



**Post Graduate Government College for Girls,  
Sector 42, Chandigarh**

Affiliated to Panjab University, Chandigarh



**NAAC Accredited 'A' Grade (CGPA – 3.21)**

**AISHE Code : C-29391**

**Internal Quality Assurance Cell (IQAC)**



Prof. Lakhvir Singh  
IQAC Coordinator

Prof. Nisha Aggarwal  
Principal



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(Estd. 1982)

विद्या परं दैवतम्

# e-विवरणिका PROSPECTUS (2020-2021)



## POST GRADUATE GOVERNMENT COLLEGE FOR GIRLS SECTOR-42, CHANDIGARH

A Premium Multi-Faculty NAAC Accredited Grade 'A' Institute

Ranked in Band 151-200 by **nirf** 2020

RUSA  
MHRD, GOI

Unnat Bharat  
Abhiyan  
MHRD, GOI

Swachh Bharat  
Abhiyan  
MHRD, GOI

Ek Bharat  
Shreshtha Bharat  
MHRD, GOI

DST-FIST  
Program  
GOI

e-Snatak Scheme  
Chandigarh  
Administration

## Bachelor's Degree Programmes

- B.A.
- B.A. Information Technology (Elective)
- B.C.A.
- B.Com.
- B.Sc. Non-Medical
- B.Sc. Computer Science (Elective)
- B.Sc. Information Technology (Elective)
- B.Sc. Medical
- B.Sc. Bioinformatics (Elective)
- B.Sc. Biotechnology (Elective)
- B.Sc. Microbiology (Elective)
- B.Sc. Biotechnology (Honours)
- B.P.Ed. (Two Years) Course

## Honours Programme

### B.A. Honours

- Dance
- Economics
- English
- Geography
- Hindi
- History
- Music (V)
- Political Science
- Psychology
- Public Administration
- Punjabi
- Sanskrit
- Sociology

### B.Com. Honours

- Management Studies

## Add-On / Career Oriented Programmes

- Animation and Graphics
- Bioinformatics
- Cosmetology
- Disaster Management
- Entrepreneurship
- Environmental Auditing
- Event Management
- Mass Communication and Video Production
- Music (Vocal & Instrumental)
- Tourism and Travel Management
- Web Designing and Multimedia

*For Eligibility Criteria and Number of Seats, Refer to Online Joint Prospectus 2020-2021*

# PANJAB UNIVERSITY CHANDIGARH

FACULTY OF SCIENCE

SYLLABI

*FOR*

ANIMATION AND GRAPHICS

ADD-ON COURSE

CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA

*FOR*

B.A./B.SC./B.COM.  
EXAMINATIONS, 2018

----:O:----

Nishe Jassi  
Principal  
P.G. Govt. College for Girls  
Sector 42, Chandigarh

Chetan Singh



**Guidelines Regarding Introduction of Career Oriented Programme on  
the X Plan as Add-On course for Animation and Graphics of B.A.  
/B.Sc./ B.Com 2016 examination.**

1. Animation and Graphics is an add-on course under the UGC career orientation program in the X plan and will be introduced for the regular students in the existing three-year degree program by way of Add-on, skill Oriented subjects during the first year of B.A. /B.Sc./ B.Com.
2. The eligibility requirements and Regulations /Rules for this Certificate / diploma and Advanced Diploma courses are the same as for admission to B.A. /B.Sc./ B.Com.
3. The examination for this Certificate /Diploma /Advanced Diploma course will be held separately, i.e. after termination of B.A. /B.Sc./ B.Com. Annual examinations.
4. As per decision the Provision for continuous assessment will not be applicable in Add-On-Courses.
5. The candidate seeking admission to this course must have prior operational knowledge of computer.

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*Arjun Singh*



## **FACULTY OF SCIENCE**

### **SYLLABI**

### **FOR**

### **BIOINFORMATICS ADD-ON COURSE**

### **EXAMINATIONS, 2021**

**--:O:--**

*Nishe Arora*  
Principal  
P.G. Govt. College for Girls  
Sector 42, Chandigarh

*Chopra Singh*

# SYLLABUS FOR B.Sc. BIOINFORMATICS (ADD-ON COURSE)

Paper Code	Paper	Name of the Paper	Lectures / week	Max Marks	Total Marks
B.Sc. 1 <sup>st</sup> Year					
BNE 1001	I	Introduction to Bioinformatics	4	75(67+8)	200
BNE 1002	II	Foundations of Modern Biology	4	75(67+8)	
BNEP 1051	Practical	Introduction to Bioinformatics	3	25	
BNEP 1052	Practical	Foundations of Modern Biology	3	25	
B.Sc. 2 <sup>nd</sup> Year					
BNE 2001	III	Biomolecular Sequence analysis and introduction to programming	4	75(67+8)	200
BNE 2002	IV	Fundamentals of Molecular Biology	4	75(67+8)	
BNEP 2051	Practical	Biomolecular Sequence analysis and introduction to programming	3	25(20+5)	
BNEP 2052	Practical	Fundamentals of Molecular Biology	3	25(20+5)	
B.Sc. 3 <sup>rd</sup> Year					
BNE 3001	V	Introduction to Genomics and Proteomics	4	75(67+8)	200
BNE 3002	VI	Introduction to Genetic Engineering and Immunotechnology	4	75(67+8)	
BNEP 3051	Practical	Introduction to Genomics and Proteomics	3	25(20+5)	
BNEP 3052	Practical	Introduction to Genetic Engineering and Immunotechnology	3	25(20+5)	

