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पटना विश्वविद्यालय

PATNA UNIVERSITY

102 years of EXCELLENCE

Letter No. Acad/8481

Dated: 31/07/2019

To  
Dr. D. N. Sinha,  
Programme Coordinator,  
Bachelor of Arts(Hons.) in Functional English,  
B. N. College,  
Patna University

Subject:- Regarding the revised Ordinance, Regulations and syllabus under CBCS of Bachelor of Arts(Hons.) in Functional English, a self-financing programme.

Sir,

With reference to the above-noted subject, I am directed to inform you that the Academic Council vide its meeting dated 04.7.2019 has approved the revised Ordinance, Regulations and syllabus under CBCS of Bachelor of Arts(Hons.) in Functional English, a self-financing programme.

Further, I am directed to request you to include the following **Course Structure for B.A./B.Sc./Bachelor degree in the Faculty of Arts / Science / Commerce under CBCS session (2019 onwards) as mentioned below and which is approved vide the Academic Council vide its meeting dated 04.7.2019** in the Regulations and syllabus under CBCS of Bachelor of Arts(Hons.) in Functional English, a self-financing programme:-

**Course Structure for B.A./ B. Sc. degree in the faculty of Arts/ Science/ Commerce under CBCS**

Semester	Course/ Paper Code	Nature of Course/ Paper	Credit	Theory	Practical / Tutorial	Marks	Marks of CIA	Marks of ESE	Passing criterion	Qu C
SEMESTER I	CC- 1	Core Subject related Compulsory Course	6	5	1	100	30	70	45% in CIA 45% in ESE	M C
	CC- 2	Core Subject related Compulsory Course	6	5	1	100	30	70	45% in CIA 45% in ESE	M C
	GE- 1	Interdisciplinary Elective	6			100	30	70	45% in CIA 45% in ESE	M C
	AECC- 1	English/ /Hindi Communication	4			100	30	70	45% in CIA 45% in ESE	Q C
SEMESTER II	CC- 3	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 4	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	GE- 2	Interdisciplinary Elective	6			100	30	70	45% in CIA 45% in ESE	M C
	AECC- 2	Environmental Science	4			100	30	70	45% in CIA 45% in ESE	Q C
SEMESTER III	CC- 5	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 6	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 7	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	GE- 3	Interdisciplinary Elective	6			100	30	70	45% in CIA 45% in ESE	M C
	SEC -1	Skill Enhancement Course	4			100	30	70	45% in CIA 45% in ESE	Q C
SEMESTER IV	CC- 8	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 9	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 10	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	GE- 4	Interdisciplinary Elective	6			100	30	70	45% in CIA 45% in ESE	M C
	SEC -2	Skill Enhancement Course	4			100	30	70	45% in CIA 45% in ESE	Q C
SEMESTER V	CC- 11	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 12	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	DSE-1	Discipline Specific Elective	6			100	30	70	45% in CIA 45% in ESE	M C
	DSE-2	Discipline Specific Elective	6			100	30	70	45% in CIA 45% in ESE	M C
SEMESTER VI	CC- 13	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	CC- 14	Core Subject related Compulsory Course	6			100	30	70	45% in CIA 45% in ESE	M C
	DSE-3	Discipline Specific Elective	6			100	30	70	45% in CIA 45% in ESE	M C
	DSE-4	Dissertation/ OJT/	6			100	30	70	45% in CIA 45% in ESE	M C



# PATNA UNIVERSITY, PATNA

## BACHELOR OF FUNCTIONAL ENGLISH

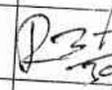
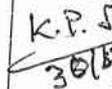
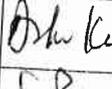
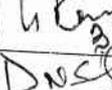
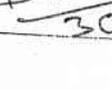
### B.F.E. (HONS.)

#### U.G. HONOURS COURSE (VOCATIONAL)

#### UNDER CBCS

(With effect from 2019-2020)

#### Committee Members

Sl.	Name	Designation	Signature
1.	Dr. Raj Kishor Prasad	Director cum Principal	 30/04/19
2.	Dr. Rama Shankar Arya	Dean Faculty of Humanities, Patna University	 30/4/19
3.	Dr. Keshav Prasad Singh (Member)	Former Vice Chancellor & Former Member, BPSC & Retired Professor of English, B.N. College, Patna	 30/4/2019
4.	Dr. Radha Mohan Singh (Member)	Retired Dean & Head, Department of English, P.U.	 30/4/19
5.	Dr. Ashok Kumar (Special Invitee)	University Professor of English, B.N. College, Patna	 30/4/19
6.	Dr. C. N. Pandey (Special Invitee)	Associate Professor of English, B.N. College, Patna	 30/04/19
7.	Dr. D. N. Sinha (Convenor)	Co-ordinator, Dept. of Functional English, B.N. College, Patna	 30/4/19

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**REVISED & MODIFIED DRAFT OF THE ORDINANCE OF B.A. (HONS.) IN  
FUNCTIONAL ENGLISH (VOCATIONAL), B.N. COLLEGE, PATNA**

“Ordinance for Admission to the B.A. Hons. in Functional English (Vocational), B.N. College, Patna University, Patna.”

1. Admission to B.A. Hons. in Functional English (Vocational) shall be open for both boys and girls.
2. Candidates who have passed the Intermediate Examination conducted by a recognised board or a University established or incorporated by law, or have passed + 2 level examination under 10+2 school system conducted by a Central or State Board or equivalent examination thereof shall be eligible to apply for admission.
3. Candidates who have passed the Intermediate or its equivalent examination with English as one of the subjects shall be eligible to apply for admission.
4. Admission to this course shall be made on the basis of the marks obtained at an Aptitude Test followed by a viva-voce exam, to be conducted by the College.
5. The number of seats for this course shall be 30. Five more candidates may be admitted in view of the possible drop-outs. In addition, five candidates may be admitted from NRI quota.
6. The reservation of seats for this course shall be as per rules of the State Government / P.U. for the candidates of S.C., S.T., BC-I and BC-II and other categories.
7. The fee for this course shall be Rs. 15,000/- per annum in the following break-up:

(a) Admission	:	187.00
(b) Registration	:	100.00
(c) Tuition fee/Teaching aids	:	7500.00
(d) Library	:	1000.00
(e) Electricity / Water	:	1000.00
(f) Development	:	1250.00
(g) Maintenance	:	1250.00
(h) Cultural activities	:	250.00
(i) Common Room	:	125.00
(j) Sports	:	88.00
(k) Stationery and software	:	2250.00
<b>Total Rs.</b>		<b>15000.00</b>

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8. Each candidate shall have to pay Rs. 1000/- as examination fee for each year of examination in addition to the other fees. In addition a candidate shall have to pay Rs. 1000/- as project supervision fee in the third year.
  9. The fee structure may be reviewed after every three years by the Vice-chancellor in consultation with the officials concerned.

**REVISED & MODIFIED REGULATION FOR B.A. (HONS.) IN FUNCTIONAL ENGLISH (VOCATIONAL), B.N. COLLEGE, PATNA UNIVERSITY, PATNA.**

**Duration of the Course**

1. The B.A. Hons. in Functional English (Vocational) Course shall be covered in three years i.e. 1<sup>st</sup> year, 2<sup>nd</sup> year & 3<sup>rd</sup> year.

**Eligibility for Admission:**

2. To be eligible for admission a candidate must have
  - (a) Passed Intermediate Examination conducted by a Board or University established or incorporated by law or the Central or State Board 10+2 School systems or equivalent thereof with English as one of the subjects. The candidates must have secured at least 45% marks.
  - (b) Must have qualified in the Aptitude Test followed by viva-voce examination to be conducted by the college.

