PROGRAMME GUIDE

Dr. Babasaheb Ambedkar Open University

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PROGRAMME GUIDE

FOR

MASTER OF LIBRARY AND INFORMATION SCIENCE COURSE (MLIS)

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

(Established by Government of Gujarat)

'Jyotirmay' Parisar,

Dr. Babasaheb Ambedkar Open University Marg,

Sarkhej-Gandhinagar Highway, Chharodi,

Ahmedabad - 382 481

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Dear Learner,

Welcome to BAOU and the degree programme in Masters of Library and Information Science (MLIS). As you have joined one of the universities imparting education through Open and Distance mode, it is necessary that you are well aware of the university and how it functions. You will also be keen to know in some detail about the programme you have joined and the way in which the university imparts instruction. This Programme Guide gives you the necessary information that will help you in knowing the university and pursuing the programme. We therefore advise you to keep this Programme Guide safely till you complete the Programme. The second part of the Programme Guide gives the syllabus of all the courses that are on offer in this programme. This will help you, among other things, in choosing Discipline Specific Electives, Generic Electives and Skill Enhancement courses suiting your interest, need, and career goals. The Third part of the guide contains a centre list, it helps you to choose the study centre.

Thank You…….

PART - I

ABOUT OF UNIVERSITY

The Dr. Babasaheb Ambedkar Open University (BAOU) was established by the Act No.14 of 1994 passed by the Gujarat State Legislature on 13th April, 1994, and assented to by the Governor of Gujarat on 27th July, 1994. The BAOU is the seventh Open University in the country in terms of their establishment. The University offers 72 programmes with an enrolment of more than 1, 00,000 learners.

The headquarters of the university is located at Ahmedabad. The University has established Regional Centre on the campus of South Gujarat University, Rajkot and has initiated the process of another establishing Regional centre on the campus of North Gujarat University, Patan. The University has more than 507 study centers. It has jurisdiction over the whole state of Gujarat. It is open to all persons irrespective of classes, castes, creed, religion or sex.

The important and distinguishing objectives for BAOU are to:

- Advance and disseminate learning and knowledge by a diversity of means, including use of any communication technology,
- Provide opportunities for higher education to a large segment of the population,
- Promote the educational well-being of the community generally, and * Encourage the Open University and distance education system in the education pattern of the Sate.
- **Established :** 13 April 1994
- **Head Quarters:** Ahmedabad
- **Regional Centre:** Saurashtra University, Rajkot
  Hemchandracharya North Gujarat University, Patan
  Veer Narmad South Gujarat University, Surat
  Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj.
- **Study Centre:** 235+
- **Programmes Offered:** 72 + Learners Enrolled 1,00,000+

Objectives:

Dr. Babasaheb Ambedkar Open University Act clearly specifies its objectives. The important and distinguishing ones for this university are:

Learning & Knowledge

To advance and disseminate learning and knowledge by a diversity of means including use of any communication technology.

Higher Education

To provide the opportunities for higher education to a larger segment of the population.

Open Education

To encourage the Open University and distance education system in the educational pattern of the State.

Community Development

To promote the educational well-being of the community generally.

MASTER DEGREE PROGRAMME

The courses offered by the School of Humanities and Social Sciences aim at imparting and generating knowledge on emerging issues and problems of contemporary society, economy and polity. The course structure is choice based, flexible and interdisciplinary. At the end of the course, a student would be equipped with analytical skills, social science theoretical knowledge based on empirical and field-based learning. Thus a student with this kind of learning can look forward to careers in teaching, management, research, policy making, development sector, media and administration. The School offers Master's Of Library and Information Science Degree (MLIS) programmes. Included in the Master Degree Programmes foundation courses, elective courses and application-oriented courses.

1. Introduction

The School of Humanities and Social Sciences (SHSS) is among the larger schools of studies at the Dr. Babasaheb Ambedkar Open University. SHSS offers academic Masters Programmes in disciplines: English, Hindi, Gujarati, and Sociology, and Library and Information Science.

The programmes offered by disciplines relate to core subject areas but at the same time straddle disciplines, in order to enlarge the canvas for academic pursuits. The School also links the development of courses to the ever-expanding socio-economic and political contexts in which School of Humanities and Social Science processes occur.

In view of the fact that BAOU is today the foremost centre of open and distance learning and is adequately equipped with modern educational technologies, the School has consciously tried to assign a significant role to ICT tools in devising the learning programmes. The following features are a hallmark of its programmes:

-Basic programmes in various disciplines at the under-graduate and postgraduate levels have been strengthened with foundation and application-oriented courses.

-Short-term and long-term courses focused on vocational and professional needs.
-Programmes and courses geared to meet the requirements of groups located on the fringes of society.
-Programmes in areas of concern to society with a School of Humanities and Social Science perspective.

The School has expanded its academic activities and has launched a research programme that applies newer methodologies to elicit a more creative response, both from within a discipline and from interdisciplinary interactions.

At this juncture the School is in a position to comprehend the "new" social reality in a better light and give the School of Humanities and Social Sciences a purposeful orientation. The key element in this strategy is the adaptation of Social Science study to the requirements of mass education. Thus modern educational technology including ICT is likely to determine the relevance of School of Humanities and Social Sciences and course development in the next decade. These additions will enrich and make them compatible and appropriate in the light of new developments in the discipline areas.

The Master Programme is conducted by the Faculty of Master Degree Programme, which forms a part of the School of Social Sciences.

2. Master Programme:

The Master Programme comprises five courses. The courses are under In School of Humanities and Social Sciences.

1. Master of Arts in English (MEG)
2. Master of Arts in Gujarati (MGT)
3. Master of Arts in Hindi (MHD)
4. Master of Arts in Sociology (MSO)
5. Master of Library and Information Science (MLIS)

MLIS Courses Detailed contents of these courses may be seen in part-II.

MASTER OF LIBRARY AND INFORMATION SCIENCE

- To impart high level skills and training necessary for those aspiring to hold higher positions in libraries and information centers in the country.
- To promote wide range researchers in Library Science
- To prepare the library and information professionals for the changing scenario, the Programme has been completely revised to help professional development not only for those who are already employed in different types of libraries and information institutions but also for those who have to take up library and information science as a profession and upgrade their knowledge and qualification.

TARGET PARTICIPANT AND ADMISSION CRITERIA

The Programme is open to those who are either:

- BLIS degree from any recognized university or any other qualifications considered equivalent to BLIS such as P.G. Diploma in Library Science/Librarianship from a recognized university.

COURSE FEES, CREDIT, MEDIUM, DURATION ,MOBILITY

- **Course Fees :**
  Male: 9030/- Female: 6321/-
- **Credits :** 36 Credit
- **Medium :** Gujarati Medium
- **Duration :**
  Minimum : 1 year Maximum: 4 years
- **Mobility :**

  Master of Library and Information Science Degree awarded only after completion of the one year successfully and Internship of one month.

COMPONENTS OF THE MASTER PROGRAMME

Programme

Courses

Blocks

Units

The entire Programme comprising five courses has been divided into blocks and each block has certain number of units. In other words, one unit constitutes the lowest self-contained measure of the course material. The details regarding the unit format are as follows:

- Unit number: the topic covered in the unit
- Objectives
- Introduction
- The theme divided into sections and sub-sections
- Sections containing Self Check Exercises to measure, on your own, your progress
- Summary of the unit
- Answers to Self -Check Exercises
- Keywords
- References and Further Reading

The different units are developed thematically in a logical sequence and graded in such a way as to enable the student to grasp and retain in memory the topics discussed in the units. The main sections are printed in bold capital letters while the sub-sections are shown by lower case bold type faces.

Program Structure

Master of Library Science (MLIS):

Sr. No.	Name of the Subject	Course Code	Credit
	Compulsory Subject		
1.	Information Communication and Society માહિતી પ્રત્યાયન અને સમાજ	ML I-101	4
2.	Information Systems, Source and Services માહિતી સ્ત્રોત, પદ્ધતિઓ અને સેવાઓ	ML II-101	4
3.	Management of Library and Information Centre ગ્રંથાલય અને માહિતી કેન્દ્રોનું વ્યવસ્થાપન	ML I-102	4
4.	Information Retrieval System માહિતી પ્રક્રિયા અને પુનઃ પ્રાપ્તિ	ML II 102	4
5.	Fundamental principal of information communication technologyy માહિતી પ્રત્યાયન પ્રોદ્યોગિકીના મૂળભૂત સિદ્ધાંતો	ML II-103	4
6.	Information Communication Technologygy માહિતી પ્રત્યાયન ટેકનોલોજી :પ્રયોજિતતાઓ	ML II-104	4
7.	Project/ Dissertation Work	ML IP-002	4
	Elective Subject (Choose any two subject)		
8.	Preservation and Conservation of Library ગ્રંથાલય સામગ્રીની જાળવણી અને સંરક્ષણ	ML IE-101	4
9.	Research Methodology સંશોધન પદ્ધતિઓ	ML IE–102	4
10.	Academic Library શૈક્ષણિક ગ્રંથાલય	ML IE-103	4
11.	Public Library System and Servicees સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ	ML IE-106	4

STUDY CENTRE

Each student admitted to the Master Programme will be attached to a Study Centre. At present, there are a number of Study Centres for Master Programme located in different places of the State. Students may opt themselves for enrolment in the nearest convenient Study Centre suitable to them. Every Study Centre is managed by a Coordinator. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to the Master Programme.
- Facilities for practical work in the concerned courses.
- Library facility with basic reading materials related to various aspects of the discipline.
- Audio-Video Programmes specially designed for Master Programme.

HOW TO MAKE BEST USE OF STUDY CENTRES

Education is not imparted through regular class room lectures in an Open University system. Distance education mode is generally followed in the Open University system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any course. On the other hand, there will be counselling for different courses included in the curriculum. Your Counsellor is available to you at the Study Centre which organises counselling sessions on different topics. 10 counselling sessions are provided for each of the courses MLIS counselling sessions. The duration of each counselling session is 2 hours.

SUCCESS STANDARD

For the successful completion of the course the student is expected to score minimum 40% of marks in each subject or he has to secure at least 'D' grade in the examination.

EXAMINATION AND EVALUATION

Student will be evaluated by two ways:

- **Continuous (constant) Evaluation: (weight age 30%):** It is obligatory for the students to submit specified number of assignments concerned with each course within the specific time limit before the term-end-examination.

- **Term End Examination: (weight age 70%):** The students are expected to secure their admission of the first and the second year in August/February. After securing the admissions, the first examination will be held in next July/January. It means that they can appear at the examination after the duration of one year.

INSTRUCTIONAL SYSTEM

The methodology of instruction adopted by the University is different from that in the conventional universities. The Open University system is more learner-oriented in which the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication. The University follows a multi-media approach for instruction. It comprises of

- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at Study Centres by Academic Counsellors
- Assignments/ Tutorials/ Practical's/ Dissertation/ Project work

11.1 Course Material

Course material, in print or e-Book format, is the primary form of instruction. You should concentrate mainly on the course materials that are sent to you in the form of printed books or eBooks. The course material would be sufficient to write assignment responses and prepare for the Term End Examination (TEE). We would, however, suggest you to read additional material, especially those given in the Suggested Reading section of the course material. The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or eBook. The course is divided into a number of Blocks. A eight credit course generally has four to five Blocks. Each Block consists of Units (minimum two to maximum five units). Normally, the Units covered in a Block have a thematic unity. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, etc. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block. Each Unit is structured in a way to facilitate self-study by you. Each Unit begins with learning Objectives which will give you an idea on what you are expected to learn from the Unit. The Introduction provides an overview of the major theme of the unit. An attempt is made to forge a link with the topics of the previous Units and the topic to be covered in the Unit. This is followed by the main text, which is divided, into various sections and subsections. At the end of each section we have provided questions for self-evaluation under the heading of Check Your Progress. You should attempt this part, as it will help you in assessing the immediate absorption and check your understanding of the topic. Questions in Check Your Progress are for your practice only, and you should not submit answers to these questions to the University for Assessment. Hint answers to the Check Your Progress exercises are provided at the end of the unit. We have not provided the full length answers, as we would like to encourage you to write in your own words and not rely on memorizing the course material. The section Let Us Sum Up/Summary/Conclusion gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with References which gives the list of books and articles that have been consulted to prepare the unit. In addition, at the end of each Block/Course, a list of Suggested Readings is given. Some of these books listed in this section will be available in the Study Centre library. In order to comprehend the SLMs, read the Units carefully and note down the important points.

You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, you may mark the difficult words and look for the meaning of such words in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

11.2 Dispatch of Study Material

The dispatch of material will start once the online process of registration is complete. You can expect to receive your study material within one month of closing of the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query to the Regional Centre or write to the Student Services Centre for the students who have applied for digitized version, detailed information is available on the BAOU website.

11.3 Academic Counselling:

In distance education, face-to-face contact between the learners and their academic tutors/ counsellors is an important activity. The purpose of such an interaction is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow learners. There are experienced academic counsellors at the Study Centres to provide academic counselling and guidance to you in the courses that you have selected for study. The academic counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Attendance in the academic counselling sessions for theory courses is not compulsory, but we would suggest you to attend these sessions as they may be useful in certain respects, such as to share your views on the subject with teachers and fellow lea learners, comprehend some of the complex ideas or difficult issues, and get clarifications for any doubts which you would not otherwise try to raise. However, it is compulsory to attend practical sessions for the courses that have practicals or laboratory work. Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties, which you face while studying for this programme. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties.

Besides, some of the audio and video material that is available at that time will be played in the counselling sessions. You go to attend the academic counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on relevant and important issues. Try also to understand each other's points of view. Try to get the maximum possible help from your academic counsellors.

11.4 Study Centre

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

A Study Centre will have six major functions:

Counselling: Face-to-face counselling for the courses will be provided at the Study Centres. As mentioned earlier, there will be nine to ten academic counselling sessions for a 6-credit course and six to seven sessions for a 4-credit course. The schedule of the counselling sessions will be communicated to you by the Coordinator of your Study Centre.

Evaluation of Assignments: Tutor Marked Assignments (TMA) will be evaluated by the Academic Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor's comments and marks obtained. These comments will help you in your studies.

Library: For each course, some of the books suggested under 'Suggested Readings' will be available in the Study Centre Library. All audio and video tapes are also available in the library.

Information and Advice: At the Study Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedules,

examination s schedule, etc. You will also get guidance in choosing your elective and application oriented courses.

Audio-Video Facilities: The Study Centre is equipped with audio-video facilities to help you make use of the audio and video materials prepared for different courses. Media notes, describing the contents of each programme, will also be available at the Study Centre. This will help you to know the contents of each programme.

Interaction with Fellow-learners: The Study Centre gives you an opportunity to interact with fellow learners. Study Centre is the contact point for you. The University cannot send all the communication to all the students individually. All important information is communicated to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all BAOU learners. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc.

11.5 Omkar e

Omkar-e (Open Matrix Knowledge Advancement Resource for Empowerment), an initiative of Babasaheb Ambedkar Open University, brings such a unique platform for e-learning. Omkar-e focuses on bridging the gap between the students and relevant education with ease of learning. Our students have full freedom for selecting their course, their schedule for study, their place for study and when to appear for exams.

EVALUATION

The system of evaluation followed by the University is also different from that of conventional universities. BAOU has a multitier system of evaluation. Self-assessment exercises within each unit of study. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc. depending on the nature of the course opted for The Term End Examinations. Project/Practical work depending upon the requirement of the course. The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term end examination. In the final result, all

the assignments of a course carry 30% weightage while 70% weightage is given for the Term End Examination (TEE). University follows a grading system for continuous evaluation as well as term-end examination. It is done on a ten point scale using the letter grades as given below: The University has decided to provide numerical marking also in the grade card and award of division for the Bachelor of Arts Degree.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	> 85
A+ (Excellent)	9	75 to < 85
A (Very Good)	8	> 65 to < 75
B+ (Good)	7	> 55 to < 65
B (Above Average)	6	> 50 to < 55
C (Average)	5	> 40 to < 50
D (Pass)	4	> 40
F (Fail)	0	< 40
Ab (Absent)	0	Absent

You are required to score at least 40% marks (Grade D) in both continuous evaluation (assignments) as well as the term-end examination of each course. In the overall computation also you must get at least 40% marks (Grade D) in each course to claim the M.A. degree. The scores of continuous evaluation and term-end examination are not complementary to each other for qualifying a course. Students who do not qualify in the term-end examination are allowed to take up the Term End Examination in the next year. It means you can take the TEE of the first year courses in the second year of your study. But you can appear in the examination for not more than 48 credits in one TEE.

12.1 Assignments

Assignments constitute the continuous evaluation. The marks that you secure in the assignments will be counted in your final result. As mentioned earlier, an assignment of a course carries 30% weightage. You are therefore advised to take your assignment seriously. A simple omission on your part may put you in great inconvenience later. For each course of this programme, you have to do two to three Tutor Marked Assignments (TMAs) depending upon the nature of the course. The

TMA for each semester can be downloaded from the Student Zone of the University website.

You have to complete the assignment within the due dates specified in the assignment booklet. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course. If you appear in term-end examination, without submitting the assignments, the result of the term-end examination is liable to be cancelled. Ensure that your assignment responses are complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

The main purpose of TMA is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/academic counsellors after correcting the assignments return them back to you with their comments and marks. The comments will guide you in your study and help in improving it. It is therefore important that you collect the evaluated TMA along with a copy of the assessment sheet containing the comments of the evaluator on your performance. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the course material and exploit your personal experience.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments.

Keep duplicate copies of assignment responses of TMAs submitted to Study Centres. The Student Evaluation Division on demand. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises. If you do not get a

pass grade in any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division at Headquarters.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your Study Centre with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

12.2 Term End Examination

As stated earlier, the term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts term end examinations twice a year i.e., in June and December. You can take the term-end examination (TEE) only after completing one year of study. The TEE for the 1st year will be conducted at the end of each year.

A learner is permitted to appear in the TEE, subject to the following conditions:-

- Registration for the courses is valid and not time barred.
- Required number of assignments in the course has been submitted by the due date.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

In case you fail to get a pass score (40% marks) in the Term End Examination, you will have to reappear at the next Term End Examination for that course within the total span of the programme.

SOME USEFUL ADDRESSES

During the course of your study you might require some additional information about rules and regulations as well as how to resolve some of the issues in completing your studies at BAOU. You must know whom to contact for specific information. Here is a list of addresses and contact numbers and emails of offices in the University to contact for specific information or problem.

Sr. No.	Department's Name	Contacts	Mobile No.	Tele. No.	Email_Id
1	Head-Learner Support Centre	Dr. Hetal Gandhi	-	+91 7929796223	baou.lsc@baou.edu.in
	Co-Coordinator		+91 9978408 901	+91 7929796223	
2	Head-Admission Department	Dr. Hetal Gandhi	-	+91 7929796223	ssc@baou.edu.in
	Co-Coordinator	-	-	-	-
	Consultant	Mrs. Monika Gupta	+91 7572800 487 +91 9909038 676	+91 7929796224	admission.info@baou.edu.in
3	Assignment	Dr. Nitin Jadav Mr. Jivraj Zanpadiya Mr. Abhishek Pandya	+91 9978408 928	+91 7929796225	assignment@baou.edu.in
	Marksheet	Mr. Brijesh Barot	+91 8980814 948	+91 7929796225	marksheet.info@baou.edu.in
4	Special Learner Support Center Coordinator	Dr. Nigam Pandya	+91 9099945 622	+91 7929796223	slsc@baou.edu.in

	Co-Coordinator	Dr. Siddhi Trivedi			
5	Gurukul Model Learner Support Center Coordinator	Dr. Chetna Shah	+91 9978408 911	+91 7929796224	gurukul0001@baou.edu.in
	Co-Coordinator				
6	Scholarship Department (SC/ST Cell)	Mr. Ketan Makwana	-	+91 7929796224	baou.scstcell@baou.edu.in
7	Vocational and Professional courses	Ms. Priyanka Mochi			kmro@baou.edu.in
		Mr. Dhaval Sathavara	9825085 064	-	kmro@baou.edu.in
8	Help Desk	-	9909038 671	-	help@baou.edu.in
9	Exam and Admission	Mr. Keyur Trivedi	99090 38671	+91 7929796225	help@baou.edu.in

Most of the operations of the University are online. Wherever you are required to submit a hard copy, the University has made available different application forms on its website. Download these forms from the Student Zone of the University website.

PART II Syllables OF COURSE

Master of Library Science (MLIS)

Block/Unit	Name of Block/Unit
ML I -101 - INFORMATION COMMUNICATION SOCIETY **માહિતી પ્રત્યાયન અને સમાજ**	
Block-1	**Information: Nature, Property and Scope (માહિતી : સ્વરૂપ, વસ્તુઓ અને વ્યાપ)**
Unit 1	Data, Information and Knowledge: Intellectual Assets (હકીકત :માહિતી અને જ્ઞાન : બૌદ્ધિક મિલકતો)
Unit 2	Data: Definition, Types, Nature, Properties and Scope (હકીકત : વ્યાખ્યા, પ્રકાર, સ્વરૂપ, લક્ષણ અને વ્યાપ)
Unit 3	Information: Definition, Types, Nature, Properties and Scope (માહિતી : સ્વરૂપ, વ્યાખ્યા, પ્રકાર, લક્ષણ અને વ્યાપ)
Unit 4	Knowledge: Definition, Types, Nature, Properties and Scope(જ્ઞાન : વ્યાખ્યા, પ્રકારો, સ્વરૂપ, ગુણધર્મો અને વ્યાપ)
Block-2	**Information Generation and Communication (માહિતી ઉત્પત્તિ અને પ્રત્યાયન)**
Unit 5	Information Communication Process, Media and Diffusion (માહિતી પ્રત્યાયન પ્રક્રિયા , માધ્યમ અને પ્રસરણ)
Unit 6	Generation of Information: Modes and Forms (માહિતીની ઉત્પત્તિ : રીતો અને સ્વરૂપ)
Unit 7	Information Theory: Measure and Contents Evaluation (માહિતી સિદ્ધાંત : માપ અને વિષય વસ્તુ મૂલ્યાંકન)
Unit 8	Digital Information (ડિજીટલ માહિતી)
Block-3	**Information and Society (માહિતી અને સમાજ)**
Unit 9	Social Implications of Information (માહિતીના સામાજિક નિહીતાર્થો)
Unit 10	Information as an Economic Resource (માહિતી : એક આર્થિક સ્રોત)
Unit 11	Information Policies: National and International (માહિતી નિતીઓ : રાષ્ટ્રીય અને આંતરરાષ્ટ્રીય)
Unit 12	Information Infrastructure - National and Global (માહિતી ગત માળખું : રાષ્ટ્રીય અને વૈશ્વિક)
Unit 13	Information Society (માહિતી સમાજ)
Block-4	**Knowledge and Society (જ્ઞાન અને સમાજ)**
Unit 14	Knowledge Society (જ્ઞાન અને સમાજ)

Unit 15	Knowledge Management: Concept and Tools (જ્ઞાન વ્યવસ્થા : વિભાવનાઓ અને સાધનો)
Unit 16	Knowledge Profession (જ્ઞાન વ્યવસાય)
ML II 101 INFORMATION SOURCES, SYSTEMS AND SERVICES (માહિતી સ્ત્રોત,પદ્ધતિ અને સેવાઓ)	
Block-1	**Information Institutions** (માહિતી સંસ્થાઓ)
Unit 1	Information Institutions: Evolution, Growth Functions and Types (માહિતી સંસ્થાઓ : વિકાસ, વૃદ્ધિ, કાર્યો અને પ્રકારો)
Unit 2	Information Centres: Types and their Organisation(માહિતીના કેન્દ્રો : પ્રકારો અને તેમના સંગઠનો)
Unit 3	Data Centres and Referral Centres (ડેટા કેન્દ્રો અને માહિતી નિર્દેશ કેન્દ્રો)
Unit 4	Information Analysis and Consolidation Centres (માહિતી પૃથક્કરણ અને દ્રઢીકરણ કેન્દ્રો)
Block-2	**Information Sources, Systems and Programmes** (માહિતી સ્રોતો , પદ્ધતિઓ અને કાર્યક્રમો)
Unit 5	Information Sources: Categorisation (માહિતી સ્રોતો : વર્ગ પ્રમાણે / વર્ગ આધારિત)
Unit 6	Print and Non-Print Sources (મુદ્રિત અને અમુદ્રિત માધ્યમો)
Unit 7	National Information Systems and Programmes (રાષ્ટ્રીય માહિતી પદ્ધતિઓ અને માધ્યમો)
Unit 8	Global Information Systems and Programmes (વૈશ્વિક માહિતી પદ્ધતિઓ અને કાર્યક્રમો)
Unit 9	National and International Information Organisations (રાષ્ટ્રીય અને આંતરરાષ્ટ્રીય સંગઠનો)
Block-3	**Information Products and Services** (માહિતી ઉપજો અને સેવાઓ)
Unit 10	Information Products - Part I (માહિતી ઉપજો ભાગ -૧)

Unit 11	Information Products - Part II (માહિતી ઉપજો ભાગ -૨)
Unit 12	Information Services - Part I (માહિતી સેવાઓ ભાગ -૧)
Unit 13	Information Services - Part 11 (માહિતી સેવાઓ ભાગ -૨)
Block-4	**Information Intermediaries as Sources of Information (માહિતી : ઈન્ટરમીડીરીઝના માહિતી સ્રોત તરીકે)**
Unit 14	Library and Information Professionals (ગ્રંથાલય અને માહિતી વ્યવસાયિકો)
Unit 15	Information Intermediaries (માહિતી માધ્યમો)
Unit 16	Database Designers and Managers (માહિતી સંગ્રહ રચયિતા અને વ્યવસ્થાપકો)
Unit 17	Database Intermediaries (માહિતી સંગ્રહ માધ્યમો)
Unit 18	Media Persons (માધ્યમ વ્યક્તિઓ)
Unit 19	Intelligent Agents (બુદ્ધિમાન એજન્ટો)
MLI-102: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES ગ્રંથાલય અને માહિતી કેન્દ્રોનું વ્યવસ્થાપન	
Block-1	**Management Perspectives (સંચાલનના અભિગમો)**
Unit 1	Concepts and Schools of Management Thought (વ્યવસ્થાપન વિશેની સંકલ્પના અને જૂથ)
Unit 2	Management Functions (વ્યવસ્થાપનના કાર્યો)
Unit 3	Total Quality Management (ગુણવત્તા સંચાલન)
Unit 4	Change Management (પરિવર્તન સંચાલન)
Block-2	**System Analysis and Control (પદ્ધતિસર પૃથક્કરણ અને નિયંત્રણ)**
Unit 5	Systems Approach (પદ્ધતિ અભિગમ)
Unit 6	Work Flow and Organisation Routine (કાર્ય પ્રવાહ અને સંગઠન નિત્યક્રમ)
Unit 7	Monitoring and Control Techniques (વિનિમય અને નિયંત્રણ પ્રયુક્તિઓ)

Unit 8	Performance Measurement and Evaluation Techniques (કામગીરી માપન અને મૂલ્યાંકન પદ્ધતિઓ)
Block-3	**Human Resource Management (માનવ સંશાધન વ્યવસ્થાપન)**
Unit 9	Organisational Behaviour (સંગઠનાત્મક વર્તણુક)
Unit 10	Managerial Quality and Leadership (સંચાલકીય ગુણવત્તા તથા નેતૃત્વ)
Unit 11	Human Resource Planning and Development (માનવ સંશાધન આયોજન અને વિકાસ)
Block-4	**Financial Management (નાણાંકીય સંચાલન)**
Unit 12	Budgeting and Types (અંદાજપત્ર અને પ્રકારો)
Unit 13	Budgetary Control System (અંદાજપત્ર નિયંત્રણ પદ્ધતિ)
Unit 14	Costing Techniques (પડતર ખર્ચ પ્રયુક્તિઓ)
Unit 15	Cost Analysis (ખર્ચ પૃથક્કરણ)
Block-5	**Marketing of Information Products and Services (માહિતી ઉત્પાદનો અને સેવાઓની વેચાણ કળા)**
Unit 16	Information as a Marketable Commodity (માહિતી એક વેચાણ સ્વરૂપે)
Unit 17	Marketing: Approach and Techniques (વેચાણ કળા : એક અભિગમ અને ટેકનિક)
Unit 18	E-Marketing (વિજાણું માર્કેટિંગ /e-marketing)
	MLII-102: INFORMATION PROCESSING AND RETRIEVAL **માહિતી પ્રક્રિયા અને પુનઃ પ્રાપ્તિ**
Block-1	**Organization of Information (માહિતીનું સંગઠન)**
Unit 1	Intellectual Organization of Information (માહિતીનું સંગઠન)
Unit 2	Indexing Languages Part-I - Concepts and Types, Subject Headings Lists and Thesauri (માહિતીનું બૌદ્ધિક સંગઠન અને વ્યવસ્થાતંત્ર)
Unit 3	Indexing Languages Part-II - Classification Schemes (નિર્દેશીકરણની ભાષાઓ ભાગ -

	૧, વિભાવનાઓ અને પ્રકારો, વિષયો મથાળાઓની યાદી અને શબ્દ ભંડોળ)
Unit 4	Indexing Systems and Techniques (નિર્દેશીકરણની ભાષાઓ ભાગ -૨)
Unit 5	Evaluation of Indexing Systems (નિર્દેશીકરણ પદ્ધતિઓ અને રીતિ / તંત્ર)
Block-2	**Bibliographic Description** (વાડ્મય્ વર્ણન)
Unit 6	Principles and Evolution of Bibliographic Description (વાડ્મયી વર્ણનના સિદ્ધાંતો અને વિકાસ)
Unit 7	Rules for Bibliographic Description (વાડ્મયી વર્ણનના નિયમો)
Unit 8	Standards for Bibliographic Record Format (વાડ્મયી દસ્તાવેજ રચના / શૈલીના ધોરણ)
Unit 9	Metadata: MARC 21-856 Field, Dublin Core, TEI (મેટાડેટા : માર્ક ૨૧ **(MAARC 21-856)** ફિલ્ડ, ડબ્લીન ફોર ટીઈઆઈ)
Block-3	**Content Development** (વિષય અનુક્રમણિકા વિકાસ)
Unit 10	Norms and Guidelines of Content Development (અનુક્રમણિકા વિકાસના ધોરણો અને માર્ગદર્શિકાઓ)
Unit 11	Introduction to HTML and XML (HTML અને XML પ્રસ્તાવના)
Unit 12	Web-based Content Development (વેબ આધારિત અનુક્રમણિકા વિકાસ)
Unit 13	Multilingual Content Development (Using Unicode) (બહુભાષી અનુક્રમણિકા (યુનિકોડના ઉપયોગ કરીને))
Block-4	**Information Storage and Retrieval Systems** (માહિતી સંગ્રહ અને પુનઃ પ્રાપ્તિ પદ્ધતિઓ)
Unit 14	ISAR Systems: Objectives and Types, Operations and Design (ઇસાર **(ISAR)** પદ્ધતિઓ, ઉદ્દેશો, પ્રકારો , ક્રિયાઓ અને રચના)
Unit 15	Compatibility of ISAR System (ઇસાર પદ્ધતિઓની સુસંગતતાઓ)

Unit 16	Intelligent IR Systems (બૌદ્ધિક માહિતી પુનઃ પ્રાપ્તિ પદ્ધતિઓ)
Block-5	**Information Retrieval (માહિતી પુનઃપ્રાપ્તિ)**
Unit 17	Information Retrieval - Processes and Techniques (માહિતી પુનઃ પ્રાપ્તિ પ્રક્રિયા અને તંત્ર)
Unit 18	Information Retrieval - Models and their Applications (માહિતી પુનઃ પ્રાપ્તિ નમૂનાઓ અને તેઓનું અમલીકરણ)
Unit 19	Search Strategy - Processes and Techniques (શોધ વ્યૂહ રચના, પ્રક્રિયાઓ અને રીતિ)
	MLII-103: FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGIES માહિતી પ્રત્યાયન પ્રોદ્યોગિકીના મૂળભૂત સિદ્ધાંતો
Block-l	**Computer Technology (કોમ્પ્યૂટર પ્રોદ્યોગિકી)**
Unit 1	Architecture and Technology (કળા અને પ્રોદ્યોગિકી)
Unit 2	Software (સોફ્ટવેર)
Unit 3	Programming (પ્રોગ્રામિંગ)
Block-2	**Communication Technology (પ્રત્યાયન પ્રોદ્યોગિકી)**
Unit 4	Fundamentals of Communication Technology (પ્રત્યાયન પ્રોદ્યોગિકીના મૂળભૂત સિદ્ધાંતો)
Unit 5	Networks and Networking (નેટવર્ક્સ અને નેટવર્કિંગ)
Unit 6	Data Networks (માહિતી નેટવર્ક્સ)
Unit 7	Convergence Technology and Applications (કેન્દ્રિત પ્રોદ્યોગિકી અને અમલીકરણ)
Block-3	**Media and Publishing Technology (મીડિયા અને પ્રકાશન/છાપકામ, પ્રોદ્યોગિકી)**
Unit 8	Print and Non-Print Media (પ્રિન્ટ અને નોનપ્રિન્ટ મિડીયા)
Unit 9	Publishing and Printing Technology (પ્રિન્ટ અને પ્રકાશન પ્રોદ્યોગિકી)

Unit 10	E-Publishing and Networking Publishing (ઈ-પ્રકાશન અને નેટવર્ક પ્રકાશન)
Unit 11	Reprography and Micrograph (રિપ્રોગ્રાફી અને માઈક્રોગ્રાફીનો ખ્યાલ)
Block-4	**Resource Sharing Networks (સ્રોત અને વહેંચણી નેટવર્ક)**
Unit 11	Library and Information Networks (ગ્રંથાલય અને માહિતી નેટવર્ક્સ)
Unit 12	Bibliographic Utility Networks (ગ્રંથસૂચિ ઉપયોગિતા નેટવર્ક્સ)
Unit 13	Library and Information Networks in India (ભારતમાં ગ્રંથાલય અને માહિતી નેટવર્ક્સ)
	MLII-104: INFORMATION AND COMMUNICATION TIECHNOLOGIES APPLICATIONS **માહિતી પ્રત્યાયન ટેકનોલોજી : પ્રયોજિતતાઓ**
Block-1	**Database Design and Management (ડેટાબેઝ રચના અને સંચાલન)**
Unit 1	Database: Concepts and Components (ડેટાબેઝ રચના અને વ્યવસ્થાપન)
Unit 2	Database Structures, File Organisation and Physical Database Design (ડેટા સ્ટ્રક્ચર, ફાઈલ ઓર્ગેનાઈઝેશન અને ફિઝીકલ ડેટાબેઝ ડીઝાઈન)
Unit 3	Database Management Systems (ડેટાબેઝ મેનેજમેન્ટ સિસ્ટમ)
Unit 4	Database Searching (ડેટાબેઝ સર્ચિંગ)
Block-2	**Library Automation (ગ્રંથાલય ઓટોમેશન)**
Unit 5	Housekeeping Operations (ગૃહ સંચાલન ક્રિયાઓ)
Unit 6	Software Packages – Features (સોફ્ટવેર સંહતો (પેકેજીસ): લક્ષણો)
Unit 7	Digitization: Concept, Need, Methods and Equipment (ડીઝીટાઈઝેશન : સંકલ્પના, આવશ્યકતા, પદ્ધતિઓ અને ઉપકરણ)
Block-3	**Library and Information Services (ગ્રંથાલય અને માહિતી સેવાઓ)**
Unit 8	Alerting Services (જાગરૂકતા સેવાઓ)

Unit 9	Bibliographic Full Text Services (વાઙ્મયસૂચિય પૂર્ણગ્રંથ સેવાઓ)
Unit 10	Document Delivery Services (પ્રલેખપૂર્તિ સેવાઓ)
Unit 11	Reference Services (સંદર્ભ સેવાઓ)
Block-4	**Internet Resources and Services (ઈન્ટરનેટ સ્રોત અને સેવાઓ)**
Unit 12	Basics of Internet (ઈન્ટરનેટની ભૂમિકા)
Unit 13	Use of Search Engines (સર્ચ એન્જિન્સ)
Unit 14	Internet Services (ઈન્ટરનેટ સેવાઓ)
Unit 15	Internet Information Resources (ઈન્ટરનેટ માહિતી સાધન સામગ્રીઓ)
Unit 16	Evaluation of Internet Resources (ઈન્ટરનેટની સાધનસામગ્રીનું મૂલ્યાંકન)
	MLIE-101: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS ગ્રંથાલય સામગ્રીની જાળવણી અને સંરક્ષણ
Block-1	**Library Materials: Preservation and Conservation** (ગ્રંથાલય સામગ્રીની જાળવણી અને સંરક્ષણ)
Unit 1	Need for Preservation and Conservation (સંરક્ષણ અને જાળવણીની જરૂરિયાત રૂપરેખા)
Unit 2	Historical Development of Writing Materials (લેખન સામગ્રીનો વિકાસ)
Unit 3	Palm Leaves 'Birch' Bark: Their Nature and Preservation (તાડપત્રો અને ભૂજપત્ર : તેમની પ્રકૃતિ અને સંરક્ષણ)
Unit 4	Manuscripts, Books, Periodicals, Newspapers, Pamphlets, etc. (હસ્તપ્રતો, પુસ્તકો, સામયિકો, સમાચારપત્રક, ચોપાનિયાં વગેરે)
Unit 5	Non-book Materials (અ-ગ્રંથ સામગ્રીઓ)
Block-2	**Hazards to Library Materials and Control Measures (ગ્રંથાલય સામગ્રીઓના જોખમો અને નિયંત્રણના પગલાંઓ)**
Unit 6	Environmental Factors (પર્યાવરણ પરિબળો)
Unit 7	Biological Factors (જૈવિક પરિબળો)

Unit 8	Chemical Factors (રસાયણિક અંગો)
Unit 9	Disaster Management (સંકટ વ્યવસ્થા આપત્તિ વ્યસ્થાપન)
Block-3	**Binding (બાંધણી)**
Unit 10	Types of Binding (ગ્રંથ બાંધણીના પ્રકાર)
Unit 11	Binding Materials (ગ્રંથ બંધામણીની સામગ્રીઓ)
Unit 12	Binding Process (ગ્રંથ બંધામણીની પ્રક્રિયા)
Unit 13	Standards for Binding (ગ્રંથ બંધામણી માટેના માનકો)
Block-4	**Restoration and Reformatting** (પુનઃ સંગ્રહ અને પુનઃ રચના)
Unit 14	Material Repair (સામગ્રીની મરામત)
Unit 15	Microfilming and Digitisation (સૂક્ષ્મ છાયા ચિત્રાંકન અને અંકનિરૂપણ)
	MLIE-102: RESEARCH METHODOLOGY (સંશોધન પદ્ધતિઓ)
Block-1	**Fundamentals of Research (સંશોધનના સિદ્ધાંતો)**
Unit 1	Research: Meaning, Concept, Need (સંશોધન : અર્થ, સંકલ્પના,આવશ્યકતા)
Unit 2	Historical Research (ઐતિહાસિક સંશોધન)
Unit 3	Survey Research (સર્વેક્ષણ સંશોધન)
Unit 4	Experimental Research (પ્રાયોગિક સંશોધન)
Unit 5	Fundamental, Applied and Action Research (મૂળભૂત, વિવિધ યોજિત અને ક્રિયાત્મક સંશોધન)
Block-2	**Tools for Research (સંશોધન માટેનાં સાધનો)**
Unit 6	Measurement of Variables (ચલોના માપ)
Unit 7	Data Presentation (માહિતીની રજૂઆત)
Unit 8	Statistical Techniques (આંકડાશાસ્ત્રીય પદ્ધતિઓ)
Unit 9	Statistical Packages (આંકડાશાસ્ત્રીય પેકેજીસ)
Block-3	**Research Methods (સંશોધન પદ્ધતિઓ)**
Unit 10	Observation Method (અવલોકન પદ્ધતિ)
Unit 11	Questionnaire Method (પ્રશ્નાવલિ પદ્ધતિ)
Unit 12	Interview Method (મુલાકાત પદ્ધતિ)
Unit 13	Experimental Method (પ્રાયોગિક પદ્ધતિ)
Unit 14	Case Study (વ્યક્તિ પદ્ધતિ)
Block-4	**Research Process (સંશોધન પ્રક્રિયા)**
Unit 15	Research Design (સંશોધન રૂપરેખા)
Unit 16	Research Plan (સંશોધન યોજના)
Unit 17	Statistical Inference (આંકડાશાસ્ત્રીય અનુમાન)

Unit 18	Presentation of Results (પરિણામોની રજૂઆત)
	MLIE-103: ACADEMIC LIBRARY SYSTEM (શૈક્ષણિક ગ્રંથાલય)
Block-1	**Development of Academic Libraries (શૈક્ષણિક ગ્રંથાલયોનો વિકાસ)**
Unit 1	Academic Libraries: Objectives and Functions (શૈક્ષણિક ગ્રંથાલયો : ઉદ્દેશો અને કાર્યો)
Unit 2	Role of UGC and other Bodies in Promoting Libraries in Universities, Colleges and other Institutions of Higher Learning (યુનિવર્સિટીઓ, કોલેજો અને ઉચ્ચ અભ્યાસની અન્ય સંસ્થાઓના ગ્રંથાલયોને, યુનિવર્સિટી અનુદાન, આયોગ (UGC) અને અન્ય મંડળોની પ્રોત્સાહિત ભૂમિકા)
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Unit 4	Academic Library Services (શૈક્ષણિક ગ્રંથાલય સેવાઓ)
Unit 5	Financial Management of Academic Libraries (શૈક્ષણિક ગ્રંથાલયોનું નાણાંકીય સંચાલન)
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Unit 8	Collection Development Programmes (સંગ્રહ વિકાસ કાર્યક્રમો)
Block-3	**Staffing Pattern and Staff Development for Academic Libraries (શૈક્ષણિક ગ્રંથાલયોમાં કર્મચારીઓનું માળખું અને વિકાસ)**
Unit 9	Norms and Patterns of Staffing (કર્મચારી નિયુક્તિના ધોરણો અને ઢાંચો)
Unit 10	Continuing Education Programmes (CEP) (નિરંતર શિક્ષણ કાર્યક્રમ)
Unit 11	Personnel Management (વ્યક્તિગત વ્યવસ્થાપન)
Block-4	**Resource Sharing Programmes (સંશોધનની ભાગીદારી કાર્યક્રમો)**
Unit 12	Resource Sharing: Need and Objectives (સંશોધન ભાગીદારી : જરૂરિયાત અને ઉદ્દેશો)
Unit 13	INFLIBNET: Information and Library Network (ઇન્ફ્લીબનેટ : માહિતી અને ગ્રંથાલય નેટવર્ક)
Unit 14	Library Networks and Consortia (ગ્રંથાલય નેટવર્ક્સ અને કન્સોર્ટિઆ)
	MLIE-106 PUBLIC LIBRARY SYSTEM AND SERVICES (સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ)
Block-1	**Public Library: Basic Concepts (સાર્વજનિક ગ્રંથાલય : પાયાના ખ્યાલો)**
Unit 1	Public Library: Origin and Growth (સાર્વજનિક ગ્રંથાલયો : ઉદ્ભવ અને વિકાસ)
Unit 2	Public Library and Society (સાર્વજનિક ગ્રંથાલય અને સમાજ)
Unit 3	Agencies in the Promotion and Development of Public Library System (સાર્વજનિક ગ્રંથાલય પદ્ધતિમાં પ્રોત્સાહન અને વિકાસની સંસ્થાઓ)
Unit 4	National Library Policy and Library Legislation (રાષ્ટ્રીય ગ્રંથાલય નીતિ અને ગ્રંથાલય

	અધિનિયમ)
Block-2	**Public Library System: Resource Development (સાર્વજનિક ગ્રંથાલય પદ્ધતિ : સંશાધન વિકાસ)**
Unit 5	Development Plans and Resource Mobilisation (વિકાસ યોજનાઓ અને સંશાધન ધ્યેય પ્રાપ્તિ)
Unit 6	Financial Resources (નાણાંકીય સંશાધનો)
Unit 7	Physical and Documentary Resources (ભૌતિક અને પ્રલેખીય સંશાધનો)
Unit 8	Human Resources (માનવ સંશાધનો)
Block-3	**Management of Public Library System (સાર્વજનિક ગ્રંથાલય પદ્ધતિનું વ્યવસ્થાપન)**
Unit 9	Organisational Structure of Public Library System (સાર્વજનિક ગ્રંથાલય પદ્ધતિનું સંયોજનાત્મક માળખું)
Unit 10	Planning and Administration of Public Libraries (સાર્વજનિક ગ્રંથાલયોનું આયોજન અને વ્યવસ્થા)
Unit 11	Public Library Norms, Standards and Guidelines (સાર્વજનિક ગ્રંથાલય ધોરણો, માનાંકો અને માર્ગદર્શિકાઓ)
Unit 12	Governance of Public Libraries (સાર્વજનિક ગ્રંથાલયોનું પ્રસાશન)
Unit 13	Performance Evaluation (કામગીરીનું મૂલ્યાંકન)
Block-4	**Public Library Services (સાર્વજનિક ગ્રંથાલય સેવાઓ)**
Unit 14	Types of Library Services (ગ્રંથાલય સેવાઓના પ્રકાર)
Unit 15	Application of Information Technology in Public Library Services (સાર્વજનિક ગ્રંથાલય સેવાઓમાં માહિતી ટેકનોલોજીનો ઉપયોગ)
Unit 16	Resource Sharing Networking (સંશાધન ભાગીદારી અને નેટવર્કિંગ)
Unit 17	Public Library Scenario in India, UK, USA and Canada (ભારત, બ્રિટન, અમેરિકા અને કેનેડામાં સાર્વજનિક ગ્રંથાલયોનું પરિદ્રશ્ય)

PART- II

CENTER LIST

CENTER LIST (Master Of Library and Information Science (MLIS) Course)				
No.	**Courses**	**Center Code**	**Study Center**	**Contact**
1.	MLIS	0001	Dr. Babasaheb Ambedkar Open University,Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.	--
2.	MLIS	0101	L.D.Arts College, Amrut Modi School of Management Campus, Opp. Andhajan Mandal, Vastrapur, Ahmedabad-380015	- Emailbaou.0101@baou.edu.in
3.	MLIS	0179	SILVER OAK COLLEGE OF ENGNEERING AND TECHNOLOGY, AHMEDABAD,382481	- Emailbaou.0179@baou.edu.in
4.	MLIS	0401	Nalini-Arvind & T.V. Arts College, At & Po. Vallabh Vidyanagar, Dist. Anand-388120	Dr. M.G. Mansuri / Dr. B.M. Zala / Dr. M.D. Mishra Mobile9825018196 / 9316686628 Emailbaou.0401@baou.edu.in
5.	MEG, MHD, MSO, MGT,MLIS	1001	Nutan Bharti, At.& Po. Madana(Gadh), Dist. Banaskantha-385519.	Co-Ordinator Dr. K.R. Vohra Mobile9428757532, 9427262957 Emailbaou.1001@baou.edu.in
6.	MEG, MHD, MSO, MGT,MLIS	1002	R. R. Mehta College of Science & C.L. Parikh College of Commerce, At & Po.Palanpur, Dist. Banaskantha-385001.	Co-Ordinator Shri M.M. Chaudhry Mobile9428023124

				Emailbaou.1002@baou.edu.in
7.	MEG, MHD, MSO, MGT,MLIS	1201	Shikshan Shashtra Bhavan, Near University Karyalay, Bhavanagar University, Bhavnagar-364002.	Co-Ordinator Shri J.P. Maiyani Emailbaou.1201@baou.edu.in
8.	MEG, MHD, MSO, MGT, MLIS	1209	K.R. DOSHI BSW COLLEGE, PLOT NO. 1335, K.R. DOSHI VIDYA SANKUL, OPP- TV KENDRA, BHAVNAGAR	-
9.	MEG, MHD, MSO, MGT, MLIS	0901	Navjivan Arts & Commerce College, Jhalod Road, Dahod-389151	Co-Ordinator Shri G.G. Sangada Mobile9978408755, 9879159020 Emailbaou.0901@baou.edu.in
10.	MEG, MHD, MSO, MGT, MLIS	0301	J.B. Thakkar College of Commerce, At & Po. Bhuj, Dist. Kutch-370001.	Co-Ordinator Pro. Sarang Dave Mobile9429810822 Emailbaou.0301@baou.edu.in
11.	MEG, MHD, MSO, MGT, MLIS	0302	Tolani Commerce College, At. Adipur, Dist. Kutch-370001.	Co-Ordinator Prof. Gaurav Thakor Mobile8732939627 Emailbaou.0302@baou.edu.in
12.	MEG, MHD, MSO, MGT, MLIS	1301	Municipal Arts & Science College, At & Po. Nagalpur, Dist. Mahesana-384002.	Co-Ordinator Shri V.J. Vaidh Emailbaou.1301@baou.edu.in
13.	MEG, MHD, MGT, MLIS	1310	Shri Sarvjanik Kelvani Mandal, Vidya Sankul, Near Arvind Baug, Dist. Mahesana-384001.	Shri Ghanshyambhai k. Gadhvi Mobile7490808290 Emailbaou.1310@baou.edu.in

14.	MEG, MHD, MSO, MGT, MLIS	1335	Revaba Sarvjnik Education college, Maheshana	- Emailbaou.1335@baou.edu.in
15.	MLIS, MEG, MHD, MSO, MGT	1336	Suvidha Education Trust,Heduva(Rajgar), Becharaji Road,Ta.Dist. Mehsana-384002	- Emailbaou.1336@baou.edu.in
16.	MEG, MHD, MSO, MGT,MLIS	1601	Shri Sarvjanik Commerce College, At. & Po. Godhra, Dist. Panchmahal-389001.	Co-Ordinator Shri G.H. Dave Mobile9978408531, 9427492183, 9879554946 Emailbaou.1601@baou.edu.in
17.	MEG, MHD, MSO, MGT, MLIS	1401	Regional Centre Rajkot Besides Department of History, Saurashtra University, Rajkot	Co-Ordinator Shachi Bhatt Mobile+91 99784 08904, +91 94082 74320 Emailbaou.1401@baou.edu.in
18.	MEG, MHD, MSO, MGT,MLIS	1448	1448-Geetanjali Institute Of Education, At Geetanjali Bhavan, Ajanta Park,Sadhu Vasvani Road, Rajkot-360002	- Emailbaou.1448@baou.edu.in
19.	MEG, MHD, MSO, MGT, MLIS	1704	D. D. Thakar Arts & K. J. Patel Commerce College, At. Ta. Khedbrahma, Dist. Sabarkantha-383255.	Pro. Incharge Shri Rohit Desai Mobile9427364153 Emailbaou.1704@baou.edu.in
20.	MEG, MHD, MSO, MGT, MLIS	2020	Shri Swami Vivekanand College, Opp. I.T.I., Nr. Bus Stand, Surendranagar-363001	-
21.	MEG, MHD, MSO, MGT,MLIS	1525	Shri Hansa Mehta Library, M.S. University, Vadodara-390002	- Emailbaou.1525@boau.edu.in

PROGRAMME GUIDE
FOR
MASTER OF SOCIAL WORK
(MSW)

(Revised Syllabus)
(September 2020)

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
AHMEDABAD

Printed material is our strength. Our study material is prepared by the joint efforts of the experts, keeping in view the interest of the learners. The course study material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Learners Support Centres. Further, text books and reference books are available in the library of the University and Learners Support Centres. Therefore, students will have no to seek any extra guides for following courses of Dr, Babasaheb Ambedkar Open University (BAOU). In fact these may harm them. Hence, the University strongly recommend the students not to take option to such type of guides.

Please keep this Programme Guide safely till you complete the Programme.
You will need to refer it throughout the period of the Programme.

IMPORTANT INFORMATION

"The University sends study materials to various Learners Support Centres, learners/students are required to collect their study materials from their respective opted Learners Support Centre"

The University sends assignments on the registered email ids of the various Learners Support Centres and also on the registered email ids of all the students.

Learners will not be allowed to appear for the term-end examination for any course if they do not submit the assignment in time for that course.

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1. THE UNIVERSITY

Dr. Babasaheb Ambedkar Open University (BAOU), Ahmedabad is the only State Open University of Gujarat established by Government of Gujarat by the Act No. 14 of 1994 passed by the Gujarat State Legislature and assented by the Governor of Gujarat on 27th July, 1994. It is recognized by University Grants Commission (UGC). Distance Education Council (DEC) and Distance Education Bureau (DEB). The University is located at Ahmedabad. The University offers more than 72 programmes and it has more than 250 study centers across Gujarat with around 1,00,000 new enrollments/ admissions every academic year.

Special Features

- Functioning throughout the State of Gujarat
- Flexibility of Place, Pace and Time for Study
- Student Support Services and State Wide Network
- Use of Modern Education and Communication Technologies
- Provide equal education to people living in rural and remote areas
- Facility of Counselling through live "phone in radio counselling" and " satellite open and distance learning"
- For self-study qualitative self-learning material
- Development of qualitative audio and visual educational material by "State of art" Chaitanya Studio. Broadcasting these materials with the help of internet via " Swadhyay Radio" and "Swadhyay Television", one can use these educational materials and information by the means of mobile, tablet, laptop or desktop at any time and at any place.

Important Achievements

The university has been awarded following awards:

• **Name: CIMA World Education Congress Global Awards**

Category:

– Innovations in Distance Learning.
– Distance Learning Leadership.
– Best Government Distance Learning University

Authority: Chartered Institute of Management Accountants

• **Name: CCI Technology Education Excellence Awards 2015**

Category: Best University in Open & Distance Learning/ Satellite or TV or webinar-based Learning systems.

Authority: Gujarat Technological University (GTU) and CMAI (Communication Multimedia Applications Infrastructure) Association of India.

• **Name: ICT for Sustainable Development**

Category: Best ICT Enabled University

Authority: ICT4SD award was communally organized by ASSCHAM, GESIA, ACM chapter, Green Slice, Perfect Edumedia Pvt. Ltd, CSI, Springer, PayUMoney and Sabar Institute of Technology.

2. THE SCHOOL

The School of Humanities and Social Sciences (SHSS) is among the larger schools of studies at the Dr. Babasaheb Ambedkar Open University. SHSS offers academic programmes in various disciplines viz; English, Hindi, Gujarati, Sanskrit, Performing Arts, Journalism, Economics, History, Library and Information Science, Political Science, Public Administration, Sociology and Social Work.

The programmes offered by disciplines relate to core subject areas but at the same time straddle disciplines, in order to enlarge the canvas for academic pursuits. The School also links the development of courses to the ever-expanding socio-economic and political contexts in which School of Humanities and Social Science processes occur.

In view of the fact that BAOU is today the foremost centre of open and distance learning and is adequately equipped with modern educational technologies, the School has consciously tried to assign a significant role to ICT tools in devising the learning programmes. The following features are a hallmark of its programmes:

- Basic programmes in various disciplines at the under-graduate and post-graduate levels have been strengthened with foundation and application-oriented courses.
- Short-term and long-term courses focused on vocational and professional needs.
- Programmes and courses geared to meet the requirements of groups located on the fringes of society.
- Programmes in areas of concern to society with a School of Humanities and Social Science perspective.

The School has expanded its academic activities and has launched a research programme that applies newer methodologies to elicit a more creative response, both from within a discipline and from interdisciplinary interactions.

At this juncture the School is in a position to comprehend the "new" social reality in a better light and give School of Humanities and Social Sciences a purposeful orientation. The key element in this strategy is the adaptation of Social Science study to the requirements of mass education. Thus modern educational technology including ICT is likely to determine the relevance of School of Humanities and Social Sciences and course development in the next decade. These additions will enrich and make them compatible and appropriate in the light of new developments in the discipline areas.

PROGRAMME OFFERED

Research Programme (Ph.D)

Programme Name	Min Duration	Max Duration
Ph.D. in Economics	3 Year	6 Year
Ph.D. in English	3 Year	6 Year
Ph.D. in Gujarati	3 Year	6 Year
Ph.D. in History	3 Year	6 Year
Ph.D. in Sociology	3 Year	6 Year
Ph.D. in Political Science	3 Year	6 Year
Ph.D. in Library and Information Science	3 Year	6 Year
Ph.D. in Journalism and Mass Communication	3 Year	6 Year

Research Programme (M.Phil)

Programme Name	Min Duration	Max Duration
M.Phil. in Economics	1 Year	2 Year
M.Phil. in English	1 Year	2 Year
M.Phil. in Gujarati	1 Year	2 Year
M.Phil. in History	1 Year	2 Year
M.Phil. in Sociology	1 Year	2 Year
M.Phil. in Political Science	1 Year	2 Year
M.Phil. in Library and Information Science	1 Year	2 Year
M.Phil. in Journalism and Mass Communication	1 Year	2 Year

Post- Graduate Courses

Programme Name	Min Duration	Max Duration
Master Of Arts In English (MEG)	2 Year	6 Year
Master Of Arts In Gujarati (MGT)	2 Year	6 Year
Master Of Arts In Hindi (MHD)	2 Year	6 Year
Master Of Arts In Sociology (MSO)	2 Year	6 Year
Master Of Library Science (MLIS)	1 Year	4 Year
Master in Social Work (MSW)	2 Year	6 Year

Graduate Courses

Programme Name	Min Duration	Max Duration
Bachelor Of Arts (B.A.)	3 Year	8 Year
Bachelor Of Library Science (BLIS)	1 Year	4 Year

Diploma Courses

Programme Name	Min Duration	Max Duration
Diploma In Creative Writing In Hindi (DCH)	1 Year	4 Year
Diploma In Mother & Child Health & Family Welfare (DMCH)	1 Year	4 Year
Diploma In Sanskrit Language (DSL)	1 Year	4 Year
Diploma In Village Health Worker (DVHW)	1 Year	4 Year
Diploma in Journalism and Mass Communication (DJMC)	1 Year	4 Year
Diploma in Fashion Designing (DFD)	1 Year	4 Year

Certificate Courses

Programme Name	Min Duration	Max Duration
Certificate in Dr. Babasaheb Ambedkar Life and Thought (CALT)	6 Months	2 Year
Certificate in Anganwadi Workers (CCAW)	6 Months	2 Year
Certificate In Better Parenthood (CCBP)	6 Months	2 Year
Certificate In Child Care & Development (CCCD)	6 Months	2 Year
Certificate In Communication Skills In English (CCSE)	6 Months	2 Year
Certificate In Environment Awareness (CEA)	6 Months	2 Year
Certificate In Environment Studies (CES)	6 Months	2 Year
Certificate In Food & Nutrition (CFN)	6 Months	2 Year
Certificate In Human Rights (CHR)	6 Months	2 Year
Certificate In Naturopathy (CIN)	6 Months	2 Year
Certificate In Traditional Birth Attendant (CTBA)	6 Months	2 Year
Certificate In Teaching Of English (CTE)	6 Months	2 Year
Certificate In Yog Vigyan (CYS)	6 Months	2 Year
Certificate In Fashion Designing (CFD)	6 Months	2 Year
Certificate In Journalism and Mass Communication (CJMC)	6 Months	2 Year
Certificate in Theatre Arts (CITA)	6 Months	2 Year

3. MSW PROGRAMME MISSION AND OBJECTIVES

- To prepare professional social workers for social development.
- To expand the knowledge and experiences of social work.
- To study scientifically and find solutions to various social problems arising from urbanization.
- To work for the betterment and upliftment of vulnerable and weaker section of the society

4. SALIENT FEATURES OF MSW PROGRAMME

Compared with MSW offered by other Universities in India, our programme is unique and innovative in many respects. The salient features of this programme are:

- Any Graduation (in any stream) from a recognized University can seek admission.
- Student can study at his/her own pace and convenience over a period of 2 to 6 years. Student can study at his/her own chosen pace and not required to attend regular classes.
- Indigenously prepared self-learning materials (SLM) are provided to students both print and soft copy.
- Print materials are supported with audio and video programmes.
- Field work is mandatory in this programme and thus every student of MSW is placed under the supervision of a professionally qualified social worker for field work supervision.

5. PROGRAMME STRUCTURE FOR MSW

The University follows the credit system for its Master's Degree. It follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study.

Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

To successfully complete the MSW programme, learners will have to earn 84 credits over a period of 2 to 6 years depending on their convenience.

The Master's Degree Programme in MSW has three major components:

1.	Compulsory Papers	64 Credits
2.	Field Work	16 Credits
3.	Dissertation	4 Credits
	Total	84 Credits

- **Compulsory Papers**

Students are required to learn 16 theory subjects. It is a compulsory component of the MSW Programme.

- **Field Work**

Field work is an integral and compulsory component of the MSW Programme. Students are required to do field work in various settings (Rural, Slum, NGO and GO). During a semester it is mandatory for all the students to complete 150 hours of field work and to prepare Daily Report and Term- End Report of the field work.

- **Dissertation**

During fourth and final semester of MSW programme, students are required to conduct a research or case study and prepare a dissertation/ thesis on it. It is a compulsory component of the MSW Programme

The Programme Structure of the MSW Programme comprising of various subjects would be as follows:

Sr. No	Sub Code	Semester	Subject	Credit Points
1	MSW 101		History and Philosophy of Social Work in India	4
2	MSW 102		Human Growth and Development	4
3	MSW 103		Social Sciences Concepts for Social Work Practice	4
4	MSW 104		Field Work Practical	4
5	MSW 105	One	Social Problem	4
				20
6	MSW 201		Working with Individual	4
7	MSW 202		Working with Group	4
8	MSW 203		Working with Communities	4
9	MSW 204		Field Work Practical	4
10	MSW 205	Two	Counselling: Theory and Practice	4
				20
11	MSW 301		Social Work Research and Statistics	4
12	MSW 302		Social Welfare Administration	4
13	MSW 303		Family, Child and Youth Welfare	4
14	MSW 304		Field Work Practical	4
15	MSW 305	Three	Psychiatric Social Work	4
				20
16	MSW 401		Correctional Social Work	4
17	MSW 402		Health Care & Social Work Practice	4
18	MSW 403		Labour Welfare Ideology & Programme	4
19	MSW 404		Dissertation	4
20	MSW 405		Field Work Practical	4
21	MSW 406	Fourth	Social Work with Elderly and Persons with Disabilities	4
				24
			Total Credits	**84**

MSW Field Work	
1st Semester	Rural Setting
2nd Semester	Urban Slum Setting
3rd Semester	Social Agencies and Institution
4th Semester	Social Agencies and Institution

How to Decide Your Time Schedule?

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. Learners can take full advantage of this flexibility. As indicated earlier learners can complete this programme in 2 year. If learners are not able to complete it within this period they can take a maximum of 6 years to complete it. It would be better if learners plan it in a systematic way. Learners will receive study material and assignments but it is up to them to decide which courses they will complete in a particular year. Completion of a course would involve studying the course, completing the assignments and appearing in term end examination.

If learners are busy elsewhere and not able to fully devote themself to the programme, they should fix their targets for every year and should appear for term end examination for the courses they feel comfortable or ready with and should submit assignments of the respective courses.

By a proper planning every year, leraners can complete this programme according to their convenience. Also note that completion of field work practicum is mandatory.

6. FEE STRUCTURE

- There are four semesters in MSW Programme, learners will have to pay Rs 7500/- per semester as course fees (Full programme fees will be Rs 30,000/-)
- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms

7. MEDIUM OF INSTRUCTION

The Master's Degree in Social work is offered by the university through the medium of Gujarati. Printed course material and assignments are sent to you in Gujarati medium. Similarly, you have to submit the assignments and attempt the term-end examinations in Gujarati.

8. INSTRUCTIONAL SYSTEM

The methodology of instruction in BAOU is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process. Most of the instructions are imparted through distance rather than face-to- face communication.

The University follows a multi-media approach for instruction. It comprises:

- **Face to face contact programme**: Counselling sessions will be conducted at respective study centres/ Learner Support Centre on Saturdays, Sundays and on public holidays.
- **Self Learning Material**: Printed Self learning material is the primary form of instructional material. Learners/Students have to concentrate mainly on the printed materials that University send to them periodically. The printed Self learning material would be sufficient to write assignment responses and prepare for the term end examinations.

- **Swadhyay TV** (Video lecture through web portal): Audio- Video programmes are made available online on university's official website through SWADHYAY TV.
- **VANDE Gujarat** Educational channel 16 of Govt. of Gujarat

9. EVALUATION

The Evaluation procedure will be the same as followed by the university.

- Each semester shall have a weight age of 30% for Internal Exams (assessment through assignments) and 70% for term end exams.
- Examination will be conducted at the end of each semester i.e. May/June and also in December/January
- Every candidate must secure 40% marks in each head of passing (Assignments, Term End Examination, Field Work, Dissertation)
- The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

10. SOME USEFUL ADDRESSES

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Assignment / Lab Manual / I-Card	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484

3	Collecting Study Material (Self Learning Material)	Concerned Study Center
4	Bonofide Certificate	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
5	Exam / Hall-Ticket	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
6	Marksheet / Transcript / Migration / Degree Certificate	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
7	Scholarship	University Scholarship Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
8	Assignment Submission	Concerned Study Center
9	Submission of Field Work Reports (MSW)	Concerned Study Center
10	Submission of Project Reports	Concerned Study Center
11	Prospectus	Concerned Study Center

11. OLD QUESTION PAPERS

Download Question Paper : https://baou.edu.in/question-paper

PROGRAMME GUIDE FOR

Master of Science –

Cyber Security (M.Sc.-CS)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad – 382481, Gujarat
Operator: +917929796223,24,25 +912717297170 | Toll Free No.: 18002331020
Email: office.scs@baou.edu.in | Web: https://baou.edu.in/

Electronic version of the prospectus

is also available for download at:

https:/.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115, dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 M.Sc. CS Programme Objectives

Cyber security also referred to as information security. Cyber security aim to the best practices for ensuring the integrity, confidentiality, and availability of information. Cyber Security is state of the art to protect networks, devices, programs, and data from attacks or unauthorized access.

Cyber security experts are need of the time for all critical business operations for every organization around the globe. This Post graduate level course of Cyber Security program train the students to protect and maintain the confidentiality, availability and integrity of information for widerange of business organizations strating from all small to big as well as government.

This specialized programme helps learners acquire required skills to work with sycurity related tools, understanding about in Advanced Networking Technology and protection policy etc.

Objectives:

- ✓ To develop the understanding of conceptual as well as a theoretical concept of cryptography.
- ✓ To understand the Impact of Cybercrime.
- ✓ To know the importance of to protection in organization against cybercrime.
- ✓ To be familiar with vulnerabilities and attacks.
- ✓ To develop the understanding of conceptual as well as a theoretical concept and functions of internet, wireless networks, Bluetooth, WiFi and IOT.
- ✓ Programming and techniques for Hacking.
- ✓ To enhance the knowledge of real life cases related cyber crimes.
- ✓ To understand the concept, functions and technical knowledge of Cyberspace.
- ✓ To get trained and acquire knowledge about ethical practices in hacking.
- ✓ To provide sound professional that can work as Network Security System Engineer / Security Auditor / Chief Information Security Officer / Computer Forensics Investigator / ITSecurity Administrator / Scurity Consultant / Advanced Network Manager / Certified Ethical Hacker etc.
- ✓ Allow caeer advancement of exicting Cyber Security professional with advanced technical knowledge.

1.2 Duration of the Programme

The Master of Science – Cyber Security programme (M.Sc.CS) is of minimum 2 years to be completed in 4 semesters. However, the maximum duration for completion of the programme is 6 years as stated below:

Minimum Duration: 2 years
Maximum Duration: 6 years

1.3 Programme Fee

- For two years Master Degree Course The Master of Science – Cyber Security (M.Sc.CS) Programme, learners will have to pay Rs 7500/- per semester, it has four semesters and for one year it costs Rs. 15000. Total would be Rs. 30000/- for two year programme.
- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms.

1.4 Medium of Instruction

The medium of instruction is **English**. The course material is also available in **English**

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 Recognition

- BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
- Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115,dt. 14/1/1994
- Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.7 Learner Support Services

The learner support services available in the The Master of Science – Cyber Security programme (M.Sc.CS) Programme include the following:

I. Self-Learning Materials covering the entire syllabi,
II. Counselling sessions at study centers/ learner support centres,
III. Access to library services at study centers
IV. Access to University's Library "Vivekananda"
V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.
VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.
VII. SWADHYAY TV and SWADHYAY Radio : Audio- Video programmes are made available online on university's official website through SWADHYAY TV.
VIII. E- SLM: An e-learning portal named OMKAR has been launched by the university. (http://baou.edu.in/kp/omkar/)It is digital repository where the study materials are uploaded for the learners.
IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost
X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.
XI. VANDE Gujarat Educational Channel: University broadcasts live/ recorded content on Government of Gujarat's educational channel number 16 VANDE (Video Audio Network for Development and Education) Gujarat.
XII. Virtual Classroom: A classroom without walls, a Virtual Classroom, facilitates web based learning in an interactive mode. Dr. Babasaheb Ambedkar Open University has established six virtual classrooms across Gujarat and two more is to be established soon. A distance learner gets a feel of face to face interaction like a conventional classroom setting with facilities like hand rising to ask queries, chatting and power point presentation. A group of

learners can be benefitted by interacting with a domain expert present at any remote location of the world. Software facilitates easy recording, retrieving and archival.

XIII. Educational Apps: Five Indigenously designed android mobile educational apps for providing vital information about the university have also been launched. Apps made available by BAOU on Google Play Store.

1.8 Newsletter

BAOU Newsletter can be accessed at https://baou.edu.in/news-announcements

1.9 How to contact the M.Sc. CS Program Coordinator

Learners may contact the M**.Sc.CS** Programme Coordinator by sending a communication through email to the **M.Sc. CS** Programme Coordinator at scs.msccs@baou.edu.in or School of Computer Science, Dr. Babasaheb Ambedkar Open University, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481.

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

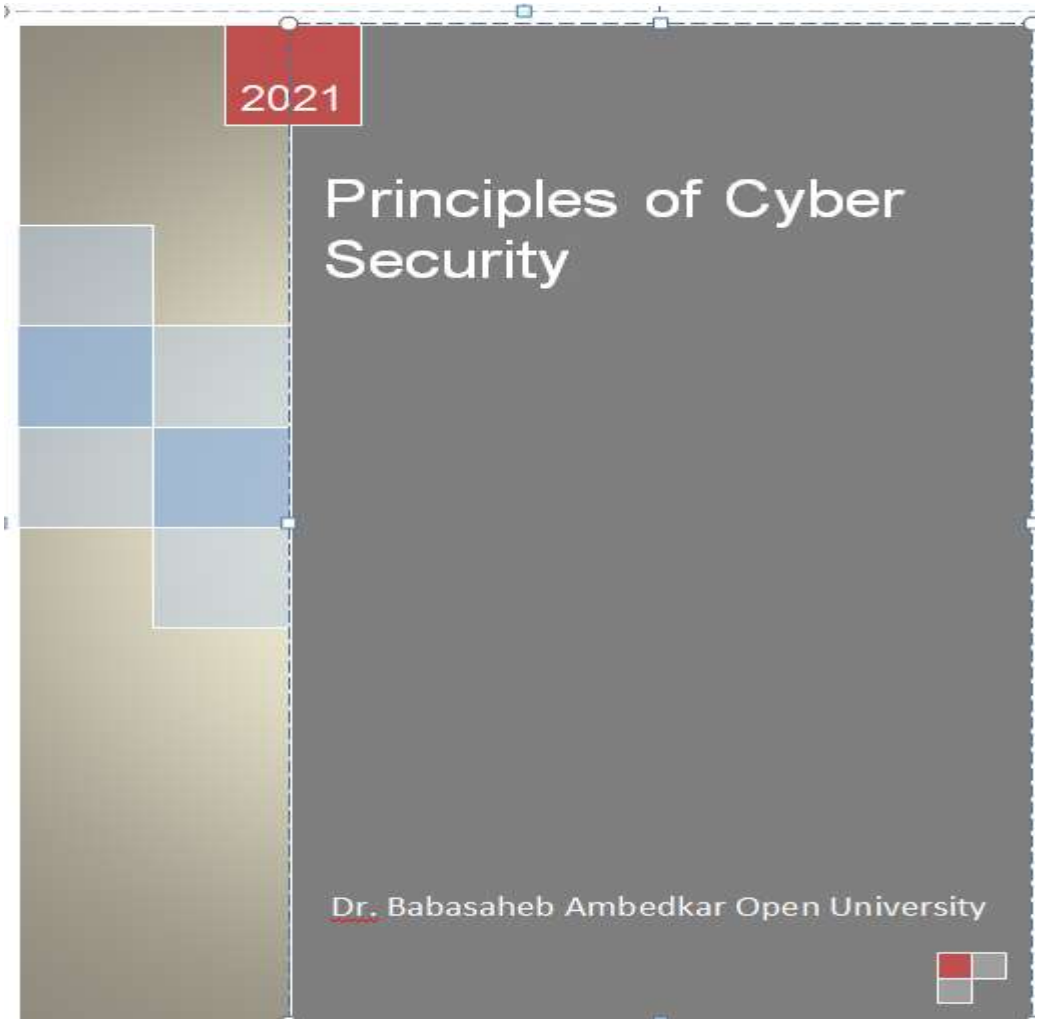
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

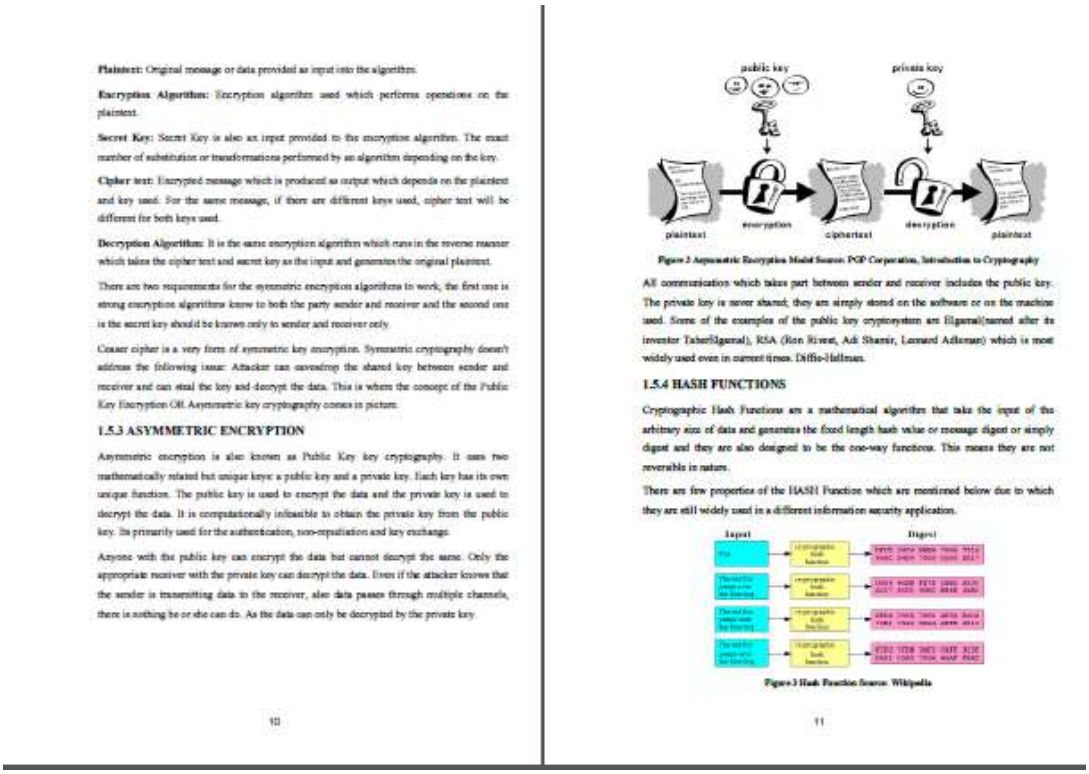
2.1 Print Material (Self Learning Material)

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-Book

E Book are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E-SLM.





Plaintext: Original message or data provided as input into the algorithm.

Encryption Algorithm: Encryption algorithm used which performs operations on the plaintext.

Secret Key: Secret Key is also an input provided to the encryption algorithm. The exact number of substitution or transformations performed by an algorithm depending on the key.

Cipher text: Encrypted message which is produced as output which depends on the plaintext and key used. For the same message, if there are different keys used, cipher text will be different for both keys used.

Decryption Algorithm: It is the same encryption algorithm which runs in the reverse manner which takes the cipher text and secret key as the input and generates the original plaintext.

There are two requirements for the symmetric encryption algorithms to work, the first one is strong encryption algorithms know to both the party sender and receiver and the second one is the secret key should be known only to sender and receiver only.

Ceaser cipher is a very form of symmetric key encryption. Symmetric cryptography doesn't address the following issue: Attacker can eavesdrop the shared key between sender and receiver and can steal the key and decrypt the data. This is where the concept of the Public Key Encryption OR Asymmetric key cryptography comes in picture.

1.5.3 ASYMMETRIC ENCRYPTION

Asymmetric encryption is also known as Public Key key cryptography. It uses two mathematically related but unique keys: a public key and a private key. Each key has its own unique function. The public key is used to encrypt the data and the private key is used to decrypt the data. It is computationally infeasible to obtain the private key from the public key. Its primarily used for the authentication, non-repudiation and key exchange.

Anyone with the public key can encrypt the data but cannot decrypt the same. Only the appropriate receiver with the private key can decrypt the data. Even if the attacker knows that the sender is transmitting data to the receiver, also data passes through multiple channels, there is nothing he or she can do. As the data can only be decrypted by the private key.

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Figure 2 Asymmetric Encryption Model Source: PGP Corporation, Introduction to Cryptography

All communication which takes part between sender and receiver includes the public key. The private key is never shared; they are simply stored on the software or on the machine used. Some of the examples of the public key cryptosystem are Elgamal(named after its inventor TaherElgamal), RSA (Ron Rivest, Adi Shamir, Leonard Adleman) which is most widely used even in current times. Diffie-Hellman.

1.5.4 HASH FUNCTIONS

Cryptographic Hash Functions are a mathematical algorithm that take the input of the arbitrary size of data and generates the fixed length hash value or message digest or simply digest and they are also designed to be the one-way functions. This means they are not reversible in nature.

There are few properties of the HASH Function which are mentioned below due to which they are still widely used in a different information security application.

Figure 3 Hash Function Source: Wikipedia

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2.3 Video Material

BAOU produces high quality audio-visual content at State of the art full HD “Chaitanya” studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

Below is the weblink to watch the video lecture: http://14.139.122.10/swadhyaytv/Default.aspx

2.4 Vande Gujarat

Government of Gujarat, under the "Vande Gujarat" program, undergraduate education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.

Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx

Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV‟ and “Swadhyay Radio”. These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University. The Dr. Babasaheb Ambedkar Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between the learners andtheir tutors/counsellors is relatively less. If learners have doubt they can avail the sessions to clarify their doubts that may not be possible through any other means ofcommunication. It also provides learnerswith an opportunity to meet their fellow students.There are academic counsellors at the Study Centres to provide Counseling and guidance to themin the courses that they have chosen for study. Normally, these sessions will be held at the studycentres on Saturdays and Sundays.The Learner should note that the Counseling sessions would be very different from the classroomteaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In thesecomputer labs, the participants will have the facility to use the computer and software packagesrelevant to the syllabus.

2.6.3 Practical Training and Practical Manual: Towards the end of the second year of study, a learner will be examined in the course "Dissertation Work".

Dissertation work may be done individually or in groups in case of bigger projects. However if project is done in groups, each learner must be given a responsibility for a distinct module and care should be taken to monitor the progress of individual learner.

Learner should take guidance from an internal guide and prepare a Project report on "Dissertation Work" in 2 copies to be submitted to the Project Co-ordinator. Wherever possible, a separate file containing source code listings should also be submitted.

The Dissertation work should be of such a nature that it could prove useful or be relevant from the commercial / management angle. The dissertation report will be duly assessed by the Internal guide of the subject and marks will be communicated by the Director to the University after receiving the Seat numbers from the University along with marks of the internal credit for theory and practical to be communicated for all other courses.

The dissertation report should be prepared in a format prescribed by the University which also specifies the contents and the method of presentation.

The dissertation work will carry 80 marks for internal assessment and 120 marks for external viva. The external viva shall be conducted by a minimum of two external examiners.

Dissertation work can be carried out in the Institute or outside with prior permission of the Institute. The external viva-voce examination for dissertation work would be held in March/April of the second year of study, by a panel of two external examiners.

Every learner of Master of Science – Cyber Security has to undergo a project assignment. The training would exclusively focus on cyber security in commercial application areas. The Dissertation should be aimed at implementing all analysis, designing and programming tools that have been learnt in the course curriculum.

Guidelines to learners (LAB):

- Equipment in the lab for the use of learner's community. Learners need to maintain aproper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with completed exercises while entering the lab.
- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.
- Use of computer network is encouraged.

2.6.4 Cyber Security - Case Study/Dissertation Proposal (Synopsis) Guidelines:

The Cyber Security - Case Study/Dissertation proposal or the synopsis is the frame work for carrying out the project. It should be prepared in consultation with Guide. The necessary parts of a project proposal are given in the following form:

- Acknowledgement
- Content with page number
- Declaration Certificate
- Certificate from Guide
- Chapters
- References
- Appendix (if any)

Certificate of Originality from the Guide

This is to certify that the project report entitled
.....
……submitted to **Dr. Babasaheb Ambedkar Open University** in partial fulfillment of the requirement for the award of the degree of **Master of Science – Cyber Security,** is an original work carried out by Mr./ Ms. ..... Enrolment No.: ..... under the supervision of
Mr./Mr./Ms.……..

The matter embodied in this project is a genuine work done by the learner and has not been submitted either to this University or to any other University / Institute for the fulfillment of the requirement of any course of study.

Signature of the Learner
Name
Address
Enrolment No.:

Signature of the Guide
Name
Designation
Address

Seal of Learner Support Centre

Format of the Cyber Security - Case Study/Dissertation Report

A Cyber Security - Case Study/Dissertation Report on

Title of the Case Study/Dissertation

In fulfillment of the requirement for the 6th Semester of
Master of Science in Cyber Security
Programme

Submitted by

.....

(Name of the Learner)

Enrollment No.: .....

Session: .....

Under the Guidance of

.....

(Name of the Guide)

Learner Support Centre

.....

(Name of the Learner Support Centre)

.....

(Location)

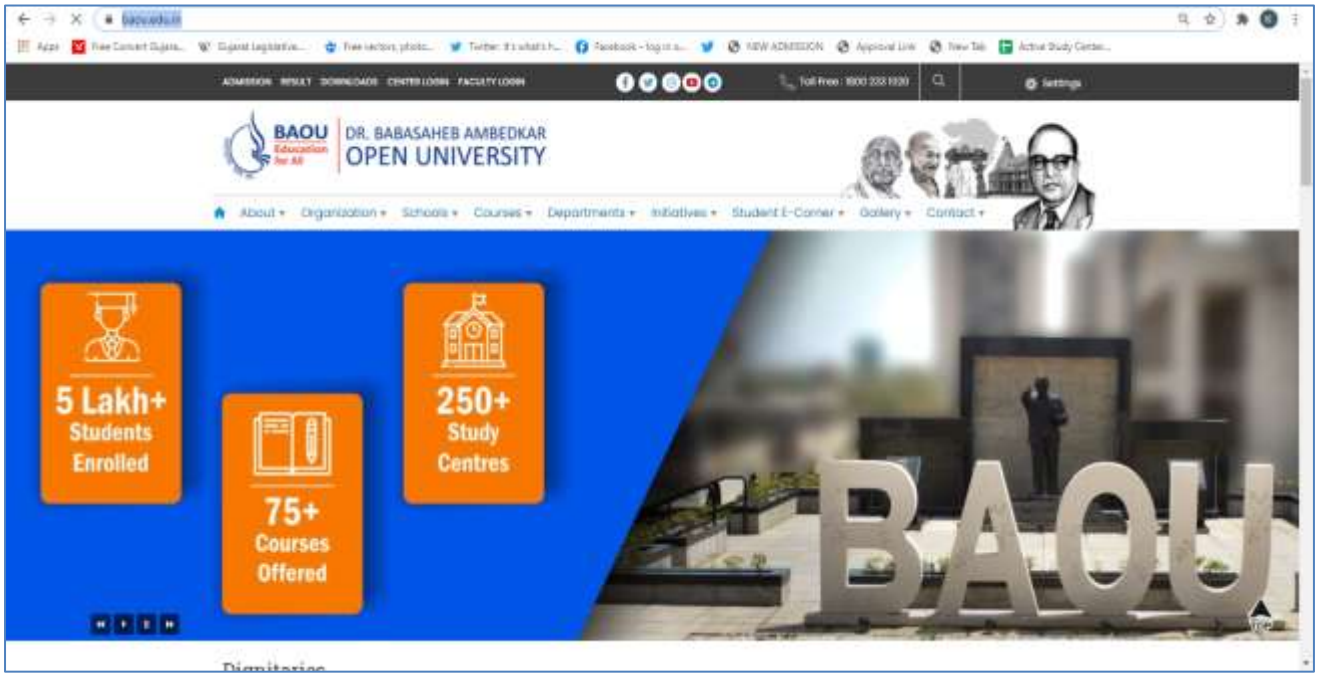
2.6.5 Counselling Session Details:

Subject wise Number of Counselling Sessions (Theory/Lab)			
Subject Code	**Subject Name**	**Credits Point**	**No. of Counselling Sessions**
MSCS-101	Principals of Cyber Security	4	12
MSCS-102	Fundamental of Computer Networking	4	12
MSCS-103	Cyber Security Techniques	4	12
MSCS-104	Computational Number Theory and Cryptography	4	12
MSCS-105	Software Lab for MSCS-103, MSCS-104	2	6
MSCS-201	Web Development Tools	4	12
MSCS-202	Cloud Infrastructure and Services	4	12
MSCS-203	Application and Network Security	4	12
MSCS-204	Cyber Attacks and Counter Measures: User Perspective	4	12
MSCS-205	Software Lab for MSCS-201, MSCS-203	2	6
MSCS-301	Mobile Operating System and Security	4	12
MSCS-302	Information Security Assurance: Framework, Standards and Industry best practices	4	12
MSCS-303	Digital / Computer Forensics	4	12
MSCS-304	Security Analysis and Reporting	4	12
MSCS-305	Software Lab for MSCS-303, MSCS-304	2	6
MSCS-401	Hacking Techniques	4	12
MSCS-402	Cyberspace and Its Governance	4	12
MSCS-403	Software Lab for MSCS-401	2	6
MSCS-404	Cyber Security - Case Study/Dissertation	8	24

3. Browsing BAOU's Website

BAOU Website URL : https://baou.edu.in/

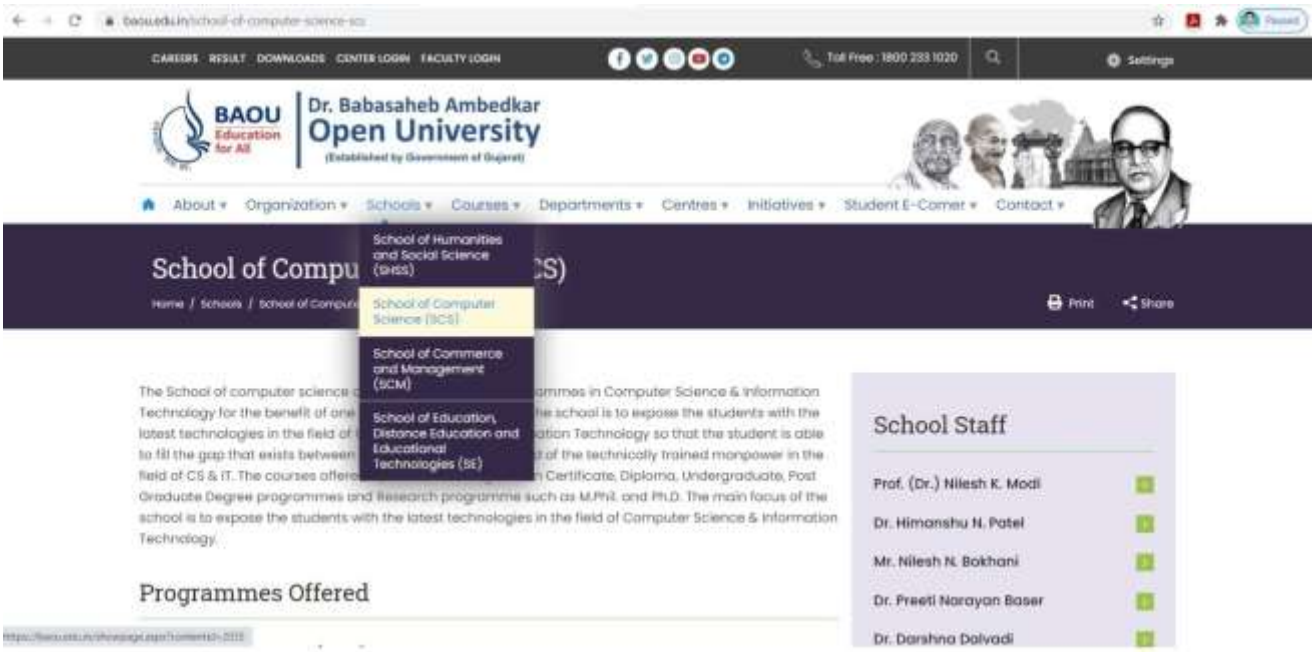
3.1 Navigation from Home Page



3.2 Navigation of M.Sc. CS pages

Step-1 : Visit https://baou.edu.in/ website.

Step-2 : Click on 3rd Section which is "School" menu, Click on "School of Computer science" which displays various courses under SCS.



4. Master of Science – Cyber Security (M.Sc. CS)

Programme Structure

Sub Code	Subject Name	Credit	
		Theory	Practical
Semester – I			
MSCS-101	Principles of Cyber Security	4	
MSCS-102	Fundamental of Computer Networking	4	
MSCS-103	Cyber Security Techniques	4	
MSCS-104	Computational Number Theory and Cryptography	4	
MSCS-105	Software Lab for MSCS-103, MSCS-104		2
		16	2
Semester – II			
MSCS-201	Web Development Tools	4	
MSCS-202	Cloud Infrastructure and Services	4	
MSCS-203	Application and Network Security	4	
MSCS-204	Cyber Attacks and Counter Measures: User Perspective	4	
MSCS-205	Software Lab for MSCS-201, MSCS-203		2
		16	2
Semester – III			
MSCS-301	Mobile Operating System and Security	4	
MSCS-302	Information Security Assurance: Framework, Standards and Industry best practices	4	
MSCS-303	Digital / Computer Forensics	4	
MSCS-304	Security Analysis and Reporting	4	
MSCS-305	Software Lab for MSCS-303, MSCS-304		2

		16	2
Semester – IV			
MSCS-401	Hacking Techniques	4	
MSCS-402	Cyberspace and Its Governance	4	
MSCS-403	Software Lab for MSCS-401		2
MSCS-404	Cyber Security - Case Study/Dissertation		8
		8	10

Total Credit Points: 72

5. Evaluation Scheme

The final total assessment of the candidates is made in terms of an internal assessment and an external assessment for each course.
There are two types of evaluations, continuous and term end examination. The weightage for both componets is given below

1) Continuous Evaluation Weightage : 30%
2) Term End Exam Weightage : 70%

Continuous Evaluation : It Will be evaluated based on assignment. Students have to prepare two Tutor marked Assignments (TMA) for each paper. Students need to keep one copy of Tutor marked Assignments (TMA) with them and they have to submit original copy of Tutor Marked Assignments (TMA) to their learner support center before appearing the exam and should take a receipt of assignment submission. Students have to collect assignment after evaluation from their learner support center.

Term End Exam : For each paper the term end exam weightage will be of 70% of total marks. Students can appear for the term end exam of semester after submitting the required assignments for all papers. If student is not successful in the paper then student can give the exam of that paper in next term end exam within stipulated period of time as per their conveniences.

Passing Criteria: The standard of passing in any paper is to secure 40% in continuous evalution(TMA) as well as in term end examination (TEE)
The Evaluation procedure will be the same as followed by the university.

- ✓ Each paper shall have a weightage of 30% marks for Internal assessment (assessment through assignments) and 70% marks for semester end exams, unless otherwise stated.
- ✓ Examination will be conducted at the end of each semester i.e. during May/June and also in December/January.
- ✓ Every candidate must secure 40% marks in each head of passing.
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. General Instructions for assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing skills as well. The word limits for answering most of the assignment questions depending on the marks. There are short question type and long question types. It is advisable to keep the following points in mind:

First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusionas well. The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission. It is advisable to write each answer tidily and underscoring the points you want to highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:

Dr. Babasaheb Ambedkar Open University

Course Name: _____

Subject Code: _____

Subject Name: _____

Name of Student: _____

Enrollment No.: _____

Name of the Study Centre: _____

Study Centre Code: _____

Date of Submission :_____

III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is apart of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit theassignment. Without submission of the assignment students will not allowed to seatfor the examination.

6. Other Useful Information

6.1 Requirement to seat in term end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates

6.8 Learner's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

6.10 Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

6.11 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

6.12 Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

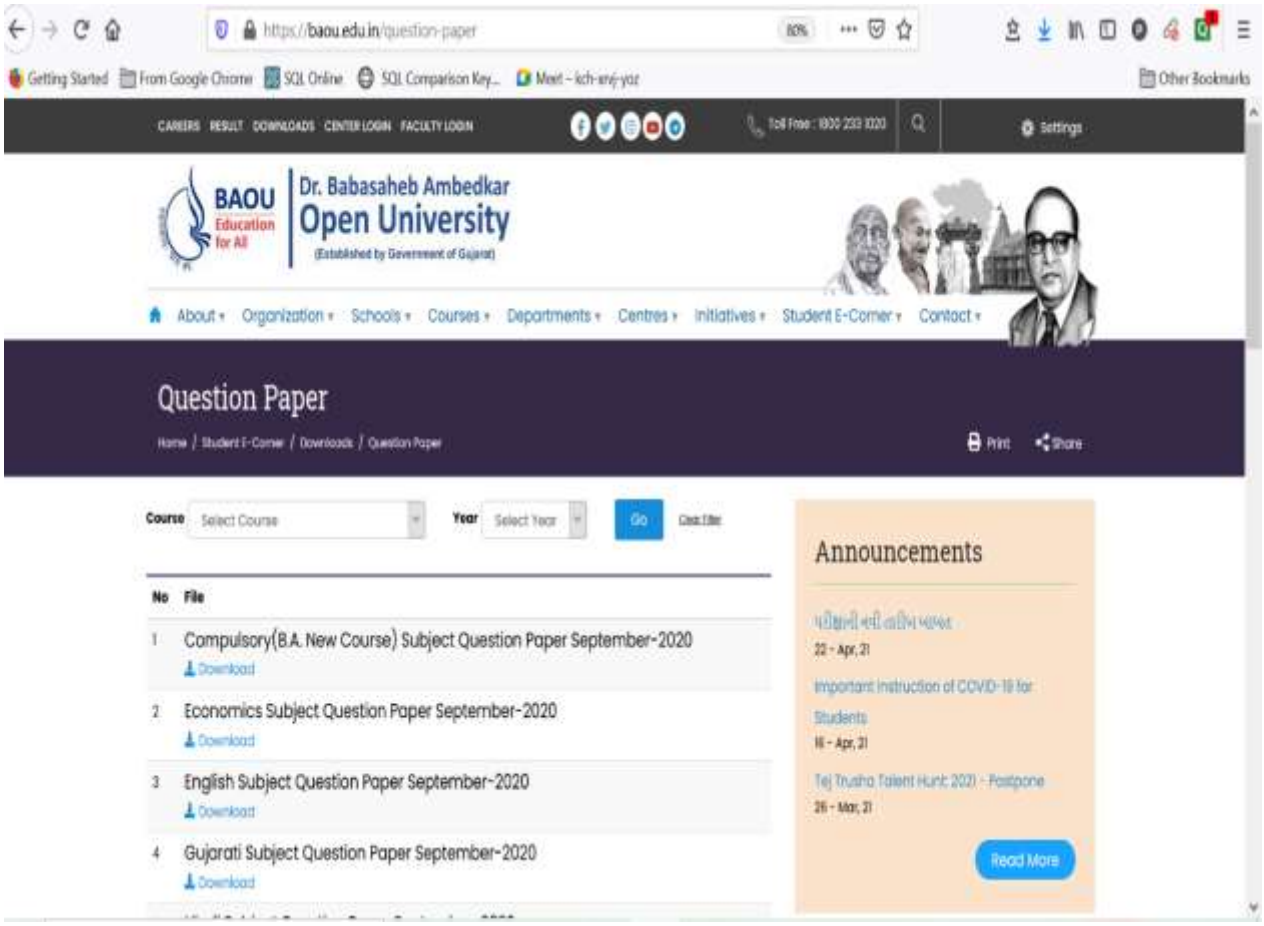
7. Some Useful Address

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Lab Manual / I-Card	Concerned Study Center or Student Support Section /Admission Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or Student Support Section /Admission Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
3	Collecting Study Material (Self Learning Material)	Concerned Study Center or Material Distribution Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
4	Bonofide Certificate	Concerned Study Center or Student Support Section / Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
5	Exam / Hall-Ticket	Concerned Study Center or Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
6	Marksheet / Transcript / Migration / Degree Certificate	Concerned Study Center or Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
7	Scholarship	Concerned Study Center or Scholarship Section Dr. Babasaheb Ambedkar Open University,

		'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
8	Assignments / Assignment Submission	Concerned Study Center or Assignment Department Dr. Babasaheb Ambedkar Open University, 'JYOTIRMAY' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
9	Submission of Project Reports	Concerned Study Center or Student Support Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
10	Prospectus	Concerned Study Center or Student Support Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020

8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper



9. Forms and Enclosures

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF DUPLICATE I-CARD

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. FEE DETAILS : (The fee for Duplicate I-Card is Rs.25/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF TRANSCRIPT

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for 5 Copy Transcript is Rs.500/- which is to be paid through Demand Draft in favour of 'Dr. Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Migration Certificate is Rs.100/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. Passport Size Photo

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂ 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમા ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જુન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા._____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઈ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઈલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અ. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : (ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણનો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે.)

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિદ્યાર્થીની સહી

અરજી નીચેના સરનામે મોકલવાની રહેશે

પ્રતિ, નિયામકશ્રી (વિદ્યાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

PROGRAMME GUIDE

FOR

Master of Science

Information Technology (M.Sc. IT)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad – 382481, Gujarat
Operator: +917929796223,24,25 +912717297170 | Toll Free No.: 18002331020
Email: office.scs@baou.edu.in | Web: https://baou.edu.in/

Electronic version of the prospectus

is also available for download at:

https:/.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115, dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 M.Sc. IT Programme Objectives

The knowledge and skills required to plan, design and build complex application software systems are highly valued in all industry sectors including business, health, education and the services. The basic objective of the Master of Science - Information Technology is to provide to the country a steady stream of competent young men and women with the necessary knowledge, skills and foundations for acquiring a wide range of rewarding careers into the rapidly expanding world of Information Technology.

In today's Global Economic scenario highly skilled versatile professionals with all-round approach for problem solving is need of the hour. Master of Science - Information Technology program of Dr. Babasaheb Ambedkar Open University, Ahmedabad wishes to create such professionals.

Working people who wish to improve their professional skills, Persons deprived of higher education in young age and aspiring to improve their qualifications now

Objectives:

- ✓ The Master of Science - Information Technology Program is designed to equip post graduate learners with an integrated set of skills that will allow them to develop their professional careers in this area of information technology.
- ✓ The focus of the program is to equip learners with the theoretical and practical that is necessary to enable them to practical knowledge in the design of complex Computer applications/science.
- ✓ The program not only presents the knowledge in the design and implementation of computer applications but also prepares learners to embrace future developments in the field and has a demonstrated professional relevance.
- ✓ The focus of the program is on skills that are not normally imparted to learners during their course and that will develop post graduate's capacity as leaders in the field.
- ✓ Thus, the Master of Science - Information Technology program is intended to prepare post graduates to pursue careers in industry, as software engineers, to establish their own consulting or software development companies.
- ✓ In the ever-changing scenario of information technology, the program helps the learners to acquire the latest skills and build their future capabilities using world-class technology. At the end of this program, the learner will possess strong foundation of computer system and Information Technology.
- ✓ Dexterity in advanced programming languages; Power to build sophisticated software for wide area of applications.
- ✓ Skills to work with higher end applications in Internet Technologies; also managerial ability to analyze, design, develop and to maintain software development.

1.2 Duration of the Programme

The Bachelor of Science - Information Technology programme (M.Sc.IT) is of minimum 2 years to be completed in 4 semesters. However, the maximum duration for completion of the programme is 6 years as stated below:
Minimum Duration: 2 years
Maximum Duration: 6 years

1.3 Programme Fee

- For Three Years Bachelor Degree Course The Master of Science - Information Technology programme (M.Sc.IT) Programme, learners will have to pay Rs 7500/- per semester, it has four semesters and for one year it costs Rs. 15000. Total would be Rs. 30000/- for three year

programme.

- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms

1.4 Medium of Instruction

The medium of instruction is only in **English**. The course material is also in **English**

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study.

Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 Recognition

- BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
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- Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.7 Learner Support Services

The learner support services available in the Master of Science - Information Technology programme (M.Sc.IT) Programme include the following:

I. Self-Learning Materials covering the entire syllabi,
II. Counselling sessions at study centers/ learner support centres,
III. Access to library services at study centers
IV. Access to University's Library "Vivekananda"
V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.
VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.
VII. SWADHYAY TV and SWADHYAY Radio : Audio- Video programmes are made available online on university's official website through SWADHYAY TV.
VIII. E- SLM: An e-learning portal named OMKAR has been launched by the university. **(**http://baou.edu.in/kp/omkar/**)**It is digital repository where the study materials are uploaded for the learners.
IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost
X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.
XI. VANDE Gujarat Educational Channel: University broadcasts live/ recorded content on Government of Gujarat's educational channel number 16 VANDE (Video Audio Network for Development and Education) Gujarat.
XII. Virtual Classroom: A classroom without walls, a Virtual Classroom, facilitates web based learning in an interactive mode. Dr. Babasaheb Ambedkar Open University has established six virtual classrooms across Gujarat and two more is to be established soon. A distance

learner gets a feel of face to face interaction like a conventional classroom setting with facilities like hand rising to ask queries, chatting and power point presentation. A group of learners can be benefitted by interacting with a domain expert present at any remote location of the world. Software facilitates easy recording, retrieving and archival.

XIII. Educational Apps: Five Indigenously designed android mobile educational apps for providing vital information about the university have also been launched. Apps made available by BAOU on Google Play Store.

1.8 Newsletter

BAOUNewsletter can be accessed at https://baou.edu.in/news-announcements

1.9 How to contact the M.Sc. IT Program Coordinator

Learners may contact the **M.Sc. IT** Programme Coordinator by sending a communication through post to the **M.Sc. IT** Programme Coordinator, BAOU, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481.

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

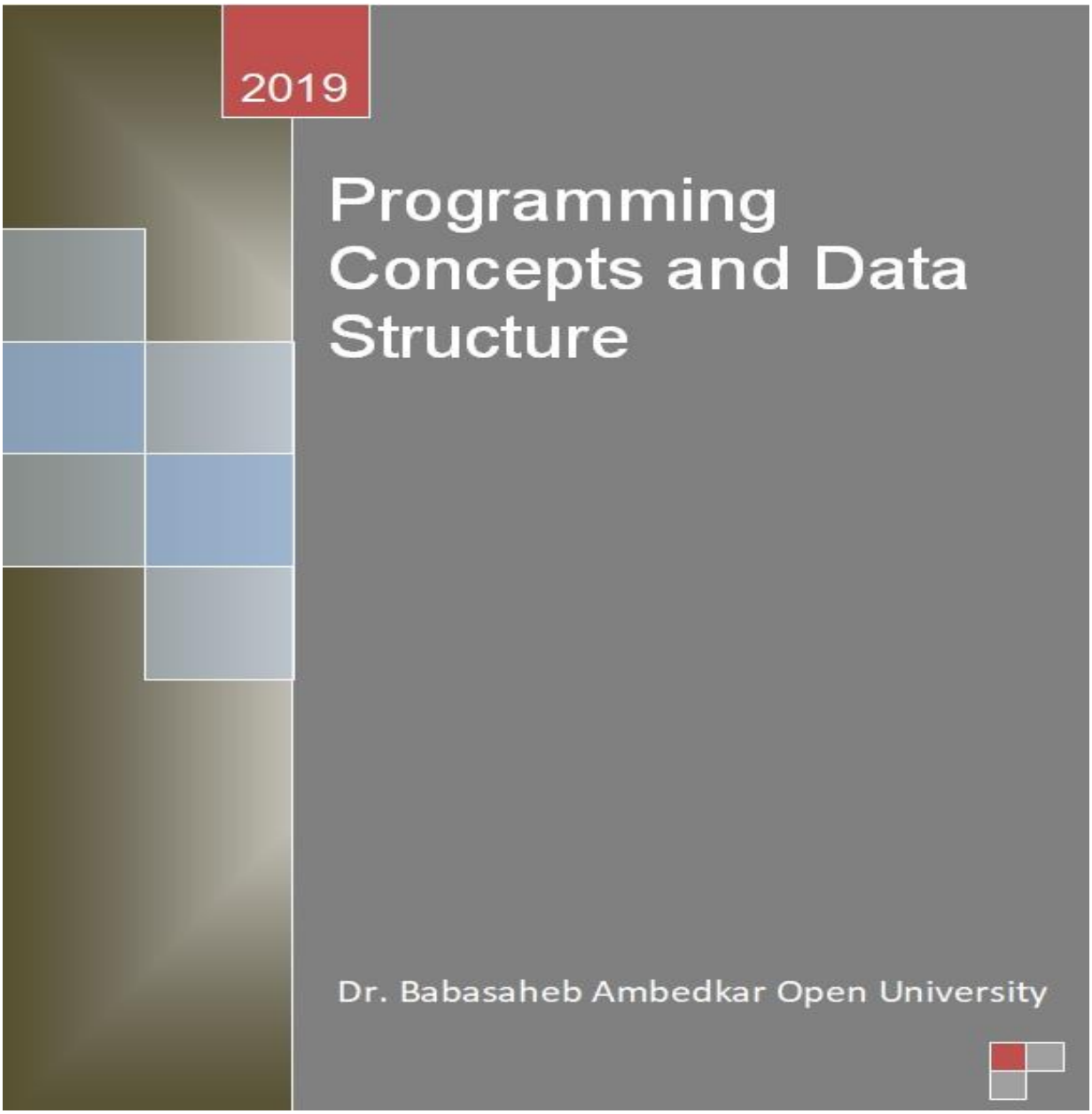
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

2.1 Print Material (Self Learning Material).

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-SLMs:

E-SLMs are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E-SLM.



1.1 LEARNING OBJECTIVE

After studying this unit student should be able to:

- Define Computer system, Data and Information
- Role of Hardware and Software
- Types of Software
- Logic building with algorithms and flowcharts
- Different types of languages

1.2 INTRODUCTION

Before going in to the depth of the subject, we will discuss few terms which is related to the subject Data and File Structure. In this section we will discuss some basic terminologies and concepts.

SYSTEM

System or Computer is a machine which can perform arithmetic and logical operations at a very fast speed. It can store the data and retrieve the data or information as per users' request or instruction.

The term 'Computer' is derived from the word 'Compute' means doing calculations. But today, most of the work done by the Computer in which no computation is involved. For example, we can listen music, watching movies, doing chat with friends, making resume using word processor, sending a mail, searching something on Internet etc., do not have any type of computation. So, we can define today's computer as a data processor which takes data as input and produce information as an output.

DATA

Data is unstructured raw materials and unstructured facts which will provide necessary inputs to the computer system. Here unstructured means value or set of values are not in structured format or not processed.

Data can be available in different formats. For example, numbers (34, 28, 76 etc.), numbers with decimal points (3.14, 78.65, 25.001 etc.), characters ('A', 'a', 'E' etc.), group of characters which also known as strings ("BAOU", "Computer Science", "Data and File Structure" etc.), Date, ISBN number of the book and many other types of formats are available.

Data is a value or set of values which is not processed. For example, "Ram's presence in the class on some date", "Shyam's marks of Maths subject" etc. By mean of one day attendance, we cannot predict that Ram is regular attending the class or not. Similarly, if we have marks of the Shyam of any one subject we cannot predict intelligence of Shyam.

INFORMATION

Information is structured data, or we can say - processed data is information. For example, if we record attendance of the Ram every day for whole semester and after processing it if we find his attendance is 78.20% is an information. If we collect marks of the Shyam for all the subjects of particular semester and generate the grade sheet after processing the marks is information. So, information is nothing but collection of processed data, which produces some meaningful output.

From the above discussion it is clear that data is unstructured facts and input to the system, while information is the processed data in meaningful or summarized format produced as an output by the system. Following figure will clarify the terms 'data' and 'information' more clearly.

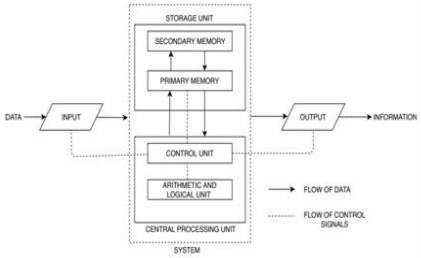


Figure-1.1 System Diagram

2.3 Video Material

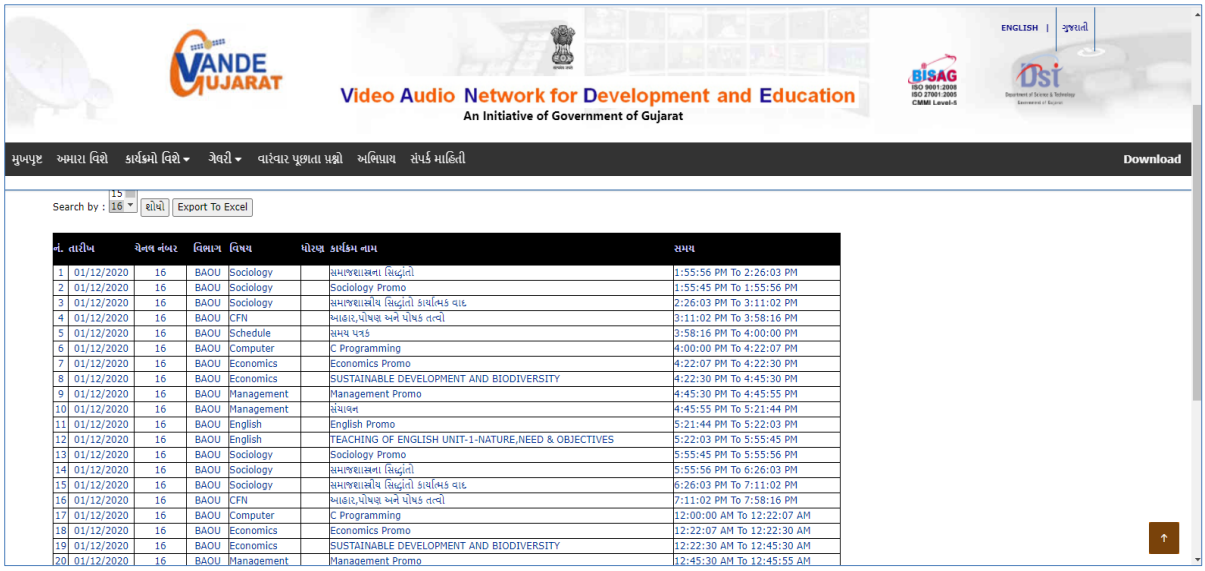
BAOU produces high quality audio-visual content at State of the art full HD "Chaitanya" studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

Below is the weblink to watch the video lecture: ttp://14.139.122.7/swadhyaytv/school.aspx?id=2

2.4 Vande Gujarat

Government of Gujarat, under the "Vande Gujarat" program, undergraduate education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.
Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx

Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx



નં.	તારીખ	ચેનલ નંબર	વિભાગ	વિષય	પોરણ કાર્યક્રમ નામ	સમય
1	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	1:55:56 PM To 2:26:03 PM
2	01/12/2020	16	BAOU	Sociology	Sociology Promo	1:55:45 PM To 1:55:56 PM
3	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	2:26:03 PM To 3:11:02 PM
4	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	3:11:02 PM To 3:58:16 PM
5	01/12/2020	16	BAOU	Schedule	સમય પત્રક	3:58:16 PM To 4:00:00 PM
6	01/12/2020	16	BAOU	Computer	C Programming	4:00:00 PM To 4:22:07 PM
7	01/12/2020	16	BAOU	Economics	Economics Promo	4:22:07 PM To 4:22:30 PM
8	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	4:22:30 PM To 4:45:30 PM
9	01/12/2020	16	BAOU	Management	Management Promo	4:45:30 PM To 4:45:55 PM
10	01/12/2020	16	BAOU	Management	સંચાલન	4:45:55 PM To 5:21:44 PM
11	01/12/2020	16	BAOU	English	English Promo	5:21:44 PM To 5:22:03 PM
12	01/12/2020	16	BAOU	English	TEACHING OF ENGLISH UNIT-1-NATURE,NEED & OBJECTIVES	5:22:03 PM To 5:55:45 PM
13	01/12/2020	16	BAOU	Sociology	Sociology Promo	5:55:45 PM To 5:55:56 PM
14	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	5:55:56 PM To 6:26:03 PM
15	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	6:26:03 PM To 7:11:02 PM
16	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	7:11:02 PM To 7:58:16 PM
17	01/12/2020	16	BAOU	Computer	C Programming	12:00:00 AM To 12:22:07 AM
18	01/12/2020	16	BAOU	Economics	Economics Promo	12:22:07 AM To 12:22:30 AM
19	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	12:22:30 AM To 12:45:30 AM
20	01/12/2020	16	BAOU	Management	Management Promo	12:45:30 AM To 12:45:55 AM

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV“ and „Swadhyay Radio“. These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University.

The Dr. Babasaheb Ambedkar Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between the learners andtheir tutors/counsellors is relatively less. If learners have doubt they can avail the sessions to clarify their doubts that may not be possible through any other means ofcommunication. It also provides learnerswith an opportunity to meet their fellow students.There are academic counsellors at the Study Centres to provide Counseling and guidance to themin the courses that they have chosen for study. Normally, these sessions will be held at the studycentres on Saturdays and Sundays.The Learner should note that the Counseling sessions would be very different from the classroomteaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In thesecomputer labs, the participants will have the facility to use the computer and software packagesrelevant to the syllabus.

2.6.3 Practical Training and Practical Manual: Towards the end of the third year of study, a learner will be examined in the course "Project Work".

Project Work may be done individually or in groups in case of bigger projects. However if project is done in groups, each learner must be given a responsibility for a distinct module and care should be taken to monitor the progress of individual learner.

Learner should take guidance from an internal guide and prepare a Project report on "Project Work" in 2 copies to be submitted to the Project Co-ordinator. Wherever possible, a separate file containing source code listings should also be submitted.

The Project Work should be of such a nature that it could prove useful or be relevant from the commercial / management angle. The project report will be duly assessed by the Internal guide of the subject and marks will be communicated by the Director to the University after receiving the Seat numbers from the University along with marks of the internal credit for theory and practical to be communicated for all other courses.

The project report should be prepared in a format prescribed by the University which also specifies the contents and the method of presentation.

The project work will carry 80 marks for internal assessment and 120 marks for external viva. The external viva shall be conducted by a minimum of two external examiners.

Project Work can be carried out in the Institute or outside with prior permission of the Institute. The external viva-voce examination for Project Work would be held in March/April of the second year of study, by a panel of two external examiners.

Every learner of Bachelor of Science - Information Technology has to undergo a project assignment (industrial training). The training would exclusively focus on software development in commercial application areas. The Project should be aimed at implementing all analysis, designing and programming tools that have been learnt in the course curriculum.

Practical Manuals are provided to the learners which are as follows:

MCIT-101 Programming Concepts and Data Structures

List of Programs

1 Develop a C program to print the binary storage of given integer.

2 Develop a C program that separates sign, exponent and mantissa of a given floating point number.

3 Develop a C program which accepts the string of digits and coverts it into integer number.

4 Develop a C program which accepts and integer number and converts it into a string of digits.

5 Write a menu driven program for stack of integers with the push() and pop() functions provided in the unit.

6 Develop a C program which implements a stack of characters with push and pop operation. Use it to accept a string from keyboard and print it in reverse.

7 Develop a C program to implement double stack. Double stack uses one array with two top pointers one moves from start towards end and second moves from end towards start. This is same as implementing two stacks. Push and pop can be performed in any one based on choice. Whenever both pointers are at adjacent location, stack is full.

8 Develop a C program having a recursive function to print first N Fibonacci numbers.

9 Develop a C function which prints given string in reverse using recursion. Use it in main to reverse a string enter from keyboard.

10 Develop a C program which implements a queue of student information like roll number, name and marks. New record is inserted at the end while records are taken from front to process them.

11 Develop a C program to implement the priority queue with 5 different priority levels.

12 Develop a C function count_odd() to count only nodes having odd value as data in singly linked list. Use it in main() to show its working.

