GOVERNMENT OF INDIA

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(DEPARTMENT OF EDUCATION)

New Delhi, 21st December, 1988.

NOTIFICATION

S.O._____ In exercise of the powers conferred by sub-section (2) of section 1 of the Jamia Millia Islamia Act, 1988 (58 of 1988), the Central Government hereby appoints the 26th day of December, 1988, as the date on which the said Act shall come into force.

Sd/-
(J.D.GUPTA)
JOINT SECRETARY TO THE GOVT. OF INDIA.

NO.F.16-26/88-U.3

To
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

Copy to: -

1. Secretary, University Grants Commission, Bahadurshah Zafar Marg, NewDelhi-110002

2. Secretary, Ministry of Home Affairs, New Delhi.

3. Secretary, Education Department, Delhi Administration, Delhi.

Hony. Jt. Director (Admn.)
Centre for Distance & Open Learning
Jamia Millia Islamia, New Delhi – 110025

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

PAGE ①

4. Librarian, Parliament Library, New Delhi.

5. Secretary General, Lok Sabha Secretariat, New Delhi.

6. Secretary General, Rajya Sabha Secretariat, New Delhi.

7. Ministry of Law & Justice (Legislative Deptt.), New Delhi.

8. Vice-Chancellor, Jamia Millia Islamia, Jamia Nagar, New Delhi-25.

9. Secretary, Association of Indian Universities, A.I.U. House, 16, Kotla Marg, New Delhi.

10. All Ministries/Departments of the Government of India (including the President's Secretariat, the Prime Minister's Office, the Cabinet Secretariat and Planning Commission).

11. All State Governments and Union Territories.

12. Registrars of all Universities and deemed to be Universities.

13. Press Information Bureau (Shri Prem Sunder) D. P. I. O., New Delhi.

14. All Officers in the Ministry.

15. Guard File/Coordination Asstt. / Notification file.

<div align="right">
Sd/-
(SHOBHANA JOSHI)
Under Secretary to the Govt. of India.
</div>

PAGE ②

GOVERNMENT OF INDIA

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(DEPARTMENT OF EDUCATION)

New Delhi, 21st December, 1988.

NOTIFICATION

S.O._____ In exercise of the powers conferred by sub-section (2) of section 1 of the Jamia Millia Islamia Act, 1988 (58 of 1988), the Central Government hereby appoints the 26th day of December, 1988, as the date on which the said Act shall come into force.

Sd/-
(J.D.GUPTA)
JOINT SECRETARY TO THE GOVT. OF INDIA.

NO.F.16-26/88-U.3

To
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

Copy to: -

1. Secretary, University Grants Commission, Bahadurshah Zafar Marg, NewDelhi-110002

2. Secretary, Ministry of Home Affairs, New Delhi.

3. Secretary, Education Department, Delhi Administration, Delhi.

Hony. Jt. Director (Admn.)
Centre for Distance & Open Learning
Jamia Millia Islamia, New Delhi – 110025

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

PAGE ①

4. Librarian, Parliament Library, New Delhi.

5. Secretary General, Lok Sabha Secretariat, New Delhi.

6. Secretary General, Rajya Sabha Secretariat, New Delhi.

7. Ministry of Law & Justice (Legislative Deptt.), New Delhi.

8. Vice-Chancellor, Jamia Millia Islamia, Jamia Nagar, New Delhi-25.

9. Secretary, Association of Indian Universities, A.I.U. House, 16, Kotla Marg, New Delhi.

10. All Ministries/Departments of the Government of India (including the President's Secretariat, the Prime Minister's Office, the Cabinet Secretariat and Planning Commission).

11. All State Governments and Union Territories.

12. Registrars of all Universities and deemed to be Universities.

13. Press Information Bureau (Shri Prem Sunder) D. P. I. O., New Delhi.

14. All Officers in the Ministry.

15. Guard File/Coordination Asstt. / Notification file.

Sd/-
(SHOBHANA JOSHI)
Under Secretary to the Govt. of India.

Hony. Jt. Director (Admn.)
Centre for Distance & Open Learning
Jamia Millia Islamia New Delhi – 110025

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

PAGE ②

No. JMI/R.O./L&Ord./2009

July 14, 2009

NOTIFICATION

This is to notify for information of all the concerned that the Executive Council in its Meeting held on 23.06.2009 vide its Resolution No.EC-2009 (IV):5 on the recommendation of the Academic Council vide its Resolution No.AC-2009(III):6 dated 01.06.2009 has approved the Common and Individual Ordinances of the following Centres of Jamia Millia Islamia, in terms of the Section 25(1)(k) of JMI Act, 1988:

1) Common Ordinance for All the Centres of the Jamia created through Statute 22-A, JMI Act, 1988.
2) Ordinance for Dr. Zakir Husain Institute of Islamic Studies; JMI
3) Ordinance for FTK-Centre for Information Technology; JMI
4) Ordinance for Maulana Mohammed Ali Jauhar Academy of Third World Studies; JMI
5) Ordinance for Centre for Distance and Open Learning; JMI
6) Ordinance for Centre for Management Studies; JMI
7) Ordinance for Nelson Mandela Centre for Peace & Conflict Resolution; JMI
8) Ordinance for Centre for Jawaharlal Nehru Studies; JMI
9) Ordinance for Centre for Comparative Religions and Civilization; JMI
10) Ordinance for Centre for West Asian Studies; JMI
11) Ordinance for Dr. K.R. Narayanan Centre for Dalit & Minorities Studies; JMI
12) Ordinance for Centre for Spanish & Latin American Studies, JMI.

Above Ordinances supersede the Ordinances already existing in respect of above Centres.

Further, the Majlis (E.C.) approved the new numbers of the existing Ordinances as shown in the Annexure.

(Prof. Z. H. Khan)
Offg. Registrar

Copy for information to:-
1. All the Deans of Faculties of JMI
2. All the Directors of the Centres of JMI
3. The Hony. Director, FTK Centre for Information Technology, JMI-for posting the Common and Individual Ordinances of different Centres on the Website of Jamia.
4. The Finance Officer, JMI
5. The Dy. Registrars (Admn/HRD), JMI
6. The Director, Media & Culture, JMI
7. The Secretary to the Vice-Chancellor, JMI
8. The Asstt. Registrar (E-II), JMI
9. The Asstt. Registrar (A&C), JMI
10. The Sr. P.A. to the Registrar, JMI
11. File /Folder

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

Assistant Registrar
Legal & Ordinance Cell

Page (1)

Ordinance 23 (XXIII)

CENTRE FOR DISTANCE AND OPEN LEARNING

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a "Centre for Distance and Open Learning", hereinafter called "The Centre".

2. **Aims, Objectives and Functions of the Centre**

   The Centre shall:

   (i) provide opportunities for Higher Education to those who are not able to draw benefit from formal system of education;

   (ii) develop and conduct Academic & Professional programmes through Distance Mode.

   (iii) arrange counseling at Study Centres and other activities related to distance education in India and abroad.

   (iv) develop print and other electronic materials for learning.

   (v) develop and organize on-line delivery of the course content;

   (vi) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.

   (vii) perform such other functions and to undertake such other activities, which are essential or incidental to the achievement of its principal objective.

3. **Board of Management**

   The Board of Management of the Centre, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance of the Centres.

   The three members from outside the University shall be adopted as per the following specification:

133

Page ③

New numbers of the existing Ordinances

S. No.	EXISTING		AMENDED	
	Subject of the Ordinance	Ordinance No.	Subject of the Ordinance	Ordinance No.
1.	Common Ordinance for the Centres	—	Common Ordinance for the Centres	19 (XIX)
2.	Board of Management for the Zakir Husain Institute of Islamic Studies	19 (XIX)	Zakir Husain Institute of Islamic Studies	20 (XX)
3.	FTK- Centre for Information Technology	21 (XXI)	FTK- Centre for Information Technology	21 (XXI)
4.	Board of Management for the Academy of Third World Studies	20 (XX)	Maulana Mohammad Ali Jauhar Academy of Third World Studies	22 (XXII)
5.	Centre for Distance and Open Learning	-----	Centre for Distance and Open Learning	23 (XXIII)
6.	Centre for Management Studies	-----	Centre for Management Studies	24 (XXIV)
7.	Nelson Mandela Centre for Peace and Conflict Resolution	22 (XXII)	Nelson Mandela Centre for Peace and Conflict Resolution	25 (XXV)
8.	Centre for Jawaharlal Nehru Studies	23 (XXIII)	Centre for Jawaharlal Nehru Studies	26 (XXVI)
9.	Centre for Comparative Religions and Civilizations	24 (XXIV)	Centre for Comparative Religions and Civilizations	28 (XXVIII)
10.	Centre for West Asian Studies	25 (XXV)	Centre for West Asian Studies	29 (XXIX)
11.	Centre for Dalit and Minorities Studies	26 (XXVI)	Dr. K.R. Narayanan Centre for Dalit and Minorities Studies	30 (XXX)
12.	Centre for Spanish & Latin American Studies	28 (XXVIII)	Centre for Spanish & Latin American Studies	31 (XXXI)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Jamia Millia Islamia

Maulana Mohammed Ali Jauhar Marg, New Delhi as

Accredited

with CGPA of 3.09 on four point scale

at A grade

valid up to March 02, 2020

Date : March 03, 2015

Director

Director (Admn.)
Centre for Distance & Open Learning
Jamia Mill
– 110025

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

EC(SC)/05/A&A/126

Centre For Distance & Open Learning
Jamia Millia Islamia, New Delhi-110025
PROPOSED ACADEMIC CALENDER : 2018-19

S. No	Activities	Fee/ Charge (Rs. If Any)	Programme	Part	Last Dates	Place
1	Commencement of Counselling Classes	-----------	UG/Diploma/Certificate Programmes	I	November 2018*	Study Centre
		-----------	UG/Diploma# Programmes	II & III	September 2018*	Study Centre
		-----------	PG/PG Diploma Programmes	I	November 2018*	Study Centre
		-----------	PG Programmes	II	September 2018*	Study Centre
2	Submission of Assignments	-----------	UG/Diploma/Certificate Programmes	I	Feb. 04, 2019	Study Centre
			UG/Diploma# Programmes	II & III	Jan. 21, 2019	Study Centre
			PG/PG Diploma Programmes	I	Feb. 11, 2019	Study Centre
			PG Programmes	II	Jan. 28, 2019	Study Centre
3	Submission of Assignments with late fee up to 4 weeks	100/- Per Assignment through Demand Draft in Favour of Jamia Millia Islamia Payble at New Delhi	UG/Diploma/Certificate Programmes	I	Mar. 04, 2019	Study Centre
			UG/Diploma# Programmes	II & III	Feb. 18, 2019	Study Centre
			PG/PG Diploma Programmes	I	Mar. 11, 2019	Study Centre
			PG Programmes	II	Feb. 25, 2019	Study Centre
5	Display of Assignments Marks	--------	May 14, 2019			Study Centre/ JMI Website
6	Collection of Evaluated Assignments	--------	May 2019 (Only on weekend)			Study Centre
7	Workshop /Practical/Pratice Teaching (If any applicable)		The exact dates will be communicated through Study Centre or Via SMS			Study Centre
8	Submission of Term-End Examination Form	--------	UG/Diploma/Certificate Programmes	I	Jan. 19, 2019	CDOL/ Study Centre
			UG/Diploma# Programmes	II & III	Jan. 12, 2019	CDOL/ Study Centre
			PG/PG Diploma Programmes	I	Jan. 29, 2019	CDOL/ Study Centre
			PG Programmes	II	Feb. 01, 2019	CDOL/ Study Centre
9	Submission of Term-End Examination Form with late fees upto 4 weeks	250/- through Demand Draft in Favour of Jamia Millia Islamia Payble at New Delhi	UG/Diploma/Certificate Programmes	I	Feb. 18, 2019	CDOL/ Study Centre
			UG/Diploma# Programmes	II & III	Feb. 09, 2019	CDOL/ Study Centre
			PG/PG Diploma Programmes	I	Feb. 23, 2019	CDOL/ Study Centre
			PG Programmes	II	Mar. 01, 2019	CDOL/ Study Centre
10	Submission of Term-End Examination Form with late fees upto 8 weeks	600/- through Demand Draft in Favour of Jamia Millia Islamia Payble at New Delhi	UG/Diploma/Certificate Programmes	I	Mar. 16, 2019	CDOL/ Study Centre
			UG/Diploma# Programmes	II & III	Mar. 09, 2019	CDOL/ Study Centre
			PG/PG Diploma Programmes	I	Mar. 23, 2019	CDOL/ Study Centre
			PG Programmes	II	Mar. 30, 2019	CDOL/ Study Centre
11	Term-End Examination (Date Sheet & Examination Venue may be notified at JMI website (http://jmi.ac.in/cdol/examination) first week of May-2019				Arrangements for separate Term-End Examination for Indian Defence Personnel are being made and the dates & details pertaining to the same will be notified later.	

Important Notes:

*The Exact date and Place for Commencement of Counselling Classes will be communicated to the students during Induction Meeting or Via SMS.

Students have to submit their required fees (if applicable) through Demand Drafts only at the study centre along with their assignments.

The fees/charges are payable in the form of demand draft only drawn in favour of 'Jamia Millia Islamia', payable at 'New Delhi'.

The students are advised to go through their Programme Guide for details of Fees and Other Charges especially in the case of Clear Remaining students.

Students are advised to be in touch with their study centre regularly for any update rather than be dependent on SMS services.

All dates and fees mentioned above are subjected to change if needed.

Diploma will be applicable to the 2nd/3rd and 4th years clear remaining students of Diploma in Electrical Engineering

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

Hony. Director (dmn.)
Centre for Distance & Open Learning
Jamia Millia Islamia, New Delhi – 110025

Distance Education Bureau
University Grants Commission
New Delhi

18.09.2017

Subject: Approval of Statutory Bodies for Programme Project Reports

Sir,

This is to certify that the Programme Project Reports of the following courses being offered by the Centre for Distance and Open Learning (CDOL) have been duly approved by the Academic Council, Jamia Millia Islamia:

1. MA in English
2. MA in Hindi
3. MA in Sociology
4. MA in History
5. MA in Human Resource Management
6. MA in Public Administration
7. MA in Political Science
8. Masters in Commerce
9. MA in Education
10. Bachelor of Education
11. Bachelor of Arts
12. Bachelor of Commerce
13. Bachelor of Commerce: International Business and Finance
14. Bachelor of Business Administration
15. Post Graduate Diploma in Guidance and Counselling
16. Post Graduate Diploma in Geoinformatics
17. Diploma in Early Childhood Care and Education
18. Certificate in Computer Hardware and Network Technology
19. Certificate in Computer and Information Technology

Further, the following courses have been proposed by the Centre for Distance and Open Learning to be introduced from the academic session 2018-19. Approval for their Programme Project Reports will be accordingly placed before the Academic Council for approval.

1. Masters in Business Administration
2. Masters in Education (MEd)
3. Post Graduate Diploma in Computer Applications

Regards,

A. P. Siddiqui, IPS
Registrar
Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

A. P. Siddiqui (IPS)
Registrar

Distance Education Bureau
University Grants Commission
New Delhi

18.09.2017

Subject: Approval of Statutory Bodies for Study Learning Materials

Sir,

This is to certify that the Study Learning Materials (SLMs) of the following courses being offered by the Centre for Distance and Open Learning (CDOL) have been duly approved by the Advisory Council, CDOL, Jamia Millia Islamia:

1. MA in English
2. MA in Hindi
3. MA in Sociology
4. MA in History
5. MA in Human Resource Management
6. MA in Public Administration
7. MA in Political Science
8. Masters in Commerce
9. MA in Education
10. Bachelor of Education
11. Bachelor of Arts
12. Bachelor of Commerce
13. Bachelor of Commerce: International Business and Finance
14. Bachelor of Business Administration
15. Post Graduate Diploma in Guidance and Counselling
16. Post Graduate Diploma in Geoinformatics
17. Diploma in Early Childhood Care and Education
18. Certificate in Computer Hardware and Network Technology
19. Certificate in Computer and Information Technology
20. Masters in Business Administration
21. Masters in Education (MEd)
22. Post Graduate Diploma in Computer Applications

Regards,

A. P. Siddiqui, IPS
Registrar

Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

Centre for Distance and Open Learning
Jamia Millia Islamia

Format for Faculty Details

Academic Staff

Sr. No.	Name of the Faculty Permanently Dedicated for ODL	ODL Programme	Qualifications/ Appointment Order	Designation	Experience (in years)	Works at
1	Dr. Abdullah M. Chishti	All programmes	PhD Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Deputy Director (Academics)	11 years	Headquarters
2	Dr. Chandra Mohan Singh	All programmes	PhD Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Deputy Director (Admin.)	09 years	Headquarters
3	Ms. Samina Rizvi	Post-Graduate Diploma in Geoinformatics, Certificate in Computer Hardware and Network Technology and Certificate in Information Technology	Bachelors of Science in Engineering (Chemical) 4 Years Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	18 years	Headquarters
4	Ms. Najmus Sehar	Post-Graduate Diploma in Guidance and Counselling	Masters in Education Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	10 years	Headquarters
5	Mr. Shah Alam Khan	Bachelor of Arts (General)	Masters in English Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	7 years	Headquarters
6	Mr. A. Mannan Farooqui	Bachelor of Business Administration	Masters in Economics Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	10 years 06 months	Headquarters
7	Ms. Farah Marghoob	Diploma in Early Childhood Care and Education, Bachelors in Education and Bachelor of Business Administartion for Indian Navy	Masters in Sociology Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	13 years	Headquarters

		Personnel				
8	Mr. M. Haris Siddiqui	Masters in Political Science	Masters in Sociology Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	09 years	Headquarters
9	Mr. Juned Khan	Bachelors in Commerce (for General students and Indian Air Force and Indian Navy Personnel) and Bachelors in Commerce with International Finance	Masters in Commerce Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	06 years 04 months	Headquarters
10	Ms. Saima Naz	Masters in English and Masters in Human Resource Management	Masters in English and Bachelor of Education Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	10 months	Headquarters
11	Ms. Nida Eqbal	Masters in Education (for General students and Indian Air Force and Indian Navy Personnel), Bachelor of Arts for Indian Air Force Personnel and Post Graduate Diploma in Guidance and Counselling for Indian Air Force Personnel	Master of Philosophy in English and PhD (ongoing) Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	04 years	Headquarters
12	Mr. Sarfaraz Nawaz Khan	Masters in Commerce and Bachelors in Commerce and Bachelor of Arts for Indian Air Force Personnel	Masters in Business Administration, Master in Commerce and post Graduate Diploma in Banking Operation Management Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	2 years 10 months	Headquarters
13	Mr. Naved Jamal	Masters in Sociology and Bachelor of Arts for Indian Navy Personnel	Masters in Sociology Selection/RPS/RO/JMI/ 2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	18 years	Headquarters
14	Mr. Musharraf Adil	Bachelors of Business Administration	Masters in Economics Selection/RPS/RO/JMI/	Academic Coordinator/ Assistant	24 years	Headquarters

Sr. No.	Name	Qualifications	Designation	Experience	Appointment Order	Works at
		for Indian Air Force Personnel	2017 Dated: 24.03.2017	Director		
15	Ms. Imrana Parveen	Masters in Hindi	Masters in Public Administration Selection/RPS/RO/JMI/2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	3 years	Headquarters
16	Mr. Md. Ahteshamul Hasan	Masters in Public Administration	Masters in Mass Communication and Masters in Islamic Studies Selection/RPS/RO/JMI/2017 Dated: 24.03.2017	Academic Coordinator/ Assistant Director	09 years	Headquarters

Individuals appointment orders attached in hard copy.

Administrative Staff

Sr. No.	Name of the Administrative Staff	Qualifications	Designation	Experience (in years)	Appointment Order	Works at
1	Professor M. Mujtaba Khan	MPhil in Political Science	Officer on Special Duty	39 years	NA	Headquarters
2	Dr. Arvind Kumar	PhD	Hony. Joint Controller of Examinations (ODL)	07 years	NA	Headquarters
3	Mr. Prashant Negi	MPhil in Sociology, PhD (Ongoing)	Hony. Joint Director (Administration)	16 years	NA	Headquarters
4	Ms. Masarrat	Masters in Political Science, Post Graduate Diploma in Computer Applications and Post Graduate Diploma in Distance Education	Office Assistant F.No.CDOL/RPS/RO/JMI/2017 Dated: 26.07.2017	14 years	Certified copy attached	Headquarters
5	Mr. Mumtaz Ahmad Khan	Masters in Political Science and Bachelors of Science	Accounts Assistant F.No.CDOL/RPS/RO/JMI/2017 Dated: 26.07.2017	28 years	Certified copy attached	Headquarters
6	Ms. Shivani Bhardwaj	Masters in Sociology	Lower Division Clerk F.No.CDOL/RPS/RO/JMI/2017 Dated:	08 years	Certified copy attached	Headquarters

			26.07.2017			
7	Ms. Nabila Jamal	Masters in History	DTP Operator Multilingual F.No.CDOL/RPS/ RO/JMI/2017 Dated: 26.07.2017	09 years	Certified copy attached	Headquarters
8	Mr. Vijay Kumar	Bachelors in Political Science	Storekeeper (SLM) F.No.CDOL/RPS/ RO/JMI/2017 Dated: 26.07.2017	12 years	Certified copy attached	Headquarters
9	Dr. Abdul Sattar	PhD	Evaluator	15 years	NA	Headquarters
10	Mr. Badar Tasleem	Masters in Political Science	Office Assistant	29 years	NA	
11	Mr. Sahib	10+2	Lower Division Clerk	06 years	NA	Headquarters
12	Mr. M. Ibrahim	Class 8	Faarash/Peon	27 years	NA	Headquarters
13	Ms. Anita	-	Supervisor	28 years	NA	Headquarters

Individuals appointment orders attached in hard copy.

Outsourced Staff

Sr. No.	Name of the Administrative Staff	Designation	Appointment Order	Works at
1	Mr. Aqibuz Zaman	Account Assistant	Certified copy attached	Headquarters
2	Mr. Mohammad Fazil	Account Assistant	Certified copy attached	Headquarters
3	Ms. Sadaf Sarwar	Account Assistant	Certified copy attached	Headquarters
4	Mr. Abdul Qadir	Upper Division Clerk	Certified copy attached	Headquarters
5	Mr. Mohammad Miraj Hasan	Upper Division Clerk	Certified copy attached	Headquarters
6	Ms. Kousar Mulla	Upper Division Clerk	Certified copy attached	Headquarters
7	Mr. Nasarullah	Lower Division Clerk	Certified copy attached	Headquarters
8	Mr. Gayasuddin Siddiqui	Lower Division Clerk	Certified copy attached	Headquarters
9	Mr. Jameel Ahmad	Data Entry Operator	Certified copy attached	Headquarters
10	Ms. Nafisa	Data Entry Operator	Certified copy attached	Headquarters
11	Ms. Nzrana Bano	Data Entry Operator	Certified copy attached	Headquarters
12	Mr. Upendra Tripathy	Data Entry Operator	Certified copy attached	Headquarters
13	Ms. Nazish Fatima	Library Assistant	Certified copy attached	Headquarters
14	Mr. Syed Azhar	Lower Division	Certified	Headquarters

	Hussain	Clerk	copy attached	
15	Ms. Maryam Zaidi	Telephone Operator/ Receptionist	Certified copy attached	Headquarters
16	Ms. Kaneez Fatima	Telephone Operator/ Receptionist	Certified copy attached	Headquarters
17	Mr. Maghoob Khan	Library Attendant	Certified copy attached	Headquarters
18	Mr. Zeeshan Khan	Store Attendant	Certified copy attached	Headquarters
19	Mr. Mohd. Hasan	Attendant	Certified copy attached	Headquarters
20	Mr. Mazhar Khan	Attendant	Certified copy attached	Headquarters
21	Mr. Aslam Khan	Attendant	Certified copy attached	Headquarters
22	Mr. Iqbal Hadar	Attendant	Certified copy attached	Headquarters
23	Mr. Mohd. Jameel	Attendant	Certified copy attached	Headquarters
24	Mr. Hasan Mohd. Zaidi	Attendant	Certified copy attached	Headquarters
25	Mr. Najmul Saquib	Attendant	Certified copy attached	Headquarters
26	Ms. Shahida Khatoon	Attendant	Certified copy attached	Headquarters
27	Ms. Sudha	Safai Karamchari	Certified copy attached	Headquarters
28	Mr. Rakesh s/o Mr. K. Lal	Safai Karamchari	Certified copy attached	Headquarters
29	Mr. Rakesh s/o Mr. Giriraj	Safai Karamchari	Certified copy attached	Headquarters

Individuals appointment orders attached in hard copy.

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No.	:	IN-DL32216346728565P
Certificate Issued Date	:	18-Sep-2017 04:02 PM
Account Reference	:	IMPACC (IV)/ dl764103/ DELHI/ DL-DLH
Unique Doc. Reference	:	SUBIN-DLDL76410366181191495689P
Purchased by	:	Registrar Jamia Millia Islamia
Description of Document	:	Article 4 Affidavit
Property Description	:	Not Applicable
Consideration Price (Rs.)	:	0 (Zero)
First Party	:	Registrar Jamia Millia Islamia
Second Party	:	Not Applicable
Stamp Duty Paid By	:	Registrar Jamia Millia Islamia
Stamp Duty Amount(Rs.)	:	100 (One Hundred only)

....................Please write or type below this line....................

GOVT. OF INDIA
REG No. 1082
DELHI
RAKESH KAUSHAL
NOTARY

Registrar
Jamia Millia Islamia
(Central University)
New Delhi-110025

1 8 SEP 2017

AFFIDAVIT

I, A.P. Siddiqui, Registrar, Jamia Millia Islamia, University, Maulana Mohammad Ali Jauhar Marg, New Delhi-110025, do hereby solemnly affirm and declare as under:

1. That university namely Jamia Millia Islamia wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from July, 2018.

2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017.

3. That university is eligible in all respect to apply to UGC to offer education through open and distance learning mode as per UGC (ODL) Regulations, 2017.

4. That university has submitted the proposal as per the UGC (ODL) Regulations, 2017.

5. That university has submitted the proposal ONLINE in the prescribed format and has also submitted duly certified three hard copies of the proposal along with all the annexures, within the specified period, to UGC.

6. That the university has not been offering education through open and distance learning mode till now

OR

That the University has been offering education through open and distance learning mode with the approval of UGC/Erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F.No. DEC/JamiaMillia/Delhi/09/433 dated 16.11.2009 and norms issued by the relevant/concerned statutory bodies time to time.

7. That the university shall scrupulously abide by UGC (ODL) Regulations, 2017 while imparting education through open and distance learning mode after getting the approval of UGC.

8. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.

9. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017.

10. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage, the recognition of University shall be withdrawn along with other punitive measures mentioned in UGC (ODL) Regulations, 2017. The University concerned shall be solely responsible for the career consequences, if any arising out of the same.

DEPONENT
Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025

Verification:

I, the above named deponent do hereby verify as 18-09-2017 at New Delhi that the contents mentioned above are correct and true statements.

DEPONENT
Registrar
Jamia Millia Islamia
(A Central University)
New Delhi-110025
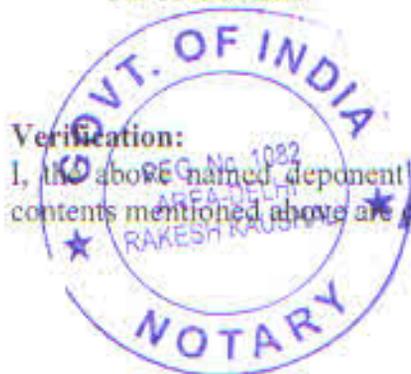
Notary Public Delhi

1 8 SEP 2017

PROGRAMME PROJECT REPORT (PPR)
DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION (DECCE) DISTANCE MODE

Centre for Distance and Open Learning has introduced the DECCE (distance mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. The aim of this programme is to prepare and train practicing early childcare workers to manage and run Early Child Care and Education (ECCE) Centres effectively. It will also help to develop understanding and competencies required to work with young children (i.e. children below 6 years) in various childcare centres like crèches, preschools and balwadis. ECCE experience is crucial for a young child. Its importance has been reiterated in National Policy of Education (1986) as a feeder and support programme for primary education. Therefore, there is a need to train people and develop knowledge, skills and attitudes towards ECCE. The programme will be of special relevance for nursery teachers, managers and supervisors, as it will enable them to work in and / or to set up and run their own childcare centres, thereby furthering employment opportunities. This Programme will ensure the professional improvement and career advancement of the teachers and others working in an ECCE Centre by enhancing not only their knowledge regarding the growth and development of the children but also by developing their skills and competencies to manage and run an ECCE Centre effectively.

OBJECTIVES OF THE PROGRAMME
The programme aims to achieve the following objectives:
- To strengthen the professional competencies of practicing early childcare workers.
- To develop the right attitude and perspective towards ECCE.
- To develop an understanding of the needs and abilities of young children at different ages.
- To enhance the understanding of the various principles of growth and development of children at different ages.
- To enable the ECCE workers to assess programme needs, implement goals and evaluate programme effectiveness.
- To provide knowledge and develop strategies to manage an effective programme operation.
- To provide training for enhancement of children's development by planning programmes and activities for children at different stages.
- To help the students develop skills to communicate and interact with parents and community.

MINIMUM ELIGIBILITY
10+2 or equivalent Examination from a recognized board / university. Preference will be given to those who have experience as a Childhood Care Practitioner.
Admission to this programme is provided to the eligible candidates on first come first serve basis.

COUNSELLING SESSION
Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. **It may be noted that the counselling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLM.**
In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your course materials and

make a plan of the points to be discussed. The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.

Counselling sessions will be organized in all theory courses. The counselling duration will be of 2 hours in each of the five sessions. Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions.

MODE OF INSTRUCTION

It is based on Self-Learning Study Material prepared and supplied by CDOL, besides counselling sessions and other exercises such as assignments etc.

Duration of the Programme
Minimum duration of the Programme: 1 (One) Year
Maximum duration of the Programme: 3 (Three) Year

Medium of Instruction: English & Hindi

Programme Fee

Total	Rs. 5600/-

Brief Programme Structure

Course Code	Course Title	Evaluation Scheme		
		Theory	**Assignment**	**Total**
DECCE-01	Understanding the Child	70	30	100
DECCE -02	Organizing ECCE Institutions	70	30	100
DECCE -03	ECCE Programme and Activities	70	30	100
DECCE -04	Project Work	……	…...	**200**
Total		**210**	**90**	**500**

Detailed Programme Structure

DECCE-01: Understanding the Child
Block - 1 :   Childhood - I
        Unit - 1   Understanding Our Childhood
        Unit 2   The Experience of being a Child
        Unit 3   Child Care in India
Block 2   Childhood - II
        Unit 4   Basic Concepts in Child Development
        Unit 5   Principles of Child Development
        Unit 6   Needs and Rights of Children
        Unit 7   Learning Process in Children
        Unit 8   Different Perspectives to Understanding the Child

Block 4   **Evaluation Techniques**
          Unit 11   What is Evaluation?
          Unit 12   Need for Evaluation
          Unit 13   Techniques of Evaluation
          Unit 14   Cautions and Precautions/Evaluating Young Children
Block 5   **Documenting Children's Progress**
          Unit 15   Recording Procedures
          Unit 16   Recording Children's Progress
          Unit 17   Programme Evaluation

DECCE-O4: Project Work

Project Work (200 Marks)

This course involves the activities for which the student-teacher will be placed in a nursery school / preschool for 30 days. The student-teacher will be required to carry out activities with the children in the nursery school/preschool and prepare Activity Plans and Reports. These Activity plans and Reports will then be compiled as a Project File and submitted to the Programme Centre for evaluation. **The student will be assigned a guide supervisor who will be a teacher from the nursery school / preschool in which the student is placed for the Project Work.**

Details of Activities for which Reports are to be Submitted

A student will have to select four activities for project work worth **200** marks from the ones given below. The activity 1st and 2nd are compulsory while the student may opt for any two from the rest.   A brief outline of the projects within each activity is given below. Choose the projects keeping in view your area of interest.

S. No	Name of the Activity	Marks
Compulsory Activities		
1.	Classroom Transaction	50
2.	Classroom Management	50
Optional Activities (Any Two)		
3.	Setting up a Child Care Centre	50
4.	Observing Children	50
5.	Developing Resource Material	50
6.	Health & Nutrition	50
7.	Inclusion of students with special needs	50

Workshop

A 5-days workshop is part of the DECCE (Distance Mode) Programme. Every student is required to attend this workshop. The aim of organsing this workshop is to help the students understand and undertake the Project Work in an organised and systematic manner, enabling them to learn more and participate in the Project Work activities with greater insight and command. The entire workshop will be divided into 4 sessions. Each session will cover one practical activity. The Programme Incharge and the academic counsellor (s) will conduct the workshop. Some sessions will have group participation & group discussions while some activities will be carried out individually. The session will be interactive where the students will share their observations and experiences with the fellow students and the facilitator.

WORKSHOP TABLE

Day	Session I	Session II	Session III	Session IV
1	Overview of the workshop & its importance	Introduction of various Project Work Activities	Teacher's Role as a manager, a researcher & a social welfare individual	Planning organising and implementing the activities in general
2	Classroom Transaction & Classroom Management	Health & Nutrition	Setting up a Child Care Centre	
3	Inclusion of Students with Special Needs		Observing Children	
4	Developing Resource Material		Preparing of the Report	
5	Selection of Activities		Group Discussion & Valedictory	

Note: Each session will be of one and a half hour duration.

EVALUATION SYSTEM

Assignments

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed course material. However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.
For your own record it is advisable to retain a copy of all the assignment responses.
You have to submit the Assignments to the Study Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.
Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

ANNUAL EXAMINATIONS

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result.

<u>**PROGRAMME PROJECT REPORT (PPR)**</u>

Bachelor of Arts (B.A. General) (Distance Mode)

Centre for Distance and Open Learning has introduced the Bachelor Of Arts (B.A. General) (Distance Mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme caters to develop human resources as well as enhance understanding and bring in self-enrichment. The programme offers an array of courses in an attempt to make undergraduate education more relevant to the immediate environment.

OBJECTIVES OF THE PROGRAMME
 This Programme aims to achieve the following objectives:
- To provide an opportunity to get a B.A (General) Degree to those who find it too difficult or even impossible to pursue regular B.A at a University either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To help the students for development of knowledge, core competencies and skills characteristic.
- The preparation of students to respond innovatively to emerging trends in society**.**
- To enable a Graduate to acquire the basic intellectual equipment in terms of thinking ability, linguistic skills and reasonable knowledge in certain fields with which he/she can enter the world of work.
- To put in place structure and the contents of the programme to make it an integrated and interdisciplinary programme with flexibility and choice.
  To provide the students a demanding, but worthwhile and enjoyable experience, in the form of a liberal education to enter the wider world of work or go for higher studies after three years of the programme.

MINIMUM ELIGIBLITY
10+2 or equivalent from a recognized Board
Admission to this programme is provided to the eligible candidate on first come first serve basis

COUNSELLING SESSION
Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. **It may be noted that the counselling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLM.**
In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your programme materials and make a plan of the points to be discussed. The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.

Counselling sessions will be organized in all theory programmes. The counselling duration will be of 2 hours in each of the five sessions. Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions.

MODE OF INSTRUCTION

It is based on Self-Learning Study Material prepared and supplied by CDOL, besides counselling sessions and other exercises such as assignments etc.

Duration of the Programme

Minimum duration of the Programme: 3 (Three) Years.
Maxium duration of the Programme: 6 (Six) Years.
Medium of Instruction: English/Hindi

Programme Fee

Previous Year	Rs. 7200/-
Second Year	Rs. 7200/-
Final Year	Rs. 7200/-

ACADEMIC CALENDAR

The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, Assignments, and Examinations etc. **Try to keep an eye on the important dates given in your academic calendar for different activities. You can view and download your academic calendar from JMI website – jmi.ac.in as well as on the notice board of Centre for Distance and Open Learning .**

STUDY CENTRE

The Study Centre to which you have been admitted will remain your Study Centre till you have cleared all programmes within the maximum time allowed. No student would be permitted to change his/her Study Centre at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Study Centre only. However, the CDOL, JMI reserves the right to discontinue/change the Examination/Study Centre at any point of time as it deem appropriate.

EVALUATION SYSTEM

Assignments

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a programme carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed programme material. However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Study Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

Annual Examinations

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form and send to the Centre for Distance and Open learning, **Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025.**

<div align="center">

Brief Programme Structure
COMPULSORY / OPTIONAL PAPERS
Compulsory Courses:-
</div>

1. Elementary Urdu (compulsory for those students who have not study Urdu in 10th class)
2. Islamiat or **Indian Religion and Culture** (a student has to study any one from the following subject in part-I)
Note: **Students have to submit only Assignment. No Term-end-Examination will be held for Islamiat, Indian Religion & Culture and Elementary Urdu.**
3. **General English – (GEG-I)** all the students has to study GEG-I in 1st Year.
4. **General English – (GEG-II)** all the students has to study GEG-II in 2nd Year.

<div align="center">

Optional Courses:-
</div>

Out of the following the student has to select one subject from **Group A** and two subject from **Group B**.
Group – A   : Urdu, Hindi and English
Group – B   : Political Science, History, Sociology, Economic and Islamic Studies

<div align="center">

Study and Evaluation Scheme of B.A (General) : COMPULSORY SUBJECTS
</div>

S. No.	Course Code	Courses Title	EVALUATION SCHEME		Total
			Theory	Assignments	
1.	GEG-I	General English – 1st Year	70	30	100
2.	GEG-II	General English – 2nd Year	70	30	100
3.	ELU	Elementary Urdu	-	100	100
4.	BISL	Islamiat	-	100	100
5.	IRC	Indian Religion & Culture	-	100	100
		Total	**140**	**360**	**200**

Study and Evaluation Scheme of B.A (General) Elective Course: PART - I

S. No.	Course Code	Course Title	EVALUATION SCHEME		Total
			Theory	Assignments	
1.	BUL-I	Urdu	70	30	100
2.	BHD-I	Hindi	70	30	100
3.	BEG-I	English	70	30	100
4.	BPS-I	Political Science	70	30	100
5.	BHIS-I	History	70	30	100
6.	BSO-I	Sociology	70	30	100
7.	BECO-I	Economic	70	30	100
8.	BISLS-I	Islamic Studies	70	30	100
Total			**90**	**210**	**300**

Study and Evaluation Scheme of B.A (General) Elective Course: PART – II

S. No.	Course Code	Course Title	EVALUATION SCHEME		Total
			Theory	Assignments	
1.	BUL-02	Urdu-II	70	30	100
2.	BUL-03	Urdu-III	70	30	100
3.	BHD-02	Hindi-II	70	30	100
4.	BHD-03	Hindi-III	70	30	100
5.	BEG-02	English-II	70	30	100
6.	BEG-03	English-III	70	30	100
7.	BPS-02	Political Science-II	70	30	100
8.	BPS-03	Political Science-III	70	30	100
9.	BHIS-02	History-II	70	30	100
10.	BHIS-03	History-III	70	30	100
11.	BSO-02	Sociology-II	70	30	100
12.	BSO-03	Sociology-III	70	30	100
13.	BECO-02	Economic-II	70	30	100
14.	BECO-03	Economic-III	70	30	100
15.	BISLS-02	Islamic Studies-II	70	30	100
16.	BISLS-03	Islamic Studies-III	70	30	100
		TOTAL	**420**	**180**	**600**

Study and Evaluation Scheme of B.A (General) Elective Course: PART – III

S. No.	Course Code	Course Title	EVALUATION SCHEME		Total
			Theory	Assignments	
1.	BUL-04	Urdu-IV	70	30	100
2.	BUL-05	Urdu-V	70	30	100
3.	BHD-04	Hindi-IV	70	30	100
4.	BHD-05	Hindi-V	70	30	100
5.	BEG-04	English-IV	70	30	100
6.	BEG-05	English-V	70	30	100
7.	BPS-04	Political Science-IV	70	30	100
8.	BPS-05	Political Science-V	70	30	100
9.	BHIS-04	History-IV	70	30	100
10.	BHIS-05	History-V	70	30	100
11.	BSO-04	Sociology-IV	70	30	100
12.	BSO-05	Sociology-V	70	30	100
13.	BECO-04	Economic-IV	70	30	100
14.	BECO-05	Economic-V	70	30	100
15.	BISLS-04	Islamic Studies-IV	70	30	100
16.	BISLS-05	Islamic Studies-V	70	30	100
		TOTAL	**420**	**180**	**600**

Detailed Programme Structure

ch-,- fgUnh

Hkk"kk] lkfgR; frrgkl vkj dk0;'kkL= BHD-01

[k ! "1 #   fgUnh Hkk"kk dk f$dkl
%dk%&'1 #   '(j)fHkd fgUnh
%dk%&'* #   v$+kh vkj c(, Hkk"kk dk dk0;"Hkk"kk d -' .) f$dkl
%dk%&'/ #   [k! 0 ck1h
%dk%&'2 #   fgUnh] 3n4 vkj fgUnLrk6h
[k ! "* #   lkfgR;frrkl
%dk%&'1 #   dk1"f6+kk&jk ,$) 6k. djk
%dk%&'* #   vkfndk1h6 dk0;
[k ! "/ #   .+;dk1
%dk%&'1 #   l)r dk0;
%dk%&'* #   l47h dk0;
%dk%&'/ #   jk.HkfDr dk0;+kkjk
%dk%&'2 #   8" kHkfDr dk0;+kkjk
%dk%&'9 #   jhfr dk0;
[k ! "2 #   vk+k56d ;5
%dk%&'1 #   vk+k56d df$rk dk f$dkl
%dk%&'* #   [k! 0 ck1h :; dk f$dkl
%dk%&'/ #   :; dh 6$h6 f$+kk,) # 'fj<;
[k ! "9 #   dk0;'kkL=
%dk%&'1 #   'k=n 'kfDr"vfHkk+k] 1>k kk] 0;), 6k
%dk%&'* #   jl ?lHkh@

%dk%&'/ #   .kf=d A)n"nkgk] IkjBk] <k'k%&j jk1k
             $f k&d A)n" .kf16h] f'k[kfj kh] df$Bk] I$l;k
%dk%&'2 #   3'.k] –'d] 3R'(>kk] Hk(jr.k6] I)ng] vU;kfDr] I.kIkfDr] 0;frj:d] fHkk6k] f$'k"kkfDr

.+;;5h6 dk0; BHD-0*

[k!"1 #   .+;dk1h6 dk0;
[k!"* #   HkfDrdk0; dh 'CBHkf.
%dk%&'1 #   HkfDr vk)nk16 vkj HkfDr dk0;
%dk%&'* #   jhfrdk0; dh Hkf.dk
%dk%&'/ #   jhfrdk0; dk L$–'
[k!"/ #   dchj vkj ,k;Ih dh dk0;:r f$'k"krk,)
%dk%&'1 #   Ik+k6k 'Dfr
%dk%&'* #   Hkk"kk
[k!"2 #   I4jnkI vkj r51Ihnk I dh dk0;:r f$'k"krk,)
%dk%&'1 #   I.k, I5kkj
%dk%&'* #   HkfDr dk L$–'
%dk%&'/ #   '(. vkj $kRIE;
%dk%&'2 #   I.U$;
%dk%&'9 #   Hkk"kk
[k!"9 #   jgh. vkj fcgkjh dh dk0;:r f$'k"krk,)
%dk%&'1 #   jhfr
%dk%&'* #   Fk(;kj vkj '(.
%dk%&'/ #   6hfr

dGkk IkfgR; BHD-0/

[k!"1 #   fgUnh 3'U;kI dk f$dkI
%dk%&'1 #   L$r)=rk'$&?'(.<)n '$&; '(.<)n ;5h6@
%dk%&'* #   L$kr)H;kBkj ?'(.<)nkBkj #'(;k:'kh1] IkBkBkjh] I.dk1h6@

[k!"* #   f6+kk&jr 3'U;kI ?:c6"'(.<)h@
%dk%&'1 #   f$"k;$Lr5
%dk%&'* #   d)n(; I.L;k
%dk%&'/ #   f'kE' dk f$$k<6
[k!"/ #   fgUnh dgk6h dk f$dkI
%dk%&'1 #   L$r)=rk'$&?'(jfHkd dgk6h] Hkk$$knh] ;GkkGk$knh@
%dk%&'* #   L$kr)H;kBkj ?6%&dgk6h] vdgk6h] I.dk1h6 dgk6h@
[k!"2 #   dgk6h I):(g #IdGkk'$&?I) !kK v=n51 fcfL.E1kg@
             f6+kk&jr dgkf6;k)
             1-   '4I dh jkr " '(.<)n
             *-   fcIkrh" , ;'k)dj '(Ikn
             /-   'k,:c" ,6Un(d5kj
             2-   BiI " 7kh'$j6kGk jik5
             9-   f.="f.16 " v.jdk)r
             L-   I,k" .U64Hk)!kjh
[k!"9 # f6+kk&jr dgkf6;k)
             1-   %&n:kg" '(.<)n
             *-   3I6i dgk Gkk " <)n(+kj 'k.k&:51ijh
             /- $k'Ih" 3"kk f'(;)$nk
             2-   dj$k dk $(r " ;'k'k1

vk+k5f6d df$rk BHD-02

[k!"1 # f6+kk&jr df$?fdUgh) rh6 dh 0;k[;k v'f>kr@
%dk%&'1 # .fGk1h'kj k :5r
             d5,k ?Nk'j I@

%dk%&'* # jk.6j'k f='kBh
          f$+k$k dk n'&k] vU$"k k
%dk%&'/ # , ;'k)dj '(lkn
          :hr" chrh fHkkjh , k: jhO$ dA fn6 fdr6 l]nj GkOvP k ;g .+k5 ; n'k g.kjkQ
          vk)l4 l:" %l dP kk df1r Rn; .)O; lc L751): g) .jhOc51c51 flU+k5 d 74SO , k
          Tk6hHk4r 'h!0 GkhOU]Uk Udkj : ,&6 GkkO'kf'k .5[k 'j Tk4TkS !k1Ock)kkk Gkk f$+k5 dk
          fd l6O.5[k d.1 l.h' l, GkO'(?;k$r&6 d 'Gk .)Olcdk f6<k!01dj r50
%dk%&'2 # l4;&dkUr f='kBh lf6jk1kJ
          :hr"?f'(;@ ;kf.6h , k:hOck)kkk 6 6k$ %l Bk)$ c)kkOL6g f6U&j cg : ;k g0
          df$rk,)" fHk>k&dOrk!0rh 'RGkjQ
%dk%&'9 # 6jUn('k.k&
          :hr"r&g) ;kn g D;k 3l fn6 dhOl4, !& : ;k cE1h HkjOdc f.1):0
%dk%&'L # f=1k<6 'kkL=h
          fn6 ; 741 d g)Ork' d rk'; g5, fn6O>k k dh f[k!0dhQ
[k !'* #   vk+k&6d df$rk dk f$dkl
%dk%&'1 # Hkkjr Un5 ;5
%dk%&'* # fN$nh ;5
%dk%&'/ # Ak;k$kn
%dk%&'2 # '(; fr$kn
%dk%&'9 # '(;k: $kn
%dk%&'L # 6%& df$rk
[k !'/ #   .fGk1h'kj k :Mr ,$) jk.6j'k f='kBh dh dk0;: r f$'k"krk,)
%dk%&'1 # fN$nh ;5 h6 df$rk
%dk%&'* # .fGk1h'kj k :Mr dh df$rk
%dk%&'/ # jk.6j'k f='kBh dh df$rk
[k !'2 #   , ;'k)dj '(lkn vkj l4;&dk)r f='kBh lf6jk1kJ dh dk0;: r f$'k"krk,)
%dk%&'1 # Ak;k$knh df$rk dk L$-'
%dk%&'* # , ;'k)dj '(lkn dh df$rk
%dk%&'/ # f6jk1k dh df$rk
[k !'9 #   6jUn('k.k&vkj f=1k<6 'kkL=h dh dk0;: r f$'k"krk,)
%dk%&'1 # '(; fr$kn
%dk%&'* # 6jUn('k.k&dh df$rk
%dk%&'/ # f=1k<6 'kkL=h dh df$rk

                    6kSd ,$) f6c)k BHD-09

[k !'1 #   6kSd
%dk%&'1 # fgUnh 6kSd dk f$dkl ?Hkkjr Un5 ;5 l 1dj vk, rd@
%dk%&'* # 6kSd d rR$?Hkkjrh; ,$) 'k'<kR;@
%dk%&'/ # 6kSd ,$) j: .<
[k !'* #   f6+kk&jr 6kSd
          +k&L$kf.6h " , ;'k)dj '(lkn
          ?%l ;46S .) 6kSd l l)f+kr '(6 'A , k,):@
[k !'/ #   f6c)k
%dk%&'1 # fgUnh f6c)k dk f$dkl ?Hkkjr Un5 ;5 l 1dj vk, rd@
%dk%&'* # f6c)k d f$fHkU6 '(dkj
          ?0;k[;kR.d] $ k&6kR.d] vk1k<6kR.d] f$$<6kR.d] :$"k kkR.d] Hkk$'jd] 1f1r vkfn@
[k !'2 #   f6+kk&jr f6c)k l): g #1f1r f6c)k ?l) d l jh d5kj@
          ?%l.) vk1k<6kR.d '(6 'A , k,): @
          1-   l4;k&n; " Hkkjr Un5gfj'<]h(
          *-   +kk[kk " '(rk'6kjk; k f.W
          /-   ., n4jh vkj '(. " ljnkj '4k&flg
          2-   v'kkd d 741 " g, kjh '(lkn fN$nh
          9-   fAr$6 dh Ak)$ " f$; kf6k$kl f.W
          L-   lk6 dh l& " f$$dh jk;
[k !'9 # %l ;46S .) f6+kk&jr f6c)k dkjk k) dh f6c)k"d1k l l)f+kr '(6 'A , k,):0

ENGLISH LITERATURE (BEG)
Short Stories (BEG-01)
1st Year

Block 1
Unit 1: Studying "Fur" -1, Understanding and comprehension
Unit 2: Studying "Fur"-2, themes, issues, analysis
Unit 3: Studying "The Accursed House"-1, Understanding and comprehension
Unit 4: Studying "The Accursed House"-2, themes, issues, analysis

Block 2
Unit 5: Studying "Marriage is a private affair"-1, Understanding and comprehension
Unit 6: Studying "Marriage is a private affair" -2, themes, issues, analysis
Unit 7: Studying "The Ransom of Red Chief"-1, Understanding and comprehension
Unit 8: Studying "The Ransom of Red Chief"-2, themes, issues, analysis

Block 3
Unit 9: Studying "Sparrows"-1, Understanding and comprehension
Unit 10: Studying "Sparrows"-2, themes, issues, analysis
Unit 11: Studying "the mother of a traitor"-1, Understanding and comprehension
Unit 12: Studying "the mother of a traitor"-2, themes, issues, analysis

Block 4
Unit 14: Studying "The verger"-1, Understanding and comprehension
Unit 15: Studying "The verger"-2, themes, issues, analysis
Unit 16: Studying "Kong Yiji"-1, Understanding and comprehension
Unit 17: Studying "Kong Yiji"-2, themes, issues, analysis

Block 5
Unit 18: Studying "The snob"-1, Understanding and comprehension
Unit 19: Studying "The snob"-2, themes, issues, analysis
Unit 20: Studying "on Saturday afternoon"-1, Understanding and comprehension
Unit 21: Studying "on Saturday afternoon"-2, themes, issues, analysis

Prose (BEG 02)

Block. 1
Unit 1. General Introduction to the Course.
Unit 2. History of Prose and Difference between Prose and Poetry

Block. 2
Unit 3. General Introduction to the Unit
Unit 4. Reading: Francis Bacon's "Of Friendship"
Understanding: Themes, Issues and Analysis of the Text
Unit 5. Reading: J. Addison's "Meditations In Westminster Abbey"
Understanding: Themes, Issues and Analysis of the Text

Block. 3
Unit 6   General Introduction to the Unit
Unit 7   Reading: W. Hazlitt's "Elia and Geoffrey Crayon"
Understanding: Themes, Issues and Analysis of the Text
Unit 8   Reading: Charles Lamb's "In Praise of Chimney Sweeper"
Understanding: Themes, Issues and Analysis of the Text

Block. 4
Unit 9   General Introduction to the Unit
Unit 10   Reading: G.K. Chesterson "On the Pleasure of No Longer Being Very Young"
Understanding: Themes, Issues and Analysis of the Text
Unit 11   Reading: A Huxley's "Pleasures"

Understanding: Themes, Issues and Analysis of the Text

Block. 5

Unit 12   General Introduction to the Unit
           Understanding: Themes, Issues and Analysis of the Text
Unit 13   Reading: J. B Priestly's "In Crimson Silk"
           Understanding: Themes, Issues and Analysis of the Text
Unit 14   Reading: Read's "The Poet and The Film"
           Understanding: Themes, Issues and Analysis of the Text

Poetry (BEG-03)

Block- 1

Unit-1 : An Introduction to Poetry
Unit-2 :Understanding various genres of Poetry and kinds of poetry
Unit-3 : Reading William Shakespeare's 'A Requiem'
Unit-4 :Reading John Donne's 'Death'
Unit-5 :Grammar: Verbs, Adverbs, Verb Phrases
Unit-6: Grammar: Articles and Present, Past and Future Indefinite Tense

Block- 2

Unit-7 : An Introduction to the Unit
Unit-8 : Reading William Wordsworth's 'Daffodils'
Unit-9 : Reading William Blake's 'London'
Unit-10 :Grammar: Noun, Compound Noun, Noun Phrases
Unit-11: Grammar: Determiners and Present, Past and Future Continuous Tense

Block- 3

Unit-12: An Introduction to the author and historical background
Unit-13: Reading Lord Alfred Tennyson's 'Ulysses'
Unit-14: Reading Robert Browning's 'My Last Duchess'
Unit-15: Writings Report
Unit-16: Grammar: Present, Past and Future Perfect Tense
Unit-17: Reporting Surveys

Block- 4

Unit-18: An introduction to 20th Century poetry
Unit-19: Reading Thomas Stern Eliot's 'Journey of the Magi'
Unit-20: Reading Robert Frost's 'The Road Not Taken'
Unit-21: Various Types of Letters
Unit-22: Writing Summaries and Experiments
Unit-23: Grammar: Conjunctions and Present, Past and Future Perfect Continuous Tense

Block- 5

Unit-24: Introduction of English Language in India
Unit-25: Reading Nizim Ezekiel's 'Goodbye Party to Ms. T. Pushpa'
Unit-26: Reading K. Das' 'The Freaks'
Unit-27:Writing Summary and Note Taking
Unit-28: Grammar: Prepositions and Present, Past and Future PerfectContinuous Tense

Drama (BEG-04)

