



**MODIFIED CBCS CURRICULUM OF
URDU 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.

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Dr. (Mrs.) Kahkashan Parween
Head, University Department of Urdu, Ranchi University, Ranchi

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- viii. **Dr. Nighat Sultana**
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- i. **Dr. Aamir Mustafa Siddiqui**
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*Submitted for publication at-
Ranchi University website.*

S. Khan
27.6.18

Head
University Deptt. of Urdu
R.U., Ranchi

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**COURSES OF STUDY FOR ABILITY ENHANCEMENT COMPULSORY
COURSE IN “URDU”**

20	English Communication OR	12
	Hindi Communication OR	13
	[A] Non-Hindi Communication +	14
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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			DSE1B DSE2B DSE3B	Core Subject 1 Core Subject 2 Core Subject 3	SEC4	SEC4 of same subject opted in Sem III;

Table A -4: Course structure for URDU (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	Study of Poet Nazir Akbarabadi +T			Compulsory Language Communication	
II	DSC-B	Study of Short Story Writer Prem Chand +T			EVS	Environmental Science
III	DSC-C	Mass Media: Principles and Practice +T			SEC1	Elementary Computer Application Software +Lab
IV	DSC-D	Study of Short Story Writer +T			SEC2	Urdu Essay Writing +T
V			DSE-A	Study of Urdu Nazm +T	SEC3	Urdu Grammar and Composition +T
VI			DSE-B	Origin and Development of Urdu Language +T	SEC4	Mass Media +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	Sanskrit	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	Study of Poet Nazir Akbarabadi +T		100	
	AECC	Language Communication		100	
II	DSC-B	Study of Short Story Writer Prem Chand +T		100	
	AECC	EVS		100	
III	DSC-C	Mass Media: Principles and Practice +T		100	
IV	DSC-D	Study of Short Story Writer +T		100	
V	DSE-A	Study of Urdu Nazm +T		100	
VI	DSE-B	Origin and Development of Urdu Language +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	Urdu Essay Writing +T		100	
V	SEC 3	Urdu Grammar and Composition +T		100	
VI	SEC 4	Mass Media +T		100	

SEMESTER I

4 Papers

Total 100 x 4 = 400 Marks

I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)योग्यता संवर्धन अनिवार्य पाठ्यक्रम :

(क्रेडिट: सैद्धान्तिक -02)

रांची یونیورسٹی کا طے کردہ ایگزیٹنگ کمیونیکیشن کا کوئی ایک پرچہ انگریزی کمیونیکیشن/ہندی کمیونیکیشن/ایک ایچ+ایم بی کمیونیکیشن (راچی یونیورسٹی کے اے۔ای۔سی۔سی نصاب سے رجوع کریں)

II. CORE COURSE --DSC A:

(Credits: Theory-05, Tutorial-01)

کور پاठ्यक्रम --DSC A:

(क्रेडिट: सैद्धान्तिक -05, ट्यूटोरियल -01)

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

STUDY OF POET NAZIR AKBARABADI

سैद्धान्तिक : 75 व्याख्यान, ट्यूटोरियल : 15 व्याख्यान

شاعر نظیر اکبر آبادی کا مطالعہ

UNIT- I

نظیر اکبر آبادی: شخصیت اور فن

❖

نظیر اکبر آبادی کا عہد

❖

UNIT- II

نظیر اکبر آبادی اور سیکولرزم

❖

UNIT- III

نظیر اکبر آبادی کی نظم نگاری

❖

نظیر اکبر آبادی کا اسلوب

❖

UNIT- IV

نظیر اکبر آبادی کی انفرادیت

❖

(مفلسی، بنجارا نامہ، آدمی نامہ، دیوالی، راکھی، شہر آشوب) متن کی تدریس

معاون کتب :

سید محمد محمود رضوی مخمور آبادی

روح نظیر

1

سید احتشام حسین

اردو ادب کی تنقیدی تاریخ

2

مقدمہ: رشید حسن خاں

انتخاب نظیر اکبر آبادی

3

محمد حسن

نظیر اکبر آبادی

4

مرزا فرحت اللہ بیگ

دیوان نظیر اکبر آبادی

5

کامل قریشی

اردو اور مشترکہ ہندوستانی تہذیب

6

SEMESTER II

4 Papers

Total 100 x 4 = 400 Marks

I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)योग्यता संवर्धन अनिवार्य पाठ्यक्रम :

(کریڈٹ: سہدانتیک -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.