13 Develop a C function reverse_list() to reverse a singly linked list. Use it in main() to show its working.

14 Develop a C function insert_sort() to insert nodes in singly link list such that list remains in ascending order. Demonstrate its use with main().

15 Develop a C function split() to divide given singly linked list into two lists, one containing only nodes with odd values and second containing only nodes with even values from original list. Use it in main() to show its working.

16 Develop a C function copy_list() to create a duplicate copy of singly linked list. Use it in main() to show its working.

17 Develop a menu driven C program to insert and delete nodes at the end of circular list. Program should also provide option for displaying list.

18 Develop a menu driven C program to insert and delete the node from right most position in doubly linked list. Program should also provide option for displaying contents of doubly linked list.

MCIT-302 Mobile Application Development

List of Programs

Practical-1: Activity Life Cycle
Practical-2: TextView, EditText and Button
Practical-3: Multiple Activities and Intent
Practical-4: Checkbox and Radio Button
Practical-5: Date Time Dialog
Practical-6: Spinner-1
Practical-7: Spinner-2
Practical-8: List Activity
Practical-9: Intent
Practical-10: Draw Shape Programmatically
Practical-11: Draw Shape Defined as an XML Resource
Practical-12: Tween Animation
Practical-13: Frame by Frame Animation
Practical-14: Auto Complete Text View
Practical-15: Currency Converter
Practical-16: Multiple Choice List Activity
Practical-17: Gallery View
Practical-18: Service
Practical-19: Alert Dialogbox
Practical-20: Multiple Activities
21: Self Assessment Exercises and Additional Resources

Guidelines to learners (LAB):

- Equipment in the lab for the use of learner's community. Learners need to maintain aproper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with completed exercises while entering the lab.
- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.
- Use of computer network is encouraged.

Project Guidelines:

The project work constitutes a major component in most of the professional programmes and it is to be carried out with due care and should be executed with seriousness by the candidates.

Type of Project

As majority of the students are expected to work out a real life project in some industry/research and development laboratories/educational institutions/software companies, it is suggested that the project is to be chosen which should have some direct relevance in day-to-day activities of the candidates in his/her institution. Students are encouraged to work in the areas listed at the end. However, it is not mandatory for a student to work on a real life project. The student can formulate a project problem with the help of Guide.

Project Proposal (Synopsis)

The project proposal should be prepared in consultation with your guide. The project proposal should clearly state the project objectives and the environment of the proposed project to be undertaken. The project work should compulsorily include the software development. The project proposal should contain complete details in the following form:

1. Title of the Project
2. Introduction and Objectives of the Project
3. Project Category (RDBMS/OOPS/Networking/Multimedia/Artificial Intelligence/Expert Systems etc.)
4. Analysis (DFDs at least up to second level , ER Diagrams/ Class Diagrams/ Database Design etc. as per the project requirements).
5. A complete structure which includes:
   - ✓ Number of modules and their description to provide an estimation of the student‟s effort on the project.
   - ✓ Data Structures as per the project requirements for all the modules.
   - ✓ Process Logic of each module.
   - ✓ Testing process to be used.
   - ✓ Reports generation (Mention tentative content of report)
6. Tools / Platform, Hardware and Software Requirement specifications
7. Are you doing this project for any Industry/Client? Mention Yes/No. If Yes, Mention the Name and Address of the Industry or Client
8. Future scope and further enhancement of the project.

2.6.4 Counselling Session Details:

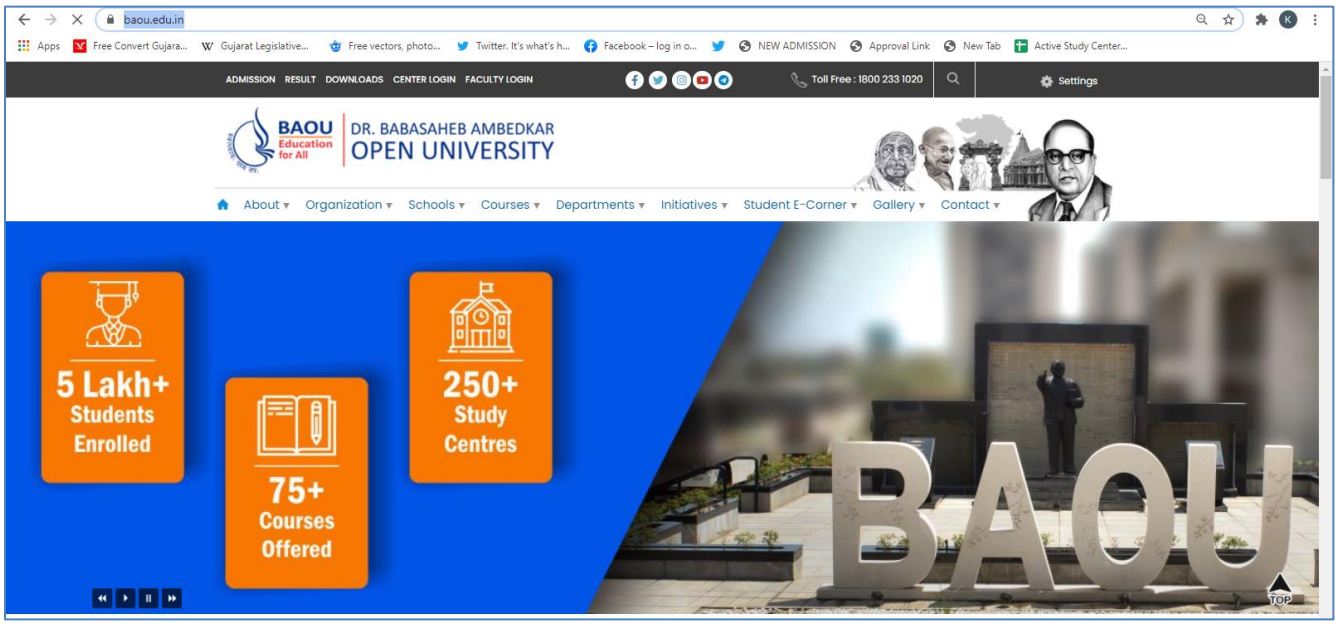
Subject wise Number of Counselling Sessions (Theory/Lab)			
Subject Code	**Subject Name**	**Credits Point**	**No. of Counselling Sessions**
MCIT-101	Programming Concepts and Data Structure	4	4
MCIT-102	Relational Database Management System	4	6
MCIT-103	Internet and Web Designing	4	4
MCIT-104	Fundamental of Operating System	4	6
MCIT-105	Software Engineering	4	4
MCIT-106	Practical based on MCIT-101, MCIT-102 and MCIT-103	4	6
MCIT-201	Object Oriented Concepts and Programming	4	8
MCIT-202	Web Application Development – LAMP	4	8
MCIT-203	Object Oriented Analysis and Design using UML	4	6
MCIT-204	Fundamental of Computer Networking	4	6
MCIT-205	Cloud Infrastructure and Services	4	8
MCIT-206	Practical based on MCIT-201, MCIT-202	2	6
MCIT-301	Web Development Tools	4	6
MCIT-302	Mobile Application Development	4	6
MCIT-303	Object Oriented Technology	4	6
MCIT-304	Cyber Security	4	6
MCIT-305	Practical based on MCIT-301, MCIT-202, MCIT-303	4	10
MCIT-401	Internship cum Software Development Project	12	14

Note: For MCIT – 401 course number of counselling sessions will be as per the requirement of the learners.

3. Browsing BAOU's Website

BAOU Website URL : https://baou.edu.in/

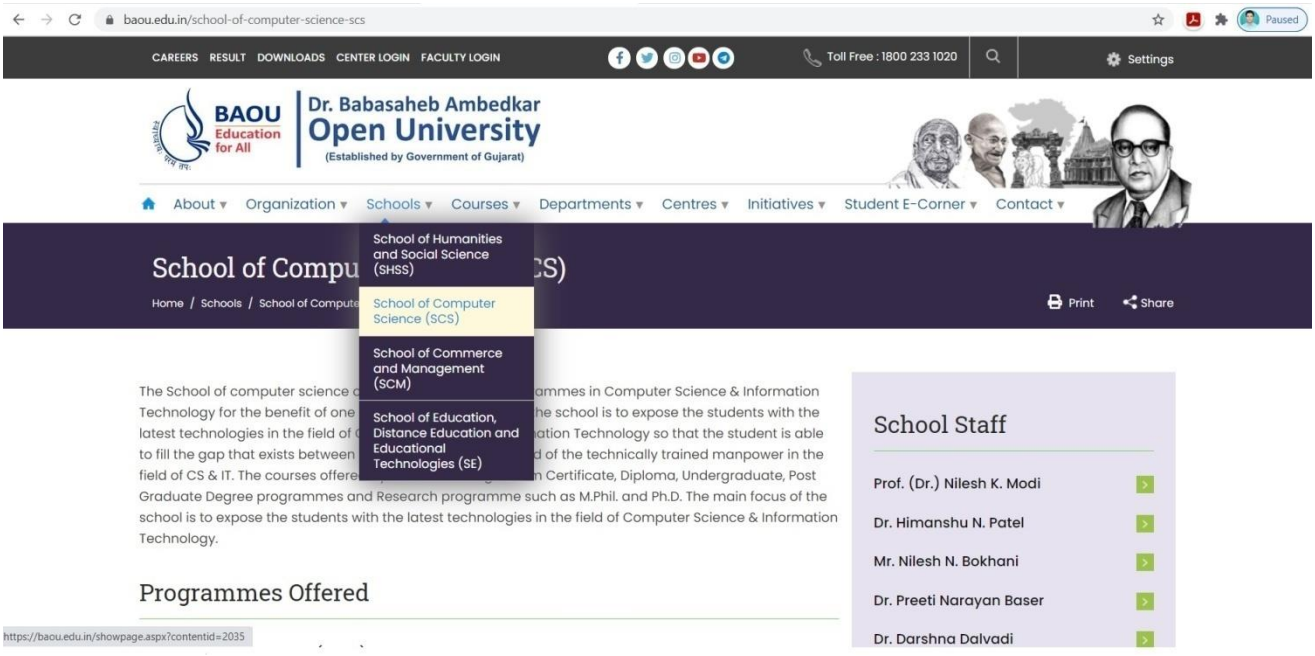
3.1 Navigation from Home Page



3.2 Navigation of M.Sc. IT pages

Step-1 : Visit https://baou.edu.in/ website.

Step-2 : Click on 3rd Section which is "School" menu, Click on "School of Computer science" which displays various courses under SCS .



4. Master of Science - Information Technology (M.Sc. IT)

Programme Structure

Sub Code	Subject Name	Credit	
		Theory	Practical
Semester – I			
MCIT-101	Programming Concepts and Data Structure	4	
MCIT-102	Relational Database Management System	4	
MCIT-103	Internet and Web Designing	4	
MCIT-104	Fundamental of Operating System	4	
MCIT-105	Software Engineering	4	
MCIT-106	Practical based on MCIT-101, MCIT-102 and MCIT-103		4
		24	
Semester – II			
MCIT-201	Object Oriented Concepts and Programming	4	
MCIT-202	Web Application Development – LAMP	4	
MCIT-203	Object Oriented Analysis and Design using UML	4	
MCIT-204	Fundamental of Computer Networking	4	
MCIT-205	Cloud Infrastructure and Services	4	
MCIT-206	Practical based on MCIT-201, MCIT-202		2
		22	
Semester – III			
MCIT-301	Web Development Tools	4	
MCIT-302	Mobile Application Development	4	
MCIT-303	Object Oriented Technology	4	
MCIT-304	Cyber Security	4	--
MCIT-305	Practical based on MCIT-301, MCIT-202, MCIT-303		4
		20	
Semester – IV			
MCIT-401	Internship cum Software Development Project	--	12

Total Credit Points: 66

5. Evaluation Scheme

The final total assessment of the candidates is made in terms of an internal assessment and an external assessment for each course.

There are two types of evaluations, continuous and term end examination. The weightage for both componets is given below

1) Continuous Evaluation Weightage : 30%
2) Term End Exam Weightage : 70%

Continuous Evaluation : It Will be evaluated based on assignment. Students have to prepare two Tutor marked Assignments (TMA) for each paper. Students need to keep one copy of Tutor marked

Assignments (TMA) with them and they have to submit original copy of Tutor Marked Assignments (TMA) to their learner support center before appearing the exam and should take a receipt of assignment submission. Students have to collect assignment after evaluation from their learner support center.

Term End Exam : For each paper the term end exam weightage will be of 70% of total marks. Students can appear for the term end exam of semester after submitting the required assignments for all papers. If student is not successful in the paper then student can give the exam of that paper in next term end exam within stipulated period of time as per their conveniences.

Passing Criteria: The standard of passing in any paper is to secure 40% in continuous evalution(TMA) as well as in term end examination (TEE)

The Evaluation procedure will be the same as followed by the university.

- ✓ Each paper shall have a weightage of 30% marks for Internal assessment (assessment through assignments) and 70% marks for semester end exams, unless otherwise stated.
- ✓ Examination will be conducted at the end of each semester i.e. during May/June and also in December/January.
- ✓ Every candidate must secure 40% marks in each head of passing.
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. General Instructions for assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing skills as well. The word limits for answering most of the assignment questions depending on the marks. There are short question type and long question types. It is advisable to keep the following points in mind:

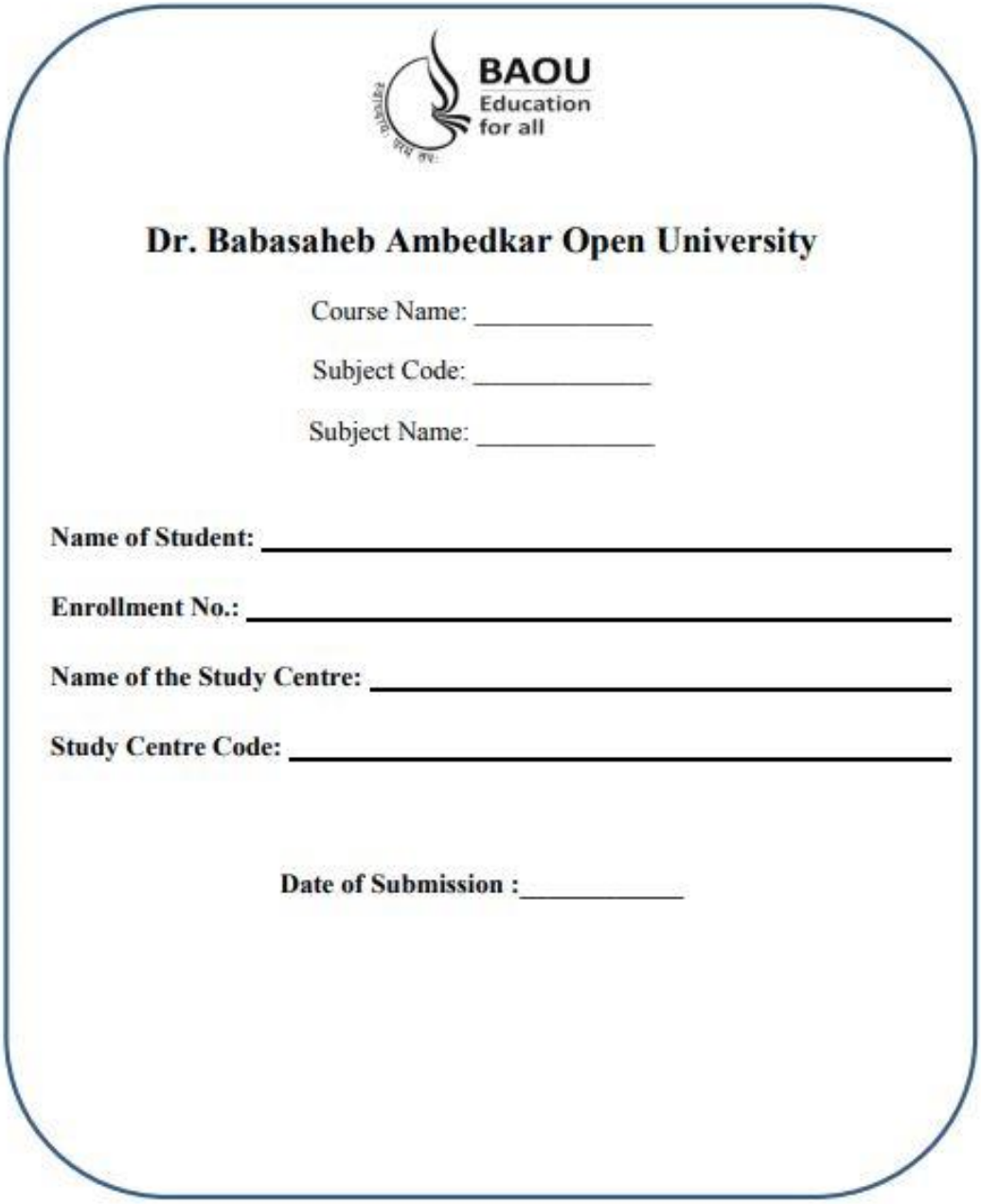
First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusionas well. The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission. It is advisable to write each answer tidily and underscoring the points you want to highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:



BAOU
Education for all

Dr. Babasaheb Ambedkar Open University

Course Name: _____

Subject Code: _____

Subject Name: _____

Name of Student: _____

Enrollment No.: _____

Name of the Study Centre: _____

Study Centre Code: _____

Date of Submission :_____

III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is apart of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit theassignment. Without submission of the assignment students will not allowed to seatfor the examination.

6. Other Useful Information

6.1 Requirement to seat in term end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates.

6.8 Learner's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

6.10 Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

6.11 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

6.12Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

7. Some Useful Address

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Lab Manual / I-Card	Concerned Study Center or Student Support Section /Admission Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or Student Support Section /Admission Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
3	Collecting Study Material (Self Learning Material)	Concerned Study Center or Material Distribution Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170

		Toll Free No.: 18002331020
4	Bonofide Certificate	Concerned Study Center or Student Support Section / Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
5	Exam / Hall-Ticket	Concerned Study Center or Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
6	Marksheet / Transcript / Migration / Degree Certificate	Concerned Study Center or Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
7	Scholarship	Concerned Study Center or Scholarship Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
8	Assignments / Assignment Submission	Concerned Study Center or Assignment Department Dr. Babasaheb Ambedkar Open University, 'JYOTIRMAY' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
9	Submission of Project Reports	Concerned Study Center or Student Support Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
10	Prospectus	Concerned Study Center or Student Support Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020

8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper

Subject Name	:	**Relational Database Management system**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain Types of Key.
2. Explain Relational Algebra.
3. Explain Data type in SQL.
4. What is Trigger? Explain Types of Trigger.
5. Explain control statements in PL/SQL block

Section B

Answer the following (Attempt any four) **(20)**

1. Explain 1st normal form.
2. Explain break command.
3. Explain Create Statement.
4. Explain Numeric Function.
5. Explain Commit Statement.
6. Explain For loop in PL/SQL block.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 SQL stand for_____.
- A Structure Query Language
- B Structure Queue Language
- C Software Query Language
- D Structure Query Long

2 _____ Key is Unique & not Null Key.
- A Foreign
- B Unique
- C Primary
- D Super

3 Database views are created using the _____ statement.
- A Create View
- B Alter View
- C Drop View
- D Join View

4 _____ of data can be inserted into a view.
- A Row
- B Column
- C Data
- D Database

5 _____ Clause is use for condition.
- A Order
- B Distinct
- C Set
- D Where

6 It is a _____ that causes the trigger to be fired.
- A SQL Statement
- B Database
- C Data
- D DBMS

7 You can fetch rows only when the cursor is _____.
- A Close
- B Both A & B
- C Open
- D None of Above

8 _____ allows user to define their own exceptions.
- A Curser
- B Both A & B
- C PL/SQL
- D None of Above

9 After the _____ is raised. It must be handle.
- A Exception
- B Both A & B
- C PL/SQL
- D None of Above

10 PL/SQL provides _____ kinds of sub program.
- A One
- B Two
- C Three
- D Four

Part – B (Do as Directed) **(10)**

1 Insert command is to Add row in the table.(True/False)
2 Drop command is use for Delete a row.(True/False)
3 What is Curser?
4 Primary key is a null key? (True/False)
5 Delete command is use for Delete a row in the table? (True/False)
6 Create command is a example of DDL? (True/False)
7 The size parameter specifies the maximum length of the column of the table? (True/False)
8 What is DBMS?
9 What is Full form of DML?
10 What is Full form of DDL?

9. Forms and Enclosures

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF DUPLICATE I-CARD

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. FEE DETAILS : (The fee for Duplicate I-Card is Rs.25/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
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APPLICATION FORM FOR ISSUE OF TRANSCRIPT

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3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

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6. FEE DETAILS : (The fee for 5 Copy Transcript is Rs.500/- which is to be paid through Demand Draft in favour of 'Dr. Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
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   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

Dr. Babasaheb Ambedkar Open University

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APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Migration Certificate is Rs.100/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. Passport Size Photo

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂા 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમાં ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જૂન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા. _____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઇ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઇલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અં. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : (ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણનો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે)

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિધાર્થીની સહી

અરજી નીચેના સરનામે મોકલવાની રહેશે

પ્રતિ, નિયામકશ્રી (વિધાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

(Established by Government of Gujarat)

Programme Guide

For Master of Arts - Journalism and Mass Communication

School of Humanities and Social Sciences

Master of Arts - Journalism and Mass Communication

Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481

www.baou.edu.in

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SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

Faculty of Master in Arts

Journalism and Mass Communication (MJMC)

Dr. Awa Shukla

Subject Head/ Director (I/C) Student Services

Assistant Professor

E-mail: awa.shukla@baou.edu.in

Dr. Akhilesh Kumar Upadhyay

Assistant Professor

E-mail: akhilesh.upadhyay@baou.edu.in

Dr. Divyesh Vyas

Assistant Professor

E-mail: divyesh.vyas@baou.edu.in

Dear Learner,

Welcome to BAOU and the degree programme in Masters of Arts. As you have joined one of the universities imparting education through Open and Distance mode, it is necessary that you are well aware of the university and how it functions. You will also be keen to know in some detail about the programme you have joined and the way in which the university imparts instruction. This Programme Guide gives you the necessary information that will help you in knowing the university and pursuing the programme. We therefore advise you to keep this Programme Guide safely until you complete the Programme. The second part of the Programme Guide gives the syllabus of all the courses that are on offer in this programme. This will help you, among other things, in choosing Discipline Specific Electives, Generic Electives and Skill Enhancement courses suiting your interest, need, and career goals. The Third part of the guide contains a centre list; it helps you to choose the study centre.

Thank You…

PART - I

ABOUT OF UNIVERSITY

The Dr. Babasaheb Ambedkar Open University (BAOU) was established by the Act No.14 of 1994 passed by the Gujarat State Legislature on 13th April 1994, and assented to by the Governor of Gujarat on 27th July, 1994. The BAOU is the seventh Open University in the country in terms of their establishment. The University offers 72 programmes with an enrolment of more than 1, 00,000 learners.

The headquarters of the university is located at Ahmedabad. The University has established Regional Centre on the campus of South Gujarat University, Rajkot and has initiated the process of another establishing Regional centre on the campus of North Gujarat University, Patan. The University has more than 507 study centers. It has jurisdiction over the whole state of Gujarat. It is open to all persons irrespective of classes, castes, creed, religion or sex.

The important and distinguishing objectives for BAOU are to:

- Advance and disseminate learning and knowledge by a diversity of means, including use of any communication technology,
- Provide opportunities for higher education to a large segment of the population,
- Promote the educational well-being of the community generally, and * Encourage the Open University and distance education system in the education pattern of the Sate.
- **Established :** 13 April 1994
- **Head Quarters:** Ahmedabad
- **Regional Centres:** Saurashtra University, Rajkot
  Hemchandracharya North Gujarat University, Patan
  Veer Narmad South Gujarat University, Surat
  Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj.
- **Study Centre:** 235+
- **Programmes Offered:** 72 + Learners Enrolled 1,00,000+

Objectives:

Dr. Babasaheb Ambedkar Open University Act clearly specifies its objectives. The important and distinguishing ones for this university are:

Learning & Knowledge

To advance and disseminate learning and knowledge by a diversity of means including use of any communication technology.

Higher Education

To provide the opportunities for higher education to a larger segment of the population.

Open Education

To encourage the Open University and distance education system in the educational pattern of the State.

Community Development

To promote the educational well-being of the community generally.

MASTER DEGREE PROGRAMME

The courses offered by the School of Humanities and Social Sciences aim at imparting and generating knowledge on emerging issues and problems of contemporary society, economy and polity. The course structure is choice based, flexible and interdisciplinary. At the end of the course, a student would be equipped with analytical skills, social science theoretical knowledge based on empirical and field-based learning. Thus, a student with this kind of learning can look forward to careers in teaching, management, research, policymaking, development sector, media and administration. The School offers Master's Degree (MA) programmes. Included in the Master Degree Programmes foundation courses, elective courses and application-oriented courses.

Introduction

The School of Humanities and Social Sciences (SHSS) is among the larger schools of studies at the Dr. Babasaheb Ambedkar Open University. SHSS offers academic Masters Programmes in Five (05) disciplines: English, Hindi, Gujarati, and Sociology, and Library and Information Science.

The programmes offered by disciplines relate to core subject areas but at the same time straddle disciplines, in order to enlarge the canvas for academic pursuits. The School also links the development of courses to the ever-expanding socio-economic and political contexts in which School of Humanities and Social Science processes occur.

In view of the fact that BAOU is today the foremost centre of open and distance learning and is adequately equipped with modern educational technologies, the School has consciously tried to assign a significant role to ICT tools in devising the learning programmes. The following features are a hallmark of its programmes:

-Basic programmes in various disciplines at the under-graduate and postgraduate levels have been strengthened with foundation and application-oriented courses.

-Short-term and long-term courses focused on vocational and professional needs.

-Programmes and courses geared to meet the requirements of groups located on the fringes of society.

-Programmes in areas of concern to society with a School of Humanities and Social Science perspective.

The School has expanded its academic activities and has launched a research programme that applies newer methodologies to elicit a more creative response, both from within a discipline and from interdisciplinary interactions.

Now the School is in a position to comprehend the "new" social reality in a better light and give the School of Humanities and Social Sciences a purposeful orientation. The key

element in this strategy is the adaptation of Social Science study to the requirements of mass education. Thus, modern educational technology including ICT is likely to determine the relevance of School of Humanities and Social Sciences and course development in the next decade. These additions will enrich and make them compatible and appropriate in the light of new developments in the discipline areas.

The Master Programme is conducted by the Faculty of Master Degree Programme, which forms a part of the School of Social Sciences.

1. Master Programme:

The Master Programme comprises five courses. The courses are under In School of Humanities and Social Sciences.

1. Master of Arts in Journalism and Mass Com (MJMC)
2. Master of Arts in Gujarati (MGT)
3. Master of Arts in Hindi (MHD)
4. Master of Arts in Sociology (MSO)
5. Master of Library and Information Science (MLIS)
6. Master of Arts in English (MEG)

The detailed contents of courses Master of Arts in Journalism and Mass Com (MJMC) may be seen in part-II.

MASTER OF ARTS IN Journalism and Mass Communication

Objectives and Scope

- This programme will go beyond the needs of Indian newsrooms with a very highly result-oriented syllabus and content for students. In addition to this, the student-facilitator contact, including some lectures and sessions will help.
- The students will be trained in various aspects of journalism and communication profession, primarily in International media. The students will be working as interns with experienced journalists in newspapers, TV, radio and digital media as well as non-media communication operations.
- Additionally, if needed, an inquisitive and investigative mind, good communication skills with command over language, will be some of the attributes sought for in the

candidate, in the form of an aptitude test, followed by a personal interview prior to admission.

- Today and in the future, journalism and communication professionals will need skills beyond generation and curation of the content for a specific media type. Digital media, which has the most local, as well as global opportunities today, requires all the combined skills for print, TV and radio along with those necessitated by newer technologies. This is what the programme plans to impart.
- The students will also require skills to ideate, execute the idea, generate journalistic content or media product and curate it. This has to be of global relevance. Finally, the expertise to sell it in the global marketplace - the digital market.

NATURE OF PERSPECTIVE TARGET GROUP LEARNERS

The programme is intended to provide learning opportunities to the following target group:

- Graduates in any discipline.
- Preferably, with language literature and Social Sciences background.
- However, it will not be limited to these two disciplines.
- Media professionals who have been working without a formal education in the field of journalism and mass communication.
- People targeting careers in public relations, advertising, corporate communication.
- Individuals who need to enhance communication skills for their business and job needs.
- People seeking careers as public speakers, hosts, RJ's and anchors.

TARGET PARTICIPANT AND ADMISSION

The Programme is open to those who are either:

- Candidates with Bachelor's Degree (10+2+3) in any discipline, from a recognized university, shall be eligible for seeking admission to MJMC programme.

COURSE FEES, CREDIT, MEDIUM & DURATION

- **Course Fees**
  10,000. Rs. per Semester, M/F
- **Credits** : 64 Credit
- **Medium**

- MJMC : English Medium

Duration :

- Minimum: 2 Years Maximum: 6 years

The Master Programme is structured in the following way:

COMPONENTS OF THE MASTER PROGRAMME

Programme

Courses

Blocks

Units

The entire Programme comprising five courses has been divided into blocks and each block has a certain number of units. In other words, one unit constitutes the lowest self-contained measure of the course material. The details regarding the unit format are as follows:

• Unit number: the topic covered in the unit

• Objectives

• Introduction

• The theme divided into sections and subsections

- **Sections containing Self Check Exercises to measure, on your own, your progress**

• Summary of the unit

• Answers to Self -Check Exercises

• Keywords

• References and Further Reading

The different units are developed thematically in a logical sequence and graded in such a way as to enable the student to grasp and retain in memory the topics

discussed in the units. The main sections are printed in bold capital letters while the subsections are shown by lower case bold typefaces.

Master of Arts- Journalism and Mass Communication

Programme Structure

Sub Code	Subject Name	Credit	
		Theory	Practical
Semester – I			
MJMC01	Basic English Language Skills for Mass Media - 1	3	1
MJMC02	Understanding Media, Mass Comm & Journalism	2	2
MJMC03	Media Occupations and Functions	2	2
MJMC04	Understanding the Society and Issues	2	2
		9	7
Semester – II			
MJMC05	Basic English Language Skills for Mass Media - 2	3	1
MJMC06	Digital Media, Social Media, Immersive Media	2	2
MJMC07	Reporting Skills - Print, Radio, TV and Convergence	3	1
MJMC08	Types of Professional Writing	3	1
		11	5
		Total	16
Semester – III			
MJMC09	Social Media Content and Marketing	2	2
MJMC10	Media Laws, Ethics and Challenges	2	2
MJMC11	Introduction to Essential Social Sciences	2	2

MJMC12	Editing - Sub-editing, Radio, TV programming		3	1
			9	7
			Total	16
Semester – IV				
MJMC13	Specialisations - Beat Reporting & Types		3	1
MJMC14	Public Relations & Corporate Communications		2	2
MJMC15	Electives	Writing for films - Screenplay, Lyrics and Dialogues	2	2
MJMC16		Advertising - Copy Writing & Creative Planning	2	2
MJMC17	Practical / Training	Internships		2
MJMC18		Studio time and editing practice		2
			Total hrs.	18

STUDY CENTRE

Each student admitted to the Master Programme will be attached to a Study Centre. At present, there are a number of Study Centres for Master Programme located in different places of the State. Students may opt themselves for enrolment in the nearest convenient Study Centre suitable to them. A Coordinator manages every Study Centre. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to the Master Programme.
- Facilities for practical work in the concerned courses.
- Library facility with basic reading materials related to various aspects of the discipline.
- Audio-Video Programmes specially designed for Master Programme.

HOW TO MAKE BEST USE OF STUDY CENTRES

Education is not imparted through regular classroom lectures in an Open University system. Distance education mode is generally followed in the Open University system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any course. On the other hand, there will be counselling for different courses included in the curriculum. Your Counsellor is available to you at the Study Centre that organises counselling sessions on different topics. 10 counselling sessions are provided for each of the course MJMC counselling sessions. The duration of each counselling session is 2 hours

SUCCESS STANDARD

For the successful completion of the course, the student is expected to score a minimum 40 % of marks in each subject or he has to secure at least 'D' grade in the examination.

EXAMINATION AND EVALUATION

Student will be evaluated by two ways:

- **Continuous (constant) Evaluation: (weight age 30%):** It is obligatory for the students to submit specified number of assignments concerned with each course within the specific time limit before the term-end-examination.
- **Term End Examination: (weight age 70%):** The students are expected to secure their admission of the first and the second year in August/February. After securing the admissions, the first examination will be held in next July/January. It means that they can appear at the examination after the duration of one year.

INSTRUCTIONAL SYSTEM

The methodology of instruction adopted by the University is different from that in the conventional universities. The Open University system is more learner-oriented, in which the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication. The University follows a multi-media approach for instruction. It comprises of

- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at Study Centres by Academic Counsellors
- Assignments/ Tutorials/ Practical's/ Dissertation/ Project work.

11.1 Course Material

Course material, in print or e-Book format, is the primary form of instruction. You should concentrate mainly on the course materials that are sent to you in the form of printed books or eBooks. The course material would be sufficient to write assignment responses and prepare for the Term End Examination (TEE). We would, however, suggest you to read additional material, especially those given in the Suggested Reading section of the course material. The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or eBook. The course is divided into a number of Blocks. A eight credit course generally has four to five Blocks. Each Block consists of Units (minimum two to maximum five units). Normally, the Units covered in a Block have a thematic unity. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, etc. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block. Each Unit is structured in a way to facilitate self-study by you. Each Unit begins with learning Objectives which will give you an idea on what you are expected to learn from the Unit. The Introduction provides an overview of the major theme of the unit. An attempt is made to forge a link with the topics of the previous Units and the topic to be covered in the Unit. This is followed by the main text, which is divided, into various sections and subsections. At the end of each section we have provided questions for self-evaluation under the heading of Check Your Progress. You should attempt this part, as it will help you in assessing the immediate absorption and check your understanding of the topic. Questions in Check Your Progress are for your practice only, and you should not submit answers to these questions to the University for Assessment. Hint answers to the Check Your Progress exercises are provided at the end of the unit. We have not provided the full length answers, as we would like to encourage you to write in your own words and not rely on memorizing the course material. The section Let Us Sum Up/Summary/Conclusion gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with References which gives the list of books and articles that have been consulted to

prepare the unit. In addition, at the end of each Block/Course, a list of Suggested Readings is given. Some of these books listed in this section will be available in the Study Centre library. In order to comprehend the SLMs, read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, you may mark the difficult words and look for the meaning of such words in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

11.2 Dispatch of Study Material

The dispatch of material will start once the online process of registration is complete. You can expect to receive your study material within one month of closing of the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query to the Regional Centre or write to the Student Services Centre for the students who have applied for digitized version, detailed information is available on the BAOU website.

11.3 Academic Counselling:

In distance education, face-to-face contact between the learners and their academic tutors/ counsellors is an important activity. The purpose of such an interaction is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow learners. There are experienced academic counsellors at the Study Centres to provide academic counselling and guidance to you in the courses that you have selected for study. The academic counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Attendance in the academic counselling sessions for theory courses is not compulsory, but we would suggest you to attend these sessions as they may be useful in certain respects, such as to share your views on the subject with teachers and fellow lea learners, comprehend some of the complex ideas or difficult issues, and get clarifications for any doubts which you would not otherwise try to raise. However, it is compulsory to attend practical sessions for the courses that have practicals or laboratory work. Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties, which you face while studying for this programme. In these sessions, you must look into

the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video material that is available at that time will be played in the counselling sessions. You go to attend the academic counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on relevant and important issues. Try also to understand each other's points of view. Try to get the maximum possible help from your academic counsellors.

11.4 Study Centre

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

A Study Centre will have six major functions:

Counselling: Face-to-face counselling for the courses will be provided at the Study Centres. As mentioned earlier, there will be nine to ten academic counselling sessions for a 6-credit course and six to seven sessions for a 4-credit course. The schedule of the counselling sessions will be communicated to you by the Coordinator of your Study Centre.

Evaluation of Assignments: Tutor Marked Assignments (TMA) will be evaluated by the Academic Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor's comments and marks obtained. These comments will help you in your studies.

Library: For each course, some of the books suggested under 'Suggested Readings' will be available in the Study Centre Library. All audio and video tapes are also available in the library.

Information and Advice: At the Study Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedules, examination s schedule, etc. You will also get guidance in choosing your elective and application oriented courses.

Audio-Video Facilities: The Study Centre is equipped with audio-video facilities to help you make use of the audio and video materials prepared for different courses. Media notes, describing the contents of each programme, will also be available at the Study Centre. This will help you to know the contents of each programme.

Interaction with Fellow-learners: The Study Centre gives you an opportunity to interact with fellow learners. Study Centre is the contact point for you. The University cannot send all the communication to all the students individually. All important information is communicated to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all BAOU learners. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc.

11.5 Omkar e

Omkar-e (Open Matrix Knowledge Advancement Resource for Empowerment), an initiative of Babasaheb Ambedkar Open University, brings such a unique platform for e-learning. Omkar-e focuses on bridging the gap between the students and relevant education with ease of learning. Our students have full freedom for selecting their course, their schedule for study, their place for study and when to appear for exams.

EVALUATION

The system of evaluation followed by the University is also different from that of conventional universities. BAOU has a multitier system of evaluation. Self-assessment exercises within each unit of study. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc. depending on the nature of the course opted for The Term End Examinations. Project/Practical work depending upon the requirement of the course. The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term end examination. In the final result, all the assignments of a course carry 30% weightage while 70% weightage is given for the Term End Examination (TEE). University follows a grading system for continuous evaluation as well as term-end examination. It is done on a ten point scale using the letter grades as given below: The University has decided to provide numerical marking also in the grade card and award of division for the Bachelor of Arts Degree.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	> 85
A+ (Excellent)	9	75 to < 85
A (Very Good)	8	> 65 to < 75
B+ (Good)	7	> 55 to < 65
B (Above Average)	6	> 50 to < 55
C (Average)	5	> 40 to < 50
D (Pass)	4	> 40
F (Fail)	0	< 40
Ab (Absent)	0	Absent

You are required to score at least 40% marks (Grade D) in both continuous evaluation (assignments) as well as the term-end examination of each course. In the overall computation also you must get at least 40% marks (Grade D) in each course to claim the M.A. degree. The scores of continuous evaluation and term-end examination are not complementary to each other for qualifying a course. Students who do not qualify in the term-end examination are allowed to take up the Term End Examination in the next year. It means you can take the TEE of the first year courses in the second year of your study. But you can appear in the examination for not more than 48 credits in one TEE.

12.1 Assignments

Assignments constitute the continuous evaluation. The marks that you secure in the assignments will be counted in your final result. As mentioned earlier, an assignment of a course carries 30% weightage. You are therefore advised to take your assignment seriously. A simple omission on your part may put you in great inconvenience later. For each course of this programme, you have to do two to three Tutor Marked Assignments (TMAs) depending upon the nature of the course. The TMA for each semester can be downloaded from the Student Zone of the University website.

You have to complete the assignment within the due dates specified in the assignment booklet. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course. If you appear in term-end examination, without submitting the assignments, the result of the term-end examination is liable to be cancelled. Ensure that your assignment responses are complete

in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

The main purpose of MA is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/academic counsellors after correcting the assignments return them back to you with their comments and marks. The comments will guide you in your study and help in improving it. It is therefore important that you collect the evaluated TMA along with a copy of the assessment sheet containing the comments of the evaluator on your performance. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the course material and exploit your personal experience.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. For your own record, retain a copy of all the assignment responses, which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments.

Keep duplicate copies of assignment responses of TMAs submitted to Study Centres. The Student Evaluation Division on demand. Also, maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises. If you do not get a pass grade in any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division at Headquarters.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your Study Centre with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

12.2 Term End Examination

As stated earlier, the term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts term end examinations twice a year i.e., in June and December. You can take the term-end examination (TEE) only after completing one year of study. The TEE for the 1st, 2nd years will be conducted at the end of each year.

A learner is permitted to appear in the TEE, subject to the following conditions:-

- Registration for the courses is valid and not time barred.
- Required number of assignments in the course has been submitted by the due date.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

In case you fail to get a pass score (40 % marks) in the Term End Examination, you will have to reappear at the next Term End Examination for that course within the total span of the programme.

SOME USEFUL ADDRESSES

During the course of your study, you might require some additional information about rules and regulations as well as how to resolve some of the issues in completing your studies at BAOU. You must know whom to contact for specific information. Here is a list of addresses and contact numbers and emails of offices in the University to contact for specific information or problem.

Sr. No.	Department's Name	Contacts	Mobile No.	Tele. No.	Email_Id
1	Head-Learner Support Centre	Dr. Hetal Gandhi	-	+91 7929796223	baou.lsc@baou.edu.in
	Co-Coordinator		+91 9978408 901	+91 7929796223	
2	Head-Admission Department	Dr. Hetal Gandhi	-	+91 7929796223	ssc@baou.edu.in
	Co-Coordinator	-	-	-	-
	Consultant	Mrs. Monika Gupta	+91 7572800 487 +91 9909038 676	+91 7929796224	admission.info@baou.edu.in
3	Assignment	Dr. Nitin Jadav Mr. Jivraj Zanpadiya Mr. Abhishek Pandya	+91 9978408 928	+91 7929796225	assignment@baou.edu.in
	Marksheet	Mr. Brijesh Barot	+91 8980814 948	+91 7929796225	marksheet.info@baou.edu.in
4	Special Learner Support Center Coordinator	Dr. Nigam Pandya	+91 9099945 622	+91 7929796223	slsc@baou.edu.in
	Co-Coordinator	Dr. Siddhi Trivedi			
5	Gurukul Model Learner Support Center Coordinator	Dr. Chetna Shah	+91 9978408 911	+91 7929796224	gurukul0001@baou.edu.in
	Co-Coordinator				
6	Scholarship	Mr. Ketan	-	+91	baou.scstcell@baou.edu

	Department (SC/ST Cell)	Makwana		7929796224	.in
7	Vocational and Professional courses	Ms. Priyanka Mochi			kmro@baou.edu.in
		Mr. Dhaval Sathavara	9825085 064	-	kmro@baou.edu.in
8	Help Desk	-	9909038 671	-	help@baou.edu.in
9	Exam and Admission	Mr. Keyur Trivedi	99090 38671	+91 7929796225	help@baou.edu.in

Most of the operations of the University are online. Wherever you are required to submit a hard copy, the University has made available different application forms on its website. Download these forms from the Student Zone of the University website.

PART II
SYLLABLES OF COURSE

MASTER OF ARTS IN JOURNALISM AND MASS COM (MJMC)

Detailed Course-Wise Syllabus

Master of Journalism and Mass Communication (MJMC)

Semester-1

Paper 1

Course Name: Basic English Language Skills for Mass Media - 1

Course Code: MJMC01

Units	Detailed Syllabus
Unit 1	Language is for Mass Communication, not Mass Destruction
	• History of language and communication
	• Typical errors in Indian English and how to avoid them.
	• Spoken English vs written English
	• How to use a dictionary
Unit 2	Nouns
	• Kinds of Nouns: Common Noun, Proper Noun
	• Countable Nouns, Uncountable Nouns
	• Common Mistakes to Avoid
	• What are nouns
Unit 3	Types of Noun
	• Concrete Noun
	• Abstract Noun
	• Collective Noun
	• Singular Noun; Plural Noun
Unit 4	Pronoun
	• Personal Pronoun
	• Reflexive Pronoun
	• Demonstrative Pronoun
	• Relative Pronoun
Unit 5	Adjectives 1
	• Possessive Adjective
	• Demonstrative Adjective
	• Interrogative Adjective
	• Indefinite Adjective
Unit 6	Adjectives 2
	• Distributive Adjective
	• Adjectives of Quality
	• Adjectives of Quantity
	• Adjectives of Comparison
Unit 7	Verbs
	• Compound Verbs
	• Transitive, Intransitive and Incomplete Verbs
	• Direct and Indirect Objects
	• Main or Principal or Lexical Verbs
	• Finite and non-finite verbs

Unit 8	Tenses, Verbs and Verbals – 1
	• Verbals
	• Participles
	• Gerunds
	• Infinitives
Unit 9	Tenses, Verbs and Verbals – 2
	• Forming and Using Verbs – The Irregular Verbs
	• Verb, Tenses and their Functions – Past, Present and Future
	• Model Verbs
	• Verb Moods
Unit 10	Adverbs
	• Comparison of Adverbs
	• Position of Adverbs
	• Function of Adverbs
	• Adverbs most often confused
Unit 11	Prepositions
	• Kinds of Prepositions
	• Prepositions of Place
	• Prepositions of Movement / Direction
	• Prepositions of Time
Unit 12	Conjunctions
	• Rules of Using Conjunctions
	• Co-ordinating Conjunctions
	• Sub-ordinating Conjunctions
	• Correlative Conjunctions
Unit 13	Interjections
	• Introduction to Interjections
	• Types of Interjections
	• Do's and Don't's
Unit 14	Articles
	• Determiners
	• Types of Determiners
	• Articles – Definite and Indefinite
	• Conclusion and Common Mistakes to Avoid

Paper 2

Course Name: Understanding Media, Mass Communication & Journalism

Course Code: MJMC02

Unit	Detailed Syllabus
Unit 1	Origins of Communication - 1
	• Disambiguation and Definitions: Understanding the meanings of all the terms – Communication, Mass Communication, Journalism, Media etc.
	• How communication could have started amongst the cave

	dwellers
	• How the languages evolved
	• How this led to formation of human society
Unit 2	Origins of Communication - 2
	• Birth of journalism-1. References from epics like Mahabharat and Ramayana. From Roman empire to ancient India and Mughal era.
	• Birth of Journalism-2. References from 17th to 20th century.
	• How Spectator and Tatler seen as pioneers of modern journalism.
	• Modern journalism – 20th century
Unit 3	The News and its Origins
	• What is news. All definitions and examples.
	• How and why it began – utility.
	• Qualities of news
	• Characteristics of news
Unit 4	Mass Media
	• What is Mass Media? How is it different from other forms of communication?
	• Evolution of non-print technologies and the birth of 'Media Communication - 1500w each
	• Theory – Medium and Message: Their changing definitions.
	• Relevance of Marshall McLuhan.
Unit 5	Purpose and Pursuits of Journalism
	• Is democracy the purpose? Upholding Equality, Liberty and Fraternity.
	• What it stands for? It stands for Truth, Watchdog, Crusaders, Anti-establishment, for the underdogs and human rights
	• Medium and Message in the changing times of social media.
	• Social Media – Threat or the biggest opportunity for mainstream professional journalists.
Unit 6	The Mediums of Communication
	• Text
	• Still Images

	• Moving Images
	• Auditory
Unit 7	Introduction to Allied Media Professions – I
	• Advertising
	• Copy writing
	• Public Relations
	• Corporate Communications
	• Advertising
Unit 8	Introduction to Allied Media Professions – II
	• Screenwriting (scripts, lyrics et al)
	• Writing web series
	• Documentary filmmaking
	• Editing - book editing
Unit 9	Understanding News
	• News and Society
	• How to read newspapers, watch TV and listen to Radio? How to interpret news?
	• Going beyond news in newspapers and TV.
	• Elements of news: the factor of eight
Unit 10	Audiences – Reader, Listener, Viewer
	• Meaning of the term Audience
	• Why does the audience matter
	• Customising content to audience requirement
	• Audience research
Unit 11	Paid News vs Fake News - I
	• What are Advertorials
	• Differentiating advertorials from advertisements
	• How and when did advertorials come into being and its recent

	examples
	• Understanding the philosophy of advertorials
Unit 12	Paid News vs Fake News - II
	• The significance of fake news
	• How are fake news different from gossip?
	• Recent examples of fake news and how they have impacted societies
	• How to identify fake news?
Unit 13	Theories of Mass Communication
	• Communication Models
	• Personal Influence Theory
	• Sociological Theories of Mass Communication
	• Normative Theories of Mass Media
Unit 14	The Inverted Pyramid
	• Origin of the term
	• Definition of Inverted Pyramid
	• Significance of the concept
	• Evolution of IP

Paper 3

Course Name: Media Occupations and Functions

Course Code: MJMC03

Unit	Detailed Syllabus
Unit 1	News Reporter
	• What does a reporter do?
	• Formal Qualifications Required
	• Reporting for print media – Job prospects and career growth
	• Reporting for the Audio-Visual Medium - Job prospects and career growth
Unit 2	Sub-Editor
	• What does a sub-editor do?
	• Qualifications and Skills needed

	• Nuances of language and vocabulary
	• Giving Headlines
Unit 3	Editor
	• What is the Job of an Editor
	• Formal Qualifications needed
	• The responsibilities of an editor – Libel etc
	• Inside the newsroom
Unit 4	Photographer
	• What does a photographer do in a news organisation
	• Skills and qualifications needed to be a photojournalist
	• The ability to explain an image in words
	• What is a news photograph
Unit 5	Technology for Television
	• Introduction to television as a medium of Mass Communicatio
	• Flow of work and terminologies for manpower allocation in a television channel
	• Introduction to a News Reader
	• Visuals and its importance for Television
Unit 6	Radio: Programming, Production
	• Radio as a medium of Mass Communication
	• Comparison of the Radio industry in India vis-a-vis other countries
	• Industry overview of the key Radio Channels in India
	• Introductions to Radio Programming
Unit 7	Radio: RJ, Podcast
	• Who is a Radio Jockey? Essential Skills
	• Legendary Radio Personalities
	• Introduction to Podcasts
	• Future of Radio in Digital Era
Unit 8	Blogging, Digital Mobile Publishing

	• Introduction to Blog
	• History and evolution of blogging and bloggers
	• Who is a blogger?
	• How to decide on the content of your blog
Unit 9	Designer - Illustration, Cartoonist, Graphic
	• Need for effective design in communication
	• Design for digital, video, audio and futuristic communication
	• When words are not enough, illustrations convey the message
	• Crunching GBs of data into a visual: Graphics
Unit 10	Advertising
	• Introduction to the term Advertising
	• Who does Advertising? Who needs it?
	• Communication Principles of Advertising
	• Introduction to Branding and Positioning
Unit 11	Public Relations & Corporate Communications
	• Introduction to the terms and differences between the two
	• Components of Public Relations
	• What is a PR Agency? What does it do?
	• Career Opportunities in PR: Entrepreneur - PR Agency
Unit 12	Social Media Marketing
	• Marketing in Social Media needs reorientation of skills
	• Using technology based SM platforms – Facebook, Twitter, Instagram and more.
	• It needs a strategy of audio, video and text
	• Generating engagement and handling backlash
Unit 13	Media Entrepreneurship
	• Days of Jobs and Freelance are changing into digital entrepreneurship
	• Content portals that feed others and self-run portals with own content
	• The art of surviving and thriving in low profit environments
	• Finding niche to grow
Unit 14	Screenwriting: Scripts, Lyrics, Dialogues
	• The essence of writing for the visual media

	• Think drama, think entertainment
	• Lyrics: Writing to the 'meter'
	• Dialogues: Films and Docu Drama

Paper 4

Course Name: **Understanding the Society and Issues**

Course Code: MJMC04

Unit	Detailed Syllabus
Unit 1	Sociology - Understand the social systems
	• Indian Family system • Education • Castes and divisions of classes – Gender • Professional Agriculture, labour, etc
Unit 2	Religion
	• How Religion as a social phenomenon • The Church, The Temple and The Mosque • Religions Laws • History of religious strife in Indian subcontinent
Unit 3	Digital Sociology
	• How technology has impacted the society - its implications and future of human society • Evolution of communities under the impact of technological development
Unit 4	Indian Political Systems - I
	• Parliament system • Elections in India • Constitutional bodies of India • Political offices like PMO, Rashtrapati Bhawan, CMOs and Governors.
Unit 5	Indian Political Systems – II
	• Administrative • Parliament • Judiciary • Media
Unit 6	Indian Democratic Institutions
	• Roles of autonomous institutions like Election Commission • Process of Election • CAG - role and importance • Niti Aayog (Planning Commission • Law Commission of India • Human Rights Commission of India • Women's Commission of India • SC-ST Commission of India, Census operations
Unit 7	The Budget
	• Macro Economics and Micro-Economics • How Budget is prepared

	• Why is it important to know for journalists • Budget and Taxation
Unit 8	Economic Institutions
	• The World Bank • IMF (International perspectives) • Indian Economics institutions: RBI, Economics Research Bureau: their roles, history and importance
Unit 9	International affairs
	• How the world operates? • Internationals institutions like UN, WHO, UNESCO, Red Cross • BRICS, NATO, ASEAN, SAARC, G-7 countries • Functions and impacts on the world order
Unit 10	Indian Social issues
	• Education (Primary Education, Secondary Education, University - Understand what is ailing it and what are the possible solutions)
Unit 11	Indian Social issues
	• Health (What ails India and how it can be cured? Manpower, infrastructure, urban rural issues and solutions)
Unit 12	Indian Socio Economic Issues
	• Agriculture • Monsoon
Unit 13	Indian Socio Economic Issues - Business and industry
	• Taxation: GST • Import Export Documentation
Unit 14	Indian Environmental
	• Indian policies and issues • Indian perspective on international treaties

Semester 2

Paper 1

Course Name: **Understanding the Society and Issues**

Course Code: MJMC05

Unit	**Detailed Syllabus**
Unit 1	Modifiers
Unit 2	Phrases
Unit 3	Sentences – I
Unit 4	Sentences - II
Unit 5	Error-free sentences

Unit 6	Constructing correct sentences - I
Unit 7	Constructing Correct Sentences – II
Unit 8	Composition Skills
Unit 9	Figures of Speech
Unit 10	Punctuation, Capitalisation and Ellipses
Unit 11	Essential Rules
Unit 12	The News Grammar
Unit 13	Paragraphs
Unit 14	Compositions Useful for Media

Paper 2

Course Name: Introduction to **Essential Social Sciences**

Course Code: MJMC06

Unit	**Detailed Syllabus**
Unit 1	Basics of Indian Mythology
Unit 2	Introduction to Indian Mythology – II
Unit 3	Sociology / Indian History
Unit 4	Modern Indian History
Unit 5	International Relations (Geopolitics)
Unit 6	Political Science
Unit 7	Theology + Symbolisms
Unit 8	Art Appreciation
Unit 9	Introduction to Archaeology
Unit 10	Basics of Philosophy
Unit 11	Introduction to Branches of Science
Unit 12	Introduction to Human Psychology
Unit 13	Anthropology
Unit 14	Artificial Intelligence

Paper 3

Course Name: **Reporting Skills: Text, Newspaper and Digital**

Course Code: MJMC07

Unit	**Detailed Syllabus**
Unit 1	Pre-Requisite: Critical Thinking
Unit 2	Understanding Reporting, what it does and purpose

Unit 3	Essential Skills needed for reporting - News Sense
Unit 4	Developing sources; Source maintaining; discretion
Unit 5	Objectivity, accuracy, verification and Balancing
Unit 6	Areas of reporting for local and traditional coverage - Beats for Routine Coverage
Unit 7	Press Conferences and quick bites
Unit 8	Interviews and One-on-ones
Unit 9	Do's and Don'ts for reporters
Unit 10	Areas of Interest for digital - global, featurish, breaking news etc
Unit 11	Emerging types of reporting
Unit 12	Specialisations - Investigative etc
Unit 13	Event coverage
Unit 14	Reporting and Social Media

Paper 4

Course Name: **Social Media: Content and Marketing**

Course Code: MJMC08

Unit	**Detailed Syllabus**
Unit 1	Social Media: Definition, Concepts and History
	• Introduction to the concept of social media • how it has changed since it started becoming a dominant force. • What is and what is not social media • Experiments that failed to cut ice.
Unit 2	Global Scenario
	• The prevailing global trends in different regions of the world. • Social media scenes in non-English-speaking regions especially China and Russia. • The holding patterns of social media behemoths and their place in the larger start-up world.
Unit 3	Indian Scenario
	How the social media scene in India developed and changed Financial aspects Numbers on users, usage, revenue
Unit 4	Social Media as Content Platform
Unit 5	Digital Strategy, Social Media and Technology
Unit 6	Social Media, Governance and Political Branding
Unit 7	Social Media and Brand Management
Unit 8	Social Media and Public Campaigns
Unit 9	Social Media Influencers
Unit 10	Expenditure on Social Media Outreach
Unit 11	Earning through Social Media
Unit	Social Media, Law and Ethics

12	
Unit 13	Case Studies
Unit 14	Future of Social Media

Semester 3

Paper 1: **From the cutting edge- Digital Journalism, Social Media, Immersive Media and MoJo – Mobile Journalism**

Unit 1	Foundations of Digital Medium
Unit 2	Understanding the digital audience
Unit 3	Journalism in the digital world
Unit 4	Digital Journalism vs Legacy media
Unit 5	Social media and Journalism
Unit 6	Video for the web, not the same as TV
Unit 7	Convergence
Unit 8	Blogging
Unit 9	New Realities: AR, VR and MR
Unit 10	Data Journalism
Unit 11	Radio and Podcast
Unit 12	Monetising Content: How content generates revenue
Unit 13	Mobile Journalism
Unit 14	Journalism and Artificial Intelligence
Paper 2	**Media Ethics and Challenges**
Unit 1	Ethics, Morals & Values - Definition and Contemporary Understanding
Unit 2	Introduction to Ethical thinking + Wrong, improper, illegal, immoral, inappropriate
Unit 3	Understanding Ethics, Why do they matter - Tenets of Ethics - Honesty,

	accuracy, diversity, compassion, independence, accountability
Unit 4	Media as upholder of Values
Unit 5	Regulation and Self-Regulation, Industry and Quasi govenrment institutes
Unit 6	Personal conscience, Trust and Deceit, misleading and misinforming
Unit 7	Connections, Financial Pressure, Self-Censorship and Ethical dilemmas
Unit 8	Conflict of Interest
Unit 9	How to solve the moral dilemma: Balancing Act
Unit 10	Privacy vs transparency
Unit 11	Sensationalisation vs Sensitivity
Unit 12	Corrections and Clarifications
Unit 13	Plagiarism, Verification and Attribution
Unit 14	The Freedom of Expression and Media Laws in India
Paper 3	**Reporting Skills: Audio-Visual Media (TV, Radio and Digital AV/ Podcast)**
Unit 1	Understanding Broadcast: How a TV news channel works
Unit 2	Think Visual: Reporting for the visual medium
Unit 3	Planning & Ordering: Elements of Storyboard
Unit 4	Conduct of TV reporter in field
Unit 5	Writing the script for your news story
Unit 6	Documentary Film-making
Unit 7	Radio Journalism: News on the airwaves - global scenario
Unit 8	Reporting skills needed for Radio Journalism
Unit 9	The essentials of Radio interviewing and debates
Unit 10	Community Radio

Unit 11	How to create news & special news / debates videos for web
Unit 12	News Podcasts: The essentials
Unit 13	How to generate News content for AR
Unit 14	How to generate News content for VR
Paper 4	**Types of Writing**
Unit 1	News Reports
Unit 2	Digital Reports
Unit 3	TV Scripts
Unit 4	Copywriting for Advertising
Unit 5	Business Reports
Unit 6	Feature Reports
Unit 7	Column
Unit 8	Analysis
Unit 9	Travelogues
Unit 10	Interviews
Unit 11	Long Form
Unit 12	Business Writing
Unit 13	Research Papers
Unit 14	Writing for non-news visual medium

Semester 4

Paper 1

Course Name: **Editing - Production for TV, Sub-editing text, Radio and Digital**

Course Code: MJMC13

Unit	**Detailed Syllabus**
Unit 1	What is News Editing?
Unit 2	Style - why use a style book

Unit 3	Copy Editing
Unit 4	Fact Checking and verification
Unit 5	Revision and Rewriting
Unit 6	Demystifying 'The Desk': Tasks and Responsibilities
Unit 7	Legal and Ethical aspects of sub-editors
Unit 8	Post Production for TV - Concept of Output Desk + Planning a Bulletin
Unit 9	From Storyboard to RFA: Various stages of processing
Unit 10	Research, History, Perspective, Data, Special Effects et al to add value
Unit 11	Podcasts
Unit 12	Radio Programming
Unit 13	Voice Overs: Radio and Commercial promotions
Unit 14	Editing for Books

Paper 2

Course Name: **Specialisations of Journalism (Beat Reporting)**
Course Code: MJMC14

Unit	**Detail Syllabus**
Unit 1	Crime and Legal
Unit 2	Politics, Government and bureaucracy
Unit 3	Civic and Urban Issues
Unit 4	Gonzo Journalism
Unit 5	Education
Unit 6	Defence Journalism, War Reporting
Unit 7	Business, Finance and Markets
Unit 8	International Relations
Unit 9	Environment, Wildlife, Science
Unit 10	Health, Wellness, Food
Unit 11	Culture - Arts, Dance, Theatre, Entertainment - Films, Fashion
Unit 12	Sports
Unit 13	Developmental Journalism
Unit 14	Travel Reporting and Travelogues

Paper 3

Course Name: **New Age Storytelling**

Course Code: MJMC15

Unit	Detailed Syllabus
Unit 1	Story of Storytelling

Unit 2	Reimagining Storytelling in the Digital Age
Unit 3	Process: Technology, Technique, Reach
Unit 4	Audience: Creator, Consumer & Narrator
Unit 5	Platforms & Resource for Online Storytelling
Unit 6	Offline Storytelling
Unit 7	Gaming
Unit 8	Branding
Unit 9	Non-Fiction
Unit 10	Fiction
Unit 11	Glocal Storytelling
Unit 12	NAST as industry
Unit 13	Story of the Future
Unit 14	Narratives

Paper 4

Course Name: **Filmmaking**

Course Code: MJMC18

Unit	Detail Syllabus
Unit 1	Films as Art: Creativity, Technology, Business
	• The Art of Film • Science/Mechanics of the Movie • Production of a Movie – Scripting and Funding, Preparation, Shooting, Assembly • Roles in Film Production • Modes of Production • Distribution and Exhibition • Websites and DVDs
Unit 2	Film Form
	• Film as Form • Form as System • Form vs. Content • Form as Feeling and Meaning • Conventions and Experience • Websites and DVDs
Unit 3	Narrative Filmmaking
	• Plot and Story • Cause and Effect • Time • Space • Analysis of a Film from Narrative Point of View • Websites and DVDs

Unit 4	Mis-en-Scene
	• What is mise-en-scene? • Aspects of Mise-en-scene – Staging, Setting, Lighting, Costume and Makeup • Time and Space in Mise-en-scene • Narrative function of Mise-en-Scene • Websites and DVDs
Unit 5	Cinematography
	• The Photographic Image • Grammer of the Shot • Five Cs • Painting with Light • Color in Visual Storytelling • Websites and DVDs
Unit 6	Editing
	• Dimensions of Film Editing • Grammar of the Edit • Continuity Editing • Alternatives to Continuity Editing • Decisive Moment • Websites and DVDs
Unit 7	Sound
	• Art of Sound • Fundamentals of Film Sound • Dimensions of Film Sound • Sound Analysis of a Film • Websites and DVDs
Unit 8	Cinematic Style
	• The concept of Style • Analyzing Film Style • Style and the Filmmaker • Style and the Audience • Stylistic Analysis of a Film • Website and DVDs
Unit 9	Film Genres
	• Understanding genre • Defining a genre • Genre History • Social Functions of Genre • Film Analysis of a specific Genre • Websites and DVDs
Unit 10	Documentary, Experimental and animated Films
	• Documentary as a Concept • Types of Documentaries

	• The Thin Line • Forms within Documentaries • Experimental Film • Animated Film • Websites and DVDs
Unit 11	Film Criticism
	• Classical Narrative • Alternative Narratives • Documentary form and style • Form Style and Ideology • Websites and DVDs
Unit 12	Writing a Critical Analysis of Films
	• Developing a thesis • Segmenting a Film • Outstanding instances of Film technique • Organizing and Writing • Sample Analysis • Websites and DVDs
Unit 13	World Cinema
	• Early Cinema • Classical Cinema • German Expressionism • French Impressionism and Surrealism • Soviet Montage • Italian Neorealism • French New Wave • Indian Cinema • Independent Filmmaking/Contemporary Indian Cinema • Websites DVDs
Unit 14	Producing a Film
	• What does a Producer do • Skills required to be a Producer • Training required to be a Producer • Producer's role during Pre-Production • Producer's role during Production • Producer's role during Post-production • Marketing and Distribution • Revenue generation • Producing as a Career option • Websites and DVDs

PART- III

CENTER LIST

CENTER LIST (MASTER DEGREE PROGRAAMME)				
No.	**Courses**	**Center Code**	**Study Center**	**Contact**
1.	MJMC, MHD, MSO, MGT,MLIS	0001	Dr. Babasaheb Ambedkar Open University,Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.	--
2.	MJMC, MHD, MSO, MGT,MLIS	0101	L.D.Arts College, Amrut Modi School of Management Campus, Opp. Andhajan Mandal, Vastrapur, Ahmedabad-380015	- Emailbaou.0101@baou.edu.in
3.	MJMC, MHD,	0102	Smt. A. P. Patel Arts College & Late Shri N. P. Patel Commerce College, Naroda, Ahmedabad-382330.	Pro. Incharge Shri J.B.Patel Mobile9978408702, 9825054490 Emailbaou.0102@baou.edu.in
4.	MJMC, MHD, MSO, MGT	0111	Shri D. C. M. Arts & Commerce College, Viramgam, Dist. Ahmedabad-382150.	Co-Ordinator Shri Vipul Rajpuria Mobile9978408705, 9428043850 Emailbaou.0111@baou.edu.in
5.	MJMC, MGT.	0121	Shri H.K. Arts College, Ashram Road, Ahmedabad-380009.	Co-Ordinator Shri Subhasbhai Brahmbhat Mobile9978408708,

				9898718969, 9824251430 Emailbaou.0121@baou.edu.in
6.	MJMC, MHD, MSO, MGT	0127	Shri Swaminarayan Arts College, Shah-e-alam, Tolnaka, Gita Mandir Road, Ahmedabad-380022.	Co-Ordinator Shri D.D. Vekariya Mobile9426186980 Emailbaou.0127@baou.edu.in
7.	MJMC, MHD, MSO, MGT	0128	Umiya Arts College Bhagwat Vidyapith Road, Near Sarkhej - Gandhinagar Highway, Sola, Ahmedabad, Gujarat 380060	Dr. Rameshbahadur Singh S Kshatriya, DR. MANISH CHUDASAMA Mobile9998931902, 8460569771 Emailbaou.0128@baou.edu.in
8.	MJMC, MHD, MSO, MGT	0150	Hindi Bhasha Prachar, C/o Sheth C.L. Commerce College, Nr. Church, Opp. Sonaria Block, Rakhial Road, Ahmedabad-380021.	Pro. Incharge Shri H.G. Agraval Mobile9978408715, 9426356575 Emailbaou.0150@baou.edu.in
9.	MJMC, MHD, MSO, MGT	0175	Gujarat Arts & Science College, Ellisbridge, Ahmedabad-380006.	Co-Ordinator Shri A.S. Rothod Mobile9824514744 Emailbaou.0175@baou.edu.in
10.	MJMC, MHD, MSO, MGT, MLIS	0179	SILVER OAK COLLEGE OF ENGNEERING AND TECHNOLOGY, AHMEDABAD,382481	- Emailbaou.0179@baou.edu.in
11.	MJMC, MHD, MSO, MGT	0204	Smt. Santaben Haribhai Gajera, Shaikshanik Sankul, Chakkargadh Road, Amreli-365601.	Pro. Incharge Dr. V.M. Ramani Emailvimalkamani@rediffmail.com, www.amrelisankul.org

12.	MJMC, MHD, MSO, MGT	0205	Shri G.M. Bilakhia College of Arts & Commerce College, At. Vanda, Ta. Savarkundla, Dist. Amreli-367525.	Pro. Incharge Shri P.P. Bhaliya Mobile9978408723, 9998912528, 9879461313 Emailbaou.0205@baou.edu.in
13.	MJMC, MHD, MSO, MGT	0219	Amreli Sub Jail, Amreli-365601.	Pro. Incharge Shri K.R. Teraiya Emailbaou.0219@baou.edu.in
14.	MJMC, MHD, MSO, MGT	0220	Government Arts and Commerce College, Jafarabad, Amreli- 365540	- Emailbaou.0220@baou.edu.in
15.	MJMC, MHD, MSO, MGT,MLIS	0401	Nalini-Arvind & T.V. Arts College, At & Po. Vallabh Vidyanagar, Dist. Anand-388120	Dr. M.G. Mansuri / Dr. B.M. Zala / Dr. M.D. Mishra Mobile9825018196 / 9316686628 Emailbaou.0401@baou.edu.in
16.	MJMC, MHD, MGT	0416	Patel J.B.R. Arts, Patel A.M.R. Commerce & Patel J.D.K.D. Science College, Near Civil Court, At. Borsad, Dist. Anand-388450.	Pro. Incharge Shri V.N. Bhoi Mobile9428490388 Emailbaou.0416@baou.edu.in
17.	MJMC, MHD, MSO, MGT	1701	Shri S. K. Shah & Shrikrushan O. M. Arts College, At. Ta. Modasa, Dist. Sabarkantha-383315.	Co-Ordinator Dr. P.R. Sinh Mobile9727612356 Emailbaou.1701@baou.edu.in
18.	MJMC, MHD, MSO, MGT	1708	Arts College, At. Shamlaji, Ta. Bhiloda, Dist. Arvalli(N.G.)	Emailbaou.1708@baou.edu.in
19.	MJMC, MGT	1710	Mahila Arts & Commerce College, Dhansura, Sabarkantha	Gopalkrishna Solanki Mobile9426333438 Emailbaou.1710@baou.edu.in

20.	MJMC, MHD, MSO, MGT	1732	Modasa Sub Jail, At. & Po. Modasa, Dist. Arvalli	Pro. Incharge Shri S.S. Panchal Emailbaou.1732@baou.edu.in
21.	MJMC, MHD, MSO, MGT	1734	Government Arts & Commerece College, At.Ta. MJMChraj, Arvalli	-Emailbaou.1734@baou.edu.in
22.	MJMC, MHD, MSO, MGT,MLIS	1001	Nutan Bharti, At.& Po. Madana(Gadh), Dist. Banaskantha-385519.	Co-Ordinator Dr. K.R. Vohra Mobile9428757532, 9427262957 Emailbaou.1001@baou.edu.in
23.	MJMC, MHD, MSO, MGT,MLIS	1002	R. R. Mehta College of Science & C.L. Parikh College of Commerce, At & Po.Palanpur, Dist. Banaskantha-385001.	Co-Ordinator Shri M.M. Chaudhry Mobile9428023124 Emailbaou.1002@baou.edu.in
24.	MJMC, MHD, MSO, MGT	1016	Shri U. H. Chaudhari Arts College, Vadgam, Palanpur Highway, Banaskantha	- Emailbaou.1016@baou.edu.in
25.	MJMC, MHD, MSO, MGT	1021	Palanpur District Jail, At & Po.Palanpur, Dist. Banaskantha.	Pro. Incharge Shri J.R. Taral Emailbaou.1021@baou.edu.in
26.	MJMC, MHD, MSO, MGT	1027	Government Arts College Amirgadh (Sarkari Vinayan College, Amirgadh)	Co-Ordinator
27.	MJMC, MHD, MSO, MGT	1029	Shri Ambaji Commerce College, Danta Road, Kumbhariya-Ambaji, Ta. Danta, Dist. Banaskantha	-
28.	MJMC, MHD, MSO, MGT	1030	A.P. Trivedi Arts, Commerce and Science College, Khorda, Po. Jetda, Thrad-Dessa Highway, Ta. Tharad, Dist, Banaskantha-385535	-

29.	MJMC, MHD, MSO, MGT	1112	Bharuch Sub Jail, Bharuch-390002.	Pro. Incharge Shri D.D. Prajapati Mobile9426759111 Emailbaou.1112@baou.edu.in
30.	MJMC, MHD, MSO, MGT,MLIS	1201	Shikshan Shashtra Bhavan, Near University Karyalay, Bhavanagar University, Bhavnagar-364002.	Co-Ordinator Shri J.P. Maiyani Emailbaou.1201@baou.edu.in
31.	MJMC, MHD, MSO, MGT, MLIS	1209	K.R. DOSHI BSW COLLEGE, PLOT NO. 1335, K.R. DOSHI VIDYA SANKUL, OPP- TV KENDRA, BHAVNAGAR	-
32.	MJMC, MHD, MSO, MGT	1220	Bhavnagar District Jail, Bhavnagar.	Pro. Incharge Shri M.I. Shekh Mobile9727430342, 9898251993 Emailbaou.1220@baou.edu.in
33.	MJMC, MHD, MSO, MGT	1223	Gopinathji Mahila Arts and Commerce College, Sihor, Bhavnagar	-Emailbaou.1223@baou.edu.in
34.	MJMC, MHD, MSO, MGT, MLIS	0901	Navjivan Arts & Commerce College, Jhalod Road, Dahod-389151	Co-Ordinator Shri G.G. Sangada Mobile9978408755, 9879159020 Emailbaou.0901@baou.edu.in
35.	MJMC, MHD, MSO, MGT	0902	Y. S. Arts K. S. Shah Commerce College, At. & Po. Devgadh Bariya, Dist. Dahod-389380.	Pro. Incharge Shri R.N. Suthar Mobile9427492471, 9426353320, 9228219426 Emailbaou.0902@baou.edu.in

36.	MJMC, MHD, MSO, MGT	0907	Co-ordinator, Gurjar Bharti Mahila B.Ed. College, Manorath Banglow,Prakruti Nagar,Dahod-389151.	Shri Anilbhai Matabhai Paragi Emailbaou.0907@baou.edu.in
37.	MJMC, MHD, MSO, MGT	0501	Government Arts College, Sector-15, Gandhinagar-382016.	Co-Ordinator Shri N.H. Mistry Emailbaou.0501@baou.edu.in
38.	MJMC, MHD, MSO, MGT	0510	Shri P.H.G. Municipal Arts & Science College,Near Ambikanagar highway,Vakhariya Campus, Kalol, Dist. Gandhinagar-382721.	Co-Ordinator Dr. H.K. Solanki Mobile9979031668 Emailbaou.0510@baou.edu.in
39.	MJMC, MSO, MGT	0529	Shri P.K. Chaudhari Mahila Arts College, Sector-7, Gandhinagar-382007.	Pro. Incharge Smt. Gitaben Chaudhry Mobile9978408743, 9824745250 Emailbaou.0529@baou.edu.in
40.	MJMC, MHD, MSO, MGT	0731	Shri Swaminarayan B.Ed. College, At.Po. Prabhas-Patan, Ta. Veraval, Dist. Gir Somnath	- Emailbaou.0731@baou.edu.in
41.	MJMC, MHD, MSO, MGT	0612	Jamnagar District Jail, Jamnagar-361008.	Pro. Incharge Shri N.G. Baria Emailbaou.0612@baou.edu.in
42.	MJMC, MHD, MSO, MGT	0613	Vidyasagar Infotech College, Silver Plaza, 7 Patel Colony, Nr. Deep Bhavan, Jamnagar - 361008	-Emailbaou.0613@baou.edu.in
43.	MJMC, MHD, MSO, MGT	0701	Shri Shardagram Arts & Commerce College, At.Ta. Mangrol, Dist. Junagadh-362225.	Co-Ordinator Dr. H.D. Zankat Mobile9978408746, 9898272742, 9904129337 Emailbaou.0701@baou.edu.in

44.	MJMC, MHD, MSO, MGT	0710	Shri K.D.Barad Smark Sanchalit Arts & Computer Science College,Mu.Shiloj, Kodinar Highway,Ta.Una,Ji.Junagadh-362540	Pro. Incharge Shri V.P. Barad Mobile9978408748, 9974662966, 9904114907 Emailbaou.0710@baou.edu.in
45.	MJMC, MHD, MSO, MGT	0715	Shri Sardar Patel Education Trust Sanchalit Mahila Arts & Commerce College, Joshipura, Dist. Junagadh-362002.	Sanjaykumar G. Dhanani Mobile7383601125 Emailbaou.0715@baou.edu.in
46.	MJMC, MHD, MSO, MGT	0716	Smt. V. M. Chandera Arts College, At. Loej, Ta. Mangrol, Dist. Junagadh-362225.	Pro. Incharge Shri R.K. Vada Mobile9978408750, 9978056662, 9824514215 Emailbaou.0716@baou.edu.in
47.	MJMC, MHD, MSO, MGT	0412	Shri Virpur Mahila Utkarsh Mandal, At. Virpur, Dist. Kheda-388265.	Pro. Incharge Smt. Lilaben B. Mobile9925163115 Emailbaou.0412@baou.edu.in
48.	MJMC, MHD, MSO, MGT	0418	Kheda Arts College, Nationl highway No.8, Kheda-387411.	Co-Ordinator Shri Dineshchandra C. Bhatt Mobile9428647172 Emailbaou.0418@baou.edu.in
49.	MJMC, MHD, MSO, MGT	0431	Nadiad District Jail, At. Nadiad, Dist. Kheda-387002.	Pro. Incharge Shri N.A. Desai Mobile9909014796 Emailbaou.0431@baou.edu.in
50.	MJMC, MHD, MSO, MGT	0432	C.B.Patel Arts College, College Campas, College road, At. Nadiad, Dist. Kheda-387001.	Pro. Incharge Dr. M.R. Patel Mobile9824043050 Emailbaou.0432@baou.edu.in

51.	MJMC, MHD, MSO, MGT	0434	Government Arts & Commerce College, Kathlal, Dist. Kheda	- Email0434@baou.edu.in
52.	MJMC, MHD, MSO, MGT, MLIS	0301	J.B. Thakkar College of Commerce, At & Po. Bhuj, Dist. Kutch-370001.	Co-Ordinator Pro. Sarang Dave Mobile9429810822 Emailbaou.0301@baou.edu.in
53.	MJMC, MHD, MSO, MGT, MLIS	0302	Tolani Commerce College, At. Adipur, Dist. Kutch-370001.	Co-Ordinator Prof. Gaurav Thakor Mobile8732939627 Emailbaou.0302@baou.edu.in
54.	MJMC, MGT, MSO, MHD	0304	Sheth Surji Vallabhdas Arts and Commerce College, Nagalpur Road, Mandvi-Kutch	Pro. Incharge Dr. Chandrakant Patel Mobile9904038620, 9824878123 Emailbaou.0304@baou.edu.in
55.	MJMC, MHD, MSO, MGT	0308	Bhuj Palara Jail, At & Po. Bhuj, Dist. Kutch.	Pro. Incharge Shri S.R. Rabari Emailbaou.0308@baou.edu.in
56.	MJMC, MHD, MSO, MGT	0309	Shri S.D. Shethiya College of Education, Mundra, Kutch	-Emailbaou.0309@baou.edu.in
57.	MJMC, MHD, MSO, MGT, MLIS	1301	Municipal Arts & Science College, At & Po. Nagalpur, Dist. Mahesana-384002.	Co-Ordinator Shri V.J. Vaidh Emailbaou.1301@baou.edu.in
58.	MJMC, MHD, MSO, MGT	1302	The Kheralu Nagrik Sahkari Bank Limited, Arts & Commerce College, At & Po. Kheralu, Dist. Mahesana-384325.	Co-Ordinator Dr. N.K. Vankar Mobile9978408776, 9825268183, 9429319109

				Emailbaou.1302@baou.edu.in
59.	MJMC, MHD, MSO, MGT	1304	Shri M. M. Shah Mahila Arts College, Opp. Petrol Pump, At. & Po. Kadi, Dist. Mahesana-382615.	Co-Ordinator Dr. P.V. CHAUDHARI Mobile9427677331 Emailbaou.1304@baou.edu.in
60.	MJMC, MHD, MGT, MLIS	1310	Shri Sarvjanik Kelvani Mandal, Vidya Sankul, Near Arvind Baug, Dist. Mahesana-384001.	Shri Ghanshyambhai k. Gadhvi Mobile7490808290 Emailbaou.1310@baou.edu.in
61.	MJMC, MHD, MSO, MGT	1313	Smt. R. M. Prajapati Arts College, At.& Po. Satlasna, Dist. Mahesana-384330.	Pro. Incharge Shri J.N. Barot Mobile9586326111,9426362329 Emaildryayeshbaror@yahoo.co.in artscollegesatlasana@gmail.com
62.	MJMC, MHD, MSO, MGT	1331	Mahesana District Jail, Mahesana-380002.	Pro. Incharge Shri I.V. Chaudhry Mobile9825492131 Emailbaou.1331@baou.edu.in
63.	MJMC, MHD, MSO, MGT	1333	M. N. College, Visnagar, Mahesana	-Emailbaou.1333@baou.edu.in
64.	MJMC, MHD, MSO, MGT, MLIS	1335	Revaba Sarvjnik Education college, Maheshana	-Emailbaou.1335@baou.edu.in
65.	MLIS, MJMC, MHD, MSO, MGT	1336	Suvidha Education Trust,Heduva(Rajgar), Becharaji Road,Ta.Dist. Mehsana-384002	-Emailbaou.1336@baou.edu.in

66.	MJMC, MHD, MSO, MGT	1337	Utthan, B.S.W. College,Veda,Mehsana-382855	-Emailbaou.1337
67.	MJMC, MHD, MSO, MGT	1338	Shri Amardeep Educational Trust Sanchalit B. Ed College,Pilvai, Vijapur, Mahesana 382850	-Emailbaou.1338@baou.edu.in
68.	MJMC, MHD, MSO, MGT	1735	Kamlaben Chhabildas Sheth Arts College, At.Ta. Birpur, Dist. Mahisagar	-
69.	MJMC, MHD, MSO, MGT	1739	C. & S. H. Desai Arts and L. K. L. Doshi Commerce College,Balasinor, Mahisagar	-
70.	MJMC, MHD, MSO, MGT	1446	Matrushri Vrajkuvarben Maganlal Maheta, Technical, At.Po.Ta. Vankaner, Morbi	-Emailbaou.1416@baou.edu.in
71.	MJMC, MHD, MSO, MGT	1449	Parangat B.Ed. College, Maharshi Gurukul Campus, Ranakpur Road, Halvad, Dist. Morbi-363330	-Emailbaou.1449@baou.edu.in
72.	MJMC, MHD, MSO, MGT	1523	Rajpipla Sub Jail, At. Rajpipla, Dist. Narmada.	M. L. Gamara Mobile9228220554 Emailbaou.1523@baou.edu.in
73.	MJMC, MHD, MSO, MGT	2301	M. R. Arts & Sci. College, Rajpipla, Dist. Narmada-393145.	Co-Ordinator Shri K.B. Shidha Mobile8866861697 Emailbaou.2301@baou.edu.in
74.	MJMC, MHD, MSO, MGT	1023	Navsari Sub Jail, Navsari-396445.	Pro. Incharge Shri L.M. Rathod Emailbaou.1023@baou.edu.in
75.	MJMC, MHD, MSO, MGT	0908	Godhara Sub Jail, At. Godhara, Dist. Panchmahal-389001.	Pro. Incharge Shri H.D. Gameti Emailbaou.0908@baou.edu.in

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81.	MJMC, MHD, MSO, MGT	2412	Government Arts and Commerce College, At.Po. Sami, Patan	Emailbaou.2412@baou.edu.in
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83.	MJMC, MSO, MGT	2414	Mahrshidayanad Arts and Commerce College, Baspa, Ta-Sami, Dist-Patan 384245	Emailbaou.2414@baou.edu.in
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86.	MJMC, MHD, MSO, MGT	1904	Porbandar District Jail, Porbandar.	Pro. Incharge Shri H.B. Rajrav Emailbaou.1904@baou.edu.in
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90.	MJMC, MHD, MSO, MGT	1440	Morbi Sub Jail, At. & Po. Morbi, Dist.Rajkot.	Pro. Incharge Shri V.B. Chuhan Emailbaou.1440@baou.edu.in
91.	MJMC, MHD, MSO, MGT	1441	Gondal Sub Jail, At. & Po. Gondal, Dist. Rajkot.	Pro. Incharge Shri R.K. Thakor Emailbaou.1441@baou.edu.in

92.	MJMC, MHD, MSO, MGT	1443	Shri Arjunlal Hirani College of Journalism & Performing Arts, At.Po. Rajkot, Ta.Dist. Rajkot	-
93.	MJMC, MHD, MSO, MGT	1445	Shri G.K. & C.K. Bosmiya Arts & Commerce College, Jetpur, Rajkot	-Emailbaou.1445@baou.edu.in
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97.	MJMC, MHD, MSO, MGT	1703	Sheth H. P. Arts & Talod S. M. Commerce College, At. Ta. Talod, Dist. Sabarkantha-383215.	Co-Ordinator Shri K.J. Desai Mobile9426354151 Emailbaou.1703@baou.edu.in
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100.	MJMC, MHD, MSO, MGT	1731	Himatnagar Sub Jail, At. & Po. Himatnagar, Dist.	Pro. Incharge Shri R.S. Bhuriya

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101.	MJMC, MHD, MSO, MGT	1733	M.M. Chaudhari Arts College, Rajendranagar, Sabarkantha	- Emailbaou.1733
102.	MJMC, MHD, MSO, MGT	1736	Government Arts & Commerce College, Jadar, Ta. Idar, Dist. Sabarkantha	-
103.	MJMC, MHD, MSO, MGT	1737	Arts College Androkha, At.Po. Androkha, Ta. Vijaynagar, Dist. Sabarkantha	-
104.	MJMC, MHD, MSO, MGT	1738	Asian Institute of Technology, At.Po.Ta. Vadali, Sabarkantha	-Emailbaou.1738@baou.edu.in
105.	MJMC, MHD, MSO, MGT	1740	Experimental College of Education, Railway, Station Rd, Prantij, Dist-Sabarkatha-383205	-Emailbaou.1740@baou.edu.in
106.	MJMC, MHD, MSO, MGT	1801	Sir K. P. College of Commerce, Athva Lines, Surat-395001.	Co-Ordinator Shri S.R. Vasave Mobile9429015187 Emailbaou.1801@baou.edu.in
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108.	MJMC, MHD, MSO, MGT	1828	J.Z. Shah Arts & H.P. Commerce College, Amroli, Surat	-Emailbaou.1828@baou.edu.in
109.	MJMC, MHD, MSO, MGT	1829	Government Science College, Vankal, Surat	-Emailbaou.1829@baou.edu.in

110.	MJMC, MHD, MGT	1831	1831-Agarwal Vidya Vihar English Medium College, Vesu-Abhwa Road, Surat-395007	-Emailbaou.1831@baou.edu.in
111.	MJMC, MHD, MSO, MGT	2001	Shri M. P. Shah Commerce College, Surendranagar-360578.	Co-Ordinator Manishbhai H. Shah Emailbaou.2001@baou.edu.in
112.	MJMC, MHD, MSO, MGT	2017	Surendranagar Sub Jail, Surendranagar.	Pro. Incharge Shri N.U. Baraiya Emailbaou.2017@baou.edu.in
113.	MJMC, MHD, MSO, MGT	2018	Government Arts College, Ta. Chotila, Surendranagar	-Emailbaou.2018@baou.edu.in
114.	MJMC, MHD, MSO, MGT	2019	Pujy L.M. Vora College of Arts and Commerce College, Sayla, Surendranagar	-Emailbaou.2019@baou.edu.in
115.	MJMC, MHD, MSO, MGT, MLIS	2020	Shri Swami Vivekanand College, Opp. I.T.I., Nr. Bus Stand, Surendranagar-363001	-
116.	MJMC, MHD, MSO, MGT	2021	Sanskruti College of Management, Surendranagar-363002	-Emailbaou.1021@baou.edu.in
117.	MJMC, MHD, MSO, MGT	1802	Smt. R. P. Chauhan Arts & Smt. J. K. Shah & Shri K. D. Shah Commerce College, At. & Po. Vyara, Dist. Tapi-394650.	Co-Ordinator Shri B.N. Patel Mobile9879083635 Emailboau.1802@baou.edu.in
118.	MJMC, MHD, MSO, MGT	1506	Shri Natvarsinhji Arts & Science & Commerce College, At.Po.Ta. Chhota Udepur, Dist. Vadodara-391165.	Co-Ordinator Shri V.M. Patel Mobile9426761789, 9426399980 Emailbaou.1506@baou.edu.in

119.	MJMC, MHD, MSO, MGT	1517	Sheth T. C. Kapadia Arts & Commerce College, At. Ta. Bodeli, Dist.Vadodra-391135.	Pro. Incharge Shri B.M. Solanki Mobile9979249818 Emailbaou.1517@baou.edu.in
120.	MJMC, MHD, MSO, MGT	1524	Chhota Udepur Sub Jail, At. & Po. Chhotaudepur, Dist. Vadodara.	Pro. Incharge Shri P.B. Vasava Emailbaou.1524@baou.edu.in
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122.	MJMC, MHD, MSO, MGT	1526	Savali Taluka Kelvani Mandal, Savali, Vadodara	-Emailbaou.1526@baou.edu.in
123.	MJMC, MHD, MSO, MGT	1527	Late M.C. Parmar B.Ed. College, At.Po. Ankhol, Khtamba, Ta.Dist. Vadodara	-
124.	MJMC, MHD, MSO, MGT	1528	Parul Institute of Engineering & Technology (Diploma Studies), At.Po. Limda, Ta. Waghodia, Dist. Vadodar-391760	- Mobile9328920061 Emailbaou.1528@baou.edu.in
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PROGRAMME GUIDE FOR

Bachelor of Science

Information Technology (B.Sc. IT)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad – 382481, Gujarat
Operator: +917929796223,24,25 +912717297170 | Toll Free No.: 18002331020
Email: office.scs@baou.edu.in | Web: https://baou.edu.in/

Electronic version of the prospectus

is also available for download at:

https:/.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115, dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 B.Sc. IT Programme Objectives

The knowledge and skills required to plan, design and build complex application software systems are highly valued in all industry sectors including business, health, education and the services. The basic objective of the Bachelor of Science - Information Technology is to provide to the country a steady stream of competent young men and women with the necessary knowledge, skills and foundations for acquiring a wide range of rewarding careers into the rapidly expanding world of Information Technology.

In today's Global Economic scenario highly skilled versatile professionals with all-round approach for problem solving is need of the hour. Bachelor of Science - Information Technology program of Dr. Babasaheb Ambedkar Open University, Ahmedabad wishes to create such professionals.

Working people who wish to improve their professional skills, Persons deprived of higher education in young age and aspiring to improve their qualifications now

Objectives:

- ✓ The Bachelor of Science - Information Technology Program is designed to equip post graduate learners with an integrated set of skills that will allow them to develop their professional careers in this area of information technology.
- ✓ The focus of the program is to equip learners with the theoretical and practical that is necessary to enable them to practical knowledge in the design of complex Computer applications/science.
- ✓ The program not only presents the knowledge in the design and implementation of computer applications but also prepares learners to embrace future developments in the field and has a demonstrated professional relevance.
- ✓ The focus of the program is on skills that are not normally imparted to learners during their course and that will develop post graduate's capacity as leaders in the field.
- ✓ Thus, the Bachelor of Science - Information Technology program is intended to prepare post graduates to pursue careers in industry, as software engineers, to establish their own consulting or software development companies.
- ✓ In the ever-changing scenario of information technology, the program helps the learners to acquire the latest skills and build their future capabilities using world-class technology. At the end of this program, the learner will possess strong foundation of computer system and Information Technology.
- ✓ Dexterity in advanced programming languages; Power to build sophisticated software for wide area of applications.
- ✓ Skills to work with higher end applications in Internet Technologies; also managerial ability to analyze, design, develop and to maintain software development.

1.2 Duration of the Programme

The Bachelor of Science - Information Technology programme (B.Sc. IT) is of minimum 3 years to be completed in 6 semesters. However, the maximum duration for completion of the programme is 8 years as stated below:

Minimum Duration: 3 years

Maximum Duration: 8 years

1.3 Programme Fee

- For Three Years Bachelor Degree Course The Bachelor of Science - Information Technology programme (B.Sc.IT) Programme, learners will have to pay Rs 7500/- per semester, it has six semesters and for one year it costs Rs. 15000. Total would be Rs. 45000/- for three year programme.
- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms

1.4 Medium of Instruction

The medium of instruction is **English**. The course material is also available in **English**

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 Recognition

- BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
- Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115,dt. 14/1/1994
- Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.7 Learner Support Services

The learner support services available in the The Bachelor of Science - Information Technology programme (B.Sc. IT) Programme include the following:

I. Self-Learning Materials covering the entire syllabi,
II. Counselling sessions at study centers/ learner support centres,
III. Access to library services at study centers
IV. Access to University's Library "Vivekananda"
V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.
VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.
VII. SWADHYAY TV and SWADHYAY Radio : Audio- Video programmes are made available online on university's official website through SWADHYAY TV.
VIII. E- SLM: An e-learning portal named OMKAR has been launched by the university. (http://baou.edu.in/kp/omkar/)It is digital repository where the study materials are uploaded for the learners.
IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost
X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

XI. VANDE Gujarat Educational Channel: University broadcasts live/ recorded content on Government of Gujarat's educational channel number 16 VANDE (Video Audio Network for Development and Education) Gujarat.

XII. Virtual Classroom: A classroom without walls, a Virtual Classroom, facilitates web based learning in an interactive mode. Dr. Babasaheb Ambedkar Open University has established six virtual classrooms across Gujarat and two more is to be established soon. A distance learner gets a feel of face to face interaction like a conventional classroom setting with facilities like hand rising to ask queries, chatting and power point presentation. A group of learners can be benefitted by interacting with a domain expert present at any remote location of the world. Software facilitates easy recording, retrieving and archival.

XIII. Educational Apps: Five Indigenously designed android mobile educational apps for providing vital information about the university have also been launched. Apps made available by BAOU on Google Play Store.

1.8 Newsletter

BAOUNewsletter can be accessed at https://baou.edu.in/news-announcements

1.9 How to contact the B.Sc. IT Program Coordinator

Learners may contact the **B.Sc. IT** Programme Coordinator by sending a communication through email to the **B.Sc. IT** Programme Coordinator at scs.bscit@baou.edu.in or School of Computer Science, Dr. Babasaheb Ambedkar Open University, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481.

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

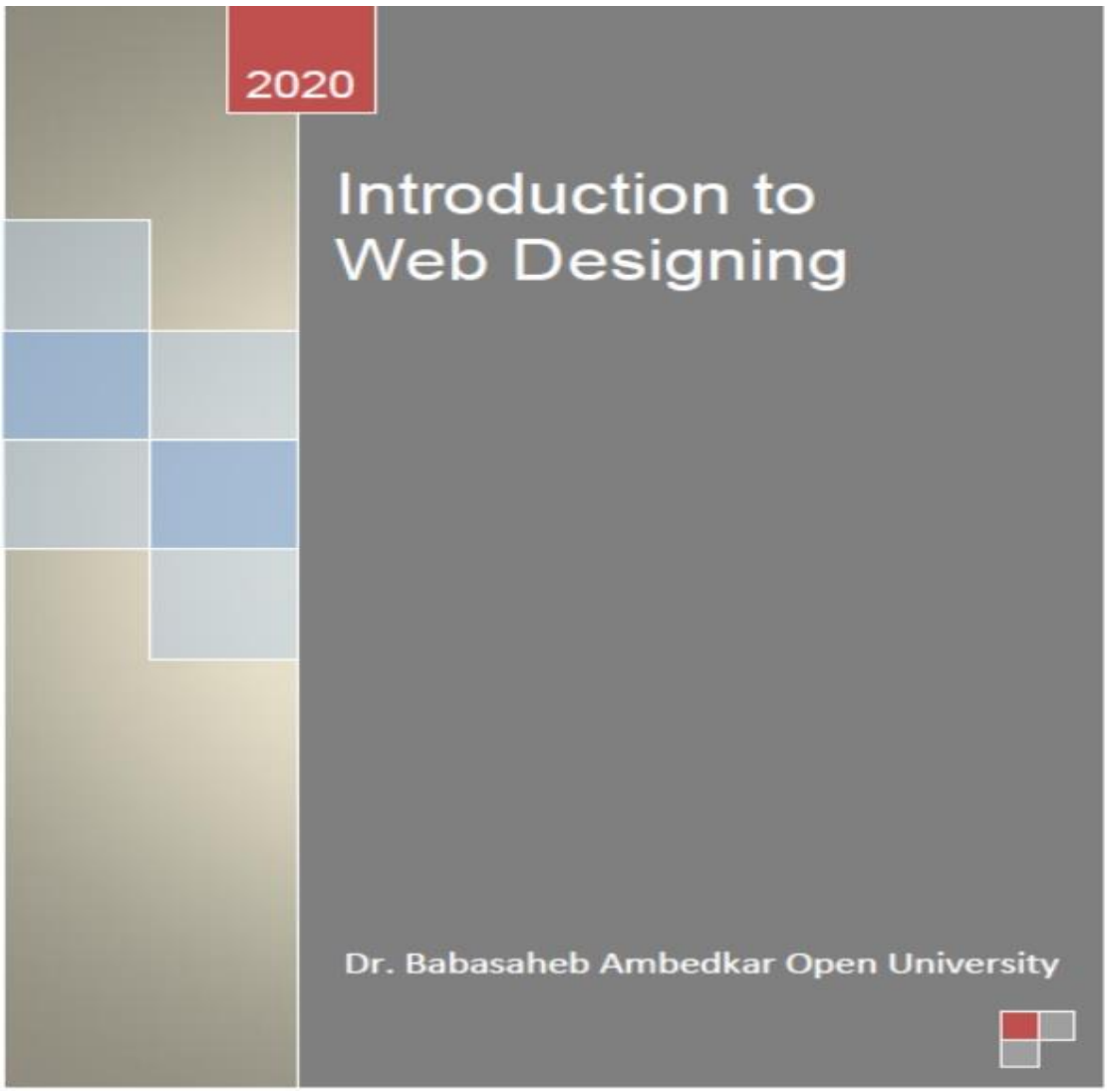
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

2.1 Print Material (Self Learning Material)

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-SLM

E Book are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E-SLM.



1.1 LEARNING OBJECTIVE

After studying this unit student should be able to:

- Emerging applications of Internet from Its History
- Able to differentiate Internet – Intranet - Extranet
- Types of Internet Connection
- Layout of desktop called Topology of Computer Network

1.2 INTRODUCTION TO INTERNET

In the early days, most people just used the internet to search for information. Today's internet is a constantly evolving tool that not only contains an amazing variety of information, but also provides new ways of accessing, interacting and connecting with people and content. As a result, new terms are constantly appearing as new technologies are introduced.

Figure-1 Applications of Internet

The internet is the most cost-effective communications method in the world, in which the following services are instantly available:

- Email

3

2.3 Video Material

BAOU produces high quality audio-visual content at State of the art full HD “Chaitanya” studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

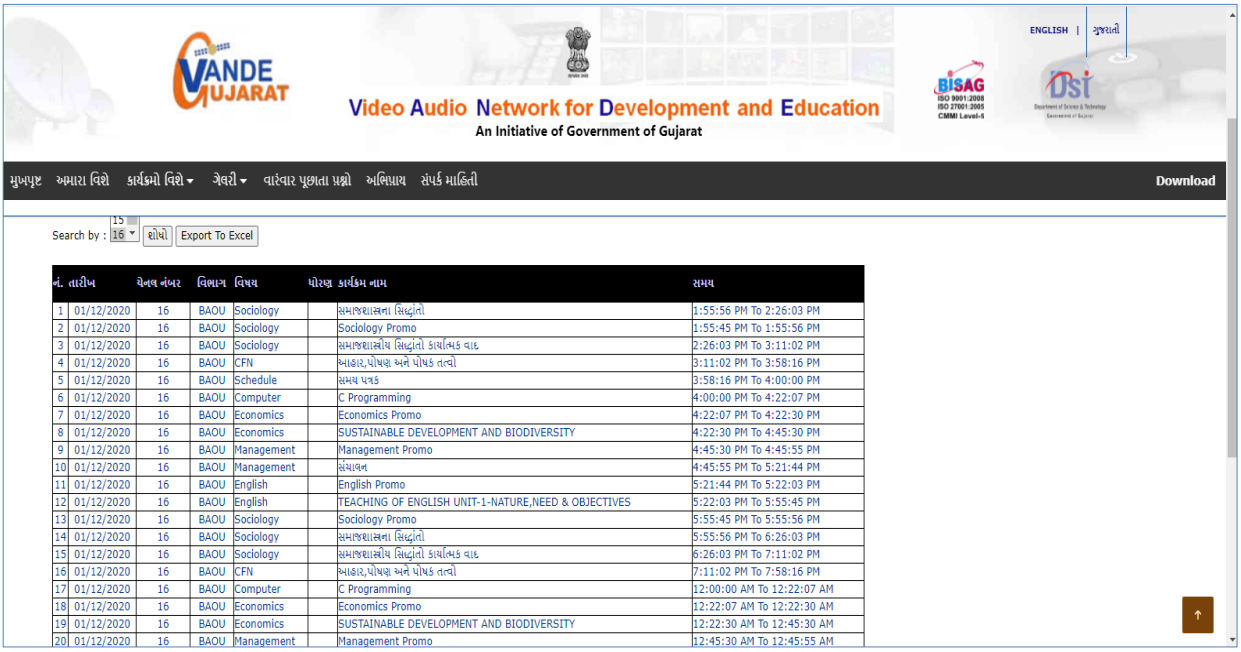
Below is the weblink to watch the video lecture: http://14.139.122.10/swadhyaytv/Default.aspx

2.4 Vande Gujarat

Government of Gujarat, under the "Vande Gujarat" program, undergraduate education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.

Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx

Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx



નં.	તારીખ	ચેનલ નંબર	વિભાગ	વિષય	ઘોરણ	કાર્યક્રમ નામ	સમય
1	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રના સિદ્ધાંતો	1:55:56 PM To 2:26:03 PM
2	01/12/2020	16	BAOU	Sociology		Sociology Promo	1:55:45 PM To 1:55:56 PM
3	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	2:26:03 PM To 3:11:02 PM
4	01/12/2020	16	BAOU	CFN		આહાર,પોષણ અને પોષક તત્વો	3:11:02 PM To 3:58:16 PM
5	01/12/2020	16	BAOU	Schedule		સમય પત્રક	3:58:16 PM To 4:00:00 PM
6	01/12/2020	16	BAOU	Computer		C Programming	4:00:00 PM To 4:22:07 PM
7	01/12/2020	16	BAOU	Economics		Economics Promo	4:22:07 PM To 4:22:30 PM
8	01/12/2020	16	BAOU	Economics		SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	4:22:30 PM To 4:45:30 PM
9	01/12/2020	16	BAOU	Management		Management Promo	4:45:30 PM To 4:45:55 PM
10	01/12/2020	16	BAOU	Management		સંચાલન	4:45:55 PM To 5:21:44 PM
11	01/12/2020	16	BAOU	English		English Promo	5:21:44 PM To 5:22:03 PM
12	01/12/2020	16	BAOU	English		TEACHING OF ENGLISH UNIT-1-NATURE,NEED & OBJECTIVES	5:22:03 PM To 5:55:45 PM
13	01/12/2020	16	BAOU	Sociology		Sociology Promo	5:55:45 PM To 5:55:56 PM
14	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રના સિદ્ધાંતો	5:55:56 PM To 6:26:03 PM
15	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	6:26:03 PM To 7:11:02 PM
16	01/12/2020	16	BAOU	CFN		આહાર,પોષણ અને પોષક તત્વો	7:11:02 PM To 7:58:16 PM
17	01/12/2020	16	BAOU	Computer		C Programming	12:00:00 AM To 12:22:07 AM
18	01/12/2020	16	BAOU	Economics		Economics Promo	12:22:07 AM To 12:22:30 AM
19	01/12/2020	16	BAOU	Economics		SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	12:22:30 AM To 12:45:30 AM
20	01/12/2020	16	BAOU	Management		Management Promo	12:45:30 AM To 12:45:55 AM

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV“ and “Swadhyay Radio”. These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University. The Dr. Babasaheb Ambedkar Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between the learners andtheir tutors/counsellors is relatively less. If learners have doubt they can avail the sessions to clarify their doubts that may not be possible through any other means ofcommunication. It also provides learnerswith an opportunity to meet their fellow students.There are academic counsellors at the Study Centres to provide Counseling and guidance to themin the courses that they have chosen for study. Normally, these sessions will be held at the studycentres on Saturdays and Sundays.The Learner should note that the Counseling sessions would be very different from the classroomteaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In thesecomputer labs, the participants will have the facility to use the computer and software packagesrelevant to the syllabus.

2.6.3 Practical Training and Practical Manual: Towards the end of the third year of study, a learner will be examined in the course "Project Work".

Project Work may be done individually or in groups in case of bigger projects. However if project is done in groups, each learner must be given a responsibility for a distinct module and care should be taken to monitor the progress of individual learner.

Learner should take guidance from an internal guide and prepare a Project report on "Project Work" in 2 copies to be submitted to the Project Co-ordinator. Wherever possible, a separate file containing source code listings should also be submitted.

The Project Work should be of such a nature that it could prove useful or be relevant from the commercial / management angle. The project report will be duly assessed by the Internal guide of the subject and marks will be communicated by the Director to the University after receiving the Seat numbers from the University along with marks of the internal credit for theory and practical to be communicated for all other courses.

The project report should be prepared in a format prescribed by the University which also specifies the contents and the method of presentation.

The project work will carry 80 marks for internal assessment and 120 marks for external viva. The external viva shall be conducted by a minimum of two external examiners.

Project Work can be carried out in the Institute or outside with prior permission of the Institute. The external viva-voce examination for Project Work would be held in March/April of the second year of study, by a panel of two external examiners.

Every learner of Bachelor of Science - Information Technology has to undergo a project assignment (industrial training). The training would exclusively focus on software development in commercial application areas. The Project should be aimed at implementing all analysis, designing and programming tools that have been learnt in the course curriculum.

Practical Manuals are provided to the learners which are as follows:

BCAIT–102 Introduction to Programming using C

List of Programs

1 Write a C–Program in which all variables of different types are present. Initialize and print all variables.
2 Write a program to find greatest number from given 3 numbers using conditional operators.
3 Write a program to accept the string having spaces between words and print it on the console.
4 Write a program to accept string having spaces and new–line (enter) till user is not pressing Ctrl+z and Enter. Print the string in Console.
5 Write a program to check whether the given number is Magic number or not.
6 Write a program to find transpose of given 3*3 matrix.
7 Write a program to store name of your friends in the table of string and print them.
8 Write a program in which user defined function isprime(), takes an integer number and return 1 if the number passed to it is a Prime number, else retrun 0 if it is not a Prime number.
9 `Write a program to use following structure.

```
struct employee
{ int emp_code;
 char name[10];
 struct date { int dd, mm, yy; } dob, doj, doa;
float salary;
} x[5];
```

Store the employee details and print it on screen.
10 Write a program to implement singly link list.
11 Write a program to copy a text file.

Guidelines to learners (LAB):

- Equipment in the lab for the use of learner's community. Learners need to maintain aproper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with completed exercises while entering the lab.
- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.
- Use of computer network is encouraged.

2.6.4 Project Guidelines:

The project work constitutes a major component in most of the professional programmes and it is to be carried out with due care and should be executed with seriousness by the candidates.

Type of Project: As majority of the students are expected to work out a real life project in some industry/research and development laboratories/educational institutions/software companies, it is suggested that the project is to be chosen which should have some direct relevance in day-to-day activities of the candidates in his/her institution. Students are encouraged to work in the areas listed at the end. However, it is not mandatory for a student to work on a real life project. The student can formulate a project problem with the help of Guide.

Project Proposal (Synopsis): The project proposal should be prepared in consultation with your guide. The project proposal should clearly state the project objectives and the environment of the proposed project to be undertaken. The project work should compulsorily include the software development. The project proposal should contain complete details in the following form:

1. Title of the Project
2. Introduction and Objectives of the Project
3. Project Category (RDBMS/OOPS/Networking/Multimedia/Artificial Intelligence/Expert Systems etc.)
4. Analysis (DFDs at least up to second level , ER Diagrams/ Class Diagrams/ Database Design etc. as per the project requirements).
5. A complete structure which includes:
   - ✓ Number of modules and their description to provide an estimation of the student"s effort on the project.
   - ✓ Data Structures as per the project requirements for all the modules.
   - ✓ Process Logic of each module.
   - ✓ Testing process to be used.
   - ✓ Reports generation (Mention tentative content of report)
6. Tools / Platform, Hardware and Software Requirement specifications
7. Are you doing this project for any Industry/Client? Mention Yes/No. If Yes, Mention the Name and Address of the Industry or Client
8. Future scope and further enhancement of the project.

2.6.5 Counselling Session Details:

Subject wise Number of Counselling Sessions (Theory/Lab)			
Subject Code	**Subject Name**	**Credits Point**	**No. of Counselling Sessions**
BCAIT-101	Communication Skills	4	3
BCAIT-102	Introduction to Programming using C	6	4
BCAIT-103	Office Automation Tools	6	3
BCAIT-104	Fundamental of Operating System	6	4
BCAIT-105	Computer Fundamentals	4	3
BCAIT-201	Database Management System	6	4
BCAIT-202	Financial Accounting and Management	4	4

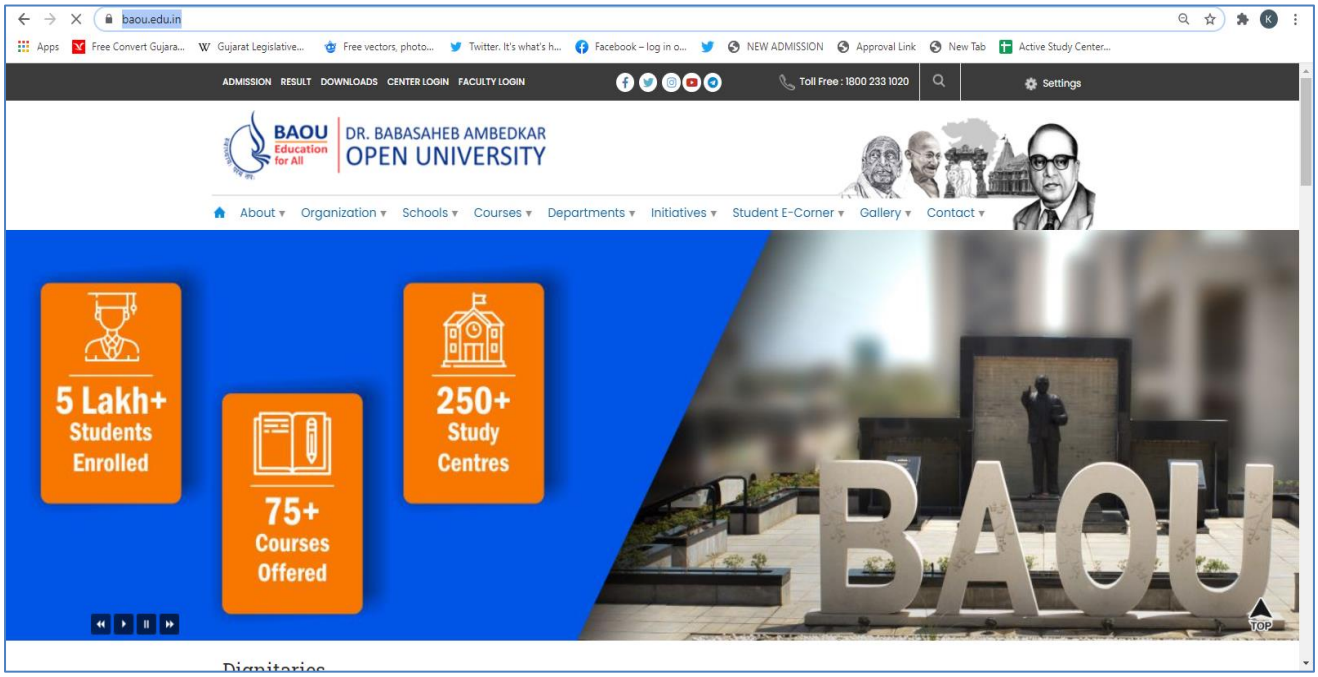
BCAIT-203	Data Structure	6	4
BCAIT-204	Object Oriented Programming using C++	6	4
BCAIT-205	System Analysis and Design	4	3
BCAIT-301	Relational Database Management System	6	4
BCAIT-302	Computer Networks	4	4
BCAIT-303	Software Engineering	4	3
BCAIT-304	Object Oriented Programming using Java (Core Java)	6	4
BCAIT-305	Introduction to Web Designing	6	4
BCAIT-401	Digital Electronics	4	3
BCAIT-402	Client Server Architecture and Interface	6	3
BCAIT-403	Computer Oriented Numerical Method	4	4
BCAIT-404	Introduction to Algorithms	4	4
BCAIT-405	Introduction to Python Programming	6	4
BCAIT-501	Advanced Java	6	4
BCAIT-502	Distributed Operating System	4	4
BCAIT-503	Statistical Methods	4	4
BCAIT-504	System Software	4	3
Elective-1	Any one of BCAIT-601 or BCAIT-602	4	10
Elective-2	Any one of BCAIT-603 or BCAIT-604	4	10
BCAIT-605	Internship cum Software Development Project - I	12	12

Note: For BCAIT - 605 course number of counselling sessions will be as per the requirement of the learners.

3. Browsing BAOU's Website

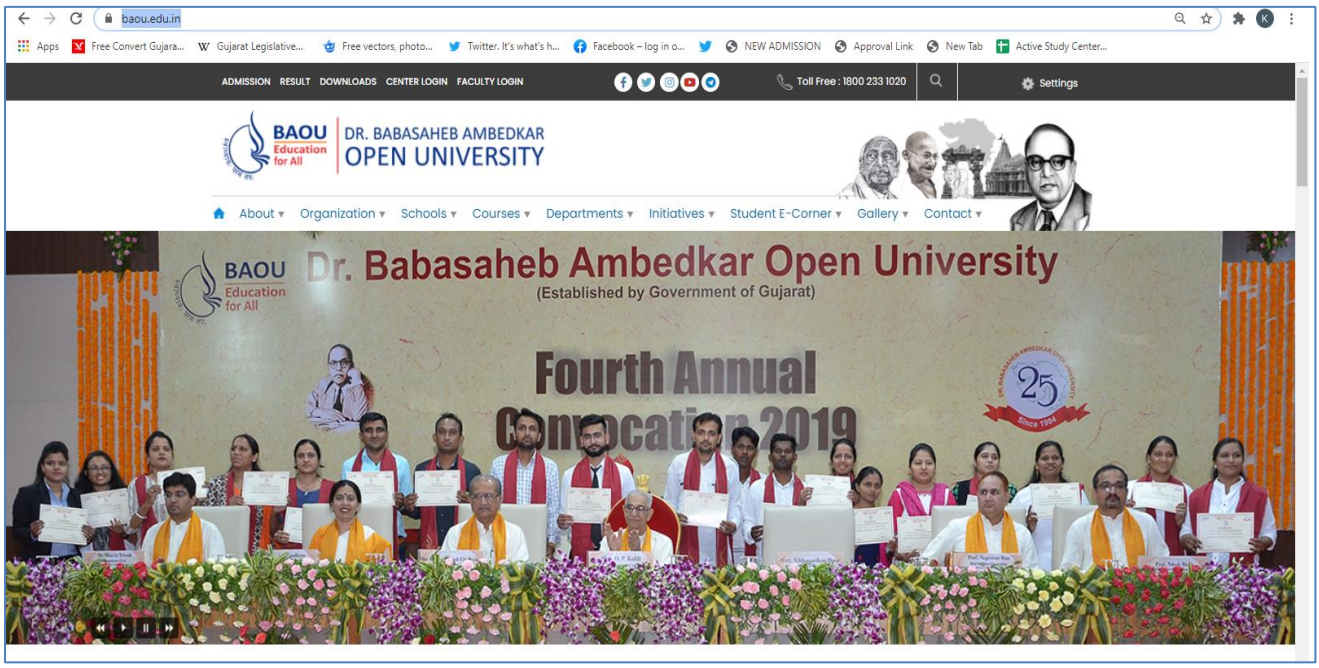
BAOU Website URL : https://baou.edu.in/

3.1 Navigation from Home Page

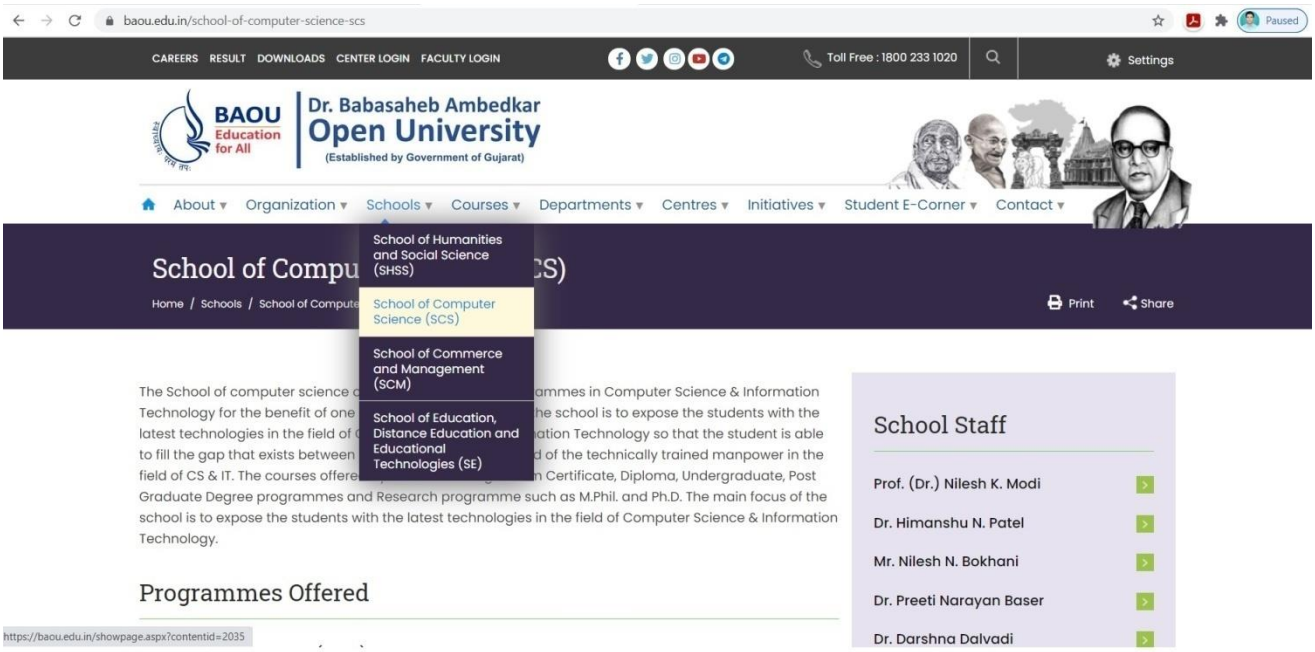


3.2 Navigation of B.Sc. IT pages

Step-1 : Visit https://baou.edu.in/ website.



