

# SKILL BASED SHORT TERM COURSES

*(w.e.f. from June 2020)*



**Bhakta Kavi Narsinh Mehta University  
Junagadh**

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## LIST OF SKILL BASED COURSES

### Bhakta Kavi Narsinh Mehta University, Junagadh

Skill based short term Certificate, Diploma and Post Graduate Diploma Courses

Sr. No	Name of Course	Credit/Hours	Duration	Course structure		Admission	Intake	Fees Rs.	Eligibility		Passing Criteria
				Internal	External				For Institution	For Teacher	
1	Certificate Course in Basics of Environmental Pollution (CCBEP)	4/60	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed.	20*	12,500/-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	M.Sc. (55 %) in Environment science/Life sciences/ Bio science	40 %
2	Certificate Course in Disaster Management (CCDM)	4/60	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed.	20*	12,500/-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	M.Sc. (55 %) in Environment science/Life sciences/ Bio science/Fire safety and disaster management/ Industrial safety	40 %
3	Certificate Course in Emerging Trends in Ecotourism (CCETE)	4/60	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	20*	12,500/-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	M.Sc. (55 %) in Environment science/Life sciences/ Bio science/Diploma in tourism	40 %
4	Certificate Course in Solid Waste Management (CCSWM)	4/60	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	20*	12,500/-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	M.Sc. (55 %) in Environment science/Life sciences/ Bio science/Fire safety and disaster management/ Industrial safety	40 %

Sr. No	Name of Course	Credit/Hours	Duration	Course structure		Admission	Intake	Fees Rs.	Eligibility		Passing Criteria
				Internal	External				For Institution	For Teacher	
5	Certificate course in Human Resource Management (CCHRM)	4/60	6 Months	30 %	70 %	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	30	7500 /-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Social Sciences, Commerce and Management	40 %
6	Certificate Course in Human Right (CCHR)	4/60	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	30	7500 /-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Social Sciences	40 %
7	Certificate Course in Tourism Management (CCTM)	8-120	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	30	7500 /-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Social Sciences,	40 %
8	Certificate Course in Indian Constitution (CCIC)	4-120	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	30	7500 /-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Social Sciences,	40 %
9	Certificate Course in Communicative English for Beginners (CCCEB)	4/60	6 months	30%	70%	All applicants who are 12th pass will be admitted.	30	5000/-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in English subject	40 %

Sr. No	Name of Course	Credit/Hours	Duration	Course structure		Admission	Intake	Fees Rs.	Eligibility		Passing Criteria
				Internal	External				For Institution	For Teacher	
10	Certificate Course in Communicative English for Intermediates (CCCEI)	4/60	6 months	30%	70%	All applicants who are 12th pass will be admitted.	30	6500/-	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in English subject	40 %
11	Diploma in Accounting (DIA)	50/750	1 Year	30%	70%	The minimum eligibility for admission shall be 12+3 or any equivalent examination passed	30	12500	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Commerce, Accountancy and Management	40 %
12	Diploma in import export & international finance (DIEIF)	16/240	1 Year	30%	70%	The minimum eligibility for admission shall be 12+3 or any equivalent examination passed	60	10,000	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Commerce, Accountancy and Management	40 %
13	Post Graduate Diploma in Banking and Insurance (PGDBI)	16/240	1 Year	30%	70%	The minimum eligibility for admission shall be 12+3 or any equivalent examination passed	60	15,000	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Commerce, Accountancy, Management, Banking and Co-operation	40 %
14	Certificate Course in E-Commerce (CCE)	12/180	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	60	7000	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Commerce, Accountancy, Management, Computer Science	40 %

15	Certificate Course in Goods and service Tax (CCGST)	12/180	6 months	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	60	7000	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Commerce, Accountancy, Management	40 %
16	P.G. Diploma Clinical and Counselling Psychology (PGDCC)	24/360	1 Year	30%	75%	Any candidate who has cleared his/her Graduation or equivalent exam any discipline with 40%.	30	20,000	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	M.A. Psychology (M.Phil/Ph.D./Net/ Set preferable )2) P.G. Diploma in Clinical and Counselling Psychology Cert. Course	40 %
17	Diploma in Fire Safety (DFS)	45/675	1 Year	30%	70%	Passed 10 <sup>th</sup> examination	30	15000	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	PG degree in Fire Technology or Related Subject	40 %
18	Diploma in Hospital Management (DHM)	24/360	1 Years	30%	70%	The minimum eligibility for admission shall be 10+2 or any equivalent examination passed	30	15000	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Master Degree in with 55 %Management and Paramedical science	40 %

19	Post Graduate Diploma in Taxation (PGDT)	32/480	1 Years	30%	70%	Any candidate who has cleared his/her Graduation or equivalent exam any discipline with 40%.	30	12500	UG and/or PG institution (affiliated with BKNMU) shall be eligible.	Master Degree in Commerce, Accountancy, Management	40 %
20	Certificate Course in Tally Accounting (CCTA)	08/120	6 month	30%	70%	12th pass (any stream) or above with basic understand of English	30	12500	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Master Degree in Commerce, Accountancy, Management with knowledge of Computer &Tally	40%
21	Diploma in Performing Arts (Kathak)	36/540	2 Years	30%	70%	12 <sup>th</sup> Passed (any stream)	30	12500	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Sangeet visarad teacher	40 %
22	Diploma in Sanitary Inspector (DSI)	25/375	1 Year	30%	70%	10+2 or Equivalent, Area in specialization (if any); Not Required	30	12500	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Diploma in Sanitary Inspector from any recognised Govt. institution	40 %
23	Diploma in Hospital Assistant & Phlebotomy (DHAP)	12/180	1 Year	30%	70%	12 <sup>th</sup> Passed (any stream) or above with basic understanding of English	30	20000	Any college affiliated to BKNMU and having hospital attachment/collaboration	MBBS/BAMS/BHMS/MD/M.S./GNM/B.Sc.(Nursing), Medical Lab. Technician,	40%

24	Diploma in Tally Accounting	16/240	1 Year	30%	70%	12 <sup>th</sup> Passed (any stream) or above with basic understanding of English	30	15000	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Master Degree in Commerce, Accountancy, Management with knowledge of Computer & Tally	40%
25	Post Graduate Diploma in Journalism	30/450	1 Year	30%	70%	A Candidate who has cleared his/her Graduation or equivalent exam in any discipline	40	15000	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Master Degree in Journalism	40%
26	Post Graduate Diploma in Marine Science	40/384	1 Year	30%	70%	12 <sup>th</sup> Passed (any stream) or above examination in any Subject of Life Sciences/ Biological Sciences	30	12500	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	M. Sc. In any subject of Life Sciences (Botany/Microbiology/Zoology/Env. Sciences)	40%
27	Post Graduate Diploma in Mass communication	40/600	1 Year	30%	70%	A Candidate who has cleared his/her Graduation or equivalent exam in any discipline	40	15000	UG and/or PG institution (affiliated with BKNMU) with relevant subject shall be eligible.	Master Degree in Mass Communication and journalism	40%



# GUIDELINES FOR SKILL BASED COURSES



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University**  
**Junagadh**

(1)

**Certificate Course in  
Basics of Environmental Pollution (CCBEP)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** Certificate Course in Basics of Environmental Pollution (CCBEP)

❖ **Objectives:**

- To make the students knowledgeable with respect to the subject and its practical applicability.
- To promote understanding of basic and advanced concepts in Industrial pollution aspects and waste water treatment technologies.
- To expose the students to different processes used in industries and in research field.
- To develop skills required in various industries, research labs and in the field of human health.
- To prepare the students to accept the challenges in industrial sectors

❖ **Duration:**

Total duration of the CCBEP Course shall be of six months.

❖ **Course Tenure:**

June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Required:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Medium of Instruction:** English

❖ **Maximum Intake:** 20

❖ **Course Fee:** Rs.12500/-

# Certificate Course in

## BASICS OF ENVIRONMENTAL POLLUTION (CCBEP)

### Course Content

Units	Content	Credits	No. of Hours
Unit - I	<b>Environmental Pollution</b>	01	15
Unit – II	<b>Air Pollution</b>	01	15
Unit - III	<b>Water Pollution</b>	01	15
Unit - IV	<b>Soil and Noise pollution Field Visit</b>	01	15
	<b>TOTAL</b>	<b>04</b>	<b>60</b>

#### Unit Wise Course Contents

##### **Unit – I Environmental Pollution**

General Instruction of environmental pollution, types of pollution and pollutant and their classification, Current scenario of India's Pollution, Step for prevent of pollution

##### **Unit – II Air Pollution**

Basic principles of air pollution, Composition of air, Structure of Atmosphere, Classification of air pollution, Sources of air pollution, Causes and effect of air pollution, Control measures of air pollution

##### **Unit – III Water Pollution**

Structure of Hydrosphere, Classification of water bodies; physico-chemical and biological properties of fresh water Water and Waste, Sources of Water pollution, Eutrophication of water resources, Water pollution control measures, The Water (Prevention and control of Pollution Act, 1974)

##### **Unit – IV Soil and Noise pollution**

Main causes and the processes that contribute to the degradation of soil quality (erosion, chemical degradation and physical degradation), Sources of pollution

Noise pollution level and source, effects of noise pollution, controlling measures of noise pollution

##### **Field visit**

(2)

**Certificate Course in  
DISASTER MANAGEMENT (CCDM)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** Certificate Course in Disaster Management (CDM)

❖ **Objectives:**

- To provide basic conceptual understanding of disasters and its relationships with development.
- To gain understand approaches of Disaster Risk Reduction (DRR) and the relationship between vulnerability, disasters, disaster prevention and risk reduction.
- To understand Medical and Psycho-Social Response to Disasters.
- To prevent and control Public Health consequences of Disasters
- To enhance awareness of Disaster Risk Management institutional processes in India
- To build skills to respond to disasters.

❖ **Duration:**

Total duration of the CDM Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Medium of Instruction:** English

❖ **Maximum Intake:** 20

❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

**Certificate Course in**  
**DISASTER MANAGEMENT (CDM)**

**Course Content**

<b>Units</b>	<b>Content</b>	<b>Credits</b>	<b>No. of Hours</b>
Unit - I	<b>Introduction to Disaster</b>	01	15
Unit – II	<b>Approaches to Disaster Risk Reduction</b>	01	15
Unit - III	<b>Principles of Disaster Medical Management</b>	01	15
Unit - IV	<b>Disaster Risk Management In India Field visit</b>	01	15
	<b>TOTAL</b>	<b>04</b>	<b>60</b>

# **CERTIFICATE COURSE IN DISASTER MANAGEMENT (CCDM)**

## **UNIT-1: INTRODUCTION TO DISASTER**

Concepts of Hazard, Vulnerability, Risks, Natural Disasters (earthquake, Cyclone, Floods, Volcanoes), Refugee operations during disasters, Human Resettlement and Rehabilitation issues during and after disasters

## **UNIT-II: APPROACHES TO DISASTER RISK REDUCTION**

Disaster Risk Reduction Strategies, Disaster Cycle, Phases of Disaster, Preparedness Plans, Action Plans and Procedures, Early warning Systems Models in disaster preparedness, Sustainable Management, Psychosocial care provision during the different phases of disaster

## **UNIT- III: PRINCIPLES OF DISASTER MEDICAL MANAGEMENT**

Introduction to disaster medicine, various definitions in disaster medicine, Disaster life cycle, Disaster planning, Disaster preparation, Disaster recovery in relation to disaster medical management

## **UNIT-V: DISASTER RISK MANAGEMENT IN INDIA**

Disaster Management Indian scenario, India's vulnerability profile, Disaster Management Act 2005 and Policy guidelines. Cases Studies : Bhopal Gas Disaster, Gujarat Earth Quake, south India Tsunami,

## **Field Visit**



(3)

**CERTIFICATE COURSE IN  
EMERGING TRENDS IN ECOTOURISM (CCETE)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** Certificate Course in Emerging Trends in Ecotourism (CCETE)

❖ **Objectives:**

The objective of the Certificate course in Eco-Tourism emphasizes on nature based tourism and analyses the history, concepts, principles, marketing, planning and management of Ecotourism activities in eco-tourism centres. It also highlights the development of ecological and cultural sustainability, education interpretation and economic benefits at the local level. This will provide the student with an understanding of the theory and in managing the eco-tourism resources effectively. The course helps in the following:

1. To create basic understanding of tourism industry and knowledge of current trends in Ecotourism. 2. To acquire ability to understand the importance of local ecology, culture, history and economic development of Ecotourism. 3. To conserve the natural resources and maintain the integrity of indigenous culture. 4. To identify the Ecotourism markets and develop knowledge for potential Ecotourism projects. 5. To evaluate and study the Ecotourism resources in India and its environmental and economic aspects.

❖ **Duration:**

Total duration of the CETE Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Medium of Instruction:** English

❖ **Maximum Intake:** 20

❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

**CERTIFICATE COURSE IN  
EMERGING TRENDS IN ECOTOURISM (CCETE)**

**Course Content**

<b>Units</b>	<b>Content</b>	<b>Credits</b>	<b>No. of Hours</b>
Unit - I	Trends and scope of Ecotourism	01	15
Unit – II	Recent trends in Ecotourism- I	01	15
Unit - III	Recent trends in Ecotourism- II	01	15
Unit - IV	Recent trends in Ecotourism- III Field visit	01	15
	<b>TOTAL</b>	<b>04</b>	<b>60</b>

# **CERTIFICATE COURSE IN EMERGING TRENDS IN ECOTOURISM (CCETE)**

## **Unit 1: Trends and scope of Ecotourism**

- 1.1 Tourism concepts and definitions
- 1.2 Characteristics of Ecotourism
- 1.3 Innovation in Ecotourism
- 1.4 Special Interest Tourism – definition and scope
- 1.5 Importance of developing Special Interest Tourism
- 1.6 Factors related to Special Interest Tourism

## **Unit 2: Recent trends in Ecotourism- I**

- 2.1 Cultural tourism
- 2.2 Pilgrimage tourism
- 2.3 Ethnic and Rural tourism
- 2.4 Farm tourism

## **Unit 3: Recent trends in Ecotourism- II**

- 3.1 Adventure sports tourism
- 3.2 Health tourism
- 3.3 Wildlife tourism
- 3.4 Backwater tourism

## **Unit 4: Recent trends in Ecotourism- III**

- 4.1 Island and beach tourism
- 4.2 Mountain tourism
- 4.3 Mangrove Tourism
- 4.4 Wetland Tourism
- 4.5 Dissertation (Dissertation topics can be selected by the student in consultation with the Faculty.)

(4)

**CERTIFICATE COURSE IN  
SOLID WASTE MANAGEMENT (CCSWM)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** Certificate Course in Solid Waste Management (CCSWM)

❖ **Objective:**

Solid waste management is a pressing issue, and lack of know how in solid waste management is a great concern for all the Local Self Govt. units & community. Additionally, there is still little awareness on the importance of sound environmental management within the majority of the population. The course on Solid Waste Management gives the student an overview of municipal solid waste management including collection, transfer, transport, and disposal. Methods of processing, basic disposal facilities, disposal options, and the environmental issues of solid waste management will be covered in this course.

❖ **Duration:**

Total duration of the CSWM Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Medium of Instruction:** English

❖ **Maximum Intake:** 20

❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

# CERTIFICATE COURSE IN SOLID WASTE MANAGEMENT (CCSWM)

## Course Content

<b>Units</b>	<b>Content</b>	<b>Credits</b>	<b>No. of Hours</b>
Unit - I	Sources and Composition of Municipal Solid Waste	01	15
Unit – II	Solid Waste Generation and Collection	01	15
Unit - III	Processing and disposal of Solid Waste	01	15
Unit - IV	Hazardous Solid Waste Field visit	01	15
	<b>TOTAL</b>	<b>04</b>	<b>60</b>

# **CERTIFICATE COURSE IN SOLID WASTE MANAGEMENT (CCSWM)**

## **Unit – I Sources and Composition of Municipal Solid Waste**

Introduction, Sources of solid waste, Types of solid waste, Composition of solid waste and its determination.

Physical properties of Municipal Solid Waste, Chemical properties of Municipal Solid Waste, Biological properties of Municipal Solid Waste, Transformation of Municipal Solid Waste.

## **Unit – II Solid Waste Generation and Collection**

Quantities of Solid Waste, Measurements and methods to measure solid waste quantities, Solid waste generation and collection, Factors affecting solid waste generation rate

## **Unit – III Processing and disposal of Solid Waste**

Processing of solid waste at residence e.g. Storage, conveying, compacting, Shredding, pulping, granulating etc., Processing of solid waste at Commercial and industrial site

Combustion and energy recovery of municipal solid waste, landfill processes, Differentiate sanitary land fill and incineration as final disposal system for solid waste

## **Unit – IV Hazardous Solid Waste**

Definition, identification and classification of hazardous solid waste, Characteristics Hazardous waste toxicity, reactivity, infectiousness, flammability, radioactivity, corrosiveness. Bio-medical waste, its sources, generation, storage and Disposal

## **Field visit**



(5)

**CERTIFICATE COURSE IN HUMAN RESOURCE  
MANAGEMENT  
(CCHRM)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** Certificate Course in Human Resource Management (CCHRM)

❖ **Objective:**

To understand the crucial role and importance of human resources in various organizations and to develop and to improve the quality of human resource managerial skills who expects their future in management.

❖ **Duration:**

Total duration of the CHRM Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Intake Capacity:** 30

❖ **Medium of Instruction:** Gujarati, English

❖ **Fees Structure:** 7500/- (Seven Thousand Five Hundred Only)

## Human Resource Management

Units	Content	Method	Credit	No. of Hours
Unit - I	Management and Human Resource Management Management: - Concept, Nature, Process, Functions.	Lecture Audio-Visual Aid Group Discussion	4	15
Unit – II	Human Resource Management: - Concept, Objective, Nature and Scope Importance of Management and HR Management	Lecture Audio-Visual Aid Group Discussion		15
Unit - III	Human Resource Planning and Recruiting Concept and Process of HR Planning	Lecture Audio-Visual Aid Group Discussion		15
Unit – IV	Recruitment and Selection Interview, Placement and Training	Lecture Audio-Visual Aid Group Discussion		15

(6)

**CERTIFICATE COURSE IN HUMAN RIGHTS  
(CCHR)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

- ❖ **Course Title:** Certificate course in Human Rights (CCHR)
- ❖ **Objectives:**

To create awareness about human rights and duties as well as sensitize students about the human rights violation. To sensitize students about the human values, ends, social norms and control, equality and justice. Along with that, students should be known about the global perspective of human rights.
- ❖ **Duration:**

Total duration of the CHR Course shall be of six months.
- ❖ **Course Tenure:** June to November & December to May.
- ❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)
- ❖ **Documents Require:**
  - School Leaving Certificate
  - Mark sheet of SSC and HSC Board/ITI/Diploma Examination
  - 2 Passport size photos
  - Caste Certificate (If applicable)
- ❖ **Intake Capacity:** 30
- ❖ **Medium of Instruction:** Gujarati, English
- ❖ **Course Fee:** 7500/- (Seven Thousand Five Hundred Only)

## Human Rights - I

Units	Content	Method	Credit	No of Hours
Unit - I	Human Rights: Concept and Classification Society and Development	Lecture Audio-Visual Aid Group Discussion	4	15
Unit – II	Concepts: Values, Ends, Social Control, Liberty, Equality, Justice, Unity in Diversity.	Lecture Audio-Visual Aid Group Discussion		15
Unit – III	Human Rights and Duties in India: Constitutional Frame Work Protection and Enforcement mechanism of HR and Duties in India	Lecture Audio-Visual Aid Group Discussion		15
Unit – IV	Universal Declaration of Human Rights – 1948, International Convention of Civil and Political Rights – 1966 International Convention on Economic, Social and Cultural Rights - 1966 UN Declaration and Duties and Responsibilities of Individuals 1997.	Lecture Audio-Visual Aid Group Discussion		15

(7)

**CERTIFICATE COURSE IN TOURISM MANAGEMENT  
(CCTM)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** Certificate Course in Tourism Management (CCTM)

❖ **Objective:**

This content is designed to understand the important role of tourism in India and to enhance the scopes for placement generation. This course design will give the overview of tourism industry and its development globally. This module will give the information regarding various types of tourism or tourist places and helps students to know the background elements of tourism resources.

❖ **Duration:**

Total duration of the CTM Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Intake Capacity: 30**

❖ **Medium of Instruction:** Gujarati, English

❖ **Course Fee: Rs.7500/-**(Seven Thousand Five Hundred Only)



## Tourism Management

Units	Content	Method	Credit	No. of Hours
Unit - I	Tourism: Concept and Definition Components of Tourism Nature and Scope of Tourism	Lecture Audio-Visual Aid Group Discussion	4	15
Unit – II	Growth and Development of Tourism Industries in India. History and Growth of Tourism Tourism Resource Development Policies.	Lecture Audio-Visual Aid Group Discussion		15
Unit - III	Impact of Tourism in India Types of Tourism: Eco Tourism, Heritage Tourism, Religious Tourism, Wildlife Tourism Socio-Economic Dimensions in Tourism.	Lecture Audio-Visual Aid Group Discussion		15
Unit - IV	Field visit, Project Work and Practical Assignment	Lecture Audio-Visual Aid Group Discussion		15



❖ **Course Title:** Certificate Course in Indian Constitution (CCIC)

❖ **Objectives:**

To understand the framework defining fundamental political principles, establishing the structure, procedures, powers and duties of government institutions and sets out fundamental rights, directive principles and the duties of citizens. To develop the understanding of constitutional rights and duties, sovereignty and socialism. To aware the students about values of justice, equality, liberty, brotherhood and endeavor to promote fraternity among them.

❖ **Duration:**

Total duration of the CIC Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Intake Capacity: 30**

❖ **Medium of Instruction:** Gujarati, English

❖ **Course Fee: 7500/-**(Seven Thousand Five Hundred Only)

## Indian Constitution

Units	Content	Method	Credit	No. of Hours
Unit - I	Indian Constitution: Introduction and Background Historical Background of Indian constitution Preamble of Constitution Foreign resources in Indian Constitution	Lecture Audio-Visual Aid Group Discussion	4	15
Unit – II	Main Characteristics of Indian constitution Annexures and Articles of Constitutions Indian citizenship Fundamental Rights and Duties Writes, Directive Principles of State	Lecture Audio-Visual Aid Group Discussion		15
Unit - III	National Symbols Constitutional Reform Process Drafting Committee of Constitution	Lecture Audio-Visual Aid Group Discussion		15
Unit - IV	Indian Parliament, President, Vice President and Prime Minister of India. Governors and Legislative Assembly Election Commission of India Process of making law	Lecture Audio-Visual Aid Group Discussion		15

**(09)**

**CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH FOR  
BEGINNERS**

**(CCCEB)**



**Effective from Academic Year (2020-2021)**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
JUNAGADH**

❖ **Course title:** Certificate Course in Communicative English for Beginners(CCCEB)

This is a unique Sixtyhours certificate course for Beginner Level students under Bhakta Kavi Narsinh Mehta University. It is designed with a focus on building English communication abilities of Indian students and making them job-ready. It exposes them to general as well as Business English. It also gives them an opportunity to earn the prestigious of Bhakta Kavi Narsinh Mehta University.

❖ **Objectives of the course:**

- To strengthen students' vocabulary
- To develops accuracy and fluency in English
- To focus on pronunciation, i.e., phonetic base of English
- To prepare students face-to-face and telephone communication in academic, social and business context.
- To engage students in meaningful communication through interactive tasks

❖ **Eligibility:**

All applicants who are 12<sup>th</sup> pass will be admitted.

❖ **Credit:**

Sixty Hours full time **CCCEB** course carry 4 credits.

❖ **Duration:**

This curriculum will be full time of Six Months.

❖ **Tenure:** June to November & December to May

❖ **Intake capacity:** 30

❖ **Admission Procedure:**

As per rules and Regulation of Bhakta Kavi Narsinh Mehta University, Junagadh.

❖ **Course Fee:** Rs.5000/- (Five Thousand Only)

**Bhakta Kavi Narsinh Mehta University, Junagadh**

**Certificate Course in Communicative English for Beginners (CCCEB)**

**Lessons:**

Unit-1.: Building Vocabulary

Unit-2: Basic Grammar (Tenses, Parts of Speech and Articles)

Unit-3: Pronunciation

Unit-4: Where are you from?

Unit-5: Do you need any help?

Unit-6: At the restaurant

Unit-7: My Home

Unit-8: Health

Unit-9: At the airport

Unit-10: At the hotel

**Evaluation Scheme and Paper Style**

- Internal evaluation should be done through oral interview (Viva Voce). It carries 30 marks. The following type of questions are to be asked:
  - Give situation and ask student to speak on it for 30 seconds.-10 marks
  - Give words/verbs/sentences to speak to with correct pronunciation-05 marks
  - Ask simple 10 questions related to the above units-15 marks

<b>Que.</b>	<b>Sub Que.</b>	<b>Type of Question</b>	<b>Marks</b>
1	(A)	From Unit-2: Tenses	08
	(B)	From Unit-2: Parts of Speech	08
	(C)	From Unit-2: Articles	06
	(D)	From Unit-1: Vocabulary	06
2	(A)	From Unit-4	06
	(B)	From Unit-5	06
3	(A)	From Unit-6	06
	(B)	From Unit-7	06
4	(A)	From Unit-8	06
	(B)	From Unit-9	06
	(C)	From Unit-10	06
		<b>Total</b>	<b>70</b>

**(10)**

**CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH FOR  
INTERMEDIATES**

**(CCCEI)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University,  
Junagadh**



❖ **Course Title:** CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH FOR INTERMEDIATES(CCCEI)

This is a unique Ninety hours certificate course for Intermediate Level students under Bhakta Kavi Narsinh Mehta University. It is designed with a focus on building English communication abilities of Indian students and making them job-ready. It exposes them to general as well as Business English. It also gives them an opportunity to earn the prestigious of Bhakta Kavi Narsinh Mehta University.

❖ **Objectives of the course:**

- To strengthen students' vocabulary
- To develop accuracy and fluency in English
- To focus on pronunciation, i.e., phonetic base of English
- To prepare students face-to-face and telephone communication in academic, social and business context.
- To engage students in meaningful communication through interactive tasks

❖ **Eligibility:**

All applicants who are 12<sup>th</sup> pass will be admitted.

❖ **Credit:**

Sixty hours full time CCCEI course carry 4 credits.

❖ **Duration:**

This curriculum will be full time of one semester.

❖ **Tenure:** June to November & December to May

❖ **Intake capacity:** 30 students

❖ **Admission Procedure:**

As per rules and Regulation of Bhakta Kavi Narsinh Mehta University, Junagadh.

❖ **Course Fee:** Rs.6500/- (Six Thousand Five Hundred Only)

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH**

**Certificate Course in Communicative English for Intermediates (CCCEI)**

**Lessons:**

Unit-1: Meeting new people

Unit-2: Feelings and gestures

Unit-3: Let's go for shopping

Unit-4: Telecommunication

Unit-5: How is the weather?

Unit-6: I need a change

Unit-7: Our Heroes

Unit-8: Jobs and ambitions

Unit-9: At the movies

Unit-10: Places in my city

**Evaluation Scheme and Paper Style**

- Internal evaluation should be done through oral interview (Viva Voce). It carries 30 marks. The following type of questions are to be asked:
  - Give any two situations and ask student to speak on them for 30 seconds.-20 marks
  - Ask simple 10 questions related to the above units-10 marks

<b>Que.</b>	<b>Sub Que.</b>	<b>Type of Question</b>	<b>Marks</b>
1	(A)	From Unit-1	07
	(B)	From Unit-2	07
2	(A)	From Unit-3	07
	(B)	From Unit-4	07
3	(A)	From Unit-5	07
	(B)	From Unit-6	07
4	(A)	From Unit-7	07
	(B)	From Unit-8	07
5	(A)	From Unit-9	07
	(B)	From Unit-10	07
		<b>Total</b>	<b>70</b>

(11)

POST-GRADUATE DIPLOMA IN ACCOUNTING  
(PGDIA)



**Effective from Academic Year (2020-2021)**

Bhakta Kavi Narsinh Mehta University  
Junagadh

❖ **Course Title: Post Graduate Diploma in Accounting (PG DIA)**

The course deals with processes involved in the management of income and expenses related to a business. The terms related to accountancy are ‘bookkeeping’ and ‘financial accounting’. The process of recording and summarizing financial transactions is known as bookkeeping and when the data is produced in reports for the use of individuals or companies outside the organization, the process is called financial accounting. Develop the skills to apply information technology in Accounting and Financial Management functions. Prepare them to use accounting software in the business world. Provide methods for excellent business communication. Develop a thorough understanding of Accounts and Finance functions of an organization. Develop financial leadership qualities. Collate and integrate systems of Accounts and Finance. Become proficient in using information technology and accounting tools in decision making. Post Graduate Diploma in Accounting and Finance is a post graduate level qualification targeting students with interest in accounts and finance. The programme has core courses, elective courses, practical work, case studies, industry interface and research covering areas of accounts and finance. The students will be exposed to global accounting practices along with tools for financial managerial decision making. The students will undertake courses in specialized areas of accounting and finance, to enhance competencies.

❖ **OBJECTIVES:**

To gain comprehensive understanding of all aspects relating to financial statements, principles, procedures of accounting and their application to different practical situations

The Syllabus aims to test the student’s ability to:

- Understand and explain the conceptual framework of Accounting
- Prepare Accounts for various entities under different situations
- Develop students to become effective managers and leaders in the business world.
- Familiarize the students with best Accounting and Financial Management policies.
- Acquire basic concepts of financial Accounting, Corporate Accounting, Cost & Management Accounting relevant for managerial decision making.

❖ **DURATION AND NATURE OF COURSE:**

One year Self-Finance Post-Graduate Diploma Course divided into Two Semesters. The course will be conducted five days in a week. Saturday/Sunday will be reserved for case discussions and seminar / paper presentations by invitees, experts and course participants.

❖ **Tenure : June to November (Semester-1) & December to May (semester-II)**

❖ **Eligibility:** Any graduate from recognized University in India or its equivalent.

❖ **Intake Capacity:** 30 students

❖ **Who Can Guide or Studied(FOR TEACHERS):** Commerce, Management, Accountancy

❖ **Medium of Instruction :** English

❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

❖ **Working Area:**

Public Accounting, Audit, Tax, Budget Analysis, Financial, Management Accounting, Real Estate Finance. Banking sector, Insurance sector and corporate sector

**Bhakta Kavi Narsinh Mehta University, Junagadh**

**Post Graduate Diploma in Accounting (PG DIA)**

**Course Structure**

**SEMESTER – I**

<b>Subject Code</b>	<b>Paper No.</b>	<b>Paper</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>
DIA 01	01	Fundamentals of Accounting	30	70	100	05
DIA 02	02	Financial Accounting-1	30	70	100	05
DIA 03	03	Cost Accounting-1	30	70	100	05
DIA 04	04	General Accountancy-1	30	70	100	05
DIA 05	05	Management Accounting-1	30	70	100	05

**SEMESTER – II**

<b>Subject Code</b>	<b>Paper No.</b>	<b>Paper</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>
DIA 01	01	Corporate Accounting	30	70	100	05
DIA 02	02	Financial Accounting-2	30	70	100	05
DIA 03	03	Cost Accounting-2	30	70	100	05
DIA 04	04	General Accountancy-2	30	70	100	05
DIA 05	05	Management Accounting-2	30	70	100	05

**Evaluation Scheme and Marks Distribution of  
Papers for Regular Students Only**

<b>INTERNAL ASSESSMENT [30 Marks]</b>		
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>
1	Assignments, MCQ, Seminar	<b>30</b>
<b>ASSESSMENT [70 Marks]</b>		
<b>Que. No.</b>	<b>Particulars</b>	<b>Marks</b>
1 OR 1	QUESTION (From Unit 1)	20
2 OR 2	QUESTION (From Unit 2)	20
3 OR 3	QUESTION (From Unit 3)	15
4 OR 4	QUESTION (From Unit 4)	15
<b>70</b>		
<b>Total Marks</b>		<b>100</b>

**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Diploma in Accounting (DIA)**  
**SEMESTER – I**

**Paper No-01: Fundamentals of Accounting**

**Subject Code: DIA 01**

**Course credit: 05**

Teaching Hours: 75

Marks: 70

<b>Unit</b>	<b>Content</b>	<b>Marks</b>
1	<p><b>Accounting process</b>            Introduction, Definitions, Book-Keeping, Accounting Cycle, Basic Accounting Terms, Generally Accepted Accounting Principles, Accounting Concepts and Conventions, Events &amp; Transactions, Voucher, Double Entry System, The Concepts of “Account”, “Debit” &amp; “Credit”, Types of Accounts, The Accounting Process, Accounting Equation, Accrual Basis &amp; Cash Basis of Accounting, Capital &amp; Revenue Transaction, Accounting Standards, Double Entry System, Books of Prime Entry, Subsidiary Books, Trial Balance, Measurement, Valuation &amp; Accounting Estimates, Opening entries, Closing entries, Transfer entries and Rectification entries.</p>	20
2	<p><b>Reconciliation statement</b>            Bank Reconciliation, Receivable Reconciliation, Payable Reconciliation and Stock Reconciliation  <b>Accounting for Special Transactions</b>            Bill of Exchanges, Consignment Accounting, Joint Venture Accounts and            Sales of goods on approval or return basis</p>	20
3	<p><b>Depreciation Accounting</b>            Introduction, Certain Useful Terms, Causes of Depreciation, Characteristics of Depreciation, Objective of and Necessity for providing Depreciation, Factors to be Consider for Calculating the Actual Depreciation, Methods of Charging, Depreciation, Provision for Depreciation Account , Disposal of an asset, Profit or Loss on sale of assets - Method of Depreciation Calculation, Change of Method - Prospective and Retrospective, Application of AS 6 - Depreciation Accounting and Application of AS 10 - Accounting for Fixed Asset</p>	15
4	<p><b>Preparation of Final Accounts</b>            Introduction, Preparation of Financial Statements, Bad Debts, Preparation of Financial Statement of Non-Trading Concern, Preparation of Financial Statement under Single Entry System and including Conversion of Single Entry into Double Entry System</p>	15

**Suggested Readings and Reference Books:**

Directorate of Studies, The Institute of Cost Accountants of India (ICAI), CMA Bhawan, 12, Sudder Street, Kolkata - 700 016, Second Edition : December 2014, [www.icmai.in](http://www.icmai.in)

**Paper No-02:** Financial Accounting-1

**Subject Code:** DIA 02

Course credit: 05

Teaching Hours: 75

Marks: 70

Unit	Content	Marks
1	Piecemeal Distribution of Cash	20
2	(A) Issue And Forfeiture of Shares (Pro-Rata) (B) Profit Prior To Incorporation	20
3	Purchase of Business By A Company (Accounting Treatments In The Books of Company)	15
4	Company Final Accounts (Only Vertical Presentation, Calculation of Managerial Remuneration Is Not Expected) (Only 21 Items In Trial Balance & Only 5 Adjustments Are Expected)	15

**Suggested Readings and Reference Books:**

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting :Dr. B. C. Tulsian. S. Chand & Company Ltd.
3. Non Corporate Accounting :Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis : P. PremchandBabu on Madan Mohan, Himalaya Publication.
5. Financial Accounting :Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting :Arulanandan Raman &Sunivasan, Himalaya Publication.



**Paper No-03: Cost Accounting-1 Course credit : 05****Subject Code: DIA 03 Teaching Hours : 75**

Marks: 70

Unit	Content	Marks
1	<b>Introduction of Cost Accounting:</b> Meaning and definition: Need for Cost Accounting: Advantage and limitations; Cost Accounting and Financial Accounting; Cost concepts and cost objects; Elements of cost and classification of costs; methods of costing; Techniques of costing (with emphasis on Uniform costing): Cost centre and Cost unit; Installation of good cost accounting system.	20
2	<b>Materials:</b> Definition of inventory; Materials and material control; Objectives of material control; its necessity and advantages; Purchase and store routine; Control of inventory through EOQ, determination of various stock levels, JIT and ABC system; Methods of pricings of issue of material – FIFO, LIFO, Base Stock price, Weighted average price, periodic weighted average price, standard price and replacement price; Meaning and treatment of Waste, Scrap, Spoilage and Defectives;	20
3	<b>Labour:</b> Direct and indirect labour cost; Labour cost accounting and Labour records; Remuneration methods – Time wage system and piece wage system, Bonus systems (individual and Group incentive plans) – Halsey Premium Plan, Rowan Plan, Taylor’s differential piece rate system, Bedeaux Plan, Mewrick;s multiple piece rate system, Gantt task & bonus system, Profit sharing and co-partnership; Requisites of good wage incentive plan; Labour turnover; Cost of Labour turnover & its treatment. Concept of idle time & its treatment; Over time premium; Casual worker & out worker; Holiday & leave with pay; Cost of Apprentice; Employees welfare cost; Fringe benefits; Bonus and Gratuity.	15
4	<b>(A) Overheads Including Activity Based Costing:</b> Definition; Classification of overheads; Techniques for segregation of semi variable overheads; Cost allocation and apportionment; Basis of apportionment of Factory overheads and Re appointment of service centre cost; Overhead absorption on the basis of Direct Material cost, Direct labour cost, Prime cost, Labour Hours and Machine Hours; Concept and Treatment in cost accounts of – Over absorption, Under absorption, Setting up time and idle time; Absorption of Administration overheads and Selling & Distribution overheads (in theory only) <b>(B) Conceptual Understanding of Activity Based Costing</b>	15

**Suggested Readings and Reference Books:**

- (1) Cost Accounting: Principles & Practice M N Arora Vikas Publishing House
- (2) Practical Costing N K sharma Shree Niwas Publication
- (3) Cost Accounting Dr P C Tulsian S. Chand
- (4) Cost Accounting Dr Murthy & S Gurusamy The McGraw Hill Companies

**Paper No-04: General Accountancy-1**

**Subject Code: DIA 04**

Course credit: 05

Teaching Hours: 75

Marks: 70

Unit	Content	Marks
1	Consignment	20
2	Branch Accounts (Excluding Foreign Branch)	20
3	Joint Venture (Excluding Conversion of Consignment Into Joint Venture)	15
4	Computerized Accounting: Introduction, Various Components of A Computer Including Hardware and Software, Features of A Computer, Role of Computer In Accounting, Accounting Information System Vs. Management Information System: Selection of The Best Software For The Business: Advantages and Disadvantages of A Computer System: Tally Software 9.2 Version	15

**Suggested Readings and Reference Books:**

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting :Dr. B. C. Tulsian. S. Chand & Company Ltd.
3. Non Corporate Accounting :Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis : P. PremchandBabu on Madan Mohan, Himalaya Publication.
5. Financial Accounting :Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting :Arulanandan Raman &Sunivasan, Himalaya Publication.
7. Financial Accounting :Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I &II :Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.

