

## VOCATIONAL COURSES FOR SEM-I

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### Sl.No. Subjects

- 1 ENTERPRENEURSHIP DEVELOPMENT SKILL
- 2 AWARENESS OF RIGHTS AND LAWS
- 3 DRAWING AND COLOR STUDIES
- 4 MUSHROOM CULTIVATION
- 5 DIGITAL MARKETING AND MANAGEMENT
- 6 ADVERTISING MANAGEMENT
- 7 FUNDAMENTALS OF COMPUTERS
- 8 FUNDAMENTALS OF ACCOUNTING
- 9 CRITICAL THINKING AND WRITING
- 10 DISASTER MANAGEMENT
- 11 ISSUES OF RURAL GOVERNMENT

*Recd*  
*22/12/22*

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-111

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: ENTREPRENEURSHIP DEVELOPMENT SKILL

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Pedagogy:** Classrooms Lecture, Seminar and Case study, Group Discussion, field work.

**Course Objective:** The objectives of this course are to inspire students and help them imbibe an entrepreneurial mind-set. The students will learn what entrepreneurship is and how it has impacted the world and their country. They will be introduced to key traits and the DNA of an entrepreneur, and be given an opportunity to assess their own strengths and identify gaps that need to be addressed to become a successful entrepreneur.

**Course Outcomes:** On successfully completion of the course, the students will be able to:

- Develop awareness about entrepreneurship and successful entrepreneurs.
- Develop an entrepreneurial mind-set by learning key skills such as design, personal selling, and communication.
- Understand the DNA of an entrepreneur and assess their strengths and weaknesses from an entrepreneurial perspective.
- Understand Women Entrepreneurship different aspect.

**Course Contents:**

**Unit:I- Introduction: (8 Lectures)**

Meaning and concept of entrepreneurship, Meaning and Types of Entrepreneurs, qualities of a good Entrepreneur, difference between Entrepreneur and entrepreneurship, difference between Entrepreneur and Manager. Sources of new Ideas for entrepreneurship, Challenges and Problems of Entrepreneurs in India

**Unit No: II- Entrepreneurship Development Skills: (12 Lectures)**

Meaning, Types, Teamwork and leadership skills, Communication and listening, Customer service skills, Financial skills, Analytical and problem-solving skills, Critical thinking skills, Strategic thinking and planning skills, Technical skills, Time management and organizational skills, Branding, marketing and networking skills , How to improve entrepreneurial skills, Entrepreneurial skills in the workplace, Entrepreneurial Imagination And Creativity

#### **Unit:III - Women Entrepreneurship: (10 Lectures)**

Women Entrepreneur, Significance of women entrepreneurship, Challenges and Problem faced by Women Entrepreneurs, Relationship between Entrepreneurship and empowerment. Role of Government to promote Women Entrepreneurship.

#### **Unit:IV- MSME : (10 Lectures)**

Introduction for Micro, Small and Medium Entrepreneurship (MSME): Concept & Definition, Benefits of registration, Issues and challenges of MSMEs, Start up- Its Concept, steps and need. Role of MSMEs in the National Economy; Employment and MSMEs, Growth of MSME in India.

#### **Unit:V-Case Study: (5 Lectures)**

Case study on Indian successful Entrepreneurs.

#### **Reading Suggestions:**

1. Karutko and Rao. Entrepreneurship: A south Asian perspective, cengage learning.
2. Desai, Vasant. Dynamics of entrepreneurial Development and Management. Mumbai, Himalya Publishing House.
3. Dollinger, Marc. J. Entrepreneurship: Strategies and resources, Illinois Erwin
4. Holt, David H. Entrepreneurship: New venture creation, Prentice- Hall of India, New Delhi.
5. Jain, Arun Kumar. Competitive excellence, Critical success factor, New Delhi, Viva books limited, ISBN-81-7649-272-8.
6. Panda, Shiba Charan, Entrepreneurship Development.NewDelhi,Anmol Publications.(Latest Editions)

