

KANYA MAHA VIDYALAYA, JALANDHAR
(UGC Autonomous College)
Proceedings of the Seventh Meeting of Academic Council

The seventh meeting of the Academic Council of Kanya Maha Vidyalaya (KMV) was held on 21-08-2021 at 11:30 am. The proceedings including detailed suggestions/discussions held during meeting are as given below:

Date: 21-08-2021

Time : 11:30 am

Venue : Online meeting via Zoom

The following members attended the meeting:

Sr no.	Name & Designation	Signature
1.	Prof. (Dr.) Atima Sharma Dwivedi, Principal KMV, Jalandhar (Chairperson)	Present
2.	Dr. Renu Bhardwaj, Department of Botanical and Environmental Sciences, GNDU, Amritsar (VC Nominee)	Present
3.	Dr. Hardeep Singh Gujral, Department of Food Science and Technology, GNDU Amritsar (VC Nominee)	Present
4.	Dr. Bikramjit Singh Hundal, Department of University Business School, GNDU Amritsar (VC Nominee)	Present
5.	Dr. Nikhil Kumar Education Officer, University Grants Commission, New Delhi (Outside Parent University Nominee)	Present
6.	Dr. Jagrup Singh Sekhon, Retired Professor, Department of Political Science, Guru Nanak Dev University Amritsar (Outside Parent University Nominee)	Present
7.	Dr. N.S. Tung, Retired Professor, Department of Psychology, Guru Nanak Dev University, Amritsar (Outside Parent University Nominee)	Present
8.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences	Present
9.	Dr. Manju Sahni Head, Department of Chemistry	Present
10.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Present
11.	Dr. Iqbal Kaur Head, Department of Punjabi	Present
12.	Mrs. Indu Bhatt Head, Department of Economics	Present
13.	Mrs. Suman Khurana Head, Department of Computer Science & Applications and Animation and VFX & Dean IT	Present
14.	Dr. Madhumeet, Head, Department of English, Dean Student Welfare & Dean Languages	Present
15.	Dr. Poonam Sharma Head, Department of Music & Dance & Dean Performing & Visual Arts	Present

16.	Mrs. Sadhna Tandon Head, Department of Zoology & Dean Life Sciences	Present
17.	Dr. Sabina Batra, Head, Department of Management and Secretarial Practices	Present
18.	Dr. Vinod Kalra Head, Department of Hindi, Dean Languages	Present
19.	Mrs. Veena Deepak, Deputy Controller of Examination, Head, Department of Mathematics	Present
20.	Dr. Gurjot Kaur Head, Department of History & Dean Social Sciences	Present
21.	Mrs. Rashmi Sharma, Head, Department of Retail Management	Present
22.	Mrs. Amarpreet Khurana, Department of Economics & Dean Social Sciences	Present
23.	Mrs. Neeti Kapoor Head, Department of Home Science and Nutrition, Exercise and Health & Dean Vocational Studies	Present
24.	Dr. Neeraj Sharma Head, Department of Sanskrit, Dean Resident Life	Present
25.	Mrs. Harpreet Kaur Head, Department of Fashion Designing and Textile Design and Apparel Technology	Present
26.	Dr. Jatinder Pal, Department of Economics & Dean Research	Present
27.	Dr. Pardeep Arora, Head, Department of Artificial & Data Sciences	Present
28.	Dr. Davinder, Department of Physical Education	Present
29.	Ms. Hardeep Kaur, Controller of Examination	Present
30.	Ms. Tarandeep, Dean Vocational Studies, Head, Department of Beauty & Wellness	Present
31.	Dr. Monika Sharma, Department of History & Director Gandhian Study Centre (Principal Nominee)	Present
32.	Dr. Sangeeta Prasher, Department of Physics & Deputy Controller of Examination(Principal Nominee)	Present
33.	Dr. Neetu Chopra, Department of Physics (Principal Nominee)	Present
34.	Ms. Seema Arora, Department of English & NCC Incharge (Principal Nominee)	Present
35.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Present

The following members was not able to attend the meeting.

Sr. No.	Name and Designation	Reason
1.	Prof. (Dr.) Karamjeet Singh Professor, University Business School, Panjab University, Chandigarh(Outside University Nominee)	Absent

Minutes of the Meeting

The chairperson Dr. Atima Sharma Dwivedi greeted all the members of Academic Council for their contribution to the growth of the institution. She expressed her gratitude to all the members for sparing the valuable time and providing whole hearted support and guidance. She also welcomed all the faculty members of KMV to this meeting of Academic Council. She apprised the house about the successful completion of three years of autonomy. She informed the house about the awarded degrees of Post-graduation programmes under autonomous status. The institution is achieving new heights and covering new milestones. In the field of education, KMV always does full justice to academic programmes and holistic development of the students.

Dr. Dwivedi expressed that for achieving the heights of success in higher education, KMV team has taken lots of small steps. The institution has set new benchmark for success. She cordially thanked all the members of Board of Studies for contributing to frame the syllabi as per the requirements of present day scenario. She also thanked to Dr. Nikhil for providing his guidance about UGC policies.

Dr. Dwivedi informed the house that in **National Level Rankings** , KMV has been Ranked No. 1 Autonomous College of Punjab and First in Punjab in BBA & BCA Programmes by Outlook survey as well as by India Today Ranking 2021. The college is ranked 61 amongst all management schools and colleges of India by Times of India.

She said that the real heroes behind this success are the students of our institution, she appreciated the hard work of faculty members. Dr. Dwivedi talked about Foreign Collaboration for students as well teachers to get fellowship in Hungarian University. She said that better infrastructure and internet facility is provided to students. She mentioned the role of KMV Kares & Helping hands where KMV has set a mark in helping society and students by helping financially during Covid times by providing aid in times of COVID-19.

Dr. Dwivedi invited members to express their views .Dr. Nikhil and Dr. Tung congratulated and appreciated staff for achievements made by KMV. Dr. Sekhon congratulated and appreciated the hard work of faculty. He said KMV is role model for other colleges of the state.

Dr. Gujral and Dr. Renu also congratulated the staff for achieving great Success.

The Member Secretary, Dr. Gopi Sharma, with the permission of the Chairperson took up the agenda items for deliberation one by one.

Item: AC 7: 2021: 1 To confirm the Proceedings of sixth Academic Council Meeting held on 05-12-2020 (**Annexure-A**)

The proceedings of the sixth meeting of Academic Council held on 05-12-2020 were approved by all members via email. The Member Secretary however, again put up the summary of the proceedings for approval of the house (**Annexure -A**).

The house approved the Item: AC 7: 2021: 1.

Item: AC 7: 2021: 2 Action Taken Report of sixth Academic Council Meeting held on 05-12-2020 (**Annexure-B**)

Member secretary Dr. Gopi Sharma explained in detail the Action Taken Report of sixth Academic Council Meeting held on 05-12-2020. (**Annexure B**)

The house approved the Item: AC 7: 2021: 2.

Item: AC 7: 2021: 3 : Approval was taken from worthy members of academic council via email on Dated: 29-06-2021 (**Annexure B**) for following agenda points.

For Ratification:

3 (i) Conduct of Retests of students who have not appeared in End Semester Examinations (ESE) conducted during Feb-March 2021 of odd semesters:

Approximately 86 students could not appear in the February/March 2021 End Semester Examination conducted in offline mode for odd semesters due to some unavoidable circumstances during those days (due to COVID-19 /serious illness/accident /hospitalization of student/ Sports or any other extra-ordinary circumstances). These tests have been conducted from 08-07-2021 to 17-07-2021 on campus in physical mode. The instructions to attempt the paper were the same which were adopted during Feb-March, 2021 End Semester Examinations.

3 (ii) Conduct of July 2021 End Semester Examinations of Even Semesters:

End Semester Examinations of all UG and PG degree programmes and UG and PG Diplomas were conducted online in non-proctored mode as per the directions of GNDU.

1. Question papers according to the date sheet were sent to the students 15 minutes before the start of the examination at the registered E-Mail ID.

2. Students were given a maximum time of TWO HOURS to attempt four questions out of eight.

3. At the end of the examination, (i.e. after two hrs.) 30 minutes were given to:

(i) scan/adobe scan copies of the pages of answer sheet.

(ii) Send these scanned pages of answer sheet (in readable form) in a single pdf file as an attachment to given_email IDs.

4. This whole process from start to end was of 2 hours and 45 minutes.

The house recommended the Item: AC 7: 2021: 3 to Governing Body.

Item: AC 7: 2021: 4 (i) To discuss and approve the following skill based elective courses for BA to be introduced from the session 2021-22:

i. Visual Communication

ii. Retail Management

iii. Office Management

iv. Nutrition and Wellness

v. Tourism

Board of Studies(BOS) were conducted of above stated **skill based elective courses for BA** were held on following dates: Their course scheme and detailed syllabi is attached herewith

Skill based Elective Courses	Date of BOS	Annexure
Visual Communication	12-08-2021	Annexure C(i)
Retail Management	14-08-2021	Annexure C(ii)
Office Management	17-08-2021	Annexure C(iii)
Nutrition and Wellness	16-08-2021	Annexure C(iv)
Tourism	17-08-2021	Annexure C(v)

Dr. Nikhil suggested the house that the proposed elective courses for BA may be expanded across the domains of expertise in college in the form of B.Voc programme. They may be restructured across as core and non-core elective based on the subjects/discipline.

He also suggested that we may integrate some NOS of Management, Entrepreneurship and professional Skill Council in Employability Elective. These can be incorporated in next phase of these programmes.

Dr. Gopi Sharma replied that these elective courses for BA in sync with Skill Development Courses already running in the college and also NSQF level examination will be conducted by respective Sector Skill Councils. She apprised the house about the members of Board of Studies approved syllabi for these elective course.

The house recommended the Item: AC 7: 2021: 4 to Governing Body.

Item: AC 7: 2021: 5: To discuss and approve the following new programmes from session 2021-22

- I. Diploma in Geriatric Care (Old Age Care and Nutrition)
- II. Certificate Course in Geriatric Care (Old Age Care and Nutrition)
- III. Certificate Course in Early Childhood Care and Education

The approval for above stated programmes was taken from members of Board of studies in Home science department and concerned sector skill councils via email (**Annexure D**).The course scheme, ordinance and detailed syllabi is attached herewith for approval (**Annexure E**).

Dr. Sharma apprised the house that these programmes are need of the hour and approved from respective Sector Skill Councils and members of Board of Studies.

The house recommended the Item: AC 7: 2021: 5 to Governing Body.

Item: AC 7: 2021:6: To discuss and approve the Academic Calendar for the session 2021-22(Annexure F)

Member Secretary apprised the house about the Academic Calendar for the session 2021-22 for PG and UG programmes is prepared by the examination cell of KMV as per the guidelines of UGC.

The house recommended the Item: AC 7: 2021: 6 to Governing Body.

Item: AC 7: 2021:7:To discuss and approve the detailed syllabi with Course Outcomes of 56 programmes for semester I to VI for UG and for semester I to IV for PG programmes starting from August 2021. The detailed syllabi is approved in 35 Board of studies meetings.

Dr. Gopi Sharma presented the syllabus changes of 35 departments for session 2021-22 passed in their Board of Studies meetings. The detailed syllabi of all programmes are also uploaded on the college website. The list of examiners are also approved from Board of Studies of each department.

Sr. No.	Name of Department	Members of BOS	Date of conduct of Board of Studies meeting	Name of Programmes	Agenda Point	Annexure
1.	Animation and VFX	1. Dr. Gurvinder Singh (VC Nominee) 2. Mr. Pankaj Kapoor (Outside university Nominee) 3. Mr. Baljit Singh (Outside university Nominee) 4. Mr. Jaswinder Pal Chhana (Industry Partner)	01-05-2021	Bachelor of Vocation (Animation) Master of Vocation (Animation and VFX) Certificate Course in Graphic Designing	Item: AC 7: 2021:7 (i)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/

		5. Ms. Sukhman Preet Kaur(Alumni)				
2.	Artificial Intelligence & Data Science	1. Dr.Harsh Verma (VC Nominee) 2. Mr.Manider Singh (Outside university Nominee) 3. Mr.Hardeep Singh (Outside university Nominee) 4. Mr. Puneet Jindal (Industry Partner)	24-04-2021	Bachelor of Vocation (Artificial Intelligence & Data Science)	Item: AC 7: 2021:7 (ii)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
3.	Beauty & Wellness	1. Mrs. Geeta Sharma (VC Nominee) 2. Mrs. Kanika Sachdeva (Outside university Nominee) 3. Mrs. Simarpreet Kaur (Outside university Nominee) 4. Ms. Jasmeen (Industry Partner) 5. Ms. Neha Sharma (Alumni)	19-04-2021	Bachelor of Vocation (Beauty & Wellness) Certificate Course in Make-up Artist	Item: AC 7: 2021:7(iii)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
4.	Biotechnology	1. Dr.Pratap Kumar Pati (VC Nominee) 2. Dr.Jagdeep Kaur (Outside university Nominee) 3. Dr. Neena Caplash (Outside university Nominee) 4. Mr.Kamaljit Singh (Industry Partner) 5. Ms. Himadri Mahajan(Alumni)	10-04-2021	Bachelor of Science (Bio-Technology)	Item: AC 7: 2021:7(iv)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
5.	Botany	1. Dr. Satwinderjeet Kaur (VC Nominee) 2. Dr. A S Ahluwalia (Outside university Nominee) 3. Dr. Amrik Singh (Outside university Nominee) 4. Mr. Sukhjeet Singh (Industry Partner) 5. Dr. C.Nirmala (Special Invitee) 6. Dr. D.S. Khurana (Special Invitee) 7. Ms. Sarushi (Alumni)	20-04-2021	Master of Science (Botany)	Item: AC 7: 2021:7(v)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
6.	Chemistry	1. Dr. Vandana Bhalla (VC Nominee)	17-04-2021	Master of Science (Chemistry)	Item: AC 7: 2021:7(vi)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/

		<ol style="list-style-type: none"> 2. Dr. B. S. Kaith (Outside university Nominee) 3. Dr. Gaurav Bhargav (Outside university Nominee) 4. Mr. Gurvinder Singh (Industry Partner) 5. Dr. Hina Rekhi (Alumni) 				dhar.ac.in/sitepages/2021-22-academic-council/
7.	Commerce & Business Administration	<ol style="list-style-type: none"> 1. Dr.Jaspal Singh (VC Nominee) 2. Dr. Balwinder Singh (Special Invitee) 3. Dr.Manjit Singh (Outside university Nominee) 4. Dr. Abhay Jain (Outside university Nominee) 5. Dr. Mangat Ram (Industry Partner) 6. Ms. Shikha Garg (Alumni) 	06-04-2021	Bachelor of Commerce Master of Commerce Bachelor of Business Administration	Item: AC 7: 2021:7(vii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
8.	Computer Science & Applications	<ol style="list-style-type: none"> 1. Dr.Munisa Saini (VC Nominee) 2. Dr. Maninder Singh (Outside university Nominee) 3. Dr. Harsh K Verma (Outside university Nominee) 4. Er. Abhay Goswami (Industry Partner) 5. Dr. Manisha Malhotra(Alumni) 	24-04-2021	Master of Science (Computer Science) Bachelor of Computer Applications Bachelor of Science (Information Technology) (Additional /Optional Course in Data Science) Diploma in Computer Applications	Item: AC 7: 2021:7(viii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
9.	Cosmetology	<ol style="list-style-type: none"> 1. Ms. Seema (VC Nominee) 2. Mrs. Kanika Sachdeva (Outside university Nominee) 3. Mrs. Simarpreet Kaur (Outside university Nominee) 4. Ms. Jasmeen (Industry Partner) 5. Ms. Neha Sharma (Alumni) 	19-04-2021	Bachelor of Arts Master of Arts (Cosmetology) Post-Graduate Diploma in Cosmetology Diploma in Cosmetology	Item: AC 7: 2021:7(ix)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
10.	Economics	<ol style="list-style-type: none"> 1. Dr. Kuldeep Kaur (VC Nominee) 2. Dr. Satish Verma 	17-04-2021	Bachelor of Arts Master of Arts	Item: AC 7: 2021:7(x)	https://www.kmvjalandhar.ac.in/

		<p>(Outside university Nominee)</p> <p>3. Dr. Nitin Arora (Outside university Nominee)</p> <p>4. Dr. Lokesh Bajaj (Industry Partner)</p> <p>5. Ms.Renu(Alumni)</p>		<p>(Economics)</p> <p>Bachelor of Science</p> <p>Bachelor of Science (Economics with additional /optional Course in Banking)</p> <p>Bachelor of Arts /B.Sc. (Honours) Economics</p>		itepages/2021-22-academic-council/
11.	English	<p>1. Ms. Amandeep Kaur (VC Nominee)</p> <p>2. Dr. Aneel Raina (Outside university Nominee)</p> <p>3. Dr. Deepti Gupta (Outside university Nominee)</p> <p>4. Mr. Ravinder Vasudev (Industry Partner)</p> <p>5. Dr. Suruchi (Alumni)</p>	17-04-2021	<p>Bachelor of Arts (Honours) English</p> <p>Master of Arts (English)</p>	Item: AC 7: 2021:7(xi)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
12.	Fashion Designing	<p>1. Ms. Shreena (VC Nominee)</p> <p>2. Dr. Anu H. Gupta (Outside University Nominee)</p> <p>3. Dr. Simrita Singh (Outside University Nominee)</p> <p>4. Er. Kewal Krishan (Industry Partner)</p> <p>5. Ms. Swati Verma(Alumni)</p>	20-04-2021	<p>Bachelor of Science (Fashion Designing)</p> <p>Master of Science (Fashion Designing & Merchandising)</p>	Item: AC 7: 2021:7(xii)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
13.	Fine Arts	<p>1. Dr.Gagan Gambhir (VC Nominee)</p> <p>2. Mr. Mukesh Sharma (Outside University Nominee)</p> <p>3. Mr. Satnam Singh (Outside university Nominee)</p> <p>4. Dr. Jaspal Singh (Industry Partner)</p>	17-04-2021	<p>Bachelor of Arts</p> <p>Master of Arts (Fine Arts)</p>	Item: AC 7: 2021:7(xiii)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/
14.	Food Science & Microbiology	<p>1. Dr. Dalbir Singh Sogi (VC Nominee)</p> <p>2. Dr. Kamlesh Prasad (Outside University Nominee)</p> <p>3. Dr. Charanjiv Singh Saini (Outside University Nominee)</p>	20-05-2021	<p>Bachelor of Science (Medical) with Food Science & Quality Control ,Microbiology as subjects</p>	Item: AC 7: 2021:7(xiv)	https://www.kmvjalandhar.ac.in/sitemap/2021-22-academic-council/

		4. Mr. Kartik Chabba (Industry Partner)				
15.	Hindi	1. Dr.Sudha Jitender(VC Nominee) 2. Dr.Gurmeet Singh (Outside University Nominee) 3. Sh.Sohan Kumar (Outside University Nominee) 4. Dr. Kusum Pandhi (Industry Partner) 5. Mrs.Sakshi Jain(Alumni)	15-04-2021	Bachelor of Arts(B.A.) Master of Arts (Hindi)	Item: AC 7: 2021:7(xv)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
16.	History	1. Dr. Harneet Kaur (VC Nominee) 2. Dr. Vinay Kumar (Outside University Nominee) 3. Dr. Kunal Mehta (Outside University Nominee) 4. Mr. Mritunjay(Industry Partner) 5. Ms. Ramandeep Kaur(Alumni)	16-04-2021	Bachelor of Arts Punjab History and Culture History (Honours)	Item: AC 7: 2021:7(xvi)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
17.	Home Science	1. Dr.(Mrs.) Benu Kapoor(VC Nominee) 2. Dr.(Mrs.) Amarjot Kaur(Outside university nominee) 3. Mrs. Harpreet Kaur(Outside university nominee) 4. Mrs. Vaishali (Industry Partner) 5. Mrs. Reema Dhingra(Alumni)	16-04-2021	Bachelor of Science (Home Science) PG Diploma in Nutrition and Dietetics Diploma in Early Childhood Care and Education	Item: AC 7: 2021:7(xvii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
18.	Hospitality & Tourism	1. Mr. Harpreet Singh(VC Nominee) 2. Prof (Dr.) Prashant Gautam (outside university nominee) 3. Prof (Dr.) Varinder Singh Rana (outside university nominee) 4. Dr. Amit Gangotia (Industry partner) 5. Mr. Hemant Suri (Alumni)	26-05-2021	Bachelor of Vocation (Hospitality & Tourism)	Item: AC 7: 2021:7(xviii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
19.	JMC	1. Dr.Simran Sidhu (VC Nominee)	19-04-2021	Bachelor of Arts (Journalism & Mass Communication)	Item: AC 7: 2021:7(xix):	https://www.kmvjalandhar.ac.in/s

		<ol style="list-style-type: none"> 2. Dr.Navjeet Singh Johal (outside university nominee) 3. Dr.Ranbir Singh (Outside University Nominee) 4. Dr. Lakhwinder Johal (Industry Partner) 5. Ms. Nidhi Rana(Alumni) 		Master of Arts (Journalism & Mass Communication)		itepages/2021-22-academic-council/
20.	Management and Secretarial Practices	<ol style="list-style-type: none"> 1. Dr. Vikram (VC Nominee) 2. Dr. Manjit Singh (Outside university Nominee) 3. Dr. Roopali Batra (Outside university Nominee) 4. Er. Karan Arora (Industry Partner) 5. Ms. SukhdeepKaur (Alumni) 	10-04-2021	Bachelor of Vocation (Management and Secretarial Practices)	Item: AC 7: 2021:7(xx)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
21.	Mathematics	<ol style="list-style-type: none"> 1. Dr. Jitender (VC Nominee) 2. Dr. Navpreet Singh (Outside university nominee) 3. Dr. Sanjeev (Outside university nominee) 4. Dr. R.R. Sinha (Industry Partner) 5. Ms. Kanchan Sandhu (Alumni) 	17-04-2021	<p>Bachelor of Science (Honours) Mathematics</p> <p>Master of Science(Mathematics)</p> <p>Certificate Course in Vedic Mathematics</p>	Item: AC 7: 2021:7(xxi)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
22.	Music & Dance	<ol style="list-style-type: none"> 1. Dr. Tejinder Gulati (VC Nominee) 2. Dr. Harvinder Sharma(Outside University Nominee) 3. Dr. Daisy Walia (Outside university nominee) 4. Dr. Ravi Sharma (Industry Partner) 5. Mrs. Santosh Rishi (Alumni) 	19-04-2021	<p>Bachelor of Arts (Music Vocal)</p> <p>Bachelor of Arts (Music Instrumental)</p> <p>Master of Arts (Music Vocal)</p> <p>Master of Arts (Music Instrumental)</p>	Item: AC 7: 2021:7(xxii):	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
23.	Nutrition, Exercise and Health	<ol style="list-style-type: none"> 1. Ms.Aatma (VC Nominee) 2. Dr. Sunita Madan (Ouside University Nominee) 3. Dr.(Mrs.) Jaspreet Kaur (Outside University Nominee) 	16-04-2021	Bachelor of Vocation (Nutrition, Exercise and Health)	Item: AC 7: 2021:7(xxiii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/

		4. Dr. Madhu Arora (Industry Partner) 5. Mrs. Renu Verma (Alumni)				
24.	Philosophy	1. Mrs. Anita Sagar (VC Nominee) 2. Dr. Shivani Sharma (Outside university nominee) 3. Mrs. Suman Mahajan (Outside University Nominee)	15-04-2021	Bachelor of Arts	Item: AC 7: 2021:7(xxiv)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
25.	Photography and Journalism	1. Prof. (Dr.) Kamlesh Singh Duggal (VC Nominee) 2. Prof. (Dr.) Navjit Singh Johal (Outside University Nominee) 3. Dr. Ranbir Singh (Outside University Nominee) 4. Mr. Karamveer Sandhu (Alumni)	20-04-2021	Bachelor of Vocation (Photography and Journalism)	Item: AC 7: 2021:7(xxv)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
26.	Physical Education	1. Prof. (Dr.) Sukhdev Singh (VC Nominee) 2. Prof. (Dr.) Nishan Singh Deol (Outside University Nominee) 3. Prof. (Dr.) Dalwinder Singh (Outside University Nominee)	09-04-2021	Bachelor of Arts	Item: AC 7: 2021:7(xxvi)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
27.	Physics	1. Dr. Atul Khanna (VC Nominee) 2. Dr. Rohit Mehra (Outside University Nominee) 3. Dr. Hitesh (Outside university nominee) 4. Er. Neetika Soni (Special Invitee) 5. Dr. Kulwinder Kaur (Alumni)	10-04-2021	Bachelor of Science (Non-Medical) Bachelor of Science (Computer Science) Bachelor of Science (Honours) Physics Master of Science (Physics)	Item: AC 7: 2021:7(xxvii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
28.	Political Science	1. Dr. Anshu Jain (VC Nominee) 2. Dr. Jagmeet Bawa (Outside university nominee) 3. Dr. Bawa Singh (outside university nominee) 4. Dr. Harjeet Sohal (Industry Partner) 5. Mrs. Shweta Chopra (Alumni)	03-04-2021	Bachelor of Arts	Item: AC 7: 2021:7(xxviii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/

29.	Psychology	<ol style="list-style-type: none"> 1. Dr. Davinder Singh Johal (VC Nominee) 2. Dr. Seema Vinayak (outside university nominee) 3. Dr. Damanjeet Sandhu (Outside university nominee) 4. Dr. Smita Vasudev (Industry Partner) 5. Ms. Gonika (Alumni) 	19-04-2021	<p>Bachelor of Arts</p> <p>Master of Arts (Psychology)</p>	Item: AC 7: 2021:7 (xxix)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
30.	Punjabi	<ol style="list-style-type: none"> 1. Dr. Sukhwinder Singh Sangha (VC Nominee) 2. Dr. Jaswinder Singh (Outside university nominee) 3. Dr. Surjit Bhatti (Outside university nominee) 4. Sh. Balbir Parwana (Industry Partner) 5. Dr. Anita (Alumni) 	17-04-2021	<p>Bachelor of Arts Punjabi (Compulsory)</p> <p>Bachelor of Arts (Basic Punjabi)</p> <p>Bachelor of Arts (Punjabi Elective)</p> <p>Bachelor of Arts (Punjabi Honours)</p> <p>Master of Arts (Punjabi)</p>	Item: AC 7: 2021:7(xxx)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
31.	Retail Management	<ol style="list-style-type: none"> 1. Dr. Bikramjit Singh Hundal (VC Nominee) 2. Dr. Tejinder Sharma (Outside University Nominee) 3. Dr. Tejinderpal Singh (Outside University Nominee) 4. Mr. Varun Nayyar (Industry Partner) 5. Mrs. Alisha (Alumni) 	10-04-2021	<p>Bachelor of Vocation (Retail Management)</p> <p>Master of Vocation (Retail Management)</p>	Item: AC 7: 2021: 7(xxxi)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
32.	Sanskrit	<ol style="list-style-type: none"> 1. Dr. Vishal Bhardwaj (VC Nominee) 2. Prof. Girish Nath Jha (outside university nominee) 3. Prof. Aruna Sharma (outside university nominee) 4. Ms Rajni Bala (Alumni) 	16-04-2021	Bachelor of Arts	Item: AC 7: 2021:7(xxxii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
33.	Sociology	<ol style="list-style-type: none"> 1. Dr. Nirmala Devi (VC Nominee) 2. Dr. Rani Mehta (Outside university Nominee) 	12-04-2021	Bachelor of Arts	Item: AC 7: 2021:7(xxxiii)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/

						council/
34.	Textile Design & Apparel Technology	<ol style="list-style-type: none"> 1. Mrs. Tejpal Kaur (VC Nominee) 2. Dr. Anu H. Gupta (Outside university nominee) 3. Mrs. Simrita Singh (Outside university Nominee) 4. Mr. Ajit Lakra (Industry Partner) 5. Ms. Swati Verma (Alumni) 	20-04-2021	<p>Bachelor of Vocation (Textile Design & Apparel Technology)</p> <p>Master of Vocation (Textile Design & Apparel Technology)</p> <p>Certificate Course in Assistant Fashion Designer</p>	Item: AC 7: 2021:7(xxxiv)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/
35.	Zoology	<ol style="list-style-type: none"> 1. Dr. Anish K. Dua (VC Nominee) 2. Dr. Sachin Suroshe (Outside University Nominee) 3. Dr. Chander Prakash (Outside University Nominee) 4. Mrs. Richa Rajpoot (Alumni) 	10-04-2021	<p>Bachelor of Science (Medical)</p> <p>Master of Science (Zoology)</p>	Item: AC 7: 2021:7(xxxv)	https://www.kmvjalandhar.ac.in/sitepages/2021-22-academic-council/

CHANGES IN SYLLABUS

Item: AC 7: 2021:7(i): ANIMATION & VFX

1.	Name of Department (Animation & VFX)	Date of Board of Studies Meeting (01-05-2021)	Detailed Syllabus Annexure (Animation_2021-22)
Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Animation) Semester: I-VI Syllabus was kept same as in session 2020-2021			
Agenda Item of BOS : Agenda Item 3 Name of Programme : Master of Vocation (Animation & VFX) Semester: I-IV Syllabus was kept same as in session 2020-2021			

Item: AC 7: 2021:7(ii): Artificial Intelligence & Data Sciences

2.	Name of Department (Artificial Intelligence & Data Sciences)	Date of Board of Studies Meeting (24-04-2021)	Detailed Syllabus Annexure (Artificial Intelligence & Data Sciences_2021-22)	
<p>Agenda Item of BOS: B.Voc. AI 1: 2021:3 Name of Programme: B.Voc. Artificial Intelligence & Data Science Semester: I Changes in Syllabus: Name of course: Minor Project I Total Marks changed from 75 to 100: Maximum marks: 100 Practical:80 CA:20</p>				
<p>Agenda Item of BOS: B.Voc. AI 1: 2021:4 Name of Programme: B.Voc. Artificial Intelligence & Data Science Semester: II Changes in Syllabus: Name of course: Data Collection & Analysis Total Marks of changed from 75 to 50: Maximum marks: 50 Theory:40 CA:10 Changes in Scheme: Name of course: Database Management System • Change the Name of the course to “Relational Database Management system” • Add Practical Component. Update Credits from 4-0-0 to 2-0-2 • Total Marks change from 75 to 100 Maximum marks: 100 Theory:40 Practical:40 CA:20</p>				
<p>Agenda Item of BOS : B.Voc. AI 1: 2021:5 Name of Programme: B.Voc. Artificial Intelligence & Data Science Semester: III and IV To discuss & approved the syllabus of B.Voc. (Artificial Intelligence and Data Science) (Semester III- IV) proposed for the first time (Under Credit Based Continuous Evaluation Grading System) (12+3 System of Education) for the session 2021-22 as per following QP/Job Role.</p>				
S.No.	Name of the Sector / Programme	Semester	Job role(s) Covered	NSQF Level

1.	NASSCOM SSC (Advance Diploma) Level-6 Semester III-IV	III-IV	<ul style="list-style-type: none"> • Data Quality Analyst SSC/Q8101 In Synch with NASSCOM Advanced Diploma	Level- 6
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Item: B.Voc. AI 1: 2021:6

Name of Programme: B.Voc. Artificial Intelligence & Data Science

Semester: III

List of the Courses Proposed:

Advanced Artificial Intelligence
 Big Data
 Data Mining and Data Warehousing
 NoSQL
 Lab on NoSQL
 Data Processing and Visualization
 Workplace Management
 Minor Project-III

Changes in Syllabus:

- Remove course Advanced Artificial Intelligence and add Machine Learning -I instead.
- Add lab for Data Processing and Visualisation
- Add lab for Machine Learning.
- Move Big Data, NoSQL and Workplace Management to Semester IV.
- Add Statistics and Data Storytelling

Final List of Courses:

Statistical Inference-I
 Data storytelling & Presentation
 Data Mining and Data Warehousing
 Data Processing and Visualization
 Lab on Data Processing and Visualization
 Entrepreneurship basics
 Machine Learning-I
 Lab on Machine Learning I
 Minor Project-III

Agenda Item of BOS : B.Voc. AI 1: 2021:7

Name of Programme: B.Voc. Artificial Intelligence & Data Science

Semester: IV

List of the Courses Proposed:

Introduction to Machine Learning
 Fuzzy Systems
 Applied Statistical Programming
 Artificial Neural Networks
 Artificial Intelligence Tool

Lab on Artificial Intelligence Tool

Minor Project-IV

Changes in Syllabus:

- Remove course Fuzzy Systems and Artificial Neural Networks.
- Add NoSQL and Big Data under Course name “Non-Relational Databases”
- Add lab for Machine Learning.
- Move Big Data and NoSQL to Sem IV.

Final List of Courses:

Statistical Inference-II

Applied Statistical Programming

Applied Statistical Programming Lab

Non Relational Database

Lab on Non Relational Database

Workplace management

Minor Project-IV

Item: AC 7: 2021:7(iii): Beauty & Wellness

3.	Name of Department (Beauty & Wellness)	Date of Board of Studies Meeting (19-4-2021)	Detailed Syllabus Annexure (Beauty & Wellness _2021-22)
<p>Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Beauty & Wellness) Semester: I</p> <p><u>Changes in Syllabus :-</u> Anatomy of Skin Course Code: BVBM-1144(Theory) a)Change the name of the paper from Anatomy of Skin to “ Anatomy of Skin and Hair” Add the topic in Unit-II “Lymphatic nodes of face and neck”. Remove Unit III and add the topic : Anatomy of the Hair ,Types of Hair ,Tools and equipments used for hair styling Remove entire Unit IV and add the topic :Scalp analysis, Hair and scalp conditions ,Types of shampoo b) Topics were added in the Practical (Anatomy of Skin & Hair) Skin and hair analysis, Preparation of the client, Different types of blow dryer (c) Replace the paper “Scalp and Hair with Fundamentals of Spa” Course code: BVBM-1145 and syllabus was formed with Board Members</p>			
<p>Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Beauty & Wellness) Semester: II</p> <p><u>Changes in Syllabus:</u> a) “Beauty and Personality Development” Course code: BVBM-2144 (Theory) Remove the topic from Unit -II: Outfit Culture, Use of Perfumes. Remove entire Unit IV and add the topic: Structure of Nail , Nail disorders and disease, Types of Manicure and Pedicure Remove the topic saree drapping from Practical of " Beauty and Personality Development” and add the topics: Basic Nail Art ,Tools & Equipment, Preparation of the client</p> <p>b) “Fashion Makeover” Course code: BVBP-2145(Practical) Remove the topic “Entrepreneur and Business Awareness” and add the topic “Consult and advice client” in Unit -I Remove topic “ Cosmetics Science” and add the topic: “ Advance product knowledge ,Air Brush makeup ” in Unit -II Remove topic Doll and related makeup looks Makeup ,Theatrical Makeup ,Photographic , Mens Makeup ,Face and body Tattooing and add the topic “ Character Makeup” in Unit-III Remove the entire UNIT-IV and add the topic Thermal styling, High fashion styling.</p> <p>c) Following “Photographic makeup” Course code: BVBP-2146(Practical). Replace the topic “Creative Makeup” with “Character Makeup” And remove the topic “Fashion styling for photo-shoot” , “Communicate and behave professional manner” in Unit -I Remove the topic “Base application” and add the topic “Consult and advice client” in Unit -III. Remove entire UNIT-IV and add the “lab training and Viva”.</p>			
<p>Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Beauty & Wellness) Semester: III</p> <p><u>Changes in Syllabus:</u> a) “Techniques of Hair Texturing ” Course code: BVBP-3144(Practical)</p>			

Remove topic Hair Thinning , Club cutting , Notching ,Point cut , Feathering , Types of cutting Tools and add the topic :Implements and tools of hair cutting, Types of head shapes ,Various terms used in cutting, Types of cuttings and its techniques ,Preparation of the client

Agenda Item of BOS : Agenda Item 2

Name of Programme : Bachelor of Vocation (Beauty & Wellness)

Semester: IV

Changes in Syllabus:

a) “Superfluous Hair” Course code: BVBM-4143(Theory).

Remove topic “Methods of superfluous Hair” in Unit-I and add the topic: Causes of superfluous hair, Sterilization and Sanitation.

Remove topic “Methods of Depilation” in Unit-II and the topic : Methods of epilation, Procedure ,Client preparation ,Contra-indication

Remove entire Unit –IV and add the topic :

HAIR LIGHTENING: Lightening the hair ,Its types , Preparing the client, Procedure, Patch test

b) “Superfluous Hair” Course code: BVBM-4143(Practical).

Remove topic Electrolysis and add the topics: Full body bleach, Full body Waxing, Depilatory treatment

c) “Chemical Hair Relaxing” Course code: BVBP-4145(Practical)

Add “Viva and Presentation”.

d) “Advance Hair Treatment” Course code: BVBP-4146(Practical)

Remove topic High-Tech Re-growth Therapy, Surgical Hair replacement, Mythic Oil Spa.

Agenda Item of BOS : Agenda Item 2

Name of Programme : Bachelor of Vocation (Beauty & Wellness)

Semester: V

Changes in Syllabus:

a) “Chemical Hair Procedures” Course code: BVBL-5141(Theory)

Unit –II was shifted to Unit-III and in Unit-II topic added: Chemical used for hair straightening, Procedure ,Re-touch Materials required

Agenda Item of BOS : Agenda Item 2

Name of Programme : Bachelor of Vocation (Beauty & Wellness)

Semester: VI

Syllabus was kept same as in session-2020-2021

Item: AC 7: 2021:7(iv): Biotechnology

4.	Name of Department (Biotechnology)	Date of Board of Studies Meeting (10-04-2021)	Detailed Syllabus Annexure (Biotech_2021-22)
<p>Agenda Item of BOS : <u>Item: Bio 6: 2021: 3</u> Name of Programme: B.Sc. Bio-Technology Semester: I Name of Course: Biochemistry-I & General Microbiology-I</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : <u>Item: Bio 6: 2021: 4</u> Name of Programme: B.Sc. Bio-Technology Semester: II <u>Changes in Syllabus:</u></p> <p>Name of Course: Genetics, Biochemistry-II & General Microbiology-II</p> <ul style="list-style-type: none"> • Add kinetics of competitive, uncompetitive and non-competitive inhibition topics in Unit-IV of Biochemistry-II 			
<p>Agenda Item of BOS : <u>Item: Bio 6: 2021: 5</u> Name of Programme: B.Sc. Bio-Technology Semester: III <u>Changes in Syllabus:</u></p> <p>Name of Course: Fundamentals of Biotechnology, Immunology-I, Biochemistry-III, Skill Development in Biotechnology-A, Immunology-B & Molecular Biology</p> <ul style="list-style-type: none"> • To introduce new course Fundamentals of Biotechnology in semester –III. • To introduce practical “Isolation of genomic DNA from blood and perform agarose gel electrophoresis” in Molecular biology practical’s instead of Animal Biotechnology course of semester-VI. • To remove Agro and Industrial Applications of microbes-A from semester III and introduce as Industrial Biotechnology-I in semester IV 			
<p>Agenda Item of BOS <u>Item: Bio 6: 2021: 6</u> Name of Programme: B.Sc. Bio-Technology Semester: IV <u>Changes in Syllabus</u></p> <p>Name of Course: Industrial Biotechnology-I, Immunology-II, Biochemistry-IV, Skill Development in Biotechnology-A, Fundamentals of Bioinformatics</p> <ul style="list-style-type: none"> • To remove Agro and Industrial Applications of microbes-B course from semester IV 			

and later will be introduced in semester IV

- To remove practical “Isolation of microbial cells by serial dilution-spread plate method, pour plate” from Industrial Biotechnology-I as it was present in practical list of General Microbiology-I
- To introduce practical in Industrial Biotechnology-I course of semester IV “To perform an AMES assay to determine the mutagenicity of a compound”
- To introduce practical in Immunology-I course “Separation and purification of IgG antibodies from Serum using protein A column” and remove it from practical list of Animal Biotechnology
- In 208-19, Computer fundamentals and bioinformatics with course code BBTM- 1137 was in semester I and after that it was removed from there and now it has been introduced in semester IV as Fundamentals of Bioinformatics with course code BBTM-4065
- To introduce Industrial/Institutional visit with course code BBTM-4067 in semester IV and it was removed from semester VI where it was titled as Educational Tour & Written Illustrated Report with course code BBTM-6068

Agenda Item of BOS : Item: Bio 6: 2021: 7

Name of Programme: B.Sc. Bio-Technology

Semester: V

Changes in Syllabus

Name of Course: Patent laws in Biotechnology, rDNA Technology-A, Concepts of Plant Tissue Culture, Animal Tissue Culture, Bioprocess Engineering-A, Biophysical & Biochemical Techniques-A

- To remove practical “Growing of *E.coli* bacterial culture” from rDNA Technology-A of semester V
- To merge practical “Agarose gel electrophoresis” with another practical and rephrased as “To perform spectrophotometric quantification of DNA for determination of purity and agarose gel electrophoresis” in rDNA Technology-A course of semester V
- To merge restriction digestion practical with agarose gel electrophoresis and rephrased as Restriction enzyme digestion of the isolated DNA with 6, 5 and 4 cutters and agarose gel electrophoresis of the digested fragments in rDNA Technology-A course of semester V
- To introduce new practical “To perform ligation reaction and agarose gel

electrophoresis” in rDNA Technology-A course of semester V

- To introduce new practical “To study differential centrifugation” in Biophysical & Biochemical Techniques-A course of semester V
- To remove practical “To study separation of bio-molecules by thin layer chromatography” and merge it with “To study separation of bio-molecules by paper and thin layer chromatography” in Biophysical & Biochemical
- Techniques-A course of semester V

Agenda Item of BOS : Item: Bio 6: 2021: 8

Name of Programme: B.Sc. Bio-Technology

Semester: VI

Changes in Syllabus

Name of Course: Intellectual Property Rights & Entrepreneurship, rDNA Technology-B, Applications of Plant Tissue Culture, Animal Biotechnology, Bioprocess Engineering-B, Biophysical and Biochemical Techniques-B

- To specify names of new generation sequencing techniques “Roche 454 pyrosequencing, Illumina (Solexa) HiSeq and MiSeq sequencing, Single- molecule real-time (SMRT) sequencing by pacific biosciences” in Unit IV of rDNA Technology-B of semester VI
- To remove names of cell lines and include only few important one in Unit-1 of Animal Technology semester VI
- To include topics “Organotypic and histotypic cultures: Organotypic culture: Gas and nutrient exchange, structure integrity, growth, differentiation, advantages and applications. Methods, advantages and applications of histotypic culture. Three dimensional culture and tissue engineering: Concept of tissue engineering, components of tissue engineering, cells imaging in 3D construct” in course of Animal Biotechnology in semester VI.
- To remove two practicals “DNA isolation from blood” and “Quantification of isolated DNA” from practical list of Animal Biotechnology in semester VI as these practical’s are part of molecular biology.
- To include following practicals “Observation of adherent (Fibroblastic, epithelial) and suspension cultures (Lymphoblast)”, “To perform trypsinization of cells”, “Cell counting by haemocytometer”, “Determination of the IC50 value of a drug using
- MTT assay” in course of Animal Biotechnology in semester VI.

