

**MODIFIED CBCS CURRICULUM OF
ECONOMICS GENERAL PROGRAMME**

SUBJECT CODE = 00

FOR UNDER GRADUATE COURSES UNDER RANCHI UNIVERSITY



Implemented from
Academic Session 2019-2022



Members of Board of Studies of CBCS Under- Graduate Syllabus as per Guidelines of the Ranchi University, Ranchi.

1. Chairman –

Dr. Shyamali Banerjee
Associate Professor & Head,
University Department of Economics, Ranchi University, Ranchi

2. Internal Members-

- i. **Dr. Ram Pravesh Prasad Singh**
Professor,
University Department of Economics, Ranchi University, Ranchi
- ii. **Dr. Gopal Chandra Singh**
Associate Professor,
University Department of Economics, Ranchi University, Ranchi
- iii. **Mr. Kedar Nath Das**
Reader
University Department of Economics, Ranchi University, Ranchi
- iv. **Dr. Madhumita Das Gupta**
Associate Professor
University Department of Economics, Ranchi University, Ranchi
- v. **Dr. Ranjana Srivastava**
Associate Professor
University Department of Economics, Ranchi University, Ranchi

1. External Members :-

- i. **Mr. Ashok Kumar Singh**
Reader
Department of Economics, S.S. Memorial College, Ranchi
- ii. **Dr. S.N. Prajapati**
Associate Professor,
Department of Economics, Y.S.M College, Ranchi
- iii. **Dr. Lekha Prasad**
Assistant Professor,
Department of Economics, Doranda College, Ranchi
- iv. **Dr. N. Daisay Ekka**
Assistant Professor,
Department of Economics, Nirmala College, Ranchi
- v. **Dr. Neelu Kumari**
Assistant Professor,
Department of Economics, Doranda College, Ranchi
- vi. **Dr. Meera Kumari**
Assistant Professor,
Department of Economics, Ranchi Womens' College, Ranchi
- vii. **Mrs. Neetu Kumari**
Assistant Professor,
Department of, Economics R.L.S.Y College, Kokar, Ranchi

Submitted for publication
at Ranchi University web site.
Shyamali Banerjee
18.5.18
4.0.0
Department of Econ
Ranchi University

Contents

S.No.		Page No.
	Members of Core Committee	i
	Contents	ii -iii
	COURSE STUCTURE FOR UNDERGRADUATE ‘GENERAL’ PROGRAMME	
1	Distribution of 120 Credits	1
2	Course structure with Credits for B.Sc./ B.A./ B.Com.(General Programme)	1
3	Basic Course structure for B.A. (General Programme)	2
4	Course structure for ECONOMICS (General Programme)	2
5	Subject Combinations allowed for B.Sc./ B.A./ B.Com. General Programme	3
6	Semester wise Structure for Mid Sem & End Sem Examinations	3
7	Skill Enhancement Subject Papers for B. A. General Programme	3
	SEMESTER I	
8	I. Ability Enhancement Compulsory Course (AECC)	4
9	II. Core Course –DSC A	4
	SEMESTER II	
10	I. Environmental Studies (EVS)	6
11	II. Core Course –DSC B	9
	SEMESTER III	
12	I. Skill Enhancement Course (SEC 1)	10
13	II. Core Course –DSC C	10
	SEMESTER IV	
14	I. Skill Enhancement Course (SEC 2)	12
15	II. Core Course –DSC D	12
	SEMESTER V	
16	I. Skill Enhancement Course (SEC 3)	13
17	II. Discipline Specific Elective (DSE A)	13
	SEMESTER VI	
18	I. Skill Enhancement Course (SEC 4)	15
19	II. Discipline Specific Elective (DSE B)	15
	SKILL ENHANCEMENT COURSE	
20	Semester III - Skill Enhancement Course (SEC I)	17

21	SEC 1 LAB	19
22	Semester IV - Skill Enhancement Course (SEC 2)	24
23	Semester V - Skill Enhancement Course (SEC 3)	25
24	Semester VI - Skill Enhancement Course (SEC 4)	26

ANNEXURE

25	Distribution of Credits Semester wise for Hons/ General Programme	27
26	Sample calculation for SGPA for B.Sc./B.A./B.Com Programme	28
27	Sample calculation for CGPA for B.Sc./B.A./B.Com Programme	28

MARKS DISTRIBUTION FOR EXAMINATIONS AND FORMAT OF QUESTION PAPERS

28	Marks Distribution of End Semester Theory Examinations	29
29	Marks Distribution of End Semester Practical Examinations	29
30	Format of Question Paper for End Sem Examination of AECC NH + MB Communication of 50 Marks	30
31	Format of Question Paper for End Sem Examination of 75 Marks	31
32	Format of Question Paper for End Sem Examination of GE, SEC, General & AECC Hindi/ English Communication of 100 Marks	32

COURSE STRUCTURE FOR UNDERGRADUATE '**GENERAL**' PROGRAMME**Table A -1: Distribution of 120 Credits** [*wherever there is a practical there will be no tutorial and vice –versa.]

Course	Papers	Credits	
		Theory + Practical	Theory + Tutorial
I. Core Course	(DSC A to D)		
04 Courses from each of the 03 discipline of choice			
Theory	4x3=12 Papers	12X4=48	12X5=60
Practical/Tutorial*	4x3=12 Papers	12X2=24	12X1=12
II. Elective Course (EC)			
A. Discipline Specific Elective	(DSE A & B)		
02 Courses from each of the 03 discipline of choice			
Theory	2X3=6 Papers	6X4=24	6X5=30
Practical/ Tutorial*	2X3=6 Papers	6X2=12	6X1=6
III. Ability Enhancement Compulsory Courses (AECC)			
1. English/ Hindi Communication/ NH+MB/ Business Communication for Commerce	1 Paper	1X2=2	1X2=2
2. Environmental Science	1 Paper	1x2=2	1x2=2
3. Skill Enhancement Course of the Core Course opted	(SEC 1, 2, 3 & 4) 4 Papers	4X2=8	4X2=8
Total Credit = 120		= 120	

Table A -2: Course structure for B.Sc./ B.A./ B.Com. (Undergraduate Programme)

Semester	Course (Core Courses) 12 Papers	Allied (Elective Courses) 6 Papers	Ability Enhancement (Compulsory Courses) 6 Papers	Total Credits
Sem-I	DSC-1A, DSC-2A, DSC-3A (6+6+6=18 Credits)	---	Eng / Hindi Comm/ NH + MB (02 Credits)	20 Credits
Sem-II	DSC-1B, DSC-2B, DSC-3B (6+6+6=18 Credits)	---	EVS (02 Credits)	20 Credits
Sem-III	DSC-1C, DSC-2C, DSC-3C (6+6+6=18 Credits)	---	SEC-1 (02 Credits)	20 Credits
Sem-IV	DSC-1D, DSC-2D, DSC-3D (6+6+6=18 Credits)	---	SEC-2 (02 Credits)	20 Credits
Sem-V	---	DSE-1A, DSE-2A, DSE-3A (6+6+6=18 Credits)	SEC-3 (02 Credits)	20 Credits
Sem-VI	---	DSE-1B, DSE-2B, DSE-3B (6+6+6=18 Credits)	SEC-4 (02 Credits)	20 Credits

