

Purchase, Sales, Journal. (ignore tax) Display and Print of Day book, Sales Register, Purchase Register, Cash Book, Profit & Loss account, Balance sheet and Cash flow statement. Application of various shortcut keys.		
Semester end exam	40	45
Internal Assessment	10	
Total Marks(Semester end practical exam + Internal)	50	

Note: Latest version of Tally software should be consulted in conducting the course

Suggested Readings:

- Tally-Power of Simplicity, Shraddha Sing & Navneet Mehta, V&S Publishers.
- Tally. ERP 9 Training Guide, Ashok K Nadhani, BPB Publications.
- Tally Workbook: A real practical Accounting, Rakesh Sangwan, Ascent Prime Publications.
- Learn Tally. ERP 9 (With GST and E-way Bill), Rajesh Chheda, Ane Books Pvt. Ltd.
- Comdex Tally 9 Course Kit, Dr. Namrata Agaewal, Dreamtech press.

Business Communication

VAC – 2.1

Credit-2

Objective of the course: The course will prepare learners to create effective business communications, and business briefings, produce understandable business documents and examine the impact of the communications process on the business operation.

- Learning outcomes:**
1. Demonstrate the use of basic and advanced writing skills in a business environment.
 2. Produce clear and concise written business documents.
 3. Develop interpersonal communications skills that are required for social and business interaction.
 4. Plan and conduct effective meetings.
 5. Develop and deliver a formal presentation.

Exam Duration: 2 hrs.

Marks: 25

Lectures: 30

U	Contents of the Course	M	L
I	Introduction: Definition, objectives, importance, elements, process, forms, models; levels of analysis of business communication; principles of effective communication, barriers to Communication and remedial measures, role of communication in conflict resolution	5	6
II	Types of Communication: Formal and informal communication; grapevine; characteristics of corporate communication; communication network	4	6
III	Tools of Communication: Emergence of communication technology; modern forms of communication – Fax, E-mail, Video Conferencing	4	6
IV	Drafting: Notice, circular, resolution, minutes, CV writing, business letter writing – offer letter, quotation, status enquiry, confirmation, execution, refusal and cancellation of order, recommendation, credit collection, claim, bank loan	6	6
V	Report Writing: Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, checklists for reports.	6	6
	Semester end exam	25	30
	Internal Assessment	00	
	Total Marks (Semester end exam + Internal)	25	

Suggested Readings:

- Bovee, and Thill, Business Communication Essentials, Pearson Education
- Shirley Taylor, Communication for Business, Pearson Education
- Locker and Kaczmarek, Business Communication: Building Critical Skills, McGraw Hill Education
- Herta A Murphy, Herbert W Hildebrandt, Jane P. Thomas, Effective Business Communication (SIE), McGraw Hill Education
- Dona Young, Foundations of Business Communication: An Integrative Approach, McGraw Hill Education
- Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz, Paula Lentz, and Neerja Pande, Business Communication: Connecting in a Digital World (SIE), McGraw Hill Education

Constitutional Law and Governance

Course Objectives:

A student will be able to -

- ✓ *To provide students with an in-depth understanding of constitutional law and governance principles.*
- ✓ *To develop critical thinking and analytical skills in analyzing constitutional issues and their implications on governance.*
- ✓ *To familiarize students with the constitutional framework of their respective countries or other selected countries.*
- ✓ *To explore the relationship between constitutional law, governance, and human rights.*
- ✓ *To enhance students' knowledge of landmark constitutional cases and their significance in shaping governance structures.*
- ✓ *To enable students to evaluate and discuss contemporary constitutional challenges and reforms.*
- ✓ *To foster an appreciation for the principles of democracy, rule of law, and separation of powers.*

Module 1: Introduction to Constitutional Law and Governance (5 Teaching Hours)

- Overview of constitutional law and its significance in governance
- Basic concepts: constitution, constitutionalism, governance, and the rule of law

Module 2: Constitutional Principles and Structures (3 Teaching Hours)

- Separation of powers: executive, legislative, and judicial branches
- Fundamental rights and liberties: interpretation and limitations