- To remove practical “Separation and purification of IgG antibodies from Serum using protein A column” from course of Animal Biotechnology in semester VI as it was introduced in semester IV of Immunology-I

Agenda Item of BOS: Item: Bio 6: 2021: 9

Name of Programme: B.Sc. Home Science

Semester: VI

Name of Course: Basic Nutritional Biochemistry of B.Sc. Home Science semester-V and Applied Nutritional Biochemistry

Syllabus was kept same as in session 2020-21.

Agenda Item of BOS: Item: Bio 6: 2021: 10

Name of Programme: Bachelors in Vocational Bachelor of Vocation (Nutrition, Exercise and Health)

Semester: IV

Name of Course: Nutritional Biochemistry

Syllabus was kept same as in session 2020-21.

Agenda Item of BOS: Item: Bio 6: 2021: 11

Name of Programme: Masters in Botany

Semester: II

Name of Course: Computer Applications and Bioinformatics

Syllabus was kept same as in session 2020-21.

Item: AC 7: 2021:7(v): Botany

5.	Name of Department (Botany)	Date of Board of Studies Meeting (20-04-2021)	Detailed Syllabus Annexure (Botany_2021-22)
<p>Agenda Item of BOS : Item: Bot 6: 2021-2 Name of Programme : B.Sc. Medical Semester: I Name of Course: Diversity of Microbes, Diversity of Cryptogams</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Bot 6: 2021-2 Name of Programme : B.Sc. Medical Semester: II Name of Course: Cell Biology, Genetics</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Bot 6: 2021-2 Name of Programme : B.Sc. Medical Semester: III Name of Course: Structure, Development and Reproduction in Flowering Plants-I &II</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Bot 6: 2021-2 Name of Programme : B.Sc. Medical Semester:IV Name of Course: Diversity of seed Plants and their systematics –I & II</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Bot 6: 2021-2 Name of Programme : B.Sc. Medical Semester: V Name of Course: Plant physiology, Biochemistry &Biotechnology</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Bot 6: 2021-2 Name of Programme : B.Sc. Medical Semester: VI Name of Course: Ecology, Economic Botany</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Bot 6: 2021-3 Name of Programme : B.Sc. Biotechnology Semester: I Name of Course: Botany I</p> <p>Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Bot 6: 2021-3 Name of Programme : B.Sc. Biotechnology Semester: III</p> <p><u>Changes in Syllabus</u> Name of Course: Botany II</p> <ul style="list-style-type: none"> This paper is shifted from Sem. IV to Sem. III in this session. 			

- Macronutrients and micronutrients and their deficiency symptoms, ascent of sap and transport of organic solutes, biotic (pathogen and insects) topics were added to Unit I.
- Physiological & molecular adaptations in plants with respect to cold – heat - drought and salt stress topics were deleted from Unit I.
- Light harvesting complexes; mechanisms of electron transport; photoprotective mechanisms; CO₂ fixation-C₃, C₄ and CAM pathways were added to Unit II.
- Heat shock proteins, dehydrins, late embryogenesis abundant proteins, role of different osmolytes in stress tolerance were deleted from Unit II.
- A brief account of the following plant diseases with respect to casual agents, symptoms, epidemiology and their control measures : Black stem rust of wheat, Loose smut of wheat, Late and early blight of potato, Red rot of sugarcane, TMV of potato, Yellow vein mosaic of bhindi topics were shifted to Unit III.
- False smut of rice, Bacterial blight of rice, Bunchy top of banana, Downy mildew of bajra topics were deleted from Unit IV.
- Biodiversity: Physical environment; biotic environment; biotic and abiotic interactions. Concept of habitat and niche; Characteristics of a population; population growth curves; population regulation; Major terrestrial biomes; biogeographically zones of India Topics were added to Unit IV
- False smut of rice, Bacterial blight of rice, Bunchy top of banana, Downy mildew of bajra practicals were deleted from Practical syllabus.
- Three new practicals were added, which are as follows:
- Demonstrate the transpiration pull by mercury method.
- Demonstration that O₂ is evolved during photosynthesis.
- Separation of pigments by paper chromatography/TLC method.

Agenda Item of BOS : Item: Bot 6: 2021-4

Name of Programme : Botany in B.Sc. Home Science

Semester: V

Name of Course: Applied botany and home gardening

Syllabus was kept same as in session 2020-21.

Agenda Item of BOS : Item: Bot 6: 2021-5

Name of Programme : M.Sc.(Botany)

Semester: I

Changes in Syllabus

Bryology (MBTL-1073) from Sem II was swapped with Theoretical Biology (MBTL-2336) from Sem I. The new scheme is given below. The syllabus and course outcomes were same as that for the session 2020-21.

Sem I (Old Scheme)		Sem I (New Scheme)	
Course Code	Course Title	Course Code	Course Title
MBTL-1071	Fungi and Plant Pathology	MBTL-1071	Fungi and Plant Pathology
MBTL-1072	Phycology	MBTL-1072	Phycology
MBTL-1073	Plant Physiology	MBTL-1073	Bryology
MBTL-1074	Genetics and Evolution	MBTL-1074	Plant Physiology
MBTL-1335	Theoretical Biology	MBTL-1075	Genetics and Evolution
MBTL-1046	Computer Applications and Bioinformatics	MBTL-1046	Computer Applications and Bioinformatics
MBTP-1077	Botany Practicals I	MBTP-1077	Botany Practicals I
MBTP-1078	Botany Practicals II	MBTP-1078	Botany Practicals II

Agenda Item of BOS : Item: Bot 6: 2021-5

Name of Programme : M.Sc.(Botany)

Semester: II**Changes in Syllabus**

Bryology (MBTL-1073) from Sem II was swapped with Theoretical Biology (MBTL-2336) from Sem I. The new scheme is given below. The syllabus and course outcomes were same as that for the session 2020-21.

Old Scheme		New Scheme	
Course Code	Course Title	Course Code	Course Title
MBTL-2071	Bryology	MBTL-2071	Pteridology
MBTL-2072	Pteridology	MBTL-2072	Diversity and Biology of Gymnosperms
MBTL-2073	Diversity and Biology of Gymnosperms	MBTL-2073	General Microbiology
MBTL-2074	General Microbiology	MBTL-2074	Cell Biology
MBTL-2075	Cell Biology	MBTL-2075	Ecological Modelling and Forest Ecology
MBTL-2076	Ecological Modelling and Forest Ecology	MBTL-2336	Theoretical Biology
MBTP-2077	Botany Practicals I	MBTP-2077	Botany Practicals I
MBTP-2078	Botany PracticalsII	MBTP-2078	Botany PracticalsII
MBTV-2079	On Job Training or Assignment	MBTV-2079	On Job Training or Assignment

Agenda Item of BOS : Item: Bot 6: 2021-5

Name of Programme : M.Sc.(Botany)

Semester: III

The syllabus for Applied Botany (MBTL- 3075) was revised and changes are listed below. The syllabus and course outcomes for the rest of the syllabus were same as that for the session 2020-21.

Changes in Syllabus

- Vegetable oils and fats topic moved to Unit III from Unit I.
- Gum and Resins, Rubber moved to Unit IV from Unit II.
- Essential oil yielding plants of India, their use in perfumery moved to Unit III from Unit II.
- Fibre yielding plants moved under title fibres in Unit III.
- Tanning and Dyeing material, rubber and other latex yielding products, gums and resins were shifted Unit IV.
- Topic Sugars was deleted from Unit III as they were already present in Unit I.
- Soils have been deleted from Unit III.

Agenda Item of BOS : Item: Bot 6: 2021-5

Name of Programme : M.Sc.(Botany)

Semester: IV

The syllabus for Plant Tissue Culture and Biotechnology (MBTL- 4073) is revised and changes are listed below. The syllabus and course outcomes for the rest of the syllabus were same as that for the session 2020-21.

Changes in Syllabus

Course Title: Plant Tissue Culture and Biotechnology (MBTL- 4073):

Introduction and Historical Aspects of Tissue culture were added in Unit I.

Agenda Item of BOS : Item: Bot 6: 2021-6

Name of Programme: B.Sc. (Hons.) Agriculture

Semester: V &VI

Syllabus was kept same as in session 2020-21.

Agenda Item of BOS : Item: Bot 6: 2021-6

Name of Programme: B.Sc. (Hons.) Agriculture

Semester: VII & VIII

The courses for B.Sc.(Hons.) Agriculture programme Semester VI-VIII, were finalized in the light of recommendations of 5th Deans Committee, ICAR.

Furthermore, the provisions for online internship as an alternative, in the eventuality of persistence of COVID wave were also finalized unanimously.

Syllabus was formed with board members.

Item: AC 7: 2021:7(vi): Chemistry

6.	Name of Department (Chemistry)	Date of Board of Studies Meeting (17-4-2021)	Detailed Syllabus Annexure (Chemistry_2021-22)
<p>Agenda Item of BOS : Item: Chem 7: 2021: 2 Name of Programme: M.Sc. (Chemistry) Semester: I- IV</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Chem 7: 2021: 3 Name of Programme: B.Sc. (Hons) in Physics Semester: III and IV</p> <p>Syllabus was formed with board members.</p>			
<p>Agenda Item of BOS : Item: Chem 7: 2021: 4 Name of Programme: B.Sc. (Biotech) Semester: III</p> <p>Syllabus was formed with board members.</p>			
<p>Agenda Item of BOS :Item: Chem 7: 2021: 5 Name of Programme: B.Sc. (Medical and Non- Medical) Semester: I-VI</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Chem 7: 2021: 6 Name of Programme: B.Sc. (Biotech) semester I, B.Sc. (H. Sc.) semester III and IV, B.Sc. (Hons.) Maths Semester I, B.Sc. (Hons.) in Physics semester I and II</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Chem 7: 2021: 7 Name of Programme: B.Sc. (Biotech) Semester: V-VI</p> <p>Syllabus was kept same as in session 2020-21</p>			

Item: AC 7: 2021:7(vii): Commerce and Business Administration

7.	Name of Department (Commerce & Business Administration)	Date of Board of Studies Meeting (6-4-2021)	Detailed Syllabus Annexure (Commerce & Business Administration _2021-22)
<p>Agenda Item of BOS :Item:2 Name of Programme: M.Com Semester :M.Com (I,II,III,IV)</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS :Item: 3 Name of Programme: B.Com (Pass and Hons.) B.Com Semester :I,II,III,IV</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS :Item: 4 Name of Programme: BBA Semester: II, IV & VI</p> <p><u>Changes in Syllabus</u> BBA Semester V: With the approval of Board paper of Seminar/ Course Code-BBRS-4328 is shifted from semester IV to semester V. and it would be based on project prepared by the students on the basis of internship of 4weeks. After the completion of exams of BBA Semester IV, it is made mandatory for the students to go for internship in the corporate sector and on the basis of this students will be required to prepare a project report and give a seminar in semester V on the basis of this project. With this name and course code of this paper would become- Seminar Based on Internship Project/ Course Code-BBRS-5328 Thus the syllabus of BBA (Semester I -VI) under Continuous Evaluation System for the session 2021-22 was duly approved by all the Board members with proposed changes. For rest of the programmes syllabus was kept same as has been approved for the Session 2021-2022.</p>			
<p>Agenda Item of BOS :Item: 5 Name of Programme: B.Com. Hons. Semester :(I,II,III, IV,V & VI)</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS :Item: 6 Name of Programme: B.Com (Financial Services) Semester: I-II</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS :Item: 7 Name of Programme: Post Graduate Diploma in Financial Services (Banking and Insurance) Semester: I-II</p> <p>Syllabus was kept same as in session 2020-21</p>			

Item: AC 7: 2021:7(viii): Computer Science & Applications

8.	Name of Department (Computer Science & Applications)	Date of Board of Studies Meeting (24-04-2021)	Detailed Syllabus Annexure (Computer_2021-22)
<p>Agenda Item of BOS: Item: Comp. Sc. 6: 2021:2 Name of Programme: Master of Science (Computer Science) Semester I-IV ,Master of Science (Information & Network Security) Semester I-IV</p> <p><u>Changes in syllabus:</u></p> <ul style="list-style-type: none"> • Master of Science (Computer Science) Sem. I-IV Course names were generalized and the Word Based on removed from Lab Courses, so the Lab courses were renamed. The recommended changes were made. • Master of Science (Information & Network Security) Sem. I-IV Course names were generalized and the Word Based on removed from Lab Courses, so the Lab courses were renamed. The recommended changes were made. 			
<p>Agenda Item of BOS: Item: Comp. Sc. 6: 2021:3 Name of Programme: Post Graduate Diploma in Computer Applications Semester- 1-II</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS: Item: Comp. Sc. 6: 2021:4 Name of Programme: Bachelor of Computer Applications Semester I-VI, Bachelor of Science (Information Technology) Semester I-VI</p> <p><u>Changes in syllabus</u></p> <ul style="list-style-type: none"> • Bachelor of Computer Applications Semester I-VI • In Semester II, C Programming Theory and PC Computing Theory courses merged with the corresponding practical courses, course names were generalized and code M given with the course names, Lab names were also generalized, rest of the syllabi were kept same as of session 2020-21. • The Word Based on was removed from all Lab Courses. • The choice of two audit courses to be given to students of Sem-V-2021-2022. <p>Job Readiness Course/Innovation, Entrepreneurship and Venture Development. The student will have to opt for either of these two.</p> <ul style="list-style-type: none"> • Bachelor of Science (Information Technology) I-VI In Semester II, C Programming Theory and PC Computing Theory courses merged with the corresponding practical courses, course names were generalized and code M given with the course names, Lab names were also generalized, rest of the syllabi were kept same as of session 2020-21. • The Word Based on was removed from all Lab Courses. • The choice of two audit courses to be given to students of Sem-V-2021-2022. <p>Job Readiness Course/Innovation, Entrepreneurship and Venture Development. The student will have to opt for either of these two.</p>			
<p>Agenda Item of BOS: Item: Comp. Sc. 6: 2021:5 Name of Programme: Diploma in Computer Applications Semester I-II</p> <p>Syllabus was kept same as in session 2020-21.</p>			

Agenda Item of BOS: Item: Comp. Sc. 6: 2021:6

Name of Programme: Additional / optional paper for Specialization subject of B.Sc. (IT) Semester I-VI

Changes in Syllabus :

- Sem I- Paper 1115 - new paper introduced as Computational Data Science in place of Fundamentals of Data Pre-processing and Data Mining.
- Sem III- Paper 3116, data science projects were replaced with applications and more content added from theory perspective, rest of the syllabi were kept same as in session 2020-21.
- Sem V and VI- Syllabus was formed with Board members.

Agenda Item of BOS: Item: Comp. Sc. 6: 2021:7

Name of Programme: Bachelor of Arts/ Bachelor of Science - Computer Science Semester I-VI, Bachelor of Arts/ Bachelor of Science - Computer Applications (Vocational) Semester I-VI.

Change in syllabus

Bachelor of Arts/ Bachelor of Science - Computer Science Semester I-VI

- Names of technologies were removed from all course names.
- C++ Language content removed from Sem IV, contents were made more generic.
- Sem VI course contents changed and new contents as -Digital Marketing, Social Media, Search Engine Marketing, Blog Writing, YouTube etc. were added.
- The Word Based on was removed from all Lab Courses.

Bachelor of Arts/ Bachelor of Science - Computer Applications Semester I-VI

- Sem III- Contents of the course Operating System were changed and Unix was replaced with Linux.
- Sem VI- Business Data Processing contents were changed and more topics related to working on Spreadsheets were added, some PL/SQL related topics were deleted.
- The Word Based on was removed from all Lab Courses.

Agenda Item of BOS: Item: Comp. Sc. 6: 2021:8

Name of Programme: Bachelor of Science (Hons.) Agriculture Sem IV- Agri Informatics

Bachelor of Commerce (Hons.) Sem I - Workshop on MS Office Package

Bachelor of Business Administration Sem I - Computer Applications for Business I

Bachelor of Commerce (Pass) Sem I - Computer Fundamentals

Bachelor of Science (Fashion Designing) Sem I- Basics of Computer

Bachelor of Science (Hons.) Physics Sem III- Python Programming

Bachelor of Science (Home Sc.) Sem I- Computer Basics and Sem II – Computer Applications for Home Scientists

Bachelor of Science (Hons.) Mathematics Sem II- Computer Fundamentals and Introduction to C, Sem III – Python Programming and Sem IV - Foundation of Statistical Computing

Master of Commerce Sem IV- E-Commerce

Master of Science (Chemistry) Sem I - Computer for Chemists

Master of Science (Zoology) Sem I - Computer Programming and Data Processing

Master of Arts (Economics) Semester II – Computer Applications for Economists

Inter departmental courses for the session 2021-22 under Continuous Evaluation System

Changes in Syllabus:

- Name of Course: Computer as a subject for inter departmental courses Sem I- IV.
- Bachelor of Commerce (Hons.) Sem I - Workshop on MS Office Package, MS was deleted to encourage the use of Open-source software.
- Bachelor of Science (Hons.) Physics Sem III- Python Programming, syllabus was formed with Board members.

- Bachelor of Science (Mathematics) Physics Sem III- Python Programming, contents were updated to suit the specific requirements.
- Rest of the inter disciplinary courses syllabi were kept same as in session 2020-21.

Item: AC 7: 2021:7(ix): Cosmetology

9.	Name of Department (P.G. Department of Cosmetology)	Date of Board of Studies Meeting (19-4-2021)	Detailed Syllabus Annexure (Cosmetology _2021-22)
Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Arts Cosmetology (Vocational) Semester: I to VI Syllabus was same in the session 2020-2021			
Agenda Item of BOS : Agenda Item 3 Name of Programme : Master of Arts (Cosmetology) Semester I to IV Syllabus was same in the session 2020-2021			
Agenda Item of BOS : Agenda Item 4 Name of Programme : Post-Graduate Diploma in Cosmetology Semester-I and II Syllabus was same in the session 2020-2021			
Agenda Item of BOS : Agenda Item 5 Name of Programme : Diploma in Cosmetology Semester- I and II Syllabus was same in the session 2020-2021			

Item: AC 7: 2021:7(x): Economics

10.	Name of Department (Economics)	Date of Board of Studies Meeting (17-04-2021)	Detailed Syllabus Annexure (Economics_2021-22)
<p>Agenda Item of BOS : Item: 2021: 2 Name of Programme: B.A. Semester: I <u>Changes in syllabus</u> B.A. Semester I “Microeconomics” Course Code: BARL-1175 Unit I: The Topic “Assumptions of Microeconomics” is added in the syllabus.</p>			
<p>Agenda Item of BOS : Item: 2021: 2 Name of Programme: B.A. Semester: II - VI Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: 2021: 3 Name of Programme: B.Sc. Economics Semester: I <u>Changes in syllabus</u> Name of Course: Microeconomics B. Sc. (Eco.) Semester I “Microeconomics” Course Code: BECL-1175 Unit I: The Topic “Assumptions of Microeconomics” is added in the syllabus.</p>			
<p>Agenda Item of BOS : Item: 2021: 3 Name of Programme: B.Sc. Economics Semester: II - VI Name of Course: Microeconomics Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: 2021: 3 Name of Programme: B.Sc. Economics Name of Course: Quantitative Techniques for B.Sc. (Eco.) for Semester: II – VI Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: 2021: 4 Name of Programme: M. A. Economics Semester: I – IV Scheme of MA Economics Semester III & IV: Dissertation* (*in lieu of one optional paper in MA Semester III and IV each). Marks=200 has been added. Syllabus was kept same as in session 2020-21.</p>			

Agenda Item of BOS : Item: 2021: 5**Name of Programme: B.Sc. Economics with additional optional subject Banking****Semester: I - VI**

B.Sc. (Economics) with Additional/ Optional Course in Banking – (Semester I) “Banking and Basic Operations”, Course code: BECL-1026

UNIT I: The Topic “Merger and Privatisation of Banks” has been added in the syllabus.

B.Sc. (Economics) with Additional/ Optional Course in Banking – (Semester III) “General Awareness”, Course code: BECL-3026

UNIT III: The topic “Taxation system, GST” is redefined as “Taxation System-Direct taxes, Indirect taxes and GST”

Scheme of Bachelor of Science with Additional / Optional Course in Banking

Papers of III, IV, V and VI Semesters have been shuffled. Now subjects offered in course will be as follows:

Semester	New Paper	Old Paper
III	Banking (General Awareness)	Banking (Financial Markets and Institutions)
IV	Banking (Financial Markets and Institutions)	Banking (General Awareness)
V	Banking (Basic Accounting)	Banking (Quantitative Aptitude)
VI	Banking (Quantitative Aptitude)	Banking (Basic Accounting)

Agenda Item of BOS : Item: 2021: 6**Name of Programme: B.A. / B.Sc. (Eco.) Honours****Semester III - VI****Name of the Course: Economics**

Syllabus was kept same as in session 2020-21

Agenda Item of BOS : Item: 2021: 7**Name of Programme: Economics for B.Com. (Pass)****Semester I****Name of the Course: Business Statistics****Changes in Syllabus:**

B.Com. (Pass) Semester I “Business Statistics” Course Code: BCRL–1176

The Topic “Splicing” is added in Unit III.

The Topic “Consumer Price Index” is deleted from Unit III.

Agenda Item of BOS : Item: 2021: 7**Name of Programme: Economics for B.Com. (Pass)****Semester II****Name of the Course: Business Economics**

Syllabus was kept same as in session 2020-21.

Agenda Item of BOS : Item: 2021: 8

<p>Name of Programme: Economics for BBA Semester I and II Name of the Course: Managerial Economics-I & Managerial Economics-II</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS : Item: 2021: 9 Name of Programme: B.Com. (Hons.) Semester I Name of the Course: Micro Economics and Descriptive Statistics for Business</p> <p><u>Changes in Syllabus:</u></p> <p>Bachelor of Commerce (HONOURS) SEM-I “Descriptive Statistics for Business” Course Code: BCOL-1176</p> <ul style="list-style-type: none"> • UNIT III Topic “Mean Deviation” is added. • UNIT IV Topic “Correlation and Covariance, Simple Regression Analysis” is redefined as “Covariance, Simple Correlation and Simple Regression Analysis (Grouped and Ungrouped data)”. • UNIT IV Topic “Probability: addition and multiplication theorem of probability; Properties of Binomial, Poisson and Normal Distribution (without Derivation)” is deleted. • UNIT IV Topic “Detecting Outliers” is deleted from as it is repetition. • UNIT IV Topic “Chebychev’s Theorem” is added.
<p>Agenda Item of BOS : Item: 2021: 9 Name of Programme: B.Com. (Hons.) Semester II Name of the Course: Macroeconomics and Inferential Statistics for Business</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS : Item: 2021: 10 Name of Programme: B.Com. (Financial Services) Semester I - II Name of the Course : Quantitative Techniques for Business-I & Quantitative Techniques for Business-II</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS : Item: 2021: 11 Name of Programme: M.Com. Semester I Name of the Course : Managerial Economics Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS : Item: 2021: 12 Name of Programme: B.Sc. (Home Science) Semester III and IV Name of the Course : Basic Concepts of Economics and Consumer Economics Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS : Item: 2021: 13 Name of Programme: B.Sc. (Hons.) Mathematics semester I Name of the Course: Microeconomics- I Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS : Item: 2021: 14 Name of Programme: B.VOC. (Retail Management)</p>

Semester II

Name of the Course: Managerial Economics

Syllabus was kept same as in session 2020-21

Agenda Item of BOS : Item: 2021: 15

Name of Programme: M.VOC. (Retail Management)

Semester I

Name of the Course: Economics of Retail

Syllabus was kept same as in session 2020-21

Agenda Item of BOS : Item: 2021: 16

Name of Programme: B.Sc. (Hons.) Agriculture

Semester-VI

Name of the Course: Farm Management, Production and Resource Economics

Syllabus was kept same as in session 2020-21

Item: AC 7: 2021:5(xi): English

11.	Name of the Department (English)	Date of Board of Studies Meeting (17-04-2021)	Detailed syllabus Annexure (English_2021-22)
<p>Agenda Item of BOS: Item no. 7 Name of Course : Communication Skills in English Semester: I Name of the Programme: Bachelor of Vocation (Nutrition, Exercise & Health), Bachelor of Vocation (Textile Design & Apparel Technology)/Bachelor of Vocation (Retail Management) / Bachelor of Vocation (Management & Secretarial Practices)/ Bachelor of Vocation (Animation)/Bachelor of Vocation (Beauty and Wellness)/Bachelor of Vocation (Photography & Journalism)/Bachelor of Vocation (Artificial Intelligence and Data Science)/Bachelor of Vocation (Hospitality and Tourism) Semester I <u>Changes in Syllabus:</u> Effective Blog writing was added as a topic under Unit IV of the syllabus.</p>			
<p>Agenda Item of BOS: Item no. 8 Name of Course : Communication Skills in English Semester: I Name of the Programme: Bachelor of Arts (Journalism & Mass Communication)/ Bachelor of Science (Fashion Designing)/ Bachelor of Science (Home Science) / Bachelor of Computer Applications/Bachelor of Science (Information technology)/ Bachelor of Science (Bio-Technology)/Bachelor of Science (Honours) Agriculture/Bachelor of Science (Honours) Maths/Bachelor of Science (Honours) Physics Semester I <u>Changes in Syllabus:</u> Effective Blog writing was added as a topic under Unit IV of the syllabus.</p>			

Item: AC 7: 2021:7(xii): Fashion Designing

12.	Name of the Department (Fashion Designing)	Date of Board of Studies Meeting (20 -04-2021)	Detailed syllabus Annexure (Fashion_2021-22)
<p>Agenda item of BOS: Item: FD 6: 2021:3 Name of Program: MSc (Fashion Designing and Merchandising) Semester: II <u>Changes in syllabus:</u> a) It was proposed to add one theory course with Course title: Sustainable Fashion- Design for change Course Code: MFDL-2232 of 50 Marks So, Marks of Prod Development Workshop course were reduced from 150 to 100, keeping the same total marks (575) for Semester II. The same was approved by the members b) It was proposed that in theory course of Fashion Merchandising and Marketing, course code: MFDL-2231 In Unit I- Instead of topics -fashion terminology, theories of fashion adoption and fashion cycle New topics were added. The topics are as follows: Digital marketing and its importance Types of Digital platforms Advertisements, promotions and management on these platforms SWOT Analysis and one assignment of Practical development of Digital platforms (at least 2) and proposal of a business model was also added It was suggested by the board members that content of unit I and III should be swapped. The proposed changes were approved by the members and suggestion of board members was incorporated.</p>			
<p>Agenda item of BOS: Item: FD 6: 2021:4 Name of Program: BSc (Fashion Designing) Semester: I <u>Changes in syllabus:</u> a) In Course: Basics of design and illustration (Theory) Course code: BFDM-1234 It was proposed to add topics- Types of pencils, water colours and oil colours And to add topic Importance of rendering and shading instead of rendering and shading skills in Unit I and to shift Topic – Design-Definition and types from unit II to unit III and to shift topic- Principles of Design from unit III to unit II Board members approved the changes b) In Course: Basics of design and illustration (Practical) Ccourse code: BFDM-1234 Board members suggested to add topic- still life and to replace word-‘scenery’ with ‘landscape’ and word ‘houses’ with ‘buildings’ the suggestion was incorporated. c) Course: Fibre to fabric (practical) Course code: BFDM-1237 It was proposed to add names of particular fibres i.e. Cotton, wool, silk and nylon under‘ different fibres’ in first topic and to mention names of fibres i.e. Simple, fancy and textured yarns under the topic ‘Collection different types of yarns’</p>			
<p>Agenda item of BOS: Item: FD 6: 2021:4</p>			

Name of Program: BSc (Fashion Designing)

Semester: V

Changes in syllabus:

It was proposed to introduce one theory course in BSc semester V with

Course title: Basics of Sustainable Fashion

Course Code: BFDL-5232

of 50 Marks So, Marks of course Draping, pattern making and construction were reduced from 150 to 100, keeping the same total marks (500) for Semester V.

The same was approved by the members.

Item: AC 7: 2021:7(xiii): Fine Arts

13.	Name of Department (Fine Arts)	Date of Board of Studies Meeting (17-04-2021)	Detailed Syllabus Annexure (Fine Arts_2021)
Agenda Item of BOS : Agenda Item 2 ,3 ,4 Name of Programme: Bachelor of Arts. Semester: I,II ,III, IV, V,VI Name of Course: FINE ARTS Syllabus was kept same as in Session 2020-21.			
Agenda Item of BOS : Agenda Item 5,6 Name of Programme: Master of Arts. Semester: I, II, III, IV Name of Course: FINE ARTS Syllabus was kept same as in Session 2020-21.			

Item: AC 7: 2021:7(xiv): Food Science & Microbiology

14.	Name of Department (Food Science & Microbiology)	Date of Board of Studies Meeting (20-05-2021)	Detailed Syllabus Annexure (Food Science_2021)
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 1</u> Name of Programme: Food Science in Bachelor of Science (Medical) Semester: I <u>Changes in Syllabus</u> 1. The topic “Egg” was replaced with the topic “Egg and poultry” It was suggested to replace the topic “Meat” with the topic “Meat and Fish” It was suggested to rearrange the topic “vegetables and fruit” with the topic “Fruits and Vegetables” in unit IV. Following topics were removed: In unit –II, Enzymes- Nomenclature, definition, specificity, catalysis, enzyme kinetics, factors influencing enzyme activity, controlling enzyme action, role of enzymes in food processing, modification of food by endogenous enzyme and enzyme inhibitors in foods. Flavors –Types of flavors. It was suggested to shift the following topics: In unit-I, they suggested to shift the following topics from unit I to unit II:- “Carbohydrate—composition, classification, food sources, storage in body, reaction, structure, functions of mono, oligo and poly-saccharides in foods”, “Fat and oils—composition, saturated, unsaturated fatty acids, food sources, functions of fats. Nomenclature and classification, emulsions and emulsifiers, role of fat and oil in food processing, ”Proteins — composition, essential and non–essential amino acids, sources of protein, functions, protein deficiency diseases, physico–chemical properties, modification of food protein during processing and storage.” In unit-II, they suggested to shift the topic, “Recommended dietary Requirements- Nutrient requirement for adult men and women as per ICMR”to unit-I.</p>			
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 1</u> Name of Programme: Food Science in Bachelor of Science (Medical) Semester: II Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 1</u> Name of Programme: Food Science in Bachelor of Science (Medical) Semester: III <u>Changes in syllabus:</u> 1.Following topics were suggested to replaced: In unit-I, the Board suggested to replace the topic,“Chemical preservation in food processing, chemical changes in food that affect the texture, color, flavor, odor, stability and nutritive quality during processing and storage”with the Topic “Chemical preservation in food processing.” In unit-III, it was suggested to replace the topic “Processing of spices and flavor” with the topic “Spices and flavors.” 2.It was suggested to add the following topic: In unit-II, they suggested to add the Topic “Enzymes: Definition, factors affecting enzyme activity, role of enzymes in food processing.” 3.It was suggested to rearrange and shift the following topic: In unit III, it was suggested to rearrange the topic from Manufacturing process: Extruded foods to the topic “Extruded foods” and was shifted from unit III to unit II. 4.It was suggested to remove the following topic:</p>			

In unit II, it was suggested to remove the topic “Quality control in food industry-methods of evaluation and control of the various aspects of quality of raw materials, manufacturing process and the testing of finished products.”

In unit IV, it was suggested to remove the following topic, “food and food package interaction.”

5. It was suggested to rearrange following practicals:

It was suggested to rearrange the practical from To determine grease resistance of packaging material .To determine the strength of different packaging material.

It was suggested to rearrange the practical from To see the chemical resistance of packaging materials To check the chemical resistance of packaging materials.

It was suggested to rearrange the practical from Adequacy of blanching To check the adequacy of blanching.

Agenda Item of BOS :Item: Food Sci & Micro 6: 2021: 1

Name of Programme: Food Science in Bachelor of Science (Medical)

Semester: IV

Changes in syllabus:

1. It was suggested to add the following topic:

In unit-I, it was suggested to add the topic, “Quality control in food industry-methods of evaluation and control of the various aspects of quality of raw materials, manufacturing process and the testing of finished products.”

Agenda Item of BOS :Item: Food Sci & Micro 6: 2021: 1

Name of Programme: Food Science in Bachelor of Science (Medical)

Semester: V

Changes in syllabus:

1. It was suggested to remove the following topic:

In unit-III, it was suggested to remove the topic, “Polarography.”

2. It was suggested to remove the following practicals:

Lactometric determination

Refractrometry

Polarimetry and polarography

Food Rheology

3. It was suggested to add the following practicals:

Determination of milk quality by lactometer

To find out the TSS of food sample by refractrometer.

Determination of surface tension of food sample by using drop number method.

Determination of viscosity index of food sample.

4. It was suggested to rearrange the following practical:

It was suggested to rearrange the practical from Proximate composition of food to Proximate composition of different types of food.

Agenda Item of BOS :Item: Food Sci & Micro 6: 2021: 1

Name of Programme: Food Science in Bachelor of Science (Medical)

Semester: VI

Changes in syllabus:

1. It was suggested to remove the following practical:

Determination of BOD/COD.

Agenda Item of BOS :Item: Food Sci & Micro 6: 2021: 2

Name of Programme: Microbiology in Bachelor of Science (Medical)

Semester: I

Syllabus was kept same as in session 2020-21

Agenda Item of BOS :Item: Food Sci & Micro 6: 2021: 2

Name of Programme: Microbiology in Bachelor of Science (Medical)

<p>Semester: II</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 2</u> Name of Programme: Microbiology in Bachelor of Science (Medical) Semester: III</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 2</u> Name of Programme: Microbiology in Bachelor of Science (Medical) Semester: IV</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 2</u> Name of Programme: Microbiology in Bachelor of Science (Medical) Semester: V</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS :<u>Item: Food Sci & Micro 6: 2021: 2</u> Name of Programme: Microbiology in Bachelor of Science (Medical) Semester: VI</p> <p>Syllabus was kept same as in session 2020-21</p>

Item: AC 7: 2021:7(xv): Hindi

15.	Name of Department (Hindi)	Date of Board of Studies Meeting (15-04-2021)	Detailed Syllabus Annexure (Hindi_2021-22)
<p>Agenda Item of BOS : Agenda Item 3 Name of Programme : Bachelor of Arts (Hindi) Semester: I and II</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Agenda Item 4 Name of Programme : Bachelor of Arts (Hindi) Semester: III and IV</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Agenda Item 5 Name of Programme : Bachelor of Arts (Hindi) Semester: V and VI</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Agenda Item 6 Name of Programme : Bachelor of Arts (Hindi Hons) Semester: III and IV</p> <p>Changes in Syllabus: Following changes were suggested and incorporated in IIIrd semester of B.A (Hons) Hindi.</p> <p>आधुनिक काव्य तथा काव्य नाटक : course code :BARL-3569</p> <ul style="list-style-type: none"> • The marks are divided as per below details : <ul style="list-style-type: none"> ○ Theory Marks : 80 ○ Internal assessment : 20 ○ Total Marks : 100 • All the changes suggested in theory paper are mentioned below: • इकाई – एक :- ‘एक कंठ विषपायी’ काव्य नाटक के स्थान पर धर्मवीर भारती कृत ‘अन्धा युग’ काव्य नाटक को सम्मिलित किया गया। • इकाई – तीन :- अन्धा युग में वर्णित पौराणिकता और आधुनिकता , अन्धा युग : शीर्षक की सार्थकता , अन्धा युग की मूल संवेदना , अन्धा युग की भाषा शैली प्रश्नों को सम्मिलित किया गया। • इकाई – चार :- धर्मवीर भारती : व्यक्तित्व और कृतित्व प्रश्न को सम्मिलित किया गया। 			
<p>Agenda Item of BOS : Agenda Item 7 Name of Programme : Bachelor of Arts (Hindi Hons) Semester: V and VI</p> <p>Syllabus was kept same as in session 2020-21</p>			

Agenda Item of BOS : Agenda Item 8

Name of Programme : Master of Arts (Hindi)

Semester: I and II

Changes in Syllabus:

Following changes were suggested and incorporated in Ist semester of M.A Hindi.

वैकल्पिक अध्ययन : विकल्प-एक

हिंदी नाटक और रंगमंच : Course Code : MHIL-1265

- All the changes suggested in theory paper are mentioned below:
- इकाई – एक :- ‘एक सत्य हरिश्चंद्र’ नाटक के स्थान पर सुरेन्द्र वर्मा कृत ‘आठवां सर्ग’ नाटक को सम्मिलित किया गया।
- इकाई – चार :- सुरेन्द्र वर्मा : नाट्य यात्रा में आठवां सर्ग , आठवां सर्ग शीर्षक की सार्थकता एवं प्रासंगिकता , आठवां सर्ग : समस्या चित्रण ,श्लीलता अश्लीलता का प्रश्न , आठवां सर्ग : अभिनेयता, आठवां सर्ग : पात्र परिकल्पना, आठवां सर्ग : गीत योजना ,भाषा शैली प्रश्नों को सम्मिलित किया गया

Agenda Item of BOS : Agenda Item 9

Name of Programme : Master of Arts (Hindi)

Semester: III and IV

Changes in Syllabus:

Following changes were suggested and incorporated in IIIrd semester of M.A Hindi.

आधुनिक हिंदी काव्य : द्विवेदीयुगीन एवं छायावाद : Course Code : MHIL-3261

- All the changes suggested in theory paper are mentioned below:
- प्रश्न पत्र का शीर्षक प्राचीन एवं मध्यकालीन हिंदी काव्य के स्थान पर आधुनिक हिंदी काव्य : द्विवेदीयुगीन एवं छायावाद रखा गया।
- इकाई – एक :- व्याख्या के लिए निर्धारित पुस्तकों में मैथिलीशरण गुप्त कृत साकेत , जय शंकर प्रसाद कृत कामायनी तथा सूर्य कान्त त्रिपाठी कृत राग विराग (राम की शक्ति पूजा , सरोज स्मृति , जागो फिर एक बार 1-2 , जूही की कली , बंधो न नाव , कुकुरमुत्ता को सम्मिलित किया गया।
- इकाई – दो :- नवजागरण और द्विवेदीयुग के प्रतिनिधि कवि गुप्त साकेत का महाकाव्यत्व
नव सर्ग का काव्य वैभव
राष्ट्रीय चेतना के कवि मैथिलीशरण गुप्त
मैथिलीशरण गुप्त का जीवन दर्शन
साकेत : सांस्कृतिक आधार और युगीन आदर्श
उर्मिला का चरित्र चित्रण
- इकाई – तीन :- छायावादी काव्यान्दोलन और जय शंकर प्रसाद।

कामायनी की अंतर्वस्तु
कामायनी : महाकाव्यत्व
कामायनी : दार्शनिक पक्ष
कामायनी : इतिहास और कल्पना
कामायनी की रूपक योजना
कामायनी की भाषा शैली

- इकाई – चार :- निराला की काव्य विकास यात्रा के विभिन्न चरण
निराला का जीवन दर्शन
छायावादी कवि निराला
प्रगतिवादी कवि निराला
प्रयोगधर्मी कवि निराला
निराला का काव्य सौन्दर्य
राम की शक्ति पूजा : कथ्य और शिल्प
सरोज स्मृति : कथ्य और शिल्प

Following changes were suggested and incorporated in IIIrd semester of M.A Hindi.

वैकल्पिक अध्ययन ,विकल्प –तीन

हिंदी कहानी : Course Code : MHIL-3265

- All the changes suggested in theory paper are mentioned below:
- इकाई – एक :- प्रतिनिधि कहानियां – अज्ञेय के स्थान पर प्रतिनिधि- कहानियां मृदुला गर्ग को सम्मिलित किया गया ।
- इकाई – तीन :- हिंदी कहानी की विकास यात्रा
कहानीकार मृदुला गर्ग : सामान्य परिचय
मृदुला गर्ग की कहानियों में सामाजिक संचेतना
मृदुला गर्ग की कहानियों में मनोविज्ञान
मृदुला गर्ग की कहानियों का शिल्प एवं भाषा
संग्रह की किसी एक कहानी पर कथ्य सम्बन्धी प्रश्न

को सम्मिलित किया गया ।

Following changes were suggested and incorporated in IVth semester of M.A Hindi.

