

Description of courses which address Professional Ethics

- 1. Cosmetology**
 - i. B.A Semester VI**
 - ii. M.Voc.(C&W) Semester III**
 - i.**
- 2. English**
 - i. B.A./B.Sc./ B.ComSemester V**
 - ii. M.A. Semester I**
 - iii. M.A. Semester II**
 - iv. M.A. Semester IV**
- 3. B.Voc (Banking & Financial Services) Semester IV**
- 4. BBA Semester I**
- 5. B.Com (Hons) semester VI**
- 6. MCom Semester II**
- 7. Diploma in Counselling semester I P-I**
- 8. B.Sc (BT) Semester III**
- 9. B.VOC.(MHC) Semester I P-II**
- 10. B.VOC.(MHC) Semester VI P-III**
- 11. B.VOC FASHION TECHNOLOGY SEM.III**

Proofs related to courses which address Professional Ethics

B.A./B.Sc. (Semester System) (12+3 System of Education) (Semester–VI) (Session 2020-21)
(Faculty of Sciences)

SEMESTER–VI COSMETOLOGY (VOCATIONAL) (THEORY)

Time: 3 hrs.
Periods/Week: 4

Max. Marks: 100
Theory Marks: 35
Practical Marks: 50
College Lab Training Marks: 15

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

COURSE CONTENTS:

SECTION–A

Salon Management

- a) Salon Planning
- b) Types of Salon Ownership

SECTION–B

Salon Records and Professional Ethics

- a) Record Keeping
- b) Types of Services Offered, Types of Employers
- c) Professional Ethics as an employee, co-worker, as an operator

SECTION–C

Safety Precautions

- a) Health and safety risk
- b) Accidents due to chemicals, electric equipments, services
- c) Consultation
- d) Emergency Procedure
- e) First Aid in Salon

SECTION–D

Chemical Treatment of Hair

- a) Permanent waving Procedure with the knowledge of hair porosity
- b) Classification of hair colouring: Application of temporary hair colour, semi-permanent hair colour and permanent hair colour

APPENDICES TO ACADEMIC COUNCIL
FACULTY OF SCIENCES

M.Voc. COSMETOLOGY & WELLNESS (SEMESTER-III)

PAPER- Professional Ethics (Practical)

Time: 3 HOURS
Marks:50

Practical

Instructions for Practical Examiners:

The question paper is to be set on the spot jointly by the external examiner. The project file is to be evaluated by the external examiner and carries 10 marks.

PRACTICALS (PAPER X)

- Workshop on ethics
- Client handling
- How to analyze quality assurance of service and goods
- Lab training
- E-module
- File work

REFERENCE BOOKS :

Standard Text Book of Cosmetology – Milady
Basic Cosmetology - Ishita Sanyal
Beauty Pageant's Green Room – Rita Gangwani
Text book of Cosmetology – Mary Healy

APPENDICES TO ACADEMIC COUNCIL
FACULTY OF SCIENCES

M.Voc. COSMETOLOGY & WELLNESS (SEMESTER-III)

PAPER-X : Professional Ethics (THEORY)

Time:3 HOURS.
Marks:100

Max.

Theory Marks: 50
Practical Marks: 50**Instructions for the Paper setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section

Section-A**Ethics**

- Cosmetology & Ethics
- Personal Development
- Communication
- Relationship with your co-workers and employer

Section-B**Quality management**

- Image and Reputation
- The Entitlement curse
- Quality assurance of service and goods
- Client care

Section-C**Client handling**

- Relationship with your client
- Handling complaints
- How to handle a prospective patron
- How to handle a regular patron

Section-D**Professionalism**

- Set small targets
- Test your limits
- Be first to step up
- Embody professionalism

ENGLISH

Professional Ethics:

B.A./B.Sc./B.Com (Semester System) (12+3 System of Education) (Semester-V) (Session 2020-21)

SEMESTER-V ENGLISH COMPULSORY

Time: 3 Hours

Max. Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Texts Prescribed:

