates	* Lecture discussion *Explain using Charts and graphs	*Short answers *Objective type

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
II	8 •	Describe the anatomy and physiology of female reproductive system	Review of anatomy and physiology of female reproductive system and foetal development - Female pelvis-general description of the bones joints, ligaments, planes of the pelvis diameters of the true pelvis important landmarks, variations in pelvis shape. - Female organs of reproduction-external genitalia, internal genital organs and their anatomical relations, musculature-blood- supply, nerves, lymphatics, pelvic cellular tissue, pelvic peritoneum. - Physiology of menstrual cycle - Human sexuality - Foetal development □ Conception □ Review of fertilization, implantation (embedding of the ovum), development of the embryo and placenta at term-function, abnormalities, the foetal sac, amniotic fluid, the umbilical chord, □ Foetal circulation, foetal skull, bones, sutures and measurements. - Review of Genetics	*Lecture discussion *Review with charts and models	*Short answers *Objective type

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
III	8	Describe the Diagnosis and management of women during antenatal period.	Assessment and management of pregnancy (ante-natal) - Normal pregnancy - Psychological changes during pregnancy. - Reproductive system - Cardio vascular system - Respiratory system - Urinary system - Gastro intestinal system - Metabolic changes - Skeletal changes - Skin changes - Endocrine system - Psychological changes - Discomforts of pregnancy - Diagnosis of pregnancy - Diagnosis of pregnancy - Signs - Differential diagnosis - Confirmatory tests - Ante-natal care - Objectives - Assessment History and physical examination - Antenatal Examination - Signs of previous child-birth	- Lecture discussion - Demonstration - Case discussion/presentation - Health talk - Practice session - Supervised Clinical practice	- Short answers - Objective type - Assessment of skills with check list *Assessment of patient management problems

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
			• Antenatal preparation □ Antenatal counseling □ Antenatal exercises □ Diet □ Substance use Education for child-birth □ Husband and families □ Preparation for safe-confinement □ Prevention from radiation • Psycho-social and cultural aspects of pregnancy □ Adjustment to pregnancy □ Unwed mother □ Single parent □ Teenage pregnancy □ Sexual violence * Adoption		

IV	12	- Describe the physiology and stages of labour. - Describe the signs & symptoms of preparation of woman during intranatal period	Assessment and management of intra-natal period. - Physiology of labour, mechanism of labour. - Management of labour First stage Symptoms of onset of labour of: ✓ Labour room ✓ Woman -Assessment and observation of women in labour; partogram – maternal & foetal monitoring - Active management of labour, Induction of labour - Pain relief & comfort in Labor - Second stage - Signs and symptoms; normal & abnormal - Duration - Conduct of delivery; Principles & techniques - Episiotomy (only if required)	- Lecture discussion - Demonstration - Practice session - Supervised Clinical practice	- Essay type - Short answers - Objective type - Assessment of skills with checklist *Assessment of patient management problems

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
			❑ Receiving the newborn - Neonatal resuscitation initial steps & subsequent resuscitation - Care of umbilical cord - Immediate assessment including screening for congenital anomalies - Identification - Bonding - Initiate feeding - Screening and transportation of the neonate ● Third Stage ❑ Signs and symptoms; normal and abnormal ❑ Duration ❑ Method of placenta expulsion ❑ Management; Principles and techniques ❑ Examination of the placenta ❑ Examination of perineum ❑ Maintaining records & reports Fourth Stage		

V	5	- Describe the physiology of puerperium - Describe the management of women during post-natal period	Assessment and management of women during post natal period - Normal puerperium; Physiology Duration - Postnatal assessment and management □ Promoting physical & emotional wellbeing □ Lactation management □ Immunization - Family dynamics after child-birth. - Family welfare services; methods, counseling - Follow –up - Records and reports	- Lecture discussion - Demonstration - Health talk - Practice session - Supervised Clinical practice	- Essay type - Short answers - Objective type - Assessment of skills with checklist - Assessment of patient management problems

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
VI	6	Describe the assessment and management of normal neonate	Assessment and management of normal neonates. - Normal neonates; - Physiological adaptation, - Initial & Daily assessment - Essential newborn care ; Thermal control, - Breast feeding, prevention of infections - Immunization - Minor disorders of newborn and its management - Levels of neonatal care (level I,II& III) - At primary, secondary and tertiary levels - Maintenance of Reports & Records	- Lecture discussion - Demonstration - Practice session - Supervised Clinical practice	- Essay type - Short answers - Objective type - Assessment of skills with check list *Assessment of patient management problems
VII	10	Describe the identification and management of women with high risk pregnancy	High risk pregnancy-assessment &management - Screening &assessment - Ultrasonics, cardiotomography, NST, CST, non-invasive & invasive, - Newer modalities of diagnosis - High – risk approach - Levels of care ;primary,	- Lecture discussion - Demonstration - Practice session - Supervised Clinical practice	- Essay type - Short answers - Objective type - Assessment of skills with check list - Assessment of patient management problems

			secondary & tertiary levels • Disorders of pregnancy □ Hyper- emesis gravidarum, bleeding in early pregnancy, abortion, ectopic. □ Pregnancy, vesicular mole, □ Ante-partum haemorrhage • Uterine abnormality and displacement. • Diseases complicating pregnancy □ Medical & surgical conditions □ Infections, RTI(STD), UTI,HIV,TORCH □ Gynecological diseases complicating pregnancy	

			❑ Pregnancy induced hypertension & diabetes, Toxemia of pregnancy, Hydramnios, ❑ Rh incompatibility ❑ Mental disorders • Adolescent pregnancy, Elderly primi and grand multipara • Multiple Pregnancy • Abnormalities of placenta & cord • Intra – uterine growth– retardation • Nursing management of mothers with high- risk pregnancy • Maintenance of Records & Report		

VIII	10	- Describe management of abnormal labour. - And Obstetrical emergencies	Abnormal Labour- Assessment and management - Disorders in labour - CPD & contracted pelvis - Malpositions and malpresentations - Premature labour, disorders of uterine actions–precipitate labour prolonged labour - Complications of third stage: injuries to birth canal *Obstetrical emergencies and their management; - Presentation & prolapse of cord, Vasa praevia, amniotic fluid embolism rupture of uterus, shoulder dystocia, obstetrical shock - Obstetrical procedures & operations; - Induction of labour, forceps, vacuum version, manual removal of placenta, caesarean section, destructive operations	- Lecture discussion - Demonstration - Practice session - Supervised Clinical practice	- Essay type - Short answers - Objective type - Assessment of skills with check list - Assessment of patient management problems

			* Nursing management of women undergoing Obstetrical operations and procedures		
IX	4	*Describe management of postnatal complications	Abnormalities during postnatal periods • Assessment and management of woman with postnatal complications □ Puerperial infections, breast engorgement & infections, UTI, thrombi-Embolic disorders, Post-partum haemorrhage, Eclampsia and sub involution, □ Psychological complications: - Post partum Blues - Post partum Depression - Post partum Psychosis	• Lecture discussion • Demonstration • Practice session • Supervised Clinical practice	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management problems

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
X	8	* Identify the high risk neonates and their nursing management	Assessment and Management High risk newborn. • Admission of neonates in the neonatal intensive care units protocols • Nursing management of: - Low birth weight babies - Infections - Respiratory problems - Haemolytic disorders - Birth injuries - Malformations • Monitoring of high risk neonates • Feeding of high risk neonates • Organization & Management of neonatal intensive care units • Maintenance of reports and records	• Lecture discussion • Demonstration • Practice session • Supervised Clinical practice	• Essay type • Short answers • Objective type • Assessment of skills with check list • Assessment of patient management problems
XI	4	* Describe indication, dosage, action, side effects & nurses responsibilities in the administration of drugs used for mothers.	Pharmaco- therapeutics in obstetrics • Indication, dosage, action contraindication & side effects of drugs • Effect of drugs on pregnancy, labour & puerperium, • Nursing responsibilities in the administration of drug in Obstetrics – Oxytocins, antihypertensives, diuretics, tocolytic agents, anti-	• Lecture discussion • Demonstration • Practice session • Supervised Clinical practice	• Essay type • Short answers • Objective type • Assessment of skills with checklist • Assessment of

			convulsants; - Analgesics and anesthetics in obstetrics. - Effects of maternal medication on foetus & neonate		patient management problems

Unit	Time (Hrs)	Learning Objective	Content	Teaching Learning Activities	Assessment Method
XII	10	- Appreciate the importance of family welfare programme - Describe the methods of contraception & role of nurse in family welfare programme	Family welfare programme - Population trends and problems in India - Concepts, aims, importance and history of family welfare programme - National Population: dynamics, policy & education - National family welfare programme; RCH, ICDS, MCH. Safe motherhood - Organization and administration ; at national state, district, block and village levels - Methods of contraception; spacing, temporary& permanent, Emergency contraception - Infertility &its management - Counseling for family welfare programme - Latest research in contraception - Maintenance of vital statistics - Role of national ,international and voluntary organizations - Role of a nurse in family	- Lecture discussion - Demonstration - Practice session - Supervised - Practice - Group Project	- Essay type - Short answers - Objective type - Assessment of skills with check list - Assessment of patient management problems

			welfare programme • Training /Supervision/ Collaboration with other functionaries in community like ANMs. LHVs, Anganwadi workers, TBAs(Traditional birth attendant-Dai)		

REFERENCE

1. DUTTA-

-Text book of Obstetrics 4th Ed.,

-Text book of Gynecology 3rd ed.,

2. C.S.DAWN-

- Textbook of Gynecology Contraception and Demography 13thed.,

3. BOBAK JENSEN-

- Essentials of Maternity Nursing 3rded.,

4. LONGMAN

- Clinical Obstetrics 9thed.,

5. CAMPBELL

-Gynecology by ten teachers 17th ed.,

6. MYLES

- Text book of Midwives 14thed.,

Practical

Placement: Fourth Year

Time: Practical-180 Hours

Practical 180 hrs (Integrated Practice) *

Areas	Duration (Weeks)	Objectives	Skills	Assessments	Assessment Methods
Antenatal Clinic/OPD	2	* Assessment of pregnant women	• Antenatal history taking • Physical Examination • Recording of weight & B.P • Hb & Urine testing for sugar and albumin • Antenatal examination- abdomen & breast • Immunization • Assessment of risk status • Teaching antenatal mothers • Maintenance of Antenatal records	*Conduct Antenatal *Examinations 30 • Health talk-1 • Case book recordings	*Verification of findings of Antenatal examinations * Completion of casebook recordings
Post natal ward	4	• Provide nursing care to post natal	• Examination & assessment of mother & baby	• Give care to post natal mothers-20	• Assessment of clinical performanc

		mother & baby • Counsel & teach mother & family for parenthood	• Identification of deviations • Care of postnatal mother & baby • Perineal care • Lactation management • Breastfeeding • Baby bath • Immunization, • Teaching postnatal mother: ☐ Mother craft ☐ Post natal care & ☐ Exercises ☐ Immunization	• Health talks-1 • Case study-1 • Case presentation-1 • Case book recordings	e Assessment of each skill with checklists • Completion of case book recording • Evaluation of case study and presentation and health education sessions

Areas	Duration (week)	Objectives	Skills	Assessments	Assessment Methods
Newborn nursery	2	*Provide nursing care to Newborn at risk	• Newborn assessment • Admission of neonates • Feeding of at risk neonates □ Katori spoon, paladi, tube feeding, total parenteral nutrition • Thermal management of neonates-kangaroo mother care, care of baby in incubator • Monitoring and care of neonates • Administering medications • Intravenous therapy • Assisting with diagnostic procedure • Assisting with exchange transfusion • Care of baby on ventilator • Phototherapy • Infection control protocols in the nursery • Teaching & counseling of parents • Maintenance of neonatal records	• Case study-1 • Observation study-1	*Assessment of clinical performance • Assessment of each skill with checklists Evaluation of & Observation study

Family Planning clinic	Rotation from post natal ward 1 wk	• Counsel for & provide family welfare services	• Counselling technique • Insertion of IUD • Teaching on use of family planning methods • Arrange for & Assist with family planning operations • Maintenance of records and reports	• IUD insertion-5 • Observation Study-1 • Counselling -2 • Simulation exercise on recording and reporting-1	• Assessment of each skill with checklists • Evaluation of & Observation study

MIDWIFERY & OBSTETRIC PRACTICE

HOURS:

Hours prescribed		IV year (Hours)	Integr. Practice (Hours)
Theory		90	-
Practical		180	240+180
<u>TOTALHRS:</u>	THEORY	90	+ PRACTICAL
			600

EXAMINATIONS:

		THEORY			PRACTICAL	
	Marks		IV year	Marks		IV year
Viva	--		--			
Midterm	50		✓	50		✓
Pre final	75		✓	50		✓
TOTAL		125		100		

ASSIGNMENTS:

THEORY				
NO	ASSIGNMENT	MARKS	III YEAR	IV YEAR
1	Seminar	50	✓	-
2	Drug study	50	-	✓
	TOTAL	100	-	-

NO	ASSIGNMENT / CLINICAL EVALUATION	NUMBER	MARKS	PLACEMENT
1	Health talk	1	25	IV
2	Care study: ANC	1	50	IV
	PNC	1	50	IV
	New born	1	50	

3	Case presentation: ANC / PNC	1	50	IV
4	New born assessment	1	25	IV
5	Case book	1	100	IV, I.P
6	Clinical evaluation:			
	ANC	1	100	IV
	PNC	1	100	
	Nursery	1	100	
	Labour ward	1	100	
	TOTAL	7	750	

Evaluation

Internal assessment

Theory:

Maximum marks 25

Mid term examination –	50
Pre final –	75

	125

Out of 15

Assignments:

Seminar01	50
Drugstudy 01	50

	100

Out of 10

Practical

Casepresentation01
Antenatal ward / postnatal ward

Marks 50

Care study 03

Marks 150

Antenatal ward-01 (50 marks each)

Postnatal ward 01

Newborn 01

}

Healtheducation01

Marks25

Newborn assessment 01

Marks25

Casebook 4th year & internship)

Mark100

Clinicalevaluation04

Marks 400

ANC ward 01

}

Labor room01

Practical examination

Viva Marks50

Midterm examination Marks50

Prefinal examination	Marks50

Total	900

Maximum marks = 100

External assessment

University examination

Theory	Marks75

Practical	Marks50

SEMINAR EVALUATION CRITERIA

NAME :-

DATE:-

AUDIENCE:-

TIME:-

TOPIC:-

MARKS :-

Sr. No.	Factors/ Elements	1	2	3	4	5	Total	Remarks
I	Subject Matter 1) Introduction 2) Organization of Topic 3) Presentation of Topic 4) Relevant Examples 5) Relevant Statistical data 6) Group participation 7) Control of group 8) Conclusion							
II	A.V. AIDS 1) Appropriate to subject 2) Proper use of A.V. Aids 3) Self –Explanatory 4) Attractive 5) Planning &Preparation 6) Use of Modern Technology							
III	Personal Appearance 1) Voice and Clarity 2) Mannerism							
IV	References(Books, Journals & Resource Person)							

V	Physical facilities							
	1) Environment							
	2) Classroom Preparation							

Overall Observation

Signature of Teacher

Signature of the Candidate

Signature of Principal

Drug study

- Index of drug
- Introduction
- Classification of drugs
- Factors affecting action of drugs
- Name of the drug (Trade & Pharmaceutical name)
- Preparation, strength and dose
- Indications and contraindications
- Actions
- Adverse effects and drug interactions
- Nursing responsibility
- Conclusion
- References

Evaluation criteria

Planning and organization -----	05
Content -----	10
Nursing responsibility -----	05
Conclusion & References -----	05
Total	25

ANC CASE STUDY / PRESENTATION FORMAT

Identification data

**Patient: Name, Age in years, Dr's unit, reg. no
education, occupation, income, religion, marital**

status, duration of marriage

Gravida, para, abortion, living, blood group

Husband: Name, Age, education, occupation, income

Present complaints

History of illness

Menstrual history: age of menarche, duration of menstrual cycle, duration of cycle in days, regularity, amount of flow, LMP, EDD, associated complaints

Contraceptive history:

Antenatal attendance:

Date, weight, pallor, edema, BP, Ut. Ht, presentation/position, FHS, Hb, Urine albumin/sugar, treatment

Obstetric history:

H/O Previous pregnancy / deliveries,

Period of pregnancy, type of labour/delivery, birth weight, PNC condition, remarks

Present pregnancy:

Date of booking, number of ANC visits, H/O minor ailments

Past medical, surgical history:

Family history:

Diet history:

Socioeconomic status

Personal habits

Psychosocial status

Physical assessment:

General examination: head to foot

Obstetric palpation, Auscultation

Conclusion

Investigation

Ultrasonography

Treatment

Description of disease

Therapeutic diet plan

Nursing care plan

Nurse's notes

Discharge planning

Antenatal advice

Evaluation of care

References

PNC CASE STUDY / PRESENTATION FORMAT

Identification data

**Patient: Name, Age in years, Dr's unit, reg. no
education, occupation, income, religion, marital
status, duration of marriage**

**Gravida, para, abortion, living, blood group
Husband: Name, Age, education, occupation, income**

Present complaints

History of illness

Menstrual history: age of menarche, duration of menstrual cycle, duration of cycle in days, regularity, amount of flow, LMP, EDD, associated complaints

Contraceptive history:

Antenatal attendance:

Date, weight, pallor, edema, BP, Ut. Ht, presentation/position, FHS, Hb, Urine albumin/sugar, treatment

Obstetric history:

H/O Previous pregnancy / deliveries,

Period of pregnancy, type of labour/delivery, birth weight, PNC condition, Condition of new born, remarks

Present pregnancy:

Date of booking, number of ANC visits, H/O minor ailments

Past medical, surgical history:

Family history:

Diet history:

Socioeconomic status

Personal habits

Psychosocial status

Physical assessment:

Mother: General examination: head to foot

Baby: new born assessment

Conclusion

Investigation

Ultrasonography

Treatment

Description of disease

Therapeutic diet plan

Nursing care plan

Nurse's notes

Discharge planning

Antenatal advice

Evaluation of care

References

NEW BORN CASE STUDY FORMAT

Name, date of birth / discharge, reg. no, Dr's unit,

Mother's previous obstetric history, present pregnancy, labour history, baby's birth history

General examination: head to foot

Daily observation chart

Nursing care plan

EVALUATION CRITERIA CASE STUDY

Assessment / Introduction	05
Knowledge & understanding of disease / condition	15
Nursing care plan	20
Discharge plan	05
Summary & evaluation	03
Bibliography	<u>02</u>
TOTAL	50

EVALUATION CRITERIA CASE PRESENTATION

Assessment / Introduction	05
Knowledge & understanding of disease / condition	10
Presentation skill	10
Nursing care plan	15
A.V. aids	05
Summary & evaluation	03
Bibliography	<u>02</u>
TOTAL	50

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT: -----

AREA OF EXPERIENCE: _____

PERIOD OF EXPERIENCE: _____

SUPERVISOR: _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5	Score
1	I) Planning and organization a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject Matter e) Suitable A.V. Aids II) Presentation: a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group Involvement f) Time Limit III) Personal qualities: a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points IV) Feed back: a) Recapitulation b) Effectiveness c) Group response V) Submits assignment on time						

* 100 marks will be converted into 25

NEW BORN ASSESSMENT

Refer “child health nursing” Subject, III Year page no 20 to 22

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Case book

Note: 1. Case book contents

Antenatal examinations	30
Conducted normal deliveries	20
PV examinations	05
Episiotomy & suturing	05
Neonatal resuscitations	05
Assist with caesarian section	02
Witness / assist abnormal deliveries	05
Post natal cases nursed in hospital / health centre / home	20
Insertion of IUCD	05

2. All cases should be certified by teacher on completion of essential requirements.

NURSING FOUNDATIONS

Placement: First year

Theory 265 hrs
Practical- 650hrs
(200 lab and 450 Clinical)

Course Description : This course is designed to help the students to develop an understanding of the philosophy, objectives, theories and process of nursing in various supervised clinical settings. It is aimed at helping the students to acquire the knowledge, understanding and skills in techniques of nursing and practice them in supervised clinical setting.

COURSE OBJECTIVEE : At the end of the course students will be able to develop:

- 1) Knowledge on concept of health, health-illness continuum and health care delivery system.
- 2) Knowledge on scope of nursing practice.
- 3) Knowledge on concept, theories and models of nursing practice.
- 4) Desirable attitude to ethics and professional conduct.
- 5) Skill in communicating effectively with patients and families and team members to maintain effective human relations.
- 6) Skill in health assessment and monitoring of patients.
- 7) Skill in carrying out basic nursing care procedures.
- 8) Skill in caring for patients with alterations in body functions.
- 9) Skill in applying steps of nursing process in the care of clients in the hospital and community.
- 10) Skill in applying scientific principles while performing nursing care.
- 11) Skill in documentation.
- 12) Skill in meeting basic psychosocial needs of the clients.
- 13) Knowledge on principles and techniques of infection control.
- 14) Confidence and competence in caring of terminally ill patients.

Theory Hours : 265

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
I	15	Describe the concept of health, illness and health care agencies	Introduction - Concept of Health : Health illness continuum - Factors influencing health - Causes and risk factors for Developing illness. - Body defenses: Immunity and immunization - Illness and illness Behavior - Impact of illness on patient and family - Health care services: - Health Promotion and Prevention, Primary care , Diagnosis, Treatment, Rehabilitation and Continuing care - Health care teams - Types of health care agencies: - Hospitals: Types, Organization and Functions - Health Promotion and levels of disease Prevention - Primary health care and its delivery: role of Nurse	- Lecture discussion - Visit to health care agencies	- Essay type - Short answers - Objective type
II	20	- Explain concept and scope of nursing - Describe values, code of ethics and professional conduct for nurses in India	Nursing as a profession - Definition and Characteristics of a profession - Nursing :- - Definition , Concepts, philosophy , objectives - Characteristics, nature and scope of nursing practice - Functions of nurse - Qualities of a nurse	- Lecture discussion - Case discussion - Role plays	- Essay type - Short answers - Objective type

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			○ Categories of nursing personnel ○ Nursing as a profession ○ History of Nursing in India • Values : Definition, Types, Values Clarification and values in professional Nursing : Caring and Advocacy • Ethics : ○ Definition and Ethical Principal ○ Code of ethics and professional conduct for nurses ○ Consumer rights ○ Patients Bill of rights		
III	4	• Explain the admission and discharge procedure • Performs admission and discharge procedure	Hospital admission and discharge • Admission to the hospital ○ Unit and its preparation admission bed ○ Admission procedure ○ Special considerations ○ Medico-legal issues ○ Roles and Responsibilities of the nurse • Discharge from the hospital ○ Types: Planned discharge, LAMA and abscond, Referrals and transfers ○ Discharge Planning ○ Discharge procedure ○ Special considerations ○ Medico-legal issues ○ Roles and Responsibilities of the nurse ○ Care of the unit after	• Lecture discussion • Demonstration • Lab Practice • Supervise clinical practice	• Essay type • Short answers • Objective type • Assess skills with check list • Clinical practical examination.

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			discharge		
IV	12	- Communicate effectively with patient, families and team members and maintain effective human relations (professional image) - Appreciate the importance of patient teaching in nursing	Communication and Nurse patient relationship - Communication : Levels , Elements, Types, Modes, Process, Factors influencing Communication - Methods of effective Communication - Attending skills - Rapport building skills - Empathy skills - Barriers to effective communication - Helping Relationships (NPR): Dimensions of ? Helping Relationships, Phases of a helping relationship - Communication effectively with patient, families and team members and maintain effective human relations with special reference to communication with vulnerable group (children ,women physically and mentally challenged and elderly) - Patient Teaching : Importance, Purposes, Process, role of nurse and Integrating teaching in Nursing process	- Lecture discussion - Role play and video film on the nurses interacting with the patient - Practice session on patient teaching - Supervised Clinical practice	- Essay type - Short answers - Objective type
V	20	- Explain the concept, uses, format and steps of nursing process - Documents nursing process as per the format	The Nursing Process - Critical Thinking and Nursing Judgment - Critical Thinking: Thinking and Learning. - Competencies , Attitudes for critical Thinking , Levels of critical thinking in Nursing		

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			- Nursing Process Overview: Application in Practice - Nursing process format : INC current format - Assessment - Collection of Data: Types, Sources, Methods - Formulating Nursing judgment : Data interpretation - Nursing diagnosis - Identification of client problems ‘ - Nursing diagnosis statement - Difference between medical and nursing diagnosis - Planning - Establishing Priorities - Establishing Goals and Expected Outcomes, - Selection of interventions: Protocols and standing Orders - Writing the Nursing Care Plan - Implementation - Implementing the plan of care - Evaluation - Outcome of care - Review and Modify - Documentation and Reporting		
VI	4	Describe the purposes, types and techniques of recording and reporting	Documentation and Reporting - Documentation : Purpose of Recording and reporting - Communication within the Health Care Team, - Types of records; ward records, medical/nursing	- Lecture discussion - Demonstration - Practice Session - Supervised clinical practice	- Essay type - Short answers - Objective type

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			records, • Common Record-keeping forms, Computerized documentation • Guidelines for Reporting: Factual basis, Accuracy, completeness , Organization, confidentiality • Methods of recording • Reporting: Change –of shift reports, Incident reports • Minimizing legal Liability through effective record keeping		
VII	15	• Describe principles and techniques of monitoring and maintaining vital signs • Monitor and maintain vital signs	Vital signs • Guidelines for taking vital signs: • Body temperature: • Physiology ,Regulation Factors affecting body temperature, • Assessment of body temperature: sites, equipments and techniques, special considerations • Temperature alterations: Hyperthermia, Heatstroke, Hypothermia • Hot and cold applications • Pulse: ○ Physiology and regulation, Characteristics of the pulse, Factors affecting pulse ○ Assessment of pulse : Sites, location , equipments and technique, special considerations	• Lecture discussion • Demonstration • Practice Session • Supervised clinical practice	• Essay type • Short answers • Objective type • Assess with check list - Clinical practical examination

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			○ Alterations in pulse: ● Respiration: ○ Physiology and Regulation, Mechanics of breathing Characteristics of the respiration, factors affecting respiration ○ Assessment of respirations: technique, special considerations ○ Alterations in respiration ● Blood pressure: ○ Physiology and Regulation, Characteristics of the blood pressure, Factors affecting blood pressure. ○ Assessment of blood pressure: sites, equipments and technique, special considerations ○ Alterations in blood pressure ● Recording of vital signs		
VIII	25	● Describe purpose and process of health assessment ● Describe the health assessment of each body system ● Perform health assessment of each body system	Health assessment ● Purposes ● Process of Health assessment ○ Health history ○ Physical examination: - Methods-Inspection, palpation ,Percussion, Auscultation - Olfaction - Preparation for examination : Patient and unit - General assessment - Assessment of each body system - Recording of health assessment	●Lecture discussion ●Demonstration ●Practice Session ●Supervised Clinical practice	● Essay type ●Short answers ●Objective type
IX	5	● Identifies the various machinery	Machinery ,Equipment and linen ● Types: Disposables and	●Lecture discussion ●Demonstration	●Essay type ●Short

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
		equipment and linen and their care	Re-usables-Linen, rubber goods, glass ware, metal , plastics, furniture, machinery • Introduction: ○ Indent ○ Maintenance ○ Inventory		answers •Objective type
X	55	•Describe the basic, physiological and psychosocial needs of patient •Describe the principles and techniques for meeting basic, Psychosocial and Psychosocial needs of patient •Perform nursing assessment, plan, implement and evaluate the care for meeting basic, physiological and psychosocial needs of patient	Meeting needs of patient • Basic needs (Activities of daily living) - Maslow's hierarchy of Needs ○ Providing safe and clean Environment: - Physical-environment: Temperature, Humidity, Noise, Ventilation, light, Odor, pests control - Reduction of Physical hazards: fire, accidents - Safety devices: Restraints, side rails, airways, trapez etc. - Role of nurse in providing safe and clean environment ○ Hygiene: - Factors Influencing Hygienic Practice - Hygienic care : Care of the Skin- Bath and pressure points, feet and nail, Oral cavity, Hair care , Eyes, Ears and Nose ▪ Assessment , Principles Types, Equipments, Procedure, Special Considerations - Patient environment: Room Equipment and lines, making patient beds	•Lecture discussion •Demonstration •Practice sessions •Supervise •Clinical practice	• Essay type • Short answers • Objective type • Assess with check list and clinical practical examination

