

SKILL ENHANCEMENT COURSES – 17 ADDITIONAL SUGGESTIVES

Name of the Course	Nature of the Course	Total Credit	Components			Pages to Annexur-6.09
			L	T	P	
Negotiation and Leadership	SEC-27	2	0	0	2	1-3
Entrepreneurship Development	SEC-28	2	0	0	2	4-5
Finance for Everyone	SEC-29	2	0	0	2	6-8
Personal Financial Planning	SEC-30	2	0	0	2	9-11
Harmonium	SEC-31	2	0	0	2	12-14
Environmental Audit	SEC-32	2	0	0	2	15-16
SUSTAINABLE ECOTOURISM AND ENTREPRENEURSHIP	SEC-33	2	0	0	2	17-19
DEVELOPING SUSTAINABILITY PLANS FOR A BUSINESS	SEC-34	2	0	0	2	20-22
PROSPECTING E-WASTE FOR SUSTAINABILITY	SEC-35	2	0	0	2	23-25
E Tourism	SEC-36	2	0	0	2	26-27
Digital Film Production	SEC-37	2	0	0	2	28-30
Graphics Design & Animation	SEC-38	2	0	0	2	31-33
Arabic Calligraphy	SEC-39	2	0	0	2	34-35
RachnatmakLekhan	SEC-40	2	0	0	2	36-38
PatkathaLekhan	SEC-41	2	0	0	2	39-40
Rangmanch	SEC-42	2	0	0	2	41-42
Beginners Course to Calligraphy	SEC-43	2	0	0	2	43-44

SEC –27: Negotiation and Leadership

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To introduce the students to the importance of negotiation skills
- To expose the students to diverse contexts and situations that require negotiation skills
- To learn about the management of critical and crisis situations
- To evolve relationship building skills

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to apply negotiation skills to obtain desired results
- After studying this course, students will be able to understand the various aspects of a crisis situation for appropriate management.
- After studying this course, students will be able to learn how to manage complex negotiation situations.
- After studying this course, students will be able to understand the process of relationship building.
- After studying this course, students will be able to test and judge the legitimacy of the terms of negotiation

SYLLABUS OF SEC-27

Unit 1

(4 weeks)

Negotiation Fundamentals Key concepts and core vocabulary of negotiation process, deal-making and dispute resolution, Assumptions and biases that are barriers to effective negotiation, Collaborative approaches, risk & opportunities to achieve win-win outcomes

Negotiation Canvas Introduction of a framework for negotiation preparation and how to use it, Elements of negotiation canvas i.e relationship, alternatives, legitimacy, options, interests among others, Difference between position and interests

Unit 2

(4 weeks)

Managing critical moments

Types of negotiation approaches used by negotiators Critical moments that can make or break the deal How to identify these critical moments, Strategies to manage critical moments in the negotiation

Effective Communication and Relationship Building

Role of communication and relationship in negotiation, Understanding the other party's psychology to understand their interests, build trust and improve the scope of the negotiation, Unconditionally constructive behaviours, Methods of building trust, and empathy, Overcoming communication barriers, difficult behaviours and information asymmetry

Unit 3

(4 weeks)

Discovering, creating and claiming value

Methods of value discovery during negotiation, How is value divided and claimed between the negotiating parties?, What are the tradeoffs, mutual gains and contingencies?, Concept of distributive bargaining, equitable solutions, and ZOPA (zone of possible agreement), Biases and enemies of value creation

Complex Negotiations

Strategies for negotiations are not straightforward, involve several issues, include multiple stakeholders, and /or involve powerful parties, Hofstede's Culture dimensions, Dealing with people with difficult behaviours

Unit 4

(4 weeks)

Managing Alternatives

Concept of BATNA (Best Alternative to Negotiated Agreement), Methods to evaluate alternative options/offers, Management of one's alternatives and other party's alternatives during negotiation.

Legitimacy and Building Commitment

When to say yes to agreed terms, and when to walk away, Criteria for decision-making on negotiated terms, Assessment of the legitimacy of negotiated terms, Leading all parties to commit to the negotiated agreement, Steps from plan to execution

Essential/Recommended Readings

- Getting to Yes: Negotiating Agreement Without Giving in by Roger Fisher, William L. Ury, and Bruce Patton. Penguin Books
- Difficult Conversations: How to Discuss What Matters Most by Douglas Stone, Bruce Patton, Sheila Heen. Penguin Books
- Value Negotiation: How to Finally Get the Win-Win Right by Horacio Falcão. Pearson Education

Articles

- The Seven Myths of Win-Win Negotiations, by Horacio Falcão
- Control the Negotiation before it begins by Deepak Malhotra

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –28: Entrepreneurship Development

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To introduce the students to the entrepreneurship as a mindset.
- To develop entrepreneurial skills in the students by giving an overview of the capabilities that are needed to become an entrepreneur.
- To develop a keen insight in the students for identifying viable disruptive business opportunities and effectively manage ventures.
- To learn about the distributed organizations and distributed ledger.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to identify the entrepreneurial potential within and appreciate the role of entrepreneurship in the holistic development of the society.
- After studying this course, students will be able to understand the process of setting up entrepreneurial ventures.
- After studying this course, students will be able to develop and appraise disruptive business ideas that can be turned into sustainable business ventures.
- After studying this course, students will be able to identify the financial, marketing, legal, human resource, operations, and general management skills that are important for the successful launch and operation of a new venture.

SYLLABUS OF SEC-28

Unit 1

(4 weeks)

ENTREPRENEURSHIP

Concept, knowledge and skills requirement; characteristics of successful entrepreneurs; role of entrepreneurship in economic development; entrepreneurship process; factors impacting emergence of entrepreneurship

Unit 2

(4 weeks)

STARTING THE VENTURE

Generating business idea – sources of new ideas, methods of generating ideas, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study – market feasibility, technical/operational feasibility, financial feasibility: drawing business plan

Unit 3

(4 weeks)

FUNCTIONAL PLANS

Marketing plan – marketing research for the new venture, steps in preparing marketing plan, contingency planning; organizational plan – form of ownership, designing organization structure; financial plan – cash budget, working capital

Unit 4

(4 weeks)

SOURCES OF FINANCE

Debt or equity financing, commercial banks, venture capital; financial institutions supporting entrepreneurs; legal issues – intellectual property rights patents, trademarks, copyrights, trade secrets, licensing.

Essential/Recommended Readings

- Entrepreneurship, Hisrich, Robert D., Michael Peters and Dean Shepherd, Tata McGraw Hill, New Delhi
- Entrepreneurship, Barringer, Brace R., and R. Duane Ireland, Pearson Prentice Hall, New Jersey (USA)
- Entrepreneurship, Lall, Madhurima, and Shikha Sahai, Excel Books, New Delhi
- Entrepreneurship Development and Small Business - Charantimath, Poornima, Pearson Education, New Delhi
- Entrepreneurship, Kuratko, Donand and Richard Hodgetts, Cengage Learning India Pvt. Ltd., New Delhi

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –29: Finance for Everyone

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2	1		1		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To offer an integrated approach to the understanding of concepts and applications of financial planning.
- To help the students in their financial planning.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to understand the importance of financial literacy and the institutions providing financial services.
- After studying this course, students will be able to prepare a financial plan, budget and manage personal finances.
- After studying this course, students will be able to open, avail and manage services offered by banks.
- After studying this course, students will be able to open, avail and manage services offered by post offices.
- After studying this course, students will be able to plan for life insurance and property insurance.
- After studying this course, students will be able to choose instruments for investment in shares.

