

- GOVT. COLLEGE FOR WOMEN, PALI(REWARI)-123102**
DIST. REWARI(HARYANA)

- Seven Day Special Camp is organised every year at a nearby village wherein around 50 N.S.S volunteer-students of the college live in a nearby village and organise activities like cleanliness drives, awareness rallies on social issues.
- Guest lectures and extension lectures are organized under placement cell on issues of human rights, female health, female identity etc.
- Various awareness programs and rallies are organized by Youth Red Cross, Women Studies and Development Cell etc. on topics of gender equality, environment and sustainability, environment protection, etc.

Signature

NAAC Coordinator

Signature

Principal

Documents:

1. Photo/notice/news reports of Poshan Mah, Swachch Bharat Abhiyan by N.S.S.
2. Photo/news reports of lectures under placement cell, YRC, Women cell etc. on issues of gender, environment, human values.
3. Notice/news reports of Seven day camp
4. copy of EVS syllabus, English (Literature and Language), Business Communication Skills, Business Environment, Human Geography, Indian Constitution option –(i), Indian Politics option – (i)

To
The Principal,
G.C.W., Pali
Rewari

allowed.
Joshi 28/9/19

Subj: - Regarding organization of an Extension Lecture
on Hygiene & Health Nutrition

R/Haw,

With reference to letter No. 8/27-2019 NPE (2)
received from the Director Higher Education Haryana
on the above cited subject, it is stated that women
cell of this college want to organise an
awareness program on Hygiene & Health Nutrition
for girls students in the Poshan Maah. So you
are requested to allow me for this program.

With Regards,

Anshu
28/9/19

Mrs. ANSHU

Women Cell Incharge,

G.C.W., Pali (Rewari)

NOTICE

13/9/19

All the staff members are hereby intimated
that Women Cell is going to organize an
awareness lecture on the topic of "Personal
Hygiene & Healthy Habits" for the benefit of girls
students and female staff of this college.
So all the staff members are requested
to be there for aforesaid program at
4 PM under the Neem Tree.

[Signature]
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13/9/19
Incharge

Women Cell,

G.C.H., Pali (Rajwadi)

Activites under Poshan Maah

Month of September 2019 was celebrated as 'Rashtriya Poshan Maah or Nutrition month'. The activities in Poshan Mah basically focused on social behavioral change and communication. The program aims at achieving improvement in nutritional status of children up to six year of age, adolescent girls, pregnant women's and lactating mothers. Group Discussions, poster making competitions were held with 40 to 45 students each participating. The purpose of celebrating this month is to convey the importance of nutrition to every corner of the country.

Extension Lecture on Hygiene & Healthy Nutritions:- Government College for Women, Pali, Rewari conducted an extension lecture on "Hygiene & Healthy Nutritions" on 30th Sep, 2019 under the inchargeship of Mrs. Anshu, Assistant Professor of Commerce. The audience comprised of girls students and staff members of the college. Dr. Sumitra Yadav from Shanti Yadav Hospital, Rewari presided over as a keynote speaker. She is one of the most respected and renowned figure in the field of Medical Science. Dr. Sumitra delved deep on the topic of Hygiene & Healthy Nutritions where in she discussed about

- The Nutritious Food & Balanced Diet
- Breast Cancer & its Self Examination
- Personal Hygiene



At the end of the lecture, Dr. Sumitra briefly touched upon the important points mentioned by her during the lecture and resolved the queries of the girls students. Overall the lecture was very informative and all the students & faculty members benefitted from it.

Activities under Swacha Bharat Abhiyan

On 150th Birth Anniversary of Mahatma Gandhi celebrations, various activities were held during 26 September to 2nd October which includes 'Swachta Hi Seva' at G.C.W Pali. As a part of these celebrations various activities of Swachta were held for college students and staff. These activities include campaigning of 'Single use plastic ban', 'Swachta pledge' and 'Importance of cleaning the surroundings'. Various discussions were done on 'Plastic waste collection and disadvantages of single use plastic'.

पॉलीथिन की जगह करें कपड़े के थैले का प्रयोग, पर्यावरण के लिए ये जरूरी : नंदिनी

भास्कर न्यूज़ | रेवाड़ी

गांव पाली स्थित राजकीय महिला महाविद्यालय में एनएसएस की ओर से चलाए जा रहे शिविर में स्टैंडर्ड ऑफ क्वालिटी एजुकेशन इन इंडिया पर चर्चा की गई। इसमें कपड़े के थैले तैयार कर निःशुल्क वितरित करने के अभियान की अगुआई कर उदाहरण बनी नंदिनी विशेष रूप से पहुंची। नंदिनी ने स्वच्छता अभियान के बारे में बताते हुए कहा कि मैं इस अभियान से दो साल से जुड़ी हुई हूँ। उन्होंने प्लास्टिक का प्रयोग नहीं करने व पर्यावरण संरक्षण के बारे में जानकारी दी। कहा कि स्टूडेंट खुद जागरूक हों और परिवार को जागरूक करें कि पॉलीथिन की जगह कपड़े के थैले का प्रयोग करें। डॉ.

