

M.Com. –IV Elective Subjects

M. Com. IVth Semester

Special attention to the Students. Students are required to select any one Specialization out of four suggested below.

Optional – Specialization

Optional Group – (A) Marketing

Optional Group – (B) Management

Optional Group – (C) Banking and Insurance

Optional Group – (D) Taxation and
Accounting

Optional Group – (A) विपणन (Marketing)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – A I प्रश्नपत्र – A I	विपणन के सिद्धान्त (Principle of Marketing)	80+20	401
Paper – A II प्रश्नपत्र – A II	विज्ञापन एवं विक्रय प्रबन्ध (Advertising & Sales Management)	80+20	402
Paper – A III प्रश्नपत्र – A III	विपणन अनुसन्धान (Marketing Research)	80+20	403
Paper – A IV प्रश्नपत्र – A IV	अन्तर्राष्ट्रीय विपणन (International Marketing)	80+20	404

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Optional Group – (B) प्रबन्ध (Management)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – B I प्रश्नपत्र – B I	वित्तीय प्रबन्ध (Financial Management)	80+20	411
Paper – B II प्रश्नपत्र – B II	कार्मिक प्रबन्ध (Personnel Management)	80+20	412
Paper – B III प्रश्नपत्र – B III	उत्पादन प्रबन्ध (Production Management)	80+20	413
Paper – B IV प्रश्नपत्र – B IV	व्यूहरचना प्रबन्ध (Strategic Management)	80+20	414

Optional Group – (C) बैंकिंग एवं बीमा (Banking and Insurance)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – C I प्रश्नपत्र – C I	बैंकिंग व्यवहार (Banking Practices)	80+20	421
Paper – C II प्रश्नपत्र – C II	भारत में बैंकिंग संस्थाएँ (Banking Institution in India)	80+20	422
Paper – C III प्रश्नपत्र – C III	जीवन बीमा (Life Insurance)	80+20	423
Paper – C IV प्रश्नपत्र – C IV	सामान्य बीमा (General Insurance)	80+20	425

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Optional Group – (D) करारोपण एवं लेखांकन (Taxation and Accounting)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – D I प्रश्नपत्र – D I	भारत में प्रत्यक्ष कर (Direct Tax in India)	80+20	431
Paper – D II प्रश्नपत्र – D II	एकीकृत वस्तु एवं सेवा कर (Integrated Goods & Service Tax)	80+20	432
Paper – D III प्रश्नपत्र – D III	सेवा के क्षेत्र में लेखांकन (Accounting in Service Sector)	80+20	433
Paper – D IV प्रश्नपत्र – D IV	लेखांकन पद्धतियाँ (Accounting Methods)	80+20	434

महत्वपूर्ण नोट :

1. सत्र 2014–15 से एम. कॉम. प्रथम, द्वितीय एवं तृतीय सेमेस्टर में सभी प्रश्न-पत्र अनिवार्य होंगे। उक्त परीक्षा में वैकल्पिक प्रश्न-पत्र चयन की व्यवस्था नहीं होगी।
2. एम. कॉम. चतुर्थ सेमेस्टर में विशिष्टीकरण समूह (A), (B), (C) या (D) में से किसी भी एक वैकल्पिक समूह का चयन कर उस समूह के सभी चार प्रश्न-पत्र अनिवार्य रूप से लेने होंगे।
3. एम. कॉम. चतुर्थ सेमेस्टर में उपरोक्त विशिष्टीकरण समूह के अतिरिक्त 50 अंक की मौखिक परीक्षा तथा 50 अंक का परियोजना प्रतिवेदन (अधिकतम 50 पृष्ठों का) तैयार करना अनिवार्य होगा। यह प्रतिवेदन वाणिज्य या प्रबन्ध विषय से सम्बन्धित होगा।
4. सभी प्रश्न-पत्रों में लिखित परीक्षा 80 अंकों की तथा 20 अंकों की आन्तरिक मूल्यांकन परीक्षा होगी। आन्तरिक मूल्यांकन के अंक परीक्षार्थियों की उपस्थिति, सेमीनार, शोध एवं शैक्षणिक कार्य में भागिता, इकाईवार मूल्यांकन परीक्षा आदि के आधार पर प्रदान किये जायेंगे।
- 5- आन्तरिक परीक्षा एवं बाह्य परीक्षा में प्रश्नपत्रवार न्यूनतम उत्तीर्णांक 20% होगा। जो अध्यादेश क्रमांक 170 के प्रावधानों के अनुसार बंधनकारी होगा।

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एम.कॉम. चतुर्थ सेमेस्टर – (M.Com. Fourth Semester)

विशिष्टीकरण : (A) विपणन

Specialization : (A) Marketing

(1) विपणन के सिद्धान्त (प्रश्नपत्र – : A-प्रथम)

PRINCIPLE OF MARKETING (Paper – : A-First)

M.M. : 80

OBJECTIVE –

The Objective of this course is to facilitate understanding of the conceptual framework of marketing and its applications in decision making under various environmental constraints.

Unit – I	Introduction – Meaning, nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning – an overview.
Unit – II	Market Analysis and Selection – Marketing environment – macro and micro components and their impact of marketing decisions ; Market segmentation and positioning ; Consumer behavior ; Consumer versus organizational buyers ; Consumer decision – making process.
Unit – III	Product Decisions – Concept of a product ; Classification of products ; Major product decisions ; Product line and product mix ; Branding ; Packaging and labeling ; Product lifecycle – strategic implications ; New product development and consumer adoption process.
Unit – IV	Pricing Decisions – Factors affecting price determination ; Pricing policies and strategies ; Discounts and rebates.
Unit – V	Distribution Channels and Physical Distribution Decisions – Nature, functions, and types of distribution channels ; Distribution channel intermediaries ; Channel management decisions ; Retailing and wholesaling. Physical Distribution Management.

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(1) विज्ञापन एवं विक्रय प्रबन्ध – (प्रश्नपत्र : A – द्वितीय)

ADVERTISING & SALES MANAGEMENT (Paper : A – Second)

M.M. : 80

Unit – I	Introduction : Concept, Scope, Objectives and Functions of Advertising. Role of Advertising in marketing mix and the advertising process. Legal, ethical and social aspect of advertising.
Unit – II	Pre-launch Advertising Decision : Determination of target audience, Advertising Media and their choice. Advertising messages, Layout of advertisement and Advertising Appeal, Advertising Copy.
Unit – III	Promotional Management : Advertising Department, Role of Advertising Agencies and their Selection, Advertising Budget, Evaluation of Advertising Effectiveness.
Unit – IV	Personal Selling : Meaning and Importance of Personal Selling, - Difference between Personal Selling, Advertising and Sales Promotion. Methods and Procedure of Personal Selling.
Unit – V	Sales Management : Concept of Sales Management, Objectives and Functions of Sales Managements. Sales Organization, Management of Sales force and Sales force objectives, Sales force Recruitment :- Selection, Training, Compensation and Evaluation.

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(3) विपणन अनुसंधान (प्रश्नपत्र : A – तृतीय)

MARKETING RESEARCH (Paper : A – Third)

M.M. : 80

Unit – I	Marketing Research : An Introduction ; Marketing Decisions ; Marketing Research and Information System.
Unit – II	Marketing Research Methodology, Research Design.
Unit – III	Organization of Marketing Research. Specialised areas of application of marketing research.
Unit – IV	Specialised Techniques of Marketing Research. Motivation Research.
Unit – V	Advertising Research : Planning and Procedure, New Product Research.

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(4) अन्तर्राष्ट्रीय विपणन (प्रश्नपत्र : A – चतुर्थ)

INTERNATIONAL MARKETING (Paper : A – Fourth)

M.M. : 80

Unit – I	International Marketing ; Meaning ; Scope, benefits and difficulties of International Marketing ; International marketing and Domestic Marketing, reasons for entering International marketing. International marketing environment ; Identifying and selecting foreign market.
Unit – II	Foreign market entry mode : Product designing, standardisation Vs. Adaptation ; Branding, Packaging and Labelling.
Unit – III	Quality issues and after sales service ; International pricing ; International price quotation ; payment terms and methods of payment.
Unit – IV	Promotion of products and services abroad : International channels of distribution ; Selection and appointment of foreign sales agents. Logistic decision.
Unit – V	Export policy and practices in India, Trends in India's foreign trade, steps in starting export business ; Export finance, documentation and procedure.

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विशिष्टिकरण : (B) प्रबन्ध

Specialization : (B) Management

(1) वित्तीय प्रबन्ध (प्रश्नपत्र - : B प्रथम)

FINANCIAL MANAGEMENT (Paper : B - First)

M.M. : 80

OBJECTIVE

The objective of this course is to help students of understand the conceptual framework of financial management, and is applications under various environmental constraints.

