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## 1. ABOUT THE PROGRAMME

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### 1.1 Introduction of the Programme

Centre for Distance and Open Learning has introduced the Bachelor Of Arts (B.A. General) (Distance Mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme caters to develop human resources as well as enhance understanding and bring in self-enrichment. The programme offers an array of courses in an attempt to make undergraduate education more relevant to the immediate environment.

### 1.2 Duration of the Programme

Minimum duration of the Programme: 3 (Three) Years.  
Maximum duration of the Programme: 6 (Six) Years.

**1.3 Medium of Instruction:** English/Hindi/Urdu

### 1.4 Programme Fee

Previous Year	Rs. 7200/-
Second Year	Rs. 7200/-
Final Year	Rs. 7200/-

## 1.5 Brief Programme Structure

### **COMPULSORY / OPTIONAL PAPERS**

#### **Compulsory Courses:-**

1. **Elementary Urdu** (compulsory for those students who have not study Urdu in 10<sup>th</sup> class)
2. **Islamiat or Indian Religion and Culture** (a student has to study any one from the following subject in part-I)

**Note: Students have to submit only Assignment. No Term-end-Examination will be held for Islamiat, Indian Religion & Culture and Elementary Urdu.**

3. **General English – (GEG-I)** all the students has to study GEG-I in 1<sup>st</sup> Year.
4. **General English – (GEG-II)** all the students has to study GEG-II in 2<sup>nd</sup> Year.

#### **Optional Courses:-**

Out of the following the student has to select one subject from **Group A** and two subject from **Group B**.

**Group – A** : Urdu, Hindi and English

**Group – B** : Political Science, History, Sociology, Economic and Islamic Studies

### **Study and Evaluation Scheme of B.A (General) : COMPULSORY SUBJECTS**

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	GEG-I	General English – 1 <sup>st</sup> Year	04	70	30	100
2.	GEG-II	General English – 2 <sup>nd</sup> Year	04	70	30	100
3.	ELU	Elementary Urdu*	04*	-	100	100
4.	BISL	Islamiat	04	-	100	100
5.	IRC	Indian Religion & Culture	04	-	100	100
<b>Total</b>			<b>16</b>	<b>140</b>	<b>360</b>	<b>200</b>

**\*Optional**

### **Study and Evaluation Scheme of B.A (General) Elective Course: PART – I**

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	BUL-I	Urdu	04	70	30	100
2.	BHD-I	Hindi	04	70	30	100
3.	BEG-I	English	04	70	30	100
4.	BPS-I	Political Science	04	70	30	100
5.	BHIS-I	History	04	70	30	100
6.	BSO-I	Sociology	04	70	30	100
7.	BECO-I	Economic	04	70	30	100
8.	BISLS-I	Islamic Studies	04	70	30	100
<b>Total</b>			<b>12</b>	<b>210</b>	<b>90</b>	<b>300</b>

**Study and Evaluation Scheme of B.A (General) Elective Course: PART – II**

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	BUL-02	Urdu-II	04	70	30	100
2.	BUL-03	Urdu-III	04	70	30	100
3.	BHD-02	Hindi-II	04	70	30	100
4.	BHD-03	Hindi-III	04	70	30	100
5.	BEG-02	English-II	04	70	30	100
6.	BEG-03	English-III	04	70	30	100
7.	BPS-02	Political Science-II	04	70	30	100
8.	BPS-03	Political Science-III	04	70	30	100
9.	BHIS-02	History-II	04	70	30	100
10.	BHIS-03	History-III	04	70	30	100
11.	BSO-02	Sociology-II	04	70	30	100
12.	BSO-03	Sociology-III	04	70	30	100
13.	BECO-02	Economic-II	04	70	30	100
14.	BECO-03	Economic-III	04	70	30	100
15.	BISLS-02	Islamic Studies-II	04	70	30	100
16.	BISLS-03	Islamic Studies-III	04	70	30	100
<b>TOTAL</b>			<b>24</b>	<b>420</b>	<b>180</b>	<b>600</b>

**Study and Evaluation Scheme of B.A (General) Elective Course: PART – III**

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	BUL-04	Urdu-IV	04	70	30	100
2.	BUL-05	Urdu-V	04	70	30	100
3.	BHD-04	Hindi-IV	04	70	30	100
4.	BHD-05	Hindi-V	04	70	30	100
5.	BEG-04	English-IV	04	70	30	100
6.	BEG-05	English-V	04	70	30	100
7.	BPS-04	Political Science-IV	04	70	30	100
8.	BPS-05	Political Science-V	04	70	30	100
9.	BHIS-04	History-IV	04	70	30	100
10.	BHIS-05	History-V	04	70	30	100
11.	BSO-04	Sociology-IV	04	70	30	100
12.	BSO-05	Sociology-V	04	70	30	100
13.	BECO-04	Economic-IV	04	70	30	100
14.	BECO-05	Economic-V	04	70	30	100
15.	BISLS-04	Islamic Studies-IV	04	70	30	100
16.	BISLS-05	Islamic Studies-V	04	70	30	100
<b>TOTAL</b>			<b>24</b>	<b>420</b>	<b>180</b>	<b>600</b>

## 1.6 Detailed Programme Structure

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## ENGLISH LITERATURE (BEG)

### Short Stories (BEG-01)

#### 1st Year

#### **Block 1**

Unit 1: Studying “Fur” -1, Understanding and comprehension  
Unit 2: Studying “Fur”-2, themes, issues, analysis  
Unit 3: Studying “The Accursed House”-1, Understanding and comprehension  
Unit 4: Studying “The Accursed House”-2, themes, issues, analysis

#### **Block 2**

Unit 5: Studying “Marriage is a private affair”-1, Understanding and comprehension  
Unit 6: Studying “Marriage is a private affair” -2, themes, issues, analysis  
Unit 7: Studying “The Ransom of Red Chief”-1, Understanding and comprehension  
Unit 8: Studying “The Ransom of Red Chief”-2, themes, issues, analysis

#### **Block 3**

Unit 9: Studying “Sparrows”-1, Understanding and comprehension  
Unit 10: Studying “Sparrows”-2, themes, issues, analysis  
Unit 11: Studying “the mother of a traitor”-1, Understanding and comprehension  
Unit 12: Studying “the mother of a traitor”-2, themes, issues, analysis

#### **Block 4**

Unit 14: Studying “The verger”-1, Understanding and comprehension

Unit 15: Studying “The verger”-2, themes, issues, analysis

Unit 16: Studying “Kong Yiji”-1, Understanding and comprehension

Unit 17: Studying “Kong Yiji”-2, themes, issues, analysis

#### **Block 5**

Unit 18: Studying “The snob”-1, Understanding and comprehension

Unit 19: Studying “The snob”-2, themes, issues, analysis

Unit 20: Studying “on Saturday afternoon”-1, Understanding and comprehension

Unit 21: Studying “on Saturday afternoon”-2, themes, issues, analysis

### **Prose (BEG 02) 2nd Year**

#### **Block. 1**

Unit 1. General Introduction to the Course.

Unit 2. History of Prose and Difference between Prose and Poetry

#### **Block. 2**

Unit 3. General Introduction to the Unit

Unit 4. Reading: Francis Bacon’s “Of Friendship”

Unit 5. Understanding: Themes, Issues and Analysis of the Text

Unit 6. Reading: J. Addison’s “Meditations In Westminster Abbey”

Unit 7. Understanding: Themes, Issues and Analysis of the Text

#### **Block. 3**

Unit 8. General Introduction to the Unit

Unit 9. Reading: W. Hazlitt’s “Elia and Geoffrey Crayon”

Unit 10. Understanding: Themes, Issues and Analysis of the Text

Unit 11. Reading: Charles Lamb’s “In Praise of Chimney Sweeper”

Unit 12. Understanding: Themes, Issues and Analysis of the Text

#### **Block. 4**

Unit 13. General Introduction to the Unit

Unit 14. Reading: G.K. Chesterson “On the Pleasure of No Longer Being Very Young”

Unit 15. Understanding: Themes, Issues and Analysis of the Text

Unit 16. Reading: A Huxley’s “Pleasures”

Unit 17. Understanding: Themes, Issues and Analysis of the Text

#### **Block. 5**

Unit 18. General Introduction to the Unit

Unit 19. Understanding: Themes, Issues and Analysis of the Text

Unit 20. Reading: J. B Priestly’s “In Crimson Silk”

Unit 21. Understanding: Themes, Issues and Analysis of the Text

Unit 22. Reading: Read’s “The Poet and The Film”

Unit 23. Understanding: Themes, Issues and Analysis of the Text

### **Poetry (BEG-03) - 2<sup>nd</sup> Year**

#### **Block- 1**



Unit-1 : An Introduction to Poetry  
Unit-2 : Understanding various genres of Poetry and kinds of poetry  
Unit-3 : Reading William Shakespeare's 'A Requiem'  
Unit-4 : Reading John Donne's 'Death'  
Unit-5 : Grammar: Verbs, Adverbs, Verb Phrases  
Unit-6: Grammar: Articles and Present, Past and Future Indefinite Tense

### **Block- 2**

Unit-7 : An Introduction to the Unit  
Unit-8 : Reading William Wordsworth's 'Daffodils'  
Unit-9 : Reading William Blake's 'London'  
Unit-10 : Grammar: Noun, Compound Noun, Noun Phrases  
Unit-11: Grammar: Determiners and Present, Past and Future Continuous Tense

### **Block- 3**

Unit-12: An Introduction to the author and historical background  
Unit-13: Reading Lord Alfred Tennyson's 'Ulysses'  
Unit-14: Reading Robert Browning's 'My Last Duchess'  
Unit-15: Writings Report  
Unit-16: Grammar: Present, Past and Future Perfect Tense  
Unit-17: Reporting Surveys