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			▪ Types of beds and bed making ○ Comfort: - Factors Influencing Comfort - Comfort devices •Physiological needs: ○ Sleep and Rest: - Physiology of sleep - Factors affecting sleep - Promoting Rest and sleep - Sleep Disorders ○ Nutrition: - Importance - Factors affecting nutritional needs - Assessment of nutritional needs: Variables - Meeting Nutritional needs: Principals, equipment procedure and special considerations ▪ Oral ▪ Enteral: Naso/Oro-gastric, gastrostomy ○ Urinary Elimination - Review of Physiology of Urine Elimination , Composition and characteristics of urine - Factors Influencing Urination - Alteration in Urinary Elimination - Types and Collection of urine specimen: Observation, urine testing - Facilitation urine elimination: assessment, types, equipments,		

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			procedures and special considerations ▪ Providing urinal/bed pan ▪ Condom drainage ▪ Perineal care Bowel Elimination - Review of Physiology of Bowel elimination , composition and characteristics of feces - Factors affecting Bowel elimination - Alteration in Bowel elimination - Type and Collection of specimen of feces: Observation - Facilitation bowel elimination: assessment, equipments procedures and special considerations ▪ Passing of Flatus tube ▪ Enemas ▪ Suppository ▪ Sitz bath ▪ Bowel wash Mobility and Immobility - Principles of Body Mechanics - Maintenance of normal body Alignment and mobility - Factors affecting body Alignment and mobility - Hazards associated with immobility - Alteration in body Alignment and Mobility - Nursing		

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			interventions for impaired Body Alignment and Mobility: Assessment, types, devices used method and special considerations. Rehabilitation aspects ▪ Range of motion exercises ▪ Maintaining body alignment : Positions ▪ Moving ▪ Lifting ▪ Transferring ▪ Walking ▪ Restraints ○ Oxygenation - Review of Cardiovascular and respiratory Physiology - Factors Affecting Oxygenation - Alteration in oxygenation - Nursing Intervention in oxygenation: assessment, types, equipment used, procedure and special considerations ▪ Maintenance of patent airway ▪ Oxygen administration ▪ Inhalations : Dry and moist ▪ Chest Physiotherapy and postural drainage ▪ Pulse oximetry ▪ CPR-Basic life support ○ Fluid, Electrolyte, and Acid Base Balances - Review of Physiological Regulation of Fluid, electrolyte, and Acid		

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			Base Balance - Factors Affecting Fluid Electrolyte, and Acid Base Balance - Nursing intervention in Fluid, Electrolyte and Acid - Base Imbalances : assessment, procedure and special considerations ▪ Measuring fluid intake and output ▪ Correcting Fluid Electrolyte imbalance : • Psychosocial Needs ○ Concepts of Cultural Diversity, Stress and adaptation, Self- Health, Coping with loss, death & grieving ○ Assessment of psychosocial needs ○ Nursing intervention for Psychosocial needs - Assist with coping and adaptation - creating therapeutic environment ○ Recreational and diversional therapies		
XI	20	Describe principles and techniques for infection control and biomedical waste management in supervised Clinical setting	Infection control in Clinical setting • Infection control ○ Nature of infection ○ Chain of infection transmission ○ Defenses against infection : natural and acquired ○ Hospital acquired infection (Nosocomial infection) • Concept of asepsis: medical asepsis and surgical asepsis • Isolation precautions (Barrier nursing) ○ Hand washing: simple,	• Lecture discussion • Demonstration • Practice session • Supervised Clinical practice	

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			hand antisepsis and surgical antisepsis (scrub) ○ Isolation: source and protective ○ Personal protecting equipments: types, uses and technique of wearing and removing ○ Decontamination of equipment and unit ○ Transportation of infected patients ○ Standard safety precautions(Universal precautions) ○ Transmission based precautions		
XII	25	• Explain the principles, routes, effects of administration of medications • Calculate conversions of drugs and dosages within and between systems of measurements • Administer drugs by the following routes-oral, inhalation	Administration of Medications • General Principles/Consideration ○ Purposes of Medication ○ Principles: 5 rights, Special considerations, Prescription Safety in administering Medications and Medication errors ○ Drug forms ○ Routes of administration ○ Storage and maintenance of drugs and Nurses responsibility ○ Broad classification of drugs ○ Therapeutic Effect, Side Effects, Toxic effects Idiosyncratic Reactions, Drug Tolerance, Drug Interactions, ○ Factors Influencing drug Actions, ○ Systems of Drug Measurement: Metric system, Apothecary system, Household Measurements, Solutions. ○ Converting	• Lecture • discussion • Demonstration • Practice session • Supervised • Clinical practice	• Essay type • Short answers • Objective type • Assess with check list and clinical practical examination

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			Measurements Units: conversion within one system, conversion between systems, Dosage Calculation. ○ Terminologies and abbreviations used in prescriptions of medication • Oral Drugs Administration: Oral , sublingual and Buccal : Equipment, procedure • Topical Administration : Purposes, site equipment procedure special considerations for ○ Application to Skin ○ Application to mucous membrane • Direct application of liquids – Gargle and swabbing the throat • Insertion of Drug into body cavity: Suppository / medicated packing in rectum / vagina • Inhalation : Nasal, oral, endo tracheal / tracheal (steam oxygen and medications) purposes, types, equipment procedure, special considerations ○ Recording and reporting of medications administered		
XIII	10	• Prepare post operative unit • Apply Bandages Slings. • Apply heat and cold	○ Recovery Unit ○ Post operative unit ○ Postoperative care surgical asepsis ○ Application of Bandages, Binders, Splints, Slings ○ Heat and cold Therapy	• Lecture • Discussion - Demonstration	
XIV	15	• Explain care of patients	Meeting special needs of the patient	• Lecture • Discussion	

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
		having alterations in body functioning	• Care of patients having alteration in ○ Temperature (hyper and hypothermia) : Types, Assessment, Management ○ Sensorium (Unconsciousness) : assessment, Management ○ Urinary Elimination (retention and unconsciousness)Assessment , Management ○ Functioning of sensory organs: (visual & hearing impairment) ○ assessment of self- Care ability ○ communication Methods and special considerations ○ Mobility (physical challenged, cast) assessment of self-care ability: Communication Methods and special considerations ○ Mental state (mentally challenged) , assessment of Self-Care ability; ○ Communication Methods and special considerations ○ Respiration (distress);Types, Assessment, Management ○ Comfort-(pain)-Nature, Types, Factors influencing pain, coping ,Assessment; Management	Demonstration	
XV	10	• Explain care of terminally ill patient	Care of Terminally ill patient ○ Concepts of Loss, Grief grieving process ○ Signs of clinical death ○ Care of dying patient;	• Lecture Discussion • Demonstrations • Case discussion/Role	• Essay type • Short Answers

Unit	Hrs	Learning Objective	Content	Teaching Learning Activities	Assessment Methods
			special considerations -Advance directives: euthanasia will dying declaration ,organ donation etc ○ Medico-legal issues ○ Care of dead body: ○ Equipment, procedure and care of unit ○ Autopsy ○ Embalming	play • Practice session • Supervised • Clinical practice	• Objective type
XVI	10	• Explain the basic concepts of conceptual and theoretical models of nursing	Professional Nursing concepts and practices • Conceptual and theoretical models of nursing practice: Introduction to models- holistic model, health belief model , health promotion model etc • Introduction to Theories in Nursing ; Peplau's , Henderson's Orem's , Neumann's Roger's and Roy's • Linking theories with nursing process • Complimentary and alternate healing techniques.	• Lecture Discussion	• Essay type • Short Answers

NURSING FOUNDATIONS- PRACTICAL

Placement: First Year

Practical 650hours
(200 lab and 450 clinical)

Course Description: This course is designed to help the students to develop an understanding of the philosophy, objectives, theories and process of nursing in various clinical settings. It is aimed at helping the students to acquire knowledge, understanding and skills in techniques of nursing and practice them in clinical settings.

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
Demonstration Lab General Medical and surgery ward	10	Performs admission and discharge procedure	Hospital admission and discharge (III) - Admission - Prepare Unit for new patient - Performs admission procedure - New patient - Transfer in - Prepare patient records Discharge/ Transfer out - Gives discharge counseling - Perform discharge procedure (Planned discharge, LAMA and abscond, Referrals and transfers)	Practice in Unit/ hospital	- Evaluate with check list - Assessment of clinical performance with rating scale - Completion of Practical record
	17		- Prepare records of discharge/ transfer - Dismantle, and disinfect unit and equipment after discharge / transfer Perform assessment: - History taking, Nursing diagnosis, problem list,	- Write nursing Process records of patient - Simulated -1 - Actual-1	- Assessment of nursing process records with checklist - Assessment of actual care given with rating

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
			Prioritization, goals & Expected Outcomes, selection of interventions • Write Nursing care plan • Gives care as per the plan		scale
	10	• Communicate effectively with patient, families and team members and • Maintain effective human relations	Communication • Use verbal and non verbal communication techniques	• Role – plays in simulated situations on communication	• Asses role plays with the checklist on communication techniques
	20	• Prepare patient reports • Presents Reports	Prepare a plan for patient teaching session Write patient report • Change pf shift reports Transfer reports, Incident reports etc. • Presents patient Report	• Write nurses notes and present the patient report of 2-3 assigned patient.	• Assessment of communication techniques by rating scale • Assessment of performance with rating scale
	15	• Monitor vital signs	Vital signs • Measure, Records and interpret alterations in body temperature , pulse respiration and blood pressure	• Lab practice • Measure vital signs of assigned patient	• Assessment of each skill with checklist • Completion of activity record
		• Perform health assessment of each body system	Health assessment • Health history taking • Perform assessment: • General • Body systems • Use various methods of		

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
			physical examination • Inspection, Palpation, Percussion, Auscultation, Olfaction • Identification of system wise deviations		

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
	10	• Provide basic nursing care to patients	Prepare Patient's unit: • Prepare beds: ○ Open , closed , Occupied, operation , amputation, ○ Cardiac, fracture, burn, Divided, & Fowlers bed • Pain assessment and provision for comfort	• Practice in lab & hospital • Simulated exercise on CPR manikin	• Assessment of each skill with rating scale • Completion of activity record
	14		Use comfort devices Hygienic care: • Oral hygiene: • Baths and care of pressure points • Hair wash, Pediculosis Treatment		
	7		Feeding : • Oral, Enteral, Naso Orogastric. • Naso-gastric insertion, suction, and irrigation		
	5		Assisting patient in urinary elimination • Provides urinal/ bed pan • Condom drainage • Perineal care • Catheterization • Care of urinary drainage		
	6		Assisting bowel Elimination: • Insertion of flatus tube • Enemas		

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
	8		• Insertion of Suppository • Bowel wash Body Alignment and Mobility: ○ Range of motion exercises ○ Positioning: Recumbent, Lateral (rt/lt) , Fowlers, Sims, Lithotomy, Prone, Trendelenburg , position		
	8		○ Assist patient in Moving, lifting transferring, walking ○ Restraints Oxygen administration Chest physiotherapy and postural drainage		
	5		CPR- Basic life support		
	5		Collect/ assist for collection of specimens for investigations Urine, sputum, faces, vomitus blood and other body fluids Perform lab tests: • Urine: Sugar, albumin, acetone • Blood: sugar (with strip/ gluco meter)		
Field visit	8		Hot and clod applications: local and general sitz bath Communicating and assisting with self care of visually & hearing impaired patients Communicating and assisting with self care of mentally challenged / disturbed patients		
Field visit	1		Recreational and diversional therapies		
	3		Caring of patient with alteration in sensorium		

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
	10 5 10	• Perform infection control procedures	Infection control • Perform following procedures: ○ Hand washing techniques ○ (Simple, hand antisepsis and surgical antisepsis (scrub)) ○ Prepare isolation unit in lab/ ward ○ Practice technique of wearing and removing personal protective equipment (PPE) ○ Practice standard safety precautions (Universal precautions) Decontamination of equipment and unit: • Surgical asepsis; ○ Sterilization ○ Handling sterilized equipment ○ Calculate strengths of lotions, ○ Prepare lotions • Care of articles • Application of Bandages, Binders, splints & slings. • Bandaging of various body parts	• Observation study-2 • Department of infection control & CSSD • Visits CSSD write observation report 1 • Collection of samples for culture • Do clinical posting in infection control department and write report - Practice in lab/ward	• Assess observation study with checklist • Evalutall procedures with checklist
	18	• Administer drugs	• Administration of medications • Administer Medications in different forms and routes • Oral, Sublingual and Buccal • Drug measurements and dose calculations • Preparation of lotions and solutions • Administers topical Applications • Insertion of drug into body cavity: Suppository &		

Areas	(Hrs)	Objective	Skills	Assignments	Assessment Methods
			medicated packing etc. • Inhalations: dry and moist		
	3	• Provide care to dying and dead • Counsel and support relatives	Care of dying patient • Caring and packing of dead body • Counseling and supporting grieving relatives Terminal care of the unit		

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5. Brunner & Sudharth Lippincot manual of nursing practice JB Lippincot company
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7. Rosdhal, Fundamentals of nursing, Lippincott company 2003.
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9. Basavanthappa B.T. Fundamental of Nursing, Jaypee Brother, 2002
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Evaluation Scheme :

Subject Nursing Foundation	Assessment			
	Hours	Internal	External	Total
Theory	3	25	75	100
Practical & Viva Voce		100	100	200

Details as follows:

Internal Assessment (Theory): 25 Marks

Internal Assessment (Practicum): 100 Marks

(Out of 125 Marks to be send to the University)

Details as follows:

Internal Assessment (Theory): 25 Marks

Mid-Term: 50 Marks

Prelim: 75 Marks

Total: 125 Marks

(125 Marks from mid-term & prelim (Theory) to be converted into 25 Marks)

Internal Assessment (Practicum): 100 Marks

Nursing Foundation Practical & Clinical Assignment	Clinical evaluation – 1 (Medical)	100 Marks
	Clinical evaluation – 1 (Surgical)	100 Marks
	Nursing care plan – 2	50 X 2 = 100 Marks
	Procedure evaluation	50 Marks

Internal Practical	Midterm	50 Marks
Examination & Viva voce	Pre - Final Examination	75 Marks
	Total Marks	475 Marks

(475 Marks from practicum to be converted into 100 Marks)

External Assessment: 175 Marks
(University Examination)
Theory: 075 Marks
Practical & Viva Voce: 100 Marks
Total: 175 Marks

EVALUATION CRITERIA:

PRACTICAL EXAMINATION UNIVERSITY

Total marks 100

INTERNAL EXAMINER : 50

- Procedure evaluation : 30
- Viva voce : 20

EXTERNAL EXAMINER : 50

- Nursing Process : 30
- Viva voce : 20

GUIDELINES FOR CLINICAL / PRACTICAL EXPERIENCE

(FOUNDATIONS OF NURSING)

1] CONTENTS OF NURSING PROCEDURE BOOK

I st year	Date		Signature
	Class room	Ward	
FUNDAMENTALS OF NURSING			
A. Comfort Measures :			
1. Bed making			
a. Open bed			
b. Occupied bed			
c. Post-operative bed			
2. Nursing Positions:			
a. Lateral			
b. fowler's			
c. Sims, Recumbent			
3. Changing the position of a helpless patient			
4. Use of comfort devices			
a. Use of cardiac table			
b. Use of bed cradle			
B. Hygienic Needs:			
1. Hand Washing			
2. Bed bath			
3. Care of nails and feet			
4. Care of Pressure points			
5. Oral Hygiene			
a. Helpless patient			
b. Unconscious patient			
6. Care of hair			
a. Pediculosis treatment			
b. Bed shampoo			
C. Nutritional Needs:			
1. Preparation and serving of Diet			
a. Fluid			
b. Soft solid			
2. Maintenance of intake and output record			
3. Feeding a helpless patient			
4. Feeding by different methods			
a. Nasogastric feeding			
D. Elimination Needs:			
1. Cleansing Enema			
2. Bowel wash			
3. Suppositories			
4. Use of flatus tube			
5. Bowel Irrigations			

I st year	Date		Signature
	Class room	Ward	
E. Specific Observational Skills:			
1. Measuring & Recording of Vital Signs			
a. Temperature : I. Oral			
II. Rectal			
III. Axillary			
b. Pulse			
c. Respiration			
d. Blood Pressure			
2. Physical examination			
Setting up & assisting for			
a. General examination			
b. Rectal examination			
F. Diagnostic Procedures:			
1. Collection of specimens			
a. Farces			
b. Sputum			
c. Urine I. Routine			
II. 24 Hours			
III. Culture			
2. Urine Testing			
a. Albumin			
b. Specific gravity			
c. Reaction			
d. Sugar			
e. Ketone			
A. Hot & Cold application & Therapeutic Measures			
1. Hot water bag			
2. Ice cap			
3. Cold sponge			
4. Cold compress			
5. Simple fomentation			
H. Medication and Therapeutic Measures:			
1. Oral medication			
2. Steam Inhalation			
3. Oxygen inhalation			

I year	Date		Signature
	Class room	Ward	
I. General procedures:			
1. Admission of a patient			
2. Discharge of a patient			
3. Transfer of a patient			
4. Lifting and transporting patients			
a. By stretcher			
b. By Wheelchair			
5. Active & Passive exercise			
6. Deep Breathing exercise			
J. Nursing Process:			
1. Simple history taking			
2. General physical examination			
3. Planning of care			
4. Writing Nursing care plans			
K. Bandages:			
1. Circular turn			
2. Spiral turn			
3. Spiral reverse			
4. Figure of eight			
5. Spica			
a. Shoulder, Hip, Ankle, Thumb, Finger, Caplin , Stump			
b. Bandaging of eye, Ear ,Jaw, Arm sling, Cuff and collar			
c. Triangular Bandage			
L. Binders			
1. Abdominal Binder			
2. Breast Binder			
M. Death care			
Signature of Supervisor _____ Date _____			
Signature of Principal _____ Date _____			

2] FORMAT FOR HISTORY TAKING (CLINICAL EXPERIENCE)

I DEMOGRAPHIC DATA

NAME :- AGE :- SEX

MARITAL STATUS : RELIGION

EDUCATION :

OCCUPATION INCOME :

ADDRESS :

II CHIEF COMPLAINTS / PRESENT MEDICAL HISTORY

III PAST MEDICAL HISTORY :-

IV PAST SURGICAL HISTORY :-

V MENSTRUAL HISTORY (FEMALES) :-

VI FAMILY HISTORY :-

SN	Name of family Members	Age	Sex	Relation with patient	Occupation	Health status	Health habits

VII DIETARY HISTORY :-

VIII HEALTH HABITS :-

X SOCIO ECONOMIC HISTORY :-

XI PHYSICAL ASSESSMENT :-

- Head to foot assessment
- Interpretation of data.
- Nursing diagnosis.
- Proposed nursing care plan.

3] ADULT ASSESSMENT FORMAT

General information:

Name _____

Age _____ Sex _____

occupation _____ IP No. _____

Admission date _____ Time _____

Diagnosis _____

History of other illness/operation/ Allergy _____

General appearance: Body built (thin / Well / obese)

Posture : _____ grooming : _____

Habits : smoking/ alcohol/drug abuse/other

Behavior : Normal / Relaxed / Anxious/Distressed/Depressed/Withdrawn.

Level of Consciousness : Conscious/Confused/Semiconscious/Unconscious

Assessment of Daily Activities.

ADL	Subjective data(report)	Objective data(exhibits)	Nursing diagnosis
A C T I V I T Y	Usual Activities Gait Limitations Sleep Body movement Deformities	Uses aids Coordinated / uncoordinated Immobile / Partial ambulatory Ambulatory Insomnia / Sleep apnea / other Purposeful movement / tremor Handicap Grasp / muscle strength and grade Deep tendon reflex Cutaneous reflex	
C O M M U N I C A T I O N	Eyes- vision loss Wears glasses / Aid Conjunctiva Corneal reflex Ears - Hearing loss Speech – Problems Skin Nose Pain	Color, vision acuity Visual fields / normal / limited Pale / yellow / Red / other Pupil reaction : present /absent Infection : present /absent Hearing Acuity Communication Verbal / nonverbal relevant / irrelevant Temperature, color / texture / turgor / Any other Response to touch (painful stimuli, hot / cold) Sense of smell Facial grimacing / guarding	

ADL	Subjective data(report)	Objective data(exhibits)	Nursing diagnosis
N U T R I T I O N	Usual diet Eating (Likes & dislikes) Drinking Anorexia Nausea/vomiting Swallowing	Weight height / BMI Recent changes Vomitus I.V. infusion NGT Gag reflex : present / absent	
E L I M I N A T I O N	Usual bowel pattern Bleeding/constipation Diarrhea Uses laxatives Urine Frequency Difficulty Menstruation(Female)	Bowel sounds/abdominal girth Feces Urine-amount/ color Drainage On CBD/condom I&O chart Bleeding Dysmenorrhoea LMP	
R E S P I R A T I O N	Cough Sputum Smoking	Dry / productive Respiratory rate Dyspnoea Cyanosis Sputum (color, consistency, amount) On Auscultation Breath sounds (Rales / Rhonchi / wheezes / pleural friction rub) Chest expansion (Equal / unequal) Oxygen saturation (optional) ABG (optional) use of Anesthetics	
C I R C U L A T I O N	Chest pain, numbness Tingling Extremities	Heart rate Edema Bleeding Wound BP..... HB..... Peripheral pulse... Color-temperature Nail beds Capillary refill Lesion Lymph nodes	

ADL	Subjective data(report)	Objective data(exhibits)	Nursing diagnosis
H Y G I E N E	Skin- wound Mouth/teeth Dirty/odor/Teeth Hair, scalp	Clean / unclean / body odour Drainage / odour Dentures / Swallowing Halitosis / dental caries / any other Lice / dandruff / lesions / other	
EGO integrity	Clam. Anxious Sighs deeply	Calm / tensed / Anxious / relaxed Excited / dull / restless Fearful / nervous	

Remarks : Interpretation of above data

- Proposed nursing care plan.
- Discharge plan :

Signature of Nurse.

Date :

3] FORMATE FOR NURSING CARE PLAN

Name of the Patient _____

Age _____

Reg. No. _____

Sex _____

Bed No. _____

Dr's Unit _____

Ward no _____

Date & Time
Of Admission
Diagnosis :

Surgery & Date of surgery

Marks : 50

Assessment (12)		Nursing Diagnosis (3)	Goal (2)	Outcome Criteria (2)	Nursing Intervention (15)	Rationale (3)	Evaluation (3)
Subjective	Objective						

Nurses notes / Progress report of the patient – (10)

Signature of Nurse.

Date :

GUIDELINE FOR CLINICAL ASSESSMENT OF STUDENT

(FOUNDATIONS OF NURSING)

CLINICAL ASSESSMENT FORM

Students Name :-

Hospital :-

Group / Year :-

Unit / Ward :-

Students Number :-

From to

Max 100 marks

SN	PERFORMANCE CRITERIA	(5) Excellent	(4) very Good	(3) Good	(2) Satisfactory	(1) Poor	Remarks
	Nursing Process (75)						
I	Assessment and Nursing Diagnosis (15)						
1.1	Collects data accurately						
1.2	Identifies & Categorizes basic Needs of Patients						
1.3	Formulates Nursing Diagnosis						
II	Planning (15)						
2.1	Prioritizes patients needs						
2.2	Plans nursing action for each of need						
2.3	States rationale for nursing action						
III	Implementation (20)						
3.1	Implements nursing care Accurately and safely with in given time						
3.2	Applies scientific Principles						
3.3	Maintains safe and comfortable environment						
3.4	Gives health teaching as per plan to the patients / family						
IV	Evaluation (10)						
4.1	Evaluate patient's response to nursing care						
4.2	Reexamines & Modifies care plan						
V	Documentation (15)						
5.1	Records patient information accurately						
5.2	Report patient information accurately						
5.3	Maintains self up to date						

SN	PERFORMANCE CRITERIA	(5) Excellent	(4) very Good	(3) Good	(2) Satisfactory	(1) Poor	Remarks
	Professional Conduct – (25)						
VI	Uniform and Punctuality						
6.1	Always well groomed, neat & conscious about professional appearance						
6.2	Is always punctual in Clinical & completing assignments						
6.3	Readily accepts responsibility for own behavior & has initiative						
VII	Communication skills						
7.1	Establishes & Maintains effective working / communication relationship with patients and family						
7.2	Establishes good inter personal relationship with members of health team / supervisors / Teachers						
	Total Marks						

Comment / Remarks by Teacher / Supervisor:

Total marks 100

Total marks obtained

Signature of Teacher

Date :

Evaluation is seen and discuss by the student

Signature of student

Date of Sign

FOUNDATIONS OF NURSING

GUIDELINES FOR UNIVERSITY PRACTICAL AND ORAL EXAMINATION

INTERNAL EXAMINER

Maximum 50 marks

SN	NURSING PROCEDURE	Total marks	Marks allotted	Remarks
I	<i>Planning and Organizing</i>	10		
	1-Preparation – day	06		
	2-Environment	02		
	3-Preparation of patient	02		
II	<i>Execution of Procedure</i>	14		
	1-Applies scientific principles	06		
	2-Proficiency in skill	06		
	3-Ensures sequential order	02		
III	<i>Termination of procedure</i>	06		
	1-Makes patient comfortable	02		
	2-Reports & Records	02		
	3-After care of articles	02		
	TOTAL	30		
	VIVA			
	1-Knowledge related to Principles	06		
	2-Equipment & Articles	06		
	3-Medical & Surgical asepsis	04		
	4-Bandaging	04		
	TOTAL	20		

Date :-

Signature of the Internal Examiner

(Refer to examination section)

FOUNDATIONS OF NURSING
GUIDELINES FOR UNIVERSITY PRACTICAL AND ORAL EXAMINATION

EXTERNAL EXAMINER

Maximum 50 marks

	NURSING PROCESS	Total marks	Marks allotted	Remarks
1	Assessment	06		
2	Nursing Diagnosis	04		
3	Goal	02		
4	Outcome criteria	02		
5	Nursing intervention	06		
6	Rationale	04		
7	Evaluation	02		
8	Nurses notes	04		
	TOTAL	30		
	VIVA			
1	Knowledge of Drugs and Solutions	04		
2	Assessment data	06		
3	Dietary management	04		
4	Health education	06		
	TOTAL	20		

Date :-

Signature of the External Examiner

Refer – examination section

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES

FOUNDATIONS OF NURSING
PRACTICAL / ORAL MARK LIST

NAME OF THE EXAMINATION :

MONTH :-

YEAR :-

FIRST YEAR B.SC. NURSING:-

MARKS :-

SUBJECT :- NURSING FOUNDATION

PAPER :-

CENTRE :-

Seat No.	Internal examiner		External examiner		Grand Total
	Procedure	Viva voce	Nursing process	Viva voce	
	30	20	30	20	100

Signature of the Internal Examiner

Signature of the External Examiner



NURSING RESEARCH AND STATISTICS

Total Hours : Theory – 45 Hour
Practical – 30 Hours per Week

Course Description:

The course is designed to enable students to develop an understanding of basic concepts of research, research process and statistics and to enable them to conduct/participate in need based research studies in various settings. Further the students will be able to utilize the research findings to provide quality-nursing care.

Total marks – 100

Specific objectives: At the end of the course, the students will be able to:

1. Define the terms and concepts of nursing research.
2. Identify needs and scope of nursing research.
3. Define research problems.
4. Locate and list sources of literature review including operational definitions and conceptual framework.
5. Describe different approaches and research designs in nursing research.
6. Describe sample and sampling technique.
7. Develop tool for data collection.
8. Conduct pilot study to confirm reliability and validity of tool before data collection
9. To enumerate steps of data analysis and present data summary
10. Use descriptive and co- relational statistics in data analysis.
11. Conduct group project and write report.