1. *All My Sons* by Arthur Miller

2. *Poems of Nature and Culture*, Guru Nanak Dev University, Amritsar

Poems of Nature and Culture

William Wordsworth: "The World is Too Much with Us"

Gordon Lord Byron: "She Walks in Beauty"

P.B. Shelly: "Ozymandias", Alfred Lord Tennyson: "In Memoriam"

Robert Browning: "Meeting at Night", Mathew Arnold: "Dover Beach"

W.B. Yeats: "Words"

Wilfred Owen: "Strange Meeting"

Robert Graves: "The Portrait"

W.H. Auden: "The Unknown Citizen"

Dylan Thomas: "Do not Go Gentle into That Good Night"

Ted Hughes: "The Thought-Fox"

Sylvia Plath: "Mirror"

Seamus Heaney: "Honeymoon Flight"

Rabindranath Tagore: "False Religion"

Nissim Ezekiel: "Night of Scorpion"

3. Formal letter and application writing, Resume Writing, Business Writing and Report writing

The syllabus is divided into four sections as mentioned below:

Section A- *All My Sons* by Arthur Miller the whole text.

Section B- *Poems of Nature and Culture* Guru Nanak University, Amritsar.

Section C- Formal Letter and Application Writing.

Section D- Business Writing and Report Writing, Resume Writing

Instructions for the paper-setter and distribution of marks:

The question paper will consist of four sections and distribution of marks will be as under:

The question paper will be divided into four sections:

SECTION-A

Section A will consist of two questions. Question one will consist of three short answer questions and the students are required to attempt any two. Each question will carry 4 marks. (2X4=8). Total weightage of this section is 15 marks.

Question two, an essay type question with internal choice will be set. It will carry 7 marks. (1X7=7)

SECTION-B

Three short answer type questions based on the central idea, theme, tone or style etc. of the prescribed poems will be set. The students are required to attempt any two. Each question carries three marks. (2x3=6) One question with internal choice requiring the students to explain a stanza with reference to the context will be set. (1x4=4) It carries four marks. One essay- type question with internal choice from the poems prescribed will be set. It carries five marks. (1x5=5). Total weightage of this section is 15 marks.

SECTION-C

Two questions will be set in this section. One question will be set on Formal Letter Writing. It carries five marks. Another question on Application Writing will be set. It also carries five marks. (5+5=10)

SECTION-D

Two questions will be set in this section. One question will be on Resume Writing/ Business Writing. It carries five marks. Another question based on Report Writing will be set. It carries five marks. (5+5=10)

M.A. ENGLISH
(Syllabus for the Batch from Year 2020 to Year 2022)
SEMESTER-I
PAPER-III: ENGLISH NOVEL (UPTO 19TH CENTURY)
Time: 3 Hours Max. Marks: 80

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Henry Fielding: Joseph Andrews

SECTION-B

Jane Austen: Pride and Prejudice

SECTION-C

Charles Dickens: Hard Times

SECTION-D

Thomas Hardy: Jude the Obscure

Suggested Reading:-

1. Walton Litz. Jane Austen: A Study of Her Artistic Development. London: Chatto & Windus, 1965.
2. Allan Grant. A Preface to Dickens. London: New York, 1984.
3. Judith O'Neill, Ed. Critics on Jane Austen. Florida: University of Miami Press, 1977.
4. B.C. Southam. Critical Essays on Jane Austen. London: Routledge, 1968.
5. David Lodge, Ed. Emma: A Casebook. London: Macmillan. 1968
6. Draper, R. P., Ed. Hardy: The Tragic Novels (A Casebook). London: Macmillan, 1975.
7. Elizabeth Jenkins. Henry Fielding. London: Arthur Barker, 1966.
8. Glenn W. Hatfield. Henry Fielding and the Language of Irony. Chicago & London: The University of Chicago Press, 1968.
9. Guerard, Albert J., Ed. Hardy: A Collection of Critical Essays. New Jersey: Prentice-Hall, 1963.
10. Harold Bloom, Ed. Jane Austen's Emma: Modern critical interpretations. New York: Chelsea House, 2010.
11. K.J. Fielding. Charles Dickens: A Critical Introduction. London: Longmans, 1965
12. Lionel Trilling. "Emma and the Legend of Jane Austen." Beyond Culture: Essays on Literature and Learning. New York: Viking Press, 1965.
13. Michael and Mollie Hardwick. The Charles Dickens Companion. London: John Murray,