Block- 1
Unit-1 : An Introduction to Drama
Unit-2 : Understanding various types of Drama
Unit-3 : Reading William Shakespeare's 'Tempest'
Unit-4 : Historical analysis of the issue of Race and Colonization
Unit-5: Word Vocabulary, Synonyms, Antonyms, Homonyms, Homophones, Eponyms

Block- 2
Unit-6 : Historical background of 19th Century England
Unit-7 : Reading George Bernard Shaw's 'Pygmalion'
Unit-8 : Role of Education
Unit-9 : Grammar: Idioms, One Word Substitute,
Unit-10 : Word Formation: Prefixes and Suffixes

Block- 3
Unit-11 : An Introduction to the Unit
Unit-12 : Reading J. Galsworthy's 'Justice'
Unit-13 : Various kinds of Compositions
Unit-14 : Narrative Compositions

Block- 4
Unit-15 : Introduction to the Unit
Unit-16 : Reading A Miller's 'All My Sons'
Unit-17: Expository Compositions
Unit-18: Argumentative Compositions
Unit-19: Descriptive Compositions

Fiction (BEG-05)

Block- 1
Unit-1 : An Introduction to Fiction
Unit-2 :A Historical background
Unit-3 :Understanding various genres of Fictions and its emergence
Unit-4 :E-mail Writing
Unit-5 : Writing and Reporting Interviews

Block- 2
Unit-6 : An Introduction to 19thCentury England
Unit-7 : Reading Thomas Hardy's 'Tess of the d'Urbervilles'
Unit-8 : Writing Memos and Minutes
Unit-9 : Paragraph Writing: Cohesion
Unit-10 : Writing Proposals, Research Paper and Thesis

Block- 3
Unit-11: An introduction to 20th Century
Unit-12: Reading Earnest Hemmingway's 'The Old Man and the Sea'
Unit-13: Reading 'Animal Farm'
Unit-14: Paragraph Writing:Coherence
Unit-15: Writing Instructions, Manuals and Technical Descriptions

Block- 4

Unit-16: Introduction to the historical background of India and Independence struggle

Unit-17: Reading Raja Rao's 'Kanthapura'

Unit-18: Stress and Stress Pattern

Unit-19: Different Sounds

Unit-20: Sound Symbols

Block- 5

Unit-21: An introduction to the caste issue in India

Unit-22: Reading Mulk Raj Anand's 'Untouchable'

Unit-23: Phonetics 1

Unit-44: Phonetics 2

Urdu Literature

BUL-01

(خاکہ، اسّے، افسانہ اور ڈراما)

(Modern Prose Forms : Sketch, Essay, Short Story & Drama)

باب اول		
متن برائے تفصیلی مطالعہ :		
اکائی ۱	چند ہم عصر (خاکہ) :	مولوی عبدالحق
اکائی ۲	اڑو اسیز :	سید ظہیر الدین مدنی
اکائی ۳	میرے بہترین افسانے :	منشی پریم چند
اکائی ۴	انارکلی (ڈراما) :	امتیاز علی تاج
باب دوم		
اکائی ۵	خاکہ ـ فن اور روایت	
اکائی ۶	گڈری کا لال اور خاں (خاکہ) :	نور جہاں
اکائی ۷	وحیدالدین سلیم (خاکہ)	
اکائی ۸	بحث و تکرار (اسّے) :	سرسید احمد خاں
اکائی ۹	گلشن وحید کی بہار (اسّے) :	محمد حسین آزاد
اکائی ۱۰	زبان گویا (اسّے) :	مولانا الطاف حسین حالیؔ
باب سوم		
اکائی ۱۱	اسّے ـ فن اور روایت	
اکائی۱۲	آگ (اسّے) :	مولوی ذکاء اللہ
اکائی۱۳	لالۂ خونرو : عبدالحلیم شررؔ	
اکائی ۱۴	سرلبراں پر حدیث دیگراں :	خواجہ حسن نظامی
اکائی ۱۵	زندگی اور وجود (اسّے) :	مولانا ابو الکلام آزاد
اکائی ۱۶	چرخ شعبدہ باز (اسّے) :	میر ناصر علی
اکائی ۱۷	چارپائی (اسّے) :	رشید احمد صدیقی
باب چہارم		
اکائی ۱۸	اڑو افسانہ :	فن اور روایت ـ اجمالی جائزہ
اکائی ۱۹	پریم چند کے افسانوں کی خصوصیات	
اکائی۲۰	منتخب افسانے ماخوذ از ''میرے بہترین افسانے'' پریم چند	
باب پنجم		
اکائی ۲۱	ڈرامے کی مختصر تاریخ	
اکائی ۲۲	ڈرامے کے عناصر ترکیبی	
اکائی ۲۳	ڈراما : انارکلی کے پیباچے کا تفصیلی مطالعہ	
اکائی ۲۴	متن کا تفصیلی مطالعہ	

کتب برائے عمومی مطالعہ

1۔ فن افسانہ نگاری وقار عظیم
۲۔ اردو میں ڈراما نگاری باغ شاہ حسین
۳۔ ڈرامے کی تاریخ و تنقید عشرت رحمانی
۴۔ انشائیہ اور انشائیے سید محمد حسین
۵۔ اردو میں خاکہ نگاری صابرہ سعید
۶۔ محمد مجیب صادقہ ذکی

BUL-02
دوسرا پرچہ : جدید اردو شاعری
(Modern Urdu Poetry)

باب اول

نصابی کتاب : انتخاب منظومات ، حصّہ اول (یو پی اردو اکادمی، لکھنو ۱۹۸۵)

اکائی۱ مدس و جزر اسلام : مولانا الطاف حسین حالیؔ
اکائی۲ مستقبل : اکبر الہ آبادی
اکائی ۳ رامائن کا ایک سین : پنڈت برج نرائن چکبستؔ
اکائی ۴ شعاع امید : علامہ محمد اقبالؔ
اکائی۵ البیلی صبح : جوش ملیح آبادی
اکائی۶ صبح آزادی،تنہائی : فیض احمد فیض
اکائی ۷ بنجارن : اختر الایمان

باب دوم

نصابی کتاب : انتخاب منظومات ، حصّہ دوم (یو پی اردو اکادمی، لکھنو ۱۹۸۵)

اکائی۸ اک معمہ ہے سمجھنے کا نہ سمجھانے کا : فانیؔ بدایونی
اکائی ۹ دنیا میری بلا جانے مہنگی یا سستی : فانیؔ بدایونی
اکائی۱۰ بھلاتا لاکھ ہوں لیکن برابر یاد آتے ہیں : حسرؔت موہانی
اکائی۱۱ حسن بے پروا کو خود بین و خود آرا کر دیا : حسرؔت موہانی
اکائی۱۲ دل گیارہ وق حیات گئی : جگرؔ مراد آبادی
اکائی ۱۳ کبھی شاخ و سبزہ برگ پر کبھی غنچہ و گل و خار : جگرؔ مراد آبادی
اکائی ۱۴ سر میں سودا بھی نہیں دل میں تمنا بھی نہیں : فراق گورکھپوری
اکائی ۱۵ کسی کا کون ہو یوں تو عمر بھر پھر بھی : فراق گورکھپوری

باب سوم

اکائی۱۶ اردو نظم کی مختصر تاریخ
اکائی۱۷ اردو نظم کی ہئتوں کا تعارف

باب چہارم

اکائی۱۹ اردو غزل کی مختصر تاریخ
اکائی ۲۰ صنف غزل کی اہم خصوصیات

باب پنچم

اکائی۲۱ اہم غزل گو شعراء کے اسالیب
اکائی۱۲۲ جدید اردو شاعری کے اہم رجحانات

کتب برائے عمومی مطالعہ

۱۔ تاریخ ادب اردو را بابو سکیت
۲۔ جدید اردو شاعری عبدالقادر سروری
۳۔ اردو ادب کی تنقیدی تاریخ سید احتشام حسین
۴۔ جدید اردو نظم اور یورپی اثرات حامد کا شمیری
۵۔ اقبال کامل عبدالسلام ندوی
۶۔ اکبر الہ آبادی کی شاعری کا تنقیدی مطالعہ صغری مہدی
۷۔ حسرت موہانی احمر لاری
۸۔ ماہنامہ شاہ کار الہ آباد کا فراق نمبر

BUL-03
تیسرا پرچہ : قدیم اردو نثر
(Classical Urdu Prose)

باب اول
اکائی۱ باغ و بہار (سیر تیسرے رویش کی)   :   میرامن دہلوی
اکائی۲ فسانۂ عجائب   :   مرزا رجب علی بیگ سرور
‘‘فسانہ شاہ یمن اور بندر کی تقریر اور اس کا منا’’
اکائی۳ عرض بندی   :   (خطوط غالب) مرزا غالب اول کشور پریس لکھنؤ
اکائی۴ بیوہ(اول)   :   منشی پریم چند

باب دوم
اکائی۵   استاد کا فن اور اردو میں اس کی روایت
اکائی۶   باغ وبہار کی تصنیف کا پس منظر
اکائی۷   باغ و بہار کا اسلوب
اکائی۸   باغ و بہار بحیثیت تہذیبی ستاویز
اکائی۹   ‘‘سیر تیسرے رویش’’ کی متن کی تدریس و تشریح و تفہیم

باب سوم
اکائی۱۰ فسانہ عجائب کی تصنیف کا پس منظر
اکائی۱۱ فسانہ عجائب کا اسلوب بیان۔ محاسن و معائب
اکائی۱۲ فسانہ عجائب کی افرایت
اکائی ۱۳   فسانہ عجائب میں لکھنو تہذیب کی ترجمان
اکائی۱۴ فسانہ عجائب کے اخلاصاب اقتباس تشریح و تفہیم

باب چہارم
اکائی۱۵ خطوط گاری کا فن
اکائی۱۶ عرض بندی
اکائی۱۷ خطوط غالب ۔ ابی خصوصیات ، زبان و بیان
اکائی۱۸ خطوط بنا میر مہدی مجروح : خط نمبر ۵۳،۵۴ اور خط نمبر ۵۶ تا ۱۰۳
اکائی۱۹ خط بنا حاتم علی مہر : خط نمبر ۸۶ تا ۱۰۳
اکائی۲۰ خط بنا منشی ہر گوپال تفت : خط نمبر ۸۵

باب پنجم
اکائی ۲۱   بیوہ (اول) منشی پریم چند (اس کتاب سے تشریح کا سوال ہیں آئے گا)
اکائی۲۲ اول کا فن اور منشی پریم چند کے اولوں کی خصوصیات
اکائی۲۳ ‘‘ بیوہ ’ اول کا پلاٹ
اکائی ۲۴ کراارگاری
اکائی ۲۵   مکالمہ گاری
اکائی ۲۶   منظر گاری
اکائی ۲۷   بیوہ اول میں ہندوستای سماج کی عکاسی

کتب برائے عمومی مطالعہ
۱۔   تاریخ اب اردو حصہ اثر   :   را بابو سکیت
۲۔   ہماری استایں   :   وقار عظیم
۳۔   اردو اول کی تنقیدی تاریخ   :   احسن فاروقی
۴۔   اول کی تنقید و تاریخ   :   علی عباس حسینی
۵۔   استان اور فن استان گوئی   :   کلیم الدین احمد
۶۔   ابی خطوط غالب   :   مقدمہ عسکری
۷۔   خطوط غالب   :   حامدہ مسعو
۸۔   خطوط غالب مقدمہ غلا رسول مہر
۹۔   پریم چند کہای کا رہنما جعفر رضا

BUL-04

چوتھا پرچہ : قدیم اردو شاعری
(Classical Urdu Prose)

باب اول
اکائی۱   قصیدہ نگاری کا فن
اکائی ۲   اردو میں قصیدے کی روایت کا اجمالی جائزہ
اکائی۳   ذوق کی قصیدہ نگاری کی نمایاں خصوصیات
قصیدہ '' زہے نشاط اگر کیجئے اسے تحریر'' کی تشریح و تفہیم

باب دوم
اکائی۱   مرثیے کا فن اور اجزائے ترکیبی
اکائی۲   اردو میں مرثیے کی روایت کا اجمالی جائزہ
اکائی۳   میر انیس کی مرثیہ گوئی نمایاں خصوصیات
مرثیے '' مک خوان تکلم ہے فصاحت میری '' کی تشریح و تفہیم (ابتدائی چھبیس بند)

باب سوم
اکائی ۱   مثنوی کا فن
اکائی۲   اردو مثنوی کی روایت اور ارتقا
اکائی ۳   سحرالبیان (ابتدائی پچاس اشعار تشریح و تفہیم)

باب چہارم
اکائی۱   غزل کا فن
اکائی ۲   اردو غزل کی روایت : اجمالی جائزہ
اکائی۳   میرؔ کی غزل کی گوئی کی نمایاں خصوصیات
؎   تھا مستعار حسن سے اس کے جو نور تھا
؎   ہستی اپنی حباب کی سی ہے
؎   پتا پتا بوٹا بوٹا حال ہمارا جانے ہے
اکائی۴   خواجہ میر دردؔ کی غزل گوئی کی نمایاں خصوصیات
        تشریح غزلیات دردؔ
؎   عکس و شخص اس آینے میں جلوہ فرما ہو گئے
؎   وحدت ہے ہر طرف تیرے جلوے دکھاتی ہے
؎   جگ میں آکر اِدھر اُدھر دیکھا
اکائی۵   خواجہ حید علی آتشؔ کی غزل گوئی کی نمایاں خصوصیات
؎   سن تو سہی جہاں میں تیرا افسانہ کیا
؎   تار تار پیربہن میں بس گئی ہے بوئے دوست
اکائی ۶   مومن کی غزل گوئی کی نمایاں خصوصیات
        تشریح غزلیات مومنؔ
؎   غیروں پہ کھلے جائے کہیں راز دیکھنا
؎   اثر اس کو ذرا نہیں ہوتا
؎   الٹے وہ شکوہ کرتے ہیں اور کس ہی کے ساتھ
اکائی۷   غالبؔ کی غزل گوئی کی نمایاں خصوصیات
        تشریح غزلیاتِ غالب
؎   کسی کو دے کے دل کوئی نواسنج فضاں کیوں ہو
؎   آہ کو چاہیے اک عمر اثر ہونے تک
؎   جور سے باز آئیں پر باز آئیں کیا

BUL-05
پرچہ پنچم : مضمون نویسی، ترجمہ اور بلاغت
(Essay, Translation & Rhetoric)

POLITICAL THEORY - BPS 01
(1st Year)

Block 1	**Introduction**
Unit 1	Definition and Scope of Political Science.
Unit 2	Political Science and Its Relationship with History, Sociology, Economics, Psychology.
Block 2	**State**
Unit 3	Concept of State
Unit 4	State and its Elements
Unit 5	Origin of state with special reference to the theory of Social Contract
Unit 6	Nature & Functions of the State (Liberal & Marxist perspective)
Block 3	**Sovereignty & Rights**
Unit 7	Definitions of the concepts of Sovereignty & Rights
Unit 8	Austin's theory of sovereignty
Unit 9	Pluralist Critique
Unit 10	Laski on Rights
Unit 11	Liberal Versus Marxist Perspectives
Block 4	**Fundamentals of Governance**
Unit 12	Liberty
Unit 13	Equality
Unit 14	Justice
Block 5	**Structure & Forms of Government**
Unit 15	Monarchy
Unit 16	Totalitarianism
Unit 17	Democracy
Unit 18	Unitary & Federal
Unit 19	Parliamentary & Presidential

GOVERNMENT AND POLITICS IN INDIA - BPS-02
(2ⁿᵈ YEAR)

Block 01   **Constitution & Its Scope**
Unit 1   Making of the India's Constitution
Unit 2   Salient Features of Indian Constitution
Unit 3   Preamble and the Basic Structure

Block 02   **Fundamental Rights & Directive Principles**
Unit 4   Fundamental Rights and its Evaluation
Unit 5   Directive Principles of State Policy

Block 03   **Forms of Government**
Unit 6   Indian Federalism
Unit 7   Union-State relations
Unit 8   Parliamentary Government
Unit 9   Powers and Functions of the Prime Minister and President

Block 04   **Understanding Judiciary**
Unit 10   Judiciary System
Unit 11   Supreme Court: Powers and Functions
Unit 12   Judicial Review and Judicial Activism

Block 05   **Party System & Electoral System**
Unit 13   Political Parties
Unit 14   Types of Political Parties
Unit 15   Political Parties Mobilization & Electoral Politics
Unit 16   Coalition Politics
Unit 17   Issues of Region, Religion, Caste & Language

PRINCIPLES OF PUBLIC ADMINISTRATION - BPS-03
(With special reference to India)
2ⁿᵈ YEAR

Block 01   **Introduction**
Unit 1   Defining Public Administration as a Discipline
Unit 2   Scope and Significance of Public Administration
Unit 3   Distinction between private and public administration

Block 02   **Organization**
Unit 4   Theories of Organization: Classical, Scientific Management, Human Relations, Decision-Making
Unit 5   Principles of Organization
Unit 6   Hierarchy, Unity of Command, Authority and Responsibility
Unit 7   Co-ordination, Span of Control, Supervision, Centralization and Decentralization, Delegation.

Block 03   **Structure of Organization**
Unit 8   The Chief Executive Types And Functions

Unit 9	Line, Staff and Auxiliary Agencies
Unit 10	Departments and Public Corporation
Unit 11	Boards and Commissions

Block 04   **Personnel Administration**
Unit 12	Bureaucracy : Meaning & Types
Unit 13	Civil Service Neutrality; Generalists and Specialists
Unit 14	Problems of Recruitment
Unit 15	Training and its Types
Unit 16	Promotion and its Types

Block 05   **Development Administration**
Unit 17	Notion of Integrity in administration
Unit 18	Role of Civil Services in General Administration
Unit 19	Political, Economic & Socio-Cultural Context of Development Administration

INTERNATIONAL POLITICS - BPS-04

Block 01   **International Politics: An Introductory Outline**

Unit 1   Meaning & Evolution

Unit 2   Nature and Scope of International Politics

Unit 3   Theories of International Politics
- (i)   Realist
- (ii)   Idealist

Block 02   **Concept of Power & National Interest**

Unit 4   Meaning, methods and techniques

Unit 5   Ideology

Unit 6   National Interest.

Block 03   **Balance of Power**

Unit 7   Meaning, methods, and technique

Unit 8   Collective Security meaning & provisions under U.N.O.

Unit 9   Disarmament: Problems & Prospects

Block 04   **Foreign Policy**

Unit 10   Meaning, Determinants of Foreign Policy.

Unit 11   Models of Foreign Policy Making

Unit 12   Non-alignment Relevance & Scope

Unit 13   Diplomacy-Meaning and Forms

Block 05   **New World Order**

Unit 14   Understanding Globalization

Unit 15   International Terrorism

Unit 16   Unconventional Forms of Terrorism

Unit 17

COMPARATIVE POLITICS - BPS-05
(U.K. U.S.A., CHINA, & SWITZERLAND)

Block 1   **Introduction**
Unit 1   Definition of Comparative Politics
Unit 2   Traditional Approaches: Historical, Legal, Philosophical

Block 2   **Modern Approaches**
Unit 3   Behavioural Approach
Unit 4   System, Structural, Functional Approach
Unit 5   Marxist Approaches

Block 3   **Constitutional Structure Executive**
Unit 6   Executive in U.K.
Unit 7   Executive in U.S.A.
Unit 8   Executive in China
Unit 9   Executive in Switzerland
Block 4   **Legislature and Judiciary**
Unit 10   U.K.
Unit 11   U.S.A.
Unit 12   CHINA
Unit 13   SWITZERLAND
Block 5   **Political Culture & Party System**
Unit 14   U.K.
Unit 15   U.S.A.
Unit 16   CHINA
Unit 17   SWITZERLAND

HISTORY (BHIS)

History of Ancient India: Up to AD 1200 - BHIS-01
(1st Year)

Block-1: Civilization and Change
Unit 1:   Harappa Civilization: Town Planning, Trade, Religion
Unit 2:   The Vedic Age: The political, social, economic and religious organization of the Early Vedic and later Vedic Society.

Block-2:   **The Sixth Century B.C.**
Unit-3   Religious movements in the sixth Century B.C. Buddhism and Jainism
Unit-4   A survey of the political conditions of India from the sixth century B.C. to 320 B.C.

Block-3   **The Mauryas and Post Mauryas**
Unit- 5   TheMauryan Empire: Administration of Chandragupta; Ashoka. His Dhamma; his religious policy and administration in the light of his edicts; government and society under the Mauryas; fall of the Mauryan Empire
Unit-6   The Kushan Empire: Kanishka and Buddhism

Block-4	The Guptas and Post Guptas
Unit-7	The Guptas, Chandragupta, Samudragupta and Chandragupta II; Religious, Cultural, Social and Economic life under Guptas.
Unit-8	The Hun invasion and political disintegration

Block-5	The Rise of Harsha
Unit-9	Harshavardhana: His rise and achievements.

Block 6	The Southern Kingdoms
Unit-10	A survey of the kingdoms of South India: The Rashtrakutas, the Pallavas, the Cholas and the Chalukyas.
Unit-11	The post Harsha period till the thirteenth Century AD: Rajput polity and states in northern India.

<div align="center">

History of Medieval India: 1206 to 1707 - BHIS-02
(2nd Year)

</div>

Block-1:	The advent of the Turks
Unit-1	the Turkish Conquest of Northern India and establishment of the Delhi Sultanate;
Unit-2	Causes of conquests; achievements of QutubuddinAibak, Iltutmish and Balban. Impact of the conquests

Block-2	Establishment and Consolidation of Delhi Sultanate and its decline
Unit-3	The Khaljis: Rise and significance; AlauddinKhalji's conquests; economic and administrative reforms.
Unit-4	The Tughluqs: GhiyasuddinTughlaq and his agrarian reforms; Muhammad bin Tughlaq's projects; Firoz Shah's policies and reforms
Unit-5	Decline of the Delhi Sultanate: Causes of decline; emergence of regional kingdoms; Saiyids and Lodi Sultans of Delhi

Block-3	Regional powers in Deccan and South India; Central and Provincial administration, Liberal and Cultural trends in India.
Unit-5	Deccan and South India: rise of Vijayanagara and Bahmani kingdoms; economy and administration
Unit-6	Nature of the Delhi sultanate: different views and interpretations; Central and provincial administration; iqta system
Unit-7	Genesis of liberal thoughts: Sufi and Bhakti ideologies

Block-4	The Mughals (Babar to akbar)
Unit-8	Establishment of the Mughal Empire: babar and Humayun; Rise of the Surs and their contribution to the administration
Unit-9	Akbar: expansion of the Mughal Empire, religious and world outlook; sharing power and wealth with local ruling elites; Rajputs and Shaikhzadas, character, composition and organization of the nobility

Block-5	The Mughals (Jahangir to Aurangzeb)
Unit-10	Jahangir and Shahjahan: rise of Nurjahan's family; Shahjahan's revolts; war of succession among the sons of Shahjahan
Unit-11	Aurangzeb; religious policy; nobility, Deccan and North West frontier policy

Block-6 **Mughal Administatrtion and Rise of Marathas**
Unit-12 Mughal administration: Mansabdari and jagirdari system; agrarian system
Unit-13 Rise of Marathas: Shivaji and his administration

Block-7 **Decline of Mughal Empire and Development of Art and Architecture**
Unit-14 Disintegration of the Mughal empire; Causes, theories and debates
Unit-15 Development of Art and Architecture during the Mughal period

The Medieval World: 5th to the 17th Century - BHIS-03
(2nd Year)

Block-1 **Feudalism**
Unit-1 European Feudalism: origin; decline of Rome; Barbarian invasions; character of feudalism; Church, state and social stratification

Unit-2 Change and decline in technology; trade, population and urbanisation

Block-2 **Byzantine Empire**
Unit-3 The Byzantine Empire; from the 5th to the 10thCentury; Towns and cities in Byzantium; Political structure; Byzantine Culture

Block-3 **The Arab's and Rise of Islam**
Unit-4 The Arab World: from the 5th to the 10th Century; Nomads and merchants
Unit-5 Rise of Islam: the Pious Caliphate; Political developments; the expansion and evolution of the Caliphate under the Umayyads and the Abbasids; Socio economic changes under the impact of Islam; Scientific and intellectual developments in the Islamic World
Unit-6 Collapse of the Arab power: emergence of non arab states; disintegration of the Caliphate
Unit-7 Ottoman Empire
Unit-8 Persian Empire

Block-4 **Unification of China**
Unit-9 Unification of China: Dynastic changes; Sung, Mongol and Ming
Unit-10 Economic and Cultural developments: Commercial, scientific and artistic progress

Block-5 **Medieval Japan**
Unit-11 Difference between Japanese and European Feudalism; Rise of Minamota family, shogunata; Samurai and Daimyo struggle.
Unit-12 Tokugawa Shogunate and decline of feudalism; Socio eco0nomic and cultural developments

History of Modern India: 1707 to 1950 - BHIS-04
(3rd Year)

Block-1:   **Later Mughals**
Unit-1   The Later Mughals: Rise of regional states.
Unit-2   The revolts of Marathas, Jats and Sikhs.
Unit-3   Causes of the decline of the Mughal Empire.
Unit-4   European commerce in India and its politics.

Block-2   **British Conquests and Administrative Reforms**
Unit-5   British Conquest of Bengal.
Unit-6   Administrative reforms of Warren Hastings and Lord Cornwallis.

Block-3   **Socio Cultural Reforms in 19th Century and the Revolt of 1857**
Unit-7   Socio Cultural Reforms in India.
Unit-8   Important features of colonial Economy.
Unit-9   The 1857 Revolt: Causes, effect and Character

Block-4   **Indian Political Associations**
Unit-10   Early Indian Political Associations
Unit-11   The Rise and Growth of the Indian National Movement.
Unit-12   Mahatma Gandhi and the National Movement.
Unit-13   Constitutional developments (1861-1935)
Unit-14   Peasants and Workers Movements
Block-5   **Rise of Communalism**
Unit-15   Communalism and its relationship with National Movement.
Unit-16   Independence and Partition.
Unit-17   the Framework of the New Republic of India

The Modern World: 17th to the 20th Century - BHIS-05
(3rd Year)
Block-1   **Economic Development**
Unit-1   Economic Development and Industrialization.
Unit-2   Scientific and Intellectual Developments in Europe
Unit-3   The French Revolution

Block-2   **Nationalist Movements**
Unit-4   Unification of Italy and Germany.
Unit-5   19th Century Economic Developments.

Block-3   **The Socialist and Communist Revolutions.**
Unit-6   Russian Revolution of 1917.
Unit-7   Political and Social Changes and the Communist Revolution in China (1911-1949)

Block-4   **Rise of Fascism: Second World War; the Cold War and its aftermath.**
Unit-8   Rise Nazism and the Second World War
Unit-10   The Cold War and its Aftermath.

SOCIOLOGY (BSO)

Introduction to Sociology - BSO-01
(1st Year)

Block-1: Introduction to Sociology
Unit -1: Origin, Growth and History
Unit-2: Sociology as a Scientific Discipline
Unit-3: Relationship of Sociology

Block-2: Culture:
Unit-4: Meaning and Definition; Contents of Culture.
Unit-5: Socialization: Meaning and Agents.
Unit-6: Social Group.
Unit-7: Formal Organization: Bureaucracy.

Block-3: Social Stratification
Unit-8: Meaning and Nature
Unit-9: Social Stratification and Social Differentiation
Unit-10: Theories of Stratification
Unit-11: Concept of Caste, Class, Gender and Ethnicity

Block-4: Social Deviance and Social Control
Unit-12: Meaning and causes of Deviance
Unit-13: Theories of Social Deviance
Unit-14: Social Control and Social Deviance.
Unit-15: Agencies of Social Control

Block-5: Social Change:
Unit-16: Meaning and Definition
Unit-17: Difference between Change, Progress and Development
Unit-18: Factors of Social Change: Demographic, Ideological, Technological and Conflict

Society in India - BSO-02
(2nd Year)

Block- 1: Society in India:
Unit-1: Concept of Unity in Diversity
Unit-2: Major Forms of Diversity in India: Linguistic, Racial, And Religious
        Rural, Urban and Tribal
Unit-3: Theoretical Approaches to the Study of India: Structural Indological Functional, Marxian

Block -2: Social Structure and Institutions:
Unit-4: Tribal Social Structure: Tribes in India, Geographical distribution, Racial and linguistic affinities, demographic features, Isolation and Interaction with wider society.
Unit-5: Rural Social Structure; Nature, Family and kinship, caste groups, agrarian class structure and the village
Unit-6: Urban Social Structure: Meaning and definition, main features of urban life. Organization and Socio-Cultural aspects of Indian urban communities.

Block- 3: Social Organization: Religion and Culture:
Unit-7: Islam
Unit-8: Hinduism
Unit-9: Christianity
Unit-10: Sikhism
Unit-11: Buddhism and Jainism.

Block-5: Economic Process:
Unit-12: Agrarian, Peasant
Unit-13: Economy and Society, Economy and Technology
Unit-14: Production process in organized and unorganized sectors
Unit-15: Consumption and Distribution.

Block –5: Polity: Identity and Exclusion:
Unit-16: Polity in India
Unit-17: Caste and Class Conflict
Unit-18: Religious identities, secularism and communalism
Unit-19: Social movements: Dalits, OBCs, Gender Naxal, and environment.

<div align="center">

Techniques of Investigation - BSO-03
(2nd Year)

</div>

Block-1: Sociology as a science:
Unit-1: Sociology and Common Sense, Is sociology a science?
Unit-2: Problem of Objectivity in Social Science
Unit-3: Concept of Hypothesis

Block-2: Social Research:
Unit-4: Meaning, Objectives and Characteristics
Unit-5: Types of Sociological Research:
Unit-6: Exploratory and Descriptive Research
Unit-7: Historical and Experimental Research

Block-3: Sources of data Collection:
Unit-8: Sources of Empirical Data: Primary and Secondary
Unit-9: Sampling: Need and Importance
Unit-10: Major Types of Sampling

Block-4: Methods of Data Collection:
Unit-11: Observation and Its Types
Unit-12: Interview and Its Types
Unit-13: Schedule and Questionnaire
Unit-14: Case Study and Narratives

Block-5 Data Analysis and Presentation:
Unit-15: Statistical Presentation of Data
Unit-16: Tabulation
Unit-17: Graphic Representation
Unit-18: Report Writing
Unit-19: Ethics in Research

Social Change and Social Problems in India - BSO-04
(3rd Year)

Block-1: Social Change and Problems
Unit-1: Social Transformation Meaning and Context
Unit-2: Theoretical Considerations
Unit-3: Approaches and Paradigms
Unit-4: Social Problems; Indian Context

Block -2: Major Processes of Social Change in India
Unit-5: Sanskritization and Social Mobility
Unit-6: Modernization, Westernization and Secularization
Unit-7: Industrialization and Urbanization
Unit-8: Islamization
Unit-9: Legislation

Block –3: Structure in Transition
Unit-10: Social Demography
Unit-11: Migration
Unit-12: Urbanization
Unit-13: Changing Family Structure

Block- 4: Challenges of Social Transformation
Unit-14: Development and Displacement
Unit-15: Poverty in Globalized India
Unit-16: Unemployment, Alienation and Youth Unrest.

Block–5: Identity, Exclusion and Protest.
Unit-17: Access to resources
Unit-18: Violence against Minorities
Unit-19: Marginalized Communities; Scheduled Castes, Scheduled Tribes, Gender
Unit-20: Ethnic violence and riots

Media and Society - BSO-05
(3rd Year)

Block 1: Understanding Media
Unit -1: Nature and scope of media
Unit-2: Sociology and media.

Block 2: Scope of Media Education
Unit-3: Functionalist theory.
Unit-4: Marxist theory.

Block 3: Forms of Media
Unit-5: Print media.
Unit-6: Electronic media: Film, Radio and TV.

Block 4: Media and the Marginal Groups
Unit-7: Women.
Unit-8: Religious minorities.
Unit-9: Dalits.

Block 5: Information Communication Technology
Unit-10: Internet
Unit-11: Virtual community.

ECONOMICS (BECO)
BECO-01: Price Theory
(1st year)

Block 1: Principles of Economics
      Unit-1: Nature of Economic Laws
      Unit-2: Methods of Economic Analysis
      Unit-3: Theory of Consumer Behaviour

Block-2 Theory of Demand and Supply
      Unit-4 : Demand, supply theory and elasticity
      Unit-5: Producer and Consumer Equilibrium
      Unit-6 Utility analysis and Law of Marginal Utility

Block-3 Theory of Production
      Unit-7: Concepts of Production
      Unit-8: Law of Variable proportions
      Unit-9: factors of production and equilibrium

Block 4: Form of Markets and Market Structure
      Unit-10: Concepts of Price and Marginal Cost
      Unit-11: Economies of Scale and Scope: Total, Marginal and Average productivity
      Unit-12: Perfect Competition, Monopolistic and Oligopolistic structures

Block-5 Theory of Distribution
      Unit-13: Factor pricing
      Unit-14: Marginal Productivity and efficiency Theory
      Unit-15: Theory of Rent, wages, Interest and Profits

Suggested Readings:
1. H.L Ahuja: Advanced microeconomics
2. Samuelson, P.A: Economics- an introductory analysis. Relevant chapters
3. Lipsey, R.G: A text book of Economic theory
4. Stonier and Hague: A text book of economic theory, #rd revised edition

Income and Employment theory - BECO-02
(2nd year)

Block 1: National Income
      Unit-1: Concepts of National Income: GNP, NNP
      Unit-2: Measurement of National Income
      Unit-3: Income Method and expenditure Method: Problems in Measurement

Block 2: Keynesian and Classical Theories of Income and Employment

Unit 4: Determinants of Income and Employment theories: Overview
Unit 5: Classical theory of full employment
Unit 6: Keynesian theory of income and employment

Block 3: Income and Employment Determination
Unit 7: Aggregate Supply and Aggregate Demand
Unit 8: Consumption function and Investment function
Unit 9: Equality of Saving and Investment

Block 4: Income and Expenditure Multipliers
Unit 10: Concept of Multiplier, Keynesian concept
Unit 11: Government expenditure multiplier
Unit 12: Income and Consumption multiplier

Block 5: General Equilibrium
Unit 13: Functions of Money demand and supply
Unit 14: Equilibrium in Money and Product Market
Unit 15: Introduction to IS-LM framework

Indian Economy- BECO-03
(2nd year)

Block 1- Economic Growth and Development
Unit- 1: Characteristic of Developed and Developing Economies.
Unit- 2: Review of Indian Economic Growth
Unit-3: Evolution of Planning in India

Block- 2 Concept of Poverty and Unemployment
Unit 4: Poverty definition, concept, changes
Unit 5: Unemployment – Concept, forms, causes, remedies
Unit 6: Divergent policies and programmes for employment, Poverty eradication programmes

Block-3 Agriculture
Unit-7: Role and contribution of Agriculture in India
Unit-8: Structural changes and Issues of Agricultural Development
Unit -9: Problems and Policies related to Agriculture in India

Block-4 Review of Industrial development
Unit-10: Planning for Industrial Development
Unit-11: Trends in Industrial Development, pre and post reform period
Unit-12: Industrial policy and MSME policy

Block-5- Services Sector
Unit 13: Role of Service Sector in India
Unit 14: Trends and the emergence of Service sector in India
Unit 15 Linkages between Agriculture, Industry and Services

Money and Banking- BECO-04
(3rd year)

Block 1: Money and Evolution
 Unit 1: Money and overview
 Unit 2: Functions and Definitions of Money
 Unit 3: Concept of High powered Money

Block 2: Theories of Money
 Unit 4: Quantity Theory of Money
 Unit 5: Cambridge Version of Quantity theory of Money
 Unit 6: Keynesian theory of Money

Block 3: Supply of Money
 Unit 7: Banking systems
 Unit 8: Nature and Functions of Banks
 Unit 9: Credit creation of Banks

Block 4 Central bank and its functions
 Unit 10: Role and functions of Central Bank
 Unit 11: Credit control measures of RBI
 Unit 12: Monetary policies of RBI

Block 5: Money in a Globalised Era
 Unit 13: Role of private and Foreign banks
 Unit 14: Basel norms for Inclusive banking strategy
 Unit 15: Social and community banking post reforms

Public Finance and International Trade - BECO-05
(3rd year)

Block 1: nature and Scope of Public finance
 Unit 1: Nature of Public Finance
 Unit 2: Public goods and Private goods, Concept of Merit goods
 Unit 3: Maximum social advantage theory

Block 2: Public revenue
 Unit 4: Sources of Public revenue
 Unit 5: Classification of Taxes, characteristics of Taxes, Types of taxes
 Unit 6: Direct taxes and indirect taxes, theories of tax shifting

Block 3: Public Expenditure
 Unit 7: Need and importance of Public expenditure
 Unit 8: Theories of Public expenditure- Wagner, Wiseman and Peacock
 Unit 9: Public Expenditure and Development

Block 4: Public Debt
 Unit 10: Concept of Debt
 Unit 11: Taxes vs borrowing
 Unit 12: Debt redemption: Instruments and challenges

Block 5: international trade
 Unit 13: Concept of International and Inter-regional trade
 Unit 14: Concepts of Balance of Trade and Balance of Payments
 Unit 15: Role of Trade balances in Economic development: IMF objectives and functions

ISLAMIC STUDIES (BISLS)

Early Phase of Islam from the Prophet upto the Ummayyads - BISLS 01
(1st Year)

Unit-1. Brief survey of Pre-Islamic Society
    (a) Religious and Social Life
    (b) Political and Economical Life

Unit- 2. Outlines of the Prophet's Life and His Mission
    (a) Prophet's Life at Mecca
    (b) Prophet's Life at Medina
    (c) His Mission

Unit- 3. The Pious Caliphs and their Achievements
    (a) Abu Bakr as the First Caliph of Islam
    (b) Problems faced by Abu Bakr and his Achievements
    (c) Nomination of Umar as the Second Caliph, and his administrative achievements
    (d) Conquests during the time of Umar
    (e) Uthman's selection as the successor of Umar
    (f) Conquests and Developments during the time of Uthman
    (g) Hazrat Ali as Caliph
    (h) Assassination of Ali and its consequences

Unit- 4. Establishment of Umayyad Dynasty
    (a) The circumstances which helped in the establishment of Umayyad Rule
    (b) The role of Muawiyah in the establishment of consolidation of Umayyad rule

Unit- 5. Important Caliphs
    (a) Muawiyah
    (b) Abdul Malik
    (c) Waleed
    (d) Umar Ibn Abdul Aziz
    (e) Hisham

Unit- 6. Administration
    (a) Civil
    (b) Military

Unit- 7.Social Structure
    (a) Dhimnis
    (b) Mawalis
    (c) Slaves

Unit- 8.Development of Literature, Arts and Architecture

Cultural History of Islam (Abbasids) - BISLS-02
(2nd Year)

Unit- 1. The Establishment of Abbasid Rule
      (a) Abbasid Revolt – Nature and Causes
      (b) Fall of Umayyads and the Establishment of Abbasid Rule

Unit- 2. Important Caliphs
      (a) Mansur
      (b) Harun
      (c) Mamun

Unit-3. Intellectual Activity and its Impact on Muslim Society
      (a) Baitul Hikmat
      (b) Mu'tazilah and the Belief of Khalq-e-Qur'an
      (c) Muslim Philosophy

Unit-4. Social Conditions
      (a) Social Life-Ruling Class & Mawalis
      (b) Dhimmis & Slaves

Unit-5. Economic Life
      (a) Industry
      (b) Trade and Commerce
      (c) Agriculture

Unit-6. Secular Sciences
      (a) Medicine and Chemistry
      (b) Astronomy

Unit-7. Development of :
      (a) Language and Literature
      (b) Art and Architecture

Islam in Medieval India - BISLS- 03
(2nd Year)

Unit 1.The Establishment of Muslim Rule in India

      (a) Political Conditions
      (b) Social and Religious Conditions
      (c) Establishment of Muslim Rule

Unit 2. Development of Indo-Muslim Culture

      (a) Education
      (b) Architecture
      (c) Music and Painting

Unit 3. (a) Deen-e-Elahi
     (b) Bhakti Movemnt

Unit 4. Shaikh Ahmad Sirhindi and His Mission
     (a) A Brief Life Sketch
     (b) His Mission

Unit 5. Shaikh Waliullah and His School
     (a) A Brief Life Sketch
     (b) His Reforms

Islamic Religious Sciences: (A) TAFSIR AND HADITH - BISLS–04
(3rd Year)

Unit-1.Introduction of Tafsir
     (a) Tafsir during the period of the Holy Prophet and the Companions
     (b) Tafsir in the later period

Unit- 2.Early Tafsir Writers and their Works
     (a) Tabari
     (b) Razi

Unit-3. Introduction to some Urdu Tafsir Writers
     (a) Sir Sayyed Ahmad Khan
     (b) Maulana Abul Kalam Azad
     (c) Maulana Ashraf Ali Thanvi
     (d) Maulana Abul A'la Mawdudi

Unit-4. Hadith
     (a) The Definition of Hadith
     (b) The History of Compilation of Hadith

Unit-5. Important Books
     (a) Sihah-e-Sittah and their Compilers

Islamic Religious Sciences: (B) FIQH, TASAWWUF, KALAM - BISLS-05
(3rd Year)

Unit 1.Origin and Development of Fiqh
     (a) Introduction to Fiqh
     (b) Development of Fiqh during the life of the Holy Prophet and Pious Caliphate

Unit 2.Important Schools of Fiqh
     (a) Hanafi
     (b) Maliki
     (c) Shafai
     (d) Hanbali

Unit 3. Origin and Development of Tasawwuf with special reference to
   (a) Qadiriyah
   (b) Naqshbandiyah
   (c) Chishtiyah
   (d) Suhrawardiyah

Unit 4. Some Important Sufis
   (a) Khwaja Moinuddin Chishti
   (b) Hasan Basri
   (c) Sheikh Abdul Qadir Jilani
   (d) Khwaja Nizamuddin

<div align="center">

ELEMENTARY URDU (ONLY ASSIGNMENTS)

</div>

Note: **Students have to submit only Assignment. No Term-end-Examination will be held for Elementary Urdu.**

   Book – 1   :   Learn Urdu from English/ Hindi

<div align="center">

**ISLAMIAT - BISL
(ONLY ASSIGNMENT)**

</div>

 Note: Students have to submit only Assignment. No Term-end-Examination will be held for Islamiat.

Paper -BISL

Unit - 1: Beliefs and Practices: Introduction and Objectives

a) Beliefs
   i. Tauheed (Oneness of God)
   ii. Malaikah (Angels)
   iii. Risalah (Prophethood)
   iv. Kutub-e-Samaviyah (Revealed Books)
   v. Akhirah (Life Hereafter)
   vi. Taqdeer (Destiny)

b) Practices:
   i. Namaz (Prayers)
   ii. Zakat (Alms)
   iii. Roza (Fast)
   iv. Hajj (Pilgrimage)

Unit - 2: Islamic Society
   a) Rights of Parents
   b) Rights of Relatives
   c) Rights of Neighbours
   d) Rights of Muslims

e)   Rights of Other Human Beings
f)   Rights of All Creations

Unit - 3: Life of Prophet Mohammad (PBUH): Brief Introduction
      a)   Life of Makkah
      b)   Life of Madina
      c)   Ethical and Moral Values

Unit - 4: The Pious Caliphate: Brief Introduction
      a)   Caliph Abu Baker
      b)   Caliph Umar
      c)   Caliph Uthman
      d)   Caliph Ali

Unit - 5: The Qur'an
      a)   Definition of Wahy
      b)   Collection and Compilation of Holy Qur'an
      c)   Translation of Surah Fateha and Last Ten Surahs (Chapters) of Qur'an

Unit - 6: The Hadith
      a)   Meaning, Importance and Necessity
      b)   History of the Compilation of Hadith (in brief)
      c)   Ten Selected Ahadith from "Tajreed-e-Bukhari" *translated by Maulana Syed Abdul Daim Jalali* Nos. of Ahadith: 10,12,13,18,39,41,44,45,46,63
      d)   Imam Bukhari & Imam Muslim (Short Introduction)

Unit – 7: Fiqh (Jurisprudence)
      a)   Meaning, Importance and Necessity
      b)   Brief History of Compilation
      c)   Basic Sources (Introduction)
      d)   Imam Abu Hanifa & Imam Malik (Short Introduction)

Unit - 8: Tasawwuf (Sufism)

      a)   Meaning, Introduction and Significance
      b)   Famous Sufis : Moinuddin Chishti, Nizamuddin Aulia, Sheikh Ahmad Sir Hindi

INDIAN RELIGIONS AND CULTURE (IRC)
(ONLY ASSIGNMENT)

Note: Students have to submit only Assignment. No Term-end-Examination will be held for Indian Religion & Culture.

Unit - 1:
    a) Pre-Aryan Culture of India: Dravadians, Mohanjodaro, Harappa.
Unit - 2:
    b) Culture and Religion of the Aryans: Vedic Literature, Ramayana, Mahabharata, Bhagavad-Gita and Varanashrama Dharma
Unit - 3: Buddhism
a)   The Life and Teachings of Gautama Buddha

b) Rise of Buddhism, Ashoka
c) Decay of Buddhism in India

Unit - 4: Jainism
a) The Life and Teachings of Mahavir Jain
b) Contribution of Jainism to Indian Culture
c)

Unit - 5: Revival of Hindu Religion and Culture
a) Revival of Hindu Religion under the Guptas
b) Development in Art and Culture of India
c) Social Organisation, Shankaracharya

Unit - 6: Islam
d) Islam an Introduction
e) Basic Teaching of Islam: Beliefs, Practices and Social Teachings
f) Sources of Islamic Tradition
g) Brief Life Sketch of the Prophet Mohammad (PBUH)

Unit - 7: Sikhism
a) Guru Nanak and the Evolution of the Panth

Unit - 8: Christianity

a) Life and Teachings of Jesus Christ
b) Church
c) Christian Community in India

General English-01 - GEG-01
(1 Year)

Block 1
Unit 1: Understanding Stories: How stories are told?
Unit 2: Studying Articles
Unit 3: Comprehending "An Astrologer's Day"
Unit 4: Understanding Irony
Unit 5: Understanding the Poem "Bangle Sellers"

Block 2
Unit 6: Studying Prepositions
Unit 7: Comprehending "Between the Mosque and the Temple"
Unit 8: Studying Adjectives: Degrees of Comparison
Unit 9: Understanding Prose: "Vanishing Animals"
Unit 10: Practicing Comprehension-1

Block 3
Unit 11: Studying Tenses-1
Unit 12: Understanding the Poem "The Mountain and the Squirrel"
Unit 13: Understanding Prose: "Education: Indian and American"
Unit 14: Writing Paragraphs-1
Unit 15: Practicing Comprehension-2

Block 4
Unit 16: Studying Tenses-2
Unit 17: Writing Paragraphs-2
Unit 18: Understanding the Poem "Where the mind is without fear"
Unit 19: Understanding the Poem "Stopping by Woods on A Snowy Evening"
Unit 20: Practicing Comprehension -3

General English-02 - GEG-02
(II Year)

Block 1
Unit 1: Understanding Stories: How stories are told?
Unit 2: Transformation of Sentences
Unit 3: Comprehending "The Child"
Unit 4: Synthesis of Sentences

Block 2
Unit 5: Direct-Indirect: Reported Speech
Unit 6: Comprehending "The Gift of the Magi"
Unit 7: Active-Passive Sentences
Unit 8: Understanding Sonnet: " When in Disgrace"

Block 3
Unit 9: Understanding Prose: "My Financial Career"
Unit 10: Understanding the Poem "The World is too much with us"
Unit 11: Writing Letters
Unit 12: Precis Writing

Block 4
Unit 13: Understanding Prose: "Speech on Indian Independence"
Unit 14: Understanding the Poem "Success is Counted Sweetest"
Unit 15: Essay Writing
Unit 16: Understanding the Poem "I, Too, Sing America"

PROGRAMME PROJECT REPORT (PPR)

Bachelor of Business Administration (BBA)
Distance Mode Programme

Bachelor of Business Administration (BBA) Programme fulfils the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a professional degree in Business and Marketing. This programme is a judicious composition of both theoretical and practical courses throughout the academic years to prepare and strengthen the business professional in the field of business, entrepreneurship and administration. The main thrust of the programme is to prepare competent managers, entrepreneurs and business administrators. The three years BBA distance mode programme is designed and developed in accordance with the DEB/UGC/JMI guidelines for both working and fresh 10+2 certificate holders who wish to enhance their professional qualification to broaden their job opportunities in the field of business both at national and international levels.

Objectives of the Programme
The programme aims to achieve the following objectives
- To provide an opportunity to get a BBA degree to those who find it too difficult or even impossible to pursue regular BBA course at a University either due to their job commitments or certain other circumstances.
- To help the learners, study at their own pace, and from their own chosen place.
- To provide adequate basic understanding about business and marketing among the students.
- To develop skills in matters related to business administration.
- To create an additional avenue of self-employment and also to benefit various financial/commercial/business institutions by providing them with suitable qualified persons.

Procedures of Admission, Evaluation and other details

Admission to this programme is provided to the eligible candidates on first come first serve basis.

The curriculum is transacted though the Printed Self Learning Materials (SLMs) and Face to Face Counselling Session supplimented by audio-video programme.

The duration of the programme for successful completion is minimum three years and maximum six years.

The programme is transacted through the CDOL, JMI approved Study Centres across the country strictly as per the DEB/UGC norms and standard. All the study centres where the programme is offered have qualifed and trained counsellors as well required staffs to facilitate learner centric qualitiful teaching learnings as per prescribed curriculum of the aforesaid programme.

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Five counselling sessions are organized in all theory courses seperately. The counselling duration will be of 2 hours in each of the five sessions.

The evaluation of the admitted students to this programme is done on the basis of their assignments (30% weightage in the curriculum), performance in the annual examination (70% weightage in the curriculum) by the competent counsellors and evaluators.

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result.

Generally the study centres happens to be the examination centre but in some cases where examination centres are alloted at some other places/institutions by giving the prior information to the appearing students.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centres approximately 1 month in advance.

All the CDOL, JMI study centres offering BBA (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme is Rs. 26,400 (Twenty Six Thousands Four Hundered) payble in three equal i.e Rs 8800 per year annual instalments in all the academic years of the programme.

Quality assurance mechanism and expected programme outcomes is analysed strictly on the DEB/UGC/JMI Parameters/guidelines by the CDOL, Jamia Millia Islamia annualy.