COURSE INPUTS

Unit – I	Financial Management : Meaning, nature and scope of finance; Finance functions - investment, financing and dividend decisions. Capital Budgeting : Nature of investment decisions; Investment evaluation criteria - net present value, internal rate of return, profitability index, payback period, accounting rate of return; NPV and IRR comparison; Capital rationing; Risk analysis in capital budgeting.
Unit – II	Cost of Capital : Meaning and significance of cost of capital; Calculation of cost of debt, preference capital, equity capital and retained earnings; Combined cost of capital (weighted); Cost of equity and CAPM.
Unit – III	Operating and Financial Leverage : Measurement of leverages; Effects of operating and financial leverage on profit; Analysing alternate financial plans; Combined financial and operating leverage. Capital structure Theories : Traditional and M.M. hypotheses - without taxes and with taxes; Determining capital structure in practice.
Unit – IV	Divident Policies : Issues in dividend decisions, Walter's model, Gordon's model, M-M hypothesis, dividend and uncertainty, relevance of dividend; Dividend policy in practice; Forms of dividends; Stability in dividend policy; Corporate dividend behaviour.
Unit – V	Management of Working Capital : Meaning, significance and types of working capital; Calculating operating cycle period and estimation of working capital requirements; Financing of working capital and norms of bank finance; Sources of working capital; Factoring services; Various committee reports on bank finance; Dimensions of working capital management. Management of cash, and inventory.

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(2) सेविवर्गीय प्रबन्ध (प्रश्नपत्र : B – द्वितीय)

PERSONNEL MANAGEMENT (Paper : B – Second)

M.M. : 80

Unit – I	Concept, Definition, Importance & Objectives of Personnel Management, Historical Development of Personnel Management, Nature, scope planning, Philosophy and Principles of personnel Management and its relation with behavioural sciences.
Unit – II	Personnel policies, programmes & procedures. Personnel Department; Personnel Functions, Position of personnel Department & Organization of Personnel Management.
Unit – III	Man power planning Recruitment and Selection, Training & Development of Employees & Executives. Promotion, Demotion, Transfers, Absentecism & Turnover.
Unit – IV	Performance Appraisal and Merit Rating, Discipline. Jobevaluation Wage & Salary Administration, plans of Remuneration & Financial Rewards/Incentive payments.
Unit – V	Employees Fringe Benefits & Services - Safety, Health & Security programme and welfare. Motivation and Moral.

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(3) उत्पादन प्रबन्ध (प्रश्नपत्र : B – तृतीय)

PRODUCTION MANAGEMNT (Paper : B – Third)

M.M. : 80

Unit – I	Fundamentals of production management, Nature, Scope, Functions ; Problems, Production and Productivity organizing for production. Types of manufacturing systems.
Unit – II	Production planning, Objectives, Factors affecting Production Planning. Planning future activities, forecasting. Qualitative & Quantative forecasting Methods, longrange forecasts, project planning method (P.E.R.T. and C.P.M.) Process planning System. Techniques of process planning : Assembly charts, process charts make or buy analysis.
Unit – III	Process design, Factors affecting design Relation with types of manufacturing plant location and layout : Factors affecting location. Types of plans layout, evaluation of alternative layout.
Unit – IV	Work measurement and work standards Uses of work measurement date, procedure for work measurement. Direct work measurement. Time study, activity sampling, Indirect work measurement : Syntetic timing, Predetermined motion time system, analytical estimating. Methods analysis : Areas of application, Approaches to methods design, Tools for methods analysis, work simplification programme.
Unit – V	Production Control – Control functions : Routing Loding, Scheduling, Despatching, Follow up. Quality control & inspection : place of quality control in modern enterpriss, organisation of qualit control. Statistical quality control, inspection location for inspection, inspection procedure and records, Inspection devices.

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(4) व्यूह रचना प्रबन्ध (प्रश्नपत्र : B – चतुर्थ)

STRATEGIC MANAGEMENT (Paper : B – Fourth)

M.M. : 80

Unit – I	Concept of Strategy : Defining strategy, levels at which strategy operates; Approaches to strategic decision making; Mission and purpose, objectives and goals; Strategic business unit (SBU); Functional level strategies. Environmental Analysis and Diagnosis : Concept of environment and its components; Environment scanning and appraisal; Organisational appraisal; Strategic advantage analysis and diagnosis, SWOT analysis.
Unit – II	Strategy Formulation and Choice of Alternatives : Strategies - modernisation, diversification, integration, Merger, take-over and joint strategies; Turnaround, divestment and liquidation strategies; Process of strategic choice-industry, competitor and SWOT analysis; Factors affecting strategic choice; Generic competitive strategies- cost leadership, differentiation focus, value chain analysis, bench marking, service blue printing.
Unit – III	Functional Strategies : Marketing, production / operations and R & D plans and policies. Functional Strategies : Personnel and financial plans and policies.
Unit – IV	Strategy Implementation : Inter-relationship between formulation and implementation; Issues in strategy implementation; Resource allocation. Strategy and Structure : Structural considerations, structures for strategies; Organisational design and change.
Unit – V	Strategy Evaluation : Overview of strategic evaluation; Strategic control; Techniques of strategic evaluation and control. Global Issues in Strategic Management.

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विशिष्टीकरण : (C) बैंकिंग एवं बीमा

Specialization : (C) Banking and Insurance

(1) बैंकिंग व्यवहार – (प्रश्नपत्र : C – प्रथम)

BANKING PRACTICES (Paper : C – First)

M.M. : 80

OBJECTIVE –

This course enables the students to know the working of the Indian banking system and fundamentals of insurance.

Unit – I	Bank : Concept, Functions and Services, Prohibited Business, Nature of Banking, Qualities of Banker, Bank and Customer Relationship, Concept of Customer, general Relationship, Bankers, Rights and obligations, Termination of Relationship, E-Banking, Mobile Banking & Green Banking system.
Unit – II	Accounts of Customers : Various Customers' Accounts, Opening an account, Nomination facility, Special Types of Customers Minors, Pardanashin Women, Lunatics, Intoxicated Persons, Joint Hindu Family, Limited Companies and Non Trading Concern.
Unit – III	Employment of Bank Funds, Importance of Liquidity, Cash Reserve, Money at call and short notice, Investments, Statutory provisions regarding liquid Assets, Principles of lending, Types of loan, Interest Tax Act.
Unit – IV	Purchase/Discounting of Bills, Legal Position, Bill Market scheme, Lodgment of bills, Vaghu Working Group Report, Letters of Credit, Concept and types, Crossing and endorsements of cheque.
Unit – V	Securities for Advances : General Principles, Advances against Goods, Stock Exchange Securities, Real Estate, Life Policies, Fixed Deposits, Gold, Silver, Bond and Debenture. Lien and Mortgage, Types of mortgage, Hypothication, pledge.

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(2) भारत में बैंकिंग संस्थाएँ – (प्रश्नपत्र : C – द्वितीय)

BANKING INSTITUTION IN INDIA (Paper : C – Second)

M.M. : 80

Unit – I	Indian Banking System : Indigenous Bankers, Money Landers, Nationalization of commercial Bank and their Effects, Classification of Banking Institutions, Commercial Banks, Regional Rural Banks, Cooperative Banks.
Unit – II	Development Banking in India : IFCI, ICICI, SIDBI, Credit Guarantee Institutions; Export Credit Guarantee Corporation of India, Deposit Insurance and Credit Guarantee Corporation of India.
Unit – III	R.B.I. : Organization, function, Central Banking functions, Promotional functions, Control of credit by RBI, NBFC and RBI, Commercial Banks and RBI, Power of RBI.
Unit – IV	Banking Regulation Act 1949 : Important features, Forms of Business of a Bank, Regulation for Capital, Control over Management, Restrictions on loans and advances winding up of a Banking Company, Amalgamation of Banks.
Unit – V	Emerging trends in Banking Sector : Narasimham Committee Report, Committee on Banking Sector Reforms, Bridge Loan and Privatization of Banks and its impact.

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(3) जीवन बीमा – (प्रश्नपत्र : C – तृतीय)

LIFE INSURANCE (Paper : C – Third)

M.M. : 80

Unit – I	Life insurance : introduction , History of life insurance, Utility, Object, Characteristics and importance of life insurance, procedure of getting life insurance, non – medical insurance, Insurance of sub – standard lives, insurance of female lives and Minors.
Unit – II	Life insurance policy : Conditions and kinds of Life insurance policies, some important plans of life insurance.
Unit – III	Premium and Annuity : Elements of premium ; methods of premium computation, Natural premium plan, level premium plan, Gross and net premium, Loading mortality table – meaning, characteristics and importance in life insurance ; Kinds of mortality table. Annuity : meaning, objects, advantages and kinds of annuity, annuity Vs Life insurance.
Unit – IV	Life Insurance agent and his working, settlements of Life insurance claims. Guidelines and procedures, Organisation and management of life insurance corporation of India, working and progress.
Unit – V	Privatization of Life insurance in India, Insurance Regulatory & Development Authority Act, 1999, - powers and functions of authority.

