

372

B.R. AMBEDKAR BIHAR UNIVERSITY,  
MUZAFFARPUR.

NOTIFICATION

The Senate of the University at its meeting held on the 2nd March, 1997 has accorded post facto approval of the scheme of the Academic Council to open a Centre for Distance education in the University for imparting education to the desirous candidates by correspondence.

The Courses being taught by this Centre by correspondence are as under :-

B.A./ B.Sc. B.Com. (Honours/General) from the session 1995-96, in the subjects in which the teaching is imparted in the regular colleges of the University except in subjects involving practicals.

M.A./ M.Sc. M.Com. <sup>from</sup> 1993-95 session, in the subjects in which there is no practical and teaching is imparted in the University.

The Centre for Distance Education will have a status of a P.G. College/ Institute.

D. 2  
(R. PATNAK)  
REGISTRAR

Memo No. B/2296 / Dated, Muzaffarpur 27 June, 1997.

Copy forwarded to :-

1. The Director, Centre for Distance Education, B.R. Ambedkar Bihar University, Muzaffarpur ;
  2. All Principals of Colleges and Heads of University Departments under B.R. Ambedkar Bihar University, Muzaffarpur ;
  3. All Officers of the University;
- for their information.

REGISTRAR  
A2

**Academic Planner Session (2018-19)**

S.No.	Name of the Examination	Date of Announcement of Admission	Last Date of Admission	Last Date of Submission of Assignment	Last of Examination Form Fill Up	Announcement of Examination Date	Date of Result Publication
1	BA 1 <sup>st</sup> Year	2/11/18	31/12/18	31/1/19	1/7/19 to 31/7/19	1/8/19 to 30/9/19	31/10/19
2	BA 2 <sup>nd</sup> Year	2/11/19	31/12/19	31/1/20	1/7/20 to 31/7/20	1/8/20 to 30/9/20	31/10/20
3	BA 3 <sup>rd</sup> Year	2/11/20	31/12/20	31/1/21	1/7/21 to 31/7/21	1/8/21 to 30/9/21	31/10/21
4	MA 1 <sup>st</sup> Semester	2/11/18	30/11/18	31/12/18	2/1/19 to 31/1/19	1/2/19 to 28/2/19	31/3/19
5	MA 2 <sup>nd</sup> Semester	2/4/19	30/4/19	31/5/19	1/6/19 to 30/6/19	1/7/19 to 30/7/19	30/9/19
6	MA 3 <sup>rd</sup> Semester	2/11/19	30/11/19	31/12/19	2/1/20 to 31/1/20	1/2/20 to 28/2/20	31/3/20
7	MA 4 <sup>th</sup> Semester	2/4/20	30/4/20	31/5/20	1/6/20 to 30/6/20	1/7/20 to 30/7/20	30/9/20
8	BCA/BBA 1 <sup>st</sup> Semester	2/11/18	30/11/18	31/12/18	2/1/19 to 31/1/19	1/2/19 to 28/2/19	31/3/19
9	BCA/BBA 2 <sup>nd</sup> Semester	2/4/19	30/4/19	31/5/19	1/6/19 to 30/6/19	1/7/19 to 30/7/19	30/9/19
10	BCA/BBA 3 <sup>rd</sup> Semester	2/11/19	30/11/19	31/12/19	2/1/20 to 31/1/20	1/2/20 to 28/2/20	31/3/20
11	BCA/BBA 4 <sup>th</sup> Semester	2/4/20	30/4/20	31/5/20	1/6/20 to 30/6/20	1/7/20 to 30/7/20	30/9/20
12	BCA/BBA 5 <sup>th</sup> Semester	2/11/20	30/11/20	31/12/20	2/1/21 to 31/1/21	1/2/21 to 28/2/21	31/3/21
13	BCA/BBA 6 <sup>th</sup> Semester	2/4/21	30/4/21	31/5/21	1/6/21 to 30/6/21	1/7/21 to 30/7/21	30/9/21
14	BLIS 1 <sup>st</sup> Semester	2/11/18	30/11/18	31/12/18	2/1/19 to 31/1/19	1/2/19 to 28/2/19	31/3/19
15	BLIS 2 <sup>nd</sup> Semester	2/4/19	30/4/19	31/5/19	1/6/19 to 30/6/19	1/7/19 to 30/7/19	30/9/19

*Handwritten signature and date: 05/10/2018*

*Handwritten signature and date: 5/10/18*

## Proceedings

01. To confirm the proceeding of the last meeting of Advisory Council held on 05.06.2017.

**Resolved that the compliance report be circulated within 20 days.**

02. To consider the Program Project Report (PPR) of the different programme. The Advisory Council considered the PPR of the following programme drawn by a committee consisting of Sri Lalan Kumar, Administrative Officer-cum-Programme Officer, Dr. Pankaj Kumar, System Supervisor and Sri Vinay Kumar Singh, Software Expert for the following programmes.

- i) Bachelor of Arts History (Hons.)
- ii) Bachelor of Arts Psychology (Hons.)
- iii) Bachelor of Arts Home Science (Hons.)
- iv) Bachelor of Arts Geography (Hons.)
- v) Bachelor of Arts Economics (Hons.)
- vi) Bachelor of Arts Hindi (Hons.)
- vii) Bachelor of Arts Political Science (Hons.)
- viii) Bachelor of Arts Sociology (Hons.)
- ix) Bachelor of Commerce Accounts (Hons.)
- x) Master of Arts History
- xi) Master of Arts Psychology
- xii) Master of Arts Home Science
- xiii) Master of Arts Geography
- xiv) Master of Arts Economics
- xv) Master of Arts Hindi
- xvi) Master of Arts Political Science
- xvii) Master of Arts Sociology
- xviii) Master of Commerce (M.Com.)
- xix) Bachelor of Computer Applications (BCA)
- xx) Bachelor of Business Administration (BBA)
- xxi) Bachelor of Library Science (BLIS)

**Advisory Council resolved to approve it.**

03. To consider and approved the Self Learning Material (SLM) of different programmes. The members perused the SLM placed before the Advisory Council which were used earlier and was authorised by the senior professor of the University as a expert member. The SLM of the following programme be approved.

- i) Master of Arts History
- ii) Master of Arts Psychology
- iii) Master of Arts Home Science
- iv) Master of Arts Geography
- v) Master of Arts Economics

*Luk*  
05.10.2018

*A.K.S.P.*  
5/10/18

*AM*  
05/10

- vi) Master of Arts Hindi
- vii) Master of Arts Political Science
- viii) Master of Arts Sociology
- ix) Master of Commerce (M. Com.)
- x) Bachelor of Computer Applications (BCA)
- xi) Bachelor of Business Administration (BBA)
- xii) Bachelor of Library Science (BLIS)

The SLM was approved with a suggestion that it be upgraded in view of the proposed change in the syllabus. The Dean of faculties be incorporated in the committee for up gradation.

**Further resolved that the SLM of the remaining programmes be upgraded.**

04. The legal opinion of Senior Learned Advocate P. N. Shahi regarding the construction of the building of the DDE was considered and the view of the Registrar "Ascertaining of satisfactory completion of building at this stage along with the valuation may be done through Govt. accredited agencies. The members endorsed the view and resolved to explore the possibility of getting the work done by one of the following agencies:

1. Bihar State Educational Infrastructural Development Corporation.
2. PWD.
3. National Building Construction Corporation.

**The Director is authorized to explore.**

05. To consider the action taken by the Vice-Chancellor regarding preparation of Account and audit by M/S K. K. Choudhary and Associates assigning the preparation of Account and audit from the year 2011-12 onwards.

**Resolved that the action taken by the Vice-Chancellor and communicated by Memo No. DDE/653 Dated 25.08.2018 be approved.**

06. The members consider the provisions containing recent Gazette for submission of application to UGC/DEB. It was discussed whether the admissions under the current provisions of recognition be taken for more than two years or even two years for academic session 2019-20. The members of the view that the recognition letter to be received from UGC/DEB in this connection be discussed before publishing the Advertisement and Admissions be taken only after approval of Advisory Council.

**It was also resolved that on line application for the 21 programmes mentioned in para-1 be applied.**

**Further resolved that the panel of teachers deputed earlier in DDE be sent to UGC/DEB and will be revised in future if required.**

*Luk*  
05/10/2018

*AR S O*  
5/10/18

*Am*  
5/10/18

Any Other Item :-

01. The issue related to payment to different type of employee be placed in the next meeting of the Advisory Council and the Accounts and Audit work which is in progress be expedited.

*L.K.*  
05/10/18

(Sri Lalan Kumar)  
Administrative Officer  
DDE, BRABU, Muz.

*A.K.S.*  
05/10/18

(Dr. A. K. Srivastava)  
Director  
DDE, BRABU, Muz.

*A.K.R.*  
05/10

(Col. Ajay Kumar Roy)  
Registrar  
BRABU, Muz.

(Dr. Amrendra Narayan Yadav)  
Vice-Chancellor  
BRABU, Muz.



## Proceedings

01. To confirm the proceeding of the last meeting of Advisory Council held on 05.06.2017.

**Resolved that the compliance report be circulated within 20 days.**

02. To consider the Program Project Report (PPR) of the different programme. The Advisory Council considered the PPR of the following programme drawn by a committee consisting of Sri Lalan Kumar, Administrative Officer-cum-Programme Officer, Dr. Pankaj Kumar, System Supervisor and Sri Vinay Kumar Singh, Software Expert for the following programmes.

- i) Bachelor of Arts History (Hons.)
- ii) Bachelor of Arts Psychology (Hons.)
- iii) Bachelor of Arts Home Science (Hons.)
- iv) Bachelor of Arts Geography (Hons.)
- v) Bachelor of Arts Economics (Hons.)
- vi) Bachelor of Arts Hindi (Hons.)
- vii) Bachelor of Arts Political Science (Hons.)
- viii) Bachelor of Arts Sociology (Hons.)
- ix) Bachelor of Commerce Accounts (Hons.)
- x) Master of Arts History
- xi) Master of Arts Psychology
- xii) Master of Arts Home Science
- xiii) Master of Arts Geography
- xiv) Master of Arts Economics
- xv) Master of Arts Hindi
- xvi) Master of Arts Political Science
- xvii) Master of Arts Sociology
- xviii) Master of Commerce (M.Com.)
- xix) Bachelor of Computer Applications (BCA)
- xx) Bachelor of Business Administration (BBA)
- xxi) Bachelor of Library Science (BLIS)

**Advisory Council resolved to approve it.**

03. To consider and approved the Self Learning Material (SLM) of different programmes. The members perused the SLM placed before the Advisory Council which were used earlier and was authorised by the senior professor of the University as a expert member. The SLM of the following programme be approved.

- i) Master of Arts History
- ii) Master of Arts Psychology
- iii) Master of Arts Home Science
- iv) Master of Arts Geography
- v) Master of Arts Economics

*Luk*  
05.10.2018

*A.K.S.*  
5/10/18

*AM*  
05/10

- vi) Master of Arts Hindi
- vii) Master of Arts Political Science
- viii) Master of Arts Sociology
- ix) Master of Commerce (M. Com.)
- x) Bachelor of Computer Applications (BCA)
- xi) Bachelor of Business Administration (BBA)
- xii) Bachelor of Library Science (BLIS)

The SLM was approved with a suggestion that it be upgraded in view of the proposed change in the syllabus. The Dean of faculties be incorporated in the committee for up gradation.

**Further resolved that the SLM of the remaining programmes be upgraded.**

04. The legal opinion of Senior Learned Advocate P. N. Shahi regarding the construction of the building of the DDE was considered and the view of the Registrar "Ascertaining of satisfactory completion of building at this stage along with the valuation may be done through Govt. accredited agencies. The members endorsed the view and resolved to explore the possibility of getting the work done by one of the following agencies:

1. Bihar State Educational Infrastructural Development Corporation.
2. PWD.
3. National Building Construction Corporation.

**The Director is authorized to explore.**

05. To consider the action taken by the Vice-Chancellor regarding preparation of Account and audit by M/S K. K. Choudhary and Associates assigning the preparation of Account and audit from the year 2011-12 onwards.

**Resolved that the action taken by the Vice-Chancellor and communicated by Memo No. DDE/653 Dated 25.08.2018 be approved.**

06. The members consider the provisions containing recent Gazette for submission of application to UGC/DEB. It was discussed whether the admissions under the current provisions of recognition be taken for more than two years or even two years for academic session 2019-20. The members of the view that the recognition letter to be received from UGC/DEB in this connection be discussed before publishing the Advertisement and Admissions be taken only after approval of Advisory Council.

**It was also resolved that on line application for the 21 programmes mentioned in para-1 be applied.**

**Further resolved that the panel of teachers deputed earlier in DDE be sent to UGC/DEB and will be revised in future if required.**

*Luk*  
05/10/2018

*AR S O*  
5/10/18

*Am*  
5/10/18

Any Other Item :-

01. The issue related to payment to different type of employee be placed in the next meeting of the Advisory Council and the Accounts and Audit work which is in progress be expedited.

*L.K.*  
05/10/18

(Sri Lalan Kumar)  
Administrative Officer  
DDE, BRABU, Muz.

*A.K.S.*  
05/10/18

(Dr. A. K. Srivastava)  
Director  
DDE, BRABU, Muz.

*A.K.R.*  
05/10

(Col. Ajay Kumar Roy)  
Registrar  
BRABU, Muz.

(Dr. Amrendra Narayan Yadav)  
Vice-Chancellor  
BRABU, Muz.



**Academic Staff**

S.No.	Name of the Faculty permanently dedicated for ODL	ODL Programme	Qualification	Designation	Experience (In years)	Works at (Headquarter /Study Center)
1	Shri Lalan Kumar	BBA, MBA	MBA	Programme Officer	20 Years	Headquarter
2	Dr. Pankaj Kumar	BCA, MCA	MCA, Ph.D.	Faculty Member	10 Years	Headquarter
3	Shri Vinay Kumar Singh	BCA, MCA	M.Phil. M.Tech. MIT	Faculty Member	15 Years	Headquarter
4	MD. Anjum	B.Ed., BA Hons in Edu, MA Edu	MA, Ph.D., B.Ed. M.Ed.	Faculty Member	40 Years	Headquarter
5	Dr. Sumangala Jha	BLIS, MLIS	Ph.D.	Faculty Member	20 Years	Headquarter
6	Dr. Pankaj Kumar Ray	BA & MA History	Ph.D.	Coordinator	14 Years	Headquarter
7	Dr. Satish Kumar Ray	BA & MA Hindi	Ph.D.	Coordinator	25 Years	Headquarter
8	Dr. Dev Vrat Nirala	BA & MA English	Ph.D.	Coordinator	35 Years	Headquarter
9	Dr. Ram Prakash	BA & MA Pol. Sc.	Ph.D.	Coordinator	25 Years	Headquarter
10	Dr. Sanjay Kumar	BA & MA Economics	Ph.D.	Coordinator	25 Years	Headquarter
11	Dr. R. K. Shrivastava	BA & MA Commerce	Ph.D.	Coordinator	14 Years	Headquarter
12	Dr. Ajay Kumar Singh	BA & MA Sociology	Ph.D.	Coordinator	35 Years	Headquarter
13	Dr. Ajay Kumar Singh	BA & MA Mathematics	Ph.D.	Coordinator	35 Years	Headquarter
14	Dr. Pankaj Ray	BA & MA AIHC	Ph.D.	Coordinator	14 Years	Headquarter
15	Dr. Indra Nath Jha	BA & MA Sanskrit	Ph.D.	Coordinator	20 Years	Headquarter
16	Dr. Syed Ali Zafar	BA & MA Urdu	Ph.D.	Coordinator	14 Years	Headquarter
17	Dr. Bhakti Ganguli	BA & MA Bengali	Ph.D.	Coordinator	25 Years	Headquarter
18	Dr. Ratnesh Mishra	BA & MA Psychology	Ph.D.	Coordinator	25 Years	Headquarter
19	Dr. Jai Narain	BA & MA	Ph.D.	Coordinator	25 Years	Headquarter

	Mishra	Geography					
20	Dr. Sangita Rani	BA & MA Home Sc.	Ph.D.	Coordinator	25 Years	Headquarter	
21	Dr. Rajan Kumar Singh	BA & MA Maithili	Ph.D.	Coordinator	25 Years	Headquarter	
22	Dr. Sadanand Singh	BA & MA Philosophy	Ph.D.	Coordinator	25 Years	Headquarter	
23	Dr. I.B. Lal	Computer & IT	Ph.D.	Coordinator	15 Years	Study Centre	
24	Dr. N. P. S. Nanda	Computer & Management	Ph.D.	Coordinator	20 Years	Study Centre	
25	Dr. Vijay Verma	Traditional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
26	Dr. Sushila Singh	Traditional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
27	Dr. Ratan Kumar Jha	All traditional and professional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
28	Dr. U. S. Rai	Education	Ph.D.	Coordinator	35 Years	Study Centre	
29	Dr. Raju Arshad Ahmad	Education	Ph.D.	Coordinator	15 Years	Study Centre	
30	Dr. Laliteshwar Pd. Singh	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
31	Dr. Bharti	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
32	Dr. Dhruv Kumar	All Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
33	Dr. Om Prakash Singh	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre	
34	Dr. Virendra Singh	All Traditional and Professional Courses	Ph.D.	Coordinator	35 Years	Study Centre	

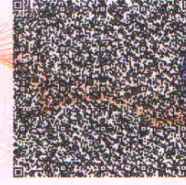
35	Dr. Braj Mohan Prasad	All Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
36	Dr. Rajiv Kumar	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
37	Dr. Kaushal Kishore Singh	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
38	Dr. S. K. Singh	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
39	Dr. Vinod Verma	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
40	Dr. H. N. Thakur	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
41	Dr. Karmatma Pandey	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
42	Dr. Ram Kumar	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
43	Dr. Ravi Kumar Ravi	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
44	Dr. Neelam Kumari	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre

45	Dr. Surendra Chandra	All Traditional and Professional Courses	Ph.D.	Coordinator	15 Years	Study Centre
46	Dr. Karmatma Pandey	Commerce	Ph.D.	Faculty Member	20 Years	Study Centre
47	Dr. Santosh Narayan Pandey	Commerce	Ph.D.	Faculty Member	20 Years	Study Centre
48	Dr. Prem Kant Singh	Commerce	Ph.D.	Faculty Member	20 Years	Study Centre
49	Dr. Jai Prakash Shrivastava	Commerce	Ph.D.	Faculty Member	20 Years	Study Centre
50	Dr. Chandra Bhushan Dubey	Physics	Ph.D.	Faculty Member	20 Years	Study Centre
51	Dr. Jay Prakash Pandey	Physics	Ph.D.	Faculty Member	20 Years	Study Centre
52	Dr. Ashok Kumar Mishra	Physics	Ph.D.	Faculty Member	20 Years	Study Centre
53	Dr. Binod Kumar	Chemistry	Ph.D.	Faculty Member	20 Years	Study Centre
54	Dr. Arun Kumar Tiwary	Chemistry	Ph.D.	Faculty Member	20 Years	Study Centre
55	Dr. Shashi Bhushan Pd. Singh	Botany	Ph.D.	Faculty Member	20 Years	Study Centre
56	Dr. Neelam Kumari	Botany	Ph.D.	Faculty Member	20 Years	Study Centre
57	Dr. Rajesh Kumar	Zoology	Ph.D.	Faculty Member	20 Years	Study Centre
58	Dr. Ashwini Kumar Mishra	Zoology	Ph.D.	Faculty Member	20 Years	Study Centre
59	Dr. Kiran Kumari	Zoology	Ph.D.	Faculty Member	20 Years	Study Centre
60	Dr. Arun Kumar Mishra	Mathematics	Ph.D.	Faculty Member	20 Years	Study Centre
61	Dr. Ashok Kumar	Mathematics	Ph.D.	Faculty Member	20 Years	Study Centre
62	Dr. Nitesh Kumar	Mathematics	Ph.D.	Faculty Member	20 Years	Study Centre
63	Dr. Rambha Singh	Hindi	Ph.D.	Faculty Member	20 Years	Study Centre
64	Dr. Bibha Rishi	Hindi	Ph.D.	Faculty Member	20 Years	Study Centre
65	Dr. Tarkeshwar	Hindi	Ph.D.	Faculty	20 Years	Study Centre

	Upadhyay			Member		
66	Dr. Seema Kumari	Hindi	Ph.D.	Faculty Member	20 Years	Study Centre
67	Dr. Jawed Eqbal	Urdu	Ph.D.	Faculty Member	20 Years	Study Centre
68	Dr. Nesar	Urdu	Ph.D.	Faculty Member	20 Years	Study Centre
69	Dr. Ansari	Urdu	Ph.D.	Faculty Member	20 Years	Study Centre
70	Dr. Riyaz Ahmad	Persian	Ph.D.	Faculty Member	20 Years	Study Centre
71	Dr. Binod Tiwary	Sanskrit	Ph.D.	Faculty Member	20 Years	Study Centre
72	Dr. Suman Kumar Upadhyay	Sanskrit	Ph.D.	Faculty Member	20 Years	Study Centre
73	Dr. Pramod Kumar Chawdhary	Bhojpuri	Ph.D.	Faculty Member	20 Years	Study Centre
76	Dr. Meera Kumar	Bhojpuri	Ph.D.	Faculty Member	20 Years	Study Centre
77	Dr. Chandrika Singh	English	Ph.D.	Faculty Member	20 Years	Study Centre
78	Dr. Anil Kumar	English	Ph.D.	Faculty Member	20 Years	Study Centre
79	Dr. Putul Shrivastav	English	Ph.D.	Faculty Member	20 Years	Study Centre
80	Dr. Gauri Gupta	English	Ph.D.	Faculty Member	20 Years	Study Centre
81	Dr. Shankar Singh	History	Ph.D.	Faculty Member	20 Years	Study Centre
82	Dr. Mithileshwar Tiwary	History	Ph.D.	Faculty Member	20 Years	Study Centre
83	Dr. Sanjay Kumar Singh	History	Ph.D.	Faculty Member	20 Years	Study Centre
84	Dr. Anil Kumar Singh	History	Ph.D.	Faculty Member	20 Years	Study Centre
85	Dr. Nirmala Kumari	History	Ph.D.	Faculty Member	20 Years	Study Centre
86	Dr. Pradeep Nath Tiwary	AIHC	Ph.D.	Faculty Member	20 Years	Study Centre
87	Dr. Shivkant Pandey	AIHC	Ph.D.	Faculty Member	20 Years	Study Centre
88	Dr. Naval Kishore Pandey	Pol. Sc.	Ph.D.	Faculty Member	20 Years	Study Centre

89	Dr. Madan Mohan Ojha	Pol. Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
90	Dr. Manoranjan Mani Tripathi	Pol. Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
91	Dr. Mani Bhushan Pd. Singh	Pol. Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
92	Dr. Poonam Kumari	Home Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
93	Dr. Abha Kumari	Home Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
94	Dr. Manisha Kumar	Home Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
95	Dr. Neelam Kumari	Home Sc.	Ph.D.	Faculty Member	20 Years	Study Centre
96	Dr. Arun Kumar Jha	Sociology	Ph.D.	Faculty Member	20 Years	Study Centre
97	Dr. Shailja Shrivastava	Sociology	Ph.D.	Faculty Member	20 Years	Study Centre
98	Dr. Shashi Kant Diwedi	Economics	Ph.D.	Faculty Member	20 Years	Study Centre
99	Dr. Tarun Kumar Jha	Economics	Ph.D.	Faculty Member	20 Years	Study Centre
100	Dr. Banke Bihari Kumar	Economics	Ph.D.	Faculty Member	20 Years	Study Centre
101	Dr. Sangita Kumar	Economics	Ph.D.	Faculty Member	20 Years	Study Centre
102	Dr. Shambhu Nath Pathak	Philosophy	Ph.D.	Faculty Member	20 Years	Study Centre
103	Dr. Satish Kumar Verma	Philosophy	Ph.D.	Faculty Member	20 Years	Study Centre
104	Dr. Jyotsna Pandey	Music	Ph.D.	Faculty Member	20 Years	Study Centre
105	Dr. Divakar Narayan Pathak	Music	Ph.D.	Faculty Member	20 Years	Study Centre
106	Dr. Raja Ram Kumar Singh	Geography	Ph.D.	Faculty Member	20 Years	Study Centre
107	Dr. Shyama Kant Tiwary	Geography	Ph.D.	Faculty Member	20 Years	Study Centre
108	Dr. Veena Rani	Geography	Ph.D.	Faculty Member	20 Years	Study Centre
109	Dr. Abu Talib	Geography	Ph.D.	Faculty Member	20 Years	Study Centre

INDIA NON JUDICIAL  
Government of Bihar  
e-Stamp



Certificate No. : IN-BR00610973440666Q  
Certificate Issued Date : 03-Oct-2018 12:08 PM  
Account Reference : SHCIL (F)/ brshcil01/ MUZAFFARPUR SRO/ BR-MUZ  
Unique Doc. Reference : SUBIN-BRBRSHCIL0100629962313337Q  
Purchased by : LALAN KUMAR  
Description of Document : Not Applicable  
Property Description : Not Applicable  
Consideration Price (Rs.) : 0 (Zero)  
First Party : Not Applicable  
Second Party : LALAN KUMAR  
Stamp Duty Paid By : LALAN KUMAR  
Stamp Duty Paid (Rs.) : 100 (One Hundred only)  
Reg. fee (Rs.) : 0 (Zero)  
LLR & P Fee (Rs.) : 0 (Zero)  
Miscellaneous Fee (Rs.) : 0 (Zero)  
Discore SC (Rs.) : 0 (Zero)  
Total Amount (Rs.) : 100 (One Hundred only)

Sl. No. 601 Date 4/10/18

**Affidavit**

I, Dr. Amrendra Narayan Yadav, Vice-Chancellor of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, do hereby solemnly affirm and declare as under:

1. That this University namely Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur is eligible to impart education through ODL mode, as per University Grants Commission (Open and Distance Learning) Third Amendment Regulations, 2018.
2. That University has submitted the proposal online through the designated portal of UGC and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.
3. That the deponent has fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments thereon, including that of providing all such information asked by UGC and displaying information on website of the University as required for the academic session 2018-19 and onwards.
4. That the University will attain a NAAC score of 3.26 on a 4-point scale before the end of academic session July 2019 - June 2020 i.e. Till Dec'20 when the academic session 2019-20 is expected to complete in the University due to late running of the session in the University during which the Commission shall not accord any approval to the Open and Distance Learning Programmes of the University.