**Aptitude Test and Viva-Voce Examination**

- 3.1. Admission to B.A. Hons. in Functional English (Vocational) course shall be made on the basis of the marks obtained at the Aptitude Test and viva-voce exam taken together to be conducted by the college. The Written examination shall be of 75 marks and Viva-voce Test shall be of 25 marks. On the basis of the marks obtained in written & viva-voce a merit list will be prepared for admission to the course.
- 3.2. Reservation of seats for admission shall be provided to the candidates belonging to S.C., S.T. and BC-I and BC-II as per rules of State Government / Patna University.

**Subjects for Examination and Structure of the Course**

- 4.1 A Candidate for B.A. Hons. in Functional English (Vocational) course shall be required to be examined in altogether twelve papers, including Entrepreneurship Development in Part III and two subsidiary subjects each in Part I and Part II and I paper Hindi (Compulsory) in Part I & Part II.

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#### 4.2 Vocational Honours Subject

Functional English

#### 5. The Teaching Scheme: CHOICE BASED CREDIT SYSTEM (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

#### Outline of Choice Based Credit System:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
  - 2.1. **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - 2.2. **Project/Dissertation:** An elective course designed to acquire special/advanced knowledge, as supplement study/support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher/faculty member is

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called dissertation/project. Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

**2.3. Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

**3. Ability Enhancement Courses (AE)/ Ability Enhancement Courses Compulsory (AEC)/ Ability Enhancement Courses Elective- Skill Development Courses (SEC):** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AEC) and AE Elective-Skill Based Course (SEC). "AEC" courses are the courses based upon the content that leads to Knowledge enhancement.

They (i) Environmental Science, (ii) Rashtra Bhasha Hindi are mandatory for all disciplines. AEC courses are Value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

**3.1. AECompulsory Course (AEC):** Environmental Science, Rashtra Bhasha Hindi.

**3.2. AE Elective Course- Skill Development (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

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## Details of Courses under B.F.E. (Vocational) (Honors)

### Scheme for Choice Based Credit System (CBCS) in UG Honours Courses B.F.E. (Hons) Course

Sem.	Core Course(11) of 6 credits each	Ability Enhancement Compulsory Course(AECC)(2) of 8/2 Credits each	Skill Enhancement Course(SEC)(2) of 2 Credits each	Discipline Specific Elective(DSE)(4) of 6 Credits each	Elective: Generic(GE) (4) of 2 Credits each
1	Core-1	AECC1 (ENVS)			GE1
	Core-2				
2	Core-3	AECC 2 (Rashtra Bhasha Hindi)			GE3
	Core-4				
3	Core-5		SEC 1		GE2
	Core-6				
4	Core-7				GE4
	Core-8	AECC 3 (Rashtra Bhasha Hindi)			
5	Core-9				
	Core-10				
6	Core-11		SEC 3		
No. of Credits	66	8 + 4	4		8
Total	90 Credits				

# Bachelor of Functional English

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## Core Paper (11 Papers)

- CORE1- Linguistics - I
- CORE 2- Remedial Grammar
- CORE 3- Applied Grammar
- CORE 4- Business English
- CORE 5- Linguistics - II
- CORE 6- Conversational Skill
- CORE 7- Feature Writing with Project Work
- CORE 8- Introduction to Drama in English
- CORE 9- Journalism
- CORE 10- Broadcasting
- CORE 11- Project Work

## Ability Enhancement Compulsory Course (AECC)

1. Environmental studies
2. Rashtra Bhasha Hindi (AECC 2 & AECC 3)

## Skill Enhancement Course (SEC) (Choose any)

1. Fundamental of Computer
2. Business Communication
3. Entrepreneurship Development

## Generic Elective (GE) (Choose any 1)

1. English (GE1, GE2)
2. Economics / History (GE3, GE4)

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## Detailed Syllabus (Semester wise) and the Scheme of Examinations

### Semester-I

Subject	Paper Code	Paper Name	Total Marks	Sem. Exam	Internal	Credits
CORE-1	BFE 101	Linguistics – I	100	70	30	6
CORE-2	BFE 102	Remedial Grammar	100	70	30	6
AECC-1	BFE 103	Environmental Studies	80	80	--	8
GE-1	BFE 104	English	100	100	--	3
<b>TOTAL</b>			<b>380</b>	<b>320</b>	<b>60</b>	<b>23</b>

### Semester-II

Subject	Paper Code	Paper Name	Total Marks	Sem. Exam	Internal	Credits
CORE-3	BFE 201	Applied Grammar	100	70	30	6
CORE-4	BFE 202	Business English	100	70	30	6
AECC-2	BFE 203	Rashtra Bhasha Hindi	100	100	--	2
GE-3	BFE 204	Economics / History	100	100	--	3
<b>TOTAL</b>			<b>400</b>	<b>340</b>	<b>60</b>	<b>17</b>

### Semester-III

Subject	Paper Code	Paper Name	Total Marks	Sem. Exam	Internal	Credits
CORE-5	BFE 301	Linguistics II	100	70	30	6
CORE-6	BFE 302	Conversational Skill	100	70	30	6
SEC-1	BFE 303	Choose any one from the list	20	20	--	2
GE-2	BFE 304	English	100	100	--	3
<b>TOTAL</b>			<b>320</b>	<b>260</b>	<b>60</b>	<b>17</b>

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## Semester-IV

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Subject	Paper Code	Paper Name	Total Marks	Sem. Exam	Internal	Credits
CORE-7	BFE 401	Feature Writing with Project	100	70	30 (Project & Viva-Voce)	6
CORE-8	BFE 402	Introduction to Drama in English	100	70	30	6
AECC-3	BFE403	Rashtra Bhasha Hindi	100	100	-	2
GE-4	BFE 405	Economics / History	100	100	--	3
TOTAL			400	340	60	17

## Semester-V

Subject	Paper Code	Paper Name	Total Marks	Sem. Exam	Internal	Credits
CORE-9	BFE 501	Journalism	100	70	30	6
CORE-10	BFE 502	Broadcasting	100	70	30	6
TOTAL			200	140	60	12

## Semester-VI

Subject	Paper Code	Paper Name	Total Marks	Sem. Exam	Internal	Credits
CORE-11	BFE 601	Project Work	100	--	50 (Project) + 50 (Viva-Voce)	6
SEC-3	BFE 602	Entrepreneurship Development	100	100	--	2
TOTAL			200	100	100	8

### Examination

6.1. There shall be an examination at the end of the first, the second and the third year of the course conducted by the university to be known respectively as B.A. Honours (Vocational) Part I, Part II and Part III Examination.

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Provided that a student shall not be allowed to appear at B.A. (Vocational) Honours Part III Examination unless he/she has passed the B.A. (Vocational) Honours Part I and Part II Examinations.

Provided further that carry over shall be allowed for failures in a maximum of two papers at the B.A. (Vocational) Honours Part I Examination.

6.2. In order to be declared successful at any of these examinations the candidates shall have to pass both in Theory and Internal Assessment/Practical/Project work separately.

6.3 The university shall hold all examinations related to the Vocational courses and publish the results in accordance with the provisions of section 29 (2) of the Patna University act, 1976.

6.4. A student shall be awarded B.A. (Hons.) Degree in Functional English (Vocational Course) after the completion of the course according to the following examination structure:

(a) Name of the Examination – B.A. (Vocational) Honours

(b) Duration of Course in year – Three

(c) Minimum percentage of marks for passing in Honours

1<sup>st</sup> class – 60 per cent marks in aggregate of Honours papers.