\* No Internal Assessment for Add-on Course

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*Deepa Singh*



Max Marks: 75

Theory : 67

Int. Ass. : 08

**Instructions for the paper-setters and Candidates**

**Note: A**

1. Nine questions will be set in all, uniformly distributed over the entire syllabus i.e. two from each unit.
2. Q. No. 1 will be of objective type (containing 10 parts of 1 ½ marks each) covering the entire syllabus will be compulsory.
3. The candidates will be required to attempt five questions in all by selecting atleast one question from each unit.
4. The questions (2-9) may be divided into atleast two parts and each question (2-9) will carry 13 marks.

**Note: B**

External System of examination will be followed..

**UNIT I**

**Introduction to Genes and Genome Sequences:**

**Nucleic acids:** double helix, melting temperatures, closed circular DNA and supercoiling Open Reading Frames (ORFs), Detecting ORFs. Concepts of Introns, Exons, Splice Variants, Triplet Coding.

**Amino acids** and their properties. Introduction to Proteins, Protein Structure: Secondary, Tertiary, Quarternary. The notion of Homology as evolutionary relatedness. Similarity and Identity of sequences..

**UNIT II**

**Sequence databases:**

**Primary and secondary databases.** Nucleotide sequence databases, nucleotide sequence flat files.

Functional divisions in sequence databases.

Protein sequence databases: Genpept, Uniprot, Swissprot, PIR. Sequence formats: Genbank, FASTA, ASN.

Information retrieval for biological databases. The NCBI resource. Entrez, Pubmed, Medline. Entrez Boolean search terms and statements. Locuslink, NCBI bookshelf

**UNIT III**

**General introduction to computers:**

**Organization of computers,** digital and analogue computers, computer algorithms. Various devices, memory and application.

Milestones in hardware and software – batch oriented / online/realtime applications

Computers as a system : Basic concepts, stored programs, functional units, and their interrelation: communications with computer.

Data storage devices primary storage: storage addressed and capacity, type of Memory:

Secondary storage devices : Magnetic tape – data representation and R/W: Magnetic

disks, fixed and removable, data representation and R/W : Floppy and Hard disks, Optical disks, CD-ROM, Mass storage devices.

## **Role of statistics in bioinformatics:**

### **UNIT IV**

**Fundamentals of statistics:** Data types, collection and representation of data.  
Mean, median, mode, measures of dispersion.  
Probability definition, addition and multiplication theorems, Baye's Theorem

## **BNEP 1051 PRACTICAL: Introduction to Bioinformatics**

**Max. Marks : 25 (20+5)**

1. Retrieval of DNA sequences from Entrez databases
2. Retrieval of protein sequences
3. Retrieval of sequences in different sequence formats
4. Searching for publications in Pubmed by different criteria

## **Recommended Books:**

1. Old R.W., Primrose S.B., Principles of Gene Manipulation, An introduction to Genetic Engineering Third edition, Blackwell Scientific Publications, 2002.
2. Bioinformatics: A practical guide to the analysis of genes and proteins. Ed. By Baxevanis, 1998.
3. Bioinformatics: Sequences, structure and databanks by Des Higgins and Willie Taylor, Oxford University Press, 2000.
4. Computers Today SKB Sandra Galgotia Publications
5. Biostatistics (1996) PN Arora and PK Malhotra Himalaya Publishing House,
6. Introduction to Biostatistics (1973) Sokal & Rohif – Toppan Co Japan
7. Sheldon Ross, 'A first course in probability', 6th edition, Pearson education Asia, 2002.

## **BNE 1002 FOUNDATIONS OF MODERN BIOLOGY**

**Max Marks: 75**

**Theory : 67**

**Int. Ass. : 08**

## **Instructions for the paper-setters and Candidates**

### **Note: A**

1. Nine questions will be set in all, uniformly distributed over the entire syllabus i.e. two from each unit.
2. Q. No. 1 will be of objective type (containing 10 parts of 1 ½ marks each) covering the entire syllabus will be compulsory.
3. The candidates will be required to attempt five questions in all by selecting atleast one question from each unit.
4. The questions (2-9) may be divided into atleast two parts and each question (2-9) will carry 13 marks.

**Note: B** External System of examination will be followed..

### **UNIT I**

## **Basic Cell Biology:**

Cell as a basic unit of living systems: The cell theory, Precellular evolution: artificial creation of "cells".

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**FACULTY OF SCIENCE**

**SYLLABI**

**FOR**

**COSMETOLOGY**

**ADD-ON COURSE**

**EXAMINATIONS**



## **ADD ON COURSE IN COSMETOLOGY**

### **CERTIFICATE COURSE**

**Instructions for examiner:** The question paper will have four sections. Examiner will set a total of nine questions comprising of two questions from each unit and one compulsory question of short answer type covering the whole syllabus. Students will attempt one question from each unit and the compulsory question. All questions may carry equal marks unless specified.

