

Board of Studies (2020-2021)

Department of Humanities

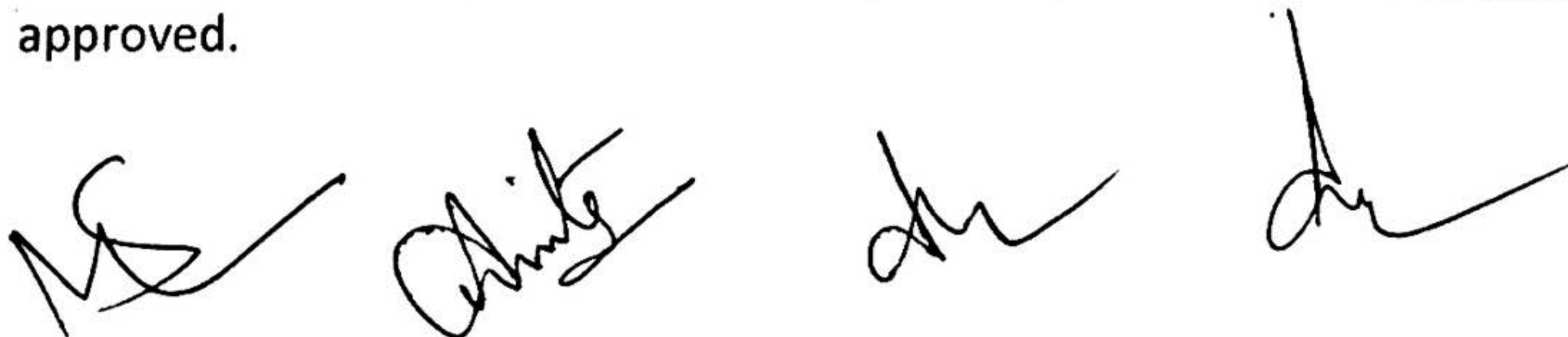
Minutes

A meeting of the Board of Studies in Humanities was held on 28.12.2020 at 12:00 noon in the department to finalize the syllabus and paper setters of the related disciplines. Following members were present in the meeting:

1. Prof.Sanjay Mishra - Expert for Management
2. Prof. SumitraKukreti -Expert for English
3. Dr.AshutoshPriya - Expert for Economics
4. Prof. Asha Chobey - Member
5. Dr. Anita Tyagi - Convener

A. The committee unanimously recommended the following points:-

1. The paper Engineering Economics, paper code HU-402T has removed from the course of B.Tech IV year as recommended by the BoS of the concern department.
2. The paper Principles of Management, code MCA-109 has been incorporated in semester Ist. The syllabus for the same has been finalized by the concern department was approved.
3. The paper Human Values and Professional Ethics-I, Paper code HU-203T has been incorporated in B.Tech IInd year IIIrd semester. The syllabus for the same has been design and finalized by the department of Humanities was approved.
4. The paper Human Values and Professional Ethics-II, Paper code HU-204T has been incorporated in B.Tech IInd year IVth semester. The syllabus for the same has been design and finalized by the department of Humanities was approved.



5. The expert of English has recommended that the following essays and writers should be incorporated in the already existed syllabus of the paper English Language & Literature, HU-101T has been taught in all branches of B.Tech 1st year (1st & 2nd semester):
- i) On the Role of the Road by A.G. Gardiner
 - ii) Dream Children by Charles Lamb
 - iii) Poor Relations of Simulation & Dissimulation by Francis Bacon
6. The paper Communication Skills (Theory), paper code BP-105T has been incorporated in B.Pharm 1st year 1st semester. The syllabus for the same has been finalized by the concerned department and was approved.
7. The paper Communication Skills (Practical), paper code BP-111P has been incorporated in B.Pharm 4th year 8th semester. The syllabus for the same has been finalized by the concerned department and was approved.
8. The paper Fundamentals of Economics paper code HU- 103T has been incorporated in all branches of B.Tech 1st year (1st & 2nd semester). The syllabus for the same has been finalized by the department of Humanities and was approved.
9. The paper Quantitative Methods in Economics, HU-409T has been incorporated in all branches of B.Tech 4th year 7th semester. The syllabus for the same has been finalized by the department of Humanities and was approved.
10. The paper Principles of Management, HU-449T has been incorporated in all branches of B.Tech 4th year 7th semester. The syllabus for the same has been finalized by the department of Humanities and was approved.