M.A. ENGLISH
(Syllabus for the Batch from Year 2020 to Year 2022)
SEMESTER-II
PAPER-VIII: MODERN NOVEL
Time: 3 Hours Max. Marks: 80

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

D.H. Lawrence: Sons and Lovers

SECTION-B

Virginia Woolf: Mrs Dalloway

SECTION-C

Joseph Conrad: Heart of Darkness

SECTION-D

William Golding: Lord of the Flies

Suggested Reading:-

1. Bose, Bindra, ed. Heart of Darkness. New Delhi: Oxford University Press, 2001.
2. Curle, Richard. Joseph Conrad and His Characters: A Study of Six Novels. London: Heinemann, 1968.
3. Anne Fernihough. The Cambridge Companion to D.H. Lawrence. Cambridge University Press, 2001.
4. Keith Sagar. D.H. Lawrence: Life into Art. New York: Penguin, 1986.
5. Gamini Salgado, ed. Sons and Lovers: A Casebook. London: MacMillan, 1969.
6. Linda Ruth Williams. D. H. Lawrence (Writers and their Work). New Delhi: Atlantic, 2010.
7. Harold Bloom, Virginia Woolf's Mrs. Dalloway (Bloom's Modern Critical Interpretations), London: Chelsea House Publications, 1988.
8. Dowling, David. Mrs Dalloway: Mapping Streams of Consciousness. New York: Twayne Publishers, 1991.
9. Bose, Brinda, Ed. Mrs Dalloway: Worldview Critical Editions. New Delhi: Worldview Publications, 2001.
10. Chakoo, B. L., ed. William Golding Revisited. Bangalore: Arnold-Heinemann, 1987.
11. Harold Bloom, ed. William Golding's "Lord of the Flies." New Delhi: Viva, 2007.
12. Kevin McCarron. William Golding (Writers and their Work). New Delhi: Atlantic, 2010.
13. Norman Page. Ed. William Golding: Novels, 1954-67 (A Casebook). Hampshire and London: MacMillan, 1985.

M.A. ENGLISH
SEMESTER-IV
PAPER-XX OPTION (II): GREEK LITERATURE
Time: 3 Hours Max. Marks: 80

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Aeschylus: Agamemnon

SECTION-B

Sophocles: Oedipus, The King

SECTION-C

Euripides: Medea

SECTION-D

Aristophanes: The Frogs

Suggested Reading:-

1. Breseton, Geoffery. Principles of Tragedy: A Rational Examination of Tragic Concept of Life and Literature. London: Routledge, 1968.
2. Segal, Erich. Greek Tragedy: Modern Essays. New York: Harper & Row, 1983.
3. Jones, John. On Aristotle and Greek Tragedy. London: Chatto & Windus, 1971.
4. McCall, Harsh H. ed. Aeschylus: A Collection of Critical Essays. United States: Prentice Hall, 1972.
5. Bates, William Nickerson. Euripides: A Student of Human Nature. New York: Russell & Russell, 1969.
6. Michael, O'Brien J. (Ed.) Twentieth Century Interpretation of Oedipus Rex: A Collection of Critical Essays. United States: Prentice-Hall, 1968.
7. Winnington, R. P. Sophocles: An Interpretation. Cambridge: Cambridge University Press, 1980.

**BACHELOR OF VOCATION (B.Voc.)
BANKING & FINANCIAL SERVICES (SEMESTER SYSTEM)
SEMESTER-IV**

BVC-401: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY

Time: 3 Hours Max. Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Business Ethics: Definition and nature, Importance of business ethics, Emerging business ethics issues, Business ethics in a global economy
Environmental ethics, Marketing ethics, Corporate ethics, Ethical issues in HRM.