SYLLABUS OF SEC-29

Unit 1: Introduction, Financial Planning and Budgeting

(4 weeks)

Meaning, importance and scope of financial literacy; Prerequisites of financial literacy – level of education, numerical and communication ability; Various financial institutions – banks, insurance companies, post offices, mobile app based services. Need of availing of financial services from banks, insurance companies and postal services. Concept of economic wants and means for satisfying these needs; Balancing between economic wants and resources; Meaning, importance and need for financial planning; Personal budget, family budget, business budget and national budget; Procedure for financial planning and preparing a budget; Budget surplus and budget deficit, Avenues for savings from surplus, Sources for meeting the deficit.

Unit 2: Banking Services

(3 weeks)

Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts – savings bank account, term deposit, current account, recurring deposit; pan card, address proof, KYC norm; Various types of loans – education loan, consumer durable loan, vehicle loan, housing loan, short term, medium term, long term, microfinance, bank overdraft, cash credit, mortgage, reverse mortgage, hypothecation, pledge, Agricultural and related interest rates offered by various nationalized banks; Cashless banking, e-banking, check counterfeit currency; CIBIL, ATM, net banking, RTGS, NEFT, IMPS, electronic clearance services (ECS), debit and credit card, app based payment system, bank draft and pay order; banking complaints and ombudsman.

Unit 3: Financial Services from India Post Office

(3 weeks)

Post office savings schemes: savings bank, recurring deposit, term deposit, monthly income scheme, kisan vikas patra, NSC, PPF, senior citizen savings scheme, sukanya samriddhi yojana; india post payments bank. money transfer: money order, e-money order. instant money order, collaboration with the western union financial services; mo videsh, international money transfer service, money gram international money transfer, indian postal order.

Unit 4: Insurance Services

(3 weeks)

Life insurance policies: life insurance, term life insurance, endowment policies, pension policies, ULIP, health insurance plans, comparison of policies offered by various life insurance companies, comparison of policies offered by various health insurance companies. Property insurance policies. Post office life insurance schemes: postal life insurance and rural postal life insurance.

Unit 5: Stock Markets – Some Basic Concepts

(3 weeks)

Terms used in stock markets: SENSEX, NIFTY, primary markets, secondary markets, initial public offering(IPO), follow-on public offering (FPO), offer for sale (OFS), block deal, equity shares, preference shares, debentures, bonus shares, stock split, dividend, buyback, DEMAT

account, trading account, delivery instruction slip (DI Slips), blue chips, defensive stocks, face value, market value, market capitalisation, pre-opening session, trading session, opening price, closing price, business days, bull, bear, bull market, bear market, risk, stop loss, derivatives, call option, put option, hedge, holding period; Tax on short term capital gains and long-term capital gains, Mutual Fund and its various schemes.

Practical Exercises:

The learners are required to:

- visit banks, post offices, and insurance companies to collect information and required documents related to the services offered by these institutions and to know the procedure for availing of these services.
- carry out the comparative analysis of different types of life insurance policies.
- carry out the comparative analysis of different types of health insurance policies.
- prepare a personal and family budget for one/six/ twelve months on imaginary figures.

Suggested Readings:

- Avadhani, V. A. "Investment Management" Himalaya Publishing House Pvt. Ltd., Mumbai.
- Batra, J.K., Accounting and Finance for Non-finance Managers, Sage Textbook
- Chandra, P. "Investment Game: How to Win" Tata McGraw Hill Education, New Delhi.
- Kothari, R. "Financial Services in India-Concept and Application" Sage Publications India Pvt. Ltd., New Delhi.
- Milling, B. E. "The Basics of Finance: Financial Tools for Non-Financial Managers" Universe Company, Indiana,
- Mittra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. "Financial Planning" Sage Publications India Pvt. Ltd., New Delhi.
- Zokaityte, A. "Financial Literacy Education" Palgrave Macmillan, London.

Note: Learners are advised to use the latest edition of readings.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –30: Personal Financial Planning

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2	1		1		

Learning Objectives

The Learning Objectives of this course are as follows:

- To familiarize students with different aspects of personal financial planning like savings, investment, taxation, insurance, and retirement planning
- To develop the necessary knowledge and skills for effective financial planning.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to understand the meaning and appreciate the relevance of financial planning.
- After studying this course, students will be able to understand the concept of investment planning and its methods.
- After studying this course, students will be able to examine the scope and ways of personal tax planning.
- After studying this course, students will be able to analyse insurance planning and its relevance.
- After studying this course, students will be able to develop insight into retirement planning and its relevance.

SYLLABUS OF SEC-30

Unit 1: Introduction to Financial Planning: (3 weeks)

Financial goals, steps in financial planning, budgeting incomes and payments, time value of money. Introduction to savings, benefits of savings, management of spending & financial discipline, Setting alerts and maintaining sufficient funds for fixed commitments.

Unit 2: Investment Planning: (4 weeks)

Process and objectives of investment, concept and measurement of return & risk for various asset classes, measurement of portfolio risk and return, diversification & portfolio formation. Gold bond; Real estate; Investment in greenfield and brownfield Projects; Investment in fixed income instruments, financial derivatives & commodity market in India. Mutual fund schemes; International investment avenues. Currency derivatives and digital currency.

Unit 3: Personal Tax Planning: (3 weeks)

Tax structure in India for personal taxation, Scope of personal tax planning, exemptions and deductions available to individuals under different heads of income and gross total income. Comparison of benefits - Special provision u/s 115 BAC vis-à-vis General provisions of the Income-tax Act, 1961, tax avoidance versus tax evasion.

Unit 4: Insurance Planning: (3 weeks)

Need for insurance. Life insurance, health insurance, property insurance, credit life insurance and professional liability insurance.

Unit 5: Retirement Benefits Planning: (3 weeks)

Retirement planning goals, process of retirement planning, Pension plans available in India, Reverse mortgage, Estate planning.

Practical Exercises:

The learners are required to:

- perform electronic fund transfers through net banking and UPI.
- identify certain recent Ponzi schemes in the market.
- prepare tax planning for a hypothetical individual.