11. The paper Foreign Trade, HU-407T has been incorporated in EE branch of B.Tech IVth year VIIth semester. The syllabus for the same has been finalized by the department of Humanities was approved.

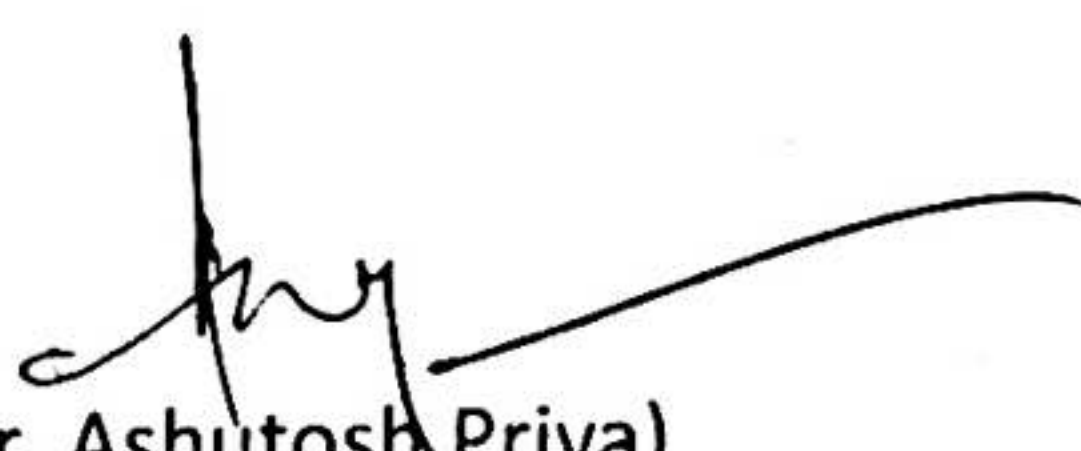
12. The paper Industrial Management, Paper Code ME-212T has been incorporated in EE & EC branches of B.Tech IInd year IVth semesters. The syllabus for the same has been finalized by the concern departments was approved.


B. The committee unanimously recommended the name of examiners of the following papers:

1. Fundamentals of the Economics, HU-103T
2. Foreign Trade, HU-407T
3. Principles of Management, HU-449T
4. Principles of Management, MCA-109
5. Human Values & Professional Ethics-I, HU-203T
6. Human Values & Professional Ethics-II, HU-204T
7. Quantitative Methods in Economics, HU- 409T
8. Communication Skills(Theory), BP-105T
9. Communication Skills(Practical), BP-111P
10. English Language & Literature, HU-101T
11. Industrial Management, ME-212T


(Prof. Sanjay Mishra)


(Prof. Sumitra Kukreti)


(Dr. Ashutosh Priya)


(Dr. Anita Tyagi)

UNIT I

Management as a discipline: Definition , nature , scope , functions , managerial skills. Management. Thought-Historical Prospective , Social Responsibility of Business.

UNIT II

Planning: Concept and Purpose. Planning process, Management by Objectives (MBO). Decision making.

UNIT III

Organization: Concept and Purpose of organization, types of organization, bases of Departmentation, concept of Authority and Responsibility, Span of Management, Line and Staff Authority, Functional Authority. Delegation of Authority, centralization And Decentralization of Authority, Coordination Staffing.

UNIT IV

Directing: Leadership Concept, Ingredients, Traits, Styles, Roles Communication Concept, Types, Process Barriers, Making Communication effective, importance.

UNIT V

Controlling: Concept, Provides, Requirements for Adequate Control, controlling And earning, Budgeting control Importance, Management Audit, management in future.

Books & References:

- 1) Drucker, P.F. : Managements, Tasks, Responsibilities, Practices
- 2) Asha Kaul: Effective Business Communication (PHI)
- 3) RonLudlow, Fergus Panton: The Essence of Effective Communication(PHI)
- 4) Efrain, jae, david, H. Micheal. Electronic Commerce : A Managerial Perspective (Pearson Education)
- 5) Stoner, Freeman, Gilbert Jr.: Management (Pearson education)
- 6) Kootz, O'Donnell, Weighrich: Essentials of Management.