Total = 120 Credits

COURSES OF STUDY FOR UNDERGRADUATE 'B. A. General' PROGRAMME

Table A -3: Basic Course structure for ARTS (Undergraduate Programme) Total: 120 Credits

Sem	Course (Core Courses)		Allied (Elective Courses)		Ability Enhancement (Compulsory Courses)	
	Code	4 x 3 = 12 Papers	Code	2 x 3 = 6 Papers	Code	1 + 1 + 4 = 6 Papers
I	DSC1A DSC2A DSC3A	Core Subject 1; Paper A Core Subject 2; Paper A Core Subject 3; Paper A			Compulsory Language Communication ENG/ Hindi/ NH + MB	
II	DSC1B DSC2B DSC3B	Core Subject 1; Paper B Core Subject 2; Paper B Core Subject 3; Paper B			EVS	Environmental Science
III	DSC1C DSC2C DSC3C	Core Subject 1; Paper C Core Subject 2; Paper C Core Subject 3; Paper C			SEC1	SEC1: Elementary Computer Application Softwares + Lab
IV	DSC1D DSC2D DSC3D	Core Subject 1; Paper D Core Subject 2; Paper D Core Subject 3; Paper D			SEC2	SEC2 of Either Core Subject 1,2 or 3
V			DSE1A DSE2A DSE3A	Core Subject 1 Core Subject 2 Core Subject 3	SEC3	SEC3 of same subject opted in Sem III;
V			DSE1A DSE2A DSE3A	Core Subject 1 Core Subject 2 Core Subject 3	SEC3	SEC4 of same subject opted in Sem III;

Table A -4: Course structure for ECONOMICS (Undergraduate Programme) Total:120 Credits

Semester	Course (Core Courses)		Allied (Elective Courses)		Ability Enhancement (Compulsory Courses)	
	Code	4 Papers	Code	2 Papers	Code	4 Papers
I	DSC-A	Principles of Microeconomics-I +T			Compulsory Language Communication	
II	DSC-B	Principles of Microeconomics-II +T			EVS	Environmental Science
III	DSC-C	Principles of Macroeconomics-I +T			SEC1	Elementary Computer Application Software + Lab
IV	DSC-D	Principles of Macroeconomics-II +T			SEC2	Numerical Ability +T
V			DSE-A	Gp 1A: Money and Banking +T Gp 1B: Economic Development and Policy in India-I +T	SEC3	Data Collection, Analysis & Interpretation +T
VI			DSE-B	Gp 2A: Public Finance +T Gp 2B: Economic Development and Policy in India-II +T	SEC4	Test of Reasoning Ability +T

Table A-5: Subject Combinations allowed for B. A. General Programme:

S.No.	Note: Any Three Subjects may be opted but only One from S.No.1		
1	Anthropology/ Geography/ Psychology/ Home Science	13	Bengali
2	Geography	14	Urdu
3	History	15	Sanskrit
4	Political Science	16	Ho
5	Psychology	17	Kharia
6	Sociology	18	Khortha
7	Economics	19	Kurmali
8	Anthropology	20	Kurux
9	Philosophy	21	Mundari
10	Mathematics	22	Nagpuri
11	Hindi	23	Panch Pargania
12	English	24	Santhali

Table A-6: Semester wise Structure for Mid Sem & End Sem Examinations:

Sem	Core Honours, Allied DSE, Compulsory AECC Courses		Examination Structure		
	Code	Papers	Mid Semester Theory (F.M.)	End Semester Theory (F.M.)	End Semester Practical/ Viva (F.M.)
I	DSC-A	Principles of Microeconomics-I +T	---	100	---
	AECC	Language Communication	---	100	---
II	DSC-B	Principles of Microeconomics-II +T	---	100	---
	AECC	EVS	---	100	---
III	DSC-C	Principles of Macroeconomics-I +T	---	100	---
IV	DSC-D	Principles of Microeconomics-II +T	---	100	---
V	DSE-A	Gp 1A: Money and Banking +T Gp 1B: Economic Development and Policy in India-I +T	---	100	---
VI	DSE-B	Gp 2A: Public Finance +T Gp 2B: Economic Development and Policy in India-II +T	---	100	---

Table A-7: Semester wise Structure for End Sem Examination of Skill Enhancement Course:

Sem	Skill Enhancement Course SEC		Examination Structure		
	Code	Papers	Mid Semester Theory (F.M.)	End Semester Theory (F.M.)	End Semester Practical/ Viva (F.M.)
III	SEC 1	Elementary Computer Application Software +Lab	---	100	---
IV	SEC 2	Numerical Ability +T	---	100	---
V	SEC 3	Data Collection, Analysis & Interpretation +T	---	100	---
VI	SEC 4	Test of Reasoning Ability +T	---	100	---

SEMESTER I

4 Papers**Total 100 x 4 = 400 Marks****I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)**

(Credits: Theory-02)

Any One Compulsory Language Communication Prescribed by Ranchi University:

English Communication/ Hindi Communication / NH + MB Communication

(Refer AECC Curriculum of Ranchi University)**I. CORE COURSE –DSC A:**

(Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40***Instruction to Question Setter for**End Semester Examination (ESE):*

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

PRINCIPLES OF MICROECONOMICS-I**Theory: 75 Lectures, Tutorial: 15 Lectures****Course Description**

This course intends to expose the student to the basic principles in Microeconomic Theory and illustrate with applications.

Course Outline**I. Introduction**

a) Problem of scarcity and choice: scarcity, choice and opportunity cost Production possibility frontier; economic systems.

b) Demand and supply: law of demand, determinants of demand, shifts of Demand versus movements along a demand curve, market demand, law of supply, Determinants of supply, shifts of supply versus movements along a supply Curve, market supply, market equilibrium.

c) Consumer surplus, producer surplus.

d) Elasticity: price elasticity of demand, calculation of elasticity, determinants of price elasticity and other elasticities.

2. Consumer Theory

Budget constraint, concept of utility, diminishing marginal utility, Diamond- Water paradox, income and substitution effects; consumer choice: indifference Curves, derivation of demand curve from indifference curve and budget constraint.

3. Production and Costs

(a) Production: behavior of profit maximizing firms, production process Production functions, law of variable proportions, choice of technology, isoquant and isocost lines, cost minimizing equilibrium condition.

(b) Costs: costs in the short run, costs in the long run, revenue and profit maximization, minimizing losses, short run industry supply curve, Economies and diseconomies of scale, long run adjustments.