Step-2 : Click on 3rd Section which is "School" menu, Click on "School of Computer science" which displays various courses under SCS.



4. Bachelor of Science - Information Technology (B.Sc. IT)

Programme Structure

Sub Code	Subject Name	Credit	
		Theory	Practical
Semester – I			
BCAIT-101	Communication Skills	4	
BCAIT-102	Introduction to Programming using C	4	2
BCAIT-103	Office Automation Tools	4	2
BCAIT-104	Fundamental of Operating System	4	2
BCAIT-105	Computer Fundamentals	4	
		20	6
Semester – II			
BCAIT-201	Database Management System	4	2
BCAIT-202	Financial Accounting and Management	4	
BCAIT-203	Data Structure	4	2
BCAIT-204	Object Oriented Programming using C++	4	2
BCAIT-205	System Analysis and Design	4	
		20	6
Semester – III			
BCAIT-301	Relational Database Management System	4	2
BCAIT-302	Computer Networks	4	
BCAIT-303	Software Engineering	4	
BCAIT-304	Object Oriented Programming using Java (Core Java)	4	2
BCAIT-305	Introduction to Web Designing	4	2
		20	6

Semester – IV			
BCAIT-401	Digital Electronics	4	
BCAIT-402	Client Server Architecture and Interface	4	2
BCAIT-403	Computer Oriented Numerical Method	4	
BCAIT-404	Introduction to Algorithms	4	
BCAIT-405	Introduction to Python Programming	4	2
		20	4
Semester – V			
BCAIT-501	Advanced Java	4	2
BCAIT-502	Distributed Operating System	4	
BCAIT-503	Statistical Methods	4	
BCAIT-504	System Software	4	
		16	2
Semester – VI			
Elective-1	Any one of BCAIT-601 or BCAIT-602	4	
Elective-2	Any one of BCAIT-603 or BCAIT-604	4	
BCAIT-605	Internship cum Software Development Project - I		12
		8	12

Total Credit Points: 140

5. Evaluation Scheme

The final total assessment of the candidates is made in terms of an internal assessment and an external assessment for each course.
There are two types of evaluations, continuous and term end examination. The weightage for both componets is given below

1) Continuous Evaluation Weightage : 30%
2) Term End Exam Weightage : 70%

Continuous Evaluation : It Will be evaluated based on assignment. Students have to prepare two Tutor marked Assignments (TMA) for each paper. Students need to keep one copy of Tutor marked Assignments (TMA) with them and they have to submit original copy of Tutor Marked Assignments (TMA) to their learner support center before appearing the exam and should take a receipt of assignment submission. Students have to collect assignment after evaluation from their learner support center.

Term End Exam : For each paper the term end exam weightage will be of 70% of total marks. Students can appear for the term end exam of semester after submitting the required assignments for all papers. If student is not successful in the paper then student can give the exam of that paper in next term end exam within stipulated period of time as per their conveniences.

Passing Criteria: The standard of passing in any paper is to secure 40% in continuous evalution(TMA) as well as in term end examination (TEE)

The Evaluation procedure will be the same as followed by the university.

- ✓ Each paper shall have a weightage of 30% marks for Internal assessment (assessment through assignments) and 70% marks for semester end exams, unless otherwise stated.
- ✓ Examination will be conducted at the end of each semester i.e. during May/June and also in December/January.
- ✓ Every candidate must secure 40% marks in each head of passing.
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. General Instructions for assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing skills as well. The word limits for answering most of the assignment questions depending on the marks. There are short question type and long question types. It is advisable to keep the following points in mind:

First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusionas well. The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission. It is advisable to write each answer tidily and underscoring the points you want to highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:

Dr. Babasaheb Ambedkar Open University

Course Name: _____

Subject Code: _____

Subject Name: _____

Name of Student: _____

Enrollment No.: _____

Name of the Study Centre: _____

Study Centre Code: _____

Date of Submission :_____

III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is apart of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit theassignment. Without submission of the assignment students will not allowed to seatfor the examination.

6. Other Useful Information

6.1 Requirement to seat in term end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates

6.8 Learner's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

6.10 Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

6.11 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

6.12 Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

7. Some Useful Address

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Lab Manual / I-Card	Concerned Study Center or Student Support Section /Admission Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or Student Support Section /Admission Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
3	Collecting Study Material (Self Learning Material)	Concerned Study Center or Material Distribution Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
4	Bonofide Certificate	Concerned Study Center or Student Support Section / Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
5	Exam / Hall-Ticket	Concerned Study Center or Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
6	Marksheet / Transcript / Migration / Degree Certificate	Concerned Study Center or Examination Department Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
7	Scholarship	Concerned Study Center or Scholarship Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020

8	Assignments / Assignment Submission	Concerned Study Center or Assignment Department Dr. Babasaheb Ambedkar Open University, 'JYOTIRMAY' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
9	Submission of Project Reports	Concerned Study Center or Student Support Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020
10	Prospectus	Concerned Study Center or Student Support Section Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, S G Highway, Chharodi, Ahmedabad: 382 481 Phone: Operator: +917929796223, 24, 25 +912717297170 Toll Free No.: 18002331020

8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper

Subject Name	:	**Introduction to Computer Network**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Draw the cables: Twisted pair and fiber optic cables
2. Describe difference between asynchronous and synchronous sockets.
3. Explain NetBIOS System in detail.
4. Write a code for the connection less server class in java for socket programming.
5. Explain fault detection mechanism and also differentiate fault management and fault monitoring.

Section B

Answer the following (Attempt any four) **(20)**

1. Write a note on HP-UX I/O Cards
2. Describe TCP protocol operation in detail.
3. Explain how configuration management differs from configuration file management.
4. Differentiate Network latency and bandwidth.
5. Explain the pros and cons of IEEE Standards in detail.
6. Explain the method of establishing socket connection.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which one of the following extends a private network across public networks?

A local area network B virtual private network
C enterprise private network D enterprise private network

2 Two devices are in network if

A a process in one device is able to exchange information with a process in another device
B a process is running on both devices
C PIDs of the processes running of different devices are same
D none of the mentioned

3 This layer is an addition to OSI model when compared with TCP IP model

A Application layer B Presentation layer
C Session layer D Both Session and Presentation layer

4 Transport layer is implemented in

A End System B NIC
C Ethernet D None of these

5 In OSI model, when data is sent from device A to device B, the 5th layer to receive data at B is

A Application Layer B Transport Layer
C Link Layer D Session Layer

6 In asynchronous serial communication the physical layer provides

A start and stop signaling B flow control
C both start & stop signaling and flow control D none of the mentioned

7 Connection establishment in TCP is done by which mechanism?

A Flow control B Three-Way Handshaking
C Forwarding D Synchronization

8 _____can be referred to as logical collection of workstations and servers that do not belong to a domain.

A WORKGROUPs B Nodes
C Work stations D Node Workgroup

9 When the Server Socket accepts a connection, it creates a _____ that encapsulates the connection.

A Socket object B Main socket
C Socket D All of these

10 _____ensures that connections are made and maintained between computers.

A TCP B PPP
C SMTP D All of these

Part – B (Do as Directed) **(10)**

1 Which layer is responsible for process-to-process delivery?

2 Which routing algorithm can be used for network layer design?

3 _____ is an alternative wireless network technology, which followed a different development path than the 802.11 family.

4 The _____range of a wireless radio only partially relates to the speed of a wireless network.

5 Match Column A with B

Column A	Column B
802.11i	54 Mbps standard, 2.4 GHz signaling
802.11g	Wireless access for the vehicular environment
802.11p	security improvements for the 802.11 family

6 Define Virtual Circuit.

7 How SPP-over-IP Works?

8 The server receiving the PAN connection must have the PAN-NAP profile _____.

9 Match Column A with B

Column A	Column B
ICMP	Simple network management allows network administration to connect to and manage network devices.
SNMP	A descendant of RIP that increases its speed and reliability
OSPF	Handles errors and sends error messages for TCP/IP.

10 Define Repeater.

9. Forms and Enclosures

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF DUPLICATE I-CARD

1. NAME : ……
2. COURSE : …… SEMESTER/YEAR : ……
3. ENROLLMENT NO. ……..CENTER CODE : ……..
4. STUDENT ADDRESS : ……..

   ……

   ……PIN NO. : ……..
5. FEE DETAILS : (The fee for Duplicate I-Card is Rs.25/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : …… DD Date : ……
   Issuing Bank : ……

Date :…… (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
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APPLICATION FORM FOR ISSUE OF TRANSCRIPT

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for 5 Copy Transcript is Rs.500/- which is to be paid through Demand Draft in favour of 'Dr. Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

Dr. Babasaheb Ambedkar Open University

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'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
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APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Migration Certificate is Rs.100/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. Passport Size Photo

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂા 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમાં ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જૂન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા. _____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઇ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઇલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અં. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : (ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણ નો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે)

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિધાર્થીની સહી

અરજી નીચેના સરનામે મોકલવાની રહેશે

પ્રતિ, નિયામકશ્રી (વિધાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

બેચલર ઓફ લાયબ્રેરી સાયન્સ (BLIS)

અભ્યાસક્રમ માર્ગદર્શિકા

પ્રોગ્રામ ગાઈડ

Bachelor of Library and Information Science

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
(Established by Government of Gujarat)
'Jyotirmay' Parisar,
Dr. Babasaheb Ambedkar Open University Marg,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481

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અભ્યાસક્રમ લક્ષ્યાંક

ગુજરાત રાજયના સમગ્ર ભૌગોલિક વિસ્તારને આવરી લેતી રાજ્યની એકમાત્ર ઓપન યુનિવર્સિટી બેચલર ઓફ આર્ટસના અભ્યાસક્રમ દ્વારા વિનયન વિદ્યાશાખામાં અંગ્રેજી, ગુજરાતી, હિન્દી, સંસ્કૃત, સમાજશાસ્ત્ર , ઈતિહાસ તથા રાજયશાસ્ત્ર ,જાહેર વહીવટ, બેચલર ઓફ લાયબ્રેરી એન્ડ ઇન્ફોર્મેશન સાયન્સ જેવા વિષયોમાં સ્નાતક પદવીનો અભ્યાસક્રમ ચલાવે છે.

યુ.જી.સી **DEB ODL** અધિનિયમ **-2017** અન્વયે વખતોવખત મળેલ માર્ગદર્શિકા તથા યુનિવર્સિટીના સર્વોચ્ચ સત્તામંડળની મંજૂરી અન્વયે રચાયેલી વિવિધ વિષય સમિતિઓ દ્વારા અભ્યાસક્રમનું ઘડતર થાય છે.

ઉચ્ચ શિક્ષણ પ્રાપ્ત કરવા ઈચ્છુક, પ્રવેશપાત્રતા ધરાવનાર કોઇપણ જિજ્ઞાસુ દૂરવર્તી શિક્ષણ પધ્ધતિથી , સ્થળ – સમયના બંધનોથી મુક્ત રહીને સ્નાતક પદવી પ્રાપ્ત કરી શકે છે.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીમાંથી સ્નાતક પદવી પ્રાપ્ત કરનાર વિદ્યાર્થી યુ.જી.સી. માન્યતા પ્રાપ્ત કોઇપણ યુનિવર્સિટીમાં અનુસ્નાતક કક્ષાએ અભ્યાસ કરીને સંબંધિત વિષયમાં શૈક્ષણિક કારકિર્દી આગળ વધારી શકે છે. સ્નાતક પદવી આધારિત કારકિર્દી નિર્માણ કે રોજગારીની તકો માટે તે યુ.જી.સી માન્ય દરેક યુનિવર્સિટીના સ્નાતક પદવી મેળવનારની સમકક્ષ સમાન તક ધરાવે છે.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના ઉદ્દેશો

- અત્યાધુનિક સંચાર માધ્યમો, માહિતી પ્રસારણ તથા જ્ઞાન સંપાદનની અનેકવિધ શકયતાઓને ઉચ્ચ શિક્ષણ ક્ષેત્રે લાગુ કરી વ્યાપક જનસમાજના બૌધ્ધિક, સામાજિક, સાંસ્કૃતિક, આર્થિક ઉત્કર્ષ માટે સક્રિયતાપૂર્વક પ્રયાસ કરવો.
- રાજ્યની વસ્તીના દરેક વર્ગને ઉચ્ચ શિક્ષણ પ્રાપ્ત કરવાની સમાન તકો પૂરી પાડવી.
- સમાજના શૈક્ષણિક ઉત્કર્ષને પ્રાથમિકતા આપવી.
- રાજયના શૈક્ષણિક માળખામાં ઓપન યુનિવર્સિટી અને દૂરવર્તી શિક્ષણ પદ્ધતિને પ્રોત્સાહિત કરવી.

- પરંપરાગત યુનિવર્સિટી શિક્ષણથી વંચિત વિદ્યાર્થી સમુદાય તથા તકના અભાવે કે આર્થિક, સામાજિક સંગોજોના કારણે જેમનો અભ્યાસ અધૂરો રહી ગયો હોય તેમને ઘરબેઠાં અભ્યાસ કરવાની અનુકૂળતા ઉપલબ્ધ કરાવવી.
- શ્રમજીવીઓ અને ગૃહિણીઓનો એક વર્ગ પોતાની શૈક્ષણિક લાયકાતમાં અભિવૃદ્ધિ કરવા ઈચ્છે છે તેમને ઉચ્ચ શિક્ષણ મેળવવા પ્રોત્સાહિત કરવા.
- નોકરી – વ્યવસાયમાં પ્રવૃત્ત કે જેલમાં સજા ભોગવતા કેદીઓ, અંતરિયાળ ગ્રામ વિસ્તારના ઉચ્ચ શિક્ષણથી વંચિત જનસમુદાય માટે અભ્યાસની તક પૂરી પાડવી .

3. પ્રવેશપાત્રતા

- માન્ય યુનિવર્સાટીના સ્નાતક પદવી , અથવા
- વ્યવસાયિક સ્નાતક જેવા કે બેચલર ઓફ એન્જીનીયરીંગ –ફાર્મસી ,કાયદાના સ્નાતક વગેરે .

4. અભ્યાસક્રમનો સમયગાળો

- મહત્તમ - 4 વર્ષ

5. અભ્યાસક્રમની ફેરબદલી

કૌટુંબિક, વ્યવસાયિક કે અન્ય કોઈપણ કારણસર સ્થળાંતર થતાં વિદ્યાર્થી પોતાનું અભ્યાસકેન્દ્ર બદલી શકશે. જે માટે તેણે નિયતપત્રકમાં નિયત ફી રૂ. **100** /- ભરવાની રહેશે અને નિયામક (વિદ્યાર્થી સેવાઓ) ને અરજી કરવાની રહેશે. સામાન્ય રીતે વિદ્યાર્થીની ઈચ્છાનુસાર ફેરબદલી કરી આપવામાં આવે છે, પરંતુ અભ્યાસકેન્દ્ર પર ફાળવેલ સંખ્યા અંગે કોઈ મર્યાદા હોય તો તેવા અભ્યાસક્રમોના કિસ્સામાં તેમજ જો આવા અભ્યાસકેન્દ્ર ઉપર આ અભ્યાસક્રમ કે પાઠ્યક્રમ ચાલતો ન હોય તો અભ્યાસકેન્દ્રની ફેરબદલી થઈ શકશે નહીં. આ બાબતે વિદ્યાર્થીની અરજીના આધારે યુનિવર્સિટી દ્વારા જે નિર્ણય લેવામાં આવે તે વિદ્યાર્થીને માન્ય રહેશે. પરીક્ષા ટર્મ પૂર્ણ થયા બાદ અભ્યાસકેન્દ્ર બદલી શકાશે નહીં. વેબસાઈટ પર પ્રવેશ

યાદી જાહેર થયાના **60** દિવસ બાદ અભ્યાસકેન્દ્ર બદલી શકાશે નહીં.

6. અભ્યાસક્રમની ફી

ભાઈઓ માટે રૂ.**6100**/- બહેનો માટે રૂ.**4300**/-

7. શિક્ષણનું માધ્યમ

ગુજરાતી માધ્યમ

8. SC/ ST Cell

ડૉ.બાબાસાહેબ આંબેડકર મુક્ત યુનિવર્સિટીમાં એસસી / એસટી વિભાગ 2002 થી કાર્યરત છે. આ યોજનાનો મુખ્ય ઉદ્દેશ અનુસૂચિત જાતિ અને અનુસૂચિતજનજાતિના વિદ્યાર્થીઓને સરકાર દ્વારા આપવામાં આવતી મેટ્રિક પછીની શિષ્યવૃત્તિનો લાભ પહોંચાડવાનો છે.

વર્ષ દરમિયાન, એસસી / એસટી વિભાગ દ્વારા માંગવામાં આવતા વિદ્યાર્થીઓ માટે શિષ્યવૃત્તિ સંબંધિત માહિતી અનુસૂચિત જાતિ કલ્યાણ કચેરી - ગાંધીનગર અને આદિજાતિ વિકાસ કમિશનર, ગુજરાત રાજ્ય ગાંધીનગરને તેમજ SEBC કચેરી, અમદાવાદ ખાતે મોકલવામાં આવી છે. વર્ષ દરમિયાન મહેસાણા, બનાસકાંઠા, અમદાવાદ, સાબરકાંઠા, ગાંધીનગર, જૂનાગઢ, વડોદરા, પાટણ, અમરેલી, આણંદ, ભરૂચ, નર્મદા, રાજકોટ, ભાવનગર, પંચમહાલ, સુરત, જામનગર, અને પોરબંદરમાંથી શિષ્યવૃત્તિની રકમ DBTS તેમજ ચેક દ્વારા જમા કરવામાં આવે છે. ગુજરાતના વિવિધ જિલ્લાઓ. માહિતી અધિકાર અધિનિયમ હેઠળ દાખલ કરવામાં આવેલી વિદ્યાર્થીઓની શિષ્યવૃત્તિ સંબંધિત એપ્લિકેશનો અને અરજીઓ સંબંધિત માહિતી આપવામાં આવે છે.

શૈક્ષણિક વર્ષ August, 2017 થી પોસ્ટ મેટ્રિક શિષ્યવૃત્તિ ફોર્મ ડિજિટલ ગુજરાત પોર્ટલ(www.digitalgujarat.gov.in)માં તમામ કેટેગરીના વિદ્યાર્થીઓ માટે ભરવામાં આવે છે, જેઓ ગુજરાત સરકારના ધારાધોરણ મુજબ પોસ્ટ મેટ્રિક શિષ્યવૃત્તિ માટે અરજી કરે છે. તદ્ઉપરાંત નેશનલ સ્કોલરશીપ પોર્ટલ (www. scholarships.gov.in) પર ધાર્મિક લઘુમતીના વિદ્યાર્થીઓ તેમજ SC,ST, અને OBC કેટેગરીના વિદ્યાર્થીઓ પણ શિષ્યવૃત્તિ માટે અરજી કરે છે.

Sr. No.	Digital Gujarat Portal : All Schemes For Dr. Babasaheb Ambedkar Open University	
Scheduled Caste (SC)		
1	(BCK - 6.1) Post Matric Scholarship for SC students (Government of India Scheme)	Fee-filled students
2	(BCK - 6.1) Post Matric Scholarship for SC students (Government of India Scheme) (Freeship Card Student Only)	Students with Freeship Card
3	(BCK-5) Post Matric Scholarship for SC girls student only (Having annual family income between 2.50 Lac to 6 Lac) (State Government Scheme)	Higher Income
	(BCK-5) Post Matric Scholarship for SC girls student only (Having annual family income more than 6 Lac) (State Government Scheme)	
4	(BCK – 11) Fellowship scheme for M.Phil., Ph.D. For SC students	M.Phil. - Ph.D. Students
Scheduled Tribe (ST)		
1	Umbrella Scheme for Education of ST Students Post-Matric Scholarship	Fee-filled students
2	Umbrella Scheme for Education of ST Students Post-Matric Scholarship (Freeship Card/Medical Loan Student Only)	Students with Freeship Card
3	Post-Matric Scholarship for girls (Having annual family income more than 2.50 Lac) (Freeship Card / Medical Loan Student Only)	Higher Income
	VKY – 156 Post Matric Scholarship for ST Girls Students Having Annual Family Income more than 2.50 Lakh	
Socially & Educationally Backward Class (SEBC)		
1	BCK – 81C Scholarship for students studying Dr. Ambedkar and Indira Gandhi Open University (SEBC)	
2	BCK – 81A Post Matric Scholarship of Government of India for the OBC Students	
3	Dr. Ambedkar Post Matric Scholarship of Government of India for Economic backward class Students	
Direct Social Defence		
1	Post Matric Scholarship for Disable Students (College/Institute)	

9. અભ્યાસક્રમની રૂપરેખા

ક્રમ	પાઠ્યક્રમ પ્રકાર	વિષય	ક્રેડિટ
1	**BLIS-101**	ગ્રંથાલય અને માહિતી વિજ્ઞાનનો પાયો **(Foundation of Library and Information Science)**	**04**
2	**BLIS-102**	ગ્રંથાલય અને માહિતીકેન્દ્રો / સંસ્થાઓનું વ્યવસ્થાપન **(Management of Library and Information Centres)**	**04**
3	**BLIS-103**	જ્ઞાન સંગઠન અને માહિતી વ્યવસ્થાપન : સૈધ્ધાંતિક **(Knowledge Organization and Managing Information : Theory)**	**04**
4	**BLIS-104p**	જ્ઞાન સંગઠન અને માહિતી વ્યવસ્થાપન : વર્ગીકરણ પ્રાયોગિક **(Knowledge Organization and Information Management : Practical)**	**04**
5	**BLIS-105P**	જ્ઞાન સંગઠન અને માહિતી વ્યવસ્થાપન : સૂચિકરણ પ્રાયોગિક **Knowledge Organization and Information Management : (Cataloguing Practical)**	**04**
6	**BLIS-106**	સંદર્ભ અને માહિતી સ્રોત **(Information Sources and Service)**	**04**
7	**BLIS-107**	**ICT Fundamentals**	**04**
8	**BLIS-108**	ગ્રંથાલય યાંત્રિકીકરણ અને નેટવર્ક્સ. **(Library mechanization and networks)**	**04**
9	**BLIS-109**	**Communication Skills**	**04**

10. અભ્યાસક્રમમાં ઉપલબ્ધ લક્ષ્યાંક સમૂહો સુધી પહોંચવાની વ્યવસ્થા

વિદ્યાર્થી પ્રવેશ માટે પરિચય બેઠકો, ગ્રામ સંપર્ક, યુનિવર્સિટીના વિદ્યાર્થીઓ સાથે બેઠકો, સંયોજક દ્વારા પોતાના વિસ્તારમાં જાહેરાત કરી વિદ્યાર્થી પ્રવેશ વધે તે માટેના પ્રયત્નો તથા યુનિવર્સિટીના પ્રયત્નોને કારણે શૈક્ષણિક દીઠ વિદ્યાર્થીઓની પ્રવેશ સંખ્યામાં વધારો કરી શકાય.

11. વિદ્યાર્થી સહાય સેવા

વિદ્યાર્થી સ્વ – અધ્યયન સામગ્રીનો ઉપયોગ કરી શકે અને પાઠ્યક્રમમાં ઉદ્ભવતી મુશ્કેલીઓનું નિવારણ થઈ શકે તે માટે વિદ્યાર્થીએ પસંદ કરેલ અભ્યાસકેન્દ્ર યુનિવર્સિટી ખાતે અનુભવી પરામર્શકની વ્યવસ્થા કરવામાં આવે છે. દરેક વિદ્યાર્થી પોતાને નજીક તથા અનુકૂળ અભ્યાસકેન્દ્ર પસંદ કરી શકે છે. આ ઉપરાંત વિદ્યાર્થીઓને વહીવટી બાબતો અંગેની સહાય માટે યુનિવર્સિટીમાં વિદ્યાર્થી સહાયસેવા વિભાગનો પ્રત્યક્ષ કે પત્ર/ઈમેઈલથી સંપર્ક કરવાની વ્યવસ્થા છે.

12. અભ્યાસક્રમ વિષયક શૈક્ષણિક માર્ગદર્શન

- અભ્યાસસામગ્રી

  યુનિવર્સિટી દ્વારા દૂરવર્તી શિક્ષણ પદ્ધતિને અનુરૂપ **BLIS** અભ્યાસસામગ્રી તૈયાર કરવામાં આવે છે. વિવિધ સંદર્ભગ્રંથોના સહાયથી સરળ પ્રવાહી ભાષામાં તૈયાર થયેલી અભ્યાસસામગ્રી દ્વારા ઘર બેઠાં અભ્યાસ કરી રહેલ વિદ્યાર્થી પોતાના વિષય ક્ષેત્રમાં અન્ય પરંપરાગત યુનિવર્સિટી સમકક્ષ ગુણવત્તાયુક્ત શિક્ષણ મેળવી શકે તે માટે કાળજી રાખવામાં આવે છે.

- વિવિધ માધ્યમોનો ઉપયોગ

  વર્ગ વ્યાખ્યાનોના વિકલ્પ રૂપે નામાંકિત તજજ્ઞો દ્વારા તૈયાર કરાવેલી સ્વ-અધ્યયન માટે પ્રકાશિત **BLIS** અભ્યાસસામગ્રી દરેક વિદ્યાર્થીને આપવામા છે. વિદ્યાર્થી પોતાની અનુકૂળતા મુજબ પોતાની પસંદગીના સમયે અને સ્થળે અભ્યાસ કરી શકે છે. અભ્યાસપૂરક એવી દૃશ્ય – શ્રાવ્ય માધ્યમો તથા રેડિયો ઉપર પણ કાઉન્સિલિંગ દ્વારા વિદ્યાર્થીઓને **BLIS** ની અભ્યાસસામગ્રી ઉપલબ્ધ કરાવવાનો હેતુ છે. આમ, યુનિવર્સિટી બહુ માધ્યમ શિક્ષણપદ્ધતિની સુવિધા પૂરી પાડે છે.

- અભ્યાસ- સામગ્રીની ઉપલબ્ધતા

  મુદ્રિત સ્વરૂપે ઉપલબ્ધ : દૂરવર્તી શિક્ષણના માર્ગદર્શક સિદ્ધાંતોને અનુરૂપ તૈયાર થયેલી બ્લોક – યુનિટ વાઈઝ અભ્યાસસામગ્રીને મુદ્રિત સ્વરૂપે , પ્રવેશ મેળવનારે વિદ્યાર્થીને ઉપલબ્ધ કરાવવામાં આવે છે.

  ઓડિયો – વિડીયો રેકોર્ડીંગ : અભ્યાસસામગ્રી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના સુસજ્જ ચૈતન્ય સ્ટુડીયોમાં ઓડિયો – વિડીયો રેકોર્ડિંગ દ્વારા વિશાળ વિદ્યાર્થીસમૂહને ઉપલબ્ધ થઇ શકે તે રીતે યુનિવર્સિટીના વેબ પોર્ટલ તથા અન્ય માધ્યમો

જેવા કે સ્વાધ્યાય રેડિયો/ સ્વાધ્યાય ટી.વી./ વંદે – ગુજરાત- ચેનલ જેવા માધ્યમોમાં ઉપલબ્ધ કરાવવામાં આવે છે.

- પરામર્શન વર્ગો

અભ્યાસસામગ્રીના અધ્યયનમાં ઉદ્ભવતી મુશ્કેલીઓના નિવારણ માટે તથા જરૂરી માર્ગદર્શન પૂરું પાડવા અભ્યાસકેન્દ્રો ઉપર વિષયના તજજ્ઞો સાથે પ્રત્યક્ષ સંપર્ક માટે પરામર્શન બેઠકો નિયત કર્યા અનુસાર યોજવામાં આવે છે. જેમાં **BLIS** ના વિદ્યાર્થી પોતાની જરૂરિયાત મુજબ હાજરી આપી શકે છે.

- સ્વાધ્યાયકાર્યો

BLIS અભ્યાસક્રમ દીઠ નિયત સ્વાધ્યાય કાર્યો પૂર્ણ કરી દરેક વિદ્યાર્થીએ સત્રાંત પરીક્ષા પહેલાં રજૂ કરવાનું આવશ્યક છે. અભ્યાસકેન્દ્રો ઉપર આપેલા **BLIS** ના સ્વાધ્યાયકાર્યોનું મૂલ્યાંકન કરી જરૂરી સૂચનાઓ સાથે વિદ્યાર્થીને આગળ અભ્યાસક્રમમાં ઉપયોગી માર્ગદર્શન મળી રહે તે માટે વિદ્યાર્થીને પરત મળે છે.

- અભ્યાસક્રમની મૂલ્યાંકન પધ્ધતિ

વિદ્યાર્થીઓના પ્રગતિના મૂલ્યાંકન માટે દૂરવર્તી શિક્ષણ પધ્ધતિ અનુસાર ત્રિપાંખીયો અભિગમ અપનાવવામાં આવે છે .

- સ્વમૂલ્યાંકન :

અભ્યાસ સામગ્રીમાં નિયત મુદ્દાઓને અંતે 'તમારી પ્રગતિ ચકાસો' દ્વારા વિદ્યાર્થી પોતાનું સ્વમૂલ્યાંકન કરતા રહી અભ્યાસ આગળ ચાલુ રાખી શકે છે.

- સતત મૂલ્યાંકન :

પાઠ્યક્રમ દીઠ નિયત સ્વાધ્યાય કાર્યો દ્વારા સતત મૂલ્યાંકન થાય છે જેનો ગુણભાર **30%** છે.

- સત્રના અંતે મૂલ્યાંકન :

સત્રને અંતે લેવાતી પરીક્ષા દ્વારા મૂલ્યાંકન થાય છે જેના **70%** ગુણભાર હોય છે.

- પરીક્ષા :

સત્રાંત પરીક્ષા : સત્રાંત પરીક્ષા વર્ષમાં બે વાર યોજવામાં આવે છે, જેનો પ્રારંભ અનુક્રમે જાન્યુઆરી અને જૂન માસમાં થાય છે. પરીક્ષાના સમયપત્રક અને પરીક્ષાને લગતી અન્ય વિગતો યોગ્ય સમયે યુનિવર્સિટીની વેબસાઈટ પર દર્શાવવામાં આવે છે.

પરીક્ષા કેન્દ્ર : સામાન્ય રીતે વિદ્યાર્થીનું અભ્યાસકેન્દ્ર/ પ્રોગ્રામકેન્દ્ર અથવા નજીકનું પરીક્ષા કેન્દ્ર વિદ્યાર્થીને ફાળવવામાં આવશે. તેમ છતાં યુનિવર્સિટી દ્વારા જે – તે સમયે પરીક્ષા કેન્દ્રમાં ફેરફાર કરવામાં આવે તે વિદ્યાર્થીને બંધનકર્તા રહેશે.

સત્રાંત પરીક્ષામાં બેસવા માટે :

- નોંધણી પછી અભ્યાસક્રમનો લઘુત્તમગાળો પૂર્ણ થયેલ હોવો જોઈએ.

- નિયત સ્વાધ્યાયકાર્યો નિશ્ચિત થયેલ સમયમર્યાદામાં રજૂ કરેલ હોવાં જોઈએ.

- પરીક્ષા ફોર્મ નિયત સમયમર્યાદામાં ભરેલું હોવું જોઈએ.

- જો આપ પાછલી પરીક્ષામાં બેઠાં હો અને તેનું પરિણામ ન આવ્યું હોય તો પણ આપને સલાહ છે કે, પરિણામની રાહ જોયા સિવાય આપેલ પરીક્ષાના પાઠ્યક્રમ સહિત પરીક્ષા ફોર્મ ભરી સમયસર મોકલવું. જેથી તમારે લેટ ફી ભરવી પડે નહીં. વિદ્યાર્થીઓ માટે પરીક્ષાફોર્મ વેબસાઈટ પર જે- તે સમયે ઉપલબ્ધ રહેશે. વધુ માહિતી માટે યુનિવર્સિટીની વેબસાઈટ : **www.baou.edu.in** પર સંપર્ક કરવાનો રહેશે.

- ગ્રંથાલય અને તેના રિસોર્સની ઉપયોગિતા

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની વિવેકાનંદ લાયબ્રેરી યુનિવર્સિટીની વર્તમાન અને ભવિષ્યની શૈક્ષણિક તથા સંદર્ભ સામગ્રી માટેની જરૂરુયાતોને પહોંચી વળવા સજ્જ છે. યુનિવર્સિટી પરિસરમાં આવેલું આ ગ્રંથાલય કાર્યલય સમય દરમ્યાન દરેક વિદ્યાર્થીઓ માટે સહજતાથી ઉપલબધ્ધ છે.

યુનિવર્સિટી દ્વારા દરેક અભ્યાસકેન્દ્રને સંદર્ભ સાહિત્ય પૂરું પાડવામાં આવે છે. અભ્યાસકેન્દ્ર પર વિદ્યાર્થીને પૂરતા પ્રમાણમાં વાચનસામગ્રી મળી રહે તે હેતુથી પર્યાપ્ત માળખાકીય સુવિધા સાથે પુસ્તકો – કબાટ પૂરા પાડવામાં આવે છે. રાજ્યની અન્ય યુનિવર્સિટીના ગ્રંથાલયોનો ઉપયોગ વિદ્યાર્થી કરી શકે તે બાબત સુચારુ વ્યવસ્થા કરવામાં આવે છે.

CENTER LIST (BECHLOR DEGREE PROGRAAMME)				
No.	**Courses**	**Center Code**	**Study Centre**	**Contact**
1.	**B.A., BLIS**	**0001**	**Dr. Babasaheb Ambedkar Open University,Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.**	**--**
2.	**B.A., BLIS**	**0179**	**SILVER OAK COLLEGE OF ENGNEERING AND TECHNOLOGY, AHMEDABAD,382481**	**- Emailbaou.0179@baou.edu.in**
3.	**B.A., BLIS**	**1002**	**R. R. Mehta College of Science & C.L. Parikh College of Commerce, At & Po.Palanpur, Dist. Banaskantha-385001.**	**Co-Ordinator Shri M.M. Chaudhry Mobile9428023124 Emailbaou.1002@baou.edu.in**
4.	**B.A. BLIS**	**1201**	**Shikshan Shashtra Bhavan, Near University Karyalay, Bhavanagar University, Bhavnagar-364002.**	**Co-Ordinator Shri J.P. Maiyani Emailbaou.1201@baou.edu.in**
5.	**B.A.,BLIS**	**1209**	**K.R. DOSHI BSW COLLEGE, PLOT NO. 1335, K.R. DOSHI VIDYA SANKUL, OPP- TV KENDRA, BHAVNAGAR**	**-**
6.	**B.A., BLIS**	**0901**	**Navjivan Arts & Commerce College, Jhalod Road, Dahod-389151**	**Co-Ordinator Shri G.G. Sangada Mobile9978408755, 9879159020 Emailbaou.0901@baou.edu.in**
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10.	**B.A., BLIS**	**1301**	**Municipal Arts & Science College, At & Po. Nagalpur, Dist. Mahesana-384002.**	**Co-Ordinator Shri V.J. Vaidh Emailbaou.1301@baou.edu.in**
11.	**B.A., BLIS**	**1310**	**Shri Sarvjanik Kelvani Mandal, Vidya Sankul, Near Arvind Baug, Dist. Mahesana-384001.**	**Shri Ghanshyambhai k. Gadhvi Mobile7490808290 Emailbaou.1310@baou.edu.in**

12.	**B.A., BLIS**	**1335**	**Revaba Sarvjnik Education college, Maheshana**	**- Emailbaou.1335@baou.edu.in**
13.	**B.A., BLIS**	**1336**	**Suvidha Education Trust,Heduva(Rajgar), Becharaji Road,Ta.Dist. Mehsana-384002**	**- Emailbaou.1336@baou.edu.in**
14.	**B.A., BLIS**	**1739**	**C. & S. H. Desai Arts and L. K. L. Doshi Commerce College,Balasinor, Mahisagar**	**-**
15.	**B.A., BLIS**	**2201**	**Shri M. R. Desai Arts & Shri E. E. Laher Kosadiya Commerce College, At. & Po. Chikhli, Dist. Navsari-396521.**	**Co-Ordinator Shri G.B. Patel Mobile9879203452,9925678723 Emailbaou.2201@baou.edu.in**
16.	**B.A. BLIS**	**1601**	**Shri Sarvjanik Commerce College, At. & Po. Godhra, Dist. Panchmahal-389001.**	**Co-Ordinator Shri G.H. Dave Mobile9978408531, 9427492183, 9879554946 Emailbaou.1601@baou.edu.in**
17.	**B.A., BLIS**	**2401**	**C/O Department of Mathematics, Hemchandracharya North Gujarat University Campus, Patan- 384265**	**Co-Ordinator Shri M.B. Prajapati Mobile9879875230 Emailbaou.2401@baou.edu.in**
18.	**B.A. BLIS**	**1401**	**Regional Centre Rajkot Besides Department of History, Saurashtra University, Rajkot**	**Co-Ordinator Shachi Bhatt Mobile+91 99784 08904, +91 94082 74320 Emailbaou.1401@baou.edu.in**
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20.	**B.A., BLIS**	**1704**	**D. D. Thakar Arts & K. J. Patel Commerce College, At. Ta. Khedbrahma, Dist. Sabarkantha-383255.**	**Pro. Incharge Shri Rohit Desai Mobile9427364153 Emailbaou.1704@baou.edu.in**
21.	**BLIS**	**1820**	**Veer Narmad South Gujarat University, Surat.**	**- Email : baou.1820@baou.edu.in**
22.	**B.A., BLIS**	**2001**	**Shri M. P. Shah Commerce College, Surendranagar-360578.**	**Co-Ordinator Manishbhai H. Shah Emailbaou.2001@baou.edu.in**
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24.	**B.A., BLIS**	**2020**	**Shri Swami Vivekanand College, Opp. I.T.I., Nr. Bus**	**-**

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આભાર

બેચલર ઓફ લાયબ્રેરી સાયન્સ (BLIS)

અભ્યાસક્રમ માર્ગદર્શિકા

પ્રોગ્રામ ગાઈડ

Bachelor of Library and Information Science

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
(Established by Government of Gujarat)
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1. અભ્યાસક્રમ લક્ષ્યાંક

ગુજરાત રાજયના સમગ્ર ભૌગોલિક વિસ્તારને આવરી લેતી રાજ્યની એકમાત્ર ઓપન યુનિવર્સિટી બેચલર ઓફ આર્ટસના અભ્યાસક્રમ દ્વારા વિનયન વિદ્યાશાખામાં અંગ્રેજી, ગુજરાતી, હિન્દી, સંસ્કૃત, સમાજશાસ્ત્ર , ઈતિહાસ તથા રાજયશાસ્ત્ર ,જાહેર વહીવટ, બેચલર ઓફ લાયબ્રેરી એન્ડ ઇન્ફોર્મેશન સાયન્સ જેવા વિષયોમાં સ્નાતક પદવીનો અભ્યાસક્રમ ચલાવે છે.

યુ.જી.સી DEB ODL અધિનિયમ -2017 અન્વયે વખતોવખત મળેલ માર્ગદર્શિકા તથા યુનિવર્સિટીના સર્વોચ્ચ સત્તામંડળની મંજૂરી અન્વયે રચાયેલી વિવિધ વિષય સમિતિઓ દ્વારા અભ્યાસક્રમનું ઘડતર થાય છે.

ઉચ્ચ શિક્ષણ પ્રાપ્ત કરવા ઈચ્છુક, પ્રવેશપાત્રતા ધરાવનાર કોઇપણ જિજ્ઞાસુ દૂરવર્તી શિક્ષણ પધ્ધતિથી , સ્થળ – સમયના બંધનોથી મુક્ત રહીને સ્નાતક પદવી પ્રાપ્ત કરી શકે છે.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીમાંથી સ્નાતક પદવી પ્રાપ્ત કરનાર વિદ્યાર્થી યુ.જી.સી. માન્યતા પ્રાપ્ત કોઇપણ યુનિવર્સિટીમાં અનુસ્નાતક કક્ષાએ અભ્યાસ કરીને સંબંધિત વિષયમાં શૈક્ષણિક કારકિર્દી આગળ વધારી શકે છે. સ્નાતક પદવી આધારિત કારકિર્દી નિર્માણ કે રોજગારીની તકો માટે તે યુ.જી.સી માન્ય દરેક યુનિવર્સિટીના સ્નાતક પદવી મેળવનારની સમકક્ષ સમાન તક ધરાવે છે.

2. ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના ઉદ્દેશો

- અત્યાધુનિક સંચાર માધ્યમો, માહિતી પ્રસારણ તથા જ્ઞાન સંપાદનની અનેકવિધ શકયતાઓને ઉચ્ચ શિક્ષણ ક્ષેત્રે લાગુ કરી વ્યાપક જનસમાજના બૌધ્ધિક, સામાજિક, સાંસ્કૃતિક, આર્થિક ઉત્કર્ષ માટે સક્રિયતાપૂર્વક પ્રયાસ કરવો.
- રાજ્યની વસ્તીના દરેક વર્ગને ઉચ્ચ શિક્ષણ પ્રાપ્ત કરવાની સમાન તકો પૂરી પાડવી.
- સમાજના શૈક્ષણિક ઉત્કર્ષને પ્રાથમિકતા આપવી.
- રાજયના શૈક્ષણિક માળખામાં ઓપન યુનિવર્સિટી અને દૂરવર્તી શિક્ષણ પદ્ધતિને પ્રોત્સાહિત કરવી.

- પરંપરાગત યુનિવર્સિટી શિક્ષણથી વંચિત વિદ્યાર્થી સમુદાય તથા તકના અભાવે કે આર્થિક, સામાજિક સંગોજોના કારણે જેમનો અભ્યાસ અધૂરો રહી ગયો હોય તેમને ઘરબેઠાં અભ્યાસ કરવાની અનુકૂળતા ઉપલબ્ધ કરાવવી.
- શ્રમજીવીઓ અને ગૃહિણીઓનો એક વર્ગ પોતાની શૈક્ષણિક લાયકાતમાં અભિવૃદ્ધિ કરવા ઈચ્છે છે તેમને ઉચ્ચ શિક્ષણ મેળવવા પ્રોત્સાહિત કરવા.
- નોકરી – વ્યવસાયમાં પ્રવૃત્ત કે જેલમાં સજા ભોગવતા કેદીઓ, અંતરિયાળ ગ્રામ વિસ્તારના ઉચ્ચ શિક્ષણથી વંચિત જનસમુદાય માટે અભ્યાસની તક પૂરી પાડવી .

3. પ્રવેશપાત્રતા

- માન્ય યુનિવર્સીટીની સ્નાતક પદવી , અથવા
- વ્યવસાયિક સ્નાતક જેવા કે બેચલર ઓફ એન્જીનીયરીંગ –ફાર્મસી ,કાયદાના સ્નાતક વગેરે .

4. અભ્યાસક્રમનો સમયગાળો

- લઘુત્તમ - 1 વર્ષ
- મહત્તમ - 4 વર્ષ

5. અભ્યાસક્રમની ફેરબદલી

કૌટુંબિક, વ્યવસાયિક કે અન્ય કોઈપણ કારણસર સ્થળાંતર થતાં વિદ્યાર્થી પોતાનું અભ્યાસકેન્દ્ર બદલી શકશે. જે માટે તેણે નિયતપત્રકમાં નિયત ફી રૂ. 100 /- ભરવાની રહેશે અને નિયામક (વિદ્યાર્થી સેવાઓ) ને અરજી કરવાની રહેશે. સામાન્ય રીતે વિદ્યાર્થીની ઈચ્છાનુસાર ફેરબદલી કરી આપવામાં આવે છે, પરંતુ અભ્યાસકેન્દ્ર પર ફાળવેલ સંખ્યા અંગે કોઈ મર્યાદા હોય તો તેવા અભ્યાસક્રમોના કિસ્સામાં તેમજ જો આવા અભ્યાસકેન્દ્ર ઉપર આ અભ્યાસક્રમ કે પાઠ્યક્રમ ચાલતો ન હોય તો અભ્યાસકેન્દ્રની ફેરબદલી થઈ શકશે નહીં. આ બાબતે વિદ્યાર્થીની અરજીના

આધારે યુનિવર્સિટી દ્વારા જે નિર્ણય લેવામાં આવે તે વિદ્યાર્થીને માન્ય રહેશે. પરીક્ષા ટર્મ પૂર્ણ થયા બાદ અભ્યાસકેન્દ્ર બદલી શકાશે નહીં. વેબસાઈટ પર પ્રવેશ

યાદી જાહેર થયાના 60 દિવસ બાદ અભ્યાસકેન્દ્ર બદલી શકાશે નહીં.

6. અભ્યાસક્રમની ફી

- ભાઈઓ માટે ₹.6100/-
- બહેનો માટે ₹.4300/-

7. શિક્ષણનું માધ્યમ

- ગુજરાતી માધ્યમ

8. SC/ ST Cell

ડૉ.બાબાસાહેબ આંબેડકર મુક્ત યુનિવર્સિટીમાં એસસી / એસટી વિભાગ 2002 થી કાર્યરત છે. આ યોજનાનો મુખ્ય ઉદ્દેશ અનુસૂચિત જાતિ અને અનુસૂચિતજનજાતિના વિદ્યાર્થીઓને સરકાર દ્વારા આપવામાં આવતી મેટ્રિક પછીની શિષ્યવૃત્તિનો લાભ પહોંચાડવાનો છે.

વર્ષ દરમિયાન, એસસી / એસટી વિભાગ દ્વારા માંગવામાં આવતા વિદ્યાર્થીઓ માટે શિષ્યવૃત્તિ સંબંધિત માહિતી અનુસૂચિત જાતિ કલ્યાણ કચેરી - ગાંધીનગર અને આદિજાતિ વિકાસ કમિશનર, ગુજરાત રાજ્ય ગાંધીનગરને તેમજ SEBC કચેરી, અમદાવાદ ખાતે મોકલવામાં આવી છે. વર્ષ દરમિયાન મહેસાણા, બનાસકાંઠા, અમદાવાદ, સાબરકાંઠા, ગાંધીનગર, જૂનાગઢ, વડોદરા, પાટણ, અમરેલી, આણંદ, ભરૂચ, નર્મદા, રાજકોટ, ભાવનગર, પંચમહાલ, સુરત, જામનગર, અને પોરબંદરમાંથી શિષ્યવૃત્તિની રકમ DBTS તેમજ ચેક દ્વારા જમા કરવામાં આવે છે. ગુજરાતના વિવિધ જિલ્લાઓ. માહિતી અધિકાર અધિનિયમ હેઠળ દાખલ કરવામાં આવેલી વિદ્યાર્થીઓની શિષ્યવૃત્તિ સંબંધિત એપ્લિકેશનો અને અરજીઓ સંબંધિત માહિતી આપવામાં આવે છે.

શૈક્ષણિક વર્ષ August, 2017 થી પોસ્ટ મેટ્રિક શિષ્યવૃત્તિ ફોર્મ ડિજિટલ ગુજરાત પોર્ટલ(**www.digitalgujarat.gov.in)**માં તમામ કેટેગરીના વિદ્યાર્થીઓ માટે ભરવામાં આવે છે, જેઓ ગુજરાત સરકારના ધારાધોરણ મુજબ પોસ્ટ મેટ્રિક શિષ્યવૃત્તિ માટે અરજી કરે છે. તદ્ઉપરાંત નેશનલ સ્કોલરશીપ પોર્ટલ (www. scholarships.gov.in) પર ધાર્મિક લઘુમતીના વિદ્યાર્થીઓ તેમજ SC,ST, અને OBC કેટેગરીના વિદ્યાર્થીઓ પણ શિષ્યવૃત્તિ માટે અરજી કરે છે.

Sr. No.	Digital Gujarat Portal : All Schemes For Dr. Babasaheb Ambedkar Open University	
Scheduled Caste (SC)		
1	(BCK - 6.1) Post Matric Scholarship for SC students (Government of India Scheme)	Fee-filled students
2	(BCK - 6.1) Post Matric Scholarship for SC students (Government of India Scheme) (Freeship Card Student Only)	Students with Freeship Card
3	(BCK-5) Post Matric Scholarship for SC girls student only (Having annual family income between 2.50 Lac to 6 Lac) (State Government Scheme)	Higher Income
	(BCK-5) Post Matric Scholarship for SC girls student only (Having annual family income more than 6 Lac) (State Government Scheme)	
4	(BCK – 11) Fellowship scheme for M.Phil., Ph.D. For SC students	M.Phil. - Ph.D. Students
Scheduled Tribe (ST)		
1	Umbrella Scheme for Education of ST Students Post-Matric Scholarship	Fee-filled students
2	Umbrella Scheme for Education of ST Students Post-Matric Scholarship (Freeship Card/Medical Loan Student Only)	Students with Freeship Card
3	Post-Matric Scholarship for girls (Having annual family income more than 2.50 Lac) (Freeship Card / Medical Loan Student Only)	Higher Income
	VKY – 156 Post Matric Scholarship for ST Girls Students Having Annual Family Income more than 2.50 Lakh	
Socially & Educationally Backward Class (SEBC)		
1	BCK – 81C Scholarship for students studying Dr. Ambedkar and Indira Gandhi Open University (SEBC)	
2	BCK – 81A Post Matric Scholarship of Government of India for the OBC Students	
3	Dr. Ambedkar Post Matric Scholarship of Government of India for Economic backward class Students	
Direct Social Defence		
1	Post Matric Scholarship for Disable Students (College/Institute)	

9. અભ્યાસક્રમની રૂપરેખા

પેપર ક્રમ	પાઠ્યક્રમ પ્રકાર	વિષય	ક્રેડિટ
1	BLIS -01	ગ્રંથાલય અને સમાજ	04
2	BLIS-02	ગ્રંથાલય સંચાલન	04
3	BLIS-03	ગ્રંથાલય વર્ગીકરણ - સિદ્ધાંત	04
4	BLIS-03p	ગ્રંથાલય વર્ગીકરણ - પ્રાયોગિક	04
5	BLIS-04	ગ્રંથાલય સૂચીકરણ - સિદ્ધાંત	04
6	BLIS-04p	ગ્રંથાલય સૂચીકરણ - પ્રાયોગિક	04
7	BLIS-05	સંદર્ભ અને માહિતી સ્ત્રોત	04
8	BLIS-06	માહિતી સેવાઓ	04
9	BLIS-07	માહિતી ટેકનોલોજી	04

10. અભ્યાસક્રમમાં ઉપલબ્ધ લક્ષ્યાંક સમૂહો સુધી પહોંચવાની વ્યવસ્થા

BLIS અભ્યાસક્રમ અંતર્ગત લક્ષ્યાંક સમૂહો સુધી પહોંચવા માટે અભિમુખતા શિબિર, વિદ્યાર્થી પ્રવેશ માટે પરિચય બેઠકો, ગ્રામ સંપર્ક, યુનિવર્સિટીના વિદ્યાર્થીઓ સાથે બેઠકો, સંયોજક દ્વારા પોતાના વિસ્તારમાં જાહેરાત કરી વિદ્યાર્થી પ્રવેશ વધે તે માટેના પ્રયત્નો તથા યુનિવર્સિટીના પ્રયત્નોને કારણે શૈક્ષણિક દીઠ વિદ્યાર્થીઓની પ્રવેશ સંખ્યામાં વધારો કરી શકાય.

11. વિદ્યાર્થી સહાય સેવા

વિદ્યાર્થી સ્વ – અધ્યયન સામગ્રીનો ઉપયોગ કરી શકે અને પાઠ્યક્રમમાં ઉદ્ભવતી મુશ્કેલીઓનું નિવારણ થઈ શકે તે માટે વિદ્યાર્થીએ પસંદ કરેલ અભ્યાસકેન્દ્ર યુનિવર્સિટી ખાતે અનુભવી પરામર્શકની વ્યવસ્થા કરવામાં આવે છે. દરેક વિદ્યાર્થી પોતાને નજીક તથા અનુકૂળ અભ્યાસકેન્દ્ર પસંદ કરી શકે છે. આ ઉપરાંત વિદ્યાર્થીઓને વહીવટી બાબતો અંગેની સહાય માટે યુનિવર્સિટીમાં વિદ્યાર્થી સહાયસેવા વિભાગનો પ્રત્યક્ષ કે પત્ર/ઈમેઈલથી સંપર્ક કરવાની વ્યવસ્થા છે.

12. અભ્યાસક્રમ વિષયક શૈક્ષણિક માર્ગદર્શન

- **અભ્યાસસામગ્રી**

યુનિવર્સિટી દ્વારા દૂરવર્તી શિક્ષણ પદ્ધતિને અનુરૂપ BLIS અભ્યાસસામગ્રી તૈયાર કરવામાં આવે છે. વિવિધ સંદર્ભગ્રંથોના સહાયથી સરળ પ્રવાહી ભાષામાં તૈયાર થયેલી અભ્યાસસામગ્રી દ્વારા ઘર બેઠાં અભ્યાસ કરી રહેલ વિદ્યાર્થી પોતાના વિષય ક્ષેત્રમાં અન્ય પરંપરાગત યુનિવર્સિટી સમકક્ષ ગુણવત્તાયુક્ત શિક્ષણ મેળવી શકે તે માટે કાળજી રાખવામાં આવે છે.

- **વિવિધ માધ્યમોનો ઉપયોગ**

વર્ગ વ્યાખ્યાનોના વિકલ્પ રૂપે નામાંકિત તજજ્ઞો દ્વારા તૈયાર કરાવેલી સ્વ- અધ્યયન માટે પ્રકાશિત BLIS અભ્યાસસામગ્રી દરેક વિદ્યાર્થીને આપવામા છે. વિદ્યાર્થી પોતાની અનુકૂળતા મુજબ પોતાની પસંદગીના સમયે અને સ્થળે અભ્યાસ કરી શકે છે. અભ્યાસપૂરક એવી દૃશ્ય – શ્રાવ્ય માધ્યમો તથા રેડિયો ઉપર પણ કાઉન્સિલિંગ દ્વારા વિદ્યાર્થીઓને BLIS ની અભ્યાસસામગ્રી ઉપલબ્ધ કરાવવાનો હેતુ છે. આમ, યુનિવર્સિટી બહુ માધ્યમ શિક્ષણપદ્ધતિની સુવિધા પૂરી પાડે છે.

- અભ્યાસ- સામગ્રીની ઉપલબ્ધતા

મુદ્રિત સ્વરૂપે ઉપલબ્ધ : દૂરવર્તી શિક્ષણના માર્ગદર્શક સિદ્ધાંતોને અનુરૂપ તૈયાર થયેલી બ્લોક – યુનિટ વાઈઝ અભ્યાસસામગ્રીને મુદ્રિત સ્વરૂપે , પ્રવેશ મેળવનારે વિદ્યાર્થીને ઉપલબ્ધ કરાવવામાં આવે છે.

ઓડિયો – વિડીયો રેકોર્ડીંગ : અભ્યાસસામગ્રી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના સુસજ્જ ચૈતન્ય સ્ટુડીયોમાં ઓડિયો – વિડીયો રેકોર્ડિંગ દ્વારા વિશાળ વિદ્યાર્થીસમૂહને ઉપલબ્ધ થઇ શકે તે રીતે યુનિવર્સિટીના વેબ પોર્ટલ તથા અન્ય માધ્યમો જેવા કે સ્વાધ્યાય રેડિયો/ સ્વાધ્યાય ટી.વી./ વંદે – ગુજરાત- ચેનલ જેવા માધ્યમોમાં ઉપલબ્ધ કરાવવામાં આવે છે.

- **પરામર્શન વર્ગો**

અભ્યાસસામગ્રીના અધ્યયનમાં ઉદ્ભવતી મુશ્કેલીઓના નિવારણ માટે તથા જરૂરી માર્ગદર્શન પૂરું પાડવા અભ્યાસકેન્દ્રો ઉપર વિષયના તજજ્ઞો સાથે પ્રત્યક્ષ સંપર્ક માટે પરામર્શન બેઠકો નિયત કર્યા અનુસાર યોજવામાં આવે છે. જેમાં BLIS ના વિદ્યાર્થી પોતાની જરૂરિયાત મુજબ હાજરી આપી શકે છે.

- સ્વાધ્યાયકાર્યો

BLIS અભ્યાસક્રમ દીઠ નિયત સ્વાધ્યાય કાર્યો પૂર્ણ કરી દરેક વિદ્યાર્થીએ સત્રાંત પરીક્ષા પહેલાં રજૂ કરવાનું આવશ્યક છે. અભ્યાસકેન્દ્રો ઉપર આપેલા BLIS ના સ્વાધ્યાયકાર્યોનું મૂલ્યાંકન કરી જરૂરી સૂચનાઓ સાથે વિદ્યાર્થીને આગળ અભ્યાસક્રમમાં ઉપયોગી માર્ગદર્શન મળી રહે તે માટે વિદ્યાર્થીને પરત મળે છે.

- **અભ્યાસક્રમની મૂલ્યાંકન પધ્ધતિ**

વિદ્યાર્થીઓના પ્રગતિના મૂલ્યાંકન માટે દૂરવર્તી શિક્ષણ પધ્ધતિ અનુસાર ત્રિપાંખીયો અભિગમ અપનાવવામાં આવે છે .

- **સ્વમૂલ્યાંકન :**

અભ્યાસ સામગ્રીમાં નિયત મુદ્દાઓને અંતે 'તમારી પ્રગતિ ચકાસો' દ્વારા વિદ્યાર્થી પોતાનું સ્વમૂલ્યાંકન કરતા રહી અભ્યાસ આગળ ચાલુ રાખી શકે છે.

- **સતત મૂલ્યાંકન :**

પાઠ્યક્રમ દીઠ નિયત સ્વાધ્યાય કાર્યો દ્વારા સતત મૂલ્યાંકન થાય છે જેનો ગુણભાર 30% છે.

- **સત્રના અંતે મૂલ્યાંકન :**

સત્રને અંતે લેવાતી પરીક્ષા દ્વારા મૂલ્યાંકન થાય છે જેના 70% ગુણભાર હોય છે .

- **પરીક્ષા :**

સત્રાંત પરીક્ષા : સત્રાંત પરીક્ષા વર્ષમાં બે વાર યોજવામાં આવે છે, જેનો પ્રારંભ અનુક્રમે જાન્યુઆરી અને જૂન માસમાં થાય છે. પરીક્ષાના સમયપત્રક અને પરીક્ષાને લગતી અન્ય વિગતો યોગ્ય સમયે યુનિવર્સિટીની વેબસાઈટ પર દર્શાવવામાં આવે છે.

પરીક્ષા કેન્દ્ર : સામાન્ય રીતે વિદ્યાર્થીનું અભ્યાસકેન્દ્ર/ પ્રોગ્રામકેન્દ્ર અથવા નજીકનું પરીક્ષા કેન્દ્ર વિદ્યાર્થીને ફાળવવામાં આવશે. તેમ છતાં યુનિવર્સિટી દ્વારા જે – તે સમયે પરીક્ષા કેન્દ્રમાં ફેરફાર કરવામાં આવે તે વિદ્યાર્થીને બંધનકર્તા રહેશે.

સત્રાંત પરીક્ષામાં બેસવા માટે :

- **નોંધણી પછી અભ્યાસક્રમનો લઘુત્તમગાળો પૂર્ણ થયેલ હોવો જોઈએ.**
- **નિયત સ્વાધ્યાયકાર્યો નિશ્ચિત થયેલ સમયમર્યાદામાં રજૂ કરેલ હોવાં જોઈએ.**

- **પરીક્ષા ફોર્મ નિયત સમયમર્યાદામાં ભરેલું હોવું જોઈએ.**
- **જો આપ પાછલી પરીક્ષામાં બેઠાં હો અને તેનું પરિણામ ન આવ્યું હોય તો પણ આપને સલાહ છે કે, પરિણામની રાહ જોયા સિવાય આપેલ પરીક્ષાના પાઠ્યક્રમ સહિત પરીક્ષા ફોર્મ ભરી સમયસર મોકલવું. જેથી તમારે લેટ ફી ભરવી પડે નહીં. વિદ્યાર્થીઓ માટે પરીક્ષાફોર્મ વેબસાઈટ પર જે- તે સમયે ઉપલબ્ધ રહેશે. વધુ માહિતી માટે યુનિવર્સિટીની વેબસાઈટ : www.baou.edu.in પર સંપર્ક કરવાનો રહેશે.**

➢ ગ્રંથાલય અને તેના રિસોર્સની ઉપયોગિતા

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની વિવેકાનંદ લાયબ્રેરી યુનિવર્સિટીની વર્તમાન અને ભવિષ્યની શૈક્ષણિક તથા સંદર્ભ સામગ્રી માટેની જરૂરુયાતોને પહોંચી વળવા સજ્જ છે. યુનિવર્સિટી પરિસરમાં આવેલું આ ગ્રંથાલય કાર્યલય સમય દરમ્યાન દરેક વિદ્યાર્થીઓ માટે સહજતાથી ઉપલબધ્ધ છે.

યુનિવર્સિટી દ્વારા દરેક અભ્યાસકેન્દ્રને સંદર્ભ સાહિત્ય પૂરું પાડવામાં આવે છે. અભ્યાસકેન્દ્ર પર વિદ્યાર્થીને પૂરતા પ્રમાણમાં વાચનસામગ્રી મળી રહે તે હેતુથી પર્યાપ્ત માળખાકીય સુવિધા સાથે પુસ્તકો – કબાટ પૂરા પાડવામાં આવે છે. રાજ્યની અન્ય યુનિવર્સિટીના ગ્રંથાલયોનો ઉપયોગ વિદ્યાર્થી કરી શકે તે બાબત સુચારુ વ્યવસ્થા કરવામાં આવે છે.

CENTER LIST (BACHLOR DEGREE PROGRAAMME)				
No.	**Courses**	**Center Code**	**Study Centre**	**Contact**
1.	B.A., BLIS	0001	Dr. Babasaheb Ambedkar Open University,Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.	--
2.	B.A., BLIS	0179	SILVER OAK COLLEGE OF ENGNEERING AND TECHNOLOGY, AHMEDABAD,382481	- Emailbaou.0179@baou.edu.in
3.	B.A., BLIS	1002	R. R. Mehta College of Science & C.L. Parikh College of Commerce, At & Po.Palanpur, Dist. Banaskantha-385001.	Co-Ordinator Shri M.M. Chaudhry Mobile9428023124 Emailbaou.1002@baou.edu.in
4.	B.A. BLIS	1201	Shikshan Shashtra Bhavan, Near University Karyalay, Bhavanagar University, Bhavnagar-364002.	Co-Ordinator Shri J.P. Maiyani Emailbaou.1201@baou.edu.in
5.	B.A.,BLIS	1209	K.R. DOSHI BSW COLLEGE, PLOT NO. 1335, K.R. DOSHI VIDYA SANKUL, OPP- TV KENDRA, BHAVNAGAR	-
6.	B.A., BLIS	0901	Navjivan Arts & Commerce College, Jhalod Road, Dahod-389151	Co-Ordinator Shri G.G. Sangada Mobile9978408755, 9879159020 Emailbaou.0901@baou.edu.in
7.	B.A., BLIS	0907	Co-ordinator, Gurjar Bharti Mahila B.Ed. College, Manorath Banglow,Prakruti Nagar,Dahod-389151.	Shri Anilbhai Matabhai Paragi Emailbaou.0907@baou.edu.in
8.	B.A.,BLIS	0301	J.B. Thakkar College of Commerce, At & Po. Bhuj, Dist. Kutch-370001.	Co-Ordinator Pro. Sarang Dave Mobile9429810822 Emailbaou.0301@baou.edu.in
9.	B.A., BLIS	0302	Tolani Commerce College, At. Adipur, Dist. Kutch-370001.	Co-Ordinator Prof. Gaurav Thakor Mobile8732939627 Emailbaou.0302@baou.edu.in
10.	B.A., BLIS	1301	Municipal Arts & Science College, At & Po. Nagalpur, Dist. Mahesana-384002.	Co-Ordinator Shri V.J. Vaidh Emailbaou.1301@baou.edu.in
11.	B.A., BLIS	1310	Shri Sarvjanik Kelvani Mandal, Vidya Sankul, Near Arvind Baug, Dist. Mahesana-384001.	Shri Ghanshyambhai k. Gadhvi Mobile7490808290 Emailbaou.1310@baou.edu.in
12.	B.A., BLIS	1335	Revaba Sarvjnik Education college, Maheshana	- Emailbaou.1335@baou.edu.in
13.	B.A., BLIS	1336	Suvidha Education Trust,Heduva(Rajgar), Becharaji Road,Ta.Dist. Mehsana-384002	- Emailbaou.1336@baou.edu.in
14.	B.A., BLIS	1739	C. & S. H. Desai Arts and L. K. L. Doshi Commerce College,Balasinor, Mahisagar	-

15.	B.A., BLIS	2201	Shri M. R. Desai Arts & Shri E. E. Laher Kosadiya Commerce College, At. & Po. Chikhli, Dist. Navsari-396521.	Co-Ordinator Shri G.B. Patel Mobile9879203452,9925678723 Emailbaou.2201@baou.edu.in
16.	B.A. BLIS	1601	Shri Sarvjanik Commerce College, At. & Po. Godhra, Dist. Panchmahal-389001.	Co-Ordinator Shri G.H. Dave Mobile9978408531, 9427492183, 9879554946 Emailbaou.1601@baou.edu.in
17.	B.A., BLIS	2401	C/O Department of Mathematics, Hemchandracharya North Gujarat University Campus, Patan- 384265	Co-Ordinator Shri M.B. Prajapati Mobile9879875230 Emailbaou.2401@baou.edu.in
18.	B.A. BLIS	1401	Regional Centre Rajkot Besides Department of History, Saurashtra University, Rajkot	Co-Ordinator Shachi Bhatt Mobile+91 99784 08904, +91 94082 74320 Emailbaou.1401@baou.edu.in
19.	B.A., BLIS	1448	1448-Geetanjali Institute Of Education, At Geetanjali Bhavan, Ajanta Park,Sadhu Vasvani Road, Rajkot-360002	- Emailbaou.1448@baou.edu.in
20.	B.A., BLIS	1704	D. D. Thakar Arts & K. J. Patel Commerce College, At. Ta. Khedbrahma, Dist. Sabarkantha-383255.	Pro. Incharge Shri Rohit Desai Mobile9427364153 Emailbaou.1704@baou.edu.in
21.	BLIS	1820	Veer Narmad South Gujarat University, Surat.	- Email : baou.1820@baou.edu.in
22.	B.A., BLIS	2001	Shri M. P. Shah Commerce College, Surendranagar-360578.	Co-Ordinator Manishbhai H. Shah Emailbaou.2001@baou.edu.in
23.	B.A.,BLIS	2018	Government Arts College, Ta. Chotila, Surendranagar	- Emailbaou.2018@baou.edu.in
24.	B.A., BLIS	2020	Shri Swami Vivekanand College, Opp. I.T.I., Nr. Bus Stand, Surendranagar-363001	-
25.	B.A.,BLIS	1802	Smt. R. P. Chauhan Arts & Smt. J. K. Shah & Shri K. D. Shah Commerce College, At. & Po. Vyara, Dist. Tapi-394650.	Co-Ordinator Shri B.N. Patel Mobile9879083635 Emailboau.1802@baou.edu.in
26.	B.A., BLIS	1525	Shri Hansa Mehta Library, M.S. University, Vadodara-390002	- Emailbaou.1525@boau.edu.in
27.	B.A., BLIS	2501	Shri Vanraj Arts & Commerce College, At & Po. Dharmpur, Dist. Valsad-396050.	Co-Ordinator Shri V.D. Patel Mobile9978408333, 9898617751, 9998259423 Emailbaou.2501@baou.edu.in

આભાર

PROGRAMME GUIDE FOR

BACHELOR OF COMPUTER APPLICATION (BCA)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad, Gujarat 382481

Electronic version of the prospectus is also available for download at:
http://www.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115,dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 BCA Programme Objectives

To provide a future path to higher education in advanced levels of Information Technologies. It offers graduates accelerated diploma programme in IT, multimedia & graphics and a life-changing move. This programme helps learners acquire required skills in Information Technology. The curriculum of this programme ensures that learners gain thorough understanding about critical concepts like database, networking, programming, etc. The main goals of BCA programme are:

- To provide theoritical skills as well as practical skills and knowledge in computer application.
- To provide sound knowledge in computer application.
- To introduce logical architecture of computer in general.
- To understand the basic concept of data base management.
- To provide the practical knowledge in programming and application.

Objectives:

- ✓ To develop the understanding of conceptual as well as a theoretical concept of Computers & Information Technology
- ✓ To understand the operating system and how to install software.
- ✓ To know the importance of operating system and theoretical foundations to install software.
- ✓ To be familiar with various operating system.
- ✓ To develop the understanding of conceptual as well as a theoretical concept and functions of Programming and functions of C language.
- ✓ To enhance the knowledge of Internet Technologies and HTML and importance of HTML and Internet Technologies.
- ✓ To enrich the skills and understand the functions and theoretical, practical foundations of Data Structure Using 'C'.
- ✓ To understand the concept, functions and technical knowledge of Database Management System.

- ✓ To get trained and equipped with the knowledge of Object oriented concept and programming II(Advance Java).

1.2 Duration of the Programme

The Bachelor of Computer Application (BCA) programme is a three years degree programme. However, the maximum duration of the programme is eight years as stated below:

Minimum Duration: 3 years

Maximum Duration: 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/ she shall have to qualify in the particular course within the next four attempts, subject to the maximum duration of the study.

1.3 Programme Fee

- For Three Years Degree Course Bachelor of Computer Application (BCA) Programme, learners will have to pay Rs 7000/- per semester, it has six semester and one year it cost Rs. 14000. Total would be Rs. 42000/- for three year programme.
- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms

1.4 Medium of Instruction

English

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study.

Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 Recognition

- ❖ BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
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- ❖ Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.7 Learner Support Services

The learner support services available in the Bachelor of Business Administration programme include the following:

I. Self-Learning Materials covering the entire syllabi,

II. Counselling sessions at study centers/ learner support centres,

III. Access to library services at study centers

IV. Access to University's Library "Vivekananda"

V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.

VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.

VII. SWADHYAY TV: Audio- Video programmes are made available online on university's official website through SWADHYAY TV.

VIII. E- SLM: An e-learning portal named OMKAR has been launched by the

university. It is digital repository where the study materials are uploaded for the learners.

IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost

X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

1.8 Newsletter

BAOU Newsletter can be accessed at https://baou.edu.in/news-announcements

1.9 How to contact the BCA Program Coordinator

Learners may contact the BCA Programme Coordinator by sending a communication through post to the BCA Programme Coordinator, BAOU, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481, or can send an email to kmro@baou.edu.in

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

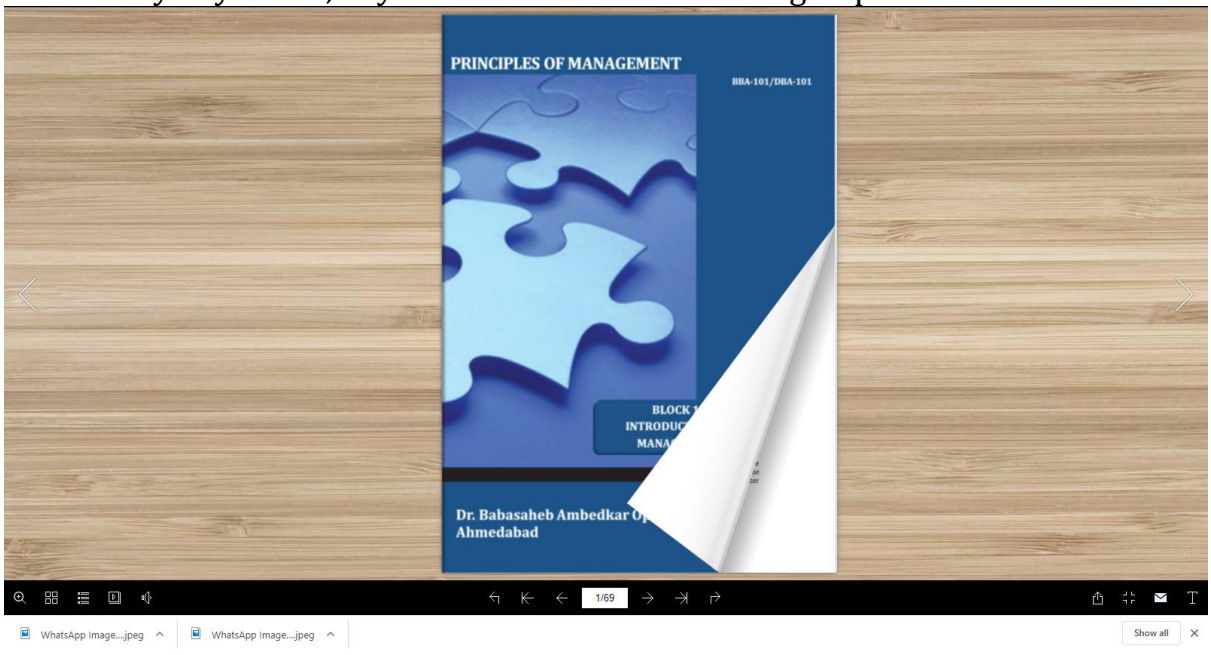
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

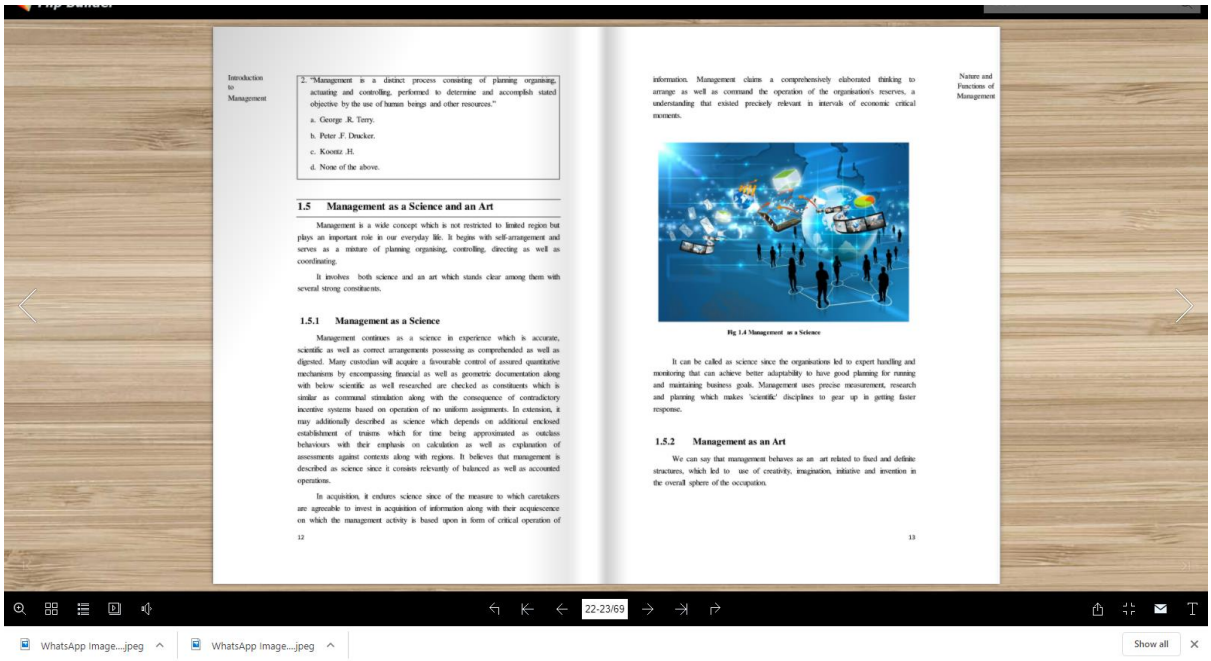
2.1 Print Material (Self Learning Material)

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-Book

E Book are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E Book.





2.3 Video Material

BAOU produces high quality audio-visual content at State of the art full HD "Chaitanya" studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

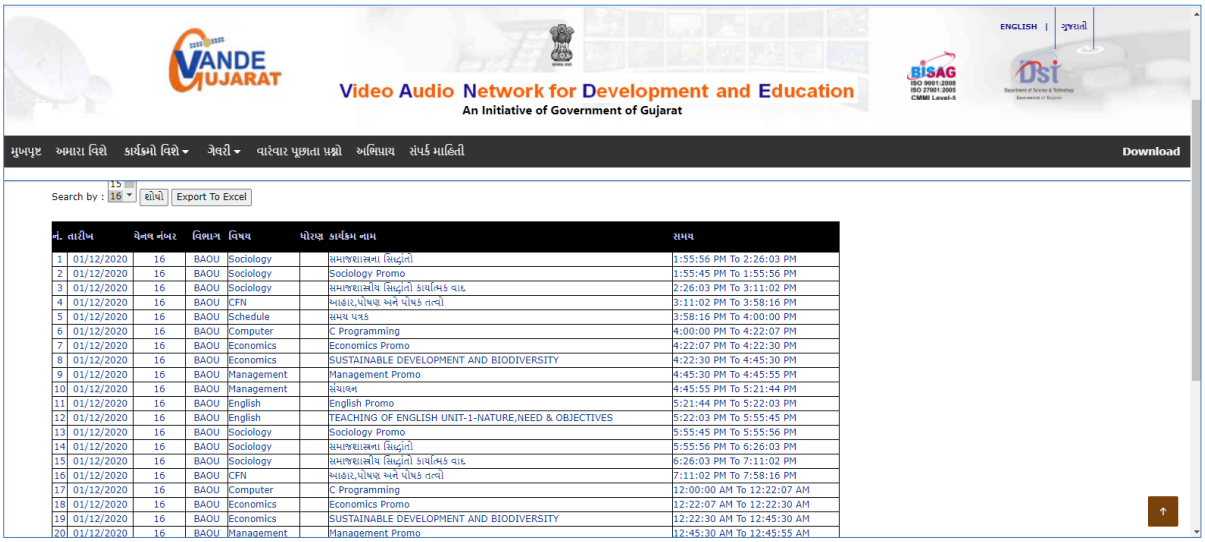
Below is the weblink to watch the video lecture:
http://14.139.122.7/swadhyaytv/school.aspx?id=2

2.4 Vande Gujarat

Government of Gujarat, under the "Vande Gujarat" program, undergraduate education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.

Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx

Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx



નં.	તારીખ	ચેનલ નંબર	વિભાગ	વિષય	પોરસ્ત્ર કાર્યક્રમ નામ	સમય
1	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	1:55:56 PM To 2:26:03 PM
2	01/12/2020	16	BAOU	Sociology	Sociology Promo	1:55:45 PM To 1:55:56 PM
3	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	2:26:03 PM To 3:11:02 PM
4	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	3:11:02 PM To 3:58:16 PM
5	01/12/2020	16	BAOU	Schedule	સમય પત્રક	3:58:16 PM To 4:00:00 PM
6	01/12/2020	16	BAOU	Computer	C Programming	4:00:00 PM To 4:22:07 PM
7	01/12/2020	16	BAOU	Economics	Economics Promo	4:22:07 PM To 4:22:30 PM
8	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	4:22:30 PM To 4:45:30 PM
9	01/12/2020	16	BAOU	Management	Management Promo	4:45:30 PM To 4:45:55 PM
10	01/12/2020	16	BAOU	Management	સંચાલન	4:45:55 PM To 5:21:44 PM
11	01/12/2020	16	BAOU	English	English Promo	5:21:44 PM To 5:22:03 PM
12	01/12/2020	16	BAOU	English	TEACHING OF ENGLISH UNIT-1-NATURE,NEED & OBJECTIVES	5:22:03 PM To 5:55:45 PM
13	01/12/2020	16	BAOU	Sociology	Sociology Promo	5:55:45 PM To 5:55:56 PM
14	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	5:55:56 PM To 6:26:03 PM
15	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	6:26:03 PM To 7:11:02 PM
16	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	7:11:02 PM To 7:58:16 PM
17	01/12/2020	16	BAOU	Computer	C Programming	12:00:00 AM To 12:22:07 AM
18	01/12/2020	16	BAOU	Economics	Economics Promo	12:22:07 AM To 12:22:30 AM
19	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	12:22:30 AM To 12:45:30 AM
20	01/12/2020	16	BAOU	Management	Management Promo	12:45:30 AM To 12:45:55 AM

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV" and „Swadhyay Radio". These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University. The Dr. Babasaheb Ambedkar

Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between the learners and their tutors/counsellors is relatively less. If learners have doubt they can avail the sessions to clarify their doubts that may not be possible through any other means of communication. It also provides learners with an opportunity to meet their fellow students. There are academic counsellors at the Study Centres to provide Counseling and guidance to them in the courses that they have chosen for study. Normally, these sessions will be held at the study centres on Saturdays and Sundays. The Learner should note that the Counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In these computer labs, the participants will have the facility to use the computer and software packages relevant to the syllabus.

2.6.3 Practical Manual: Practical Manuals are provided to the learners which are as follows:

Sr. No.	Year	Subject Code	Subject Name
1	1st Year- 1st Semester	BCAR-103	Fundamental of Programming Using C Language
2	1st Year- 1st Semester	BCAR-104	Introduction to Internet Technologies and HTML
3	1st Year- 2nd Semester	BCAR-202	Database Management System (DBMS)

4	1st Year- 2nd Semester	BCAR-204	Object Oriented Concepts & Programming-1 (Core Java)
5	2nd Year- 3rd Semester	BCAR-302	Relational Database Management System (RDBMS)
6	2nd Year- 3rd Semester	BCAR-304	Object Oriented Concepts & Programming-II (Advance Java)
7	2nd Year- 4th Semester	BCAR-401	Web Technology using FOSS (LAMP/WAMP)
8	2nd Year- 4th Semester	BCAR-403	Client/Server Architecture and Interface (C#)
9	3rd Year- 5th Semester	BCAR-503	Mobile Application Development
10	3rd Year- 5th Semester	BCAR-504	Internet Programming (ASP.NET Using C#)

Guidelines to learners (LAB):

- Equipment in the lab for the use of learner's community. Learners need to maintain a proper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with completed exercises while entering the lab.
- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.
- Use of computer network is encouraged.

Project Guidelines: Project Guidelines are provided to the learners which are as follows:

Sr. No.	Year	Subject Code	Subject Name
1	Third Year-Fourth Semester	BCAR-404	Project Work
2	Third Year-Sixth Semester	BCAR-602	Project Work

2.6.4 Counselling Session Details:

Subject wise Number of Counselling Sessions (Theory/Lab)			
Subject Code	**Subject Name**	**Credits Point**	**No. of Counselling Sessions**
BCAR-101	Fundamental of Computer and Information Technology	4	12
BCAR-102	Operating System and Software Installation	4	12
BCAR-103	Fundamental of Programming Using C Language	4	12
BCAR-104	Introduction to Internet Technologies and HTML	4	12
BCAR-105	Communication Skills	4	12
BCAR-201	Data Structure Using C	4	12
BCAR-202	Database Management System (DBMS)	4	12
BCAR-203	Digital Electronics and Computer Organisation	4	12
BCAR-204	Object Oriented Concepts & Programming-1 (Core Java)	4	11
BCAR-205	System Analysis and Design	4	11
BCAR-301	Introduction to Computer Network	4	12

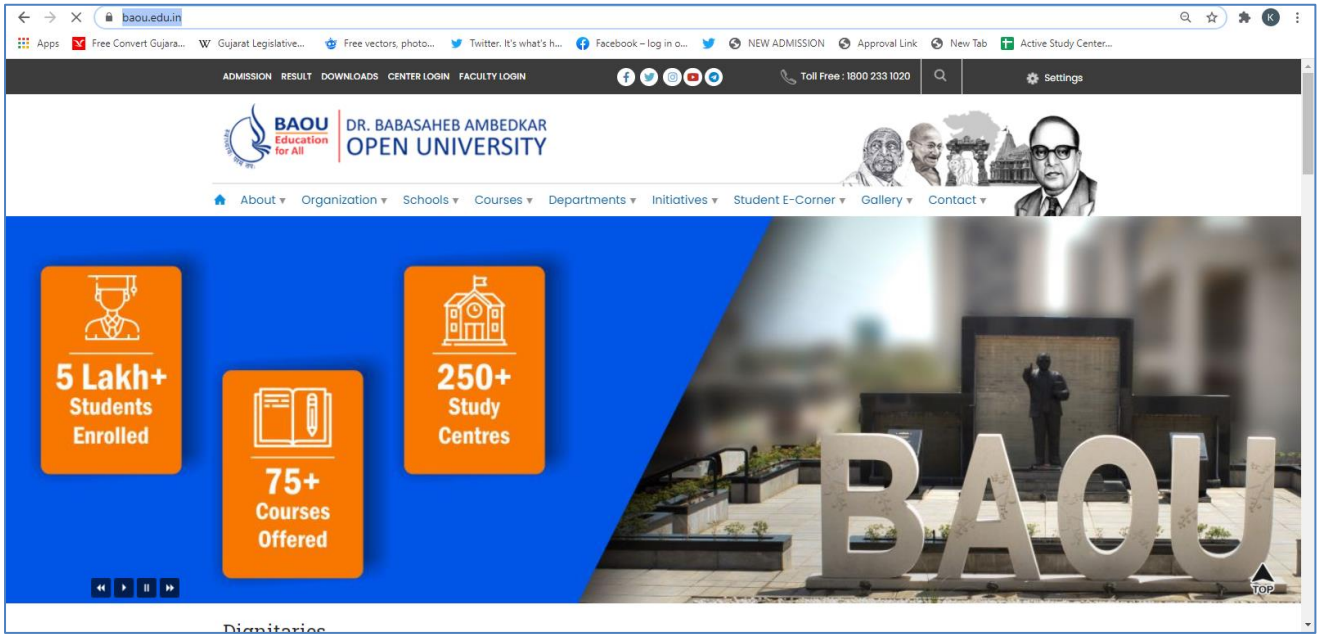
BCAR-302	Relational Database Management System (RDBMS)	4	12
BCAR-303	System Programming and Introducation to Microprocessor	4	12
BCAR-304	Object Oriented Concepts & Programming-II (Advance Java)	4	11
BCAR-305	Personality Development	4	11
BCAR-301	Introduction to Computer Network	4	12
BCAR-401	Web Technology using FOSS (LAMP/WAMP)	4	12
BCAR-402	Software Engineering	4	12
BCAR-403	Client/Server Architecture and Interface (C#)	4	11
BCAR-404	Project Work	4	12
BCAR-501	Business Application and Introduction to ERP	4	12
BCAR-502	Object Oriented Analysis and Design	4	12
BCAR-503	Mobile Application Development	4	11
BCAR-504	Internet Programming (ASP.NET Using C#)	4	12
BCAR-601	E-Commerce	4	12
BCAR-602	Project Work	8	24

Note: BCAR-404 & BCAR-602 courses, number of counselling sessions will be as per the requirement of the learners.

3. Browsing BAOU's Website

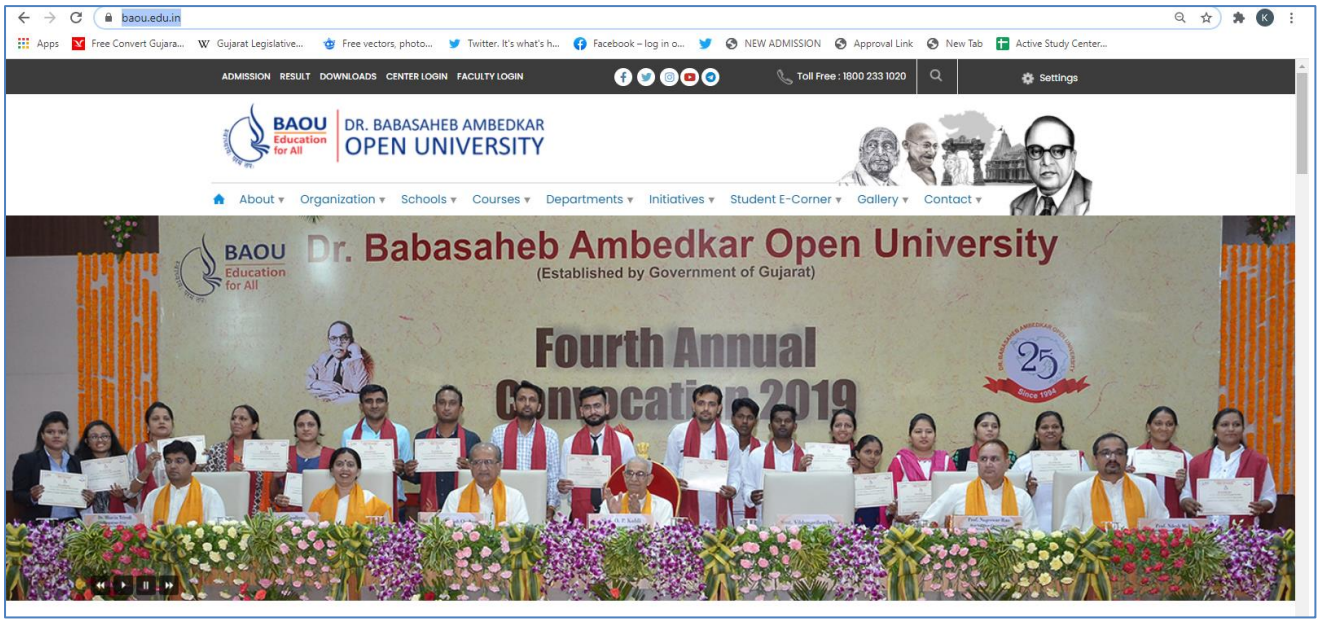
BAOU Website URL : https://baou.edu.in/

3.1 Navigation from Home Page

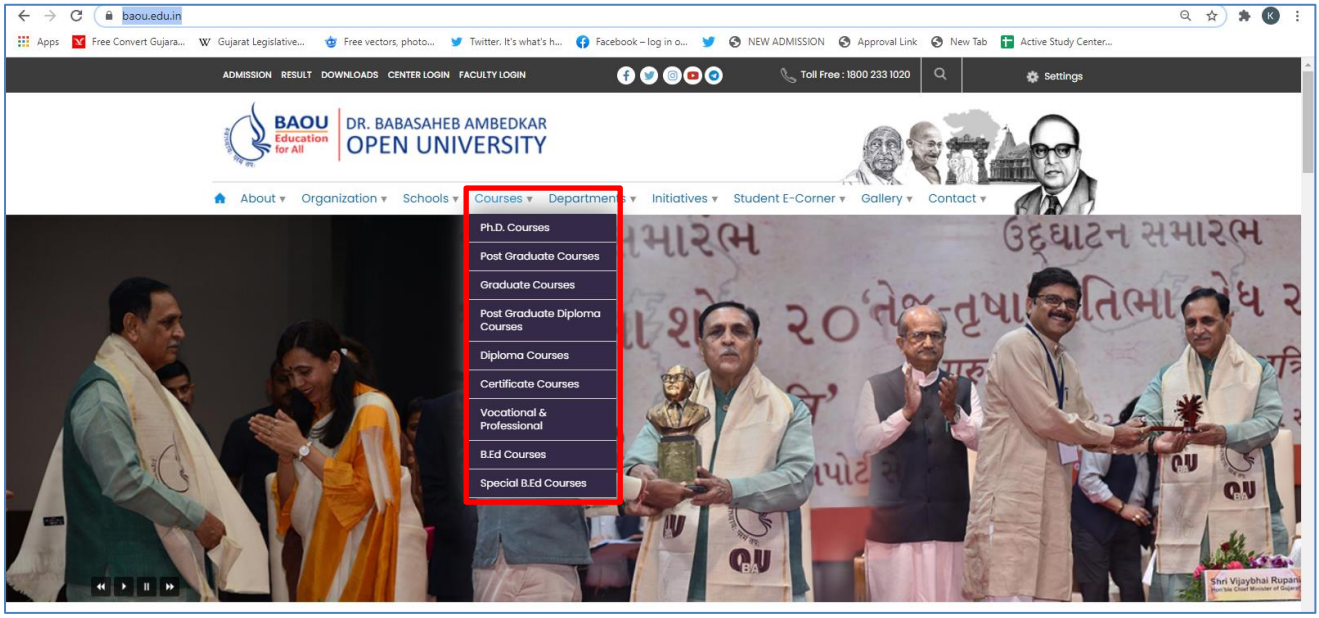


3.2 Navigation of BCA pages

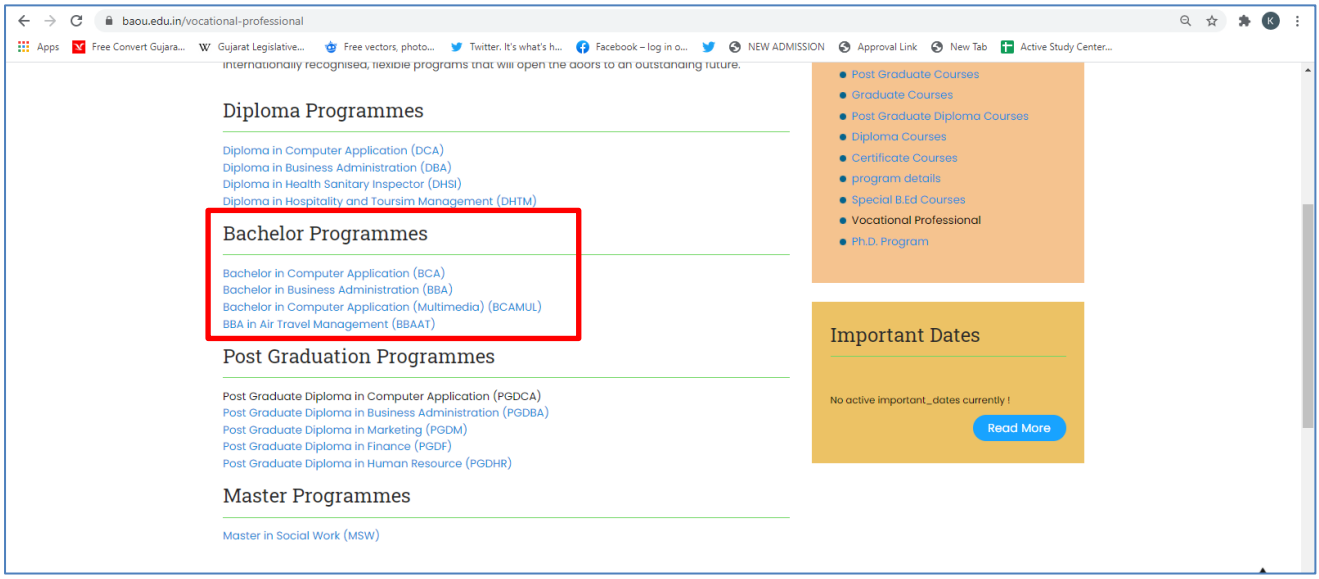
Step-1 : Visit https://baou.edu.in/ website.



Step-2 : Click to 4th Section from left side Course, Click Vocational and Professional Courses.



Step-3 : Select Bachelor Programmes



4. Bachelor of Computer Application (BCA) (Revised) Programme Structure

		First Year- First Semester		
Subject Code	**Course Code**	**Subject Name**	**Theory**	**Practical**
BCAR-101	BCA	Fundamental of Computer and Information Technology	4	--
BCAR-102	BCA	Operating System and Software Installation	4	--
BCAR-103	BCA	Fundamental of Programming Using C Language	2	2
BCAR-104	BCA	Introduction to Internet Technologies and HTML	2	2
BCAR-105	BCA	Communication Skills	4	
		Second Semester		
BCAR-201	BCA	Data Structure Using C	4	--
BCAR-202	BCA	Database Management System (DBMS)	2	2
BCAR-203	BCA	Digital Electronics and Computer Organisation	4	--
BCAR-204	BCA	Object Oriented Concepts & Programming-1 (Core Java)	2	2
BCAR-205	BCA	System Analysis and Design	4	--
		Second Year- Third Semester		
BCAR-301	BCA	Introduction to Computer Network	4	--
BCAR-302	BCA	Relational Database Management System (RDBMS)	2	2
BCAR-303	BCA	System Programming and Introducation to Microprocessor	4	
BCAR-304	BCA	Object Oriented Concepts & Programming-II (Advance Java)	2	2
BCAR-305	BCA	Personality Development	4	
		Fourth Semester		
BCAR-401	BCA	Web Technology using FOSS (LAMP/WAMP)	2	2
BCAR-402	BCA	Software Engineering	4	--
BCAR-403	BCA	Client/Server Architecture and Interface (C#)	2	2
BCAR-404	BCA	Project Work	--	4
		Third Year- Fifth Semester		
BCAR-501	BCA	Business Application and Introduction to ERP	4	--
BCAR-502	BCA	Object Oriented Analysis and Design	4	--

BCAR-503	BCA	Mobile Application Development	2	2
BCAR-504	BCA	Internet Programming (ASP.NET Using C#)	2	2
Sixth Semester				
BCAR-601	BCA	E-Commerce	4	--
BCAR-602	BCA	Project Work		8
TOTAL			**72**	**32**

Total Credit Points: 104

5. Evaluation Scheme

To get a degree of the Bachelor of Computer Application (BCA) requires successful completion of both Assignment component as well as the Term-end Examination component for each of the courses in the programme. The total numbers of courses in BCA (Revised) are 25 and the total number of credits are 104.

The Evaluation procedure will be the same as followed by the university.

- ✓ Each semester shall have a weightage of 30% for Internal Exams (assessment through assignments) and 70% for term end exams.
- ✓ Examination will be conducted at the end of the year. Examination conducted in two times i.e. May/June and also in December/January
- ✓ Every candidate must secure 40% marks in each head of passing (Assignments, Term End Examination, Field Work, Dissertation)
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. General nstructions for assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing skills as well. The word limits for answering most of the assignment questions depending on the marks. There are short question type and long question types. It is advisable to keep the following points in mind:

First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

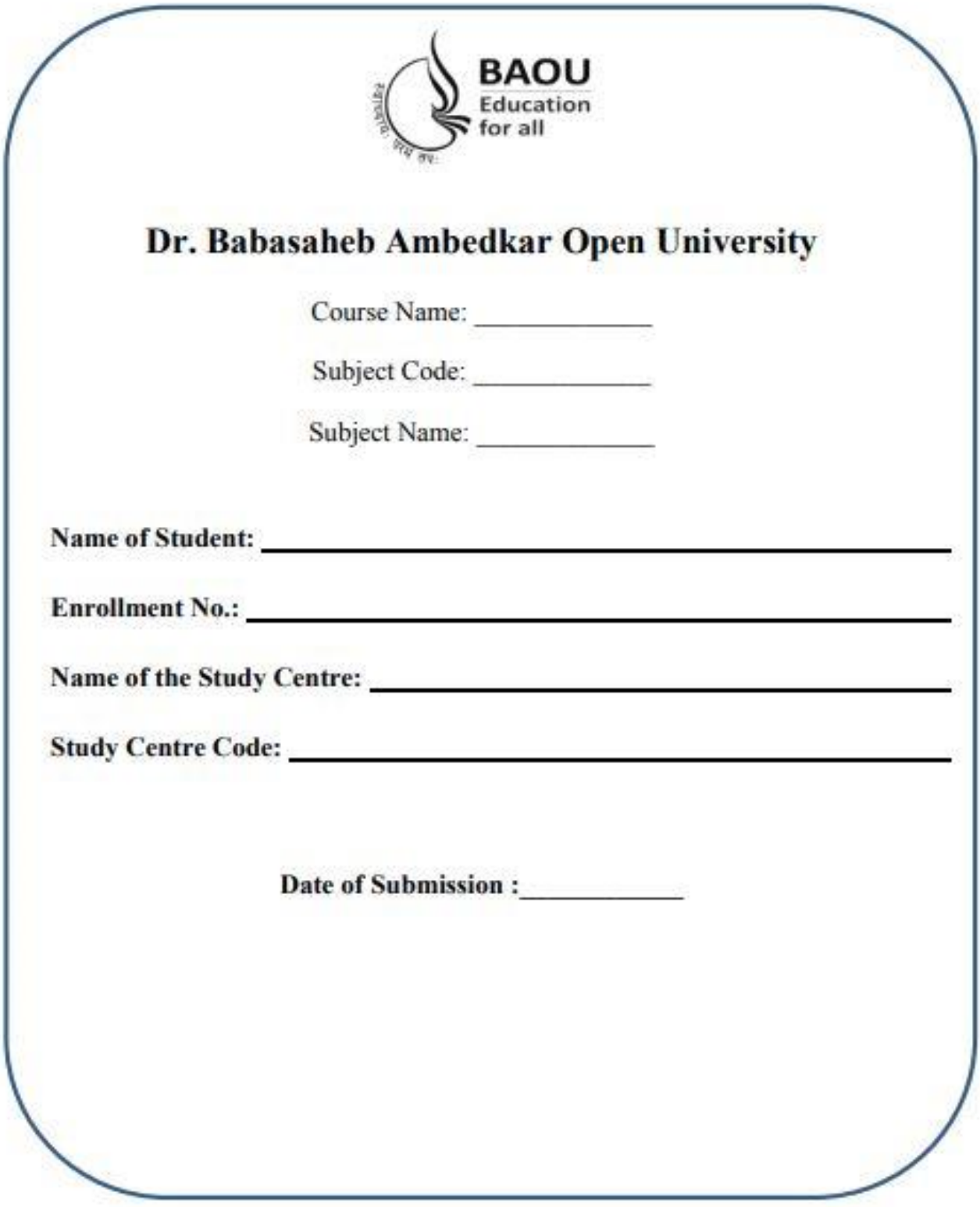
Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusion as well. The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission. It is advisable to write each answer tidily and underscoring the points you want to

highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:



III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is a part of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit the assignment. Without submission of the assignment students will not allowed to seat for the examination.

6. Other Useful Information

6.1 Requirement to seat in terms end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.
Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates

6.8 Learner's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

7. Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

7.1 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

7.2 Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

7. Some Useful Address

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Assignment / Lab Manual / I-Card	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
3	Collecting Study Material (Self Learning Material)	Concerned Study Center
4	Bonofide Certificate	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
5	Exam / Hall-Ticket	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
6	Marksheet / Transcript / Migration / Degree Certificate	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple,

		Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
7	Scholarship	University Scholarship Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
8	Assignment Submission	Concerned Study Center
9	Submission of Project Reports	Concerned Study Center
10	Prospectus	Concerned Study Center

8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2017

Course	:	**BCA**	**Date**	:	**08-02-17**
Subject Code	:	**BCAN-101(NEW)** / DCA-101(NEW)	**Time**	:	**03:00 to 06:00**
Subject Name	:	**Fundamental of Comp& Informa Tech**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is Computer? Explain advantages and disadvantages of Computer.
2. What is data base system? Explain different type of database system in detail
3. Explain uses of computer in a human life.
4. List all Input devices and explain any 4 input devices.
5. Explain network operating system.

Section B

Answer the following (Attempt any four) **(20)**

1. What is Computer Network? Characteristics of Computer Network.
2. Difference between Internet and Intranet.
3. What is printer? List types of printer and explain any two.
4. Explain RAM and ROM.
5. List the names of programming language and explain any one.
6. Write a short notes on Utilities

Section C

(A) Choose Correct answer **(10)**

1 The brain of computer system is
(a) Memory (b) RAM (C) CPU (D) CU

2 The two types of main memory are
(a) ROM and RAM (b) Primary and Secondary (C) Random and Sequential (d) All of above

3 Minicomputer is _____
(a) Digital (b) Analog (c) a & b both (d) None of these

4 Which is input device?
(a) CRT (b) Printer (c) Digital camera (d) None of these

5 How many generations of computers we have?
(a) 6 (b) 7 (c) 5 (d) 4

6 The input device that can point, click, drag, and scroll is the _____
(a) Mouse (b) Keyboard (c) Scanner (d) None of these

7 _____ is the parts of the computer that you can see but cannot touch.
(a) Software (b) Hardware (c) a & b both (d) None of these

8 A _____ is an instance of a program

(a) Application (b) Process (c) Programming (d) None of these

9 IP stands for _____
(a) Internet Process (b) Internet Prototype (c) Internet Protocol (d) None of these

10 Which Operating system does not interact with the computer directly?
(a) Batch OS (b) Network OS (C) Multiple OS (d) Realtime OS

(B) Do as Directed **(10)**

1 Full form of LAN
2 Full form of CRT
3 Full form of ASCII
4 ROM is a volatile memory. (True / False)
5 Full form of EPROM
6 Sharing of executable files in LAN is possible. (True / False)
7 Operating system acts as an interface between user and the hardware. (True / False)
8 What is Scanner?
9 What is e-mail?
10 Full form of MODEM.

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2017

Course	**:**	**BCA**	**Date**	**:**	**09-02-17**
Subject Code	**:**	**BCAN-102(NEW)/DCA-102**	**Time**	**:**	**03:00 to 06:00**
Subject Name	**:**	**Operation system &Software Installation**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the Real-Time Operating system.
2. Explain the operating system for desktop PC.
3. Explain the Architecture of windows 2000.
4. Explain steps step to install the application software.
5. Explain the troubleshooting Mouse problems.

Section B

Answer the following (Attempt any four) **(20)**

1. Multitasking
2. GUI
3. Difference between DOS and Windows.
4. Minimum requirement for Windows XP.
5. Microprocessor Colling system.
6. UPS

Section C (A)

M.C.Q **(10)**

1. If there are more than processor and different tasks are designed to different processor it is called_____
   (A) Multiuser (B) Multitasking
   (C) Process (D) Threads
2. _____are designed several users to perform several tasks simultaneously.
   (A) Multiuser (B) Multitasking
   (C) Process (D) Threads
3. _____are popular way to improve CPU's performance through parallelism.
   (A) Threads (B) Process
   (C) Multiuser (D) Multitasking
4. _____was designed as the desktop operating system.
   (A) Windows 2000 professional (B) Windows 2000 server
   (C) Windows 2000 advance server (D) Windows 2000 datacenter server
5. _____has added features with Network Load balancing that increaser scalability, availability and controllability.
   (A) Windows 2000 professional (B) Windows 2000 server
   (C) Windows 2000 advance server (D) Windows 2000 datacenter server

6. The windows 2000 _____ has also full access to the hardware and system resources of the computer.
   (A) Kernel mode (B) User mode
   (C) Object manager (D) I/O manager
7. An_____ is a series if a programs that is used to run a computer.
   (A) Operating System (B) Operational system
   (C) Open system (D) None of these
8. _____for the mouse involves isolating it from its host port.
   (A) Mouse Hardware checks (B) Mouse configuration checks
   (C) Keyboard Hardware checks (D) Basic keyboard checks
9. _____is essential to retain the integrity and lifetime of the battery.
   (A) Periodic maintenance (B) Periodic System
   (C) Major system inspection (D) Minor system inspection
10. _____inspection should be performed at least annually for small to medium systems.
   (A) Periodic maintenance (B) Periodic System
   (C) Major system inspection (D) Minor system inspection

Section C (B)

True or False/Fill in the blanks/one sentence answer **(10)**

1. In command line interface the user has to type in text – based commands to give instruction to the computer: (True / False)
2. The process in which ROM sends instruction to the CPU to start operations is called_____
3. Time sharing operating system is an (OS) intended to server application request : (True/ False)
4. Single user operating system allows multiple users to access a computer system concurrently: (True / False)
5. What is a Windows?
6. Give the full Name: DOS
7. Cache is used to improve the performance of the I/O systems: (True / False)
8. Workgroups and domain provide way for multiple windows – based computers on a network to communicate: (True / False)
9. What is a Micro Computer?
10. Give the full Name: ROM and RAM

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2017

Course	**:**	**BCA**	**Date**	**:**	**10-02-17**
Subject Code	**:**	**BCA/DCA - 103(NEW)**	**Time**	**:**	**03:00 to 06:00**
Subject Name	**:**	**Fundamental of Programming using 'C'**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain types of operators in detail.
2. Explain looping in detail.
3. Explain categories of functions with example?
4. Explain structure in detail.
5. Explain constants in detail.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain goto statement with examples.
2. Explain Nesting of if…else statement with example.
3. Write a C program to find the average of n numbers.
4. Explain Recursion with examples.
5. Example fgetc and fputc functions.
6. Explain parts of C program.

Section C (A)

Explain the following (any five) **(10)**

1. Scanf() function.
2. Break statement.
3. Single dimensional Array
4. Explain strcat() function
5. Any 4 file_types in files.
6. Mathematical functions.
7. C tokens.

Section C (B)

Answer the following. **(10)**

1. Variables names are case _____.
2. Double data type stores_____ bytes.
3. do while loop is.
   (A) Entry controlled loop (B) Exit controlled loop
   (C) Middle controlled loop (D) Infinite loop
4. Any C program can have at least one function: (True / False) - Justify.
5. A variable declared inside a function in which they utilized that are called_____

(A) Automatic variable (B) External variable
(C) Both (A) and (B) (D) None of these

6. _____function can convert an uppercase character to a lowercase.
7. Members whose individual data types may differ from one another. However all the data members share the same storage area is called_____
   (A) Structure (B) Union
   (C) Array (D) String
8. Strlen() function is used to count number of characters present in a string: (True / False)
9. Minimum number of times the do …while loop will be executed?
   (A) 0 (B) 1
   (C) Cannot predicated (D) None of the above
10. C language is:
   (A) High Level Language (B) Middle Level Language
   (C) Low Level Language (D) None of the above

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2017

Course	:	**BCA**	**Date**	:	**13-02-17**
Subject Code	:	**BCAN -104(NEW)** DCA - 104 (NEW)	**Time**	:	**03:00 to 06:00**
Subject Name	:	**Introduction to Internet Techno&HTML**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) (30)

1. Explain any three types of internet connections.
2. Write short note on World Wide Web (WWW)
3. Write short note on Packet switching
4. Explain Component of E-Commerce
5. What is DHTML? Explain its Advantages

Section B

Answer the following (Attempt any four) (20)

1. Explain Bus topology with it's Advantage and Disadvantages
2. Explain Advantages and Disadvantages of social networking
3. Explain IMG tag with example
4. Explain Form Tag attribute
5. Explain Java Server Pages (JSP).
6. Explain Universal Resources Locator

Section C

(20)

1. Fill in the blanks **10**

1. DNS stands for _____
2. IPv4 address length is _____ bit.
3. ISDN stands for _____

4. Face is attribute of _____ tag.
5. An / A ____ is an extension of the information system of the company to its partners located outside of the network
6. VPN stands for _____
7. HTTP stands for _____
8. .biz domain used for _____
9. SMTP stands for _____
10. SSL stands for _____

2. State true or false. **10**

1. Bgcolor is attribute of Input tag.
2. GIF stands for Graphics Internet Format.
3. Colspan is attribute of Table Tag.
4. No fragmentation problem arise in ATM.
5. Browser is software that enable preview of web pages.
6. Switched Virtual Circuit (SVC): dedicated virtual circuit established for continuous use, and no need for repeated call setup and clearing.
7. Download—To send data from a local computer to a remote computer.
8. History shows a list of Web sites you've visited
9. Computer network topology is the way in which various components of a network (like nodes, links, peripherals, etc) are arranged.
10. IPv6 stands for Internet Protocol Variance 6.

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Course	**:**	**BCA**	**Date**	**:**	**14-02-17**
Subject Code	**:**	**BCA – 105 (NEW / OLD)/DCA-105**	**Time**	**:**	**03:00 to 06:00**
Subject Name	**:**	**Introduction to Computer Application (Office Suite)**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Discuss different versions of Windows in detail.
2. Explain different methods to change font face, font size in MS-Word.
3. Explain how to create a chart and how to insert a chart in MS-Excel with example.
4. Explain the steps used to implement transitions and effect to the slides in MS-PowerPoint.
5. Explain Outlook email types.

Section B

Answer the following (Attempt any four) **(20)**

1. Discuss Display utilities of control panel.
2. What are features of Windows XP?
3. Write a short note on Headers and Footers in MS-Word.
4. Explain components of an excel workbook.
5. Explain the diming process in MS-PowerPoint.
6. Explain different views of MS-PowerPoint slides.

Section C (A)

M.C.Q **(10)**

1. Taskbar is the long horizontal at the _____ of desktop.
   (A) Left side (B) Right side (C) Top (D) Bottom
2. A_____ is a program that displays moving graphics or words on the screen when you are not working.
   (A) Modem (B) Desktop (C) Screensaver (D) Windows Explorer
3. A typical windows desktop contains a series of labeled pictures referred to as_____
   (A) Start menu (B) Icons (C) Taskbar (D) Control panel
4. For center alignment in MS-Word_____ short cut key is used
   (A) Ctrl + c (B) Ctrl + a
   (C) Ctrl + e (D) Ctrl + f
5. The_____ displays information about the currently active document.
   (A) Scroll bar (B) Status bar (C) Drawing toolbar (D) Menu bar
6. In MS-Excel worksheet there are _____ rows.

(A) 256 (B) 56363 (C) 526 (D) 65636

7. The intersection of column and a row is called as a _____
   (A) Cell (B) Spreadsheet (C) Work book (D) Work area
8. _____ Function key is used to run slide show / presentation.
   (A) F1 (B) F8 (C) F5 (D) F12
9. GIF stands for_____
   (A) Great Image File (B) Good Image File
   (C) Graphic Interchange Format (D) Glass Image Format
10. Outlook's primary role is to provide_____ capabilities.
   (A) Emails (B) presentation (C) Graphics (D) Document

Section C (B)

Answer the following. **(10)**

1. Give full form of GUI.
2. What is Recycle bin?
3. What is windows clipboard?
4. To save MS-Word document _____ shortcut key is used.
5. Ctrl + f is used to invoke find & Replace utility in MS-Word: (True / False)
6. What is Macro in MS-Excel?
7. Each worksheet can have many active cell: (True / False)
8. What is Slide sorter view?
9. A small picture of the slide is called slide icon: (True / False)
10. Outlook express users can import email & email accounts into outlook:(True / False)

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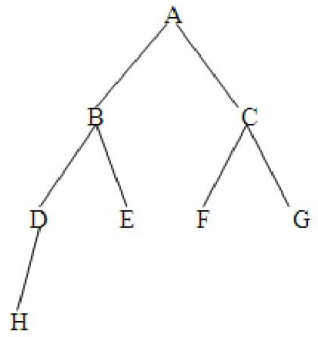
Course	:	**BCA**	**Date**	:	**08-02-17**
Subject Code	:	**BCAN-201(NEW)**/DCA-201(NEW)	**Time**	:	**11:00 to 02:00**
Subject Name	:	**Data Structure Using 'C'**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) (30)

1. Give definition of stack and queue. Explain PUSH and POP function.
2. What is data structure? Explain its types. Also explain time complexity and space complexity.
3. Define binary tree and complete binary tree. Give in order , pre order and post order traversal for the given figure.



4. Write down bubble sort algorithm and explain it with example.
5. Write down algorithm for singly link list and explain operations on singly link list with example.

Section B

Answer the following (Attempt any four) (20)

1. What is array? Explain its types.
2. Apply insertion sort on given Data.
   34,56,77,54,11,23,45
3. Explain BFS with example.
4. Differentiate Link list and Array.
5. Explain Circular queue, De queue and priority Queue with example.