### **Block- 4**

Unit-18: An introduction to 20<sup>th</sup> Century poetry  
Unit-19: Reading Thomas Stern Eliot's 'Journey of the Magi'  
Unit-20: Reading Robert Frost's 'The Road Not Taken'  
Unit-21: Various Types of Letters  
Unit-22: Writing Summaries and Experiments  
Unit-23: Grammar: Conjunctions and Present, Past and Future Perfect Continuous Tense

### **Block- 5**

Unit-24: Introduction of English Language in India  
Unit-25: Reading Nizim Ezekiel's 'Goodbye Party to Ms. T. Pushpa'  
Unit-26: Reading K. Das' 'The Freaks'  
Unit-27: Writing Summary and Note Taking  
Unit-28: Grammar: Prepositions and Present, Past and Future Perfect Continuous Tense

## **Drama (BEG-04)**

### **3<sup>rd</sup>Year**

#### **Block- 1**

Unit-1 : An Introduction to Drama  
Unit-2 : Understanding various types of Drama  
Unit-3 : Reading William Shakespeare's 'Tempest'  
Unit-4 : Historical analysis of the issue of Race and Colonization  
Unit-5: Word Vocabulary, Synonyms, Antonyms, Homonyms, Homophones, Eponyms

#### **Block- 2**

Unit-6 : Historical background of 19<sup>th</sup> Century England  
Unit-7 : Reading George Bernard Shaw's 'Pygmalion'  
Unit-8 : Role of Education  
Unit-9 : Grammar: Idioms, One Word Substitute,

Unit-10 : Word Formation: Prefixes and Suffixes

**Block- 3**

Unit-11 : An Introduction to the Unit

Unit-12 : Reading J. Galsworthy's 'Justice'

Unit-13 : Various kinds of Compositions

Unit-14 : Narrative Compositions

**Block- 4**

Unit-15 : Introduction to the Unit

Unit-16 : Reading A Miller's 'All My Sons'

Unit-17: Expository Compositions

Unit-18: Argumentative Compositions

Unit-19: Descriptive Compositions

**Fiction (BEG-05)**

**3<sup>rd</sup>Year**

**Block- 1**

Unit-1 : An Introduction to Fiction

Unit-2 :A Historical background

Unit-3 :Understanding various genres of Fictions and its emergence

Unit-4 :E-mail Writing

Unit-5 : Writing and Reporting Interviews

**Block- 2**

Unit-6 : An Introduction to 19<sup>th</sup>Century England

Unit-7 : Reading Thomas Hardy's 'Tess of the d'Urbervilles'

Unit-8 : Writing Memos and Minutes

Unit-9 : Paragraph Writing: Cohesion

Unit-10 : Writing Proposals, Research Paper and Thesis

**Block- 3**

Unit-11: An introduction to 20<sup>th</sup> Century

Unit-12: Reading Earnest Hemmingway's 'The Old Man and the Sea'

Unit-13: Reading 'Animal Farm'

Unit-14: Paragraph Writing:Coherence

Unit-15: Writing Instructions, Manuals and Technical Descriptions

**Block- 4**

Unit-16: Introduction to the historical background of India and Independence struggle

Unit-17: Reading Raja Rao's 'Kanthapura'

Unit-18: Stress and Stress Pattern

Unit-19: Different Sounds

Unit-20: Sound Symbols

**Block- 5**

Unit-21: An introduction to the caste issue in India

Unit-22: Reading Mulk Raj Anand's 'Untouchable'

Unit-23: Phonetics 1

Unit-44: Phonetics 2

**Urdu Literature**

## BUL-01

(خاکہ، اسے، افسانہ اور ڈراما)

(Modern Prose Forms : Sketch, Essay, Short Story & Drama)

### باب اول

متن برائے تفصیلی مطالعہ :	۱ اکائی
چند ہم عصر (خاکہ)	۲ اکائی
اردو اسبیز	۳ اکائی
میرے بہترین افسانے	۴ اکائی
انارکلی (ڈراما)	
مولوی عبدالحق :	
سید ظہیر الدین مدنی :	
منشی پریم چند :	
امتیاز علی تاج :	

### باب دوم

خاکہ - فن اور روایت	۵ اکائی
گذری کا لال نور خاں (خاکہ)	۶ اکائی
وحیدالدین سلیم (خاکہ)	۷ اکائی
بحث و تکرار (اسے)	۸ اکائی
گلشن وحید کی بہار (اسے)	۹ اکائی
زبان گویا (اسے)	۱۰ اکائی
نور جہاں :	
سرسید احمد خان :	
محمد حسین آزاد :	
مولانا الطاف حسین حالی :	

### باب سوم

اسے - فن اور روایت	۱۱ اکائی
آگ (اسے)	۱۲ اکائی
لالہ خودرو : عبدالحمید شرر	۱۳ اکائی
سر دلبران در حدیث دیگران	۱۴ اکائی
زندگی اور وجود (اسے)	۱۵ اکائی
چرخ شعبدہ باز (اسے)	۱۶ اکائی
چارپائی (اسے)	۱۷ اکائی
مولوی ذکاء اللہ :	
خواجہ حسن نظامی :	
مولانا ابو الکلام آزاد :	
میر ناصر علی :	
رشید احمد صدیقی :	

### باب چہارم

اردو افسانہ	۱۸ اکائی
پریم چند کے افسانوں کی خصوصیات	۱۹ اکائی
منتخب افسانے ماخوذ از "میرے بہترین افسانے" پریم چند	۲۰ اکائی
فن اور روایت - اجمالی جائزہ	

### باب پنجم

ڈرامے کی مختصر تاریخ	۲۱ اکائی
ڈرامے کے عناصر ترکیبی	۲۲ اکائی
ڈراما : انارکلی کے دیباچے کا تفصیلی مطالعہ	۲۳ اکائی
متن کا تفصیلی مطالعہ	۲۴ اکائی

### کتب برائے عمومی مطالعہ

- ۱- فن افسانہ نگاری و فار عظیم
- ۲- اردو میں ڈراما نگاری بادشاہ حسین
- ۳- ڈرامے کی تاریخ و تنقید عشرت رحمانی
- ۴- انشائیہ اور انشائیے سید محمد حسین
- ۵- اردو میں خاکہ نگاری صابرہ سعید
- ۶- محمد مجیب صادقہ ذکی

## BUL-02

دوسرا پرچہ : جدید اردو شاعری

(Modern Urdu Poetry)

### باب اول

نصابی کتاب :	انتخاب منظومات ، حصہ اول (یو پی اردو اکادمی، لکھنؤ ۱۹۸۵)
اکائی ۱	مدس و جزاسلام : مولانا الطاف حسین حالی
اکائی ۲	مستقبل : اکبر الہ آبادی
اکائی ۳	رامائن کا ایک سین : پنڈت برج نرائن چکبست
اکائی ۴	شعاع امید : علامہ محمد اقبال
اکائی ۵	البیلی صبح : جوش ملیح آبادی
اکائی ۶	صبح آزادی-تنہائی : فیض احمد فیض
اکائی ۷	بادیں : اختر الایمان

### باب دوم

نصابی کتاب :	انتخاب منظومات ، حصہ دوم (یو پی اردو اکادمی، لکھنؤ ۱۹۸۵)
اکائی ۸	اک معمہ ہے سمجھنے کا نہ سمجھانے کا : فانی بدایونی
اکائی ۹	دنیا میری بلا جانے مہنگی یا سستی : فانی بدایونی
اکائی ۱۰	بھلاتا لاکھ ہوں لیکن برابر یاد آتے ہیں : حسرت موہانی
اکائی ۱۱	حسن بے پردا کو خود بین و خود آرا کر دیا : حسرت موہانی
اکائی ۱۲	دل گیارونق حیات گئی : جگر مرادآبادی
اکائی ۱۳	کبھی شاخ و سبزہ برگ پر کبھی غنچہ و گل و خار : جگر مرادآبادی
اکائی ۱۴	سر میں سودا بھی نہیں دل میں تمنا بھی نہیں : فراق گورکھپوری
اکائی ۱۵	کسی کا کون ہو یوں تو عمر بھر پھر بھی : فراق گورکھپوری

### باب سوم

اکائی ۱۶	اردو نظم کی مختصر تاریخ
اکائی ۱۷	اردو نظم کی ہنوتوں کا تعارف

### باب چہارم

اکائی ۱۹	اردو غزل کی مختصر تاریخ
اکائی ۲۰	صنف غزل کی اہم خصوصیات

### باب پنجم

اکائی ۲۱	اہم غزل گو شعراء کے اسالیب
اکائی ۱۲۲	جدید اردو شاعری کے اہم رجحانات

### کتب برائے عمومی مطالعہ

- ۱- تاریخ ادب اردو رام بابو سکیت
- ۲- جدید اردو شاعری عبدالقادر سروری
- ۳- اردو ادب کی تنقیدی تاریخ سید احتشام حسین
- ۴- جدید اردو نظم اور یورپی اثرات حامد کا شمیری
- ۵- اقبال کامل عبدالسلام ندوی
- ۶- اکبر الہ آبادی کی شاعری کا تنقیدی مطالعہ صغریٰ مہدی
- ۷- حسرت موہانی احمر لاری
- ۸- ماہ نامہ شاہ کار الہ آباد کا فراق نمبر

### BUL-03

تیسرا پرچہ : قدیم اردو نثر ( Classical Urdu Prose )