1. The total enrolment in the academic year **2016-17** is **…728+2406+762=3896**………...
2. **2.** The total students who successfully passed the BBA Programme is out of a total enrolment of **212** passed out of **321**, Ist year, 98 passed out of **152**, IInd Year,**29** passed out of **52**, IIIrd year in **2015-16**

Brief Programme Structure
1ˢᵗ YEAR

S. No	Course Code	Course Name	EVALUATION SCHEME		Total
			Assignments	Term End Theory	
1.	BBA 101	Principles of Business Management	30	70	100
2.	BBA 102	Business Economics	30	70	100
3.	BBA 103	Financial Accounting	30	70	100
4.	BBA 104	Business Regulatory Frame Work	30	70	100
5.	BBA 105	Business Communication	30	70	100
6.	BBA 106	Principles of Marketing	30	70	100
		Total	**180**	**420**	**600**

2ⁿᵈ YEAR

	Course Code	Course Name	EVALUATION SCHEME		Total
			Assignments	Term End Theory	
1.	BBA 201	Business Mathematics and Statistics	30	70	100
2.	BBA 202	Information Technology in Business	30	70	100
3.	BBA 203	Corporate Law	30	70	100
4.	BBA 204	Introduction to Business Finance	30	70	100
5.	BBA 205	Business Environment	30	70	100
6.	BBA 206	Marketing Communication	30	70	100
7.	BBA 207	Advertising Practices	30	70	100
		Total	**210**	**490**	**700**

3ʳᵈ YEAR

S. No	Course Code	Course Name	EVALUATION SCHEME		Total
			Assignments	Term End Theory	
1.	BBA 301	Fundamental of Entrepreneurship	30	70	100
2.	BBA 302	Cost and Management Accounting	30	70	100
3.	BBA 303	Advertising Media Choices	30	70	100
4.	BBA 304	Personal Selling and Salesmanship	30	70	100
5.	BBA 305	Management of the Sales Force	30	70	100
6.	BBA 306	Sales Promotion and Public Relations	30	70	100
7.	BBA 307	Human Resource Management	30	70	100
		Total	**210**	**4900**	**700**

Detailed Programme Structure

1st Year

BBA 101: Principles of Business Management

Block 1:   **Business and Management an Introduction**
Unit 1:   Nature and Scope of Business, Forms of Business Organization
Unit 2:   Nature and Scope of Management
Unit 3:   Approaches to the Study of Management
Unit 4:   Functions and Principles of Management
Block 2:   **Planning and Organizing**
Unit 5:   Fundamentals of Planning
Unit 6:   Plans, Policies, Schedules and Procedures
Unit 7:   Organizing: Basic Concepts
Unit 8:   Departmentation and Forms of Authority Relationships
Unit 9:   Delegation and Decentralization
Block 3:   **Staffing and Directing**
Unit 10:   Staffing
Unit 11:   Directing
Unit 12:   Motivation
Unit 13:   Leadership
Unit 14:   Communication
Block 4:   **Coordination and Control**
Unit 15:   Coordination
Unit 16:   Process of Control
Unit 17:   Techniques of Control
Unit 18:   Management of Change

BBA 102: Business Economics

Block 1: Fundamental Problems of Economic Systems and Basic Concepts
Unit 1:   Fundamental Problems of Economic Systems
Unit 2:   Basic Concepts
Unit 3:   Economic Systems
Block 2: Consumer Behaviour and the Demand Theory
Unit 4:   Law of Diminishing Marginal Utility and Equal-Marginal Utility
Unit 5:   Indifference Curve Analysis
Unit 6:   Consumer Demand
Unit 7:   Elasticity of Demand
Block 3: Theory of Production
Unit 8:   Production Function I
Unit 9:   Production Function II
Unit10:   Law of Supply and Elasticity of Supply
Unit 11:   Theory of Costs and Cost Curves
Block 4: Theory of Price
Unit 12: Equilibrium Concept and Conditions
Unit 13: Perfect Competition
Unit 14: Monopoly
Unit 15: Monopolistic Competition
Unit 16: Oligopoly
Block 5: Distribution of Income
Unit 17: Theory of Distribution

Unit 18: Distribution of Income I: Wages and Interest
Unit 19: Distribution of Income II: Rent and Profit
Unit 20: Inequality of Income

BBA 103: Financial Accounting

Block 1:	**Accounting Fundamentals and Final Accounts**
Unit 1:	Basic Concepts of Accounting, Accounting Standard & IFRS
Unit 2:	The Accounting Process
Unit 3:	Cash Book and other Subsidiary Books
Unit 4:	Concept relating to Final Accounts, Final Account-I and Final Account-II=
Block 2:	**Accounts from Incomplete Records**
Unit 5:	Self-Balancing System
Unit 6:	Accounting from Incomplete Records-I
Unit 7:	Accounting from Incomplete Records-II and III
Block 3:	**Accounts of Non-trading Concerns, Depreciation, Provisions and Reserves**
Unit 8:	Accounts of Non-trading Concerns - I
Unit 9:	Accounts of Non-trading Concerns -II
Unit 10:	Depreciation-I and II
Block 4:	**Branch and Departmental Accounts**
Unit 11:	Branch Accounts - I
Unit 12:	Branch Accounts -II
Unit 13:	Departmental Accounts
Block 5:	**Hire Purchase Accounts**
Unit 14:	Hire Purchase Accounts - I
Unit 15:	Hire Purchase Accounts - II and III
Block 6:	**Partnership Accounts**
Unit 16:	General Introduction and Distribution of Profits
Unit 17:	Admission of a Partner
Unit 18:	Retirement of a Partner
Unit 19:	Dissolution of a Partnership Firm

BBA 104: Business Regulatory Framework

Block 1:	**General Law of Contracts I**
Unit 1:	Essentials of a Contract
Unit 2:	Offer and Acceptance
Unit 3:	Capacity of Parties
Unit 4:	Free Consent
Block 2:	**General Law of Contract II**
Unit 5:	Consideration and Legality of Object
Unit 6:	Void Agreements and Contingent Agreements
Unit 7:	Performance and Discharge
Unit 8:	Remedies for Breach and Quasi Contracts
Block 3:	**Specific Contracts**
Unit 9:	Indemnity and Guarantee
Unit10:	Bailment and Pledge
Unit 11:	Contract of Agency
Unit 12:	Carriage of Goods
Block 4:	**Partnership**
Unit 13:	Definition and Registration of Partnership

Unit 14:	Rights, Duties and Liabilities of Partners
Unit 15:	Limited Liability Partnership
Unit 16:	Dissolution of Partnership Firms
Block 5:	**Sale of Goods**
Unit 17:	Nature of Contract of Sale
Unit 18:	Conditions of Warranties.
Unit 19:	Transfer of Ownership and Delivery
Unit 20:	Rights of an Unpaid Seller

BBA 105: Business Communication

Block 1:	**Communication Concept & Functions**
Unit 1:	Communication: Concept and its role in present day business organization
Unit 2:	Communication Process
Unit 3:	Good Communication
Unit 4:	Verbal and non-verbal communication
Block 2:	**Methods of Communication**
Unit 5:	Dimensions of Communication
Unit 6:	Intra-organizational Communication
Unit 7:	Communication Channels
Unit 8:	Basics & Breakdown in Communication
Block 3:	**Effective Communication, Speaking and Oral Reporting**
Unit 9:	Guidelines for Effective Communication
Unit 10:	Effective Speaking
Unit 11:	Presentation & Interview
Unit 12:	Listening
Block 4:	**Public Communication, Business Correspondence & Report Writing**
Unit 13:	Communication for Customers / Public (External Communication)
Unit 14:	Business Correspondence
Unit 15:	Effective Business Letters
Unit 16:	Types of Report and Notice, Report Writing & Agenda and Minutes

BBA 106: Principles of Marketing

Block 1:	**Marketing Concepts and Environment**
Unit 1:	Basic Concepts of Marketing
Unit 2	Marketing Environment
Unit 3	Markets and Marketing Segmentation
Unit 4	Consumer Behavior
Block 2:	**Product Differentiation and Packaging**
Unit 5	Product concept and Classification
Unit 6	Product Development and Product Life Cycle
Unit 7	Branding
Unit 8	Packaging
Block 3:	**Pricing**
Unit 9	Pricing
Unit 10	Discounts and Allowances
Unit 11	Regulation of Prices
Block 4 :	**Distribution**
Unit 12	Distribution Channels
Unit 13	Whole Seller and Retailer

Unit 14   Physical Distribution

Block 5 : Promotion
Unit 15   Distribution Channels
Unit 16   Personal Selling & Sales Promotion
Unit 17   Advertising and Publicity

2nd Year

BBA 201: Business Mathematics and Statistics

Block 1:   **Function and Progression**
Unit 1:   Function and Progression
Unit 2:   Arithmetic Progression and Series
Unit 3:   Geometric Progression and Series

Block 2:   **Permutation and Combination**
Unit 4:   Fundamental Principles of Counting
Unit 5:   Permutation & Combination
Unit 6:   Matrices and Determinants
Unit 7:   Differentiation
Unit 8:   Integration and Its Application

Block 3:   **Basic Statistical Concepts**
Unit 9:   Meaning and scope of statistic
Unit 10:   Organizing a Statistical Survey
Unit 11:   Accuracy, Approximation and Errors
Unit 12:   Ratios, Percentages and Rates

Block 4:   **Collection, Classification and Presentation of Data**
Unit 13:   Collection and classification of Data
Unit 14:   Tabular Presentation
Unit 15:   Diagrammatic and Graphic Presentation

Block 5:   **Measures of Central Tendency, Dispersion and Skewness**
Unit 16:   Concept of Central Tendency, Mean, Median, Mode, and Geometric, Harmonic and Moving Averages
Unit 17:   Measures of Dispersion – I & II
Unit 18:   Measures of Skewness

BBA 202: Information Technology in Business

Block 1: Computer Basics, Information Technology and Number Systems
Unit 1:   Computer Basics
Unit 2:   Introduction to Information Technology
Unit 3:   Advanced Information Technology
Unit 4:   Number Systems

Block 2: Computer Organization, Architecture and Memory Storage
Unit 5:   Computer Organisation
Unit 6:   Memory Unit
Unit 7:   Operating System
Unit 8:   Database Fundamentals

Block 3: Computer Software Communications, Internet and Security
Unit 9:   Computer Software
Unit: 10   Computer Communications
Unit 11:   Internet and Its Tools
Unit 12:   Computer Security

Block 4: Microsoft Office
Unit 13:   Word Processor- MS-Word
Unit 14:   MS- Excel
Unit 15:   MS Power Point
Unit 16:   MS Access & Internet Application

BBA 203: Corporate Law

Block 1: Company and Its Formation
Unit 1:   Nature and Types of Companies
Unit 2:   Public and Private Company
Unit 3:   Promoters
Unit 4:   Formation of a Company
Block 2: Principal Documents
Unit 5:   Memorandum of Association
Unit 6:   Articles of Association
Unit 7:   Prospectus
Block 3: Capital and Management
Unit 8:   Share and Loan Capital
Unit 9:   Allotment of Shares
Unit 10:   Membership of a Company
Unit 11:   Directors
Block 4 Meetings and Winding Up
Unit 12:   Company Secretary
Unit 13:   Meetings and Resolutions
Unit 14:   Winding Up

BBA 204: Introduction to Business Finance
Block 1: Introduction
Unit 1:   Scope of Financial management, Nature and Functions of Finance, Objectives of Financial Management
Unit 2:   Emerging role of Financial Manager in India Organizational, Regulatory and Tax Framework
Unit 3:   Forms of Business Organization Regulatory framework of Financial Management
Unit 4:   Industrial Policies, Indian Companies Act 1956, Securities and Exchange Board of India (SEBI) Guidelines
Block 2: Financial Securities, Capitalization and Capital Structure
Unit 5:   Nature and Characteristics of different Securities, Valuation of Fixed-Income Securities and Equity Shares, Meaning and nature of Capital Structure
Unit 6:   Leverages operating and Financial, EBI-EPS Analysis for Capital Structure Planning Assessment of Debt Capacity
Unit 7:   Guidelines for Capital Structure Planning, Guidelines for New Shares and Debentures
Unit 8:   Meaning and definition of Capitalization, Over and Under Capitalization –

their causes and remedies

Block 3: Short Term Financial Requirement
Unit 9:   Meaning and nature of working Capital its need and importance. Factors effecting working capital requirement
Unit 10:   Estimating W C. Requirement, W.C financing policy Dividend Payout ratio
Unit 11:   Managerial Consideration in determining Dividend payout Factors effecting Dividend Policy, Dividend Stability
Unit 12:   Dividend Policy and Share Valuation Traditional Position, Walter Model, M.M. Position

Block 4: Capital Budgeting
Unit 13:   Meaning, need and importance of Capital Budgeting, Factors effecting Capital Budgeting
Unit 14:   Meaning and methods of evaluating projects, Caparison of present value and internal rate of return methods, Capital Rationing
Unit 15:   Cost of Capital - required returns on Capital Investment; Meaning and Importance of Cost of Capital
Unit 16:   Measurement of Cost of Debt and Preference Share Capital, and retained earnings, Overall cost of Capital of the firm

BBA 205: Business Environment

Block 1: Introduction of Business Environment
Unit 1 :   Nature and Dimension of Business Environment
Unit 2 :   Economic Environment : An Overview
Unit 3 :   Structure of Indian Economy
Unit 4 :   Social and Cultural Environments

Block 2: Business and Government
Unit 5 :   Role of Government in Business
Unit 6 :   Macro Economic Policies
Unit 7 :   Consumer Protection

Block 3: Economic Policy and Framework
Unit 8 :   Industrial Policy
Unit 9 :   Industrial Sickness
Unit 10:   Industrial Relations
Unit 11:   Small Scale Sector

Block 4: External Sector and Economic Reforms
Unit 12:   Foreign Investment and MNCs
Unit 13:   India's Foreign Trade
Unit 14:   Balance of Payment and EXIM Policy
Unit 15:   International Trade Relations

BBA 206: Marketing Communication

Block 1: Overview of Marketing Communication
Unit-1:   Meaning, Scope and feature of communication importance of communication,qualities of a good communication system, Communication models.
Unit 2:   Role and importance of marketing communication, Marketing communication mix and its   environment culture and sub culture, Social Class, reference group, motivation.
Unit 3:   Perception, cognition, Information process, model learning and the consumer learning Process, Group's Impact on communication, Diffusion Adoption process.

Block 2: Marketing Information System

Unit 4: Communication Network Process, Importance of feedback in communication, 7C's of communication and ten commandments of communication.

Unit 5: Steps involved in developing effective marketing communication system and skills.

Unit 6: Dimensions of communication, mechanical devices in communication, communication models in marketing; Graphic model verbal models.

Block 3: Advertising, Personal Selling, Public Relation, Sales Promotion and Publicity

Unit 7: Advertising Meaning and Importance, medias of advertising, measurement of effectiveness of advertising.

Unit 8: Personal Selling: Meaning and Importance, quality of successful sales man, Sales representatives as marketing communicators.

Unit 9: Sales promotion: meaning and importance, sales promotion techniques, managing sales force Promotion, public relation and publicity its meaning.

Block 4: Integrated Communication in Marketing

Unit 10: Direct marketing: meaning, growth and features designing effective direct response packages.

Unit 11: Ethical Issues in marketing communication, deceptive marketing social marketing communication. A framework for strategy; creative approaches that work.

Unit 12: Barriers to communication; types of barriers, overcoming communication barriers.

Block 5: Emerging trends and evaluation of marketing Communication

Unit 13: Emerging Trends in marketing communication Web, networking, Internet, Video Conferencing System, File Transfer Protocol (FTP), other means of international communication.

Unit 14: The future medium of communication, Email, international communication, getting online, what is required

Unit 12: Evaluation of communication, Variable of evaluation marketing communication, communication path, market control, conflicts and management, Building marketing strategies.

BBA 207: Advertising Practices

Block 1: Introduction of Advertising

Unit 1: Advertising Fundamentals: Definition, Objectives, Media of Advertising, Merits and Limitations of Advertising.

Unit 2: The Nature of Advertising: Product advertising, Institutional Advertising

Unit 3: Importance of Advertising in Modern Marketing, Role of Advertising in national economy, Advertising as a career.

Unit 4: Knowledge about Consumer Product, Product Life Cycle, Consumer Market

Block 2: Types of Advertising

Unit 5: Types of Advertising Commercial and Non Commercial Advertising; Primary demand and selective demand, classified and Displays, comparative and Co-operative advertising.

Unit 6: Outdoor advertising, Banners, Posters, Signboards, Ad on Wheels.

Unit 7: Advertising Media: Radio, Television Newspapers, Magazine, Internet and Mobile advertising.

Block 3: Advertising Message
Unit 8:   Advertising Message: Ad copy, Preparation of an effective advertising copy, Message design and development.
Unit 9:   Layout of advertisement: Headlines, Illustrations, Slogan, Seal of Approval, Elements of a Broadcast Copy, copy for direct mail.
Unit 10:   Role of celebrities, Models, Fashion shows, Glamour of aid.
Block 4: Advertising Budget
Unit 11:   Advertising budget; Budget setting, factor affective advertising expenditure in a company.
Unit 12:   Advertising effectiveness, Ad evaluation, Types of Ad evaluation.
Unit 13:   Ethical issue in Advertising, Deceptive & Misleading Practices.

3rd Year

BBA 301: Fundamentals of Entrepreneurship

Block 1:   Entrepreneurship Theories & Environment
Unit 1:   The Entrepreneur
Unit 2:   Theories of Entrepreneurship
Unit 3:   Entrepreneurial Environment

Block – 2: Planning and Promotion of Venture
Unit 4:   Identification of Business Opportunities
Unit 5:   Promotion of a Venture
Unit 6:   Requirements for a Business

Block – 3: Entrepreneurial Behaviour & Programmes
Unit 7:   Economic System & Entrepreneurial Behaviour
Unit 8:   Entrepreneurial Behaviour & Social Responsibilities

Block – 4: Entrepreneurship Development Programmes
Unit 9:   EDPs and Small Business
Unit 10:   Women Entrepreneurship
Unit 11:   Small Business

Block – 5: Incentives and Support
Unit 12:   Institutional Financial/ Promotional Support
Unit 13:   Incentives and subsidies
Unit 14:   Export and Import Procedure

BBA 302: Cost and Management Accounting

Block 1: Basic Concepts
Unit 1:   Introduction: Nature and scope of cost accounting; Cost concepts.
Unit 2:   Cost classification; Methods and techniques; Installation of costing System;
Unit 3:   Concept of cost audit
Block 2: Material and Labour
Unit 4:   Accounting for material: Material control; Concept and techniques.
Unit 5:   Pricing of materials issues; Treatment of material losses.

Unit 6:	Accounting for Labour: Labour cost control procedure; Labour turnover; idle time and overtime; Methods of wage payment-time and piece rates; Incentive schemes.

Block 3: **Overheads**

Unit 7:	Accounting for Overheads; Classification and departmentalization;
Unit 8:	Absorption of overheads; Determination of overheads rates
Unit 9:	Under and over absorption and its treatment.

Block 4: **Methods of Costing**

Unit 10:	Cost Ascertainment: Unit costing; Job, batch and contract, Standard and Marginal costing
Unit 11:	Operating costing; Process costing-excluding inter-process profits and joint and by product
Unit 12:	Reconciliation of cost and financial accounts.

Block 5: **Management & Responsibility Accounting**

Unit 13:	Introduction to Management Accounting, Management Accounting and Managerial decisions
Unit 14:	Financial statement analysis-meaning & objectives.
Unit 15:	Accounting ratios, techniques in judging profitability, liquidity and solvency of an undertaking
Unit 16:	Budgeting: Uses and types of budgets, preparation of budgets
Unit 17:	Sales, cash and production budgets. Concepts of zero based Budgeting
Unit 18:	Responsibility Accounting

BBA 303: Advertising Media Choices

Block 1: Introduction

Unit 1	Introduction to Advertising
Unit 2	Advertising Media
Unit 3	Advertising Department

Block 2: Media Planning

Unit 4	Media Planning Strategy
Unit 5	Media Planning
Unit 6	Media Scheduling
Unit 7	Creating the Copy

Block 3: Evaluation Process

Unit 8	Evaluation of Advertising Effectiveness
Unit 9	Pre-testing of communication effect and sales effect
Unit 10	Post-testing of communication effect and sales effect

Block 4: Agencies, Legal and Regulating Aspects

Unit 11	Advertising Agencies
Unit 12	Ethical & Legal aspects of Advertising
Unit 13	Regulation of Advertising in India
Unit 14	Advertising Scene in rural India, Problems of reaching rural audience and markets.

BBA 304: Personal Selling and Salesmanship

Block 1: Personal Selling Nature & Situations

Unit 1:	Meaning, nature and importance of personal selling challenges in personal selling.
Unit 2:	Duties of salesman, types of salespersons, Manufacturers salesmen,

wholesalers salesmen, retail salesmen, specially salesmen.

Unit 3: Sales responsibilities, personal selling skills, door to door selling situations where personal selling is more effective than advertising, cost of advertising v/s cost of personal selling.

Block 2: Selling Situation And Markets

Unit 4: AIDA model of selling situation.

Unit 5: Buying motives, types of markets, Consumer and industrial markets, their Characteristics and implications for the selling functions.

Unit 6: Process of effective selling prospecting pre-approach, presentation and demonstration, handling and objections, closing the sales post sale activities.

Block 3: Selling As A Career

Unit 7: Qualities of a successful salesperson, factors which fail the salesmen, overcome salesmen's problems.

Unit 8: Individual consumer and his buying motives, Industrial consumer, merchant buyers and their buying motives, know your company.

Unit 9: Selling as a career, advantages and difficulties, measures for making selling an attractive career.

Block 4: Distribution & Documents

Unit 10: Distribution network and relationship

Unit 11: Documents- reports and documents, sale manual, order book, cash memo tour diary daily and Periodical reports.

Unit 12: Controlling Distributors, tools for control, and other problems in selling.

BBA 305: Management of Sales Force

Block 1: Introduction of Sales Force

Unit 1: Sales Force objectives, importance of sales force, sales force objectives sales Organization structure formal and informal Horizontal and Vertical, Centralized and decentralized, line and staff components of organizations.

Unit 2: Field sales organization geographical sales specialization product based, activity based Hybrid sales team based organizations.

Unit 3: Functions of sales Manager Sale's manager functions Responsibilities quality of a sales manager.

Block 2: Recruitment and Selection of Sales Force

Unit 4: Sales force planning, variables which influence the Sales Force requirements, meaning of recruitment, purpose and importance of recruitment, factors which influence the recruitment.

Unit 5: Preparing the job description and specification recruitment sources

Unit 6: Purpose and importance of selection and placement, the selection process

Block 3: Training, Direction and Motivation

Unit 7: Sales Force Training: Meaning and Purpose of Sales Force Training, building sales training programmes identifying initial training needs.

Unit 8: Training in handling the competition, negotiation and communication, Training methods.

Unit 9: Directing and motivating sales force: Nature & skills of leadership, motivation, Dimensions of Motivation, model of motivation process.

Block 4: Compensation & Performance Appraisal

Unit 10: Various modes of compensating the sales force, Elements of goal Compensation package.

Unit 11:   Essentials of sales force monitoring programmes principles of sales force Evaluation.
Unit 12:   Evaluating performance standards recording performance

Block 5: Sales force Size and Sales Budget
Unit 13:   Sales force size organization of sales department, geographic, product wise, Market based.
Unit 14:   Importance of sales budget, uses of sales budget, classification of salesexpenses.
Unit 15:   Process of sales budget

Block 6: Sales Territory and Sales Quota
Unit 16:   Sales Territory consideration in allocation of Sales Territory
Unit 17:   Sales quota meaning objectives and importance, Types of sales quotas, Principles of Sales Quotas, uses of sales quotas, Sales Quota Administration.
Unit 18:   Sales and Cost analysis uses and methods

BBA 306: Sales Promotion and Public Relation

Block 1: Sales Promotion: Nature & Forms
Unit 1:   Meaning, Nature and importance of Sales Promotion Role of Sales Promotion in Marketing.
Unit 2:   The Purpose of Promotion, Factors effecting Sales Promotion.
Unit 3:   Consumer Oriented Sales Promotion, Trade Oriented Sales Promotion and Sales Force Oriented sales Promotion.

Block 2: Tools of Sales Promotion
Unit 4:   Free samples, prizes schemes, point of purchase, displays and demonstrations, advertising
novelties.
Unit 5:   Trade Fairs and Exhibitions, fashion shows, sales contest games of chance and skills Entertainment of customers.
Unit 6:   Gift offers, premium and free goods, prince packs, price off, rebate, lotteries, patronage rewards, refunds, catalogue, correspondence conventions, conferences.

Block 3: Developing Sales Promotion Programmes
Unit 7:   Sales promotion programmes, Pretesting, implementing
Unit 8:   Evaluating sales promotion programmes results making necessary modifications
Unit 9:   Public relations, meaning, features, growing importance, role in marketing similarities of publicity and public relations.

Block 4: Sales Promotion and Public Relations
Unit 10:   Major tools of public relations, news speeches, special events, handouts and leaflets.
Unit 11:   Audio-Visual, Public services activities, miscellaneous tools.
Unit 12:   Ethical issues in sales promotion, local aspects of sales promotion, ethical and local aspects in public relations.

BBA 307: Human Resource Management

Block 1: Introduction of HRM
Unit 1 :   HRM: concepts, scope and functions
Unit 2 :   Organised the personnel function
Unit 3 :   Personnel Policies: Meaning, types and process
Unit 4 :   The Changing Social Context and Emerging Issues

Block 2: Procurement of Development of HR

Unit 5 : Human Resource Planning: concept, objectives, process, Job Analysis and Job Design

Unit 6 : Recruitment & Selection: Concepts , sources and Methods

Unit 7 : Human Resource Development: Training, Model and Methods

Unit 8 : Career Planning, Succession Planning & Talent Management

Block 3: Employees Compensation and Reward Management

Unit 9 : Performance Appraisal: Techniques and Competency Mapping

Unit 10 : Wage and Salary administration: Concept and Objectives

Unit 11 : Compensation Strategy, structure and Composition

Unit 12 : Benefits: and Reward Management concept, coverage, objectives and types

Block 4: Employer-Employees Relationship

Unit 13 : Regulatory Mechanisms in Industrial Relation

Unit 14 : Dealing with Unions and Association

Unit 15 : Industrial Democracy

Unit 16 : Grievance Handling and Discipline

PROGRAMME PROJECT REPORT (PPR)
Bachelor of Commerce (B.Com) Distance Mode Programme

1. Introduction

Bachelor of Commerce (B.Com) Programme fulfils the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a profession degree in Business and Commerce. This programme is a judicious mix of both theoretical and practical courses throughout the academic years to prepare and strengthen the professional in the field of Commerce. Its main thrust is to prepare competent manger, entrepreneur. The three years B.Com distance mode programme is designed and developed in accordance with the DEB/UGC/JMI guidelines for both working and fresh 10+2 certificate holders. Who wish to enhance their professional qualification to broaden their job opportunities?

Objectives of the Programme

The programme aims to achieve the following objectives

- To provide an opportunity to get a B.Com degree to those who find it too difficult or even impossible to pursue regular B.Com course at a University either due to their job commitments or certain other circumstances.
- To help the learners, study at their own pace, and from their own chosen place.
- To provide adequate basic understanding about business and commerce among the students.
- To develop skills in matters related to commerce.
- To create an additional avenue of self-employment and also to benefit various financial/commercial/business institutions by providing them with suitable qualified persons.
- To develop Information Technology skills in the students, which now a day is essential in business and commerce.

2. Procedures of Admission, Evaluation and other details

Admission to this programme is provided to the eligible candidates on first come first serve basis.
The curriculum is transacted though the Print Self Learning Materials (SLMs) and Face to Face Counselling Session supplimented by audio-video programme.

The duration of the programme for successful completion is minimum three years and maximum six years.

The programme is transacted through the CDOL, JMI approved Study Centres across the country strictly as per the DEB/UGC norms and standard. All the study centres where the programme is offered have qualifed and trained counsellors and required staffs to facilitate learner centric qualitiful teaching learnings as per prescribed curriculum of the aforesaid programme.

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Five counselling sessions are organized in all theory courses seperatly. The counselling duration will be of 2 hours in each of the five sessions.

The evaluation of the admitted students to this programme is done on the basis of their assignments (30% weightage in the curriculum), performance in the annual examination

(70% weightage in the curriculum) as well as in the workshop and teaching practice by the competent teacher educators.

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result.

Generally the study centres happens to be the examination centre but in some cases where examination centres are alloted at some other places/institutions by giving the prior information to the appearing students.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centres approximately 1 month in advance.

All the CDOL, JMI study centres offering B.Com. (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme is Rs. 21,600 (Twenty One Thousands Six Hundered) payble in three equal annual instalments in all the academic years of the programme.

Quality assurance mechanism and expected programme outcomes is analysed strictly on the DEB/UGC/JMI Parameters/guidelines by the CDOL, Jamia Millia Islamia annualy.

3. **The total enrolment in the academic year 2016-17 is 400+112+207=719.**
4. **The total students who successfully passed the B.Com. Programme is 120 out of a total enrolment of 191 in 2015-16.**

Brief Course Structure
1st YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions 2 Hrs. each	EVALUATION SCHEME		Total
					Assignments	Term End Theory	
1.	B.Com-101	Money & Financial System	04	5	30	70	100
2.	B.Com-102	Financial Accounting	04	5	30	70	100
3.	B.Com-103	Company Law	04	5	30	70	100
4.	B.Com-104	Business Law	04	5	30	70	100
5.	B.Com-105	Business Economics	04	5	30	70	100
6.	B.Com-106	Principle of Business Management	04	5	30	70	100
	Total		**24**	**30**	**180**	**420**	**600**

2nd YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions 2 Hrs. each	EVALUATION SCHEME		Total
					Assignments	Term End Theory	
1.	B.Com-201	Business Communication	04	5	30	70	100
2.	B.Com-202	Business Mathematics & Statistics	04	5	30	70	100
3.	B.Com-203	Corporate Accounts	04	5	30	70	100

4.	B.Com-204	Principles of Marketing	04	5	30	70	100
5.	B.Com-205	Information Technology in Business	04	5	30	70	100
6.	B.Com-206	Business Environment	04	5	30	70	100
	Total		**24**	**30**	**180**	**420**	**600**

3rd YEAR

| S. No | Course Code | Course Name | Credits | Counselling Sessions 2 Hrs. each | EVALUATION SCHEME | | Total |
					Assignments	Term End Theory	
1.	B.Com-301	Financial Management	04	5	30	70	100
2.	B.Com-302	Fundamentals of Entrepreneurship	04	5	30	70	100
3.	B.Com-303	Cost & Management Accounting	04	5	30	70	100
4.	B.Com-304	Income Tax	04	5	30	70	100
5.	B.Com-305	Auditing	04	5	30	70	100
6.	B.Com-306	Principles of Insurance	04	5	30	70	100
	Total		**24**	**30**	**180**	**420**	**600**

Details Syllabus

B.Com-101: MONEY AND FINANCIAL SYSTEM

Block 1: Monetary Theory
Unit-1:   Money, Nature, Functions and Significance
Unit 2:   Demand for and Supply of Money
Unit 3:   Money and Prices
Unit 4:   Inflation

Block 2: Banking Theory and Practice
Unit 5:   Commercial Banking
Unit 6:   Commercial Banking in India
Unit 7:   Central Banking
Unit 8:   Reserve Bank of India
Unit 9:   Indian Money Market

Block 3: Non-Baking Financial Institutions in India
Unit 10:   Non-Bank Financial Intermediation - An Overview
Unit 11:   Term-Lending Financial Institutions - All India Level
Unit 12:   Term-Lending Financial Institutions - State Level
Unit 13:   Agricultural Finance in India

Block 4: International Financial System
Unit 14:   International Financial System – An Introduction
Unit 15:   International Monetary Fund
Unit 16:   World Bank
Unit 17:   Asian Development Bank

B.Com-102: FINANCIAL ACCOUNTING

Block 1: Accounting Fundamentals and Final Accounts
Unit 1:   Basic Concepts of Accounting, Accounting Standard & IFRS
Unit 2:   The Accounting Process
Unit 3:   Cash Book and other Subsidiary Books
Unit 4:   Concept relating to Final Accounts, Final Account-I and II

Block 2: Accounts from Incomplete Records
Unit 5:   Self-Balancing System
Unit 6:   Accounting from Incomplete Records-I
Unit 7:   Accounting from Incomplete Records-II and III

Block 3: Accounts of Non-trading Concerns, Depreciation, Provisions and Reserves

Unit 8:   Accounts of Non-trading Concerns - I
Unit 9:   Accounts of Non-trading Concerns -II
Unit 10:   Depreciation-I and II
Block 4: Branch and Departmental Accounts
Unit 11:   Branch Accounts - I
Unit 12:   Branch Accounts -II
Unit 13:   Departmental Accounts
Block 5: Hire Purchase Accounts
Unit 14:   Hire Purchase Accounts - I
Unit 15:   Hire Purchase Accounts - II and III
Block 6: Partnership Accounts
Unit 16:   General Introduction and Distribution of Profits
Unit 17:   Admission of a Partner
Unit 18:   Retirement of a Partner
Unit 19:   Dissolution of a Partnership Firm

B.Com-103: COMPANY LAW

Block 1: Company and Its Formation
Unit 1:   Nature and Types of Companies
Unit 2:   Public and Private Company
Unit 3:   Promoters
Unit 4:   Formation of a Company
Block 2: Principal Documents
Unit 5:   Memorandum of Association
Unit 6:   Articles of Association
Unit 7:   Prospectus
Block 3: Capital and Management
Unit 8:   Share and Loan Capital
Unit 9:   Allotment of Shares
Unit 10:   Membership of a Company
Unit 11:   Directors
Block 4: Meetings and Winding Up
Unit 12:   Company Secretary
Unit 13:   Meetings and Resolutions
Unit 14:   Winding Up

B.Com-104: BUSINESS LAW

Block 1: General Law of Contracts I
Unit 1:   Essentials of a Contract
Unit 2:   Offer and Acceptance
Unit 3:   Capacity of Parties
Unit 4:   Free Consent
Block 2: General Law of Contract II
Unit 5:   Consideration and Legality of Object
Unit 6:   Void Agreements and Contingent Agreements
Unit 7:   Performance and Discharge
Unit 8:   Remedies for Breach and Quasi Contracts
Block 3: Specific Contracts
Unit 9:   Indemnity and Guarantee
Unit10:   Bailment and Pledge
Unit 11:   Contract of Agency
Unit 12:   Carriage of Goods
Block 4: Partnership
Unit 13:   Definition and Registration of Partnership
Unit 14:   Rights, Duties and Liabilities of Partners
Unit 15:   Limited Liability Partnership
Unit 16:   Dissolution of Partnership Firms
Block 5: Sale of Goods
Unit 17:   Nature of Contract of Sale
Unit 18:   Conditions of Warranties.
Unit 19:   Transfer of Ownership and Delivery
Unit 20:   Rights of an Unpaid Seller

B.Com-105: BUSINESS ECONOMICS

Block 1: Fundamental Problems of Economic Systems and Basic Concepts
Unit 1:   Fundamental Problems of Economic Systems
Unit 2:   Basic Concepts of Business Economics
Unit 3:   Economic Systems

Block 2: Consumer Behaviour and the Demand Theory
Unit 4:   Law of Diminishing Marginal Utility and Equi-Marginal Utility
Unit 5:   Indifference Curve Analysis
Unit 6:   Consumer Demand
Unit 7:   Elasticity of Demand

Block 3: Theory of Production
Unit 8:   Production Function I
Unit 9:   Production Function II
Unit10:   Law of Supply and Elasticity of Supply
Unit 11:   Theory of Costs and Cost Curves

Block 4: Theory of Price
Unit 12:   Equilibrium Concept and Conditions
Unit 13:   Perfect Competition
Unit 14:   Monopoly
Unit 15:   Monopolistic Competition
Unit 16:   Oligopoly

Block 5: Distribution of Income
Unit 17:   Theory of Distribution
Unit 18:   Distribution of Income I: Wages and Interest
Unit 19:   Distribution of Income II: Rent and Profit
Unit 20:   Inequality of Income

B.Com-106: PRINCIPLES OF BUSINESS MANAGEMENT

Block 1: Business and Management an Introduction
Unit 1:   Nature and Scope of Business, Forms of Business Organisation
Unit 2:   Nature and Scope of Management
Unit 3:   Approaches to the Study of Management
Unit 4:   Functions and Principles of Management

Block 2: Planning and Organizing
Unit 5:   Fundamentals of Planning
Unit 6:   Plans, Policies, Schedules and Procedures
Unit 7:   Organizing: Basic Concepts
Unit 8:   Departmentation and Forms of Authority Relationships
Unit 9:   Delegation and Decentralization

Bock 3: Staffing and Directing
Unit 10:   Staffing
Unit 11:   Directing
Unit 12:   Motivation
Unit 13:   Leadership
Unit 14:   Communication

Block 4: Coordination and Control
Unit 15:   Coordination
Unit 16:   Process of Control
Unit 17:   Techniques of Control
Unit 18:   Management of Change

B.Com - 201: BUSINESS COMMUNICATION

Block 1: Communication Concept & Functions
Unit 1:   Communication Concept & its role in present day business.
Unit 2:   Communication Process
Unit 3:   Good Communication
Unit 4:   Verbal and non-verbal communication

Block 2: Methods of Communication

Unit 5:   Dimensions of Communication
Unit 6:   Intra-organizational Communication
Unit 7:   Communication Channels
Unit 8:   Basics & Breakdown in Communication
Block 3: Effective Communication, Speaking and Oral Reporting
Unit 9:   Guidelines for Effective Communication
Unit 10:   Effective Speaking
Unit 11:   Presentation & Interview
Unit 12:   Listening
Block 4: Public Communication, Business Correspondence & Report Writing
Unit 13:   Communication for Customers / Public
Unit 14:   Business Correspondence
Unit 15:   Effective Business Letters
Unit 16:   Report Writing & External Communication

B.Com – 202: BUSINESS MATHEMATICS AND STATISTICS
Block 1: Function and Progression
Unit 1:   Function and Progression
Unit 2:   Arithmetic Progression and Series
Unit 3:   Geometric Progression and Series

Block 2: Permutation and Combination
Unit 4:   Fundamental Principles of Counting
Unit 5:   Permutation & Combination
Unit 6:   Matrices and Determinants
Unit 7:   Differentiation
Unit 8:   Integration and Its Application

Block 3: Basic Statistical Concepts
Unit 9:   Meaning and scope of statistic
Unit 10:   Organizing a Statistical Survey
Unit 11:   Accuracy, Approximation and Errors
Unit 12:   Ratios, Percentages and Rates

Block 4: Collection, Classification and Presentation of Data
Unit 13:   Collection and classification of Data
Unit 14:   Tabular Presentation
Unit 15:   Diagrammatic and Graphic Presentation

Block 5: Measures of Central Tendency, Dispersion and Skewness
Unit 16:   Concept of Central Tendency, Mean, Median, Mode, and Geometric, Harmonic and Moving
                   Averages
Unit 17:   Measures of Dispersion – I & II
Unit 18:   Measures of Skewness

B.Com – 203: CORPORATE ACCOUNTS
Block 1: Corporate Accounts – I
Unit 1:   Introduction and Record of Share Capital
Unit 2:   Issue & redemption of preference shares and Debentures
Unit 3:   Valuation of Shares
Unit 4:   Issue & redemption Debentures
Block 2: Corporate Accounts – II
Unit 5:   Purchase of Business and Profits before & after Incorporation
Unit 6:   Final Accounts of Companies – I
Unit 7:   Final Accounts of Companies – II
Block 3: Accounting for Amalgamation, Absorption and Reconstruction
Unit 8:   Amalgamation of companies
Unit 9:   Accounting for Absorption
Unit 10:   Accounting for Reconstruction
Block 4: Holding Companies
Unit 11:   Holding Company
Unit 12:   Subsidiary Company

Block 5:   Financial Statements and Analysis
Unit 13:   Analysis of Financial Statements
Unit 14:   Ratio Analysis
Unit 15:   Cash Flow Statement

B.Com- 204 PRINCIPLES OF MARKETING

Block 1: Marketing Concepts and Environment
Unit 1:   Basic Concepts of Marketing
Unit 2:   Marketing Environment
Unit 3:   Markets and Marketing Segmentation
Unit 4:   Consumer Behavior

Block 2: Product Differentiations and Packaging
Unit 5:   Product concept and Classification
Unit 6:   Product Development and Product Life Cycle
Unit 7:   Branding
Unit 8:   Packaging

Block 3: Pricing
Unit 9:   Pricing
Unit 10:   Discounts and Allowances
Unit 11:   Regulation of Prices

Block 4: Distribution
Unit 12:   Distribution Channels
Unit 13:   Whole Seller and Retailer
Unit 14:   Physical Distribution

Block 5: Promotion
Unit 15:   Promotion
Unit 16:   Personal Selling & Sales Promotion
Unit 17:   Advertising and Publicity

B.Com: 205: INFORMATION TECHNOLOGY IN BUSINESS

Block 1: Computer Basics, Information Technology and Number Systems
Unit 1:   Computer Basics
Unit 2:   Introduction to Information Technology
Unit 3:   Advanced Information Technology
Unit 4:   Number Systems

Block 2: Computer Organization, Architecture and Memory Storage
Unit 5:   Computer Organisation
Unit 6:   Memory Unit
Unit 7:   Operating System
Unit 8:   Database Fundamentals

Block 3: Computer Software Communications, Internet and Security
Unit 9:   Computer Software
Unit: 10   Computer Communications
Unit 11:   Internet and Its Tools
Unit 12:   Computer Security

Block 4: Microsoft Office
Unit 13:   Word Processor- MS-Word
Unit 14:   MS- Excel
Unit 15:   MS Power Point
Unit 16:   MS Access & Internet Application

B.Com – 206: BUSINESS ENVIRONMENT

Block 1: Introduction of Business Environment
Unit 1:   Nature and Dimension of Business Environment
Unit 2:   Economic Environment: An Overview
Unit 3:   Structure of Indian Economy
Unit 4:   Social and Cultural Environment

Block 2: Business and Government
Unit 5:   Role of Government in Business

Unit 6:   Macro Economic Policies
Unit 7:   Consumer Protection
Block 3: Economic Policy and Framework
Unit 8:   Industrial Policy
Unit 9:   Industrial Sickness
Unit 10:   Industrial Relations
Unit 11:   Small Scale Sector
Block 4: External Sector and Economic Reforms
Unit 12:   Foreign Investment and MNCs
Unit 13:   India's Foreign Trade
Unit 14:   Balance of Payment and EXIM Policy
Unit 15:   International Trade Relations

B.Com – 3rd Year

B.Com - 301: FINANCIAL MANAGEMENT
Block 1: Financial Planning & Budgeting
Unit 1:   Financial Management
Unit 2:   Financing Decisions, Leverage Analysis
Unit 3:   Operating and Financial Leverage.
Unit 4:   EBIT, EPS Analysis
Block 2: Capital Budgeting and Cost of Capital
Unit 5:   Capital Budgeting
Unit 6:   Cost of Capital
Block 3: Capital Structure & Dividend
Unit 7:   Capital Structure
Unit 8:   Dividend Policies,
Unit 9:   Forms and Determinants of Dividends
Block 4: Working Capital Planning, Calculation and Management
Unit 10:   Management of Working Capital
Unit 11:   Management or working capital – cash, receivables and inventories
Unit 12:   Working Capital Monitoring and Control

B.Com - 302: FUNDAMENTALS OF ENTREPRENEURSHIP
Block 1: Entrepreneurship Theories & Environment
Unit 1:   The Entrepreneur
Unit 2:   Theories of Entrepreneurship
Unit 3:   Entrepreneurial Environment
Block – 2: Planning and Promotion of Venture
Unit 4:   Identification of Business Opportunities
Unit 5:   Promotion of a Venture
Unit 6:   Requirements for a Business
Block – 3: Entrepreneurial Behaviour & Programmes
Unit 7:   Economic System & Entrepreneurial Behaviour
Unit 8:   Entrepreneurial Behaviour & Social Responsibilities
Block – 4: Entrepreneurship Development Programmes
Unit 9:   EDPs and Small Business
Unit 10:   Women Entrepreneurship
Unit 11:   Small Business
Block – 5: Incentives and Support
Unit 12:   Institutional Financial/ Promotional Support
Unit 13:   Incentives and subsidies
Unit 14:   Export and Import Procedure

B.Com. 303: COST AND MANAGEMENT ACCOUNTING
Block 1: Basic Concepts
Unit 1:   Nature and scope of cost accounting.
Unit 2:   Cost classification and cost sheet
Unit 3:   Accounting for material (Nature & Scope)

Block 2: Material and Labour
Unit 4:   Accounting for Labour

Unit 5:   Accounting for Overheads
Unit 6:   Absorption of Overheads
Block 3: Overheads
Unit 7:   Single or Output Costing
Unit 8:   Job Batch and Contract Costing
Unit 9:   Process Costing

Block 4: Methods of Costing
Unit 10:   Operating or Service Costing
Unit 11:   Reconciliation of cost and financial accounts.
Unit 12:   Budgetary Control
Block 5: Management & Responsibility Accounting
Unit 13:   Financial statement analysis.
Unit 14:   Accounting Ratio
Unit 15:   Budgeting-I
Unit 16:   Budgeting-II

B.Com – 304: INCOME TAX

Block 1: Fundaments of Income tax
Unit 1:   Basic Concepts – I
Unit 2:   Basic Concept – II
Unit 3:   Residential Status and Tax Liability
Unit 4:   Exempted Income
Block 2: Salaries
Unit 5:   Salaries – I
Unit 6:   Salaries – II
Unit 7:   Salaries – III

Block 3: Other Heads of Income
Unit 8:   Income from House Property
Unit 9:   Income from Capital Gain
Unit 10:   Income from Other Sources

Block 4: Assessment of Individual
Unit 11:   Deduction from Gross Total Income
Unit 12:   Computation of Total Income
Unit 13:   Filling of Return and Tax Authorities
Unit 14:   Value Added Tax

B.Com – 305: AUDITING

Block 1: Fundamental of Auditing
Unit 1:   Basic Concepts
Unit 2:   Internal Control
Unit 3:   Audit Planning

Block 2: Vouching and Verification
Unit 4:   Vouching of Cash Transactions
Unit 5:   Vouching of Trading Transactions and Impersonal Ledger
Unit 6:   Verification and Valuation of Assets and Liabilities-I
Unit 7:   Verification and Valuation of Assets and Liabilities-II
Block 3: Company Audit
Unit 8:   Company Audit
Unit 9:   Company Audit – I
Unit 10:   Company Audit – II

Block 4: Assessment of Individual
Unit 11:   Auditor's Report
Unit 12:   Cost and Management Audit

B.Com. 306: PRINCIPLES OF INSURANCE

Block 1: Introduction
Unit 1:   Introduction to Insurance: Purpose and need of insurance; insurance as a
                 Social security tool; insurance and economic development.
Unit 2:   Fundamentals of agency law: Definition of an agent; Agents Regulations

Unit 3:   Insurance intermediaries; Agent's compensation.

Block 2: Agency System

Unit 4:   Procedure for becoming an agent: Pre-requisite for obtaining a license;
                   Duration of license; Cancellation of license; Revocation or
                   suspension/termination of agent appointment

Unit 5:   Code of conduct: unfair practices.

Block 3:Promotion and Settlement

Unit 6:   Functions of the agent: Proposal form and other forms for grants of Cover

Unit 7:   Financial and medical underwriting; Material information: nomination and
                   assignment; procedure regarding settlement of policy claims.

Unit 8:   Company profile: Organizational set up of the company: promotion strategy

Block 4: Insurance Contracts

Unit 9:   Market Share: Important activities; structure; product; actual possession: Product
                   pricing actuarial aspects; distribution channels.

Unit 10:   Fundamentals/principles of Life Insurance/Marine/Fire/Medical/General

Unit 11:   Insurance: Contracts of various kinds; Insurable interest.

PROGRAMME PROJECT REPORT (PPR)

Bachelor of Commerce-International Business and Finance (BCIBF) Distance Mode Programme

1. Introduction

Bachelor of Commerce-International Business and Finance (BCIBF) Programme fulfils the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a profession degree in Business and Commerce. This programme is a judicious mix of both theoretical and practical courses throughout the academic years to prepare and strengthen the professional in the field of Commerce. Its main thrust is to prepare competent manger, entrepreneur. The three years BCIBF distance mode programme is designed and developed in accordance with the DEB/UGC/JMI guidelines for both working and fresh 10+2 certificate holders. Who wish to enhance their professional qualification to broaden their job opportunities?

Objectives of the Programme

The programme aims to achieve the following objectives:

- To provide an opportunity to get a BCIBF degree to those who find it difficult or even impossible to pursue regular BCIBF course at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop skills in matters related to international business and finance.
- To create an additional avenue of self-employment and also to benefit various international / national business and financial organizations.
- To prepare students to exploit opportunities, being newly created, in the field of business and finance due to Globalization, Privatisation & Liberalisation.
- To give an adequate exposure to operational environment in the field of business management & other related services.
- To inculcate training & practical approach among the students by using modern technologies in the field of business and management etc.

2. Procedures of Admission, Evaluation and other details

Admission to this programme is provided to the eligible candidates on first come first serve basis.

The curriculum is transacted though the Print Self Learning Materials (SLMs) and Face to Face Counselling Session supplimented by audio-video programme.

The duration of the programme for successful completion is minimum three years and maximum six years.

The programme is transacted through the CDOL, JMI approved Study Centres across the country strictly as per the DEB/UGC norms and standard. All the study centres where the programme is offered have qualifed and trained counsellors and required staffs to facilitate learner centric qualitiful teaching learnings as per prescribed curriculum of the aforesaid programme.

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Five counselling sessions are organized in

all theory courses seperatly. The counselling duration will be of 2 hours in each of the five sessions.

The evaluation of the admitted students to this programme is done on the basis of their assignments (30% weightage in the curriculum), performance in the annual examination (70% weightage in the curriculum) as well as in the workshop and teaching practice by the competent teacher educators.

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result.

Generally the study centres happens to be the examination centre but in some cases where examination centres are alloted at some other places/institutions by giving the prior information to the appearing students.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centers approximately 1 month in advance.

All the CDOL, JMI study centres offering BCIBF. (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme is Rs. 26,400 (Twenty Six Thousands Four Hundered) payble in three equal annual instalments in all the academic years of the programme.

Quality assurance mechanism and expected programme outcomes is analysed strictly on the DEB/UGC/JMI Parameters/guidelines by the CDOL, Jamia Millia Islamia annualy.

3. **The total enrolment in the academic year 2016-17 is 54.**
4. **The total students who successfully passed the BCIBF Programme is 27 in 2015-16.**

1st YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions (2 Hrs. each) Theory	EVALUATION SCHEME Assignments Theory	EVALUATION SCHEME Term End Theory	Total
1.	BCIBF 101	Business Communication	4	7	30	70	100
2.	BCIBF 102	Principles of Management	4	7	30	70	100
3.	BCIBF 103	Financial Accounting	4	7	30	70	100
4.	BCIBF 104	Business Regulatory Frame Work	4	7	30	70	100
5.	BCIBF 105	Business Economics	4	7	30	70	100
6.	BCIBF 106	Business Environment	4	7	30	70	100
		Total	**24**	**42**	**180**	**420**	**600**

2nd YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions (2 Hrs. each) Theory	EVALUATION SCHEME Assignments Theory	Term End Theory	Total
1.	BCIBF 201	Introduction to Business Finance	4	7	30	70	100
2.	BCIBF 202	Business Mathematics and Statistics	4	7	30	70	100
3.	BCIBF 203	Company Law	4	7	30	70	100
4.	BCIBF 204	Information Technology in Business	4	7	30	70	100
5.	BCIBF 205	Cost and Management Accounting	4	7	30	70	100
6.	BCIBF 206	Fundamental of Entrepreneurship	4	7	30	70	100
		Total	**24**	**42**	**180**	**420**	**600**

3rd YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions 2 Hrs. each Theory	EVALUATION SCHEME Assignments Theory	Term End Theory	Total
1.	BCIBF 301	Principles of Marketing	4	7	30	70	100
2.	BCIBF 302	International Marketing	4	7	30	70	100
3.	BCIBF 303	International Business Environment	4	7	30	70	100
4.	BCIBF 304	India's Foreign Trade Policy	4	7	30	70	100
5.	BCIBF 305	Export-Import Procedures and Documentation	4	7	30	70	100
6.	BCIBF 306	International Finance	4	7	30	70	100
7.	BCIBF 307	Human Resource Management	4	7	30	70	100
		Total	**28**	**49**	**210**	**490**	**700**

<div align="center">**Details Syllabus**
BCIBF 101: BUSINESS COMMUNICATION</div>

Block – 1 : Communication Concept & Functions

Unit 1   Communication Concept
Unit 2   Communication Process
Unit 3   Good Communication

Block – 2 : Methods of Communication
Unit 4   Verbal and non-verbal communication
Unit 5   Dimensions of Communication
Unit 6   Communication Channels
Unit 7   Basics & Breakdown in Communication

Block – 3 : Effective Speaking And Oral Reporting
Unit 8   Effective Speaking
Unit 9   Presentation & Interview
Unit 10   Listening
Unit 11   Communication for Customers / Public

Block – 4 : Business Correspondence & Report Writing
Unit 12   Business Correspondence
Unit 13   Intra-organizational Communication
Unit 14 Report Writing & External Communication

<div align="center">## BCIBF 102: PRINCIPLES OF MANAGEMENT</div>

Block 1: Management: Introduction and Overview
Unit 1   Nature and Scope of Management
Unit 2   Approaches to the Study of Management
Unit 3   Functions and Principles of Management

Block 2: Planning and Organizing
Unit 4   Fundamentals of Planning
Unit 5   Plans, Policies, Schedules and Procedures
Unit 6   Organizing: Basic Concepts
Unit 7   Departmentation and Forms of Authority Relationships
Unit 8   Delegation and Decentralization

Block 3: Staffing and Directing
Unit 9   Staffing
Unit 10   Directing
Unit 11   Motivation
Unit 12   Leadership
Unit 13   Communication

Block 4: Coordination and Control
Unit 14   Coordination
Unit 15   Process of Control
Unit 16   Techniques of Control

BCIBF 103: FINANCIAL ACCOUNTING

Block 1: Accounting Fundamentals and Final Accounts
Unit 1   Basic Concepts of Accounting
Unit 2   The Accounting Process
Unit 3   Cash Book and other Subsidiary Books
Unit 4   Concept relating to Final Accounts, Final Account-I and Final Account-II

Block 2: Accounts from Incomplete Records
Unit 5   Self-Balancing System
Unit 6   Accounting from Incomplete Records-I
Unit 7   Accounting from Incomplete Records-II and III

Block 3: Accounts of Non-trading Concerns, Depreciation, Provisions and Reserves
Unit 8   Accounts of Non-trading Concerns - I
Unit 9   Accounts of Non-trading Concerns -II
Unit 10   Depreciation-I and II

Block 4: Branch and Departmental Accounts
Unit 11   Branch Accounts - I
Unit 12   Branch Accounts -II
Unit 13   Departmental Accounts

Block 5: Hire Purchase Accounts
Unit 14   Hire Purchase Accounts - I
Unit 15   Hire Purchase Accounts - II and III

Block 6: Partnership Accounts
Unit 16   General Introduction and Distribution of Profits
Unit 17   Admission of a Partner
Unit 18   Retirement of a Partner
Unit 19   Dissolution of a Partnership Firm

BCIBF 104: BUSINESS REGULATORY FRAME WORK

Block 1: General Law of Contracts I
Unit 1   :   Essentials of a Contract
Unit 2   :   Offer and Acceptance
Unit 3   :   Capacity of Parties
Unit 4   :   Free Consent

Block 2: General Law of Contract II
Unit 5   :   Consideration and Legality of Object
Unit 6   :   Void Agreements and Contingent Agreements
Unit 7   :   Performance and Discharge
Unit 8   :   Remedies for Breach and Quasi Contracts

Block 3: Specific Contracts
Unit 9   :   Indemnity and Guarantee
Unit10   :   Bailment and Pledge
Unit 11   :   Contract of Agency
Unit 12   :   Carriage of Goods

Block 4: Partnership
Unit 13   :   Definition and Registration of Partnership
Unit 14   :   Rights, Duties and Liabilities of Partners
Unit 15   :   Dissolution of Partnership Firms

Block 5: Sale of Goods
Unit 16   :   Nature of Contract of Sale
Unit 17   :   Conditions of Warranties.
Unit 18   :   Transfer of Ownership and Delivery
Unit 19   :   Rights of an Unpaid Seller

BCIBF 105: BUSINESS ECONOMICS

Block 1: Fundamental Problems of Economic Systems and Basic Concepts
Unit 1   :   Fundamental Problems of Economic Systems
Unit 2   :   Basic Concepts
Unit 3   :   Economic Systems

Block 2: Consumer Behaviour and the Demand Theory
Unit 4   :   Law of Diminishing Marginal Utility and Equal-Marginal Utility
Unit 5   :   Indifference Curve Analysis
Unit 6   :   Consumer Demand
Unit 7   :   Elasticity of Demand

Block 3: Theory of Production
Unit 8   :   Production Function I
Unit 9   :   Production Function II
Unit10   :   Law of Supply and Elasticity of Supply
Unit 11   :   Theory of Costs and Cost Curves

Block 4: Theory of Price
Unit 12   :   Equilibrium Concept and Conditions
Unit 13   :   Perfect Competition
Unit 14   :   Monopoly
Unit 15   :   Monopolistic Competition
Unit 16   :   Oligopoly

Block 5: Distribution of Income
Unit 17   :   Theory of Distribution
Unit 18   :   Distribution of Income I: Wages and Interest
Unit 19   :   Distribution of Income II: Rent and Profit
Unit 20   :   Inequality of Income

<div align="center">**BCIBF 106: BUSINESS ENVIRONMENT**</div>

Block 1 : Introduction of Business Environment

Unit – 1	:	Nature and Dimension of Business Environment
Unit – 2	:	Economic Environment : An Overview
Unit – 3	:	Structure of Indian Economy
Unit – 4	:	Social and Cultural Environment

Block 2 : Business and Government

Unit – 1	:	Role of Government in Business
Unit – 2	:	Macro Economic Policies
Unit – 3	:	Consumer Protection

Block 3 : Economic Policy and Framework

Unit – 1	:	Industrial Policy
Unit – 2	:	Industrial Sickness
Unit – 3	:	Industrial Relations
Unit – 4	:	Small Scale Sector

Block 4 : External Sector and Economic Reforms

Unit – 1	:	Foreign Investment and MNCs
Unit – 2	:	India's Foreign Trade
Unit – 3	:	Balance of Payment and EXIM Policy
Unit – 4	:	International Trade Relations

<div align="center">**BCIBF 201: INTRODUCTION TO BUSINESS FINANCE**</div>

Block 1: Introduction

Unit 1	:	Scope of Financial management Nature and Functions of Finance Objectives of Financial Management
Unit 2	:	Emerging role of Financial Manager in India Organizational, Regulatory and Tax Framework
Unit 3	:	Forms of Business Organization Regulatory framework of Financial Management
Unit 4	:	Industrial Policies Indian Companies Act 1956 Securities and Exchange Board of India (SEBI) Guidelines

Block 2: Financial Securities, Capitalization and Capital Structure

Unit 1	:	Nature and Characteristics of different Securities Valuation of Fixed-Income Securities and Equity Shares Meaning and nature of Capital Structure
Unit 2	:	Leverages operating and Financial EBI-EPS Analysis for Capital Structure Planning Assessment of Debt Capacity
Unit 3	:	Guidelines for Capital Structure Planning Guidelines for New Shares and Debentures
Unit 4	:	Meaning and definition of Capitalization Over and Under Capitalization – their causes and remedies

Block 3: **Short Term Financial Requirement**

Unit 1	:	Meaning and nature of working Capital its need and importance. Factors effecting working capital requirement
Unit 2	:	Estimating W. C. requirement, W.C financing phooey Dividend Payout ratio
Unit 3	:	Managerial Consideration in determining Dividend payout Factors effecting Dividend Policy, Dividend Stability
Unit 4	:	Dividend Policy and Share Valuation Traditional Position, Walter Model, M.M. Position

Block 4: **Capital Budgeting**

Unit 5	:	Meaning, need and importance of Capital Budgeting, Factors effecting C.B.
Unit 6	:	Meaning and methods of evaluating projects, Caparison of present value and internal rate of retire methods, Capital Rationing
Unit 7	:	Cost of Capital - required returns on Capital Investment; Meaning and Importance of Cost of Capital
Unit 8	:	Measurement of Cost of Debt and Preference Share Capital, and retained earnings, Overall cost of Capital of the firm

BCIBF 202: BUSINESS MATHEMATICS AND STATISTIC

Block 1: Function and Progression
Unit 1:   Function and Progression
Unit 2:   Arithmetic Progression and Series
Unit 3:   Geometric Progression and Series

Block 2: Permutation and Combination
Unit 4:   Fundamental Principles of Counting
Unit 5:   Permutation & Combination
Unit 6:   Matrices and Determinants
Unit 7:   Differentiation
Unit 8:   Integration and Its Application

Block 3: Basic Statistical Concepts
Unit 9:   Meaning and scope of statistic
Unit 10:   Organizing a Statistical Survey
Unit 11:   Accuracy, Approximation and Errors
Unit 12:   Ratios, Percentages and Rates

Block 4: Collection, Classification and Presentation of Data
Unit 13:   Collection and classification of Data
Unit 14:   Tabular Presentation
Unit 15:   Diagrammatic and Graphic Presentation

Block 5: Measures of Central Tendency, Dispersion and Skewness
Unit 16:   Concept of Central Tendency, Mean, Median, Mode, and Geometric, Harmonic and Moving Averages
Unit 17:   Measures of Dispersion – I & II
Unit 18:   Measures of Skewness

BCIBF 203: COMPANY LAW

Block 1: Company and Its Formation
Unit 1   :   Nature and Types of Companies
Unit 2   :   Public and Private Company
Unit 3   :   Promoters
Unit 4   :   Formation of a Company

Block 2: Principal Documents
Unit 5   :   Memorandum of Association
Unit 6   :   Articles of Association
Unit 7   :   Prospectus

Block 3: Capital and Management
Unit 8   :   Share and Loan Capital
Unit 9   :   Allotment of Shares
Unit 10   :   Membership of a Company
Unit 11   :   Directors

Block 4: Meetings and Winding Up
Unit 12   :   Company Secretary
Unit 13   :   Meetings and Resolutions
Unit 14   :   Winding Up

BCIBF 204: INFORMATION TECHNOLOGY IN BUSINESS

Block 1: Computer Basics, Information Technology and Number Systems
Unit 1:   Computer Basics
Unit 2:   Introduction to Information Technology
Unit 3:   Advanced Information Technology
Unit 4:   Number Systems

Block 2: Computer Organization, Architecture and Memory Storage
Unit 5:   Computer Organisation
Unit 6:   Memory Unit
Unit 7:   Operating System
Unit 8:   Database Fundamentals

Block 3: Computer Software Communications, Internet and Security
Unit 9:   Computer Software
Unit: 10   Computer Communications
Unit 11:   Internet and Its Tools
Unit 12:   Computer Security

Block 4: Microsoft Office

Unit 13:	Word Processor- MS-Word
Unit 14:	MS- Excel
Unit 15:	MS Power Point
Unit 16:	MS Access & Internet Application

BCIBF 205: COST & MANAGEMENT ACCOUNTING

Block 1: Basic Concepts

Unit 1	Introduction: Nature and scope of cost accounting; Cost concepts.
Unit 2	Cost classification; Methods and techniques; Installation of costing System; Concept of cost audit

Block 2 : Material And Labour

Unit 3	Accounting for material: Material control; Concept and techniques.
Unit 4	Pricing of materials issues; Treatment of material losses.
Unit 5	Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment-time and piece rates; Incentive schemes.