اختتام سمسٹر امتحان (ای ایس ای):

یہ پرچہ ایک ایک نمبر کے سو سوالات پر مشتمل ہوگا۔ طلباء یونیورسٹی کے ذریعہ فراہم کردہ او ایم آر شیٹ پر اپنے جواب کی نشاندہی کریں گے۔

AECC - ENVIRONMENT STUDIES

Theory: 30 Lectures

(Refer Page No.14 for Contents in detail)

II. CORE COURSE -DSC B:

(Credits: Theory-05, Tutorial-01)

کور پاٹھکریم -DSC B:

(کریڈٹ: سہدانتیک -05، ڈیوٹوریئل -01)

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔

نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

STUDY OF SHORT STORY WRITER PREM CHAND

سہدانتیک : 75 بیاख्याان، ڈیوٹوریئل : 15 بیاख्याان

مختصر افسانہ نگار پریم چند کا مطالعہ

UNIT- I

پریم چند کی سوانح اور شخصیت

❖

UNIT- II

پریم چند کی تصانیف

❖

UNIT- III

پریم چند کی زبان اور اسلوب

❖

پریم چند کی کردار نگاری

❖

UNIT- IV

پریم چند کے افسانوں میں دیہی مسائل کی عکاسی

❖

پریم چند کی کہانیاں

❖

(پوس کی رات، بوڑھی کا کی، بڑے گھر کی بیٹی، کفن، حج اکبر)

معاون کتب :

جعفر رضا	پریم چند کہانی کا رہنما	1
ہنس راج رہبر	پریم چند	2
امرت رائے	پریم چند قلم کا مزدور	3
مرتبدیا زائن گم	زمانہ (کانپور) پریم چند نمبر	4
امرت رائے	پریم چند قلم کا سپاہی	5

SEMESTER III**5 Papers****Total 100 x 5 = 500 Marks****I. SKILL ENHANCEMENT COURSE SEC 1:**

(Credits: Theory-02)

कौशल विकास पाठ्यक्रम -SEC 1:

(क्रेडिट: सैद्धान्तिक -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.

اختتام سمسٹر امتحان (ای ایس ای):

یہ پرچہ ایک ایک نمبر کے سو سوالات پر مشتمل ہوگا۔ طلباء یونیورسٹی کے ذریعہ فراہم کردہ اوائم آرشیٹ پر اپنے جواب کی نشاندہی کریں گے۔

ELEMENTARY COMPUTER APPLICATION SOFTWARES:**Theory: 30 Lectures**

(Refer Page No.17 for Contents in detail)

II. CORE COURSE -DSC C:

(Credits: Theory-05, Tutorial-01)

کور पाठ्यक्रम -DSC C:

(क्रेडिट: सैद्धान्तिक -05, ट्यूटोरियल -01)

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

سوال نامے کے لیے ہدایات

سبسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

MASS MEDIA: PRINCIPLES AND PRACTICE

سہدھانتیک : 75 بیاख्याن, دتتوریال : 15 بیاख्याن

ماس میڈیا: پرنسپلس اینڈ پریکٹس**UNIT- I**

ماس میڈیا کی تعریف- آغاز و ارتقا
عصر حاضر میں ذرائع ابلاغ کی اہمیت

UNIT- II

اردو میں ریڈیائی ڈراما
ٹی وی سیریل

UNIT- III

کالم نویسی اور فنچر نگاری
انٹرویو اور رپورٹنگ

UNIT- IV

مضامین اور خبروں کا ترجمہ
اداریہ نویسی اور خبر نگاری

معاون کتب :