Fundamentals of Economics

Paper Code: HU-103T

Credit: 03

Ist Semester (CS, CH & ME)

IInd Semester (EE, EC & EI)

Module-I

Microeconomics: Defining Economics- Basic Economics Problems, Nature, Scope and importance of Microeconomics, Demand: Definition, Law of Demand, Market Demand & Elasticity of Demand, Indifference Curves & their properties, Consumer's Equilibrium.

Module-II

Production: Production Functions, Cost Analysis: Total, Average & Marginal cost, Market Structure: Perfect Competition, Monopoly and Oligopoly. (Assumptions and Firm's equilibrium conditions), Factor Market: Land, Labor and Capital Market.

Module-III

Macroeconomics: Nature, Scope and Importance of Macroeconomics, National Income Accounting & Its Measurement- Income and Expenditure, Components of GNP & GDP, Consumption, Saving and Investment.

Module-IV

Money: Function of Money, Demand for Money, Banking System: Central & Commercial Banks-Functions, Fiscal Policy & Monetary Policy, Problem of Unemployment & Inflation, Economics Growth & Development.

(Note: The syllabi are designed keeping in view the learning levels of new undergraduate entrants. Emphasis should be given to explain the concepts using examples from the fields. This will result into comprehending the abstract theory on the basis of practical experiences including short term projects).

Suggested Books:

1. R. S. Pindyck and D. L. Rubinfeld, Microeconomics (7th Edition), Pearson Prentice Hall, New Jersey, 2009
2. R. Dornbusch, S. Fischer and J. Startz, Macroeconomics (9th Edition), McGraw Hall Inc. New York, 2004

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SYLLABUS

Quantitative Methods in Economics, Paper Code: - (HU-409)

Unit 1: Statistics

Definition, Importance, Scope and Limitations of Statistics, Primary & Secondary Data, Classifications of Data - Meaning, objectives and types of classification, Frequency Distribution: - discrete grouped and continuous frequency distributions, Fundamentals of Frequency Distribution.

Unit 2: Measures of Central Tendencies

Arithmetic Mean, Median, Mode, Geometric Mean and Harmonic Mean: - Meaning, Merit, Demerits and Uses of All Methods.

Unit 3: Measures of Dispersion

Mean Deviation Method about Mean, Median and Mode, Merits, Demerits and Coefficient of Mean Deviation, Standard Deviation (S.D.) Method with Simple, Short-Cut and Step Deviation Methods, Merits, Demerits and Coefficient of Standard Deviation.

Unit 4: Correlation

Introduction And Types of Correlation, Karl Pearson's Coefficient Of Correlation, Interpretation Of 'r', Probable Error, Uses of Probable Error.

Unit 5: Linear Regression Analysis

Introduction, Methods of Linear Regression Analysis: - (1) Line of Regression of Y on X and (2) Line of Regression of X on Y, Why Two Lines of Regression? Coefficient of Regression, Relation Between Coefficient of Correlation and Regression.

Unit 6: Index Number

Definition, Uses and Types of Index Numbers, Methods of Constructing Index Numbers: - (1) Simple Aggregate Method (2) Weighted Aggregate Method (3) Fisher's Ideal Index Numbers (4) Cost Of Living Index Numbers (5) Chain Base and Fixed Base Index Numbers, Base Shifting And Limitations of Index Numbers.

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Open-Elective, (Final Year)

Code: HU-449 T.

Subject : Principle of Management

Credits 4(3-1-0)

UNIT 1: Management as a discipline: Definition, nature, scope, functions, managerial Skills. Management. Thought-Historical Prospective, Social Responsibility, of Business.

UNIT2: Planning: Concept and purpose, planning process, Management, By Objectives (MBO). Decision making.

UNIT3: Organization: Concept and purpose of organisation, types of organisation, bases of Departmentation, concept of Authority and Responsibility, Span of Management, Line and Staff Authority, Functional Authority, Delegation of Authority, Centralization and Decentralization of Authority, Coordination Staffing.

UNIT4: Directing: Leadership Concept, Ingredients, Traits, Styles, Roles Communication Concept, Types, Process Barriers, Making Communication effective, Importance.