Do not write or type below this line

TQ 0007012772

**Statutory Alert:**

1. The authenticity of this Stamp Certificate should be verified at 'www.shcilestamp.com'. Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

5. That, it is declared that academic and instructional facilities i.e Self Learning Material, Infrastructure & student support facility at its Regional Centres and Learning Support Centres/Study Centres, meet all the conditions as laid down under (ODL) Regulations 2017 and its amendments and guidelines issued by UGC from time to time, and are commensurate with the academic programmes and learner's strength thereto. It is also declared that these centres and its functions are as per norms and guidelines issued by other concerned Regulatory Authorities also, as applicable.

6. That the University shall scrupulously abide by the terms and condition as stipulated under UGC(ODL) Regulations, 2017 and its amendments and norms issued by the statutory bodies from time to time.

7. That all the information given by the University in the proposal submitted to UGC is complete, true and correct.

8. That deponent is fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments.

9. That the deponent is fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false and/or fake at a later stage or in case of any violation, UGC may take punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments. The deponent is also fully aware that, it is/will be the sole responsibility of the University for career consequence of the students, if any, arising out of the same.

*[Signature]*  
4/10/18  
Vice-Chancellor

**Verification:**

I the above named deponent, do hereby verify on 05/10/2018 at Mazaffarpur that the contents mentioned above are correct and true statements.



*[Signature]*  
4/10/18  
Vice-Chancellor

Witnessed by  
4/10/18

*[Signature]*  
4-10-18

**FORMAT-B**  
Format for providing details of administrative staff engaged for ODL programmes on full time and dedicated basis

**Administrative Staff**

S.No.	Name of the Administrative Staff	Designation	Appointment letter reference number and date	Working at Headquarter
1	Dr. Ashok Kumar Srivastava	Director	0198/R Dated 30/11/2017	Headquarter
2	Shri Lalan Kumar	Administrative Officer	B/68 Dated 21/1/2016	Headquarter
4	Dr. Pankaj Kumar	System Supervisor	DDE/2079 Dated 24/4/2012	Headquarter
5	Shri. Vinay Kumar Singh	Software Expert	DDE/453 Dated 8/2/2016	Headquarter
6	Shri Ravindra Mishra	Section Officer	DDE/253 Dated 8/10/2014	Headquarter
7	Shri Ashok Kumar	Assistant	CDE/1694 Dated 1/8/2007	Headquarter
8	MD. Israil	Routine Clerk	CDE/1694 Dated 1/8/2007	Headquarter
10	Shri Shri Ram Tiwary	Assistant cum Steno cum Computer Operator	260/R Dated 24/7/2012	Headquarter
<del>11</del>	<del>Shri Nand Kishore Ram</del>	<del>Assistant</del>	<del>DDEC/765 Dated 3/9/2016</del>	<del>Headquarter</del>
11	Shri Bateshar Thakur	Peon	CDE/1694 Dated 1/8/2007	Headquarter
12	MD. Ibadat	Peon	CDE/1694 Dated 1/8/2007	Headquarter

*Handwritten signature/initials*

*Handwritten signature and date: 15/10/2018*

## II) Only For Dual Mode Universities

Name of the University: Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur

S. No.	Name of Proposed Programmes	Whether already being taught in Regular mode (Yes/No)	If Yes, number of year since when being taught in regular mode	No. of full time dedicated faculty for proposed ODL programme	Students intake in regular mode	Proposed students intake in ODL mode	Number of Credits
1.	History (Honours)	Yes	1952	0	8000	500	96
2.	Political Science (Honours)	Yes	1952	0	6000	500	96
3.	Hindi (Honours)	Yes	1952	0	4000	500	96
4.	Economics (Honours)	Yes	1952	0	5500	500	96
5.	Home Science (Honours)	Yes	1952	0	4000	500	96
6.	Geography (Honours)	Yes	1952	0	3000	500	96
7.	Sociology (Honours)	Yes	1952	0	3500	500	96
8.	Psychology (Honours)	Yes	1952	0	5000	500	96
9.	B.Com. Accounts (Honours)	Yes	1952	0	5500	500	96
10.	History (M.A.)	Yes	1952	0	1200	750	64
11.	Political Science (M.A.)	Yes	1952	0	900	750	64
12.	Hindi (M.A.)	Yes	1952	0	750	750	64
13.	Economics (M.A.)	Yes	1952	0	750	750	64
14.	Home Science (M.A.)	Yes	1952	0	300	750	64
15.	Geography (M.A.)	Yes	1952	0	250	750	64
16.	Sociology (M.A.)	Yes	1952	0	500	750	64
17.	Psychology (M.A.)	Yes	1952	0	750	750	64
18.	M.Com.	Yes	1952	0	1000	750	64
19.	BBA	Yes	2002	1	500	720	96
20.	BCA	Yes	2002	0	500	660	96
21.	BLIS	Yes	2012	0	300	750	32

The current status of running previous courses from the academic session 2012-2013 is in process of approval of ordinance and regulation at the Hon'ble Chancellor's Secretariate

Date: /10/2018

A.K. S. / 5/10/18  
*(Signature)*  
 5/10/18

A.K. S. / 5/10/18  
*(Signature)*

Registrar

(Office Seal)

## **Programme Project Report Programme- BCA**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

To continually promote academic excellence and learning opportunities by imparting knowledge and skills to future business leaders for meeting the needs of ethics, sustainability and inclusive growth in all activities of business and society.

#### **A.2. Objectives:**

To provide computer education for working individuals or students who, for various reasons, cannot join the formal education system.

To provide a global perception to the students and working professionals in order to develop a holistic approach in them towards the corporate world and various private organizations so that they can accordingly place them in the context of larger environment.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

The unexpected growth rate of population in the country has reduced the chances of formal education to educate each & every student. Many students who are living in places which are geographically isolated find it difficult to take education through regular classes. Apart from this there are also other limitations of the formal education system because of which many students are deprived of their right to education. This need can be best catered by distance learning mode of education which provides convenient education with more or less same quality, is economical providing the opportunity of earning while learning making the distance education relevant.

The mission of DDE, B.R.A. University is to improve quality of life by nurturing high quality talent and through its Distance learning programs, working professionals will be able to continue their higher studies actively contributing in development of business and society.

### **C. Nature of Prospective target group of learners:**

Distance education becomes a necessity for many of the Indian students due to financial problem & family responsibilities at a smaller age. Being capable by learning while earning seems to be most attractive advantage of distance education for them.

All working professionals, populace from even remotest corner of the country, housewives, under privileged and physically challenged who have successfully completed 12th class examination conducted by central or state board of secondary education or its equivalent in any stream is target group of learners for the program.

Apart from this, the present employees can improve their qualification and increase their chances of promotions. This distance learning program caters to the need of people of all ages.

## **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The BCA Program is suitable for open and distance learning mode as learners can easily grasp complete course using course study material and online resources. After successful completion of this program candidate may work as Programmer, software developer, consultant, advisor etc.

## **E. Instructional Design**

BCA Program is of three years duration and detailed syllabus of complete course is prepared which will be provided to students at the time of admission. Detailed printed study material will also be provided to students. Apart from this the institution will offer classes during weekends both offline and online through multimedia facilities, and take viva at the end of the semester.

### **E.1. Course Structure:**

#### **Course Structure for BCA Course**

##### **1st Semester**

1. Mathematical Foundation
2. Computer Fundamentals
3. Business Communication & Information System
4. Fundamentals of Management
5. Lab on Windows
6. Lab on MS Office

##### **2nd Semester**

1. Discrete Mathematics
2. Computer Architecture
3. C Programming & Data Structure
4. Business Accounting
5. Lab on C
6. Lab on Computer Organisation

##### **3rd Semester**

1. System Analysis & Design
2. Database Management System
3. Object Oriented Programming in C++
4. Computer Network
5. Lab on Database Management System
6. Lab on Numerical Techniques through C++

##### **4th Semester**

1. Numerical Methodology
2. Computer Graphics & Multimedia
3. Operating System & Unix
4. Software Engineering Principles
5. Lab on Unix & multimedia
6. Lab on Numerical Methodology for C/C++

## **5th Semester**

1. Visual Basic
2. Internet & Java Programming
3. Research Methodology
4. Lab on Oracle 8.0
5. Lab on Java & Internet
6. Lab on Visual Basic

## **6th Semester**

1. Project Report
2. Seminar Presentation
3. Viva-voce  
(Based on Project Report)

### **E.5. Student Support Service:**

#### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

#### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

#### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

#### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 12000 per year

**F.3. Duration of the course-**

Minimum 3 Years.  
Maximum 6 Years.

**F.4.** Notification for admission into BCA programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the BCA programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BCA) programme.

#### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BCA programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BCA programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme BCA requires laboratory support services. Regarding library & laboratory resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree at University and the yearly output of Degree learners with and without Hons. from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of

material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report  
Programme- Sociology ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

The Mission of the programme B. A. Hons. in Sociology is to develop among the learners an objective understanding about the society. Through the course an attempt has been made to make the learners aware about different social problems and conditions and help them to synthesize different particular viewpoints to discover universal principles of social behavior.

**A.2. Objectives:**

A.2.1. The objectives of the programme is to introduce the students about the historical background of the emergence & growth of Sociology in the West.

A2.2. To sensitize the learners about the Indian society with a discussion on its structure and institutions.

A.2.3. To aware the learners about the processes, issues, and social problems faced by the society.

A.2.4. To understand the processes of growth change, and development of rural as well as urban society.

A.2.5. To acquaint the learners with the nature and functioning of political system and the political processes.

**B. Relevance of the Programme with HEI's Mission and Goals:**

The Directorate of Distance Education, B. R. A. Bihar University has the vision to reach the unreached so in relate with this mission, Sociology Programme is an endeavour to provide higher education to the learners at door step. The Programme Sociology improves our understanding of society and increases the power of social action. It assists an individual to understand himself , his capacities, talents and limitations. It enables him to adjust himself to the changing situations, knowledge of society, social groups, social institutions, associations, their functions etc. helps us to lead an effective social life. The programme Sociology made us to become more objective, rational and broad minded. It has impressed upon the students to overcome their prejudices, misconceptions, egoistic ambitions, and class and religious hatreds. Apart from that the learners of Sociology are eligible to work in the fields of factories and government, social security, reformation of criminals ,social welfare , education and family planning etc.

**C. Nature of Prospective target group of learners:**

The target group of learners for the Programme B.A. Hons. in Sociology are those (a)who have completed their intermediate with arts,(b) in service personnel looking forward to improve their skills and knowledge to enable to go up in the ladder in their own organization or elsewhere and (c) individuals who are unable to pursue higher education in sociology due to different reasons.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The programme Sociology can be regarded as appropriate to be conducted in open and distance learning due to following learning outcomes.

D.1. It helps the learners to be up to date on the modern changing situations.

D.2. The learners become good citizen and they contribute to the solution of community problems.

D.3. Sociological knowledge is helpful for understanding and planning of society. It is a vehicle of social reform & social reorganisation.

D.4. The learners will be able to conduct studies regarding tribal societies and problems . It will help many governments in undertaking various social measures to promote the social welfare of the tribal people.

D.5. The learners will be able to undertake research on various socio-economic, political and educational issues. Sociologists specially trained in research procedures are in increasing demand in business, government, industry, social welfare, advertising, administration and many other areas of community life.

## **E. Instructional Design**

B.A. Hons. in Sociology Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Sociology.

### **E.1. Course Structure:**

#### **SOCIOLOGY (Honours)**

##### **Paper – I**

##### **Concepts and Principles of Sociology**

1. Nature and scope of Sociology, relation with other social sciences-Political science, Economics, Anthropology, Psychology, rise and development of Sociology.
2. Social Group-(a) Definition, classification, (b) Reference group, concepts, circumstances and effect on human behaviour:
3. Social structure-Concept and elements.
4. Social system- Function, disfunction & their manifest & latent types.
5. Culture- Concept and element, cultural lag.
6. Social control- Concept, mechanism and agencies.
7. Family- Definition, type, function & Problem of modern family.
8. Social change- Concept, factors, demographic technological, cultural factors & Maximum interpretation of Social change.
9. Theories of Social change- Evolutionary, cyclic and conflict theories.
10. Social stratification- Concepts, bases & types, caste and class.
11. Social mobility- Definition, Types & Social mobility with reference to Indian Society.

#### **SOCIOLOGY (Honours)**

##### **Paper – II**

##### **Indian Society & culture**

1. An Outline of Hindu Social institutions- Marriage & Varnashrarn. Joint family, Purusharth, Karma, Sanskar.
2. Indian caste system. Concept, Origin, Characteristic Change in caste, Caste and Varna, impact of Industrialization, Urbanization, Sanskritization and Westernization on Indian caste system.
3. Muslim family, Marriage, status of Women, Divorce.
4. Impact of Islam and Western Culture on Indian Society,

5. Village community- The nature and characteristics, Village Panchayat, its past, present and future, Panchayati Raj in Bihar – aims, objectives, organization and functions.
6. Status of women in Hindu society- Past and present.

**B.A. Part-II**  
**SOCIOLOGY (Hons.)**

**Paper – III**  
**Social Psychology**

1. Definition and scope, Relationship with other Social Sciences.
2. **Motivation:** Concept, types and role and development of human personality.
3. **Socialisation :** Concept, stages, process, agencies and theory, Mead, Cooley and Freud.
4. **Attitude:** Concept, formation and determinants, change in attitude.
5. **Culture and personality:** Concept and inter-relationship.
6. **Leadership:** Concept, types, functions and emergence of Leadership.
7. **Group :** Concept, type, and group dynamics.
8. **Propaganda:** Concept, types, technique and principles of propaganda.
9. **Public Opinion :** Concept, formation, measurement and role in democracy.
10. **Crowd :** Concept, characteristics. theories of crowd.

**SOCIOLOGY (Hons.)**

**Paper – IV**  
**Social Research**

1. **Social Research and Survey :** Concept, Distinction between social research and social survey.
2. **Scientific Method :** Meaning and characteristics, stage of social research.
3. **Hypothesis :** Concept, characteristics, types, Sources formulations.
4. **Research Design :** descriptive and experimental research design.
5. Method of data collection:
  - (a) **Observation** - Meaning, types and importance.
  - (b) **Case Study** - Meaning Importance.
  - (c) **Interview-** Meaning types, steps, qualities of interview
6. **Sampling :** Concept, types, size and reliability of a sample.
7. **Tools :**
  - (a) **Questionnaire :** Meaning, types technique of construction questionnaires.
  - (b) **Schedule :** Meaning, process of preparing schedule, Distinction between Schedule and questionnaire.
8. **Sources of data :** Primary and Secondary data.
9. Report writing.

**SOCIOLOGY (Hons.)**

**Paper-V**

**History of Social Thought**  
**Group-A (History of Social Thought)**

1. **August Comte :** (a) Positivism, (b) Law of Three Stages, (c) Plan of Social Reconstruction.
2. **Herbert Spencer :** (a) Social Evolution, (b) Organic Analogy of Society.
3. **Morgan :** Cultural Evolution, Evolution of Family.
4. **Maxweber :** (a) Ideal Type, (b) Sociology of Religion, (c) Social Action.
5. **Durkheim :** (a) Theory of Suicide, (b) Division of Labour, (c) Positivistic Methodology.
6. **Karl Marx :** Theory of Class Struggle, Dialectics, Marian Interpretation of History, Economic Determination.
7. **Pareto :** Logico Experimental theory, Circulation of Elite, Residues and Derivation.

**Group-B (Indian Social Thought)**

1. **Raja Ram Mohan Roy**
2. **Vivekanand**

**3. Mahatma Gandhi : Theory of Trusteeship, Nonviolence and Sarvodaya. Books recommended:**

1. *H.E.Bams* - An Introduction to the History of Sociology.
2. *P.A.Sorokin* - Contemporary Sociological Social Theories.
3. *Gorwitsch and Moore* - Twentieth Century Sociology.

**SOCIOLOGY (Hons.)**

**Paper-VI**

*Rural Sociology*

1. Definition and Scope.
2. **Village Community : Concept, Characteristics, Rural and Urban differences.**
3. **Indian Caste System** : Concept, origin, function, changes in caste system, dominant castes.
4. **Inter-Caste Relation and Jazmani** : Caste Conflicts, Agrarian Problems and rural violence.
5. **Rural Power Structure** : Characteristics, traditional changes, rural leadership.
6. **Problems of Rural India** : Social, Economic and Rural Unrest.
7. **Changes in Rural India** : Social, economic, Political and religious. Role of industrialization and urbanization in rural social change.
8. **Rural Development Programmes** : (a) Community Development Programme. (b) I.R.D.P. (c) Twenty Point programme. (d) Adult Education.
9. Panchayati Raj with special reference to Bihar : Meaning, Objectives, Organization, Functions and Impact.
10. Bhoodan, Gramdan, Sarvodaya.
11. Barriers of Rural Changes.

**SOCIOLOGY (Hons.)**

**Paper-VII**

*In this Paper there shall be four groups each carrying 100 marks and of three} hours duration.*

*Candidates shall be required to offer any one out of those four!*

*Group-A (Social Pathology)*

1. **Social Pathology** : Nature, scope, relationship with sociology.
2. **Crime** : Meaning, types, theories of crime, factors, measures of crime control, crime in India, White-colour crime.
3. **Juvenile Delinquency** : Causes and methods of control.
4. **Punishment** : Meaning and types, theories of Punishment.
5. **Prison System** : Probation, Parole, Open-Prison, and Prison Reforms.
6. **Social Disorganisation** : Symptoms, Causes and Consequences, Social disorganization in India.
7. Police, Society and Crime.
8. **Individual Disorganisation** : Prostitution, Beggary, Suicide, Drug Addiction Alcoholism, Unemployment in India.

*Group-B (Sociology of Tribes)*

1. Definition and scope of Social Anthropology, Relation with other social sciences. viz History, Sociology, etc.
2. **Race** : Concept, Physical determinants, Racial elements in Indian Population, Race and Tribe.
3. Social Organization :
  - (a) **Family and Marriage** : Concept, types, method of acquiring mates in tribal societies.
  - (b) **Kinship** : Concept, terminology and usages.
  - (c) **Youth Organization**: Structure and functions.
  - (d) **Totem and Taboo** : Concept and significance.
4. **Economic Organization** : Concept, characteristics and main stage of development.

5. **Magic and Religion** : Concept, importance of magic and religion in tribal society, Distinction between magic and religion.
6. Law, Justice and Government in tribal societies.
7. Tribal Problems and Welfare in India.
8. **Bihar Tribes** : Santhal, Munda and Oraon - their social, economic, Political and religious life.
9. Impact of Industrialization and Urbanization on Bihar Tribes.

**Help Book - University Passport to Social Anthropology.**

**Group-C (Social Demography)**

1. **Social Demography** : Nature and Scope.
  2. **Social Culture** : Marginal and Optimum Population, demographic processes.
  3. **Fertility** : Basic measures of fertility, differentiations of fertility and ethnic, religious, racial differentiations.
  4. **Mortality** : Basic measure's of mortality, determinants of mortality differential, marital status and mortality, rural urban difference. Social class and mortality, infant mortality.
  5. **Migration** : Nature of migration, theories of migration, migration differentials and major streams. The effects of migration, Population and its impact on social, economic and Political aspects.
6. **The Concept of Population- Policy** : Population and food, land and economic resources, techniques of population analysis, Growth of Population; National Programmes in Population planning. Recent developments in public Health. Family Planning Programmes in U.S.A., Latin America and China.

**Group-D (Industrial Sociology)**

1. **Industrial Sociology** : Definition, scope, rise and development.
2. Industrialization and Industrialism, Impact of Industrialization.
3. **Indian Industrial Labour** : Characteristics and Problems, legislation.
4. **Job Satisfaction** : Factors, theories.
5. Industrial Absentism.
6. **Work Definition** : theories, work commitment, work and leisure.
7. **Accidents** : Definition, census, prevention.
8. **Indian Industrial Worker** : Social condition of the working class, characteristics of Indian Industrial worker, Welfare schemes for Industrial worker.
9. Social Security : Social Security in India.
10. Industrial Relation : Industrial Disputes.

**SOCIOLOGY (Hons.)**

**Paper-VIII**

*In this paper, the candidates shall have two options, viz either to submit a Dissertation on his/her Survey Report and appear for Viva-litter Examination: or to take up a written examination like other Papers on Urban Sociology.*

**Group-A (Survey Report and Viva-Voce)**

Distribution of Marks :

Survey Report based on field work —70 Marks.

Viva-Voce —30 Marks.

On Survey Report, marks will be awarded only when

Viva-Voce examination is concluded:

**Group-B (Urban Sociology)**

1. **Definition** : Scope and basic Concepts of Urban Sociology.
2. Historical Approach : Rise of Cities.
3. Urban Forms of Basic Institutions : Family, Religion.
4. Urban Pathology : Slums and Social Problems.
5. City Planning.

6. Features of Urban Life.
7. Urban Ecology : Neighbourhood, Community, Rural Urban Continuum.
8. Study of Urbanization : Patterns of Urbanization in Developing Countries, Future of Urbanization, Approach to Urbanism.
9. Urban Communities : Pre-industrial, Industrial modern, Urban Community as a social structure.
10. Urbanization in India : Impact of Urbanization on rural Indian society.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

### **E.5. Student Support Service:**

#### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

#### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in

the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. Sociology programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A Sociology programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Sociology programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Sociology programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Sociology does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Sociology at University and the yearly output of intermediate in Sociology from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

**I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report**  
**Programme- Economics ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

To provide quality higher education in Economics to the door step through barrier less, flexible and open learning mode with emphasis on relevance and inclusion.

**A.2. Objectives:**

A.2.1. To offer an opportunity to learners for higher studies in Economics.

A.2.2. To gain understanding of core economic principles and how they apply to a wide range of real world issues.

A.2.3. To provide a general understanding of the functioning of the economic system, and the role of institutions, groups and regions within that system.