Unit	Time (Hrs)	Learning Objectives	Content	Training Learning Activities	Assessment Methods
I	4	- Describe the concept of research, terms, need and areas of research in nursing. - Explain the steps of research process.	Research and research process - Introduction and need for nursing research. - Definition of Research & nursing research. - Steps of scientific method. - Characteristics of research. - Steps of research process -overview	- Lecture Discussion. - Narrate steps of research process followed from examples of published studies.	- Short answer - Objective type

Unit	Time (Hrs)	Learning Objectives	Content	Training Learning Activities	Assessment Methods
II	3	Identify and state the research problem and objectives	Research Problem/Question - Identification of problem area. & Problem statement. - Stating objectives of the research problem.	- Lecture Discussion. - Exercise on writing statement of problem and objectives <i>Each student selects a research problem</i>	- Short answer. - Objective type
III	3	Review the related literature	Review of Literature - Steps in review of literature - Identification of Publication - Keeping a record - Writing the review of literature - Writing of Bibliography	- Lecture Discussion - Exercise on reviewing one research report/ article for a selected research problem. - Prepare annotated bibliography(5)	- Short answer - Objective type
IV	4	Describe the research approaches and designs	Research approaches and designs - Historical, survey and experimental - Qualitative and Quantitative designs	- Lecture Discussion - Explain types of research approaches used from examples of published and unpublished research studies with rationale.	- Short answer - Objective type
V	8	- Explain the sampling process - Describe the methods of data collection - Developing and standardizing an instrument	Sampling and data collection - Definition of Population, Sample, Sampling criteria, factors influencing sampling process, types of sampling techniques. - Data collection Methods and instruments - Questionnaire, interview, records& reports and other techniques - Validity & Reliability of the instrument - Pilot Study	- Lecture Discussion <i>Prepare the tool in respect to the selected research problem.</i>	- Short answer - Objective type

Unit	Time (Hrs)	Learning Objectives	Content	Training Learning Activities	Assessment Methods
VI	15	- Explain the use of statistics, scales of measurement and graphical presentation of data - Describe the measures of central tendency and variability and methods of correlation	Introduction to statistics - Definition, use of statistics, scales of measurement - Frequency distribution and graphical presentation of data - Mean, Median, Mode, standard deviation - Normal probability and tests of significance - Coefficient of correlation - Inferential statistics and types - Statistical packages and its application	- Lecture, discussion - Practice on graphical presentations - Practice on computation of measures of central tendency, variability & correlation	- Short answer - Objective type
VII	4	Analyze, interpret and summarize the research data	Analysis of Data - Compilation, Tabulation - Classification, summarization, presentation, interpretation of data	- Lecture, discussion - Preparation of sample tables	- Short answer - Objective type
VIII	4	Communicate and utilize the research findings.	Communication and utilization of Research - Communication of research findings - Verbal report - Writing research report - Writing scientific article/ paper-Critical review of published research & Utilization of research findings	- Lecture, discussion - Writing group research project & presentation	- Short answer - Objective type - Assessment of group research Project

References

1. Polit, D.F. & Beck CT, Nursing Research, Principles and Methods, 7th ed, Lippincott Williams & Wilkins, Philadelphia, 2003.
2. Polit Dennis and Hunglar B P, Nursing research principles and methods, 6th edition Lippincott, Philadelphia, 1999.
3. Laura A. Talbot, Principles and practice of nursing research, Mosby St. Louis 1995.
4. Dorothy YB & Marie TH, Fundamentals of research in Nursing, 3rd ed, Jones & Bartlett Publishers, Boston, 2003.

5. Rao TB, Methods in Medical Research , 1st ed, Radha Rani Publishers, Guntur AP,2002.
6. Smith, P ResearchMindedness for Practice> An interactive approach for nursing and health care, Churchill livingstone, New York,1997
7. American Psychological Association publication manual.2001.
8. Mahajan Methods in Biostatistics.
9. Trece E.W. & Treece JW: Elements of Research in Nursing, 3rd ed The CV Mosby CompanySt, Louis1986 _

Evaluation

Scheme of internal Assessment of Theory: out of 25 marks			Weightage
S.N.	Theory Assessment	Marks	
1	Midterm	25	Average 15 marks
2	Prefinal	75	
	Group research project work	100	Average 10 marks
	Total	225	Average 25 marks

(Total marks obtained out of 125 to be converted in to 15 and out of 100 to be converted in to 10 and total out of 25 marks to be forwarded to the University towards internal assessment Theory)

Research Project:

Practical - 45 Hours (1 week)

Selecting and conducting small group research project (The number of students in a group should not exceed 10). Group project may be conducted in community setting during their clinical experience in community phase or during their clinical experience in the wards.

Group studies may include, studying existing health problems and practices, nursing procedures, health records and patient records etc.

INTRODUCTION TO NURSING RESEARCH AND STATISTICS

PRACTICAL EXPERIENCE GUIDELINE AND EVALUATION FOR

3rdBSc.Nursing

NURSING RESEARCH: "PROJECT"

Time Allotted Practical- 45 hrs.

Guideline for Research Project

I Aim: Student will identify the role of nurse in conducting research, writing research proposal based on scientific steps and will analyze the data using simple statistical methods. While conducting research project.

II Objectives: Preparing nursing research proposal

- 1) To get an opportunity to select topic or problem to formulate research proposal.
- 2) To follow the steps in research while writing research proposal and conducting project.
- 3) To differentiate and plan specific design in nursing research i.e. experimental and non-experimental including methodology.
- 4) To get an opportunity to frame/construct simple tool or questionnaire to collect data.
- 5) To follow the basic principles of data analysis including simple tables and statistical methods for proceedings and interpretation of data.
- 6) To be familiar to write research report to communicate the findings including bibliography, foot notes and future recommendations.
- 7) To present nursing research proposal as group activity.
- 8) Learns to use computers.

.III Guide line / check list to prepare / Nursing research proposal &project

- 1) Selection of research problem: Select your interest area of research, based on felt need, issues, social concern in nursing field.
 - a) State the problem, brief concise, clear.
 - b) State the purpose of selected study &topic
 - c) State objective of study/proposal/project.
 - d) State the hypothesis if necessary (optional).
 - e) Prepare conceptual framework based on operational definition (optional).
 - f) Write scope and delimitation of Research Proposal.

2) Organizing for Review of Literature

- a) It ad as in to needs to conduct Research project.
- b) To study related and relevant literature which helps to decide conceptual framework and research design to be selected for your study.
- c) To add specific books, bulletins, periodicals, reports, published and unpublished dissertations, encyclopedia, textbooks.
- d) Organize literature as per operational definition.
- e) To prepare summary table for review of literature.(Optional)

- 3) Research Methodology: To determine logical structure & methodology for research project
 - a) Decide and state approach of study i.e. experimental or non-experimental.
 - b) To define/find out variables to observe effects on decided items & procedure(optional)
 - c) To prepare simple tool or questionnaire or observational check list to collect data.
 - d) To determined sample and sampling method.
 - i) Mode of selection
 - ii) Criterias
 - iii) Size of sample
 - iv) Plan when, where and how data will be collected
 - e) To test validity of constructed tool (To check content in tool in relation to stated objectives) with experts / teachers opinion.
 - t) To check reliability by implementing tool before pilot study (10% of sample size)
 - g) To conduct pilot study by using constructed tool for 10% selected sample size.
- 4) Data Collection: To implement prepared tool
 - a) To implement constructed tool
 - b) Decide location
 - c) Time
 - d) Write additional information in separate exercise book to support inferences and interpretation.
- 5) Data analysis and processing presentation
 - a) Use appropriate method of statistical analysis i.e. frequency and percentage.
 - b) Use clear frequency tables, appropriate tables, graphs and figures.
 - c) Interpretation of data:
 - i) In relation to objectives
 - ii) Hypothesis(Optional)
 - iii) Variable of study or project(Optional)
 - iv) Writing concise report
- 6) Writing Research report
 - a) Aims:
 - i) To organize materials to write project report
 - ii) To make comprehensive full factual information
 - iii) To use appropriate language and style of writing
 - iv) To make authoritative documentation by checking footnotes, references & bibliography
 - v) To use computers.
 - b) Points to remember
 - a) Develop thinking to write research report.
 - b) Divide narration of nursing research report.
 - c) Use present tense and active voice
 - d) Minimize use of technical language
 - f) Use simple, straightforward, clear, concise language
 - g) Use visual aids in form of table, graphs, figures
 - h) Treat data confidentially
 - i) Review, rewrite if necessary

EVALUATION CRITERIA FOR PROJECT REPORT

Maximum Marks: 100

Sr. No.		Criteria	Rating					Remarks
			1	2	3	4	5	
I		Statement of the problem						
	1.	Significance of the problem selected						
	2.	Framing of title and objectives						
II		Literature Review						
	3.	Inclusion of related studies on the topic, and its relevance						
	4.	Operational definition						
III		Research Design						
	5.	Use of appropriate research design						
	6.	Usefulness of the research design to draw the inferences among stud variables /conclusion						
IV		Sampling design						
	7.	Identification and description of the target population						
	8.	Specification of the inclusion and exclusion criteria						
	9.	Adequate sample size justifying he study design to draw conclusions.						
V		Data Collection Procedure						
	10.	Preparation of appropriate tool						
	11.	Pilot study including validity and reliability of tool						
	12.	Use of appropriate procedure / method for data collection						
VI		Analysis of Data & Interpretation						
	13.	Clear and logical organization of the findings						
	14.	Clear presentation of the tables (Title, table & Column heading)						
	15.	Selection of appropriate statistical tests						

Sr. No.		Criteria	Rating					Remarks
			1	2	3	4	5	
VII		Ethical Aspects						
	16.	Use of appropriate consent process						
	17.	Use appropriate steps to maintain ethical aspects and principles (physical harm etc.)						
VIII		Interpretation of the findings						
	18.	Consistent and appropriate discussion of the Results						
IX		Conclusion						
	19.	Summary and recommendations for to Nursing Practice / Education / Administration						
X		Presentation / Report writing						
	20.	Organization of the project work including Language and style of presentation						
		Maximum marks						100
		Marks obtained						
		Marks sent to University						/ 50

Remarks by the Supervisor / Guide

Date:

Signature

Signature of the students Date

2018-2019

Subject – Food Production – I

Subject Code – HT 18 – 124111 (Core - 1)

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	4	7	60	30	40	20	150	2+2

Course Outcome:

Student will be able to

1. Develop knowledge & interest in basic Indian food production.
2. Know different equipment used in cooking.
3. Understand basic skills required in the food production department.

Ch I Introduction to cookery – Culinary history; Kitchen Brigade; Duties of kitchen staff; Inter departmental co-ordination; Personal Hygiene **(5 Hours)** **(10)**

Ch II Mise-en-place – Importance; Weights and volume equivalents; preparation of Ingredients; Methods of mixing food; Textures. **(7 Hours)** **(10)**

Ch III Methods of cooking food – Classification; Important features and principles of each method, advantages, disadvantages.

Methods of heat transfer – conduction, convection, radiation. **(10 Hours)** **(15)**

Ch IV Kitchen hand tools and equipments – Various hand tools used in kitchen, care, use and maintenance.

Use and maintenance of OTG, Mixer, Refrigerator, Cooking range. **(3 Hours)** **(10)**

Ch V Kitchen Hygiene-Importance;Basic rules to be followed,
HACCP System **(5 Hours)**

(1)

Practical:

Simple Indian and Continental three course menus

15 Indian Menus (1 Menu per practical and 2 Hours per practical)

Indian Menus: Rice / Bread
 Main Course
 Accompaniment
 Dessert

Continental Menus: Soup / Starter
 Main Course
 Accompaniment
 Dessert (Hot/Cold)

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip (Vol. 1)
3. Modern Cookery- Thangam E Phillip (Vol. 2)

Subject - Food & Beverage Service I
Subject Code HT-18-124112 (Core – 2)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
2	1	2	5	60	30	40	20	150
								2+1

Course Objective:

1. To get the basic knowledge of Food and beverage service.
2. To know the various Food and beverage outlets.
3. To know the various equipments used in the Food and beverage outlets.
4. To identify different types of services used in Food and beverage outlets.
5. To develop a Professional Service Personnel.

Ch I Food & Beverage Service Industry (2 hours) (05)

- 1.1 Introduction
- 1.2 Classification of Catering Establishments (Commercial & Non-Commercial)

Ch II Food and Beverage Service Outlets (8 hours) (15)

- 2.1 Introduction to Food & Beverage Operations (Types of F & B Outlets)
- 2.2 Bars, Banquets, Snack Bars, Business Centers, Discotheques & Night Clubs.
- 2.3 Room service, Restaurants, Coffee shops, Executive Lounges,
- 2.4 Auxiliary areas – Still room, silver room and hot plate.

Ch III Food and Beverage Service Equipment (5 hours) (10)

- 3.1 Types and usage of equipment's, Furniture, Silverware, Glassware, linen,
- 3.2 Special equipments.
- 3.3 Disposables, its Advantages and Disadvantages.
- 3.4 Vending Machine, Various drink Dispensers, Optic measures.

Ch IV Food and Beverage Service Personnel (8 hours) (08)

- 4.1 Personal Hygiene & grooming – in respect of Food Handlers
- 4.2 Attitude and attributes of F & B personnel
- 4.3 Interdepartmental coordination.

Ch V Food and Beverage Service Methods (5 hours) (10)

- 5.1 Table service, silver service, English service, Butler service, French, Russian, American service.
- 5.2 Self-Service- Cafeteria, Echelon, Free Flow and Supermarket
- 5.3 Assisted Service- Buffets, Carvery.
- 5.4 Single point service.
- 5.5 Introduction to Specialized service- Gueridon, lounge, Trolley

Ch VI Indian Menu Planning (6 hours) (12)

- 6.1 Menu planning
- 6.2 Popular dishes
- 6.3 Accompaniments
- 6.4 Cyclic menu
- 6.5 Institutional and Industrial menu

Assignments:

1. List down at least five Fine dine restaurants and report in brief along with photographs.
2. List in Detail any five suppliers for Food and Beverage equipment.
3. Collect at least 2 menu each of – Indian Restaurant , Institutional and industrial canteen
4. Write a report on any one Indian Specialty Restaurant with Photographs.
5. Plan an Indian menu for a restaurant.

Practical:

1. Grooming standards of Food and Beverage Personnel.
2. Mise en place, mise en scene
3. Identification of equipment- Glassware and cutlery.
4. Identification of equipment- Crockery, Linen and Furniture.

5. Organizing sideboard
6. Laying and relaying of Table cloth
7. Napkin folds
8. Laying cover - Indian
9. Carrying tray / salver and Service of water
10. Handling service gear
11. Indian menu planning and basic service
12. Snack service, platter service
13. Any relevant demonstrations and field visits for the same
14. Mock Practical's
15. Revision

Reference Books

1. John Cousins Dennis Lilli crape – Food and Beverage Service
2. Food & Beverage Service Training Manual – Sudhir Andrews,

Subject – Housekeeping – I
Subject Code – HT-18-124113 (Core – 3)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total hrs /week	External Ma		Internal Marks		Total Marks
				TH	PR	TH	PR	TH+PR
2	1	2	5	60	30	40	20	150

Course Outcome:

60 Marks

Student will be able to:-

1. Develop knowledge & interest in House Keeping's basic practices.
2. Know different equipment used in House Keeping
3. Understand basic skills required in the House Keeping department.

Chapter 1 Introduction to House Keeping

(12)

- 1.1 Importance & Functions of Housekeeping
- 1.2 Role of Housekeeping- Guest satisfaction and repeat business
- 1.3 House Keeping Areas – Front-of-the-house and Back of-the-house areas, Guest Rooms, Public Areas, Maids Room, Indoor and Outdoor Areas

Chapter 2 Co-ordination with other Departments

(12)

Departments like Front Office, Engineering, F & B, Kitchen, Security, Purchase, HRD, Accounts.

Chapter 3 Layout of House Keeping Department

(12)

Sections of the housekeeping department, their functions and layout

Chapter 4 Organization of Housekeeping Department

(12)

- 4.1 Hierarchy in star hotels
- 4.2 Attributes of staff.
- 4.3 Job Descriptions and Job Specifications of each position

Chapter 5 Cleaning Equipment

(06)

5.1 Classification, use, care & maintenance

5.2 Selection & purchase criteria

Chapter 6 Cleaning Agents

(06)

6.1 Classification, use, care and storage

6.2 Distribution & Control

6.3 Selection Criteria

Note: Glossary of Terms

Students should be familiar with the glossary of terms pertaining to above mentioned topics

Practicals:

1. Introduction to the Housekeeping department
2. Introduction to Guest Room and supplies & placement
3. Sweeping and Mopping – dry, wet.
4. Polishing of Laminated surfaces.
5. Polishing of Brass Articles.
6. Polishing of EPNS articles.
7. Polishing of Copper articles.
8. Cleaning of Glass surfaces.
9. Cleaning of oil painted and wooden surfaces
10. Cleaning of plastic painted surfaces.
11. Vacuum Cleaning
12. Bed making

Reference Books:

1. Housekeeping Training Manual - Sudhir Andrews
2. Hotel, Hostel & Hospital Housekeeping – Branson & Lennox

Subject – Front Office - I
Subject Code – HT-18-124114 (Core – 4)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Chapter 1 Introduction to Hospitality Industry (4 Hours) (12)

- 1.1 The term ‘Hotel’, evolution & development of hospitality industry and tourism, famous hotels worldwide.
- 1.2 Classification of hotels. (Based on various categories like size, location, clientele, length of stay, facilities, ownership)
- 1.3 Organizational chart of hotels (Large, Medium, Small)

Chapter 2 Front Office Department (6 Hours) (12)

- 2.1 Sections and layout of Front Office
- 2.2 Organizational chart of front office department (small, medium and large hotels)
- 2.3 Duties and responsibilities of various staff.
- 2.4 Attributes of front office personnel
- 2.5 Co-ordination of front office with other departments of the hotel
- 2.6 Equipments used (Manual and Automated)

Chapter 3 Room Types & Tariffs (5 Hours) (12)

- 3.1 Types of rooms.
- 3.2 Meal plans.
- 3.3 Types of room rates. (Rack, FIT, crew, group, corporate, weekend etc.)

Chapter 4 Role of Front Office (6 Hours) (12)

- 4.1 Key control and key handling procedures
- 4.2 Mail and message handling
- 4.3 Paging and luggage handling

4.4 Rules of the house [for guest and staff]

4.5 Black list

4.6 Bell Desk and Concierge

Chapter 5 Reservation (9 Hours)

(12)

5.1 Importance of guest cycle (Various stages, sectional Staff in contact during each stage)

5.2 Modes and sources of reservation.

5.3 Procedure for taking reservations (Reservation form, Conventional chart, density chart, booking diary with their detailed working and formats)

5.4 Computerized system (CRS, Instant reservations)

5.5 Types of reservation (guaranteed, confirmed, groups, FIT)

5.6 Procedure for amendments, cancellation and overbooking.

Note: Glossary of Terms

Students should be familiar with the glossary of terms

Pertaining to above mentioned topics

Practicals:

1. Building Telephone skills.
2. Understanding the uses of standard Telephone phrases.
3. Standard phrases for guest contact.
4. Role play for handling room keys (issuing, receiving, missing keys, computerized key cards).
5. Handling of guest messages (Internal & External) and paging for guests.
6. Handling of guest mails for resident guests.
7. Rules of the house for the staff and the guests.
8. Dealing with guest enquiries.
9. Wake-up call procedure.
10. Left luggage procedure.
11. Handling a reservation request over telephone (Information giving)
12. Filling of advance letting Chart.
13. Filling of Density Chart.
14. Taking down a reservation.
15. How to handle overbooking.

Reference Books:-

1. Check-in – Checkout (Jerome Vallen)
2. Hotel front Office Training Manual. (Sudhir Andrews)
3. Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J. Huyton)
4. Hotel Front Office (Bruce Braham)
5. Managing Front Office Operations(Michael Kasavana, Charles Steadmon)
6. Front Office Procedures and Management(Peter Abbott)
7. Front Office operations/Accommodations Operations(Colin Dix)
8. Front Office Operation and Administration (Dennis Foster)

Suggested Assignments:

1. Countries, Capitals, and Currencies
2. Different airlines with their codes world wide
3. Metro cities information [Location, shopping facilities, restaurants, places of interest historical monuments, etc--]
4. Beaches in India

Subject – Travel and Tourism - I

Subject Code – HT 18- 124115

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
3	1	4	60	-	40	100	3

Course Outcome:

Student will be able to

1. Understand Tourism Concept
2. Develop knowledge and interest in Tourism sector
3. Understand types of Tourisms

Ch I Introduction to Tourism industry (9 Hours) (15)

- The meaning of Tourism
- The tourism industry & brief history of tourism
- Significance of tourism
- The tourism System
- 5 ‘A’s of Tourism

Ch II Types of Tourism (15 Hours) (15)

- Purpose of tourism
- Travel Motivators
- Leisure or holiday tourism
- VFR

Ch III Forms and Types of Tourism (9 Hours) (15)

- Cultural and Social tourism
- Eco Tourism
- Alternative tourism
- Convention tourism etc.

- Sports Tourism
- Religious tourism
- Business Tourism
- Health Tourism

Ch IV Tourism Infrastructure (12 Hours)

(15)

- Definition
- Accommodation
- Food and Beverage
- Attractions
- Telecommunication
- Essential Services
- Other Services.

Assignments:

Handicraft, Costumes, Textiles of India

Arts, Music, Dances of India

Festivals and Fairs

Cuisine and customs of India.

Subject – Food Commodities

Subject Code – HT 18-124116

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	1	3	60	-	40	100	2

Course Outcome:

Student will be able to

1. Understand importance of commodities in cooking.
2. Develop knowledge of manufacturing of different food products.
3. Have basic knowledge about varieties of product in same category.

Ch I Vegetables and Fruits – Classification, Storages and Uses (3 Hours) (10)

Ch II Cereals and Pulses (5 Hours) (05)

Wheat – composition & structure; types of flour

Rice – Types of rice and rice products

Pulses – Types & cooking

Ch III Fats and Oils (2 Hours) (05)

Sources & Types; Classification, Uses, hydrogenation; rendering of Fats Factors causing rancidity

Ch IV Sugar – Sources, types, uses, storage (2 Hours) (05)

Ch VI Eggs – composition, structure, uses, storage (3 Hours) (05)

Ch V Cheese – Process, Types, Storage (05)

Ch VII Milk – composition, types, uses (2 Hours) (05)

Ch VIII Butter – manufacturing, types, uses (1 Hours) (05)

Ch IX Cream – types, uses (1 Hours) (05)

Ch X Herbs, Spices & Condiments – Definition, functions, uses (2 Hours) (05)

Ch XI Tea and Coffee (6 Hours) (05)

Coffee – Types of bean, Types of coffee, Classification, Process, Uses, Storage

Tea – Types of tea, Classification, Process, Uses, Storage

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip (Vol. 1)
3. Food Commodities – Bernard Davis
4. Professional Cooking – Wayne Gisslen
5. Cookery – Geeta Singh (Fats and Oils)

Subject – Communication Skills

Subject Code – HT 18-124117

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	1	3	60	-	40	100	2

Course Outcome: The student will be able to (60 Marks)

1. Understand effective listening strategies.
2. Communication effectiveness.
3. Issue in structure during briefing and business ethics in communication

Ch 1 Communication (7 Hours) (10)

- Process and elements of communication
- Barriers to effective communication
- Types of communication & its advantages and disadvantages.

Ch 2 Presentation Skills (3 Hours) (08)

- Concept and importance
- Making PPT
- Speech
- Grooming for presentation

Ch 3 Listening (3 Hours) (04)

- Concept and importance
- Poor Listening'
- Good Listening

Ch 4 Time Management (7 Hours) (08)

- Definition and properties
- Time planning process
- Time management

Ch 5 Memory (5 Hours)**(10)**

- Types of memory
- Memory Model
- Organization of knowledge

Ch 6 Written Communication (5 Hours)**(20)**

- Comprehension
- Formal letter
- Memo
- Notice

Subject – Food Production - II
Subject Code – HT 18-124211 (Core - 1)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150
								2+2

Course Outcome:

1. To prepare the students for basic continental cooking concepts.
2. To inculcate in students, sound knowledge of the principles of Food Production.
3. To use the basic techniques of European cooking effectively and efficiently.

Ch I Stocks; (3 Hours) (10)

Definition; Ingredients in stock making; functions of stock;

Rules of stock making; Recipes of 1 lit of white, brown, fish & vegetable stock. Storage of stocks; Essences & glazes

Ch II Soups (4 Hours) (10)

Classification of soups with examples

1 liter recipe of consommé

Garnishes & Accompaniments of soup

Ch III Sauces (5 Hours) (10)

Definition; Classification; Function

1 liter recipe of Mother sauces with 5 derivatives each

Examples of butter, dessert & miscellaneous sauces

Ch IV Hors D'ouvres & Appetizers (4 Hours) (10)

Introduction; Types; Definition; Uses; Composition

Ch V Salad and Salad dressings (5 Hours) (05)

Definition; Parts of Salad; Classification of salad with examples;
Definition of salad dressing; Types of salad dressings & ingredients used

Ch VI Food Storage (5 Hours) (05)

Principles, Types, Temperature, Operating practices, Storage of Specific foods

Ch VII Western Culinary terms pertaining to the above mentioned syllabus. (4 Hours) (10)

Practical:

16 Continental Menus of 3 course each

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip
3. Practical Cookery – Foskett David
4. Cookery – Geeta Singh (Ch VI)
5. Food Production Operations and Management (Vol I) – Gulshan Soni (Ch IV)

Food & Beverage Service II
Subject Code HT-18-124212 (Core – 2)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
2	1	2	5	60	30	40	20	150
								2+1

Course Objective:

1. To understand the types of meals served in a day.
2. To know the French Classical menu
3. To understand the non alcoholic beverages.
4. To understand the service and menus offered at QSR.
5. To know the different billing methods used at hotels

Ch I Types of meals (6 hours) (12)

- 1.1 Breakfast
- 1.2 Brunch, Lunch
- 1.3 Hi Tea, Afternoon Tea.
- 1.4 Dinner, Supper

Ch II French Classical Menu (8 hours) (17)

- 2.1 Introduction
- 2.2 Types –Ala Carte & Table d' hote
- 2.3 Menu Planning, considerations and constraints
- 2.4 Menu Terms.
- 2.5 Classical French Menu.
- 2.6 Classical Food & its Accompaniments with Cover

Ch III Fast Food Menu and Service (4 hours) (08)

- 3.1 Kiosks
- 3.2 Food Trucks
- 3.3 QSR.

Ch IV Salads, Sandwich, Health Shakes & Smoothies (5 hours) (10)

- 4.1 Definition and Types
- 4.3 Special Service Equipments
- 4.2 Service methods

Ch V Non-alcoholic Beverages. (3 hours) (05)

- 5.1 Classification
- 5.2 Hot Beverages – Types, Service
- 5.3 Cold Beverages – Types, Service
- 5.4 Brands

Ch VI Control methods. (4 hours) (08)

- 6.1 Necessity and functions of a control system,
- 6.2 POS, Use of TABS
- 6.3 Billing methods
- 6.4 Flow chart of KOT
- 6.5 Presentation of bill.

Note: Students should be familiar with the glossary terms pertaining to above mentioned topics.

Suggested Assignments:

1. Plan Continental Breakfast Menus and English breakfast menu
2. Make list of brands for non-alcoholic beverages.
3. Visit & understanding of QSR and food truck Operations.
4. Preparation of QSR menu
5. List down at least five Quick service restaurants, their menu and report in brief along with photographs.
6. Preparation of menu for Brunch, Hi tea and mid night meal.