اخلاق اثر	ریڈیو ڈرامے کا فن	1
امداد صابری	روحِ صحافت	2
اشفاق محمد خاں	عوامی ذرائع ترسیل	3
شائع قدوائی	خبر نگاری	4
اصغر وجاہت	ٹیلی ویژن لکھن (ہندی)	5

SEMESTER IV

5 Papers

Total 100 x 5 = 500 Marks

(Credits: Theory-02)

(ک्रेڈٹ: سہدانتیک -02)

I. SKILL ENHANCEMENT COURSE SEC 2:कौशल विकास पाठ्यक्रम -SEC 2:

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

URDU ESSAY WRITING

سہدانتیک : 30 व्याख्यान, द्युटोरियल : 15 व्याख्यान

اردو مضمون نگاری

UNIT- I

- ❖ مضمون کی تعریف اور اہم موضوعات
- ❖ موضوع کا انتخاب اور مضمون کی داخلی ترتیب (خاکہ)
- ❖ زبان و بیان
- ❖ نظر ثانی اور اصلاح

UNIT- II

- ❖ مضمون نگاری کی مشق (مختلف موضوعات پر)
- ❖ ادبی موضوعات
- ❖ ثقافتی موضوعات
- ❖ سماجی موضوعات
- ❖ سیاسی موضوعات
- ❖ اخلاقی و مذہبی موضوعات
- ❖ سائنسی، فلسفیانہ اور تاریخی موضوعات

معاون کتب :

- | | | |
|-------------------------------|--------------------------------|---|
| اخلاق و بلوی | مضمون نویسی | 1 |
| محمد عارف خاں (حصہ اول و دوم) | گلدستہ مضامین اور انشا پر دازی | 2 |

II. CORE COURSE -DSC D: کور پاڈیگرام -DSC D:

(Credits: Theory-05, Tutorial-01)

(کریڈٹ: سیدھانتیک -05، ڈیوٹوریئل -01)

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

سوال نامے کے لیے ہدایات

سیسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

STUDY OF SHORT STORY WRITER

سیدھانتیک : 75 व्याख्यान, ड्यूटोरियल : 15 व्याख्यान

مختصر افسانہ نگار

(کرشن چندر اور راجندر سنگھ بیدی)

UNIT- I

کرشن چندر: شخصیت اور فن

❖

راجندر سنگھ بیدی: شخصیت اور فن

❖

UNIT- II

کرشن چندر کی رومانی حقیقت نگاری

❖

بیدی کے موضوعات

❖

UNIT- III

کرشن چندر کا تخلیقی طریقہ کار اور اسلوب

❖

بیدی کا اسلوب نگارش

❖

UNIT- IV

ان داتا، اپنے دکھ مجھے دے دو، بھولا، مہالکشمی کا پل (متن کی تدریس)

❖

معاون کتب :

جیلانی بانو	کرشن چندر	1
جلد لیش چندر ودھاوان	کرشن چندر: شخصیت اور فن	2
مرتبہ اطہر پرویز	کرشن چندر اور ان کے افسانے	3
1967	ماہنامہ 'شاعر' بمبئی کرشن چندر نمبر	4
1977	ماہنامہ 'فکا' کراچی کرشن چندر نمبر	5
1977	ماہنامہ 'بیسویں صدی' کراچی کرشن چندر نمبر	6
2014	ماہنامہ 'آجکل' کرشن چندر نمبر	7
بیدی نمبر	عصری آگہی	8
بیدی نمبر	آجکل	9
جلد لیش چندر ودھاوان	راجندر سنگھ بیدی: شخصیت اور فن	10
وارث علوی	راجندر سنگھ بیدی	11
قمر رئیس	تلاش و توازن	12