सुभाष ने बेहतर स्वास्थ्य के बारे में बताते हुए डिब्बा बंद पदार्थों का प्रयोग नहीं के लिए प्रेरित किया। एनएसएस प्रभारी प्रो. नीलू किशनानी ने एनएसएस की महता बताई।



Activities under Environment

Plantation:-The tree plantation event was organized under the banner of NSS and Youth Welfare Dept. to celebrate the “Green Haryana Movement: Vriksha-Bandhan” as directed by Dept. Higher Education Haryana and motivated us to make it a successful event at college level. This event was organized on dated 29/7/2020. Only 15 NSS volunteers were involved due Covid-19 Pandemic. Our worthy Principal Dr. Swaty elaborated the importance of tree plantation and their conservation. She praises the efforts of the students and staff in making the campus a green campus. Around 10 fruit and medicinal trees were planted by NSS volunteers, teaching and non-teaching staff members. NSS volunteers planted trees in their surrounded areas. All of us promise ourselves to take care of these saplings. All the norms of social distancing were followed during the event.



समाज में बदलाव के लिए हम उसकी शुरुआत खुद से करें : डॉ. निखिलेश



कॉलेज में आयोजित व्याख्यान कार्यक्रम को संबोधित करते वक्ता।

रेवाड़ी । राजकीय महिला महाविद्यालय पाली में शुक्रवार को अंग्रेजी विभाग के तत्वावधान में साहित्य-समाज के पारस्परिक संबंध विषय पर व्याख्यान कार्यक्रम हुआ। इसमें आईजीयू मीरपुर के प्रो. डॉ. निखिलेश यादव मुख्य वक्ता रहे। मुख्य वक्ता और प्राचार्य डॉ. कर्णसिंह यादव ने संयुक्त रूप से कार्यक्रम का शुभारंभ किया। इस अवसर पर प्राचार्य ने आयोजन के महत्व पर प्रकाश डालते हुए कहा कि समाज और साहित्य एक-दूसरे के लिए बेहद जरूरी है। इन दोनों का आपस में बेहद गहरा रिश्ता है। छात्राओं को इस विषय पर विस्तार से जानकारी देते हुए आयोजन की सराहना

की। मुख्य वक्ता प्रो. डॉ. निखिलेश ने छात्राओं को मन, वचन एवं कर्म के अभ्यास पर बल देते हुए कहा कि साहित्य समाज से ही उत्पन्न होता है। हम सभी समाज का हिस्सा हैं और जो बदलाव हम समाज में देखना चाहते हैं उसकी शुरुआत खुद से करें। उन्होंने कहा कि किसी भी बदलाव के लिए हम सभी को मिलकर काम करना होगा। मंच संचालन डॉ. सुजान सिंह ने किया। इस अवसर पर विभागाध्यक्ष डॉ. ज्योति यादव, प्रमोद कुमार, नीलू किशनानी, सीमा रानी, रोशनी, विनीता यादव, डॉ. रितु, हवासिंह, जितेंद्र कुमार एवं नरेंद्र मौजूद रहे।

विद्यार्थियों के व्यक्तिगत विकास में सहायक सहपाठक है संप्रेषण कौशल : डॉ. प्रियंका

भास्कर न्यूज | रेवाड़ी

राजकीय महिला महाविद्यालय पाली में बुधवार को अंग्रेजी विभाग के तत्वावधान में संप्रेषण कला विषय पर व्याख्यान कार्यक्रम का आयोजन किया गया। कार्यक्रम में गुड़गांव के गुरु द्रोणाचार्य कॉलेज की एसोसिएट प्रो. प्रियंका यादव



मुख्य वक्ता रही। इस अवसर पर विद्यार्थियों को संबोधित करते हुए मुख्य वक्ता ने कहा कि विद्यार्थियों के लिए कॉलेज जीवन एक सफलता की तरफ जाने का अंतिम पायदान होता है। इसलिए पढ़ाई के साथ अपने व्यक्तित्व निखार से लेकर अन्य गतिविधियों में उनकी सक्रिय भागीदारी बेहद जरूरी है। उन्होंने कहा कि संप्रेषण कला से

अर्थ है कि विद्यार्थी विचार, भावनाएं और अनुभव है जिसके आधार पर ही हम जीवन को सफल सीढ़ियों की तरफ बढ़ते हैं। प्राचार्य डॉ. कर्णसिंह यादव ने आयोजन के उद्देश्य पर प्रकाश डालते हुए कहा कि व्यक्तित्व को निखारने में संप्रेषण की अहम भूमिका होती है वहीं मुख्य वक्ता ने संप्रेषण कौशल को निखारने के बारे

