### VIDYASAGAR UNIVERSITY

Midnapore, West Bengal



PROPOSED CURRICULUM & SYLLABUS (DRAFT) OF

# BACHELOR OF ARTS WITH NSS (MULTIDISCIPLINARY STUDIES)

#### 3-YEAR UNDERGRADUATE PROGRAMME

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

#### Based on

Curriculum & Credit Framework for Undergraduate Programmes (CCFUP), 2023 & NEP, 2020

#### VIDYASAGAR UNIVERSITY

#### BACHELOR OF ARTS IN SOCIAL SCIENCE with NATIONAL SERVICE SCHEME (NSS)

(*Under CCFUP*, 2023)

Level	YR.	SEM	Course	<b>Course Code</b>	Course Title	Credit	L-T-P	Marks		
			Type					CA	ESE	TOTAL
	3 <sup>rd</sup>		SEMESTER-V							
B.A. in Social Sciences with NSS		V	Major-A4	NSSPMJ04	T: Method of organising Human Service to the Nation through students and Youths; P: Practical  (To be studied by students taken NSS as Discipline- A)	4	3-0-1	15	60	75
			Major-A5	NSSPMJ05	T: Corporate Social Responsibility (CSR) & Sustainability (To be studied by students taken NSS as Discipline- A)	4	3-0-1	15	60	75
			Major-A6	NSSPMJ06	T: Entrepreneurship Development & Rural Resource Mobilization; P: Practical ( <i>To be studied by students taken NSS as Discipline- A</i> )	4	3-0-1	15	60	75
			Major (Elective) -2	NSSMJE02	Methods and Techniques of working with people and program planning <b>OR</b> Human Rights and Consumer Protection Rights ( <i>To be studied by students taken NSS as Discipline- A</i> )	4	3-1-0 / 3-0-1	15	60	75
			Minor-5 (DiscC5)	NSSMIN05	T: Method of organising Human Service to the Nation through students and Youths; P:Practical ( <i>To be studied by students taken NSS as Discipline- C</i> )	4	3-0-1	15	60	75
				•	Semester-V Total	20				375
		SEMESTER-VI								
		VI	Major-B4		To be decided (Same as Major–A4 for NSS taken as Discipline-B)	4	3-0-1	15	60	75
			Major-B4		To be decided (Same as Major–A5 for NSS. taken as Discipline-B)	4	3-0-1	15	60	75
			Major-B4		To be decided (Same as Major–A6 for NSS. taken as Discipline-B)	4	3-0-1	15	60	75
			Major (Elective) -3	NSSMJE03	Vocational Skill Development <b>OR</b> Environment & Energy Conservation (To be studied by students taken NSS as Discipline- A)	4	3-1-0 / 3-0-1	15	60	75
			Minor -6 (DiscC6)	NSSMIN06	T: Entrepreneurship Development & Rural Resource Mobilization; P: Practical ( <i>To be studied by students taken NSS as Discipline- C</i> )	4	3-1-0	15	60	75
				•	Semester-VI Total	20				375
			TOTAL of YEAR-3				-	-	-	700
			Eligible to be awarded Bachelor of Arts in Multidisciplinary Studies with NSS on Exit				Marks (Year: I+II+III)			2325

MJP = Major Programme (Multidisciplinary), MI = Minor, A/B = Choice of Major Discipline; C= Choice of Minor Discipline; CA= Continuous Assessment, ESE= End Semester Examination, T = Theory, P= Practical, L-T-P = Lecture-Tutorial-Practical

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#### MAJOR (MJ)

Major A4/B4: Method of organising Human Service to the Nation through students and youths

Credits 04 (Full Marks: 75)

Major A4/B4T: Method of organising Human Service to the Nation through students and youths (Theory)

Credits 03 (Lectures: 45)

#### **Course contents:**

#### **Unit – I: Special Camping Program**

Nature, objectives and types. Concept of camp: identification of community problems – importance of group living – team building. Ice breaking and team building activities. Adaptation of village. Selection of camp—site and physical arrangement. Identification of specific theme. Planning for camp—pre, during and post campaigning activities. Organizatin of NSS camps through various committees and discipline in the camp. Co-ordination with local planning Government and other agencies. Healthy Programmes and activities to be undertaken in the camp. . Use of mass media in NSS activities. Feedback /Evaluation: post camping activities.