SEMESTER V

4 Papers

Total 100 x 4 = 400 Marks

(Credits: Theory-02)

(क्रेडिट: सैद्धान्तिक -02)

I. SKILL ENHANCEMENT COURSE SEC 3:
कौशल विकास पाठ्यक्रम -SEC 3:

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

URDU GRAMMAR AND URDU COMPOSITION

سैद्धान्तिक : 75 व्याख्यान, टयुटोरियल : 15 व्याख्यान

اردو گرامر اور کمپوزیشن

UNIT- I

- ❖ واحد، جمع
- ❖ تذکیر، تانیث
- ❖ مترادفات، اصداد
- ❖ ضرب المثل، مجاورے

UNIT- II

- ❖ خطوط نویسی
- ❖ درخواست نویسی
- ❖ مضمون نگاری
- ❖ ترجمہ نگاری کا فن
- ❖ اردو سے ہندی ترجمہ، ہندی سے اردو ترجمہ

معاون کتب :

- | | | |
|------------------------------|---|-------------------------|
| ڈاکٹر سید آل ظفر | 1 | قواعد شناسی |
| ڈاکٹر عامر مصطفیٰ صدیقی | 2 | اردو گرامر اور کمپوزیشن |
| بی ایس ٹی بی کارپوریشن، پٹنہ | 3 | اردو قواعد |

II. URDU SPECIFIC (DSE A):

(Credits: Theory-05, Tutorial-01)

अनुशासनिक विशिष्ट चयन (DSE A):

(क्रेडिट: सैद्धान्तिक -05, ट्यूटोरियल -01)

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

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہوں گے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہوں گے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہوں گے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہوں گے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہوں گے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

STUDY OF URDU NAZM

سैद्धान्तिक : 75 व्याख्यान, ट्यूटोरियल : 15 व्याख्यान

جدید نظم کا مطالعہ

UNIT- I

اردو نظم کا آغاز و ارتقا ❖
اردو نظم کی مختلف ہیئتیں ❖

UNIT- II

حالی کی نظم نگاری ❖
ولادت نبوی ❖

UNIT- III

اقبال کی نظم نگاری ❖

UNIT- IV

نیا سوال، تصویر، درد، (اقبال)، مثنیٰ کی تدریس ❖

معاون کتب :

فرمان فتحپوری	اردو شاعری کا فنی ارتقا	1
عنوان چشتی	اردو شاعری میں ہیئت کے تجربے	2
حنیف کینی	اردو میں نظم معری اور آزاد نظم	3
ابوالحسن علی ندوی	نقوش اقبال	4
رام بابو سکسینہ	تاریخ ادب اردو	5

SEMESTER VI

4 Papers

I. SKILL ENHANCEMENT COURSE SEC 4:
कौशल विकास पाठ्यक्रम -SEC 4:

(Credits: Theory-02)

(क्रेडिट: सैद्धान्तिक -02)

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک نمبر کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

Mass-Media

UNIT- I

- ❖ ماس میڈیا کی تعریف
- ❖ ماس میڈیا کے اقسام
- ❖ صحافت کی تعریف
- ❖ ادارہ نگاری، کالم نگاری

UNIT- II

- ❖ ریڈیو
- ❖ ٹی وی

معاون کتب :

اشفاق خاں	عوامی ذرائع ترسیل و ابلاغ	1
محمد شاہد حسین	ابلاغیات	2
شافع قدوائی	خبر نگاری	3
انجم عثمانی	ٹیلی ویژن	4
فضل حق	اردو ماس میڈیا	5
خواجہ احمد عباس	فلم کیسے بنائیں	6
اخلاق اثر	نشریات اور آل انڈیا ریڈیو	7

II. URDU SPECIFIC (DSE B):

(Credits: Theory-05, Tutorial-01)

अनुशासनिक विशिष्ट चयन (DSE B):

(क्रेडिट: सैद्धान्तिक -05, टयुटोरियल -01)