आधुनिक हिंदी काव्य : छायावादोत्तर काल : Course Code : MHIL-4261

- All the changes suggested in theory paper are mentioned below:
- प्रश्न पत्र का शीर्षक मध्यकालीन हिंदी काव्य के स्थान पर आधुनिक हिंदी काव्य : छायावादोत्तर काल रखा गया ।

- इकाई – एक :- व्याख्या के लिए निर्धारित पुस्तकों में स.ही.वात्स्यायन ‘अज्ञेय’की कविताएँ (असाध्य वीणा ,बावरा अहेरी ,शब्द और सत्य ,औद्योगिक बस्ती ,आँगन के पार , कितनी नावों में कितनी बार ,नदी के द्वीप को सम्मिलित किया गया ।
- इकाई – दो :- अज्ञेय का सामान्य परिचय
छायावादोत्तर काव्यान्दोलन और अज्ञेय
अज्ञेय की जीवन दृष्टि
प्रयोगवादी कवि अज्ञेय
अज्ञेय के काव्य की साहित्यिक विशेषताएं
अज्ञेय की कविता का शिल्प – सौन्दर्य
असाध्य वीणा : प्रतिपाद्य
- इकाई – तीन :- ग.मा.मुक्तिबोध
मुक्तिबोध : कवि और उनकी काव्य रचनाएँ
प्रतिबद्ध कवि मुक्तिबोध
फंतासी का कवि मुक्तिबोध
‘अँधेरे में’ कविता का कथ्य और शिल्प
मुक्तिबोध की कविता का भावजगत और उनका काव्य शिल्प
- इकाई – चार :- धूमिल
जनवादी चेतना के कवि धूमिल
साठोतरी हिंदी कविता और धूमिल
धूमिल की कविता में मानव मूल्य
धूमिल की कविता : आज के व्यक्ति का बिम्ब
धूमिल की कविता : भाषा शिल्प
को सम्मिलित किया गया ।

Agenda Item of BOS : Agenda Item 10

Name of Programme : One Year Vaksetu PG Diploma in Translation (English-Hindi-English)

Syllabus was kept same as in session 2021-22

Item: AC 7: 2021:7(xvi): History

16.	Name of Department (History)	Date of Board of Studies Meeting (16-04-2021)	Detailed Syllabus Annexure (History_2021-22)
<p>Agenda Item of BOS : Item: History 6: 2021:3 Name of Programme: B.A. Semester: I to VI</p> <p><u>Changes in Syllabus</u> In syllabus more specified word 8 has been added in the instructions with map question in all the six semesters. This change is made to make both the paper setter and students clear that only 8 places on map have to be marked out of 10.</p> <p>Syllabus was kept same as 2020-21</p>			
<p>Agenda Item of BOS :Item: History 6: 2021:4 Name of Programme: History (Honours) Semester: III to VI</p> <p>Syllabus was kept same as 2020-21</p>			
<p>Agenda Item of BOS : Item: History 6: 2021:5 Name of Programme: B.A. (Honours) English Semester: I to VI Name of Course: History of England</p> <p><u>Changes in syllabus:</u> Small rectification in the syllabus of History of England (1853-1914) Course Code: BOEL-4276 of Semester IV of Unit II of Point three, where word Imperial has been added in place of Imperialism.</p>			
<p>Agenda Item of BOS : Item: History 6: 2021:6 Name of Programme: B.A., B.Sc (Med/Non-Med), B.Sc Fashion Designing, B.Sc (Economics), B.Sc (Honours) Mathematics, B.Sc (Honours) Physics, B.Sc. Computer Science, B.C.A., B.Sc. I.T., B.Sc. Bio-Technology, B.Sc. (Home Science), B.Com, B.B.A., B.Com (Financial Services) B.A. (Honours) English, B.A. Journalism and Mass Communication Semester: I and II Name of Course: Punjab History and Culture</p> <p>Syllabus was kept same as 2020-21</p>			
<p>Agenda Item of BOS : Item: History 6: 2021:7 Name of Programme: Bachelor of Vocation (Retail Management)/ Bachelor of Vocation (Management and Secretarial Practices)/ Bachelor of Vocation (Animation)/ Bachelor of Vocation (Textile Design and Apparel Technology)/ Bachelor of Vocation (Nutrition Exercise and Health), Bachelor of Vocation (Beauty and Wellness)/ Bachelor of Vocation (Artificial Intelligence) and Bachelor of Vocation (Hospitality and Tourism) of Semester I for the session 2020-21 under Credit Based Continuous Evaluation Grading System for the session 2021-22. Semester: I and II Name of Course: Punjab History and Culture</p> <p>Syllabus was formed with board members.</p>			
<p>Agenda Item of BOS : History 6: 2021:8 Name of Programme: B.Com (Honours)</p>			

Semester: I and II

Name of Course: Punjab History and Culture

Syllabus was formed with board members.

Agenda Item of BOS : Item: History 6: 2021:9

Name of Programme: B.A., B.Sc (Medical/ Non-Medical), B.Sc Economics, B.Sc. Comp. Sc, B.Com and B.B.A.

Semester: III and VI

Name of Course: Punjab History and Culture

The Members discussed and suggested some minute changes in Semester III and VI, which are as follows.

In Semester III of Punjab History and Culture in the classes Bachelor of Arts / Bachelor of Science. (Medical) / Bachelor of Science (Non-Medical) / Bachelor of Science (Computer Science) / Bachelor of Science (Economics) / Bachelor of Commerce / Bachelor of Business Administration with COURSE TITLE: PUNJAB HISTORY AND CULTURE (From 1000-1605 A. D.) and COURSE CODE: BARL-3431/BSML-3431/BSNL-3431/BCSL-3431/BECL-3431/BCRL-3431/BBRL-3431

In Unit-II, Point 3 word its has been added naming it “Bhakti Movement and its Impact on Society of Punjab”

In Unit III, Point 6. “Guruship” has been added naming it “Concept of Sangat, Pangat and Guruship”

In Semester VI of Punjab History and Culture in the classes Bachelor of Arts / Bachelor of Science (Medical) / Bachelor of Science (Non- Medical) / Bachelor of Science (Computer Science) / Bachelor of Science (Economics) / Bachelor of Commerce / Bachelor of Business Administration COURSE TITLE: PUNJAB HISTORY AND CULTURE (1947- 2000 A.D.) and COURSE CODE: BARL-6431/BSML-6431/BSNL-6431/BCSL-6431/BECL-6431/BCRL-6431/BBRL-6431

In Unit IV Point 7, the title “Development of Punjabi Literature and Drama” has been replaced by “Understanding Punjabi Literature and Drama through the writings of Bhai Veer Singh, Shiv Kumar Batalvi, IshwarChander Nanda and BalwantGargi” , specifying contribution of four Punjabi Scholars

Item: AC 7: 2021:7(xvii): Home Science

17.	Name of Department (Home Science)	Date of Board of Studies Meeting (16-04-2021)	Detailed Syllabus Annexure (Home Science_2021-22)
Agenda Item of BOS : Agenda Item 1 Name of Programme: B. Sc. Home Science Semester: I to VI Syllabus was kept same as in session 2020-21			
Agenda Item of BOS : Agenda Item 2 Name of Programme: B.A.(Home Science) Semester: I to VI Syllabus was kept same as in session 2020-21			
Agenda Item of BOS : Agenda Item 3 Name of Programme: PG Diploma in Nutrition and Dietetics Semester: I &II <u>Changes in syllabus:</u> Two topics in Unit-III were added Diet in ESRD, Organ Transplant and Diet for Dialysis and Non- Dialysis Patient.			
Agenda Item of BOS : Agenda Item 4 Name of Programme: Diploma in Early Childhood Care and Education Semester: I &II Syllabus was kept same as in session 2020-21			

Item: AC 7: 2021:7(xviii): Hospitality and Tourism

18.	Name of Department (Hospitality and Tourism)	Date of Board of Studies Meeting (26-05-2021)	Detailed Syllabus Annexure (B.Voc. HT_2021-22)
<p>Agenda Item of BOS : Item: Hospitality and Tourism 2021:1 Name of Programme: B. Voc Hospitality and Tourism Semester: I <u>Changes in Syllabus</u> BVHL-1664; Basic concepts of Tourism was upgraded and approved as BVHL-1664; Introduction Tourism, Hospitality and Aviation Industry. Syllabus of BVHL-1664; Introduction Tourism, Hospitality and Aviation Industry was reviewed and approved by the members of the board of studies.</p>			
<p>Agenda Item of BOS :Item: Hospitality and Tourism 2021:2 Name of Programme: B. Voc Hospitality and Tourism Semester: II Syllabus for semester II was reviewed and recommended for the academic session 2021-2022.</p>			
<p>Agenda Item of BOS : Item: Hospitality and Tourism 2021:2 Name of Programme: B. Voc Hospitality and Tourism Semester: III and IV <u>Changes in Syllabus</u> The members approved majority of the proposed contents made the following suggestions in the syllabus of Bachelor of Vocation (Hospitality and Tourism), Semester-III and IV. QP for Bell Captain (QP code: THC/N0107) is recommended to be taught in the semester-III. QP for “Commi chef“(QP code: THC/N0415) was recommended to be replaced by tourism specific “Ticketing and Consultation” in the semester-IV.</p>			

Item: AC 7: 2021:7(xix): Journalism and Mass Communication

19.	Name of Department (JMC)	Date of Board of Studies Meeting (19-04-2021)	Detailed Syllabus Annexure (JMC_2021-22)
<p>Agenda Item of BOS : Agenda Item 3 Name of Programme: MA Journalism and Mass Communication Semester: I,II,III& IV <u>Changes in Syllabus:</u> New topics added in following: Media Law and Ethics MJML-1314:-Right to Privacy Mass Communication Research MJML-3311:-Latest Trends in Mass Communication Research International Communication MJML-4311:- Collaboration of Indian and International News Agencies Human Rights MJML-4312:- Coverage of Human Rights by Media Intercultural Communication MJML-4313:- Diversity in Indian Culture</p>			
<p>Agenda Item of BOS : Agenda Item 4 Name of Programme: BA Journalism and Mass Communication Semester: I,II,III,IV,V& VI <u>Changes in Syllabus</u> New topics added in following: Principles of Communication BJML-1313:-Group Communication (Small. Medium and Large),Bullet Theory. Reporting and Editing-I BJML-1314:- News Definition, Types Parts of News (Headline, Intro, Body & Tail),Editing in Digital Age, Role of News Editor, Sub Editor, Deputy Editor, Chief Editor Media & Politics BJML-1315:- Emergency Powers Photo Journalism BJML-1316:-Relevance and Importance of Cropping, Photoshopping, Colour Correction Press Laws and Media Ethics BJML-2313:-Press Council of India Mass CommunicationBJML-2315:-Concept of Demassification, offline Newspapers Reporting and Editing-II BJML-3312:- Freelancers, Edutainment News Feature Writing BJML-3314:-Language of a Feature Media: Business Communication BJML-4311:-Online and Offline Communication, Conflict and Crisis Management Folk Media BJML-4314:-Relevance of Folk Media, Bureau of Outreach and Communication Advertising: Concepts and Principles BJML-4315:- Relationship between Advertising and Marketing Event Management: Principles and Methods BJML-5311:- Online and Offline Conference Media Research Methodologies BJML-5313:-Participatory Observation</p>			

Item: AC 7: 2021:7(xx): Management and Secretarial Practices

20	Name of Department Bachelor of Vocation(Management & Secretarial Practices)	Date of Board of Studies Meeting (10-04-2021)	Detailed Syllabus Annexure (Management & Secretarial Practices_2021-22)
<p>Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Management & Secretarial Practices) Semester: I</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Management & Secretarial Practices) Semester: II</p> <p>Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Agenda Item 2 Name of Programme : Bachelor of Vocation (Management & Secretarial Practices) Semester: III Changes in Syllabus: In the previous BOS meeting held on 21-11-2020, Board members proposed the change of the title of the course Accountancy with Accounting for Managers. The board members gave several suggestions regarding the Inclusion of following topics: Financial Management: Meaning, Nature and Scope. Capital Budgeting: Meaning, Objectives, Traditional and Modern Methods of Capital Budgeting. Cost of Capital: Concepts and Calculation of Equity Cost of Capital, Preference Cost of Capital, Debt Cost of Capital and Retained Earnings, Management Accounting: Origin, Concept, Nature and Scope of Management Accounting. Need and Importance of Management Accounting, Distinction between Management Accounting & Financial Accounting, Limitations, Management Accountant duties, functions. Tools & Techniques of Management Accounting- Brief Overview of Funds Flow and Cash Flow Statements, Cost Management: Concept of Cost, Classification and Elements of Cost, Cost Centre and Cost Unit, Methods and Techniques of Costing. Overview of ABC Analysis, Target Costing, Kaizen theory under this paper Deletion of following topics: Financial Statements Financial Statements: Meaning and Objectives. Distinction between Capital Expenditure and Revenue Expenditure. Balance Sheet: Need, Grouping, Marshaling of Assets and Liabilities, Vertical Presentation of Financial Statement. Adjustments in Preparation of Financial Statements with respect to Closing Stock, Outstanding Expenses, Prepaid Expenses, Accrued Income; Income Received in Advance, Depreciation, Bad Debts, Provision for Doubtful Debts, Provision for Discount on Debtors, Managers Commission. Preparation of Trading and Profit & Loss Account and Balance Sheet of Sole Proprietorship Concerns, Computers in Accounting from Unit I and Introduction to Computer and Accounting Information System (AIS)Systems, Advantages and Disadvantages of each Option, Applications of Computers in Accounting:</p>			

Automation of Accounting Process, Designing Accounting Reports, MIS Reporting, Data Exchange with other Information Systems, Comparison of Accounting Processes in Manual and Computerized Accounting, Highlighting Advantages and Limitations of Automation, Sourcing of Accounting System: Readymade and Customized and Tailor Made Accounting from the III and IV units. These Changes were incorporated in the paper and board members approved the same with slight modifications.

Agenda Item of BOS : Agenda Item 2

Name of Programme : Bachelor of Vocation (Management & Secretarial Practices)

Semester: IV

Syllabus was kept same as in session 2020-21

Agenda Item of BOS : Agenda Item 2

Name of Programme : Bachelor of Vocation (Management & Secretarial Practices)

Semester: V

Changes in Syllabus:

The board members gave their suggestions regarding Units III and IV of the subject **Fundamentals of Banking**. They suggested that the topics under these units should be related to **Modern Approaches to Banking like RTGS, NEFT, E-Banking, Internet Banking and Systems of Banking, NPAs, KYC Norms** . They also suggested to remove **Customer's Pass Book-Entries in Pass Book, Effects of errors favourable to the Banker and Customer from Unit III.**

Agenda Item of BOS : Agenda Item 2

Name of Programme : Bachelor of Vocation (Management & Secretarial Practices)

Semester: VI

Changes in Syllabus:

The board members gave their suggestions regarding Unit IV of the subject **Indian Financial System**. They suggested that the students should be given a **brief overview of Merchant Banking, Mutual Funds and Credit Rating Agencies** in this unit.

Item: AC 7: 2021:7(XXI): Mathematics

21.	Name of Department (Mathematics)	Date of Board of Studies Meeting (17.4.2021)	Detailed Syllabus Annexure (Maths_2021-22)
<p>Agenda Item of BOS: Item: Math 6: 2021: 2 Name of Programme: Bachelor of Science (Honours) Mathematics Semester V & VI</p> <p>Syllabus was formed with board members.</p>			
<p>Agenda Item of BOS: Item: Math 6: 2021: 3 Name of Programme: Bachelor of Science (Honours) Mathematics Semester IV</p> <p><u>Changes in Syllabus:</u></p> <p>Details of added or deleted topics is as follows: Course Title: Group Theory, Course Code: BOML - 4333 No change in unit-I In unit -II, two topics- Symmetries of a square, dihedral groups are deleted and the line including permutation groups and quaternion groups (through matrices) is also removed. Remaining is same. In unit-III, the topics- permutation groups, cyclic notation for permutations, permutation as products of disjoint cycles, order of a permutation, commutness of disjoint cycles, permutation as a product of 2-cycles, even and odd permutations, alternating group are shifted to unit-IV. In unit-IV, the topics- Properties of cosets, Lagrange's theorem, normal subgroups, factor groups are shifted to unit-III after the topic Product of two subgroups In unit-IV, the topics - Cauchy's Theorem for finite abelian groups, External direct product of a finite number of groups, Group's homomorphism, First, second and third isomorphism theorems are deleted and the topic consequences including Fermat's little theorem is also deleted. J.A Gallian, Contemporary Abstract Algebra, CRC Press , Taylor & Francis Group, New York, Ninth Edition ,2015(Scope as in chapter 1-5,7,9) Course Title: Vector Calculus, Course Code: BOML-4331 Unit 1: These topics are deleted: Geometry of R^n: dot product and its geometry, norm, angle between two vectors, Cauchy Schwarz inequality, the triangle inequality, cross product and its geometric interpretation, Open and Closed sets in R^n, Review of calculus of several variables. These topics are added: Scalar and vector product of three vectors . Product of four vectors. Reciprocal vectors. Vector differentiation, Scalar valued point functions, vector valued point functions, Directional derivatives and the gradient, Tangent plane and normal to a given surface. Unit II These topics are deleted: Differentiation in several variables: Derivative as Jacobian matrix, directional derivative, tangent plane to a surface, the inverse function theorem and the implicit function theorem (without proofs) and their applications, Newton's method. These topics are added: Divergence and curl of a vector point function, Divergence and Curl of sums and products and their related vector identities, Laplacian operator. Unit III These topics are deleted: Vector-valued functions: Scalar and Vector fields, gradient fields and potentials , flow line, gradient, divergence, curl and the del operator, divergence theorem in plane, gradient fields and line integrals, scalar potentials.</p>			

These topics are added: Conditions for orthogonality, Gradient, Divergence and Curl in terms of orthogonal curvilinear coordinates.

Unit IV

These topics are deleted: Surface Integrals: Parameterized surfaces, piecewise smooth parameterized surface and its area, scalar and vector surface integrals with interpretations, Stoke's theorem from the Divergence theorem, meaning of divergence and curl.

Agenda Item of BOS: Item: Math 6: 2021: 4

Name of Programme: Bachelor of Science (Honours)Physics

Semester III& IV

Name of Course: Mathematics

Syllabus was formed with board members.

Agenda Item of BOS: Item: Math.6: 2021: 6

Name of Programme: Certificate Course in Vedic Mathematics

Changes in syllabus:

Instead of one paper of Vedic Mathematics two papers have been introduced – Vedic Arithmetic and Applications

Vedic Algebra and Geometry.

In Vedic Arithmetic and Applications, in unit 4, topics percentages, ratio and proportions simple and compound interest are introduced.

In Vedic Algebra and Geometry, the word algebraic is replaced with polynomial.

In unit 4, mensuration which includes parameter, area, surface area and volume is introduced.

Agenda Item of BOS: Item: Math.6: 2021: 7

Name of Programme: Master of Science (Botany)

Changes in Syllabus:

Course Theoretical Biology has been shifted to Semester II from Semester I.

Item: AC 7: 2021:7(xxii): Music & Dance

22.	Name of Department (P. G. Dept. of Performing Arts)	Date of Board of Studies Meeting (19.04.2021)	Detailed Syllabus Annexure (Music_2021-22)
Agenda Item of BOS: P.A.6 : 2021: 2 Name of Programme : Bachelor of Arts (Music Vocal) Semester: I & II Syllabus was kept same as in session 2020-21			
Agenda Item of BOS: P.A.6 : 2021: 3 Name of Programme : Bachelor of Arts (Music Vocal) Semester: III & IV Syllabus was kept same as in session 2020-21			
Agenda Item of BOS: P.A.6 : 2021: 4 Name of Programme : Bachelor of Arts (Music Vocal) Semester: V & VI Syllabus was kept same as in session 2020-21			
Agenda Item of BOS: P.A.6 : 2021: 5 Name of Programme : Bachelor of Arts (Music Instrumental) Semester: I & II Syllabus was kept same as in session 2020-21			
Agenda Item of BOS: P.A.6 : 2021: 6 Name of Programme : Bachelor of Arts (Music Instrumental) Semester: III Changes in Syllabus:			
Course Code & Name of Paper		BARM-3357 Music Instrumental (Theory)	
Unit No.		Unit – II	
Topic Added		Brief history of Folk Instruments of Punjab: Tumbi - Sarangi, Dhol - Dadh, Sapp - Chimta, Algoza – Vanjhli.	
Agenda Item of BOS: P.A.6 : 2021: 6 Name of Programme : Bachelor of Arts (Music Instrumental) Semester: IV Changes in Syllabus:			
Course Code & Name of Paper		BARM-4357 Music Instrumental (Theory)	
Unit No.		Unit – II	
Topic Added		Brief knowledge of - MaiharGhrana, ImdadkhaniGhrana and Jaipur – SainiaGhrana	
Agenda Item of BOS: P.A.6 : 2021: 7 Name of Programme : Bachelor of Arts (Music Instrumental) Semester: V & VI Syllabus was kept same as in session 2020-21			

<p>Agenda Item of BOS: P.A.6 : 2021: 8 Name of Programme : Bachelor of Arts Indian Classical Dance (Kathak) Semester: I & II</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 9 Name of Programme : Bachelor of Arts Indian Classical Dance (Kathak) Semester: III & IV</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 10 Name of Programme : Bachelor of Arts Indian Classical Dance (Kathak) Semester: V & VI</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 11 Name of Programme : Master of Arts Music Vocal Semester: I & II</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 12 Name of Programme : Master of Arts Music Vocal Semester: III & IV</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 13 Name of Programme : Master of Arts Music Instrumental Semester: I & II</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 14 Name of Programme : Master of Arts Music Instrumental Semester: III & IV</p> <p>Syllabus was kept same as in session 2020-21</p>
<p>Agenda Item of BOS: P.A.6 : 2021: 15 Name of Programme : Master of Arts Indian Classical Dance Semester: I & II</p> <p>Syllabus was kept same as in session 2020-21</p>

Item: AC 7: 2021:7(xxiii): Nutrition, Exercise & Health

23.	Name of Department (Nutrition, Exercise and Health)	Date of Board of Studies Meeting (16-04-2021)	Detailed Syllabus Annexure (NEH_2021-22)
<p>Agenda Item of BOS: Item: NEH: 2021: 1 Name of Programme: Bachelor of Vocation (Nutrition, Exercise And Health) (Under Credit Based Continuous Evaluation System) Semester: I to VI <u>Changes in Syllabus:</u> Bachelor of Vocation (Nutrition , Exercise and Health)(Semester-I) Added subject- Hospital Front Desk Coordinator – I in (Semester -I). The proposed syllabus were approved by board members. Added new topics in the paper BVNM-1284 Introduction to Psychology (Semester -I)–Nature of psychology, Scope of psychology, Learning and Motivation.</p> <p>Bachelor of Vocation (Nutrition , Exercise and Health)(Semester-II) Added subject- Hospital Front Desk Coordinator – II in (Semester -II).</p> <p>Bachelor of Vocation (Nutrition , Exercise and Health)(Semester-III) Syllabus was kept as same as in session 2020-21.</p> <p>Bachelor of Vocation (Nutrition , Exercise and Health)(Semester-IV) Added subject- Patient Relation Associate in (Semester -IV).</p> <p>Bachelor of Vocation (Nutrition , Exercise and Health)(Semester-V & VI) Syllabus was kept as same as in session 2020-21 .</p>			
<p>Agenda Item of BOS: Item: NEH: 2021: 2 Name of Programme: Diploma in Early Childhood Care and Education (Under Credit Based Continuous Evaluation System) Semester: I to II <u>Changes in Syllabus:</u> The following subjects were added in Semester-I 1.Child Care –I(Theory) 2.Child Care –I(Practical) The following subjects were added in Semester-II 1.Child Care –II(Theory) 2.Child Care –II(Practical)</p>			

Item: AC 7: 2021:7(xxiv): Philosophy

24.	Name of Department (Philosophy)	Date of Board of Studies Meeting (15-4-2021)	Detailed syllabus Annexure (Philosophy_2021-22)
Agenda Item of BOS 6th : Philosophy: 2021:3 Name of Programme: B.A Semester: I to VI Name of course: Philosophy Syllabus was kept same as in session 2020-21			
Agenda item of BOS 6th : Philosophy : 2021:4 Name of Programme : B.A Semester I to VI Name of Course: Philosophy Syllabus was kept same as in session 2020-21			

Item: AC 7: 2021:7(xxv): Photography and Journalism

25.	Name of Department (Photography and Journalism)	Date of Board of Studies Meeting (20-04-2021)	Detailed Syllabus Annexure (P&J_2021-22)
<p>Agenda Item of BOS : ITEM:PJ3:2020:3 Name of Programme: B.Voc (Photography and Journalism) Semester: I,II,III,IV,V & VI</p> <p><u>Changes in syllabus:</u> Added new topics of current relevance like:-</p> <ul style="list-style-type: none">•Feature Writing BVPL-5311:- Article, Types of Features and Middle•Photo Editing Techniques BVPL-5312:- Introduction to Photo Editing Softwares•Media Research Methodologies BVPL-5313:-Objectives of Research, How to write a Research Paper, Variables, Validity and reliability•Shooting Techniques & Processes BVPL-5314:-Various Camera Shots, Line of Action/Imaginary Lines•Photoshop BVPL-5315:-Latest version of Photoshop, Background removal tools•Video Production BVPL-6311:- Indoor and Outdoor Production, Set Designing			

Item: AC 7: 2021:7(xxvi): Physical Education

26.	Name of Department (Physical Education)	Date of Board of Studies Meeting (09-04-2021)	Detailed Syllabus Annexure (Physical_2021-22)
<p>Agenda Item of BOS : Agenda Item 3 Name of Programme: B.A. Semester: I, II, III, IV, V, VI Name of Course: Physical Education</p> <p>Syllabus was kept same as in Session 2020-21.</p>			

Item: AC 7: 2021:7(xxvii) Physics

27.	Name of Department (Physics)	Date of Board of Studies Meeting (10-4-2021)	Detailed Syllabus Annexure (Physics_2021-22)
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Agenda Item of BOS :Item: Phy 7: 2021: 3
Name of Programme: B.Sc. Non-Medical and Computer Science
Semester:V and VI
Changes in Syllabus:

Class	During 2020-21	Changes approved by BOS for 2021-22
B.Sc. Non Med/ C.Sc.	(i) In semV paper BSNM/BCSM-5395(I) is Condensed Matter Physics and Second paper and Paper BSNM/BCSM-5395(II) is Nuclear Physics (ii) In sem VI, paper BSNM/BCSM-6395(I) is Radiation And Particle Physics and BSNM/BCSM-6395(II) is Electronics	(i) In semV paper BSNM/BCSM-5395(I) is Condensed Matter Physics and Second paper and Paper BSNM/BCSM-5395(II) is Electronics. (ii) Topics of Basic concepts of Boolean algebra, AND, OR, NOT and NAND Gates using diodes are added in unit I of Electronics paper. (iii) In sem VI, paper BSNM/BCSM-6395(I) is Nuclear Physics and BSNM/BCSM-6395(II) is Radiation and Particle Physics (iv) In Practical paper experiments of Vth and VIth sems have been reshuffled as per theory papers.

Agenda Item of BOS :Item: Phy 7: 2021: 4
Name of Programme: B.Sc. (Hons.) Physics
Changes in Syllabus :

The board suggested adding the ‘Introduction to Origin software’ in the IInd Unit of paper BOPL -4175 ‘Statistical Methods’ which is offered as interdisciplinary course in the 4th semester and which will add to its value.

Agenda Item of BOS: Item: Phy 7: 2021: 5
Name of Programme: M.Sc. Physics
SemesterI, III and IV
Changes in Syllabus:

Class	During 2020-21	Proposed Change for 2021-22
M.Sc. Physics	(i) In sem III, third paper MPHL-3393 was Condensed Matter Physics -I (ii) In sem IV, the second paper MPHL-4392 was Condensed Matter Physics - II (iii) For paper 3 and 4 options were OPT-I Physics of Materials OPT-II Radiation Physics OPT-III Reactor Physics OPT-IV Plasma Physics	(i) In sem III now third paper MPHL-3393 is Condensed Matter Physics – II (ii) In sem IV the second paper MPHL- 4392 is Statistical Mechanics (iii) for papers 3 and 4 options are OPT-I Photonics OPT-II Radiation Physics

	OPT-V Geophysics OPT-VI Nano Technology OPT-VII Space Science & Astronomy	OPT-III Reactor Physics OPT-IV Nano Technology OPT-V Material Science OPT-VI Space Science (iv) In Analog and Digital Electronics paper of Sem I, MPHL- 1391, From Unit II, the word 'amplifiers' has been omitted.
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Agenda Item of BOS :Item: Phy 7: 2021: 7

Name of Programme: of B.Sc. (Hons.) Maths, 2

Semester: II

Changes in Syllabus:

Name of Course: Modern Physics (BOMM- 2396)

In Section C of Modern Physics paper of sem II the modified topics are “Principle, construction and application of gas-filled detectors Ionization detector, proportional counter, Geiger Muller detector, Cloud chamber, Scintillation counter and photographic emulsions as detectors.” , instead of “Nuclear detection, Ionization detector, proportional counter, Geiger Muller detector, Cloud chamber, Scintillation counter and photographic emulsions as detectors.”

Item: AC 7: 2021:7(xxviii)Political Science

28.	Name of Department (Political Science)	Date of Board of Studies Meeting (03-04-2021)	Detailed Syllabus Annexure (Pol Sci 2021-22)
<p>Agenda Item of BOS : Item: Pol. Sci. :6 2021: 3 Name of Programme: B.A. Semester: I <u>Changes in syllabus:</u> Name of Course: Political Science In the Unit IV, One topic was removed i.e. Electorates and Electoral Systems and on its place one topic was added i.e. Nation-Concept (Vienna Conference 1815), Western and Indian Perspective. It will be implemented from the session 2021-22.</p>			
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 3 Name of Programme: B.A. Semester: II Name of Course: Political Science Syllabus was kept same as in Session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 3 Name of Programme: B.A. Semester: III <u>Changes in syllabus:</u> Name of Course: Political Science Some changes are incorporated in Unit I One topic i.e. Constitution Assembly and making of India's Constitution is renamed as Constitutional Development in India Another topic i.e. Nature of Indian Federalism and Centre-State Relations is deleted from this Unit. It will be implemented from the session 2021-22.</p>			
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 3 Name of Programme: B.A. Semester: IV <u>Changes in syllabus:</u> Name of Course: Political Science All the topics of Unit I are shifted to Unit II by the addition of AamAadmi Party in this Unit. New topics are introduced in Unit I, i.e. Role of State in Indian Politics, Reorganization of States, Nature of Indian Federalism and Centre-State Relations Unit III will remain the same. Unit II is shifted to Unit IV The earlier topics of Unit IV are deleted i.e. Basic principles and determinants of Indian Foreign Policy and Policy of Non-alignment and its relevance in contemporary world. It will be implemented from the session 2021-22.</p>			

<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 3 Name of Programme: B.A. Semester: V</p> <p><u>Changes in syllabus:</u></p> <p>Name of Course: Political Science From the Unit III, some topics have been shifted by creating Unit IV. The shifted topics are British Pressure Groups, Interest Groups and American Pressure Groups, Interest Groups. Hence, the Unit III only deals with British Party System and American Party System. Unit IV is created by the inclusion of new topics i.e. British Pressure Groups, Interest Groups, American Pressure Groups, and Interest Groups. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 3 Name of Programme: B.A. Semester: VI</p> <p><u>Changes in syllabus:</u></p> <p>Name of Course: Political Science From the Unit IV, few topics are deleted i.e. ASEAN, SCO, BRICS. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 4 Name of Programme: B.A. Semester: I</p> <p><u>Changes in syllabus:</u></p> <p>Name of Course: Public Administration Some changes are incorporated in Unit I Earlier it was as the Relationship of Public Administration with other social sciences – Political Science, Sociology, Economics, History, Psychology, Law. Now it has been changed as Relationship of Public Administration with other social sciences with reference to new developments. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 4 Name of Programme: B.A. Semester: II</p> <p><u>Changes in syllabus:</u></p> <p>Name of Course: Public Administration Some changes are incorporated in Unit IV Earlier it was as the Relationship between permanent and political executive, Generalist versus specialist. Now it has been changed as Relationship between Civil Servants and Political Executive, Generalist and Specialist. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 4 Name of Programme: B.A. Semester: III</p> <p>Name of Course: Public Administration Syllabus was kept same as in Session 2020-21.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 4 Name of Programme: B.A.</p>

<p>Semester: IV Changes in syllabus: Name of Course: Public Administration In the Unit I, Planning Commission is deleted and on its place NITI Aayog is added. From the Unit III, two topics i.e. Performance Budgeting and Zero-Base Budgeting have been shifted to Unit II. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 4 Name of Programme: B.A. Semester: V Name of Course: Public Administration Syllabus was kept same as in Session 2020-21.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 4 Name of Programme: B.A. Semester: VI Changes in syllabus: Name of Course: Public Administration In the Unit II, new topic is inserted i.e. Good Governance: Meaning and Significance. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 5 Name of Programme: B.A. Semester: I & II Name of Course: Human Rights Syllabus was kept same as in Session 2020-21.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 5 Name of Programme: B.A. Semester: III Changes in syllabus: Name of Course: Human Rights In the Unit IV, some topics are changed i.e. Offence involving Human Rights; and Rights of Accrued, Rights of Inmates of Persons, Punishments and Human Rights. In its place, new topics are added i.e. Human Rights Abuse and Rights of Accused, Rights of Inmates of Prisons, Contemporary Issues of Punishment. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 5 Name of Programme: B.A. Semester: IV Changes in syllabus: Name of Course: Human Rights In the Unit III, one topic is changed i.e. Rights to clean environment: Its Content and Scope. In its place, new topic is inserted i.e. Rights to Clean Environment and Sustainable Development. In the Unit IV, all the topics are deleted i.e. Globalization of the Right: The Planet Earth and Global Commons. National Regime of Environment Protection: Constitutional Rights and Duties; and Statutory Rights and Duties. In its place new topics are included i.e. International Initiatives for Environmental Protection, National Initiatives for Environmental Protection, Globalisation of Environmental Protection. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 5 Name of Programme: B.A. Semester: V Name of Course: Human Rights</p>

Syllabus was kept same as in Session 2020-21.
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 5 Name of Programme: B.A. Semester: VI Name of Course: Human Rights In the Unit III, new topic is inserted i.e. Domestic Violence with special reference to COVID. In the Unit IV, one topic is deleted i.e. Indian Democracy and Women’s Human Rights and in its place, new topic is included i.e. Contemporary Trends of Women in Indian Democracy. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 6 Name of Programme: B.A. Semester: III <u>Changes in syllabus:</u> Name of Course: Political Science (Hons.) From the Unit I, one topic is deleted i.e. Distinction between Public Administration and Private Administration. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 6 Name of Programme: B.A. Semester: IV Name of Course: Political Science (Hons.)</p> <ul style="list-style-type: none"> • From the Unit I, one topic is deleted i.e. Policy of Non–alignment. In its place, new topics are inserted i.e. Evolution of Indian Foreign Policy and Theories of Foreign Policy. • In the Unit II, the topics were mentioned as India and its Neighbours; Pakistan, Bangladesh and Nepal, Sri Lanka. Now changed as: India and its Neighbours; Pakistan, Bangladesh Nepal, Sri Lanka. • In the Unit III, the topics were mentioned as India and US and Sino- Indian Relations. Now renamed as: India and USA India and China • In the Unit IV, the topics were mentioned as India's Nuclear Policy. India's attitude towards reconstruction of UNO, India's claim for permanent seat in Security Council. Now, these are changed as: India's Nuclear Doctrine India and UNSC
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 6 Name of Programme: B.A. Semester: V <u>Changes in syllabus:</u> Name of Course: Political Science (Hons.) From the Unit II, one topic is shifted to Unit I i.e. Manusamriti: a) Social Responsibilities and obligations, b) duties of various caste and individuals in different stages of life In the Unit III, Kautaliya’s Saptanga theory of State is placed at the beginning. It will be implemented from the session 2021-22.</p>
<p>Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 6 Name of Programme: B.A. Semester: VI <u>Changes in syllabus:</u></p>

Name of Course: Political Science (Hons.)

In the Unit I, one topic was inserted i.e. Raja Ram Mohan Roy: As a Liberal Political Thinker and Social Reforms

It will be implemented from the session 2021-22.

Agenda Item of BOS : Item: Pol. Sci. 6: 2021: 7

Name of Programme: M. A.

Semester: III

Changes in syllabus:

Name of Course: Psychology

Compulsory Inter-disciplinary Paper of Human Rights is included for M.A. Psychology, Semester III

Title of the Paper: Human Rights and Constitutional Duties

It will be implemented from the session 2021-22.

Item: AC 7: 2021:7(xxix) Psychology

29.	Name of Department (Psychology)	Date of Board of Studies Meeting (19-04-2021)	Detailed Syllabus Annexure (Psychology_2021-22)
<p>Agenda Item of BOS :Item: 2 Name of Programme: B.A. Semester: I, II, III, IV, V and VI</p> <p><u>Changes in Syllabus:</u> Name of Course: Psychology</p> <p>After discussion some revisions were made in the syllabus of B.A Semester I, II, III, IV, V and VI and the revised syllabus was approved.</p> <p>➤ In B.A Semester I (Course Code: BARM-1443), the course title “Basic Psychological Processes-I” was replaced with “Basic Psychological Processes”.</p> <p>The title of the Unit-I was changed from “Introduction to Psychology” to “Nature and Methods of Psychology”.</p> <p>➤ In the Unit I, the sub-topic “Nature” was deleted and the topic “Psychology as a Science” was added. Under the topic “Historical Background” the sub-topics “Brief Introduction to Schools of Psychology (Structuralism, Functionalism, Psychoanalysis, Behaviourism, Gestalt and Humanistic)” were mentioned.</p> <p>➤ The Unit II, “Intelligence: Concept and Nature, Intelligence Theories (Spearman and Thurstone), Cognitive Theories (Gardener and Sternberg), Introduction to the concept of IQ and EQ, Nature and Nurture Issue in Intelligence” was replaced with “Motivation: Concept and Nature of Motivation, Types of Motivation, Needs, Drives and Incentives, Types of Conflicts, McClelland Achievement Theory, The Need Hierarchy Model. Emotions: Concept and Nature of Emotions, Types of Emotions, Theories of Emotions (James Lange, Cannon Bard and Lindzy, Schachter-Singer Theory, Cognitive Appraisal Theory, Facial-Feedback Theory)”.</p> <p>➤ In the Unit III, the sub-topics “Trial and Error Learning & Insight Learning. A brief Introduction to the Concepts of Classical and Instrumental Conditioning (Paradigm and Typical Experiments), Social/Observational learning” was deleted. The sub-topics “Types of Learning (Verbal and Non-verbal), Theories of Learning (Thorndike, Pavlov, Skinner and Kohler)” was added.</p> <p>➤ The Unit IV “Understanding Individual Differences: Nature and Uses of Psychological Tests, Characteristics of Good Psychological Tests, Types of Psychological Tests (Verbal vs Non-verbal Tests, Individual vs Group Tests, Speed vs Power Tests, Paper and Pencil vs Performance Tests, Essay vs Objective Type Tests), Ethical Issues in Psychological Testing. Measures of Central Tendency: Meaning, Characteristics and Measures: Arithmetic Mean, Median, Mode with their Merits and Demerits” was replaced with “Statistics: Introduction to Parametric and Non-Parametric Statistics, Descriptive and Inferential Statistics, Frequency Distributions, Graphical representation of Frequency Distributions, Meaning and Characteristics of Central Tendency, Measures of Central Tendency: Mean, Median, Mode with their Merits and Demerits (Numericals related with Mean, Median and Mode only)”.</p> <p>➤ The first practical “Simple Reaction Time” was replaced with “Serial Positioning Effect”.</p> <p>The second practical “Verbal Test of Intelligence” was replaced with “Effect of knowledge of Results on Performance”.</p>			

The third practical “Non Verbal Test of Intelligence” was replaced with “Motivation”
The fourth practical “Performance Test of Intelligence” was replaced with “Emotions”

➤ In B.A Semester II (Course Code: BARM-2443) the course title “Basic Psychological Processes-II” was replaced with “Psychological Processes”.

➤ The Unit I “Biological Basis of Behaviour: Neuron (Structure and Functions), Nervous System (Central and Peripheral) and Glands (Endocrine and Exocrine). Memory: Nature, Encoding, Storage and Retrieval, Types of Memory (Sensory, Short-term and Long-term)” was replaced with “Psychophysics: Concept of Psychophysics, Physical V/S Psychological continua, Point of Subjective Equality, Weber- Fechner law, Concept of Absolute and Differential Thresholds, Determination of AL and DL by Methods of Limits, Method of Constant Stimuli & Method of Average Error”

➤ The Unit II “Motivation: Biogenic and Sociogenic Motives, Intrinsic-Extrinsic Framework, McClelland Achievement Theory, The Need Hierarchy Model, Conflicts and Frustration. Emotions: Nature and Types of Emotions, Theories of Emotions (James Lange & Cannon Bard Theory, Schachter-Singer Theory, Cognitive Appraisal Theory, Facial-Feedback Theory)” was replaced with “Intelligence: Concept and Nature, Intelligence Theories (Spearman, Thorndike, Thurstone, Guilford, Cattell, Gardner and Sternberg), Concept of Emotional Intelligence, Nature and Nurture Issue in Intelligence”

➤ In the Unit III, “Personality”, the sub-topic “Characteristics of Personality”, “Adler” was added. Under the topic, “Techniques of Assessment” the sub-topic “Psychometric Techniques of Assessment (EPI, CPI & 16PF) and Projective Techniques of Assessment (Rorschach, TAT and Sentence Completion Test)” was added.

➤ In the Unit IV, “Measure of Variability” the sub topic “(Numericals related with SD only)” was added. The practical “Emotions” was replaced with “Determination of AL and DL”.
The practical “Motivation” was replaced with “Non-Verbal Test of Intelligence”.
The practical “Memory” was replaced with “Verbal Test of Intelligence”.
The practical “Achievement Motivation” was replaced with “Performance Test of Intelligence”.

➤ In B.A Semester III (Course Code: BARM-3443) the course “Experimental Psychology-I” was replaced with “Biological Basis of Behavior”.

➤ The syllabus of Experimental Psychology-I was deleted (UNIT-I - Experimental Psychology: Introduction, Experimental Method; Advantage and Disadvantage. Variables: Types of Variables: Stimulus, Organism and Response Variables, Process of Experimentation- manipulation and control of variables, Concept of within and between experimental designs.

➤ UNIT-II- Sensation: Types of sensations, Visual sensation; structure and functions of the eye. Theories of Colour vision (Young-Helmholtz, Opponent-Process & Evolutionary). Auditory sensation: Structure and functions of the Ear, Theories of hearing. Brief introduction to cutaneous sensation, olfactory sensation and gustatory sensation.