**3 Hrs PER WEEK**

**TIME:3HOURS**

**MAXIMUM MARKS:60**

### **PAPER:A SKIN CARE**

#### **UNIT-I**

1. **Cosmetology:** Definition of cosmetology, cosmetologist, types in cosmetology, scope in cosmetology in India and Abroad.
2. **Professional Ethics :** At reception of salon, with employees, with fellow co-workers, with employers.

#### **UNIT-II**

3. **The Skin Structure:** Study of the anatomy of skin, functions of skin, types of skin and its care, pH factor of skin.
4. **Facials:** The importance of facials, types of facial according to skin types and its benefits.

#### **UNIT-III**

5. **DAILY SKIN CARE REGIME:** Need for cleansing, toning, moisturising, role of cleansing, toning and moisturising , preparation of organic cleansers, toners and moisturising.
6. **EMOLLIENTS AND SCRUBS:** The purpose of emollients and scrubs, difference between emollients and creams. Types of emollients, scrubs and creams.

#### **UNIT-IV**

7. **NAIL CARE :** Its structure, care of nail, shapes of the nail.

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**FACULTY OF ARTS**

**SYLLABI**

**FOR**

**DISASTER MANAGEMENT**  
(ADD-ON COURSE)  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA**  
**EXAMINATIONS 2019**

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Outlines of tests, syllabi and courses of reading for Certificate, Diploma Course & Advanced Diploma in Disaster Management (Add on Course) for the examinations of 2019.

## CERTIFICATE COURSE

### Course Structure

Course Code	Title of the Paper	Max. Marks
CCDM I	Fundamentals of Disaster Management Theory : 60 Practical : 30 Internal Assessment: 10	100
CCDM II	Disasters in India Theory : 60 Practical : 30 Internal Assessment: 10	100

### CCDM I: Fundamentals of Disaster Management

Maximum Marks	: 100
Theory	: 60
Practical	: 30
Internal Assessment	: 10
Time	: 3hrs.

#### Objectives:

To introduce the students to the basic concepts and various types of disasters and educate them on basic disaster management strategies.

#### Unit-I

- Definition and Concept of Hazard, Risk, Vulnerability and Disaster
- Types and classification of Disasters

#### Unit-II


- Nature Induced Disasters:  
Earthquakes, Floods Cyclones and Cloud burst.  
Avalanches, Forest Fire and Tsunami.

#### Unit-III

- Human Induced Disasters:  
Nuclear, Chemical and Industrial Disasters  
Global warming; Biological Disasters; Epidemics

#### Unit-IV

- Disaster Management: Meaning, Concepts, Approaches, Principles, Objectives and Scope
- Essentials of Disaster Management; Institutional and Individual's responsibilities during risk reduction, preparedness, response and recovery phases

  
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**Pedagogy:** Focus should be on observation, assessment and careful analysis of hazard prone areas to comprehend their vulnerability to disasters.

**Note:**

1. There shall be one compulsory question containing 15 short type questions covering the whole syllabus. The student shall attempt any ten parts in about 25-30 words each. Each part shall carry 2 marks (Total 20 marks).
2. The whole syllabus shall be divided into 4 units. Eight questions will be set from the whole syllabus, two from each unit. The student will be required to attempt one question from each unit. Each question will carry 10 marks (Total 40 marks). This will be in addition to the compulsory question.

**Practical:**

1. A visit to a school for vulnerability assessment.
2. A visit to any Government Hospital to know their disaster management plan
3. A visit to one slum area in the City to assess and analyze risk.

**Note:**

1. Based on these visits, students should prepare a report containing the vulnerability assessment of a village, disaster management plan of a hospital and risks of disasters in a slum.
2. The report should be submitted two weeks before the exam. The report will be evaluated by a Board of Examiners consisting of the teacher teaching the course and one faculty member from the allied discipline.

**List of Readings:**

**Essential Readings:**

1. B.K. Khanna: *Disasters: All You Wanted to Know About*, New India Publishing Agency, New Delhi, 2005.
2. Bryant Edwards: *Natural Hazards*, Cambridge University Press, U.K, 2005.
3. Chakraborty, S.C.: *Natural Hazards and Disaster Management*, Pragatishil Prokashak, Kolkata, 2007.
4. Hyndman, D. and D. Hyndman: *Natural Hazards and Disasters*. 2<sup>nd</sup> edition. USA, Belmont: Brooks/Cole, 2009.
5. Coppola, D.P.: *Introduction to International Disaster Management*, 3<sup>rd</sup> Edition. UK, Butterworth-Heinemann/Elsevier, 2015.

**Further Readings:**

1. Sahni, Pardeep et.al. (eds.) : *Disaster Mitigation Experiences and Reflections*, Prentice Hall of India, New Delhi. 2002
2. Kapur, A.: *Disasters in India: Studies of Grim Reality*, Rawat Publications, Jaipur; 2005

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hayan Singh

Maximum Marks: 100

Theory Paper: 60

Practical: 30

Internal Assessment: 10

Time Allowed: 3 Hours

**Objectives:** To sensitize the students regarding the disaster profile of India portraying regional dimensions.

**Unit-I**

- Regional Profile of India based on Earthquakes and Landslides.

