

VALUE ADDED COURSES



**ISWAR SARAN PG COLLEGE,
University of Allahabad
Prayagraj**

Course Objective: The value added courses conducted by various departments have a practical and vocational orientation. It enhance the competitive ability of the students and equip than with extra capacity and potential, other than their regular curriculum to meet the challenges of the of the contemporary compitive world. The following value added courses are running :

Value Added Course: 2019-20

S.N.	Course Name	Duration	Concern Department
1	Yoga and Health	30 Hours	Physical Education
2	Solid Waste Management and Environmental Studies	30 Hours	Environmental Science
3	Vocational Guidance and Career Counseling	30 Hours	Training and Placement Cell
4	Sanskrit Vartavali	30 Hours	Sanskrit
5	News Writing and Editing	30 Hours	Language Lab
6	Human Rights	30 Hours	Philosophy
7	Human Values and Professional Ethics	30 Hours	Philosophy
8	Stress Management	30 Hours	Psychology
9	Smart Investor and Portfolio Management	40 Hours	Economics
10	Introduction to Theatre Studies	40 Hours	English+Hindi +Sanskrit
11	Development of Soft Skills	30 Hours	Language centre
12	Museum Studies	30 Hours	Ancient History
13	Functional Creative Writing	30 Hours	English/ Hindi Sanskrit

Course : YOGA AND HEALTH

Duration : 30 hr.

1. Foundation of Yoga

- History, Evolution of Yoga and Schools of Yoga
- Basic Yoga Texts : Principal Upanishads Bhagavad Gita, Yoga Vasishtha
- Patanjali Yoga Sutra
- Hatha Yoga Texts
- Allied Sciences : Anatomy and Physiology, Diet and Nutrition, General Psychology and Counseling
- Yoga and Health
- Therapeutic Yoga – Disease Wise and Evidence based
- Applications of Yoga
- Practical Yoga : Asana, Pranayama, DharanaDhyana, Bandha, Mudra, Shat Kriya
- Methods of Teaching Yoga

Yoga and Health

- Definition & Importance of Health According to WHO; Dimensions of Health : Physical, Mental, Social and Spiritual;
- Concept of Health and Disease in Indian Systems of Medicine i.e. Ayurveda, Naturopathy

Yogic Concept of Health and Disease :

- Concept of Adhi and Vyadhi; Meaning and Definitions
- Concepts of Trigunas, Pancha-Mahabhutas, Pancha-prana and their role in Health and Healing; Concept of Pancha-koshas& Shat-chakra and their role in Health and Healing
- Role of Yoga in preventive health care-Yoga as a way of life, HeyamDukhamAnagatham; Potential cause of ill-health : Tapatrayas and Kleshas, Physical and Physiological manifestation of Disease : Vyadhi, Alasya, Angamejayatva and Svasaprashvasa

Mental and Emotional ill Health :

- Stayana, Samshaya, Pramada, Avirati, Bhrantidarsana, Alabdha-bhumikatva, Anavasthitatva, Duhkha and Daurmanasya
- Yogic Diet – General Introduction of Ahara; Concept of Mitahara; Classification in Yogic diet according to traditional Yoga texts; Diet according to the body constitution (Prakriti) – Vata, Pitta and Kapha as also Gunas
- Concepts of Diet Pathya and Apathya according to GherandaSamhita, HataPradeepika and Bhagavad Gita; Importance of Yogic Diet in Yoga Sadhana and its role in healthy living; Diet according to the body constitution (Prakriti) – Vata, Pitta and Kapha as also Gunas

Yogic Principles of Healthy Living :

- Ahara, Vihara, Achara and Vichara; Role of Yogic Positive Attitudes (Maitri, Karuna, Mudita and Upeksha) for Healthy Living, Concept of Bhavas and Bhavanas with its relevance in Health and well-being.