2<sup>nd</sup> class – 45 per cent marks in aggregate of Honours papers

Provided that a candidate must have obtained 45 per cent of marks each in Theory and Internal Assessment/Practical/Project Work separately.

(d) A candidate obtaining 75 percent marks or above in Honours papers shall be declared to have passed B.A. (Hons.) in Functional English (Vocational Course) in First Class with Distinction in Honours.

**Mode of Examination**

7.1. There shall be a written examination for each of the theory papers and shall be of three hours duration.

7.2. Internal Assessment/Practical/Project Work examination shall be of four hours duration.

**Award of Degree**

Each successful candidate at the B.A. (Hons.) in Functional English (Vocational) Examination shall receive, in token of his/her degree, a certificate in prescribed form specifying the name of the university and the class in which he/she was placed.

**Others**

8. Other provisions not covered under the present regulation shall be governed by the regulation for B.A. Honours (Three Year Degree Course) of Patna University.

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# SEMESTER - I CORE - 1

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE101**  
**Paper Name: Linguistics I**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

## SYLLABUS

**Objectives:** - To enable the students to acquire phonetic / oral / language skills in a scientific way.

### Unit A

1. Language: origin and development
2. Distinctive features of language
3. Difference between animal and human communications

### Unit B

1. Organs of Speech
2. Speech Mechanism
3. Sounds of English (vowels, short vowels, long vowels and consonants)
4. Syllable

### Unit C

1. Phonetic and Phonemic Transcriptions
2. Phonology – Phone, Phoneme, Allophone
3. Suprasegmental Features: Stress, Rhythm, Intonation

### Unit D

1. Morphology – Morph, Morpheme & Allomorph
2. Word Formation

Practical – Intensive Drilling

### Books Suggested :-

- (i) Robins R.H.; **General Linguistics**, (3<sup>rd</sup> Edition), Longman, New York, 1980
- (ii) Gimson A.C. **An Introduction to the Pronunciation of English** (with work book) ELBS, London, 1980
- (iii) Balasubramaniam T., **A Text Book of English Phonetics for Indian Students**, (with work book) Macmillan, India.
- (iv) Connor J.D.O.; **Better English Pronunciation**, Universal Book Stall, New Delhi, 1997

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- (v) Lever, John; **Principles of Phonetics**, Cambridge University Press, New York, 1994.
- (vi) Malmkjaer Kirsten **The Linguistic Encyclopedia**, Routledge, London, 1996.
- (vii) Donna Jo Napoli; **Linguistics**, OUP, New York, 1996
- (viii) Parker, Frank; **Linguistics for non – Linguistics** Allen & Bacon , USA, 1994;
- (ix) Akmajan Adrian; Demers Richard A.; Farmer Aun K.; Harnish Robert M.; **Linguistics: An Introduction to Language and Communication**, Fifth Edition, Prentice Hall of India, New Delhi, 2003.

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	<u>10 Marks</u>
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words. **(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words) **(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words. **(2 x 10 = 20 Marks)**

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**SEMESTER - I**  
**CORE - 2**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE102**  
**Paper Name: Remedial Grammar**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

- Objectives:** 1. To enhance the theoretical knowledge of English Grammar of the students  
2. To enable the students to speak and write grammatically correct English

**Unit A**

1. Parts of Speech – Definition and their types
  - (a) Noun – Definition, Kinds, Number, Gender, Case, Errors
  - (b) Pronoun – Definition, Kinds, Usage
  - (c) Verbs – Definition, Kinds, Usage; Auxiliary – Primary and Modal
  - (d) Adjective – Definition, Kinds, Usage, Degrees of Comparison
  - (e) Adverb – Definition, Kinds, Usage, Comparison
  - (f) Preposition – Definition, Kinds, Usage
  - (g) Conjunction – Definition, Kinds, Usage
  - (h) Interjection – Definition and their expression

**Unit B**

1. Sentence: Definition and Kinds of Sentences – Formation of Interrogative, Negative & Emphatic Sentences, Question Tags.
2. Articles: Kinds of Articles and their Usage, Omission of Articles

**Unit C**

1. Subject-Verb Agreement
2. Time & Tense

**Unit D**

1. Clause: Definition and Kinds
2. Phrases: Participial, Gerund.



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**Books Prescribed:**

1. Frank, Marcella; **Modern English: A Practical Reference Guide**, Prentice Hall, New Jersey, 1993
2. Frank Marcella: **Modern English Exercises** for non-native speakers, 1985.

**Books Suggested for Further Reading: -**

1. Singh, K.P. **Comprehensive English Grammar and Composition**; Paramount Pub., G.M. Road, Patna, 2004.
2. Sidney Greenbaum; **Oxford English Grammar** OUP, New Delhi, 1996.
3. Eastwood, John; **Oxford Guide to English Grammar**, OUP, New Delhi, 1994.
4. Quirk, Randolph & Greenbaum, Sidney; **A University Grammar of English**, Pearson Education, Delhi, 2000.
5. Swan, Michael; **Practical English Usage**, OUP, New Delhi, 2005.
6. Azar, Betty Schramper; **Understanding and Using English Grammar**; Longman, New Jersey, 1999.
7. Reymond Murphy; **English Grammar in Use**, Cambridge University Press, UK, 2004.
8. Wood, F.T., **A Remedial English Grammar**, Macmillan, New Delhi, 1965.
9. Bakshi, R.N.; **A Course in English Grammar**, Orient Blackswan, Hyderabad, 2000.

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three objective type questions of 5 marks each from Unit B & C  
(3 x 5 = 15 Marks)

**Section B** will have six multiple choice based questions from all units. The candidate will answer any five questions.  
(5 x 7 = 35 Marks)

**Section C** will have three questions from Unit- A, B & D of 10 marks each. (2 x 10 = 20 Marks)

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## SEMESTER - II CORE - 3

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE201**  
**Paper Name: Applied Grammar**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

### SYLLABUS

**Objectives :** - To enable the students to use English language in a correct and effective way.

#### Unit A

1. Voice
2. Narration

#### Unit B

1. Transformation
2. Synthesis and Analysis

#### Unit C

1. Conditional Clauses.
2. Sentence Connectors and Cohesion

#### Unit D

1. Substitution & Ellipsis
2. Imaginative Features (Figures of speech)
3. Antonyms & Synonyms
4. One Word for a Group of Words
5. Pairs of words
6. Sentence Variation

#### Unit E

1. Comprehension –  
Passage / Cloze-passage

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**Books Recommended: -**

1. Singh, K.P.; **Comprehensive English Grammar and Composition**, Paramount Pub., G.M. Road, Patna, 2004.
2. Green, David **Contemporary English Grammar & Composition**,
3. Swan, Michael; **Practical English Usage**, OUP, New Delhi, 2005.
4. Quirk, Randolph & Greenbaum, Sidney; **A University Grammar of English**, Pearson Education, Delhi, 2000.
5. Azar, Betty Schramper; **Understanding and Using English Grammar**; Longman, New Jersey, 1999.
6. Wood, F.T.; **A Remedial Grammar of English**, Macmillan, New Delhi, 1964.
7. Urdang, Laurence; **A Basic Dictionary of Synonyms & Antonyms**, Orient Paperbacks, New Delhi, 1978.