**Unit-II**

- Regional Profile of India based on Droughts, Floods and Cyclones.

**Unit-III**

- Case Studies: Bhopal Gas Tragedy, 1984 and Orissa Super Cyclone, 1999.

**Unit-IV**

- Case Studies: Kashmir Earthquake, 2005 and Kedarnath Floods, 2013.

**Pedagogy:** The students shall be explained the spatio-temporal and regional dimensions of disasters in India. The focus will be on reconstructing disaster profile based on case studies. Extensive use of audio visual aids will be made. Field trips may be arranged, if feasible.

**Note:**

1. There shall be one compulsory question containing 15 short type questions covering the whole syllabus. The student shall attempt any ten parts in about 25-30 words each. Each part shall carry 2 marks (Total 20 marks).
2. The whole syllabus shall be divided into 4 units. Eight questions will be set from the whole syllabus, two from each unit. The student will be required to attempt one question from each unit. Each question will carry 10 marks (Total 40 marks). This will be in addition to the compulsory question.

**Practical:**

A field visit of the students will be organized by the College to some nearby site of any recent disaster/ event or ecological destruction or reconstruction and each student would prepare a Field Report based on his/her experiences.

**Note:** The Field Work based report of 25-30 pages prepared by the students will be submitted two weeks before the theory examination. This will be evaluated by a Board of Examiners consisting of the teacher teaching the course and one faculty member from the allied discipline.

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**COURSE -7**

**ENTREPRENEURSHIP DEVELOPMENT**

**FIRST YEAR**

**Paper-1 Fundamentals of Entrepreneurship**

**Entrepreneurship**

- Evolution of Entrepreneurship, Definition and meaning of Entrepreneurship
- Importance, Scope and its relevance in career growth
- Theories of entrepreneurship
- Entrepreneurial competencies.
- Difference between Self-employment and Entrepreneurship
- Form of entrepreneurship prevailing in India and the reasons behind it

**Entrepreneur**

- Definition, nature and characteristics of an Entrepreneur
- Types of Entrepreneurs
- Functions of an entrepreneur
- Difference between Entrepreneur and Manager
- Problem solving and risk taking ability of Entrepreneurs
- Behavioral and motivational aspects of an Entrepreneur

**Intrapreneurship**

- Meaning, scope, attractive factors of Intrapreneurship -being an employee and owner as well
- Risk factors involved
- Intrapreneurs in Indian industry
- Arguments for and against Intrapreneurs.
- Difference between entrepreneurship and Intrapreneurship.

**Entrepreneurship Development Program**

- Entrepreneurship development program- Meaning, need relevance and achievements.
- Role of government and NGOs in organizing such programmes.
- Entrepreneurship as a career, charms of becoming an Entrepreneur-being own boss, taking initiatives and personal responsibilities, becoming independent.

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*Chandigarh*

## **Paper-II Basics of Small Business**

### **Small Scale Industries**

- Meaning, characteristics and role in economic development,
- Contribution of SSI in domestic as well as in international markets
- Impact of liberalization and globalization on SSI.

### **Setting up of Small Scale Enterprise**

- Planning a small scale enterprise
- Need and importance of planning procedures and formalities for setting up of small scale enterprises
- Preparing the preliminary project Report(PPR)- Contents, importance, how to prepare PPR,
- Expectations of financial institutions, seeing most feasible opportunity, Preparing own PPR.

### **Financial Assistance and Schemes for SSI**

- Schemes and assistance of support agencies-Banks DIC SFC,KVIC,SIDBI, NGOs, SSIDC, representatives of similar agencies
- Schemes available for Women Entrepreneurs

### **Sickness in Small Scale units**

- Definition of industrial sickness
- Criteria to identify sickness, Classification of sickness, Symptoms of sickness, Causes of sickness, Suggestive and remedial measures

### **Field Work**

- Visit to small-scale industries.
- Interaction with entrepreneurs and evaluating their project appraisal reports

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### **Small Scale Industries**

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**FACULTY OF SCIENCE**

**SYLLABI**

**FOR**

**ENVIRONMENT AUDITING**

**ADD-ON COURSE**

**EXAMINATIONS 2015**

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Nigam Singh

**SYLLABUS OF ENVIRONMENTAL AUDITING  
(CERTIFICATE COURSE)**

**Paper 1 (Basic of Ecology)**

**THEORY**

**Ecology:** The Concept and its significance in Environment, Ecology as a pluralistic Science

**Environment:** Components and functional aspects, Concept of Biosphere

- a) Hydrosphere
- b) Lithosphere
- c) Atmosphere

**Ecosystem:** Ecosystem concept, Dynamics, Energy flow, Food chains and food webs, Ecological pyramids, Structural and functional aspects of ecosystems, Disturbance and restoration of ecosystems.

**Population Ecology:** Concept, Characteristics, Dynamics, Population growth models, fluctuations and regulation.

**Ecological Communities:** Structure and composition of communities, Species interactions

**Biogeochemical Cycles:** Concept and some recent trends, Nitrogen, Carbon, Sulphur, Phosphorus and Hydrological Cycle.

**Energy:** Basics, Energy resources and consumption, Efficiency and conservation.

**Global pattern of Biodiversity:** Biogeography and Biomes (concept and account of major terrestrial types) with special reference to Indian Biomes.