A.2.4. To expose learners to alternative paradigms of economic theory and their application to contemporary national and international problems.

A.2.5. To acquaint the learners with the nature and functioning of economic system and the economic processes.

A.2.6. To acquaint learners in some emerging areas in Economics such as finance, environment, sustainable agriculture that are expected to be extremely useful in the present scenario of economic liberalization and globalization.

A.2.7. To master the theoretical and applied tools necessary to critique and create economic research.

A.2.8. To help students in acquiring analytical and empirical skills necessary to succeed in securing professional employment or admission to appropriate post-graduate programs.

**B. Relevance of the Programme with HEI's Mission and Goals:**

BA programme in economics under distance mode is a very important teaching programme, in achieving goals of the University. With the inherent flexibility and openness, the programme is offering courses to the learner's expectations and reaching the unreached. The course structure incorporates a balance of theoretical analysis & quantitative reasoning. The programme attracts a talented pool of students from varied undergraduate backgrounds, including not only economics but also mathematics, physics, and engineering etc. Apart from that, this programme is designed to meet the various academic and employment needs of the people in the region, especially of the disadvantaged sections of the society and people from rural areas. Learners get exposure to a wide range of courses and also gain experience in doing field work, analysing data, handling statistical software packages, making presentations and writing reports and papers.

**C. Nature of Prospective target group of learners:**

The target groups identified for this Programmes are (a) intermediates intending to improve their chances of employments on successful completion of this programme, (b) in service personnel looking forward to improve their skills and knowledge to enable to go up in the ladder in their own

organization or elsewhere and (c) individuals who are unable to pursue higher education in Economics due to different reasons.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The study of economics helps to formulate an understanding of the effects of financial actions and reactions by individuals and institutions. It is the subject that helps us to make rational decisions in a situation of scarce resources with alternative uses. Choice is the heart of all decision making. Individuals, businesses and governments are all faced with making choices in situations where resources are scarce. This is where knowledge of Economics is vital. The BA Programme in Economics programme aims to provide a thorough grounding in the principles of Economics while developing critical skills for a wide range of real world professional situations. Due to its combination of verbal reasoning and mathematical and quantitative analysis this degree will prepare a learner for a career as an economist in industry, finance, government or international organizations. It will also prepare for a range of other careers where these skills are valued.

**E. Instructional Design**

B.A. Hons. in Economics Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Economics.

**E.1. Course Structure:**

**B.A. Part-I**  
**Economics (Hons.)**  
**Paper-I**  
**Micro Economics**

1. Nature and scope of Economics, Micro and Macro Economics, Static and Dynamic Economics.
2. Micro-theory of consumption, utility analysis, Indifference curve analysis, Elasticity of Demand.
3. Concept of cost and Revenue, Analysis of Cost curves and Revenue Curves.
4. Production Function-Law of Return, Isoquants.
5. Theory of price-Price determination under perfect competition, Monopoly and Monopolistic competition.
6. Distribution-Marginal productivity, Theory of Distribution, Rent-the Ricardian and Modern theories; Wages-The demand and supply theory of wages; wage determination under Collective Bargaining; Interest-The classical and liquidity preference theory of interest; Profit-Knight's and Schumpeter's Theory of Profit.

**Paper-II**  
**Macro Economics**

1. Money-Role of money in the economic system, Value of money, Transaction and cash-balance approach of the Quantity. Theory of Money, Income and Expenditure approach, Inflationary gap, methods to control inflation, Objectives of monetary policy.
2. National Income, The theory of income determination. Keynesian theory of effective demand, Consumption Function, Multiplier Liquidity function, Investment function.
3. Banking, Principles of Commercial Banking, Credit creation, Function of Central Bank, Methods of Credit control.
4. International Monetary System, Gold Standard, I.B.F., I.B.R.D., I.F.C. & I.D.A.
5. International-Trade-Role of International Trade in Economic development, Ricardian theory and Hecksher Ohlin formulation-Gains from International trade, Balance of payments and methods of correcting adverse of payment.

**B.A. Part-II**  
**ECONOMICS (Hons.)**  
**Paper – III**

**Economic problems of India Since Independence.**

1. Basic characteristics of the Indian Economy. India's national income and trends in its growth.
2. Size and growth of population, Population policy and programmes.
3. Agriculture : Role of agriculture in economic development, Productivity trends, Instability in production and its impact on food supply, green revolution.
4. Land reforms : The need of reforms, Abolition of intermediaries, Ceiling on land holding, the size of land holdings and productivity, Co-operative and collective farming.
5. Credit : Sources of Credit. Co-operative credit system, Land Development Banks, Nationalised Commercial Banks, Lead Bank scheme ; Rural Bank, NABARD
6. Agriculture Labour : Wage and living conditions, Minimum Wage legislation and its implementation.
7. Industries : Industrial Policy since 1956, 1977 and 1980, role of public sectors in India's economic development, Large industries-iron & steel. Sugar; cotton, textile and cement

8. Small Scale Industries, their role in economic development, problem of small scale and cottage industries, small scale industries under Five Year Plans.
  9. Industrial finance, sources of finance, Working and performance of IFC, SFC, IDBI.
  10. Industrial labour, Trade Union Movement in India, Labour Welfare and Social Security Measure.
  11. Foreign Trade : Trends, composition and direction of India's foreign trade.
  12. Transport : Role of transport in economic development. Rail and road under five year plans.
  13. Unemployment : Nature and volume, Employment-programmes under the five year plans, N. R. E. P.
  14. Price trends in India since 1951.
  15. Planning in India : Seventh Five Year Plan-Objectives, Strategy, Priorities and Financial Resources-poverty alleviation programmes under 7th five year plan.
- Help Book : University Passport to Indian Economic.

### **ECONOMICS (Hons.)**

#### **Paper – IV**

##### **Public Economics**

1. Nature of public economics.
2. Public Finance : Principle of maximum social advantages.
3. Cost and benefit theory of taxation. Ability to pay principle. Taxable capacity Incidence and effects of taxation.
4. Types of taxes : Direct and indirect taxes, Proportional and progressive taxes.

### **Part-III**

### **ECONOMICS (Hons.)**

#### **Paper - V**

##### **Principles of Economic Growth & Planning**

1. Meaning and measurement of Economic Growth.
2. Factors of Economic Growth : Economic and non-economic factors. Role of State in economic growth.
3. Characteristics of under-developed economy, Role of State in economic growth.
4. Capital formation and economic growth.
5. Foreign capital and economic growth.
6. Population and economic growth.
7. Technology and economic growth.
8. Stages of economic growth.
9. Planning : Need for Planning, Objectives of Planning. Types of Planning; Planning by Inducement and Planning by Direction; Physical and Financial Planning; Capitalistic and Socialistic Planning.
10. Planning in India : Strategy and Technology of Indian Planning; Planning Processes in India-India's Planning Commission, National Development Council, Decentralised Planning.

### **ECONOMICS (Hons.)**

#### **Paper- VI**

##### **Economic Development of U.K., U.S.A., U.S.S.R. & Japan**

**U.K.: Industrial. Revolution** - Causes and Consequences, Agricultural Revolution; History of Agriculture since 1850, Commercial Revolution, Decline of Economic power of Great Britain.

**U.S.A.:** American Economy since 1914, Great Depression and New Deal, American Agriculture since 1914, American Industry since 1914, Tariff Policy since 1914.

**U.S.S.R.: State Capitalism, War Communism, New Economic Policy, Scissor's crisis, Collectivisation of Agriculture, Industrial development during post-war period - Tenth and Eleventh Five year Plans of U.S.S.R.**

**JAPAN : Meiji Restoration - Industrial development and foreign trade since 1914, Economic recovery of Japan after the 2nd world war- Small Scale Industries in Japan.**

**ECONOMICS (Hons.)  
Paper - VII  
Statistics And Field Work**

**Definition and Scope** of Statistics.

Measures of Central tendency - Mean, Median and Mode.

Measures of Dispersion - Mean Deviation and Standard Deviation. Census, and Sample Methods of Investigation.

Primary and Secondary Data.

Index Number.

Correlation.

**ECONOMICS (Hons.)  
Paper - VIII (Special)**

In this paper following will be the optional papers. Students will have to opt one of the following papers:-

1. Labour Economics. II. Agricultural Economics. III. Business Organisation and Industrial Economics. IV. Mathematical Economics and Statistics

**I. Labour Economics**

Nature and Scope of Labour Economics, Labour Market. Characteristics and peculiarities of Labour Migration, recruitment and working condition of Indian Labour Market, nature demand and supply of labour, wage determination, Collective Bargaining. Trade Unionism, nature and function and their role in economic development with reference to India.

Labour welfare measures in India, Social Security in India.

Industrial Disputes-measures for promoting Industrial Peace, Conciliation, Arbitration and worker's participation in management.

**Help Book**-University Passport to Labour Economics

**II. Agricultural Economics**

1. **Nature and scope of Agricultural Economics** : Role of agriculture in developing economy - Land use pattern - Land Reforms - Types of Farming (Peasant Proprietorship, Capitalist, Co-operative and Collective), Farm Management Practices.
2. **Agricultural Finance** : Role of institutional financing in agricultural development (With special reference to India.)
3. **Marketing Structure and marketing agencies** : The problem of marketable surplus and the problem of price abroad - Market regulations.
4. **Farm Productivity** : Factors affecting productivity, Technology and productivity, instability in farm productivity, Measures for stabilization of agricultural productivity.
5. **Agricultural prices** : annual, seasonal, regional and cyclical variation in prices, Price instability and income instability - Measures of price and income stabilization.
6. **Role of State in agricultural development** : New Strategy of agricultural development - Agricultural development programmes in India.

**III. Business Organisation And Industrial Economics.**

**Principles of Modern Industry** : Division of Labour, Standardisation, Scientific Management, Rationalisation, Integration and Combination - Horizontal and Vertical, Factors governing the size of Business Unit, Concept of Optimum Firm, Combination,

Factors leading to combination. Trusts, Cartels, Syndicates, Holding Companies, Multi-nationals, Organisation of Marketing and Role of Merchant, Forms of Business Organisation,. Industrial Ownership-Partnership and Joint Stock Companies, Managing Agency System, Location of industries, Monopoly-Causes of growth and effects, Control of Monopoly.

**Institutional study of Capitalism and Socialism :** Their features, Evils of capitalism, Allocation of resources under Capitalism and Socialism-Problem of incentive -Workers Control and Joint Control, Inequality of income Industrial Organisation in India- Key industries, Development of important industries during the Plan period- Industries in the Private, Public and joint sectors, The Structure of Public enterprises in India, Management of industries 7 Industrial finance in India-State Policy towards industries in India?

#### **IV Mathematical Economics & Statistics**

Equation Function, Limit, Differential Co-efficient. Determinant, Matrix, Elasticity of Demand and Supply. Price theory and mathematical analysis, Definition and scope of Statistics, Classification and Tabulation of data, Diagrammatic and Graphic representation of data, Measures of Central Tendency, Mean, Median, Mode, Harmonic Mean and Geometric Mean. Measures of Dispersion; Range, Mean, Deviation and Standard. Deviation, Analysis of Time Series, Correlation, Index Numbers Inter-Polation and extrapolation.

##### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

##### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

##### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

##### **E.5. Student Support Service:**

###### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**  
Minimum 3 Years.  
Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A. programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

**F.8.1.** English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Economics programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Economics programme must be completed within a maximum of 6 years.

#### **G. Requirement of the laboratory support and Library Resources:**

The programme Economics does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

#### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Economics at University and the yearly output of intermediate in Economics from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may

seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

**I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report**  
**Programme- Political Science ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

The mission of the Political Science Programme is to provide learners to develop critical, independent thinking about politics and public life. Programme provides an understanding of political concepts, organization and function of political systems.

**A.2. Objectives:**

A.2.1. To increase the knowledge of the Political Science Discipline.

A.2.2. To increase understanding of basic facts and concepts about the Indian political system, including its history, philosophical, constitutional and legal foundations, leading political values and ideas, governing institutions, and policy making processes.

A.2.3. To create awareness among the learners about the democratic ethos of Indian society and encourages them to promote democratic values.

**B. Relevance of the Programme with HEI's Mission and Goals:**

The DDE, B.R.A. Bihar University has the vision to reach the unreached so in relate with this mission, Political Science Programme is an endeavour to provide higher education to the learners at door step. The relevance of the political science Programme lies in developing analytical skills and critical thinking in terms of analysing theories, institutions, and processes of the political system. The program prepares students for work in government, non-profit organizations, and private business, and it also prepares students for additional training in other post graduate and professional programs.

**C. Nature of Prospective target group of learners:**

The target group of learners for the Programme B.A in Political Science are those who have completed their graduation irrespective of science, arts and commerce background. Programme is designed in such a way by taking the interest and need of the learners who are varies in terms of gender, incomes, locality or community as such. By taking into consideration of the interest and relevance of the Programme it is expected of having around 500 learners for this programme.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Learners by going through this Programme will be able

To understand not only the Indian Political System but also the working of other political system, different social movement, international conflicts and process of resolution of conflicts.

To pursue studies in socio-political processes with an aim to address challenges faced by the society, state, nation and the global community.

To undertake further research based on socio-political issues pertaining to India with a view to protect and promote ethnic diversity, ecological vibrancy and indigenous cultures of the region.

To involve or participate in the community affairs and can promote democratic values in the society.

## **E. Instructional Design**

B.A. Hons. in Political Science Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Political Science.

### **E.1. Course Structure:**

**B.A. Part-I**  
**Political Science (Hons)**  
**Paper-I**

- A. Nature and scope of Political Science.  
1. Nature of politics. 2. Nature and Scope of Political Science. 3. Interdisciplinary approach to the study of Political Science.
- B. State : 4. Nature and Elements of the State. 5. Functions of the State-Liberalism, Socialism and welfare state.
- C. Sovereignty : 6. Monism with special reference to Austin's views. 7. Pluralism with special reference to Laski and Maciver.
- D. Political Ideas : 8. Nature and Sources of Law. 9. Correlation of Liberty and Equality. 10. Laski's theory of Rights. 11. Freedom and Alienation.
- E. Democracy : 12. Democracy-Requisites and Problems. 13. Nature and Role of Political Parties. 14. Nature of Pressure groups and their role.
- F. Approaches : 15. Political System - Legitimacy and Political Culture. 16. System approach and structural functional approach.
- G. Political Obligation and theories of State/Action : 17. Idealism. 16. Marxism. 19. Gadhism.

**Paper-II**

(With special reference to U.K., U.S.A., France, Switzerland & Nepal)

- 1. Nature and scope of comparative government and Politics.
- 2. Executive System.
- 3. Legislative system.
- 4. Judicial system.
- 5. Federal System.
- 6. Procedure of Constitutional Changes.
- 7. Party System.
- 8. Pressure Groups.

**B.A. Part-II**  
**Political Science**  
**Paper-III**

**Indian Political System**

- 1. Nature of the Indian Political System
- 2. Preamble
- 3. Fundamental Rights and Duties.
- 4. Directive Principle of State Policy.
- 5. Union Government-Legislature, Executive and Judiciary.
- 6. State Government Legislature, Executive and Judiciary.
- 7. Amendment Process.
- 8. Union-State Relation.
- 9. Bases and Determinants of Indian Political System-Caste, Regionalism and Communalism.
- 10. Political Parties-Features and Programmes of National Political Parties.
- 11. Pressure Groups.
- 12. Voting behaviour and Electoral Reforms.

**Paper-IV**  
**International Politics**

- 1. Meaning, Nature and Scope.
- 2. Approaches to the study of International Politics-Realist and System Approach of Mortan Kaplan.
- 3. Major Land marks of Inter-war period.

- (a) Versailles Settlements (b) Locarno Agreement
- (c) Hitler's rise to power (d) Causes of the second world war.
- (e) Causes of the Failure of the League of Nations.

POST WAR INTERNATIONAL POLITICAL

- 4. Cold war and Detente.
- 5. Bases of foreign policy.
- 6. Nature and Principles of Indian's Foreign Policy.
- 7. Foreign policy of USA and China.
- 8. India's relations with USA, China, Nepal, Pakistan, Sri Lanka and Bangladesh.
- 9. U.N.O.-Aims and Objective.
- 10. Main organs-Specially General Assembly, Security Council & Secretary General.
- 11. Non-aligned Movement.
- 12. Features of Post cold war International Politics.
- 13. Regional System with special reference to SAARC.

**POLITICAL SCIENCE (Hons.)**

**Paper - V**

*Public Administration*

- 1. Nature and scope.
- 2. Approaches to study of Public Administration.
- 3. Role of Public Administration in the Developing Countries.
- 4. Public and Private Administration.
- 5. Organization-Meaning and Principles.
- 6. Forms of Organization, Departments, Public Corporations, Independent Regulatory Commission.
- 7. Field-Head Quarter Relationship.
- 8. **Personnel Administration** : Recruitment, Training and Promotion.
- 9. **Financial Administration** : Principles of Sound Budget, Performance Budget and Budget making process in India.
- 10. Role of Chief Executive.
- 11. Control Over Administration- Parliamentarism and Judicial.
- 12. Public Relations and Communication.
- 13. Problem of Public Administration in India.
- 14. Generalists Vs Specialists.
- 15. Corruption.

**POLITICAL SCIENCE (Hons.)**

**Paper - VI.**

*Political Thought*

- 1. Plato : Justice, Education, Communism, Philosopher King and Ideal State.
- 2. Aristotle : Nature and Purpose of. State, Slavery, Citizenship and Revolution, Critique of Plato.
- 3. Kautilya Monarchy and Saptang.
- 4. Hobbes Sovereignty and Individualism.
- 5. Locke : Nature, Rights and Liberalism.
- 6. Rousseau : General Will.
- 7. Machiavelli : As a first Modern Political Thinker and Ethics and Morality.
- 8. Montesquieu : General Contribution.
- 9. Hegel : Idealism and State..
- 10. J.S. Mill : Theory of Liberty and as a Utilitarian.

**POLITICAL SCIENCE (Hons.)**

**Paper - VII**

*Political Sociology*

1. Nature and Scope.
2. Marxist approach.
3. Elite : Nature, Role and different Approaches.
4. Political Culture : Nature, Classification and Importance.
5. Political Development : Concept and as a Process in India.
6. Political Modernisation.
7. Westernisation, Industrialisation and Secularisation as Co-related concept.
8. Political Socialisation : Meaning, Agents and Importance.
9. Political Recruitment.
10. Political Participation and Apathy.
11. Political Communication.
12. Caste, Communalism and Regionalism, dys functions like corruption, populism (appeasement of voters) and criminalisation of politics.
13. Interactions between Tradition and Modernity in the Indian context.
14. Politics as an instrument of social change in India.
15. Socio-Political study of the Indian Villages today.
16. Dalit Movement and Social Justice Movement in India.
17. Voting Behaviour.

Help Book - *University Passport to Political Sociology*

**POLITICAL SCIENCE (Hons.)**

**Paper - VIII**

*(Special Paper)*

*In this Paper, there will be four options. viz, Papers VIII - A, VIII-B, VIII-C The candidates shall have to choose any one of the four as an indication to specialisation.*

*Group-A : International Law and Organisation*

1. International Law as law.
2. Sources of International law.
3. Subjects of International law
4. Recognition.
5. Privileges and Immunities of Diplomatic Envoys.
6. Pacific Settlement of International Disputes
7. Disarmament.
8. Evolution of International Organisation since 18/35
9. Main stages of the-formation of UN
10. Aims and objectives of the Un.
11. Organisations and working of the main organs of, the UN.
  - (a) General Assembly (b) Security Council (c) International Court of Justice and (d) Secretary General.
12. Realities and Desirabilities of the Un.

*Group-B : Local Self Government-India & England  
(With special reference to Bihar)*

**Topics :**

1. Nature and Importance of. Local Self Government.
2. Problems of Local Self Government in India.
3. Evolution of Local Self Govt. in India. .
4. Structure and Functions of Municipalities and Municipal Corporations (in the light of 74th Constitutional Amendment).
5. Structure and Functions of Panchayati Raj System with reference to recent changes (including 73rd Constitutional Amendment and Bihar Panchayati Raj Act, 1993).
6. Regional Development Authority..
7. State control over Local bodies India.
9. Chief Executive officer/Special officer for. Municipalities in Bihar.
10. Structure of British Local Self Government (Old and New).
11. Government of London.
12. Role of Committees.
13. Municipal Finance with particular reference to rates.
14. Control over Local bodies.

*Group-C : National Movement & Constitutional Development of India*

1. **Birth of the Indian.** National Congress-Causes and Early Politics.
2. Extremists and Moderates Methods--Ideologies and Movements.
3. Rise of Communal Politics.
4. The First World War and its impact on Indian Politics. Home Rule Movement and Lucknow Pact.
5. Montford Reforms, 1919.
6. Non-Cooperation Movement.
7. The Simon Commission.
8. The Civil Disobedience Movement.
9. The Govt. of India Act, 1935.
10. Cabinet Mission, Mountbatten Plan, Partition of India.
11. Independence to India: factors and Indian Independence Act, **1947.**

## **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

## **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

## **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

## **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

#### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**  
Minimum 3 Years.  
Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A. programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

#### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Political Science programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Political Science programme must be completed within a maximum of 6 years.

#### **G. Requirement of the laboratory support and Library Resources:**

The programme Political Science does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

#### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Political Science at University and the yearly output of intermediate in Political Science from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

#### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining

feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report  
Programme- History ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

In general, as ODL is concerned, our main mission is to democratize education as a resource and provide every citizen, irrespective of gender, caste and creed, easy and affordable access to quality education and particularly, in the paradigm of Social sciences. The basic philosophy of our aim is to "Reach the Unreached". The teaching learning process of history is closely related to the study of past not simply for the past alone; it aims to understand the present also in a critical manner.

**A.2. Objectives:**

The objective of the programme is to motivate the prospective learners to get acquainted with the latest findings as well as research methodology of history as a discipline. It aims to cater the growing demands of the learners not only for those who want to be a teachers or researchers, but also to those who intend to be administrators, journalists or even professionals. The School also attempts to encourage the learners to go for researches.

**B. Relevance of the Programme with HEI's Mission and Goals:**

The aim of DDE is, as already stated, 'to reach to the unreached'. The University provides quality education in a flexible manner to serve those who are still beyond the arena of the higher education institutions through open and distance mode of learning. The relevance of the present programme, that is, B.A. Hons. in History, is suited with the DDE mission and goal. The course is designed in such a way so that it can offer updated knowledge in the subject. In order to spread the study of history in an optimum level, the programme is conducted in Hindi/English language though the learners have the liberty to write either in Hindi or in English in the examinations.

**C. Nature of Prospective target group of learners:**

For the B.A. Hons. in History Programme, the University aims to attract those people who are aspiring to work in a teaching-learning-research institutes, government administrations and competitive professional world. Apart from the fresher, the people who are already engaged in schools, colleges, government institutes and private organizations (such as media houses, travel and tour companies, publication houses etc.) in different capacities without having professional degrees or trying to enhance their academic qualifications are also aimed to be included in the present programme. The primary reason is to develop their skill, knowledge and expertise meaningfully. The Department of History always made effort to enthuse the learners to go for original researches.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Traditionally, the social sciences are understood to be those academic fields of study that employ a scientific method to explore the social phenomenon. Social Sciences at BRA Bihar University break from this narrow tradition to provide students with a progressive, innovative and truly interdisciplinary learning environment. Our programmes and courses are to be conducted for capacity building of the learners as general competence, job orientation, skill development in the respective field, contributing to the social development, research ability and to acquire the specific skill of administrative knowledge in respect of governance, leadership, and management. The School of Social Sciences also emphasizes the cultivation of critical skills (in developing fresh, innovative and original thinking) that provide students with a firm basis for success in their academic careers. The

best possible practices are taken into consideration in the teaching-learning process of B.A. Hons. in History programme of DDE to follow this philosophy. It is planned in such a way so that it could cater the needs of both the professional world and academic sphere.

## **E. Instructional Design**

B.A. Hons. in History Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on History.