**Paper No-05:** Management Accounting-1 Course credit : 05

**Subject Code:** DIA 05 Teaching Hours : 75

Marks: 70

Unit	Content	Marks
1	<p><b>Introduction to Management Accounting and Analysis of Financial Statements:</b></p> <ul style="list-style-type: none"><li>• Definition, scope, objectives, functions, tools and techniques, limitations of Management Accounting, Installation of Management Accounting system, difference between Management Accounting and Cost Accounting;</li><li>• Nature and limitations of Financial Statements, Essentials of good financial statements, Analysis and interpretation, Tools of financial analysis (methods, Comparative financial statements, procedure for interpretation, objectives of analysis and interpretation, Common size statements, Trend analysis.)</li></ul>	20
2	<p><b>Interpretation and Analysis through Financial Ratios:</b></p> <p>Meaning, Importance and limitations of ratio analysis, Calculation and interpretation of the following ratios only: Gross Profit Ratio, Net Profit Ratio, Stock Turnover Ratio, Operating Ratio, Expense Ratios, Return on Investment (ROI), Earning per share (EPS: including concept of EPS as per AS 20), Current Ratio, Liquid Ratio, Acid Test Ratio, Proprietary Ratio, Debt-equity Ratio, Long-term Funds to Fixed Assets Ratio, Capital Gearing Ratio, Coverage Ratio (interest and total), Debtors Ratio (velocity), Creditors Ratio (velocity), Fixed Assets to Turnover Ratio, Total Assets to Turnover Ratio, Debt- service coverage Ratio, Cash earning per share, Dividend pay-out Ratio, Dividend Yield Ratio, Price Earning Ratio, Market Price to book value Ratio. Note: Preparation of Financial Statements from given ratios is not expected. Emphasis is to be given on interpretation rather than calculation.</p>	20
3	<p><b>Cash Flow Statement:</b></p> <p>Concept and significance of Funds Flow Statement; Sources and Application of Cash; Cash from Operation; Income and Expenditure Approach and Net Profit Approach; Difference between Fund Flow Statement and Cash Flow Statement; Preparation of Cash Flow Statement as per AS 3.</p>	15

4	<p><b>BUDGETING:</b></p> <ul style="list-style-type: none"> <li>• Budgets and Budgetary Control: Definition, Objectives, Merits and de-merits of Budgetary Control, Fixed and Flexible Budgets (Theory only), Control Ratios, Zero base Budgeting; Preparation of following Functional Budgets only: Sales Budget, Selling and Distribution Cost Budget, production Budget, cost of Production Budget (Materials, Labour and Overheads).</li> <li>• Introduction, Advantages and limitations of Cash Budget, Methods of preparing Cash Budget: Cash Receipts and Disbursement Method, Adjusted Earnings Method, Balance Sheet Projection Method and Working Capital Differential Method.</li> </ul>	15
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**Suggested Readings and Reference Books:**

1. Management and Cost Accounting Author: Colin Drury Publisher: Pat Bond (U. K.)
2. Cost Accounting Author: Charles T. Horngren (Hardback | ISBN10: 0132329018; ISBN13: 9780132329019)
3. Ravi M. Kishore; “Cost and Management Accounting”, Taxmann’s Publications.
4. Jawahar Lal; “Advanced Management Accounting”, S.Chand Publications.
5. Paresh Shah; “Management Accounting”, Oxford Publication
6. Horngren, C.T., Cost Accounting – A Managerial Emphasis,. Prentice – Hall

## SEMESTER – II

**Paper No-01:** Corporate Accounting Course credit: 05

**Subject Code:** DIA 01 Teaching Hours 75

Marks: 70

Unit	Content	Marks
1	<b>Valuation of Goodwill</b> Origin of Goodwill, Factors affecting Goodwill, Meaning of Goodwill, Provision regarding Goodwill in various accounting standards, Need for valuation of goodwill, Methods of valuation of Goodwill, Arbitrary Assessment, Average profit method (simple average, Weighted Average and Annuity Method) Super Profit Method, Capitalization of profit method (Capitalization of average profit and Super profit)	20
2	<b>valuation of shares</b> Circumstances of valuation of shares Factors affecting valuation of shares, Methods of valuation of shares, Valuation of fully paid-up and partly paid-up equity shares and preference shares by Net Assets Method Valuation of fully paid-up and partly paid-up equity shares by Yield Method Fair value of fully paid-up and partly paid-up equity shares, Valuation of Right Shares and Valuation of Bonus Shares•	20
3	<b>Bank Accounts</b> Legal Provisions (Concepts only), Banking Regulation Act 1949, Business carried on by banks, Non-Banking Assets and its disposal, Management of banks, Share capital, Creation of Floating charge on properties, Statutory Reserves, Cash Reserves and Statutory Liquidity Reserve, Restriction of Acquisition of Shares in other companies, Restriction on Loan and Advances, Non Performing Assets (NPA), Preparing of Final Accounts* Notes: (1) Only Simple adjustments to be asked (2) Income Statement Or Balance sheet to be asked with relevant schedules. Combined question of final account is not expected.	15
4	<b>Liquidation of Company</b> Meaning of Liquidation or winding up (Concept only), Methods of Liquidation (Concepts only), Compulsory Winding up by National Law Tribunal, Voluntary Winding up, Consequences of Winding up (Concepts only), Preferential Payments, Overriding Preferential Payment as per the companies Act 2013, Powers and Duties of Liquidators (Concepts only), Order of disbursement to be made by Liquidator as per latest statutory and revision Preparation of Liquidator's Final Statement of Account as per latest statutory revision.	15

### Suggested Readings and Reference Books:

- (1) Corporate Accounting (Theory & Practice) K.L. Shah (Shree Niwas Publishing)
- (2) Corporate Accounting Dr. S.N. Maheshwari & S.K. Maheshwari

**Paper No-02:** Financial Accounting-2 Course credit: 05

**Subject Code:** DIA 02 Teaching Hours: 75

Marks: 70

Unit	Content	Marks
1	Sub-Division/Consolidation of Shares, Conversion of Shares Into Stock And Its Re-Conversion Redemption of Redeemable Preference Shares Under Section 80 of Companies Act 2013 And Issue of Bonus Shares As Per Statutory Provisions In Force On 31st March of The Immediate Preceding Academic Year.	20
2	(A) Book Building Process, Bid And Buy Back (B) Underwriting of Shares and Debentures (Computation For Fixing The Liabilities of Underwriters)	20
3	Capital Reduction (Excluding Preparation of Scheme of Internal Resolution)	15
4	Revenue Accounts of General Insurance Company (In Vertical Form)	15

**Suggested Readings and Reference Books:**

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting :Dr. B. C. Tulsian. S. Chand & Company Ltd.
3. Non Corporate Accounting :Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis : P. PremchandBabu on Madan Mohan, Himalaya Publication.
5. Financial Accounting :Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting :Arulanandan Raman &Sunivasan, Himalaya Publication.
7. Financial Accounting :Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I &II :Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.

**Paper No-03: Cost Accounting-2** Course credit: 05

**Subject Code: DIA 03** Teaching Hours: 75

Marks: 70

Unit	Content	Marks
1	<b>Single Or Unit Costing:</b> Components of total cost: Expenses that are not treated as cost in cost sheet, Imputed costs: Treatment of work-in-progress, Defective materials, Sale of scrap: Defective product, Normal & abnormal Loss of materials, Treatment of Finished goods: Preparation of Historical cost sheet. Estimated cost sheet, Estimate for work order (Tender/Quotation).	20
2	<b>Reconciliation of Profit As Per Cost Accounts With Profits As Per Financial Accounts:</b> Reasons for disagreement in profits; Procedure for reconciliation; Preparation of Reconciliation Statement and Memorandum Reconciliation Account.	20
3	<b>OPERATING COSTING OR SERVICE COSTING:</b> Meaning of Operating Costing or service costing. Features of Operating Costing. Users of Service Costing. Cost Unit, Cost Analysis, transport Costing, Hospital Costing, Staff canteen Costing. Practical Problems to be asked on Transport Costing, and Hospital Costing only	15
4	<b>JOB, BATCH AND CONTRACT COSTING:</b> Definition and Features of Job Costing; Pre-requisites of Job costing; Source documents, procedure for recording under Job costing; Definition of Batch costing and its accounting procedure; Method of determination of economic batch quantity (EBQ); Definition of Contract costing; Difference between Job & Contract costing; Features of Contract costing; Work certified, work uncertified and Retention money; Method of valuation of work in progress; Profit on incomplete contracts; Accounting entries; Preparation of relevant ledger accounts and Final Accounts of a Contractor; Brief introduction of AS-7 (theory only)	15

**Suggested Readings and Reference Books:**

- (1) Cost Accounting: Principles & Practice M N Arora Vikas Publishing House
- (2) Practical Costing N K sharma Shree Niwas Publication
- (3) Cost Accounting Dr P C Tulsian S. Chand
- (4) Cost Accounting Dr Murthy & S Gurusamy The McGraw Hill Companies

**Paper No-04:** General Accountancy-2 Course credit: 05

**Subject Code:** DIA 04 Teaching Hours: 75

Marks: 70

Unit	Content	Marks
1	Investment Accounts, Accounting For Interest Bearing (Fixed Earning) Securities In The Books Of Investor Only	20
2	Insurance Claims: Claims For Loss Or Stock & Fixed Assets; Claim For Profit Or Consequential Loss	20
3	Accounts From Incomplete Records: Conversion Method Only (Use Of Ratios To Find Out Missing Data Is Not Expected)	15
4	Hire Purchase Account	15

**Suggested Readings and Reference Books:**

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting :Dr. B. C. Tulsian. S. Chand & Company Ltd.
3. Non Corporate Accounting :Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis : P. PremchandBabu on Madan Mohan, Himalaya Publication.
5. Financial Accounting :Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting :Arulanandan Raman &Sunivasan, Himalaya Publication.
7. Financial Accounting :Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I &II :Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.



**Paper No-05:** Management Accounting-2 Course credit: 05

**Subject Code:** DIA 05 Teaching Hours: 75

Marks: 70

Unit	Content	Marks
1	<p><b>Standard Costing I:</b>            Definition, Standard Cost vs. Budgetary Cost, Setting the standards; Variance analysis; Total Material cost Variance, Material Price Variance, Material Usage Variance, Material Mix Variance, Total Labour Cost Variance, Labour rate Variance, Labour Mix Variance, labour Yield Variance.</p>	20
2	<p><b>Standard Costing II:</b></p> <ul style="list-style-type: none"> <li>• Overhead Variances: Fixed and Variable, Expenditure Variance, Efficiency Variance, Capacity Variance, Calendar Variance. Notes (i) Rate of recovery of overheads to be based on labour time only. (ii) Problems relating to finding out missing data are not expected.</li> <li>• Sales Value Variances: Sales Price, Sales Volume, Sales Quantity and Sales Mix Variances. Sales Margin Variances: Total sales margin Variance, Sales Margin Price Variance, Sales Margin Volume Variance, Sales Margin Mix Variance, Sales Margin Quantity (sub-volume) Variance. Notes (i) Problems relating to Reconciliation and Interpretation of Variances are not expected. (ii) Problems relating to finding our missing data are not expected.</li> </ul>	20
3	<p><b>Capital Budgeting:</b>            Meaning, Importance and Process of Capital Budgeting. Methods based on profit and recovery of cash outlays: (1) Accounting Rate of Return (ARR) Method. (2) Pay-Back Method. Methods based on present value of cash flows: (1) Net Present Value (NPV) Method. (2) Profitability index (PI) Method. (3) Internal Rate of return (IRR) Method. Notes. (i) Relevant portion of PV factors and Annuity Factros must be provided in the question paper; (ii) Advance of proposed (like calculation of expected cost and profit of proposed product to be manufactured, deferment of tax liability, capital rationing, sensitivity analysis, decisions relating to early retirement of existing assets etc) are not expected.</p>	15
4	<p><b>Marginal Costing:</b>            (A) Break even and CVP Analysis: Meaning and definition of Marginal Cost, Marginal costing and contribution: Marginal Costing vs. Absorption Costing; Features of Marginal Costing: Situations where Marginal Costing Technique is useful in managerial decision making. (B) Methods of determination of Break even point: Method: Traditional Break even chart and contribution Break-even chart: Algebraic Method: Limitations of C/S Ratio, Margin of safety, Angle of incidence and assumptions of Break even Analysis: Cost Volume Profit Analysis; Key of Limiting Factors Analysis (analysis where more than one limiting factors exist is not expected): Optimizing of Product Mix (basic problems to highlight its application and limitations) (C) Meaning of the following terms relating to "Decision-making process" (only short objective type theoretical questions are expected): Relevant Cost, Incremental Cost, Sunk Cost, Opportunity Cost, Avoidable/unavoidable common Costs, Traceable Costs, joint Costs and Step Costs.</p>	15

**Suggested Readings and Reference Books:**

1. Management and Cost Accounting Author: Colin Drury Publisher: Pat Bond (U. K.)
2. Cost Accounting Author: Charles T. Horngren Ravi M. Kishore; “Cost and Management Accounting”, Taxmann’s Publications.
3. Jawahar Lal; “Advanced Management Accounting”, S.Chand Publications.
4. Paresh Shah; “Management Accounting”, Oxford Publication 6. Horngren, C.T., Cost Accounting – A Managerial Emphasis,. Prentice – Hall

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**DIPLOMA IN IMPORT EXPORT &INTERNATIONAL FINANCE**

**(DIEIF)**



**Effective from Academic Year (2020-2021)**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
JUNAGADH**

- ❖ **Course Title:** Diploma in Import Export & International Finance (DIEIF)
- ❖ **Objective of course :** The purpose of this programme is to cover all aspects of Import & Export this being the major contributor of GDP of an entire global economy. It will also help you to understand the various flows of marketing at an International Level and concept of foreign exchange. The course is specially designed for students, working executives, entrepreneurs and those planning to start their own export & import business.
- ❖ **Admission Eligibility:** Any Candidate who has cleared his / her 10 + 2 exams any discipline from State Board / CBSE / ICSE or equivalent programme with minimum 40% of Marks. Preference will be given to a candidate having passed his / her examination at first attempt.
- ❖ **Duration of the course:** 1 Year
- ❖ **Tenure:** June to November & December to May
- ❖ **Level of the course:** U.G. Diploma
- ❖ **Medium of Instruction:** English/Gujarati
- ❖ **Intake Capacity:** 60
- ❖ **Course Fee:** 10000/- (Ten Thousand Only)

**Course Structure:****Semester-I**

<b>Paper No.</b>	<b>Paper Name</b>	<b>Marks</b>	<b>Passing Standard</b>	<b>Teaching Hours/ Week</b>	<b>Credit</b>
101	Import Export Management	70	28	15 weeks *4	4
102	Import and Export Policies, procedures and product planning	70	28	15 weeks *4	4

**Semester-II**

<b>Paper No.</b>	<b>Paper Name</b>	<b>Marks</b>	<b>Passing Standard</b>	<b>Teaching Hours/ Week</b>	<b>Credit</b>
103	Export and Import documentation	70	28	15 weeks *4	4
104	International Economics and Foreign exchange	70	28	15 weeks *4	4

**Question Paper Pattern:**

<b>No.</b>	<b>Particulars</b>	<b>Total Question</b>	<b>Marks</b>	<b>Total Marks</b>
1	Objective type question	30	01	30
2	Short answer question	10	02	20
3	Descriptive (with options)	04	05	20
Total Marks				70

**Paper -01 Import Export Management Credit/ Hours: 04**

**Subject Code:      Marks: 70**

<b>Unit</b>	<b>Content</b>	<b>Marks</b>
1.1	Import Export Management Introduction; Concept Key Feature;	14
1.2	Foreign Trade - Institutional Framework and Basics; Trade Policy; Foreign Trade;	14
1.3	Simplification of Document; Reduction in Document to Five for Custom Purpose; Exporting; Importing Counter Trade; the Promise and Pitfall of Exporting; Improving Export Performance;	14
1.4	International Marketing: Definition, Components of International Marketing Management; :	14
1.5	Components of Trade Barrier, Objectives of Trade Barrier, Counter Trade;	14

**REFERENCE BOOK**

- (1) ExportImportMadeVeryEasy:LearnImportExportBusinesslikeABCD(EximBook+ Online Support + Updates) By Kindle Edition, Barai Overseas Publication
- (2) Export – Import and Logistics Management By Rai, Usha Kiran, PHI Publication, ISBN : 9788120340169 Edition: SECONDEDITION
- (3) Export-Import Procedure & Documentation, Hindi, NeerajPublications)
- (4) Export Import Management by Justin Paul, Rajiv Aserkar, OxfordPublication
- (5) InternationalMarketingandExportManagementByAlbaum,G.,Stradskov,J.,andDuerr,E. prentice Hall
- (6) Export Import Procedures And Documentation in Hindi by GPH Panel of Experts, Gullibaba publishing house

## Paper- 02: Import and Export Policies, Procedures and Product Planning

**SUBJECT CODE:**

**Credit:/Hours: 04**

**Marks: 70**

Unit	Content	Marks
2.1	Why Export? Where to Export? How to Export? Export Import	14
2.2	Starting a Export Business Office (IEF) Number Generation of Foreign Inquiries Obtaining; Export packaging, pre-shipment Documents;	14
2.3	Documentation Buyers; Local quotations & Offerings to Over Seas; Registration of Exporters; R.B.I.; E.P.C.; Obtaining Export License;	14
2.4	Credit Insurance; Arranging Export Finance;	14
2.5	Foreign Exchange rates and Protection against it.	14

### REFERENCE BOOK

- (1) ExportImportMadeVeryEasy:LearnImportExportBusinesslikeABCD(EximBook+ Online Support + Updates) By Kindle Edition, Barai Overseas Publication
- (2) Export – Import and Logistics Management By Rai, Usha Kiran, PHI Publication, ISBN : 9788120340169 Edition: SECONDEDITION
- (3) Export-Import Procedure & Documentation, Hindi, NeerajPublications)
- (4) Export Import Management by Justin Paul, Rajiv Aserkar, OxfordPublication
- (5) Just For Starters: How To Start Your Own Export Business by NIIR Board,NPCS
- (6) Export Import Procedures And Documentation by SudhirKochhar
- (7) Export Import Procedures And Documentation in Hindi by GPH Panel of Experts, Gullibabapublishinghouse

**Paper- 03: Export and Import documentation**

**SUBJECT CODE: EID**

**Credit:/Hours: 04**

**Marks: 70**

Unit	Content	Marks
3.1	Preparing Export Documents; Documentation for Declaration of Goods; Documentation for Transportation of Goods Foreign Exchange Regulation;	14
3.2	Airways bill/DIR consignment Note; Export by sea including Freight & Shipping Terms; Road Transport and Post;	14
3.3	Claiming for Export Benefits and Duty Draw Back; Role impart in International Trade; Schemes for Export Promotion;	14
3.4	Import application for Capital Goods; Export Houses,	14
3.5	Star Trading Houses; Foreign Collaborations and Investment	14

**REFERENCE BOOK**

- (1) Export Import Made Very Easy: Learn Import Export Business like ABCD (Exim Book + Online Support + Updates) By Kindle Edition, Barai Overseas Publication
- (2) Export-Import Procedure & Documentation, Hindi, Neeraj Publications)
- (3) Practical Guide on How to Start Export Import Business by Shiva Chaudhari
- (4) Just For Starters: How To Start Your Own Export Business by NIIR Board, NPCS
- (5) Export Import Procedures And Documentation by Sudhir Kochhar
- (6) Export Import Procedures And Documentation in Hindi by GPH Panel of Experts, Gullibabapublishinghouse



**Paper- 04: Export and Import documentation****SUBJECT CODE: DIEIF****Credit:/Hours: 04****Marks: 70**

Unit	Content	Marks
4.1	International Economics : Demand Analysis and Forecasting; Market Structure & Competitive Analysis; Macro Economics Policies Economic Growth & Planning for Growth; International Trade and Liquidity Determines of Exchange rate; WorldBank; Fluctuations & Controls	14
4.2	The Pure Theory of International Trade : The theories of Comparative Advantage; David Ricardo; Hecksher Ohlin; Gains from International Trade with the help of production Indifference Curve Possibility curve and Community; What is offerCurve;	14
4.3	ForeignExchangeRate: Determination of Foreign Exchange rates; Fixed Vs. FlexibleExchangerates;ForwardExchangeMarket;ArbitrateandFunctionof Foreign Exchange Market	14
4.4	Balance of Payments : Balance of Payments : current and Capital Account; Inequilibrium in balance of Payments; Methods of Adjusting an adverse balance ofPayments;	14
4.5	Foreign Trade Multiplier; Collapse of BretionWood and Emerging International Money System; The International Monetary Fund (IMF), Meaning of the term Tariff; Tariff, Terms of Trade; Effects of Tariff	14

**REFERENCE BOOK**

- (1) ExportImportMadeVeryEasy:LearnImportExportBusinesslikeABCD(EximBook+Online Support + Updates) By Kindle Edition, Barai Overseas Publication
- (2) Export – Import and Logistics Management By Rai, Usha Kiran, PHI Publication,ISBN : 9788120340169 Edition: SECONDEDITION
- (3) Export-Import Procedure & Documentation, Hindi, NeerajPublications)
- (4) Export Import Management by Justin Paul, Rajiv Aserkar, OxfordPublication
- (5) Practical Guide on How to Start Export Import Business by ShivaChaudhari
- (6) InternationalMarketingandExportManagementByAlbaum,G.,Stradskov,J.,andDuerr,E.Prentice Hall
- (7) Just For Starters: How To Start Your Own Export Business by NIIR Board,NPCS
- (8) Export Import Procedures And Documentation by SudhirKochhar
- (9) Export Import Procedures And Documentation in Hindi by GPH Panel of Experts, Gullibabapublishing house

(13)  
POST-GRADUATE DIPLOMA IN BANKING AND  
INSURANCE(PGDBI)



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title:** post-graduate diploma in banking and insurance (PGDBI)

❖ **OBJECTIVE:**

The rapidly changing economic scene, social values and structures, cultural patterns, developments in IT, etc. have transformed lifestyle in urban and rural areas. Banking and Insurance business has emerged as prominent areas of financial services, since the last decade of bygone century. The pace of growth in Banking and Insurance sector has accelerated with the deliberate policy initiatives of deregulation, liberalization and globalization. Presently, it has comprehensively networked itself in almost all parts of the society. These developments are creating need for new ideas, knowledge and professional application for the benefit of the business and society at large. At the same time the financial and infrastructure constraints also block academic developments. Hence, the possible solution is the self-initiation and self sufficiency in developing course curriculum full in its academic content and administration which provide participants total insight of present day Business Challenges, Opportunities, Regulatory Framework, Institutional and Operational policies, Programs, Markets, Practices, Procedures etc. in the field of Banking and Insurance. This course aims at catering to the needs of working professionals/participants in updating theoretical knowledge and providing the technical skills and operational insights into different areas of Banking and Insurance.

❖ **DURATION AND NATURE OF COURSE:**

One year Self-Finance Post-Graduate Diploma Course divided into Two Semesters. The course will be conducted five days in a week. Saturday/Sunday will be reserved for case discussions and seminar / paper presentations by invitees, experts and course participants.

❖ **TENURE:** June to November & December to May

❖ **ADMISSION CRITERIA:**

A) **ELIGIBILITY:** Any graduate from recognized University in India or its equivalent.

B) **ADMISSION CRITERIA:** Admission will be offered strictly on the basis of merit list.

Admissions under reservation category will be followed as per University rules.

❖ **ATTENDANCE:**

Attendance will be compulsory in the Course. A participant to the Course, whose overall attendance is less than 75% of the total numbers of lectures delivered in each subject individually, will not be allowed to appear in the examinations.

❖ **Medium of Instruction:** English

❖ **Intake capacity :**60

❖ **Course Fee:**15000/-(Fifteen Thousand Only)

## PROGRAMME STRUCTURE

### SEMESTER –I PROGRAMME

- 1) Indian Banking System and Financial Markets
- 2) Banking Law and Practice
- 3) Insurance Theory and Practices

### SEMESTER-II PROGRAMME

- 1) Micro Finance and Banking
- 2) International Banking
- 3) Insurance Marketing

### SEMESTER – I

Subject Code	Paper No.	Course Name	Internal Marks	External Marks	Total Marks	Credits
PGDBI01	01	Indian Banking System and Financial Markets	30	70	100	05
PGDBI02	02	Banking Law and Practice	30	70	100	05
PGDBI03	03	Insurance Theory and Practices	30	70	100	05

### SEMESTER – II

Subject Code	Paper No.	Course Name	Internal Marks	External Marks	Total Marks	Credits
PGDBI04	01	Micro Finance and Banking	30	70	100	05
PGDBI05	02	International Banking	30	70	100	05
PGDBI06	03	Insurance Marketing	30	70	100	05

### EXAMINATION AND AWARD OF CLASS:

There will be written examination of two hours in all the subjects of 100 marks each at the end of each semester to evaluate the performance of candidates. A candidate must obtain a minimum of 50% marks to pass in each paper.

### AWARD OF DIPLOMA:

All those students who successfully complete the Course will be awarded Diploma in Banking and Insurance by the University.

## DETAILED SYLLABUS OF SEMESTER - I

### **PAPER-1: INDIAN BANKING SYSTEM AND FINANCIAL MARKETS**

#### **UNIT-I: Financial intermediaries:**

RBI; its constitution, general working and functions, objectives and instruments of monetary policy. Objectives, functions, working and role of National Bank in rural development. Constituents of Indian Financial system Viz. scheduled commercial banks, Cooperative credit system, AIFI and State level financial institutions; their general framework, role and functions. Mechanism of alignment of banking and financial system with Government economic plans. Reforms in Indian Banking and Financial system; Universal banking, bank mergers, Basel Accord- I and II, Implementations of ALM system, RBI norms for opening of new banks and branches.

#### **UNIT-II: Financial markets**

Role of financial markets in economic development, Money market and capital markets, Reforms introduced in money market and money market mutual funds. Organizational differences and functions of NIM and stock exchanges. Methods of floating new issues in capital market. Establishment of SEBI and SEBI regulations and guidelines. Recent trends and stock indices. Capital market instruments and instruments outside India. Recommendations of the Pherwani Study Group and Abid Hussain Committee on new financial instruments.

#### **UNIT-III: Banking and Financial services**

Need and features of ideal financial service industry. Remittances of funds, safe custody and safe deposit vault, MICR clearing system and cheque truncations scheme, credit cards. Introduction to and regulatory framework of financial services viz. Depositories, factoring, Merchant banking, underwriting, credit ratings; its features merit and agencies, loan syndications.

Current issues in Banking and Financial markets.

#### **Selected Reference Reading:**

1. Indian Financial System By Dr. G Ramesh Babu. Published by Himalaya Publishing House.
2. Indian Financial System By P N Varshney and D K Mittal Published by Sultan Chand and sons.
3. Financial Analysis for Bank Lending in liberalized economy. By S P Singh and S Singh Published by Himalaya Publishing House.
4. Indian Financial System By H R Machiraju Published by Vikas Publishing House Pvt. Ltd.
5. Marketing of Financial Services by V A Avdhani Published by Himalaya.
6. Indian Financial System by Bharati V Pathak Published by Pearson Education (Singapore) Pte. Ltd.
7. Indian Financial System by M Y Khan by Tata McGraw-Hill Publishing Company Limited.

## **PAPER-2: BANKING LAW AND PRACTICE**

### **UNIT-I: Relationship between banker and customer**

Definition and meaning of banker and customer, general and special features of banker-customer relationships; their rights and duties. Bank procedures and practices in opening, operations and closure of various types of deposit accounts. Nomination facilities, insurance of bank deposits, legal aspects of entries in the passbook/account statement.

### **UNIT-II: Different types of bank customers**

Minor, illiterate person, blind person, married women, lunatic person, joint account holders, partnership firm, Joint Hindu Family, firms, clubs, societies, joint stock company, unincorporated associations, trusts-steps to be taken by a bank on customer's death, lunacy, bankruptcy, winding up or in case of garnishee orders.

### **UNIT-III Negotiable Instrument Act**

Main provisions and definitions, features, types, parties: their rights and duties. Crossing, endorsements, payments and collection of cheques. Statutory protections, precautions and duties of banker, negligence and cases where banker must refuse payment, forged instruments. Bouncing of cheques and its implications.

Current issues and practical problems in banking laws and practices.

#### **Selected reference reading:**

1. Banking Law and Practice by P N Varshney. Published by Sultanchand and Sons.
2. Banking Theory, Law and Practice by Gordan and Natarajan. Published by Himalaya Publishing House.
3. Banking Theory and Practice By P K Srivastava Published by Himalaya Publishing House
4. Legal Aspects of Banking Operations by Indian Institute of Banking and Finance Published by Macmillan India Ltd; New Delhi.
5. Practical Banking Advances by H L Bedi and V K Hardikar Published by UBS Publishers; Distributors Pvt. Ltd.
6. Banking Law and Practice in India by M L Tannan Published by India Law House, New Delhi.
7. Laws and Practice Relating to Banking by The Indian Institute of Bankers Published by Macmillan India Ltd; New Delhi.

## **PAPER –3:INSURANCE THEORY AND PRACTICES**

### **UNIT-I: Introduction to insurance**

Importance of insurance to various constituents like: individual/family, business and industry. Distinction between life and indemnity insurance. Individual and group life insurance. Definitions, functions, fundamental principles and advantages and limitations of insurance. Special features of life, general and miscellaneous insurance. Insurance products, concept of reinsurance and reinsurance business. Concept of policy management system (PMS).

### **UNIT-II: Principles and process of insurance**

Essential elements of a contract of insurance. Various insurance documents and their special features. Various conditions and privileges for affecting Life Insurance Policies. Methods of computation of premium and factors influencing the calculation of premium rate. Underwriting of risk, need of underwriting, underwriting process and factors affecting underwriting process.

### **UNIT-III: Institutional structure of insurance sector in India**

Major objectives, functions, working and their business plans and performance evaluation including training and HRM policies of insurance sector in India; Private and public sector. Establishment of IRDA; its constitution, objectives, powers, role, duties and obligations.

Current issues and problems in insurance sector in India.

### **Selected reference reading:**

1. Principles and Practices of insurance by Dr. P. Periasamy. Published by Himalaya Publishing House. Mumbai. 2005.
2. Insurance; by M J Mathew Published by RBSA Publishers. Jaipur 1998
3. Risk; The New Management Imperative in Finance by James T Gleason Published By Jaico Publishing House. Mumbai.
4. India Insurance Report. Series- I. Edited by Chaturvedi, Singh and others. Published by Birla Institute of Management Technology, Noida. India.
5. Fundamentals of Insurance by P K Gupta. Published by Himalaya Publishing House. Mumbai
6. Principles of Life Insurance by Dr. S.L. Karve Published by Himalaya Publishing House. Mumbai.

## DETAILED SYLLABUS OF SEMESTER - II

### **PAPER – 1: MICRO FINANCE AND BANKING**

#### **UNIT –I Introduction to Micro finance and Banking in India**

Genesis, evolution and features of microfinance and banking. Financial services for the poor in India- the historical perspective. Institutionalization of the process of delivery mechanism starting from the enactment of taccavi loan legislations to nationalization of banks, evolution of specialized agencies of finance and development to the stipulation on priority sector lending etc. Broad overview of the policy framework currently in place vis-à-vis delivery of financial services to the poor.

#### **Unit-II Variety of Financial Services required by the poor and overview of Micro Finance Institutions (MFIs)**

Conceptualization of savings, credit and insurance as integral components of micro finance and micro insurance as an emerging area of focus. Introduction to the variety of institutions operating in micro finance across formal and informal sector. Status of MFIs of different categories and problems encountered by them in respect of mobilization of resources, identifications of appropriate borrowers, integration of backward and forward linkages and delinquency syndrome. Design of micro finance products. Diversifications and scaling up of MFIs. Status of regulatory mechanism vis-à-vis MFIs.

#### **Unit-III Mainstreaming of Micro Finance**

Study of SHG-Bank Linkage initiative of NABARD as an attempt toward mainstreaming of micro finance in India. Role of apex institutions, especially RBI, NABARD, SIDBI, Rastriya MahilaKosh (RMP) of the Government of India and a number of emerging institutions like NSFDC, NSTFCD, NMDFC and NBCFDC etc. vis-à-vis micro finance. A general overview of the problems, prospects and impact of micro finance.

Emerging issues and challenges in Micro Finance and Banking

#### **Selected reference reading :**

1. The Poor and their Money by Rutherford, Stuart Published by Oxford University Press New Delhi.
2. Profit for the poor, case studies in Micro Finance by Harper M, Published by Oxford and IBH Publishing Co. New Delhi.
3. Micro Finance by Malcolm Harper Published by ITDG Publishing
4. Micro Finance Handbook by Joanna Ledgerwood Published by World Bank



## **PAPER – 2: INTERNATIONAL BANKING**

### **UNIT-I Dealings with customer**

Concept of foreign exchange. Instruments of international remittance. Corresponding bank relationship and accounting mechanism between bank offices. Function of Foreign exchange dealer. Foreign exchange dealings, truncation, quotations, application of principals of valuer compensee and maxim in determining appropriate rate of exchange. Categories of rates of exchanges. Spot and forward rates of exchange. Open and square position of a dealer. Types of foreign currency deposit accounts.

### **UNIT-II Foreign exchange dealings.**

Foreign exchange risk management. Types of risks- exchange, interest, political etc. Foreign exchange dealings: Swap, arbitrage, leads and lags and hedging operation of dealer. Foreign exchange arithmetic and practical example. Financing of imports and export by banks, Mechanism and procedures. Role of ECGC in promoting export from India. Role of Exim Bank in financing and promoting foreign trade. Foreign Exchange Management Act.

### **UNIT-II Foreign exchange markets and international financial institution**

Features of Foreign exchange markets. Euro-dollar market. Convertibility of rupee on current and capital account. Role of international financial institution in promoting international development and liquidity, IMF, WORLD BANK, IDA, IFC, ADB.

Currents issues in international banking and finance.

### **Selected reference reading:**

1. Finance of Foreign Trade and Foreign Exchange by B K Chaudhary  
Published by Himalaya Publishing House
2. An Introduction to Global Financial Market by Stephen Valdez with Julian Wood Published by  
Palgrave Macmillan
3. Foreign exchange practice, Concept, and Control by C. Jeevanandam Published by Sultan Chand  
and Sons.
4. Foreign exchange markets by Surendra S Yadav, P K Jain Published by Macmillan Pvt. Ltd
5. Foreign exchange by VV Keshkamat Published by Vikas Publishing House.

## **PAPER- 5 INSURANCE MARKETING**

### **UNIT-I: Business environment and insurance**

Social responsibilities of insurance and its emerging need in India. Components of business environment influencing insurance business in India viz. the economic, financial, demographic and social taxation, legal and regulatory environment. Role of insurance sector in promotion and development of Indian economy. Liberalization of insurance business in India. Present scenario including growth of insurance industry in India.

### **UNIT-II: Insurance marketing and intermediaries**

Need, objectives, special features and scope of insurance marketing in India. Unit linked life insurance plans and postal life insurance. Concept of marketing mix. Marketing communications and innovations in insurance marketing in India. Marketing strategies of selected insurance players in life as well as non life sector, their features and merits. Distinctive features of double insurance and reinsurance. Features and methods of reinsurance. IRDA (General Insurance and Reinsurance) Regulations. IRDA regulations for protection of policy holders. Various marketing intermediaries, their duties, role and value addition. E-business and insurance marketing.

### **UNIT-III: Bancassurance**

Evolution of bancassurance and its Merits for banks and customer. Various Bancassurance models and present scenario in India. Recent trends, future outlook and challenges. Marketing issues in bancassurance. Technology in insurance.

Emerging issues and challenges in insurance marketing

### **Selected reference reading:**

1. Insurance; Fundamentals, Environment and Procedures by Bodla, MC Gaeg, K.P. Singh. Published by Deep and Deep Publications Pvt. Ltd. New Delhi.
2. Insurance products and Services Publishad by Ijndian Institute of Bankers. Published by Taxmann's
3. Publications of Insurance Institutue of India and ICFAI University, Hyderabad.
4. Leading journals in Insurance. Viz. Insurance Chronicle by ICFAI, Hyderabad. Insurance Times, Kolkata, IRDA Journal, Hyderabad. Insurance Watch.

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CERTIFICATE COURSE IN E-COMMERCE  
(E-COM)



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

## ❖ **Course Title:** Certificate Course in E-Commerce (e-com)

### ❖ **RATIONALE:**

The rapidly changing economic scene, social values and structures, cultural patterns, developments in IT, etc. have transformed lifestyle in urban and rural areas. E-Commerce (E-Com) business has emerged as prominent areas of financial services, since the last decade of bygone century. The pace of growth in E-Commerce (E-Com) sector has accelerated with the deliberate policy initiatives of deregulation, liberalization and globalization. Presently, it has comprehensively networked itself in almost all parts of the society. These developments are creating need for new ideas, knowledge and professional application for the benefit of the business and society at large. At the same time the financial and infrastructure constraints also block academic developments. Hence, the possible solution is the self-initiation and self sufficiency in developing course curriculum full in its academic content and administration which provide participants total insight of present day Business Challenges, Opportunities, Regulatory Framework, Institutional and Operational policies, Programs, Markets, Practices, Procedures etc. in the field of E-Commerce (E-Com). This course aims at catering to the needs of working professionals/participants in updating theoretical knowledge and providing the technical skills and operational insights into different areas of E-Commerce (E-Com).

### ❖ **Objectives:**

Upon successful completion of this course the student will be able to understand the e-business concepts and how it is different from e-commerce. Moreover, the student will be able to understand the e-business models and infrastructure. Students will learn how e-business concepts are applied to different fields, such as: education, banking, tourism and so on. Moreover, this course will inspire students with online business ideas and motivate them to apply what the learned in the real life.

### ❖ **DURATION AND NATURE OF COURSE:**

Six Months Self-Finance Post-Graduate Diploma Course divided into 6 unit and one semester. The course will be conducted five days in a week. Saturday/Sunday will be reserved for case discussions and seminar / paper presentations by invitees, experts and course participants.

### ❖ **Tenure :6 Month- June to November & December to May**

### ❖ **Medium of Instruction: English**

### ❖ **Intake capacity: 60**

### ❖ **Course Fee: 7000/- (Seven Thousand Only)**

### ❖ **ADMISSION CRITERIA:**

### ❖ **ELIGIBILITY:**Any graduate from recognized University in India or its equivalent.

### ❖ **TEACHING FACULTY:**

Faculty will be drawn both from within the University as well as experts from commerce sector. In addition experts and professionals from various other fields will also be invited to share their experiences.

### ❖ **TEACHING METHOD:**

The teaching method of the course will be interactive and participatory in nature. There will be 30 lectures of one hour in a semester, which will be divided in 20 hours classroom learning plus 10 hours for seminar and paper presentation by participants. As part of the course curriculum it is compulsory for every student to give individual or group of maximum 3 students at least two seminar / paper presentations per semester on current issues / any topic in E-Commerce (E-Com).

## PROGRAMME STRUCTURE:

### SEMESTER –I - 6 Units

1. Introduction to e Business and e Commerce
2. E-Marketplaces: Structures, Mechanisms, Economics, and Impacts
3. E-Business Applications, E-Procurement and E-Payment Systems
4. The Impact of E-Business on Different Fields and Industries
5. E-Learning and Online Education
6. E-Government

### Structure of Course:

Subject Code	Paper No.	Course Name	Internal Marks	External Marks	Total Marks	Credits
ECOM01	01	Introduction to E-Commerce	30	70	100	05
ECOM02	02	E-Business, Learning and Government	30	70	100	05

### EXAMINATION AND AWARD OF CLASS:

There will be written examination of two hours in all the subjects of 100 marks each at the end of each semester to evaluate the performance of candidates. A candidate must obtain a minimum of 50% marks to pass in each paper.

### AWARD:

All those students who successfully complete the Course will be awarded Certificate in E-Commerce (E-Com) by the University.

Note: University reserves the right to amend, without any notice provisions stated in this prospectus.