में छात्राओं को विस्तार से जानकारी दी। उन्होंने संप्रेषण के माध्यमों के बारे में विस्तार से बताया। कार्यक्रम संचालन अंग्रेजी की एसो प्रो. डॉ. ज्योति यादव ने किया। इस अवसर पर डॉ. नीलू केशनानी, प्रमोद कुमार, अंशु, सीमा रानी, रोशनी, रविकांत, सुजान सिंह, विनीता, संदीप कुमार व विरेंद्र मौजूद रहे।

To

The Principal
Govt. College for Women
Pali, Rewari

Allowed as per rules
Shruti
17/2/2020

Sub: Permission to organise seven days special NSS Camp

R/ Madam

It is for your kind permission that seven days special NSS camp to organise Pali, Village on dated 24/02/2020 - 1 March/2020. You are requested to grant permission to conduct the above said program.

Thanking you

Yours truly
NSS Program officers
Ms. Neel Kishanani



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

Ref. No.: IGU/NSS/2020/240-244

Date:-19/02/2020

To

The Principal

Govt. College for Women, Pali, Rewari

IGU, Meerpur Rewari

Subject: Permission regarding organizing the 07 days NSS Special Camp from 24/02/2020 to 01/03/2020 for the Session 2019-20.

Dear Sir/Madam

With reference to letter No. 5278, Dated 17/02/2020, this is to inform you that you are allowed to organize the 07 days NSS Special Camp from 24/02/2020 to 01/03/2020 for the Session 2019-20 provided that the expenditure incurred on this camp will be borne by your college.

Thanks and regards.

Programme Coordinator, NSS
I.G. University, Meerpur, Rewari

Endst.No./IGU/Coordi.NSS/2020/240-244 dated: 19/02/2020

CC: A copy of the above is forwarded to the following for kind information, please:-

1. OSD to VC (for kind information of the Hon'ble Vice-Chancellor), Indira Gandhi University, Meerpur, Rewari.
2. PA to Registrar (for kind information of the Registrar), Indira Gandhi University, Meerpur, Rewari.
3. DSW, IGU, Meerpur, Rewari.
4. State Coordinator NSS, Haryana.

Programme Coordinator, NSS
I.G. University, Meerpur, Rewari

94/699 0990

Office of the Principal, Govt. College for Women, Pali (Rewari)

To

The NSS Coordinator

I. G. University, Meerpur, Rewari.

No 5278

Dated: 17/2/2020

Subject: Permission to organise Seven Day Special NSS Camp.

R/ Sir

With reference to the above mentioned subject the NSS Unit of Govt. College for Women, Pali (Rewari) have decided to organize 7 day special Camp from 24/02/2020 to 01/03/2020 in Pali Village.

Kindly accord your permission at the earliest so that we can proceed further.

Yours truly

Neelu Kishnani
17/2/2020

NSS. Programme Officer
Ms. Neelu Kishnani

Principal
17/2/2020
Principal
G C W, Pali (Rewari)

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, PALI (REWARI)

To

The State NSS Officer
Director General Higher Education, Haryana
Panchkula.

Memo No: 5382-84

Dated: 20/3/2020

Subject: 7 Days special NSS camp report.

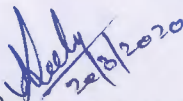
R/ Sir,

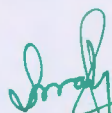
Kindly find enclosed with the seven days NSS Special Camp report of NSS.
The camp was organized from 24-02-2020 to 01-03-2020.

This is for your kind information.

Enclosed:-

1. 7 Days NSS Camp Report.
2. List of NSS Volunteers who attended the NSS Camp.


NSS Programme officer
Govt. College for Women,
Pali(Rewari)


Principal
Govt. College for Women,
Pali(Rewari)

Copy to:

1. NSS Coordinator I.G. University, Meerpur.
2. Assistant Director Youth Affairs Jam Nagar, New Delhi.

NSS Seven Day Special Camp, 2019-2020

Government College for Women Pali Rewari has organized seven days NSS Special camp on dated 24-02-2020 to 1-03-2020 held at Samudayak vikas Kander, Pali. The volunteers participated enthusiastically in the camp under the supervision of Mrs. Neelu Kishnani program coordinator of NSS under Dr. Swaty, Principal GCW Pali.

First Day: Inauguration of the camp

The camp began with the inaugural function in the Samudayak Vikas Kander. The programme began with lighting lamp of Goddess Saraswati by the principal Dr. Swaty and joined by program officer Mrs. Neelu Kishnani. In the evening session Dr. Sanjay Red Cross, Rewari, guest speaker delivered a lecture on First Aid and Nursing training to the students followed by poster making competition for students.

