VIDYASAGAR UNIVERSITY

Paschim Midnapore, West Bengal

PROPOSED (DRAFT) SYLLABUS OF

COMMON COURSES UNDER CCFUP, 2023

FOR SEMESTER – III & IV

Based on

Curriculum & Credit Framework for Undergraduate Programmes

(CCFUP), 2023 & NEP-2020

FOR ALL UNDERGRADUATE PROGRAMMES

(w.e.f. Academic Year 2023-2024)

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COMMON COURSES FOR UNDERGRADUATE PROGRAMMES (UNDER CCFUP, 2023)

SEM	Course Type	Course Code	Course Title	Credit	L-T-P	Marks		
						CA	ESE	TOTAL
III	**SEMESTER-III**							
	AEC	**AEC03**	Communicative English -2	**2**	**2-0-0**	**10**	**40**	**50**
	MDC	**MDC-03** ***(Any one to be chosen)***	Library, Information and Media Sciences	**3**	**3-0-0**	**10**	**40**	**50**
			Governance and Public Policy	**3**	**3-0-0**	**10**	**40**	**50**
			Business Environment	**3**	**3-0-0**	**10**	**40**	**50**
			Basics of Artificial Intelligence (AI)	**3**	**3-0-0**	**10**	**40**	**50**
			Nano-materials & Applications	**3**	**3-0-0**	**10**	**40**	**50**
			Entrepreneurship Development	**3**	**3-0-0**	**10**	**40**	**50**
			E-Governance	**3**	**3-0-0**	**10**	**40**	**50**
IV	**SEMESTER-IV**							
	AEC	**AEC04**	MIL-2 (***Bengali / Hindi/ Sanskrit/ Santali***)	**2**	**2-0-0**	**10**	**40**	**50**
	Summer Intern.	**Internship/ Apprenticeship**	**Internship** ***(activities to be decided by the Colleges following the guidelines given by the University)***	**4**	**0-0-4**	**-**	**-**	**50**

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Ability Enhancement Course (AEC)

Ability Enhancement Course (AEC) - 03

AEC-3T: Communicative English-02 **Credits 02 (Full Marks-50)**

Writing Skills

Course Contents:

1. **Basics**
   - Introduction to writing sKill: Relation between speech and writing, distinct features of writing, formal and informal.
   - The Writing Process: Selection of topic, developmental, transitional and concluding paragraphs.
   - Types of writing: Descriptive, narrative, expository and argumentative writing.

2. **Types :Letter, Report & Notice**
   a) Letter writing : Personal and Business letters
   b) Report Writing : Media, Project
   c) Notice : Academic, Administrative & Legal

3. **Types: Curtailment, Correspondence & others**
   a) Summarising and Paraphrasing
   b) E-Correspondence
   c) Writing notice, minutes of meetings, Note-Making and Note-taking

4. **Remedial Grammar**
   a) Use of Prepositions
   b) Use of articles
   c) Subject-verb agreement
   d) Tense
   e) Number
   f) Voice

Question Pattern:

01 Long question (10 x 1): to be answered out of 02

04 Semi-Long questions / Comments (05 x 4): to be answered out of 06

10 Objective questions (01 x 10): to be answered out of 15

The objective questions will be set solely from the Remedial Grammar section where the students are expected to detect and correct the grammatical errors.

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Suggested Readings:

1. ***Connect: Course in Communicative English***, Debashis Bandyopadhyay & Malathi Krishnan, Cambridge University Press, New Delhi, 2018.
2. ***A Textbook of English and Communication Skills*.** Richa Mishra and Ratna Rao, New Delhi: Macmillan: 2019
3. ***Business Communication.*** R. C. Bhatia, ANE Books, 2018

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Ability Enhancement Course (AEC) - 04

AEC-4T: MIL-02 **Credits 02 (Full Marks-50)**

MIL (Bengali) -02: কথনদক্ষতা - সাক্ষাৎকার, বক্তৃতা দক্ষতা, বিতর্ক, আবৃত্তি

Course Outline:

কথনদক্ষতা – সাক্ষাৎকার (সাক্ষাৎকার কাকে বলে, সাক্ষাৎকার নেওয়ার সময় কোন কোন বিষয়ের প্রতি গুরুত্ব দেওয়া প্রয়োজন, সাক্ষাৎকার ও কথোপকথনের পার্থক্য, কাল্পনিক সাক্ষাৎকার রচনা), **বক্তৃতা দক্ষতা** (বক্তৃতা কী, শ্রেণীবিভাগ, শিক্ষণ পদ্ধতি রূপে বক্তৃতা এবং জনসভার বক্তৃতা, আদর্শ বক্তৃতার বৈশিষ্ট্য, সু-বক্তার গুণাবলী, একটি আদর্শ বক্তৃতার খসড়া রচনা) **বিতর্ক** (বিতর্কের সংজ্ঞা, বিতর্ক দক্ষতা অর্জনের প্রয়োজনীয় গুণাবলী, একটি আদর্শ বিতর্ক বক্তৃতা প্রস্তুতির বিভিন্ন পর্যায়, একটি আদর্শ বিতর্ক বক্তৃতার খসড়া), **আবৃত্তি** (আবৃত্তির সংজ্ঞা, আবৃত্তির প্রকৌশল আয়ত্ত করার জন্য কী কী জানা ও অভ্যাস প্রয়োজন, উচ্চারণ, স্বরক্ষেপণ, স্মৃতিশক্তি, আবেগ ও ভাব, ছন্দের জ্ঞান)

OR

AEC-4T: MIL-02 **Credits 02 (Full Marks-50)**

MIL (HINDI) - 02: हिंदी भाषा और संप्रेषण

1. भाषा की परिभाषा, प्रकृति एवं प्रवृधि।
2. हिंदी भाषा की विशेषताएँ : क्रिया, विभक्ति, सर्वनाम, विशेषण एवं अव्यय।
3. हिंदी की वर्ण व्यवस्था : स्वर एवं व्यंजन।
4. हिंदी की वर्ण व्यवस्था : ह्रस्व, दीर्घ तथा संयुक्त।
5. भाषा संप्रेषण के चरण : श्रवण, अभिव्यक्ति, वाचन तथा लेखन।
6. हिंदी वाक्य रचना, वाक्य और उपवाक्य, वाक्य भेद, वाक्य का रूपांतर।
7. भावार्थ और व्याख्या, आशय लेखन,
8. विविध प्रकार के पत्र लेखन।

OR

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AEC-4T: MIL-02 **Credits 02 (Full Marks-50)**

MIL (Sanskrit) -02: Sanskrit Literature

Course Content:

Section A: Mahabharata- Vanaparva
Section B: Hitopadesa-Mitralabha

OR

AEC-4T: MIL-02 **Credits 02 (Full Marks-50)**

MIL (Santali) -02: Introduction of Santali Literature

Course Content:

1. Poetry- Chirgal- Sarada Prasad Kisku, Dansay Kunami-Thakur Prasad Murmu,
2. Short Story- Boyha Maya- Shyam Charan Hembram,
3. Novel – Ojoy Gada Dhip Re- Nathanial Murmu

Suggested Readings:

1. Mit Sai Mit Kahani- E- Dr. Suhrid Kumar Bhowmik
2. Sarada Onol Mala- Sarada Prasad Kisku
3. Sisirjon Rar- Thakur Prasad Murmu
4. Novel – Ojoy Gada Dhip Re- Nathanial Murmu

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Multidisciplinary Course (MDC)

Multidisciplinary Course (MDC)- 03

MDC-03T: Library, Information and Media Sciences **Credits 03 (Full Marks-50)**

Course Objectives: To make the learners aware of the Library and Information Science subject, libraries in general and its relation and contribution to society. To introduce various aspects of mass media studies and its implication and modifications in order to adapt to changing dynamics of the media world.