UNIT5: Controlling: Concept, Provides, Requirements, for adequate control, controlling and earning, Budgeting control Importance, Management Audit, Management in future.

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English Language and Literature Lab

HU 101 LPT 310

This course has a double purpose. It introduces literature and its forms and also helps students learn the English language. The literary aspect will be dealt with through suitable texts such as poems, short stories and plays (chosen by the instructors).

Unit-I

Pre-Requisites of Scientific Writing: Salient features: BOCUST formula. Grammatical pre-requisites: Usage, Sentence fragments, questions tag. Modifiers, connectives Split infinitives, Dangling participle Gerunds, ellipsis coherence & unity: Method.

Unit-II

Of Studies

Fasting

On The Ignorance of the Learned

The Patriot

Francis Bacon

M. K. Gandhi

William Hazlitt

Nissim Ezekiel

To consult:

WEB:

<https://owl.english.purdue.edu>

www.learn-english-today.com/lessons/exercise-list.html

www.english-4u.de/grammar_exercises.htm

PRINT:

Professional Communication by M.A. Rizvi

Fundamentals of Technical Communication by Meenakshi Raman

Communicative English by Meenakshi Raman & Sangeeta Sharma

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Foreign Trade (HU-407T)
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- UNIT:1** **Nature of foreign Trade:** Meaning, Nature, Scope and Distinct Features of International Transactions.
- UNIT:2** **Theories of International Trade:** The Classical Theory:-Absolute Advantage Model of Adam Smith, comparative Advantage Model of David Ricardo, the Neo-classical Analysis:-International trade Equilibrium under Constant cost, Increasing Cost and Decreasing cost conditions.
- UNIT:3** **Tariffs and Quota:** types and Effect of tariffs and Quotas, Quota vs. Tariff.
- UNIT:4** **International Monetary fund (I.M.F.):** Nature, Objectives and functions of I.M.F. International Monetary System, since the demise of Bretton Woods System.
- UNIT:5** **International Financial Institutions:** World Bank (IBRD, International Financial Corporation (I.F.C.), International Development Association (I.D.A.).
- UNIT:6** **India's Trade Policy:** Trends of Exports and Imports of India since independence, Composition of India's Foreign Trade.

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SUBJECT:HUMAN VALUES AND PROFESSIONAL ETHICS -I

CODE:HU-203T

SEM-IIIrd Credits:2

UNIT 1: INTRODUCTION TO VALUE EDUCATION

Understanding Value Education, Need and basic guidelines for the Value Education, Content of value education, process of Value education, Self-Exploration-What it is?- its content and process; Natural Acceptance and Experimental Validation- as the mechanism for self exploration

UNIT2: THE BASIC HUMAN ASPIRATIONS CONTINUOUS HAPPINESS AND PROSPERITY

Continuous Happiness and Prosperity Our Basic Aspirations, Exploring Happiness and Prosperity, A look at the Prevailing Notions of Happiness and Prosperity, Definite Conductiveness of Ethical Human, Competence in Professional Ethics.

UNIT3:THE PROGRAM TO FULFIL BASIC HUMAN ASPIRATIONS

Basic Requirements for Fulfilment of Human Aspirations, What is our State today?, Why are we in this State?-Living with Wrong Assumptions, What is the Solution?-The Need for Right Understanding, Our Program: Understand and Live in Harmony at all a Levels of Living, Our Natural Acceptance for Harmony at all Levels of our Living, Human and Animal Consciousness

UNIT4: UNDERSTANDING THE HARMONY AT VARIOUS LEVEL

Understanding the Human Being as Co-existence of Self (I) and Body, Human Being is more than just the Body, Understanding Myself as Co-existence of the Self and the Body, Understanding Needs of the Self and Needs of the Body, Understanding the Self(I) as the Conscious Entity, the Body as the Material Entity, Exercise on distinguishing Needs of the Self(I) and Body

SUBJECT:HUMAN VALUES AND PROFESSIONAL ETHICS -II

CODE:HU-204T

SEM-4TH Credits:2

UNIT1: HARMONY IN THE SELF ('I')-UNDERSTANDING MYSELF

Why should I study Myself?, Getting to know the Activities in the Self('I'),How are the Activities in 'I' Related?, The Activities in 'I' are Continuous , What is the Problem today?,Effects of the problem,What then is the Solution?,Result of Realization and Understanding-Living with Definiteness