पाली कॉलेज में स्वयंसेविकाओं ने चलाया सफाई अभियान, 7 दिन चलेगा शिविर

भास्कर न्यूज | रेवारी

एनएसएस के महत्व व सात दिन में होने वाली गतिविधियों के बारे में जानकारी दी। इस दौरान स्वयंसेविकाओं ने सांस्कृतिक कार्यक्रम में भाग लेकर अपनी प्रस्तुति दी। शिविर के पहले दिन स्वयंसेविकाओं द्वारा पाली गांव के सामुदायिक विकास केंद्र में सफाई अभियान चलाकर लोगों को स्वच्छता का संदेश दिया। इस अवसर पर रविकान्त व संदीप आदि सहित अन्य मौजूद रहे।

पाली स्थित राजकीय महिला महाविद्यालय में सोमवार को सात दिवसीय एनएसएस शिविर का शुभारंभ प्राचार्या डॉ. स्वाति ने की। कार्यक्रम की प्रतीमा पर दीप प्रज्वलित कर किया। उन्होंने स्वयंसेविकाओं को सामाजिक कार्य में योग देने के लिए प्रेरित किया। कार्यक्रम की अध्यक्षता प्रो. नोपु किरावानी ने की।

रेवारी के पाली में स्थित राजकीय महिला महाविद्यालय में सोमवार को सात दिवसीय एनएसएस शिविर का शुभारंभ प्राचार्या डॉ. स्वाति ने की। कार्यक्रम की प्रतीमा पर दीप प्रज्वलित कर किया। उन्होंने स्वयंसेविकाओं को सामाजिक कार्य में योग देने के लिए प्रेरित किया। कार्यक्रम की अध्यक्षता प्रो. नोपु किरावानी ने की।

25th February 2020, second day of seven day NSS special camp started with the morning assembly with yoga exercise. In the morning session Ms. Nandini, brand ambassador (Beti Bachao and Beti Padhao Abhiyan) Rewari delivered a lecture. The main objective of the program was to create awareness among the Students about the importance of the girl child. The evening session was appreciated by a lecture delivered on 'Nutrition and Balanced Diet' by Dr. Subhash followed by a healthy group discussions and debate.

पॉलीथिन की जगह करें कपड़े के थैले का प्रयोग, पर्यावरण के लिए ये जरूरी : नंदिनी

भास्कर न्यूज | रेवारी

गांव पाली स्थित राजकीय महिला महाविद्यालय में एनएसएस की ओर से चलाए जा रहे शिविर में स्टैंडर्ड ऑफ क्वालिटी प्रायोजरन इन इंडिया पर बर्बाद की गई। इसमें कपड़े के थैले का उपयोग करके निम्नलिखित वितरित करने के अभियान की शुरुआत कर उद्घाटन करी नंदिनी विशेष रूप से पहुंची। नंदिनी ने स्वच्छता अभियान के बारे में बताते हुए कहा कि मैं इस अभियान से दो साल से जुड़ी हुई हूँ। उन्होंने प्लास्टिक का उपयोग नहीं करने व पर्यावरण संरक्षण के बारे में जानकारी दी। उन्होंने रूई का उपयोग करके और पर्यावरण को प्रायोजक के लिए पॉलीथिन की जगह कपड़े के थैले का प्रयोग करने की बात कही।

सुभाष ने बेहतर स्वास्थ्य के बारे में बताया और कहा कि यह पदार्थों का प्रयोग नहीं के लिए प्राप्त किया। एनएसएस प्रोग्राम प्रो. नोपु किरावानी ने एनएसएस की शुभकामनाएं दी।

26th February 2020, third day of seven day NSS special camp started with the morning assembly followed by yoga exercise. On this day the students provided the 'Sharam Dan' by cleaning Campus of 'PNB bank, Ayurvedic Dispensary and Panchayat Bhawan' of Pali village. In the evening session the students conveyed the importance of Education to the public of Pali village through Street theatre (Nukkad natak) followed by a lecture on first aid and nursing training.



27th February 2020, fourth day of seven day NSS special camp started similar to previous days with morning assembly followed by yoga. In the morning session, A.S.I Hari Om delivered a very interesting lecture about cyber crime followed by a healthy Question and Answer session. The second half of morning session was appreciated by a lecture on first aid and nursing training. In the evening session, students organized a rally across the village to convey the importance of banning plastic bags.



28th February 2020, fifth day of seven day NSS special camp started with the morning assembly and yoga exercise. In the morning session the NSS volunteer clean all the premises of college campus followed by a lecture on first aid, safety and nursing training. In the evening session a debate competition was organized for the NSS volunteer's. The topic of the debate competition was 'Do India requires Old Age Home's?'



29th February 2020, sixth day of seven day NSS special camp started with the morning assembly with yoga exercise. In the morning session, Mrs. Archana Mahila Thana Prabhari and Mrs. Sarita from Durga Shakti provided the volunteer self defense training and told them how to use and register on Durga Shakti app. In the evening session a lecture on first aid, safety and nursing training was delivered by representative of Red Cross society, Rewari.