#### **Unit –II: Special program:**

a. Legal awareness, Health awareness, Environment awareness. b. First aid, Career guidance. c. Leadership training – cum- cultural guidance. d. Globalization and its economic, social, political and cultural impacts.

#### Unit -III: Rural work under NSS -

i) Nature of rural society, ii) Problems in rural and tribal areas: Agricultural problems – low productivity tenancy, problems of bonded labours; Rural migration to towns and cities; Rural medical health services – prevention of diseases environmental sanitation through disposal of garbage, construction of soak pits, drains, roads etc. And provision of safe drinking water supply; Need for subsidiary occupation for the poor organization of village industries; Difficulties in organizing the literacy programmes and rural libraries, iii) Rural Youth Programme organization youth club, Young Farmers club, Mahila Mandal, iv) Integrated Rural Development- concept, v) Structure of Extension Agencies in rural areas vi) Credit facilities in rural areas, vii) Land reforms and tenancy, viii) Programme for weaker sections of the society in relation to the 20- point Economic Programme, e.g. allotment of house sites to schedule castes/schedule tribes, legal aid to the rural poor etc. ix) Re-cycling of waste and use of gobar gas plants x) NSS and other youth programmes.

#### Unit -IV: Urban work under NSS -

i) NSS work in urban slums – housing projects, health services, ii) Medical social service work and community health programme, iii) NSS programme in Welfare Institutions, iv) NSS programme in primary schools.

## **Unit - IV: Role and Importance of Government Organisations (GO) and Non-Government Organization (NGO):**

Meaning, characteristics and functions of NGO. Characteristics and Functions. Structure of Government Organisations and Non – Government Organisations. Co- ordination of National Service Scheme (NSS) with Government Organisations (GO) and Non- Government Organisations (NGO)). Grants for NSS from GO's for activities- Regular Activities, Camping activities, Other Programme Development Scheme - e.g. HIV-AIDS, Blood Donation. Studies on UNICEF (United Nations Children's Emergency Fund), WHO (World Health Organization).

# Major A4/B4P: Method of organising Human Service to the Nation through students and youths (Practical) Credits 01 (30 hrs.)

#### Practical:

#### 1. Campus development program:

- a. Campus development, tree planting maintenance and greening the campus cleaning.
- b. Campus development activities clean environment campaign, formation of plastic free zones.
- c. Campus improvement activities.
- **2. Agency visits**: Specified by the respective institution.
- **3. Special camp**: Students will attend one special camp in the selected village and undertake various activities based on the need of that village. Students will submit a report based on the NSS camps.
- **4. Project:** Project report will be based on field work assignments in nearby village or urban slums of NSS interests.
- **5.** Laboratory note book and Viva Voce: Students will be required to maintain records of all works done in connection with the topic taught in this paper

Major A5/B5: Corporate Social Responsibility (CSR) & Sustainability Credits 04 (FM: 75)

Major A5/B5T: Corporate Social Responsibility (CSR) & Sustainability Credits 03 (45Hrs.)

#### **Course contents:**

#### **UNIT - I: Understanding CSR**

- a) Understanding about various issues related to Corporate citizenship. Various corporate players and risk involved in mismanaging corporate citizenship.
- b) Identification of Corporate Social Responsibility and role of the organization in CSR, Assessment of the organization's performance in regards to CSR.

#### UNIT - II: Elements of CSR

Elements of CSR, Importance of CSR, Role of CSR commitments Importance of capturing the value created from CSR efforts, Role of annual reporting in Value capture, Difference between tangible and intangible CSR value.

#### **UNIT – III:** Application of CSR strategy to a real life example

A survey on how different companies have fulfilled their corporate social responsibilities. Assessing how well a company is capturing the value of its CSR efforts.