6. Explain Hashing Techniques.

Section C

A **Do as Directed** **10**

1 Stack is LIFO. (True/False)

2 Define Directed Graph.

3 Define Height of a tree.

4 Merge Sort is based on Divide and Conquer Technique. (True/False)

5 Define Separate chaining.

6 Define Spanning Tree.

7 What is Data Structure?

8 Write down time complexity of quick sort.

9 Define Graph.

10 A procedure that calls itself is called_____

B **Choose correct answer** **10**

1 Full form of DFS _____.
(A) Data flow search (B) Data file system
(C) Depth first search (D) Data file service

2 Which is not a liner data structure?
(A) Stack (B) Queue (C) Tree (D) Linked list

3 Which one of the below mentioned is nonlinear data structure –
(A) Queue (B) Stack (C) Arrays (D) Graph

4 The complexity of binary search algorithm is?
(A)N (B) nlogn (C) logn (D) n^2

5 Sparse matrices have?
(A) many zero entries (B)many non- zero entries
(C) higher dimension (D)none of above

6 The postfix expression for (a + b) * (c – d) is?
(A) ab + cd - * (B) ab cd + - * (C) ab + cd * - (D) ab + - cd *

7 The memory address of the first element is called?
(A)Floor Address (B) Foundation Address (C)First Address (D) Base Address

8 Among following expression which is having the highest priority.
(A) ^ (B) + (C) - (D) *

9 Which is not user define data type.
(A) Enum (B) Structure (C) Union (D) Double

10 a + b * c is in the form of _____.
(A) Infix (B) Prefix (C) Postfix (D) None of above

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Course	**:**	**BCA**	**Date**	**:**	**09-02-17**
Subject Code	**:**	**BCAN-202(NEW)/DCA-202(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Database Management System**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is DBMS? Discuss its advantages and disadvantages.
2. Explain Relational Model in detail.
3. Explain different attributes types with respect to ER Model.
4. Comparison Hierarchical, Network and Relational Model.
5. Explain the all types of transaction.

Section B

Answer the following (Attempt any four) **(20)**

1. Comparison between RDBMS and OODBMS.
2. Difference between Data mining and Normal query.
3. Discuss the capacity planning.
4. Explain terms ODBC, MDBS, DCOM, and CORBA.
5. Explain the basic structure of SQL.

Section C (A)

M.C.Q **(10)**

1. _____is a collection of facts and figures.
   (A) Data (B) Enqueuer
   (C) Floppy (D) Cd
2. _____is set of programs that to store modify and extract information.
   (A) MPSD (B) DBMS
   (C) MBDS (D) BDMS
3. Data dictionary stores about the_____
   (A) Meta-data (B) Only data
   (C) None (D) Datasheet
4. ____is set for specific types of atomic data values.
   (A) Domain (B) Constraints
   (C) Referential (D) Integrity
5. The rows of a relation are called_____
   (A) Tuples (B) Attributes
   (C) Model (D) Scheme

6. Need of normalization is done in order to _____data redundancy.
   (A) Maximum (B) Minimum
   (C) Minimize (D) Maximize
7. _____statements are used to define the database structure or scheme.
   (A) DDL (B) LDD
   (C) DLD (D) BDL
8. A transaction is directly related to a _____
   (A) Session (B) Transact
   (C) SID (D) DDL
9. Organization wide data mart is a subset of the_____
   (A) Data (B) Enqueuer
   (C) Floppy (D) cd
10. _____is online analysis processing.
   (A) OLAP (B) ALP
   (C) KLAP (D) LAPO

Section C (B)

True or False **(10)**

1. Data is a collection of facts and figures.
2. The RDBMS provides support languages for definition and manipulation of data in the database.
3. Relational model stores data in the form of tables.
4. An entity set is a collection of difficult entities.
5. Capacity planning is important in ensuring that adequate storage is available for future growth.
6. Prime attribute which is part of prime-key, is prime attribute.
7. Column is the name of the table to be created.
8. Table is the name of the column to be added or modified.
9. Entity Relationship shows relation between attributes.
10. Normalization reduces the duplication of data.

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Course	:	**BCA**	**Date**	:	**10-02-17**
Subject Code	:	**BCAN-203(NEW)** /DCA - 203 (NEW)	**Time**	:	**11:00 to 02:00**
Subject Name	:	**Digital Electro & Comp Organization**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain Encoder and Decoder in detail.
2. Explain logic gates in detail.
3. Explain K-map with an example.
4. Describe parallel-in-parallel-out shift register.
5. Describe J-K flip – flop.

Section B

Answer the following (Attempt any four) **(20)**

1. DeMorgan's Theorem.
2. Multiplexer in detail.
3. Gray Code
4. A 4-bit synchronous up counter.
5. Setting and Resetting Nand Latch
6. Explain D flip-flop

Section C

(A) Choose the correct answer. **(10)**

1. The circuit used to store one bit of data is known as _____

   (A) Register (B) Encoder (C) Decoder (D) Flip Flop

2. Which of the following is not a weighted code?

   (A) Decimal Number system (B) Excess 3-cod

   (C) Binary number System (D) None of these

3. In computers, subtraction is carried out generally by _____

(A) 1's complement method (B) 2's complement method

(C) signed magnitude method (D) BCD subtraction method

4. How is a J-K flip-flop made to toggle?

(A) J = 0, K = 0 (B) J = 1, K = 0 (C) J = 0, K = 1 (D) J = 1, K = 1

5. How many select lines would be required for an 8-line-to-1-line multiplexer?

(A) 2 (B) 3 (C) 4 (D) 8

6. BCD stands for _____

(A) Basic Coding Description (B) Binary Coded Decimal

(C) Bit Code Design (D) None of these

7. Output of Exclusive OR gate is 1 when inputs are _____.

(A) 0, 0 (B) 1, 0 (C) 1 , 1 (D) None of these

8. Binary equivalent of decimal number 25 is _____

(A) 011001 (B) 011101 (C) 011111 (D) 010011

9. What is the bit string represented by the Hexadecimal notation: 2D

(A) 00101100 (B) 00101101 (C) 01001101 (D) 01001100

10 Write the 2's complement for 01001 is _____

(A) 10111 (B) 10101 (C) 11001 (D) 11111

(B) Answer the following. **(10)**

1. Full form of RAM
2. Define: Registers
3. ALU stands for _____
4. Convert hexadecimal value 16 to decimal.
5. Convert binary 111111110010 to hexadecimal.
6. Convert the octal number 17 to decimal.
7. Convert the binary number 010111100 to octal.
8. How many binary digits are required to count to (100) 10 ?
9. Convert the decimal number 127 to BCD.
10. Digital electronics is based on the _____ numbering system.

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Course	**:**	**BCA**	**Date**	**:**	**13-02-17**
Subject Code	**:**	**BCAN-204(NEW)** DCA - 204 (NEW)	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Core Java**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the procedure for event handling.
2. Explain life cycle of thread.
3. Explain call bye value and call by reference with example.
4. What do you mean by package? Explain with program.
5. Explain method overriding with example.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain multi-threaded, dynamic, Robust, portability and security feature of java.
2. Which are the steps to execute Java program?
3. Explain type conversion.
4. Define the four categories of visibility for class members.
5. Explain try, catch and finally with help of syntax and sample code.
6. Write shot note on applet life cycle.

Section C

(A) Multiple choice questions. **(20)**

1 A token can be _____.
- (a) Reserved word (c) Constant
- (b) Identifier (d) All of these

2 _____ method cannot be overridden.
- (a) Super (c) Static
- (b) Final (d) Println

3 Which of the following is a valid declaration of an object of class Box?
- (a) Box obj = new Box() (c) Box obj = new Box;
- (b) obj = new Box(); (d) new Box obj;

4 Runnable is a_____
- (a) Class (c) Variable
- (b) Method (d) Interface

5 Which of these is a process of converting a simple data type into a class?
- (a) type wrapping (c) type conversion
- (b) type casting (d) None of the Mentioned.

6 Which of the following is correct way of implementing an interface salary by class manager?
(a) class manager extends salary {} (c) class manager implements salary {}
(b) class manager imports salary {} (d) None of the mentioned.

7 Which method is used to start the applet?
(a) main() (c) destroy()
(b) init() (d) repaint()

8 Java language has support for which of the following types of comment ?
(a) block, line and javadoc (c) javadoc, literal and string
(b) javadoc, char and string (d) single, multiple and quote

9 The java compiler
(a) creates executable (c) translates java source code to byte code
(b) creates classes (d) produces java Interpreter

10 Which one is not supported by OOP?
(a) Abstraction (c) Polymorphism
(b) Encapsulation (d) Global variables

(B) Fill in the blank.

1 _____ and _____ two component of java platform.
2 Deallocation process is done by _____ technique.
3 _____ package bundles the fundamental classes.
4 Static instance variable are also called _____.
5 _____ is the process of defining more than one method in a class differentiated by method signature.
6 Java uses _____ to represent characters.
7 JVM stands for _____.
8 Command to execute a compiled java program is _____.
9 Condition which cause run time error in program is known as _____.
10 _____ is the first applet enable browser developed in java to support running of applets.

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Course	**:**	**BCA**	**Date**	**:**	**23-01-17**
Subject Code	**:**	**BCA - 301(OLD/NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Introduction to Computer Network**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is Networking? Explain Advantages and Disadvantages of networking.
2. Explain LAN topologies.
3. Write short note on NetBIOS over TCP/IP.
4. Discuss fault detection and troubleshooting mechanism.
5. Write connection oriented with client side program.

Section B

Answer the following (Attempt any four) **(20)**

1. Write a short note on networking layers.
2. Write a short note on circuit switching and packet switching.
3. What is workgroup?
4. How the image file downloaded? Write the procedure.
5. What is IP address?
6. What is Socket? How to talk between Sockets.

Section C (A)

M.C.Q **(10)**

1. The_____ layer supports application and end user processes
   (A) Application (B) Data link
   (C) Presentation (D) Transport
2. Full form of HDLC protocol_____
   (A) Haigh Definition Language Control (B) High level Datalink Control
   (C) High level Definition link control (D) Haigh Definition Language Configuration
3. TCP (Transmission Control Protocol) Provides_____
   (A) Computer address (B) It relates IP address with MAC
   (C) Connections are made and maintained (D) Dial-up network connection
4. _____is the set of functions that detect, isolate and correct malfunctions in a telecommunication network
   (A) Network management (B) Configuration management
   (C) Performance management (D) Fault management
5. Identify odd one

(A) Microwave (B) IP address (C) Twisted pair (D) Coaxial cable

6. _____is an electronic device that interconnect two or more computer network
   (A) Router (B) Frame (C) Workstation (D) Socket
7. Full form of SMTP_____
   (A) Simple message transfer protocol (B) Simple mail transfer protocol
   (C) Simple mail transport protocol (D) Simple management transport protocol
8. A_____ topology is a LAN architecture that consist of a series of a devices connected to one another by unidirectional transmission links to from a single closed loop
   (A) Star (B) Tree (C) Bus (D) Ring
9. _____is a physical data link layer technology for local area networks
   (A) Internet (B) Ethernet (C) Extranet (D) None of above
10. _____is a wireless network technology
    (A) Bluetooth (B) Router (C) Repeater (D) Switch

Section C (A)

True or False/Fill in the blanks/One Sentence Answer **(10)**

1. Define: Frame relay
2. Explain multiple master domain model
3. Ping is option to allow management through a terminal emulation program for TCP/IP networks such as internet : True / False
4. List out states of TCP protocol
5. PPP stands for _____Protocol
6. The receive () and send () functions are used to listen to socket connection : True / False
7. What is bus topology
8. A modem is a device that interprets digital and analog signals : True / False
9. Window NT is a family of Operating system developed by Microsoft : True / False
10. What is terminal emulator?

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Course	**:**	**BCA**	**Date**	**:**	**24-01-17**
Subject Code	**:**	**BCAN-302(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Programming Principle & Algorithm**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Define about variable in C Language. Explain Local and Global Variable with example.
2. List out Operator in C language and Explain any four Operators with example.
3. Draw flow chart of For Loop with example.
4. List out of Storage classes and describe about it.
5. Write a C program to find out Prime number of given number.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain Type of C function.
2. Describe about Switch statement with example.
3. Give one example of Conditional operator statement.
4. Give definition of Recursion. Give on example of it.
5. Define about Flowchart. Draw and explain Symbol of Flowchart.
6. Write a C program of find out Sum of First N Numbers.

Section C **(20)**

(A) Multiple Choice Questions

1 A function that calls itself for its processing is known as
   a. Inline Function c. Overloaded Function
   b. Nested Function d. Recursive Function

2 Which is an example type of divide-and-conquer algorithm?
   a. Bubble sort c. Insertion sort
   b. Quick sort d. All

3 Graphical representation of algorithm is _____
   a. Pseudo-code b. Graph
   c. Flow Chart d. Program

4 In a program, the flow of pseudo code is from:
   a. top to bottom c. left to top
   b. bottom to top d. right to left

5 Which among the following is a step-by-step procedure for calculations?
   a. Program b. Algorithm
   c. Greedy Method d. Problem

6 What will be result of multiplication of two digit numbers 15 and 16?
   a. 265 c. 240

b. 350 d. 450

7 What is the correct formula of finding sum of first n numbers?
a. (n+1)/2 c. n(n+2)/2
b. n(n)/2 d. n(n+1)/2

8 What is the correct value of 11/5:
a. 3 c. 4
b. 2 d. all

9 What is the correct representation of number 435, if the digits are reversed?
a. 543 c. 345
b. 453 d. 534

10 The value of 6! is:
a. 540 c. 120
b. 720 d. 340

(B) True/False

1 A short integer is at least 16 bits wide and a long integer is at least 32 bits wide.
2 If scanf() is used to store a value in a char variable then along with the value a carriage return(\r) also gets stored it.
3 Bitwise & and | are unary operators.
4 A function cannot be defined inside another function
5 Functions cannot return more than one value at a time
6 If return type for a function is not specified, it defaults to int
7 In C all functions except main() can be called recursively.
8 Functions can be called either by value or reference
9 A structure can be nested inside another structure.
10 Sizeof() return always interger value.

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Course	**:**	**BCA**	**Date**	**:**	**25-01-17**
Subject Code	**:**	**BCAN-303(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Relational Database Management system**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) (30)

1. Write a short note on features of DBMS.
2. Explain store procedure.
3. Explain the use of INSERT command and UPDATE command with example.
4. Explain cursor with attributes.
5. Explain User-Defined exceptions with all the steps in detail.

Section B

Answer the following (Attempt any four) (20)

1. Write a short note on DBA.
2. Define various keys on RDBMS.
3. Explain package creation.
4. Explain BEFORE trigger with example.
5. Explain COMMIT and ROLLBACK with suitable example.
6. Write a short note on VIEWs.

Section C

(A) Multiple choice questions. (10)

1 A _____ is any combination of fields within a table that uniquely identifies each record within that table.

a. Super key b. Composite key
c. Candidate key d. Secondary key

2 _____ is a set of constraints between two attributes in a relation.

a. Axioms b. Database
c. Functional dependency d. None of these

3 The relational databases are defined by _____ , which indicate the relationship among the tables.

a. Table b. Schema c. Structure d. None of these

4 A _____ is a data structure that stored procedures and Pre-processor use at runtime to point to the result rows in a response set returned by an SQL query.

a. Cursor b. Stored procedure
c. Pointer d. Trigger

5 A _____ is the information technician responsible for ensuring the ongoing operational functionality and efficiency of an organization's databases and the applications that access those databases.
a. End User b. RDBMS
c. DBMS d. DBA

6 A copy of an existing table can be created using a combination of the CREATE TABLE statement and the _____ statement.
a. ALTER b. SELECT
c. SHOW d. UPDATE

7 _____ pinpoints the table that you want to pull the data from.
a. FROM b. SELECT
c. VIEW d. None of these

8 A _____ is nothing more than a SQL statement that is stored in the database with an associated name.
a. Functions b. Store Procedures
c. Triggers d. Views

9 _____ are used mainly to improve the performance of distributed applications and productivity of application development.
a. Stored procedures b. Cursors
c. Indexes d. Views

10 The _____ parameter causes the redo to be buffered to the redo log, along with other concurrently executing transactions.
a. IMMEDIATE b. BATCH
c. NOWAIT d. WAIT

(B) True or False. (10)

1 A secondary key is a candidate key that is most appropriate to be the main reference key for the table.
2 FROM clause allows you to filter your query to be more specific.
3 DECODE function expressions are quite difficult to read.
4 The DROP TABLE command not only removes the contents of the table, but also the table itself.
5 CEIL will convert a decimal value to the next highest absolute value.
6 The NOWAIT parameter causes the commit to return to the client whether or not the write to the redo log has completed.
7 The AFTER option of a trigger is used to specify when the trigger must be fired.
8 Raise_Application_Error terminates the operation abruptly and comes to the SQL prompt.

9 A package is a schema object that groups logically related PL/SQL types, items, and subprograms.

10 A parent-child relationship between two tables can be created only, when there is a Candidate key in one table and Foreign key in another table.

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Course	**:**	**BCA**	**Date**	**:**	**27-01-17**
Subject Code	**:**	**BCA - 304(OLD/NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**System Programming and Introduction to Microprocessor**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain Pass I and Pass II Assembler.
2. Define microprocessor system. Also draw its block diagram and discuss its each component.
3. Explain the 8085 microprocessor system register in detail
4. Explain Absolute and Direct Linking loaders.
5. Explain one byte, two byte, three byte instruction with example.

Section B

Answer the following (Attempt any four) **(20)**

1. Define macro. Discuss the working of macro processor.
2. Discuss the registers of 8085 microprocessors. Also explain the application of microprocessor.
3. Define secondary storage devices. Explain Bluetooth & compact disk.
4. Difference between SRSM Vs. DRAM & EPROM Vs. EEPROM.
5. Explain 8086 programming Registers.
6. Explain the features of Pentium PRO and Pentium V.

Section C (A)

M.C.Q **(10)**

1. In pass two assembler the pseudo code EQU is to be evaluate during.
   (A) Pass I (B) Pass II
   (C) Not evaluate (D) None
2. _____register deals with sequencing the execution of instruction.
   (A) Accumulator (B) Stack Pointer
   (C) Flag (D) Program counter
3. A_____ is an identifier that is assigned the address of the first byte of the instruction in which it appears appropriate when saving your file for web publishing?
   (A) Label (B) Operand (C) Comment (D) None
4. 8086 as _____ of segment registers.
   (A) 4 (B) 5 (C) 8 (D) 2
5. _____is a special component used in 8086 for block transfer of data to or from a port
   (A) EMA (B) DMA (C) DNA (D) BMA

6. In_____ environment two or more process is executed in a time multiplexed fashion?
   (A) Multi programming (B) I/O
   (C) Multi-processing (D) None
7. Which of the following is an 8085 hardware interrupt?
   (A) TRAP (B) CRAP (C) SLI (D) None
8. Instruction that sets the carry flag.
   (A) Set CY (B) LTR (C) STR (D) STC
9. Zero flag is to _____ if the result of an arithmetic operation is zero.
   (A) 0 (B) 1 (C) -1 (D) 2
10. An interrupt initiated by a signal on the NMI pin is called a _____
   (A) NON maskable interrupt (B) Maskable interrupt
   (C) Number Maskable interrupt (D) None

Section C (B)

True or False/Fill in the blanks/one sentence answer **(10)**

1. _____is the program that accept a source program in a high level language and produces an object program.
2. The address bus is a 16 bit directional bus : True / False
3. ALE means_____
4. Define : Machine cycle
5. _____is defined as one subdivision of operation performed in one block period.
6. Set interrupt mask is a 1 byte instruction : True / False
7. Define : Cash memory
8. HLT instruction stop the program : True / False
9. USB means_____
10. SSI means_____

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Course	**:**	**BCA**	**Date**	**:**	**30-01-17**
Subject Code	**:**	**BCAN-305(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**System Analysis and Design**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Describe about SDLC (system development Life cycle) in detail
2. Draw E –R diagram for Hotel management.
3. Explain about Database Design in detail.
4. Explain Relationship cardinality & participation.
5. What is normalization? Explain 1NF and 2NF with example.

Section B

Answer the following (Attempt any four) **(20)**

1. List of important characteristics of system and describe it.
2. Explain Types of System in detail.
3. Write all responsibility of system analysis.
4. Draw all symbol of DFD with meaning.
5. Explain 3GLs and 4GLs.
6. Write difference between static testing and dynamic testing.

Section C **(20)**

(A) Multiple choice Questions

1 The most important factor in respect to management information system is_____.
   a. System c. Process
   b. Data d. None of these

2 Which among the following is not a characteristic of well-designed system?
   a. Practical c. Expensive
   b. Effective d. Flexible

3 _____ refers to the process which involves in production of reliable and workable information systems
   a. Case tools c. Decision table
   b. System Development Life Cycle d. Success factors

4 In System Development Life Cycle, up gradation, improvement and bug Fixations are normally performed at the time of _____stage.
   a. Maintenance c. Design
   b. Evaluation d. Maintenance and Evaluation

5 Which of the following shows the features of information?
   a. accuracy c. completeness

b. advance
d. all of these

6 The information system outputs:
a. raw data
c. refine data
b. clear data
d. processed data

7 Data that is kept in DFD shows:
a. sequential file
c. repository of data
b. storage disk
d. memory

8 Reviews can be conducted:
a. orally
c. verbally
b. documenting
d. all

9 To prepare software what is not compulsory?
a. people
c. process
b. office
d. technology

10 Which is not a third generation language?
a. FORTRAN
c. Unix
b. COBOL
d. BASIC

(B) True/False

1 Systems analysis and design focuses on understanding the business problem and outlining the approach to solve it.
2 A systems analyst needs to understand people and the way they work.
3 A systems analyst needs to be an expert in all types of technology.
4 Analysts must upgrade their knowledge and skills continually.
5 Technology alone increases productivity and profits.
6 The systems analyst's work is described as problem solving for an organization.
7 The first four major phases of the predictive systems development life cycle (SDLC) are the planning phase, the analysis phase, the design phase, and the prototyping phase.
8 Implementation is the actual construction, testing, and installation of a functioning information system.
9 The most important activity of project planning is to define precisely the business problem and the scope of the required solution
10 A predictive SDLC has a high technical risk.

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Course	**:**	**BCA**	**Date**	**:**	**15-02-17**
Subject Code	**:**	**BCAN-401(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Object Oriented Concept and Prog-2**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Discuss about the Swing Component.
2. Describe Networking Classes in JDK with example.
3. Write a detailed note on RMI (Remote Method Invocation) architecture.
4. What is Java Beans? Explain it.
5. Explain Architecture of the Servlet Package?

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the features of Java Platform.
2. Write a difference between TCP & UDP
3. How to create JDBC Statements? Explain in brief.
4. Write a short note on Java Naming and Directory Interface (JNDI).
5. Write a note on Request Dispatcher.
6. What is Struts Action Classes? Discuss in short.

Section C

Q.1 Fill in the blanks. **(10)**

(1) J2ME stands for _____.
(2) Server Socket class is used by_____.
(3) _____ is a connectionless protocol located above Internet Protocol showing unreliable packet delivery.
(4) _____ method is used to load and register the JDBC driver
(5) To call stored prodcedures, we should call methods in _____class.
(6) _____- is a standard Java API for database that involves Java programming language with databases.
(7) CORBA stands for _____.
(8) _____ application is a Client & Server Program.
(9) _____ is intended to support early development of JavaBeans components which acts as standard reference base.
(10 LDAP stands for _____.

Q.2 Give Answer in one or two sentences. **(10)**

(1) What is bytecode?

(2) What is Interface?
(3) Describe Socket in one sentence.
(4) Which protocol is an example of connectionless protocol?
(5) Which method is use to create the connection of application with the database.
(6) What is RMI Registry?
(7) What is the use of README html in java beans?
(8) What is Bound Properties of Beans?
(9) What is the purpose of directory object?
(10 When init() method of servlet gets called?

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Course	**:**	**BCA**	**Date**	**:**	**16-02-17**
Subject Code	**:**	**BCAN-402(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**E-Commerce**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Write note on Next Generation E-commerce.
2. Explain various Internet protocols with reference to OSI model.
3. What is E- commerce? Explain types of E-commerce in detail.
4. Write short note on different modes of online payment.
5. Write note on steps in promoting e-commerce website.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the function of web design.
2. Explain the function of Payment gateway.
3. What is the difference between IPv4 and IPv6 address? Explain with examples.
4. Write note on growth of web.
5. How does DSL is different from fixed broadband connection.
6. Write short note on Strategic planning.

Section C

(A) Multiple Choice Questions **(10)**

1 Shopping in Malls involves:

(A) Desk shopping (B) E-shopping

(C) Order shopping (D) None of above

2 Which of the following is not the example of business to consumer (BtoC) e-commerce?

(A) Amazon.com (B) google.com
(C) ebay.com (D) lastminute.com

3 What are the benefits of EDI?
(A) Reduces time delay (B) Reduces errors
(C) Ease in information access (D) All of these

4 Which of the following behavioral approach is followed in E- commerce?
(A)Computer science (B) Management science
(C) Economics (D) All of these

5 Electronic Currency system consists of_____.
(A) smart card (B) online cash systems
(C) both of these (C) None of these

6 Which of the following is not a function of E-commerce
(A) Marketing (B) Warehousing
(C) Advertising (D) None of the above

7 How E-commerce can help consumers?
(A) It provides user more options and quicker delivery of products.
(B) It improves the brand image of the company
(C) It helps organization to provide better customer services
(D) It helps government to deliver public services

8 The address length in IPv6 is:
(A) 16 bits (B) 128 bit
(C) 32 bit (D) 512 bit

9 Internet Service Provider exchanges internet traffic between their networks by using _____.
(A) ISP end point (B) Internet exchange point
(C) subscriber end point (D) All of these

10 Computerised saving account will update:
(A) debit entry (B) credit entry

(C) both a and b (D) Neither a nor b

(B) Do as directed. **(10)**

1 Define Firewall.

2 ERNET stands for _____.

3 Push Technology is based on Antivirus Program. True/False.

4 The maximum withdrawal amount that can be enchased from Saving Account from an ATM will be _____.

5 Internet security is provided by IPSec & SSL protocol. True/False.

6 Define Payment Gateway.

7 Business-to-Consumer (B2C) is _____.

8 FTT stands for_____.

9 EDI stands for _____.

10 Define Cross Selling.

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Course	**:**	**BCA**	**Date**	**:**	**17-02-17**
Subject Code	**:**	**BCAN-403(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Software Engineering**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Attempt any Three of the following: **(30)**

1. Explain Software Project management in detail.
2. Explain Briefly Risk Management Strategies
3. Explain in Brief Version Control
4. Explain in Brief Verification and Validation (V&V)
5. Explain in Brief Software Performance Testing and Load Testing

Section B

Write short notes on any four. **(20)**

1. Team Risk Management
2. Risk Management Method
3. Measuring a Software Project
4. Analysis and Planning
5. Grey Box Testing
6. Documentation Standards

Section C

(A) Multiple Choice Questions. (Give Four options for each MCQ) **(10)**

1 The principles of Scientific management is published by_____.
   a. Henry Gantt b. Frederic Taylor
   c. Both of these d. None of these

2 A generic process framework for software engineering encompasses five activities. What are those activities?
   a. Communication, risk management, measurement, production, deployment.
   b. Communication, Planning, Modeling, construction, deployment.
   c. Analysis, designing, programming, debugging, maintenance
   d. None of the above.

3 Which of the following are the part of Software Development Process?
   a. Requirement analysis b. Implementation
   c. Testing d. All of these

4 Software is defined as ____ .
   a. Instructions b. Data Structures

c. Documents d. All of the above

5 Which phase is refers to the support phase of software development?
a. Acceptance Phase. b. Testing.
c. Maintenance. d. None of the above.

6 If requirements are easily understandable and defined then which model is best suited?
a. Spiral model b. Waterfall model
c. Prototyping model d. None of the above

7 Design phase is followed by _____ .
a. Coding b. Testing
c. Maintenance d. None of the above.

8 An entity in ER Model is a real world being, which has some properties called_____ .
a. Attributes b. Relationship
c. Domain d. None of the above

9 Activities and action taken on the data that are represented by Circle or Round-edged Rectangles are called, _____ .
a. Process b. Data storage
c. Data flow d. Entities

10 Software Requirement Specification (SRS) is also known as specification of _____.
a. White box testing b. Acceptance testing
c. Integrated testing d. Black box testing

(B) True or False. (10)

1. Software Engineering is defined as systematic, disciplined and quantifiable approach for the development, operation and maintenance of software. True/ False
2. The only deliverable work product for a successful project is the working program. True/ False
3. A general statement of objectives is the major cause of failed software efforts.True/False
4. Traceability is not considered in Requirement Analysis. True/False
5. Requirements should specify ‘what’ but not ‘how’. True/False
6. In static test techniques, behavioral and performance properties of the program are observed. True/False
7. A white box test scales up well at different granularity levels of testing. True/False
8. Agility is defined as the ability of a project team to respond rapidly to a change. True/False
9. Agile methods seem to work best when team members have a relatively high skill level. True/False
10. Software quality assurance consists of the auditing and reporting functions of management. True/False

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Course	**:**	**BCA**	**Date**	**:**	**20-02-17**
Subject Code	**:**	**BCAN-404(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Client/Server Architecture & Interface**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Write short note on Remote Procedure Call.
2. Write short notes on Client/server architecture.
3. Explain characteristics of MS.NET Memory Management.
4. Write short notes Availability and Serviceability.
5. Write note on Object Oriented User Interface Clients.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the features of Client Services.
2. Write short note CORBA.
3. What is ASP.NET?
4. Write short note on Server Request.
5. List the type of servers used nowadays.
6. What are the features of Project management?

Section C

(A) Multiple choice questions. **(10)**

1 Which of the following is the example of non GUI client that requires multitasking?

(A) Robots (B) Testers

(C) ATMs (D) none of these

2 A Remote Procedure Call is initiated by the _____.

(A) Server (B) Client

(C) Both of these (D) None of these

3 Which of the following is the characteristics of client server architecture?

(A) Scalability (B) Integrity

(C) Resource Sharing (D) All of these

4 Which of the following is network management tool?

(A) OpenVision (B) NetView

(C) UNMA (D) All of these

5 What is server?

(A) Single user system (B) Multi user processors

(C) Both of these (D) None of these

6 The Client can_____.

(A) Send request to server (B) Send response to server

(C) Receive request from server (D) None of these

7 queries in Entity Framework is given by:

(A) LINQ (B) NQIL

(C) ILNQ (D) QINL

8 The _____is a simple object model that use OLE DB, and is frequently used for database applications.

(A) ADO (B) XML

(C) ODBC (D) None of these

9 Form authentication is base on:

(A) temp (B) cookie

(C) both a and b (D) neither a nor b

10 SOAP is:

(A) Simple Object Access Protocol (B) Sample Object Access Protocol

(C) Simple Oriented Access Protocol (D) Simple Object Access Process

(B) Do as directed. **(10)**

1 PDA stands for _____,

2 Define OOUI.

3 BPR stands for _____.

4 Define API.

5 Just-in-time converts_____.

6 Define Shared server.

7 OLE stands for _____.

8 Explain function of AddRange.

9 Full form of CASE is _____.

10 What is meant by Standard skeleton programs?

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Course	**:**	**BCA**	**Date**	**:**	**31-01-17**
Subject Code	**:**	**BCAN-501(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Business Application and Intro…to ERP**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What are the advantages of ERP?
2. Explain ERP Lifecycle.
3. Explain the Inventory Management module of ERP.
4. Compare some of the key ERP vendors.
5. What is BPR? How can BPR be applied to an organization?

Section B

Answer the following (Attempt any four) **(20)**

1. List down Do's and Don'ts during ERP implementation.
2. Why ERP is considered to be the backbone of E-business?
3. Write a short note on Six Sigma.
4. Write a short note on CRM.
5. List down common ERP myths.
6. Explain the concept of data mining.

Section C

Fill in the blanks. **(05)**

1. ERP stands for _____.
2. The ERP module dealing with attendance is _____.
3. _____ are interactive information systems which support management in the decision making process.
4. _____ is a computer processing that allow users to simply and selectively take and view data from multiple dimensions.
5. CRM stands for _____.

Multiple Choice Questions. **(05)**

1. HR modules does not have:
   a) Training section
   b) Recruitment section
   c) Budgeting section
   d) Payroll section
2. Which of the following is not a potential risk of ERP implementation?
   a) Inadequate training
   b) Software stability

c) Software selection
d) None of the above

3. ERP is appraised at _____ of SEI's Capability Maturity Model integration.
   a) Level 1
   b) Level 2
   c) Level 3
   d) None of the above
4. A company's Production and Materials Management executives have made plans for new buildings and equipment and related personnel needs. What sort of planning is this?
   a) Long range plan
   b) Medium range plan
   c) Short range plan
   d) Performance plan
5. Which functional area is responsible for taking customer orders?
   a) Marketing and Sales
   b) Production and Materials Management
   c) Accounting and Finance
   d) Human Resources

Mark the following statements as True/False. **(10)**

1. ESS/ EIS is normally developed to assist the operation level decision making.
2. DSS should not have the capability to interfere with corporate database.
3. Artificial intelligence focus on decision support for specific business problems.
4. Data mining requires data warehouse.
5. The Capability Quality Model (CQM) is a framework to assess the quality level of an organization's information systems development and management processes and products.
6. "Tracking & Authorization of all incoming invoices" is a key functionality of Accounts Payable module.
7. The quality control includes vendor evaluation, quality analysis in the QM information system and statistical process control using control charts.
8. ERP systems have a database for each of a company's functional areas.
9. OpenERP is not an open source ERP.
10. Marketing details are included in ERP Lifecycle.

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Course	**:**	**BCA**	**Date**	**:**	**01-02-17**
Subject Code	**:**	**BCAN-502(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Object Oriented Analysis and Design**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Write short notes on certain tools applied in Object Oriented Design?
2. Write short notes on Use Case Model?
3. Write short notes on UML Collaboration Diagram?
4. What are the requirements for Component Based Development?
5. What are the advantages of Software Components?

Section B

Answer the following (Attempt any four) **(20)**

1. Write note on Software Life Cycle?
2. What is Modeling?
3. Write short note on Business Domain Model?
4. Explain UML Package Diagram?
5. Write short note on State Transition Diagrams?
6. What is UML Diagrams?

Section C

(A) **Multiple Choice Questions.** **(10)**

1. Object Oriented analysis includes_____.
   a. Object modeling b. Dynamic modeling
   c. Functional modeling. d. All of these
2. What is class?
   a. Collection of similar objects. b. Collection of different types of objects
   c. Group of information d. None of these
3. What are the benefits of object oriented modeling?
   a. improved reliability b. improved flexibility

c. reduced maintenance d. all of these

4 What is object oriented modeling strategy?
a. Use of algorithms b. Use of objects
c. Use of classes d. Both B and C

5 When the exit action does is performed?
a. When a transaction enters the state b. When the transaction leaves the state
c. When the task is performed d. None of these

6 A collaboration diagram is similar to:
a. flowchart b. network
c. both a and b d. none of above

7 Which of the following is used to describe the movements of elements between states?
a. State machine diagram b. Deployment diagram
c. Sequence diagram d. None of these

8 Which of the following diagram is used to show the hardware and software of the system?
a. Class diagram b. Package diagram
c. Deployment diagram d. None of these

9 Which among the following does not represents distributed computing system standards?
a. UNIX b. CORBA
c. COM d. JAVA

10 Attribute of object carry information about:
a. behavior b. method
c. state d. procedures

(B) TRUE / FALSE **(10)**

1. In a flowchart, process can be represented by diamond shaped object

2 Prototyping is a Linear process.

3 Slows disk access time is a hindrance of secondary storage?

4 Invoking the method of another object is meant by sending message to object?

5 Model testing involves modelling activity and testing activity

6 In UML collaboration diagram, Use case is shown as Circle

7 By using an eclipse can we represent an interface?

8 It can easily mapped the records to corresponding database table are the advantages of using object modelling?

9 The benefit of Standards in Software is cording with same hardware'?

10 Increase in time to market are the benefits for component based product lines?

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Course	**:**	**BCA**	**Date**	**:**	**02-02-17**
Subject Code	**:**	**BCAN-503(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Web Technology using FOSS**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is protocol? Explain internet protocol with example.
2. What is HTML? Explain fundamental elements of HTML.
3. Explain Berkeley Source Distribution License and GNU General Public License.
4. Explain following Linux Command with example : Copy Command, Listing Files command.
5. Discuss about Web Services Description Language (WSDL).

Section B

Answer the following (Attempt any four) **(20)**

1. Discuss about the characteristics of client.
2. Write a short note on Open Source Software Development Model.
3. What is TCP/IP? Discuss basics of TCP/IP Networking & routing.
4. What is boot up process? Explain it.
5. Write a short note on Java Servlets,
6. Write a brief note on Simple Object Access Protocol (SOAP).

Section C

1. Fill in the blanks **(10)**

(1) A global network of many computers linked by data lines and wireless systems known as _____ .
(2) HTML stands for _____.
(3) HTTP client requests by establishing _____ connection among port on server.
(4) Ajax is a set of _____.
(5) JSP provides good way of _____.
(6) RPC stands for _____.
(7) SOAP is _____ which allows applications exchange information over HTTP
(8) Internet protocol is the native protocol of _____ machines.
(9) Telephone lines are made of with _____.
(10 A _____ is a collection of records..

2. Give short answer in one or two sentences. **(10)**

(1) Which device is connects your computer to the Internet?
(2) Which server is used for sending and receiving requests from web server?

(3) Which event is using XML Reader?
(4) Which command will execute when servlet is loaded in server?
(5) Who is the basis for Web Services?
(6) Which library function is known as system call?
(7) Which command you use for editing of text document?
(8) Define ISP word in single line.
(9) Define Open Source word in two line.
(10 GPL stands for?

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Course	**:**	**BCA**	**Date**	**:**	**03-02-17**
Subject Code	**:**	**BCAN-504(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Internet Programming**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain ASP.Net Object in details
2. Explain all validator control in ASP.net
3. Write a Asp.Net program to create a table and insert 2 record in the table
4. Explain sitemap and treeview in site
5. Explain Access rules for all type user. How to implement this rules

Section B

Answer the following (Attempt any four) **(20)**

1. Explain Delegates in C#
2. Explain Grid view Control
3. Explain Login Control in details
4. Explain Sqldatasource control in details
5. Explain Subroutines and function
6. Explain MasterPage in details

Section C

M.C.Q **(20)**

1 Choose the form in which Postback occur
   A. HTMLForms
   B. Webforms
   C. Winforms

2 How do you get information from a form that is submitted using the "post" method?
   A. Request.QueryString
   B. Request.Form
   C. Response.write
   D. Response.writeln

3 Which of the following base class do all Web Forms inherit from?
   A. Window class
   B. Web class
   C. Form class
   D. Page class

4 Which of the following object is not an ASP component?
   A. LinkCounter

B. Counter
C. AdRotator
D. File Access

5 Which of the following method must be overridden in a custom control?
A. The Paint() method
B. The Control_Build() method
C. The default constructor
D. The Render() method

6 Where do we include the user lists for Form authentication?
A. < credential>
B. < authorization>
C. < Identity>
D. < authentication>

7 What class does the ASP.NET Web Form class inherit from by default?
A. System.Web.UI.Page
B. System.Web.UI.Form
C. System.Web.GUI.Page
D. System.Web.Form

8 Attribute must be set on a validator control for the validation to work.
A. ControlToValidate
B. ControlToBind
C. ValidateControl
D. Validate

9 File extension used for ASP.NET files.
A. .Web
B. .ASP
C. .ASPX
D. None of the above

10 Why is Global.asax is used?
A. Declare Global variables
B. Implement application and session level events
C. No use

11 Which DLL translate XML to SQL in IIS?
A. SQLISAPI.dll
B. SQLXML.dll
C. LISXML.dll
D. SQLIIS.dll

12 What is used to validate complex string patterns like an e-mail address?
A. Extended expressions
B. Basic expressions
C. Regular expressions
D. Irregular expressions

13 An alternative way of displaying text on web page using
A. asp:label
B. asp:listitem
C. asp:button

14 Default Session data is stored in ASP.Net.
   A. StateServer
   B. Session Object
   C. InProcess
   D. all of the above
15 Which object can help you maintain data across users?
   A. Application object
   B. Session object
   C. Response object
   D. Server object
16 Which of the following control is used to validate that two fields are equal?
   A. RegularExpressionValidator
   B. CompareValidator
   C. equals() method
   D. RequiredFieldValidator
17 Mode of storing ASP.NET session
   A. InProc B. StateServer
   C. SQL Server D. All of the above
18 Default scripting language in ASP.
   A. EcmaScript
   B. VBScript
   C. PERL
   D. JavaScript
19 Caching type supported by ASP.Net
   A. Output Caching
   B. DataCaching
   C. a and b
   D. none of the above
20 Web.config file is used...
   A. Configures the time that the server-side codebehind module is called
   B. To store the global information and variable definitions for the application
   C. To configure the web server
   D. To configure the web browser

9. Forms and Enclosures

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APPLICATION FORM FOR ISSUE OF DUPLICATE I-CARD

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   .....

   .....PIN NO. : .....
5. FEE DETAILS : (The fee for Duplicate I-Card is Rs.25/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF TRANSCRIPT

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for 5 Copy Transcript is Rs.500/- which is to be paid through Demand Draft in favour of 'Dr. Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

Dr. Babasaheb Ambedkar Open University

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APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Migration Certificate is Rs.100/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. Passport Size Photo

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
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E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂા 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમાં ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જૂન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા. _____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઇ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઈલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અં. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : (ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણનો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે)

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિધાર્થીની સહી

અરજી નીચેના સરનામે મોકલવાની રહેશે

પ્રતિ, નિયામકશ્રી (વિધાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

PROGRAMME GUIDE FOR

BACHELOR OF COMPUTER APPLICATION (MULTIMEDIA)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad, Gujarat 382481

Electronic version of the prospectus is also available for download at:
http://www.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115,dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 BCA(MUL) Programme Objectives

Bachelor of Computer Application (Multimedia) typically comprises of basic core subjects in graphic, animation and web designing with Computer Graphics & llustrator, Printing & Resolution, Digital Audio, Image Editing and Processing, UI/UX-Responsive Websites- styling, Web Prototyping, Archtecture Design, Mapping Technology, Sound And Video Editing, Character Animation, 2D animation & Publication, advanced 3D Illusion and virtual reality. There are few subjects specially developed to strengthen theoretical as well as technical knowledge of learners and train learners with the practical aspects (project work) to become industry specialists.

Objectives:

- ✓ To know the conceptual as well as a theoretical concept of Computers & Information Technology
- ✓ To enhance the skills in graphic designing
- ✓ To enlighten the skills in Animation
- ✓ To Develop the skills in video editing, visual effects and game designing.
- ✓ To understand the creativity and intellectualizing ability
- ✓ To enrich the fundamental broad-based skills in traditional and digital Multimedia & 2D Animation techniques, 3D illusion, virtual reality and insist to apply those techniques in practice.
- ✓ To understand effective media management skills
- ✓ To enhance the knowledge of Architecture design, Sound & Video Editing
- ✓ To get trained and equipped with the knowledge of Visual Communication and Virtual Reality

1.2 Duration of the Programme

The Bachelor of Computer Application (Multimedia) programme is a three years degree programme. However, the maximum duration of the programme is eight years as stated below:

Minimum Duration: 3 years

Maximum Duration: 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/ she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

1.3 Programme Fee

- For Three Years Degree Course Bachelor of Computer Application (Multimedia) Programme, learners will have to pay Rs 15000/- per year. Total would be Rs. 45000/- for three year programme.
- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms

1.4 Medium of Instruction

English

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study.

Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 Recognition

- ❖ BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
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- ❖ Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.7 Learner Support Services

The learner support services available in the Bachelor of Business Administration programme include the following:

I. Self-Learning Materials covering the entire syllabi,

II. Counselling sessions at study centers/ learner support centres,

III. Access to library services at study centers

IV. Access to University's Library "Vivekananda"

V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.

VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.

VII. SWADHYAY TV: Audio- Video programmes are made available online on university's official website through SWADHYAY TV.

VIII. E- SLM: An e-learning portal named OMKAR has been launched by the university. It is digital repository where the study materials are uploaded for

the learners.

IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost

X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

1.8 Newsletter

BAOU Newsletter can be accessed at https://baou.edu.in/news-announcements

1.9 How to contact the BCA(MUL) Program Coordinator

Learners may contact the BCA(MUL) Programme Coordinator by sending a communication through post to the BCA(MUL) Programme Coordinator, BAOU, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481, or can send an email to kmro@baou.edu.in

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

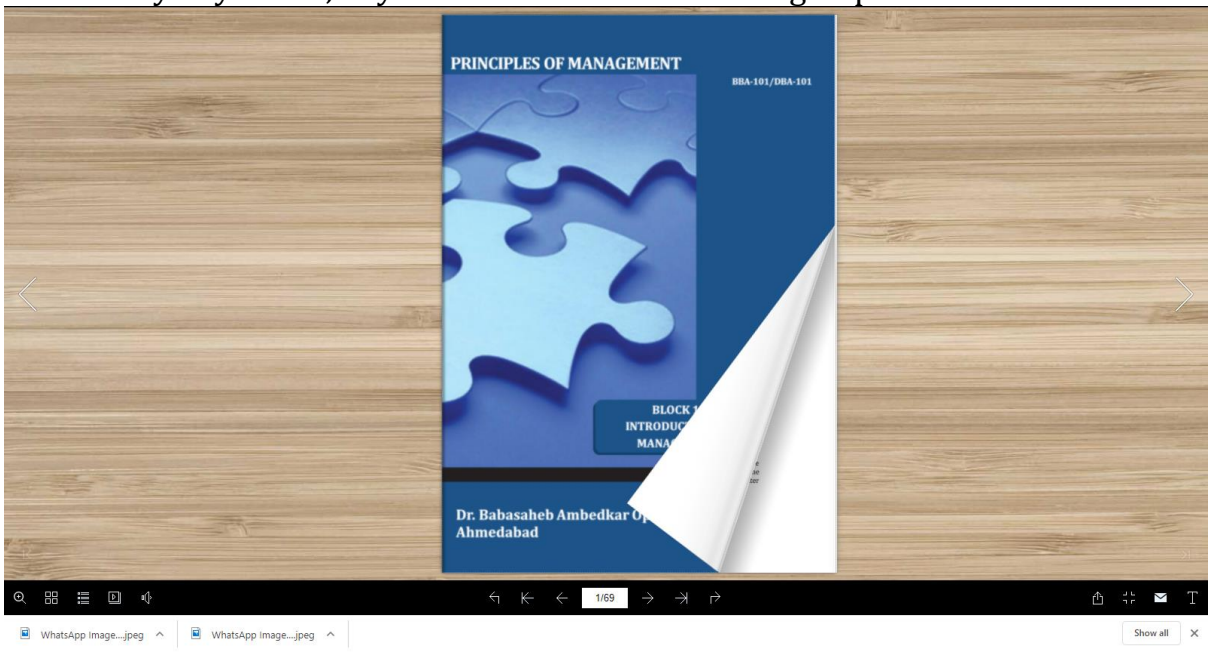
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

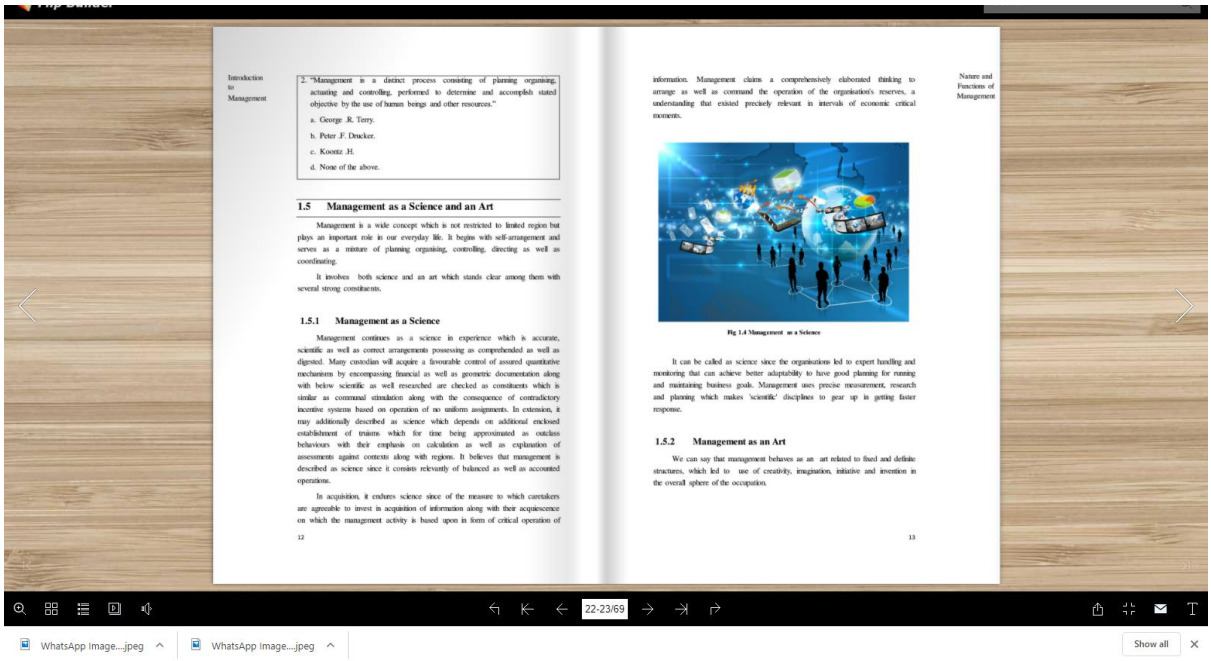
2.1 Print Material (Self Learning Material)

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-Book

E Book are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E Book.





Introduction to Management

2. "Management is a distinct process consisting of planning organising, actuating and controlling, performed to determine and accomplish stated objective by the use of human beings and other resources."

a. George .R. Terry.
b. Peter .F. Drucker.
c. Koontz .H.
d. None of the above.

1.5 Management as a Science and an Art

Management is a wide concept which is not restricted to limited region but plays an important role in our everyday life. It begins with self-arrangement and serves as a mixture of planning organising, controlling, directing as well as coordinating.

It involves both science and an art which stands clear among them with several strong constituents.

1.5.1 Management as a Science

Management continues as a science in experience which is accurate, scientific as well as correct arrangements possessing as comprehended as well as digested. Many custodian will acquire a favourable control of assured quantitative mechanisms by encompassing financial as well as geometric documentation along with below scientific as well researched are checked as constituents which is similar as communal stimulation along with the consequence of contradictory incentive systems based on operation of no uniform assignments. In extension, it may additionally described as science which depends on additional enclosed establishment of truisms which for time being approximated as outclass behaviours with their emphasis on calculation as well as explanation of assessments against contexts along with regions. It believes that management is described as science since it consists relevantly of balanced as well as accounted operations.

In acquisition, it endures science since of the measure to which caretakers are agreeable to invest in acquisition of information along with their acquiescence on which the management activity is based upon in form of critical operation of

12

information. Management claims a comprehensively elaborated thinking to arrange as well as command the operation of the organisation's reserves, a understanding that existed precisely relevant in intervals of economic critical moments.

Nature and Functions of Management

Fig 1.4 Management as a Science

It can be called as science since the organisations led to expert handling and monitoring that can achieve better adaptability to have good planning for running and maintaining business goals. Management uses precise measurement, research and planning which makes 'scientific' disciplines to gear up in getting faster response.

1.5.2 Management as an Art

We can say that management behaves as an art related to fixed and definite structures, which led to use of creativity, imagination, initiative and invention in the overall sphere of the occupation.

13

22-23/69

WhatsApp Image....jpeg

WhatsApp Image....jpeg

Show all

2.3 Video Material

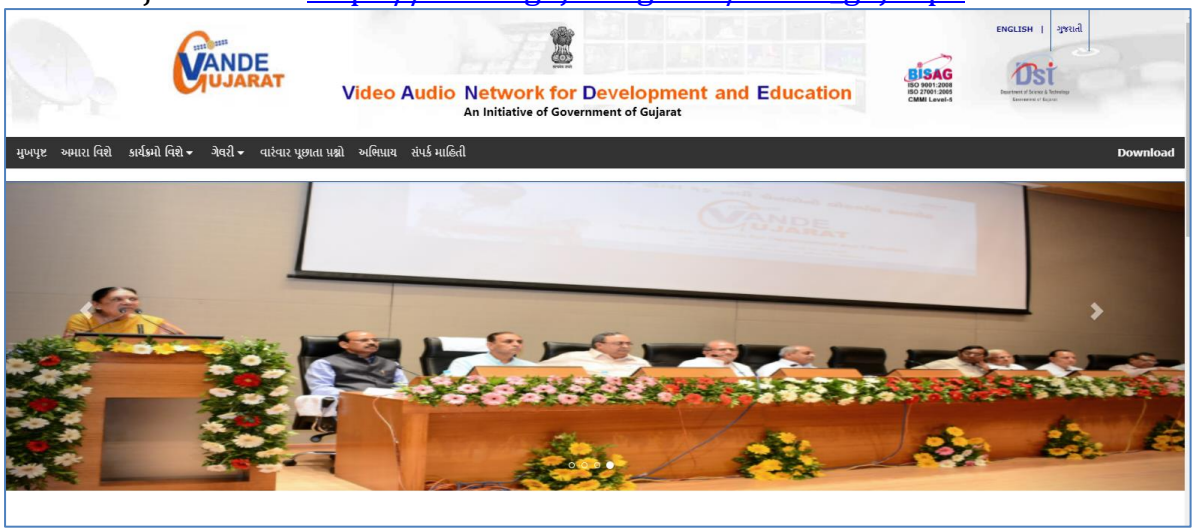
BAOU produces high quality audio-visual content at State of the art full HD "Chaitanya" studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

Below is the weblink to watch the video lecture:
http://14.139.122.7/swadhyaytv/school.aspx?id=2

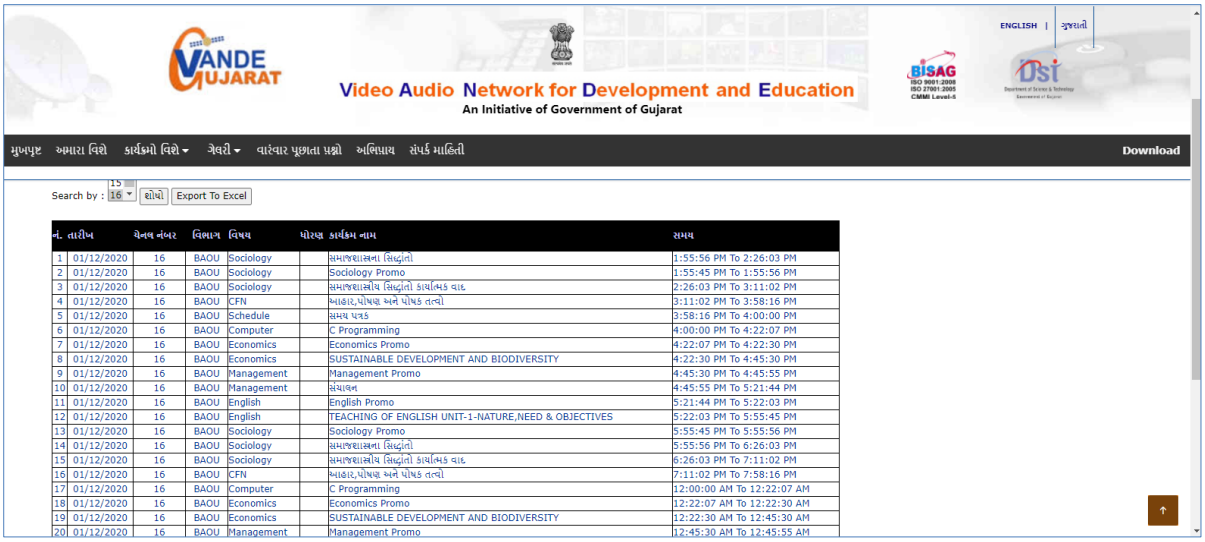
2.4 Vande Gujarat

education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.

Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx



Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx



VANDE GUJARAT

Video Audio Network for Development and Education

An Initiative of Government of Gujarat

ENGLISH | ગુજરાતી

BISAG ISO 9001:2008 ISO 27001:2005 CMMI Level-5

DST Department of Science & Technology Government of Gujarat

મુખપૃષ્ઠ | અમારા વિશે | કાર્યક્રમો વિશે | ગેલરી | વારંવાર પૂછાતા પ્રશ્નો | અભિપ્રાય | સંપર્ક માહિતી | Download

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નં.	તારીખ	ચેનલ નંબર	વિભાગ	વિષય	પ્રોગ્રામ નામ	સમય
1	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	1:55:56 PM To 2:26:03 PM
2	01/12/2020	16	BAOU	Sociology	Sociology Promo	1:55:45 PM To 1:55:56 PM
3	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	2:26:03 PM To 3:11:02 PM
4	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	3:11:02 PM To 3:58:16 PM
5	01/12/2020	16	BAOU	Schedule	સમય પત્રક	3:58:16 PM To 4:00:00 PM
6	01/12/2020	16	BAOU	Computer	C Programming	4:00:00 PM To 4:22:07 PM
7	01/12/2020	16	BAOU	Economics	Economics Promo	4:22:07 PM To 4:22:30 PM
8	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	4:22:30 PM To 4:45:30 PM
9	01/12/2020	16	BAOU	Management	Management Promo	4:45:30 PM To 4:45:55 PM
10	01/12/2020	16	BAOU	Management	સંચાલન	4:45:55 PM To 5:21:44 PM
11	01/12/2020	16	BAOU	English	English Promo	5:21:44 PM To 5:22:03 PM
12	01/12/2020	16	BAOU	English	TEACHING OF ENGLISH UNIT-1-NATURE,NEED & OBJECTIVES	5:22:03 PM To 5:55:45 PM
13	01/12/2020	16	BAOU	Sociology	Sociology Promo	5:55:45 PM To 5:55:56 PM
14	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	5:55:56 PM To 6:26:03 PM
15	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	6:26:03 PM To 7:11:02 PM
16	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	7:11:02 PM To 7:58:16 PM
17	01/12/2020	16	BAOU	Computer	C Programming	12:00:00 AM To 12:22:07 AM
18	01/12/2020	16	BAOU	Economics	Economics Promo	12:22:07 AM To 12:22:30 AM
19	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	12:22:30 AM To 12:45:30 AM
20	01/12/2020	16	BAOU	Management	Management Promo	12:45:30 AM To 12:45:55 AM

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV" and „Swadhyay Radio". These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University. The Dr. Babasaheb Ambedkar Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between

the learners and their tutors/counsellors is relatively less. If learners have doubt they can avail the sessions to clarify their doubts that may not be possible through any other means of communication. It also provides learners with an opportunity to meet their fellow students. There are academic counsellors at the Study Centres to provide Counseling and guidance to them in the courses that they have chosen for study. Normally, these sessions will be held at the study centres on Saturdays and Sundays. Learner should note that the Counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In these computer labs, the participants will have the facility to use the computer and software packages relevant to the syllabus.

2.6.3 Practical Subjects: Practical Book are provided to the learners which are as follows:

Sr. No.	Year	Subject Code	Subject Name
1	1st Year	BCA(DES)-106	Image Editing and Processing
2	1st Year	BCA(DES)-107	UI/UX-Responsive Websites-Styling
3	2nd Year- Animation Specialization	BCA(DES)-203	Architecture Design-1
4	2nd Year- Animation Specialization	BCA(DES)-205	Architecture Design-2
5	2nd Year- Animation Specialization	BCA(DES)-207	Video Editing
6	2nd Year- Graphics Specialization	BCA(DES)-204	Vector Graphics & Printing
7	2nd Year- Graphics Specialization	BCA(DES)-205	Digital Matt Painting
8	2nd Year- Graphics Specialization	BCA(DES)-208	Drawing & Sketching, Fine Arts, Commercial Arts
9	2nd Year- UI/UX Specialization	BCA(DES)-204	Web Development Language

10	2nd Year- UI/UX Specialization	BCA(DES)-205	Customised Markup Languages
11	2nd Year- UI/UX Specialization	BCA(DES)-208	Web Design Landscape (UI/UX)
12	3rd Year- Animation Specialization	BCA(DES)-303	2D Animation & Publication
13	3rd Year- Animation Specialization	BCA(DES)-305	3D Illusion-2
14	3rd Year- Graphics Specialization	BCA(DES)-303	3D Graphics-1
15	3rd Year- Graphics Specialization	BCA(DES)-304	3D Graphics-2
16	3rd Year- UI/UX Specialization	BCA(DES)-302	Streamed Audio-Video Multimedia R/A
17	3rd Year- UI/UX Specialization	BCA(DES)-305	Open-Source Server-Side Web Application

Guidelines to learners (LAB):

- Equipment in the lab for the use of learner's community. Learners need to maintain a proper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with completed exercises while entering the lab.
- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.
- Use of computer network is encouraged.

Project Guidelines: Project Guidelines are provided to the learners which are as follows:

Sr. No.	Year-Specialization	Subject Code	Subject Name
1	Third Year-Animation Specialization	BCA(DES)-307	Project/Portfolio
2	Third Year-Graphics Specialization	BCA(DES)-307	Project/Portfolio
3	Third Year-UI/UX Specialization	BCA(DES)-307	Project/Portfolio

2.6.4 Counselling Session Details:

Subject wise Number of Counselling Sessions (Theory/Lab)			
Subject Code	**Subject Name**	**Credits Point**	**No. of Counselling Sessions**
BCA(DES)-101	Video Production Basics	4	12
BCA(DES)-102	Computer Graphics & Illustrator	4	12
BCA(DES)-103	Printing & Resolution	4	12
BCA(DES)-104	Motion Graphics	4	12
BCA(DES)-105	Digital Audio	4	12
BCA(DES)-106	Image Editing and Processing	4	12
BCA(DES)-107	UI/UX-Responsive Websites-Styling	4	12
BCA(DES)-108	Web Prototyping	4	12
2nd Year (Animation Specialization)			
BCA(DES)-201	Communication Skills	4	12
BCA(DES)-202	Visual Communication	4	12
BCA(DES)-203	Architecture Design-1	4	12
BCA(DES)-204	Mapping Technology	4	12
BCA(DES)-205	Architecture Design-2	4	12
BCA(DES)-206	Sound Editing	4	12

BCA(DES)-207	Video Editing	4	12
BCA(DES)-208	Character Animation	4	12
2nd Year (Graphics Specialization)			
BCA(DES)-201	Communication Skills	4	12
BCA(DES)-202	Visual Communication	4	12
BCA(DES)-203	Compositions & Printing Technology	4	12
BCA(DES)-204	Vector Graphics & Printing	4	12
BCA(DES)-205	Digital Matt Painting	4	12
BCA(DES)-206	Publication Technology	4	12
BCA(DES)-207	Story Writing,Story Telling & Story Boarding	4	12
BCA(DES)-208	Drawing & Sketching, Fine Arts, Commercial Arts	4	12
2nd Year (UI/UX Specialization)			
BCA(DES)-201	Communication Skills	4	12
BCA(DES)-202	Visual Communication	4	12
BCA(DES)-203	Object Oriented Computer Programming Language	4	12
BCA(DES)-204	Web Development Language	4	12
BCA(DES)-205	Customised Markup Languages	4	12
BCA(DES)-206	Commercial Transaction	4	12
BCA(DES)-207	Introduction to Global Computer Network-1	4	12
BCA(DES)-208	Web Design Landscape (UI/UX)	4	12
3rd Year (Animation Specialization)			
BCA(DES)-301	Animation Production Process	4	12
BCA(DES)-302	Script Writing	4	12
BCA(DES)-303	2D Animation & Publication	4	12
BCA(DES)-304	3D Illusion-1	4	12
BCA(DES)-305	3D Illusion-2	4	12

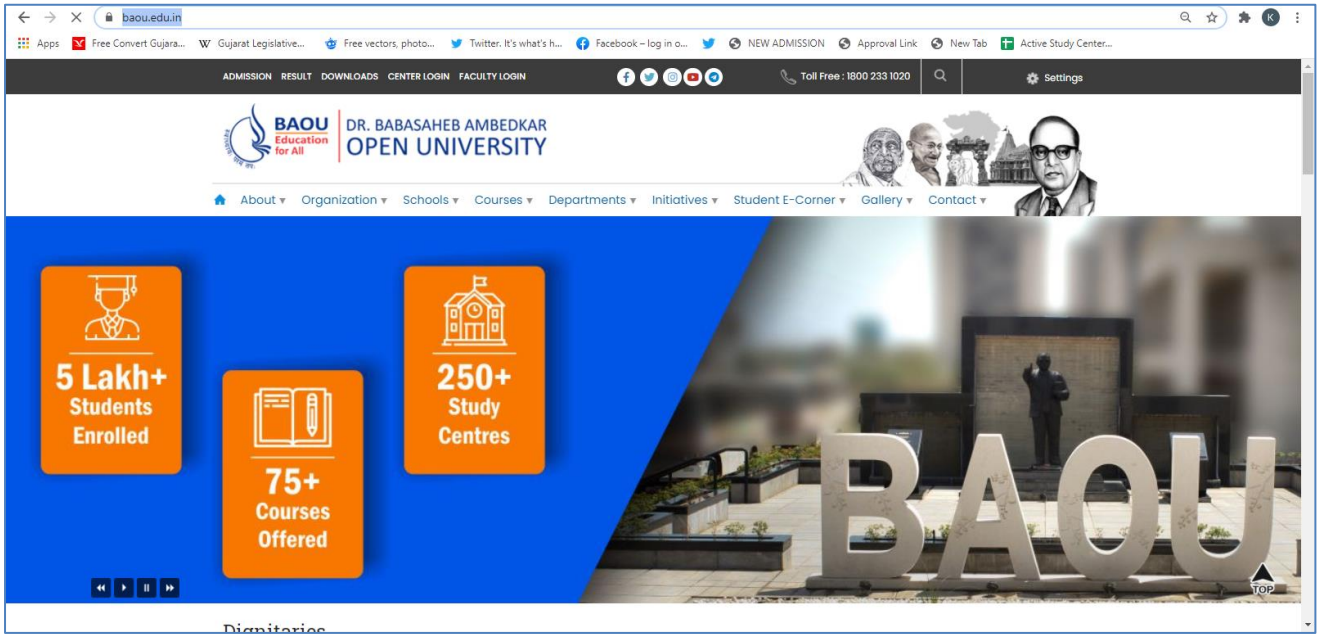
BCA(DES)-306	Virtual Reality	4	12
BCA(DES)-307	Project/Portfolio	8	24
3rd Year (Graphics Specialization)			
BCA(DES)-301	Drawing & Sketching	4	12
BCA(DES)-302	Typography	4	12
BCA(DES)-303	3D Graphics-1	4	12
BCA(DES)-304	3D Graphics-2	4	12
BCA(DES)-305	Animation Production Process	4	12
BCA(DES)-306	Publication Technique-2	4	12
BCA(DES)-307	Project/Portfolio	8	24
3rd Year (UI/UX Specialization)			
BCA(DES)-301	Futuristic Web	4	12
BCA(DES)-302	Streamed Audio-Video Multimedia R/A	4	12
BCA(DES)-303	Sophisticated Script Language	4	12
BCA(DES)-304	Website Prototypes & Application Interfaces S/W	4	12
BCA(DES)-305	Open-Source Server-Side Web Application	4	12
BCA(DES)-306	Global Computer Network-2	4	12
BCA(DES)-307	Project/Portfolio	8	24

Note: Third Year-Animation Specialization: BCA(DES)-307, Third Year-Graphics Specialization: BCA(DES)-307, Third Year- UI/UX Specialization: BCA(DES)-307courses, number of counselling sessions will be as per the requirement of the learners.

3. Browsing BAOU's Website

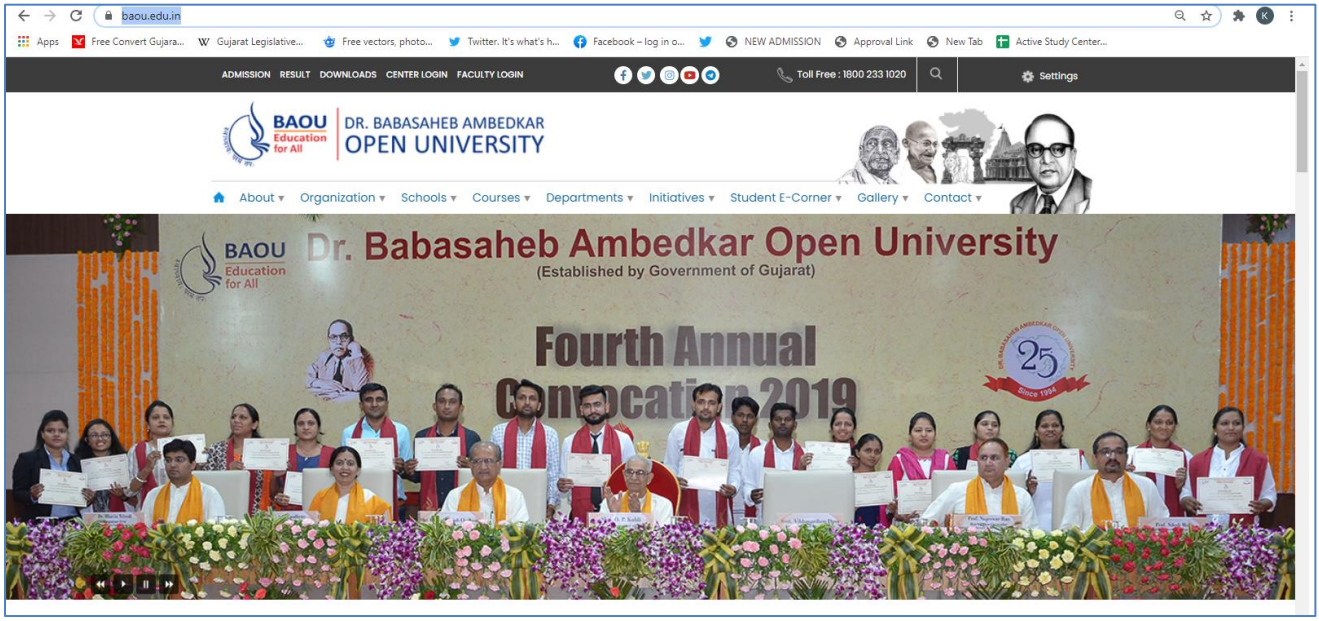
BAOU Website URL : https://baou.edu.in/

3.1 Navigation from Home Page

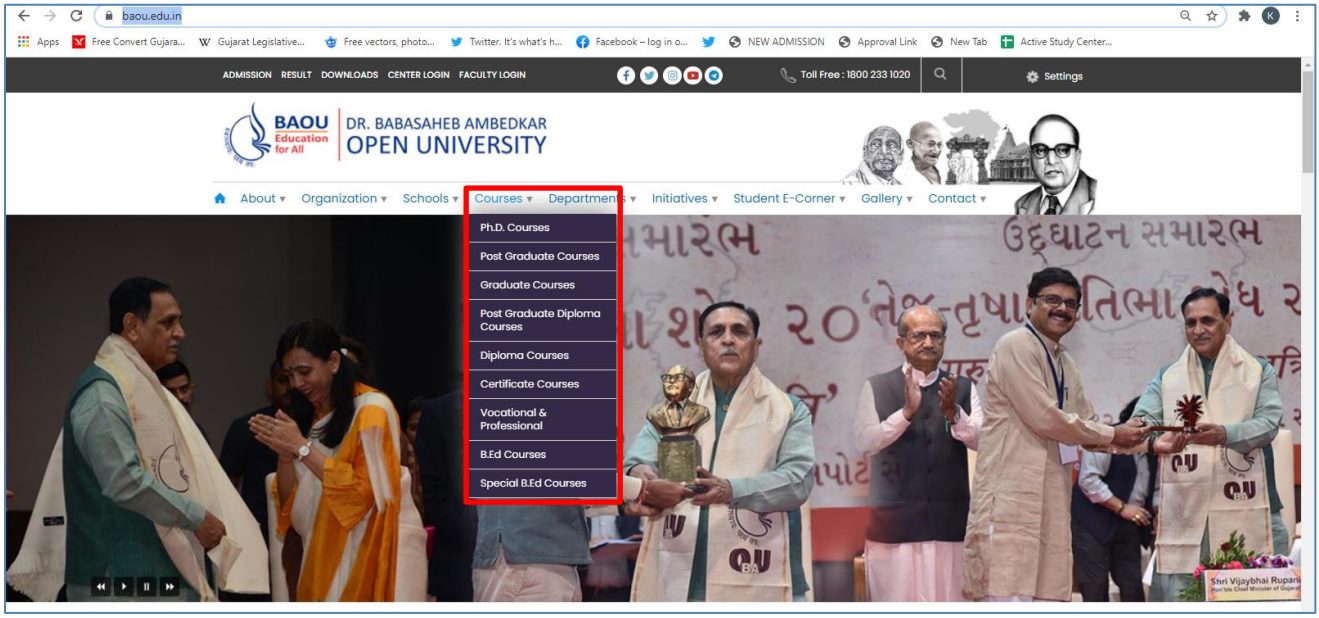


3.2 Navigation of BCAMUL pages

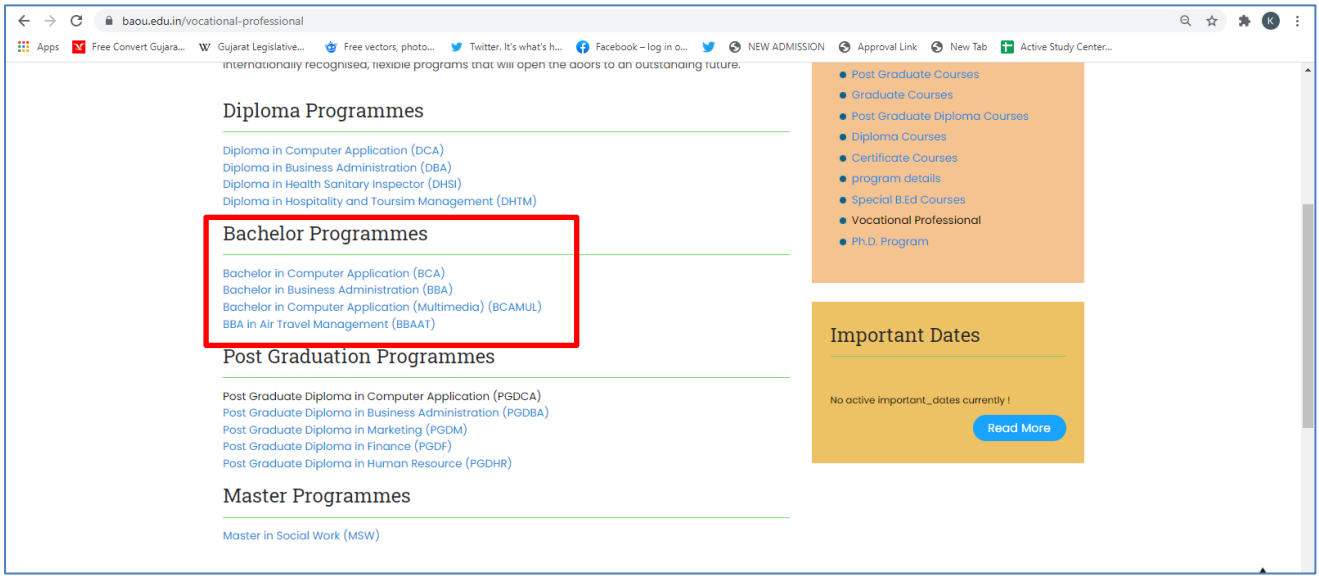
Step-1 : Visit https://baou.edu.in/ website.



Step-2 : Click to 4th Section from left side Course, Click Vocational and Professional Courses.



Step-3 : Select Bachelor Programmes



4. Bachelor of Computer Application (Multimedia)Programme Structure

The Programme Structure of the Bachelor of Computer Application (Multimedia) Programme comprising of various subjects would be as follows:

1st Year				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-101	Video Production Basics	4	
2	BCA(DES)-102	Computer Graphics & Illustrator	4	
3	BCA(DES)-103	Printing & Resolution	4	
4	BCA(DES)-104	Motion Graphics	4	
5	BCA(DES)-105	Digital Audio	4	
6	BCA(DES)-106	Image Editing and Processing	2	2
7	BCA(DES)-107	UI/UX-Responsive Websites-Styling	2	2
8	BCA(DES)-108	Web Prototyping	4	
2nd Year (Animation Specialization)				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-201	Communication Skills	4	
2	BCA(DES)-202	Visual Communication	4	
3	BCA(DES)-203	Architecture Design-1	2	2
4	BCA(DES)-204	Mapping Technology	4	
5	BCA(DES)-205	Architecture Design-2	2	2
6	BCA(DES)-206	Sound Editing	4	
7	BCA(DES)-207	Video Editing	2	2
8	BCA(DES)-208	Character Animation	4	
2nd Year (Graphics Specialization)				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-201	Communication Skills	4	
2	BCA(DES)-202	Visual Communication	4	
3	BCA(DES)-203	Compositions & Printing Technology	4	
4	BCA(DES)-204	Vector Graphics & Printing	2	2
5	BCA(DES)-205	Digital Matt Painting	2	2
6	BCA(DES)-206	Publication Technology	4	
7	BCA(DES)-207	Story Writing,Story Telling & Story Boarding	4	
8	BCA(DES)-208	Drawing & Sketching, Fine Arts, Commercial Arts	2	2
2nd Year (UI/UX Specialization)				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-201	Communication Skills	4	
2	BCA(DES)-202	Visual Communication	4	
3	BCA(DES)-203	Object Oriented Computer Programming Language	4	
4	BCA(DES)-204	Web Development Language	2	2
5	BCA(DES)-205	Customised Markup Languages	2	2
6	BCA(DES)-206	Commercial Transaction	4	
7	BCA(DES)-207	Introduction to Global Computer Network-1	4	

8	BCA(DES)-208	Web Design Landscape (UI/UX)	2	2
3rd Year (Animation Specialization)				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-301	Animation Production Process	4	
2	BCA(DES)-302	Script Writing	4	
3	BCA(DES)-303	2D Animation & Publication	2	2
4	BCA(DES)-304	3D Illusion-1	4	
5	BCA(DES)-305	3D Illusion-2	2	2
6	BCA(DES)-306	Virtual Reality	4	
7	BCA(DES)-307	Project/Portfolio	8	
3rd Year (Graphics Specialization)				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-301	Drawing & Sketching	4	
2	BCA(DES)-302	Typography	4	
3	BCA(DES)-303	3D Graphics-1	2	2
4	BCA(DES)-304	3D Graphics-2	2	2
5	BCA(DES)-305	Animation Production Process	4	
6	BCA(DES)-306	Publication Technique-2	4	
7	BCA(DES)-307	Project/Portfolio	8	
3rd Year (UI/UX Specialization)				
Sr.No	**Subject Code**	**Subject Name**	**Credit**	**PR**
1	BCA(DES)-301	Futuristic Web	4	
2	BCA(DES)-302	Streamed Audio-Video Multimedia R/A	2	2
3	BCA(DES)-303	Sophisticated Script Language	4	
4	BCA(DES)-304	Website Prototypes & Application Interfaces S/W	4	
5	BCA(DES)-305	Open-Source Server-Side Web Application	2	2
6	BCA(DES)-306	Global Computer Network-2	4	
7	BCA(DES)-307	Project/Portfolio	8	

Total Credit Points: 96

5. Evaluation Scheme

To get a degree of the Bachelor of Computer Application (Multimedia) requires successful completion of both Assignment component as well as the Term-end Examination component for each of the courses in the programme. The total numbers of courses in Bachelor of Computer Application (Multimedia) are 23 and the total number of credits are 96.

The Evaluation procedure will be the same as followed by the university.

- ✓ Each semester shall have a weightage of 30% for Internal Exams (assessment through assignments) and 70% for term end exams.
- ✓ Examination will be conducted at the end of the year. Examination conducted in two times i.e. May/June and also in December/January
- ✓ Every candidate must secure 40% marks in each head of passing (Assignments, Term End Examination, Field Work, Dissertation)
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. General Instructions for assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing skills as well. The word limits for answering most of the assignment questions depending on the marks. There are short question type and long question types. It is advisable to keep the following points in mind:

First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusion as well. The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission. It is

advisable to write each answer tidily and underscoring the points you want to highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:

BAOU
Education for all

Dr. Babasaheb Ambedkar Open University

Course Name: _____

Subject Code: _____

Subject Name: _____

Name of Student: _____

Enrollment No.: _____

Name of the Study Centre: _____

Study Centre Code: _____

Date of Submission : _____

III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is a part of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit the assignment. Without submission of the assignment students will not allowed to seat for the examination.

6. Other Useful Information

6.1 Requirement to seat in terms end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates

6.8 Learner's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

7. Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

7.1 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

7.2 Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

7. Some Useful Address

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Assignment / Lab Manual / I-Card	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
3	Collecting Study Material (Self Learning Material)	Concerned Study Center
4	Bonofide Certificate	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
5	Exam / Hall-Ticket	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
6	Marksheet / Transcript / Migration / Degree Certificate	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple,

		Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
7	Scholarship	University Scholarship Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
8	Assignment Submission	Concerned Study Center
9	Submission of Project Reports	Concerned Study Center
10	Prospectus	Concerned Study Center

8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BCA(DES)**	**Date**	:	**04-Jan-2020**
Subject Code	:	**BCA(DES) - 101**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Video Prodection Basics**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the importance of Camera in movie making in detail.
2. Write a detailed note on examples of each of the camera shots
3. Write detailed note on Camera focus, Iris, shutter speed & white balance.
4. Explain Video chroma green screen in detail
5. Explain the process for shooting interviews in detail.

Section B

Answer the following (Attempt any four) **(20)**

1. Short note on framing
2. Short note on how do you light the green sceen
3. Short note on Vox pops
4. Short note on Streaming
5. Short note on Vision Mixer / Switcher
6. Short note on Master Tape

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Person in charge of shooting and editing a show, the actual builder of the show is known as _____

A musician B director
C assistant director D cinematographer

2 The distance between the optical center of a lens and the surface where the image is focused when the lens is focused on infinity is known as _____

A Zoom B DOF
C Focal Length D None

3 PAL stands for _____

A Phase American Line B Phase Alternate Line
C Phase Amplitude Line D Phase Alternate Linear

4 NTSC stands for _____

A National Television Standalone Committee. B National Telecast Standards Committee.
C National Television Standards Committee. D National Television Standards Communication

5 Assembling video sequences that are randomly accessible, typically digitized onto a hard drive is known as _____

A Non-Linear Editing B Off-Line Editing
C Linear Editing D On-Line Editing

6 Editing a video tape with the highest-quality VTRs and editor controllers is known as _____

A Non-Linear Editing B Off-Line Editing
C Linear Editing D On-Line Editing

7 Making a practice edit using inexpensive video equipment is known as _____

A Non-Linear Editing B Off-Line Editing
C Linear Editing D On-Line Editing

8 SECAM stands for _____

A Sequential Color Alternative Memory B Sequential Color And Memory
C Sequential Co-ordinate And Memory D Sequential Committee And Memory

9 A video and/or audio scene or shot, usually of raw footage is known as _____

A Clip B Shoot
C Sequence D composition

10 EDL stands for _____

A Edit decision list B Edit dedicated list
C Edit delivery list D Edit detailed list

Part – B (Do as Directed) **(10)**

1 CG
2 DVD
3 HDTV
4 ISO
5 VHF
6 VDA
7 CCU
8 VTP
9 VCP
10 VCR

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BCADES**	**Date**	:	**05-Jan-2020**
Subject Code	:	**BCA(DES)-102**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Computer Graphics & Digital Illustrator Tool**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Write detailed note on LAB color model
2. Explain any ten tools available in Adobe Illustrator
3. List and explain various options available in view menu of illustrator
4. Explain various Drawing & Shaping Tools
5. What is difference between Filters & Effect Menu? Explain any two effects.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain vector graphics in brief
2. Explain Huffman, LZW and RLE encoding in brief
3. List and explain different types of graphs provided by graph tool
4. Explain options available in text menu
5. What is Distort & Transformation?
6. Explain export option available in file menu.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Document Color Mode option is used to change the color mode of the file from

A RGB to CMYK B CMYK to RGB
C Either A or B D Neither A nor B

2 The maximum bleed you can set is _____ points

A 72 B 62
C 52 D 42

3 You can bring artwork from PDF files into Illustrator using the_____

A Open command B Place command
C Paste command D All of these

4 _____ is an Auto-CAD format

A SWF B DWG
C PNG D TIFF

5 Fields can be _____

A Transparent B Light
C Dark D Any of these

6 The Helvetica font is a

A Serif B Sans Serif

C Signs D None of these

7 _____is used for print media for process colors.

A CMYK B RGB

C LAB D None

8 _____ is a technique that makes your 2d objects appear 3d

A Rendering B Visualization

C Shading D None

9 _____is a technique that measures the energy that the light source emits when it reflects and gets diffused in a room

A Radiosity B Ray tracing

C Shading D All of these

10 PICT supports _____ colors

A 4 B 6

C 7 D 8

Part – B (Do as Directed) **(10)**

State whether following statements are true or false

1 Vector graphics are made up of pixels. Raster graphics made up of lines and curves

2 Meta files contain information or specification of other file

3 Dynamic range means starting from the minimum to the maximum of a value in a range.

4 Lab color model is device dependent.

5 TIFF is widely used in DTP applications, fax, image processing related to medical images and 3d applications

6 You can save your drawn and created objects as symbols in library and reuse them.

7 Rotation helps to change the orientation of the text from horizontal to vertical or vice-versa.

8 Path drawer is the option that you can be used to work with different shape, and from that shape you can form a new shape

9 The stacking order of artwork in the document window corresponds to the hierarchy of items in the Layers palette

10 There are three ways to create a 3D object

* * * * *

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Course	:	**BCA((DES)**	**Date**	:	**06-Jan-2020**
Subject Code	:	**BCA(DES)-103**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Printing & Resolution**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain "Whereas vector graphics are resolution-independent, raster images are resolution-dependent"
2. Explain Gravure Printing Process and its uses?
3. Explain "publishing printing" and its examples?
4. Explain Transaction Printing and its example?
5. Explain the "LASER PRINTER" printers and their uses?

Section B

Answer the following (Attempt any four) **(20)**

1. Explain "HIGH AND LOW RESOLUTION IMAGES" in context of pixels Dimensions.
2. Mention different file formats used in Graphics and Explain their use of two kinds for Graphics formats, give examples?
3. What Monochrome (1-bit) images?
4. What is Stock Photography Companies do?
5. What is Flexography?
6. What is Print? Explain its use?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The first method of plate development uses light-sensitive polymer

A Plate making B Engraving
C Print making D None of Above

2 A print is made by creating a positive mirrored master of the required image as a 3D relief in a rubber or polymer material.

A Flexographic print B Rubber Print
C Lithographic Print D Digital Print

3 The number of types of inks that can be used in flexography are :

A Five B Three
C Two D six

4 Rotogravure (Roto or gravure for short) is a Type of intaglio printing process, that is, it involves :

A Carving Images B Printing Images
C Engraving the image D Exposing Images

5 A printing press has one printing unit for each color, typically CMYK or cyan, magenta, yellow and key (printing terminology for black).

A Rotogravure printing B Lessor Jet Print

C Dot Matrix Print D Digital Print

6 It is the measurement of the number pixels/dots of color information of an inch.

A Resolution B Dot matrix

C Picas D Points

7 For clear and crisp printing, images at their final size in the layout should be at

A 300 dpi B 72 dpi

C 600 dpi D 1200 ppi

8 An image 2 inches x 2 inches in size at 300 dpi increased in the layout to 4 inches x 4 inches has a new resolution of :

A 150 dpi. B 600 dpi.

C 75 dpi D 450 dpi

9 It will print best if the resolution is

A 72 dpi B 300 dpi

C 200 dpi D None of above

10 It is deal to use EPS and TIFF for

A Print publishing. B Web Pages

C TV Screen D Internet

Part – B (Do as Directed)

Mention True/False and fill in the Blanks

1 Resolution is the measurement of the number squares of color information of an inch.

2 The only real difference between a high and low resolution image is the Number of pixels/Inch or /dots/inch.

3 PPI (Pixels Per Inch, usually written in lowercase ppi) and dpi (dots per inch) are two similar concepts

4 Up sampling is when a higher resolution image is saved to a lower resolution with no changes in dimensions.

5 Impact printers rely on a forcible impact to transfer ink to the media, similar to the action of a typewriter.

6 _____can be broadly divided into two major classes: Ballistic wire printers and Stored energy printers.

7 _____as the name implies, print an entire line of text at a time.

8 A _____is a vector graphics printing device which operates by moving a pen over the surface of paper.

9 A _____can only produce an image consisting of one Color, usually black.

10 _____is an organic or inorganic pigment or dye dissolved or suspended in a solvent

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BCA(DES)**	**Date**	:	**07-Jan-2020**
Subject Code	:	**BCA(DES)-104**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Motion Graphics**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain different types of editing and composting
2. Explain Tool Box in After effects
3. Explain Blending Mode in After effect
4. Explain any 10 effects in After effect
5. Explain Keying and Matting in After effect

Section B

Answer the following (Attempt any four) **(20)**

1. Short note on Timeline Panel in After effect
2. Short note on Time re-mapping
3. Short note on Masking
4. Short note on Nested Composition
5. Short note on Use of 2D layers in 3D world
6. Short note on Rendering Queue

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The _____layer is used to write text in the composition.

A Text B Adjustment
C Null D Solid

2 _____layer is like exactly same in Photoshop.

A Text B Adjustment
C Null D Solid

3 Shortcut for Rotate Tool is _____

A R B W
C S D P

4 The _____ dialog box provides options for setting temporal and spatial interpolation and, for spatial properties only, roving settings.

A Key frame velocity B Toggle hold key frame
C Key frame interpolation D Easing In and Out

5 _____ can eliminate sudden changes in a property's speed by using the Easy Ease keyframe assistant.

A Key frame velocity B Toggle hold key frame
C Key frame interpolation D Easing In and Out

6 _____effect simulates a camera that's focusing in on one area in a 3D scene (along the z axis) while allowing other areas to blur.

A Blur B Orbit
C Depth of Field D Panning

7 The _____effect isolates elements in a 3D channel image file.

A Twirl B Turbulent displace
C Transform D ID Matte

8 The _____effect uses fractal noise to create turbulent distortions in an image.

A Twirl B Turbulent displace
C Transform D ID Matte

9 _____can select the color that you want to remove as a key color with the help of color box or color picker.

A Key Color B Color Matching Accuracy
C Color Key D Luma Key Keying

10 The _____effect keys out all the regions of a layer with a specified luminance or brightness.

A Key Color B Color Matching Accuracy
C Color Key D Luma Key

Part – B (Do as Directed) **(10)**

State Weather the Following Statement are True or False

1 The Light Layer is used as a transparent layer.
2 The Null object layer is used to create a colourful background as well as for masking.
3 The tracking basically means to match the scenes.
4 The stabilization allows us to smooth the recorded footage by removing the jerks.
5 Accept shadow helps us to create or to display the shadow on the base.
6 Light Transmission allows us to transmit the light through the layer.
7 Wireframe Preview shows only wireframes of all layers
8 Duplicate keyboard shortcut is "Shift+ D".
9 The low resolution increases the speed of the computer.
10 The guides help us to decide the position of the layers all over the animation.

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Term End Examination December – 2019

Course	:	**BCA(DES)**	**Date**	:	**08-Jan-2020**
Subject Code	:	**BCA(DES) - 105**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Digital Audio**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is sound? Explain sound wave and periodic motion
2. Explain in details about audio connector
3. Write detained note on Microphone Frequency Response
4. What is compression? Explain types of compression
5. Explain various digital audio standard formats

Section B

Answer the following (Attempt any four) **(20)**

1. Explain directional properties in microphone
2. Explain sound mixers channel Inputs
3. Write short note on Auxiliary Channels of Sound Mixers
4. Explain following terms: Phasing, Flanging and Chorus
5. Write short note on digital audio file formats
6. List and explain in brief about proprietary audio formats

Section C

Part – A (Multiple Choice Questions) **(10)**

1 All wave have _____ property

A Wavelength B Amplitude
C Frequency D All of these

2 The _____remains common in all microphones

A Diaphragm B Coil
C Magnet D All of these

3 Microphones can be classified according to _____

A Type of conversion technology they use B Type of application they are designed
C Either A or B D Neither A nor B

4 Using sound mixer, you can do _____

A Adjust levels B Create monitor feeds
C record various mixes by combining signals D All of these

5 Potentiometer varies the amount of _____

A Resistance B Voltage

C Ampere D None of these

6 _____ Compression encodes repetitive pieces of information with symbols and equations that take less space and provide entire information required to reconstruct an exact copy of the original.

A Lossy B Lossless

C Both A and B D None of these

7 Equalization / EQ _____ the levels of different frequencies in a signal.

A Boost B Attenuate

C Either A or B D Neither A nor B

8 The treble control adjusts _____ frequencies

A High B Low

C Medium D None of these

9 _____ will completely prevent any additional gain above the threshold.

A Amplifier B Limiter

C Booster D Repeater

10 The sound that arise from reflections from surrounding walls or objects is simulated by _____

A Limiting B Equalization

C Reverb D Phasing

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false

1 The formula to find velocity is Velocity = Distance x Time

2 The unit for measuring frequency is ohm

3 3-pin XLR connectors are for balanced audio signals and they reduce interference risk.

4 A microphone is a kind of a transducer Sound information exists as patterns of air pressure.

5 It is better to work microphone with high impedance than low impedance.

6 Impedance measures the total of opposition a device has to an AC current.

7 A low impedance microphone should generally be connected to an input with the same or higher impedance.

8 Higher frequency response is used when you want pure audio signal.

9 Phasing is a media that distributes DC current via audio cables in order to provide power for microphones and other devices.

10 Most mixers have equalization controls for each channel.

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Course	:	**BCA(DES)**	**Date**	:	**09-Jan-2020**
Subject Code	:	**BCA(DES) - 106**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Image Editing and Processing**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Elaborate any 10 options in file menu in Photoshop
2. Explain any 5 Selection tools in Photoshop in detail
3. Explain Various types of Image Editing tools in Photoshop
4. Explain Various color correction options in Photoshop
5. Explain different types Filters in Photoshop

Section B

Answer the following (Attempt any four) **(20)**

1. Short note on Multimedia
2. Difference between Vector & Raster
3. Short note on Pen tool
4. Short note on Hue/Saturation and Brightness/Contrast
5. Short note on RGB and CMYK
6. Short note on Vector And Bitmaps

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Grayscale have ____number of channels.

A 1 B 2
C 3 D None

2 Bitmap has _____number of color values.

A 1 B 2
C 3 D None

3 _____options allow you to control how you want pixels to be affected by the application of the painting or editing tool you choose.

A Mode B Layers
C Color Mixer D Opacity

4 _____are like transparent sheets

A Mode B Layers
C Color Mixer D Opacity

5 _____ is a secondary color.

A CMYK B Grayscale
C LAB Color D Bitmap

6 Raster graphics is also called ..... graphics.

A Image B 3D
C CAD D Vector

7 Grayscale have _____ shades of gray

A 256 B 2
C 512 D 259

8 _____Command converts the image to black and white image.

A Replace B Desaturate
C Threshold D Invert

9 Images such as photos are made up of _____

A points B pixels
C dots D colors

10 _____means converting vector data to raster data.

A Smart Object B Rasterizing
C Blending D Merge Shapes

Part – B (Do as Directed) **(10)**

1 PDF Stands for _____
2 EPS Stands for _____
3 GIF Stands for ____
4 HSB stands for _____
5 DPI stands for_____
6 GCR stands for _____
7 DCS stands for _____
8 ICC stands for _____
9 JPEG Stands for _____
10 Lpi stands for ___

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Term End Examination December – 2019

Course	:	**BCA(DES)**	**Date**	:	**10-Jan-2020**
Subject Code	:	**BCA(DES) – 107**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**UI/UX-Responsive Web Design-Styling**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the use of body tag in HTML with all its attributes
2. Write detailed note on lists
3. Explain image tag with all its attributes
4. Explain form elements
5. Discuss important factors for page layout

Section B

Answer the following (Attempt any four) **(20)**

1. Explain heading tag with example
2. Write short note on special characters
3. Explain anchor tag with attributes
4. Explain radio buttons and checkbox input type
5. What are the uses of the Meta Element
6. Explain embedded style sheet

Section C

Part – A (Multiple Choice Questions) **(10)**

1 HTML is a simplified version of _____

A XML B SGML
C XHTML D HGML

2 _____ are the commands that give HTML documents their functionality.

A Attributes B Properties
C Tags D Elements

3 Attributes usually appear to the _____of a Tag label.

A Right B Left
C Outside D Any where

4 _____ tag is used to set the color, size and the face of the text

A <P> B <Pre>
C
 D <Font>

5 Which of the following tag is used to create bulleted list

A <UL> B <OL>
C <Menu> D All of these

6 _____ List allow you to write down the definitions and terms.

A Ordered B Un-ordered

C Definition D Nesting

7 Which of the following is a feature of GIF file?

A Interlacing B Transparency

C Animated D All of these

8 The _____ element marks the text as a hypertext link.

A Anchor B Link

C Bookmark D None of these

9 _____ are the areas that you can create on an image and click on this region it will follow a link and take you to a URL.

A Image area B Image map

C Image region D Image chart

10 _____shows how many cell columns of the table this cell should span.

A Colspan B Rowspan

C Cellspecing D Cellpading

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false

1 Movies, audio and video and books are organized as linear media

2 CELLPADDING attribute when used with the table tag allows control over the space used between the cells in the table.

3 Tables are one of the means to make your website dynamic.

4 Action attribute of form tag is the URL to which the form has to be submitted when the user wants to send it.

5 You cannot give your own personal email account as the form action's url

6 GET method causes the browser to send the data in a two-step process.

7 If you do not specify a method the browser uses the GET method by default.

8 The SUBMIT input tag changes all fields to their default causes

9 With the help of forms you can add interactivity to your web pages

10 The password input tag enables the user to enter text but here the browser does not echo the user's input

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Term End Examination December – 2019

Course	:	**BCA(DES)**	**Date**	:	**11-Jan-2020**
Subject Code	:	**BCA(DES) – 108**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Web Prototyping**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Describe cascadig style sheet with its types.
2. Write a short note on tables Dreamweaver.
3. Explain any 3 behaviours in Dreamweaver.
4. Exlain use and importace of forms in website.
5. Describe in details vaious Layer properties.

Section B

Answer the following (Attempt any four) **(20)**

1. Write various elements of Layout or interface.
2. How to handle images in dreamweaver explain in brief.
3. Explain the use and importance of frames.
4. What do you understand by block category .
5. Explain various image properties.
6. Write a short note on border category in CSS.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Dreamweaver provides you with reference on the coding as

A Html B Java script
C Asp D All of them

2 When you want to multiple selection from user _____ form control is used.

A Radio button B Checkbox
C Link control D None of them

3 _____ is/are types of form method.

A Get B Post
C Enctype D All of them

4 _____ allows you to add objects that are needed to design web pages of your website.

A Insert bar B Document toolbar
C Status bar D None of them

5 The assets panel gives _____ way to view asset.

A Site list B Favorite list
C Both A and B D None of them

6 Components of jump menu is/are

A Menu selection prompt B Go button

C List of linked menu items D All of them

7 The behaviour inspector includes (+) button for

A Adding behavior B Adding method

Z Adding object D Adding event

8 Which behavior is used to check whether your webpage supports plugin or not

A Add Plugin B Check plugin

C Trace plugin D None of them

9 Layout object allows _____ style/s to create table

A Standard B Expanded

C Layout D All of them

10 Every object can perform certain operations which can be called _____

A Method B Property

C Event D None of them

Part – B (Do as Directed) **(10)**

1 Dreamweaver provides _____ object to insert date in desired format.

2 _____ allows you to insert various behaviors on your webpage.

3 _____ shows you HTML tags while work in Dreamweaver.

4 Validating form means checking contents of specified checkbox . True / False

5 Code snippets let you store content for quick reuse. True/False

6 Bookmarks work on same page or another and used to jump to different areas of page. True/False

7 Textfield in html can be single line. True / False

8 Layers allows us to create static website. True / False

9 _____ are used when you want any one selection out of a group of buttons.

10 You can add _____ if you want different settings for different layers on your web page.

9. Forms and Enclosures

Dr. Babasaheb Ambedkar Open University
(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF DUPLICATE I-CARD

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. FEE DETAILS : (The fee for Duplicate I-Card is Rs.25/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF TRANSCRIPT

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for 5 Copy Transcript is Rs.500/- which is to be paid through Demand Draft in favour of 'Dr. Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)

   Demand Draft No. : ..... DD Date : .....

   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

Dr. Babasaheb Ambedkar Open University

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'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
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APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Migration Certificate is Rs.100/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Exam Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. Passport Size Photo

Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
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E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂા 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમાં ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જૂન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા. _____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઇ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઇલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અં. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : **(ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણ નો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે)**

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિધાર્થીની સહી

<u>અરજી નીચેના સરનામે મોકલવાની રહેશે</u>

પ્રતિ, નિયામકશ્રી (વિધાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

PROGRAMME GUIDE FOR

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad, Gujarat 382481

Electronic version of the prospectus is also available for download at:
http://www.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115,dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 BBA Programme Objectives

Bachelor of Business Administration (BBA) helps learners build their path in the field of business and administration and make a successful career in future. Bachelor of Business Administration programme is developed for exploring management knowledge and skills in the learners. The programme is designed in such a way so as to develop basic business and administration skills in the learners. BBA equips the learners with the latest business knowledge to meet the requirement of changing corporate firms. The main objective of the course is to explaining the business environment in which the public and private sector operate. The programme provide the skills and productivity tools needed to be a key part of the success in today`s highly specialized offices.

Objectives:

- ✓ To provide business management skills to perform the business manager roles and function
- ✓ To provide proficiency in marketing management and human resource management
- ✓ To provide knowledge about different business departments and their activities and functions
- ✓ To provide information about different ways of business finance including accounting and bookkeeping
- ✓ To provide clear understanding of the organization and their structure including motivation, control and communication.
- ✓ To demonstrate the ability to identify critique and synthesis complex information and apply it to problem-solving and decision-making exercises as an individual and as a team member.
- ✓ To develop the critical and research skills necessary to prepare learners for successful further study.
- ✓ To prepare learners' for higher studies in business at home, Indian universities or abroad.
- ✓ To develop entrepreneurial skills to learners

1.2 Duration of the Programme

The Bachelor of Business Administration programme is a three years degree programme. However, the maximum duration of the programme is eight years as stated below:

Minimum Duration: 3 years

Maximum Duration: 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/ she shall have to qualify in the particular course within the next four attempts, subject to the maximum duration of the study.

1.3 Programme Fee

- For Three Years Degree Course Bachelor of Business Administration (BBA) Programme, learners will have to pay Rs 4000/- per semester. Total would be Rs. 24000/- for three year programme.
- Charges for issue of certificates (TC, Migration & Degree) will be according to university rules
- Examination fees will be as per university norms

1.4 Medium of Instruction

English

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study.

Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 Bachelor of Business Administration Programme Structure

The Programme Structure of the Bachelor of Business Administration Programme comprising of various subjects would be as follows:

Subject Code	Subject Name	Credits	
First Year First Semester		**Th**	**Pr**
BBAR-101	Principles of Management	4	
BBAR-102	Basics of Accounting	4	
BBAR-103	Business Communication Skills	4	
BBAR-104	Business Economics	4	
		16	
First Year Second Semester		**Th**	**Pr**
BBAR-201	Marketing Management	4	
BBAR-202	Financial Management	4	
BBAR-203	Computer Application	4	2
BBAR-204	Individual and Organisational Behaviour	4	
		18	
Second Year Third Semester		**Th**	**Pr**
BBAR-301	Business Environment	4	
BBAR-302	Human Resource Management	4	
BBAR-303	Management & Information System	4	
BBAR-304	Business Analytics	4	
		16	
Second Year Fourth Semester		**Th**	**Pr**
BBAR-401	Basics of Research Methods	4	
BBAR-402	Business and Industrial Laws	4	
BBAR-403	Service Marketing	4	
BBAR-404	Production & Operation Management	4	
		16	
Third Year Fifth Semester		**Th**	**Pr**
BBAR-501	Direct and Indirect Taxes	4	

BBAR-502	Cost Accounting	4	
BBAR-503	Entrepreneurship Development	4	
BBAR-504	Project Work (Research Methods and ROL)		6
		18	
Third Year Sixth Semester		**Th**	**Pr**
BBAR-601	Financial Services	4	
BBAR-602	Management Accounting	4	
BBAR-603	Corporate Governance & Business Ethics	4	
BBAR-604	Project (Analysis & Report Writing)		6
		18	

Total Credit Points: 102

1.7 Recognition

- BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
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- Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.8 Learner Support Services

The learner support services available in the Bachelor of Business Administration programme include the following:

I. Self-Learning Materials covering the entire syllabi,

II. Counselling sessions at study centers/ learner support centres,

III. Access to library services at study centers

IV. Access to University's Library "Vivekananda"

V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.

VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.

VII. SWADHYAY TV: Audio- Video programmes are made available online on university's official website through SWADHYAY TV.

VIII. E- SLM: An e-learning portal named OMKAR has been launched by the university. It is digital repository where the study materials are uploaded for the learners.

IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost

X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

1.9 Newsletter

BAOU Newsletter can be accessed at https://baou.edu.in/news-announcements

1.10 How to contact the BBA Program Coordinator

Learners may contact the BBA Programme Coordinator by sending a communication through post to the BBA Programme Coordinator, BAOU, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481, or can send an email to kmro@baou.edu.in

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

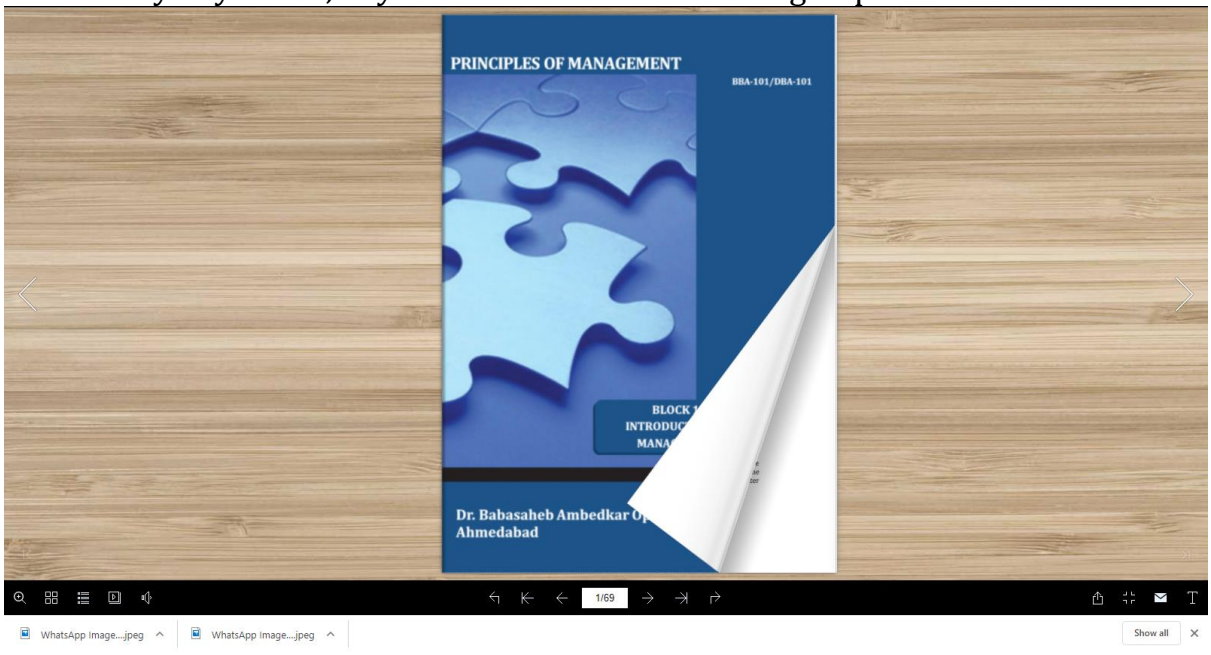
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

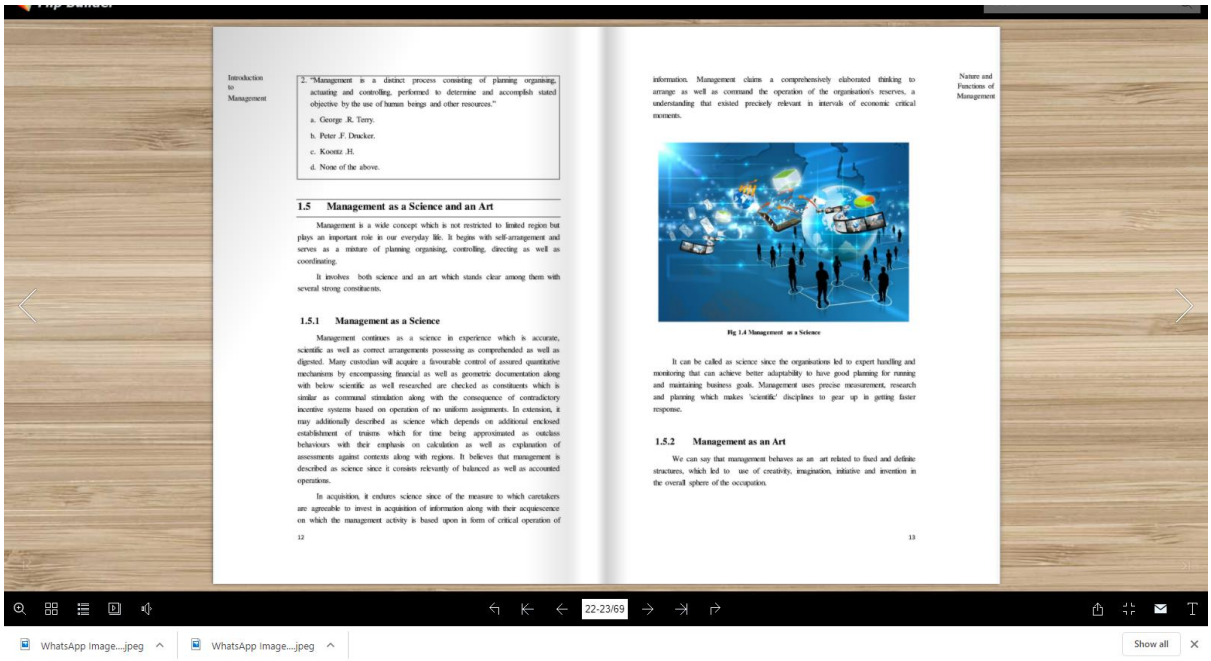
2.1 Print Material (Self Learning Material)

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-Book

E Book are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E Book.





2.3 Video Material

BAOU produces high quality audio-visual content at State of the art full HD "Chaitanya" studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

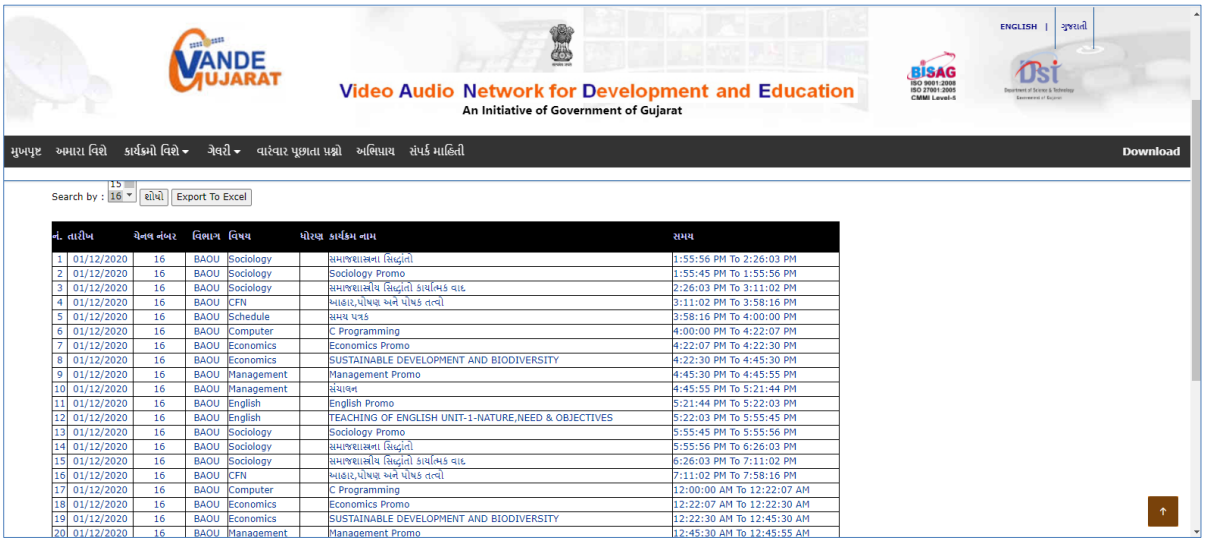
Below is the weblink to watch the video lecture:
http://14.139.122.7/swadhyaytv/school.aspx?id=2

2.4 Vande Gujarat

Government of Gujarat, under the "Vande Gujarat" program, undergraduate education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.

Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx

Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx



નં.	તારીખ	ચેનલ નંબર	વિભાગ	વિષય	ધોરણ	કાર્યક્રમ નામ	સમય
1	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રના સિદ્ધાંતો	1:55:56 PM To 2:26:03 PM
2	01/12/2020	16	BAOU	Sociology		Sociology Promo	1:55:45 PM To 1:55:56 PM
3	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	2:26:03 PM To 3:11:02 PM
4	01/12/2020	16	BAOU	CFN		આહાર,પોષણ અને પોષક તત્વો	3:11:02 PM To 3:58:16 PM
5	01/12/2020	16	BAOU	Schedule		સમય પત્રક	3:58:16 PM To 4:00:00 PM
6	01/12/2020	16	BAOU	Computer		C Programming	4:00:00 PM To 4:22:07 PM
7	01/12/2020	16	BAOU	Economics		Economics Promo	4:22:07 PM To 4:22:30 PM
8	01/12/2020	16	BAOU	Economics		SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	4:22:30 PM To 4:45:30 PM
9	01/12/2020	16	BAOU	Management		Management Promo	4:45:30 PM To 4:45:55 PM
10	01/12/2020	16	BAOU	Management		સંચાલન	4:45:55 PM To 5:21:44 PM
11	01/12/2020	16	BAOU	English		English Promo	5:21:44 PM To 5:22:03 PM
12	01/12/2020	16	BAOU	English		TEACHING OF ENGLISH UNIT-1-NATURE,NEED & OBJECTIVES	5:22:03 PM To 5:55:45 PM
13	01/12/2020	16	BAOU	Sociology		Sociology Promo	5:55:45 PM To 5:55:56 PM
14	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રના સિદ્ધાંતો	5:55:56 PM To 6:26:03 PM
15	01/12/2020	16	BAOU	Sociology		સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ	6:26:03 PM To 7:11:02 PM
16	01/12/2020	16	BAOU	CFN		આહાર,પોષણ અને પોષક તત્વો	7:11:02 PM To 7:58:16 PM
17	01/12/2020	16	BAOU	Computer		C Programming	12:00:00 AM To 12:22:07 AM
18	01/12/2020	16	BAOU	Economics		Economics Promo	12:22:07 AM To 12:22:30 AM
19	01/12/2020	16	BAOU	Economics		SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	12:22:30 AM To 12:45:30 AM
20	01/12/2020	16	BAOU	Management		Management Promo	12:45:30 AM To 12:45:55 AM

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV" and „Swadhyay Radio". These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University. The Dr. Babasaheb Ambedkar

Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between the learners and their tutors/counsellors is relatively less. If learners have doubt they can avail the sessions to clarify their doubts that may not be possible through any other means of communication. It also provides learners with an opportunity to meet their fellow students. There are academic counsellors at the Study Centres to provide Counseling and guidance to them in the courses that they have chosen for study. Normally, these sessions will be held at the study centres on Saturdays and Sundays. Learner should note that the Counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In these computer labs, the participants will have the facility to use the computer and software packages relevant to the syllabus.

2.6.3 Lab Manual: Lab Manuals are provided to the learners which is as follows:

Sr. No.	Year	Subject Code	Subject Name
1	1st Year- Second Semester	BBAR-203	Computer Application

Guidelines to learners (LAB):

- Equipment in the lab for the use of learner's community. Learners need to maintain a proper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with

completed exercises while entering the lab.

- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.
- Use of computer network is encouraged.