➤ UNIT-III- Perceptual Processes: Nature and factors affecting perception, Principles of Perception (organization). Perception of form; contour and contrast, figure-ground differentiation, perceptual set. Perception of Movement: Real movement: Image-Retina and Eye-Head movement system, Apparent movement: stroboscopic movement, Induced movement, Auto Kinetic movement.

➤ UNIT-IV- Perception of Space: Monocular and Binocular cues for space perception. Perceptual constancies: lightness, brightness, size and shape. Illusions: Types and causes. Statistics: Normal Probability Curve, Its nature and characteristics (Numerical of Areas under NPC only).

- The syllabus of “Biological Basis of Behavior” was added as follows- (Unit-I Neurons: Structure and Functions Synapses: Synapse and Types of Synapse, Resting and Action Potentials.
- Unit-II- Nervous System (Central, Peripheral and Autonomic). Unit-III- Structure and Functions of Visual, Auditory, Olfactory, Gustatory and Somato-sensory Systems. Unit-IV- Normal Probability Curve, Concept, Nature and Characteristics (Numericals of Areas under NPC only)
- The following Reference books of (Experimental Psychology-I) were deleted –
 - “Aron (2007). *Statistics for Psychology*. Pearson Education, New Delhi.
 - Baron, R.A. (1996). *Psychology*. New Delhi: Prentice Hall of India.
 - Benjamin, Jr. L.T., Hopkings, J.R. & Nation, J.R. (1987). *Psychology*. Mcmillan Publishing Company, New York.
 - Carlson N.R. (2007). *Foundation of Physiological Psychology*. Pearson Education, New Delhi.
 - Morgan, G.T., King, P.A., Weisz, T.R. & Schopler, J. (1999). *Introduction to Psychology*. Mcgraw Hill Book Co., New York.
 - Shashi, J. (2001). *Introduction to Psychology*. Kalyani Publishers, New Delhi
 - Shergil, H.K. (2012). *Experimental Psychology*. PHI Learning, New Delhi
- The following Reference books of (Biological Basis of Behavior) were added –
 - Carlson, N. R. (2007). *Foundations of Physiological Psychology*. New Delhi: Pearson Education.
 - Leukal, F. L. (1968). *Introduction to physiological psychology*, Japan: Toppan Company Ltd.
 - Pinel, J. P. J. (2007). *Biopsychology*. New Delhi: Pearson Education.
 - Thompson, R. (1967). *Foundations of Physiological Psychology*. New York: Harper & Row Publishers
- Following practical in B.A. Semester III were deleted- 1. Perception; 2. Attention; 3. Illusion; 4. Learning; 5. Associate learning; 6. Reaction Time (Simple Vs. choice RT or Auditory Vs. Visual RT).
- Following practicals in B.A. Semester III were added- 1. Positive Transfer in Sensory Motor Learning; 2. Negative Transfer in Sensory Motor Learning; 3. Comparative Study of Sensory and Muscular Reaction Time; 4. Effect of Fatigue on Mental Work; 5. Comparative Study of RL for the Two Parts of the Body; 6. Any Practical related with Biological aspects of Behaviour
- In B.A. Semester IV (Course Code: BARM-4443) the course title was changed from “Experimental Psychology-II” to “Experimental Psychology”.
- The Unit-I “Psychophysics: Concept of Psychophysics, Physical V/S. Psychological continua, Weber-Fechner law, Concept of Absolute and Differential Thresholds. Determination of AL and DL by Methods of limits, Method of Constant Stimuli & Method of Average Error” was replaced with “Sensation: Nature, Theories of Colour Vision (Young-Helmholtz, Opponent-Process & Evolutionary), Theories of Hearing, Cutaneous, Olfactory and Gustatory Sensations
- Perception: Concept, Nature and factors affecting perception, Approaches to Perception (Gestalt and Behaviouristic), Perception of Form, Shape, Depth and Distance, Perceptual Constancy”.
- The Unit-II “Learning: Classical and Operant conditioning, Basic Processes; Extinction, Spontaneous recovery, Generalization and Discrimination, Factors influencing classical and instrumental conditioning. Concept of Reinforcement, Types of reinforcement and Reinforcement Schedules. Transfer of Training and skill learning” was replaced with “Memory: Concept and Nature, Encoding, Storage, Retrieval, Types of Memory Mneumonics: An Introduction to the concept of Mneumonics, Constructive memory, Implicit memory & Eyewitness memory. Methods of Retention Forgetting: Concept and Nature, Factors affecting Forgetting, Theories of Forgetting (Decay, Interference and Retrieval failure)”
- The topic “Reasoning: Nature and types of reasoning” was deleted from the third unit.
- The topic “Concept formation; Nature, Types and Formation Processes” was shifted from Unit-I to Unit-III.

➤ In the Unit IV, the topic “Numerical for grouped and ungrouped data” was replaced with “Numericals for Individual data”. The topic “t-test: Significance of Differences between means (correlated and uncorrelated)” was added.

The practical “Measurement of Differential Threshold” was replaced with “Perception”.

The practical “Zeigarnik Effect” was replaced with “Memory”

➤ In B.A. Semester VI (Course Code: BARM-6443), the topic “Eating Disorders: Symptoms, Causes, Types and Treatment” was deleted from unit III.

➤ The Unit IV, “Statistics: Introduction to the concept of Hypothesis, One-tailed and two-tailed tests, Type I and Type II errors, Levels of significance, Degrees of Freedom, t- test: Significance of Differences between means (correlated and uncorrelated), Z-test.” was replaced with “Therapies: Psychodynamic, Behavioural, Cognitive-Behaviour Therapy, Humanistic Therapy, Existential Therapy and Family Therapy”.

Agenda Item of BOS : Item: 3

Name of Programme: B.A.

Semester: III, IV, V and VI

Changes in Syllabus:

Name of Course: Bachelor of Arts Honours(Psychology)

Some changes were done in the syllabus of B.A Semester III Honours, IV Honours, V Honours. After incorporating the proposed changes, the revised syllabus was approved.

➤ In B.A. Semester III Honours (Course Title: History and Schools of Psychology, Course Code: BARL-3619) following changes were done-

In Unit III, the topic “Associationism” was replaced with “Cognitive Psychology”.

In Unit IV, the topic “Psychology in India” was added.

In B.A. Semester IV Honours (Course Title: Social Psychology, Course Code: BARL-4619) following changes were done-

In Unit I, the topics “Social Psychology as a Science, Methods of Social Psychology” were added.

The unit III “Leadership: Nature, Types, Leadership Qualities, Theories (Trait, Behavioral and Contingency Theories). Power: Concept, Sources of Power, Power Tactics” was replaced with “Social Influence: Conformity, Compliance and Obedience. Aggression: Concept, Detriminants, Theories and Prevention and Control of Aggression”.

In Unit IV, the topic “Corruption: Concept, Psychology of Corruption, Impact of Corruption on Society” was added.

➤ In B.A. Semester V Honours (Course Code: BARL-5619) the course title “Psychological Testing” was replaced with “Psychological Testing and Measurement”.

Agenda Item of BOS : Item: 4

Name of Programme: M.A.

Semester: I, II, III and IV

Some revisions were made in the syllabus of M.A Semester I, II, III and IV and the revised syllabus was approved.

Following changes were incorporated in the syllabus of MA Semester I:

➤ In the course “Experimental Psychology-I (Learning and Memory)” (Course Code – MSYL- 1441) , the title has been changed to “Experimental Psychology”.

➤ In UNIT-I, the sub-topics “Methods, Materials and Organizational Processes” were added under the topic Introduction to Verbal Learning

➤ In Unit-II, the topic “Avoidance and Punishment: Two-factor theory and one-factor theory, learned helplessness, punishment” has been deleted was replaced with the topics “Memory: Nature, Methods and Materials of Memory, Serial Position Effect, Proactive and Retroactive interference with experimental

evidences” and “Forgetting: Concept, Nature, Factors and theories with experimental Evidences: Interference: Proactive and Retroactive interference; Decay Theory, Serial Position Effect”.

➤ In Unit-III, the topic “Memory: Nature, Types, Methods and Materials of Memory, Neurophysiology of Learning and Memory” was deleted and was replaced with the topics “Thinking: Nature, Tools and Theories of Thinking (Hypothesis Testing, Gestalt, Piaget and Information Processing)” and “Reasoning: Inductive and Deductive Reasoning”.

➤ In Unit-IV, the topic “Forgetting: Nature and Factors; Theories with experimental Evidences: Interference: Proactive and Retroactive interference; Decay Theory, Serial Position Effect” has been deleted was replaced with the topics “Problem Solving: Nature, Stages and Theories of Problem Solving (Gestalt, Theory of Associations and information processing approach” and “Concept formation: Nature, Rules and Strategies, Factors affecting Concept Learning”.

➤ In the course Social Psychology (Course Code: MSYL- 1442), the following changes were made: In Unit-IV, the topics “Self Perception, Person Perception and Social Perception: Concept and Nature, Non-verbal communication” were added.

➤ In the course Statistical Techniques in Psychology (Course Code: MSYL- 1443), no changes were made.

➤ In the course Perceptual Processes (Course Code: MSYL- 1444), no changes were made.

➤ In the Course “Schools of Psychology” (Course Code: MSYL - 1445), the title has been changed to “Theories and Systems of Psychology” (Course Code: MSYL – 1445)

➤ Marks were changed from “Max. Marks – 50, Theory Marks – 40, CA – 10” to “Max. Marks – 100, Theory Marks – 80, CA – 20”

➤ In UNIT-I, the names of the contributors -Wundt &Titchner were deleted from the topic Structuralism.

➤ In UNIT-II, the names of the contributors - James, Darwin, Angell & Galton were deleted from the School of Functionalism. The name of the contributor – Freud was deleted from the School of Psycho-analysis.

➤ In UNIT-III, the names of the contributors - Watson, Pavlov and Skinner were deleted from the School of Behaviorism. The names of the contributors - Rogers, Maslow & May were deleted from the School of Humanistic.

➤ In UNIT-IV, the names of the contributors - Kohler, Koffka and Wertheimer were deleted from the School of Gestalt. The names of the contributors - Piaget &Vigotsky were deleted from the School of Cognitive.

➤ In the Course “Group Dynamics” (Course Code: MSYL-1446), no changes were made.

➤ In the Course Practicals (Course Code: MSYP-1447), no changes were made.

➤ In M.A. Semester II, following changes in the syllabus were done-

➤ The Course Experimental Psychology-II (Thinking, Problems Solving & Concept Formation) (Course Code: MSYL-2441) has been deleted from the Scheme. (UNIT-I: Thinking: Nature, Tools, Types and Skills of thinking, theories (Sullivan's concept of modes of thinking, Bruner's theory, Psychoanalytic theory of thinking). Creativity- Nature (Goleman and Torrance), types and stages. UNIT-II: Problem Solving: Nature, Stages, Strategies and Barriers. UNIT-III: Concept formation: Nature, Rules and Strategies, Factors affecting Concept Learning. UNIT-IV:Reasoning: Inductive and Deductive Reasoning. Imagery: Characteristics of Mental Images and Cognitive Maps

➤ Readings:

Bourne, J. E., Ekstrand, B.R. & Dominowski, R.L. (1971). Psychology of Thinking. New Delhi: Prentice Hall.

Ellis, H.C. (1978). Fundamentals of Human Learning, Memory and Cognition. New York: Brown Publishers.

Matlin, M.W. (2003). Cognition. United States of America: Wiley & Sons.

Mayer, R.E. (1981). The Promise of Cognitive Psychology. New York: Freeman and Co.

Wessels, M.G. (1982). Cognitive Psychology. New York: Harper & Raw Publishers.

- In the Course “Approaches to Personality” (Course Code: MSYL - 2442), the following changes were made:
 - The Course Code has been changed to MSYL – 2441.
 - In UNIT-I, the titles of the unit were added: Psychodynamic approach, Neo-Freudian Approach and Life Span Approach.
 - In UNIT-IV, the Theory “Big Five” was added under the heading Trait Approaches.
 - In the Course “Motivation” (Course Code: MSYL - 2443), the course has been changed to MSYL - 2442.

- In the Course “Experimental Designs in Psychology” (Course Code: MSYL – 2444), the course has been changed to MSYL - 2443.
 - The Course “Nervous System” (Course Code: MSYL-2445) has been deleted from the scheme and is replaced with “Physiological Psychology” (Course Code: MSYL-2444).
 - The Following syllabus has been added:
 - Unit-I :Classification Of Nervous System, Structure And Functions Of Neurons And Synapse. Theories Of Synaptic Transmission (Electrical And Chemical)
 - Unit-II: Structure And Functions Of Central Nervous System- Limbic System, Hypothalamus, Cerebral Cortex And Its Lobes Structure And Functions Of Autonomic Nervous System
 - Unit-III: Research Techniques In Physiological Psychology— Histological Procedures, Study Of Living Brain, Stereotaxic Surgery,Electrical Stimulation And Brain Activity Recording Techniquesand Chemical Techniques
 - Unit-IV: Physiological Basis of Learning: Contributions of Lashley and Hebb, Split-Brain Approach, Physiological Basis of Memory: Biochemical basis of Memory, Two-phase Hypothesis of Memory.

- In the Course “Abnormal Psychology” (Course Code: MSYL – 2446), the following changes were made:
 - The Course Code has been changed to MSYL – 2445
 - Marks were changed from “Max. Marks – 50, Theory Marks – 40, CA – 10” to “Max. Marks – 100, Theory Marks – 80, CA – 20”
 - In Unit-I, ICD 10 Was Replaced With ICD11 Under The Title Classification Of Mental Disorders. The Following New Topics Were Added:
 - Causes Of Mental Disorders: Biological, Psycho-Social And Socio-Cultural
 - Models Or View Points For Abnormal Behaviour: Biological, Psychodynamic, Behavioural, Interpersonal, Cognitive And Socio-Cultural Viewpoints.
 - In Unit-II, Under The Title Generalized Anxiety Disorders, Clinical Picture, Causes And Treatment Was Added. Under The Title Phobias, Clinical Picture, Causes And Treatment Was Added. Under The Title Obsessive-Compulsive Disorders, Clinical Picture, Causes And Treatment (Selfitis' And Cyberchondria) Was Added. The Topic Mood, Somatoform And Dissociative Disorders: Clinical Picture, Causes And Treatment Was Shifted From Unit-III To Unit-II
 - In Unit-III, The Following Topics Were Added: Personality Disorders: Clinical Picture, Causes And Treatment Categories – Paranoid, Schizoid, Schizotypal, Histrionic, Narcissistic, Antisocial, Borderline, Avoidant, Dependent, Obsessive Compulsive & Provisional Category
 - Addiction-Substance And Alcohol, And Behavioural Addictions: Clinical Picture, Causes And Treatment.
 - In Unit-IV, under the title Schizophrenia, Clinical picture, Causes and Treatment were added. Eating Disorders were deleted. The following new topics were added:
 - Disorders of Childhood: ADHD, Autism, Conduct disorders, Oppositional Defiant Disorder, Enuresis, Encopresis, Sleepwalking and Tics - Clinical picture, Causes and Treatment
 - Sexual Abuse: Childhood sexual abuse, Pedophilic disorder, Incest, Rape. Treatment
 - In the course “Practicals” (Course Code: MSYP-2447), the Course Code has been changed to MSYP – 2446.

- Following changes were done in the syllabus of M.A. Semester III-

- In Psychological Assessment (Course Code: MSYL-3442) following changes has been done-
- Course title has been changed from Psychological Assessment (Personality and Interests) – I to Psychological Assessment. The total marks are also changed from 50 to 100.
- Unit I “Psychological Assessment: Nature and Significance Psychometric Tests: MMPI, CPI, EPI” was replaced with “Assessment of Personality: Psychometric Tests (MMPI, CPI, EPI Cattell’s 16PF, NEO Five Factor Inventory) Projective Tests: Rorschach, Holtzman and Cassell’s Inkblot Technique, TAT”.
- Unit II “Psychometric Tests: Cattell’s 16PF, NEO Five factor Inventory, Myers – Briggs Type Indicator (MBTI)” was replaced with “Assessment of Intelligence: Stanford-Binet Scales, Wechsler Scales, Cattell’s Culture Fair Intelligence Test, Raven’s Tests, Bhatia Battery of Intelligence, Jalota’s Mental Ability Test and Chronometric Analysis”.
- Unit III “Projective Tests: Rorschach Inkblot technique, TAT, Word Association Test, Sentence Completion Test” was replaced with “Interest: Strong Interest Inventories, Kuder Occupational Interest Survey Aptitude Testing: Differential Aptitude Test Battery, General Aptitude Tests Battery”.
- Unit IV “Interest: Strong Interest Inventories, Kuder Occupational Interest Survey” was replaced with “Creativity: Torrance Test of Creative Thinking, Projective Tests of Creative Thinking Verbal Techniques: Word Association Test, Sentence Completion Test, Figure Drawing Tests”.
- In the Unit I of paper Clinical Psychology (Course Code: MSYL-3444, OPT - IV), the topic “Introduction to Forensic Psychology” was added.
- In the paper Psychology of Exceptional Children (Course Code: MSYL- 3445, OPT-VII) following changes were done-
- Title of the Unit-I was changed from “Introduction to Disability & Handicap” to Exceptional Children.”
- Title of the Unit III was changed from “Mental Disability” to “Children with Cognitive differences”. The sub-topic “Mental disability” was added.
- The inter disciplinary paper “Computer Basics (Course Code: MSYM- 3126)” was replaced with “Human Rights and Constitutional Duties, (Course Code: MSYL: 3446)”.
- Following syllabus of “Computer Basics” was deleted-
- Unit-I Introduction to computer and its characteristic: History of computers, Generations of Computers, Types of Computers, input devices, output devices, memory devices, software and its types, working with windows, features, desktop, using context menu, creating shortcut, working with dialog box, arranging windows, setting properties of desktop, transfer from CD,DVD. Pen Drive to Hard disk and vice versa, coping files. Definition of Virus, Malware, Spyware and removal. UNIT –I I- MS Word • How to open MS word document from file and to exit from a document. • How to edit a document. • Formatting the whole text in different fonts and sizes and colors. • Inserting pictures from a file, inserting a Table or a chart. • How to use Mail merge how to copy one document or Text from one document to another. • How to put headers and footers on a document. UNIT- III - MS-Power Point :Presentation & its features, components, viewing a slide show using blank presentation adding text, saving, closing, opening the presentation, viewing presentation, normal view, Outline view, slide sorter view, slide show, creating a wizard using presentation, editing presentations, adding new slide, changing the new slides, editing text type, deleting the text object, interesting text boxes, formatting text, modifying slides, working with slide outlines, moving objects , copying objects, searching text, replacing text, spell check, using clip art, word Art, auto shapes. UNIT-IV:Internet and E-mail: What Internet Provides, Internet terms, Internet requirements, getting started Internet, Surfing Net, moving about the Web, E-Mail, its features, creating and E-Mail message, Reading Mail, replying mail, draft message, sending mail. Phishing and SPAM mail.
- Following topics were deleted from the practical of “Basic Computer”- Window Basics, Internet Usage, MS word, MS Power Point
- Reference/Textbooks:
Anshuman Sharma, Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.
Rachhpal Singh & Gurbinder Singh, Windows based computer courses, Kalyani Publisher, 2014.
Peter Norton, Introduction to Computers, Tata McGraw-Hill, 2006.

P.K. Sinha, Computer Fundamentals, BPB Publications, 2004.

Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications, 2017.

➤ The following Syllabus of “Human Rights and Constitutional Duties (Course Code: MSYL- 3446)” was added-

➤ Unit I: Introduction to Human Rights- Foundational Aspects: Meaning, Nature, Characteristic, Classification. International Framework: Constituents of the Universal Declaration of Human Rights (UDHR). Unit II- Constitutional Realisation in India: Fundamental Rights (Part III, Constitution of India). Protective Mechanism in India: The composition, Powers and Functions of the National Human Rights Commission of India (NHRC). Human Rights Education for Psychologists: Human Rights Oriented Psychology. Unit III- Introduction to Human Duties. Conceptual Perspective: Meaning, Nature & Characteristics of Human Duties. Intellectual discourses: Classification of Human Duties; Relevance of Human Duties. Unit IV- Constitutional Recognition in India: Fundamental Duties in Indian Constitution, Part IV A. Duties of Psychologists and Their Social Responsibility: An Ethical Perspective

➤ Recommended Books:

United Nations. *The United Nations and Human Rights 1945-1995*. Geneva: United Nations Blue Books Series, Vol. VII, 1996.

Sastry, S. N. *Introduction to Human Rights and Duties*. Pune: University of Pune Press, 2011.

Mertus, Julie. *The United Nations and Human Rights-A Guide for a New Era*. London: Routledge, 2009.

Donnelly, Jack. *Universal Human Rights in Theory and Practice*. New York: Cornell University Press, 2013.

Hammarberg, Thomas. *Taking Duties Seriously- Individual Duties in International Humanitarian Law*. Versoix: International Council on Human Policy, 1999.

Miller P. Frederic, et al. *Fundamental Rights, Directive Principles and Fundamental Duties in India*. New York: VDM Publishing, 2009.

Cinganelli, Davis Louis. *Human Rights- Theory and Measurements*. London: Macmillan Press, 1988.

Ishay, M. R. *The History of Human Rights*. New Delhi: Orient Longman, 2004.

Mohapatra, Arun Ray. *National Human Rights Commission of India: Formation, Functioning and Future Perspectives*. New Delhi: Atlantic, 2004.

Deol, Satnam Singh. *Human Rights in India-Theory and Practice*. New Delhi: Serials Publications, 2011.

Rubin, Neal S. and Flores, Roseanne L. (eds.), *The Cambridge Handbook of Psychology and Human Rights (Cambridge Handbooks in Psychology)*, Cambridge University Press, 2020.

➤ The Paper “Field Work” (Course Code: MSYF-3448) was added in the scheme. It is a 50 marks paper. After the field work, students will prepare a report and will submit the report 10 days before the start of the End Semester Examination of the 3rd Semester. Faculty of Department will evaluate the field work report and assign the marks out of 50.

➤ All the Students are required to complete 3 weeks field work in Industry/Medical Colleges/Hospitals/Psychiatric Nursing Homes/De-addiction Centres/Orphanage Homes/ Pingalwara / Old Age Homes etc. during Summer Vacation.

➤ Following changes were done in the scheme and syllabus of M.A. Semester IV-

The paper “Psychological Assessment” (Course Code: MSYL-4442) was removed from the scheme. (UNIT-I Intelligence Testing: Stanford-Binet Scales, Wechsler Scales, Bhatia’s Battery of Intelligence, GDT, SFBT. UNIT-II Intelligence Testing: Cattell’s Culture Fair Intelligence Test, Ravens Progressive Matrices Test, Draw a Man Test, Jalota’s Mental Ability Test, Chronometric Analysis. UNIT-III Aptitude Testing: Aptitudes-Differential Aptitude Test Battery, General Aptitude Tests Battery. UNIT-IV Creativity Testing: Torrance Test of Creative Thinking, Projective Tests of Creativity.)

➤ The paper “Computer Applications for Psychologists” (Course Code: MSYM: 4126) was deleted from scheme. The deleted syllabus is as follows- UNIT I: Spreadsheet Software

➤ Workbook and worksheet, entering data, editing cell contents, Inserting and deleting rows, column, using auto-fill, creating list, formatting data, using formula. Internet. Introduction to internet, searching

information on internet. UNIT-II: WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark). E-Commerce: Basics, Architecture, Types, Applications. UNIT-III: Payment gateway: Popular payment methods (Net-banking, m-Banking, UPI, Debit/Credit Card, Mobile Wallets). Multimedia & its Applications. Introduction to Multimedia and its usage, record sound using devices, using scanner, Web Camera. UNIT IV: YouTube Studio: Navigating studio, uploading videos, Edit Video settings, Analytics, Copyright and Monetization. Blog Writing: Blog Domain, choice of CMS, Register a domain or subdomain with a website host. Social Media Marketing: Social Media, Importance of Social Media, SMO Strategy for Business, Business Profile Creation, Viral Marketing, Application of Facebook and Twitter for social media marketing.

➤ References/Textbooks:

Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications (2017).

Rachhpal Singh, Gurvinder Singh, Windows based computer courses, Kalyani Publishers (2011).

Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers (2016), 5th ed.

Ramesh Bangia, Introduction To Multimedia, Laxmi Publications Pvt. Ltd.(2015).

Laudon, E-Commerce, Pearson Education India (2016), 10th ed.

https://www.tutorialspoint.com/social_media_marketing/

<https://blog.hubspot.com/marketing/how-to-start-a-blog>

➤ Following topics were deleted from the practical of the paper “Computer Applications For Psychologists”- 1) Microsoft Excel 2) Searching on Internet 3) Multimedia Usage 4) YouTube and Blog.



➤ The paper “Applied Psychology” (Course Code: MSYL- 4442) was added as a compulsory paper in the scheme. The syllabus of Applied Psychology is as follows-

➤ Unit I:-Psychology and Legal system: Social Influence and Legal system (Police Interrogation, Line ups & Media Coverage) Social Cognition (Eyewitness Testimony, Emotions, Time and Intervening Information, Memory), Role of Stereotypes and Prejudice in Legal System. Unit II:- Psychology and Environment: Concept and Types of environment, Pollution (Air, Water, Noise, Chemical) Personal Space, Density and Crowding, Psychological Interventions for Environmental Management. Unit III:- Psychology and Organizations: Concept and Nature, Work Environment, Job Satisfaction (Antecedents & Consequences, Interpersonal Processes in Organizations, Communication and Group Decision making. Unit IV:- Community Psychology: Concept, Origin, Values and Approaches, Sense of Community (Life in the city and Internet as a community & source of help, Diversity vs Prejudice and Stigmatization, Change in community

➤ Readings:

Baron, R. A. &Byrne, D. (2006) Social Psychology, Understanding, Human Interaction, Prentice Hall of India, New Delhi.

Jain, U. (1987) The Psychological Consequences of Crowding, Sage Publications Pvt. Ltd., New Delhi.

Worchel, S., Cooper, J. &Coethals, G. R. (1988) Understanding Social Psychology. The Dosrey Press, Chicago.

Raven, B. H. & Rubin, H. L (1983) Social Psychology, John Willy Sons, New York.

Item: AC 7: 2021:7(xxx) Punjabi

30.	Name of Department (Punjabi)	Date of Board of Studies Meeting (17-04-2021)	Detailed Syllabus Annexure (Punjabi _2021-22)
<p>Agenda Item of BOS :Agenda Item 3 Name of Programme : M.A Punjabi Semester: I and II</p> <p>Syllabus was kept same as in the session 2020-2021</p>			
<p>Agenda Item of BOS :Agenda Item 4 Name of Programme : M.A Punjabi Semester: IIIrd and IVth</p> <p><u>Changes in Syllabus:</u> The Board of Study members discussed the syllabus of M.A Punjabi Semester III& IV under continuous evaluation system for the session 2021-22 and they have approved the paper ‘Punjabi Vartak-I’ instead of ‘Punjabi Sahit Da Itihaas (1850 Tak)’ in M.A sem 3rd ,paper ‘VishavClassikiSahit’have approved instead of‘Adhunik Punjabi Kavita’ and ‘Punjabi Vartak-II’ instead of ‘Punjabi Sahit Da Itihaas(1850 Ton Hun Tak)’ in M.A sem 4th</p>			
<p>Agenda Item of BOS : Agenda Item 5 Name of Programme : B.A/B.Sc/B.Com/B.B.A (Punjabi Compulsory) Semester-Ist and IInd</p> <p>Syllabus was kept same as in the session 2020-2021</p>			
<p>Agenda Item of BOS : Agenda Item 6 Name of Programme :B.Sc (Home Science)/ B.Sc(Bio-Tech)/B.SC(F.D)/BA.J.M.C/BCA/B.SC(I.T) (Punjabi Compulsory) Semester- 1st and IInd</p> <p><u>Changes in Syllabus:</u> In ‘PUNJABI COMPULSARY ’ paper of B.Sc (Home Science)/ B.Sc(Bio-Tech)/B.SC(F.D)/BA.J.M.C/BCA/B.SC(I.T) sem 1st In Unit I - The Board removed the poet of “Bhai Veer Singh” and added poet ‘Dr.Jagtar’</p>			
<p>Agenda Item of BOS : Agenda Item 7 Name of Programme : B.Com Honours(Punjabi Compulsory) Semester- 1st and IInd</p> <p><u>Changes in Syllabus:</u> In ‘PUNJABI COMPULSARY ’ paper of B.Com Honours Semester I In Unit I- The Board removed the poet of “Bhai Veer Singh”and added poet ‘Firozdinsharaf’ In ‘PUNJABI COMPULSARY ’ paper of B.Com Honours Semester II The Board removed the story “Tain Ki Dard Na Aaya”(Kartar Singh Duggal) and added story ‘Baaghi Di Dhee’(Gurmukh Singh Musafir)</p>			
<p>Agenda Item of BOS : Agenda Item 8</p>			

<p>Name of Programme :B.A Honours In English/ B.Sc Honours Maths/ B.Sc Physics Honours (Punjabi Compulsory) Semester- 1st and IInd</p> <p>Syllabus was kept same as in the session 2020-2021</p>
<p>Agenda Item of BOS : Agenda Item 9 Name of Programme : B.A/B.Sc/B.Com/B.B.A/ B.Sc(Home.Science)/B.Sc(Bio-Tech)/B.SC(F.D)/BA.J.M.C/BCA/B.SC(I.T)/B.Com Honours/ B.A Honours In English/ B.Sc Physics Honours/ B.Sc Honours Maths (Basic Punjabi) Semester- 1st and IInd</p> <p>In Semester II Board removed the topic “Sankhep Rachna” and added the topic “AKHAAN”</p>
<p>Agenda Item of BOS : Agenda Item 10 Name of Programme : B.A (PUNJABI ELECTIVE) Semester- 1st and IInd</p> <p>Syllabus was kept same as in the session 2020-2021</p>
<p>Agenda Item of BOS : Agenda Item 11 Name of Programme : B.VOC (Punjabi compulsory) Semester- 1st and IInd</p> <p>Syllabus was kept same as in the session 2020-2021</p>
<p>Agenda Item of BOS : Agenda Item 12 Name of Programme : B.VOC (Basic Punjabi) Semester- 1st and IInd</p> <p>In Semester II Board removed the topic “Sankhep Rachna” and added the topic “AKHAAN”</p>
<p>Agenda Item of BOS : Agenda Item 13 Name of Programme : B.A/B.Sc/B.Com/B.B.A (Punjabi compulsory) Semester- IIIrdand IVth</p> <p>Syllabus was kept same as in the session 2020-2021</p>

<p>Agenda Item of BOS : Agenda Item 14 Name of Programme : B.A/B.Sc/B.Com/B.B.A (Basic Punjabi) Semester- IIIrdand IVth <u>Changes in Syllabus</u> In ‘BASIC PUNJABI’ paper of B.A/B.Sc/B.Com/B.B.A Semester III In Unit I-The house removed the topic of ‘ViyakarnakIkayian Di PehchaanTeVarto’and added the topic ‘PairaPadhKePrachna De Utter’ and ‘Sankhep Rachna’. In Unit II -The house removed the topic of ‘Parkarji Punjabi-PairaRachna,ChittiPatar’And added the poems ‘Smaa’ (Bhai Veer Singh), ‘Khair Punjabi Di’(Firozdin Sharaf),’Khangahi Diva Baldiye’(Prof.Mohan Singh), ‘Rukh’ (Shiv Kumar Batalvi). In Unit III -The house removed the topic of ‘Akhaan,Muhavare’ and added the Stories ‘Bhua’(Nanak Singh), ‘Pemi De Niyane’(Sant Singh Sekhon), ‘Kulfi’(Sujaan Singh),‘DhartiHethlaBolad’(Kulwant Singh Virk). In Unit IV -The house removed the topic of ‘PairaAdharitPrashan,Sankhep Rachna’ and added the Nibandh ‘Ghar Da Pyar’(Teja Singh), Maa (Gurbaksh Singh), Bhai Mardana Ji(Harpal Singh Panu), MnuKhKudrat Di Nek AulaadNahi(Surinder Mandh). In ‘BASIC PUNJABI’ paper of B.A/B.Sc/B.Com/B.B.A Semester IV In Unit I-III- The house removed the book ‘ManchGhar’ and added book ‘AtamAnatam’.In this book they have passed 4 poets-Mohan Singh,Jagtar,SurjitPatar,Paash. In Unit IV- The house removed the topic ‘swar, viyanjan’ and added the topic ‘Lekh Rachna’ and ‘AshudhShabadJodhan Nu ShudhKarkeLikhna’.</p>
<p>Agenda Item of BOS : Agenda Item 15 Name of Programme : B.A (Punjabi Elective) Semester- IIIrdand IVth Syllabus was kept same as in the session 2020-2021</p>
<p>Agenda Item of BOS : Agenda Item 16 Name of Programme : B.A (Punjabi Honours) Semester- IIIrdand IVth Syllabus was kept same as in the session 2020-2021</p>
<p>Agenda Item of BOS : Agenda Item 17 Name of Programme : B.A /B.Sc/B.Com/B.B.A(Punjabi compulsory) Semester- Vth and VIth <u>Changes in Syllabus</u> In Unit III- The Board removed the topic of “Sankhep Rachna ” and added the topic ‘Adhunik Sahit Roop’.</p>
<p>Agenda Item of BOS : Agenda Item 18 Name of Programme : B.A (Punjabi Elective) Semester- Vth and VIth Syllabus was kept same as in the session 2020-2021</p>
<p>Agenda Item of BOS : Agenda Item 19 Name of Programme : B.A (Punjabi Honours) Semester- Vth and VIth Syllabus was kept same as in the session 2020-2021</p>

Agenda Item of BOS : Agenda Item 20

Name of Programme : B.A/B.Sc/B.Com/B.B.A (Basic Punjabi)

Semester- Vth and VIth

Syllabus was kept same as GNDU Syllabus.

Item: AC 7: 2021:7(xxxi) Retail Management

31.	Name of Department (Retail Management)	Date of Board of Studies Meeting (10-04-2021)	Detailed Syllabus Annexure (RM_2021-22)
<p>Agenda Item of BOS: Item: RM 7: 2021: 3 Name of Programme: Bachelor of Vocation (Retail Management) Semester-I, II, III, IV, V and VI <u>Changes in Syllabus</u> Course Scheme of Bachelor of Vocation (Retail Management) (Semester-I, II, III, IV and VI) was kept same as in session 2020-21. Audit Course namely, Innovation, Entrepreneurship and Venture Development/Job Readiness was added in the course scheme of Bachelor of Vocation (Retail Management) (Semester-V).</p>			
<p>Agenda Item of BOS: Item: RM 7: 2021: 4 Name of Programme: Bachelor of Vocation (Retail Management) Semester-I, II, III, IV, V and VI Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS: Item: RM 7: 2021: 5 Name of Programme: Master of Vocation(Retail Management) Semester-I, II, III& IV Course Scheme of Master of Vocation (Retail Management) (Semester-I, II, III&IV) was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS: Item: RM 7: 2021: 6 Name of Programme: Master of Vocation (Retail Management) Semester-I,II, III and IV Syllabus was kept same as in session 2020-21.</p>			

Item: AC 7: 2021:7(xxxii) Sanskrit

32.	Name of Department (Sanskrit)	Date of Board of Studies Meeting (16-04-2021)	Detailed Syllabus Annexure (Sanskrit_2021-22)
<p>Agenda Item of BOS :Item: Skt6: 2021: 6 Name of Programme: B.A. Semester: I, II, III, IV, V & VI</p> <p><u>Changes in Syllabus</u> Name of Course: Sanskrit</p> <p>In Semester 1st Style of question paper and distribution of marks with sub questions totally changed, some changes in the syllabus of Computational Sanskrit (Practical Syllabus)</p> <p>In Semester 2nd it was suggested to change the Title of Course Kavya yaakaranevAm Anuvaad to Neetikatha,VyaakaranevAmAnuvaad, it was suggested to replace “Kaarak” with “ KaarakVibhaktiyan. EvAm unkavaakyon me prayog and Uppadvibhaktiyan ka Vaakyon me Prayog.” and scheme of marks distribution totally changed with sub questions .Some changes in Computational Sanskrit (Practical)</p> <p>In Semester 3rd distribution of marks totally changed with sub questions. Some changes in the computational Sanskrit (Practical)</p> <p>In Semester 4th it was suggested to Replace Shrimadbhagvadgeeta chapter 4th to Panchtantram-AparikshitKaarakam. Add Kaarakvibhaktiyan. EvAm unkavaakyon me prayog, and Samas-TatpuruSh.Scheme of marks distribution in question paper totally changed with subquestions.</p> <p>In Semester 5th Distribution of marks totally changed with sub questions. Some changes in the Computational Sanskrit (Practical).</p> <p>In Semester 6thit was suggested to change the title of course Kavya Sahitya tathaNibandh to Sahitya evAmVyakarana, it was suggested to Add Samaas. Distribution of marks totally changed with sub questions . some changes in the Computational Sanskrit (Practical).</p>			

Item: AC 7: 2021:7(xxxiii) Sociology

33.	Name of Department (Sociology)	Date of Board of Studies Meeting (12-04-2021)	Detailed Syllabus Annexure (Sociology_2021-22)
<p>Agenda Item of BOS :<u>Agenda Item:3</u> Name of Programme: Bachelor of Arts(Sociology) Semester- I,II, III,IV,V & VI</p> <p>Syllabus was kept same as in session 2020-21</p>			

Item: AC 7: 2021:7(xxxiv) Textile Designing and Apparel Technology

34.	Name of Department (Textile Design & Apparel Technology)	Date of Board of Studies Meeting 20.04.2021	Detailed Syllabus Annexure (TD & AT_2021-22)
<p>Agenda Item of BOS: Item :TD&AT 7:2021;4 Name of Programme: Bachelor of Vocation (Textile Design &Apparel Technology) Semester-I <u>Changes in Syllabus</u> Bachelor of Vocation (Textile Design &Apparel Technology) (Semester-I) a) In the paper BVTL-1233 Introduction to Entrepreneurship it was proposed To shift the Unit-I topic Nature of Entrepreneurship to Unit-II. To shift the Unit-II topic Factors affecting entrepreneurship development to Unit-III. To shift the Unit-III topic Qualities and concept of women Entrepreneurship to Unit-IV. b) In the paper BVTM-1234 Fashion Design & Textile-I, it was proposed to add three new topics Fabric Preparation, Fabric Estimation and Handling Special Fabrics. The changes are approved by the Board Members.</p>			
<p>Agenda Item of BOS: Item :TD&AT 7:2021;4 Name of Programme: Bachelor of Vocation (Textile Design &Apparel Technology) Semester-II Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS: Item :TD&AT 7:2021;4 Name of Programme: Bachelor of Vocation (Textile Design &Apparel Technology) Semester-III <u>Changes in Syllabus</u> Bachelor of Vocation (Textile Design &Apparel Technology) (Semester-III) a) It was proposed to add a new theory paper History of Indian Clothing which was approved by the board members. b) It was proposed to merge the papers BVTL- 3233 Pattern Making & Draping-I and BVTM-3234 Pattern Making & Draping which was theory and practical papers. This change is approved by board members and it was introduced as paper BVTM-3234 Pattern Making & Draping. c) In the paper BVTP-3236 Garment construction two more garments Casual wear and Formal wear were added for options. d) In the paper BVTP-3237 Design Development-I it was proposed to add flat sketching of Garment details- gathers, tucks, pleats and darts. e) It was proposed to change in the nomenclature and course content of Internship Report to Seminar & Project Report in Paper BVTI-3238. The changes are approved by the members and suggestions given by Board members were incorporated in the syllabus. The changes are approved by the Board Members.</p>			
<p>Agenda Item of BOS: Item :TD&AT 7:2021;4 Name of Programme: Bachelor of Vocation (Textile Design &Apparel Technology) Semester-IV <u>Changes in Syllabus</u> Bachelor of Vocation (Textile Design &Apparel Technology) (Semester-IV) a) In the paper BVTP-4236 Design Development-II it was proposed to add new topic Age wise figure Development of Child (upto teenage) The changes are approved by the Board Members.</p>			

Agenda Item of BOS: Item :TD&AT 7:2021;4

Name of Programme: Bachelor of Vocation (Textile Design &Apparel Technology)

Semester-V

Changes in Syllabus

Bachelor of Vocation (Textile Design &Apparel Technology) (Semester-V)

a) In the paper BVTL- 5232 Enterprise Management it was proposed to add 2 new topics- Management of Change, Worker's participation in management.

b) It was proposed to change in the nomenclature and course content of Introduction to Knitting Skills to Textile Production Techniques in Paper BVTM-5233. Other production methods like weaving and non-woven techniques were added in theory. Also in practical weaving techniques were added.

c) In the paper BVTP-5237 Advance Rendering & Stylization New topic Illustrating the traditional costumes of various parts of India- Jammu & Kashmir, Punjab, Rajasthan, Gujarat, Maharashtra, Tamil Nadu were added.

The changes are approved by the Board Members.

Agenda Item of BOS: Item :TD&AT 7:2021;4

Name of Programme: Bachelor of Vocation (Textile Design &Apparel Technology)

Semester-VI

Changes in Syllabus

Bachelor of Vocation (Textile Design &Apparel Technology) (Semester-VI)

a) It was proposed to change in the nomenclature and course content of Fashion Merchandising to Fashion Marketing & Merchandising in Paper BVTL-6231.It was suggested by our Industrial partner to add topics- Fashion Marketing, Fashion Promotion, Elements of Visual Merchandising. The suggested topics were added.

b) It was proposed to change in the nomenclature of Design and Display to Digital Designing & Displays in paper BVTP-6237. The work will be done digitally now.

In every Internship & Project Report our Board members suggested to add retail stores also. Students can go at any retail stores, boutique near their house for training. Online Styling & Online Selling will also be considered as part of their training.

The changes are approved by the Board members and suggestions given by them were incorporated in the syllabus.