Practical:

1. Breakfast service in – Room service, Banquets, Coffee shops.
2. English Breakfast Service and Setup
3. Continental Breakfast Service and Setup

4. Afternoon Tea Service and Setup
5. High tea Service and Setup
6. French Classical Hors-d oeuvre
7. French Menu Planning- Four Course Menu
8. French Menu Planning- Five Course Menu
9. French Menu Planning- Six Course Menu.
10. Service of tea / coffee
11. Service of Nonalcoholic beverages
12. Making of smoothies , Coffees , Teas and health shakes and its service
13. Software applications at Food and Beverage Service Department
14. Any relevant demonstrations and field visits for the same
15. Mock Practical's

Reference Books

1. John Cousins Dennis Lilli crape – Food and Beverage Service.
2. Food & Beverage Service Training Manual – Sudhir Andrews.

Subject – Housekeeping – II
Subject Code – HT-18-124213 (Core – 3)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course Outcome: (60 Marks)

1. The subject aims to establish the importance of House Keeping and its role in the hospitality Industry.
2. To prepare the student to acquire basic knowledge and skills necessary for different tasks and aspects of housekeeping.

Chapter 1 Cleaning Routine of Housekeeping Department (10)

- 1.1 General principles of cleaning
- 1.2 Work routine for floor supervisors and chamber maids

Chapter 2 Cleaning Routine of Guest Rooms (10)

- 2.1 Daily cleaning of occupied, departure, vacant, Under Repair & VIP rooms
- 2.2 Evening service & second service procedures.
- 2.3 Weekly / Periodic cleaning – Special cleaning tasks to be carried out.
- 2.4 Spring Cleaning procedures

Chapter 3 Cleaning Routine of Public Areas (10)

- 3.1 Areas to be maintained
- 3.2 Daily, weekly and spring-cleaning Procedures for various Public Areas such as Lobby / Lounge, Restaurants, Bar, Banquet Halls, Swimming Pool, Elevators and Staircase & corridors.

Chapter 4 Lost and Found Procedure (05)

- 4.1 Procedure for Guest articles
- 4.2 Records maintained

Chapter 5 Control Desk (10)

5.1 Importance of Control Desk

5.2 Records maintained

5.3 Functions performed by C.D.

Chapter 6 Key Control (10)

6.1 Computerized keys/key cards

6.2 Manual keys

6.3 Key Control Procedures

Chapter 7 Housekeeping Supervision (05)

7.1 Importance of supervision

7.2 Inspection records – Preparing Checklist for various areas

7.3 Dirty Dozen

Note: Glossary of Terms

Students should be familiar with the glossary of terms pertaining to above-mentioned topics

PRACTICALS:

1. Bed making practice practical.
2. Cleaning routine of Public Areas - Guest Floor, Corridors, etc.
3. Cleaning routine of Public Areas - Restaurants and bar.
4. Cleaning Routine of Public areas – Banquet Halls.
5. Cleaning routine of Public Areas – Lobby, staircase, cloak room
6. Cleaning of elevators, swimming pool, club & sauna.
7. Cleaning procedure for an occupied room and bathroom.
8. Room cleaning procedure for vacant room.
9. Cleaning procedure for Departure room.
10. Room cleaning & servicing at VIP room.
11. Cleaning procedure of bathrooms.
12. Spring cleaning procedure.
13. Housekeeping supervisor.
14. Importance of Housekeeping desk control.

15. Housekeeping desk control formats.
16. Key control procedure.
17. Inspection checklist of guest room and bathroom.
18. Daily Cleaning of Guest rooms –, occupied and vacant

Reference Books:

1. Housekeeping Training Manual – Sudhir Andrews
2. Hotel, Hostel & Hospital Housekeeping – Brenscon & Lanex

Subject – Front Office – II
Subject Code – HT-18-124214 (Core – 4)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Chapter 1 Pre-Arrival Procedures (10)

- 1.1 Pre arrival activities (Preparing an arrival list, notification etc)
- 1.2 Procedure for VIP arrival.
- 1.3 Procedure for group arrival (special arrangements, meal coupons, etc)

Chapter 2 Guest Arrival (10)

- 2.1 Types of registration. (Register, Loose Leaf, Registration Cards)
- 2.2 Receiving guests.
- 2.3 Arrival procedure for various categories of guests
(Foreigners along with C-forms, FITs- walk-in, with confirmed reservation)
- 2.4 Notification of guest arrival.
- 2.5 Criteria for taking advance. (Walk-ins, Scanty Baggage etc.)

Chapter 3 Guest Stay (10)

- 3.1 Rooming a guest (introduction to the hotel facilities, orientation of the room)
- 3.2 Procedure for room change
- 3.3 Safe deposit procedure.
- 3.4 Assisting guest with all possible information and
Help (medical etc.)

Chapter 4 Basic Information (Travel& Tourism) (10)

- 4.1 Role of a Travel Agent
- 4.2 Passport (concept and types)
- 4.3 Visa (concept and types)
- 4.4 Rules regarding customs, foreign exchange etc.

Chapter 5 Guest Departure (10)

- 5.1 Departure notification
- 5.2 Task performed at bell desk, cashier /reception.
- 5.3 Express check outs
- 5.4 Late check outs and charges.

Chapter 6 Methods of Payment (10)

- 6.1 Credit card handling
- 6.2 Traveler cheques, Personal checks
- 6.3 Handling cash Indian, Foreign currency
- 6.4 Other methods of payment [Travel agent, Bill to Company etc--]

Note: Glossary of Terms

Students should be familiar with the glossary of terms

Pertaining to above mentioned topics

Practicals:

- 1. Registration procedure.
- 2. Registration procedure for guest with reservation.
- 3. Registration of Walk-in.
- 4. VIP Registration procedure.
- 5. Registration of group / Group check-in.
- 6. Registration procedure of foreigner guest.
- 7. Registration procedure of scanty baggage guest.

8. Registration procedure of guest in fully automated hotel.
9. Handling of guest enquires at GRE desk.
10. Different modes of payments – Cash settlement.
11. Mode of payments – credit settlement.
12. Mode of payments – Foreign exchange.
13. Mode of payments – Traveller cheque.
14. Mode of payments – Bill to company.
15. Mode of payments – Travel Voucher.
16. Guest departure / Check-out procedure.

Assignments:

1. Wild life sanctuaries
2. Collection of information Regarding International chain of hotels

Reference Books

1. Hotel front Office Training Manual. (Sudhir Andrews)
2. Principles of Hotel Front Office Operations (sue Baker, P. Bradley, J. Huyton)
3. Hotel Front Office (Bruce Braham)
4. Managing Front Office Operations - Michael Kasavana, Charles Steadmon
5. Check in Checkout- Jerome Vallen
6. Front Office Procedures and Management -Peter Abbott)
7. Front Office operations/Accommodations Operations -Colin Dix
8. Front Office Operation and Administration (Dennis Foster)

Subject – Travel and Tourism - II
Subject Code – HT-18- 124215 (Allied Subject)

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
3	1	4	60	---	40	100	3

Course Outcome:

1. To understand important International Tourist zones.
2. To understand the geography and Travel Planning.
3. To evaluate impact of tourism.

Ch I Tourist Transport (11 Hrs) (15)

- Air Transport
- Road Transport
- Rail Transport
- Water transport
- Transport as an attraction

Ch II Tourism Organization (11 Hours) (15)

- Need for tourism organization
- International Organization
- Government organization in India
- Private sector organizations in India
- Non-Government organization
- Other important tourism organizations

Ch III the travel agent and the tour operator (10 Hours) (15)

- Function & Types of Travel agencies
- Setting up a travel agency
- Source of Income for travel agency

- Function and types of tour operator
- Package tours and types
- Guides and escorts

Ch V Travel Formalities and regulations (13 Hours)

(15)

- Passport
- Visa
- Health regulation for international travel
- Special permits for restricted areas
- Custom regulations
- Immigration and Emigration
- Taxes paid by travelers
- Travel Insurance

Subject: Development of Generic Skills
Subject Code: HT18-124216 (Presentation Skills)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
-	-	4	4	-	30	20	50	2

Practicals

- Practical no.1 Communication skills exercise – extempore
- Practical no.2 Listening skills – note making / give a speech
- Practical no.3 Body language exercises
- Practical no.4 Time management questionnaire and discussion
- Practical no.5 Problem solving and decision making – case studies
- Practical no.6 Creativity – paper clip test
- Practical no.7 Stress management – group discussion personality analysis of a famous figure
- Practical no.8 Memory – memory game / read chapter of a book / screening of a movie
- Practical no.9 review of a book / Review of a movie
- Practical no.10 Goal setting – exercise on goals steps strategy and desires in life to goal setting
- Practical no.11 Perception and judgment debate / group discussion on topic related to perception.
- Practical no.12 Relaxation – guest lecture on learning on relaxation techniques / demo breathing techniques
- Practical no.13 Situation handling on assertiveness how to say no.
- Practical no.14 Team building activity
- Practical no.15 Public speaking skills
Extempore / group discussion
- Practical no.16 SWOT analysis of self / situation / case study

Practical no.17 Risk management

Guest lecture on risk management

Practical no.18 Exercise on Emotional intelligence topic

Subject –French

Subject Code: HT 18-124217 (Language / Computational Skills)

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	1	3	60	---	40	100	2

Course Outcome:

1. To create awareness about the importance of French in the hotel operations.
2. To acquire the correct pronunciation of French terminology.
3. To use standard phrases in French in hotel operations.

Ch I Verbs – er; ir; oir; re: present tense (6Hours) (Nil)

Conjugations

Ch II Articles (2 Hours)
definite; indefinite, contracted; partitive (Nil)

Ch III Adjectives (2 Hours)
colour; size, shape; qualifying adjectives; possessive adjectives (10)

Ch IV Vocabulary (6Hours)
fruits; vegetables; fish; meat; Basic vocabulary in day to day use. (10)

Ch V singular plural(2Hours)
singular, plural of nouns and adjectives. (05)

Ch VI Self introduction in French (2 Hours) (05)

Ch VII Translations – (3Hours) (10)
French to English

Ch VIII Vocabulary (4 Hours).
Hotel rooms; Restaurant; Reception, Kitchen; Seasons, days, months (10)

Ch IX Expression of time, cardinal and ordinal numbers. (10)
(Hours 3)

Subject: Food Production III
Subject Code: HT 18- 124311 (Core - 1)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150
								2+2

Course Objective:

Student will be able to

1. Develop knowledge about Quantity food cooking.
2. Know different types of institutional catering operations in detail.
3. Understand basic necessities required in the planning a kitchen facility.

Ch I Quantity Food Equipments (4 Hours) (06)

Classification

Use

Care

Maintenance

Selection Criteria

Ch II Kitchen Layout Design (4 Hours) (06)

Factors affecting kitchen design

Principles of kitchen layout

Types of kitchen layout

Ch III Introduction to Industrial & institutional catering (4 Hours) (06)

Hospital, School, College

Importance of industrial catering

Ch IV Standard Recipe (4 Hours) (06)

Definition

Uses

Limitations

Ch V Menu Planning (4 Hours) (06)

Principles of menu planning

Types of menus

Ch VI Meat Cookery – Chicken, Beef meat (3 Hours) (10)

Composition & Structure of meat

Selection criteria for Chicken, Beef & Meat

Factors affecting quality of meat

Cooking of meat

Cuts of lamb, Pork, Beef, Veal & their uses in cookery

Offals

Ch VII Fish & Sea food (3 Hours) (10)

Introduction, Classification, Cuts, Selection, Storage

Ch VIII Regional Cooking (3 Hours) (10)

Cooking from different states with reference to

Geographical Location

Historical Background

Seasonal availability

Special equipment used

Cuisines of following states are recommended:

▪ Maharashtrian	▪ Rajasthani
▪ Gujrathi	▪ Kashmiri
▪ Goan	▪ Lucknowi
▪ Bengali	▪ Kerala
▪ Punjabi	▪ Tamil Nadu
▪ Karnataka	▪ Hyderabad

Culinary Terms related to above cuisines

Practical:

12 – Indian menus of 5 course each

8 – Continental menus of 4 course each

4 – Snacks menu comprising of 3 items each

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip
3. Prasad- Cooking with Indian Masters

Food & Beverage Service III
Subject Code HT-18-124312 (Core – 2)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
2	1	2	5	60	30	40	20	150
								2+1

Course Objective:

1. To understand the classification of Alcoholic beverages.
2. To know about the service and production of wine.
3. To know about the service and production of Aperitif.
4. To know about the service and production of beer.
5. To know about the service and production of Cigar and Cigarettes.

Chapter 1. Classification of alcoholic Beverages (2 hrs) (05)

- 1.1 Introduction
- 1.2 Classification
- 1.3 Examples

Chapter 2. Production of Wines (8 hrs) (15)

- 2.1 Introduction.
- 2.2 Classification of wines.
- 2.3 Wine region and Types of wine.
- 2.4 Manufacturing of wines.
- 2.5 Brands of wines.

Chapter 3. Service of Wine (5 hrs) (10)

- 3.1 Food and wine harmony
- 3.2 Wine glasses and equipments
- 3.3 Storage
- 3.4 Service of wines

Chapter 4. Aperitifs (5 hrs) (07)

- 4.1 Introduction
- 4.2 Types – wine and spirit based
- 4.3 Service procedure

Chapter 5. Beers (5 hrs) (10)

- 5.1 Introduction
- 5.2 Production of beer
- 5.3 Types of beer
- 5.4 Service of beer
- 5.5 Other fermented and brewed beverages
- 5.6 Brands: Indian and International

Chapter 6. Tobacco (4 hrs) (08)

- 6.1 Introduction, types.
- 6.2 Types of Cigar –Parts and manufacturing.
- 6.3 Sizes and strengths of Cigar.
- 6.4 Brands and Service Procedure for Cigar.
- 6.5 Cigarette – Manufacturing, brands and service procedure

Chapter 7. Beverage Terminology (1 hr) (05)

Note: Students should be familiar with the glossary terms pertaining to above mentioned topics.

Suggested Assignments:

1. To prepare a List of wine equipment with details and pictures
2. Prepare beverage menu of wines, aperitif and beers.
3. Collect International wine labels.
4. List down at least 2 Breweries and report in brief along with photographs.
5. To prepare a list of 5 cigar and cigarette brands with details and picture.

Practical:

1. Classification chart of alcoholic beverages.
2. Classification chart of wines
3. Identification of wine bottles, reading wine label and wine glasses
4. Identification of equipments required for service of wine
5. Wine Tasting Procedure.
6. Pairing of Food & Wines.
7. Service of Wine – Red and Rose wine.
8. Service of Wine – White and Sparkling wine.
9. Identification of Beer, beer glasses and equipments required.
10. Service of Beer – Bottle, Can and Draught.
11. Service of cigars and Brands of Cigar
12. Service of cigarettes.
13. Any relevant demonstrations and field visits for the same.
14. Mock Practical's
15. Revision

Reference Books:

- Food and Beverage Service – Dennis Lillicrap and John Cousins
- Textbook of Food & Beverage Management- Sudhir Andrews

Subject – Housekeeping - III
Subject Code – HT-18-124313 (Core – 3)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course Outcome:

(60 Marks)

1. To understand the concept of Contract cleaning.
2. To learn the safety and security process for related to Housekeeping routine work.
3. To know the characteristics and uses of fabrics used in Hotel Industry.
4. To understand the work process for in-house Laundry at hotel.

Chapter 1 Contract Cleaning

(12)

- 1.1 Definition, Concept
- 1.2 Jobs given on contract by Housekeeping
- 1.3 Advantages & Disadvantages

Chapter 2 Safety & Security Processes

(12)

- 2.1 Safety of Guest Property, Hotel Property
- 2.2 E's of Safety
- 2.3 Prevention of accidents
- 2.4 Role & Procedures adopted by the Security Department.
- 2.5 Gadgets used in hotels for safety and security

Chapter 3 Textiles

(12)

- 3.1 Classification of fibers with examples
- 3.2 Methods of fabric construction
- 3.3 Characteristics of fabrics used in Hotel Industry- for uniforms, Bed linen, Restaurant linen, Bath linen , Upholstery and furnishings
- 3.4 Criteria for Selection of- Bed Linen and bath linen

Chapter 4 Laundry Management (14)

- 4.1 Layout
- 4.2 Laundry Equipments
- 4.3 Laundry flow process - Guest, House, Contract
- 4.4 Stains and Stain removal techniques
- 4.5 Dry-cleaning
- 4.6 In-house laundry v/s Contract Laundry: Merits & Demerits

Chapter 5 Linen & Uniform room (10)

- 5.1 Layout of Linen Room
- 5.3 Classification of Bed, Bath, & Restaurant Linen
- 5.4 Sizes of Linen
- 5.6 Linen Control – Linen Inventory
- 5.7 Par stock, Linen Coverage
- 5.8 Discard management

Note: Glossary of Terms

Students should be familiar with the glossary of terms pertaining to above-mentioned topics

Practicals

1. Hemming & Chain stitch Monogramming.
2. Hemming & Satin stitch Monogramming.
3. Back stitch, Split, Stem + Blanket Stitches.
4. Closed fly knot, French knot.
5. Herring Bone, feather, lazy daisy stitch.
6. Long Daisy, double Herring bone, Bullion stitch.
7. Double chain stitch + Braid stitch.
8. Laced Running stitch / closed running stitch.
9. Tulip, Coral, cross, Rose stitch.
10. Darning & washing and starching of serviettes.
11. Fixing hook, Loop, Buckle + Button.
12. Stain Removal (Part I)

13. Stain Removal (Part II)
14. Weaves – plain & Twill.
15. Weaves – Satin & Sateen.
16. Weaves – Basket + Figured.

Reference Books:

1. Fibers & Fabrics – Brenda Piper
2. Housekeeping Operations – Robert Martin
3. Housekeeping Management – Matt A. Casado (Wiley)

Subject – Front Office – III
Subject Code – HT-18-124314 (Core – 4)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Chapter 1 Front Office Accounting (10)

- 1.1. Accounting fundamentals (types of accounts, ledger, folios, vouchers)
- 1.2. Record keeping system (non automated, semi automated and fully automated)
- 1.3. Credit Monitoring and Charge Privileges
- 1.4. Cash sheet

Chapter 2 Calculation of various Statistical data using (10)

Formulae & exercises on: (ARR, Room occupancy %, Double Occupancy%, Foreign Occupancy %, Local Occupancy %, House count)

Chapter 3 Reports (10)

Night Receptionist Report, No-Shows & Cancellations Report / Sources of Business Report. / Discrepancy Report

Chapter 4 Guest Relations (10)

- 4.1 Hospitality Desk
- 4.2 Functions and role
- 4.3 Maintenance of records like guest history card etc)
- 4.4 Special personalit for a Guest Relations Executive

Chapter 5 Situation Handling (10)

- 5.1 Complaint handling procedure
- 5.2 Dealing with unusual situations(Death, Theft, Fire, Bomb-Scare etc)

Practical's y traits

1. Situations for the following instances:
 - 1.1 posting charges in guest folio
 - 1.2. Practical applications of Credit Monitoring
 - 1.3. Practical applications of Charge Privilege
 - 1.4. Late Check-outs
 - 1.5. Late Charges
 - 1.6. V.P.O. and Miscellaneous vouchers
 - 1.7. Allowance vouchers
 - 1.8. Dealing with guests at the hospitality desk (enhancing the guest experience)
 - 1.9. Situation Handling (Death, Theft, Fire, Bomb-Scare, etc)
2. Calculation of various operational ratios

Reference Books:-

1. Hotel front Office Training Manual -Sudhir Andrews
2. Principles of Hotel Front Office Operations - Sue Baker, P. Bradley, J. Huyton
3. Hotel Front Office - Bruce Braham
4. Managing Front Office Operations- Michael Kasavana, Charles Steadmon
5. Checkin Checkout - Jerome Vallen
6. The Hotel Receptionist- Grace Paige, Jane Paige
7. Front Office Procedures and Management - Peter Abbott
8. Front Office operations/Accommodations Operations-Colin Dix
9. Hotel reception- Paul White and Helen
10. Front Office Operation and Administration -Dennis Foster

Note: Glossary of Terms

Students should be familiar with the glossary of terms

Pertaining to above-mentioned topics

Subject: Travel & Tourism – III
Subject Code: HT 18-124315 (Allied Subject)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
3	1	-	4	60	-	40	100	2

Course Outcome:

1. Student will be able to understand how tourism organization works in India
2. Student will be able to understand what are the visa regulation to travel for Indian citizen & foreign national
- 3 Student will be able to understand various components of tour operator
- 4 Student will be able to understand Determinants of tourism& Guest–Host relationship in Tourism

Ch I Tourism Marketing (10 Hours)

(15)

- Meaning
- Marketing mix
- Segmentation and Target Market
- Products in Tourism
- Product design and pricing strategies
- Product Life cycle
- Familiarization tours
- Market Research
- Tourism forecasting
- Seasonality in tourism

Ch II Tourism Product (11 Hours)

(15)

- Definition
- Characteristics of tourism product

- Nature of tourism product
- Types

Ch III Itinerary Planning (14 Hours) (15)

- Definition
- Basic Information
- Planning the itinerary
- Resources for planning
- Costing of a tour
- Calculation of a tour cost

Ch IV Air-line Geography (10 Hours) (15)

- Physical Geography
- World time zones
- International Date Line
- IATA Areas of the world
- Codes in tourism

Reference Book:-

1. Tourism Operations and Management – Sunetra Roday et al.

Subject – Environmental Studies I
Subject Code: HT18 – 124316 (Inter Disciplinary)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
4	1	-	5	60	-	40	100	4

Ch I Science of the Environment (5)

Definition

Lithosphere, Hydrosphere, Atmosphere, Biosphere

Ch II Natural Resources (6)

Introduction

Land, Water, Food, Energy

Conservation of natural resources

Ch III Ecosystems (10)

Introduction

Definition

Concept

Components

Food Chain

Ecological Pyramids

Ch IV Water Pollution (7)

Introduction

Sources

Classification

Effects

Control Measures

Ch V Air Pollution (6)

Introduction

Sources

Air pollutants

Effects

Control measures

Ch VI Noise Pollution (6)

Introduction

Measurement of sound

Sources

Effects

Control Measures

Ch VII Biodiversity &its conservation (6)

Introduction

Value of biodiversity

Threats to biodiversity

Conservation of biodiversity

Ch VIII Soil pollution (6)

Introduction

Soil Degradation

Effects

Control measures

Ch IX Social issues and the environment (8)

Sustainable development

Environment ethics

Issues and solutions

Global warming

Ozone layer depletion

Acid rains

Environment protection act

Public awareness

Reference Books:

1. Elements of Environmental Science and Engineering
P. Meenakshi
PHI Learning Pvt Ltd
2. Ecology and Environmental Science
S.V.S. Rana
PHI Learning Pvt Ltd
3. Environmental studies by Erach Bharucha

Subject: Computer Application

Subject Code: HT18 – 124317 (Computational Skills)

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	External marks	Total Marks	
-	-	4	4	-	50	20	30	50	2

Theory:

Ch - I Introduction to computer (08)

Generations of computers

What is computer, block diagram, components of computer system,

Storage devices, floppy disks, CD Rom's

Ch - II Introduction to internet (08)

What is internet

WWW, Search engines, Emails

Introduction to e commerce

Ch - III Computer networks and communications (10)

Traditional methods of computer communication

Computer networks and its components

Advantages of using a network

Ch - IV Hotel electronic distribution (12)

Global distribution systems

Hotel Distribution of GDS

CRO'S (Central reservation office)

CRS (Computerized reservation system)

Reservation system operation

Ch - V Hotel Computer applications (12)

Property Management systems

Registration, housekeeping, guest accounts

Night audit, ancillary systems

Ch - VI Catering computing systems

(10)

Recipe costing system

Stock control system

Electronic Point of sales system

Practical:

Software used in Hotel Reservations: POS should be installed and operated by students

Operating computer, internet,

Power point presentations

MS Word

Basics of MS Excel

Reference Book:-

Using Computer in Hospitality Peter O' CONNOR CONTINUUM

Subject: Food Production IV

Subject Code: HT - 18 - 124411 (Core - 1)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150

Course Outcome:

1. Student will be able to understand basic principles of baking
2. Student will be able to understand characteristics and major bakery ingredients
3. Student will be able to understand Bakery equipments and tools

Ch I Basic principles of baking (3 hours) (05)

Baker's percentage

Mixing and gluten development

The baking process

Definition of staling and retarding staling of baked items

Ch II Bakery equipments and tools (2 hours) (05)

Classification

Use and care of equipments

Ch III Characteristics and functions of major bakery ingredients (5 hours) (10)

Flour

Fats

Sugars

Milk and milk products

Eggs

Leavening agents

Fruits and nuts
Chocolate and cocoa
Salt, spices and flavorings

Ch IV Bread (5 hours) (10)

Yeast product types
Role of major ingredients in bread making
Types of dough making processes
Steps in bread making
Factors affecting dough fermentation
Faults and causes

Ch V Cakes (5 hours) (10)

Role of each ingredient in cake making
Cake mixing methods
Common cake faults and causes

Ch VI Pastries (6 hours) (10)

Role of each ingredient in pastry making
Recipes and methods of preparation of short crust, puff, flaky, Danish, choux pastry
4 Variations of each pastry
Faults and causes

Ch VII Cookies (6 hours) (10)

Role of each ingredient in cookie making
Types of mixing methods
Types and make – up methods
Faults and causes
Relevant glossary of terms to the above mentioned syllabus

Practical:

24 bakery practical Menu comprising of various types of breads, cookies, cakes and pastries

Reference Books:

1. Modern Cookery- Thangam E Phillip (Vol. 2)
2. Professional Baking – Wayne Gisslen
3. Advance bread and pastry - Michael Suas

Course Name: Food and Beverage Service – IV

Course Code: HT18 – 124412 (Core – 2)

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks	
				TH	PR	TH	PR		TH + PR
2	1	2	5	60	30	40	20	150	2+1

Course Objective:

1. To gain comprehensive knowledge of Distilled Alcoholic Beverages.
2. To understand the difference between Liquors and liqueurs
3. To understand bar operations
4. To understand different styles of Cocktail making.

Chapter 1	Distilled Beverages (5 hrs)	(10)

- 1.1 Introduction to Spirits
- 1.2 Distillation Process – Pot still and Patent still

Chapter 2 Types of spirits (7 hrs) (16)

- 2.1 Whisky - Definition, Manufacturing Process, Types, Brands, Service Procedure
- 2.2 Rum - Definition, Manufacturing Process, Types, Brands, Service Procedure
- 2.3 Gin - Definition, Manufacturing Process, Types, Brands, Service Procedure
- 2.4 Brandy - Definition, Manufacturing Process, Types, Brands, Service Procedure
- 2.5 Vodka - Definition, Manufacturing Process, Types, Brands, Service Procedure
- 2.6 Tequila - Definition, Manufacturing Process, Types, Brands, Service Procedure

Chapter 3	Liqueurs (6 hrs)	(09)
	3.1 Introduction	
	3.2 Production Method	
	3.3 Types of Liqueurs	
	3.4 Service of Liqueurs	
Chapter 4	Other alcoholic beverages (2 hrs)	(05)
	4.1 Aquavit, Schnapps, Arrack,	
	4.2 Pastis, Fein, Calvados and other fruit brandies	
Chapter 5	Cocktails and Mocktails (5 hrs)	(10)
	5.1 Introduction	
	5.2 Types, Methods of mixing	
	5.3 Classic and innovative cocktails	
	5.4 Bar equipment and glassware, garnishes used for making cocktails	
	5.5 Mocktails	
Chapter 6	Bar and Beverage Management (5 hrs)	(10)
	6.1 Introduction	
	6.2 Types of bars	
	6.3 Layout and parts of a bar	
	6.4 Beverage Control Procedures	
	6.5 Licenses required	

Suggested Assignments:

1. To prepare beverage menu of Alcoholic beverages and their mixers.
2. List down at least 3 Specialty Bar. Prepare its report in brief along with photographs.
3. List any 5 international Brands of each Spirit, with its origin and brief Details with photographs.
4. List any 2 Classic cocktails of each spirit, with its recipe and picture.
5. List any 5 Innovative cocktails and 5 Innovative Mocktails with its recipe.