Project Guidelines: Project Guidelines are provided to the learners which are as follows:

Sr. No.	Year	Subject Code	Subject Name
1	Third Year-Fifth Semester	BBAR-504	Project Work (Research Methods and ROL)
2	Third Year-Sixth Semester	BBAR-604	Project (Analysis & Report Writing)

2.6.4 Counselling Session Details:

Subject wise Number of Counselling Sessions (Theory/Lab)			
Subject Code	**Subject Name**	**Credits Point**	**No. of Counselling Sessions**
First Year			
First Semester			
BBAR-101	Principles of Management	4	12
BBAR-102	Basics of Accounting	4	12
BBAR-103	Business Communication Skills	4	11
BBAR-104	Business Economics	4	11

First Year			
Second Semester			
BBAR-201	Marketing Management	4	12
BBAR-202	Financial Management	4	12
BBAR-203	Computer Application	6	18
BBAR-204	Individual and Organisational Behaviour	4	12
Second Year			
Third Semester			
BBAR-301	Business Environment	4	12
BBAR-302	Human Resource Management	4	12
BBAR-303	Management & Information System	4	12
BBAR-304	Business Analytics	4	12
Second Year			
Fourth Semester			
BBAR-401	Basics of Research Methods	4	12
BBAR-402	Business and Industrial Laws	4	11
BBAR-403	Service Marketing	4	12
BBAR-404	Production & Operation Management	4	12
Third Year **Fifth Semester**			
BBAR-501	Direct and Indirect Taxes	4	12
BBAR-502	Cost Accounting	4	12
BBAR-503	Entrepreneurship Development	4	11

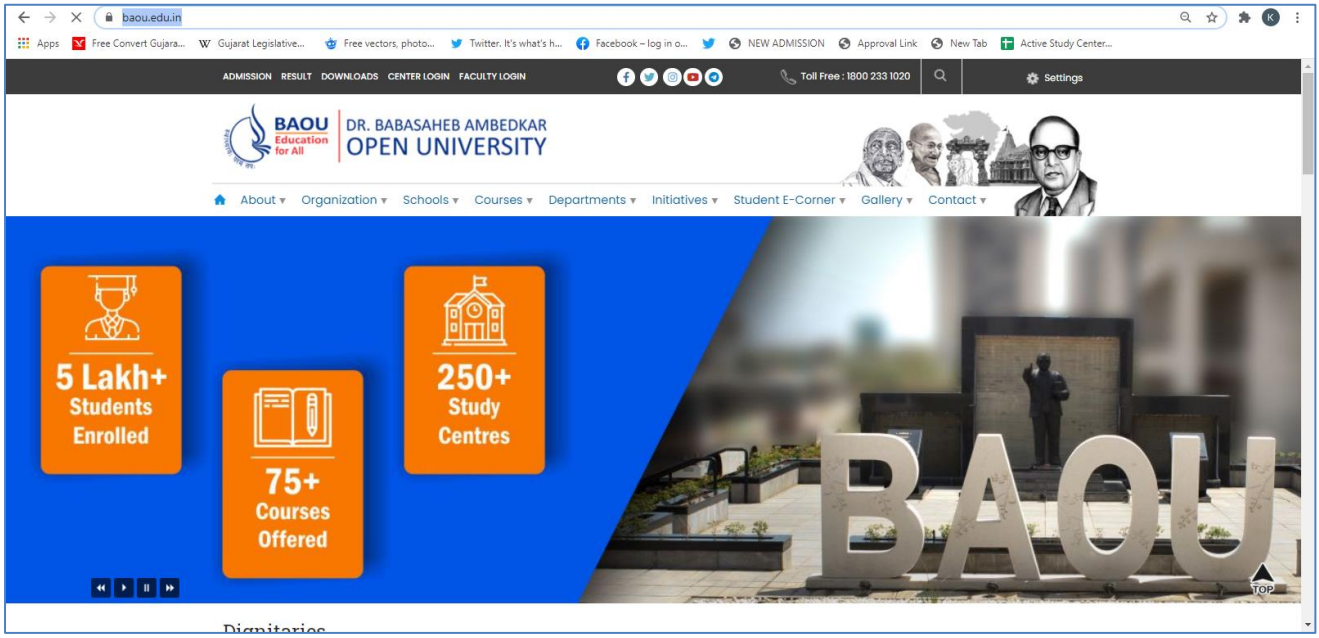
BBAR-504	Project Work (Research Methods and ROL)	6	18
Third Year			
Sixth Semester			
BBAR-601	Financial Services	4	12
BBAR-602	Management Accounting	4	12
BBAR-603	Corporate Governance & Business Ethics	4	11
BBAR-604	Project (Analysis & Report Writing)	6	18

Note: BBAR-504 & BBAR-604 courses, number of counselling sessions will be as per the requirement of the learners.

3. Browsing BAOU's Website

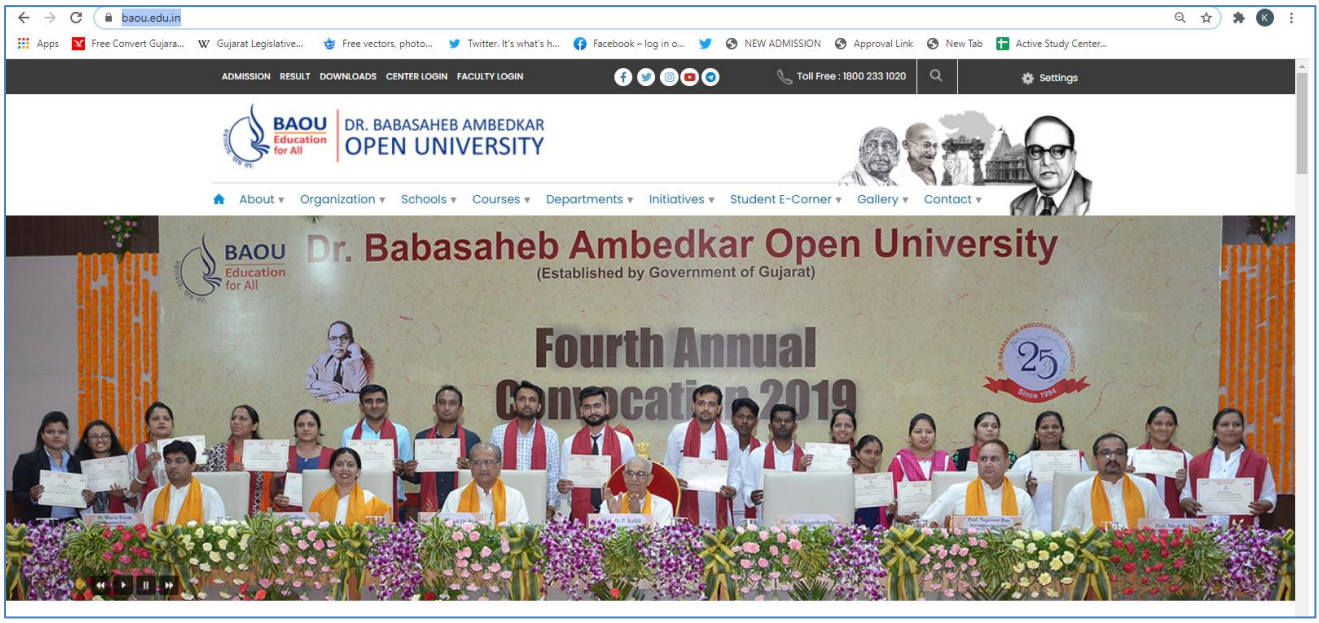
BAOU Website URL : https://baou.edu.in/

3.1 Navigation from Home Page

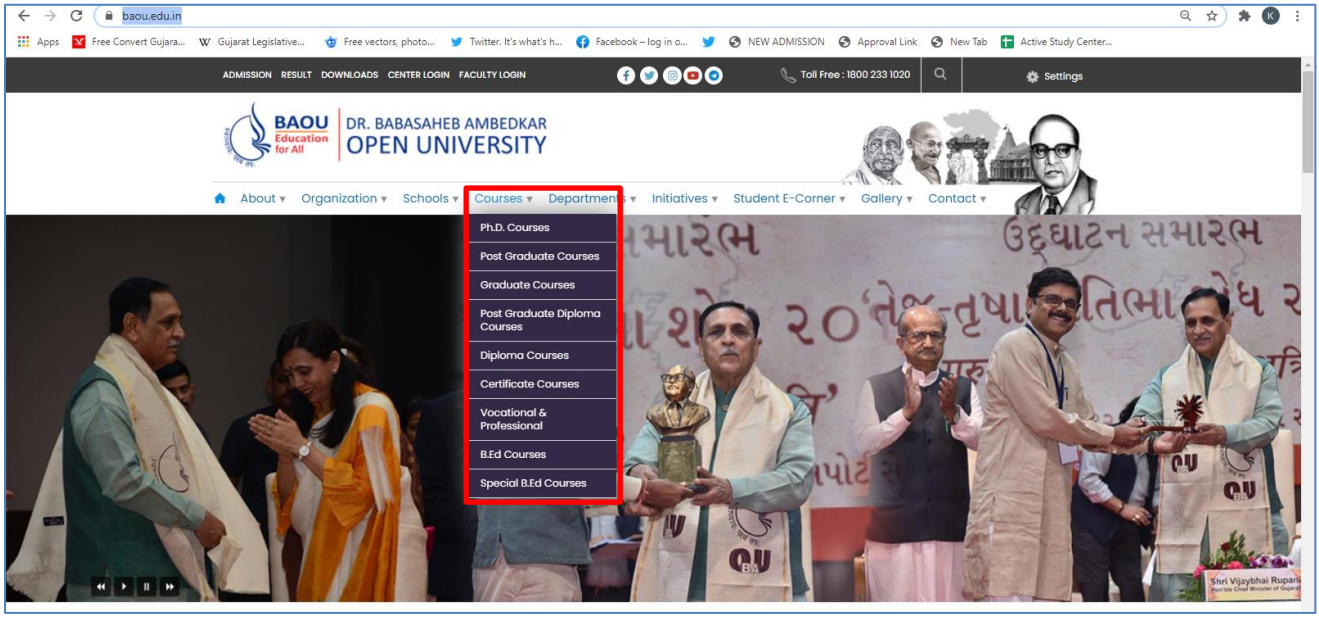


3.2 Navigation of BBA pages

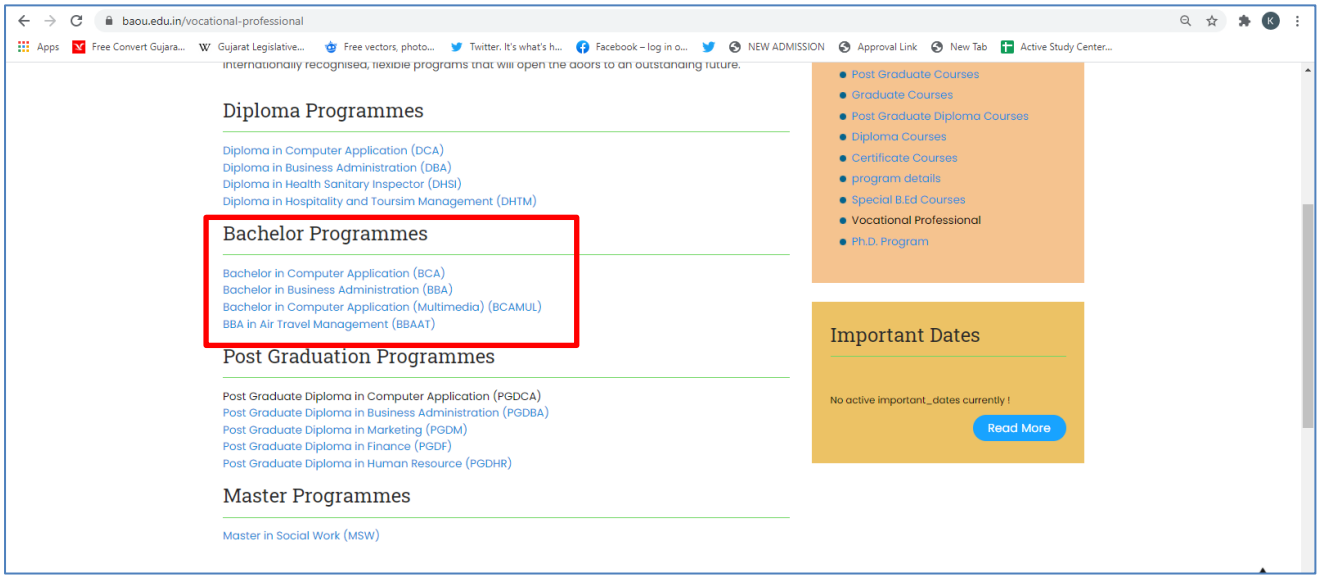
Step-1 : Visit https://baou.edu.in/ website.



Step-2 : Click to 4th Section from left side Course, Click Vocational and Professional Courses.



Step-3 : Select Bachelor Programmes



4. Bachelor of Business Administration (Revised) Programme Syllabus

BBAR-101 PRINCIPLES OF MANAGEMENT

Syllabus

BLOCK 1: INTRODUCTION TO MANAGEMENT

UNIT 1: NATURE AND FUNCTIONS OF MANAGEMENT

Definition, Nature- Features of Management, Management Functions, Management as a Process, Importance of Management, Management and Administration.

UNIT 2: MORE ON MANAGEMENT

Functional Areas of Management, Managerial Skills, Roles of a Manager, Levels of Management, Management as a Science, an Art and as a Profession.

UNIT 3: HISTORY OF MANAGEMENT

Schools of Management Thought, Classical Approaches: Systematic Management, Scientific Management, Administrative Management, Human Relations Movement and Contemporar Approaches:Quantitative Management, Organizational Behaviour, Systems Theory, Contingency Theory

BLOCK 2: PLANNING, DECISION-MAKING, ORGANIZATION AND STAFFING

UNIT 1: PLANNING

Planning – Meaning and Definition, Features, Steps in Planning Process, Approaches, Principles, Importance, Advantages and Disadvantages of Planning, Types of Plans, Types of Planning, Management by Objectives.

UNIT 2: DECISION-MAKING

Decision-making- Meaning, Characteristics, Decision-Making Process, Guidelines for

Making Effective Decision, Types of Decisions.

UNIT 3: ORGANIZATION AND ORGANIZATION STRUCTURE

Organizing Process – Meaning and Definition, Characteristics, Process, Need and Importance, Principles, Span of Management. Organization Chart – Types, Contents, Uses, Limitations, Factors Affecting Organizational Chart, Organizational Structure – Line Organization, Line and Staff, Functional, Project, Matrix and Virtual. Informal Organization – Meaning, Characteristics, Importance, Limitations, Difference between Formal and Informal Organization

UNIT 4: STAFFING

Staffing – Meaning, Nature, Importance, Staffing Process – Manpower Planning, Recruitment, Selection, Orientation and Placement, Training, Remuneration, Performance Appraisal, Promotion and Transfer.

BLOCK 3: DIRECTION, SUPERVISION, CONTROLLING AND COORDINATING

UNIT 1: DIRECTION AND SUPERVISION

Direction – Definition, Nature, Need and Importance, Principles of Directing. Supervision – Role and Functions of a Supervisor, Effective Supervision, Direction and Supervision.

UNIT 2: CONTROLLING

Controlling – Meaning, Features, Importance, Control Process, Characteristics of an Effective Control System, Types of Control.

UNIT 3: CO-ORDINATION

Co-ordination – Characteristics, Essentials, Types and Techniques, Principles, Obstacles and Needs.

BLOCK 4: MORE ON MANAGEMENT

UNIT 1: MOTIVATION AND LEADERSHIP

Motivation: Concept, Theories – Classical and Modern, Importance, Financial and Non-Financial Motivation, Positive and Negative Motivation, Group Motivation. Leadership: Definition, Meaning, Factors, Theories, Principles and Leadership Styles.

UNIT 2: COMMUNICATION

Communication: Definition, Meaning, Nature, Communication Process, Types and Barriers to Communication.

UNIT 3: SOCIAL RESPONSIBILIES OF BUSINESS

Social Responsibility – Meaning, Definition, Features, Scope, Social Responsibly of a Manager, Interested Group – Shareholders, Workers, Customers, Creditors, Suppliers, Government, Society. Indian Business and Social Responsibility.

UNIT 4: STRATEGIC MANAGEMENT

Meaning, Definition, Elements, Scope and Dimensions, Process, Importance, Strategic Decisions and SWOT Analysis

BBAR-102 BASICS OF ACCOUNTING

Syllabus: BLOCK-1: BASICS OF ACCOUNTING

UNIT-1 ACCOUNTANCY MEANING AND SCOPE

Introduction, Definitions of Accounting, Origin and Growth of Accounting, Needfor Accounting, Functions of Accounting, Users of Accounting Information, Book Keeping, Definition of Book-Keeping, The object of Book-Keeping, Accounting Mechanics, The Double Entry System,Terminology of Financial Accounting, Accounting Documents, Accountant's Responsibility, Accounting Measurement, Basis of Accounting, Accounting Principles, The book-keeping and accounting process, Type of Accounts, Rules for Debit (Dr.) and Credit (Cr.)

UNIT-2 JOURNAL AND LEDGER

Introduction, The Journal, Advantages of using a Journal, Types of Entries, Ruling of a Journal, The Ledger, Sub-division of Ledger, Ledger Format, Ledger Posting, Balancing Ledger Accounts, Difference between Journal and Ledger

UNIT-3 SUBSIDIARY BOOKS

Introduction, CashBook, Features of Cash Book, Types of Cash Book, Single Column Cash Book, Double Column Cash Book, Three Column Cash Book, Petty Cash Book, Sales Book, Purchase Book, Sales Return Book, Purchase Return Book, Bills Receivable Book, Bills Payable Book, JournalProper.

BLOCK-2: TRIALBALANCE, BANK RECONCILIATION STATEMENT, CAPITAL AND REVENUE TRANSACTION AND BAD DEBTS

UNIT-1 TRIAL BALANCE

Introduction, Objectives of Trial Balance, Limitations of Trial Balance, Errors disclosed by a Trial Balance, Errors that are not disclosed by a Trial Balance, Methods

of preparing Trial Balance, Methods of Locating Errors, Suspense Account

UNIT-2 BANK RECONCILIATION STATEMENT

Introduction, Causes of Difference, Need for Bank Reconciliation Statement, Method of preparation (Without Adjustment).

UNIT-3 CAPITAL AND REVENUE TRANSACTION

Introduction, Capital Expenditure, Revenue Expenditure, Deferred Revenue Expenditures, Difference Between Capital Expenditure, Revenue Expenditure and Deferred Revenue Expenditure, Difference between Capital Expenditure and Revenue Expenditure, Difference between Capital Expenditure and Deferred Revenue Expenditure, Capital Receipt, Revenue Receipt, Capital and Revenue Profits, Capital and Revenue Losses.

UNIT-4 ACCOUNTING FOR BAD DEBTS

Introduction, Sundry Debtors, Bad Debts, Provision Reserve for Bad Debts, Methods of Accounting, Provision for Discounton Debtors, Provision for Discount on Creditors, Bad Debts Recovery

BLOCK-3 : DEPRECIATION ACCOUNTING, FINAL ACCOUNTS (WITHOUT ADJUSTMENTS) & FINAL ACCOUNTS (WITH ADJUSTMENTS)

UNIT-1 DEPRECIATION ACCOUNTING

Introduction, Meaning of Depreciation, Characteristics of Depreciation, Causes of Depreciation, Objectives of providing Depreciation, Computation of Depreciation, Methods of charging Depreciation, Change of Method of Charging Depreciation, Salient Features of AS-6: Depreciation Accounting, Illustrations

UNIT-2 FINAL ACCOUNTS (WITHOUT ADJUSTMENTS)

Introduction, Trading Account: Format of a Trading Account, Trading Account Items

(Dr.Side), Trading Account Items (Cr.Side), Balancing of Trading Account, Profit and Loss Account: Profit and Loss Account Items (Dr.Side), Profit and Loss AccountItems (Cr. Side), Balancing Profit and Loss Account, Adjustments, Difference between Trading A/c and Profit and Loss A/c, Balance Sheet: Preparation and Presentation of Balance Sheet, Difference between Trial Balance and a Balance Sheet, Explanation and Clarification of certain Items, Limitations of balance Sheet, Illustrations

UNIT-3 FINAL ACCOUNTS (WITH ADJUSTMENTS)

Introduction, Objectives or need of adjustment, Types of adjustments, Various Illustrations

BLOCK-4: RECTIFICATION OF ERRORS, BILLS OF EXCHANGE, ACCOUNTS FOR HIRE PURCHASE & ELEMENTS OF COST

UNIT-1 RECTIFICATION OF ERRORS

Introduction, Errors which do not affect trial balance, Errors which affect trial balance, Errors detected before preparation of final accounts

UNIT-2 BILLS OF EXCHANGE

Introduction, Bill of exchange, Specimen to Bill of exchange, Bills receivables and Bills payable, Terms of bill, Due date, Days of grace, Disposal or uses of a bill, Dishonor of a bill, Promissory note, Characteristics, Parties to promissory note, Difference between Bills of exchange and Promissory note

UNIT-3 ACCOUNTS FOR HIRE PURCHASE

Introduction, Meaning, Difference between Hire Purchase and Instalment system, Acertaining the interest rate, Accounting records under Hire Purchase system

UNIT-4 ELEMENTS OF COST

Introduction, Meaning of Cost, Various elements of cost, Classification of cost

BBAR-103 Business Communication Skills

Syllabus

BLOCK 1: BASICS OF BUSINESS COMMUNICATION AND GENERAL ENGLISH

Unit 1: Introduction to Communication

Definition of Communication, Process of Communication, Objectives of Communication

Unit 2: Type of Communication

Verbal Communication, Non-Verbal Communication

Unit 3: General English

Parts of Speech, Some Important Aspects, Use of Articles

Unit 4: Reading Comprehension

Paragraph Writing, Comprehension

BLOCK 2: BUSINESS LETTER WRITING AND DIALOGUE FORMATION

Unit 1: Basics of Letter Writing

Physical Appearance, Structure, Design of Letter and Essential parts of Letter, Principles of Effective Letter Writing

Unit 2: How to Write Business Letters

Stages of Writing, Preparing Notes, How to Compose Business Messages, Style and Tone, Dictionary and Thesaurus Usage, Punctuation, Deleting Redundancies/Using Simple Words

Unit 3: Types of Business Letters

Sample Letters, Inquiry Letters, Reply Letters, Order Letters, Letters for Execution of Orders, Complaint Letters, Reply and Adjustment Letters, Sales Letters, Reminder

Letters

Unit 4: Dialogue Writing

Sample Dialogues, Dialogue between a student and a teacher, Dialogue between a father and a son/daughter, Dialogue between two friends, Dialogue between siblings, Dialogue between a customer and a shopkeeper, Dialogue between a husband and his wife.

BLOCK 3: LETTER WRITING AND INTER-DEPARTMENTAL COMMUNICATION

Unit 1: Knowing other letters - 1

Letters to Bank, Job Application Letters

Unit 2: Knowing other letters - 2

Condolence Letters, Gratitude Letters, Resignation Letters

Unit 3: Letter Writing

Personal Letter, Interview Letter, Appointment Letter, Calling for Written Test, Order of Appointment Letter, Show-Cause Notice, Charge Sheet, Letter of Dismissal, Discharge and other Functions, Secretarial Correspondence with Shareholders and Debenture Holders

Unit 4: Inter Departmental Communication

Inter-Office Memo, Office Circulars, Office Orders, Office Notes, Communication with Regional and Branch Offices, Report Writing

BLOCK 4: WRITING SKILLS AND ETIQUETTES

Unit 1: Report Writing

Business Reports, Individual Reports, Committee Reports

Unit 2: Essay Writing

Introduction: Essay Writing, Tips to Write Good Essay, Forms and Styles of Essays, How to Write a Good Business Essay, Sample Essays

Unit 3: E-mail Writing and E-mail Etiquettes

Meaning of Email, Concept of Email, Use of Email in Business Communication, Email Etiquette, Tips to Write Professional Mails, Business and Workplace Email Etiquette, E-mail Mistakes

BBAR-104 BUSINESS ECONOMICS

Syllabus

BLOCK-1: INTRODUCTION TO ECONOMICS

UNIT 1 NATURE AND SCOPE OF ECONOMICS

Introduction, Definitions of Economics, The scope of Economics, Micro-economics, Macro-economics, Specialized Branches of Economic Studies, Nature of Economics, Nature of Economic Laws, Problems of Economy

UNIT 2 THE ECONOMY AND ITS BASIC PROBLEM

Introduction, The Basic Problems of an Economy, How Market Mechanism Solves the Basic Problems, How efficient is the Market System, Reasons for the Failures of the Market System, The Government and the Economy

UNIT 3 BASIC CONCEPTS WITH COST CONCEPTS.

Introduction, Accounting cost /Economics cost. Money cost / Real cost. Private cost/Social cost. Fix cost, Variable cost, Average cost, Marginal cost, opportunity cost and sunk cost. Positive Vs Normative economics, Public goods - private goods -Merit goods. Production function. Stock and flow concept

BLOCK-2: DEMAND AND SUPPLY ANALYSIS,TECHNIQUE OF INDIFFERENCE CURVES

UNIT 1 DEMAND AND SUPPLY ANALYSIS

Introduction, Demand Analysis, Law of Demand, Elasticity of demand, Methods of calculatinge lasticity of demand, Importance of elasticity of demand, Some analytical cost concepts, Law of Supply and supply curve

UNIT 2 TECHNIQUE OF INDIFFERENCE CURVES:

Introduction, Theory of Consumer Behaviour, Indifference Curve Technique, Marginal

Rate of Substitution, Budget Constraint: The Price-Income Line, Consumer Equilibrium

UNIT 3 PRICE, INCOME AND SUBSTITUTION EFFECTS ON

Introduction, The Income Effect: Income Consumption Curve, The Substitution Effect, The Price Effect: Price-Consumption Curve, Separation of Price Effectin to Income Effect and Substitution Effect, Price Effect in Case of 'Inferior' Goods, Giffen's Paradox, The Derivation of Demand Curve from PCC, Superiority of Indifference Curve Approach, Short comings of the Indifference Curve Approach

UNIT4 DEMAND FORECASTING

Introduction, Demand Forecast and Sales Forecast, Role of Macro- Level Forecasting in Demand Forecasts

BLOCK3: MARKET STRUCTURE, PRODUCT AND THEORY OF RENT

UNIT 1 MARKET STRUCTURE

Introduction, Market Structure, Classification of market, Perfect competition, Pure and perfect competition, Perfect competition in practice, Monopoly, Monopolistic competition, Oligopolydefinition, Duopolydefinition

UNIT 2 MARKET STRUCTURE PART II

Excess Capacity in Monopolistic competition, Concept of selling cost for monopolistic competition.

UNIT 3 MARKET STRUCTURE PART III (OLIGOPOLY)

Oligopoly characteristics. Cartels- Types of cartels - Joint profit maximization and market sharing cartel, Price leadership, Noncollusive oligopoly, Kinky demand curve.

BLOCK 4: PRODUCT, RENT, PROFIT THEORIES WITH WELFARE, INFORMATION AND POLITICAL ECONOMICS

UNIT 1 PRODUCT AND FACTORPRICING

Introduction,Role of Factor Price, Theory of Distribution, Meaning of Wages, The ories of Wages, Subsistence Theory, Wages Fund Theory, Residual Claimant Theory.

UNIT 2 THEORY OF RENT, INTEREST AND PROFIT

Introduction, Ricardian Theory of Rent, Interest, Demand for Capital, Keynes' Liquidity-PreferenceTheory, Determination of InterestRate, Profit, Non-InsurableRisks, The Innovation Theory ofProfit, Concept of Theories

UNIT 3 WELFARE ECONOMICS AND MARKET FAILURE.

Introduction, Welfare Economics, Consumer Surplus, Market failure and externalities

UNIT 4 INFORMATION AND POLITICAL ECONOMICS.

Introduction, Asymmetric Information and Moral Hazards, Impact of Government policies on business, Political Economy

BBAR-201 Marketing Management

Syllabus

Block : 1 Understanding Marketing, Its Strategies, Its Plans, Its Research

Unit: 1 Introduction of Marketing

Definition of Marketing, Scope of Marketing (Marketing, Marketed, Markets),Various Marketing Concepts, Philosophy of Marketing, Emerging Trends in Marketing.

Unit: 2 Marketing Strategies and Plans

Marketing and Customer Value, Corporate, Division, Business Unit Strategic Planning, Marketing Plan.

Unit: 3 Market Research

The Scope of Market Research, Research Process

Block: 2 CRM,Gathering Information and Forecasting Demand, Consumer and Business Market

Unit 1: Customer Relation Management (CRM)

CRM, Different types of Customer, Orientation of Customer, Features ,Importance, Misunderstanding, Benefits, Challenges, Future of CRM

Unit 2: Marketing Information System, Forecasting and Demand Measurement

Marketing Information System, Internal Records, MIS(Marketing Intelligence System), Micro Environment, Forecasting and Demand Measurement.

Unit 3: Consumer Behaviour

Consumer Behaviour, influencing factors, psychological processes, Five Stage Model of Buying Process.

Unit 4 Business Markets

Business Markets, Institutional and Government Market, Business Buying Process, B2B Marketing Programme,B2B Customer Relationship

Block :3 STP, Growth Strategies, New Product Offerings,Global Market and Holistic Marketing

Unit 1: Marget Segmentation, Targeting and Growth Strategies

Marget Segmentation and Targeting, Differentiation and positioning strategies, Product Life Cycle marketing Strategies, Dealing with competition and competitive strategies.

Unit 2: New Product Offering

New product development and marketing

Unit 3: Global Market and Holistic Marketing

Global Market and managing holistic Marketing Management

Block:4 Product , Branding, Pricing Strategies, Managing Service, Marketing Channels and IMC

Unit 1: Product and Branding

Setting Product and Branding Strategies & Building Brand Equity

Unit 2: Services Marketing

Unit 3: Designing Marketing Channels, Managing retailing, wholesaling and market logistics

Unit 4: Integrated Marketing Communications, Managing advertising, sales promotions, events, public relations, direct marketing and personal selling including sales management.

BBAR-202 FINANCIAL MANAGEMENT

Syllabus

BLOCK1: BASICS OF FINANCIALMANAGEMENT

UNIT 1 INTRODUCTION TO FINANCIAL MANAGEMENT

Finance, Financial Management, Scope of Financial Management, Finance and Management Functions, Objectives of Financial Management, Role and Functions of Finance Manager, Changing Role of Finance Manger, Organization of Finance Function, Liquidity and Profitability, Financial Management and Accounting, Financial Management and Economics, Financial Management-Science or Art, Significance of Financial Management, Strategic Financial Management, Techniques of Financial Management

UNIT 2 SOURCES OF LONG -TERMFINANCE

Introduction, Types of Capital, Equity Capital, Preference Capital, Debenture capital, Term Loan, Convertibles, Warrants, Leasing, Hire-Purchase, Initial Public offer, Rights Issue, Private Placement

UNIT 3 SOURCES OF SHORT TERM FINANCE

Trade Credit, Cash Credit, Bank Overdraft, Letter of Credit, Factoring, Call/Notice Money, Treasury bills, Commercial Papers, Certificate of Deposit, Bills of Exchange

UNIT 4 TIME VALUE OF MONEY

Introduction, Future Value; Simple Interest, Compounding Interest, Compound value of series of cash flows, Present Value; Present Value of single amount, Present value of series of cash flows, Sinking Fund Factor, Loan Amortization

BLOCK 2: COST OF CAPITAL, CAPITAL STRUCTURE AND LEVERAGES

UNIT 1 COST OFCAPITAL

Concept of Cash Capital, Elements of Cost of Capital, Classification of Cost of Capital, Opportunity Cost of Capital, Trading on Equity

UNIT 2 CAPITAL STRUCTURE THEORIES

Introduction to Capital Structure, Factors affecting capital structure, Features of an optimal capital structure, Capital Structure Theories, CAPM and Capital Structure , Adjusted Present Value

UNIT 3 ANALYSIS OF LEVERAGES

Introduction, Operating Leverage; Meaning, Formulas, When there can be operating leverage? What is indicated by operating leverage? Risk associated with operating leverage, Components of cost structure which brings higher degree of operating leverage. Financial Leverage; Formulas, When there can be financial leverage? What is indicated by financial leverage? Risk associated with financial leverage, Components of capital structure which brings higher degree of financial leverage. Total Leverage; Meaning, Formulas, What is indicated by total leverage? Risk associated with total leverage

BLOCK 3: WORKING CAPITAL MANAGEMENT, INVESTMENT DECISIONS AND DIVIDEND POLICIES

UNIT 1 WORKING CAPITALMANAGEMENT-I

Introduction, Meaning and Definition of Working Capital, Types of Working Capital, Factors Affecting Working Capital/Determinants of Working Capital, Operating Working Capital Cycle, Working Capital Requirements, Estimating Working Capital Needs and Financing Current Assets, Capital Structure Decisions, Leverages

UNIT 2 WORKING CAPITALMANAGEMENT-II

Inventory Management, Purpose of holding inventories, Types of Inventories, Inventory Management Techniques, Pricing of inventories, Receivables Management, Purpose of receivables, Cost of maintaining receivables, Monitoring Receivable, Cash Management, Reasons for holding cash, Factors for efficient cash management

UNIT 3 INVESTMENTS AND FUND

Meaning of Capital Budgeting, Principles of Capital Budgeting, Kinds of Capital Budgeting Proposals, Kinds of Capital Budgeting Decisions, Capital Budgeting Techniques, Estimation of Cashflow for new Projects, Sources of long Term Funds

UNIT 4 DIVIDEND POLICIES

Introduction, Definition of Dividend, Types of dividend, Forms of dividend, Dividend and Provision under Companies Act 2013, Procedure for declaration and payment of Final dividend, Determinants of dividend policy, Dividend Policies

BLOCK 4: INVESTMENTANALYSISANDFINANCIALPLANNING

UNIT1 INVESTMENTANALYSIS

Introduction, Investment and Financing Decisions, Components of cashflows, Complex Investment Decisions

UNIT 2 FINANCIAL PLANNING-I

Introduction, Advantages of financial planning, Need for Financial Planning, Steps in Financial planning, Types of Financial planning, Scope of Financial planning

UNIT 3 FINANCIALPLANNING-II

Derivatives, Future Contract, Forward Contacts, Options, Swaps, Difference between Forward Contract and future contract, Financial Planning and Preparation of Financial Plan after EFR Policy is Determined

BBAR-204

INDIVIDUAL AND ORGANISATIONAL BEHAVIOUR

Syllabus

BLOCK 1: Understanding Individual Behaviour

Unit 1: Foundations of Individual Behaviour – Organization as an iceberg, Meaning Individual Behaviour in organizations, Organization, Need for Organization, Process of Organizing, Concept of Organizational Behaviour, Disciplines that Contribute to the OB Field

Unit 2: Organizational Behavior - A Field For Managers Because….

A Field for Managers, Managerial Roles, Management Skills, OB Model

Unit 3: The Individual – Diversity, Personality And Values (Inputs)

Diversity, Discrimination in the workplace undermines organizational effectiveness, Personality, Personality Models, Values, Importance of Values in Organization, Dominant Work Values

Unit 4: The Individual – Emotions, Motivation, Perception, Decision-Making (Processes)

Emotions, Motivation, Perception, Decision-making

BLOCK 2: Understanding Individual Behaviour

Unit 1 The Individual – Attitude and Stress as Outcomes in the Organization

Attitude, Relationship between Attitude and behaviour, Job attitudes - Job Satisfaction and Job Involvement , Organizational Commitment, Perceived Organizational Support and Employee Engagement, Stress at Work, Managing Stress,

Unit 2 The Individual – Task Performance

Meaning of Task Performance, characteristics of task performance, how behaviour influences the outcome of task performance of individuals in organizations.

Unit 3 The Individual – Citizenship Behaviour

Organizational citizenship behaviours: Meaning and Definitions, Understanding OCB as an Outcome Variable, Dimensions of OCB, Measurements of OCB,

Unit 4 MARS Model of Individual Behavior

Meaning and Importance of the Model, Components of MARS Model

BLOCK 3: Collective Organizational Behaviour

Unit 1 Group Behavior – Group structure, Group roles, Group Cohesion, Group Functioning, Team responsibilities

Group Structure: Meaning and Types of Groups, Group Structure: Social Identity Theory, Group Structure: Ingroups and Outgroups, Group Structure: Stages of Group Development, Group Roles, Group Cohesion, Group Functioning, Team and Groups, Types of Teams

Unit 2 Group Behavior – Communication (communication – functions, process, interpersonal versus organizational communication, barriers to effective communication), Leadership

Communication functions, process, modes , Various barriers of effective communication, Leadership, trait theories, behavioral theories and contingency theories of leadership, how leaders can have a positive impact on their organizations through building trust and mentoring.

Unit 3 Group Behavior – Power and Politics (meaning, bases, contrasting leadership and power)

Leadership and power, three bases of formal power and the two bases of personal power, causes and consequences of abuse of power.

Unit 4 Group Behavior – Conflict

Definition of Conflict, types of conflicts, Conflict Process, Conflict Management Techniques, Outcomes of Conflict Management

BLOCK 4: Collective Organizational Behaviour

Unit 1 The Organization - Structure and design

Meaning of Organizational Structure, Organizational Frameworks and Networks, Structural Models, Organizational Size, Technology, Environment, Institution

Unit 2 The Organization – Design and employee behaviour

Behavioral Implications of Organizational Designs, Contingencies of Organizational Design, Implications for Managers

Unit 3 The Organization – Culture, culture creates climate

Meaning and Characteristics of organizational culture, Transmission of culture to employees, Identification of factors that create and sustain an organization's culture

Unit 4 The Organization - Change and change practices

Change, Approaches to managing organizational change, Creating a culture for change,

BBAR-301 BUSINESS ENVIRONMENT

Syllabus

BLOCK 1: INTRODUCTION TO INDIAN BUSINESS ENVIRONMENT

UNIT 1 BASICS OF INDIAN BUSINESS ENVIRONMENT

Indian Business Environment concept and importance – Need of Environmental studies for Business.

UNIT 2 TYPES OF BUSINESS ENVIRONMENT

Types of Environment – Natural, Economic, Political, Social, Technical, Cultural, Educational, Legal, Cross-cultures.

UNIT 3 PROBLEMS OF GROWTH

Unemployment, Poverty, Regional imbalance, Social injustice, inflation, Parallel Economy, Industries sickness, Environmental problems affecting growth of Business.

BLOCK 2: NATURAL ENVIRONMENT RESOURCES AND ENVIRONMENTAL ISSUE

UNIT 1 ENVIRONMENTAL FACTORS AFFECTING BUSINESS

a) Physical–Topography, Climate, Minerals, Waterresources.

b) Cultural – infrastructure, Technology, Tradition, Political set up, Social Set-up, Educational Set-up.

UNIT 2 NATURAL RESOURCES AND SUSTAINABILITY

Renewable and Nonrenewable resources, Limitations of non- renewable resources – need of renewable resources, strategy for conservation of natural resources.

UNIT 3 ENVIRONMENTAL ISSUE RELATED TO BUSINESS

Global warming and Kyoto Protocol, Oil Crisis and its impact on business, Problems related to water resources management, Industries and Pollution – Air, Water, Noise.

BLOCK 3: INDIAN ECONOMIC ENVIRONMENTAND GLOBAL DYNAMICS.

UNIT 1 Indian economic environment Part I

Planning in India, Agriculture Development in India, Industrial policy in India, Disinvestment and privatization in India.

UNIT 2 Indian economic environment Part II

Competition policy, Price and distribution control, Demo- graphic features, Unemployment and Inequality, Patents and trademarks, Labor legislation India.

UNIT 3 Indian monetary and fiscal policy with exchange rate.

Money market and capital market. Foreign exchange regulation. Monetary and fiscal policy.

UNIT 4 India and World.

Foreign investments, Multinational corporations, WTO and India.

BLOCK 4: SOCIETY AND INDUSTRY - INDIAN AND GLOBAL TRENDS WITH CASES.

Unit 1 Social Responsibility of Business

Social Responsibility of Business ,Social Audit.

Unit 2 Consumerism and Consumer's Rights.

Consumerism, Consumer's Rights

Unit 3 Industrial Sickness and Trade Unions.

Industrial Sickness, Trade Unions

Unit 4 Worker's participation in management and Industrial Relations

Worker's Participation in Management (WPM), Industrial Relations and Disputes.

BBAR-302 HUMAN RESOURCE MANAGEMENT

Syllabus

BLOCK-1: BASICS OF HUMAN RESOURCE MANAGEMENT, HUMAN RESOURCES PLANNING, JOB ANALYSIS AND JOB DESIGN

UNIT-1 HUMAN RESOURCE MANAGEMENT – INTRODUCTION

Introduction; Meaning of Human Resource Management; Evolution of the Personnel Function into Human Resource Management - The Commodity Concept, The Factor of Production concept, The Goodwill concept, The Paternalistic Concept, The Humanitarian Concept, Human Resources Concept; Objectives of Human Resource Management - Broad Objectives of Human Resource Management, Specific Objectives of Human Resource Management; Features of Human Resource Management; Functions of Human Resource Management - Managerial Functions, Operative Functions, Advisory Functions; Process of Human Resource Management - Acquisition Function, Development Function, Motivation Function, Maintenance Function; Importance or Significance of Human Resource Management; Significance for Enterprise - Professional Significance, Significance to the Society, Significance to Nation; Changing Role of Human Resource Management

UNIT-2 HUMAN RESOURCE PLANNING

Introduction; Meaning of Human Resource Planning; Characteristics of Human Resource Planning; Need for Human Resource Planning; Objectives of Human Resource Planning; Factors affecting Human Resource Planning - External Factors, Internal Factors; Human Resource Planning Process – Analysis of Plans and Objectives of the Organisation, Forecasting the demand of manpower, Forecasting the factors which affect the Human Resources requirements, Estimating the Net Human Resources requirements, Developing Employment Plans, Developing Human Resource Plan; Requirements of an effective Human Resource Plan; Significance of Human Resource Planning; Benefits of Human Resource Planning; Limitations of Human Resource Planning.

UNIT-3 JOB ANALYSIS AND JOB DESIGN

Introduction; Meaning of Job Analysis; Objectives of Job Analysis; Features of Job Analysis; Uses of Job Analysis; Process of Job Analysis; Techniques of Data collection – Questionnaire Method, Job Performance Method, Observation Method, Critical Incident Method, Interview Method, Diary Maintenance Method, Technical Conference Method; Job Description; Job Specification; Challenges affecting the effective of Job Analysis; Job Design; Factors affecting Job Design; Components of Job Design - Job Enrichment, Self Managing Teams, Job Rotation, Job Reengineering, Job Enlargement; Limitations of Job Design.

BLOCK-2: RECRUITMENT, SELECTION, TRAINING AND PERFORMANCE APPRAISAL

UNIT-1 RECRUITMENT AND SELECTION

Introduction; Meaning of Recruitment; Features of Recruitment; Factors Affecting Recruitment Policy of an Organisation- Internal Factors, External Factors; Recruitment Process; Sources of Recruitment - Internal Sources of Recruitment, External Sources of Recruitment; Evaluation of Sources of Recruitment - Evaluation of Internal Sources, Evaluation of External Sources; Meaning of Selection; Difference between Recruitment and Selection; Selection Process.

UNIT-2 TRAINING

Introduction; Meaning of Training; Significance of Training; Assessment of Training Needs; Employee Training Process; Types of Training programs; Methods of Training - On-the- job training methods, Off-the-job training methods; Selection of a training method; Challenges impairing the quality of training; Conditions for an effective training program.

UNIT-3 PERFORMANCE APPRAISAL

Introduction; Meaning of Performance Appraisal; Objectives of Performance Appraisal; Uses of Performance Appraisal; Criteria for Performance Appraisal; Process of Performance Appraisal; Methods of Performance Appraisal; Issues in Performance Appraisal; Steps to overcome problems in Performance Appraisal process.

BLOCK-3 : EMPLOYEE WELFARE AND WELLBEING, COUNSELING AND MENTORING, MOTIVATING HUMAN RESOURCES AND INCENTIVES AND BENEFITS

UNIT-1 EMPLOYEE WELFARE AND WELLBEING

Introduction; Meaning of Employees welfare; Features of Employee welfare; Objectives of Employee welfare; Types of Employee welfare; Merits of welfare measures; Limitations of welfare measures; Meaning of Employee safety; Objectives of employee safety; Steps in Employee safety programs; Need for employee safety; Essentials of an effective safety program.

UNIT-2 COUNSELLING AND MENTORING

Introduction, Definitions of Counseling, Characteristics of Counseling, Need for Counseling, Types of Counseling.

UNIT-3 MOTIVATING HUMAN RESOURCES

Introduction; Meaning of Motivation; Nature and characteristics of Motivation; Importance of motivating human resources; Types of Motivation; Theories of Motivation - Maslow's Need Hierarchy Theory, Herzberg's Two factor theory, MeClelland's Need theory, McGregor's Participation theory, Alderfer's ERG Theory, Victor Vroom's Expectancy theory; Requirements of a sound motivation system; Factors determining response to motivation; Measures to build high employee morale.

UNIT-4 INCENTIVES AND BENEFITS

Introduction; Meaning of wage incentive; Objectives of Incentives; Wage incentive planning process; Pre-requisites for a good incentive scheme; Evaluation of Incentive schemes; Fringe Benefits.

BLOCK-4: HUMAN RESOURCE RECORDS AND INFORMATION SYSTEMS, HUMAN RESOURCE ACCOUNTING, HUMAN RESOURCE AUDITING AND HUMAN RESOURCE DEVELOPMENT

UNIT-1 HUMAN RESOURCES RECORDS AND INFORMATION SYSTEMS

Uses of Human Resources records; Objectives of Human Resources Records, Significance of Human Resources records; Purpose of Human Resources Records; Essentials of a Good Human Resources Record; Fundamental Principles of Record Keeping; Reports; Essentials of a Good Report; Personnel inventory; Information system; Management's need and information system; Advantages of Human Resources information system; Designing a modern Human Resources information system.

UNIT-2 HUMAN RESOURCES ACCOUNTING

Introduction; Meaning of Human resources accounting; Objectives of Human resources accounting; Approaches to Human resources Accounting; Uses of Human resources accounting; Weaknesses of Human resources Accounting.

UNIT-3 HUMAN RESOURCE AUDITING

Meaning of Human Resources audit; Features of Human Resources audit; Objectives of Human Resources audit; Scope of Human Resources audit; Steps in Human Resources audit; Essential conditions for an effective Human Resources audit

UNIT-4 HUMAN RESOURCE DEVELOPMENT

Meaning of Human Resources Development; Concept of Human Resources Development; Goals of Human Resources Development; Features of Human Resources Development; Benefits of Human Resources Development; Human Resources Management as a strategic activity; Scope of Human Resources Development - Organisation change and stress management, Succession Planning, Compensation Administration, Worker's Participation in Management.

BBAR-304 Business Analytics

Syllabus

BLOCK-1: Business Analytics Fundamentals

UNIT-1 Introduction to Business Analytics

Introduction to Analytics, importance of data in business world, data sources, life cycle of business analytics process, scope of business analytics, business problem solving process, classification and important tool used in different type of business analytics, framework for data- driven decision making, challenges in business analytics

UNIT-2 Descriptive Analytics

Introduction to descriptive analytics, different type of data measurement scales, understanding population and sample data, components of descriptive analytics, measures of central tendency, relevance of different measures in understanding location and spread of data

UNIT-3 Visualization Techniques for Business Analytics

Introduction to visualization techniques, histogram, application of histogram into business world, Bar chart and various variants, scatter plot and how it helps in identifying relationship between quantitative variables, Box plot interpretation and application to understand variability of continuous variables, control charts and its application, visualization of hierarchal data – Tree map

BLOCK-2: Statistical Concepts and Hypothesis Testing

UNIT-1 Sampling and Confidence Intervals

Requirements of sampling techniques in business, population parameters and sample statistics, different type of probabilistic sampling – random, bootstrap aggregating (bagging), stratified, cluster, non- probabilistic probability sampling techniques – voluntary sampling, convenience sampling, concepts of central limit theorem, estimating sampling size and sample statistics, estimation of population sample size, confidence interval for population mean and variance

UNIT-2 Continuous & Discrete Probability Distributions

Concepts of random variables – discrete and continuous, probability mass function for a discrete variable, cumulative distribution function, variance, standard deviation, expected value for discrete random variable, important discrete probability distributions – binomial and Poisson distribution, probability mass function of continuous variable, cumulative distribution function of continuous variables, important continuous distribution – normal distribution, exponential distribution, student's t distribution

UNIT-3 Introduction to Hypothesis Testing

Introduction to Hypothesis Testing, description of hypothesis statements, concepts of test statistics and decision criteria, one tail and two tail test for hypothesis testing, testing of hypothesis about a Population Mean using Z and t Statistics, type I and type II error

UNIT-4 Hypothesis Testing for Categorical data

Basics of Chi square test, relationship between chi square distribution and standard normal distribution, understanding generalized Chi square probability distribution, chi Square goodness of fit tests, chi square test of independence, decision rules for decision making

BLOCK-3: Correlation and Regression and Decision Tree

UNIT-1 Covariance and Correlation Analysis

Introduction to covariance, concepts of Pearson correlation coefficient, relevance, calculation and application of covariance and correlation coefficient, visualization of correlation analysis, hypothesis test for correlation coefficient

UNIT-2 Simple Linear Regression

Introduction to simple linear regression, ordinary least squares estimation for linear regression, visualization used in linear regression, validation of regression model,

understanding coefficient of determination (R-Square), hypothesis test for linear regression, residual analysis

UNIT-3 Multiple Linear Regression

Introduction to multiple linear regression, visualization used in linear regression, validation of regression model, understanding coefficient of determination (R-square and adjusted R-square), hypothesis test for linear regression, residual analysis, multi-collinearity and variance inflation factor

BLOCK-4: Time Series Analysis

UNIT-1 Introduction to Forecasting Techniques

Introduction to time series, visualization used in time series, important components of time series data, forecasting accuracy techniques – mean absolute error calculation, mean absolute percentage error formula, mean square error and root mean square error

UNIT-2 Moving Average and Single Exponential Smoothing Techniques

Introduction to moving average methods, graphical interpretation of moving average method, introduction to single exponential smoothing techniques, introduction and optimization smoothing constants, accuracy measures, relationship between smoothing constant and accuracy measures

UNIT-3 Regression methods for forecasting

Application of regression theory in time series analysis, forecasting time series data in influence with seasonal variation, application of regression methods in business decisions

UNIT-4 Auto-Regression (AR) and Moving Average (MA) forecasting models

Introduction to Auto-regressive (AR) and Moving average (MA) methods, introduction of auto- correlation function (ACF) and partial auto correlation function (PACF), interpretation of correlogram

BBAR-401 BASICS OF RESEARCH METHODS

Syllabus

BLOCK 1: INTRODUCTION TO RESEARCH

UNIT 1 FOUNDATIONS OF RESEARCH

Introduction, Nature, Structure and Assumptions of Science, Various Tools of Science, Objectivist and Subjectivist Conceptions of Social Reality, Different Approaches.

UNIT 2 MEANING AND OBJECTIVES OF GOOD RESEARCH

Meaning of good research, Basic and Applied Research, Objectives of good research, Significance of good research, Criteria of good research

UNIT 3 TYPES OF RESEARCH

Types of Research and Research Processes, Contemporary Debate on the Status of Scientific Method, Characteristics of Research, Objectivity and Ethical Concerns in Research

UNIT 4 STRUCTURING A RESEARCH PROPOSAL

Title, Problem Statement, Formulating the Hypothesis, Demarcation Region of study, Defining Terminology, Significance of the Research, Literature Survey, Time Schedule, Budget, Resource List

BLOCK 2: RESEARCH DESIGN AND RESEARCH METHODS

UNIT 1 RESEARCH DESIGN

Introduction, Types of Research Design: Historical Design, Descriptive Design, Formation of Hypothesis, Synopsis Writing, Computers in Research

UNIT 2 GENERAL RESEARCH

Introduction: Meaning, Need, Spiral Scientific Method, Types of Research, Kinds of Research, Research Ethics

UNIT 3 METHODS OF RESEARCH

Introduction, Experimental Research: Different Types and Basic Principles, Survey Research: Different Types and Tools of Survey

UNIT 4 BASIC THUMB RULES FOR RESEARCH PROCESS

Identifying and defining the problem, Exploratory Research, Developing the hypothesis, Creating a Research Design, Determining Sampling Design, Data Collection, Data Analysis, Testing of Hypothesis, Generalizations and Interpretations, Reporting the Results

BLOCK 3: SAMPLING AND QUANTITATIVE METHODS IN RESEARCH

UNIT 1 SAMPLING THEORY AND FUNDAMENTALS

Introduction, Need and Purpose of Sampling, Sampling Theory, Important Sampling Distribution, Various Techniques/Methods of Sampling, Sampling and Non-Sampling Errors

UNIT 2 TESTING OF HYPOTHESIS

Hypotheses Testing, Type I and Type II Errors, Two Tailed and One Tailed Tests, Sampling of Attributes and Sampling of Variables

UNIT 3 QUANTITATIVE TECHNIQUES

Introduction, Regression and Correlation Analysis, Parametric Tests, Non-Parametric Tests, Multivariate Analysis

BLOCK 4: DATA ANALYSIS AND RESEARCH REPORTING

UNIT 1 STATISTICAL DATA AND TECHNIQUES USED IN DATA ANALYSIS

Introduction, Types of Data, Primary and Secondary Data, Levels of Data

UNIT 2 DATA INTERPRETATION AND ANALYSIS

Introduction, Geographical and Graphical Representation of Data, Statistical Analysis (Measures of Central Tendency, Measures of Dispersion, Regression and Correlation, Chi-Square Test), Statistical Package, Tools of Argument (Definition, Analysis, Synthesis,

Interpretation, Inference)

UNIT 3 APPLICATION OF STATISTICAL TOOLS

Statistical Package, Tools of Argument (Definition, Analysis, Synthesis, Interpretation, Inference)

UNIT 4 RESEARCH REPORTING

Introduction, Structure, Style and Contents, Style Manuals (Chicago, APA, MLA), Citation Styles: Footnotes, References, Evaluation of Research, Current Trends in LIS research (Advanced Countries, Less Advanced Countries and Global)

BBAR-402 Business and Industrial Laws

Syllabus

Block 1: Contract and Negotiable Instrument Act

Unit 1 Law of Contract

Indian Contract Act 1872 - Definition, kinds and concept of contract, Offer / Proposal, Acceptance, Contractual Capacity, Free Consent, Consideration, Lawful Object, Discharge of Contract, Remedies for Breach of Contract.

Unit 2 Special Contract

Indian Contract Act 1872 - Contract of Indemnity, Elements of Indemnity Contract, Contract of Guarantee, Essentials of Contract of Guarantee, Kinds of Guarantee, Rights of Surety/Co-surety, Discharge of Surety.

Unit 3 Negotiable Instruments Act, 1881

Introduction, Negotiable Instruments Act, Definition and Features, Promissory Notes, Definition, Essentials, Bill of Exchange, Definition, Essentials, Cheque, Definition, Distinction between a Cheque and a Bill of Exchange, Bank Draft and Hundis, Holder, Holder in Due Course, Parties to Negotiable Instruments, Negotiation of Negotiable Instruments, Modes of Negotiation, Endorsement, Dishonor of Negotiable Instruments, Discharge of the Instrument and Parties

Block 2: Indian Partnership Act, 1932 and Consumer Protection Act, 2019

Unit 1 Indian Partnership Act, 1932

Partnership : nature, definition and Establishment, Partnership Firm versus other entities (HUF, Co-ownership, Company)

Unit 2 Partners : Rights, Duties and Liabilities, Reconstitution and Dissolution of Partnership Firm

Unit 3 The Consumer Protection Act, 2019.

Introduction, Rights of Consumer or Objectives of the Act, Important Definitions : Consumer, Consumer Dispute, Goods, Services, Defect, Deficiency, Unfair Trade Practices, Restrictive Trade Practices, Consumer Disputes Redressal Agencies, Consumer Protection Councils

Unit 4 Competition Act, 2002 : Role, Aim and Object of the Act, Function of CCI

Block 3: Company Law and Arbitration Act

Unit 1 Company Law

Companies Act, 2013 - Introduction, Definition of a Company, Types of Companies, Procedure for Formation for a Company – Memorandum of Association, Article of Association, prospectus.

Unit 2 Company Law

Companies Act, 2013 - Share Capital, Company Management, Meetings, Requisites of a Valid Meeting

Unit 3 Arbitration and Conciliation Act, 1996

Introduction, Scheme of the Act, Objectives of the Act, Power of Judicial Authority to Refer Parties to Arbitration, Composition of Arbitral Tribunal, Jurisdiction of Arbitral Tribunals, Conduct of Arbitral Proceedings, Award, Conciliation (Section 61 To 81), Mediation - (The Parties Decide), Negotiation

Unit 4 Right to Information Act, 2005 : Application, Mechanism and Important Provisions

Block 4 Other Important Legislations

Unit 1 The Trade Union Act, 1929

Introduction, Objectives of a trade Union, Reasons for Workers to Join a Trade Union, Problems faced by trade unions, The Trade Union Act, 1929

Unit 2 Factories Act, 1948

Introduction, Applicability, Important Definitions, Health and Welfare of the Workers,

Labor Welfare Officer, Penalty for Offences

Unit 3 Payment of Gratuity Act, 1972

Introduction, Applicability of the Act, Important Definitions, Gratuity when Payable, Computation of Gratuity, Forfeiture of Gratuity

Unit 4 Information Technology Act 2000

Introduction, Overview of the Act, What does IT Act enable?, Why Cyber Law in India?

BBAR- 403 Service Marketing

Syllabus

Block 1: Introduction to Services, Service Quality, GAP model,Service Expecation.

Unit 1: Meaning and definition of service, difference b/w Goods and Services, Overview of service sector in India, Characteristic of Services, Service Marketing Mix.

Unit 2: Definition of Service Quality, Gap Model of Service Quality

Unit 3: Customer Expectation of Service, Customer perception of services, Service Quality, Service Encounter

Block 2: CRM, Service Recovery, Service Guarantee, Service Blueprint.

Unit 1: Relationship Marketing, Traditional vs Relationship Marketing, The Development of Customer Relationship, Customer Profitability Segments, Relationship Development Strategies, Relationship Challenge.

Unit 2: Service Recovery, How customer responds to the service failures, Type of customer complaint actions, Type of complainer, Service Recovery strategies: fixing the customer

Unit 3: Service Guarantees, Characteristic of effective Guarantees, Types of Service Guarantee, Benefits of Service Guarantees, Reason behind Switching Services, Type of Service Innovation, Stages in Service Innovation and Development.

Unit 4: Service Blueprint, Blueprint Components, Building a Blueprint

Block 3: Service Standards, Servicescape, and Employee Role in Service Delivery

Unit 1: Factors for service standards, Types of Customer defined service standards, Process of setting standards.

Unit 2: Physical evidence, Strategic Roles of the Service Scape, Servicescape effect on behavior.

Unit 3: Service Culture, The Critical role of service employee, Boundary Spanning roles, Strategies for Delivery Service Quality Through People, Customer Orientated Service Delivery

Block 4: Customers Role in Service Delivery, Demand and Capacity, ISMC, Service Pricing, Financial and Economic Impact of Service

Unit 1: The Importance of Customers in Service Co-creation and Delivery, Customer Roles, Self-Service Technologies, Strategies for Enhancing Customer Participation

Unit 2 : The Underlying Issue: Lack of Inventory Capability, Capacity Constraints, Demand Patterns, Yield Management, Waiting line strategies

Unit 3 : Service Communication Challenges, Categories of Strategies to Match Service Promises with Delivery, Pricing of Service, Approaches to Pricing Services.

Unit 4: Service and Profitability, Offensive and Defensive Marketing Effects of Service, Customer Perceptions of Service Quality and Purchase Intentions, Drivers of Service Quality, Customer Retention, Profits, Company Performance Measurement

BBAR-404 PRODUCTION AND OPERATION MANAGEMENT

Syllabus

BLOCK-1: INTRODUCTION TO PRODUCTION AND OPERATIONS MANAGEMENT

UNIT 1 NATURE AND SCOPE OF PRODUCTION AND OPERATIONS MANAGEMENT

Introduction, History of Production and Operations Management , Concepts of Production and Operations Management, Objectives of Production and Operations Management, Functions of Production and Operations Management, Scope of Production and Operations Management, Problems of Production and Operations Management, Difference between Productio and Operations Management.

UNIT 2 PLANT LOCATION- PLANT LAYOUT

Introduction, Plant Location, Theories of Plant Location, Factors Influencing Location, What Is Plant Layout, Objectives of Plant Layout, Factors Affecting Plant Layout, Characteristics Of An Efficient Layout, Techniques of Plant Layout, Advantages of Plant Layout, Types Of Layout.

UNIT 3 MATERIALS HANDLING

Introduction, Objectives of Material Handling, Principles of Material Handling, Material Handling Equipments, Guidelines for Effective Utilization of Material Handling Equipments, Relationship Between Plant Layout And Material Handling

UNIT 4 PRODUCTION PLANNING AND CONTROL

Production Planning: Objective, Characteristics, Importance, Organization and Steps involved in production Planning. Production Control: Objective, Advantage, techniques and Functions. Production Control & planning: Objective, Scope, Phase, Benefits, Limitation, techniques etc. of Production Planning & control. Network Analysis.

BLOCK 2: QUALITY CONTROL AND MATERIALS AND MAINTENANCE MANAGEMENT

UNIT 1 QUALITY CONTROL

Introduction, Concepts of Quality Management, Inspection and Testing, Quality Control, Objectives of Quality Control , Benefits of Quality Control , Difference between

Inspection and Quality Control, Seven tools for Quality Control, Control Charts, Acceptance Sampling

UNIT 2 CONCEPT OF WASTE AND QUALITY ASSURANCE

Introduction, Types of wastes, Concept of Quality Assurance, Quality Assurance: ISO 9000, Total Quality Management (TQM), Six Sigma, Gap Analysis, Quality Control Vs. Quality Assurance

UNIT 3 MATERIAL MANAGEMENT

Introduction, What is Material Management, Manufacturing Strategy, Concept of Purchase Management, Concept of Store Management, Concept of Supply Chain Management.

UNIT 4 MAINTENANCE MANAGEMENT

Introduction, Concept of Maintenance Management, Objectives of Maintenance Management, Types of Maintenance System, Functions of Maintenance Management, Replacement Policies

BLOCK 3: INDUSTRIAL ENGINEERING AND SALES FORECASTING

UNIT 1 PRODUCT DESIGN AND DEVELOPMENT

Introduction, Concept of Product Design and Development, Need for Product Design and Development, Characteristics of Good Design, Product Life Cycle (Plc), Product Development Process, Product Development Techniques, Process Design, Relationship Between Product Design And Process Design

UNIT 2 INDUSTRIAL ENGINEERING AND WORK STUDY

Introduction, Meaning and Nature of Industrial Engineering, Applications of Industrial Engineering, Functions of the Industrial Engineers, Techniques Of Industrial Engineering, Concept Of Work Study, Method Study, Work Measurement, Productivity, Measures To Improve Productivity

UNIT 3 SALES FORECASTING

Introduction, Concept of Sales Forecasting, Importance Of Sales Forecasting, Objectives

of Sales Forecasting, Techniques of Sales Forecasting, Limitations Of Sales Forecasting, Approaches To Sales Forecasting

BLOCK 4: OPERATION RESEARCH, BREAK EVEN ANALYSIS AND CONTEMPORARY ISSUES

UNIT 1 USE OF OPERATION RESEARCH IN SOLVING PRODUCTION PROBLEM

Introduction, Evaluation Of Operation Research, Nature of Operation Research, Characteristics Of Operation Research, Phases Of Operation Research, Scope Of Operation Research, Methodology Of Operations Research, Models In Operations Research, Classification Of Operation Research Model, Characteristics Of A Good Model, Operations Research And Managerial Decisions Making, Advantages Of Operations Research, Techniques Of Operations Research, Limitations Of Operations Research

UNIT 2 VALUE BREAK EVEN ANALYSIS

Introduction, Concept of Value Break Even Analysis, Uses of Value Break Even Analysis, Assumptions and Limitations of Value Break Even Analysis, Value Break Even Point, The Value Break Even Chart

UNIT 3 LEAN MANUFACTURING

Introduction, Concept of Lean Manufacturing, Japanese 5s Model, Kanban System, PDCA Cycle, Kaizen

BBAR-501 Direct and Indirect Taxes

Syllabus

BLOCK 1: BASICS OF INCOME TAX

UNIT 1 INCOME TAX ACT 1961

Introduction, Meaning and Definition of Taxation, Characteristics of Taxation, Types of Taxes, Direct Taxes, Indirect Taxes

UNIT 2 SCOPE AND OBJECTIVES OF INCOME TAX

Introduction, Background of Income Tax, Scope of Income Tax Law, Application of Income Tax Act, 1961, Objectives of Income Tax, Taxation Structure in India

UNIT 3 BASICS OF INCOME AND PERSON

Introduction, Concept of Income, Definition of Income, Person, Assessee, Assessment Year, Agricultural Income, Residential Status, Companies, Incomes Exempted from Tax

UNIT 4 RESIDENTIAL STATUS

Introduction, Different Taxable Entities, Residential Status, Rules to determine Residential Status of an Individual, Non-Resident, Resident and Ordinarily Resident status:, Relationship between residential status and incidence of tax, Type of Income, Incidence of tax payer for different taxpayers

BLOCK 2: HEADS OF INCOME

UNIT 1 INCOME FROM SALARY

Introduction, Income from Salary, Taxability of Salary, Allowances, Perquisites & FBT, Deduction from Salaries [Sec. 16], Chart for computation of taxable salary

UNIT 2 INCOME FROM HOUSE PROPERTY

Introduction, Income from House Property, Property held as Stock-in-Trade [Section 23], House Property income not charged to tax, certain incomes from house property, Types of House Properties, Computation of Income from house property, Recovery of unrealized rent and Assessment of Arrears of rent received

UNIT 3 INCOME FROM BUSINESS OR PROFESSION

Introduction, Income from Business or Profession, General Principals governing the computation of taxable income under the head "profits and gains of business or profession, Income from Profits and Gains of Business or Profession, Income chargeable under the head Business / Profession, Expenses allowed as deduction from Profit and Gain of Business or Profession, Expenses Expressly Disallowed (u/s40), Additional Information's

UNIT 4 INCOME FROM CAPITAL GAIN

Introduction, Basic of Charge (Sec 45), Chargeability of Tax, Some Important Definitions, What is Capital Gain, Types of Capital Gains, How is Short-term Capital Gain taxed, How is Long-term Capital Gain taxed, Cost Inflation Index for the Various Financial Years, How is Long-term Capital Gain taxed on Shares and Mutual Funds?, Has the capital Gain Calculation not changed in the case of Shares, Capital Loss Long Term and Short Term, Seven Pillars of Capital Gain Treatment, Computation of Capital Gain

BLOCK 3: INCOME FROM OTHER SOURCES, ADVANCE PAYMENT OF TAX AND INTEREST AND INCOME TAX AUTHORITY

UNIT 1 INCOME FROM OTHER SOURCES

Introduction, Income from other sources (Sec 56), Method of Accounting, Interest on securities, Basis of Charge, Kinds of Securities, Profit and Loss on sale of Securities, Tax upon Income from other sources, Problem with solution

UNIT 2 ADVANCE PAYMENT OF TAX AND INTEREST

Introduction, Incomes with regard to payment of advance tax, When a person becomes liable to pay advance tax, Liability for Payment of Advance Tax (Section 208), Stages in Calculation of payment of advance tax, Income from previous year (Current Income), Calculation of Advance Tax, Interest for late filing of return [Sec. 234A], Interest of non-payment of Advance Tax [Sec.234B], Interest for deferment of different instalment of Advance Tax [Sec. 234C]

UNIT 3 INCOME TAX AUTHORITY

Introduction, Income-tax Authorities, Executive Authorities, Central Board of Direct Taxes, Director General of Income-tax, Commissioners of Income-tax, Deputy Commissioners, Assessing Officers, Income-tax Inspector, Appellate (Judicial) Authorities, Deputy Commissioner (Appeals), Commissioner (Appeals), Appellate Tribunal, High Court, Supreme Court, Settlement Commission

BLOCK 4: GOODS AND SERVICE TAX

UNIT 1 GOODS AND SERVICE TAX – I (INTRODUCTION)

Introduction, History of Indirect Taxation, Concept of goods and services (GST):,The year wise evolution of GST in India, Components of GST, Limitations of Old Indirect Tax Structure , Basic Idea of GST, Example for concept of GST

UNIT 2 GOODS AND SERVICE TAX – II (MODEL OF GST, SAILENT FEATURE AND BENEFIT OF GST)

Introduction, Model of GST, Salient features of GST, Benefits of GST, GST and centre state financial Relation, Role of centre board of excise and customs.

UNIT 3 GOODS AND SERVICE TAX – III (Definitions, Exemptions, Tax rates and Input Tax Credit of GST)

Introduction, Definition, Exemption from GST, GST Rate, Input Tax credit

BBAR-502 Cost Accounting

Syllabus

BLOCK-1: Cost Accounting : Concept Nature and Scope

UNIT-1 Meaning, Definition and Need for Cost Accounting

Introduction, Cost Accounting : Meaning, Nature and cost of Cost Accounting , Cost Accounting Needs

UNIT-2 Concept of Financial, Cost and Management Accounting

Introduction to Financial Accounting, Cost Accounting and Management Accounting, Meaning, Definition and differences between the Financial Accounting, Cost Accounting and Management Accounting

UNIT-3 Elements and Classification of Cost

Introduction , Elements and Classification of costs on various basis including fixed cost and variable cost etc.

UNIT-4 Technique of Costing, Cost Centre and Cost Unit

Introduction, meaning of costing, meaning nature and explanation about the Costing, Cost Centre and Cost unit.

BLOCK-2: Materials & Related Aspects

UNIT-1 Definition of Inventory, Material and Materials Control

Introduction, Meaning, nature and definition of Inventory, explanation of concepts of Inventory, Material and Materials Control

UNIT-2 Objectives of Material Control, Necessity and Advantages

Introduction, Concept of Material Control, Necessity and Advantages of Material Control and uses of Material Control

UNIT-3 Concept of EOQ, ABC etc.

Introduction, concept of Economic Order Quantity and its uses, advantages and other aspects related to it.

UNIT-4 Methods of Pricing of issue of material FIFO, LIFO & Average

Introduction, Methods of pricing of issues. Concepts of First In First Out, Last in First Out and Average methods.

BLOCK-3: Labour & Related Aspects

UNIT-1 Concept of Direct and Indirect Labour, Labour Cost Accounting

Introduction, meaning, nature and understanding and concept of Direct and Indirect Labour, Labour Cost Accounting

UNIT-2 Labour Turnover and Related Issues, Methods of Wage Payment

Introduction, meaning, nature and understanding and concept Labour Turnover and Related Issues, Methods of Wage Payment

UNIT-3 Classification of Overheads, Technique of Segregation

Introduction meaning, nature and understanding and classification of Overheads and techniques of segregation.

UNIT-4 Basis of Apportionment and Re Apportionment of Overheads

Introduction and techniques of Apportionment and Re Apportionment of Overheads

BLOCK-4: Budgetary Control & Other Related Aspects

UNIT-1 Introduction, Meaning & Objectives of Budgetary Control

Introduction to budget, meaning of budget, Objectives of Budget, use of budgetary control.

UNIT-2 Classification of Budgets

Introduction, classification of budgets on various basis, including like Fixed Budget and Flexible Budget

UNIT-3 Fixed Budget and Flexibile Budget

Introduction, meaning, nature and example of Fixed Budget and Flexible Budget along with its applications.

UNIT-4 Contemporary Aspect in Budgeting

introduction, contemporary issues in Budgeting and its use in the various contexts.

BBAR-503 Entrepreneurship Development

Syllabus

BLOCK-1: Introduction to Entrepreneurship

UNIT-1 About Entrepreneurship

Introduction, Meaning of Entrepreneur, Characteristics of Entrepreneur, Factors affecting Entrepreneurship, Advantages and disadvantages of being an Entrepreneur.

UNIT-2 Entrepreneurship and Organisational Environment

Introduction, Types of Entrepreneurship - Classification on the basis of entrepreneurship, Classification on the Basis of Personality Behaviour, Classification based on the Type of organisation, Classification based on the Stages of Development, Environmental challenges for Entrepreneurs, Factors affecting business environment.

UNIT-3 Entrepreneurs and Managers

Introduction, Meaning of Intrapreneurship, Process of Entrepreneurship, Meaning of Manager, Professional Manager, Role of Manager, Difference between Entrepreneur and Manager.

BLOCK-2: Importance and types of Entrepreneurs and Women Entrepreneur

UNIT-1 Concept and Importance of Entrepreneur

Introduction to Entrepreneur, Meaning of Entrepreneur, Characteristics of an Entrepreneur, Skills of an Entrepreneur, Entrepreneurial Process, Importance of an Entrepreneur.

UNIT-2 Types and Functions of Entrepreneur

Introduction, Types of Entrepreneur, Functions of an Entrepreneur, Rewards of being an entrepreneur, Challenges of being an entrepreneur, Role of an Entrepreneurs, Difference between Entrepreneurs and Entrepreneurship.

UNIT-3 Women Entrepreneur

Introduction, An Overview- Women Entrepreneur, Growth of Women Entrepreneurs, Environment for Women Entrepreneurs, Scope of Women Entrepreneurship, Challenges in Women Entrepreneurs, Process of increasing Women Entrepreneurs, Empowerment of Women.

BLOCK-3: Planning of Organisational activities

UNIT-1 Preparing a Business Plan

Introduction, Concept of a Business Plan, Scope of a Business Plan, Advantages of a Business Plan, Preparation of a Business Plan, Evaluation of a Business Plan.

UNIT-2 Marketing Plan

Introduction, Meaning of Marketing, Overview of Marketing Plan, Overview of Marketing Research, Concepts Marketing Research, Key Concepts for marketing Plan, Contemporary Issues of Marketing Plan, Difference between Marketing research and Market research.

UNIT-3 Operation and Production Plan

Introduction, Overview of Production and Operations Management, Types of Production Systems, Product Life Cycle, New Product Development Process, Advantages of New Product Development Process, Disadvantages New Product Development Process

UNIT-4 Human Resource Planning

Introduction, Overview of Human Management, Important precautions for team building, Modern Techniques to Motivate Human Resource, Principles of Managing Human Resource, Nature of Organizational Structure, Advantages of Organizational Structure, Disadvantages of Organizational Structure.

BLOCK-4: Financing of Enterprises

UNIT-1 Financial Statements for Entrepreneurs

Introduction, Introduction to Balance-sheet, Introduction profit and loss account, Difference between Economic and Accounting Profit, Meaning of cash flow, Meaning of working capital flow.

UNIT-2 Ratio Analysis

Introduction, Objectives of financial ratio, Advantages of financial ratio, Limitations of financial ratio, Types of ratios, Roles of ratio, Advantages of ratios, Disadvantages of ratios.

UNIT-3 Financing Venture

Introduction, Objectives of Financing a Venture, Importance of Financing a Venture,

Financing problems for Start-ups, Types of Angel Funders, Type of Funding by Banks, Venture Investors, Funding Opportunities for Start-ups in India.

UNIT-4 Start-up

Introduction, Meaning of Start-up, Policies for Start-up, Financial help by Government, Purpose for issuing IPO, About Initial Public Offering, Intermediaries to IPO, Pricing.

BBAR-601 Financial Services

Syllabus

Block 1: Basic of Financial Services

Unit 1 Introduction to financial services

Meaning and concepts, characteristics, types, objectives/functions, importance, evolution and growth, the regulatory frame work of financial services. Merchant banking – meaning, origin and development, functions, regulations

Unit 2 Mutual funds

Meaning, origin and growth, constitution and management, types, advantages and disadvantages, performance, regulations

Unit 3 Insurance services

Insurance: Introduction, Principles, concept, classification, principles of insurance, IRDA and different regulatory norms, operation of General Insurance, Health Insurance, Life Insurance.

Unit 4 An Overview of Indian Financial System

Investment Banking in India, Recent Developments and Challenges ahead, Institutional structure and Functions of Investment / Merchant Banking; SEBI guidelines for Merchant Bankers, Registration, obligations and responsibilities of Lead Managers, Regulations regarding Continuance of association of lead manager with an issue

Block 2: Housing Finance and Venture Capital

Unit 1 Leasing

Definition, types, advantages and limitations for lessor and lessee, Difference between Leasing and Hire Purchase: Concepts of leasing, types of leasing – financial and operating lease, direct lease and sales and lease back.

Unit 2 Hire-purchase

Meaning and features, rights of hirer, Hire Purchase interest and Installment, Choice criteria between Leasing and Hire Purchase mathematics of HP, Factoring, forfaiting and its arrangement.

Unit 3 Housing Finance

Meaning and rise of housing finance in India, Fixing the amount of loan, repricing of a loan, floating vs. fixed rate.

Unit 4 Venture capital:

Concepts and characteristics of venture capital, stages of investment/financing, incubation financing. venture capital in India, Venture capital -regulatory frame work Factoring – meaning, mechanism, types, advantages and disadvantages, factoring Vs bill discounting, Indian scenario,

Block 3: Basic of Retail Banking

Unit 1 Introduction to Retail Banking

Introduction, Birth of Banking, Growth of Retail Banking.

Unit 2 Concepts of Retail Banking

Introduction, Bank Accounts, Client Profile of Retail Banks, Product and Service Portfolio, Primary Deposits & Interest Rate Risk Management.

Unit 3 Loans And Advances

Introduction, Principles of Retail Lending, Types of Retail Advances, Loan Evaluation Procedure.

Unit 4 Banking Technology

Introduction, Significance of Computerization in Banks, Types of Electronic Banking, E-Banking and Corporate Clients, Need for Security, System Level Controls, Network Level Controls, Security and Legal Framework, Money Laundering. Introduction, E-Commerce, Credit Cards, Internet Banking in India, What is Bank assurance?

Block 4: Ratings and Securitization

Unit 1 Credit Ratings

Introduction, meaning, origin and types of credit rating, advantages and disadvantages of credit ratings, Credit rating agencies and their methodology, International credit rating practices.

Unit 2 Plastic money

Concept and different forms, credit and debit card, credit card cycle, advantages and limitations, factors affecting the usage of cards, future outlook

Unit 3 Securitization

Concept, securitization as a funding mechanism, Traditional and non-traditional mortgages, Graduated-payment mortgages (GPMs), Pledged Account Mortgages (PAMs), Centralized Mortgage obligations (CMOs), Securitization of nonmortgage assets, Securitization in India. Latest innovations and technological integration in financial services.

Unit 4 Depository services

Depository system, depository participant, SEBI guide lines, dematerialization and rematerialisation of shares, electronic settlement of trade

BBAR-602 MANAGEMENT ACCOUNTING

Syllabus

BLOCK 1: INTRODUCTION TO MANAGEMENT AND FINANCIAL ACCOUNTING

UNIT 1 FUNDAMENTALS OF MANAGEMENT ACCOUNTING

Introduction, Meaning, definition of Management Accounting, Nature and scope of Management Accounting, Objectives of Management Accounting.

UNIT 2 FINANCIAL ACCOUNTING

Meaning and definition of Financial Accounting, Analysis of Financial Statements and Ratio Analysis, Limitations of Financial Statements Analysis.

UNIT 3 TOOLS AND TECHNIQUES OF MANAGEMENT ACCOUNTING

Introduction, Meaning of Management Accounting, Tools and Technique of management Accounting, Features of Management Accounting Tools and Technique , Advantages of Management Accounting Tools and Technique, Limitations of Management Accounting Tools and Technique

BLOCK 2: CASH FLOW, RATIO ANALYSIS AND COMMON SIZE FINANCIAL STATEMENT

UNIT 1 CASH FLOW STATEMENT

Introduction, Cash Flow Statement, Analysis of Cash Flow Statement, Steps in Cash Flow Statement.

UNIT 2 RATIO ANALYSIS

Introduction, Accounting Ratios, Classification of Accounting Ratio, Advantages (Utility) Of Ratio Analysis, Limitations Of Ratio Analysis

UNIT 3 COMMON SIZE FINANCIAL STATEMENT

Introduction, Meaning of Financial Statements, Characteristics of Financial Statements, Natures of Financial Statements, Limitations of Financial Statements, Purpose of

Financial Statements, Method of Analysis of Financial Statements, Common-Size Statements

BLOCK 3: WORKING CAPITAL MANAGEMENT-I & amp; II, INVENTORY MANAGEMENT & amp; RECEIVABLE AND COST MANAGEMENT- CASH BUDGET

UNIT 1 WORKING CAPITAL MANAGEMENT - I

Introduction, Definition, Nature and Concept of Working Capital Management, Need of Working Capital, Determinants of Working Capital

UNIT 2 WORKING CAPITAL MANAGEMENT - II

Sources of working capital, Management of working Capital, Computation of Working Capital

UNIT 3 INVENTORY MANAGEMENT & RECEIVABLE

Introduction, Meaning and definition, Types of inventory, Motive for holding inventory, Functions of inventory control, Receivables Introduction, Meaning of Receivables, Objectives of maintaining Receivables, Factors influencing the size of Receivables

UNIT 4 COST MANAGEMENT –CASH BUDGET

Introduction, Definition, Advantages of Cash Budget, Difficulties Or limitations of Cash Budget, Methods of Preparing Cash Budget, Illustrations

BLOCK 4: FINANCIAL PLANNING AND CONTROL

UNIT 1 BUDGET & BUDGETORY CONTROL

Introduction, Definitions and Characteristics of Budget, Meaning and Definition of Budgetary Control, Objectives of Budgetary Control, Advantages of Budgetary Control, Limitations of Budgetary Control

UNIT 2 FLEXIBLE BUDGET

Introduction, Classification of Cost, Method of Constructing a Flexible Budget, Utility of Flexible Budgeting

UNIT 3 MARGINAL COSTING

Introduction, Definition, Three Characteristics of Marginal Costing, Advantages of Marginal Costing, Limitations of Marginal Costing, Certain terms relating to marginal costing

UNIT 4 MANAGEMENT AUDIT

Introduction, Definitions, Objectives of Management Audit, Difference between Financial Audit and Management Audit, Need for Management Audit, Conducting Management Audit

BBAR-603 Corporate Governance and Business Ethics

Syllabus

BLOCK-1: Business Ethics: Introduction

UNIT-1 Introduction to Business Ethics

Introduction, Ethics and Business Ethics, The 3 C's of Business Ethics, Importance of Business Ethics, Ethical Concepts, Ethical Models, Ethical Principles, Forms of Ethical Theories

UNIT-2 Values, Norms, Beliefs and Standards

Introduction to VALUES, NORMS, BELIEFS AND STANDARDS, Nature of Values, Value System Formation, 'Secord and Backman' – Mythologies

UNIT-3 Ethical Dilemma and Ethical Decision Making

Introduction to Ethical Dilemma, Features of Ethical Dilemma., METHODS OF RESOLVING ETHICAL DILEMMAS, APPROACHES OF RESOLVING ETHICAL DILEMMAS Ethical Decision Making.

UNIT-4 Ethical Leadership

Introduction, Elements of Ethical Leadership, Impacts of Ethical Leadership, The 4-V Model of Ethical Leadership, Traits of an Ethical Leader, Ethical Corporate Behaviour

BLOCK-2: Business Ethics & Functional Decision Marking

UNIT-1 Ethical Aspect in Marketing

Introduction, Basic Understanding of Marketing, Marketing Functions, Marketing Decision, Needs for Addressing Ethical Issues in Marketing, Common purposes and issues in Ethical Aspects of Marketing

UNIT-2 Ethics in HRM

Introduction, Basic Understanding of Human Resource Management, HRM Functions, HRM Decisions, Needs for Addressing Ethical Issues in HRM, Common purposes and issues in Ethical Aspects of HRM

UNIT-3 Ethical in Production and Operations Management

Introduction, Basic Understanding of Production and Operations Management,

Production and Operations Management Functions, POM related Decision, Needs for Addressing Ethical Issues in POM, Common purposes and issues in Ethical Aspects of Production and Operations Management

UNIT-4 Ethics in Finance

Introduction, Basic Understanding of Financial Statements and Financial Management, Finance Functions, Finance related decisions, Needs for Addressing Ethical Issues in Financial Management, Common purposes and issues in Ethical Aspects of Finance and Financial Management

UNIT-5 Ethics and Information Technology

Introduction, Basic Understanding of Financial Statements and Financial Management, Finance Functions, Finance related decisions, Needs for Addressing Ethical Issues in Financial Management, Common purposes and issues in Ethical Aspects of Finance and Financial Management

BLOCK-3 : Corporate Governance : Evolution & Concept

UNIT-1 Corporate Governance: An Overview

Introduction, Why is Corporate Governance Important to a Country? Governance for sustainable development, Corporate and Ethics

UNIT-2 Popular Models of Corporate Governance

Introduction, About Models of Corporate Governance, Anglo – American Model of Corporate Governance, Japanese Model, German Model, France Model and Canadian Model

UNIT-3 Key issues in Corporate Governance

Introduction, Background and Perspective, Why Corporate Governance is more Important in modern era? Issues and Concerns Related to Corporate Governance, Proxy Advisors.

BLOCK-4: Corporate Governance in India & Prevailing Companies act

UNIT-1 Introduction to Code of Conduct

Introduction, Meaning in context of The Listing Obligation and Disclosure Regulations, 2015 (LODR), Items to be displayed on company's website under the LODR, Structure of

Code of Conduct.

UNIT-2 Concept and Type of Directors

Introduction, Concept of Directors, Type of Directors – as per companies Act, Composition of Board of Directors as per LODR and Companies Act.

UNIT-3 Important Committee in context of Corporate Governance

Introduction, Mandatory and Other Committees under the Companies Act, Mandatory and Other Committees as per LODR.

UNIT-4 Disclosure Requirements for Corporate Governance

Introduction, Overview of various Disclosure Requirements as per the Companies Act, Disclosure Requirements under the Listing Obligations and Disclosure Regulations, 2015

5. Evaluation Scheme

To get a degree of the Bachelor of Business Administration (BBA) requires successful completion of both Assignment component as well as the Term-end Examination component for each of the courses in the programme. The total numbers of courses in BBA (Revised) are 24 and the total number of credits are 102.

The Evaluation procedure will be the same as follows by the university.

- ✓ Each semester shall have a weightage of 30% for Internal Exams (assessment through assignments) and 70% for term end exams.
- ✓ Examination will be conducted at the end of the year. An Examination conducted in two times i.e. May/June and also in December/January
- ✓ Every candidate must secure 40% marks in each head of passing (Assignments, Term End Examination, Field Work, Dissertation)
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. Instructions for Assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing

skills as well. The word limits for answering most of the assignment questions depending on the marks.

There are short question type and long question types. It is advisable to keep the following points in mind:

I. First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

II. Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusion as well.

    The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

III. Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission.

It is advisable to write each answer tidily and underscoring the points you want to highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:

BAOU
Education for all

Dr. Babasaheb Ambedkar Open University

Course Name: _____

Subject Code: _____

Subject Name: _____

Name of Student: _____

Enrollment No.: _____

Name of the Study Centre: _____

Study Centre Code: _____

Date of Submission :_____

III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is a part of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit the assignment. Without submission of the assignment students will not allowed to seat for the examination.

6. Other Useful Information

6.1 Requirement to seat in terms end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.
Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates

6.8 Student's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

7. Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

7.1 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

7.2 Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

7. Some Useful Addresses

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Assignment / Lab Manual / I-Card	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
3	Collecting Study Material (Self Learning Material)	Concerned Study Center
4	Bonofide Certificate	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
5	Exam / Hall-Ticket	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
6	Marksheet / Transcript / Migration / Degree Certificate	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple,

		Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
7	Scholarship	University Scholarship Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
8	Assignment Submission	Concerned Study Center
9	Submission of Project Reports	Concerned Study Center
10	Prospectus	Concerned Study Center

8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2017

Course	:	**BBA/BBAHT/DBA**	**Date**	:	**08-02-17**
Subject Code	:	**BBA-101(NEW)/BBAHT–101(NEW)/ DBA-101**	**Time**	:	**03:00 to 06:00**
Subject Name	:	**Principles of Management**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) (30)

1. Enlist and explain the principles propounded by Henry Fayol.
2. State the importance of planning in detail.
3. Enlist and explain at least ten principles of Organizing.
4. Make a list of the merits and demerits of both formal and informal organization.
5. What are the functions of supervisors?

Section B

Answer the following (Attempt any four) (20)

1. Define Management and explain Management as a discipline.
2. List the limitations of planning.
3. Explain the line and staff organization.
4. Explain the objectives of planning.
5. Explain the importance of co-ordination.
6. Define at least five essentials of a good control system.

Section C

A **Choose the correct answer from the following and rewrite:** (20)

1 _____ is regarded as the pioneer of scientific management.

a. F.W.Taylor
b. Me Farland
c. Henry Fayol
d. Cyril O'Donnell

2 "Deciding in advance what to do, how to do, when to do it and who is to do it" is known as _____
   a. Organizing
   b. Planning
   c. Directing
   d. Staffing

3 An individual who delegates a work is called a _____
   a. Peer
   b. Worker
   c. Superior
   d. Subordinate

4 _____ organization structure is the oldest form.
   a. Functional
   b. Divisional
   c. Virtual
   d. Line

5 _____ organization is a temporary alliance between two or more organizations that band together to undertake a specified venture.
   a. Matrix
   b. Line and staff
   c. Project
   d. Virtual

6 _____ can be delegated by a superior to a subordinate.
   a. Authority
   b. Perceptions
   c. Responsibility

7 Unity of command, Direct supervision are the principles of _____
   a. Planning
   b. Organizing
   c. Directing
   d. Staffing

8 The first step in the planning process is to identify the _____ of the organization.
   a. Course of action
   b. Mission
   c. Goals
   d. Vision

9 In 'SWOT' analysis, 'W' stands for _____
   a. Wealth
   b. Weakness
   c. Weekness
   d. Work

10 Any influence that brings out directs or maintains goal directed behavior is known as _____
   a. Objective
   b. Mission

c. Motivation
d. Perception

B True or False:

1 The 14 principles of management suggested by Henry Fayol.

2 Emotional intelligence and coaching for performance are included in middle level of management.

3 Policies and procedures are standing plans.

4 Functional structure is created by grouping the activities on the basis of functions required for the achievement of organizational objectives.

5 Decentralization is said to be a process where the concentration of decision making is in a few hands.

6 Formal organization is created through the co-ordination of efforts of various individuals.

7 A decision is a choice made from available alternatives.

8 Brainstorming is an option for decision-making.

9 End nodes are represented by circles in a decision tree.

10 Self-esteem means an individual's degree of liking or disliking for themselves.

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2017

Course	**:**	**BBA**	**Date**	**:**	**09-02-17**
Subject Code	**:**	**BBA-102(NEW)/BBAHT-102(OLD)/BBA-102(OLD)/BBAIB-102/DBA-102**	**Time**	**:**	**03:00 to 06:00**
Subject Name	**:**	**Basics of Accounting**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Discuss the users of accounting Information.
2. What is journal? Discuss the advantage of journal.
3. Explain the errors which are disclosed and not disclosed by the Trial Balance.
4. Record journal entries in the books of Sudha & sons. From the following transaction: Transaction During March – 2014
   Date:
   1. Started business with cash of Rs.100000, building Rs.400000, Furniture Rs.50000 and stock Rs.50000.
   8. Credits sales of Rs.125000.
   10. Purchased goods of RS.75000
   12. Paid into bank Rs.40000
   18. Credits purchased of Rs.25000
   20. Paid salary of Rs.55000
   25. Purchased machinery and paid by cheque Rs.12500
   31. Withdrawn from bank for personal use Rs.15000
5. The following is the Trial Balance of Sharda as on 31st Dec. 2013. Prepare Final Accounts.

Debit balance	Rs.	Credit balance	Rs.
Wages	20000	Sales	390000
Purchases	240000	Capital	450000
Fixed assets	420000	Bills payable	50000
Stock on 1st Jan 13	120000	Purchase return	20000
Salary	40000	Creditors	80000
Advertisement	10000	Bank overdrafts	50000
Sales return	20000		
Office exp.	10000		
Commission	15000		
Rent-tax	5000		
Bills receivable	20000		
Debtors	120000		

Total	**1040000**		**1040000**
Additional Information The stock on 31st Dec. 2013 was Rs.100000			

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the principles of accounting.
2. Write notes on – Capital Expenditure.
3. Write notes on – Provision Reserve for Bed Debts.
4. Discuss the causes of depreciation.
5. Difference between Trading A/c and profit & loss A/c.
6. List the factory overhead and office & administrative overhead expenses.

Section C (A)

M.C.Q **(10)**

1. A list of suppliers to whom the business owes money:
   (A) Creditor (B) Long term liabilities
   (C) Debtors (D) Goods
2. An amount of money put into the business.
   (A) Capital (B) Profit (C) Liabilities (D) Drawing
3. Bill drawn by seller and Accepted by buyer called as_____
   (A) Purchase return book (B) Sales return book
   (C) Bills receivable books (D) Purchase book
4. Capital expenditure_____
   (A) Cost of goods (B) Cost of goodwill
   (C) Factory rent (D) Wages paid
5. The money taken out of a business by its owner for personal use.
   (A) Capital (B) Drawing (C) Profit (D) Salary

Section C (B)

Answer the following. **(10)**

1. What is cash book?
2. Ledger is called the king of all Books of Accounts: (True / False)
3. Debenture is a example of _____ Liabilities.
   [capital, long term, short term]
4. Trading Account items – Credit side.
5. What is Trial Balance?

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Subject Code	:	**BBA-103(NEW/OLD), BBAHT – 103 (OLD)** / BBAIB - 103/DBA - 103	**Time**	:	**03:00 to 06:00**
Subject Name	:	**Business Communication Skills**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Write a note on the basic rules of using Articles in English Language.
2. How should business message be composed? What factors should be kept in mind?
3. Define communication and discuss the various means of Communication.
4. Discuss the various types of business letters.
5. Differentiate between Formal and Informal letter.

Section B

Answer the following (Attempt any four) **(20)**

1. Types of prepositions.
2. Politeness in business communication.
3. Oral Communication.
4. Business correspondence.
5. Order of appointment.
6. Communication with regional and branch office.

Section C (A)

M.C.Q **(10)**

1. A_____ is a word that stands for or replaces a noun.
   (A) Adverb (B) Adjective (C) Pronoun
2. _____nouns are names of things that can be touched, smelled, seen, felt or tested.
   (A) Collective (B) Concrete (C) Abstract
3. In writing process, _____ is the preparatory stage.
   (A) Pre-drafting (B) Drafting (C) Post-drafting
4. _____means writing from the reader's point of view.
   (A) You attitude (B) I attitude (C) Attitude
5. A dictionary is also referred to as a _____ or wordbook.
   (A) Text-book (B) Thesaurus (C) Lexicon
6. The word 'Communication' is derived from the _____ word 'Communis'.
   (A) Germen (B) Latin (C) Spanish
7. The sender of the message is also called_____
   (A) Recipient (B) Decoder (C) Encoder
8. _____is an example of informal communication.
   (A) Downward (B) Upward (C) Grapevine

9. Communication which is done through _____ is called correspondence.
   (A) Letters (B) Mobile phones (C) Gestures
10. _____is an ideal example of Downward Communication.
   (A) Office Circular (B) Memo (C) Application for Job

Section C (B)

True or False **(10)**

1. An adverb is a word that qualifies a noun.
2. A transitive verb is one, the action of which passes over to some object.
3. An antonym is a word or purchase that is opposite in meaning to a particular word or a phrase in the same language.
4. In writing process, abstract and hazy words are better than concrete words.
5. Feedback is the last stage in the process of communication.
6. The sender chooses the message to communicate within a context.
7. In oral communication feedback is not immediate.
8. A business letter should be written in a warm and polite tone but not too personal.
9. E-mails are writing in HTML code only.
10. Signature files can be attached to every outgoing e-mail.

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Course	**:**	**BBA**	**Date**	**:**	**13-02-17**
Subject Code	**:**	**BBA-104(NEW)** / DBA - 104	**Time**	**:**	**03:00 to 06:00**
Subject Name	**:**	**Fundamental of Human Skills**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the importance of Group dynamics.
2. What is the importance of Power Basis?
3. Explain the SCARF model of threats and rewards.
4. Describe Leadership Traits.
5. Explain in detail the stages of change process

Section B

Answer the following (Attempt any four) **(20)**

1. Explain emotional intelligence.
2. Explain employee motivation
3. Explain Coaching process.
4. Explain Conflict management.
5. Explain the concept of Johari Window
6. Explain the relation between behavior and personality

Section C

(20)

1. Capabilities which are concerned with the ability of people to deal with other people.
   A. Human capability
   B. Conceptual capability
   C. Managerial capability
   D. Technical capability
2. _____is the tendency to be sociable, fun-loving and affectionate vs retiring and reserved
   A. Extroversion
   B. Agreeableness
   C. Conscientiousness
   D. Neuroticism
3. When groups really becomes cohesive over an issue,_____occurs-
   A. The free- rider effect
   B. Polarization
   C. Deviance

4 Define Conformity.

_____

_____

5 Write two barriers to communication

1_____

2_____

6. _____rests in the belief among employees that their manager has the right to give orders based on his or her position-

A. Reward Power
B. Legitimate Power
C. Referent Power
D. Expert Power

7 _____is not the motivator factor according to two factor theory of Herzberg-

A. Achievement
B. Work Itself
C. Responsibility
D. Pay and Benefits

8 Define personal competence.

_____

_____

9 Define Empathy.

_____

_____

10 Explain storming

_____

_____

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Course	**:**	**BBA**	**Date**	**:**	**08-02-17**
Subject Code	**:**	**BBA-201(NEW) /DBA-201(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Indian Business Environment**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) (30)

1. Why is it important to study the Indian Business Environment, Explain?
2. Write a note on: Global warming and Kyoto Protocol.
3. Explain the objectives of public sector and also explain the various roles of public sector in economic development of country.
4. Explain the structural features of Indian economy.
5. Discuss the Cultural factors affecting business.

Section B

Answer the following (Attempt any four) (20)

1. Explain the factors of social environment.
2. Explain the types of unemployment.
3. What do you mean by Parallel Economy?
4. State the Limitations of non-renewable resources.
5. State the characteristics of Indian Money Market.
6. Write a note on: Political Environment.

Section C

(A) **Choose correct answer.** (10)

1. Unemployment that results from recession of business is known as:
   - A. Frictional Unemployment
   - B. Structural Unemployment
   - C. Cyclical Unemployment
   - D. None of the above
2. Due to inflation the purchasing power of a person would:
   - A. Increase
   - B. Decrease
   - C. Remain Constant
   - D. Will fluctuate
3. Kyoto Protocol was signed by 150 nations in Kyoto, Japan in December ____.
   - A. 1995
   - B. 1996
   - C. 1997
   - D. 1998

4. Primary market is the market where new shares or bonds are offered.
    A. Primary capital Market
    B. Secondary Capital market
    C. Money market
    D. None of the above
5. Language is associated with:
    A. Cross-cultures Environment
    B. Legal Environment
    C. Technical Environment
    D. Political Environment
6. _____ is amount that interest rate is raised to cover effects of anticipated inflation.
    A. Inflation premium
    B. Real interest rate
    C. Both the above
    D. None of the above
7. Minerals are ____ natural resources.
    A. Inexhaustible
    B. Exhaustible
    C. Both the above
    D. None of the above
8. The energy that uses heat from inside of Earth's core is known as:
    A. Nuclear energy
    B. Hydro energy
    C. Geothermal energy
    D. None of the above
9. The industry that generates services for individuals and groups is known as:
    A. Primary industries
    B. Secondary industries
    C. Tertiary industries
    D. None of the above
10. Which of the following is the main component of the Indian capital market?
    A. New Issues Market.
    B. Stock Market
    C. Financial Institutions
    D. All of the above

(B) **State whether it is true or false.** (05)

1. Solar energy is a non renewable resource of energy.
2. Interest rates are associated with the Economic Environment of business.
3. External factors affecting businesses are in the control of business.
4. The internal factors of Industrial sickness may affect a particular unit only.
5. Methane is a green house gas.

(C) **Fill in the blanks.** (05)

1. The market for borrowing and lending of long-term funds is known as ___.
2. If there is prominence of agriculture in the economy it is known as ___.
3. When a person is unable to meet their basic needs due to mainly economic

constraints it is termed as _____.

4. Nuclear power (uranium) is a _____ source of energy.
5. The _____ is first internationally binding treaty which is based on lowering emissions of greenhouse gases.

All The Best…

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Course	**:**	**BBA**	**Date**	**:**	**09-02-17**
Subject Code	**:**	**BBA-202(NEW)** /BBAHT-202(OLD)/BBAIB-202/DBA-202	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Secretarial Practices &Office Procedure**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the Features of a Secretary.
2. How many types of Meeting? And explain 'Shareholder's Meeting' in detail.
3. Which are the basic principles of Correspondence?
4. Discuss guidelines for preparing reports.
5. What is 'Office Circulars'? Explain it in detail.

Section B

Write the short notes on following (Attempt any four) **(20)**

1. Give any five differences between Director and Managing Director.
2. Rules regarding Motion.
3. Appointment Letter.
4. E-mail
5. Minutes Books
6. Interview Letter

Section C

Choose the correct answer from given alternatives. **(20)**

1. The role of a company's secretary has changed considerably due to the _____obligations of the post.
   a. Non statutory
   b. Statutory
   c. Illegal
2. Total remuneration of the manager cannot exceed ____of the annual net profits.
   a. 7%
   b. 5%
   c. 10 %
3. One member cannot constitute a quorum except when all preference shares in a company are held by one shareholder.
   a. True
   b. False

4. The altered motion is called _____motion.
   a. Substantive Motion c. Revised Motion
   b. Altered Motion
5. To create a good impression, the _____of the letter must be well balanced and structured.
   a. paper c. none of these
   b. layout
6. Office note is a form of _____communication popular in the business organisations.
   a. external
   b. internal
7. The written message containing the information of selection of an applicant is known as_____
   a. Personal letter c. Business letter
   b. Appointment letter.
8. The regions where first-rate etiquette is stressed are:
   a. e-mail c. news group
   b. online chat d. all the three
9. _____is one statutory report and is compulsory under Section 217 of the Indian Companies Act 1956.
   a. Committee Report c. Progress report
   b. Annual report
10. The first Annual Return must be filed within _____of incorporation and thereafter it must be submitted every year within 60 days of the annual general meeting.
   a. 20 months c. 25 months
   b. 18 months

All The Best…

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Course	:	**BBA**	**Date**	:	**10-02-17**
Subject Code	:	**BBA-203(NEW)** /DBA - 203 (NEW)	**Time**	:	**11:00 to 02:00**
Subject Name	:	**Computer Application**	**Duration**	:	**03 hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain Digital and Analog computers in detail.
2. Discuss various types of operating systems in detail.
3. Explain with an illustration how to use formulas in Excel.
4. What is network device? Explain modem in detail.
5. Explain Broadband Connection step in detail.

Section B

Answer the following (Attempt any four) **(20)**

1. Draw and explain Block Diagram of Computer in detail.
2. Explain the basic features of Word are mentioned of typing with keyboard in detail.
3. What is communication media? Explain Transmission Media in detail.
4. What is Multimedia? Explain Hypertext and Hypermedia in detail
5. Explain Title Bar, Ruler, and Status Bar in detail.
6. Explain Application of Information System (IS) in detail

Section C

A **Do as direct** **(20)**

1. _____ is considered as first computer in the world.
2. Mouse is _____ device.
3. The operating system is of_____types.
4 _____key is used to erase words or alphabets from right to left?

5 _____is a collection of related information.

B **Do as direct**

1. To insert three columns between columns D and E you would.
2. MS office is application software true or false
3. Which of these toolbars allows changing of fonts and their sizes?
4 Just-in-time compilation is a mechanism used as
5. On the top of Excel Window is the_____

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Course	**:**	**BBA**	**Date**	**:**	**13-02-17**
Subject Code	**:**	**BBA-204(NEW)** DBA - 204	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Organisational Behaviour**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is Organizational Behavior? Explain the Contributing Fields of Organizational Behavior.
2. Discuss the various stages of Group Development.
3. Discuss Maslow's Hierarchy of Needs**.**
4. Discuss Interpersonal conflict resolving strategies given by Alan Filley, Robert House and Steven Kerr .
5. Define Coordination. Discuss Vertical coordination and Horizontal coordination.

Section B

Answer the following (Attempt any four) **(20)**

1. Discuss Super Ego .
2. Discuss Social loafing .
3. Discuss Organizational Commitment.
4. Discuss Types of Motivation .
5. Discuss Strengths of Group Decision-making.
6. Discuss Characteristics of Conflict.

Section C

Do as Directed **(20)**

1. _____as a purposeful system with several subsystems where individuals and activities are organized to achieve certain predetermined goals.
   a. Organization b. Company
2. _____plays a major role in shaping behavior and genetic endowment and personality development is influenced by our historical heritage.
   a. Environment b. organization
3. Appearance norms are related to dress code and code of conduct in the organization.(True/False)
4. _____are the mirrors of any organization.
   a. Employees b. Employers
5. _____was given by Joseph Luft and Harry Inghan.
   a. Johari Windows b. Windows 8
6. Inter-organizational conflict refers to conflict between the two organizations.(True/False)
7. Define Stress.
8. During chartering the change process, _____leadership determines the need for organization redesign to address organization weaknesses and alignment issues identified

during assessment.
a. Senior b. junior

9. Change is one of the most critical aspects of effective management. (True/False)
10. A psychological contract is an unwritten understanding about what the employee will bring to the work environment and what the company will provide in exchange. (True/False)

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Course	**:**	**BBA**	**Date**	**:**	**23-01-17**
Subject Code	**:**	**BBA-301(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Business Economics**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Give the meaning of economics given by Lionel Robbin and state its features and criticism.
2. State the merits of Macroeconomics.
3. Discuss the determinants of Demand.
4. Discuss the types of Elasticity of Demand with diagram.
5. Give the meaning of Perfect Competition and explain its characteristics.

Section B

Answer the following (Attempt any four) **(20)**

1. State the criticism of Marshall's Welfare oriented definition of economics.
2. Explain the exceptions to the Law of Demand.
3. Explain any 5 types of Monopolies.
4. Explain oligopoly and duopoly.
5. State the criticism of the Subsistence Theory.
6. Write a note on: Giffen's Paradox

Section C

(A) Choose correct answer. **(10)**

1. Who gave the Growth oriented definition of economics?
   - A. Adam Smith
   - B. Marshall
   - C. Robbins
   - D. Samuelson
2. The study of statistical and mathematical techniques applied to economic data with a view to testing hypotheses.
   - A. Labour Economics
   - B. Industrial Economics
   - C. Monetary Economics
   - D. Econometrics
3. The government plays a major role in ___ economy.
   - A. Socialist economy
   - B. Capitalist economy
   - C. Mixed Economy

D. None of the above

4. ____ is the addition to the total cost because of producing one additional unit of the product.
   A. Average Cost
   B. Total Cost
   C. Marginal Cost
   D. Variable Cost
5. The slope of the supply curve is ____.
   A. Positive
   B. Negative
   C. Parallel to X axis
   D. Parallel to Y axis
6. If AR >AC, then a firm under Perfect Competition in short period will have ___.
   A. Supernormal Profits
   B. Normal profits
   C. Losses
   D. None of the above
7. _____ has been derived from Greek term that means a single seller.
   A. Monopoly
   B. Perfect competition
   C. Pure competition
   D. None of the above
8. Which of the following is a non-insurable risk?
   A. Demand Fluctuations
   B. Technological Changes
   C. Changes in Government's Policies
   D. All of the above
9. ____innovation theory of profit is a functional theory.
   A. Schumpeter
   B. Marshall
   C. Keynes
   D. David Ricardo
10. _____competition is an ideal concept of market rather than an actual market reality.
    A. Perfect
    B. Pure
    C. Oligopoly
    D. None of the above

(B) Fill in the blanks: **(10)**

1. ____ is the study of the economic behaviour of individual consumer and producer and of individual economic variables.
2. Economics is a _____ science.
3. Anything that is generally acceptable as a means of exchange is termed as ____.
4. The ratio of the proportionate change in the quantity demanded of commodity X to a given proportionate change in the price of the related Commodity Y is termed as _____.

5. Costs that do not vary for a certain level of output are known as ____.
6. The wages fund theory was developed by ____.
7. The _____ reflects the combined influence of the income and substitution effects of the price change.
8. The _____ method is a systematic, interactive demand forecasting method, which relies on a panel of experts.
9. _____ is a market situation in which there are only two producers or sellers of a product who produce and sell almost identical product.
10. The ratio of proportionate change in the quantity demanded of the commodity to a given proportionate change in the income of the consumer is termed as _____ elasticity of demand.

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Course	**:**	**BBA**	**Date**	**:**	**24-01-17**
Subject Code	**:**	**BBA-302(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Business and Industrial Laws**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer following questions (Any three) **(30)**

1) Explain in details the important elements of a contract under section 10 of Indian contract act 1972
2) Discuss in details the main features of bill of exchange under the negotiation industrial act 1872
3) Discuss and point out the deference between a public and private limited company
4) Explain in detail the objectives of the information technology act 2000
5) What do you understand by the phase "Right to seek redressal" What provisions did consumer protection act
Provides in this respect?

Section B

Answer following (Any four) **(20)**

Q.1 Explain the registration process for a company
Q.2 Write a short note on share capital
Q.3 Explain the difference between an offer and acceptance
Q.4 Explain any three penalties for offences under factory act
Q.5 What is meant by dishonor of a cheque?
Q.6 Write a short not on Bargain sale.

Section C (A)

State True or False **(10)**

Q.1 A payee is the person who issues or draws the cheque
Q.2 The chairman of the audit committee is elected by the shareholders of the company
Q.3 Contract is a legal obligation to be fulfilled by the concerned parties
Q.4 A bill of exchange can be drawn on any person including a banker)
Q.5 There are three stages of negotiation
Q.6 Issued capital can be more than or equal to total authorized capital
Q.7 Managing Director carries day today activities and administration of the company
Q.8 Unfair trade practice is deceptive and reasonable strategies by seller
Q.9 If a company has a subsidiary company under its name is called holding company
Q.10 Adolescent means a person who has completed his fifteenth year of age but not completed 18 years

Section C (B)

Select the appropriate option for the given blank space **(10)**

Q.1 The _____ party should try to minimize the damage as far as possible
a) Aggrieved b) defaulter c) None of these

Q.2 Contract is an agreement enforceable by _____
a) Promise b) law c) understanding

Q.3 _____cheque implies that it cannot be collected by anyone who carries it but only the one whose
Name is mentioned on it
a) Signing b) crossing c) circling

Q.4 In case of _____ a person transfer his right to receive the payment of a debt
a) Negotiation b) assignment c) transfer

Q.5 _____ meeting are essential to be held by public companies with share capital
a) Annual general b) statutory c) special

Q.6 The IT Act has made emails as a _____ mode of transaction
a) Valid b) invalid c) void

Q.7 Conciliation is preferred over arbitration as conciliation is _____
a) Cheaper b) not time taking c) Cheaper & Time taking

Q.8 _____ goods and services are goods which are claimed to be genuine but they are actually not so.
a) hazardous b) white c) spurious

Q.9 Additional or assistant welfare officer is should be appointed in case the number of workforce exceeds _____

a) 2500 b) 2400 c) 2000

Q.10 Cyber terrorism is a crime that is targeted at _____
a) A company b) The government c) An individual

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Course	**:**	**BBA**	**Date**	**:**	**25-01-17**
Subject Code	**:**	**BBA-303(NEW)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Management & Information System**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) (30)

1. Explain in detail the characteristics and benefits of MIS
2. Discuss the importance and need of MIS in today's changing dynamics
3. Explain DBMS its components and advantages
4. State and discuss difference between MIS and data processing
5. Explain TPS and its features in detail

Section B

Answer the following (Attempt any four) (20)

1. Discuss in brief decision support system
2. State characteristics and examples of DSS
3. Discuss Horizontal and vertical information system of MIS
4. Explain system development life cycle
5. State advantages and disadvantages of prototyping
6. State sources of information and explain formal and informal information

Section C

Fill in the Blanks (20)

1 The specific needs vary from level to level but the general functions served by _____ remain the same across all the three levels.
a. information system
b. decision making system

2 A„_____" is defined as an integrated collection of data stored at one place for efficient processing of information.
a. database
b. data

3 The objectives of MIS are derived from the _____objectives.
a. company's
b. planned

4 Effective _____should ensure that appropriate presentation formats and time frames required by operations and senior management are met.
a. MIS
b. Management

5 _____is the raw material from which useful information is derived.
a. Data

b. Content

6 _____is software system that enables users to define, create and maintain the data base and provides controlled access to this database.
a. DBMS
b. MIS

7 ACID stands for
a. Atomicity, Consistency, Isolation and Durability.
b. Activity, calculation, Information and durability

8 The function of a _____is to process transactions and produce reports.
a. data processing system
b. MIS

9 Strategic use of _____involves forging electronic linkages to customers and suppliers.
a. MIS
b. Information technology

10 In a decentralised set-up, the allocation of hardware is a _____decision.
a. centralised
b. decentralized
c. information

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Course: BBA **Date: 27/01/2017**

Subject Code: BBA -304 (New) **Times: 11.00 to 2.00**

Subject Name: Basic Research Methods **Max. Marks: 70**

Section A

Answer the following questions: (Any three) **30**

1 Explain meaning of research and various tools of science.
2 Write down Research Process?
3 Describe Synopsis writing.
4 Explain various techniques. (methods of sampling)
5 Describe Graphical Representation.

Section B

Answer the following questions: (Any Four) **20**

1 Explain different approaches in Research.
2 Write down types of Research and explain any one of them.
3 Write down types of Research design.
4 Write short note on Amp ling.
5 What is Plagiarism?
6 What is measures of Dispersion.

Section C **20**

(A) Answer in one line.
1 Historical research sometimes referred to.
2 In Quantitative approach _____ data is collected.
3 Scientific facts and mathematical proofs are _____ statements.
4 The basic principles of experimental decisions are
5 The F statistic, also known as an F value is a random variable that has an _____.
6 Type I error is also known as .
7 Test of a statistical hypothesis, where the region of rejection is on only one side of the sampling distribution called?
8 The alternative hypothesis is symbolized as
9 The _____ is the middle score for a set of data that has been arranged in order of magnitude.
10 A _____ is the most basic complete unit of reasoning a molecule of research.

(B) Say whether the following statements are **True** or **False**:
1 An assumption is a realistic expectation which is something that we believe to be true.
2 Objective research is value free research.
3 Ethics refers to the norms and 'rules of conduct' in the research process that guide moral preferences.
4 Hypothesis testing Research designs are those in which the researcher tests the hypothesis

of casual relationship between two or more variables.

5 Showing of knowledge and collaboration through the Internet has made international Cooperation on scientific projects possible.

6 The research process is the Step – by – Step procedure of developing only research and research paper.

7 The term export Facto research is used for analytical research studies.

8 Attribute sampling means that an item being samples either will or won't posses certain qualities.

9 A quota sample a type of non- probability sample in which a fixed quota is selected.

10 Hypothesis should be clear and precise.

Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2017

Course	**:**	**BBA**	**Date**	**:**	**17-Jul-17**
Subject Code	**:**	**BBA –401 (New)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Marketing Management**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) (30)

1. What are the Factors affecting the selection of channels of distribution?
2. Discuss the Media of Advertising in detail?
3. Explain the importance of Sales Promotion?
4. Explain the factors influencing the Consumer Behavior?
5. Explain Maslow's Hierarchy of Needs?

Section B

Answer the following (Attempt any four) (20)

1. Discuss the Diffusion Process?
2. Discuss the types of Distribution Channels in marketing.
3. Discuss the characteristics of Service Industries.
4. What is Macro Environment? Explain.
5. What are the objectives of Sales Promotion?
6. What is Marketing Audit? Discuss its Purpose & Structure.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Portion of brand which is expressed verbally, including letters words or numbers.
- A Trade Mark
- B Brand Name
- C Brand Mark
- D Trade Name

2 A business name under which an organization operates
- A Brand Name
- B Service Name
- C Trade Mark
- D Trade Name

3 One of the pricing strategies opted to attract customers for a new product or service.
- A Price elasticity
- B Penetration price
- C Flexible price
- D None of the above

4 Which one is not the part of Market Segmentation?
- A Geographic
- B Demographic
- C Technologic
- D Behavioral

5 A way to divide large market into smaller groups according to consumer life style is called
- A Behavioral Segmentation
- B Demographic Segmentation
- C Psychographic Segmentation
- D None of the above

6 Which is not the demand determinant of consumer behavior
- A Motivation
- B Personality

C Reference group D Geographical group

7 Which is not in the 4 P's of Marketing Mix
A Product B People
C Place D Promotion

8 Which is not the category of BCG Matrix for a corporate portfolio:
A Dog B Star
C Cat D Cash Cow

9 Which one is not the part of Evolution of Marketing Era?
A Production Era B Product Era
C Sales Era D Marketing Era

10 Which is not the concept of marketing?
A Marketing Concept B Exchange concept
C Selling Concept D Technological Concept

Part –B (Do as Directed) **(10)**

1 Elements within the promotions mix that an organization uses to communicate with vendors is called Communication Channel. (True/False)
2 Person or company who sells the goods or services is called Customer. (True/False)
3 When the low price is charged during launch & increased afterwards is called Marketing Skimming. (True/False)
4 Marketing audit is a unsystematic, critical review and appraisal of the organization. (True/False)
5 Environmental scanning is an essential part of marketing management.(True/ False)
6 A belief or emotionally neutral cognition the individual holds about some aspect or object in the environment is called Opinion. (True/False)
7 Dissociative groups are those whose value an individual accepts. (True/False)
8 Secondary groups includes religious groups, professional groups etc. (True /False)
9 Marketing profile is the breakdown of a facility's marketing area according to income, demography & life style. (True /False)
10 Market share is the proportion of the total sales/use in a market obtained by an individual seller. (True/False)

Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2017

Course	**:**	**BBA**	**Date**	**:**	**18-Jul-17**
Subject Code	**:**	**BBA – 402 (New)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Financial Management**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) (30)

1. What is financial management? Explain the profit and wealth maximization concept
2. Write a detailed note on long term sources of finance
3. Discuss the Modigliani miller approach in detail
4. What is working capital? Explain types of working capital in detail.
5. What is Capital budgeting? Explain in detail different capital budgeting techniques.