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

سوال نامے کے لیے ہدایات

سیمسٹر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں تین سوالات ہونگے۔ سوال نمبر ایک ایک کے دس مختصر ترین جوابوں والے سوالات ہونگے۔ سوال نمبر دو اور تین مختصر جواب والے پانچ نمبروں کے سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے چھ سوالوں میں سے کسی چار کے تفصیلی جواب دینے ہونگے۔
نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

Origin and Development of Urdu Language

Credit - 02

UNIT- I

جدید ہند آریائی زبانیں اور اردو
اردو زبان کے اولین نقوش
اردو کی ابتدا سے متعلق مختلف نظریات

❖

❖

❖

Credit - 01

UNIT- II

❖

❖

Credit - 01

UNIT- III

شمالی ہند میں اردو نثر اور شاعری کا ارتقا
اردو کے فروغ میں صوفیائے کرام کا حصہ

❖

❖

Credit - 01

UNIT- IV

اردو، ہندی اور ہندوستانی

❖

❖

معلون کتب :

شوکت بہزوری	اردو زبان کا ارتقا	1
مولوی عبدالحق	اردو کی نشوونما میں صوفیائے کرام کا حصہ	2
سنیتی کمار چٹرجی	ہند آریائی اور ہندی	3
محمود شیرانی	پنجاب میں اردو	4
مسعود حسین خان	مقدمہ تاریخ زبان اردو	5
حامد حسین قادری	داستان تاریخ اردو	6

COURSES OF STUDY FOR ABILITY ENHANCEMENT COMPULSORY COURSE IN "URDU"

SEMESTER I

ENGLISH COMMUNICATION

1 Paper

I. ENGLISH COMMUNICATION

Theory: 30 Lectures

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.***OBJECTIVE:** To equip students effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for English Communication.**Unit I:** Communication - Definition, stages, barriers, types: verbal and non-verbal, Listening- Meaning, Nature and importance, Principles of Good Listening.**Unit II:** Class-presentation (Oral for five minutes) on any of the above-mentioned topics: Descriptive writing, expansion of an idea.**Unit III:** Writing skills -, notice writing, advertisement writing, précis writing, essay writing, letter writing (applications), Business letter formats (letters of enquiry, replies and complaints), resume writing, covering letter**Unit IV:** Vocabulary building: One word substitution, synonyms and antonyms, idioms and phrases**Suggested Reading:**

- Technical Communication, M.H. Rizvi, Tata Mc Grawhill
- Effective Business Communication, Asha Kaul
- Developing Communication Skills, Krishnamohan
- Functional Grammar and Spoken and Written Communication in English, Bikram K. Das, Orient Blackswan
- Precis, Paraphrase and Summary, P.N. Gopalkrishnan, Authors Press
- Communication Skills, Sanjay Kumar and Pushplata, Oxford Publication

Note: Latest edition of text books may be used.

OR

SEMESTER I

HINDI COMMUNICATION

1 Paper

Total 100 x 1 = 100 Marks

II. HINDI COMMUNICATION

Theory: 30 Lectures

Marks : 100 (ESE 3Hrs) =100

Pass Marks Th ESE = 40

प्रश्न पत्र के लिए निर्देश

छमाही परीक्षा :

प्रश्नों के दो समूह होंगे। खण्ड 'I' अनिवार्य है जिसमें तीन प्रश्न होंगे। प्रश्न संख्या 1 में दस अत्यंत लघु उत्तरीय 1 अंक के प्रश्न होंगे। प्रश्न संख्या 2 व 3 लघु उत्तरीय 5 अंक का प्रश्न होगा। खण्ड 'II' में छः में से किन्हीं चार 20 अंको के वर्णनात्मक प्रश्नों के उत्तर देने होंगे।