Course Outcome: After completion of this course, you will be able to:

1. Get acquainted with the library and information science subject and its different dimensions;
2. Explain the different types of libraries and their functions;
3. Describe the role played by different organizations in the development of libraries;
4. Grasp the role of IFLA, ILA, IASLIC and other library associations in the promotion of libraries; and
5. Get acquainted with the information and library related rules, regulations and acts.
6. Comprehend different types of mass media
7. Comprehend appropriate use of mass communication tools
8. Describe the need, use and functions of ethical values related to the mass media;
9. Enumerate different tools and terms associated with mass media; and
10. Express thoughts and ideas strategically

Course contents:

Unit- I: Introduction to Library and Information Science (Lecture Hours: 12)
Library and Information Science (LIS) as a Subject, LIS as a Profession, Professional Skills and Competencies, Professional ethics. Definition & Functions of libraries. National Library of India. Library Philosophy & Philosophers- S. R. Ranganathan and Melvil Dewey. Five laws of Library Science. Basic Concept of Classification & Cataloguing. Call Number, ISBN, e-ISBN, ISSN, e-ISSN.

Unit- II: Information Sources and Information Retrieval (Lecture Hours: 11)
Data, Information, Knowledge, Wisdom, DIKW pyramid. Basics and types of Information sources. Different databases of E-resources. N-UST. OER. Referencing Styles. Application of ICT in Library. Integrated Library Management System (ILMS): SOUL, Koha. OPAC/Web-OPAC. Information Retrieval Tools.

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Unit-III: Library Associations and Regulations **(Lecture Hours: 10)**

Library Associations at Local, National and International Level (BLA, WBCLA, ILA, IASLIC, and UNESCO- IFLA): Objectives and Functions. Importance of Public Libraries Act. IPR(Copyright, Patent, Trademark, GI), The Press and Registration of Books Act, 1867; The Delivery of Books and Newspapers Act, 1954 and 1956; Right to Information Act, 2005.

Unit-IV: Media Studies **(Lecture Hours: 12)**

Definition, Process and Forms of Communication. Definition, Concept and Medium of Mass Media & Mass Communication. Multimedia. Technologies- Print, Audio, Audio Visual, Convergence. Broadcasting, Podcasting and Webcasting. Globalisation and Social Media. Definition and Importance of Media Literacy. Media Laws. Ethics in Media practice. Careers in Mass Media

Suggested Readings:

1. Chakrabarti, Bhubaneswar (1994). Library Classification Theory. Calcutta: World Press
2. Guha, B. Documentation and Information: Services techniques and systems. Kolkata: World Press.
3. Keirstead, P. O. (2004). Computers in Broadcasting and Cable Newsrooms: Using Technology in Television News Production: Taylor & Francis
4. Kipphan, Helmut (2014). Handbook of Print Media: Technology and Production Methods. Germany: Springer Berlin Heidelberg.
5. Kumar, Krishan. Reference Service. 5thed. New Delhi: Vikas Publication.
6. Kumar, P.S.G. (2003). Foundations of Library & Information Science. Delhi: BR publishing.
7. Kumar, P.S.G. (2012). Students Manual of Library and Information Science. Delhi: B R Publishing.
8. Kuznetsov, Y.V. (2021). Principles of Image Printing Technology. Germany: Springer International Publishing.
9. Mahapatra, P. K. (1989). Library and information science - an introduction. Calcutta: World Press
10. Mittal, R.L. (2007). Library Administration: Theory and practice, 5thed. Kolkata: S.S. Publication.
11. Ranganathan, S. R. (1961). Reference Service. Bombay: Asia Pub House.
12. Ranganathan, S. R. (1988). The five laws of library science. New Delhi: Sarada Ranganathan Endowment for Library Science.
13. Shirley, Ben, et.al. (2013). Media Production, Delivery and Interaction for Platform Independent Systems: Format-Agnostic Media. Germany: Wiley
14. Van Loon, J. (2007). Media Technology. United Kingdom: McGraw-Hili Education

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OR

MDC-03T: Governance and Public Policy **Credits 03 (Full Marks-50)**

Course contents:

1. Governance: Meaning, scope and significance of the subject, public and private administration, brief evolution and major approaches, and comparative approaches to public administration.