छात्राओं को सुरक्षा व दुर्गा शक्ति एप के बारे में किया जागरूक

गर्व महेंद्रगढ़, ग्वाड़ी

गतसप्ताह गुरुवार को छात्राओं में 28 फरवरी से 1 मार्च तक चल रहे एनएसएस के साप्ताहिक सत्र में स्वयंसेवकों को विभिन्न जागरूकता के कार्यक्रमों में भाग लेना पड़ा। जिसमें आज एनएसएस कैंप की छात्राओं को रेवाड़ी महिला थाना पुलिस की ओर से विशेष रूप से स्वयंसेवकों को सुरक्षा व दुर्गा शक्ति एप के बारे में जागरूक किया।

महिला थाना प्रमुख श्री अर्चना का शीप सदस्य शामिल। अर्चना ने छात्राओं को बताया कि

किस प्रकार किस प्रकार शक्ति एप को डाउनलोड किया जा सकता है। महिला कर्मचारियों ने छात्राओं को ऐप इंटरफेस और एप पर सुरक्षा और के माध्यम से इनको नियंत्रित करने। वहीं दुर्गा शक्ति एप की मदद से महिला ने दुर्गा शक्ति एप के बारे में विस्तार

से बताया तथा छात्राओं के मोबाइल में ऐप को डाउनलोड करवाया गया।



इस अवसर पर प्रमुख अति अर्चना देवी ने कहा कि महिलाओं में शक्ति

का अहसास है उन्हें अपनी शक्ति का समय पर प्रयोग करना चाहिए

यह भी कहा कि यह एप छात्राओं के लिए बहुत ही उपयोगी है।

तथा किसी प्रकार की घटना का घटना होने पर दुर्गा शक्ति एप का उपयोग कर सकते हैं। एप का उपयोग करने के लिए दुर्गा शक्ति एप को डाउनलोड करना होगा। एप का उपयोग करने के लिए दुर्गा शक्ति एप को डाउनलोड करना होगा। एप का उपयोग करने के लिए दुर्गा शक्ति एप को डाउनलोड करना होगा।

नाटक से दिया अधिक से अधिक पौधे लगाने का संदेश

देखाई कि राजपूतों को कानून का पालन करना पड़ेगा। राणी ने राजपूतों की शक्ति को खत्म कर लम्बे काल तक के समय तक ये पुनर्जागरण संशोधन का संदेश दे दी।

राणी ने अन्धविश्वास नाश करने का प्रयास किया। राजपूतों को राजपूतों के अन्धविश्वास को खत्म करने का संदेश दिया। राजपूतों ने बहुत दिनों तक राजपूतों के अन्धविश्वास को खत्म करने का प्रयास किया। राजपूतों ने अन्धविश्वास को खत्म करने का प्रयास किया। राजपूतों ने अन्धविश्वास को खत्म करने का प्रयास किया।



Principal
GCW, Pali (Rewari)

Metric No. 1.3.1

Institution integrates the following cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum:

Sr. No	Name of Program	Name of Course	Name of Cross –Cutting issues
1	B.A./B.Com/B.Sc	Environmental Studies	Gender, Environment And Sustainability Pollution, Environment Geography IVth Sem, Climate Geography IIIrd Sem
2	B.Com	Business Communication Skills Code :1.5	Professional Ethics Such as Accounting Management, Tax, Business
3	B.A	English (Literature and Language)	Professional Ethics
4	B.Com	Business Environment Code: 2.5	Professional Ethics
5	Geography	Human Geography IVth Sem (UG-Geo 203) Physical Geography IIIrd Sem (UG-Geo 201)	Environment and Sustainability
6	Political Science	Indian Constitution option – (i) Indian Politics option – (i)	Human Rights, Human Duties, Awareness of Election, Awareness Of Political Parties, Awareness Of Judiciary Systems

The Description of course is explained as under

The detail is given as under: -

पर्यावरण अध्ययन

(Environmental Studies)

प्रायोगिक क्षेत्रीय कार्य
(Practical Field Work)

Syllabus for
B.A./B.Com./B.Sc./B.C.A.
Part-I

Maximum Marks : 25

1. स्थानीय क्षेत्र का भ्रमण एवं पर्यावरण सम्बन्धी निष्कर्ष निकालना—नदियाँ/जंगल/चारागाह/पहाड़/पर्वत।
Visit to a local area to document environmental assets—river/forest/grassland/hill/mountain.
2. स्थानीय प्रदूषित क्षेत्र का भ्रमण—शहरी/ग्रामीण/औद्योगिक/कृषिय।
Visit to a local polluted site—Urban/Rural/Industrial/Agricultural.
3. साधारण पक्षियों, कीट-पतंगों और पेड़-पौधों का अध्ययन करना।
Study of common plants, insects, birds.
4. तालाब, नदियाँ, पहाड़ी ढलानों आदि साधारण पारिस्थितिक तंत्र का अध्ययन।
Study of simple ecosystems—pond, river, hill slopes etc.