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(4) सामान्य बीमा – (प्रश्नपत्र : C – चतुर्थ)

GENERAL INSURANCE (Paper : C – Fourth)

M.M. : 80

Unit – I	Introduction : Origin and Development of Insurance : Advantages, Importance and Functions of Insurance, Fundamental principles of Insurance – insurable interest, utmost good faith, other principles – indemnity, subrogation, contribution, mitigating of loss warranties, Proximate cause etc.
Unit – II	Classification and Re-insurance : General Principles, various methods of re-insurance, under insurance, Over-insurance, double insurance Classification and organisation of Insurance.
Unit – III	Marine Insurance : Introduction, Evolution & Development of marine insurance. Necessary elements of marine insurance contract Peril & Scope of marine insurance. Procedure of Taking out Marine Insurance Policy, kinds of Marine insurance Policies, Computation of Marine Insurance Premiums and Returns, Marine Losses – Total loss, Actual and Constructive, Partial Loss – particular average loss and general average loss, Settlements of Claims and Recoveries, Salvage and Particular Charges.
Unit – IV	Fire insurance : Physical and moral hazards, functions of fire insurance, history of fire insurance ; principles of fire insurance, meaning of fire, characteristics of fire insurance, contract rights of insurer under a fire insurance contract, procedure of fire insurance policy, fire policy conditions, settlement of claims.
Unit – V	Miscellaneous Insurance : Personal accident Insurance, Motor, employer's liability fidelity guarantee, burglary, live stock, crop. And workmen's compensation insurance, Cattle Export Risks ; Engineering ; Aircraft insurance.

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विशिष्टिकरण : (D) करारोपण एवं लेखांकन

Specialization : (D) Taxation and Accounting

(1) भारत में प्रत्यक्ष कर (प्रश्नपत्र : D – प्रथम)

DIRECT TAX IN INDIA (Paper : D – First)

M.M. : 80

Unit – I	Basic Concepts and Definitions, Residential Status and Tax incidence. Exempted Income, Deemed Income, Clubbing of Income, Deductions under Section – 80.
Unit – II	Computation of Tax Liabilities of Individual. Taxation on Agriculture Income.
Unit – III	Return of Income and Assessment, Various Types of Return, types of Assessment.
Unit – IV	Advance payment of Tax, Tax Deducted at Source, Penalties and Prosecution, Refund of Excess Payment.
Unit – V	Income Tax Authorities, Appeal and Revisions, Settlement of cases.

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विशिष्टिकरण : (D) करारोपण एवं लेखांकन

Specialization : (D) Taxation and Accounting

(2) एकीकृत वस्तु एवं सेवा कर (प्रश्नपत्र : D – द्वितीय)

**INTEGRATED GOODS AND SERVICE TAX
(Paper : D – Second)**

M.M. : 80

Unit – I	Observation & Introduction of GST Act-2017, Nature, Important Definations, Levy And Collection of Tax, Taxation And Exemption of Tax, Registration Procedure, Meaning & Probability of Supply. Assessment of Tax in GST, List of Taxfree & Taxable Goods, E Billing.
Unit – II	Electronic Commerce (E-Commerce), Job Work, Inputs Tax Credits, Concept of Input Service Distributors in GST, Procedure of Returns & Checking of Inputs Tax Credit.
Unit – III	Valuation & Checking of Accounting, Payable & Refunds, Demand & Recovery, Appeals & Amendment in GST, Advance Judicial Decisions, Composition Scheme, E Way Billing.
Unit – IV	Organisation & Administrative Structure, Settlement Commisioin, Appointment of Officer, Inspection, Searching, Confiscations (Seizure) & Arrest, Offences & Penalties, Prosecution & Compounding.
Unit – V	Observation of GST Act, Place of Services & Supply, Fronted Business Procedure on GST Portal, Miscelaneous Provisions.

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(3) सेवा के क्षेत्र में लेखांकन (प्रश्नपत्र : D – तृतीय)

Accounting in Service Sector (Paper : D – Third)

M.M. : 80

Unit – I	Accounts of Hotel Companies – Introductions, Sources of Income, Heads of Expenditures, Cash Book, Visitor's ledger, final accounts. Accounting for Transport Undertaking – Introduction – Railways, Trams and Buses, Roadways, Shipping. Preparation of Daily Log book and final accounts (Problems on roadways only)
Unit – II	Accounts for Hospitals – Introduction, preparation of final accounts, capital and revenue expenditure, OPD and IPD register. Accounts of Professional people.
Unit – III	Accounting for educational institutions – General cash book, Collection Ledger, Donors Register, Stock book Register, Salary and wages Register, Types of Govt. Grants and its accounting, Annual statement of accounts.
Unit – IV	Accounts of Co-operative Societies – Accounts of Agricultural Farms.
Unit – V	Government Accounting : Basic principles of government Accounting, Commercial Accounting Vs Government Accounting, Consolidated funds contingency fund and public Accounts.

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(4) लेखांकन पद्धतियाँ (प्रश्नपत्र : D – चतुर्थ)

Accounting Methods (Paper : D – Fourth)

M.M. : 80

Unit – I	Preparation of Accounts from incomplete records and single entry system.
Unit – II	Branch Accounts – Independent and foreign branch. Departmental accounts.
Unit – III	Lease Accounts, Social Accounting.
Unit – IV	Accounting for Price level changes. Human Resource Accounting.
Unit – V	Insolvency Accounts. (individual and firm).

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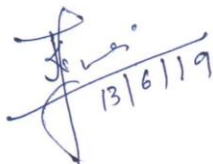
PANDIT RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR (C.G.)

MA ENGLISH (SEMESTER SYSTEM)2019-20
SCHEME OF MARKS
THIRD SEMESTER

Semester	Paper	Title	Marks		Total
			Theory	Internal	
III	I	Critical Theory – I	80	20	100
	II	Indian Writing in English – I	80	20	100
	III	American Literature – I	80	20	100
	Optional papers- IV(A) Or IV (B)	Linguistics – I Or English Language Teaching- I	80	20	100
	V (A) Or V (B)	New Literatures in English – I Or Research Methodology and Computer Application– I	80	20	100
Total					500

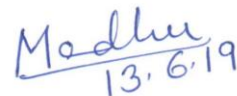
FOURTH SEMESTER

Semester	Paper	Title	Marks		Total
			Theory	Internal	
IV	I	Critical Theory – II	80	20	100
	II	Indian Writing in English – II	80	20	100
	III	American Literature – II	80	20	100
	Optional papers- IV(A) Or IV (B)	Linguistics – II Or English Language Teaching - II	80	20	100
	Optional papers V (A) Or V (B)	New Literatures in English – II Or Research Methodology and Computer Application– II	80	20	100
Total					500


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MA English
Semester III
Paper IV A
Linguistics - I

Maximum Marks 80

Unit I

Language: Definition, Characteristics of Human Language, Development of English Language (Chaucerian, Middle English, Modern English) .

Unit II

Linguistics: Definition, Objective, Branches of Linguistics: Phonetics, Phonology, Morphology, Syntax and Semantics. Linguistics and its related Disciplines.

Unit III

Phonetics: Definition, Branches: Articulatory, Acoustic and Auditory phonetics. The Organs of Speech and their Functions

Unit IV

Classification of Human Speech Sounds: Characteristics of Vowels and Consonants, Similarities and Dissimilarities between Vowels and Consonants, Phonetic Symbols (IPA)

Unit V

Classification of Vowels: On the basis of Height of the Tongue, Parts of the Tongue, Position of Soft Palate, Position of Muscles and Length.

Classification of Consonants: On the basis of Place and Manner of Articulation, Aspiration and Voicing.

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MA English
Semester III
Paper IV B
English Language Teaching - I

Maximum Marks 80

Unit I

What Language Teaching is about? Distinction between L1 and L2, Second Language Learning and Bilingualism, Second Language versus Foreign Language Learning and Acquisition.

Unit II

Language Teaching Theories, Grammar Translation or Traditional Method, Direct Method, Reading Method. The Audio-Lingual Method, The Audio-Visual Method – Features, Cognitive Theory.

Unit III

The Teaching of Segmental Features of English

The Supra Segmental Features of English

Unit IV

Audio-Visual and Supplementary Aids,

The Use of Audio-Visual Aids in Teaching, Aids supplementary to Text Books.

