

SYLLABUS

FOUR YEARS UNDERGRADUATE PROGRAMME IN IDC_CLIMATOLOGY



शमानो मन्त्र: शग्निः शमानी

UNIVERSITY OF NORTH BENGAL
RAJA RAMMOHUNPUR

W.E.F: ACADEMIC SESSION 2024-25

Semester: 2

PAPER: IDC

Paper Description: CLIMATOLOGY

This paper offers an intricate dynamic of the Earth's atmosphere and climate, focusing on the core principles that govern weather and climatic phenomena. It covers a wide array of topics, including the composition and structure of the atmosphere, mechanisms of heating and cooling, the heat budget, temperature distribution, and isotherms, as well as the distribution of atmospheric pressure. Wind systems, pressure belts, air masses, and disturbances such as cyclones and anticyclones are also included. Additionally, the role of atmospheric moisture in weather processes is also incorporated, covering evaporation, condensation, precipitation, and forms like clouds, fog, dew, frost, and types of rainfall. Special emphasis is given to factors affecting India's climate such as El Niño, the Southern Oscillation and others. The monsoon's mechanism, seasonal variations, phenomena like the break and retreat of monsoon, and regional weather patterns like the Loo and Kalbaisakhi are also included.

Paper Code: EASCIDC205

Paper Type: Theory

Credit: 3 credit theory.

Class hours: 3 theory classes per week.

Duration of the Examinations: 1 hr. 30 minutes.

Syllabus:

Paper Objectives

Knowledge Acquired:

- Understanding the composition and structure of the atmosphere, heat transfer mechanisms, and factors influencing insolation enhances knowledge of Earth's climate systems.
- Exploring temperature distribution, heat budget, and isotherms provides insights into global temperature patterns, while studying atmospheric pressure, wind systems, cyclones, and anticyclones deepens understanding of atmospheric circulation and weather phenomena.
- Examining moisture processes, including condensation and precipitation, clarifies rainfall types and mechanisms.
- Additionally, learning about factors influencing India's climate, such as monsoons, physiography, and climatic oscillations like El Niño, offers a comprehensive view of regional climatic complexities.

Skill Gained:

- Studying the composition and structure of the atmosphere, heat budgets, and circulation patterns enables students to analyse complex environmental data and draw meaningful conclusions about atmospheric dynamics.
- Enhancing students' research skills and capacity to investigate atmospheric processes like evaporation, condensation, and precipitation, as well as analysing wind systems and climate variations.
- Developing proficiency in interpreting isotherms and isobars sharpens students' ability to analyse meteorological data and apply it to real-world scenarios.

Competencies Developed:

- Learning about global phenomena like El Niño, the Southern Oscillation, and temperature inversions encourages students to critically evaluate their impacts on local and global climates.
- Understanding climatic factors and weather patterns enables students to make informed decisions in areas like agriculture, urban development, and resource management.
- Presenting climatic data through visual tools and graphical representations enhances students' ability to effectively convey complex information.

Syllabus Overview:

Theory

Unit	Content	Hours/Week
1	Composition and structure of atmosphere; Heating and cooling of the atmosphere: Radiation, advection, conduction and convection; Insolation and factors affecting insolation; Heat budget; Horizontal and vertical distribution of temperature; Inversion of temperature; Isotherms: Their characteristics.	
2	Atmospheric pressure: Horizontal and vertical distribution, factors affecting their distribution, characteristics of isobar; Pressure belts and winds: Types of winds, air masses and atmospheric disturbances; Cyclone: Temperate and tropical; Anti-cyclone; Atmospheric moisture: Processes of evaporation, condensation and precipitation; Relative and absolute humidity; Forms of condensation: Cloud, fog, dew and frost; Forms of precipitation: Snow, hail and rain; Types of rainfall: Conventional, orographic and cyclonic.	3
3	Factors affecting India's climate: Latitudinal extent, distance from the sea, northern mountain ranges, physiography, monsoon winds, upper air circulation, western disturbances and tropical cyclones, southern oscillation, El Niño; Understanding the concept and mechanism of monsoon; Break in monsoon; Retreat of the monsoon; Seasons of India; Loo; Kalbaisakhi.	