Section B

Answer the following (Attempt any four) (20)

1. What are the steps involved in Financial Planning
2. What is a derivative? Explain types of derivatives.
3. A Company issues 10% Debentures of Rs 100/- each at par. Cost of Issue (also known as Floatation Cost) is 3% of the issue price. Calculate Kd (Cost of Debenture) if applicable tax rate is 40%.
4. A firm has sales of Rs. 10, 00,000; variable cost of Rs. 7, 00,000 and fixed costs of Rs. 2,00,000, and debt of Rs. 5,00,000 at 10% rate of interest. What are the operating, financial and combined leverages
5. Explain inventory management techniques in detail.
6. Write a detailed note on finance functions.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 1. _____combine the attributes of equity shares and debentures

A Bonds B Bonus shares
C Equity shares D Preference shares

2 _____must decide when, where, from whom and how to acquire funds to meet the firm‘s investment needs

A HR Manager B Finance Manager
C Marketing Manager D Production Manager

3 _____is one of the long term objective of financial management.

A Maximization of firm’s wealth B Maximization of firm’s profit
C Maximization of firm’s Sales D Maximization of firm’s Loss

4 The _____are one of the major sources of finance available for the established companies to finance its expansion and diversification programmes.

A Dividends B Shares

C Retained earnings D None of these

5 The _____assumes that the cost of debt and that of equity are independent to capital structure

A Net Income Approach (NI) B Net Operating Income (NOI)
C Traditional Approach D None

6 _____on debentures or Term loans has to be paid whether there is any profit or not

A Payment B Dividend
C Discount D Interest

7 _____refers to the total process of generating, evaluating, selecting and following upon capital expenditure alternatives

A Capital budgeting B Financial budgeting
C Capital Raising D None of these

8 The _____is the optimal order size that results in the lowest total of order and carrying cost for an item of inventory given its expected usage, carrying cost and ordering cost

A EOQ B LIFO
C FIFO D None of these

9 The _____are most modern financial instruments in hedging risk

A Swaps B Derivatives
C Options D None of these

10 Operating cycle is the most appropriate method for computing the _____requirements of any company

A Fixed assets B Working capital
C Long term fund D Medium fund

Part – B (Do as Directed) **(10)**

True/False

1 The Project should be accepted since the Net Present Value (NPV) is positive.
2 FCDs are pure debentures without a feature of conversion
3 Investment decision is one of the functions of financial management.
4 The capital structure can be used as a tool to evaluate the financial performance of top management
5 Traditional approach is the mid-point between the net income and net operating approach and is often known as an intermediate approach
6 Keeping the stock of inventories involves locking of the company‘s funds and increase in storage and handling costs.
7 Networking capital is the difference between current assets and current liabilities.
8 Future contact is regulated by an exchange legally empowered to enforce the contract.
9 The payments delayed by the customers will lead to decrease receivables.
10 An option is right but not an obligation to enter into transaction.

Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2017

Course	**:**	**BBA**	**Date**	**:**	**19-Jul-17**
Subject Code	**:**	**BBA –403 (New)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Human Resource Management**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is HRP? Explain the need and importance of HRP
2. Which are the objectives of Performance Appraisal? Explain various methods to be used to achieve these objectives
3. What are the objectives of the Wage Incentive Schemes? Mention in detail the advantages and disadvantages of Wage Incentive Schemes
4. Explain the different types of Motivation and also elaborate the Need Hierarchy Theory of Motivation.
5. Explain in detail about HR Audit

Section B

Answer the following (Attempt any four) **(20)**

1. Explain HRIS?
2. Importance of Training in Corporate sector.
3. Characteristics of Counselling.
4. Fundamental principles of Record Keeping.
5. Nature and characteristics of Motivation
6. Advantages of HR Accounting.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The move from a job in one salary band or job group to a higher one is?

A Promotion B Demotion
C Transfer D None of these

2 HR objectives that is socially and ethically answerable for the requirements and intricacy of the society is_____.

A Societal Objectives B Organizational Objectives
C Functional Objectives D Personal Objectives

3 The basic premise of the academic theory of HRM is that humans…

A Humans can be considered as machines B Humans are not machines
C Humans are robots D None of these

4 Capability to deal with the continuously varying business environment is____.

A Challenge of sustainability B Global challenge
C Technology challenge D None of these

5 A highly structured questionnaire in which the questions are standardized and determined in advance.

A Biographic data B Application Blank
C . Question bank D None of these

6 Example for Negative motivation.

A Praise and credit for work done B Appreciation
C . Wages and salaries D To instill fear

7 Who proposed the general theory of motivation called the ‗need hierarchy theory'.

A Abraham Maslow B Douglas McGregor
C . David C McClelland D None of these

8 An information system that tells the management what changes over time are occurring to the human resources of the business.

A Human Resource Accounting B Financial Accounting
C Management Accounting D None of these

9 Human capital reporting provides about the value of human capital, which will be?

A Qualitative B Quantitative
C Both D None

10 The real test of HR policies and programmes lies in the results achieved through

A HR planning B HR accounting
C HR audit D None of these

Part – B (Do as Directed) **(10)**

Select the correct answer whether **True** or **False**

1 Organisation design deals with structural aspects of organizations.
a. True b. false

2 Staffing is not a part of the HRM process.
a. True b. false

3 HR Planning reduces surplus manpower and unnecessary financial burden.
a. True b. false

4 Accurate selection process derives maximum job satisfaction, labour turnover is reduced.
a. True b. false

5 Training does not bring any change in confidence in the minds of employees.
a. True b. false

6 Motivating does not create any ―will to work‖.
a. True b. false

7 Pay incentive plans, Job Designing and goal setting are methods of motivating people.
a. True b. false

8 Counselling is an exchange of ideas and feelings between two people.
a. True b. false

9 Human Resource Auditing has no relation with HR planning and budgeting.
a. True b. false

10 Monitoring and control of manpower costs have assumed great importance in the modern era of global competition.
a. True b. false

Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2017

Course	**:**	**BBA**	**Date**	**:**	**20-Jul-17**
Subject Code	**:**	**BBA –404 (New)**	**Time**	**:**	**11:00 to 02:00**
Subject Name	**:**	**Production & Operation Management**	**Duration**	**:**	**03 hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) (30)

1. Describes the functions of production management.
2. Discuss the functions of Maintenance Management.
3. Explain with the help of a diagram: Product Life Cycle (PLC).
4. Discuss the importance of Sales Forecasting.
5. Explain the assumptions and limitations of Value Break Even Analysis.

Section B

Answer the following (Attempt any four) (20)

1. State the difference between Production and Operations Management.
2. State any 5 objectives of Plant Layout.
3. Explain the four categories of Total Quality Management (TQM).
4. State the essential requirements of a good product design.
5. Discuss the various Models in Operations Research.
6. Write note on Six Sigma.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which of the following activities are involved in production and operations management functions:

A Location B Plant layouts
C Process design D All of the above

2 Which of the following is an uncontrollable factor affecting Plant location?

A Transportation facility B Government Policy
C Supply of material D Infrastructure availability

3 What is PERT?

A Programme Evaluation and Review Technique B Program execution and Review Technique
C Program execution and resource Technique D None of these

4 Which of the following is the parameter that controls software quality?

A Products B Processes
C Resources D All of these

5 Sampling in which the presence or absence of a characteristic in the inspected item is measured on a predetermined scale is ____ Sampling.

A Attributes sampling
B Variable sampling
C Both the above
D None of the above

6 Which of the following is not an Information technologies technique of product development?

A Computer aided design (CAD)
B Electronic Data Interchange (EDI)
C Just in Time
D Groupware

7 What is Simulation?

A It is a technique that involves setting up a model of real situation and then performing experiments
B It is a technique used for planning, scheduling and monitoring large projects.
C It is an analytical process transferred from the electrical communications field to operations research.
D None of these

8 Beyond BEP point, all extra unit sold will result in increasing ____ for the business.

A Profit
B Loss
C Either profit or Loss
D None of the above

9 SCM stand for

A Supply Chain Management
B Software Chain Management
C Sampling Chain Management
D None of these

10 Gap analysis also known as_____.

A Need-gap analysis
B Needs assessment.
C Both A and B
D None of these

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false:

1 Proximity to markets is not one of the examples of dominant factor.
2 Fixed Position Layout is also called the project type of layout.
3 Production Planning has five phases.
4 Quality control (QC) is similar to, but not identical with, quality assurance (QA).
5 Simple exponential smoothing uses a weighted moving average.
6 Unit Contribution Margin = Sales Price – Variable Costs.
7 Minimizing the repair time and repair cost, is one of the objective of Maintenance Management.
8 A control chart does not begin with a time series graph.
9 QFD stands for Quality Functional Design.
10 Scheduling is the practice of setting production activities in action through the discharge of order and instructions according to previously planned times.

9. Forms and Enclosures

Dr. Babasaheb Ambedkar Open University
(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
E-mail: kmro@baou.edu.in Website: www.baou.edu.in

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1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
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5. FEE DETAILS : (The fee for Duplicate I-Card is Rs.25/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
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The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

Dr. Babasaheb Ambedkar Open University

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Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

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Date :..... (Signature of Applicant)

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Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. Passport Size Photo

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E-mail: kmro@baou.edu.in Website: www.baou.edu.in

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. NAME : .....
2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
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Date :..... (Signature of Applicant)

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Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂા 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમાં ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જૂન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા. _____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઇ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઇલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અં. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : (ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણ નો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે)

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિધાર્થીની સહી

અરજી નીચેના સરનામે મોકલવાની રહેશે

પ્રતિ, નિયામકશ્રી (વિધાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

PROGRAMME GUIDE FOR

BACHELOR OF BUSINESS ADMINISTRATION
(AIR TRAVEL MANAGEMENT)

Dr. Babasaheb Ambedkar Open University
Jyotirmay Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad, Gujarat 382481

Electronic version of the prospectus is also available for download at:
http://www.baou.edu.in

1. BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by AIU– letter no. & date. EV/II(499)/94/176915-177115,dt. 14/1/1994
3. Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

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Message from the Vice Chancellor

Dear Students,
Greetings from Dr. Babasaheb Ambdkar Open University, Ahmedabad!

It gives me immense pleasure to welcome you all to Dr. Babasaheb Ambedkar Open University (BAOU). I appreciate your urge to attain knowledge, grow and contribute in the growth of the society. John Dewey rightly says, *"Education is not preparation for life; education is life itself"*. We, at BAOU have inculcated this philosophy in our system. I firmly believe a good society is always committed to provide a quality education to every student to serve the public common good resulting in Great Nation Building. As we look to the future, one thing is certain that knowledge will be a key resource and even ours is the society that strongly affirms '**विद्वान् सर्वत्र पूज्यते**'. BAOU is committed to provide qualitative education with the objective to create a welfare nation.

BAOU is unique, being the only state Distance Mode-Open University of Gujarat, established by the Government of Gujarat. The prime objective of the university is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centered and technology enhanced way following the basic principles of open and distance education. BAOU has contributed substantially to meet the educational needs of such aspiring students who hail from all strata of the society and wish to gain degrees in distance mode. Due to the nature of the teaching methodology adopted by the university, the infrastructure it possesses and the system it has developed, BAOU serves a large student population spread throughout Gujarat through the network of Regional Study Centers located in every district of the state satisfying strong urge of learning of every learner.

Moreover, BAOU, in very near future, is planning to introduce a set of unique Online Programmes for the students across Gujarat seeking for variety of new, opportunity opener and challenging courses. The university is also going to set a Study Centre at the campus for the students who would like to have an experience of Contact teaching along with Distance Learning and get maximum benefit by consulting the respective teachers.

John F. Kennedy says, "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." Let's all dream big and strive hard to realize it.

I would wholeheartedly attend to the comments and suggestions from academicians, employers and students to enhance the quality and process of imparting education. I invite all stakeholders to join in the Journey of Knowledge, the eternal journey.

Best Wishes.

Prof. (Dr.)Ami Upadhyay
Vice Chancellor (I/C)

1. Basic Information

1.1 BBA(AT) Programme Objectives

Bachelor of Business Administration (Air Travel Management) helps learners build their path in the field of Air Travel Industry and make successful career in future. It is about managing a company's strategic approach to travel (travel policy), the negotiations with all vendors, day-to day operation of the corporate travel programme, traveler safety & security, credit card management and T&E data management. While agencies provide the day-to-day travel services to corporate clients, they are the implementing arm of what the corporation has negotiated and put forth in policy. In other words CTM decides on the class of service that employees are allowed to fly, negotiate corporate fares/rates with airlines and hotels as well as set forth the use of the corporate credit card. The agency on the other hand makes the actual reservation within the parameters given by the corporation. This course is designed for students wishing to pursue a career in the travel & tourism industry, as well as those wishing to familiarize themselves with Passenger Service, Travel Agencies, Airline Offices, etc.

Objectives:

- ✓ To provide management information allowing understanding of the complexities of the Air Travel & Tourism Industry.
- ✓ To provide the knowledge and enhance the skills of learners regarding general management as well as management techniques related to the Air Travel Industry.
- ✓ To make learners, confident and impart managerial skills to the learners in the Air Travel Management field, which has grown tenfold in last three years.
- ✓ To explain the various management requirements of the fast growing Air Travel & Tourism industry in India and other parts of the world.
- ✓ To provide trained management professionals, which requires necessary information of management for decision making purpose, settings standards, measuring performance against standards at one hand and taking actions to implement decisions at the other.

1.2 Duration of the Programme

The Bachelor of Business Administration (Air Travel Management) programme is a three years degree programme. However, the maximum duration of the programme is eight years as stated below:

Minimum Duration: 3 years

Maximum Duration: 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/ she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

1.3 Programme Fee

- For Three Years Degree Course of Bachelor of Business Administration (Air Travel Management) Programme, learners will have to pay Rs 15000/- per year. Total would be Rs. 45000/- for three year programme.
- Charges for issue of certificates (TC, Migration & Degree) will be according to University rules
- Examination fees will be as per university norms

1.4 Medium of Instruction

English

1.5 Credit Hours

The University follows the system of assigning 30 hours of study per credit of a course. Therefore, following this norm, a 4-credit course constitutes a total of 120 hours of study.

Out of the total credit hours, a minimum of 10%, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres/ Learner Support Centre.

1.6 BBA(AT) Programme Structure

The Programme Structure of the Bachelor of Business Administration (Air Travel Management) Programme comprising of various subjects would be as follows:

Bachelor of Business Administration (Air Travel Management)		
First Year		
Subject Code	**Subject Name**	**Credit Points**
BBAATR-101	Introduction to Hospitality	4
BBAATR-102	English for Hotel & Tourism Industry	4
BBAATR-103	Principles of Management	4
BBAATR-104	Geography of Tourism	4
BBAATR-105	Air Hostess and Cabin Crew Management	4
BBAATR-106	Front Office Management	4
BBAATR-107	Principles and Practices of Tourism	4
BBAATR-108	Computer Reservation System (Practical +Theory)	4
BBAATR-109	Flight Catering	4
Total Credit		**36**

Second Year		
Subject Code	**Subject Name**	**Credit Points**
BBAATR-201	Travel Agency and Tour Operations	4
BBAATR-202	Airfare & Ticketing Part-I (Practical +Theory)	4
BBAATR-203	Aviation Hazards	4
BBAATR-204	French Language	4
BBAATR-205	Airline and Tourism Marketing	4
BBAATR-206	Cargo and Logistics Management	4
BBAATR-207	Hospitality Law	4
BBAATR-208	Industrial Training (Logbook, WTO, Project Manual)	6
Total Credit		**34**

Third Year		
Subject Code	**Subject Name**	**Credit Points**
BBAATR-301	Indian Tourism Product	4
BBAATR-302	Air Transportation & Disaster Management	4
BBAATR-303	Passenger Management	4
BBAATR-304	Business Communication & Soft Skills	4
BBAATR-305	Airport Operation & Management	4
BBAATR-306	Airfare & Ticketing Part-II (Advanced) (Practical +Theory)	4
BBAATR-307	Research Project +Presentation	6
Total Credit		**30**
Total Credit Points		**100**

1.7 Recognition

- BAOU is a State Open University established by an Act No. 14 of 1994 passed by Gujarat State legislature. BAOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
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- Recognised by UGC – letter no. & date. - F.No. 1-18/2018(DEB-1), dt. 31.12.2018

1.8 Learner Support Services

The learner support services available in the Bachelor of Business Administration (Air Travel Management) programme include the following:

I. Self-Learning Materials covering the entire syllabi,

II. Counselling sessions at study centers/ learner support centres,

III. Access to library services at study centers

IV. Access to University's Library "Vivekananda"

V. Official Website: We have developed official website www.baou.edu.in for our learners and general public. It provides all the relevant information to the learners.

VI. Chaitanya Studio: University has its own state of the art HD "Chaitanya" studio for producing high end Audio- Video programmes.

VII. SWADHYAY TV: Audio- Video programmes are made available online on university's official website through SWADHYAY TV.

VIII. E- SLM: An e-learning portal named OMKAR has been launched by the university. It is digital repository where the study materials are uploaded for the learners.

IX. ASK-ME-Kiosk: Initiative by BAOU, it is a student friendly internet enable digital touch screen device displaying detailed information about the university free of cost

X. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

1.9 Newsletter

BAOU Newsletter can be accessed at https://baou.edu.in/news-announcements

1.10 How to contact the BBA(AT) Programme Coordinator

Learners may contact the BBA(AT) Programme Coordinator by sending a communication through post to the BBA(AT) Programme Coordinator, BAOU, Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, opp. Shri Balaji Temple, Ahmedabad, Gujarat 382481, or can send an email to kmro@baou.edu.in

2. Instructional System

Through face to face contact programme - Counselling sessions will be conducted at respective study centres/ Learner Support centre on Saturdays, Sundays and on public holidays.

Various others techniques are also used to benefit the learners:

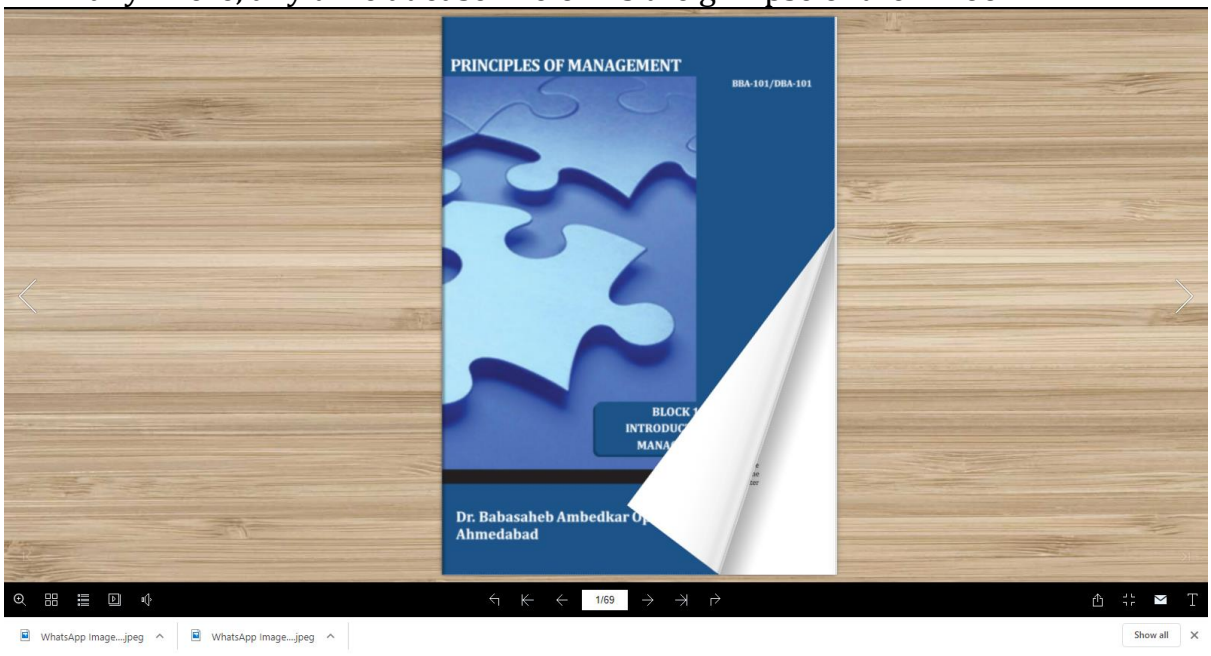
- By providing Self Learning Material
- Swadhyay TV (Video lecture through web portal)
- VANDE Gujarat Educational channel 16 of Govt. of Gujarat

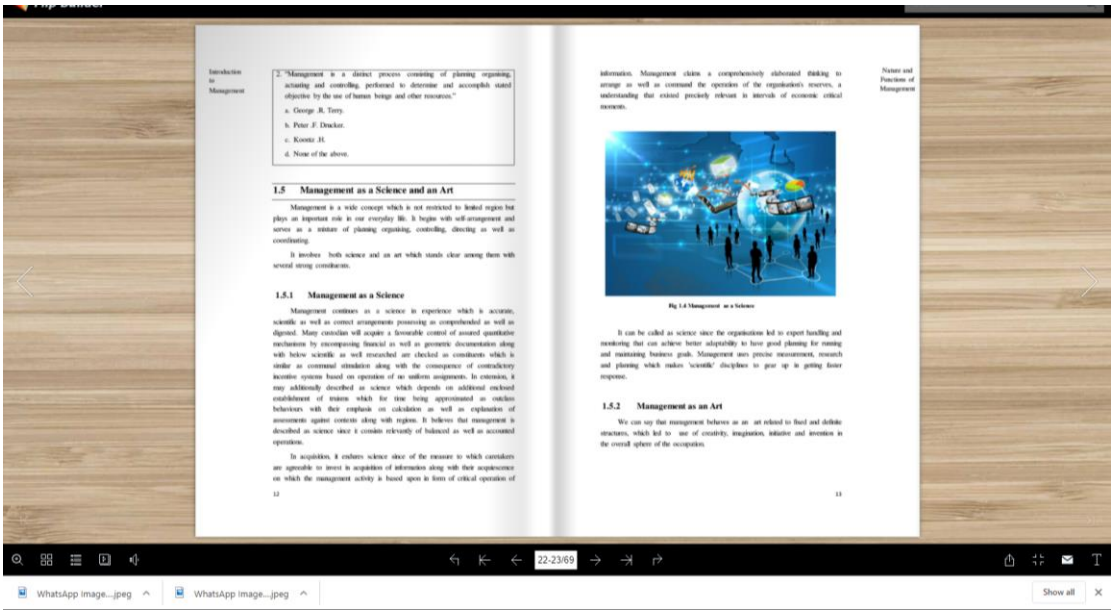
2.1 Print Material (Self Learning Material)

Self Learning Material is the primary form of instructional materials. These are supplied to the learners in the form of 4 booklets called blocks. Each block consists of 3-6 units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 6 to 8 hours of study. Therefore, you are advised to concentrate mainly on the Self Learning Material, which we will distribute to you in a hard copy as well as soft copy as fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books which we have sited after the end of each and every units.

2.2 E-Book

E Book are also available in order to felicitate our learners so that they can study anywhere, any time at ease. Below is the glimpse of the E Book.





2.3 Video Material

BAOU produces high quality audio-visual content at State of the art full HD "Chaitanya" studio with facilities for post production, storage of content and archival of content. Video lectures are recorded by the Professor, Pricipal, Subject Expert, Emminent Personnel, Renowned Teachers across India in order to equip learners with knowledge and skills.

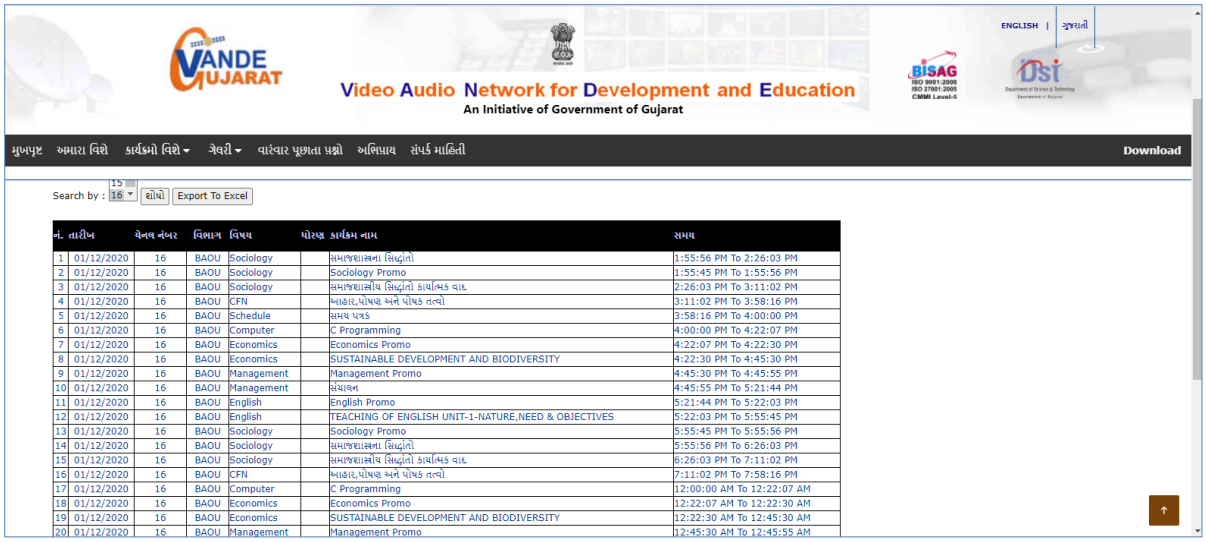
Below is the weblink to watch the video lecture:
http://14.139.122.7/swadhyaytv/school.aspx?id=2

2.4 Vande Gujarat

Government of Gujarat, under the "Vande Gujarat" program, undergraduate education, skill enhancement, women empowerment, computer training, health, agriculture and animal husbandry, departmental training and expansion, digital knowledge, cleanliness campaign etc.

Vande Gujarat URL : https://vande.gujarat.gov.in/Home_guj.aspx

Schedule of Lecture : https://vande.gujarat.gov.in/programlist.aspx



Video Audio Network for Development and Education
An Initiative of Government of Gujarat

મુખ્યપૃષ્ઠ | અમારા વિશે | કાર્યક્રમો વિશે | ગેલરી | વારંવાર પૂછાતા પ્રશ્નો | અભિપ્રાય | સંપર્ક માહિતી | Download

Search by : 16 | શોધો | Export To Excel

નં.	તારીખ	ચેનલ નંબર	વિભાગ	વિષય	પ્રોગ્રામ નામ	સમય
1	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	1:55:56 PM To 2:26:03 PM
2	01/12/2020	16	BAOU	Sociology	Sociology Promo	1:55:45 PM To 1:55:56 PM
3	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ.	2:26:03 PM To 3:11:02 PM
4	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	3:11:02 PM To 3:58:16 PM
5	01/12/2020	16	BAOU	Schedule	સમય પત્રક	3:58:16 PM To 4:00:00 PM
6	01/12/2020	16	BAOU	Computer	C Programming	4:00:00 PM To 4:22:07 PM
7	01/12/2020	16	BAOU	Economics	Economics Promo	4:22:07 PM To 4:22:30 PM
8	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	4:22:30 PM To 4:45:30 PM
9	01/12/2020	16	BAOU	Management	Management Promo	4:45:30 PM To 4:45:55 PM
10	01/12/2020	16	BAOU	Management	સંચાલન	4:45:55 PM To 5:21:44 PM
11	01/12/2020	16	BAOU	English	English Promo	5:21:44 PM To 5:22:03 PM
12	01/12/2020	16	BAOU	English	TEACHING OF ENGLISH UNIT-1-NATURE,NEED & OBJECTIVES	5:22:03 PM To 5:55:45 PM
13	01/12/2020	16	BAOU	Sociology	Sociology Promo	5:55:45 PM To 5:55:56 PM
14	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રના સિદ્ધાંતો	5:55:56 PM To 6:26:03 PM
15	01/12/2020	16	BAOU	Sociology	સમાજશાસ્ત્રીય સિદ્ધાંતો કાર્યાત્મક વાદ.	6:26:03 PM To 7:11:02 PM
16	01/12/2020	16	BAOU	CFN	આહાર,પોષણ અને પોષક તત્વો	7:11:02 PM To 7:58:16 PM
17	01/12/2020	16	BAOU	Computer	C Programming	12:00:00 AM To 12:22:07 AM
18	01/12/2020	16	BAOU	Economics	Economics Promo	12:22:07 AM To 12:22:30 AM
19	01/12/2020	16	BAOU	Economics	SUSTAINABLE DEVELOPMENT AND BIODIVERSITY	12:22:30 AM To 12:45:30 AM
20	01/12/2020	16	BAOU	Management	Management Promo	12:45:30 AM To 12:45:55 AM

2.5 Swdhyay TV, Swdhyay Radio, OMKAR-e

Today TV and Radio have come up as very powerful mediums of edutainment. They provide education with the fun and concentration of entertainment. Considering the importance and need of imparting quality education and training by TV and Radio production as a part of the curriculum of the University, Dr. Babasaheb Ambedkar Open University, Government of Gujarat has initiated two projects through its state-of-the-art Studio and Radio. They are named as „Swadhyay TV" and „Swadhyay Radio". These innovative project initiatives by BAOU, facilitate web based learning through video and radio. A state of the art High Definition TV and Sound recording studio with post production facilities supplement these initiatives to ensure high quality educational content production. This facility and initiatives will also work towards enriching the archival system for OMKAR-e (Online Courses at BAOU).

The great initiatives facilitates Internet enabled High definition Television called "Swadhyay TV" and Internet enabled Radio station called "Swdhyay Radio" at the "Jyotirmay" campus of University. The Dr. Babasaheb Ambedkar Open University has established a state-of-the-art HDTV and sound recording studio called "Chaitanya" with post production facilities suitable for premier educational institution with required infrastructure for production of TV and audio content. BAOU utilizes these facilities for preparation of audio/video instruction material for its courses as well as content development of other subjects.

2.6 Counselling Sessions

Counseling sessions are divided into two parts, one is Theory Sessions and the another one is Practical Sessions. Below is the details of the theory and practical Counseling sessions are furnished.

2.6.1 Theory Session: This theory sessions are mainly conducted to solve the quarries of the learners because in ODL system, face-to-face contact between the learners and their tutors/counsellors is relatively less. If learners have doubt they can

avail the sessions to clarify your doubts that may not be possible through any other means of communication. It also provides you with an opportunity to meet your fellow students. There are academic counsellors at the Study Centres to provide Counseling and guidance to you in the courses that you have chosen for study. Normally, these sessions will be held at the study centres on Saturdays and Sundays. You should note that the Counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

2.6.2 Practical Sessions: The practical sessions will be held in the computer centres / labs of the Learner Support Centre/ Study Centres. In these computer labs, the participants will have the facility to use the computer and software packages relevant to the syllabus.

2.6.3 Practical Manual: Practical Manuals are provided to the learners which are as follows:

Sr. No.	Year	Subject Code	Subject Name
1	1st Year	BBAATR-108	Computer Reservation System (Practical +Theory)
2	2nd Year	BBAATR-202	Airfare & Ticketing Part-I (Practical +Theory)
3	3rd Year	BBAATR-306	Airfare & Ticketing Part-II (Advanced) (Practical +Theory)

Guidelines to learners:

- Equipment in the lab for the use of learner's community. Learners need to maintain a proper decorum in the computer lab.
- Learners must use the equipment with care. Any damage is caused is punishable.
- Learners are required to carry their observation / programs book with completed exercises while entering the lab.
- Learners are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab. The allocation is put up on the lab notice board.
- Lab can be used in lab time decided by lab-in charge.
- Lab records need to be submitted on or before date of submission.
- Learners are not supposed to use any USB or other devices.

- Use of computer network is encouraged.

2.6.4 Counselling Session Details:

Subject wise Number of Counselling Sessions			
First Year			
Subject Code	**Subject Name**	**Credit Points**	**No. of Counselling Sessions**
BBAATR-101	Introduction to Hospitality	4	12
BBAATR-102	English for Hotel & Tourism Industry	4	12
BBAATR-103	Principles of Management	4	12
BBAATR-104	Geography of Tourism	4	11
BBAATR-105	Air Hostess and Cabin Crew Management	4	12
BBAATR-106	Front Office Management	4	12
BBAATR-107	Principles and Practices of Tourism	4	12
BBAATR-108	Computer Reservation System (Practical +Theory)	4	12
BBAATR-109	Flight Catering	4	11
Second Year			
BBAATR-201	Travel Agency and Tour Operations	4	12
BBAATR-202	Airfare & Ticketing Part-I (Practical +Theory)	4	12
BBAATR-203	Aviation Hazards & Safety Management	4	12
BBAATR-204	French Language	4	12
BBAATR-205	Airline and Tourism Marketing	4	11
BBAATR-206	Cargo and Logistics Management	4	12
BBAATR-207	Hospitality Law	4	12

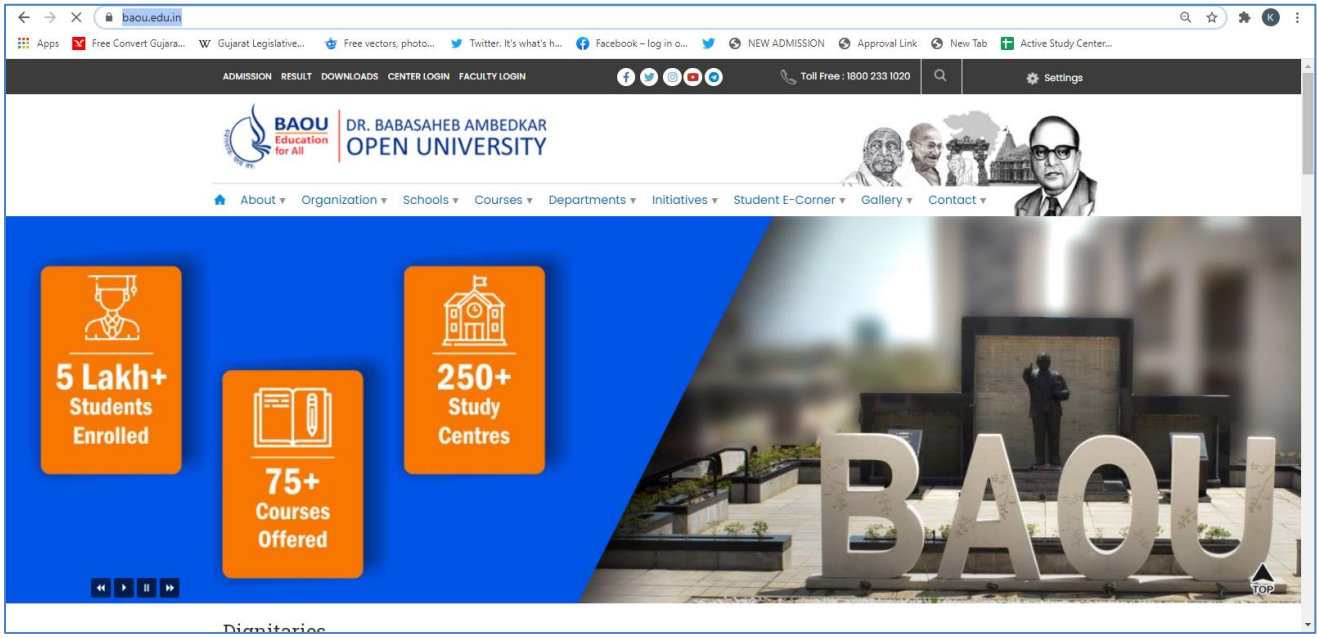
BBAATR-208	Industrial Training (Logbook, WTO, Project Manual)	6	18
Third Year			
BBAATR-301	Indian Tourism Product	4	12
BBAATR-302	Air Transportation & Disaster Management	4	12
BBAATR-303	Passenger Management	4	11
BBAATR-304	Business Communication & Soft Skills	4	12
BBAATR-305	Airport Operation & Management	4	12
BBAATR-306	Airfare & Ticketing Part-II (Advanced) (Practical +Theory)	4	12
BBAATR-307	Research Project +Presentation	6	18

Note: BBAATR-208 & BBAATR-307 courses, number of counselling sessions will be as per the requirement of the learners.

3. Browsing BAOU's Website

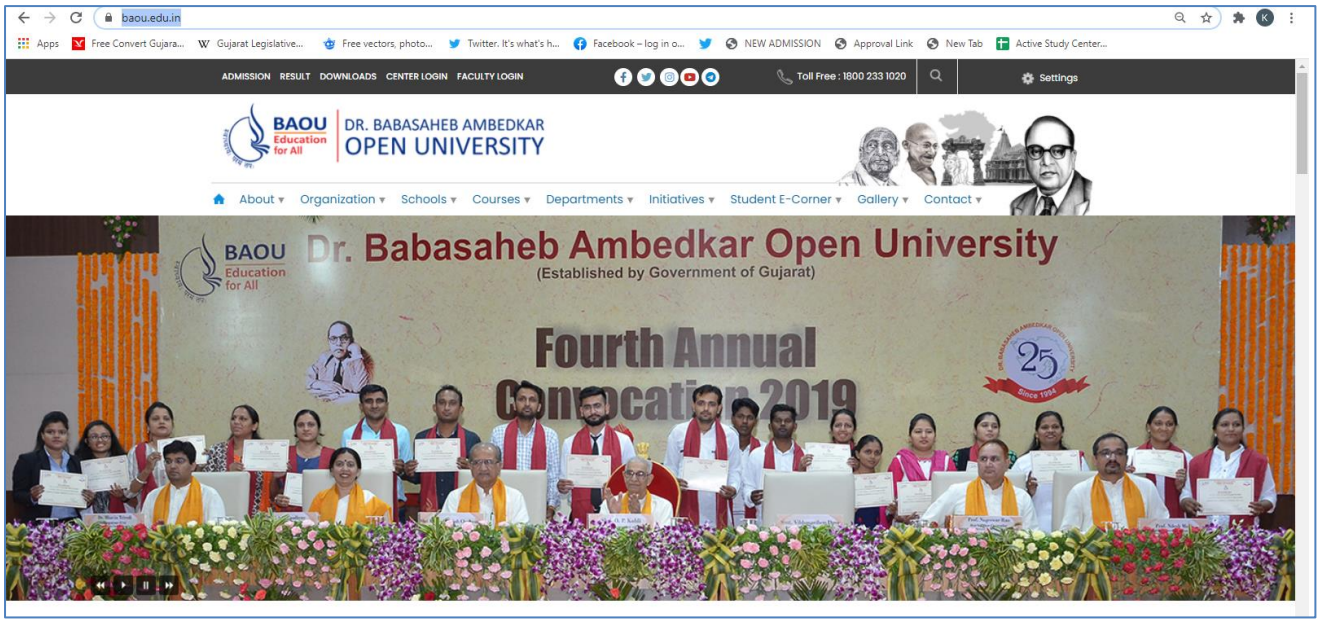
BAOU Website URL : https://baou.edu.in/

3.1 Navigation from Home Page

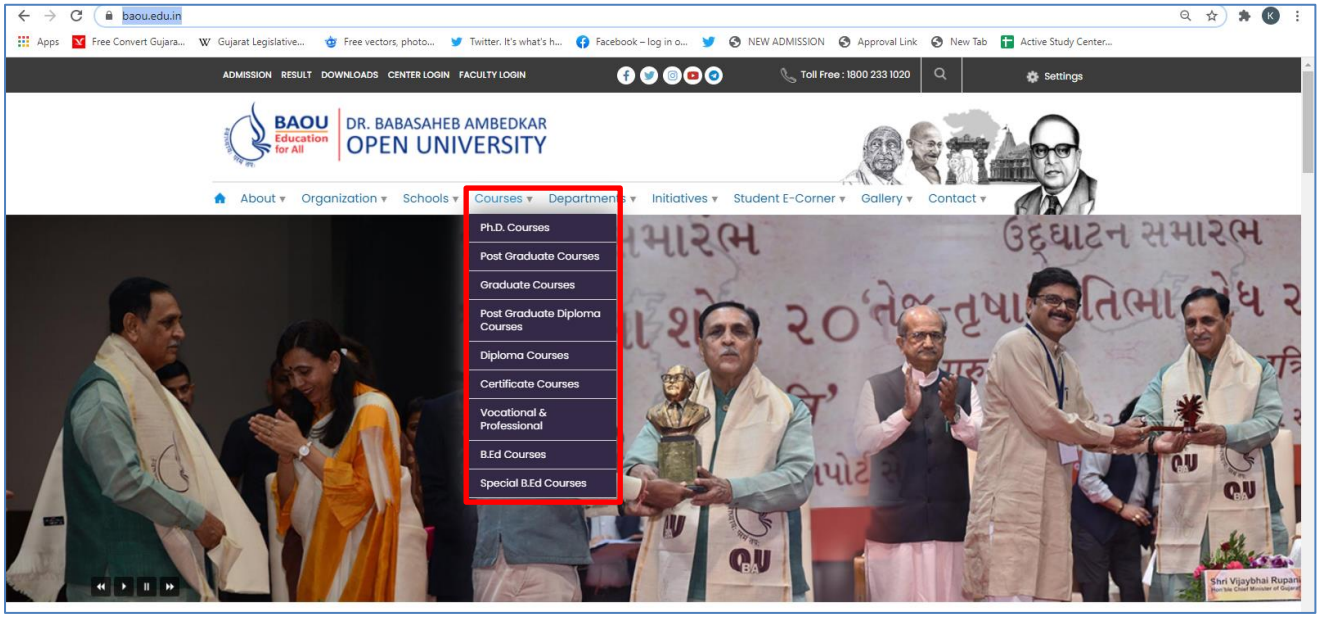


3.2 Navigation of BBAAT pages

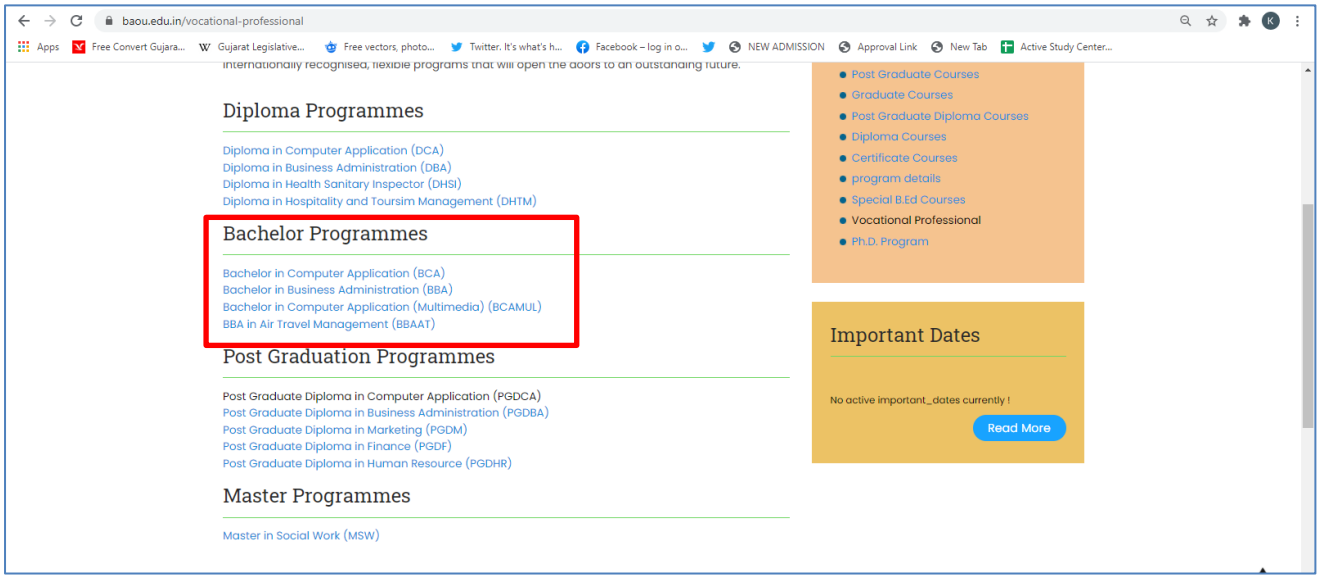
Step-1 : Visit https://baou.edu.in/ website.



Step-2 : Click to 4th Section from left side Course, Click Vocational and Professional Courses.



Step-3 : Select Bachelor Programmes



4. BBA(AT) (Revised) Programme Syllabus

BBAATR-101
INTRODUCTION TO HOSPITALITY

INTRODUCTION TO HOTELS, COMMUNICATION AND FRONT OFFICE ORGANISATION

BLOCK I

Unit 1 HOTEL INDUSTRY

Objectives, Introduction, History of the hotel industry, Growth of Hotel Industry, Types of Hotels, Hotel Grading System, Standards of Hotel Classification, Categorization by star system, Classification based on star rating, Categorization by locations, Categorization by number of rooms, Categorization by type of plan, Categorization by type of clientele, Categorization by length of guest stay, Categorization by ownership, Changing Profiles of Hotel Industry, Development of Hotel Industry, Hotel Chains in India, Palace Hotels and State Owned Hotels, ITC Hotels, Taj group of hotels, Welcome group/ITC group, Oberoi group of hotels, Heritage hotels in India

Unit 2 INTRODUCTION TO TOURISM INDUSTRY

Objectives, Introduction, History of Travel & Tourism, Religious Travel, Ancient Leisure Travel, The Grand Tour, Famous and Renowned Travellers, History of Transportation, Rail Transport, Sea Transport, Air Transport, Motor Car, Classification of Tourism Industry, Hotel Industry, Food & Beverage Industry, Activities, Transportation Services, Retail Industry, Types of Tourism, Domestic Tourism, International Tourism, Leisure Tourism, Business Tourism, Ecotourism, Adventure Tourism, Historical Tourism, Religious Tourism, Cultural Tourism, Mass Tourism, Types of Tourists, Business Tourists, Leisure Tourist, International Tourists, Group Tourists, Visiting Friends and Relatives

Unit 3 THE TOURISM SECTOR

Objectives, Introduction, Definition of Tourism, History of Tourism, Forms of Tourism, World Tourism Statistics, International Tourism Receipts, Servicing Inbound tourist, Serving the Inbound Market, Getting Started, Examples of Services to Offer, Resources, Getting Domestic Business, Getting Foreign Business, World Tourism Organization

BLOCK II **THE INDIAN TOURISM SCENARIO**

Unit 1 TRAVEL-RELATED PRODUCTS

Objectives, Introduction, Travel Related Services, Food and Beverage Business, Travel Insurance Package, Passport, Types of Passports, Indian Passport, Baggage Allowance, visa

Unit 2 **INTERNATIONAL TOURISM ORGANISATIONS**

Objectives, Introduction, International Union of Official Travel Organizations (IUOTO), World Tourism Organization (WTO), Pacific Asia Travel Association (PATA), International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), European Travel Commission (ETC)

Unit 3 **ECO TOURISM AND ADVENTURE TOURISM**

Objectives, Introduction, Advent of Ecotourism and Adventure Tourism, Ecotourism, Principles of Ecotourism, Ecotourism Trends, Benefits of Ecotourism, Adventure Tourism, History of Adventure Tourism, Classification of Adventure Tourism, Risks Involved in Adventure Tourism, Characteristics and Features of Adventure Tourism, Benefits of Adventure Travel, Safety Measures in Adventure Tourism

BLOCK III **HOTEL OPERATIONS**

Unit 1 **DIVISIONS OF HOTEL**

Objectives, Introduction, The Departments of Hotel Organization, The Rooms Division Organization, Front Office, Housekeeping

Unit 2 **FRONT OFFICE DEPARTMENT**

Objectives, Introduction, Front Office Department, Front Office Organisation, Attributes of Front Office Personnel, Sub Departments of Front Office, Front Desk, Reservation Department, Telephone Department, Uniformed Department

Unit 3 **FOOD & BEVERAGE DIVISION**

Objectives, Introduction, Organizational Structure, Types of Catering Establishment, Food and Beverage Production, Kitchen Brigade, Sections of Kitchen

Unit 4 **OTHER DIVISIONS**

Objectives, Introduction, Hotel Organisation, H.R. Division, Sales & Marketing Division, Security Division, Accounts Division, Engineering & Maintenance Division, Additional Departments, Information and Technology, Recreation Department, Retail Outlets, Casinos, Learning and Development Department

BLOCK IV **MICE TOURISM**

Unit 1 **RECREATION AND LEISURE**

Objectives, Introduction, Recreation, Public Recreation and Parks Agencies, Commercial Recreation / Non Commercial Recreation,

Theme Parks, Clubs and City Clubs, Voluntary Organization, Leisure

Unit 2 **MEETING, INCENTIVES, CONVENTIONS AND EXHIBITION**

Objectives, Introduction, Meetings, Meeting Planners, Seating Arrangements, Convention, Exhibition and exposition, off-Premise Catering

Unit 3 **MICE TOURISM IN INDIA**

Objectives, Introduction, MICE Tourism in India, India, a Hot MICE Destination, Major MICE Destinations in India, Opportunities for India in MICE Tourism, Challenges for India in Mice Tourism, Event Management, Types of Events, Requisites of a Good Event

Unit 4 **CAREER OPPORTUNITIES ON HOSPITALITY AND TOURISM INDUSTRY**

Objectives, Introduction, Hospitality and Tourism Industry Growth, Advantages of Joining Hospitality and Tourism Industry, Sectors of Hospitality and Tourism Industry,Careers in the Lodging/Hotel Industry, Entry Level Position, Skilled Level Position, Managerial Level position, Travel and Tourism Industry, Careers in the Tourism Industry, Travel Agents, Tour Operator , Event and Conference Organiser, Tour Guides, Leisure Activity Co-ordinators, Entertainment Manager, Event Planner, Travel Counsellor, Airline Travel and Luxury Cruise, Required Skills to Make a Career in the Travel & Tourism Sector

BBAATR-102
English for Hotel and Tourism Industry

Block 1: Functional Verbal Communication for the Hospitality and Airline Industry

Unit 1: Welcoming and Registering Guests

Communication from reception, registering their names and settling them in the rooms.

Topics: Welcoming guests, Common Dialogues with Guests, Dialogues with Staff, Vocabulary for various rooms and services at the hotel

Grammar Component: Simple Present Tense and usage of This, These, That and Those. Aware of using pronouns from I…. to They.

Unit 2: Telephonic Communication

Topics: Telephone Communication/ Taking room reservations/ Providing directions / Giving information

Unit 3: Communicating to Describe Dishes and Airline Operations

Topics: Dialogue based communication to describe dishes at a restaurant.

Unit 4: Overview of Grammar of the English Language

Topic: A listing of the twelve tenses/Parts of Speech/ and their usage

Block 2: Functional Written Communication for the Hospitality and Tourism Industry

Unit 5: Email Writing

Topic: Email writing/ Components of an Email/ Email etiquette/ Writing to Indian guests, international guests and general enquiries.

Unit 6: Letter Writing

Topic: Letter Writing Basics/Types of Business Letters: Cover Letter/Complaint Letter/ Collection Letters/Business Quotation Letters

Unit 7: Message Notice Writing

Topic: Taking Messages over Phone/Making Announcements/Notice Writing for events

Unit 8: Recipe and Itinerary Writing

Topic: Preparing Itineraries/Hospitality Vocabulary for Cruise and Travel for Groups/ Recipe Writing for simple dishes with proper emphasis on listing ingredients and sequencing

Block 3: Functional Interpersonal Communication for the Hospitality and Tourism Industry

Unit 9: Non-Verbal Communication
Topic: Active Listening Parameters: Asking Questions and Confirming Answers/ Body Language Basics for successful Communication.

Unit 10: Solving Customer Problems
Topic: Resolving Customer Complaints in the Hospitality Industry, Resolving Customer Complaints in the Airline Industry,
Grammar Component: Conjunctions and Prepositions

Unit 11: Communicating at Interviews
Topic: Successful Interviewing skills/ Answering Interview questions/Keywords at Interviews/ Traits of a Good Candidate

Unit 12: Handling Meetings and Presentations
Topic: The communication tools to for good at meetings/ The etiquette that goes into being a part of meeting / How to create and make presentations / The importance of group discussions and how to excel in communicating at these.

Block 4: Communicating with the Media and Large Groups

Unit 13: Communicating for the Social Media

Topic: Learn the basics on how to communicate on social media / Learn how to make your communication effective / Avoiding mistakes on social media.

Unit 14: Communicating with the Mass Media

Topic: How to write press releases for providing news to various media / Write classified advertisements / Learn how to paraphrase

Unit 15: Communicating for Guided Tours

Topics: Communicate like a Tour Guide / Make plans / Providing directions /Giving information / Explain itineraries

Unit 16: Career Options and Terminology
Topics: Detailed list and vocabulary for Career Options in the Hospitality and Airline Industry.

BBAATR-103
PRINCIPLES OF MANAGEMENT

BLOCK 1: INTRODUCTION TO MANAGEMENT

UNIT 1: NATURE AND FUNCTIONS OF MANAGEMENT
Definition, Nature- Features of Management, Management Functions, Management as a Process, Importance of Management, Management and Administration.

UNIT 2: MORE ON MANAGEMENT
Functional Areas of Management, Managerial Skills, Roles of a Manager, Levels of Management, Management as a Science, an Art and as a Profession.

UNIT 3: HISTORY OF MANAGEMENT
Schools of Management Thought, Classical Approaches: Systematic Management, Scientific Management, Administrative Management, Human Relations Movement and Contemporar Approaches:Quantitative Management, Organizational Behaviour, Systems Theory, Contingency Theory

BLOCK 2: PLANNING, DECISION-MAKING, ORGANIZATION AND STAFFING

UNIT 1: PLANNING
Planning – Meaning and Definition, Features, Steps in Planning Process, Approaches, Principles, Importance, Advantages and Disadvantages of Planning, Types of Plans, Types of Planning, Management by Objectives.

UNIT 2: DECISION-MAKING
Decision-making- Meaning, Characteristics, Decision-Making Process, Guidelines for Making Effective Decision, Types of Decisions.

UNIT 3: ORGANIZATION AND ORGANIZATION STRUCTURE
Organizing Process – Meaning and Definition, Characteristics, Process, Need and Importance, Principles, Span of Management. Organization Chart – Types, Contents, Uses, Limitations, Factors Affecting Organizational Chart, Organizational Structure – Line Organization, Line and Staff, Functional, Project, Matrix and Virtual. Informal Organization – Meaning, Characteristics, Importance, Limitations, Difference between Formal and Informal Organization

UNIT 4: STAFFING
Staffing – Meaning, Nature, Importance, Staffing Process – Manpower Planning, Recruitment, Selection, Orientation and Placement, Training, Remuneration, Performance Appraisal, Promotion and Transfer.

BLOCK 3: DIRECTION, SUPERVISION, CONTROLLING AND COORDINATING

UNIT 1: DIRECTION AND SUPERVISION
Direction – Definition, Nature, Need and Importance, Principles of Directing.

Supervision – Role and Functions of a Supervisor, Effective Supervision, Direction and Supervision.

UNIT 2: CONTROLLING
Controlling – Meaning, Features, Importance, Control Process, Characteristics of an Effective Control System, Types of Control.

UNIT 3: CO-ORDINATION
Co-ordination – Characteristics, Essentials, Types and Techniques, Principles, Obstacles and Needs.

BLOCK 4: MORE ON MANAGEMENT

UNIT 1: MOTIVATION AND LEADERSHIP
Motivation: Concept, Theories – Classical and Modern, Importance, Financial and Non-Financial Motivation, Positive and Negative Motivation, Group Motivation. Leadership: Definition, Meaning, Factors, Theories, Principles and Leadership Styles.

UNIT 2: COMMUNICATION
Communication: Definition, Meaning, Nature, Communication Process, Types and Barriers to Communication.

UNIT 3: SOCIAL RESPONSIBILIES OF BUSINESS
Social Responsibility – Meaning, Definition, Features, Scope, Social Responsibly of a Manager, Interested Group – Shareholders, Workers, Customers, Creditors, Suppliers, Government, Society. Indian Business and Social Responsibility.

UNIT 4: STRATEGIC MANAGEMENT
Meaning, Definition, Elements, Scope and Dimensions, Process, Importance, Strategic Decisions and SWOT Analysis

BBAATR-104
GEOGRAPHY OF TOURISM

BASICS OF TOURISM AND GUJARAT TOURISM

BLOCK I

Unit 1 **Basics of tourism and tour operations**

Objectives, Introduction, Elements of tourism supply chain, Tour operator, How to make a tour package

Unit 2 **Travel itinerary**

Objectives, Introduction, Types of itinerary, Do's And Don'ts of Itinerary Preparation

Unit 3 **Gujarat tourism**

Objectives, Introduction, Meaning of the name and history, Geography, Culture, Some famous tourist destinations, The World Heritage city of Ahmedabad, USP of Gujarat, MICE tourism in Gujarat, Promotional strategy of Gujarat Tourism, Future of Gujarat Tourism, Use of digital technology in tourism promotion in Gujarat, SWOT Analysis

BLOCK II **PHYSICAL GEOGRAPHY OF INDIA AND IMPORTANCE IN TOURISM**

Unit 1 **Importance of geography in tourism**

Objectives, Introduction, Tourism, Contributions of geography, Basic geographical terms, Geographical components of tourism, Major geographical regions for tourist activities, Geographical resources

Unit 2 **The geography of India**

Objectives, Introduction, The geography of India, Northern plains of India, The peninsular plateau, Indian desserts, The coastal plains of India, The islands in India, Types of soil in India, River system of India, The climate of India

Unit 3 **Mountain passes and peaks of India**

Objectives, Introduction, Mountain passes, Mountain peaks of India,

Unit 4 **Island geography of India**

Objectives, Introduction, Formation of Islands,

Types of Islands, Indian Islands, Arabian Sea Islands, Kavaratti, Kalpeni, Minicoy Island, Kadmat Island, Agatti Island, Bangaram Island, Bay of Bengal Islands, Port Blair, Ross Island, Other Islands

BLOCK III **HUMAN GEOGRAPHY OF INDIA AND ITS IMPACT**

Unit 1 **Major religions of India**

Objectives, Introduction, Hinduism, Buddhism, Jainism, Islam, Hijrat, Festivals in Islam, Christianity, Festivals

Unit 2 **Religious centres of India**

Objectives, Introduction, Religious centers of Hinduism, Religious centers of Buddhism, Religious centers of Jainism, The religious centers of Sikhism, Religious centers of Christianity in India, Religious centers of Islam

Unit 3 **The natural and cultural geography of India**

Objectives, Introduction, Natural heritages of India, Mountain ranges, Hill stations of India, Wildlife sanctuaries and national parks in India, Cultural geography of India, Dance forms of India, The Handicrafts of India

BLOCK IV **TOURISM GEOGRAPHY AND REGULATORY AUTHORITIES**

Unit 1 **States of India**

Objectives, Introduction, Kerala, Categories of the tourism product, Rajasthan, Madhya Pradesh, Top destinations in Himachal Pradesh, Various famous cities

Unit 2 **Monuments of India**

Objectives, Introduction, Monuments of India,

Unit 3 **Museums of India**

Objectives, Introduction, Types of museum, Natural history museum,

Unit 4 **Tourism organizations**

Objectives, Introduction, United Nations World Tourism Organisation, India Tourism Development Corporation, Pacific Asia Travel Association, Archaeological Survey of India, Travel Agents Association of India, International air transport Association, Indian Association of tour operators, Civil Aviation, World travel and tourism Council, International Union of conservation of nature,

BBAATR-105
Air Hostess & Cabin Crew Management

Block 1
Grooming, Skin and Hair care, Diet and Exercise, Hygiene, Make-up and Hairstyle, Clothes
Unit 1
Importance of Grooming, Diet and Exercise, and Hygiene
1.1 Importance of Grooming
1.2 Health and Nutrition
1.3 Importance of regular Exercise
1.4 Hygiene and Cleanliness
Unit 2
Skin and Hair care, Makeup and Hair style, for Women
2.1 Skin care for Women
2.2 Hair care for women
2.3 Makeup for Women
2.4 Basic Items required for Makeup
2.5 Hairstyle for Women
Unit 3
Skin and Hair care for Men, Makeup and Hair style for Men
3.1 Skin care for Men
3.2 Hair care for Men
3.3 Makeup for Men
3.4 Basic items required for Makeup
3.5 Hairstyle for Men
3.6 Manicure and Pedicure for Men and Women

Unit 4
Formal, Semi-Formal, and Informal wear for Men and Women
4.1 Wardrobe essentials for Men
4.2 Informal wear for Men
4.3 Wardrobe essentials for Women
4.4 Different Dress Codes

Block 2
History of Aviation, Indian Aviation, Airport Rules and Regulations, Low Cost and Full Service Airlines
Unit 1
History of Aviation, Indian Aviation, Commercial Airlines, Departments in Airlines
1.1 Introduction to Aviation
1.2 History of Aviation Industry
1.3 Four Forces of Flight
1.4 Commercial Airline
1.5 Aviation Industry
1.6 Impact of World War II on Aviation

1.7 Aircraft Types
1.8 History of Indian Aviation and its future
1.9 Some Important Departments in an Airline

Unit 2

Safety and Security measures at the Airport and Inflight, Civil Aviation Governing Bodies, Terminologies, Full Service and Low cost Airlines

2.1 Rules and Regulations at the Airport
2.2 Abbreviations, and Phonetic codes
2.3 Some commonly used Terminologies in Aviation
2.4 Civil Aviation Governing Bodies
2.5 Travel cabin class for passengers
2.6 Full-Service Airline
2.7 Low Cost Airline
2.8 Main Features of an Airport
2.9 Main two Departments in an Airport besides Airport Security
2.10 Airports in India
2.11 International Airports

Block 3: In-flight services, Meal Services, Special Need Passengers

Unit 1

Unit 1: Galley, Catering and Meals, Pre-flight service, service after take-off, pre-landing and post-landing service

1.1 Galley, Catering, and Meals
1.2 Pre-flight Service
1.3 Services after take-off
1.4 Pre landing service
1.5 Post landing duties

Unit 2

Unit 2: Meal service, Meal codes, Alcoholic service, Non-Alcoholic service, Crockery and Cutlery, Waste Management

2.1 Meal service
2.2 Meal Codes
2.3 Alcoholic beverages
2.4 Non-Alcoholic beverages
2.5 Crockery and Cutlery
2.6 Waste Management

Unit 3

Special Need Passengers, Terminologies, Recommended phrases, DPNA code, VVIP, VIP and CIP, Deportees and Prisoners

3.1 Special Need Passengers
3.2 Terminologies
3.3 Recommended phrases
3.4 DPNA code
3.5 VVIP, VIP, and CIP
3.6 Deportees and Prisoners

Block 4

Parts of an Aircraft, Emergencies, First Aid, Inflight Services, Passenger Travel

Unit 1

Parts of an Aircraft, Emergency Equipment and Emergencies Inflight, First Aid

1.1 Parts of an Aircraft
1.2 Aircraft Exteriors

1.3 Aircraft Interiors
1.4 Communication System
1.5 Lighting System
1.6 Emergency and Safety Equipment
1.7 Emergency and Safety Equipment check before a flight
1.8 Emergency Briefing
1.9 Emergencies on board an Aircraft
1.10 Use of First Aid kit and Physician's kit in the Aeroplane
1.11 The Role of Cabin Crew in Aircraft Safety Procedures and Emergency situations
1.12 Anti-Terrorism, Bomb threat/Scare, Dangerous Goods, and Hijacking

Unit 2

Cabin Crew duties and documentation, Passenger Information List, Inflight announcements, Departure and Arrival procedure

2.1 Duties and Responsibilities for Cabin Crew
2.2 Flight crew on board an aircraft
2.3 Hierarchy of Flight crew
2.4 Cabin crew requirement on an aircraft
2.5 Cabin crew Documentation
2.6 Cabin crew breaks during a flight
2.7 Cabin crew uniform
2.8 Inflight Announcements
2.9 Passenger Information List

Unit 3

Departure and Arrival procedure for Passengers, Inflight service post Lockdown - COVID-19

3.1 Process of Air Travel for Passengers
3.2 Passenger Control Unit (PCU)
3.3 Passenger Service Unit (PSU)
3.4 COVID-19

BBAATR-106
FRONT OFFICE MANAGEMENT

BLOCK I — **INTRODUCTION TO HOTELS, COMMUNICATION AND FRONT OFFICE ORGANISATION**

Unit 1 **Classification of Hotels**

Objective, introduction, Broad Classification of Hotels

Unit 2 **Interdepartmental Communication**

Objectives, Introduction, Role of front office, Marketing and sales department, Housekeeping department, Food and beverage Department, Banquet Department, Accounts, Maintenance or engineering Department, Security Department, Human Resources Management Department, The Role Of Total Quality Management in Effective Communication

Unit 3 **Front Office Organisation**

Objectives, Introduction, Front Office Functions, Sections And Layout Of Front Office, Organisation Of Staff, Attributes Of Front Office

BLOCK II — **INTRODUCTION TO GUEST STAY CYCLE, NIGHT AUDITING AND PLANNING AND EVALUATION OF FRONT OFFICE**

Unit 1 **GUEST CYCLE AND ROOMS RESERVATION**

Objectives, Introduction, Guest Cycle, Rooms Reservation

Unit 2 **REGISTRATION**

Objectives, Introduction, Pre-Registration, Registration, Check-In Procedures

Unit 3 **THE NIGHT AUDITOR**

Objectives, Introduction, Functions Of Night Audit, Role Of Night Auditor, Trial Balance/ Accounts Receivable, Posting Of Room Charges, Distributing Charges, Audit Procedure Credit, Other Duties Of Night Auditor

Unit 4 **PLANNING AND EVALUATION OPERATIONS**

Objectives, Introduction, Management Functions, Establishing Room Rates, Forecasting Room Availability, Budgeting For Operation, Evaluation Of Front Office Operation

BLOCK III — **PUBLIC RELATIONS, QUALITY SERVICE AND GUEST COMPLAINT HANDLING**

Unit 1 **INTRODUCTION TO PUBLIC RELATION**

Objectives, Introduction, Origin Of Public Relations, What Is Public Relation, Public Relation Techniques, Public Relation Process, Publicity

Unit 2 **PUBLIC RELATIONS**

Objectives, Introduction, Public Relation And Man, Public Relation In Hotel, Qualities Of A Public Relations Officer, Public Relation In Tourism, Public Relation Tactics, Public Relations And Internal,

External Public Relations

Unit 3 **FRONT OFFICE AND GUEST – DELIVERING QUALITY SERVICES**

Objectives, Introduction, Making First Impressions, Being Professional, Delivering Services During Guest Visits, Evaluating Guests Services

Unit 4 **GUEST SERVICES AND HANDLING GUEST COMPLAINTS**

Objectives, Unit Introduction, Various Guest Services, Guest Complaints

BLOCK IV **IMPORTANCE OF COMMUNICATION**

Unit 1 **COMMUNICAITON AND FRONT OFFICE**

Objectives, Introduction, Front Office Communication, Importance Of Communication, Types Of Communication, Flow Of Communication, Log Book, Importance Of Telephone Directory, Procedure Of Mail Handling, Handling Of Telephone Service

Unit 2 **BUSINESS CORRESPONDENCE**

Objectives, Introduction, Essentials Of Effective Letter/Email,Language Of Business Writing, Appearance Of Business Letter/Email, Parts Of Letter, Planning The Letter, Composing The Letter, Types Of Letters/Emails

Unit 3 **PROPERTY MANAGEMENT SYSTEM**

Objectives, Introduction, Property Management System (Pms), Guest First Impression, Requirements Of A Pms, Choosing Software, Use Of Details Entered In A Pms, Other Factors To Be Considered, Individual Modules Of The Pms, Housekeeping, Food And Beverage

Unit 4 **CHECK OUT AND SETTLEMENT**

Introduction, Objectives, Departure Procedure, Modes Of Settlement Of Bills, Potential Check-Out Complications And Resolutions

BBAATR-107
PRINCIPLES AND PRACTICES OF TOURISM

INTRODUCTION TO HOSPITALITY AND TOURISM

BLOCK I

Unit 1 **CONCEPT OF TOURISM AND INDUSTRIAL BACKGROUND**

Objectives, Introduction, Tourism: the Basic Concept,Tourism: Meaning and Definition, The Tourist, Tourism, Recreation, Leisure and Their Inter relationship

Unit 2 **PSYCHOLOGICAL DIMENSIONS AND MOTIVATIONS OF TRAVEL**

Objectives, Introduction, Definition and Role of Motivation, Physical Motivators, Cultural Motivators, Interpersonal Motivators, Status and Prestige Motivators, Tourism as a Service Industry

Unit 3 **TOURISM: TYPES, FORMS, PRODUCTS AND ATTRACTIONS**

Objectives, Introduction, Forms of Tourism, Nature of Tourism, Characteristics of Tourism, Elements and Characteristics of Tourism Products, Tourism Product System

Unit 4 **INDIAN TOURISM**

Objectives, Introduction, Tourism in the modern period, Types of Tourism in India, Adventure Tourism, Wildlife Tourism, Medical Tourism, Pilgrimage Tourism, Eco Tourism, Cultural Tourism, Wellness Tourism, Business Tourism, Heritage Tourism, Leisure Tourism, Cruise Tourism, Sports Tourism, Educational Tourism

MODES OF TRANSPORT

BLOCK II

Unit 1 **ROAD TRANSPORT IN INDIA**

Objectives, Introduction to Transportation in India, History of Transportation in India, Transport system in India during Vedic period, Transport in ancient India, During medieval period, Development of transport during British rule in India, Public transport, Etymology of BUS, Road Transport in India

Unit 2 **RAILWAYS**

Objectives, History of Trains, The Industrial Revolution and the Steam Engine, The American Railroad System, The Drawbacks of Steam Power, Electric Locomotives Get a Slow Start, The Transition for Steam to Electric, Advanced Train Technologies, Facts about Trains, Train History Facts, Special types of trains in India, Toy Trains in India, Luxury Trains, Palace on Wheel, Deccan Odyssey, Metrorail, Services, Recent Developments, Ticketing, Packages offered by IRCTC

Unit 3 **AIR AND SEA TRANSPORT IN INDIA**

Objectives, Introduction, Classification of Airways, Airlines in India, Sea Transport, Cruises of India

TOURIST CIRCUITS

BLOCK III

Unit 1 **WILDLIFE SANCTUARY AND NATIONAL PARKS**

Objectives, Introduction, Wild Life Sanctuary, Project Tiger, Do's & Don't in a Wildlife Sanctuary, Kaziranga National Park, Jim Corbett National Park, Mudumalai Wildlife Sanctuary

Unit 2 **FAMOUS PILGRIMAGE PLACES OF INDIA**

Objectives, Introduction, Pilgrimage, Kumbh Mela, Char Dham,Badrinath, Dwarka, Jagannath, Rameshwaram, Vaishnodevi, Palitana, Ajmer Dargah

Unit 3 **TOURIST CIRCUITS: MEANING & EXAMPLES**

Objectives, Introduction, Tourist Circuit, Golden Triangle, Banglore Mysore Ooty, Buddhist Circuit, Bhuvneshwar Konark Puri

BLOCK IV **TOURISM ORGANIZATIONS AND PLANNING**

Unit 1 **TOURISM ORGANISATIONS – I**

Objectives, Introduction to Organisations, TAAI, IATO, Indian Tourism Development Corporation (ITDC), Bihar State Tourism Development Corporation(BSTDC), Karnataka State Tourism Development Corporation, Uttar Pradesh Tourism Development Corporation, Andhra Pradesh Tourism Development Corporation, Maharashtra Tourism Development Corporation, Kerala Tourism Development Corporation(KTDC), Rajasthan Tourism Development Corporation Ltd., TCGL(Tourism Corporation of Gujarat Limited)

Unit 2 **TOURISM ORGANISATIONS – II**

Objectives, Introduction, IATA,UFTAA, ASTA, PATA, WTO, ICAO

Unit 3 **SUCCESSFUL TOURISM PLANNING**

Objectives, Introduction to Successful Tourism Planning, Need for Tourism Policy and Planning, Steps in Planning Process, Tourism Policy of India, Major policy Initiatives National Action Plan for Tourism, 1992

Unit 4 **THE CONCEPTS OF MARKETING**

Objectives, Introduction, Marketing Mix, The Promotion, Advertising, Public Relations, Promotion of Sales

BBAATR-108
COMPUTER RESERVATION SYSTEM (PRACTICAL + THEORY)

FUNDAMENTALS OF COMPUTER

BLOCK I

Unit 1 **DIGITAL ANATOMY OF COMPUTER**

Objectives, Introduction, Operating system (OS), Linux-kernel based, and UNIX based
operating system, Hardware, Graphics card

Unit 2 **WORD PROCESSOR**

Objectives, Introduction, free and paid word processor, LibreOffice Writer, Microsoft Word

Unit 3 **SPREADSHEETS**

Objectives, Introduction, few popular spreadsheet programs below, few advance formulas used in Microsoft Excel, Formula auditing

Unit 4 **PRESENTATION PROGRAM**

Objectives, Introduction, few popular presentation programs or software, Microsoft PowerPoint, SlideRocket, Preventive maintenance and cleaning of computer, Software preventive maintenance

WORLD GEOGRAPHY

BLOCK II

Unit 1 **WORLD DIVISION**

Objectives, Introduction The Continents of the World, The Seven Continents of the World,

Unit 2 **ITINERARY PLANNING LOCATION**

Objectives, Introduction, Airport Codes, Airline Codes or Designators, Accounting Code or Prefix Code, Reference list of IATA, ICAO and Prefix Codes of Airlines across
the globe

Unit 3 **DIRECTION OF TRAVEL**

Objectives, Introduction, Traffic Conference Area 1 (TC 1), Traffic Conference Area 2 (TC2), Traffic Conference Area 3 (TC 3), Global Indicators, South East Asia or South Atlantic (SA)

BASIC ELEMENTS OF AIR FARE

BLOCK III

Unit 1 **ELEMENTS OF AIRFARE**

Objectives, Introduction, Travel Class, Fare Basis Codes, Types of Airfare, Basic Terms Related to Fare Formula,

Unit 2 **CURRENCY CONVERSION**

Objectives, Introduction, Neutral Unit of Construction (NUC) , IATA Rate of

Exchange (IROE), How to apply IATA Rate of Exchange Table, Interpreting the IATA RATE of Exchange Table, Currency Conversion Table

Unit 3 **TICKET STOCK**

Objectives, Introduction, Manual or Paper Tickets, Electronic Tickets, Advantages of Electronic tickets, Passenger Name Record (PNR), Check-In Procedures, Limitations of Electronic Tickets, Documents for Air Travel, Overseas Medical Insurance

Unit 4 **PAYMENT PROCEDURE**

Objectives, Introduction, Payment Procedure and transaction between Travel Agents and

Airlines, Benefits of Billing and Settlement Plan (BSP), Modes of Payments by Passengers, Refund Procedures, Refund for Cancellation of flight by Airline

BLOCK IV **COMPUTER RESERVATION SYSTEM (CRS)**

Unit 1 **BACKGROUND OF COMPUTER RESERVATION SYSTEM (CRS)**

Objectives, Introduction, Objectives of Computer Reservation System (CRS), History of Computer Reservation System (CRS), Major Airline Computerized Reservation Systems (CRS),

Unit 2 **GLOBAL DISTRIBUTION SYSTEM**

Objectives, Introduction, Emergence of Global Distribution System (GDS), Benefits of Global Distribution Systems, Major Global Distribution Systems of the World, Travelport Worldwide Limited

Unit 3 **PASSENGER AIR TARIFF**

Objectives, Introduction, Building Fare Calculation, Equivalent Fare Paid, Intermediate Points, Surface Sectors, Determining Global Indicators and undertaking Fare construction, Fare Construction, Fare Calculation for a simple Return Journey, Round the World Journey

BBAATR-109
Flight Catering

Introduction to Flight Catering & Flight Catering Industry

BLOCK I

Unit 1 **Background of Flight Catering**
Historic development, Importance, charecteristics, role of stake holders, Evolution and developmentof Indian flight industry,

Unit 2 **The Flight Catering System**
Introduction, charecteristics, development, issues and trends

Unit 3 **Pricing of Flight Meals**
Pricing factors, viability, trends and behaviour, flight type and class

Unit 4 **Passengers Appetite and Behaviour**
Passengers food Acceptance, Food Sensory Analysis, food and mood, environment and food, effects of specific foods

BLOCK II **Flight Catering Supply Chain and Inventory Management**

Unit 1 **Basics of Flight Catering Supply Chain and Inventory**
Supply chain, role and responsibility of manufacturer, purchase specifications,, receiving, procedures, storage

Unit 2 **Inventory Management**
Definition, Types of inventory, stock valuation, supply, stock control and issuing

Unit 3 **Kitchen organisation**& Management
Layout, Equipments, design, hygiene and sanitation(HACCP), process, cold section, dishwashing, staffing

Unit 4 **Meal production & packing**
Convenient cooking, Definition of foods, Sauces and its derivatives, ,sandwitch, Soup, Accompaniments and Garnish For Soup, Packaging, wastage control, food quality and safety

BLOCK III **International Logistics**

Unit 1 **Transportation and Lodging**
Uplifts, vehicles, staffing, operational issues

Unit 2 **International Logistics**
Issues, logistic decisions, warehousing, traportation, loading system

Unit 3 **Airport Capabilities**
International & Local Supply, Current Issues & Future Development

BLOCK IV **Flight Catering Information System**

Unit 1 **Information System**

Definition, requirement, advantages, customer feedback and expectation

Unit 2 **Flight Catering Information System**

Information flow, operation, barriers in implimentations

Unit 3 **Information Integrated System**

Control, scheduling, issues, market segmentation information & management

5. Evaluation Scheme

To get the degree of the Bachelor of Business Administration (Air Travel Management) (BBA(AT)) requires successful completion of both Assignment component as well as the Term-end Examination component for each of the courses in the programme. The total numbers of courses in BBA(AT) (Revised) are 24 and the total number of credits are 100.

The Evaluation procedure will be the same as followed by the university.

- ✓ Each semester shall have a weight age of 30% for Internal Exams (assessment through assignments) and 70% for term end exams.
- ✓ Examination will be conducted at the end of the year. Examination conducted in two times i.e. May/June and also in December/January
- ✓ Every candidate must secure 40% marks in each head of passing (Assignments, Term End Examination, Field Work, Dissertation)
- ✓ The passing marks for external examination will thus be 28 out of 70 and for internal examination 12 out of 30 and aggregate marks taking both together will be 40 marks.

5.1 Instructions for Assignments

The following guidelines which are required to be followed while answering Assignments:

I. Istructions for assignments

The assignments provide Knowledge and Awareness on technical topics, it helps in widening their cognitive skill horizons and it improves the writing skills as well. The word limits for answering most of the assignment questions depending on the marks. There are short question type and long question types. It is advisable to keep the following points in mind:

First comes to Plan: First you need to read the whole assignment carefully. Then go through the units on which they are based. Make some points regarding each question and rearrange these in a logical order.

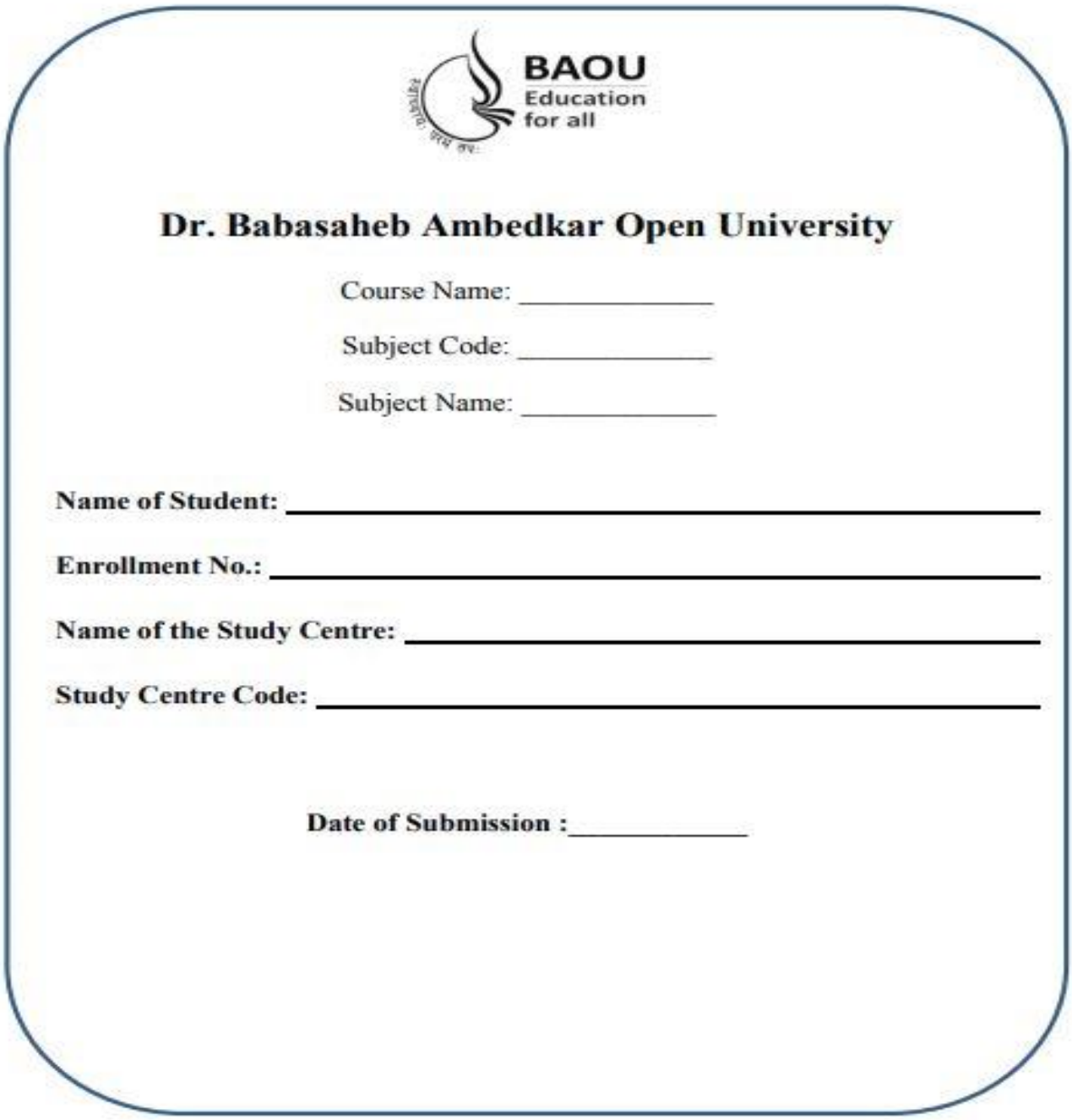
Organise your Answers: Now you need to be selective and analytical and rational before drawing up a rough outline of your answer. In an essay-type question, you need to write the introduction part and conclusion as well. The introduction must offer brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Exhibition: Once you complete the process of writing and if you are satisfied with your answers, you can write down the final version for submission. It is

advisable to write each answer tidily and underscoring the points you want to highlight.

II. The following format is to be followed for submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:



III. The assignments answers sheets should be hand written. However the s/w coding, snapshots, test cases etc. can be in the printed form.

IV. The learners should write each assignment separately. All the assignments

should not be written in continuity.

V. The learners should use only A4 size paper for their answers and tag all the pages carefully. Avoid using very thin paper.

VI. The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per rules of the University.

VII. The completed assignment answers should be sent to the Coordinator of the Learner Support Centre/ Study Centre.

VIII. Assignments have to submit to center compulsory.

IX. The Volume of one assignment should be Minimum 30 pages including Text, Tables, Graphs, Photographs, etc. The assignment is a part of continuous assessment system and mandatory for the submission.

X. In order to seat for the examination, it is must for the students to submit the assignment. Without submission of the assignment students will not allowed to seat for the examination.

6. Other Useful Information

6.1 Requirement to seat in terms end examination

i. Completion of minimum time duration of the programme after enrollment
ii. Submission of the assignment in particular time duration
iii. Filling and submission of the examination form in particular time duration
iv. If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
v. Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: http://www.baou.edu.in/

6.2 Scholarship

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

6.3 Rules of fees refund

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

6.4 How to take back the extra fee paid for the programme

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

6.5 Allotment of the Learners Support Centre/ Study Centre

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

6.6 Changes in Address

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

6.7 Policy on pursuing two or more programmes simultaneously

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.
Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities/ Institutions in various combinations, viz., 1 One Degree and one Diploma / P G Diploma / Certificate 2 One P G Diploma and one Diploma / Certificate 3 One Diploma and one Certificate 4 Two P G Diploma 5 Two Diplomas 6 Two Certificates

6.8 Learner's Communication

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

6.9 Duplicate I-Card

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

7. Examination Centre

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remail final and binding for all the students in the matter of examination center in any circumstances.

7.1 Examination Fees

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

7.2 Programme Coordinator

A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and co-ordinates counselling sessions, etc.

7. Some Useful Addresses

Sr. No.	Purpose	Concern Department
1	Admission / Re-Admission / Assignment / Lab Manual / I-Card	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
2	Change of Name/ Correction of name/ address/ Contact no.	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
3	Collecting Study Material (Self Learning Material)	Concerned Study Center
4	Bonofide Certificate	Concerned Study Center or University Vocational and Professional Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
5	Exam / Hall-Ticket	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
6	Marksheet / Transcript / Migration / Degree Certificate	University Examination Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
7	Scholarship	University Scholarship Department 'JYOTIRMAY' Parisar, Opp: Shri Balaji Temple, Sarkhej- Gandhinagar Highway, Chharodi, Ahmedabad: 382 481 Phone: 9099994484, 9099994461, 9978408584, 9998814484
8	Assignment Submission	Concerned Study Center

9	Submission of Field Work Reports (MSW)	Concerned Study Center
10	Submission of Project Reports	Concerned Study Center
11	Prospectus	Concerned Study Center

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8. Old Question Papers

Download More Question Paper : https://baou.edu.in/question-paper

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**04-Jan-2020**
Subject Code	:	**BBAAT - 101**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Introduction Of Hospitality Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Write a note on types of hotel.
2. Explain servicing inbound market along with its advantages and disadvantages.
3. Write a detailed note on travel related products.
4. Write detailed note on various promoters of tourism.
5. Explain various functions and departments of a hotel in detail.

Section B

Answer the following (Attempt any four) **(20)**

1. Write a note on hotel grading system.
2. Explain any five eco tourism resources of India.
3. Explain spectrum of programmes and services in eco tourism.
4. Write a note on targeting of market in tourism.
5. Write a note on advertising effect assessment.
6. Write a note on business of hospitality.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Theme, parks and attractions very according to _____.

A Theme B Idea
C Strategy D Policy

2 _____ clubs are predominately business oriented.

A Private clubs B City clubs
C Social clubs D All of these

3 _____ is generally located in large city office buildings.

A Private club B Social club
C Dining club D Athletic club

4 University clubs are _____.

A Private clubs B Social clubs
C City clubs D Athletic clubs

5 Fraternal clubs includes _____.

A Veterans of foreign wars B Elks
C Shrines D All of these

6 Recreation of special population includes _____.

A Mentally ill B Mentally retarded

C Physically challenged D All of these

7 Leisure time will be used more actively for _____.

A Mental development B Physical exercise

C Both A and B D None of these

8 Increase length of stay provide opportunity to _____.

A Exceed costs B Sell local products

C Expenditure on meal D All of these

9 _____ can increase local economic impact.

A Artwork B Craft

C Festival D All of these

10 ____ is considered as a special event.

A Sporting events B Festivals

C Social events D All of these

Part – B (Do as Directed) **(10)**

1 State full form of MWR.

2 State full form of UNCSD.

3 State full form of CBD.

4 There is a shift in emphasis from passive fun to active learning. It is True or False?

5 State full form of WTO.

6 State full form of ICMA.

7 State full form of WAG meeting.

8 State full form of CVB.

9 Convention hotels provide exhibition space. It is True or False?

10 Meetings are primarily conducted by corporate or non profit organizations. It is True or False?

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**05-Jan-2020**
Subject Code	:	**BBAAT - 102**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Communication Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. How will you describe the importance of communication in your life?
2. Explain formal channel of communication also explain its advantages & limitations.
3. Describe 7 C's of written communication in proper detail.
4. Write a letter to your college friend who has been absent from college for a week.
5. Change of Voice from Active to Passive voice
    1. The workers enjoy a holiday
    2. The customer trusts me
    3. The city corporation granted us a C. A. site.
    4. Do you like him?
    5. When does the manager interview the candidate

Section B

Answer the following (Attempt any four) **(20)**

1. Explain nature of communication in brief.
2. Elaborate Directions of organizational communication in your words.
3. How will you describe "Delegation of authority"? – Explain.
4. Explain Assertion with the help of three line assertion message.
5. Write Job application to ABC Ltd. mentioning required details.
6. Write a short note on research paper writing.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 I _____ tennis every Sunday morning .

a playing b play
c am playing d am play

2 Don't make so much noise. Neha _____ to study for her end semester test!

a try b tries
c tried d is trying

3 Jaimin _____ his teeth before breakfast every morning.

a will cleaned b is cleaning
c cleans d clean

4 He wants to get a better _____and earn more money.

a employ b job
c work d employment

5 Managers set objectives, and decide_____their organization can achieve them.

a what b how

c which d because

6 A defect can be caused_____negligence by one of the members of a team.

a by b to

c at d in

7 You won't be allowed into the club _____you wear a suit and tie.

a if b unless

c whether d apart

8 We haven't had_____news from our agent.

a some b any

c no d none

9 Warning! No unauthorized personnel_____this point.

a about b from

c beyond d on

10 You_____fly to Dover – there isn't an airport.

a may b can

c may not d cannot

Part – B (Do as Directed) **(10)**

Check below questions are grammatically true or not

1 Who took Mr. Samir Gopalan to the airport yesterday?

2 Where in Singapore did you live?

3 They first met when they were working for a big company in Madrid.

4 Sandra told me she really enjoys the party last week.

5 We went skiing last winter.

6 Have you use to live in France?

7 Before email, people were used to write a lot more letters.

8 I remember my grandfather as a very kind man who didn't never lose his temper.

9 Before they built the flats, that's where the old garage used to be.

10 I don't use to take much exercise, but now I go to the gym regularly.

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**06-Jan-2020**
Subject Code	:	**BBAAT-103**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Principles of Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Define management and describe various elements involved in management process
2. Which of the following are the essentials for excellent coordination
3. What are the importances of sound organization?
4. What is motivation? Discuss the Maslow's theory of motivation in detail.
5. Define 'objectives' and mention important characteristics of objectives of an organization

Section B

Answer the following (Attempt any four) **(20)**

1. Which are the managerial skills required to be possessed by managers?
2. Discuss various principles of planning in brief
3. Describe various important characteristics of decision making
4. What are the main elements of Direction?
5. Write a short note on leadership
6. Discuss various benefits of MBO in detail

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which of the following are the roles of managers in an organization?

A Interpersonal B Informational
C Decision making D All of these

2 _____ , known as the father of scientific management

A C.S George B Peter Drucker
C F.W Taylor D Henri Fayol

3 _____ is the process of comparing actual performance with stabilized standard for the purpose of taking action to correct deviation

A Planning B Control
C Direction D Staffing

4 _____ is a process of conveying message from one person to another by using different modes and methods

A Communication B Control
C Planning D Direction

5 Which of the following steps are consists in delegation process?

A Assignment of work B Granting of authority

C Creation of obligation D All of these

6 Which of the following planning are undertaken by managers in organization?

A Corporate planning B Strategic planning

C Both A & B D None of these

7 _____ Coordination is exists between different departments such as production, sales, purchasing, finance personnel etc.

A vertical B Horizontal

C Vertical and horizontal D None of these

8 A _____ is a goal setter , planner , executive, expert, group representative and symbol of the group

A Leader B Workers

C executive D Equity holders

9 Mission statement should be_____

A Customers oriented B Future oriented

C Dynamic D All of these

10 MBO stand for _____

A Management by organization B Manager by objective

C Management by objective D None of these

Part – B (Do as Directed) **(10)**

State Weather the Following Statement are True or False

1 Discipline is absolutely essential for the smooth running of business

2 Staffing is a process of helping and guiding subordinates to achieve objectives of the organization

3 Objectives provide guidelines for organizational efforts

4 MBO produce ambiguous and immeasurable performance goal

5 Power is the ability of an individual to affect and influence others

6 The organization structure should be designed in resistant way

7 Motivation may be positive as well as negative

8 The quality of decision making skills is not critical factors in managerial success

9 Direction is the process of guiding, inspiring, supervising, commanding subordinates towards the accomplishment of goal

10 Coordination does arises spontaneous or by force

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**07-Jan-2020**
Subject Code	:	**BBAAT - 104**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Geography Of Tourism-1**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Define tourist and State who is a tourist?
2. Define tourism and explain tourism through the ages.
3. State the basics of itinerary planning ?
4. Explain role of Travel Agent.
5. Explain the effects on tourism after industrial revolution.

Section B

Answer the following (Attempt any four) **(20)**

1. Define aims of tourism and significance of planning.
2. State the West Indian Cuisine of India.
3. Explain adventurous travel.
4. Explain Kuchipudi dance.
5. Short Note on Pawagadh.
6. Explain advantages of Travel Agecencies.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which is the only drive -in beach in Kerala?

A Muzhuppilangad B Cherai
C Kovalam D Bakel

2 Bharatha Natyam is the classical dance form of

A Kerala B Tamil Nadu
C Andra Pradesh D Karnataka

3 Which of the following is not a UNESCO World Heritage Site?

A Taj Mahal B Western Ghat
C Bakel Fort D Red Fort

4 Which of the following is not a sub division of physical geography?

A Coastal Geography B Oceanography
C Climatology D Tourism Geography

5 An imaginary line drawn along the earth from North Pole to South Pole which divide the globe into Eastern Hemisphere and Southern Hemisphere is known as

A Equator B Prime Meridian
C Latitude D Longitude

6 Scenery includes

A Land Forms
B Water Forms
C Vegetations
D All the above

7 Which branch of Geography deals with the study of inner water molecules?

A Climatology
B Hydrology
C Oceanography
D Coastal Geography

8 Monsoon Tourism is practiced in

A November to February
B March to May
C June to September
D September to October

9 KTDC stands for

A Kerala Transport Development Corporation
B Kerala Travel Development Corporation
C Kerala Tourism Development Corporation
D None of these

10 Which of the following is not a natural diversity?

A Cherai Beach
B Thenmala
C Bakel Fort
D Varkkala Beach

Part – B (Do as Directed) **(10)**

1 Name two religions of India
2 Name two dance forms of Rajasthan
3 Function of CRS
4 Explain Classical music
5 Name two Cuisines of North India.

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**08-Jan-2020**
Subject Code	:	**BBAAT-105**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Basics of Account**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What do you understand by the term 'Reserves'? What are the kinds of Reserves and how it is different from provision?
2. Explain the principles of accounting.
3. Define fixed, floating, fictitious, liquid and wasting assets and give two examples of each.
4. On *March 2017,* Farhan Rahim, starts wholesaling business. Following transactions as follows:
   1. He started business with capital of Rs. 15,000 and Land worth Rs. 10,000.
   8. Bought goods from Bilal and Friends Rs. 1,000 and by cash from XYZ Co. Rs 2,000.
   13. Sold goods to Rehman & sons Rs. 1,500 and sale by cash Rs. 5,000.
   17. Gave away charity of cash Rs. 50 and merchandising worth Rs. 30.
   21. Paid Bilal and Friends cash Rs. 975; discount received Rs. 25.
   28. Received cash from Rehman & Sons Rs. 1,450; allowed him discount of Rs. 50.
   Journalize the above transaction.
5. What are Final Accounts? Explain Trading Account, Profit and Loss Account and Balance Sheet.

Section B

Answer the following (Attempt any four) **(20)**

1. What are subsidiary books? Explain with illustrations.
2. How are accounts classified? State the rules of journalizing with respect to each class of account.
3. Distinguish between capital Expenditure and Revenue Expenditure
4. What is the meaning of Accounting? What are its branches?
5. Explain the meaning of depreciation. Differentiate between straight line method and written down value method of providing depreciation.
6. What is contra entry? How will you recognize it from among other entries in cash book.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 C and D entered into joint venture. D gives Rs. 50,000 to C. To which account this transaction will be recorded in the books of D ?

A No Entry B Expense Account
C Joint Venture Account D C'S Account

2 Joint Venture is a ……Account

A Personal B Real

C Nominal D Memorandum

3 HO sends goods to branch at 20% profit on invoice price, therefore the percentage of profit on cost comes to –

A 15% B 25%

C 33.33% D 20%

4 Cash purchases Rs. 60,000, Credit Sales Rs. 3,52,000, Cash Sales Rs. 80,000, Closing Stock is Rs. 30,000, Opening Stock is Rs. 50,000, Rate of gross profit on cost is 20%, then credit purchases are:-

A 2,54,400 B 2,80,000

C 3,52,000 D 2,65,800

5 Bad debts written off always affected the-

A Debtor A/c B Creditor A/c

C Cash A/c D None of the above

6 Single entry system of book keeping is generally followed by –

A Small business B Non Trading

C Large Business D None of the above

7 Which is the odd account from the following accounts in context to debit balance or credit balance?

A Bills Payable A/c B Creditors A/c

C Bills Receivable A/c D Capital A/c

8 The abnormal loss of Rs 80,000 occurred in consignment business, the insurance company accepted 60% claim. The abnormal loss is –

A 80,000 B 40,000

C 32,000 D None

9 Change in the value of Fixed Assets are not recorded in accounts because of principle of –

A Conservatism B Objectivity

C Going Concern D None of the above

10 Why are the total of two sides of the balance sheet equal ?

A Cost Concept B Dual Aspect Concept

C Equity Concept D All of the above

Part – B (Do as Directed) **(10)**

1 Liability
2 Net Margin
3 Payment
4 Petty Cash
5 Trade Discount
6 Receivables
7 Lessee
8 CFO
9 Bankruptcy
10 Accumulated Depreciation

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**09-Jan-2020**
Subject Code	:	**BBAAT - 106**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Flight Catering**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What are the pros and cons of airline alliances?
2. Explain the sensory model in detail.
3. What are the fundamental characteristics of developing good supplier relationship?
4. Write a note on catering transportation and loading system.
5. What factors add to the complexity of the logistics problem in flight catering?

Section B

Answer the following (Attempt any four) **(20)**

1. How has the transportation of meals developed?
2. What are the effects of specific food?
3. Write a note on inventory management.
4. What are the advantages of utilizing refrigerated trucks?
5. Differentiate between international and local supply.
6. Write a brief note on flight catering information system.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 There are _____ major players in the flight catering business.

A Two B Three
C Four D Five

2 This clause ensures that neither the party is able to change any part of the contract without the agreement of the other party.

A Waiver B Invalidity
C Business Continuity D Termination

3 The main source of caffeine includes_____.

A Coffee B Tea
C Both A&B D None of the above

4 _____ change when flying at high altitude.

A Taste B Appetite
C Both A&B D None of the above

5 Traditionally, flight production units have been called_____.

A Flight Kitchen B Flight Canteen
C Flight Mess D Flight Pantry

6 Stock shortage may be due to _____.

A Ghost Supplies B Poor Stock Rotation

C Breakages D All of the above

7 Loading of blankets, pillows, headrest covers are an example of _____.

A Full uplift B Short uplift

C Return catering D None of the above

8 Every effort is made to prevent_____.

A Aircraft changes B Delay

C Microbial security D None of the above

9 Logistics is concerned with_____.

A Sourcing of materials B Contracting suppliers

C Warehousing of stocks D All of the above

10 The service offered on a particular flight may be influenced by _____.

A Route served B Length of haul

C Sector times D All of the above

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false:

1 The prime motivation for travel is eating.

2 All commercial activity is not a subject to external force.

3 Some foods are associated with healing powers or illness prevention.

4 Many aspects of eating and drinking affect mood and behavior.

5 FIFO stands for First In First Order.

6 All flight catering operations should have many entrances.

7 There is no trend towards the use of more refrigerated vehicles.

8 Loading is usually carried out using high-lift vehicles.

9 Typically a ‘service package’ is taken to include ‘tangibles’.

10 At one level it is necessary to collect ‘hard’ data for control purposes.

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Course	:	**BBAHT/BBAIB/BBAAT**	**Date**	:	**10-Jan-2020**
Subject Code	:	**BBAHT - 107 (OLD)/BBAIB - 107/BBAAT - 107**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Business Economics**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the importance and characteristics of wants in economic theory
2. Explain demand and demand curve in detail with relevant example
3. What is perfect competition ?Explain characteristics of perfect competition
4. What is Microeconomics? Explain the importance and uses of microeconomics?
5. What is oligopoly? Explain duopoly and oligopoly in detail

Section B

Answer the following (Attempt any four) **(20)**

1. Write a short note on importance and characteristics of wants in economic theory
2. Write a short note on significance of factor pricing
3. What is law of supply? Explain with the help of supply curve.
4. What is Money? Explain the nature and functions of money
5. Write a short note on Importance of public finance
6. What is residual claimant theory explain in brief.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 A market in which there are only 2 sellers of a good is known as:

A Duopoly B perfectly competitive
C monopsony D Monopoly

2 Meaning of Laissez-faire economics is

A a term denoting economic transactions carried out by the State/government
B economic transactions in private parties where there is no intervention by the State/government
C a branch of socialism focusing on welfare economics
D None of the above

3 _____the term free market denote in terms of economy

A Maximum government intervention in trade and maximum regulations
B Minimal government intervention in trade and minimum regulations
C Means of production owned by the state
D None of the above

4 consumption goods can be referred as

A Goods and services that are consumed fully when purchased by the consumers
B Goods such as tools, machinery, etc which are used to create final consumption goods
C Goods used for consumption in the production process
D None of the above

5 Macroeconomics as a separate branch came to be studied after the contributions of which economist?

A Samuelson B John Maynard Keynes
C Adam Smith D F. Hayek

6 _____the 'founding father of modern economics'?

A John Maynard Keynes B Adam Smith
C F. Hayek D Samuelson

7 a study of economics that deals with which 4 major factors households, firms, government and external sector is known as

A Microeconomics B Macroeconomics
C Both (A) and (B) D None of the above

8 Which goods are not included to calculate the final output

A Primary goods B Secondary goods
C Intermediate goods D None of the above

9 What is the sum total of gross value added of all the firms in the country?

A Gross Domestic Product B Gross National Product
C Net Domestic Product D Net National product

10 The term 'mixed economy' denoted

A existence of both rural and urban sectors B existence of both private and public sectors
C existence of both heavy and small industries D existence of both developed and underdeveloped sectors

Part – B (Do as Directed) **(10)**

State whether the statement is TRUE or FALSE

1 Monopoly refers to a situation in which there is only one Buyer of a commodity for which there are many close substitutes.

2 A shift in demand is referred to as a change in quantity demanded.

3 There is a positive relationship between the quantity demanded of a commodity and its price.

4 The substitution effect holds that an increase in the price of a commodity will cause an individual to search for substitutes

5 If an increase in the price of one commodity leads to a decrease in demand for a second commodity, then the two commodities are complements.

6 Inferior goods are generally purchased at High levels of income but not at Low levels of income

7 An individual's supply curve is formulated under the assumption that price is held constant and all other determinants of demand are allowed to vary.

8 A change in the price of a commodity will cause the supply curve for that commodity to shift.

9 Mobile and SIM cards are substitutes.

10 If the independent individual consumer demand curves for a commodity are horizontally summed, the result is the market demand curve for the commodity.

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Course	:	**BBAAT**	**Date**	:	**11-Jan-2020**
Subject Code	:	**BBAAT - 108**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Airhostess and Cabin Crew Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the Parts of the Air Crafts.
2. Describe the Pax Service.
3. Discuss the Announcements Prior to take off(English).
4. What is Bleeding External? Explain the Bleeding External.
5. Explain the Cabin crew Duties and Responsibilities.

Section B

Answer the following (Attempt any four) **(20)**

1. Describe the Dress Code for Flight Attendant When not in Uniform.
2. Discuss the list of Documents Required to Process of Passport.
3. Explain the Meats, Poultry, and Seafood.
4. What is Chess? Explain the Chess.
5. Describe the Safety Demonstration.
6. Explain the Blue Chees.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 What does "IATA" Stand for?

A International Air Travel Association
B International Air Transport Association
C Informational Air Tourism Association
D Inspirational Air Tourist Agreement

2 What two countries signed the "Open Skies Agreement" in 2007?

A China and Canada
B Canada and Europe
C China and USA
D Europe and USA

3 What force acts on the airplane to move it forward?

A Gravity
B Drag
C lift
D thrust

4 Which airline is currently leading in the Canadian Airline Industry?

A Sunwing
B WestJet
C Air Canada
D Jazz

5 What is "cold sharing"?

A When two planes share an airline
B When two airlines share a plane
C When an airplane is too cold
D When you travel to a warm destination, because Canada is too cold

6 What force acts on the airplane to make it come down.

A gravity
B lift
C drag
D thrust

7 What type of hydronic device is the yellow unit in this photo?

A air separator
B dirt eliminator
C combo air separator and dirt eliminator
D strainer

8 When Scheduled flights arrive at their destination hub, the connecting flight is usually within how many hours?

A 1 hour
B 2 hours
C 3 hours
D 4 hours

9 Passengers who choose an airline that is part of an alliance have

A Less choice of routes and quicker journey times
B Less choice of routes and slower journey times
C More choice of routes and slower journey times
D More choice of routes and quicker journey times

10 Why were Airline Regulations (rules) were written up

A To ensure the safety of the passengers and employees
B So that one airline wouldn't become too powerful
C So to make sure airline could make more money from their customers
D To stop the airlines competing against each other

Part – B (Do as Directed) **(10)**

1 Types of Meals Served on Board.
2 What is Food?
3 What is the full form of CPR?
4 Driving is safer than air transportation. (True/False)
5 What is Air Line Cuisine?
6 It is essential for Airlines to create a relationship with customers. (True/False)
7 Airlines can charge a fee to tourists, travelling with overweight luggage. (True/False)
8 What is Hair Style?
9 Airlines purposely overbook flights, to prevent the loss of income to "no show" customers. (True/False)
10 What is Steaming?

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Course	:	**BBAAT**	**Date**	:	**12-Jan-2020**
Subject Code	:	**BBAAT - 109**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Computer Reservation System Ticketing**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Encode the following airports:
   a) Mumbai
   b) London
   c) New York
   d) Nairobi
   e) Chicago
2. What do you understand by Rule/Condition step of fare formula? Explain in detail
3. What is BSP? Explain its relation with the airlines as well as travel agent.
4. Explain overseas mediclaim and how it support the traveler abroad?
5. What is CRS? Explain the importance of it in today's travel industry.

Section B

Answer the following (Attempt any four) **(20)**

1. What is Traffic Conference Areas? How is the world been divided into it?
2. What are the main points decide the GI?
3. What are the types of journeys mainly exist?
4. What is HIP?
5. What do you mean by flight coupon?
6. What is PAT?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The "Ninety East Ridge" is a submarine volcanic ridge located in __?

A Pacific Ocean B Atlantic Ocean
C Arctic Ocean D Indian Ocean

2 Which of the following mountain ranges form the longest mountain chain in the world?

A The Rockies of North America B The Andes of South America
C The Transantarctic Range D The Great Dividing Range of Australia

3 The cities of 'Hiroshima' and 'Nagasaki' are located on which among the following Islands of Japanese Archipelago?

A Honshu and Kyushu respectively B Honshu and Shikoku respectively
C Hokkaido and Kyushu respectively D Kyushu and Shikoku respectively

4 Which of the following countries are separated by the Strait of Gibraltar?

A Portugal and Morocco B Algeria and Spain

C Morroco and Spain D Algeria and Portugal

5 Which of the following affects the Fly-By-Wire system?

A EMI B Lightning strikes

C Flying in powerful Radio/Radar region D Bad weather

6 What is EMC?

A Electromagnetic capture B Electromagnetic compatibility

C Electromagnetic combat D Electromagnetic course

7 What does the outer loop of an autopilot do?

A Generate commands to the inner flight control loop

B Access the flight control surfaces t control the pitch and roll of the aircraft

C Access the flight control surfaces to control the altitude and heading of the aircraft

D Generate commands for the pilot t follow

8 The aircraft whose attitude reference is solely based on the natural horizon follow _____

A VFR B IFR

C FAA Commands D Pilot

9 What altitude does FL540 correspond to?

A 54000 ft B 5.4 ft

C 54 ft D 5400 ft

10 Where was the first Fly-By-Light system used?

A Bomber Aircraft B Fighter aircraft

C Airships D Spacecrafts

Part – B (Do as Directed) **(10)**

State Weather the Following Statement are True or False

1 Human and physical geography is linked by the interaction of people with their environment.

2 There are six continents on Earth.

3 Violent contact between individuals at a crime scene frequently produces bleeding and results in the formation of bloodstain patterns

4 Harder and less porous surfaces result in more spatters, whereas touch surfaces produce stains with fewer spatter and serrated edges

5 Fiber optic cables are used in aircraft only for faster data transmission

6 ATM also aids in search and rescue.

7 One major problem for passengers in the 1930 was air sickness

8 Special purpose category is the largest category in general aviation

9 Airmail began as a formal service conceived with full financial backing by the US gov.

10 Air Carriers introduce lower average cost service at low fares to all corners in times of price competition with other airline

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Course	:	**BBAAT**	**Date**	:	**13-Jan-2020**
Subject Code	:	**BBAAT – 110**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Computer Application**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Computer is very much organized device in which the process is carried out in proper sequence. Justify. Also explain various characteristics of a Computer.
2. Explain any 10 MS-DOS commands with its syntax and example.
3. Write a note on:
   a) Notepad
   b) WordPad
4. Discuss various applications of Information System.
5. Explain in detail topological classification of network.

Section B

Answer the following (Attempt any four) **(20)**

1. What are the types of printers? Explain any one printer in detail.
2. Discuss different types of operating system.
3. Classify Icons and explain in detail.
4. What are the capabilities of computer?
5. Write a short note on: Communication Media.
6. What are search engines? Explain specialized search engine in detail.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Major types of computer is / are:

A Digital B Analog
C Hybrid D All of the above

2 MS-DOS consists of

A BIOS B Kernel
C Shell D All of the above

3 CPU stands for

A Central Power Unit B Computer Processing Unit
C Central Processing Unit D Computer Power Unit

4 File access methods are:

A Sequential Method B Random Method
C Parallel Method D Only A and B

5 Major types of fonts are:

A Serif B Times New Roman

C Sans-Serif D Only A and C

6 Page orientation is / are:

A Portrait B Landscape

C None of the above D Both of the above

7 Type of Network is / are:

A LAN B WAN

C Internet D All of the above

8 ATM stands for

A Automatic Teller Machine B Automated Teller Machine

C Autonomous Teller Machine D Automatic Taking Money

9 WAN stands for

A Wide Area Network B White Area Network

C Wifi Area Network D None of the above

10 This kind of network is designed, maintained and used by a single organization.

A Public Network B Private Network

C VAN D MAN

Part – B (Do as Directed) **(10)**

1 Analog Computers process data and input in discrete form – True / False?

2 Convert Decimal to Binary:

$(9364)_{10} \rightarrow (\quad)_2$

3 Fill in the blank:

_____ is the interface between user and the computer.

4 Define: File.

5 A folder consists of files and sub-folders. True / False?

6 MODEM stands for:

7 Data is derived from information. True / False?

8 Fill in the blank:

Websites are handled via software called as _____.

9 Value Added Network (VAN) is a public network. True / False?

10 Give full form of E-Mail.

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Course	:	**BBAAT**	**Date**	:	**04-Jan-2020**
Subject Code	:	**BBAAT - 201**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Tourism Product and Services - 1**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Discuss the development of modern transport System.
2. What do you mean by Automated Flight Bookings? Explain.
3. What are the different types of Tour and Tour Operators? Explain any 5 types.
4. Explain the Car Rental Industry.
5. Discuss the preparation of a tour in detail.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain special categories of pax
2. What do you mean by Accommodation Products? Explain in Brief.
3. Give differences between Car carrying trains and luxury trains ?
4. What are different types of Cruises? Explain in Brief.
5. Write short notes on :
   Travel Motivators
   Role of Motivators
   Importance of Motivators
   Technological factors
6. What are escorted Tours ? Explain in Brief.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which of the following is a psychological factor to influence the travel decision of a tourist?

A Ego and involvement B Loyalty and commitment
C Family and friends D all of these

2 Which one of the following is not a part of the infrastructure of Tourism?

A Natural Spots B Ropeways
C Surais D Government owned factories

3 Scuba diving can be associated with

A Farm Tourism B Green Tourism
C Adventure Tourism D Eco Tourism

4 The number of affiliate members of the WTO is

A 270 B 170

C 272 D 172

5 The first tourism policy was implemented in

A 1980 B 1981

C 1982 D 1983

6 Which of the following is a private sector tourism organization in India

A TAAI B WTO

C OPEC D IATA

7 A person is considered to be a resident in a country if the person has lined for ----------in the country.

A 6 months B One year

C 8 months D Two year

8 The main aim of the tourism industry in India is

A To spread word of mouth & create repeat visitors B To spread word of mouth

C Create repeat visitors D None of these.

9 Which statistics measures tourism trips

A Value statistics B Volume statistics

C Expenditure statistics D None of these

10 which of the following is a cultural tourist attraction?

A Museums B National park

C Arts D Folk Lore

Part – B (Do as Directed) **(10)**

1 Give full form of IATA

2 Where are the regional offices of FHRAI located

3 What is full form of PNR

4 Enlist few names of GDS companies

5 What is meaning of special service code, give any 2 examples.

6 Define connecting flight.

7 Define itinerary

8 Enlist type of cruises &ships

9 Define upgrade

10 Define Corporate Rate

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Course	:	**BBAAT**	**Date**	:	**05-Jan-2020**
Subject Code	:	**BBAAT - 202**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Aviation Security**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What do you mean by airport security? Explain the requirement of airport security.
2. What is sterile concourse? Explain its merits and demerits.
3. Explain the criteria for selection of metal detector.
4. What procedures are used for re-screening people?
5. Write a note on use of dogs for search.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the airport security rules in detail.
2. Write a note on X-ray inspection.
3. Write a note on baggage handling and security.
4. Explain the problem of stolen tickets.
5. Briefly explain the concept of interview.
6. Write a note on charter flight security.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 PSE stands for_____.

A Psychological Stress evaluator B Physical Stress evaluator
C Partial Stress evaluator D None of the above

2 FARs stands for _____.

A Federal Aviation Regulations B Foreign Aviation Regulations
C Future Aviation Regulations D None of the above

3 One of the unresolved problems of industry is _____.

A Catering B Baggage handling
C Security checking D None of the above

4 At present, carry-on items are limited to under seat size, which is defined as _____ inches.

A 15x25x10 B 25x15x8
C 13x23x9 D 20x10x10

5 GIT stands for_____.

A Group Inclusive Tour B Ground Inclusive tour
C Group Intended Tour D Ground Intended Tour

6 From the following which are the guidelines can be used as a basis for the survey of a carrier's aircraft security program.

A General B Screening Procedures
C Law enforcement support D All of the above

7 According to Air traffic conference a record high of 28,885 tickets were stolen in _____.

A 1979 B 1969
C 1975 D 1965

8 MCOs stand for_____.

A Miscellaneous Changes Orders B Miscellaneous Charter Orders
C Miscellaneous Charges Orders D None of the above

9 The fair credit reporting act is incorporated in _____.

A 1974 B 1971
C 1981 D 1978

10 NCIC stands for_____.

A National Crime Interchange Center B National Crime Information Center
C National Cop Information Center D National Crime Information Capital

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false:

1 On August 5, 1974, public law 93-366 was signed into law.
2 Seven hijackings occurred in July, 1972.
3 Any body search is not a consent search.
4 Both United States and foreign diplomats must not be screened.
5 The physical search of passenger's carry-on luggage must be performed with courtesy.
6 The bag and all of its contents should be search.
7 Armed passengers are to be known to one another and to crew members.
8 All metal detectors are not required to meet specific detection standard set by FAA.
9 The purchase of a X-ray inspection device is not a considerable investment.
10 All X-ray units used by U.S. carriers are film safe.