UNIT2: HARMONY IN THE FAMILY-UNDERSTANDING VALUES IN HUMAN RELATIONSHIPS

Family as the Basic Unit of Human Interaction,Harmony in the Family,Justice , Values in Human Relationships,Trust,Respect,The Basis for Respect,The problem due to Differentiation,Difference between "Attention " and "Respect",Affection,Care,Guidance,Love

UNIT3: HARMONY IN THE SOCIETY- FROM FAMILY ORDER TO WORLD FAMILY ORDER

Extending Relationship from Family to Society , Identification of the Comprehensive Human Goal,Programs Needed to Achieve the Comprehensive Human Goal: The Five Dimension of Human Endeavour,Harmony from Family Order to world Family Order:Universal Human Order

UNIT4: PROFESSIONAL ETHICS IN THE LIGHT OF RIGHT UNDERSTANDING

Profession- In the Light of Comprehensive Human Goal ,Ensuring Competence in Professional Ethics, Issues in Professional Ethics –The Current Scenario,Inherent Contractions and Dilemmas and their Resolution

BP105T.COMMUNICATION SKILLS (Theory)

30 Hours

Scope: This course will prepare the young pharmacy student to interact effectively with doctors, nurses, dentists, physiotherapists and other health workers. At the end of this course the student will get the soft skills set to work cohesively with the team as a team player and will add value to the pharmaceutical business.

Objectives:

Upon completion of the course the student shall be able to

1. Understand the behavioral needs for a Pharmacist to function effectively in the areas of pharmaceutical operation
2. Communicate effectively (Verbal and Non Verbal)
3. Effectively manage the team as a team player
4. Develop interview skills
5. Develop Leadership qualities and essentials

Course content:

UNIT – I

07 Hours

- **Communication Skills:** Introduction, Definition, The Importance of Communication, The Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context
- **Barriers to communication:** Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers
- **Perspectives in Communication:** Introduction, Visual Perception, Language, Other factors affecting our perspective - Past Experiences, Prejudices, Feelings, Environment

UNIT – II

07 Hours

- **Elements of Communication:** Introduction, Face to Face Communication - Tone of Voice, Body Language (Non-verbal communication), Verbal Communication, Physical Communication
- **Communication Styles:** Introduction, The Communication Styles Matrix with example for each -Direct Communication Style, Spirited Communication Style, Systematic Communication Style, Considerate Communication Style

UNIT – III

07 Hours

- **Basic Listening Skills:** Introduction, Self-Awareness, Active Listening, Becoming an Active Listener, Listening in Difficult Situations
- **Effective Written Communication:** Introduction, When and When Not to Use Written Communication - Complexity of the Topic, Amount of Discussion Required, Shades of Meaning, Formal Communication
- **Writing Effectively:** Subject Lines, Put the Main Point First, Know Your Audience, Organization of the Message

UNIT – IV

05 Hours

- **Interview Skills:** Purpose of an interview, Do's and Dont's of an interview
- **Giving Presentations:** Dealing with Fears, Planning your Presentation, Structuring Your Presentation, Delivering Your Presentation, Techniques of Delivery

UNIT – V

04 Hours

- **Group Discussion:** Introduction, Communication skills in group discussion, Do's and Dont's of group discussion

BP111P.COMMUNICATION SKILLS (Practical)

2 Hours / week

The following learning modules are to be conducted using wordsworth® English language lab software

Basic communication covering the following topics

Meeting People

Asking Questions

Making Friends

What did you do?