Unit V

Language Teaching: The Construction and Use of Language Tests, Techniques to Test the Production of Sound Segments, Techniques for Testing Intonation.

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M.A. English
Semester III
Paper V (A)
New Literatures in English-I

Maximum Marks 80

Unit I

African Culture, Religion and the World View, Colonial and Postcolonial Experiences in African and Caribbean context, the Oral Tradition, the Specificity of Caribbean Literature (Caribbean Poetry), Ethnicity, Hybridity, Creolisation.

Unit II

Kamau Brathwaite: Wings of a Dove

Derek Walcott: Crusoe's Journal

Unit III

Wole Soyinka: The Dance of the Forest

Unit IV

Ngugi Wa Thiong'O: A Grain of Wheat

Unit V

Chimamanda Ngozi Adichie: The Purple Hibiscus

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**M.A. English
Semester III
Paper V (B)
Research Methodology and Computer Application- I**

Maximum Marks 80

Unit I: Meaning and Nature of Research

What is research?
Objectives of Research
The fundamentals of Research
Characteristics of Research
Types of research
Criteria of a Good Research
Qualities of a Good Researcher

Unit II: Materials and Tools of Research

Primary and Secondary sources Books, Anthologies, Biographies, Thesauruses, Encyclopaedia, Conference, proceedings, Unpublished theses, Newspaper articles, Journals, e-journals, Monographs, Translations, Web references, Library catalogues, Literature Resource Center, Govt. publications, Special libraries, Advanced study centers, Virtual libraries, Web search engines, CDs, DVDs etc.

Unit-III: Research in Literature and Language

Literary research and research in other Disciplines
Literary research-Interpretative, Theoretical, Biographical etc
Research methods in Linguistics
Research methods in Literature
How research in language is different from research in literature
Emerging areas of research in language and literature
Use of literary and linguistic theories in research

Unit-IV: Methods and Techniques of Research

Research Methods vs. Research Methodology
Variants in Methodology
Types of methods: Statistical, Sampling, Applied, Case study,
Survey, Interpretative, Experimentation, Interviews, Questionnaire etc
Evaluation of different methods: Historic, Comparative, Descriptive, Scientific

Unit-V: Computer Basics

MS-Word: Creating, editing and formatting a document
Text entry, font, text style and alignment
Understanding page layout, page set up, header and footer, numbering pages
Formatting paragraphs with paragraph spacing, bullet and numbering
Using grammar and spell check utilities
Print preview, printing a document.
MS-Excel: Workbook, worksheets and cells
Entering data in worksheet
Editing and formatting data using formulas and function
Generating graphs using graph features.

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MA English
Semester IV
Paper IV (A)
Linguistics - II

Maximum Marks 80

Unit I

Phonology: Definition, Distinctive Features of Sounds, Allophones, Classification of English Phonemes, Suprasegmental Features: Length, Stress, Pitch, Intonation, Juncture

Unit II

Morphology: Morpheme, Morph, Allomorph, Types of Morphemes, Word Classes

Unit III

Syntax: Constituents, Immediate Constituents, Models of I C Analysis, Syntactic Devices: Word Order, Function Words and Content Words, Government, Concord.

Unit IV

Introduction to Phrase Structure Grammar, Limitations to Phrase Structure Grammar

Unit V

Semantics: Semene, Types of Meaning: Synonymy, Antonymy, Polysemy, Homonymy, Collocation, Set.

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MA English
Semester IV
Paper IV (B)
English Language Teaching - II

Maximum Marks 80

Unit I

Trends in Linguistic Theories, Beginning of Modern Linguistics, Language Varieties, Aspects of Language Study – Phonology, Grammar, Lexicology, Semantics, Discourses, Bloomfield and American Structuralism, Transformative Generative Grammar

Unit II

Teaching plan, Lesson Plan and English Teaching Methodology

Unit III

Teaching the Mechanics of Pronunciation, Vocabulary, Reading and Writing

Unit IV

Audiovisual and Supplementary Aids, Planning for a Language Laboratory, Language Laboratory System, Specific Advantages Provided by Language Laboratory

Unit V

Language Testing: Techniques to Test Production of Lexical Units, Testing Auditory Comprehension, How to Test Speaking Ability, Achievement, Diagnostic and Aptitude Testing

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M.A. English
Semester IV
Paper V (A)
New Literatures in English-II

Maximum marks 80

Unit I

Different Histories and Responses to the Landscape, Early Canadian and Australian Literature, Multiculturalism, Marginalisation, Introduction to African American Literature, Race, Class and Gender, Slave Narrative.

Unit II

Langston Hughes: Mother to Son; I, Too.

Nikki Giovanni : Quilt; Possum Crossing.

Unit III

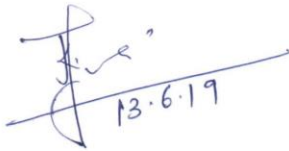
George Ryga: The Ecstasy of Rita Joe

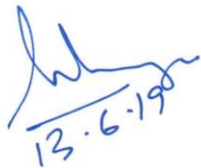
Unit IV

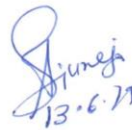
Patrick White: The Solid Mandala

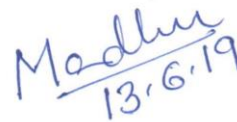
Unit V

Toni Morrison: Beloved


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M.A. English
Semester IV
Paper V (B)
Research Methodology and Computer Application- II

Maximum Marks 80

Unit-I: Steps in Research Process (A)

Choosing a topic
Formulating the Research Problem
Defining aims and objectives
Introduction to research methodology
Defining aims and objectives
Deciding the Scope and Limitations
Developing Hypothesis

Unit-II: Steps in Research Process (B)

Extensive Literature Review
Preparing research Proposal
Data Collection
Analysis/interpretation of Data
Generalization and Interpretation of Data
Preparing Chapter wise Design

Unit-III: Presentation of Research

Format of the Thesis
Language of the thesis
Logical Writing
Language and style of the thesis
Introductions and conclusions
Presentation of findings
Suggestions for future research
Writing a Short Research Paper

Unit-IV: Norms and Conventions

Quotations and Acknowledging the Sources
Footnotes and Endnotes, Citation
Arranging Bibliography
Guarding Against Plagiarism
Using Standard Style sheets

Unit-V: Computer and Internet Basics

MS-Power point: Working with basics for creating and delivering a power point presentation.
Introduction to Internet: Use of search engine
Communication on internet
Creating your e-mail address, Using e-mail facilities
Surfing the internet, downloading and printing literature using the internet.
Role of Computers and Internet in Research.

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Curriculum Framework

B.ED. TWO YEAR COURSE 2019-2021.

Curriculum Organization based on NCTE framework			
Semester I	Semester II	Semester III	Semester IV
THEORY	THEORY	THEORY	THEORY
(C) Philosophical perspectives of Education (4 credits)	(C) Sociological perspectives of Education (4 credits)	(S) Pedagogy II (4 credits)	(C S) Gender, School & Society (4 credits)
(C) Nai Talim: An Experiential Learning (4 credits)	(C) Learner & Learning Process (4 credits)	(T E) Nai Talim: Skill Based Learning (2 credits)	(T E) Assessment in Learning (4 credits)
	(E) Elective I (4 credits)		(E) Elective II (4 credits)
(S) Pedagogy I (4 credits)	(T E) Curriculum & Knowledge (2 credits)		
PRACTICUM	PRACTICUM	PRACTICUM	PRACTICUM
Preparation of Teaching Aids (2 credits) Community Activities (2 credits)	Internship (2 Weeks) (2 credits) School Experience I (2 credits) a) Observation report of school documents b) Mentor's Report. c) Micro Teaching	Internship (18 Weeks) (12 credits) Reflective Diary (2 credits) Supervisor's Assessment (2 credits)	Training in Yoga and Sports (2 Credits) Psycho-Metric Assessment (2 credits) Teaching Exam & Viva Voce on Teaching
12 + 4 = 16 Credits	14 + 4 = 18 Credits	6 + 16 = 22 Credits	12 + 4 = 18 Credits
C: Core Paper, E: Elective Paper, TE: Teacher Enrichment, CS: Contemporary Study			

PSYCHOLOGY PRACTICALS

At least 5 practical's have to be conducted. Out of which 2 is compulsory.

01. Aptitude Test in any school subject (Compulsory)
02. Case Study to measure the problematic behavior of the child (Compulsory)
03. Achievement Test in any school subject with findings difficulty level only
04. Value Test
05. Reasoning Ability Test
06. Testing Individual differences/ Intelligence Test
07. Transfer of Learning
08. Span Of Attention

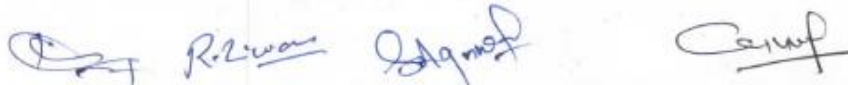
Note: "Subject" is compulsory to be present with the trainee during the annual Psychometric Practical Examination.