नोट : थ्योरी परीक्षा में पूछे गए प्रत्येक प्रश्न में उप-विभाजन हो सकते हैं।

हिन्दी व्याकरण एवं संप्रेषण; क्रेडिट सैद्धान्तिक .02

सैद्धान्तिक: 30 व्याख्यान

इकाई-1 हिन्दी व्याकरण और रचना,

संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय, कारक, वचन, संधि, उपसर्ग, प्रत्यय तथा समास, लिंग निर्णय, पर्यायवाची शब्द, विलोम शब्द, अनेक शब्दों के लिए एक शब्द, शब्द शुद्धि, वाक्य शुद्धि, मुहावरे और लोकोक्तियाँ, पल्लवन एवं संक्षेपण।

इकाई -2 निबंध कला तथा समसामयिक एवं राष्ट्रीय विषयों पर निबंध लेखन

इकाई -3 संप्रेषण (संचार)

—संप्रेषण की अवधारण और महत्व, संप्रेषण के लिए आवश्यक शर्तें, संप्रेषण के प्रकार, संप्रेषण का माध्यम, संप्रेषण कला, संप्रेषण की तकनीक, वाचन कला, समाचार वाचन, साक्षात्कार कला, रचनात्मक लेखन का लक्ष्य, रचनात्मक लेखन का आधार, भाव और विचारों की प्रस्तुति, वाक् कला की उपयोगिता।

अनुशासित पुस्तकें :-

- | | | |
|--------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> | वृहत व्याकरण भास्कर | : डॉ० वचनदेव कुमार |
| <input type="checkbox"/> | वृहत निबंध भास्कर | : डॉ० वचनदेव कुमार |
| <input type="checkbox"/> | आधुनिक हिन्दी व्याकरण और रचना | : डॉ० वासुदेव नन्दन प्रसाद |
| <input type="checkbox"/> | रचना मानस | : प्रो० रामेश्वर नाथ तिवारी |
| <input type="checkbox"/> | व्यवहारिक हिन्दी | : डॉ० जंग बहादुर पाण्डेय |
| <input type="checkbox"/> | रचनात्मक लेखन | : डॉ० रमेश गौतम |
| <input type="checkbox"/> | राजहंस हिन्दी निबंध | : प्रो० आर० एन० गौड़ |
| <input type="checkbox"/> | सफल हिन्दी निबंध | : रत्नेश्वर |
| <input type="checkbox"/> | निबंध सहचर | : डॉ० लक्ष्मण प्रसाद |
| <input type="checkbox"/> | उपकार मुहावरे और लोकोक्तियाँ | : प्रो० राजेश्वर प्रसाद चतुर्वेदी |
| <input type="checkbox"/> | कहानियों कहावतों की | : प्रताप अनम |
| <input type="checkbox"/> | सम्प्रेषणपरक हिन्दी भाषा शिक्षण | : डॉ० वैशना नारंग |
| <input type="checkbox"/> | शैली विज्ञान | : डॉ० सुरेश कुमार |
| <input type="checkbox"/> | शैली विज्ञान प्रतिमान और विश्लेषण | : डॉ० पांडेय शशिभूषण 'शीतांशु' |
| <input type="checkbox"/> | शैली विज्ञान का इतिहास | : डॉ० पांडेय शशिभूषण 'शीतांशु' |

OR

SEMESTER I

NH + URDU COMMUNICATION

Paper

Total 100 x 1 = 100 Marks

I. **AECC NH + MB**
(NON-HINDI + MATRI BHASHA)
अहिन्दी + मातृभाषा संप्रेषण

(क्रेडिट: सैद्धान्तिक 01 + 01 = 02)

[A] **AECC NON-HINDI**
अहिन्दी संप्रेषण (संचार)

Theory: 15 Lectures
(क्रेडिट: सैद्धान्तिक -01)

Marks : 50 (ESE 1.5 Hrs) = 50

Pass Marks Th ESE = 20

सवाल नामे के लिये हदायत

सैम्स्टर امتحान

सवालत के दुगरोप होंगे - गरोप 'A' लाज्मी है جس میں پانچ نمبروں کے مختصر جوابوں والے دو سوالات ہوں گے۔ گروپ 'B' میں بیس نمبروں والے تین سوالات میں کسی دو سوال کے تفصیلی جواب دینے ہوں گے۔