उपरोक्त पाठ्यक्रम में वर्णित क्षेत्रीय परियोजनाओं में से प्रत्येक विद्यार्थी को किसी एक क्षेत्र का चुनाव करके विस्तृत रिपोर्ट तैयार करनी होगी। विद्यार्थी ऐसे विषय अथवा क्षेत्र का चयन करें जो उनके सबसे निकट हो।

B.Com I First Semester w.e.f session 2017-18
Business Communication Skills

Code: 1.05

Theory Paper Max Marks: 80
Internal marks: 20

Time: 3 Hours

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Basics of communication, Seven C's of effective communication, barriers to communication, ethical context of communication.

Unit-II

Business Communication at workplace: Letter writing- component, layout and process, E- mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting.

Unit-III

Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals.

Unit-IV

Communication Skills: Reading skills, listening skills, note making, persuasive speaking. Body language, Gestures.

Suggested Readings:

1. Murphy, Herta A., Herbert W. Hildebrandj and Jane P. Thomas, *Effective Business Communication*, Tata McGraw Hill, New Delhi.
2. Konera Arun, *Professional Communication*, Tata McGraw Hill, New Delhi.
3. McGrath, E. H., *Basic Managerial Skills for All*, PHI, New Delhi.
4. Meenakshi Raman and Parkash Singh, *Business Communication*, Oxford University Press, New Delhi.

B. A. Part I
English (Compulsory)
Semester I
Literature and Language I

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 hrs

Prescribed Text :

Mohan, Loveleen, Randeep Rana and Jaibir Singh Hooda eds. *Literature and Language I*,
Delhi: Orient Blackswan, 2015 (Revised Edition).

Workload: 8 periods of 45 minutes per week for Text; 2 periods of 45 minutes per week for composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

Q 1 will be based on phonetic transcription given in the chapters in the text book. The students shall transcribe *eight* words out of the given *twelve*.

(08)

Q 2 will comprise very short answer type questions (using a word, a phrase or one or two sentences each) based on the chapters in the text book. The students shall answer any *eight* out of the given *twelve* items.

(08)

Q 3 will comprise inference based questions to elicit the understanding of the text by the students. The students shall answer any *five* out of the given *eight* questions based on the chapters (in about 75-100 words each).

(20)

Q 4 will be based on a comprehension passage from the text followed by *four* questions.

(04)

Q 5 will be based on vocabulary given in the exercises. The students shall attempt questions on vocabulary as directed. (e.g. framing sentences of their own or giving various forms of the given words-synonyms, antonyms, one word substitutes). The students shall answer any *eight* out of the given *twelve* words.

(08)

Q 6 will be based on grammar topics discussed in the text book. It will have two parts – (a) and (b). Part (a) will be based on the use of tenses and Part (b) on parts of speech. Both the parts will carry 12 marks each. There will be 50% internal choice in both the parts.

(24)

Note: Questions will be based on the exercises but not necessarily from the exercises as such.

In Q 7, students will be required to write a Paragraph in about 150 words on any *one* out of the given *three* topics. The topics will be similar to the topics given in the exercises in the text book.

(08)

B. A. Part I
English (Compulsory)
Semester II
Literature and Language II

Scheme of Examination

Total Marks:	100
Theory:	80
Int. Assessment:	20
Time:	3 hrs

Prescribed Text :

Literature and Language I eds. Jaibir S. Hooda, Randeep Rana and Loveleen Mohan.

Workload: 8 periods of 45 minutes duration per week for Text. 2 periods of 45 minutes duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

Q.No.1 (a) Transcription of one/two syllabic words only from the words given in the exercises given at the end of the chapters. Students will be required to transcribe any four out of the given eight words. **4 Marks**

(b) Antonyms and synonyms from the exercises given at the end of the chapters. Students will be required to give four antonyms and four synonyms out of the given eight each. **4 Marks**

Q.No.2 (a) Very short answer type questions. Students will be required to answer any four out of given eight questions in a word/phrase/sentence. The questions may not necessarily be the same as given in the exercises. **4 Marks**

(b) Students will be required to attempt any six out of the given nine questions in 2 – 5 sentences/50 words each. Short answer type questions also may not be the same as given in the exercises. **12 Marks**

Q.No. 3 Long answer type questions. Students will be required to attempt in about 150 – 200 words each any three out of the given six questions. **21 Marks**

Q.No. 4 (a) Grammar: This question will be based on the grammar exercises given in the text. The sentences will not necessarily be the same as given in exercises. There will be 50% internal choice. **20 Marks**

(b) One question based on Grammar topics covered in Semester I (with 50% internal choice) **7 Marks**

Q.No.5 Composition: Students will be required to write an essay in about 200 words on one of the two given topics with hints for composition. **8 Marks**

Time: 3 Hours

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Business Environment: concept; components and importance; SWOT Analysis.