Practical:

1. Identification of Bar Equipments.
2. Service of Vodka
3. Service of Tequila
4. Service of Gin
5. Service of Rum
6. Service of Whisky
7. Service of Brandy
8. Service of Liqueurs – Liqueurs on Frappe
9. Service of Liqueurs – Liqueurs as neat / Flamed
10. Service of Liqueurs – Liqueurs with coffee
11. Setting up a bar.
12. Preparation and service of cocktail and mock tails
13. Any relevant demonstrations and field visits for the same.
14. Mock Practical's
15. Revision

Reference Books: -

Title	Author
• Food & Beverage Service	- Lillicrap, Cousins & Smith
• Food & Beverage Service Training Manual	- Sudhir Andrews
• The Beverage Book	- Andrew Durkan And John Cousins
• Beverage Management	- Michael M. Coltman.

Subject – Housekeeping – IV
Subject Code – HT-18-124413 (Core – 3)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course Outcome:

1. This course aims to establish the importance of pest control within the hotel premises.
2. It also prepares the student to understand the Concept, Importance & Principles of flower arrangement.
3. To consider all aspects related to Budget & Budgetary Control at Housekeeping department.
4. To understand the tactics of Handling Guest Complaints at Housekeeping department.

Chapter 1 Pest Control **(12)**

- 1.1 Types of Pests
- 1.2 Preventive and Control Measures

Chapter 2 Flower Arrangement **(12)**

- 2.1 Concept, Importance & Principles
- 2.2 Types and shapes
- 2.3 Tools, Equipments and Accessories
- 2.4 Conditioning of Plant Materials

Chapter 3 Budget & Budgetary Control **(10)**

- 3.1 Definition, Concept & importance
- 3.2 Types of Budgets – operating & capital

Chapter 4 Supervision in Housekeeping **(08)**

- 4.1 Role of a Supervisor-same
- 4.2 Specific functions of supervisor (Repeat in previous semester)

Chapter 5 Handling Guest Complaints **(08)**

5.1 Types of complaints

5.2 Dealing with Complaints

Chapter 6 Environmental Practices in Housekeeping **(10)**

6.1 Eco friendly cleaning supplies

6.2 Waste and water management

6.3 Environment friendly housekeeping

Practicals:

1. Visit to flower market, Survey of Flower / Prices + Foliage.
2. Flower arrangement- Identify tools, equipment, accessories used in flower arrangements.
3. To understand basic principles.
4. Guidelines / general rules to be followed while making flower arrangements.
5. Design Techniques.
6. Flower Arrangement Demo – I.
7. Flower Arrangement Demo – I.
8. Critical appreciation of flower arrangement given.
9. Complaint Handling.
10. Eco- friendly practices in housekeeping department.
11. Supervision in Housekeeping.
12. Staffing and Duty Roster preparation for housekeeping department.
13. Budgetary + Budgetary Control.
14. Ikebana Demonstration.
15. Pest Control Demonstration.
16. Flower arrangement Practice practical.

Reference Books:

1. Professionals Housekeeper – Georgina Tucker Schneider, Mary Scoviak
2. Professional Management of H.K. Operations – Matt. A. Casado (Wiley)

Subject – Front Office – IV
Subject Code – HT18-124414 (Core – 4)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150

60 Marks

Chapter 1 Night Audit (15)

- 1.1 Concept of Night Audit and Role of Night Auditor
- 1.2 Night Auditors Report (Night Auditors Report)
- 1.3 Auditing Process (in brief)

Chapter 2 Sales Techniques (15)

Various Sales Tools

- 2.1 Role of Front Office Personnel in maximising occupancy
- 2.2 Overbooking, Repeat guests, Return Reservations.
- 2.3 Offering Alternatives and Suggestive Selling
- 2.4 Business related Marketing Techniques

Chapter 3 Establishing Room Rates (15)

- (Rule of Thumb Approach, Hubbart's Formula)
- Market Conditions Approach

Chapter 4 Forecasting Room Availability (15)

- 4.1 Useful forecasting Data
- 4.2 Room Availability Forecast
- 4.3 Forecast forms [sample]

Note: Glossary of Terms

Students should be familiar with the glossary of terms
 Pertaining to above mentioned topics

Practical's

1. Up-selling
2. Suggestive Selling
3. Formats of Night audit process
4. Preparing Forecast sheets-weeks
5. Preparing Forecast sheets-months
6. Overbooking
7. Increasing Repeat Guests
8. Encouraging Return reservations

Reference Books:

1. Hotel front Office Training Manual. -Sudhir Andrews
2. Principles of Hotel Front Office Operations -sue Baker, P. Bradley, J. Huyton
3. Hotel Front Office Bruce Braham
4. Managing Front Office Operations- Michael Kasavana, Charles Steadmon
5. Check-in Checkout - Jerome Vallen
6. The Hotel Receptionist- Grace Paige, Jane Paige
7. Front Office Procedures and Management - Peter Abbott
8. Front Office operations/Accommodations Operations-Colin Dix
9. Hotel reception- Paul White and Helen
10. Front Office Operation and Administration(Dennis Foster)

Subject: Travel & Tourism – IV
Subject Code: HT18-124415 (Allied Subject)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
3	1	-	4	60	-	40	100	3

Course Outcome:

1. Students will have a clear idea about tourism marketing
2. Students will be able to plan and cost for a tour
3. Students will have a thorough knowledge about current trends

- Ch I Impacts of tourism (14hours) **(15)**
- Economic impact
 - Environmental Impact
 - Socio-cultural
 - The demonstration effect
 - Cultural impact
 - Political Impact
 - Measures to regulate tourism impact
 - Tourism legislation
- Ch II Attraction Planning and Development (12 Hours) **(15)**
- Need for planned development
 - Planning process
 - Various levels at which plans are prepared
 - Principle of attraction development
 - Feasibility analysis
 - Location

	• Identifying the market • Cost-benefit analysis	
Ch III	Emerging trends in tourism (11Hours) • Changing scenario • SMERFS • Tourist with special needs • Differently able tourist • Emerging types of tourism • Present accommodation Scenario	(15)
Ch IV	Tourism Distribution System (8 Hours) • Types • Online travel agents • The zero percent • Commission era • Travel industry trends • Trends in aviation • Developments in aviation • Trends in catering • Need for trained staff • Environmental concerns • Government initiative for tourism	(15)

Reference Book:-

1. Tourism Operations and Management – Sunetra Roday et al.

Subject: Food and Beverage Control
Subject Code: HT18 – 124416 (Allied Subject)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	1	-	3	60	-	40	100	2

Ch I Introduction to Food and Beverage control

(10)

Definition and nature of Food and Beverage controls

Objectives of Food and Beverage control

Problems in Food and Beverage control

Methodology in Food and Beverage control

Ch II Purchasing

(10)

Selecting a supplier

Methods of purchasing

Standard purchase specification objectives

Purchase specifications for Food and Beverages

Ch III Receiving

(10)

Receiving procedure

Blind receiving

Dispatching to stores

Clerical procedure and formats

Purchase order

Delivery note

Goods received book

Receiving of Food

Quality and quantity inspection

Scheduling deliveries

Receiving of expensive commodities

Receiving of beverages

Ch IV Storing and Issuing list	(10)
Stock records	
Bin cards, stock cards	
Perpetual inventory records	
Stores issues, transfer notes	
Breakage and damage goods	
Stock taking, stock turnover, stock levels	
Storing and issuing of beverages	
ABC analysis	
Ch V Preparing	(05)
Volume forecasting	
Standard yields	
Standard recipe	
Standard portion sizes	
Ch VI Cost, Profit and Sales Concept	(05)
Elements of cost	
Fixed & variable cost	
Direct & indirect Cost	
Kinds of Profits	
Breakeven Analysis	
Ch VII Selling and controlling	(05)
Pricing problems	
Pricing objectives	
Fixed selling price	
Ch VIII Beverage Control	(05)
Beverage Control Procedure	
Prevention of Fraud in the bar	

Reference Books

Title	Author
1. Food & Beverage Management	-Bernard Davis & Sally stone
2. Food & Beverage Control	- Richard Kotas & Bernard Davis

Subject: Field Work Orientation / Tally
Subject Code: HT18 – 124417 (Business Skills)

Practical No.1	Field work orientation – Introduction, Concept, Need and components
Practical No.2	Report writing - Importance, Concept and Step by step procedure of report writing.
Practical No.3	Create your own Linked in Profile
Practical No.4	Visit a supplier from either of 4 departments. Get acquainted to purchasing methods.
Practical No.5	Visit to a manufacturer for any food product.
Practical No.6	Visit to distributor of any food product to study supply chain aspect.
Practical No.7	Visit to a Historical Tourism Destination.
Practical No.8	Visit to a Manmade Tourism Destination.
Practical No.9	Visit to a Religious Tourism Destination.
Practical No.10	Make a documentary / short film / video of any food / tourism topic.
Practical No.11	Market Survey of a particular product. Oil / Linen / Food Product.
Practical No.12	Purchasing Duty
Practical No.13	Purchasing Duty
Practical No.14	Purchasing Duty
Practical No.15	Purchasing Duty
Practical No.16	Purchasing Duty
Practical No.17	Book research from Library – Topic of your interest.
Practical No.18	Interview Skills
Practical No.19	Interview Skills
Practical No.20	Interview Skills
Practical No.21	Guest lecture on Retail Management.
Practical No.22	Guest lecture on Mall / Food Store Management.
Practical No.23	Guest lecture on Multiplex Operations.
Practical No.24	Guest lecture on Airport Management.
Practical No.25	Guest lecture by PMC official on permissions to be sought for opening a food outlet.
Practical No.26	Research topic guidelines and research writing process.
Practical No.27	Research topic synopsis writing.
Practical No.28	Steps in research process.
Practical No.29	Guest lecture on Development of Hospitality Attitude and Personality.
Practical No.30	Reports of all visits from this semester.

Subject: Food Production – V
Subject Code: HT - 18-124511 (Core - 1)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150
								2+2

Course Objective:

Student will be able to

1. Develop interest in advance International food production.
2. Know different cuisines around the world.
3. Understand co-relation of Cold kitchen with rest of the kitchen sub-departments and the working of it in detail.

Ch I Cold Kitchen (5 Hours) (10)

Function of larder dept

Responsibilities of chef garde – manger

Larder control

Liaison with kitchen and pastry dept

Use and care of equipments and tools

Ch II Forcemeats (5 Hours) (10)

Raw, cooked forcemeats

Finer Forcemeats

Stuffing

Ch III Charcuterie (5 Hours) (10)

Bacon – cuts, uses

Ham – types, uses

Gammon, bacon, ham difference

Ch IV Chef du froid (5 Hours)	(10)
Duties and responsibilities of chef du froid	
Aspics	
Pâtés	
Galantines	
Ballotine	
Chaud – froid	
Mousse	
Mouseline	
Ch V International Cuisine (5 Hours)	(10)
Staple food, cuisine and factors influencing cuisine of	
France	
China	
GBR	
Italy	
Germany	
Mexico	
Thailand	
Ch VI Icings and Meringues (6 Hours)	(05)
Definition	
Classifications	
Ingredients used	
Types	
Ch VII Chocolate (6 Hours)	(05)
Tempering	
Moulding	
Chocolate decoration	

Practical:-

12 International menus of the nations mentioned in the syllabus of minimum 4 course each.

8 Bakery menus of icings and chocolate work and cake decoration.

Any relevant demonstrations for the above topics.

Reference Books:

1. Art & Science of Culinary – Jerald W Chesser
2. Practical Cookery – Foskett David
3. Professional Chef – Fredric H & John Nicolas
4. Larder Chef – Leto & MJ

Subject: Food & Beverage Service V

Course Code: HT-18 124512 (Core 2)

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks	
				TH	PR	TH	PR		TH + PR
2	1	2	5	60	30	40	20	150	2+1

Course Objective:

1. To understand the various operations handled in – “In Room Dining” department
2. To understand the various operations taken care in Banquets.
3. To know about the buffet service and equipments.
4. To know about Gueridon Trolley Service
5. To understand Menu Engineering Concept

Chapter 1. In Room Dining (6 hrs) (12)

- 1.1 Types of In Room Dining – Centralized, Decentralized
- 1.2 Layout of In Room Dining
- 1.3 Equipment used in – In Room Dining
- 1.4 Procedures followed in – In Room Dining
- 1.5 Mini Bar Operations
- 1.6 Records maintained in – In Room Dining

Chapter 2. Banquets/ Function Catering (6 hrs) (10)

- 2.1 Types of Functions & events
- 2.2 Equipment used in Banquets – small, Large.
- 2.3 Operational Procedures and Order of service
- 2.4 Seating Arrangements and Space planning specifications
- 2.5 Outdoor Catering – organizing & constraints

Chapter 3.	Buffet (3 hrs)	(08)
5.1	Definition, Rules and space allocations for buffets	
5.2	Types of Buffets	
5.3	Equipment used in setting up buffets	
Chapter 4.	Guest Satisfaction (3 hrs)	(08)
4.1	Handling customer complaints	
4.2	Guest relations	
Chapter 5	Gueridon Service (8 hrs)	(12)
5.1	Origin and definition	
5.2	Types of trolleys	
5.3	Advantage & Disadvantages of Gueridon service	
5.4	Special equipments required	
5.5	Service procedure	
5.6	Service of various classical dishes	
5.7	Alcohols used in Gueridon Trolley	
5.8	Carving	
Chapter 6	Menu Engineering (4 hrs)	(10)
6.1	Introduction	
6.2	Dogs, Stars, Plough Horses & Puzzles	
6.3	Menu Matrix	

Suggested Assignments:

- 1) Prepare Checklist for Outdoor Catering Operations
- 2) Students to gather brochures for banquet & buffet equipment available in the market.
- 3) Finding various hotels IRD Menu
- 4) Prepare a duty roaster for Function Catering
- 5) Prepare Menu Matrix for a restaurant located in your area.

Practical:

1. Filling of banquet function prospectus.
2. Banquet seating styles
3. Setting up of Banquet Bar and service procedure
4. Banquet Guest situation Handling
5. Buffet menu engineering and matrix
6. SOP in IRD operations.
7. Compiling banquet menu.
8. Gueridon Service procedure
9. Service of Hors d' oeuvres from Gueridon
10. Service of Main Course from Gueridon
11. Service of Main Course from Gueridon
12. Service of Desserts from Gueridon
13. Any relevant demonstrations and field visits for the same
14. Mock Practical's
15. Revision

Reference Books

- Food and Beverage Service – Dennis Lillicrap and John Cousins
- Textbook of Food & Beverage Management- Sudhir Andrews

Subject – Housekeeping – V
Subject Code – HT-18-124513 (Core – 3)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course Outcome:

1. This course aims to establish the importance of Interior decoration of hotel premises.
2. It also prepares the student to understand the Colour Schemes, Colour Wheel and Psychological effects of colour
3. To consider all aspects related to Lighting for the guest rooms & public areas at Housekeeping department.
4. To understand the concept of Different types of windows and Curtains & draperies, valances, swag

Chapter 1 Interior Decoration (10)

- 1.1 Importance & Definition
- 1.2 Principles of Design
- 1.3 Elements of design

Chapter 2 Colour Schemes (10)

- 2.1 Colour Wheel
- 2.2 Colour Schemes
- 2.3 Psychological effects of colour

Chapter 3 Lighting (10)

- 3.1 Classification / type
- 3.2 Lighting for the guest rooms & public areas

Chapter 4 Windows & window treatment (10)

4.1 Different types of windows

4.2 Curtains & draperies, valances, swag

Chapter 5 Floor, Floor finishes (10)

5.1 Classification, types, care and precautions.

5.2 Characteristics and selection criteria

Chapter 6 Carpets (10)

6.1 Types, selection and care

6.2 Maintenance of carpets

Practical's

1. Colour denotations & interpretation.
2. Colour wheel, primary, secondary, tertiary colors.
3. 9 Values of colour.
4. Related colour schemes – Monochromatic.
5. Related colour schemes – Analogous.
6. Related colour schemes – D. Analogous.
7. Contrasting Colour Scheme – Complementary.
8. Contrasting Colour Scheme – Double Complementary.
9. Contrasting Colour Scheme – Split Complementary.
10. Triad / Tetrad.
11. Acc Neutral Colour Scheme / Texture.
12. Floor chart / Floorings / Cleaning for all surfaces.
13. Different types of lighting in Interiors.
14. Window – Parts of Window - Types and Treatments.
15. Carpets structure & care.
16. Room layout & specification of Room Model.

Reference Books:

1. Professionals Housekeeper - Georgina Tucker, Schneider, Mary Scoviak
2. Professional Management of H.K. operations- Matt. A. Casado (Wiley)

Subject – Front Office – V
Subject Code – HT-18-124514 (Core – 4)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Chapter 1 Training

- 1.1 Methods
- 1.2 Importance of Training
- 1.3 Train the Trainer

Chapter 2 Sales & Marketing Department

- 2.1 Organizational Chart
- 2.2 Role of Sales & Marketing Department
- 2.3 Co-ordination with Front Office
- 2.4 Making of Sales and Marketing and Advertising Plan

Chapter 3 Use of computer technology in Rooms Division

- 3.1 MIS – Management Information System
- 3.2 Software used in Hotels
- 3.3 Reports generated at Front Desk and Housekeeping
 - 3.3.1 Rooms Status Repor
 - 3.3.2 Sales Mix Report
 - 3.3.3 Revenue Report
 - 3.3.4 Guest History

Chapter 4 Yield Management

- 4.1 Concept ARR & Rev PAR
- 4.2 Definition & importance of Yield Management
- 4.3 Forecasting

Chapter 5 HR Practices in Rooms Division

5.1 Motivation

5.2 Performance Appraisal

5.3 Promotion & renewal

5.4 Disciplinary action

5.5 Dismissal Procedure

Practical's:

1) Preparing SOP

a. Guest Arrival

b. Guest Departure

c. Handling complaints

2) Preparing operating budget for Front Office department

3) Calculating staff requirement for Front Office department

4) Assignment – Compare any two hotels from the standpoint of their attitude to Yield management.

Suggestions:

1. A chapter or sub topic on Safety and Security at the Front Office can be included. It can cover security during check in (baggage scanning, DFMD, frisking), not disclosing name/room numbers, precautions if guest request for another key, Elevator access control, DND rules (after a few hours, a guest needs to be contacted even if on DND), No 'walk-in' policy etc.
2. Guest relations can be explored further. So maybe 'Guest Engagement' at a higher level. Various ways to engage with a guest. Build relations. This can also include Loyalty Programmes as a sub topic. (Loyalty Card – its features and benefits)
3. In 'Types of Room Rates', the concept of BAR (Best Available Rate) should be included
4. Concierge services can have 'Golden Keys'/Clef D' or as an assignment/sub topic
5. Butler service in Luxury Hotels can be an additional topic. Butler service includes front office services, guest relations services and F&B service.

6. In traits/qualities, 'multi-tasking and multi skilling' can be included. Hotels, today, expect their employees to step in wherever there is requirement. It is not uncommon to see a Front Office person helping a Housekeeping crew member with Bed making or serving juice/tea in the lobby.

Subject – Project Report

Subject Code – HT-18-124515 (Research Orientation)

Course Outcome:

1. Develops ability to do individual thinking and undertake research independently
2. Research orientation to carry out a substantial research-based project.
3. Report research findings in written and verbal forms
4. Use research findings to advance education theory and practice

Subject: Marketing Management
Subject Code: HT18 – 124516 (Allied Subject)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	1	-	3	60	-	40	100	2

Course Outcome:

On successful completion of this course, students should be able to:

- 1 Understand the marketing concept and its application to Hospitality industry.
- 2 Able to understand how to segment, target and position a hospitality product
- 3 Understand the buyer behaviour and be able to positively respond to customer needs.
- 4 Organise different channels of distribution for hospitability Marketing.

Ch – I Introduction to Marketing (10)

Definition of Marketing

Core Concepts in Marketing (Marketing Mix)

Production concept, product concept, selling concept, Marketing concept, Societal Marketing concept

Ch – II Service Marketing (10)

Characteristics of services

Scope of services

Goods v/s service

Marketing Mix for service

Marketing hotel services

Ch – III Market Segmentation, Targeting and positioning (08)

Segmenting a market

Bases for segmenting consumer markets

Geographical segmentation
Demographic segmentation
Effective segmentation requirements

Ch – IV Designing and Managing Product (08)

Definition of Product
Product in Tourism
Product levels
New product development
Product life cycle
Product deletion

Ch –V Pricing Product (08)

Factors to be considered while setting price
Pricing Strategies

Ch – VI Product Distribution (08)

Nature and importance of distribution
Distribution Channels in Tourism industry
Distribution Channel levels

Ch –VII Promoting Product (08)

Advertising
Sales promotion
Publicity
Public Relations
Personal selling

Reference Book:-

1. Marketing for Hospitality and Tourism - Philip Kotler

Subject: Hospitality Law

Subject Code: HT18 – 124517 (Inter Disciplinary)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	1	-	3	60	-	40	100	2

Course Outcome:

On successful completion of this course, students should be able to:

1. Understand difference between an employee agreement and an employee manual. To respond appropriately to unemployment.
2. To know legal duties of hospitality operator and consequences of the failure to exercise these duties.
3. To understand the legal responsibilities of hospitality operator towards guest, nonguest and understand obligations toward them.
4. To understand the legal responsibilities of hospitality operator towards guest personal property and other laws to serve wholesome food and beverages.

Ch I Legally Managing Employees

(15)

Employment relationships

Offer letter

Employee manual

Compensation

Minimum wage and overtime

Managing employee performance

Evaluation

Discipline

Termination

Ch II Legally Managing Workplace

(10)

Workplace discrimination and sexual harassment

Preventing discrimination
Sexual harassment
Zero tolerance
Investigating and resolving a complaint
Situations

Ch III Responsibilities of a Hotel Operator towards Employees (10)

Duties and obligations of a hospitality operator
Duties of care
Standards of care
Legal damages
Compensatory damages
Punitive damages
Responding to an incident
Situations

Ch IV Responsibilities of a Hotel Operator towards A Guest (10)

Accommodating guests
Guest privacy
Safe environment
Responsibilities to non-guests
Removal of guests
Situations

Ch V Responsibilities for Guest Property (15)

Liability for guest property
Property with unknown ownership
Situations

Reference Books:

1. Hospitality Law - Stephen Barth

Subject – Yoga (Practical)
Subject Code – HT18 – 124519 (Life Skill)

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks	
2	-	2	-	60	40	100	2

Course objectives

- 1) To understand aim of Aayush for introducing yoga in curriculum.
- 2) To understand usefulness of yoga in daily life.
- 3) To learn different asanas from a) Supine position b) Prone position c) Sitting position d) Standing position.
- 4) To learn Pranayam. Different types of pranayam.

Chapters with marks

1) Introduction of yoga, meaning and types (6 hrs.)	5 marks
2) Yama (6 hrs.)	5 marks
3) Niyama (6 hrs.)	5 marks
4) Sunsalutations (6 hrs.)	10 marks
5) Asanas and pranayam (6 hrs.)	35 marks

Subject: Industrial Training

Subject Code: HT18 – 124611 (on job training)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	External Marks	Internal Marks	Total Marks	
-	-	40	40	-	360	240	600	20

Course Outcome:

1. Get employment immediately

Subject – Food Production – I

Subject Code – BHM19-026111

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150
								2+2

Course Outcome:

Student will be able to

1. Develop knowledge & interest in basic Indian food production.
2. Know different equipment used in cooking.
3. Understand basic skills required in the food production department.

Ch I Introduction to cookery (5 Hours) (10 marks)

Culinary history
Kitchen Brigade
Duties of kitchen staff
Inter departmental co-ordination

Ch II Mise-en-place (7 Hours) (10 marks)

Importance
Weights and volume equivalents
Preparation of Ingredients
Methods of mixing food
Textures.

Ch III Methods of cooking food (10 Hours) (15 marks)

Classification
Important features and principles of each method
Advantages & disadvantages
Methods of heat transfer – conduction, convection, radiation.

Ch IV Kitchen hand tools and equipments**(3 Hours)****(10 marks)**

Various hand tools used in kitchen

Care, use and maintenance

Use and maintenance of OTG, Mixer, Refrigerator, Cooking range.

Ch V Kitchen Hygiene**(5 Hours)****(15 marks)**

Importance

Basic rules to be followed

HACCP System

Practical:

2 practicals each for following cooking methods: Boiling, Poaching, Deep frying, shallow frying, Grilling, Baking.

1 Practical Each for following mis-en place methods: Peeling, Chopping, Slicing, Dicing, Grating.

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip (Vol. 1)
3. Modern Cookery- Thangam E Phillip (Vol. 2)

Subject – Food and Beverage Service - I

Subject Code – BHM19-026112

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2+1

Course Outcome:

1. To get the basic knowledge of Food and beverage service.
2. To know the various Food and beverage outlets.
3. To know the various equipments used in the Food and beverage outlets.
4. To identify different types of services used in Food and beverage outlets.
5. To develop a Professional Service Personnel.

Chapter –I -: Introduction to Food & beverage service (6 hours) (12)

- 1.1 Evolution of Food & Beverage Industry
- 1.2 Classification of catering establishments- Commercial & Non- Commercial.
- 1.3 Types of F&B outlets – restaurants, (Fine Dining, Casual, Theme), fast food.
- 1.4 Drive through, coffee house, snack bar, cafeteria, Kiosks, Vending Machines.

Chapter – II-: Equipments – Types & Usage (6 hours) (12)

- 2.1 Furniture – Tables & Chairs
- 2.2 Chinaware – Size & Capacity
- 2.3 Stainless Steel & silverware – Cutlery, Service equipments
- 2.4 Glassware – Capacity & Usage
- 2.5 Disposables – Types, advantages & disadvantages
- 2.6 Linen – Types & Sizes

Chapter – III -: F & B Service Personnel (6 hours) (12)

- 3.1 F&B service organization structure for large hotel.
- 3.2 Organization Structure of individual restaurant.

3.3 Attitude & attributes of F & B personnel, competencies.

3.4 Basic etiquettes

3.5 Interdepartmental relationship with – Food Production, HK, Front Office, Stores, HR, Finance, Marketing.

Chapter – IV -: Types of Meals (6 hours) (12)

4.1 A la carte and Table d hote Menu.

4.2 Breakfast – Introduction, Types, service methods

4.3. Eleverages, Bruch.

4.4 Full afternoon Tea & Hi- Tea.

4.5 Lunch / Dinner / Supper

4.6 Late night snacks / Round The Clock meals

Chapter V -: Types of Services (6 hours) (12)

5.1 Table Service – Silver / English, American

5.2 Self Services – Buffet / Cafeteria Service

5.3 Specialized service – Gueridon, Lounge Service

5.4 Single Point Service – Takeaway, Vending, Kiosks, Food Courts.

5.5 New Trends in service – Clientele centric approach.

Practicals:

1. Service grooming and Restaurant Etiquette.

2. Identification and usage of equipments.

3. Mis-en-place and Mis-en-scene

4. Laying and relaying of tablecloth.

5. Receiving a guest, seating and service of water, carrying a salver or tray

6. Rules for laying table- laying covers as per menu, TDH and A la Cart cover lay out.

7. Napkin Folds-at least 12 folds.

8. Handling Service gear.

9. Carrying plates, glasses and other equipments.

10. Crumbing, clearance and presentation of bill.

11. English /Silver Service, American Service.
12. Rules to be observed while waiting at the table.
13. Restaurants reservation system, Hostess desk functions.
14. Order taking- writing a food KOT, writing a BOT.

Practical Examination: (Internal & External)

Practical exam needs to be conducted on the above listed practical along with standards of grooming, task, Performance & viva. The internal exams to be assessed by the internal examiner and external exams by the external examiner.