### باب اول

اکائی ۱	باغ و بہار :	میرامن دہلوی ( سیر تیسرے درویش کی)
اکائی ۲	فسانہ عجائب :	مرزا رجب علی بیگ سرور
اکائی ۳	عود ہندی :	”فسانہ شاہ یمن اور بندر کی تقریر اور اس کا مرنا“
اکائی ۴	بیوہ (ناول) :	(خطوط غالب) مرزا غالب دنول کشور پریس لکھنؤ
		منشی پریم چند

## باب دوم

- اکائی ۵ داستاب کا فن اور اردو میں اس کی روایت  
اکائی ۶ باغ و بہار کی تصنیف کا پس منظر  
اکائی ۷ باغ و بہار کا اسلوب  
اکائی ۸ باغ و بہار بحیثیت تہذیبی دستاویز  
اکائی ۹ “سیر تیسرے درویش“ کی متن کی تدریس و تشریح و تفہیم

## باب سوم

- اکائی ۱۰ فسانہ عجائب کی تصنیف کا پس منظر  
اکائی ۱۱ فسانہ عجائب کا اسلوب بیان۔ محاسن و معائب  
اکائی ۱۲ فسانہ عجائب کی انفرادیت  
اکائی ۱۳ فسانہ عجائب میں لکھنو تہذیب کی ترجمان  
اکائی ۱۴ فسانہ عجائب کے داخل نصاب اقتباس تشریح و تفہیم

## باب چہارم

- اکائی ۱۵ خطوط نگاری کا فن  
اکائی ۱۶ عود ہندی  
اکائی ۱۷ خطوط غالب - ادبی خصوصیات ، زبان و بیان  
اکائی ۱۸ خطوط بنام میر مہدی مجروح : خط نمبر ۵۴، ۵۳ اور خط نمبر ۵۶ تا ۱۰۳  
اکائی ۱۹ خط بنام حاتم علی مہر : خط نمبر ۸۶ تا ۱۰۳  
اکائی ۲۰ خط بنام منشی ہر گوپال تفت : خط نمبر ۸۵

## باب پنجم

- اکائی ۲۱ بیوہ (ناول) منشی پریم چند (اس کتاب سے تشریح کا سوال نہیں آئے گا)  
اکائی ۲۲ ناول کا فن اور منشی پریم چند کے ناولوں کی خصوصیات  
اکائی ۲۳ ”بیوہ“ ناول کا پلاٹ  
اکائی ۲۴ کردار نگاری  
اکائی ۲۵ مکالمہ نگاری  
اکائی ۲۶ منظر نگاری  
اکائی ۲۷ بیوہ ناول میں ہندوستانی سماج کی عکاسی

## کتاب برائے عمومی مطالعہ

- ۱- تاریخ ادب اردو حصہ نثر : رام بابو سکیت
- ۲- ہماری داستانیں : وقار عظیم
- ۳- اردو ناول کی تنقیدی تاریخ : احسن فاروقی
- ۴- ناول کی تنقید و تاریخ : علی عباس حسینی
- ۵- داستان اور فن داستان گوئی : کلیم الدین احمد
- ۶- ادبی خطوط غالب : مقدمہ عسکری
- ۷- خطوط غالب : حامد مسعود
- ۸- خطوط غالب مقدمہ غلام رسول مہر
- ۹- پریم چند کہانی کا رہنما جعفر رضا

## BUL-04

چوتھا پرچہ : قدیم اردو شاعری  
( Classical Urdu Prose)

## باب اول

- اکائی ۱ قصیدہ نگاری کا فن  
اکائی ۲ اردو میں قصیدے کی روایت کا اجمالی جائزہ  
اکائی ۳ نوق کی قصیدہ نگاری کی نمایاں خصوصیات

قصیدہ ”زبے نشاط اگر کیجئے اسے تحریر“ کی تشریح و تفہیم

### باب دوم

- اکائی ۱ مرثیے کا فن اور اجزائے ترکیبی  
اکائی ۲ اردو میں مرثیے کی روایت کا اجمالی جائزہ  
اکائی ۳ میر انیس کی مرثیہ گوئی نمایاں خصوصیات  
مرثیے ”نمک خوان تکلم ہے فصاحت میری“ کی تشریح و تفہیم (ابتدائی چھبیس بند)

### باب سوم

- اکائی ۱ مثنوی کا فن  
اکائی ۲ اردو مثنوی کی روایت اور ارتقا  
اکائی ۳ سحرالبیان (ابتدائی پچاس اشعار تشریح و تفہیم)

### باب چہارم

- اکائی ۱ غزل کا فن  
اکائی ۲ اردو غزل کی روایت : اجمالی جائزہ  
اکائی ۳ میر کی غزل کی گوئی کی نمایاں خصوصیات  
تھا مستعار حسن سے اس کے جو نور تھا  
ہستی اپنی حباب کی سی ہے  
پتا پتا بوٹا بوٹا حال ہمارا جانے ہے  
خواجہ میر درد کی غزل گوئی کی نمایاں خصوصیات  
تشریح غزلیات درد  
عکس و شخص اس انینے میں جلوہ فرما ہو گئے  
وحدت نے ہر طرف تیرے جلوے دکھادیے  
جگ میں آکر ادھر ادھر دیکھا  
خواجہ حید علی آتش کی غزل گوئی کی نمایاں خصوصیات  
سن تو سہی جہاں میں تیرا افسانہ کیا  
تار تار پیرپیر میں بس گئی ہے بوئے دوست  
مومن کی غزل گوئی کی نمایاں خصوصیات  
تشریح غزلیات مومن  
غیروں پہ کھل نہ جائے کہیں راز دیکھنا  
اثر اس کو ذرا نہیں ہوتا  
اٹھے وہ شکوہ کرتے ہیں اور کس ادا کے ساتھ  
اکائی ۷ غالب کی غزل گوئی کی نمایاں خصوصیات  
تشریح غزلیات غالب  
کسی کو دے کے دک کوئی نواسنج فضاں کیوں ہو  
آہ کو چاہیے اک عمر اثر ہونے تک  
جور سے باز آئیں پر باز آئیں کیا

### BUL-05

پرچہ پنجم : مضمون نویسی، ترجمہ اور بلاغت

( Essay, Translation & Rhetoric )

### باب اول

- اکائی 1 مضمون نگاری  
1.1 مضمون کی تعریف  
1.2 آغاز و ارتقاء  
1.3 مضمون نگاری کی ضرورت  
1.4 مضمون نگاری کی امتیازی خصوصیات  
1.5 انشائیہ کی تعریف

- 1.6 انشائیہ کی خصوصیات
- 1.7 مضمون اور انشائیہ کا فرق
- 1.8 مقالہ کی تعریف
- 1.9 مقالہ اور مضمون میں فرق
- 1.10 مقالہ اور انشائیہ میں فرق
- 1.11 مضمون نگاری کے اصول و ضوابط پر ایک نظر
- 1.12 مضمون لکھنے سے پہلے کی ضروری تیاری
- 1.13 مضمون کا انتخاب اور ضروری معلومات کی فراہمی
- 1.14 مضمون کی داخلی ترتیب (خاکہ)
- 1.15 مضمون نگاری کی زبان، بیان اور اسلوب
  - 1.15.1 اسلوب کی اقسام
  - 1.16 مضمون پر نظر ثانی
- اکائی 2 اردو کے نمائندہ مضمون نگار**
- 2.1 اردو کے نمائندہ مضمون نگاروں کی تحریروں کا مطالعہ
- 2.2 سر سید احمد خاں
  - 2.2.1 مضمون نگاری
  - 2.2.2 اسلوب نگارش
  - 2.2.3 خوشامد
- 2.3 مولوی ذکاء اللہ خاں دہلوی
  - 2.3.1 خیالات
- 2.4 مولوی محمد حسین آزاد
  - 2.4.1 خوش طبعی
- 2.5 خواجہ الطاف حسین حالی
  - 2.5.1 زبان گویا
- 2.6 علامہ شبلی نعمانی
  - 2.6.1 میر انیس کی شاعری کی خصوصیات
- 2.7 مولوی عبداللطیف شرر
  - 2.7.1 نسیم سحر
- 2.8 مرزا فرحت اللہ بیگ
  - 2.8.1 پھول والوں کی سیر
- 2.9 مولانا ابوالکلام آزاد
  - 2.10 پطرس بخاری
    - 1.10.1 کتی
  - 2.11 رشید احمد صدیقی

باب دوم

اکائی 1

- 1.1 مضمون نگاری (مختلف موضوعات پر مضامین)
- 1.2 مضامین کی اقسام
- 1.3 اہداف و مقاصد کے اعتبار سے مضامین کی تقسیم
- اکائی 2
  - 2.1 سائنسی مضامین
    - 2.1.1 سائنس اور ہمارا معاشرہ
- اکائی 3
  - 3.1 سماجی و معاشرتی مضامین
    - 3.1.1 جہیز ایک لعنت