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three objective type questions of 5 marks each from Unit B & C

**(3 x 5 = 15 Marks)**

**Section B** will have six questions from all units. The candidate will answer any five questions.

**(5 x 7 = 35 Marks)**

**Section C** will have three questions from Unit- A, B & E of 10 marks each. **(2 x 10 = 20 Marks)**

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## SEMESTER - I CORE - 4

Title: Functional English  
Semester End Examination: 70  
Internal Assessment: 30  
Total Marks: 100

Paper Code: BFE202  
Paper Name: Business English  
Credit: 6  
Duration of Examinations: 3 hrs.

### SYLLABUS

- Objectives :
1. To enable the students to develop power of communication /expression from the point of view of the Business Organisations
  2. To acquaint the students with the techniques of Writing & Presentation

#### Unit A

- Drafting of letters: –
- (i) Formal (Sales Letters, Quotation, Orders & Tenders, Circular Letter)
  - (ii) Informal (Social Correspondence, Invitation, Congratulations)
  - (iii) Letter in Electronic Media (Telegram, Fax, Email, SMS)

#### Unit B

Application –

- (a) Job Applications with Covering Letter & CV
- (b) Reply – Types

#### Unit C

Seminar-Presentation/Meetings –

- a). Memorandum
- b) Minutes
- c) Notice
- d) Agenda
- e) Short Speeches



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**Unit - D**

- a) Translation
- b) Report Writing

Books Recommended –

1. Mohan Kirshna; **Developing Communication Skills** — Macmillan Pub, New Delhi, 2009
2. **Letter Writer** – Macmillan India, 2010
3. Jha, Madhulika & Shekhar, Shashi; **A Course in Business Communication** Orient Blackswan, 2010.
4. Kaul, Asha **Communication Skills** — PHI
5. Ramachandran, K.K. **Business Communication**, –Macmillan, India, 2008
6. Juneja, OMP; **Business Communication** – Orient Blackswan, Hyderabad
7. Board of Editors **The Communicator**, Orient Blackswan, Hyderabad, 2009.
8. Seely Ji John; **The Oxford Guide to Writing and Speaking**, OUP, New York, 1998.
9. Madhukar, R.K.; **Business Communication**, Vikas Publishing House, New Delhi, 2010.

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words. **(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. The candidate will answer any five (theory answers in 150-160 words) **(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words. **(2 x 10 = 20 Marks)**

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**SEMESTER - III**  
**CORE - 5**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE 301**  
**Paper Name: Linguistics II**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

Objective – To make the students acquainted with the different aspects of language in society.

Mode of Examination

**Unit A**

1. Introduction to Linguistics – Definition of Linguistics and Linguistics as a Science.
2. Levels of Linguistic Analysis

**Unit B**

1. Socio-Linguistics & its Varieties  
(a) Speech Community (b) Dialect, Register, Sociolect, Idiolect, Pidgin, Creoles (c) British English, American English and Indian English (d) Bilingualism, (e) Multilingualism (f) Code-switching and Code-mixing

**Unit C**

1. Syntax : Deep Structure & Surface Structure

**Unit D**

1. Semantics: Meaning, Types of Meaning – Denotative & Connotative.
2. *Introduction to Computational Linguistics*

Books Recommended :-

1. Hudson, R.A.; **Sociolinguistics**
2. Malmkjaer, Kirsten; **The Linguistic Encyclopedia, Routledge, London, 1996**
3. Lyons, John **Language & Linguistics : An Introduction** Cambridge Univ. Press U.K. 1981
4. Thakur, Damodar; **Syntax** , Bharti Bhawan, Patna, 1998
5. Thakur, Damodar; **Semantics**, Bharti Bhawan, 1999

6. Sayal, Pushpinder & D.V. Jindal; **Introduction to Linguistics**, Prentice Hall of India, New Delhi, 2005
7. Robbins, R.H; **Introductory Survey**, New York, 1964.
8. Bruthiaux, Paul; Atkinson, D wightand others; (ed.) **Directions in Applied Linguistics**, Orient Blackswan, 2005.
9. Robbins, R.H.; **General Linguistics, An Introductory Survey**, New York, 1964.
10. Bruthiaux, Paul; At Kinson, D wight and others; (ed;) **Directions in Applied Linguistics**, Orient Blackswan, 2005

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words. **(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words) **(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words. **(2 x 10 = 20 Marks)**

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**SEMESTER - III**  
**CORE - 6**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE 302**  
**Paper Name: Conversational Skill**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

Objectives :- To introduce different social situations and develop conversational skills

**Unit A - English in Formal Situations**

- (i) Greetings
- (ii) Interview
- (iii) At the bank
- (iv) Making a telephone call
- (v) At the Airport
- (vi) At the Customs
- (vii) At the Police Station
- (viii) At the International Airport
- (ix) Making an apology
- (x) At the stock exchange
- (xi) In the court
- (xii) Visa and Passport Office
- (xiii) Kid's admission at Kindergarden
- (xiv) At College
- (xv) On the Campus
- (xvi) Customer care
- (xvii) At the Embassy

**Unit B - English in Informal Situations**

- (i) At a restaurant
- (ii) At the doctor's

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- (iii) At a dinner party
- (iv) Negotiation of marriage
- (v) Booking a room at a hotel
- (vi) At a Travel Agency
- (vii) At the hospital
- (viii) Outside the class
- (ix) Greetings

**Unit C – Extempore, Group Discussions, Debate, Welcome Address, Vote of Thanks, Anchoring**

**Unit D – Poetry Reading and Play Reading leading to play presentation / performance**  
(extracts to be selected by the teacher)

**Books suggested:**

1. Neill, R.O.; **English in Situation**, (OUP)
2. Huggins, Viola (BBC London); **What to Say When**
3. Brenfhton, Geoffrey; **Success with English: The Penguin Course Book – 1** (Penguin Books).
4. Baird, Alexendar; **Success with English: The Penguin Course: A First Reader**, (Penguin Books)
5. S. Swami Krishna **Creative English Grammar**, Macmillan, 2008.
6. Board of Editors; **The Communicator**, Orient Blackswan, Hyderabad, 2010.
7. Sreevalsan, M.C.; **Spoken English**, Vikas Publishing House, New Delhi, 2009.
8. Chaudhary, S; **Better Spoken English**, Vikas Publishing House, New Dlhi, 2009.

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

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**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words. **(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words) **(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words. **(2 x 10 = 20 Marks)**

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**SEMESTER - IV**  
**CORE - 7**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30 (Project & Viva-Voce)**  
**Total Marks: 100**

**Paper Code: BFE 401**  
**Paper Name: Feature Writing**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

**Objective** – To develop creative and imaginative insight among the students

**Unit A**

- (i) Fundamentals of good writing
- (ii) Writing about Men, Women & Events
- (iii) Writing for Children

**Unit B**

- (i) Writing Abstract and Papers/Articles
- (ii) Interviews
- (iii) Letters to the Editor

**Unit C**

- (i) Travel Writing
- (ii) Script Writing

**Unit D**

- (i) Book Reviews
- (ii) Film Reviews – Salient Films, Documentary Films, War Movies, Realistic Films, New Wave films, Add Films- Charlie Chaplin, Korisawa, Bergman, F. V. Shantaram, Raj Kapoor, Satyajee Ray, Bimal Roy, Ritwick Ghatak, Shyam Benegal, Hitchcock

**Project** : - One Project Work on any one of the topics related to the above mentioned topics and Current Affairs topics on Global basis

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**Books recommended**

1. Wells, Gordon, **The Craft of Writing Articles**. New Delhi: Arnold – Heinemann Publishers
2. **The Reader’s Digest Book of World Travel, London:** The Reader’s Digest Association Ltd.
3. Walker, Lyn. **Visions and Revisions – A Guide for Creative Writing**
4. Hess, Krim, **Enhancing Writing through Imagery**, Trillion Press, 1985.
5. Narayanaswami V.R. **Strengthen Your Writing**. Orient Blackswan, 2005.
6. Defrancis John; **Visible Speech: The Diverseness of Writing Systems**, Honolulu 1989.
7. Coulmas, Flrian; **The Writing Systems of the World**, Blackwell, 1989.