4. Perfect Competition

Theory of a firm under perfect competition, demand and Revenue; equilibrium of the firm in the short run and long run; long Run industry supply curve: increasing, decreasing and constant cost Industries.

Basic Readings:

- Dominick Salvatore, Microeconomics, Theory and Applications, Oxford University Press, 4th editon.
 - Hal R. Varian, Intermediate Microeconomics, a Modern 8th edition, W.W. Norton and Company/Affiliated East-West Press (India), 2010. The Workbook by Varian and Bergstrom could be used for problems.
 - C.Snyder and W. Nicholson, Fundamentals of Microeconomics, engage Learning (India). 2010.
-

SEMESTER II

4 Papers**Total 100 x 4 = 400 Marks****I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)**

(Credits: Theory-02)

Marks : 100 (ESE: 3Hrs) =100**Pass Marks Th ESE = 40***Instruction to Question Setter for**End Semester Examination (ESE):**There will be **objective type test** consisting of hundred questions of 1 mark each. Examinees are required to mark their answer on **OMR Sheet** provided by the University.***ENVIRONMENT STUDIES****Theory: 30 Lectures****Unit 1 : Introduction to environmental studies**

Multidisciplinary nature of environmental studies;
 Scope and importance; Concept of sustainability and sustainable development.

(2 lectures)**Unit 2 : Ecosystems**

What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems :

Forest ecosystem

Grassland ecosystem

Desert ecosystem

Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

(2 lectures)**Unit 3 : Natural Resources : Renewable and Non--renewable Resources**

Land resources and landuse change; Land degradation, soil erosion and desertification.

Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.

Water : Use and over--exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter--state).

Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

(5 lectures)**Unit 4 : Biodiversity and Conservation**

Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots

India as a mega--biodiversity nation; Endangered and endemic species of India

Threats to biodiversity : Habitat loss, poaching of wildlife, man--wildlife conflicts, biological invasions; Conservation of biodiversity : In--situ and Ex--situ conservation of biodiversity.

Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

(5 lectures)

Unit 5 : Environmental Pollution

Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution

Nuclear hazards and human health risks

Solid waste management : Control measures of urban and industrial waste.

Pollution case studies.

(5 lectures)

Unit 6 : Environmental Policies & Practices

Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture

Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).

Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

(4 lectures)

Unit 7 : Human Communities and the Environment

Human population growth: Impacts on environment, human health and welfare.

Resettlement and rehabilitation of project affected persons; case studies.

Disaster management : floods, earthquake, cyclones and landslides.

Environmental movements : Chipko, Silent valley, Bishnois of Rajasthan.

Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.

Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

(3 lectures)

Unit 8 : Field work

Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.

Visit to a local polluted site--Urban/Rural/Industrial/Agricultural.

Study of common plants, insects, birds and basic principles of identification.

Study of simple ecosystems--pond, river, Delhi Ridge, etc.

(Equal to 4 lectures)

Suggested Readings:

- Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
 - Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press.
 - Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.
 - Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
 - Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
 - Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339: 36---37.
 - McCully, P. 1996. *Rivers no more: the environmental effects of dams*(pp. 29---64). Zed Books.
 - McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
 - Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.
 - Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. *Environmental and Pollution Science*. Academic Press.
 - Rao, M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford and IBH Publishing Co. Pvt. Ltd.
 - Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. *Environment*. 8th edition. John Wiley & Sons.
 - Rosencranz, A., Divan, S., & Noble, M. L. 2001. *Environmental law and policy in India*. Tripathi 1992.
 - Sengupta, R. 2003. *Ecology and economics: An approach to sustainable development*. OUP.
 - Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
 - Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. *Conservation Biology: Voices from the Tropics*. John Wiley & Sons.
 - Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
 - Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
 - Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
 - World Commission on Environment and Development. 1987. *Our Common Future*. Oxford University
-

II. CORE COURSE -DSC B:

(Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

PRINCIPLES OF MICROECONOMICS-II Theory: 75 Lectures, Tutorial: 15 Lectures**Course Description**

This is a sequel to Principles of Microeconomics—I. It has covered in the first semester. The Objectives of the course is the same as in Principles of Microeconomics- I.

Course Outline**I. Market Structures****a. Theory of a Monopoly Firm**

Concept of imperfect competition; short run and long run price and output decisions of a monopoly firm; concept of a supply curve under monopoly; comparison of perfect competition and monopoly, social cost of monopoly, price discrimination; remedies for monopoly: Antitrust laws, natural monopoly.

b. Imperfect Competition

Monopolistic competition: Assumptions, SR & LR price and output determinations under monopolistic competition, economic efficiency and resource allocation; oligopoly: assumptions, oligopoly models, game theory, contestable Markets, role of government.

2. Consumer and Producer Theory**a. Consumer and Producer Theory in Action**

Externalities. Marginal cost pricing, internalizing externalities, public goods; imperfect information; adverse selection, moral hazard, social choice, government inefficiency.

b. Markets and Market Failure

Market adjustment to changes in demand, efficiency of perfect competition; sources of market failure: imperfect markets, public goods, externalities, imperfect information; evaluating the market mechanism.

3. Income Distribution and Factor pricing

Input markets: demand for inputs; labor markets, land markets, profit maximization condition in input markets, input demand curves, distribution of Income.

4. International Trade

Absolute advantage, comparative advantage, terms of trade, sources of comparative Advantage, trade barriers, free trade /protectionism.

Basic Readings:

- Case, Karl E. & Ray C. Fair, Principles of Economics, Pearson Education Inc 8th edition,2007.
- Hal R. Varian, Intermediate Microeconomics, a Modern 8th edition, W.W. Norton and Company/Affiliated East-West Press (India), 2010. The Workbook by Varian and Bergstrom could be used for problems.
- C.Snyder and W. Nicholson, Fundamentals of Microeconomics, engage Learning (India). 2010.

SEMESTER III

4 Papers**Total 100 x 4 = 400 Marks****I. SKILL ENHANCEMENT COURSE SEC 1:** (Credits: Theory-02)

All Four Papers (One paper to be studied in each semester) of any One Subject to be opted from either of the Core Subjects opted for General Courses of Study. Refer Content from the Syllabus of opted Skill Enhancement Course Subject.

II. CORE COURSE -DSC C: (Credits: Theory-05, Tutorial-01)**Marks : 100 (ESE 3Hrs) =100****Pass Marks Th ESE = 40****Instruction to Question Setter for
End Semester Examination (ESE):**

There will be **two** group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

PRINCIPLES OF MACROECONOMICS-I**Theory: 75 Lectures, Tutorial: 15 Lectures****Course Description**

This course introduces students to the basic concepts in Macroeconomics. Macroeconomics deals with the aggregate economy. In this course the students are introduced to the definition, measurement of the macroeconomic variables like GDP, consumption, savings, investment and balance of payments. The course also discusses various theories of determining GDP in the short run.

Course Outline**1. Introduction**

What is macroeconomics? Macroeconomic issues in an economy.