Agenda Item of BOS: Item :TD&AT7:2021;6

Name of Programme: Master of Vocation (Textile Design &Apparel Technology)

Semester-I

Changes in Syllabus

Master of Vocation (Textile Design &Apparel Technology) (Semester-I)

a) It was proposed to change in the nomenclature and course content of Fabric Construction to Textile & Apparel Production in paper MVTM-1232. It was suggested by our Industrial partner to add topics related to Production Technology. New topics- Production Technology, Production System, Types of Production System were added.

b) In paper MVTP-1234 Fashion Illustration and Design it was proposed to add new topic Rendering of different details on garments- Quilting, Smocking, Ruching, Ruffles, Frills, Cowls, Cascades.

The changes are approved by the Board Members.

Agenda Item of BOS: Item :TD&AT7:2021;6

Name of Programme: Master of Vocation (Textile Design &Apparel Technology)

Semester-II

Changes in Syllabus

Master of Vocation (Textile Design &Apparel Technology) (Semester-II)

- a) In the paper MVTP-2232 Introduction to Textile Science it was proposed to specify and finishes.
 - b) In the paper MVTP-2237 Fashion Illustration & Stylization it was proposed to add new topic motif Development.
- The changes are approved by the Board Members.

Agenda Item of BOS: Item :TD&AT7:2021;6

Name of Programme: Master of Vocation (Textile Design &Apparel Technology)

Semester-III

Changes in Syllabus

Master of Vocation (Textile Design &Apparel Technology) (Semester-III)

- a) In the paper MVTL-3231 History of Art in Textiles-I It was proposed to combine the topics of paper MVTM-4232 History of Art in Textiles-II with this paper. Both the papers were combined as one subject.
- The changes are approved by the Board Members.

Agenda Item of BOS: Item :TD&AT7:2021;6

Name of Programme: Master of Vocation (Textile Design &Apparel Technology)

Semester-IV

Changes in Syllabus

Master of Vocation (Textile Design &Apparel Technology) (Semester-IV)

- a) It was proposed to add a new theory paper MVTL-4232 World Costumes which was approved by the board members.
 - b) In the paper MVTP-4234 Accessory Designing & Surface Ornamentation it was proposed to add various themes- Traditional style, Western style, Contemporary style, Fusion style for designing accessories and jewellery.
- In every Internship & Project Report our Board members suggested to add retail stores also. Students can go at any retail stores, boutique near their house for training. Online Styling & Online Selling will also be considered as part of their training.
- The changes are approved by the Board members and suggestions given by members were incorporated in the syllabus.

Item: AC 7: 2021:7(xxxv) Zoology

35.	Name of Department (Zoology)	Date of Board of Studies Meeting (10-04-2021)	Detailed Syllabus Annexure (Zoology_2021-22)
<p>Agenda Item of BOS : Item: Zoo 6: 2021-2 Name of Programme: B. Sc. Medical Semester: I & II Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-3 Name of Programme: B. Sc. Medical Semester: III & IV Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-4 Name of Programme: B. Sc. Medical Semester: V & VI Syllabus was kept same as in session 2020-21.</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-5 Name of Programme: M.Sc.(Zoology) Semester: I & II Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-6 Name of Programme: M.Sc.(Zoology) Semester: III & IV Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-7 Name of Programme: M.Sc.(Chemistry) Semester: II Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-8 Name of Programme: B.Sc.(Biotechnology) Semester: I Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-9 Name of Programme: B.Sc.(Biotechnology) Semester: II Syllabus was kept same as in session 2020-21</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-10 Name of Programme: B.Sc. (Biotechnology) Semester: IV Syllabus was formed with board members.</p>			
<p>Agenda Item of BOS : Item: Zoo 6: 2021-11 Name of Programme: B.Sc. (Medical, Non-Medical, Biotechnology, Computer Science, Home Science)/ B. Com. (Regular, Hons)/ B. Sc. (Hons) Agriculture, B. Sc. (Hons) Mathematics)/ BBA/ BCA Semester: III Name of Course: Environmental Studies</p>			

Syllabus was kept same as in session 2020-21

Agenda Item of BOS : Item: Zoo 6: 2021-12

Name of Programme: BA, BA (JMC), B.Sc. (Fashion Designing), B.A (Hons.) English, B. Voc. (Retail Management, Management and Secretarial Practices, Animation, Textile Designing and Apparel Technology, Nutrition, Exercise and Health, Beauty & Wellness)

Semester: IV

Name of Course: Environmental Studies

Syllabus was kept same as in session 2020-21

The house approved the Item: AC 7: 2021: 7.

Item: AC 7: 2021:8: Any Point with the permission of the chairperson

Item: AC 7: 2021:8(i): Conduct of July/August 2021 Special Online ESE for promoted students of intermediate semester (UG-II, IV and PG-II) of session 2019-20.

These tests have been scheduled from 18-08-2021 to 01-09-2021. The mode of conduct was same as that was adopted for the conduct of July 2021 ESE of even semester.

The house recommended the Item: AC 7: 2021:8(i) to Governing Body.

Item: AC 7: 2021:8(ii): To discuss and approve the Introduction of audit course on Job Readiness Course (Annexure G)

Dr.Gopi Sharma apprised the house that the Job Readiness for the students of fifth semester.

The option will be given to students between the Job Readiness and IEVD (Innovation, Entrepreneurship and Venture Development)

The chairperson explained that job readiness program will imparts required skills as per the need of the hour.

The house recommended the Item: AC 7: 2021:8(ii) to Governing Body.

A vote of thanks to all the members of Academic Council was delivered by Chairperson Dr. Atima Sharma Dwivedi, she expressed her gratitude to all the members of Academic Council for constant mentoring and guidance. The members of the Academic Council congratulated chairperson for her excellent leadership and progress of the institution.

Dr. Gopi Sharma
Member Secretary

Prof.(Dr.) Atima Sharma Dwivedi
Chairperson, Academic Council

ANNEXURE

ANNEXURE-A
KANYA MAHA VIDYALAYA, JALANDHAR
(UGC Autonomous College)

Proceedings of the Sixth Meeting of Academic Council

The sixth meeting of the Academic Council of Kanya Maha Vidyalaya was held on 05-12-2020 at 11:00 AM. The proceedings including detailed suggestions/discussions held during meeting are as given below:

Date : 05-12-2020

Time : 11:00 AM

Venue : Online meeting via Zoom

The following members attended the meeting:

Sr. No.	Name & Designation	Signature
1.	Prof. (Dr.) Atima Sharma Dwivedi, Principal KMV, Jalandhar(Chairperson)	Present
2.	Prof. (Dr.) Renu Bhardwaj, Department of Botanical and Environmental Sciences, GNDU, Amritsar(University Nominee)	Present
3.	Prof. (Dr.) Hardeep Singh Gujral, Department of Food Science and Technology, GNDU Amritsar (University Nominee)	Present
4.	Prof. (Dr.) Bikramjit Singh Hundal, Department of University Business School, GNDU Amritsar (University Nominee)	Present
5.	Dr. Nikhil Kumar Education Officer, University Grants Commission, New Delhi(Outside University Nominee)	Present
6.	Prof. (Dr.) Jagrup Singh Sekhon, Retired Professor, Department of Political Science, Guru Nanak Dev University Amritsar(Outside University Nominee)	Present
7.	Prof. (Dr.) N.S. Tung, Retired Professor, Department of Psychology, Guru Nanak Dev University, Amritsar(Outside University Nominee)	Present
8.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences	Present
9.	Dr. Neeraj Maini Head, Department of Commerce & Dean Academics	Present
10.	Dr. Madhumeet, Head, Department of English, Dean Student Welfare & Dean Languages	Present
11.	Dr. Iqbal Kaur Head, Department of Punjabi	Present
12.	Mrs. Indu Bhatt Head, Department of Economics	Present
13.	Mrs. Suman Khurana Head, Department of Computer Science & Applications and Animation and VFX & Dean IT, a	Present
14.	Dr. Manju Sahni Head, Department of Chemistry	Present
15.	Dr. Poonam Sharma Head, Department of Music & Dance & Dean Performing & Visual Arts	Present
16.	Mrs. Sadhna Tandon Head, Department of Zoology & Dean Life Sciences	Present

17.	Dr. Sabina Batra, Course Incharge, Management and Secretarial Practices	Present
18.	Dr. Vinod Kalra Head, Department of Hindi, Dean Languages	Present
19.	Mrs. Veena Deepak, Deputy Controller of Examination, Head, Department of Mathematics	Present
20.	Dr. Gurjot Kaur Head, Department of History & Dean Social Sciences	Present
21.	Mrs. Rashmi Sharma, Head, Department of Retail Management	Present
22.	Mrs. Amarpreet Khurana Dept. of Economics & Dean Social Sciences	Present
23.	Mrs. Neeti Kapoor Head, Department of Home Science and Nutrition, Exercise and Health, Dean Vocational Studies,	Present
24.	Dr. Neeraj Sharma Head, Department of Sanskrit, Dean Resident Life	Present
25.	Mrs. Harpreet Kaur Head, Department of Fashion Designing, and Textile Design and Apparel Technology	Present
26.	Dr. Jatinder Pal, Department of Economics & Dean Research	Present
27.	Dr. Monika Sharma, Department of History & Director Gandhian Study Centre	Present
28.	Dr. Sangeeta Prasher, Department of Physics & Deputy Controller of Examination	Present
29.	Dr. Neetu Chopra, Department of Physics	Present
30.	Ms. Tarandeep, Dean Vocational Studies, Course Incharge, Beauty and Wellness	Present
31.	Ms. Seema Arora Department of English & NCC Incharge	Present
32.	Dr. Davinder, Department of Physical Education	Present
33.	Ms. Hardeep Kaur, Controller of Examination	Present
34.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar (Member Secretary)	Present

The following members were not able to attend the meeting.

Sr. No.	Name and Designation	Reason
1.	Prof. (Dr.) Karamjeet Singh Professor, University Business School, Panjab University, Chandigarh(Outside University Nominee)	Absent

Minutes of the Meeting

The chairperson Dr. Atima Sharma Dwivedi welcomed all the members of Academic Council for their contribution to the growth of the institution. She thanked all the members for sparing the valuable time and providing whole hearted support and guidance. She also welcomed all the faculty members of KMV to this meeting of Academic Council. She apprised the house that with the help of suggestions and mentoring by the gracious external members, the institution is achieving new heights and covering new milestones. In the field of education, KMV always does full justice to academic programmes and holistic development of the students.

Dr. Dwivedi also apprised the house about the various activities undertaken by the institution during the past months for the development of students apart from their academics. She told the house that there has not been any dull day during these months; rather KMV has been engaging the students each day during this semester by imparting the wholesome and valuable education. Faculty of KMV is trying to come up with more innovative ways of teaching learning to fill up the gaps.

She informed the house that during this unprecedented time period the feedback from the students is very satisfactory and they did not suffer from any situation may it be related to academics, spiritual or psychological.

Dr. Dwivedi informed the house that in **National Level Rankings**, KMV has been Ranked No. 1 Autonomous College of Punjab and First in Punjab in BBA & BCA Programmes by Outlook Magazine as well as by India Today Ranking 2020.

Dr. Dwivedi summarized some of achievements since June 2020

Free online courses were conducted in:

- Yoga
- The Happiness Programme
- Gender Sensitization
- Spoken English
- Beauty Skills
- Video Production
- Drawing and Paintings
- Physics Workshop

The **Mentoring** to students is provided on regular basis and mentoring groups are developed for different classes.

International Activities:

- Seven Day Online International Conclave on “Global Perspectives on Education in COVID-19 Times: Challenges & Opportunities”. Erudite Scholars from USA, UK, Europe, Africa & Asia Graced the Conclave.
- International Webinar on “The Role Parents Play in their Children’s Education during the Pandemic”. Dr. Tanju Deveci, Associate Professor from Khalifa University, Abu Dhabi was the Speaker for the Webinar.
- International webinar on “An attempt to understand why the 1947 carnage occurred despite Mahatma Gandhi campaign for Non-violence” by Prof. Raj Mohan Gandhi the grandson of Mahatma Gandhi.
- E-Workshop on “Research Methodology for Social Sciences”: Delegates for 11 Countries & 23 States of India participated

International online Guest Faculty:

Dr. Robert Urban, Professor in Health Psychology from Eötvös Loránd University, Hungary is taking classes once in a week for KMV students.

Dr. Dwivedi also informed the house about National Level Webinars & Workshops organized on:

- Sustainable Fashion and National Level Online Competitions.
- Mr. Tushar Gandhi, Great Grandson of Mahatma Gandhi Delivers Talk During webinar.
- Introduction of Financial Markets
- National Sports Day
- Financial Empowerment of Women Through Financial Education and Awareness
- Combating Fake News during COVID-19
- Diabetes & its Management
- E- Workshop on Emerging Trends of Botanical Studies
- E- Conference on COVID-19 Pandemic: Emerging Challenges & Future Strategies

Awards received by Students from Government of India

- KMV’s Institution’s Innovation Council Awarded with 4.5 Gold Stars by Ministry of Human Resource Development, Government of India
- Ministry of Jal Shakti, Government of India Honours KMV for its Contribution to Environment & Water Conservation
- Certificate of Participation from Ministry of Environment, Forest & Climate Change, Government of India
- KMVites Honoured by Municipal Corporation Jalandhar to mark ending of a month long campaign based on the theme: MY WASTE MY RESPONSIBILITY
- Paryavaran Ratna Award by Indian Centre for Wildlife and Environmental Studies in South Asia Region

Research

- Research Board Meets organised to Review & Allocate Seed Money Research Projects to eight faculty members.
- Research Forum organized.

Invited as Resource Person

KMV Principal Prof. Dr. Atima Sharma Dwivedi invited to deliver expert talks:

- In National Webinar Titled “ Governance, Leadership and Management ”-A World Bank Initiative
- On Fashion Industry for the staff and students of DDU KAUSHAL Kendra of Banaras Hindu University.
- Invited by Media & Entertainment Skills Council of India to share her experience as the Head of the esteemed Gurukul-KMV

Entrepreneurship & Social outreach:

- Amazon Brand ‘KMV MARVELS’ by Student Entrepreneurs during Diwali Bonanza
- One Week Long Awareness Campaign to Commemorate Blood Donation Day.
- Series of Celebrations to Commemorate 400th Birth Anniversary of Guru Tegh Bahadur ji.
- Glowing Tribute to Rani Laxmi Bai

Virtual Visits:

Virtual Visit to Tata Institute of Fundamental Research Labs

Dr. Dwivedi also congratulated examination committee for working flawlessly in conducting examination and for preparing results in time. Dr. N.S. Tung, Dr. Renu Bhardwaj and other members congratulated KMV to organize such activities despite of COVID-19 pandemic. Dr. Hundal gave his best wishes and appreciated about the coverage of KMV-Heritage Institution in The Tribune newspaper.

The Member Secretary, Dr. Gopi Sharma, with the permission of the Chairperson took up the agenda items for deliberation one by one.

Item: AC 6: 2020: 1 To confirm the Proceedings of Fifth Academic Council Meeting held on 09-06-2020 (Annexure-A)

The proceedings of the Fifth Academic Council Meeting held on 09-06-2020 and were approved by all members. The Member Secretary however, again put up the summary of the proceedings for approval of the house (Annexure -A).

The house approved the Item: AC 6: 2020: 1.

Item: AC 6: 2020: 2 Action Taken Report of Fifth Academic Council Meeting held on 09-06-2020

Member Secretary Dr. Gopi Sharma explained in detail the Action Taken Report of Fifth Academic Council Meeting held on 09-06-2020.

Agenda Item: Item: AC 5: 2020: 3

To discuss and approve eligibility criteria for B.A. with additional course of Hons. in anyone of the following subject:

- a) English
- b) Hindi
- c) Punjabi
- d) History
- e) Political Science
- f) Economics
- g) Psychology

Existing Criteria	Proposed Criteria								
A regular bonafide candidate may be offered Honours in any one of the three elective subjects taken up by her, provided she has obtained at least 50% marks in aggregate and 50% marks in the subject concerned in the semester-I and semester-II examinations of the B.A./B.Sc. (Pass) course.	A regular bonafide candidate may be offered Honours in any one of three elective subjects taken up by her, provided she has obtained at least 45% marks in aggregate and 50% marks in the subject concerned in the semester-I and semester- II examinations of the B.A./B.Sc. (Pass) course.								
<u>Action Taken</u>									
It was decided to continue with existing criteria.									
<u>Discussions held in meeting on 05-12-2020:</u> Approved									
<u>Agenda Item: Item: AC 5: 2020: 4</u>									
To discuss and approve evening classes for Boys, Girls and Industry Professionals for following programmes from Session 2020-21:									
<table border="0"> <thead> <tr> <th data-bbox="250 837 435 869">Course Name</th> <th data-bbox="1016 837 1143 869">Duration</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 873 586 905">Diploma in 2D Animation</td> <td data-bbox="1016 873 1097 905">1 year</td> </tr> <tr> <td data-bbox="250 909 654 940">Diploma in Retail Management</td> <td data-bbox="1016 909 1097 940">1 year</td> </tr> <tr> <td data-bbox="250 945 854 976">Advanced Diploma in Film Making and Acting</td> <td data-bbox="1016 945 1109 976">2 years</td> </tr> </tbody> </table>	Course Name	Duration	Diploma in 2D Animation	1 year	Diploma in Retail Management	1 year	Advanced Diploma in Film Making and Acting	2 years	
Course Name	Duration								
Diploma in 2D Animation	1 year								
Diploma in Retail Management	1 year								
Advanced Diploma in Film Making and Acting	2 years								
<u>Action Taken</u>									
Admission will be done from session 2021-22									
<u>Discussions held in meeting on 05-12-2020:</u>									
Dr. Nikhil suggested to name these classes as Executive Classes.									

Agenda Item: Item: AC 5: 2020:5:

To discuss and approve admission in post graduate programmes on provisional basis for students having reappear in under graduate programmes subject to the following conditions:

- a) They have to qualify their supplementary examination of under graduate programme within one year after getting admission in any Post Graduate Programme.
- b) Students will not be allowed to take admission in Post Graduate Programme of that subject in which they got reappear.

Action Taken

Not Implemented

With reference to letter No:461/RG A-I dated 20th July-2020 from GNDU:

The Candidates having Compartment in +2 examinations or at graduation level shall not be eligible for admission to any under graduate or Post-Graduate programme as the case may be.

Discussions held in meeting on 05-12-2020:

Dr. Nikhil suggested for writing back to university to allow college to change the eligibility criteria for Post-Graduate courses.

Agenda Item: AC 5: 2020: 6

To allow students to choose banking as an additional/optional course for B.A.

Action Taken:

07 students have taken banking as optional course in B.A.

Discussions held in meeting on 05-12-2020: Approved

Agenda Item: AC 5:2020:7

Examination reform required in conduct of make-up tests/Retests of end semester examination. Makeup Examination/Retest:

Proposed from session 2020-21:

Retests will be conducted during the current session with the special fee and special permission from Madam Principal. For the students who have missed the end semester examination due to

- medical reason or any other extraordinary circumstances, these tests will be conducted within maximum of 15 days after the last day of end semester examination.
- participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examinations, these tests will be conducted as per the availability of such students.

After that the chance will be given in the next session irrespective of odd/even semester, if she is eligible to appear in Reappear Examinations as per examination and evaluation policy of the college. Students must apply for the retests in the prescribed form.

<p><i>Action Taken:</i></p> <p>Implemented</p>
<p><u>Discussions held in meeting on 05-12-2020:</u> Approved</p>
<p><u>Agenda Item: AC 5: 2020:8</u></p>
<p>To discuss and approve following policy related to Intermediate and final semester examination due to COVID-19 epidemic:</p> <ul style="list-style-type: none"> a) Students of intermediate semesters should be promoted to the next level and policy regarding their promotion will be jointly prepared by the Planning and Evaluation as well as the Examination committee chaired by the Principal Dr. Atima Sharma Dwivedi. b) To authorize the chairperson of the Academic Council i.e Dr. Atima Sharma Dwivedi, Principal, Kanya Maha Vidyalaya to take decision related to conducting of the final semester (except VIth Semester) examination or declaration of result as per COVID-19 situation unfolding in coming weeks. c) The policy regarding the promotion/examination will be intimated to the Academic Council members through email. <p>Chairperson may be authorized to take decision related to any other issue that may emerge related to examination and evaluation.</p>
<p><u>Action Taken</u></p> <p>a) <u>Implemented</u></p> <p>b) Examinations of terminal semesters were conducted in the pattern adopted by GNDU i.e.</p> <ol style="list-style-type: none"> 1. Question papers according to the date sheet were sent to the students 15 minutes before the start of the examination at the registered E-Mail ID. 2. Students were given a maximum time of TWO HOURS to attempt four questions out of eight. 3. At the end of the examination,(i.e. after two hrs.) 30 minutes were given to: <ul style="list-style-type: none"> (i) scan/adobe scan copies of the pages of answer sheet. (ii) attach these scanned pages of answer sheet (in readable form) in a single pdf file as an attachment to kmvanswersheets20@gmail.com 4. This whole process from start to end was of 2 hours and 45 minutes.
<p><u>Discussions held in meeting on 05-12-2020:</u> Approved</p>

<u>Agenda Item: AC 5: 2020:9</u>
Owing to the pandemic COVID-19, the fee structure of all the programmes will remain same for the session 2020-21 and the following fee structure related to examination need to be added: 1. Duplicate Roll No. Slip Fee Rs. 100/- 2. Subject Correction Fee Rs. 400/-
<u>Decision/ Recommendations of Academic Council</u>
The house recommended this Item: AC 5: 2020:9 to Finance Committee.
<u>Action Taken</u>
Implemented
<u>Discussions held in meeting on 05-12-2020:</u> Approved
<u>Agenda Item: AC 5: 2020:10</u>
To approve syllabi for I st , 3 rd and 5 th Semesters for session 2020-21 passed in Board of Studies (BOS) meetings held via zoom.
<u>Action Taken</u> Implemented
<u>Discussions held in meeting on 05-12-2020:</u> Approved

The house approved the Agenda Item : AC 6: 2020: 2.

Item : AC 6: 2020: 3

I. With reference to letter No: F. No. 4-1/2020(NSQF) the programmes of B.Voc (Artificial Intelligence & Data Science), B.Voc (Film Making & Acting), B.Voc (Hospitality & Tourism) and PG Diploma in Management and Secretarial Practices have been sanctioned by UGC under DDU KAUSHAL Kendra.

II. Meeting of Planning and Evaluation Committee was held on 20-10-2020 and decided that the programmes of B.Voc (Artificial Intelligence & Data Science) & B.Voc (Hospitality & Tourism) should be introduced from session 2020-21 whereas the programmes of B.Voc (Film Making & Acting), and PG Diploma in Management and Secretarial Practices) should be started from session 2021-22.

III. Board of studies meetings for B.Voc (Artificial Intelligence & Data Science) and B.Voc (Hospitality & Tourism) were held on 23-10-2020 and 17-10-2020, prepared ordinances, course structure, detailed syllabi etc. Number of Seats: 50 per programme

Dr. Nikhil suggested that ordinance should have course scheme, Qualification Packs (QPs) along with NOS, Programmes Specific Outcomes (PSO), Programme Outcomes (PO) and Course Outcomes. As per suggestions of the house above stated corrections have been incorporated and attached herewith for approval (**Annexure-B & C**)

The house recommended the Item: AC 6: 2020: 3 for Governing Body approval

Item: AC 6: 2020: 4 To discuss and approve the Academic Calendars for UG and PG Programmes for session 2020-21 (**Annexure-D**)

Member secretary explained that due to Covid-19 pandemic and as per UGC directives the college has prepared Academic Calendars for:

- I. Semester: IIIrd to VIth for under graduate and PG Programmes
- II. Semester: Ist to IInd for under graduate programmes
- III. Semester: I, II for post graduate programmes

The House gave an authority to chairperson to incorporate any change required from time to time as per requirement and instructed by State Govt. and UGC.

The house approved the Item: AC 6: 2020: 4 .

Item: AC 6: 2020: 5 To discuss and approve the examination pattern due to pandemic COVID-19 for examination to be held in January 2021

- I. Examination pattern in January 2021 will be same as GNDU policy
- II. Certificate comprising of marks obtained out of maximum marks along with course codes and course titles of the concerned programme will be provided to the students of intermediate semesters of the session 2019-20 (Semester-II and IV of UG Programmes and Semester II of PG Programmes) promoted to next higher semester within the programme due to COVID -19 pandemic.

The house recommended the Item: AC 6: 2020: 5 for Governing Body approval

Item: AC 6: 2020:6: To discuss and approve the detailed syllabi with Course Outcomes for Sem- II, IV and VI starting from January 2021:

Dr. Gopi Sharma presented the syllabus changes for Sem II, IV & VI starting from January 2021 of 36 departments passed in their Board of Studies meetings. The detailed syllabi of all programmes are also uploaded on the college website. The list of examiners are also approved from Board of Studies of each department.

The house approved the agenda Item: AC 6: 2020: 6.

Item: AC 6: 2020: 7: Any Point with the permission of the chairperson

Item: AC 6: 2020: 7(a) To discuss and approve the introduction of audit course on **Innovation, Entrepreneurship And Venture Development (IEVD)** for fifth semester students.

Dr. Dwivedi informed the house that this programme is need of the hour for the students. This course will be compulsory for skill development programmes and for rest of the programmes it will be choice based. The syllabus of this course is attached herewith as an (**Annexure E**).

Additional Suggestions:

- Dr. Hundal said that practical handhold should be there in start-ups
- Dr. Renu suggested to involve idea pitching programmes.
- Dr. Nikhil suggested utilizing e-pathshala and other UGC online learning resources.

The house recommended the Item: AC 6: 2020: 7(a) for Governing Body approval

Item: AC 6: 2020: 7(b) To temporarily pause the admission in the following programmes due to non-viability of these programmes:

1. MA (Dance)
2. Diploma in Medical Lab Technology
3. PG Diploma in Digital Marketing
4. B.Voc(Photography and Journalism)
5. PG Diploma in Garment Construction
6. Diploma in Textile Design
7. Diploma in Fashion Design
8. PG Diploma in Textile Designing
9. Diploma in Hindi mein Srijnatmak Lekhan
10. Diploma in Hindi Patrkari Prashikshan

The house recommended the Item: AC 6: 2020: 7(a) for Governing Body approval

Item: AC 6: 2020: 7(c): The House gave authority to chairperson to take any decision as per requirement.

A vote of thanks to all the members of Academic Council was delivered by Chairperson Dr. Atima Sharma Dwivedi, she expressed her gratitude to all the members of Academic Council for constant mentoring and guidance. The members of the Academic Council congratulated chairperson for her excellent leadership and progress of the institution.

(Dr. Gopi Sharma)
Member Secretary

(Prof. (Dr.) Atima Sharma Dwivedi)
Chairperson, Academic Council

Annexure B

Action Taken Report

Item : AC 6: 2020: 3

- I. With reference to letter No: F. No. 4-1/2020(NSQF) the programmes of B.Voc (Artificial Intelligence & Data Science), B.Voc (Film Making & Acting), B.Voc (Hospitality & Tourism) and PG Diploma in Management and Secretarial Practices have been sanctioned by UGC under DDU KAUSHAL Kendra.
- II. Meeting of Planning and Evaluation Committee was held on 20-10-2020 and decided that the programmes of B.Voc (Artificial Intelligence & Data Science) & B.Voc (Hospitality & Tourism) should be introduced from session 2020-21 whereas the programmes of B.Voc (Film Making & Acting), and PG Diploma in Management and Secretarial Practices) should be started from session 2021-22.
- III. Board of studies meetings for B.Voc (Artificial Intelligence & Data Science) and B.Voc (Hospitality & Tourism) were held on 23-10-2020 and 17-10-2020, prepared ordinances, course structure, detailed syllabi etc. Number of Seats: 50 per programme

Decision/ Recommendations of Academic Council

Ordinance should have course scheme, Qualification Packs (QPs) along with NOS, Programmes Specific Outcomes (PSO), Programme Outcomes (PO) and Course Outcomes.

The house recommended the Item: AC 6: 2020: 3 for Governing Body approval

Decision of Governing Body: Approved in Governing Body meeting held on 06-02-2021

Action Taken

B.Voc (Artificial Intelligence & Data Science) and B.Voc (Hospitality & Tourism) Programmes are introduced from session 2020-21. The detailed ordinance containing course scheme, Qualification Packs (QPs) along with NOS, Programmes Specific Outcomes (PSO), Programme Outcomes (PO) and Course Outcomes are formulated and uploaded on college website.

Item: AC 6: 2020: 4

To discuss and approve the Academic Calendars for UG and PG Programmes for session 2020-21

Member Secretary explained that due to Covid-19 pandemic and as per UGC directives the college has prepared Academic Calendars for:

- I.Semester: IIIrd to VIth for under graduate and PG Programmes
- II.Semester: Ist and IInd for under graduate programmes
- III.Semester: Ist and IInd for post graduate programmes

Decision/ Recommendations of Academic Council

Approved and House gave an authority to chairperson to incorporate any change required from time to time as per requirement and instructed by State Govt. and UGC rules.

The house approved the Item: AC 6: 2020: 4.

Action Taken:

The Academic Calendars have been implemented with certain modifications as per need. The Revised Academic Calendars are uploaded on following link:

<https://www.kmyjalandhar.ac.in/sitepages/academic-calendar/>

Item: AC 6: 2020: 5

To discuss and approve the examinations pattern due to pandemic COVID-19 for examinations to be held in January 2021

- (i) Examination pattern in January 2021 will be same as GNDU policy.
- (ii) Certificate comprising of marks obtained out of maximum marks along with course codes and course titles of the concerned programme will be provided to the students of intermediate semesters of the session 2019-20 (Semester-II and IV of UG Programmes and Semester II of PG Programmes) promoted to next higher semester within the programme due to COVID -19 pandemic.

Decision/ Recommendations of Academic Council

The house recommended the Item: AC 6: 2020: 5 for Governing Body approval

Decision of Governing Body : Approved in Governing Body meeting held on 06-02-2021

Action Taken: (i) The End Semester Examinations (ESE) for January 2021 (held in February/ March 2021) for Odd Semesters have been conducted as per the guidelines of GNDU, Amritsar in physical mode on campus.

(ii) The college authorities have decided to provide Details Marks Cards (DMC) comprising of marks obtained by students in each course, marks obtained out of maximum marks along with course codes and course titles in place of Certificates consisting of only marks obtained out of maximum marks along with course codes and course titles.

Special Meeting of Academic Council:

The Special Meeting of the Academic Council of Kanya Maha Vidyalaya was held on 16-04-2021

Agenda Item: AC: SM: 2021:1 To discuss the mode of Pending Examination of January 2021(held in February/March 2021) which were postponed due to Punjab Government notification regarding closing of colleges.

Member Secretary apprised the house about the following details:

Total number of Programmes : 69

Total number of Theory Papers : 80 (in six sessions scheduled for three days)

Total number of students to appear : 1599
Total number of students in Hostel : 325 (from H.P, J& K, Bihar, Haryana, U.P etc.)
The members of the house were apprised that many of our hostel students belong to different states and for most of the students only one exam is left. So if the examinations are conducted in offline mode, then they will have to travel by public or personal transport during this pandemic period just to appear in one or two examination.
The matter was discussed in great details and considering the facts & present circumstances, the following views were expressed:-
<ul style="list-style-type: none"> • In view of the extraordinary difficult circumstances during this COVID-19 pandemic, the examination / assessment of students of programmes under autonomy may be conducted in blended mode (in-person + e-assessment) as per need from time to time. However the part of examination to be held online/e-assessment may be conducted to the limit of 40% of total courses /papers in any programme. This can be applied to coming semesters. • Appropriate assessment rubrics to be considered in framing question papers for effective evaluation in case of online mode. • Members of the house discussed in detail that students have already given their exams in offline mode and only one or two examinations of some programmes are left. As the parent university i.e. Guru Nanak Dev University has conducted its pending exams in offline mode as per directive of Punjab Government via letter no. HED-EDU10UNIV/18/2021-3edu dated 05-04-2021(attached herewith as annexure A), decision was taken to <u>conduct the postponed/ pending exams in offline mode only.</u>
Students who will not be able to appear in examination due to pandemic situation will be given special chance.
<u>Action Taken</u>
The postponed/ pending examinations were conducted on 19/04/2021, 20/04/2021 and 22/04/2021 on campus in physical mode.
<u>Item: AC 6: 2020:6:</u>
To discuss and approve the detailed syllabi with Course Outcomes for Sem- II, IV and VI starting from January 2021:
<u>Decision/ Recommendations of Academic Council</u>
<u>The house approved the agenda Item: AC 6: 2020: 6.</u>
<u>Decision of Governing Body:</u> Approved in Governing Body meeting held on 06-02-2021
<u>Action Taken:</u>
Implemented
<u>Item: AC 6: 2020: 7: 7(a) & 7(b)</u>
Any Point with the permission of the chairperson

Item: AC 6: 2020: 7(a) To discuss and approve the introduction of audit course on **Innovation, Entrepreneurship and Venture Development (IEVD)** for fifth semester students.

Dr. Dwivedi informed the house that this programme is need of the hour for the students. This course will be compulsory for skill development programmes and for rest of the programmes it will be choice based.

Decision/ Recommendations of Academic Council

The house recommended the Item: AC 6: 2020: 7(a) for Governing Body approval

Decision of Governing Body: Approved in Governing Body meeting held on 06-02-2021

Action Taken:

Audit course on **Innovation, Entrepreneurship and Venture Development (IEVD)** for fifth semester students will be optional for all Under-Graduate programmes.

This course will be implemented from the session 2021-22.

Item: AC 6: 2020: 7(b)

To temporarily pause the admission in the following programmes due to non-viability of these programmes:

1. MA (Dance)
2. Diploma in Medical Lab Technology
3. PG Diploma in Digital Marketing
4. B.Voc(Photography and Journalism)
5. PG Diploma in Garment Construction
6. Diploma in Textile Design
7. Diploma in Fashion Design
8. PG Diploma in Textile Designing
9. Diploma in Hindi Mein Srijnatmak Lekhan
10. Diploma in Hindi Patrkarita Prashikshan

Decision/ Recommendations of Academic Council

The house recommended the Item: AC 6: 2020: 7(a) for Governing Body approval

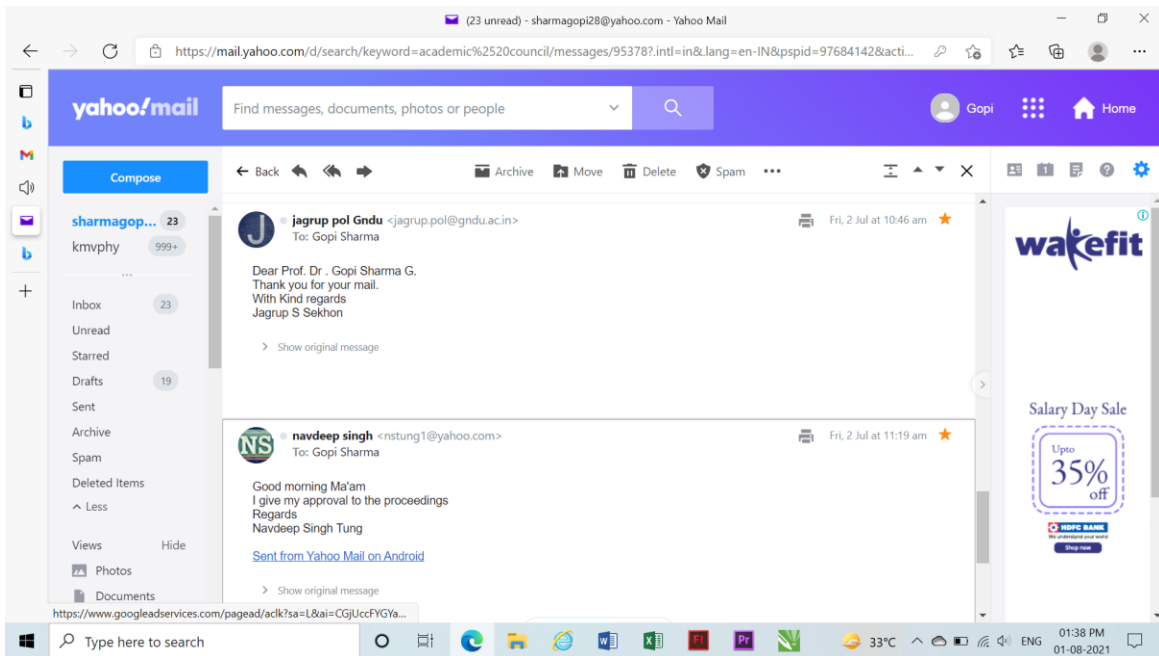
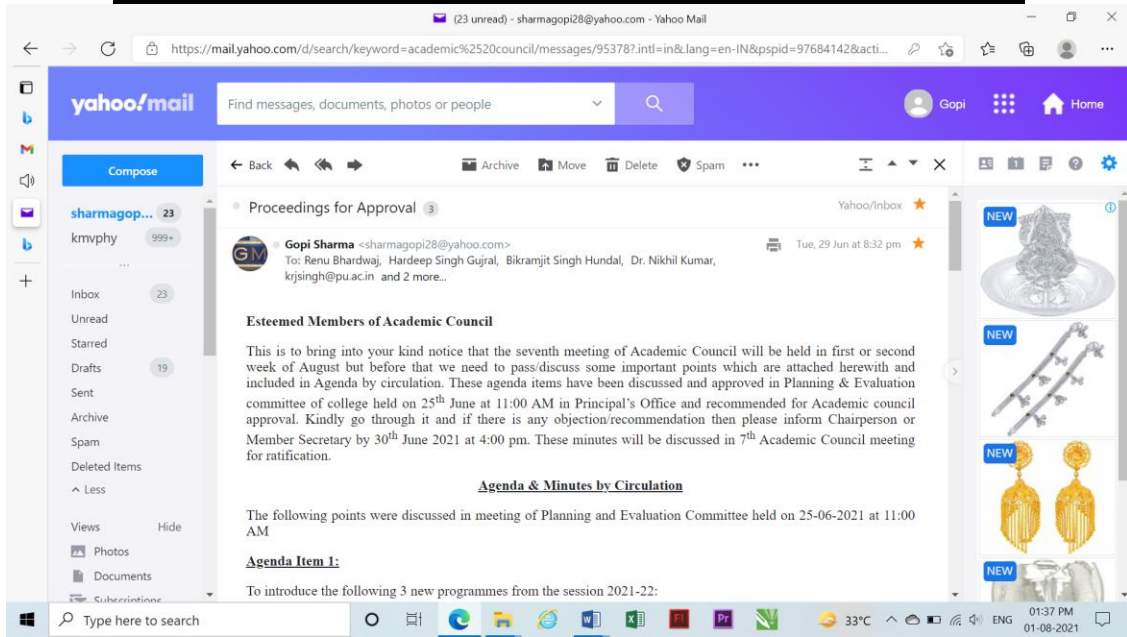
Decision of Governing Body: Approved in governing body meeting held on 06-02-2021

Action Taken

Implemented

ANNEXURE B

Approval from Statutory Committee (Academic Council)



Annexure C (i)

FACULTY OF ARTS

**SYLLABUS
of**

**Visual Communication
(as an Elective Subject for B.A.)**

(Semester I -VI)

(Under Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

**KANYA MAHA VIDYALAYA, JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Scheme And Curriculum
Visual Communication as Elective Course
Examinations Of Three-Year Degree Programme
Bachelor Of Arts (Semester I To VI)

Visual Communication as Elective Course for B.A.								
Program Name	Course Title	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
SEMESTER – I								
Bachelor of Arts	Creative Design - I	BARM-1110	E	100	30	50	20	3+3
SEMESTER – II								
Bachelor of Arts	Creative Design - II	BARM-2110	E	100	30	50	20	3+3
SEMESTER – III								
Bachelor of Arts	Video Editing	BARM-3110	E	100	30	50	20	3+3
SEMESTER – IV								
Bachelor of Arts	Camera Techniques	BARM-4110	E	100	30	50	20	3+3
SEMESTER – V								
Bachelor of Arts	Film Direction and Documentary	BARM-5110	E	100	30	50	20	3+3
SEMESTER – VI								
Bachelor of Arts	Project		E	100	-	100	-	3

E-Elective

B.A. SEMESTER I
Session: 2021-22
Course Title: Creative Design - I

Course Outcomes:

The objective of this course is to acquaint students with the design process from idea conception, brainstorming, through to digital artwork for print and digital production process.

The application of design principles, use of colour, typographic principles and the best practices required for effective and appealing visual communication as required professionally are covered during the course.

After passing this course the student will be able to:

CO1: Identify and discuss design principles as they apply to visual communication.

CO2: Use simple graphic design tools and techniques such as typography, colour composition, masking and colour correction.

CO3: Discuss graphic design processes and concepts with professionals in the field.

CO4: Work on simple projects like designing of banners, brochures, matte paintings, movie posters applying fundamentals of graphic designing

B.A. SEMESTER I
Session: 2021-22
Course Title: Creative Design – I

Examination Time: 3 Hours	Max. Marks: 100
	Theory: 30 Practical: 50
	CA: 20

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I

Graphic designing and its objective, difference between raster and vector graphics, importing art work

Photoshop: Introduction to Photoshop and its interface, navigation and all tools, working with basic selections, advanced selections, Working with Layers.

UNIT- II

Tools: -Rectangular Marquee Tool, Move Tool, Polygon Lasso Tool, Magic Wand Tool, Crop Tool, Spot Healing Brush Tool, Healing Brush Tool, Content aware tool, Patch tool, Brush Tool, Clone Stamp Tool, Eraser Tool, Gradient Tool (Blur Tool, Smudge tool, Dodge Tool, Burn tool, Path Selection Tool, Text Type Tool, Pen Tool, Rectangle Tool, Notes Tool, Red eye tool

UNIT- III

Photoshop: Refine edges, Grid and Guides, Adjustment Layers, Color Balance, Hue Saturation, Save Selection & Load selection.

Transformation tools (Distort, skew, perspective, warp), Vanishing point

Color Modes, Color Correction, Advanced color correction techniques (levels, Curves, Hue, Saturation etc.)

UNIT- IV

Masking: Quick Masks, Layer Mask, Layers & Layer Blending Modes.