TEACHING PRACTICALS

During Annual Teaching Viva voce Practical Exam it is compulsory to produce all teaching related work from Semester I to III.

18 Lesson plan (9 each from Middle and High School) including 08 lesson plan is compulsory from the Nai Talim formate. (10 Lesson Plan+8 Nai Talim=18)

Note: Formate has been given at the end of the syllabus.



PAPER VI - ELECTIVE (GROUP- I)

Note: Any one elective is to be chosen from the options.

- (A) Educational and Mental Measurement.
- (B) Educational Technology And Management
- (C) Educational Administration and Management
- (D) Art Education

One elective subject to be decided by considering the following-

1. All electives must be contributing for extra capability of delivering the goods.
2. All electives should have equal difficulty level.
3. All electives should be unique in nature without being covered in any other area (of paper of B.Ed.).
4. All electives should have full bearing over the latest developments of the contemporary world.

(VI- A) EDUCATIONAL AND MENTAL MEASUREMENT**MARKS 80**

Aims of the Course:

To enable the student-teacher to understand

1. To acquaint the student teacher with the basic scientific concepts and practices in educational and mental measurement.
2. To enable the student to tabulate and find out some standard meaning from the raw scores by using statistical procedures.
3. To develop skills and competencies in the student teacher for the use of the techniques in the field.
4. To enable the student teacher to interpret the result of educational measurement.
5. To enable the student understand about various educational and mental measurement tools.

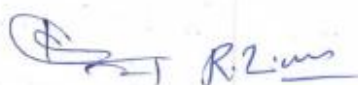
Course Outline:

UNIT- I

- Concept of measurement : testing and evaluation.
- Scales of measurement : nominal, ordinal, interval, and ratio scales.
- Discrete and continuous variables.
- Qualities of a test - reliability, validity and usability of a test: item analysis, procedures and item selection.

UNIT-II

- Educational statistics: measures of central tendency from grouped and non-grouped data.
- Measures of variability – range , quartile deviation, standard deviation.
- Graphical Representation of Data.



UNIT- III

- Techniques of test conduct
- Importance of establishment of rapport with the students, arranging the seats and distribution of questions for minimum pilgauge and copying; techniques for avoiding guessing in answering; objective scoring.

UNIT- IV

- Interpreting measurement: normal probability curve, skewness and kurtosis.
- Percentiles and percentile ranks.
- Standard scores,
- Co-efficient of correlation by Spearman's method and its interpretation.

UNIT-V

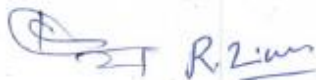
- Achievement tests : construction of standardized achievement tests.
- Types of test items.
- Measurement of intelligence: Concept of intelligence, Binet test, concept of IQ.
- Individual and group tests of intelligence:
- Aptitudes and personality tests: Use of aptitude tests - overview.
- Use of interest inventories.
- Assessment of personality: interview, self-report inventories, rating scale, projective techniques. (Note - Some basic concepts and items covered, under compulsory core courses have been dropped here to avoid repetition although these are relevant).

PRACTICUM

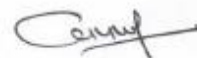
- Administration of a psychological test and interpretation of test results.
- Determination of. reliability or validity of any self made test.
- Construction of a test battery with at least five types of test items and trying out of the same on a class/group of students.

REFERENCE

1. Asthana, Biptn & Agrawal, R. N. : Mapan ewam moolyankan. Vinod Pustak Mandir, Agra.
2. Asthana, Bipin and Agrawal, R. N. : Measurement and Evaluation In Psychology and Education, Vinod Pustak Mandir, Agra
3. Bhagwan, Mahesh : Shiksha mein Mapan ewam moolyannkan, Vinod Pustak Mandir Agra
4. Lindeman, R. H. annd Merenda, P.F. : Educational Measurement, Scott foreman & Company, London,
5. Rawat, D.L. : Shaikshlk Mapan ki Naveen Rooprekha, Gaya Prasad and Sons, A9ra
6. Sharma, R.A.: Measurement and Evaluation In Education and psychology, Lyall Book Depot Merrut
7. Sharma Shiksha tatha Manovigyan nain mapan Evam moolyankan. Lyall Book Depot Merrut.
8. Verma R.S.: Shaikshik Moolyankan. Vinod Pustak Mandir. Agra.

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(VI -B) EDUCATIONAL TECHNOLOGY AND MANAGEMENT**MARKS 80****Aims of the Course:****To enable the student-teacher to understand**

1. To obtain a total perspectives of the role of technologies in modern educational practices.
2. To equip the student - teacher with his various technological applications available to him/her for improving instructional practices.
3. To help the teacher to obtain a total gender of his role of scientific management in education.
4. To provide the teacher the skills required for effective instrutional and institutional management.
5. To develop the professional skills required for guiding pupils in the three initial areas educational, penal and victual.

Course Outline:**Unit – I: Concept of Educational Technology**

- Meaning
- Nature
- Scope
- Functions
- Need for educational technology in the schools of chhattisgarh.

Unit – II: Communication Technology

- Concept
- Nature
- Process
- Principles
- Componenets
- Types
- Barriers

Allied Skills Required - Micro Teaching and other skill based techniques

Unit - III System Approach

- Concept and characteristics
- System approach , System Analysis, System Design

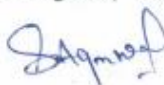
Physical Resources of an instructional System

- Concept
- Classification (Project/Non Project/hardware/software)

Hardware - Chalkboard, tape recorder, Educational radio, Educational Television, VCR, Instant Slide mker, OHP, Film Strip, Slide Projector, Epidiascope, Interactive Video, Computers, Reprographic Equipement.

Software - Scripts (Audio& Video), slides, Programs, lerning Materials, Film Strips,

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Transparencies, News Paper, Text Books, Maps etc.

Unit - IV Innovations in Educational Technology

- Video lessons and Talk Back, CAI
- Language laboratory
- Tele conferencing
- Tele-Text and Video Text
- Telephone Conferencing
- Computer Networking

Strategies - Tutorials, Seminar, Brain-Storming, Role-Play, discussion, Conference, Workshop

Unit - V Human Resources of an Educational System & Management

- Identification of the Human Resources, resources within and outside the school system

Meaning of Management in Education


- Managing curriculum, managing co-curriculum, Managing school discipline and Managing physical resources.
- Developing performance profiles of institutions

Assignments

1. Tutorial/Term paper/Symposium
2. Developing Software - Transparencies/Slides/Scripts/Scenarios
3. Workshop on handling Hardware
4. Preparation of low-cost/improvised material
5. Conducting a lesson - Using OHP/Slide projector or computer

References:

1. Brown, J.W, Lewis Ph. 7 harclerac : AV Instructional Technology: McGraw Hills, new York.
2. Davies, I.K. The Management of Learning, McGraw hills, New York.
3. Goel, D.R, Educational T V in India - Organisation and Wilization, Unpublished post doctoral Thesis, M.S. University of Baroda.
4. Jerone, P.L & Clarence, M.W.: A Guide to programmed Instruction, J. Willey & sons, New York
5. Richmond, W. Kenneth: The concept of educational Technology , A Dialogue with yourself, London,Weldenfeld and Nicols, 1970.
6. Sharma, R.A. : Technology of Teaching , Meerut, Lyall Book Depot, 1986.
7. Singh P.: Cybernetic Approach to Teaching; The progress Education, Pune, May 1984.
8. Smith K.U : Snd smith marget, F. : Cybernetic principles of learning and Evaluation, New York, Holt, Rinehart and Winston, 1966
9. Taber J.J., Glaser F4 & Schasffer, H.N: learning and programmed Instruction, Addison Waler Reading Massachuset, 1965.
10. William D.: using Mass Media in Schools, New York, Appleton century Crops 1962.

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(VI- C) EDUCATIONAL ADMINISTRATION & MANAGEMENT**MARKS 80****Aims of the Course:****To enable the student-teacher to understand**

1. To acquaint the student teachers with the concept and concerns of educational administration.
2. To develop an understanding of the role of the headmaster and the teacher in school management.
3. To enable the students to understand to concept at Importance of communication and its possible barriers in educational administration.
4. To enable the student teacher to critically analyse the administrative scenario In relation to the functioning of the other secondary schools of the area.
5. To acquaint the student teacher with the scientific practices of educational management and keep him to apply it In work situation.