Block 3: Overheads

Unit 6	Accounting for Overheads; Classification and departmentalization;
Unit 7	Absorption of overheads; Determination of overheads rates
Unit 8	Under and over absorption and its treatment.

Block 4: Methods Of Costing

Unit 9	Cost Ascertainment: Unit costing; Job, batch and contract costing;
Unit 10	Operating costing; Process costing-excluding inter-process profits and joint and by product.
Unit 11	Reconciliation of cost and financial accounts.

Block 5: Management Accounting

Unit 12	Introduction to Management Accounting, Management Accounting and Managerial decisions.
Unit 13	Financial statement analysis-meaning & objectives.
Unit 14	Accounting ratios, techniques in judging profitability, liquidity and solvency of an undertaking.
Unit 15	Budgeting: Uses and types of budgets, preparation of budgets
Unit 16	Sales, cash and production budgets. Concepts of zero based Budgeting

BCIBF 206: FUNDAMENTALS OF ENTREPRENEURSHIP

Block 1:   Entrepreneurship Theories & Environment

Unit 1:	The Entrepreneur
Unit 2:	Theories of Entrepreneurship
Unit 3:	Entrepreneurial Environment

Block – 2: Planning and Promotion of Venture

Unit 4:   Identification of Business Opportunities
Unit 5:   Promotion of a Venture
Unit 6:   Requirements for a Business

Block – 3: Entrepreneurial Behaviour & Programmes

Unit 7:   Economic System & Entrepreneurial Behaviour
Unit 8:   Entrepreneurial Behaviour & Social Responsibilities

Block – 4: Entrepreneurship Development Programmes

Unit 9:   EDPs and Small Business
Unit 10:   Women Entrepreneurship
Unit 11:   Small Business

Block – 5: Incentives and Support

Unit 12:   Institutional Financial/ Promotional Support
Unit 13:   Incentives and subsidies
Unit 14:   Export and Import Procedure

BCIBF 301 PRINCIPLES OF MARKETING

Block 1: Marketing Concepts and Environment

Unit 1   Basic Concepts of Marketing
Unit 2   Marketing Environment
Unit 3   Markets and Marketing Segmentation
Unit 4   Consumer Behavior

Block 2: Product Differentiation and Packaging

Unit 5   Product concept and Classification
Unit 6   Product Development and Product Life Cycle
Unit 7   Branding
Unit 8   Packaging

Block 3: Pricing

Unit 9   Pricing
Unit 10   Discounts and Allowances
Unit 11   Regulation of Prices

Block 4 : Distribution

Unit 12   Distribution Channels
Unit 13   Whole Seller and Retailer
Unit 14   Physical Distribution

Block 5 : Promotion
Unit 15   Promotion
Unit 16   Personal Selling & Sales Promotion
Unit 17   Advertising and Publicity

BCIBF 302: INTERNATIONAL MARKETING

Block1: Introduction
Unit 1   International Marketing: Basic Concepts, nature, definition and scope
Unit 2   International Marketing V/s Domestic Marketing
Unit3   International Marketing Environment; external and internal

Block 2: Foreign Market Selection
Unit 4   International Market Identification
Unit 5   International Market Selection
Unit 6   International Marketing Entry mode decisions

Block3: International Product and Pricing Decisions
Unit 7   Product planning for international market, product designing, standardization
V/s adoption
Unit 8   Branding, Packaging labeling and quality issues and after sales service
 Unit 9   International Pricing: Pricing process, Pricing Methods, Factor
                 influencing International Price Quotation, Payment Terms.

Block 4: International Promotion and Distribution
Unit 10   Promotion of Products/Services abroad, methods of international
                 promotion, direct mail and sales literature.
Unit 11   International Advertising, Personal selling, Trade fairs and exhibitions
Unit 12   Sales promotions; International distribution channels, logistics
                 decisions, selection and appointment of foreign sales agents.

Block 5: Export Policy and Practice in India
Unit 13   Exim Policy – an overview, trends in India's foreign trade
Unit14   Steps in starting an export business, product Selection, Market Selection,
                 export pricing
Unit 15   Expert finance, expert documentation, expert procedure, expert assistance and
                 incentives, Emerging Trends and Issues in International   Marketing.

BCIBF 303: INTERNATIONAL BUSINESS ENVIRONMENT

Block 1: Concepts and Dimensions
Unit 1   International Business Environment – an overview, nature, importance and
                 scope
Unit 2   Geographic, socio-cultural, commercial, legal and political environment
Unit 3   Theories of international trade, gains from international trade, Balance of
                 payment analysis

Block 2: Instruments of Commercial Policy
Unit 4   Commercial Policy: An overview, Tariff and nontariff measures, arguments for and against protectionism
Unit 5   Current trends and issues in international trade, Pattern and structure of world trade, trade in services
Unit 6   Foreign investment: types, motives, effects. Present structure of foreign direct investments

Block 3: World Trading System
Unit 7   Multinational Corporations (MNCs), nature, role, types and operations,
Unit 8   Policy towards MNCs, Transfer of Technology
Unit 9   Regional Economic integration, forms of integration

Block 4: Regional Economic Groupings
Unit 10   Regional economic groupings in practice. NAFTA
Unit 11   SAARC, ASEAN, SAPTA
Unit 12   International Economic Co-operation

Block 5: Institutions and Agreements
Unit 13   Multilateral Financial Institutions, World bank, IMF
Unit 14   International Commodity agreements
Unit 15   W.T.O., VNCTAD, GSP

BCIBF 304: INDIA's FOREIGN TRADE POLICY

Block 1: Foreign Trade: An Overview
Unit 1   India's Foreign Trade, Trends and developments
Unit 2   Commodity Composition and direction
Unit 3   India and World Trade

Block 2: Institutional Frame Work and Policies
Unit 4   Foreign trade policy in India
Unit 5   Making body and institutions
Unit 6   Exchange control in India – Objectives and definition

Block 3: Export Promotion I
Unit 7   Import substitution and export promotion policies
Unit 8   Export incentives, duty exemption, schemes, duty drawbacks
Unit 9   Commercial banks in foreign trade, EXIM bank, EGC, deferred payment system

Block 4: Export Promotion II
Unit 10   Export Promotion councils
Unit 11   Commodity boards, product export development authorities, state trading organizations, expert and trading houses
Unit 12   Export Processing zones, special economic zones export oriented units

Block 5: Foreign Investment

Unit 13   Foreign Investment Policy
Unit 14   Indian joint ventures abroad
Unit 15   Multilateralism and Bilateralism in India's foreign trade

BCIBF 305: EXPORT IMPORT PROCEDURES AND DOCUMENTATION

Block 1: Documentary Framework for Exports and Imports

Unit 1   Export Import documentary Framework, registration of an expert firm, licensing regulations
Unit 2   Processing of an expert order, expert documents need and types.
Unit 3   Export Import Documents: An overview

Block 2: Terms of Payment and Financing Practices

Unit 4   International Business contracts – types and formation
Unit 5   Payment terms, instruments and methods of financing, documentary credits and collection, uniform customs of Practices (UCP) 500
Unit 6   Facilities, incentives and procedures for pre and post shipment finance

Block 3: Export Import Trade Operations

Unit 7   Preparing for Shipment, Business risk cordage, cargo, credit and foreign exchange risk coverage
Unit 8   Cargo Insurance, role and schemes of ECGC and Commercial banks
Unit 9   Foreign exchange regulations and formalities

Block 4: Inspection and Clearance

Unit 10   Quality control and preshipment inspection – concept, scheme and procedures
Unit 11   Excise clearance of export cargo, customs clearance of export import cargo
Unit 12   Claiming duty drawbacks and other incentives

BCIBF 306: INTERNATIONAL FINANCE

Block 1: International Financial System

Unit 1   International Monetary System and Institutions
Unit 2   World Bank
Unit 3   International Monetary Fund

Block 2: Foreign Exchange Risk Management

Unit 4   Foreign Exchange Markets
Unit 5   Exchange rate determination and its mechanism
Unit 6   Exchange rate fluctuations – import on foreign trade and investment, currency exposure management

Block 3: Investing in Foreign Operations

Unit 7   International Banking
Unit 8   World financial markets
Unit 9   Eurocurrency markets

Block 4: Financing International Operations
Unit 10   Foreign investments – types and motives
Unit 11   Foreign investment in India, India's investment in foreign countries
Unit 12   Regulation of foreign investments in India

BBA 307: Human Resource Management

Block 1: Introduction of HRM
Unit 1 :   HRM: concepts, scope and functions
Unit 2 :   Organised the personnel function
Unit 3 :   Personnel Policies: Meaning, types and process
Unit 4 :   The Changing Social Context and Emerging Issues

Block 2: Procurement of Development of HR
Unit 5 :   Human Resource Planning: concept, objectives, process, Job Analysis and Job Design
Unit 6 :   Recruitment & Selection: Concepts , sources and Methods
Unit 7 :   Human Resource Development: Training, Model and Methods
Unit 8 :   Career Planning, Succession Planning & Talent Management

Block 3: Employees Compensation and Reward Management
Unit 9 :   Performance Appraisal: Techniques and Competency Mapping
Unit 10 :   Wage and Salary administration: Concept and Objectives
Unit 11 :   Compensation Strategy, structure and Composition
Unit 12 :   Benefits: and Reward Management concept, coverage, objectives and types

Block 4: Employer-Employees Relationship
Unit 13 :   Regulatory Mechanisms in Industrial Relation
Unit 14 :   Dealing with Unions and Association
Unit 15 :   Industrial Democracy
Unit 16 : Grievance Handling and Discipline

PROGRAMME PROJECT REPORT (PPR)
Bachelor of Education (Distance Mode) Programme

1. Introduction

The Bachelor of Education (B.Ed.) Programme fulfils the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a profession degree in teacher education. This programme is a judicious blend of both theoretical and practical courses throughout the academic years prepare and strengthen the professional in the field of teacher education. Its main thrust is to prepare competent teacher at school level. The two years B.Ed. distance mode programme is designed and developed in accordance with the National Council for Teacher Education (NCTE) guidelines for both working teachers at elementary levels who wish to upgrade their knowledge in self paced manner or fresh trained elementary teaching diploma holders who wish to enhance their professional qualification to broaden their job opportunities. The target groups of the programme are diploma holders from University, NCTE, SCERT, DIETS, and from State Boards Certified trained teaching professionals like BTC, STC etc.

2. Objectives of the Programme

The programme aims to achieve the following objectives
- To systematize experience and strengthen the teaching competencies.
- To acquire knowledge and develop understanding of various methods and approaches of teaching.
- To help teachers in understanding the nature of the learners and the learning process.
- To develop skills involved in dealing with the academic and personal problems of the learners.
- To understand the various procedures and techniques of evaluation at school level.

3. Procedures of Admission, Evaluation and other details

Admission to this programme is provided to the eligible candidates through an entrance examination conducted by CDOL, Jamia Millia Islamia at the various places throughout the country.

The curriculum is transacted though the Print Self Learning Materials (SLM) and Face to Face Counselling Session supplimented by audio-video programme.

The duration of the programme for success completion is minimum two years and maximum five years.

The programme is transacted through the NCTE approved Study Centres across the country strictly as per the NCTE norms and standard. All the study centres where the

programme is offered have qualifed and trained teacher educators and required staffs to facilitate learner centric qualitiful teaching learnings as per prescribed curriculum.

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Five counselling sessions are organized in all theory courses seperatly. The counselling duration will be of 2 hours in each of the five sessions. Besides, couselling sessions, there are other compulsory activities like workshops as well as teaching practices in both the academic years.

 The details of the study centre coordinators is placed at annexure I.

The evaluation of the admitted students to this programme is done on the basis to their tutor marked assignments (30% weightage in the curriculum), performance in the annual tearm-end-examination as well as in the workshop and teaching practice by the competent teacher educators.

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form and send to the Centre for Distance and Open learning, Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025.
Generally the study centres happens to be the examination centre but in some cases where examination centres are alloted at some other institutions by giving the prior information to the appearing students.

All the study centres offering B.Ed. (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme is Rs. 30000 (thirty thousands) payble in two equal annual instalments in both the academic years of the programme.

Quality assurance mechanism and expected programme outcomes is analysed strictly on the NCTE Parameters/guidelines by the CDOL, Jamia Millia Islamia annualy.

The curriculum and detail syllabi of the programme is placed at annexure II.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centres approximately 1 month in advance.

4. **The total enrolment in the academic year 2016-17 is 499.**

5. **The total students who successfully passed the B.Ed. Programme is 427 out of a total enrolment of 500 in 2015-16.**

Dr. Chandra Mohan Singh

Programme Project Report

Certificate in Computer Hardware & Network Technology (CCHNT)

The Certificate in Computer Hardware & Network Technology aims to provide technical skills and expertise in the fast growing field of computer hardware and network engineering. This programme consists of eight courses with extensive laboratory work followed by Industry-Based Project. Its main thrust is in the field of hardware development and state of the art network environment. It is for both working professionals who want to upgrade their knowledge in self paced manner and fresh graduate/diploma holders pursing their career in the computer hardware. Thus equip them to handle- normal operation as well as emergencies in installation, configuration and maintenance of latest computer hardware in networked environment.

The course is exclusively devoted to practical training in an industry, which is its unique feature. Students are required to work on assembling, configuration and troubleshooting of computer hardware and networking installations in a multi-user and multi-OS environment.

Objectives of the Programme

The programme aims to achieve the following objectives:

- To strengthen the professional competency in the industry.
- To give necessary exposure in the core topics of Information Technology.
- To develop skill set, currently required in Computer Hardware and Network Technology.
- To understand key features and administrative tasks of Network Operating System and discuss techniques and algorithms employed in the design of network.
- To establish local and network resource security.
- To understand the Internet / Intranet architecture.
- To design and configure a secure window/Linux Operating System infrastructure.
- To apply the knowledge drawn from academic into practical setting at any live
- Project

Target Population

This programme is intended for professionals who want to upgrade their computer knowledge in a self-paced manner and primarily for 10th pass/diploma holders pursing their career in computer hardware and networking.

Eligibility

Secondary school Certificate(10th) or equivalent from a recognized board.

Duration of the Programme

The programme can be completed in a minimum period of 1 year and up to a maximum period of **3 years** (inclusive of the year of admission).

Instructional delivery mechanisms

The Certificate in Computer Hardware & Network Technology-CCHNT programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counselors etc. The diploma programme in computer hardware and network technology is based on the multimedia approach, which includes self-learning print material, audio/video programmes, assignments, counseling sessions and practical.

Print Material

The print material is in the form of self-explanatory course material for theory and practical components of the programme. It is supplied to each student in the form of blocks. Each course of Certificate in Computer Hardware & Network Technology-CCHNT programme is divided into units. Normally each subject/paper consists of 4-5 units of print material. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counseling and laboratory session at the study centre.

Assignments

Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weightage while about 70% weightage is given to the Term end Examination.

There is one assignment (30 marks) for each course; therefore, the student is required to do 5 assignments in order to complete the certificate programme. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme/Study Centre.

The assignments are compulsory components and it will be necessary to submit the theory assignment of all courses at your programme centre on or before the due date of submission. **In case the student is unable to submit the assignments by the due date/secure the pass marks in assignment(s), he/she will have to submit the assignments again by paying the prescribed fees (see appendix – I).** Also he/she will have to wait for the assignment schedule meant for the next batch of students and then submit.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated

assignments should be brought to the notice of the coordinator of the Programme/Study Centre so that the required correction can be made.

Counselling Sessions

Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments, practical work and the project work will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of Certificate in Computer Hardware and Network Technology-CCHNT programme, which will be of **4 credits each.** The counseling time for each theory course will consist of **5 sessions of 2 hours each**

Conduct of Practical

Procedure for admissions, curriculum transaction and evaluation

The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, you are required to fulfill the following conditions:

- You should have opted and pursued the prescribed course
- You should have submitted the examination form in time

In case you have not been able to appear in the examination in certain papers or could not clear certain papers, you can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper and Rs. 500/- per practical.

Examination Date sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance

Examination Forms

It is a pre-requisite to submit the Examination Form for taking an examination in any course. The forms pertaining to Term-end Examination, Admit Card and Student's Record Card are provided in the Programme Guide as 'Form A', 'Form B'respectively.

The filled-in examination form is to be submitted to the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025". Write 'Examination Form' on the Top of the Envelope and submit it by the last date fixed by the Centre. For submission after the last date and upto 4 weeks late fee will be charged.The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025 After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement of examination, you may contact your Programme Centre. Even if you have not received the intimation slip or misplaced it you can take the examination by showing the proof of sending your examination form and your identity card (Student's Record Card) to the examination centre superintendent. (You are advised to carefully write your Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.)

Examination Centre

Your Study Centre is your Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at your Programme Centre only.

It is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result will be cancelled. **PROGRAMME CENTRE is the contact point for you** since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc. **While communicating with the Centre for Distance & Open Learning regarding examinations, please write your Roll Number, complete address and telephone number clearly. In the absence of such details, your problems may not receive due attention.**

Evaluation

Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.

The internal assessment is based on theory assignments and practical/project assignment in each course, which, carry 30, 60, marks respectively.

Details of laboratory support required for the programme, if any

Practicals will be held at your Study Centre / Programme Centre identified by the Centre for Distance & Open Learning, Jamia Millia Islamia, New Delhi.

The practical activities will be organized during vacations and/or convenient time. These include the intensive face-to-face interaction to develop skills and competencies and will be organized at the programme centre or at any other suitable place. The students will have to do practical activities required for the development of professional skills and competencies in the field.

The practical work will be of 100 marks (practical examination of4 0 marks and Internal Assessment of 60 marks) for all the practical courses. The counselling time for each practical course will consist of **5 sessions of 2 ½ hours of 4 credits each.**

Project Work

Project Guide Counsellers will assign the project work to the students in groups. The programme centre will notify the schedule. Students will have to contact their project guide for the project file and subsequently start their work on the project. Report on the project is to be submitted by the students before the commencement of viva–voce to their respective project guide/counsellers. Assessment of the project will be based on the report and viva-voce.

The students of PGDGI have to follow these instructions in respect of preparation of their Project Report:

- Students will be divided into groups of two. Each group will have an internal supervisor from the Programme Centre and an external supervisor allotted from CDOL.
- Synopsis should be prepared by the students with the help of his/her internal supervisor at the Programme Centre.
- This synopsis has to be approved by the External Supervisor/ Centre for Distance & Open Learning, Jamia Millia Islamia.
- Each group will keep in touch with the supervisors during the project work.
- Project Report should be submitted on or before the date mentioned by the CDOL.
- This Report will be submitted at the CDOL office & then the viva voce will be held.

As far as the format for the report, students are advised to peruse specimen copies of earlier reports in the office of CDOL

Cost Estimate of the programme

Programme Fees

The programme fee is **Rs. 12000/-** (inclusive of the examination fees)**.** The fees is payable in **one installment in advance,** on or before the date fixed by the University.

Curriculum and detailed syllabi of Certificate in Computer Hardware & Network Technology (CCHNT)

Course Code	Course Name	Credits	Counselling Sessions 2hrs Theory &2 ½ hrs Practical	Evaluation Scheme		Term End Examination	Total Marks
				Theory IA	IA		
CCH-101	Operating System	4	5	30	--	70	100
CCH-102	Fundamentals of Computer & Network	4	5	30	--	70	100
CCH-103	Computer Network	4	5	30	--	70	100
CCH-104	Network Operating System	4	5	30	--	70	100
CCH-105	Trouble Shooting	4	5	30	--	70	100
CCH-111	Computer Hardware Lab.	4	5	--	60	40	100
CCH-112	Operating System Lab.	4	5	--	60	40	100
CCH-	Computer	4	5	--	60	40	100

113	Network Lab.						
CCH-114	System Administration Lab.	4	5	--	60	40	100
CCH-115	Trouble Shooting Lab.	4	5	--	60	40	100
CCH-200	Project	4	5	--	**Project Report/Internal Assessment**	**Viva -Voce**	
					60	40	100
	Total	**44**	**55**	**150**	**360**	**590**	**1100**

CCH101: Operating System

Unit-I: Operating System: Introduction to Operating System (OS), Evolution of OS, Types of Operating System. Batch processing, Multiprogramming, Multiprocessing, Multitasking, Introduction to Unix, Shell commands, Redirection and Piping, Communication in Unix.

Unit-II: Processor Management: Processor Management: Processor overview, Process states, multiprogramming. Process: Process concepts, Process control blocks, concurrency, Mutual Exclusion, Semaphores, Deadlocks, Avoiding deadlocks. Scheduling – Types of schedulers, scheduling algorithms, device Management.

Unit-III: Memory Organization and Management: Types of memory, serial access, random access and semi random access. Core, Semiconductor and bubble memories, memory devices, memory characteristics- Density, access time, cost, destructive and non-destructive read out, static memories, dynamic memories and memory refresh.

Contiguous allocation, Fixed partition, Dynamic partition, Segmentation, Non contiguous memory management, paging, Virtual memory, Virtual memory management.

Unit-IV: I/O Organisation**:** Memory mapped I/O and I/O mapped I/O. Polled, interrupt and DMA mode of data transfer, Multiple I/O daisy chaining, polling and parallel priority control. I/O processors, Concept of channel;

File concepts, File support, Access methods, Allocation methods, indexed allocation, Directory system, single level, two level, tree structure, Tree Structure. Disk management Working with Windows 2000 and Linux/Unix.

CCH102: Fundamentals of Computer and Network

Unit-I: The System Board: Types of Computers, PC family, Types of system board, CPU and chipset companion, ROM bios, RAM, buses and extension slots, 8-bit and 16-bit ISA, EISA, VESA, PCI, AGP bus, on board ports, hardware configuration, CMOS setting

Unit-II: Memory: Physical Memory, ROM, RAM, managing memory DOS and windows 9x/2000/xp, swapping files, Troubleshooting guidelines, upgrading memory.

Unit-III: Secondary Storage Devices: Need of secondary storage, types of Secondary storage device – solid state, magnetic, optical; Floppy Disk: How data is physically and logically stored on a disk, formatting process, troubleshooting FD, replacing and adding a new FD, Error messages and their mean. Hard Disk Drive: The hard drive, IDE,EIDE and SCSI technology, logical organization of HD, formatting, optimization, fragmentation, OS commands for HD management, Problems with HD, disk diagnostic tools, recovering data Installation and use of removable drives: HD, Zip, Solid State, Tape, CDROM, CD-R, and CD-RW, DVD drives and disks.

Unit-IV: Input/output Devices: Basic principle of peripherals, installation and using ports and expansion slots for add on devices, Parallel, COM, USB ports, keyboard, pointing devices, monitors and video devices, sound cards, digital camera, scanner, video capturing cards, TV tuner cards, Infrared cordless device. Printers: types of printers, installation, supporting and troubleshooting printer, sharing printers over a network

Unit-V: Introduction to computer networks: Computer network, need of computer network, network hardware and software. Network topologies, LAN, MAN, WAN, Internet, Internet – services, modem, hub repeater, bridge, router, and gateway.

CCH103: Computer Network

Unit I: Data transmission: Data transmission, transmission media, package and circuit switching, Channel allocation techniques-CDMA, TDMA, FDMA, WDMA, OSI Model;

Unit II: Network Standard: OSI –ISO, Protocols and standardization, Ethernet technology, FDDI, TCP/IP, IEEE 802.3, 802.4, 802.5, 802.6;

Unit III: Internet: Internet, IP Addressing, Internet Application and network level interconnection, Internet architecture, interconnection through IP router, classes of IP address, dotted decimal notation, loop back address, special address conventions.

Unit IV: Address Resolution Protocol (ARP): Mapping Internet Address to Physical Address (ARP): Address resolution problem, resolution through direct mapping and dynamic binding, relationship of ARP to other protocols, ARP implementation, ARP protocol format, determining an Internet address at start up (RARP).

Unit V: Server Configuration and application: Bootstrap and auto configuration (BOOTP, DHCP), BOOTP message format and transmission policy, two step bootstrap procedure, dynamic host configuration and IP address assignment, obtaining multiple addresses, DHCP and domain name, TCP/IP internal domain names, mapping domain names to addresses, domain server message format, sub domain Application: FTP, TCP/IP file transfer, TFTP, NFS, RPC, SMTP, MIME

CCH 104: Network Operating System

Unit I: System Installation: Introduction to Unix / Linux / Windows Server family, open source system, Installation as workstation, server and domain controller;

Unit II: System Configuration: Configuration and performance tuning;

Unit III: Management and Administration: System Management and Administration;Shell Programming/Batch Programming

Unit IV: System Security: Cryptography, digital signature, Huffman coding, cipher text, encoding, Security implementation with Linux;

CCH 105: Trouble-Shooting

Unit I: Fault Finding: Origin of faults and their testing, classification of hardware and software faults, dry soldering, supply failure, faults in PCB design, chip component failure, short circuit, earthing faults. Faults due to specific environment – dust, temperature, humidity, static and electromagnetic; Digital test equipment, test requirement, devices testing, bread board testing, in-circuit testing, functional testing system, field testing and servicing. Major consideration of functional testers – general configurations, comparative and stored program, driver-sensor pin electronics, programming aids, method of fault location, flexibility tester, portability and data communication facilities; Testing the boards;

Unit II: Installation of H/W Component**:** Follow up circuit diagram with actual circuit, to identification of IC buses on the circuit diagram, actual location of the circuit board.
To understand the error / failure of - hard disk, CD drives, Ethernet card, fax card, modem, serial and parallel port, display card, keyboard, I/O port error, mouse error, memory related error.

Unit III: Debugging: Operating system related errors, DBMS errors, and Computer virus;

Unit IV: Device Management and System Tools: Hardware profile, device manager, Installation and update of device driver, conflict of system resources, use of diagnostic software, System tools - data backup, System backup and restore, fault tolerance, disc cleanup, disc defragmenter.

Unit V: System Maintenance: Preventive maintenance and its importance, preventive and corrective maintenance of computers, Service to the Customers: support calls, how to provide good service, making a service call, technical communication skill, record keeping and information tools, customer tracking, staying abreast of technology, protecting software copyrights.

Programme Project Report

Certificate in Information Technology (CIT)

Introduction of the Programme

Computer knowledge and skills are critical for maximizing efficiency in the modern workplace. The networked computer is both an integral component of business and an empowering tool for the individual. This course provides a foundation in understanding the technology, architecture, and applications of information technology. It surveys the evolution of the networked computer system, PC and networking hardware and support issues, operating systems, and database management systems, as well as fundamentals of wide and local area networks. Also covered are the fundamentals of procedural programming languages. This Personal Computer Training Course teaches how to get up and get going with the business applications commonly used in the workplace today.

Objectives of the Programme

The programme aims to achieve the following objectives:

- To understand terms and concepts used in IT.
- To understand design of computer and how it works.
- To distinguish between different types of operating systems.
- To learn effective use of office tools.
- To explain why databases are important in user productivity.
- To explain the need for local and wide area networks.
- To understand the usage of Internet / WWW / E-mail.

Target Population

This programme is intended for students who, have passed the school examination10th and/or for some reason have not been able to study after school, and want to pursue their career in the Computer and Information Technology.

Eligibility

Minimum qualification required for admission Certificate in Computer Information Technology-CCIT programme is Secondary School Certificate (X) from a recognized Board. The process of admission is carried out as per the Jamia rules.

Instructional Design

Duration of the Programme

The programme can be completed in a minimum period of 1 academic year and up to a maximum period of 3 academic years (inclusive of the year of admission).

Programme Fees

The one semester programme fee is **Rs. 5600/-** (inclusive of the examination fees)**.** The fees is payable in **one installment in advance,** on or before the date fixed by the University. The fee structure has already been published in the prospectus.

Medium of Counselling

Medium of instructions is English/Hindi or urdu. However the SLM is available in English only.

Instructional delivery mechanisms

The Certificate in Computer and Information Technology – CCIT programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counsellors etc. The certificate programme in computer is based on the multimedia approach, which includes self-learning print material, audio/video programmes, assignments, counselling sessions and practical.

Print Material

The print material is in the form of self-explanatory course material for theory and practical components of the programme. It is supplied to each student in the form of blocks. Each course of Certificate in Computer and Information Technology – CCIT programme is divided into units. Normally each subject/paper consists of 4-6 units of print material. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counselling and laboratory session at the study centre.

Assignments

Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weightage while about 70% weightage is given to the Term-end examinations. **There will be one assignment of 30 marks for each course**; therefore, the student is required to do 5 assignments in order to complete the Certificate programme. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme/Study Centre.

The assignments are compulsory components and it will be necessary to submit all the assignments, in order to appear for the semester examination. In case the student is unable to submit the assignments by the due date/secure the pass marks in assignment(s), he/she will have to submit the assignments again by paying the prescribed fees. Also he/she will have to wait for the assignment schedule meant for the next batch of students and then submit.

The assignments will be returned to you by the evaluators/counsellors with their comments and marks. The comments will guide you in your study and help you in improving your performance.

All the assignments related to the course/courses you are going to appear in the examination must be submitted by the prescribed date. The Centre for Distance and Open Learning/the coordinator of the Study/Programme Centre has the right not to accept the assignments submitted after the due date. You are therefore advised to submit the assignments before or on the due date. For submission of Assignment after the due date late fee per assignment will be charged.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Programme/Study Centre so that the required correction can be made.

Counselling Sessions

Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments, practical work and the project work will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of Certificate in Computer and Information Technology–CCIT programme, which will be of **4 credits each.** The counselling time for each theory course will consist of **8sessions of 2 hours each**

Procedure for admissions, curriculum transaction and evaluation

The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, you are required to fulfill the following conditions:

- You should have opted and pursued the prescribed course
- You should have submitted the examination form in time

In case you have not been able to appear in the examination in certain papers or could not clear certain papers, you can do so in the subsequent term-end examinations up to a

maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper and Rs. 500/- per practical.

Examination Date sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance

Examination Forms

It is a pre-requisite to submit the Examination Form for taking an examination in any course. The forms pertaining to Term-end Examination, Admit Card and Student's Record Card are provided in the Programme Guide as 'Form A', 'Form B' respectively.

The filled-in examination form is to be submitted to the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025". Write 'Examination Form' on the Top of the Envelope and submit it by the last date fixed by the Centre. For submission after the last date and upto 4 weeks late fee will be charged.The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025
After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement of examination, you may contact your Programme Centre. Even if you have not received the intimation slip or misplaced it you can take the examination by showing the proof of sending your examination form and your identity card (Student's Record Card) to the examination centre superintendent. (You are advised to carefully write your Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.)

Examination Centre

Your Study Centre is your Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at your Programme Centre only.

It is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result will be cancelled. **PROGRAMME CENTRE is the contact point for you** since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc. **While communicating with the Centre for Distance & Open Learning regarding examinations, please write your Roll Number, complete address**

and telephone number clearly. In the absence of such details, your problems may not receive due attention.

Evaluation

Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper. And 40% in each Practical/Project Viva Voce.

The internal assessment is based on theory assignments and practical/project assignment in each course, which, carry 30, 60, marks respectively.

Details of laboratory support required for the programme, if any

Practicals will be held at your Study Centre / Programme Centre identified by the Centre for Distance & Open Learning, Jamia Millia Islamia, New Delhi.

The practical activities will be organized during vacations and/or convenient time. These include the intensive face-to-face interaction to develop skills and competencies and will be organized at the programme centre or at any other suitable place. The students will have to do practical activities required for the development of professional skills and competencies in the field.

The practical work will be of 100 marks (practical examination of 40 marks and Internal Assessment of 60 marks) for all the practical courses. The counselling time for each practical course will consist of **5 sessions of 2 ½ hours of 4 credits each.**

Curriculum and detailed syllabi of Certificate in Information Technology (CIT)

Course Code	Course Name	Credits	Counselling Sessions 2hrs Theory 2½ hrs Practical	Evaluation Scheme		Term End Examination	Total Marks
				Theory IA	Practical IA		
CIT-101	Fundamentals of Computing	4	5	30	--	70	100
CIT-102	Computer System	4	5	30	--	70	100
CIT -103	PC Software	4	5	30	--	70	100
CIT -104	Emerging Technologies	4	5	30	--	70	100
CIT -105	Computer Programming(C,C++)	4	5	30	--	70	100
CIT -112	Computer System Lab	4	5	--	60	40	100
CIT -113	PC Software Lab.	4	5	--	60	40	100
CIT -114	Web Technology& Multimedia Lab.	4	5	--	60	40	100
CIT -115	Programming Lab	4	5	--	60	40	100

		4	5		**Project Report/Internal Assessment**	**Viva -Voce**	
CIT-200	Project			--			
					60	40	100
	Total	**40**	**80**	**150**	**300**	**550**	**1000**

CIT101. FUNDAMENTAL OF COMPUTING

Introduction:
Introduction to Computers, Concept of Data and Information, data representation, terms and concepts used in Information Technology, Information System Development.
Computer Application:
Use of computers in office automation, business, banking, Science & Technology, and Industry. .
Problem solving techniques:
Basic concepts of algorithm, classical problems and puzzles, basic mathematics
Computer language:
 Procedural and Object Oriented approach, Basic functions and problem solving using computer language

CIT102. INTRODUCTION TO COMPUTER SYSTEMS

Hardware:
A complete computer System: Computer Organization, Hardware for input and output; processing components; temporary and permanent storage devices, parallel computer.
Personal Computers:
Different PC types, a look inside the machine, Computer maintenance, connecting I/O devices to a PC, Key features for selecting a PC and software, Computer Virus, PC Tools.
Software:
How software works, concept and function of an operating systems, graphical user interface, single user and multi user OS, overview of Windows / Linux, Exploring Windows: Understanding the OS, booting the computer; starting Windows; the desktop; pointing, clicking and dragging with the mouse; activating desktop icons; the dialog box; quitting Windows, The title bar, menu bar, scroll bar, taskbar and control panel; arranging desktop icons; system, program and document files; searching disk drives; printer settings; updating software from the Web Using the Windows Explorer; formatting disks; creating and manipulating files and folders; restoring deleted files; searching for files by date, size and location; accessories; using text applets, WordPad and Paint; playing Windows games.
Communication:
Data communication, Computer network, LAN, WAN, WAP, emerging trends in networks, Network Security

CIT103. PC APPLICATION SOFTWARE (MS OFFICE)

Word Processing:
MS Word, How to create, name, save, preview and print a document; using the properties function; positioning the cursor; spell-checking; selecting, editing and moving text blocks; using the undo, find and replace commands. Using text boxes; selecting and changing fonts, type size and style; letter, word and line spacing; copying and pasting; aligning text;

controlling text flow Tables. Using tab stops; formatting a table with tabs; paragraph indents; page margins and page breaks; inserting headers and footers; creating a bulleted list; using columns, Mail Merge.

Spreadsheets:
MS Excel, Creating, saving and printing a spreadsheet; the formula bar; the cell; the cell pointer; the mouse pointer; entering data in a spreadsheet; creating formulas. Selecting cell ranges; editing; moving; erasing and copying text; editing rows and columns; filling and sorting; printing; changing type style and size; formatting values; setting column widths; borders. Creating arithmetic formulas; using fills for formulas; the SUM function; the clipboard; relative and absolute cell references; creating a serial fill; how to create, modify and delete a chart; changing the contents of a chart.

Presentation graphics:
PowerPoint presentation, creating a presentation, slide show

Database:
Basic concept, MS Access, Parts of a database; switching from list to form view; navigating a database; splitting a window; saving and printing records; planning a database; creating fields; modifying a form; entering data.Using a Database: Adding and deleting records; reordering, inserting, deleting and changing fields; creating a calculating field; sorting records; designing and working with filters; filters with multiple search criteria.

Database Reports And Integrating Data: Designing, creating and modifying a basic report; modifying report fields; adding summary information; posting data and graphics into a document; controlling text wraps; linking documents; using the merge function.

CIT104. INTERNET & MULTIMEDIA

The Internet:
How internet works, internet addressing, DNS, accessing and working on the internet, connecting to the net from your computer, using web browsers, email. E- Commerce

Web Technology:
Interactive media, hypermedia, how web works, WWW and web pages, Creating simple web pages.

Multimedia:
Overview, Multimedia system, Multimedia application Multimedia hardware and authoring tools, Multimedia interfaces, network Multimedia application.

Advance network:
Mobile computing, wireless networking.

CIT105. Computer Programming(C, C++)

Unit I
Introduction to Computer Programming, Overview of C and C++, Constants, variable and data types, Operators and Expressions, Managing Input and Output Operations.

Unit II
Decision making using simple if,.. if…… else if ladder, switch and conditional operator, branching using go to statement, loop using while, do while and for statements, break and continue statements. Arrays, character arrays.

Unit III
User defined functions, library function, structures, Unions, Inline function, Function overloading.

Unit IV

Pointers, Strings, File Management/working with files in C

Unit V

Introduction to object oriented programming (OOP), OOP's basic concepts, OOP's benefits, OOP's applications, object oriented languages, classes and objects, friend function, Constructors, Destructors, Inheritance, Polymorphism.

<u>PROGRAMME PROJECT REPORT (PPR)</u>

M.A EDUCATION (DISTANCE MODE)

The Master of Arts (Education) programme will enable sustained and critical engagement with the discipline of Education especially as it has emerged and expanded in India develop an understanding of how Education has been shaped by subjects such as Philosophy, Sociology, History and Psychology, which are regarded as its foundational disciplines equip students to specialize in areas of their interest with regard to different levels of education ranging from preschool, elementary or secondary schooling to higher education and develop the skill set and competency in strengthening students ability to engage with all aspects of policies and programmes in the field of education.

The field of education has a dearth of professionals who have the capacity to develop curriculum, train teachers, conduct evidenced based research to influence education policies, strengthen the pedagogy of discipline-based teaching at various levels of education, administer educational institutions and provide leadership in achieving educational goals. Distance education is the solution to the stringent need for education of those who cannot commit to classical student life.

The overall objective of the programme will be to develop capacities of students for academic study of education with a view to facilitating their active immersion and self-reflexive involvement at the ground level whether as teachers/teacher educators or textbook writers/policy makers or in a range of capacities associated with the field of education.

Career Opportunities

Diverse career choice are open to students completing the Master of Arts (Education) programme including in all those locations that engage with education such as governmental (NCERT, SCERT, University and college departments) and non-governmental organizations together with funding agencies that focus their work on education. Students would have the option of entering the teaching profession (as teachers or teacher trainers) or developing curricula or becoming educational administrators, counselors or researchers of education.

Duration: M.A Education is a 2-years course and can be completed in max 5 years.

Eligibility: Student should have passed Bachelors in any discipline. Admission to the programme is on first come first serve basis.

M.A Education Fee: Rs. 9500/- shall be paid yearly for the programme.

Career prospect: After completing **M.A** Education, students can find an employment space in the teaching world as a lecturer in colleges and universities and can also get work in **private** institutes or **distance education** institutes.

M.A. Education Employment Areas

- Coaching Centres
- Education Consultancies
- Education Department
- Home Tuitions
- Museums

- Private Tuitions
- Publishing House
- Research and Development Agencies
- Schools

M.A. Education Job Types

- Lecturer
- Professor
- School Teacher
- Private Tutor
- Education Consultant
- Education Counsellor
- Vice Principal
- Principal

The field of education is constantly changing. Learners, communities and organizations all over the world need educational leaders with the knowledge and skills to use these changes as a platform for success.

Brief structure of the course:

M.A. Education (Distance Mode)
Previous Year

S. No.	Course Code	Course Title
1	**MES-01**	**Philosophical foundation of Education**
2	**MES-02**	**Sociological Foundation of Education**
3	**MES-03**	**Psychological Foundation of Education**
4	**MES-04**	**Curriculum and Evaluation of Education**
5	**MES-05**	**Research Method in Education**
6	**MES-06**	**Educational Technology**

M.A Education (Distance Mode)
Final Year

S. No.	Course Code	Course Title
1	**MES-07**	**Inclusive Education**
2	**MES-08**	**Historical Political and Economic Perspective of Education**
3	**MES-09**	**Teacher Education**
4	**MES-010**	**Educational Management**
5	**MES-011**	**Educational Guidance and Counselling**
6	**MES-012**	**Higher Education**

Detailed course structure:

MES-01- PHILOSPHICAL FOUNDATION OF EDUCATION

Block 1 : **Philosophical Perspective of Education**

Unit 1 : Philosophy: meaning, definitions, importance. Education: meaning, definition, types, aims and relationship between Philosophy and Education

Unit 2 : Branches of Philosophy Metaphysics, Axiology & epistemology

Block 2 : **Schools of Philosophy**

Unit3 : Oriental Schools of philosophy – three concepts of Man, Education and Society. Islam, Hinduism, Sikhism, Buddhism and Jainism

Unit 4 : Western Schools of philosophy and their Educational Implications. Idealism, Realism, Existentialism, Pragmatism

Block 3 : **Indian and Western Philosophers and their thoughts**

Unit 5 : 20th Century Indian Philosophers and their educational thoughts - Radha Krishna, Ravinder Nath Tagore, J. Krishnamurthy, Maulana Azad, M.K. Gandhi, K.G. Syyedan, and Zakir Husain.

Unit 6 : Contemporary Philosophers and their Educational thoughts-Paulo friere, Ivan lllich.

Block 4 : **Value Education and Philosophy of Peace and Human Right**

Unit 7 : Value Education-Eternal Vs Temporal Values – Democracy, Liberty, Social Justice and Sustainable Development.

Unit 8 : Philosophy of Peace and Human Right

MES-02- SOCIOLOGICAL FOUNDATION OF EDUCATION

Block 1 : Historical Perspective of Sociology of Education and Society

Unit 1 : Historical Development of Sociology of Education, Relationship between sociology and education. Theoretical approaches functionalism (Emile Durkhim), Conflict theory, Interactionism, Open System Approach

Unit 2 : Education and society, school and community, stratification and mobility. Concept of social development.

Block 2 : **Education for Social Changes and Secularism**

Unit 3 : Education and social change. Role of school, Modernization and post Modernization, Globalization and Education, Expansion and Privatisation of Education.

Unit-4: Education for Secularism and Democracy. Education for peace and International Understanding.

Block 3 : **Role of Education in Empowerment and Cultural Understanding**

Unit 5 : Role of Education for Empowerment of Marginalized, Class, Caste, Gender and Religion; The Policy of Positive Discrimination; Inclusion in Education.

Unit 6 : Education and Culture: Culture, Values, Role of education in Cultural context, Pluralism/Multiculturalism and Multicultural Education.

Block 4 : **Sociology of School, Teacher, Curriculum and Politics**

Unit 7 : Sociology of School, Teacher and Curriculum

Sociology of Teachers, Professionalize autonomy and its role Sociology of curriculum Explicit and hidden curriculum

Unit 8 : Education and Politics: Power and Dominance, Policies of education, Political Ideologies and goals of education.

MES-03- PSYCHOLOGICAL FOUNDATIONS OF EDUCATION

Block 1 : Fundamentals of Educational Psychology and Growth & Development

Unit1 : Educational Psychology
   a) Relationship between Education and Psychology
   b) Nature and Methods of educational Psychology
   c) Application of Principles of Educational Psychology in the field of Education.

Unit 2 : Growth and Development
   i. Concept, Principles and Stages of development
   ii. Cognitive development-Piaget's theory
   iii. Psycho-Social Development-E. Erikson's theory
   iv. Personality development-Maslow's theory
   v. Moral development-Kohlberg's theory

Block 2 : Theories and Transfers of Learning, Constructivism

Unit 3 : Learning- concept and Theories
   a) Concept of learning
   b) Information processing
   c) Learning of concepts and principles
   d) Behaviourist approach-Thorndike, Pavlov and Skinner
   e) Cognitive approach-Kohlar and Lewin
   f) Gagne's theory of instruction
   Transfer of learning and Constructivism
   i. Concept of transfer of Learning
   ii. Theories of Transfer of Learning
   iii. Constructivist's assumptions about learning
   iv. Constructivists learning goals
   v. Constructivists conditions for learning
   vi. Constructivists methods of instructions

Block 3 : Intelligence and Individual Differences

Unit 5 : Intelligence
   a. Concept and Nature of intelligence
   b. Factors effecting intelligence
   c. Theories of intelligence
   d. Assessment of intelligence

Unit 6 : Individual Differences
   i. Concept of individual difference
   ii. Areas of individual difference
   iii. Implications of Individual difference in organising Educational programmes

Block 4 : Fundamentals of Motivation and Personality

Unit 7 : Motivation
   a) Concept and types of motivation

b) Motivation for learning
c) Self concept, self efficacy, self esteem and self-determination

Unit 8 : **Personality**
1. Concept, types and Traits of Personality
2. Approaches to the study of personality, Psycho-analytical approach-Freud Humanistic approach-Allport and Roger Behavioural and social; learning-Miller and vygotsky
3. Assessment of Personality Personality inventories and Rating scales Projective techniques-TAT, Rorschach

MES-04- CURRICULUM AND EVALUATION OF EDUCATION
Block 1 : **Fundamental of Curriculum Frame Works**
Unit 1 : The Relevance of the study of curriculum
a) Curriculum and its relationship to educational aims. Its role and importance in education.
b) Review of curriculum Framework document, and their interest, Ideology and control;
NCERT (1988) National Curriculum Framework
NCERT (2000) National Curriculum framework
NCERT (2005) National Curriculum Framework
NCFTE (2009) National Curriculum Framework of Teacher Education
NCFTE (2014) National Curriculum Framework of Teacher Education

Unit 2 : **Organization of Curriculum:**
i. Based on the Thinkers: study of Plato, Rousseau, Dewey, Gandhi, Freire, to understand the relationship between aims of education, analysis of society, pedagogic processes, construction of learner and the process of learning-understanding the interplay to determine curriculum.
ii. Understanding how Cognition and Learning contributes to curriculum Making Piaget and Vygotsky in Making of Curriculum.

Block 2 : **Understanding, Situating and Unpacking of Curriculum**
Unit 3 **:** Understanding the debate around what is worth Teaching
a) How to decide the content- the difficult and defendable choice.
b) Implicit, Explicit and 'hidden curriculum 'Relationship of curriculum with practice school organization, location and architecture, staffing, structuring of time, classroom design, relationship pattern and learning interactions; school rituals and forums; choice of texts, curricular subjects; co-curricular and extra-curricular activities curriculum as fact and practice
Unit 4 : Situating curriculum: the school and home Community relationship to curricular choices and children's learning – the role of PTA. Critical perspectives on concepts such as 'framing' 'polarity' alienation' Critical perspectives on concepts such as 'relevance' (national development/post-colonial societies)
Unit 5 : Unpacking terms: reproduction, Elitism, Innateness-Nature/ Nurture. Critical perspectives on concepts such as 'equity-equality' in gender, caste, class. Text book analysis in terms of above and linking it to reproduction in society.

Block 3 **:** **Cognitive and Non- Cognitive Areas of Curriculum**

Unit 6 : Cognitive Areas: Nature & types of Achievement Test: Oral, Written, Practical, Importance and use of Testimony of educational Subjective (cognitive Demon) Strength & Limitations of essay type, short answers type and objective type Questions. Purpose and scope of probing, questions and questions with multiple correct answers, Development of Achievement Test. Item construction, formulate of objectives, blue print, item analysis, Standardization reliability, validity, General Mental Ability Test & Intelligence Tests, their uses, type & limitation.

Unit 7 : Non cognitive Areas: Assessment of Interest Altitude, values.
   i.   Assessment of Performance in Group projects and Group Achievement.
   ii. A Critical analysis of CBSE proposal for assessment in Non-cognitive Areas use of portfolio Analysis

Block 4 **:** **Evaluation of Curriculum**

Unit 8 : Evaluation of Curriculum: Scientific and humanistic (Qualitative & Evaluation Naturalistic) Intended Vs Goal free Evaluation, Inductive & Deductive Evaluation Models

Unit 9 : (a) Drive & Standard Scores: Z, T & stamina
   (b) Correlation Techniques: Biserial, Point Biserial Tetrachoic 'r' and coefficient
   (c) Regression Analysis: Bivariate and Multivariate

MES-05- RESEACH METHODS IN EDUCATION

Block 1 **:** **Fundamental of Educational Research and Research Methods**

Unit 1 : a. Research and Its Type: Meaning & Characteristic of Research, Fundamental of Educational Research and its Nature and Scope.
   b. Scientific Research: Steps of scientific methods and its scope in educational research. Qualitative research Paradigm: Assumption, Nature and Scope

Unit 2 : Research Methods:
   Historical
   Survey
   Experimental
   Case Study
   Ethnographic

Block 2 **:** **Research Design and Preparation Research Proposal**

Unit 3 : Research design: Meaning and importance
   A. Sample and Sampling Design: Concepts of Population, Sample, Representative sample, Probability & Non Probability Techniques of sampling
   B. Tools and Techniques of Research:
      i. Characteristics of Good tools
      ii. Questionnaire & Interview
      iii. Observation & Observation Schedule
      iv. Test & Scales: Uses & Types

Unit 4 : Preparation of Research Proposal
   A. Research Problems, Research Objectives, Research Questions Hypothesis
   a) Opretionalization of variables

b) Review of related Literature
c) Research Design
d) Limitation & delimitation

Block 3 : **Collection and Analysis of Data and Descriptive Statistics**
Unit 5 : Collection and Analysis of Data
1. Editing & Coding of Data, Logical & Inductive Analysis
2. Content Analysis
Unit 6 : Descriptive Statistics
a. Measures of central Tendencies
b. Measures of Variability
c. Measures of Correlation
Block 4 : **Inferential Statistics and Report Writing**
Unit 7 : Inferential Statistics (Parametric)
i. Significance of a Statistics
ii. Concepts of Null hypothesis, Level of Significance
iii. Type I & Type II error
iv. T-test
Unit8 : Inferential Statistics (Non-Parametric)
a) Chi-square
b) Median Test
Unit 9 : Report Writing: Purpose, Format, Characteristics of a Good Research Report.