#### اکائی 4

##### 4.4 سیاسی مضامین

##### 4.4.1 آج کا ہندوستان

#### اکائی 5

##### 5.1 تحقیقی مضامین

##### 5.1.1 زبان اور تہذیب

#### اکائی 6

##### 6.1 تنقیدی مضامین

##### 6.1.1 امر او جان ادا

#### اکائی 7

##### 7.1 فلسفیانہ مضامین

#### اکائی 8

##### 8.1 تاریخی مضامین

##### 8.1.1 مکینکس اور مسلمان

#### اکائی 9

##### 9.1 رومانی مضامین

##### 9.1.1 مغرور جوتا

#### اکائی 10

##### 10.1 طنزیہ و مزاحیہ مضامین

##### 10.2 کچھ ناموں کے بارے میں

#### باب سوم

#### اکائی 1

##### 1.1 ترجمہ : فن اور روایت

##### 1.2 ترجمہ کی تعریف ، معنی و مفہوم

##### 1.3 ترجمہ کی بحیثیت فن

##### 1.4 ترجمہ کی اہمیت و افادیت

##### 1.5 ترجمہ کی اہمیت و ضرورت تہذیبی نقطہ نظر سے

##### 1.6 عصر حاضر میں ترجمہ کی ضرورت و اہمیت

##### 1.7 ترجمہ کے اغراض و مقاصد

##### 1.8 لسانی اغراض و مقاصد

##### 1.9 ثقافتی اغراض و مقاصد

##### 1.10 ادبی و علمی اغراض و مقاصد

##### 1.11 صحافتی اغراض و مقاصد

##### 1.12 دینی و مذہبی اغراض و مقاصد

#### اکائی 2

##### 2.1 ترجمہ کی روایت اور تاریخ پر ایک نظر

##### 2.2 ترجمہ کا علامی منظر نامہ

##### 2.3 ترجمہ کی روایت (ہندوستانی پس منظر میں)

##### 2.4 اردو میں ترجمہ کی روایت

##### 2.5 فورٹ ولیم کالج اور اردو ترجمہ

##### 2.6 دہلی کالج اور اردو ترجمہ

##### 2.7 سائنٹفک سوسائٹی اور اردو ترجمہ

##### 2.8 انجمن ترقی اردو ہند اور اردو ترجمہ

##### 2.9 دارالترجمہ جامعہ عثمانیہ اور اردو ترجمہ

#### اکائی 3

##### 3.1 ترجمہ کے اقسام



ترجمہ کا طریقہ کار، اصول و قواعد اور مسائل	3.2
ترجمہ کے اصول و ضوابط اور طریقہ کار	3.3
نثری ترجمہ کے اصول و ضوابط	3.4
منظوم ترجمہ کے اصول و ضوابط	3.5
ترجمہ میں اصطلاحات کے مسائل	3.6
اصطلاحات سازی کی ضرورت	3.7
ترجمہ کے لیے آلات و مشین کا استعمال	3.8
اکائی ۴	
مترجم کے لیے ضروری اہلیت اور اس کی لازمی صفات	4.1
ہدفی زبان (Target Language)	4.2
ماخذ کی زبان / اصل زبان (Source Language)	4.3
اکائی ۵	
اردو زبان کی اصل پر ایک نظر	5.1
اہم نمونوں کا مطالعہ	5.2
ہدفی اردو انگریزی کا ترجمہ	5.3

## POLITICAL SCIENCE (BPS)

### POLITICAL THEORY - BPS 01 (1<sup>st</sup> Year)

<b>Block 1</b>	<b>Introduction</b>
Unit 1	Definition and Scope of Political Science.
Unit 2	Political Science and Its Relationship with History, Sociology, Economics, Psychology.
<b>Block 2</b>	<b>State</b>
Unit 3	Concept of State
Unit 4	State and its Elements
Unit 5	Origin of state with special reference to the theory of Social Contract
Unit 6	Nature & Functions of the State (Liberal & Marxist perspective)
<b>Block 3</b>	<b>Sovereignty &amp; Rights</b>
Unit 7	Definitions of the concepts of Sovereignty & Rights
Unit 8	Austin's theory of sovereignty
Unit 9	Pluralist Critique
Unit 10	Laski on Rights
Unit 11	Liberal Versus Marxist Perspectives
<b>Block 4</b>	<b>Fundamentals of Governance</b>
Unit 12	Liberty
Unit 13	Equality
Unit 14	Justice
<b>Block 5</b>	<b>Structure &amp; Forms of Government</b>
Unit 15	Monarchy
Unit 16	Totalitarianism

Unit 17	Democracy
Unit 18	Unitary & Federal
Unit 19	Parliamentary & Presidential

**GOVERNMENT AND POLITICS IN INDIA - BPS-02**  
(2<sup>nd</sup> YEAR)

<b>Block 01</b>	<b>Constitution &amp; Its Scope</b>
Unit 1	Making of the India's Constitution
Unit 2	Salient Features of Indian Constitution
Unit 3	Preamble and the Basic Structure
<b>Block 02</b>	<b>Fundamental Rights &amp; Directive Principles</b>
Unit 4	Fundamental Rights and its Evaluation
Unit 5	Directive Principles of State Policy
<b>Block 03</b>	<b>Forms of Government</b>
Unit 6	Indian Federalism
Unit 7	Union-State relations
Unit 8	Parliamentary Government
Unit 9	Powers and Functions of the Prime Minister and President
<b>Block 04</b>	<b>Understanding Judiciary</b>
Unit 10	Judiciary System
Unit 11	Supreme Court: Powers and Functions
Unit 12	Judicial Review and Judicial Activism
<b>Block 05</b>	<b>Party System &amp; Electoral System</b>
Unit 13	Political Parties
Unit 14	Types of Political Parties
Unit 15	Political Parties Mobilization & Electoral Politics
Unit 16	Coalition Politics
Unit 17	Issues of Region, Religion, Caste & Language

**PRINCIPLES OF PUBLIC ADMINISTRATION - BPS-03**  
(With special reference to India)  
2<sup>nd</sup> YEAR

<b>Block 01</b>	<b>Introduction</b>
Unit 1.	Defining Public Administration as a Discipline
Unit 2.	Scope and Significance of Public Administration
Unit 3.	Distinction between private and public administration
<b>Block 02</b>	<b>Organization</b>
Unit 4.	Theories of Organization: Classical, Scientific Management, Human Relations, Decision-Making
Unit 5.	Principles of Organization
Unit 6.	Hierarchy, Unity of Command, Authority and Responsibility

Unit 7. Co-ordination, Span of Control, Supervision, Centralization and Decentralization, Delegation.

**Block 03 Structure of Organization**

Unit 8. The Chief Executive Types And Functions

Unit 9. Line, Staff and Auxiliary Agencies

Unit 10. Departments and Public Corporation

Unit 11. Boards and Commissions

**Block 04 Personnel Administration**

Unit 12. Bureaucracy : Meaning & Types

Unit 13. Civil Service Neutrality; Generalists and Specialists

Unit 14. Problems of Recruitment

Unit 15. Training and its Types

Unit 16. Promotion and its Types

**Block 05 Development Administration**

Unit 17. Notion of Integrity in administration

Unit 18. Role of Civil Services in General Administration

Unit 19. Political, Economic & Socio-Cultural Context of Development Administration

**INTERNATIONAL POLITICS - BPS-04  
(3rd YEAR)**

**Block 01 International Politics: An Introductory Outline**

Unit 1. Meaning & Evolution

Unit 2. Nature and Scope of International Politics

Unit 3. Theories of International Politics

(i) Realist

(ii) Idealist

**Block 02 Concept of Power & National Interest**

Unit 4. Meaning, methods and techniques

Unit 5. Ideology

Unit 6. National Interest.

**Block 03 Balance of Power**

Unit 7. Meaning, methods, and technique

Unit 8. Collective Security meaning & provisions under U.N.O.

Unit 9. Disarmament: Problems & Prospects

**Block 04 Foreign Policy**

Unit 10. Meaning, Determinants of Foreign Policy.

Unit 11. Models of Foreign Policy Making

Unit 12. Non-alignment Relevance & Scope

Unit 13. Diplomacy-Meaning and Forms

**Block 05 New World Order**

- Unit 14. Understanding Globalization
- Unit 15. International Terrorism
- Unit 16. Unconventional Forms of Terrorism

### **COMPARATIVE POLITICS - BPS-05**

*(U.K. U.S.A., CHINA, & SWITZERLAND)*

**(3rd Year)**

#### **Block 1**

#### **Introduction**

- Unit 1. Definition of Comparative Politics
- Unit 2. Traditional Approaches: Historical, Legal, Philosophical

#### **Block 2**

#### **Modern Approaches**

- Unit 3. Behavioural Approach
- Unit 4. System, Structural, Functional Approach
- Unit 5. Marxist Approaches

#### **Block 3**

#### **Constitutional Structure Executive**

- Unit 6. Executive in U.K.
- Unit 7. Executive in U.S.A.
- Unit 8. Executive in China
- Unit 9. Executive in Switzerland

#### **Block 4**

#### **Legislature and Judiciary**

- Unit 10. U.K.
- Unit 11. U.S.A.
- Unit 12. CHINA
- Unit 13. SWITZERLAND

#### **Block 5**

#### **Political Culture & Party System**

- Unit 14. U.K.
- Unit 15. U.S.A.
- Unit 16. CHINA
- Unit 17. SWITZERLAND

### **HISTORY (BHIS)**

#### **History of Ancient India: Up to AD 1200 - BHIS-01**

**(1<sup>st</sup> Year)**

#### **Block-1:**

#### **Civilization and Change**

- Unit 1: Harappa Civilization: Town Planning, Trade, Religion
- Unit 2: The Vedic Age: The political, social, economic and religious organization of the Early Vedic and later Vedic Society.

#### **Block-2:**

#### **The Sixth Century B.C.**

Unit-3 Religious movements in the sixth Century B.C. Buddhism and Jainism  
Unit-4 A survey of the political conditions of India from the sixth century B.C. to 320 B.C.