### **E.1. Course Structure:**

**B.A. Part-Ist**  
**History (Hons) Paper - I**  
**History of Ancient India**

1. Sources of Ancient Indian History.
2. Indus Valley Civilization with special reference to Town Planning, Features of material culture, Religion and script, Social Structure, Decline and Legacy.
3. Cultural Pattern from 1500 B.C. 600 B.C. Economy, Society, Polity and Ideological Belief as reflected in early and later Vedic literature.
4. New religious movement-Material and Ideological Background; Mahavir-jain : Religion and Philosophy.
5. Monarchical and non-monarchical forms of Government in the 6th Century B.C., Rise of Magadha as an Empire, Contact with the Persian and Greek World.
6. Age of the Mauryas-The establishment of the first Empire, Administrative Organization, Society, Economy, Religion and Art. Ashoka's concept of Dhamma, Decline of the Maurya Empire.
7. Development in the Post-Mauryan Period (C.200 B.C.-A.D. 300) Political Development with special Reference to the Shungas. Kushans and the Satvahans Administrative Institutions, Trade, Commerce and Literature.
8. The Age of the Guptas: Beginning and Expansion of the Empire under Chandragupta I. Samudragupta, Chandragupta II. Administrative System, Cultural Development - Art, Literature, Religion, Science and Technology.
9. Harshvardhan -Conquest and Religious Policy.
10. Origin and role of the Rajputs from 8th century A.D. to 12th Century A.D.
11. South Indian-Pallavas : Their Cultural Contributions, Cholas With special reference to their Administrative System, The Chalukyas of Vatapi.
12. Advent of the Turks - The Gazanavies and the Ghoris.
13. Advent of the Arabs - Its Political and Cultural Impact.

**Paper-II**  
**History of Great Britain From 1485-1884**

Following Topics are prescribed

1. Tudor Despotism.
2. Tudor Parliament
3. Reformation
4. Elizabethan Age
5. Early Stuart Sovereigns - Their Constitutional Conflict with Parliament.
6. Civil War.
7. Long Parliament
8. Cromwell-Constitutional Experiments.
9. Restoration of 1660-Nature and significance, Foreign Policy.
10. Charles II.
11. James II
12. Glorious Revolution of 1688.
13. Constitutional Significance of the Reign of George I and George II.
14. Robert Walpole.
15. Agricultural Revolution in the 18th Century.
16. The Industrial Evolution
17. George III.
18. Pitt the Younger.
19. Robert Peel.
20. Disraeli.
21. Extension of Franchise Ist, 2nd, 3rd, Reform Act.

**B.A.Part-II**

**Paper-III**  
**History of India from 1206 to 1757.**

1. Survey of the Sources.
2. Establishment of the Turkish Rule (1206-1290) with special reference to Qut's-ud-din Albak, Iltutmis and Balban.
3. Expansion of the Delhi Sultanate (1270-1320) : The Khilji's administrative and economic reforms.
4. Delhi Sultanate (1320-1398) : The Tughlaq with special reference to Muhammad-Bin-Tughlaq and Feroz Shah Tughlaq. Invasion of Taimur.
5. Rise of the Vijayanagar empire and the Bahmani Kingdom.
6. The Lodis and the advent of the Mughals.
7. Evolution of the Administrative structure of the Delhi Sultanate.
8. Society and religion during the Sultanate period.
9. Establishment of the Mughal Rule : Babar and Humayun.
10. Shershah, establishment of the Second Afghan Empire, administration
11. Akbar : expansion of the empire; religious policy-relations with the Rajputs, emergence of Composite Culture.
12. Mughal empire under Jahangir, Shahjahan and Aurangzeb, Continuity and change. (i) Relations with the Rajputs.
13. Mughal empire and the North-West.
14. Rise of Marathas under Shivaji-Shivaji's administration.
15. Marathas under the Peshavas (1707-1761).
16. Mughal administration, Theory of State, administrative structure, fiscal resources, land revenue system.
17. Cultural development-Art, Architecture, Literature.
18. Growth of the European powers in India, Carnatic and Bengal.

**Paper-IV**  
**History of Modern Europe, 1789-1945**

1. The French Revolution-Causes, nature, achievements of the National Assembly, Reign of Terror.
2. Napoleon Era-Rise of Napoleon, his contribution to France and Europe. Causes of his downfall.
3. Congress of Vienna, Concert of Europe.
4. Reaction and Revolutions : Mediterranean Revolutions of 1830 and 1848.
5. Napoleon III.
6. Rise and growth of Capitalism in Modern Europe.
7. Italian and German unifications :
8. Eastern question-The Greek war of Independence, the Crimean war, the Berlin Congress.
9. Czar Alexander II of Russia.
10. Germany after 187-Role of Bismarck.
11. Expansion of Europe in Africa till 1914.
12. World War I-Causes and effects.
13. Russian Revolution of 1917, causes, nature and effect.
14. The Treaty of Versailles.
15. The Lague of Nations-Achievements and failures.
16. Soviet Russia-Estimate of Lenin and Stalin.
17. Rise of Fascism in Italy, achievements of Mussolini.
18. Rise of Nazism in Germany, achievements of Hitler.
19. Second World War, Causes.

**B.A.Part-III**

## Paper-V

### History of India from 1757 to 1857.

- India in the middle of the 18th Century - forces of continuity and change.
- Final victories of the British in **Bengal** and the Carnatic.
- Expansion of the British. Empire **upto 1857**; War and Diplomacy as instruments of expansion-relationship with the Marathas, Mysore, Awadh, Central India, Punjab, Sindh, Burma (First Phase)
- Growth of administrative apparatus – Warren Hastings, Cornwallis, Bentinck, Dalhousie.
- Economic Changes (1757-1857). (a) Land Revenue Settlement - Permanent settlement, Ryotwari Mahalwari. (b) Decline of Indian Industries. (c) Commercialization of agriculture.
- Introduction of English education and the rise of the new intelligentsia with special reference of Raja Rammohan Roy.
- Indian resistance to British Imperial Rule.  
(a) Popular resistance. (b) **Revolt** of 1857, causes and nature.

## HISTORY (Hons.) Paper-VI

### *History of India, 1858-1947 (Special Reference To The Freedom Movement)*

1. India's relation with Persia, Afghanistan, Nepal, Tibet, Burma.
2. British Policy towards Indian States.
3. **Problem of decentralization** : Separation of judiciary from executive functions, Indianisation of services.
4. **Imperial adjustments** : Administration of Ripon, Morley Minto Reforms.
5. **Imperial offensives**: Lytton and Curzon.
6. **Imperial adjustments (next Phase)**- Montague-Chelmsford Reforms.
7. Indian National Movement upto 1919.  
(a) Early Political Associations. (b) Indian National Congress. (c) The Moderates, the Extremists, the Revolutionaries in India and abroad.
8. Indian National Movement, 1919 to 1939.  
(a) Emergence of M.K.Gandhi. (b) Khilafat movement. (c) Non-co-operation movement. (d) Swarajists. (e) Civil Disobedience movement. (f) Imperial Response: Suppression-cum-conciliations, the Government of India Act, 1935.
9. India and the Second World War  
(a) Cripps Mission. (b) 1942 Movement. (c) Cabinet Mission.
10. Muslim Politics since 1930 and demand for partition.
11. Independence and Partition.

## HISTORY (Hons.) Paper - VII

### *Any one of the following : (a) History of the Far East (China, Japan) [Mid 19th to mid 20th century]*

#### CHINA

- Opium Wars.
- Taiping Rebellion.
- Boxer Movement.
- The Revolution of 1911.
- Genesis and Principles of the Kuomintang Party.
- The career and contribution of Dr. Sun Yat Sen.
- The career and contribution of Chiang Kai Shek.
- Rise and Growth of the Communist Movement in China.

#### JAPAN

- Opening of Japan.
- Meiji Restoration.

- Modernisation of Japan.
- Sino-Japanese War of 1894-95 and the Russo-Japanese War of 1904-05.
- Washington Conference.
- Japan and Manchuria.
- Rise and Fall of Japanese Imperialism.

*(b) History of West Asia (Mid 18th to mid 20th Century)*  
*(Turkey, Iran, Iraq, Syria, Lebanon, Palestine, Saudi Arabia)*

## TURKEY

Hamidian Despotism.

Decline of the Ottoman Empire.

Young Turk Movement.

Establishment of the Republic.

Kemalist Transformation of Turkey.

Foreign Policy of Turkey under Kama! Pasha. **IRAN**

Condition of Iran before the accession of Reza Shah Pahlavi,

Domestic Policy of Reza Shah Pahlavi.

Foreign Policy of Reza Shah Pahlavi. **IRAQ**

British Mandate in Iraq.

Rise of Nationalism in Iraq.

### SYRIA, LEBANAN AND PALESTINE

1. French mandate in Syria and Lebanon.
2. Palestinian Problem.
3. Creation of the State of the Israel. **SAUDI ARABIA**
4. Rise and Growth of Arab Nationalism.
5. Modernization of Saudi-Artpia.
6. Achievements of King fbn Saud.. Help Book : *University Passport to History of West Asia*

## **HISTORY (Hons.) Paper - VIII**

*Any one of the following :*

*(a) Rise of the Modern West (Mid 15th century to the American Revolution.)*

1. Renaissance : Its social roots, City states in Italy, Crisis,iti Feudalism, Humanism, New Learning and Artistic Standards.
2. Early Colonial Empires : Motives, Voyages, Portuguese and Spanish Empires, beginning of the era of colonization.
3. **Origin of the European States :**
  - (a) **France :** Louis XI, Francis X, Charles IX, decline of the Third Estate, ascendancy of King in Council.
  - (b) **Spain : Internal Jnifioation, Charles V. dynastic** alliances, territorial unity, revolts of the Knight (1522) and of the Peasants (1522).
  - (c) **Britain : Tudor** Neopotism, Star Chamber, Council, Parliament, Trade and rise of professional administrators.
  - (d) **Russia :** Ivam the Great, Ivam the Terrible, Isolation from the West.
4. **Economic developments of the 16th Century :** (a) Commercial Revolution. (b) Influx of American Silver and the Price - Revolution..
5. **European Reformation : Origin**, brief course and results, Luther, Calvin and the British compromise, Counter-Reformation, Thirty Years War and the rise of Sweden.
6. **European Crisis in the 17th Century :** Economic and Political aspects.
7. **The English Revolution of 1688:** Origin, Social Economic & Political aspects.
8. Nature of the British Revolutionary Settlement.
9. Rise of Modern Science : Copernicus, Kepler, Galileo, Harvery, scientific method and organisation; **Bacon**, Descrates. Newton.

10. Mercantilism : Major outlines as developed by 1648 and practised for 150 years in the 17th and 18th centuries.
11. **Economic developments In the 18th century** : Commerce, Industry and Agriculture, Background of the Industrial Revolution.
12. American Revolution: Origin, results and significance.
13. Transition from feudalism to capitalism: Problem and theories.

**(b) History of the U.S.A. , 1776-1945**

1. War of American Independence.
2. Government and Polity under George Washington.
3. Jeffersonian Democracy.
4. U.S. Foreign Relations, 1800-1829.
5. Jacksonian Democracy.
6. Civil War – Factor and impact, with special reference to Abraham Lincoln.
7. Reconstruction after Civil War.
8. Populist Movement
9. Imperialism .and Emergence of the USA as a World Power.
10. Spanish War-Causes and effects. -
11. Theodore Roosevelt.
12. President Wilson-Domestic policy; Role in World War I, Role in Paris Peace Conference.
13. Isolationism and Internationalism of America, 1918 to 1933.
14. Economic Depression (1920-1933). '
15. F.D. Roosevelt-New Deal, Foreign Policy.
16. Social and cultural Progress in the 20th Century.

**(c) History of Russia, 1856-1953**

1. Role of Russia in the Eastern Question, Crime and War, Berlin Congress.
2. Czar Alexander II : Reforms.
3. Causes and effects of the Russo-Japanese War, 1904-05.
4. Triple Entente.
5. Russia and the first World War, Causes of Russian debacle.
6. Menshevik Revolution, March 1917.
7. Bolshevik Revolution October 1917: The initial legislation of the new Regime.
8. The New Economic Policy : Strategies for the restoration of the national economy; foreign policy.
9. The Foundations of Planned Economy-collectivisation of agriculture, role of the Communist Party, foreign policy.
10. Soviet Diplomacy prior to and during the Second World War-the economy.
11. The Soviet Economy 1943-53 : The Restoration of National Economy and the programme of communist construction.
12. Beginning of the Cold War-Factors and progress till 1953.

**E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

**E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

#### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

##### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. History programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A History programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

**F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

**F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

**F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in History programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in History programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme History does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in History at University and the yearly output of intermediate in History from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report**  
**Programme- Psychology ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

The mission of Psychology Program is to provide the knowledge of why human beings behave the way they do and equip them with practical skills to identify, understand, predict and modify human thinking, innate talents and behaviour for the benefit of the individual as well as the society.

**A.2. Objectives:**

A.2.1. To facilitate the learners to understand the why individuals behave the way they do through the theories of psychology.

A.2.2. To allow the learners to understand social causes of human behavior.

A.2.3. To enable the learners to make sense of the social dynamics that results in positive and negative behavior.

A.2.4. To understand the connection between social psychological theories in day to day life.

A.2.5. To explain how sensation and perception has different scientific explanations in psychology.

A.2.6. To make the learners to understand and purpose and use of psychological assessment.

A.2.7. To facilitate learners to become counselors by exposing them to various techniques of Guidance & Counseling.

A.2.8. To expose the learners to on date psychotherapies for their practice.

A.2.9. To strive to provide a conducive climate for effective teaching learning experience.

**B. Relevance of the Programme with HEI's Mission and Goals:**

Critical knowledge sharing of higher education through quality courses through distance mode and at an affordable cost is the goal of this course. This will enable the learners to be competent enough face the challenges of life in their personal, professional and social spheres of life. A psychology course in DDE, BRA Bihar University will define the PRIDE of the learner. Psychology explains the personality, intelligence, emotions, learning and thinking of the individual and this knowledge will help students to advance themselves in all walks of life.

In accordance of the mission of DDE, BRA Bihar University as a striving for excellence in research and teaching, the bachelor's programme in psychology will inculcate a strong academic knowledge and practical skills in the student's mind.

**C. Nature of Prospective target group of learners:**

The learners come from multiple levels of social strata and the most of them come from families with low level of income, rural background, women, unskilled and semiskilled individuals,

minorities etc. This course will enhance the chances of professionals who are in teaching, social work, medical practice and management profession.

B.A. Hons. Psychology brings Job opportunities in the following areas:

HR opportunities in Commercial and Industrial companies  
Marketing companies  
HR Consultant companies  
Government Hospitals Services  
Jails / Prisons  
Police Forces  
School, Colleges & Universities

B.A. Hons. Psychology Job Types:

8. Psychologists / Counselors/ Behavioural Trainer in Corporate Offices
9. Special education teacher
10. Career counselor & career employment specialist
11. Psychotherapist / Psychologist
12. Psychology consultant
13. Urban planning officer
14. Staff Recruiter
15. Social psychologist
16. Human Resources Assistant
17. Counseling Psychologist
18. Child support specialist, social worker
19. Educational psychologist

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The pg programme in psychology focuses both on the theoretical foundation as well as the practical skills and professional knowledge for the learners.

7. The contents are designed in such a way that it prepares the individual both at the personal and at the professional level with all the necessary knowledge, skills and attitude to succeed.
8. This programme provides learners with exposure to the skills necessary to do research and enhance their understanding of psychology.
9. It also provides for personal as well as for professional competence and an opportunity to the learners to reflect on their personal and vocational life.
10. This programme will provide opportunities for the learners make use of their communication, critical thinking and reflecting thinking proficiencies.
11. The Bachelor's degree course gives a foundational base for higher education research programmes like M.A..
12. It is possible to join schools/colleges both on private and regular basis; for regular one they need to clear exams like B.Ed with TET or SET or NET etc.,
13. They can go for or start as an NGO and work for people in need in the society or social situations like poverty, disaster or calamity or crisis management.

**E. Instructional Design**

B.A. Hons. in Psychology Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Psychology.

### **E.1. Course Structure:**

#### **Psychology (Hons.) Paper-I General Psychology**

1. Definition and methods of psychology, advantages and limitations of observation and experimental methods.
  2. Nervous system- Divisions- Central and autonomic, Structure and functions of Spinal Cord and brain, Methods of studying brain functioning, Theories of cortical functioning, localization and mass action.
  3. Perception-Meaning and Characteristics, Approaches to the study of perception; Gestaltist and Behaviourist. Role of personal and social factors in perception, Illusion-types and theories.
  4. Learning : leaning, Role of motivation in learning, Theories: Connectionism, Insight Conditioning Classical and instrumental, discrimination learning- Verbal-learning methods, materials, organizational process.
  5. Remembering and forgetting- Meaning and nature, Reproductive and Reconstructive theories, memorization process and their determinants. Nature and theories of forgetting, Retroactive inhibition.
  6. Thinking-Meaning and nature, Varieties of thinking. Related concepts-Problem solving and concept formation, Role of set in thinking, language and thought, Theories of thinking-Central and peripheral.
  7. Emotion-Meaning and nature, Physiological correlates of emotion, Role of autonomic nervous system, Cerebral cortex and hypothalamus, Theories. James-Lange, Cannon Bard Activation.
  8. Motivation- Meaning, Basic motivational concepts-Need, Drive, Incentive, approaches to the psychoanalytic, S-R, cognitive Measurement of biological motives.
  9. intelligence-Meaning and nature. Theories-Spearman, Thorndike, Thurstone, Measurement of intelligence-verbal, non-verbal, creativity-
  10. Personality- Meaning and nature, Type and trait approaches. Determinants of personality-Biogenic and socio-Cultural, Personality assessment Questionnaire and projective techniques. '
1. Morgan King & others-Introduction Psychology (Latest edition)
  2. Hilgard, Atkinson & Atkinson -Psychology

#### **PSYCHOLOGY (Hons.)**

#### **Paper II**

#### **PSYCHOPATHOLOGY**

1. A brief history of Psychopathology. Approaches to psychoanalytic- Psychopathology, Behaviouristics Humanistic.
2. Concept of mind- Topographical and Dynamic.
3. Psychopathology of everyday life, Mental conflicts and defense mechanisms, Psycho-sexual development.
4. Dreams- Dream work, Theories of Freud, Adler and Jung.
5. Psychoneuroses-difference between neuroses and psychoses, clinical picture and etiology of Anxiety neurosis, obsessive-Compulsive neurosis, Hysteria and Neurotic depression.
6. Psychoses-Clinical Picture and etiology of Manic Depressive psychosis, Schizophrenia and Paranoia.
7. Psychopathic disorder- Types, Clinical Pictures and Psycho-dynamics.
8. Psychophysiological disorders- Types, clinical picture and psycho-dynamics.
9. Psychotherapy- Psycho analytic Behaviour therapy. Person-centred therapy.

10. Mental Retardation- Terminology and clinical classification, causes and rehabilitation.

### Practical

#### A. Experiments

1. Verbal Learning-Methods of simple reproduction, Serial reproduction, promoting and anticipation and paired associates.
2. Sensory-Motor Learning-Positive transfer and Habit Interference.
3. Measure of Muller-Lyer illusion by the methods of average error & limits.
4. Span of Attention and Distraction of Attention.
5. Recall and Recognition.

#### B. Practical Note Book

10

Marks

### Psychology (Hons.)

#### Paper-III

1. Nature and Stages of psychological researches, writing a research report.
2. Research problems, variables, Hypothesis- Sources of hypothesis, criteria of a good hypothesis.
3. **Methods in psychological research** : Case Studies. Quasi-experimental and experimental- Laboratory and Field experiments- Their advantages and limitations.
4. **Methods of data collection** : Observation, Interview and Questionnaire their advantages and limitations.
5. **Sampling** : Meaning, Random, Purposive and stratified sampling techniques-Their advantages and limitations.

#### Group – B (Statistics)

1. Frequency distribution. graphic representation- frequency polygon, histogram and ogive.
2. **Measures of central tendency and variability** : Mean, mode, median, and Q. AD and S.D.
3. Normal Probability distribution and its applications, skewness and kurtosis.
4. Reliability of difference between two means – Correlated and uncorrelated means.
5. **Correlation** : Product-Moment and Rank difference methods.

**Help Book** : University Passport to Research Methodology & Statistics.

### PSYCHOLOGY (Hons.)

#### Paper – IV

#### SOCIAL PSYCHOLOGY

1. **Introduction** : Subject Matter and Scope: Relation of Social Psychology with Sociology and Anthropology.
2. **Methods** : Observation, Experiment and Survey, Merits and limitations.
3. **Socialization** : Process, Psychoanalytic, cultural and social learning approaches.
4. **Attitude** : Meaning and nature, formation of attitude, Changes, measurement of attitude- Likert and Thurstone scale.
5. **Prejudice** : Nature, Sociological and Psychological correlates of prejudice, Reduction of prejudices.
6. **Group** : Meaning, Kinds, Structure and functions of group, group formation. \*7.
7. **Leadership** : Nature, dimensions, emergence, types and functions of a leader.
8. Public opinion and propaganda- Meaning of public opinion, formation, change measurement. Technique of propaganda.
9. **Social Change** : Meaning and factors leading to social change-economic development, modernization and social identity.

10. **Social Tension** : Kinds, Causes, reduction-National integration.

## PRACTICAL

*Students are expected to know administration scoring and interpretation of Intelligence and Personality Tests. One test from each group will be required to be administered in the examination out of two in each group.*

### Group-A – Intelligence Test

Marks - 20

- (1) Mohsin'a General Intelligence Test,
- (2) Josh's Samanya Buddhi Parikshan.
- (3) Alexander's Battery Performance Test.

### Group B.- Personality inventory

- (1) E.P.I. any Hindi Adaptation (2) Mohsin's Shamsad and Khurshid Johan Adjustment Inventory. (3) Anxiety Test - Any Hindi Anxiety Inventory.

- (c) **Note Book** - Students are required to submit the report on the administered tests in class before the examination.
- (d) **Note Book** - Students are required undergo an education tour along with a teacher either in T.D.C. Part-II or Part-III and submit their reports before University Examination.

## PSYCHOLOGY (Hons.)

### Paper-V

#### History of Psychology

**Ten questions to be set out of which five questions are to be answered.**

1. **The beginning of experimental Psychology** : The influence of physiological studies, reaction time, problem, individual differences.
2. Contribution of E. H. Weber, G. T. Fechner and H.Helmholtz to the development of Experimental Psychology.
3. Founding of Experimental psychology, contributions of Wundt and Titchener, Structuralism.
4. Contributions of Galton, James and Ebbirighaus to the development of Experimental Psychology.
5. **Functionalism as a System** : Chicago school, Columbia school and European school.
6. **Behaviourism as a System** : Watsonian Behaviourist A.P. Weiss, E.B. Holt, W.S. Hunter, K.S. Lashley – Later Behaviourist – E.C. Tolman, E.R. Guthrie, C.L. Hull, B.F. Skinner and Webb.
7. **Gestalt Psychology** : Antecedents and tenets, contributions of Wertheimer, Kohler, Koffka, Rubin.
8. **Psycho-analytic School** : Contribution of Sigmund Freud. Jung's Analytic school and Adler's Individualistic School.
9. Neo-Freudians : Antecedents, contributions and Karen Homey, Sullivan, Eric Fromm, Otto Rank, Reich.
10. **Humanistic Psychology** : Antecedents, contributions of Maslow and Rogers.

## PSYCHOLOGY (Hons.)

### Paper-VI

### ***Industrial & Educational Psychology***

*Five questions to be set from each group, out of which five questions to be answered, selecting not more than three from any one group.*

#### ***Group-4 (Industrial Psychology)***

- (1) Emergence of Industrial Psychology : Definition, problems and scope of Industrial Psychology.
- (2) Physical and Psychological environments at work, Illuminations Noise, Atmospheric conditions, Hawthorne studies.
- (3) Fatigue and Monotony : Nature and differences between fatigue and monotony, causes of fatigue and monotony, methods of reducing fatigue and monotony.
- (4) Scientific Management : Concept, principles and contributions of Taylor and Gilbreths.
- (5) Accident : Causes and prevention of accident, Accident proneness.
- (6) Vocational Selection and Guidance : Meaning, Difference between vocational selection and guidance, Selection process – Interview, Psychological tests – their advantage and limitations.

