

Semester – I

MAJOR PAPER -1: BUSINESS ORGANISATION AND MANAGEMENT

Duration Time: 3 Hrs

Marks: 100

Lecture: 60

(End Semester Exam 75 Marks + Semester Internal Exam 25 Marks)

Objectives: To acquaint learners with the basics of business concepts and functions, forms of business organisation, and functions of management. The learners will be able to:

Learning Outcomes: After completion of the course,

- 1. Distinguish and explain each form of business.**
- 2. Prepare draft of Article of Association & Memorandum of Association for a business.**
- 3. Explain principles and functions of management implemented in the Organisation.**
- 4. Identify and explain the different type of plans and organisation.**
- 5. Analyse the concept of Delegation of Authority, coordination, and control.**

Course Content:

Unit1: Concept and Forms of Business Organisation

Lecture:15

- 1.1 Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business.
- 1.2 Forms of Business Organisation- Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship.
- 1.3 Meaning, Characteristics, Advantages and Disadvantages of Partnership, Kinds of Partners, Partnership Deed.
- 1.4 Concept of Limited liability partnership.
- 1.5 Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family.
- 1.6 Meaning, Advantages and Disadvantages of Co-operative Organisation.

Unit 2: Joint Stock Company

Lecture:13

- 2.1 Joint Stock Company- Meaning, Definition, Characteristics – Advantages and Disadvantages, Code of Business Ethics.
- 2.2 Kinds of Companies.
- 2.3 Preparation of Important Documents – Memorandum of Association Clauses – Articles of Association Contents – Prospectus – Contents – Red herring Prospectus, Statement In lieu of Prospectus (as per Companies Act, 2013).

Unit 3: Principles and Functions of Management

Lecture: 12

- 3.1 Management – Meaning – Characteristics.
- 3.2 Fayol's 14 Principles of Management.
- 3.3 Functions of Management – Levels of Management.
- 3.4 Scientific Management – Meaning, objectives, relevance and criticism.

Unit 4: Planning and Organizing**Lecture: 10**

4.1 Planning- Meaning, Characteristics, Types of Plans, Advantages and Disadvantages,

4.2 Organizing -Process of Organizing; Principles of Organisation – Formal and Informal Organisations – Line, Staff Organisations

Unit 5: Authority, Coordination, and Control**Lecture: 10**

5.1 Meaning of Authority, Power, responsibility and accountability – Delegation of Authority, Decentralization of Authority.

5.2 Definition, importance, process, and principles of Coordination, techniques of Effective Coordination.

5.3 Control-Meaning, Relationship between planning and control, Steps in Control, Types (post, current, and pre-control).
Requirements for effective control.

Practical Exercises:**The learners are required to:**

1. Complete the exercise wherein they are given different situations and scenarios to start their own business (in terms of capital, liability, scale of operations, etc.) and are asked to select the most suitable form of business and justify the same highlighting the advantages and disadvantages of their choice.
2. Prepare the Article of Association & Memorandum of Association/rules and regulations/bye laws for the form of business organisation chosen in Unit 1.

Semester – I

MINOR PAPER-1 (MN-1): BUSINESS ECONOMICS

Duration Time: 3 Hrs

Marks: 100

Lecture: 60

(End Semester Exam 75 Marks + Semester Internal Exam 25 Marks)

Objective: The course aims to acquaint the learners with fundamental economic theories and their impact on pricing. Demand, supply, production, and cost concepts. The learners will be able to:

Learning Outcomes: After completion of the course,

1. Explain the Basic Problems of an Economy.
2. Identify the factors influencing the elasticity of demand.
3. How does a consumer maximise his satisfaction from consumption of goods.
4. How the process of production goes in every economy.
5. Identify and explain the different type of market.

Course Content:

Unit 1: Basic Concepts

Lecture: 12

- 1.1. Meaning, Nature and Scope of Business Economics
- 1.2. Basic Problems of an Economy
- 1.3. Application of Economic Theories in Decision Making and Steps in Decision Making

Unit 2: Consumer Behaviour and Elasticity of Demand

Lecture: 15

- 2.1. Theory of Demand and supply
- 2.2. Elasticity of demand: Concept. Kinds- price, cross, income and advertising elasticity of demand
- 2.3. Measurement of elasticity of demand
- 2.4. Factors influencing the elasticity of demand and Importance of elasticity of demand.

Unit 3: Consumer's Equilibrium

Lecture: 11

- 3.1. Meaning of Utility, Cardinal Utility Analysis and Ordinal Utility Analysis
- 3.2. Diminishing Marginal Utility and Equi-marginal Utility
- 3.2: Budget line and Indifference Curve approach;

Unit 4: Production and cost

Lecture: 10

- 4.1. Production Function – Concept Definition, Types of products, Law of variable proportions, Assumptions, Limitations and Significance.
- 4.2. Cost of production: Concept of explicit costs, implicit costs and opportunity costs of production, derivation of short run and long Run cost curves.