**Block-3** **The Mauryas and Post Mauryas**  
Unit- 5 TheMauryan Empire: Administration of Chandragupta; Ashoka. His Dhamma; his religious policy and administration in the light of his edicts; government and society under the Mauryas; fall of the Mauryan Empire  
Unit-6 The Kushan Empire: Kanishka and Buddhism

**Block-4** **The Guptas and Post Guptas**  
Unit-7 The Guptas, Chandragupta, Samudragupta and Chandragupta II; Religious, Cultural, Social and Economic life under Guptas.  
Unit-8 The Hun invasion and political disintegration

**Block-5** **The Rise of Harsha**  
Unit-9 Harshavardhana: His rise and achievements.

**Block 6** **The Southern Kingdoms**  
Unit-10 A survey of the kingdoms of South India: The Rashtrakutas, the Pallavas, the Cholas and the Chalukyas.  
Unit-11 The post Harsha period till the thirteenth Century AD: Rajput polity and states in northern India.

**History of Medieval India: 1206 to 1707 - BHIS-02**  
**(2<sup>nd</sup> Year)**

**Block-1:** **The advent of the Turks**  
Unit-1 the Turkish Conquest of Northern India and establishment of the Delhi Sultanate;  
Unit-2 Causes of conquests; achievements of QutubuddinAibak, Iltutmish and Balban.  
Impact of the conquests

**Block-2** **Establishment and Consolidation of Delhi Sultanate and its decline**  
Unit-3 The Khaljis: Rise and significance; AlauddinKhalji's conquests; economic and administrative reforms.  
Unit-4 The Tughluqs: GhiyasuddinTughlaq and his agrarian reforms; Muhammad bin Tughlaq's projects; Firoz Shah's policies and reforms  
Unit-5 Decline of the Delhi Sultanate: Causes of decline; emergence of regional kingdoms; Saiyids and Lodi Sultans of Delhi

**Block-3** **Regional powers in Deccan and South India; Central and Provincial administration, Liberal and Cultural trends in India.**

Unit-5	Deccan and South India: rise of Vijayanagara and Bahmani kingdoms; economy and administration
Unit-6	Nature of the Delhi sultanate: different views and interpretations; Central and provincial administration; iqta system
Unit-7	Genesis of liberal thoughts: Sufi and Bhakti ideologies
<b>Block-4</b>	<b>The Mughals (Babar to akbar)</b>
Unit-8	Establishment of the Mughal Empire: babar and Humayun; Rise of the Surs and their contribution to the administration
Unit-9	Akbar: expansion of the Mughal Empire, religious and world outlook; sharing power and wealth with local ruling elites; Rajputs and Shaikhzadas, character, composition and organization of the nobility
<b>Block-5</b>	<b>The Mughals (Jahangir to Aurangzeb)</b>
Unit-10	Jahangir and Shahjahan: rise of Nurjahan's family; Shahjahan's revolts; war of succession among the sons of Shahjahan
Unit-11	Aurangzeb; religious policy; nobility, Deccan and North West frontier policy
<b>Block-6</b>	<b>Mughal Administration and Rise of Marathas</b>
Unit-12	Mughal administration: Mansabdari and jagirdari system; agrarian system
Unit-13	Rise of Marathas: Shivaji and his administration
<b>Block-7</b>	<b>Decline of Mughal Empire and Development of Art and Architecture</b>
Unit-14	Disintegration of the Mughal empire; Causes, theories and debates
Unit-15	Development of Art and Architecture during the Mughal period

### **The Medieval World: 5th to the 17th Century - BHIS-03 (2<sup>nd</sup> Year)**

<b>Block-1</b>	<b>Feudalism</b>
Unit-1	European Feudalism: origin; decline of Rome; Barbarian invasions; character of feudalism; Church, state and social stratification
Unit-2	Change and decline in technology; trade, population and urbanisation
<b>Block-2</b>	<b>Byzantine Empire</b>
Unit-3	The Byzantine Empire; from the 5 <sup>th</sup> to the 10 <sup>th</sup> Century; Towns and cities in Byzantium; Political structure; Byzantine Culture
<b>Block-3</b>	<b>The Arab's and Rise of Islam</b>
Unit-4	The Arab World: from the 5 <sup>th</sup> to the 10 <sup>th</sup> Century; Nomads and merchants
Unit-5	Rise of Islam: the Pious Caliphate; Political developments; the expansion and evolution of the Caliphate under the Umayyads and the Abbasids; Socio

- economic changes under the impact of Islam; Scientific and intellectual developments in the Islamic World
- Unit-6 Collapse of the Arab power: emergence of non arab states; disintegration of the Caliphate
- Unit-7 Ottoman Empire
- Unit-8 Persian Empire

**Block-4 Unification of China**

- Unit-9 Unification of China: Dynastic changes; Sung, Mongol and Ming
- Unit-10 Economic and Cultural developments: Commercial, scientific and artistic progress

**Block-5 Medieval Japan**

- Unit-11 Difference between Japanese and European Feudalism; Rise of Minamoto family, shogunata; Samurai and Daimyo struggle.
- Unit-12 Tokugawa Shogunate and decline of feudalism; Socio economic and cultural developments

**History of Modern India: 1707 to 1950 - BHIS-04  
(3<sup>rd</sup> Year)**

**Block-1: Later Mughals**

- Unit-1 The Later Mughals: Rise of regional states.
- Unit-2 The revolts of Marathas, Jats and Sikhs.
- Unit-3 Causes of the decline of the Mughal Empire.
- Unit-4 European commerce in India and its politics.

**Block-2 British Conquests and Administrative Reforms**

- Unit-5 British Conquest of Bengal.
- Unit-6 Administrative reforms of Warren Hastings and Lord Cornwallis.

**Block-3 Socio Cultural Reforms in 19<sup>th</sup> Century and the Revolt of 1857**

- Unit-7 Socio Cultural Reforms in India.
- Unit-8 Important features of colonial Economy.
- Unit-9 The 1857 Revolt: Causes, effect and Character

**Block-4 Indian Political Associations**

- Unit-10 Early Indian Political Associations
- Unit-11 The Rise and Growth of the Indian National Movement.
- Unit-12 Mahatma Gandhi and the National Movement.
- Unit-13 Constitutional developments (1861-1935)
- Unit-14 Peasants and Workers Movements

**Block-5 Rise of Communalism**

- Unit-15 Communalism and its relationship with National Movement.
- Unit-16 Independence and Partition.
- Unit-17 the Framework of the New Republic of India

**The Modern World: 17th to the 20th Century - BHIS-05**

(3<sup>rd</sup> Year)

**Block-1 Economic Development**

- Unit-1 Economic Development and Industrialization.
- Unit-2 Scientific and Intellectual Developments in Europe
- Unit-3 The French Revolution

**Block-2 Nationalist Movements**

- Unit-4 Unification of Italy and Germany.
- Unit-5 19<sup>th</sup> Century Economic Developments.

**Block-3 The Socialist and Communist Revolutions.**

- Unit-6 Russian Revolution of 1917.
- Unit-7 Political and Social Changes and the Communist Revolution in China (1911-1949)

**Block-4 Rise of Fascism: Second World War; the Cold War and its aftermath.**

- Unit-8 Rise Nazism and the Second World War
- Unit-10 The Cold War and its Aftermath.

**SOCIOLOGY (BSO)**

**Introduction to Sociology - BSO-01**

(1<sup>st</sup> Year)

**Block-1: Introduction to Sociology**

- Unit -1: Origin, Growth and History
- Unit-2: Sociology as a Scientific Discipline
- Unit-3: Relationship of Sociology

**Block-2: Culture:**

- Unit-4: Meaning and Definition; Contents of Culture.
- Unit-5: Socialization: Meaning and Agents.
- Unit-6: Social Group.
- Unit-7: Formal Organization: Bureaucracy.

**Block-3: Social Stratification**

- Unit-8: Meaning and Nature
- Unit-9: Social Stratification and Social Differentiation
- Unit-10: Theories of Stratification
- Unit-11: Concept of Caste, Class, Gender and Ethnicity

**Block-4: Social Deviance and Social Control**

- Unit-12: Meaning and causes of Deviance
- Unit-13: Theories of Social Deviance
- Unit-14: Social Control and Social Deviance.
- Unit-15: Agencies of Social Control

**Block-5: Social Change:**



Unit-16: Meaning and Definition

Unit-17: Difference between Change, Progress and Development

Unit-18: Factors of Social Change: Demographic, Ideological, Technological and Conflict

### **Society in India - BSO-02** (2<sup>nd</sup> Year)

#### **Block- 1: Society in India:**

Unit-1: Concept of Unity in Diversity

Unit-2: Major Forms of Diversity in India: Linguistic, Racial, And Religious  
Rural, Urban and Tribal

Unit-3: Theoretical Approaches to the Study of India: Structural Indological Functional, Marxian

#### **Block -2: Social Structure and Institutions:**

Unit-4: Tribal Social Structure: Tribes in India, Geographical distribution, Racial and linguistic affinities, demographic features, Isolation and Interaction with wider society.

Unit-5: Rural Social Structure; Nature, Family and kinship, caste groups, agrarian class structure and the village

Unit-6: Urban Social Structure: Meaning and definition, main features of urban life. Organization and Socio-Cultural aspects of Indian urban communities.

#### **Block- 3: Social Organization: Religion and Culture:**

Unit-7: Islam

Unit-8: Hinduism

Unit-9: Christianity

Unit-10: Sikhism

Unit-11: Buddhism and Jainism.

#### **Block-5: Economic Process:**

Unit-12: Agrarian, Peasant

Unit-13: Economy and Society, Economy and Technology

Unit-14: Production process in organized and unorganized sectors

Unit-15: Consumption and Distribution.

#### **Block –5: Polity: Identity and Exclusion:**

Unit-16: Polity in India

Unit-17: Caste and Class Conflict

Unit-18: Religious identities, secularism and communalism

Unit-19: Social movements: Dalits, OBCs, Gender Naxal, and environment.