Module 3: Constitutional Amendments and Reforms (3 Teaching Hours)

- Processes and procedures for constitutional amendments
- The role of constitutional conventions and constitutional commissions

Module 4: Constitutional Law and Human Rights (6 Teaching Hours)

- The intersection of constitutional law and human rights
- Constitutional protection of human rights: national and international perspectives
- Constitutional challenges in balancing individual rights and public interests

Module 5: Constitutional Law and Governance in Practice (7 Teaching Hours)

- Constitutional governance and the role of the executive
- Legislative processes and lawmaking
- Constitutional protection of minority rights
- Federalism and intergovernmental relations

Module 6: Emerging Constitutional Issues and Debates (6 Teaching Hours)

- Evolving nature of constitutional law and governance
- Contemporary challenges and debates (e.g., technology, globalization, climate change)
- Constitutional responses to emerging issues

Reference Books

- Verma, S. (2020). Constitutional Law of India: A Comprehensive Approach. Eastern Book Company.*
- Chemerinsky, E. (2021). Constitutional Law: Principles and Policies. Wolters Kluwer.*
- Basu, D. D. (2022). Comparative Constitutional Law. Universal Law Publishing Co. Pvt Ltd.*
- Dixon, R. (2018). Constitutional Conventions. Oxford University Press.*
- Kapoor, M. (2021). Constitutional Law: Human Rights & Social Justice. Central Law Agency.*
- Nowak, M. (2019). Human Rights: Constitutional Law for a Changing World. Hart Publishing.*
- Bakshi, P. M. (2020). Constitutional Law of India: Governance, Institutions and Powers. Universal Law Publishing Co. Pvt Ltd.*
- Bradley, A. W., Ewing, K. D., & Knight, C. (2020). Constitutional and Administrative Law. Pearson.*
- Mathur, K. K. (2021). Constitutional Law of India: Perspectives on Government and Politics. Oxford University Press.*
- Stone, A. R. (2019). Constitutional Democracy: Creating and Maintaining a Just Political Order. Rowman & Littlefield.*

Media Ethics and Responsible Journalism

Course Objectives:

A student will be able to -

- To develop an understanding of media ethics and the principles that guide responsible journalism.
- To critically analyze the role and impact of media in society and its ethical responsibilities.
- To explore the ethical challenges faced by journalists and media professionals in the digital age.
- To foster a commitment to truth, accuracy, fairness, and accountability in media reporting and storytelling.
- To promote media literacy and ethical decision-making among students as consumers and creators of media content.
- To empower students to navigate ethical dilemmas in journalism and uphold professional standards.
- To cultivate a sense of media responsibility and the power of journalism to contribute to a more informed and democratic society.

Module 1: Introduction to Media Ethics (5 Teaching Hours)

- Definitions and principles of media ethics
- Historical perspectives on media ethics and responsible journalism
- Ethical considerations in media roles and responsibilities
- Ethical frameworks and decision-making in media practice

Module 2: Freedom of Expression and Media Ethics (5 Teaching Hours)

- Freedom of expression and its relationship to media ethics
- Balancing freedom of speech with ethical responsibilities
- Media ethics in democratic societies
- The role of media in promoting diverse perspectives and inclusivity

Module 3: Truth, Accuracy, and Objectivity in Journalism (5 Teaching Hours)

- Ethical principles of truth-telling and fact-checking in journalism
- Challenges in achieving accuracy and objectivity in media reporting
- Ethical considerations in handling sources and information
- The impact of misinformation and disinformation on society

Module 4: Privacy, Confidentiality, and Public Interest (5 Teaching Hours)

- Ethical dilemmas in privacy and the public's right to know
- Balancing public interest and individual privacy
- Ethical considerations in reporting on sensitive or confidential information
- Legal and ethical frameworks for protecting sources and whistleblowers

Module 5: Sensationalism, Bias, and Responsible Reporting (5 Teaching Hours)

- The influence of sensationalism and bias in media reporting
- Ethical considerations in framing and representing news stories
- Responsible journalism in diverse and multicultural societies
- Media coverage of controversial and sensitive topics

Module 6: Ethics in Digital Journalism and New Media (5 Teaching Hours)

- Ethical challenges in the digital age: social media, citizen journalism, and online platforms
- Digital privacy and the ethical use of user-generated content
- Journalism ethics in the era of "fake news" and disinformation
- Ethical guidelines and self-regulation in digital journalism

Reference Books

Christians, C. G., Fackler, M., & Rotzoll, K. B. (2016). *Media Ethics: Cases and Moral Reasoning*. Routledge.