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

Project & Viva-Voce: 30 Marks

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words. **(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words) **(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words. **(2 x 10 = 20 Marks)**

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**SEMESTER - IV  
CORE - 8**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE 402**  
**Paper Name: Introduction to  
Drama in English**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

Objective – To make the students acquainted with the different form and trends of Drama

**Unit A**

Drama : Definition and its ingredients.

**Unit B**

Kinds of Drama – (i) Comedy, (ii) Tragedy (iii) Social Drama (iv) Problem Plays (v) Street Plays, (vi) Children Theatre, (vii) Radio Drama, (viii) Television plays, (ix) Folk Theatre

**Unit C**

Introduction to Western Drama – Shakespeare, Sheridan, Becket, Isben, Osborne, Chekhov

**Unit D**

Introduction to Indian Drama – Kalidas, Shudrak, Bhartendu Harishchandra, Badal Sarker, Vijay Tendulkar, Mohan Rakesh

**Reading list**

Nicoll, A – **British Drama**

**World Drama**

Benlton, M – **Anatomy of Drama**

Aristotle – **Poetics**

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- Bharat – Natyashastra
- ER Bentley, **The Modern Theatre**
- J.L. Stynan – **The Element of Drama**
- Stanislavsky – **An Actor Prepares**
- F. Felton – **The Radio Play**
- Brooks, C and Heilman, R.B. **Understanding Drama**
- Williams, Raymond **Drama in Performance, Drama from Ibsen to Eliot**

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words.  
**(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words)  
**(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words.  
**(2 x 10 = 20 Marks)**

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**SEMESTER - V**  
**CORE - 9**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE 501**  
**Paper Name: Journalism**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

**Aims & Objectives** – To enable the students to learn the facts and features of Journalism  
which can be useful in career building

**Unit – A**

- (i) Journalism – definition & short history
- (ii) What is News? Types of News
- (iii) News Gathering
- (iv) The News Lead
- (v) Sources of News

**Unit – B**

- (i) The Reporter
- (ii) Covering News / Headlines
- (iii) News Editor
- (iv) The Sub-Editor
- (v) Structure of Media House – (News Room Structure)

**Unit – C**

- (i) The Art of Making Columns
- (ii) Feature & Interview
- (iii) Planning an Editorial Page
- (iv) Anatomy of Editing
- (v) Editorials Edit Page.
- (vi) Copy-writing and Proof-reading for accuracy

**Unit – D**

- (i) Design and Make-up
- (ii) Language and Style
- (iii) Picture Editing and Captions
- (iv) Advertising (PR & Ad.) Public Relation & Ad.

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**Books Recommended**

1. Mc Luhan, Marshall, **Understanding Media: The Extensions of Man**, New York: Mc Graw-Hill Book Company.
2. Clerk, Wesley C., ed., **Journalism Tomorrow**, Syracuse, New York: Syracuse University Press.
3. Bond, Frank Fraser. **An Introduction to Journalism**, New York: The Macmillan Company.
4. Warren, Carl. N. **Modern News Reporting** 3<sup>rd</sup> ed., New York: Harper & Row, Publishers.
5. Parthasarathy Rangaswami: **Basic Journalism**, Macmillan, India

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

The Paper will be divided into sections A,B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words. **(3 x 5 = 15 Marks)**

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words) **(5 x 7 = 35 Marks)**

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words. **(2 x 10 = 20 Marks)**

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**SEMESTER - V**  
**CORE - 10**

**Title: Functional English**  
**Semester End Examination: 70**  
**Internal Assessment: 30**  
**Total Marks: 100**

**Paper Code: BFE 502**  
**Paper Name: Broadcasting**  
**Credit: 6**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

**Objective:- To Introduce the students to the fundamentals of Radio Broadcasting & Television.**

**Unit - A**

1. Fundamental of Broadcasting
  - (a) **Electronic Media T.V. and Radio**
  - (b) **Mass Communication and Education**
2. Television for Education and Development
  - (a) **Capabilities and Limitations of T.V.**
  - (b) **T.V. as a Medium of Communication**
  - (c) **Television as a Multifaceted Communication Medium (Thesis of T.V.)**
  - (d) **T.V. Programme, different in formats of T.V. Programme**
  - (e) **The Use of Language in Television**
3. Introduction to Television Production
  - (a) **Pre-production Research**
  - (b) **Script Writing**
  - (c) **Production Staff**
  - (d) **Types of T.V. Production**
  - (e) **T.V. News**

**Unit - B**

4. Visual Language
  - (a) **Scenes and Shots**
  - (b) **Shot size**
  - (c) **Shot Theories**
  - (d) **Eyeline**
5. Editing
  - (a) **On-line Editing and Off-line Editing**
  - (b) **Cutting, Golden Rules of Editing/Cutting**
  - (c) **Juxtapos and Montage**
  - (d) **Mixing and Super imposition of SHOTS**
6. Film/T.V. Talent
  - (a) **Performer**
  - (b) **Actor**

**Unit – C**

- 7. Graphics
- 8. Sound (Software)
  - (a) Sound Perspective
  - (b) Types of Mike
- 9. T.V. Lighting
  - (a) Three-point Lighting
  - (b) Lux and Calvin
  - (c) Colour Temperature
- 10. Make – up
  - (a) Corrective Make – up
  - (b) Character Make – up

**Unit – D**

- 11. Floor (Studio)
  - (a) Floor Manager
  - (b) Floor Plane
- 12. Indoor Production/Studio Production
- 13. Camera
  - (a) Colour Camera
  - (b) Camera Position
  - (c) Camera Movement
  - (d) Depth of Field
  - (e) Nature of Light
- 14. Shooting, Editing, Post Production and Broadcasting
- 15. T.V. Network in India
  - (a) Educational T.V.
  - (b) T.V. for Primary, Secondary and Higher Education

**Field Work & Practical:**

- (a) Visit to the Radio Station and T.V. Studio and observing the functioning of these media
- (b) Voice training is compulsory

**MODE OF EXMINATION:**

**Internal Assessment Test: 30 Marks**

**Time Duration – 1Hour**

**Marks Distribution for Internal Test:**

(i) Mid-Term Examination:	10 Marks
(ii) Seminar/Quiz/Assignment:	10 Marks
(iii) Regularity, Punctuality & Conduct:	10 Marks
Total :	<u>30 Marks</u>

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**SEMESTER END UNIVERSITY EXAMINATION: 70 Marks**

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The Paper will be divided into sections A, B & C

**Section A** shall have three short answer questions of 5 marks each from Unit C. All are to be attempted in about 80 words.  
(3 x 5 = 15 Marks)

**Section B** will have six medium answer questions from all units. Two questions from Unit C. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words)  
(5 x 7 = 35 Marks)

**Section C** will have three long answer questions from Unit-A, B, C & D of 10 marks each. The examinee shall answer any two in 250-300 words.  
(2 x 10 = 20 Marks)

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# SEMESTER - VI CORE - 11

**Title: Functional English**  
**Internal Assessment: 100**  
**(Project: 50 + Viva-Voce: 50)**  
**Total Marks: 100**

**Paper Code: BFE 601**  
**Paper Name: Project Work**  
**Credit: 6**

## SYLLABUS

**Aims** – The course is entirely devoted to a project which is to be worked on and completed by the student by the end of doing their graduation course.