Suggested Reading

Barry, R. G., & Carleton, A. M. (2001). *Synoptic and Dynamic Climatology*. New York: Routledge.

Barry, R. G., & Corley, R. J. (1998). *Atmosphere, Weather and Climate*. New York: Routledge.

Chatterjee, I. (2018). *Jalabayu Bigyan* (7th ed.). Paschimbongo Rajya Pustak Parshad.

Critchfield, H. J. (1987). *General Climatology*. New Delhi: Prentice-Hall of India.

Hazra, J., & Banik, G. C. (2020). *Adhunik Abohawa O Jolobayu Bigyan*. Nabodaya Publication.

Husain, M. (2003). *Climatology*. Anmol Publications Pvt. Ltd.

Lal, D. S. (1998). *Climatology*. Allahabad: Chaitanya Publishing House.

Lutgens, F. K., Tarbuck, E. J., & Tasa, D. (2009). *The Atmosphere: An Introduction to Meteorology*. Englewood Cliffs, New Jersey: Prentice-Hall.

Majumder, S. (2022). *Adhunik Abohawa O Jalabayu Bigyan*. Sandhya Prakashani.

Oliver, J. E., & Hidore, J. J. (2002). *Climatology: An Atmospheric Science*. New Delhi: Pearson Education.

Ahamed, R. (2015). *Abohawa o Jalbayu Bigyan*. Gyankosh Publishers.

Saha, P., & Bhattacharyya, P. K. (2018). *Adhunik Jalabayu Bidya* (6th eds.). Paschimbongo Rajya Pustak Parshad.

Saha, P.K. & Basu P. (2004). *Advanced Practical Geography*. Books and Allied Kolkata.

Sarkar, A. (2015). *Practical geography: A systematic approach*. New Delhi: Orient Black Swan Private Ltd.

Siddharth, K (2016). *A Climatology Atmosphere, Weather & Climate*. Kitab Mahal.

Singh, R. L., & Singh, R. P. B. (1999). *Elements of Practical Geography*. Kalyani Publishers.

Singh, S. (2013). *Climatology*. Allahabad: Prayag Pustak Bhawan.

Trewartha, G. T., & Horne, L. H. (1980). *An Introduction to Climate*. McGraw-Hill.

Question Pattern

Type	Marks	Total
MCQ	02: 20 out of 20.	40
CE	20: Tutorial	20
Full marks		60

Inter-Disciplinary Course(IDC):
For all disciplines (except Commerce)

<i>Course code</i>	<i>Course Title</i>	<i>Type</i>	<i>Marks</i>	<i>Credit</i>	<i>Lectures</i>
COMMIDC325	Human Resource Management	IDC (MCQ)	40	2	40

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

Course Outcome: On successful completion of the course, the students will be able to learn the art of management of human resources in an organization, measurement of their performance appraisal, fixation of proper compensation and peaceful settlement of disputes.

Contents:

Unit I: Introduction (6 Lectures)

Human Resource Management: Concept, Scope and Functions; Role, Status and competencies of HR Manager; Human Resource Information System.

Unit II: Acquisition of Human Resources (7 Lectures)

Human Resource Planning-Concept and significance; job analysis; Recruitment-Concept and sources; Selection-Concept, process and methods.

Unit III: Training and Development (10 Lectures)

Training and Development- Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Career Development.

Unit IV: Performance Appraisal (7 Lectures)

Nature, objectives and importance; Modern techniques of performance appraisal.

Unit V: Compensation & Maintenance (10 Lectures)

Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits.

Maintenance: Employee health and safety; employee welfare; social security; grievance-handling and redressal.