Reference :

1. पातंजल योगदर्शन : ब्रह्मलीनमुनिमाह
2. स्वास्थ्य और योगासन : प्रतापनारायण मिश्र
3. योगप्रयोगआयोक : डॉ. साध्वी मुक्तिप्रभा
4. योगसाधना एवं योगचिकित्सा : बाबा रामदेव

Course: Solid Waste Management and Environmental Studies

SYLLABUS

Duration: 30 hrs

Unit 1: Solid Waste Management

Types and sources of Solid waste: Municipal, Industrial and hazardous wastes and their respective sources. Characteristics: Physical, chemical and biological properties.

Hazardous Hospital wastes & Nuclear waste. Typical toxic waste & its management (Dioxin, Detergent, Plastic, Polymers & petroleum).

Recycling of wastes from industrial, agricultural & domestic purpose, Re-use, recovery & reduction of paper, plastic. Fly ash utilization, recycling in leather, Paper & pulp industries.

Land filling: Land filling with solid wastes, design and operation of landfills, deep well injection. Integrated waste management, Incineration techniques, Solid waste Norms: Norms, Rules and Regulations.

(5 lectures)

Unit 2: Multidisciplinary nature of environmental studies

Definition, scope and importance, Need for public awareness.

(2 lectures)

Unit 3: Natural Resources: Renewable and non-renewable resources

Natural resources and associated problems. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

(8 lectures)

Unit 4: Ecosystems

Concept of an ecosystem. Structure and function of an ecosystem. Producers, consumers and decomposers. Energy flow in the ecosystem. Ecological succession. Food chains, food webs and ecological pyramids. Introduction, types, characteristic features, structure and function of the ecosystem; Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

(6 lectures)

Unit 5: Biodiversity and its conservation

Introduction- Definition; genetic, species and ecosystem diversity. Biogeographical classification of India Value of biodiversity; consumptive use, productive use, social, ethical, aesthetic and option values. Biodiversity at global, National and local levels. India as a mega-diversity nation. Hot-spots of biodiversity. Threats to biodiversity; habitat loss, poaching of wildlife, man-wildlife conflicts. Endangered and endemic species of India. Conservation of biodiversity; In-situ and Ex-situ conservation of biodiversity.

(8 lectures)

Unit 6: Environmental Pollution

Definition, cause, effects and control measures of- Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards. Role of an individual in prevention of pollution. Pollution case studies. Disaster management; floods, earthquake, cyclone and landslides.

(8 lectures)

Unit 7: Social Issues and the Environment

From Unsustainable to Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting, watershed management. Resettlement and rehabilitation of people; its problems and concerns. Environmental ethics; Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Wasteland reclamation. Consumerism and waste products. Environment Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation. Public awareness.

(7 lectures)

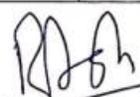
Unit 8: Human Population and the Environment

Population growth, variation among nations. Population explosion – Family Welfare Programme. Environment and human health. Human Rights. Value Education. HIV/AIDS. Women and Child Welfare. Role of Information Technology in Environment and human health. Case Studies.

(6 lectures)

Value Added Course
on
Vocational Guidance and Career Counselling

Sl. No.	Topic	Duration
1.	Nature, Scope, Objectives and Principles of Vocational Guidance	2 Hrs.
2.	Vocational Test and Feedback	2 Hrs.
3.	Study of the Individual and Individual Interest Test	2 Hrs.
4.	Personality Development and Personality Test	2 Hrs.
5.	Time Management	2 Hrs.
6.	Group Discussion	2 Hrs.
7.	Interview Skills/Mock Interview	2 Hrs.
8.	Emotional Intelligence and Emotional Intelligence Test	2 Hrs.
9.	Aptitude and Intelligence Test	2 Hrs.
10.	Healthy life and Healthy Environment	2 Hrs.
11.	Learn with Yourself and others / Team Management	2 Hrs.
12.	Interest, Capability and Selection of a Job/ Creativity Test	2 Hrs.
13.	How to Read and What to read – How to Write and What to Write & How to Increase your Percentage of Achievement	2 Hrs.
14.	Use and Importance of ICT	2 Hrs.
15.	Career Consultancy and Motivational Speech	2 Hrs.