Barendt, E. (2010). *Freedom of Speech*. Oxford University Press.

Ward, S. J. A. (2010). *Global Media Ethics: Problems and Perspectives*. Wiley-Blackwell.

Kovach, B., & Rosenstiel, T. (2014). *The Elements of Journalism: What Newspeople Should Know and the Public Should Expect*. Three Rivers Press.

Bovens, L., & Willems, J. (2019). *The Ethics of Transparency*. Oxford University Press.

Soloski, J. (2014). *Journalism Ethics at the Crossroads: Democracy and the News*. Rowman & Littlefield.

Pearson, M., & Polden, M. (2016). *The Journalist's Guide to Media Law: A Handbook for Communicators in a Digital World*. Routledge.

Ward, S. J. A. (2014). *Global Journalism Ethics*. Montreal: McGill-Queen's University Press.

Fenton, N. (2017). *Media and Social Theory*. SAGE Publications Ltd.

Bardoel, J., & D'Haenens, L. (2018). *The Ethics of Mobilities: Rethinking Place, Exclusion, Freedom and Environment*. Routledge.

Franklin, B. (2018). *Journalism Ethics at the Crossroads: Democracy and the News*. Routledge.

Reich, Z. (2012). *The Responsibility to Prevent: Overcoming the Challenges of Atrocity Prevention*. Oxford University Press.

Ward, S. J. A. (2008). *Radical Media Ethics: A Global Approach*. Wiley-Blackwell.

Jenkins, H., Ito, M., & boyd, d. (2016). *Participatory Culture in a Networked Era: A Conversation on Youth, Learning, Commerce, and Politics*. Polity Press.

Buckingham, D., & Willett, R. (2018). *Digital Generations: Children, Young People, and the New Media*. Routledge.

VAC2: Women and Development (Theory) [For all students]

Total Credit	02 Credits
Total Credit hours	02 hours per week (Lectures/ Tutorials)
Total Marks	25 Marks

Course Objectives

- To acquire knowledge about the contemporary issues related to women and provide the historical outlook of women identity in Indian societies.
- To make aware of different laws protecting women and the policies and programmes related to women development.

Course Outcomes

- Learners can acquire a thorough understanding of contemporary issues related to women in India.
- Students can grasp the evolving status of women from the Vedic period to modern society.
- Learners can develop their skill of summarising knowledge about maternal and reproductive health issues and practices.
- Learners can grasp knowledge about various laws designed to protect women and can become acquainted with several policies and programs aimed at women's development.

- Semester End Examination 25 Marks
Mode: Written Examination
Exam duration: 1 Hour
Question Pattern: 25 MCQ questions carrying 01 mark.

Women and Development

1. **Concepts and issues related to girl child and women:** Concept of gender, gender Equity and equality, sex; Issues related to female feticide, female infanticide, child marriage and domestic violence (sexual, physical, and emotional); Women empowerment and women autonomy.
2. **Position of women in Indian society:** Vedic period, medieval period, British period and post independent India.
3. **Women's health issues:** Maternal health care issues (Antenatal care, delivery care and postnatal care), pregnancy outcomes (live birth: full term or preterm birth, low birth weight, abortion, miscarriage, and stillbirths), maternal mortality, gynaecological morbidity, reproductive health issues (HIV/AIDS and RTTs/STD) and menstrual hygiene (knowledge and practices).
4. **Women and laws:** MTP Act 1971, PCPNDT Act of 1994, Protection of Women from Domestic Violence Act, 2005, The Prohibition of Child Marriage Act 2006, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, Protection of Children from Sexual Offences (POCSO) Act 2013, Maternity Benefit Amendment Act 2017.
5. **Policies and programmes for the development of women:** Mahila Samridhi Yojana (MSY), Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG) 2010, Nutrition Programme for Adolescent Girls (NPAG) 2002-03, Mother and Child Tracking System (MCTS) 2009, Janani Suraksha Yojana 2005, Ujjawala Scheme 2007, Beti Bachao Beti Padhao Scheme 2015, Kanyashree Prakalpa 2013 and Women's Reservation Bill 2023