Suggested Readings:

1. *Gary Dessler. A Framework for Human Resource Management. Pearson Education.*
2. *DeCenzo, D.A. and S.P. Robbins, Personnel/HRM, Pearson Education.*
3. *Bohlender and Snell, Principles of Human Resource Management, Cengage Learning*
4. *Ivancevich, John M. Human Resource Management. McGraw Hill.*
5. *Wreather and Davis. Human Resource Management. Pearson Education.*
6. *Robert L. Mathis and John H. Jackson. Human Resource Management. Cengage Learning.*
7. *TN Chhabra, Human Resource Management, Dhanpat Rai & Co., Delhi*
8. *Biswajeet Pattnayak, Human Resource Management, PHI Learning*
9. *K. Aswathappa, Human Resource Management - Text & Cases.*
10. *Gupta & Rosy, Human Resource Management, Kalyani Publishers*

Skill Enhancement Course (SEC):
3rd Semester Pool, Sl. No-07

<i>Course code</i>	<i>Course Title</i>	<i>Type</i>	<i>Marks</i>	<i>Credit</i>	<i>Lectures</i>
POOCSEC334	Entrepreneurship Development and Start-Ups	SEC	40	3	40

Objective: The purpose of the course is to orient the learner towards entrepreneurship as a career option and to imbibe creative thinking in their behavior.

Course Outcome: On successful completion of the course, the students will be able to familiarize themselves with the mechanism of setting up, mobilizing fund, monitoring and maintaining an Enterprise. They will also gather knowledge about the various incubating activities provided by the Government.

Contents:

Unit I: Introduction (12 Lectures)

Entrepreneurship: Meaning, elements, determinants and importance of entrepreneurship and creative behavior, entrepreneurship as a response to the problems of society and workplace; Dimensions of entrepreneurship - intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship. Entrepreneurial stimulation and sustainability; requirement, availability and access to finance; marketing assistance; technology and industrial accommodation; role of industries/entrepreneurs' associations and self-help groups in entrepreneurial activity

Unit II: Business Plan Preparations (10 Lectures)

Sources of business ideas and tests of feasibility; significance of writing the business plan/ project proposal; contents of business plan/ project proposal; designing business processes, location, layout, operation, planning & control; steps in preparation of project report; project submission/ presentation and appraisal thereof by external agencies.

Unit III: Start-Ups and Its Financing (10 Lectures)

Meaning, Features, Types of Start-ups, Ideation, Design thinking; Entrepreneurship lessons for Start-ups; 3-Pillars to Initiate start-up (Handholding, Funding & Incubation); Meaning, Definition and Nature of E-Start-ups, Challenges and Steps of Launching Online Business Financing of Start-ups: Feasibility Analysis- The cost & process of raising capital, Unique Funding issues of a High-tech Ventures-funding with equity; Financing with debt, funding strategies with bootstrapping, Crowd funding, Venture Capital; Angel Investors.

Unit IV: Incubation Support to Start-Ups and Government Initiatives (8 Lectures)

Meaning & definition of Incubation support, role and functions of business incubators, objectives & functions of Incubation Centres, Role of Incubators in start-up policy. Start- up India Initiative, Seed Fund, ASPIRE, SAMRIDDHI Scheme, Mudra Scheme, ATAL Innovation Mission.

Skill Developments Activities:

- Visit any business organization and prepare a report on *overall business management & organizational structure* • *Analyse the leadership styles of any select five companies of different sectors.* • *Prepare a Business Plan for start-ups.* • *List out major Start-ups incubators in your State* • *Visit to Nearest Bank or Financial institution and prepare a Report on Financial Incentives Provided to start-ups* • *Write a brief case study on the online start-up in India* • *Any other activities relevant to the course.*

Suggested Readings:

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
3. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
4. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
5. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
6. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
7. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
8. SS Khanka, *Entrepreneurial Development*, S. Chand & Co. Delhi.
9. K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
10. SIDBI Reports on Small Scale Industries Sector.
11. Sabhita Joshi, *Entrepreneurship, Innovations and Start-ups in India*, New Century publications.
12. Pankaj Goyal, *Before You Start Up: how to prepare to make your start-up dream a reality*, Fingerprint Publication, New Delhi.
13. Joginder Rohilla, *Art of Starting Up*, Asia Pacific Holdings (P) Ltd.
14. B. Chandra and B. Biswas, *Entrepreneurship Development and Business Ethics*, Tee Dee Publications (P) Ltd.