#### ***Group - B (Educational Psychology)***

1. Definition. Problems, Methods, Scope and Aims of Educational Psychology.
2. Measurement of intelligence, aptitude & achievement – technique and uses
3. Learning : Programmed learning formal and non formal education, role of motivation in learning, transfer of Training.
4. Assessment of Academic Attainment : Essay type and objective type of Examination.
5. Education of Special Types of Children : Gifted, physically handicapped and retarded.
6. Adjustment problems of students including delinquency, truancy, learning disabilities and their measures.

### **PSYCHOLOGY (Hons.)**

#### **Paper-VII**

#### ***Clinical and Developmental Psychology***

*Five questions to be set from each group out of which five questions to be answered selecting not more than three from any one group.*

#### ***Group-A (Clinical Psychology)***

1. Definition, Historical development of Clinical Psychology, aims of Clinical psychology, Relationship of Clinical psychology with Abnormal psychology and psychiatry.
2. Diagnosis : Nature and functions of diagnosis, Diagnosis according to DSM (Diagnostic Statistical Model) classification and diagnosis according to dynamics, Methods of diagnosis--Case study, Interview, Psychological tests.
3. Assessment of Personality: Projective Technique – nature and clinical values of projective tests, a general acquaintance with Rorschach (RT) and Thematic Apperception Tests (TAT), Personality inventories – Their nature and clinical value.
4. Psychotherapeutic Technique : Psychoanalytic therapy, Behaviour therapy, Rogers' Person-centred therapy, group therapy.
5. Role of clinical psychologists in different institutions : Child guidance clinic, General medical hospitals; Educational institutions, Out-patient clinics and Mental Hospital.

#### ***Group- B (Developmental Psychology)***

1. Definition, Subject-matter and aims of Developmental Psychology, Methods of Developmental Psychology – Case History, Observation, Questionnaire and Experimental methods:

2. Nature and Principles of Development, Types of developmental changes, factors of development, stages of development, characteristics of development.
  3. **Social Development** : Early social development, late childhood development, leaderships development in children, determinants of social development
  4. **Adolescence** : Definition, Characteristic features of adolescence, Physical, Emotional and Social reorientation during adolescence, adolescent interests, obstructions and hazards in adolescent development.
  5. **Adulthood** : Characteristics and adjustment problem.
  6. **Old Age** : Definition, characteristic features of old age, adjustments of physical changes, old age interests, hazards to personal and social adjustments in old age.
- Help Book** - University Passport to Developmental Psychology

## PSYCHOLOGY (Hons.)

### Paper-VIII PRACTICAL

Two practical to be done out of four set in the examination.

– 45 + 45 = 90

Marks.

**Note Book**

– 10 Marks.

**Prescribed Practicals :**

1. Aesthesiometric Index : Method of limits and method of right and wrong cases.
2. **D.L. and Weber's law for Weight** : Discrimination and length- discrimination (method of limits and method of right and wrong cases).
3. **Reaction Time** : Simple (sensorial and muscular), Complex (discrimination and choice).
4. **Ergography** : Work and fatigue.
5. Mental work in relation to fatigue and rest.
6. Fluctuation of attention.
7. Colour preference (Method of Paired comparison).
8. Pneumography.
3. Knowledge of result. **Help Book** - *University Passport to Experimental Psychology*

#### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

#### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

#### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

##### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. Psychology programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A Psychology programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

**F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

**F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

**F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Psychology programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Psychology programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Psychology requires laboratory support services. Regarding library and laboratory resources a library and a laboratory was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Psychology at University and the yearly output of intermediate in Psychology from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report**  
**Programme- Geography ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

Geography's relevance to science and society arises from a distinctive and integrating set of perspectives through which geographers view the world around them. Geography a word derived from the Greek word geographia which means earth description has been long considered as one of the fundamental subjects in education system right from the beginning of the system. A subject that is unique in bridging the social and physical aspects of the globe. Geography is a field of science devoted to the study of the lands, the features, the inhabitants, and the phenomena of Earth. In general, as ODL is concerned, our main objective is to democratize education as a resource and provide every citizen, irrespective of gender, caste and creed, easy and affordable access to quality education and particularly, in the paradigm of social sciences. The basic philosophy of our aim is to "Reach the Unreached".

**A.2. Objectives:**

A.2.1. To focus within the curriculum for understanding and resolving issues about the environment and sustainable development. It is an important link between the natural and social sciences.

A.2.2. To develop a mental map of the community, province or territory, country and the world so that the learners can understand the "where" of places and events and relate them in the real world.

A.2.3. The University is well prepared to offer such a program. Cooperation from study centres/colleges under different University shall be sought to keep the parity between regular as well distance mode of PG Geography.

A.2.4. To educate and train individuals to be effective managers and decision-makers.

A.2.5. To equip individuals with the necessary scientific skills and competencies to enable them to seek jobs and progress in their career.

A.2.6. To enhance the capabilities of the existing workforce in the country and abroad and thus contribute to economic development and business growth.

A.2.7. To give chances to the willing students those who could not enter into the convention Universities due to their age, job and limitation of the seat in the respective subject.

**B. Relevance of the Programme with HEI's Mission and Goals:**

The instruction is designed to engage students in learning experiences that not only enable them to learn content but also to develop greater passion for learning – enabling them to 'learn to learn' and to be lifelong learners. In the learner-centred paradigm of education, students are encouraged to take greater responsibility for their learning outcomes. Thus students completing this program will be able to:

B.1. Appreciate Earth as the homeland of humankind and provide insight for wise management decisions about how the planet's resources should be used.

B.2. Understand geography's way of looking at the world through the lenses of place, space, and scale. A central tenet of geography is that "location matters" for understanding a wide variety of processes and phenomena. Indeed, geography's focus on location provides a cross-cutting way of looking at processes and phenomena that other disciplines tend to treat in isolation. Geographers focus on "real world" relationships and dependencies among the phenomena and processes will give character to any location or place.

B.3. Analyze environmental-societal dynamics relating human action to the physical environment, environmental dynamics linking physical systems, and human-societal dynamics linking economic, social, and political systems; and

B.4. Conduct spatial representation using visual, verbal, mathematical, digital, and cognitive approaches. Places are natural laboratories for the study of complex relationships among processes and phenomena.

### **C. Nature of Prospective target group of learners:**

In Bihar, a lot of students pass intermediate with science background. But due to limitation of seats in the conventional Universities/ PG colleges, all of them could not get enrolled themselves in the subject of their choice (i.e., Geography). In recent years there is ample scope of higher studies as well as research in Geography, thus the students opt this subject by choice. In DDE, BRA Bihar University the target group of learners are mainly from the rural areas, particularly where the Universities are too far from their local residence. Students from urban areas are also enrolling themselves. Students who graduate themselves also do not find an opportunity to go for post graduate studies in other universities. DDE caters and tries to offer them the best of the opportunity by offering this subject at the undergraduate level.

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

i.) We view the greatest strength of geography, as a discipline, in DDE is its ability to integrate and apply knowledge across the interface of the Earth's social and environmental systems.

ii) We welcome students into the undergraduate program based on their previous academic work, research interests, letters of reference, and the ability of faculty to act as counsellors.

iii) Counsellors with expertise in various fields of geography like geomorphology, hydrology, biogeography, climatology, meteorology etc. work together with graduate students to study fundamental and applied problems that are of compelling societal and scientific interest. Issues such as global climate change, water, energy and carbon cycling, vegetation and carbon dynamics associated with environmental change and management, landscape development, and human impacts on the environment are studied with particular emphasis

iv) In Geography, we don't just learn in the classroom; we provide students with opportunities to learn relevant skills and apply their knowledge to real-world challenges.

v) Our field courses are designed to give students an opportunity to do just that: learn valuable field skills, apply classroom knowledge, and connect to the many organizations and issues that require geographic and environmental expertise.

vi) Geomatics, Map Info is a nexus for new applications of Geographic Information Systems (GIS) science and geomatics within the physical, social and environmental sciences. The laboratory contains workstations with specialized software for GIS, remote sensing, spatial analysis and 3-D visualization (Geomatics). The laboratory supports original applications of Map Info and GIS for

students and research projects examining the use of machine learning in automated environmental mapping, environmental change, and population health on continental, national and regional scales.

## **E. Instructional Design**

B.A. Hons. in Geography Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Geography.

### **E.1. Course Structure:**

#### **B.A. Part-I Geography (Hons.) Paper-I Physical Geography**

- Unit-I Origin of the Solar System; Internal Structure of the Earth; Views of Pratt and Airy of Isostasy.
- Unit-II Views of Kober and Holmes on Mountain Building; View of A. Wegener on Continental Drift; Plate Tectonics. Folded and Faulted Topography.
- Unit-III Normal Cycle of Erosion; Wind, Glacial, Karst Volcanic Topographies and Coastal Topography.
- Unit-IV Composition and Structure of Atmosphere; Classification of Airmasses and Front, Classification of Climate by Koeppen and Thornthwaite; Evidences of Climatic Change, Global Warming.
- Unit-V Salinity of Ocean Water; Relief of the Indian and Atlantic Ocean Floors; Marine deposits; Coral Reef and Atolls.

#### **Paper-II Geography of Asia Section-A**

- Unit 1. Asia; structure Physiography, Climate, Nature Vegetation and Soil.
- Unit 2. Asia; Minerals, Power resources, Coal, Petroleum, hydel Power and Population.

#### **Section-B**

- Unit 3. China-Physical Regions, Agriculture, minerals, Industrial Development, population.
- Unit 4. Japan-Agriculture and Fisheries, Industrial Development and Industrial Religions, Population.
- Unit 5. Geographical account of Nepal, Bangladesh, Pakistan, Sri Lanka and Myanmar.

#### **Practical**

- Unit 1. Enlargement and Reduction of Maps, Compound Bar Diagram, Divided rectangles, Band graph, Proportionate Circles.
- Unit 2. Interpretation of weather maps and Topographical maps.
- Unit 3. Map Projections - Cylindrical Equidistant and Equal area, Simple conical projection with one and two standard parallels -- polar Zenithal equidistant and equal area Projection.
- Unit 4. Record of practical work and Viva-voce.

#### **GEOGRAPHY (Hons.) Paper – III**

**Time - 3 Hours. India and Bihar**

**Unit-1** Structure : Physiography, Climate, origin and Mechanism of Indian monsoon, natural vegetation.

**Unit-2** Irrigation, Characteristics of Indian Agriculture, Agricultural problems, crops-rice, wheat, cotton, sugar-cane.

**Unit-3** History of Industrial Development in India, Power Resources, Coal and Petroleum, Factors for localisation of industries, study of the following industries-Iron and steel, cotton textile, sugar.

**Unit-4** Growth and distribution of population, population problems, Types of rural settlements, Urban Growth and problems of Urbanisation.

**Unit-5 Bihar** : Structure and relief, agricultural regions, industries and industrial regions.

### **GEOGRAPHY (Hons.)**

#### **Paper – IV**

*The Course has been divided into five units. There shall be ten questions of which two question shall be set from each unit.*

*The examinees shall be required to answer five questions out of ten selecting three from Section A and two from Section B. The examination shall be of three hours duration and shall carry 75 marks.*

#### **Section – A (Economic Geography)**

**Unit-1** Major Agricultural regions of the world intensive substance farming , Commercial grain farming, commercial dairy farming and commercial plantation farming in the world.

**Unit-2** Factors of location of Industry ,Weber's theory of industrial location, iron and steel, cotton textile, Sugar industries, Industrial regions of the world. **Unit-3** Distribution, production and International trade of wheat, cotton, tea and coffee. North Atlantic trade route, Suez and Panama canals.

#### **Section-B (Resource Geography)**

**Unit-1** Concept of resources, soil resource-major soil groups of the world, Problems of soil erosion and its conservation,Forest as a resource,Utilization and conservation of temperate and tropical forests,major commercial fisheries of the world.

**Unit-2. Mineral resources** : Iron Ore, bauxite, Maganese and Copper power resources-coal and petroleum.

#### **PRACTICAL**

**Unit-1.** Cartograms- Climograph, Hythergraph, Isopreth and Choropleth Age and Sex Pyramid.

**Unit-2.** Projection- Bonne's Polyconic, Sinusoidal and Mercator's

**Unit-3.** Statistics; Mean, Median, Mode, Quartiles and standard Deviation

**Unit-4.** Record of practical work and Viva-Voce.

### **B.A. Part-III**

#### **Geography**

#### **Paper-V**

#### **Geographical Thought & Three Southern Continents**

The course has been divided into five units. There shall be ten questions of which two questions shall be set from each unit. The examinees shall be required to answer five questions selecting two from section A and three from section B. The examinations shall be of three hours duration and shall carry 100 marks.

#### **Section-A (Geographical Thought)**

**Unit - 1:** Definition of Geography and its relation with other sciences, Contribution of Humboldt, Ritter, Ratzel Vidalde-la, Blache.

**Unit- 2:** Dualism in Geography –Determinism vs. Possibilism, Neodeterminism, Physical vs. Human Geography, Systematic vs Regional, Quantitative Revolution in Geography.

#### **Section-B (Three Southern Continents)**

- Unit - 3: Africa—Structure, Physiography, Climate and Vegetation, Geographical account of Nile Basin and South Africa.
- Unit - 4: South America—Structure, Physiography, Climate, Vegetation, Geographical account of Coffee region of Brazil and Pampa. ,
- Unit - 5: Australia—Structure, Physiography, Climate, Vegetation, Geographical account of Murray Darling Basin and New Southwales.

**GEOGRAPHY (Hons.)  
Paper-VI**

**Human Geography**

The course has been divided into five units. There shall be ten questions of which two question shall be Set from each unit. The examinees shall be required to answer five questions, selecting three from section A and two from section B. The examination shall be of three hours duration and shall carry 100 marks.

**Section-A**

- Unit 1** : Environmental control of human activity, Human activities in mountain environment, Desert environment, Equatorial , areas, Monsoon lands and Temperate grasslands.
- Unit - 2** : Patterns of Population distribution, Trends of . Population Growth, Demographic Transition and optimum population, factors of population mobility.
- Unit - 3** : Evolution of Human races, Classification of races, Study of the following races – Santhal, Bushmen, Oraon, Eskimo, Major cultural regions of the world.

**Section-B**

- Unit - 4** : House types in India, Rural settlement types and patterns in India, Rural-urban migration – causes and effects with particular reference to India.
- Unit - 5** : Trends of urbanisation in India Locational and functional classification of towns, Rural Urban continuum. Problems of Urbanisation with special reference to India, Morphology of Indian Cities.

**Help Book** - University Passport to Human Geography

**GEOGRAPHY (Hons.) Paper-VII**

This paper consists of several optional groups. Candidates are required to select any one of the following groups. The examination of each group shall be of three hours duration and shall carry 100 Marks.

**Group - A (Population Geography)**

- Unit 1:** Meaning and Scope of Population geography, Science of demography, Recent trends of population growth with special reference to developed and developing countries, sources of population data population projection.
- Unit 2:** Dynamics of Population – Determination of fertility, mortality, National and International migrations, Demographic transition and optimum population.
- Unit 3:** Growth, Distribution and Patterns of world Population, Concept of Population pressure, Problems of Population in the developed and developing countries.
- Unit 4:** Population composition-- Occupation, Literacy, Age and Sex, Rural-urban composition in India, Population problems and policies in India..
- Unit 5:** Growth of Indian population, distribution and density, rural-urban movement of population, problems of urbanization, urban population characteristics in India.

**Group - B (Geology of India)**

- Unit -1** : Definition and Scope of Geology, Standard Stratigraphical scale, Indian Stratigraphical scale, Principles of Correlation, Chronological history of Indian Stratigraphy.
- Unit - 2** : Classification, Mode of occurrence and distribution of Iron ore, Copper, Bauxite, Manganese, Coal, Petroleum.
- Unit - 3** : Petrological characteristics, Classification, distribution and economic importance of Dharwar, Vindhyan, Lower Gondwana & Tertiary system. **Unit - 4** : Classification of Rocks, Igneous, Sedimentary, Metamorphic rocks, Meta-

morphism, Igneous activities in India.

**Unit - 5 :** Geological Evolution of Himalayas, Chhotanagpur. Rajmahal highlands, Deccan Lava, Aravalli.

### **Group - C (Land Use And Agriculture)**

**Unit -1:** Meaning and scope of land use and agricultural Geography, History of Land Use, Survey of England, World land use survey, Classification of Land Use in India.

**Unit - 2 :** Factors of Land Use—Physical, Cultural and Locational, Land capability classification.

**Unit - 3 :** Origin and History of agriculture. Factors of agriculture –Social and techno-economic.

**Unit - 4 :** Types of farming—Subsistence farming, Commercial grain farming, Plantation agriculture, Dairy farming.

**Unit - 5 :** Development of agriculture in India, Crop combination in India, Agricultural regions of India, Agricultural planning in India. Agriculture and food supply in India.

### **Group - D (Cartography and Map Making)**

**Unit - 1:** Definition of astronomical terms and their relations.

**Unit - 2 :** Determination of latitude with the help of meridian altitude of star, Longitude and solar time, siderial time, equation of time.

**Unit - 3 :** Principle and nature of map projections, Mathematical construction, Properties and use of the following map projections (but not coordinates). Zenithal-equal area, Genomonic, conical - simple conical projection with one standard parallel, I Bonne's projection, Constant of Cone, Cylindrical—equal area and mercator.

**Unit - 4 :** Acquaintance with Theodolite, Sextant, Principle of Sextant, Determination of shape and size of the earth, scales and their types- scale of sphere and cube, scale of circle & square, Vernier scale, Logarithmic scale.

**Unit - 5 :** Mechanism for the construction of. Maps and Atlas Symbols, Format of map, survey of India maps, Modern techniques of map making, Photogrammetry and Interpretation of aerial Photographs.

### **Group - E (Political Geography)**

**Unit -1 :** Meaning and scope of Political Geography, Contributions, of Retzel, Haushofer, Mackinder, Mahan and Spykmen.

**Unit - 2 :** Concept of state and nations, locations, shape and size of the State, capital and core areas, population growth and size, language and religion.

#### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

#### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

#### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

##### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. Geography programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A Geography programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

#### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Geography programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Geography programme must be completed within a maximum of 6 years.

#### **G. Requirement of the laboratory support and Library Resources:**

The programme Geography requires laboratory support services. Regarding library and laboratory resources a library and a laboratory was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

#### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Geography at University and the yearly output of intermediate in Geography from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

#### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report  
Programme- Hindi ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

Develop students' critical alertness to linguistic and cultural representation, especially to the nature and effect of literary language and to the ways in which individual texts affect and are affected by larger social and historical contexts:

- Enable students to analyse and argue persuasively, and to become independent and self motivated researchers;
- Equip students with the skills required for further academic work or for those professions, such as teaching, the public sector, the media and business, which require critical and analytical skills, powers of communication and an awareness of the broad meanings of culture.

**A.2. Objectives:**

- To develop critical reasoning and analytical skills, including the capacity for solving problems and thinking creatively, often through extensive reading.
- The ability to construct an argument by selecting and ordering relevant evidence and then to communicate findings in a structural, clear and persuasive way.
- The ability to discuss ideas in groups, accommodating different ideas and reaching an agreement.
- The capacity to think objectively and approach problems and situations with an open mind.
- The appreciation of different factors that influence the activities of groups and individuals in society.

**B. Relevance of the Programme with HEI's Mission and Goals:**

Degrees in B.Sc/ B.A. Hons., Hindi/B.Sc/ B.A Degree in relevant discipline (preferred) or any UG degree, approved by the Association of Indian Universities are eligible to seek admission.

**C. Nature of Prospective target group of learners:**

This programme is intended for intermediates who may wish to get a higher degree or may like to pursue a career in academics.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Hindi as a field of study is application oriented and prepares one for many professions. They can also pursue their career as translator, news reader, teacher and many more.

**E. Instructional Design**

B.A. Hons. in Hindi Programme will Consist of 8 papers(in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Hindi.

**E.1. Course Structure:**

बी०ए० पार्ट- I  
हिन्दी (प्रतिष्ठा) प्रथम पत्र

**अंकों का विभाजन**

1. हिन्दी साहित्य का इतिहास (आदिकाल एवं भक्तिकाल) – से दो प्रश्न

20×2=40

2. प्राचीन काव्य संकलन से दो आलोचनात्मक प्रश्न 20×2=40  
**निर्धारित पुस्तकें—** हिन्दी साहित्य का इतिहास—रामचन्द्र शुक्ल  
 हिन्दी साहित्य उद्भव और विकास—हजारी प्रसाद द्विवेदी  
**निर्धारित काव्य—** पूरा भारती—सं० डॉ. आशा किशोर एवं डॉ. प्रमोद कुमार सिंह  
**पाठ्य कवि—** (केवल गोरखनाथ, अमीर खुसरो, विद्यापति (“ई”, “च” और “छ”))  
 कबीर, भक्ति, जायसी, (प्रेमखण्ड पद्मावत की अधोवित्त) सूरदास  
 (भ्रमरगीत), तुलसी दास (विनय नाममहिमा)

### हिन्दी (प्रतिष्ठा) द्वितीय पत्र

#### मध्ययुगीन इतिहास एवं काव्य

1. हिन्दी साहित्य का इतिहास (शीतिकाल से द्विवेदी युग तक) से दो प्रश्न 20×2=40  
 2. मध्ययुगीन काव्य संकलन से दो आलोचनात्मक प्रश्न 20×2=40  
 मध्ययुगीन काव्य संकलन से दो व्याख्यात्मक प्रश्न 20×2=40  
**पाठ्य ग्रन्थ : युग संधि — डॉ. अवधेश्वर अरूण**

### बी.ए. पार्ट- II

### हिन्दी (प्रतिष्ठा) तृतीय पत्र

#### अंकों का विभाजन :

1. इतिहास (छायावाद से अबतक) से दो प्रश्न 20×2=40  
 2. निर्धारित काव्य—संकलन से दो आलोचनात्मक प्रश्न 20×2=40  
 3. निर्धारित काव्य—संकलन से दो व्याख्यात्मक प्रश्न 10×2=20  
**निर्धारित पुस्तकें**  
 छायावाद — डॉ. प्रमोद कुमार सिंह अथवा ‘स्वर्ण रेखा’ — डॉ. रामस्वार्थ सिंह

### हिन्दी (प्रतिष्ठा) चतुर्थ पत्र

#### अंकों का विभाजन :

- निर्धारित पुस्तक से तीन आलोचनात्मक प्रश्न 20×3=60  
 निर्धारित पाठ्य पुस्तक से चार व्याख्यात्मक प्रश्न 10×4=40  
**निर्धारित पुस्तकें**  
 1. मानस का हंस (संक्षिप्त) — अमृतलाल नागर अथवा दिव्या—यशपाल  
 2. अजातशत्रु—जयशंकर ‘प्रसाद’  
 3. कहानी—कहानी—सम्पादक—डॉ. माहेश्वरी सिंह ‘महेश’  
 केवल ‘बूढ़ी काकी’, ‘कानों में कंगना’, ‘एक गौ’, ‘जीवन—शक्ति’, ‘ठेस’ और ‘सुख’ शीर्षक  
 कहानियाँ।  
 4. निबन्ध सप्तक — डॉ. शीतल राम  
 5. संस्मरण और संस्मरण— सम्पादक : केसरी कुमार केवल श्री रामावतार शर्मा, श्री माखनलाल चतुर्वेदी, श्री  
 मैथिलीशरण गुप्त, प्रेमचंद और लेव तोस्तोव से संबद्ध संस्मरण।

### हिन्दी (प्रतिष्ठा) पंचम पत्र

#### अंकों का विभाजन

- निर्धारित पुस्तक से तीन आलोचनात्मक प्रश्न 20×3=60 अंक  
 निर्धारित पाठ्य पुस्तक से चार व्याख्यात्मक प्रश्न 10×4=40 अंक  
 निर्धारित पुस्तक — गद्य तीर्थ—सं० डॉ. महेन्द्र मधुकर

### हिन्दी (प्रतिष्ठा) षष्ठ पत्र

इस पत्र में 20—20 अंकों के पांच प्रश्नों के उत्तर अपेक्षित होंगे।

#### (क) भारतीय काव्यशास्त्र से निर्धारित पाठ्यांश

काव्य लक्षण (केवल संस्कृत आचार्यों द्वारा कथित लक्षण), काव्य हेतु, काव्य प्रयोजन, शब्द—शक्ति, रस के निष्पादक तत्व, रस का स्वरूप, साधारणीकरण।