Suggested Reading:

1. Biswas, S., Ghosh, P. & Neogi, S. (2021): Issues of Gender Equality and Sustainable Development, Aayu Publication.
2. Charak, C. & Mohan, C. (2012): Women and Development: Self, Society and Empowerment, Primus Books, Kolkata.
3. Dutta, N & Jha, S. (2021): Women and Gender Inequality, Pacific Books International.
4. Elson, D., & Seth, A. (2019): Gender equality and inclusive growth: Economic policies to achieve sustainable development.
5. Gupta, S. (2006): Women Development In India (A Comparative Study), Anmol Publisher
6. Jha A.K. (2012): Gender Inequality and Women Empowerment, Axis Books, New Delhi.
7. Kalpagam, U. (2011): Gender and Development in India: Current Issues, Rawat Publication. Kolkata.
8. Kataria, K. & Parihar, M. (2019): Women's political participation in India, Books Treasure, India. (Edited).
9. Kolay, S. K. & Mahant, S. D. (2021): Gender Inequality: A Multidimensional Study, Gyan Publishing House
10. Manimekalai, K. & Ranjithkumar, A. (2020): Women's Health and Safety in India,
11. Ramasubban, R. & Jejeebhoy, S. J. (2000): Women's reproductive health in India (edited), Rawat Publications, Jaipur.
12. Sandhya R. (2012): Development of Women – Issues and Challenges, Discover Publishing House Pvt Ltd, New Delhi.
13. Santosh N (2012): Women and Development, A Mittal Publications, New Delhi.
14. Sarkar, S. (2021): Gender Inequality and Discrimination in India: Discourse and Dilemmas (Edited), Rawat Publication. Kolkata.

VALUE ADDED COURSE (VAC-1)

INDIA AND IT'S CULTURE-1

Unit-I Meaning and Concepts of Culture

Traditional and Modern concepts of Culture-Notions of Culture in textual tradition, anthropological, archaeological and sociological understanding of the term culture. Elements of Culture, concept of Indianness and value system. Relation between culture and civilization. Historiography and approaches to the study of Indian Culture– Stereotypes, Objectivity and Bias, Imperialist, Nationalist, Marxist and Subaltern. Heritage of India and world's debt to Indian Culture.

Unit-II Sources of the Study of Indian Culture

Archaeological: cultural remains, Monuments, Numismatics, Epigraphy; Literary sources and Oral traditions; Foreign Accounts; Archival sources.

Unit-III Pre-historic and Proto-historic Cultures

Stone age cultures- palaeolithic, mesolithic and neolithic; Proto- historic cultures - chalcolithic horizon, Harappan Culture- current debates on nomenclature and scripts, Town planning and architecture, art, social, religious and economic life. Evolution of India's main language families.

Unit-IV Vedic and Post-Vedic Period

Early Vedic and later Vedic ideas and institutions: social, religious, economic, political and scientific. Post Vedic– Religious Movements and emergence of states, Shramana traditions- Buddhism, Jainism, Ajivikas and other sects. The education system and centres– Taxila and Kashi

Unit-V Mauryan and Post-Mauryan Period

Ideas and Institutions: Social, Religious, Economic and Political. Ashoka's Dhamma. Scripts- Brahmi and Kharosthi. Impact of Foreign Invasions. Art and Architecture. Literature- Arthasashtra, Manusmriti, Natyashastra, Panchatantra, Buddhacharit and Saundarananda. Scientific Achievements- Nagarjuna, Sushruta and Charaka. Education System and Centres. Sangam Age- Society and Culture. Contacts with outside world.