## **Certificate Course in E-Commerce (E-Com)**

### **1 Core Introduction to E-Commerce**

Name of the Course :Certificate Course in E-CommerceE-Com)

Course credit :06

Teaching Hours :75 (Hours)

Total marks :100

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
1	<b>Introduction to e Business and e Commerce</b> <ul style="list-style-type: none"><li>• Define the e-Commerce and e-Business</li><li>• e-Commerce Types of EC transactions.</li><li>• Define e-Business Models.</li><li>• Internet Marketing and e-Tailing.</li><li>• Elements of e-Business Models.</li><li>• Explain the benefits and limitations of e-Commerce.</li></ul>	10
2	<b>E-Marketplaces: Structures, Mechanisms, Economics, and Impacts</b> <ul style="list-style-type: none"><li>• Define e-Marketplace and Describe their Functions.</li><li>• Explain e-Marketplace types and their features.</li><li>• Describe the various types of auctions and list their characteristics.</li><li>• Discuss the benefits, limitations and impacts of auctions.</li><li>• E-Commerce in the wireless environment</li></ul>	15
3	<b>E-Business Applications, E-Procurement and E-Payment Systems</b> <ul style="list-style-type: none"><li>• Integration and e-Business suits</li><li>• ERP, eSCM, CRM</li><li>• e-Procurement definition, processes, methods and benefits</li><li>• e-Payment</li><li>• Discuss the categories and users of smart cards</li><li>• Describe payment methods in B2B EC.</li></ul>	15

### **Important Instructions for paper setter: –**

Paper setter has strictly instructed to follow the following instruction of structure of a question paper while setting the University examination question paper for regular candidates.

## UNIVERSITY EXAMINATION

Sr. No.	Particulars	Marks
1	QUE - 1 (From Unit 1) (OR) QUE - 1 (From Unit 1)	
2	QUE - 2 (From Unit 2) (OR) QUE - 2 (From Unit 2)	
3	QUE - 3 (From Unit 3) (OR) QUE - 3 (From Unit 3)	
4	QUE - 4 (From Unit 1 to 3 ) (OR) QUE - 4 (From Unit 1 to 3 )	

### **Suggested Readings and Reference Books:**

1. Electronic Commerce: A Managerial Perspective, Turban, E. et al., Prentice Hall 2008.
2. Electronic Business and Electronic Commerce Management, 2nd edition, Dave Chaffey, Prentice Hall, 2006
3. e-Learning Tools and Technologies, Horton and Horton, Wiley Publishing.
4. Kenneth C. Laudon, E-Commerce : Business, Technology, Society, 4th Edition, Pearson
5. S. J. Joseph, E-Commerce: an Indian perspective, PHI

## **Certificate Course in E-Commerce (E-Com)**

### **1 Core E- Business , Learning and Government**

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
1	<b>The Impact of E-Business on Different Fields and Industries</b> <ul style="list-style-type: none"><li>• e-Tourism</li><li>• Employment and Job Market Online</li><li>• Online Real Estate</li><li>• Online Publishing and e-Books</li><li>• Banking and Personal Finance Online</li><li>• On-Demand Delivery Systems and E-Grocers</li><li>• Online Delivery of Digital Products, Entertainment, and Media</li></ul>	15
2	<b>E-Learning and Online Education</b> <ul style="list-style-type: none"><li>• Define electronic learning.</li><li>• Discuss the benefits and drawbacks of e-Learning.</li><li>• The e-Learning Industry</li><li>• Discuss e-Content development and tools.</li><li>• Describe the major technologies used in e-Learning.</li><li>• Discuss the different approaches for e-Learning delivery.</li><li>• How e-Learning can be evaluated</li><li>• Future Trends</li></ul>	10
3	<b>E-Government</b> <ul style="list-style-type: none"><li>• Definition of e-Governments</li><li>• Implementation</li><li>• E-Government Services</li><li>• Challenges and Opportunities</li><li>• E-Government Benefits</li><li>• Case Study</li></ul>	10



**Important Instructions for paper setter: –**

Paper setter has strictly instructed to follow the following instruction of structure of a question paper while setting the University examination question paper for regular candidates.

<b>UNIVERSITY EXAMINATION</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>
1	QUE - 1 (From Unit 1) (OR) QUE - 1 (From Unit 1)	
2	QUE - 2 (From Unit 2) (OR) QUE - 2 (From Unit 2)	
3	QUE - 3 (From Unit 3) (OR) QUE - 3 (From Unit 3)	
4	QUE - 4 (From Unit 1 to 3 ) (OR) QUE - 4 (From Unit 1 to 3 )	

**Suggested Readings and Reference Books:**

1. Electronic Commerce: A Managerial Perspective, Turban, E. et al., Prentice Hall 2008.
2. Electronic Business and Electronic Commerce Management, 2nd edition, Dave Chaffey, Prentice Hall, 2006
3. e-Learning Tools and Technologies, Horton and Horton, Wiley Publishing.
4. Kenneth C. Laudon, E-Commerce : Business, Technology, Society, 4th Edition, Pearson
5. S. J. Joseph, E-Commerce: an Indian perspective, PHI

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**CERTIFICATE COURSE IN GOODS AND SERVICE TAX  
(CCGST)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

## ❖ **Course Title: Certificate Course in Goods and Service Tax(CCGST)**

### ❖ **DURATION AND NATURE OF COURSE:**

Six Months Self-Finance Post-Graduate Diploma Course divided into 6 unit and one semester. The course will be conducted five days in a week. Saturday/Sunday will be reserved for case discussions and seminar / paper presentations by invitees, experts and course participants. This course is also helpful to gain 4 credits in their academics and which will also build their strong academic records. After completion of this course the students would be able:

- To enable the students to learn the concepts indirect tax and GST from the pre-GST period to post- GST period.
- To understand the importance of indirect taxes (GST) in the Indian and global economy and its contribution to the economic development.
- To comprehend the principles of taxations, objectives of taxes and its impact, shifting and incidence process of indirect taxes in the market orientated economy.
- To understand the implications of GST on the taxable capacity consumers, dealers and of the society at large and its changes.
- To make them to be a tax consultant in preparing the tax planning, tax management. Payment of tax and filing of tax returns.

❖ **Objectives:** The learning Goods and Services Tax (GST) enables the commerce students and the business community to ease interaction with GST authorities. Especially for the students it will give the scope for self-employment as well as for getting good jobs of the competitive market. So we designed the MOOC course titled on “Goods and Service Tax” which covers the fundamental aspects of GST and practical issues in relation to the collection and levy of tax. This course is relevant to the students that are studying business (commerce and management) subject and which will be helpful in advancing their career. The proposed course will definitely helpful to gain the benefits of studying GST. The lecture will provide the students with knowledge and skills to describe and explain the application of Goods and Services Tax in business practices.

The rapidly changing economic scene, social values and structures, cultural patterns, developments in IT, etc. have transformed lifestyle in urban and rural areas. Goods and Service Tax(GST) business has emerged as prominent areas of financial services, since the last decade of bygone century. The pace of growth in Goods and Service Tax(GST) sector has accelerated with the deliberate policy initiatives of deregulation, liberalization and globalization. Presently, it has comprehensively networked itself in almost all parts of the society. These developments are creating need for new ideas, knowledge and professional application for the benefit of the business and society at large. At the same time the financial and infrastructure constraints also block academic developments. Hence, the possible solution is the self-initiation and self sufficiency in developing course curriculum full in its academic content and administration which provide

participants total insight of present day Business Challenges, Opportunities, Regulatory Framework, Institutional and Operational policies, Programs, Markets, Practices, Procedures etc. in the field of Goods and Service Tax(GST). This course aims at catering to the needs of working professionals/participants in updating theoretical knowledge and providing the technical skills and operational insights into different areas of Goods and Service Tax(GST).

❖ **ELIGIBILITY:** Any graduate from recognized University in India or its equivalent.

❖ **ATTENDANCE:**

Attendance will be compulsory in the Course. A participant to the Course, whose overall attendance is less than 75% of the total numbers of lectures delivered in each subject individually, will not be allowed to appear in the examinations.

❖ **TEACHING FACULTY:**

Faculty will be drawn both from within the University as well as experts from commerce sector. In addition experts and professionals from various other fields will also be invited to share their experiences.

❖ **TEACHING METHOD:**

The teaching method of the course will be interactive and participatory in nature. There will be 30 lectures of one hour in a semester, which will be divided in 20 hours classroom learning plus 10 hours for seminar and paper presentation by participants. As part of the course curriculum it is compulsory for every student to give individual or group of maximum 3 students at least two seminar / paper presentations per semester on current issues / any topic in Goods and Service Tax(GST).

❖ **Tenure: 6 Months:** June to November & December to May

❖ **Medium of Instruction:** English

❖ **Intake capacity: 60**

❖ **Course Fee: 7000/-**(Seven Thousand Only)

**PROGRAMME DESIGN:  
EXAMINATION AND AWARD OF CLASS:**

There will be written examination of two hours in all the subjects of 100 marks each at the end of each semester to evaluate the performance of candidates. A candidate must obtain a minimum of 50% marks to pass in each paper.

**Structure of Course:**

<b>Subject Code</b>	<b>Paper No.</b>	<b>Course Name</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>
GST01	01	Introduction to Goods and Service Tax	30	70	100	05
GST02	02	Input tax credit, payment and Registration of GST	30	70	100	05

**AWARD:**

All those students who successfully complete the Course will be awarded Certificate in Goods and Service Tax(GST) by the University.

Note: University reserves the right to amend, without any notice provisions stated in this prospectus.

## Certificate Course in Goods and Service Tax(GST)

### 1 Introduction to Goods and Service Tax(GST)

**Name of the Course :Certificate Course in Goods and ServiceTax (GST)**

**Course credit :05**

**Teaching Hours :75 (Hours)**

**Total marks:100**

Unit	Content
1	<b>Introduction to Goods and Services Tax</b> Introduction - Stages of Evolution of Goods and Services Tax - Methodology of GST -Subsuming of taxes- constitutionalbackground - Benefits of implementing GST- Structure ofGST- Central Goods and Services Tax - State Goods and Services Tax - UTGST -IntegratedGoods and Services Tax - Important concepts and definitions under CGST Act and IGST Act-GSTN - HSN Code - SAC code - GST council – Structure, Power and Functions.
2	<b>Levy, Tax Collection and Reverse Charge Mechanism</b> Levy and Collection of Tax -Rates of GST- Scope of SupplyComposite and Mixed Supplies, E-commerce under GST regime- Liability to pay tax, Reverse Charge Mechanism- CompositionScheme of Levy-Value of taxable supply- Interstate supply-Intra state supply
3	<b>Concept of time and place of supply &amp; Import and Export</b> Time of supply- Place of supply- Significance- Time and place ofsupply in case of intra statesupply, interstate supply and import and export of goods and services

### Important Instructions for paper setter: –

Paper setter has strictly instructed to follow the following instruction of structure of a question paper while setting the University examination question paper for regular candidates.

UNIVERSITY EXAMINATION		
Sr. No.	Particulars	Marks
1	QUE - 1 (From Unit 1) (OR) QUE - 1 (From Unit 1)	20
2	QUE - 2 (From Unit 2) (OR) QUE - 2 (From Unit 2)	20
3	QUE - 3 (From Unit 3) (OR) QUE - 3 (From Unit 3)	15
4	QUE - 4 (From Unit 1 to 3 ) (OR) QUE - 4 (From Unit 1 to 3 )	15

### Suggested Readings and Reference Books:

- 1) Indirect Taxes - Vinod K Singania, Taxmann's Publications, New Delhi
- 2) Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
- 3) Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications
- 4) All About GST- V S Datey- Taxmann Publications.
- 5) Beginner's Guide to GST- Dr Vandana Bangar and Dr Yogendra Bangar- AadhyaPrakashanBanagar
- 6) Custom Act 1962 and Rules Commercial's GST, Commercial law publisher (India) Pvt Ltd, New Delhi. Datey
- 7) V.S.: GST Ready Reckoner, Taxman Publication, New Delhi Koolwal,
- 8) Ashish &Ritu: Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.
- 9) Patel, Chaudhary: Indirect Taxes, Chaudhary Publication,
- 10) Jaipur GoelPankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.
- 11) Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)
- 12) The Central Goods and Services Tax, 2017
- 13) The Integrated Goods and Services Tax, 2017
- 14) The Union Territory Goods and Services Tax, 2017
- 15) The Goods and Services Tax (Compensation to States), 2017

## Input tax credit , Payment and Registration of GST

Course credit :05  
Total marks:100

Teaching Hours :75

Unit	Content
1	<b>Input Tax Credit</b> Cascading Effect of Taxation- Benefits of Input Tax Credit- Manner of claiming input tax credit in different situations - Computation - Input service distribution - Computation - Recovery of Credit - Reversal of credit - Utilization of Input tax credit - Cases in which input tax credit is not available
2	<b>Payment of GST</b> Tax Invoice - Unauthorised Collection of Tax - Credit Notes - Debit Notes - Electronic Cash Ledger - Electronic Credit Ledger Electronic liability ledger - ,Manner of payment of tax- Tax Deduction at Source - Collection of Tax at Source - Refunds
3	<b>Registration, Returns and Accounts and Assessment</b> Registration - Persons Liable for Registration - Compulsory Registration – Deemed Registration- Procedure For Registration - GSTIN - Amendment of Registration – Cancellation of Registration - Revocation of cancellation - Furnishing Details of Supplies - Returns - Accounts and Records- Forms for above – Assessment- An overview of various types of assessment

### Important Instructions for paper setter: -

Paper setter has strictly instructed to follow the following instruction of structure of a question paper while setting the University examination question paper for regular candidates.

UNIVERSITY EXAMINATION		
Sr. No.	Particulars	Marks
1	QUE - 1 (From Unit 1) (OR) QUE - 1 (From Unit 1)	20
2	QUE - 2 (From Unit 2) (OR) QUE - 2 (From Unit 2)	20
3	QUE - 3 (From Unit 3) (OR) QUE - 3 (From Unit 3)	15
4	QUE - 4 (From Unit 1 to 3 ) (OR) QUE - 4 (From Unit 1 to 3 )	15

### Suggested Readings and Reference Books:

- 1) Indirect Taxes - Vinod K Singania, Taxmann's Publications, New Delhi
- 2) Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
- 3) Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications
- 4) All About GST- V S Datey- Taxmann Publications.
- 5) Beginner's Guide to GST- Dr Vandana Bangar and Dr Yogendra Bangar- AadhyaPrakashanBanagar
- 6) Custom Act 1962 and Rules Commercial's GST, Commercial law publisher (India) Pvt Ltd, New Delhi. Datey
- 7) V.S.: GST Ready Reckoner, Taxman Publication, New Delhi Koolwal,
- 8) Ashish & Ritu: Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

- 9) Patel, Chaudhary: Indirect Taxes, Chaudhary Publication,
- 10) Jaipur Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.
- 11) Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)
- 12) The Central Goods and Services Tax, 2017
- 13) The Integrated Goods and Services Tax, 2017
- 14) The Union Territory Goods and Services Tax, 2017
- 15) The Goods and Services Tax (Compensation to States), 2017



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P.G. DIPLOMA IN CLINICAL & COUNSELLING PSYCHOLOGY (PGDCC)



**Effective from Academic Year (2020-2021)**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
JUNAGADH**

❖ **Course Title:** P.G. Diploma Clinical and Counselling Psychology(PGDCCP)

❖ **Eligibility For Admission:**

Any candidate who has cleared his/her any discipline of equivalent programmer with minimum 40% of marks. Performance will be given to a candidate having passed his/her examination at first attempt.

❖ **Duration of the programme:**

The duration of the D.C.C. programme shall be one year divided into two semesters.

❖ **Tenure:**June to November (Sem-I) and November to May (Sem-II)

❖ **Intake Capacity: 30**

❖ **Medium of Instruction: English/Gujarati**

❖ **Course Fee: 20000/- (Twenty Thousand Only)**

#### COURSE FEE

Sr.No.	SEMESTER	FEE (Rs.)
1	SEM - I	10000/-
2	SEM - II	10000/-
<b>TOTAL</b>		<b>20000/-</b>

❖ **P.G.D.C.C. - 3:-Programme structure:**

Semester	Paper No.	Paper Name	Marks	Passing Standard
1	101	Counseling psychologies - I	100	40
	102	Clinical Psychology - I	100	40
	103	Psychological Testing - I	100	40
	104	Psychotherapeutics	100	40
2	201	Counseling psychologies - II	100	40
	202	Clinical Psychology - II	100	40
	203	Psychology of Personality	100	40
	204	Dissertation	100	40

### Structure & Detail Syllabus.

Se me ster	Paper No.	Paper Name	Marks	Passing Standard	Credits	Total Teaching Hours
Semester - 1						
1	101	Counselling psychologies - I	100	40	03	15 Weeks X 3 hours = 45
	102	Clinical Psychology - I	100	40	03	15 Weeks X 3 hours = 45
	103	Psychological Testing - I	100	40	03	15 Weeks X 3 hours = 45
	104	Psychotherapeutics	100	40	03	15 Weeks X 3 hours = 45
Total					12	
Semester - 2						
2	201	Counselling psychologies - II	100	40	03	15 Weeks X 3 hours = 45
	202	Clinical Psychology - II	100	40	03	15 Weeks X 3 hours = 45
	203	Psychology of Personality	100	40	03	15 Weeks X 3 hours = 45
	204	Dissertation	100	40	03	15 Weeks X 3 hours = 45
Total					12	
Grand Total					24	

# 101 Counselling Psychology - I

## Unit-1. Introduction Of Counselling

- 1.1 Nature and Scope of Counselling
- 1.2 Historical Development of Counselling
- 1.3 Counselling & Psychotherapy
- 1.4 Goals & Objectives of Counselling
- 1.5 Functions of Counselor
- 1.6 Modern in Counselling

## Unit-2. Approach to Counselling

- 2.1 Psychoanalytic Approach
- 2.2 Behaviouristic Approach
- 2.3 Cognitive Approach
- 2.4 Person Centered Approach
- 2.5 Elective Approach

## Unit-3. Process Of Counselling

- 3.1 Preparation for Counselling
- 3.2 Phases of Counselling
- 3.3 Skills of Counselling
- 3.4 Evaluation of Counselling
- 3.5 Steps in the Counselling Process

## Unit-4. Types Of Counselling

- 4.1 Group Counselling
  - 4.1.1 Consideration in Group Counselling
- 4.2 Family Counselling
- 4.3 adolescent Counselling
- 4.4 Counselling Women
- 4.5 Counselling in Indian context: Nature & Needs

### ❖ Reference Book:-

1. Felthum C. and Morton (2000): Hand Book of Counselling and Psychotherapy. New Delhi, Sage Publications.
2. Wolfs R. & Dryden W. (1998) Hand Book of Counselling Psychology. Sage Publications.
3. Brown S.D. & Lent, R.W. (2000): Hand Book of Counselling Psychology. New York: John Wiley & Sons.
4. Rao, S.N. (2000): Counselling & Guidance. Tata Mc Graw Hill.
5. Bhatiya, K.K. (2000) Principles Of Guidance and Counselling. Kalyani Publications.
6. रायअमरनाथ एवं अस्थाना, मधु (2003): निर्देशन एवं परामर्शन, मोतीलाल बनारसीदास।
7. Counselling Psychology - Somabhai Patel
8. Granth Nirman Board - Ahmadabad
9. Counselling Psychology - Kusumben Bhatt
10. Counselling Psychology - Prof. C.B. Dave, Prof. K.K. Mehta, Dr. B.M. Contractor, - Granth Nirman Board, Ahmadabad.
11. Counselling Psychology - T. Narayan Rao.
12. John C. Masters, Thomas G. Burish, Steven D. Hollon and David C. Rionm (1987). Behavior, Therapy, Edition, New York, Harcourt Brace Jovanovic college publishers.

Unit-1. Introduction and Clinical Psychology

- 1.1 Definition Nature of Clinical Psychology
- 1.2 Clinical Psychologists at work
- 1.3 The roots of Clinical Psychology
- 1.4 The Value of Models
- 1.5 Solutions about Models
- 1.6 The Phenomenological Models

Unit-2 Assessment & Testing in Clinical Psychology

- 2.1 The Goals of clinical assessment
- 2.2 collecting Processing assessment data
- 2.3 The Behavioural approach to assessment
- 2.4 What is a Test
- 2.5 What Construction Procedures
- 2.6 Test Construction Procedures

Unit-3 Interviewing in Clinical Psychology

- 3.1 What is an Interview ?
- 3.2 Clinical interview situations
- 3.3 Stage in the interview
- 3.4 Communication in the interview
- 3.5 Research on the interview

Unit-4 Observation Clinical Psychology

- 4.1 Some Historical Notes
- 4.2 Approaches to Clinical Psychology
- 4.3 Controlled Observation
- 4.4 Reliability and Validity ( Evaluation of Observational assessment)

❖ References Book:-

1. Michael T. Nietzel, Douglas A. Bernstein, Richard Milich (1994) 'Introduction to Clinical Psychology 4th ED. Prentice Hall Englewood Cliffs, New Jersey.
2. Sheldon J. Korchin (1986) "Modern Clinical Psychology" 4th ED. CBS Publishers & Distributors.
3. Korchin, S.J. (1976). Modern Clinical Psychology CBS Publication, Delhi.
4. Weiner, I.B. (1974), Clinical Methods in Psychology.
5. Goldenberg, H. (1983). Contemporary Clinical Methods in Psychology (2nd ED) New York.
6. Wolsman, B.B. (1978) Clinical Diagnosis of Mental Disorders: A Handbook. N.Y Plenum.
7. Nietzel, M.T Bernstein, D.A & Misich, R (1998). Introduction of Clinical Psychology (5th ED.) New Jersey: Prentice Hall.
8. सिंह ए.के. (2008): आधुनिक नैदानिक मनोविज्ञान मोतीलाल बनारसीदास, दिल्ली।
9. सुलेमान, मुहम्मद एवं कुमार दिनेश (2006): आधुनिक नैयार्णिक मनोविज्ञान, जनरल बुक एजेंसी, पटना।
10. कपिल एचके (2006) नैयार्णिक मनोविज्ञान, भार्गव बुक हाउस, आगरा।

## 103 Psychological Testing - I

### Function & Origins Of Psychological Of Testing

#### Unit-1. Nature and use of Psychological Test

- 1.1 Uses and varieties of Psychological Tests
- 1.2 What is a Psychological Tests?
- 1.3 Why controls the use of Psychological Tests?
- 1.4 Test Administration
- 1.5 Examiner and situational variables
- 1.6 Effects of Training of Test Performance

#### Unit-2 Historical Antecedents of Modern Testing.

- 2.1 Early Interest in classification and training of mentally retarded persons
- 2.2 The first experimental psychologists
- 2.3 Contributions of Francis Galeton.
- 2.4 Cattell and the early "Mental Tests"
- 2.5 Group Testing

#### Unit-3 Historical Antecedents of Modern Testing.

- 3.1 Ethical issues in psychological testing and assessment
- 3.2 User qualifications and professional competence
- 3.3 Responsibilities of test publishers
- 3.4 Protection of Privacy
- 3.5 Confidentiality
- 3.6 Communicating test results.

#### Unit-4 Norms & Concept of Reliability, Validity and Item Analysis

- 4.1 Concept of Norms
- 4.2 Developmental Norms
- 4.3 Within - Group Norms
- 4.4 The correlation coefficient
- 4.5 Types of Reliability
- 4.6 Evolving concepts of test validity

#### ❖ References Book:-

1. Michael T. Nietzel, Douglas A. Bernstein, Richard Milich (1994) 'Introduction to Clinical Psychology 4th ED. Prentice Hall Englewood Cliffs, New Jersey.
2. Sheldon J. Korchin (1986) "Modern Clinical Psychology" 4th ED. CBS Publishers & Dist.
3. Korchin, S.J. (1976). Modern Clinical Psychology CBS Publication, Delhi.
4. Weiner, I.B. (1974), Clinical Methods in Psychology.
5. Goldenberg, H. (1983). Contemporary Clinical Methods in Psychology (2nd ED) New York.
6. Wolsman, B.B. (1978) Clinical Diagnosis of Mental Disorders: A Handbook. N, Y Plenum.
7. Nietzel, M.T. Bernstein, D.A. & Milich, R. (1998). Introduction of Clinical Psychology (5th ED.) New Jersey: Prentice Hall.

Unit-1 Introduction to Psychotherapy

- 1.1 Definition, Objectives and Ethical issues in Psychotherapy
- 1.2 Types of Psychotherapy
- 1.3 Training of Psychotherapist
- 1.4 Effectiveness of Psychotherapy

Unit-2 Psychoanalytic Therapy

- 2.1 Freudian Psychoanalytic Therapy: Objectives, Steps & Clinical Utility
- 2.2 Client - Centered Therapy: Objective, Steps & clinical utility
- 2.3 Existential, steps & clinical utility
- 2.4 Group Therapy: Objectives, Techniques & Clinical Utility

Unit-3 Behaviour Therapy

- 3.1 Concept, Difference between psychotherapy and Behaviour therapy
- 3.2 Aversion Therapy: Objectives, Procedure & Clinical Utility
- 3.3 Medaling Therapy: Objectives, Process, Types & Clinical Utility
- 3.4 Gestalt Therapy: Objectives, Steps Clinical Utility

Unit-4 Cognitive Therapy

- 4.1 Nature, Characteristics and Assumptions.
- 4.2 Rational Emotive Therapy: Objectives, Steps & Clinical Utility
- 4.3 Stress Inoculation therapy: Objectives, Steps & Clinical Utility
- 4.4 Yoga & mediation

❖ **Reference Books**

- 1) Wolman, B.B. (1976) "Treatment Method of Mental Disorders", New York: Van Nostrand Reinhold Company.
- 2) Garfield S.L. (1980): "Psycho Therapy: An Electric Approach." John Wiley and Sons.
- 3) Wolberg, L.R. (1997) "The Techniques of Psycho therapy (3rd Ed.) New York, Grawe and siration.
- 4) Peterson, M.L. (1999) A complete Adult Psycho Therapy Treatment planner" John Wiely
- 5) Kumar, Kiran (2001) "The psychology of Mediation." Delhi: Concept publication.
- 6) Brice, Avery (2000) "Principle of Psycho Therapy." Harper colins publishers, India.
- 7) ચિકિત્સામનોવિજ્ઞાનભાગ- 1 ડૉ.કુસુમબેનકે. ભટ્ટ, યુનિવર્સિટીગ્રંથનિર્માણબોર્ડ, ગુજરાતરાજ્યઅમદાવાદ: 6
- 8) ચિકિત્સામનોવિજ્ઞાનભાગ- 2 ડૉ.કુસુમબેનકે. ભટ્ટ, યુનિવર્સિટીગ્રંથનિર્માણબોર્ડ, ગુજરાતરાજ્યઅમદાવાદ: 6

Unit-1 Educational Counselling

- 1.1 The purpose of Educational Guidance
- 1.2 Factors Contributing to Education Problems
  - 1.2.1 Self
  - 1.2.2 Home (Counselling & Home)
  - 1.2.3 School - Elementary - High School & College
  - 1.2.4 Neighborhood & Community
- 1.3 The role of teachers Professional Counselling
- 1.4 Educational Guidance Programme
  - 1.4.1 Guidance at primary school level
  - 1.4.2 Guidance at secondary school level
  - 1.4.3 Guidance at college school level

Unit-2 Vocational Counselling

- 2.1 The nature of vocational guidance
- 2.2 The need for vocational guidance
  - 2.2.1 The socio - economic & cultural context
- 2.3 The concept of vocational Development and factors contributing to vocational development
- 2.4 Counselling with families concern children as well as parents Counselling with delinquent

Unit-3 Training for Counselling

- 3.1 Counselor preparation & Professional issues
- 3.2 Academic Preparation
- 3.3 Practical Skills
- 3.4 Ethical Standards
- 3.5 Selection & Training of counselors
- 3.6 Modern trends in Counselling:
  - 3.6.1 Counselling Movement in India & Modern time
  - 3.6.2 Present status of Counselling & psycho Therapy
  - 3.6.3 Trends in Counselling

Unit-4 Counselling in Special Areas

- 4.1 Counselling in Industrial settings
- 4.2 Medical & Health Counselling
- 4.3 Counselling in Community Contrasts (NGOS)

❖ Reference Book:-

1. Felthum C. and Morton (2000): Hand Book of Counselling and Psychotherapy. New Delhi, Sage Publications.
2. Wolfs R. & Dryden W. (1998) Hand Book of Counselling Psychology. Sage Publications.
3. Brown S.D. & Lent, R.W. (2000): Hand Book of Counselling Psychology. New York: John Wiley & Sons.
4. Rao, S.N. (2000): Counselling & Guidance. Tata Mc Graw Hill.
5. Bhatiya, K.K. (2000) Principles Of Guidance and Counselling. Kalyani Publications.
6. राय अमरनाथ एवं अस्थाना, मधु (2003): निर्देशन एवं परामर्शन, मोतीलाल बनारसीदास।
7. Counselling Psychology - Somabhai Patel
8. Granth Nirman Board - Ahmadabad
9. Counselling Psychology - Kusumben Bhatt
10. Counselling Psychology - Prof. C.B. Dave, Prof. K.K. Mehta, Dr. B.M. Contractor, - Granth Nirman Board, Ahmadabad.
11. Counselling Psychology - T. Narayan Rao.
12. John C. Masters, Thomas G. Burish, Steven D. Hollon and David C. Rionm (1987). Behavior, Therapy, Edition, New York, Harcourt Brace Jovanovic college publishers.



## Unit-1 Clinical Intervention: Overview & Psychodynamic Models.

- 1.1 What is Psychotherapy
- 1.2 Models of Therapy
- 1.3 Evaluation of Therapeutic Intervention
- 1.4 Practical Problems in Psychotherapy
- 1.5 Community Psychology
- 1.6 Psychodynamic Models

## Unit-2 Clinical Intervention: Behavioral and Phenomenological Models.

- 2.1 Behavioral Models
- 2.2 Foundation of Behavioral Modification
- 2.3 Contemporary Behavior Therapy Techniques
- 2.4 Phenomenological Models
- 2.5 The Client Centered Therapy of Carl

## Unity-3 Clinical Child Psychology

- 3.1 Issues Unique to Child Psychology
- 3.2 Classification of Childhood Disorder
- 3.3 Clinical Assessment of Childhood Adults Disorders
- 3.4 Treatment of Childhood Disorders
- 3.5 The Future of Clinical Child Psychology

## Unit-4 Professional Issues in Clinical Psychology

- 4.1 Professional Training
- 4.2 Professional Regulations
- 4.3 Professional Ethics
- 4.4 Professional Independence
- 4.5 Perils of Professionalism
- 4.6 The Future of Clinical Psychology

### ❖ References Book:-

1. Michal T.Nietzel, Doyglas A Bernstien, Richard Milich (1994) 'Introduction to Clinical Psychology 4th ED. prentice Hall Endglewood Cliffs, New Jersey.
2. Sheldon J.Korchin (1986) "Modern Clinical Psychology" 4th ED. CBS Publishers &Dist.
3. Korchin, S.J. (1976). Modern Clinical Psychology CBS Publication, Delhi.
4. Weiner, I.B.(1974), Clinical Methods in Psychology.
5. Goldenbern.H.(1983).Contemporary Clinical Methods in Psychology (2nd ED) New York.
6. Wolsman, B.B.(1978) Clinical Diagnosis of Mental Disorders: A Handbook. N,Y Plenum.
7. Nietzel, M.T Bernstein, D.A & Misich, R (1998). Introduction of Clinical Psychology (5th ED.) New Jersey: Prentice Hail.
8. सिंहए.के.(2008):आधुनिकनैदानिकमनोविज्ञानमोतीलालबनारसीदास, दिल्ली।
9. सुलेमान, मुहम्मदएवंकुमारदिनेश (2006):आधुनिकनैयार्णिकमनोविज्ञान, जनरलबुकएजेन्सी, पटना।
10. कपिलएचके (2006) नैयार्णिकमनोविज्ञान, भार्गवबुकहाउस, आगरा।

Unit-1 The Dispositional Approach

- 1.1 Allport's Trait Approach
- 1.2 Cattle's trait Approach
- 1.3 Eysenck's Type Approach
- 1.4 Big Five - Factor Model Of Personality

Unit-2 Humanistic Approaches:

- 2.1 Murray's Need theory
- 2.2 Need for achievement
- 2.3 Maclelland - Atkinson Approach
- 2.4 Maslow's Hierarchical Theory of Human Motivation.

Unit-3 Phenomenological and Cognitive Theory

- 3.1 Kelly's Personal Construct Theory
- 3.2 Rojer's Self Theory
- 3.3 Lewin's field theory
- 3.4 Festinger's Cognitive Dissonance Theory
- 3.5 Mischel's Cognitive Behavioral Theory

Unit-4 Radical Behaviorism Of Skinner

- 4.1 Social Luring Theories
- 4.2 Miller & Dollard Theory
- 4.3 Rotter's Theory
- 4.4 Bandura's Theor

❖ References Book:-

1. Liebert, R.M. & Spiegler, M.D. Personality : Strategies and Issues. Pacific Grove. California: Brooks/Cole Publishing Company.
2. Biscoff, L.J. (1970). Interpreting Personality. New York: Harper & Roe.
3. Hall, C.S. & Lindzey, G. (1978) Theories of Personality, 3rd Ed. New York J. Wiley & Sons.
4. Hjelle, L.A., & Zeigler, D.J. (1991) Personality Theories: Basic Assumptions, Research and Applications, 2nd Ed. International Student Edition. McGraw Hill, International Book Co.
5. Pervin, L.A. (1975) Personality: Theory, assessment and research, 2nd Ed. New York, Wiley International Ed.
6. Magnusson, D. Endler, N.S. (1977) Personality at crossroads. New Jersey, Hillsdale: Lawrence Erlbaum Associates.
7. Calvin S. Hall Gardner Lindzey John B. Campbell (2007) Theories of Personality 4th Edition, Publisher: Wiley India Pvt. Ltd.
8. Barbara Engler (2008) Personality Theories/Edition 8.
9. व्यक्तित्वमनोविज्ञान (2004), अरुणकुमारसिंह, मोतीलालबनारसीदास।
10. व्यक्तित्वमनोविज्ञान (2002), मधुअस्थाना, किरणबाला, मोतीलालबनारसीदास।
11. व्यक्तित्वमनोविज्ञान (2004), डी.एन. श्रीवास्तव, भार्गवपब्लिकेशनहाउस, आगरा।
12. व्यक्तित्वनां सिद्धांतो (2014), डॉ. कुसुमबेनके. भट्ट, युनिवर्सिटीनिर्माणबोर्ड, अमदावाદ - ૬.

(17)

**DIPLOMA IN FIRE SAFETY (DFS)**



**Effective from Academic Year (2020-2021)**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
JUNAGADH**

❖ **Course Title:** Diploma in Fire safety(DFS)

❖ **Program Objective:**

1. To educate and train a person to a skilled level of expertise in the domain area of Fire and Safety

2. To enable the students to acquire knowledge of Fire and Safety Studies

The Diploma in Fire Safety (DFM) at Bhakta Kavi Narsinh Mehta University, Junagadh is designed in such a way to make the learner fully aware of the fire hazards, risks & control measures as well as the legal requirements to make the workplace free of such hazard and associated Fire Protection and Safety gives knowledge to students will about industrial safety standards, risk analysis, fire protection systems, factors that influence fire and hazard management. This course includes screen handling methodologies to verify that regulations are held fast and proper safety procedures are followed. The best career opportunities in this field is guaranteed as practically in each major industry there is a need to verify both the product and the workplace meeting safety criteria set by the administration.

❖ **Advantage of these Courses:**

Diploma in Fire and Safety Management course prepares the students to deal real-life situations with strength and courage without panicking as well as safeguarding the lives of others. As the issue of safety is one of the primary and important aspects in the present time, candidates after the successful completion of the course, find it lucrative to find a job in private and government sectors.

They can work for Refineries, Industries, Electricity boards, Fire safety Training Institutes, Armed forces, Chemical plants and other such guiding them towards safety.

❖ **Intake Capacity: 30**

❖ **Duration:** 1 Year

❖ **Tenure:** June to November (Sem.-1) & December to May (Sem.-2)

❖ **Medium of Instruction:** English

❖ **Eligibility:** 10+2 or Equivalent

❖ **Course Fee:**15000/- (Fifteen Thousand Only)

## Semester-1

Sr	Name of paper	Credits
1	Fire Tech & Design	5
2	Construction Safety	5
3	Industrial Safety	5
4	Environmental Safety	5
5	Practical	5

## Semester-2

Sr	Name of Paper	Credits
1	Safety of People in the event of Fire	4
2	Fire Risk Assessment	4
3	Fundamental of Fire Engineering Science	4
4	Fire Control Technology	4
5	Practical	4

❖ **Passing Standard:**

Minimum marks in Each Paper to pass 40%.

❖ **Eligibility:** Any graduate from recognized University in India or its equivalent.

❖ **Admission Process:** Admission will be offered strictly on the basis of merit list.

Admissions under reservation category will be followed as per University rules.

❖ **Eligibility for the Award Diploma:**

To be eligible for the award of the Diploma in Fire and Safety candidate will have to clear all the papers during a complete span of maximum 02 years.

❖ **Who Can Guide or Studied (FOR TEACHERS):**

UG degree in any stream or Diploma Degree Fire Technology and related subjects

❖ **Job profiles infield is as follows:**

Safety Supervisor, Instructor, Trainer, Safety Officer, Safety consultant, Fireman.

**Bhakta Kavi Narsinh Mehta University, Junagadh**

**Diploma in Fire and Safety (D.F.S.)**

**Course Structure**

**SEMESTER – I**

<b>Subject Code</b>	<b>Paper No.</b>	<b>Course Name</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>	<b>Total Teaching Hours</b>
DFS 01	01	Fire Tech & Design	30	70	100	05	12Wks x5 hrs = 60
DFS 02	02	Construction Safety	30	70	100	05	12Wks x 5 hrs = 60
DFS 03	03	Industrial Safety	30	70	100	05	12Wks x 5 hrs = 60
DFS 04	04	Environmental Safety	30	70	100	05	12Wks x 5 hrs = 60
DFS05	05	Practical			100	05	12Wks x 5 hrs = 60
Total						25	

## SEMESTER – II

<b>Subject Code</b>	<b>Paper No.</b>	<b>Course Name</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>	<b>Total Teaching Hours</b>
DFS 01	01	Safety of People in the event of Fire	30	70	100	04	12Wks x4 hrs = 48
DFS 02	02	Fire Risk Assessment	30	70	100	04	12Wks x4 hrs = 48
DFS 03	03	Fundamental of Fire Engineering Science	30	70	100	04	12Wks x4 hrs = 48
DFS 04	04	Fire Control Technology	30	70	100	04	12Wks x4 hrs = 48
DFS05	05	Practical			100	04	12Wks x4 hrs = 48
Total						20	

**Detailed Syllabus**  
**Course: Diploma in Fire Safety**  
**Semester: I**

**Sub.: Fire Tech & Design**

**Credit:5**

<b>Unit-I</b>	Classification of fire, Portable fire extinguishers, Pumps and primers, Foam and foam making equipment's
<b>Unit-II</b>	Hose and hose fittings, Water relay systems, Breathing apparatus, Small gears
<b>Unit-III</b>	Fire protective clothing, Ladders, Ropes and lines, bends & hitches, Fire prevention
<b>Unit-IV</b>	Special appliances, Firefighting codes and standards, Electrical fire hazards, Structures under fire



**Sub.: Construction Safety****Credit: 5**

<b>Unit-I</b>	Site planning and housekeeping, Types of Scaffolds, Erection & dismantling, Scaffold Inspection
<b>Unit-II</b>	Safety in scaffolding – an overview, Investigation of scaffold accident, Provisions on scaffold under the building other construction workers central rules, 1998, Safety in excavations, trenching and shoring
<b>Unit-III</b>	Road work and pilling operation, Ladders, use of safety nets and fall protection systems, Concrete and concert foams and shoring
<b>Unit-IV</b>	Importance of civil work in construction industry, Material handling, Important safety requirements and inspections

<b>Unit-I</b>	Fundamentals of industrial safety, Different types of industries, Different types of safety systems and equipment's, Safety policy and safety terminology
<b>Unit-II</b>	Work permit systems, Job safety analysis, Hazop study, Fault tree analysis
<b>Unit-III</b>	Emergency planning, Safety inventory systems, Safety survey, Occupational health hazards, Safety organization and duties of a safety officer
<b>Unit-IV</b>	Accident prevention methods, Safety committee, Accident investigation, Safety management systems, Laws related to safety (Factories ACT 1948 Explosive ACT, Electricity ACT etc.)