SECTION-B

Ethical theories; Ethical dilemmas, Sources and their resolutions. Individual factors: Moral philosophies, Organizational factors: The role of ethical culture and relationships. Value based organizations

SECTION-C

Concept of Corporate Social Responsibility (CSR), Historical phases of CSR, Perspectives on CSR, CSR models, Drivers of CSR, CSR: Within the organisation, CSR and Society. Corporate social responsibility practices in India.

SECTION-D

Corporate governance: Principles, Issues and Trend
Ethical decision making in business and ethical leadership

Suggested Readings:

1. Roa, F.C. *“Business Ethics and Social Responsibility”*, Rex Book Store, Manila, Philippines.
2. Ghosh, B.N., *“Business Ethics and Corporate governance”*, Tata McGraw Hill.
3. Bhatt, K. and Sumitha, A., *“Business Ethics and Corporate Social Responsibility”*, Himalaya Publications
4. Hartman, L., and DesJardins, J., *“Business Ethics: Decision-Making for Personal Integrity & Social Responsibility”*, Tata McGraw Hill.
5. Fernando, A.C., *“Business Ethics and Corporate Governance”*, Dorling Kindersley (India) Pvt Ltd.
6. Bhanu Murthy, K.V. and Usha Krishna, *“Politics Ethics and Social Responsibilities of Business”*, Pearson Education, New Delhi.
7. Laura P. Hartman and Joe Des Jardins, *“Business Ethics: Decision-Making for Personal Integrity and Social Responsibility”*, NY: McGraw-Hill/Irwin.
8. Ferrell, O.C., Fraedrich, John, and Ferrell, Linda, *“Business Ethics, Ethical Decision Making & Cases”*, Prentice Hall, Boston
9. V. Balachandran and V. Chandrasekaran, *“Corporate Governance and Social Responsibility”*, PHI Learning Private Limited, New Delhi.
10. Murthy, *“Business Ethics and Corporate Governance”*, Himalaya

B.COM (PASS & HONS.) (SEMESTER-I)
Syllabus for the Batch from Year 2020 To Year 2023
BCG-104: BUSINESS ORGANISATION

Time: 3 Hours

Max. Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Business: Meaning and types – profession – meaning and importance of business organization.
Social Responsibilities of Business – **Business Ethics.**

SECTION-B

Forum of Business organization – sole trader – partnership – joint Hindu family – joint stock companies – co-operative societies – public utilities and public enterprises.
Public Sector vs. Private sector

SECTION-C

Location of industry – factors influencing location – size of industry – optimum firm – advantages of large – scale operation – limitation of small scale operation – Industrial estates – District Industries Centres.

SECTION-D

Stock Exchange – Function – Types – Working – Regulation of Stock Exchange in India.
Business Combination – Causes – Types – Effects of Combination in India.
Trade association – Chamber of commerce – Function – Objectives Working in – India.

Suggested Readings:

1. Bhusan, Y.K. “*Fundamentals of Business Organisation and Management*”, 1980, Sultan Chand & Sons, New Delhi.
2. Tulsian, P.C. and Pandey V., “*Business Organisation and Management*”, 2009, Pearson Education, New Delhi
3. Talloo, T.J., “*Business Organisation and Management*”, 2008, Tata McGraw Hill Company, New Delhi
4. Basu, C.R., “*Business Organisation and Management*”, 2010, Tata McGraw Hill Company, New Delhi
5. Singla, R.K., “*Business Organisation & Management*”, 2011, VK (India) Enterprises, New Delhi.

BACHELOR OF BUSINESS ADMINISTRATION (SEMESTER-I)
Syllabus for the Batch From Year 2020 To Year 2023