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21 दिवसीय संस्कृत वार्तावली कार्यशाला

संस्कृत समस्त भाषाओं की जननी है। अतः भाषा का प्रान्जल सौष्टव एवं परिमार्जित रूप प्रशिक्षणार्थ संस्कृत विभाग द्वारा 21 दिवसीय कार्यशाला का आयोजन किया जाता रहा है। जिसमें विद्यार्थी केवल पुस्तकीय ज्ञान ही प्राप्त नहीं करते अपितु उन्हें नैतिकता, व्यवहारिकता की शिक्षा में दीक्षित करते हुए उनके व्यक्तित्व का विकास किया जाता है। पाठ्यक्रम की रूपरेखा विद्यार्थी के समग्र विकास को ध्यान में रखते हुए तैयार किया गया है:

क्रम	विषय	समय(घंटा)	दिन
1	अक्षरों एवं वर्णों के उच्चारण की सही प्रक्रिया	01	01
2	संयुक्त वर्ण का अभ्यास	01	01
3	संधियों का सामान्य ज्ञान	01	01
4	समास का सामान्य ज्ञान	02	02
5	सरल एवं सामान्य वाक्य प्रयोग	02	02
6	क्त प्रत्यय एवं शात्व् प्रत्यय का सामान्य ज्ञान	01	01
7	धातुओं एवं शब्दरूपों का अभ्यास	02	02
8	संस्कृत संख्या अभ्यास	02	02
9	संस्कृत पठन अभ्यास	03	03
10	संस्कृत श्लोक सस्वर वाचनाभ्यास	02	02
11	संस्कृत कव्वाली अभ्यास	03	03
12	संस्कृत समाचार वाचन प्रशिक्षण	03	03
13	संस्कृत नाटक अभिनयाभ्यास	04	04
14	विविध प्रतियोगिताएं	02	02
15	समापन एवं प्रमाणपत्र वितरण	02	01

Course : NEWS WRITING AND EDITING

Duration : 30 hr.

UNIT-1

PRINCIPLES OF REPORTING : Principal of reporting, functions and responsibilities, writing news – lead – types of leads; body – techniques of re-writing – news agency copy.

UNIT-2

REPORTING TECHNIQUES : Reporting techniques – qualities of a 'repoter-news-elements-source-types-pitfalls and problems in reporting – attribution – off – the – record – embargo – pool reporting; follow-up

UNIT-3

TYPES OF REPORTING :Crime, Courts, health, civil administration, civic, culture, politics, education beats.

UNIT-4

EDITING : Nature and need for editing. Principles of editing, editorial desk, functions of editorial desk, copy-editing preparation of copy for press-style sheet-editing symbols, proof reading symbols and their significance.

UNIT-5

FUNCTIONS IN EDITING : Functions and qualifications of a sub-editor and chief-sub editor, copy selection and copy testing.

UNIT-6

NEWSROOM STRUCTURE : Structure and functions of newsroom of a daily, weekly newspaper and periodicals, different sections and their functions

UNIT-7

HEALDLINING :Principles, types and techniques

Reference :

1. Writing and Editing News : K.V. Krishnaswamy
2. www.bbchindi.co.in
3. www.thehindu.com

Course : HUMAN RIGHTS

Duration : 30 hr.