### **Techniques of Investigation - BSO-03** (2<sup>nd</sup> Year)

#### **Block-1: Sociology as a science:**

Unit-1: Sociology and Common Sense, Is sociology a science?

Unit-2: Problem of Objectivity in Social Science

Unit-3: Concept of Hypothesis

**Block-2: Social Research:**

Unit-4: Meaning, Objectives and Characteristics

Unit-5: Types of Sociological Research:

Unit-6: Exploratory and Descriptive Research

Unit-7: Historical and Experimental Research

**Block-3: Sources of data Collection:**

Unit-8: Sources of Empirical Data: Primary and Secondary

Unit-9: Sampling: Need and Importance

Unit-10: Major Types of Sampling

**Block-4: Methods of Data Collection:**

Unit-11: Observation and Its Types

Unit-12: Interview and Its Types

Unit-13: Schedule and Questionnaire

Unit-14: Case Study and Narratives

**Block-5 Data Analysis and Presentation:**

Unit-15: Statistical Presentation of Data

Unit-16: Tabulation

Unit-17: Graphic Representation

Unit-18: Report Writing

Unit-19: Ethics in Research

**Social Change and Social Problems in India - BSO-04  
(3rd Year)**

**Block-1: Social Change and Problems**

Unit-1: Social Transformation Meaning and Context

Unit-2: Theoretical Considerations

Unit-3: Approaches and Paradigms

Unit-4: Social Problems; Indian Context

**Block -2: Major Processes of Social Change in India**

Unit-5: Sanskritization and Social Mobility

Unit-6: Modernization, Westernization and Secularization

Unit-7: Industrialization and Urbanization

Unit-8: Islamization

Unit-9: Legislation

**Block -3: Structure in Transition**

Unit-10: Social Demography

Unit-11: Migration

Unit-12: Urbanization

Unit-13: Changing Family Structure

**Block- 4: Challenges of Social Transformation**

Unit-14: Development and Displacement

Unit-15: Poverty in Globalized India

Unit-16: Unemployment, Alienation and Youth Unrest.

**Block-5: Identity, Exclusion and Protest.**

Unit-17: Access to resources

Unit-18: Violence against Minorities

Unit-19: Marginalized Communities; Scheduled Castes, Scheduled Tribes, Gender

Unit-20: Ethnic violence and riots

**Media and Society - BSO-05  
(3rd Year)**

**Block 1: Understanding Media**

Unit -1: Nature and scope of media

Unit-2: Sociology and media.

**Block 2: Scope of Media Education**

Unit-3: Functionalist theory.

Unit-4: Marxist theory.

**Block 3: Forms of Media**

Unit-5: Print media.

Unit-6: Electronic media: Film, Radio and TV.

**Block 4: Media and the Marginal Groups**

Unit-7: Women.

Unit-8: Religious minorities.

Unit-9: Dalits.

**Block 5: Information Communication Technology**

Unit-10: Internet

Unit-11: Virtual community.

**ECONOMICS (BECO)**

**BECO-01: Price Theory**

**(1<sup>st</sup> year)**

**Block 1: Principles of Economics**

Unit-1: Nature of Economic Laws

Unit-2: Methods of Economic Analysis

Unit-3: Theory of Consumer Behaviour

**Block-2 Theory of Demand and Supply**

Unit-4 : Demand, supply theory and elasticity

Unit-5: Producer and Consumer Equilibrium

Unit-6 Utility analysis and Law of Marginal Utility

### **Block-3 Theory of Production**

Unit-7: Concepts of Production

Unit-8: Law of Variable proportions

Unit-9: factors of production and equilibrium

### **Block 4: Form of Markets and Market Structure**

Unit-10: Concepts of Price and Marginal Cost

Unit-11: Economies of Scale and Scope: Total, Marginal and Average productivity

Unit-12: Perfect Competition, Monopolistic and Oligopolistic structures

### **Block-5 Theory of Distribution**

Unit-13: Factor pricing

Unit-14: Marginal Productivity and efficiency Theory

Unit-15: Theory of Rent, wages, Interest and Profits

### **Suggested Readings:**

1. H.L Ahuja: Advanced microeconomics
2. Samuelson, P.A: Economics- an introductory analysis. Relevant chapters
3. Lipsey, R.G: A text book of Economic theory
4. Stonier and Hague: A text book of economic theory, 3rd revised edition

## **Income and Employment theory - BECO-02 (2nd year)**

### **Block 1: National Income**

Unit-1: Concepts of National Income: GNP, NNP

Unit-2: Measurement of National Income

Unit-3: Income Method and expenditure Method: Problems in Measurement

### **Block 2: Keynesian and Classical Theories of Income and Employment**

Unit 4: Determinants of Income and Employment theories: Overview

Unit 5: Classical theory of full employment

Unit 6: Keynesian theory of income and employment

### **Block 3: Income and Employment Determination**

Unit 7: Aggregate Supply and Aggregate Demand

Unit 8: Consumption function and Investment function

Unit 9: Equality of Saving and Investment

### **Block 4: Income and Expenditure Multipliers**

Unit 10: Concept of Multiplier, Keynesian concept

Unit 11: Government expenditure multiplier

Unit 12: Income and Consumption multiplier

**Block 5: General Equilibrium**

Unit 13: Functions of Money demand and supply

Unit 14: Equilibrium in Money and Product Market

Unit 15: Introduction to IS-LM framework

**Suggested Books:**

1. Samuelson, P.A: Economics- An Introductory analysis
2. Lipsey, R.G.: An Introduction to positive economics
3. Dilliard, D.: Economic of J.M. Keynes.

**Indian Economy- BECO-03**  
(2<sup>nd</sup> year)

**Block 1- Economic Growth and Development**

Unit- 1: Characteristic of Developed and Developing Economies.

Unit- 2: Review of Indian Economic Growth

Unit-3: Evolution of Planning in India

**Block- 2 Concept of Poverty and Unemployment**

Unit 4: Poverty definition, concept, changes

Unit 5: Unemployment – Concept, forms, causes, remedies

Unit 6: Divergent policies and programmes for employment, Poverty eradication programmes

**Block-3 Agriculture**

Unit-7: Role and contribution of Agriculture in India

Unit-8: Structural changes and Issues of Agricultural Development

Unit -9: Problems and Policies related to Agriculture in India

**Block-4 Review of Industrial development**

Unit-10: Planning for Industrial Development

Unit-11: Trends in Industrial Development, pre and post reform period

Unit-12: Industrial policy and MSME policy

**Block-5- Services Sector**

Unit 13: Role of Service Sector in India

Unit 14: Trends and the emergence of Service sector in India

Unit 15 Linkages between Agriculture, Industry and Services

**Suggest Reading**

Misra& Puri

Agarwal A.N.

Sundaram & Rudra Dutt

Alok Ghosh

Indian Economy, Himalaya Publishers

Indian Economy, Problems & Development.

Indian Economy.

Indian Economy-its Natural & Problems

**Money and Banking- BECO-04**  
(3<sup>rd</sup> year)

**Block 1: Money and Evolution**

Unit 1: Money and overview

Unit 2: Functions and Definitions of Money

Unit 3: Concept of High powered Money

**Block 2: Theories of Money**

Unit 4: Quantity Theory of Money

Unit 5: Cambridge Version of Quantity theory of Money

Unit 6: Keynesian theory of Money

**Block 3: Supply of Money**

Unit 7: Banking systems

Unit 8: Nature and Functions of Banks

Unit 9: Credit creation of Banks

**Block 4 Central bank and its functions**

Unit 10: Role and functions of Central Bank

Unit 11: Credit control measures of RBI

Unit 12: Monetary policies of RBI

**Block 5: Money in a Globalised Era**

Unit 13: Role of private and Foreign banks

Unit 14: Basel norms for Inclusive banking strategy

Unit 15: Social and community banking post reforms

**Suggested Readings:**

1. S.B. Gupta, Monetary Economics
2. Chandler, L.V. The economics of money and banking, S. Chand & company Ltd, New Delhi
3. R.B.I bulletin, Annual report; Report on currency and finance
4. R.B.I- Report of the committee on financial systems (Narsimhan Committee report I)
5. R.B.I- Report of the working group; Money supply analytics and compilation, 1998
6. Chandler, L.V., The Monetary and Financial System

**Public Finance and International Trade - BECO-05**  
**(3<sup>rd</sup> year)**

**Block 1: nature and Scope of Public finance**

Unit 1: Nature of Public Finance

Unit 2: Public goods and Private goods, Concept of Merit goods

Unit 3: Maximum social advantage theory

**Block 2: Public revenue**

Unit 4: Sources of Public revenue

Unit 5: Classification of Taxes, characteristics of Taxes, Types of taxes

Unit 6: Direct taxes and indirect taxes, theories of tax shifting

**Block 3: Public Expenditure**

Unit 7: Need and importance of Public expenditure

Unit 8: Theories of Public expenditure- Wagner, Wiseman and Peacock

Unit 9: Public Expenditure and Development

**Block 4: Public Debt**

Unit 10: Concept of Debt

Unit 11: Taxes vs borrowing

Unit 12: Debt redemption: Instruments and challenges

**Block 5: international trade**

Unit 13: Concept of International and Inter-regional trade

Unit 14: Concepts of Balance of Trade and Balance of Payments

Unit 15: Role of Trade balances in Economic development: IMF objectives and functions

**Suggested books**

1. H. L Bhatia: Public finance
2. Taylor: Economic of Public Finance
3. Prest, A.R.: Public Finance
4. Sydney, J. Well: International Economics

**ISLAMIC STUDIES****Early Phase of Islam from the Prophet upto the Ummayyads - BISLS 01  
(1<sup>st</sup> Year)****Unit-1. Brief survey of Pre-Islamic Society**