Major A5/B5P: Corporate Social Responsibility (CSR) & Sustainability Credits 01 (30Hrs.)

#### **Practical:**

- **1. Visits**: Visit to a CSR programme of any Company/ Corporate/ Agency / Institution Specified by the respective institution.
- **2. Report:** Visit report will be based on field visit on specified CSR activity.
- 3. Viva Voce: Viva voce on the field visit report

#### **Suggested Readings:**

- 1. Notes by trainer
- 2. Corporate Social Responsibility: doing the most good for your company and your cause, Philip Kotler & Nancy Lee
- 3. Small Giants companies that choose to be great instead of big Bo Burlingham, Penguin 2007
- 4. Investing in Corporate Social Responsibility: A guide to Best Practice, Business Planning & the Uk's Leading Companies, Kogan Page Publishers, John Hancock

#### Major A6/B6: Entrepreneurship Development & Rural Resource Mobilization

Credits 04 (Full Marks: 75)

#### Major A6/B6T: Entrepreneurship Development & Rural Resource Mobilization

Credits 03 (Lectures: 45)

#### **Course contents:**

#### **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: Ideal village**

- i. Concept and case studies.
- ii. Sustainability of model village.
- iii. NGOs and SHGs- role in rural development.

#### Major A6/B6 P: Entrepreneurship Development & Rural Resource Mobilization (Practical)

**Credits 01 (30hrs.)** 

#### **List of Practical**

#### 1. Model entrepreneur development project:

- a. Project development.
- b. Entrepreneurship model framework.
- **2.** Visits: Visit to village-based and community-based entrepreneurship programme(s).
- **3. Training**: Training (duration as per the college discretion) at village entrepreneurship/SHG/NGO engaged in rural development. Students will submit a report on training.
- **4. Laboratory note book and Viva Voce:** Students will be required to maintain records of all works done in connection with the topic taught in this paper

#### **Suggested Readings:**

- 1. Forbat, John, "Entrepreneurship" New Age International.
- 2. Havinal, Veerbhadrappa, "Management and Entrepreneurship" New Age International
- 3. Joseph, L. Massod, "Essential of Management", Prentice Hall of India.
- 4. National Service Scheme Manual (Revised) 2006, Government of India, Ministry or
- 5. Youth Affairs and Sports, New Delhi.
- 6. Rashtriya Seva Yojana Sankalpana Prof. Dr. Sankay Chakane, Dr. Promad \ Prabhakar, Diamond Publication, Pune .
- 7. National Service Scheme Manual for NSS District Coordinators, National Service Scheme cell, Dept. of Higher and Technical Education, Mantralaya.
- 8. Annual report of National service Scheme (NSS) published by dept. of Higher and
- 9. Tachnical Educational, Mantralaya.
- 10. NSS Cell, Dept. of Higher and Technical Education, Mantralaya, UTKARSHA- Socio and cultural guidelines.
- 11. Case material as a Training Aid for Field Workers, Gurmeet Hans.
- 12. Social service opportunities in hospital, Kapil K. Krishnan, TISS
- 13. New Trends in NSS, Research papers published by University of Pune.
- 14. ANOOGUNJ Research Journal, published by NSS unit C.K. Thakur college.
- 15. Training Manual for Field Work published by RGNIYD, Shreeperumbuduer
- 16. Prof. Ghatole R.N. Rural Social Science and Community Development.
- 17. Purushottam Sheth, Dr. Shailja Mane, National Service Scheme.
- 18. Join programme of National Service Science, University of Mumbai & DISHA -
- 19. DEEPSHIKHA Projects, Nair Hospital, 2011-12.
- 20. National Service Scheme in India: A Case study of Karnataka, M.B. Dishad, Trust
- 21. Publications, 2001
- 22. Shastri, R.R. (1966), Social Work tradition in India, Welfare Research Organization, Varanasi.
- 23. Singh Surendra and Srivastava S. P. (ed) 2005), Social Work Education in India, Challenge and oportunities, New Royal Book Publications, Lucknow
- 24. Siddiqui, H.Y.2015, Social Work and Human Relations, Rawat Publications, Jaipur.
- 25. http://www.thebetterindia.com/140/national-service-scheme-nss/
- 26. http://en.wikipedia.org/wiki/ national-service-scheme
- 27. <a href="http://nss.nic.in/adminstruct">http://nss.nic.in/adminstruct</a>
- 28. http://nss.nic.in/propexpan
- 29. http://nss.nic.in
- 30. http://socialworkness.org/about/hmtl