Course Outline:**UNIT-I**


- Conceptual framework concept of educational administration.
- Concept of educational management human beings as inputs, process and products inputs.
- Nature, objectives and scope of educational acimistration

UNIT-II

- Role and functions of headmaster/teacher: Basic functions administration planning, organising directing and controlling.
- Maintenance of discipline, control management.
- Co-ordination and growth, development,
- Supervision and inspection, defects in the present supervision and inspection.
- Scope of educational supervision.
- Types of supervision.
- Providing guidance; leadership function,
- Crisis In management
- Decision making.

UNIT-III

- Communication in Educational Administration Role of communication in effective management and administration.

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- Methods of communication.
- Barriers of communication in educational administration.
- Overcoming barriers to communication and effective communication In educational administration..

UNIT-IV

- Management of Schools: Role of headmaster in planning of school activities, approaches to management - manpower approach, cost benefit approach, social demand approach, social justice approach.
- Involvement of other functionaries and agencies In the preparation of a plan.
- Delegation of authority and accountability.
- Role of the headmaster in monitoring, supervision and evaluation.
- Role of the headmaster in motivating the staff, in resolution of interpersonal conflicts.
- Role of the headmaster In creating resources and managing financial matters.
- Optimum use of available resources for growth and development of the school.
- Staff development programmes.
- Role of teachers in school management and administration.

UNIT-V

- Educational administration in the state : The administrative structure in the field of education in the state.
- Control of school education in the state - a critical analysis.
- Functions of the state government in relation to secondary and higher secondary schools.
- Functions of the board of secondary education in controlling secondary schools.
- Problems of secondary school administration in government schools.

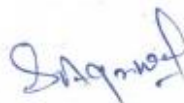
PRACTICUM

- The student-teacher is expected to conduct a study on any issue or problem relating to a school administration. The report should be in about 700 words.

REFERENCE

1. Bhatnagar, R.P. & Verma, I.B.: Educational Administration, Lyall Book Depot Meerut.
2. Bhatnagar, R.R & Agrawal, Vidya : Educational Administration, Supervision Planning and Financing. R. Lall nook Depot. Meerut.

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- Verma R.S.: Shaikshik Moolyankan. Vinod Pustak Mandir. Agra.
- CBSE Grading system

**PAPER XII
ELECTIVE GROUP- II**

Note: Any one elective is to be chosen from the options.

- (E) **COMPUTER EDUCATION**
- (F) **INCLUSIVE EDUCATION**
- (G) **TEACHING OF VALUES**

PAPER XII (E) COMPUTER EDUCATION

MARKS 80

Aims of the Course:

To enable the student-teacher to understand

1. To appreciate the role of computer education in the context of modern technological society,
2. To develop understanding of computers and their application in education,
3. To acquire sufficient knowledge of handling computers with a view to impart computers independently at school level,
4. To use computer based learning packages and organize effective classroom instructions,
5. To acquire necessary skills in using of modern word processing software,
6. To develop skills of creating and managing simple databases and handling of computers

Course Outline:

UNIT – I

- Importance of information technology
- Classification of computers by technology, type and size.
- Uses and scope of computers
- Fundamentals of computers.
- Input/output devices,
- Central processing unit storage devices,
- Operating systems
- Application software.

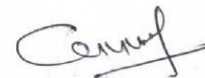
UNIT – II

Over view of Modern Operating Systems:

- Files and folders
- Use of pointing devices
- Cut and paste
- Shortcuts to applications

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- Use and exploring the contents of storage devices- floppy disk, drives, hard discs, CD ROM etc.
- Running applications and exiting applications.

UNIT – III

Modern word processing applications:

- Importance of word processing in education
- Characteristics of modern word processing applications
- Toolbars and menu
- Text and objects
- Text entry-Running text and paragraphs
- Formatting text- Bold, Italics, Centre and right, justification, changing font and font size, bullets and numbering.
- Editing text- select text, find and replace, cut, copy and paste.
- Editing document- Applying styles, spell check, headers and footers, footnotes, pagination, subscript and superscript.
- Insertion of objects, pictures, symbols, fields, page break and section,
- Page setup – Margins, paper size, and layout, printing and saving documents.

UNIT – IV

Modern data base management applications:

- Importance of data base management in education,
- Characteristics of modern data base management applications,
- Concept of relational data base management system,
- Fields name, Type , Width
- Databases,
- Forms,
- Reports.

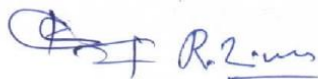
UNIT – V

Computers for joyful learning:

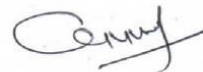
- Need for joyful learning,
- Computers as an aid for joyful learning,
- Computer games,
- Multimedia capabilities of modern desk top computers,
- Internet-importance and need,
- Use of interactive and educational software.

Assignments:

1. Write an essay on any topic using word-processing software. Document must include at least three of the following characteristics.
 - Pagination
 - Header
 - Two different paragraph styles
 - Two different fonts,
 - A picture object
 - Bullets and numbering







- Subscript and super script
 - Symbols or special characters.
2. Use relational database management software for any one of the following activities:
- Developing question bank
 - Developing a data base for either students or staff including various fields like name, date of birth, date of joining, admission, salary/grade obtained etc.
 - Automated printing of salary statement/ GPF deduction statement or any other administrative activity.

References :

1. Admas, D.M; Computer and Teachewr Training.
2. Bhatnagar, S.C. & Ramani,K.V; Computers and Information management.
3. CO-ROM-Titles available at cyber media 35 (4 bays) Echelon Institutional area, sector 32, Gurgaon 122002.
4. Desai, B; Database Management system.
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6. SAM's Teach Yourself Office 97 in 24 hrs., Prentice Hall of India, new delhi.
7. Shelly, John and Hunt Roger; Computer studies-first course (second edition), A.H.Wheeler & Co., Delhi.
8. Windows 96: simplified. Complex publishing, New Delhi.
9. Windows 98; No experience required, BPB Publications, New Delhi.

PAPER XII (F) INCLUSIVE EDUCATION

MARKS 80

Aims of the Course:

To enable the student-teacher to understand

- Demonstrate knowledge of different perspectives in the area of education of children with disabilities;
- Reformulate attitudes towards children with special needs;
- Identify needs of children with diversities;
- Plan need-based programmes for all children with varied abilities in the classroom;
- Use human and material resources in the classroom;
- Use specific strategies involving skills in teaching special needs children in inclusive classrooms;
- Modify appropriate learner-friendly evaluation procedures;
- Incorporate innovative practices to respond to education of children with special needs;
- Contribute to the formulation of policy; and
- Implement laws pertaining to education of children with special needs.

Course Outline:

UNIT 1: PARADIGMS IN EDUCATION OF CHILDREN WITH SPECIAL NEEDS

- ❖ Historical perspectives and contemporary trends
- ❖ Approaches of viewing disabilities: The charity model, the bio centric model, the functional model and the human rights model







- ❖ Concept of special education, integrated education and inclusive education; Philosophy of inclusive education.

UNIT 2: LEGAL AND POLICY PERSPECTIVES

- Important International Declarations/Conventions/Proclamations – Biwako Millennium Framework (BMF, 1993-2012); Recommendations of the Salamanca Statement and Framework of Action, 1994; Educational Provisions in the UN Convention on the Rights of Persons with Disabilities (UNCRPD), 2006;
- Constitutional Provisions; The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (PWD Act); The Rehabilitation Council of India Act, 1992 (RCI Act); and The National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999; RTE Act, 2009.
- National Policy – Education of Students with Disabilities in the National Policy on Education, 1968, 1986, POA(1992); Education in the National Policy on Disability, 2006.
- Programmes and Schemes of Education of Children with Disabilities: Centrally- Sponsored Scheme for Integrated Education for the Disabled Children (IEDC), 1974; PIED (1986) and District Primary Education Programme (DPEP); Scheme for Inclusive Education for the Disabled Children (IEDC, 2000), Education of Special Focus Groups under the *Sarva Shiksha Abhiyan* (SSA, 2000); Goals and Strategies in the Comprehensive Action Plan for Including Children and Youth with Disabilities in Education, MHRD, 2005, Scheme of Inclusive Education for the Disabled at Secondary School (IEDSS, 2009).
- Special Role of Institutions for the Education of Children with Disabilities Rehabilitation Council of India, National Institutes of Different Disabilities, Composite Regional Centres (CRCs), District Disability Rehabilitation Centres (DDRCs); Structures like BRCs, CRCs under SSA, National Trust and NGOs.