2. Administrative theories: the classical theory, scientific management, the human - relation theory, and rational decision-making.

3. Understanding public policy: concept and theories, relevance of policy making in public administration and process of policy formulation and implementation and evaluation**.**

Suggested Readings:

1. Wasthi, A.and Maheshwari, S. (2003), *Public Administration.* Agra: Laxmi Narain Agarwal, pp. 3-12.
2. Basu, Rumki, (2014), Public Administration, Concepts and Theories, Delhi Sterling Publishers
3. Henry, N. (2003), Public Administration and Public Affairs. New Delhi: Prentice Hall, pp. 1- 52.
4. Bhattacharya, M. and Chakrabarty, B. (2005) 'Introduction: Public Administration: Theory and Practice', in Bhattacharya, M. and Chakrabarty, B. (eds.) Public *Administration: A Reader*. Delhi: Oxford University Press, pp. 1-50.
5. Henry, N. (2003) Public Administration and Public Affairs. New Delhi: Prentice Hall, pp. 53-74.
6. Mouzelis, N.P. (2005) 'The Ideal Type of Bureaucracy', in Bhattacharya, M. and Chakrabarty, B. (eds.) Public *Administration: A Reader*. Delhi: Oxford University Press, pp. 88-100.
7. Hyderbrand, W. (1980) 'A Marxist Critique of Organization Theory', in Evan, W (ed.) *Frontiers in Organization & Management.* New York: Praeger, pp. 123-150.

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MDC-03T: Business Environment **Credits 03 (Full Marks-50)**

Course objectives

1. To understand the various factors that constitute the business environment.
2. To analyze the impact of environmental factors on business decision-making.
3. To comprehend the role of economic policies, legal frameworks and global forces on business operations.

Course outcomes

1. Students will be able to understand and analyse the dynamic business environment.
2. They will develop an understanding of how different environmental factors affect business operations.
3. Students will be able to assess the impact of government policies and global forces on businesses.
4. They will be equipped to make informed decisions in a complex and dynamic environment.

Course contents:

Unit 1: Introduction to Business Environment: Concept, nature, features and significance of business environment; Components of business environment: internal and external environment; micro and macro environment; Types of business environment: economic, socio-cultural, political, legal, technological, natural and global environment.

8L

Unit 2: Economic Environment: Economic Systems: capitalism, socialism, mixed economy; Economic Policies: industrial policy, fiscal policy, monetary policy, EXIM policy; Liberalization, Privatization and Globalization: Concept, significance and impact on Indian business.

10L

Unit 3: Political and Legal Environment: Political Environment: Role of government in business, political stability and business policies; Legal Environment: Regulatory framework for business in India- Companies Act, Competition Act, Consumer Protection Act and Environmental Protection Act; Business Ethics and Corporate Governance: Concept, importance and practices.

11L

Unit 4: Socio-Cultural Environment: Social Environment**:** Demographic factors, social institutions, social values and business practices; Cultural Environment: Impact of culture on business, cultural diversity and cross-cultural management; Corporate Social Responsibility: Meaning, importance and CSR practices in India.

10L

Unit 5: Technological, Natural and Global Environment: Technological Environment: Role of technology in business, innovation and its impact on business operations; Natural Environment: Importance of sustainable development, environmental issues, and green business practices;

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Global Environment: Globalization and its impact on business.

11L

Suggested Readings

1. Cherunilam, Francis, Business Environment - Text and Cases, Himalaya Publishing House.
2. Aswathappa, K. Essentials of Business Environment, Himalaya Publishing House, New Delhi.
3. Gupta, C.B., Business Environment- S. Chand & Sons, New Delhi.
4. Jalan, Bimal., The Indian Economy: Problems and Prospects, Penguin Books India Pvt. Ltd.
5. Paul, Justin., Business Environment: Text and Cases, McGraw-Hill.
6. Adhikari, M., Economic Environment of Business, Sultan Chand & Sons.