Unit-1

- The Basic Concepts : Individual, Group, State, Civil Society, Liberty, Freedom, Equality, Justice, Violence, Counter Violence.
- Human Values : Humanity, Compassion, Virtues
- Indian Concepts : Raj Neeti, <LokNeeti, DandaNeeti, Nyaya, Dharma
- Liberal Perspective : Locks, Rousseau, Thdmas Paine, J.S. Mill, A.V. Dicey
- Marxian Perspective : Marx, Gramsci, Rosa Luxemburg
- Critical Theory : Horbeumors
- Feminist Perspective : Gender specificity, Patriarchy, Private and Public independent and inter-dependent individual
- Gandhian Perspective (Ruskin, Thoreau, Tolsto) : State, Power, Swaraj, Rights and Duties
- Dalit Perspective : Phule, Narayna Guru, Ambedkar
- AmartyaSen : Development as Freedom

Unit-2

- Natural Rights and Human Duties : Origins and Evolution
- Civil and Political Rights-Individual vis-a-vis Society and State, the contribution of Magna Carta, American Bill of Rights. The French Revolution and its Goals of Liberty, Equality and Fraternity Marxist Revolutions, Anti-coonial Movements, Non-violent-Freedom Movement in India.
- Constitutional Enshrinement of the Human Rights of Citizens in te Western Countries and Entailing Duties
- Universal Declaration of Human Rights (1948) – International Standards Setting.
- Impact of the UDHR on the Constitutions of the 'New' States.
- Elaboration of Human Rights : International Human Rights Conventions-Debate and Emphasis on Social, Economic and Cultural Rights of Man (East vs West : Developing Countries vs Developed Countries)
- International Conventions on Civil and Political Rights, Social, Economic and Cultural Rights and Responsibilities.
- Universal Declaration of Human Responsibilities.
- Helsinjki Declaration
- International Conventions and Declarations Relating to specific
- Groups – Women, Child, indigenou People, Minorities, Refugees
- Rights – Religious Freedom, Tortue, Development, Racial Discrimination, Sexual Discrimination.
- "Third Generation of Human Rights" Collective Rights or Solidiary Rights.

Unit-3

- Universal Human Rights : Context and the Concerns Universal Declaration of Human Rights International Covenant on Civil and Political Rights. International Covenant on Economic, Social and Cultural Rights Option Protocol.
- International Convention on the Elimination of all forms of Racial Discrimination.
- Convention against torture and other cruel, inhuman or degrading treatment and punishment.
- The UN Convention on the protection of the Rights migrant workers-indigenous People's Rights-Human Rights of Refugees.
- Convention on Elimination of all forms of Discrimination against women. Convention on Rights of Child.
- African Charter – European and Inter-American Convention as Human Rights. Islamic Declaration of Human Rights.
- UN Organs
- UN Commission of Human Right
- UN Children's Fund (UNICEF)
- UN High Commission for Refugees (UNHCR)
- UN Commission on the Status of Women
- International Labour Organization (ILO)
- UN Educational, Scientific and Cultural Organization (UNESCO)
- European Commission on Human Rights
- Humanitarian Law
- Universal Human Rights : Changing World Order

Course: Human Values and Professional Ethics

Duration : 30 hr

Unit-1 : Course Introduction – Need, Basic Guidelines, Content and Process for Value Education

- a. Understanding the need, basic guidelines, content and process for Value Education.
- b. Self Exploration-what is it? Its content and process; 'Natural Acceptance' and Experiential Validation as the mechanism for self exploration.
- c. Continuous Happiness and Prosperity – A look at basic Human Aspirations.
- d. Right understanding, Relationship and Physical Facilities – the basic requirements for fulfilment of aspirations of every human being with their correct priority.
- e. Understanding Happiness and Prosperity Correctly – A critical appraisal of the current scenario.

Unit-2 : Understanding Harmony in the Human Being – Harmony in Myself, in the Family and Society-Harmony in Human-Human Relationship.

- a. Understanding the harmony of I with the Body :Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail.
- b. Programs to ensure Sanyam and Swasthya – Practice Exercises and Case Studies will be taken up in Practice Sessions.
- c. Understanding harmony in the family – the basic unit of human interaction
- d. Understanding values in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhay-tripti; Trust (Vishwas) and Respect (Samman) as the foundational values of relationship.