**Objectives** – A project reflects the student’s linguistic and writing skill competence. provides space to the student’s expression of her/his talent, potential and skill in creating his/her own artifact/product based on the knowledge he/she has acquired through the three-year Programme. The course offers a wide range of topics related to diverse functions of English such as Media, Writing Advertisements, Investigative Journalism and also the different aspects of language related to Descriptive linguistics and Sociolinguistics.

### Project Work

Students will have to prepare two Projects – one related to Media or Journalism and the other related to any aspect of Language and Linguistics. Project work will carry 70 marks and viva-voce will be held for 30 marks. *with the help of Language Lab.*

### General Instructions

1. The project is to be done in more than 100 pages (A4 paper – Font 12, Script - Times New Roman).
2. The document rules of the latest M.L.A. style are to be followed.
3. The Project should be certified by the Project Guide and the Co-ordinator of the Department. Prior to this students will have to submit their Abstracts to be approved by the Project Guide.

### MODE OF EXMINATION:

**Internal Assessment Test: 100 Marks**

**Marks Distribution for Internal Test:**

(i) Project	:	50 Marks
(ii) Viva-Voce:		50 Marks
Total :		<u>100 Marks</u>

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## SEMESTER - VI SEC - 3

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 602**  
**Paper Name: Entrepreneurship developmen**  
**Credit: 2**  
**Duration of Examinations: 3 hrs.**

### SYLLABUS

- Unit – 1 :** Entrepreneur – Meaning, Types ad Functions, Distinction between an Entrepreneur and a Manager.
- Unit – 2. :** Entrepreneurship – Concept, growth in Media, Role of entrepreneurship in economic development, women Entrepreneurship – growth, problems and recent trends
- Unit – 3 :** Entrepreneurship Development Programme – Need, Objectives, Areas problems
- Unit – 4 :** Project – Meaning, Identification, Selection Formulation and Appraisal.
- Unit – 5 :** Financing of Enterprise – Sources of Finance-short term and long term.
- Unit – 6 :** Institutional Financing – Commercial Banks and other Financial Institutions – IFCI, IDBI, ICICI, UTI, SFC, SIDBI .
- Unit – 7 :** Lease Financing and Hire Purchase – Meaning of Lease – Types – Advantages Difference from Hire Purchase.
- Unit – 8 :** Ownership Structures – Proprietorship Partnership, Company, (Public Ltd. and Pvt. Ltd.), Society, Trust, Autonomous Body, Govt. Body or Semi-govt. Co-operative – Selection of an appropriate form of ownership
- Unit – 9 :** Taxation benefits to Small Scale Industry
- Unit – 10 :** An introductory study of Financial Planning – Capitalisation – capital structure – working capital – Fixed capital
- Unit – 11 :** Industrial sickness – Causes – Consequences and Remedial Measures
- Unit – 12 :** Govt. Policy Control & Regulation for small – scale Enterprises
- Unit – 13 :** A brief outline about Marketing Management, Financial Management and Human Resource Management / Event Management /Safety and Disaster Management

#### Books Suggested.

1. Entrepreneurship Development – S.S.Khanka

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2. Industrial Entrepreneur in India – N.L. Dass
3. Entrepreneurship in small scale Industries – S.S. Khanka
4. Entrepreneurship and Growth of Enterprise in Industrial Estate – N.G. Rao.
5. Developing Entrepreneurship – TV Rao & U Parikh.

**Distribution of Marks:**

1. Ten objective type 2 x 10 = 20 Marks
2. Four Answers from any Unit in about 500 Words 4 x 20 = 80 Marks

**Total** **100 Marks**

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*D. M. Das*

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**SEMESTER - I**  
**GE - 1**

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 104**  
**Paper Name: English Subsidiary**  
**Credit: 3**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

**Unit - A**

**Anthology of English Poetry: *The Pierian Spring***

Poems prescribed

- i) Shakespeare – Let Me Not to the Marriage of True Minds
- ii) Spenser: One Day I Wrote Her Name
- iii) Milton – On His Blindness
- iv) Donne – Sun Rising
- v) Wordsworth – Three Years She Grew in Sun & Shower
- vi) Keats – Ode to a Nightingale
- vii) Tennyson – Ring Out Wild Bells (from In Memoriam)
- viii) T S Eliot – Gerontion
- ix) W B Yeats – The Second Coming
- x) Seamus Heaney- Digging

**Unit - B**

Drama: *Tara* by Mahesh Dattani

**Unit - C**

Drama: *Pygmalion* by G.B. Shaw

**Distribution of Marks:**

1. One critical question from Poetry	20 Marks
2. One critical question from Tara	20 Marks
3. One critical question from Pygmalion	20 Marks
4. Four Explanation (Two from poetry, one from Tara and one from Pygmalion) 10 x 4 =	40 Marks
<b>Total</b>	<b>100 Marks</b>

**Books suggested:**

*The Pierian Spring* ed. Dr. R.M. Singh and S.K. Sharma

*Tara* – Mahesh Dattani

*Pygmalion* – G. B. Shaw

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## SEMESTER - I GE - 3

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 204**  
**Paper Name: Economics Subsidiary**  
**Credit: 3**  
**Duration of Examinations: 3 hrs.**

### SYLLABUS

#### Principles of Economics / Business Economics

##### Unit - A

- Nature, Scope and Definition of Economics, Micro and Macro Economics
- Law of Demand, Elasticity of Demand, Utility – Types, Consumer Surplus
- Production – Law of Returns, Nature of Costs Fixed and Variable Costs, Total, Average Costs and Marginal Costs.
- Market Structure – Perfect and Imperfect Price Determination under Monopoly, Perfect Competition and Monopolistic Competition
- National Income – Meaning and Measurement

##### Unit - B

- Theory of Distributors : Theories of Rent, wages, Interest and Profit
- Market – Meaning – Types
- Money Market and Capital Market
- Problem of BOP and BOT, FEMA
- Free Trade and Protection

##### Unit - C

- Indian Tax Structure – Direct and Indirect Tax – Principles of Taxation
- Comparative Cost Theory of International Trade.
- A brief outline about LPG (Liberalisation, Privatisation and Globalisation)
- WTO – Objectives and Functions – Its Changing role

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**Distribution of Marks:**

- |  |                   |
|--|-------------------|
| 1. Ten objective type                            | 2 x 10 = 20 Marks |
| 2. Four Answers from any Unit in about 500 Words | 4 x 20 = 80 Marks |
| <b>Total</b>                                     | <b>100 Marks</b>  |

**Books Suggested :-**

1. Economic Theory – M.L. Jhingar
2. Money, Banking and International Trade : M. LSETI
3. Micro Economics : H.L. Ahuja
4. Money, Banking and International Trade – M.L. Jhingar
5. Monetary Economics – Dr. Suman

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**SEMESTER - I**  
**GE - 3**

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 204**  
**Paper Name: History Subsidiary**  
**Credit: 3**  
**Duration of Examinations: 3 hrs.**

**SYLLABUS**

**Indian History from Earliest Times to 1526**

**Unit - A**

- Sources of Ancient Indian History
- Sources of Medieval Indian History (1206 to 1526)
- Harappan Civilization
- Vedic Civilization – Early and later
- Sixth Century B.C. – Rise of Magadha and the Religious Reformation Movement.
- The Age of the Mauryas – Political History with special reference to Chandragupta and Ashoka's Decline
- Satvahanas and Kushanas

**Unit – B**

- The Age of the Guptas with special reference to Samudragupta and Chandragupta II – Social, Economic and Cultural developments, decline
- Harshavardhana – Extent of Empire and achievements
- The Palas – Political and Cultural Developments
  
- **South India :** (a) Pallavas – Cultural Developments  
(b) Cholas – Administration and Maritime activities  
(c) Chalukyas of Badami

**Unit - C**

- Arab Invasion of Sindh.
- Advent of the Turks – Causes of their Success.
- Consolidation of Turkish Rule (1206-1290) with special reference to Iltutmish and Balban
- Alauddin Khilji – Imperial Policy and Economy
- Muhammadbin Tughlak – Administrative Schemes
- Firoz Tuglak – As a Ruler
- Rise of Vijayanagar Empire – Cultural Development.