Unit-II

Economic Trends (overview): income; savings and investment; industry; Trade and balance of payments.

Unit-III

Problems of Growth: Unemployment, regional imbalances, inflation, parallel economy and industrial sickness.

Unit-IV

Role of Govt. in Indian Economy: Monetary and Fiscal Policy; Industrial Policy; Privatization.

Suggested Readings:

1. Agarwal A.N., *Indian Economy*, Vikas Publishing House, New Delhi.
2. Mirra and Puri, *Indian Economy*, Himalaya Publishing House, New Delhi.
3. Hedge Lant, *Environmental Economics*, McMillan Hampshire.

**B.A. GEOGRAPHY (PASS COURSE) SECOND YEAR
(THIRD SEMESTER)**

Learning Outcomes and Objectives:

1. To enable students to understand the atmospheric and hydrospheric components of the earth system;
2. To familiarize the students with the processes and dynamics of Oceanic circulation.

B.A. GEOGRAPHY (THIRD SEMESTER)

PHYSICAL GEOGRAPHY-II

UG – GEO 201

Maximum Marks: 75

External Assessment Marks: 60

Internal Assessment Marks: 15

Time: 3 Hours

Note: There shall be nine questions in all. The candidates have to attempt five questions including Question I which is compulsory comprising six short questions to be answered in 15-20 words each. In addition, the candidates have to attempt four more questions selecting at least one from each unit. All questions carry equal marks.

UNIT-I

1. Weather and climate; origin, composition and structure of atmosphere.
2. Insolation, global heat budget, horizontal and vertical distribution of temperature, inversion of temperature.

UNIT-II

3. Atmospheric pressure: measurement and distribution, pressure belts, planetary, seasonal and local winds.

Suggested Readings

1. Barry, RG and Chorley R.J., Atmosphere, Weather and Climate, Routledge, 1998.
2. Critchfield, H., General Climatology, Prentice-Hall of India, 2002.
3. King, C. Oceanography for Geographers, Edward Arnold, London, 1975.
4. Trewartha, G.T., An Introduction to Climate, Mc-Graw Hill, New York, 1981.
5. Trewartha, G.T., The Earth's Problems Climates, University of Wisconsin Press, USA.
6. Gupta L S (2000): Jalvayu Vigyan, Hindi Madhyam Karyanvay Nidishalya, Delhi/Vishwa Vidhyalaya, Delhi.
7. Lal, D S (2006): Jalvayu Vigyan, Prayag Pustak Bhawan, Allahabad.
8. Vatal, M (1986): Bhautik Bhugol, Central Book Depot, Allahabad.
9. Singh, S (2009): Jalvayu Vigyan, Prayag Pustak Bhawan, Allahabad.

B.A. GEOGRAPHY (THIRD SEMESTER) REPRESENTATION OF CLIMATIC DATA AND SURVEY (PRACTICAL)

UG - GEO 202

Distribution of Marks:

Exercises=15

Record File=05

Viva-voce=05

Maximum Marks: 25

Time: 3 Hour

Note: There will be four questions in all and candidate has to attempt three exercises.

1. Measurement of temperature, rainfall, pressure and humidity.
2. Representation of temperature and rainfall.
 - a. Combined Line and Bar Graph Exercise 1
 - b. Distribution of temperature (Isotherms) Exercise 1
 - c. Distribution of rainfall (Isolytes) Exercise 1
 - d. Hythergraph Exercise 1
 - e. Rainfall deviation diagram Exercise 1
3. Climograph (wet and dry places) - Exercise 2
4. Distribution of pressure (Isobars) - Exercise 2
5. Weather map interpretation (January & July) - Exercise 2
6. Chain and tape survey Exercise 2

Suggested Readings

1. Mishra R.P. and Ramesh A. 1999, Fundamentals of Cartography, Concept Publishing Company, New Delhi.
2. Monkhouse, F.J. and Wilkinson H.R., 1972. Maps and Diagrams, Methuen Press, London
3. Robinson, A.H. et.al. Elements of Cartography, John Wiley & Sons, 1995.
4. Singh, R.L., 1979. Elements of Practical Geography, Kalyani Publisher, New Delhi.

B.A. GEOGRAPHY (PASS COURSE) FOURTH SEMESTER

Learning Outcomes and Objectives:

1. To make the students familiar with the man- environment relation and human adaptation to the environment.
2. The students will have the ability to understand the growth, distribution and composition of population in different parts of the world.
3. Analyze the types and patterns of rural settlements in India and other regions of the world.

B.A. GEOGRAPHY (FOURTH SEMESTER) HUMAN GEOGRAPHY UG – GEO 203

Maximum Marks: 75
External Assessment Marks: 60
Internal Assessment Marks: 15
Time: 3 Hours

Note: There shall be nine questions in all. The candidates have to attempt five questions including Question-1 which is compulsory comprising six short questions to be answered in 15-20 words each. In addition, the candidates have to attempt four more questions selecting at least one from each unit. All questions carry equal marks.