#### **MAJOR ELECTIVE**

(To be studied by students taken NSS as Discipline- A)

#### **Major Elective (MJE)-02:**

#### MJE-02T: Methods and Techniques of working with people and program planning

Credits 04 (Full Marks: 75)

#### **Course Content:**

#### **Unit-I:**

Working with individuals – skills and techniques required in working with NSS volunteers and adult leaders in the community;

#### Unit-II:

Working with groups – group formation, group development, group dynamics, leadership development and working with NSS volunteers;

#### **Unit-III:**

Working with communities – Nature of Communities and their organisations, as method, techniques in human relations and communications, coordination with other agencies/Government Departments.

#### **Unit-IV:**

Program planning and implementation- Importance of program planning; Principles and methods of program planning; Factors involved in exploring field placements for NSS volunteers; Selection of time – bound and target oriented program, including adoption of villages/urban slums.

#### OR

#### Major Elective (MJE)-02T: Human Rights and Consumer Protection Rights Credits 04 (FM: 75)

#### **Course Contents:**

#### **Unit -1: Human Rights**

- Human Rights definition
- Universal declaration of Human Rights
- Human Rights: voices of youths
- History of youth for Human Rights
- Importance of Human Rights education

#### **Unit -2: Fundamental rights of Indian Citizens**

- Fundamental rights of Indian Citizens
- Fundamental Duties of the Indian Citizens
- Human Rights in India

#### **Unit- 3: Consumer Rights**

- Consumer rights of Indian Citizens
- Directive Principle of State Policy

#### Unit -4: Redressal of violation of consumer rights

• District Redressal Forum, State Forum

• National Council

#### **Unit - 5: Consumer Safety**

- Consumer and Food Safety
- Banking and Insurance problems
- Misleading Advertisement

#### Suggested Books/ Reading:

- Mishra Bijaylaxmi, United Nations and Security Challenges In New Millennium, Kilasobooks, New Delhi 2004.
- Morgenthau Hans. J., Politics Among Nations. Scientific book Agency Calcutta 1963.
- Sing Jasjit, United Nations Peace Keeping Operation, The challenges of change in Regan MS Ed. UN
- 50 and beyond, lancer Books Delhi, 1996.
- Shastri M N, Introduction to Environment, Himalaya Publishing house, Mumbai 2005

#### Major Elective (MJE)-03:

Major Elective -3: Vocational Skill Development

**Credits 04 (FM: 75)** 

**MJE-03T: Vocational Skill Development (Theory)** 

**Credits 03 (45 hrs.)** 

#### **Course contents:**

#### **Unit-I: Vocational Skills**

- a) Skill: Meaning, need & types.
- b) Soft and Technical Skill Development, Training.
- c) Time Management, Team Work.
- d) Mentoring.

#### **Unit-II: Vocational Training**

- a) Vocation and Training programmes.
- b) Apprenticeship, Internship.
- c) Entrepreneurship Development Skills- Government, Self- Employment.
- d) Marketing of cottage products and outlets.
- e) Industrial Safety Measures.

#### **Unit-III: Field application**

- a) Marketing of cottage products and outlets
- b) Role of cottage industry in development process
- c) Micro financing with special reference to Self-Help groups
- d) Entrepreneurship Development Skills- Government, Self- Employment

#### **MJE-03P: Vocational Skill Development (Practical)**

Credits 01 (30hrs.)

