

III	<b>कार्यालयी हिंदी पत्राचार :</b> आवेदन पत्र सरकारी पत्र अर्द्ध सरकारी पत्र कार्यालय आदेश परिपत्र अधिसूचना कार्यालय ज्ञाप विज्ञापन निविदा संकल्प प्रेस विज्ञप्ति	12
IV	<b>प्रारूपण, टिप्पण, संक्षेपण, पल्लवन एवं प्रतिवेदन :</b> प्रारूपण का अर्थ, सामान्य परिचय, प्रारूपण लेखन की पद्धति टिप्पण का अर्थ, सामान्य परिचय, टिप्पण लेखन की पद्धति, टिप्पण और टिप्पणी में अंतर संक्षेपण का अर्थ, सामान्य परिचय, संक्षेपण की पद्धति पल्लवन का अर्थ, सामान्य परिचय, पल्लवन के सिद्धांत, प्रतिवेदन का अर्थ, सामान्य परिचय एवं प्रयोग	11
V	<b>हिंदी भाषा और कम्प्यूटर का विकास क्रम :</b> कम्प्यूटर का सामान्य परिचय और इतिहास कम्प्यूटर में हिंदी भाषा के विकास का इतिहास कम्प्यूटर में हिंदी का प्रयोग	11
VI	<b>हिंदी भाषा में कम्प्यूटर प्रौद्योगिकी :</b> इन्टरनेट और हिंदी, ई मेल हिंदी में उपलब्ध सॉफ्टवेयर एवं वेबसाइट सोशल मीडिया पर हिंदी लेखन कौशल	11
VII	<b>हिंदी भाषा और ई शिक्षण :</b> इन्टरनेट पर उपलब्ध पत्र-पत्रिकाएँ इन्टरनेट पर उपलब्ध दृश्य-श्रव्य सामग्री	11

**BA 1<sup>st</sup> Year, Sem. II,  
Course I  
(Theory)**

Program/Class: Degree/BA	Year: First	Semester: Second
Subject: Economics		
Course Code: A080201T	Course Title: Macro Economics	
Course Learning Outcomes		
<ul style="list-style-type: none"> <li>• Students are able to explain national income, comprehend calculation methods of national income, and concepts related to national income.</li> <li>• Students are able to comprehend classical theory of employment and the Keynesian approach.</li> <li>• Students are able to comprehend the concept of multiplier and it's working.</li> <li>• Students are able to understand the relationship between inflation and employment.</li> <li>• Students are able to relate factors determining national income such as consumption, saving and investment.</li> <li>• Students are able to analyze different phases of trade cycle, demonstrate various trade cycle theories, understand the impact of cyclical fluctuation on the growth of business, and lay policies to control trade cycle.</li> </ul>		
Credits: 6		Core Compulsory
Max. Marks: -25+75		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): L- 4/w		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
I	Introduction: What is macroeconomics? Macroeconomic issues in an economy. Macro vs. Micro Economics, Limitations of Macroeconomics; Introduction to National Income. Concepts of GDP,	12