- 5.1. Theory of pricing-cost plus pricing, target pricing, marginal cost pricing, going rate pricing: Objective of business firm,
- 5.2. Concept of Market, classification of market-perfect competition, monopoly, monopolistic competition and oligopoly.
- 5.3. Price determination and equilibrium of firm in different market situations.

Practical Exercises: The learners are required to:

1. Write an article on Bumper Production- Boon or Bane for the farmer.
2. Discourse on how the prices are determined in different forms of the market. It will involve a detailed understanding of different forms of market, its structures, graphs and other data related to price determination.

PROVISIONAL SYLLABUS OF SEMESTER I UNDER FYUGP AS PER REVISED GUIDELINES OF NEP 2020 FOR
ACADEMIC SESSION 2022-26

KOLHAN UNIVERSITY
CHAIBASA, JHARKHAND
UNIVERSITY DEPARTMENT
OF
HINDI

FOUR YEAR UG PROGRAMME (FYUGP)

HINDI SYLLABUS OF SEMESTER – I
(As Per Revised Guidelines of NEP 2020)
To Be Effective From: Academic Session 2022-26

University Department of Hindi, Kolhan University, Chaibasa

Course of Study for four year undergraduate programme (FYUGP) under state university of Jharkhand.

As per regulations of NEP 2020 in the State of Jharkhand, the revised four year undergraduate programme (FYUGP) course syllabus and credit frame work in Hindi been prepared the following members of Board of studies (BOS) of University Department of Hindi, held on 05-04-2023

1) Santosh Kumar

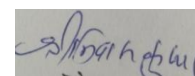
(Head, University Department of Hindi)
Kolhan University, Chaibasa



(Chairman)

2) Dr. Srinivash Kumar

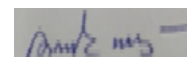
Principal Department of Hindi
J.L.N. College Chakradharpur



(Subject Expert)

3) Dr. Kishor Sahu

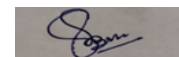
HOD, Department of Hindi
Tata College, Chaibasa



(Member)

4) Dr. Suchita Barda

HOD Department of Hindi
Mahila College Chaibasa



(Member)

5) Dr. Suprabha Tuti

HOD, Department of Hindi
Kashi Sahu College Saraikela



(Member)

PROVISIONAL SYLLABUS OF SEMESTER I UNDER FYUGP AS PER REVISED GUIDELINES OF NEP 2020 FOR
ACADEMIC SESSION 2022-26

Semester 1

AEC-I	2 Credits
हिन्दी व्याकरण एवं अनुवाद	

पाठ्यक्रम के इस भाग के अधिगम परिणाम निम्नतः होंगे—

15 Lec. Hours

- विद्यार्थीगण हिन्दी व्याकरण एवं हिन्दी अनुवाद से परिचित होंगे
- इकाई – 1 क. हिन्दी व्याकरण एवं रचना – संज्ञा, सर्वनाम, विशेषण, क्रिया
ख. उपसर्ग, प्रत्यय, संधि, समास

इकाई – 2 प्रमुख प्रशासनिक/पारिभाषिक शब्द एवं उनके अनुवाद (हिन्दी से अंग्रेजी व अंग्रेजी से हिन्दी) वाक्य शुद्धि, पत्र लेखन, अवेदन, निबंध लेखन

15 Lec. Hours

Semester-I/II/III -(MDC1/2/3)

Course Title: Introduction to Statistics

Max. Marks: 75

UNIT I

Introduction: Definition and scope of Statistics, concepts of statistical population and sample. Scales of measurement -nominal, ordinal, interval and ratio. Variables and attributes, Diagrammatical Representation of Data, Summarization of Data: Frequency Distribution and Graphical Presentation.

UNIT II

Measures of Central Tendency: mathematical and positional. Measures of Dispersion: range, quartile deviation, mean deviation, standard deviation, coefficient of variation, moments, measures of skewness and kurtosis.

UNIT III

Bi-variate data: Definition, scatter diagram, correlation, rank-correlation. Fitting of linear and quadratic regression using principle of least squares. Theory of attributes and consistency of data, independence and association of attributes, measures of association and contingency for 2x2 tables.

Suggested Reading:

1. S. C. Gupta, V. K. Kapoor, 12th Edition, (2017), Fundamental of Mathematical Statistics, Sultan Chand & Sons.
2. Miller, I. and Miller, M. (2006). John E. Freund's Mathematical Statistics with Applications, (7th Edn.), Pearson Education, Asia.
3. Mood, A. M. Graybill, F. A. and Boes, D.C. (2011). Introduction to the Theory of Statistics, 3rd Edn., (Indian Edition), Tata McGraw-Hill Pub. Co. Ltd.