MES-06-EDUCATIONAL TECHNOLOGY
Block 1 : **Basics of Educational Technology, Technology Literacy and Teaching Literacy**
Unit-1 : Introduction and Background
i. Meaning, need, scope, significance, limitation and objectives of Educational Technology.
ii. Forms of Educational Technology: Media Technology, Instructional Technology, Teaching Technology, Behavioural Technology, Cybernetics.
ii. Technology Literacy – Visual, Audio, Media and Meaning, Importance and development of each.
Unit 2 : Teaching Strategies and Behavior Modification of Teachers
a. Teaching Strategies- Meaning, Nature and types
b. Difference between teaching, instruction, conditioning and training
c. Multi Sensory Teaching at various levels
i. Memory
ii. Understanding
iii. Reflective
d. Modification of teacher behavior: Microteaching, Flanders 's' Interaction Analysis and simulation
e. Models of Teaching-concept Attainment and Enquiry Training

Block 2 : **Uses of Educational Technology in Teaching and Educational Management**
Unit 3 : Using Instructional Software in Teaching and Learning
1) Drills
2) Tutorials

		3) Simulations
		4) Instructional games
		5) Problem Solving
		6) Programmed Instruction : Linear and Branching and Teaching machines
Unit 4	:	Application of ET in Educational Management
		a. Management of Schools
		b. Use of ICT in Educational Management
		c. Office Automatic, Correspondence, Personal records, Accounting, Examinations
		d. Planning and Implementation for effective technology integration

Block 3	**:**	**Learning Theories and Use of Media Technology in Learning**
Unit 5	:	Learning theories and Integration and Learning
		i. Skinner
		ii. Gagne
		iii. Burner
		iv. Ausbel
		v. Merrril
Unit 6	:	Media technology, Instructional system and Multimedia Approach
		a. Types, Classification, Selection, Preparation and use of Media-projected, Non Projected
		b. Print media technology and photography technology,
		c. The concept of Multimedia and Hypermedia : Use

Block 4	**:**	**Evaluation of Instructional Software and Research Trends in ET.**
Unit 7	:	Evaluation
		1. Teaching for various levels of objectives- Objectives as the basis of Teaching and Evaluation.
		2. Meaning, Concept of Educational Evaluation – Norm Referenced and Criterion Referenced Test; Formative and Summative Evaluation
		3. Criteria for evaluation of instructional software
Unit 8 Technology	:	Major Development /Trends in research in the field of Educational
		i. Educational Technology in Formal, Non Formal and Distance Education, with reference to Counselling and support Services
		ii. Technology in Special Education
		iii. Research trends in Educational Technology
		iv. Use of ICT in Research: Problem selection, Review, Data Collection, Analysis and Interpretation, Reporting, Presentation

MES-07-INCLUSIVE EDUCATION

Block 1	**:**	**Historical Perspectives of Education and its Process**
Unit 1	:	Historical Perspectives of Inclusive Education
Unit 1	:	Perspective of Inclusive Education and in India.
		i. Principles of Inclusive Education
		ii. Concepts of Inclusive Education, integrated vs inclusive approach
		iii. Key debates on special and inclusive education.
Unit 2	:	Policies and Legislation for Special Education and Rehabilitation
		i. International legislation for special education, National legislation, National policies on Education with reference to Programme of Action

1992, Government schemes and provisions National Trust Act, PWD Act-1995 and RTE Act -2009. Employment agencies and services, critical evaluation of the current policies.

Block 2 : **Basics of Differently Disables and Issues of Special Education**
Unit 3 : Overview of Differently Disabilities
Concept, nature and characteristics of the following disabilities: Visual impairment, Hearing, speech and language Impairment, Locomotor and Neurological Impairment, Mental Retardation, Learning disabilities, Giftedness and Autism
Unit 4 : Current Needs and Issues in Special Education
Labeling, Cultural Diversity, Accountability, Advocacy, Attitudes and Awareness, Normalization, Mainstreaming, Integration and Inclusion, Rehabilitation, Deinstitutionalization, community based Rehabilitation

Block 3 : **Building Inclusive Schools and Teaching Strategies for Disabilities**
Unit 5 : Building Inclusive Schools
  i. Identifying barriers to inclusion – attitudinal, systemic and structural for SC/STs/OBCs and other disadvantages group.
  ii. Ensuring physical, academic and social access.
  iii. Leadership and teachers as change agents.
  iv. Whole school development
Unit 6 : Teaching strategies for the following Disabilities
Visual impairment, Hearing, Speech and language Impairment, Locomotors and Neurological Impairment, Mental Retardation, Learning disabilities, Giftedness and autism. Role of educational technology in Assistive teaching.

Block 4 : **Support and Collaboration in Inclusive Education**
Unit 7 : Support and Collaboration for Inclusive Education
  i. Stakeholders of inclusive education and their responsibilities
  ii. Advocacy and leadership for inclusion in education.
  iii. Family support and involvement for inclusion
  iv. Community involvement for inclusion
  v. Resource mobilisation for inclusive education.
Unit 8 : Future Perspectives in Inclusion Education
  i. Cross disability approach, Open Distance Learning system, Non-Formal Education, Parent and community Involvement. Research Evidences on efficacy and best practices associated with inclusive education.

MES-08- Historical, Political and Economic Perspectives of Education
Block 1 : **Historical Perspective of Education and its practices**
Unit 1 : Historical Perspective of Education
  i. Milestones of Educational development in India: Ancient, Medieval and Modern era.
  ii. Education and National development: Commission and Committee reports on education-pre and Post Independent India.
Unit 2 : Contemporary Indian education system,
  a) Structure, policies, practices
  b) Major challenges;

Block 2 **:** **Political Perspectives of Education, Equity and Inclusion**
Unit 3 : Political Perspectives of Education
   i) Relationship between education and Politics.
   ii) Role of the State and civil society in education;
   iii) Role of Teacher's organizations in education and development.
Unit 4 : Equity and inclusion in Education
   i. Education and national integration; Education for citizenship building.
   ii. Rights-based approach to education: education as a human right; child rights and education; Educational rights of minorities and disadvantaged groups; Affirmative action for promoting equal rights in education.

Block 3 **:** **Economic Perspective and Comparative Status**
Unit 5 : Economic Perspectives of Education
   a) Education as public good.
   b) Education and economic development; Education as investment- Cost benefit Analysis
   c) Education and economic growth, Economic reforms and education.
   d) Education and human development, Human Development Index (HDI), human capability approach to education
Unit 6 : Comparative Status of Education
   Comparison of Policies, Provisions and status of Education in India with UK, USA, Japan, Russia and Australia in the context of school education and Teacher Education.

Block 4 **:** **Recent Trends and Initiatives in education**
Unit 7 : Current Trends in education
   1) Liberalisation, Privatisation, Globalisation of education.
   2) Millennium development Goals and education
Unit 8 : Millennium Education programmes: SSA, RMSA and RUSA
   • Allocation of Budget for education in India

MES-09-TEACHER EDUCATION
Block 1 **:** **Development of Teacher Education in India**
Unit 1 : Teacher Education and Teacher Development.
   i) Teacher Education and-Brief History, Current Status, Need, Concept and Scope.
   ii) Teaching as a Profession, roles and functions, Skills and Competencies and Professional Ethics.
   iii) Teacher Development- Concept, factors influencing teacher development (Personal and Contextual),
   iv) Teacher Expertise: Berliner's stages,
   v) Approaches to Teacher development: self Directed, Cooperative or Collegial development and Change Oriented staff development.
Unit 2 : Pre-service Teacher Education in India
   A. Pre-Service Teacher Education: Concept, Need, Objectives and Scope.
   B. Roles, functions and networking, of Institutions like NCTE, NCERT, NUEPA, UNESCO, UGC, SCERT, RIE, IASE's, CTE's and DIET's.
   C. Vision of Teacher Education Curriculum as envisaged in UNESCO, NCERT and NCTE documents.

D. Roles and responsibilities of a Teacher educator-elementary and secondary.
E. Training of Teacher Education-Present Practice, Challenge and Reforms needed

Block 2 : **Methods of Pre and In Service Teacher Education in India**
Unit 3 : Structure, curriculum and Modes of Pre-service Teacher education
1. Components of Pre-service Teacher education Theory, Practical, Practice Teaching and Internship.
2. Transactional approaches for Core and specialisation Course: Expository, Participatory, Collaborative, Peer Coaching and Inquiry,
3. Transactional Approaches for Skill and Competency development courses: Awareness, modelling, analysis, practice Feedback cycle.
4. Modes of Pre-Service Teacher Education Face to Face 9Linear and Integrated) mode and Open, Distance and online learning Mode.
5. Models of Pre-Service Teacher Education: Consecutive, Integrated and Alternate Models.
Unit 4 : In –service Teacher Education in India.
1. In-service teacher Education Concept, Need, Objectives and Scope.
2. Types of In-service teacher education programmes; orientation, refresher, workshop, seminar and conference.
3. Agencies of In-service teacher education; Local Level, District Level, State Level and National Level.
4. Provisions made by State for Professional Development of Teachers.

Block 3 : **Planning, Organizing and Evaluation of Teacher Education**
Unit 5 : Role of Student Teaching in Teacher Education Programme rammers.
1. Organising of Students Teaching: Various Patterns
2. Techniques of Teacher Training: Core- teaching, Micro- teaching, interaction analysis
3. Supervision and Evaluation of Students Teaching
Unit 6 : Planning, Organisation and Evaluation of In-service Teacher Education
1. Planning of In-service Teacher Education programme: Context, Purpose, Duration and Budget.
2. Designing of In-service Teacher education Programmes: Assessment of training needs, formulation of training curriculum, preparation of course materials and evaluation of curricular inputs.
3. Organisation of In-service Teacher Education programme; problems faced by teacher education institutions.
4. Effectiveness of In-service teacher education Programmes: Impact on professional competencies and curricular practices.
5. Qualities and Characteristics of an effective In-service Teacher Education.

Block 4 : **ICT and Innovations in Teacher Education**
Unit 7 : ICT for Professional development of Teachers:
1. Use of Audio, Multimedia and interactive Technologies (teleconferencing, e-learning)
2. Information and Communication Technologies in education.
3. Implication for Teacher Education

4. Teacher Education through Open and Distance Learning status, Concerns and Challenges

Unit 8 : Innovative Teacher Education Models and Practice-
1. A Critical Review and Flexibility for Future Directions.
2. Research in Teacher Education: Trends, Research Gaps, Measures to Improve Quality of Research and its Dissemination, Action Research to Improve Classroom and Institutional Practices
3. Quality Assurance in Teacher Education

MES-010-EDUCATIONAL MANAGMENT

Block 1 : **Fundamentals of Educational Management**

Unit 1 : Educational Management: Concept of management, development of modern concept of educational management, Quality Management in educational Institutes.

Unit 2 : Educational Agencies, Role of Centre & State in Education, Centre state Relation in Education.

Block 2 : **Constitutional Provision for Education and Educational Planning**

Unit 3 : Constitutional Provision for Education: Decentralization of management of Education, Role & Responsibilities of Panchyati raj, VEC, strength and weaknesses of these systems and suggestions for improvement.

Unit 4 : Educational Planning: meaning and nature, Approaches to Educational Planning, Institutional Planning, School Mapping, decision Making in Educational Institutes

Block 3 : **Organisational Structures, Leadership and Supervision**

Unit 5 : Organizational Structure:
Organizational Climate, climate of educational institutions. Group Dynamics and Leadership, Leadership behaviour, style of Leadership. Leadership in academic setting/educational institutions.

Unit 6 : **Educational Supervision & control:**
Modern concept of Supervision Methods of Supervision Discipline of Teachers and students in educational. Institutions, conflict of management.

Block 4 : **Basics of Educational Financing and Human Resource Planning**

Unit 7 : Financing:Expenditure on Education, Budgeting process in educational institution and financial control.

Unit 8 : Human Resource Planning
Motivations and Morale of Human Resources, Requirement for Training & Development, Role of In Service Institutions: IASE, DIETS, NCERT, ASCS.

MES-011- EDUCATIONAL GUIDANCE AND COUNCELLING
Block 1: Fundamental of Guidance

Unit 1 : Introduction
a. Concept of Guidance, Assumption, Issues, and Problems of Guidance.
b. Purpose and Scope of Guidance.
c. Need for Guidance.

Unit 2 : Guidance Programme

1. Essential Features of the Guidance Programme: Orientation Service, Individual Inventory Service, Occupational Information Service, Counselling Service, Placement Service, research and Evaluation
2. Principles of Organizing Guidance services.

Block 2   :   **Educational and Vocational Guidance**
Unit 3   :   Educational Guidance
        a) Guidance and Curriculum
        b) Guidance and Classroom learning
        c) Guidance and special Groups: Gifted, Backward, Underachievers and
Dull.
Unit 4   :   Vocational Guidance
        1. Nature of Work, Various motives Associated, Place of work in one's life
        2. Understanding Career Development: Approaches to Career Guidance, Roe's Theory of Early Determinants of Vocational Choice: Holland's Trait and Factor Theory: Supers' Theory of Vocational Development
        3. Vocationalisation of Education and Career Development.

Block 3   :   **Fundamentals of Counselling and Human Adjustment**
Unit 5   :   Couselling
        a. (i) Introduction to Counselling as Heart of Guidance Programme
           (ii) Counselling and Psychotherapy
        b. Nature, Scope and Principles of Counselling, Couselling Skills and Stages in Counselling
        c. Counselling Approaches: Directive, Non-Directive and Eclectic
        d. Peer Counselling: Its Concept and Relevance to Indian Situation
Unit 6   :   Guidance and Counselling for Human Adjustment
        a. Human Adjustment: Psychological Foundations of Adjustment,
        b. Determinants of Adjustment Mechanism;
        c. Role of Motivation and Perception in Human Adjustment

Block 4   :   **Mental Health and Testing Guidance and Counselling**
Unit-7   :   Guidance and Counselling for Mental Health
        1) Mental Health: Principles of Mental Hygiene and their Implication for Effective Adjustment;
        2) Mental Hygiene based Practice in home, school and community, that contributes towards the development of integrated personality
Unit-8   :   Testing in Guidance and Counselling
        a) Use of Tests in Guidance and Counselling: Intelligence Tests, Creativity Tests, Achievement Tests, Aptitude Tests, Interest Inventories, Personality Measures.
        b) Administering, Scoring, Interpretation and Analysis of Test Scores and Communication of Test Results as Test Results as relevant in the context of Guidance Programme.

MES-012 - INSTRUCTION IN HIGHER EDUCATION
Block 1   :   **Planning and Management in Higher Education**
Unit 1   :   Management of an Institution of Higher Learning
        i. Principles of Managing an Institution of Higher Learning
        ii. Aspects of Institutional Management-I
        iii. Aspects of Institutional Management-II

| | | iv. Aspects of Institutional Management-III |
| Unit 2 | : | Planning and Management of Higher Education: A Macro Perspective |

    a. Universities of India- development of Higher Education
    b. Universities and its Structure
    c. Planning and Management of Higher Education
    d. Structure and management of Higher education

| **Block 2** | : | **Basics of Instructional Systems and Communication Skills** |
| Unit 3 | : | Instruction in a Systemic Perspective |

    a) Instructional system
    b) Input Alternatives-Teacher Controlled
    c) Input Alternative-Learner Controlled
    d) Evolving Instructional Strategies
    e) Unit and Topic Planning

| Unit 4 | : | Communication Skills |

    1) Teacher Competence in Higher Education
    2) Skills Associated with a good Lecture
    3) Skills Associated with the Conduct of Interaction sessions
    4) Skills of Using Communication Aids
    5) Emerging Communication and Information Technologies

| **Block 3** | : | **Evaluation Perspectives mechanics and process in Higher Education** |
| Unit 5 | : | Evaluation Perspectives in Higher Education |

    a) Status of Evaluation in Higher-Education-I
    b) Status of Evaluation in Higher-Education-II
    c) Evaluation Situations in Higher-Education-I
    d) Evaluation Situations in Higher-Education-II

| Unit 6 | : | Evaluation Process in Higher Education: Mechanics and Processing |

    1) Mechanics of Evaluation-I
    2) Mechanics of Evaluation-II
    3) Processing Evaluation Data
    4) Alternative Evaluation Procedures
    5) Online/Web-Based Student Assessment

| **Block 4** | : | **Psychological Perspective of Higher Education** |
| Unit 7 | : | Towards Understanding the Indian College Students: A psychological Perspective |

    a) Profiling the Indian College Student
    b) Understanding Personality and Facilitating its Development
    c) Cognition: Concept and Approaches
    d) Intelligence and Creativity: concept, Theories and Strategies for Development

| Unit 8 | : | Towards Understanding the Processes of Teaching and Learning in Higher Education |

    1) Learning: concept, Nature and Factors influencing it
    2) Approaches to Learning
    3) The special Learner: concepts, Needs and Facilitation Strategies
    4) Strategizing Teaching and Learning: Models of Teaching and Contemporary Approaches.

Students will be enrolled at CDOL's library. They will also have access to the subject matter experts, moreover a list of supplementary readings is also given along with the Self Learning Material.

PROGRAMME PROJECT REPORT (PPR)

M.A ENGLISH

The English Literature Programme takes students on an insightful journey through the history and techniques of prose, poetry and drama.

A University degree in this subject is one of the most respected and potentially profitable in the world – and can lead to a variety of careers in some of the most prestigious areas of public life. The study of literature introduces students to a rich vein of some of the most significant cultural artifacts in world history. Skills of close reading, critical thinking, attention to detail, communication and analysis enable students to access higher order thinking skills of inestimable value in modern academic, cultural and business contexts. We aim to make the study of literature an enriching, productive and rewarding experience for every student on the programme.

The core course of the M.A English program is designed with a view to give the students a deep knowledge of English literature. It has a wide variety of electives comprising American, Post-Colonial, and Teaching of English besides Courses in Linguistics, Literary Criticism, Contemporary Literary Theory, and Post-Independence Indian Writing in English.

The course aims at giving the learners essential language skills, vital for employability, while instilling in them the maturity for aesthetic enjoyment, for understanding and appreciating values- social, cultural and spiritual so that they are moulded into responsible human beings.

Centre for Distance and Open Learning has introduced the M.A-English (distance mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society.

The English Literature Programme offers students advanced skills, challenging them to:
- Acquire skills of close reading, comprehension and interpretation that empower students to enjoy and appreciate reading
- Develop skills of critical analysis and evaluation to facilitate a deeper engagement with language and communication
- Foster ethics, values, sensitivities and dispositions for a cosmopolitan society in a globalised age
- Communicate clearly and effectively in both speech and writing
- Acquire a creative imagination and a lifelong passion for knowledge and learning
- Although a focus on language, literature, and aesthetics continues to ground our work, we have pioneered by drawing together philosophical and theoretical reflections on the status of "literature" and "culture" with work in history, political economy, the sociology of culture, anthropology, visual culture, and cinema studies, all of which seeks to make sense of the complex factors affecting the historically changing nature of the relationship between society and culture.
- This prepares students for careers in the arts, as well as in law, journalism, marketing, advertising and education – fields that require skills of linguistic precision and effective, persuasive communication.

This programme aims to:

- Develop students' critical alertness to linguistic and cultural representation, especially to the nature and effect of literary language and to the ways in which individual texts affect and are affected by larger social and historical contexts;
- Enable students to analyse and argue persuasively, and to become independent and self-motivated researchers;
- Equip students with the skills required for further academic work or for those professions, such as teaching, the public sector, the media and business, which require critical and analytical skills, powers of communication and an awareness of the broad meanings of culture.

Within the Specialization in English Literature you will develop advanced analytical and interpretive skills for the study of literature. You will gain a deeper understanding of specific issues within World Literature in English and learn to use advanced methods for the exploration of literary texts, both in terms of form and in terms of their relation to history, politics, ethics and more.

The theoretical level of the courses is high; at the same time, you will develop practical skills related to reviewing and editing literary works. As a student in the Master's Programme in Literature you will have access to a large selection of courses in English Literature and in the wider Humanities.

Giving an international and transnational perspective, the programme qualifies the students for doctoral studies in literary studies, but is also useful for work outside of the university. This is especially the case in fields where there is a demand for knowledge about the significance of language for communication and social development, and which require international broad-mindedness, historical competence and the ability to deal with complex information in a systematic and critical fashion.

Minimum duration of the Programme is 2 (Two) Years
Maximum duration of the Programme is 5 (Five) Years

Fee structure for the programme is as follows:

| Previous Year | Rs. 7800/- |
| Final Year | Rs. 7800/- |

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Counselling sessions will be organized in all theory courses. The counselling duration will be of 2 hours in each of the five sessions.

We offer dedicated Faculty who has specialization in the papers offered in the programme. Besides, every programme has a Coordinator who is well versed with the programme and can help with any problems that might occur.

Admission to the programme is given to university graduates on a first come first serve basis. Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weight age.

Annual examination is the major component of the evaluation system and it carries 70% weight-age in a final result.

The syllabus is designed to complement, extend and enrich – but not repeat – the Literature curriculum taught. Through developing sensitivity to the nuances of language, students identify and explore different ways in which texts convey complex ideas. Alongside this, students make connections within and between texts and contexts, while discussing their thoughts in speech and writing.

Brief Course Structure:

Previous Year		Final Year	
Course Code	Course Title	Course Code	Course Title
MEG-01	**Poetry -1**	MEG-07	**Poetry** -2
MEG-02	**Fiction -1**	MEG-08	**Fiction -2**
MEG-03	**Drama-1**	MEG-09	**Drama-** 2
MEG-04	**Criticism-1**	MEG-10	**Criticism-2**
MEG-05	**Introduction to English linguistics &phonetics**	MEG-11	Optional Papers (any two of the following to be chosen by the student) **A-**American Litrature **B**-Post-Clonial Litrature **C**-English Language Teaching
MEG-6	**Non Fiction Prose**		

Detailed Course Structure:

(Previous Year)

MEG 01: Poetry – I

Block 1 : **Explanation with reference to the context from the starred texts**

Block 2 : **Historical Background of 14th Century England**
Unit 1 : "General Prologue"* to The Canterbury Tales: Geoffrey Chaucer
Unit2 : The Nun's Priest's Tale: Geoffrey Chaucer

Block 3 : **Historical Background of 16th and 17th Century England**
Unit 1 : The Canonization*:John Donne
Unit 2 : A Valediction: Forbidding Mourning: John Donne
Unit 3 : The Sunne Rising: John Donne
Unit 4 : The Ecstasie*: John Donne
Unit 5 : Paradise Lost, Book 1: John Milton

Block 4 : **Historical Background of 18th and 19th Century England-1**
Unit 1 : Essay on Man*:Alexander Pope
Unit 2 : William Blake: An Introduction
Unit 3 : Earth's Answer : William Blake

Unit 4	:	The Tyger*: William Blake
Unit 5	:	London: William Blake
Block 5	:	**Historical Background of 18th and 19th Century England-2**
Unit 1	:	Ode on Intimations of Immorality' Prelude (1805 edition): William Wordsworth
Unit 2	:	S. T. Coleridge -An Introduction
Unit 3	:	The Rime of the Ancient Marine: ST Coleridge
Unit 4	:	Kubla Khan: ST Coleridge

MEG 02: Fiction I

Block 1	:	**Background of 17ᵗʰ and 18ᵗʰ Century England and Emergence of Novel**
Unit 1	:	Oroonoko: Aphra Behn
Unit 2	:	Henry Fielding: An Introduction
Unit 3	:	Joseph Andrews: Henry Fielding
Block 2	:	**Historical Background of 19th Century England-1**
Unit 1	:	Emma: Jane Austen
Unit 2	:	Mansfield Park: Jane Austen
Block 3	:	**Historical Background of 19th Century England-2**
Unit 1	:	Great Expectations: Charles Dickens
Unit 2	:	A Tale of Two Cities: Charles Dickens
Block 4	:	**Historical Background of 19th Century England-3**
Unit 1	:	Middlemarch: George Eliot
Block 5	:	**Historical Background of 19th Century England-4**
Unit 1	:	Tess of the D'Urbervilles: Thomas Hardy
Unit 2	:	The Woodlanders: Thomas Hardy

MEG 03: Drama I

Block 1	:	**Explanation with reference to the context from the starred texts**
Block 2	:	**16th Century England and Drama**
Unit 1	:	Doctor Faustus*: Christopher Marlowe
Block 3	:	**Historical Background of Elizabethan England**
Unit 1	:	Volpone: Ben Jonson
Block 4	:	**16th Century Elizabethan England**
Unit 1	:	Henry IV, Part I: William Shakespeare
Unit 2	:	Hamlet*: William Shakespeare
Unit 3	:	Antony and Cleopatra: William Shakespeare
Unit4	:	The Tempest*: William Shakespeare
Block 5	:	**Jacobean Age and John Webster**
Unit 1	:	The Duchess of Malfi*: John Webster
Block 6	:	**Jacobean Age and Thomas Middleton**
Unit 1	:	The Changeling: Thomas Middleton

MEG 04: Criticism I

Block 1	:	**Background of Aristotle's Writing**
Unit 1	:	Poetics: Aristotle
Block 2	:	**Background of English Criticism and Dryden**

Unit 1	:	"Of Dramatic Poesie: An Essay: John Dryden
Block 3	:	**18th Century England and Emergence of Prose writing**
Unit 1	:	"Preface to Shakespeare": Samuel Johnson
Block 4	:	**Background of 18th and 19th Century**
Unit 1	:	"Preface" to the Lyrical Ballads: William Wordsworth
Block 5	:	**P.B. Shelley**
Unit 1	:	"A Defence of Poetry": P.B. Shelley
Block 6	:	**ST Coleridge**
Unit 1	:	Chapters XII and XIV of Biographia Literaria: Coleridge
Block 7	:	**William Hazlitt**
Unit 1	:	"Why the Arts Are Not Progressive"
Unit 2	:	"On Shakespeare and Milton"
Block 8	:	**John Keats**
Unit 1	:	Letter of 8 Oct., 1817 addressed to Bailey
Unit 2	:	Letter of 21 Dec., 1817 addressed to his brothers
Unit 3	:	Letter of 27 Oct., 1818 addressed to Richard Woodhouse
Block 9	:	**Matthew Arnold**
Unit 1	:	The Study of Poetry

MEG 05: Introduction to English Linguistics and Phonetics

Block 1	:	**Language and Linguistics**
Unit 1	:	Language and Communication
Unit 2	:	The Characteristics of Language
Unit 3	:	Linguistics as a Scientific Study of Language
Unit 4	:	Some Basic Assumptions in Linguistics
Unit 5	:	Branches of Linguistics
Unit 6	:	The Status of Non-native Languages
Unit 7	:	Variation in the Use of Language

Block 2	:	**Grammatical Theories**
Unit 1	:	Traditional Grammar
Unit 2	:	Structuralist Method -form classes, immediate constituents, syntagmatic and paradigmatic relations
Unit 3	:	Phonology -classification of speech sounds, phoneme, Allophone, complementary and contrastive distribution, Supra segmental features
Unit 4	:	Morphology -morpheme, allomorph, root and the affix, prefix, infix, suffix, full and empty morphemes, free and bound morphemes, inflexional and derivational morphemes
Unit 5	:	Transformational Generative Grammar, Meaning of the term 'Generative', Competence and Performance. 'Deep' and 'Surface' structure, Phrase Structure Rules, Transformational Rules, Selectional Restrictions, Lexis and Grammar, Language Universals.
Block 3	:	**Grammatical Relations in the Constituents of a Sentence**
Unit 1	:	Types of a sentences in English
Unit 2	:	Constituents of a 'Kernel' sentence
Unit 3	:	Co-ordination and subordination-nominalisation, relativisation and adverbisation.
Unit 4	:	Verb-tense, aspect, mood and modality

Unit 5	:	Phrasal verbs in English
Unit 6	:	Interrogation and negation in English
Unit 7	:	Non-finite construction in English
Block 4	**:**	**English Phonetics and Phonology**
Unit 1	:	The Speech Mechanism: air stream mechanism, organs of speech, respiratory system, phonatory system and articulatory system
Unit 2	:	The description and classification of speech sounds: vowels, consonants, phonetic transcription and the international phonetic alphabet

Block 5	**:**	**The Phonology of English**
Unit 1	:	Phoneme, allophone, syllable and consonant clusters in English
Unit 2	:	Word accent, weak forms, intonation and rhythm in connected speech; a comparative study of G.I.E and R.P. the need of a model for international communication and intelligibility.

MEG 06: Non- Fiction Prose

Block 1	**:**	**Background Prose Reading: Thomas More**
Unit1	:	Thomas More: Utopia
Block 2	**:**	**Jonathan Swift and Mary Wollstonecraft**
Unit 1	:	Jonathan Swift: "A Modest Proposal"
Unit2	:	Mary Wollstonecraft:A Vindication of the Rights of Women.
Block 3	**:**	**Background Prose Reading (18th Century): Thomas Paine**
Unit1	:	Thomas Paine: Rights of Man : Part I
Block 4	**:**	**Background Prose Reading (19th Century): John Stuart Mill**
Unit1	:	John Stuart Mill: On Liberty
Block 5	**:**	**Non- Fictional Prose: George Orwell and Edward Said**
Unit1	:	George Orwell:"Politic and the English Language"
Unit2	:	Edward Said: "Crisis" from Orientalism, " Afterword to the 1995 Printing of Orientalism"

(Final Year)

MEG 07: Poetry II

Block 1	**:**	**Explanation with reference to the context from the starred texts**
Block 2	**:**	**Background of Victorian Era**
Unit 1	:	"Andrea del Sarto"*: Robert Browning
Unit 2	:	"Porphyria's Lover": Robert Browning
Unit 3	:	"A Grammarian's Funeral": Robert Browning
Unit 4	:	"Abt Vogler": Robert Browning
Block 3	**:**	**19th Century Ireland and Poems of G.M. Hopkins**
Unit 1	:	" The Wreck of the Deutschland" *: GM Hopkins
Unit 2	:	" The Windhover": GM Hopkins
Unit 3	:	" Pied Beauty": GM Hopkins
Unit 4	:	"Thou Art Indeed Just, Lord": GM Hopkins
Block 4	**:**	**19th and 20th Century England and Ireland and Poetry of W.B. Yeats**
Unit 1	:	"Byzantium" *
Unit 2	:	"The Second Coming"
Unit 3	:	"Easter 1916"
Unit 4	:	"Among School Children"

Block 5	:	**Modernism**
Unit 1	:	The Wasteland*: T. S. Eliot
Block 6	:	**20th Century England and America, Modernism and Poetry of W.H. Auden**
Unit 1	:	"A Bride in the 30's"
Unit 2	:	" Consider This and in Our Time"
Unit 3	:	"Shield of Achilles"
Unit 4	:	"In Praise of Limestone"
Block 7	:	**Modernism, Neo-Romanticism and Poetry of Dylan Thomas**
Unit 1	:	"The Force that Throught the Green Fude…"
Unit 2	:	"Do Not Go Gentle…"
Unit 3	:	"After the Funeral"
Unit 4	:	"Light Breaks…"
Block 8	:	**20th Century America and Poetry of Ted Hughes**
Unit 1	:	"Hawk Roosting" *
Unit 2	:	"November"
Unit 3	:	"Thrushes"
Unit 4	:	"Jaguar"
Block 9	:	**20th Century Ireland and Poetry of Seamus Heaney**
Unit 1	:	"Ocean's Love to Ireland"
Unit 2	:	"The Unacknowledged Legislator's Dream"
Unit 3	:	"North"
Unit 4	:	"Exposure"

MEG 08: Fiction IndusInd Bank

Block 1	:	**D.H. Lawrence**
Unit 1	:	The Rainbow
Unit 2	:	"The Fox"
Block 2	:	**E.M. Forster**
Unit 1	:	A Passage to India
Unit 2	:	"The Celestial Omnibus"
Block 3	:	**James Joyce**
Unit 1	:	A Portrait of the Artist as a Young Man
Unit 2	:	"The Dead"
Block 4	:	**Virginia Woolf**
Unit 1	:	To the Lighthouse
Unit 2	:	Mrs. Dalloway
Block 5	:	**Joseph Conrad**
Unit 1	:	Heart of Darkness
Block 6	:	**Chinua Achebe**
Unit 1	:	Things Fall Apart

MEG 09: Drama II

Block 1	:	**Explanation with reference to the context from the starred texts**
Block 2	:	**G.B Shaw**
Unit 1	:	St. Joan*
Block 3	:	**J.M. Synge**
Unit 1	:	The Playboy of the Western World

Block 4	**:**	**Bertolt Brecht**
Unit 1	:	Caucasian Chalk Circle
Block 5	**:**	**Samuel Beckett**
Unit 1	:	Waiting for Godot*
Block 6	**:**	**Harold Pinter**
Unit 1	:	The Homecoming
Block 7	**:**	**Tom Stoppard**
Unit 1	:	Rosencrantz and Guildenstern are Dead*
Block 8	**:**	**Girish Karnad**
Unit 1	:	Tughlaq*
Block 9	**:**	**Mahesh Dattani**
Unit 1	:	Final Solutions

MEG 10: Criticism II

Block 1	**:**	**Feminist Criticism: Virginia Woolf**
Unit 1	:	A Room of One's Own
Block 2	**:**	**New Criticism and T.S. Eliot**
Unit 1	:	" The Metaphysical Poets"
Unit 2	:	"Hamlet"
Block 3	**:**	**New Criticism and I. A. Richards**
Unit 1	:	" The Two Uses of Language"
Unit 2	:	"The Four Kinds of Meaning"
Block 4	**:**	**New Criticism and Wimsatt and Beardsley**
Unit 1	:	"The Intentional Fallacy": Wimsatt and Beardsley
Unit 2	:	"The Affective Fallacy": Wimsatt and Beardsley
Block 5	**:**	**Northrop Frye**
Unit 1	:	"The Archetypes of Literature"
Block 6	**:**	**Roland Barthes and Michel Foucault**
Unit 1	:	"From Work to Text": Roland Barthes
Unit 2	:	Criticism of Michel Foucault
Unit 3	:	"What is an Author?": Michel Foucault
Block 7	**:**	**Susan Sontag and Raymond Williams**
Unit 1	:	"Against Interpretation": Susan Sontag
Unit 2	:	Criticism of Raymond Williams
Unit 3	:	" Realism and the Contemporary Novel": Raymond Williams

MEG 11(A): American Literature

Block 1	**:**	**Prose**
Unit 1	:	Thomas Jefferson: "The First Inaugural Address"
Unit 2	:	Edgar Allan Poe: " The Philosophy of Composition"
Unit 3	:	R.W. Emerson: " The American Scholar"
Block 2	**:**	**Fiction**
Unit 1	:	Nathaniel Hawthorne: The Scarlet Letter
Unit 2	:	F. Scott Fitzgerald: The Great Gatsby
Unit 3	:	Alice Walker: The Color Purple
Block 3	**:**	**Drama**
Unit 1	:	Tennessee Williams: The Glass Menagerie
Unit 2	:	Edward Albee: The Zoo Story

Block 4	**:**	**Poetry I**
Unit 1	:	Walt Whitman: " Song of Myself"
		"Out of the Cradle Endlessly Rocking"
		"Passage to India"
Unit 2	:	Emily Dickinson: "Papa Above"
		"I Can Wade Grief"
		" Prayer is the Little Implement"
Unit 3	:	Robert Frost: "The Death of the Hired Man"
		"Stopping by Woods on a Snowy Evening"
		"Come in"
Block 5	**:**	**Poetry II**
Unit 1	:	Wallace Stevens: " Sunday Morning"
		"Thirteen Ways of Looking at a Blackbird"
		" The World as Meditation"
Unit 2	:	Allen Ginsberg: "A Supermarket in California"
		"Sunflower Sutra"
		"America"
Unit 3	:	Adrienne Rich: "Living in Sin"
		" Lucifier in the Train"
		" (Sex, a they harshly call it) "

MEG 11(B): Postcolonial Literature

Block 1	**:**	**Theoretical Bases**
Unit 1	:	Stephen Slemon: "The Scramble for Post- Colonialism" From De-Scribing Empire
Unit 2	:	Frantz Fanon:" On National Culture" from the Wretched of the Earth
Unit 3	:	Margaret Atwood:"Survival " from Survival
Unit 4	:	Salman Rushdie:" Common wealth Literature Does Not Exist" from Imaginary Homelands
Block 2	**:**	**Fiction I**
Unit 1	:	Raja Rao: Kanthapura
Unit 2	:	R.K. Narayan: A Tiger from Malgudi
Unit 3	:	Amitav Ghosh: In an Antique Land
Block 3	**:**	**Fiction II**
Unit 1	:	Peter Carey: True History of the Kelly Gang
Unit 2	:	Margaret Atwood: Surfacing
Unit 3	:	V.S. Naipaul: A House for Mr. Biswas
Block 4	**:**	**Poetry I**
Unit 1	:	Nissim Ezekiel: "Night of the Scorpion"
		"Poet , Lover, Birdwatcher"
Unit 2	:	A.K. Ramanujan: "A River"
		"Love Poem for a Wife I"
Unit 3	:	Derek Walcott "The Castaway"
		"Ruins of a Great House"
Unit 4	:	A.J. M. Smith: "The Lonely Land"
		" News of the Phoenix"
Block 5	**:**	**Poetry II**
Unit 1	:	Michael Ondaatje: "Sweet like a Crow"
		"The Cinnamon Peeler"

Unit 2	:	A.D. Hope : " Australia"
		"The Double Looking Glass"
Unit 3	:	Judith Wright: " Woman to Man"
		" Rockpool" from
		The Shadow of Fires : Ghazals
Unit 4	:	Zulfikar Ghose: "This Landscape , These People"
		" The Attack on Sialkot"

MEG 11(C): Teaching of English

Objective: to equip the student to teach English at the undergraduate level

Block 1	**:**	**Problems and Principles**
Unit 1	:	The Role of English in India
Unit 2	:	Objectives of the Teaching of English in India
Unit 3	:	Theories of Language Learning -cognitive, behaviourist, communicative competence, learning vs. Acquisition, speech act theory
Unit 4	:	Differences between First and Second Language Learning
Unit 5	:	Individual Variation in Language learning Performance: language aptitude, motivation and age.
Block 2	**:**	**Approaches to Syllabus Design**
Unit 1	:	Structural
Unit 2	:	Situational
Unit 3	:	Functional
Unit 4	:	Communicative
Unit 5	:	Emergent (Process vs. Product)
Block 3	**:**	**Approaches to Teaching Methodology**
Unit 1	:	Audio-lingual (structural drills)
Unit 2	:	Grammar Translation (rules and exercise)
Unit 3	:	Bilingual (use of the Mother Tongue)
Unit 4	:	Situational and Communicative
Unit 5	:	Structuring of lessons and classroom interaction: Learner -centred teaching and the problems of teaching large classes
Block 4	**:**	**Principles of Material Production**
Unit 1	:	Teaching of vocabulary -'productive' and 'receptive' vocabulary, foundation vocabulary, Basic English
Unit 2	:	Selection -frequency, utility, universality, productivity, teachability, structural value and regional value of a lexical item.
Unit 3	:	Teaching of structures -selection, gradation and repetition -drills.
Block 5	**:**	**Error Analysis, Lexicography and Evaluation**
Unit 1	:	Attitude to error analysis, the concept of inter language
Unit 2	:	The art of lexicography and its relevance to a language teaching Programme
Unit 3	:	Testing and evaluation

Students will be enrolled at CDOL, Jamia's University`s reference library. They will also have access to the English Faculty and a list of supplementary readings is also given along with the Self Learning Material.

PROGRAMME PROJECT REPORT (PPR)

M.A HINDI

The Hindi Literature Programme takes students on an insightful journey through the Hindi and techniques of prose, poetry and drama.

A University degree in this subject is one of the most respected and potentially profitable in the world – and can lead to a variety of careers in some of the most prestigious areas of public life. The study of literature introduces students to a rich vein of some of the most significant cultural artifacts in world Hindi. Skills of close reading, critical thinking, attention to detail, communication and analysis enable students to access higher order thinking skills of inestimable value in modern academic, cultural and business contexts. We aim to make the study of literature an enriching, productive and rewarding experience for every student on the programme.

The core course of the M.A Hindi program is designed with a view to give the students a deep knowledge of Hindi literature.

The course aims at giving the learners essential language skills, vital for employability, while instilling in them the maturity for aesthetic enjoyment, for understanding and appreciating values- social, cultural and spiritual so that they are moulded into responsible human beings.

Centre for Distance and Open Learning has introduced the M.A-Hindi (distance mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society.

PROGRAMME LAUNCHING PROCESS
Master's degree in Hindi being offered at Centre for Distance and Open Learning, Jamia Millia Islamia aspires to acquaint students of their past knowledge, culture and civilizational attainments that mankind has made from the time of its evolution. Furthermore, it also intends to give students a comprehensive view of the evolution of the human society.

OBJECTIVES OF THE PROGRAMME
The Hindi Literature Programme offers students advanced skills, challenging them to:

- To develop critical reasoning and analytical skills, including the capacity for solving problems and thinking creatively, often through extensive reading.
- The ability to construct an argument by selecting and ordering relevant evidence and then to communicate findings in a structural, clear and persuasive way.
- The ability to discuss ideas in groups, accommodating different ideas and reaching an agreement.
- The capacity to think objectively and approach problems and situations with an open mind.
- The appreciation of different factors that influence the activities of groups and individuals in society.

- Acquire skills of close reading, comprehension and interpretation that empower students to enjoy and appreciate reading

THIS PROGRAMME AIMS TO

- Develop students' critical alertness to linguistic and cultural representation, especially to the nature and effect of literary language and to the ways in which individual texts affect and are affected by larger social and historical contexts;
- Enable students to analyse and argue persuasively, and to become independent and self-motivated researchers;
- Equip students with the skills required for further academic work or for those professions, such as teaching, the public sector, the media and business, which require critical and analytical skills, powers of communication and an awareness of the broad meanings of culture.

TARGET POPULATION

This programme is intended for graduates who may wish to get a higher degree or may like to pursue a career in academics.

Eligibility

Graduation degree or equivalent from a recognized board.

Instructional Design

Duration of the Programme

- The programme can be completed in a minimum period of 2 years and up to a maximum period of **5 years** (inclusive of the year of admission).

Fee structure for the programme is as follows:

Previous Year	Rs. 7800/-
Final Year	Rs. 7800/-

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Counselling sessions will be organized in all theory courses. The counselling duration will be of 2 hours in each of the five sessions.

We offer dedicated Faculty who has specialization in the papers offered in the programme. Besides, every programme has a Coordinator who is well versed with the programme and can help with any problems that might occur.

The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme.

Admission to the programme is given to university graduates on a first come first serve basis.

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weight age.

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result.

The syllabus is designed to complement, extend and enrich – but not repeat – the Literature curriculum taught. Through developing sensitivity to the nuances of language, students identify and explore different ways in which texts convey complex ideas. Alongside this, students make connections within and between texts and contexts, while discussing their thoughts in speech and writing.

Students will be enrolled at CDOL, Jamia's University`s reference library. They will also given along with the Self Learning Material.

Faculty and support staff requirements:

INSTRUCTIONAL DELIVERY MECHANISMS

The M.A. Hindi programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counselors etc. The programme is based on the multimedia approach, which includes self-learning print material, audio/video programmes, assignments, counseling sessions and practical.

Print Material

The print material is in the form of self-explanatory course material. It is supplied to each student in the form of blocks. Each paper of M.A. Hindi programme is divided into units. Normally each subject/paper consists of 5to 6 units of print material. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counseling session at the study centre.

Assignments

Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weightage while about 70% weightage is given to the Term end Examination.

<u>There is one assignment (30 marks) for each course</u>; therefore, the student is required to do 5 assignments in order to complete the programme. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme/Study Centre.

The assignments are compulsory components and it will be necessary to submit the theory assignment of all courses at your programme centre on or before the due date of submission. In

case the student is unable to submit the assignments by the due date/secure the pass marks in assignment(s), he/she will have to submit the assignments again by paying the prescribed fees (see appendix – I). Also he/she will have to wait for the assignment schedule meant for the next batch of students and then submit.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Programme/Study Centre so that the required correction can be made.

Counselling Sessions

Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of MA Hindi programme**.** The counseling time for each theory course will consist of **5 sessions of 2 hours each**

Procedure for admissions, curriculum transaction and evaluation:
The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, you are required to fulfill the following conditions:
- You should have opted and pursued the prescribed course
- You should have submitted the examination form in time

In case you have not been able to appear in the examination in certain papers or could not clear certain papers, you can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper.

Examination Date sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance

Examination Forms

It is a pre-requisite to submit the Examination Form for taking an examination in any course. The forms pertaining to Term-end Examination, Admit Card and Student's Record Card are provided in the Programme Guide as 'Form A', 'Form B'respectively.

The filled-in examination form is to be submitted to the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025". Write 'Examination Form' on the Top of the Envelope and submit it by the last date fixed by the Centre. For submission after the last date and upto 4 weeks late fee will be

charged.The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025

After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement of examination, you may contact your Programme Centre. Even if you have not received the intimation slip or misplaced it you can take the examination by showing the proof of sending your examination form and your identity card (Student's Record Card) to the examination centre superintendent. (You are advised to carefully write your Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.)

Examination Centre

Your Study Centre is your Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at your Programme Centre only.

It is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result will be cancelled. **PROGRAMME CENTRE is the contact point for you** since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc. **While communicating with the Centre for Distance & Open Learning regarding examinations, please write your Roll Number, complete address and telephone number clearly. In the absence of such details, your problems may not receive due attention.**

Evaluation

Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.

Cost Estimate of the programme

Programme Fees

> The programme fee is **Rs. 7800/-** (inclusive of the examination fees)**.** The fees is payable in **two installments in advance,** on or before the date fixed by the University.
>
> **Quality assurance mechanism and expected programme outcomes**
> **Curriculum and detailed syllabi of M.A. Hindi.**

1st Year

➢ **All papers are compulsory**

Course Code	Course Title	Marks Allotted		
		Theory	Assignment	Total
MHD-01	Kavya shashtra avam sahitya drishti	70	30	100
MHD-02	Hindi Sahitya Ka Itihas	70	30	100
MHD-03	Prachin Aiam madhyakalin kavya	70	30	100
MHD-04	Navjagran avam chatavaad	70	30	100
Optional papers (select any one)				
MHD-05	(a) Kabir (b) Bharatendu Harish Chandra (c) Gajanand Madhav "Mukti Bodh"	70	30	100
Total		**350**	**150**	**500**

2nd Year

➢ **All papers are compulsory**

Course Code	Course Title	Marks Allotted		
		Theory	Assignment	Totals
MHD-06	Natak aur Nibandh	70	30	100
MHD-07	Chayavadotra Kavya	70	30	100
MHD-08	Katha Sahitya	70	30	100
MHD-09	Paryojanmoolak Hindi	70	30	100
Optional papers (select any one)				
MHD-10	(a) Lok Sahitya (b) Patrakarita	70	30	100
Total		**350**	**150**	**500**

PROGRMME PROJECT REPORT (PPR)
MA History

Programme launching Process

Master's degree in History being offered at Centre for Distance and Open Learning, Jamia Millia Islamia aspires to acquaint students of their past knowledge, culture and civilizational attainments that mankind has made from the time of its evolution. Furthermore, it also intends to give students a comprehensive view of the evolution of the human society and their political structure since antiquity to present times. History happens to be the study of the past of the various societies and how it emerged from the traditions that produced it. The post graduate course in history being offered by Centre for Distance and Open Learning hopes to bring about an understanding to the students of the forces that shaped various cultures of the country and world over.

Objectives of the Programme:
- To develop critical reasoning and analytical skills, including the capacity for solving problems and thinking creatively, often through extensive reading.
- The ability to construct an argument by selecting and ordering relevant evidence and then to communicate findings in a structural, clear and persuasive way.
- The ability to discuss ideas in groups, accommodating different ideas and reaching an agreement.
- The capacity to think objectively and approach problems and situations with an open mind.
- The appreciation of different factors that influence the activities of groups and individuals in society.

Target Population

This programme is intended for graduates who may wish to get a higher degree or may like to pursue a career in academics.

Eligibility

Graduation degree or equivalent from a recognized board.

Instructional Design

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of **5 years** (inclusive of the year of admission).

Instructional delivery mechanisms:

The MA History programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counselors etc. The programme is based on the multimedia approach, which includes self-learning print material, audio/video programmes, assignments, counseling sessions and practical.

Print Material

The print material is in the form of self-explanatory course material. It is supplied to each student in the form of blocks. Each paper of MA History programme is divided into units. Normally each subject/paper consists of 5to 6 units of print material. These are supplied by

the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes
While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counseling session at the study centre.

Assignments
Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weightage while about 70% weightage is given to the Term end Examination.

There is one assignment (30 marks) for each course; therefore, the student is required to do 5 assignments in order to complete the programme. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme/Study Centre.

The assignments are compulsory components and it will be necessary to submit the theory assignment of all courses at your programme centre on or before the due date of submission. **In case the student is unable to submit the assignments by the due date/secure the pass marks in assignment(s), he/she will have to submit the assignments again by paying the prescribed fees (see appendix – I).** Also he/she will have to wait for the assignment schedule meant for the next batch of students and then submit.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Programme/Study Centre so that the required correction can be made.

Counselling Sessions
Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of MA History programme**.** The counseling time for each theory course will consist of **5 sessions of 2 hours each**

Procedure for admissions, curriculum transaction and evaluation:

The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, you are required to fulfill the following conditions:
- You should have opted and pursued the prescribed course
- You should have submitted the examination form in time

In case you have not been able to appear in the examination in certain papers or could not clear certain papers, you can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper.

Examination Date sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance

Examination Forms

It is a pre-requisite to submit the Examination Form for taking an examination in any course. The forms pertaining to Term-end Examination, Admit Card and Student's Record Card are provided in the Programme Guide as 'Form A', 'Form B' respectively.

The filled-in examination form is to be submitted to the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025". Write 'Examination Form' on the Top of the Envelope and submit it by the last date fixed by the Centre. For submission after the last date and upto 4 weeks late fee will be charged.The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025

After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement of examination, you may contact your Programme Centre. Even if you have not received the intimation slip or misplaced it you can take the examination by showing the proof of sending your examination form and your identity card (Student's Record Card) to the examination centre superintendent. (You are advised to carefully write your Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.)

Examination Centre

Your Study Centre is your Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at your Programme Centre only.

It is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result will be cancelled. **PROGRAMME CENTRE is the contact point for you** since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course,

declaration of result etc. **While communicating with the Centre for Distance & Open Learning regarding examinations, please write your Roll Number, complete address and telephone number clearly. In the absence of such details, your problems may not receive due attention.**

Evaluation
Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.

Cost Estimate of the programme
Programme Fees
The programme fee is **Rs. 15600/-** (inclusive of the examination fees)**.** The fees is payable in **two installments in advance,** on or before the date fixed by the University.

Quality assurance mechanism and expected programme outcomes
Curriculum and detailed syllabi of MA History

1st Year

➢ **All papers are compulsory**

Course Code	Course Title	Marks Allotted		
		Theory	Assignment	Total
MAH-01	State Formation in Medieval India 1000-1526	70	30	100
MAH-02	Colonial State and Government in India 1740-1858	70	30	100
MAH-03	The World Powers and Diplomacy 1870-1945	70	30	100
MAH-04	Trends in Historiography	70	30	100
MAH-05	Early Medieval India Historical Survey, From 6th to 13th Century	70	30	100
Total		**350**	**150**	**500**

2nd Year

➢ **All papers are compulsory**

Course Code	Course Title	Marks Allotted		
		Theory	Assignment	Totals
MAH-06	State, People and Culture in India 1200-1750	70	30	100
MAH-07	The Indian State and Economy 1200-1707	70	30	100
MAH-08	History of the Mughals 1526-1707	70	30	100
MAH-09	The Eighteenth Century in India	70	30	100
MAH-10	Indian Nationalism and Political Processes 1875 to 1956	70	30	100
Total		**350**	**150**	**500**

MAH-01: State Formation in Medieval India 1000-1526
Block-1:   **Concepts of State**
Unit 1:   Islamic and Indian Antecedents
(a)   Emergence of the concept of State in the Islamic Societies.
(b)   Political Ideas of Almavardi and Nizamul Mulk Tusi
(c)   Indian political system with special reference to Indian Feudalism

Unit 2:   Indo-Persian Historiography in Medieval India
(a)   Minhaj-us Siraj
(b)   Amir Khusrau
(c)   Ibn-i-Batuta
(d)   Ziauddin Barani
(e)   Shams Siraj Afif
(f)   Malfuz Literature

Block-2:   **Process of Conquests and Expansions**
Unit-3   Ghorid conquests and role of Turkish elements; achievements of Aibak, Iltutmishand Balban, Causes and impact of Turkish conquest.
Unit-4   Khaljis and Tughlaqs- expansion of the Sultanate
Unit-5   Disintegration of the Sultanate and rise of the regional Kingdoms

Block-3:   **Institutional formation**
Unit-6   Concept of Kingship: Iltutmish to Balban; Khaljis, Tughlaqs and the Lodis' concept of Kingship
Unit-7   Nobility- social composition and organization
Unit-8   Administration- central and provincial, powers and the duties of wazir

Block-4:   **Economy of Delhi Sultanate**
Unit-9   Iqta and revenue free grants
Unit-10   Agrarian economy and revenue administration
Unit- 11   Growth of Urban Centers
Unit-12   Trade and Commerce

Block-5:   **Social Process in the Formation of State**
Unit-13   Madrasas, mosques, Khanqahs.
Unit-14   Concept of Tasawwuf and silsilahs; sufis, relations with state; impact on society
Unit-15   Bhakti movement: various traditions, Nirgun and Sagun Bhakti, Monotheistic Movement.