University of North Bengal
Syllabi of Political Science for FYUGP
(as per the New Curriculum & Credit Framework 2024-25)

SEMESTER II

Paper Title	Public Administration
Paper Code	• (code not provided)
Nature of Paper	IDC
Total Credits	4

COURSE OBJECTIVES:

- The course intends to introduce meanings, nature, scope, evolution on Public Administration
- The objective is to familiarize the learner with theories, approaches, perspectives on Public Administration.

LEARNING OUTCOMES:

After completion, a learner is expected to:

- Be acquainted with meanings, nature, scope, evolution on Public Administration.
- Develop an understanding on new approaches on Public Administration such as good governance, e- governance etc.

SYLLABUS:

Unit I: Introductory Concepts

- a. Public Administration: Meaning, Nature, Scope and Significance
- b. Public Administration versus Private Administration
- c. New Public Administration

Unit II: Theories of Organization

- a. Scientific Management Theory – Frederick Taylor
- b. Human Relations Theory – Elton Mayo
- c. Bureaucratic Theory – Max Weber

Unit III: Principles of Organization

- a. Hierarchy
- b. Span of Control
- c. Unity of Command
- d. Centralization and Decentralization

Unit IV: Public Administration in India

- a. The Central Secretariat
- b. The Chief Secretary of a State

c. The District Collector.

Suggested Reading List:

1. M. Bhattacharya, Public Administration: Issues and Perspectives, New Delhi: Jawahar Publishers, 2012.
2. W. Wilson, 'The Study of Administration', in B. Chakrabarty and M. Bhattacharya (eds), Administrative Change and Innovation: a Reader, New Delhi: Oxford University Press, 2004.
3. M. Bhattacharya, New Horizons of Public Administration, 5th Revised Edition. New Delhi: Jawahar Publishers, 2008.
4. Haridwar Shukla, Public Policy and Administration in India, Mahaveer Publications, 2021.
5. Hoshiar Singh & Pankaj singh, Indian Administration, Pearson Education India, 2011.
6. M. Bhattacharya, Restructuring Public Administration: A New Look, New Delhi: Jawahar Publishers, 2012.
7. Rumki Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi 2014.
8. Bidyut Chakrabarty and Prakash Chand, Indian Administration, Sage Publications India, 2016.
9. B.L Fadia & Dr. Kuldeep Fadia, Indian Administration, Sahitya Bhawan.
10. S.R. Maheshwari, Administrative Theory, MACMILLAN, 2011.
11. B. Chakrabarty, Reinventing Public Administration: The India Experience. New Delhi: Orient Longman, 2007.
12. Mohit Bhattacharya, Lok Prashasan Ke Naye Aayam, Jawahar Publishers & Distributors, 2021.
13. Mohit Bhattacharya and Asit Basu, Bharatiya Prasasan, World Press Kolkata, 2004.
14. Seuli Sarker, Bharatiya Prasasan, West Bengal State Book Board, 2005.
15. Mohit Bhattacharya, Biswanath Ghosh, Jana prasashan O Parikalpana, The World Press, 2007.
16. Dilip Kumar Bhattacharya, Ranajit Roy, Jana Prashasan o Bharatiyo Prasasan, Arambagh Book House.
17. Paul H. Appleby, Policy and Administration. University, AL: University of Alabama Press, 1949.
18. Jay M. Shafritz and Albert C. Hyde, Classics of Public Administration; Wadsworth Publishing Co Inc. 2016.
19. Nicholas Henry, Public Administration and Public Affairs, Prentice Hall, 1999.
20. D. Rosenbloom, R. Kravchuk. and R. Clerkin, Public Administration: Understanding Management, Politics and Law in Public Sector, 7th edition, New Delhi: McGraw Hill, 2009.
21. Shriram Maheshwari, Dictionary of Public Administration, Orient Book, 2002.S.R. Maheshwari, A History of Indian administration, Orient Longman, 2001.
22. Surendra Kataria, Bhartiya Lok Prashasan (In Hindi), National Publishing House, 2015.