7. Plesk ,Paul E. Creativity ,Innovation and Quality ,(Eastern Economic Edition),New Delhi :  
Prentice – Hall of India.

9. Singh ,NaHonsdra P. Emerging Trends in Entrepreneurship Development.New Delhi  
,ASEED.

10. SS Khanka,Entrepreneurial Development,S.Chand & Co,Delhi.

11. Dr. C.B.Gupta & Dr. N.P.Srinivashan, Entrepreneurship Development in India, Sultan  
Chand & Sons.

12. Dr. S.K.Singh & Sanjay Gupta, Entrepreneurship, SBPD Publications.(Hindi+English)

13. Sr. B.K. Mehta and Anamika Mehta, Entrepreneurship, S.Dinesh & Co.(Hindi+English)

**Note: Latest edition of text books may be used.**

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-101

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: AWARENESS OF RIGHTS AND LAWS

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials-Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Pedagogy:** Classrooms Lecture, Seminar and Case study, Group Discussion.

**Course Outcomes:** This paper intends to arm the student with basic digital and legal awareness where by the student can leverage this in the job market. It also intends to make the student aware of his basic legal rights which would help him to stand up and help others.

**Course Contents:**

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Preamble, Right to Equality, Right to Freedom, Cyber Crime,Cyber security.	6	5
II	Karma theory of Right, Rights and Obligations, Right to Education,Citizen's Charter.	6	5
III	Gender sensitivity, Unity in Diversity, Nation Building,Affirmative Action, Universal Human Rights	6	6
IV	Govt. Policies and Campaigns: Practical Teachings, Right To Information, Lokpal.	6	5

**Suggested Reading:**

1. <https://www.digitalindia.gov.in/services>
2. <https://rtionline.gov.in/>
3. <https://www.india.gov.in/topics/law-justice>
4. Khosla, Madhav, et al. 2016. The Oxford Handbook of the Indian constitution.New delhi: OUP
5. Benegal, Shyam. 2014. Samvidhan. Rajya Sabha TV

**Suggested Internal Evaluation (25 Marks):**

<b>Internal Assessment</b>	<b>Marks</b>
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-102

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: DRAWING AND COLOR STUDIES

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Pedagogy: Classrooms Lecture, Seminar and Case study, Group Discussion.

**Course Outcomes:** To enable students to recognize and understand Sketch and render objects (fruits, vegetables, leaf, geometrical shapes etc.) with various medium like Pencil, Pen, ink, water color, Poster color, Oil Pastel color, Dry Pastel, Charcoal Pencil, Color Pencils etc. Exhibit understanding of color (properties of colors, color wheel & color value) and use it judicially in the creation of visual work.

**Course Contents:**

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Sketching of Object in various medium like Pencil, Charcoal and Pen & Ink, Pastel etc.	4	5
II	Drawing of Object in various medium like Pencil, Charcoal and Pen & Ink etc.	5	5
III	Color Tone of Geometrical Shape in Poster Color/Water color	3	5
IV	Color Tone of Still Objects in Poster Color/Water color	3	5
V	Color tone of Nature with Still Objects as a composition in Poster Color/Water Color	5	5

**Suggested Reading:**

- Hayashi Studio, (1994), Water Colour Rendering, Graphic-Sha Publishing Co., Ltd.
- B. Edwards, (2004), Color by Betty Edwards: A Course in Mastering the Art of Mixing Colors, Penguin Group Inc, New York. ISBN: 1-58542-199-5.
- Feisner, E. (2006). Colour Studies, NY NY USA. Fairchild Publications
- Gerritsen Franz. (1983). Theory & Practise of color: A color based theory based on the laws of perception. Subsequent Edition Van Nostrand Reinhold Publication.
- Gonnella, Rose & Friedman Max. (2014) Design Fundamentals: Notes on color theory. 1st Edition. San Francisco, USA. Peach Pit Press
- Recker, Keith & Eiseman, Latrice. (2011). Pantone: The twentieth century in color

- Mollica, Patti. (2013). Colortheory: An essential guide to color from basic principles to practical applications. 1st Edition. San Francisco USA. Walter Foster Publishing
- Ungar Joseph. (1986). Rendering Mixed media. NY USA. Watson-Guption Publication INC U.S.
- Kasprisin Ron (1999) .Design media: Technique for water color, pen & ink, pastel and colored marker.Hudson County New Jersey, USA. John Wiley & Sons.