MAH-02: Colonial State and Government in India 1740-1858

Block-1:   **Features of Eighteenth Century India**
Unit-1   Modern Historiography: Approaches and different schools of thought
Unit-2   Decline of the Mughal Power: Theories and Events
Unit-3   Transformation of Mughal Provinces and Growth of New States

Block-2:   **Colonialism in India**
Unit-4   Origins, versions and stages of colonialism

Unit-5	Mercantilism: principles and policies
Unit-6	European overseas trade with India
Unit-7	European Conflicts for Monopoly of Indian trade

Block-3: **Early British Expansion in India and Consolidation of British Rule.**

Unit-8	British conquest of Bengal and Formation of Political Centres in Coromandel, Malabar and western India
Unit-9	Formation of British Colonial State
Unit-10	Administrative and Military structure, British Revenue system
Unit-11	British Policy towards Native States

Block-4: **British Imperialism in India**

Unit-12	Origins of British Imperialism: commercial, Financial and Strategic Considerations
Unit-13	Direct and Indirect Rule: Subsidiary Alliance system and annexation Policy

Block-5: **Modernization of Indian Society**

Unit-14	Revenue Policies, Judiciary and Law, Social Legislation
Unit-15	English Education, Emergence of Social Classes

Block-6: **Resistance to Colonial Rule and Aftermath of the Revolt**

Unit-16	Nature and Forms of Resistance, Pre 1857 Civil Rebellions
Unit-17	Revolt of 1857, nature, character and causes
Unit-18	Significance of the Revolt
Unit-19	Re-organisation of the British Government under the Crown
Unit-20	British Policies from 1858

MAH-03: The World Powers and Diplomacy 1870-1945

Block-1: **Emergence of Nation states**

Unit-1	Germany: Role of Bismarck in Unification; Domestic Policy of Bismarck; Church and State; foreign policy; fall of Bismarck; developments in Germany 1890-1914
Unit-2	Italy: Political Instability; economic developments; socialism and social reforms

Block-2: **The Third Republic**

Unit-3	the Paris Commune; social and economic changes; the Boulanger affair; the Dreyfus affair
Unit-4	Church and State; labour movement; development until 1914

Block-3: **Imperialism and European diplomacy and the alliances system**

Unit-5	European Nations and Imperialism; their rivalries in Africa, sphere of influence in Africa and its partition;
Unit-6	Imperialistic power in South East Asia and the pacific; America's road to Empire
Unit-7	Bismarck and his alliances-Dual Alliance; Triple Alliance; three Emperors League
Unit-8	Franco-Russian alliance 1894; Triple Entente; alliances on the eve of first world war

Block-4:	**Liberalism, Parliamentary democracy and the First World War**
Unit-9	Growth of Liberalism; the pattern of parliamentary democracy in western and central Europe
Unit-10	Social reforms
Unit-11	Causes of the war; factors behind the defeat of the central powers
Unit-12	The peace settlements of 1919; the League of Nations, causes of its failure
Block-5:	**Emergence of Fascist dictatorship and diplomacy**
Unit-13	Fascism in Italy; Italy after First World War; failure of Italian socialism; political economic and social upheavals; social base of fascism, Mussol;ini and rise of fascism; causes of its failure.
Unit-14	Nazism in Germany; Role of economic and political crisis in the rise of Hitler; socio-economic policies of the Nazi state responsible for the outbreak of second world war.
Unit-15	Falange in Spain; Political and economic crisis in Spain after first world war; civil war; General Franco as a dictator; his policies; Spain and the second world war.
Unit-16	Japanese Fascism; causes of rise; its course of action; conflict with China
Block-6:	**The second World War and its aftermath**
Unit- 17	The Axis triumphant 1939-42; German invasion of Russia
Unit-18	America's participation in the war; war with Japan; the defeat of the Axis; the war in the pacific
Unit-19	The peace negotiations; the beginning of the cold war
	MAH-04: Trends in Historiography
Block-1:	**Approaches to History in Modern times- I**
Unit-1	Positivism
Unit-2	Marxism and Marxist History Writing
Block-2:	**Approaches to History in Modern times- II**
Unit-3	The Annales: moving towards structure and processes
Unit-4	Structuralism
Block-3:	**Understanding New Trends.**
Unit-5	Return of the Narrative
Unit-6	Post Modernism
Unit-7	Feminism
Unit-8	Quantitative History
Unit-9	Changing Trends in Historical research: Class, Culture, Gender, Language, Environment, Demography, Oral History, Medicine, Micro-History and Ethno History
Block-4:	**Approaches and Themes in Indian Historiography**
Unit-10	Perspectives on Indian History
Unit-14	Debates in History- Representative study of at least three major debates in the Indian History

MAH-05: Early Medieval India Historical Survey, From 6th to 13th Century

Block-1: **Understanding Early Medieval India**

Unit-1   Transition from Early Historical to Early Medieval India: Historiography with reference to the perceptions of continuity and change; problems of periodization into 'ancient' 'medieval' and 'modern'; the position of early medieval India and fixing of the chronology.

Unit-2   Concept of a region, Historical geography and configuration of regions; changing processes of state formations and emergence of regional kingdoms

Unit-3   Historiographical Approaches to Early Medieval India: Theories and Perspectives, Early Medieval India in pre-1940s works; Marx and Orientalism; segmentary state concept; patrimonial bureaucracy

Block-2: **Structure of Regional Polities, Evolution and Changing Power Configurations**

Unit-4   Formation of Regional Polities, New Royalty; Landholding and clan structures nd relationships; consolidation of lineage families as ruling elites; landholding rights and integration through hierarchy.

Unit-5   Forms of Royal Legitimation and Control; Brahmana-Ksatriya network, acculturation of local and tribal population and brahmanical ideology; networks of royal control through religious, agrarian and other types of institutions.

Unit-6   Islam and Early Medieval India; conquest of Sindh; aspects of interaction with West Asia and the regional states in early medieval India.

Block-3: **Regional States and Economy**

Unit-6   Structure of agrarian Society; Social Change and Agrarian Expansion; settlement patterns; their expansion and the role of irrigation, land grants and land rights; peasantization of tribes and nature of peasant stratification, relations of productions.

Unit-7   Trade and Urbanisation; problem of urban decline, trading communities; rise of urban centres including temple cities and royal capital; patterns of trade.

Block-4: **Religion and Society, Regional and Pan Regional Issues**

Unit-9   Social Changes in Early Medieval India; Changing material base and the new social order; emergence of new social groups; different notions of hierarchy and power and issues of caste mobility.

Unit-10   Religion and Society; the concept of Bhakti and issues of dissent and dominance; regional devotional cults and tantricism;religion as a means of social legitimation.

Unit-11   Religion as Ideology of Royal Power; Symbols and modes of royal legitimation; development of cult centers; temple complexes and consolidation of pilgrimage network as institutions of power and control

2nd Year

MAH-06: State, People and Culture in India 1200-1750

Block-1: **Social Formation in early Medieval India**
Unit 1:   Primitive Societies; Tribalism to religion; religious conflicts; emergence of state: religious and secular ideology; materialism v/s spiritualism.
Unit 2:   Survey of socio-cultural trends in Indian society till the establishment of Delhi sultanate.

Block-2: **Social Formation in Medieval India**
Unit-3 in the   State: Orthodoxy and Liberalism-theoretical status of Brahman and ulema

Society; orthodox ulema; Differences between orthodox ulema and state.
Unit-4   Sufis and Indian Society: various silsilahs and their different outlook; conflicting trends between the Chishti and the Suhrawardi; environmental role for the different trends
Unit-5   Indigenous socio-religious responses; monotheistic ideology; traditionalists: Tulsi and Sur, Mirabai; Alvars and Nayanars in South.

Block-3: **Muslim Sects: An anti thesis of Milli or Umma Unity**
Unit-6   Reactionary Mahdavis: the philosophy, religious Puritanism, causes of rise and fall of movement in India.
Unit-7   Non-conformist Raushanyas; social and religious base of the Raushanyas; Raushanya philosophy; conflict between the state and the Raushanyas.
Unit-8   Lesser-known sects: the Nuqtavis; the Hurfis; the Zikris; the Ilahis; the Ishraqis

Block-4: **State and its definite direction to the socio religious trends in the 16th and 17th Century**
Unit-9   Akbar: from traditional conservative to rational and progressive vision; resistance from Shaikh Ahmad sirhindi representing sunni orthodoxy; Nurullah Shustri representing shia orthodoxy- a threat to state; consequences
Unit-10   Dara Shikoh's attempt to create oneness of two cultures; assertion of orthodoxy under Aurangzeb; consequences.

Block-5: **Religious Conversions**
Unit-13   Different explanations of conversion to Islam; sufis and conversion.
Unit-14   Christian missionaries and conversion
Unit-15   role of State; converts and their cultures

Block-6: **Social Classes and Gender in History**
Unit-16   Social Classes and their role in the process of production and share in the wealth; royal families; nobles; zamindars; the middle classes-representatives of high cultural life; ordinary people and their little cultures.
Unit-17   Women from tribal to religious societies; creation of gender bias; women in religious literatures; subordination to men; power; commodity status in the society; ordinary women's contribution to family labour and economy.

Block-7: **Education**
Unit-18   Social significance of education and religion as inseparable twins in Indo-Muslim societies; state and education

Block-8: **Formation of Indo-Muslim Art and Architecture**
Unit-19   Painting: Central asian, Persian and Christian Influence; new trends under Akbar, Jahangir's miniature paintings
Unit-20   Architecture: Delhi Sultan's buildings; introduction of new construction material; specialized professionals and formation of new castes; special architectural features during the period.

MAH-07:   **The Indian State and Economy 1200-1707**

Block-1: **Continuity and Change in the Economy during the Sultanate of Delhi**
Unit-1   Economy and the caste system during the pre-Sultanate period
Unit-2   Introduction of new techniques and emergence and formation of new professional castes
Unit-3   Commodity production; expansion of trade and urbanization

Block-2: **Technological Changes from the 13th to the 17th Century**
Unit-4   Techniques either indigenous or foreign during the 13th and 14th Century
Unit-5   Techniques diffused in Mughal India
Unit-6   Techniques innovated in Europe in 1500; responses to these in India

Block-3: **Agrarian Economy and the state**
Unit-7   Nature of Land rights in Mughal India
Unit-8   Ownership of the Land; views of the contemporary officials
Unit-9   European travelers and British administrators on Land ownership in Mughal India

Block-4: **The village and the village community**
Unit-10   Classification of villages; settlement pattern; the village community and its Interpretation by early British officials
Unit-11   Indian village community and the theory of Asiatic Mode of production
Unit-12   Agriculture and Non-Agricultural Production; Extent of cultivation and Land Utilization; means of irrigation and cultivation
Unit-13   Trends in agricultural production and the artisans; Karkhanas

Block-5: **Material Condition of Peasantry**
Unit-14   Origin and Stratification; general description of peasant life in various Mughal
Provinces; famines and the peasantry
Unit-15   Crisis of the agrarian economy and description of various peasant revolts

Block-6: **Agrarian Relations and Land revenue system**
Unit-16   Magnitude of land revenue; methods of assessment and collection of Land revenue; other agricultural taxes; Land revenue administration
Unit-17   Ijara system; the jagirdars; the zamindars and their relations with the peasants

Block-7:	Trade, Commerce and Monetary System
Unit-18	Inland trade, Monetary System and Commercial Organizations; Long Distance trade and local trade; means of transportation; bills of exchange (hundis), banking system; usury and rates of exchange
Unit-19	Foreign Trade in Mughal India; European trade with India, Portuguese, dutch, French and British
Unit-20	Potentialities of capitalist growth

MAH-08: History of the Mughals 1526-1707

Block-1:	Establishment of Mughal Empire in North india and its significance
Unit-1	Babur's conquest of Hindustan; Humayun's struggle for empire and his Difficulties;
Unit-2	Mughal theory of kingship
Unit-3	Rise of Surs and founding of the second Afghan empire; Stages of Sher Shah's Rise to power; the Sur administration

Block-2:	Consolidation of Mughal rule (1556-1605)
Unit-4	Akbar's period of "Regency", his struggle with nobility, administrative reforms
Unit-5	Akbar and Religion; Growth and development of his religious policy

Block-3:	Expansion of the Mughal Empire
Unit-6	Expansion from Akbar to Shahjahan
Unit-7	Political development under Jahangir and Shahjahan
Unit-8	Political development under Aurangzeb

Block-4:	North-West and Deccan Policy of the Mughals
Unit-9	Mughals and the North West Frontier; Determinants of Akbar's policy towards the north-west frontier; conquests of Afganistan, Kashmir, Baluchistan and Sindh
Unit-10	Mughal Policy towards the Deccan; The Deccan "Problem": Akbar's Policy Towards the Deccan kingdoms; phases of conquests of the Deccan under the 'Great Mughals'; rise of the Marathas

Block-5:	Mughal Relations with Iran and central Asia
Unit-11	Nature of relations with Iran; Problem of Qandhar
Unit-12	Relations with Central Asian Powers and expedition to Balkh and Badakshan

Block-6:	Mughal Administration
Unit-13	Central structure; provincial administration, Army
Unit-14	Jagirdari and Mansabdari system

Block -7:	Theories of decline and Sources of the Period
Unit-15	Theories of the decline of the Mughal empire
Unit-16	Official and non-official chronicles: Baburnama; Tuzuk-i-Jahangiri; Akbar Nama; Muntakhab-ul-Lubab; Shah-Jahan nama; Maasir-i-Alamgiri.

MAH-09:The Eighteenth Century in India

Block 1:   **Historiography**
Unit 1   'The Dark Age': the century viewed in the shadow of the Mughal Empire
Unit 2   The 'economic prosperity' viewpoint; reconfiguration of the imperial
                  regime at the regional level.
Unit 3   The interface of regional political orders with the English East India
                  Company; continuity or change?

Block 2:   **Decline of the Mughal Empire in the early 18th Century**
Unit 4   The DelhiAgra Centric view; the institutional and administrative crisis
Unit 5   Jagirdari Crisis; agrarian crisis
Unit 6   The region centric view; the reorganization of the imperial regime at the
                  regional level; the emergence of new social groups and their relationship
                  with   the Mughal centre.

Block 3:   **The political, social and economic transition in the early 18th
                  century**
Unit 7   The emergence of regional political orders; Awadh, Bengal,
                  Hyderabad, Punjab and the Marathas
Unit 8   Continuity or change with the Mughal regime?

Block 4:   **Coming of the English East India Company**
Unit 9   The coming of the English East India Company and its encounter with
                  The Mughals and the regional political orders.
Unit 10   The ideological, social and economic referants of the new company
                  Regime
Unit 11   Continuity or change from the pre colonial regional political orders.
Unit 12   Tradition and transition in 18th century India

MAH 10: Indian Nationalism and Political Processes 1875 to 1956

Block 1:   **Nation and Nationalism**
Unit 1   The meaning of the nation and nationalism, typology of nationalism; anti
                  Colonialism and nationalism
Unit 2   Various historical interpretations of Indian nationalism

Block 2:   **Nationalist Consciousness**
Unit 3   Growing nationalist consciousness; Pan Indian Associations and
                  founding of the Indian National Congress in 188; politics of conflict and
                  collaboration; social base of early nationalism
Unit 4   Emerging pattern of the nationalist movement; religio cultural resources
                  of Indian nationalism; communal, communitarian and the caste
                  movements and their relationship with nationalist movement;
                  revolutionaries

Block 3:   **Constitutional changes and Growing Communalization**
Unit 5   Constitutional changes and Political accommodation; the Council Act
                  of 1909,

| | granting of separate electorates; founding of the Muslim League and communal politics; Hindu Mahasabha; emergence of Hindu Right Wing. |
| Unit 6 | Home Rule League Movements; Pan Islamism and Indian Nationalism, the Khilafat built up; the government of India Act of 1919 and Dyarchy; struggle for accommodation in the emerging power structures; growing communalization of society and politics. |

Block 4:　　　　**Era of Gandhi and Mass Politics**

Unit 7	Gandhi and the era of mass politics; Gandhi's early experiments with mass politics; Rowlatt Satyagrah, the Non cooperation and Khilafat movement; the civil disobedience movements.
Unit 8	Popular upsurge and the rise of the left in the 1920s and 1930s; the Indian National Congress and the working class and peasant movements; the Congress Socialist Party and the left radicalism within Indian National Congress; Capitalist class and Indian nationalism
Unit 9	The Government of India Act of 193 and the Provincial autonomy; the elections of 1937 and the working of provincial governments.
Unit 10	Political Developments during the Second World War; the Quit India Movement of 1942; Subhash Chandra Bose and INA; the Royal Naval Mutiny.

Block 5:　　　　**Towards Freedom**

| Unit 11 | Towards freedom 1940s; 'Two Nation Theory' and the Pakistan Movement; The Cripps and the Cabinet Missions' |
| Unit 12 | 1946 elections; communal polarization of society and politics; the interim government and the Mountbatten Plan; Independence and Partition |

Block 6:　　　　**Integration of Indian States**

| Unit 13 | Integration of Indian states, adjustment and accommodation; the making of making of sovereign India's constitution; abolition of zamindari and laying the foundation of industrial Infrastructure. |
| Unit 14 | Regional aspirations and the linguistic reorganization of Indian provinces; social agenda of Indian state; uplifting of women, Dalits and other deprived sections, democracy and various social groups. |

M.A HRM

Masters in Human Resource Management (HRM) is a highly sought-after programme. It has evolved from being a course about recruitment, retention, pay and incentive setting, to a more rounded study of structured people management and human resource development. Effectively managing an organization's human resources has become a key factor in the success of public and private enterprises. This recognition has led to an increased demand for trained and qualified HR professionals. It has also caused the development of a career structure, which grows up to the highest levels in any organization.

HRM programme has been designed to impart a holistic understanding of the processes and functions of the human resource management. Apart from developing skills for foundation fields like Performance Management, Change Management, and so on, it also helps in developing skills for Human Resource Planning, Manpower Resourcing, and Talent Retention. A perfect mix of traditional as well as modern pedagogy, the Program includes subjects from HR Auditing to Employee Relations Management.

The syllabus of the programme is a well-rounded approach to help learners grasp the skill sets required to excel as an HR professional. The course design stimulates multiple interpersonal relationship skills. It also develops skills to manage people in the form of a collective relationship between management and employees.

Program objectives:
- To demonstrate proficiency in analyzing and interpreting a wide range of business information related to the various functional areas of management.
- To develop and demonstrate key personal and inter-personal skills required for effective management and implementation of solutions to business problems at all levels within and outside the organization.
- To update the knowledge base related to business domains and appreciate their significance.
- To critically appreciate the significance of theoretical developments in business and their strategic implications.

Minimum duration of the Programme is 2 (Two) Years
Maximum duration of the Programme is 5 (Five) Years

Fee structure for the programme is as follows:

Previous Year	Rs. 14000/-
Final Year	Rs. 14000/-

Brief Course Structure:
Previous Year

S. No.	Course Code	Course Title	Credits	Counselling Session 2 Hours Each	Evaluation Scheme		Total
					Assignments	Term End Examination	
1	HRM-101	Management Concept and Principles	04	7	30	70	100
2	HRM-102	Human Resource Management	04	7	30	70	100
3	HRM-103	People Management	04	7	30	70	100
4	HRM-104	Human Behaviour at work	04	7	30	70	100
5	HRM-105	Human Recourse Development	04	7	30	70	100
6	HRM-106	Business and Social Environment	04	7	30	70	100
7	HRM-107	Management Research and Quantitative Techniques	04	7	30	70	100
Total			**28**	**49**	**210**	**490**	**700**

Final year

S. NO	Course Code	Course Title	Credits	Counselling Session 2 Hours Each	Evaluation Scheme		Total
					Assignments	Term End Examination	
1	HRM-201	Employee Engagement	04	7	30	70	100
2	HRM-202	Talent Management	04	7	30	70	100
3	HRM-203	Change Management & Organization Development	04	7	30	70	100
4	HRM-204	Stress and Conflict Management	04	7	30	70	100
5	HRM-205	Corporate Governance	04	7	30	70	100
6	HRM-206	Strategic Human Resource Management	04	7	30	70	100
7	HRM-207	Global Human Resource Management	04	7	30	70	100
Total			**28**	**49**	**210**	**490**	**700**

HRM-101: Management Concepts and Principles

Block -1	**:**	**Management: A Conceptual Framework**
Unit 1	:	Management: Concept, Definition, Scope and Purpose
Unit 2	:	Evaluation of Management Thought
Unit 3	:	Systems Approach
Unit- 4	:	Managerial Processes, Skills and Roles
Block 2	**:**	**Management Functions**
Unit-1	:	Planning essential: strategic, polices and planning premises: decision- making
Unit-2	:	Organizing: The nature of organizing, entrepreneuring and re-engineering: Organizational structure: departmentation; line / staff authority delegation and decentralization.
Unit-3	:	Controlling: the system and process of counselling: control techniques
Unit- 4	:	Managerial decision- making process
Block-3	**:**	**Contemporary Management**
Unit-1	:	Modern trends in managements: Peter F . Drucker and management by objectives
Unit-2	:	TQM, KAIZEN, 5S, JIT, etc
Unit-3	:	Seven S Framework, BCG Matrix, BPR, Six Sigma,etc.
Unit-4	:	Post modern trends in management: CRM, enterprise management, TQP.
Unit-5	:	MIS A brief introduction.

HRM 102: Human Resource Management

Block 1	**:**	**Introduction of HRM**
Unit 1	:	HRM: concepts, scope and functions
Unit 2	:	Organised the personnel function
Unit 3	:	Personnel Policies: Meaning, types and process
Unit 4	:	The Changing Social Context and Emerging Issues
Block 2	:	**Procurement of Development of HR**
Unit 5	:	Human Resource Planning: concept, objectives, process, Job Analysis and Job
Unit 6	:	Design
Unit 7	:	Recruitment & Selection: Concepts , sources and Methods
Unit 8	:	Human Resource Development: Training, Model and Methods
Unit 9	:	Career Planning, Succession Planning & Talent Management
Block 3	:	**Employees Compensation and Reward Management**
Unit 10	:	Performance Appraisal: Techniques and Competency Mapping
Unit 11	:	Wage and Salary administration: Concept and Objectives
Unit 12	:	Compensation Strategy, structure and Composition
Unit 13	:	Benefits: and Reward Management concept, coverage, objectives and types
Block 4	:	**Employer-Employees Relationship**
Unit 14	:	Regulatory Mechanisms in Industrial Relation
Unit 15	:	Dealing with Unions and Association
Unit 16	:	Industrial Democracy
Unit 17	:	Grievance Handling and Discipline

HRM 103: People Management

Block 1	**:**	**Fundamentals of People Management**
Unit 1	:	Concept and scope of people management
Unit 2	:	Origin, development and its continuing growth
Unit 3	:	Factors affecting HR Policy
Unit 4	:	Specific functions – human resource planning, hiring, developer, rewards, integration, maintenance and separation
Block 2	**:**	**Acquisition and Development**
Unit 1	:	Human resource planning including job analysis
Unit 2	:	Acquisition/procurement/employment (recruitment and selection, induction and orientation)
Unit 3	:	Development (performance management including empowerment, career planning, succession planning, human resource development including learning and development, etc)
Unit 4	:	Reward (compensation) management
Block 3	**:**	**Employee Relations**
Unit 1	:	Integration: employee relations, industrial relations, grievance handling, discipline, participative management, trade unionism, collective bargaining etc.
Unit 2	:	Maintenance: employee services, labour welfare, etc.
Unit 3	:	Separation: resignations, retirements, terminations, death cases
Unit 4	:	Impact of labour legislation on people management

HRM 104: Human Behaviour at work

Block 1	**:**	**Introduction to Human Behaviour**
Unit-1	:	Meaning, importance and key elements
U nit-2	:	Perception, cognition and learning: concept and theories
Unit-3	:	Theories of adult learning; behavioural, cognitive and humanist theories
Unit-4	:	Personality and attitudes: concept and theories
Unit-5	:	Tools for employee assessment
Unit-6	:	Emotional intelligence: concept and application
Block 2	**:**	**Motivation**
Unit-1	:	Concept and factors affecting motivation
Unit-2	:	Content theories of motivation: Maslow's, Herzberg, McGregor and McClelland
Unit-3	:	Process theories of motivation: vroom and locus of control theory
Unit-4	:	Interpersonal relationships, job satisfaction and employee morale
Block 3	**:**	**Influencing Process**
Unit-1	:	Leadership: concept, skills and types
Unit-2	:	Leadership theories and application: trait, behavioral and situational theories
Unit 3	:	Group and group dynamics
Unit 4	:	Team work

HRM 105: Human Resource Development

Block 1	**:**	**Fundamentals of HRD**
Unit 1	:	Concepts, philosophy, goals, challenges and prerequisites
Unit 2	:	Historical development, shift of focus to HRD by organizations
Unit 3	:	Integrated model of HRD
Unit 4	:	Learning, training, education and development

Block 2   **Training and Development: Sub-System of HRD**

Unit 1   :   Training and development: objectives, overview of training process, principles and strategies

Unit 2   :   Need identification, analysis and assessment

Unit 3   :   Designing programmes, methods, factors in designing a training programmes, methodologies, role of trainer and training system

Unit 4   :   Determining training effectiveness, evaluation process and tools continuous monitoring

Block 3   :   **Application and Practices**

Unit 1   :   HRD system design: principles and strategies

Unit 2   :   HRD and organizational strategy: management development and HRD for workers

Unit 3   :   HRD approaches for coping with organizational changes (Empowerment, Entrepreneurship)

Unit 4   :   Emerging trends of HRD in India an global context

Unit 5   :   Competency-based model : core/essential competencies, special competences (leadership), professional or individual competencies

HRM 106: Business and Social Environment

Block 1   :   **Economic Environment**

Unit 1   :   Types of economies

Unit 2   :   Indian economy: the changing face since independence

Unit 3   :   Economic growth: implication for business

Unit 4   :   Industrial and fiscal policy in India

Unit 5   :   Economic institutions: national & global

Block 2   :   **Social Environments**

Unit 1   :   Indian Society: The changing face of Indian society

Unit 2   :   Changing profile of Indian work face

Unit 3   :   Sociology of work

Unit 4   :   Socialization of individuals

Block 3   :   **Business Environments**

Unit 1   :   Business society and globalization

Unit 2   :   Indian and global business environment

Unit 3   :   Current business concerns: WTO, GATTS, IPR, SEZ, etc.

Unit 4   :   Business Model: traditional and contemporary

HRM 107: Management Research and Quantitative Techniques

Block 1   :   **Fundamentals of Research**

Unit 1   :   Nature and scope of social and management research

Unit 2   :   Qualitative and quantitative research

Unit 3   :   Methods of social research

Unit 4   :   Steps in social research : an overview

Unit 5   :   Ethical issues in research

Block 2   **Methodology of Research**

Unit 1   :   Research Design: experimental, exploratory, descriptive, ex-post facto, etc.

Unit 2   :   Sampling : probability and non probability types

Unit 3   :   Methods and tools of data collection.

Unit 4   :   Data Analysis (manual and electronic), interpretation, report-writing

Block 3   :   **Statistical Measures**

Unit 1	:	Classification and tabulation of data.
Unit 2	:	Levels of measurement, nominal, ordinal, interval & ratio
Unit 3	:	Measure of central tendency, mean, median, mode
Unit 4	:	Variance, Mean Deviation, Standard Deviation
Unit 5	:	Chi Square, T. Test, Correlation and Regression

HRM: 2nd Year
HRM 201: Employee Engagement

Block 1	:	**Conceptual Framework of Employee Engagement**
Unit-1	:	Concept and need for employee engagement
Unit-2	:	Employee services and labour welfare
Unit-3	:	Historical perspective'
Unit-4	:	Approaches and theories of labour welfare
Block-2	:	**Welfare for Employee Engagement**
Unit-1	:	Statutory provisions: Factories Act, 1948
Unit-2	:	Contract Labour (Regulation and Abolition) Act 1986
Unit-3	:	Voluntary Measures for employee welfare
Unit-4	:	Employee organization initiatives
Unit-5	:	Current organizational practices
Block 3	:	**Social Security Measures of Employee Engagement**
Unit-1	:	Social Security: concept and types
Unit-2	:	Statutory measures for engaged employee
Unit-3	:	Statutory measures for employee disengagement
Unit-4	:	Statutory measures for women
Unit-5	:	Current voluntary organizational practices

HRM 202: Talent Management

Block 1	:	**Strategy for Talent Management**
Unit-1	:	Talent Management: concept, aims and steps
Unit-2	:	Planning for talent management
Unit-3	:	Identifying and attracting talent
Block 2	:	**Talent Acquisition**
Unit-1	:	Operationalsing Hiring
Unit-2	:	Attracting talent and employer branding
Unit-3	:	Selection: strategies, process and methods
Unit-4	:	On boarding talent
Block 3	:	**Talent Retention and Transition**
Unit-1	:	Talent transition: concept, planning and strategies
Unit-2	:	Competence and relationship management
Unit-3	:	Career Management and succession planning
Unit-4	:	Strategic retention planning, techniques and tools

HRM 203: Change Management & Organization Development

Block 1	:	**Change Management**
Unit-1	:	Change management: concept need and factors
Unit-2	:	Planned change: models and theories
Unit-3	:	Change management process
Unit-4	:	Strategic change management

Block 2	:	**Organizational Culture and Effectiveness**
Unit-1	:	Organizational culture: Definition, importance and components
Unit-2	:	Management of organizational culture and employee effectiveness
Unit-3	:	Organizational effectiveness: concept, factors and importance
Unit-4	:	Dimensions of organizational effectiveness -Octapace
Block 3	:	**Organizational Development (OD)**
Unit-1	:	OD: Concept, scope, value, assumptions and need
Unit-2	:	Appreciative enquiry (diagnosis), action and programme management
Unit-3	:	OD interventions techniques
Unit-4	:	Organizational development for managing organizational culture

HRM204: Stress and Conflict Management

Block 1	:	**Understanding Stress**
Unit- 1	:	Concept of stress, crisis and burnout
Unit- 2	:	Life events and stress
Unit- 3	:	Stressors
Unit- 4	:	Manifestations of stress
Block 2	:	**Understanding Organizational Conflict**
Unit- 1	:	Conflict: Concept and sources
Unit- 2	:	Dimensions and manifestations of conflict
Unit- 3	:	Functional and dysfunctional conflict
Unit- 4	:	Levels of conflict – individual, inter and intra-group
Block 3	:	**Coping With Stress and Conflict**
Unit- 1	:	Concept and mechanisms of copying (individual, social sub-system, organization, professional services)
Unit- 2	:	Coping and managing stress
Unit-3	:	Conflict prevention and management
Unit-4	:	Negotiation and mediation for conflict resolution

HRM 205: Corporate Governance

Block 1	:	**Corporate Governance – International & Indian Perspectives**
Unit-1	:	Evolution of Modern Corporation in society
Unit-2	:	Corporate governance: introduction, concepts
Unit-3	:	Types and governance: provisions in the Companies Act, 1956
Unit-4	:	Theories of governance – Agency theory, Stewardship theory, Stakeholder theory
Unit-5	:	Company Boards: composition, structure (corporate director, Boards & committees) and functions.
Block 2	:	**Business Ethics**
Unit-1	:	Concept, values and dimensions
Unit-2	:	A Kantian approach to business ethics
Unit-3	:	Social contract approaches to business
Unit-4	:	Institutionalizing approaches to business
Unit-5	:	Gandhian Model: relevance to business
Block 3	:	**Corporate Social Responsibility & Accountability**
Unit-1	:	Concept, scope and importance
Unit-2	:	Practices and affirmative actions
Unit-3	:	Global practices
Unit-4	:	Corporate authority, responsibility and accountability towards society

<center>**HRM206: Strategic Human Resource Management**</center>

Block- 1	:	**Introduction to Business Strategy and Strategic HRM**
Unit-1	:	The concept of business strategy, strategic HRM
Unit-2	:	The Process of strategic HRM and investment perspective in HR (HR inventory, accounting and auditing)
Unit-3	:	Strategic management models-contributions of Mintzberg, Johnson etc
Unit-4	:	Human resource environment and emerging trends (outsourcing)
Block- 2	:	**Practice of Strategic HRM**
Unit-1	:	Strategic HR Planning, acquisition and development
Unit-2	:	Strategic job analysis, job design, compensation, benefits and budgeting
Unit-3	:	Strategic recruitment and selection
Unit-4	:	Strategic training and development
Block- 3	:	**Organizational and Functional Strategies**
Unit-1	:	Structural strategies
Unit-2	:	Employee relations strategy
Unit-3	:	Competencies of HR professionals in a SHRM scenario
Unit-4	:	Tools and application

<center>**HRM 207: Global Human Resource Management**</center>

Block-1	:	**Management People in Global Context**
Unit-1	:	Human Resources in a global business environment
Unit-2	:	International hiring and repatriation
Unit-3	:	International labour standards
Unit-4	:	Government policy and international workforce
Block-2	:	**Global HRM Practice**
Unit-1	:	International compensations approaches and practices
Unit-2	:	Cultural diversity and managing global workforce
Unit-3	:	Management cross cultural issues
Unit-4	:	Developing international staff and multinational teams
Block- 3	:	**International Employee Relations and Strategies**
Unit-1	:	Global unions, regional integration and framework agreements
Unit-2	:	Emerging trends in employee relations and employee involvement
Unit-3	:	Industrial relations in a comparative perspective
Unit-4	:	Managing personal and relationship issues

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Counselling sessions will be organized in all theory courses. The counselling duration will be of 2 hours in each of the five sessions.

We offer dedicated Faculty who has specialization in the papers offered in the programme. Besides, every programme has a Coordinator who is well versed with the programme and can help with any problems that might occur.

The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme.

Admission to the programme is given to university graduates on a first come first serve basis.
Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weight age.
Annual examination is the major component of the evaluation system and it carries 70% weight-age in a final result.

Students will be enrolled at CDOL's, reference library. They will also have access to the English Faculty and a list of supplementary readings is also given along with the Self Learning Material.

<u>**PROGRAMME PROJECT REPORT (PPR)**</u>
M.A. POLITICAL SCIENCE

Centre for Distance and Open Learning has introduced the M.A- Political Science (Distance Mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. It aims at equipping students with latest information on the scope and development of Political Science.

Objectives of the Programme
This Programme aims to achieve the following objectives:

*   To provide an opportunity to get a Post Graduate degree to those who find it too difficult or even impossible to pursue regular Master course at a University either due to their job commitments or certain other circumstances.
*   To help the learners study at their own pace, and from their own chosen place.
*   It also provide an insight into various fields, issues of contemporary importance i.e. theories, education, marketing, social systems and globalisation etc.

Eligibility
Bachelor's Degree (10+2+3) in any discipline from a recognized University.

Duration of the Programme
The programme can be completed in a minimum period of 2 years and up to a maximum period of **5 years** (inclusive of the year of admission).

Instructional delivery mechanisms:
The M.A Pol. Science programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counselors etc. The programme is based on the multimedia approach, which includes self-learning print material, audio/video programmes, assignments, counseling sessions and practical.

Print Material
The print material is in the form of self-explanatory course material. It is supplied to each student in the form of blocks. Each paper of M.A Pol. Science programme is divided into units. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Assignments
Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weightage while about 70% weightage is given to the Term end Examination.

<u>**There is one assignment (30 marks) for each course**</u>; therefore, the student is required to do 5 assignments in order to complete the programme. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. Whenever you receive a set of material and

assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme/Study Centre.

The assignments are compulsory components and it will be necessary to submit the theory assignment of all courses at your programme centre on or before the due date of submission. **In case the student is unable to submit the assignments by the due date/secure the pass marks in assignment(s), he/she will have to submit the assignments again by paying the prescribed fees (see appendix – I).** Also he/she will have to wait for the assignment schedule meant for the next batch of students and then submit.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Programme/Study Centre so that the required correction can be made.

Counselling Sessions
Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of M.A Political Science programme**.** The counseling time for each theory course will consist of **5 sessions of 2 hours each**

 Procedure for admissions, curriculum transaction and evaluation:
The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, you are required to fulfill the following conditions:
- You should have opted and pursued the prescribed course
- You should have submitted the examination form in time

In case you have not been able to appear in the examination in certain papers or could not clear certain papers, you can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper.

Examination Date sheet
Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance

Examination Forms
It is a pre-requisite to submit the Examination Form for taking an examination in any course. The forms pertaining to Term-end Examination, Admit Card and Student's Record Card are provided in the Programme Guide as 'Form A', 'Form B'respectively.

The filled-in examination form is to be submitted to the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI

110025". Write 'Examination Form' on the Top of the Envelope and submit it by the last date fixed by the Centre. For submission after the last date and upto 4 weeks late fee will be charged. The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025

After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement of examination, you may contact your Programme Centre. Even if you have not received the intimation slip or misplaced it you can take the examination by showing the proof of sending your examination form and your identity card (Student's Record Card) to the examination centre superintendent. (You are advised to carefully write your Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.)

It is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result will be cancelled. **PROGRAMME CENTRE is the contact point for you** since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc. **While communicating with the Centre for Distance & Open Learning regarding examinations, please write your Roll Number, complete address and telephone number clearly. In the absence of such details, your problems may not receive due attention.**

Evaluation

Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.
.

Duration of the Programme

Minimum duration of the Programme: 2 (Two) Year
Maximum duration of the Programme: 5 (Five) Year

Programme Fee

Previous Year	Rs. 7800/-
Final Year	Rs. 7800/-

Brief Programme Structure

Previous Year

Programme Code	Programme Title	Evaluation Scheme		
		Theory	Assignment	Total
MAPS-01	Western Political Thought	70	30	100

MAPS-02	Political Theory	70	30	100
MAPS-03	Comparative Political Analysis	70	30	100
MAPS-04	International Relations: Theories and Issues	70	30	100
MAPS-05	India's Foreign Policy	70	30	100
		350	**150**	**500**

Final Year

Programme Code	Programme Title	Evaluation Scheme		
		Theory	**Assignment**	**Total**
MAPS-06	Indian Political System	70	30	100
MAPS-07	State Politics in India	70	30	100
MAPS-08	Research Methodology	70	30	100
MAPS-09	Administrative Theory	70	30	100
MAPS-10	Political Development in South Asia	70	30	100
		350	150	500

Detailed Programme Structure
(Previous Year)

MAPS – 01: Western Political Thought

Block 1	:	**Introduction: Origin of Western Political Thought**
Unit 1	:	Political Philosophy, Political Theory and Political Ideology
Unit 2	:	Greek Political Thought : Plato and Aristotle
Unit 3	:	Origins of Modern Political Thought Machiavelli
Block 2	:	**Modern Thought (Part One)**
Unit 4	:	The Social Contract Theory of Thomas Hobbes and John Locke
Unit 5	:	The Social Contract Theory of Jean- Jacques Rousseau
Unit 6	:	The Utilitarian's : Jeremy Bentham and J.S. Mills
Block 3	:	**Modern Thought (Part Two)**
Unit 7	:	German Idealism : Hegel and Kant
Unit 8	:	Dialectical Materialism : Karl Marx
Unit 9	:	The Philosophy of Conservatism: Edmund Burke
Block 4	:	**Contemporary Trends**
Unit 10	:	Contemporary Liberal Thought and the Communitarian Critique: John Rawls
Unit 11	:	Marxist Thought in the 20th century
Unit 12	:	Post- Modern Thought: Michael Foucault

MAPS-02: Political Theory

Block 1	:	**Introduction and Structure**
Unit 1	:	What is Political theory and why do we study it?
Unit 2	:	Political Theory and its Contents
Unit 3	:	Political Theory as History

Unit 4	:	National Interest
Unit5	:	National Security
Unit 6	:	Theory of Balance of Power
Block 2	**:**	**Perspective from Asia-Africa and Latin America**
Unit 1	:	Non Alignment Theory and Practice
Unit 2	:	Perspective of C.T.B.T and N.P.T
Unit 3	:	Perspective of Cold War
Unit 4	:	Perspective of End of Cold War
Block 3	**:**	**Regional Groupings**
Unit1	:	Theories of Regional Groupings
Unit 2	:	Economic Functional groupings NAFTA, ASEAN, APEC, SAARC, WTO
Unit 3	:	Political Security Grouping (NATO)
Block 4	**:**	**Globalisation**
Unit 1	:	Concept of globalization and its Characteristics
Unit 2	:	Concept of Globalization International Relations Theory (IR)
Unit 3	:	Issues and Challenges of Globalization
Block 5	**:**	**Human Rights and International Trade**
Unit 1	:	Concept of Human Rights
Unit 2	:	The Growth of World Trade
Unit 3	:	Accountability of Human Rights
Unit 4	:	Trade Related Aspects of Intellectual Property Rights
Unit 5	:	Regulating Factors of International Trade
Block 6	**:**	**Right To Self – Determination**
Unit 1	:	Self determination and Nationalism
Unit 2	:	External Self determination and Decolonization
Unit 3	:	Self determination in Non-Colonial Societies
Unit 4	:	Self Determination and Colonial Empires/states

MAPS – 05: India's Foreign Policy

Block 1	**:**	**Theoretical Aspects**
Unit 1	:	Foreign Policy: Meaning and Major approaches to the Study of Foreign Policy
Unit 2	:	Principles and Objectives of India's Foreign Policy
Unit 3	:	Domestics and External Determinants Geography, History & Culture, Society and Political Systems.
Block 2	**:**	**The Structural Setting**
Unit 4	:	Structure of Foreign Policy decision making: Continuity and Change
Unit 5	:	Non-alignment: genesis, development and relevance, India's Role
Unit 6	:	India and the question of nuclear weapons : NPT and CTBT
Block 3	**:**	**Foreign Relations**
Unit 7	:	India's Policy towards its neighbours
Unit 8	:	India and the United Nations
Unit 9	:	India's Policy towards major powers of the World
Block 4	**:**	**Global Regions and Institutions**
Unit 10	:	SAARC : ASEAN , GCC
Unit 11	:	EU, Mercosur, African Union
Unit 12	:	Globalization, WTO , IMF and their role

Final Year
MAPS – 06: Indian Political System

Block 1	:	**Approaches and Structure**
Unit 1	:	Approaches
Unit 2	:	Characteristics
Unit 3	:	Structure of Govt.: Legislature, Executive and Judiciary: Role and Functions
Unit 4	:	Civil Services: Pattern and Role
Block 2	:	**Democracy at Work**
Unit 5	:	Indian Democracy: Nature and Current Trends
Unit 6	:	Electoral Process: Election Commission, Powers and Functions, Anti-Defection Law
Unit 7	:	Party System : Nature and trends
Unit 8	:	Political economy of development : From Planning to liberalization
Block 3	:	**Federalism and Centre-State Relations**
Unit 9	:	Federalism : Evolution and Nature
Unit 10	:	New trends: Coalitional Politics and Governance in Center and States
Unit 11	:	Areas of Conflict in Center- State Relations
Unit 12	:	Rise of regionalism and the changing role of regional parties.
Block 4	:	**Issues and Trends**
Unit 13	:	Class, Caste Ethnicity, Language and Communal Politics
Unit 14	:	Role of Pressure Groups, Trade Unions, Chambers of Commerce, Agrarian Interest Groups
Unit 15	:	Human Rights and Environmental Movements
Unit 16	:	Nature of the Indian Political System: Constitutional Provisions and Institutional Functioning: An Overview

MAPS- 07: State Politics in India

Block 1	:	**Theoretical and Constitutional Framework**
Unit 1	:	Theoretical framework for the study of state politics
Unit 2	:	Genesis and Reorganization of states in India
Unit 3	:	Pattern of State Politics, Socio-economic Determinants
Unit 4	:	Constitutional status of Slates in Indian Political System
Block 2	:	**Structure of State Government & Centre-State Relations**
Unit 5	:	Executive, Legislature and Role of Governor
Unit 6	:	Center-State Relationship
Unit 7	:	Character and role of Bureaucracy
Unit 8	:	Elections and Electoral Processes
Block 3	:	**Issues in State Politics**
Unit 9	:	Inter-State Relations
Unit 10	:	Manifestation of Political Violence
Unit 11	:	Regionalism and regional political parties
Unit 12	:	Caste, Religion and Ethnicity
Block 4	:	**Trends and Impact**
Unit 13	:	Impact of National Politics on State Politics.
Unit 14	:	Emerging Trends in State Politics, Coalition Politics
Unit 15	:	Panchayati Raj System and its impact on State Politics.
Unit 16	:	Human Development Index in different states: a comparative perspective

MAPS-08: Research Methodology

Block 1	:	**Introduction**
Unit 1	:	Social Science Research and its scope
Unit 2	:	Traditional methods of inquiries; Philosophical, Historical Legal and Institutional methods
Unit 3	:	Behavioral Approach, Systems Analysis, Structural Functional Analysis.
Block 2	:	**Scientific Method in Research**
Unit 4	:	Problem formulation, Hypothesis,
Unit 5	:	Identification of Variables, Concepts and Operationalization of Concepts
Unit 6	:	Problem of values in Social Science Research UNIT
Block 3	:	**Research Designs and Methods of Data Collection**
Unit 7	:	Descriptive, Exploratory, Explanatory and Experimental Research Designs.
Unit 8	:	Methods of Data Collection: Library, Observation, Survey, Questionnaire, Schedule and Interview.
Unit 9	:	Case Study and Panel Study.
Block 4	:	**Sampling Techniques and Data Processing**
Unit 10	:	Probability and Non Probability Sampling: Random, Stratified, Cluster, Multi-Phase, Quota, Convenience and Purposive Sampling.
Unit 11	:	Data Processing and Content Analysis
Unit 12	:	Report writing and Thesis writing.

MAPS – 09: Administrative Theory

Block 1	:	**Nature, Scope and Evolution**
Unit 1	:	Public Administration: Meaning. Nature Scope and Significance public and private administration
Unit 2	:	Ecology of administration. Developed and developing countries.
Unit 3	:	Evolution: Different stages, Minnow brook I and II, ongoing concerns.
Unit 4	:	Interaction of politics and administration: permanent & political executive.
Block 2	:	**Theories - Classical, Neoclassical and Modern**
Unit 5	:	Classical Theory - Trends and features, major exponents.
Unit 6	:	Neo Classical Theory- representative thinkers and characteristic Features State of administrative theory in the 21st Century: New Public Management paradigm.
Unit 7	:	Globalization and liberalization : concept of good governance, entrepreneurial government, corporate governance.
Block 3	:	**Organization: Principles, Structure and Accountability**
Unit 8	:	Principles of Organization: Challenges from modern organization theory.
Unit 9	:	Chief Executive : concept and functions.
Unit 10	:	Agencies: Line Staff and Auxiliary: Departments, Public corporations , Boards and Commissions.
Unit 11	:	Public accountability : Legislative, executive and judicial.
Block 4	:	**Public Policy and Personnel Administration**
Unit 12	:	Public Policy: Meaning formulation and scope.
Unit 13	:	Decision making approach: Herbert Simon.
Unit 14	:	Bureaucracy : Max Weber
Unit 15	:	Principles of recruitment, training and promotion.

MAPS – 10: Political Development in South Asia

Block 1 **:** **South Asia: An Introduction**
Unit 1 : South Asia - Geo political importance
Unit 2 : The Colonial Legacy
Unit 3 : Growth of Nationalism
Block 2 **:** **Democracy, Monarchy and Authoritarianism**
Unit 4 : Democracy in the region: Problems and Prospects
Unit 5 : Nature of Political System; A comparative Assessment
Unit 6 : Role of Military
Block 3 **:** **Major Issues and Trends**
Unit 7 : Political Development
Unit 8 : Bureaucracy, Nuclearization
Unit 9 : Politicization of Religion, Caste and Language
Block 4 **:** **Party System, Regional Integration & Globalization**
Unit 10 : Party System, Pressure Groups and Electoral Politics
Unit 11 : South Asian Association for Regional Cooperation (SAARC)
Unit 12 : Conflict and Cooperation Impact of Globalization in the Region

Promotion to the next year of the Programme

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

M.A. IN PUBLIC ADMINISTRATION DISTANCE MODE

Centre for Distance and Open Learning has introduced the M.A-Public Administration (distance mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme caters to develop human resource as well as enhance understanding and bring in self-enrichment. It aims at equipping students with the latest information on the scope and development of Public Administration. The aim of the Masters Programme is to provide a comprehensive knowledge about Public Administration.

M.A Public Administration is a comprehensive and through study of Public Administration as a discipline at an advanced level. M.A. (public administration) degree course cover the study of various Theories of Administration, Public Organisations, Financial Administration, Public Service and the Constitutional Framework. In other words, M.A in (Public Administration) degree course is a study involving the study of a system through which the government carries out its business of ruling and controlling effectively .M.A(Public Administration) degree course teaches and train the students in democratic values such as equality, justice, security and order. It also prepares such human resources (called public administrator) who can critically analyse and review public policies of the government .The students are also take the responsibility of determining of policies and programmes of the government.

The Objective of the Programme

The programme gives students a significant career advantage in the public service field. The benefits of an MA in Public Administration include effective preparedness to become a civil servant at the local or federal level or to implement policy work for nonprofit entities. Many students find the training they receive with this type of degree to be very intellectually rewarding, which translates to better job satisfaction.

Students who earn an MA in Public Administration most often go on to work as civil servants in a variety of governmental positions. Graduates of this type of program are also often able to bypass entry-level positions in favor of more mid-level governmental positions. Nonprofits also represent a significant portion of the job market for individuals who have completed the program. Additionally, many politicians begin their careers as civil servants after earning this advanced-level degree. Specifically, students learn how to implement and manage public policies for the effective use of resources in service delivery. Students also learn how to develop and drive solutions regarding organizational and personnel administration, public financing and leadership, as well as other intricate

managerial processes in public institutions. Finally, most programs also address the requirements of handling and holding public office.

Career prospects

After completing M.A Public Administration, students can find an employment space in the teaching world as a lecturer in colleges and universities and can also get work in research organizations and appear for competitive examinations**.**

Eligibility

Student should have passed Bachelors in any discipline.

Duration

Minimum duration of the Programme is 2 (Two) Years

Maximum duration of the Programme is 5 (Five) Years

Fee structure for the programme is as follows:

Previous Year	Rs. 7,800/-
Final Year	Rs. 7,800/-

Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. Counselling sessions will be organized in all theory courses. The counselling duration will be of 2 hours in each of the five sessions.

We offer dedicated Faculty who has specialization in the papers offered in the programme. Besides, every programme has a Coordinator who is well versed with the programme and can help with any problems that might occur.

The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme.

Admission to the programme is given to university graduates on a first come first serve basis.

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weight age.

Annual examination is the major component of the evaluation system and it carries 70% weight-age in a final result.

Structure of the Course

Previous Year

Programme Code	Programme Title	Evaluation Scheme		
		Theory	Assignment	Total
MAPA - 01	Public Administration Concepts and Principals	70	30	100
MAPA - 02	Administrative Theory	70	30	100
MAPA - 03	Personnel Administration and Human Resource Management	70	30	100
MAPA–-04	Public Policy And Analysis	70	30	100
MAPA - 05	Indian Administration : Structure and Function	70	30	100
		350	**150**	**500**

Final Year

Programme Code	Programme Title	Evaluation Scheme		
		Theory	Assignment	Total
MAPA - 06	Indian Administration : Problems and Issues	70	30	100
MAPA - 07	Electronic Governance	70	30	100

MAPA - 08	Financial Administration in India	70	30	100
MAPA -09	Research Methodology	70	30	100
MAPA -10	Decentralization and Local Governance in India	70	30	100
		350	**150**	**500**

Detailed Programme Structure

Previous Year

MAPA-01: Public Administration: Concepts and Principles

Block 1   :   Defining Concepts: State & Public Administration

Unit 1   :   Public Administration and Society
Unit 2   :   Public Administration and the State
Unit 3   :   Ethical Concerns in Public Administration

Block 2   :   Changing Role of the State and Public Administration

Unit 4   :   Historical Evolution of the State
Unit 5   :   Challenges of Public Administration in Developing Societies
Unit 6   :   The State and Public Administration in the Age of Globalization

Block 3   :   Nature of State: Role of Public Administration

Unit 7   :   Liberal and Neo-Liberalism
Unit 8   :   Marxism
Unit 9   :   Post Modernism, Feminism

Block 4   :   Administrative Behaviour

Unit 10   :   Approaches to Decision Making
Unit 11   :   Communication
Unit 12   :   Theories of leadership: Traditional and Modern

Block 5 : Nature of Organisations

Unit 13 : Principles of Organization
Unit 14 : Structure & Forms: Departments, Public Corporations, Boards and Commissions
Unit 15 : Public/Private Partnerships

Block 6 : Accountability and Controls on Administration

Unit 16 : Accountability and Control: Legislative, Executive and Judicial Controls
Unit 17 : Social Accountability/Social Audit
Unit 18 : Public Grievance Redressal Mechanisms

MAPA-02: Administrative Theory

Block 1 : Public Administration: Meaning, Nature, Scope and Importance

Unit 1: : Meaning, Nature, Scope, Components and Significance of Public Administration.
Unit 2: : Evolution of the Discipline: From 1887 to the present.
Unit 3: : Concept of Politics / Administration Dichotomy: Relation between the Permanent and Political Executive.

Block 2 : Classical Approaches

Unit 4: : WilsonianVision
Unit 5: : Weber's Bureaucratic Model: Critique and post Weberian Developments
Unit 6: : Henri Fayol and F.W. Taylor : Principles of Management

Block 3 : Theories I

Unit 7: : Human Relations School : Elton Mayo
Unit 8: : Functions of the Executive : Chester Irving Barnard
Unit 9: : Dynamic Administration: Mary Parker Follett

Block 4 : Theories II

Unit 10: : Decision Making Approach: Herbert Simon
Unit 11: : Ecological Approach & Development Administration: F .W. Riggs
Unit 12: : Public Policy & Policy Science: Y. Dror

Block 5   :   Theories III

Unit 13:   :   Motivation Theory : Chris Argyris & Abraham   Maslow
Unit 14:   :   Participative Management: Douglas Mc Gregor & Rensis Likert
Unit 15:   :   MBO & Theory Z: Peter Drucker & William Ouchi

Block 6   :   Globalization and its Impact

Unit 16:   :   Globalization and Public Choice Approach
Unit 17:   :   New Public Management Paradigm and Entrepreneurial Government
Unit 18:   :   Concepts of Governance, The Concept of New Public Service

MAPA-03: Personnel Administration and Human Resource Management

Block 1   :   Personnel Administration and Human Resource Management

Unit 1:   :   Definition, Scope and Significance of Personnel Management
Unit 2:   :   Definition, Scope and Significance of Human Resource Management
Unit 3:   :   Job Analysis and Job Design

Block 2   :   Recruitment, Training and Promotion

Unit 4:   :   Recruitment & Selection
Unit 5:   :   Training
Unit 6:   :   Performance Appraisal and Promotion

Block 3   :   Total Quality Management

Unit 7:   :   Reward and Incentive Management
Unit 8:   :   Employment Benefits
Unit 9:   :   Total Quality Management

Block 4   :   Strategic Management

Unit 10:   :   Stress Management
Unit 11:   :   Change at the Work Place
Unit 12:   :   Human Resource Audit

Block 5 : **Organizational Behaviour**

Unit 13: : Definition, Scope and Significance
Unit 14: : Group Dynamics
Unit 15: : Personality and its Traits

Block 6 : **Organizational Development**

Unit 16: : Motivation at Work
Unit 17: : Conflict Resolution
Unit 18: : Organizational Development

MAPA-04: Public Policy and Analysis

Block 1 : **Public Policy**

Unit 1: : Public Policy – An Introduction
Unit 2: : The Public Policy Making Process
Unit 3: : Emerging Issues in Public Policy Making

Block 2 : **Public Policy Making**

Unit 4: : Universe and Factors
Unit 5: : Role of Formal and Informal Agencies
Unit 6: : Role of International Agencies in Public Policy

Block 3 : **Public Policy Models and Policy Sciences**

Unit 7: : Laswell and Dror's Contribution to Policy Sciences
Unit 8: : Rational Comprehensive, Incrementalism and Mixed Scanning Model
Unit 9: : Public Choice Approach, Political Public Policy Approach and Mixed Approach

Block 4 : **Public Policy Implementation**

Unit 10: : Policy implementation: Theory
Unit 11: : Actors in Policy Implementation
Unit 12: : Constraints in Public Policy formulation & implementation

Block 5   :   Policy Analysis: Methods and Techniques

Unit 13:   :   Policy Analysis
Unit 14:   :   Policy Evaluation
Unit 15:   :   Policy Evaluation in India: A Case Study of MGNREGA

Block 6   :   Substantive Policy Areas in India

Unit 16:   :   Education Policy
Unit 17:   :   Environment Policy
Unit 18:   :   Telecom Policy

MAPA-05: Indian Administration: Structure and Function

Block 1   :   Historical Context

Unit 1:   :   Reforms under British Administration; till 1947
Unit 2:   :   Continuity and Change in Indian Administration: After Independence
Unit 3:   :   Constitutional Structure and Value Premises

Block 2   :   Central Administration

Unit 4:   :   All Indian and Central Services: Structure, Recruitment and Training
Unit 5:   :   Union Public Service Commission : Role and Functions
Unit 6:   :   Central Secretariat, Cabinet Secretariat and Prime Minister's Office

Block 3   :   State Administration

Unit 7:   :   Role of Governor
Unit 8:   :   State Services and Public Services Commissions
Unit 9:   :   State Secretariat: Organization and Functions

Block 4   :   District Administration

Unit 10:   :   District Collector: Changing Role
Unit 11:   :   Union / State/ Local Relations
Unit 12:   :   Emerging Issues in District Administration

Block 5   :   Law and Order Administration

Unit 13:   :   British Legacy
Unit 14:   :   Investigative Agencies/Paramilitary forces
Unit 15:   :   Police-Public Relations: Need for Reforms

Block 6   :   Citizen and Administration: Emerging Issues

Unit 16:   :   Redressal of Public Grievances
Unit 17:   :   Citizen's Charter
Unit 18:   :   Right to Information

Final Year

MAPA-06: Indian Administration: Problems And Issues

Block 1   :   Planning Apparatus in India

Unit 1:   :   Planning Commission and the National Development Council: Composition and Functions
Unit 2:   :   Indicative planning: Process of plan formulation at Union and State levels;
Unit 3:   :   Decentralized planning: Post 1992 phase.