Suggested Readings:

- Halan, M. "Let's Talk Money: You've Worked Hard for It, Now Make It Work for You" Harper Collins Publishers, New York.
- Indian Institute of Banking & Finance. "Introduction to Financial Planning" Taxmann Publication, New Delhi.
- Keown A.J. "Personal Finance" Pearson, New York.
- Madura, J. "Personal Finance", Pearson
- Pandit, A. "The Only Financial Planning Book that You Will Ever Need" Network 18 Publications Ltd., Mumbai.
- Sinha, M. "Financial Planning: A Ready Reckoner" McGraw Hill Education, New York.
- Tripathi, V. "Fundamentals of Investment" Taxmann Publication, New Delhi.

Note: Learners are advised to use the latest edition of readings.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty

SEC –31: Harmonium

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		

Learning Objectives

The Learning Objectives of this course are as follows:

- To initiate the students to a very popular instrument of Indian music through a general discussion on the role of Harmonium in accompanying various singing forms
- To throw light on the various types of musical instruments that are played in Hindustani music
- To discuss the features of various types of wind instruments
- To teach the student the fundamentals of playing the Harmonium, such as the correct placement of the fingers on the instrument, the right posture for sitting etc.
- To demonstrate tonal exercises, such as palta-s and alankar-s, vital for playing.
- To initiate his training in the realm of playing the instrument with the basic ragas, like Alhaiya, Bilawal and Yaman

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to learn the origin, development and classification of musical instruments.
- After studying this course, students will be able to learn the importance of wind instruments.
- After studying this course, students will be able to learn gat and dhun in prescribed ragas.
- After studying this course, students will be able to demonstrate the various talas and their layakaries.
- After studying this course, students will become well-versed with the techniques of

- playing Harmonium
- After studying this course, students will be able to achieve dexterity of the hand, through regular practice of the playing exercises at home.
- After studying this course, students will be able to read and learn new compositions in the prescribed ragas.
- After studying this course, students will be able to grasp the various grammatical aspects of the prescribed ragas, like how they arise, what are the respective rules that govern these ragas, how do the notes move in the ragas, what are the performing times of the ragas etc.
- After studying this course, students will be able to learn the art of playing a raga, especially with regard to having the Tabla as an accompanying instrument.

SYLLABUS OF SEC-31

Unit I

Origin and Development of Musical Instruments

Unit II

Classification of instruments

Unit III

Study of Wind Instruments

Unit IV

Writing notation of compositions in prescribed ragas

Unit V

Writing notation of Talas with Thah, Dugun, Tigun and Chaugun in Kaharva

Unit VI

Theoretical knowledge of the prescribed ragas

Recommended Books:

- Sangeet Bodh – Sharadchandra Shridhar. Paranjape:-Madhye Pradesh Hindi Granth Academy , Bhopal, IstEdition: 1972
- Samvadini – Jayant Bhalodkar :- Kanishka Publication, New Delhi, Ist Edition: 2006
- Dhvani Aur Sangeet - Lalit Kishore Singh:- Bhartiye Gyanpeeth, Lodi Road, New Delhi, Ist Edition: 1954
- Kramik Pustak Malika – Part- II :- V.N. Bhatkhande, Sangeet Karyalaya, Hathras, Editor: Laxminarayan Garg, January: 2008
- Sangeet ShastraVigyan - Dr.Pannalal Madan:- Rajasthan Hindi Granth Academy, Jaipur, 2nd Edition: 1991, Abhishek Publication
- Tal Parichay Part III ,Girishchandra Srivastava, Rubi Prakashan , Allahabad, 2nd

(Practical - 1): Stage Performance & Viva-Voce:

Prescribed Ragas:

- Alhaiya Bilawal
- Yaman
- Khamaj

Unit I

Ability to play five alankars in the prescribed ragas.

Unit II

One Sargam Geet to be played each in the prescribed ragas

Unit III

One Lakshan Geet each to be played in the prescribed ragas

Unit IV

Two Drut Khyals with elaborations in any of the prescribed ragas

Unit V

Ability to play a Dhun in raga Khamaj

Unit VI

In-depth knowledge of the prescribed ragas

Unit VII

Knowledge and demonstration of the following tala with dugun, tigan and chaugun - Kaharva

Unit VIII

Basic knowledge of Harmonium and its various parts

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –32: Environmental Audit

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To safeguard the environment and minimize risks to human health.
- To timely audit environmental managements systems and equipment's. compliance of various relevant international, national, local and other laws and regulations.
- To safeguard humans from exposure to various environmental risks causing health and safety issues.
- To determine, whether specified environmental activities, events, conditions, management systems, or information about these matters conform with audit criteria, and communicating the results of this process.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to identify solutions for efficient use of resources and greater adoption of clean and environmentally sound technologies for sustainable industrial development.
- After studying this course, students will be able to develop environmentally sound and equitable development strategies for reducing the carbon footprints which are responsible for climate change and human health hazards.

SYLLABUS OF SEC-32

Unit 1: Need of Environment Auditing (EA)

(5 weeks)

Environmental degradation (physical, chemical and biological) due to various pollutants of air, water and soil (Metal, Waste, Radiation etc). Environmental Health Hazards from various pollutants like SPM in air, microbes in soil/water and occupational health hazards due to many toxic exposures in the past.

Unit 2: Global Environment Governance**(5 weeks)**

Timely auditing of environmental managements systems and equipment's. Compliance of various relevant international, national, local and other laws and regulations. International concerns and efforts for environmental protection; role of United Nations; Stockholm summit; priority issues; Rio Summit: Sustainable development; Earth Day; Environment Day; Ecotourism.

Unit III: Environmental Audit and its scope**(5 weeks)**

Types of auditing, Features of Effective Auditing, Programme planning and organization of Auditing Programme, Pre-visit data collection, Auditing Protocol, Onsite Audit; Data Sampling; Inspection, Evaluation and Presentation, Audit Report; Action plan, Management of Audit, Benefits of Environmental Audit, Environmental Audit Program in India.

Practical Exercises:

- Physico-chemical properties of polluted soils and water collected from various sites
- Identification and sampling of all organisms in polluted soil samples (Nematodes, Annelida, Arthropoda, Mollusca etc).
- Identification of microbes from contaminated soil samples.
- Molecular characterization of environmental DNA (eDNA) from soil microbes.
- Identification of common health hazards by photographs (Minamata disease Japan 1956, Itai-itai disease- Toyama, Japan 1950, Acute lung disease Bhopal, India 1985, Radiation illness- Chernobyl, USSR 1986, Cholera epidemic- Peru 1991).
- Surveillance and quality of analysis of potable water (MPN method).
- Comparative analysis of various mega building projects and green belts, River valleys mining projects and its impact assessment
- Case studies on effective utilization of environmental laws of anyone: oil refineries, electrical/electronic, fertilizer, petrochemical, pesticide or pharmaceutical industry.
a) Questionnaires; b) Data Collection and Generation; c) Integration of Data and Analysis

Recommended Readings:

- Vasudevan, N. (2006). Essentials of Environmental Science. Narosa Publishing house, Delhi.
- Liu, J, Zhang, L, Liu, Z (2017). Environmental Pollution Control
- Srivastava, A.K. (2003). Environmental Auditing, A.P.H. Publishing Corporation, ISBN 81- 7648-443-1.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –33: SUSTAINABLE ECOTOURISM AND ENTREPRENEURSHIP