<b>Unit-I</b>	Air pollutants – Pollution sources - automobile pollution-hazards of air pollution-concept of clean coal combustion technology, fly ash-control of combustion in combustion chambers- ultra violet radiation, infrared radiation, radiation from sun-hazards due to depletion of ozone - deforestation ozone holes-automobile exhausts-chemical factory stack emissions - CFC
<b>Unit-II</b>	Water pollutants-health hazards-sampling and analysis of water-water treatment - different industrial effluents and their treatment and disposal -advanced wastewater treatment - effluent quality standards and laws - chemical industries, tannery, textile effluents-common treatment.
<b>Unit-III</b>	Hazardous waste management in India-waste identification, characterization and classification-technological options for collection, treatment and disposal of hazardous wastes election charts for the treatment of different hazardous wastes-methods of collection and disposal of solid wastes-health hazards-toxic and radioactive wastes incineration and verification - hazards due to bio-process-dilution-standards and restrictions – recycling and reuse.
<b>Unit-IV</b>	Sampling and analysis – dust monitor – gas analyser, particle size analysers – lux meter-pH meter  – gas chromatograph – atomic absorption spectrometer, Gravitational settling chambers-cyclone separators-scrubbers electrostatic precipitator - bag filter – maintenance - control of gaseous emission by adsorption, absorption and combustion methods- Pollution Control Board-laws, Pollution control in process industries like cement, paper, petroleum-petroleum products textile-tanneries-thermal power plants – dyeing and pigment industries – eco-friendly energy

# Semester II

**Sub.: Safety of People in the event of Fire**

**Credit:4**

<b>Unit-I</b>	Recognition of possible fire sources and emergency procedures in the event of a fire, the course also offers an in-depth study of fire investigation and the construction techniques for eliminating fires, History of fires, types of detecting devices and extinguishing agents and systems, construction techniques, and fire investigation, National Fire Protection Association and Occupational Safety and Health Administration standards
<b>Unit-II</b>	Devising procedures in the event of fire, How people perceive and react to fire danger, The measures needed to overcome behavioural problems and to ensure the safe evacuation of people in the event of fire, Assisting disabled people to escape
<b>Unit-III</b>	Safety goals and objectives, Monitoring safety progress, Identifying hazards and risks, Safety and financial benefits, Safety and the balanced scorecard, Setting targets and ensuring commitment, Developing safe work systems, Policies and procedures, Safety values and principles
<b>Unit-IV</b>	Allocating responsibility and authority, Rehabilitation after an incident, Workplace inspections, Measuring and reporting, Developing and effective safety culture, Building an incident free workplace, Removing obstacles to safety, Safety and accountability, Developing safety habits in the workplace, Fire Protection and Analysis

<b>Unit-I</b>	Introduction, Understanding fire: How and why people die in fires, Human behaviour in fire: How people behave in emergencies, Legislative requirements: The Regulatory Reform (Fire Safety) Order 2005, Fire hazards & risks, Plan Drawing, Brief look at drawing to scale, and how plans can be used to good effect
<b>Unit-II</b>	Fire risk assessment structure and layout, Means of escape principles: Basic requirements and what to look for, Fire signage: National requirements, Fire Alarms & fire detection: Basic components, and testing, Emergency lighting: When it is required, Basic components, and testing, Alternatives to emergency lighting
<b>Unit-III</b>	Emergency Plans & Staff Training, Highly Flammables & LPG, Fire-fighting equipment requirements, Fire resisting construction & compartmentation, Active fire safety for building protection: Sprinklers & Automatic roof vents
<b>Unit-IV</b>	The process of fire risk assessment, Fire risk assessment recording and review procedures, The potential for pollution arising from fires, Measures to prevent and reduce fire pollution

<b>Unit-I</b>	History of fire service, Basic physics, Units, Guidelines for writing the units, Force, resultant force, Laws of force, Laws of motion, Mass and weight, work, power, energy, Law of conservation of energy, Mechanics – rest and motion, Distance and displacement, Speed and velocity, Acceleration, retardation, Acceleration due to gravity, Newton laws of motion, Machines and engines, Efficiency, Friction
<b>Unit-II</b>	Basic Chemistry and physics of fire, Atomic structure, Elements, compounds, Pure substance and mixture, Physical and chemical changes, Condition for the changes, Energy changes, Effects of heat on matter, Combustion, Temperature, Specific heat capacity, Catalyst, Neutralization,  Sublimation, Heat of decomposing, Chemical reaction, Exothermic reaction and endothermic reaction, Transmission of heat, Flash and fire point, Ignition temperature, Flammables and combustible chemicals, Spontaneous combustion, Triangle of combustion, Tetrahedron fire, Spread of fire
<b>Unit-III</b>	Classification of fire, General Causes of fire, Detection of fire, Extinguishing methods, First aid fire fighting equipment's, Fire bucket, Fire beater, hose reel hose, Portable extinguisher, depends on weight, depends on operating method, depends on content, Depends on position of nozzle, Construction, Operation, Maintenance, Refilling
<b>Unit-IV</b>	Fixed fire fighting installations using water, Hydrant or fire water system, Classification of hydrant system, Sprinkling system, Major foam pourer system, Steam drenching system, Emulsification, Special fires and fire fighting, Air craft fire, Ships fire

<b>Unit-I</b>	Hose, Types of hose, Characteristic, Frictional lose, Material used, Cause and prevention of mildew, Causes and prevention of shock, Causes and prevention of rubber acid, Care and maintenance, Types of hose fittings, Couplings, Component parts of inter locking couplings, Suction coupling wrenches, Branches, nozzles and branch holders, Foam making branches, Nozzles, Collecting head and suction hose fittings, Breechings, Adapters, Maintenance of hose fittings 10
<b>Unit-II</b>	Rope, Lines, knots and ladders, Introduction, Manufacturing materials, Types of ropes and size, Cordage, Causes of deterioration of ropes and lines, Different type of knots, Different type of lines, Purpose of knots, Ladders, Introduction, Hook ladder, escape ladder, turn table and extension ladder, Hook ladder belts
<b>Unit-III</b>	SCBA and foam making equipment's, Introduction, Physiology of respiration, Effects of respiration, Essential fetchers of BA set , Description and technical details, Care and maintenance various BA sets, Advantage and disadvantage of various BA set, Foam & foam making equipment's, Definition, Different type of foam concentrate, Storage, Characteristics, Foam branch and its type, Mechanical foam generator
<b>Unit-IV</b>	Pumps, primers, tenders and water relay, Introduction, definition, Deferent types of pumps, Deferent types of primers, Working principle of various pumps primers, Maintenance and trouble shooting, Testing of pumps, Advantages and disadvantages, Water relay system, Open circuit system, Closed circuit system, Different type of tenders and Fire alarm system, Operation and maintenance of various tenders, Water, foam, Co2, DCP and emergency tenders  Detailed

**(18)**  
**Diploma in Hospital Management**  
**(D.H.M.)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University**  
**Junagadh**



❖ **Course Title:** Diploma in Hospital Management (DHM)

❖ **OBJECTIVES:**

To gain comprehensive understanding of all aspects relating to financial statements, principles, procedures of accounting and their application to different practical situations

❖ **DURATION AND NATURE OF COURSE:**

The duration of the **D.H.M.** programme shall be one-year

❖ **Medium:** - English/Gujarati

❖ **Tenure:** June to November (Sem.-1) & December to May (Sem.-2)

❖ **Intake capacity:** 30

❖ **Attendance:**

A candidate shall be considered to have pursued a regular course of study if he/she attends 75% of the total number of sessions conducted in each semester during his/her study and duly certified by the coordinator/principle to have attended the 75% of sessions separately in each course in the respective semester.

To be eligible for the evaluations through Term End Examinations, candidate shall be required to secure minimum attendance of 75%, failing which a candidate shall not be allowed to appear in the Examination. Condonation of attendance where required as per university rules.

❖ **Passing Standard:**

Minimum marks in Each Paper to pass is 40%.

❖ **Eligibility:** Any graduate from recognized University in India or its equivalent.

❖ **Admission Process:** Admission will be offered strictly on the basis of merit list.

Admissions under reservation category will be followed as per University rules.

❖ **Job profiles in accounting field is as follows:**

Hospital, public sector health Department etc.

❖ **Course Fee:** 15000/- (Fifteen Thousand Only)

## Diploma in Hospital Management (D.H.M.)

### Course Structure SEMESTER – I

Subject Code	Paper No.	Course Name	Internal Marks	External Marks	Total Marks	Credits	Total Teaching Hours
DHM 01	01	Principles of Hospital Management	30	70	100	04	15 Wks x 4 hrs = 60
DHM 02	02	Managerial Accounting & Computer Basics	30	70	100	04	15 Wks x 4 hrs = 60
DHM 03	03	Hospital Planning and marketing	30	70	100	04	15 Wks x 4 hrs = 60

### SEMESTER – II

Subject Code	Paper No.	Course Name	Internal Marks	External Marks	Total Marks	Credits	Total Teaching Hours
DHM 04	04	Hospital Administration	30	70	100	04	15 Wks x 4 hrs = 60
DHM 05	05	Hospital & Human Resource Management	30	70	100	04	15 Wks x 4 hrs = 60
DHM 06	06	Laws Related to Hospital Services	30	70	100	04	15 Wks x 4 hrs = 60

### DIPLOMA IN HOSPITAL MANAGEMENT(DHM) SEMESTER – I

**Paper No-01: Principles and Practices of Management and Organizational Behavior**

**Subject Code: DHM 01**

**Course credit: 04**

Teaching Hours: 60

Marks: 70

Unit	Content
1	<b>Basic concepts of Management:</b> Definition - Evolution of Management Thought - Functions of Management - Planning - Nature and Purpose - Setting Objectives - Management by Objectives - Organizing - Nature and Purpose - Departmentation - Line and Staff Authority -Decentralization - Centralization - Authority Responsibility - Accountability and Power.
2	Directing - Communication – Process of Communication Hierarchy - Maslow's Need of Hierarchy and Herzberg two factor theory - Leading – Trait Theory, Blake and Montain's Managerial Grid, Hersey Blanchard's Situational Leadership. - Process of Controlling - PERT - CPM - Work Study - Quality Circles
3	<b>Decision making - Nature &amp; purpose - Principles</b> Decision Making Definition - Step Of Decision Making - Group Decision Making - Advantage & Dis Advantage - Guideline of Effective Decision Making - Decision Tree -Buries Of Decision Making - Meaning of Personality - Development of Personality - Nature & dimensions of attitude - Organizational Commitment
4	Motives - Characteristics - Classification of Motives - Primary Motives – Secondary Motives - Morale - Definition & relationship with productivity - Morale Indicators:Theories of Work motivation - Maslow's Theory of Need Hierarchy - Herzberg's Theory of Job Loading
5	Group Dynamics & Teams - Theories of Group Formation - Formal Organization & Informal Groups & their interaction - Importance of teams - Formation of teams -Team Work

**Suggested Readings and Reference Books:**

**References Book:-:**

1. Essentials of Management – By Harold Koontz & Heinz Weihrich – 7th Ed. – Tata McGraw Hill.
2. Essentials of Management – By Joseph L. Massie – Prentice Hall India.
3. Management of Organisation Behaviour –By Paul Hersey & Blanchard – Prentice Hall India.
4. Organisational Behaviour – By John W. Newstrom – Tata McGraw Hill.
5. Organisational Behaviour – By Fred Luthans – McGraw Hill Intl.
6. Management Information System – By Dr. P.C. Pardeshi & Others.

**Paper No-02: Managerial Accounting & Computer basics**

**Subject Code: DHM 02**

Course credit: 04

Teaching Hours: 60

Marks: 70

Unit	Content
1	Introduction - Origin of Accounting & its importance Taxation, Audit, etc. . Double Entry System of Accounts - Transactions – Debit & Credit - Classification of Accounts .Journal - Types of Journals/Subsidiary Books - Passing of Journal Entries, writing of narrations.
2	Ledger - Posting in Ledger - Balancing of Ledger Accounts, Preparation of Trial Balance, Depreciation, Preparation of Final Accounts, Working Capital Management - Needs of Working Capital Changes in Financial Statements, Budgetary Control, Elements of Cost of a Product/Service
3	Computer basics: Definition of a Computer, Computer generations, Types of computers, Memory, CPU, I-O devices, Secondary storages, Magnetic Tape, Disk, CD-ROM. Other recent developments-Scanners, Digitizer, Plotters, Printers Representation of Data: Information Software Concepts: Introduction to Programming, Flowcharts and Algorithms. Types of Softwares System software's, Application software's, Firmware software's Operating System-Introduction: Definition of an Operating System, Functions of an OS, Types of an OS, concept of I-O port. File management-FAT, file handling functions. Software and hardware interrupts. File Management: Types of computer MS-DOS, UNIX, MS-WINDOWS, Difference between two OS (Single & multi-user os) Operating system applications. . Office Automation Software (MS-Office 2000/MS-Office 2003: Word processing Software MS-Word.) Spreadsheet Software MS-Excel, Database Management Software MS-Access, Presentation Software MS-Powerpoint and other applications.. Introduction to Virus and Vaccines, Various types of Viruses & Vaccines
4	Basic Concept of Networking and Data Communications: Introduction to Networking & types of Networking. Basic communication concepts, Topologies, Protocols, Ethernet, TCP/IP etc. Introduction to Internet Technology: Explanation of Internet and its applications like Emailing, Chatting Browsing Data Uploading/Downloading etc.
5	Introduction to the software's related to the Hospital Management: 8 Hospital Management System, Payroll system, Accounting System, Inventory Control System & other computer applications in Hospitals

### Suggested Readings and Reference Books:

1. Useful Reading for Hospital Management – By Col. Khare& Others.

2. Basic Accounts & Finance for Non-Accounts – By Prof. D.K.Chatterjee- Himalaya Publishing House
3. Handbook on Accounting for Hospital Management– By Prof. D. K.Chatterjee - Himalaya Publishing House
4. Operating System Concept: by Peterson Biberachaty.
5. Operating System: by Millan Milenkoric.
6. Fundamentals of Computers: by Rajaraman.
7. Know your PC: by Peter Norton.
8. Computer Networks: by Andrew S. Tenenbaum.
9. Computer Network and Distributed Processing: by James martin.

**Paper No-03:Hospital Planning and Marketing**  
**Subject Code: DHM 03**

Course credit: 04

Teaching Hours: 60

Marks: 70

Unit	Content
1	Types of Hospital Organization & Statutory Requirements for Planning, Steps in Hospital Planning: Need Assessment - Appointment of Planning Teams/Consultants - Appointment of Architect - Size of the Hospital - Design of the Hospital - Selection of the Contractor - Preparation of Architect's Brief. - Selection of the Size, Preparation of the Master plan. - Preparation of Schedule of Accommodation. - Layout, Grouping, Zoning & Phasing of Activities.
2	Circulation & Movements of Patients, Staff, Visitors of certain departments such as ICU, OT, Pediatric, Maternity ward. Planning for Water supply, Electricity, Drainage & Sewage disposal, Planning for Equipments & Purchase, Planning for various categories of Staff, Administrative action for Appointment, Training
3	Marketing Concepts, Need, principles, Significance, Customer Satisfaction, Market research, Marketing planning, Marketing Strategies, Profiles, Control and growth in marketing, Market Analysis, Segmentation
4	Targets, Product Mix, Pricing Mix. Marketing of hospital and Healthcare services: The Market mix, market plans, pricing decisions, etc Role of marketing in health care organizations, Strategic Marketing management- Concepts, planning & implementation methods
5	Concepts of Donor marketing - attracting funds, Planning and its promotion in a competitive market Corporate Health Services & Corporate health tie-ups

#### **Suggested Readings and Reference Books:**

1. Hospital Planning & Administration – WHO Monograph Series 54 – By R. Llewelyn, Davis & H.M.C. Macaulay – Indian Edition – Jaypee Brothers, New Delhi.
2. Hospital & Nursing Homes : Planning, Organisation, & Management – By Syed Amin Tabish – Jaypee Brothers, New Delhi
3. Principles of Hospital Administration & Planning – By B.M. Sakharkar – Jaypee Brothers
4. Hospital Administration – By C.M. Francis & MariocDesouza – Jaypee Brothers, New Delhi
5. Hospital Administration & Planning – By A.G. Chandorkar – Paras Medical Publisher. 06.
6. Hospitals Planning, Design & Management – By Kunders & Gopinath.
7. Healthcare System & Management – By S.L. Goel – Deep & Deep Publisher
7. Management of Hospital – By S.L. Goel & R. Kumar – Deep & Deep Publisher

**Paper No-04: Hospital Administration**

**Subject Code: DHM 04**

Course credit: 04

Teaching Hours: 60  
Marks: 70

Unit	Content
1	Routine Admission/Discharge Procedures/Discharge Summary, Hospital Utilisation Statistics - Average Length of Stay (ALS) - Bed Occupancy Rate - Turn Over Interval Daily Reports / Returns. - Hospital Census - Matron's Report - Medical Officer's Report - Casualty Report, Medico-Legal Cases - Report from ICU / ICCU - Security Report - Maintenance Department Report - OT List
2	Patient's Complaints. Medical Certificates, Hospital Committees - Role, Composition, Frequency of Meetings, Minutes of the Meetings, Follow up Actions, Patient Satisfaction Survey. • Interviews, Questionnaires, Observations, Group Discussions, Patient Opinion Polls, Report Writing.
3	Duty Roster of various categories of Staff, Availability of Materials - Critical Items, Stock Level, Procurement Methods. Administration of Patient Related Schemes - Medical Insurance (Cashless Benefit), CGHS, ECHS, CSMA, TPA, ESI.
4	Front Office: Duties & Responsibilities, Duties & Responsibilities of the Hospital Administrator/CEO. - In Profit Making Hospitals - In Non-Profit Making Hospitals Disaster Management/Disaster Plan, Hospital Security - Staff, Patients, New born babies, Female staff/Patients, Stores, Application of Hospital Information System (HIS) & Management Information System (MIS), Negotiation Skills - Purchase of Stores / Equipment, Union Matters, Collective Bargaining, Hospital Waste Management, Methods of Infection Control
5	Fire Fighting, Dealing with Crisis Situation, - Mob violence, Bomb threat, Terrorist strike, Mass casualties, Political agitation, Prisoners Standard Operating Procedures (SOPs).

**Suggested Readings and Reference Books:**

1. Sana's Guidelines for Hospital Infection Control – By Mohd. S. Khan – Jaypee Brothers, New Delhi.
2. Hospital Waste Management & it's Monitoring – By Madhuri Sharma – Jaypee Brothers, New Delhi.
3. Medical Stores Management – By Shakti Gupta & Sunil Kant - Jaypee Brothers, New Delhi
4. Medical Records, Organisation & Management – By G.P. Mogli – Jaypee Brothers, New Delhi
5. Emergency Medical Services & Disaster Management – By D.K. Dave & Shakti Gupta – Jaypee Brothers, New Delhi
6. Hospital Waste Management – By A.G. Chandorkar – Paras Medical Publisher.
7. Hospital Infection Control – By S.A. Tabish – Academia, New Delhi.

**Paper No-05: Human Resource Management**

**Subject Code: DHM 05**

Course credit: 04  
Teaching Hours: 60  
Marks: 70

Unit	Content
1	Human Resource Management Functions of Human Resource Management – The Managerial Perspective - Objectives of Personnel Department - Human Resource Development (HRD), Position of the Personnel Department - Organization of the Personnel Department - Line – Staff Relationship - Manpower Planning & Development - Manpower Needs.
2	Job Analysis, Job Description & Specifications for Hospital Staff, Selection & Recruitment, Orientation, Manpower Developing & Training - Counseling
3	Career Planning, Promotion Policies - Separation - Employee Turnover – Wage Administration, Salary Administration, Employee Benefits & Social Security - Performance Appraisals: Techniques & Practices - Industrial Relations - Unions & their role - Settlement of disputes - Industrial Dispute Act - Collective bargaining.
4	Employee Communication, Dynamics of Behaviour at Individual Level – Group Dynamics, Issues Relating to Management of Professionals - Consultants, Specialists, Medical Officers, Nursing Staff, Other Paramedical Staff
5	Development of staff - In service Training, on job Training, Higher Courses, Specialised Training, Discipline - Punctuality - Dress code - Identification Behaviours of staff - Disciplinary action - Law of natural justice.

### **Suggested Readings and Reference Books:**

#### **Reference Book**

1. Personnel Management & Industrial Relations – By Rustom S. Davar – Vikas Publishing House
2. Human Resource Management – By Garry Dessler – Prentice Hall India
3. Human Resource & Personnel Management – By Aswathappa – Tata McGraw Hill
4. Human Resource Management – By Khan

### **Paper No-06:Laws related to Hospital Services**



**Subject Code:** DHM 06

Course credit: 04

Teaching Hours: 60

Marks: 70

Unit	Content
1	Introduction & Legal Procedures - Court, Affidavit, Evidence, Complaint, Investigation, Oath, Offence, Warrant, Summons - Medico Legal Aspects of Emergency Services, Inquest - Police Inquest, Magistrate's Inquest, Criminal Courts in India & their Powers, General Important Legal Knowledge Pertaining to IPC, CRPC, Civil PC, Evidence Act.
2	Introduction to Indian Constitution - Preamble, Fundamental Rights, Rights & Responsibilities of Medical Person, Hippocratic Oath, Declaration of Geneva, List of Offences & Professional Misconduct of Doctors, as per Medical Council of India, Organisational & Procedural Laws
3	Indian Contract Act - Nursing Home-Registration Act - Birth-Death Registration Act, Labour Laws Applicable to a Hospital - Indian Trade Union Act 1926/Industrial Dispute Act 1947 - The Bombay Shops & Establishment Act - The Workmen's Compensations Act.
4	The Industrial Employment (Standing Orders) Act 1946 - Payment of Wages Act. - Employee Provident Fund Act - Maternity Benefit Act 11. Medical Establishment, Professional Negligence, Errors & Commission, Insurance Policy - General Claims Procedure, Laws Related to Medical Procedures - Medical Termination of Pregnancy Act 1971(MTP Act) - Prenatal Diagnostic Techniques, Regulations & Prevention of Misuse Act 1994 (PNDT Act)
5	Transplantation of human organs Act 1994, Consumer Protection Act 1986, Medical Negligence & Compensation, Medical Ethics/Doctor Patient Relationship, Preventive Steps for Doctors/Hospitals to Avoid Litigation - Consent Form - Life Support - Dying Declaration - Death Certificate - High Risk - Post Mortem - Illustrative Cases of Medical Negligence in India - Surgery - OBST/GYNAEC - Medicine - Pediatrics - Other Disciplines/Anaesthesia, Legal Requirements of Licences/Certificates for a Hospital

#### **Reference Book**

- 1.Parikh's Text Book of Medical Jurisprudence & Toxicology – By Dr. C.K. Parikh – CBS Publications
2. Medical Negligence & Compensation – By Jagdish Singh – Bharat Law, Jaipur.
3. Medical Negligence & Legal Remedies – By Anoop K. Kaushal – Universal
4. Medical Termination of Pregnancy Act.
5. Preconception & Prenatal Diagnostic Techniques (Prohibition of sex selection) Act 1994.

(19)  
**Post- Graduate Diploma in Taxation(PGDIT)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

- ❖ **Course Title:** Post Graduate Diploma in Taxation (PGDIT)
- ❖ **Admission Eligibility:** Any Candidate who has cleared his / her graduation in commerce, management and law stream from the recognized University in India with minimum of 40% Marks. Preference will be given to a candidate having passed his / her examination at first attempt.
- ❖ **Objectives:**
  - To develop knowledge and understanding the skill in taxation.
  - To train students in the process of ascertaining taxable income tax planning, ax procedure & tax management.
  - To familiarize the students with tax, accounting, tax software and tax collection methods and procedures.
- ❖ **Duration of the course:** 1 Year
- ❖ **Tenure:** June to November (Sem.-I) & December to May (Sem.-II)
- ❖ **Medium of instruction:** English
- ❖ **Intake capacity:** 30
- ❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)
- ❖ **Level of the course:** P.G. Diploma
- ❖ **Passing Criteria:** Minimum marks in each paper to pass- 40%
- ❖ **Education Qualification of teaching staff:** Minimum Post Graduate with (Approved by government Institute)

## Course Structure

Sr.	Course Name	Internal	External	Total	Credit
1	Income Tax	30	70	100	04
2	Goods & Service Tax	30	70	100	04
3	Accounting for Individual & Firm	30	70	100	04
4	Return filling Process of Income Tax & GST	30	70	100	04
	Total	120	280	400	16

**Detailed Syllabus**  
**Post-Graduation Diploma in Taxation**

**Sub: Income Tax**

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>Basic Concepts:</b> <ul style="list-style-type: none"> <li>▪ Taxation Structure of India-Difference between Direct and Indirect tax- Income - Person - Assesses - Assessment Year - Previous Year - Gross Total Income - Total Income - Exempted Income - Agricultural Income</li> <li>▪ - Rate of Income Tax, Income Tax calculation- (Rates applicable for respective Assessment year)</li> </ul>	15
2	<b>Income under head Salary</b> <ul style="list-style-type: none"> <li>▪ Income under the head of Salaries - Provisions - Computation of Income under the head Salary</li> <li>▪ Salient features, meaning of salary, Allowances and tax Liability-Perquisites and their Valuation- Deductions from salary. (Theory and Problems)</li> </ul> <b>Income under head House Property</b> <ul style="list-style-type: none"> <li>▪ Income from House Property - Provisions - Computation income from House Property</li> <li>▪ Basis of Chargeability-Annual Value-Self occupied and let out property- Deductions allowed (Theory and Problems)</li> </ul>	20
3	<b>Income under head Business &amp; Profession</b> <ul style="list-style-type: none"> <li>▪ Computation of Income under the head Profits and Gains of Business and Profession</li> <li>▪ Definitions, Deductions expressly allowed and disallowed (Theory and Problems)</li> </ul> <b>Income under head Capital Gain</b> <ul style="list-style-type: none"> <li>▪ Computation of Income under the head Capital Gains (Theory and Problems)</li> </ul> <b>Income under head Other Sources</b>	20
4	<b>Deduction &amp; Other important Concepts</b> <ul style="list-style-type: none"> <li>▪ Deduction from Gross Total Income (Section 80C to 80U)</li> <li>▪ TDS</li> <li>▪ Advance Tax Provisions</li> <li>▪ Calculation of Tax (Individual, HUF and Partnership Firm)</li> <li>▪ Concept of PAN, TAN, Challan etc.</li> </ul>	15

Suggested Books:

**Suggested Readings and Reference Books:**

1. Income Tax (Direct Tax) Himalaya Publishing House (Latest Edition)
2. Taxmann's Income Tax Act (Latest Edition)

**Detailed Syllabus****Post-Graduation Diploma in Taxation****Sub: Goods & Service Tax**

Teaching Hours: 45  
Credit: 4  
Marks:70

Unit	Content	Marks
1	<b>Introduction to GST</b> <ul style="list-style-type: none"> <li>▪ Introduction - Stages of Evolution of Goods and Services Tax - Methodology of GST –</li> <li>▪ Subsuming of taxes- constitutional background - Benefits of implementing GST- Structure of</li> <li>▪ GST- Central Goods and Services Tax - State Goods and Services Tax - UTGST - Integrated</li> <li>▪ Goods and Services Tax - Important concepts and definitions under CGST Act and IGST Act</li> <li>▪ GSTN - HSN Code - SAC code - GST council – Structure, Power and Functions.</li> </ul>	15
2	<b>Registration &amp; Procedure</b> <ul style="list-style-type: none"> <li>▪ Registration - Persons Liable for Registration</li> <li>▪ Compulsory Registration</li> <li>▪ DeemedRegistration</li> <li>▪ Procedure for Registration</li> <li>▪ GSTIN</li> <li>▪ Amendment of Registration</li> <li>▪ Cancellationof Registration</li> <li>▪ Revocation of cancellation</li> </ul> <b>Types of Dealer</b> <ul style="list-style-type: none"> <li>▪ Regular &amp; Composite</li> </ul>	20
3	<b>Input Tax Credit &amp; Payment of GST</b> <ul style="list-style-type: none"> <li>▪ Cascading Effect of Taxation</li> <li>▪ Benefits of Input Tax Credit</li> <li>▪ Manner of claiming input tax credit in different situations</li> <li>▪ Computation</li> <li>▪ Input service distribution</li> <li>▪ Computation</li> <li>▪ Recovery ofCredit</li> <li>▪ Reversal of credit</li> <li>▪ Utilization of Input tax credit</li> <li>▪ Cases in which input tax credit isnot available</li> <li>▪ Tax Invoice</li> <li>▪ Unauthorized Collection of Tax</li> <li>▪ Credit Notes</li> <li>▪ Debit Notes -</li> <li>▪ Electronic Cash Ledger</li> <li>▪ Electronic Credit Ledger</li> <li>▪ Electronic liability ledger</li> <li>▪ Manner ofpayment of tax</li> <li>▪ Tax Deduction at Source</li> <li>▪ Collection of Tax at Source</li> <li>▪ Refunds</li> </ul>	14
4	<b>Types of Returns and Due Dates</b> <ul style="list-style-type: none"> <li>▪ Furnishing Details of Supplies - Returns -</li> <li>▪ Accounts and Records- Forms for above – Assessment- An overview of</li> </ul>	15

- |  |                                  |  |
|--|----------------------------------|--|
|  | various types of<br>▪ assessment |  |
|--|----------------------------------|--|

Suggested Books:

**Suggested Readings and Reference Books:**

1. Indirect Taxes - Vinod K Singania, Taxmann's Publications, New Delhi
2. Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
3. Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications
4. All About GST- V S Datey- Taxmann Publications

**Note:** Latest Editions of the above books may be used.

**Detailed Syllabus**

## Post-Graduation Diploma in Taxation

Sub: Accounting for Individual & Firm

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>Introduction :</b> <ul style="list-style-type: none"><li>▪ Basic Concepts</li><li>▪ Accounting Terms</li><li>▪ Accounting Assumptions, Concepts and Principles</li><li>▪ Double Entry System of Accounting</li><li>▪ Golden Rules of Accounting</li></ul>	15
2	<b>Journalising</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Recording of Business Transaction</li><li>▪ Recording of Transaction in Books of Original Entry/ Journal</li></ul> <b>Ledger &amp; Posting</b> <ul style="list-style-type: none"><li>▪ Ledger &amp; Posting from Journal Entries</li><li>▪ Ledger &amp; Posting from Subsidiary Books</li></ul>	20
3	<b>Financial Statements</b> <ul style="list-style-type: none"><li>▪ Trading and Profit Loss Account</li><li>▪ Balance Sheet</li><li>▪ Types of Assets and Liabilities included in Balance Sheet</li><li>▪ Key Takeaways</li><li>▪ Adjustments: Depreciation Effect</li><li>▪ Adjustments: Interest on Capital</li><li>▪ Adjustments: Remuneration to Partner</li><li>▪ Adjustments: Tax Provision</li><li>▪ Adjustments: Allocation of Profit</li><li>▪ Adjustments: Practical Exercise</li></ul> <b>Preparation of Financial Statements using MS Excel</b>	20
4	<b>Accounting for Various Sectors :</b> <ul style="list-style-type: none"><li>▪ Manufacturing Unit</li><li>▪ Trading Concern</li></ul> Service Sector <b>Understanding of Financial Statement</b> <ul style="list-style-type: none"><li>▪ Integration of other tax laws with Accounting</li><li>▪ Things to be considered while preparing Financial Statements</li></ul>	15

Suggested Books:

### Suggested Readings and Reference Books:

1. Basic Accounting (English, Paperback, PHI Learning)
2. Principles & Practice of Accounting By Dr. Vishal Saxena (Bharat Law House)

### Detailed Syllabus



## Post-Graduation Diploma in Taxation

Sub: Return filling Process of Income Tax & GST Teaching Hours: 45

Credit: 4  
Marks:70

Unit	Content	Marks
1	<b>E-filing of Income Tax</b> <ul style="list-style-type: none"><li>▪ Basic Knowledge of Income Tax E-Filing Site</li><li>▪ Registration (Individual, HUF and Partnership Firm)</li><li>▪ Downloading 26AS (Tax Credit Form)</li><li>▪ Updating Profile (Contact Details, Address, Password etc.)</li><li>▪ Linking Aadhaar with PAN</li><li>▪ Pre-validating Bank with PAN</li><li>▪ Basic Knowledge of ITR Forms</li><li>▪ Downloading ITR Acknowledge</li><li>▪ Instant PAN through Aadhaar</li><li>▪ Preparing and Filing of Return (ITR-1 &amp; ITR-3)</li><li>▪ e-Verification of Return (Aadhar OTP / EVC)</li><li>▪ Online Application of PAN</li><li>▪ Payment of Tax (NSDL)</li><li>▪ Payment of TDS (NSDL)</li><li>▪ TDS Forms (24Q and 26Q Basic Only)</li></ul>	35
2	<b>Return Filling process of GST Return</b> <ul style="list-style-type: none"><li>▪ Basic Knowledge of GST Site</li><li>▪ Return Types</li><li>▪ GSTR-3B</li><li>▪ GSTR-1</li><li>▪ CMP-8</li><li>▪ GSTR-9</li><li>▪ Generation of Challan</li><li>▪ Registration of GST</li></ul>	35

### Exam Pattern :

Practical Viva (After 6 Months of Internship under Professional Person)

### Suggested Sites for Learning

1. <https://www.incometaxindiaefiling.gov.in>
2. <http://gstcouncil.gov.in/>

### Suggested Books

1. Indirect Taxes - Vinod K Singhania, Taxman's Publications, New Delhi
2. Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
3. Income Tax (Direct Tax) Himalaya Publishing House (Latest Edition)
4. Taxman's Income Tax Act (Latest Edition)

(20)

**CERTIFICATE COURSE IN TALLY ACCOUNTING  
(CCTA)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title :** Certificate Course in Tally Accounting (CCTA)

❖ **Objective of course:**

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

- This course helps students to work with well-known accounting software i.e. Tally ERP.9
- Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

❖ **Outcome from this course:**

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Students do possess required skill and can also be employed as Tally data entry operator.

❖ **Duration:** 6Month - June to November & December to May

❖ **Intake capacity:** 30

❖ **Eligibility:** 12<sup>th</sup> Pass from any stream

❖ **Medium of Instruction:** English/Gujarati

❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

## **Course Structure**

<b>Sr.</b>	<b>Course Name</b>	<b>Internal</b>	<b>External</b>	<b>Total</b>	<b>Credit</b>
1	Computerized Accounting System Using Tally-1	30	70	100	04
2	Computerized Accounting System Using Tally-2	30	70	100	04
	<b>Total</b>				<b>08</b>

# Detailed Syllabus

## Certificate course in Tally Accounting

**Sub: Computerized Accounting System Using Tally-1**

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>BASICS OF ACCOUNTING AND TALLY: -</b> <b>Basics of Accounting:</b> <ul style="list-style-type: none"> <li>◆ Accounting Principles,</li> <li>◆ Concepts and Convention</li> <li>◆ Types of Accounts</li> <li>◆ Golden Rules of Accounting</li> <li>◆ Mode of Accounting, Financial Statements</li> <li>◆ Recording Transactions of Sample Data</li> </ul> <b>Basics of Tally:</b> <ul style="list-style-type: none"> <li>◆ Installing Configuring Tally9.ERP</li> <li>◆ Introduction of tally9 ERP</li> <li>◆ Getting Functional with Tally. ERP 9</li> <li>◆ Creation/setting up of Company in Tally. ERP 9</li> <li>◆ Company Features / Configurations</li> </ul>	14
2	<b>CREATING ACCOUNTING AND INVENTORY MASTERS:</b> <b>Creating Accounting Masters in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>◆ Charts of accounts</li> <li>◆ Groups, Ledgers</li> <li>◆ Walkthrough for creating charts of Accounts</li> <li>◆ Practical Exercises</li> </ul>	14
3	<b>Creating Inventory Masters in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>◆ Stock Group, Stock Categories, Units of Measure</li> <li>◆ Godown, Stock Items, Voucher Types</li> <li>◆ Walkthrough for creating Inventory Masters</li> <li>◆ Practical Exercises</li> </ul>	
4	<b>VOUCHER ENTRY AND BASIC REPORTS: -</b> <b>Voucher Entry in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>◆ Accounting Vouchers, Walkthrough for recording accounting vouchers</li> <li>◆ Inventory Vouchers, Walkthrough for recording Inventory vouchers</li> <li>◆ Practical Exercises –</li> </ul> <b>Generating Basic Reports in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>◆ Financial Statements, Accounting Books &amp; Registers</li> <li>◆ Inventory Books &amp; Reports</li> <li>◆ Exception Reports</li> <li>◆ Practical Exercises</li> </ul>	14
5	<b>TECHNOLOGICAL ADVANTAGES OF TALLY. ERP 9:</b> <ul style="list-style-type: none"> <li>◆ Tally Vault, Security Controls, Backup and Restore</li> <li>◆ Split Company Data, Export and Import of Data</li> <li>◆ Printing reports</li> </ul>	14

Suggested Books:

**Suggested Readings and Reference Books:**

3. TDL Reference Manual of Tally 9

**Note:** Latest Editions of the above books may be used.

## **Sub.:Computerized Accounting System Using Tally-2**

Teaching Hours: 45

Credit: 4

Marks:70

<b>Unit</b>	<b>Content</b>	<b>Marks</b>
1	<b>ADVANCED ACCOUNTING IN TALLY. ERP 9:</b> <ul style="list-style-type: none"><li>• Bill-Wise details, Cost centres and Cost categories, Voucher Classes, Cost Centre Class</li><li>• Multiple Currency, Interest Calculation, Budgets &amp; Control, Scenario Management, Banking</li><li>• Stock Summary, Trail Balance</li><li>• Practice Exercises</li></ul>	14
2	<b>ADVANCED INVENTORY IN TALLY. ERP 9:</b> <ul style="list-style-type: none"><li>• Order Processing, Reorder Levels, Tracking Numbers, Batch-Wise Details, Additional Cost Details</li><li>• Bills of Material (BOM), Price Levels &amp; Price Lists, Stock Valuation, Zero Value Entries, Inventory Ageing Analysis –</li><li>• Practical Exercises</li></ul>	14
3	<b>TAX IN TALLY. ERP 9 - I:</b> <b>Value Added Tax (VAT):</b> <ul style="list-style-type: none"><li>• Basic Concepts of VAT, Configuring VAT in Tally. ERP 9</li><li>• Creating Masters, Entries Transactions, VAT Reports, Accounting for Return of goods, Rate Difference in purchase/sale, Accounting for Interest Transactions</li><li>• Practical Exercises</li></ul>	14
4	<b>Central Sales Tax (CST):</b> <ul style="list-style-type: none"><li>• Basics of CST, Enabling CST in Tally. ERP 9, Recording interest transactions, Payment of CST, CST Reports</li><li>• Practical Exercises</li></ul> <b>Tax Deducted at Source (TDS):</b> <ul style="list-style-type: none"><li>• Basics of TDS, Configuring TDS in Tally. ERP 9, Creation of Masters, Recording Transactions, TDS Reports</li><li>• Practical Exercises</li></ul>	14
5	<b>TAX IN TALLY. ERP 9 - II:</b> <b>Service Tax (ST):</b> <ul style="list-style-type: none"><li>• Basics of Service Tax, Configuring ST in Tally. ERP 9</li><li>• Creating Masters, Entries Transactions, Accounting for Advance Receipts, Opening Service Tax Credit, Adjustment of input Service Tax Credit, Payment of Service Tax, ST Reports</li><li>• Practical Exercises</li></ul> <b>Excise for Dealers &amp; Manufactures:</b> <ul style="list-style-type: none"><li>• Basics Concepts of Excise and Excise Duty</li><li>• Configuring Dealers &amp; Manufactures</li></ul> <b>Other Issues:</b> <ul style="list-style-type: none"><li>• Configuring Tally. ERP 9 for Multilingual Capabilities</li><li>• Tally Vault, Security Controls, Backup &amp; Restore, Split Company Data, Export &amp; Import of Data</li></ul>	14

### **Suggested Readings and Reference Books:**

1. TDL Reference Manual of Tally 9

**Note:** Latest Editions of the above books may be used.



**(21)**  
**DIPLOMA IN PERFORMING ARTS**  
**(KATHAK) (DIPA(Kathak))**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University**  
**Junagadh**

- ❖ **Course Title:** Diploma in Performing Arts-Kathak (DIPA-Kathak)
- ❖ **Objectives of the course:**

Learn to take basic steps of **Kathak** – 'Tatkar' comfortably in varying rhythm. Basic hand movements with tatkar. Practice of performing 'chakra' Perform together in a group. Learn expression

Diploma in Kathak – Passing: 40% Marks
- ❖ **Duration of the Course:** 2 Years
- ❖ **Tenure:** June To November & December to May
 

Diploma in Kathak – Classification of Final Results: Combined Result of Two Years Diploma in Kathak–Education Qualification of Teaching Staff:
- ❖ **Admission Criteria:**

Graduate/Post graduate in Kathak Dance  
Akhil GandharvMahavidhyalaya Mandal, Miraj, completed the study sequence up to Visharad – Alankar (Kathak) with a special or awards subject.
- ❖ **Medium Of Instruction:** English/Gujarati
- ❖ **Intake Capacity:** 30
- ❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

## Course structure:

YEAR	Paper No.	Paper Name	Marks	Passing Standard	Teaching Hours/Week	Credit
1 <sup>st</sup> Year	Paper-1	Indian classical dance and its developments	100	40	90 hrs.	3
	Paper-2	Terminology of Indian classical dance and Gharana	100	40	90 hrs.	3
	Paper-3	Hand gestures & Sanchalan & Life Scatches	100	40	90 hrs.	3
	Paper-4	Practical – Teental	100	40	180 hrs.	3
	Paper-5	Practical- Teental Advance & Jap Taal	100	40	180 hrs.	3
	Paper-6	Practical- Teental Advance & Jap Taal Advance	100	40	180 hrs.	3
2 <sup>nd</sup> YEAR	Paper-7	Relation of different arts with dance & Indian Musical Instruments	100	40	90 hrs.	3
	Paper-8	Gat bhav – Gat Nikas	100	40	90 hrs.	3
	Paper-9	Indian & Western Dance	100	40	90 hrs.	3
	Paper-10	Practical- Teental, Jap Taal Advance & Ektal basic	100	40	180 hrs.	3
	Paper-11	Practical- Ektal advance	100	40	180 hrs.	3
	Paper-12	Practical- RupakTaal-Dhamar Taal Basic & Advance	100	40	180 hrs.	3

## **DIPLOMA IN KATHAK**

### **First Year**

#### **Paper-1: Indian Classical Dance & its development**

**100 Marks**

**03 Credits**

UNIT-I	1.Origin of Indian mythology. 2.History of Indian Dance. 3.Origin of Kathak Dance.
UNIT-II	1 Introduction of Ballet in West and Russian Ballet. 2 Compereason of classical Dance & Folk Dance. 3 Broad survey of folk dance in India.
UNIT-III	1 Introductory knowledge of Bharat Natyam. 2 Introductory knowledge of Kathakali. 3 Introductory knowledge of Orissi.
UNIT-IV	1 Guru Shishya parampara 2 Notation of Japtal: Theka, tatkar (Barabar, Dugun, Chogun) 3 Notation of Teental, Toda, Tukda, Kavita, Paran

#### Ref. Books:

2. Nartandarshan -1, -Shri Dharamshi Shah
3. Nartandarshan -2, -Shri Dharamshi Shah
4. Kathak NrutyaSiksha - 1 - 2 -Dr.Puru Dadhich

## DIPLOMA IN KATHAK

### First Year

**Paper-2: Terminology of Indian classical dance and Gharana:**

**100 Marks**

**03 Credits**

UNIT-I	1	Introduction of Abhinay Darpan, NatyShatra, Sangit Ratnakar.
	2	Basic technical terms in Indian Dance & Technical terms of Kathak.
UNIT-II	1	Technical terms of All Dance
	2	Nrittah, Nrity, Natya (Nartanbhed) - Tandav - Lasya - Abhinay - Aangik, Vachik, Abharya, Satvik
UNIT-III		Details study of Gharana: 1 Jaipur gharana 2 Lakhnau gharana 3 Banaras gharana 4 Raygadh gharana 5 Speciality of All gharanas 6 Comperasion of gharana
UNIT-IV	1	Notation of Teental, Theka&Tatkar (Barabar, Dugun, Chogun)
	2	Notation of Toda, Tukda, Tihai etc.