- (a) Religious and Social Life
- (b) Political and Economical Life

**Unit- 2. Outlines of the Prophet's Life and His Mission**

- (a) Prophet's Life at Mecca
- (b) Prophet's Life at Medina
- (c) His Mission

**Unit- 3. The Pious Caliphs and their Achievements**

- (a) Abu Bakr as the First Caliph of Islam
- (b) Problems faced by Abu Bakr and his Achievements
- (c) Nomination of Umar as the Second Caliph, and his administrative achievements
- (d) Conquests during the time of Umar
- (e) Uthman's selection as the successor of Umar
- (f) Conquests and Developments during the time of Uthman
- (g) Hazrat Ali as Caliph
- (h) Assassination of Ali and its consequences

**Unit- 4. Establishment of Umayyad Dynasty**

- (a) The circumstances which helped in the establishment of Umayyad Rule
- (b) The role of Muawiyah in the establishment of consolidation of Umayyad rule

**Unit- 5. Important Caliphs**

- (a) Muawiyah
- (b) Abdul Malik
- (c) Waleed
- (d) Umar Ibn Abdul Aziz
- (e) Hisham

**Unit- 6. Administration**

- (a) Civil
- (b) Military

**Unit- 7. Social Structure**

- (a) Dhimnis
- (b) Mawalis
- (c) Slaves

**Unit- 8. Development of Literature, Arts and Architecture****Books Recommended:**

1. P.K. Hitti : History of Arabs
2. Goldziher : Muslim Studies Vol-I
3. Fazlur Rehman : Islam

**Cultural History of Islam (Abbasids) - BISLS-02  
(2<sup>nd</sup> Year)****Unit- 1. The Establishment of Abbasid Rule**

- (a) Abbasid Revolt – Nature and Causes
- (b) Fall of Umayyads and the Establishment of Abbasid Rule

**Unit- 2. Important Caliphs**

- (a) Mansur
- (b) Harun
- (c) Mamun

**Unit-3. Intellectual Activity and its Impact on Muslim Society**

- (a) Baitul Hikmat
- (b) Mu'tazilah and the Belief of Khalq-e-Qur'an
- (c) Muslim Philosophy

**Unit-4. Social Conditions**

- (a) Social Life-Ruling Class & Mawalis
- (b) Dhimmis & Slaves

**Unit-5. Economic Life**

- (a) Industry
- (b) Trade and Commerce



(c) Agriculture

**Unit-6. Secular Sciences**

(a) Medicine and Chemistry

(b) Astronomy

**Unit-7. Development of :**

(a) Language and Literature

(b) Art and Architecture

**Books Recommended:**

1. P.K. Hitti : History of Arabs
2. Amir Ali : Spirit of Islam
3. Hell Joseph : Arab Civilization
4. The Cambridge History of Islam Vol. I A

**Islam in Medieval India - BISLS- 03**  
**(2<sup>nd</sup> Year)**

**Unit 1.The Establishment of Muslim Rule in India**

(a) Political Conditions

(b) Social and Religious Conditions

(c) Establishment of Muslim Rule

**Unit 2. Development of Indo-Muslim Culture**

(a) Education

(b) Architecture

(c) Music and Painting

**Unit 3.(a) Deen-e-Elahi**

(b) Bhakti Movemnt

**Unit 4. Shaikh Ahmad Sirhindi and His Mission**

(a) A Brief Life Sketch

(b) His Mission

**Unit 5. Shaikh Waliullah and His School**

(a) A Brief Life Sketch

(b) His Reforms

**Books Recommended:**

1. M. Mujeeb : Indian Muslims (Relevant Chapters)
2. Murray Titus : Islam in India and Pakistan
3. Yusuf Hussain : Glimpses of Indian Culture
4. M. Mujeeb : Influences of Islam on Indian Society
5. Zubed Ahmad : India's Contribution to Arabic Literature
6. Aziz Ahmad : Studies in Islamic Culture in the Indian Environment

**Islamic Religious Sciences: (A) TAFSIR AND HADITH - BISLS-04**  
(3rd Year)

**Unit-1. Introduction of Tafsir**

- (a) Tafsir during the period of the Holy Prophet and the Companions
- (b) Tafsir in the later period

**Unit- 2. Early Tafsir Writers and their Works**

- (a) Tabari
- (b) Razi

**Unit-3. Introduction to some Urdu Tafsir Writers**

- (a) Sir Sayyed Ahmad Khan
- (b) Maulana Abul Kalam Azad
- (c) Maulana Ashraf Ali Thanvi
- (d) Maulana Abul A'la Mawdudi

**Unit-4. Hadith**

- (a) The Definition of Hadith
- (b) The History of Compilation of Hadith

**Unit-5. Important Books**

- (a) Sihah-e-Sittah and their Compilers

**Books Recommended:**

1. Helmut Gatje : The Qur'an and Its Exegesis
2. Amir Ali : The Traditions of Islam
3. Hell Joseph : The Tarjuman Al-Qur'an : A Study of Maulana Abul Kalam Azad's Approach to the Understanding of the Holy Qur'an

**Islamic Religious Sciences: (B) FIQH, TASAWWUF, KALAM - BISLS-05**  
(3rd Year)

**Unit 1. Origin and Development of Fiqh**

- (a) Introduction to Fiqh
- (b) Development of Fiqh during the life of the Holy Prophet and Pious Caliphate

**Unit 2. Important Schools of Fiqh**

- (a) Hanafi
- (b) Maliki
- (c) Shafai
- (d) Hanbali

**Unit 3. Origin and Development of Tasawwuf with special reference to**

- (a) Qadiriya
- (b) Naqshbandiyah
- (c) Chishtiyah
- (d) Suhrawardiyah

**Unit 4. Some Important Sufis**

- (a) Khwaja Moinuddin Chishti
- (b) Hasan Basri
- (c) Sheikh Abdul Qadir Jilani
- (d) Khwaja Nizamuddin

**Books Recommended:**

1. Mc Donald Development of Muslim Theology and Jurisprudence
2. Lammens Islamic Beliefs and Institutions

**ELEMENTARY URDU (ONLY ASSIGNMENTS)**

**MM: 100**

**Note: Students have to submit only Assignment. No Term-end-Examination will be held for Elementary Urdu.**

Book – 1 : Learn Urdu from English/ Hindi

**ISLAMIAT - BISL**

**(ONLY ASSIGNMENT)**

**Note: Students have to submit only Assignment. No Term-end-Examination will be held for Islamiat.**

Paper -BISL

Unit - 1: Beliefs and Practices: Introduction and Objectives

- a) Beliefs
  - i. Tauheed (Oneness of God)
  - ii. Malaikah (Angels)
  - iii. Risalah (Prophethood)
  - iv. Kutub-e-Samaviyah (Revealed Books)
  - v. Akhirah (Life Hereafter)
  - vi. Taqdeer (Destiny)
- b) Practices:
  - i. Namaz (Prayers)
  - ii. Zakat (Alms)
  - iii. Roza (Fast)
  - iv. Hajj (Pilgrimage)

Unit - 2: Islamic Society

- a) Rights of Parents
- b) Rights of Relatives
- c) Rights of Neighbours
- d) Rights of Muslims
- e) Rights of Other Human Beings
- f) Rights of All Creations

Unit - 3: Life of Prophet Mohammad (PBUH): Brief Introduction

- a) Life of Makkah
- b) Life of Madina
- c) Ethical and Moral Values

Unit - 4: The Pious Caliphate: Brief Introduction

- a) Caliph Abu Baker
- b) Caliph Umar
- c) Caliph Uthman
- d) Caliph Ali

Unit - 5: The Qur'an

- a) Definition of Wahy
- b) Collection and Compilation of Holy Qur'an
- c) Translation of Surah Fateha and Last Ten Surahs (Chapters) of Qur'an

Unit - 6: The Hadith

- a) Meaning, Importance and Necessity
- b) History of the Compilation of Hadith (in brief)
- c) Ten Selected Ahadith from "Tajreed-e-Bukhari" *translated by Maulana Syed Abdul Daim Jalali* Nos. of Ahadith: 10,12,13,18,39,41,44,45,46,63
- d) Imam Bukhari & Imam Muslim (Short Introduction)

Unit - 7: Fiqh (Jurisprudence)

- a) Meaning, Importance and Necessity
- b) Brief History of Compilation
- c) Basic Sources (Introduction)
- d) Imam Abu Hanifa & Imam Malik (Short Introduction)

Unit - 8: Tasawwuf (Sufism)

- a) Meaning, Introduction and Significance
- b) Famous Sufis : Moinuddin Chishti, Nizamuddin Aulia, Sheikh Ahmad Sir Hindi

**Books Recommended:**

- |    |                   |                             |
|----|-------------------|-----------------------------|
| 1. | Dr. M. Hamidullah | Introduction to Islam       |
| 2. | Maulana Abdul Hai | Teaching of Islam           |
| 3. | A.A. Maududi      | Towards Understanding Islam |

- |    |                    |                                  |
|----|--------------------|----------------------------------|
| 4. | Dr. Farida Khanam  | A Simple Guide to Islam          |
| 5. | D. Mohiuddin       | Islamic Religious Knowledge      |
| 6. | Farida Khanam      | A Guide to Sufism                |
| 7. | Abu Muhammad Muleh | The Last Part of the Holy Qur'an |
| 8. | Kemal A. Faruki    | Islamic Jurisprudence            |

**INDIAN RELIGIONS AND CULTURE (IRC)  
(ONLY ASSIGNMENT)**

**Note:** Students have to submit only Assignment. No Term-end-Examination will be held for Indian Religion & Culture.

**Unit - 1:**

- a) Pre-Aryan Culture of India: Dravidians, Mohanjodaro, Harappa.