2. National Income Accounting

Concepts of– Gross domestic product (GDP), Gross national product (GNP)

Net Domestic Product (NDP), Net national product (NNP): Measurement of national income and its limitation, nominal and real income.

3. Keynesian theory of consumption and investment.

Consumption function; meaning factors influencing consumption spending, concept of Marginal Propensity to consume (MPC), Average Propensity to Consume (APC), Marginal Propensity to consume (MPS), Average Propensity to save (APS). Investment function meaning and factors affecting investment, Marginal efficiency of capital, autonomous and induced investment, concept of multiplier.

4. Money in Modern Economy

Concept of money in modern economy and its functions; quantity theory of money cash transaction and cash balance approach, credit creation.

Basic Readings:

- Dornbusch, Fischer and Startz, macroeconomics, McGraw Hill, 11th edition, 2010.
 - N. Gregory Mankiw, macroeconomics, Worth publishers, 7th edition, 2010.
 - Olivier Blanchard, macroeconomics, Pearson Education, Inc., 5th edition, 2009.
 - Steven M. Sheffrin, Rational expectations, Cambridge University Press, 2nd edition, 1996.
 - Andrew B. Abel and Ben S. Bernanke, Macroeconomics, Pearson Education, Inc., 7th edition, 2011
 - Errol D'Souza, Macroeconomics, Pearson Education 2009.
 - Paul R. Krugman, Maurice Obstfeld and Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.
-

SEMESTER IV
4 Papers**Total 100 x 4 = 400 Marks**
I. SKILL ENHANCEMENT COURSE SEC 2: (Credits: Theory-02)

All Four Papers (One paper to be studied in each semester) of any One Subject to be opted from either of the Core Subjects opted for General Courses of Study. Refer Content from the Syllabus of opted Skill Enhancement Course Subject.

II. CORE COURSE -DSC D: (Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100	Pass Marks Th ESE = 40
-----------------------------	------------------------

**Instruction to Question Setter for
End Semester Examination (ESE):**

There will be two group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

PRINCIPLES OF MACROECONOMICS-II
Theory: 75 Lectures, Tutorial: 15 Lectures
Course Description

This is a sequel of Principles of Macroeconomics—I. It analyses various determinants of National Income in greater detail. It also introduces students to concept of inflation, its relationship with unemployment and some basic concepts in an open economy.

Course Outline

1. Employment-Classical theory of employment says's law of market. Pigovin approach. Keynesian theory of employments-Principle of effective demand, aggregate demand and aggregate supply.

2. Inflation and Unemployment

Inflation-meaning, type, measurement of inflation causes & of inflations;
Relationship between inflation and unemployment, Phillips Curve.

3. Balance of Payment

Concept of balance of payment current and capital account equilibrium and disequilibrium in balance of payment, consequences of disequilibrium of BOP. Various measures to correct disequilibrium in balance of payment.

4. Foreign Exchange Rate

Concepts of Foreign exchange rate, determination of foreign exchange rate; Purchasing Parity Theory.

Basic Readings:

- Case, Karl E. & Ray C. Fair, Principles of Economics, Pearson Education, Inc., 8th edition, 2007.
- Sikdar, Shoumyen, Principles of Macroeconomics, 2nd Edition, Oxford University Press, India
- Andrew B. Abel and Ben S. Bernanke, Macroeconomics, Pearson Education, Inc., 7th edition, 2011
- Errol D'Souza, Macroeconomics, Pearson Education 2009.
- Paul R. Krugman, Maurice Obstfeld and marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.

SEMESTER V
4 Papers

Total 100 x 4 = 400 Marks
I. SKILL ENHANCEMENT COURSE SEC 3:

(Credits: Theory-02)

All Four Papers (One paper to be studied in each semester) of any One Subject to be opted from either of the Core Subjects opted for General Courses of Study. Refer Content from the Syllabus of opted Skill Enhancement Course Subject.

I. ECONOMICS SPECIFIC (DSE A):

(Credits: Theory-05, Tutorial-01)

Either Group 'A' or 'B'

Marks : 100 (ESE 3Hrs) =100	Pass Marks Th ESE = 40
------------------------------------	-------------------------------

Instruction to Question Setter for
End Semester Examination (ESE):

There will be **two** group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

DSE 1A. MONEY AND BANKING
Theory: 75 Lectures, Tutorial: 15 Lectures
Course Description I

This course exposes students to the theory and functioning of the monetary and Financial sectors of the economy. It highlights the organization, structure and role of financial markets and institutions. It also discusses interest rates, monetary Management and instruments of monetary control. Financial and banking sector Reforms and monetary policy with special reference to India are also covered.

Course Outline
I. Money

Concept, functions, measurement; theories of money supply determination.

2. Financial Institutions, Markets, Instruments and Financial Innovations

- a. Role of financial markets and institutions; problem of asymmetric information — adverse selection and moral hazard; financial crisis.
- b. Money and capital markets: organization, structure and reforms in India; role of financial derivatives and other innovations.

3. Interest Rates

Determination; sources of interest rate differentials; theories of term structure of interest rates; interest rates in India.

4. Banking System

- a. Balance sheet and portfolio management.
- b. Indian banking system: Changing role and structure; banking sector reforms.

5. Central Banking and Monetary Policy

Functions, balance sheet; goals, targets, indicators and instruments of monetary Control; monetary management in an open economy; current monetary policy of India.

Basic Readings:

- F. S. Mishkin and S. G. Eakins, Financial Markets and Institutions, Pearson Education, 6th edition, 2009.
- F. J. Fabozzi, F. Modigliani, F. J. Jones, M. G. Ferri, Foundations of Financial Markets and Institutions, Pearson Education, 3rd edition, 2009.
- L. M. Bhole and J. Mahukud, Financial Institutions and Markets, Tata McGraw Hill, 5th edition, 2011.
- M. Y. Khan, Indian Financial System, Tata McGraw Hill, 7th edition, 2011.
- Various -latest issues of R.B.I. Bulletins, Annual Reports, Reports on Currency
- And Finance and Reports of the Working Group, IMF Staff Papers. .

OR**DSE 1B. ECONOMIC DEVELOPMENT AND POLICY IN INDIA-I**

Theory: 75 Lectures; Tutorial:15 Lectures

Course Description

This course reviews major trends in aggregate economic indicators in India and Places these against the backdrop of major policy debates in India in the post- Independence period.

Course Outline

1. Issues in Growth, Development and Sustainability

2. Factors in Development Capital formation (Physical and Human); technology; Institutions.

3. Population and Economic Development

Demographic trends; urbanization.

4. Employment

Occupational structure in the organized and the unorganized sectors; open-under- and disguised unemployment (rural and urban); employment schemes and their impact.

5. Indian Development Experience

Critical evaluation of growth, inequality, poverty and competitiveness, pre and post reforms era; savings and investment; mobilization of internal and external finance; monetary and fiscal policies; centre-state financial relations.