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II	National Income Accounting: Concepts of GDP GNP, NDP and NNP at market price and factor cost; Personal Income and Disposable Personal Income. Measurement of National Income- Income, expenditure, product or Value added Methods and related aggregates; nominal and real income; limitations of the GDP concept.	12
III	Circular Flow of Income and expenditure in two, three, and four-sector economy. National Income and Economic Welfare; Green Accounting.	11
IV	Classical Theory of Employment. Say's Law of Markets. Keynes' Objection to the Classical Theory; Aggregate Demand and Aggregate Supply Functions; The Principle of Effective Demand; Consumption Function - Average and Marginal Propensity to Consume; Factors influencing Consumption Spending	11
V	The Investment Multiplier and its Effectiveness in LDCs; Theory of Investment - Autonomous and Induced Investment; Marginal Efficiency of Capital; Savings and Investment - Ex Post and Ex Ante, Equality and Equilibrium. Principle of Accelerator.	11
VI	Rate of Interest: Classical, Neo-Classical and Keynesian Theories of Interest. Indeterminateness in Liquidity Preference Theory	11
VII	IS-LM Analysis: Derivations of the IS and LM functions; IS-LM and aggregate demand; shifts in the AD curve.	11
VIII	Inflation and Unemployment Concept of inflation; determinants of inflation; relationship between inflation and unemployment: Phillips Curve in short run and long run.	11
Suggested Readings:		
<ol style="list-style-type: none"> <li>1. Ackley.G (1976) : Macroeconomics: Theory And Policy, Macmillan, New York.</li> <li>2. Ahuja,H.L (2012) : Macroeconomics: Theory and Policy , S. Chand &amp;Company, New Delhi.</li> <li>3. Ahuja,H.L (2012) : Samasti Arthshastra , S. Chand &amp;Company, New Delhi. Lal,S.N (2012) : SamastibhaviVisleshan , Shiva Publishing House,Allahabad.</li> <li>4. Branson,W.A (1989) : Macroeconomics Theory And Policy, Harper &amp; Row.</li> <li>5. D.L (1969) : Advanced Macroeconomics, McGraw Hill, New York.</li> <li>6. Dornbusch, Rudiger&amp;startz, Richard (2012): Macroeconomics , Tata McGraw Hill Education.</li> <li>7. Dwivedi,D.N (2010) : Macroeconomics: Theory and Policy , Tata McGraw Hill Education.</li> <li>8. Gupta,R.D.&amp;Rana,A.S (2009) : Keynes post-Keynesian Economics , Kalyani Publishers, New Delhi &amp;Ludhiana.</li> <li>9. Hansen,A.H (1953) : A Guide To Keynes, McGraw Hill.</li> <li>10. Jhingan, M.L (2010): Macroeconomics , Vrinda Publications, New Delhi.</li> <li>11. Jhingan, M.L (2012) :SamastiArthshastra , Vrinda Publications, New Delhi.</li> <li>12. Shapiro, Edward (2005): Macroeconomic Analysis, Galgotia Publications, New Delhi.</li> <li>13. Sikdar,Saumeny (2011) : Principles of Macroeconomics , Oxford University Press, New Delhi.</li> <li>14. Surrey,M.J.C (1976) : Macroeconomic Themes, Oxford University Press. Romer,</li> </ol>		
Suggested Continuous Evaluation Methods:		
Assignment / Test / Quiz( MCQ) / Seminar/ Presentations/ Research orientation of students.		

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	<b>Information Sources</b> : Definition, Need and Purpose of Information Sources	15
✓ II	<b>Types of Information Sources</b> - Primary, Secondary and Tertiary, Criteria of Evaluating Information Sources	15
✓ III	<b>Five Laws of Library Science and Reference Sources</b> ; Human Resources; Institutional Information Sources	10
✓ IV	<b>Information Services</b> : Definition, Need, Purpose and Types, Reference Service and Reference Sources	10
V	<b>Searching of Information</b> : Techniques of Information Search, Online searching of Information Sources	10
✓ VI	<b>User Education and Information Literacy</b> : Definition, Importance and Methods, Online Information Sources	10
VII	<b>Dictionaries</b> : General and Special, Geographical Sources : Maps, Atlas, Gazetteers, Census,	10
VIII	<b>Encyclopedias</b> : General and Special <b>Bibliographies</b> : Definition, Types and Techniques	10

**Suggested Readings:**

1. Krishan Kumar : Reference Service. 5<sup>th</sup> rev ed. New Delhi, Vikas, 1982.
2. Ranganathan, SR : Reference Service. 2<sup>nd</sup> ed. Bombay, Asia Pub. House, 1961.
3. Mukherjee, AK : Reference Work and its Tools. 3<sup>rd</sup> rev ed. Calcutta, World Press, 1975.
4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971.
- 5- f=ikBh] ,l0 ,e0 lwpuK ,ao lanHkZlsok ds izeq[k lzksr] vkxjk] okÃ0 ds ifCy'klZ] 2010-
- 6- f=ikBh] ,l0 ,e0] lanHkZ lsok ds uohuvk;ke] vkxjk] okÃ0 ds0 ifCy'klZ 2010-

stive digital platforms web links

<https://lisstudymaterials.wordpress.com/>

<http://egyankosh.ac.in/>

<http://library-soup.blogspot.com/>

Further Suggestions:  
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**B.A. Library and Information Science**