**Suggested Internal Evaluation (25 Marks):**

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5



BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-110

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: MUSHROOM CULTIVATION

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Course Outcomes:** After the completion of the course the students will be able:

- To understand the instruments, techniques, lab etiquettes and good lab practices for working in a microbiology laboratory.
- Develop skills for cultivating and identifying mushrooms, using them for commercial purposes.
- Will understand the pathology associated with mushrooms and their pre-harvest & post-harvest management.
- Can start own enterprise on mushrooms

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Introduction to mushrooms and their significance Mushroom spawn (seed) production/ procurement	6T+2P
II	<b>Mushroom cultivation</b> Button mushroom Pearl mushroom Oyster mushroom Paddy straw mushroom. Milky mushroom.	4T+5P
III	Cultivation of other economically and medicinally important mushrooms, Mushroom; Sectioning of gills of <i>Agaricus</i> . Insect pest management in cultivated mushrooms, Disease management in cultivated mushrooms	4T+6P
IV	Value addition to mushrooms (nutrient quality improvement) Mushroom growing unit/ house.	4T+5P
V	Entrepreneurial skills and economics for small enterprise Management of spent substrates and waste disposal of various mushroom Health and Safety at workplace	4T+5P

### Suggested Reading:

- Practical Botany (Part I) ISBN #:81-301-0008-8 Sunil D Purohit, Gotam K Kukda & AnamikaSinghvi Edition:2013Apex Publishing House Durga Nursery Road, Udaipur, Rajasthan (bilingual)
- Modern Mushroom Cultivation And Recipes (hindi) (hb)ISBN : 9788177545180Edition : 01Year :2017Author : SinghRiti , Singh UCPublisher : Agrobios (India)

### Suggested Online Link:

- <https://agrimoon.com/wp-content/uploads/Mashroom-culture.pdf>
- <http://nhb.gov.in/pdf/Cultivation.pdf>
- <https://www.classcentral.com/course/swayam-vocational-mushroom-production-23137>

### Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>ST</sup> SEMESTER

PAPER CODE: VOC-109

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: DEGITAL MARKETING AND MANAGEMNET

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Course Outcomes:** After completion of the course, students would be able to Understand the importance of Digital Marketing.

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Introduction to Digital Marketing, How is it different from traditional marketing, New trends and current scenario of Digital marketing.	T- 5
II	Digital business & commerce - Digital Business Models, Digital Commerce, Scaling up the digital Commerce, importance of digital marketing	T- 3
III	Digital ecosystem - Digital Ecological approaches, Digital Business Ecosystem, digital publicity platforms	T- 3
IV	Social media past & present - Introduction to social media, History, Trends, Current Scenario and impact on business	T- 3
V	Social media in interpersonal communication - e-Communication, importance of interpersonal communication, social media a golden bridge for communication	T- 3
VI	Facebook, Twitter, LinkedIn, Google Adwords & E-Mail Marketing - Tools and activities	T-2, P-3
VII	Digital marketing elements as engagement marketing- Tools and activities, Emerging trends and techniques in Digital Media	T- 3
VIII	Image editing tools and info graphics, Voice and Video Marketing, Online Customer Service	T-4, P-7
IX	Introduction to Search Engine Optimization, Web searching techniques	T- 3

	and Internet research attitude	
X	Freelance Digital Marketing, Content Marketing, Feedback and surveys	T- 3
XI	Future prospects of digital Marketing and Management-	T- 3