UNIVERSITY OF NORTH BENGAL



Education

Syllabus for Semester II

**Inter Disciplinary Course
&
Skill Enhancement Course**

FYUGP

To be implemented from Session 2024 – 25

Course Structure (Semester II) for IDC and SEC

	Name of the Paper	Code	Type	Full Marks (Theory + Tutorial)
Semester II	IDC – Great Indian Educators	SOC4IDC209	Theory	40+20 = 60
	SEC – Developing Teaching Skills	POOBSEC222	Theory and Non Lab Based Practical	40+20 = 60

Question Pattern for SEC (Theoretical – 40 marks)

Sl. No.	Questions to be answered	Out of	Marks of each question	Total Marks
1	5	8	1	$5 \times 1 = 5$
2	3	5	5	$3 \times 5 = 15$
3	2	4	10	$2 \times 10 = 20$

SEC course will consist of Theoretical (40 marks) and Practical Components (20 marks). Evaluation of the Practical Component for SEC is to be completed by the college.

Question Pattern for IDC (40 marks)

Question Paper will be in the form of MCQ.

FYUGP (Inter – Disciplinary Course)
SEMESTER-II
SOC4IDC209 – Great Indian Educators

Type of Paper: Theory
Full Marks – 60 (40+20)

This course discusses educational philosophies of Great Indian Educators along with their contribution in the field of Education.

Course Objectives:

After completion of the course the learners should be able to:

- Explain the philosophies of great Indian Educators.
- Understand the contribution of Indian Educators in the field of education.

Course Syllabus Overview:

Unit I

Contributions to Education and Society

- Shri Aurobindo
- Annie Besant

Unit II

Contributions to Education and Society

- Savitribai Phule
- Dayanand Saraswati

Unit III

Contributions to Education and Society

- Dr. B. R. Ambedkar
- Sarvapalli Radhakrishnan

Unit IV

Contributions to Education and Society

- Jiddu Krishnamurti
- APJ Abdul Kalam

Suggested Readings:

English Version

- 1) Some great Educators of the World – K. K. Mukherjee
- 2) Great Educators – B. R. Purkait
- 3) Pioneers in Education – Pravat Kumar Dhal

Bengali Version

- 4) মহান ভারতীয় শিক্ষাবিদদের শিক্ষাচিন্তা, ড. গৌর সুন্দর ঘোষ, আহেলি পাবলিশার্স
- 5) শিক্ষার দার্শনিক পরিপ্রেক্ষিত (দ্বিতীয় খণ্ড) -ড. বিনায়ক চন্দ, ড. তারিণী হালদার -
আহেলি পাবলিশার্স
- 6) শিক্ষা তত্ত্বের রূপরেখা, ড. নূরুল ইসলাম, শ্রীধর প্রকাশনী
- 7) মহান শিক্ষাবিদগণের কথা, ড. অভিজিৎ কুমার পাল, ক্লাসিক বুকস

FYUGP – Skill Enhancement Course (SEC)
SEMESTER-II
POOBSEC222 - Developing Teaching Skills

Type of Paper: Theory and Non – Lab Based Practical
Full Marks – 60 (Theory – 40 + Practical – 20)

This Course is meant to provide the students a hands on training on how to prepare a lesson plan.