BBA-104 BUSINESS ORGANISATION & SYSTEMS

Time: 3 Hours

Total Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
Introduction to Business and Commerce: Meaning and definition of business, Objectives of business, Essentials of a successful business, Scope of business, Business as an economic system Trade and aids to trade- Meaning, scope, functions and evolution of commerce & industry, Industrial Revolution-its effects, Industrialization in India.
Section B
Forms of Business Organization: Sole-proprietorship, Partnership, Joint stock Company, Cooperative Society, Public Utilities, Selection of a suitable form of organization, Classification based on Business Unit. Setting up a New Enterprise: Promotion of a business, Decisions in setting up an Enterprise – opportunity and idea generation, Role of creativity and innovation, Feasibility study and Business Plan, Business size and location decisions, various factors to be considered for starting a new unit, Problems in starting a new business.
Section C
Business and Society: Changing Concepts and Objectives of Business, Professionalization, Business ethics , Business and culture, Technological Development and Social Change, Social responsibilities of business, Social Audit, Manager and his environment: external and internal Domestic & Foreign Trade: Import export trade procedure & their organization.
Section D
Organization of wholesale & retail trade - Recent trends in wholesale & retailing, Malls and Super Markets – their effect on economy. Stock Exchange and Produce Exchange: Definition and Meaning, Importance, Functions, Listing, Dealers.

B.COM (PASS & HONS.) (SEMESTER-VI)
BCG-604:CORPORATE GOVERNANCE
Time: 3 Hours Max.Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Ethics in Business: Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination. Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics.

Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing,

SECTION-B

Corporate Governance Reforms, Initiatives in India including clause 49.

Major Corporate Scandals: Junk Bond Scam (USA), Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and Satyam Computer Services Ltd (India),

SECTION-C

Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures?

Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992, Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998,

SECTION-D

OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999, Euroshareholders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes-Oxley (SOX) Act, 2002 (USA), Smith Report, 2003 (UK)

Suggested Readings:

1. Murthy, K.V. Bhanu and Krishna, U., "*Politics Ethics and Social Responsibilities of Business*", 2009, Pearson Education, New Delhi.
2. Sharma, J. P., "*Corporate Governance, Business Ethics & CSR*", 2011, Ane Books Pvt. Ltd., New Delhi.
3. Mallin, C., "*Corporate Governance*" (Indian Edition), 2012, Oxford University Press, New Delhi.
4. Tricker, B., "*Corporate Governance-Principles, Policies, and Practice*", (Indian Edition), 2012, Oxford University Press, New Delhi.
5. Crane, A. and Matten, D., "*Business Ethic*" (Indian Edition), 2003, Oxford University Press, New Delhi.
6. Albuquerque, D., "*Business Ethics, Principles and Practices*", (Indian Edition), 2010, Oxford University Press, New Delhi.
7. Blowfield, M. and Murray, A., "*Corporate Responsibility-A Critical Introduction*", 2008, Oxford University Press

MASTER OF COMMERCE (SEMESTER-II)
Syllabus for the Batch From Year 2020 To Year 2022
MC-201: CORPORATE FINANCIAL ACCOUNTING AND AUDITING
Time: 3 Hours Max. Marks: 100

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

- Company Final Accounts–Requirements of Companies Act, 2013.
- Form and contents of Profit and loss account statement and balance sheet.
- Managerial remuneration. Meaning of profit.Divisible profits.

SECTION-B

- Valuation of goodwill, different approaches such as super profit, annuity and capitalization approach.
- Valuation of shares; different approaches such as book value and earnings approach.

SECTION-C

- Understanding the concept and rationale of Financial Audit, Cost Audit, Management Audit, Internal Audit, Proprietary Audit, Efficiency Audit and Audit by C. and A.G.,
- Statutory Auditor–Appointment qualifications, removal. Duties and liabilities of auditor. **Code of Conduct and ethics, professional misconduct of statutory auditor.**

SECTION-D

- Meaning, Objectives and scope of cost audit. Cost Auditor, his appointment, duties liabilities. Cost audit report; Meaning, objectives and scope of management audit. Appointment and qualifications of management Auditor.
- Audit of management functions such as planning, organising and control. Audit of functional areas–production, personnel marketing finance and accounting.