#### (ख) निर्धारित अलंकार — यमक, श्लेष, वक्रोक्ति, उपमा, रूपक, अपहनति, उत्प्रेक्षा, सन्देह, भ्रान्तिमान, विभावना, विशेषोक्ति, अतिशयोक्ति, असंगति, विरोधाभास, काव्य लिंग, समासोक्ति, अप्रस्तुत प्रशंसा।

(ग) साहित्यालोचन के लिए निर्धारित अंश : कला—विवेचन, साहित्य, उपन्यास, नाटक

(घ) साहित्यालोचन के लिए निर्धारित पुस्तक—साहित्यालोचन — डॉ. श्यामसुन्दर दास

(ङ) काव्यशास्त्र एवं अलंकार के लिए सहायक ग्रन्थ—काव्य—दर्पण—रामदहिन मित्र

अलंकार मुक्तावली—देवेन्द्र नाथ शर्मा, काव्यशास्त्र प्रदीप—डॉ. अवधेश्वर अरूण, कला—विवेचन—कुमार विमल, साहित्य—सहचर—हजारी प्रसाद द्विवेदी

### हिन्दी (प्रतिष्ठा) सप्तम पत्र

#### अंकों का विभाजन :

संस्कृत पाठ्य पुस्तक से एक आलोचनात्मक प्रश्न

— 20 अंक

संस्कृत पाठ्य पुस्तक से गद्य एवं पद्य अंश का अनुवाद

10×2=20 अंक

भाषा विज्ञान से तीन प्रश्न –

10×3=30 अंक

**संस्कृत के लिए निर्धारित पाठ्य पुस्तक :**

संस्कृत सुधा—सं. डॉ. विजयपाल सिंह एवं डॉ. आशा किशोर

**भाषा विज्ञान से निर्धारित अंश :**

भाषा—लक्षण, भाषा के अंग, भाषा विज्ञान का स्वरूप, भाषा विज्ञान का अध्ययन क्षेत्र, भाषा परिवर्तन के कारण, भाषा उत्पत्ति के सिद्धान्त, भाषा और बोली में अन्तर, ध्वनि परिवर्तन की दिशाएँ, ध्वनि परिवर्तन के कारण, हिन्दी भाषा का विकास।

**भाषा विज्ञान के लिए निर्धारित ग्रन्थ :**

भाषा विज्ञान की भूमिका – देवेन्द्र नाथ शर्मा भाषा विज्ञान –भोलानाथ तिवारी

### हिन्दी (प्रतिष्ठा) पत्र-8

**अंकों का विभाजन**

निर्धारित पाठ्य पुस्तकों से तीन आलोचनात्मक प्रश्न –

10×2=20 अंक

निर्धारित पाठ्य पुस्तकों से चार व्याख्यात्मक प्रश्न –

10×3=30 अंक

निम्नलिखित रचनाकारों में से किसी एक का अध्ययन आवश्यक है

(क) **नाटककार भारतेन्दु**

निर्धारित पाठ्य ग्रन्थ : 1. भारत दुर्दशा, 2. सत्य हरिश्चन्द्र, 3. नाटक शीर्षक निबन्ध

(ख) **कथाकार प्रेमचन्द**

1. सेवासदन, 2. मानसरोवर भाग प्रथम (केवल ईदगाह, बड़े भाई साहब, नशा, पूस की रात और मनोवृत्ति शीर्षक कहानियाँ), 3. साहित्य का उद्देश्य पुस्तक से कहानी और उपन्यास से संबंधित निबन्ध।

(ग) **कवि दिनकर**

निर्धारित पाठ्य-ग्रन्थ : 1. द्वन्द्वगीत, 2. हुंकार, 3. काव्य की भूमिका से दो निबन्ध

(अ) सत्यम् शिवम् सुन्दरम्, एवं (आ) कविता की परख।

### E.2. Faculty and support staff requirement:

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### E.3. Instructional Delivery Mechanism:

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### E.4. Identification of Media and Student Support Service:

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

## **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. Hindi programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A Hindi programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Hindi programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Hindi programme must be completed within a maximum of 6 years.

#### **G. Requirement of the laboratory support and Library Resources:**

The programme Hindi does not require laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

#### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Hindi at University and the yearly output of intermediate in Hindi from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

#### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report**  
**Programme- Home Science ( B.A. Hons.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

Home Science has contributed a great deal towards national development by training students to take up leadership roles in extension and community outreach programs.

**A.2. Objectives:**

1. To understand and appreciate the role of interdisciplinary sciences in the development and well-being of individuals, families and communities
2. To learn about the sciences and technologies that enhance quality of life of people
3. To acquire professional and entrepreneurial skills for economic empowerment of the student in particular, and community in general
4. To develop professional skills in food, nutrition, textiles, housing, product making, communication technologies and human development
5. To take science from the laboratory to the people

**B. Relevance of the Programme with HEI's Mission and Goals:**

As a discipline Home Science integrates the ingredients of the sciences, social sciences and technology to facilitate the study of and enhance the quality of human life. The education process in Home Science underscores the importance of the individual's dynamic relationship with his/her family, community and society as a whole, as well as with the resources in the environment.

**C. Nature of Prospective target group of learners:**

A candidate who has passed higher secondary examination with chemistry/biology/ botany/ zoology/ microbiology home science/ nutrition and dietetics/ food service management/bakery/textile and clothing/ agriculture dairy science and other bio sciences. under Higher secondary examination conducted by the Government of Bihar or an examination accepted by Syndicate, subject to such conditions as may be prescribed thereto are the target group of learners for B.A-Home science.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Home science as a field of study is application oriented and prepares one for many professions. After completing graduation in Home science one can go for courses like Masters in Home science, Fashion Designing, Dietetics, Counseling, B.Ed, Social work, development studies, Entrepreneurship, Mass Communication, Catering Technology.

**E. Instructional Design**

B.A. Hons. in Home Science Programme will consist of 8 papers (in six semesters). Each paper will include one assignment. The learners will have to complete at least 96 credits to be eligible to achieve the Bachelor Degree on Home Science.

**E.1. Course Structure:**

**Home Science (Hons.)**

**Paper-I**

1. Nutrient - Composition, Classification, Function, Deficiency, Symptoms, sources, daily allowances of carbohydrates, Fats, Protein, Vitamins and Water.
2. Foods - Classification, Composition, nutritive value of cereals, Pulses, Vegetables, Fruits, Milk and Milk Products, Fats and Oils, Meat, Fish, Eggs.
3. Condiments, Beverages and Spices its effect on man and Woman health.
4. Relation of Food Intake to Health - Optimum Nutrition Malnutrition Effect of dietary deficiencies.
5. Calorie- Definition, Factors affecting calorie requirements.
6. Balanced diet- Meal Planning in pregnancy, Lactation, Infancy, Childhood, Adolescence and old age.
7. Methods of food preservation their effect on nutrients of foods.
8. Food Storage.
9. Food Spoilage, Food poisoning and Food storage.
10. Food Adulteration.

## **Paper-II**

### **Mother craft and Child Development**

The Infant-Physical, emotional, social and language development from 0-1 year, Immunization.

Feeding-Breast feeding, artificial and complementary feeding, weaning from breast feeding to bottle feeding, post weaning diet.

The Pre-school Year-physical, social, emotional and Intellectual development from 2-6 years. Nursery School Education, discipline.

The School age-physical, social, emotional, Intellectual and personality development from 6-11 years, common behaviour problem, adjustment to school life.

Play and Play materials values of play, theories of play, Types of Play, Play equipments for children difference between work and play.

Child development-Importance of childhood studies, meaning, importance, need and scope of child development.

Growth and Development-Principle and factors influencing Growth and Development. Common ailments of the children.

The child in the family, The infant and family care.

### **Practical**

1. Cooking : Pulao, Pokara, Samosa, Sandwich, Fruit Salad, Kofta, Til Laddu, Sauce, Jam, Coffee, Plain Cake, Meal Planning, Calculation of nutrients for Pregnant Women Nursing mother, child of 5 years, Office Worker and Labourer.
2. Mother Craft : Infant weight and height chart from 0-1 year. Baby bath equipment and procedure, Preparation of bottle feed and its nutrients Study of children's clothes and books.

## **HOME SCIENCE (Hons.)**

### **Paper - III**

#### **Dietetics**

1. **Factors in patient care.**
2. **Modification of the normal diet :** Liquid and soft diet. Planning and calculation of nutrients and preparation of diets mentioned in 'each of the following conditions. • Diseases of the heart and circulatory system. • Diseases of the liver and urinary track.
3. **Low Calorie and High Calorie diets :** Under weight, over weight.
4. **Fever :** Typhoid
5. **High fever diet :** Constipation:
6. **Carbohydrate Restricted diet :** Diabeties Mellitus.
7. **Sodium restricted diet :** Cardiovascular disease.

8. **Bland diet** : Peptic ulcer.
9. **Moderate diet** : Hepatitis.
10. **Elimination of diet** : Allergy

**Help Book** : University Passport to Dietetics.

### HOME SCIENCE (Hons.)

#### Paper - IV

#### Home Management

1. Concept of Home Management, Values, goals and standards, Management process-planning, controlling and evaluation. Decision making **process**, qualities of a good home-maker.
2. **Management of family resources** : definition, classification and importance in Home Management.
3. Time Management,
4. **Money Management** : types of family budget, account keeping, **saving** investment.
5. **Energy Management** : **work simplification**.
6. Planning of rooms for the different activities of the family.
- 7 **Household activities** : Daily, Weekly, Seasonal cleaning of the **home**; cleaning of metals, glass, crockery, wood and cleaning of appliances.
- 8 **Interior decoration** : Elements of design, principles of decoration, colour, flower arrangement of different types.
9. **Furniture and furnishing** : Factors influencing of the purchase of furniture and care of furniture.

#### PRACTICAL

Planning of diets for the diseases mentioned in the theory paper. Making a colour wheel of different colour schemes: Showing their position on colour wheel.

**Lay out** - Furniture arrangement in various rooms.

Flower arrangement in different styles.

Cleaning of metals and household appliances.

### HOME SCIENCE (Hons.)

#### Paper-V

#### *Textile and Clothing*

1. Importance of textile.
2. Classification of textile fibres.
3. Identification of textile fibres.
4. Construction of textile fibres—Yarn making, weaving and their effect on the performance of fabrics.
5. History, Origin and Characteristics of different fibres.
6. **Finishes** : Aims and methods of giving finishes, finishes with colours, test to determine colour fastness.
7. Selecting fabrics for dress material and house hold articles.
8. Readymade - Versus - Home made garments.
9. Principles of Washing.

**Help Book** - *University Passport to Textile & Clothing.*

**HOME SCIENCE (Hons.)**  
**Paper-VI**  
*Child Psychology and Family Relationship*  
*Group-A (Child Psychology) – 50 Marks*

**Topics :**

1. Introduction, Definition, Scope and subject matter of Child Psychology.
2. **Learning and Maturation :** Factors of Learning, Problems in Learning, Theories of Learning, Methods of Learning.
3. **Social Development :** Nature of socialization, Process, factors influencing social development, formation of social attitude.
4. **Intellectual Development :** Factors influencing intelligence, gifted and slow learning child, mentally retarded children.
5. **Nursery School :** Aims and Objectives, Types, Location, Physical, Set-up of Nursery and Curriculum.
6. **Play :** Play materials and Toys.

**Group-B (Marriage and Family Relationship) – 50 Marks**

1. **The Family :** Chief Characteristics, function of the family, family as a basic social institution.
2. **Types of Family :** Joint Family system. Disintegration of Joint Family, Traditional Indian Family, Advantages and disadvantages.
3. **Yardage :** Forms of marriage, functions and motives, Physical and emotional maturity in marriage, legal age of marriage, adjustment in marriage, separation and divorce.
4. **Place of Aged in the family :** Psychology of aged, adjustment with aged family members.

**Help Book - University Passport to Child Psychology, Marriage & Family**

**HOME SCIENCE (Hons.)**  
**Paper-VII**

**Extension .Education**

1. **Extension Education :** Its meaning, nature, importance and scope. Role of Extension Education in Home Science.
2. History, Philosophy, Principles and Objectives of Extension Education.
3. Classification and method of extension education. Factors affecting choice and use of methods.
4. Types of audio-visual aids and their importance.
5. Rural Sociology and its importance for extension worker. Characteristics of rural upliftment.
6. Group Organization and Leadership : Qualities of a leader, function and role of a leader in extension education.
7. Planning and Evaluation of Extension Education Programme : Meaning, Principle, Nature and Scope of Planning.
8. Evolution of Extension and its role in India.
9. Adult Education.
10. Population Education : Meaning and impact of health and Nutrition education and Employment,

**HOME SCIENCE (Hons.)**  
**Paper-VIII**  
**PRACTICAL**

1. Needle work and tailoring equipments – their use and care.
2. Preparing Garments : Petticoat and Blouse, Chooridar and Kurta for Girls, Pajama and Kurta for Boys, Making seven decorative stitches of India.
3. Embroidery : Preparing three pieces of embroidered dressing table covers..

4. Laundry : Chemistry of Hard and soft Water-softness, Soap and detergents and other cleaning and bleaching agents, making blues.
  5. Methods of Laundering different fabrics.
  6. Stain Removing : Rust, grease, nail polish, paint, lipstick, turmeric.
- Extension Education : Methods of Lettering – Simple and Ornamental. , Letters Preparation of Charts and Posters - 2 and their captions Preparation of Stencils-2.

#### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

#### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

#### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B.A. Hons. Home Science programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B.A Home Science programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Home Science shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BA in Home Science programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BA in Home Science programme must be completed within a maximum of 6 years.

#### **G. Requirement of the laboratory support and Library Resources:**

The programme Home Science does require laboratory support services. Regarding library and laboratory resources a library and a laboratory was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

#### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Bachelor Degree in Home Science at University and the yearly output of intermediate in Home Science from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.: Approx Rs. 2227500/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM: Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

## **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

# **Programme Project Report**

## **Programme- BBA**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

The B.B.A. Programme has been started with a mission of the university to achieve excellence by introducing innovative job oriented courses, employing competent and motivated faculty, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies, and promoting quality of work life on campus.

#### **A.2. Objectives:**

1. To impart fundamental knowledge and necessary skills to the young students in emerging areas of business
2. To prepare young students by skilling them with desired competence in business
3. To equip the students with business acumen by enhancing their analytical skills
4. To develop and strengthen theoretical, and applied aspects of business education
5. To promote job oriented approach among young students
6. To enable the learners about the latest trends in business education and profession

### **B. Relevance of the Programme with HEI's Mission and Goals:**

- Latest and updated modular course curriculum
- Updated curriculum as per market trends
- Competent and motivated faculty
- Job oriented programme
- Vast Clientele Base of higher secondary students in any discipline of study particularly science, arts commerce, management and economics etc.
- Diversified areas of specialisation (Finance, Marketing, IB, and HRM) etc.
- Analytical and innovative learning resources
- Interactive Pedagogy of teaching-learning
- Flexible learning environment
- Rational Evaluation with constant Internal Assessment

### **C. Nature of Prospective target group of learners:**

- Higher secondary students from any stream desirous of adding their knowledge and qualifications for higher studies and teaching in commerce, economics and management, computers, IT etc.
- Persons who want to pursue their higher studies in business, commerce, economics and management
- Persons who can-not pursue higher education due to any reason
- Persons who are not able to pay higher fees in regular mode (Affordable Fee structure)

- Home makers who want to enhance their career in business and related areas
- Young entrepreneurs who wish to acquire managerial skills
- Small and family business owners

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

- Academic support including development of study material, PCPs and syllabus design from Parent Teaching Department
- The programme prepares the students with fundamental knowledge and skills required to start their career in various functional areas of business
- Fulfils the human resource requirements of supervisory, front desk, mid-managerial level jobs in private / public sector organizations, government departments, industrial undertakings including financial services, insurance, infrastructure, banking, IT, consumer markets, education & training, healthcare, media & entertainment, manufacturing, and retail in a range of roles involving legal and business functions including accounting, auditing, taxation and corporate laws
- The programme enhances entrepreneurial skills required for starting small business, family business or small scale ventures
- The programme is suitable for the young students in any discipline who want to make their career in management, commerce and related disciplines

**E. Instructional Design**

BBA Program is of three years duration and detailed syllabus of complete course is prepared which will be provided to students at the time of admission. Detailed printed study material will also be provided to students. Apart from this the institution will offer classes during weekends both offline and online through multimedia facilities, and take viva at the end of the semester.

**E.1. Course Structure:**

**Courses Structure for BBA Course**

**1st Semester**

1. Business Mathematics
2. Communicative English
3. Business Accounting
4. Business Economics
5. Business & Industrial Organisation

**2nd Semester**

1. Principles of Management
2. Organisation Behaviour
3. Business Communication
4. Business Statistics
5. Fundamentals of Computers

**3rd Semester**

1. Materials & Production Management
2. Human Resource Management
3. Marketing Management
4. Financial Management

5. Legal Aspects of Business

#### **4th Semester**

1. Computer Applications in Management
2. Research Methodology
3. Management & Control of Costs
4. Entrepreneurship
5. Business Environment

#### **5th Semester**

1. Corporate Taxation
2. Business values & Ethics
3. Fundamentals of Operation Research
4. Management Control Techniques
5. Management Information System

#### **6th Semester**

Candidates will be required to opt any one group comprising two papers of the following:-

#### **Group-A : Marketing Management**

- Paper -I : Advertising & Sales Management  
Paper-II : Consumer Behaviour

#### **Group-B : Human Resource Management**

- Paper - I : Human Resource Development  
Paper -II : Industrial Relations

#### **Group-C : Financial Management**

- Paper - I : Securities & Securities Market  
Paper - II : Industrial Finance

#### **Group-D : Information Resource Management**

- Paper - I : E-Commerce  
Paper - II : Database Management

#### **Group-E : Managing Rural Change**

- Paper - I : NGO Management  
Paper - II : Management in Rural Development

#### **Group-F : International Trade Management**

- Paper - I : International Business  
Paper - II : Export Procedures & Documentation

#### **Group-G : Management of Services**

- Paper - I : Hospitality Management  
Paper - II : Insurance Management  
Paper - III: Project Report

Viva-voce

**(based on Project Report)**

### **E.5. Student Support Service:**

#### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate.

**F.2. Admission Fees-** Rs 12000 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into BBA programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the BBA programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BBA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BBA programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BBA programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme BBA requires laboratory support services. Regarding library & laboratory resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

#### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree at University and the yearly output of Degree learners with and without Hons. from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

#### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Commerce ( B. Com.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

B. Com. is one of the most sought after career oriented professional programs offered at the bachelor's level. B. Com. degree opens up innumerable career options and opportunities to the aspiring managers both in India and abroad. B. Com. program also prepares one to start a business of his/ her own in the capacity of an entrepreneur.

#### **A.2. Objectives:**

**Academic excellence:** Our primary objective is to enable every student to cope up with the latest developments in contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.

**Professional Excellence:** The College motivates molds and prepares the students for positions of leadership in business organizations at the local, national and international levels.

**Total commitment:** The College is focused on the all-round development of the students' personality through proper education and exposure to the vast treasure of knowledge; sports facilities and by providing platforms for their socialization.

**Holistic Development:** College provides exposure to learners in the latest trends in relevant branches of knowledge, competence and creativity to face global challenges.

**Socially responsible Citizen:** College inculcates a sense of civic responsibility, social commitment, and moral accountability among the students through social activities to with exposure to human rights, value system, culture, heritage, scientific temper and environment.

**Value-based Development:** To impart quality and need based education our objective is to sensitize the students to their changing roles in society through awareness raising activities.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

There are much and more relevance of the B. Com. programme with HEI's mission and Goal because Distance Education gets overwhelming response in India. However, even in this system, the actual aim of providing quality education is getting replaced by the aim of making more money from students by the institutes. The relevance of this programme can consider while studying Business Studies.

### **C. Nature of Prospective target group of learners:**

Basically the programme focusing towards those persons who are employed and who have not time to attend class on regular days. Skill enhancement and knowledge acquisition are the very important aspects of any job. Skills and knowledge are perhaps the only two factors that propel your career to the greater heights. One way for a working professional to acquire new skills and knowledge is to grab every learning opportunity thrown at them. The other way is to pursue a distance B.Com course and gain the skills in a shorter span of time. Working professionals can benefit immensely from distance B.Com course. These courses are available part-time and hence you do not need to quit the job for them. You can continue with your occupation and learn Commerce side by side. Whether you are an engineer or any other professional, learning business management could boost your career significantly.

#### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

B.Com education gives you new skills and knowledge to enhance your current career. After working in the office for two or three years, and gaining adequate experience, you will realize that you were in fact stuck in a comfort zone. By doing your B.Com course, you will soon be forced out of your comfort zone and learn how to deal with the latest issues. This program will give you the opportunity to constantly challenge and push yourself in order to continuously improve.

Develop priceless managerial skills.

Experience a new place and culture during your studies

Networking opportunities.

#### **E. Instructional Design**

B. Com. Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Commerce.

##### **E.1. Course Structure:**

**B.Com. Honours**

**Part- III**

Accounts Group (Group — A)

**COST ACCOUNTING (Hons.)**

**Paper — V**

Cost Accounting : Meaning, Objects, Scope of Cost Accounting and its relation with Financial Accounting-Methods/Systems of Cost Accounting-Elements of cost and its classification-Material Cost-Purchase Storage and Pricing of Materials-Labour Cost-Computation of Labour Cost Meaning, Classification and allocation of overheads.

Methods of Costing

- Units Costing : Preparation of Cost sheet, Statement of cost and
- Profit-Production Account, Estimates, Tenders/Quotations.
- Process Costing : Treatment of wastes, By Products, allocation of Joint expanses and inter-process profit. Job order or contract costing Preparation of contract account, Treatment of Profit & loss on incomplete contract.

- Operating Costing : Transport costing, Power house costing, Hotel costing.
- Relation between Cost & Financial Account preparation of Reconciliation statement&

### **MANAGEMENT ACCOUNTING (Hons.) Paper VI**

1. Management Accounting : Meaning and nature, Management Accounting as distinguished from financial Accounting and Cost Accounting. Scope and limitations of Management Accounting.
2. Financial Statements : Concept, nature and limitations of financial statement.
3. Methods and techniques used in analysing financial statement; comparative financial and operating statement common size statement-Trend percentage or Trend Analysis.
4. Financial Ratios.
5. Statement of change in financial position, Fund Row and Cash Row Statement Meaning and Distinction their preparation.
6. Elementary idea of Variance Analysis and Break-Even Analysis.

### **TAXATION LAW & ACCOUNTS (Hons.)**

#### **Paper—VII**

Income Tax Act, 1961-Definitions, concept of income, residence and tax liability, income exempted from tax.

Computation of income under the heads :— (a) Salaries (b) House Property (c) Business & Profession (d) Capital gains and (e) other sources. Income Tax Authorities- Their appointment, Jurisdiction and powers.

### **BUSINESS STATISTICS & ELEMENTARY MATHEMATICS (Hons.)**

#### **Paper - VIII**

1. Elementary idea of A.P., G.P. and H.P.
    - Arithmetical Progression** : The nth term, properties of A.P., The Sum of the first n terms of an A.P. Arithmetic Mean, The Sum of the First n natural number.
    - Geometrical Progression** : The nth term of G.P., Geometric Mean, The x Sum of n terms a series of G.P.; The Sum of an Arithmetic Geometric Series.
    - Harmonic Progression** : Harmonic mean, Relation between A.M., G.M, and H.M.
- Permutation and Combination** : Factorial Notation, Important Lema, to find the number of Permutation of n different things taken rat a time, three theorem, To find the number of Combinations of dissimilar things taken rat a time. Circular permutation.
- Binomial Theorem** : Definition, to find the expansion of  $(a+ b)^n$ , when n is positive integer, properties of Binomial expansion.
- Arithmetic-Decimalization, Contacted method of Multiplication and Division, Ratio and proportion, Percentage, Discount, Commission and brokerage, Profit and loss, Simple and Compound Interest.