Programme/Class: Certificate

Year: First

Semester: II

Subject: Library and Information Science

Course Code: A180201T

Course Title: Information Sources and Services(Theory)

**Course outcomes:** After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.

Credits: 6

*Core Compulsory*

Max. Marks: 25+75

Min. Passing Marks: 40





Programme / Class	Certificate	Year	BA I	Semester	II
Subject	Political Science				
Course Code	A060201T	Course Title	<b>Political Theory &amp; Concepts</b>		
Course Outcome-Understanding Political theory is integral and indispensable for a comprehensive and critical study of political science. The course is designed to train a student in the foundational issues of political theory, which is relevant for any in depth study and research.					
Credits – 6	Max. Marks : 100		Min. Passing Marks :33		
Total No. of Lectures - Tutorials - Practical (in hours per week) :6-0-0					
Unit	Topic				No. of Lectures
I	Political Science: Meaning, Nature, Scope, Methods and Relations With Other Social Sciences				12
II	Approaches to the study of Political Science: Traditional approaches, Modern approaches				11
III	State: Meaning and Elements, Theories of Origin and Functions of State: Indian and Western				11
IV	Sovereignty: Monism and Pluralism. Law: Definition: Source, Classification. Punishment :Theories of punishment				11
V	Basic Concepts of Political Science: Justice, Power, Authority, Legitimacy, Obligation				12
VI	Ideologies: Liberalism, Idealism, Anarchism, Socialism, Capitalism, Feminism,				11
VII	Political Systems: Parliamentary, Presidential, Federal, Unitary Political Parties, Pressure Groups				11
VIII	Constitutionalism, Totalitarianism, Decentralization, Theories of Representation, Post-modernism				11



	Direction; Syntax; Theme; Understatement; Verisimilitude.	
V	<b>British Drama</b> William Shakespeare- <i>King Lear</i>	12
VI	<b>British Drama</b> G.B. Shaw- <i>Arms &amp; the Man</i> or Goldsmith- <i>She Stoops to Conquer</i> ?	11
VII	<b>American Drama</b> T.S. Eliot- <i>Murder in the Cathedral</i>	11
VIII	<b>American Drama</b> Tennessee Williams- <i>A Street Car Named Desire</i> or Arthur Miller- <i>The Price</i>	11

**Suggested Readings:**

- Bogard, T. & Oliver, W., "Modern Drama: Essays in Criticism", Oxford University Press, New York, 1965.
- ✓ • Boulton, M., "The Anatomy of Drama", Kalyani, New Delhi, 1980.
- Brooks, V.W., "The Writer in America", E.P. Dutton and Co. Inc., New York, 1953.
- Cohn, R., "Currents in Contemporary Drama", Indiana University Press, Bloomington, 1969.
- ✓ • Golden, W.C., "A Brief History of English Drama from the Earliest to the Latest Times", Forgotten Books, London, 2018.
- Krasner, D., Ed., "A Companion to Twentieth Century American Drama", Blackwell Companions, 2007.
- ✓ • Kernan, A.B., "The Modern American Theatre", Prentice Hall, New Jersey, 1967.
- Kitchin, L., "Drama in Sixties", Faber and Faber, London, 1966.
- ✓ • Nicoll, A., "A History of English Drama", Cambridge University Press, Cambridge, 2009.
- <https://www.youtube.com/embed/whvEeYQ3ZKg>
- <https://www.youtube.com/embed/NtsBzRd7Mcs>
- <https://www.youtube.com/embed/ReOOYnlj2ml>
- <https://www.youtube.com/embed/oA78Lh7RGv4>
- <https://www.youtube.com/embed/ajmt0Bl.nl14>

This course can be opted as an elective by the students of following subjects:

**Open to all**

**Suggested Continuous Evaluation Methods:**

Continuous Internal Evaluation shall be based on Project/ Assignment and Internal Class Test. The marks shall be as follows:

<b>Project/Assignment</b>	<b>10 Marks</b>
<b>Internal Class test</b>	<b>15 Marks</b>