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		

Learning Objectives

The Learning Objectives of this course are as follows:

- To train students in concepts and principles of sustainable ecotourism leading to a new generation of entrepreneurs
- To inculcate field-based practical skills in translating ecological systems into wealth generation while conserving natural resources
- To transform local biological wealth into a hub of global attraction and generate a scientific basis of Indian traditional knowledge

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to develop next-generation ecological entrepreneurs
- After studying this course, students will be able to evolve eco-literate society by integrating market-based instruments with eco-cultural knowledge of traditional societies
- After studying this course, students will be able to practice ecological knowledge for wealth generation, environmental conservation, and popularization of Indian traditional knowledge

SYLLABUS OF SEC-33

Practical/Hands-on Exercises

(02 Credits: 60 hours)

- Assess the current state of ecotourism in little-known/explored areas and examine ecotourism potential
- Field surveys to identify the existing locations having ecological, wildlife, scenic, and ethnic potential for ecotourism and analyze existing prevalent eco-practices having the potential to integrate with ecotourism programme
- Identify ten plant species having ecological, economic, and cultural significance as ecotourist

attraction

- Develop stories on the selected wild habitats to attract ecotourists from within and outside the country
- Identify suitable track and prepare a checklist of birds and animals with their stories for a diverse group of ecotourists
- Examine the current state of natural resources and develop suitable messages and appropriate media for educating different target groups
- Survey and identify the target group for ecotourism based on their age, education, economic and other criteria and evaluate their psychological barriers to ecotourism
- Conduct inventory of facility and analyze a preliminary competitive advantage over ecological attractions in the nearby area
- Analyze tourist spending patterns and track preferences for ecotourism attractions in nearby areas and add value to ecological, wildlife, and cultural attractions
- Survey attitude and perception of residents regarding ecotourism plan and analyze costs and benefits of the sustainable ecotourism development programme using a demand-driven marketing approach
- Develop messages, stories, and pictures to attract tourists and promote ecotourism in the target area
- Analyze basic elements of ecotourism, the special needs of ecotourists, develop trips and travel packages offering an array of experiences and predict the market trends
- Develop ecotourist activities for individuals, families, and groups and craft social media campaigns for the proposed ecotourism business
- Develop a plan for strategic alliances and partnerships with other projects/groups /organizations for public- private partnership in the proposed ecotourism programme

Teaching and learning interface for practical skills:

To impart training on technical and analytical skills related to the course objectives, a wide range of learning methods will be used, including

- (a) laboratory practicals;
- (b) field-work exercises;
- (c) customized exercises based on available data;
- (d) survey analyses;
- (e) developing case studies;
- (f) demonstration and critical analyses;
- (h) experiential learning individually and collectively.

Prospective sector(s):

- Forest Departments
- Tourism industry
- World Bank
- UNDP
- WWF
- Environmental NGOs

Suggested Reading:

- Ballantyne, R. and Packer, J., 2013. International Handbook on Ecotourism. Edward Elgar Publishing Limited, UK
- Blumstein, D.T., Geffroy, B., Samia, D.S. and Bessa, E., 2017. Ecotourism's promise and
- Peril. A Biological Evaluation. Springer Int. Publ. (Chapters 10–11)
- Fennell, D.A., 2014. Ecotourism. An Introduction. Routledge, London, UK.
- Fletcher, R., 2014. Romancing the wild. In Romancing the Wild. Duke University Press.
- Tanguay, G.A., and Rajaonson, J., (2015). Evaluating Sustainable Tourism Using Indicators:
- Problems and Solutions. In: Brophy, S.C., (Ed), Ecotourism: Practices, Benefits and Environmental Impacts. Nova Science Publishers, pp. 119 – 134.
- Wearing, S. and Schweinsberg, S., 2019. Ecotourism: Transitioning to the 22nd century. Routledge

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –34: DEVELOPING SUSTAINABILITY PLANS FOR A BUSINESS

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To assess the status of integration of social and ecological values into business practices
- To determine strengths and weaknesses in linkages between people, planet, and profit during business practices
- To correlate the changes in ecological footprint with growth in corporate responsibility
- To recommend strategies to improve current CSR practices for environmental conservation and enhance the return on investment of the organization

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to develop CSR plans to balance ecological security with economic success.
- After studying this course, students will be able to evolve methods for the financial stability of different organizations/companies
- After studying this course, students will be able to develop a framework to reduce energy consumption, adopt renewable resources and integrate waste management strategies among employees
- After studying this course, students will be able to design sustainable business plans having major positive impacts on plant and next-generation business setting

SYLLABUS OF SEC-34

Practical/Hands-on Exercises

(02 Credits: 60 hours)

- Determine strategies to reduce carbon footprint and improve supply chain efficiency of an organization
- Assess the current status of renewable energy use and investment and develop

strategies to become carbon negative in the next decade

- Identify opportunities for sustainable alternatives for an environmental cause that aligns well with the organizational goal and areas of philanthropic investments
- Analyze material use at different stages of organizational process based on a set of sustainable principles and suggest environment-friendly alternatives to reduce waste
- Calculate the water footprint of the organization and develop methods for mindful water consumption to improve human health and reduce the economic cost
- Examine the current status of infrastructure with respect to the energy-efficient lighting system and evolve strategies for shifting to 100% renewable energy
- Determine the ecological impact of current infrastructure using guiding principles of LEED (Leadership in Energy and Environmental Design) Certification and identify areas for biophilic design, green spaces, and work conditions
- Optimize to reduce waste by improved methods of handling and disposing of waste
- Develop guidelines for eco-friendly transportation to reduce fuel usage and maximize route efficiency
- Eco-innovation in developing energy alternatives and providing solutions to complex environmental challenges
- Document the biological wealth (especially plants, insects, and birds) of an organization and develop the green design to maintain and enrich the biological wealth

Teaching and learning interface for practical skills:

To impart training on technical and analytical skills related to the course objectives, a wide range of learning methods will be used, including (a) laboratory practicals; (b) field-work exercises; (c) customized exercises based on available data; (d) survey analyses; and (e) developing case studies; (f) demonstration and critical analyses; and (h) experiential learning individually and collectively.