प्रश्न पत्र के लिए निर्देश

छमाही परीक्षा :

प्रश्नों के दो समूह होंगे। खण्ड 'A' अनिवार्य है जिसमें लघु उत्तरीय 5 अंक का दो प्रश्न होगा। खण्ड 'B' में तीन में से किन्हीं दो 20 अंको के विशयनिश्च/ वर्णनात्मक प्रश्नों के उत्तर देने होंगे।

हिन्दी व्याकरण एवं संप्रेषण

सैद्धान्तिक: 15 व्याख्यान

इकाई-1 हिन्दी व्याकरण और रचना,

संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय, कारक, वचन, संधि, उपसर्ग, प्रत्यय तथा समास, लिंग निर्णय, पर्यायवाची शब्द, विलोम शब्द, अनेक शब्दों के लिए एक शब्द, शब्द शुद्धि, वाक्य शुद्धि, मुहावरे और लोकोक्तियाँ, पल्लवन एवं संक्षेपण।

इकाई -2 संप्रेषण (संचार)

-संप्रेषण की अवधारण और महत्व, संप्रेषण के लिए आवश्यक शर्तें, संप्रेषण के प्रकार, संप्रेषण का माध्यम, संप्रेषण कला, संप्रेषण की तकनीक, वाचन कला, समाचार वाचन, साक्षात्कार कला, रचनात्मक लेखन का लक्ष्य, रचनात्मक लेखन का आधार, भाव और विचारों की प्रस्तुति, वाक् कला की उपयोगिता।

अनुशासित पुस्तकें :-

<input type="checkbox"/>	वृहत व्याकरण भास्कर	: डॉ० वचनदेव कुमार
<input type="checkbox"/>	वृहत निबंध भास्कर	: डॉ० वचनदेव कुमार
<input type="checkbox"/>	आधुनिक हिन्दी व्याकरण और रचना	: डॉ० वासुदेव नन्दन प्रसाद
<input type="checkbox"/>	रचना मानस	: प्रो० रामेश्वर नाथ तिवारी
<input type="checkbox"/>	व्यवहारिक हिन्दी	: डॉ० जंग बहादुर पाण्डेयबघ्छ
<input type="checkbox"/>	रचनात्मक लेखन	: डॉ० रमेश गौतम
<input type="checkbox"/>	राजहंस हिन्दी निबंध	: प्रो० आर० एन० गौड़
<input type="checkbox"/>	सफल हिन्दी निबंध	: रत्नेश्वर
<input type="checkbox"/>	निबंध सहचर	: डॉ० लक्ष्मण प्रसाद
<input type="checkbox"/>	उपकार मुहावरे और लोकोक्तियाँ	: प्रो० राजेश्वर प्रसाद चतुर्वेदी
<input type="checkbox"/>	कहानियों कहावतों की	: प्रताप अनम
<input type="checkbox"/>	सम्प्रेषणपरक हिन्दी भाषा शिक्षण	: डॉ० वैशना नारंग
<input type="checkbox"/>	शैली विज्ञान	: डॉ० सुरेश कुमार
<input type="checkbox"/>	शैली विज्ञान प्रतिमान और विश्लेषण	: डॉ० पांडेय शशिमूषण 'शीतांशु'
<input type="checkbox"/>	शैली विज्ञान का इतिहास	: डॉ० पांडेय शशिमूषण 'शीतांशु'

[B] **MATRI BHASHA**
मातृभाषा संप्रेषण (संचार)

Marks : 50 (ESE 1.5 Hrs) = 50

Theory: 15 Lectures
(क्रेडिट: सैद्धान्तिक -01)

(Refer AECC Curriculum of Ranchi University)