### **STATISTICS**

1. **Statistics** : Its meaning, nature, scope, limitation and importance in business and economics.
2. **Collection of Data** : Definition of the unit of investigation. Census and sample survey, Direct and indirect personal investigation, investigation on the basis of existing documents, errors in collection of statistics. Preparation of questionnaires and schedules.

3. **Sample Survey** : Population, Sampling units and sampling variance, concept of purposive and probability sampling, simple random sampling. stratified random sampling, systematic sampling, two stage sampling and cluster sampling.
4. **Graphic Representation of Data** : Histograms, bar charts and pie charts, frequency polygon, frequency curve, ogives of less than and more types.
5. **Measures of Central Tendency** : Arithmetic mean, geometric mean, harmonic mean, weighted averages, median, mode, quartiles, deciles and percentiles, their relative importance and limitations.
6. **Measures of Dispersion** : Range, mean deviation, quartile deviation, standard deviation.

Corporate Administration (Group B)

**SECRETARIAL PRACTICE (Hons.)**

**Paper — V**

Role of Secretary in a Company, Duties of Secretary, Contractual, Statutory. Secretarial Practice relating to promotion and incorporation of companies registered under the Companies Act, 1956.

Procedure for preparation of Memorandum, Articles and Prospects. Share certificates, share warrants-Format, issue of share certificate and duplicate share certificates-Maintenance of statutory books, records and registers, register and index of members, registers and index of debenture holders register of directions, managers, registers of charges and mortgages, register of contracts disclosing interest of Directors. Transfer and transmission of Shares.

Annual Returns.

Preparation of certain resolutions and agreements with the Registrar. Routine correspondence with Shareholders arrangement with postal authorities for dispatch of notices, Annual reports, dividend warrants. etc, notices from shareholders & compliance with stock exchange requirements.

**CORPORATION FINANCE (Hons.)**

**Paper — VI**

Meaning, importance and scope of Corporation Finance. Corporate Securities-Ownership Securities. Preferences share and Equity sharers. Creditorship Securities. Debentures and Bonds, their kind and significance.

Corporate Promotion-Meaning, types and stages of corporate promotion-Corporate promotion in India.

Capitalisation-Over Capitalisation, under-capitalisation, Designing Capital Structure-trading on equity requisites of financial plan: working capital-meaning and significance.

Marketing of Corporate Securities-Methods-Functions of Stock Exchanges, Underwriting of securities in India.

Profit Management- Internal Financing-Dividend Policy-kinds of Dividend payments.

Business expansion, Business failure, re-organisation of business and financial consideration.

Sources of Finance for companies-Financial institutions in India-their working.

**Corporate Taxation and Accounting (Hons.)**

**Paper — VII**

1. Corporate Income Tax in India- Income tax and tax liabilities of companies classification of companies and tax incidence under the Income Tax Act.
2. Concept of Tax Planning -Method of Tax Planning; tax planning and Financial management in companies. Tax Considerations in dividend policy and bonus, Share issues; taxation of inter-corporate dividends and transfer.  
Companies (profits) Surcharge Tax Act 1964  
Wealth Tax Act, 1957
3. Corporate Tax Management in India-Deduction of Tax at sources-advance payment of Tax, Filling of returns etc.

**BUSSINESS STATISTICS & ELEMENTARY MAHEMATICS (Hons.)**

**Paper VIII**

(Syllabus of this paper is the same as of paper VIII for Accounts Honours Gorup)

**Business Environment (Group — C)**

**PERSONNEL MANAGEMENT AND INDUSTRIAL RELATION(Hons.) Paper - V**

Trade Union Movement with special reference to India : aims. objects, functions and weakness of Trade Unions.

**Labour Management—recruitment**, training, promotion, induction, retracement of industrial workers.

**Industrial disputes—causes** and effects- methods of prevention and settlement of Industrial Disputes and machinery in India-Labour Welfare and Social Security measures, Methods of wage payment.

**Functions and Organisation of Personal Department** : Changing role of personal function in modern times.

**RURAL ENVIRONMENT & CO-OPERATION (Hons.)**

**Paper — V**

Rural Economy in India : Problems of agriculture's, Small Seale and village Industries, their problems, Rural indebtedness, problems and solution. Village Panchayats and their role in rural development, various programmes of rural development.

Co-operative Movement-History, Principles and Characteristics. Managements of Co-operative Societies-both credit and non-credit co-operative societies, Working of Co-operative Banks, Land Development Banks, Role of RB I and NABARD in rural development.

**TAXATION LAW & ACCOUNTS (Hons.)**

**Paper — VII**

The course for this paper shall be the same as of Paper VII of Part III of Accounts (Honours) Group

**BUSSINESS STATISTICS AND ELEMENTARY MATHEMATICS (Hons.) Paper - VIII**

The Course of this paper shall be the same as of paper VIII of Part III of accounts (Honours) Group.

**Business Finance (Group — D)**

**MONEY MARKET (Hons.)**

**Paper — V**

Meaning Significance and organisation of Money Market, Features of Indian Money Market. Money Market Organisation in U.S.A., England and Japan.

Organisation of Indian Money Market, Defects of Money Market in India. Constituents of Indian Money Market.

Functioning of Commercial Banks. Co-operative Banks as constituents of Money Market.

Bill Market in India- Working of Indian Bill Market.

### **CAPITAL MARKET (Hons.)**

#### **Paper — VI**

Meaning, Significance and scope of capital market. A brief history of development of capital market in U.S.A., England and Japan. Organisation and institutions of Capital Market in India, Development Banking-its role in economic development in India.

Functions and working of specialised financial institution viz. I.F.C., I.C.I.C.I., U.T.I., L.I.C., I.D.B.I. etc.

Agencies of international capital market viz. I.D.A., I.B.R.D., I.M.F., **A.D.B.I.**, F.C.I. etc.

### **STOCK EXCHANGES (Hons.)**

#### **Paper — VII**

Meaning, importance and functions of stock exchange, their role in industrial finance in the Country. A brief history of development of stock Exchange in U.S.A, England and Japan.

Stock exchanges in India- Their organisation and working .A brief study of the working of stock exchanges in India Regulations of Stock Exchanges in India Stock Exchanges Transaction : Provisions of Securities, Contracts (Regulation) Act. 1956

Forward Contract Act, 1958.

Control of Capital Issue Act, 1956.

### **BUSSINESS STATISTICS AND ELEMENTARY MATHBAATICS (Hons.)**

#### **Paper — VIII**

The Course for this paper shall be the same as of paper VIII of part III of Accounts (Honours) Group.

#### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

#### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

#### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

##### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Intermediate with Commerce and Science.

**F.2. Admission Fees-** Rs 3700 per year

**F.3. Duration of the course-**

Minimum 3 Years.

Maximum 6 Years.

**F.4.** Notification for admission into B. Com. Commerce programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the B. Com. programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (B.Com.) programme.

#### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the B. Com. programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The B. Com. programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Commerce does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree at University and the yearly output of Degree learners with and without Hons. from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A

high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- BLIS**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

To cope with the increasing demand for higher education and trained human resources in the field of Library & Information Science.

To enable the students of the weaker sections of the society and of rural background for higher education in Library & Information Science who are unable to pay fee charged by private institutes.

To provide quality education at reasonable fee structure.

To reach out to more and more people and help them in their endeavor to study further and taking education to people at their doorstep by removing all barriers of learning. But, of course, without compromising the quality factor.

To provide meaningful opportunity for employment of young people in the field of Library & Information Science by enhancing their knowledge base.

To cater to the needs of the unprivileged section of the society particularly the physically and mentally retarded population of the state.

To serve as catalyst and development of Library & Information Science education through an open learning system and contribute to create job opportunities for unemployed youths of the country.

#### **A.2. Objectives:**

The Bachelor in Library & Information Science (BLIS) programme is meant to impart skill and training necessary for effective organization and management of libraries and providing varieties of library and information services with the help of IT wherever possible.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

The Bachelor in Library & Information Science (BLIS) programme to be offered through Open and Distance Learning mode is purely relevant and aligned with the goals and missions of the University.

### **C. Nature of Prospective target group of learners:**

The Bachelor in Library and Information Science (BLIS) is highly demand for large number of trained human resource in the field of library and information activities. Such human resources are required to be appointed in various positions in libraries, documentation centres and information centres/institutions in the country. The development of information communication technologies and use of computer and communication technologies, storage technologies and multimedia technology has brought tremendous changes in the field of library and information science. As per the needs of the learners, the University has prepared course curriculum of BLIS Programme.

The Prospective target group of learners are-

- Students of the weaker sections of the society and of rural background for higher education in Library & Information Science who are unable to pay fee charged by private institutes.

- Students seeking for job opportunities
- Untrained persons working in the field of Library & Information Science
- Persons having interest in development of knowledge and skills in the field of library & information science and getting higher education.
- Women group

#### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Over the years there have been tremendous changes in the field of library and information science due to the development of information communication technologies, particularly the computer and communication technologies, storage technologies and multimedia technology. These developments are changing the traditional face and concepts of all kinds of libraries and information institutions. The networked society requires instant access to information. User needs have undergone a sea change. BLIS professionals need to update and reorient themselves to serve their users in this changing scenario. Looking at the changing scenario of the library and information activities, the BLIS Programme to be offered in open and distance learning mode by the University will bring a paradigmatic changes amidst the technology revolution in the society. The University provides the opportunity to the human resource, basically to the poor and rural people to get a quality education in Library & Information Science, which can fulfill the demand of the society

#### **E. Instructional Design**

BLIS Program is of one year duration and detailed syllabus of complete course is prepared which will be provided to students at the time of admission. Detailed printed study material will also be provided to students. Apart from this the institution will offer classes during weekends both offline and online through multimedia facilities, and take viva at the end of the semester.

##### **E.1. Course Structure:**

#### **Bachelor of Library & Information Science (BLIS)**

##### **PAPER — I**

#### **FUNDAMENTALS OF LIBRARY & INFORMATION SCIENCE**

UNIT — 1 Social Foundation of Library. Role of Library in Society. Role of Library in Education (formal and informal). Information Nature and its role in Society.

UNIT — 2 Types of Library- Public Library System, National Library & State Library, Academic Library system, Information centre and Documentation center.

UNIT — 3 Laws of Library Science. Library Movement, Library Legislation in India Professional Association of Library. UNESCO and Library development, ILA. IASLIC. FID, IFLA.

UNIT — 4 Communication process and barriers & Information transfer process.

UNIT — 5 User Studies. **User Education, Librarianship.** Professional Ethics, Information policy **in India and abroad.**

## **PAPER — II**

### **MANAGEMENT OF LIBRARY AND INFORMATION CENTER**

- UNIT — I Meaning of management, function. Principle and organizational structure. Planning. of management system, General and Scientific management definition of TQM.
- UNIT—2 Sections of Library, Acquisition. Book Selection. Technical processing, Serial control, circulation control, reference section. stock Maintenance section verification.
- UNIT — 3 Conservation and preservation of print & non print material. collection development and policy. Library and space management, library statistics.
- UNIT — 4 Reporting Process. Annual Report. content of report. resource sharing, human resource management. staffing and job evaluation.
- UNIT — 5 Library Finance. Budgeting, different type of budget. library rule and regulation and library accounting.

## **PAPER — III**

### **INFORMATION SOURCE AND SERVICE**

- UNIT — 1 Concept of Information Source. and its Kinds and Categories (Dictionaries. Encyclopedias. Handbook, Manuals Patent Standards, Year Book, Hand Book.
- UNIT — 2 Geographical Source, Bibliographical Source, Current Source. Statistical Source and non documentary source, Internet as a source  
of Information Librarians role in Information Source & Service. UNIT — 3 Reference Service, Definition. Scope. Types.
- UNIT — 4 National Information system and service- DESIDOC. INFLIBNET, NISCAIR, DRTC, NISSAT and UGC. International Information AGRIS. UNISSIST and INIS.
- UNIT — 5 Documentation service and its kind- Abstracting Service, CAS & SDI service, Translation service. Reprography service, News paper clipping service.

## **PAPER -IV**

### **INFORMATION TECHNOLOGY AND THEIR APPLICATION**

- UNIT — 1 Concept of Information Technology & its scope. role of information technology in dissemination of knowledge.
- UNIT — 2 Historical development of computer, Generation of computer & their future, classification of computer and its devices. Understanding of Multimedia & Network System.
- UNIT — 3 Computer software - purpose and type. Operating software and Application Software. programming language.
- UNIT — 4 Library Automation need and purpose. Use of computer in library housekeeping activities including, CAS & SDI, library software & its use in library automation library cooperation.
- UNIT — 5 Library & Information network, Resource sharing, Library. digital Cooperation library system. Major Library Network- DEWET-INFLIBNET, ERNET. NICNET.

## **PAPER — V.**

### **INFORMATION STORAGE (THEORY)**

- UNIT — 1 Concept of Information Storage and Knowledge classification and its Principle and Historical aspect of Clarification, Book classification and knowledge. Classification.
- UNIT — 2 General theory of Library Classification. Normative Principles, Principles of Facet and Helpful Sequence. Notation, Canons of Classification, Isolate, rive Fundamental Categories, Common Isolate & Standard Subdivisions.
- UNIT — 3 Major Schemes of classification its history. Colon Classification and Dewey Decimal Classification with Comparative Study. Call Number. Book Number. Computer, Collection Number.
- UNIT — 4 Enumerative and Analytico-Synthetic scheme of Classification. Postulation approach, Steps of Systematic Classification. Phase Relation & Devices Mnemonics, Role of CRG.

#### PAPER — VI

##### INFORMATION RETRIEVAL (THEORY)

- UNIT — 1 Information Retrieval - Meaning. Types, purpose. function and their utilization in Library. Historical study of Catalogue and codes.
- UNIT — 2 Physical forms and Inner forms of catalogue Comparative study of CCC and AACR-II.
- UNIT — 3 Normative principles of catalogue, canons, Sear's list of subject heading, rendering and choice of Entries according. to Classified and Dictionary Catalogue.
- UNIT — 4 Different kind of Authors and rule of their entry. Corporate Author, Personnel Author, Pseudonymous author, anonymous author. periodicals' entry. Cooperative and centralized cataloguing.
- UNIT — OPAC Cataloguing and International Standard of Bibliographic Record ISBD. Mark Project, ISBD, CCF Format, filing and arrangement of entries.

#### PAPER - VII

##### INFORMATION STORAGE (Practice)

Classification of Books & Documents according to DDC 19' edition and CC6<sup>th</sup> edition. Use of common subject division and auxiliaries. Classification hav:ng\_ complex subject. and Non documentary source of library .

#### PAPER - VIII

##### INFORMATION RETRIEVAL (PRACTICAL)

Cataloging. of documents. Using Classified Catalogue Code and AACR-2 Using for rendering, of subject heading by Sear's list of subject Heading chain procedure.

#### PAPER — IX

##### PROJECT WORK & VIVA-VOCE

In this paper the student will be given Library resource and service & electronic resources technology based topic, Library reference service & their utilization in diffusion of knowledge relating topic, Computer basis networking resource and their access related topic for project work.

**The students have to submit a project work in the end of the session and before submitting of examination form. The topic will be selected by the counselor of Directorate of Distance Education or Course Coordinator.**

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

##### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduation.

**F.2. Admission Fees-** Rs 11000 per year

**F.3. Duration of the course-**

Minimum 1 Year.

Maximum 2 Years.

**F.4.** Notification for admission into BLIS programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the BLIS programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (BLIS) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the BLIS programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The BLIS programme must be completed within a maximum of 6 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme BLIS requires laboratory support services. Regarding library & laboratory resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree at University and the yearly output of Degree learners with and without Hons. from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 792000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 85000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Sociology ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

The Mission of the programme M. A. in Sociology is to develop among the learners an objective understanding about the society. Through the course an attempt has been made to make the learners aware about different social problems and conditions and help them to synthesize different particular viewpoints to discover universal principles of social behavior.

#### **A.2. Objectives:**

A.2.1. The objectives of the programme is to introduce the students about the historical background of the emergence & growth of Sociology in the West.

A2.2. To sensitize the learners about the Indian society with a discussion on its structure and institutions.

A.2.3. To aware the learners about the processes, issues, and social problems faced by the society.

A.2.4. To understand the processes of growth change, and development of rural as well as urban society.

A.2.5. To acquaint the learners with the nature and functioning of political system and the political processes.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

The Directorate of Distance Education, B. R. A. Bihar University has the vision to reach the unreached so in relate with this mission, Sociology Programme is an endeavour to provide higher education to the learners at door step. The Programme Sociology improves our understanding of society and increases the power of social action. It assists an individual to understand himself , his capacities, talents and limitations. It enables him to adjust himself to the changing situations, knowledge of society, social groups, social institutions, associations, their functions etc. helps us to lead an effective social life. The programme Sociology made us to become more objective, rational and broad minded. It has impressed upon the students to overcome their prejudices, misconceptions, egoistic ambitions, and class and religious hatreds. Apart from that the learners of Sociology are eligible to work in the fields of factories and government, social security, reformation of criminals ,social welfare , education and family planning etc.

### **C. Nature of Prospective target group of learners:**

The target group of learners for the Programme M.A. in Sociology are those (a)who have completed their graduation under Three Years Degree course from any

recognized university having major or general,(b) in service personnel looking forward to improve their skills and knowledge to enable to go up in the ladder in their own organization or elsewhere and (c) individuals who are unable to pursue higher education in sociology due to different reasons.

#### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The programme Sociology can be regarded as appropriate to be conducted in open and distance learning due to following learning outcomes.

D.1. It helps the learners to be up to date on the modern changing situations.

D.2. The learners become good citizen and they contribute to the solution of community problems.

D.3. Sociological knowledge is helpful for understanding and planning of society. It is a vehicle of social reform & social reorganisation.

D.4. The learners will be able to conduct studies regarding tribal societies and problems . It will help many governments in undertaking various social measures to promote the social welfare of the tribal people.

D.5. The learners will be able to undertake research on various socio-economic, political and educational issues. Sociologists specially trained in research procedures are in increasing demand in business, government, industry, social welfare, advertising, administration and many other areas of community life.

#### **E. Instructional Design**

M.A. in Sociology Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Sociology.

##### **E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1

Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

### **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. Sociology programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A Sociology programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

## **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

## **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

## **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Sociology programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat

examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Sociology programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Sociology does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Sociology at University and the yearly output of Degree learners with and without Hons. in Sociology from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Economics ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

To provide quality higher education in Economics to the door step through barrier less, flexible and open learning mode with emphasis on relevance and inclusion.

#### **A.2. Objectives:**

A.2.1. To offer an opportunity to learners for higher studies in Economics.

A.2.2. To gain understanding of core economic principles and how they apply to a wide range of real world issues.

A.2.3. To provide a general understanding of the functioning of the economic system, and the role of institutions, groups and regions within that system.

A.2.4. To expose learners to alternative paradigms of economic theory and their application to contemporary national and international problems.

A.2.5. To acquaint the learners with the nature and functioning of economic system and the economic processes.

A.2.6. To acquaint learners in some emerging areas in Economics such as finance, environment, sustainable agriculture that are expected to be extremely useful in the present scenario of economic liberalization and globalization.

A.2.7. To master the theoretical and applied tools necessary to critique and create economic research.

A.2.8. To help students in acquiring analytical and empirical skills necessary to succeed in securing professional employment or admission to appropriate post-graduate programs.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

MA programme in economics under distance mode is a very important teaching programme, in achieving goals of the University. With the inherent flexibility and openness, the programme is offering courses to the learner's expectations and reaching the unreached. The course structure incorporates a balance of theoretical analysis & quantitative reasoning. The programme attracts a talented pool of students from varied undergraduate backgrounds, including not only economics but also mathematics, physics, and engineering etc. Apart from that, this programme is designed to meet the various academic and employment needs of the people in the

region, especially of the disadvantaged sections of the society and people from rural areas. Learners get exposure to a wide range of courses and also gain experience in doing field work, analysing data, handling statistical software packages, making presentations and writing reports and papers.

### **C. Nature of Prospective target group of learners:**

The target groups identified for this Programmes are (a) graduates intending to improve their chances of employments on successful completion of this programme, (b) in service personnel looking forward to improve their skills and knowledge to enable to go up in the ladder in their own organization or elsewhere and (c) individuals who are unable to pursue higher education in Economics due to different reasons.

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The study of economics helps to formulate an understanding of the effects of financial actions and reactions by individuals and institutions. It is the subject that helps us to make rational decisions in a situation of scarce resources with alternative uses. Choice is the heart of all decision making. Individuals, businesses and governments are all faced with making choices in situations where resources are scarce. This is where knowledge of Economics is vital. The MA Programme in Economics programme aims to provide a thorough grounding in the principles of Economics while developing critical skills for a wide range of real world professional situations. Due to its combination of verbal reasoning and mathematical and quantitative analysis this degree will prepare a learner for a career as an economist in industry, finance, government or international organizations. It will also prepare for a range of other careers where these skills are valued.

### **E. Instructional Design**

M.A. in Economics Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Economics.

#### **E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						

II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

## **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Economics programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Economics programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Economics does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Economics at University and the yearly output of Degree learners with and without Hons. in Economics from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Political Science ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

The mission of the Political Science Programme is to provide learners to develop critical, independent thinking about politics and public life. Programme provides an understanding of political concepts, organization and function of political systems.

#### **A.2. Objectives:**

A.2.1. To increase the knowledge of the Political Science Discipline.

A.2.2. To increase understanding of basic facts and concepts about the Indian political system, including its history, philosophical, constitutional and legal foundations, leading political values and ideas, governing institutions, and policy making processes.

A.2.3. To create awareness among the learners about the democratic ethos of Indian society and encourages them to promote democratic values.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

The DDE, B.R.A. Bihar University has the vision to reach the unreached so in relate with this mission, Political Science Programme is an endeavour to provide higher education to the learners at door step. The relevance of the political science Programme lies in developing analytical skills and critical thinking in terms of analysing theories, institutions, and processes of the political system. The program prepares students for work in government, non-profit organizations, and private business, and it also prepares students for additional training in other post graduate and professional programs.

### **C. Nature of Prospective target group of learners:**

The target group of learners for the Programme M.A in Political Science are those who have completed their graduation irrespective of science, arts and commerce background. Programme is designed in such a way by taking the interest and need of the learners who are varies in terms of gender, incomes, locality or community as such. By taking into consideration of the interest and relevance of the Programme it is expected of having around 500 learners for this programme.

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Learners by going through this Programme will be able

To understand not only the Indian Political System but also the working of other political system, different social movement, international conflicts and process of resolution of conflicts.

To pursue studies in socio-political processes with an aim to address challenges faced by the society, state, nation and the global community.

To undertake further research based on socio-political issues pertaining to India with a view to protect and promote ethnic diversity, ecological vibrancy and indigenous cultures of the region.

To involve or participate in the community affairs and can promote democratic values in the society.

## E. Instructional Design

M.A. in Political Science Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Political Science.

### E.1. Course Structure:

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

## **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

## **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

## **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website - [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

## **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the

coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

## **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Political Science programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Political Science programme must be completed within a maximum of 4 years.

## **G. Requirement of the laboratory support and Library Resources:**

The programme Political Science does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

## **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Political Science at University and the yearly output of Degree learners with and without Hons. in Political Science from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

## **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- History ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

In general, as ODL is concerned, our main mission is to democratize education as a resource and provide every citizen, irrespective of gender, caste and creed, easy and affordable access to quality education and particularly, in the paradigm of Social sciences. The basic philosophy of our aim is to "Reach the Unreached". The teaching learning process of history is closely related to the study of past not simply for the past alone; it aims to understand the present also in a critical manner.

#### **A.2. Objectives:**

The objective of the programme is to motivate the prospective learners to get acquainted with the latest findings as well as research methodology of history as a discipline. It aims to cater the growing demands of the learners not only for those who want to be a teachers or researchers, but also to those who intend to be administrators, journalists or even professionals. The School also attempts to encourage the learners to go for researches.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

The aim of DDE is, as already stated, 'to reach to the unreached'. The University provides quality education in a flexible manner to serve those who are still beyond the arena of the higher education institutions through open and distance mode of learning. The relevance of the present programme, that is, M.A. in History, is suited with the DDE mission and goal. The course is designed in such a way so that it can offer updated knowledge in the subject. In order to spread the study of history in an optimum level, the programme is conducted in Hindi/English language though the learners have the liberty to write either in Hindi or in English in the examinations.