Prospective sector(s):

(a) Environmental Consultancies, (b) Sustainability Advisors, (c) All Multi-National Large-Scale Industries, and (d) Environmental NGOs

Suggested readings

- Calkins, M., 2012. The Sustainable Sites Handbook: A Complete Guide to the Principles, Strategies, and Best Practices for Sustainable Landscapes (Vol. 39). John Wiley & Sons.
- Daniels, T., 2017. The Environmental Planning Handbook: For Sustainable Communities and Regions. Routledge.
- Davoudi, S., Cowell, R., White, I. and Blanco, H. eds., 2019. The Routledge Companion to Environmental Planning. Routledge.
- Quaddus, M.A. and Siddique, M.A.B. eds., 2013. Handbook of Sustainable Development Planning: Studies in Modelling and Decision Support. Edward Elgar Publishing.
- USEPA, 2012. Planning for Sustainability: A Handbook for Water and Wastewater Utilities.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –35: PROSPECTING E-WASTE FOR SUSTAINABILITY

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		

Learning Objectives

The Learning Objectives of this course are as follows:

- To provide in-depth knowledge on the effective mechanisms to regulate the generation, collection, and storage of e-waste
- To gain insights into the internationally/nationally acceptable methods of transport, import, and export of e-waste within and between countries
- To develop a holistic view on recycling, treatment, and disposal of e-waste and related legislative rules.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to holistically analyze the environmental impacts of e-waste
- After studying this course, students will be able to apply the skills and various concepts for sustainable management of e-waste
- After studying this course, students will be able to decipher the role of various national and international regulations for e-waste management
- After studying this course, students will be able to provide specific recommendations for improved methods for handling e-waste at different stages such as generation, collection, storage, transport, and recycling

SYLLABUS OF SEC-35

Practical/Hands-on Exercises

(02 Credits: 60 hours)

- Identification of e-waste and its types
- Composition of e-waste and segregation- from the material provided
- Dismantling of e-waste and handling process
- Visit a nearby e-waste handling facility

- Environmental protection laws and producer's responsibility for e-waste management
- Build an understanding of how regulatory mechanisms can be utilized in the management of e-waste in educational institutions.
- Discussion on plausible ways and implementation of e-waste reduction at the source
- Evaluation of the status of e-waste handling at your institution. Suggest potential solutions as per the existing norms of E-Waste (Management) Rules, 2016 and beyond.
- Estimate how recycling of e-waste in metro cities will go in sync with the circular economy
- Develop an understanding and itinerary of the process for procuring e-waste import permissions.
- Inventory of the e-waste disposal mechanisms.
- Study the evolution of e-waste management rules and its implementation- Hazardous Waste Rules, 2008, E-waste (Management and Handling) Rules, 2011; and E-Waste (Management) Rules, 2016
- Study the international laws on e-waste management- the international legislations: The Basel Convention; The Bamako Convention; The Rotterdam Convention; Waste Electrical and Electronic Equipment (WEEE) Directive in the European Union; Restrictions of Hazardous Substances (RoHS) Directive

Teaching and learning interface for practical skills:

To impart training on technical and analytical skills related to the course objectives, a wide range of learning methods will be used, including (a) laboratory practicals; (b) field-work exercises; (c) customized exercises based on available data; (d) survey analyses; and (e) developing case studies; (f) demonstration and critical analyses; and (h) experiential learning individually and collectively.

Prospective sector(s):

- Electric and electronic industries,
- E-waste Recycling Unites,
- Private entrepreneurs,
- Environmental consultancies,
- Pollution Boards, and
- Environmental NGOs

Suggested Readings:

- Hester, R.E. and Harrison, R.M., 2009. Electronic Waste Management: Design. Analysis and Application. Royal Society of Chemistry Publishing. Cambridge, UK.
- Fowler, B.A., 2017. Electronic Waste: Toxicology and Public Health Issues. Academic Press.
- Gaidajis, G., Angelakoglou, K. and Aktsoglou, D., 2010. E-waste: environmental problems and current management. Journal of Engineering Science and Technology Review, 3(1), pp.193-199.
- Janyasuthiwong, S., 2020. Metal Removal and Recovery from Mining Wastewater and E-waste Leachate. CRC Press.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC – 36: E-Tourism

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To learn about the application of e-business in tourism sector with understanding of contemporary issues of the use of electronic technology in the tourism business.
- To learn about e-business strategies and how to apply it to help them comprehend a variety of basic e-business ideas and theories.
- To teach fundamental concept of what e-business is and how to conduct e-business successfully in the tourism sector.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to gain insight into concept of e-tourism, travel intermediaries and travel websites.
- After studying this course, students will be able to learn and explain the emerging ICT tools and its impact in the industry.
- After studying this course, students will be able to understand and implement the use of social media platforms/artificial intelligence in e-tourism.

SYLLABUS OF SEC-36

Unit-I

(5 Weeks)

Introduction to E-tourism, stages of ICT revolution, ICTS and new business tools, Strategic and Operational use of IT in Tourism, The Internet and tourism – a powerful combination. Networks for intermediaries: Travel trade intermediaries-Features of a travel trade web site, implementing a travel trade website, online travel intermediaries.

Unit– II

(5 Weeks)

E-business for Destination Management Organizations: Principles and concepts – Positioning DMOs in value net, destination e-business system model, e-Business Partnerships for DMOs, Case Studies of Red Apple DMC, OYO Rooms, OLX, Zoom Car, Ofo Cycles etc.

Unit– III

(5 Weeks)

Social Media Marketing in Tourism - Facebook, Twitter, YouTube, WhatsApp - Travel Blogs –Usage of Artificial Intelligence- Virtual Reality - Challenges for conventional business models and Competitive strategies.

Essential/Recommended Readings

- Reynolds, Jonathan. (2012). E-Business: A management Perspective. Oxford University Press.
- Kulkarni. P, Jahirabadkar. S & Chande. P. (2012). E-Business. Oxford University Press.
- World Tourism Organization. (2001). E-business for tourism: Practical guidelines for tourism, Destinations and businesses. World Tourism Organization.
- D. Buhalis: e-Tourism, Information Technology for Strategic Management
- Buhalis & Costa: Tourism Business Frontiers
- Poon: Tourism, Technology and Competitive Strategies Harish Bhatt & Badan: Impact of ICT in Tourism

Suggested Reading:

- Stiakakis. E. & Georgiadis C. K. (2009). Drivers of a tourism e-business strategy: the impact of information and communication technologies. Oper Res Int J. DOI 10.1007/s12351-009-0046-6.
- European Commission (2004). Electronic Business in Tourism: Key issues, case studies, conclusions. European Commission. Enterprise publications. Sector Report: No. 07-II, August 2004.
- Šimunić. M, Pilepić L., Šimunić M. (2013). Tourism and e-business: the semantic paradigm as a precondition for success. Informatol. 46, 2013., 1, 1-7.
- Buhalis. D., & Hyun Jun S. (2011). E-Tourism. Contemporary Tourism Reviews: Series. Goodfellow Publishers Limited, Woodeaton, Oxford, OX3 9TJ.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –37: Digital Film Production

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To introduce the students to the art of digital video making and editing
- To learn about the tools required for video making and editing
- To learn about the various aspects in pre and post production of videos.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to understand the importance of various aspects of audio-video production
- After studying this course, students will be able to prepare an effective layout for making an effective video.
- After studying this course, students will be able to apply the tools required for video production and editing.