Unit-3 : Understanding Harmony in the Nature and Existence – Whole Existence as Co-existence

- a. Understanding the harmony in the Nature.
- b. Understanding Existence as Co-existence (Sah-astiva) of mutually interacting units in all pervasive space.
- c. Holistic perception of harmony at all levels of existence – Practice Exercises and Case Studies will be taken up in Practice Sessions.

Unit-4 : Implementations of the above Holistic Understanding of Harmony on Professional Ethics

- a. Basic for Humanistic Education, Humanistic Constitution and Humanistic Universal Order.
- b. Competence in professional ethics : a) Ability to utilize the professional competence for augmenting universal human order, b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production system, c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
- c. Case studies of typical holistic technologies, management models and production systems.

Reference Books :

1. Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester and Harper Collins, USA.
2. E.F. Schumacher, 1973, Small is Beautiful : a study of economic as if people mattered, Blond & Briggs, Britain.
3. A Nagraj, 1998, JeevanVidyaekParichay, Divya Path Sansthan, Amarkantak
4. B.P. Banerjee, 2005, Foundation of Ethics and Management, Excel Books.

Stress Management

Course Hours: 30 hr.

Unit-1: Introduction

1. What is stress?
2. What is not stress?
3. Role and importance of stress in life.

Unit-2: Nature, Types, and Sources of Stress

4. Types of Stress. a) On the basis of nature b) On the basis of source c) On the basis of time duration
5. Symptoms of stress a) Behavioral b) Physical c) Cognitive and Emotional
6. Sources of Stress. Biogenic & Psychogenic
7. Stress from Personal Life
8. Stress from Professional Life
9. Stress from Social Life 1) Real Life 2) Virtual Life
10. Stress from Academic Life

Unit-3: Stress and You

11. Stress and Me.
12. My role in creation of stress: Unhelpful Patterns of Thinking
13. Effect of Stress on Body.

Unit-4: Stress and Its Management

14. What I “Can” do about my stress
15. Take control of your stress before it takes control of you.
 - a) Change your Perspective
 - b) Stop Judging
 - c) Never Give-up
 - d) Meditation and Other Exercise

Course : Smart Investor and Portfolio Management

Duration : 30hr.

- 1. The Financial Services Industry – Structure of Financial Markets**
The Purpose and Structure of the Financial Services Industry
Financial Markets
- 2. The Financial Services Industry – Micro & Macro Economics**
Macroeconomic Analysis
Microeconomic Theory
- 3. Industry Regulation – Financial Crime & Regulations**
Financial Services Regulation
Financial Crime
- 4. Industry Regulation – Corporate Governance**
Corporate Governance
- 5. Asset Classes – Basics of Different Asset Classes**
Cash
Property
Bonds
Equities
Derivatives
Commodities
- 6. Fiduciary Relationships – Client Advisory Parameters**
Fiduciary Duties
Advising Clients
Determining Client Needs
- 7. Investment Analysis – Fundamental, Technical Analysis**
Fundamental and Technical Analysis
Financial Mathematics
- 8. Investment Analysis – Statistical Analysis, Valuations**
Statistics
Valuation
Yields and Ratios
- 9. Investment Planning – Investment Strategies, Portfolio Construction & Management**
Investment Services
Investment funds
Other investment vehicles

Risk and Return
Portfolio Construction Theories
Investment Strategies
Performance Measurement

10. Lifetime Financial Provision – Tax, Real Estate, Retirement Planning

Retirement Planning
Protection Planning
Estate Planning and Trusts
Business Tax
Personal Tax
Overseas Taxation

Reference :

1. Indian Financial System : M.Y. Khan
2. Indian Financial System : H.R. Machiraju
3. www.bseindia.com
4. www.sebi.gov.in
5. www.rbi.org.in