Course Objectives:

After completion of the course the learners should be able to:

- Analyze teaching skills.
- Explain the concept and types of lesson plan.
- Understand the principles of preparing a lesson plan.
- Analyse the need and types of Teaching – Learning Materials

Course Syllabus Overview:

Unit I: Teaching Skills and TLMs

- a) Meaning of Teaching Skill and Simulated Teaching
- b) Core Teaching Skills according to NCERT
- c) Edgar Dale's Model Classification of TLMs

Unit-II: Concept of Lesson Plan

- a) Meaning of Lesson Plan
- b) Characteristics of Lesson Plan
- c) Advantages of Lesson Plan

Unit-III: Different Aspects of a Lesson Plan

- a) Types of Lesson Plan
- b) Principles of developing a Lesson Plan
- c) Steps of preparing a Lesson Plan

Suggested Readings:

English Version

1. The Lesson Planning Handbook, Peter Brunn, Scholastic
2. Writing Effective Lesson Plan, Serdyukov, P., Ryan, M.
3. Lesson Plan : Suzanne Garrnberg,
4. Lesson Planning : Jontsan Savage
5. Daily Lesson Plans: A Teacher's Manual, Walater Lowrie Hervey.
6. The Pedagogy of Teaching: Dr. Srikrishna Sarkar

Bengali Version

7. শিক্ষণ ও শিক্ষা প্রসঙ্গ, সুশীল রায়, সোমা বুক এজেন্সি
8. বিদ্যালয় সংগঠন ও শিক্ষা প্রসঙ্গ, সরোজ চট্টোপাধ্যায়, নিউ সেন্ট্রাল বুক এজেন্সি

Practical (20 marks):

Preparation of Lesson Plan

10 Lesson Plans to be prepared and evaluated by the teachers of the College.

Format for Preparation of Lesson Plan

To be intimated in due time.

FOUR YEAR UNDERGRADUATE PROGRAMME (FYUGP) 2024-25
UNIVERSITY OF NORTH BENGAL
SOCIOLOGY

Inter Disciplinary Course (2nd Semester)

Social Work
Paper Code-SOC5IDC210

Course Objective:

This inter-disciplinary paper aims at developing critical thinking, versatility, adaptability, problem solving, flexibility, and analytical and communication skills in the learners. The opportunities of doing research are enhanced and improved through a holistic and multidisciplinary approach. It also focuses on the interconnection of sociology with other social science disciplines.

Full Marks: 60

(Theory-40, Tutorial- 20)

Credits: 3

COURSE CONTENT

Unit -1 : Basics of Social Work

- 1.1. Social Work - Definition, Nature & Objectives of Social Work
- 1.2. Basic Values and Principles of Social work
- 1.3. Methods of Social Work: Primary and Secondary Methods
- 1.4. Voluntary and Professional Social Work: Definition, Nature and Differences

Unit 2: Scenario of Social Work in India

- 2.1. Historical Scenario of Social Work in India: Origin and Development
- 2.2. Constructive works of Mahatma Gandhi, Jyotiba Phule, Vinobha Bhave
- 2.3. Social Work in Contemporary India: Family Planning, Mental Health Issues and Community Health Problems in Rural India

Unit 3: Role of Social Work

- 3.1. Family: Marriage Disputes, Family welfare (Rural and Urban Contexts)
- 3.2. Child: Child Abuse, Child labour, Child Trafficking
- 3.3. Youth: Youth Unrest, Juvenile Delinquency, Drug Addiction among Youths
- 3.4. Women: Domestic Violence, Women Trafficking
- 3.5. Human Rights: Right to Equality, Right to Education, Right to Work, Right to Freedom of Opinion and Expression