Reference Books

1. Food and Beverage Service-Dennis Lillicrap and John Cousins
2. Food and Beverage Service- M N Ahmed
3. Food and Beverage Service- Bobby George
4. Food and Beverage Service- Anil Sagar
5. Food and Beverage Service- Bernard Davis, Andrew Lockwood and Sally Stone
6. Theory of Catering- Kinton and Cesarani
7. Napkin folds by Dr. R. K. Singh
8. Field Visit and Tour Study.

Subject – Housekeeping – I

Subject Code – BHM19-026113

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2+1

Course Outcome:

Student will be able to

1. Develop knowledge & interest in House Keeping's basic practices.
2. Know different equipment used in House Keeping
3. Understand basic skills required in the House Keeping department.

Chapter 01 - Introduction to Housekeeping Department (5 hrs.) (10)

- 1.1 The Housekeeping Department
- 1.2 Importance and Functions of Housekeeping Department
- 1.3 Responsibilities of Housekeeping Department
- 1.4 Housekeeping Areas – Front of the House, Back of the House, Guest Rooms, Public Areas, Maids Room, Indoor and Outdoor Areas

Chapter 02 – Organization of Housekeeping Department (4 hrs.) (08)

- 2.1 Organizational Chart of Housekeeping Department in Small, Medium and Large Hotels
- 2.2 Personal Attributes of Housekeeping Staff
- 2.3 Hierarchy of Housekeeping Department in Star Hotels

Chapter 03 – Layout of Housekeeping Department (4 hrs.) (08)

- 3.1 Layout of Housekeeping Department
- 3.2 Sections and Functions

Chapter 04 – Inter Departmental Co-ordination (5 hrs.) (10)

With Front Office, Maintenance, F&B, Security, Stores and Purchase, Accounts, HRD, Sales and Marketing, Laundry

Chapter 05 – Introduction to Hotel Guestrooms (5 hrs.) (10)

5.1 Importance of Guestroom to a guest

5.2 Types of Guestrooms

5.3 Guest room Status

Chapter 06 – Types of Beds and Mattresses (2 hrs.) (04)

Chapter 07 – Control Desk (5 hrs.) (10)

7.1 Introduction to Control Desk

7.2 Importance and Functions

7.3 Records maintained

Subject: Front Office - I

Subject Code: BHM19- 026114

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2+1

Course Outcome:

Student will be able to

1. Understand concept of Hospitality Industry
2. Learn Classification of Hotels
3. Study on types of Hotel
4. Have an insight on front office department

Chapter 1 - Introduction to Hospitality Industry (5 hrs.)

(10)

Hospitality Industry – Origin and Growth

Tourism Industry – Importance of Tourism, Industries related to Tourism

Evolution and growth of Hotel Industry in the World

Evolution and growth of Hotel Industry in India

Hotel Definition and Core Areas

Chapter 2 – Hotel Classification (5 hrs.)

(10)

Need of Classification

Standard Classification on basis of:-

Size, Location, Clientele, Duration of Stay, Level of Service, Star category,

Chapter 3 – Types of Hotels (5 hrs.) **(10)**

- i. Times- Share
- ii. Condominium
- iii. Business Hotel
- iv. Budget Hotel
- v. Resorts
- vi. Serviced Apartments
- vii. Management
- viii. Independent Hotels
- ix. Supplementary Accommodation

Chapter 4- Organization of Hotel (5 hrs.) **(10)**

Hierarchy of Large, Medium, small Hotel
Departments of Hotel

Chapter 5 – Front office Department (5 hrs.) **(10)**

Department of Front Office
Hierarchy of Front office
Co-ordination with other departments
Functional Areas
Sections and Layout of FO

Chapter 6 - Duties and Responsibilities (5 hrs.) **(10)**

FOA
Reservation Assistant
Cashier
Telephone Operator
Concierge
Bell Boy

Subject – General Foundation Course

Subject Code – BHM19-026115

Teaching Scheme				Examination Scheme					Total Credits
Theory hrs/ week	Tutorial hrs/week	Practical hrs/ week	Total	Theory Marks	Practical Marks	Theory Internal	Practical Internal	Total Marks	
2	1	---	3	60	---	40	---	100	2

Course Outcome:

1. To get the basic knowledge of hospitality industry.
2. To know travel and tourism industry.
3. To know hotel industry.
4. To know the ancillaries industries and tourism products.

Topics		Marks
Chapter 1	Introduction to Hospitality Industry (5 Hours)	(10)
1.1	Definition and meaning of hospitality	
1.2	Relation of hospitality industry with other industry	
1.3	Customer and customer satisfaction	
1.4	Traits of hospitality professional	
1.5	Hospitality ethics and standards	
Chapter 2	The Travel Industry (5 Hours)	(10)
1.1	Introduction	
1.2	History of travel	
1.3	History of air travel	
1.4	History of hotel industry	
1.5	History of travel in India	
Chapter 3	The Tourism Industry (5 Hours)	(10)
1.1	Purpose of travel	
1.2	Importance and scope of tourism	

1.3	Tourism infrastructure	
1.4	Types of Tourism	
Chapter 4	The Hotel Industry (5 Hours)	(10)
1.1	Introduction and origin	
1.2	Evolution and growth of hotel industry in the world	
1.3	Star rating of hotels	
1.4	Revenue generating operational departments and non revenue generating departments	
1.5	Front of the house areas / Back of the house areas	
Chapter 5	Ancillary industries related to hospitality (5 Hours)	(10)
1.1	Retail industry	
1.2	Travel agents and tour operators	
1.3	Transport catering	
1.4	Industrial catering	
1.5	Institutional catering	
Chapter 6	Tourism products (5 Hours)	(10)
1.1	Definition of the tourism product	
1.2	5 A's of tourism	
1.3	Carrying capacity of a destination	
1.4	Sustainable tourism development concept	

Reference Books

1. Tourism
Author – Sunetra Roday
2. Travel Agency Operations
Author – Dr. Jagmohan Negi

Subject – Introduction to Cooking Ingredients

Subject Code – BHM19-026116

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2+1

Course Outcome:

Student will be able to

1. Understand importance of commodities in cooking.
2. Develop knowledge of manufacturing of different food products.
3. Have basic knowledge about varieties of product in same category.

Ch I Vegetables and Fruits – Classification, Storages and Uses (3 Hours) (10)

Ch II Cereals and Pulses (5 Hours) (05)

Wheat – composition & structure; types of flour

Rice – Types of rice and rice products

Pulses – Types & cooking

Ch III Fats and Oils (2 Hours) (05)

Sources & Types; Classification, Uses, hydrogenation; rendering of Fats Factors causing rancidity

Ch IV Sugar – Sources, types, uses, storage (2 Hours) (05)

Ch VI Eggs – composition, structure, uses, storage (3 Hours) (05)

Ch V Cheese – Process, Types, Storage (3 Hours) (05)

Ch VII Milk – composition, types, uses **(2 Hours)** **(05)**

Ch VIII Butter – manufacturing, types, uses **(1 Hours)** **(05)**

Ch IX Cream – types, uses **(1 Hours)** **(05)**

Ch X Herbs, Spices & Condiments – Definition, functions, uses **(2 Hours)** **(05)**

Ch XI Tea and Coffee (6 Hours) **(05)**

Coffee – Types of bean, Types of coffee, Classification, Process, Uses, Storage

Tea – Types of tea, Classification, Process, Uses, Storage

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip (Vol. 1)
3. Food Commodities – Bernard Davis
4. Professional Cooking – Wayne Gisslen
5. Cookery – Geeta Singh (Fats and Oils)

Subject – Food Production - II

Subject Code – BHM19-026211

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150

Course Outcome:

Student will be able to

1. Develop knowledge & interest in basic continental food production.
2. Know different ingredients widely used in continental cuisine.
3. Understand various basic preparations from continental cuisine.

Ch I Stocks (6 Hours)

(10 marks)

Definition; Ingredients in stock making; functions of stock;

Rules of stock making; Recipes of 1 lit of white, brown, fish & vegetable stock. Storage of stocks; Essences & glazes

Ch II Soups (7 Hours)

(15 marks)

Classification of soups with examples

1 litre recipe of consommé

Garnishes & Accompaniments of soup

Ch III Salad and Salad dressings (7 Hours)

(15 marks)

Definition; Parts of Salad; Classification of salad with examples;

Definition of salad dressing; Types of salad dressings & ingredients used

Ch IV Food Storage (5 Hours)

(10 marks)

Principles, Types, Temperature, Operating practices, Storage of Specific foods

Ch V Western Culinary terms (5 Hours)

(10 marks)

Practical:

14 Continental Menus of 3 course each

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip
3. Practical Cookery – Foskett David
4. Cookery – Geeta Singh (Ch VI)
5. Food Production Operations and Management (Vol I) – Gulshan Soni (Ch IV)

Subject – Food & Beverage Service - II

Subject Code –BHM19-026212

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course Outcomee:

1. To understand the **Restaurant Operation**.
2. To know the French Classical menu
3. To understand the non alcoholic beverages.
4. To know the different billing methods used at hotels

Chapter –I -: Personal Management in F&B Service (6 Hours)

(12 Marks)

- 1.1 Developing a good F&B team (desirable attributes for various level of hierarchy)
- 1.2 Allocation of work, Task analysis and duty rosters.
- 1.3 Performance Measures
- 1.4 Customer Relations

Chapter –II -: Restaurant Operation (6 Hours)

(12 Marks)

- 2.1 Definition of Restaurant.
- 2.2 Types of Restaurants
- 2.3 Considerations before opening a restaurant
- 2.4 Organization structure of restaurant.
- 2.3 Table reservation and allocation.
- 2.4 Cover set up for various types of Meal.
- 2.5 Food & Beverage service checklist

Chapter – III -: Menu Knowledge (6 Hours)

(12 Marks)

- 3.1 Introduction
- 3.2 Types- A la Carte & Table d' hote

3.3 Menu Planning, Considerations and constraints

3.4 Classical French menu

3.5 Classical Foods & its accompaniments with cover

Chapter – IV -: Non-Alcoholic Beverages (6 Hours)

(12 Marks)

4.1 Classification

4.2 Hot Beverages- Types, Service, Latest trends

4.3 Cold Beverages- Types, Service, Latest trends

Chapter V -: Billing Methods & Control Methods (6 Hours)

(12 Marks)

5.1 Importance of Controls

5.2 Billing Methods- Triplicate systems, KOT, BOT

5.3 Types of KOT, Flow chart of KOT

5.4 List of Software used in billing methods- Micros, IDS,
Fidelio, Opera

Practicals:

1. Briefing and De-briefing.
2. Menu planning and service procedure-Continental Breakfast.
3. Menu planning and service procedure American Breakfast.
4. Menu planning and service procedure-English Breakfast.
5. Menu planning and service procedure Indian Breakfast.
6. Menu planning and service procedure-Full Afternoon tea and High Tea
7. Menu planning and service procedure-4 French Menu
8. Menu planning and service procedure-5course French Menu
9. Menu planning and service procedure-6 course French Menu
10. Menu planning and service procedure-7 course French Menu
11. Service of Cigar and Clearance of ash Tray. (Sorbet).
12. Hot non-alcoholic beverage list, Order taking and service procedure.
13. Cold non-alcoholic beverage list, Order taking and service procedure.
14. KOT making and KOT types.
15. Role play – table reservation and cover set up.

Practical Examination: (Internal & External)

Practical exam needs to be conducted on the above listed practical along with standards of grooming, task, Performance & viva. Internal exam to be assessed by the internal examiner, external exam to be assessed by the external examiner.

Reference Books

1. Food and Beverage Service-Dennis Lillicrap and John Cousins
2. Food and Beverage Service- M N Ahmed
3. Food and Beverage Service- Bobby George
4. Food and Beverage Service- Anil Sagar
5. Food and Beverage Service- Bernard Davis, Andrew Lockwood and Sally Stone
6. Theory of Catering- Kinton and Cesarani
7. Textbook of Food & Beverage Management- Sudhir Andrews

Subject – Housekeeping - II

Subject Code –BHM19-026213

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course outcome

1. The subject aims to establish the importance of House Keeping and its role in the hospitality Industry.
2. To prepare the student to acquire basic knowledge and skills necessary for different tasks and aspects of housekeeping.

Chapter 01 – Cleaning Agents

(5hrs)

(10)

1.1 Classification, care and usage

1.2 Selection

1.3 Storage and Issuing

Chapter 02 – Cleaning Equipments

(5hrs)

(10)

2.1 Classification, care and usage

2.2 Selection

2.3 Storage, Distribution and Control

Chapter 03 –Cleaning routine of Guestrooms and Bathrooms

(5hrs)

(10)

3.1 Occupied, Departure, Vacant, Under Repair and VIP rooms

3.2 Evening service and Second service

3.3 Weekly/ Periodic Cleaning

3.4 Spring Cleaning

Chapter 04 – Cleaning Routine of Public Areas

(5hrs)

(10)

4.1 Areas to be maintained

4.2 Daily, Weekly, Spring Cleaning Procedures for various Public Areas such as Lobby/Lounge, Restaurants, Bar, Banquet Halls, Swimming Pools, Elevators and Staircases and Corridor

Chapter 05 – Key Control (2hrs) (04)

5.1 Types of Keys

5.2 Key Control Procedure

Chapter 06 – Lost and Found (3hrs) (06)

6.1 Lost and Found Articles and Procedure

6.2 Formats of L&F records

Chapter 07 – Housekeeping Supervision (05hrs) (10)

7.1 Importance of Supervision

7.2 Checklist for Supervision

7.3 Dirty Dozens

Subject: Front Office - II

Subject Code: BHM19- 026214

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2 + 1

Course Outcome:

Student will be able to

1. Learn different areas of front office
2. Study sections of FO
3. Understand concept of handling keys, guest service and registration

Chapter – 1 Areas under Front Office department (4hrs) (08)

Business Centre

Health Club

Meeting Rooms

Executive Lounge

Travel Desk

Chapter 2 – Sections of Front Office (4hrs) (08)

Concierge and its importance- Functions of Concierge

Concierge with Golden Keys

Bell Desk- Functions of Bell Desk

Chapter 3 – Hospitality Desk (4hrs) (08)

Functions performed at Hospitality Desk

Importance of Hospitality Desk

Role of GRE

Duties and Responsibility of GRE

Chapter 4 - Key and Key Control

(4hrs)

(08)

Types of Keys

Key Control

Chapter 5 – Guest Service

(4hrs)

(08)

Left Luggage Room

Wakeup call

Guest Paging

Message Handling

Room Change

Safe Deposit Locker

Chapter 6 -- Guest Registration

(5hrs)

(10)

Pre-Arrival arrangements for VIP, Groups, FIT

Documents required

Guest Registration Card

Types of Passport

Types of Visa

Chapter 7 – Safety & Security

(5hrs)

(10)

Rules of Guest on floor, Rules for staff on floor

Role of Front Office in maintaining safety

Emergency Situations

Bomb Threat

Robbery & Theft

Guest in Drunken State

Subject: Principles of Management

Subject Code: BHM19-026215

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
3	1	-	4	60	-	40	100	3

Course Outcome:

Student will be able to

1. Learn management process and theory
2. Study Planning and Decision making
3. Understand concept of Organizing and staffing, leadership, motivation and controlling.

Ch I Introduction to management (8 hrs.) (10)

A typical day in the life of a manager in a hotel (illustrative situation)

Management and organization defined

Why organizations and managers are needed.

The management process

Types of managers

Why study management theory

Internal and external factors that effect management.

Ch II Planning and Decision making (8 hrs.) (10)

Definition; Nature of planning; Process; Types

Ch III Organizing and staffing (8 hrs.) (10)

- Definition
- Principles of organization (departmentalization, span of management, formal and Informal organization, centralized and decentralized, line & staff organization)
- Human resource planning

- Job analysis
- Recruitment sources Selection;
- Placement;
- Induction;
- Performance appraisals; rewards
- Training and development.

Ch IV Leadership (8 hrs.) (10)

Definition; theories; styles; characteristics of goods leader

Ch V Motivation (8hrs.) (10)

Definition; Nature and importance; Motivation theories

Ch VI Controlling (5 hrs.) (10)

Definition; need for control; steps in control process; implementation.

Reference Books: -

Title	Author
Principles of Management	Harold Koontz

Subject –French

Subject Code: BHM19 - 026216 (Language)

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
2	1	3	60	---	40	100	2

Course Outcome:

1. To create awareness about the importance of French in the hotel operations.
2. To acquire the correct pronunciation of French terminology.
3. To use standard phrases in French in hotel operations.

Ch I Verbs – er; ir; oir; re: present tense (6Hours) (Nil)

Conjugations

Ch II Articles (2 Hours)

definite; indefinite, contracted; partitive (Nil)

Ch III Adjectives (2 Hours)

colour; size, shape; qualifying adjectives; possessive adjectives (10)

Ch IV Vocabulary (6Hours)

fruits; vegetables; fish; meat; Basic vocabulary in day to day use. (10)

Ch V singular plural(2Hours)

singular, plural of nouns and adjectives. (05)

Ch VI Self introduction in French (2 Hours)

(05)

Ch VII Translations – (3Hours)	(10)
French to English	
Ch VIII Vocabulary (4 Hours).	
Hotel rooms; Restaurant; Reception, Kitchen; Seasons, days, months	(10)
Ch IX Expression of time, cardinal and ordinal numbers.	(10)
(Hours 3)	

Subject: Food Production III

Subject Code – BHM19-026311

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	4	7	60	30	40	20	150

Course Outcome:

1. Student will be able to understand basic principles of baking
2. Student will be able to understand characteristics and major bakery ingredients
3. Student will be able to understand Bakery equipments and tools

Ch I Basic principles of baking (3 hours)

(05 marks)

Baker's percentage

Mixing and gluten development

The baking process

Definition of staling and retarding staling of baked items

Ch II Bakery equipments and tools (2 hours)

(05 marks)

Classification

Use and care of equipments

Ch III Characteristics and functions of major bakery ingredients (5 hours) (10 marks)

Flour

Fats

Sugars

Milk and milk products

Eggs

Leavening agents

Fruits and nuts

Chocolate and cocoa

Salt, spices and flavorings

Ch IV Bread (5 hours)

(10 marks)

Yeast product types

Role of major ingredients in bread making

Types of dough making processes

Steps in bread making

Factors affecting dough fermentation

Faults and causes

Ch V Cakes (5 hours)

(10 marks)

Role of each ingredient in cake making

Cake mixing methods

Common cake faults and causes

Ch VI Pastries (5 hours)

(10 marks)

Role of each ingredient in pastry making

Recipes and methods of preparation of short crust, puff, flaky, Danish, choux pastry

4 Variations of each pastry

Faults and causes

Ch VII Cookies (5 hours)

(10 marks)

Role of each ingredient in cookie making

Types of mixing methods

Types and make – up methods

Faults and causes

Relevant glossary of terms to the above mentioned syllabus

Practical:

14 bakery practical Menu comprising of various types of breads, cookies, cakes and pastries

Reference Books:

1. Modern Cookery- Thangam E Phillip (Vol. 2)
2. Professional Baking – Wayne Gisslen
3. Advance bread and pastry - Michael Suas

Subject – Food & Beverage Service - III

Subject Code –BHM19-026312

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2+1

Course Objective:

1. To understand the classification of Alcoholic beverages.
2. To know about the service and production of wine and beer.
3. Knowledge and introduction of Aperitif, spirit, liqueurs.

Chapter –I -: Introduction to Alcoholic Beverages (6 hrs.)

(12)

- 1.1 Classification of Alcoholic Beverages
- 1.2 Fermented Beverages- Definition and Examples
- 1.3 Distilled Beverages-Definition and Examples
- 1.4 Abuse of Alcohol
- 1.5 Criteria for safe & sensible drinking
- 1.6 Human physiology and alcohol

Chapter – II-: Wine (6 hrs.)

(12)

- 2.1 Definition of wine
- 2.2 Classification of Wine
- 2.3 Types of Grapes & Manufacturing Process
- 2.4 Wine storage
- 2.5 Wine Producing regions in the world & Brand Names.
- 2.6 Service of Wine.

Chapter – III -: Beer (6 hrs.) (12)

- 3.1 Definition and Origin of Beer.
- 3.2 Composition & Ingredients of Beer
- 3.3 Manufacturing Process of Beer
- 3.4 Brands of Beer
- 3.5 Service of Beer.

Chapter – IV -: Introduction to spirits (6 hrs.) (12)

- 4.1 Definition of spirit
- 4.2 Types of spirits
- 4.3 Methods of Distillation – Pot Still and Patent still
- 4.4 Service of spirit
- 4.5 Brand names of Spirit

Chapter V -: Aperitifs, Liqueurs & Bitters (6 hrs.) (12)

- 5.1 Definition of Aperitifs
- 5.2 Types of Vermouth & styles of Vermouth
- 5.3 Definition of Liqueur.
- 5.4 Service of liqueur and Brands of liqueur
- 5.5 Definition of Bitter
- 5.6 Brands of Bitter and Service of bitter.

Practical:

- 1. Identification of Glassware
- 2. Service of wine – Red , White & Rose
- 3. Service of Champagne
- 4. Decanting Process
- 5. Wine Label reading.
- 6. Wine testing and food pairing
- 7. Service of Beer
- 8. Service of Spirit- Whiskey

9. Service of Spirit- Vodka
10. Service of Spirit- Rum
11. Service of Spirit- Gin
12. Service of Spirit- Brandy
13. Service of Spirit- Tequila
14. Service of Spirit- Liqueur
15. Service of Bitter

Practical Examination: (Internal & External)

Practical exam needs to be conducted on the above listed practical along with standards of grooming, task, Performance & viva. Internal exam to be assessed by the internal examiner, external exam to be assessed by the external examiner.

Reference Books

1. Food and Beverage Service-Dennis Lillicrap and John Cousins
2. Food and Beverage Service- M N Ahmed
3. Food and Beverage Service- Bobby George
4. Food and Beverage Service- Anil Sagar
5. Food and Beverage Service- Bernard Davis, Andrew Lockwood and Sally Stone
6. Theory of Catering- Kinton and Cesarani
7. Textbook of Food & Beverage Management- Sudhir Andrews

Subject – Housekeeping - III

Subject Code –BHM19-026313

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
2	1	2	5	60	30	40	20	150	2+1

Course Outcome:

1. To understand the concept of Contract cleaning.
2. To learn the safety and security process for related to Housekeeping routine work.
3. To consider all aspects related to Budget & Budgetary Control at Housekeeping department.
4. To understand the tactics of Handling Guest Complaints at Housekeeping department.

Chapter 01 Contract Cleaning (5hrs) (10)

- 1.1 Definition
- 1.2 Jobs given on Contract by Housekeeping
- 1.3 Advantages and Disadvantages

Chapter 02 – Budget and Budgetary Control (5hrs) (10)

- 2.1 Definition, Concept and Importance
- 2.2 Types of Budget – Operating and Capital

Chapter 03 – Handling Guest Complaints (5hrs) (10)

- 3.1 Types of Complaints
- 3.2 Dealing with Complaints

Chapter 04 – Environmental Practices in Housekeeping (5hrs) (10)

- 4.1 Eco-Friendly Cleaning Supplies

4.2 Waste and Water Management

4.3 Eco-Friendly Housekeeping

Chapter 05 – Safety and Security Procedures (5hrs) (10)

5.1 Potential Hazards in Housekeeping

5.2 E's of Safety

5.3 Fire Classification, Prevention and Fire Fighting

5.4 First Aid – Principles, First Aid for common situations and Contents in First Aid Box

5.5 Prevention of Accidents

Chapter 06 –Trends in Housekeeping (5hrs) (10)

6.1 Hygiene

6.2 Outsourcing

6.3 Training and Motivation

6.4 Eco-Friendly Amenities, Products and Processes

6.5 New Scientific Techniques and IT in Housekeeping Department

Subject: Front Office - III

Subject Code: BHM19- 026314

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	2	5	60	30	40	20	150
								2+1

Course Outcome:

Student will be able to

1. Understand guest registration
2. Learn different modes of payment
3. Study on front office accounting

Chapter 1 – Guest Registration (5hrs)

(10)

Check in Procedure

Check in Manual, Semi and Fully Automated Hotels.

Express Check in

Chapter 2 – Guest Arrival (2hrs)

(05)

Guest Cycle

Reports required at Front desk

Chapter 3 – Mode of Settlement (5hrs)

(10)

- i. Cash
- ii. Credit
- iii. Debit
- iv. Traveler's Cheque

- v. Cheque
- vi. DD
- vii. Online Payment
- viii. Foreign Exchange

Chapter 4 – Check out and Settlement (5hrs) (10)

Late check out

Express Check out \

Departure Procedure

Chapter 5 -- Front Office Accounting (5hrs) (10)

Types of Accounts

Formulas for calculating Hotel's Performance

Receipts and reports used for accounting

Chapter 6 -- Reservations Department (3hrs) (05)

- i. Importance and need
- ii. Types of Reservations
- iii. Modes
- iv. Sources
- v. Types of Rates

Chapter 7 – Complaint and Situation Handling (5hrs) (10)

Types of complaints

Benefits of Complaint

Handling Complaints and Situations

Handling of Theft, Bomb Threat, Fire, Medical Emergency, Terrorist Attack

Subject – Environmental Studies I

Subject Code – BHM19-026315

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
4	1	-	5	60	-	40	-	100
								4

Course Outcome:

Student will be able to

1. Understand environmental concepts
2. Learn different types of environmental problems and solutions for the same.
3. Know the responsibility towards maintaining sustainable environment.

Ch I) Science of the Environment (10 hrs.)

(10)

Definition

Lithosphere, Hydrosphere, Atmosphere, Biosphere

Ch II) Natural Resources (10 hrs.)

(10)

Introduction

Land, Water, Food, Energy

Conservation of natural resources

Ch III) Ecosystems (10 hrs.)

(10)

Introduction

Definition

Concept

Components

Food Chain

Ecological Pyramids

Ch IV) Water Pollution (10 hrs.) (10)

Introduction

Sources

Classification

Effects

Control Measures

Ch V) Air Pollution (10 hrs.) (10)

Introduction

Sources

Air pollutants

Effects

Control measures

Ch VI) Noise Pollution (10 hrs.) (10)

Introduction

Measurement of sound

Sources

Effects

Control Measures

Reference Books:

1. Elements of Environmental Science and Engineering

P. Meenakshi

PHI Learning Pvt Ltd

2. Ecology and Environmental Science

S.V.S. Rana

PHI Learning Pvt Ltd

Subject – Yoga (Practical)

Subject Code – BHM19 - 026316 (Life Skill)

Teaching Scheme			Examination Scheme				Credits
Practical hrs / week	Tutorial hrs / week	Total	Theory Marks	External Practical Marks	Internal Practical Marks	Total Marks	
2	-	2	-	30	20	50	1

Course Outcome

- 1) To understand aim of Aayush for introducing yoga in curriculum.
- 2) To understand usefulness of yoga in daily life.
- 3) To learn different asanas from a) Supine position b) Prone position c) Sitting position d) Standing position.
- 4) To learn Pranayam. Different types of pranayam.

Chapters with marks

1) Introduction of yoga, meaning and types (6 hrs.)	5 marks
2) Yama (6 hrs.)	5 marks
3) Niyama (6 hrs.)	5 marks
4) Sunsalutations (6 hrs.)	10 marks
5) Asanas and pranayam (6 hrs.)	35 marks

Subject: Computer Application (Practical)

Subject Code: HM19-026316

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	External Marks	Internal Marks	Total Marks	
-	-	2	2	-	30	20	50	1

Course Outcome:

Student will be able to

1. Understand components of computer system
2. Learn different types of Hotel Computer applications
3. Know the Catering computing systems.

Theory:

Ch - I Introduction to computer (4 Hrs.)

(4 Marks)

Generations of computers

What is computer, block diagram, components of computer system

Storage devices, floppy disks, CD Rom's

Ch - II Introduction to internet (4 Hrs.)

(4 Marks)

What is internet

WWW, Search engines, Emails

Introduction to e commerce

CH III Computer networks and communications (4 Hrs.)