### Suggested Reading:

1. Jab, Jab, Jab, Right Hook – Gary Vaynerchuk
2. Digital Marketing: Strategy, Implementation & Practice – Dave Chaffey & Fiona Ellis
3. Youtility – Jay Baer
4. The Social Media Bible: Tactics, Tools, & Strategies for Business Success – Lon Safko
5. Epic Content Marketing – Joe Pulizzi
6. The Big Data-Driven Business – Russell Glass & Sean Callahan
7. Permission Marketing – Seth Godin
8. Art of SEO (3rd edition) – Eric Enge
9. The New Rules of Marketing and PR – David Meerman Scott
10. You're My Favorite Client – Mike Monteiro
11. Digital Marketing for Dummies – Ryan Deiss and Russ Hennesberry
12. Hug Your Haters – Jay Baer
13. Building a Story Brand – Donald Miller
14. Lean Analytics – Benjamin Yoskovitz and Alistair Croll
15. Hacking Growth – Sean Ellis and Morgan Brown
16. Ogilvy on Advertising – David Ogilvy
17. Influence: The Psychology of Persuasion – Robert Cialdini
18. Content Machine – Dan Norris
19. Hooked – Nir Eyal
20. Getting Everything You Can Out of All You've Got – Jay Abrahams

### Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-108

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: ADVERTISING MANAGEMENT

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Course Outcomes:**

The aim of the course is to build knowledge and understanding of advertisement among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about advertising Management. The outcome of the course will be as follows

- To provide knowledge about advertisement and its use in business. To make able about advertisement concept and its management. To learn about the use of advertisement in business.

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Advertising: Introduction, Scope, importance in business: Role of advertising in social and economic development of India: Ethics and truths in Indian Advertising.	4	8
II	Integrated Communication Mix (IMC)-meaning, importance; Communication meaning, importance, process, communication mix-components, role in marketing, Branding-meaning, importance in advertising.	5	6
III	Promotional objectives – importance determination of promotional objectives, setting objective DAGMAR; Advertising Budget importance, establishing the budget-approaches allocation of budget.	5	6
IV	Advertising Copy-meaning components types of advertising copy, importance of creativity in advertising; Media planning- importance, strategies, media mix. Advertising research – importance, testing advertising effectiveness market testing for ads; International Advertising-importance, international Vs local advertising.	5	6

**Suggested Reading:**

- Mohan, M. (1989). *Advertising Management: Concepts and Cases*. Tata McGraw- Hill Education.
- Rossiter, J. R., & Percy, L. (1987). *Advertising and promotion management*. McGraw-Hill Book Company.
- Hackley, C., & Hackley, R. A. (2014). *Advertising and promotion*. Sage.
- Khan, M. A. (2007). *Consumer behaviour and advertising management*. New Age International.

**Suggested Internal Evaluation (25 Marks):**

<b>Internal Assessment</b>	<b>Marks</b>
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>ST</sup> SEMESTER

PAPER CODE: VOC-107

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: FUNDAMENTALS OF COMPUTERS

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Course Outcomes:** After successfully completing this course, a student will be able to:

- Possess the knowledge of basic hardware peripherals
- Know and use different number systems and the basics of programming
- Solve basic computational problems with C language
- Apply the basic concepts into solving broader problems

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Computer: An Introduction, Computers in Business, Elements of Computer system, Indian computing Environment, Management of data processing systems in Business organizations, Programmes development cycle, flow charting, Input Output analysis Programming Concept, Software Development process.	5	6
II	Components of a computer system, Generation of computer and computer languages, personal computers in Business, PC- software Packages, An Introduction to Disk. Operating system and windows, GUI, Other system softwares.	5	6
III	Text Processing, software, Introduction to spreadsheet software, creation of spreadsheet application, Range, formulas, function data base functions in spreadsheet, Graphics on spreadsheet, modes of data processing, Report generation, Presentation graphics, Creating a presentation.	5	6

<b>IV</b>	Computer software system, software development process, files design & Report design, Data files types, Master & Transaction file. Data Hierarchy & data file structure, Use of files in Programming. Relevance of Data base management system, data base manager, data communication, networking, LAN & WAN, Real Time Sharing, On line & off line processing.	<b>4</b>	<b>8</b>
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#### Suggested Reading:

- Rajaraman, V., & Adabala, N. (2014). *Fundamentals of computers*. PHI Learning Pvt. Ltd..
- Sinha, P. K., & Sinha, P. (2010). *Computer fundamentals*. BPB publications.
- Tannenbaum, L. (2019). *Computer Applications and Networks*. TMH.