"Theatre Studies"

(रंगकर्म —कला अध्ययन)

पाठ्यक्रम

डा० अनीतासेनगुप्ता

डा० आलोकमिश्रा

उद्देश्य :

- रंगकर्म—कला अध्ययन कामहत्वपूर्णउद्देश्य विद्यार्थियोंमेंसामूहिकसंरचना के अंदरहीसृजनात्मक—कल्पना एवंअभिव्यक्ति की संकल्पनाकोविकसितकरना।
- इसविषय कोव्यवसाय कामाध्यम बनाना।
- अभिनय के द्वाराअनुशासिततथालोकोपयोगीबनाने की शिक्षाप्रदानकरना, जिसकीआजसमाजकोभीआवश्यकताहै।

शिक्षणप्रणाली :-

- यह पाठ्यक्रमदसव्याख्यान (दस घंटे का), योगाभ्यासतथाप्रायोगिकविधि प्रतिदिन एक घंटाऔरपन्द्रहदिननाटक के अभ्यास के साथसम्पूर्णताकोप्राप्तहोगा।

इकाई एक :

नाट्यशास्त्र काइतिहास

व्याख्यान

समय

तीन

तीन घंटे

- नाट्यशास्त्र कापरिचय।
- नाटकअभिनय है या प्रयोग?
- रसोकामूल्यांकनऔरभावनिरूपण।

अभ्यास :

- योगाभ्यास, प्राणायाम, उच्चारण क्षमताओंकापूर्णउपयोगकाअभ्यास।

तीनदिन

तीन घंटे

इकाईदो :

यूरोपीय रंगमंचकाइतिहास

- शेक्सपीयर के नाटकतथाआधुनिकनाटकोंका अध्ययन

दो

दो घंटे

अभ्यास :

- आंग्लसंभाषण की दक्षता के लिए पुस्तकोका अध्ययन करवानातथाभावों के अनुसारपठन।

एक घंटा

इकाईतीन :

हिन्दीलोकनाटयोंकाइतिहास—

<ul style="list-style-type: none"> ● नुक्कड़ ● तमाशा ● रामलीला ● रासलीलाका अध्ययन। 	दो	दो घंटा
अभ्यास : <ul style="list-style-type: none"> ● स्ट्रीटथियेटरकोवीडियो द्वारा समझाना 		एक घंटा
इकाईचार : <ul style="list-style-type: none"> ● रंगस्थापत्य ● भारततथाअन्य पूर्वीदेशोंमेंसमसामायिकरंगमंच, मंचपरिकल्पना, मुक्ताकाशीरंगमंचतथाअन्य स्थापत्य परम्पराएं 	दो	दो घंटे
इकाईपाँच : रंगसंगीतकाज्ञान	दो	दो घंटे
इकाई छः : मंचतकनीकतथाप्रकाशतथा ध्वनिव्यवस्था	दो	दो घंटे
इकाईसात : संस्कृतसंभाषण	पन्द्रहदिन	दो घंटे
इकाईआठ : अभिनय कार्यशाला एवंअभिनय प्रयोग	बारहदिन	12×2 घंटे = 24 घंटे
मूल्यांकनपरीक्षा		

Development of Soft Skills

Duration: 30 hrs

Objectives:

- To Develop and polish the personality of the students and improve their self esteem and Confidence
- To improve personal and professional effectiveness
- To enhance the understanding of effective communication and its need in different contexts
- To develop active listening skills, understanding how to become an active listener
- Utilizing the diverse skills and strength of the group/ Team to achieve the set goals
- To deal with stress and conflict through positive attitude
- To enhance and improve employability skills
- To manage emotions and polish their interpersonal skills

Topics to be Covered

- Communication Skill and English Language
- Verbal and Non-verbal skills
- Barriers in Communication
- Listening Skill
- Body Language and Personality Development
- Anger management
- Conflict Management
- Stress Management
- Time Management
- Leadership Skills