UNIT 3: DEFINING SPECIAL NEEDS

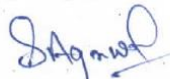
Understanding diversities—concepts, characteristics, classification of children with diversities (Visual Impairment, Hearing Impairment, Specific Learning Difficulties, Locomotor and Neuromuscular Disorders, Mental Retardation, Autism, Leprosy Cured Persons, Mental Illness and Multiple Disabilities)

- Special needs in terms of the curriculum in the context of different disabilities and their learning styles
- Concept of an inclusive school – infrastructure and accessibility, human resources, attitudes to disability, whole school approach
- Community-based education.

UNIT 4: INCLUSIVE PRACTICES IN CLASSROOMS FOR ALL

- School's readiness for addressing learning difficulties
- Assessment of children to know their profile
- Technological advancement and its application – ICT, adaptive and assistive devices, equipments and other technologies for different disabilities
- Classroom management and organisation
- Making learning more meaningful—Responding to special needs by developing strategies for

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differentiating content, curricular adaptations, lesson planning and TLM

- Pedagogical strategies to respond to individual needs of students: Cooperative learning strategies in the classroom, peer tutoring, social learning, buddy system, reflective teaching, multisensory teaching, etc.
- Supportive services required for meeting special needs in the classroom — special teacher, speech therapist, physiotherapist, occupational therapist, and counsellor
- Development and application of learner -friendly evaluation procedures; Different provisions for examination by CBSE and the board in their State
- Documentation, record keeping and maintenance.

UNIT 5: DEVELOPING SUPPORT NETWORKS

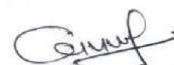
- Addressing social climate of the classroom
- Child-to-child programme
- Developing partnerships in teaching: Teacher and special teacher; Teacher and co-teaching personnel; Parents as partners — developing positive relationships between school and home
- Involving community resources as source of support to teachers
- Involving external agencies for networking — setting up appropriate forms of communication with professionals and para professionals
- Liaising for reciprocal support of pre-school programmes, pre-vocational training programmes, social security, different provisions, concessions, etc.

Books Recommended:


1. Bender, W.N. Learning Disability, Allyn & Bacon, Simon and Schuster, 1995, Boston London
2. Berdine, W.H & Blackhurst A.E.(eds). An Introduction to Special Education, Harpers Collins Publishers, Boston 1980.
3. Dunn., L & Bay, D.M (ed.): Exceptional Children in the Schools, New York : Holt, Rinehart, Winston.
4. Hallahar, D.P & Kauffman, J.M., Exceptional Children: Introduction to Special Education, Allyn & Bacon, Massachusetts, 1991
5. Hewett, Frank M. & Foreness Steven R., Education of Exceptional Learners, Allyn & Bacon, Massachusetts, 1984.
6. Jorden, Thomes E. The Exceptional Child, Ohio: Merrill.
7. Kirk, S.A & Gallagher J.J., Education of Exceptional Children ; Houghton Mifflin Co., Boston, 1989
8. Magnifico, L.X: Education of the Exceptional Child, New York, Longman.
9. Shanker, Udey: Exceptional Children, Jullundur: Sterling Publications.

 R. L. Kumar

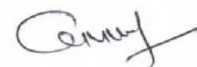
 J. Agawal

 G. Singh

10. Singh, N.N and Beale, I.L. (eds.) Learning Disabilities – Nature, Theory and Treatment
Spring-Verlag, New York, Inc:1992.
11. Smith, C.R, Learning Disabilities – the interaction of Learner, Task and Setting. Allyn and
Bacon, Massachusetts, 1991.
12. Strange, Ruth : Exceptional Children & Youth J.J. : Prentice Hall.

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PAPER XII (G) TEACHING OF VALUES**MARKS 80****Aims of the Course:****To enable the student-teacher to understand**

1. To understand the nature and sources of nature, and disvalues.
2. To understand the classification of values under different types.
3. To appreciate educational values like democratic, secular, and socialist.

Course Outline:**Unit – I**

- Nature and sources of values, biological, psychological, social and ecological determinants of values – their bearing on education in varying degrees.

Unit – II

- Classification of values into various types, material, social, moral and spiritual values; status of values, how can these be realized through education.

Unit – III

- Corresponding to values there are evils or dis-values- material, social, economic, moral and religious evils leading to faithlessness and irreverence; how can education overcome these negative values.

Unit – IV

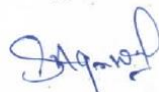
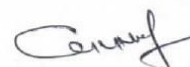
- Levels of values realization, how to resolve the conflicts among values, how to work for the intergration of values of values that are embedded in education.
- Development of values as a personal and life-long process-teaching of values as an integral part of education.

Unit – V

- Evaluating that teachers and other school personnel are value laden, students and parents are value laden, curriculum is value laden Evaluate.
- Value of self-sacrifice vs value of self centredness.
- Values of excellence vs values of ego-centralism.
- Values of work vs values of selfishness.
- Every teacher or all teacher need to teach values.

Reference:

1. Hassh, I R.H. Miller. J.R & fieding, G.D.: Models of moral Education, An Appraisal, Lorigman Inc New York.
2. Passi, B.K. & Singh, p.: Value Education, National Psychological Corporation. Agra.
3. Laths, L.E., Menu Harmins & Sydney. S.: value and Teaching, Menhill, Ohio.
4. Roclceach, M.: The Nature of human Values. Coiler McMilon Publisher, London.
5. Frank &. JR. : How to teach Value: Art. Analytical Approach Prentice Hall, New Jersey.

B.Com. III Elective subjects

OPTIONAL GROUP A Combination-I (Finance Area)

PAPER-I

FINANCIAL MANAGEMENT

(PaperCode-1157)

UNIT-I

Financial Management: Financial goals; Profit vs. wealth maximization; Financial functions investment, financing, and dividend decisions; Financial planning.

UNIT-II

Capital Budgeting: Nature of investment decisions, Investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return profitability index; NPV and IRR comparison.

UNIT-III

Cost of Capital: Significance of cost of capital; Calculating cost of debt; Preference shares, equity capital, and retained earnings; Combined (weighted) cost of capital.

Operating and financial Leverage: Their measure; Effects on profit, analyzing alternate financial plans, combined financial and operating leverage.

UNIT-IV

Capital Structure: Theories and determinates.

Dividend Policies: Issues in dividend policies; Walter's model; Gordon's model; M.M. Hypothesis, forms of dividends and stability individends, determinats.

UNIT-V

Management of Working Capital: Nature of working capital, significance of working capital, operating cycle and factors determining of working capital requirements, Management of working capital-cash, recevables, and inventories.

OPTIONAL GROUP A
(Finance Area)
PAPER-II
FINANCIAL MARKET OPERATIONS
(PaperCode-1158)

M.M.75

UNIT-I

Money Market: Indian money market's composition and structure; (a) Acceptance houses, (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

UNIT-II

Capital Market: Security market- (a) New issue market, (b) Secondary market; Functions and role of stock exchange; listing procedure and legal requirements; Public issue-pricing and marketing; Stock exchanges-National Stock Exchange and over the counter exchanges.

UNIT-III

Securities contract and Regulations Act: Main provisions.

Investors Protection: Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchanges; SEBI; Company Law Board; Press; Remedy through courts.

UNIT-IV

Functionaries on Stock Exchanges: Brokers, sub-brokers, market makers, jobbers, portfolio consultants, institutional investors, and NRIs.

UNIT-V

Financial Services: Merchant banking-Functions and roles; SEBI guidelines; Credit rating-concept, functions, and types.

OPTIONAL GROUP B
(Marketing Area)
PAPER-I
PRINCIPLES OF MARKETING
(PaperCode-1159)

M.M.75

UNIT-I

Introduction: Nature and scope of marketing; Importance of marketing as a business function, and in the economy; Marketing concepts-traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.

UNIT-II

Consumer Behavior and Market Segmentation: Nature, scope, and significance of consumer behavior; Market segmentation-concept and importance; Bases for market segmentation.

UNIT-III

Product: Concept of product, consumer, and industrial goods; Product planning and development; Packaging role and functions; Brand name and trademark; after sales service; Product life cycle concept.

Price: Importance of price in the marketing mix; Factors affecting price of a product/ service; Discounts and rebates.

UNIT-IV

Distributions Channels and Physical Distribution; Distribution channels-Concept and role; Types of distribution channels. Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; Transportation, Warehousing, Inventory control; Order processing.

UNIT-V

Promotion: Methods of promotion; Optimum promotion mix; Advertising media-their relative merits and limitations; Characteristics of an effective advertisement; Personal selling; Selling as a career; Classification of successful sales person; Functions of salesman.

OPTIONALGROUP-B

(Marketing Area)

PAPER-II

INTERNATIONAL MARKETING

(Paper Code-1160)

M.M.75

UNIT-I

International Marketing: Nature, definition, and scope of international marketing; Domestic marketing vs. International marketing; International environment external and internal.