#### Suggested Internal Evaluation (25 Marks):

<b>Internal Assessment</b>	<b>Marks</b>
Class Interaction	<b>5</b>
Quiz	<b>5</b>
Seminar/Assignment	<b>5</b>
Minor field work/excursion/lab visit/technology dissemination etc.	<b>5</b>
Attendance/ Presentation	<b>5</b>



BA/B.COM/B.SC: 1<sup>ST</sup> SEMESTER

PAPER CODE: VOC-106

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: FUNDAMENTALS OF ACCOUNTING

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Course Outcomes:**

The aim of the course is to build knowledge and understanding fundamental of financial accounting among the students. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Accounting. The outcome of the course will be as follows –

- To Introduce about Financial Accounting Principles and other aspects of book of accounts.
- To provide knowledge about rectification of errors. Maintenance of final book of accounts.

**Course Contents:**

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Introduction: Meaning and process of accounting, Basic terminology of accounting, Difference between accounting & book keeping. Importance & limitations of accounting, Various users of accounting information, Accounting Principles: Conventions & Concepts.	2	6
II	Accounting equation, Dual aspect of accounting, Types of accounts, Rules of debit & credit, Preparation of Journal and Cash book including banking transactions, Ledger and Trial balance, Subsidiary books of accounts. Rectification of errors, Preparation of bank reconciliation statement, Bills of exchange and promissory notes.	5	6
III	Valuation of stocks, Accounting treatment of depreciation, Reserves and provisions, Preparation of final accounts along with adjustment entries.	4	9
IV	Issue of shares and debentures, Issue of bonus shares and right issue, Redemption of preference shares and debentures.	4	9

### Suggested Reading:

- Libby, R., Libby, P. A., Short, D. G., Kanaan, G., & Gowing, M. (2014). *Financial accounting*. McGraw-Hill/Irwin.
- Maheshwari, S. N., Maheshwari, S. K., & Maheshwari Sharad, K. (1997). *Financial Accounting*. Vikas Publishing House.
- Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, M. S. K. (2021). *Principles of Management Accounting*. Sultan Chand & Sons.

### Suggested equivalent online courses:

- Financial Accounting, Prof. CA. Varadraj Bapat, *Indian Institute of Technology (IIT), Bombay, via SWAYAM*
- Financial Accounting, Dr. CS. Manish Sitlani, *Devi Ahilya Vishwavidyalaya, Indore via SWAYAM*

### Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

Maximum Marks:100

PAPER TITEL: CRITICAL THINKING AND WRITING

Minimum Passing Marks: 40

PAPER CODE: VOC-105

Duration: 3 Hrs.

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Course Outcomes:** On completing this module, the student should be able to:

1. Identify, understand and define the various arguments in different contexts.
2. To draw logical conclusions
3. Introspect and reflect on their thought processes
4. Identify the errors in reasoning, Listen, read and write critically

**Course Contents:**

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	<b>Module-1 Understanding the process of critical thinking</b>	6	6
	<ul style="list-style-type: none"> <li>• What is critical thinking: definition and theories</li> <li>• Importance of Critical Thinking</li> <li>• Critical thinking Structures</li> <li>• Metacognitive skills; understanding our minds</li> </ul>		
II	<b>Module-2 Barriers to critical thinking</b>	5	6
	<ul style="list-style-type: none"> <li>• The critical thinking model</li> <li>• Information Literacy</li> <li>• Cognitive Biases</li> <li>• Logical Fallacies</li> </ul>		
III	<b>Module-3 Approaches for Critical Thinking</b>	5	6
	<ul style="list-style-type: none"> <li>• Arguments and Rationality</li> <li>• Reasoning and Persuasion</li> <li>• Six Thinking hats</li> <li>• Simplification</li> </ul>		
IV	<b>Module-4 Critical thinking and writing</b>	5	6
	<ul style="list-style-type: none"> <li>• Critical thinking and clear writing</li> <li>• Presenting and communicating ideas</li> </ul>		