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Course	:	**BBAAT**	**Date**	:	**06-Jan-2020**
Subject Code	:	**BBAAT - 203**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Front Office Management-**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the procedures of handling complaints?
2. Draw the format of Night Audit Report & discuss?
3. Write note on Management Functioning of Front Office?
4. Discuss in details of Check Out Procedure?
5. Write details of formulation of Room Rate?

Section B

Answer the following (Attempt any four) **(20)**

1. Write short note on importance of planning in front office?
2. What is the job description of Reservation Assistant?
3. Explain Overbooking & How it helps in revenue management?
4. Write a note on Budgeting?
5. Explain European Plan & Continental Plan?
6. Draw the format of C Form and its application?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 A Transit hotel is also known as

A Boatel B Airport Hotel
C Apartotel D Business Hotel

2 American Plan includes

A All Meals & Room Tariff B Only Breakfast & Room Tariff
C Only Dinner & Room Tariff D Only Room Tariff

3 Cabana is a type of Room for

A Changing B Sleeping
C Dinner D Spa & Massage

4 Room Status Report is generated for

A Arrival B Departure
C Stay D Maintenance

5 CIP stand for people of

A Leisure B Corporate
C Commercial D Condominium

6 Sales promotion includes

A Up selling B Suggestive Selling

C Promotions D All the above

7 Basis of Charging Room Rate is

A Room Type B Room Facilities

C Interior D Location of Room

8 Global distribution System helps in

A Receiving B Reservation

C Information D Cashiering

9 Guest History Card is used for

A Personalize the Service B Maintain the service

C Monitor the service D Terminating the service

10 Density Chart is maintain for

A Room B Lobby

C Bell Desk D None of the above

Part – B (Do as Directed) STATE TRUE or FALSE (10)

1 Mails & Messages are handled by the Front Office Department

2 Front office attributes includes hygienic appearance

3 Whitney rack is found in House Keeping

4 Booking dairy is maintained by Bell Desk

5 Room forecasting indicates room availability

6 Front Office Manager is same as Manager – Front Office

7 Night auditor is a billing clerk

8 Room Charges are posted in folios

9 Purpose of night audit is to detect theft

10 Rooms are highest perishable commodity

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Course	**:**	**BBAAT**	**Date**	**:**	**07-Jan-2020**
Subject Code	**:**	**BBAAT - 204**	**Time**	**:**	**11:00am to 02:00pm**
Subject Name	**:**	**Tourism Development**	**Duration**	**:**	**03 Hours**
			Max. Marks	**:**	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Differentiate between Travel and Tourism
2. Discuss India as a Tourist destination for an International Tourist , stating important tourist destinations in India.
3. Define Tourism products and list out there characteristics.
4. Discuss 3 "T" Technology , Transportation , and Telecommunication in view of tourism enhancement .
5. Consider steps taken by government for reaching out at extreme tourist places in India.

Section B

Answer the following (Attempt any four) **(20)**

1. Discuss the key leakage problems pertaining towards tourism development in India.
2. Define Hotel and the scope of Hotel Industry
3. State the difference between the new modern accommodation concepts .
4. Discuss the national Tourism Policy
5. .Good climatic conditions help in taking tourism activities possible and enjoyable discus
6. Explain the term Group Inclusive Tour in detail.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Who was the founder of the inclusive tour

A Thomas Cook B Caption Cook
C Cox and Kings D Regal

2 Peak season for International Tourism in India

A Oct to Feb B March to May
C June to Sep D April to May

3 The World Travel & Tourism Council was formed in

A 1990 B 2000
C 1980 D 1970

4 Head Quarters of World Tourism Organization is in

A Spain B France
C USA D Germany

5 India's first domestic air flight took place in 1932

A Delhi Karachi B Delhi Mumbai

C Delhi Calcutta D Delhi Lahore

6 Worlds most Busy airport is in

A Dubai B London

C Delhi D Newyork

7 First Person to take Space Vacation is

A Denniess Tito B Ratan Tata

C Bill Clinton D Bill Gates

8 How many International Air Ports are there in India

A 14 B 10

C 30 D 19

9 A person who changes his location is called

A Traveler B Tourist

C Visitor D None of these

10 Another name of medical tourism

A Health Tourism B Rest Tourism

C Ayurvedic Tourism D Eco Tourism

Part – B (Do as Directed) **(10)**

Define the Terms

1 Blocking

2 Itinerary

3 Round Trip

4 Open Jaw

5 Routing

6 Holiday Package

7 Transit

8 E - Visa

9 Postpond

10 Counter Payments

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Course	:	**BBAAT**	**Date**	:	**08-Jan-2020**
Subject Code	:	**BBAAT - 205**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Geography Of Tourism - II**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain tourist places in London.
2. Explain the importance of French cuisine in tourism.
3. Explain why Egypt's ancient monuments form a source of tourism
4. Explain the effects on tourism after industrial revolution.
5. Explain reservation system and travel business.

Section B

Answer the following (Attempt any four) **(20)**

1. Write a short note on modes of transport in China
2. Give a short note on cuisine of China.
3. Write a brief note on tourist attraction of Australia. Any three.
4. Define aims of tourism and significance of planning.
5. Explain adventurous travel.
6. Write a short note on sustainable tourism.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Nilgiri Mountain Railway is situated in

A Kerala B Tamil Nadu
C Karnataka D Gujarat

2 Eco-Tourism is a

A Responsible Tourism B Ethnic Tourism
C Volunteer Tourism D Pilgrimage Tourism

3 Black Tourism is popularly known as

A Cultural Tourism B VFR Tourism
C Dark Tourism D Adventure Tourism

4 The branch of geography which deals with the study of infrastructural development in an area.

A Political Geography B Development Geography
C Environmental Geography D Historical Geography

5 The word meaning of Geography is

A Writings about the earth B Physical divisions of earth
C Study of environment D None of these

6 Scenery includes

A Land Forms
B Water Forms
C Vegetations
D All the above

7 Which branch of Geography deals with the study of inner water molecules?

A Climatology
B Hydrology
C Oceanography
D Coastal Geography

8 Monsoon Tourism is practiced in

A November to February
B March to May
C June to September
D September to October

9 KTDC stands for

A Kerala Transport Development Corporation
B Kerala Travel Development Corporation
C Kerala Tourism Development Corporation
D None of these

10 Which of the following is not a natural diversity?

A Cherai Beach
B Thenmala
C Bakel Fort
D Varkkala Beach

Part – B (Do as Directed) **(10)**

1 Name two populous countries of the world.
2 Name two largest countries of the world.
3 Explain Halloween festival.
4 Explain Buckingham Palace.
5 Explain the Arc de Triomphe
6 Name two religions of India.
7 Name two dance forms of Rajasthan.
8 Name two Cuisines of North India
9 Name two events in Australia
10 Full form of CRS

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Course	:	**BBAAT**	**Date**	:	**09-Jan-2020**
Subject Code	:	**BBAAT - 206**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Organizational Behavior**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Perception has a strong link with Organization Behavior. – Discuss.
2. Discuss various ways to change the attitude of an employee.
3. Explain Classical conditioning theory in depth.
4. Identify the difference between power and authority.
5. Discuss interpersonal sources of power.

Section B

Answer the following (Attempt any four) **(20)**

1. Why do organizations exist?
2. Discuss few internal contingency factors in the organization.
3. What is matrix organizational structure?
4. Feedback has a very powerful effect on behavior of personnel. – How?
5. Differentiate between type A and type B personalities.
6. Leadership refers to the ability of one individual to influence others.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The three levels of power are _____?

A Institutional, national, individual
B Processional, institutional, organisational
C Processional, organisational, national
D None of the above

2 Which of these are characteristics of an effective control system?

A it should be subject to continual review
B it should report deviations from desired standards as soon as possible
C it should be able to determine corrective action
D all of the above

3 Groups which are formed as the consequence of organisational structure and work division are known as:

A informal groups
B target groups
C formal groups
D operational groups

4 Brainstorming as a problem-solving and decision-making technique:

A Involves everyone
B Encourages communication
C Focuses the mind
D All three of the above

5 A potential disadvantage associated with cohesive groups is:

A A tendency to focus on social activities which may reduce output
B A tendency to develop attitudes which are hard to change
C A tendency to see other groups as rivals
D All of the above

6 _____ can be defined as "providing a state of readiness or tendency to respond in a particular way".

A Attitudes
B Values
C Beliefs
D Tendencies

7 Resistance to change can be caused by:

A Inconvenience
B Habit
C Selective perception
D All of the above

8 It is Cunningham's belief that, despite the popular myth to the contrary, people generally

A Prefer stability
B Dislike change
C Love change
D Like being controlled

9 The pervasive nature of culture means that it will significantly affect:

A Decision-making
B Motivation and job satisfaction
C Group behaviour
D All of the above

10 A common definition of Organisational Behaviour is that it is the study of:

A Group behaviour
B Individual behaviour
C Patterns of organisational structure
D All of the above

Part – B (Do as Directed) **(10)**

State Weather the Following Statement are True or False

1 All groups are teams, but not all teams are groups.
2 Teams are best suited for tasks with high interdependence among team members.
3 One way to improve team norms is to select people who bring desirable norms to the group.
4 An attitude is composed of beliefs, feelings, and inclinations to act.
5 Dissonance theory predicts that when there is external justification for performing an act, dissonance will be high.
6 The greater the reward promised for an activity, the more one will come to enjoy the activity.
7 People's expressed attitudes predict their average behavior much better than their behavior in a specific situation.
8 A mission statement must be converted into goals to become operational and useful.
9 Individual's ability to influence others behavior by punishing their undesired behavior is known as reward power.
10 Sensitive training include role playing.

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Course	:	**BBAAT**	**Date**	:	**10-Jan-2020**
Subject Code	:	**BBAAT - 207**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Accommodation Leisure Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the Growth and Development of Hotel Industry.
2. Describe the Planning of the Linen and Uniform Room for the Hotel.
3. Draw the figure of Rooms? Explain the types of Rooms.
4. Discuss the Various Records Maintained by Control Desk.
5. Explain the Various Practices Adopted by Housekeeping Department to Control Odour.

Section B

Answer the following (Attempt any four) **(20)**

1. Discuss the Meaning of Housekeeping in Hotel.
2. Describe the Favorite Theme Parks.
3. Explain the Reasons for Growth of Pests.
4. Write a Short note on Special Cleaning Process.
5. Describe the Basic Guidelines for the Prevention of Accidents.
6. Explain the Types of Well Coverings.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 A place to stay while traveling

A accommodation B attraction
C amenity D None of the above

2 A large building with rooms to rent while traveling

A hotel B bed and breakfast (B&B)
C hostel D None of the above

3 An inexpensive accommodation that may have shared rooms and/or bathrooms

A hotel B bed and breakfast (B&B)
C hostel D All of the above

4 Catering is organizing food and drink for people...

A at work B in many different social situations
C on holiday D outside

5 Accommodation is available to...

A students B business people
C tourists D all of these people

6 According to the manual, how many areas are accommodations provided in?

A 3 B 2

C 4 D 6

7 Which laws include provisions for accommodations for instructional activities and state wide assessments? (choose as many as apply)

A ESSA (Every Student Succeeds Act) B IDEA

C Section 504 (American's with Disabilities Act and the Rehabilitation Act of 1973) D Brown v. Board of Education

8 What is the primary reason for providing accommodations for a student?

A The effect of the disability on the student's ability to increase, maintain or improve academic performance.

C The butterfly effect

B The effect of the teacher's ability to teach the student how to increase, maintain or improve academic performance.

D The effect of the parent's ability to advocate for technology to increase, maintain or improve academic performance.

9 Who is eligible for accommodations?

A Any student with a disability who has been evaluated and determined to have a disability under IDEA or Section 504.

C Any student who has been evaluated but not determined to have a disability under IDEA or Section 504.

B Any student with a disability who has been evaluated and determined to have a disability under only IDEA.

D Any student without a disability who needs help in content areas and maintaining attention.

10 An astronaut is trying to move from one area of the space shuttle to another. What accommodations does this astronaut need?

A Velcro boots B spacesuit

C handle bars D oxygen

Part – B (Do as Directed) **(10)**

1 Are UDL and Differentiated Instruction addressed in the manual? (True/False)

2 What is Floor Pantries?

3 What is the full form of OOO?

4 Definition of Per Stock?

5 If something is available (i.e. pencil grips) for use by all the students in the class, but is necessary to increase, maintain or improve the functional capabilities for 1 student, is that still considered an accommodation? (True/False)

6 Types of Equipments.

7 What is First Aid?

8 If a student receives a Modified Program, there is no need to list any accommodations that the student may also require. (True/False)

9 What is Abrasives?

10 An IEP is a legal working document? (True/False)

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Course	:	**BBAAT**	**Date**	:	**11-Jan-2020**
Subject Code	:	**BBAAT - 208**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Foreign Language**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Ecrire les noms du mois en français (Write names of the months in french)
2. Écrire des nombres de 31 à 40 en français (Write numbers from 31-40 in french)
3. Écrivez 10 noms de professions en français (Write any 10 profession names in french)
4. Écrivez n'importe quel nom de 10 parties du corps en français (Write any 10 Body parts name in french)
5. Name 10 French speaking nations

Section B

Answer the following (Attempt any four) **(20)**

1. Conjugate the Verb AVOIR
2. Ecrire jours de la semaine en français (Write Days of week in French)
3. Écrivez n'importe quel nom de 5 couleurs en français (Write any 5 colors name in french)
4. Enlist any 5 common verbs in French with its English translation
5. Introduce yourself in French
6. engager n'importe quel nom de 5 fruits en français (enlist any 5 fruit name in french)

Section C

Part – A (Multiple Choice Questions) **(10)**

Match the pairs with English to French words

1	Eggplant	-	drink
2	Mushroom	-	eau
3	Cauliflower	-	gingembre
4	Corn	-	sel
5	Potato	-	serveur
6	Water	-	pomme de terre
7	Boire	-	chou-fleur
8	Waiter	–	aubergine
9	Ginger	–	champignon
10	Salt	–	maïs

Part – B (Do as Directed) **(10)**

Translate the sentence in French or English as per requirement

1 The woman drinks water
2 "What does that mean?"
3 *Où est…?*
4 *La carte/le menu, s'il vous plaît.*
5 "I can't eat…"
6 "Thanks a lot"
7 Nice to meet you!
8 *Comment allez-vous?*
9 Can you help me please!
10 *Je ne parle pas (beaucoup de) français*

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Course	:	**BBAAT**	**Date**	:	**12-Jan-2020**
Subject Code	:	**BBAAT - 209**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Air Cargo Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Describe the types of carriers.
2. Write a note on India's Open Skies Policy on Air Cargo.
3. Write a note on 'Container Rate'.
4. Describe the types of Loads.
5. Describe the Cargo security checklists in context to 'Barriers'.

Section B

Answer the following (Attempt any four) **(20)**

1. Discuss the relationship of Air cargo to Trade and GDP.
2. Discuss the factors determine Airport Competitiveness.
3. Write a note on 'Specific Commodity Rate'.
4. Discuss the duties of guards in context to Air cargo.
5. Write a note on the checklist in context to 'Lighting' for cargo security.
6. Write a note on explosives and incendiary devices in context to Air cargo security risks.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 What is the full-form of TWA?

A Transportation World Airlines B Trans Widest Airlines
C Trans World Airlines D Trans World Airspace

2 The first regularly scheduled all-cargo service was started by_____.

A Unit Air-lines B United Air-lines
C Unique Air-lines D Unanimous Air-lines

3 What is the full-form of CAB?

A Civil Aeronautics Bus B Civil Aerospace Board
C Construction Aeronautics Board D Civil Aeronautics Board

4 What is the full-form of ICAO?

A International Civil Aviation Organization B Intra Civil Aviation Organization
C Inter Civil Aviation Organization D International Civil Aerospace Organization

5 What is the full-form of AAPA?

A Amendment of Asia Pacific Airlines
B Association of Asia Pacific Airlines
C Amendment of American Pacific Airlines
D Association of Asian Public Airlines

6 _____ are types of containers.

A Bags and sacks
B Cans and drums
C Bales and wood boxes
D All of the above

7 Type of Vehicles that operate within a controlled area:

A Cargo handling Vehicles
B Cargo-carrier vehicles
C Freight forwarded vehicles
D All of the above

8 Cargo security has concern with:

A Lighting
B Alarms
C Personnel identification
D All of the above

9 _____programs were created to establish procedures for differentiating trusted shippers.

A No Shipper
B Knowledge Shipper
C Known Shipper
D Knowhow Shipper

10 _____ Screening has concern with screening of cargo shipments.

A A-Ray
B X-Ray
C F-Ray
D E- Ray

Part – B (Do as Directed) **(10)**

1 What do you mean by Air Mail? Answer in two to three sentences.
2 What do you mean by Air Express? Answer in two to three sentences.
3 What do you mean by Air Freight? Answer in two to three sentences.
4 What is 'Priority Reserved Air Freight'? Answer in two to three sentences.
5 What do you mean by 'Speed Package Service'? Answer in two to three sentences.
6 What is Limited area? Answer in two to three sentences.
7 What is Exclusion area? Answer in two to three sentences.
8 Enlist any two means of communication that can be included in the protective system.
9 What do you mean by 'Cargo crime'? Answer in two to three sentences.
10 What is Tamper-Evident seal? Answer in two to three sentences.

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Course	:	**BBAAT**	**Date**	:	**13-Jan-2020**
Subject Code	:	**BBAAT - 210**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Flight Operation Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What are the requirements for renewal of air operators permit?
2. Explain in details intensive growth strategies?
3. How air air operators can register his aircraft in India?
4. Explain different market segments?
5. Why identification codes do is necessary for airlines?

Section B

Answer the following (Attempt any four) **(20)**

1. Distinguish between industry wide bargaining and pattern bargaining?
2. Explain in brief for major functions of HRM?
3. Write short on. - multi-skilling and flexibility; cross utilization of human -resource?
4. Explain the law of demand as it relates to air travel?
5. What is the relationship between ASMs and RPMs. Give examples of direct expense and of fixed- overhead expenses?
6. What is production-oriented period in airlines marketing?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Civil aeronautics act was passed in the year

A 1938 B 1939
C 1937 D 1940

2 DGCA

A Director general civil association B Directorate general civil aviation
C Director general of cargo aviation D Director general civil aviation

3 CVR stands for

A Cock-pit visual recorder B Conversion Ratio
C Cock-Pit voice recorder D Collective voice data reader

4 The number of independent FMS in a typical commercial aircraft is?

A 1 B 3
C 4 D 2

5 Which one of the following is not a function of the FMS?

A Flight guidance and control of flight path B Monitor and regulate speed of the aircraft
C Automatically switch between different types of communication D Automatic control of engine thrust

6 Which of the following is not a way cockpit-flight crew interfaces in the FMS

A Multi-Function Display
B Primary Flight Display
C Keyboard and Cursor Control Unit
D Target Detection and Locking System

7 What type of cockpit flight crew interface is used to enter or modify the data on the MFD?

A Keyboard and Cursor Control Unit
B Control stick
C Control Switches
D Control levers

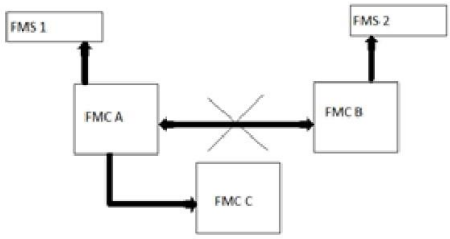
8 What control does the EFIS Control Panel provide?

A Control over flight plan
B Control over graphical and textual FMS data
C Control over flight performance
D Navigation through FMS pages

9 What is the number of Flight Management Computers used in a typical commercial aircraft?

A 4
B 1
C 3
D 2

10 What operating mode of the FMS does the figure show?



A Double mode
B Independent mode
C Single mode
D Redundancy mode

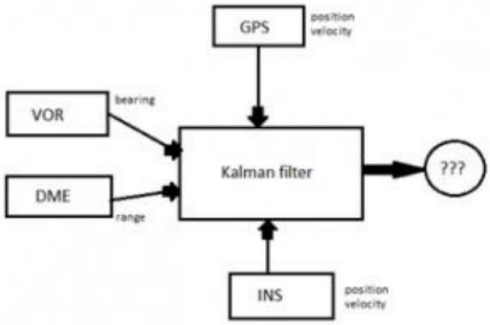
Part – B (Do as Directed) **(10)**

1 Both FMS 1 & 2 get information from only one FMC in the case of _____

2 The standby FMC performs calculations even when both the FMC are fully functional. True or False

3 What filter is used by the FMS to estimate the position of the aircraft from various sensors?

4 What is the output for the following system?



5 Navigational functions are no longer available if the INS shuts down in an FMS. True or False

6 What is the interval for updating data in the navigation database?

7 What are the two principal processes of air traffic management?

8 Who provides assurance between the collision of aircraft with another aircraft or terrain?

9 ATM also aids in search and rescue. True or False

10 Who is responsible for the separation of an aircraft from other aircraft in a controlled airspace?

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Course	:	**BBAAT**	**Date**	:	**16-Jan-2020**
Subject Code	:	**BBAAT - 211**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Introduction to Catering**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) (30)

1. Classify different type of micro organism. Explain in details their Characteristic.
2. Explain in details the factors effecting the growth of microbes.
3. Discuss in details the beneficial effect of micro organism in food production.
4. What do you mean by hygiene? Discuss in details the general rule relating to Food Hygiene.
5. Define HACCP. Discuss in details the Seven Principles of HACCP.

Section B

Answer the following (Attempt any four) (20)

1. Write in brief about the significance of sanitization in catering industry.
2. Explain in brief the different routes of contamination.
3. Write a short note on emulsifiers.
4. Explain in brief the personal Hygiene for Food Handler.
5. Explain in short the different places of Hygiene in the Hotel & Catering Industry.
6. Explain in brief about the methods of preservation.

Section C

Part – A (Multiple Choice Questions) (10)

1 Following item is an example of sun drying process.
- A Papad
- B Ice cream
- C Fish Curry
- D Chicken Curry

2 Freezing temperature range is
- A -18 Degree to – 40 Degree
- B -01 Degree to – 03 Degree
- C -18 Degree to – 19 Degree
- D -01 Degree to – 04 Degree

3 HTST method means
- A High Tilting Short Tempering
- B High Tension Short Time
- C High Tempering Short Time
- D High Temperature Short Time

4 Boiling Temperature is
- A 101 Degree Celsius
- B 104 Degree Celsius
- C 102 Degree Celsius
- D 100 Degree Celsius

5 Bombay Duck
- A Chicken
- B Duck
- C Fish
- D Goose

6 The word agmark is derived from the word

A Aquaculture Marketing B Agro Marketing
C Agricultural Marketing D Aesthetic Marketing

7 Dextrin Powder is a food adulterant usually added to

A Lassi B Milk
C Cheese D Ghee

8 In the year _____ US congress passed the Nutrition Labeling & Educational Labeling of nearly all foods sold in Grocery Stores.

A 1690 B 1990
C 1790 D 1890

9 _____is caused by severe deficiency of proteins and calories.

A Marasmus B Kwashiorkor
C Marasmic D None of the above

10 The quality of protein depends on

A Vitamin B Minerals
C Amino Acids D None of the above

Part – B (Do as Directed) (10)

Explain In brief

1 Freeze Drying
2 ISI
3 Adulterants
4 Adulteration
5 Food
6 Malnutrition
7 Basal Metabolic Rate
8 Example of Simple Protein
9 Example of Conjugated Protein
10 Examples of Amino Acids

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Course	:	**BBAAT**	**Date**	:	**23-Dec-2019**
Subject Code	:	**BBAAT - 301**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Tourism Products and Services - II**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Give the classification of travel market.
2. Explain the factors influencing pricing decision.
3. Explain in detail the features of tourism marketing.
4. Discuss the various factors influencing consumer behavior in tourism industry.
5. What is marketing decision support system? Write its functions and uses in tourism.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the functions of travel agency.
2. What are the characteristics and determinants of tourism demand?
3. Explain in detail the importance of marketing and role of advertising in tourism.
4. What are the contents of a feasibility report?
5. Discuss various stages involved in selling.
6. Explain the concept of 'Preparedness for Crisis' in tourism industry.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 In addition to major segments of the travel industry, there are many other types of travel-related businesses which includes_____.

A Food and beverage businesses B Travel insurance packages
C Sports Operators D All of the above

2 In this method, two or more products are sold together at a single price.

A Psychological Pricing B Value Pricing
C Product Bundling D Going Rate Pricing

3 The feasibility analysis has _____ interrelated parts.

A Three B Four
C Two D Five

4 The person who actually makes the purchase.

A User B Influencer
C Buyer D Initiator

5 VALS distinguishes between_____.

A Eight psychographic groups B Seven psychographic groups
C Five psychographic groups D Ten psychographic groups

6 _____ is in general mind-picture of the world, shaped by information that people filter and then retrieve.

A Perception B Attitude
C Personality D Motivation

7 _____ are internal drives that cause people to take act to satisfy their needs.

A Learning B Motivation
C Perception D None of the above

8 The tourism industry is highly_____ in terms of capacity.

A Flexible B Inflexible
C Both A&B D None of the above

9 An advertisement has the potential to appeal to_____.

A Sight B Sound
C Touch D All of the above

10 _____can be defined as the process through which people with similar needs, wants and characteristics are grouped together.

A Segmentation B Targeting
C Positioning D Marketing

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false:

1 Food and beverage is one of the largest industries.
2 The major sport operators are boat charters and scuba dive operators.
3 Price can be understood as the amount paid by a marketer for the product which will satisfy his wants.
4 Flexible pricing is characterized by rigidity.
5 The term “crisis” is originates from the Greek word “crisic”,
6 A global campaign promoting the positive impacts of tourism is being prepared by WTO.
7 Customer service is easy to define.
8 The feasibility analysis has had the reputation of being an extremely difficult and expensive task.
9 Liquidity ratios - relates current assets to current liabilities.
10 Effective communication is a major factor in customer service.

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Course	:	**BBAAT**	**Date**	:	**24-Dec-2019**
Subject Code	:	**BBAAT - 302**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Travel Agency & Tour Operation**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. How does a travel agency organize travel? Explain in detail.
2. Explain various factors affecting in designing and selection of a package tour.
3. Explain various responsibilities of a tour guide.
4. Explain packages pricing strategies along with elements of pricing and factors affecting pricing.
5. Explain various room categories and bed type.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain various functions of modern travel agency.
2. Write a note on activities of travel agency in brief.
3. Write a brief note on types of tour.
4. Write a note on role of tour operator.
5. Write a note on training and qualification required for a travel agent.
6. Explain various types of package tour.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Function of ____ unit is to get more business for travel agency.

A Documentation B Reservation
C Visa D Sales

2 The flight voucher contains information like _____.

A Passport number B Time
C Flight number D All of these

3 _____ is to be considered while designing tour brochure.

A Attractiveness B Accuracy
C Both A and B D None of these

4 ____ is an off centre fold providing front sheet smaller than second sheet.

A Centre fold B Gate fold
C Six page fold D All of these

5 Stitching is an example of _____.

A Booklet B Leaflet

C Folder D None of these

6 _____ is an important consideration for a tour operator while planning itinerary.

A Interest B Duration

C Budget D All of these

7 _____ has free choice of menu.

A A la carte B Table de' hote

C Set menus D All of these

8 _____ rates means rates agreed upon by a company and a hotel.

A Commercial B Daily

C Rack D All of these

9 The motor coach service may be divided in to _____ categories.

A 2 B 3

C 4 D 5

10 Car rental companies offer _____ rate types.

A 5 B 6

C 7 D 8

Part – B (Do as Directed) **(10)**

State whether the statement is true or false.

1 Domestic flight booking requires passport.

2 A retailer do not makes reservation.

3 ABC stands for Advance Booking Centre.

4 The word "Touring" implies relatively time being travelling.

5 Cancellation charges are not a source of income for travel agency.

6 Itinerary planning do not require official airline guide.

7 Tips are included in package tour.

8 Lunch stop is to be followed as per tour itinerary record.

9 Companies do not take responsibilities for lost or damaged luggage.

10 Driver is a working partner of a tour manager.

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Course	:	**BBAAT**	**Date**	:	**26-Dec-2019**
Subject Code	:	**BBAAT - 303**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**HRM**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Describe the features of HRM.
2. Write a note on Wages and Salary Administration.
3. Describe various types of interview.
4. Describe the importance of training.
5. Describe the Objectives of Performance Appraisal.

Section B

Answer the following (Attempt any four) **(20)**

1. Describe the process of HRM.
2. Discuss the need for Counseling.
3. Explain Maslow's Need Hierarchy Theory of Motivation.
4. Describe the significance of HR Records.
5. Describe the advantages of HR Accounting.
6. Write a note on the scope of HR Audit.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Lewin's description of the process of change involves _____as one of the steps.

A Unfreezing B Reminding
C Unfollow D Remembering

2 What is the full form of 'HRP' in context of Human Resource management?

A Human Resource Panel B Human Resource Popularity
C Human Risk Planning D Human Resource Planning

3 Which among the following is NOT an internal source of recruitment?

A Promotion B Transfer
C Employment Exchange D Response of employees to a notified vacancy

4 Which among the following is NOT a type of induction/orientation Programme?

A Follow-up Induction Programme B Specific Orientation Programme
C General Induction Programme D Good-will Induction Programme

5 Performance Appraisal is useful for:

A Decision on salary increment B Decision on promotion

C Both A & B D None of these

6 'Fear Motivation' is also known as:

A Positive Motivation B Extra Motivation

C Extreme Motivation D Negative Motivation

7 ERG Theory of motivation includes:

A Existence needs B Relatedness needs

C Both A & B D None of these

8 _____ provides a list of personnel and their background (name, age, qualifications, experience, skills etc.).

A Personnel invention B Personnel inventory

C Punishment inventory D Pure inventory

9 Approaches or Methods of HR Valuation includes:

A Annual Cost Memory B Actual Cost Method

C Appropriate Cost Memory D Available Cost Method

10 _____ involves a set of activities aimed at attracting and selecting individuals for positions in a way that will facilitate the achievement of organisational goals.

A Staffing B Off-the-job Training

C Performance Management D On-the-job Training

Part – B (Do as Directed) **(10)**

1 Define HRM.

2 What is the full form of HRIS?

3 Define Recruitment.

4 What is Induction Training? Answer in two sentences.

5 Define Performance Appraisal.

6 Define Counseling.

7 Define Motivation.

8 State any two advantages of Human Resource Information System.

9 Define Human Resource Accounting (HRA).

10 State any two objectives of HR Audit.

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Course	:	**BBAAT**	**Date**	:	**27-Dec-2019**
Subject Code	:	**BBAAT - 304**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Management Information System**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Discuss the Model of the MIS plan
2. Describe the critical applications of the business important to the industry's performance.
3. What do you understand by information system level? What are the stages of establishing MIS?
4. Discuss about the characteristics of MIS in detail.
5. Describe six types of database models with the help of diagrams.

Section B

Answer the following (Attempt any four) **(20)**

1. Write short notes on Open loop system and Closed loop system
2. What is Management Information System? Explain with the help of the various definitions provided in the unit.
3. Differentiate between MIS Vs Data Processing
4. Explain the development of Long-Range Plans of the MIS, including the contents of MIS.
5. Explain about Personnel management systems
6. Write short note on Semi-structured decision type with example.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 MIS, which meets the five elements of usability ,is a critical ingredient to an organization's _____planning efforts.

A short-and long-range B long range
C short range D None of these

2 Management also should ensure that managers and staff receive initial and ongoing _____in MIS.

A Information B Training
C System D None of these

3 All managers are supposed to abide by the code formulated by _____.

A AIMA B AMIA
C AMAI D None of these

4 The back bone of any organization is

A Information B Employee
C Management D Capital

5 The flow of information through MIS is

A need dependent B organization dependent
C information dependent D management dependent

6 Internal information for MIS may come from any one of the following departments ____.

A Production department B HR department
C Marketing department D Customers care department

7 MIS normally found in a manufacturing organization will not be suitable in the _____.

A Banking Sector B Service Sector
C Agriculture Sector D All of the Above

8 _____ details are given by Management to Marketing Service System.

A Customer B Employee
C Supplier D None

9 _____are known by their performance and not just their educational qualifications.

A Manager B Employee
C Owner D None of these

10 In_____, Gary Dickson proposed a model of information system development based on the organization structure and its information need.

A 1968 B 1989
C 1977 D 1964

Part – B (Do as Directed) **(10)**

1 What is MIS?
2 Information system is as new as recorded human history. (TRUE/FALSE)
3 DSS stands for Decision Supports Systems (TRUE/FALSE)
4 In a system, the different components are connected with each other and they are Interdependent. (TRUE/FALSE)
5 IRM = Internal Resource Management (TRUE/FALSE)
6 The objectives of MIS are derived from the _____objectives.
7 A database is defined as an integrated collection of data stored at one place for efficient processing of information.
8 TPS Stans for Transection Process System (TRUE/FALSE)
9 Organizations compete through the goods or services and through people, their ideas and the available natural resources. (TRUE/FALSE)
10 Every group or organization should have an objective or a set of objectives, which will serve as their ultimate goal. (TRUE/FALSE)

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**28-Dec-2019**
Subject Code	:	**BBAAT - 305**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Airport Business**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain Airport Ramp Handling Services?
2. Discuss the scope of 21st Century Airport Business?
3. Elaborate various Sources of Airport Revenues?
4. Critically analyze the Airport Operational Services?
5. Evaluate the need of Performance Indicator of Airports worldwide?

Section B

Answer the following (Attempt any four) **(20)**

1. Elaborate commercial opportunities of Airports in India
2. Explain the concept of Duty Free Shop
3. Write short note on Profitability Measure of Airport
4. Discuss the term – Passenger Facility Charge
5. What are components of identifying Airport Marginal Costs?
6. Explain ICAO & IATA views of Airport Charges?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 All aeronautical charges are levied by

A Airport B IATA
C IACO D BCA

2 WLU stands for

A Workers' Labour Union B West London Union
C Work Load Unit D Worker's Load at Unit

3 Hanger fee is

A Traditional Charges B Professional Charges
C User Charges D Parking Charges

4 Two major inputs of Airport Costs include

A Labour & Infrastructure B Labour & Capital
C Airlines & Labour D Labour & Regulations

5 Heathrow Airport is in

A Dublin B France
C London D Italy

6 Airport Business globally grown during last

A 30 Years B 25 Years

C 10 Years D 15 Years

7 BAA was established in

A 1956 B 1966

C 1946 D 1976

8 Canton Airport is situated in

A Combodia B Paris

C Zurich D Milan

9 ATM in Airport Business Stands for

A Air Transport Movements B Air Transfer Movements

C Air Traffic Movements D Air Travel Movement

10 Domestic Airlines in India regulate free baggage allowance per passenger up to

A 25KG B 35KG

C 40KG D 30KG

Part – B (Do as Directed) **(10)**

State Weather the Following Statement are True or False

1 European Airports in 1993 experienced growth of passengers

2 Non aeronautical revenues includes fuel surcharge

3 Present Trend of Airport is Privatization for revenue generation

4 Passenger service Charge includes using airport facilities

5 Airport operates duty free shop

6 Catering facilities are a joint venture at Airports

7 Airport Authority of India was established in 1976

8 Productivity of capital employed is a key indicator for profitability

9 Most Airports in India are not self accounting units

10 Congestion related pricing is more popular in Airline Business Model

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**29-Dec-2019**
Subject Code	:	**BBAAT - 306**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Airline Marketing**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the segmentation of the airfreight market.
2. Discuss the fundamentals of the business model.
3. Explain the important considerations in product analysis.
4. Explain the brand-building in the Airline Industry.
5. Write a note on Airline Advertising.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the process of overcoming the Over-optimism in airline business plan.
2. Discuss the concept of pricing response and pricing initiatives.
3. Explain the types of distribution channel.
4. Write a note on positioning brands.
5. What is a Relationship Marketing? Explain.
6. Explain the extended marketing mix.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 In Consumer Marketing, it is usually possible with confidence to target the_____.

A Marketer B Supplier
C Individual D None of the above

2 Porter was originally an_____ before he specialized in strategy.

A Economist B Psychologist
C Physicist D None of the above

3 From the following which one is the objective for every airline to be in the business by way of adopting effective marketing strategies?

A Grow airlines presence in key global cities. B Build on market leading position globally
C Meet every customer's needs D All of the above

4 In Airline Marketing, an often very informative use of the_____ is to relate it to
An airline's route network.

A Ansoff Matrix B Boston Box
C Porter Five Forces Model D None of the above

5 _____ Fares can be booked at any time. They do not, although, guarantee the commuter a seat on a particular flight.

A Advanced Purchase B Preferential
C Standby D Maximum Stay Conditions

6 GDS stands for:

A Ground Distribution System B Global Distribution System
C Global Data System D None of the above

7 _____refers to extending the engagement with the customer beyond the flight hours.

A Brand Expression B Brand Experience
C Brand Externalities D Brand Expectation

8 A frequent flyer program (FFP) is a _____ program offered by many airlines.

A Special B Loyalty
C Regular D None of the above

9 _____ is used to describe a situation whereby a firm has its name associated with an event, a team or a competitor, in exchange for money.

A Sales Promotion B Advertising
C Sponsorship D None of the above

10 The 7-Ps model was proposed by_____.

A Philip Kotler B Christopher Lovelock
C Booms Britner D None of the above

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false:

1 It is a truism to say that all Customers are different.
2 Modern airlines were only interested in the undemanding task of moving goods on an airport-to-airport basis.
3 The inscription of classical economists suggests that firms should be viewed as imbalanced entities.
4 Advertising and promotional work can be used to gain market share, or competitive pricing can be employed.
5 Advanced purchase rules are still sometimes applied to discount fares.
6 Air Asia has developed brands in airfreight based on time-definite deliveries and different segments of the market.
7 In developing a brand-building policy, airlines must first decide on the basis, which will be used for brand expansion.
8 Fundamental to a cost-effective programme is the question of the control of capacity.
9 The nature of the marketing task in any particular year will also need to be considered.
10 With pricing policy, the future is unlikely to see greater rigidity in airline pricing structures.

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**30-Dec-2019**
Subject Code	:	**BBAAT - 307**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**FLT Operation Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What is deregulation? What is the impact of deregulation over U.S Airline?
2. Discuss the Stages for planning of ground staff.
3. Explain general requirements for Licensing of Aircraft Maintenance Engineer.
4. Explain the functions of ground handling.
5. What are the actions to be taken after acquisition of Aircraft?

Section B

Answer the following (Attempt any four) **(20)**

1. Write the merits and demerits of hydrant system.
2. What is Consumer oriented Marketing Concept?
3. Explain various types of In-Flight Airframe Icing Accidents.
4. What is Hub-and-Spoke Scheduling?
5. Explain Causes of Reduced Visibility.
6. How Regional air carriers are classified?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 AME stands for_____

A Aircraft Maintenance Engineer B Annual Maintenance Engineer
C Aircraft Monthly Expenses D Annual Maintenance Expenses

2 From the following which applicant shall complete all the training?

A Flight Crew B Cabin Attendants
C Flight dispatcher D All of the above

3 Passenger should not be allowed within the _____

A Airport B Fueling zone
C Passage D Aircraft

4 Today's airlines and airports are not facing _____ pressure.

A Cash B Cleanness
C Cost D All of the above

5 Registration prefix of India is_____.

A VT B TF

C PK D HR

6 Supplying fuel by truck is more suitable for_____.

A Big Airports B Small Airports

C Medium Airports D None of the above

7 The _____ effect is an important factor affecting schedule actions.

A Table Zone B Theater Zone

C Time zone D All on the above

8 "Ground handling" will include_____.

A Facilities B Equipment

C Personnel D All of the above

9 DGCA stands for:

A Director General of Civil Aviation B Director General of Civil Annotation.

C Director General of Criminal Aviation D Deputy General of Civil Aviation

10 APUs Stands for:

A Aircraft Power Units B Auxiliary Power Units

C Additional Power Units D None of the above

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false

1 The request for renewal of the permit should be made at least 30 days before the expiration date.

2 The ground handling workloads are naturally represented as work task.

3 Staff scheduling is usually carried out in several stages.

4 The distribution of fuel storage into aero planes on the airports may be executed in two ways

5 GPUs Stands for Ground power Units

6 The workforce of airports and ground handling companies is only made up of part-time employees.

7 Flight crewmembers only have 4 hours of rest in a day.

8 Vehicle must be left running unnecessarily in the fueling zone.

9 Indigo and Spice jet which offer high budget travel to places with in India and also abroad.

10 Regional air carriers are classified on their Monthly Gross Revenue

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Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**31-Dec-2019**
Subject Code	:	**BBAAT - 308**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Aviation Hazards**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. How do small hail stones change into large hail? Explain how it causes more damage to a flying aircraft than a parked aircraft.
2. Why is loss of communications under IFR condition more serious than VFR condition ?
3. What is importance of IFR training for pilots ?
4. What are types of devices presently being used by airports to prevent birds hazards ?
5. Write the procedures for opening and closing flight plans.

Section B

Answer the following (Attempt any four) **(20)**

1. What are the details shown on a weather chart and who uses them ?
2. Explain the purpose of global position system.
3. Explain the problems related with fix landing gears.
4. Explain the explosive detection technology.
5. What is pressurization? Why it is necessary in an aircraft ?
6. What is thunderstorm? Explain the conditions from which it is created ?

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which definition best describes a HAZARD?

A Something that has the potential to become dangerous
B A dangerous condition that can lead to mishaps
C Damages, injury, loss, or performance reduction because of an incident
D The point in a situation in which the accident occurs

2 Which situation is a HAZARD?

A Poisonous deicer spray
B Poisonous deicer spray being breathed by a passenger on an aircraft
C Poisonous deicer spray breaching an aircraft
D A passenger suing company from breathing deicer

3 Which situation is NOT a HAZARD?

A A laser being pointed into an aircraft's cockpit
B Deicer spray breaching the aircraft cabin
C Security scanners not detecting properly
D An aircraft flying into a radio tower

4 Which of the following is most commonly listed as a root cause of safety incidents?

A Lack of communication
B Lack of knowledge
C Lack of assertiveness
D Lack of resources (such as tools, equipment, etc.)

5 Which is an example of a risk control?

A Something that has the potential to cause injury/damage/loss
B The point in a situation in which safety control is lost
C Damages, injury, loss, or performance reduction because of an incident
D The point in a situation in which the accident occurs

6 Which is the primary characteristic or "marker" of A RISK:

A Not dangerous without human interaction
B "Damages done"
C Loss of safety control
D Penalties

7 Which of the following mottos is good to avoid HAZARDS?

A Trust but double check
B Constant hyper-vigilance
C There's no problem so complex that it can't be blamed on the pilot
D Mix ignorance with arrogance at low altitudes and the results are bound to be spectacular

8 Identifying new HAZARDS is primarily the responsibility of:

A Front line employees
B Safety management
C All Employees
D Company managers

9 Which situation is A RISK?

A Flying too close to a flock of birds
B Hitting the flock of birds
C Bird(s) flying through the windshield
D A flock of birds flying near an airport

10 The greatest factor in reducing RISK likelihood is:

A Following procedures
B Company policies
C Knowledge and experience
D Situational awareness

Part – B (Do as Directed) **(10)**

Define The following

1 Turbulence
2 Volcanic Ash
3 Transponder
4 Wing Flaps
5 Bar Coding
6 Float Plane
7 Float Plane
8 Obstacle Free Area
9 Runway Excursion
10 Altitude Sickness

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**01-Jan-2020**
Subject Code	:	**BBAAT - 309**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Aviation Physiology**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the interline agreements.
2. What are the components of flight safety manual.
3. What are the symptoms and prevention for middle ear block.
4. What are the main reasons for reduction in dark adaptation capacity of retina.
5. Explain the importance of pilots attitude to flying.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain any 5 airlines with their CRS.
2. Explain airline certification.
3. Briefly describe basic human anatomy.
4. What are the basic food components.
5. Briefly describe the troposphere.
6. What is space myopia.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Susceptibility to carbon monoxide poisoning increases as:-

A Altitude increases B Altitude decreases

C Density increases

2 Pilots are more subject to spatial disorientation if:-

A They are susceptible to hypoxia B Altitude increases

C Visuals cues are taken away, as they are in instrument meteorological conditions.

3 Pilots are more subject to spatial disorientation if:-

A They have asthma B Altitude increases

C Body signals are used to interpret flight altitude

4 Large accumulations of carbon monoxide in the human body result in:-

A Loss of hair B Emotional tension, anxiety or fear

C Loss of muscular power

5 Which statement best defines hypoxia.

A A state of oxygen deficiency in the body
B Emotional tension, anxiety or fear
C Loss of muscular power

6 Rapid of extra deep breathing while using oxygen can cause a condition known as:-

A hyperventilation
B Spatial disorientation
C hypoxia

7 Which would most likely result in hyperventilation

A Loss of muscular power
B Emotional tension, anxiety or fear
C State of temporary confusion

8 A foreign pilot is employed by an operation with at least……. Hours of flight experience.

A 1200
B 1500
C 2000
D 2500

9 Airline deregulation act was passed in……

A 1978
B 1950
C 1960
D 1985

10 Civil aeronautics act was passed in……..

A 1975
B 1960
C 1965
D 1958

Part – B (Do as Directed) **(10)**

Write the full form of the following:-

1 ECG
2 CRM
3 CNS
4 ISA
5 EPT
6 DCS
7 DGCA
8 OTC
9 AA
10 EMR

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Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**02-Jan-2020**
Subject Code	:	**BBAAT - 310**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**Passenger Behaviour**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Explain the psychological symptoms of aviophobia. List the other phobia's which may trigger aviophobia ?
2. Explain the mood disorders and suicide attempts.
3. List the reasons why particular passengers might ignore safety briefings.
4. Explain the Hijacking patterns.
5. Explain the aircraft rides with reference to the refusal of carriage ?

Section B

Answer the following (Attempt any four) **(20)**

1. What are the adverse effects of ultra violet radiations from the sun?
2. What are the ways of entertainment for the transit passengers?
3. Explain the physical issues that occurred owing to 9/11 attacks.
4. Explain the passengers responses to emergencies.
5. What are culture shock and reverse culture shock?
6. Explain the importance of aeroplane disinfection.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 ASM stands for

A All Seat Miles
B All Seat Passenger Miles
C Available Seat Miles
D Available Seat Passenger Miles

2 The main goal of yield management is to:

A Offer a high number of Revenue Passenger Miles (RPM)
B Offer a high number or Available Seat Miles (ASM)
C Maximize profit through a mix of fares
D Offer passengers the lowest possible fares

3 The 'Load Factor' is:

A The total number of passengers booked on a flight
B The total number of available seats on a flight
C The ratio of available seat miles and revenue passenger miles
D The sum of available seat miles and revenue passenger miles

4 When agreeing to a pooling arrangement, two airlines:

A Create a grid network and serve these routes
B Share all resources and revenues on the agreed route
C Create a joint venture with the goal to maximize revenue
D Attempt to reach as many destinations as possible by sharing codes on each other's services

5 Which of the following is a major airline alliance?

A Sky Service B StarTeam

C New World D SkyTeam

6 A 'slot' is:

A A space of check-in counters at an airport B A point in time where an airline has the right for one take-off or one landing at an airport

C A door on the aircraft's hull to load and unload cargo D The air bridge that connects the aircraft to the terminal building

7 Members of the International Air Transport Association (IATA) are:

A The governments of most countries B The CEOs of most airlines

C Most of the world's airlines D All scheduled airlines

8 Which of the following are indicators of airline performance?

A Load factor B On-time performance statistics

C Revenue passenger miles D All of the above

9 Scheduled airlines are defined by offering:

A Rentals of planes for specific purposes B Air links according to a published schedule

C Only point-to-point services D Ad-hoc charter services

10 The eighth freedom of the air (right for cabotage) is defined as the right of an airline to:

A Operate between two points in a country other than the country it is registered in B Carry back passengers from a foreign country to the country it is registered

C Operate entirely outside the country in which it is registered in carrying passengers between two other countries D Stop in another country for technical reasons, but not to pick up or drop off passengers

Part – B (Do as Directed) **(10)**

Match the pairs for passenger behavior in Flight Journey

	A	B
1	Thromboembolism	lack of blood flow in legs
2	Hypoxia	Decreasing cabin air pressure
3	Low humidity	Snow Blindness
4	Motion Sickness	Severe turbulence
5	Jet lag	Medical Assistance
6	Heavy Smokers	To kill the insects
7	Disinfection	Irritability & fatigue
8	First-aid kits	Desynchronosis
9	Gas expansion	Lack of Oxygen
10	Exposure to UV radiation	Skin Dryness

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Term End Examination December – 2019

Course	:	**BBAAT**	**Date**	:	**03-Jan-2020**
Subject Code	:	**BBAAT - 311**	**Time**	:	**11:00am to 02:00pm**
Subject Name	:	**International Tourism Management**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. What are the functions of a Travel Agency? Explain in detail.
2. Discuss the Special Features of Tourism Marketing.
3. Explain various categories of accommodation in detail.
4. Explain the different modes of transport in detail.
5. Write a note on World Tourism Organization.

Section B

Answer the following (Attempt any four) **(20)**

1. Explain the concept of Incentive Travel.
2. Explain the benefits of use of statistics in tourism planning.
3. Write a short note on Travel Motivations.
4. Why sustainable development is important in tourism planning? Explain .
5. Write down the Basic Elements of Tourism.
6. Discuss the Components of Tourism in detail.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 Which of the following are the mode of transport?

A Air B Rail
C Road D All of the above

2 The United Nations Conference on Tourism held in _____ in the year 1963.

A New York B Berlin
C Rome D Paris

3 _____ as a "person who travels for travelling, out of curiosity and because he has nothing better to do".

A Persons B Tourist
C Firms D All of the above

4 Marketing mix incorporates _____ core variables.

A Four B Six
C Eight D Ten

5 WATA stands for:

A World Association of Travel Agencies B World Association of Tourist Agencies
C World Association of Tourism D None of the above

Agencies

6 _____provides the possibility of exchanging photocopies through a data network.

A Teletex B Telecopy

C Telebox D None of the above

7 Which of the following are the categories of business tourism?

A Attending a Corporate Meeting B Attending an Associate Conference

C Both A & B D None of the above

8 The principal users of computers in the travel industry are _____.

A Airlines B Hotels

C Travel Retailing D All of the above

9 _____ can be defined as those factors that create a person's desire to travel.

A Travel Motivators B Travel Leaders

C Travel Managers D None of the above

10 ETC stand for _____.

A European Tourist Commission B European Travel Commission

C European Tourist Committee D European Travel Committee

Part – B (Do as Directed) **(10)**

State whether the following statements are true or false:

1 Accommodation plays a central role and is very basic to tourist destinations.

2 Incentive Travel is being used by only large corporations around the world.

3 Market segmentation is one of the important functions of marketing.

4 The systematic measurement of tourism began very long ago ETC stands for European Tourist Commission.

5 The agent's role in handling a client is very important. Once a client enters the agency it becomes necessary for an agent to anticipate his needs and requirements.

6 The commercial jet air travel, however, was pioneered by Canada.

7 A country's ability to generate tourism is related to its social, political and economic Character.

8 The Concept of Marketing Mix was given by F.W Taylor.

9 Accommodation can be categorized by location, price, by type of visitors and by type of facilities.

10 The role of road transport is becoming important in the development of international tourism.

9. Forms and Enclosures

Dr. Babasaheb Ambedkar Open University
(Established by Government of Gujarat)
'Jyotirmay' Parisar, Opp. Shri Balaji Temple,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481
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The Filled in form with the requisite fees is to be sent to :-

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Dr. Babasaheb Ambedkar Open University,
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Ahmedabad-382481.

Require Documents (Compulsory):

1. Marksheet Xerox
2. Degree Certificate Xerox
3. 6 Passport Size Photo

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Require Documents (Compulsory):

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2. Degree Certificate Xerox
3. Passport Size Photo

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APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

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2. COURSE : ..... SEMESTER/YEAR : .....
3. ENROLLMENT NO. .....CENTER CODE : .....
4. STUDENT ADDRESS : .....

   .....

   .....PIN NO. : .....
5. PURPOSE :.....
6. FEE DETAILS : (The fee for Bonafide Certificate is Rs.50/- which is to be paid through Demand Draft in favour of 'Dr.Babasaheb Ambedkar Open University' Payable at Ahmedabad or Cash at Dr. BAOU Campus.)
   Demand Draft No. : ..... DD Date : .....
   Issuing Bank : .....

Date :..... (Signature of Applicant)

The Filled in form with the requisite fees is to be sent to :-

Vocational and Professional Department,
Dr. Babasaheb Ambedkar Open University,
Jyotirmay Parisar, Sarkhej-Gandhinagar Highway,
Ahmedabad-382481.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

'જ્યોતિર્મય' પરિસર, શ્રી બાલાજી મંદિર સામે, સરખેજ–ગાંધીનગર હાઈવે, છારોડી,
અમદાવાદ-382 481, ફોન : (02717) 297170 ફેકસ : (02717) 297144
E-mail : feedback@baou.edu.in Website : www.baou.edu.in

પદવી પ્રમાણપત્ર મેળવવા માટેનું અરજીપત્રક

(પાછળ દર્શાવેલ સુચનાઓ ધ્યાનથી વાંચ્યા બાદ ફોર્મ ભરવું)

પ્રતિ,
કુલસચિવશ્રી,
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
અમદાવાદ – 382 481

શ્રીમાન,

હું (નામ)..... ડિગ્રી પ્રોગ્રામ .....
અભ્યાસક્રમનું ડિગ્રી પ્રમાણપત્ર મેળવવા માટે ભરવાની થતી ફી પેટે રૂ 110/- રોકડા/ડિમાન્ડ ડ્રાફટ નંબર ....., બેંકનું નામ ..... શાખા .....તા. .....
નો મોકલી આપુ છુ. આ સાથે મેં ..... અભ્યાસક્રમ ઉત્તીર્ણ કર્યાના ગુણપત્રકની પ્રમાણિત ઝેરોક્ષ નકલ સામેલ કરેલ છે.

ડિગ્રી પ્રમાણપત્ર મેળવવા માટે વિદ્યાર્થીએ કોઈ એક વિકલ્પની પસંદગી કરી (√) નિશાની કરવી.

☐ હું ડિગ્રી પ્રમાણપત્ર પદવીદાન સમારંભમાં ઉપસ્થિત રહી મેળવવા માગું છું.
☐ મને ડિગ્રી પ્રમાણપત્ર ફોર્મમાં દર્શાવેલ સરનામે મોકલી આપવા વિનંતી.

સ્થળ :
તારીખ :

આપનો/આપની વિશ્વાસુ

(.....)

(નીચેની વિગતો અરજદારે મોટા અને સ્વચ્છ અક્ષરોમાં ભરવી)

નામ : .....
અટક નામ પિતા/પતિનું નામ
નામ : .....

(અંગ્રેજી કેપિટલ અક્ષરોમાં માર્કશીટ મુજબ)

કાયમી રહેઠાણનું સરનામું :

.....
.....
..... પિન કોડ નંબર : .....
ફોન નં : ..... મોબાઈલ : .....
ઈ–મેઈલ : .....

અભ્યાસક્રમની વિગત

અભ્યાસક્રમનું નામ : .....
નોંધણી નંબર : .....
પરીક્ષા સત્ર : ☐ જાન્યુઆરી–ફેબ્રુઆરી-2016 ☐ જૂન–જુલાઈ-2016
માર્કશીટ નંબર : .....
પ્રાપ્ત કરેલ વર્ગ : .....
પસંદ કરેલ મુખ્ય વિષય : .....

ગુણ ચકાસણી માટેની અરજી

અરજી નં._____
(કાર્યાલય માટે)

તા. _____ સત્રાંત પરીક્ષા : જાન્યુઆરી/જુલાઇ_____

નોંધણી નંબર :

વિદ્યાર્થીનું નામ : _____

સરનામું : _____

: _____

: _____ પીન કોડ : _____

ફોન નં. (રહે.) : _____ ફોન નં. (ઑ) : _____
(એસ.ટી.ડી. કોડ સાથે) (એસ.ટી.ડી. કોડ સાથે)

મોબાઈલ : _____

અભ્યાસક્રમનું નામ : _____

અભ્યાસકેન્દ્રનું નામ : _____

પરીક્ષાકેન્દ્ર કોડ : _____

જેમાં ગુણ ચકાસણી કરાવવી છે તે પાઠ્યક્રમો :

અં. નં.	પાઠ્યક્રમનું નામ	પાઠ્યક્રમ	ગુણપત્રક પ્રમાણે મેળવેલ ગુણ

નોંધ :- ગુણપત્રકની નકલ સાથે બિડવી.

પાઠ્યક્રમ દીઠ રૂ. લેખે પુનઃચકાસણી ફી ની વિગત : (ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની તરફેણ નો ડીમાન્ડ ડ્રાફ્ટ મોકલવાનો રહેશે)

રકમ	ડીમાન્ડ ડ્રાફ્ટ નંબર	તારીખ	બેંકનું નામ

સ્થળ : _____

તારીખ : _____

_____
અરજી કરનાર વિધાર્થીની સહી

અરજી નીચેના સરનામે મોકલવાની રહેશે

પ્રતિ, નિયામકશ્રી (વિધાર્થી સેવાઓ), ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,
આર. સી. ટેકનીકલ ઈન્સ્ટીટયૂટ કેમ્પસ, સરખેજ–ગાંધીનગર હાઈવે,
ગુજરાત હાઈકોર્ટ સામે, સોલા, અમદાવાદ–૩૮૦ ૦૬૦.

BAOU
Education for All

स्वाध्यायः परमं तपः

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY SINCE 1994

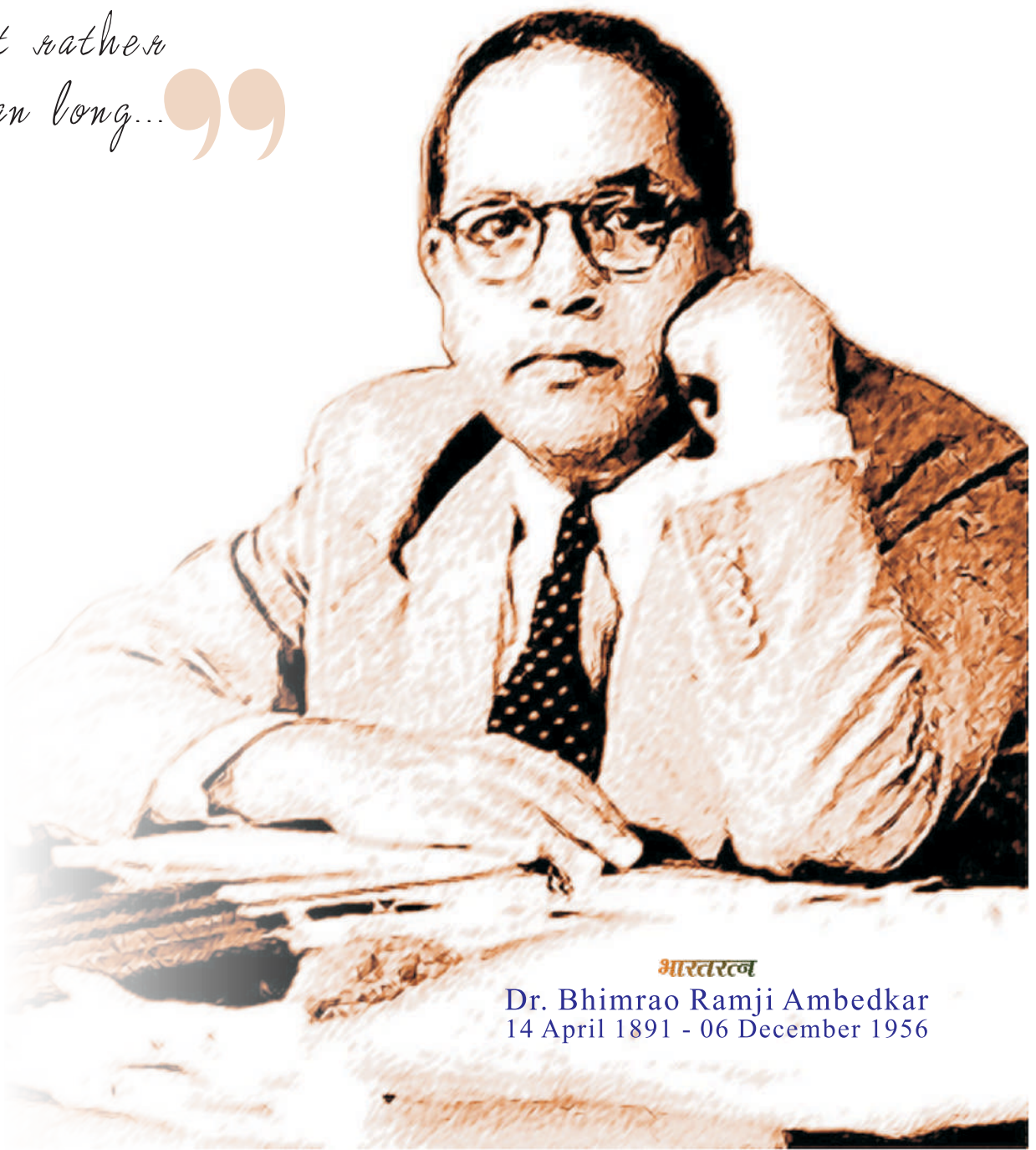
DR. BABASAHEB AMBEDKAR
OPEN UNIVERSITY

(Established by Government of Gujarat)

BACHELOR OF EDUCATION
B. Ed. (ODL)

માહિતી માર્ગદર્શન પુસ્તિકા-૨૦૨૦

"Cultivation of mind should be the ultimate aim of human existence... Life should be great rather than long..."



भारतरत्न

Dr. Bhimrao Ramji Ambedkar

14 April 1891 - 06 December 1956

॥ आ नो भद्राः क्रतवो यन्तु विश्वतः ॥

‘ઉત્તમ વિચાર દરેક દિશામાંથી મને પ્રાપ્ત થાઓ’

પ્રિય,

વિદ્યાર્થી મિત્રો,

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી સાથે વિદ્યાર્થી તરીકે જોડાવા બદલ હું આપ સૌનું હાર્દિક સ્વાગત કરું છું અને શુભકામનાઓ પાઠવું છું. ગુજરાત સરકારના ભગીરથ પ્રયાસોથી ઈ.સ. ૧૯૯૪માં સ્થાપિત ગુજરાતની આ એકમાત્ર ઓપન યુનિવર્સિટી પોતાની સ્થાપનાનાં ૨૫ વર્ષ પૂર્ણ કરી ચૂકી છે, ત્યારે ગુજરાતનાં ખૂણે ખૂણે પહોંચી શિક્ષણ મેળવવા ઈચ્છતા એક મોટા વર્ગની શિક્ષણ પિપાસા તૃપ્ત કરી શકી છે, તે ખરેખર ગર્વની બાબત છે. સમાજના પ્રત્યેક વર્ગને શિક્ષણની સમાન તક આપી ‘સૌ ભણે, સુખ લણે !’ ના સૂત્રને ચરિતાર્થ કરીને આ યુનિવર્સિટીએ ‘ભારતરત્ન’ ડૉ. બાબાસાહેબ આંબેડકરજીને એક ઉચિત અંજલિ આપી છે. યુનિવર્સિટીની આ વિદ્યાયાત્રામાં આપ પણ સહયાત્રી થયા છો, તે બદલ અભિનંદન !

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીએ ક્રમિક રીતે નોંધપાત્ર વિકાસ સાધ્યો છે. ખૂબ નાના ભવનમાં શરૂ થયેલી આ યુનિવર્સિટી આજે ભૌતિક સુવિધાઓ અને ટેકનોલોજીથી સુસજ્જ અદ્યતન પરિસરમાં કાર્યરત છે. સમય સાથે કદમ મિલાવીને આજે યુનિવર્સિટીએ ઓનલાઈન પ્રવેશ, કેશલેસ કેમ્પસ, વર્ચ્યુઅલ ક્લાસરૂમ વગેરે જેવા અનેક આધુનિક પ્રકલ્પો સિદ્ધ કર્યા છે. યુનિવર્સિટીના સ્ટેટ ઑફ ધ આર્ટ-ચૈતન્ય સ્ટુડિયોમાં વિદ્યાર્થીઓ માટે ઉત્તમ ગુણવત્તાના શૈક્ષણિક ઓડિયો વિઝ્યુઅલ કાર્યક્રમનું નિર્માણ થાય છે અને તે ગુજરાત સરકારની ‘વન્દે ગુજરાત-૧૬ ચેનલ’ પરથી પ્રસારિત થાય છે. યુનિવર્સિટી દ્વારા આવા શૈક્ષણિક કાર્યક્રમો “સ્વાધ્યાય ટેલિવિઝન” અને “સ્વાધ્યાય રેડિઓ”ના માધ્યમથી પણ વિદ્યાર્થીઓ અને તમામ જિજ્ઞાસુઓ સુધી વેબ-કાસ્ટીંગ દ્વારા પહોંચાડવાની વ્યવસ્થા કરેલી છે. યુનિવર્સિટી દ્વારા OMKAR (ઓપન મેટ્રિક્સ નોલેજ એડવાન્સમેન્ટ રીસોર્સ) દ્વારા વિદ્યાર્થીઓને તેમની અભ્યાસસામગ્રી ઈ-કન્ટેન્ટ સ્વરૂપે પૂરી પાડેલી છે, તો OMKAR-e ના માધ્યમથી કથક, કમ્પ્યૂટર, જૈનીઝમ, પ્રૂફ રીડીંગ, યોગ, નેચરોપથી, નામું વગેરે જેવા વૈવિધ્યસભર ઓનલાઈન અભ્યાસક્રમો નિ:શુલ્ક પૂરા પાડ્યા છે.

ડૉ. બાબાસાહેબ આંબેડકર એવું દૃઢપણે માનતા હતા કે કોઈપણ સમાજનો વિકાસ તે સમાજની મહિલાઓના વિકાસ પર નિર્ભર છે. ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીમાં મહિલાઓના અધ્યયનને પ્રોત્સાહન આપવા વિશિષ્ટ અભ્યાસક્રમો છે અને ઓછી ફીથી ભણવાની વ્યવસ્થા પણ છે. વધુમાં ખૂબ જ નજીકના ભવિષ્યમાં યુનિવર્સિટી પ્રત્યેક અભ્યાસક્રમોનું નવીનીકરણ કરવા જઈ રહી છે અને અનેક ઉપયોગી અને અદ્યતન અભ્યાસક્રમો અને વિશેષ તો નવા ઓનલાઈન અભ્યાસક્રમો પણ શરૂ કરવા જઈ રહી છે, જે ગુજરાતભરના વિદ્યાર્થીઓ માટે નવી તકો પૂરી પાડશે અને આજના પડકારો માટે સુસજ્જ બનાવશે. યુનિવર્સિટી પોતાના પરિસરમાં પણ વિદ્યાર્થીઓ માટે અભ્યાસકેન્દ્ર શરૂ કરવા જઈ રહી છે, જ્યાં વિદ્યાર્થીઓ પ્રત્યક્ષ પરામર્શનનો અનુભવ મેળવી શકશે. યુનિવર્સિટી દ્વારા વિશિષ્ટ-દિવ્યાંગ વિદ્યાર્થીઓ માટે એક સ્પેશ્યલ લર્નર સેન્ટર શરૂ કરવાનું આયોજન કર્યું છે, જે એક આગવો પ્રકલ્પ છે.

આપ જ્યારે આ યુનિવર્સિટી સાથે વિદ્યાર્થીના નાતે જોડાઈ રહ્યા છો, ત્યારે આપની પાસે એ જ અપેક્ષા છે, કે આપ સૌ પ્રથમ તો દૂરવર્તી પ્રણાલિનો પરિચય મેળવો. યુનિવર્સિટીની સતત અપડેટ થતી વેબસાઈટ દ્વારા યોગ્ય માહિતી મેળવતા રહો અને યુનિવર્સિટીના કેન્દ્રો દ્વારા જે પરામર્શનની વ્યવસ્થા કરવામાં આવી છે, તેનો વધુમાં વધુ લાભ લો. યુનિવર્સિટીએ પોતાની ક્ષિતિજોનો વિસ્તાર કરી વિદ્યાર્થીઓના વ્યક્તિત્વ વિકાસ માટે ‘તેજતૃષા’ પ્રતિભાશોધ જેવા સાંસ્કૃતિક, રમતગમત અને સાહિત્યકેન્દ્રી કાર્યક્રમો પણ શરૂ કર્યા છે. આવા કાર્યક્રમોમાં ભાગ લઈ આપ પણ પોતાની શક્તિઓને નિખારો, એવી અભ્યર્થના છે.

શિક્ષણની ગુણવત્તાને વધારવા અને શિક્ષણ પ્રદાન કરતી પ્રક્રિયાની ગુણવત્તા વધારવા શિક્ષણશાસ્ત્રીઓ, નોકરીદાતાઓ તથા વિદ્યાર્થીઓ તરફથી આવતી ટિપ્પણીઓ અને સૂચનો પર હું હૃદયપૂર્વક ધ્યાન આપીશ. હું સમાજના દરેક હિસ્સેદારને આ જ્ઞાનની અવિરત યાત્રામાં સાથે જોડાવા માટે આમંત્રણ પાઠવું છું.

શુભેચ્છાઓ સહ,

ભવદીયા,

પ્રો.ડૉ. અમી ઉપાધ્યાય

કુલપતિ

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

યુનિવર્સિટી ગીત

સ્વાધ્યાયઃ પરમં તપઃ
સ્વાધ્યાયઃ પરમં તપઃ
સ્વાધ્યાયઃ પરમં તપઃ

શિક્ષણ, સંસ્કૃતિ, સદ્‌ભાવ, દિવ્યબોધનું ધામ
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી નામ;
સૌને સૌની પાંખ મળે, ને સૌને સૌનું આભ,
દશે દિશામાં સ્મિત વહે હો દશે દિશે શુભ-લાભ.

અભણ રહી અજ્ઞાનના શાને, અંધકારને પીવો ?
કહે બુદ્ધ આંબેડકર કહે, તું થા તારો દીવો;
શારદીય અજવાળા પહોંચ્યાં ગુર્જર ગામે ગામ
ધ્રુવ તારકની જેમ ઝળહળે એકલવ્યની શાન.

સરસ્વતીના મયૂર તમારે ફળિયે આવી ગહેકે
અંધકારને હડસેલીને ઉજાસના ફૂલ મહેંકે;
બંધન નહીં કો સ્થાન સમયના જવું ન ઘરથી દૂર
ઘર આવી મા હરે શારદા દૈન્ય તિમિરના પૂર.

સંસ્કારોની સુગંધ મહેંકે, મન મંદિરને ધામે
સુખની ટપાલ પહોંચે સૌને પોતાને સરનામે;
સમાજ કેરે દરિયે હાંકી શિક્ષણ કેરું વહાણ,
આવો કરીયે આપણ સૌ
ભવ્ય રાષ્ટ્ર નિર્માણ...
દિવ્ય રાષ્ટ્ર નિર્માણ...
ભવ્ય રાષ્ટ્ર નિર્માણ...

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Harmony Through Education & Inclusive Education

Dr. Babasaheb Ambedkar Open University
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Harmony Through Education & Inclusive Education

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Harmony Through Education & Inclusive Education

Global Educational Research Association
International Conference
Harmony Through Education & Inclusive Educatio

Dr. Babasaheb Ambedkar Open University

Dr. Babasaheb Ambedkar Open University
(Established by Government of Gujarat)
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- Talent Hunt 2019"
March, 2019

Dr. Babasaheb Ambedkar Open University
(Established by Government of Gujarat)
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અનુક્રમણિકા

૧. આપણી યુનિવર્સિટી

- ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની સ્થાપના
- મુદ્રા-ધ્યાનમંત્ર : અર્થબોધ
- યુનિવર્સિટીના ઉદ્દેશો
- યુનિવર્સિટીની વિશિષ્ટતાઓ
- લક્ષ્યાંકિત જનસમૂહો
- સંસ્થાકીય વહીવટી માળખું
- વિદ્યાર્થી સહાય વ્યવસ્થા

૨. બેચલર ઓફ એજ્યુકેશન (બી.એડ્.) પ્રોગ્રામ

૨.૧ બી.એડ્. પ્રવેશના નિયમો

૨.૨ પ્રવેશ પરીક્ષાની માહિતી

૨.૩ B.Ed. Online ફોર્મ ભરવા માટેની સામાન્ય સૂચનાઓ

૨.૪ બી.એડ્.અભ્યાસકેન્દ્રો

1 આપણી યુનિવર્સિટી

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની સ્થાપના

ગુજરાત રાજ્ય સરકાર દ્વારા દૂરદર્શિતા દાખવીને વર્ષ 1994માં રાજ્યનાં શૈક્ષણિક માળખામાં ઓપન યુનિવર્સિટી અને દૂરવર્તી શિક્ષણને શરૂ કરવા અને આગળ વધારવાના હેતુથી ગુજરાત રાજ્યમાં ઓપન યુનિવર્સિટી સ્થાપવાનો અધિનિયમ(ACT)- 'ગુજરાત એક્ટ નં.14' વિધાનસભામાં પસાર કરીને ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની સ્થાપના કરવામાં આવી. યુનિવર્સિટીની સ્થાપના દિ.13 એપ્રિલ 1994ના રોજ થઈ.

મુદ્રા - ધ્યાનમંત્ર : અર્થબોધ

મુદ્રાનું **વર્તુળાકાર** સ્વરૂપ બીજ, ગર્ભાશય અથવા સૂર્યનું પ્રતીક છે; જેમાંથી સર્જનની શરૂઆત થાય છે. સમગ્ર ભાર સ્રોત-સ્વ- ઉપર છે.

સમગ્ર મુદ્રામાં એક પ્રકારની બદ્ધતા જોવા મળે છે, પણ સાથે સાથે એ જ્ઞાનપ્રાપ્તિ માટે ખુલ્લી જગ્યા ધરાવે છે. મુદ્રામાં રહેલી પ્રવાહિતા 'પરિવર્તનશીલતા' અને વિસ્તૃત વ્યાપ દર્શાવે છે; જે ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના લક્ષણો છે.

'स्वाध्यायः परमं तपः' - 'સ્વઅધ્યયન એ સર્વોચ્ચ તપ છે' એ મુદ્રાદર્શનનો આધાર છે. આપણી પાસે રહેલાં સાધનો અને આંતરિક શક્તિઓને જીવનમાં પ્રગતિ કરવા અને ઉમદા ધ્યેયો સિદ્ધ કરવા બહાર લાવવાનાં છે.

'स्वाध्यायः परमं तपः' - 'સ્વઅધ્યયન એ સર્વોચ્ચ તપ છે' અને 'જીવનપંથ ઉજાળ'-બન્ને સૂત્રોમાં એક સહિયારૂં તત્ત્વપ્રકાશ છે; જે **જ્યોત** દ્વારા દર્શાવાય છે. જ્યોત-તપ, પ્રકાશ, ઝંખના, જ્ઞાન અને દર્શનનું પ્રતિનિધિત્વ કરે છે.

BAOU
Education for All

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના દ્વાર શિક્ષણ મેળવવા ઈચ્છુક પ્રત્યેક વ્યક્તિ માટે ખુલ્લા છે. સ્થળ, સમય અને વયની મર્યાદાઓથી મુક્ત એવા આ વિદ્યાધામમાં પ્રત્યેક વ્યક્તિ શિક્ષણ મેળવી શકે છે અને 'Education for All' સૂત્રનું વાસ્તવમાં પરિપાલન થાય છે.આ સૂત્ર યુનિવર્સિટીની મુદ્રા સાથે યથાયોગ્ય સ્થાન પામ્યું છે.

યુનિવર્સિટીના ઉદ્દેશોઃ

- અત્યાધુનિક સંચારમાધ્યમો, માહિતી પ્રસારણ તથા જ્ઞાનસંપાદનની અનેકવિધ શક્યતાઓને ઉચ્ચશિક્ષણ ક્ષેત્રે લાગુ કરી વ્યાપક જનસમાજના બૌદ્ધિક, સામાજિક, સાંસ્કૃતિક, આર્થિક ઉત્કર્ષ માટે સક્રિયતાપૂર્વક પ્રયાસ કરવો.
- રાજ્યની વસ્તીના દરેક વર્ગને ઉચ્ચશિક્ષણ પ્રાપ્ત કરવાની સમાન તકો પૂરી પાડવી.
- સમાજના શૈક્ષણિક ઉત્કર્ષને પ્રાથમિકતા આપવી.
- રાજ્યના શૈક્ષણિક માળખામાં ઓપન યુનિવર્સિટી અને દૂરવર્તી શિક્ષણપદ્ધતિને પ્રોત્સાહિત કરવી.

યુનિવર્સિટીની વિશિષ્ટતાઓઃ

ગુજરાત રાજ્ય સરકારશ્રી દ્વારા વર્ષ 1994થી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની સ્થાપના કરવામાં આવેલ છે. આ યુનિવર્સિટીમાં સ્નાતક અને અનુસ્નાતક તથા વિવિધ વ્યવસાયલક્ષી અભ્યાસક્રમો ચલાવવામાં આવે છે અને વર્ષમાં બે વાર વિવિધ પ્રવેશ/પરીક્ષાની કામગીરી પણ કરવામાં આવે છે. યુનિવર્સિટી દ્વારા દર વર્ષે વિદ્યાર્થીઓને ડિગ્રી એનાયત કરવામાં આવે છે. રાજ્યની વિવિધ ગ્રાન્ટ-ઈન-એઈડ કોલેજો/સરકારી કોલેજો/અન્ય સંસ્થાઓમાં યુનિવર્સિટીના અભ્યાસકેન્દ્રો ચલાવવામાં આવે છે અને યુનિવર્સિટી દ્વારા માર્ગદર્શન/પરામર્શનની વ્યવસ્થા આ અભ્યાસકેન્દ્રોમાં કરવામાં આવેલ છે.

- ગુણવત્તાયુક્ત ઉચ્ચશિક્ષણ પ્રાપ્ત કરવા માટે અનુકૂળ સમયે અને ઘેર બેઠાં અભ્યાસ કરવાની સગવડ.
- શહેર કે અંતરિયાળ ગામડામાં રહેતા સૌને સમાન ધોરણવાળું શિક્ષણ.
- જરૂરિયાત આધારિત વ્યવસાયલક્ષી અને ભાવિ કારકિર્દીલક્ષી અભ્યાસક્રમો વિકસાવવાનો અભિગમ.
- નવોન્મેષ સભર અભ્યાસક્રમો વિકસાવવામાં પરિણામલક્ષી અભિગમ
- સ્વ-અધ્યયન માટે ઉચ્ચ ગુણવત્તાવાળી અભ્યાસસામગ્રી.
- વિદ્યાર્થીઓ માટે શૈક્ષણિક, વહીવટી તેમજ માહિતી વિષયક સહાય માટે 'વિદ્યાર્થી સહાય સેવાઓ' અંતર્ગત રાજ્યવ્યાપી અભ્યાસકેન્દ્રોનું નેટવર્ક.
- વિદ્યાર્થીઓને પોતાની ગતિએ અને અનુકૂળતાએ અભ્યાસક્રમપૂર્ણ કરવાની પરિવર્તનક્ષમ સુવિધા.
- દેશની અન્ય ઓપન યુનિવર્સિટીઓ સાથેનાં જોડાણોને લીધે રાષ્ટ્રીય તેમજ આંતરરાષ્ટ્રીય જ્ઞાન સરળ ગુજરાતી માધ્યમમાં ઉપલબ્ધ કરવાની સગવડ.
- જીવંત 'ફોન ઈન રેડિયો કાઉન્સેલિંગ' તથા 'સેટેલાઈટ ઓપન એન્ડ ડિસ્ટન્સ લર્નિંગ' દ્વારા પરામર્શનની વ્યવસ્થા.
- અત્યાધુનિક "સ્ટેટ ઑફ ધ આર્ટ" ચૈતન્ય સ્ટુડિયો દ્વારા ગુણવત્તાયુક્ત શ્રાવ્ય તથા દ્રશ્ય-શ્રાવ્ય શૈક્ષણિક સામગ્રીનું નિર્માણ તથા ઈન્ટરનેટની મદદથી "સ્વાધ્યાય રેડિયો" અને "સ્વાધ્યાય ટેલિવિઝન"નાં માધ્યમથી પ્રસારિત આ શૈક્ષણિક સામગ્રી અને અન્ય ઉપયોગી માહિતી મોબાઈલ, ટેબલેટ, લેપ-ટોપ કે ડેસ્ક ટોપ દ્વારા કોઈપણ સમય અને કોઈપણ સ્થળે મેળવવાની સુવિધા.
- સામાન્ય વ્યક્તિને તથા વિદ્યાર્થીને યુનિવર્સિટી વિષયક પ્રવેશ, પરીક્ષા આવશ્યક તમામ માહિતી પૂરી પાડતી સતત અપડેટ થતી વેબસાઈટ.
- 10+2 ઉત્તીર્ણ થયેલ કોઈપણ વિદ્યાશાખાનો વિદ્યાર્થી યુનિવર્સિટીના કોઈપણ સ્નાતક અભ્યાસક્રમોમાં પ્રવેશ લઈ શકે છે.
- વિદ્યાર્થીને અભ્યાસ-સંપૂટ, ગુણપત્રક તથા પ્રમાણપત્ર પોતાના સરનામે મળી રહે તેવી યુનિવર્સિટી દ્વારા વ્યવસ્થા કરવામાં આવી છે.

લક્ષ્યાંકિત જનસમૂહો

- ધોરણ 10+2 પાસ થયેલ કોઈપણ વિદ્યાશાખાના વિદ્યાર્થીઓનો વિશાળ સમૂહ
- યુનિવર્સિટીમાં બાહ્ય રીતે શિક્ષણ મેળવવા ઈચ્છતા વિદ્યાર્થીઓનો સમુદાય
- પરંપરાગત યુનિવર્સિટીમાં નિયમિત કે એક્સટર્નલ અભ્યાસ કરતાં કરતાં સમાંતર રીતે પ્રમાણપત્ર કે ડિપ્લોમા અભ્યાસક્રમનું શિક્ષણ મેળવવા ઇચ્છતા વિદ્યાર્થીઓ
- ધોરણ 12માં ઉત્તીર્ણ થઈને દૂરવર્તી પદ્ધતિથી વાણિજ્ય કે વિનયન શાખામાં ડિપ્લોમા કે સ્નાતક કક્ષાનો અભ્યાસ કરવા ઇચ્છતા વિદ્યાર્થીઓ
- તકના અભાવે કે આર્થિક, સામાજિક સંજોગોના કારણે જેમનો અભ્યાસ અધૂરો રહી ગયો હોય તેમને ઘરે બેઠાં અભ્યાસ કરવાની અનુકૂળતા
- શ્રમજીવીઓ અને ગૃહિણીઓનો એક વર્ગ પોતાની શૈક્ષણિક લાયકાતમાં અભિવૃદ્ધિ કરવા ઇચ્છે છે તેમને સમયની અનુકૂળતા મુજબ અભ્યાસની વ્યવસ્થા
- નોકરી-વ્યવસાયમાં પ્રવૃત્ત કે અંતરિયાળ ગ્રામવિસ્તારના ઉચ્ચશિક્ષણથી વંચિત જનસમુદાય માટે અભ્યાસની તક.
- જેલમાં સજા ભોગવતા કેદીઓ માટે અભ્યાસની તક

સંસ્થાકીય વહીવટી માળખું

ગુજરાત રાજ્યના માનનીય રાજ્યપાલશ્રી યુનિવર્સિટીના કુલાધિપતિ છે. કુલપતિશ્રી, નિયામકશ્રીઓ, કુલસચિવશ્રી અને નાણાંઅધિકારીશ્રી યુનિવર્સિટીના અધિકારીઓ છે. બોર્ડ ઑફ મૅનેજમેન્ટ, એકેડેમિક પ્લાનિંગ બોર્ડ અને નાણાં સમિતિ યુનિવર્સિટીનાં સત્તામંડળો છે. વિવિધ વિષયોની અભ્યાસ-સામગ્રીનાં આયોજન, વિકાસ અને સંશોધન માટે શૈક્ષણિક વિભાગ છે. જ્યારે પ્રવેશ, સામગ્રી વિતરણ, પ્રાદેશિક સેવાઓ અને મૂલ્યાંકન માટે વિદ્યાર્થી સેવા-વિભાગ કાર્યરત છે.

વિદ્યાર્થી સહાય વ્યવસ્થા

વિદ્યાર્થી સ્વ-અધ્યયન અભ્યાસ-સામગ્રીનો યથાર્થ ઉપયોગ કરી શકે અને જે તે પાઠયક્રમના અભ્યાસમાં ઉદ્‌ભવતી મુશ્કેલીઓનું નિવારણ થઈ શકે તે માટે તથા અનુભવી પરામર્શક દ્વારા શૈક્ષણિક સહાય તથા માર્ગદર્શન માટે રાજ્યના જુદાં જુદાં સ્થળે ફાળવવામાં આવેલા અભ્યાસકેન્દ્રોમાં સુયોગ્ય વ્યવસ્થા છે. દરેક વિદ્યાર્થી પોતાને નજીક તથા અનુકૂળ અભ્યાસકેન્દ્ર પસંદ કરી શકે છે. આ ઉપરાંત વિદ્યાર્થીને વહીવટી બાબતો અંગેની સહાય માટે યુનિવર્સિટીમાં વિદ્યાર્થી સહાય સેવાઓ અંતર્ગત સંબંધિત પ્રાદેશિક વિભાગનો પ્રત્યક્ષ કે પત્ર/ઈ-મેઈલ દ્વારા સંપર્ક કરવાની વ્યવસ્થા છે.

વર્ગાંકન પ્રણાલી (Credit system)

બી.એડ્. બી.એડ્. અભ્યાસક્રમમાં 30 કલાકની અધ્યયન પ્રવૃત્તિની એક ક્રેડિટ હોય છે. ઉદાહરણ તરીકે ચાર ક્રેડિટ ધરાવતા અભ્યાસક્રમને 120 કલાક ફાળવવામાં આવે છે. અભ્યાસક્રમનો ભારાંક ક્રેડિટ ગુણની પરિભાષામાં દર્શાવવામાં આવે છે. આનાથી અધ્યેતાને જે તે અભ્યાસક્રમમાં કેટલા વિદ્યાકીય કામ કરવા પડશે તે સમજવામાં મદદ મળે છે. અભ્યાસ દરમ્યાન સ્વાધ્યાયો પૂર્ણ કરવા, સત્રાંત પરીક્ષામાં અભ્યાસક્રમના બધા વિષયો અને પ્રાયોગિક કાર્યો જાગૃતિપૂર્વક પૂરા કરવા જરૂરી છે.

યુનિવર્સિટીના સેલ અને સમિતિઓ

સેલ/સમિતિ	સંપર્ક
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કમિટિ ફૉર પ્રિવેન્શન ઑફ સેક્સ્યુલ હેરેસમેન્ટ ઍટ વર્ક પ્લેસ	7434852685 E-mail : sonal.chaudhari@baou.edu.in
ગ્રીવન્સ રીએડ્રેસીસ સેલ	9978408988 E-mail : hetal.gandhi@baou.edu.in
વુમન્સ ડેવલપમેન્ટ સેલ (WDC)	7434852684 E-mail : diptiba.gohil@baou.edu.in
એસસી/એસટી સેલ	9909970298 E-mail : sanjay.patel@baou.edu.in

2 બેચલર ઑફ એજ્યુકેશન (બી. એડ્.) પ્રોગ્રામ

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદનો બી.એડ્.નો અભ્યાસક્રમ પ્રાથમિક અને માધ્યમિક શાળા કક્ષાએ સેવારત શિક્ષકોના અસરકારક અધ્યયન-અધ્યાપનની પ્રક્રિયા માટે તેમને આવશ્યક એવાં કૌશલ્યો અને ક્ષમતાઓ વિકસાવવાનો ધ્યેય ધરાવે છે. પ્રસ્તુત અભ્યાસક્રમ શિક્ષકો સાથે તેમના અનુભવોના આદાન-પ્રદાનની તકો પૂરી પાડે છે. શાળાઓમાં સેવારત શિક્ષકોને વિદ્યાર્થીઓની જરૂરિયાતો પ્રમાણે તેમના અધ્યયન અનુભવો પસંદ કરવા માટે અને આયોજિત કરવા માટે પ્રોત્સાહિત કરે છે. તદ્ઉપરાંત, શૈક્ષણિક મૂલ્યાંકન અને શાળા પ્રબંધ જેવાં ક્ષેત્રોમાં તેમના જ્ઞાનમાં વૃદ્ધિ કરે છે અને તે અંગેની યોગ્ય સમજ કેળવે છે.

અભ્યાસક્રમના ઉદ્દેશો :

સેવારત શિક્ષકો આ અભ્યાસક્રમ દ્વારા નીચેના ઉદ્દેશો સિદ્ધ કરી શકશે.

1) સેવારત શિક્ષકોમાં અનુભવોનું આકલન અને વ્યવસાયિક કૌશલ્યોનો વિકાસ કરવો.
2) વિવિધ શૈક્ષણિક પદ્ધતિઓ અને માધ્યમિક શાળાના વિદ્યાર્થીઓના અધ્યયન અનુભવોને આયોજિત કરવાના અભિગમો અંગે મેળવેલું જ્ઞાન અને સમજ કેળવવી.
3) અધ્યયન અનુભવોની પસંદગી કરવા અને તેમને સંકલિત કરવાનાં કૌશલ્યોનો વિકાસ કરવો.
4) અધ્યયન પ્રક્રિયાનું સ્વરૂપ સમજવું.
5) અધ્યેતાઓની વિદ્યાકીય અને અંગત સમસ્યાઓ હલ કરવાનાં કૌશલ્યો કેળવવા.
6) મૂલ્યાંકનની વિવિધ પ્રક્રિયાઓ અને પ્રવિધિઓ ઉપરાંત તેમના વર્ગખંડમાં ઉપયોજન અંગેનાં જ્ઞાન અને સમજ કેળવવા.
7) મૂલ્યાંકનનાં ઉપકરણો (સાધનો)ની પસંદગી, નિર્માણ અને ઉપયોગ અંગેનાં કૌશલ્યો કેળવવા.
8) શાળાપ્રબંધનાં વિવિધ પાસાઓ અંગે જાણકારી મેળવી તે અંગેની સમજ વિકસાવવી.
9) વિવિધ પ્રકારની અધ્યાપન અને સહાયક સેવાઓ આયોજિત કરવા અંગેની ક્ષમતાઓનો વિકાસ કરવો.
10) પ્રવર્તમાન સામાજિક-સાંસ્કૃતિક તેમજ રાજકીય પ્રણાલીઓમાં સામાન્ય રીતે અને શૈક્ષણિક પ્રણાલીમાં વિશિષ્ટ રીતે શિક્ષણની ભૂમિકાની કદર યોગ્યતા વિકસાવવી.

અભ્યાસક્રમનું માળખું :

બી.એડ્.ના સમગ્ર અભ્યાસક્રમમાં સૈદ્ધાંતિક અને પ્રાયોગિક અભ્યાસક્રમનો સમાવેશ કરવામાં આવ્યો છે. ઉદાહરણો અને પ્રાસંગિક પ્રસ્તુત પરિસ્થિતિઓનો અભ્યાસક્રમના પ્રત્યેક વિષયાંગોમાં સમાવેશ કરવામાં આવ્યો છે. આ બાબતને આવશ્યક રીતે સૈદ્ધાંતિક પાસાઓનો પણ આધાર મળી રહે છે. આ બાબતને ધ્યાનમાં રાખી અભ્યાસક્રમને પાંચ જૂથોમાં વિભાજિત કરવામાં આવ્યો છે.

સમગ્ર અભ્યાસક્રમ કુલ 72 ક્રેડિટ ધરાવે છે.

જૂથ **A :** ફરજિયાત પાઠ્યક્રમ

જૂથ **B :** વિષયવસ્તુ આધારિત પદ્ધતિશાસ્ત્રના પાઠ્યક્રમો

જૂથ **C :** ફાઉન્ડેશન પાઠ્યક્રમો

જૂથ **D :** વૈકલ્પિક પાઠ્યક્રમો

જૂથ **E :** પ્રાયોગિક પાઠ્યક્રમો

અભ્યાસક્રમ વિવરણ : પ્રથમ વર્ષ

જૂથ A: ફરજિયાત પાઠ્યક્રમ (Compulsory Paper) (12 ક્રેડિટ = 09 સૈદ્ધાંતિક + 03 પ્રાયોગિક)

શાળાના શિક્ષક તરીકેની વ્યવસાયિક જરૂરિયાત અને અભ્યાસક્રમના વિશાળ હેતુઓને લક્ષમાં લઈને પ્રત્યેકની 04 ક્રેડિટ ધરાવતા 03 પાઠ્યક્રમો નિર્ધારિત કરવામાં આવ્યા છે.

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનુંનામ)	સૈદ્ધાંતિક+ પ્રાયોગિક
1.	ES-101	અધ્યેતા અને વિકાસનું મનોવિજ્ઞાન	3 + 1
2.	ES-102	વર્તમાન ભારતમાં શિક્ષણનાપરિમાણો	3 + 1
3.	ES-103	શિક્ષક પ્રશિક્ષણ	3 + 1

જૂથ બી : વિષયવસ્તુ આધારિત પદ્ધતિશાસ્ત્ર (Method Paper)(08 ક્રેડિટ = 06 સૈદ્ધાંતિક + 02 પ્રાયોગિક)

શાળાના વિષયોમાં મેળવેલી લાયકાત અને શૈક્ષણિક અનુભવને ધ્યાનમાં લઈને નીચેના શાળાકીય વિષયોમાંથી ગમે તે બે વિષય પસંદ કરી શકશો. આ વિષયવસ્તુમાં ગુજરાત સરકારશ્રીના ધોરણ-6 થી ધોરણ-12ના પ્રવર્તમાન અભ્યાસક્રમનો સમાવેશ થાય છે.

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનુંનામ)	સૈદ્ધાંતિક+ પ્રાયોગિક
1	ES-111	વિજ્ઞાન અને ટેકનોલોજીનું અધ્યાપન	3 + 1
2	ES-112	ગણિતનું અધ્યાપન	3 + 1
3	ES-113	સામાજિક વિજ્ઞાનનું અધ્યાપન	3 + 1
4	ES-114	અંગ્રેજીનું અધ્યાપન	3 + 1
5	ES-115	હિન્દીનું અધ્યાપન	3 + 1
6	ES-116	ગુજરાતીનું અધ્યાપન	3 + 1
7	ES-117	સંસ્કૃતનું અધ્યાપન	3 + 1
8	ES-118	વાણિજ્ય વ્યવસ્થાનું અધ્યાપન	3 + 1
9	ES-119	નામાનાં મૂળતત્ત્વોનું અધ્યાપન	3 + 1
10	ES-120	મનોવિજ્ઞાનનું અધ્યાપન	3 + 1

જૂથ સી : ફાઉન્ડેશન પાઠ્યક્રમ (Foundation Paper) (04 ક્રેડિટ – 03 સૈદ્ધાંતિક + 01 પ્રાયોગિક)

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનુંનામ)	સૈદ્ધાંતિક+ પ્રાયોગિક
1.	ES-121	ભારતમાં પ્રાથમિક અને માધ્યમિક શિક્ષણનો વિકાસ	3 + 1

જૂથ ડી : વૈકલ્પિક પાઠ્યક્રમ (Optional Paper) (08 ક્રેડીટ-06 સૈદ્ધાંતિક + 02 પ્રાયોગિક)

સામે પાને આપેલા વિષયોમાંથી ગમે તે બે વિષય પસંદ કરવાના રહેશે.

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનું નામ)	સૈદ્ધાંતિક + પ્રાયોગિક
1.	ES-131	શિક્ષણમાં પર્યાવરણ	3 + 1
2.	ES-132	માનવ અધિકારો અને સમુદાયવિકાસ	3 + 1
3.	ES-133	માર્ગદર્શન અને સલાહ	3 + 1
4.	ES-134	વિશિષ્ટશિક્ષણ (સ્પે.એજ્યુકેશન)	3 + 1
5.	ES-135	સમાવેશક શાળા	3 + 1
6.	ES-136	માધ્યમોનો શિક્ષણમાં વિનિયોગ	3 + 1

ઉપરના એ, બી, સી અને ડી જૂથોમાંથી અધ્યેતાએ પસંદ કરેલા વિષયોમાંના પ્રત્યેક વિષયની 04 ક્રેડિટમાંથી 01 ક્રેડિટ પ્રાયોગિક સ્વાધ્યાય માટે ફાળવવામાં આવી છે.

જૂથ ઈ : પ્રાયોગિકપાઠ્યક્રમ (Practical) (06 ક્રેડિટ પ્રાયોગિકકાર્ય)

અભ્યાસક્રમના વિષયોની આ શ્રેણીમાં કૌશલ્યના વિકાસ ઉપર ભાર મૂકવામાં આવ્યો છે. પ્રાયોગિક કાર્ય જે તે સંબંધિત વિષયોના વિષયવસ્તુને અનુલક્ષીને તૈયાર કરવામાં આવ્યો છે. પ્રાયોગિક અનુભવ નીચેના બે પ્રાયોગિક અભ્યાસક્રમોને અનુસરીને આપવામાં આવશે. પ્રાયોગિકકાર્ય ધોરણ-6 થી ધોરણ- 12 માં જ કરવાનું રહેશે.

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનુંનામ)	પ્રાયોગિક
1.	ES-141	વર્કશોપ આધારિત પ્રયોગિકકાર્ય	2
2.	ES-142	પ્રાયોગિકપાઠ (એક વિષય પદ્ધતિ)	4

અભ્યાસક્રમ વિવરણ : દ્વિતીય વર્ષ

જૂથ એ : ફરજિયાત પાઠ્યક્રમ (Compulsory Paper) (12 ક્રેડિટ = 09 સૈદ્ધાંતિક + 03 પ્રાયોગિક)

શાળાના શિક્ષક તરીકેની વ્યવસાયિક જરૂરિયાત અને અભ્યાસક્રમના વિશાળ હેતુઓને લક્ષમાં લઈને પ્રત્યેકની 04 ક્રેડિટ ધરાવતા 03 પાઠ્યક્રમો નિર્ધારિત કરવામાં આવ્યા છે.

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનુંનામ)	સૈદ્ધાંતિક+ પ્રાયોગિક
1.	ES-201	શૈક્ષણિક પ્રૌદ્યોગિકી અને ICT	3 + 1
2.	ES-202	માપન અને મૂલ્યાંકન	3 + 1
3.	ES-203	અધ્યયન અધ્યાપન સામગ્રી વિકાસ	3 + 1

જૂથ બી : ફાઉન્ડેશન પાઠ્યક્રમ (Foundation Paper) (04 ક્રેડિટ – 03 સૈદ્ધાંતિક + 01 પ્રાયોગિક)

અનુ.નં.	કોર્સકોડ	કોર્સશીર્ષક (વિષયનુંનામ)	સૈદ્ધાંતિક+ પ્રાયોગિક
1.	ES-221	જીવન કૌશલ્ય માટેનું શિક્ષણ	3 + 1

જૂથ સી : વૈકલ્પિક પાઠ્યક્રમ (Optional Paper) (08 ક્રેડિટ – 06 સૈદ્ધાંતિક + 02 પ્રાયોગિક)

નીચે આપેલા વિષયોમાંથી ગમે તે બે વિષય પસંદ કરવાના રહેશે.

અનુ.નં.	કોર્સકોડ	કોર્સ શીર્ષક (વિષયનુંનામ)	સૈદ્ધાંતિક+ પ્રાયોગિક
1.	ES-231	અધિક્ષક નિરીક્ષક	3 + 1
2.	ES-232	સમાજના વિશિષ્ટ વર્ગોનું શિક્ષણ/કન્યા કેળવણી	3 + 1
3.	ES-233	સાહિત્ય દ્વારા શિક્ષણ	3 + 1
4.	ES-234	દૂરવર્તી શિક્ષણ	3 + 1
5.	ES-235	યોગ શિક્ષણ	3 + 1
6.	ES-236	ઈ-લર્નિંગ	3 + 1

જૂથ ડી : પ્રાયોગિક પાઠ્યક્રમ (Practical) (10 ક્રેડિટ પ્રાયોગિકકાર્ય)

અભ્યાસક્રમના વિષયોની આ શ્રેણીમાં કૌશલ્યના વિકાસ ઉપર ભાર મૂકવામાં આવ્યો છે. પ્રાયોગિક કાર્ય જે તે સંબંધિત વિષયોના વિષય વસ્તુને અનુલક્ષીને તૈયાર કરવામાં આવ્યો છે.

પ્રાયોગિક અનુભવ નીચેના ત્રણ પ્રાયોગિક અભ્યાસક્રમોને અનુસરીને આપવામાં આવશે. પ્રાયોગિક કાર્ય ધોરણ 6 થી ધોરણ 12માં જ કરવાનું રહેશે.

અનુ.નં.	કોર્સ કોડ	કોર્સ શીર્ષક (વિષયનું નામ)	પ્રાયોગિક
1.	ES-241	વર્કશોપ આધારિત પ્રાયોગિક કાર્ય	2
2.	ES-242	પ્રાયોગિક પાઠ (એક વિષય પદ્ધતિ)	4
3.	ES-243	શાળા આધારિત પ્રાયોગિક કાર્ય	4

શિક્ષણ પદ્ધતિ :

બી.એડ્.ના અભ્યાસક્રમ અંતર્ગત બહુમાધ્યમ અભિગમનો સ્વીકાર કરવામાં આવ્યો છે. અર્થાત્ સ્વઅધ્યયન મુદ્રિત સામગ્રી, દૃશ્ય-શ્રાવ્ય સાધનો, સ્વાધ્યાયપત્રો, માર્ગદર્શન-સલાહ સત્રો અને શાળા તેમજ વર્કશોપમાં પ્રાયોગિક કાર્યનો સમાવેશ કરવામાં આવ્યો છે.

મુદ્રિત સામગ્રી :

મુદ્રિત સામગ્રીમાં અભ્યાસક્રમના સૈદ્ધાંતિક અને પ્રાયોગિક ઘટકોનો સમાવેશ થાય છે. તે વિવિધ વિભાગો (ખંડ)ના સ્વરૂપે આપવામાં આવે છે. દરેક વિભાગ (બ્લોક)માં 3 થી 5 જેટલા એકમોનો સમાવેશ કરવામાં આવે છે. યુનિવર્સિટી દ્વારા અભ્યાસ સામગ્રી અને સ્વાધ્યાયો નક્કી કરેલા અભ્યાસકેન્દ્રો પર પહોંચાડવામાં આવે છે. આ અભ્યાસ સામગ્રી વિદ્યાર્થીઓએ પ્રવેશ સમયે મેળવવાની રહેશે. જો વિદ્યાર્થી તે અભ્યાસ સામગ્રી કોઈપણ કારણોસર મેળવશે નહીં તો તેને માટે યુનિવર્સિટી જવાબદાર રહેશે નહિ.

સ્વાધ્યાયો :

સ્વાધ્યાયો એ શિક્ષણ પદ્ધતિના અંતર્ગત તેના અનિવાર્ય (ફરજિયાત) ભાગરૂપે છે. પ્રત્યેક સૈદ્ધાંતિક પાઠ્યક્રમ માટે ટ્યૂટર (અધ્યાપક) દ્વારા મૂલ્યાંકન કરવામાં આવતા ત્રણ સ્વાધ્યાયો દરેક પ્રશિક્ષણાર્થીએ તૈયાર કરવાના હોય છે. બે સ્વાધ્યાયો સૈદ્ધાંતિક પાઠયક્રમ આપવાનું દરેક પ્રશિક્ષણાર્થી માટે ફરજિયાત છે. એટલે કે 14 જેટલા સૈદ્ધાંતિક સ્વાધ્યાકાર્યોના ગ્રેડ ધ્યાનમાં લેવામાં આવશે જેના 42 સ્વાધ્યાયો તૈયાર કરવાના હોય છે. જેમાંથી દરેક વિષયમાં એક ફરજિયાત પ્રાયોગિક સ્વાધ્યાય તૈયાર કરવાનો રહેશે. આ સ્વાધ્યાયો તૈયાર કરીને તેને પરત કરવાની નિયત તારીખ સુધીમાં અભ્યાસકેન્દ્ર પર જમા કરાવવાના રહેશે. દરેક સ્વાધ્યાયકાર્યમાં પાસ થવું ફરજીયાત છે. સ્વાધ્યાયકાર્યમાં નાપાસ થયેલ વિદ્યાર્થીએ જે-તે વિષયના સ્વાધ્યાયકાર્ય ફરીથી લખવાના રહેશે. **પ્રથમ અને દ્વિતીય વર્ષની સત્રાંત પરીક્ષામાં બેસતા પહેલાં સ્વાધ્યાયકાર્ય અને પ્રાયોગિક કાર્ય પૂર્ણ કરવા ફરજિયાત છે. અન્યથા સત્રાંત પરીક્ષાનું પરિણામ રદ કરવામાં આવશે.**

સ્વાધ્યાય કાર્યોના નિયમો :

- યુનિવર્સિટી દ્વારા ચલાવવામાં આવતાં સ્નાતક અભ્યાસક્રમોમાં સતત મૂલ્યાંકન માટે નિયત કરેલ સ્વાધ્યાયકાર્ય જમા કરાવવાના હોય છે.
- સામાન્ય રીતે વિદ્યાર્થીઓએ પાઠ્યક્રમદીઠ બે સૈદ્ધાંતિક અને એક પ્રાયોગિક સ્વાધ્યાયકાર્યો Tutor Marked Assignment (TMA) તૈયાર કરવાના રહેશે.
- જે તે અભ્યાસક્રમના વિદ્યાર્થીએ Tutor Marked Assignment (TMA) સ્વાધ્યાયકાર્યોની એક નકલ પોતાની પાસે રાખી મૂળ નકલ નિયત સમયમર્યાદામાં અભ્યાસકેન્દ્ર ખાતે જમા કરાવવા. તેમજ મૂલ્યાંકન થયેલ સ્વાધ્યાયકાર્યો અભ્યાસકેન્દ્ર પરથી પરત મેળવી લેવાના રહેશે.
- દરેક સ્વાધ્યાયકાર્યોમાં પાસ થવું ફરજિયાત છે. સ્વાધ્યાયકાર્યમાં નાપાસ થયેલ વિદ્યાર્થીએ જે-તે વિષયના સ્વાધ્યાયકાર્યમાં નાપાસ થયેલ વિદ્યાર્થીએ જે-તે વિષયના સ્વાધ્યાયકાર્ય ફરીથી લખવાના છે.
- દરેક સ્વાધ્યાયકાર્યો અલગ-અલગ ફુલસ્કેપ બુકમાં તૈયાર કરવા જરૂરી છે.
- દરેક સ્વાધ્યાયકાર્યમાં જવાબ સાથે પ્રશ્ન નંબર લખવો જરૂરી છે.

- ❒ સ્વાધ્યાયકાર્યમાં આપેલ સૂચના મુજબ સ્વાધ્યાયકાર્યોના જવાબો તૈયાર કરવા.
- ❒ પાઠ્યક્રમદીઠ નિયત સ્વાધ્યાયકાર્યો પૂર્ણ કરી દરેક વિદ્યાર્થીએ સત્રાંત પરીક્ષા પહેલાં રજૂ કરવાનું આવશ્યક છે. અભ્યાસકેન્દ્ર ઉપર આપેલાં સ્વાધ્યાયકાર્યોનું મૂલ્યાંકન કરી જરૂરી સૂચનાઓ સાથે વિદ્યાર્થીને આગળ અભ્યાસક્રમમાં ઉપયોગી માર્ગદર્શન મળી રહે તે માટે અભ્યાસકેન્દ્રો પરથી પરત મળે છે.

❒ **પ્રાયોગિક કાર્યો :** જે અભ્યાસક્રમમાં પ્રાયોગિકકાર્યો નિર્ધારિત હોય તે માટે જરૂરી સાધન સુવિધા ધરાવતી સંસ્થાઓમાં વ્યવસ્થા ગોઠવવામાં આવે છે .

❒ **પ્રાયોગિક કાર્યોનું આયોજન :**

પ્રાયોગિક કાર્યો શાળાઓ અને અભ્યાસકેન્દ્રો તરીકે પસંદ કરવામાં આવેલી માધ્યમિક શિક્ષણ-પ્રશિક્ષણ કૉલેજોમાં હાથ ધરવામાં આવશે. અગાઉ જણાવ્યા મુજબ પ્રાયોગિક અભ્યાસક્રમોમાં શાળા-આધારિત તેમજ વર્કશોપ આધારિત પ્રાયોગિક કાર્યો, પ્રાયોગિક કાર્ય આધારિત સ્વાધ્યાયો અને પ્રત્યક્ષ વર્ગ શિક્ષણનો સમાવેશ થાય છે. આ બધી પ્રવૃત્તિઓ માધ્યમિક શાળામાં કરવામાં આવશે. તદ્ઉપરાંત 24 દિવસના સમયગાળામાં બે પ્રાયોગિક કાર્યસત્રો એટલે કે બે વર્ષના અભ્યાસક્રમના ગાળા દરમિયાનમાં પ્રતિવર્ષ 12 દિવસનાં કાર્યસત્રો યોજવામાં આવશે. જે વિદ્યાર્થીએ ફરજિયાત કરવાનાં રહેશે. વિદ્યાર્થીએ કાર્યસત્ર(વર્કશોપ)માં હાજરી બાબતે કોઈપણ જાતની છૂટછાટ આપવામાં આવશે નહીં. આ કાર્યસત્રો પ્રશિક્ષણાર્થીઓનાં કૌશલ્યો અને ક્ષમતાઓના વિકાસ માટે અભ્યાસકેન્દ્ર અથવા યુનિવર્સિટી નક્કી કરે તે સ્થળે વિદ્યાર્થીઓ સાથેના આદાન-પ્રદાન યુકત સન્મુખ(Face to Face) શિક્ષણનો કાર્યક્રમ યોજવામાં આવશે. આ અભ્યાસક્રમ વ્યાવસાયિક અભ્યાસક્રમ હોવાથી સંપર્ક વર્ગો તેમજ સન્મુખ શિક્ષણ કાર્યક્રમમાં લઘુત્તમ 80 ટકા હાજરી જરૂરી છે. પ્રશિક્ષણાર્થીઓએ અધ્યાપન કૌશલ્યો અને ક્ષમતાઓના વિકાસ માટે જે તે શાળા/સંસ્થાના આચાર્યની વિધિસર મંજૂરી મેળવીને શાળાના સુપરવાઈઝર/આચાર્યના માર્ગદર્શન નીચે જરૂરી એવાં 40 પ્રાયોગિક કાર્યો અને પ્રવૃત્તિઓ કરવાની રહેશે. **બી.એડ્. અભ્યાસક્રમમાં 120 કલાક પ્રાયોગિક, પરામર્શન વિષયદીઠ-12 અને અધ્યેતાએ 120 કલાકનું અધ્યયન જેટલો સમય સંપર્ક માટેના સમય તરીકે ફરજિયાત ગાળવાનો રહેશે.**

માર્ગદર્શન :

❒ **માર્ગદર્શન (સંપર્ક) સત્રો :**

સામાન્ય રીતે સંપર્કસત્રોનું આયોજન જે-તે અભ્યાસકેન્દ્રો પર પ્રતિ સપ્તાહના અંતે(શનિ-રવિવારે) અને જાહેર રજાઓ દરમિયાન યોજવામાં આવશે. સામાન્ય સમયપત્રક મુજબ અભ્યાસકેન્દ્રના સંચાલક આ સત્રો યોજવાનો નિર્ણય લેશે. અભ્યાસકેન્દ્રના સંચાલકો (Co-ordinators) સંપર્કવર્ગોનું સમયપત્રક તૈયાર કરીને જણાવશે. આ સંપર્કવર્ગો દરમિયાન મુદ્રિત અભ્યાસ સામગ્રીના મુદ્દાઓ અને દૃશ્ય-શ્રાવ્ય કાર્યક્રમોના કેટલાક મુદ્દાઓનું વિદ્યાર્થીઓ સાથે આદાન-પ્રદાન કરીને સ્પષ્ટીકરણ કરવામાં આવશે.

❒ **પરામર્શન વર્ગો :** અભ્યાસ - સામગ્રીના અધ્યયનમાં ઉદ્ભવતી મુશ્કેલીઓના નિવારણ માટે તથા જરૂરી શૈક્ષણિક માર્ગદર્શન અને મદદ પૂરી પાડવા અભ્યાસકેન્દ્રો પર તજ્ઞો સાથે પ્રત્યક્ષ સંપર્ક માટે પરામર્શન બેઠકો નિયત કર્યા અનુસાર યોજવામાં આવે છે. જેમાં વિદ્યાર્થી પોતાની જરૂરિયાત મુજબ હાજરી આપી શકે છે.

❒ **મૂલ્યાંકન :**

સૈદ્ધાંતિક (**Theory**) અને પ્રાયોગિક કાર્ય માટેની મૂલ્યાંકન પ્રણાલી નીચે મુજબની રહેશે.

સૈદ્ધાંતિક વિષયો :

સૈદ્ધાંતિક વિષયોમાં મૂલ્યાંકનના ત્રણ પાસાઓ સમાવિષ્ટ છે.

(a) પ્રત્યેક એકમમાં આપવામાં આવેલા સ્વ-અધ્યયન માટેના સ્વાધ્યાયો (ક્રેડિટ સિવાયના)

(b) સમયાંતરે યોગ્ય સમયવિધિમાં આપવામાં આવેલાં સ્વાધ્યાયપત્રોના સ્વાધ્યાયોનું સતત મૂલ્યાંકન. આ મૂલ્યાંકનનો ભારાંક દરેક વિષયમાં 30% જેટલો રહેશે. (બે ઉત્તમ ગુણવત્તાયુક્ત સ્વાધ્યાયો) (ત્રણમાંથી બે)ના ગુણાંકનને વિદ્યાર્થીના પરીક્ષામાં ઉત્તીર્ણ થવા માટે ગણતરીમાં લેવામાં આવશે.

(c) સત્રાંત પરીક્ષામાં દરેક વિષયમાં ભારાંક 70% જેટલું રહેશે. સત્રાંત પરીક્ષાનો કાર્યક્રમ જે તે કેન્દ્રના નોટિસ બૉર્ડ પર અને યુનિવર્સિટીની વેબસાઇટ ઉપર www.baou.edu.in એક માસ અગાઉ પ્રસિદ્ધ કરવામાં આવશે. **આ માટે તેમના પરીક્ષાનાં આવેદનપત્રો આપેલ સમય મર્યાદા (ઓનલાઈન) માં ભરીને જે તે કેન્દ્રમાં જમા કરાવવા ફરજીયાત છે.**

❐ પ્રાયોગિક :

પ્રાયોગિક વિષયો માટેની પરીક્ષાના ત્રણ પાસા છે.

(a) પ્રાયોગિક વર્કશોપમાં કામગીરીનું મૂલ્યાંકન	(ES-141, ES-241)	- ક્રેડિટ 4
(b) પ્રાયોગિક પાઠોનું મૂલ્યાંકન (બે વિષય પદ્ધતિ) (4 + 4)	(ES-142, ES-242)	- ક્રેડિટ 8
(c) શાળા આધારિત પ્રવૃત્તિઓ અને પ્રત્યક્ષ વર્ગ શિક્ષણ	(ES-243)	- ક્રેડિટ 4

વિદ્યાર્થીએ દરેક વિષયમાં ઓછામાં ઓછો C ગ્રેડ મેળવવાનો રહેશે. સતત મૂલ્યાંકન અને સત્રાંત પરીક્ષામાં C ગ્રેડ મેળવવાનો રહેશે. જો કે અભ્યાસક્રમમાં સફળતાપૂર્વક ઉત્તીર્ણ થવા માટે બધાની સરેરાશ કરતાં ઓછામાં ઓછા B ગ્રેડ મેળવવાનો રહેશે.

જો વિદ્યાર્થીએ કોઈ વિષયની સત્રાંત પરીક્ષા કોઈ કારણસર આપી શકયો ન હોય તો તે તેના પછીની સત્રાંત પરીક્ષા આપી શકશે. જયાં સુધી વિદ્યાર્થી ઓછામાં ઓછો પાસ ગ્રેડ મેળવે નહિ ત્યાં સુધી આ સુવિધા ચાલુ રાખી શકાશે, પરંતુ પ્રવેશ પામીને નોંધણી કરાવ્યા પછી નોંધણી તારીખથી પાંચ વર્ષ સુધી આ સુવિધા પ્રાપ્ત કરી શકશે.

વર્ગાંકન (grade) પદ્ધતિમાં વર્ણ (અક્ષર)નો ઉપયોગ સતત મૂલ્યાંકન અને સત્રાંત પરીક્ષાનું વર્ગાંકન કરવા માટે કરવામાં આવશે. અક્ષરસહિતનાં વર્ગાંકન (grades) નીચે મુજબ છે.