**Conservation of Natural Resources:** Renewable and Non-renewable resources. Conservation of the forests, water, air, soil, energy and minerals.

**Biodiversity:** Concept, Types, significance and uses of biodiversity. Biodiversity loss and methods of conservation.

**Urban Ecology:** City planning and environment, City as an environment system, Importance of treescape in the cities.

**Introduction to environmental Audit:** What is an Environmental Audit, Environment Monitoring; Bioindicators and Ecological indicator: Indicators of productivity, agriculture, climate, petroleum, pollution and overgrazing.

**Elements of Environmental Audit:** Concept of Environment Impact Assessment, Objective; Environment Impact Statement; Basic procedure adopted for Appraisal and Management Plan.

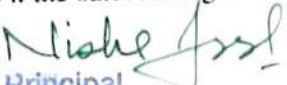
**PRACTICAL**

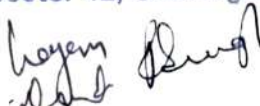
**Vegetational Analysis:** Quadrat method, Density, Dominance, Frequency, Abundance and Importance Value Index, Ecological indicators.

**pH and Conductivity:** Analysis of different samples of water and soil.

**Bio-forms in Ecosystems:** Assessment and Analysis

**Study of food chains and ecological pyramids:** Organisms in the surrounding areas and their food chain pattern

  
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**Variety of Life:**

Classification, Prokaryotes, Eukaryotes, Kingdoms: Viruses, Fungi, Protista, Plantae, Animalia; Taxonomy, Taxonomic hierarchy as introduced by Linnaeus, Species, Artificial and Natural Classification, **Speciation:** Selection- artificial and natural, Concept of species, Intra-specific speciation

**Water Relations:**

Absorption and movement of water in plants: Osmosis, Water potential, Solute potential, Pressure potential, Diffusion, Transpiration, factors affecting it; Ascent of Sap and its theories, Apoplast and Symplast pathway

**Mineral Relations/uptake:**

Mineral nutrition in plants- essential macro and microelements, their importance and deficiency symptoms.

**Adaptations:**

Morphological, Anatomical and Physiological adaptations of Xerophytes and Hydrophytes

**Autotrophic Nutrition:**

Grouping of organisms as per their carbon source, Photosynthesis-primary and secondary processes of photosynthesis, Chemosynthesis, C4 and CAM plants.

**Genetics:**

Classical genetics of Mendelian era, Mendel's work, Chromosomal basis of inheritance, Variation and mutation.

**Pathology:**

Bacterial, Fungal, Viral diseases and physiological disorders in plants, their symptoms and means of control.

**Biotechnology:**

What is Biotechnology, its application in plant sciences and environment, Treatment of water, solid waste, organic slurries, remediation of soil and water.

**Chemicals of Life:**

Proteins, Carbohydrates, Lipids, Amino acids, Nucleic acids, Secondary products

**Evolution:**

Theories of origin of life, Natural selection, Modern views on evolution

**Health and Disease:**

Global distribution of diseases, Infectious diseases, Disinfectants, Sterilization and antiseptics, Cardiovascular diseases, Cancer, Ageing, Respiratory, Renal and Genetic diseases.

**Microbiology:**

Bacterial and Viral growth, Large scale production of useful microbes, Food and drinks, Enzymes technology and Biosensors.

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**COURSE - 6**

**Event Management**

**(First Year)**

**Paper -I: Fundamentals of Event Management**

- Definition Event Management
- Role of an event manager and the qualities of a good event manager. Introduction to events, various types of events concepts.
- Event Planning and coordination, scheduling of event.
- Human resources in even management.
- Event Team Leadership and goal.
- Team building and work distribution.
- Motivation and leadership studies
- Role of communication
- Team work development, body language.
- Skills, interview techniques and grooming.
- Hospitality and customers relations.
- Basic Principles of event management-functions ,forms and strategic planning
- Basic principles of marketing –Marketing process 7 Ps, brand and image building and management.

**Paper-II: Organization and Management of Events**

- Various types of events and their management, Meetings and conferences, exposition/trade shows wedding planning, sports events, and government civic and political events.
- Organization of events: The importance of organization in event planning. The components of organization and accomplishment of events.
- Methods for effective organization of events.
- Understanding client needs-getting to know your client, planning correctly for the right type of event.
- Plant layout and location, equipments required, Selecting location-steps to selecting the perfect location, site inspection securing the location.
- Event planning event organizers, targeting clients, selecting event categories ,event management and media ,steps of media campaign
- Role of promotion in marketing process





### **Suggested Readings**

1. Principles of event management by Bakash, Nagabhushana, Ramchandra (Himalaya publishing house) ;
2. Business of event planning: Behind -the-scenes secrets of success special event by Judy Allen
3. Sustainable event management: A practical Guide by Meegan Jones
4. Event planning: the ultimate Guide to successful meetings, corporate events, fundraising, galas, conferences, conventions by Judy Allen
5. Special events: A new generation and the next frontier by Joe Gold blatt ;
6. Into the heart of meetings: basic principles of meeting design by Mikevan Der Vijver and Eric De Groot
7. Planning and management of meetings, expositions, events and conventions by George G. Fenich