Photoshop filters – Smart Filters, Filter Gallery,

GIF Animation and Timeline

Create images for the web: Exporting images from Photoshop

Exercises to be implemented (in Adobe Photoshop)

1. Create Digital Rangoli Design
2. Change the background of images
3. Image Manipulation
4. Transform & Distort images
5. Color adjustment of those images (Photo Retouching), creating / restore old images
6. Convert a B&W image into color (Use variation)
7. Make digital painting (Use brush, pencil, smudge etc.).
8. Matte Painting-Composition.
9. Designing movie posters or music album posters,

10. Create logos
11. Design leaflet, business card, letter head, Magazine cover and banner design.
12. Create Gif Animation

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Caplin Steve, "How to Cheat in Photoshop CC: The art of creating realistic photomontages", Focal Press
2. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
3. Faulkner Andrew, "Adobe Photoshop CC Classroom in a Book", Pearson Education

B.A. SEMESTER II
Session: 2021-22
Course Title: Creative Design – II

Course Outcomes:

The objective of this course is to acquaint students with the design process from idea conception, brainstorming, through to digital artwork for print and digital production process.

The application of design principles, use of colour, typographic principles and the best practices required for effective and appealing visual communication as required professionally are covered during the course.

After passing this course the student will be able to:

CO1: Identify and discuss design principles as they apply to visual communication.

CO2: Use simple graphic design tools and techniques such as typography, colour composition, masking and colour correction.

CO3: Discuss graphic design processes and concepts with professionals in the field.

CO4: Work on simple projects like designing of banners, brochures, matte paintings, movie posters applying fundamentals of graphic designing

B.A. SEMESTER II
Session: 2021-22
Course Title: Creative Design – II

Examination Time: 3 Hours	Max. Marks: 100
	Theory: 30 Practical: 50
	CA: 20

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I

Getting Started with Corel Draw, Explore the Corel Draw Interface, Customize the Workspace.

Tools: -Pick tool - Select, position and transform objects.

Freehand pick tool - Select objects by using a freehand selection marquee. Position and transform objects.

Ellipse tool - Draw circles and ellipses by dragging in the drawing window.

Rectangle tool - Draw squares and rectangles by dragging in the drawing window.

Polygon tool - Draw polygons by dragging in the drawing window.

Star tool - Draw uniform, outlined stars.

Arrow Shapes tool - Draw arrows of various shapes and directions.

Banner Shapes tool - Draw ribbon objects and explosion shapes.

Callout Shapes tool - Draw labels and speech bubbles.

UNIT- II

Text tool - Add and edit paragraph and artistic text.

Drop Shadow tool - Apply shadows behind or below objects.

Extrude tool - Apply 3D effect to objects to create the illusion of depth.

Transparency tool - Partially reveal image areas underneath the object.

Uniform Fill - Choose a solid fill color for an object by using color palettes, color viewers, color harmonies, or color blends.

UNIT- III

Blend tool - Blend objects by creating a progression of intermediate objects and colors.

Shape tool - Edit a curve object or text character by manipulating nodes.

Free Transform tool - Rotate, skew, mirror, and scale objects.

Smear tool - Change the edge of an object by dragging along its outline.

Crop tool - Remove the areas outside a selection

Knife tool - Slice an object to split it into two separate objects

Eraser tool - Remove unwanted areas in a drawing.

Pen tool - Draw curves in segments, and preview each segment as you draw

UNIT- IV

Drawing: Set Up a Drawing Page, Draw Shapes, Draw Lines, Bezier, Curves, Shape Tool, Include Objects, Working with Fills, Pattern, differentiate between RGB and CMYK color and color settings.

Working with objects: Group and ungroup object, Masking Objects

Working with Text: Working with text tool, Point Text and Paragraph text, Add Text to Objects, Fit Text on a Path, Work with Paragraph Text, Wrap Paragraph text, Work with a Text Style, Insert Special Characters, Spell Check a Documents.

Create a Table, modify a Table, format a Table, and Apply Artistic Effects to Objects. Convert Bitmap Images to Vector Images, Work with Print Styles,

Interactive effect tool: Transparency, Extrude, Envelop, Blend, and Drop Shadow.

Practical: CorelDraw (Exercises to be implemented)

1. Rangoli Design
2. Leaflet Design
3. Business card
4. Letter head
5. Magazine cover
6. Banner design
7. Book Cover Design

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
2. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press

B.A. SEMESTER III
Session: 2021-22
Course Title: Video Editing

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand and apply the digital video production process: pre-production, shooting, editing, and post-production.

CO2: apply various video editing tools and techniques

CO3: work on a video editing project

B.A. SEMESTER III
Session: 2021-22
Course Title: Video Editing

Examination Time: 3 Hours	Max. Marks: 100
	Theory: 30 Practical: 50
	CA: 20

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

Unit I

Introduction: What is Premiere Pro, Why and What for, Concept of Non-linear editing.

Digital video principles: Video formats, frame rates, aspect ratios and Video outputs

Introductory project: Workflow, Adding footage, Time code, Basic, Interface of premiere pro, All panels of premiere (tools, project, monitor, source, Timeline, audio meters, misc.)

Importing and organizing footage: Project, Sequence, Capturing, Importing, Sorting.

Unit II

Basic video editing: rough editing, Layers, Ripple edit, Slip edit, Razor tool, moving edit, Navigating, understand all Tools on toolbox for editing clips.

Helpful editing techniques: Markers, replacing footage, exporting still, rearranging clips, Targeting, Disconnecting and Offline.

Adjusting clip properties: Rubber band, Position, Anchor, Size.

Playing with time: Speed, Rate, and Backwards

Unit III

Attributes of video: Pixels, Frame rates, HD

Creating moving elements: Layered, Animating and Fading.

Applying video transitions: Applying (various types), Effectively, Default.

Working with audio: Cutting music, Changing and fixing

Applying video effects: Flare, Lightning, Mirror, Making titles, credits and lower thirds

Various effects: adjust, blur, sharpen, channel, Distort, generate, image control, keying, noise, perspective, Stylize, time, transition, transform.

Unit IV

Basic compositing: Compositing, Green (keying)

Color correction: Color balance, color balance (HLS), three-way color corrector, brightness contrast, and Hue saturation **Exporting video:** Sequences, Media encoder, Formats

Introduction to other similar applications: Final cut Pro.

Exercises to be implemented (Practical)

1. Slideshow of images

2. Synchronize text with audio
3. Create news ticker (lower third)
4. Mash up
5. Create a video includes shots from different angles
6. Create a one-minute short film

Suggested Readings:

1. Adobe “Adobe Premiere Pro CC Classroom in a Book”, Pearson Education India

B.A. SEMESTER IV
Session: 2021-22
Course Title: Camera Techniques

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: utilize various camera techniques, settings to the best as per requirement of the shoot

CO2: understand different type of angle and shots and how to take the same using camera

CO3: differentiate between various types of lighting and requirement of the same as per the shoot

CO4: handle the camera, its equipment and use of monitor during shoot.

B.A. SEMESTER IV
Session: 2021-22
Course Title: Camera Techniques

Examination Time: 3 Hours	Max. Marks: 100
	Theory: 30 Practical: 50
	CA: 20

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

Unit I

Digital Photography: Introduction
Camera Techniques and its uses
Different types of Color profiles (Natural, Portrait, Landscape etc.)

Unit II

Creative white balance
Nature Photography with different angles
Using Marcos in an indoor and outdoor setting
Different types of images and video format

Unit III

Time lapse shots
Image editing and standard image formats
Advanced editing techniques in product photography
Lighting: Three point of lighting techniques, Types of lights used according to the shoot.

Unit IV

Travel Photography
Sport Photography
Crew: Handling the camera and its equipment, clapper board, use of monitor during shoot. Picture Composition.

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Woods Nicole, "Photography: DSLR Photography Secrets and Tips to Taking Beautiful Digital Pictures", CreateSpace Independent Publishing Platform

B.A. SEMESTER V

Session: 2021-22

Course Title: Film Direction and Documentary

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand history, aesthetics, challenges and opportunities in documentary making

CO2: develop a project from story idea, screen crafting, analysis, production & post production

CO3: handle camera and staging while shooting the documentary

B.A. SEMESTER V
Session: 2021-22
Course Title: Film Direction and Documentary

Examination Time: 3 Hours	Max. Marks: 100
	Theory: 30 Practical: 50
	CA: 20

Instruction to the paper setter: Eight questions of equal marks (specified in the syllabus) are to be set, two from each of the four units. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question can be attempted from any of the sections.

Unit- I

Introduction, history, and future: The Director's Role, A brief And Function History of Documentary; Aesthetics and authorship: Authorship Challenges and Opportunities, Reconstruction, and docudrama, Documentary Theory, Project: Critical writing

Unit - II

Identity and authorship: Project: Recognizing your Creative Identity, Developing Your Story Idea; Screen craft: Screen Grammar, Project: screen craft Analysis, Projects; Basic Production

Unit- III

Production: Camera Equipment and Shooting Procedure, Lighting, Location Sound and Postproduction: Designing a Structure, Editing, Using Music and Working with a Composer, Fine Cut to Sound Mix

Unit-IV

Shots, 180-Degree Rule, 30-Degree Rule, Screen Direction, Film-Time, Compression; Organizing Actions in a Dramatic Scene; Staging: Patterns of Dramatic Movement, Changing the Stage within a Scene, Staging as Part of a Film's Design, working with a Location Floor Plan; Camera: The Camera as Narrator, Objective Camera, Subjective Camera, Shot Lists, Storyboards and Setups

Suggested Readings:

1. Documentary Storytelling: Creative Nonfiction on Screen, "Sheila Curran Bernard", Focal Press
2. Making Documentary Films and Reality Videos: A Practical Guide to Planning, Filming, and Editing Documentaries of Real Events, "Barry Hampe", Holt Paperbacks
3. Video production, "VasukiBelavadi", Oxford University Press India;
4. Television production handbook, "Herbert Zettl", Cengage Learning

B.A. SEMESTER VI
Session: 2021-22
Course Title: Major Project

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: apply various tools and techniques studied during the course on a practical usage

CO2: will get experience of specific requirements and outcome of different stages of the project

CO3: get to know how to tailor the project as per the target audience and make it more realistic and relevant

B.A. SEMESTER VI
Session: 2021-22
Course Title: Major Project

L - T - P	Max. Marks: 100
0- 0 - 6	
Time: 3 Hours	

Project submission:

1. Project Report
2. The student has to submit a project in: -
 - a) Infographics
 - b) Short Video
 - c) Promotional/documentary videoby applying various tools/techniques learnt during the course.

Annexure C(ii)

FACULTY OF ARTS

SCHEME & SYLLABUS

of

(Under Continuous Evaluation Grading System)

BACHELOR OF ARTS



The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR

(Autonomous)

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE-YEAR DEGREE PROGRAMME
BACHELOR OF ARTS (SEMESTER I to VI)
RETAIL MANAGEMENT
SESSION: 2021-22

SEMESTER – I								
Program Name	Course Title	CourseCode	Course Type	Marks				Examinationtime (in Hours)
				Total	Ext.		CA	
					L	P		
Bachelor of Arts	Basics of Retail Management	BARM-1320	E	100	50	30	20	3
SEMESTER – II								
Bachelor of Arts	Retail Shopper Behavior	BARL2320	E	100	80	-	20	3
SEMESTER – III								
Bachelor of Arts	Store Layout and Design	BARM-3320	E	100	50	30	20	3
SEMESTER – IV								
Bachelor of Arts	Entrepreneurship Development	BARL-4320	E	100	80	-	20	3
SEMESTER – V								
Bachelor of Arts	Retail Logistics Management	BARL-5320	E	100	80	-	20	3
SEMESTER – VI								
Bachelor of Arts	Marketing Management	BARL-6320	E	100	80	-	20	3

E-Elective

BACHELOR OF ARTS (SEMESTER -I)
SESSION: 2021-22
BASICS OF RETAIL MANAGEMENT
COURSE CODE: BARM-1320

After successful completion of this course, students will be able to:

CO1: Understand what marketing means to business executives.

CO2: Understand the ways that retailers use marketing tools and techniques to interact with their customers.

CO3: Understand the retail sector and the range of retail occupations.

CO4: Outline the business of retailing: retail; retailer; retail outlet; distinguishing between products and services.

CO5: Describe the different types of retail channels: shops; catalogues; online selling; flea markets; showrooms; television shopping; mobile kiosks; door-to-door trading; supermarkets; shopping complexes.

CO6: Greet customers in an appropriate manner

CO7: Demonstrate thorough product knowledge while selling i.e. benefits in use, functions, materials, origins, features

CO8: Conduct a sale requiring personal selling from opening through to the closing stage.

CO9: Use active listening skills to identify specific customer needs identify various means of opening a sale

BACHELOR OF ARTS (SEMESTER –I)
SESSION: 2021-22
BASICS OF RETAIL MANAGEMENT
COURSE CODE: BARM-1320

Time: 3 Hours
4 Hours/week

Max. Marks:100
Theory Marks: 50
Practical Marks: 30
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

Unit-I
Introduction to Retailing, Importance of retailing in economy, Scope of Retailing, Evolution of Retail Environment, The Wheel of Retailing-The Accordion Theory, Functions of Retailers – Benefits of Retailing – Benefits to Customers– Benefits to Manufactures and Wholesalers, Emerging Trends in Retailing, Career options in retailing, Retail Structure in India.
Unit-II
Retail Strategic Planning and Operation Management, Retail Financial Strategy, Target Market Selection and Retail Location, Store Design and Layout, Visual Merchandising and Displays.
Unit-III
Merchandise Planning, Buying and Handling, Merchandise Pricing, Retail Communication Mix, Promotional Strategy, Retail Human Resources Management, Customer Service, The GAPs Model, Customer Relationship Management.
Unit-IV
Retail Selling Skills: Pre-Check, Opening the Sale, Probing, Demonstration, Trial, Close Handling Objections, Closing, Practical training in lab: Basic Hygiene, Basic Grooming, Manners & Etiquettes, Basic Communication Skills, Conversational Skills Development on Phone, Self- Introspection, Role Playing, Developing Relationships.

Note: Students are required to prepare practical file. Evaluation will be as follows:

- a. Evaluation by internal examiner: 15 Marks
- b. Practical File Evaluation and Viva Voce examination by external examiner: 15Marks.

SUGGESTED READINGS:

1. Michael Levy, Barton Weitz, Ajay Pandit, Retailing Management, Tata McGraw Hill.
2. Piyush Kumar Sinha and Dwarika Prasad Uniyal, Managing Retailing, Oxford Dictionary Press
3. K.V.S. Madaan, Fundamental of Retailing, Tata MC Graw Hill
4. Bajaj C, Tuli R., Shrivastava N.V., Retail Management, Oxford Dictionary Press.

Note: Latest edition of text books to be used.

BACHELOR OF ARTS (SEMESTER -II)
SESSION: 2021-22
RETAIL SHOPPER BEHAVIOUR
COURSE CODE: BARL-2320

After successful completion of this course, students will be able to:

CO1: Describe the characteristics of the local retail environment, and its importance for the economy.

CO2: Identify different retail occupations and the related skills, attributes and behavior.

CO3: Demonstrate products to customers.

CO4: Help customers to choose right products.

CO5: Help in maximizing product sales and participate in product promotion.

BACHELOR OF ARTS (SEMESTER -II)
SESSION: 2021-22
RETAIL SHOPPER BEHAVIOUR
COURSE CODE: BARL-2320

Time: 3 Hours
4 Hours/week

Max. Marks: 100
Theory Marks: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 16 marks.

Unit-I
Introduction to Shopper behaviour, Nature, Types of Shopper, Importance of understanding shopper behaviour, Buying participants and their role. Concepts and techniques for understanding the retail dynamics of customer, buying decision process for products.
Unit-II
Shopper decision making process, Need/problem recognition stages in retail buying decision process such as information search alternatives evaluation, brand choice/post purchase dissonance, brand loyalty and motivation research concepts. Model of retail consumer behaviour personal, social and cultural influence on customer, understanding customer needs and motives.
Unit-III
Influence of social class on shopper behaviour groups, types of group & influence of group opinion leadership, word of mouth communication. Shopper needs and motives: - Importance, meaning and types. Motivation theories, perception, importance & meaning, elements of perception.
Unit-IV
Shopper attitudes: - Meaning & Elements, attitude development process. Attitude measurement. Customer Services in Retail, CRM.

SUGGESTED READINGS:

1. Retail Marketing by A. Siva Kumar.
2. Retail Marketing by Gary Akchuresh.
3. Cases in Retail management by R.K. Srivastava.
4. Patronage Behavior & Retail Management by William R. Darden.

Note: Latest edition of text books to be used.

BACHELOR OF ARTS (SEMESTER –III)
SESSION: 2021-22
STORE LAYOUT AND DESIGN
COURSE CODE: BARM-3320

After successful completion of this course, students will be able to:

- CO1:** Evaluate the elements of store layout and space planning.
- CO2:** Analyze and apply storefront and interior presentation techniques.
- CO3:** Analyze and apply visual merchandising elements and merchandise presentation methods.
- CO4:** Understand the importance and psychology behind an effective store layout and product placement.
- CO5:** Develop skills regarding planning, controlling merchandise in a retail store.
- CO6:** Learn how to design a store layout.
- CO7:** Describe the activities involved in general store maintenance.
- CO8:** Explain strategies to reduce inventory shrinkage.

BACHELOR OF ARTS (SEMESTER –III)
SESSION: 2021-22
STORE LAYOUT AND DESIGN
COURSE CODE: BARM-3320

Time: 3 Hours
4 Hours/week

Max. Marks: 100
Theory Marks: 50
Practical Marks: 30
CA: 20

Instructions for Paper Setter

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

Unit-I
Store operations: Importance of store operations, responsibility of store operations, store maintenance; merchandising handling and controlling; purchasing store supplies and equipment; store security.
Unit-II
Store organization: meaning and importance; principles of effective store organization and management; formal organizational structure, informal organization – objectives policies and procedures
Unit-III
Store location: selecting a city, types of location within a city; trading area analysis, catchment area analysis; site evaluation, terms of occupancy.
Unit-IV
Practical : Store design and engineering: store design and retailing strategy, store design and facilities planning, store layout and departmentalizing, department space requirement, departmental locations, internal layout of departments, Planning and Execution of Retail Operations, Stock taking

Note: Students are required to prepare practical file. Evaluation will be as follows:

- a. Evaluation by internal examiner: 15 Marks
- b. Practical File Evaluation and Viva Voce examination by external examiner: 15 Marks.

SUGGESTED READINGS:

1. William R. Green, Store Design: A complete guide to Designing Successful Retail Stores, Zippy Books
2. Bajaj, Tuli & Srivastava, Retail Management, Oxford University Press, New Delhi.
3. David Gilbert, Retail Marketing Management, Pearson Education.
4. Ebster & Garaus, Store Design and Visual Merchandising, Business Expert Press.
5. Swapna Pradhan, Retailing Management By, Tata Mc Graw Hill, New Delhi.

Note: Latest edition of text books to be used.

**BACHELOR OF ARTS (SEMESTER -IV)
SESSION: 2021-22
ENTREPRENEURSHIP DEVELOPMENT
COURSE CODE: BARL-4320**

After successful completion of this course, students will be able to:

CO1: Understand the concept of entrepreneur.

CO2: Know about Project formulation, Project Planning and project implementation.

CO3: Recognize distinct entrepreneurial traits.

CO4: Understand the systematic process to select and screen a business idea.

CO5: Write a business plan.

CO6: Design strategies for successful implementation of business ideas.

BACHELOR OF ARTS (SEMESTER -IV)
SESSION: 2021-22
ENTREPRENEURSHIP DEVELOPMENT
COURSE CODE: BARL-4320

Time: 3 Hours
4 Hours/week

Max Marks: 100
Theory Marks: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 16 marks.

Unit-I
Concept of Entrepreneur: Meaning, functions, need, types and role played in economic development. Concept of Entrepreneurship: Meaning of Entrepreneurship, factors affecting the growth of Entrepreneurship. Entrepreneurial motivation and leadership.
Unit-II
Entrepreneurship Development Programme: Role played by Govt. in conducting Entrepreneurship Development Programmes. Various institutions for conducting Entrepreneurship Development Programmes. Problems in conducting Entrepreneurship Development Programmes. Environmental factors affecting development of Entrepreneurship. Various growth strategies for entrepreneurs.
Unit-III
Starting a new enterprise, various formalities in setting a new enterprise, Tax and Legal considerations, Licensing and Registration Procedures, Assessment of the Market for the Proposed Project, various obstacles in starting a new enterprise.
Unit-IV
Preparation of a Project report, Project formulation, Project design, Project Planning, Project implementation. Financial Analysis of Project: Ratio analysis, Investment analysis, Break Even analysis. Government plans and policies regarding growth of entrepreneurship in India.

SUGGESTED READINGS:

1. Vasant Desai, "Dynamics of Entrepreneurial Development and Management", Himalaya Publishing House, Mumbai.
2. Parsad L.M., "Principles and Practice of Management", Sultan Chand & Sons, New Delhi. Hall, B. Pricke; and Royce L. Brahamson, "Small Business Management".
3. Kenneth R., Van Voorthis, "Entrepreneurship and Small Business Management".

Note: Latest edition of text books to be used.

BACHELOR OF ARTS (SEMESTER –V)
SESSION: 2021-22
RETAIL LOGISTICS MANAGEMENT
COURSE CODE: BARL-5320

After successful completion of this course, students will be able to:

- CO1:** Develop an understanding of the role of logistics in a market-oriented society.
- CO2:** Analyze and discuss key contemporary issues and problems in logistics management.
- CO3:** Examine the integrated logistics management and its models.
- CO4:** Analyze the retail logistics network and its global operations.
- CO5:** Examine the details of planning and control processes in logistics management

BACHELOR OF ARTS (SEMESTER –V)
SESSION: 2021-22
RETAIL LOGISTICS MANAGEMENT
COURSE CODE: BARL-5320

Time: 3 Hours
4Hours/week

Max. Marks: 100
Theory Marks: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 16 marks.

UNIT-I
Logistics: Definition, History and Evolution, Objectives, the work of logistics, logistics interference with marketing, retail logistics, emerging concept in logistics.
UNIT-II
Logistics Management: Definition, achievement of competitive advantage through logistics Framework, role of logistics management, difference between logistics and supply chain management.
UNIT-III
Integrated Logistics Management: Evolution of concept, model and process. Role of IT in logistics, Logistic Service firms and third-party logistics.
UNIT-IV
Retail logistics network, Design for global operation, information management for global logistics

SUGGESTED READINGS:

1. Donald J. Bowersox and David J. Closs, Logistical Management, Tata Mc Graw Hill Publishing Co., New Delhi
2. Satish C. Aliawadi and Rakesh Singh, Logistics Management, Prentice Hall of India Pvt. Ltd., New Delhi
3. K. Shridhara Bhat, Logistics Management, Himalaya Publishing House, New Delhi.

Note: Latest edition of text books to be used.

BACHELOR OF ARTS (SEMESTER –VI)
SESSION: 2021-22
MARKETING MANAGEMENT
COURSE CODE: BARL-6320

After successful completion of this course, students will be able to:

CO1: Understand the basic concept of marketing.

CO2: Learn about role of marketing in developing economy.

CO3: Understand the benefits and basis of market segmentation.

CO4: Learn the process of new product development and consumer adoption process.

CO5: Understand emerging trends and issues in marketing.

BACHELOR OF ARTS (SEMESTER –VI)
SESSION: 2021-22
MARKETING MANAGEMENT
COURSE CODE: BARL-6320

Time: 3 Hours
4 Hours/week
Theory: 80

Max. Marks: 100

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 16 marks.

Unit-I
Introduction to marketing: Meaning, nature, scope and importance of marketing, marketing philosophies, Marketing concept and its evolution; Marketing mix; Role of Marketing in developing economy Understanding marketing environment: Company's Micro environment, Macro environment, Responding to the Marketing Environment, consumer and organization buyer behaviour, market Measurement
Unit-II
Marketing research: market segmentation: meaning, benefits and bases of segmentation, targeting, positioning meaning and importance, major bases of positioning a product. Product Decisions: Concept of a product, Classification of products; Major product decisions; Product line and product mix; Branding; Packaging and labelling; Product life- cycle–strategic implications; New product development and consumer adoption process.
Unit-III
Pricing decisions: determinants of price, pricing process, policies and strategies. Distribution Channels and Physical Distribution Decisions: Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions
Unit-IV
Promotion and distribution decisions: Communication process, promotion tools: Advertising, personal selling, publicity and sales promotion Emerging trends and issues in marketing: Consumerism, rural marketing, societal marketing, direct and online marketing, green marketing, retail marketing, customer relation marketing.

SUGGESTED READINGS:

1. Kotler Philip, Marketing Management, Pearson Education, Fifteenth edition.
2. Ramaswamy, V.S. and Nama Kumari, S., "Marketing Management: Global Perspective, Indian Context", 4th Edition, MacMillan
3. M. Govindarajan, Marketing Management- Concepts, Cases, Challenges and Trends, PHI Learning, 2nd Edition.
4. Saxena, Rajan, "Marketing Management", 4th Edition Tata McGraw-Hill, New Delhi.

Note: Latest edition of text books to be used.

Annexure C(iii)

SYLLABUS

of

Bachelor of Arts

(Under Continuous Evaluation Grading System)

Semester I-VI

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYAJALANDHAR
(Autonomous)

**KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
CURRICULUM AND SCHEME OF EXAMINATIONS OF THREE YEAR DEGREE
PROGRAMME**

Bachelor of Arts

Session 2021-22

SEMESTER – I								
Program Name	Course Title	CourseCode	Course Type	Marks				Examinationtime (in Hours)
				Total	Ext.		CA	
					L	P		
Bachelor of Arts	Office Management	BARL 1680	E	100	80	-	20	3
SEMESTER – II								
Bachelor of Arts	Principles of Management	BARL 2680	E	100	80	-	20	3
Bachelor of Arts	*MS Office	BARP 2680	A	50	-	40	10	
SEMESTER – III								
Bachelor of Arts	Business & Office Correspondence	BARL 3680	E	100	80	-	20	3
SEMESTER – IV								
Bachelor of Arts	Managerial Skills	BARL 4680	E	100	80	-	20	3
Bachelor of Arts	*Web based Applicationsfor Office Management	BARP 4680	A	50	-	40	10	
SEMESTER – V								
Bachelor of Arts	Fundamentals of Banking	BARL 5680	E	100	80	-	20	3
SEMESTER – VI								
Bachelor of Arts	Human Resource Management	BARL 6680	E	100	80	-	20	3
Bachelor of Arts	*Personality Enhancement lab	BARP 6680	A	50	-	40	10	

A- Additional, E- Elective

***Marks of these papers will not be added in total marks and only grades will be provided.**

BACHELOR OF ARTS (SEMESTER -I)

Session 2021-22

Course Code: BARL 1680

OFFICE MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: support management in office administration.

CO2: prepare business documents.

CO3: manage records.

CO4: demonstrate business communication skills.

CO5: utilize appropriate office technology.

CO6: execute the duties of an office administrator.

BACHELOR OF ARTS (SEMESTER -I)

Session 2021-22

Course Code: BARL 1680

OFFICE MANAGEMENT

Examination Time: 3 Hours

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A- D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Office and office Management – meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office management, duties of an Office Manager.
Unit II
Filing and Indexing – Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.
Unit III
Office forms– Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management – Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.
Unit IV
Measurement of Office Work – Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals – Meaning, need, types of office manuals and steps in preparing of office manuals.

REFERENCES:

1. Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons.
2. Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.
3. P.K. Ghosh, “Office Management”, Sultan Chand & Sons. New Delhi
4. R.K. Chopra, Office Management, Himalaya Publishing House

BACHELOR OF ARTS (SEMESTER -II)

Session 2021-22

**Course Code: BARL 2680
PRINCIPLES OF MANAGEMENT**

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: evaluate the global context for taking managerial actions of planning, organizing and controlling.

CO2: assess global situation, including opportunities and threats that will impact management of an organization.

CO3: integrate management principles into management practices.

CO4: assess managerial practices and choices relative to ethical principles and standards.

CO5: specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.

CO6: determine the most effective action to take in specific situations. CO7: evaluate approaches to addressing issues of diversity.

BACHELOR OF ARTS (SEMESTER -II)
Session 2021-22
Course Code: BARL 2680
PRINCIPLES OF MANAGEMENT

Examination Time: 3 Hours

Max. Marks: 100
Theory: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
<p>Management: Meaning and Definition, Nature Purpose, Scope, Importance and Functions. Management as an art, science and profession, Concept of Management, Administration and Organisation, Principles of Management, Scientific Management.</p> <p>Evolution of Management Thought: Contribution of F.W.Taylor, Henri Fayol, Elton Mayo, Chester Barnard and Peter Drucker to the management thought.</p>
Unit II
<p>Management Techniques:</p> <ul style="list-style-type: none"> • Management by Objectives – Meaning, Process, Benefits and Weaknesses. • Planning: Meaning, Significance, Types of Plans, Elements of Planning: Objectives, Policies, Rules, Procedures, Strategy. • Organising: Meaning, Nature and Purpose of Organisation, Principles of Organisation, Forms of Organisation: Line, Functional, Line and Staff, Formal and Informal Organisation. <p>Span of Management: Meaning, Factors determining Span of Management.</p>
Unit III
<p>Authority: Definition, Types, Responsibility and Accountability, Delegation of Authority: Definition, Steps in Delegation, Obstacles to Delegation and their Elimination, Decentralization vs Centralization, Determinants of Effective Decentralization.</p> <p>Staffing: Meaning, Nature and functions of HRM, Factors affecting Staffing, Recruitment, Selection, Training and Development.</p>

Unit IV
Directing: Motivation-Meaning, Nature, Importance, Types, Theories of Motivation: McGregors's, Maslow and Herzberg Theories. Leadership: Meaning, Nature, Styles, Managerial Grid, Likert System, Theories of Leadership.
Coordination: Principles and Techniques, difference between Cooperation and Coordination.
Controlling: Meaning, Nature, Importance, Scope, Limitations and Techniques.

REFERENCES:

1. Robbins, S.P., & Coulter, M.K., "Management", Pearson Education Inc., New Delhi.
2. Gupta, Meenakshi, "Principles of Management", PHI Learning Pvt. Ltd., New Delhi.
3. Koontz, H., Weihrich, H., & Aryasri, A.R., "Essentials of Management", Tata McGraw-Hill, New Delhi.
4. Aswathapa, K. "Essential of Business Administration", Himalaya Publishing House, Mumbai.

BACHELOR OF ARTS (SEMESTER -II)
Session 2021-22
Course Code: BARP 2680
MS OFFICE

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: create a new document, open, save and print a document.
- CO2: edit and format text, change the page layout, background and borders.
- CO3: insert headers and footers, insert and edit tables.
- CO4: insert clip art and pictures to documents.
- CO5: perform mail merge.
- CO6: share and review shared document files.
- CO7: Indicate the names and functions of the excel interface components.
- CO8: enter and edit data, format data and cells.
- CO9: construct formula, including the use of built-in functions, and relative and absolute references.
- CO10: create and modify charts, preview and print worksheets.
- CO11: use the Excel online Help feature.

BACHELOR OF ARTS (SEMESTER -II)

Session 2021-22

Course Code: BARP 2680

MS OFFICE

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus below.
- b) The question paper will be set on the spot by the examiner

Introduction to MS Office:

MS–Word:

Parts of window of word (title bar, menu bar, status bar, ruler), creation of new documents, opening document, inserting a document into another document, page setup, margins, gutters, font properties, alignment, page breaks, header footer, deleting moving replacing editing text in document, saving a document, spell checker, printing a document, creating a table, entering and editing text in tables, changing format of table, height width of row or column, editing, deleting rows, columns in table, borders, shading, templates, wizards, drawing objects, mail merge.

MS–Excel:

Introduction to Worksheet/Spreads, features of excel, describe the excel window, different functions on different data in excel, creation of graphs, editing it and formatting, changing chart type to 2d chart or 3d chart, creation of worksheet, adding, deleting, moving the text in work sheet, linking different sheets, sorting the data, querying the data, filtering the data (auto and advance filters), printing a worksheet.

BACHELOR OF ARTS (SEMESTER -III)
Session 2021-22
Course Code: BARL 3680
BUSINESS & OFFICE CORRESPONDENCE

Course Outcomes:

After studying this course, students will be able to:

CO1: understand professional writing by studying management communication contexts and genres, researching contemporary business topics, analyzing quantifiable data discovered by researching, and constructing finished professional workplace documents.

CO2: recognize, explain, and use the formal elements of specific genres of organizational communication: white papers, recommendation and analytical reports, proposals, memorandums, web pages, wikis, blogs, business letters, and promotional documents.

CO3: understand the ethical, international, social, and professional constraints of audience, style, and content for writing situations among managers or co-workers and colleagues of an organization and between organizations, or between an organization and the public.

CO4: understand the current resources (such as search engines and databases) for locating secondary information, and also understand the strategies of effective primary data gathering.

BACHELOR OF ARTS (SEMESTER -III)
Session 2021-22
Course Code: BARL 3680
BUSINESS & OFFICE CORRESPONDENCE

Examination Time: 3 Hours

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Business Correspondence: Need, Functions, Types of Business Letters, Parts, Structure, Layout, Principles of Effective Letter Writing, Principles of Effective e-mail Writing Business Letters: Business Enquiries and Replies, Credit and Status Enquiries, Placing and fulfilling orders, Complaints and Adjustments
Unit II
Sales Letters, Agency Correspondence and Goodwill Letters , Consumer Grievance Letters, Letters under Right to Information (RTI) Act, Import and Export Correspondence Personnel Correspondence: Job Application Letter and Resume, Letter of Appointment, Confirmation, Promotion, Termination and Resignation, Letter of Recommendation
Unit III
Office Correspondence: Intra-Organizational Business Communication, Memorandum, Notices, Circulars, Orders, Staff Suggestions and Complaints, Correspondence with Regional and Branch Offices, Agenda and Minutes. Report Writing, Kinds of Reports, Feasibility Reports, Investigative Reports and Content Writing.
Unit IV
Public Relation Correspondence: External Communication, Press Release and Notices, Press Conference, Magazines, Brochures, Advertising, Direct Mailing Advertising, Classified Advertising, Speeches, Interviews, Customer Care/Customer Relations.

REFERENCES

1. Chaturvedi ,Business Communication - Concepts, Cases & Applications Pearsons Educations, New Delhi
2. K. K. Sinha ,Business Communication ,Galgotia Publishing Company, New Delhi
3. Nirmal Singh , Business Communication (Principles, Methods and Techniques) - Deep & Deep Publications Pvt. Ltd., New Delhi.
4. R. C. Sharma, Krishna Mohan , Business Correspondence and Report Writing - Tata McGraw-Hill Publishing Company Limited, New Delhi.

BACHELOR OF ARTS (SEMESTER -IV)

Session 2021-22

Course Code: BARL 4680

MANAGERIAL SKILLS

Course Outcomes:

After studying this course, students will be able to:

CO1: understand what is meant by management and managerial effectiveness. CO2: identify the roles which are fulfilled while working as a manager.

CO3: identify managerial activities that contribute to managerial effectiveness.

CO4: identify a cause of stress in managerial life from a range covering mismatches between capabilities and role, player-manager tension and everyday stressors.

CO4: understand time pressures and the need for time management.

BACHELOR OF ARTS (SEMESTER -IV)

Session 2021-22

Course Code: BARL 4680

MANAGERIAL SKILLS

Examination Time: 3 Hours

Max. Marks: 100 Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Introduction: Introduction to Skills & Personal Skills, Importance of Competent Managers, Skills of Effective Managers, Developing Self Awareness on the issues of Emotional Intelligence, Self Learning Styles, Values, Attitude towards Change, Learning of Skills and Applications of Skills.
Unit II
Problem Solving and Building Relationship: Problem Solving, Creativity, Innovation, Steps of Analytical Problem Solving, Limitations of Analytical Problem Solving, Impediments of Creativity, Multiple Approaches to Creativity, Conceptual Blocks, Conceptual Block Bursting, Skills Development and Application for above areas.
Unit III
Communication Aspects: Building relationship Skills for developing positive interpersonal communication, Importance of Supportive Communication, Coaching and Counseling, Defensiveness and Disconfirmation, Principles of Supportive Communications, Personal Interview Management. Skill Analysis and Application on above areas. Team Building: Developing Teams and Team Work, Advantages of Team, Leading Team, Team Membership, Skill Development and Skill Application.
Unit IV
Empowering and Delegating: Meaning of Empowerment, Dimensions of Empowerment, Ways to develop empowerment, Inhibitors of Empowerment, Delegating Works, Skills Development and Skill Application on above areas. Communication related to Course: How to make Oral Presentations, Conducting Meetings, Reporting of Projects, Reporting of Case Analysis, Answering in Viva Voce, Assignment Writing.

REFERENCES:

1. V.S.P.Rao, Managerial Skills, Excel Books,2010, New Delhi
2. David A Whetten, Cameron Developing Management skills, PHI 2008
3. Ramnik Kapoor, Managerial Skills, Path Makers ,Banglore
4. Kevin Gallagher, Skills development for Business and Management Students, Oxford,2010
5. Monipally, Mutthukutty ,Business Communication Strategies,Tata McGraw Hill.

BACHELOR OF ARTS (SEMESTER -IV)
Session 2021-22
Course Code: BARP 4680
WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: use internet and manage emails effectively

CO2: use various web-based tools for office management

CO3: hold and manage online virtual meetings

CO4: create powerpoint presentations with the help of MS Powerpoint

BACHELOR OF ARTS (SEMESTER -IV)
Session 2021-22
Course Code: BARP 4680
WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus below.
- b) The question paper will be set on the spot by the examiner

Unit I
<p>Introduction: About internet and its working, business use of internet, services offered by internet, evaluation of internet, internet service provider (ISP), internet addressing (DNS) and IP addresses).</p> <p>E-Mail: Basic Introduction; Advantage and disadvantage, structure of an e-mail message, working of e-mail (sending and receiving messages), managing e-mail (creating new folder, deleting messages, forwarding messages, filtering messages) Implementation of outlook express. Fundamentals of MS Powerpoint</p>
Unit II
<p>Internet Protocol: Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCP IP.</p> <p>WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark)</p> <p>Search Engine: About search engine, Components of search engine, working of search engine, difference between search engine and web directory</p>
Unit III
<p>Introduction to Web based tools for Office Management:</p> <p>Google Docs: Creating documents, uploading files to Google Drive, managing files and sharing files on Google Drive, Editing Documents, sharing documents, Changing ownership of the document.</p> <p>Google Forms: Creating a Questionnaire/ Quiz using Google Forms</p> <p>Using Google Calendar to organise and Track online meeting, Using Telegram, Whatsapp Web to communicate and share documents online.</p>

Unit IV
Online Platforms for Virtual Meeting: Google Meet, Microsoft Teams, Zoom Onlinemeeting, Cisco Webex., Scheduling and conducting Online Meetings
Online Payment methods: Internet banking, UPI, Debit and Credit Cards, Mobile Wallets

REFERENCES:

1. Internet & web page designing by V.K.Jain BPB publications.
2. Alexis Leon and Mathews le on,Internet for everyone - Vikas publications.
3. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html
4. “Understanding the Internet”, Kieth Sutherland, Buterworth–Heineman; 1st Edition
5. S. K. Bansal, “Internet Technologies”, APH Publishing Corporation.
6. Behrouz A. Forouzan, “Data Communications and Networking”, 3rdEditon.

BACHELOR OF ARTS (SEMESTER -V)
Session 2021-22
Course Code: BARL 5680
FUNDAMENTALS OF BANKING

Course Outcomes:

After studying this course, students will be able to:

- CO1: Understand the importance of commercial banks.
- CO2: Learn and identify the services provided by commercial banks.
- CO3: Gain knowledge about Regional Rural Banks, Foreign banks, Cooperative banks.
- CO4: Understand the main functions of central bank (RBI).
- CO5: Interpret the techniques of credit control and mechanism of credit creation.
- CO6: Practice the process of recording entries in pass book.
- CO7: Learn and specify the working of Clearing House system.

BACHELOR OF ARTS (SEMESTER -V)

Session 2021-22

Course Code: BARL 5680

FUNDAMENTALS OF BANKING

Examination Time: 3 Hours

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Commercial Banks —Introduction, evolution, nature, functions, importance and services provided by Commercial Banks. Types of Banks -Commercial Bank, Regional Rural Banks, Foreign Banks, Cooperative Banks, Public bank and Private bank.
Unit II
Central Bank —Meaning and Functions, Techniques of Credit Control, mechanism of Credit Creation. Practical Aspect of Banking - Negotiable Instruments— Cheques, Bills of Exchange and Promissory Notes, endorsements, difference between Cheques and Bills of Exchange.
Unit III
E-Banking - Electronic Transfer of Funds (NEFT, RTGS) Internet Banking -Mobile Banking, Wholesale and Retail banking, Universal and Narrow Banking, Off Shore Banking Clearing House System
Unit IV
Systems of Banking - Group and Chain Banking, Unit and Branch Banking, Investment Bank Prudential Norms for Asset Classification(NPAs) - Income recognition and provisioning, KYC Norms

REFERENCES:

- 1.Sundharam,Varsheney, “Banking Theory, Law & Practice”, Sultan Chand & Co.
- 2.Shekhar,K.C; Shekhar, Lekshmy, “Banking Theory and Practice”, Vikas Publishing House.
- 3.Sethi, Jyotsana; Bhatia, Nishwan, “Elements of Banking and Insurance”, PHI Learning Private Limited, New Delhi
- 4.www.rbi.org

BACHELOR OF ARTS (SEMESTER -VI)
Session 2021-22
Course Code: BARL 6680
HUMAN RESOURCE MANAGEMENT

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: develop the understanding of the concept of human resource management and to understand its relevance in organizations.

CO2: focus on and analyze the issues and strategies required to select and develop manpower resources

CO3: integrate the knowledge of HR concepts to take correct business decisions.

CO4: learn about various methods of training and development

CO5: explain the essentials of Effective Performance Appraisal System.

CO6: understand employee retention strategies.