Programme/Class: <b>DIPLOMA</b>	Year: <b>SECOND</b>	Semester: <b>THIRD</b>
Subject: <b>ENGLISH</b>		
Course Code: - <b>A040301T</b>	Course Title: <b>British and American Drama</b>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:		
<ul style="list-style-type: none"> <li>• Develop an understanding of various types of drama &amp; related literary terms</li> <li>• Learn the core elements of structure such as exposition, complication and resolution or denouement</li> <li>• Trace the origin and growth of drama in England and America</li> <li>• Comprehend the political, economic, social and intellectual background leading to the rise of drama in England and America</li> <li>• Analyse and appreciate the representative works of British and American Drama</li> <li>• Comprehend the general features of Shakespearean plays</li> <li>• Develop an interest in Shakespearean language, his use of images, supernatural elements, music and the word play</li> <li>• Demonstrate the ability to contextualize the works of American dramatists, interpret the thematic and stylistic elements of the plays and appreciate their literary worth, social relevance and timeless appeal</li> <li>• Comprehend the trends in modern drama through the study of poetic drama and problem plays</li> </ul>		
Credits: <b>06</b>		Paper: <b>Core Compulsory</b>
Max. Marks: <b>25+75</b>		Min. Pass Marks: <b>.....</b>
Total No. of Lectures-Tutorials-Practical (in hours per week): <b>6-0-0.</b>		
Unit	Topic	No. of Lectures
I	<b>Drama Types</b> Tragedy & Types; Comedy & Types; Tragi-Comedy; Expressionist Drama; Drama of Ideas; Poetic Drama; Closet Drama; The Problem Play; Theatre of Absurd	12
II	<b>Elements of Drama</b> Authorial Intrusion; Cacophony; Circumlocution; Conflict; Diction; Epilogue; Epithet; Euphemism; Euphony; Malapropism	11
III	<b>Literary Terms (Drama)</b> Flashback; Foil; Foreshadowing; Hubris; Motif; Nemesis; Prologue; Epilogue	11
IV	<b>Literary Terms (Drama)</b> Unity of Time; Place & Action; Setting; Spoonerism; Stage	11

Unit	Topic	No. of Lectures
I	<b>Forms of Poetry (Definition &amp; Main features)</b> 1. The Sonnet 2. The Elegy 3. The Ode 4. The Epic 5. The Ballad 6. The Lyric 7. The Dramatic Monologue 8. Allegory	11

Common Minimum Syllabus - ENGLISH

II	<b>Stanza Forms</b> 1. The Heroic Couplet 2. Blank Verse 3. The Spenserian Stanza 4. Terza Rima	11
III	<b>Poetic Device</b> Structure: Tone: Theme: Rhythm: Rhyme Scheme. Kinds of Metre: Stressed & Unstressed Syllables; Figures of Speech: Irony:	11
IV	1. William Shakespeare - * <i>Let Me Not to the Marriage of True Minds</i> (Sonnet No. 116) <b>Or</b> John Milton - * <i>On His Blindness</i> 2. John Donne - * A Valediction: Forbidding Mourning 3. Alexander Pope - * Ode on Solitude	
V	1. Thomas Gray- * <i>Elegy Written in a Country Churchyard</i> 2. William Wordsworth- * <i>The World is Too Much with Us</i> 3. John Keats- * <i>Ode to a Nightingale</i>	12
VI	1. Alfred Lord Tennyson- * <i>Break, Break, Break</i> <b>Or</b> Elizabeth Barret Browning- * <i>How Do I Love Thee?</i> 2. Matthew Arnold- * <i>Dover Beach</i> 3. Robert Browning- * <i>The Last Ride Together</i>	11
VII	1. T.S. Eliot- * <i>Son of Man</i> (from the <i>Wasteland</i> ) 2. W.B. Yeats- * <i>The Lake Isle of Innisfree</i> 3. Philip Larkin- * <i>Church Going</i>	11
VIII	<b>Rhetoric &amp; Prosody</b> <b>Practical Criticism</b> Introduction to Practical Criticism One Stanza from Poetry for Practical Criticism	11