References

1. Govt. of India: Encyclopaedia of Social work in India.
2. Ahuja, R. (2021). Social Problems in India, Rawat Publications, Jaipur
3. Batra, S. & Dash, B.M. Fundamentals of Social Work. Concept Publishing Company Pvt. Ltd., Delhi.
4. Bhatt, S., & Pathare, S. (2014). Social work Education and Practice Engagement. Shipra Publications, New Delhi,
5. Brager, G. & Spechet, H.: Practice of Community Organization.
6. Chandran, R. (2023). Contemporary Social Work Practice for Community Empowerment, Rawat Publications, Jaipur
7. Dubey, A. & Shukla, A. (2015). Mental Health: Psycho-Social Perspectives, Neha Publishers, Delhi
8. Gangrade, K.D.: Community Organization in India.
9. Goldstein, Howard: Social Work Practice : A Unitary Approach.
10. Gupta, N. (2021). Social Justice and Human Rights in India, Rawat Publications, Jaipur
11. Halder, D. & Brahmbhatt, S.S. (2021). Advancement of Human Rights in India: Contemporary and Emerging Challenges, SAGE Publications Pvt. Ltd, New Delhi
12. MacMillan : Statistical Methods of Social Work
13. Mathew, G . (1992). An Introduction to Scial Casework. Bombay: Tata Institute of Social Science
14. Misra, P.D. & Misra, B. Social Work Profession in India. Lucknow: New Royal Book Company
15. Nair, T . K (2015). Social Work Profession in India: An Uncertain Future. Niruta Publication
16. Perlman, H.: Social Case Work: A Problem Solving Process.
17. Ramachandran, P.: Issues in Social Work Research in India.
18. Rao, C.N.S (2015), Indian Social problems: A Sociological Perspective, S.Chand Publishing, New Delhi
19. Sajid S . M., & Jain, R . (2018). Reflections on social work profession. New Delhi: Bloomsbury
20. Siddiqui, H. Y . (2015). Social work & human relations. New Delhi, India: Rawat Publications

21. Singh, K.K. & Singh, R.S. (2011). Social Work and Community Development, ABD Publishers, Jaipur
22. Singh, K.S. (2021)Contemporary Areas of Social Work Practice in India, Bloomsbury Publishing, New Delhi
23. Timms. N.: Social Case Work- Principles and Practice.
24. Trecker, H.B.: Social Group Work: Principles and Practice.

UNIVERSITY OF NORTH BENGAL

**SKILL ENHANCEMENT COURSE (SEC)
SYLLABUS
FOR**

**FOUR YEAR UNDER GRADUATE
PROGRAMME (FYUGP)
OF BENGALI**



1ST, 2ND & 3RD SEMESTER

**UNDER N.E.P.
W.E.F. 2024-2025**

U.G. SEC SYLLABUS

FOR

**1. COMMUNICATION SILL IN BENGALI
(1st SEMESTER)**

**2. EDITING AND PUBLISHING IN BENGALI
(2nd SEMESTER)**

**3. BENGALI CREATIVE WRITING AND APPLICATION
(3rd SEMESTER)**

FOR ALL COMBINATIONS

**[SINGLE MAJOR, SINGLE MINOR SUBJECT
AND
THREE DISCIPLINE SPECIFIC MDC]**

UNIVERSITY OF NORTH BENGAL

W.E.F. 2024-2025

SEMESTER – 1

SEC-1

COMMUNICATION SKILL IN BENGALI [POOASEC101]

CREDIT : 3 (THEORY + PRACTICAL)

TOTAL CLASS : 45 (THEORY – 30, PRACTICAL – 15)

FULL MARKS : 60 (EXAM – 40, PRACTICAL – 20)

শিরোনাম : বাংলা ভাষায় সংযোগ-দক্ষতা

১. কান্ডনিক সংলাপ
২. সাক্ষাৎকার গ্রহণ (ইন্টারভিউ নেওয়া)
৩. বিতর্কসভায় বক্তব্য
৪. দলবদ্ধ আলোচনা (গ্রুপ ডিসকাশন)
৫. চাকরির ইন্টারভিউ প্রদান
৬. প্রাতিষ্ঠানিক সম্ভাষণ ও কথোপকথন