Basic Readings:

- Michael P Todaro and Stephen Smith. Economic Development, Pearson, 11th edition (2011).
 - Uma Kapila, Indian Economy since Independence, Academic Foundation, 19th edition (2009).
 - United Nations Development Programme, Human Development Report 2010, Palgrave Macmillan (2010).
 - Government of India, Economic Survey (latest) I
 - Government of India, Five Year Plan (latest)
 - Government of India, Finance Commission Report (latest)
-

SEMESTER VI

4 Papers**Total 100 x 4 = 400 Marks****I. SKILL ENHANCEMENT COURSE SEC 4:** (Credits: Theory-02)

All Four Papers (One paper to be studied in each semester) of any One Subject to be opted from either of the Core Subjects opted for General Courses of Study. Refer Content from the Syllabus of opted Skill Enhancement Course Subject.

II. ECONOMICS SPECIFIC (DSE B): (Credits: Theory-05, Tutorial-01)
Either Group 'A' or 'B'

Marks : 100 (ESE 3Hrs) =100	Pass Marks Th ESE = 40
-----------------------------	------------------------

*Instruction to Question Setter for**End Semester Examination (ESE):*

There will be *two* group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

DSE 2A. PUBLIC FINANCE**Theory: 75 Lectures, Tutorial: 15 Lectures****Course Description**

This course is a non-technical overview “of government finance with special reference to India. The course does not require any prior knowledge of economics. It will look into the efficiency and equity aspects of taxation of the centre, states and the local governments and the issues of fiscal federalism and decentralization in India. The course will be useful for subject to Coming towards careers in the government sector, policy analysis, business and journalism

Course Outline**Part 1: Theory of Taxation:**

Ability to pay, Benefit principle, canons of taxation, Shifting; Incidence and Impact of Taxes

Part 2: Issues from Indian Public Finance

1. Working of Monetary and Fiscal Policies.
2. Current Issues of India's Tax System. (GST)
3. Analysis of Budget and Deficits
4. Fiscal Federalism in India.
5. State and Local Finances

Basic Reading

- Musgrave, R.A. and P.B. Musgrave, public finance in theory and practical, Mc-Graw Hill, 1989. '
- Mahesh Purohit, “Value Added Tax: Experience of India and other countries”, Gayatri Publications, 2007.

Session 2019-22 onwards

- Kaushik Basu and A. Maertens (ed.) The Oxford Companion to Economics in India. , Oxford University Press, 2007.
- M.M. Sury, Government Budgeting India, Commonwealth Publishers
- Shankar Acharya, “Thirty years of tax reform” in India, Economic and Political Weekly. May 2005.
- Government of India, Report of the 13th Finance Commission Economic Survey, Government of India (latest)
- State Finance: A Study of Budgets, Reserve Bank of India (latest)

OR

DSE 2B. DEVELOPMENT AND POLICY IN INDIA-II

Theory: 75 Lectures; Tutorial: 15 Lectures

Course Description

Building on the more aggregative analysis of trends in the Indian Economy offered in Economic Development and Policy—I, this course examines sector-specific trends in key indicators and their implications in the post-Independence period.

Course Outline

- 1. Agriculture: Policies and Performance**
 2. Production and productivity; credit; labour; markets and pricing; land reforms; Regional variations.
 - 3. Industry: Policies and Performance**
 4. Production trends; small scale industries; public sector; foreign investment.
 - 5. Foreign Trade: Trends and Policies**
- Balance of trade and balance of payments; India and the World Trade Organization.

Basic Readings:

- Uma Kapila, Indian Economy since Independence, Academic Foundation, 19th edition (2009).
 - 2. Government of India, Economic Survey (latest)
 - Government of India, Five Year Plan (latest)
-

COURSES OF STUDY FOR SKILL ENHANCEMENT COURSE 'B. A. General'
PROGRAMME IN "ECONOMICS"

SEMESTER III**SKILL ENHANCEMENT COURSE****1 Paper****Total 100 x 1 = 100 Marks****I. SKILL ENHANCEMENT COURSE SEC 1:**

(Credits: Theory-02)

Marks : 100 (ESE: 3Hrs) =100**Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

*There will be **objective type test** consisting of hundred questions of 1 mark each. Students are required to mark their answer on **OMR Sheet** provided by the University.*

ELEMENTARY COMPUTER APPLICATION SOFTWARES:

A Common Syllabus Prescribed by Ranchi University

Theory: 30 Lectures**Objective of the Course**

The objective of the course is to generate qualified manpower in the area of Information Technology (IT) and Graphic designing which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

A. INTRODUCTION TO COMPUTER SYSTEM**Basic Computer Concept**

Computer Appreciation - Characteristics of Computers, Input, Output, Storage units, CPU, Computer System. **(1 Lecture)**

Input and Output Devices

Input Devices - Keyboard, Mouse, joystick, Scanner, web cam,

Output Devices- Soft copy devices, monitors, projectors, speakers, Hard copy devices, Printers – Dot matrix, inkjet, laser, Plotters. **(4 lectures)**

Computer Memory and Processors

Memory hierarchy, Processor registers, Cache memory, Primary memory- RAM, ROM, Secondary storage devices, Magnetic tapes, Floppy disks, hard disks, Optical Drives- CD-ROM, DVD-ROM, CD-R, CD-RW, USB Flash drive, Mass storage devices: USB thumb drive. Managing disk Partitions, File System. Basic Processor Architecture, Processor speed, Types of processor.

(5 lectures)**Numbers Systems and Logic Gates**

Decimal number system, Binary number system, Octal number system, Hexadecimal number system, Inter-conversion between the number systems. Basic Logic gates-AND, OR, NOT, Universal logic gates- NAND, NOR

(3 lectures)**Computer Software**

Computer Software- Relationship between Hardware and Software, System Software, Application Software, Compiler, Names of some high level languages, Free domain software.

(2 Lectures)

Session 2019-22 onwards

Internet & its uses

History of Internet, WWW and Web Browsers: Web Browsing software, Surfing the Internet, Chatting on Internet, Basic of electronic mail, Using Emails, Document handling, Network definition, Common terminologies: LAN, WAN, MAN, Node, Host, Workstation, Bandwidth, Network Components: Servers, Clients, Communication Media. Wireless network

(3 Lectures)

Operating system-Windows

Operating system and basics of Windows, The User Interface, Using Mouse and Moving Icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and Menu & Menu-selection, Running an Application, Windows Explorer Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows, Windows Setting, Control Panels, Wall paper and Screen Savers, Setting the date and Sound, Concept of menu Using Help, Advanced Windows, Using right Button of the Mouse, Creating Short cuts, Basics of Window Setup, Notepad, Window Accessories

(2 Lectures)

B. MICROSOFT OFFICE 2007 AND LATEST VERSIONS**Word Processing**

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Checking. Correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards, Mail merge and Macros.