BACHELOR OF ARTS (SEMESTER -VI)
Session 2021-22
Course Code: BARL 6680
HUMAN RESOURCE MANAGEMENT

Examination Time: 3 Hour

Max. Marks: 100
Theory: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM. Human Resource Planning (HRP): Concept, Need and Importance of HRP, Factors Affecting HRP, Human Resource Planning Process.
Unit II
Recruitment and Selection: Meaning and Factors governing Recruitment, Recruitment Sources and Techniques of recruitment. Meaning and Process of Selection, Problems associated with Recruitment and Selection.
Unit III
HR Training and Development: Concept and Need, Process of Training and Development Programme: - Identification of Training and Development Needs, Objectives and Methods of Training Programme Job Analysis: Meaning and Objectives, Process, Methods of Job Analysis, Uses of Job Analysis and Problems of Job Analysis, Meaning of Job description and Job specification
Unit IV
Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal. Employee Retention: Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies.

REFERENCES:

- 1) Dessler, Gary, "Human Resource Management", New Delhi, Pearson Education Asia.
- 2) Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M., "Human Resource Management: Gaining a Competitive Advantage," New Delhi, McGraw-Hill.
- 3) Mathis, Robert L. and Jackson, John H., "Human Resource Management," New Delhi, Thomson.

BACHELOR OF ARTS (SEMESTER -VI)
Session 2021-22
Course Code: BARP 6680
PERSONALITY ENHANCEMENT LAB

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: Project the Right First Impression

CO2: Polish their manners to behave appropriately in social and professional circles

CO3: Enhance the ability to handle casual and formal situations in terms of personal grooming, dining and entertaining etiquette

CO4: Develop and maintain a positive attitude and being assertive

CO5: Master Cross Cultural Etiquette

CO6: Handle difficult situations with grace, style, and professionalism

BACHELOR OF ARTS (SEMESTER -VI)
Session 2021-22
Course Code: BARP 6680
PERSONALITY ENHANCEMENT LAB

Examination Time: 3 Hour

Max. Marks: 50
Practical: 40
CA: 10

Instructions for the Examiner

Evaluation will be done by the external examiner. The examination will be conducted by internal examiner/examiners depending upon options offered. The students shall be required to maintain a file containing various documents related to the subject which will be verified by the external examiner.

Corporate Etiquette

- Making a Great First Impression
- Greetings, Introductions, The Art Of Small Talk and Conversations
- Polishing Business Manners: Handshake, gifts, visiting cards, humour, office behaviour etc.
- Mastering Cross Cultural Etiquette to deal with Diversity
- Dining Etiquette
- Understanding the Art of Entertaining: Playing a Gracious Host
- Interview Skills
- Social Behavior& Etiquette

Personality Development

- Self-Esteem & Confidence Building
- Power Dressing: Wardrobe Etiquette
- Grooming for Success
- Body Language, Poise, and Eye Contact
- Pronunciation, Voice Modulation, and Diction
- Assertive Behaviour
- Leadership Qualities
- Handling difficult situations with grace, style, and professionalism

Note: The course would involve interactive sessions, individual and group exercises, role plays, situation-handling, and experience-sharing. Selected video films will complement these.

Annexure C(iv)

Bachelor of Arts (Semester– I)

(Session: 2021-2022)

BASIC FOODS AND

NUTRITION(THEORY)

COURSE CODE: BARM-1280

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO1: - To gain basic knowledge of

nutrients. CO2: - To gain knowledge about

food preparation

CO3: - To develop knowledge about carbohydrates, proteins, fat.

CO4: - To develop the knowledge of different food preparation methods.

CO5: - To develop the knowledge of food as source of energy and determine basal metabolismrate.

Bachelor of Arts (Semester– I)
BASIC FOOD AND
NUTRITION COURSE
CODE: BARM-1280
(Session: 2021-2022)

Time: 3 Hrs.

Max. Marks: 100
Theory Marks: 60

Practical Marks: 20

CA: 20

Instructions for the Paper Setter

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section. Each question will carry 12 marks.

(Theory)

Course Contents:

Unit –I
Introduction to Nutrition: Food as a source of nutrients, functions of food, definition of Nutrition, nutrients, adequate, optimum and good nutrition and malnutrition. Classification of Food Importance and function of food.
Unit –II
Food Preparation Basic terminology used in Cooking. Different methods of cooking - Dry heat, moist heat, frying and microwave cooking. Effect of cooking on nutritive value of food.

Unit -III

Carbohydrates - Composition, classification, functions, food sources, requirement, deficiencies.

Fats and Oils- Composition, Classification, Saturated, Unsaturated fatty acids, food sources, Functions, requirement and deficiencies.

Role of fiber in Human Nutrition

Protein - Composition, Classification, Essential and Non- essential amino acids, food Sources, functions, deficiencies.

Unit -IV

Energy- Unit of energy, food as a source of energy, energy value of food, the body need of energy. Factors affecting energy requirement

- Determination of energy value of foods using calorimeter
- Specific Dynamic action
- Basal Metabolism
- Determination of basal metabolism
- Factors affecting the BMR

Reference Books:

1. Nutrition and child development by Dr. Rajwinder K. Randhawa.
2. Nutrition & Dietetics by Kumed Khanna.
3. Therapeutic Nutrition by B. Srilakshmi.

Bachelor of Arts (Semester -I)

(Session: 2021-2022)

BASIC FOODS AND NUTRITION

(Practical)

COURSE CODE: BARM-1280

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

Co (1) – To identify the different food stuff, weight and measures and cooking.CO (2) – To distinguish between different types of cooking methods.

CO (3) – To develop the knowledge about cleaning of kitchen equipment's, utensils, floor andcupboard.

Bachelor of Arts (Semester– I)
(Session: 2021-2022)
BASIC FOODS AND NUTRITION
COURSE CODE: BARM-1280

Time: 3 Hrs.

Marks: 20

Note: Paper will be set on the spot by the examiner

Course Contents:

- 1) Identification of different food stuffs, weight and measures and cooking terms.
- 2) Beverage- e.g. Hot and cold (Tea, Coffee, fruit and milk based, beverage) etc.
- 3) Prepare 5 dishes using following methods
 - (a) Boiling: Pulses, rice, soups, deserts, etc.
 - (b) Shallow Frying: Pancakes, snacks, etc.
 - (c) Deep Frying: Sweet and savory snacks, main dishes, etc.
 - (d) Fermenting and Steaming: Idli, dosa, dhokla, etc.

Bachelor of Arts (Semester– II)
(Session: 2020-21) ADVANCE NUTRITION
(Theory)
COURSE CODE: BARM-2280

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO1: - To develop the knowledge to classify different functions and requirements of fat-soluble vitamin and water-soluble vitamin.

CO2: - To identify the bio-availability, requirement and deficiency of different vitamins. CO3: - To develop the knowledge of food preservation, food spoilage and principle of food preservation.

CO4: - To develop the knowledge of food adulteration and standards, toxic effects of food adulteration.

CO5: - To develop the knowledge of food hygiene in purchasing, preparation, cooking and serving of food.

Bachelor of Arts
(Semester– II)
ADVANCE NUTRITION
(Theory)
COURSE CODE: BARM-2280

Time: 3 Hrs.

Max. Marks:100
Theory Marks:60
Practical marks:20
CA:20

Instructions for the Paper Setter

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section. Each question will carry 12 marks.

Content

Unit -I
Vitamin- Classification, unit of measurements sources, requirements functions and deficiency of following vitamins. <ul style="list-style-type: none"> • Fat Soluble vitamins A, D, E and K • Water soluble vitamins- C, B1-B2, B3, B6, B12 and Folic acid. Mineral- Functions, Sources, Bio-availability requirement and deficiency of following mineralscalcium, iron, iodine, fluorine, Sodium, Potassium, Phosphorus, and Magnesium
Unit -II
Food Preservation Importance and scope of food preservation Causes of Food spoilage Principles of food preservation Household Methods of food preservation
Unit -III
Food adulteration and standards Common adulterants & their test in different food stuffs

Toxic Effects of food adulteration
Food standards
Unit-IV
Food hygiene
Role of Nutraceuticals and Functional Foods
Nutrition and Immunity.

References:

1. Guthrie, Hele, Andrews, Intoductory Nutrition, 6th ed. St. Louts, TimesMirror/MosbyCollege: 1988.
2. Mudambi S.R. M.V. Rajgopal. Fundamental of Foods & Nutrition (2nd ed.) WilayEasternLtd. 1990.
3. Swaminathan S: Advanced text book on foods Nutrition, Vol. I, II (2nd ed. Revised&enlarged) B. app C-1985.
4. Willson, EVAD Principles of Nutrition 4thed New York John Willey.

Bachelor of Arts (Semester– II)
(Session: 2021-22) ADVANCE NUTRITION
(Practical) COURSE CODE: BARM-2280

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO1:- To develop knowledge about different nutrients.CO2:- To develop knowledge about therapeutic diets.

CO3:- To enhance the cooking skills with absorbing more nutrients.CO4:- To develop knowledge about different food groups.

Bachelor of Arts (Semester– II)
(Session: 2021-22)
ADVANCE NUTRITION
(Practical)
COURSE CODE: BARM-2280

Time: 3 hrs

Marks: 20

Note: Paper will be set on the spot by the examiner

- Prepare 5 dishes using following methods
 1. High protein
 2. High fiber
 3. High energy
 4. High iron
 5. Sprouting
 6. Low-cost recipes
 7. Low calorie recipes
 8. Preservation: jams, jelly, pickles, chutney
 - Table setting: Types of table settings
 - Napkin folding: methods of napkin folding

Bachelor of Arts (Semester– III)
(Session: 2021-2022)
YOGA AND BODY FITNESS
(Theory)
COURSE CODE: BARM-3280

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO (1):- To demonstrate different asan to the students.

CO (2):- Enable the students to have a proper knowledge about the benefits of posture of different asan.

CO (3):- To make them understand the use of exercise in daily life.

Bachelor of Arts (Semester– III)
(Session: 2021-2022)
YOGA AND BODY FITNESS
(Theory)
COURSE CODE: BARM-3280

Time: 3 Hrs.

Max. Marks:100
Theory Marks:60
Practical marks:20
CA:20

Instructions for the Paper Setter

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section. Each question will carry 12 marks.

Unit –I
What is Yoga, Importance of Yoga Yoga – Its History ,Objectives of Yogic Practices General Guidelines for Yogic. Yoga and Personality Development Yogic Practices for Personality Development :Surya Namaskar . Physiology of Pranayama Nervous System
Unit – II
What is Stress , Yoga as a Way of Life for Stress Management . <ul style="list-style-type: none"> • Ahara • Vihara • Achara • Vichara • Vyavahara Meditation , Yoga for Healthy Living <ul style="list-style-type: none"> • Shirshasana • Bakasana • Hamsasana • Mayurasana Stress and Homeostasis
Unit -III
HUMAN ANATOMY-PHYSIOLOGY AND YOGA <ul style="list-style-type: none"> • Skeletal System • Joints and Range of Motion Muscular System • Postural imbalances Physiology of Asana

- Standing
- Back Bend
- Forward Bend
- Twist
- Inversion
- Digestive System

Unit –IV

- Respiratory System
- Circulatory System
- Endocrine System

Bachelor of Arts (Semester– III)
(Session: 2021-2022)
YOGA AND BODY FITNESS
(Practical)
COURSE CODE: BARM-3280

Time: 3 Hrs.

Practical Marks:20

Note: Paper will be set on the spot by the examiner

Course Contents:

- Eight limbs of ashtang yoga: Yama, Niyama, Asanas, Pranayam, Pratyahara, Dharna, Dhyana, Samadhi.
- Surya Namaskar: Guiding principles of Surya Namaskar.
- Meditative asana: Sukh Asana, Vajar Asana, Sidha Asana, Padam Asana
- Relaxative asana: Shav Asana, Makkar Asana
- Culture asana: Tad Asana, Trik Tad, Ardh Chakkar, Katti Chakkar, Trikon, Janushir, Kon Asana, Manduk, Ushtar, Bhujang, Shalbh, Uttanpad, Pawanmukt, Makkar, Setubandh.
- Meditations: Mindful, Cyclic, Awareness of breath.
- Pranayam : Bhastrika, Kapalbhati, Anulom Vilom, Bhramari, Udgeet
- Techniques of Bhandhas: Mool, Uddiyan, Jalandhar
- Shudi kriyas: Jal neti, Sutra neti, Tratak.

Reference Books:

1. Yoga Asana by A. G. Mohan & Indra Mohan.

Bachelor of Arts (Semester– IV)
Community Nutrition
 (Theory)
COURSE CODE: BARM-4280
(Session: 2021-2022)

Time: 3 Hrs.

Max. Marks:100
Theory Marks:60
Practical marks:20
CA:20

Instructions for the Paper Setter

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section. Each question will carry 12 marks.

Contents

Unit –I
Balanced diet: Concept of Balanced Diet, Food Groups, Exchange Lists. Definition and Objectives of RDA, RDA for different age groups. (ICMR). Calorie consumption units in planning meals for a family. Meal planning: Introduction and Principles of Meal planning. Nutritional requirement for adult male & female, Sedentary, moderate & heavy worker. Physiological changes and nutritional requirement during pregnancy and lactation. Physiological changes during old age and meeting their nutritional requirements. Growth development, food habits and nutritional requirement of preschoolers, school going children & adolescent boy and girl. Growth & development and nutritional requirement during infancy breast feeding vs bottle feeding and weaning.
Unit –II
Nutrition and infection. Health care system Health care service providers (primary, secondary and tertiary system) National and international organization engaged in foods and nutrition activities. National: Role of voluntary agencies and state programmes. Community Development and extension programmes. State nutrition councils and bureaus, contribution of ministries of agriculture and health, ICMR, NIN, CSIR, CFTRI and ICAR. International: FAO, WHO, UNICEF.
Unit -III
Assessing the food and nutritional problems in the community. Methods for assessment of Nutritional status of an individual and community: - <ul style="list-style-type: none"> • Direct Assessment: Clinical sign, nutritional anthropometry, biochemical tests, and biophysical methods. • Indirect Assessment: Vital statistics nutritionally relevant diseases, assessment of ecological survey, technique of diet and nutrition survey.

Unit –IV

Objectives and operations of feeding programmes in the country: -

- Pre-School feeding programmes.
- School lunch programmes.
- Programmes for other vulnerable sections of population.

Food Adulteration: Laws governing the food standards. Common methods of detecting food adulteration at home.

Current Nutrition Programmes – Provision for nutrition in the IXth five years plan.

Reference Books:

- Community Nutrition, Textbook of Public nutrition IGNOU
- Institutional Food Administration, Mohini Sethi
- Bloom, W. And Fawcett, D.W.A. Text Book of Histology
W.B.Saunders of Company, 1968.
- 2. Guyton, AC, Text Book of Medical Physiology W.B. Saunders & Company.

Bachelor of Arts (Semester– IV)
Community Nutrition
(Practical)
COURSE CODE: BARM-4280
(Session: 2021-2022)

COURSE OUTCOME

Upon Completion of this Course the student should be able to

- CO1. To understand the planning and conducting nutrition education programmes.
- CO2. To develop the knowledge about standardization of cheap, nutritious recipes using foodsuitable for vulnerable groups.
- CO3. To enable them to conduct survey regarding vulnerable groups.
- CO4. To understand the preparation of teaching aids for imparting nutrition educationprogrammes.

Bachelor of Arts (Semester– IV)
Community Nutrition
(Practical)
COURSE CODE: BARM-4280
(Session: 2021-2022)

Time: 3 Hrs

Marks: 20

Contents:
<ol style="list-style-type: none">1. Planning and conducting nutrition education programmes (Project).2. Evolving and standardization of cheap, nutrition recipes using various food suitable for vulnerable groups.3. Surveys (class project).4. Preparation and use of projected and non-projected teaching aids for imparting nutrition education programmes.

Bachelor of Arts (Semester– V)
Diet Assistant (Theory)
COURSE CODE: BARL-5280
(Session: 2021-2022)

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO1:- To identify different healthcare system and functions of hospitals and facilities provided by dietetics department.

CO2:- To develop the role and functions of diet assistant.

CO3:- To develop the knowledge about food and nutrition.

CO4:- To develop the knowledge about balanced diet and food groups.

CO5:- To enhance the knowledge of personnel hygiene of diet assistant. Teach them different aspects of healthy living.

CO6:- To enhance the soft skills of communication of diet assistant.

CO7:- To develop the knowledge about art of effective communication

Bachelor of Arts (Semester– V)
Diet Assistant (Theory)
COURSE CODE: BARL-5280
(Session: 2021-2022)

Time: 3 Hours

100

Max. Marks:

Theory: 80

CA: 20

INSTRUCTION FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set; two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section. Each question will carry 16 marks.

COURSECONTENT:

Content:

Unit –I
Healthcare system <input type="checkbox"/> <input type="checkbox"/> Healthcare service providers (primary, secondary & tertiary) <input type="checkbox"/> <input type="checkbox"/> Hospital functions. <input type="checkbox"/> <input type="checkbox"/> Food and Dietetics department and it’s facilities. Role of the diet assistant <input type="checkbox"/> <input type="checkbox"/> Functions of diet assistant <input type="checkbox"/> <input type="checkbox"/> Care of food storage equipment kitchen equipment and articles needed <input type="checkbox"/> <input type="checkbox"/> Patient comforts and safety <input type="checkbox"/> <input type="checkbox"/> Ethical behavior and understanding of certain administrative functions
Unit –II
Introduction to food and nutrition <input type="checkbox"/> <input type="checkbox"/> Balanced diet and food groups Introduction to dietetics related medical terminology <input type="checkbox"/> <input type="checkbox"/> Use of dietetics related medical terminology in daily activities with colleagues, patients and family
Unit -III
Personnel Hygiene of Diet Assistant <input type="checkbox"/> <input type="checkbox"/> Personnel Hygiene of Diet Assistant <input type="checkbox"/> <input type="checkbox"/> Healthy living <input type="checkbox"/> <input type="checkbox"/> Procedures of hand hygiene

<input type="checkbox"/> <input type="checkbox"/> Techniques of grooming <input type="checkbox"/> <input type="checkbox"/> Techniques of use of PPE <input type="checkbox"/> <input type="checkbox"/> Vaccination against common infectious disease Role of Diet Assistant-Sanitation, Safety & First Aid <input type="checkbox"/> <input type="checkbox"/> Role of Diet Assistant –Sanitation, Safety and First Aid <input type="checkbox"/> <input type="checkbox"/> Food hygiene and <input type="checkbox"/> <input type="checkbox"/> Safety <input type="checkbox"/> <input type="checkbox"/> Common emergency conditions and what to do in medical emergencies <input type="checkbox"/> <input type="checkbox"/> Describe the basics of first aid <input type="checkbox"/> <input type="checkbox"/> Understanding and precautions and precautions to ensure self-safety.
Unit –IV
Soft Skill and Communication-I <input type="checkbox"/> <input type="checkbox"/> Art of effective communication <input type="checkbox"/> <input type="checkbox"/> Effective Communication with patients & family <input type="checkbox"/> <input type="checkbox"/> Effective communication with peers / colleagues using medical terminology in Communication

References:

1. Guthrie, Hele, Andrews, Intoductory Nutrition, 6th Ed, St. Louts, Times Mirror/Mosby College: 1988.
2. Mudambi S.R. M.V. Rajgopal. Fundamental of Foods & Nutrition (2nd ed.) Wiley Eastern. 1990.
3. Swaminathan S: Advanced Text Book on Foods Nutrition, Vol. I, II (2nd ed. Revised &enlarged) B. app C-1985.
4. Willson, EVAD Principles of Nutrition 4th Ed, New York John Willey & Sons. 1979.

Bachelor of Arts (Semester– VI)
Therapeutic Nutrition (Theory)
COURSE CODE: BARM-6280
(Session: 2021-2022)

COURSE OUTCOMES

Upon Completion of this Course the student should be able to CO1. To knowledge about principles of therapeutic diets.

CO2. To develop the knowledge about diet in metabolic and chronic disorder – diabetes, gout, cardiovascular disease.

CO3. To develop the knowledge about nutrition and cancer. CO4. To develop the knowledge about AIDS and skin disease.

CO5. To develop the knowledge about Drug – Nutrient interaction.

Bachelor of Arts (Semester– VI)
Therapeutic Nutrition (Theory)
COURSE CODE: BARM-6280
Session: 2021-2022

Time: 3 Hrs.

Max. Marks:100
Theory Marks:60
Practical:20
CA:20

Instructions for the Paper Setter

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section. Each Question Carry 12 Marks.
- The fifth question may be attempted from any Section.

UNIT -I
Drug – Nutrient interaction. Principles of therapeutic diets. Introduction – Intravenous feeding, soft, liquid and post-operative feedings. Modifications of Diet. Surgical conditions. Diets in Fever and Infections–Types, metabolism in fevers, general dietary considerations. Diet in Typhoid, Tuberculosis Calories – nutrition, over nutrition.
UNIT-II
Gastro intestinal diseases – Peptic ulcer spastic and stomic constipation, diarrhea's, Ulcerative colitis–symptoms and dietary treatment, Sprue-coeliac diseases, Lactose intolerance dietary treatment . Liver disease – jaundice, cirrhosis and hepatic coma, gall bladder disease (cholecystitis and cholelithiasis, and pancreatitis) Kidney disease – Nephritis, nephrotic syndrome acute and chronic renal failure, Urinarycalculi and Dialysis
UNIT-III

Cardiovascular disease – Hypertension and heart disease (Atherosclerosis)

Elimination diets in allergy.

Nutrition in Diabetes Mellitus - Type's etiology, symptoms metabolic changes, life style modification, Dietary management, Hypoglycemic agents, Medication, Acute Complication of diabetes.

Food Allergy - Causes, symptoms & dietary management.

UNIT-IV

Obesity and its management

Nutrition and Cancer.

Nutrition and AIDS and skin diseases.

Books Recommended:

- (i) Davidson and Passmor – Human Nutrition and Dietetics.
- (ii) Whole and Good Heart – Modern Nutrition in Health and Disease.
- (iii) Cooper, Barber and Micholl – Nutrition in health and disease.
- (iv) Anita – Nutrition in health and disease.

Bachelor of Arts (Semester– VI)
Therapeutic Nutrition (Practical)
COURSE CODE: BARM-6280
(Session: 2021-2022)

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO1. To develop the knowledge about planning, preparation and serving diets for all the conditions.

CO2. To develop knowledge functioning of hospital in patient care and to plan diet for different patients.

CO3. To develop the knowledge of preparing innovative recipes for therapeutic conditions such as diabetes, hypertension.

Bachelor of Arts (Semester– VI)
Therapeutic Nutrition (Practical)
COURSE CODE: BARM-6280
(Session: 2021-2022)

Time: 3 hours

Marks: 20

Content:

- As related to theory planning preparation and serving diets for all the conditions mentioned in the theory keeping in mind the economic, regional and cultural factors. Family nutrition counseling.
- Innovation of at least 2 recipes for therapeutic conditions e.g., Diabetes, hypertension etc.
- As related to theory planning preparation and serving diets for all the conditions mentioned in the theory keeping in mind the economic, regional and cultural factors. Family nutrition counseling.
- Innovation of at least 2 recipes for therapeutic conditions e.g., diabetes, hypertension etc.

Annexure C(v)

**Kanya Maha Vidyalaya, Jalandhar City
(An Autonomous College)**

(Under Continuous Evaluation Grading System)



Bachelor of Arts (Tourism Component)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Scheme and Curriculum of Examinations of Three-Year Degree Programme
Bachelor of Arts (Tourism Component)
(Semester I to VI)
Session: 2021-22

Program Name	Course Title	Course Code	Course Type	Marks					Examination time (in Hours)
				Total	Ext.		CA		
					L	P			
SEMESTER – I									
Bachelor of Arts	Introduction to Tourism, Hospitality and Aviation Industry	BARL-1660	E	100	80	-	20	3	
SEMESTER – II									
Bachelor of Arts	Tourism Geography and Products	BARL-2660	E	100	80	-	20	3	
SEMESTER – III									
Bachelor of Arts	Tour Guiding and Escorting	BARL-3660	E	100	80	-	20	3	
SEMESTER – IV									
Bachelor of Arts	Human Resource Management	BARL-4660	E	100	80	-	20	3	
SEMESTER – V									
Bachelor of Arts	Ticketing and Consultation	BARL-5660	E	100	60	20	20	3	
SEMESTER – VI									
Bachelor of Arts	Destination Visit and Report Writing		E	100	20	60	20	3	

Bachelor of Arts
Semester-I (Session 2021 onwards)
Subject: Introduction to Tourism, Hospitality and Aviation Industry
(Theory)
Course Code: BARL-1660

Time: 3 Hours

Maximum Marks: 100

L-T-P: 4-0-0

Theory Marks: 80

CA-20

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Contents:

Unit-I

Tourism: Definition, Meaning, Nature and Scope. Introduction to the terms; Tourist, Travellers, Visitor, Transit Visitor and Excursionist.

Historical Dimensions of Tourism: Travel and Tourism through the Ages: Early Travels, Renaissance and Age of Grand Tours, Emergence of modern tourism, concept of “Paid holiday”.

Components and Elements: Introduction to Components and elements of Tourism, Intermediaries and Suppliers, Introduction to types and Forms of Tourism.

Unit-II

Hospitality industry: Hotels - Introduction and definition, brief about classification & categorization of Hotels. Emerging trends in accommodation: Time-share, Condominium, Home Stays, Tree Huts, Houseboats, Capsule hotels etc.

Introduction to Classification and Recognition bodies: FHRAI, HRACC and other classification bodies, major hotel chains in India and globally.

Unit-III

Aviation Industry/Air Transportation Industry- Introduction, International Organizations - ICAO- IATA- Evolution of Hub & Spokes- Carrier Codes- facilities to the passengers- procedure at airport: - policies- practices and rules.

Unit-IV

Value Chain; Relationship/Interdependence between Hospitality, Travel and Tourism industry: Travelers at rest- Home away from Home - Hospitality culture- Athithi devo Bhavah- Expectations of the guest.

Text Books:

- IATA Manual on Diploma in Travel & Tourism Management
- ICAO Manuals.
- Air Travel: A Social History – Hudson, Kenneth.
- Tourism development – Principles and practices – AR Bhatia.
- Tourism in India – V.K. Goswami.
- Swain, S. K. and Mishra, K. (2017). Tourism Principles and Practices (3rd edition). New Delhi, India:

Oxford University Press.

- Roday, S., Biwal, A. and Joshi, V. (2015). Tourism Operations and Management (8thed.). New Delhi, India: Oxford University Press.

Web links:

- https://epgp.inflibnet.ac.in/view_f.php?category=1850

Bachelor of Arts
Semester-II (Session 2021 onwards)
Subject: Tourism Geography and Products
(Theory)
Course Code: BARL-2660

Time: 3 Hours
L-T-P: 4-0-0

Maximum Marks: 100
Theory Marks: 80
CA-20

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Content:

Unit- I

Introduction to Geography – Definition, scope and contents of geography of tourism – Physical Geography; Major land forms – Mountains, Plains, Plateaus; Natural regions of the World

Geographical determinants – diversities and disparities – typology and areas of linkages flow and orientation – Impact of weather and climate on tourism, seasonal rhythm; Geographical components and tourism development – Linkages; seasonality and destinations – seasons and climate seasonality in tourism

Unit-II

Tourism and Geography: Role of Geography in tourism map reading; Maps; Types of maps – Scale; Topo sheets; Signs and symbols; use of technology in geography.

Tourist Destination and attractions of major countries (in brief): Asia, Africa and Middle East, Europe

Unit-III

Tourism Products

Definition and Differentiation- - Tourism Products & Attraction: Elements and characteristics of tourism products- typology of tourism products- Unique features of Tourism Products in India; Geography of India – Physical and Political features.

Cultural Resources

Performing Arts of India- Classical Dances and Dance Styles- Indian Folk Dances-Music and Musical Instruments- Handicrafts of India- Craftsmanship-Indian Painting-Fairs and Festivals - Cuisines and specialty dishes

Unit-IV

Architectural Heritage of India

India 's Architectural Styles- Historic Monuments of Tourist significance (ancient medieval and modern)- Important Historic / Archaeological Sites-Museums- Art Galleries- Libraries their location and assets- Religious Shrines / Centers– Hindu-Buddhist- Jain- Sikh- Muslim- Christian and others- World Heritage sites in India.

Nature based Tourism

Wild life Sanctuaries- National Parks- Botanical gardens- Zoological parks- Biosphere reserves; Mountain Tourism with special reference to Himalayas.

Hill Side Tourism- Adventure tourism – Classification of Adventure Tourism – Land Based, Water Based, Aero Based with suitable examples

Suggestive Readings

1. Burkhardt and Madik " Tourist Past and Present and Future" Butterworth Heinemann Several Editions
2. Gilbert Sigeauxz "History of Tourism"
3. Herbert "Heritage Tourism and Society
4. Maisels "Early civilization of the old world"-Business Books communica1978
5. Nisbet "Social change and History "Oxford University press 1972
6. Roger Housden "Sacred Journeys in a modern World "-Simon and Schuster. New York 1979
7. T Walter Wallbank "Civilization past and Present"-Scott Foresman .London 1978
8. Robinet Jacob etal (2012), Tourism Products of India, Abhijeeth publications, New Delhi.
9. L Basham (2003), 'The Wonder that was India', Oxford University Press.
10. L.Basham (1998), 'A Cultural History of India', Oxford University Press.
11. Sarina Singh (2007), India, Lonely Planet Publication.
12. H.K.Kaul, 'Travelers India', Oxford University Press.
13. Manoj Dixit, Charu Sheela (2006), Tourism Products, New Royal Books.
14. Negi, Jagmohan (2001), Adventure Tourism and sports, Kanishka Publishers.
15. Jacob, Robinet et al , Indian Tourism Products, Abijeeth Publications, New Delhi
16. Acharya Ram, Tourism and Cultural Heritage of India: ROSA Publication,
17. Basham.A.L., The Wonder that was India: Rupa and Company, Delhi.

Bachelor of Arts
Semester-III (Session 2021 onwards)
Subject: Tourism Geography and Products
(Theory)
Course Code: BARL-3660

Time: 3 Hours
L-T-P: 4-0-0

Maximum Marks: 100
Theory Marks: 80
CA-20

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Content:

Unit I

Human Resource Management: Meaning, Definition, Features, Scope, Functions, Background to Human Resource Management, Orientation and socialization, Human Resource Planning, Human Resource in Hospitality and Tourism: Need & Importance of HR in Tourism & Hospitality Industry, Tourism Manpower Planning, Performance Appraisal, Job Analysis, Job Design & Work Scheduling.

Unit II

Employee Selection, Concept of Recruitment & Selection: Meaning, Definition, Difference between Recruitment and Selection, Selection & Recruitment Process Applicable to Tourism & Hospitality Industry, Sources of Recruitment, Human Resource Development: Placement, Induction, Need for Training & Managerial Development, Types of Training, Internal Mobility, Seasonality Nature of Tourism Industry

Unit III

Skills Required for Human Resource: In Hotels, Resorts, Home Stays, Tour Operations, Travel Agency, Airlines and Theme Parks. Leadership, Theories of Leadership & Decision Making, Qualities Required for Tourism Professionals, Techniques for Motivating & Retaining Human Resources

Unit IV

Service Labor Relations: Compensation Management, Methods for Determining Compensation, & Remuneration Packages offered, Employees Welfare, Fringe Benefits, Other Benefits, Strikes, Layoff & Lockouts, Grievances Handling, Trade Unions & their Activities - Functions, Collective Bargaining, Ethics & HR Management, Major Challenges Faced by HR Managers Of 21st Century.

Text books/Suggested Readings

1. Aswathappa K, Human Resource Management, 8th Edition, 2017, Mc Graw Hill India
2. Management Principles and Practices - L M Prasad
3. Dessler Gary, Fundamentals of Human Resource Management, 4th Edition, 2017, Pearson

Bachelor of Arts
Semester-IV (Session 2021 onwards)
Subject: Tour Guiding and Escorting
(Theory)
Course Code: BARM-4660

Time: 3 Hours
L-T-P: 4-0-0

Maximum Marks: 100
Theory Marks: 80
CA-20

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Contents:-

Unit I

The tour guide- meaning and classification qualities of an ideal tour guide various role of tour guide the business of guiding organizing a guiding business.

Unit II

The guiding techniques —leadership and social skill presentation and speaking skills tour escorting ethics; the guides personality, moments of truth the seven sins of guide the service cycle. Working with different age groups working under different circumstances

Unit III

The role of guide and interpreter: creating, memorable interpretations, interpreting different themes nature art architecture and incidental interpretations responsibilities to local and society tour guide code of conduct

Unit IV

Conducting tours pre tour plans mode of transportation types of tours traveler with special needs guidelines for working with disabled person's relationship with fellow guide's motor/car operators and companies
Dealing with emergencies accidents law and order general procedures evaluation and solution complaint handling

Suggested Readings

1. Jagmohan Negi —Travel agency and tour operations
2. Mohinder Chand —Travel agency and tour operations an introductory text
3. Dennis I Foster —Introduction to travel agency Management
4. Pat Yale-Business of tour operations

Bachelor of Arts
Semester-V (Session 2021 onwards)
Subject: Ticketing and Consultation
(Theory)
Course Code: BARL-5660

Time: 3 Hours
L-T-P: 4-0-2

Maximum Marks: 100
Theory Marks: 60
CA-20
Practical-20

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Content:

Unit I

THC/N4304: Engage with Customer for Ticketing

- Welcome and/or greet the customer (walk-in, online or agent referred)
- Interact with the customer to understand their travel plan and specific requirements
- Attend to bookings enquiries and seek confirmation
- Provide travel advisory

THC/N4305: Book the Tickets

- Coordinate with transport operators (airlines, railways, cab, cruise and bus/ coach)
- Gather all required documents
- Process for the ticket booking

Unit II

THC/N4306: Follow-up with Customer

- Follow up with the customer to handover the ticket
- Assist the customers with postponing or cancellations requests
- Report and document the process
- Achieve customer satisfaction

THC/N9901: Communicate with customers and colleagues

- Interact with superior
- Communicate with colleagues
- Communicate effectively with customers

THC/N9902: Maintain customer-centric service orientation

- Engage with customers to understand their service quality requirements
- Achieve customer satisfaction
- Fulfill customer requirement

Unit III

THC/N9903: Maintain standard of etiquette and hospitable conduct

- Follow behavioral, personal and telephone etiquettes
- Treat customers with high degree of respect and professionalism
- Achieve customer satisfaction"

THC/N9904: Follow gender and age sensitive service practices

- Educate customer on specific facilities and services available for different categories of customers
- Provide gender and age specific services as per their unique and collective requirements
- Follow standard etiquette with women at workplace

THC/N9905: Maintain IPR of organisation and Customers

- Secure company's IPR
- Respect customers copyright

Unit IV

THC/N9906: Maintain health and hygiene

- Ensure cleanliness around workplace in hospitality and tourist areas
- Follow personal hygiene practices
- Take precautionary health measures"

THC/N9907: Maintain safety at workplace

- Take precautionary measures to avoid work hazards
- Follow standard safety procedure
- Use safety tools or personal protective equipment
- Achieve safety standards"

Textbook:

1. Saxena R marketing management Tata Mcgraw Hill
2. Ramana V Somayagulu GH customer relationship management .

Suggested Readings:

1. David Foskett and Patricia Paskins (2011), Theory of hospitality & Catering, ELBS Hodder Education

Bachelor of Arts
Semester-VI (Session 2021 onwards)
Subject: Destination Visit and Report Writing
(Theory)

Time: 3 Hours

L-T-P: 2-0-4

Maximum Marks: 100

Theory marks: 20

Practical Marks: 60

CA-20

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Content:

Students have to visit two major tourism destinations in the neighborhood or vicinity of the institution for a case study and prepare a detailed report on the destination; its tourism importance and potential; problems or challenges faced; prospects for future development etc. A seminar / workshop can also be arranged.

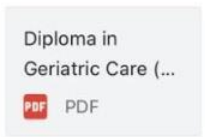
Theory classes shall be delivered for the components of field reports and reports writing process.

Annexure D

Approval from Members of Board of Studies

to aa_singh8, Jaspreet, Sunita, merenuve... ▾

I want to apprise you that we at KMV, Jalandhar have commenced a new Diploma in Geriatric Nutrition. The objective of the course is equipping the students with skills required to work efficiently as geriatric care Nutritionist. This course prepares students for careers in health care , social work and rehabilitation facilities. The duration of the course is 1 Year but the students can also opt for a certificate course in the same. We are also very keen to get our students certified under Healthcare sector skill council NSQF Level -3 Geriatric Care Aide (HSS/Q3005).So kindly find enclosed the syllabus of Diploma in Geriatric Care for your perusal. Eagerly waiting for your prompt response. Thanks and Regards. Mrs. Neeti Kapoor HOD, Dept. of Home Science 9417585400.



3

Dietitian Renu 10:50 AM
to me ▾

Hello!
First of all I'd like you to congratulate for the introduction of the new diploma course in geriatric nutrition...
I have just gone through the syllabus and I give my approval for the same

Eagerly waiting for your prompt response. Thanks and Regards. Mrs. Neeti Kapoor HOD, Dept. of Home Science 9417585400.



Aatma Singh 4 Aug
to me ▾
Good Morning,Hope this mail finds you in good spirits an...

me 4 Aug
to Aatma ▾

Thank you for your response. ...

Aatma Singh 9 Aug
to me ▾

Good Afternoon,
Hope this mail finds you in good spirits and health!
The received syllabus for Diploma in Geriatric Nutrition has been scrutinized and I approve it

me 3 Aug
I want to apprise you that we at KMV, Jalandhar have co...

4

me 10:51 AM
Thank you for your response. On Tue, 10 Aug 2021 at 10:...

madhu arora 12:02 PM
to me ▾

Dear Mrs Neeti
With reference to the above diploma in Geriatric Nutrition, I fully approve this course.

Regards
Madhu Arora Rd.
B.Sc. Home Science, PGD.(Dietetics),PGD. (Hotel Mgmt.),B.Ed. M.SC.(Dietetics), RD.(07/94) Research Scholar Ph.D.(Dietetics) HM dept. ,MMU, MULLANA.

Chief Dietician, Department of Dietetics,
Government Medical College and Hospital
Sector 32 Chandigarh (India).

students with skills required to work efficiently as geriatric care Nutritionist. This course prepares students for careers in health care , social work and rehabilitation facilities. The duration of the course is 1 Year but the students can also opt for a certificate course in the same. We are also very keen to get our students certified under Healthcare sector skill council NSQF Level -3 Geriatric Care Aide (HSS/Q3005).So kindly find enclosed the syllabus of Diploma in Geriatric Care for your perusal. Eagerly waiting for your prompt response. Thanks and Regards. Mrs. Neeti Kapoor HOD, Dept. of Home Science 9417585400.



seemonti.sarkar 3 Aug
to me ▾

Dear Ms Neeti,
the information given in this message.

me 3 Aug
to seemonti.sarkar ▾

Thank you for your response. ...

seemonti.sarkar 6 Aug
to me ▾

Dear Ms Neeti,
Request you to please share student details in the attached format and remit the assessment fees.

Assessment fees is Rs 800/- per student .

Thanks and regards

Annexure E(i)

Ordinance

Diploma in Geriatric Care (Old Age Care and Nutrition)

Objective of the course: The objective of course is equipping the students with skills required to work efficiently as Geriatric Care Nutritionist. This course prepares students for careers in healthcare, social work and rehabilitation facilities. Equipped with an understanding of the aging process and its accompanying challenges. Gerontology professionals offer support, understanding and assistance to aging populations. The students learn communication skills, prepare a dietary plan and also get knowledge about daily hygiene and food safety.

On successful completion of this course, the student:

- Extensive Experience in Hospital and old age Home.
- Gains Knowledge of Nutrition, Health and Gerontology.
- To enhance clinical Knowledge of the unique needs of older adults.
- To increase clinical knowledge of common geriatric syndrome and principles of care.
- Demonstrates adequate proficiency in maintaining a bond with patients.
- Has awareness of the work ethics and work management in professional environment.
- Gains knowledge of workplace health and safety requirements and practices.

Eligibility: 10+2 in any stream with 40% marks in aggregate.

Duration: The duration of **Diploma in Geriatric Care (Old Age Care and Nutrition)** shall be One year divided into Two Semesters. Each semester shall be of duration as per the following schedule:

- (a) July to December – Odd Semester
- (b) January to June – Even Semester

Course fee: According to the schedule, every candidate shall pay such fee to the college as prescribed from time to time.

A candidate appearing in **Diploma in Geriatric Care (Old Age Care and Nutrition)** of any semester must fulfil the following conditions: -

- I. She must have been on the roles of the college throughout one academic semester preceding the examination.
- II. Of having attended not less than 75% of the lectures, seminar, practicals and case discussion etc.:
- III. The condonation of lectures shall be as per college norms.
- IV. Bears a good moral character.

Important Instructions:

- Every candidate shall be examined in the subject according to the syllabi and course outlines prescribed by the college from time to time.
- The medium of instructions shall be English.
- The pass marks for the said course/paper shall be as per Credit Based Continuous Evaluation System of the College/University. There will be no grace marks.
- Re-evaluation will be allowed as per rules.
- A candidate who does not pass the examination in the first attempt shall not be eligible for a prize or medal.
- Carry on system in each semester shall be as per College/University norms for the courses running under Credit Based Continuous Evaluation System.
 - Marks secured in the Cumulative Assessment as per college norms for a particular Semester will be carried forward for the reappeared candidates.
 - At the time of re-appearing, the re-appeared candidates will have to follow

the curriculum/syllabi as per following instructions:

- *If the title or sub-title of the course is changed then the re-appear candidates shall be allowed to appear as per their old syllabus and if there is no change in the title or sub-title of subject and **only some changes are made in the contents of the syllabus then all students will have to appear as per current (New) syllabus.***
- The question papers for end semester examinations shall be set by the External/ Internal Examiner.
- The result shall be declared by the college as soon as possible after the termination of the examination.
- The Board of Moderation may be constituted to review the result if required.
- Each successful candidate shall receive Diploma certificate issued by the college.