- Sikandar Lodi – Assessment
- Administrative Structure and Revenue During the Sultanate Period.
- Socio-religious Developments during the Sultanate period. Sufism and Bhakti Movements

**Distribution of Marks:**

1. Ten objective type	2 x 10 = 20 Marks
2. Four Answers from any Unit in about 500 Words	4 x 20 = 80 Marks
<b>Total</b>	<b>100 Marks</b>

**Suggested Reading:**

1. Bharat Ka Prachin Itihas – R.S. Tripathi
2. Ancient History – R.C. Mazumdar
3. Prachin Bharat Ka Rajnitik aur Sanskritik Itihas – R.C. Mazumdar
4. Prachin Bharat Ka Itihas – D.N. Jha & Srimali
5. A.B. Pandey – Early Medieval (English & Hindi)
6. L.P. Sharma – Medieval India (Hindi)

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**SEMESTER - 1**  
**AECC - 2**

Title: Functional English  
Semester End Examination: 100  
Total Marks: 100

Paper Code: BFE 203  
Paper Name: Rashtra Bhasha Hindi  
Credit: 2  
Duration of Examinations: 3 hrs.

**SYLLABUS**

**खण्ड (अ)**

पद्य चित्रिधा: निर्धारित पाठ:-

- |                                |  |
|--------------------------------|--|
| • विद्यापति                    | - सरसिज विनु सर विनु सरसिज             |
| • कबीरदास                      | - झीनी झीनी चीनी चदरिया                |
| • जायसी                        | - पद्मावत - मैं एहि अरथ पंडितन्ह बूझां |
| • सूरदास                       | - पथिका! संसेसो कहियो जाय ।            |
| • अयोध्या सिंह उपध्याय हिऔध    | - कर्मवीर                              |
| • सुमित्रानन्द पंत             | - नौका - विहार                         |
| • सुर्यकान्त त्रिपाठी 'निराला' | - विधवा                                |
| • जयशंकर प्रसाद                | - तुमुल कोलाहल कलक में                 |
| • महादेवी वर्मा                | - मधुर-मधुर मेरे दीपक जल               |
| • नागार्जुन                    | - अकाल और उसके बाद                     |
| • अज्ञेय                       | - नदी के द्वीप                         |

**खण्ड (आ)**

हिन्दी भाषा

- हिन्दी भाषा
- भाषा और बोली में अंतर
- हिन्दी ध्वनियों का वर्गीकरण
- भारत में भाषा परिवार का परिचय (संक्षिप्त परिचय)
- नगरी लिपि का विकास, मानकीकरण

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अंक वितरण:

खण्ड (अ)	: (क) परिचयात्मक/आलोचनात्मक	20 × 2 = 40
	(ख) व्याख्यात्मक प्रश्न	10 × 2 = 20
	(ग) वस्तुनिष्ठ प्रश्न	10 × 1 = 10
खण्ड (आ)	: हिन्दी भाषा	15 × 2 = 30

निर्धारित तथा महायक पुस्तकें :

(1) भाषा विज्ञान - भोलानाथ तिवारी

(2) पद्य विविधा - संपादक द्वय - डॉ० समीर कुमार शर्मा

डॉ० दिलीप राम

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## SEMESTER - III GE - 2

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 304**  
**Paper Name: English Subsidiary**  
**Credit: 3**  
**Duration of Examinations: 3 hrs.**

### SYLLABUS

#### Unit-A: *A Slice of Life* : An Anthology of Short Stories

##### Short Stories Prescribed:

- Maupassant – The Necklace
- O. Henry – The Last Leaf
- Catherine Mansfield – A Cup of Tea
- R.K. Narayan – Selvi
- M R Anand – The Lost Child
- Jhumpa Lahiri – The Interpreter of Maladies
- Shashi Deshpande – Hear MeSanjayee!

##### *Exploration of Ideas*

##### Pieces of Prose Prescribed:

- James Bryce – Some hints of Public Speaking
- C.E.M. Joad – A Dialogue on Civilization
- Hill – Principles of good writing
- Bapsi Sidhwa- Why do you write?
- Jawahar Lal Nehru – The Reawakening of India
- Subhash Chandra Bose – To Delhi, To Delhi
- Dr. Rukhmabai – Purdah – The Need for its Abolition

#### Unit- B

#### *A Collection of Indian English Poetry*

##### Pieces of Poetry prescribed:

- Derazio: Poetry
- Toru Dutt: The Lotus
- Sarojini Naidu: The Soul's Prayer
- Nissim Ezekil: Goodbye Party for MissPushpa T.S.

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- A.K. Ramanujan : The Striders
- Kamla Das: Introduction
- Mamta Kalia: Tribute to Papa.

**Unit D**

**Drama: Nagamandala** by Girish Karnad

**Distribution of Marks:**

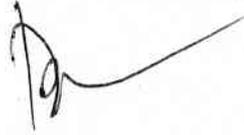
- |   |                   |
|---|-------------------|
| 1. Ten objective type ( From any Unit)  | 2 x 10 = 20 Marks |
| 2. Four Answers (Two from Unit A i.e. one from short stories & one from Prose Pieces) & One answer form unit B & C each | 4 x 20 = 80 Marks |
| <b>Total</b>  | <b>100 Marks</b>  |

**Book Suggested :**

1. **A Slice of Life: An Anthology of Short Stories** ed by R.M. Singh Board of Editors, Motilal Banarsidas
2. **Exploration of Ideas** ed. by R.M. Singh & S.K. Sharma, Orient Blackswan, Hyderabad, 2009
3. **A Collection of Indian English Poetry:** (ed) Radha Mohan Singh, Orient Blackswan, Hyderabad, 2011.
4. Karnad Girish; **Nagamandala**; Oxford University Press.

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## SEMESTER - III GE - 4

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 405**  
**Paper Name: Economics Subsidiary**  
**Credit: 3**  
**Duration of Examinations: 3 hrs.**

### SYLLABUS

#### Unit - A

- Nature of Economic System – Capitalism Socialism and Mixed Economy– Their Features; Merits and Demerits
- Concept of Economic Development – Features of a Developing Economy, Problems of Economic Development in Developing Economy – Measures for Economic Development
- Indian Agriculture – Importance, Problems, Marketing of Agricultural Produce, Agricultural Finance in India, New Agricultural Policy.
- Problem of Industrialisation, New Industrial Policy of the Govt. of India- Present Position, Main Problems and Future Prospects of Iron & Steel Industry, Cotton Textile, Cement and Sugar Industry. Small Scale Industry – Contribution and Problems.