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*George G. Fenich*

# **PANJAB UNIVERSITY CHANDIGARH**

(Estd. under the Panjab University Act VII of 1947-enacted by the Govt. of India)

## **FACULTY OF ARTS**

### **SYLLABI**

#### **FOR**

#### **MASS COMMUNICATION AND VIDEO PRODUCTION (ADD-ON COURSE) CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA EXAMINATIONS, 2020**

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**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING FOR MASS COMMUNICATION & VIDEO PRODUCTION (ADD-ON COURSE) FOR THE EXAMINATION OF 2020.**

**Paper A: THEORY**

**CERTIFICATE COURSE**

Total Marks	100
Theory Exam	90
Internal Assessment	10

**(A) Course Objectives:**

The purpose of the course is to introduce the students to concepts and types of communication, types of Mass Media and their functions. The course also introduce the students to TV as a Mass Medium and TV Production Process.

**(B) Pedagogy of the Course Work:**

90% Lectures

10% Unit tests, snap tests, assignments, attendance and class room participation.

**Instructions for paper-setters and candidates:**

- There shall be 9 questions in all. Time allowed will be 3 hours.
- The first question is compulsory comprising 8 short answer type questions spread over the whole syllabus. The candidates are required to answer 5 questions in about 75-100 words each. Each question shall be of 2 marks. (5X2 = 10 marks)
- Rest of the paper shall contain four units. Two questions shall be asked from each unit and the candidates shall be given internal choice. The candidates shall attempt one question from each unit. Each question will carry 20 marks. (4X20 = 80 marks)

**Question paper will be set in English but the medium of examination will be English, Punjabi and Hindi.**

**Unit – I**

- Definition, concept and importance of communication
- Forms of communication: intra-personal, inter-personal; group; public and mass
- Functions of communication

**Unit – II**

- Types of mass media: newspapers radio, television, new media and their characteristics
- Basic Functions of mass media
- Brief overview of media industry in India

**Unit – III**

- Terminology used in Television
- Characteristics of television as medium of mass communication
- Characteristics of Visual Communication

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- Role of TV in Information, Education and Communication
- Basic functions of video camera
- TV Production team: Role and responsibilities of cameraman, producer, director, floor manager and editor

### PAPER B: PRACTICAL


- |   |                         |
|---|-------------------------|
| 1. A 10-minute classroom presentation on a current topic related to mass communication.   | <b>Marks: 100</b><br>25 |
| 2. Preparing a report on the functions being performed by any one mass medium of your choice. The report of about 500-750 words should be based on observation and analysis of mass media messages. | 25                      |
| 3. Identifying the different parts and functions of video camera  | 25                      |
| 4. Choose a TV program and identify its production team   | 25                      |

### Essential Reading:

1. Anderson Kenneth K., (1972), *Introduction of Communication: Theory and Practice*. Menlo Park, Cummings Pub. Co.
2. Brown Lucy and Duthie Lyndsay, (2016) *TV Studio Production Handbook*.
3. Jackman John, (2010) *Lighting and Digital video and Television*, 3<sup>rd</sup> Edition, ay lor & Francis Ltd. Oxford, United Kingdom
4. Kohli Vanita, (2003), *The Indian Media Business*, Sage.
5. Murch Walter, (2017) *In the Blink of an Eye*, Silman James Press 2017-05-01, Los Angeles, Calif.
6. Owens Jim, (2015) *Television Production*, 16<sup>th</sup> Edition Focal Press.
7. Schramm Wilbur, (1960), *Mass Communication*, 2<sup>nd</sup> ed. Urbana, University of Illinois Pr.
8. Shelton Ganaratne, (2000) *Handbook of the media*, Sage.
9. Singh Dev Vrat, (2012) *Indian Television Content, Issues and Debate*, Ananad Publication Pvt. Ltd. New Delhi.

### Additional Readings:

1. Ball-Rokeach, Sandra & DeFleur, (1975), *Theories of Mass Communication*, Melvin, Longman, New York.
2. Berlo David, Rinehart & Winston, (1960), *The Process of Communication*. Holt, NY.
3. Bhatt S.C., (2010), *Broadcast Journalism Basic Principles*, Har Anand Publication Pvt. Ltd. New Delhi.
4. David J, (2007), *Radio Broadcast Journalism in India*, Cyber Tech. Publication Pvt. Ltd. New Delhi.
5. Shook Fred, Larson Fred J. And DeTarsio John, (2005), *Television Field Production and Reporting*, 4<sup>th</sup> Edition, Dorling Kinderlay India, New Delhi.
6. Zetl, Herbert (2006), *Television Production Handbook*, 9<sup>th</sup> Edition Printed and bound in India by Akash Press, New Delhi.