#### **Practical**

- 1. Each student will have the option to select two skill-areas out of the list of vocational skills based on the local conditions and opportunities
- 2. 15-20 days training on one such skill.
- 3. Required arrangements for developing these skills to be provided to each volunteer in collaboration with established agencies that possess the necessary in the related vocational skills.
- 4. Training: Students will attend two vocational training programme in the selected village.
- 5. Viva Voce: Laboratory note book and Viva Voce: Students will be required to maintain records of all works done in connection with the topic taught in this paper

OR

Major Elective (MJE)-03: Environment & Energy Conservation Credits 04 (Full Marks: 75)

MJE-03T: Environment & Energy Conservation (Theory)

Credits 03 (45 hrs.)

#### **Course Contents:**

#### **UNIT – I:** Environment – The need of sustainability:

Introduction to environment and the multidisciplinary nature of environment. Environment conservation and management as the key requirements of sustainability. Definitions, scope and importance, need for public awareness

#### **UNIT - II: Environmental Pollution:**

Quantification of environmental pollution, various parameters and indexes. Types of environmental pollution and pollutants. Causes, effects and control measures of – Air pollution, Water pollution, Solid and e-waste management, Soil/land pollution, Noise pollution, Radioactive pollution and Thermal pollution. Role of an individual in prevention of pollution

#### **UNIT - III: EMS and EIA:**

Introduction and basics of environmental management systems and environmental impact assessment tools. Linkages between technology, environmental quality and economic gain: Carbon trading, Clean Development Mechanism etc.

#### **UNIT – IV:** Social issues and the environment:

Environment ethics, issues and possible solutions. Urban problems related to energy, water conservation, rain water harvesting, water shed management, rehabilitation problems and concerns – case study of Sardar Sarovar dam, environment protection acts.

#### **UNIT - V:** Energy – Sources, types and important aspects:

Physical understanding of issues and problems involved with the generation, storage, transport, and usage of various forms of energy in technological society. Types of energy resources as Renewable and Non-renewable energy, fossil fuels and hydropower, nuclear, solar, and wind energy, and issues related to energy conservation in everyday life. Effects of waste products associated with energy generation and usage and energy conservation measures.

MJE-03 P: Environment & Energy Conservation (Practical) Credits 01 (30 hrs.)

#### **Course contents:**

#### Any one activity from the below:

- 1. Paper Clippings on Environment & Energy Conservation related social activities and a Case Study Report thereon.
- 2. Preparation of environment and energy conservation model and demonstration in any college/social event in near locality.

#### **Suggested Readings:**

- 1. A textbook of Environmental Chemistry and Pollution Control: Dr. S. S. Dara and Dr. D. D. Mishra
- 2. Environmental studies: Dr. Suresh K. Dhameja
- 3. Energy and the Environment, 2nd Edition: Robert A. Ristinen and Jack J. Kraushaar.
- 4. Environmental Studies: Anindita Basak (Pearson Publications).
- 5. 5. Introduction to Environmental Engineering and Science: Gilbert M. Masters
- 6. (Prentice-Hall Publications).
- 7. http://www.indiaenvironmentportal.org.in
- 8. http://www.cseindia.org
- 9. http://www.cpcb.nic.in
- 10. http://www.gpcb.gov.in
- 11. http://www.colorado.edu/physics/phys3070/phys3070\_sp13/reading.html

### MINOR (MI) (To be studied by students taken NSS as Discipline- C)

MI-5/C5: Method of organising Human Service to the Nation through students and youths

Credits 04 (Full Marks: 75)

MI-5/C5T: Method of organising Human Service to the Nation through students and youths (Theory)

Credits 03 (Lectures: 45)

#### **Course contents:**

#### **Unit – I: Special Camping Program**

Nature, objectives and types. Concept of camp: identification of community problems – importance of group living – team building. Ice breaking and team building activities. Adaptation of village. Selection of camp—site and physical arrangement. Identification of specific theme. Planning for camp—pre, during and post campaigning activities. Organizatin of NSS camps through various committees and discipline in the camp. Co-ordination with local planning Government and other agencies. Healthy Programmes and activities to be undertaken in the camp. . Use of mass media in NSS activities. Feedback /Evaluation: post camping activities.