SYLLABUS OF SEC-37

Unit 1: Introduction, Financial Planning and Budgeting (4 weeks)

Audio Production: Concept of Sound, Types of sound, Audio range, Know your equipment's (Acoustic, Microphone, Recorder, Audio Mixer, Cables & connectors), Process of recording, Mixing, Sound processing, Recording level, Audio Editing, Dubbing & voiceover (Process, steps)

Unit 2: (4 weeks)

Video Production (Pre-Production): Concept, What is pre-production, Concept/visualization, R & D, Screen play writing, Storyboard making, Shooting script writing, Peoples involved in pre-production, Set making, Copyright , Music making, Budgeting, Production Design, Location hunting, Hiring of equipment & crew members

Unit 3: (4 weeks)

Video Production (Production): Know your equipment, Camera & accessories, Lights & Camera support, Clapboard, Sound equipment, Field Monitor, Blocking, Rehearsal, Lighting, Shooting

Unit 4: (4 weeks)

Video Production (Post Production): Compiling the concept and Shooting material to final stage, Peoples involved in Post-production, Know your equipment, Editing, Color grading, Publicity, Transmission, Distribution and Rating

Practical Exercises and Projects

- Recording & Mixing of multi-track audio
- Budget Making & Script writing 05 minutes program
- Shooting for 05 minutes program (News / Music Video / Documentary / Feature / Chat show / Discussion etc.)
- Editing of 05 minutes video program

Audio Production (Project)

- Knowing the audio equipment's & software
- Recording process
- Mixing & Editing of various sound
- Exporting sound in various audio formats & project

Video Production (Project)

- Story writing, Storyboard making, Shooting script writing
- Location hunting, Breakdown making, Budget making
- Set making, Lighting, Shooting
- Editing, BGM posting, Color grading, Publicity, Exhibition & Transmission

Suggested Readings:

- Digital Filmmaking for Beginners A Practical Guide to Video Production (ELECTRONICS) by Michael K. Hughes, McGraw Hill TAB.
- Digital Filmmaking for Beginners A Practical Guide to Video Production, McGraw Hill TAB
- The Digital Filmmaking Handbook, Mark Brindle
- Video Production, Vasuvi Belavdi, Oxford Higher Education

- Editing Digital Video: The Complete Creative and Technical guide, Robert Goodman and Patrick McGrath, McGraw Hill Education TAB
- Digital Video Camerawork, Peter Ward, Routledge.
- Digital Video Hacks: Tips & Tools for Shooting, Editing, and Sharing, Joshua Paul, O'Reilly Media.

Note: Learners are advised to use the latest edition of readings.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC –38: Graphics Design & Animation

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		.

Learning Objectives

The Learning Objectives of this course are as follows:

- To introduce the students to the skill of animation.
- To learn about the application of 2D and 3D animation.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to understand the importance of animation and graphics design
- After studying this course, students will be able to learn graphics design in 2D and 3D animation.
- After studying this course, students will be able to learn the application of graphics design in 2D and 3D animation in advertising and other areas.

SYLLABUS OF SEC-38

Unit 1:2D Animation

(8 weeks)

Introduction to 2D Animation: Introduction to 2D Animation, Drawing concept, Colour theory & basics, Incorporating sound into 2D animation

Layout & Designing: Basic of sketching, still life and assignment of basic drawing, Composition of basic elements, Work in different media, such as drawing, collage, and painting, Explore the relationship between elements and principal, Pixel and resolution: Vector and Bitmap Graphics

Graphics and advertising (Practical)

- Creating Digital Layout
- Professional image editing (PHOTOSHOP)
- Advertising and relevant case , Graphics and illustration (Corel Draw, Paint)
- Vector Composition , 2D animation (Macromedia Flash)

Broadcast Design (Practical)

- Working with visual images
- Story Boarding
- Titles and Credit Making
- Stop motion animation

Production / Post-Production (Practical)

- Paint & animate (scanning, tracing, ink & Paint)
- Understanding Background composition
- Basic Understanding of 2D animation and technique
- Animation with flash, Portfolio Making

Unit 2: 3D Animation

(8 weeks)

3D Modeling: Introduction to 3D space in Blender, Introduction to Modeling Techniques, In-organic Modeling, Organic Modeling

3D Shading: Use of Materials & Shader, Shader and Texture Editing, Shading Organic Model, Shading In-Organic Models

3D Animation and Rigging (Practical)

- Introduction to 3D Animation
- Create, Edit and working with Animation Graph, Rigging using Blender
- Setting up controllers for joints
- Simple Skeleton structure with proper joint orientation

3D Lighting and Rendering (Practical)

- Understanding Lighting in Cycles
- Direct and Indirect Lighting
- Light Linking, Final Composition
- Creating composition and Light with the Shaded Models

3D Dynamics (Practical)

- Introduction to Dynamics, Active and Passive Bodies
- Creating basic Simulation and collusion using Rigid body
- Cloth Simulation, Simulation of Brick wall collusion
- Introduction to Fluid Effects, Creating fluid simulation

Project

(Digital Imaging)

- Design Print advertisement for Service
- Design Print advertisement for Product
- Design Print advertisement an Event
- Design Print advertisement on Social Awareness
- Design a collage with a social message

2D Animation

- Drawing fundamentals using lines
- Sketching of cartoon characters
- 2D Logo designing
- Storyboarding of a 30 seconds film
- Portfolio making of an organization

3D Animation

- Exploring the Interface of 3D application & Basic Modeling
- Create different types of Materials and create a Shading
- Create a simple walk cycle using the character rigs
- Create a composition and Light set up
- Create a Fluid simulation & rendering

Suggested Readings:

- The Illusion of Life: Disney Animation, Ollie Johnston and Frank Thomas, Disney Editions.
- Blender Production Creating Short Animations from Start to Finish, Roland Hess, Routledge.
- Animating with Blender: Creating Short Animations from Start to Finish, Roland Hess, Focal Press
- Simplified Drawing for Planning Animation, Wayne Gilbert, Anamie Entertainment Ltd.
- Getting Started in 3D with Maya, Adam Watkins, Routledge.
- Creating Characters with Personality: For Film, TV, Animation, Video Games, and Graphic Novels, Tom Bancroft, Watson-Guption
- Force: Dynamic Life Drawing for Animators, Mike Mattesi, Focal Press

Note: Learners are advised to use the latest edition of readings.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

Semester-1
SEC-1: Introduction to Arabic Calligraphy
Credits: 02

Course Objectives: 1. To make the learners familiar with Arabic Calligraphy. 2. To make them aware of different Arabic scripts.	Course Learning Outcomes: The student will be able to: 1. Know about the history of Arabic Calligraphy. 2. Read and write Arabic letters and text. 3. Recognize different Arabic scripts/fonts. 4. Write in two Arabic scripts: Naskh and Ruq'ah.
Unit 1 - Calligraphy - Arabic Calligraphy - Origin and Development of Arabic Calligraphy - Lesson on Arabic Alphabet - Introduction to Arabic script Ruq'ah - Introduction to Arabic script Naskh	Unit 2 - Importance and Characteristics of the Arabic Script Ruq'ah in modern time. - Importance and Characteristics of the Arabic Script Naskh in modern time. - Familiarity with different Arabic scripts. - Al-Aqlaam Al-Sittah - Pioneers of the Arabic scripts/calligraphy. <ul style="list-style-type: none"> • Ibn Muqlah • Ibn Al-Bawwab
Unit 3 - Benefits of Good handwriting - Famous Arabic fonts of computer - Practice of the Arabic scripts: Naskh and Ruq'ah	

Teaching Learning Process

- The teacher will introduce different aspects of Arabic scripts to students.
- The students will practice the prescribed scripts to make their handwriting beautiful.
- The teacher will also use computer to familiarize the students with different Arabic scripts of it.