(3 Lectures)

Microsoft Excel (Spreadsheet)

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages. Pivot table, goal seek, Data filter and scenario manager

(4 Lectures)

Microsoft Power Point (Presentation Package)

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations. Creating photo album, Rehearse timing and record narration. Master slides.

(3 Lectures)

Reference Books

- Nishit Mathur, Fundamentals of Computer , Aph publishing corporation(2010)
 - Misty E. Vermaat, Microsoft word 2013 1st Edition (2013).
 - Satish Jain, M.Geeta, MS- Office 2010 Training Guide, BPB publication (2010)
 - Joan Preppernau, Microsoft PowerPoint 2016 step by step, Microsoft press(2015)
 - Douglas E Corner, The Internet Book 4th Edition, prentice –Hall(2009)
 - Faithe wempen, word 2016 in depth 1st edition, que publishing(2015)
 - Steven welkler, Office 2016 for beginners, Create Space Independent publishing Plateform (2016)
-

SKILL ENHANCEMENT LAB- SEC 1 LAB

A. MS-WORD LAB ASSIGNMENT

1. Write down the following Paragraph OR any one provided by your teacher;

Without a doubt, the Internet is one of the most important inventions of modern times. The Internet is a global interconnected computer networks which allow each connected computer to share and exchange information with each other. The origins of the Internet can be traced to the creation of Advanced Research Projects Agency Network (ARPANET) as a network of computers under the auspices of the U.S. Department of Defense in 1969.

Apply following effects on The paragraph:

- i. Paragraph **font-size** and **font-type** must be 12 Verdana.
- ii. Paragraph **alignment** must be justified and double line spacing.
- iii. **Highlight** the “(ARPANET)” with green color.
- iv. Make the “Internet” keywords **Bold and Italic**.
- v. Insert any “**WordArt**” and a **symbol** to your document.
- vi. Insert a **clipart** to your document.
- vii. Add following lines to your document:
Internet, Intranet, Extranet, URL, WWW, Networking, Protocols, HTTP, TCP/IP

2. Create a Table of following fields:

Name, Surname, Age, Gender, Job and apply the following effects

- i. Insert 10 records
- ii. Font size should be 12
- iii. Title size should be 14
- iv. Font type should be Times new Roman
- v. Title color should be blue
- vi. Text color should be black
- vii. Table border should be 2

3. Write a letter on ‘Road Safety’ and send to ‘Multiple Recipients’ using mail merge.

4. Type the paragraph given below:

Today, the Internet is a public, cooperative and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks. Technically, what distinguishes the Internet is its use of a set of protocols called TCP/IP (for Transmission Control Protocol/Internet Protocol). Two recent adaptations of Internet technology, the intranet and the extranet, also make use of the TCP/IP protocol. Today, the Internet is a public, cooperative and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks. Technically, what distinguishes the Internet is its use of a set of protocols called TCP/IP (for Transmission Control Protocol/ Internet Protocol). Two recent adaptations of Internet technology, the intranet and the extranet, also make use of the TCP/IP protocol.

Apply the following:

- i. Change Internet into Internets at a time
- ii. Highlight TCP/IP in red color
- iii. Replace protocol into protocols
- iv. Find the word "Public"

B. MICROSOFT EXCEL LAB ASSIGNMENT

Basic Formatting and Spreadsheet Manipulation

1. Add rows and columns to an existing spreadsheet
2. Reformat data (center, comma and currency styles, bold, text color)
3. Work with a simple formula (product) and function (sum)

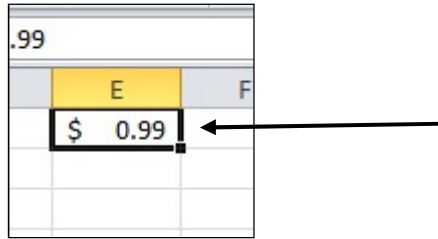
Assignment

1. Create a workbook as shown below.
2. To enter new rows or columns, simply click on the row or column header to select the whole row or column. Then right click with the mouse and choose insert.
3. Add the new row for S Spade with the data that's shown below (between the original rows 7 and 8).
4. Add a column for gender and the data as shown below (between the original columns A and B). Enter the appropriate gender for yourself in the last row.

A	B	C	D
Name	Male/Female	Genre	Number of Songs
J Smith	F	Blues	50
B Doe	M	Country	110
S Spade	F	Country	200
F Zappa	M	Blues	1400
F Zappa	M	Alternative	2300
J Smith	F	Alternative	150
S Spade	F	Blues	1000
B Doe	M	Blues	75
yourname	M	Blues	800

5. Center the data in columns B and C. Do this by selecting the whole column and click the center icon on the ribbon.
6. Bold the data in row 1, the column headings (ensure that the data all remains visible within the column boundaries).
7. Change the font color for row 1 to Blue.
8. Change the format of the data in column D to comma style (no decimal places showing). There is an icon on the home tab that sets it to comma style easily.
9. Add two new column labels to the right of the current columns; **Unit Price** and **Total Cost**. (They will be in columns E and F.) These two columns of data should be currency type so that the dollar sign is shown. There is an icon to quickly format the selected column as currency type.
10. All tunes are \$.99, so enter that value for all rows in Column E. You can copy quickly by using the **Auto Fill** handle and drag that amount down. When you over your mouse over the tiny square in

the bottom right hand corner of the active cell, your mouse shape will become a skinny plus sign, and you can click and drag that cell to make a copy.



11. Calculate Total Cost (column F) as *column D times Column E*. You will type in a formula like this into cell F2: **=D2*E2** (Be sure to begin the formula with an equal sign)
12. Use the AutoFill (skinny plus sign) again to copy the formula down column F; down to F10. Double check the picture below to make sure yours has the correct values
13. Add a border to all of the cells (A1-f10) using the Borders tool in the Fonts group on the Home Tab.
14. Change the page layout to landscape. Do this by clicking the Page Layout tab on the ribbon and then to Orientation to Landscape.
15. Save the file.
16. Click in cell F11 and Use the sum function or the shortcut icon that looks like Σ to get the total of the Total Cost column.
17. Ensure that the data is all visible within the column boundaries. Make the columns wider if needed.
18. Save the workbook. Your final spreadsheet should look like the following when printed.