  
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**PANJAB UNIVERSITY, CHANDIGARH**  
**Syllabus of Certificate Course in Music Vocal / Instrumental**  
**For the Examination 2018-19**

**Duration : 1 Year**

**Total Credits : 4**

**Examination System – Annual**

**General Instructions**

1. In all, nine questions will be set. The question paper will have single part only. The candidates are required to attempt five questions.
2. Practical paper shall be set from the syllabus:-

Paper A: Theory (3 hours duration)	40 marks
Paper B: Practical ( 20 minutes duration)	60 marks

**Paper A (Theory)**

1. Elementary Knowledge of the following:
  - (i) Sangeet
  - (ii) Naad (Aahat & Anahat Naad)
  - (iii) Swar (Shudh & Vikrit)
  - (iv) Saptak (Mandra, Madhya Taar)
  - (v) Alankar
  - (vi) Thaat(Ten Thatas)
  - (vii) Jati (Audav, Shadav, Sampoorana)
  - (viii) Vadi-Samvadi
  - (ix) Sthai-Antra
  - (x) Sam-Tali-Khali
  - (xi) Vilambit Khyal/Gat, Drut Khyal/Gat, Madhya Khyal/Gat
2. Definition of the following  
Raga, Laya, Taal, Shruti
3. Explanation of your own instruments.
4. Description of following Ragas:  
Yaman, Bhopali, kafi, Bhairav

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*Principal*

5. Description of following Talas.  
Teen Tal, Dadra, Kehrwā, Roopak, Jhaptal
6. To write the notation of prescribed Ragas & Talas
7. Knowledge of Bhatkhande Notation system.

### **Paper-B (Practical)**

1. Five Alankaras in Shudh & Vikrat Swaras.
2. National Anthem
3. In Vocal Music/Geet/ Ghazal/Folk/ one dhun in Instrumental music
4. Sing/Play swaras of Raga Bhopali, Kafi and Yaman, Bhairav
5. Composition in drut khyal/Gat with three Tanas/Todas in the prescribed Ragas Yaman Bhopali, Kafi, Bhairav
6. To demonstrate by hands the following Talas-  
Teen-Taal, Kehrwā & Dadra, Roopak, Jhaptal.

### **Books Recommended**

1. Sangeet Visharad Vasant, Published by Laxmi Narayan Garg, Hathras.
2. Sangeet Sar Part I – Mrs. Veena Mankaran.
3. Raga Vigyan, Part-I to IV-Pt. V.N. Patvardhan
4. Sangeetanjali Part I to IV – Pt. Onkar Nath Thakur
5. Kramik Pustak Mallika part I & III-Pt. V N Bhatkhande

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**PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)**

(Estd. under the Panjab University Act VII of 1947-enacted by the Govt. of India)

**FACULTY OF BUSINESS MANAGEMENT**

**AND COMMERCE**

**OUTLINES OF TESTS SYLLABI AND COURSES OF READING**

**FOR**

**Travel and Tourism**

**(Certificate Course)**

**Under Community College Scheme**

**For the session 2014-15**

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Sector 42, Chandigarh<sup>1</sup>

*Syllabus: Tourism and Travel, Level 3 under Community College Scheme.*

### Level 3 : Subject Matrix

First Semester						
Course Code	Course Title	Theory	Practical	Internal Assessment Marks	External Assessment Marks	Total Marks
T-NCC 111	Tourism Concepts and Impacts	4		20	80	100
T-NCC 112	Tourism Resources of India	4		20	80	100
T-NCC 113	Workshop course on Tourism Product		4	20	80	100
T-NCC 114	Workshop course on Soft Skills and computer operations		4	20	80	10
	Total					400

Second Semester						
Course Code	Course Title	Theory	Practical	Internal Assessment Marks	External Assessment Marks	Total Marks
T-NCC 121	Travel Agency and Tour Operation	4		20	80	100
T-NCC 122	Itinerary Preparation and Tour Packaging	4		20	80	100
T-NCC 123	Workshop Course on Indian Tourism Destinations		4	20	80	100
T-NCC 124	Industrial Training (2 Weeks)			20	80	100
	Total					400

During this semester student will undertake a field trip on any popular tourist itinerary and will submit a report of the same. This assignment is a compulsory part of course T-NCC 123

During the semester students will undertake two weeks long training with any related organization and will submit a report of the same. The internal evaluation of the same will be done by the training supervisor of same organization.

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Sector 42, Chandigarh

Syllabus: Tourism and Travel, Level 3 under Community College Scheme.

Heyan Singh



# **NCC (National Competency Certificates)**

**Level 3**

**TRAVEL AND TOURISM**

**2014-15**

**Semester I**

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*Syllabus: Tourism and Travel, Level 3 under Community College Scheme.*