### **C. Nature of Prospective target group of learners:**

For the M.A. in History Programme, the University aims to attract those people who are aspiring to work in a teaching-learning-research institutes, government administrations and competitive professional world. Apart from the fresher, the people who are already engaged in schools, colleges, government institutes and private organizations (such as media houses, travel and tour companies, publication houses etc.) in different capacities without having professional degrees or trying to enhance their academic qualifications are also aimed to be included in the present programme. The primary reason is to develop their skill, knowledge and expertise meaningfully. The Department of History always made effort to enthuse the learners to go for original researches.

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Traditionally, the social sciences are understood to be those academic fields of study that employ a scientific method to explore the social phenomenon. Social Sciences at BRA Bihar University break from this narrow tradition to provide students with a progressive, innovative and truly interdisciplinary learning environment. Our programmes and courses are to be conducted for capacity building of the learners as general competence, job orientation, skill development in the respective field, contributing to the social development, research ability and to acquire the specific skill of administrative knowledge in respect of governance, leadership, and management. The School of Social Sciences also emphasizes the cultivation of critical skills (in developing fresh, innovative and original thinking) that provide students with a firm basis for success in their academic careers. The best possible practices are taken into consideration in the teaching-learning process of M.A. in History programme of DDE to follow this philosophy. It is planned in such a way so that it could cater the needs of both the professional world and academic sphere.

## **E. Instructional Design**

M.A. in History Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on History.

### **E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

## **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

## **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

## **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

## **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the

coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. History programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A History programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

## **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in History programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in History programme must be completed within a maximum of 4 years.

## **G. Requirement of the laboratory support and Library Resources:**

The programme History does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

## **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in History at University and the yearly output of Degree learners with and without Hons. in History from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

## **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

**Programme Project Report  
Programme- Psychology ( M.A.)**

**A. Programme's Mission and Objectives:**

**A.1. Mission:**

The mission of Psychology Program is to provide the knowledge of why human beings behave the way they do and equip them with practical skills to identify, understand, predict and modify human thinking, innate talents and behaviour for the benefit of the individual as well as the society.

**A.2. Objectives:**

A.2.1. To facilitate the learners to understand the why individuals behave the way they do through the theories of psychology.

A.2.2. To allow the learners to understand social causes of human behavior.

A.2.3. To enable the learners to make sense of the social dynamics that results in positive and negative behavior.

A.2.4. To understand the connection between social psychological theories in day to day life.

A.2.5. To explain how sensation and perception has different scientific explanations in psychology.

A.2.6. To make the learners to understand and purpose and use of psychological assessment.

A.2.7. To facilitate learners to become counselors by exposing them to various techniques of Guidance & Counseling.

A.2.8. To expose the learners to on date psychotherapies for their practice.

A.2.9. To strive to provide a conducive climate for effective teaching learning experience.

**B. Relevance of the Programme with HEI's Mission and Goals:**

Critical knowledge sharing of higher education through quality courses through distance mode and at an affordable cost is the goal of this course. This will enable the learners to be competent enough face the challenges of life in their personal, professional and social spheres of life. A psychology course in DDE, BRA Bihar University will define the PRIDE of the learner. Psychology explains the personality, intelligence, emotions, learning and thinking of the individual and this knowledge will help students to advance themselves in all walks of life.

In accordance of the mission of DDE, BRA Bihar University as a striving for excellence in research and teaching, the master's programme in psychology will inculcate a strong academic knowledge and practical skills in the student's mind.

### **C. Nature of Prospective target group of learners:**

The learners come from multiple levels of social strata and the most of them come from families with low level of income, rural background, women, unskilled and semiskilled individuals, minorities etc. This course will enhance the chances of professionals who are in teaching, social work, medical practice and management profession.

M.A. Psychology brings Job opportunities in the following areas:

- HR opportunities in Commercial and Industrial companies
- Marketing companies
- HR Consultant companies
- Government Hospitals Services
- Jails / Prisons
- Police Forces
- School, Colleges & Universities

M.A. Psychology Job Types:

- Psychologists / Counselors/ Behavioural Trainer in Corporate Offices
- Special education teacher
- Career counselor & career employment specialist
- Psychotherapist / Psychologist
- Psychology consultant
- Urban planning officer
- Staff Recruiter
- Social psychologist
- Human Resources Assistant
- Counseling Psychologist
- Child support specialist, social worker
- Educational psychologist

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The pg programme in psychology focuses both on the theoretical foundation as well as the practical skills and professional knowledge for the learners.

- The contents are designed in such a way that it prepares the individual both at the personal and at the professional level with all the necessary knowledge, skills and attitude to succeed.
- This programme provides learners with exposure to the skills necessary to do research and enhance their understanding of psychology.

- It also provides for personal as well as for professional competence and an opportunity to the learners to reflect on their personal and vocational life.
- This programme will provide opportunities for the learners make use of their communication, critical thinking and reflecting thinking proficiencies.
- The Master's degree course gives a foundational base for higher education research programmes like M.Phil, and Ph.D.
- It is possible to join schools/colleges both on private and regular basis; for regular one they need to clear exams like B.Ed with TET or SET or NET etc.,
- They can go for or start as an NGO and work for people in need in the society or social situations like poverty, disaster or calamity or crisis management.

## **E. Instructional Design**

M.A. in Psychology Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Psychology.

### **E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

### **E.5. Student Support Service:**

#### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

#### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. Psychology programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A Psychology programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Psychology programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Psychology programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Psychology requires laboratory support services. Regarding library and laboratory resources a library and a laboratory was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Psychology at University and the yearly output of Degree learners with and without Hons. in Psychology from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Geography ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

Geography's relevance to science and society arises from a distinctive and integrating set of perspectives through which geographers view the world around them. Geography a word derived from the Greek word geographia which means earth description has been long considered as one of the fundamental subjects in education system right from the beginning of the system. A subject that is unique in bridging the social and physical aspects of the globe. Geography is a field of science devoted to the study of the lands, the features, the inhabitants, and the phenomena of Earth. In general, as ODL is concerned, our main objective is to democratize education as a resource and provide every citizen, irrespective of gender, caste and creed, easy and affordable access to quality education and particularly, in the paradigm of social sciences. The basic philosophy of our aim is to "Reach the Unreached".

#### **A.2. Objectives:**

A.2.1. To focus within the curriculum for understanding and resolving issues about the environment and sustainable development. It is an important link between the natural and social sciences.

A2.2. To develop a mental map of the community, province or territory, country and the world so that the learners can understand the "where" of places and events and relate them in the real world.

A.2.3. The University is well prepared to offer such a program. Cooperation from study centres/colleges under different University shall be sought to keep the parity between regular as well distance mode of PG Geography.

A.2.4. To educate and train individuals to be effective managers and decision-makers.

A.2.5. To equip individuals with the necessary scientific skills and competencies to enable them to seek jobs and progress in their career.

A.2.6. To enhance the capabilities of the existing workforce in the country and abroad and thus contribute to economic development and business growth.

A.2.7. To give chances to the willing students those who could not enter into the convention Universities due to their age, job and limitation of the seat in the respective subject.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

The instruction is designed to engage students in learning experiences that not only enable them to learn content but also to develop greater passion for learning –

enabling them to 'learn to learn' and to be lifelong learners. In the learner-centred paradigm of education, students are encouraged to take greater responsibility for their learning outcomes. Thus students completing this program will be able to:

B.1. Appreciate Earth as the homeland of humankind and provide insight for wise management decisions about how the planet's resources should be used.

B.2. Understand geography's way of looking at the world through the lenses of place, space, and scale. A central tenet of geography is that "location matters" for understanding a wide variety of processes and phenomena. Indeed, geography's focus on location provides a cross-cutting way of looking at processes and phenomena that other disciplines tend to treat in isolation. Geographers focus on "real world" relationships and dependencies among the phenomena and processes will give character to any location or place.

B.3. Analyze environmental-societal dynamics relating human action to the physical environment, environmental dynamics linking physical systems, and human-societal dynamics linking economic, social, and political systems; and

B.4. Conduct spatial representation using visual, verbal, mathematical, digital, and cognitive approaches. Places are natural laboratories for the study of complex relationships among processes and phenomena.

### **C. Nature of Prospective target group of learners:**

In Bihar, a lot of students are graduated with science background. But due to limitation of seats in the conventional Universities/ PG colleges, all of them could not get enrolled themselves in the subject of their choice (i.e., Geography). In recent years there are ample scope of higher studies as well as research in Geography, thus the students opt this subject by choice. In DDE, BRA Bihar University the target group of learners are mainly from the rural areas, particularly where the Universities are too far from their local residence. Students from urban areas are also enrolling themselves. Students who graduate themselves also do not find an opportunity to go for post graduate studies in other universities. DDE caters and tries to offer them the best of the opportunity by offering this subject at the postgraduate level.

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

i.) We view the greatest strength of geography, as a discipline, in DDE is its ability to integrate and apply knowledge across the interface of the Earth's social and environmental systems.

ii) We welcome students into the postgraduate program based on their previous academic work, research interests, letters of reference, and the ability of faculty to act as counsellors.

iii) Counsellors with expertise in various fields of geography like geomorphology, hydrology, biogeography, climatology, meteorology etc. work together with graduate

students to study fundamental and applied problems that are of compelling societal and scientific interest. Issues such as global climate change, water, energy and carbon cycling, vegetation and carbon dynamics associated with environmental change and management, landscape development, and human impacts on the environment are studied with particular emphasis

iv) In Geography, we don't just learn in the classroom; we provide students with opportunities to learn relevant skills and apply their knowledge to real-world challenges.

v) Our field courses are designed to give students an opportunity to do just that: learn valuable field skills, apply classroom knowledge, and connect to the many organizations and issues that require geographic and environmental expertise.

vi) Geomatics, Map Info is a nexus for new applications of Geographic Information Systems (GIS) science and geomatics within the physical, social and environmental sciences. The laboratory contains workstations with specialized software for GIS, remote sensing, spatial analysis and 3-D visualization (Geomatics). The laboratory supports original applications of Map Info and GIS for students and research projects examining the use of machine learning in automated environmental mapping, environmental change, and population health on continental, national and regional scales.

## E. Instructional Design

M.A. in Geography Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Geography.

### E.1. Course Structure:

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3

Total	20		100	1000	14	6
-------	----	--	-----	------	----	---

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

### **E.5. Student Support Service:**

#### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. Geography programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A Geography programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

**F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Geography programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Geography programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Geography requires laboratory support services. Regarding library and laboratory resources a library and a laboratory was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Geography at University and the yearly output of Degree learners with and without Hons. in Geography from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

# **Programme Project Report**

## **Programme- Hindi ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

Develop students' critical alertness to linguistic and cultural representation, especially to the nature and effect of literary language and to the ways in which individual texts affect and are affected by larger social and historical contexts:

- Enable students to analyse and argue persuasively, and to become independent and self motivated researchers;
- Equip students with the skills required for further academic work or for those professions, such as teaching, the public sector, the media and business, which require critical and analytical skills, powers of communication and an awareness of the broad meanings of culture.

#### **A.2. Objectives:**

- To develop critical reasoning and analytical skills, including the capacity for solving problems and thinking creatively, often through extensive reading.
- The ability to construct an argument by selecting and ordering relevant evidence and then to communicate findings in a structural, clear and persuasive way.
- The ability to discuss ideas in groups, accommodating different ideas and reaching an agreement.
- The capacity to think objectively and approach problems and situations with an open mind.
- The appreciation of different factors that influence the activities of groups and individuals in society.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

Degrees in B.Sc/ B.A., Hindi/B.Sc/ B.A Degree in relevant discipline (preferred) or any UG degree, approved by the Association of Indian Universities are eligible to seek admission.

### **C. Nature of Prospective target group of learners:**

This programme is intended for graduates who may wish to get a higher degree or may like to pursue a career in academics.

### **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Hindi as a field of study is application oriented and prepares one for many professions. They can also pursuer their career as translator, news reader, teacher and many more.

### **E. Instructional Design**

M.A. in Hindi Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Hindi.

### **E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

##### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. Hindi programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A Hindi programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Hindi programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Hindi programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Hindi does not require laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Hindi at University and the yearly output of Degree learners with and without Hons. in Hindi from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Home Science ( M.A.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

The M.A. Home Science has been innovatively designed to enable the students to acquire knowledge in the field of Food Science and Nutrition, Food Service Management and Dietetics, Family Resource Management and Interior Design, Human Development, Textiles and Clothing and Home Science Extension. The curriculum is multidisciplinary in nature focusing the individual, family and society; have an integrated approach of combining theory, practical and field work.

#### **A.2. Objectives:**

To develop the capabilities and knowledge of students in the areas of,

- Food Science, Principles of Nutrition, Nutrition through Life Cycle, Therapeutic Nutrition
- Food Service Management
- Family and Community Science
- Home Economics and Financial Management
- Textile Science, Apparel Design, Clothing
- Entrepreneurship
- Extension and Communication

To acquire relevant skills required to develop students to become efficient professionals in academics, research, industry and community service in the field of Home Science.

To enhance communication skills and leadership skills to foster competence and excellence in students.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

Degrees in B.Sc/ B.A., Home Science/B.Sc/ B.A Degree in relevant discipline (preferred) or any UG degree, approved by the Association of Indian Universities are eligible to seek admission.

### **C. Nature of Prospective target group of learners:**

Home Science students have a wide range of fields that they can enter

- Production Jobs – This covers food preservation, dress-making, specialized cooking. Graduates of Home Science can go on to enter the textile business, fashion designing etc. or even work in hotels and in food industry etc.
- Research Jobs - These involve educating specific segments of the population such as mothers, ;farmers, ;and villagers on the food- value of certain food items. Also one can work as a researcher/scientist in R&D labs on food preservation etc.
- Sales Jobs- Sales promotion of food items (baby foods) are given to home science graduates since they have relevant information and experience.
- Service Jobs – Maintenance and supervision of housekeeping departments at tourist resorts, hotels, catering facilities, restaurants etc.

## **D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

Home Science as a field of study is application oriented and prepares one for many professions. They can also pursue their career as dietitian nutritionist, food quality control officer, fitness experts and many more.

## **E. Instructional Design**

M.A. in Home Science Programme will consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Home Science.

### **E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						
III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

#### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

#### **E.5. Student Support Service:**

##### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

##### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

##### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

#### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

#### **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs. 4000 per year

**F.3. Duration of the course-**

Minimum 2 Years.

Maximum 4 Years.

**F.4.** Notification for admission into M.A. Home Science programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A Home Science programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

#### **F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Home Science shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the MA in Home Science programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The MA in Home Science programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Home Science does require laboratory support services. Regarding library and laboratory resources a library and a laboratory was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree in Home Science at University and the yearly output of Degree learners with and without Hons. in Home Science from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek

admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*

## **Programme Project Report Programme- Commerce ( M. Com.)**

### **A. Programme's Mission and Objectives:**

#### **A.1. Mission:**

M. Com. is one of the most sought after career oriented professional programs offered at the master's level. M. Com. degree opens up innumerable career options and opportunities to the aspiring managers both in India and abroad. M. Com. program also prepares one to start a business of his/ her own in the capacity of an entrepreneur.

#### **A.2. Objectives:**

**Academic excellence:** Our primary objective is to enable every student to cope up with the latest developments in contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.

**Professional Excellence:** The College motivates molds and prepares the students for positions of leadership in business organizations at the local, national and international levels.

**Total commitment:** The College is focused on the all-round development of the students' personality through proper education and exposure to the vast treasure of knowledge; sports facilities and by providing platforms for their socialization.

**Holistic Development:** College provides exposure to learners in the latest trends in relevant branches of knowledge, competence and creativity to face global challenges.

**Socially responsible Citizen:** College inculcates a sense of civic responsibility, social commitment, and moral accountability among the students through social activities to with exposure to human rights, value system, culture, heritage, scientific temper and environment.

**Value-based Development:** To impart quality and need based education our objective is to sensitize the students to their changing roles in society through awareness raising activities.

### **B. Relevance of the Programme with HEI's Mission and Goals:**

There are much and more relevance of the M. Com. programme with HEI's mission and Goal because Distance Education gets overwhelming response in India. However, even in this system, the actual aim of providing quality education is getting replaced by the aim of making more money from students by the institutes. The relevance of this programme can consider while studying Business Studies.

### **C. Nature of Prospective target group of learners:**

Basically the programme focusing towards those persons who are employed and who have not time to attend class on regular days. Skill enhancement and knowledge acquisition are the very important aspects of any job. Skills and knowledge are perhaps the only two factors that propel your career to the greater heights. One way for a working professional to acquire new skills and knowledge is to grab every learning opportunity thrown at them. The other way is to pursue a distance M.Com course and gain the skills in a shorter span of time. Working professionals can benefit immensely from distance M.Com course. These courses are available part-time and hence you do not need to quit the job for them. You can continue with your occupation and learn Commerce side by side. Whether you are an engineer or any other professional, learning business management could boost your career significantly.

**D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

M.Com education gives you new skills and knowledge to enhance your current career. After working in the office for two or three years, and gaining adequate experience, you will realize that you were in fact stuck in a comfort zone. By doing your M.Com course, you will soon be forced out of your comfort zone and learn how to deal with the latest issues. This program will give you the opportunity to constantly challenge and push yourself in order to continuously improve.

- Develop priceless managerial skills.
- Experience a new place and culture during your studies
- Networking opportunities.

**E. Instructional Design**

M. Com. Programme will Consist of 16 papers (four in each semester). Learners shall have to select Four Elective Courses. Each paper will include one assignment. The learners will have to complete at least 64 credits to be eligible to achieve the Master Degree on Commerce.

**E.1. Course Structure:**

The CBCS system is scheduled to be implemented with effect from academic session 2018-20 in regular course in all subjects for post graduate studies. The general framework is outlined below:

Semester	Course / Paper	Credit per Course / Paper	Total Credit	Min. No. of Learning Hours	Core Course / Paper	Elective Course / Paper
I	5	5	25	250	4	1
Semester Break						
II	6	5	30	300	5	1
Semester Break						

III	6	5	30	300	5	1
Semester Break						
IV	3	5	15	150	0	3
Total	20		100	1000	14	6

The University is in a process to adopt it with minor changes. The same syllabus will be adopted for ODL mode and the existing SLM will be upgraded accordingly.

### **E.2. Faculty and support staff requirement:**

There is one full time faculty member on deputation for this programme and DDE will take the help and Services from the faculties of University department and from the faculties of nearby Colleges.

### **E.3. Instructional Delivery Mechanism:**

The instructional delivery mechanism and various media through which Study Inputs will be provided for this programme are Print Material (SLMs), Face to face and on-line (e-mail, Whatsapp, social media etc) tutorials, Face to face and on-line (e-mail, Whatsapp, social media etc) counseling.

### **E.4. Identification of Media and Student Support Service:**

The Research and Media Support Service wing has been established with a two fold objective to facilitate in house research Distance Education as well as supplement the distance learners with multi-media facilities. It includes information about the various events organized by the Directorate, assisting in administrative works, support with ICT tools etc.

- Updating all the necessary information in the website [www.ddebrabu.net](http://www.ddebrabu.net)
- Internet facility :

All enrolled students of the Directorate can avail various facilities by logging in the website – [www.ddebrabu.net](http://www.ddebrabu.net). Some of the facilities, apart from the general information are -

- Assignment questions.
- Important dates.
- Result.

### **E.5. Student Support Service:**

### **E.5.1. Study Materials**

The Directorate has prepared all the study materials in the Self learning material (SLM) format in coordination with the course writers and editors through the help of the workshops sponsored by Distance Education Council, IGNOU, New Delhi

### **E.5.2. Personal Contact Programmes / Counselling Programmes**

Directorate conducts weekend counselling for its learners. These weekend counsellings can be availed by willing students on payment of minimal fees which will be notified by the directorate in the induction meeting. The personal contact programmes for undergraduate courses shall be provided by the study centers and the coordinators will inform the schedules to the students enrolled at their respective study centers .

### **E.5.3. Induction Meet**

The DDE organizes one day Induction Meet for the learners before commencement of counselling Sessions of previous year to give a clear map of the open and distance learning . It is a two way interactive meet .

### **E.5.4. Learners meet:**

The DDE organizes one day learners meet to address their different problems related to their process of learning.

## **F. Procedure for admissions, curriculum transaction and evaluation:**

**F.1. Eligibility-** Graduate under Three Years Degree course from any recognized university having Hons. or general.

**F.2. Admission Fees-** Rs 4000

**F.3. Duration of the course-**  
Minimum 2 Years.  
Maximum 4 Years.

**F.4.** Notification for admission into M. Com. Commerce programme shall be advertised about three months prior to the commencement of the programme.

**F.5.** Application seeking admission into the M.A Commerce programme shall have to submit all documents in original for verification at the time of admission.

**F.6.** The list of the admitted candidates shall be submitted by the approved study centres to the DDE. for approval with the roll number allotted to them for their enrolment in (MA) programme.

**F.7. Curriculum transaction**

The Directorate would conduct weekend counselling for its learners. Apart from this, they would be able to solve their queries over phone by calling the concerned subject Coordinator at their respective Study Centre.

#### **F.8. Medium and Method of Instruction :-**

F.8.1. English/Hindi shall be the medium of instruction both in the classroom as well as in the University Examination.

F.8.2. Weekend Counselling sessions shall be organized for the learners in the Headquarter as well as in the study centres.

#### **F.9. Examination and Evaluations:-**

F.9.1 Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the DDE, BRA Bihar University, Muzaffarpur.

F.9.2. There shall be two Term End examinations at the end of each sessions.

F.9.3. The Examination(s) for the M. Com. programme shall be as follows

F.9.3.1. Each course shall carry 100 marks, including 30 marks of internal assessment (home assignments) and 70 marks Term-End Examination.

F.9.3.2. Time allotted for completion of a course of 70 marks in the term end examination is of three hours.

F.9.3.5. A candidate shall have to obtain a minimum of 40% marks in total (internal + End term Examination) to successful completion of the course.

F.9.3.6. The following shall be applicable to the candidates who fail in the examination.

F.9.3.6.1. Failure in two courses shall entitle the student to take the examination of the failed courses along with the next batch while pursuing next academic year.

F.9.3.6.2. Marks of assignments / internal assessment will be carried over in case of failed students.

F.9.3.6.3. Failure in three or more courses (theory) shall be considered as failed and will not be promoted to the next semester. Students who have failed in one year have to repeat examination along with the next batch while continuing in the next academic year.

F.9.3.6.4. The M. Com. programme must be completed within a maximum of 4 years.

### **G. Requirement of the laboratory support and Library Resources:**

The programme Commerce does not required laboratory support services. Regarding library resources a library was established in the DDE in the year 2012 for the learners, teaching staff, administrative staff as well as the employees of the institution. Moreover there is a central library in the University.

### **H. Cost estimate of the Programme and Provisions:**

Keeping an eye on the number of applicants applying for the conventional Master Degree at University and the yearly output of Degree learners with and without Hons. from various affiliated Colleges under BRA Bihar University, it can be estimated that around six-seven hundred learners may seek admission to this Programme. If the cost estimate is calculated on 500 learners, the approximate cost is as follows:

H.1. Development includes SLM writing, editing, review, printing cost etc.:  
Approx Rs. 2376000/-

H.2. Delivery includes expenses like postage, courier, door delivery of SLM:  
Approx Rs. 250000/-

H.3. Maintenance includes the syllabus revision, SLM revision committee expenses etc.

\*Some amount of money will be needed to spend on learner support like face-to-face counselling, advertisement, library, salary and other related administrative expenses.

### **I. Quality assurance mechanism and expected programme outcomes:**

Need assessment and tracer studies will be conducted for quality assurance in terms of the Centre for Internal Quality Assurance. Moreover, revision and updating of material by obtaining feedback from students and resource persons will be done. A high powered committee constituted with the Deans, HoDs, Subject Experts from the University Departments and the Directorate will also monitor the syllabus upgradation, curriculum design, and other pedagogical and academic aspects of all programmes of the DDE, BRA Bihar University.

\*\*\*\*\*