Do's and Dont's

Pronunciations covering the following topics

Pronunciation (Consonant Sounds)

Pronunciation and Nouns

Pronunciation (Vowel Sounds)

Advanced Learning

Listening Comprehension / Direct and Indirect Speech

Figures of Speech

Effective Communication

Writing Skills

Effective Writing

Interview Handling Skills

E-Mail etiquette

Presentation Skills

Recommended Books: (Latest Edition)

1. Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. Communication skills, Sanjay Kumar. Pushpalata, 1st Edition, Oxford Press, 2011
3. Organizational Behaviour, Stephen .P. Robbins, 1st Edition, Pearson, 2013
4. Brilliant- Communication skills, Gill Hasson, 1st Edition, Pearson Life, 2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, Gopala Swamy Ramesh, 5th Edition, Pearson, 2013
6. Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Green hall, 1st Edition Universe of Learning LTD, 2010
7. Communication skills for professionals, Konar nira, 2nd Edition, New arrivals – PHI, 2011
8. Personality development and soft skills, Barun K Mitra, 1st Edition, Oxford Press, 2011
9. Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd, 2011
10. Soft skills and professional communication, Francis Peters SJ, 1st Edition, Mc Graw Hill Education, 2011
11. Effective communication, John Adair, 4th Edition, Pan Mac Millan, 2009
12. Bringing out the best in people, Aubrey Daniels, 2nd Edition, Mc Graw Hill, 1999

purchase, stores, inventory control and evaluation of materials management.

9. **Production Management** : A brief exposure of the different aspects of Production Management– Visible and Invisible inputs, Methodology of Activities Performance Evaluation Technique Process– Flow, Process Know-how, Maintenance Management. [08]

BOOKS RECOMMENDED:

1. Beri, Market Research-Tata Mc Graw Hill
2. Chary S.N., Production and operative management/Tat Mc. Graw Hill.
3. Datta A.K., Material Management/PHI.
4. Chadwick Leslie, The essence of management/PHI.
5. Massie L. Joseph Essentials of Mangement/PHI.
6. Barthwal RR, Industrial Economics-/New Age International.
7. Shreenivasan K.R., An Introduction to Industrial Management-/Vikas.
8. Daver Rustam S. Salesmanship & Publicity-Vikas.
9. Drug Store Mangement/Mohammad Ali, CBS Publishers.
10. Mukhopadhyay Sekhar, Pharmaceutical selling, Sterling Publishers.
11. Koontz H, Weihrich H, Essentials of Management, Tat Mc Graw Hill.

BPH-804

PROFESSIONAL COMMUNICATION & WRITING SKILLS-II

Unit-I:

1. Written skills:

- Proposal writings formats.
- Report writings
- Business letters
- Applications
- Covering letters.
- Curriculum Vitae Designing

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Unit-II:

2. Productivity, Time Management simulation exercise
3. Leadership Skills.
4. Team work 'BSC' – Boss, Subordinates & Colleagues

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Unit-III

5. Group Discussions (G.D)

- Tips
- GD

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Unit-IV

6. Corporate behaviour, corporate expectation, office etiquettes.
7. Extempore

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Unit-V

8. Interview Tips:-

- What student is supposed to do before the interview, during the interview, after the interview & on the day of interview.
- Various questions that may be asked in an interview.
- Model interview (Video-shooting & displaying optional)

9. Exit Interview

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BOOKS RECOMMENDED

1. Wren P.C and Martin H., "High School Grammar and Composition", S. Chand & Co.
2. Robbins, S "Organisational Behaviour"

Subject: Industrial Management
Branches: EC, EI, EE, and CSIT

Code: ME-212T
Semester: IV Sem

Credits 04
LPT: 3 1 0

1. Work study, method study & work measurement including time study, work sampling, production study, PMTS, MTM, importance of time standards, rating & allowance. Work study, incentive schemes, job description, analysis & evaluation.
2. Plant maintenance, preventive maintenance, maintenance strategy, value engineering. Ergonomics, safety health & environmental protection, work physiology job stress & fatigue, ergonomics of manual material handling.
3. Market research, principle of marketing, customers viewpoint & selective selling, functions & scope of marketing, sales forecasting techniques.
4. Performance measures of a Production system, Production, Productivity, Efficiency, Effectiveness, Quality, Flexibility, Agility etc.
5. Organization, organization structure, department on functional charts for business & industrial organization centralized & decentralized organizations, manpower planning, requirement & forecasting, recruitment training & placement.
6. Role of IT in Systems - MIS, FMS, Japanese intherenes; JIT, Kanban, Decision, Support Systems.

Text Book:

1. Engineering Management by: Fraidoon Mazda

Reference:

2. Marketing Management by: Philip Kotler