Ref. Books:

1. Nartandarshan -1, -Shri Dharamshi Shah
2. Nartandarshan -2. -Shri Dharamshi Shah
3. Kathak NrutyaSiksha - 1 - 2. -Dr.Puru Dadhich

## **DIPLOMA IN KATHAK**

### **First Year**

#### **Paper-3: Hand gestures, Sanchalan& Life Scatches**

**100 Marks**  
**03 Credits**

UNIT-I	1	Mudra, defination& details
	2	Asamyukt mudra
	3	Samyukt mudra
UNIT-II	1	Sanchalan, defenation& details
	2	Movement of head (shirsanchalan)
	3	Drishti sanchalan
	4	Bhramarsanchalan
UNIT-III	1	Greevasanchalan&adharbhed
	2	Life scatches: - Pt. Birju Maharaj - Pt. SundarlalGangani - Pt. Acchan Maharaj
UNIT-IV	3	Life scatches: - Pt. Durga Lalji - Pt. Gopi Krishna - Sitara Devi - Guru Shri Dharamshibhai Shah - Raja Chakradhar Sinh

#### Ref. Books:

1. Nartandarshan -1, -Shri Dharamshi Shah
2. Nartandarshan -2, -Shri Dharamshi Shah
3. Kathak NrutyaSiksha - 1 - 2. -Dr.Puru Dadhich

# **DIPLOMA IN KATHAK**

## **First Year**

### **Paper-4: Practical – TEENTAL**

**100 Marks**

**03 Credits**

- [1] Basic knowledge of Teental with Theka&Tatkar (Three lays), Practice of basic exercise of hand movements & angles required for the formation of kathak dance and various patterns of Chakkars
- [2] Six tode, two chakradartode, two tihai
- [3] Padhant – Theka of Teental
- [4] Padhant all the bols of Teental
- [5] Teental Advance
- [6] Teental Two thath
  - RangmanchPranam
  - One SadaAamad
  - One ParanAamad
  - Six tode Two paran
- [7] Padhant of all the bols (Teental)

**DIPLOMA IN PERFORMING ARTS**  
**(KATHAK)**

**First Year**

**Paper-5: Practical: TEENTAL Advance & JAPTAAL**

**100 Marks**

**03 Credits**

Shlok – Aangikam

**TEENTAL**

One Ganesh Paran

One Thath

One Aamad

One Kaviti

One Paran

One Tihai

One Chakradar Toda

One Tukda

One ChakradarTihai

Bant (Palta)

**JAPTAL:**

Basic knowledge of Japtal with Tatkar (Barabar and dugun)

One Ganesh Paran

One Thath

One Aamad

One Kaviti

One Paran

One Tihai

One Chakradar Toda

One Tukda

One ChakradarTihai

Gat NikasMatuki Gat Basuri Gat

Padhant of All bols of Teen Taal, Jap Taal



## **DIPLOMA IN PERFORMING ARTS (KATHAK)**

### **First Year**

**Paper-6: Practical: TEENTAL & JAPTAAL Advance**

**100 Marks**

**03 Credits**

#### **TEENTAL**

One Ganesh Paran  
One Thath  
One Aamad  
One Kavita  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)

#### **JAPTAL**

One Toda  
One Ganesh Paran  
One Thath  
One Aamad  
One Kavita  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
Padhant of all bols

## **DIPLOMA IN KATHAK**

### **Second Year**

#### **Paper-7: Relation of different arts with dance & Indian Musical Instruments**

**100 Marks**

**03 Credits**

#### **UNIT-I**

- 1 Relation of sculpture and dance
- 2 Relation of vocal & dance
- 3 Relation of painting & dance
- 4 Relation of Yoga & dance

#### **UNIT-II**

- 1 Relation of Makeup
- 2 Relation of stage arrangement
- 3 Importance of sound system, light, decoration

#### **UNIT-III**

- 1 Indian Musical Instrument:
  - a) Knowledge of Shushirvadya
  - b) Knowledge of Tantu vadya
  - c) Knowledge of Ghan vadya
  - d) Knowledge of Avnaddhvadya
  - e) Indian musical instrument uses in Kathak
  - f) Origin of Indian rhythmic instruments Tabla

#### **UNIT-IV**

- 1 Notation of Ektal- Theka, Tatkar (Barabar, Dugun, Chogun)
- 2 Notation of Japtal, Toda, Tukda etc.
- 3 Notation of Teental, Toda, Tukda etc.

#### **Ref. Books:**

1. Nartandarshan -1, -Shri Dharamshi Shah
2. Nartandarshan -2. -Shri Dharamshi Shah
3. Kathak NrutyaSiksha - 1 - 2. -Dr.Puru Dadhich
4. Kathak NrutyaSikshan- 1-2-3 -Dr.Swati Mehta

## **DIPLOMA IN KATHAK**

### **Second Year**

**Paper-7: Gatbhav - Gat nikas:**

**100 Marks**

**03 Credits**

#### **UNIT-I**

- 1 Details of Gatbhav& detail of different Gatbhav
- 2 Detail of Gat Nikas :Matuki gat, Bansuri gat, Rukhsar, Jhumar, Chhedchhad, Ghunghat

#### **UNIT-II**

- 1 Effect of Kathak on heart, body &Intealactual
- 2 Court tradition & temple tradition of Kathak

#### **UNIT-III**

- 1 Creat a Gatbhav details on current events
- 2 Notation of DhamarTheka, Tatkar, Toda, Tukda

#### **UNIT-IV**

- 1 Notation of Japtal- Toda, Tukda, Tihai, Kaviti etc.
- 1 Notation of Ektal- Toda, Tukda, Tihai, Kaviti etc.

#### **Ref. Books:**

1. Nartandarshan -1, -Shri Dharamshi Shah
2. Nartandarshan -2. -Shri Dharamshi Shah
3. Kathak NrutyaSiksha - 1 - 2 -Dr.Puru Dadhich
4. Kathak NrutyaSikshan- 1-2-3 -Dr.Swati Mehta
5. Kathak NrutyaManjari, -Tirathram "Azad"

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# **DIPLOMA IN KATHAK**

## **Second Year**

### **Paper-9: Indian Western Dance**

**100 Marks**

**03 Credits**

#### **UNIT-I**

- 1 Introduction of Ballet in West and Russian Ballet.
- 2 Comparison of classical Dance & Folk Dance.

#### **UNIT-II**

- 1 Life sketches :
  - Pt. Achchhan Maharaj
  - Pt. Kalka Prasad
  - Pt. Bindadin Maharaj
  - Pt. Lachchu Maharaj
2. Importance of Padmant in Kathak Dance

#### **UNIT-III**

1. Importance of Ghungharu in Kathak Dance
2. Importance of Accompanist Artists in Kathak Dance

#### **UNIT-IV**

1. Distance between Indian Classical Dance & Western Dance
2. Notation of All Taals (Teen Taal, Jap Taal, Ektaal, DhamarTaal, RupakTaal)

#### **Ref. Books :**

1. Nartandarshan -1, -Shri Dharamshi Shah
2. Nartandarshan -2. -Shri Dharamshi Shah
3. Kathak NrutyaSiksha - 1 - 2. -Dr.Puru Dadhich

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# **DIPLOMA IN KATHAK**

## **Second Year**

**Paper-10: Practical – TEENTAAL, JAPTAAL Advance & EKTAAL Basic**

**100 Marks**

**03 Credits**

### **TEENTAL**

One Ganesh Paran  
One Thath  
One Aamad  
One Kavita  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
TishraJatiParan

### **JAPTAL**

One Ganesh Paran  
One Thath  
One Aamad  
One Kavita  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
TishraJatiParan  
Sarasvati Vandna  
TishraJatiParan

### **EKTAL INTRODUCTION**

Ektal with Tatkar  
One Thath  
One Aamad  
One Paran  
Two toda  
One Chakradartoda  
One Kavita  
Padhant of all Bols

# **DIPLOMA IN KATHAK**

## **Second Year**

### **Paper-11: Practical: EKTAAL Advance**

**100 Marks**

**03 Credits**

#### **Shlok - GurubrahmaTeental**

One Ganesh Paran  
One Thath  
One Aamad  
One Kavit  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
TishraJatiParan  
Parmelu

#### **JAPTAL**

One Ganesh Paran  
One Thath  
One Aamad  
One Kavit  
One ParanOneTihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
TishraJatiParan

#### **EKTAL**

One Thath  
One Aamad  
One Paran  
Two toda  
One Chakradartoda  
One Kavit  
Rupak Tal  
Introduction of Rupak Tal with Tatkar  
One Thath  
One Aamad  
One Paran  
Two toda  
One Chakradartoda

One Kaviti

## **DIPLOMA IN KATHAK**

**Second Year**

**Paper-12: Practical: RUPAK TAAL – DHAMAR TAAL Basic & Advance**

**100 Marks**

**03 Credits**

### **SHIV STUTI**

#### **TEENTAL**

One Ganesh Paran  
One Thath  
One Aamad  
One Kaviti  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
TishraJatiParan  
Parmelu

#### **JAPTAL**

One Ganesh Paran  
One Thath  
One Aamad  
One Kaviti  
One Paran  
One Tihai  
One Chakradar Toda  
One Tukda  
One ChakradarTihai  
Bant (Palta)  
TishraJatiParan

#### **EKTAL**

One Thath                      One Aamad  
One Paran                      Two toda  
One Chakradartoda              One Kaviti  
Rupak Tal &Dhamar Tal

#### **Introduction of Rupak Tal &Dhamar Tal with Tatkar**

One Thath                      One Aamad                      One Paran  
Two toda                      One Chakradartoda              One Kaviti  
Gat Nikas  
Zumar                      Rukhsar                      Chhedchhad  
Gat Bhav  
Kalia Daman  
Padhant of all bols

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**DIPLOMA SANITARY INSPECTOR (DSI)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**



❖ **Course Title:** Diploma in Sanitary Inspector (DSI)

❖ **Learning Objectives**

The objective of the course is to impart technical training supplemented by practical training programme to candidates aspiring to join Health and Sanitation departments of Municipal Bodies, District Councils, Railways, Five-Star Hotels, Food and Drugs Administration, Airports or similar services in other organizations.

- Should have knowledge of food safety and the ability to apply it to establishments such as restaurants.
- Apply the principles of natural and mechanical ventilation, as needed
- Should be able to dispose of waste (solid, liquid and sewage) appropriately with minimum harm to the environment.
- Applying the techniques of sterilization and disinfection of various articles
- Should be able to survey housing colonies to assess sanitary standards and prescribe corrective measures.
- Should assist in sanitation management at fairs and festivals.
- Should understand communicable diseases and their prevention.
- Should be able to assist in or independently conduct disinfection of areas in a hospital such as wards, operation theatres, labour rooms, etc.
- Conducting programmes on personal hygiene.
- Should be able to conduct visits to various establishments for assessment of cleanliness and hygienic practices and ensure the desirable standards are maintained.

❖ **Duration of course** - One Academic year

❖ **Tenure:** June to November & December to May

❖ **Admission Criteria:** The candidate must have completed 10+2 with any stream

❖ **Medium of Instruction:** English/Gujarati

❖ **Intake Capacity:** 30

❖ **Course Fee:** 12500/- (Twelve Thousand Five Hundred Only)

### STRUCTURE OF THE COURSE

<b>Paper No.</b>	<b>Course Name</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>
01	Basic Study (Foundation Course)	30	70	100	05
02	Diet and Nutrition	30	70	100	05
03	Land Hygiene/Sanitation and Sewage/Excreta Removal	30	70	100	05
04	Government Program for Disposal/Removal of biomedical waste	30	70	100	05
05	Project work	30	70	100	05
Total Credit					25

## **Paper No. 1: Basic Study (Foundation Course)**

### **1. Basic understanding of the implementation of health services**

- a. Method/Methodology of implementation of primary, secondary, and tertiary level health services.
- b. Community Partnership in Primary Health Care.
- c. Health systems in developing countries.
- d. Private department.
- e. National Health Mission (National Health Program and Schemes).
- f. National Health Policies and Various Health Days.

### **2. Aims, Objectives, Action Plan, and Target Achievements of National Health**

#### **Program.**

### **3. Basic Information about *Āyush* method**

- a. Basic Information about *Āyurveda*.
- b. Basic Information about *Yoga* and Naturopathy.
- c. Basic Information about *Yunāni*.
- d. Basic Information about *Siddhā*.
- e. Basic Information about Homeopathy.
- f. The need of assimilating various methods.

### **4. Overview of Contemporary Health Sector in India.**

### **5. Important Information Regarding Population**

- a. Population census.
- b. Important life-events and its impact on population.
- c. Collection and Importance of information related to population.
- d. Population census and its impacts on health policy.
- e. The science of school of disease.
- f. The principles of the science of school of disease.
- g. Natural History of Diseases.
- h. Details of the study of the school of disease.

- i. The science of contagious and non-contagious diseases – Spread of diseases – Immune System – Cold-chain vaccination agent – Disease prevention survey.

**6. Various words and terminologies used in medical language – Study of basic, detailed information about origin (of diseases) – The study and interpretation of the order and report of medical science.**

**7. Primary information and knowledge about computer and information science. In order to provide students basic knowledge about computer technology, the following topics have been included:**

### **1. Introduction to Computer**

- a. Characteristics of computer.
- b. Block diagrams.
- c. Generations of computer.
- d. Computer Languages.

### **2. Input – Output Device**

- a. Input devices: Key-board – Paint and Draw devices – Data scanning devices – Digitized Electronic Card Reader – Voice Resign/Recognition device – Vision input device.
- b. Output devices: Monitor – Pointer – Platters – Screen Image Projector – Voice Response System

**3. Processor and Memory** – Central Processing Unit (C.P.U.) – Main memory.

**4. Collection Instruments** – Subsequent and Direct Use devices – Magnetic tape – Magnetic disc – Optical disc – Collective collection instruments.

### **5. Understanding Windows**

History – Features – Desktop – Taskbar – Desktop Icons – Working with Folders – Creating Shortcut – Operating Windows (Starting – Shut Down – Moving – Size modification – Increasing and Decreasing, etc.).

6. Introduction to M.S. Word.

7. Introduction to Excel.

8. Introduction to PowerPoint.
9. Understanding Operating System.
10. Computer Networks.
11. Internet and its uses/functions.
12. Use of Engineering in Clinical Settings.

## **Paper No. 2: Diet and Nutrition**

1. Classification of eatables and their importance for public health.
2. Assessment of daily required nutrition.
3. Assessment of the need for nutrients in a special group.
4. Balanced diet.
5. Assessing the nutritional status of the family.
6. The survey of nutrition education and its importance.
7. Preventive therapeutic nutrition.

### **Knowledge regarding General Safety – Occupational Health, and Hygiene Science**

#### **a. Dietetics Nutrition**

Introduction to and classification of Health and Diseases – Nutritional Elements in Diet and their Sources

#### **b. Nutrient**

Carbohydrates – Protein - Vitamins and Minerals – Function – Sources and Dietary Needs.

#### **c. Family Examination**

Medical examination of all members– weight –height and circumference of the head – skin folds(in the case of children) –Blood test for Hemoglobin –Diet Survey –Weight of food before and after cooking.

#### **d. Balanced Diet**

Definition – Co-planning - Factors to take into consideration during planning– Nutritional needs of special groups.

## **e. Nutrition Education**

Malnutrition – Less Weight during birth– Causes – Prevention –Protein energy malnutrition prevention – Special care regarding malnutrition – Special treatment given to malnourished children.

## **Water Sanitation**

1. Classification of sources of water.
2. The difference between deep and shallow wells.
3. Method of Sanitary Well.
4. Demonstration of *Ārogyaprada* well in town/village.
5. Water Supply Sanitary Inspector.
6. Collecting and dispatching samples for chemical and bacteriological survey.
7. Water purification in urban areas.
8. Water purification in rural areas.
9. Environmental Cleanliness (WHO definition) –Balanced and healthy water and its sources – Various uses of water and its need

Waterborne Diseases – Water Conservation – Water Quality - Hard Water and aspects of health – Physical, chemical, and biological criteria and various types of water pollution– The process of cleansing borewell water in small and large amounts– Plumbing system and its maintenance–Water distribution and storage method at community and home level.

## **Clean, Healthy Air**

1. Demonstration of air condition plan for maintain temperature.
2. The importance of air circulation in sufficient quantity and its importance – types of air circulation (1); natural (2) mechanical – Air purification and disinfectant greenhouse effect – Types of ventilation – Air temperature – Humidity –Radiation and Evaporation and their measurements.

## **Paper No. 3: Land Hygiene/Sanitation and Sewage/Excreta Removal**

1. Demonstration of sewage treatment plant.
2. Inspection of soil plant, manhole, and flushing tank.
3. Collection of sewage samples and interpretation of chemical and bacteriological analysis.
4. Inspection of sewage treatment plant, its maintenance, and method of disinfecting it.
5. Cleaning of sewage system – Oil operation and organization of mechanical aspects.
6. Detection/investigation of water pollution.

### **Removal of excreta and waste**

1. Method of waste disposal.
2. Sanitary land filling and demonstration of compost pit.
3. Disposal of excreta.
4. Toilet construction and maintenance
  - Soak-pit.
  - Sanitary latrine.
  - RCA latrine.
  - Septic tank latrine.
  - Sewage treatment plant.
  - Accessible toilets.

### **5. Excreta Removal**

Sewage stream is a waste that includes human feces – Water Pollution – Methods to prevent diseases due to improper removal/discharge:

1. Different types of toilets.
2. Methods of disinfectant use.



3. Bore hole type latrine.
4. R.C.A. toilet.
5. Septic tank toilet.
6. Biogas.
7. Method of disinfecting sewage.

### **6. Burial and cremation in case of accidents**

1. Removal and burial of dead bodies / cremation and record-keeping.
2. Inspection of land for burial and cremation and disposal of ashes.

### **Land Cleanliness**

1. To make samples for assessment of land pollution.
2. Disinfecting the land and changing pH.
3. Types of soil from public health perspective –Causes of soil moisture –Proportion of bacteria and parasites and land health.

### **Control of bacterial environment**

1. Identification and use of insecticides.
2. The method of disinfecting various objects.
3. Understanding the different parts of sprinkler equipment.
4. Use and maintenance of sprinkler.
5. Use of antiseptics.
6. Use of mice-killing drugs.

## **Housing**

1. Survey of home design for determining cleanliness criteria.
2. Fairs – Industrial Estates/Residence Inspection and Sanitation Management.
3. Food – Housing – Water – Lighting – Community Waste Disposal and alternative provisions for emergencies to prevent disease outbreak.

## **Professional Health**

1. Inspecting the workplace.
2. Visit and inspection of factory for cleanliness.
3. Identification of hazardous areas and security arrangements.
4. Health and cleanliness survey of business/industrial areas – Causes, Effects, and Prevention of Environmental pollution.

## **Paper No. 4: Government Program for Disposal/Removal of biomedical waste**

1. Survey of health services in different areas.
2. Planning of vaccination services.
3. Ensuring sanitization of Hospital Ward – Operation Theater–Labor room.
4. Participation in various programs.
5. Self-cleanliness awareness program.
6. Primary treatment in case of emergencies.

### **1. Infectious Diseases**

Introduction – Airborne diseases – Diseases transmitted by diseases – Diseases transmitted by contact –Steps for prevention and control of diseases spread through other diseases and insects.

### **2. Immunity and Vaccination**

Aims – types and effects – Major contagious diseases such as T.B., Diphtheria, Measles, Typhoid – National vaccination program for prevention

### **3. Disinfecting**

Chemical Agent – Halogen –Potassium permanganate – bleaching powder – lime.

### **4. Non-communicable diseases**

Introduction – new cases – total cases – Diagnosis, Detention, and Prevention.

### **5. Individual/Personal Health**

Factors influencing it – Habits – Hand washing - digestive tract – addiction and digestion maintenance– skin and dental care – exercise – proper nutrition.

## **6. Primary treatment**

Treatment of general illness.

## **7. Rules and laws for Public Health.**

Collecting food samples for investigation – Paper work for legal action – Home inspection for detecting adulteration (in milk – ghee – oil – tea – sugar).

### **Public Health Laws**

- Indian Epidemic Act.
- Air purification and water pollution act.
- Laws to prevent food adulteration.
- Birth and death registration act.
- M.P.T Act.
- Traffic Act.
- Laws of Municipal and Local Bodies relating to house design and cleanliness.
- Factory Act and Workers State Insurance Act.
- Checking of school and mid-day meals – Healthy habits for personal health and maintaining proper standards of cleanliness.

### **Exchange of information on health education**

To prepare verbal and aural-visual messages.

### **Behavioral Science**

Habits and rituals affect individual health. Bodily care – Clothes – Periods and Health–Care of extremely sensitive organs (eyes, ears).

### **Health education**

Individual health – Environmental health – Use of collective resources – Personal visit to Primary Health Center – Health education through group discussion –For prevention of diseases and nutritious diet:

- Information about A.I.D.S

- Rejuvenation
- N.Q.A.S.
- Cleanliness mission.
- Maintain quality in public health and cleanliness.

### **Solid Waste Disposal**

Sources of Production –storage–collection –arrangement for disposal – classification and effects – collection and transportation of solid waste from home and streets –method of creating compost/fertilizer.

### **Liquid Waste Disposal**

Healthy methods of liquid waste disposal and dangers of liquid waste on health –gutter system – gutter system construction and maintenance – Water pollution through gutters and disinfecting polluted water.

## **Paper No. 5: Project Work**

The student should prepare a detailed report on the subject of interest to the student and remain present for interview.

### **Visit the following areas for this projectworkand submit a 50-page report**

- 50 houses in urban area.
- 50 houses in rural area.
- Sewage treatment plan.
- Visit a Solid waste disposal plant.
- Visit two hospitals: (1) urban; (2) rural.
- Visit chlorinationand antiseptic work.
- Visit gram Panchayat.

### **Reference book**

- Swach Bharat Abhiyan guidebook, Government of India.
- Healthcare waste management and biomedical waste management rules 2016
- Paramedical book – Jay Ganesh Seva Trust.
- Biology (Human body and functions) Std. 9-10-11-12, Govt. of Gujarat.
- Training module for paramedical staff – Govt. of Gujarat.

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## **Diploma in Hospital Assistant and Phlebotomy**



**Effective from Academic Year  
(2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

# Diploma in Hospital Assistant and Phlebotomy

**Eligibility Criteria:** 12<sup>th</sup> Pass (any stream) or above with basic understanding of English

**Duration of Course:** One year

**About Course:**

**Hospital Assistants** takes care for patients under the supervision of Doctors, Nurses and other Medical staffs. They are involved in patients' day-to-day activities to help Nursing staff in giving all type of treatments prescribed by Doctors.

**Phlebotomist** is a health care worker who performs phlebotomy in healthcare settings. A phlebotomist usually works in medical offices, clinics and laboratories. His/her job is to assist medical laboratory technologist/ doctors and nurses in order to exclusively take care of the blood collection, IV Fluids and drug administration process.

**Objective of the Course:**

To develop a pool of trained worked forces who are employed by Healthcare service providers (Govt. Hospitals, Multispecialty Hospitals, Private Hospitals and Diagnostic Laboratories) to assist Doctors / Nurses / Medical Laboratory Technologist/ Pathologist.

This course is geared to prepare personnel with 10+2 or above background and who desires to be employed as a Hospital Assistant / Phlebotomist in a Health care facility. This program focuses on the acquisition of skills necessary to take care of the patients and draw quality blood samples from patients and prepare those specimens for medical testing.

**Medium of instructions:** English language shall be the medium of instruction for all the subjects of study and for examination of the course.

**Attendance:** A candidate has to secure minimum 80% attendance in overall.

**No. of Seats:** 30 seats

**Eligibility for Institution:** Any college affiliated to the Bhakta KaviNarsinh Mehta University, Junagadhand having hospital attachment.

**Course Fee:** Rs.20000/- (10,000/semester)

**Faculty Profile:** One Visiting Faculty - M.B.B.S./ B.A.M.S./ B.H.M.S./ M.D./ M.S.  
One Visiting Faculty – M.D.(Pathologist)  
One Regular Faculty – G.N.M. or B.Sc.(Nursing) or any Nurse  
One Regular Faculty - Medical Laboratory Technician  
One Visiting Faculty – English Subject  
One Visiting Faculty – Computer Subject



## Structure of the Course

### Semester - I

Paper No.	Paper Name	Credit	Marks		
			Ext.	Int.	Total
Paper-1	Introduction to Medical Science and Phlebotomy	3	70	30	100
Paper-2	Hospital Techniques and Procedure	3	70	30	100
Paper-3	Patient Records, Safety & Infection Procedures and Biomedical Waste Disposal	3	70	30	100
Paper-4	Practical for Hospital Assistant	3	70	30	100
		12	280	120	400

### Semester - II

Paper No.	Paper Name	Credit	Marks		
			Ext.	Int.	Total
Paper-5	Fundamentals of Blood Collection	3	70	30	100
Paper-6	Drawing Blood, Labelling and Transporting Blood Samples	3	70	30	100
Paper-7	Practical for Phlebotomist	3	70	30	100
Paper-8	On Field Training for Hospital Assistant and Phlebotomist - Training in Hospitals - 15 days - Training in Pathology Lab. – 15 days	3	70	30	100
		12	280	120	400

### Examination:

- **1: Standard of Passing the examination:**
  - Candidate must obtain at least 40% marks separately in External / Internal of each Theory paper / Practical paper
- **2: Exemption**
  - Candidate failing the examination as per above provisions but securing 40 out of 100 marks in any theory paper or practical paper separately may be eligible to be exempted from appearing again in that paper at the

subsequent examination and will be declared to have passed the examination when he passes in all remaining papers in accordance with the above provisions.

- **3: Marks of Internal and University Examination and Credits**
  - Total marks of each theory paper are 100 (university examination of 70 marks + internal examination of 30 marks).
  - Total marks of each practical paper are 100(university examination of 70 marks + internal examination of 30 marks).
  - Total Marks of Viva Voice on Field Training and Report are 100 marks.
- **4. Structure of Question Paper**

<b>Question - 1</b>		
Q - 1	Answer the following questions ( Fill in the blanks / One word )	20 (10 x 1 Marks)
Q - 2	Answer the following questions (Any 5 out of 7)	10 (5 x 2 Marks)
Q - 3	Answer the following questions (Any 5 out of 7)	15 (5 x 3 Marks)
Q - 4	Answer the following questions (Any 5 out of 7)	25 (5 x 5 Marks)
Total		70 Marks

**Internal Evaluation for Each Theory Paper – 30 Marks**

No.	Pattern	Marks
1	Assignment	10
2	Internal Test	10
3	Seminar / MCQ or One word Test	10

**Internal Evaluation for Each Practical Paper – 30 Marks**

No.	Pattern	Marks
1	Practical Performance	20
2	Practical Journal	10

**Internal Evaluation for Field Training – 30 Marks**

No.	Pattern	Marks
1	Report of Hospital Training	15
2	Report of Pathology laboratory Training	15

## **Paper-1 – Introduction to Medical Science & Phlebotomy**

### **Unit. 1. Primary Patient Care**

- 1.1 Healthcare delivery system in India at primary, secondary and tertiary care
- 1.2 Issues in Healthcare Delivery System in India
- 1.3 Health Scenario of India – Past, Present and Future
- 1.4 Basic Medical Terminology
- 1.5 Community Health services in India
- 1.6 Know Resuscitation
- 1.7 Know Emergency First Aid & basic first aids
- 1.8 Know the importance of Patient Postures
- 1.9 Know careful and safe transportation of Patient
- 1.10 Know dressing, different types, bandaging and splinting
- 1.11 Know the methods of Care of immobilized limbs (fractured) dislocated limbs
- 1.12 Study the use of Common drugs used in life support, side effect & anti dots in case of adverse reactions.
- 1.13 Understand to judge the gravity of Emergency situations & organize the various measures to cope with them
- 1.14 Know and measure Blood Pressure, Pulse, Respiration rate, Temperature, Methods of taking Temperature various Blood Pressure measuring devices.

### **Unit. 2. Basic Anatomy and Physiology - I**

- 2.1 Basic Structure and Function of Human Body
  - a. Learn general anatomical terms and gross anatomy of organs in different regions in body
  - b. Study Physiological Functions of different organ of the Body
- 2.2 Cardio vascular and Respiratory Systems
  - a. understand the Cardiac cycle
  - b. List and Identify the Major arteries and veins
  - c. Study Coronary Circulation
  - d. Understand structure and functions of respiratory organs from nose to lungs.
    - 5.1 Study mechanism of breathing and study physiology of respiration.
    - 5.2 Understand basic concept of gas exchange and study pulmonary circulation
    - 5.3 study role of lymphatic circulation and lymph nodes
- 2.3 Digestive System, Reproductive system and Excretory System including kidney & skin

Study anatomy and Physiology of following organs : Stomach, duodenum, small intestine, large intestine, liver, gall bladder, Pancreas, Spleen, Kidneys, Ureters, Bladder, Urethra, Prostate, Testis, Vas-Deference, Seminal Vesicles, Ovaries, Uterus

### **Unit. 3. Basic Anatomy and Physiology - II**

#### 3.1 Nervous system and Sense Organs

- a. Study gross anatomy of brain, spinal cord, Cranial Nerves, and their distribution motor nerves, Sensory nerves, Reflexes
- b. Study gross anatomy and function of eye, ear, nose, tongue, skin

#### 3.2 Skeletal system

- a. Study the structure of Bone, Number of Bones, Types of Bone (Long, Flat, etc) and list of Major bones in skeleton. Upper and Lower Limbs, Pelvis, Spine
- b. Function of selected Joints

#### 3.3 Muscular System

- a. Structure and Functions of typical Muscles and tendons
- b. Types of Muscles: Voluntary, Involuntary, etc.
- c. Muscles associated with joint movement and body posture (Flexors and extensors)

#### 3.4 Endocrine System

- a. Name of Various Endocrine glands and organs
- b. Name of Various hormones and their effect on physiology

#### 3.5 Composition of Blood and Blood cells

### **Unit. 4. Primary Learning for Phlebotomist**

#### 4.1 Introduction to Medical Laboratory Technology

#### 4.2 Introduction to Microbiology

#### 4.3 Introduction to Biochemistry

#### 4.4 Do's and Don'ts for Phlebotomist

#### 4.5 Importance of Phlebotomy and need for safety protocols

#### 4.6 Steps in Blood Collection

#### 4.7 Requirement to become a certified Phlebotomist

### **Unit. 5. Hygiene and Nutrition**

#### 5.1 Know the methods of body hygiene, advise of social mannerism, avoidance of bad habit

#### 5.2 Eating Habits, choice and selection of Food, Criteria for well cooked and well preserved food, safe food, calories requirements according to age and activities.