Assessment Methods

Internal Assessment:

- a. Class test: 10 Marks
b. Assignment: 10 Marks
c. Attendance: 05 Marks

End Semester Exam: 75 Marks

Total Marks: 100 Marks

Keywords

- Arabic scripts
- Naskh
- Ruq'ah
- Font

References:

1. M. Ziauddin: Muslim Calligraphy, Kitab Bhawan, Delhi
2. مولانا نور عالم خليل الأميني : خط رقعه كيوں اور كيے سيكهیں؟، ديوبند
3. د. عادل الألوسي : الخط العربي نشأته وتطوره، القاهرة.
4. د. إبراهيم سليمان شيخ العيد، الخط العربي حضارة ومهارة، مكتبة سمير منصور، غزة، فلسطين .

Additional Resources:

1. Muhammad Sohail: Administrative and Cultural History of Islam, New Delhi.
2. مركز الملك فيصل للبحوث والدراسات الإسلامية : الخط العربي من خلال المخطوطات، المملكة العربية السعودية.

SEC –40: रचनात्मक लेखन

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
रचनात्मक लेखन	2			2		

Learning Objectives

- विद्यार्थियों के मौखिक और लिखित अभिव्यक्ति कौशल को विकसित करना।
- उनमें कल्पनाशीलता और रचनात्मकता का विकास करना।
- साहित्य की विविध विधाओं और उनकी रचनात्मक शैली का परिचय कराते हुए लेखन की ओर प्रेरित करना।
- प्रिंट एवं इलेक्ट्रॉनिक माध्यमों के लिए लेखन की प्रवृत्ति को विकसित करना।

Learning outcomes

इस पाठ्यक्रम के अध्ययन के पश्चात् विद्यार्थियों में:

- मौखिक और लिखित अभिव्यक्ति कौशल को विकसित होने में मदद मिलेगी।
- उसमें कल्पनाशीलता और रचनात्मकता का विकास हो सकेगा।
- साहित्य की विविध विधाओं और उनकी रचनात्मकता शैली का परिचय होगा जिससे वे स्वयं भी इन विधाओं में लेखन की अग्रसर हो सकेंगे।

- प्रिंट एवं इलेक्ट्रानिक माध्यमों के लिए लेखन की ओर भी ये अग्रसर होंगे।

SYLLABUS OF SEC-40

इकाई 1

(5 सप्ताह)

रचनात्मक लेखन: अवधारणा: स्वरूप आधार एवं विश्लेषण

- भाव एवं विचार की रचना में अभिव्यक्ति की प्रक्रिया
- अभिव्यक्ति के विविध क्षेत्र: साहित्य पत्रकारिता, विज्ञापन, भाषण
- लेखन के विविध रूप: मौखिक-लिखित, गद्य-पद्य, कथात्मक-कथेतर
- अर्थ निर्मिति के आधार: शब्द और अर्थ की मीमांसा शब्द के पुराने-नए प्रयोग, शब्द की व्याकरणिक कोटि

इकाई 2

भाषा भंगिमा और साहित्य लेखन

(5 सप्ताह)

- भाषा की भंगिमाएँ: औपचारिक-अनौपचारिक, मौखिक-लिखित, मानक भाषिक संदर्भ: क्षेत्रीय, वर्ग-सापेक्ष, समूह-सापेक्ष
- रचना-सौष्ठव: शब्दशक्ति, प्रतीक, बिम्ब, अलंकारवक्रता
- कविता: संवेदना, भाषिक सौष्ठव, छंदबद्ध-छंदमुक्त, लय, गति, तुक
- कथा-साहित्य: वस्तु, पात्र, परिवेश, कथ्य और भाषा

Unit III

(5 weeks)

विविध विधाओं एवं सूचना माध्यमों के लिए लेखन

- नाट्य-साहित्य: वस्तु, पात्र, परिवेश, कथ्य, रंगमंच और नाट्य-भाषा
- विविध गद्य विधाएँ: निबंध, संस्मरण, आत्मकथा, व्यंग्य, रिपोर्टाज, यात्रा-वृत्तांत
- प्रिंट माध्यम के लिए लेखन: फीचर, यात्रा-वृत्तांत, साक्षात्कार, विज्ञापन

- इलेक्ट्रानिक माध्यम के लिए लेखन: विज्ञापन, पटकथा, संवाद

Practical Exercises if any:

नोट: उपर्युक्त का परिचय देते हुए इनका अभ्यास भी करवाया जाए।

References and suggested Readings

1. साहित्य चिंतन: रचनात्मक आयाम: रघुवंश
2. शैली: रामचंद्र मिश्र
3. रचनात्मक लेखन: सं. रमेश गौतम
4. कविता क्या है: विश्वनाथ प्रसाद तिवारी
5. कथा-पटकथा: मन्नू भंडारी
6. पटकथा लेखन: मनोहर श्याम जोशी
7. कला की जरूरत: अर्नेस्ट फिशर: अनुवादक: रमेश उपाध्याय
8. साहित्य का सौंदर्यशास्त्र: रवींद्रनाथ श्रीवास्तव
9. कविता: रचना-प्रक्रिया: कुमार विमल

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

SEC – 41: पटकथा लेखन

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		

Course Objective:

- पटकथा लेखन का परिचय कराना ।
- विद्यार्थी की लेखन-क्षमता और भाषा-कौशल को बढ़ावा देना ।
- विद्यार्थी को लेखन में रोजगार सम्बन्धी क्षेत्रों के लिए तैयार करना ।

Course Learning Outcomes:

- पटकथा लेखन तथा उसके तकनीकी शब्दों से विद्यार्थी अवगत हो सकेगा ।
- पटकथा लेखन की जानकारी मिलने के उपरान्त विद्यार्थी के लिए रोजगार की संभावनाएँ बनेंगी ।
- विद्यार्थी भाषायी सम्प्रेषण को समझते हुए लेखन से सम्बन्धित विभिन्न पक्षों से अवगत हो सकेगा ।
- विद्यार्थी में अभिव्यक्ति कौशल का विकास हो सकेगा ।

SYLLABUS OF SEC-41

यूनिट 1

(4 सप्ताह)

- पटकथा लेखन: परिचय
- पटकथा के तत्व
- पटकथा के प्रकार
- पटकथा की शब्दावली

यूनिट 2

(4 सप्ताह)