Suggested Readings:

1. Khan, M.Y. and Jain, P.K., “*Financial Management*”, 5th edition, Himalaya Publishing, New Delhi
2. Pandey I.M., “*Financial Management*”, 9th edition (2009), Vikas Publishing House.
3. Gupta, Kamal, “*Contemporary Auditing*”, 6th edition, Tata McGraw Hill.
4. Sehgal, Ashok and Sehgal, Deepak, “*Advanced Accounting*”, 3rd edition, Taxman, New Delhi.
5. Maheshwari, S.N. and Maheshwari, S.K., “*Corporate Accounting*”, 5th edition (2009),

PAPER-I: INTRODUCTION TO COUNSELLING**Time: 3 Hours****Marks: 100****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

Counseling: Meaning, Purpose and Goals of Counseling with Special Reference to India, Historical Perspective, Functions of Counselor, Basic Principles of Counseling for School and Community Agencies

Section-B

Professional Issues: Education and Training of Counselors, Role and Functions of Counselors in school Settings, Vocational Schools and Higher Education

Section-C

Counseling Process: Stages, Building the Counseling relationship, In-depth exploration, action and Termination

Section-D

Professional, Ethical and Legal Issues of Counselors

Books Recommended:

1. Belkin, G. S. (1998). Introduction to counselling. W.G.: Brown Publishers.
2. Nelson, J. (1982). The theory and practice of counselling Psychology. New York: Holt Rinehart & Winston.
3. Ben, Ard, Jr. (ED) (1977). Counselling and Psychotherapy: Classics on theories and issues, Science and Behaviour Books Co. Branner, L.M. & Shostrom, B.L. (1977). Therapeutic Psychology: Fundamentals of Counselling Psychotherapy. (3rd Ed.) Englewood Cliffs, Prentice Hall.
4. Udapa, K.N. (1985) Stress and Its management by Yoga, Delhi: Moti Lal Banarsi Das.
5. Windy, D. (1988) (Ed) Counselling in action. New York: Sage Publication.
6. Gibson, R. L. & Mitchell, M. H. (2008) Introduction to Counseling and Guidance, Pearson Education.

B.Sc. BIOTECHNOLOGY (FOR COLLEGES) (SEMESTER -III)
SYLLABUS FOR THE BATCH FROM THE YEAR 2020 TO YEAR 2023

BTL201 Fundamentals of Biotechnology

Time: 3 Hrs.

Max. Marks: 40

Periods: 4

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section – A

Emergence, scope and basics of biotechnology

Historical perspective, Appraise the interplay of science & technology in the development of biotechnology, Definition and areas of Biotechnology, Overview - DNA, gene, gene expression, Recombinant DNA technology, Role of Bacteria (E.Coli), Yeast, Viruses (bacteriophages), *Drosophila melanogaster*, *Caenorhabditis elegans*, *Arabidopsis thaliana* as workhorses of biotechnology. Biotechnology Research in India. Biotechnology Institutions in India (Public and Private Sector), Biotech Success Stories, Biotech Policy Initiatives.

Section B

Applications of Biotechnology: An Overview

Applying Biotechnology to Modern life styles: Healthcare – Biopharma : Recombinant human insulin, Recombinant hepatitis B Vaccine; molecular diagnostics : PCR for infectious disease (viral / bacterial), blood screening and genetic testing, Gene therapy (for Alzheimer's disease), genetic counseling); Agriculture & food production (Genetically engineered food, Seed banks, aquaculture); Green biotechnology (Bioremediation, Biofuels, Conservation); Forensics & biodefense; Evo Devo (The development of life and human family tree); careers and employment opportunities in biotechnology.

Section C

Bio business and IPRs in Biotechnology

Commercialization of Biotechnology: Concerns and Consequences, Biotechnology Industry Practices & Government regulations, Concept and market potential of Bio business, Requirements and Objectives of Patent, Patentable and non-patentable inventions, process of writing and filing a patent, patenting genes/ gene fragments /SNPs/ proteins / stem cells
Patents related to bacteria, viruses, fungi and medicinal plants, Plant Breeder's Right. IPR: Introduction, types (Trade secret, Copyright, trademark)

Section D

Biotechnology & Society

Ethical Issues & Regulating the use of Biotechnology: Human cloning, GM microorganisms, Food & Food ingredients, stem cells; Public Perception of Biotechnology: Consuming GM foods, GMOs and environment, antibiotic resistance; The future of Biotechnology.