Block 2   :   Development Administration: Changing Profile

Unit 4:   :   Development Administration: Concept, Feature and Models
Unit 5:   :   Changing profile of development administration: Bureaucracy and development.
Unit 6:   :   State versus the market debate: Impact of liberalization on administration in India.

Block 3   :   Civil Services: Problems and Issues

Unit 7:   :   Code of Conduct and Administrative Ethics
Unit 8:   :   Grievance Redressal Mechanisms
Unit 9:   :   Administrative Reforms regarding Civil Services

Block 4   :   Administrative Law and Tribunals

Unit 10:   :   Development of Administrative Law in India

Unit 12: : Rural Development

Block 5 : Case Studies

Unit 13: : Indian Railways
Unit 14: : Saukaryam
Unit 15: : E- Seva

Block 6 : ICT in Governance: Challenges In India

Unit 16: : National E-Governance Plan (NEGP)-E-Governance Initiatives
Unit 17: : Issues & Problems
Unit 18: : Reforms: Second Administrative Reforms Commission

MAPA-08: Financial Administration in India

Block 1 : Introduction

Unit 1: : Meaning, Nature & Evaluation of financial administration
Unit 2: : Public Revenue & Expenditures: Concepts
Unit 3: : Fiscal & Monetary Policies

Block 2 : Budget

Unit 4: : Meaning & Type
Unit 5: : Process
Unit 6: : Role of Finance Ministry, Planning Commission &other Bodies

Block 3 : Financial Management - I

Unit 7: : Audit & Accounts : Meaning & Instruments
Unit 8: : Parliamentary Controls: Committees of Parliament & Role of CAG
Unit 9: : Issues of Accountability & Autonomy in the current context of globalization.

Block 4 : Financial Management - II

Unit 10: : Public Revenue: Canons of Taxation & Theories of Taxation
Unit 11: : Public Expenditures: Resource Mobilization, Tax & Non- Tax Revenue
Unit 12: : Deficit Finance & Management of Public Debt.

**Block 5	:	Centre – State Financial Relations**

Unit 13:	:	Principles of Fiscal Federalism
Unit 14:	:	Centre – State Financial Relations
Unit 15:	:	Division of Resources: Role of Planning & Finance Commission

**Block 6	:	Current Trends and Impacts**

Unit 16:	:	Contemporary Issues in Public Finance & Fiscal Federalism
Unit 17:	:	Impact of Global Financial Institutions (IMF, WB, WTO)
Unit 18:	:	Reform Committees & Recommendations

MAPA-09: Research Methodology

**Block 1	:	Approaches to Understanding Social Reality**

Unit 1:	:	Logic of Inquiry in Social Research
Unit 2:	:	Empirical Approach
Unit 3:	:	Diverse Logic of Theory Building

**Block 2	:	Philosophical Foundations Of Social Research**

Unit 4:	:	Philosophy of Social Research
Unit 5:	:	Positivism & its Critique
Unit 6:	:	Hermeneutics

**Block 3	:	Contemporary Perspectives**

Unit 7:	:	Comparative Method
Unit 8:	:	Feminist Approach
Unit 9:	:	Participatory Method

**Block 4	:	Social Science Research**

Unit 10:	:	Social Science Research : Types & Methods
Unit 11:	:	Objectivity in Social Research : Problems of Values & Ethics
Unit 12:	:	Research Design

Block 5   :   Scientific Method in Social Research

Unit 13:   :   Problem Formulation & Hypothesis
Unit 14:   :   Identification of Variables: Concepts & Operationalization of Concepts
Unit 15:   :   Qualitative & Quantitative Research

Block 6   :   Research Tools

Unit 16:   :   Methods of Data Collection (Survey, Questionnaire, Observation, etc.)
Unit 17:   :   Sampling Techniques
Unit 18:   :   Data Processing & Report Writing

MAPA-10: Decentralization and Local Governance in India

Block 1   :   Concept and Significance

Unit 1:   :   Democratic Decentralization : Meaning and Concept
Unit 2:   :   Local Self Government ; Features and significance
Unit 3:   :   Local Governance in India : 1950-90

Block 2   :   Rural Local Government: Structure, Functions and Reforms

Unit 4:   :   Balwant Rai Mehta and Ashok Mehta Committee : Recommendations
Unit 5:   :   Reforms in Panchayati Raj: 73rd Constitutional Amendment
Unit 6:   :   Structure & Functions of Local Government : District, Block & Village level

Block 3   :   Dimensions, Components and Programmes

Unit 7:   :   Intra Tier Responsibilities: Distribution of Powers & Functions   (11th Schedule)
Unit 8:   :   Local Government: Actors & Non-State Agencies
Unit 9:   :   Rural Development Programme: Foci & Strategies in Post1992 Period

Block 4:   Urban Local Government: Structure, Functions and Reforms

Unit 10:   :   Evolution of Urban Local Governance in India
Unit 11:   :   74th Constitutional Amendment: Features
Unit 12:   :   Structure of Urban Local Bodies: Municipal Corporations, Municipal Councils and Nagar Panchayats.

Block 5 : Urban Administration: Dimensions, Functionaries and Impacts

Unit 13: : Units of Urban Administration: Functions and Finances
Unit 14: : Relations between Elected and Appointed Functionaries
Unit 15: : 74th Constitutional Amendment: Implementation and Impacts

Block 6 : Problems and Issues

Unit 16: : Micro Level Planning & Implementation: Capacity Building of Rural and Urban Local Governance Functionaries.
Unit 17: : Parallel Bodies & Voluntary Sector: Self Help Groups, User Associations.
Unit 18: : Impact & Challenges: Post 1992 Phase

<div align="center">**PROGRAMME PROJECT REPORT (PPR)**</div>

ABOUT THE PROGRAMME
Master's degree in Sociology being offered at Centre for Distance and Open Learning, Jamia Millia Islamia aspires to provide advanced sociological knowledge, varied perspectives and analytical skills to a wide cross section of learners. The programme covers scope and development of sociology, various areas of sociological debate and researches in the field besides issues of contemporary importance like education, migration, urbanization etc.

After successful completion of the course one may look forward to be a teacher/educator by doing Ph.D in sociology. In corporate field one can be Market Researcher. Human Resource Manager, Environmental Analyst, Pollster etc. There are jobs available in almost every field from advertising to banking and especially in NGO's.

Objectives of the Programme:
Upon successful completion of M.A. Sociology programme, the student should be able to:
1. comprehend and understand, besides must be having the ability to demonstrate knowledge essential for understanding society from sociological perspectives.
2. To pursue higher study in sociology or to move to an interlinked career in anthropology, law, public health, social work and other related fields where sociological expertise is essential.
3. To apply the analytical and research methods analysis of sociology to social issues and conflicts in preparation for participation as an agent of creative social change.

Duration of the Programme
The programme can be completed in a minimum period of 2 years and up to a maximum period of 5 years (inclusive of the year of admission).

Compulsory Papers
Each M.A. Sociology student will undertake 10 theory papers during two years duration.

Brief Course Structure

Each M.A. Sociology student will undertake 10 theory papers during two years duration.
Previous Year

➢ **All papers are compulsory**

Course Code	Course Title	Marks Allotted		
		Theory	**Assignment**	**Total**
MAS-01	Classical Sociological Theory	70	30	100
MAS-02	Indian Society: Structure, Agency and Change	70	30	100
MAS-03	Research Method: Theory and Practice	70	30	100
MAS-04	Urban Sociology	70	30	100
MAS-05	Ethnicity, Pluralism and Minorities	70	30	100
Total		**350**	**150**	**500**

Final Year

➢ **All papers are compulsory**

Course Code	Course Title	Marks Allotted		
		Theory	Assignment	Totals
MAS-06	Contemporary Sociological Theory	70	30	100
MAS-07	Sociology of Development, Modernity and Globalization	70	30	100
MAS-08	Culture, Society & Media	70	30	100
MAS-09	Women and Society	70	30	100
MAS-10	Population and Society	70	30	100
Total		**350**	**150**	**500**

EVALUATION SYSTEM

Assignments

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed course material. However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Study Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

Annual Examination Form

Examination forms pertaining to Annual Examinations, Admit Card and Student's Record Card are provided with the Programme Guide as 'Form A', 'Form B' and 'Form C' respectively.For appearing in the subsequent Annual Examination, i.e. Part-II, additional forms A and B are also enclosed with this Programme guide. The filled-in Examination Form along with a self addressed envelope of Rs. 30/- is to be submitted to the "Director, ARJUN SINGH CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI 110025" with a caption 'Examination Form' on top of the envelope. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar.

Annual Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be dispatched 15 days before the commencement of the annual Examination. In case you fail to receive the Admit Card 10 days

before the commencement of examination, you may contact your Study Centre. A duplicate admit card will be issued at the time of Examination.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination.

While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees. If any of the above requirements are found missing, your examination is liable to be cancelled.

ANNUAL EXAMINATION RESULT

The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all the Assignments of a course will carry 30% weightage while 70% weightage will be given to the Annual Examination.

Declaration of Result

To pass a Programme under distance mode, a candidate must obtain:

(a)   at least 33% marks in each component of theory papers i.e. in assignments and Annual Examination, separately;

(b)   an aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree;

(c)   If a student fails to qualify any component of a paper or a course he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and

(d)   On the basis of the marks obtained, division will be awarded in the following way:

     (i)   Distinction to those who obtain 75% marks or more in the aggregate.

     (ii)   First division to those who obtain 60% marks or more in the aggregate.

     (iii)   Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.

     (iv)   Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

Grace Marks: A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

Promotion to the next year of the Programme

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

MAS-01-   Classical Sociological Theory

Block – I   Emergence of Sociology: The Contexts
Unit 1.   Industrial Revolution
Unit 2.   French Revolution
Unit 3.   The Enlightment

Block-II   Intellectual Foundation
Unit 4.   Ibn-Khaldun
Unit 5.   Saint Simon
Unit 6.   August Comte
Unit 7.   Herbert Spencer

Block-III   Karl Marx
Unit 8.   Historical and Dialectical Materialism
Unit 9.   The Capitalist Mode of Production
Unit 10.   Alienation

Block-IV   Emile Durkheim
Unit 11.   Rules of Sociological Method
Unit 12.   Division of Labour
Unit 13.   Religion and Society

Block-V   Max Weber
Unit 14.   Methodology
Unit 15.   Power and Authority: Theory of Bureaucracy
Unit 16.   Religion and Social Change

MAS-02-   Indian Society: Structure, Agency and Change

Block – I   History and Perspectives on Indian Society
Unit 1.   Bengal Renaissance and Modernity in India
Unit 2.   History and Development of Social Sciences in India
Unit 3.   Perspectives in the Study of Indian Society
Unit 4.   Functionalist
Unit 5.   Indological
Unit 6.   Marxist

Block-II   Social Formation: Understanding Difference and inequality, The Diachronic and Synchronic Dimensions
Unit 7.   Social Structure: Tribes, Caste, Religion, Language, Family and Kinship.
Unit 8.   Social Structure: Production Process in Organized and Unorganized.
               Sectors.
Unit 9.   Political Structure: State, Civil Society and Communities.

Block-III   **Agency and Social Dynamics**
Unit 10.   Five Year Plans
Unit 11.   Social Movements
Unit 12.   Constitutional Protective Discrimination – Reservations to SC, ST, OBC and Minorities.

Block-IV   **Processes of Social Change**
Unit 13.   Industrialization
Unit 14.   Modernization
Unit 15.   Sanskritization
Unit 16.   Islamization

Block-V   **Social Conflicts and Problems in India**
Unit 17.   Multi Culturalism
Unit 18.   Pluralism
Unit 19.   Secularism
Unit 20.   Voices of the Margins
Unit 21.   Dalits, Minorities & Tribes.

MAS-03-   Research Method: Theory and Practice

Block – I   **Observation and the Social Imagination**
Unit 1.   Historical Perspective
Unit 2.   Questions, Common sense and daily life
Unit 3.   Researched knowledge – Subjective and Objective.
Unit 4.   Research designs
Unit 5.   Field work sources, information and data collection techniques
Unit 6.   Representation

Block-II   **The Question and the Social Context**
Unit 7.   Colonial Context – Self and Other
Unit 8.   Natural and Social Sciences
Unit 9.   De-colonization
Unit 10.   The making of everyday life

Block-III   **Frames, Freedom and Constraints**
Unit 11.   Positivism
Unit 12.   Dialectics
Unit 13.   Phenomenology
Unit 14.   Structuralism

Block-IV   **Comparative Method, Classification and Representation**
Unit 15.   Models and Metaphors
Unit 16.   Knowledge and Power
Unit 17.   Ethnography
Unit 18.   Social Facts and Judgment
Unit 19.   Field Work – experience and method

Block-V   **Biography and Method**

Unit 20.   Politics as vocation
Unit 21.   Science as vocation
Unit 22.   Practice and Praxis

MAS-04-   Urban Sociology

Block – I   Concepts
Unit 1.   Definitions and basic concepts
Unit 2.   The city from Antiquity to Modern Times

Block – II   Sociological Contributions
Unit 3.   Sociological Contribution to Urban Studies
Unit 4.   The German School and the Chicago School

Block – III   Urbanization
Unit 5.   The City, its role, form and structure in its pre-industrial and Modern
              form.
Unit 6.   Comparative analysis of Urbanization

Block – IV   Urbanization and its impacts-I
Unit 7.   Some sociological aspects of modern urban life.
Unit 8.   Family and Kinship network
Unit 9.   Ethnic Groups
Unit 10.   Neighborhood and Voluntary Association
Unit 11.   Urban influences on rural life

Block – V   Urbanization and its Impacts-II
Unit 12.   The city and its pathologies, urban poverty, slums, deviance and crime.
Unit 13.   Urban Planning: Problems of urban renewal and resettlement.

Block – VI   Urbanization in India
Unit 14.   Cities in Developing Societies with special reference to Urbanization in India.
Unit 15.   Case studies of Bombay, Calcutta and Delhi etc.

MAS-05-   Ethnicity, Pluralism and Minorities

Block – I   Perspectives on Ethnicity
Unit 1.   Perspectives on Ethnicity and Politics of Cultural differences
Unit 2.   Cultural Heterogeneity and Politics

Block – II   Cultural Pluralism: Magnitude of Cultural Diversity in India
Unit 3.   Cultural Minority groups in India
Unit 4.   Constitutional Provisions for Minority Rights.
Unit 5.   Education, Language
Unit 6.   Legal Pluralism V/s Uniform Civil Code
Unit 7.   Secularism in India

Block – III   Independence, Partition and its aftermath.
Unit 8.   Historical Background
Unit 9.   Reforms and Hindu-Muslim Unity.

Unit 10.	Communal Antagonism/The parting of the ways.
Unit 11.	Partition
Unit 12.	New Phase of Communalism Post 1980's

Block – IV   Culture, Politics and Conflict: A Comparative Perspective

Unit 13.	Sri Lanka
Unit 14.	Bosnia
Unit 15.	Pakistan
Unit 16.	Jammu & Kashmir
Unit 17.	Conflict Resolution & Peace

Block – V   Women, Conflict and Peace

Unit 18.	Feminine Perspectives
Unit 19.	Gender Consequences of ethnic Conflict
Unit 20.	Gender and Peace

FINAL YEAR

MAS-06-   Contemporary Sociological Theory

Block – I   Structural Functionalism, Conflict Theory and System Theory

Unit 1.	The idea of social structure, role analysis, functional dimension of social system, critique and reformulation, neo-functionalism
Unit 2.	Critique of Marx and dialectics of conflict: R. Dahrendarf: functional analysis of conflict: L. Coser: Integrative Conflict theory R. Collins.
Unit 3.	General System Theory: Niklas Luhmann.

Block – II   Phenomenology and Symbolic Interactionism

Unit 4.	Phenomenological Sociology: the inter subjective world of everyday life: Commonsense types and social science types- Alfred Schutz.
Unit 5.	Symbolic Inter-actionism: Mind, self and Society, the presentation of self – G. H. Mead, H. Blumer; Erving Goffman;
Unit 6.	The Social Construction of reality – Berger and Luckmann.
Unit 7.	Ethnomethodology: H. Garfinkel

Block – III   Structuralism and Post - Structuralism

Unit 8.	The Linguistic Turn
Unit 9.	Myth and Primitive Classification – Claude Leir Strauss
Unit 10.	A historian of the present – Michel Foucault

Block – IV   Critical Theory and Neo-Marxism

Unit 11.	The early Frankfurt School
Unit 12.	Life world and system – Jurgen Habermas
Unit 13.	Ideology and Ideological State Apparatuses – Louis Althusser
Unit 14.	Hegemony – Antonio Gramsci

Block – V   Recent Trends

| Unit 15. | Structuration: duality of structure |
| Unit 16. | Reflexivity – Anthony Giddens |

Unit 17.   Theory of Practice: Habitus
Unit 18.   Capital and Field – Pierre Bourdieu

MAS-07-   Sociology of Development, Modernity and Globalization

Block – I   Under Development
Unit 1.   Factors-Capital, technology, culture & knowledge.
Unit 2.   Concepts-growth, progress, human development, social development, sustainable development.
Unit 3.   Models – state, market and mixed economy (Democratic and Authoritarian)
Unit 4.   Theories-modernization, centre-periphery/dependency, world systems.

Block – II   India: Mixed Economy and Development
Unit 5.   The Colonial Legacy – Unemployment
Unit 6.   Social and Cultural Development
Unit 7.   Gender – Limitations to Development
Unit 8.   Democracy and Development

Block – III   Technology, Culture and Development
Unit 9.   Theories of Modernity
Unit 10.   Modernity in India

Block – IV   Changing frontiers of Production & Reproduction from the local to the global
Unit 11.   Production Processes, Info-Tech revolution and speed: economic, cultural and political aspects of the phenomena of liberalization and globalization.
Unit 12.   Theorizing the transition:
Unit 13.   Implications of Globalization

Block – V   Critique of Modernity
Unit 14.   Post modern social theory
Unit 15.   Baudrillard: Simulation and Consumer society and symbolic exchange: Critique of post- modernity.

MAS-08-   Culture, Society & Media

Block – I   Culture, Media and Society
Unit 1.   Anthropoligical understanding.
Unit 2.   Sociological understanding
Unit 3.   Culturalists Construction

Block – II   Media Structures
Unit 4.   Media Structures
Unit 5.   Media Processes
Unit 6.   Television and Everyday life
Unit 7.   Culture, Communication and Political Economy.

Block – III   Media, Method and History
Unit 8.   Media, Method and History

Unit 9.	Decoding Advertisements
Unit 10.	Researching Audiences

Block – IV   Democracy, Citizenship & Public Space
Unit 11.   Democracy
Unit 12.   Democracy Citizenship and public space

Block – V   New Media
Unit 13.   Convergence / Divergence : New Media
Unit 14.   Technology and Cultural Forms.

MAS-09-   Women and Society

Block – I   Sociology of women & Gender Identities
Unit 1.   Theories and Ideology and women's studies.
Unit 2.   Historical Background of women's studies
Unit 3.   Women studies in India.

Block – II   Status of Women: Relative deprivation, Oppression, discrimination and Exploitation
Unit 4.   Women, Marriage and Family
Unit 5.   Women and work
Unit 6.   Women and Education

Block – III   Women, Religion and Law
Unit 7.   Status of women in Hinduism
Unit 8.   Status of women in Islam
Unit 9.   Status of Hindu and Muslim women in India

Block – IV   Gender Empowerment
Unit 10.   Responses to oppression of women
Unit 11.   Women's movement
Unit 12.   NGO's

Block – V   Women and Development: A Critical Evaluation
Unit 13.   Development
Unit 14.   Ecology

MAS-10-   Population and Society

Block – I   Demography and Sociology
Unit 1.   Development of Population Studies
Unit 2.   Relation between sociology, Anthropology and social Demography
Unit 3.   Sources of Data and measurement Techniques

Block – II   Population Theories
Unit 4.   Malthusian
Unit 5.   Marxian
Unit 6.   Theory of Demographic Transition

Block – III **Population Processes**
Unit 7. Social Determinants, fertility: mortality and migration
Unit 8. Population growth and trends: India and the world.

Block – IV **Population and Development**
Unit 9. Approaches to the relation between Development and Population Growth
Unit 10. Population policies in India, China and Sweden
Unit 11. Women and Population

Block – V **Population and Society in India: Case Studies**
Unit 12. M.N Srinivas
Unit 13. Yoginder Singh
Unit 14. Surinder Singh Jodha

Programme Project Report

Master of Business Administration (MBA)
Distance Mode Programme

1. Introduction

Master of Business Administration (MBA) Programme will fulfil the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a professional degree in Business and Administration. This programme is a judicious blend of both theoretical as well as practical courses throughout the academic years to prepare and strengthen the business professional in the field of commerce, trade, entrepreneurship and administration. The main thrust of the programme is to prepare competent manger, entrepreneur and business administrators. The two years MBA distance mode programme is designed and developed in accordance with the DEB/UGC/JMI guidelines for both working and fresh graduates who wish to enhance their professional qualification to broaden their job opportunities in the field of business & commerce both at national and international levels?

Objectives of the Programme

The programme aims to achieve the following objectives:

- To provide an opportunity to get a MBA degree to those who find it too difficult or even impossible to pursue regular MBA course at a University either due to their job commitments or certain other circumstances.
- To help the learners, study at their own pace, and from their own chosen place.
- To provide adequate basic understanding about business and marketing among the students.
- To develop skills in matters related to business administration.
- To create an additional avenue of self-employment and also to benefit various financial/commercial/business institutions by providing them with suitable qualified personnel.

2. **Procedures of Admission, Evaluation and other details**

Admission to this programme will be provided to the eligible candidates on merit basis. The curriculum will be transacted though the Printed Self Learning Materials (SLMs) and Face to Face Counselling Session supplimented by audio-video programme.

The duration of the programme for successful completion will be minimum two years and maximum five years.

The programme will be transacted through the CDOL, JMI approved Study Centres only strictly as per the DEB/UGC norms and standard. All the study centres where the programme will be offered have qualifed and trained counsellors and required staffs to facilitate learner centric qualitiful teaching learnings as per prescribed curriculum of the aforesaid programme.

Counselling sessions will held at the study centre normally on weekends within the general academic scheduled of the Programme. Five counselling sessions will be organized in all theory courses seperatly. The counselling duration will be of 2 hours in each of the five sessions.

The details of the Study Centre's are yet to be finalysed

The evaluation of the admitted students to this programme will be done on the basis of their assignments (30% weightage in the curriculum), performance in the annual examination (70% weightage in the curriculum) as well as in the workshop and teaching practice by the competent teacher educators.

Annual examination will be the major component of the evaluation system and it carries 70% weightage in a final result.

Generally the study centres happens to be the examination centre but in some cases where examination centres are alloted at some other places/institutions by giving the prior information to the appearing students.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centres approximately 1 month in advance.

All the CDOL, JMI study centres offering MBA. (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme will be Rs. 40,000 (Fourty Thousands only) payble in two equal annual instalments in both the years of the programme.

Quality assurance mechanism and expected programme outcomes will be analysed strictly on the DEB/UGC/JMI Parameters/guidelines by the CDOL, Jamia Millia Islamia annualy.

First YEAR

No.	Course Code	Course Name	Counselling Sessions 2 Hrs. each	Evaluation Scheme		Total
				Assignments	Term End	
			Th.	Th.	Theory	
1.	MBA-101	Principles of Management and Organisation Behavior	10	30	70	100
2.	MBA-102	Human Recourse Management	10	30	70	100
3.	MBA-103	Financial Management	10	30	70	100
4.	MBA-104	Accounting and Finance for Managers	10	30	70	100
5.	MBA-105	Production/Operation Management	10	30	70	100
6.	MBA-106	Marketing for Managers	10	30	70	100
7.	MBA-107	Quantitative Analysis for Managerial Application	10	30	70	100
8.	MBA-108	Managerial Economics	10	30	70	100
9.	MBA-109	Research Methodology for Management Decisions	10	30	70	100
10.	MBA-110	International Business Environment	10	30	70	100
			Total	**1000**		

2nd YEAR

No.	Course Code	Course Name	Counselling Sessions 2 each	Evaluation Scheme		Total
				Assignments	Term End Theory	
			Th.	Th.		
11	MBA-201	Economics and Social Environment	10	30	70	100
12	MBA-202	Strategic Management	10	30	70	100
13	MBA-203	Management Information System for Managers	10	30	70	100
14	MBA-204	Corporate Legal Frame Work	10	30	70	100
15	MBA-205	Project Management	10	30	70	100
16	MBA-206	Project/Dissertation	10	100	….	100
Total (600 Compulsory Marks plus 400 Optional Marks)				**1000**		
Optional Papers – Students have to choose any one optional Group out of the following						
Optional Group One – Finance						
17	MBA-207	Security Analysis and Portfolio Management	10	30	70	100
17	MBA-208	Financial Derivatives	10	30	70	100
18	MBA-209	Financial Services	10	30	70	100
19	MBA-210	International Financial Management	10	30	70	100
Optional Group Two – Marketing						
20	MBA-211	Marketing Research	10	30	70	100
21	MBA-212	International Marketing	10	30	70	100
21	MBA-213	Consumer Behavior	10	30	70	100
22	MBA-214	Advertising and Sales Management	10	30	70	100
Optional Group Three – Human Recourse						
23	MBA-215	Managing Change in Organisation	10	30	70	100
24	MBA-216	International Human Resource Management	10	30	70	100
25	MBA-217	Management of Industrial Relation	10	30	70	100
26	MBA-218	Organizational Dynamics and Interpersonal Relations	10	30	70	100
Optional Group Four – Operation Management						
27	MBA-219	Total Quality Management	10	30	70	100
28	MBA-220	Supply Chain Management	10	30	70	100
29	MBA-221	Technology and Innovation Management	10	30	70	100
30	MBA-222	Material Management	10	30	70	100

MBA 101: Principles of Management and Organizational Behaviour

Block 1: Fundamentals of Organisation Behaviour

Unit 1: Introduction to Organisational Behaviour: Meaning, Characteristics, and Evolution of OB

Unit 2: Managerial Roles, and Managerial Functions.

Unit 3: The Changing Context of Organisations, Globalisation and Concerns of OB. Positive Perspective: Categories of Positive Approach, Positive Thinking and Intervention with Positive Approach

Unit 4: The Attribution Process - Internality and Optimism: Internality and Externality, Consequence of Internality, Developing internality, Optimism, Rumination and Flow.

Block 2: Individual Behaviour and basics of Planning, Organizing and Supervision

Unit 5: Foundations of Individual Behavior: Meaning, Characteristics and Different factors for Individual Behavior

Unit 6: Planning: Meaning, Characteristics importance, Functions and Types of Planning

Unit 7: Organising: Meaning, Characteristics, Importance, Functions and Types of Organisation, Informal Groups and Group Dynamics.

Unit 8: Supervision: Meaning, Characteristics, Importance and Implementation

Block 3: Fundamentals of Control, Conflict, Leadership and Motivation

Unit 9: Control: Concept, Definitions, Needs, Types and Advantages

Unit 10: Conflict Management: Sources of Conflict, Types of Conflict, Conflict Management and Conflict Resolution

Unit 11: Leadership Theories and Styles: Coleman's Leadership Theory, Black & Mouton Leadership Theory, and Reddin's 3D leadership Theory, Some Recent Theories of Leadership. Developing Leadership for Tomorrow: Paradigm Shift in the Areas of Leadership, Mechanism for Leadership Development, Emerging Patters of Leadership The Motivational Process: Theories of Motivation, Motivating through Work, and

Unit 12: Managing Work Motivation

Block 3: Fundamentals of Personality, Learning and Effectiveness

Unit 13: Personality and Personal Effectiveness: Theories of Personality

Unit 14: Transactional Analysis, Transactional Managerial Styles: The Perceptual Process, Attitudes, and Values

Unit 15: The Learning Process: Learning, Learning Theories - Adult Learning Theories, Social Learning Theories, Experiential Learning Theory

Unit 16: Roles and Role Effectiveness: Decisional Process and Consensus Building

MBA 102: Human Resource Management

Block 1: Fundamentals of Human Resource Management

Unit 1: Foundation of Human Resource Management - Meaning, Definition, Nature and Scope, Characteristic, Objectives

Unit 2: Theoretical Framework and Models of Human Resource Management

Unit 3: Difference between Personnel Management and HRM, Opportunities and Challenges in HRM, HRM Functions

Unit 4: Business strategy and HRM, Qualities and Role of HR Managers

Block 2: Planning and Process of Human Resources Acquisition

Unit 5:   Human Resource Planning (HRP): Need, Objectives, Pre-requisites, Determinants, HRP Models, HRP Process, Types of HRP, Benefits

Unit 6:   Job Analysis (JA): Sources, Methods, Process, Uses, Importance, Job Description, Job Specification

Unit 7:   Recruitment and Selection: Sources, Process, Barriers, Objectives, Impact, E-Recruitment, Objectives of Selection, Selection Tests, Interview, Induction, Placements and Employee Socialization, Employee Retention

Unit 8:   Appraising and Rewarding Human Resources: Performance Appraisal (PA) and Feedback: Approaches, Methods/Techniques of PA, Process of PA, Interview, Elements, Designing and Conducting PA, Potential Problems in PA, Suggestion for Improved PA

Block 3: Evaluation, Compensation and HRD

Unit 9:   Job Evaluation (JE): Principles, Process, Methods of JE, Importance, Limitations

Unit 10:   Employee Compensation: Definition, Compensation Strategy, Factors, Determinants, Structure, Theories, Wage Differentials, Models, Incentives and Fringe Benefits - Meaning, Types, Job-based Pay, Skill-based Pay, Performance-based Pay, Executive Compensation

Unit ll: Development of Human Resources: Human Resource Development, Theoretical Framework of HRD, Functions, Benefits, Mportance, Barriers to HRD

Unit 12:   Training and Development: Models, Methods, Training Process, Training Evaluation, Barriers, Competency-based Training and Assessment

Unit 13:   Current Trends, Career Planning and Development and Succession Planning

Block 4: Employee Relation, Industrial Disputes and Collective Bargaining

Unit 14:   Employee-Management Relations: Industrial Relations, Approaches, Models, Theories, Industrial Relations in India

Unit 15:   Industrial Disputes Management and Disputes Resolution and Conflict Management, Trade Union, Participative Management

Unit 16:   Collective Bargaining and Negotiation, Discipline and Grievance Handling, Grievance Redressal Mechanism

Block 5: International Perspectives, Issues and HR Audit

Unit 17:   International Perspective of HRM

Unit l8:   Contemporary Issues in HRM: Human Resource Management in Technology-driven Environment

Unit 19:   Knowledge Management and Talent Management

Unit 20:   Balanced Scorecard, HR Scorecard, HR Audit, Corporate Social Responsibilities and H RM

MBA 103: Financial Management

Block 1: Fundamentals of Financial Management

Unit 1:   Financial Management: An Overview Evolution of Finance, The Basic Goal, Creating Shareholder Value, Agency Issues

Unit 2:   Business Ethics and Social Responsibility: Meaning, Definitions, Characteristics and Need Time Value of Money Concept and Strategic Investment

Unit 3:   Decisions: Meaning, Definitions, Characteristics, Need and Methods

Block 2: Capital Budgeting, Risk Analysis and Cost of Capita

Unit 4: Capital Budgeting Decisions and Techniques: Payback Period

Unit 5: Accounting Rate of Return, NPV, IRR, Profitability Index, Discounted Payback Period, Estimation of Cash Flows, NPV vs. IRR, APV, MIRR

Unit 6: Risk analysis in Capital Budgeting: Sensitivity Analysis, Certainty Equivalent Approach

Unit 7: Cost of Capital: Meaning and Concept, Calculation of WACC, The CAPM Approach, Adjusting Cost of Capital for Risk, International Dimensions in Cost of Capital

Block 3: Strategic Financing Decisions and Capital Structures

Unit 8:   Strategic Financing Decisions: Capital Structure, Theories and Value of the Firm, Net Income Approach, Net Operating Income Approach, Traditional Approach, Modigliani Miller Model

Unit 9:   Determining the Optimal Capital Structure, Checklist for Capital Structure Decisions, Costs of Bankruptcy and Financial Distress

Unit 10:   EBIT-EPS Analysis: Concept, Characteristic c, Importance and Methods

Unit 11:   Concept of Leverage, Types of Leverage: Operating Leverage, Financial Leverage, Combined Leverage, EBIT-EPS Analysis

Block 4: Dividend, Working Capital Inventory and Receivable Management

Unit 12:   Dividend Decisions: Factors Determining Dividend Policy, Theories of Dividend : Gordon Model, Walter Model, MM Hypothesis, Forms of Dividend: Cash Dividend, Bonus Shares, Stock Split, Dividend Policies in Practice

Unit 13:   Working Capital Management: Working Capital Policies

Unit 14:   Risk-Return Trade Off, Inventory Management: Models, Valuation, Systems

Unit 15:   Cash Management Models

Unit 16:   Receivables Management: Factoring, Credit Policy Decisions

MBA 104: Accounting for Managerial Decision Making

Block 1: Fundamental of Managerial Decision Making and Cost Accounting

Unit 1:   Managerial Decision Making Process: Concept, Evolution, Signification, Needs and Types, Changing Role of Managerial Accounting

Unit 2:   Cost Accounting and Management Accounting, Cost Accounting: Meaning, Scope and Functions of Cost Accounting, Cost Classification-Direct and Indirect Cost, Variable and Fixed Cost, Controllable and Non-controllable Cost, Differential and Marginal Cost

Unit 3:   Cost Concept, Sunk Cost, Out of Pocket Cost, Imputed Cost, Replacement Cost, Opportunity Cost, Cost allocation and Apportionment Product Costing

Unit 4:

Block 2: Cost Analysis, Budgeting and Budgetary Process

Unit 5:   Cost Analysis and Cost Control, Variable and Absorption Costing

Unit 6:   Marginal Costing, Cost-Volume-Profit Analysis: Relevance of Costs and Marginal costing, Break-even Analysis, Using Marginal Costing for Managerial Decision Making, Make or Buy Decision

Unit 7:   Decision on Product Priorities, Profit Decision, Margin of Safety
Budgeting: Objectives and Functions of a Budget, Essentials of Budgeting

Unit 8:   Types of Budget, Budgeting and Budgetary Control, Production Budget, Fixed and Flexible Budget, Cash Budget

Block 3: Budgetary Process, Standard Costing and Variance Analysi

Unit 9: Budgetary Process, Budget Administration, Zero-Base

Unit 10: Budgeting, Standard Costing, Meaning, Definition, Importance and Need
Unit 11:Variance Analysis: Variance Computation and its Attribution,
Unit 12:Responsibility Accounting: Meaning, Definition, Importance and Need

Block 4: Performance Management and Standard Costing

Unit 13:   Criteria for Divisional Performance Measurement

Unit 14:   Performance Measurement and Transfer Pricing

Unit 15:   Standard Costing Fits with such Modern Management Practices as JIT, Kaizen, TQM and Benchmarking, Learning curve analysis

Unit 16:   Recent developments in the field of Accounting.

MBA 105: Production/Operations Management

Block 1: Fundamentals of Operational Management and Porductivity Measurements

Unit 1:   Introduction to Operations Management. Historical development of Operations Management and Current Issues in Operations Management.

Unit 2:   Major decisions which fall under the function of OM. Distinction between Product and Services.

Unit 3:   Productivity Measurements, Learning Curve, Operations Strategy as a Competitive

Unit 4:   Weapon. Different types of processes and its relation to degree of customization and volum

Block 2: Break Even Analysis, Product design decisions and Facility Location Unit S: Break-even analysis in deciding process decisions.

Unit 6:   Job design decisions, flow diagrams, process charts,

Unit 7:   Product design decisions - concept of re-engineering, value analysis, value engineering, concurrent engineering, designing for manufacturing and assembly, QFD,

Unit 8:   Facility Location - Scoring model, Load distance model, centre of gravity model,

Block 3: Warehousing Location Models, Inventory Management

Unit 9:   Warehousing location models.(both transportation and transhipment models only concepts),

Unit 10:   Facility Layout – Process layout, product layout, Hybrid layout, fixed position layout,

Unit 11:   Muthur's grid, cycle time, throughput time, Little's law, assembly line operation and its efficiency.

Unit 12:   Inventory management – ABC and VED analysis, Economic order quantity and Economic lot size, Sensitivity of EOQ and its implications. Continuous and Periodic review replenishment policies, concept of safety stock and reorder level.

Block 4: Aggregate Planning, Capacity and Quality Management

Unit 13:   Aggregate Planning, -- Basic strategies: Chase strategy and level production strategy, Outsourcing strategy.

Unit 14:   Concept of Bill of Material, Material Requirement Planning.

Unit 15:   Capacity management.

Unit 16:   Supply Chain strategy – types of supply chain (Hau-Lee Uncertainty matrix), Bull Whip Effect, Mass customization, cross-docking, Lean Manufacturing – Elimination of waste, Toyota Production system,

Unit 17:   Quality Management – dimensions of quality, costs of quality, quality control charts, ISO 9000 and 14000 standards, Continuous improvement concept.

MBA 106: Marketing Management

Block 1: Fundamentals of Marketing Management, Marketing Environment and Consumer Behaviour Unit 1: Introduction: Understanding Nature and Scope of Marketing Management, Key Marketing

Unit 1:   Concepts, Marketing philosophies, Strategic Marketing Planning Process, Customer value.

Unit 2:   The Marketing Environment: Organization's Internal Environment, Monitoring and Analysing Micro and Macro-External Marketing Environment.

Unit 3:   Identification and Selection of Market Classification: Consumer and Business Markets,

Unit 4:   Consumer Behaviour: concept, signification. Business Buying Behaviour.

Block 2: Market Segmentation, Planning and PLC

Unit 5;   Market Segmentation, Targeting and Positioning, Differentiation Strategies,

Unit 6:   Competitor Analysis.

Unit 7:   Product Planning and Development: Product Characteristics and Classification. Branding, Packaging and Labelling Decisions,

Unit 8:   New Product Development Process, Stages in NPD Process, The Consumer Adoption process,

                 The Concept of Product Life Cycle (PLC), Stages of PLC and Marketing Strategies.

Block 3: Pricing, Distribution Decisions and Marketing Communication

Unit 9:	Pricing Decisions: Meaning and Importance of Price, Pricing Objectives, Setting and Modifying the Price, Initiating and Responding to Price Change, Factors Influencing Price Determination and Pricing Methods.
Unit 10:	Distribution Decisions - Nature and Functions of Channels, Channel Design Decisions, Channel Management and Modification Decisions,
Unit 11:	Managing conflicts and Control in Channels. Retailing, Wholesaling and
Unit 12:	Logistics. Marketing Communications: Role of Promotion, Integrated Marketing Communication,

Block 4: Promotion Mix, Advertising and emerging Issues

Unit 13;	Promotion Mix Decisions, Setting the Objectives and establishing the promotions Budget, Deciding the Promotion Mix:
Unit 14:	Advertising, Sales Promotion, Publicity, Personal Selling and Sales Management. Managing Holistic Marketing Organization: Internal Marketing,
Unit 15:	Emerging Issues and trends in Marketing, Socially Responsible Marketing, Cause Related Marketing,
Unit 16:	Social, Rural, Viral and Green Marketing.
Unit 17:	Role of Social Media in Marketing

MBA 107: Quantitative Analysis for Managerial Decisions

Block 1: Fundamentals of Quantitative Methods and Data Sources.

Unit 1:	Introduction of quantitative methods and their applications in management decision making,
Unit 2:	Statistical terms and concepts, scales of
Unit 3:	measurement,
Unit 4:	Data sources, collection and presentation of data, sampling methods.

Block 2: Descriptive Statistics and Measures of Dispersion & Skewness and Time Series

Unit 5:	Descriptive Statistics: Measures of central tendency: mean, weighted arithmetic mean, median, quartiles, mode, properties and applications of each.
Unit6:	Measures of dispersion: Range, Quartile deviation, Mean deviation, Standard deviation, coefficient of variation;
Unit7:	Measures of Skewness, Moments and Kurtosis
Unit 8:	Time Series Analysis: Business forecasting, components of time series, methods of analysis of time series, free hand method, semi averages, moving averages, least squares, exponential smoothing, measurement of seasonal variations, cyclic and irregular variation.

Block 3: Index Numbers, Correlation Analysis, Regression Analysis and Probability Concepts

| Unit 9: | Index Numbers: Meaning and types of indices, weighted and un-weighted index numbers, construction of index numbers, tests for adequacy of index numbers, chain based indices, base shifting, splicing, and consumer price index. |

Unit 10:	Correlation analysis: Types of correlation, Methods of studying correlation- Scatter diagram, Karl Pearson's Coefficient, Spearman's Rank correlation, concurrent deviation, and correlation of bivariate grouped data, concepts of partial and multivariate correlation.
Unit 11:	Regression analysis: Regression lines and equation, Linear bivariate regression model, regression coefficients, coefficient of determination, estimation of value of unknown variable
Unit 12:	Probability concepts, probability distributions: Binomial, Poisson and Normal Distributions, their characteristics and applications.

Block 4: Statistical Estimation, Testing of Hypothesis and LPP

Unit 13:	Statistical Estimation: Interval estimation, interval estimation of the population means, estimation of confidence interval, sample size estimation,
Unit 14:	Testing of Hypothesis: Formulation of hypothesis, Z-test, F-test, t-test and chi-square
Unit 15:	test.
Unit 16:	Introduction to LPP.

MBA   108: Managerial Economics

Block 1: Basics of Managerial Economics and Theories of Firms

Unit 1:	Concept of Managerial Economics: Nature and scope of Managerial Economics,
Unit 2:	Nature of Business Decision-making.
Unit 3:	Theories of Firm: Managerial and Behavioural Theories of Firm Sales Maximization, Growth Maximization, Satisfying theory of Firm,
Unit4:	Nature and Function of Profits, Profit Maximization

Block 2: Managerial Analysis and Income and Substitution
Effects. Unit 5: Organizational Slack, Ownership and Control.

Unit 6:	Marginal Analysis, Optimization.
Unit 7:	Demand Analysis: Theories of Demand, Indifference and Revealed Preference
Unit 8:	Approach, Income and Substitution Effects, Demand Functions and Demand forecasting, Managerial Applications.

Block 3: Production and Cost Analysis and Market Structures

Unit 9:	Production and Cost Analysis: The Production Function, Returns to Scale, Productivity Measurements, Constrained Optimization Approach to Developing Optimal Input Combination Relationships,
Unit 10:	Derivation of Cost Curves, Firm Size and Plant Size, Managerial Applications, Learning Curves, Economies of Scope. Break-Even Analysis;
Unit 11:	Market Structures: Perfect Competition, Monopoly, Monopolistic Competition,
Unit 12:	Oligopoly, Profit Maximization under different Market Structures, Non-Price Competition; Characteristics,

Block 4: Pricing Strategies, Business Cycle and Inflation

Unit 13:	Pricing Strategies of firms: Cost plus Pricing, Pricing of Inputs, Applications, Decision making under Risk and Uncertainty.
Unit 14:	Business Cycle: Nature and phases
Unit 15:	Theory of Business Cycles
Unit 16:	Inflation: Definition, Characteristics and types

MBA 109: Research Methodology for Business Decisions

Block 1: Fundamentals of Business Research, Review of Literature and Data Collection
Unit 1: Introduction to Business Research Methods; Role of Research and the Research Process, Identifying a Research Problem

Unit 2: Reviewing the Literature, Specifying a Purpose, Research Questions and Hypotheses, or Central, Questions and Sub-questions

Unit 3: Collecting Quantitative Data- Analysing and Interpreting Quantitative Data;

Block 2: Sampling Techniques, Sampling Errors, and Measurements
Unit 4: Sampling Techniques, Steps in Sampling, Types of Sample Design – Probability and Non- probability Sampling Designs, Size of Sample, Sampling Errors,

Unit 5: Concept of Measurement and Scaling, Important Scaling Techniques, Reliability and Validity of Measurement.

Unit 6; Data Collection Methods – Primary *vs.* Secondary Data, Questionnaire Development Process,

Unit 7: Collecting Primary Data through – Observations, Semi-structured Interviews, In-depth Interviews and Questionnaire, Processing of Research Data – Editing, Coding, Classification and Tabulation.

Block 3: Measures of Central Tendency, Dispersion and Testing of Hypotheses
Unit 8: Measures of Central Tendency,

Unit 9: Measures of Dispersion and Skewness,

Unit 10: Testing of Hypotheses,

Unit 11: Advance Techniques of Data Analysis – Correlation and Regression Analysis,

Unit 12: ANOVA,

Block 4: Factor Analysis, Data Analysis and Evaluating
Unit 13: Factor Analysis, Discriminate Analysis, Cluster Analysis, Conjoint Analysis,

Unit 14: Data Analysis by Software Packages.

Unit 15: Collecting Qualitative Data – Analysing and Interpreting Qualitative Data

Unit 16; Evaluating and Reporting Research

MBA 110: International Business Environment

Block 1: Fundamentals of Business Environment, International Politics and International Economic Unit 1: International Business Environment: Introduction, nature, importance and scope.
Unit 2: Frameworks for analyzing international business environment - geographical, economic, socio-cultural, demographic, technological,

Unit 3: International politics and legal environment of International Business.

Unit 4: Case Studies: Geo- Politics, North – South debate on natural resources and exploitation. International Economic Environment: Theories of international trade, Trade and Investment in Neo-liberal globalisation,

Block 2: Political Economy, FDI, MNC and Technology Transfer
Unit 5; Political economy of International Trade: Washington Consensus, Liberalisation of word trade,

Unit 6: Foreign Direct Investment (FDI) Definition, theories of FDI, classifications, benefits and arguments against FDI. Cases Studies: FDI flights in the world, Trends of FDI in India.

Unit 7:	Multinational Corporations: Conceptual framework of MNCs; MNCs and host and home country relations;
Unit 8:	Technology transfers: importance and types, the global service Economy. Case Studies: Indian Service Trade in post-liberalised environment.

Block 3: Global Monetary Environment, IMF, FEMA, UN and NGOs

Unit 9:	Global monetary environment: International monetary and financial systems.
Unit 10:	IMF, SOR, World Bank, SAPs (Structural Adjustment Programme) and its impact on developing nations. Case Studies: ADB (, FEMA (Foreign Exchange Management Act)- India, war economy and post war economy.
Unit 11:	International Organizations and development institutions - Wars, power blocs, peace and genesis of international organizations; Economic systems, political systems- Trade blocs, political economy of economic integration;
Unit 12:	United Nations, UN allied organizations, IGOs, , NGOs and its implications on international Business;

Block 4: Trade Development, GSTP, Regional Economic Co-operation, and Free Trade Agreement

Unit 13:	Trade Development Institutions: GATT/WTO, UNCTAD, UNDP,
Unit 14:	Generalised system of preferences, GSTP; International commodity agreements WEF, !LO, UNEP, UNDP etc., Case Studies: Indian garments to US and Europe under GSTP.
Unit 15:	Regional Economic Co-operation: Types and rationale of regional economic groups; Theory of customs union; EU, EFTA, EMU, ECB; G8, GlS, G77, OECD, WEF, Paris club, Beijing club; .
Unit 16:	Free Trade Agreements: NAFTA, ASEAN, SAFTA and other groupings;

Block 5: Emerging Economies, Ecological and Labour Issues.

Unit17:	Emerging economies and blocs: BRICS+M, Chindia, MERCOSUR, ANDEAN, OAU., Case Studies Contemporary issues in International Business:
Unit 18:	Ecological issues; Ethical and CSR of international firm,
Unit 19:	Labour issues in international business, ge Introduction to Organisational Behaviour: Meanir

The Changing Context of Organisations, Globalisation and Concerns of OB

Positive Perspective: Categories of Positive Approach, Positive Thinking and Intervention with Positive Approach

The Attribution Process - Internality and Optimism: Internality and Externality, Consequence of Internality, Developing Internality, Optimism, Rumination and Flow.

Programme Project Report

Masters in Commerce (M.COM) Distance Mode

The CDOL has developed an innovative programme **Master of Commerce (M.Com)** with emphasis on Finance, Marketing and Human Resources. The basic objectives of the programme are to prepare the students with necessary conceptual, entrepreneurial and analytical skills required for handling modern and technical business operations at both national and international levels.

Objectives of the Programme

The programme aims to achieve the following objectives:

- To provide an opportunity to get a M.Com degree to those who find it too difficult or even impossible to pursue regular M.Com course at a University either due to their job commitments or certain other circumstances.
- To help the learners, study at their own pace, and from their own chosen place.
- To provide adequate basic understanding about business and commerce among the students.
- To develop skills in matters related to commerce.
- To create an additional avenue of self-employment and also to benefit various financial/commercial/business institutions by providing them with suitable qualified persons.
- To develop Information Technology skills in the students, which now a day is essential in business and commerce.

Target Population

This programme is intended for professionals who want to upgrade their skill in finance ,marketing and in human resource in a self-paced manner and primarily for12t +3 pass holders pursing their career in MNCs and in the Private Sector Banks.

Eligibility

Senior Secondary school Certificate and gradution mark certificate (12th+3) or equivalent from a recognized board and unversity

Instructional Design

Duration of the Programme

Minimum duration of the Programme: 2 (Two) Year
Maximum duration of the Programme: 5 (Five) Year

Programme Fee

Previous Year	Rs. 10,000/-
Final Year	Rs. 10,000/-

Instructional Delivery Mechanisms

The Masters in Commerce programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme In-charge/Coordinator, and Counselors etc. The Masters in Commerce programme is based on the multimedia approach, which

includes self-learning print material, audio/video programmes, assignments, counseling sessions and practical.

Print Material

The print material is in the form of self-explanatory course material for theory and practical components of the programme. It is supplied to each student in the form of blocks. The Masters in Commerce programme is divided into units. Normally each subject/paper consists of 4-5 units of print material. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counseling and laboratory session at the study centre.

Assignments

Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weightage while about 70% weightage is given to the Term end Examination.

There is one assignment (30 marks) for each course; therefore, the student is required to do 5 assignments in order to complete the certificate programme. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme/Study Centre.

The assignments are compulsory components and it will be necessary to submit the theory assignment of all courses at your programme centre on or before the due date of submission. **In case the student is unable to submit the assignments by the due date/secure the pass marks in assignment(s), he/she will have to submit the assignments again by paying the prescribed fees.** Also he/she will have to wait for the assignment schedule meant for the next batch of students and then submit.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Programme/Study Centre so that the required correction can be made.

Counselling Sessions

Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments, practical work and the project work will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of Master In Commerce

(M.COM) programme. The counseling time for each theory course will consist of **7 sessions of 2 hours each**.

Procedure for admissions, curriculum transaction and evaluation

The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, you are required to fulfill the following conditions:

- You should have opted and pursued the prescribed course
- You should have submitted the examination form in time

In case you have not been able to appear in the examination in certain papers or could not clear certain papers, you can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper and Rs. 500/- per practical.

Examination Date sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance

Examination Forms

It is a pre-requisite to submit the Examination Form for taking an examination in any course. The forms pertaining to Term-end Examination, Admit Card and Student's Record Card are provided in the Programme Guide as 'Form A', 'Form B'respectively.

The filled-in examination form is to be submitted to the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025". Write 'Examination Form' on the Top of the Envelope and submit it by the last date fixed by the Centre. For submission after the last date and upto 4 weeks late fee will be charged. The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025.

After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement of examination, you may contact your Programme Centre. Even if you have not received the intimation slip or misplaced it you can take the examination by showing the proof of sending your examination form and your identity card (Student's Record Card) to the examination centre superintendent. (You are advised to carefully write your Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.)

Examination Centre

Your Study Centre is your Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at your Programme Centre only.

It is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result will be cancelled. **PROGRAMME CENTRE is the contact point for you** since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc. **While communicating with the**

Centre for Distance & Open Learning regarding examinations, please write your Roll Number, complete address and telephone number clearly. In the absence of such details, your problems may not receive due attention.

Evaluation

Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.

The internal assessment is based on theory assignments and practical/project assignment in each course, which, carry 30 marks respectively.