OR

AECC URDU
उर्दू संप्रेषण

Theory: 15 Lectures
(क्रेडिट: सैद्धान्तिक -01)

Marks : 50 (ESE 1.5 Hrs) = 50

Pass Marks Th ESE = 20

प्रश्न पत्र के लिए निर्देश

छमाही परीक्षा :

प्रश्नों के दो समूह होंगे। खण्ड 'A' अनिवार्य है जिसमें लघु उत्तरीय 5 अंक का दो प्रश्न होगा। खण्ड 'B' में तीन में से किन्हीं दो 20 अंको के विशयनिश्च/ वर्णनात्मक प्रश्नों के उत्तर देने होंगे।

नोट : सैद्धान्तिक परीक्षा में पूछे गए प्रत्येक प्रश्न में उप-विभाजन हो सकते हैं।

सवाल नामे के लिए हदाيات

सिमستر امتحان

سوالات کے دو گروپ ہونگے۔ گروپ 'A' لازمی ہے جس میں پانچ نمبروں کے مختصر جوابوں والے دو سوالات ہونگے۔ گروپ 'B' میں بیس نمبروں والے تین سوالات میں کسی دو سوال کے تفصیلی جواب دینے ہونگے۔

نوٹ: تھیوری امتحان میں پوچھے گئے ہر سوال میں ذیلی تقسیم ہو سکتی ہے۔

उर्दू संप्रेषण

सैद्धान्तिक: 15 व्याख्यान

اردو گرامر اور کمپوزیشن

UNIT- I

- ❖ واحد، جمع
- ❖ تذکیر، تانیث
- ❖ مترادفات، اصداد
- ❖ ضرب المثال، محاورے

UNIT- II

- ❖ خطوط نویسی
- ❖ درخواست نویسی
- ❖ مضمون نگاری
- ❖ ترجمہ نگاری کافن
- ❖ اردو سے ہندی ترجمہ، ہندی سے اردو ترجمہ

معاون کتب :

ڈاکٹر سید آل ظفر	1 قواعد شناسی
ڈاکٹر عامر مصطفی صدیقی	2 اردو گرامر اور کمپوزیشن
بی ایس ٹی پی کارپوریشن، پٹنہ	3 اردو قواعد

SEMESTER II

4 Papers**Total 100 x 4 = 400 Marks****I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)****योग्यता संवर्धन अनिवार्य पाठ्यक्रम :**

(क्रेडिट: सैद्धान्तिक -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.***AECC – 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 land use 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:

- Raziuddin, M., Mishra P.K. 2014, *A Handbook of Environmental Studies*, Akanaksha Publications, Ranchi.
- Mukherjee, B. 2011: *Fundamentals of Environmental Biology*. Silverline Publications, Allahabad.
- 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
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**COURSES OF STUDY FOR SKILL ENHANCEMENT COURSE 'B. A. General'
PROGRAMME IN "URDU"**

SEMESTER III**SKILL ENHANCEMENT COURSE****1 Paper****Total 100 x 1 = 100 Marks**

**I. SKILL ENHANCEMENT COURSE SEC 1:
कौशल विकास पाठ्यक्रम –SEC 1:**

(Credits: Theory-02)

(क्रेडिट: सैद्धान्तिक -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)**

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 Platform (2016)
-

SKILL ENHANCEMENT LAB- SEC 1 LAB**30 Lectures****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)

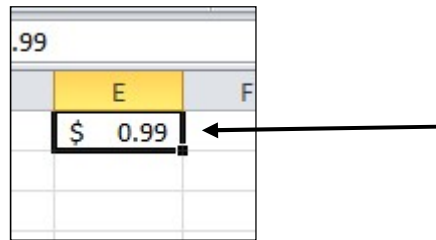
Assignment

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)
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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** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के तीन में से किन्हीं दो विषयनिष्ठ/ 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. [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** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार विषयनिष्ठ/ 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** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार विषयनिष्ठ/ 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.