Name	Male/Female	Genre	Number of Songs	Unit Price	Total Cost
J Smith	F	Blues	50	\$ 0.99	\$ 49.50
B Doe	M	Country	110	\$ 0.99	\$ 108.90
S Spade	F	Country	200	\$ 0.99	\$ 198.00
F Zappa	M	Blues	1,400	\$ 0.99	\$ 1,386.00
F Zappa	M	Alternative	2,300	\$ 0.99	\$ 2,277.00
S Spade	F	Blues	1,000	\$ 0.99	\$ 990.00
J Smith	F	Alternative	150	\$ 0.99	\$ 148.50
B Doe	M	Blues	75	\$ 0.99	\$ 74.25
yourname	M	Blues	800	\$ 0.99	\$ 792.00

\$ 6,024.15

Create a sample table given below in Excel

- Using formula find Total
- Find the maximum value using MAX function from the **Units** column
- Find minimum value from **Total** column

Order Date	Region	Rep	Item	Units	Unit Cost	Total
1/6/2016	East	Jones	Pencil	95	1.99	189.05
1/23/2016	Central	Kivell	Binder	50	19.99	999.50
2/9/2016	Central	Jardine	Pencil	36	4.99	179.64
2/26/2016	Central	Gill	Pen	27	19.99	539.73
3/15/2016	West	Sorvino	Pencil	56	2.99	167.44
4/1/2016	East	Jones	Binder	60	4.99	299.40
4/18/2016	Central	Andrews	Pencil	75	1.99	149.25
5/5/2016	Central	Jardine	Pencil	90	4.99	449.10
5/22/2016	West	Thompson	Pencil	32	1.99	63.68
6/8/2016	East	Jones	Binder	60	8.99	539.40
6/25/2016	Central	Morgan	Pencil	90	4.99	449.10
7/12/2016	East	Howard	Binder	29	1.99	57.71
7/29/2016	East	Parent	Binder	81	19.99	1,619.19
8/15/2016	East	Jones	Pencil	35	4.99	174.65
9/1/2016	Central	Smith	Desk	2	125.00	250.00
9/18/2016	East	Jones	Pen Set	16	15.99	255.84
10/5/2016	Central	Morgan	Binder	28	8.99	251.72
10/22/2016	East	Jones	Pen	64	8.99	575.36
11/8/2016	East	Parent	Pen	15	19.99	299.85
11/25/2016	Central	Kivell	Pen Set	96	4.99	479.04
12/12/2016	Central	Smith	Pencil	67	1.29	86.43
12/29/2016	East	Parent	Pen Set	74	15.99	1,183.26

C. MS-POWERPOINT LAB ASSIGNMENT

Activity 1 : Using Text & Background/Themes

- i. Create one new slide and insert any text.
- ii. To make your slide more attractive, use the themes or background.
- iii. Make sure it apply for every slide not only one slide.

Activity 2 : Apply Custom Animation On Text

- i. Use the custom animation to add effects on your text. Set the text move after you click the mouse.
- ii. If you have more than one text, add effects for each of text.

Activity 3 : Insert Image & WordArt

- i. Insert one new blank slide.
- ii. Choose one pictures or clip art from any source and insert in your new slide.
- iii. Using the WordArt, make a note or title on your picture.
- iv. Use the custom animation again to add effects on your picture and WordArt.

Activity 4 : Insert Text Box

- i. Insert one new blank slide.
- ii. Use the text box to insert one paragraph of text and adjust your text.

Activity 5 : Insert Smart Art

- i. Insert one new blank slide.
- ii. Insert the Smart Art and put your text on the Smart Art.

Activity 6 : Insert Audio

- i. Back to your first slide and insert one audio on that slide. The audio must play automatically when you show your slide.
- ii. Make sure the speaker also not appear when you show your slide. (the icon).
- iii. The audio must play when you show alls your slide, not only one slide.

Activity 7 : inserting Video

- i. Insert one new slide and insert one short video

Activity 8 : Save File

- i. Save your file

Activity 9 : Create Photo Album & Hyperlink

- i. Insert one new slide and put a text ex: “My Photo Album”
- ii. Create one photo album and adjust your text and your photos
- iii. Save your photo album with a new file
- iv. Make a hyperlink to your photo using the text “My Photo Album”

Reference Books:

- Faithe wempen, word 2016 in depth 1st edition, que publishing(2015)
 - steven welkler, Office 2016 for bignners, Create Space Independent publishing plateform(2016)
 - Elaine Marmel, office 2016 simplified, 1st Edition, John wiley and sons Inc(2016)
 - Patrice-Anne Rutledge, Easy office 2016 1st edition, Que publishing(2016)
-

SEMESTER IV
SKILL ENHANCEMENT COURSE**1 Paper**

Total 100 x 1 = 100 Marks**II. SKILL ENHANCEMENT COURSE SEC 2:**

(Credits: Theory-02)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

*There will be two group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.*

***Note:** There may be subdivisions in each question asked in Theory Examinations.*

NUMERICAL ABILITY**Theory: 30 Lectures****Course Description'**

The course intends to transfer soft skills and numeric ability skills to the students which will help them in accessing job opportunities particularly in the banking sector

1. Resume writing and Interview skills

Resume Writing: What is Resume? Types of Resume? Chronological, Functional and Mixed Resume, Steps in preparation of Resume. Interview Skills: Common interview Questions, Attitude, Body Language, The mock interviews, Phone interviews, Behavioral Interviews.

2. Group discussion (GD) and team building

Group Discussion: Group Discussion Basics, GD Topics for Practice, Points for GD Topics, Case-Based and Article based Group Discussions, Points for Case Studies, and Notes on Current Issues for GD.

3. Numerical Ability

Average, Percentage, Profit and Loss, Simple Interest, Compound Interest, Time and Work, Pipes and Cisterns, -Time and Distance, Problems on Trains, Boats and Streams Calendar, Ratios and Proportions.

Basic Readings;

- 1. Agarwal.R.S (2010) Quantitative Aptitude, S.Chand and Sons
 - 2. Prasad. L.M (2000) Organizational Behavior, S.Chand
 - Khera. Shiv. You Can Win MC Millan Books, Revised Edition
-

SEMESTER V**SKILL ENHANCEMENT COURSE****1 Paper**

Total 100 x 1 = 100 Marks**III. SKILL ENHANCEMENT COURSE SEC 3:**

(Credits: Theory-02)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40***Instruction to Question Setter for**End Semester Examination (ESE):*

*There will be two group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 & 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.*

***Note:** There may be subdivisions in each question asked in Theory Examinations.*

DATA COLLECTION, ANALYSIS & INTERPRETATION**Theory: 30 Lectures****1. Data Collection Analysis and Interpretation**

Methods of Primary Data Collection, quantitative and qualitative techniques, preparation of questionnaire and schedules, GSDs, interviews.