Curriculum and detailed syllabi of Masters in Commerce (M.COM)

Brief Course Structure

M.COM Previous Year

Course Code	Course Title	Credits	Counseling Sessions 2 Hrs. each	Marks Allotted		
				Theory	Assignment	Total
MCM-101	**Organisation Theory And Behavior**	4	7	70	30	100
MCM-102	**Business Environment**	4	7	70	30	100
MCM-103	**Managerial Economics**	4	7	70	30	100
MCM-104	**Business Statistics And Research Methodology**	4	7	70	30	100
MCM-105	**Accounting For Managerial Decesions**	4	7	70	30	100
MCM-106	**Financial Management And Control**	4	7	70	30	100
MCM-107	**Marketing Management**	4	7	70	30	100
Total		**24**	**49**	**490**	**210**	**700**

Final Year

Course Code	Course Title	Credits	Counseling Sessions 2 Hrs. each	Marks Allotted		
				Theory	Assignment	Totals
MCM-201	International Business	4	7	70	30	100
MCM-202	Corporate Accounting and Disclosure	4	7	70	30	100
MCM-203	Corporate Legal Framework	4	7	70	30	100
MCM-204	Strategic Management	4	7	70	30	100
MCM-205	Security Analysis and Portfolio Management	4	7	70	30	100
MCM-206	Advertising and Sales	4	7	70	30	100
MCM-207	Human Resource Management	4	7	70	30	100
Total		**24**	**49**	**490**	**210**	**700**

Detailed Course Structure

M.COM (Previous Year)

MCM – 101 Organization Theory and Behavior

Block 1: Overview of Organisation Behaviour

Unit 1 : Organisation Behaviour - Concept and Significance, Principles of OB
Unit 2 : Organizing - Concept, Principles, Types of Organizations.
Unit 3 : Authority, Responsibility, Delegation of Authority and Decentralization
Unit 4 : Directing, Coordinating, Controlling - Nature, Process and Tools

Block 2: Employees Attitude, Behaviour and Personality

Unit 5 : Job Attitude, Value, Perception, Ability of Employees
Unit 6 : Individual Behavior and Learning
Unit 7 : Perception
Unit 8 : Personality

Block 3: Motivation and Leadership

Unit 9   : Transactional Analysis
Unit 10 : Motivation : Meaning, Types, and Theories of Motivation
Unit 11 : Leadership-Concept, Types, Styles, Theories of Leadership

Block 4: Group Formation, Communication and Conflict

Unit 12 : Group Formation and Structure
Unit 13 : Communication
Unit 14 : Organisation Conflict: Sources, Levels, Types, Approaches and Resolution of Conflicts.

Block 5:   Organizational Development Change and Interventions

Unit 15 : Organizational Development: Concept and Levels
Unit 16 : Organizational Change: Need, Resistance, Theories of Changes
Unit 17 : Organizational Diagnosis
Unit 18 : OD Interventions

MCM 102: Business Environment

Block 1: Basics of Business Environment
Unit 1 : Business Environment : Concepts and Significance
Unit 2 : Social Responsibilities of Business
Unit 3 : Business Ethics
Unit 4 : Concept of Culture, Interface b/w Business and Culture

Block 2: Social and Cultural Environments

Unit 5 : Cross Culture Communication
Unit 6 : Social Organisation

Unit 7 : Social Stratification
Unit 8 : Social and Cultural Environment in India
Unit 9 :
Block 3: New Economic Policy and Regulation of Market

Unit 10 : Economic Planning in India
Unit 11 : Government Policies relating to Industrial Development
Unit 12 : New Economic Policy: Major thrust
Unit 13 : Regulation of Money and Capital Markets
Unit 14 :
Block 4: Regulatory Agencies and Political Environment

Unit 15 : Role of RBI, SEBI, FDI, and FEMA
Unit 16 : Public Sector Enterprises in India: Genesis, Growth, its Problems and Prospects
Unit 17 : Political Environment in India
Unit 18 : Economic Reforms: Centre – State Relationship

Block 5: Technological Environment and Consumer Protection

Unit 19 : Technological Environment
Unit 20 : Essential Commodities Acts and their Impact on business responsibility
Unit 21 : Consumer Protection Act & Consumer Disputes Redressal Agencies

MCM 103 Managerial Economics

Block 1: Basics to Managerial Economics

Unit 1 : Managerial Economics: Nature and Scope
Unit 2 : The Firm: Meaning, Objectives and types
Unit 3 : Economic Theory and Managerial Theory
Unit 4 : Managerial Economist's Responsibilities

Block 2: Introduction and Theories of Demands

Unit 5 : Demand: Concepts , law and determination of demand
Unit 6 : Elasticity of Demand- Use of Elasticity in Managerial Decisions
Unit 7 : Theory of Consumer Choice
Unit 8 : Demand Estimation & Forecasting Techniques

Block 3: Production and Cost Functions

Unit 9 : Production: Theory, Functions, Stages, Economic Scales
Unit 10 : Estimation of Production and Cost Functions
Unit 11 : Short and Long run cost functions: nature, shape and inter-relationship
Unit 12 : Law of variable proportions and return to scale

Block 4: Markets and Price Determination

Unit 13 : Market: Characteristics and Structures

Unit 14 : Structure and Barriers to Entry
Unit 15 : Price determination under different market conditions
Unit 16 : Methods of Price determination

Block 5: Business Cycle and Inflation

Unit 17 : Business Cycle: Nature and phases
Unit 18 : Theory of Business Cycles
Unit 19 : Inflation: Definition, Characteristics and types

MCM 104: Business Statistics and Research Methodology

Block 1: Introduction of Business Statistics

Unit 1 : Statistics: an overview
Unit 2 : Data: sources and processing
Unit 3 : Diagrammic and Graphic Presentation of Data
Unit 4 : Univariate Analysis: an overview of Central Tendency

Block 2: Dispersion and Probability Theories

Unit 5 : Dispersion
Unit 6 : Skewness
Unit 7 : Correlation and Regression Analysis
Unit 8 : Probability Theories & Distribution
Unit 9 : Statistical Quality Control

Block 3: Fundamental of Research & Sampling

Unit 10 : Research: meaning, objectives, types, process and significance
Unit 11 : Research problems and Plan
Unit 12 : Research Design: Need, features ad types
Unit 13 : Sampling: meaning, characteristics, types and step

Block 4: Processing and Interpretation of Data

Unit 14 : Method of Data Collection
Unit 15 : Processing and Analysis of Data
Unit 16 : Tests of Hypothesis (Parametric or standard) Statistical testing: Z tests, X^2 – test and Rank Test
Unit 17 : Interpretation and Report Writing

MCM 105: Accounting for Managerial Decisions

Block 1: Accounting Fundamental

Unit 1 : Concepts, Characteristics, and types of Accounting
Unit 2 : Introduction to Costing Accounting
Unit 3 : Introduction to Management Accounting
Unit 4 : Responsibility Accounting

Block 2: Financial Analysis

Unit 5 : Financial Statement Analysis
Unit 6 : Ratio Analysis
Unit 7 : Cash Flow Statement Analysis (AS-7)

Block 3: Cost Control

Unit 8 : Budgeting and Budgetary Control
Unit 9 : Marginal and Absorption Costing
Unit 10 : Decision Making
Unit 11 : Break Even Analysis : meaning , assumptions and practical application

Block 4: Variance Analysis and Reporting

Unit 12 : Standard Costing
Unit 13 : Reporting to Management: objectives and needs
Unit 14 : Recent Development in Accounting

MCM 106: Financial Management & Control

Block 1: Introduction of Finance Management

Unit 1 : Financial Management : Objectives, Nature, Scope, Functions
Unit 2 : Valuation of Securities
Unit 3 : Time Value of Money
Unit 4 : Risk and Return

Block 2: Cost of Capital and Structures

Unit 5 : Cost of Capital: Meaning, Importance and Measurement
Unit 6 : Short-term and Long term Debt and Debentures
Unit 7 : Share Capital & retained earnings
Unit 8 : Capital Structure: Concept, assumptions and theories

Block 3: Leverages and Investment

Unit 9 : Leverages
Unit 10 : Capital Budgeting & Capital Rationing
Unit 11 : Investment: types, evaluation and Management
Unit 12 : Return: Average, Internal and NPV

Block 4: Management of Cash, Inventory and Working Capital

Unit 13 : Management of Cash
Unit 14 : Inventory Management
Unit 15 : Management of Working Capital
Unit 16 : Dividend Decisions
Unit 17 : Account Receivable and Payable and Management

MCM 107: Marketing Management

Block 1: Fundamentals of Marketing

Unit 1 : Marketing: Nature, Scope and Importance
Unit 2 : Marketing Mix
Unit 3 : Marketing Environment
Unit 4 : Market Segmentation and Positioning

Block 2: Consumers Behaviour and Product Mix

Unit 5 : Buyer Behaviour
Unit 6 : Consume Decision making process
Unit 7 : Product: Concept and Classification, Development and Life Cycle
Unit 8 : Product Mix

Block 3: Product Pricing and Distribution

Unit 9 : Organizing and Controlling of Marketing Operation
Unit 10 : Branding, Packaging and Labeling
Unit 11 : Pricing: policy and Strategies
Unit 12 : Distribution: meaning, function, types channels

Block 4: Promotion Decisions

Unit 13 : Publicity and Public Relation
Unit 14 : Advertising: Concept and budgeting
Unit 15 : Promotion Communication
Unit 16 : Promotion Mix
Unit 17 : Emerging Issues and Developments in Marketing

M.COM (FINAL YEAR)

MCM 201 International Businesses

Block -1: Basic Concepts of International Business

Unit: 1 Basic concepts of International Business: Meaning, definition, scope of international marketing, international trade, composition and direction of exports and imports, Balance of Trade and Balance of Payments, Concepts of thrust products and thrust markets, Selectivity Committee Report 1965 and Export Policy Resolution (1970).

Unit: 2 India's Export Performance: India's export performance and prospects in the context of India's export promotion programmes undertaken since 1992.

Unit: 3 India's export promotion measures: elements of international marketing – mix in relation to India's export effort and Institutional framework for promotion of international business in the world with special reference to India's framework.

Unit: 4 Export Promotion Schemes: Duty drawback scheme, Marketing Development Assistance (MDA) Fund Scheme, Market Access Initiative (MAI) Scheme, Towns of Excellence, Generalized System of Preferences (GSP) and Status Holder Scheme relating to Export Houses.

Block -2: International Marketing Research

Unit: 5 International Marketing Research : Definition, importance, scope and developing a marketing research proposal covering: justification for it, its objectives, methodology for implementation – desk research, overseas field survey, preparation of report and follow up activities, timeframe for the project and cost estimates for the project.

Unit: 6 Conducting Marketing Research : Questionnaire design, interviewing techniques, sampling and its types, special research techniques covering product testing, test marketing and motivation research.

Unit: 7 Estimating potential: estimating market potential, product requirements and marketing practices in the overseas markets.

Unit: 8 Other Study Areas of International Marketing Research : analyzing tariffs, product life cycle, factors affecting demand for a product in a market, health foods and health regulations, market potential and market penetration.

Block -3: Business Environment

Unit: 9 Business Environment : definition, importance of study of business environment, risks in business environment and avoiding risks in business environment and identification of both internal and external environments.

Unit: 10 Economic Environment of business: economic systems and economic planning in India, Government policies – industrial policy, fiscal policy, monetary policy and EXIM policy with special emphasis on India's current foreign trade policy of 2015-2020, economic reforms, liberalization and globalization.

Unit: 11 Political and Legal Environment: political and legal environment mainly Foreign Exchange Regulation Act (FERA) 1973 and Foreign Exchange Management Act (FEMA), 1999 and Monopolies and Restrictive Trade Practices (MRTP) Act 1969 and Competition Act 2002.

Unit: 12 Social Environment and International Environment: social responsibility of business and international economic institutions – UNCTAD, International Trade Centre (ITC), World Trade Organization (WTO), World Bank, International Monetary Fund (IMF) and their importance to India.

Block -4: Selling UP International Business Step by Step

Unit: 13 Setting up Business: naming and setting up of a most suitable type of business organization, seeking various registration – PAN No. from Income Tax authorities, Importer – Exporter Code (IEC) No. From DG. Foreign Trade, Registration-cum-Membership Certificate from the concerned export promotion council and registration with the concerned VAT / Sales Tax authorities.

Unit: 14 Potential Product and Markets: identification of potential export products, markets and importers, negotiating business with the prospective buyers, selecting and appointing an agent.

Unit: 15 Export Sale Contract: all the essential elements of a export sales contract with special reference to delivery terms (Income terms) and payment terms in the contract.

Unit: 16 Export Documents: description of export documents required for exporting and preparation of documents for inspection of goods under the Quality Control and Pre-shipment Inspection Act, custom clearance, central excise clearance and shipping of goods, documents for bank and documents for claiming export incentives under various schemes.

MCM 202: Corporate Accounting & Disclosure

Block 1: Accounting for Share and Debenture

Unit: 1 Accounting for Share of Capital and buy back of equity shares
Unit: 2 Redemption of Preference Shares and issuing of Right and Bonus Shares
Unit: 3 Accounting for Debentures (issue and redemption of debentures)

Block 2: Final Accounts and Cash Flow Statement

Unit: 4 Preparations of Profit and Loss Accounts & Balance Sheet
Unit: 5: Preparation of Consolidated Balance Sheet of Subsidiary Company
Unit: 6 Preparation of Cash Flow Statement as per AS-7

Block 3: Accounting for C corporate Merger and Acquisition

Unit: 7 Valuation of Goodwill
Unit: 8 Valuations of Shares

Unit: 9 Amalgamations of Companies
Unit: 10: Reconstruction of a Company: External and Internal

Block 4: Corporate Disclosures

Unit: 11: Corporate Disclosures: objectives and requirements as per Company Act 2013
Unit: 12: Relevant Accounting Standards
Unit: 13 Voluntary Disclosures: Value Added Statement, Economic Value Added

Block 5: Human Resource/Corporate Social/Environmental Accounting and Reporting

Unit: 14 Human Resource Accounting
Unit: 15 Corporate Social Accounting and Reporting
Unit: 16 Environmental Accounting and Reporting
Unit: 17 Corporate Governance Reporting and Recent Development

MCM 203: Corporate Legal Frameworks

Block 1 : Companies Act 2013

Unit 1 :   Definitions and Types of Companies.
Unit 2 :   Memorandum of Association and Articles of Association.
Unit 3 :   Prospectus, Share Capital and Membership.

Block 2 : Company Meetings, Winding UP & Dissolution

Unit 4 :   Company Meetings and Resolutions.
Unit 5 :   Majority Powers and Minority Right; Prevention of Oppression and Mismanagement.
Unit 6 :   Winding up and Dissolution of Companies.

Block 3 : Foreign Exchange and Consumer Protection Act, 1986

Unit 7 :   Consumer   Protection   Act,   1986   –   Salient   Features,   aims objectives and Rights of Consumer.
Unit 8 :   Meaning of Consumer, Goods, Services, Defect, Deficiency, Complaint, Complainant and Procedure of Lodging a Complaint.
Unit 9   :   Consumer Protection Council and Grievances Redressal Machinery.

Block 4: Security Exchange Board of India 1992

Unit 10   :   SEBI Act, 1992 – Organizational and objectives of SEBI.
Unit 11   :   Powers of SEBI under Securities Contract Regulations Act, 1956.
Unit 12   :   Role of SEBI in controlling the Securities Markets.

Block 5: FEMA, MRTP, TRIPS AND TRIMS

Unit 13 : Foreign Exchange Management Act -2000: definition, regulation and management
Unit 14 : MRTP Act 1969: monopolistic, restrictive and unfair trade practice.
Unit 15 : WTO: Regulatory framework of WTO, Principles and Charters
Unit 16 : TRIPS AND TRIMS

MCM 204: Strategic Management

Block 1: Introduction to Strategic Management

Unit 1 : Strategic Management: Concept, Characteristic and Process
Unit 2 : Strategy Formulation
Unit 3 : Environmental Appraisal
Unit 4 : Strategic Guide Lines
Unit 5 :
Block 2: Strategic Analysis and Cost

Unit 6 : Strategic Analysis and Choice
Unit 7 : Distinctive Competitiveness: Selection of Matrix
Unit 8 : Budgets/Cost
Unit 9 : Strategy Implementation
Unit 10 :
Block 3: Behavioral Issues and Social Responsibility

Unit 11 : Organisation Structure
Unit 12 : Behavioral Issues
Unit 13 : Social Responsibility
Unit 14 : Functional Issues
Unit 15 :
Block 4: New Model and E-Commerce

Unit 16 : New Business Model
Unit 17 : E-Commerce Environment
Unit 18 : Organizational Capability Profile
Unit 19 : Corporate Portfolio Analysis

MCM – 205: Security Analysis & Portfolio Management

Block 1: An overview of Investment

Unit 1 : Nature and Scope of Investment Analysis
Unit 2 : Approaches to Investment Analysis
Unit 3 : Concept of Return and Risk
Unit 4 : Security and Risk Analysis

Block 2: Securities Market in India

Unit 5 : Functions and methods selling securities in Primary and Secondary Market
Unit 6 : Broker: importance, types and role
Unit 7 : Trading mechanism and listing of securities in stock exchange

Block 3: Analysis for Equity Investment

Unit 8 : Depository Act – 1996: need and role
Unit 9 : Valuation of Securities : bonds, debentures, preference and equity shares
Unit 10 : Fundamental Analysis : trends, indicator, indices and moving average
Unit 11 : Technical Analysis
Unit 12 : Efficient market Hypothesis: weak, semi – strong and strong market and its testing

Block 4: Portfolio Theory

Unit 13 : Portfolio Analysis : Estimating rate of return and Standard deviation of Portfolio

Unit 14 : Effect of combination of Securities
Unit 15 : Capital Market Theory
Unit 16 : Portfolio Performance Evaluation

MCM 206:   Advertising and Sales Management

Block 1: Advertising: Basics and Tools

Unit 1 : Advertising – Definition, advertising as a tool of marketing, advertising effects-economic and social.
Unit 2 : Advertising and consumer behaviour
Unit 3 : Advertising objectives and advertising scene in India
Unit 4 : Advertising budgets.

Block 2: Message Design and Development

Unit 5 : Media concepts and characteristics, print media, broadcasting media, non media advertising
Unit 6 : Media Planning and Scheduling
Unit 7 : Media selection decisions
Unit 8 : Message design, copy development, types of appeal, copy testing

Block 3: Measuring Advertising and Techniques

Unit 9 : Measuring advertising effectiveness definitions and techniques
Unit 10 : Managing advertising agency, client relationship
Unit 11 : Techniques for testing advertising effectiveness
Unit 12 : Advertising promotional scene in India

Block 4: Selling Fundamentals and Management

Unit 13 : Selling – concept and objectives, functions of sales management
Unit 14 : Fundamentals of selling's selling process, salesmanship, and product and customer knowledge
Unit 15 : Sales Planning – importance and types, sales planning process, forecasting, budget and quotas
Unit 16 : Sales Force Management: Planning for recruitment, selection, training, motivation, placement compensation, sales meeting and contests.

MCM 207: Human Resource Management

Block 1: Introduction of HRM

Unit 1 :   HRM: concepts, scope and functions
Unit 2 :   Organised the personnel function
Unit 3 :   Personnel Policies: Meaning, types and process

Block 2: Procurement of the Personnel

Unit 4 :   Human Resource Planning: concept, objectives and process
Unit 5 :   Recruitment: meaning and sources
Unit 6 :   Training: Concept and Objectives

Block 3: Planning and Development

Unit 7 :   Development: Principles and Methods
Unit 8 :   Human Resource Development
Unit 9 :   Career Planning and Development
Unit 10 : Mobility: Internal and External
Unit 11 : Techniques of Management

Block 4: Employees Compensation and Benefits

Unit 12:   Wage and Salary administration: Concept and Objectives
Unit 13:   Job Evaluation: Meaning, objectives and methods
Unit 14:   Wage Payment: methods and types
Unit 15:   Benefits: concept, coverage, objectives and types
Unit 16:   Coverage's: concepts, objectives and types

Programme Project Report

Master of Education (M.Ed.) Distance Mode Programme

1. Introduction

Master of Education (M.Ed.) Programme is proposed and designed by keeping in view the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a profession degree in teacher education at master level. This programme is a judicious blend of both theoretical and practical courses throughout the academic years to prepare and strengthen the teaching professional in the field of teacher education. Its main thrust is to prepare competent teacher educators/professional both at college and university levels. The two years M.Ed. distance mode programme is designed in accordance with the National Council for Teacher Education (NCTE) guidelines for aspirants who wish to upgrade their knowledge in self paced manner to enhance their professional qualification to broaden their job opportunities.

2. Objectives of the Programme

The programme aims to achieve the following objectives

- To systematize experience and strengthen the teaching competencies.
- To acquire knowledge and develop understanding of various methods and approaches of teaching.
- To help teacher educators in understanding the nature of the learners and the learning process.
- To develop skills involved in dealing with the academic and personal problems of the learners.
- To understand the various procedures and techniques of evaluation at higher level.

3. Procedures of Admission, Evaluation and other details

Admission to this programme will be provided to the eligible candidates as per norms of CDOL, Jamia Millia Islamia.

The curriculum will be transacted though the Print Self Learning Materials (SLMs) and Face to Face Counselling Session supplimented by audio-video programme.

The duration of the programme for successful completion is minimum two years and maximum five years.

The programme will be transacted through the CDOL, JMI as well as NCTE approved Study Centres across the country strictly as per the NCTE norms and standard. All the study centres where the programme will be offered have qualifed and trained teacher educators and required staffs to facilitate learner centric qualitiful teaching learnings as per prescribed curriculum of the aforesaid programme.

Counselling sessions will be held at the study centre normally on weekends within the general academic scheduled of the Programme. Five counselling sessions are organized in all theory courses seperatly. The counselling duration will be of 2 hours in each of the five sessions. Besides, couselling sessions, there are other compulsory teaching-learning activities like workshops as well as teaching practices.

The evaluation of the admitted students to this programme will be done on the basis of their assignments (30% weightage in the curriculum), performance in the annual examination (70% weightage in the curriculum) as well as in the workshop and teaching practice by the competent teacher educators.

Annual examination will be the major component of the evaluation system and it carries 70% weightage in a final result.

Generally the study centres happens to be the examination centre but in some cases where examination centres are alloted at some other places/institutions by giving the prior information to the appearing students.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centres approximately 1 month in advance.

All the CDOL, JMI study centres offering M.Ed. (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme will be Rs. 30,000 (thirty thousand) payble in two equal annual instalments in both the academic years of the programme.

Quality assurance mechanism and expected programme outcomes will be analysed strictly on the NCTE Parameters/guidelines by the CDOL, Jamia Millia Islamia annualy.

<div align="center">**Programme Project Report**</div>

Post Graduate Diploma in Computer Applications (PGDCA)

Introduction of the Programme

Advanced Computer knowledge and skills are critical for maximizing efficiency in the modern workplace. The networked computer is both an integral component of business and an empowering tool for the individual. This course provides a foundation in understanding the technology, architecture, and applications of information technology. It surveys the evolution of the networked computer system, PC and networking hardware and support issues, operating systems, and database management systems, as well as fundamentals of wide and local area networks. Also covered are the fundamentals of procedural programming languages. This course teaches how to get up and get going with the business applications commonly used in the workplace today.

Objectives of the Programme

The programme aims to achieve the following objectives:

- To understand terms and concepts used in IT.
- To understand design of computer and how it works.
- To distinguish between different types of operating systems.
- To learn effective use of office tools.
- To explain why databases are important in user productivity.
- To explain the need for local and wide area networks.
- To understand the usage of Internet /WWW/E-mail.

Target Population

This programme is intended for students who have completed graduation, and want to pursue their career in the Computer Applications.

Eligibility

Minimum qualification required for admission in PGDCA programme is Graduation from a recognized University.

The process of admission is carried out as per the Jamia rules.

Instructional Design

Duration of the Programme

The programme can be completed in a minimum period of 1 academic year and up to a maximum period of 3 academic years (inclusive of the year of admission).

Programme Fees

The one semester programme fee is **Rs. 10,000/-.** The fees is payable in **one instalment in advance,** on or before the date fixed by the University. The fee structure will be published in the prospectus.

Medium of Counselling

Medium of instructions is English/Hindi or urdu. However, the SLM will be available in English only.

Instructional Delivery Mechanisms

The PGDCA programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counsellors etc. The PGDCA programme in computer is based on the multimedia approach, which includes self-learning print material, audio/video programmes, assignments, counselling sessions and practical.

Print Material

The print material is in the form of self-explanatory course material for theory and practical components of the programme. It is supplied to each student in the form of blocks. Each course of PGDCA programme is divided into units. Normally each subject/paper consists of 4-6 units of print material. These are supplied by the CDOL to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counselling and laboratory session at the study centre.

Assignments

Assignments constitute the continuous evaluations system. The submission of assignments is compulsory. Assignments of a course carry approx. 30% weight age while about 70% weight age is given to the Term-end examinations. **There will be one assignment of 30 marks for each course**; therefore, the student is required to do 5 assignments in order to complete the Diploma programme. The assignments are designed in such a way as to help students concentrate mainly on the printed course material.

The assignments are compulsory components and students are required to submit all the assignments, in order to appear for the semester examination.

Counselling Sessions

Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The

counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments, practical work and the project work will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of Post PGDCA programme, which will be of **4 credits each.** The counselling time for each theory course will consist of **8sessions of 2 hours each**

Procedure for Admissions, Curriculum Transaction and Evaluation

The University conducts Term-End Examinations once a year. To be eligible to appear in the term-end examination in any course, students are required to fulfill the following conditions:

- A student should have opted and pursued the prescribed course
- A student should have submitted the examination form in time

Examination Date sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme centres approximately 1 month in advance.

Examination Forms

It is a pre-requisite to submit the Examination Form for taking an examination in any course.

Examination Centre

A students Study Centre is its Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at the Study Centre only.

Evaluation

Term-end examination is another component of the evaluation system. The term-end examination carries about 70% weight age in each theory paper and 40% in each Practical/Project Viva Voce.

The internal assessment is based on theory assignments and practical/project assignment in each course, which, carry 30, 60, marks respectively.

Details of Laboratory Support Required for the Programme

Practical's will be held at the Study Centre/Programme Centre identified by the CDOL.

The practical activities will be organized during vacations and/or convenient time. These include the intensive face-to-face interaction to develop skills and competencies and will be organized at the programme centre or at any other suitable place. The students will have to do practical activities required for the development of professional skills and competencies in the field.

The practical work will be of 100 marks (practical examination of 40 marks and Internal Assessment of 60 marks) for all the practical courses. The counselling time for each practical course will consist of 5 sessions of 2 ½ hours of 4 credits each.

Curriculum and Detailed Syllabi of PGDCA

Course Code	Course Name	Credits	Counselling Sessions 2hrs Theory 2½ hrs Practical	Evaluation Scheme		Term End Examination	Total Marks
				Theory IA	Practical IA		
DCA101	Computer Fundamentals	4	5	30	-	70	100
DCA102	Programming in C	4	5	30	-	70	100
DCA103	Applied Operating Systems	4	5	30	-	70	100
DCA104	Network Technologies	4	5	30	-	70	100
DCA105	Introduction to DBMS and ORACLE	4	5	30	-	70	100
DCA106	Data Structures and Program Design	4	5	30	-	70	100
DCA107	Object Oriented Programming	4	5	30	-	70	100
DCA108	E-Commerce	4	5	30	-	70	100
DCA109	Multimedia Applications	4	5	30	-	70	100
DCA110	Lab-I : (PC Packages+DBMS)	4	5	-	60	40	100
DCA111	Lab-II : (C+AOS)	4	5	-	60	40	100
DCA112	Lab-III : (Data Structures + OOP)	4	5		60	40	100
DCA113	Lab-IV : (MA+E-Com)	4	5	-	60	40	100
DCA114	Project	4	5		60	40	100
		-	-	270	300	480	1400

Programme Project Report

Post Graduate Diploma in Geoinformatics (PGDGI)

Geoinformatics is a science which deals with acquiring and analyzing the remotely sensed data of geosciences and related branches of engineering. Geoinformatics is a multidisciplinary branch of remote sensing which aims at analyzing geospatial data and modeling, information system design, human computer interaction and both wired and wireless networking technologies. Geoinformatic technologies include geographic information systems (GPS) and remote sensing.

Objectives of the Programme

The Post Graduate Diploma in Geoinformatics (PGDGI) programmes offered by the Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi aims to upgrade the theoretical knowledge and practical skills in the field of Remote Sensing and GIS/GPS applications. Today the applications of such technologies offer tremendous job opportunity in India and abroad.

The trained person are absorbed in Urban Planning, Rural Development, Infrastructure Development such as Power, Irrigation, Roads, Railways, Waterways departments and other government offices. This technology is being used by transporters, defense and law enforcing agencies on the one hand and by soil scientists, agriculture scientists, marine engineers, environmentalists and many NGOs on the other. In India, more than 500 companies are providing employment in the field of Geoinformatics.

Target population

This programme is beneficial for people from natural sciences and even engineering.Geoinformatics uses geocomputation for analyzing geoinformation. Many fields benefit from geoinformatics including the development of in car navigation systems, automatic vehicle location systems, transportation planning and engineering, environmental modelling and analysis, urban planning, telecommunications, agriculture, water resources, forestry, farming and public health to name just a few.

Enormous job potential for those specializing in Geoinformatics is seen in public, private sector companies, industries and municipal administrations.

Eligibility

Candidates applying for admission to the Post Graduate Diploma in Geoinformatics (PGDGI) should have:

A Bachelor's Degree (10+2+3) in any discipline or higher from a recognized university with a minimum of 45% marks at Graduation level will be eligible for the programme.

Duration of the Programme

The minimum period required to complete the Post Graduate Diploma in Geoinformatics (PGDGI) is 1 academic year. However, the maximum period allowed for completion of the programme will be 3 academic years including the year of admission.

Programme Fees

The programme fee is **Rs. 36,200/-.** The fees is payable **in advance** on or before the date fixed by the University. The fees may be paid in two installments (Ist instalment Rs.20,200/- at the time of admission and 2nd instalment Rs 16000/- in the month of January).

Instructional Design

For both the Post Graduate Diploma in Geoinformatics-(PGDGI) programme delivery system includes multi-media approach i.e. self instructional study material, audio and video programmes, assignments, counselling, sessional work and laboratory activities will be carried out at the Programme Centre duly approved by the Centre for Distance and Open Learning. Practicals shall be carried out as per the course material in the syllabus.

Print Material

The printed study material will be supplied for both theory and practical courses of the programme. The theory courses materials are supplied to the student in the form of 'Blocks' and Units. Each course has a code number.. A research project will be carried out during the last three months of the programme.

Audio and Video Programmes

The Audio and Video programmes are meant for further clarification and enhancement of understanding. These are used during counselling and laboratory sessions at programme centres. Besides, the video programmes will be telecast on the national network also as and when they are ready.

Assignments

Assignments constitute the continuous evaluation system. The submission of assignments is compulsory. Assignments of the course carry approx.30% weightage while about 70% weightage is given to the Term- End Examinations. The Practical record will carry 70% marks and the viva-voce 30% marks for in each practical.

The internal assessment is based on one assignment in each theory paper. Each assignment carries 30 marks. The file for all the three practical courses will be prepared which will be placed before the "external examiner" for evaluation at the time of final examination.

The assignments will be returned to you by the evaluators/counsellors with their comments and marks. The comments will guide you in your study and help you in improving your performance. The assignments are designed in such a way as to help you concentrate mainly on the printed course material, however, if you have easy access to other books, you may make use of them. The assignments will be changed every year, so that any candidate submitting previous year's assignments does not give a copied version of a successful student's assignments.

The Center for Distance and Open Learning/Coordinator of the Programme Centre has the right not to accept the assignments submitted after the due date. A margin of maximum 15 days may be given to submit the two assignments of the courses from the last date of

counseling session of that course. You are therefore advised to submit the assignments before or on the due date. For your own record, retain a copy of all the assignment responses which you submit to the coordinator, also maintain an account of the corrected assignment responses received by you after the evaluation. For late submission of assignments late fee will be charged.

If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in .the evaluated assignments should be brought to the notice of the coordinator of the Programme Centre so that the required correction can be made.

Counselling Sessions

Generally the counselling session will be held at the Programme Centres on Saturdays, Sundays and long holidays within the general schedule of the programme. The Coordinator/Programme Incharge at the programme centre will decide on the coverage of these sessions (Theory). The Programme Centre Coordinator/Programme Incharge will also provide the counseling schedule. The counselling session will include clarifications required by the learner after he/she has gone through the print material and audio/video programmes through active interaction with the students. Counselling for all the theory papers will be completed in 9 months.

During the last three months, students will work on the project. The project guides/counsellors deputed for project will assign the project to the students. Students will be divided in groups of 5 each to carry out the project work.

The counselling for each theory course will be conducted in 10 sessions (each session of 2 hours) and 8 sessions of 3 hours each is allotted for a practical course.

Conduct of Practical's

The Practical will be organized during vacations and/or convenient time. These include the intensive face-to-face interaction to develop skills and competencies and will be organized at the programme center or at any other suitable place. The student will have to do practical required for the development of professional skills and competencies in the field.

Curriculum and detailed syllabi

Project Work - DGI-109

Project Guide Counsellers will assign the project work to the students in groups. The programme centre will notify the schedule. Students will have to contact their project guide for the project file and subsequently start their work on the project. Report on the project is to be submitted by the students before the commencement of viva–voce to their respective project guide/counsellers. Assessment of the project will be based on the report and viva-voce

DGI-109: Project Work

Project Guide Counsellers will assign the project work to the students in groups. The programme centre will notify the schedule. Students will have to contact their project guide for the project file and subsequently start their work on the project. Report on the project is to be submitted by the students before the commencement of viva–voce to their respective project guide/counsellers. Assessment of the project will be based on the report and viva-voce.

The students of PGDGI have to follow these instructions in respect of preparation of their Project Report:

- Students will be divided into groups of two. Each group will have an internal supervisor from the Programme Centre and an external supervisor allotted from CDOL.
- Synopsis should be prepared by the students with the help of his/her internal supervisor at the Programme Centre.
- This synopsis has to be approved by the External Supervisor/ Centre for Distance & Open Learning, Jamia Millia Islamia.
- Each group will keep in touch with the supervisors during the project work.
- Project Report should be submitted on or before the date mentioned by the CDOL.
- This Report will be submitted at the CDOL office & then the viva voce will be held.

As far as the format for the report, students are advised to peruse specimen copies of earlier reports in the office of CDOL

Study and Evaluation Scheme of Post Graduate Diploma in Geoinformatics

S. No.	Theory (Code No.)	Practical (Code No.)	Course Title	Credit	Counselling Session		Evaluation Scheme				Total
							Assignment		Term End		
					Theory	Practical	Th		Th	Pr	
1.	DGI-101	-	Fundamentals of Remote Sensing and GPS	4	10	-	30	-	70	-	100
2.	DGI-102	-	Image Interpretation & Processing	4	10	-	30	-	70	-	100
3.	DGI-103	-	Geographical Information System	4	10	-	30	-	70	-	100
4.	DGI-104	-	Cartography	4	10	-	30	-	70	-	100
5.	DGI-105	-	Thematic Applications of Remote Sensing and GIS	4	10	-	30	-	70	-	100
6.	-	DGI-106	Remote Sensing & Image Interpretation	4		8	-	70	-	30	100
7.	-	DGI-107	Cartography, Geographic Information System & Global Positioning System	4	-	8	-	70	-	30	100
8.	-	DGI-108	Digital Image Processing	4	-	8	-	70	-	30	100
9.	-	DGI-109	Project-work	8	-	8		150	-	50	200
Total				44	50	32	150	360	350	140	1000

DGI 101 Fundamentals of Remote Sensing and GPS

Unit I Aerial Photography:

Aerial photography — Definition, scope, advantages and limitations; Flight planning; Elements of photographic system — Aerial cameras and films; Procurement of aerial photographs in India.

Unit II: Basic Photogrammetry

Types of aerial photographs; Geometry of vertical aerial photographs; Stereoscopy and stereoscopic parallax; Aerial Mosaic; Control extension and aerial triangulion; Digital photogrammetry; Photogrammetric mapping and mapping accuracy.

Unit III: Principal of Remote Sensing — I

Definition, types and scope of remote sensing; Stages in remote sensing data acquisition; Electromagnetic radiation (EMR) and electromagnetic spectrum (EMS); Radiation laws; Interaction of EMR with the atmosphere and Earth's surface features.

Unit IV: Principal of Remote Sensing — II

Types and salient characteristics of remote sensing platforms; Sensors: Types and operating principles; Sensor resolutions; Remote sensing data products; Principles of Thermal, Microwave and Hyper — spectral remote sensing; Application of Thermal, Microwave and Hyper — spectral data sets.

Unit V: Global Positioning System

Introduction to Global positioning System; GPS satellite constellations; GPS Segments : Modes of measurements and post processing of data; GPS signals and codes; GPS Antennas; Errors & Accuracy in GPS measurements; Applications of GPS.

DGI 102 IMAGE INTERPRETATIONS & PROCESSING

Unit 1 Basic Mathematics & Statistics

Introduction to Vectors and Matrices, Row and column ordering, transposition and conjugate rules, inverse of a matrix, rank of matrix, matrix addition, subtraction and multiplication. Introduction to statistics, data; graphical presentation of data; numerical description of data. Introduction to Normal distribution, properties of normal distribution.

Unit 2 Image Interpretation

Introduction to digital image; terms and definitions; display of digital image — monochromatic color and pseudo color display; comparison of digital image with analogue image; analog to digital data conversion. Digital data formats — Band Interleaved by Pixel (BIP), Band Interleaved by Line (BIL), Band Sequential (BSQ).

Unit 3 Preprocessing

Radiometric corrections, De-stripping, correction for missing scan lines, removal of random noise, Sun Angle and topographic corrections, atmospheric corrections Geometric corrections, Systematic correction, non-systematic corrections, coordinate transformation, - Resembling and interpolation.

Unit 4 Image Enhancement

Contrast stretching — linear and non-linear, histogram equalization, histogram normalization, density slicing, thresholding; concept of Convolution and Image Filtering, low-pass filters, high-pass filters, edge detection. Image transformation — PCA transformation , tasselled cap (K-T) transformation, HIS color space transformation, Fourier transformation, Image Fusion.

Unit 5 Image Classification & Accuracy Assessment

Introduction to Spectral signatures, training sets, information class and spectral class. Unsupervised classification — decision rules for unsupervised classification, statistical (histogram based) clustering, K-means clustering, ISODATA clustering, RGB clustering. Supervised classification — decision rules for supervised classification, minimum distance, maximum likelihood, parallelepiped. Accuracy Assessment — sampling for accuracy assessment, ground-truth data; concept of error matrix, producer's accuracy, user's accuracy, overall accuracy, kappa coefficient; Severability analysis.

DGI 103 GEOGRAPHICAL INFORMATION SYSTEMS

Unit 1: Introduction to Computers & Operating System

Computer Architecture and Fundamentals; Basic operating system: UNIX, DOS, Windows, 2003, 2007 & 2010, NT, XP, LINUX; System configuration for GIS software; GIS softwares; User interface with GIS software.

Unit 2: Data Structure and Input

Types of data structure: Spatial and Non-spatial; Vector data structure: Point, Line and Area; Raster data structure: satellite data; Advantages, Disadvantages and Uses of various data structures; Methods of data inputs in GIS domain; Scanning and Digitization of maps and Satellite images, GPS, Electronic data input; Map projections; Datum and Ellipsoids; Data registration.

Unit 3: Data Models

Spatial data models: Raster and Vector; Data models: Hierarchical, Network, Relational; Object based and Field models; Spaghetti models; Topological models; Triangulated Irregular Network (TIN) model; Conversion of Vector and Raster data; Data Models-Entity Relationship model; Concepts of data bases; Data base management system (DBMS); Layers and Coverage

Unit 4: Spatial Analysis

Spatial data analysis: Uses and Significance; Overlay Operations; Topological overlays: Polygon-in-polygon overlay, Line-in-polygon overlay, Point-in polygon overlay; Logical Operators; Buffering, Interpolation: Network and suitability analysis; Linking spatial and non-spatial data; Thematic analysis; Surface analysis; Raster/Grid analysis; Slope and Aspects: Its uses and applications; Topology building; Errors and Accuracies in GIS and their corrections.

Unit 5: Modeling in GIS

Conceptual Models; Mathematical Mode; Models of Physical and Environmental Processes; Factors and Weights analysis models; Single layer and Multi layer operations; Spatial Modeling; Geometric modeling: Calculating the distance between geographic features; Calculating area, length and perimeter; Point pattern Analysis; Surface analysis; Fuzzy Spatial Analysis; Geo-statistical Tools for Spatial Analysis; Modeling/Analysis Issues in GIS; 3D Modeling: DEM, DIM, DSM; Query in GIS: Spatial Query; Spatial Simulation Modeling; Spatial decision support system (DSS) modeling.

DGI-104 CARTOGRAPHY

Unit-I: Introduction to Cartography

Basic concept of cartography; Types and functions: Qualitative , Quantitative, General purpose, Thematic and Special purpose; Map Scale; Survey of India map series, New map policy; Digital and Analytical cartography.

Unit-II: Basics of Geodesy

Shape and size of the earth: Geoid, datum, Ellipsoid: Definition and basic concepts; Gravity field of the earth; Vertical datum: Plumb line and deflection of vertical; Geodetic coordinate; WGS-84.

Unit-III: Coordinate System and Map Projection

Coordinate system: Geographical and plane coordinate; Indian Grid system, UTM grid, BNG system; Map projection: concepts and function; Projection types and their properties: Conical, Cylindrical and Zenithal; Mercators, UTM, Polyconic, Lamberts orthomorphic, Choosing map projection.

Unit-IV: Cartographic Generalization and Symbolization

Generalization: Simplification, classification and smoothing of data; Controls of generalization; Symbolization: Symbols system; Symbol creation: Graphical, pictorial, qualitative and quantitative; international sign system; controls of symbols.

Unit-V: Map Design

Elements and controls of map design; Elements of Typography; Methods of lettering and positioning; colour and pattern.

DGI-105 THEMATIC APPLICATIONS OF REMOTE SENSING AND GIS

Unit I: Land use/ land cover Mapping & Planning

Issues in land use Planning and policy in India; Land use / land cover classification system; Residential area classification; Principle and unit of sub — division; Multi — level land use classification system; Land use change detection and monitoring.

Unit II: Remote Sensing Applications in Land use and Urban Area Analysis

Urban land use classification system; Land transformation and urban sprawl; Remote sensing and GIS in urban facilities mapping; Solid waste management using remote sensing and GIS; Site suitability analysis for Urban development; Urban Information System (UIS).

Unit III: Remote Sensing Application in Geosciences

Elements of geomorphic interpretation; Principles of geomorphologic analysis; Genetic landforms and their identification; Identification and mapping of rock types and structural elements; Applied geomorphology.

Unit IV Remote Sensing Application in Agriculture and Soil

Importance of remote sensing in agriculture; Principles and approaches of crop inventory and crop production forecasting; Kind of soil survey; soil classification as per soil taxonomy; Physiographic — soil relationship; approaches and methods of mapping; Watershed characterization; Prioritization of watershed based on SY1 model; Principles of land evaluation.

Unit V: Remote Sensing Applications in Water Resources Management

Hydrological cycle — Types of precipitation and the analysis of precipitation data; Thiessen polygon method of estimating average rainfall using GIS; Evapotranspiration; Runoff estimation using modified SCS method; Methods of estimating evapotranspiration and soil moisture; Water balance computation using Thornthwait and Mather model; Watershed management in India and the role of remote sensing and GIS in Watershed management

DGI-106: Practical-I Remote Sensing & Image Interpretation

Unit-I Aerial photography

Types of aerial photographs; border information of aerial photographs; study of black & white, black & white IR and colour IR photographs; determination of height using single vertical aerial photographs; determination photo scale; preparation of photo index; numerical problem on aerial photographs: determination of number of strips and no. of photographs; preparation of base map from aerial photographs; identification of features/objects on different band aerial photographs.

Unit-II Photogrammetry

Use of pocket stereoscope & mirror stereoscope; orientation of stereo model under mirror stereoscope; use of stereo-grams: aeolian, fluvial and coastal; use of parallax bar and determination of heights and slope.

Unit-III Interpretation of aerial photographs

Preparation of image interpretation keys; use of auxiliary information for object identification; identification of objects on stereo-pairs using elements of image interpretation; preparation of photo mosaic; preparation of land use land cover maps: different scale and different time.

Unit-IV Interpretation of remote sensing data

Study of PAN and FCC satellite imagery; study of thermal satellite data and interpretation of different objects; study of RADAR & SAR (Microwave) imagery; interpretation of physical and cultural details from different satellite imageries: (IRS, LANDSAT & SPOT).

Unit-I Fundamentals of Cartography

Lettering maps using different type style, form and size with correct positioning; Drawing of Pictorial and geometric symbols; Construction of UTM, UPS, Polyconic, Lamberts Conformal (Two Standard Parallels); Preparation of dot, choropleth and isopleths map of cultural landscape; Drawing of contours from discrete point values using different graphical and numerical methods; Mapping relative relief and slopes using different methods.

Unit-II GIS softwares and data handling, Data transformation

Graphic user interface of GIS softwares: MapInfo / AutocadMap and ArcInfo; software and hardware interface and limitations; data input: spatial and non-spatial; scanning, digitizing and; data import and export; data registration; Topology building, data editing and cleaning; geo-referencing; projection and datum; coordinate transformation; linking spatial and no-spatial data; data base creation; attribute handling.

Unit-III Data base creation & data analysis

Spatial analysis: overlay, buffer, proximity and network analysis; quarry building: site suitability analysis; creation of elevation models: contours, spot heights; 3 D modeling: digital elevation models (DEM), digital terrain models (DTM), determination of slope, aspect and height; data interpolation: point and line data; output generation; layout.

Unit-IV- Global positioning system

Familiarization of different types of (GPS) Global positioning receivers; checking of existing map coordinates using single GPS receivers; collection of ground control points using single point receivers and relative point receivers; calculation of coordinates and removal of errors in observation; transferring data from GPS receivers to PC; plotting of GCPs on image and maps.

DGI-108: Practical –III Digital Image Processing

Unit-I Image processing: Introduction

Overview of image processing softwares: ERDAS Imagine and ILWIS; import of digital data from CD; data conversion into DIP software; display of digital data in different bands; digital data formats: band interleaved by line (BIL), band sequential (BSQL) and band interleaved by pixel (BIP); display of histogram and pixel data of digital image.

Unit-II Image restoration and registration

Digital image restoration; geometric correction of digital data; different methods of geometric corrections: image to image, map to image, GCPs using key board, from GCPs files; projection transformation; re-sampling of digital data.

Unit-III Image enhancement and data preparation

Image enhancement techniques: histogram equalization and display, contrast enhancement, edge enhancement; linear non linear stretching; band rationing; image filtering: low pass and high pass filters; density slicing; image fusion; principal component analysis (PCA); sub-setting of digital data; layer stacking.

Unit-IV Image classification and indices

Image classification: unsupervised and supervised techniques; generation of attribute table and calculation of area; classification algorithm: maximum likelihood, minimum to mean distance and nearest neighborhood; training sets for image classification; ground validation of classified data; vegetation indices: vegetation index (VI), normalized differential vegetation index (NDVI); water indices: water index (WI) and normalized differential water index NDWI.

Post Graduate Diploma in Guidance and Counselling (PGDGC)

The Post Graduate Diploma in Guidance and Counselling aims to counsel and guide the young generation for defining their career path ahead. It also help to develop understanding and competencies required to counsel students especially in their adolescence. This programme consists of Six Course with five days Workshop. The programme is of special relevance to school teachers, counselors, NGO workers, and parents etc. to make the individuals aware of his /her inherent potential, interests, talent and capabilities. Different kinds of problems are prevailing in the society and these have also percolated down to children. The answer to such problems lies in the fields of counselling psychology which is not only an important branch of Psychology but, infects, deal with the application of psychological principles as well as therapeutic techniques in combination.

(i) Objectives of the Programme

The programme aims to achieve the following objectives
- To assess and diagnose the nature and intensity of day to day problems of the masses.
- To enable the learner to integrate psychological principles and therapeutic techniques as required during the Counselling Process.
- To develop the skills to establish congenial "on relationship" with the client/sufferers.
- To enable the learner to relate the circumstantial, environmental, social/organizational factors with ongoing problems.
- Have an understanding of and capacity to engage with issues relating to wider organizational and social contexts.
- To enable the learner to recognize the effectiveness of different practicing techniques in sorting out the ongoing problems.

Target Population

This programme is In order to help students particularly at the adolescent stage, a well planned guidance oriented programme organized by trained guidance personnel could become immensely useful in the education of students as it may help them explore and develop their abilities , interests and overall personality and take decisions and adjustments whenever required.

Eligibility:

Bachelor's Degree (10+2+3) with not less than 50% marks **OR** Bachelor's Degree (10+2+3) with not than 45% marks in Master's degree Examination

<center>**OR**</center>

Bachelor's Degree (10+2+3) with two year full time teaching/counselling experience on Temporary/ Permanent basis in a Primary/ Secondry School/Institution/ NGOs/Hospital recognised by Centre/State/Union Territory

(ii) Instructional Design
Duration of the Programme

The programme can be completed in a minimum period of 1 year and up to a maximum Period of 3 years (inclusive of the year of admission).

Faculty and support staff requirements:

Instructional delivery mechanisms:

The Post Graduate Diploma in Guidance and Counselling (PGDGC) programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counselors etc.

The Post Graduate Diploma in Guidance and Counselling (PGDGC) includes the multi-media approach i.e., Self-learning Print Material, Counselling Sessions, Workshop, Assignments. The project workshop activities will be carried out in the schools or guidance agencies under partial supervision while the counselling session will be held at the programme centers.

Print Material

The print material is in the form of self-explanatory course material for theory of the programme. It is supplied to each student in the form of blocks. Each course of Post Graduate Diploma in Guidance and Counselling (PGDGC) programme is divided into units. Normally each subject/paper consists of 4-5 units of print material. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counseling and workshop at the study centre.

Student supporting services systems:
Student support cell: Established at Centre for Distance and Open Learning (Head Quarter) to give supporting services to every student by way of communicating them all through SMS service alert about the Programme activities i.e., Admission dates, Counselling schedules, Assignment submission date, Workshop schedule, Examination forms / Date sheet and other notifications related to student's / Course information.

PROGRAMME CENTRE is the contact point for every respective student of study centre, since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the programme coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of their programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc.

(iii) Procedure for admissions, curriculum transaction and evaluation:

Admission Procedure:

Curriculum Transaction & Evaluation:
Detail of Course Structure:
The Post Graduate Diploma in Guidance and Counselling programme consists of five theory courses and one project work. The following are the details of the courses:

Course No.	Course Code	Course Title	Counselling Sessions	Assignment	Theory	Marks
1.	GC-I	Psychological basis of Guidance and Counselling	05	30	70	100
2.	GC-II	Essentials of Guidance And Counselling	05	30	70	100
3.	GC-III	Mental Health and Adjustment	05	30	70	100
4.	GC-IV	Career Development	05	30	70	100
5.	GC-V	Assessment and Appraisal in Guidance and Counselling	05	30	70	100
6.	GC-VI	Stress and Conflict Management	05	30	70	100
		Total	**30**			**700**

Note: The detailed course structure of PGDGC (Distance Mode) Programme is given in **APPENDIX – I**

Counselling Sessions: Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments, practical work and the project work will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of Post Graduate Diploma in Guidance and Counselling-PGDGC programme, which will be of **4 credits each.**

Evaluation

The internal assessment is based on theory <u>assignments</u> and practical/project assignment in each course, which, carry 30, 60, marks respectively.

<u>Term-end examination</u> is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.

The University conducts Term-End Examinations once a year. To the eligible candidates to appear in the term-end examination in their course, every student is required to fulfill the following conditions:
- Student should have opted and pursued the prescribed course
- Student should have submitted the examination form in time

The filled-in examination form is to be submitted at office of the "Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025", along with self addressed envelope written **'Examination Form'** on the top of the envelope and submit it by the last date fixed by the Centre**.**

For submission after the last date and up to 4 weeks late fee will be charged. The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025

After receiving the examination form from the candidate, the Admit Card will be sent 15 days before the commencement of examination. If the student does not receive the intimation slip before the commencement of examination, student may contact your Programme Centre. Even if student have not received the intimation slip or misplaced it, student can take the examination by showing the proof of sending their examination form and his/ her identity card to the examination centre superintendent.

(Students are advised to carefully write their Enrolment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of his / her result.)

In case student have not been able to appear in the examination in certain papers or could not clear certain papers, he / she can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper and Rs. 200/- per assignment.

Examination Centre
Student's Study Centre is his / her Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc would be carried out at their Programme Centre only.
It is his/her duty to check whether they are registered for the course and eligibility to appear for that examination and have deposited the required fees or not. If the candidate neglect this and appeared in the examination without being eligible for it or without depositing the required fees, student's examination will be treated as cancelled.

(iv) Details of laboratory support required for the programme, if any

Workshop:
A 5-days workshop is a part of the PGDGC (Distance Mode) Programme. **Attending this workshop and securing at least 80% attendance is compulsory for every student. In case of absence or securing less than 80% attendance, the student will not be allowed to submit his/her project.** The aim of organizing this workshop is to help the students understand and undertake the Project Work in an organized and systematic manner, enabling them to learn more and participate in the Project Work activities with greater insight and command. The entire workshop will be divided into 4 sessions each day. Some sessions will have group participation and group discussions while some activities will be carried out individually. The session will be interactive where the students will share their observations and experiences with the fellow students and the facilitator.

TABLE:- WORKSHOP SCHEDULE

Day	Session I	Session II	Session III	Session IV
1	Overview of the workshop & its importance	Introduction to the various project work activities	Planning/Preparing Guidance Programme for School.	Life Skills Issues in Students
2	Identification and Screening of Students with Special Needs	Assessment of Learning Disability	Intelligence Assessment (Any Two Tests)	
3	Aptitude and Interest Test		Depression Rating Scale	Adjustment Inventory
4	Identification of Behavioral Issues in General Classroom	Planning and Implementation of Behavior Modification Techniques	Techniques and Process of Counseling Sessions and Role Play	Career Talk
5	Psychological Report Writing, Ethical Issues and Project work Format for each Activity		Group Discussion & Valedictory	

Note: Each session will be of one and a half hour duration

(vi) Cost Estimate of the programme

Programme Fees
The programme fee is **Rs. 15,500/-** (inclusive of the examination fees)**.** The fees is payable in **one instalment in advance,** on or before the date fixed by the University.

(vii) Quality assurance mechanism and expected programme outcomes

(viii) Curriculum and detailed syllabi of Post Graduate Diploma in Guidance and Counselling (PGDGC)

Detail Course Structure

The Post Graduate Diploma in Guidance and Counselling programme consists of five theory courses and one project work. The following are the details of the courses:

Course No.	Course Code	Course Title	Assignment	Theory	Marks
1.	GC-I	Psychological basis of Guidance and Counselling	30	70	100
2.	GC-II	Essentials of Guidance And Counselling	30	70	100
3.	GC-III	Mental Health and Adjustment	30	70	100
4.	GC-IV	Career Development	30	70	100
5.	GC-V	Assessment and Appraisal in Guidance and Counselling	30	70	100
6.	GC-VI	Stress and Conflict Management	30	70	100
		Total			**700**

Note: The detailed course structure of PGDGC (Distance Mode) Programme is given in **APPENDIX – I**