KOLHAN UNIVERSITY, CHAIBASA
FYUGP SEMESTER -I UNDER NEP
SEC-1 (SKILL ENHANCEMENT COURSE)
DIGITAL EDUCATION

CREDITS: 03

Course Objectives:

This course is specially designed for better understanding of digital education in India. The course has been designed to introduce key concepts in digital education to the students to sharpen their understanding of importance and significance of digital education in India. The students need to develop a critical thinking about the development of India in the background of expanding digital networks and our constant dependence on them in our day-to-day life.

Learning Outcome

- Students will understand the meaning of digital education and its importance.
- They will be able to focus on different digital platform, its utility and its applications.
- The students will be exposed to different tools of digital education available in India.
- They will understand the importance of E-Learning in the changing context of Digital India.
- They will come to know about their responsibility as citizen in digital growth in India.

UNIT I: Introduction to Digital Education

5 Classes

Meaning & Evolution of Digital Systems. Role & Significance of Digital Technology, digital education vs traditional education, advantages and disadvantages of digital education.

UNIT II: Digital Education Tools

(10 Classes+ 5 Hands on Sessions)

Information & Communication Technology & Tools

Interactive tools- Microsoft Teams, Google Classroom, LinkedIn

Creative Tools - Google Slides, Google Spreadsheets, Google form, Youtube)

UNIT III: Digital Education in India

(10 Classes + 5 Hands on Sessions)

Government initiatives for Digital education in India: SWAYAM, E-Pathshala, National digital library of India (NDL India), DigiLocker. Advantages & challenges in digital education in India.

UNIT IV: E- Governance

10 Classes)

Introduction of E-Governance in India, Types of E-Governance-G2C (Government to Citizen), G2E (Government to Employee), G2B (Government to Business), G2G (Government to Government), E – Governance in Jharkhand.

Suggested Readings:

1. E-Governance in India: Initiatives and issues by R.P.Sinha
2. Information & Communication Technology (ICT) in Education by Dr. Vanaja M, Dr. S Rajasekar, Dr. S. Arulsamy.
3. Digital India: Understanding Information, Communication and Social Change by Pradip N.

References:

1. www.slideshare.net
2. www.lisportal.com/en/lis-blog

KOLHAN UNIVERSITY, CHAIBASA



Syllabus for FYUGP, NEP-2020 UG – Environmental Studies (2022 onwards)

Designed by

Dr. Basant Shubhankar
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Univ. Dept. of Chemistry
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Dr. Shovit Ranjan
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EXAMINATION FRAMEWORK FOR VAC-1

Paper Type	Credits	Full Marks	Pass Marks	End Semester Examination
VAC(Theory)	2	50	20	50

END SEMESTER UNIVERSITY EXAMINATION (ESE):

- For End Semester Examination (ESE 50 marks, 2Hrs Exam), there will be two group of questions. Question No.1 will be very short answer type compulsory question in Group A consisting of five questions of 1 mark each. Group B will contain descriptive type five questions of fifteen marks each, Out of which any three are to answer.

Semester-I
Course Title: Environmental Studies (VAC-1)
THEORY (02 Credits)

Unit	Content of Environment Studies	30 Hours
Unit 1	Introduction to Environmental Studies	1 Hour
	Components of environment: atmosphere, hydrosphere, lithosphere, and biosphere; Scope and importance; Concept of sustainability and sustainable development.	
Unit 2	Ecosystems	5 Hours
	Definition and concept of Ecosystem. Structure of ecosystem (biotic and abiotic components); Functions of Ecosystem: Physical (energy flow), Biological (food chains, food web, ecological succession), and Biogeochemical (nutrient cycling) processes. Concepts of productivity, ecological pyramids and homeostasis. Types of Ecosystems.	
Unit 3	Natural Resources	5 Hours
	Land resources; Soil erosion and desertification; Impacts of mining and dam building on environment; Water resources: Natural and man-made sources; Uses of water; Over exploitation of surface and ground water resources; Floods, droughts, and international & interstate conflicts over water; Energy resources: Renewable and non-renewable energy sources; Use of alternate energy sources.	
Unit 4	Biodiversity and Conservation	5 Hours
	Definition of Biodiversity; Levels of biological diversity; Biodiversity hotspots; Endemic and endangered species of India; IUCN Red list criteria and categories; Threats to biodiversity; Biodiversity conservation strategies: in-situ and ex-situ methods of conservation; National Parks, Wildlife Sanctuaries, and Biosphere reserves; Biological Indicator species.	
Unit 5	Environmental Pollution	4 Hours
	Environmental pollution: causes, effects, and controls; Pollutants and it's types; Nuclear hazards and human health risks; Solid waste management.	
Unit 6	Global Environmental Issues and Policies	5 Hours
	Climate change, Global warming, Ozone layer depletion, and Acid rain; International agreements and programs related to climate and environmental issues; Sustainable Development Goals; Environment legislation in India: Wildlife Protection Act, 1972; Water (Prevention and Control of Pollution) Act, 1974; Forest (Conservation) Act 1980; Air (Prevention & Control of Pollution) Act, 1981; Environment Protection Act, 1986; Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.	
Unit 7	Environment and Ecology (with reference to Jharkhand state)	5 Hours
	Geographical feature: Soil, Climate, River, lakes, flora & fauna,	