UNIT - I

1. Nature and scope of human geography; branches of human geography; approaches to the study of human geography.
2. Division of mankind; spatial distribution of tribes of India; Santals, Gonds and Bhils.

UNIT - II

3. Concept of man- environment relation: A historical approach.
4. Human adaptation to the environment (i) cold region Eskimos (ii) Hot Region – Bushman.

UNIT - III

5. Distribution, density and growth of world population.
6. Population theories: Malthus and optimum population theory.

UNIT-IV

7. Rural settlements: meaning, classification and types.
8. Population pressure, resource use and environment degradation; concept of deforestation, air and water pollution.

Suggested Readings

1. Aggarwal, A. The Citizen's Fifth Citizen's Report, Centre for Science & Environment, New Delhi, 1999.
2. Alexander, John W. Feminine Geography, Prentice Hall of India Ltd., New Delhi, 1988.
3. Bergman, Edward F. Human Geography: Culture Connections and Landscape, Prentice-Hall, New Jersey, 1985.
4. Carr, M. Patterns: Process and Change in Human Geography, McMillan Education, London, 1987.
5. Chandna, R.C. A Geography of Population: Concepts, Determinants and Patterns, Kalyani Publishers, New Delhi, 1986.
6. DeRoth, R.J. Human Geography, Culture, Society and Space, John Wiley, New York, 1996.
7. Fellman, J.L. Human Geography: Landscapes of Human Activities, Brown and Benchmark Pub., USA, 1997.
8. Global Environment Outlook: Earthcare, London, 2000.
9. McBride, P.J. Human Geography, Systems Patterns and Change, Nelson, UK and Canada, 1996.
10. Michael, Can. New Patterns: Process and Change in Human Geography, Nelson, 1996.
11. Kaushik, S.D. (2010) Manav Bhugol, Rastogi Publication, Meerut.
12. Maurya, S.D. (2012) Manav Bhugol, Sharda Pustak Bhawan, Allahabad.
13. Hussain, Majid (2012) Manav Bhugol, Rawat Publications, Jaipur.

B.A. GEOGRAPHY (FOURTH SEMESTER) MAP PROJECTIONS AND SURVEY (PRACTICAL) UG - GEO 204

Distribution of Marks:

Exercises=15

Record File=05

Viva-voce=05

Maximum Marks: 25

Maximum Time: 3 Hours

Note: There will be four questions in all and candidate has to attempt three exercises.

Total Exercises = 15

1. Introduction to Map Projection: Meaning, Classification and importance; Characteristics of lines of latitudes and longitudes.
2. Cylindrical projections: Characteristics, applications and drawing: (3)
 - a. Simple cylindrical projection
 - b. Cylindrical equal area projection
 - c. True shape or orthomorphic or Mercator's Projection
3. Conical Projections: Characteristics, applications and drawing (5)
 - a. Simple conical projections with one standard parallel
 - b. Simple conical projection with two standard parallel
 - c. Bonne's Projection
 - d. Polyconic projection
 - e. International Map Projection

B.A. Part-I, Political Science (Pass Course)

Semester-I

NOTE: There will be two Optional papers. The students will have to opt only one paper out of the two papers. The maximum marks are 100. (Theory 80, Internal Assessment 20).

Option (i) : Indian Constitution

M. Marks: 80
Internal Assessment: 20
Time: 3 Hours

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

UNIT-I

Indian Constitution – Sources and Features, Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy.

UNIT-II

Union and State Executive – President, Prime Minister, Council of Ministers; State Executive – Governor, Chief Minister and Council of Ministers.

UNIT-III

Union and State Legislature – Parliament-Composition and Functions; Speaker of Lok Sabha Amendment Process; State Legislature-Vidhan Sabha; Panchayati Raj

UNIT-IV

Judiciary – Supreme Court, High Courts, Judicial Review.

Reading:

1. G. Austin, The Indian Constitution: Corner Stone of a Nation, Oxford, Oxford University Press, 1966.
2. D.D. Basu, An Introduction to the Constitution of India, New Delhi, Prentice Hall, 1994.
3. D.D. Basu and B. Parekh (ed.), Crisis and Change in Contemporary India, New Delhi, Sage, 1994.
4. C.P. Bhambhri, The Indian State: Fifty Years, New Delhi, Shipra, 1997.
5. P. Brass, Politics of India Since Independence, Hyderabad, Orient Longman, 1990.
6. P. Kohari, Politics in India, New Delhi, Orient Longman, 1970.
7. W.H. Morris Jones, Government and Politics in India, Delhi, BL Publications, 1974.
8. J.R. Siwach, Dynamics of Indian Government & Politics, New Delhi, Sterling Publishers, 1985.