SEMESTER VI**SKILL ENHANCEMENT COURSE****1 Paper**

Total 100 x 1 = 100 Marks**IV. SKILL ENHANCEMENT COURSE SEC 4:****(Credits: Theory-02)****Marks : 100 (ESE 3Hrs) =100****Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

TEST OF REASONING ABILITY**Theory: 30 Lectures****1. Test of Reasoning /Ability**

2. Verbal Reasoning: Series Completion, Analogy, Data Sufficiency, Assertion and Reasoning Logical Deduction.

3. Non-Verbal Reasoning: Series, Classification.

Basics Readings:

- Aggarwal R.S 2010 A Modern Approach to Verbal and Non-Verbal Reasoning S.Chand
 - Wiley's Verbal Ability Reasoning by Lalit Singh And P.A Anand
-

SAMPLE CALCULATION FOR SGPA & CGPA FOR UNDERGRADUATE 'B.Sc./B.A./B.Com
General' PROGRAMME

Distribution of Credits Semester wise for Undergraduate Courses

Table B-1: UG (B.A./ B.Sc./B.Com. Programme)

Semester wise distribution of 120 Credits

	CC	AECC	GE	SEC	DSE	Total Credits
Semester I	18	02				20
Semester II	18	02				20
Semester III	18			02		20
Semester IV	18			02		20
Semester V				02	18	20
Semester VI				02	18	20
	72	04		08	36	120

CC=Core Course; AECC=Ability Enhancement Compulsory Course; GE=Generic Elective; SEC=Skill Enhancement Course; DSE=Discipline Specific Elective

Table B-1: Sample calculation for SGPA for B.A./B.Sc./B.Com. Program

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
DSC - 1A	06	B	6	36	
DSC - 2A	06	B+	7	42	
DSC - 3A	06	C	5	30	
AECC – 1	02	B	6	12	
Total	20			120	6.0 (120/20)
Semester II					
DSC - 1B	06	B	6	36	
DSC - 2B	06	B	6	36	
DSC - 3B	06	C	5	30	
AECC – 2	02	A+	9	18	
Total	20			120	6.0 (120/20)
Semester III					
DSC - 1C	06	A	8	48	
DSC - 2C	06	A+	9	54	
DSC - 3C	06	A	8	48	
SEC – 1	02	A	8	16	
Total	20			166	8.3 (166/20)
Semester IV					
DSC - 1D	06	C	5	30	
DSC - 2D	06	B	6	36	
DSC - 3D	06	B+	7	42	
SEC – 2	02	A+	9	18	
Total	20			126	6.3 (126/20)
Semester V					
DSE - 1A	06	B	6	36	
DSE - 2A	06	A+	9	54	
DSE - 3A	06	A	8	48	
SEC – 3	02	B	6	12	
Total	20			150	7.5 (150/20)
Semester VI					
DSE - 1B	06	B+	7	42	
DSE - 1B	06	B	6	36	
DSE - 1B	06	C	5	30	
SEC - 4	02	C	5	10	
Total	20			118	5.9 (118/20)
CGPA					
Grand Total	120			800	6.67 (800/120)

Table B- 2: Sample calculation for CGPA for B.A./B.Sc./B.Com. Program

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit:20; SGPA: 6.0	Credit:20; SGPA: 6.0	Credit:20; SGPA: 8.3	Credit:20; SGPA: 6.3	Credit:20; SGPA: 7.5	Credit:20; SGPA: 5.9

Thus CGPA= (20x6.0+20x6.0+20x8.3+20x6.3+20x7.5+20x5.9)/120=6.67

MARKS DISTRIBUTION FOR EXAMINATIONS AND FORMAT OF QUESTION PAPERS

Marks Distribution of End Semester Theory Examinations:**Table No. C1:** Marks distribution of Theory Examinations of End Semester

Topic	Code	Full Marks	Pass Marks	Time	Group-A# (Very short answer type Compulsory Questions) No. of Questions x Marks = F.M.	Group-B (Descriptive Questions with Choices) No. of Questions x Marks = F.M.	Total No. of Questions to Set	
							Group A#	Group B
End Sem	T75	75	30	3 Hrs	Q.No.1 (10x1) + 1x5 =15	4 (out of 6) x15 =60	2	6
	T100	100	40	3 Hrs	Q.No.1 (10x1) + 2x5 =20	4 (out of 6) x20 =80	3	6
	T50 +T50	50X2=100	20	3 Hrs	2 x5 =10	2 (out of 3) x20 =40	2	3

Question No.1 in Group-A carries 10 very short answer type 1 Mark Questions.

Marks Distribution of Mid/End Semester Practical Examinations:**Table No. C2:** Marks distribution of Practical Examinations of End Semester

Topic	Code	Full Marks	Pass Marks	Time	Distribution of Marks			Total No. of Questions to Set
					Experiment	Record	Viva	
End Sem	P25	25	10	3 Hrs	15	5	5	
	P50	50	20	3 Hrs	30	10	10	Pr. with components of both papers
	P75	75	30	3 Hrs	45	15	15	Pr. with components of all three papers
	P100	100	40	3 Hrs	60	20	20	Pr. with components of all four papers

Abbreviations : T= Theory Examination, P= Practical Examination.

Mid Sem* : There will be 15 Marks Theory Examination in Practical Subjects and 25 Marks Theory Examination in Non-Practical Subjects/ Papers. 25 Marks Theory Examination may include 10 Marks questions from Assignment/ Project/ Tutorial where ever applicable.

Note : There may be subdivisions in each question asked in Theory Examinations.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

AECC NH + MB COMMUNICATION



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =50**P.M.**=20**Time**=1.5Hrs.

General Instructions:

- i. **Group A** carries short answer type **compulsory** questions.
(खंड 'A' में लघु उत्तरीय अनिवार्य प्रश्न हैं।)
- ii. **Answer 2 out of 3** descriptive questions given in **Group B**.
(खंड 'B' के तीन में से किन्हीं दो प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायी ओर लिखे गये हैं।)

Group A

1. [5]
2. [5]

Group B

3. [20]
4. [20]
5. [20]

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

SUBJECTS WITHOUT PRACTICAL



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =75**P.M.**=40 (Including Mid Sem)**Time**=3Hrs.

General Instructions:

- i. **Group A** carries very short answer type **compulsory** questions.
- ii. **Answer 4 out of 6** descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

1. [10x1=10]
- i.
 - ii.
 - iii.
 - iv.
 - v.
 - vi.
 - vii.
 - viii.
 - ix.
 - x.

2. [5]

Group B

3. [15]
4. [15]
5. [15]
6. [15]
7. [15]
8. [15]

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

GE, SEC, GENERAL & AECC HINDI/ ENGLISH COMMUNICATION



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =100**P.M.** =40**Time**=3Hrs.**General Instructions:**

- i. **Group A** carries very short answer type **compulsory** questions.
- ii. **Answer 4 out of 6** descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

- | | | |
|----|------------|-----------|
| 1. | | [10x1=10] |
| | i. | |
| | ii. | |
| | iii. | |
| | iv. | |
| | v. | |
| | vi. | |
| | vii. | |
| | viii. | |
| | ix. | |
| | x. | |
| 2. | | [5] |
| 3. | | [5] |

Group B

- | | | |
|----|-------|------|
| 4. | | [20] |
| 5. | | [20] |
| 6. | | [20] |
| 7. | | [20] |
| 8. | | [20] |
| 9. | | [20] |

Note: There may be subdivisions in each question asked in Theory Examination.