#### 5.3 Understanding the importance of bowel care, rest, sleep and exercise

#### 5.4 Study the various body postures and their significance

## **Paper-2 – Hospital Techniques and Procedures**

### **Unit. 1. Asepsis and Sterilisation**

- 1.1 Definition of asepsis and sterilization
- 1.2 Study different techniques of asepsis
- 1.3 Study different techniques of sterilization: Steam sterilisation, Dry Heat, Flame, Boiling, U.V.(Ultra Violet), Radiation, ETO (Ethylene Trioxide), Hypochlorite,etc.
- 1.4 Know the Methods of Handling of Sterile Material

### **Unit. 2. Operation Theatre Techniques**

- 2.1 Know Pre and Post Operative care:  
Suture Material, Scrubbing, Gloves, Gown, Suction, Cautery
- 2.2 Prepare check list of all equipment, consumable and disposables
- 2.3 Identify, list and understand uses of O.T. surgical instruments.
- 2.4 Practice counting of swabs and instrument pre and post operatively
- 2.5 Study estimation of blood loss
- 2.6 Checks, Working Condition of O.T. Instruments and Carry out their preventive maintenance

### **Unit. 3. Basics of Patient care and life support skills**

- 3.1 Vital signs
- 3.2 Basic emergency care – First Aid and Triage ( degrees of urgency to wounds or illnesses to decide the order of treatment of a large number of patients or casualties ).
- 3.3 Identifying signs and taking measures for
  - a. Choking and Heimlich Maneuver
  - b. Bleeding including nosebleeds
  - c. Minor burns
  - d. Hypothermia
  - e. Asthma attack
  - f. Bites and stings
  - g. Fainting
  - h. Sprain
- 3.4 Ventilations including use of bag-valve-masks (BVMs)
- 3.5 One- and Two-rescuer CPR
- 3.6 Using an AED (Automated external defibrillator).
- 3.7 Managing an emergency including moving a patient – log transfer

### **Unit. 4. Routine and emergency procedures**

- 4.1 Know to Assess patient's general conditions
- 4.2 Practice measurement of various parameters  
Temperature, Pulse, Respiration, B.P., Skin complexion

- 4.3 Check Level of Consciousness of Patients ( Conscious, Unconscious, SemiConscious, Comatose )
- 4.4 Check Body Odor and Breath Odor
- 4.5 Practice Methods of Transport of Sick, Wounded and Critically Ill Patients
- 4.6 Study Various methods of Oxygens supply
- 4.7 Practice starting of IV line listing the steps and precaution taken
- 4.8 Know Immunizing Techniques: Oral Doses, Injections, Vaccines
- 4.9 Know Immunization dosage, schedules and booster doses
- 4.10 Know how to deal with Medico Legal cases and with Concerned agencies  
Police, Judiciary, Local Self Govt. Public NGO

**Unit. 5. Familiarity with ICCU setup**

- 5.1 Plot and ideal layout of ICCU setup
- 5.2 Plan proper ventilation and lighting
- 5.3 Identify list and carry out preventive maintenance of ICCU requirements including Monitor, Alarms, etc.
- 5.4 Operate Instruments and Monitor, Alarms etc. after establishing Patient connection
- 5.5 Study ICCU discipline and Protocol

## **Paper-3 – Patient Records, Safety, Infection Control Procedures and Biomedical Waste Disposal**

### **Unit. 1. Computers and information technology**

- 1.1 Use of computers, its input and output devices
- 1.2 Use of basic software such as MS Office, operating systems (Windows) and internet
- 1.3 Use of data –
  - a. Entry, saving and retrieving
  - b. Scanning and copying medical records/documents
  - c. Efficient file naming and uploading
  - d. Printing, as needed
- 1.4 Application of Computers in clinical settings

### **Unit. 2. Update Patient Records, Correlate and Communicate Health Information**

- 2.1 Patient record database management and documentation
  - a. Medical records
  - b. Database
  - c. Documentation and Database Management
- 2.2 EHR and EMR
  - a. Electronic Health Records
  - b. Electronic Medical Records
- 2.3 Sources and types of health information
  - a. Primary, secondary and tertiary sources of health information
  - b. Evidence based health information sources
    - i. Health literacy
    - ii. Patient values and preferences

### **Unit. 3. Follow All Safety and Infection Control Procedures**

- 3.1 Infection Control practices
  - a. Definition
  - b. Basic principles of infection control practices
  - c. Medical Asepsis - Practices to promote medical asepsis
- 3.2 Universal/ Standard Precautions
  - a. Hand hygiene
  - b. Use of personal protective equipment (e.g., gloves, gowns, masks)
  - c. Safe injection practices
  - d. Safe handling of potentially contaminated equipment or surfaces in the patient environment
  - e. Respiratory hygiene/cough etiquette
- 3.3 Contact precautions
- 3.4 Healthcare Associated Infections

- a. Nosocomial Infection
  - b. Infection Prevention
  - c. Needle stick injuries and their prevention and management
  - d. Catheter-related infections
  - e. Urinary Tract Infections
  - f. Surgical site infections
- 3.5 Healthcare worker safety
- a. Appropriate use of PPE (Personal Protective Equipment) and safe work practices
  - b. Sharp safety practices
  - c. Occupational hazards

#### **Unit. 4. Biomedical Waste Disposal**

- 4.1 Introduction of Bio-medical waste (BMW)
- a. Classification of Bio-medical waste
  - b. Sources of Biomedical waste
  - c. Importance of Bio- medical waste management during home health aide (care)
- 4.2 Know the precautions for collection, transport and conventional and standard methods of Bio Medical Waste Disposal
- 4.3 Study Rules and Regulations for Bio-medical waste Disposal
- a. Understand provision of this rule
  - b. Know various category of Bio-medical Waste
  - c. Know Colour code of containers carrying bio-medical waste
  - d. Types of Container for the above
  - e. Understand the Safety standards for Handling, Storage and Transport of Waste Disposal
- 4.4 Methods of Waste Disposal: Incineration, Autoclaving, Shredding
- 4.5 Effluent Waste Management
- a. Collection of Waste
  - b. Know methods of Effluent Waste Disposal

#### **Unit. 5. Professionalism, Values and Communication Skills**

- 5.1 Code of conduct, professional accountability and responsibility, misconduct
- 5.2 Ethics in healthcare – Privacy, confidentiality, consent, medico legal aspects
- 5.3 Understanding scope of work and avoiding scope creep
- 5.4 Need for customer service and service excellence in medical care
- 5.5 Handling effective communication with patients & family
- 5.6 Basic reading and writing skills
- 5.7 Business communication like letters, e-mails
- 5.8 Listening and Speaking skills
- 5.9 Recognizing changes in the patient- behavior/ abnormal signs and reporting to the Medical Officer/Laboratory Technologist/ Nurse in charge
- 5.10 Dealing with anger or depression of the patient



## **Paper-4 – Practical for Hospital Assistant**

1. Demonstration of body system on Skeleton, Charts and Videos (Audio-Visual Functions)
  - a. Show the position of different organs of the body
  - b. Identify and show sense organs
  - c. Identify different bones of the body
  - d. Identify different Joints of the body
  - e. Identify location of major arteries of the body
  - f. Study structure of different muscles
  - g. Identify different body postures
  - h. Study central nervous system of the body
  - i. Identify and name major or important muscles
2. Check the equipments, Consumable and disposables, confirming to prepare ideal check list identifying them
3. Measures Temperature, BP, Pulse, Respiration Rate of the Patient using respective instruments
4. Identify the various contents of First Aid Kit
5. Demonstrate Heimlich Maneuver
6. Demonstrate the immediate action to be taken for a patient with nosebleed/ minor burns/ asthma attack/fainting/ sprain/ hypothermia/ bites – bee sting or snake bite
7. Demonstrate basic first aid and CPR
8. Explain and Demonstrate sterilization and sanitization techniques for equipment
9. Demonstrate the steps for patient preparation for major and minor Operation
10. Study various methods and maintenance of oxygen supply
11. Prepare dressing tray, IV tray, Ryle's Tube and Urinary Catheter.
12. Demonstrate dressing of "Wounds" of patient on various sites.
13. Identify and Operate for test the OT instruments.
14. Transport / Shift the critically sick patient from one room to another.
15. Preserve, Label and forward the collected samples of patients
16. Demonstrate resuscitation and first aid procedures on a dummy patient.
17. Immobilization the fractured limb wound of wounded patient.
18. Test the ICU equipment's multi parameter monitor, defibrillator, ECG and declare ok.
19. Demonstrate of paracentesis procedures (CSF, Pleural Fluid, Ascetic Fluid).
20. Demonstrate sharp safety practices
21. Identify, demonstrate and separate given biomedical waste in coloured bins /bags.
22. Demonstrate and describe appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type
23. Demonstrate the basic use of computers, their devices and aspects related to data handling.
24. Explain the importance of documentation of patient records.
25. Demonstrate maintenance of patient database from dummy data.

## 26. Maintenance of Indoor and Outdoor Patient Records

### **Paper-5 – Fundamentals of Blood Collection**

#### **Unit. 1. Test Requisition Forms (TRF) and Blood Collection System**

- 1.1 Types of TRF
- 1.2 Basic Principles of tests performed in healthcare settings which require collection of blood samples
- 1.3 Significance of recording details on Laboratory TRF
- 1.4 Important aspects of the TRF
- 1.5 Filling accurate information in the right location in the TRF
- 1.6 Interpreting the TRF details

#### **Unit. 2. Anticoagulants used for Blood Collection and Blood collection systems**

- 2.1 Types of Anticoagulants
- 2.2 Mechanism of Coagulation
- 2.3 Advantages and Disadvantages of each Anticoagulant
- 2.4 Blood Collection System
  - a. Open
  - b. Closed (Vacuum extraction systems )
- 2.5 Advantages and disadvantages of Blood Collection System

#### **Unit. 3. Equipments used in vein puncture**

- 3.1 Identification, types and usage of equipments used for vein puncture such as -
  - a. Tourniquet
  - b. Gloves
  - c. Antiseptic and disinfectant
  - d. Needle
    - i. Needle size
    - ii. Selection of needle based on size, location and volume of blood to be collected
  - e. Syringe or needle holder
    - i. Size of syringes
    - ii. Selection of syringe based on patient, volume of blood to be collected, strength of vacuum expected
  - f. Specimen container
  - g. Gauze – choice of gauge
  - h. Tape for strapping
  - i. Sharps disposal container and safety devices
- 3.2 Sterilization and sanitization
- 3.3 Troubleshooting and maintenance
- 3.4 Designing comfortable chair with hand rest for blood collection

#### **Unit. 4. Patient preparation**

- 4.1 Proper patient identification procedures and protocols to follow for different age group of patients
- 4.2 Patient interaction and reassurance
- 4.3 Patient preparation
  - a. Handling patient in special conditions
  - b. Patient positioning
  - c. Cleaning the venepuncture site
- 4.4 Factors affecting patient preparation
  - a. Therapeutic drug monitoring
  - b. Effects of exercise
  - c. Stress
  - d. Diurnal rhythm
  - e. Posture
  - f. Age, gender, pregnancy etc.

#### **Unit. 5. Principles of site selection and process for drawing blood Proper site selection for venepuncture**

- 5.1 Proper site selection
  - a. For general patients
  - b. For hospitalized patients
  - c. For paediatric patients
- 5.2 Following standard precautions
- 5.3 Site selection
  - a. Attributes of preferred vein
  - b. Vein selection
  - c. Palpating the vein
  - d. Inappropriate sites for venepuncture

## **Paper-6 – Drawing Blood, Labelling and Transporting Blood Samples**

### **Unit.1. Draw Blood Specimens from Patients using Correct Techniques - 1**

- 1.1 Needle insertion technique
  - a. Angle of insertion
  - b. Insertion technique
  - c. Areas of caution
- 1.2 Order of draw
  - a. Importance of correct filling order of sample tubes (Order of draw)
  - b. First draw
  - c. Second draw
  - d. Third draw
  - e. Last draw
- 1.3 Tube filling
- 1.4 Needle removal and sharp disposal

### **Unit. 2. Draw Blood Specimens from Patients using Correct Techniques - 2**

- 2.1 Prophylactic treatment in case of emergencies during drawing blood
- 2.2 Special cases-
  - a. Arterial blood sampling
  - b. Paediatric and neonatal blood sampling
  - c. Capillary sampling
- 2.3 Collecting blood in various case situations:
  - a. Shock
  - b. Haemorrhage
  - c. Road Traffic Accidents
  - d. Neonates
- 2.4 Infants, etc.
- 2.5 Blood Culture Collection to know Bacteraemia
- 2.6 Capillary / Peripheral blood collection (Sites, Procedures, Advantage and Disadvantage)
- 2.7 Talk on Arterial blood collection

### **Unit. 3. Prepare and Label the Blood Samples for Test**

- 3.1 Post venepuncture process
  - a. Examination of venipuncture site
  - b. Application of adhesive bandage
  - c. Instructions to patient
- 3.2 Preparation of blood samples
  - a. Coagulation
    - i. Mixing of samples : Importance of mixing samples and Process of mixing samples
- 3.3 Labelling of blood samples
  - a. Identification of samples

- b. Precautions for labelling specimen
  - c. Bar code labelling
- 3.4 Types of sampling for various tests:
- a. Whole blood
  - b. With coagulant
  - c. Shaking of samples
  - d. Without shaking of samples
- 3.5 Time duration of patient preparation before sampling
- 3.6 Instructions for Patients for FB(Fasting Blood Sugar), PP(Post Prandial), Lipid Profile and Other Special Tests

#### **Unit. 4. Transport the Blood Samples to the Laboratory**

- 4.1 Process of transporting sample
- 4.2 Conditions necessary for transportation of samples
- a. Temperature
  - b. Pressure, and other necessary conditions
  - c. Separation of Plasma / Serum before Transport to Laboratory
- 4.3 Packing of samples
- a. Ideal conditions of packing of blood samples
- 4.4 Factors that influence the outcome of laboratory results during collection and transportation:
- a. Knowledge of staff involved in blood collection
  - b. Use of the correct gauge of hypodermic needle to prevent haemolysis or abnormal results
  - c. The anatomical insertion site for venipuncture
  - d. The use of recommended laboratory collection tubes
  - e. Patient–sample matching (i.e. Labelling)
  - f. Interpretation of results for clinical management

#### **Unit. 5. Assist the Patient During and after Collection of the Specimen**

- 5.1 Causes of failed venipuncture
- a. Procedure related such as -
    - i. Improper positioning of tube
    - ii. Rolling of veins
    - iii. Puncture through veins
    - iv. Collapsed vein
    - v. Partially inserted needle
    - vi. Accidental arterial puncture
  - b. Patient related
    - i. Excessive bleeding
    - ii. Petechiae
    - iii. Nausea
    - iv. Vomiting
    - v. Fainting
    - vi. Seizures
  - c. Corrective measures for failed venipuncture

## **Paper-7 – Practical for Phlebotomist**

1. Demonstrate filling out a sample Test Requisition Form
2. Demonstrate interpreting a filled out sample Test Requisition Form
3. Explain and demonstrate preparation of patient before, during and after collection of specimen
4. Explain and demonstrate site selection procedures for venipuncture
5. Demonstration of Veins and Arteries of body from where Phlebotomist can obtain Blood
6. Enumerate the difference between open and close system of blood collection
7. Identify and select appropriate equipment including needle, collection system and blood collection tubes for routine tests
8. Describe the types of needles, syringes and their criteria for selection
9. Demonstrate and explain uses of various Vein finding devices
10. Explain and demonstrate the procedure for needle insertion
11. Explain and demonstrate correct order of draw
12. Explain and demonstrate blood sample preparation
13. Demonstrate correct labelling of blood samples
14. Explain and demonstrate blood sample packing
15. Explain conditions necessary for transportation of samples
16. Explain and demonstrate management of adverse events (Complications of Vein Puncture)
17. Explain and Demonstrate of Capillary / Peripherals Blood Collection (Sites, Preparation, and Needle Prick devices.
18. Explain and Demonstrate Arterial Blood collection for blood gas analysis
19. Explain in detail procedure of Blood collection for blood culture examination
20. Demonstration of Special Techniques of Blood Collection from infant / child and Patient having shock condition
21. Explain and demonstrate procedure for IV transfusion (Blood / IV Fluid)
22. Demonstrate and explain uses of intra cathvigo, butterfly needle, etc.
23. Prepare Peripheral Blood smear from the given Blood sample
24. Explain home blood collections (Phlebotomist on wheel)
25. Demonstrate the Universal standard precautions.
26. Demonstrate and describe the process of medical asepsis

## **Paper-8 – On Field Training for Hospital Assistant and Phlebotomist**

1. Students should compulsory complete their On Field Training in Hospital for 15 days and in Pathology Laboratory for 15 days.
2. Student should prepare separate On Field Training Report for Hospital and Pathology Laboratory based on their experience.

Viva examination on Hospital Training - 35 Marks

Viva examination on Pathology Lab. Training – 35 Marks

### **EQUIPMENT LIST**

1. Set of Physiological Charts and Anatomical Charts
2. Patient transport trolley / stretcher / foldable stretcher / Wheel Chair
3. Oxygen Cylinder and its control and supply accessories
4. IV set with saline bottle and stand
5. Computer system with Printer set
6. Microscope
7. Basic First Aid Kits
8. Centrifuge
9. Refrigerator
10. Heater/Warmer
11. Shaker
12. Suction Machine
13. B.P. measurement instrument(Mercury, Aneroid, Digital)
14. Pre and Post operative tray of Instruments
15. ECG Machine
16. Thermometer(Mercury, Digital)
17. Syringes & Needles
18. Butterfly needle(as required)
19. Spirit & cotton / Spirit swabs
20. Vacutainer Needles
21. Gloves
22. Tourniquet
23. Hand sanitizer
24. Highlighter & Marker
25. White stickers
26. Test tube racks
27. Stool & Urine Routine & Culture Containers
28. Aluminium Foil
29. Blank TRF
30. Glucose powder

31. Needle Cutter
32. Bio hazard bags for Waste Disposal / Blue sharps container for waste disposal
33. Tongue Depressor
34. Swab sticks
35. Tuberculin syringe
36. Tuberculin vial - 1 TU
37. Blotting Paper for BT
38. Capillary tube for CT
39. Stop watch
40. Simple Weighing balance
41. Height chart
42. Weighing scale for weight of patients
43. Plastic Measuring cylinder - 1 L
44. Tissue paper

### **Reference Books:**

1. Clinical Skills for Healthcare Assistants and Assistant Practitioners by Angela Whelan (Editor), Elaine Hughes (Editor)
2. Essential Knowledge and Skills for Healthcare Assistants by Zoe Rawles
3. A Comprehensive Textbook of Community Health Nursing by Bijayalaskhmi Dash
4. Fundamentals of Nursing Paperback – 2016 by Taylor
5. Competitive Handbook of Nursing-VOL 1 & 2 by Prahlad Ram Yadav
6. Textbook of Medical Laboratory Technology by Author: Praful Godkar
7. Laboratory Practicals Vol. I & II by Author: Monica Chessbroup
8. Clinical Diagnosis by Author: John Bernard Henry
9. Clinical Pathology and Hematology by Author: Nanda Maheshwari
10. Essential of Clinical Pathology by Author: Shirish Kawthalkar
11. Manual of Medical Laboratory Techniques by Author: S. Ramakrishnan
12. Aaryogyani Aaspa by Indian Medical Association, Morbi branch
13. Prathmik Sarvar (First Aid) by Dr. M. G. Desai, Saint John Ambulance Association

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<http://library.med.utah.edu/WebPath/TUTORIAL/PHLEB/PHLEB.html>
2. WHO Guidelines on Drawing Blood: Best Practices in Phlebotomy :  
[http://www.who.int/injection\\_safety/phleb\\_final\\_screen\\_ready.pdf](http://www.who.int/injection_safety/phleb_final_screen_ready.pdf)
3. Skills for Care & Skills for Health, Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England.  
<http://www.skillsforcare.org.uk/document-library/standards/national-minimum-training-standard-and-code/codeofconduct.pdf>



4. Skills for Health UK. Details on Act within the limits of your competence and authority  
<https://tools.skillsforhealth.org.uk/competence/show/html/id/85/>
5. National AIDS & STDs STI Control Programme (NAS COP), Ministry of Health Kenya. 2013. Safe Phlebotomy Training for Health Care Workers in Kenya: Participant's Manual.  
<http://www.health.go.ke/wp-content/uploads/2015/09/Safe-Phlebotomy-Participant%E2%80%99s-Manual.pdf>
6. Handbook for Phlebotomist by NSQF (National Skill Qualification Framework); Ministry of Health and Family Welfare, India

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**DIPLOMA IN TALLY ACCOUNTING  
(DTA)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title : Diplôma in Tally Accounting (DTA)**

❖ **Objective of course:**

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

- This course helps students to work with well-known accounting software i.e. Tally ERP.9
- Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Accounting with Tally Diploma is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

❖ **Outcome from this course:**

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Students do possess required skill and can also be employed as Tally data entry operator.

❖ **Duration:** one year - June to November & December to May

❖ **Intake capacity: 30**

❖ **Eligibility:** 12<sup>th</sup> Pass from any stream

❖ **Medium of Instruction:** English/Gujarati

❖ **Course Fee:** 15000/- (Twelve Thousand Five Hundred Only)

## Course Structure

Sr.	Course Name	Internal	External	Total	Credit
1	Fundamentals of Accounting	30	70	100	04
2	Computerized Accounting System Using Tally-1	30	70	100	04
3	Computerized Accounting System Using Tally-2	30	70	100	04
4	Computerized Accounting System Using Tally-3	30	70	100	04
	Total	120	280	400	16

# Detailed Syllabus

## Diploma in Tally Accounting

**Sub: Fundamentals of Accounting**

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>Basics of Accounting:</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Accounting Terms</li> <li>▪ Accounting Assumptions, Concepts and Principles</li> <li>▪ Double Entry System of Accounting</li> <li>▪ Golden Rules of Accounting</li> <li>▪ Source Documents for Accounting</li> <li>▪ Practice Exercises</li> </ul>	14
2	<b>Journalising</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Recording of Business Transaction</li> <li>▪ The Accounting Equation</li> <li>▪ Recording of Transaction in Books of Original Entry/ Journal</li> <li>▪</li> </ul>	14
3	<b>Subsidiary Books</b> <ul style="list-style-type: none"> <li>▪ Cash Book</li> <li>▪ Petty Cash Book</li> <li>▪ Purchase Cash Book</li> <li>▪ Purchase Return Book</li> <li>▪ Sales Book</li> <li>▪ Sales Return Book</li> <li>▪ Journal Proper</li> <li>▪ Control Accounts</li> </ul> Practical Exercise	14
4	<b>Ledger &amp; Posting</b> <ul style="list-style-type: none"> <li>▪ Ledger &amp; Posting from Journal Entries</li> <li>▪ Ledger &amp; Posting from Subsidiary Books</li> </ul>	14
5	<b>Financial Statements</b> <ul style="list-style-type: none"> <li>▪ Trading and Profit Loss Account</li> <li>▪ Balance Sheet</li> <li>▪ Types of Assets and Liabilities included in Balance Sheet</li> <li>▪ Key Takeaways</li> <li>▪ Practical Exercise</li> </ul>	14

**Note:** Latest Editions of the above books may be used.

**Sub: Computerized Accounting System Using Tally-1**

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>Maintaining Chart of Accounts in Tally. ERP 9</b> <ul style="list-style-type: none"> <li>▪ Introduction o Getting Started with Tally. ERP 9</li> <li>▪ Mouse and Keyboard Conventions</li> <li>▪ Company Creation o Shut a Company</li> <li>▪ Select a Company</li> <li>▪ Alter a Company</li> <li>▪ Company Features and Configurations</li> <li>▪ Company Features: F11</li> <li>▪ Configuration: F12</li> <li>▪ Chart of Accounts</li> <li>▪ Ledger</li> <li>▪ Group</li> <li>▪ Ledger Creation</li> <li>▪ Single Ledger Creation</li> <li>▪ Multi Ledger Creation</li> <li>▪ Altering and Display of Ledgers</li> </ul>	14
2	<b>Fundamentals of Inventory Management</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Inventory Management</li> <li>▪ Terms Used in Inventory Management</li> <li>▪ Inventory Valuation o Different Types of Inventory Valuation</li> <li>▪ Inventory Management in Tally. ERP 9</li> <li>▪ Conclusion</li> <li>▪ Practice Exercise</li> </ul> <b>Stock Keeping Units</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Inventory Masters in Tally ERP 9</li> <li>▪ Creating Inventory Masters</li> <li>▪ Creation of Stock Group o Creation of Unit of Measure</li> <li>▪ Creation of Stock Item</li> <li>▪ Creation of Godown</li> <li>▪ Defining of Stock Opening Balance in Tally ERP 9</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul>	14
3	<b>Banking</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Accounts Payable and Receivable</li> <li>▪ Maintaining Bill-wise Details</li> <li>▪ Activation of Maintaining Bill-wise Details Feature</li> <li>▪ New Reference</li> <li>▪ Against Reference</li> <li>▪ Advance Reference</li> <li>▪ On Account</li> <li>▪ Credit Limit</li> <li>▪ Payment Performance of Debtors</li> <li>▪ Changing the Financial Year in Tally. ERP 9</li> <li>▪ Conclusion</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul>	14

4	<p><b>Allocation and Tracking of Expenses and Incomes</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Cost Center and Cost Categories <ul style="list-style-type: none"> <li>• Activation of Cost Category and Cost Center</li> <li>• Allocation of Expenses and Incomes using Cost Center</li> <li>• Allocation of Expenses and Incomes using Cost Center with Cost category</li> </ul> </li> <li>▪ Allocation of expenses to multiple cost centers and costcategories</li> <li>▪ Automation of Cost Center and Cost Categories while recording transactions</li> <li>▪ Cost Center Classes</li> <li>▪ Cost Center Reports</li> <li>▪ Category Summary</li> <li>▪ Cost Center Break-up</li> <li>▪ Ledger Break-up</li> <li>▪ Group Break-up</li> <li>▪ Conclusion</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul> <p><b>MIS Reports</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Advantages of Management Information Systems</li> <li>▪ Types of MIS Reports in Tally.ERP 9</li> <li>▪ MIS Reports in Tally. ERP 9</li> <li>▪ Trial Balance</li> <li>▪ Balance Sheet</li> <li>▪ Profit and Loss Account</li> <li>▪ Cash Flow Statement</li> <li>▪ Funds Flow Statement</li> <li>▪ Ratio Analysis</li> <li>▪ Books and Accounting Reports</li> <li>▪ Day Book</li> <li>▪ Receipts and Payments</li> <li>▪ Purchase Register</li> <li>▪ Sales Register</li> <li>▪ Bills Receivable and Bills Payable</li> <li>▪ Inventory Reports</li> <li>▪ Stock Summary</li> <li>▪ Stock Transfer</li> <li>▪ Movement Analysis</li> <li>▪ Ageing Analysis</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul>	14
5	<p><b>Storage and Classification of Inventory</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Advantages of Management Information Systems</li> <li>▪ Types of MIS Reports in Tally. ERP 9</li> <li>▪ MIS Reports in Tally. ERP 9</li> </ul>	14

	<ul style="list-style-type: none"> <li>▪ Trial Balance</li> <li>▪ Balance Sheet</li> <li>▪ Profit and Loss Account</li> <li>▪ Cash Flow Statement</li> <li>▪ Funds Flow Statement</li> <li>▪ Ratio Analysis</li> <li>▪ Books and Accounting Reports</li> <li>▪ Day Book</li> <li>▪ Receipts and Payments</li> <li>▪ Purchase Register</li> <li>▪ Sales Register</li> <li>▪ Bills Receivable and Bills Payable</li> <li>▪ Inventory Reports</li> <li>▪ Stock Summary</li> <li>▪ Stock Transfer</li> <li>▪ Movement Analysis</li> <li>▪ Ageing Analysis</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul>	
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Suggested Books:

**Suggested Readings and Reference Books:**

4. TDL Reference Manual of Tally 9

**Note:** Latest Editions of the above books may be used.



**Sub.: Computerized Accounting System Using Tally-2**

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>Management or Purchase and Sales Cycles</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Purchase Order Processing</li><li>▪ Activating Order Processing in Tally.ERP 9</li><li>▪ Sales Order Processing</li><li>▪ Viewing Order Details</li><li>▪ Display Columnar Orders &amp; Stock Details</li><li>▪ Sales order outstanding.</li><li>▪ Pre-closure of Order</li><li>▪ Reorder Level</li><li>▪ Display Reorder Status</li><li>▪ Conclusion</li><li>▪ Key Takeaways</li><li>▪ Shortcut Keys</li><li>▪ Practice Exercises</li></ul> <b>Price Levels and Price Lists</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Activating Price Lists and Defining of Price Levels</li><li>▪ Creation of Price List</li><li>▪ Using Price List</li><li>▪ Revise Price List</li><li>▪ Conclusion</li><li>▪ Key Takeaways</li><li>▪ Shortcut Keys</li><li>▪ Practice Exercises</li></ul>	14
2	<b>Manufacturing Process</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Activating of Bill of Materials</li><li>▪ Auto Listing of Components Using Bill of Materials</li><li>▪ Accounting of Manufacturing Process in Tally.ERP 9</li><li>▪ Reports</li><li>▪ Stock Journal Register</li><li>▪ Transfer Analysis</li><li>▪ Cost Estimation</li><li>▪ Stock Ageing Analysis</li><li>▪ Transferring of Manufactured Goods from Storehouse to Showroom</li><li>▪ Conclusion</li><li>▪ Key Takeaways</li><li>▪ Shortcut Keys</li><li>▪ Practice Exercises</li></ul> <b>Security Financial Information</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Security Control</li><li>▪ Activation of Security Control and Creation of Security Levels in Tally.ERP9</li><li>▪ Accessing the Company with Data Operator's User Account</li></ul>	14

	<ul style="list-style-type: none"> <li>▪ Password Policy</li> <li>▪ Tally Vault Password</li> <li>▪ Activation of Tally Vault in Tally. ERP 9</li> <li>▪ Configuration of Tally Vault Password while Creating the Company</li> <li>▪ Configuration of Tally Vault Password for Existing Company</li> <li>▪ Benefits of Tally Vault Password</li> <li>▪ Conclusion</li> <li>▪ Key Takeaways</li> <li>▪ Practice Exercise</li> </ul>	
3	<p><b>Tax Deducted at Source (TDS)</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Basic Concepts of TDS</li> <li>▪ TDS Process</li> <li>▪ TDS in Tally. ERP 9</li> <li>▪ Activation of TDS Feature in Tally. ERP 9</li> <li>▪ TDS Statutory Masters</li> <li>▪ Booking of Expenses in Purchase Voucher</li> <li>▪ Recording Transactions</li> <li>▪ TDS Reports</li> <li>▪ Challan Reconciliation</li> <li>▪ TDS Outstanding</li> <li>▪ E-Return</li> <li>▪ Conclusion</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul> <p><b>Goods &amp; Service Tax</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to GST</li> <li>▪ Getting Started with GST (Goods)</li> <li>▪ Advance adjustments and Entries (Goods)</li> <li>▪ Getting Started with GST (Services)</li> <li>▪ Advance adjustments and Entries (Services)</li> <li>▪ Conclusion</li> <li>▪ Key Takeaways</li> </ul>	14
4	<p><b>Job Costing</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Features of Job Costing</li> <li>▪ Enabling Job Costing</li> <li>▪ Creating Required Masters</li> <li>▪ Creating Ledgers for Job Costing</li> <li>▪ Recording of Job Costing Related Transactions</li> <li>▪ Job Costing Reports</li> <li>▪ Job Work Analysis Report</li> <li>▪ Materials Consumption Summary Report</li> <li>▪ Comparative Job Work Analysis Report</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercise</li> </ul> <p><b>Job Work</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Features of Job Order Processing in Tally.ERP 9</li> <li>▪ Configuring Job Order Processing in Tally.ERP 9</li> </ul>	14

	<ul style="list-style-type: none"> <li>▪ Company Setup</li> <li>▪ Enabling Job Order Processing</li> <li>▪ Voucher Type Setup</li> <li>▪ Job Order Processing</li> <li>▪ Job Work Out Order</li> <li>▪ Job Work In Order</li> <li>▪ Job Order Reports</li> <li>▪ Job Work Out Reports</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul>	
5	<p><b>Storage and Classification of Inventory</b></p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Advantages of Management Information Systems</li> <li>▪ Types of MIS Reports in Tally. ERP 9</li> <li>▪ MIS Reports in Tally. ERP 9</li> <li>▪ Trial Balance</li> <li>▪ Balance Sheet</li> <li>▪ Profit and Loss Account</li> <li>▪ Cash Flow Statement</li> <li>▪ Funds Flow Statement</li> <li>▪ Ratio Analysis</li> <li>▪ Books and Accounting Reports</li> <li>▪ Day Book</li> <li>▪ Receipts and Payments</li> <li>▪ Purchase Register</li> <li>▪ Sales Register</li> <li>▪ Bills Receivable and Bills Payable</li> <li>▪ Inventory Reports</li> <li>▪ Stock Summary</li> <li>▪ Stock Transfer</li> <li>▪ Movement Analysis</li> <li>▪ Ageing Analysis</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercises</li> </ul>	14

**Suggested Readings and Reference Books:**

5. TDL Reference Manual of Tally 9

**Note:** Latest Editions of the above books may be used.

**Sub.: Computerized Accounting System Using Tally-3**

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	<b>Tax Audit</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Enabling Tally Audit Features in Tally.ERP 9</li><li>▪ Create User level security</li><li>▪ Creation of Masters by Administrator</li><li>▪ Recording of Transactions by the Users</li><li>▪ Audit Listing for Voucher Types</li><li>▪ Key Takeaways</li><li>▪ Shortcut Keys</li><li>▪ Practice Exercises</li></ul>	14
2	<b>Tally Vault</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ How to Configure Tally Vault</li><li>▪ Configuration of Tally Vault Password while Creating the Company</li><li>▪ Configuration of Tally Vault Password for Existing Company</li><li>▪ Alteration/Change of Tally Vault Password</li><li>▪ Benefits of Tally Vault</li><li>▪ Key Takeaways</li><li>▪ Practice Exercises</li></ul>	14
3	<b>Multi-Lingual</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Operating System Requirement for Multi-lingual Support</li><li>▪ Keyboard (Language) Configuration in Tally.ERP 9</li><li>▪ Defining User Interface Language</li><li>▪ Key Takeaways</li><li>▪ Shortcut Keys</li><li>▪ Practice Exercises</li></ul> <b>Web Publishing</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Key Takeaways</li><li>▪ Practice Exercises</li></ul>	14
4	<b>Group Company</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Consolidation of the Final Reports by Creating a Group Company</li><li>▪ How to check the Consolidated Reports in the Group Company</li><li>▪ Key Takeaways</li><li>▪ Shortcut Keys</li><li>▪ Practice Exercise</li></ul>	14
5	<b>Payroll</b> <ul style="list-style-type: none"><li>▪ Introduction</li><li>▪ Setup Payroll in Tally. ERP 9</li><li>▪ Company Creation</li><li>▪ Activation</li><li>▪ Processing Basic Payroll in Tally. ERP 9</li></ul>	14

	<ul style="list-style-type: none"> <li>▪ Employee Setup</li> <li>▪ Creation of Payroll Units</li> <li>▪ Attendance/Production Types</li> <li>▪ Creation of Pay Heads</li> <li>▪ Defining Salary Details for an Employee</li> <li>▪ Defining Salary Details for an Employee Group</li> <li>▪ Salary Processing</li> <li>▪ Payroll Reports</li> <li>▪ Statements of Payroll</li> <li>▪ Attendance Reports</li> <li>▪ Expat Reports</li> <li>▪ Payroll Statutory Deductions and Reports</li> <li>▪ Creating the Statutory Pay Heads</li> <li>▪ Define Salary Details</li> <li>▪ Process Salary</li> <li>▪ Payment of Salary</li> <li>▪ Payroll Statutory Reports</li> <li>▪ Income Tax</li> <li>▪ Employee Setup</li> <li>▪ Provide Income Tax Details</li> <li>▪ Process Income Tax</li> <li>▪ Process Salary</li> <li>▪ Key Takeaways</li> <li>▪ Shortcut Keys</li> <li>▪ Practice Exercise</li> </ul>	

**Suggested Readings and Reference Books:**

6. TDL Reference Manual of Tally 9

**Note:** Latest Editions of the above books may be used.

(25)

**POST GRADUATE DIPLOMA IN JOURNALISM  
(PGDJ)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title: Post Graduate Diploma in Journalism (PGDJ)**

❖ **Objective:**

To understand the crucial role and importance of News & media in various newspapers and news channels and E-newspaper etc., and to develop and to improve the quality of news & develop skills who expects their future in media sector.

❖ **Duration:**

Total duration of the **PGDJ** Course shall be of one year.

❖ **Course Tenure:**

June to November for odd semesters& December to May for even semesters.

❖ **Admission Criteria:**

Any graduate from recognized University in India or its equivalent

❖ **Documents Required:**

- School Leaving Certificate
- Mark sheet of graduate (All Semester)
- Passport size photos
- Caste Certificate (If applicable)

❖ **Intake Capacity:**40

❖ **Medium Instruction:** Gujarati, English

❖ **Course Fee:** 15000/- (Fifteen Thousand Only)

**Bhakta Kavi Narsinh Mehta University**

**SYLLABUS OF**

**Post Graduate Diploma In Journalism**

**(P.G.D.J.)**

**In force from June : 2020**

O.P.G.D.J. -1

A candidate seeking admission to Post Graduate Diploma in Journalism (PGDJ) Programme must have passed bachelor's degree Programme of any faculty of this university or equivalent thereto of any other recognized university / institute.

O.P.G.D.J-2

The Post Graduate in Journalism (PGDJ) Programme is of two semester full- time direct teaching & Practical teaching programme and therefore admitted candidate can not join any other Programme of this university or any other university/ institute simultaneously.

O.P.G.D.J -3

The minimum attendance required for the admission to the examination for each semester will be 75% of total number of the working days for the relevant semester for direct class room teaching and completion of minimum 75% of total work assigned. Less attendance and less work done will attract relevant rules and regulation of this university.

O.P.G.D.J -4

Candidate admitted in the Post Graduate in Journalism (PGDJ) Programme will have to satisfy the requirement of enlistment rules and pay the fees for the same as fixed by this university under the relevant rules time to time.

O.P.G.D.J -5

There shall be written examination at the end of each semester. Moreover at the end of the second semester there shall be viva-voice examination after the completion of compulsory attachment usually called as practical journalism or internship. Attachment will commence in such a way that it will be completed before the written examination of second semester. Viva-voice for the attachment will be held as per the university time table.



#### O.P.G.D.J -6

Total Credit for Post Graduate in Journalism (P.G.D.J.) Programme is 30 credit consisting of total 15 credit for first semester and 15 credit for second semester.

#### O.P.G.D.J -7

The teacher qualification and workload for the teacher shall be same as it is applicable to the faculty of Arts and as it is fixed by the State Government of Gujarat / UGC / this university from time to time. The courses and credit for it prescribed for the study of Post Graduate in Journalism (P.G.D.J.) Programme shall be the same as mention in R.P.G.D.J. -1 and R.P.G.D.J. -2.

#### O.P.G.D.J-8

Admission to the Post Graduate in Journalism (PGDJ) Programme shall be made by Principal of the Concern College / institution by observing reservation policy of Govt. of Gujarat and Bhakt Kavi Narshinh Maheta University. Procedure for the admission will be decided by the Principal of concern affiliated college / institution.

#### O.P.G.D.J-9

Written examination of 70 marks for each course will be of Two and Half hours duration. Question paper for each course will have five questions with internal options and will carry 14 equal marks.

**R.P.G.D.J-1**

The following are the courses and credits prescribed for the study and examination of semester-1 of Post Graduate in Journalism (PGDJ) Programme.

**Semester – I**

No.	Course Code	Course Title	C	IM	EM	TM
1	JMC-----	Principles of Journalism	3	30	70	100
2	JMC-----	Media Law	3	30	70	100
3	JMC-----	Principles of Reporting	3	30	70	100
4	JMC-----	Elements of Advertising	3	30	70	100
5	JMC-----	Elements of Public Relation	3	30	70	100
		Total	<b>15</b>	<b>150</b>	<b>350</b>	<b>500</b>

Total 100 marks for each course is divided into two parts. First part of 30 internal marks is based upon seminar, practical, field work, internal test and the journal work assigned to the students for the concern course. For the second part of 70 marks written examination will be conducted.

## R.P.G.D.J. -2

The following are the courses prescribed for the study and examination of semester-2 of Post Graduate in Journalism (PGDJ) Programme.

### Semester – II

No.	Course Code	Course Title	C	IM	EM	TM
1	JMC-----	Media Ethics (Core)	3	30	70	100
2	JMC-----	Elements of Crime Reporting	3	30	70	100
3	JMC-----	Editorial (Core)	3	30	70	100
4	JMC-----	News Editing (Core)	3	30	70	100
5	JMC-----	Translation and Language Improvement	3	30	70	100
		Total	15	150	350	500

Total 100 marks for course No 1 to 5 is divided into two parts. First part of 30 internal marks is based upon seminar, practical, field work, internal test and the journal work assigned to the students for the concern course. For the second part of 70 marks written examination will be conducted.

#### R.P.G.D.J. -3

The direct class room teaching work for each course in both the semester will be of **three periods of 60 minutes each** in a week excluding the work for seminar/ term work / field work / assignment / journal work / news analysis / library work / broadcasting analysis / practical / page lay-out on computer / photography / ad-copy writing practical / news preparation for media etc. for each paper.

#### R.P.G.D.J. -4

On completion of study of various courses prescribed for semester-1 students should send their application for admission to semester-1 examination in a prescribed form and pay the fees fixed by the university through their college / institution along with required certificate. Likewise on completion of study of various courses prescribed for semester-2 students should send their application for admission to semester-2 examination in a prescribed form and pay the fees fixed by the university through their college / institution along with required certificate.

#### R.P.G.D.J. -5

1. To pass the semester-1 and semester-2 examination of Post Graduate in Journalism (PGDJ) Programme candidate should obtain at least 40 % of the maximum marks for each course in written examination as well as from internal marks.
2. Grade and Rank and Award and Medal if any, will be awarded to successful candidate on the basis of the aggregate marks obtained by the candidate in both the semester of Post Graduate in Journalism (PGDJ) Programme. A degree of Post Graduate in Journalism (PGDJ) will be awarded to the students who have passed both the semester.
3. Students who have passed successfully the examination of first semester will be admitted in the second semester of Post Graduate in Journalism (PGDJ) Programme. However students failed in first semester of P.G.D.J. Programme will also be admitted in the second semester of the programme but such students will have to pass the examination of the first semester in which they had failed before the announcement of their results of second semester.
4. The student who has failed in any courses of semester-1 may reappear in the semester-1 examination for only those course in which he / she has failed. In this regards relevant rules of the university is also applicable.

5. The student who has failed in any courses of semester-2 may reappear in the semester-2 examination for only those course in which he / she has failed. In this regards relevant rules of the university is also applicable.

The following are detail syllabus for each course of semester-1 and semester-2 of Post Graduate in Journalism (PGDJ) Programme :

## **DETAILED SYLLABUS**

### **Semester – 1**

#### **Course -1 Principles of Journalism**

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical / Viva/Exam marks	External Exam Time Duration
PGDJ	01	JMC-----	Principles of Journalism	3	30	70		2½ Hrs.