(4 Marks)

Traditional methods of computer communication

Computer networks and its components

Advantages of using a network

Ch IV Hotel electronic distribution (8 Hrs.)

(8 Marks)

Global distribution systems

Hotel Distribution of GDS

CRO'S (Central reservation office)

CRS (Computerized reservation system)

Reservation system operation

Ch - V Hotel Computer applications (6 Hrs.)

(6 Marks)

Property Management systems

Registration, housekeeping, guest accounts

Night audit, ancillary systems

Ch - VI Catering computing systems (4 Hrs.)

(4 Marks)

Recipe costing system

Stock control system

Electronic Point of sales system

Practical:

Software used in Hotel Reservations: POS should be installed and operated by students

Operating computer, internet,

Power point presentations

MS Word

Reference Book:-

Using Computer in Hospitality Peter O' CONNOR CONTINUUM

Subject: Organizational Behavior (SWAYAM-UGC)

Subject Code: HM19-026316

Note: A student should obtain a certificate by enrolling through SWAYAM portal before the end of the semester.

Subject: Industrial Training

Subject Code: BHM19-026411 (On Job Training)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Training hrs /week	Total	Theory Marks	External Marks	Internal Marks	Total Marks	
-	-	40	40	-	360	240	600	20

Course outcomes:

1. Student will get hands on experience of working in the hotel organisations.

On job training in industrial organizations – throughout the semester

Specialization I (A): Food Production V

Subject Code: BHM19- 026511

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
3	1	4	8	60	30	40	20	150	3+2

Course Outcome:

Student will be able to

1. Develop interest in advance International food production.
2. Know different cuisines around the world.
3. Understand different cooking techniques used all over the world.

Ch I Meat Cookery – Chicken, Beef meat (4 Hours) (6 marks)

Composition & Structure of meat

Selection criteria for Chicken, Beef & Meat

Factors affecting quality of meat

Cooking of meat

Cuts of lamb, Pork, Beef, Veal & their uses in cookery

Offals

Ch II Fish & Seafood (4 Hours) (6 marks)

Introduction, Classification, Cuts, Selection, Storage

Ch III forcemeats (8 Hours) (10 marks)

Composition

Classification

Use

[illegible]

Composition, method of making, cooking and serving of –

Suasages

Bacon

Ham

Gammon

Ch V **Buffet froid (8 Hours)** **(10 marks)**

Composition, method of making, cooking and serving of –

Aspics

Gallantine

Ballotine

Pate

Terrine

Ch VI Specialised International Cooking Techniques (6 Hours) (08 marks)

Sous-Vide

Confit

Wok- cooking

T Teppanyaki

Tagine

Tamale

Ch VII International Cuisine (7 Hours) (10 marks)

Staple food, cuisine and factors influencing cuisine of

France

China

GBR

Italy

Germany

Mexico

Thailand

Practicals – 14 International Menus (Minimum 3 courses each)

Reference Books:

1. Art & Science of Culinary – Jerald W Chesser
2. Practical Cookery – Foskett David
3. Professional Chef – Fredric H & John Nicolas
4. Larder Chef – Leto & MJ
5. La Rousse Gastronomique

Specialization I (B): Food and Beverage Service - V

Subject Code - BHM19 – 026511

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
3	1	4	8	60	30	40	20	150
								3+2

Course Outcome:

1. To understand the classification of Alcoholic beverages.
2. To know about the service and production of wine.
3. To know about the service and production of Aperitif.
4. To know about the service and production of beer.
5. To know about the service and production of Cigar and Cigarettes.
6. To gain comprehensive knowledge of Distilled Alcoholic Beverages.
7. To understand the difference between Liquors and liqueurs

CHAPTER – I TYPES OF WINES AND WINE LAWS (12hrs)

(15)

- ❖ Fortified Wine- Sherry, Port, Madeira, Marsala, Malaga & Aromatized Wine
- ❖ New World Wine
- ❖ Champagne & Sparkling Wine
 - Manufacturing Process of Champagne
 - Styles of Champagne
 - Storage & Service of Champagne
 - Other Sparkling Wine
 - Champagne Shipper
 - German Schaumwein

- Wine Laws – France, Germany, Portuguese, Italy & Other Countries

CHAPTER – II SPIRITS (12hrs) (15)

- Manufacturing Process of Whiskey, Vodka, Rum, Gin, Tequila, Brandy
- Types of Spirit and Their Brands
- Other Spirits – Native Spirits
- Alcoholic strength – GL proof, British & American Methods of calculating alcoholic strength - OIML

CHAPTER – III APERITIFS AND LIQUEUR (05 hrs) (10)

- Manufacturing process
- Types and service

CHAPTER – IV COCKTAIL (11hrs) (10)

- Introduction
- Cocktail ingredients
- Glassware
- Methods of making cocktail
- List of the cocktail and their recipes
- Equipments required for cocktail making
- Rules to make a perfect cocktail
- Mixed drinks & Mocktail
- Hints & Tips for cocktail making

CHAPTER – V TOBACCO (05 hrs) (10)

- Introduction , Types
- Types of Cigar – Parts of Cigar & Manufacturing Process
- Sizes , shape & strength of Cigar

- Brands & Service Procedure of Cigar
- Cigarette – Manufacturing Process, Brands & Service Procedure

Practical –

1. Service of Wine – White wine, Red wine, Rose wine, Champagne/ Sparkling Wine
2. Service of Aperitif – Vermouth, Campari, Pernod
3. Service of fortified wine – Sherry, Port, Maderia, Marsala
4. 4 Course Menu planning with Wine & Service
5. 5 Course Menu planning with Wine & Service.
6. 6 Course Menu planning with Wine & Service.
7. 7 Course Menu planning with Wine & Service.
8. Reading Wine label
9. Service of Beer
10. Service of Spirits – Whiskey, Vodka, Rum, Gin, Brandy
11. Service of Tequila
12. Service of liquor
13. Service of Cocktails.
14. Service of Mocktail.
15. Service of Cigar & Cigarette.

Assignments –

- Price list of wines / Beer
- Flavoured wine, beer available in market and its prices.
- Indian wines brand.
- Appropriate Field Visit

Wine – Tasting terms

Glossary – Beverages

Specialization I (C): Accommodations V

Subject Code – BHM19-026511

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
3	1	4	8	60	30	40	20	150
								3+2

Course Outcome

1. To know the characteristics and uses of fabrics used in Hotel Industry
2. To understand the work process for in-house Laundry at hotel.

Chapter 1 Textiles (12 hrs) (15)

- 1.1 Classification of fibers with examples
- 1.2 Methods of fabric construction
- 1.3 Characteristics of fabrics used in Hotel Industry- for uniforms, Bed linen, Restaurant linen, Bath linen , Upholstery and furnishings
- 1.4 Criteria for Selection of- Bed Linen and bath linen

Chapter 2 Laundry Management (10 hrs) (12)

- 2.1 Layout
- 2.2 Laundry Equipments
- 2.3 Laundry flow process - Guest, House, Contract
- 2.4 Stains and Stain removal techniques
- 2.5 Dry-cleaning
- 2.6 In-house laundry v/s Contract Laundry: Merits & Demerits

Chapter 3 Linen room (10 hrs) (13)

- 3.1 Layout of Linen Room
- 3.2 Classification of Bed, Bath, & Restaurant Linen
- 3.3 Sizes of Linen
- 3.4 Linen Control – Linen Inventory
- 3.5 Par stock, Linen Coverage
- 3.6 Discard management

Chapter 4 Uniform room (8hrs) (10)

- 4.1 Importance of Uniform
- 4.2 Selection and design of uniforms
- 4.3 Inventory control of uniforms
- 4.4 Care and storage of uniforms
- 4.5 Advantages of uniform

Chapter 5 Sewing room (5hrs) (10)

- 5.1 Activities in the sewing room
- 5.2 Job specification of staff
- 5.3 Layout of sewing room
- 5.4 Equipments used in sewing room

Note: Glossary of Terms

Students should be familiar with the glossary of terms pertaining to above-mentioned topics

Core I (A) - Food Costing

Subject Code: BHM19- 026512

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
1	1	2	4	30	30	20	20	100	1+1

Course Outcome:

Student will be able to

1. Understand the concepts of costs
2. To know the importance of cost control in kitchen

CH I Concepts of costs (3 hours)

08 Marks

Material, Labour and Overhead costs

Concept of Profits – Gross and Net

Direct & Indirect costs

Fix & Variable costs

CH II Cost control at various stages (4 hours)

07 Marks

Purchasing stage

Receiving

Storage

CH III Inventory Control (4 hours)

07 Marks

Determining Inventory Levels

Setting the purchase point

CH IV Determining actual food expense (4 hours)

08 Marks

Inventory stages – opening, purchases, closing

Food Consumption

Other Cost consumptions

Cost percentages

Practicals

15 worksheets of different cost-profit worksheets, cost calculations, tools for cost controls, etc.

Books To refer –

- 1. Food & Beverage Cost Control – Dopson et. Al**
- 2. Food & Beverage Cost Control – Miller et Al.**

Core I (B): Bar Operations

Course Code - BHM19- 026512

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
1	1	2	4	30	20	30	20	100

Course Objective:

1. To know and identify the bar equipment and glassware.
2. To gain comprehensive knowledge of purchasing, ordering & receiving
3. To understand bar operations
4. To understand different styles of Cocktail making.

CHAPTER – I Bar Equipment Tools & Glassware (2Hrs) (8)

- Profile of front bar, Back bar & Under Bar. Basic layout & specification.
- Other equipments – Small equipments, large equipments
- Type of licence required

CHAPTER – II Beverages Purchasing, Ordering & Receiving (3 Hrs) (8)

- Control of distribution
- Purchasing
- Ordering , order form(format)
- Receiving, Credit memorandum (credit note), receiving stamp (format)
- Non- alcoholic beverage purchasing

CHAPTER – III Store room - Control for Beverages (5 Hrs) (7)

- Basic storeroom requirements
- Perpetual inventory card – maximum / Minimum level with format

- Requisitions wit format – FIFO & LIFO
- Other control – Par stock , full bottle replacement , bottle coding

CHAPTER – IV Beverage Pricing (5 Hrs) (7)

- Introduction
- Example of pricing
- Pricing individual drinks
- Other pricing considerations – elasticity of demand, influencing pricing, cost structure, competition.

Practical – Bar Inventory

1. Identification equipments and uses.
2. Identification of glassware and uses.
3. Layout of Front Bar
4. Layout of Back Bar
5. Layout of Under bar.
6. Ordering format.
7. Credit memorandum (credit note) format.
8. Purchase requisition Format
9. Pricing individual drinks
10. Perpetual inventory card
11. Pricing of Bar Menu
12. Bar inventory
13. Regularly used Bar condiments and consumables
14. Field Visit
15. Field Visit

Assignment –

1. Lay out of Full Bar
2. Licences required to operate the Bar
3. Plan and Draw the bar Menu

Core I (C): Introduction to Hotel Software's

Subject Code: BHM19-026512

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
1	1	2	4	30	30	20	20	100

Course Outcome:

Student will be able to

1. Understand PMS
2. Learn about different software used in Hotel Industry

Chapter 1 Introduction to PMS (5 hrs.)

(10)

Benefits of PMS

Physical Structure and Positioning of the Front Desk

Selecting a Property Management System

Importance of a Needs Analysis

Financial Considerations

Chapter 2 PMS Applications (4 hrs.)

(08)

Modules of PMS

Different software used in hotel industry

Chapter 3 – Reservations (3 hrs.)

(06)

Making a new Reservation

Market Segments in Reservations

Understanding the Reservation module

Reports in PMS

Chapter 4 – Front Desk (3 hrs.)

(06)

Room Blocking

Room Status

Taking a check in on PMS

Posting an advance in PMS

Opening of Guest Account

Practicals

15 software based practical's on Introduction to PMS, PMS Applications, Reservations, Front Desk Operations etc.

Subject – Basic Skills in Photography

Subject Code: BHM19- 026513

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	External Practical Marks	Internal Practical Marks		Total Marks	
						TH	PR		
-	-	4	4	-	60	-	40	100	2

Course Outcome:

Student will be able to

1. Understand and learn basic skills in food photography.
2. Learn about different equipments and tools used in photography.

Chapter – I: (30 hrs.)

(30 Marks)

Basic photography

Different types of camera and their uses

Different formats of camera

Understanding DSLR camera

Different types Lenses

Digital Terminology

Chapter – II: (30 hrs.)

(30 Marks)

Basic Photography

Understanding the Light

Use of ambient light

Introduction to studio light

Creative use of studio light

Know the studio (equipments)

Followed by practical's

Subject – Research Methodology

Subject Code: BHM19- 026514

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	-	3	60	-	40	-	100

Course outcomes:

1. A student should achieve clarity on the basic terminology of research.
2. A student should be acquainted with a structure of a research.

Chapter I

03 Hours

10 Marks

- 1.1 What is the meaning of research?
- 1.2 How can you define research?
- 1.3 What can be the objectives of the research?
- 1.4 Is research required in all the fields?
- 1.5 What are the characteristics of a good research?

Chapter II

03 Hours

10 Marks

- 2.1 Is research a defined process?
- 2.2 What are the components of a research process?
- 2.3 Importance of components of research process.

Chapter III

03 Hours

10 Marks

- 3.1 What is a research gap?
- 3.2 How can one identify a research gap?
- 3.4 What is the importance of reading literature in finding a research gap?

Chapter IV**08 Hours****10 Marks**

- 4.1 How to write objectives of research?
- 4.2 How do objectives serve in defining research?
- 4.3 Is hypothesis different than objectives?
- 4.4 What does hypothesis do in research?
- 4.5 Is there a link between objectives and hypothesis in research?

Chapter V**08 Hours****10 Marks**

- 5.1 What is Data Collection for research?
- 5.2 What can be termed as Primary and Secondary data?
- 5.3 How the interpretation of primary and secondary data is useful in research?
- 5.4 Does the quality of data affect the quality of research?

Chapter VI**05 Hours****10 Marks**

- 6.1 Why good referencing is required in research?
- 6.2 Is there a specific format for giving references?
- 6.3 Learning to use various formats (styles) of referencing.

Subject: Marketing Management

Subject Code: BHM19-026515

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
3	1	-	4	60	-	40	100	3

Course Outcome:

On successful completion of this course, students should be able to:

- 1 Understand the marketing concept and its application to Hospitality industry.
- 2 Able to understand how to segment, target and position a hospitality product
- 3 Understand the buyer behaviour and be able to positively respond to customer needs.
- 4 Organize different channels of distribution for hospitability Marketing.

Ch – I Introduction to Marketing (6 hrs.)

(10)

Definition of Marketing

Core Concepts in Marketing (Marketing Mix)

Production concept, product concept, selling concept, Marketing concept, Societal Marketing concept

Ch – II Service Marketing (6 hrs.)

(10)

Characteristics of services

Scope of services

Goods v/s service

Marketing Mix for service

Marketing hotel services

Ch – III Market Segmentation, Targeting and positioning (6 hrs.)

(08)

Segmenting a market

Bases for segmenting consumer markets

Geographical segmentation
Demographic segmentation
Effective segmentation requirements

Ch – IV Designing and Managing Product (6 hrs.) (08)

Definition of Product
Product in Tourism
Product levels
New product development
Product life cycle
Product deletion

Ch –V Pricing Product (7 hrs.) (08)

Factors to be considered while setting price
Pricing Strategies

Ch – VI Product Distribution (7 hrs.) (08)

Nature and importance of distribution
Distribution Channels in Tourism industry
Distribution Channel levels

Ch –VII Promoting Product (7 hrs.) (08)

Advertising
Sales promotion
Publicity
Public Relations
Personal selling

Reference Book:-

1. Marketing for Hospitality and Tourism - Philip Kotler

Subject: Field Work

Subject Code: BHM19-026516

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
-	-	12	12	-	60	40	100	6

Course outcomes:

2. Student will get hands on experience of working in the area of specialization chosen.

On job training in industrial organizations – 3 days a week throughout the semester (in area of specialization chosen by student)

SPECIALIZATION II (A): Food Production – VI

Course Code: BHM19- 026611

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
3	1	4	8	60	30	40	20	150	3+2

Course Outcome:

Student will be able to

1. Develop interest in Indian regional cuisine.
2. Know different specialized Indian cooking techniques.
3. To understand the factors influencing regional cooking.

Ch I Indian Gravies (9 Hrs)

(10 marks)

Classification

Composition

Use

Combinations

Ch II Indian Masalas (9 Hrs)

(10 marks)

Classification – Wet & Dry

Composition

Use

Indian herbs & Spices

Ch III Indian Specialised Cooking Techniques (9 Hrs)

(15 marks)

Tandoor

Dum Pukht

Barbeque

Chulha
Wazwan

Ch IV Specialised Indian Sweets (9 Hrs)

(10 marks)

Speciality Ingredients
Cooking techniques
Regional sweets

Ch V Indian Regional Cuisines (9 Hrs)

(15 marks)

Staple food, cuisine and factors influencing cuisine of

Awadhi
Lucknowi
Kashmiri
Parsi-Bohri
Coorg
Chettinad
Konkani-Malwani
Vidarbhi
Kutch
Assamese
Goan
Odia
Kathiawadi
Telugu
Mappila

Practicals – 14 Indian Regional Menus (Minimum 3 courses each)

Reference Books:

1. Theory Of Cookery- K. Arora
2. Modern Cookery- Thangam E Phillip
3. Prasad- Cooking with Indian Masters

SPECIALIZATION II (B): Food and Beverage Service- VI

Course Code: BHM19- 026611

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
3	1	4	8	60	30	40	20	150
								3+2

Course Outcome:

- To know about service of Gueridon and types of trolleys.
- To gain comprehensive knowledge of revenue control system.
- To know about cost, profit and sales concept.
- To understand the room service procedure and the layout.
- To gain comprehensive knowledge of selling and pricing.

CHAPTER I– Gueridon Service (5 Hrs) (10)

- Definition
- Types of Gueridon Trolley
- Carving Hygiene
- Gueridon Dishes and Service

CHAPTER II – Revenue Control System in Food and Beverage Service (12 Hrs) (15)

- Manual System – Sales Check and Its Disadvantages
- Automated Systems – ECR, POS, ESP, Computers
- Well known software/ POS used in Food and Beverage Service (Opera, Fidelio, Micros, IDS), Important Features
- Innovations and latest trends (Web based, Cloud wireless, I-pad, Mobile Applications) – Important Features.

CHAPTER III – Cost, Profit and Sales Concept (08 Hrs) (10)

- Elements of Cost
- Fixed and Variable Cost
- Direct and Indirect Cost
- Estimated, Budgeted, Standard Costs
- Kinds of Profits
- Breakeven Analysis

CHAPTER IV– Selling and Pricing (08 Hrs) (10)

- Pricing Problems
- Pricing Objectives
- Fixed Selling Price

CHAPTER V– Room Service/ In Room Dinning (12 Hrs) (15)

- Introduction and General Principles
- Cycle of service, scheduling and staffing
- Forms and Formats
- Order Taking, Suggestive selling, and Breakfast Cards
- Time Management – lead time from order taking to clearance
- IRD layout and special equipments
- Mini bar Operations

Practical –

1. Gueridon Service procedure
2. Service of Hors d' oeuvres from Gueridon
3. Service of Fish from Gueridon
4. Service of Pasta from Gueridon
5. Service of Main Course from Gueridon
6. Service of Main Course from Gueridon
7. Service of Desserts from Gueridon

8. Service of Desserts from Gueridon
9. SOP in IRD operations
10. IRD Tray/ Trolley Set-up and service procedure for Tea and Breakfast
11. Practice Practical – IRD Tray/ Trolley Set-up and service procedure for Tea and Breakfast
12. IRD Tray/ Trolley Set-up and service procedure for Snacks and Beverages
13. IRD Tray/ Trolley Set-up and service procedure for Breakfast
14. IRD Tray/ Trolley Set-up and service procedure for Lunch / Dinner
15. Situation handling – In Room Dining
16. Situation handling – In Room Dining

Specialization II – (C): Accommodations VI

Course Code: BHM19- 026611

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
3	1	4	8	60	30	40	20	150
								3+2

Course Outcome:

1. This course aims to establish the importance of pest control within the hotel premises.
2. It also prepares the student to understand the Concept, Importance & Principles of flower arrangement.
3. To know the best eco- practices in hospitality industry

Chapter 1 Pest Control (9hrs) (12)

- 1.1 Types of Pests
- 1.2 Preventive and Control Measures

Chapter 2 Flower Arrangement (9hrs) (15)

- 2.1 Concept, Importance & Principles
- 2.2 Types and shapes
- 2.3 Tools, Equipments and Accessories
- 2.4 Conditioning of Plant Materials

Chapter 3 Horticulture (9hrs) (10)

- 3.1 Essential components of Horticulture
- 3.2 Landscaping
- 3.3 Indoor and outdoor plants
- 3.4 Bonsai art

Chapter 4 Ecotels (9hrs)**(10)**

- 4.1 Ecotel certification
- 4.2 Choosing eco friendly site
- 4.3 Hotel design and construction

Chapter 5 New property operations (9hrs)**(13)**

- 5.1 setting up housekeeping department in a new property
- 5.2 setting operational procedures for the department
- 5.3 Staffing and scheduling
- 5.4 Checklist for housekeeping department before inauguration of new property

Practicals:

- 1. Visit to flower market, Survey of Flower / Prices + Foliage.
- 2. Flower arrangement- Identify tools, equipment, accessories used in flower arrangements.
- 3. To understand basic principles.
- 4. Guidelines / general rules to be followed while making flower arrangements.
- 5. Design Techniques.
- 6. Flower Arrangement Demo – I.
- 7. Flower Arrangement Demo – I.
- 8. Critical appreciation of flower arrangement given.
- 9. Complaint Handling.
- 10. Eco- friendly practices in housekeeping department.
- 11. Staffing and Duty Roster preparation for housekeeping department.
- 12. Ikebana Demonstration.
- 13. Pest Control Demonstration.
- 14. Flower arrangement Practice practical.
- 15. Practice practical

Reference Books:

- 1. Professionals Housekeeper – Georgina Tucker Schneider, Mary Scoviak
- 2. Professional Management of H.K. Operations – Matt. A. Casado (Wiley)

Core – II (A) - Menu Development and Merchandising

Subject Code: BHM19- 026612

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
1	1	2	4	30	30	20	20	100

Course Outcome:

Student will be able to

1. Understand the concepts of menu
2. To know different types of menus used
3. To design menus for different food establishments

CH I Menu formats (3 Hours)

(07 marks)

Types of Menus

Characteristics of menus

Menu Structure

CH II Planning and Designing a Menu (4 Hours)

(08 marks)

Principles of menu plannings

Factors affecting menu planning

Pricing a menu

CH III Menu as a marketing tool (4 Hours)

(08 Marks)

Important considerations

Advantages-Disadvantages

Constraints

CH IV Designing a menu (4 hours)

(07 Marks)

Types of menu designs

Principles of menu designing

Practical's –

15 practical's which include – menu planning for different types of Food Outlets, Design sample menus, Pricing menu, marketing a menu.

Books to refer –

- 1. Food production Operation & Management – Dr. Gulshan Soni**
- 2. Food & beverage Control – Dapson et Al.**
- 3. Theory of Cookery – K. Arora**

Core II (B) Food and Beverage Controls

Course Code: BHM19 – 026612

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	
1	1	2	4	30	20	30	20	100

Course Outcome:

- To gain the comprehensive knowledge of control procedures in food and beverage department.
- To understand the basic concepts of purchasing, receiving, storing and issuing.
- To know about various control techniques in preparation of food and beverage.

CHAPTER I – Introduction to Food and Beverage Control (2Hrs) (05)

- Definition and nature of Food and Beverage Controls
- Objectives of Food and Beverage Control
- Problems in Food and Beverage Control
- Methodology in Food and Beverage Control

CHAPTER – II– Purchasing and Receiving (05 Hrs) (10)

- Selecting a supplier
- Methods of purchasing
- Standard purchase specification objectives
- Purchase specifications for Food and Beverages
- Receiving procedure
- Blind receiving
- Clerical procedure and formats

- Delivery note
- Receiving of Food
- Quality and quantity inspection
- Scheduling deliveries
- Receiving of expensive commodities
- Receiving of beverages

CHAPTER -III- Storing and Issuing (05 Hrs) (05)

- Stock records
- Bin cards, stock cards
- Perpetual inventory records
- Stores issues, transfer notes
- Breakage and damage goods
- Stock taking, stock turnover, stock levels
- Storing and issuing of beverages
- ABC analysis

CHAPTER IV– Preparing (03 Hrs) (10)

- Volume forecasting
- Standard yields
- Standard recipe
- Standard portion sizes
- Beverage Control Procedure
- Prevention of Frauds in Bar

Practical –

1. Field visit – Purchasing & Receiving Department
2. Field visit – Stores & Cellar
3. Field Visit – Supplier Unit
4. Format of BIN Card.
5. Format of Dry Store Requisition Note

6. Format of Bar Requisition.
7. Format of Credit Note
8. Format of Goods Receiving Book.
9. Format of Cellar Inward Book.
10. Format of Beverage inventory control ledger
11. Format of Ullage and breakages form.
12. Format of Bar Requisition Form.
13. Format of Purchase order form
14. Format of Store requisition form.
15. Format of Meat Tag

Core II (C) - Auditing and Contracting

Subject Code: BHM19-026612

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
1	1	2	4	30	30	20	20	100	1+1

Course Outcome:

Student will be able to

1. Learn Night Auditing in hotels
2. Understand sales and marketing department in hotels
3. Study business affiliations/rate contracting in FO

Chapter 1 – Night Audit (5hrs)

(10)

Night Audit and its process

Night Auditor's role

Reports

Chapter 2 – Sales & Marketing (5hrs)

(10)

Sales and Marketing Department

Duties & Responsibilities of

Director of Sales & Marketing, Marketing Manager, Revenue Manager, Banquet Sales Manager,
Sales Co-coordinator

Reactive & Proactive Sales

Other Selling Techniques

Sales and Marketing Reports

Chapter 3 – Rate Contracting/ Business Affiliation (5hrs)

(10)

Chain affiliation

Referral Property

Company owned property

Management contract property

Brands

Independent properties

Practicals

15 practical's on Night Audit and its process, Reports, Duties & Responsibilities of Sales and Marketing Department, Selling Techniques, Sales and Marketing Reports, **Rate Contracting/ Business Affiliation etc.**

Subject - Event Management

Subject Code – BHM19-026613

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	-	3	60	-	40	-	100

Course Outcome:

- 1) To identify the key characteristics of events, in order to understand the business of events management
- 2) To provide an overview of the operational activities that takes place immediately prior to, and during an event.

1. Event Management (10 Hours)

(20 Marks)

Events - An introduction to events

Definition

Categories and typologies

Characteristics of events

Market demand for events

The event business

Introduction

Companies and their roles

Voluntary bodies, commitments and individuals

2. Managing Events (10 Hours)

(20 Marks)

Event planning

Introduction

Planning process

Objective, environmental search and information gathering

Demand and operational planning

Financial management and budget

Introduction

Objectives of financial planning

Creating a budget

The detailed budget

3. Event as a project (10 Hours)

(20 Marks)

Introduction

Risk management

Legalities and insurance

System setup

Operational activities

The organization and team

Introduction

Organization

Organizational effectiveness

Staffing and factors influencing staffing

Subject – Research Methodology II

Subject Code – BHM19-026614

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
2	1	-	3	60	-	40	-	100

Course Outcome:

- 1) To understand the concepts in research design and data collection.
- 2) To provide an overview of selecting sample and displaying data in research.