**Unit - 2:**

- b) Culture and Religion of the Aryans: Vedic Literature, Ramayana, Mahabharata, Bhagavad-Gita and Varanashrama Dharma

**Unit - 3: Buddhism**

- a) The Life and Teachings of Gautama Buddha  
b) Rise of Buddhism, Ashoka  
c) Decay of Buddhism in India

**Unit - 4: Jainism**

- a) The Life and Teachings of Mahavir Jain  
b) Contribution of Jainism to Indian Culture

**Unit - 5: Revival of Hindu Religion and Culture**

- a) Revival of Hindu Religion under the Guptas  
b) Development in Art and Culture of India  
c) Social Organisation, Shankaracharya

**Unit - 6: Islam**

- d) Islam an Introduction  
e) Basic Teaching of Islam: Beliefs, Practices and Social Teachings  
f) Sources of Islamic Tradition  
g) Brief Life Sketch of the Prophet Mohammad (PBUH)

**Unit - 7: Sikhism**

- a) Guru Nanak and the Evolution of the Panth

**Unit - 8: Christianity**

- a) Life and Teachings of Jesus Christ  
b) Church  
c) Christian Community in India

**Books Recommended:**

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|----|----------------------|--|
| 1. | Sen K.M.             | Hinduism                                     |
| 2. | Monier, William      | Hinduism                                     |
| 3. | Parabhwanada, Swami  | The Spiritual Heritage of India              |
| 4. | Humphrays, Christian | Buddhism                                     |
| 5. | Panniker, K.M.       | A Survey of Indian History                   |
| 6. | Punjabi University   | Islam  |
| 7. | Hussain, Yousuf      | Glimpses of Indian Culture in Medieval India |
| 8. | Punjabi University   | Sikhism                                      |
| 9. | Punjabi University   | Christianity                                 |

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|-----|--------------------------------|-------------------------------------|
| 10. | Vidyarathi M.L.                | Indian Culture through the Ages     |
| 11. | Harbans Singh & Lal Mani Joshi | An Introduction to Indian Religions |
| 12. | Farida Khanam                  | A Simple Guide to Islam             |

**General English-01 - GEG-01**  
(1 Year)

**Block 1**

Unit 1: Understanding Stories: How stories are told?

Unit 2: Studying Articles

Unit 3: Comprehending “An Astrologer’s Day”

Unit 4: Understanding Irony

Unit 5: Understanding the Poem “Bangle Sellers”

**Block 2**

Unit 6: Studying Prepositions

Unit 7: Comprehending “Between the Mosque and the Temple”

Unit 8: Studying Adjectives: Degrees of Comparison

Unit 9: Understanding Prose: “Vanishing Animals”

Unit 10: Practicing Comprehension-1

**Block 3**

Unit 11: Studying Tenses-1

Unit 12: Understanding the Poem “The Mountain and the Squirrel”

Unit 13: Understanding Prose: “Education: Indian and American”

Unit 14: Writing Paragraphs-1

Unit 15: Practicing Comprehension-2

**Block 4**

Unit 16: Studying Tenses-2

Unit 17: Writing Paragraphs-2

Unit 18: Understanding the Poem “Where the mind is without fear”

Unit 19: Understanding the Poem “Stopping by Woods on A Snowy Evening”

Unit 20: Practicing Comprehension -3

**General English-02 - GEG-02**  
(II Year)

**Block 1**

Unit 1: Understanding Stories: How stories are told?

Unit 2: Transformation of Sentences

Unit 3: Comprehending “The Child”

Unit 4: Synthesis of Sentences

**Block 2**

Unit 5: Direct-Indirect: Reported Speech

Unit 6: Comprehending “The Gift of the Magi”

Unit 7: Active-Passive Sentences

Unit 8: Understanding Sonnet: “ When in Disgrace”

**Block 3**

Unit 9: Understanding Prose: “My Financial Career”  
Unit 10: Understanding the Poem “The World is too much with us”  
Unit 11: Writing Letters  
Unit 12: Precis Writing

#### **Block 4**

Unit 13: Understanding Prose: “Speech on Indian Independence”  
Unit 14: Understanding the Poem “Success is Counted Sweetest”  
Unit 15: Essay Writing  
Unit 16: Understanding the Poem “I, Too, Sing America”

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## **2. COUNSELLING SESSION**

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Counselling sessions are held at the Learner Support Center normally on weekends within the general academic scheduled of the Programme. **It may be noted that the counselling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLM.**

**In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your programme materials and make a plan of the points to be discussed.** The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Learner Support Center.

Counselling sessions will be organized in all theory programmes. The counselling duration will be of 2 hours in each of the five sessions. Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions.

### **2.1 MODE OF INSTRUCTION**

It is based on Self-Learning Study Material prepared and supplied by CDOL, besides counselling sessions and other exercises such as assignments etc.

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## **3. SMS ALERT**

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The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective Learner Support Center continuously for any updated information. Further, they should follow the Academic Calendar provided to them for the current academic year.

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#### **4. ACADEMIC CALENDAR**

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The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, Assignments, and Examinations etc. **Try to keep an eye on the important dates given in your academic calendar for different activities. You can view and download your academic calendar from JMI website – [jmi.ac.in](http://jmi.ac.in) as well as on the notice board of Centre for Distance and Open Learning .**

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#### **5. Learner Support Center**

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The Learner Support Center to which you have been admitted will remain your Learner Support Center till you have cleared all programmes within the maximum time allowed. No student would be permitted to change his/her Learner Support Center at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Learner Support Center only. However, the CDOL, JMI reserves the right to discontinue/change the Examination/ Learner Support Center at any point of time as it deem appropriate.

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#### **6. EVALUATION SYSTEM**

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##### **6.1 Assignments**

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a programme carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed programme material. However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Learner Support Center on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.



## 6.2 Annual Examinations

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form and send to the Centre for Distance and Open learning, **Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025.**

### 6.2.1 Annual Examination Form

Examination forms pertaining to Annual Examinations, Admit Card and Student's Record Card are provided with the Programme Guide as 'Form A', 'Form B' and 'Form C' respectively. For appearing in the subsequent Annual Examination, i.e. Part-II & III, additional forms A and B are also enclosed with this Programme guide. The filled-in Examination Form along with a self addressed envelope with Rs. 40/- postal stamp pasted on it is to be submitted to the "Director, ARJUN SINGH CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI 110025" with a caption 'Examination Form' on top of the envelope. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar.

### 6.2.2 Annual Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be dispatched 15 days before the commencement of the annual Examination. In case you fail to receive the Admit Card 10 days before the commencement of examination, you may contact your Learner Support Center. A duplicate admit card will be issued at the time of Examination.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination.

**While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the programme and whether you are eligible to appear for that examination and have deposited the required fees. If any of the above requirements are found missing, your examination is liable to be cancelled.**

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## 7. ANNUAL EXAMINATION RESULT

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The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all the Assignments of a programme will carry 30% weightage while 70% weightage will be given to the Annual Examination.

### 7.1 Declaration of Result

To pass a Programme under distance mode, a candidate must obtain:

- (a) At least 33% marks in each component of theory papers i.e. in assignments and Annual Examination, separately;
- (b) An aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree;

- (c) If a student fails to qualify any component of a paper or a programme he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and
- (d) On the basis of the marks obtained, division will be awarded in the following way:
  - (i) Distinction to those who obtain 75% marks or more in the aggregate.
  - (ii) First division to those who obtain 60% marks or more in the aggregate.
  - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
  - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

**Grace Marks:** A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

## **7.2 Promotion to the next year of the Programme**

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

## **7.3 Re-evaluation of Answer Scripts**

- (i) Any student intending to apply for re-evaluation of answer scripts of any programme of his/her written examination, may do so on the **prescribed application form within 30 days from the date of issue of mark sheet.**
- (ii) Re-evaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
- (iii) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
- (iv) Re-evaluation shall not be permitted in the case of practical examinations, viva voce, project examination, assignments/internal assessment, etc.
- (v) The candidate applying for re-evaluation shall be required to pay the prescribed fee per paper.
- (vi) Merit list, declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
- (vii) If there will be any change in the result of the examination due to re-evaluation of answer scripts, no examinee can complain in the court of law, nor any action can be initiated against the examiner(s) concerned.

- (viii) If the award of the re-evaluator (second examiner) varies from the original award up to and including  $\pm 5\%$  of the maximum marks secured earlier, the original award shall stand.
- (ix) If the award of the re-evaluator varies from the original award to more than  $\pm 20\%$  of the maximum marks secured earlier, the answer script shall be sent to the second re-evaluator (third examiner).
- (x) The average of the marks awarded by the second and third examiner shall be final.
- (xi) Applications for re-evaluation of answer scripts only for annual examination shall be accepted.
- (xii) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

#### 7.4 Improvement of Result

A student may be allowed to appear in the examination for improving his/her result provided that:

- (i) The student has successfully completed all the requirements/clearance of all papers required for the award of the Degree;
- (ii) The student shall get only **one chance for improvement in case of a maximum of two theory papers** and that too in the successive year (Annual Examination) following the declaration of his/her final year result;
- (iii) Better of the two marks obtained by the student will be considered as final;
- (iv) In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted; and
- (v) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).

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### 8. GENERAL REGULATIONS

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#### Programme Fee, Re-Registration, Late fee and other Charges

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through a demand draft drawn in favour of **Jamia Millia Islamia**, payable at **New Delhi** on or before the date fixed by CDOL, Jamia Millia Islamia. No refund of fees is allowed in any case;
- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on next page.
- **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and

- Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.