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MDC-03T: Basics of Artificial Intelligence (AI) **Credits 03 (Full Marks-50)**

Course contents: **(Total lecture: 45Hrs.)**

Unit 1: Introduction to Artificial Intelligence **(5 Lectures)**

- Definition and scope of AI
- Historical overview and key milestones
- Differentiating AI from human intelligence

Unit 2: AI Subfields and Technologies **(15 Lectures)**

- Overview of Machine learning: Traditional programming vs Machine Learning,
- Types of learning, Classification, Clustering, Learning Bias, Concept of Training & Loss function
- Overview of neural networks: MCP, Activation functions, Block diagram of CNN, Basics of Deep learning
- Overview of Natural language processing (NLP) and computer vision.

Unit 3: Applications of AI **(12 Lectures)**

- AI in healthcare: Diagnosis, treatment, and medical imaging
- AI in finance: Fraud detection, algorithmic trading, and risk assessment
- AI in transportation: Autonomous vehicles and traffic optimization
- AI in customer service and chatbots
- AI in education: Personalized learning tools and intelligent tutoring systems
- AI in research: Tools and Techniques

Unit 4: Ethical and Social Implications of AI **(8 Lectures)**

- Bias and fairness in AI systems
- Privacy and data protection concerns
- Impact of AI on employment and the workforce
- AI and social inequality

Unit 5: Other Important Issues **(5 Lectures)**

- Ethical guidelines and responsible AI practices
- AI and Innovation
- Emerging trends and future directions in AI
- AI and creativity: Generative models and artistic applications

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MDC-03T: Nano-materials & Applications **Credits 03 (Full Marks-50)**

Course Objectives:

Understand (i) the influence of dimensionality of the object at nanoscale on their properties; (ii) nanomaterials and their basic applications in industry.

Course Contents: **(Total lecture hours: 45)**

Unit–I: Introduction to Nanomaterials: Features of nanosystems, Characteristic length scales of materials and their properties.

Unit-II: Synthesis Methods: Basic chemical and mechanical methods of synthesis of nanosized materials, self-assembly property.

Unit-III Nanomaterials and their applications: Basic concept of Nanoparticles, Nanocoatings and Nanocomposites, Nanotubes, Fullerenes, Thin film chemical sensors, gas sensors, biosensors, Carbon fullerenes and Carbon nanotubes, Thin film chemical sensors, biosensors, Solar cells, Drug deliveries and optoelectronic devices.

Suggested Readings:

1. R.K. Goyal, Nanomaterials and Nanocomposites: Synthesis, Properties, Characterization Techniques, andApplications, CRC Press, 2017.
2. T. Pradeep, NANO: The Essentials: Understanding Nanoscience and Nanotechnology, McGraw-Hill
   Publishing Company Limited, New Delhi McGraw-Hill Offices, New Delhi, New York, St Louis, San Francisco, Auckland, Bogotá, Caracas, Kuala Lumpur, Lisbon, London, Madrid, Mexico City, Milan,
3. M.B. Tahir, et al., Nanostructured-based WO3 photocatalysts: recent development, activity enhancement, perspectives and applications for wastewater treatment, Int. J. Environ. Sci. Technol. 14 (11) (2017) 2519–2542.
4. Montreal, San Juan, Santiago, Singapore, Sydney, Tokyo, Toronto, 2007, p. 427.
5. S. Lindsay, Introduction to Nanoscience, Oxford University Press, 2010.
6. E. Drexler, Engines of Creation: The Coming Era of Nanotechnology, third ed., Anchor, 1986, p. 312. 5815.
7. M.C. Roco, S. Williams, P. Alivisatos, Nanotechnology Research Directions: IWGN Workshop Report—Vision for Nanotechnology R&D in the Next Decade, WTEC, Loyola College WTEC, Loyola College in Maryland, 1999

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MDC-03T: Entrepreneurship Development **Credits 03 (Full Marks-50)**

Course contents: **(Total lecture hours: 45)**

Unit-I: Entrepreneurship development

i. Definition, role of small scale industries in the national economy.
ii. Characteristics and types of small scale industries; demand-based and resources- based ancillaries.
iii. Government policy(s) for small scale industries; stages in starting a small scale industry.