1. Conceptualizing a Research Design (6 Hours)

(12 Marks)

- What is research design?
- The function of a research design
- The theory of causality and research design

2. Selecting a study design (6 Hours)

(12 Marks)

- Study Design in quantitative and qualitative study designs
- Study designs in quantitative research
- Study designs based on number of contacts
- Study designs based on the reference period
- Study designs based on the nature of the investigation other designs commonly used in quantitative research.
- Study designs in qualitative research
- Case study/ group interview

3. Constructing an instrument for data collection (6 Hours)**(12 Marks)**

- Selecting methods of data collection
- Differences in the methods of data collection in quantitative, qualitative and mixed of research
- Major approaches to information gathering
- Collecting data using primary sources: observation, the interview, the questionnaire
- Constructing a research instrument in quantitative research
- Asking personal and sensitive question
- Pre- testing a research instrument
- Prerequisites for data collection
- Methods of data collection in qualitative research

4. Selecting Sample (6 Hours)**(12 Marks)**

- The difference between sampling in quantitative and qualitative research
- Sampling in quantitative research
- The concept of sampling
- Sampling terminology
- Principles of sampling
- Factors affecting the inferences drawn from sample
- Aims in selecting a samples
- Types of sampling
- The calculation of sample size

5. Displaying data (6 Hours)**(12 Marks)**

- Methods of communicating and displaying analyzed data
- Text
- Tables
- Graphs

Subject: Human Resource Management

Subject Code: BHM19-026615

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
3	1	4	4	60	-	40	100	3

Course Outcome:

- 1) To understand the concepts in Human Resource Management, planning.
- 2) To provide an overview of recruitment and selection process, human resource development.

Ch I Introduction to Human Resource Management (5 hrs.) (10)

Definition

Scope

Functions of HR Manager

Ch II Human Resource Planning (5 hrs.) (10)

Concept, Definition

Process of HR Planning

Job Description, Job Specification, Job Analysis

Ch III Recruitment and Selection (5 hrs.) (10)

Definition

Sources of recruitment

Selection process

Inductions

Ch IV Human Resource Development (5 hrs.) (10)

Concept

Need and Importance of training
Difference between training and development
Methods of training

Ch V Wage and Salary Administration (5 hrs.) (10)

Formulation of compensation structure
Fringe benefits, objectives
Coverage of benefits

Ch VI Labour Turnover (5 hrs.) (10)

Concept
Causes
Measures to control Labour Turnover

Reference Books:

1. Personnel Management, CB Mamoria
2. Human Resource Management in hospitality industry, Hayes David and Ninemeier Jack

Subject: Field Work

Subject Code: BHM19-026616

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
-	-	12	12	-	60	40	100	6

Course outcomes:

1. Student will get hands on experience of working in the area of specialization chosen.

On job training in industrial organizations – 3 days a week throughout the semester (in area of specialization chosen by student)

Specialization III (A): Food Production VII

Course Code: BHM19- 026711

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						T H	P R		
3	1	4	8	60	30	40	20	150	3+2

Course Outcome:

Student will be able to

1. To understand kitchen administration.
2. To know the concept of kitchen design and layout.
3. To understand the concept of management in kitchen.

Ch I Kitchen Layout Design (4 Hours)

(6 marks)

Factors affecting kitchen design

Principles of kitchen layout

Types of kitchen layout

Ch II Menu Planning (4 Hours)

(6 marks)

Introduction

Principles of menu planning

Types of menu planning

Menu used as a control tool

Ch III Menu Engineering (6 hours)

(8 marks)

Concept of menu engineering

Menu engineering Grid

Menu balancing

Wine & Food pairing

Ch IV

Kitchen Administration (12 hrs)

(15 marks)

Standard Recipe

Standard purchase specification

Indent

Duty rosters

Kitchen transfer sheet

Wastage Sheet

KOT

Purchase Orders

BEP

Ch V

Financial management (12 hrs)

(15 marks)

Food production control

Material forecasting

Minimising wastage

Recycling

Efficient Purchasing, receiving and storage

Methods of store accounts

Computerised material management

Ch VI

aws (7 hrs)

(10 marks)

Introduction

Meaning & Definitions

Food Adulteration

Restriction of Food

Food Standard Committee

Food Laboratory

Food inspectors and Procedures

Food labeling laws

Practical – 14 International contemporary menus

Reference –

1. La Rousse Gastronomique
2. Food production Operations & Management- Gulshan Soni
3. Food Production Operations – Parvinder Bali
4. Le Cordon Bleu – Professional Cooking – Gisslen
5. On Cooking – Labensky et al.

Specialization III (B): Food & Beverage Service VII

Course Code: BHM19 - 026711

Teaching Scheme				Examination Scheme				Credits	
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks	
				TH	PR	TH	PR		TH + PR
3	1	4	8	60	30	40	20	150	3+2

Course Outcome:

1. To understand the various operations handled in – Function Catering
2. To understand the operation taken care in Fast-Food industry.
3. To know about the closing hour operation of Restaurant.
4. To learn about Coffee & its Service.
5. To understand the details of Coffee Shop.

Chapter I – Function Catering (Hours 10)

Marks-10

- Types of functions – Formal and Informal
- Function Organisation – Banquet Function Prospectus, Space Specification, Layout, Banquet Equipment, Staffing
- Banquet Function Prospectus with menu planning for conference, Meeting, Cocktail party, Sit down dinner, Theme parties
- Control & Performance measurement
- Outdoor Catering

Chapter II – Introduction to Fast Food Industry (Hours 10)

Marks-12

- Evolution of Fast-Food Industry
- Layout
- Hierarchy
- Duties and Responsibilities of Staff
- Basic policies - Financial, Marketing, Catering

- Control and Performance Measures
- Classification of Food Service

Chapter III – Closing Hours of Restaurant or Dinning Area (Hours 10)

Marks-12

- Need of Team Work and Cooperation
- Cleaning
- Replenishing of Supplies
- Locking up
- Handing over

Chapter IV – The Coffee (Hours 10)

Marks 16

- Coffee
- Barista
- Espresso Machine
- Making Espresso Coffee
- Coffee Beans
- Coffee Grinders
- The art of making Espresso
- Methods of making Coffee
- Service of Coffee

Chapter V –Coffee Shop (Hours 05)

Marks -10

- Definition and Origin
- Organisation Structure of Coffee Shop
- Coffee shop or Coffee House Menu
- Common Napkin Fold

Assignments –

1. List and Explain five international Coffee chains.
2. Prepare a duty roaster for function catering.
3. Prepare checklist for Outdoor catering operation.
4. Collect brochures for banquet & buffet equipments available in the market.

5. List down 5 international fast-food chain and make a PPT in brief along with photographs.

Practical – graphs

1. Draw and fill out Function Prospectus Sheet and various formats used in Banquets
2. Calculation of Area requirement for various Functions
3. Equipments used in Banquets
4. Banquets – Types of Functions
5. Hierarchy/ organisational structure and Documents for Banquets
6. Various layouts/ seating styles used in Banquets
7. Types and layouts of Buffets
8. Station observation checklist for Fast Food Outlet
9. Different service styles of Coffee – In Restaurant, In Function/ Conference, In Coffee shop
10. Types of Coffee
11. Handling difficult guest
12. Pre and post service requirement – Briefing, De-briefing and Shift Handover
13. Common Napkin Folds
14. Interview Skill
15. Field visit

Specialization III (C): Accommodations VII

Course Code: BHM19-026711

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks
				TH	PR	TH	PR	TH + PR
3	1	4	8	60	30	40	20	150
								3+2

Course Outcome:

1. This course aims to establish the importance of Interior decoration of hotel premises.
2. It also prepares the student to understand the Colour Schemes, Colour Wheel and Psychological effects of colour
3. To consider all aspects related to Lighting for the guest rooms & public areas at Housekeeping department.
4. To understand the concept of Different types of windows and Curtains & draperies, valances, swag

Chapter 1 Interior Decoration (8hours)

(10 marks)

- 1.1 Importance & Definition
- 1.2 Principles of Design
- 1.3 Elements of design

Chapter 2 Colour Schemes (8hours)

(10 marks)

- 2.1 Colour Wheel
- 2.2 Colour Schemes
- 2.3 Psychological effects of colour

Chapter 3 Lighting (8hours)

(10 marks)

- 3.1 Classification / type
- 3.2 Lighting for the guest rooms & public areas

Chapter 4 Windows & window treatment (8hours)**(10marks)**

4.1 Different types of windows

4.2 Curtains & draperies, valances, swag

Chapter 5 Floor, Floor finishes (8hours)**(10 marks)**

5.1 Classification, types, care and precautions.

5.2 Characteristics and selection criteria

Chapter 6 Carpets (5 hours)**(10 marks)**

6.1 Types, selection and care

6.2 Maintenance of carpets

Practical's

1. Colour denotations & interpretation.
2. Colour wheel, primary, secondary, tertiary colors.
3. 9 Values of colour.
4. Related colour schemes – Monochromatic.
5. Related colour schemes – Analogous.
6. Related colour schemes – D. Analogous.
7. Contrasting Colour Scheme – Complementary.
8. Contrasting Colour Scheme – Double Complementary.
9. Contrasting Colour Scheme – Split Complementary.
10. Triad / Tetrad.
11. Acc Neutral Colour Scheme / Texture.
12. Floor chart / Floorings / Cleaning for all surfaces.
13. Different types of lighting in Interiors.
14. Window – Parts of Window - Types and Treatments.
15. Carpets structure & care.
16. Room layout & specification of Room Model.

Reference Books:

1. Professionals Housekeeper - Georgina Tucker, Schneider, Mary Scoviak
2. Professional Management of H.K. operations- Matt. A. Casado (Wiley)

Core III (A): Food Styling

Subject Code: BHM19-026712

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks	
						TH	PR		
1	1	2	4	30	30	20	20	100	1+1

Course Outcome:

Student will be able to

1. Understand the importance of food styling and
2. To know different techniques of food styling
3. To be able to plate a food according to the principles of food styling

CH I Introduction to Food Styling (4 Hours)

(08 Marks)

Scope of food styling

Principles of Food styling

Tools and equipments used

CH II Plating & Styling techniques (4 Hours)

(08 marks)

Principles of plating

Forms of styling and plating

Substitutes used for food styling

Paper to plate techniques

CH III Trends In Food Styling (4 Hours)

(08 Marks)

Major components

Garnishes and accompaniments

Unique ideas

CH IV Food Photos (3 Hours)

(06 marks)

Selecting of crockery & cutlery

Food photography aesthetics

Practical's –

15 practical's of food plating, food styling and food photography

Books to Refer

Fundamentals of Culinary Arts – J. Negi

The Food Stylist's Handbook - D. Vivaldo

Working the Plate – C. Styler

Core III (B): Advanced Food & Beverage Service

Subject Code - BHM19-026712

Teaching Scheme				Examination Scheme					Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	External Marks		Internal Marks		Total Marks	
				TH	PR	TH	PR		TH + PR
1	1	2	4	30	20	30	20	100	1+1

Course Objectives:

1. To understand the Sales and Marketing of Food & Beverage.
2. To understand the Restaurant Planning.
3. To learn about customer retention.
4. To understand the restaurant staff management.

Chapter I – Food and Beverage Sales and Marketing (Hours 4)

(Marks 08)

Marketing
Food Promotions
In-house Selling

Chapter II – Restaurant Planning (Hours 4)

(Marks 08)

Concept
Location
Design

Chapter III – Customer Retention (Hours 4)

(Marks 08)

Definition
Importance
Strategies
Handling Difficult Guest

Chapter IV – Restaurant Staff Management (Hours 3)

(Marks 06)

Organisation

Recruiting and Staffing

Employee Training and Development

Reference Books:

1. Food and Beverage Management – Sudhir Andrews
2. The Restaurant – 5th edition – John Walker

Assignment –

1. Explain sales and marketing strategy of any restaurant.
2. List and explain different sources for staff recruitment of restaurant.
3. List & explain customer retention policy used by any three restaurants.
4. Plan a restaurant based on concept, location & design.

Practical –

1. Menu Planning (Indian & Continental)
2. Handling Table Reservation Requests and Problems in Restaurants.
3. Service Standard Checklist – a) Room Service Order Taker.
b) Inventory Stock Check Policy for Hotels.
4. Audit - a) Restaurant for Cleanliness and Condition.
b) Room Service Cleanliness and Condition.
c) BAR & Lobby Lounge Cleanliness and Condition
5. Service Standard - Restaurant Server
 - Restaurant Host or Hostess
 - Bartender
 - Pool Side and Beach Area Beverage Service
6. Service of Bottled Beer and Draft Beer. Types of Beer or Beer Terms
7. Serving Wine in Restaurants.
8. French Classical Menu with Description and Examples.
9. 18 Types of Service / Classification of F&B Service.

10. 10 Types of Trolley Used in Food and Beverage Service.
11. Service of Spirits.
12. Service of Continental Breakfast.
13. Service of American Breakfast.
14. Service English breakfast.
15. Service of Tea (Afternoon Tea & High Tea).

Core III (C): Revenue Management

Subject Code: BHM19- 026712

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks		Total Marks
						TH	PR	
1	1	2	4	30	30	20	20	100

Course Outcome:

Student will be able to

1. Learn concept of revenue management
2. Understand the concept of yield management
3. Forecast business at FO

Chapter 1 – Revenue Management (5 hrs.)

(10)

Introduction

Revenue management team and their qualities

Channel and Inventory management

Strategic Management

Tools and Tactics

Revenue maximizing tools

Revenue Management Terminologies

Chapter 2 - Yield Management (5 hrs.)

(10)

Introduction

Elements of Yield Management

Benefits of Yield Management

Strategies used

Yield management Prospects

Chapter 3 – Forecasting (5 hrs.)

(10)

Forecasting

Benefits

Data required for forecasting

Records required for forecasting

Practical's –

15 practical's of revenue management - tools and tactics, revenue maximizing tools, inventory management, yield management, forecasting and its benefits

Subject – Customer Care Management

Subject Code – BHM19-026713

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
2	1	-	3	60	-	40	100	2

Course Outcome:

Student will be able to

1. Learn concept of customer service department and its operations
2. Understand the concept of Quality Standards for Customer Service.
3. Learn the concept of effective training for excellent customer service and managing complaints.

Chapter 1 Introduction to Customer Service Operations (5 Hours) (10)

- 1.1 Definition of customer.
- 1.2 The visible elements of perfect customer service.
- 1.3 The most common obstacles of perfect customer service.

Chapter 2 Customer Service Department Organisation (5 Hours) (10)

- 2.1 Developing a statement of mission.
 - Steps in developing a missing statement.
- 2.2 Positioning and organizing the customer service department.
 - Positioning a department
 - Centralized or decentralized customer service.
 - Organizing the department
 - Division of labour
 - Department hierarchy
 - Laying out the department

Chapter 3 Setting Quality Standards for Customer Service (5 Hours) (10)

- 3.1 Requirement for customer service standards

3.2 How to set customer service standards.

- Preparing the ground
- Brainstorming the candidates
- Determining feasibility
- Setting internal and interdepartmental standards.
- JIT standards.

3.3 Work standards Vs. Customer Service Standards.

Chapter 4 Managing Complaints (5 Hours) (10)

4.1 Irrate customers are made, not born.

4.2 Developing a complaint management system.

4.3 Facts and fictions about complaints.

Chapter 5 Auditing Customer Service Performance and Quality (5 Hours) (10)

5.1 Internal measures of work output and productivity.

5.2 Internal measures of customers service quality.

5.3 External measures of customer service quality.

5.4 Benchmarking.

Chapter 6 Effective Training for excellent customer service (5 Hours) (10)

6.1 Training new employees

6.2 Start up or relocation training opportunities.

6.3 Setting standards of individual performance.

6.4 Update training, refresher training, off job training opportunities, cross training programs.

6.5 The role of feedback in improving performance.

Reference Books

Title

Author

1. Customer Service Operations – The Complete Guide - Warren Blanding

Subject – Case Study (Th)

Subject Code –BHM19-026714

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
2	1	3	60	-	40	100	2

Course Outcome:

1. Identify and analyze problem areas in the case
2. Create alternative solutions to the problems in the case
3. Recommend a course of action with the accompanying logic

Reference Book:

1. Case and Simulations
MK Rampal, Dr. SL Gupta
Galgotia publishing company
2. Cases in Hospitality and Tourism Management
Robert M.O'Halloran, Ken Jarvis, Amy Allen-Chabot
Pearson Education
3. Managing Front Office Operations
Michael L. Kasavana, Richard m. Brooks
AHLA Publication

Subject – Service Quality Management

Subject Code –BHM19-026715

Teaching Scheme			Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
3	1	4	60	-	40	100	3

Course outcome:

1. To understand the concept of quality.
2. To study the quality movement
3. To understand the concept of service failure and recovery

Chapter 1 Introduction to Quality (12 Hours)

(15 Marks)

Quality management thoughts

Services Vs Products

Defining quality

Dimensions of product quality

Chapter 2 Evolution of quality movement (11 Hours)

(15 Marks)

The evolution of the concept

Quality in services

Key phases in quality movement

Strategic quality management

Formative thinkers of the quality management

Chapter 3 Defining, measuring and improving service quality (11 Hours)

(15 Marks)

Performance measures

The balanced scorecard

Approaches to performance measurement

Cost of quality

Process management

Process benchmarking

Quality function deployment

Chapter 4 Service failure & recovery (11 Hours)

(15 Marks)

Service Failure

Types of service failure

Complaints

Service recovery

Customer retention

Customer retention tactics

Customer retention programs

Defection management

Books to refer –

1. Service quality management in hospitality, tourism & leisure – Mok C., Spark B., Kadampully J.

Subject: Field Work

Subject Code: BHM19-026716

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks	Practical Marks	Internal Marks	Total Marks	
-	-	12	12	-	60	40	100	6

Course outcomes:

1. Student will get hands on experience of working in the area of specialization chosen.

On job training in industrial organizations – 3 days a week throughout the semester (in area of specialization chosen by student)

Subject: Industrial Training

Subject Code: BHM19-026811 (On Job Training)

Teaching Scheme				Examination Scheme				Credits
Theory hrs / week	Tutorial hrs / week	Training hrs /week	Total	Theory Marks	External Marks	Internal Marks	Total Marks	
-	-	40	40	-	360	240	600	20

Course Outcome:

1. Get employment immediately

28 CP 202 COMMUNITY ORGANISATIONS AND SOCIAL ACTION

COURSE OUTCOMES:

1. Understand the community organization as a method of social work
2. Apply the models and strategies for community organization.
3. Apply the process of community organization in Current socio- economic situation.
4. Enhance the understanding of the roles of community organizer and the agencies for Community organization
5. Remember the social action as a secondary method of social work.

CHAPTER-I: COMMUNITY ORGANISATION: As a method of Social Work

1. Historical review of community organization
2. Conceptual framework of Community organization (Meaning, concept and definition)
3. Principles & Approaches of community organization

CHAPTER-II: MODELS & TECHNIQUES OF COMMUNITY ORGANIZER

1. Jack Rothmans model of Community Organization
2. Techniques of Community Organization (PRA, Capacity Building, Leadership & Networking)
3. Recording in Community Organization (Community Mapping / Profile, Process Recording)

CHAPTER-III: COMMUNITY ORGANISATION AS A PARA – POLITICAL PROCESS

1. Concept and sources of power.
2. Perspectives of power relevant to Community Organization.
3. Community Empowerment: Concept & Strategies.

CHAPTER-IV: SOCIAL ACTION

1. History of Social action in India.
2. Right based approach.
3. Forms & Strategies of Social action.

CHAPTER-V: COMMUNITY ORGANISATION PRACTICE IN VARIOUS SETTINGS

1. Institutional settings.
2. Non – Institutional settings.
3. Corporate Social Responsibility.

28CP 301: SOCIAL WELFARE ADMINISTRATION
(4 Credit)

COURSE OUTCOMES:

1. Understand the administration of welfare organizations and civil society organization / Non Government organization.
2. Understand the scope for social work in welfare organizations and NGO's
3. Apply contemporary management theory applicable to social work practice
4. Develop knowledge about registration procedure of organization
5. Remember the management of Human Resource Organization.

CHAPTER-I: SOCIAL WELFARE ADMINISTRATION (5 hours)

1. Definition, public administration and social administration
2. Principles and functions of administration
3. Concept and components of administration (POSDCORD)

CHAPTER-II: SOCIAL WELFARE ORGANIZATIONS (7 hours)

1. Concept and definition of organization
2. Contents of an organization (line and staff function)
3. Societies, Registration Act-1860 & Bombay Public Trust Act-1950
4. Role of Government, municipal corporation and NGOs in planned Development.

CHAPTER-III: REGISTRATION PROCEDURE AND GOVERNANCE (8hours)

1. Registration, constitution and by-laws of voluntary organization
2. Procedure for registration of an agency
3. Social Welfare Administration at state (SSWB) & central level (CSWB).

CHAPTER-IV: FINANCIAL ADMINISTRATION (5 hours)

1. Methods of fund raising & Community resource mobilization
2. Concept of Zero based budget & Social Audit
3. Grants in aid form.

CHAPTER-V: HUMAN RESOURCE MANAGEMENT (10 hours)

1. Recruitment and selection
2. Principles and functions of various committees
3. Role of Social Worker in Social Welfare Administration.

28TRUCD 301. RURAL COMMUNITY DEVELOPMENT (4 Credit)

COURSE OUTCOMES:

1. Understand the conceptual framework of Rural Community.
2. Develop the knowledge about Rural Community profile.
3. Understand the historical background of Rural community development in India.
4. Develop the understanding about Panchayat Raj system in India.
5. Practice the programs and schemes of Rural Development.

Chapter I – Understanding of Rural Community

1. Definition, meaning and concept of Rural Community
2. Characteristics of Rural Community
3. Rural institutions : caste, Family- Joint , Panchayat , religion

Chapter II – Profile of Rural Community

1. Social Profile
2. Economic Profile
3. Political Profile

Chapter III – Historical Growth of Community Work

1. Rural Development in India during 19th and 20th century.-Rural Reconstruction experiments.
2. Gandhi an Model or Rural Development
3. Role of Social Worker in Rural Development

Chapter IV – *Panchayat Raj* in India

1. Concept of Democratic decentralization
2. Growth and Development of Panchayat Raj in India
3. Salient features of 73rd Amendments Act 1992

Chapter IV – Programs and Schemes of Rural Development

1. Program related to Livelihood (NRLM, MGNAREGA)
2. Program related to Housing (NRHM), Prashan Mantri Awas Yojana
3. Sansad Adarsh Gram Yojana.
4. Other schemes: Deendayal Upadyay Antyodaya Yojana

28TRUCD 302.: URBAN COMMUNITY DEVELOPMENT (4 Credit)

COURSE OUTCOMES:

1. Understand the conceptual framework of urban community.
2. Develop the knowledge about profile of urban slum.
3. Study the historical growth & recent trends of urban community development in India.
4. Understand the conceptual framework urban community development and 74th Amendment Act 1992.
5. Practice the programs and schemes of urban development.

Chapter I – Understanding of Urban Community

1. Definition, meaning and concept of Urban Community
2. Characteristics of Urban Community
3. Nature of Urban growth in India

Chapter II – Profile of Urban Slum

1. Origin, nature and Characteristics of Urban Slums
2. Slum Problems
3. Culture of Urban Slums

Chapter III – Historical Growth of Urban Communities

1. Historical growth and recent trends in Urban Development in India.
2. Challenges of Urban Community Development
3. Role of Social Worker in Urban community Development

Chapter IV – Urban Community Development

1. Meaning, Concept, Objectives of Urban Community Development
2. Urban Local Self Governance (Nagar Panchayat, Municipality , Municipal Corporation)
3. 74th Amendments Act 1992.

Chapter V – Programs and Schemes of Urban Development

1. Program related to Livelihood (JNNURM, NULM)
2. Program related to Urban Development, Prashan Mantri Awas Yojana , Atal mission for Rejuvenation of Urban transformation.
3. National heritage and augmentation - Yojana and Smart City Mission.
4. Other schemes: Mudra Yojana, Jandhan Yojana

28TRUCD 303.: TRIBAL COMMUNITY DEVELOPMENT (4 Credit)

COURSE OUTCOMES:

1. Understand the conceptual framework of Tribal Community.
2. Develop the knowledge about profile of Tribal Community.
3. Study the history of Tribal Governance.
4. Understand the constitutional provisions for Tribal development.
5. Practice the programs and schemes of Tribal Development.

Chapter I – Understanding of Tribal Community

1. Definition, meaning and concept of Tribal Community
2. Characteristics of Tribal Community
3. Tribal Social Institutions

Chapter II – Profile of Tribal Community

1. Social and Cultural
2. Economic
3. Political

Chapter III – History of Tribal Governance

1. Tribal Administration
2. Constitutional and Administration frame work
3. 5th & 6th schedule of constitution

Chapter IV – Constitutional Provisions for Tribal Development

1. Constitutional provisions for Safeguards
2. Maharashtra Rules 2014 (PESA)
3. Forest Dwellers Protection Act 2006

Chapter V – Programs and Schemes of Tribal Development

1. National commission for Tribal Development
2. Tribal Advisory council.
3. TRIFED
4. National council for Tribal Welfare
5. Tribal sub plan.

28 EL 302 COUNSELING

COURSE OUTCOMES:

1. Understand the concept, meaning and scope of counseling
2. Inculcate and enhance counseling skills among the trainees
3. Learn various settings requiring counseling aid
4. Apply the techniques of counseling

CHAPTER I – CONCEPTUAL FRAMEWORK OF COUNSELING

1. Meaning, objectives and need of Counseling
2. Principles of Counseling
3. Process of Counseling
4. Counseling in different settings – Hospitals, Schools, Family Counseling Centers, Industry etc.

CHAPTER II – TYPES, GOALS AND TECHNIQUES IN COUNSELING

1. Directive Counseling and Non-Directive Counseling
2. Elective Counseling – REBT, CBT, Person Centered approach
3. Goals of Counseling – Dealing with transition, Dealing with Crisis, Healing part deprivation, Managing Conflict
4. Techniques in Counseling – Trust, Listening , Empathy, Unconditional positive response

28CP 401: SOCIAL POLICY AND SOCIAL LEGISLATION

COURSE OUTCOMES:

1. Understand the conceptual framework of Social Policy in Indian Context
2. Understand concept and approaches to Social Development.
3. Understand the Social Policies in India and its relevance in contemporary India.
4. Understand the social legislation, constitution of India and role of social Worker in promotion of Social Justice.

Chapter 1 – CONCEPTUAL FRAME WORK OF SOCIAL POLICY

1. Social Policy Definition, concept, objectives and scope
2. Evolution of Social Policy in India
3. Role of Professional Social Worker in Formulation of Social Policy

Chapter 2 – SOCIAL DEVELOPMENT

1. Concept and definition of Development
2. Approaches to development
3. Issues and Challenges to Development in India

Chapter 3- SOCIAL POLICIES IN INDIA

1. Brief about social Policy pertaining to, Child, Women, Aged
2. Specially Abled,
3. Laborers and Marginal; groups

Chapter 4 – INTRODUCTION TO SOCIAL LEGISLATION AND ROLE OF SOCIAL WORKER

1. Understanding concept of Law, social justice. Nature and scope of Social legislation
2. Relevance of Social legislation to social work practice
3. Role of Social worker in promoting social legislation

Chapter 5 – CONSTITUTION OF INDIA

1. The history and preamble of Indian constitution
2. Fundamental Rights and Directive Principles
3. Indian constitutions and Social Justice.

28 EL 402 CORPORATE SOCIAL RESPONSIBILITY (CSR) 2 CREDIT

COURSE OUTCOMES:

1. Understand the Concept, History need, scope and present scenario of CSR.
2. Evaluate the different approaches to CSR
3. Acquire the knowledge of Companies Act 2013 CSR Bill
4. Learn the CSR project formulation and impact assessment and evaluate the CSR Case studies.]

Chapter 1 – Introduction to Corporate Social Responsibility

1. Concept, Historical background, Need, Scope and Present Scenario of CSR
2. Approaches to corporate social responsibility – philanthropic, welfare, sustainable development
3. Companies Act 2013 CSR Bill
4. Millennium Development Goals relation with CSR

Chapter 2 – CSR an Emerging Field

1. Significance of CSR and intervention areas
2. CSR as a Emerging field for Social Work Practice (role of social work in CSR)
3. CSR Project Formulation and impact assessment
4. CSR Case Studies.