SEMESTER - 2

SEC-2

EDITING AND PUBLISHING IN BENGALI [POOBSEC214]

CREDIT : 3 (THEORY + PRACTICAL)

TOTAL CLASS : 45 (THEORY - 30, PRACTICAL - 15)

FULL MARKS : 60 (EXAM - 40, PRACTICAL - 20)

শিরোনাম : বাংলা ভাষায় সম্পাদনা ও প্রকাশনা

১. বাংলা শব্দভাগার : তৎসম, অর্ধতৎসম, তত্ত্ব, দেশি ও আগস্তক শব্দ
২. বাংলা বানানচর্চা : (ক) বাংলা বানান-সমস্যা
(খ) বাংলা বানান-বিধি : পশ্চিমবঙ্গ বাংলা আকাদেমি
বিসর্গ (ং) চিহ্ন ব্যবহার, হস্ত চিহ্ন, ও আর ৎ-এর ব্যবহার, কি/কী, ই/ঈ, উ/উ, ও-কার,
ণত্ত-বিধান ও ষত্ত-বিধান, না/নি/নে-র ব্যবহার, র/ড়/ঢ়-এর ব্যবহার, য-ফলার ব্যবহার,
যুভাক্ষর ভাঙ্গার রীতি
৩. বিরাম চিহ্নের ব্যবহার
৪. বাংলা টাইপিং
৫. প্রক্ষফ সংশোধন
৬. সম্পাদনা সম্পর্কে ধারণা : সম্পাদনা কী ও কেন, সম্পাদকের প্রয়োজনীয়তা ও প্রকারভেদ,
সংকলক ও সম্পাদক ইত্যাদি
৭. সম্পাদনা : গ্রন্থ ও পত্রিকা [বিষয় নির্ধারণ; রচনা আহ্বান, নির্বাচন ও সংশোধন; সূচিপত্র; সম্পাদকীয় ইত্যাদি]
৮. গ্রন্থনির্মাণ ও প্রকাশনা : প্রচ্ছদ, ব্লাৰ্ব, নামপত্র, আখ্যাপত্র, ফোলিও, ব্যাক কভার, পুস্তানি (Spine), পাণ্ডুলিপি,
প্রক্ষফ, তথ্যসূত্র ইত্যাদি

SEMESTER – 3

SEC-3

BENGALI CREATIVE WRITING & APPLICATION [POOCSEC328]

CREDIT : 3 (THEORY + PRACTICAL)

TOTAL CLASS : 45 (THEORY – 30, PRACTICAL – 15)

FULL MARKS : 60 (EXAM – 40, PRACTICAL – 20)

শিরোনাম : বাংলা সূজনমূলক রচনা ও প্রয়োগ

১. ছোটোগল্প রচনা
২. প্রবন্ধ রচনা
৩. নাটক রচনা
৪. চিত্রনাট্য রচনা
৫. বিজ্ঞাপন রচনা
৬. কন্টেন্ট রাইটিং
৭. প্রতিবেদন রচনা
৮. গবেষণাপত্রের খসড়া উপস্থাপন

**UNIVERSITY OF NORTH BENGAL
UNDER GRADUATE COURSE IN BENGALI
UNDER N.E.P.
W.E.F. 2024-2025 ACADEMIC SESSION
QUESTION PATTERN**

- **40 MARKS WRITTEN EXAMINATION (SEC BENGALI PAPERS) :**

SL.	QUESTIONS TO BE ANSWERED	OUT OF	MARKS OF EACH QUESTION	TOTAL MARKS
1.	2	4	2	$2 \times 2 = 4$
2.	2	4	3	$2 \times 3 = 6$
3.	3	5	6	$3 \times 6 = 18$
4.	1	2	12	$1 \times 12 = 12$