UNIT-II

Identifying and Selecting Foreign Market: Foreign market entry mode decisions. Product Planning for international Market: Product designing; Standardization vs. adaptation; Branding and packaging; Labeling and quality issues; after sales service. International Pricing: Factors Influencing International price; Pricing process-process and methods; International price quotation and payment terms.

UNIT-III

Promotion of Product/ Services Abroad: Methods of international promotion; Direct mail and sales literature; Advertising; Personal selling; Trade fairs and exhibitions.

UNIT-IV

International Distribution: Distribution channels and logistics decisions; Selection and appointment of foreign sales agents.

UNIT-V

Export Policy and Practices in India: Exim policy-an overview; Trends in India's foreign trade; Steps in starting an export business; Product selection; Market selection; Export pricing; Export finance; Documentation; Export procedures; Export assistance and incentives.

B.COM PART III

OPTIONAL GROUP C (Commercial Area)

TITLE OF PAPER - INFORMATION TECHNOLOGY AND ITS APPLICATIONS IN BUSINESS

PAPER – I

OBJECTIVE

The objective of the course is to familiarize the students with the innovation information technology and how it affects business. An understanding of the group rules of these technologies will enable the students to appreciate the nitty-gritty Commerce.

M.M. 75

Proposed syllabus

UNIT-I Information Revolution and information Technology (IT) : Deployment of Business; Basic features of IT; Impact of IT on business environment and social fabric; Invention of writing; Written books; Printing Press and movable type Gutenberg's invention; Radio; telephone, wireless and satellite communication computing and dissemination of information and knowledge and convergence technologies (Internet with Wireless-WAP).

UNIT-II Fundamentals of Computer : Data, information and EDP : Data, information and concept of data and information; Levels of information from data; processing; Electronic data processing; Electronic machines;

a. Number Systems and Codes : Different number systems - binary, octal decimal, hexagonal, and their conversion codes used in computers; Bed, EBCDIC, ASCII; Gray and conversions.

b. Computer Arithmetic and Gates : Binary arithmetic, complements, addition subtraction; Conversion from one system to another; Logic Gates, truth table and applications minimisation, and K-maps.

c. Computer Processing System : Definition of computer; Hardware/Software concepts; Generation of computers; Types of computers; Elements of computer; CPU and its functions, Various computer systems.

d. I/O devices : Basic concepts of I/O devices; Various input devices Keyboard, mouse; MICR, OCR, microphones.

e. Various output devices : VDU, printer, plotter, spooling, L.S.

f. Storage Devices : Primary and secondary memory; Types of memory capacity and its enhancement; Memory devices and comparisons; Auxiliary storage, tapes, disks (magnetic and optical); various devices and their comparison.

g. System Software - Role of Software. Different System Software : O.S., utilization element of O.S. - Its types and variations;

DOS and windows.

h. Computer and Networks : Need of communication; Data transmission; Baud; Bandwidth; Communication Channel; Multiplexing; Basic network concepts; O.S.I. model; Types of topologies; LAN, WAN, Client server concept.

UNIT-III Computer-based Business Applications

a. Word Processing : Meaning and role of word processing in creating of documents, editing, formatting, and printing documents, using tools such as spelling check, thesaurus, etc. in word processors (MS-Word).

b. Electronic Spreadsheet : Structure of spreadsheet and its applications to accounting, finance, and marketing functions of business; Creating a dynamic/sensitive worksheet ; Concept of absolute and relative cell reference; Using builtin functions; Goal seeking and solver tool; Using graphics and formatting of worksheet; Sharing data with other desktop applications; Strategies of creating error-free worksheet (MS-Excel, Lotus 123). Practical knowledge on Wings Accounting (Software).

c. Programming under a DBMS environment : The concept of data base management system; Data field, records, and files, Sorting and indexing data; Searching records, designing queries, and reports; Linking of data files ; Understanding programming environment in DBMS; Developing menu driven applications in query language (MS-Access).

UNIT-IV Electronic Data Interchange (EDI)

Introduction to EDI; Basics of EDI; EDI standards; Financial EDI (FEDI); FEDI for international trade transaction; Applications of EDI; Advantages of EDI; Future of EDI.

UNIT-V The Internet and its Basic Concepts Internet-concept, history development in India; Technological foundation of internet; Distributed computing; Client-server computing; Internet protocol suite; Application of distributed computing; Client-server computing; Internet protocol suite in the internet environment; Domain Name System (DNS); Domain Name Service (DNS); Generic top-level domain (gTLD); Country code top-level domain (ccTLD); - India; Location of second-level domains; IP addresses; Internet protocol; Applications of Internet in business, education, governance, etc. Information System Audit Basic idea of information audit; Difference with the traditional concepts of audit; Conduct and applications of IS audit in internet environment.

B.COM PART III

OPTIONAL GROUP C (E-Commerce Area)

TITLE OF PAPER - ESSENTIAL OF E-COMMERCE

PAPER – II

OBJECTIVE

The objective of this course is to familiarize the students with the basics of e-commerce and to comprehend its potential.

M.M. 75

Proposed syllabus
UNIT-I Internet and Commerce : Business operations; E-Commerce practices; Concepts b2b,b2c, b2g, g2h; Benefits of e-commerce to organization, consumers, and society; Limitation of e-commerce; Management issues relating to e-commerce. Operations of E-Commerce : Credit card transaction; Secure Hypertext Transfer Protocol (SHTTP); Electronic payment systems; Secure electronic transaction (SET); Set's encryption; Process; Cybercash; Smart cards; Indian payment models.
UNIT-II Applications in B2C : Consumer's shopping procedure on the internet; Impact on disintermediation and re-intermediation; Global market; Strategy of traditional department stores; Products in b2c model; Success factors of e-brokers; Broker based services on-line; Online travel tourism services; Benefits and impact of e-commerce on travel industry; Real estate market; Online stock trading and its benefits; Online banking and its benefits; Online financial services and their future; Educations benefits, implementation, and impact.
UNIT-III Applications in B2B; Applications of b2b, Key technologies for b2b; Architectural models of b2b; Characteristics of the supplier-oriented marketplace, buyer-oriented marketplace, and intermediary-oriented marketplace; Benefits of b2b on procurement re-engineering; Just in Time delivery in b2b; Internet-based EDI from traditional EDI; Integrating EC with back-end information systems; Marketing issues in b2b.
UNIT-IV Applications in Governance : EDI in governance; E-government; E-governance applications of the internet; Concept of government to business, business to government and citizen-to-government; E-governance models; Private sector interface

in e-governance.

UNIT-V Emerging Business Models : Retail model; Media model; Advisory model, Mode-to-order manufacturing model; Do-it yourself model; Information service model; Emergin hybrid models; Emerging models in India. Security and Legal aspects of E-commerce.

B.COM PART III

OPTIONAL GROUP D (Money Banking & Insurance Area)

TITLE OF PAPER FUNDAMENTAL OF INSURANCE

PAPER – I

OBJECTIVE

This course enables the students to know the fundamentals of insurance.

M.M. 75

Proposed syllabus
UNIT-I Introduction to Insurance : Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development.
UNIT-II Fundamentals of Agency Law : Definiton of an agent; Agents regulations; Insurance intermediaries; Agents compensation.
UNIT-III Procedure for Becoming an Agent : Prerequisite for obtaining a license; Duration of license; Cancellation of incense; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices. Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwriting ; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.
UNIT-IV Company Profile : organizational set-up of the company; Promotion strategy; Market share; Important activities; Structure; Product; Actuarial profession; Product pricing actuarial aspects; Distribution channels.
UNIT-V Fundamentals/Principles of Life insurance/ Marine /Fire /Medical/General Insurance; Contracts of various kinds; Insurable Interest. Online insurance procedure

B.COM PART III

OPTIONAL GROUP D

(Money Banking & Insurance Area)

TITLE OF PAPER - MONEY & BANKING SYSTEM

PAPER – II

OBJECTIVE

This course enables the students to know the working of the Indian Money & banking system.

M.M. 75

Proposed syllabus
UNIT-I Money : Function, Alternative Measures to money supply in India - their different components. Meaning and changing relative importance of each.
UNIT-II Indian Banking System : Structure and organization of banks; Reserve Bank of India; Apex banking Institutions; Commercial banks; Regional rural banks; Cooperative banks; Development banks.
UNIT-III Banking Regulation Act, 1947 : History; Social control; Banking Regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Cooperative banks.
UNIT-IV Regional Rural and Cooperative Banks in India : Functions; Role of regional rural and cooperative banks in rural India; Progress and performance.
UNIT-V Reserve Bank of India : Objectives; Organization ; Functions and working; Monetary policy; Credit control measures and their effectiveness. State Bank of India, Project History, Objectives, Functions & Organization working & progress. Internet banking system