Syllabus for
Certificate Course in
Museum Studies

Duration - 30 hrs

PAPER- I

Paper - I	Elements of Indian Archaeology
UNIT- I	Prehistory <ul style="list-style-type: none"> • Palaeolithic Cultures of India: Lower, Middle and Upper Palaeolithic: Climate, Tool technique, Tool typology, Settlement pattern, Fauna and Chronology. • Mesolithic & Neolithic Cultures of India • Paleo- art and Rock paintings
UNIT- II	Proto-History and Historical Archaeology <ul style="list-style-type: none"> • Chalcolithic Cultures of India • Harappan Civilization • Antiquity of Iron • Iron Age Cultures of Northern & Southern India
UNIT- III	Field Archaeology <ul style="list-style-type: none"> • Methods of locating Ancient sites • Types and methods of Excavation • Reporting, Drawing, Preservations & Chronology • Monuments/Heritage Studies
UNIT- IV	Epigraphy and Palaeography <ul style="list-style-type: none"> • Origin and antiquity of writing in India • Writing materials in Ancient India • Inscriptions as a source of Ancient Indian History • Mauryan Brahmi Script & Inscriptions
UNIT- V	Numismatics <ul style="list-style-type: none"> • Origin and antiquity of coinage in India • Techniques of manufacture of coins in Ancient India • Coins as a source of Ancient Indian History • General features: i. Punch-marked coins, ii. Cast coins & iii. Gupta coins

Books Recommended:

1. Chaube, Ramesh: पुरातात्विक मानव विज्ञान
2. Bordes, F.: Old Stone Age

3. Daniel, G.: 150 Years of Archaeology
4. De Terra, H. and T. T. Petterson: Studies on the Ice Age India
5. Goel, Sriram- प्रागैतिहासिक मानव एवं संस्कृतियों
6. Gordon, D. H.: The Prehistoric Background of India Culture. Bombay
7. Jaiswal, Vidula: Palaeohistory of India. Delhi
8. Majumdar, D. N.: प्रागैतिहास
9. Man and Environment, : Journal of Indian Society for Prehistoric and Quaternary Studies, Pune
10. Mathpal, Y.: Prehistoric Art of India. Delhi
11. Mishra, V. N. and M. S. Mate: Indian Prehistory. Poona
12. Oakley, K. P.: Man the Tool Maker (4th edition) London
13. Pal, J. N.: Archaeology of Southern Uttar Pradesh
14. Pandey, J. N.: पुरातत्व विमर्ष
15. Sankalia, H. D.: Prehistory and Protohistory of India and Pakistan
16. Chattopadhyaya, B.D. : Coins and Currency System of Southern India
17. Mishra, S. M.: हडप्पा सभ्यता
18. Mishra, V. D.: Some Aspects of Indian Archaeology
19. Agarwal, V. S.: भारतीय कला
20. Ojha, G. H.: प्राचीन भारतीय लिपिमाला
21. Pandey, J. N.: भारतीय कला
22. Pandey, R. B.: Indian Paleography

PAPER- II

Paper - I	Museology of India
UNIT- I	<ul style="list-style-type: none"> • Aims and function of museum • History of Indian and International Museum Movement • Types of Museums: Local Museums, Private Museums, Municipal Museums, Institutional Museums, Public Museums, Industrial Museums Science Museums, Natural History Museums and Mobile Museums
UNIT- II	<ul style="list-style-type: none"> • Museum personal: Recruitment, Duties, Supervision and Report of Works • Office method: Rules and Regulations, Special bodies related to museum and museum work
UNIT- III	<ul style="list-style-type: none"> • General maintenance and supervision • Museum security, Theft and War • Planning , Display and exhibition: • Museum education, Audio-visual aids and their preparation and use.
UNIT- IV	<ul style="list-style-type: none"> • Public relations: Liaison with outside experts, Laboratories, Institutions, • Cooperation with mass media, Public comfort and convenience • Museum Finance: Source of funds, Method of preparing budgets, Check and audit.
UNIT- V	<ul style="list-style-type: none"> • Meaning and definition of chemical conservation • Preservation and conservation of Museum objects • Antiquarian laws of India