Dual certification:

1. Certificate awarded by college on successful completion of the course.
2. Certificate awarded by NSDC, recognized by government of India after successfully clearing assessment exam conducted by healthcare sector skill council.
3. NSQF Level -3: HSS/Q3005 (Geriatric Care Aide)

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)

**SCHEME AND CURRICULUM OF EXAMINATION OF ONE YEAR DIPLOMA
PROGRAMME IN GERIATRIC CARE (Old Age Care and Nutrition)**

Session: 2021-22

Semester-I								
Course code	Course type	Course Titles	Credits L-T-P	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
DGCL - 1281	C	Foundation of Geriatric Care Assistance	4-0-0	100	80	–	20	3
DGCL - 1282	C	Special Needs of Elderly	4-0-0	100	80	–	20	3
DGCL - 1283	C	Geriatric Nutrition	4-0-0	100	80	–	20	3
DGCL - 1284	C	Nutrition and Ageing	4-0-0	100	80	–	20	3
DGCP - 1285	C	Nutrition and Ageing (Practical)	0-0-3	50	-	40	10	3
DGCP - 1286	C	Skills for Geriatric Care Assistance-I (Practical)	0-0-4	50	-	40	10	3
Total			23	500				

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)

**SCHEME AND CURRICULUM OF EXAMINATION OF ONE YEAR DIPLOMA PROGRAMME IN
GERIATRIC CARE (Old Age Care and Nutrition)**

Session: 2021-22

Semester II								
Course Code	Course type	Course Titles	Credits L-T-P	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
-2281	C	Communication Skills in English	4-0-0	100	80	-	20	3
DGCL 2282	C	Health services and programs for older Persons	4-0-0	100	80	-	20	3
DGCL 2283	C	Applied Anatomy and Physiology	4-0-0	100	80	-	20	3
DGCL 2284	C	Developmental Stages till old Age	2-0-0	100	80	-	20	3
DGCP 2285	C	Skills for geriatric Care Assistance-II (Practical)	0-0-4	50	-	40	10	3
DGCI 2286	C	Internship	0-0-4	100	-	100	-	3
Total			22	550				

Geriatric Care (Old Age Care and Nutrition) Semester-I
Session: 2021-22
Foundation of Geriatric Care Assistance (Theory)
Course Code: DGCL-1281

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand Role, Responsibility, Professional behaviour of Geriatric care assistant.
- 2) To understand communication, interpersonal relationship and therapeutic relations with patients.
- 3) To understand the Basic geriatric care
- 4) To understand how to take care of a geriatric patient.
- 5) To understand prevention and control of infection.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I
Session: 2021-22
Foundation of Geriatric Care Assistance (Theory)
Course Code: DGCL-1281

L-T-P
4-0-0
Theory:80

Max. Marks:100

CA:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Unit -I

Basics concepts for Geriatric Care Assistants (GCA)

- Role, responsibilities, Ethics and professional behaviour of Geriatric Care Assistant.
- Overview of the Healthcare and Hospital systems
- Communication, Interpersonal skills and Therapeutic Relationships.
- Basic Life Support (BLS) measures & first aid in the event of emergencies

Unit -II

Basic Geriatric Care

- Preparation of facilities & Environmental modification.
- Patient Positions
- Transferring Geriatric patients
- Describe methods to measure vital parameters like pulse, BP, Temperature, Respiration, Height and Weight of patient.

Unit -III

Care of Geriatric patient

- Role of the Geriatric Care Assistant in various procedures
- Needs of the Geriatric patient related to Medications
- Handling of samples and linen
- Feeding the Geriatric patient
- Elimination Procedures in Geriatric patient

Unit -IV

Prevention and control of Infections

- Infection and Diseases
- Universal Safe Precautions and use of Personal Protective Equipment (PPE) at work place
- Healthcare Associated Infections
- Bio-medical waste Management (BMW)

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I
Session: 2021-22
Special Needs of Elderly (Theory)
Course Code: DGCL-1282

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand the hygienic conditions of elderly including bathing, dressing and grooming.
- 2) To understand the importance of oral care, hair care, skin care, foot care, nail care etc.
- 3) To understand the importance of exercise for geriatric patients.
- 4) To understand the management of a Bedridden patient or patient with disabilities.
- 5) To understand legal issues related to elderly.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I

Session: 2021-22

Special Needs of Elderly (Th.)

Course Code: DGCL-1282

**L-T-P
4-0-0**

**Max. Marks:100
Theory:80
CA:20**

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Unit: I

Hygienic Needs of Elderly

- General Hygiene and Grooming
- Principles while dressing and undressing
- Bathing guidelines for elderly.

Unit-II

Hygienic Need of the Geriatric patient

- Oral Care
- Hair care
- Eye and Ear care
- Skin, nail and foot care for elderly.

Unit-III

Environmental Manoeuvres and Assistive devices

- Safety and Environmental modifications
- Role of Exercise
- Use of assistive devices for elderly.

Unit- IV

Advance Geriatric Care

- Management of Bedridden patient
- Management of Disabilities
- Mental Health of Elderly
- Legal issues related to elderly
- Wellbeing of the care providers

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I
Session: 2021-22
Geriatric Nutrition (Th.)
Course Code: DGCL-1283

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand the basic knowledge of various macronutrients such as Carbohydrates, Fats, Proteins.
- 2) To understand the basic knowledge of various micronutrients such as vitamin and minerals.
- 3) To understand the basic concept of balanced diet, food groups.
- 4) To understand the nutritional requirements according to physiological condition of elderly.
- 5) To understand how to plan diet plan for elderly.
- 6) To understand the method to determine various health parameters of elderly.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I

Session: 2021-22

Geriatric Nutrition (Th.)

Course Code: DGCL-1283

L-T-P

**Max.
Marks:100**

4-0-0

Theory:80

CA:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Contents:

Unit- I

- Introduction to nutrition : Nutrients and concept of Undernutrition, overnutrition ,obesity.
- **Carbohydrates** - Composition, classification, functions, food sources, requirement, deficiencies.
- **Fats and Oils**- Composition, Classification, Saturated, Unsaturated fatty acids, food sources, functions, requirement and deficiencies.
- **Protein** - Composition, Classification, Essential and Non- essential amino acids, food Sources, functions, deficiencies.

Unit-II

- Vitamin- Classification, unit of measurements, sources, requirements ,functions ,Deficiency and Toxicities of following vitamins.
- Fat Soluble vitamins -A, D, E and K.
- Water Soluble vitamins- C, B1-B2, B3, B6, B12 and Folic acid.
- Mineral- Functions, Sources, requirement and deficiency/excess of following minerals : calcium, iron, iodine, fluorine, Sodium, Potassium, Phosphorus, and Magnesium.

Unit -III

- Balanced diet: Concept of Balanced Diet, Food Groups, Exchange List.
- Definition and Objectives of RDA, RDA for different age groups. (ICMR). Calorie consumption units in planning meals for a family.
- Physiological changes during old age and meeting their nutritional requirements.

Unit -IV

- Physiological changes during old age and meeting their nutritional requirements.
- Diet plans for elderly.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I
Session: 2021-22
Nutrition and Ageing (Th.)
Course Code: DGCL-1284

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand the physiology of ageing and ageing process.
- 2) To understand the relation between Nutrition and various medical conditions in elderly.
- 3) To understand the supplement and food and drug interactions.
- 4) To understand the documenting of dietetic care of elderly
- 5) To understand the promotion of health of elderly.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I

Session: 2021-22

Nutrition and Ageing (Th.)

Course Code: DGCL-1284

L-T-P

4-0-0

Theory:80

Max. Marks:100

CA:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). • Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Contents:

Unit-I

Introduction to aging

- Introduction to Physiology of Aging and ageing process.
- Physical, physiological and emotional changes during ageing process.
- Nutrition and Weight disorders: underweight, malnutrition and Obesity
- Nutrition and Metabolic syndrome

Unit-II

- Nutrition and Osteoporosis , Osteoarthritis, fractures, falls and injuries.
- Nutrition and Anaemia, gastroenteritis ,GERD and cancers of GIT.
- Nutrition and Dementia ; physiology of Parkinson's disease ,diagnosis, therapy .
- Nutritional care in dementia, artificial feeding and bedsores
- Nutrition and Parkinson's .

Unit-III

- Nutrition and Cardiovascular Disease
- Nutrition and Respiratory problems – COPD, Pneumonia, tuberculosis and lung cancer.

Unit-IV

- Nutrition and Ethics at the end of life
- Food , medicines and nutraceuticals interactions.
- Health promotion for the elderly
- Documenting the dietetic care for the elderly

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I

Session: 2021-22
Nutrition and Ageing-I (Pr.)
Course Code: DGCP-1285

Course Outcomes:

1. To develop therapeutic diets according to special requirements of nutrients.
2. To calculate the nutritive value of diets.
3. To study the nutritive value of diets given in different diseases.
4. To develop entrepreneurship skills in students.
5. To encourage the students to set up a diet clinic.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I

**Session: 2021-22
Nutrition and Ageing (Pr.)
Course Code: DGCP-1285**

**L-T-P
0-0-2
Prac:40**

Max. Marks:50

CA:10

Note: - Paper will be set on the spot by the examiner. Prepare following therapeutic recipes for old age (Elderly)

- Prepare 5 recipes of liquid and soft diet.
- Prepare 5 high protein and high energy recipes.
- High Calcium Recipes.
- Prepare 5 high carbohydrate, moderate protein & low-fat recipes.
- Prepare 5 high fiber and low glycemic index recipes.
- Prepare 5 low sodium, low fat and high fiber diet.
- Plan and calculate nutritive value of diet for the following diseases. Typhoid, Diarrhea, Constipation, Jaundice, peptic ulcer, Diabetes, Hypertension, atherosclerosis, renal disease and obesity.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I
Session: 2021-22
Skills for geriatric Care Assistance-I (Pr.)
Course Code: DGCP-1286

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand the hygienic conditions of elderly including bathing, dressing and grooming.
- 2) To understand the importance of oral care, hair care, skin care, foot care, nail care etc.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-I

Session: 2021-22

Skills for geriatric Care Assistance-I (Pr.)

Course Code: DGCP-1286

**L-T-P
0-0-2**

Max. Marks:50

Prac:40

CA:10

1. Skills related to infection control and prevention
 - o • Hand washing and use of PPE
 - o • Surgical asepsis
 - o • Transferring of sterile equipment to a sterile field
 - o • Assisting in gowning and gloving
 - o • Cleaning and disinfection of equipment and surface disinfection
 - o • BMW (from Generation to segregation to Disposal)
2. Skills related to bed making
 - o • Vacant Bed
 - o • Occupied bed making
 - o • Preparation of patient care unit
3. Positions and use of comfort devices
 - o • Patient positions
 - o -Supine position
 - o Fowler's
 - o • Use of comfort devices
 - o -Foot Rest/Back Rest
 - o -Air cushions and pressure relieving cushions -Restraints , Mattress
 - o • Back care (for pressure sore grade -1)
4. Skills related to personal Hygiene
 - o • Dressing and undressing (Procedure, Privacy, selection of appropriate clothes)
 - o • Bed Bath
 - o • Mouth Care including Care of denture
 - o • Eye , Nose and Ear Care
 - o • Scalp and Hair Care, Nail Care
 - o • Foot care (Diabetes/Peripheral vascular disease)
5. Measurement of Vital signs
 - o • Measurement of Vitals (TPR and BP)
 - o • Measurement of weight and Height

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II
Session: 2021-22
Health services and programs for older Persons (Th.)
Course Code: DGCL-2281

Course outcomes:

Upon completion of this course students will be able:

- 1) To understand the role of Government and NGOs for elderly.
- 2) To understand the role of social support, elderly clubs etc for elderly
- 3) To understand the various agencies working for the elderly people.
- 4) To understand the importance of health promotion and disease education for elderly.
- 5) To understand the diagnosis and treatment of serious health issues in secondary and tertiary hospitals.
- 6) To understand the rehabilitative and mental health services for elderly.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II
Session: 2021-22
Health services and programs for older Persons (Th.)
Course Code: DGCL-2281

L-T-P

**Max.
Marks:100**

4-0-0
Theory:80

CA:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Contents:

Unit-I

- Implementation of National policy and national health policy for older persons.
- Ageing and society
- Role of governmental organizations and NGOs.
- Agencies working for elderly.
- Social Support and social networking, self-help groups, elderly clubs.
- Welfare measures and provisions for the older persons.

Unit -II

Health promotion and Disease Education

- Health Education
- Screening of general health
- Screening for cancer of uterine cervix
- Specific health promotion programs

Unit- III

- Early Diagnosis and treatment of day-to-day ill health in PHC and clinics
- Health Insurance
- Diagnosis and treatment of serious ill health in secondary and tertiary care hospitals.
- Safety considerations, prevention of risks and fall injuries.

Unit-IV

- Rehabilitative: Physiotherapy, restorative surgery, prosthesis and occupational therapy.
- Mental health services: Counselling services for retirement, drug and substance abuse, ambulatory treatment for mental changes.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II
Session: 2021-22
Applied Anatomy and Physiology (Th.)
Course Code: DGCL-2282

Course Outcomes:

Upon Completion of this Course the student should be able to:

CO1. To develop the knowledge of cell structure and functions of inclusion bodies.

CO2. To understand the elementary knowledge of structure and functions of cardiovascular system. CO3. To develop the knowledge of different types of endocrine glands and its functions.

CO4. To develop the knowledge about digestive system and its structure, function, digestion and absorption of carbohydrates, proteins and fats.

CO5. To develop the knowledge of structure and function of urinary system.

CO6. To develop the knowledge of respiratory system and reproductive system.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II

Session: 2021-22

Applied Anatomy and Physiology (Th.)

Course Code: DGCL-2282

L-T-P

4-0-0

Theory:80

**Max.
Marks:100**

CA:20

Instruction for the paper setter:

• Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). • Candidates are required to attempt five questions, selecting at least one question from each section. • The fifth question may be attempted from any Section.

• Each question carry 16 marks.

Contents:

UNIT-I

1. Review of cell structure and functions of inclusion bodies.

2. Physiology of lymphatic system

Functions of lymphatic system: lymph nodes, vessels, spleen and thymus.

3. Cardio Vascular System:

Basic properties of the heart, cardiac output, blood pressure and factors affecting it and hypertension.

UNIT-II

4. Physiology of Kidneys:

Mechanism of urine formation and the role of the kidneys in water and electrolyte balance.

5. Physiology of nervous system

Structure and function of brain and spinal cord.

6. Physiology of skeletal system

UNIT -III

6. Physiology of respiratory system

Knowledge of structure and function of respiratory organs.

7. Physiology of the digestive system:

Secretory and digestive function of the salivary glands, the stomach, the pancreas, the liver and intestine. Mechanism of absorption of carbohydrates, proteins and fats.

8. Physiology of Muscular system

UNIT -IV

9. Physiology of endocrine glands:

Functions of the Thyroid, parathyroid, adrenal cortex, adrenal medulla, pancreas, pituitary glands and different syndromes resulting from modules, hypo or hyperactuchy.

10. Physiology of reproductive system

Knowledge of structure and function of male and female reproductive organs. Menstrual cycle.

Books Recommended:

1. Bloom, W. And Fawceitt, D.W.A. Text Book of Histology W.B.Saunders of Company,1968. 2. Guyton, AC, Text Book of Medical Physiology W.B. Saunders &

- Company. 3. Strand, F.L. Modern Physiology. Macmillan Publication.
4. Davidson, B. And Smith E., Text Book of Physiology and Biochemistry.

Diploma in Geriatric Care (Old Age Care and Nutrition)Semester-II Session: 2021-22
Developmental Stages till old Age (Th.)
Course Code: DGCL-2283

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand the various development stages till old age.
- 2) To understand the puberty and related changes and various problems of adolescence.
- 3) To understand the various stages of adulthood.
- 4) To understand the psycho-social aspects of aging.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II

Session: 2021-22

Developmental Stages till old Age (Th.)

Course Code: DGCL-2283

L-T-P

4-0-0

Theory:80

Max. Marks:100

CA:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D).
Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section. • The fifth question may be attempted from any Section.
- Each question carry 16 marks.

CONTENT

Unit -I

Adolescence, Puberty and related changes Problems of adolescence

- Physical
- sexual
- social
- emotional
- Role of parents and teachers in helping them.

Unit -II

Adulthood

1. Young adulthood
 - a) Developmental tasks of adulthood
 - b) Parenthood and other roles in society
 - c).Parenting techniques

Unit -III

2.Middle adulthood Midlife changes in both sexes

- 3.Late adulthood
 - a) Grand parenting

Unit -IV

Old age

- a) Retirement – a change in status.
- B). Physical and psycho-social aspects of aging.

REFERENCE BOOK

- 1) Essentials of life span development, Johan W santrock Mcgraw Hill publishing company
- 2) Human Development Thomas L. Crandell MC Graw Hill Publishing Company
- 3) Human Development Paplia Mc Graw Hill Publishing company

- 4) Growth and development Hurlock E.B Tata, Mac Graw Hill Company
- 5) Child Development P. Rajamal & Devads Machmulitan India Ltd.
- 6) Nutrition and Child development Rajinder Randhawa Pardeep Publications.

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II Session: 2021-22
Skills for geriatric Care Assistance-II (Pr.)
Course Code: DGCP-2285

Course Outcomes:

Upon completion of this course students will be able:

- 1) To understand the hygienic conditions of elderly including bathing, dressing and grooming.
- 2) To understand the importance of oral care, hair care, skin care, foot care, nail care etc.
- 3) To understand the importance of exercise for geriatric patients.
- 4) To understand the management of a Bedridden patient or patient with disabilities

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II Session: 2021-22
Skills for geriatric Care Assistance-II (Pr.)
Course Code: DGCP-2285

L-T-P
0-0-4
Prac:40

Max. Marks:50

CA:10

1. Skills in assisting or handling samples, equipment and linen

- Handling of samples
- Blood glucose monitoring
- Cleaning and replacing suction bottle and tubing
- Care of hearing aid
- Handling of Linen

2. Skills related to Feeding and Elimination

- a. • Feeding the elderly (General precautions, Serving the food, Assist in Ryle's tube feeding, Observation and reporting of unusual finding)
- b. • Elimination Needs and Procedures

o Providing Urine pot

- o -Diaper care
- o -Providing Bed pan
- o -Assist the patient to commode
- o -Condom drainage
- o -Cleaning and replacing urinary bag
- o -Enema/suppository administration, and patient cleaning.

Intake output measurement

3. Skills in giving medicines

- a. • Drugs administration
- b. • Oxygen administration.
- c. • steam inhalation,
- d. • nebulization,
- e. • Use of inhaler with spacer
- f. • Eye, Nose and Ear Care (Instillation of drops)

4. Basic Life Support (BLS) and First Aid

- a. • Bandaging
- b. • Splint application for fracture
- c. • Gastric lavage
- d. • BLS

5. Helping the elderly in exercises and ambulation

- e. • Active and passive exercises
- f. • Deep breathing and coughing exercises
- g. • Lifting and Transferring patient (bed to chair and vice versa, etc.)
- h. • Hot and cold application

- o -Application of hot water bag

- o-Sitz Bath

- o -cold tepid sponge

- o -Application of ice pack

Diploma in Geriatric Care (Old Age Care and Nutrition) Semester-II Session: 2021-22
Internship (Pr.)
Course Code: DGCI-2286

Course Outcomes:

CO1. To understand about roles and responsibilities of geriatrician.

CO2. To get the concept of Nutritional requirements in old age.

Diploma in Geriatric Care (Old Age Care and Nutrition)Semester-II Session: 2021-22
Internship (Pr.)
Course Code: DGCI-2286

L-T-P
0-04

Max. Marks:100

Note:

Internship Preferably in any Old Age Home or hospital setting or dietetics wing of a hospital.

Annexure E(ii)
Ordinance
Certificate course in Geriatric Care (Old Age Care and Nutrition)

Objective of the course: The objective of course is equipping the students with skills required to work efficiently as Geriatric Care Nutritionist. This course prepares students for careers in healthcare, social work and rehabilitation facilities. Equipped with an understanding of the aging process and its accompanying challenges, gerontology professionals offer support, understanding and assistance to aging populations. The students learn communication skills, prepare a dietary plan and also get knowledge about daily hygiene and food safety.

On successful completion of this course, the student:

- Extensive Experience in Hospital and old age Home.
- Gains Knowledge of Nutrition, Health and Gerontology.
- To enhance clinical Knowledge of the unique needs of older adults.
- To increase clinical knowledge of common geriatric syndrome and principles of care.
- Demonstrates adequate proficiency in maintaining a bond with patients.
- Has awareness of the work ethics and work management in professional environment.
- Gains knowledge of workplace health and safety requirements and practices.

Eligibility: 10+2 in any stream with 45% marks in aggregate.

Duration: 9 Months

Examination and evaluation criteria:

1. Exam conducted by the college

Offline objective type test (multiple choice questions) - 100 marks

The students will be awarded grades.

2. Exam conducted by HSSC (Healthcare sector skill council)

Qualification pack: Geriatric Care Aide

Qualification pack code: HSS/Q/3305

As per the norms of healthcare sector skill council

Dual certification:

1. Certificate awarded by college on successful completion of the course.
2. Certificate awarded by NSDC, recognized by government of India after successfully clearing assessment exam conducted by healthcare sector skill council.
3. NSQF Level-3 : HSS/Q3005

Kanya Maha Vidyalaya, Jalandhar (An Autonomous College)
Scheme of Studies and Examination
Certificate Course – Geriatric Care (Old age Care and Nutrition)
Session: (2021-2022)

Semester I						
Course Code	Course Name	Course Type	Mark s			Examination time in (Hours)
			Total	Ext.		
				L	p	
CGCM-1281	Geriatric Care	C	100	70	30	3 Hours
Total			100			

Note: Qualification Pack Code: NSQF Level-3: HSS/Q3005 (Geriatric Care Aide)

Certificate Course
Geriatric Care (Old age Care and Nutrition) Session:2021-2022
COURSE CODE: CGCM-1281

Time :3 Hours

Theory: 70

Instructions for the Paper Setter

Max. Marks: 100

Practical: 30

Theory: An objective type question paper will be set for assessment of the candidate with equal weight age from all the units of the syllabus.

Practical: The will be set on spot by the examiner.

UNIT-I

Foundation of Geriatric Care Assistance	Special Needs of Elderly
<ul style="list-style-type: none"> • Role, responsibilities, Ethics and professional behavior of Geriatric Care Assistant. • Overview of the Healthcare and Hospital systems. • Preparation of facilities & Environmental modification. • Describe methods to measure vital parameters like pulse, BP, Temperature, Respiration, Height and Weight of patient. • Role of the Geriatric Care Assistant in various procedures. • Needs of the Geriatric patient related to Medications. • Infection and Diseases • Universal Safe Precautions and use of Personal Protective Equipment (PPE) at work place • Healthcare Associated Infections • Bio-medical waste Management (BMW) 	<ul style="list-style-type: none"> • General Hygiene and Grooming • Principles while dressing and undressing • Bathing guidelines for elderly. • Oral Care • Hair care • Eye and Ear care • Skin, nail and foot care for elderly. • Safety and Environmental modifications • Role of Exercise • Use of assistive devices for elderly. • Management of Bedridden patient • Management of Disabilities • Mental Health of Elderly • Legal issues related to elderly • Wellbeing of the care providers

UNIT-II

Geriatric Nutrition	Nutrition and Ageing
<ul style="list-style-type: none"> • Introduction to nutrition: Nutrients and concept of Undernutrition, overnutrition, obesity. • Carbohydrates - Composition, classification, functions, food sources, requirement, deficiencies. • Fats and Oils- Composition, Classification, Saturated, Unsaturated fatty acids, food sources, functions, requirement and deficiencies. • Protein - Composition, Classification, Essential and Non- essential amino acids, food Sources, functions, deficiencies. <ul style="list-style-type: none"> • Vitamin- Classification, unit of measurements, sources, requirements, functions, Deficiency and Toxicities of following vitamins. • Fat Soluble vitamins -A, D, E and K. • Water Soluble vitamins- C, B1-B2, B3, B6, B12 and Folic acid. • Mineral- Functions, Sources and deficiency/excess of following minerals: calcium, iron, iodine, fluorine, Sodium, Potassium, Phosphorus, and Magnesium. • Balanced diet: Concept of Balanced Diet, Food Groups, Exchange List. • Definition and Objectives of RDA, RDA for different age groups. (ICMR). Calorie consumption units in planning meals for a family. • Physiological changes during old age and meeting their nutritional requirements. • Physiological changes during old age and meeting their nutritional requirements. • Diet plans for elderly. 	<p>Introduction to aging</p> <ul style="list-style-type: none"> • Introduction to Physiology of Aging and ageing process. • Physical, physiological and emotional changes during ageing process. • Nutrition and Weight disorders: underweight, malnutrition and Obesity • Nutrition and Metabolic syndrome • Nutrition and Osteoporosis , Osteoarthritis, fractures, falls and injuries. • Nutrition and Anaemia, gastroenteritis ,GERD and cancers of GIT. • Nutrition and Dementia ; physiology of Parkinson's disease ,diagnosis, therapy . • Nutritional care in dementia, artificial feeding and bedsores • Nutrition and Cardiovascular Disease • Nutrition and Respiratory problems – COPD, Pneumonia, tuberculosis and lung cancer. <ul style="list-style-type: none"> • Nutrition and Ethics at the end of life • Food , medicines and nutraceuticals interactions. • Health promotion for the elderly • Documenting the dietetic care for the elderly

Unit -III

Skills for geriatric Care Assistance	Anatomy and Physiology
<ul style="list-style-type: none"> • Hand washing and use of PPE • Surgical asepsis • Transferring of sterile equipment to a sterile field • Assisting in gowning and gloving • Cleaning and disinfection of equipment and surface disinfection <ul style="list-style-type: none"> • BMW (from Generation to segregation to Disposal) • Dressing and undressing (Procedure, Privacy, selection of appropriate clothes) • Bed Bath • Mouth Care including Care of denture • Eye, Nose and Ear Care Scalp and Hair Care, Nail Care • Foot care (Diabetes/Peripheral vascular disease) • Measurement of Vitals (TPR and BP) • Measurement of weight and Height 	<ul style="list-style-type: none"> • Review of cell structure and functions of inclusion bodies. • Cardio Vascular System: Basic properties of the heart, cardiac output, blood pressure and factors affecting it and hypertension. • Physiology of respiratory system Knowledge of structure and function of respiratory organs • Physiology of the digestive system: Secretary and digestive function of the salivary glands, the stomach, the pancreas, the liver and intestine. Mechanism of absorption of carbohydrates, proteins and fats. • Physiology of endocrine glands: <ul style="list-style-type: none"> Functions of the Thyroid, parathyroid, adrenal cortex, adrenal medulla, pancreas, pituitary glands and different syndromes resulting from diabetes, hypo or hyperthyroidism.

Annexure E(iii)
Ordinance
Certificate course in Early Childhood Care and Education

Objective of the course: The objective of course is equipping the students with skills required to work efficiently as Child Care Taker. The primary role of this course entails taking care of the basic needs of the child in the presence or absence of the parents/ guardians such as bathing, clothing, hygiene, cooking food for the child, feeding, creative activities and games for engagement of the child with necessary safety measures.

On successful completion of this course, the student:

- Extensive Experience in Day Care Center.
- Gains Knowledge of Nutrition and Health.
- Has awareness of the work ethics and work management in professional environment.
- Has awareness of the work ethics and work management in professional environment.

Eligibility: 10+2 in any stream with 45% marks in aggregate.

Duration: 9 Months

Examination and evaluation criteria:

1. Exam conducted by the college

Offline objective type test (multiple choice questions) - 100 marks

The students will be awarded grades.

2. Exam conducted by Domestic Sector Skill Council

Qualification pack: Child Care Taker

Qualification pack code: DWC/Q0201 -Level 3

As per the norms of Domestic sector skill council

Dual certification:

1. Certificate awarded by college on successful completion of the course.
2. Certificate awarded by NSDC, recognized by government of India after successfully clearing assessment exam conducted by Domestic sector skill council.

Kanya Maha Vidyalaya, Jalandhar (An Autonomous College)
Scheme of Studies and Examination Certificate Course –
Early Childhood Care and Education Session: (2021-2022)

Semester I						
Course Code	Course Name	Course Type	Mark s			Examination time in (Hours)
			Total	Ext.		
				L	p	
CECM-1281	Child Care	C	100	70	30	3 Hours
Total			100			

Certificate Course Child Care
Session :2021-2022
COURSE CODE: CECM-
1281

Time :3 Hours

Max. Marks: 100

Theory: 70

Practical: 30

Instructions for the Paper Setter

Theory: An objective type question paper will be set for assessment of the candidate with equal weight age from all the units of the syllabus.

Practical: The will be set on spot by the examiner.

Theory	
<ul style="list-style-type: none"> • Objectives of the program on the Child Caretaker (Non-Clinical) • Objectives of the Domestic Workers Sector and workers categorisation of in India. • Attributes for a Child Caretaker • Role and responsibilities of a Child Caretaker. • Daily care routine preparation under the guidance of the parents/ guardians. • Performing various ADL of children in different age groups. • Importance & process of diapering, including the hygiene. • Physical and nutritional needs of children in various age groups. • Process of Routine cleaning activities,(sweeping, dusting, mopping, sanitising, well organization etc.) • Steps of washing and sanitising the clothes/ sheets. • Procedure of cleaning and sterilising different types of utensils, tools and appliances. • Ways of toilet training a child. • Communication Skills : effective communication with employer, co-workers the family and others. • Ethical behaviour, positive outlook and personal integrity. • Method of dressing professionally, maintaining personal hygiene and grooming. 	<ul style="list-style-type: none"> • Identify and record the growth milestone (s) achieved by the child. • Assist the children to identify and pursue their interests/ hobbies, (such as dancing, painting, music etc.) • Ways to help the child to develop positive relationship with other children and adults. • Methods to interaction with the child which helps the child feel welcomed and valued • Methods to support the child to communicate and connect with others • Methods to ensure that the child appropriate behaviour according to their stage of growth. • Methods to handle the distressed child throwing tantrums. • Identify signs of various problems with development of child and bring them to the attention of parents. • Develop a positive relationship with the children. • Ways to make the play/ learning area secure and safe both indoors and outdoors. • Methods to assess the health, safety and security of the place before, during and at the end of work activities. • Ways to carry out periodic review of hygiene, health, safety and security procedures. • Teach the child about what is inappropriate touch, bullying, and actions thereof. • Ways to identify any signs of abuse and

<ul style="list-style-type: none"> • Gender discrimination, gender equality and various ways of being gender sensitive • Sexual harassment at workplace (Prevention, Prohibition and Redressal Act-2013) • Health and safety requirements of PWD (Persons with Disabilities) • Procedures to report various issues (eg. Sexual harassment, infectious diseases, health issues. • Indicators of harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation and culture • Practices to minimise pollution of air, water, noise, earth etc. • Different types of waste, their segregation, and applying 3 Rs (reduce, recycle and re-use) of waste management. • Discuss the methods of keeping the workplace bugs/ germs/ rodent free. • State the importance of conservation of energy and materials. • 	<p>harassment, accident, injury, pain, and other symptoms illness.</p> <ul style="list-style-type: none"> • Methods & importance of maintaining record of relevant helplines (eg. neighbour's contact details.) • Personal, social and telephone etiquette. • Ways of managing time. • Unsafe conditions, hazards & safety measures in the households/ workplace. • Various responses to different emergency situations/ hazards • Causes of fire and various fire extinguishants. • How to carry out first aid, ABC procedure and CPR (Cardiopulmonary Resuscitation).
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Practical
<ul style="list-style-type: none"> • Draw a table classifying the occupations available in Domestic Workers Sector. • Evaluate case studies outlining the statutory provisions for Domestic Workers in India. • Demonstrate how to perform different ADL such as bathing, toileting, putting to sleep, etc. • Demonstrate changing nappy/diaper, washing and keeping the diapers dry and sanitised. • Prepare a sample meal based on nutritional requirement and age. • Demonstrate the method to feed/ serve the meal to children and monitor during the feed • Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc. • Demonstrate how to clean (sweep, mop and dust), remove stains and smell and sanitize areas of the house. • Show different ways to wash clothes as per fabric type. • Demonstrate cleaning and sanitising the utensils/ tools using UV and Electric steriliser. • Demonstrate operation, maintenance and sanitisation of washing machines, kitchen and cleaning appliances etc. • Demonstrate how to create environment of positivity through positive/ affectionate actions. • Demonstrate the ways of seeking help from parents/ other family members/ neighbours/ doctors when required. • Report on the child's growth and development, and obtain necessary guidance from the children. • Obtain continuous instructions from the parents/ guardian on nutrition, food and children's activities such as play and hobbies • Conduct games and activities. Which will have positive impact on the growth of the child. • Apply principles of effective communication while interacting with the child and his/ her

family.

- Demonstrate the methods of development of the positive relationship with the children.
- Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons to avoid possible harassment, abuse and abduction.
- Implement the procedures to assess the health, safety and security of the work place before starting, during and at the end of work activities.
- How to check all areas of work place for safety and health hazards and remove them, to include electrical hazards and storage of harmful chemicals.
- Maintain first aid kit as per as required and ensure that the contents are replaced prior to the expiry.
- follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely including reporting to right persons.
- Demonstrate the methods to apply first aid to include the CPR .
- Demonstrate the ways of communicating effectively with employer, his/ her family, co-workers, visitors and guests.
- Demonstrate the ways of dressing/ grooming professionally and maintaining personal hygiene.
- Demonstrate ways of communication that reflects gender and PwD sensitivity.
- Demonstrate ways to support the PwD with their chores or help them as required by them.
- Demonstrate telephone etiquette while taking a call.
- Prepare a sample plan to manage time and workload based on one's personal and professional life.
- Inspect given area for unsafe conditions, hazards and to respond to such conditions.
- Demonstrate responses to different emergency situations.
- Operate different types of fire extinguishers
- Address given medical emergencies through process of ABC and provision of first aid/ evacuation thereof.
- Perform CPR or mouth to mouth respiration.
- Demonstrate ways of conserving energy and material at the workplace.
- Demonstrate how to sort and dispose waste of different categories.
- Demonstrate the ways of disinfecting and keeping the house bugs free.

Annexure F

The Heritage Institution

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Re-accredited A by UGC-NAAC

College with Potential for Excellence by UGC

Awarded DDU Kaushal Kendra by UGC, MHRD, Govt. of India



Proposed Academic Calendar for the Session 2021-22 for the College Teaching Departments having Semester System of Examination (Semester: I-VI) (Except PG Programmes Semester-I)

Academic Calendar		
	From	To
Admission Schedule		
Date of Normal Admission for ongoing and new classes (Late fee will be charged from 31-08-2021 onwards)	31-08-2021 (Tuesday)	
Date of Admission with late fee of Rs 100	01-09-2021 (Wednesday)	08-09-2021 (Wednesday)
Date of Admission with late fee of Rs 200	09-09-2021 (Thursday)	16-09-2021 (Thursday)
Date of Admission with late fee of Rs 1000	17-09-2021 (Friday)	23-09-2021 (Thursday)
Date of Admission with late fee of Rs 5000	24-09-2021 (Friday)	01-10-2021 (Friday)
Teaching starts from	16-08-2021 (Monday)	
Academic Term-I (AT-I) Odd Semesters (1 st , 3 rd , 5 th)		
AT-I (a)	16-08-2021 (Monday)	25-09-2021 (Saturday)
CP-1	15-09-2021 (Wednesday)	25-09-2021 (Saturday)
AT-1 (b) (Mid Semester Tests)	29-09-2021 (Wednesday)	12-10-2021 (Tuesday)
Retest	18-10-2021 (Monday)	29-10-2021 (Friday)
AT-I (c)	13-10-2021 (Wednesday)	Continue till End Semester Examination
CP-2	01-11-2021 (Monday)	15-11-2021 (Monday)
Practical Exams Starts from	20-11-2021 (Saturday)	
End Semester Examinations starts from	01-12-2021 (Wednesday)	
Semester Break	01-01-2022 (Saturday)	09-01-2022 (Sunday)
Academic Term –II (AT-II) Even Semesters (2 nd , 4 th , 6 th)		
AT-II (a)	10-01-2022 (Monday)	17-03-2022 (Thursday)
CP-I	14-02-2022 (Monday)	25-02-2022 (Friday)
AT-II (b) (Mid Semester Tests)	18-03-2022 (Friday)	31-03-2022 (Thursday)
Retest	09-04-2022	21-04-2022

	(Saturday)	(Thursday)
AT-II (c)	01-04-2022 (Friday)	Continue till End Semester Examination
CP-2	12-04-2022 (Tuesday)	23-04-2022 (Saturday)
Practical Exams Starts from	02-05-2022 (Monday)	
End Semester Examinations starts from	16-05-2022 (Monday)	

Note: College authorities may vary the schedule if contingencies so demand.

Uploading link is given below

<http://www.kmvjla.org/calendar.php>



The Heritage Institution
Kanya Maha Vidyalaya, Jalandhar (Autonomous)
 Re-accredited A by UGC-NAAC
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Proposed Academic Calendar for the Session 2021-22 for the College Teaching Departments having Semester System of Examination (Semester: I-II) (PG Programmes)

Academic Calendar		
	From	To
Admission Schedule		
Date of Normal Admission for PG Semester-I (Late fee will be charged from 24-09-2021 onwards)	24-09-2021 (Friday)	
Date of Admission with late fee of Rs 100	25-09-2021 (Saturday)	04-10-2021 (Monday)
Date of Admission with late fee of Rs 200	05-10-2021 (Tuesday)	11-10-2021 (Monday)
Date of Admission with late fee of Rs 1000	12-10-2021 (Tuesday)	18-10-2021 (Monday)
Date of Admission with late fee of Rs 5000	19-10-2021 (Tuesday)	25-10-2021 (Monday)
Teaching starts from	01-09-2021 (Wednesday)	
Academic Term-I (AT-I) Odd Semesters (1st)		
AT-I (a)	01-09-2021 (Wednesday)	27-10-2021 (Wednesday)
CP-1	07-10-2021 (Thursday)	15-10-2021 (Friday)
AT-1 (b) (Mid Semester Tests)	28-10-2021 (Thursday)	08-11-2021 (Monday)
Retest	15-11-2021 (Monday)	20-11-2021 (Saturday)
AT-I (c)	09-11-2021 (Tuesday)	Continue till End Semester Examination
CP-2	22-11-2021 (Monday)	30-11-2022 (Tuesday)
Practical Exams Starts from	10-12-2021 (Friday)	
End Semester Examinations starts from	15-12-2021 (Wednesday)	
Semester Break	01-01-2022 (Saturday)	09-01-2022 (Sunday)
Academic Term –II (AT-II) Even Semesters (2nd)		
AT-II (a)	10-01-2022 (Monday)	17-03-2022 (Thursday)
CP-I	14-02-2022 (Monday)	25-02-2022 (Friday)
AT-II (b) (Mid Semester Tests)	18-03-2022 (Friday)	31-03-2022 (Thursday)
Retest	09-04-2022 (Saturday)	21-04-2022 (Thursday)
AT-II (c)	01-04-2022 (Friday)	Continue till End Semester Examination

CP-2	12-04-2022 (Tuesday)	23-04-2022 (Saturday)
Practical Exams Starts from	02-05-2022 (Monday)	
End Semester Examinations starts from	16-05-2022 (Monday)	

Note: College authorities may vary the schedule if contingencies so demand.

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Annexure G
JOB READINESS COURSE
(Value Added Course-V)
(SEMESTER V)



Kanya Maha Vidyalaya, Jalandhar

(Autonomous)

The Heritage Institution

Course Title: JOB READINESS COURSE**Course Duration: 30 hours****Course intended for:** Semester V students of undergraduate degree programmes of all streams.**Course Credits: 2****Course Code: SECJ-5551****Objectives of the Course:**

It is a specialised programme structured to prepare the students ready and adaptable for their professional career. The students will be able to set goals for themselves with the exposure provided to them during the course. The main purpose of the course is to enhance their life skills, increase their capacities for adapting to professional environment and teaming up. They will learn the importance and art of synergising with others and working in teams. It will help them to realize their potential and set high but realistic goals.

Learning Outcomes:

On successful completion of this course, students will be able to:

- Build confidence and have positive attitude
- Have an overview and exposure of job markets to realize their potential
- Get inputs on critical thinking and leadership qualities
- Comprehend how speaking skills can help them excelling in job interviews
- Acquire knowledge of team work
- Share their ideas in the group and improve their listening skills
- Learn skills of self-introduction to represent themselves and to write a well drafted resume

CURRICULUM

Course Code: SECJ-5551

Course Credits: 02

Contact Hours: 30

MODULE	TITLE	HOURS
I	Goal Setting and Ambition	2 Hours
II	Positive Attitude and Self Confidence	2 Hours
III	Career Options and Job Markets	2 Hours
IV	Resume Building	4 Hours
V	Presentation Skills	4 Hours

VI	Public Speaking	4 Hours
VII	E-Mail Etiquette and Telephonic Conversation	2 Hours
VIII	Organizational Structure and Corporate Jargons	2 Hours
IX	Personal Interviews	4 Hours
X	Final Assessment, Feedback and Closure	4 Hours

EXAMINATION

- **Total Marks:** 25 (Comprising of some questions: 20 and Internal Assessment: 5)
- **Final Exam:** Multiple Choice Quiz and/or practice/mock tests - Marks – 20; Time: 1 to 2 hours depending upon the batch size of 10-20 participants
- **Internal Assessment:** 5 (Assessment: 3; Attendance:2)
 - Comparative assessment questions (medium length) in the beginning and at closure of the programme. Marks: 3; Time: 0.5 hour each at the beginning and end.
- **Total marks:** 25 converted to grade for final result
- **Grading system:**
 - 90.1% -100% marks: O grade
 - 80.1% - 90% marks: A+ grade
 - 70.1% - 80% marks: A grade
 - 60.1% - 70% marks: B+ grade
 - 50.1% -60% marks: B grade
 - 45%- 50 % marks: C grade
 - 35%-44.9% marks: P grade
 - Below 35% marks: F grade
 - Absent: Ab