❖ **Course Objectives :**

❖ **The Student should enrich their knowledge about**

- Concept of Journalism
- Principles of Journalism

❖ **Course Contents :**

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"> <li>➤ Journalism Basic Terms, concepts and definitions</li> <li>➤ Various principles of Journalism</li> <li>➤ Role of Media in social changes</li> </ul>
<b>Unit- II</b>	<ul style="list-style-type: none"> <li>➤ Effect of Journalism on society</li> <li>➤ Press: mission-profession or industries</li> <li>➤ Contain of news paper</li> </ul>
<b>Unit- III</b>	<ul style="list-style-type: none"> <li>➤ Contain of supplement</li> <li>➤ Fourth Estate</li> <li>➤ Literature and Journalism</li> </ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"> <li>➤ Specialties and limitation of Journalism</li> <li>➤ Journalist, Media and Government</li> <li>➤ Foreign News paper in India and its hazard</li> </ul>
<b>Unit- V</b>	<ul style="list-style-type: none"> <li>➤ Career in Journalism &amp; Mass Media</li> <li>➤ Functions of Journalist</li> <li>➤ Responsibilities of Journalist</li> </ul>

**Reference Books :**

1. Dr. YASIN DALAL - Patrakaratva Na Sidhdhanto.
2. NANUBHAI JOSHI - Patrakaratva Na Sidhdhanto.
3. Dr. KUMARPAL DESAI - Sahitya Ane Patrakaratva.
4. Dr. AMIT THAKOR - Sahityarangi Patrakaratva.
5. CHANDRAKANT SHAH - Apna Vartmanpatro.

6. PRABHAKAR PADHYE – Principles of Journalism
7. B. N. AHUJA & S.S. CHHABRA – Principles & Techniques of Journalism

### Course -2 Media Law:

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	01	JMC-----	Media Law	3	30	70	---	2 ½ Hrs.

#### ❖ Course Objectives :

The Student should enrich their knowledge about

- Concept of Freedom of Press
- Various Media Law

Unit	Content
Unit-I	<ul style="list-style-type: none"> <li>➤ Concept of freedom of press</li> <li>➤ Constitutional provision</li> <li>➤ Concept of freedom of press in other country</li> <li>➤ Fundamental right</li> </ul>
Unit- II	<ul style="list-style-type: none"> <li>➤ History of media law</li> <li>➤ Inevitability and Importance of Media Law</li> <li>➤ Law of defamation</li> </ul>
Unit- III	<ul style="list-style-type: none"> <li>➤ Copy right Act.</li> <li>➤ Contempt of court Act.</li> <li>➤ Parliamentary privileges</li> </ul>
Unit- IV	<ul style="list-style-type: none"> <li>➤ Official secret act</li> <li>➤ Press and registration of book act.</li> <li>➤ Right to information</li> </ul>
Unit- V	<ul style="list-style-type: none"> <li>➤ Press Council Act 1978</li> <li>➤ Prasarbharti</li> <li>➤ Indecent Representation of women (Prohibition) Act 1986</li> </ul>

#### ❖ Reference Books :

1. DURGA DAS BASU – Law of the press.
2. Dr. SANJIV BHANAVAT- Press, Kanoon Aur Patrakaratva
3. MATIN WALKER – Power of the Press
4. D. K. SINGH – The Press law
5. GAURANG DAVE – Akhabari Kaydao Ane Acharsanhita
6. GANGAPRASAD THAKUR – Bharat me Press Kanoon Aur Patrakaratva

### Course -3 Principles of Reporting:

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	01	JMC-----	Media Law	3	30	70	---	2 ½ Hrs.

### Course Objectives:

❖ The Student should enrich their knowledge about

- **Concept of Reporting**
- **Various News sources**

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"><li>➤ What is reporting ?</li><li>➤ Definition of News- reporting</li><li>➤ Importance of reporting</li></ul>
<b>Unit- II</b>	<ul style="list-style-type: none"><li>➤ Elements of good reporting</li><li>➤ Sources of news</li><li>➤ News value</li></ul>
<b>Unit- III</b>	<ul style="list-style-type: none"><li>➤ Qualities of good reporter</li><li>➤ Duties of good reporter</li><li>➤ Role of reporting in developing country</li></ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"><li>➤ What is leads and It's Importance</li><li>➤ Elements of lead</li><li>➤ Various types of lead</li></ul>
<b>Unit- V</b>	<ul style="list-style-type: none"><li>➤ Photo Journalism</li><li>➤ Science Journalism</li><li>➤ Difference Between Newspaper Reporting and Magazine Reporting</li></ul>

### Reference Books :

- HIMATBHAI PAREKH – Reporting Na Sidhanto
- Dr. RAMESH GHODASARA – Reporting no Report.
- B.N. AHUJA & S.S. CHHABARA – Reporting For Newspaper Magazine, Radio & T.V.
- JAMES M. NEAL & SUZANNE S. BROWN – News Writing & Reporting.
- Dr. YASIN DALAL – Reporting and Radio Reporting.
- LOUIS L. SNYDER & RICHARD B. MORRIS – A Treasury of Great Reporting.
- RAMESH GAUTAM – Vritta Vivechan.

### Course -4 Elements of Advertising :

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	01	JMC-----	Elements of Advertising	3	30	70	---	2 ½ Hrs.

### Course Objectives:

The Student should enrich their knowledge about

- **Concept of Advertising**
- **Various Types of Advertising**

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"><li>➤ What is an Advertising ?</li><li>➤ Advantages and disadvantages of an advertisement</li><li>➤ Brief history of advertising in India</li></ul>
<b>Unit- II</b>	<ul style="list-style-type: none"><li>➤ Media selection for advertising</li><li>➤ Current scenario of media in reference to advertising</li><li>➤ Research and Advertisement</li></ul>
<b>Unit- III</b>	<ul style="list-style-type: none"><li>➤ Social and Psychological effects of advertisement</li><li>➤ Advertisement and Society</li><li>➤ Formation and Function of advertising agencies</li></ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"><li>➤ Recognition of advertising agencies</li><li>➤ Advertising - a developing business</li><li>➤ Problem of translation in advertisement</li></ul>
<b>Unit- V</b>	<ul style="list-style-type: none"><li>➤ Obscenity in advertising</li><li>➤ Women - Children and advertisements</li><li>➤ Advertising : Law and Code of Conduct</li></ul>

### Reference Books :

1. Dr. YASIN DALA – Jansampark Ane Jaherkhabar.
2. B.N.AHUJA& S.S.CHHABRA – Advertising.
3. SANJAY KAPTAN & AKHILESH ACHARYA – Advertisement in Print Media.
4. MAHENDRA MOHAN – Advertising Management.



5. DR. PREMCHAND PATANJALI – Adhunik Vigyapan
6. DR. NISHANTSINH – Jansampark Aur Vigyapan
7. CHUNAWALA SHETHIYA – Advertising Principles and Practice
8. U. C. PATNAYAK – Effectiveness of Advertising

### Course -5 Elements of Public Relation:

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	01	JMC-----	Elements of Public Relation	3	30	70	---	2 ½ Hrs.

### Course Objectives :

The Student should enrich their knowledge about

- **Concept of Public Relation**
- **Qualities of Public Relation Officer**

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"> <li>➤ What is Public Relation?</li> <li>➤ Various Definition of Public Relation</li> <li>➤ Origin of Public Relation</li> </ul>
<b>Unit- II</b>	<ul style="list-style-type: none"> <li>➤ Growth of Public Relation</li> <li>➤ Internal Public Relation</li> <li>➤ External Public Relation</li> </ul>
<b>Unit- III</b>	<ul style="list-style-type: none"> <li>➤ Importance of Public Relation</li> <li>➤ Public Relation, Advertisement, Publicity and Propaganda</li> <li>➤ Social responsibility of Public Relation</li> </ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"> <li>➤ Concept of public relation in India</li> <li>➤ International concept of Public Relation</li> <li>➤ Qualification of a good Public relation officer</li> </ul>
<b>Unit- V</b>	<ul style="list-style-type: none"> <li>➤ Public Relation and Communication Skill</li> <li>➤ Public Relation for Special Group</li> <li>➤ Public Relation Organizational Setup in Corporate Sector</li> </ul>

### Reference Books :

1. CUTLIP – CENTER --- Effective Public Relation.
2. Dr. MANOHAR PRABHAKAR & -- Prabhavi Jnasampark.
3. B.N.AHUJA& S.S.CHHABRA – Public Relation.
4. Dr. YASIN DALA L – Asarkarak Jansampark.
5. Dr. RAMNIK BHATTI – Jansampark Ek Parichay.
6. MOOR AND LALUPA – Public Relation.
7. LALCHAND – Jansampark Prashasan

# **DETAILED SYLLABUS**

## **Semester – 2**

### **Course -1: Media Ethics**

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	02	JMC-----	Media Ethics	3	30	70	---	2 ½ Hrs.

### **Course Objectives :**

#### **The Student should enrich their knowledge about**

- **Necessity of Media Ethics**
- **Code of Conduct for Journalism**

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"><li>➤ Press and the State</li><li>➤ Code of conduct for journalism</li><li>➤ Principle of Ethics of Premchand Goswami</li></ul>
<b>Unit- II</b>	<ul style="list-style-type: none"><li>➤ Ten Commandments of Journalism</li><li>➤ What is Yellow Journalism? It's Origin</li><li>➤ Yellow Journalism and Current Era of Journalism</li></ul>
<b>Unit- III</b>	<ul style="list-style-type: none"><li>➤ Monopoly of News papers</li><li>➤ Competition in Media industries and problem of ethics</li><li>➤ Press Council of India<ul style="list-style-type: none"><li>◆ Formation ◆ Objectives ◆ Function</li></ul></li></ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"><li>➤ Guidelines for ethics - Election, special incident, Ramjanmabhoomi dispute, pre and post election survey</li><li>➤ Investigative Journalism and Ethics</li><li>➤ Code of Conduct for Media Persons</li></ul>
<b>Unit- V</b>	<ul style="list-style-type: none"><li>➤ Press Communication</li><li>➤ Duties of Media</li><li>➤ Mac Bride Commission - Recommendation</li></ul>

### **Reference Books :**

- GAURANG DAVE – Akhabari Kaydao Ane Acharsanhita
- GANGAPRASAD THAKUR – Bharat me Press Kannon Aur Patrakaratva
- RAMESH JAIN – Vyavsayik Patrakarita
- R.K. RAVINDRAN – Press Law and Ethics
- ROBER SCHMUHL – Responsibilities of Journalism.

- Y. K. D'SOUZA - Freedom of Press, Constitution and Media Responsibility

### Course -2 Elements of Crime Reporting :

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	01	1JMC-----	Elements of Crime Reporting	3	30	70	---	2 ½ Hrs.

### Course Objectives :

The Student should enrich their knowledge about

- Crime Reporting
- Language of Crime Reporting

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"> <li>➤ What is Crime Reporting?</li> <li>➤ Origin and Growth of Crime Reporting</li> <li>➤ Main source of News for Crime Reporting - Police</li> </ul>
<b>Unit- II</b>	<ul style="list-style-type: none"> <li>➤ Necessary qualities for Crime Reporting</li> <li>➤ Relation between Crime Reporter and Police</li> <li>➤ Other News sources for Crime Reporting</li> </ul>
<b>Unit- III</b>	<ul style="list-style-type: none"> <li>➤ Crime Reporting and Judiciary</li> <li>➤ Various phase of Crime Reporting</li> <li>➤ Forensic Science and Crime Reporting</li> </ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"> <li>➤ Sensitive incidents and Crime Reporting</li> <li>➤ Various laws pertaining to Crime Reporting</li> <li>➤ Various Types of Crime and its Reporting</li> </ul>
<b>Unit- V</b>	<ul style="list-style-type: none"> <li>➤ Guideline for Crime Reporting</li> <li>➤ Care to be taken for Crime Reporting</li> </ul>

### Reference Books :

- ❖ BHARAT LAKHATRAIYA – Crime Reporting
- ❖ BIPINCHANDRA SHUKLA – Kayda No Khyal
- ❖ LISA BETH PULITZER – Crime on Deadline
- ❖ KUMAR BHAWESH CHANDRA – Reporting Se Anchoring Tak

### Course -3 Editorial:

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	02	JMC-----	Editorial	3	30	70	---	2 ½ Hrs.

### Course Objectives :

The Student should enrich their knowledge about

- Objectives of Editorial
- Study of various Types of Editorial

Unit	Content
Unit-I	<ul style="list-style-type: none"><li>➤ What is an editorial</li><li>➤ Importance of an editorial</li><li>➤ Various definition of an editorial</li></ul>
Unit- II	<ul style="list-style-type: none"><li>➤ Objective and function of an editorial</li><li>➤ Elements of a good editorial</li><li>➤ Language of an editorial</li></ul>
Unit- III	<ul style="list-style-type: none"><li>➤ Composition of an editorial</li><li>➤ Style of writing of an editorial</li><li>➤ Various types of editorials</li></ul>
Unit- IV	<ul style="list-style-type: none"><li>➤ Pre planning for editorial writing</li><li>➤ Editorial in leading Gujarati News papers</li><li>➤ Editorial writing on current events</li></ul>
Unit- V	<ul style="list-style-type: none"><li>➤ Editorial Code of Ethics</li><li>➤ Review of Editorials of Gujarati Daily</li><li>➤ Writing of an Editorial</li></ul>

### Reference Books :

- Dr. I. R. DAVE – Tantri Lekh.
- WALDROP A. GAYLE – Editor & Editorial Writer.
- HARSHUKHBHAI SANGHANI NA TANTRI LEKH NO SANGRAH SAMPADAK – RAJENDRA DAVE. – Saurashtra Par Ek Najar.
- GHANSHYAM PANKAJ – Agralekh
- BALVANT JANI – Gujarat Samachar Na Chuntela Tantrilekh

### Course -4 News Editing:

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	02	JMC-----	News Editing	3	30	70	---	2 ½ Hrs.

### Course Objectives :

The Student should enrich their knowledge about

- Elements of News Editing
- Techniques of Editing of various News

Unit	Content
Unit-I	<ul style="list-style-type: none"><li>➤ What is News Editing ?</li><li>➤ Importance of News Editing</li><li>➤ Editing of main news and fillers</li></ul>
Unit- II	<ul style="list-style-type: none"><li>➤ Scrutinizes of Various types of news</li><li>➤ Determining the space and size of news</li><li>➤ Legal Provisions and News Editing</li></ul>
Unit- III	<ul style="list-style-type: none"><li>➤ Heading and sub-heading of News</li><li>➤ Page layout and different types of page design</li><li>➤ Importance of Pictures and Cartoons in Newspaper</li></ul>
Unit- IV	<ul style="list-style-type: none"><li>➤ Importance of Graphics and Caption in Newspaper</li><li>➤ Printing technology &amp; production method</li><li>➤ Typography</li></ul>
Unit- V	<ul style="list-style-type: none"><li>➤ Editing of News page and Magazine page</li><li>➤ Difference between News page and Magazine page Editing</li><li>➤ News sources</li></ul>

### Reference Books :

- DR. JAN R. HAKEMULDER - News Reporting & Editing
- HIMATBHAI PAREKH – Vrutsampadan.
- FLOYED K. BASKETTE – The Art Of Editing
- BROOKS BRAIN – News Reporting & Editing
- GEORGE BASTIN – Editing The Day’s News.
- RANCHHODLAL LILADHAR VAYDA – Vrutant Niyojan
- RATILAL NAYAK – Pruf Vachan
- BRUCE H. WESTLEY – News Editing.

- P.P. SINGH – News Reporting and Editing.
- V.J.TRIVEDI – Akhbari Udyog
- DR. VIJAY KULSHRESHTH – Mudran, Madhyam Aur Sampadan
- N. C. PANTH – Patrakarita Avam Sampadan Kala

### Course -5 Translation & Language Improvement:

Name of Course	Semester	Course / Paper Code	Course /Paper Title	Credit	Internal Marks	External Marks	Practical/ Viva Exam	External Exam Time Duration
PGDJ	02	JMC-----	Translation and Language Improvement	3	30	70	---	2 ½ Hrs.

### Course Objectives :

The Student should enrich their knowledge about

- Various Types of Translation
- Study of Language Science and its Role in Language Improvement

Unit	Content
<b>Unit-I</b>	<ul style="list-style-type: none"> <li>➤ Translation of poem and its difficulties</li> <li>➤ Translation of drama and its problem</li> <li>➤ Translation of Idioms and Phrase</li> </ul>
<b>Unit- II</b>	<ul style="list-style-type: none"> <li>➤ Translation of an advertisement and its importance</li> <li>➤ Language and Translation</li> <li>➤ Translation of Technical Terminology</li> </ul>
<b>Unit- III</b>	<ul style="list-style-type: none"> <li>➤ Language Science and Sentence formation</li> <li>➤ Role of Translation in National Development</li> <li>➤ Language and Speech – Pronunciation and Writing</li> </ul>
<b>Unit- IV</b>	<ul style="list-style-type: none"> <li>➤ Translation from English to Gujarati</li> </ul>
<b>Unit- V</b>	<ul style="list-style-type: none"> <li>➤ Translation from Gujarati to English</li> </ul>

### Reference Books :

- ❖ MOHANBHAI PATEL – Anuwad Ni Kala.
- ❖ Dr. KISHORILAL VYAS – Anuead Ke Vividh Ayam.

**(26)**

**Post Graduate Diploma in Marine Science  
(PGDMS)**



**Effective from Academic Year (2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

- ❖ **Course Title:** Post Graduate Diploma in Marine Science (PGDMS)
- ❖ **Objectives:**
  - To make the students familiar with respect to the subject and its practicable applicability.
  - To promote the students towards understand basic and advanced concepts in Marine Sciences including Marine life, Marine ecosystem, geology, oceanography, chemistry and its bioactive compounds.
  - To expose the students to enhance the skill in fish farming, aquaculture and its harvesting and preservation technology.
  - To develop skills required in various industries, academic institutes and research centers.
  - To prepare the students to accept the challenges in industrial and marine sectors
- ❖ **Duration:**
- ❖ Total duration of the PGDMS Course shall be of 1 year.
- ❖ **Course Tenure:**

June to November & December to May.
- ❖ **Admission Criteria:**

The minimum eligibility for admission shall be clear 12+3 examination in any subject of Life Sciences/Biological Sciences
- ❖ **Documents Require:**
  - School Leaving Certificate
  - Mark sheet of SSC, HSC Board and Bachelor of Science (Graduation)
  - 2 Passport size photos
  - Caste Certificate (If applicable)
- ❖ **Medium of Instruction:** English
- ❖ **Maximum Intake:** 30
- ❖ **Course Fee:** Rs.12500/-



**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**Post Graduate Diploma in Marine Science**

**Course Structure**  
**SEMESTER – I**

<b>Subject Code</b>	<b>Paper No.</b>	<b>Paper</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>
PGDMS 01	101	Marine chemistry	30	70	100	04
PGDMS 02	102	Marine pollution	30	70	100	04
PGDMS 03	103	Marine Microbial Ecology	30	70	100	04
PGDMS 04	104	Basics of Marine Sciences	30	70	100	04
PGDMS 05	105	Practical		100	100	04

**Course Structure**  
**SEMESTER – II**

<b>Subject Code</b>	<b>Paper No.</b>	<b>Paper</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total Marks</b>	<b>Credits</b>
PGDMS 01	201	Marine geochemistry	30	70	100	04
PGDMS 02	202	Basics of Aquaculture	30	70	100	04
PGDMS 03	203	Freezing technology	30	70	100	04
PGDMS 04	204	Process & Product Development	30	70	100	04
PGDMS 05	205	Practical		100	100	04

**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**

**Paper 101 Marine chemistry**

**Teaching Hours: 48**

**Total Marks: 70**

**Credit:04**

<b>Unit: 1</b> <u>Basic of Marine Chemistry</u>	Symbols and units used in chemical oceanography – Major and minor elements in seawater – Geochemical balance of the oceans, residence times, chemical speciation.	<u>12 hrs</u>
<u>Unit:2 Marine Chemistry-I</u>	Constancy of relative ionic composition of seawater, conditions under which major elements may not be conservative, factors affecting the distribution of trace elements in the sea, interaction of trace elements with marine organisms, enrichment factor, Chlorinity and salinity: definition and significance, practical salinity scale, Radioactive nuclides in the sea.	<u>12 hrs</u>
<u>Unit:3 Marine Chemistry-II</u>	Dissolved gases (other than CO <sub>2</sub> ) in seawater – Basic concepts : solubility of gases in seawater, air – sea gas exchange, processes affecting their distribution, dissolved oxygen in the ocean – Dissolved gases (CO <sub>2</sub> ) in seawater – Carbon dioxide equilibria in seawater; pH, alkalinity and buffering capacity of oceans: components of CO <sub>2</sub> system in seawater – Percentage composition of inorganic carbon; calcium carbonate precipitation and dissolution phenomena – Lyso-cline and carbonate compensation depth.	<u>12 hrs</u>
<u>Unit:4 Micronutrients</u>	Micro-nutrient elements (P, N and Si) in seawater – Forms in seawater, distribution and cycle, N:P ratios – Stoichiometry of the uptake and regeneration of the nutrient elements and of oxygen – Chemical oceanography of the seas around India – Instruments used in chemical oceanography. Atmospheric chemistry and air-sea interactions – Composition of the atmosphere, steady state or equilibrium, sources of gases in the atmosphere, reactivity of trace gases in the atmosphere, acid rain, ozone hole; chemistry of sea surface microlayer – Origin, thickness and collection of surface material, properties of the sea surface micro-layer.	<u>12 hrs</u>
<b><u>Suggested practical</u></b>		
	<ol style="list-style-type: none"> <li>1. Introduction to good laboratory practices in Chemical Lab and introduction to sampling, subsampling, storage and analysis of dissolved trace constituents of seawater.</li> <li>2. Estimation of salinity of seawater by the Mohr- Knudsen chlorinity titration method.</li> <li>3. Determination of dissolved O<sub>2</sub> of seawater by Winkler's iodometric titration method.</li> <li>4. Determination of pH of seawater by potentiometric method using pH meter and determination of total alkalinity of seawater by potentiometric titration using pH meter.</li> <li>5. Spectrophotometry: Verification of Beer's law.</li> <li>6. Spectrophotometric determination of dissolved inorganic phosphate in seawater by ammonium molybdate – ascorbic acid method.</li> <li>7. Spectrophotometric determination of nitrite in seawater by sulphanilamide – diamine method.</li> <li>8. Spectrophotometric determination of nitrate in seawater by reduction to nitrite using copper – coated cadmium reduction column.</li> <li>9. Spectrophotometric determination of ammonia in seawater by indophenol blue method.</li> <li>10. Spectrophotometric determination of dissolved inorganic silicate in seawater by ammonium molybdate – ascorbic acid – oxalic acid method.</li> </ol>	
<b><u>Reference book</u></b>		
	1. Introduction to Marine Chemistry, 1971 – Riley, J.P. and Chester, R., Academic Press.	

	<ol style="list-style-type: none"> <li>2. Chemical Oceanography (Vol.1, 2, 3 &amp; 8), 1975 – Riley, J.P. &amp;Skirrow, G., Academic Press.</li> <li>3. Marine Chemistry, 1969 – Horne, R.A., Wiley-Interscience</li> <li>4. Seawater: Its composition, properties &amp;behaviour, 1989, 1995, 2004 – The Open University.</li> <li>5. Marine Chemistry (Vol.2), 1970 – Martin, D.F., Marcel Dekker, NY.</li> <li>6. Tracers in the Sea, 1982 – Broecker and Peng., Lamont-Doherty Geological Observatory, NY.</li> <li>7. Marine Geochemistry, 1990, 2000 – Chester, R., Blackwell Science.</li> <li>8. Chemical Oceanography, 1992 – Millero, F. J. and Sohn, M.L., CRC Press.</li> <li>9. Dynamic processes in the chemistry of the upper ocean, 1986 - Burton et al., Plenum Press.</li> <li>10. The chemistry of the Atmosphere and Oceans, 1978 – Holland, H.D., Wiley.</li> <li>11. An Introduction to Environmental Chemistry, 1996 – Andrews et al., Blackwell science.</li> <li>12. Environmental Chemistry, 1994 - De, A.K., Wiley – Eastern Ltd.</li> <li>13. Geosphere – Biosphere Interactions and Climate, 2001 – L.O.Bengtsson and C.U.Hammer., Cambridge University Press.</li> <li>14. Oceanography of the Indian Ocean, 1992 – B. N. Dessai (Ed.), AA Balkema.</li> <li>15. Chemical Oceanography of the Indian Ocean, North of Equator. 1984, Sengupta and Naqvi, Deep Sea Res. 31A, 671-706.</li> <li>16. Chemical Oceanography, 1996, 2006 – F. J. Millero, CRC Press.</li> <li>17. The Sea Surface and Global Change, 1997, 2005 – P.S. Liss and R. Duce., Cambridge University Press.</li> <li>18. Ocean Biogeochemistry: The role of the ocean carbon cycle in Global change, 2003 – M.J.R. Fasham, Springer.</li> <li>19. An Introduction to Marine Biogeochemistry, 2 nd edition, 2009 – S.B.Libes, Wiley.</li> <li>20. Marine Chemistry and Geochemistry, 2010 – K. K. Turekian, Academic Press.</li> <li>21. An Introduction to the Chemistry of the Sea, 2 nd edition, 2013 – M.E.Q. Pilson, Cambridge University Press.</li> </ol>	
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**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**  
**Paper 102 Marine pollution**

**Teaching Hours: 48**

**Total Marks: 70**

**Credit:04**

<u>Unit: 1</u> <u>Marine</u> <u>Pollution-I</u>	Marine Pollution: Definition, categories of additions, Pollutant and its classification. Organic wastes: BOD, COD, dilution factor, Fluctuations in DO, Consequences of organic discharges to estuaries with examples; Thames and Mersey estuary; Consequences of sludge dumping at sea with reference to Thames and Firth of Clyde. Sewage treatment: Primary, Secondary and Tertiary treatment processes. Solid waste pollution: Classification and disposal of solid wastes.	<u>12 hrs</u>
<u>Unit:2</u> <u>Marine</u> <u>Pollution-II</u>	Industrial pollution: sources, nature and their treatment processes with reference to wastes from paper and pulp and soap manufacturing industries. Marine corrosion: Definition, corrosion reactions, classification of corrosion, factors affecting corrosion of metals in sea water and prevention of marine corrosion. The state of some seas in the world (pollution aspect); The North sea, The Mediterranean sea and the Baltic sea.	<u>12 hrs</u>
<u>Unit:3</u> <u>Toxic</u> <u>Environments</u>	Oil spills and cleanup: sources, major accidental spills, fate of spilled oil on the sea, consequences 12 hours 12 hours 33 of oil spills and treatment of oil spills. Pesticide pollution: inputs, fate in the sea, factors affecting the bioaccumulation of pesticides, DDT-the most wide spread molecule, Impact of pesticides on the Environment, Mode of poisoning of pesticides, Methods to minimize pesticide pollution. Conservative pollutants: Measures of contamination, toxicity, measurement of toxicity, acute and chronic exposure, Detoxification. Metal pollution in coastal waters (Hg, Pb, Cd, Cu, and Fe).The present status of coastal pollution in India and future strategies.	<u>12 hrs</u>
<u>Unit:4</u> <u>Monitoring</u>	Indicator organisms: Criteria for selection of indicator organism: Quantification of pollution load, basic pre-requisites, response to different pollution load and time integration capacity, Macro algae, crustaceans and mollusks as indicator organisms for monitoring of trace metal pollution; Red tides : distribution, types of poisoning, effects and methods to minimize red tides in the sea. Monitoring strategies of marine pollution: Critical pathway approach and Mass balance approach.	<u>12 hrs</u>
	<b><u>Suggested practical</u></b>	
	1. Determination of dissolved oxygen in polluted waters. 2. Determination of biochemical oxygen demand in polluted waters. 3. Determination of chemical oxygen demand in polluted waters. 4. Determination of fluoride. 5. Determination of hydrogen sulphide. 6. Pre-concentration of water by solvent extraction method. 7. Digestion of biological samples for estimation of toxic metals. 8. Estimation of Cu in polluted waters and biological samples.	
	<b><u>Refence book</u></b>	
	1.Chemical Oceanography (Vol: 3), 1975 - Riley J.P and Skirrow, G. (eds.), Academic press, New York. 2.The health of the oceans, 1976 - Goldberg, E.D. UNESCO Press. 3. Marine Pollution, 1986 - Clark, R.B. Oxford science Publications. 4. Quantitative aquatic biological indicators, 1980 - Phillips J.D.H. Applied Science Publishers. 5. Thermal and radioactive pollution, 1994 - Sharma, B.K and Kaur, H. Krishna Prakasham Mandir, Meerut. 6. Water Pollution, 1994 - Sharma, B. K and Kaur, H. Krishna Prakasham Mandir, Meerut. 7. Marine and offshore corrosion, 1985 - Chandler, K.A. Butter Worths, London.	

**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**  
**Paper 103 Marine Microbial Ecology**

Teaching Hours: 48

Total Marks: 70

Credit:04

<b>Unit: 1</b> <u>Basics of Microbial Ecology</u>	Marine Microbiology its importance, existence and need; History of marine microbiology; Instruments and sampling methods; Modern methods; Microbial habitats and major types (producers, consumers, symbionts, probionts, etc.) in relation to their habitats; Evolution of sampling strategies and methods for assessment of microbial biodiversity .	<u>12 hrs</u>
<u>Unit-2 Microbial Ecology-I</u>	Characteristics of marine microbes; Distribution and abundance and their adaptations to pressure, depth, salt, temperature; Integrated effects of nutrient dynamics;	<u>12 hrs</u>
<u>Unit:3 Microbial Ecology-II</u>	Chemosynthesis and microbial heterotrophic metabolism ; Effect of ions of major and trace elements; Toxicity and mechanism of tolerance in marine microbes; Biochemical characterization of marine prokaryotes.	<u>12 hrs</u>
<u>Unit:4 Ecological cycles</u>	Microbial role in cycling of N, P, S, and C; Concept of microbial loop in relation to marine food web dynamics ; Role of micro-organisms in DOM production and consumption; Microbial mineralization and oxidation of organic matter; Role of marine microbes in production of RDOC and sequestering of carbon dioxide; Pollution indicator and pathogenic marine microbes.	<u>12 hrs</u>
<b>Suggested practical</b>		
	<ol style="list-style-type: none"> <li>1. Sterilization techniques, preparation of bacterial media, nutrient, broth &amp; agar preparation of slants.</li> <li>2. Method of sample collection (water) from marine environment.</li> <li>3. Estimation of bacterial, fungal population and isolation.</li> <li>4. Preservation of cultures, isolation of pure cultures microscopy: wet mounts.</li> <li>5. Isolation of pathogenic organisms from water and sediments.</li> </ol>	
<b>Reference book</b>		
	<ol style="list-style-type: none"> <li>1. Microbial Ecology of the oceans (2nd Edition), 2010 - Kirchner, D. L., John Wiley &amp; Sons. 616 pages</li> <li>2. Marine Microbiology (2nd Edition), 2011 - Munn, C. Garland Science. 320 pages</li> <li>3. Marine Microbial Diversity: the key to Earth's habitability, 2005 - Hunter – Cevera, J. Karl, D. and Buckley, M., American Academy of Microbiology.</li> <li>4. Biological Oceanography, 2012 - Meller, C. B. and Wheeler P.A.. Wiley – Blackwell Publishers.</li> <li>5. Marine Microbiology: Ecology and Applications (2nd edition), 2011 - Munn, C. Garland Science, Taylor and Francis group, NY.</li> <li>6. Taxonomic scheme for the identification of marine bacteria, 1982 - Oliver, J. D., Deep Sea Research Part A., Oceanographic Research Papers, 29 (6); 795 – 798.</li> <li>7. Marine Ecological Processes (2nd edition), 1995 - Valiella I., Springer – Verlag, New York</li> </ol>	

**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**  
**Paper 104 Basics of Marine Biology**

Teaching Hours: 48

Total Marks: 70

Credit:04

<u>Unit: 1</u> <u>Basic of</u> <u>Marine</u> <u>Biology</u>	Introduction to marine biology, history, classification, theories, hypothesis testing; life and non life, Origin and evolution of life, life processes, abiogenesis, theories of natural selection, models and hypothesis of organic evolution, primordial soup hypothesis, organic molecules, chemical evolution, iron sulfide and black smoker's theory, RNA world hypothesis, theory of evolution and panspermia.	<u>12 hrs</u>
<u>Unit:2</u> <u>Marine</u> <u>Ecosystem</u>	Biotic structure, Invertebrate larvae and their biology, larval types and strategies, theories of biphased life history, Marine and coastal environment, biological zonation, inter-tidal ecosystem, rocky, sandy and protected sand flats, zonation pattern, physical and biological factors and processes affecting biotic communities and their adaptations.	<u>12 hrs</u>
<u>Unit:3</u> <u>Marine</u> <u>Environments</u>	Sea as a biological environment, physiological changes, regulators and conformers, scope for growth, temperature and metabolic rates, comparison among marine and terrestrial environment, Organic matter production, Marine primary productivity, photo-autotrophic production, mechanism, light and dark reaction, intermediate products, role of pigments, methods of assessment, factor and processes affecting primary productivity, transformation of organic matter, vertical profile of primary productivity and SCM, turbulence and MLD	<u>12 hrs</u>
<u>Unit:4</u> <u>Marine</u> <u>Productivity</u>	Marine productivity - heterotrophic processes and pathways, herbivory and grazing, zooplankton sampling, constraints, methods of biomass estimation, ontogeny and vertical migrations, mud bank formation, processes and fisheries.	<u>12 hrs</u>
	<b><u>Suggested practical</u></b>	
	<ol style="list-style-type: none"> <li>1. Introduction to standard sampling devices / instruments employed for collection and analysis of biological parameters in water and sediments used in oceanographic studies.</li> <li>2. Design and execution of field / sampling surveys for collection and analysis of biological communities (water and sediment), their preservation and storage techniques using standard methods.</li> <li>3. Identification of marine phytoplankton, their life cycle and role in food chain.</li> <li>4. Identification of marine zooplankton, their life cycle and role in food chain.</li> <li>5. Identification of mangroves, their life cycle and few biological characteristics.</li> <li>6. Morphometric measurements and meristic counts of the Indian Mackerel, <i>Rastrelligerkanagurta</i> and elasmobranchs.</li> <li>7. Identification of few commonly occurring teleosts (ray-finned fishes) and their biological characteristics.</li> <li>8. Identification of brachyuran crabs using morphology and gonopod characteristics, sex determination and their biological importance.</li> <li>9. Identification of prawns and shrimps using external characteristics, sex determination and biological aspects.</li> </ol>	
	<b><u>Refence book</u></b>	
	<ol style="list-style-type: none"> <li>1. Marine Biology. 8 th Edition – 2009 Castro, P. and Huber, M. McGraw Hill Education. 461 pp.</li> <li>2. Introduction to Marine Biology. 4 th Edition. – 2012, Krleskint, G., Turner, R., Small, J., Cengage Learning. 576 pp</li> <li>3. Biological oceanography 1999 – Lalli, C.M., Elsevier Ltd.</li> <li>4. Oceanography: The past, 1980 – Sears, M and Merimann D. (Eds)., Springer-Verlag</li> <li>5. Elements of Marine ecology (4th edn) 1982 – Tait, R.V. and Dipper, F. Butterworth - Heinemann</li> <li>6. An introduction to Marine Sciences, 1988 – Meadows, P.S. &amp; Campbell, J.J.,</li> </ol>	

	<p>Springer Science &amp; Business Media</p> <ol style="list-style-type: none"> <li>7. Textbook of Marine Ecology, 1980 – Nair, N.B. &amp;Thampy, D.M., Macmillan, 352 pp.</li> <li>8. Marine Biology, 1984, Thurman, H.V. and Webber, H.H., Harper Collins Publishers</li> <li>9. Methods in Marine Zooplankton Ecology, 1984 Omori, W. and Ikeda, T. Wiley</li> <li>10. Methods for the study of Marine Benthos, 1984 – Holme, N.A. &amp;Melntyre, A.D. Blackwell Scientific Publications</li> <li>11. The Ecology of Rocky Coasts, 1964 – Lewis, J.R. English Universities Press</li> <li>12. The shore environment, 1980 – Irvine, J.H., Price, D.E.C. and Farnham, W.F. Systematics Association</li> <li>13. Life between tidemark on rocky shores, 1972 – Stephenson, T.A. &amp; Stephenson, A. W. H. Freeman</li> <li>14. The invertebrates (3<sup>rd</sup>Edn.), 1986 – Barnes, R.S. K. Blackwell Science</li> </ol> <p>15. Zooplankton Methodology Manual, 2000 - Harris, R., Wiebe, P., Lenz, J., Skjoldal, H.R., Huntley, M. (Eds), ICES Academic Press, San Diego, pp. 68</p>	
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**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**  
**Semester-II**  
**Paper 201 Marine Geochemistry**

Teaching Hours: 48

Total Marks: 70

Credit:04

<b><u>Unit: 1</u></b> <b><u>Marine</u></b> <b><u>Geochemistry</u></b>	Geochemical classification of elements - distribution and abundance of elements in lithosphere – Principle geochemical cycle, Chemical weathering. Suspended matter – Methods of collection and analysis, spatial and temporal variation of total suspended particulate matter in the ocean – Component composition and settling rates of suspended matter – Particle flux in the ocean and various techniques of measurement, Particulate organic matter in the sea: its origin, nature, composition and methods of measurements.	<u>12 hrs</u>
<b><u>Unit:2</u></b> <b><u>Marine</u></b> <b><u>Sedimentation</u></b>	Sedimentation – physicochemical factors in sedimentation – ionic potential, hydrogen ion concentration, redox potential and colloids – Behaviour of major and trace elements during sedimentation – Significance of organic content in sedimentation – Component composition and geochemistry of deep sea sediments – Application of major and minor elements in the reconstruction of marine paleo-environment.	<u>12 hrs</u>
<b><u>Unit:3</u></b> <b><u>Radionuclides-</u></b> <b><u>I</u></b>	Chemical and biological aspects of dissolved organic matter in the sea – Sources of supply and processes of removal of dissolved organic matter. Radioactivity – Classification – Primary, cosmogenic and artificial radio nuclides.	<u>12 hrs</u>
<b><u>Unit:4</u></b> <b><u>Radionuclides-</u></b> <b><u>II</u></b>	Distribution and occurrence of radionuclides, their properties in the marine environment and their decay series – Sampling and storage of radionuclides, radio chemical separation- Applications of radionuclides to the geochronology of marine sediments and rocks – Carbon dating methods in marine sediments, oceanic mixing and residence time	<u>12 hrs</u>
	<b><u>Suggested practical</u></b>	
	1. Determination of dissolved organic N in seawater by alkaline - persulphate oxidation followed by spectrophotometric technique. 2. Determination of dissolved and particulate organic P in seawater by acid - persulphate oxidation followed by spectrophotometric technique. 3. Spectrophotometric determination of dissolved Fe in seawater by TPTZ – ascorbic acid method. 4. Spectrophotometric determination of dissolved Mn in seawater by formaldoxime method 5. Determination of Organic carbon in sediment. 6. Determination of phosphorus in sediment.	
	<b><u>Refence book</u></b>	
	1. Introduction to geochemistry, 1967 Krauskopf, K. B., Mc.Graw-hill. 2. Geochemistry, 1962 Goldschmidt, V. M., Clarendon press. 3. Principles of geochemistry, 1956 Mason, B. and Moore, B., John Wiley & Sons, Inc. 4. Chemical oceanography (Vol. 1 & 3), 1975 Riley, J. P. and	