#### Unit - B

- Trends and Special Features of Foreign Trade
- Money – Its Functions and Types
- Inflation and Deflation – Causes and Effects
- Monetary Policy – Objectives and Methods of Implementation

#### Unit - C

- Bank – Types and Functions, Investment Policy of Commercial Bank
- Central Bank – Functions and Credit Control
- Exchange Rate – Determination, Methods of Exchange Control
- IMF and World Bank – Objectives and Functions
- Current Poverty and Unemployment Eradication Programme of the country.

#### Distribution of Marks:

- |  |                   |
|--|-------------------|
| 1. Ten objective type                            | 2 x 10 = 20 Marks |
| 2. Four Answers from any Unit in about 500 Words | 4 x 20 = 80 Marks |

**Total** 100 Marks

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**Books Suggested :**

1. Indian Economy – Mishra and Puri
2. Indian Economy – Dutt and Sundram
3. Indian Economy – A.N. Agrawal
4. Indian Economy – Sharma and Singh

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## SEMESTER - IV GE - 4

**Title: Functional English**  
**Semester End Examination: 100**  
**Total Marks: 100**

**Paper Code: BFE 405**  
**Paper Name: History Subsidiary**  
**Credit: 3**  
**Duration of Examinations: 3 hrs.**

### SYLLABUS

#### Unit - A

- French Revolution : Causes and Significance.
- Napoleon – Achievements and Causes of his Downfall.
- Vienna Congress and the Concert of Europe
- Industrial Revolution – Causes and Impact on Europe
- Unification of Germany and Italy

#### Unit - B

- Chinese Revolution of 1911: Causes and Significance
- League of Nations – Success and failures
- Russian Revolution of 1917: Origin and Significance
- First World War – Causes & Significance
- Japanese Imperialism till 1937: Causes and Growth

#### Unit - C

- Turkey under Mustapha Kamal Pasha
- Fascism in Italy: Rise of Mussolini
- Nazism in Germany: Rise of Hitler
- Second World War: Causes and Significance

#### Distribution of Marks:

- |  |                   |
|--|-------------------|
| 1. Ten objective type                            | 2 x 10 = 20 Marks |
| 2. Four Answers from any Unit in about 500 Words | 4 x 20 = 80 Marks |

**Total**                      **100 Marks**

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**Books Recommended:**

1. David Thomson – **Europe Since Napoleon**
2. Dinanath Verma – **Adhunik Europe**
3. Lal Bahadur Verma – **Adhunik Europe**
4. Parthasharti Gupta – **Europe Ka Itihas**

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**SEMESTER - IV**  
**AECC - 3**

Title: Functional English  
Semester End Examination: 100  
Total Marks: 100

Paper Code: BFE 403  
Paper Name: Rashtra Bhasha Hindi  
Credit: 2  
Duration of Examinations: 3 hrs.

**SYLLABUS**

**खण्ड (अ)**

पद्य विविधा: निर्धारित पाठ -

- विद्यापति
- कवीरदास
- जायसी
- सूरदास
- अयोध्या सिंह उपध्याय हिऔध
- सुमित्रानन्द पंत
- सुर्यकान्त त्रिपाठी 'निराला'
- जयशंकर प्रसाद
- महादेवी वर्मा
- गार्ग्य
- अज्ञेय

- सरसिज बिनु सर सर बिनु सरसिज
- झीनी झीनी बीनी चरिया
- पद्मावत - मैं एहि अरथ पंडितन्ह बूझा
- अधिक! सेसो कहियो जाय ।
- कर्मवीर
- नौका - बिहार
- विधवा
- तुमुल कोलाहल कलह में
- मधुर-मधुर मेरे दीपक जल
- अकाल और उसके बाद
- नदी के द्वीप

**खण्ड (आ)**

हिन्दी भाषा

- हिन्दी भाषा
- भाषा और बोली में अंतर
- हिन्दी ध्वनियों का वर्गीकरण
- भारत में भाषा परिवार का परिचय (संक्षिप्त परिचय)
- नागरी लिपि का विकास, मानकीकरण

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Disha Kumar

अंक वितरण:

खण्ड (अ) :	(क) परिचयात्मक/आलाचनात्मक	20 × 2 = 40
	(ख) व्याख्यात्मक प्रश्न	10 × 2 = 20
	(ग) यस्तुनिष्ठ प्रश्न	10 × 1 = 10
खण्ड (आ) :	हिन्दी भाषा	15 × 2 = 30

निर्धारित तथा सहायक पुस्तकें :

- (1) भाषा विज्ञान - भोलानाथ तिवारी
- (2) पद्य विविधा - संपादक द्वय - डॉ० समीर कुमार शर्मा  
डॉ० दिलीप राय

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**SEMESTER - III**

**SEC - 1**

**Title: Functional English**  
**Semester End Examination: 20**  
**Total Marks: 20**

**Paper Code: BFE 303**  
**Paper Name: Fundamental of Computer**  
**Credit: 2**  
**Duration of Examinations: 2 hrs.**

**SYLLABUS**

**Skill Enhancement Course (SEC) (Choose any 2)**

**SEC-1: FUNDAMENTAL OF COMPUTER**

**Unit-I**

**Basics of Computer and it's evolution:** A simple model of computer, Data, Instruction and Information, Characteristics of computers, Various fields of application of computers, Various components of computer (Hardware, Software and Firmware), Advantages and Limitations of computer, Block diagram of computer, Function of different units of computer, Classification of computers, Different Generation of computers (I to V), Types of software (System and Application), Compiler and Interpreter, Generation of language (Machine Level, Assembly, High Level, 4GL)

**Unit-II**

**Data Representation:** Representation of characters in computer, Different Number System (Decimal, Binary, Octal and hexadecimal) and their inter conversion (Fixed Point Only), Binary Arithmetic (Addition, Subtraction, Multiplication and Division)

**Unit-III**

**Input and Output Devices:** Keyboard, Mouse, Joystick, Digitizer, Scanner, MICR, OCR, OMR, Light Pen, Touch Screen, Bar Code Reader, Voice Input Device, Monitor and it's type (VGA, SVGA and XGA), Printer and it's type (Impact and Non-Impact with example), Plotter.

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**Computer Memory:** Primary Memory (ROM and it's type – PROM, EPROM, EEPROM, RAM) Secondary memory- SASD, DASD Concept, Magnetic Disks – Floppy disks, Hard disks, Magnetic Tape, Optical disks – CD ROM and it's type (CD ROM, CD ROM-R, CD ROM-EO, DVD ROM) Flash Memory

#### Unit-IV

**Operating System Concept:** Introduction to operating system; Function of OS, Types of operating systems, Booting Procedure, Start-up sequence, Details of basic system configuration, Important terms like Directory, File, Volume, Label, Drive name, etc.

#### Unit-V

**MS Office (Including Practical):** MS Word – editing a document- Formatting – Spell Checking – Page setup, Using tabs, Tables and other features Mail Merge, MS Excel – building work sheet- data entry in work sheets, auto fill – working with simple problems- formula – statistical analysis, sort, charts, MS Power point – Design, Side Show – Presentation.

#### Unit-VII

**Introduction to INTERNET:** Definition of INTERNET, INTRANET EXTERNET; Hardware and software of INTERNET – Modem, Web Browser, Concept of E-mail, Web Server, Web Page, Web Sites and WWW (World Wide Web); Some important terminology – HTTP, URL, FTP, DNS; Definition of Hypertext; Basic concept of HTML and static webpage development using HTML.

#### Suggested Books:

1. *Balguruswami - Computer Fundamentals.*
2. *V.Rajaraman - Computer Fundamentals.*
3. *Norton, P., Introduction To Computers, TMH Publication.*
4. *Fundamental of Computers – By P. K. Sinha ( B.P.B publication )*

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