- पटकथा लेखन में शोध का महत्व
- चरित्र की निर्मिति और विकास
- एक दृश्य का लिखा जाना
- तीन अंक (थ्री एक्ट) और पाँच अंक (फाइव एक्ट) को समझना

यूनिट 3

(5 सप्ताह)

- वेबसीरीज के लिए पटकथा लेखन
- लघु फ़िल्म के लिए पटकथा लेखन
- वृत्तचित्र के लिए पटकथा लेखन
- विज्ञापन फ़िल्म के लिए पटकथा लेखन

यूनिट 4

(3 सप्ताह)

- पटकथा का पाठ और विश्लेषण
- किसी आईडिया को स्क्रीन प्ले के तौर पर विकसित करना

सन्दर्भ पुस्तकें:

- पटकथा कैसे लिखें: राजेंद्र पांडेय - वाणी प्रकाशन, दिल्ली, संस्करण 2015
- पटकथा लेखन : एक परिचय - मनोहर श्याम जोशी - राजकमल प्रकाशन, दिल्ली संस्करण 2000
- कथा-पटकथा: मन्नू भंडारी - वाणी प्रकाशन, दिल्ली, संस्करण 2014
- व्यावहारिक निर्देशिका: पटकथा लेखन: असगर वज़ाहत - राजकमल प्रकाशन, दिल्ली संस्करण 2011
- आईडिया से परदे तक: रामकुमार सिंह - राजकमल प्रकाशन, दिल्ली संस्करण 2021

Examination Scheme & Mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC – 42: रंगमंच

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		

Course Objective:

- हिन्दी रंगमंच का सामान्य परिचय कराना ।
- नाट्य-प्रस्तुति की प्रक्रिया की जानकारी देना ।
- अभिनय के विभिन्न पक्षों से अवगत कराना ।
- रंगमंच के खेलों और गतिविधियों से अवगत कराना ।

Course Learning Outcomes:

- नाट्य-प्रस्तुति की प्रक्रिया से विद्यार्थी अवगत हो सकेगा ।
- रंगमंच की सामान्य जानकारी मिलने के उपरान्त इस क्षेत्र में विद्यार्थी के लिए रोजगार की संभावनाएँ बनेंगी ।
- रंगमंचीय गतिविधियों से विद्यार्थी के व्यक्तित्व का विकास हो सकेगा ।
- विद्यार्थी में अभिव्यक्ति कौशल का विकास हो सकेगा ।

SYLLABUS OF SEC-42

यूनिट 1

(4 सप्ताह)

- भरत मुनि कृत नाट्यशास्त्र (संक्षिप्त परिचय)
- हिन्दी का पारंपरिक रंगमंच (संक्षिप्त परिचय)

यूनिट 2

(4 सप्ताह)

प्रस्तुति-प्रक्रिया: आलेख का चयन, अभिनेताओं का चयन, दृश्य-परिकल्पना (ध्वनि-संगीत-नृत्य-प्रकाश), पूर्वाभ्यास

यूनिट 3	(4 सप्ताह)
अभिनय की तैयारी: वाचिक, आंगिक, आहार्य, सात्विक	
यूनिट 4	(2 सप्ताह)
आशु अभिनय, थिएटर गेम्स, संवाद-वाचन, शारीरिक अभ्यास, सीन वर्क	
यूनिट 5	(1 सप्ताह)
मंच प्रबंधन: सेट, रंग-सामग्री, प्रचार-प्रसार, ब्रोशर-निर्माण	

सन्दर्भ पुस्तकें:

- संक्षिप्त नाट्यशास्त्रम् - राधावल्लभ त्रिपाठी, वाणी प्रकाशन, दिल्ली, 2009
- रंग स्थापत्य: कुछ टिप्पणियाँ - एच. वी. शर्मा राष्ट्रीय नाट्य विद्यालय प्रकाशन, दिल्ली, 2004
- पारंपरिक भारतीय: रंगमंच अनंतधाराएँ - कपिला वात्स्यायन, अनुवाद - बदी उज़्जम्मा, नेशनल बुक ट्रस्ट, दिल्ली, 1995
- हिंदी रंगमंच का लोकपक्ष, सं प्रो. रमेश गौतम, स्वराज प्रकाशन, दिल्ली 2020
- मंच आलोकन - जी. एन. दासगुप्ता, अनुवाद - अजय मलकानी, नेशनल बुक ट्रस्ट, दिल्ली, 2006
- रंगमंच के सिद्धांत - सं महेश आनंद, देवेन्द्र राज अंकुर, राजकमल प्रकाशन, दिल्ली 2008

Examination Scheme & Mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.

SEC – 43: Beginners Course to Calligraphy

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
	2			2		

Learning Objectives

The Learning Objectives of this course are as follows:

- To teach students the art of Calligraphy.
- To make students better at handwriting and embellish the scripts.
- To help the students communicate with creativity.

Learning outcomes

The Learning Outcomes of this course are as follows:

- Students will be skilled in calligraphy scripts.
- Learning flourishing will help to develop good writing.
- Practice sessions will further a project at the end of semester.
- Will induce skills to set up a business, too.

SYLLABUS OF SEC-43

Unit 1: Introduction to Calligraphy (3 Weeks)

- Definition, History of calligraphy, Calligraphy at the Global level, Types of Calligraphy: Classical Calligraphy & Modern Calligraphy
- Practice Sessions: Introducing students to Calligraphy and its types through images, videos and animations.

Unit 2: Introduction to the Writing tools (5 Weeks)

- Tool Kit, Different Types of Pens, Different Types of Nibs, Different Types of Brushes, Different Types of Inks
- Practice Sessions: Display of Writing items, Discussion on the usage of different types of pens, nibs and brushes through hands-on activities

Unit 3: Foundation to Calligraphy (8 Weeks)

- How to write letters?, Majuscules, Miniscules, Numbers, Learning Strokes, Sans Serif B- point, Celtic, Italian Script, Roman Script, Gothic Script
- Practice Sessions: Learning and practicing strokes- Upstroke, Downstroke, Overturn, Underturn, Compound curve, Oval, Ascending loop
- Hands-on activities and Assessment on Sans Serif B-point, Celtic, Italian Script, Roman Script, Gothic Script, Flourishing

Essential/recommended readings

- Suepsuan, P. A. (2021). Start Calligraphy The Right way to write: Learn Calligraphy The Complete Book - Modern Calligraphy Pen For Beginners, Learning Resources Step By Step Number Line, Mastering Modern Calligraphy. Independently published.
- C., & Co., T. P. (2020). Modern Calligraphy Set for Beginners: A Creative Craft Kit for Adults featuring Hand Lettering 101 Book, Brush Pens, Calligraphy Pens, and More. Paige Tate & Co.

Examination scheme and mode:

Total Marks: 100

Internal Assessment: 25 marks

Practical Exam (Internal): 25 marks

End Semester University Exam: 50 marks

The Internal Assessment for the course may include Class participation, Assignments, Class tests, Projects, Field Work, Presentations, amongst others as decided by the faculty.