	<p>Skirrow, G., Academic Press, New York</p> <ol style="list-style-type: none"> <li>5. Introduction to geochemistry, 1995 Krauskopf, K. B. and Bird, Mc-Graw Hill.</li> <li>6. The geochemistry of natural waters, 1982 Drever, J. I., Prentice-Hall, Inc., Englewood Cliffs, N.J.</li> <li>7. Estuarine chemistry, 1976 Burton, J.D. and Liss, P. S., Academic Press.</li> <li>8. Ocean chemistry and deep sea sediments, 1989 Open University Course Material.</li> <li>9. Aquatic chemistry, 1996 Stumm, W. and Morgan, J.J., Wiley Interscience, New York.</li> <li>10. Aquatic surface chemistry, 1987 Stumm, W., Wiley Interscience, New York.</li> <li>11. Marine Chemistry, 1969 Home, R. A., Reinhold Publishing Corporation, New York.</li> </ol>	
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**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**  
**Paper 202 Basics of Aquaculture**

Teaching Hours: 48

Total Marks: 70

Credit:04

<b><u>Unit: 1</u></b> <b><u>Marine chemistry</u></b>	Principles of aquaculture, global scenario, status and prospects of coastal aquaculture in India, traditional aquaculture practices.	<u>12 hrs</u>
<b><u>Unit:2</u></b> <b><u>Aquaculture techniques</u></b>	Basic considerations, site selection, water quality management, species selection, feasibility and technique applied for mussel, pearl oyster, fish, lobster and seaweed culture practices.	<u>12 hrs</u>
<b><u>Unit:3</u></b> <b><u>Hatchery management</u></b>	Shrimp aquaculture, types of culture practices, traditional, modified traditional, extensive, modified extensive, semi intensive and intensive, critical requirements, site selection and pond preparation, selection of candidate species, brood stock procurement, hatchery production and management, nutrition, live feed culture and formulated feed preparation, water quality management in hatchery.	<u>12 hrs</u>
<b><u>Unit:4</u></b> <b><u>Breeding techniques &amp; disease</u></b>	Reproduction, techniques of inducing breeding, induced ovulation, treatment of eggs during incubation. status and prospects of brood stock, domestication and genetic improvement, shrimp diseases, pathology and parasitological, prophylactic and therapeutic measures, Coastal aquaculture Act, 2005.	<u>12 hrs</u>
	<b><u>Suggested practical</u></b>	
	<ol style="list-style-type: none"> <li>1. Methods of estimation of dissolved oxygen, BOD, suspended solids, dissolved and particulate organic carbon.</li> <li>2. Identification of cultivable fishes of shrimps, mussels, oysters, fish, crabs and sea weeds.</li> <li>3. Reproductive system of shrimp.</li> <li>4. Identification of larval stages of shrimp of commercial importance</li> <li>5. Visit to shrimp hatchery and grow out farms for demonstrations.</li> <li>6. Fabrication of biological filter in aquarium tank.</li> <li>7. Fabrication of raft, transplantation of spat for mussel culture.</li> </ol>	
	<b><u>Refence book</u></b>	
	<ol style="list-style-type: none"> <li>1. Stickney, R. R. 2009. Aquaculture: An Introductory Text. 2 nd edition. CABI. 304 pages</li> <li>2. Parker, R. 2011. Aquaculture Science. 3 rd Edition. Cengage Learning. 672 pages</li> <li>3. Aquaculture, 1989 – Pillai, T.V.R.</li> <li>4. Fish and fisheries of India, 1982 – Jhingran, V.G., Hindustan Publ. Corp. India Ltd. New Delhi</li> <li>5. Diseases of Marine animals – Marine Ecology (Vol 4), 1983 – Kinne, O., Wiley</li> <li>6. Crustacean aquaculture, 1983 Mckey, J.P. CRC series.</li> <li>7. Aquaculture, 1972 – Bardach, J. E, Wiley-Inter-science</li> <li>8. Prawn and prawn fisheries of India, 1976 – Kurian, C.V. &amp; Sebastian, V.O. Hindustan Pub. Corp.</li> <li>9. Environmental management for aquaculture, 1998 – Midlen, A., Springer, Netherlands</li> <li>10. Nutrition and feeding of fish, 1999 – Lovell, T. Springer Science &amp; Business Media</li> <li>11. An Introduction to Marine Chemistry, 1971 – Riley, J.P. and Chester, R., Academic Press.</li> </ol>	

	<ol style="list-style-type: none"> <li>12. Chemical Oceanography (Vol.1, 2, 3 &amp; 8), 1975 – Riley, J.P. &amp; Skirrow, G., Academic Press.</li> <li>13. Marine Chemistry, 1969 – Horne, R.A., Wiley-Interscience</li> <li>14. Seawater: Its composition, properties &amp; behaviour, 1989, 1995, 2004 – The Open University.</li> <li>15. Marine Chemistry (Vol.2), 1970 – Martin, D.F., Marcel Dekker, NY.</li> <li>16. Tracers in the Sea, 1982 – Broecker and Peng., Lamont-Doherty Geological Observatory, NY.</li> <li>17. Marine Geochemistry, 1990, 2000 – Chester, R., Blackwell Science.</li> <li>18. Chemical Oceanography, 1992 – Millero, F. J. and Sohn, M.L., CRC Press.</li> <li>19. Dynamic processes in the chemistry of the upper ocean, 1986 - Burton et al., Plenum Press.</li> <li>20. The chemistry of the Atmosphere and Oceans, 1978 – Holland, H.D., Wiley.</li> <li>21. An Introduction to Environmental Chemistry, 1996 – Andrews et al., Blackwell science.</li> <li>22. Environmental Chemistry, 1994 - De, A.K., Wiley – Eastern Ltd.</li> <li>23. Geosphere – Biosphere Interactions and Climate, 2001 – L.O.Bengtsson and C.U.Hammer., Cambridge University Press.</li> <li>24. Oceanography of the Indian Ocean, 1992 – B. N. Dessai (Ed.), AA Balkema.</li> <li>25. Chemical Oceanography of the Indian Ocean, North of Equator. 1984, Sengupta and Naqvi, Deep Sea Res. 31A, 671-706.</li> <li>26. Chemical Oceanography, 1996, 2006 – F. J. Millero, CRC Press.</li> <li>27. The Sea Surface and Global Change, 1997, 2005 – P.S. Liss and R. Duce., Cambridge University Press.</li> <li>28. Ocean Biogeochemistry: The role of the ocean carbon cycle in Global change, 2003 – M.J.R. Fasham, Springer.</li> <li>29. An Introduction to Marine Biogeochemistry, 2 nd edition, 2009 – S.B.Libes, Wiley.</li> </ol>	
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**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**  
**Paper 203 Marine freezing technology**

**Teaching Hours: 48**

**Total Marks: 70**

**Credit:04**

<b>Unit: 1</b> Introduction of freezing	Introduction to freezing technology; characteristics of fish and shellfish; changes in fish after death, spoilage of fish, spoilage and pathogenic microorganisms; handling of fresh fish; sanitation in processing plants; principles of low temperature preservation.	<u>12 hrs</u>
<b>Unit:2</b> Chilling Techniques	Chilling of fish – methods and equipment for chilling; icing – quality of ice, ice-making; refrigerated or chilled sea water, chilling rate; spoilage of fish during chilled storage; use of antibiotics and chemicals.	<u>12 hrs</u>
<b>Unit:3</b> Basics of Preservation	Freezing of fish – fundamental aspects; heat units; freezing point depression, eutectic point; freezing rate; methods of freezing; cryogenic, immersion freezing, physico-chemical changes that occur during freezing – mechanism of ice-crystal formation; preparation of fish for freezing.	<u>12 hrs</u>
<b>Unit:4</b> Storage properties	Changes that occur during frozen storage – microbiological, physical and chemical changes; protein denaturation, fat oxidation, dehydration, drip; protective treatments – polyphosphate, glazing, antioxidants, packaging; thawing of frozen fish – methods of thawing.	<u>12 hrs</u>
	<b><u>Suggested practical</u></b>	
	<ol style="list-style-type: none"> <li>1. chilling and freezing equipment, instruments;</li> <li>2. packages and product styles;</li> <li>3. methods of icing fish; cooling rate;</li> <li>4. preservation by chilled sea water; freezing and thawing curves;</li> <li>5. freezing of different varieties of fish and shellfish;</li> <li>6. estimation of drip;</li> <li>7. determination of quality changes during frozen storage;</li> <li>8. inspection of frozen fishery products;</li> <li>9. visits to freezing plants.</li> </ol>	
	<b><u>Refence book</u></b>	
	<ol style="list-style-type: none"> <li>1. Frozen Food Science and Technology by Judith A. Evans – 2009</li> <li>2. Seafood Chilling, Refrigeration and Freezing: Science and Technology by NalanGokoglu, Pinar Yerlikaya – 2015</li> <li>3. Handbook of Frozen Foods by Y. H. Hui, Isabel Guerrero Legarretta, MiangHoong Lim – 2004</li> <li>4. Frozen Food Technology by Patricia Alexandra Batista - 2018</li> </ol>	

**Bhakta Kavi Narsinh Mehta University, Junagadh**  
**P. G. Diploma in Marine Science**

**Paper 204 Process & Product Development**

**Teaching Hours: 48**

**Total Marks: 70**

**Credit:04**

Unit: 1 Canning	Steps in canning – raw materials, preparatory treatments, precooking, packing, exhausting, seaming, thermal processing, cooling and storage. Thermal processing – heat resistance of microorganisms, heat penetration, graphical method of formulation. Fo-value. Canning of commercially important fishes, shellfishes and other food products – salient features.	12 hrs
Unit:2 Process	Traditional methods – sun drying, curing, wet curing and smoking. Colombo curing, artificial drying, solar drier, tunnel dryer, freeze dryer. Water activity and its relation to fish preservation. Marinated fishery products. Fish pickles. Fish silage – methods of production. Fish meal and oil. Dry reduction and wet reduction methods.	12 hrs
Unit:3 Product Development	Fish protein concentrate (FPC). Historical. FPC incorporated products. Paste fishery products – Sausage. Fish Ham, fish cakes, surimi. Kamaboko. Chitin – chitosan and glucosamine hydrochloride industrial production and applications. Fishery Products – fish maws, fish glue, fish peptone, Ising glass, pearl essence, shark fin rays, beche-de-mer, fish analog, squaline, ambergris products from krill.	12 hrs
Unit:4 Value-added products	Utilization of sea weeds – agar – agar, alginic acid, carrageenan diversified fish products –Battered and breaded products, fish finger, fish cutlets, fish burger, fish water, fish soup powder. Fermented fishery products – fish sauce, method of production.	12 hrs
	<b><u>Suggested practical</u></b>	
	<ol style="list-style-type: none"> <li>1. Canning of different varieties of fish and shellfish.</li> <li>2. Heat resistance of bacteria.</li> <li>3. Heat penetration in canned food.</li> <li>4. Drying – curing smoking. Fish meal and oil – fish silage – fish pickles – fish sauce – FPC, fish maws, agar-agar, fish soup powder fish fingers, fish cutlets.</li> </ol>	
	<b><u>Refence book</u></b>	
	<ol style="list-style-type: none"> <li>1. Fish Drying and Smoking: Production and Quality by Peter E. Doe</li> <li>2. Seafood Processing: Adding Value Through Quick Freezing, Retortable Packaging and Cook-Chilling by Vazhiyil Venugopal</li> <li>3. Post Harvest Technology of Fish and Fish by K. K. Balachandran</li> <li>4. The Canning of Fish and Meat by R. J. Footitt</li> <li>5. Fish Processing Technology by George M. Hall – 2012</li> <li>6. Innovative Technologies in Seafood Processing by Yesim Ozogul – 2019</li> <li>7. Fish Canning Handbook by Les Bratt - 2010</li> </ol>	

## **List of Instrument**

1. Light Microscopy
2. Spectrophotometer
3. Refrigerator
4. Colorimeter
5. Autoclave
6. pH Meter
7. EC Meter
8. COD digester
9. Sampling material: Phytoplankton and Zooplankton net
10. Grab sampler (Optional)
11. Flame photometer (Optional)
12. Incubator
13. Oven
14. Other course related equipments

(27)

**Post Graduate Diploma in Mass  
Communication**



**Effective from Academic Year  
(2020-2021)**

**Bhakta Kavi Narsinh Mehta University  
Junagadh**

❖ **Course Title: Post Graduate Diploma in Mass Communication (PGDMC)**

❖ **Objective:**

To understand the crucial role and importance of News & media in various newspapers and news channels and E-newspaper etc., and to develop and to improve the quality of news & develop skills who expects their future in media sector.

❖ **Duration:**

Total duration of the **PGDMC** Course shall be of one year(Two Semesters)

❖ **Course Tenure:**

June to November for odd semesters & December to May for even semesters.

❖ **Admission Criteria:**

Any graduate from recognized University in India or its equivalent

❖ **Documents Required:**

- School Leaving Certificate
- Mark sheet of graduate (All Semester)
- Passport size photos
- Caste Certificate (If applicable)

❖ **Intake Capacity:** 40

❖ **Medium Instruction:** Gujarati, English

❖ **Course Fee:** 15000/- (Fifteen Thousand Only)



**P.G.D.M.C. 1 :**

**A candidate for the examination for the degree of P.G. Diploma in Mass Communication must have.**

- (1) A candidate seeking admission in P.G. Diploma and mass communication must have passed graduation in any faculty with 48 % marks.**
- (2) Attended the course of study for two academic semesters.**
- (3) Passed the examination in all papers prescribed from time to time hold by the University after keeping the required minimum attendance as laid down in that behalf. For deciding class and giving medal and/or prize, average of marks obtained in semester 1 and 2 will be considered.**

**O.P.G.D.M.C. 2 :**

**The minimum attendance required for the admission to the examination will be 75 % in each semester of the total number of the working days. When on account of bonafide reason deemed sufficient by the professor in charge/Head of Dept. The total working days of academic year, it shall be competent for the professor in charge/Head of Dept. to condone the deficiency in attendance.**

**O.P.G.D.M.C. 3 :**

**P.G. Diploma in Mass Communication is considered equivalent to BJMC and any bachelor degree in journalism & Mass Communication as a full time course. It cannot be offered along with any other course of study.**

**O.P.G.D.M.C. 4 :**

**There shall be an examination at the end of each semester.**

**O.P.G.D.M.C. 5 :**

**Candidate admitted in the P.G. Diploma in Mass Communication programme will have to satisfy the requirement of enlistment rules and pay the fees for the same as fixed by this university under the relevant rules.**

**O.P.G.D.M.C. 6 :**

**Total credit for P.G. Diploma in Mass Communication programme is 40 credits consisting of total 20 credits for each semester.**

**O.P.G.D.M.C. 7 :**

Admission to the P.G. Diploma in Mass Communication programme shall be made by observing reservation policy of Govt. of Gujarat and Saurashtra University

**O.P.G.D.M.C. 8 :**

The students have to Participate in an academic tour organized by the department, on their own expenses. They have to also prepare a report (as an assignment) on the tour. This is part of internal assessment.

The students have to make a short film or documentary on their own expenses. but as decided by the department.

**O.P.G.D.M.C. 9 :**

In the context of the course, Students are expected to undergo an internship for the period of approximately 6 to 10 weeks. They will have to do this after the examination of 2nd semester.

**O.P.G.D.M.C. 10 :**

Maximum 50 students will be admitted in First semester of P. G. Diploma in Mass Communication programme, out of which 40 students will be admitted on the basis of regular fee structure and remaining 10 will be admitted on the basis of self finance fee structure.

**R. P.G.D.M.C. 1 :** The following are the subjects prescribed for the study of P.G. Diploma in Mass Communication

Wherever any practical work is assigned for a course of study in any subject, the student shall undertake the work. Which will be assessed by the head.

External Examination of 70 marks for each course will be of two & Half hours duration and student require to obtain at least 28 marks to pass the course.

Internal evaluation will be of 30 marks in both the semesters. These marks will be divided in three heads Assignments (10 marks), Seminar (10 marks) and Written test (10 marks).

**R. P.G.D.M.C. 2 :**

The following are the syllabus in the subject of examination.

## PGDMC SEM-1

No	Name of Course	Hours/ week	Credit
1	Introduction to Journalism & Mass Media.	4	4
2	Editing & Reporting	4	4
3	Editorial & Features	4	4
4	Advertising	4	4
	OR		
	Magazine Journalism		
5	Media Law & Media Ethics OR Sports Journalism	4	4
	<b>Total</b>	<b>20</b>	<b>20</b>
	<b>SEMESTER-2</b>		
No	Name of Course	Hours/ week	Credit
1	Communication & Mass Communication	4	4
2	Public Relations	4	4
3	News Editing & Media Practicles	4	4
4	Development of Mass Media OR Language & Translation	4	4
5	Media Management OR Media Writing	4	4
	<b>Total</b>	<b>20</b>	<b>20</b>

**Subject : Journalism**

**Course(Paper)Name & No. : Paper -1  
(Core1)**

***Introduction to Journalism  
& Mass Media***

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective- 1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Core</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of journalism**
  - Various mass media**

## PGDMC SEM-1

### ***Paper-1(Core-1)***

## **Introduction to Journalism & Mass Media**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	What is Journalism? Journalism is the fourth estate, Principles of Journalism. Print Journalism, Radio Journalism, Television Journalism & Web Journalism. Journalism as a Profession, Journalism education. Training Problems, Perception and response by the industry.	
<b>Unit-2</b>	Citizen Journalism, Investigative Journalism, Literary Journalism, Environmental Journalism, Lifestyle Journalism, Political Journalism, Film Journalism. Photo Journalism.	
<b>Unit-3</b>	Introduction of Mass Media, Newspaper, Magazine, Radio, Television, Cinema, E-media, Social Media. Magazines-Their role in contemporary situation.	
<b>Unit-4</b>	News Agencies-Functions of News Agencies, Importance of news agencies, Problems of news agencies, Global & Indian News agencies.	
	<b>BOOKS</b>	<b>AUTHOR</b>
<b>1</b>	<b>Mass Communication :Principles &amp; Practices</b>	<b>B.K. Chaturved &amp; S.K. Mital</b>
<b>2</b>	<b>Working Journalism</b>	<b>S.N.Saga</b>
<b>3</b>	<b>Writeen Communication</b>	<b>Piyush Bhatnagar</b>

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-2**

**(Core-2)**

**Editing & Reporting**

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Core</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

**1. The students should enrich their knowledge about**

- Principles of Editing**
- Reporting for Print Media**

## ***Paper-2 (Core-2)***

### **Editing & Reporting**

<b>Module</b>	<b>Content</b>
<b>Unit-1</b>	<b>What is news, Sources of news, News value, types of News. Principles of editing, Duties &amp; Functions of a news editor &amp; a sub-editor, scrutiny of news.</b>
<b>Unit-2</b>	<b>What is Reporting, Responsibilities &amp; Qualities of a reporter. What is lead? Types of lead. Interview &amp; types of interview. Questions &amp; Methods of an interview. Free Lance reporting.</b>
<b>Unit-3</b>	<b>Review &amp; Criticism- Book review, film review, Radio &amp; Tv Programme review, Play (drama) review, Art review (Painting, music, sculpture, Dance), How does an outsider become reviewer, Guiding readers.</b>
<b>Unit-4</b>	<b>Types of Reporting- Political, Crime, Agriculture, Economic, Sports, Film &amp; TV, Science Development- Interpretative Reporting, scoop, Reporting for magazines, Difference between News paper reporting &amp; Magazine reporting .</b>

<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>What is News</b>	<b>William A Gomson</b>
<b>2</b>	<b>Reporting and Radio Reporting</b>	<b>Dr. Yasin Dalal</b>
<b>3</b>	<b>Crime Reporting &amp; the Journalism</b>	<b>Dr.Ranish</b>

**Subject** : **Journalism**  
**Course(Paper)Name & No.** : **Paper-3**  
**(Core-3)**  
***Editorial & Features***

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Core</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - **Various reading materials of print Media.**
  - **Practical aspects of reading materials of Print Media**



## **Paper-3 (Core-3)**

### **Editorial & Features**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>Definition, structure, style, range &amp; main components of editorial, How to write an editorial (Rules), Writing for the editorial page, Who writes editorial? Letters to the editor, Columns, Articles, Features, middles.</b>	
<b>Unit-2</b>	<b>Types of Editorial (Political, Economic, Social, Current issue), Objectives &amp; functions of an Editorial, How to write an article, Diffence between editorial &amp; Articles, How to be a good editor, Duties &amp; qualifications of an editor.</b>	
<b>Unit-3</b>	<b>What is feature, How to write features, Main Features &amp; News Feature, Language &amp; Style of Feature, Subjects of Feature: News Features, Radio Feature, Science Feature, Festival Feature, Historical Feature, Types of Features, Syndicate Column, Articles for Dailies, Freelance Journalism, Cartoon &amp; Photographs.</b>	
<b>Unit-4</b>	<b>Practical training for writing editorials and features.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>The making of an editor</b>	<b>Rahul Mudgal</b>

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-4  
(Elective-1)**

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Elective-1</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of advertising**
  - Importance of advertising**

## **Paper-4 (Elective-1)**

### **Advertising**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>Definition, Rise &amp; Growth of Advertisement, History of Indian Advertising, Elements of good Advertising, Principles of Advertising, Print, TV &amp; Radio Advertising, Types of Advertising.</b>	
<b>Unit-2</b>	<b>Nature, Importance &amp; Functions of Advertising. Media selection for Advertising, Advertising Budget Advertising strategy, Advertising Regulations. The business of Advertising, career in Advertising, Socio-economic effects of Advertising.</b>	
<b>Unit-3</b>	<b>Ethics of Advertising, Popular culture and Advertising, Language in Advertising, Women &amp; Children in Advertising, Vulgarly in Advertising, Behavioural dynamics &amp; response, Brand Image, Brand endorsement, Brand Ambassador &amp; sales promotion.</b>	
<b>Unit-4</b>	<b>Advertising Agencies, Importance of Ad agencies, Functions of an Ad agency, Agency-Industry relationship, Main Ad-agencies of India.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>Advertising</b>	<b>B.N.Ahjua &amp; S.S.Chhbra</b>
<b>2</b>	<b>Advertising</b>	<b>Sangeeta Sharma, Raghuvir singh</b>
<b>3</b>	<b>Advertising management</b>	<b>David Aaker, Rajiv Batra &amp; John Myers</b>
<b>4</b>	<b>Advertising &amp; Media</b>	<b>Himanshu Pant</b>
<b>5</b>	<b>Advertising &amp; Social Change</b>	<b>Ronald Bouman</b>
<b>6</b>	IJ7F5G 0M8 SMD	0F"P Z[BF ;[9L
<b>7</b>	HG;\5S" VG[ HFC[ZBAZ	0F"P IF;LG N,F,

**Subject : Journalism**

**Course(Paper)Name & No. : Paper -4  
(Elective-1)**

***Magazine Journalism***

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Elective-1</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of Magazine Journalism**
  - Areas of Magazine Journalism**

***Paper-4 (Elective-1)***

**Magazine Journalism**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>Rise &amp; Growth of Journalism. Starting of Magazine Journalism. What is Magazine Journalism, Objective of Magazine Journalism. Difference between daily Journalism &amp; Magazine Journalism.</b>	
<b>Unit-2</b>	<b>Areas of Magazine Journalism, types of Magazine, How to Prepare a Magazine. Techniques &amp; Procedure of Magazine Publication including Production and posting online.</b>	
<b>Unit-3</b>	<b>How to develop story ideas, Magazine content, writing in Magazine. Style, Photos&amp; Photo Stories. How to design magazine pages, Headings &amp; Subheadings-cartoons.</b>	
<b>Unit-4</b>	<b>Main National magazines of India, Gujrati Magazines, Magazines for Special readers. Chitrekha, Abhiyan, Udesh, Kumar, Kavita.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	પ્રિન્ટ મિડિયા લેખન	ડૉ. રમેશ જૈન
<b>2</b>	સાહિત્ય અને પત્રકારત્વ	ડૉ. કુમારપાળ દેસાઈ
<b>3</b>	સાહિત્યરંગી પત્રકારત્વ	અમિતા દવે
<b>4</b>	સાહિત્ય અને સમાજ	વિદ્યુત શોષી
<b>5</b>	ગુજરાતી સાહિત્યનો ઇતિહાસ	હર્ષદ ત્રિવેદી

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-5**

**(Elective-2)**

***Media Law & Ethics***

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Elective-2</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

### **Objectives**

- 1. The students should enrich their knowledge about**
  - Concept and area of media ethics**
  - Introduction and Importance of media laws**

***Paper-5(Elective-2)***

**Media Law & Ethics**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>Freedom of Speech, Democracy &amp; Freedom of Expression, Freedom of Press, Right to information, Fundamental Rights, Indian constitution &amp; Press. Press commission, Press council of India &amp; its guidelines. Law of defamation.</b>	
<b>Unit-2</b>	<b>Contempt of Court, The Press &amp; Registration of Books Act. 1867, Cable Television Act, Cinematography Act, Censorship Act, Prasarbharti Act, Cyber Law.</b>	
<b>Unit-3</b>	<b>Parliamentary Privileges, Role of press &amp; Media council, Official Secret Act, The working journalists and other Newspaper, Employees Act -1955.</b>	
<b>Unit-4</b>	<b>Communal Writing and Yellow journalism, media's ethical problem including privacy, Accountability and independence of media, The journalists creed, Media Responsibility. Gandhi's Ethical Journalism.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>Battle for Freedom of Press in India</b>	<b>K.S.Pandhy</b>
<b>2</b>	પત્રકારિતા કે સિધ્ધાંત	રમેશચંદ્ર ત્રિપાઠી
<b>3</b>	પત્રકારિતા કે મૂલ સિધ્ધાંત	નવીનચંદ્ર પંત
<b>4</b>	મિડિયા અને આચારસંહિતા	ડૉ. ચંદ્રકાંત મહેતા
<b>5</b>	માનવ અધિકારો	ડૉ. દિવ્યેશ રાયચઠા
<b>6</b>	ભારતીય પત્રકારત્વનો પ્રારંભિક ઇતિહાસ	ડૉ. નીતા ઉદાણી

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-5  
(Elective-2)**

***Sports Journalism***

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-1</b>	<b>Elective-2</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept and areas of Sports Journalism**
  - Importance of sports journalism**



## ***Paper-5 (Elective-2)***

### **Sports Journalism**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>What is Sports Journalism? History of sports Journalism. The sports desk, reporting and interviewing for sports. Importance and references of sports Journalism.</b>	
<b>Unit-2</b>	<b>Sports news, sports photography, sports features, sports news agencies &amp; Free lancing, sports public relations. Gujrati Sports journalism.</b>	
<b>Unit-3</b>	<b>Sports Journalism by various countries, sports Television, Commentators and broadcaster on TV. Special Programmes on sports, Live telecasts.</b>	
<b>Unit-4</b>	<b>Sports Newspapers, Sports radio Journalism, Sports writers, Sports Commentators &amp; Broadcaster on Radio.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>Sports Journalism</b>	<b>Prasidhkumar Mishra</b>
<b>2</b>	<b>Sports Journalism: A practical Introduction</b>	<b>Phil Andrews</b>
<b>3</b>	<b>Present Scenario in Journalism</b>	<b>S.K.Swami</b>
<b>4</b>	<b>Communication</b>	<b>B.N.Ahuja/S.S.Chhabra</b>
<b>5</b>	મિડિયા સમગ્ર ભાગ ૧/૨	રમેશ જૈન

## SEMESTER-2

**Subject** : **Journalism**

**Paper-**

**Course(Paper)Name & No.** : **1**

**(Core-1)**

**Communication & Mass  
Communication**

Name of Program	Semester	Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project	Credit	Internal Marks	External Marks	Practical /Viva Marks	Total Marks
P.G.D.M.C.	Sem-2	Core	4	30	70	-	100

### Objectives

1. The students should enrich their knowledge about
  - Concept of communication
  - Concept of mass communication

**Paper-1(Core-1)**

**Communication & Mass Communication**

<b>Module</b>	<b>Content</b>
<b>Unit-1</b>	<b>What is Communication ? Definitions &amp; Process of Communication, Importance of Communication, Functions of Communication, Types of Communication, Nature of Communication, Elements of Communication, Barriers of Communication, Seven 'C's of communication. Mass Communication in India.</b>
<b>Unit-2</b>	<b>What is mass Communication. Mass media. Models of mass Communication-verbal models, models by Lasswell, Shanon &amp; weaver, Charles &amp; Osgood, Defleur, Katz &amp; Lazarsfeld, Gerbner, Westly &amp; Maclean, Wilber Schramm's mass communication model.</b>
<b>Unit-3</b>	<b>Theories of Mass Communication-Magic Bullet theory, Individual difference theory, The social differentiation theory-Personal influence theory-two step flow of communication, Multistep flow of communication, Modelling theory.</b>
<b>Unit-4</b>	<b>Opinion leader, Information Society, information rich &amp; information poor, Adverse effect of media, illusory world of media, Marshall Mecluhan &amp; Media, Mass media &amp; Mass culture.</b>

<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>Principles of Communication</b>	<b>Vijaya Somsundaram</b>
<b>2</b>	<b>Mass Communication</b>	<b>R.K.Chatterje</b>
<b>3</b>	<b>Mass Communication in India</b>	<b>Kalpna Dasgupta</b>
<b>4</b>	<b>Mass Communication</b>	<b>Dipankar Mukharjee</b>
<b>5</b>	<b>Communication Models</b>	<b>Uma Baruda</b>
<b>6</b>	संयार के मूल सिध्दांत	ओमप्रकाश सिंह
<b>7</b>	संयार और संयार माध्यम	डॉ. चंद्रप्रकाश मिश्रा

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-2  
(Core-2)  
**Public Relations****

**Course(Paper)Unique Code : 1601410105020500**

**External Exam Time Duration : 2 hours 30 minutes**

Name of Program	Semester	Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project	Credit	Internal Marks	External Marks	Practical /Viva Marks	Total Marks
P.G.D.M.C.	Sem-2	Core	4	30	70	-	100

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of Public Relations**
  - Importance of Public Relations**

## **Paper-2(Core-2)**

### **Public Relations**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>Definition, rise &amp; growth of Public Relation, Public Relations in India, Publicity &amp; Propaganda, Public Relations as a bridge between people &amp; organization, Public Relation's importance in modern age.</b>	
<b>Unit-2</b>	<b>Public Relations campaign: Research, Planning, execution &amp; evolution Public Relations as image builder, Need to build up, enhance &amp; sustain image, Qualities &amp; Duties of Public Relation officer.</b>	
<b>Unit-3</b>	<b>Public Relations for the internal &amp; external public, Public Relations in service sector, Public Relations in government, Public Relations and Media Relations, Tools of Public Relations, Suggestion Box, open house, house journals, Factors affecting Selection of Media for Public Relations.</b>	
<b>Unit-4</b>	<b>Public Relations and economic development, Public Relations in education, Public Relations in health sector, Public Relations in Agriculture sector, Public Relations in finance sector, Public Relations and development, International Public Relations.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>Public Relation</b>	<b>A.S.Chuhan</b>
<b>2</b>	<b>Public Relation &amp; Communication</b>	<b>Deepak Nayyar</b>
<b>3</b>	<b>Media &amp; Public Relation</b>	<b>Meenaxi Punia</b>
<b>4</b>	<b>Effective Public Relation</b>	<b>Cutlip &amp; Center</b>
<b>5</b>	<b>Public Relation</b>	<b>Heabcut Loyed</b>
<b>6</b>	જનસંપર્કનું જગત	ડૉ.યાસીન દલાલ
<b>7</b>	જનસંપર્ક : પ્રચાર એવમ વિજ્ઞાપન	ડૉ. વિજય કુલશ્રેષ્ઠ

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-3  
(Core-3)  
**News Editing & Media  
Practical****

**Course(Paper)Unique Code : 1601410105020600**

**External Exam Time Duration : 2 hours 30 minutes**

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-2</b>	<b>Core</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of News Editing & Practical**
  - Indian History & current affairs**

***Paper-3(Core-3)***

**News Editing Media Practical & General Knowledge**

<b>Module</b>	<b>Content</b>	
<b>Unit-1</b>	<b>News Editing, News Writing, Translation, Scrutiny of news, Synchronization of news, Headlines &amp; Sub headlines-types, importance &amp; variety, picture &amp; cartoons, Main news &amp; fillers, Blue Print &amp; Dummy, Printing Technology.</b>	
<b>Unit-2</b>	<b>Ancient India &amp; Indian Culture, India's old Political System, Mughal Dynasties to British Rule, India's struggle for independence, Partishan &amp; its Problems, Democracy &amp; Present Scenario, India's Foreign Policy.</b>	
<b>Unit-3</b>	<b>Indian Social Systems, caste system &amp; its Problems, Social Problems, Unity in diversity, Religions, Indian sub-continent &amp; Importance, Indian states, Regional Languages &amp; Regional Cultures.</b>	
<b>Unit-4</b>	<b>Visit to a newspaper office &amp; Practicles. Visit to a Radio station &amp; Radio Practicles. Visit to Television studio &amp; Practicles.</b>	
<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>History of India</b>	<b>N.Jaypalan</b>
<b>2</b>	<b>Indian Social System</b>	<b>Ram Ahuja</b>

**Subject** : **Journalism**

**Course(Paper)Name & No.** : **Paper-4**  
**(Elective-1)**

***Development of Mass Media***

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-2</b>	<b>Elective-1</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Invention of Radio & Television**
  - Invention of Cinema**



## **Paper-4(Elective-1)**

### **Development of Mass Media**

<b>Module</b>	<b>Content</b>
<b>Unit-1</b>	<b>Invention of Types and paper, Printing Technology, Brief History of Gujrati Press , Growth of Indian Journalism.</b>
<b>Unit-2</b>	<b>Invention of Radio, development of Radio, Broadcasting in India, All India Radio, Radio as a mass medium and its social context.</b>
<b>Unit-3</b>	<b>Invention of Television, Growth of Television in India, Doordarshan, Cable Television. Satellite Television.</b>
<b>Unit-4</b>	<b>Invention of Cinema, Rise &amp; Growth of Cinema in India, Film as an art form.</b>

<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>History of Indian Press Journalism in India</b>	<b>B.N. Ahuja</b>
<b>2</b>	<b>Journalism in India</b>	<b>K.C. Sharma</b>
	ભારતીય પત્રકારત્વનો ઇતિહાસ	ડૉ. નીતાબેન ઉદાણી
	ગુજરાતી પત્રકારત્વનો ઇતિહાસ	ડૉ. રતન માર્શલ
	પત્રકારત્વની વિકાસરેખા	શ્રી વિષ્ણુ પંડ્યા
	ફિલ્મ દર્શન	ડૉ. યાસીન દલાલ
	ટેલિવિઝન	હસમુખ બારાડી

**Subject** : **Journalism**

**Course(Paper)Name & No.** : Paper-4  
(Elective-1)

**Language & Translation**

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-2</b>	<b>Elective-1</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of Language**
  - Concept of Translation**

**Paper-4(Elective-1)**

**Language & Translation**

<b>Module</b>	<b>Content</b>
<b>Unit-1</b>	<b>Importance of Language</b>
<b>Unit-2</b>	<b>Language accuracy</b>
<b>Unit-3</b>	<b>Translation- From English to Gujarati</b>
<b>Unit-4</b>	<b>Translation- From Gujarati to English</b>

<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	અનુવાદની સમસ્યાઓ	મોહનભાઈ પટેલ
<b>2</b>	પૂર્ણવાચન	રતિલાલ નાયક
<b>3</b>	ગુજરાતી વ્યાકરણ અને લેખન	ડૉ. રમેશ પારેખ
<b>4</b>	જોડણી વિચાર	રામભાઈ પટેલ
<b>5</b>	ભાષાસજ્જતા અને લેખનકૌશલ	ડૉ. યોગેન્દ્ર વ્યાસ

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-5  
(Elective-1)  
**Media Management****

Name of Program	Semester	Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project	Credit	Internal Marks	External Marks	Practical /Viva Marks	Total Marks
P.G.D.M.C.	Sem-2	Elective-1	4	30	70	-	100

**Objectives**

- 1. The students should enrich their knowledge about**
  - Concept of Media Management**
  - Areas of Media Management**

## ***Paper-5 (Elective-1)***

### **Media Management**

<b>Module</b>	<b>Content</b>
<b>Unit-1</b>	<b>What is Media Management Types of Organizations, Functions of Media Management Principles of Media Management and their significance, Ownership Patterns of Indian Mass Media. Participatory approaches and community media-Ownership and management Perspectives.</b>
<b>Unit-2</b>	<b>Newspaper structure and their Departments Small, Medium &amp; Large Scale Media Industries, Newspapers Management &amp; Challenges: Printing Paper, Labour, Finance, Marketing, Government Policies, Advertising, Circulations &amp; distribution, Journalist problems, How to start Newspaper.</b>
<b>Unit-3</b>	<b>Broadcasting structure &amp; their departments, Broadcasting Management &amp; Challenges: Labour, Finance, Marketing, Government Policies, Advertising, Listenership, viewership, How to start Private Radio &amp; TV Channel.</b>
<b>Unit-4</b>	<b>Media Management theories, What makes media Industries different market and marketing research: Nature of Demand, Market structure, economic environment, Media Organization: ABC,PIB,RNI,State Information department.</b>

<b>BOOKS</b>		<b>AUTHOR</b>
<b>1</b>	<b>Newspaper Organization &amp; Management</b>	<b>Herbert Lee William</b>
<b>2</b>	<b>Principle &amp; Newspaper Management</b>	<b>James E. Pollard</b>
<b>3</b>	<b>Media Management</b>	<b>B.K. Chaturvedi</b>
<b>4</b>	<b>Media Management Emerging Challenges New Millennium</b>	<b>B.K. Chaturvedi Paol Marthij</b>
<b>5</b>	<b>Media Management</b>	<b>K.P.Yadav</b>
<b>6</b>	<b>A Textbook of Media Management</b>	<b>Nukul Sahay</b>
<b>7</b>	<b>Media Ownership</b>	<b>Rita Sarkar</b>
<b>8</b>	<b>आधुनिक मीडिया प्रबंधन</b>	<b>डॉ. लखवान देव पांडेय</b>

**Subject : Journalism**

**Course(Paper)Name & No. : Paper-5  
(Elective-2)  
**Media Writing****

<b>Name of Program</b>	<b>Semester</b>	<b>Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project</b>	<b>Credit</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Practical /Viva Marks</b>	<b>Total Marks</b>
<b>P.G.D.M.C.</b>	<b>Sem-2</b>	<b>Elective-2</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>100</b>

**Objectives**

**1. The students should enrich their knowledge about**

- Concept of Print Media Writing**
- Concept of Electronic Media Writing**

<b>Paper-5(Elective-2)</b>	
<b>Media Writing</b>	
<b>Module</b>	<b>Content</b>
<b>Unit-1</b>	<b>News Writing, Writing as an art, Principles of Media Writing, types of Intro News, Language, Style of News Writing, techniques of writing, heading.</b>
<b>Unit-2</b>	<b>Techniques for story writing, Drama, documentaries, Feature, Feature film, Advertisement, Practical work.</b>
<b>Unit-3</b>	<b>Writing for Radio, specialities of radio, Writing script, Writing for radio, Interview techniques, Radio news, Commentary, Practical work.</b>
<b>Unit-4</b>	<b>Writing for Television, Script Writing for Television, Types of documentaries, News Writing, Television Programmes writing, Feature writing, Interview, Practical work.</b>

#### R.P.G.D.M.C.-3

- (1) To pass the examination for the P. G. Diploma in Mass Communication the candidate must obtain at least 40 % of the total marks separately in written and practical.
- (2) Class shall be determined on the basis of the marks obtained by the candidates in all the papers and the practical.

A successful candidate who obtains not less than 70 % of the total marks (obtainable in the aggregate of the examination) shall be placed in the first class with distinction.

A successful candidate who obtains not less than 60 % marks but less than 70 % of the total marks (obtainable in the aggregate of the examination) shall be placed in the first class.

A successful candidate who obtains not less than 48 % marks but less than 60 % of the total marks (obtainable in the aggregate of the examination) shall be placed in the second class.