<b>COURSE CODE:</b>	<b>T-NCC 111</b>
<b>COURSE TITLE:</b>	<b>TOURISM CONCEPTS AND IMPACTS</b>
<b>COURSE OBJECTIVES:</b>	This course shall introduce learner to tourism's growth and development. The course also highlights the role of tourism as an economic intervention and its significance in economy; Course discusses the global nature of tourism, tourism product and emerging trends in tourism industry. It is also important to appreciate the future of tourism. Further the course will also make learner aware about the various impacts of tourism and its development.
<b>UNIT-1</b>	Historical development of global tourism, Advances in transportation, Concept of Tourism: Definition and meaning of tourist, traveller, visitor, excursionist & transit visitor, International tourist & Domestic Tourist, Typologies of Tourists.
<b>UNIT-2</b>	United Nations World Tourism Organisations (UNWTO) – Latest Years' Tourism highlights, Latest Indian Tourism Statistics, Future tourism scenario (Global and Indian).
<b>UNIT-3</b>	Concept of demand & supply in tourism, factors affecting demand and supply in tourism. Tourism product, Features of tourism product, Types of tourism product (TOPs, ROPs, BTEs), Difference of tourism product from other consumer products. Factors inhibiting growth of tourism.
<b>UNIT-4</b>	Tourism development at global level, cost – benefit analysis of tourism, Important global organisations in tourism, Various stakeholders in tourism development and their role in development. Social and Cultural Impacts of Tourism: Positive and Negative socio-cultural impacts of Tourism, Inherent issues and concepts.
<b>REFERENCES:</b>	Economic impacts of tourism, positive and negative impacts, Multiplier effect. Environmental Impact of Tourism, Environmental Impact Assessment. Environmental and Social Accounting and Auditing. Bhatia, A.K. <i>International Tourism: Fundamental and practice</i> , Delhi: Sterling. Hudman, E.L. and D.E. Hawkins, <i>Tourism in Contemporary Society: an introductory text</i> , New Jersey: Prentice Hall. Kamra, K.K. and M. Chand, <i>Basics of tourism: Theory operation and practice</i> , Delhi: Kanishka. Lundberg, D.E., <i>The Tourist Business</i> . New York: Van Nostrand. Reinhold Mill, R.C. and A.M. Morrison, <i>The Tourism System</i> , New Jersey: Prentice Hall McIntosh, Robert, W Goeldner, R Charles, <i>Tourism: Principles, Practices and Philosophies</i> . John Wiley and Sons Inc. New York 1990 Seth P.N., <i>Successful Tourism Management</i> , Sterling Publisher: New Delhi

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Syllabus: Tourism and Travel, Level 3 under Community College Scheme.

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**PANJAB UNIVERSITY CHANDIGARH- 160014 (INDIA)**  
(Estd. under the Panjab University Act VII of 1947-enacted by the Govt. of India)



**FACULTY OF SCIENCE**

**SYLLABI**

**FOR**

**WEB DESIGNING AND MULTIMEDIA  
ADD-ON COURSE**

**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA**

**FOR**

**B.A./B.SC./B.COM.**

**FOR**

**EXAMINATIONS, 2018**

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*Hegeen* *Devi*

# Web Designing and Multimedia – Add-on Course in the X Plan 2017-18

Outlines of tests, syllabi and courses of reading for “Web Designing and Multimedia” an Add-on Certificate Course during the First year of B.A/B.Sc/B.com.

## OUTLINES OF TESTS

Paper-Code	Paper Name	Lectures/Week	Practicals/Week	Ext.	Int.	Univ. Exam Marks	Hours
CWM-1001	Introduction to Web tools	4	0	65	10	75	3
CWM-1002	Introduction to Multimedia	4	0	65	10	75	3
CWM-1003	Practical based on CWM 1001 & 1002	0	4	50	-	50	4

Outlines of Tests, syllabi and courses of Reading for “Web Designing and Multimedia” an add-on Diploma course on during the Second year of B.A/B.Sc/B.Com.

Paper-Code	Paper Name	Lectures/Week	Practicals/Week	Ext.	Int.	Univ. Exam Marks	Hours
CWM-2001	Server Side Scripting (Using PHP)	4	0	65	10	75	3
CWM-2002	Multimedia Application Development (Using Director)	4	0	65	10	75	3
CWM-2003	Practical based on CWM 2001 & 2002	0	4	50	-	50	4



Outlines of Tests, syllabi and courses of Reading for "Web Designing and Multimedia" an Add-on Advanced Diploma Course on during the Third year of B.A./B.Sc./B.Com.

Paper-Code	Paper Name	Lectures/Week	Practicals/Week	Ext.	Int.	Univ. Exam Marks	Hours
CWM-1001	Java Programming	4	0	65	10	75	3
CWM-1002	Visualizing using 3ds max	4	0	65	10	75	3
CWM-1003	Practical based on CWM 1001 & 1002	0	4	50	-	50	4

**Guidelines Regarding Introduction of Career Orientation Programme in the X plan as Add-on course for B.A/B.Sc./B.Com 2016 examination.**

1. **Web Designing and Multimedia** is an add-on course under the UGC career orientation program in the X plan and will be introduced for the regular students in the existing three-year degree program by way of Add-on, skill oriented subjects during the first, second & third year of B.A/B.Sc/B.com along with the conventional degree program of B.A/B.Sc/B.com
2. The eligibility requirements and Regulations/Rules for this course are the same as for admission to B.A/B.Sc/B.com
3. The examination for this Certificate, Diploma & Advanced Diploma Course will be held separately, i.e. after termination of B.A/B.Sc/B.Com annual examinations.
4. The norms for continuous assessment of students as applicable to other subjects for 2010-2011 will be applicable to this add-on course also.
5. The candidates seeking admission to this course must have prior operational knowledge of computers.