	<p>National parks & Wildlife Sanctuaries, Policies & Programmes related to conservation of forest in context to Jharkhand.</p> <p>Industry in Jharkhand and its impact on Environment: large scale Industry (Iron & Steel, Mining & Mineral Extraction, Chemical & Explosive, Cement, Agro based and Automotive) and small-scale Industry (Handloom sector, Tassar & Lac industry, Sericulture, Stone industry).</p> <p>Mineral profile & Tourist Spots of Jharkhand (Hill Station, Waterfalls, Water spots, Religious Tourist Place, Cultural & Ethnic Tourist spots).</p>	
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Suggested Readings:

- Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
- Rao, M.N. & Datta, A.K. 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
- Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
- Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. OUP.
- Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.
- Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
- Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
- Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders.

Kolhan University, Chaibasa
Four Year Undergraduate Programme (FYUGP)
Common Courses, Code: VAC-1, Credits: 2, Sem-I

Value Added Course-1

Understanding India

UNIT I: Introducing India (2 lectures)

- I. The Land of India: landscape, mountains and rivers
- II. The People of India: demography and languages
- III. The Name of our Country: Jambudvipa, Sindhu (Indus), Inde, Hind, Hindustan, Bharat India

UNIT II: The Heritage of India: Unity in Diversity (10 lectures)

- I. **Architecture and Sculpture:** Indus Valley town planning, rock cut architecture, major styles of temples, Mughal architecture, modern and contemporary architecture, stone and metal sculpture
- II. **Painting:** Ajanta murals, Mughal paintings, Madhubani paintings, paintings of Jharkhand (Kohbar, Sohrai, Jadopatia, etc.).
- III. **Music and Dance:** Overview of various forms of music and dances in India; Chau dance of Jharkhand and Odisha
- IV. **Science, Technology and Medicine:** A general survey of the progress of science, technology and medicine in ancient India

UNIT III: The Knowledge System of India (4 lectures)

- I. Traditional Knowledge System: Gurukuls, Pathshalas, Tols, Maktabas, Madrasas
- II. Beginnings of Modern Education: Main features of British Government's educational policies
- III. Growth of higher and technical education in India

UNIT IV: The Indian Economy (4 lectures)

- I. Features of the Indian economy from past to present (agriculture, industry and trade)

UNIT V: The Making of Contemporary India (10 lectures)

- I. The struggle for Independence (1885-1947)
- II. Framing of the Indian Constitution; Fundamental Rights and Duties
- III. India's Foreign Policy: Main Elements (Non Aligment, Panchsheel)
- IV. Panchayati Raj in India with special reference to PESA in Jharkhand

Suggested Readings

NCERT, classes 6-12 books on History, Political Science, Economics, Geography etc.

A. L. Basham, *A Cultural History of India*, Oxford University Press, 1997

A.L. Basham, *A Wonder that was India*, Rupa, New Delhi, 1994

B.C. Deva, *Indian Music*, ICCR, 1976

Braj, B. Kachru, et.al., *Languages in South Asia*, Cambridge University Press, 2013

Hemant, *Jharkhand*, Prakashan Sansthan, New Delhi, 2008

Herman Kulke and Deitmar Rothermund, *A History of India*, Taylor and Francis, 2016

Krishna Chaitanya, *A Profile of Indian Culture*, The Indian Book Company, New Delhi, 1976

N.R. Ray, *An Approach to Indian Art*, Publication Bureau, Chandigarh, 1974

R.S. Sharma, *India's Ancient Past*, Oxford University Press, 2020

R.C. Majumdar (ed.), *History and Culture of Indian People* (Relevant Volumes and Chapters), Bhartiya Vidya Bhawan, Bombay.

S.C. Ghosh, *History of Education in Modern India, 1758-1986*, Orient Longman, Hyderabad, 1995

Romila Thapar, *The Penguin History of Early India: From the Origins to AD 1300*, Penguin India, 2003

Tirthankar Ray, *The Economic History of India 1857-1947*, OUP, 2006

Vijay Joshi and I.M.D. Little, *India's Economic Reforms, 1991-2001*, OUP, 1996