Bachelor of Vocation (B.Voc.) Mental Health Counselling(Semester-I)

Paper-II : Techniques of Appraisal for Counseling

Time:3Hrs

Marks:75

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

Psychological Testing: Nature and characteristics of psychological Tests, Types of Psychological Tests, Uses and Misuses of Psychological Tests, Ethical issues in Testing

Section-B

Methods: Case Study Method, Interview (Types and Approaches), Observation

Section-C

Assessment of Intelligence, Interests and Aptitude

Section-D

Assessment of Personality: Projective and Non Projective Techniques

References/Books recommended:

- Kerlinger, F.N. (1964). Foundations of Behavioural Research. New York: Halt, Rinehart and Winston.
- Singh, A.K. (2008). Tests, Measurements and Research Methods in Behavioural Sciences, New Delhi: BhartiBhawan.
- Anastasi, A.(1988). Psychological Testing, New York: Mac Millian Publishing Company.
- Guilford, J.P. (1968). Psychometric Methods, New York: McGraw Hill.
- Sehafar, R.(1977). Projective Testing and Psychoanalysis. New York: International Universities Press.

Bachelor of Vocation (B.Voc.) Mental Health Counselling (Semester-VI)**Paper-III: Research Methodology****Time:3Hrs****Marks: 100****Instructions for Paper Setter:-**

Eight questions of equal marks (specified in the syllabus) is to be set, two in each of the four sections(A-D) Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

SECTION-A

Scientific Research: Meaning, Stages in Research, Research types, significance
 Research Problems: Selection and techniques involved in defining a problem

SECTION-B

Research design: Meaning, nature, features of a good design, types of research design
 Experimental method, variables and their control

SECTION-C

Sampling: Concept, Types of Sampling, Problems of Sampling and heir solutions.

SECTION-D

Sociometry: Nature, Concept and Methods of Analysis
 Ethical issues in Research and remedies

Recommended Books:

- Anastasi, A. (1988). Psychological testing (6thEd.). New York: McMillan.*
- Fruchter, B. (1954) Introduction to Factor Analysis. New York: Van Nostrand.*
- Guilford, J.P. (1954) Psychometric Methods (2nd Ed.) New York: McGraw Hill.*
- Harman, H.H. (1976). Modern Factor Analysis. Chicago: University of Chicago Press.*
- Nunnally, J. (1978) Psychometrics Theory (2nd Ed.). New York: McGraw Hill.*
- Singh, A.K. (1986). Tests, measurements and research methods in behavioural sciences. New Delhi: Tata McGraw Hill.*
- Tabachnick, B.G. and Fidell, L.S. (1989). Using Multivariate Statistics (2nd Ed.). New York: Harper and Row.*
- Torgerson, W.S. (1967) Theory and Methods of Scaling (2nd Ed.). New York: John Wiley & Sons.*

SESSION: 2020-21
B.VOC FASHION TECHNOLOGY SEM.III
Paper-I: Human Values in Education (Theory)

Time:3Hours

Marks:50

Max.

Instructions for paper setters

There will be 7 questions in all. Students are required to attempt 5 questions. (10 Marks each)

Course Content:

- Universal human aspirations: Happiness and prosperity.
- Human values and ethics: Concept, definition, significance and sources.
- Fundamental values: Right conduct, peace, truth, love and nonviolence.
- **Ethics: Professional**, environmental, ICT.
- Sensitization towards others particularly senior citizens, developmentally challenged and gender.
- Spirituality, positive attitude and scientific temper.
- Team work and volunteering. Rights and responsibilities.
- Road safety- initiatives, measures and hurdles. Traffic rules, roadrage.
- Kohlberg's theory of Moral development.
- Human relations and family harmony.
- Modern challenges and value conflict.

Suggested readings:

1. Tripathi, A. N. (2009). Human values. New Age Publishers, New Delhi.
2. Gaur, R.R., Sangal, R. and Bagaria, G.P. (2010). A Foundation course in Human Values and Professional ethics. Excel Books Publishers, New Delhi.
3. Gogate, S.B. (2010). Human Values and Professional Ethics. New Age Publishers, New Delhi.