**Suggested Reading:**

- Lewis Vaughn, The power of critical thinking, effective reasoning about ordinary and extraordinary claims, second edition, Oxford University Press
- Walter Sinnott Armstrong and Robert Fogelin, Understanding Arguments: An Introduction to Informal Logic. 8th Ed., Wadsworth Cengage Learning.
- Edward de Bono, Six Thinking Hats, ISBN 0-316-17831-4
- Richard Paul and Linda Elder, The miniature guide to critical thinking, concepts and tools, the foundation for critical thinking

**Suggested Internal Evaluation (25 Marks):**

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-103

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: DISASTER MANAGEMENT

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Pedagogy:** Classrooms Lecture, Seminar and Case study, Group Discussion.

**Course outcomes:**

- Know the meaning and concept of Disaster management.
- Understand the causes and consequences of Disaster.
- Build skills to cope up with disaster and risk reduction.
- **Course Contents:**

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Hazards vs. Disasters, Risk and Vulnerability in Disasters, Types of Disasters, Natural disasters: earthquakes, floods, drought, landslide, land subsidence, cyclones, volcanoes, tsunami, avalanches, global climate extremes. Man-made disasters: Pollution, Terrorism, gas and radiation leaks, toxic waste disposal, oil spills, forest fires.	6T+3P
II	Risk and Vulnerability Analysis: Risk: Its concept and analysis, Risk Reduction, Vulnerability: Its concept and analysis, Strategic Development for Vulnerability Reduction.	7T+3P
III	Response to Disaster Impact: Response; Search, Rescue and Evacuation, Logistic; Incident command system.	5T+3P
IV	Rehabilitation, Reconstruction and Recovery: Recovery, Post disaster review and damage assessment, Relief, Rehabilitation and Restructuring.	5T+4P
V	Regional Pattern of Disaster Management: International disaster assistance, Leadership in disaster, Organization, Disaster scenario of Uttarakhand, Disaster management system in Uttarakhand.	5T+3P

### Suggested Reading:

- Disaster Management Guidelines, GOI-UND Disaster Risk Program (2009-2012)
- Damon, P. Copola, (2006) Introduction to International Disaster Management, Butterworth Heineman.
- Gupta A.K., Niar S.S and Chatterjee S. (2013) Disaster management and Risk Reduction, Role of Environmental Knowledge, Narosa Publishing House, Delhi.
- Murthy D.B.N. (2012) Disaster Management, Deep and Deep Publication PVT. Ltd. New Delhi.
- Modh S. (2010) Managing Natural Disasters, Mac Millan publishers India LTD.
- Dr. Mrinalini Pandey, (NA). Disaster Management. Wiley India Pvt. Ltd.
- Tushar Bhattacharya (NA). Disaster Science and Management. McGraw Hill Education (India) Pvt. Ltd.

### Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 1<sup>st</sup> SEMESTER

PAPER CODE: VOC-104

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: ISSUES OF RURAL GOVERNMENT Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

**Pedagogy:** Classrooms Lecture, Seminar and Case study, Group Discussion.**Course Outcomes:** Rural development is important not only for the majority of the population residing in rural areas, but also for the overall economic expansion of the nation.**Course Contents:**

Unit	Topic	No. of Lectures
Unit I	Rural Development: Indian Context Rural Development Programs	15
Unit II	Rural Development Planning and Management Research Methods in Rural Development	15
Unit III	Rural Health Care: Rural Social Development and Health Issues Water Sanitation	15
Unit IV	Land Reforms and Rural Development	15
Unit V	Entrepreneurship and Rural Development Components of Social Security	15

**Suggested Reading:**

- 1) Environmental Law and Policy in India by Shyam Divan
- 2) Environmental Law by Dr. J.J Upadhyaya
- 3) Environmental Law and Policy by Aruna Venkat

**Suggested Internal Evaluation (25 Marks):**

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5