#### Unit -II: Special program:

a. Legal awareness, Health awareness, Environment awareness. b. First aid, Career guidance. c. Leadership training – cum- cultural guidance. d. Globalization and its economic, social, political and cultural impacts.

#### Unit -III: Rural work under NSS -

i) Nature of rural society, ii) Problems in rural and tribal areas: Agricultural problems – low productivity tenancy, problems of bonded labours; Rural migration to towns and cities; Rural medical health services – prevention of diseases environmental sanitation through disposal of garbage, construction of soak pits, drains, roads etc. And provision of safe drinking water supply; Need for subsidiary occupation for the poor organization of village industries; Difficulties in organizing the literacy programmes and rural libraries, iii) Rural Youth Programme organization youth club, Young Farmers club, Mahila Mandal, iv) Integrated Rural Development- concept, v) Structure of Extension Agencies in rural areas vi) Credit facilities in rural areas, vii) Land reforms and tenancy, viii) Programme for weaker sections of the society in relation to the 20- point Economic Programme, e.g. allotment of house sites to schedule castes/schedule tribes, legal aid to the rural poor etc. ix) Re-cycling of waste and use of gobar gas plants x) NSS and other youth programmes.

#### Unit -IV: Urban work under NSS -

i) NSS work in urban slums – housing projects, health services, ii) Medical social service work and community health programme, iii) NSS programme in Welfare Institutions, iv) NSS programme in primary schools.

# **Unit - IV: Role and Importance of Government Organisations (GO) and Non-Government Organization (NGO):**

Meaning, characteristics and functions of NGO. Characteristics and Functions. Structure of Government Organisations and Non – Government Organisations. Co- ordination of National Service Scheme (NSS) with Government Organisations (GO) and Non- Government Organisations (NGO)). Grants for NSS from GO's for activities- Regular Activities, Camping activities, Other Programme Development Scheme - e.g. HIV-AIDS, Blood Donation. Studies on UNICEF (United Nations Children's Emergency Fund), WHO (World Health Organization).

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# MI-5/C5P: Method of organising Human Service to the Nation through students and youths (Practical) Credits 01 (30 hrs.)

#### **Practical:**

- 1. Campus development program:
- a. Campus development, tree planting maintenance and greening the campus cleaning.
- b. Campus development activities clean environment campaign, formation of plastic free zones.
- c. Campus improvement activities.
- **2. Agency visits**: Specified by the respective institution.
- **3. Special camp**: Students will attend one special camp in the selected village and undertake various activities based on the need of that village. Students will submit a report based on the NSS camps.
- **4. Project:** Project report will be based on field work assignments in nearby village or urban slums of NSS interests.
- **5. Laboratory note book and Viva Voce**: Students will be required to maintain records of all works done in connection with the topic taught in this paper

#### Minor-6/C6: Entrepreneurship Development & Rural Resource Mobilization Credits 04 (FM: 75)

#### MI-6/C6T: Entrepreneurship Development & Rural Resource Mobilization Credits 03 (45 hrs)

#### **Course contents:**

#### **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: Ideal village**

- i. Concept and case studies.
- ii. Sustainability of model village.
- iii. NGOs and SHGs- role in rural development.

#### MI-6/C6P: Entrepreneurship Development & Rural Resource Mobilization (Practical)

Credits 01 (30hrs.)

#### **List of Practical**

#### 1. Model entrepreneur development project:

- a. Project development.
- b. Entrepreneurship model framework.
- 2. Visits: Visit to village-based and community-based entrepreneurship programme(s).
- **3. Training**: Training (duration as per the college discretion) at village entrepreneurship/SHG/NGO engaged in rural development. Students will submit a report on training.
- **4. Laboratory note book and Viva Voce:** Students will be required to maintain records of all works done in connection with the topic taught in this paper