Books Recommended:

1. Baroda: New Museology
2. Belcher, Michael, Ed.: Exhibition in Museums
3. Chandhary, R. D.: Museums of India and their Maladies
4. Dwivedi, V. P and Smita J. Baxi: Modern Museum, Delhi 1972
5. Grace Marley Felicitation Volume: Dimensions of Museology
6. Hooper, Eilean Greenhill: Educational Role of the Museum
7. Kavanagh, Gaynor: Museum Language; Objects and Texts

Functional Creative Writing Syllabus

Duration : 30 Hours

Nature of Beneficiary : all the students of all the streams (B.A./B.Sc/B.Com)

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|------------|---|
| Ist Week | <ul style="list-style-type: none">● Inaugural Session● Introduction of Course & Importance● Letter Writing /Application Writing● Salient features of Formal Letter Writing● Cover Letter Writing |
| IIInd Week | <ul style="list-style-type: none">● E-mail writing and its importance● Composing an e-mail and attachments● E-mail Etiquettes● Précis Writing |
| IIIrd Week | <ul style="list-style-type: none">● Essay Writing● Types, Features and Structure of Essays● Report Writing● Types, Structure and characteristics of a good report |
| IVth Week | <ul style="list-style-type: none">● Resume/Bio-data/C.V.● Difference among Resume/Bio-data/C.V.● Drafting Resume/Biodata/C.V.● Correction and purity of spoken and written communication● Importance and Features |

Summer Institute on English Speaking

Course Module:

Week	Date	Topics	Activities
		Session -I	Session -II
		Inaugural Session/Overview of the course and class schedule	
Observation -level		Introductory Session	Self-Introduction and practice on given questions
		Some Basic Terms of English Grammar and short introduction to Auxiliaries	Exercises based on auxiliaries
Level-1		Communication Skills and its type, 7 Cs' Of Communication	Question Hour Based on Daily Routine - Model Question and Answers
		Articles/Sentences And It's Parts- videos	Exercise based on Articles and sentences
		Tense (Present Indefinite – Future Cont.) videos	Exercises based on Tenses
		Vocabulary- Regular And Irregular Verbs	Verb charts practice
		Group Chat – 2 (24 tenses)	Tense revision / Discussion on Home life v/s Hostel life
		Audio- Visual Session (short story)	Questions based on short stories
Level-2		Barriers In Communication, Effective Ways To Develop Com. Skill	JAM Session
		Tense (Present Perfect – Future Perfect Cont.)	Exercises based on Tenses
		Vocabulary – Synonyms & Antonyms(48 Tenses)	Synonyms & Antonyms charts practice with all tenses
		Presentation Skill	Skit Presentation – searching a lost doc, bunking class for watching movie
		Picture Description	Interactive session
		Active Listening using Audio	Singing song – we are gathering
		Extempore – Do's And Don'ts	Extempore

Level-3		Using different Preposition	Exercises based on Prepositions
		Vocabulary – Careers & Occupations and confusable words	Making sentences with given words using all Tenses
		Role Play - Do's And Don'ts	Small Act Presentation
		Group Discussion -	Topic – Social Media : A boon or bane
		Active Listening using Audio	Singing song – We shall overcome
Level-4		Interview Skills – Do's And Don'ts	Mock – Interview Session
		Use of Conjunctions	Exercises based on Conjunctions
		Vocabulary – List of mispronounced Words	Practice of the listed words /tongue twister
		Reading Skills	Presentation Skills
		Presentation Skills	Presentation Skills
		Valedictory Session/ presentation by participants	