Unit-II: Project identification, planning and control

i. Assessment of viability, formulation, evaluation, financing.
ii. Field-study, preparation of project report, demand analysis, material balance and output methods, benefit cost analysis.
iii. The financial functions, cost of capital approach in project planning and control
iv. Laws concerning entrepreneurship.
v. Role of various national and state agencies which render assistance to small scale industries.

Unit-III: Rural resource mobilization

i. Basic objectives
ii. Case study of eco-village, eco-tourism and agro-tourism.
iii. Micro financing with special reference to self-help groups.
iv. Rural entrepreneurship development through traditional technologies.

Unit-IV: Funding

i. Sources of Finance
ii. Venture capital- Venture capital process
iii. Business angles- Commercial banks
iv. Government Grants and Schemes.

Suggested Readings:

1. Reddy, Entrepreneurship: Text & Cases - Cengage, New Delhi.
2. Kuratko/rao, Entrepreneurship: a south asian perpective.- Cengage, New Delhi.
3. Leach/Melicher, Entrepreneurial Finance – Cengage. , New Delhi.
4. K.Sundar – Entrepreneurship Development – Vijay Nicole Imprints private Limited
5. Khanka S.S., Entrepreneurial Development, S.Chand & Co. Ltd., New Delhi, 2001.
6. Sangeeta Sharma, Entrepreneurship Development, PHI Learning Pvt. Ltd., 2016.

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MDC-03T: E-Governance **Credits 03 (Full Marks-50)**

Course contents: **(Total lecture hours: 45)**

Unit–I: Introduction to E-Governance: **(Lecture hours: 15)**

a. E-Governance - Meaning, Definition, Benefits & Limitations.
b. Models of E-Governance – Weidner's Dissemination model, Critical flow model, Comparative Analysis model, Interactive Service model, Mobilization and lobbying model.
c. Types of Interaction – G2C, G2B, G2G, G2E; Prerequisites for E- Governance.

Unit –II: Plans & Issues: **(Lecture hours: 15)**

a) National e-Governance Plan2006 – Meaning, Vision, Mission, Objectives, Institutional framework, Projects and Components, Significance
b) E- Readiness- Meaning, Definition, Objectives, Process, Prerequisites and Challenges.
c) Digital Divide- Meaning, Definition, Parameters, Types, Causes, Need to bridge Digital Divide, Measures.

Unit–III: Opportunities & Challenges: **(Lecture hours: 15)**

a) Major e-Governance initiative in India
b) Major e-Governance initiative in West-Bengal

Suggested readings

1. Anil Kumar Dhiman, E- Governance – Good Governance using ICT, S K Book Agency, 2017.
2. Bagel C.L, Yogendra Kumar, Good Governance – Concept and Approaches, Kanishka Publishers,2006.
3. Jain R.B, Public Administration in India – 21st Century Challenges for Good Governance, Deep & Deep Publications,2001.
4. Jain R.B, Public Administration in India – 21st Century Challenges for Good Governance, Deep & Deep Publications Private Ltd, New Delhi,2002.
5. Nippanik.S, Murthy B.K, Digital India – Governance Transformation, Vitasta Publishing Pvt. Ltd, New Delhi,2018.
6. Prabhu C.S.R, E- Governance – Concepts and Case Studies, PHI Learning Pvt. Ltd. Delhi, 2015.
7. Richard Heeks, Implementing & Managine e Government – An International Text, Sage Publications,2009.
8. Shivani Singh, Governance – Issues and Challenges, Sage Publications,2016
9. ShubashBhatnagar, Unlocking E- Government Potential – Concepts, Cases & Practical Insight, Sage Publications, 2009.
10. SrideviAyaluri, Vijaya Sekhar K.S, 2015, Digital India in Action – Selected eGovernance

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11. http://Meity.gov.in/content/national-e-governance-plan
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