Letter Grade	Qualitative Level	Grade Point Average	Percentage Equivalent	Classification of Final Result
O	Outstanding	8.5 – 10.0	Above 85 (85 – 100)	First class with Distinction
A^+	Excellent	7.0 – 8.49	70.00 – 84.99	
A	Very Good	6.0 – 6.99	60.00 – 69.99	First class
B^+	Good	5.5 – 5.99	55.00 – 59.99	Higher Second Class
B	Fair / Average	5.0 – 5.49	50.00 – 54.99	Second Class
C	Satisfactory	4.0 – 4.99	40.00 – 49.99	Pass Class
D	Dropped / Fail	Below 4.0	Below 40	Dropped / Fail

જે તે પરીક્ષાર્થી સૈદ્ધાંતિક અને પ્રાયોગિક અભ્યાસક્રમમાં પ્રત્યેકમાં એવરેજ **B** ગ્રેડ મેળવશે તેને ઉત્તીર્ણ જાહેર કરવામાં આવશે.

2.1 બી.એડ્. પ્રવેશના નિયમો

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીમાં પ્રવેશ માત્ર પ્રવેશ પરીક્ષામાં મેળવેલ ગુણના આધારે તૈયાર થયેલ મેરિટના ધોરણે જ આપવામાં આવશે. જે વિદ્યાર્થીઓ યુનિવર્સિટીએ નિયત કરેલાં લાયકાતના ધોરણોમાં સમાવિષ્ટ થતા હશે તેમને જ પ્રવેશ આપવામાં આવશે. તેથી કોઈપણ પ્રવેશાર્થીએ કોઈપણ ખાનગી વ્યકિત અથવા સંસ્થાએ આપેલાં વચનોથી ગેરમાર્ગે દોરવાઈ જવું નહીં.

(1) માધ્યમ:

બી.એડ્.ના અભ્યાસક્રમનું માધ્યમ માત્ર ગુજરાતી જ રહેશે.

(2) પ્રવેશ માટેની લાયકાત :

1) **NCTE (National Council for Teacher Education) દ્વારા માન્ય શૈક્ષણિક સંસ્થામાંથી Regular Modeથી PTC, D.Ed., D.El.Ed., C.P.Ed., B.P.Ed. (સંસ્થાના NCTE કોડ નંબર સાથેનું પ્રમાણપત્ર પ્રવેશફોર્મ સાથે જોડવું) જેવો અભ્યાસક્રમ પૂર્ણ કરેલ હોય તેવા શિક્ષક તરીકે હાલ સરકાર માન્ય પ્રાથમિક, માધ્યમિક કે ઉચ્ચતર માધ્યમિક શાળામાં લઘુત્તમ બે વર્ષનો પૂર્ણ સમયની સવેતન સેવાઓ આપતા હોવા જોઈએ તેમજ UGC માન્ય યુનિવર્સિટીમાંથી સાયન્સ, કોમર્સ અને આર્ટ્સ વિદ્યાશાખામાં લઘુત્તમ 50% ગુણ અને ઈજનેરી/તકનિકી વિદ્યાશાખામાં મુખ્ય વિષય ગણિત અને વિજ્ઞાન વિષયમાં 55% ગુણ સાથે સ્નાતક/અનુસ્નાતક થયેલ હોય તેવા નોકરીમાં કાર્યરત (In-Service Teachers) શિક્ષકો જ આ અભ્યાસક્રમમાં અરજી કરી શકશે. (SC/ST અને દિવ્યાંગ વિદ્યાર્થીઓને પ્રવેશ મેળવવા 5% ગુણની છૂટછાટ) તેમજ પ્રવેશ પરીક્ષામાં ઓછામાં ઓછા 40% (150માંથી 60) ગુણ મેળવનાર ઉમેદવાર મેરીટ ક્રમ મુજબ પ્રવેશપાત્ર બનશે.**

2) આચાર્ય દ્વારા અપાયેલું અનુભવનું પ્રમાણપત્ર જિલ્લા શિક્ષણ વિભાગના માધ્યમિક, ઉચ્ચતર માધ્યમિક શાળામાં સરકારી નોકરી કરનારે જિલ્લા શિક્ષણાધિકારીશ્રી (DEO) પ્રાથમિકમાં નોકરી કરનારે જિલ્લા પ્રા. શિક્ષણાધિકારીશ્રી (DPEO) અથવા શાસનાધિકારીશ્રી (A.O.)દ્વારા પ્રતિહસ્તાક્ષર કરેલું પ્રમાણિત હોવું જોઈએ અને બિનસરકારી પ્રાથમિક, માધ્યમિક કે ઉચ્ચતર માધ્યમિક શાળામાં શિક્ષક તરીકે નોકરી કરનારે શાળાના નોંધણી નંબરવાળા લેટરપેડ પર પ્રિન્સિપાલ દ્વારા પ્રતિહસ્તાક્ષર કરેલું પ્રમાણિત હોવું જોઈએ.

(3) અભ્યાસક્રમની સમયમર્યાદા :

અભ્યાસક્રમની લઘુત્તમ સમયમર્યાદા બે વર્ષની રહેશે અને અભ્યાસક્રમ પૂર્ણ કરવા માટેની મહત્તમ સમયમર્યાદા પાંચ વર્ષની રહેશે. જે તે પ્રવેશાર્થીએ તેનો અભ્યાસક્રમ આ સમયમર્યાદામાં પૂર્ણ કરવાનો રહેશે. ત્યારબાદ આ અભ્યાસક્રમમાં પુનઃપ્રવેશ મેળવી શકાશે નહીં.

(4) પ્રવેશ પરીક્ષા :

બી.એડ્.માં પ્રવેશ મેળવવા ઈચ્છતા ઉમેદવારોએ પ્રવેશ પરીક્ષામાં બેસવું ફરજિયાત છે. પ્રવેશ પરીક્ષામાં 40% એટલે કુલ ગુણ (150 માંથી 60) ગુણ મેળવનાર પ્રવેશપાત્ર બનશે.

➡ પ્રવેશ પરિક્ષા અંગેની માહિતી યુનિવર્સિટીની વેબસાઈટ www.baou.edu.in પરથી ઉપલબ્ધ થશે.

પ્રવેશ પરીક્ષા અંગેની ધ્યાનપાત્ર બાબતો :

1. **પ્રવેશ પરીક્ષાના પ્રશ્નપત્રમાં બે પાર્ટ A અને B રહેશે.**

પાર્ટ-A : સામાન્ય જ્ઞાન-શિક્ષણ વિષયક અને અન્ય તેમાં નીચેના ઘટકોનું પરીક્ષણ કરવામાં આવશે.

વિભાગ- 1. સામાન્ય અંગ્રેજી અર્થગ્રહણ (General English Comprehension)

વિભાગ- 2. તાર્કિક અને પૃથક્કરણીય કાર્યકારણ સંબંધ (Logical & Analytical Reasoning)

વિભાગ- 3. શૈક્ષણિક અને સામાન્ય સચેતતા (સમાનતા) (Educational & General/Awareness)

વિભાગ- 4. અધ્યાપન-અધ્યયન પ્રક્રિયા અને શાળા (Teaching-Learning & the School)

પાર્ટ- B : વિષયવસ્તુ - પ્રવર્તમાન (ગુજરાત રાજ્ય શાળા પાઠ્યપુસ્તક મંડળ પ્રકાશિત જે તે વિષયનો ધોરણ-6 થી ધોરણ-12 સુધીનો અભ્યાસક્રમ)

નોંધ : આપે જે વિષયમાં પ્રવેશ પરીક્ષા આપી હશે તે જ વિષય બી.એડ્.માં (સેમેસ્ટર પદ્ધતિના અભ્યાસક્રમ મુજબ)પ્રથમ વિષયપદ્ધતિ તરીકે આપે ફરજિયાત પસંદ કરવાનો રહેશે. જે કોઈ પણ સંજોગોમાં બદલી આપવામાં આવશે નહીં.

(5) વિષયો :

(01) ગુજરાતી (02) હિન્દી (03) અંગ્રેજી (04) ગણિતશાસ્ત્ર (05) વિજ્ઞાન અને ટૅક્નોલૉજી (06) સામાજિક વિજ્ઞાન (07) સંસ્કૃત (08) વાણિજ્ય વ્યવસ્થા (09) નામાના મૂળતત્ત્વો (10) મનોવિજ્ઞાન. દરેક પરીક્ષાર્થીએ આ વિષયોમાંથી ગમે તે એક વિષયની પ્રવેશ પરીક્ષા આપવાની રહેશે.

ક્રમ	વિદ્યાશાખા	સ્નાતક/અનુસ્નાતક પદવીનો મુખ્ય વિષય	બી.એડ્. પ્રવેશ પરીક્ષામાં પસંદગી કરવાનો વિષય
1.	સાયન્સ	ગણિત, આંકડાશાસ્ત્ર	ગણિત
2.		રસાયણશાસ્ત્ર, જીવવિજ્ઞાન, ભૌતિકશાસ્ત્ર, વનસ્પતિશાસ્ત્ર	વિજ્ઞાન
3.	કોમર્સ/મેનેજમેન્ટ	નામાના મૂળતત્ત્વો, આંકડાશાસ્ત્ર	નામાના મૂળતત્ત્વો
4.		વાણિજ્ય	વાણિજ્ય
5.	આર્ટ્સ	ઈતિહાસ, સમાજશાસ્ત્ર, રાજ્યશાસ્ત્ર, ભૂગોળ અને નાગરિકશાસ્ત્ર	સમાજવિદ્યા
6.		ગુજરાતી	ગુજરાતી
7.		હિન્દી	હિન્દી
8.		અંગ્રેજી	અંગ્રેજી
9.		સંસ્કૃત	સંસ્કૃત
10.		મનોવિજ્ઞાન	મનોવિજ્ઞાન
અગત્યની સૂચના : સ્નાતક/અનુસ્નાતક પદવીના મુખ્ય વિષય સિવાય અન્ય વિષયમાં પ્રવેશ પરીક્ષા આપી શકાશે નહિ.			

પ્રશ્નપત્ર બહુવિકલ્પ પ્રકારનું 150 પ્રશ્નોવાળું રહેશે. જે પૈકી પાર્ટ A માં 100 પ્રશ્નો (1 થી 100) તથા પાર્ટ B માં 50 પ્રશ્નો (101 થી 150) રહેશે. સમય 2:30 કલાકનો રહેશે.

(6) મેરિટ નક્કી કરવાની પદ્ધતિ :

પ્રવેશ પરીક્ષાના કુલ 150 ગુણમાંથી મેળવેલા ગુણને આધારે મેરિટ નક્કી કરવામાં આવશે. પ્રવેશ મેરિટ ગુણને આધારે આપવામાં આવશે.

નોંધ : જયાં બે ઉમેદવારોના મેરિટના ગુણ સરખા થતા હશે ત્યાં નોકરીના અનુભવના પૂરા વર્ષો ધ્યાનમાં લઈને અગ્રતાક્રમ નક્કી કરવામાં આવશે. મેળવેલા ગુણ અને અનુભવના વર્ષો સમાન થતા હોય તેવાં કિસ્સામાં અગ્રતાક્રમ નક્કી કરવા માટે ઉમેદવારની જન્મતારીખ ધ્યાનમાં લેવાશે.

(7) અનામત અને ઓપન બેઠકો :

1. અનુસૂચિત જાતિ (SC)	-	07 ટકા
2. અનુસૂચિત જનજાતિ (ST)	-	15 ટકા
3. સામાજિક-આર્થિક પછાત વર્ગ (SEBC)	-	27 ટકા
4. બિન અનામત (OPEN)	-	51 ટકા
5. આર્થિક રીતે નબળા વર્ગ (EWS) (બિન અનામત)	-	10 ટકા (વધારાની સીટ)*

(8) વિકલાંગ /અંધ ઉમેદવારો માટે :

(અ) વિકલાંગ ઉમેદવારો માટે કુલ બેઠકોની 3 % બેઠકો ફાળવવામાં આવશે. તે પૈકી 1 % બેઠક પ્રજ્ઞાચક્ષુ ઉમેદવારો માટે ફાળવવામાં આવી છે. પરંતુ આ 3 % બેઠકો ઓપન, એસ.સી, એસ.ટી, સામાજિક અને શૈક્ષણિક રીતે પછાત વર્ગમાં સમાવી લેવામાં આવી છે. બિન અનામતમાં આર્થિક રીતે નબળા વર્ગ (EWS) એટલે બિન અનામતની કુલ ટકાવારી 51% + 10% (EWS) કુલ 61% રહેશે.

(બ) (વિકલાંગ) કક્ષાનો લાભ લેવા ઇચ્છનાર ઉમેદવારોને સિવિલ સર્જનનું ફોટા સાથેનું પ્રમાણપત્ર અરજીપત્રક સાથે અચૂક જોડવાનું રહેશે. પ્રજ્ઞાચક્ષુ સિવાયના શારીરિક દિવ્યાંગ(વિકલાંગ) (Physical Handicap) ઉમેદવારો ઓછામાં ઓછી 40 ટકા અને વધુમાં વધુ 60 ટકા વિકલાંગતા ધરાવતા હશે તો જ તેઓ મેરિટના આધારે પ્રવેશપાત્ર થશે. આમ છતાં, વિકલાંગતા તેમના અભ્યાસ દરમિયાન જરૂરી કામ કરવા માટે અવરોધક હોવી જોઈએ નહીં. આ માટે બી.એડ્. પ્રવેશ સમિતિનો નિર્ણય આખરી ગણાશે.

(ક) વિકલાંગતા ધરાવતા ઉમેદવારો વિકલાંગતા જાહેર ન કરીને અન્ય કેટેગરીમાં પ્રવેશ મેળવી શકશે નહિ અને જો તે રીતે પ્રવેશ મેળવ્યો હશે તો તે રદ થવાને પાત્ર છે અને તેઓની ભરેલી ફી જપ્ત થશે.

(9) અનામત બેઠકનો લાભ લેવા ઈચ્છતા ઉમેદવારોએ સક્ષમ અધિકારીનું જાતિનું અદ્યતન પ્રમાણપત્ર અરજીપત્રક સાથે જોડવું ફરજીયાત રહેશે અન્યથા અરજીપત્રક રદ થશે.

(10) SEBC કક્ષા માટે "ઉન્નત વર્ગમાં (ક્રિમિલેયરમાં) સમાવેશ થતો નથી" તેવું દર્શાવતું સક્ષમ અધિકારીનું તેવા 31, માર્ચ 2020 પછીનું પ્રમાણપત્ર પ્રવેશ ફોર્મ સાથે જોડવાનું રહેશે. તેમ નહીં કરનાર ને આ અનામત કેટેગરીનો લાભ મળશે નહીં.

(11) જાતિ પ્રમાણપત્ર અથવા ક્રિમિલેયર સર્ટિફિકેટની પ્રમાણિત નકલ અરજીપત્રક સાથે રજૂ કરેલ નહીં હોય તો તેવા ઉમેદવારને જે તે કેટેગરીનો લાભ મળશે નહીં પાછળથી **કોઈપણ સંજોગોમાં કેટેગરી બદલવામાં આવશે નહીં.**

(12) અનામત કક્ષાની બેઠકો માટે મેરિટ યાદીને અનુસર્યા બાદ જો અનામત કક્ષાની બેઠકો ખાલી રહેશે તો તે **SEBC** ની બેઠકો ઓપન કેટેગરીમાં તબદીલ કરી શકાશે, SC/STની ખાલી બેઠકો SC/STમાં અરસ-પરસ ભરવામાં આવશે. ત્યારબાદ બેઠકો ખાલી રહેશે તો ઓપન કેટેગરીમાં તબદીલ કરી શકાશે.

(13) બિન અનામત આર્થિક રીતે નબળા વર્ગ (EWS) નું આવકનું પ્રમાણપત્ર પ્રવેશ ફોર્મ સાથે જોડવું ફરજીયાત છે. તો તેઓને (EWS) નો લાભ મળવા પાત્ર છે.

* શિક્ષણ વિભાગના પત્ર ક્રમાંક : પરચ/૧૦૧૯/૯૦૫/ખ તા. ૦૬-૦૭-૨૦૧૯

(૧૩) અભ્યાસકેન્દ્રની પસંદગી

(૧) યુનિવર્સિટી દ્વારા નિયત થયેલાં અભ્યાસકેન્દ્રોમાં નિયત થયેલી બેઠકો પર પ્રવેશાર્થીઓને મેરિટ અનુસાર જ પ્રવેશ આપવામાં આવશે.

(૨) અભ્યાસકેન્દ્રમાં અનામત બેઠકોનું પ્રમાણ જાળવવામાં આવશે.

(૩) જે તે અભ્યાસકેન્દ્રોમાં ફાળવેલ તમામ બેઠકો મેરિટ અનુસાર ભરાઈ ગયા પછી તાલીમાર્થીઓના મેરિટના ધોરણે અન્ય અભ્યાસકેન્દ્રોમાં ખાલી રહેલી જગ્યામાં પ્રવેશ મેળવી શકાશે.

(૪) પ્રવેશ સમિતિ દ્વારા જ્યારે પ્રવેશ આપવામાં આવશે ત્યારે પ્રવેશાર્થીઓને અભ્યાસકેન્દ્ર પસંદ કરવાની તક આપવામાં આવશે. પ્રવેશાર્થીએ એક વખત અભ્યાસકેન્દ્ર પસંદ કરી ફી ભર્યા બાદ કોઈપણ સંજોગોમાં અભ્યાસકેન્દ્ર બદલી આપવામાં આવશે નહિ તથા ભરેલી ફી પણ પાછી મળશે નહીં.

(૧૪) વિષય પસંદગી

(૧) પ્રવેશ ફોર્મ ભરતી વખતે વિદ્યાર્થી એ જે વિષય પ્રથમ પદ્ધતિ તરીકે પસંદ કરેલ હશે તે જ વિષયની પરીક્ષા આપવાની રહેશે. જેમાં પાછળથી કોઈ પણ સંજોગોમાં ફેરફાર કરવામાં આવશે નહીં.

(૨) બી.એડ્.માં બીજી વિષય પદ્ધતિનો વિષય પ્રવેશ લેતી વખતે પ્રવેશ સમિતિ સમક્ષ નક્કી કરી આપવામાં આવશે. આ ઉપરાંત જૂથ Dમાં દર્શાવેલ વિશિષ્ટ અભ્યાસક્રમ ક્ષેત્રોમાંથી ગમે તે બે પ્રતિવર્ષ વિશિષ્ટ વિષયક્ષેત્ર પ્રવેશ સમિતિ દ્વારા પ્રવેશ સમયે નક્કી કરી આપવામાં આવશે.

► શિષ્યવૃત્તિ :

બી.એડ્. અભ્યાસક્રમ ઈન સર્વિસ અને વ્યાવસાયિક અભ્યાસક્રમ હોવાથી અનુસૂચિત જાતિ/અનુસૂચિત જનજાતિના વિદ્યાર્થીઓને વ્યાવસાયિક અભ્યાસક્રમમાં શિષ્યવૃત્તિ એક વખત મળવાપાત્ર છે. જે વિદ્યાર્થીઓએ પી.ટી.સી, સી.પીએડ્., બી.પીએડ્. જેવા અભ્યાસક્રમમાં અગાઉ શિષ્યવૃત્તિ મેળવેલ હોય તેઓને સરકારશ્રીના નિયમ મુજબ બીજીવાર મળવાપાત્ર રહેતી નથી.

► સરનામામાં ફેરફાર / સુધારો :

પ્રવેશાર્થીના નામ, સરનામા, જાતિ વગેરેમાં કોઈપણ પ્રકારની ભૂલ/ક્ષતિ કે અન્ય ફેરફાર હોય તો તે અંગે પ્રવેશ મેળવ્યા બાદ 60 દિવસમાં યુનિવર્સિટીના કાર્યાલય ખાતે અરજી કરવાની રહેશે. જે માટેની નિયત ફી રૂપિયા 100 ભરવાની રહેશે. (નામમાં સુધારા માટે જરૂરી આધાર પુરાવાની પ્રમાણિત નકલ તથા નિયત ફીનો ડી.ડી બિડેલો હોવો જરૂરી છે.) યુનિવર્સિટીના રેકર્ડ ઉપર જરૂરી ફેરફાર ન થાય ત્યાં સુધી જૂના સરનામે આવેલ ટપાલ/સાહિત્ય મેળવવાની વ્યવસ્થા ગોઠવવાની રહેશે.

► સમાંતર નોંધણી :

આ અભ્યાસક્રમમાં પ્રવેશ પામનાર પ્રવેશાર્થી 6 માસના સમાંતરે ચાલતા કોઈપણ અભ્યાસક્રમમાં પ્રવેશ લઈ શકશે. જો કે સમાંતર સમયે ચાલતા બંને અભ્યાસક્રમોથી શરૂઆતના અભ્યાસક્રમમાં કોઈ અડચણ ઊભી થવી જોઈએ નહીં. જો કે આ બંને અભ્યાસક્રમોની પરીક્ષાની તારીખો સમાન હશે તો તે માટે યુનિવર્સિટી જવાબદાર રહેશે નહીં.

► અભ્યાસકેન્દ્ર પરિવર્તન :

એક વખત કોઈ એક અભ્યાસકેન્દ્રમાં પ્રવેશ મેળવી લીધા પછીઅન્ય કેન્દ્રમાં પ્રવેશ મેળવવાનો હક રહેશે નહીં અને કોઈપણ સંજોગોમાં કેન્દ્ર બદલી આપવામાં આવશે નહીં.

► ફીના નિયમો :

સમગ્ર અભ્યાસક્રની ફીનું ધોરણ પ્રવેશાર્થીઓ માટે 20,000/- પ્રવેશ પ્રક્રિયા વખતે ઉમેદવારે આ ફી રોકડેથી, ચેકથી અને ડી.ડી.થી ભરવાની રહેશે. પ્રવેશ વખતે પૂરેપૂરી ફી ન ભરનારને પ્રવેશ મેળવવાનો હક રહેશે નહીં.

એક વખત પ્રવેશ લીધા પછી કોઈપણ સંજોગોમાં ફી પરત કરવામાં આવશે નહીં.

2.2 પ્રવેશ પરીક્ષાની માહિતી

બી.એડ્.ની પ્રવેશ પરીક્ષાના પ્રશ્નપત્રનું માળખું :

આ પ્રશ્નપત્ર A અને B વિભાગમાં વહેંચાયેલુ છે. વિભાગ Aમાં એક એક ગુણના 100 પ્રશ્નો અને વિભાગ Bમાં વિદ્યાર્થી પોતે પસંદ કરેલ કોઈ એક શાળાકીય વિષયના એક એક ગુણના 50 પ્રશ્નો છે. પ્રશ્નપત્ર કુલ 2.30 કલાકનું રહેશે.

પાર્ટ-A	વિષયાંગો	પ્રશ્નોની સંખ્યા	કુલ ગુણ	પ્રશ્નક્રમ
વિભાગ-1	સામાન્ય અંગ્રેજી અર્થગ્રહણ (General English Comprehension)	10	10	1-10
વિભાગ-2	તાર્કિક અને પૃથક્કરણીય કાર્યકારણ સંબંધ (Logical & Analytical Reasoning)	20	20	11-30
વિભાગ-3	શૈક્ષણિક અને સામાન્ય સચેતતા (સમાનતા) (Educational & General/Awareness)	35	35	31-65
વિભાગ-3	અધ્યયન-અધ્યાપન પ્રક્રિયા અને શાળા (Teaching-Learning & the School)	35	35	66-100
	કુલ	**100**	**100**	**100**

વિષયક્ષમતા (કોઈ એક વિષય)

પાર્ટ - B (Subject Competence - any one Subject) : પ્રત્યેક વિષય માટે ધો. 6 થી ધો.12ના ગુજરાત રાજયના પ્રવર્તમાન (સેમેસ્ટર પદ્ધતિ દ્વારા ચાલતા) અભ્યાસક્રમને ધ્યાનમાં રાખી તેમાથી બહુવિકલ્પ પ્રકારના હેતુલક્ષી પ્રશ્નો પૂછાશે.

પાર્ટ-B	વિષયાંગો	પ્રશ્નોની સંખ્યા	કુલ ગુણ	પ્રશ્નક્રમ
વિભાગ-5	(1) ગુજરાતી (01)	50	50	101 થી 150
	(2) હિન્દી (02)	50	50	101 થી 150
	(3) અંગ્રેજી (03)	50	50	101 થી 150
	(4) ગણિતશાસ્ત્ર (04)	50	50	101 થી 150
	(5) વિજ્ઞાન અને ટેક્નોલૉજી (05)	50	50	101 થી 150
	(6) સામાજિક વિજ્ઞાન (06)	50	50	101 થી 150
	(7) સંસ્કૃત (07)	50	50	101 થી 150
	(8) વાણિજ્ય વ્યવસ્થા (08)	50	50	101 થી 150
	(9) નામાના મૂળતત્ત્વો (09)	50	50	101 થી 150
	(10) મનોવિજ્ઞાન (10)	50	50	101 થી 150

નોંધ :- પાર્ટ - B માંથી કોઈ એક વિષયની પરીક્ષા આપવી ફરજિયાત છે.

દરેક વિભાગમાં આપેલા કુલ પ્રશ્નો તે પ્રશ્નપત્રની રૂપરેખા અને તેનું કાર્યક્ષેત્ર દર્શાવે છે. આમ છતાં / પરીક્ષાનું વાસ્તવિક પ્રશ્નપત્ર અહીં આપેલા પ્રશ્નપત્ર કરતાં તેની કઠિનતાના સ્તર વિષયવસ્તુ વગેરેમાં જુદું પણ હોઈ શકે છે.

પ્રશ્નપત્ર બધા પ્રશ્નો એક પ્રશ્ન પુસ્તિકામાં આપવામાં આવશે જે ગુજરાતી ભાષામાં છપાયેલા હશે. અંગ્રેજી, હિન્દી અને સંસ્કૃત વિષયના પ્રશ્નો જે તે ભાષામાં રહેશે. પ્રશ્ન પુસ્તિકામાં હેતુલક્ષી (Objective type) પ્રકારના પ્રશ્નો હોવાથી તે પ્રશ્નોના ઉત્તર શબ્દોમાં કે વાકયોમાં લખવાના હોતા નથી. પ્રત્યેક પ્રકારના ઉત્તર માટે ચાર વિકલ્પો આપવામાં આવશે જેમાંનો માત્ર એક જ સાચો ઉત્તર શોધીને આપવાનો છે.

2.3 B.Ed. Online ફોર્મ ભરવા માટેની સામાન્ય સુચનાઓ

•**E-PIN** લેતાં પહેલાં, ઉમેદવારે પોતાની પ્રવેશ લાયકાત ચકાસી લેવી.

•**B.Ed.** અભ્યાસક્રમમાં પ્રવેશ મેળવવા ઈચ્છતા ઉમેદવારે સૌ પ્રથમ યુનિવર્સિટીની વેબસાઈટ **www.baou.edu.in** પરથી ઓનલાઈન પ્રવેશ ફોર્મ ભરવા માટેની **E-PIN** મેળવવાની રહેશે. જેમાં ઓનલાઈન રજીસ્ટ્રેશન માટેના યુઝરનેઈમ અને પાસવર્ડ મળશે. આ યુઝરનેઈમ-પાસવર્ડની મદદથી પ્રવેશાર્થીએ ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની વેબસાઈટ **www.baou.edu.in** પર આપેલ બી.એડ્. ઓનલાઈન એન્ટ્રન્સ ટેસ્ટ એપ્લીકેશન લીંક પર સૂચનાઓને અનુસરીને રજીસ્ટ્રેશન કરવું. અને ક્રમબદ્ધ સોપાનોમાં અરજીની કાર્યવાહી પૂરી કરવી. પ્રવેશાર્થીએ પ્રવેશફોર્મની એન્ટ્રી **Mozilla** બ્રાઉઝરમાં જ કરવાની રહેશે. રજીસ્ટ્રેશન શરૂ કરતા પહેલા શૈક્ષણિક લાયકાત માટેનાં તથા અન્ય જરૂરી તમામ **Documents** સ્કેન કરી યોગ્ય **Size**માં સોફ્ટકોપીમાં સાથે રાખવા **B.Ed.**માં **Method-1** રાખવી હોય તે વિષયમાં જ **Entrance Test** આપવાની હોય છે તે નક્કી કરી રાખવું. પરીણિત બહેનોએ લગ્ન પછીના નામ અંગેની ગેઝેટની કોપી હોય, તો જ બદલાયેલ નામથી રજીસ્ટ્રેશન કરવું. જો તે ન હોય તો શૈક્ષણિક લાયકાત દર્શાવતી માર્કશીટમાં દર્શાવેલ નામથી જ રજીસ્ટ્રેશન કરવું. **Online Registration** કરતી વખતે કોઈપણ પ્રકારની સમસ્યા જણાય કે ક્ષતિ થાય તો **edu@baou.edu.in** ઈ-મેલ **ID** પર **Screen-Shot, Mobile No. User name** અને **Password** સાથેનો ઈ-મેલ કરવો. થયેલ સમસ્યા જણાવવી જેથી તેનો ઉકેલ મળી શકે. **Online Registration**ની પ્રક્રિયા સરળ છે. જે સ્વયં કરવી. જરૂર લાગે તો ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી અમદાવાદ ખાતે વિનામૂલ્યે **Online Registration**ની સહાય મળશે.

Step-1:

પ્રવેશ પરીક્ષા **(Entrance Test)** જે વિષયમાં આપવાની હોય, તે નક્કી કરી રાખો. **Online Registration** પર ક્લિક કરવું. જે પેજ ખુલે તેમાં સૂચના મુજબ નામ, જાતિ, અને વિષય **(Method-1** જે વિષયની પ્રવેશ પરીક્ષા આપવાની હોય તે પ્રવેશ પરીક્ષા કેન્દ્ર)ની વિગતો ભરવી. આ વિગતો એકવાર સબમીટ કર્યા પછી બદલી શકાશે નહિ, તેથી ધ્યાનપૂર્વક લખી યુઝરનેઈમ અને પાસવર્ડ આપીને સબમીટ કરો. આપેલ મેનુમાં **"Sign-in"** પર ક્લિક કરી યુઝરનેઈમ અને પાસવર્ડ આપવો.

Step-2 :

Sign-in કર્યા પછી **Form Entry** પર ક્લિક કરી દરેક વિગત કેપિટલ લેટર્સમાં ભરવી.

ક્રમ	વિદ્યાશાખા	સ્નાતક/અનુસ્નાતક પદવીનો મુખ્ય વિષય	બી.એડ્. પ્રવેશ પરીક્ષામાં પસંદગી કરવાનો વિષય
1.	સાયન્સ	ગણિત, આંકડાશાસ્ત્ર	ગણિત
2.		રસાયણશાસ્ત્ર, જીવવિજ્ઞાન, ભૌતિકશાસ્ત્ર, વનસ્પતિશાસ્ત્ર	વિજ્ઞાન
3.	કોમર્સ/મેનેજમેન્ટ	નામાના મૂળતત્ત્વો, આંકડાશાસ્ત્ર	નામાના મૂળતત્ત્વો
4.		વાણિજ્ય	વાણિજ્ય
5.	આર્ટ્સ	ઈતિહાસ, સમાજશાસ્ત્ર, રાજ્યશાસ્ત્ર, ભૂગોળ અને નાગરિકશાસ્ત્ર	સમાજવિદ્યા
6.		ગુજરાતી	ગુજરાતી
7.		હિન્દી	હિન્દી
8.		અંગ્રેજી	અંગ્રેજી
9.		સંસ્કૃત	સંસ્કૃત
10.		મનોવિજ્ઞાન	મનોવિજ્ઞાન

અગત્યની સૂચના : સ્નાતક/અનુસ્નાતક પદવીના મુખ્ય વિષય સિવાય અન્ય વિષયમાં પ્રવેશ પરીક્ષા આપી શકાશે નહિ.

Step-3 :

Upload Documents મેનુમાં જઈ નીચે મુજબમાં **Documents Upload** કરવા. ધ્યાનમાં રાખો કે **Documents**ની **Size** વધુ હશે, તો તેને **Resize** કરી પછી **Upload** કરવા

૧. પાસપોર્ટ સાઈઝનો ફોટો

૨. ઉમેદવારની સહી

૩. શાળા છોડ્યાનું પ્રમાણપત્ર

૪. સ્નાતક ડિગ્રીની માર્કશીટ **(B.A./B.COM./B.SC./B.E.)**

૫. અનુસ્નાતક ડિગ્રીની માર્કશીટ **(M.A./M.COM./M.SC./M.E.)**

૬. **NCTE** માન્ય શૈક્ષણિક સંસ્થામાંથી **Regular Mode**નાં અભ્યાસક્રમની માર્કશીટ **(PTC, D.Ed., D.El.Ed., C.P.Ed., B.P.Ed.)**

૭. કુલ અનુભવના પ્રમાણપત્રો

૮. હાલ નોકરીમાં કાર્યરત છો તેનું પ્રમાણપત્ર (તા.01/10/2020 પછીનું)

૯. જાતિનું પ્રમાણપત્ર **(EWS/SC/ST/SEBC** ક્રિમીલીયર તા.31/03/2020 પછીની તારીખનું) પ્રવેશાર્થીએ **SEBC**નું ક્રિમીલેયર ત્રણ વર્ષની સમયમર્યાદાવાળું જોડેલું હોય તો તેવા પ્રવેશાર્થીએ પોતાની આવકનું ફોર્મ-16/પગાર સ્લીપ જોડવી આવશ્યક છે.

૧૦. દિવ્યાંગ(વિકલાંગ) હોવા અંગેનું પ્રમાણપત્ર **(PH)** (જો લાગુ પડતું હોય તો 60% વિકલાંગતા અંગેનું સિવિલ સર્જનનું પ્રમાણપત્ર)

૧૧. આધારકાર્ડની નકલ

૧૨. ઉમેદવારે ફોન નંબર અને ઈ-**Mail** પોતાના જ આપવા

Step-4 :

ડોક્યુમેન્ટ અપલોડ કર્યા બાદ પ્રવેશાર્થીને સ્ક્રીન પર પોતાના ભરેલ ફોર્મની વિગત જોવા મળશે. જો તેમાં સુધારો કે ક્ષતિ જણાય તો નીચે આપેલ **'Edit Option`** પર ક્લીક કરી સુધારો કરવાનો રહેશે તેમજ જો ક્ષતિ ન જણાય તો **'Final Admission Submission'** પર ક્લીક કરવાનું રહેશે. જે કરવાથી પ્રવેશાર્થીનું **e-Admission Form PDF** માં જનરેટ થશે. જેને પ્રિન્ટ કરી પ્રવેશાર્થીએ નીચે મુજબના ડોક્યુમેન્ટ અટેચ કરી યુનિવર્સિટી ખાતે આપેલ સમય મર્યાદામાં જમા કરાવવાનું રહેશે.

Step-5 :

પ્રિંટ કરેલ ફોર્મની સાથે ઉપર જણાવેલ તમામ ડોકયુમેન્ટસની **(Self-attested)** સ્વયં પ્રમાણિત કરેલ કોપીનું બીડાણ કરી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદ સ્વખર્ચે પ્રવેશ વિભાગમાં, આપેલ સમય મર્યાદામાં રૂબરૂ અથવા રજીસ્ટર્ડ પોસ્ટથી પહોંચે તે રીતે મોકલવું. અનુભવનું પ્રમાણપત્ર (સક્ષમ અધિકારીશ્રી/શાળાના કાર્યરત પ્રિન્સિપાલ અને શાળામા પ્રિન્સિપાલ તરીકે ફરજ બજાવતા હોય તો તેઓએ અનુભવના પ્રમાણપત્ર પર ઉપલા અધિકારીની કાઉન્ટર સહી સાથે) તેમજ જે ઉમેદવારોએ પોતાના સર્ટીફિકેટ અન્ય કચેરીએ જમા લીધેલ હોય તો તેવા ઉમેદવારે તે અંગેની પહોંચની પ્રમાણિત નકલ જોડવી. પાસ કરેલ, **NCTE** માન્ય અભ્યાસક્રમની માર્કશીટ, ગ્રેજ્યુએટ, પોસ્ટ ગ્રેજ્યુએટની માર્કશીટ, જાતિનું પ્રમાણપત્ર, દિવ્યાંગ(**PH** 60% વિકલાંગતાનું) પ્રમાણપત્ર, **LC**, આધારકાર્ડ વગેરે સાથે બીડાણમાં મૂકવા. પ્રવેશ, પરીક્ષા અને અન્ય સૂચનાઓ માટે નિયમિત રીતે યુનિવર્સિટી વેબસાઈટ **www.baou.edu.in** જોવા વિનંતી.

2.4 બી.એડ્. અભ્યાસકેન્દ્રો

Sr. No.	Center Code	Address Co-ordinator Name	NAAC Grade
1	Ahmedabad 0780101	Smt. M. N. K. Dalal Education College for Women, Paldi, Ahmedabad- 380006 **Co-ordinator :** Dr. Rohiniben Upadhyay **E-Mail :** baou.0780101@baou.edu.in	B
2	Ahmedabad 0780102	Shree Prakash College of Education, Thaltej, Ahmedabad- 380054 **Co-ordinator :** Dr. Rakeshbhai Patel **E-Mail :** baou.0780102@baou.edu.in	B+
3	Ahmedabad 0780103	A. G. Teachers College, Navrangpura, Ahmedabad **Co-ordinator :** Dr. Shamalbhai Solanki **E-Mail :** baou.0780103@baou.edu.in	A
4	Mundra 078301	S. D. Shethia College of Education, Mundra, Kutch **Co-ordinator :** Dr. Lalji Vershi Fafal **E-Mail :** baou.0780301@baou.edu.in	B
5	Petlad 0780401	Smt. S. I. Patel Ipco wala College, Petlad- 370421 **Co-ordinator :** Dr. Yogeshbhai Parmar **E-Mail :** baou.0780401@baou.edu.in	B
6	Aliyabada 0780601	D. G. Shikshan Mahavidhyalaya, Aliyabada **Co-ordinator :** Dr. Rupalben Mankand **E-Mail :** baou.0780601@baou.edu.in	B
7	Radhanpur 0781003	Smt. Jayaben Dhirajlal Thakkar (Pumpvala), Radhanpur, Patan **Co-ordinator :** Dr. A. B. Asodiya **E-Mail :** baou.0781003@baou.edu.in	B
8	Modasa 0781701	B. D. Shah College Of Education, Modasa **Co-ordinator :** Dr. Bipinbhai Patel **E-Mail :** baou.0781701@baou.edu.in	B
9	Surat 0781801	V. T. Chokshi, College of Education, Surat **Co-ordinator :** Dr. Nalinbhai **E-Mail :** baou.0781801@baou.edu.in	A
10	Surendranagar 0782001	C. H. Shah Maitri Vidhyapith, Surendranagar **Co-ordinator :** Dr. Maheshbhai Raval **E-Mail :** baou.0782001@baou.edu.in	A

બી.એડ્. સ્પેશ્યલ એજ્યુકેશન (ODL)

ભારતીય પુનર્વાસ પરિષદ (RCI) દ્વારા માન્યતા પ્રાપ્ત બી.એડ્. (સ્પેશ્યલ એજ્યુકેશન)

સ્પેશ્યલ એજ્યુકેશન :
માનસિકક્ષતિ, દ્રષ્ટિક્ષતિ, શ્રવણક્ષતિ ધરાવતા વિદ્યાર્થીઓના શિક્ષક બનવા માટેનો શિક્ષણનો અભ્યાસક્રમ.

પ્રવેશ યોગ્યતા :
કોઈપણ માન્ય યુનિવર્સિટીમાંથી સાયન્સ, કોમર્સ અને આર્ટ્સ વિદ્યાશાખામાં લઘુત્તમ 50% ગુણ અને ઈજનેરી/તકનિકી વિદ્યાશાખામાં મુખ્ય વિષય ગણિત, વિજ્ઞાન વિષયમાં 55% ગુણ સાથે સ્નાતક/અનુસ્નાતક થયેલ હોવા જોઈએ. (SC/ST વિદ્યાર્થીઓને પ્રવેશ મેળવવા 5% ગુણની છૂટછાટ)

અભ્યાસક્રમની ફી : ૩૦,૦૦૦/-
માધ્યમ : ગુજરાતી

અભ્યાસક્રમના કુલ સત્રો-5 (અઢી વર્ષ)
પ્રવેશ પદ્ધતિ :
પ્રવેશ માટે ઉમેદવારે 100 ગુણની પરીક્ષા આપવી ફરજિયાત છે. પ્રવેશ પરીક્ષાના ગુણ ઉપરાંત નીચે દર્શાવેલ વિશેષ ગુણભારને ધ્યાનમાં લઈ મેરીટ નક્કી કરવામાં આવશે.
(૧) દિવ્યાંગ બાળકના માતા-પિતા-10 માર્કસ
(૨)દિવ્યાંગ વ્યક્તિ-10 માર્કસ
(૩) RCI માન્ય કોઈ એક લાયકાત ધરાવનાર-10 માર્કસ

શિક્ષણ વિદ્યાશાખા (School of Education)

(૧) પીએચ.ડી. એજ્યુકેશન (**Ph.D. Education**)
(૨) બી.એડ્. સ્પે. એજ્યુકેશન (**B.Ed. Spl. Education**)
(૩) પોસ્ટ ગ્રેજ્યુએટ ડિપ્લોમા ઈન ડિસ્ટન્સ એજ્યુકેશન (**PGDDE**)
(૪) સર્ટીફિકેટ ઈન ટીચિંગ ઓફ ઈંગ્લિશ (**CTE**)

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બી.એડ્. સ્પેશ્યલ એજ્યુકેશન (ODL)
(B.Ed. Spl. Ed)

માહિતી માર્ગદર્શિકા પુસ્તિકા

"Cultivation of mind should be the ultimate aim of human existence... Life should be great rather than long..."

भारतरत्न

Dr. Bhimrao Ramji Ambedkar

14 April 1891 - 06 December 1956

॥ आ नो भद्राः क्रतवो यन्तु विश्वतः ॥

'ઉત્તમ વિચાર દરેક દિશામાંથી મને પ્રાપ્ત થાઓ'

પ્રિય,

વિદ્યાર્થી મિત્રો,

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી સાથે વિદ્યાર્થી તરીકે જોડાવા બદલ હું આપ સૌનું હાર્દિક સ્વાગત કરું છું અને શુભકામનાઓ પાઠવું છું. ગુજરાત સરકારના ભગીરથ પ્રયાસોથી ઈ.સ. ૧૯૯૪માં સ્થાપિત ગુજરાતની આ એકમાત્ર ઓપન યુનિવર્સિટી પોતાની સ્થાપનાનાં ૨૫ વર્ષ પૂર્ણ કરી ચૂકી છે, ત્યારે ગુજરાતનાં ખૂણે ખૂણે પહોંચી શિક્ષણ મેળવવા ઈચ્છતા એક મોટા વર્ગની શિક્ષણ પિપાસા તૃપ્ત કરી શકી છે, તે ખરેખર ગર્વની બાબત છે. સમાજના પ્રત્યેક વર્ગને શિક્ષણની સમાન તક આપી 'સૌ ભણે, સુખ લણે !' ના સૂત્રને ચરિતાર્થ કરીને આ યુનિવર્સિટીએ 'ભારતરત્ન' ડૉ. બાબાસાહેબ આંબેડકરજીને એક ઉચિત અંજલિ આપી છે. યુનિવર્સિટીની આ વિદ્યાયાત્રામાં આપ પણ સહયાત્રી થયા છો, તે બદલ અભિનંદન !

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીએ ક્રમિક રીતે નોંધપાત્ર વિકાસ સાધ્યો છે. ખૂબ નાના ભવનમાં શરૂ થયેલી આ યુનિવર્સિટી આજે ભૌતિક સુવિધાઓ અને ટેકનોલોજીથી સુસજ્જ અદ્યતન પરિસરમાં કાર્યરત છે. સમય સાથે કદમ મિલાવીને આજે યુનિવર્સિટીએ ઓનલાઈન પ્રવેશ, કેશલેસ કેમ્પસ, વર્ચ્યુઅલ ક્લાસરૂમ વગેરે જેવા અનેક આધુનિક પ્રકલ્પો સિદ્ધ કર્યા છે. યુનિવર્સિટીના સ્ટેટ ઑફ ધ આર્ટ-ચૈતન્ય સ્ટુડિયોમાં વિદ્યાર્થીઓ માટે ઉત્તમ ગુણવત્તાના શૈક્ષણિક ઓડિયો વિઝ્યુઅલ કાર્યક્રમનું નિર્માણ થાય છે અને તે ગુજરાત સરકારની 'વન્દે ગુજરાત-૧૬ ચેનલ' પરથી પ્રસારિત થાય છે. યુનિવર્સિટી દ્વારા આવા શૈક્ષણિક કાર્યક્રમો "સ્વાધ્યાય ટેલિવિઝન" અને "સ્વાધ્યાય રેડિઓ"ના માધ્યમથી પણ વિદ્યાર્થીઓ અને તમામ જિજ્ઞાસુઓ સુધી વેબ-કાસ્ટીંગ દ્વારા પહોંચાડવાની વ્યવસ્થા કરેલી છે. યુનિવર્સિટી દ્વારા OMKAR (ઓપન મેટ્રિક્સ નોલેજ એડવાન્સમેન્ટ રીસોર્સ) દ્વારા વિદ્યાર્થીઓને તેમની અભ્યાસસામગ્રી ઈ-કન્ટેન્ટ સ્વરૂપે પૂરી પાડેલી છે, તો OMKAR-e ના માધ્યમથી કથક, કમ્પ્યૂટર, જૈનીઝમ, પ્રૂફ રીડીંગ, યોગ, નેચરોપથી, નામું વગેરે જેવા વૈવિધ્યસભર ઓનલાઈન અભ્યાસક્રમો નિ:શુલ્ક પૂરા પાડ્યા છે.

ડૉ. બાબાસાહેબ આંબેડકર એવું દૃઢપણે માનતા હતા કે કોઈપણ સમાજનો વિકાસ તે સમાજની મહિલાઓના વિકાસ પર નિર્ભર છે. ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીમાં મહિલાઓના અધ્યયનને પ્રોત્સાહન આપવા વિશિષ્ટ અભ્યાસક્રમો છે અને ઓછી ફીથી ભણવાની વ્યવસ્થા પણ છે. વધુમાં ખૂબ જ નજીકના ભવિષ્યમાં યુનિવર્સિટી પ્રત્યેક અભ્યાસક્રમોનું નવીનીકરણ કરવા જઈ રહી છે અને અનેક ઉપયોગી અને અદ્યતન અભ્યાસક્રમો અને વિશેષ તો નવા ઓનલાઈન અભ્યાસક્રમો પણ શરૂ કરવા જઈ રહી છે, જે ગુજરાતભરના વિદ્યાર્થીઓ માટે નવી તકો પૂરી પાડશે અને આજના પડકારો માટે સુસજ્જ બનાવશે. યુનિવર્સિટી પોતાના પરિસરમાં પણ વિદ્યાર્થીઓ માટે અભ્યાસકેન્દ્ર શરૂ કરવા જઈ રહી છે, જ્યાં વિદ્યાર્થીઓ પ્રત્યક્ષ પરામર્શનનો અનુભવ મેળવી શકશે. યુનિવર્સિટી દ્વારા વિશિષ્ટ-દિવ્યાંગ વિદ્યાર્થીઓ માટે એક સ્પેશ્યલ લર્નર સેન્ટર શરૂ કરવાનું આયોજન કર્યું છે, જે એક આગવો પ્રકલ્પ છે.

આપ જ્યારે આ યુનિવર્સિટી સાથે વિદ્યાર્થીના નાતે જોડાઈ રહ્યા છો, ત્યારે આપની પાસે એ જ અપેક્ષા છે, કે આપ સૌ પ્રથમ તો દૂરવર્તી પ્રણાલિનો પરિચય મેળવો. યુનિવર્સિટીની સતત અપડેટ થતી વેબસાઈટ દ્વારા યોગ્ય માહિતી મેળવતા રહો અને યુનિવર્સિટીના કેન્દ્રો દ્વારા જે પરામર્શનની વ્યવસ્થા કરવામાં આવી છે, તેનો વધુમાં વધુ લાભ લો. યુનિવર્સિટીએ પોતાની ક્ષિતિજોનો વિસ્તાર કરી વિદ્યાર્થીઓના વ્યક્તિત્વ વિકાસ માટે 'તેજતૃષા' પ્રતિભાશોધ જેવા સાંસ્કૃતિક, રમતગમત અને સાહિત્યકેન્દ્રી કાર્યક્રમો પણ શરૂ કર્યા છે. આવા કાર્યક્રમોમાં ભાગ લઈ આપ પણ પોતાની શક્તિઓને નિખારો, એવી અભ્યર્થના છે.

શિક્ષણની ગુણવત્તાને વધારવા અને શિક્ષણ પ્રદાન કરતી પ્રક્રિયાની ગુણવત્તા વધારવા શિક્ષણશાસ્ત્રીઓ, નોકરીદાતાઓ તથા વિદ્યાર્થીઓ તરફથી આવતી ટિપ્પણીઓ અને સૂચનો પર હું હૃદયપૂર્વક ધ્યાન આપીશ. હું સમાજના દરેક હિસ્સેદારને આ જ્ઞાનની અવિરત યાત્રામાં સાથે જોડાવા માટે આમંત્રણ પાઠવું છું.

શુભેચ્છાઓ સહ,

ભવદીયા,

પ્રો.ડૉ. અમી ઉપાધ્યાય

કુલપતિ

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

યુનિવર્સિટી ગીત

સ્વાધ્યાયઃ પરમં તપઃ
સ્વાધ્યાયઃ પરમં તપઃ
સ્વાધ્યાયઃ પરમં તપઃ

શિક્ષણ, સંસ્કૃતિ, સદ્‌ભાવ, દિવ્યબોધનું ધામ
ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી નામ;
સૌને સૌની પાંખ મળે, ને સૌને સૌનું આભ,
દશે દિશામાં સ્મિત વહે હો દશે દિશે શુભ-લાભ.

અભણ રહી અજ્ઞાનના શાને, અંધકારને પીવો ?
કહે બુદ્ધ આંબેડકર કહે, તું થા તારો દીવો;
શારદીય અજવાળા પહોંચ્યાં ગુર્જર ગામે ગામ
ધ્રુવ તારકની જેમ ઝળહળે એકલવ્યની શાન.

સરસ્વતીના મયૂર તમારે ફળિયે આવી ગહેકે
અંધકારને હડસેલીને ઉજાસના ફૂલ મહેંકે;
બંધન નહીં કો સ્થાન સમયના જવું ન ઘરથી દૂર
ઘર આવી મા હરે શારદા દૈન્ય તિમિરના પૂર.

સંસ્કારોની સુગંધ મહેંકે, મન મંદિરને ધામે
સુખની ટપાલ પહોંચે સૌને પોતાને સરનામે;
સમાજ કેરે દરિયે હાંકી શિક્ષણ કેરું વહાણ,
આવો કરીયે આપણ સૌ
ભવ્ય રાષ્ટ્ર નિર્માણ...
દિવ્ય રાષ્ટ્ર નિર્માણ...
ભવ્ય રાષ્ટ્ર નિર્માણ...

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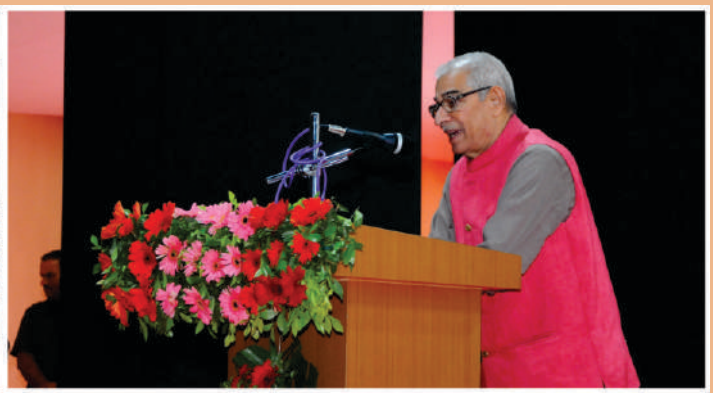

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અનુક્રમણિકા

૧. આપણી યુનિવર્સિટી

- ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની સ્થાપના
- મુદ્રા-ધ્યાનમંત્ર : અર્થબોધ
- યુનિવર્સિટીના ઉદ્દેશો
- યુનિવર્સિટીની વિશિષ્ટતાઓ
- લક્ષ્યાંકિત જનસમૂહો
- સંસ્થાકીય વહીવટી માળખું
- વિદ્યાર્થી સહાય વ્યવસ્થા

૨. સ્પેશ્યલ એજ્યુકેશન બી.એડ્.

૨.૧ અભ્યાસક્રમનું માળખું

૨.૨ સંપર્ક કાર્યક્રમ

૨.૩ બી.એડ્. સ્પેશ્યલ એજ્યુકેશન અભ્યાસક્રમ માટેની સામાન્ય સૂચના

૨.૪ B.Ed. Spl. Online ફોર્મ ભરવા માટેની સામાન્ય સૂચનાઓ

૨.૫ સ્પેશ્યલ એજ્યુકેશન બી.એડ્. અભ્યાસકેન્દ્રો

1 આપણી યુનિવર્સિટી

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની સ્થાપના

ગુજરાત રાજ્ય સરકાર દ્વારા દૂરદર્શિતા દાખવીને વર્ષ 1994માં રાજ્યનાં શૈક્ષણિક માળખામાં ઓપન યુનિવર્સિટી અને દૂરવર્તી શિક્ષણને શરૂ કરવા અને આગળ વધારવાના હેતુથી ગુજરાત રાજ્યમાં ઓપન યુનિવર્સિટી સ્થાપવાનો અધિનિયમ(ACT)- 'ગુજરાત એક્ટ નં.14' વિધાનસભામાં પસાર કરીને ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની સ્થાપના કરવામાં આવી. યુનિવર્સિટીની સ્થાપના દિ.13 એપ્રિલ 1994ના રોજ થઈ.

મુદ્રા - ધ્યાનમંત્ર : અર્થબોધ

મુદ્રાનું **વર્તુળાકાર** સ્વરૂપ બીજ, ગર્ભાશય અથવા સૂર્યનું પ્રતીક છે; જેમાંથી સર્જનની શરૂઆત થાય છે. સમગ્ર ભાર સ્રોત-સ્વ- ઉપર છે.

સમગ્ર મુદ્રામાં એક પ્રકારની બદ્ધતા જોવા મળે છે, પણ સાથે સાથે એ જ્ઞાનપ્રાપ્તિ માટે ખુલ્લી જગ્યા ધરાવે છે. મુદ્રામાં રહેલી પ્રવાહિતા 'પરિવર્તનશીલતા' અને વિસ્તૃત વ્યાપ દર્શાવે છે; જે ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના લક્ષણો છે.

'स्वाध्यायः परमं तपः' - 'સ્વઅધ્યયન એ સર્વોચ્ચ તપ છે' એ મુદ્રાદર્શનનો આધાર છે. આપણી પાસે રહેલાં સાધનો અને આંતરિક શક્તિઓને જીવનમાં પ્રગતિ કરવા અને ઉમદા ધ્યેયો સિદ્ધ કરવા બહાર લાવવાનાં છે.

'स्वाध्यायः परमं तपः' - 'સ્વઅધ્યયન એ સર્વોચ્ચ તપ છે' અને 'જીવનપંથ ઉજાળ'-બન્ને સૂત્રોમાં એક સહિયારૂં તત્ત્વપ્રકાશ છે; જે **જ્યોત** દ્વારા દર્શાવાય છે. જ્યોત-તપ, પ્રકાશ, ઝંખના, જ્ઞાન અને દર્શનનું પ્રતિનિધિત્વ કરે છે.

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for All

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના દ્વાર શિક્ષણ મેળવવા ઈચ્છુક પ્રત્યેક વ્યક્તિ માટે ખુલ્લા છે. સ્થળ, સમય અને વયની મર્યાદાઓથી મુક્ત એવા આ વિદ્યાધામમાં પ્રત્યેક વ્યક્તિ શિક્ષણ મેળવી શકે છે અને 'Education for All' સૂત્રનું વાસ્તવમાં પરિપાલન થાય છે.આ સૂત્ર યુનિવર્સિટીની મુદ્રા સાથે યથાયોગ્ય સ્થાન પામ્યું છે.

યુનિવર્સિટીના ઉદ્દેશોઃ

- અત્યાધુનિક સંચારમાધ્યમો, માહિતી પ્રસારણ તથા જ્ઞાનસંપાદનની અનેકવિધ શક્યતાઓને ઉચ્ચશિક્ષણ ક્ષેત્રે લાગુ કરી વ્યાપક જનસમાજના બૌદ્ધિક, સામાજિક, સાંસ્કૃતિક, આર્થિક ઉત્કર્ષ માટે સક્રિયતાપૂર્વક પ્રયાસ કરવો.
- રાજ્યની વસ્તીના દરેક વર્ગને ઉચ્ચશિક્ષણ પ્રાપ્ત કરવાની સમાન તકો પૂરી પાડવી.
- સમાજના શૈક્ષણિક ઉત્કર્ષને પ્રાથમિકતા આપવી.
- રાજ્યના શૈક્ષણિક માળખામાં ઓપન યુનિવર્સિટી અને દૂરવર્તી શિક્ષણપદ્ધતિને પ્રોત્સાહિત કરવી.

યુનિવર્સિટીની વિશિષ્ટતાઓઃ

ગુજરાત રાજ્ય સરકારશ્રી દ્વારા વર્ષ 1994થી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદની સ્થાપના કરવામાં આવેલ છે. આ યુનિવર્સિટીમાં સ્નાતક અને અનુસ્નાતક તથા વિવિધ વ્યવસાયલક્ષી અભ્યાસક્રમો ચલાવવામાં આવે છે અને વર્ષમાં બે વાર વિવિધ પ્રવેશ/પરીક્ષાની કામગીરી પણ કરવામાં આવે છે. યુનિવર્સિટી દ્વારા દર વર્ષે વિદ્યાર્થીઓને ડિગ્રી એનાયત કરવામાં આવે છે. રાજ્યની વિવિધ ગ્રાન્ટ-ઈન-એઈડ કોલેજો/સરકારી કોલેજો/અન્ય સંસ્થાઓમાં યુનિવર્સિટીના અભ્યાસકેન્દ્રો ચલાવવામાં આવે છે અને યુનિવર્સિટી દ્વારા માર્ગદર્શન/પરામર્શનની વ્યવસ્થા આ અભ્યાસકેન્દ્રોમાં કરવામાં આવેલ છે.

- ગુણવત્તાયુક્ત ઉચ્ચશિક્ષણ પ્રાપ્ત કરવા માટે અનુકૂળ સમયે અને ઘેર બેઠાં અભ્યાસ કરવાની સગવડ.
- શહેર કે અંતરિયાળ ગામડામાં રહેતા સૌને સમાન ધોરણવાળું શિક્ષણ.
- જરૂરિયાત આધારિત વ્યવસાયલક્ષી અને ભાવિ કારકિર્દીલક્ષી અભ્યાસક્રમો વિકસાવવાનો અભિગમ.
- નવોન્મેષ સભર અભ્યાસક્રમો વિકસાવવામાં પરિણામલક્ષી અભિગમ
- સ્વ-અધ્યયન માટે ઉચ્ચ ગુણવત્તાવાળી અભ્યાસસામગ્રી.
- વિદ્યાર્થીઓ માટે શૈક્ષણિક, વહીવટી તેમજ માહિતી વિષયક સહાય માટે 'વિદ્યાર્થી સહાય સેવાઓ' અંતર્ગત રાજ્યવ્યાપી અભ્યાસકેન્દ્રોનું નેટવર્ક.
- વિદ્યાર્થીઓને પોતાની ગતિએ અને અનુકૂળતાએ અભ્યાસક્રમપૂર્ણ કરવાની પરિવર્તનક્ષમ સુવિધા.
- દેશની અન્ય ઓપન યુનિવર્સિટીઓ સાથેનાં જોડાણોને લીધે રાષ્ટ્રીય તેમજ આંતરરાષ્ટ્રીય જ્ઞાન સરળ ગુજરાતી માધ્યમમાં ઉપલબ્ધ કરવાની સગવડ.
- જીવંત 'ફોન ઈન રેડિયો કાઉન્સેલિંગ' તથા 'સેટેલાઈટ ઓપન એન્ડ ડિસ્ટન્સ લર્નિંગ' દ્વારા પરામર્શનની વ્યવસ્થા.
- અત્યાધુનિક "સ્ટેટ ઑફ ધ આર્ટ" ચૈતન્ય સ્ટુડિયો દ્વારા ગુણવત્તાયુક્ત શ્રાવ્ય તથા દ્રશ્ય-શ્રાવ્ય શૈક્ષણિક સામગ્રીનું નિર્માણ તથા ઈન્ટરનેટની મદદથી "સ્વાધ્યાય રેડિયો" અને "સ્વાધ્યાય ટેલિવિઝન"નાં માધ્યમથી પ્રસારિત આ શૈક્ષણિક સામગ્રી અને અન્ય ઉપયોગી માહિતી મોબાઈલ, ટેબલેટ, લેપ-ટોપ કે ડેસ્ક ટોપ દ્વારા કોઈપણ સમય અને કોઈપણ સ્થળે મેળવવાની સુવિધા.
- સામાન્ય વ્યક્તિને તથા વિદ્યાર્થીને યુનિવર્સિટી વિષયક પ્રવેશ, પરીક્ષા આવશ્યક તમામ માહિતી પૂરી પાડતી સતત અપડેટ થતી વેબસાઈટ.
- 10+2 ઉત્તીર્ણ થયેલ કોઈપણ વિદ્યાશાખાનો વિદ્યાર્થી યુનિવર્સિટીના કોઈપણ સ્નાતક અભ્યાસક્રમોમાં પ્રવેશ લઈ શકે છે.
- વિદ્યાર્થીને અભ્યાસ-સંપૂટ, ગુણપત્રક તથા પ્રમાણપત્ર પોતાના સરનામે મળી રહે તેવી યુનિવર્સિટી દ્વારા વ્યવસ્થા કરવામાં આવી છે.

લક્ષ્યાંકિત જનસમૂહો

- ધોરણ 10+2 પાસ થયેલ કોઈપણ વિદ્યાશાખાના વિદ્યાર્થીઓનો વિશાળ સમૂહ
- યુનિવર્સિટીમાં બાહ્ય રીતે શિક્ષણ મેળવવા ઈચ્છતા વિદ્યાર્થીઓનો સમુદાય
- પરંપરાગત યુનિવર્સિટીમાં નિયમિત કે ઍક્સટર્નલ અભ્યાસ કરતાં કરતાં સમાંતર રીતે પ્રમાણપત્ર કે ડિપ્લોમા અભ્યાસક્રમનું શિક્ષણ મેળવવા ઈચ્છતા વિદ્યાર્થીઓ
- ધોરણ 12માં ઉત્તીર્ણ થઈને દૂરવર્તી પદ્ધતિથી વાણિજ્ય કે વિનયન શાખામાં ડિપ્લોમા કે સ્નાતક કક્ષાનો અભ્યાસ કરવા ઈચ્છતા વિદ્યાર્થીઓ
- તકના અભાવે કે આર્થિક, સામાજિક સંજોગોના કારણે જેમનો અભ્યાસ અધૂરો રહી ગયો હોય તેમને ઘરે બેઠાં અભ્યાસ કરવાની અનુકૂળતા
- શ્રમજીવીઓ અને ગૃહિણીઓનો એક વર્ગ પોતાની શૈક્ષણિક લાયકાતમાં અભિવૃદ્ધિ કરવા ઈચ્છે છે તેમને સમયની અનુકૂળતા મુજબ અભ્યાસની વ્યવસ્થા
- નોકરી-વ્યવસાયમાં પ્રવૃત્ત કે અંતરિયાળ ગ્રામવિસ્તારના ઉચ્ચશિક્ષણથી વંચિત જનસમુદાય માટે અભ્યાસની તક.
- જેલમાં સજા ભોગવતા કેદીઓ માટે અભ્યાસની તક

સંસ્થાકીય વહીવટી માળખું

ગુજરાત રાજ્યના માનનીય રાજ્યપાલશ્રી યુનિવર્સિટીના કુલાધિપતિ છે. કુલપતિશ્રી, નિયામકશ્રીઓ, કુલસચિવશ્રી અને નાણાંઅધિકારીશ્રી યુનિવર્સિટીના અધિકારીઓ છે. બોર્ડ ઑફ મૅનેજમેન્ટ, એકૅડેમિક પ્લાનિંગ બોર્ડ અને નાણાં સમિતિ યુનિવર્સિટીનાં સત્તામંડળો છે. વિવિધ વિષયોની અભ્યાસ-સામગ્રીનાં આયોજન, વિકાસ અને સંશોધન માટે શૈક્ષણિક વિભાગ છે. જ્યારે પ્રવેશ, સામગ્રી વિતરણ, પ્રાદેશિક સેવાઓ અને મૂલ્યાંકન માટે વિદ્યાર્થી સેવા-વિભાગ કાર્યરત છે.

વિદ્યાર્થી સહાય વ્યવસ્થા

વિદ્યાર્થી સ્વ-અધ્યયન અભ્યાસ-સામગ્રીનો યથાર્થ ઉપયોગ કરી શકે અને જે તે પાઠયક્રમના અભ્યાસમાં ઉદ્‌ભવતી મુશ્કેલીઓનું નિવારણ થઈ શકે તે માટે તથા અનુભવી પરામર્શક દ્વારા શૈક્ષણિક સહાય તથા માર્ગદર્શન માટે રાજ્યના જુદાં જુદાં સ્થળે ફાળવવામાં આવેલા અભ્યાસકેન્દ્રોમાં સુયોગ્ય વ્યવસ્થા છે. દરેક વિદ્યાર્થી પોતાને નજીક તથા અનુકૂળ અભ્યાસકેન્દ્ર પસંદ કરી શકે છે. આ ઉપરાંત વિદ્યાર્થીને વહીવટી બાબતો અંગેની સહાય માટે યુનિવર્સિટીમાં વિદ્યાર્થી સહાય સેવાઓ અંતર્ગત સંબંધિત પ્રાદેશિક વિભાગનો પ્રત્યક્ષ કે પત્ર/ઈ-મેઈલ દ્વારા સંપર્ક કરવાની વ્યવસ્થા છે.

વર્ગાંકન પ્રણાલી (Credit system)

સ્પે.બી.એડ્. બી.એડ્. સ્પે. ઍજ્યુકેશન અભ્યાસક્રમમાં ૧૫ કલાકની અધ્યયન પ્રવૃત્તિની ૦૧-ક્રેડિટ હોય છે. ઉદાહરણ તરીકે ૦૪-ક્રેડિટ ધરાવતા અભ્યાસક્રમને ૬૦ કલાક ફાળવવામાં આવે છે. અભ્યાસક્રમનો ભારાંક ક્રેડિટ ગુણની પરિભાષામાં દર્શાવવામાં આવે છે. આનાથી અધ્યેતાને જે તે અભ્યાસક્રમમાં કેટલા વિદ્યાકીય કામ કરવા પડશે તે સમજવામાં મદદ મળે છે. અભ્યાસ દરમ્યાન સ્વાધ્યાયો પૂર્ણ કરવા, સત્રાંત પરીક્ષામાં અભ્યાસક્રમના બધા વિષયો અને પ્રાયોગિક કાર્યો જાગૃતિપૂર્વક પૂરા કરવા જરૂરી છે.

યુનિવર્સિટીના સેલ અને સમિતિઓ

સેલ/સમિતિ	સંપર્ક
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કમિટિ ફૉર પ્રિવેન્શન ઑફ સેક્સ્યુલ હેરેસમેન્ટ ઍટ વર્ક પ્લેસ	7434852685 E-mail : sonal.chaudhari@baou.edu.in
ગ્રીવન્સ રીએડ્રેસીસ સેલ	9978408988 E-mail : hetal.gandhi@baou.edu.in
વુમન્સ ડેવલપમેન્ટ સેલ (WDC)	7434852684 E-mail : diptiba.gohil@baou.edu.in
એસસી/એસટી સેલ	9909970298 E-mail : sanjay.patel@baou.edu.in

2 સ્પેશ્યલ એજ્યુકેશન બી. એડ્.

બેચલર ઑફ એજ્યુકેશન સ્પેશ્યલ એજ્યુકેશન (વિશિષ્ટ વિકલાંગતા અને સંમિલિત શિક્ષણ) (VI/HI/ID) બી.એડ્. સ્પે. એજ્યુકેશનનાં મુખ્ય કાર્ય નીચેની બાબતોને લગતી શૈક્ષણિક પ્રવૃત્તિઓ હાથ ધરવાની છે.

- વ્યવસાય તરીકે શિક્ષણની વ્યવહારક્રિયાના વિવિધ પાસાં.
- વિદ્યામૂલક અભ્યાસના વિષય તરીકે વિશિષ્ટ શિક્ષણની વિવિધ શાખાઓ.
- વિશેષ શિક્ષણનાં ક્ષેત્રોમાંના શિક્ષણ અને તાલીમના કાર્યક્રમો માટે બહુવિધ માધ્યમ સંપુટનો વિકાસ.

ભાવિ યોજનાઓ :

ડી.એસ.ઈ. દ્વારા નીચેની બાબતોનું આયોજન છે.

- જેઓ વિશિષ્ટ શિક્ષણનાં ક્ષેત્રમાં હાલમાં કાર્ય કરી જ રહ્યા છે તે વ્યક્તિઓની કુશળતાઓનું સ્તર ઊંચે લઈ જવું.
- જુદી જુદી રીતની ક્ષમતા ધરાવતી વ્યક્તિઓના પુર્નવસન અને શક્તિસિંચન માટે આંતર-વિદ્યાકીય સંશોધન અને પ્રશિક્ષણ કાર્યક્રમો.
- આર.સી.આઈ. અને બી.એ.ઓ.યુ. વચ્ચે ભવિષ્યમાં ખાસ કરીને બીએડ્. સ્પે. એજ્યુકેશન અને એના કાર્યક્રમોને વૈશ્વિક સ્તરના બનાવવાને ત્રિપક્ષીય સહમતી ઉપર સહી થયેલી છે.

રિહેબિલિટેશન કાઉન્સિલ ઑફ ઈન્ડિયા (આર.સી.આઈ.- ભારતીય પુનર્વસન પરિષદ)

૧૯૯૨માં સંસદે રિહેબિલિટેશન કાઉન્સિલ ઑફ ઈન્ડિયા એકટ પસાર કર્યો. જેની અધિસૂચના બહાર પાડી હતી અને તે જૂન ૧૯૯૩થી અસરકારક બન્યો હતો. આ ધારો આર.સી.આઈ. ઉપર નીચેની અગત્યની જવાબદારીઓ મૂકે છે.

- વિશિષ્ટ શિક્ષણ અથવા દિવ્યાંગજનના પુનર્વસન માટે જરૂરના તમામ વ્યવસાયિકો માટેનાં પાઠ્યક્રમોનું ધોરણીકરણ પુનર્વસન વ્યવસાયિકોના પ્રશિક્ષણ માટેનાં વિષયક્ષેત્ર (કોર્સીસ) ચલાવવા સંસ્થાઓની માન્યતા
- પુનર્વસનના ક્ષેત્રમાંની તમામ લાયકાત ધરાવતી વ્યક્તિઓની કેન્દ્રીય નોંધવહી (સેન્ટ્રલ રજિસ્ટર)ની જાળવણી.

આ ધારો એવી પણ જોગવાઈ કરે છે કે કોઈપણ વ્યક્તિ માન્યતા ધરાવતી લાયકાત પ્રાપ્ત કર્યા વગર વિકલાંગજનોને સેવાઓ પહોંચાડશે

તો તેની વિરુદ્ધ પોલીસ અધિકાર (કોગ્નાઈઝેબલ ઑફેન્સ)નો ગુનો દાખલ થશે. છેલ્લા વર્ષોમાં રિહેબિલિટેશન કાઉન્સિલ ઑફ ઈન્ડિયાએ દિવ્યાંગજનો માટે વધુ સારા જીવનની ગુણવત્તા આપવામાં મહત્ત્વની ભૂમિકા ભજવી છે.

રિહેબિલિટેશન કાઉન્સિલ ઑફ ઈન્ડિયા (આર.સી.આઈ.) અને ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી (બીએઓયુ)ના સંયુક્ત ઉપક્રમે આ અભ્યાસક્રમનું આયોજન થશે.

પરિભાષા :

બી.એડ્. સ્પે. એજ્યુકેશનના પાઠ્યક્રમોની પરિભાષા ૨૦૦૮ અને ૨૦૧૪ની યુજીસીની જાહેરાત મુજબ હોવી જોઈએ અને નવી પરિભાષા બી.એડ્. સ્પે. એજ્યુકેશન (વિશિષ્ટ વિકલાંગતાનું નામ) જેમ કે દૃષ્ટિક્ષતિ માટે બી.એડ્. સ્પેશ્યલ એજ્યુકેશન (VI) એટલે કે બી.એડ્. સ્પે. એજ્યુકેશન (વિશિષ્ટ વિકલાંગતા) પરિભાષા થશે.

વ્યાપક ઉદ્દેશો :

બી.એડ્. વિશિષ્ટ શિક્ષણના દૂરવર્તી શિક્ષણ કાર્યક્રમ (બી.એડ્. સ્પે. એજયુકેશન) કાર્યક્રમ ૨૧મી સદીમાં તરતમાં આવી રહેલા માહિતી પ્રૌદ્યોગિકી ક્રાંતિ અને વૈશ્વિકરણનાં યુગમાં શિક્ષણનાં બૃહદ્-બોધની અંદર જ વિશિષ્ટ અને સંમિલિત શિક્ષણ માટે વ્યવસાયિકોને વિકસાવવાની નેમ રાખે છે. આ પ્રતીતિ બોધની અંદર જ કહેવાતા દિવ્યાંગજનોને જુદી જુદી રીતે ક્ષમતા ધરાવનાર તરીકે સમજવામાં આવ્યા છે અને શિક્ષણકાર્ય એ કોઈ વ્યવસાય નથી પણ એક ધ્યેય સમર્પિત કાર્ય છે એમ સમજી લેવામાં આવ્યું છે. આ કાર્યક્રમ આવશ્યક જ્ઞાન, સમજ, મનોવલણ અને કુશળતાઓ આત્મસાત કરીને તે મારફતે ઈચ્છુકોને શિક્ષક-વ્યવસાયિકો તરીકે પરિવર્તનના વાહક બનવા શિક્ષણ આપવાની અને તાલીમ આપવાની નેમ રાખે છે. શિક્ષણ અને તાલીમ તેઓને માટે કોઈપણ વિકલાંગ, જુદી રીતે સક્ષમ બાળકમાં સુષુપ્ત બુદ્ધિકૌશલ્યોને બહાર લાવવાનું શક્ય બનાવશે. તેઓનામાં શ્રદ્ધા અને તેવી જ રીતે સ્વતંત્રતાનો ભાવ, આત્મસન્માન અને ગૌરવનો ખ્યાલ વિકસાવશે. માત્ર તેમને સ્વનિર્ભર કરવા માટે જ નહિ, પરંતુ તેઓની સેવાઓનો સમાજ અને રાષ્ટ્રને ફાળો આપવા માટે પણ તેમને તૈયાર કરવામાં આવશે.

કાર્યક્રમ ઉદ્દેશો :

બીએઓયુનો આ બી.એડ્. સ્પે.એજયુકેશન કાર્યક્રમ તાલીમાર્થી શિક્ષકોને નીચેના ઉદ્દેશ હાંસલ કરવાનું શક્ય બનાવવાની નેમ રાખે છે.

- ઈન્ફોર્મેશન ટૅક્નૉલૉજીક્ષેત્રે ક્રાંતિ અને વૈશ્વિકરણના યુગમાં બાળકોને સંમિલિત અને વિશિષ્ટ શાળાઓમાં શિક્ષણ આપીને પ્રવર્તમાન અને નવા ઊભરતા ભારતીય સમાજમાં પરિવર્તનના વાહક તરીકે વિશિષ્ટ રીતે તાલીમ પામેલા વ્યવસાયિકોમાં તેઓની ભૂમિકાનો વ્યાપક પ્રતીતિ- બોધ વિકસાવવો.
- કહેવાતા 'વિકલાંગજન'ને જુદી રીતે ક્ષમતા ધરાવનારા તરીકે સમજવા અને તેઓનામાં સ્વતંત્રતા, આત્મસન્માન અને ગૌરવના ભાવથી સમાજસેવા કરવા માટે તેમનામાં રહેલી સંભાવનાઓ / ક્ષમતાનો વિકાસ કરવો.
- શીખવા આવનાર દિવ્યાંગજનોના જૂથને શિક્ષણ આપવા વ્યવસાયિક કૌશલક્ષમતાઓ વિકસાવવી.
- સંમિલિત / સંકલિત / વિશિષ્ટ શિક્ષણનાં માળખામાં વિકલાંગતા ક્ષેત્ર વિશે શીખનારાઓના વિશિષ્ટ જૂથોનાં શીખવાના અનુભવોને સંયોજિત કરવાની વિવિધ પદ્ધતિઓ અને અભિગમોને જાણવા અને સમજવા.
- શીખવાના અનુભવોની પસંદગી અને કૌશલક્ષમતાઓ વિકસાવવી.
- બાળકોના સ્વભાવ અને તેઓની શીખીને, સમજવાની પ્રક્રિયા સમજવી.
- વિશિષ્ટ તાલીમાર્થીઓની શૈક્ષણિક અને વ્યક્તિગત સમસ્યાઓ હલ કરવાની કૌશલ ક્ષમતાઓ વિકસાવવી.
- મૂલ્યાંકનની વિવિધ પદ્ધતિઓ અને તકનીકો તેમજ તેઓનાં ઉપયોજન વિશે જાણવું અને સમજવું.
- મૂલ્યાંકન કરવાનાં સંસાધનોની પસંદગી, વિકાસ અને ઉપયોગ માટે કૌશલ ક્ષમતાઓ વિકસાવવી.
- વિવિધ, વિશિષ્ટ અથવા સંમિલિત શાળાનું સંચાલન કરવાની ક્ષમતા વિશે જાણવું, સમજવું અને તેને વિકસાવવી.
- શીખવવા માટેની વિવિધ અને વિદ્યાર્થીપૂરક પ્રવૃત્તિઓનું સંયોજન કરવા કૌશલ ક્ષમતાઓ વિકસાવવી.

સમયગાળો :

આ કાર્યક્રમની લઘુત્તમ મુદત અઢી વર્ષ (5 સેમેસ્ટર) અને મહત્તમ મુદત 5 વર્ષની છે.

શિક્ષણનું માધ્યમ અને પરીક્ષા :

સ્વાધ્યાયની સામગ્રી ગુજરાતીમાં ઉપલબ્ધ થશે.

- અભ્યાસલક્ષી વ્યવહાર અંગ્રેજી / હિન્દી / ગુજરાતીમાં થઈ શકશે.
- પરીક્ષા ગુજરાતી / હિન્દી / અંગ્રેજી માધ્યમમાં આપી શકાશે.

પ્રવેશ પાત્રતા :

(A) સ્નાતક કક્ષાની પદવીમાં 50 % અથવા વિજ્ઞાન, સમાજવિદ્યા, માનવશાસ્ત્રમાં અનુસ્નાતક પદવી, ઍન્જિનિયરિંગ અથવા ટૅક્નૉલૉજીમાં વિજ્ઞાન અને ગણિતમાં 55 % ગુણ અથવા તેના જેવી અન્ય લાયકાત કાર્યક્રમમાં પ્રવેશ માટે જરૂરી રહેશે.

(B) SC/ST જાતિના વિદ્યાર્થીઓ માટે 5 % ની છૂટછાટ ગુજરાત રાજ્યના ધારા ધોરણ મુજબ આપવામાં આવશે.

(C) ભારતીય પુનર્વસન પરિષદ (RCI)ના નિયમાનુસાર ગુણવત્તા યાદી (મેરિટલિસ્ટ)માં નીચે પ્રમાણે વિશેષ ગુણભારનો લાભ સંબંધિત ઉમેદવારને મળશે.

(1) વિકલાંગ બાળકનાં માતા-પિતા	10 ગુણ
(2) વિકલાંગ વ્યક્તિ	10 ગુણ
(3) RCI માન્ય કોઈ એક લાયકાત ધરાવનાર	10 ગુણ

નોંધ : (1) વિકલાંગતા ધરાવતા બાળકનું પ્રમાણપત્ર રજૂ કરવું.

(2) વિકલાંગ વ્યક્તિએ પોતાનું વિકલાંગતા અંગેનું તબીબી પ્રમાણપત્ર રજૂ કરવું.

(3) RCI માન્ય કોર્સ કર્યા અંગેનું પ્રમાણપત્ર / રજિસ્ટ્રેશન સર્ટિફિકેટ રજૂ કરવું.

અભ્યાસક્રમ ફી :

E-PIN મૂલ્ય : 700/- **અભ્યાસક્રમ ફીના રૂ.30,000 પ્રવેશ વખતે આપવા પાત્ર**

સમગ્ર અભ્યાસક્રમની ફીનું ધોરણ પ્રવેશાર્થીઓ માટે 30,000/- રહેશે. પ્રવેશ પ્રક્રિયા વખતે ઉમેદવારે આ ફી ડીમાન્ડ ડ્રાફ્ટથી યુનિવર્સિટીમાં ભરવાની રહેશે. પ્રવેશ વખતે પૂરેપૂરી ફી ન ભરનારને પ્રવેશ મેળવવાનો હક રહેશે નહીં.
એક વખત પ્રવેશ લીધા પછી કોઇપણ સંજોગોમાં ફી પરત કરવામાં આવશે નહીં.

2.1 અભ્યાસક્રમનું માળખું

દૂરવર્તી શિક્ષણની પદ્ધતિમાં બી.એડ્. સ્પેશ્યલ એજ્યુકેશનનો કાર્યક્રમ 26 વિષયક્ષેત્રોનો બનેલો હશે. 19 સૈદ્ધાંતિક વિષયક્ષેત્ર અને 7 પ્રાયોગિક વિષયક્ષેત્ર. સૈદ્ધાંતિક અને પ્રાયોગિક વિષયક્ષેત્રોના ઘટકો નીચે મુજબ જૂથ એ થી જૂથ એફ હેઠળ આપેલાં છે.

❐ જૂથ એ : અધ્યાપનશાની પાયાની સૈદ્ધાંતિક સમજ (કોર પેડાગોગી થિયરી કોર્સીસ)

નીચેના બધા જ (ત્રણ) અધ્યાપનશા વિષયક્ષેત્ર ફરજિયાત છે.

એસ ઈ સી પી (એ-1)	01	-	માનવીય વૃદ્ધિ અને વિકાસ	(સેમેસ્ટર-1)
એસ ઈ સી પી (એ-2)	02	-	સમકાલીન ભારત અને શિક્ષણ	(સેમેસ્ટર-1)
એસ ઈ સી પી (એ-3)	03	-	અધ્યયન, અધ્યાપન અને મૂલ્યાંકન	(સેમેસ્ટર-2)

❐ જૂથ બી : સામાન્ય સમાવિષ્ટ - આધારિત પદ્ધતિ પ્રણાલી (મેથડોલોજી) સૈદ્ધાંતિક વિષયક્ષેત્રો

વિદ્યાર્થીઓએ નીચેના બે પેટાજૂથોમાંથી દરેકમાંથી એકની પસંદગી કરીને કોઈપણ બે વિષયક્ષેત્ર અધ્યયન માટે નક્કી કરવાના રહેશે.

પેટા જૂથ (એ-4)

બી - 1 - નીચેનામાંથી કોઈ પણ એક વિષયક્ષેત્ર (સેમેસ્ટર - 2)

એસ ઈ સી એમ	01	-	વિજ્ઞાનનું શિક્ષણકાર્ય
એસ ઈ સી એમ	02	-	ગણિતનું શિક્ષણકાર્ય
એસ ઈ સી એમ	03	-	સમાજવિદ્યાનું શિક્ષણકાર્ય

પેટા જૂથ (એ-5)

બી - 2 - નીચેનામાંથી કોઈ પણ એક વિષયક્ષેત્ર (સેમેસ્ટર - 3)

એસ ઈ સી એમ	04	-	હિન્દીનું શિક્ષણકાર્ય
એસ ઈ સી એમ	05	-	અંગ્રેજીનું શિક્ષણકાર્ય
એસ ઈ સી એમ	06	-	ગુજરાતીનું શિક્ષણકાર્ય

❐ જૂથ સી - કોસ ડીસેબિલિટી અને સંમિલિત શિક્ષણ (ફરજિયાત)

એસ ઈ સી ડી (બી-6)	01	-	સંમિલિત શિક્ષણ	(સેમેસ્ટર - 2)
એસ ઈ સી ડી (બી-7)	02	-	સંવેદનાત્મક વિકલાંગતાનો પરિચય	(સેમેસ્ટર - 1)
એસ ઈ સી ડી (બી-8)	03	-	જ્ઞાનતંતુની વિકાસાત્મક વિકલાંગતાનો પરિચય	(સેમેસ્ટર - 1)
એસ ઈ સી ડી (બી-9)	04	-	લોકોમોટર અને બહુવિધ વિકલાંગતાનો પરિચય	(સેમેસ્ટર - 1)

❐ જૂથ ડી - કૌશલ્ય આધારિત વૈકલ્પિક અભ્યાસક્રમ

બી - 10 - ક્રોસ ડીસેબિલિટી અને સંમિલિત શિક્ષણ (સેમેસ્ટ-4)

નીચેનામાંથી કોઈપણ એકની પસંદગી કરવાની રહેશે.

એસ ઈ એસ બી (બી-10)	એ	- સલાહ અને માર્ગદર્શન
એસ ઈ એસ બી (બી-10)	બી	- સમુદાય આધારિત પુનર્વસન

બી - 11 - વિશિષ્ટ વિકલાંગતા ક્ષેત્ર (સેમેસ્ટ-5)

વિદ્યાર્થીઓએ વિકલાંગતા ક્ષેત્ર મુજબ કોઈપણ એકની પસંદગી કરવાની રહેશે.

એસ ઈ ડી એસ-06	એ	- ઓરીએન્ટેશન અને મોબીલીટી
એસ ઈ ડી એસ-07	બી	- પ્રત્યાયનના વિકલ્પો
એસ ઈ ડી એસ-10	સી	- વ્યાવસાયિક તાલીમ, સંક્રમણ અને નિયુક્તિ

❐ જૂથ - ઈ - વિકલાંગતા ક્ષેત્રોમાં વિશિષ્ટીકૃત સૈદ્ધાંતિક વિષયક્ષેત્ર (ફરજિયાત)

પસંદગી કરીને અધ્યયન માટે નક્કી કરવા નીચેના વિશિષ્ટીકૃત પ્રવાહો (પેટા જૂથ - ઈ-1, ઈ-2 અથવા ઈ-3 માંથી કોઈપણ એક પ્રાપ્ય થશે.)

વિશિષ્ટતા પેટા જૂથ (ઈ - 1) દૃષ્ટિક્ષતિ (VI)

એસ ઈ એસ વી (સી-12)	આકારણી અને જરૂરિયાતોની ઓળખ	(સેમેસ્ટર - 2)
એસ ઈ એસ વી (સી-13)	અભ્યાસક્રમ, રૂપાંતરણ અને મૂલ્યાંકન	(સેમેસ્ટર - 3)
એસ ઈ એસ વી (સી-14)	હસ્તક્ષેપ અને શિક્ષણ વ્યૂહરચના	(સેમેસ્ટર - 3)
એસ ઈ એસ વી (સી-15)	પ્રોદ્યોગિકી અને દિવ્યાંગતા	(સેમેસ્ટર - 4)
એસ ઈ એસ વી (સી-16)	મનોસામાજિક અને કૌટુંબિક સમસ્યાઓ	(સેમેસ્ટર - 4)

પેટા જૂથ (ઈ - 2) શ્રવણક્ષતિ (HI)

એસ ઈ એસ એચ (સી-12)	આકારણી એ જરૂરિયાતોની ઓળખ	(સેમેસ્ટર - 2)
એસ ઈ એસ એચ (સી-13)	અભ્યાસક્રમ, રૂપાંતરણ અને મૂલ્યાંકન	(સેમેસ્ટર - 3)
એસ ઈ એસ એચ (સી-14)	હસ્તક્ષેપ અને શિક્ષણ વ્યૂહરચના	(સેમેસ્ટર - 3)
એસ ઈ એસ એચ (સી-15)	પ્રોદ્યોગિકી અને દિવ્યાંગતા	(સેમેસ્ટર - 4)
એસ ઈ એસ એચ (સી-16)	મનોસામાજિક અને કૌટુંબિક સમસ્યાઓ	(સેમેસ્ટર - 4)

પેટા જૂથ (ઈ - 3) બૌદ્ધિકક્ષમતા (ID)

એસ ઈ એસ એમ (સી-12)	આકારણી અને જરૂરિયાતોની ઓળખ	(સેમેસ્ટર - 2)
એસ ઈ એસ એમ (સી-13)	અભ્યાસક્રમ, રૂપાંતરણ અને મૂલ્યાંકન	(સેમેસ્ટર - 3)
એસ ઈ એસ એમ (સી-14)	હસ્તક્ષેપ અને શિક્ષણ વ્યૂહરચના	(સેમેસ્ટર - 3)
એસ ઈ એસ એમ (સી-15)	પ્રોદ્યોગિકી અને દિવ્યાંગતા	(સેમેસ્ટર - 4)
એસ ઈ એસ એમ (સી-16)	મનોસામાજિક અને કૌટુંબિક સમસ્યાઓ	(સેમેસ્ટર - 4)

❐ જૂથ એફ - વ્યવસાયિક ક્ષમતાઓની વૃદ્ધિ (ફરજિયાત)

એસ ઈ પી સી A/B/C (ડી-17)	વાંચન અને તેની લેખિત અભિવ્યક્તિ	(સેમેસ્ટર - 4)
એસ ઈ પી સી (ડી-18)	શિક્ષણમાં નાટ્ય અને કલા	(સેમેસ્ટર - 4)
એસ ઈ પી સી (ડી-19)	સંશોધન અને આંકડાશાસ્ત્ર	(સેમેસ્ટર - 5)

❐ જૂથ જી - દિવ્યાંગતા ક્ષેત્ર સાથે સંકળાયેલ પ્રેક્ટિકલ

ક્રોસ ડીસેબીલીટી અને સંમિલિત શિક્ષણ (SECD-02)	(સેમેસ્ટર - 1)
વિશિષ્ટ વિકલાંગતા ક્ષેત્ર (SEDS-01)	(સેમેસ્ટર - 3)

❐ જૂથ એચ - સ્કુલ ઇન્ટર્નશીપ

F1 - મુખ્ય દિવ્યાંગતા ઇન્ટર્નશીપ	(સેમેસ્ટર - 4)
F2 - અન્ય દિવ્યાંગતા ઇન્ટર્નશીપ	(સેમેસ્ટર - 5)
F3 - સંમિતિ શાળા ઇન્ટર્નશીપ	(સેમેસ્ટર - 5)

સેમેસ્ટર મુજબ અભ્યાસક્રમનું માળખું અને મૂલ્યાંકન યોજના

સેમેસ્ટર - 1

ક્રમ	વિષય ક્ષેત્ર સંકેત સંજ્ઞા	પરીક્ષા સંકેત	વિષયક્ષેત્રનું નામ	ક્રેડિટ	અધ્યયન કલાક	સતત મૂલ્યાંકન	સત્રાંત પરીક્ષા	કુલ
1.	એસઈસીપી-01	એ-1	માનવીય વૃદ્ધિ અને વિકાસ	4	60	20	80	100
2.	એસઈસીપી-02	એ-2	સમકાલીન ભારત અને શિક્ષણ	4	60	20	80	100
3.	એસઈસીડી-02	બી-7	સંવેદનાત્મક વિકલાંગતાનો	2	30	10	40	50
4.	એસઈસીડી-03	બી-8	જ્ઞાનતંતુની વિકાસાત્મક વિકલાંગતાનો પરિચય	2	30	10	40	50
5.	એસઈસીડી-04	બી-9	લોકોમોટર અને બહુવિધ વિકલાંગતાનો પરિચય	2	30	10	40	50
6.	એસઈસીડી-02	ઈ-1(એ) પ્રૅક્ટિકલ	ક્રોસ ડીસેબિલિટી અને સંમિલિત શિક્ષણ	2	60	-	-	50
				16	270	70	280	400

સેમેસ્ટર - 2

ક્રમ	વિષય ક્ષેત્ર સંકેત સંજ્ઞા	પરીક્ષા સંકેત	વિષયક્ષેત્રનું નામ	ક્રેડિટ	અધ્યયન કલાક	સતત મૂલ્યાંકન	સત્રાંત પરીક્ષા	કુલ
1.	એસઈસીપી-03	એ-3	અધ્યયન, અધ્યાપન અને મૂલ્યાંકન	4	60	20	80	100
2.	એસઈસીએમ 1-2-3	એ-4	વિજ્ઞાન, ગણિત અને સમાજવિદ્યા	4	60	20	80	100
3.	એસઈસીડી-01	બી-6	સંમિલિત શિક્ષણ	2	30	10	40	50
4.	એસઈએસવી/એચ/એમ (VI/HI/ID)	સી-12	આકારણી અને જરૂરિયાતોની ઓળખ	4	60	20	80	100
5.	એસઈડીએસ-01	ઈ-2(1) પ્રેક્ટિકલ	વિશિષ્ટ વિકલાંગતા ક્ષેત્ર	2	60	-	-	50
				16	270	70	280	400

સેમેસ્ટર - 3

ક્રમ	વિષય ક્ષેત્ર સંકેત સંજ્ઞા	પરીક્ષા સંકેત	વિષયક્ષેત્રનું નામ	ક્રેડિટ	અધ્યયન કલાક	સતત મૂલ્યાંકન	સત્રાંત પરીક્ષા	કુલ
1.	એસઈસીએમ 4,5,6	એ-5	હિન્દી, અંગ્રેજી અને ગુજરાતી	4	60	20	80	100
2.	એસઈએસવી/એચ/એમ (VI/HI/ID)	સી-13	(VI) અભ્યાસક્રમ, રૂપાંતરણ અને મૂલ્યાંકન (HI) અભ્યાસક્રમ, રૂપાંતરણ અને મૂલ્યાંકન (MR) અભ્યાસક્રમની રૂપરેખા, રૂપાંતરણ અને મૂલ્યાંકન	4	60	20	80	100
3.	એસઈએસવી/એચ/એમ (VI/HI/ID)	સી-14	હસ્તક્ષેપ અને શિક્ષણ વ્યૂહરચના	4	60	20	80	100
4.	એસઈડીએસ-02 (VI/HI/ID)	ઈ-2(2) પ્રેક્ટિકલ	વિશિષ્ટ વિકલાંગતા ક્ષેત્ર	4	120	-	-	100
				16	300	60	240	400

સેમેસ્ટર - 4

ક્રમ	વિષય ક્ષેત્ર સંકેત સંજ્ઞા	પરીક્ષા સંકેત	વિષયક્ષેત્રનું નામ	ક્રેડિટ	અધ્યયન કલાક	સતત મૂલ્યાંકન	સત્રાંત પરીક્ષા	કુલ
1.	એસઈએસબી-05 (GC/CBR/ICT)	બી-10	ક્રોસ ડીસેબિલિટી અને સંમિલિત શિક્ષણ	4	60	20	80	100
2.	એસઈએસવી/એચ/એમ (VI/HI/ID)	સી-15	(VI) ટેક્નોલૉજી અને ક્ષતિ (HI) ટેક્નોલૉજી અને ક્ષતિ (MR) ટેક્નોલૉજી અને ક્ષતિ	4	60	20	80	100
3.	એસઈએસવી/એચ/એમ (VI/HI/MR)	સી-16	મનો-સામાજિક અને કૌટુંબિક સમસ્યાઓ	2	30	10	40	50
4.	એસઈડીએસએસ(એ) (VI/HI/ID)	એફ-1 પ્રૅક્ટિકલ	મુખ્ય વિકલાંગતામાં વિશિષ્ટ શાળામાં પ્રૅક્ટિકલ	2	30	10	40	50
5.	એસઈઈપીસી (RRT-01)	ડી-17	વાંચન અને તેની લેખિત અભિવ્યક્તિ	2	30	10	40	50
6.	એસઈઈપીસી (DAE-02)	ડી-18	શિક્ષણમાં નાટ્ય અને કલા	2	60	-	-	50
				16	270	70	280	400

સેમેસ્ટર - 5

ક્રમ	વિષય ક્ષેત્ર સંકેત સંજ્ઞા	પરીક્ષા સંકેત	વિષયક્ષેત્રનું નામ	ક્રેડિટ	અધ્યયન કલાક	સતત મૂલ્યાંકન	સત્રાંત પરીક્ષા	કુલ
1.	એસઈડીએસ - 06	બી-11	વિશિષ્ટ વિકલાંગતા ક્ષેત્ર	2	30	10	40	50
2.	એસઈઈપીસી-03 (બી.આર.)	ડી-19	સંશોધન અને આંકડાશાસ્ત્રનો પાયાનો અભ્યાસ	2	30	10	40	50
3.	એસઈસીડી	ઈ-1(બી) પ્રૅક્ટિકલ	ક્રોસ ડીસેબિલિટી અને સંમિલિત શિક્ષણ	4	120	-	-	100
4.	એસઈડીએસએસ(બી) (VI/HI/ID) (ODS)	એફ-2 પ્રૅક્ટિકલ	અન્ય વિકલાંગતામાં વિશિષ્ટ શાળામાં પ્રૅક્ટિકલ	4	120	-	-	100
5.	એસઈઆઈએસ (VI/HI/ID)	એફ-3 પ્રૅક્ટિકલ	સંમિલિત શાળામાં પ્રૅક્ટિકલ	4	120	-	-	100
				16	420	20	80	400

2.2 સંપર્ક કાર્યક્રમ

જે ઉમેદવારની બી.એડ્. સ્પેશ્યલ એજ્યુકેશન પ્રોજેક્ટ વર્ક પ્રવેશ માટે પસંદગી કરવામાં આવી હોય તેમણે પોતાના અભ્યાસકેન્દ્રમાં પ્રવેશની નોંધણી અને પ્રવેશાર્થી પ્રવેશદાતા પરસ્પર પરિચય, સ્વાધ્યાયની સામગ્રીઓ અને પ્રત્યક્ષ સંપર્કના કાર્યક્રમો મેળવવા માટે રૂબરૂમાં હાજર થવાનું રહેશે. અભ્યાસકેન્દ્રનાં સંકલનકર્તા (કૉઓર્ડીનેટર) તરફથી પરેપૂરા શૈક્ષણિક કાર્યસત્ર માટે પ્રત્યક્ષ સંપર્ક કાર્યક્રમોની પ્રવૃત્તિઓનું કેલેન્ડર પૂરું પાડવામાં આવશે. કાર્યસોંપણી અને પ્રોજેક્ટ વર્ક કાર્યની ફાળવણી સહિત બન્ને સૈદ્ધાંતિક અને પ્રાયોગિક વિષય ક્ષેત્રોના દરેક કાર્યસત્રનું તેમજ કસોટીઓનું કાર્યક્રમ સમયપત્રક અભ્યાસકેન્દ્રના સંકલનકર્તા નક્કી કરશે એ ઉમેદવારોને તે ઉપલબ્ધ કરાવશે.

સંપર્ક કાર્યસત્રનું સમયપત્રક

	ઘટકો	કામના કલાકો	સેમેસ્ટર 1	સેમેસ્ટર 2	સેમેસ્ટર 3	સેમેસ્ટર 4	સેમેસ્ટર 5
1.	**સામાન્ય પ્રવેશાર્થી પ્રવેશદાતા પરસ્પરસ પરિચય અને ઓપ તાલીમ**	25	5	5	5	5	6
2.	**જૂથ એ થી એફ સૈદ્ધાંતિક વિષય ક્ષેત્રોનો પરિચય**- ચર્ચાસ્પષ્ટીકરણ અને કાર્યસોંપણીની ફાળવણી પ્રાયોગિક હાર્દસમાન તાલીમ 1. શિક્ષણકાર્ય પ્રૅક્ટિકલમાં મહત્ત્વની તાલીમ 2. કાર્યાનુભવ હુન્ર / કળા શિક્ષણ 3. મનોવિજ્ઞાન પ્રાયોગિક કાર્ય 4. સહઅભ્યાસ અને બાહ્ય અભ્યાસક્રમ પ્રવૃત્તિઓ 5. કમ્પ્યૂટરની પાયાની તાલીમ	35	7	7	7	7	7
3.	**મૂળભૂત પાયો** : અનુકૂલન કુશળતાઓ અને સહાયક સાધનો-ઉપકરણ વિશિષ્ટીકરણ	30	-	15	5	5	5

	ઘટકો	કામના કલાકો	સેમેસ્ટર 1	સેમેસ્ટર 2	સેમેસ્ટર 3	સેમેસ્ટર 4	સેમેસ્ટર 5
5.	**બિનવિકલાંગતા ક્ષેત્રમાં શિક્ષણકાર્ય** એસઈટીજી-01 (વિજ્ઞાન,ગણિત સામાજિક વિજ્ઞાન) શિક્ષણ કાર્ય (પ્રેક્ટિકલ) એસઈટીજી- 02 (હિન્દી, અંગ્રેજી, ગુજરાતી ભાષા) શિક્ષણકાર્ય	10		5	5	-	-
	વિકલાંગતા ક્ષેત્રમાં શિક્ષણકાર્ય એસઈટીબી-01 સંમિલિત શાળામાં વિશેષ શિક્ષણમાં શિક્ષણકાર્ય (પ્રેક્ટિકલ) એસઈટીવી/એચ/એમ-01 વિશિષ્ટ વિકલાંગતા ક્ષેત્રમાં શિક્ષણકાર્ય (પ્રેક્ટિકલ)	40	6	6	6	6	16
		140	18	38	28	23	33

❐ સ્વાધ્યાયની છાપેલી સામગ્રી

સૈદ્ધાંતિક વિષયક્ષેત્રમાં સમાવેશ થતી સ્વાધ્યાયની છાપેલી સામગ્રી ઘટકોનાં સ્વરૂપમાં અને પ્રાયોગિકમાં સમાવેશ થતી સ્વાધ્યાયની છાપેલી સામગ્રી નિયમ પુસ્તિકાઓના સ્વરૂપમાં પૂરી પાડવામાં આવશે.

❐ શ્રાવ્ય અને દૃશ્ય-શ્રાવ્ય કાર્યક્રમો

શ્રાવ્ય અને દૃશ્ય-શ્રાવ્ય કાર્યક્રમો પૂરક છે અને તે સ્પષ્ટીકરણ અને સમજવાના મહત્ત્વના ઉપકરણો તરીકે છે. આનો ઉપયોગ સંપર્ક કાર્યસત્રો દરમિયાન જ્યારે જ્યારે આવશ્યક હશે ત્યારે કરવામાં આવશે.

❐ એસાઈન્મેન્ટ અને પ્રોજેક્ટ વર્ક અહેવાલ

આ પહેલાં દર્શાવવામાં આવેલું છે કે દરેક સૈદ્ધાંતિક વિષયક્ષેત્ર માટે એસાઈન્મેન્ટ હશે. આ એસાઈન્મેન્ટ અને પ્રોજેક્ટ વર્ક અહેવાલ સંપૂર્ણ કર્યા પછી નિયત કરેલ સમયમર્યાદામાં અભ્યાસ કેન્દ્રને સુપરત કરવાના રહેશે. સમયમર્યાદા પછી સોંપવામાં આવેલ એસાઈન્મેન્ટ અને પ્રોજેક્ટ વર્કને ક્રેડિટ નહીં મળે.

સંપર્કસત્રો દરમિયાન સૈદ્ધાંતિક એ પ્રાયોગિક કસોટીઓ લેવામાં આવશે.

❐ સેમેસ્ટરની સત્રાંત પરીક્ષામાં બેસવા માટેની પાત્રતા

બી.એડ્. સ્પેશ્યલ એજ્યુકેશનમાં નોંધાયેલ દરેક વિદ્યાર્થી દર છ (6) મહિને પરીક્ષામાં નીચેની શરતોને આધીન બેસવાને પાત્ર રહેશે.

1. વિદ્યાર્થીએ અભ્યાસકેન્દ્રમાં યોજેલા નિયત કરેલ સંપર્ક વર્ગોના ઓછામાં ઓછા 80 % હાજરી આપેલ હોય.
2. કાર્યક્રમ માટેની તમામ આવશ્યકતાઓ પરિપૂર્ણ કરેલ હોય.
   - બિન - વિકલાંગતા ક્ષેત્ર અને વિકલાંગતા ક્ષેત્ર એ બંનેમાં પ્રાયોગિક તાલીમ લીધી હોય.
   - નિયત કરેલ સંખ્યામાં એસાઈન્મેન્ટ પૂરાં કરેલ હોય અને કેન્દ્ર પર જમા કરાવેલ હોય, જેમાં પાસ થવું ફરજિયાત છે.
   - સંપર્ક કાર્યક્ષેત્રો દરમિયાન લેવામાં આવેલી સૈદ્ધાંતિક અને પ્રાયોગિક કસોટીઓમાં સક્રિયતા.
   - પ્રૉજેક્ટ વર્ક સંપન્ન કરેલ હોય અને અહેવાલ સુપરત કરવામાં આવેલ હોય.
   - બે સ્વૈચ્છિક શાળા વિષયોમાં અને પસંદ કરેલા વિકલાંગતા ક્ષેત્રમાં નિયત કરેલી સંખ્યાના ટીચિંગ પ્રૅક્ટિસ - પાઠ પૂરા કરેલ હોય.
3. વિદ્યાર્થીએ અભ્યાસકેન્દ્ર પર ગેરશિસ્તનું કૃત્ય કર્યું ન હોવું જોઈએ.
4. ઉપરની નિયત થયેલી શરતો પૂર્ણ કરેલ હોય તે વિદ્યાર્થીઓને જ પરીક્ષામાં બેસવાની પરવાનગી આપવાનું શક્ય બનશે.
5. વિદ્યાર્થીઓએ પોતાના ઓળખપત્ર અભ્યાસકેન્દ્ર પરથી મેળવી લેવાના રહેશે.

❐ પરીક્ષા તારીખ

કાર્યક્રમ આવશ્યકતાઓ પૂર્ણ થયા પછી વિશ્વવિદ્યાલય દર સેમેસ્ટરના અંતે પરીક્ષાઓની તારીખ જાહેર કરશે.

સફળ ઉમેદવારોનું વર્ગીકરણ

Letter Grade	Qualitative Level	Grade Point Average	Percentage Equivalent	Classification of Final Result
O	Outstanding	8.5-10.00	Above 85 (85-100)	First Class with
A+	Excellent	7.0-8.49	70.00-84.99	Distinction
A	Very Good	6.0-6.99	60.00- 69.99	First Class
B+	Good	5.5-5.99	55.00-59.99	Higher Secnond Class
B	Fair/	5.0-5.49	50.00- 54.99	Second Clss
C	Satisfactory	4.0-4.99	40.00- 49.99	Pass Class
D	Dropped/Fail	Below 4.0	Below 40	Droped?

❐ અસફળ ઉમેદવારો માટે જોગવાઈ

જે ઉમેદવારોને નાપાસ જાહેર કરવામાં આવ્યા હોય તેઓએ તેના જે વિષયક્ષેત્રોના ઘટકો (કંપોનન્ટસ)માં નાપાસ થયા હોય તે બધામાં બેસવાની પરવાનગી આપવામાં આવશે. પરંતુ સમગ્ર કોર્ષનો સમયગાળો વીતી ગયા પછી વિદ્યાર્થીઓએ નવેસરથી પ્રવેશ મેળવવાનો રહેશે અને કોઈ પણ ક્રેડિટ આગળ ખેંચવામાં આવશે નહિ.

❐ રિ - ચેકિંગ

ઉમેદવાર પરિણામની જાહેરાત પછી ત્રીસ દિવસની અંદર જ નિયત કરેલા નમૂનાપત્રકમાં કાર્યક્રમનાં વધુમાં વધુ બે વિષયક્ષેત્રોમાં રિ-ચેકિંગ માટે અરજી કરી શકે છે.

❐ વધારાના વિશિષ્ટીકરણ માટે લાયકાત પ્રાપ્ત કરવી.

આ કાર્યક્રમમાં એક નિશ્ચિત વિશિષ્ટીકૃત ક્ષેત્રમાં સફળ થયેલા ઉમેદવારને વધારાના વિશિષ્ટીકરણો માટે પરવાનગી આપવામાં આવશે અને કોઈ એક વધારાનું વિશિષ્ટીકરણ મેળવવા માટે ઉમેદવારે લઘુત્તમ બધાં મળીને એકંદર કુલના 50 % સાથે જરૂરી વિશિષ્ટીકૃત કાર્યક્રમ પાસ કરવા માટેની તમામ આવશ્યકતાઓ પરિપૂર્ણ કરવાની રહેશે.

❐ નોંધાયેલ વ્યવસાયિક શિક્ષક તરીકે આર.સી.આઈ. પ્રમાણપત્રીકરણ :

આ બી.એડ્. સ્પેશ્યલ એજ્યુકેશન કાર્યક્રમ જે બીએઓયુ અને આર.સી.આઈ. દ્વારા સંયુક્ત રીતે ઘડવામાં આવ્યો છે તે તેના સફળ ઉમેદવારો માટે વિશિષ્ટ શિક્ષણનાં ક્ષેત્રમાં કાર્ય કરવાને રિહેબિલિટેશન કાઉન્સિલ ઑફ ઈન્ડિયા પાસેથી નોંધાયેલ વ્યવસાયિક પ્રમાણપત્ર (રજિસ્ટર્ડ પ્રોફેશનલ સર્ટિફિકેટ) મેળવવાનું શક્ય બનાવશે. આ માટે વિદ્યાર્થીઓએ આર.સી.આઈને સીધી અરજી કરવાની રહેશે.

અધિ સૂચના

બી.એડ્. સ્પેશ્યલ એજ્યુકેશન કાર્યક્રમ સંબંધિત કોઈ પણ માહિતી જેવી કે પ્રવેશ માટે જાહેરાત, પ્રવેશ માટે પસંદગી, સંપર્ક કાર્યક્રમ, પરીક્ષાની તારીખ, પરીક્ષાના પરિણામ માટે બીએઓયુની વેબસાઈટ - (www.baou.edu.in)ની મુલાકાત લેવી.

નીચેની બાબતો માટે અભ્યાસકેન્દ્રનો સંપર્ક કરો :

- બી.એડ્. સ્પેશ્યલ એજ્યુકેશન કાર્યક્રમમાં પ્રવેશ મેળવવા અને પસંદગી પામેલાં વિદ્યાર્થીનું ઓળખપત્ર મેળવવા માટે.
- સંપર્ક કાર્યસત્રોના સમયપત્રક (શિડ્યુલ્સ)
- નિયત સમયમર્યાદામાં એસાઈનમેન્ટ મેળવવા તથા જમા કરાવવા.
- પરીક્ષા સંબંધિત પૂછપરછ
- પરીક્ષામાં બેસવા હોલ ટિકિટ (Hall Ticiket)
- સમયે સમયે વિશ્વવિદ્યાલય દ્વારા બહાર પાડવામાં આવેલી તમામ અધિસૂચનાઓ.
- કોઈ પણ શૈક્ષણિક / વહીવટી સમસ્યાના સમાધાન માટે
- નિયત સમયમર્યાદામાં સ્વાધ્યાયકાર્ય મેળવવા તથા જમા કરાવવા.

2.3 બી.એડ્. સ્પેશ્યલ એજ્યુકેશન અભ્યાસક્રમ માટેની સામાન્ય સૂચના

❐ અનામત :

વિશ્વવિદ્યાલય આ કાર્યક્રમ માટે અનુસૂચિત જાતિઓ, અનુસૂચિત આદિજાતિઓ, અન્ય પછાત વર્ગો લશ્કરી/ લશ્કરી સહાયક દળોના પાલ્ય અને વિકલાંગતા ધરાવતા ઉમેદવારો માટે રાજ્ય સરકારના નિયમો અનુસાર બેઠકો અનામત રાખવામાં આવશે.

❐ અનામત અને ઓપન બેઠકો :

1. અનુસૂચિત જાતિ (SC)	-	07 ટકા
2. અનુસૂચિત જનજાતિ (ST)	-	15 ટકા
3. સામાજિક-આર્થિક પછાત વર્ગ (SEBC)	-	27 ટકા
4. બિન અનામત (OPEN)	-	51 ટકા
5. આર્થિક રીતે નબળા વર્ગ (EWS) (બિન અનામત)	-	10 ટકા (વધારાની સીટ)*

❐ વિકલાંગ / અંધ ઉમેદવાર માટે

(અ) વિકલાંગ ઉમેદવારો માટે કુલ બેઠકોની 3 ટકા બેઠકો ફાળવવામાં આવશે તે પૈકી 1 ટકા અંધ ઉમેદવારો માટે ફાળવવામાં આવી છે. પરંતુ આ 3 ટકા ઓપન બેઠકો, એસ.સી., એસ.ટી., સામાજિક અને શૈક્ષણિક રીતે પછાત વર્ગમાં સમાવી લેવામાં આવી છે. બિનઅનામતમાં આર્થિક રીતે નબળા વર્ગ (EWS) એટલે બિન અનામતની કુલ ટકાવારી 51% + 10% (EWS) કુલ 61% રહેશે.

(બ) વિકલાંગ કક્ષાનો લાભ લેવા ઇચ્છનાર ઉમેદવારોને સિવિલ સર્જનનું ફોટા સાથેનું પ્રમાણપત્ર અરજીપત્રક સાથે અચૂક જોડવાનું રહેશે.

❐ પ્રવેશ ચાદીઓની કાયદેસરતા :

જે ઉમેદવારોને પ્રવેશ આપવામાં આવ્યો હોય તેઓએ વિશ્વવિદ્યાલયે સ્પષ્ટ કરેલી નિયત તારીખ જે લાગતા વળગતા અભ્યાસકેન્દ્રને જણાવી હશે તે દિવસે અથવા તેપહેલા જોડાઈ જવું, માહિતી સમયસર મેળવવા માટે અરજી કરનારાઓએ સંબંધકર્તા અભ્યાસકેન્દ્રના સંપર્કમાં રહેવું જોઈએ.

જો ઉમેદવારોની પહેલી પસંદગીના અભ્યાસકેન્દ્રમાં કાર્યક્રમ માટેની નિયત કરેલી લઘુત્તમ સંખ્યાના ઉમેદવારો ઉપલબ્ધ ન હોય તો તેઓએ વિશ્વવિદ્યાલય દ્વારા સોંપવામાં આવેલા એક અન્ય અભ્યાસકેન્દ્રમાં પ્રવેશ લેવાનો જરૂરી રહેશે. ઉમેદવાર વિશિષ્ટીકરણનું જુદું ક્ષેત્ર જે તે તે જ શહેરના એક અભ્યાસકેન્દ્રમાં પ્રવેશ લેવાનો જરૂરી રહેશે. ઉમેદવાર વિશિષ્ટીકરણનું જુદું ક્ષેત્ર જે તે જ શહેરના અન્ય અભ્યાસકેન્દ્રમાં પ્રાપ્ય હોઈ શકે છે તેમાં એવી શરતને આધીન વિકલ્પ તરીકે પસંદ કરી શકે છે કે સંબંધકર્તા વિશિષ્ટીકરણમાં તે કેન્દ્રમાં બેઠકો પ્રાપ્ય હોય.

જો તમે હવે પછીના તરતના કાર્યક્રમમાં પ્રવેશ લેવા માંગતા હોવ તો તેઓએ હવે પછીના તરતના જ વર્ષમાં નવેસરથી અરજી કરવાની રહેશે અને પ્રક્રિયામાંથી પસાર થવાનું રહેશે.

❐ અપૂર્ણ અને મોડી અરજીઓ :

અપૂર્ણ અને મોડાં અરજીપત્રકો / પુનઃ નોંધણી પત્રકો હોય, વિષય ક્ષેત્રો ખોટાં હોય વિકલ્પ અથવા સ્વૈચ્છિક પસંદ

* શિક્ષણ વિભાગના પત્ર ક્રમાંક : પરચ/૧૦૧૯/૯૦૫/ખ તા. ૦૬-૦૭-૨૦૧૯

કરવાના વિષય હોય, ખોટી માહિતી પૂરી પાડી હોય તો સંબંધકર્તા ઉમદવારને કોઈ પણ જાણ કર્યા વગર તેઓનો ત્વરિત અસ્વીકાર કરવામાં આવશે. તેથી ઉમેદવારોને સંદર્ભ સંબંધિત ખાનાઓ કાળજીપૂર્વક ભરવાની અને માગવામાં આવેલા આવશ્યક પ્રમાણપત્રોની તમામ પ્રમાણિત નકલોના બિડાણ સાથે નિયત તારીખે અથવા તે પહેલાં યુનિવર્સિટીના કાર્યાલયે રૂબરૂ અથવા ટપાલ દ્વારા મોકલવાની સલાહ આપવામાં આવે છે. આ સંદર્ભમાંકોઈ પણ પત્રવ્યવહાર ઉપર ધ્યાન આપવામાં આવશે નહિ.

❐ ફી પરત આપવી (રિફંડ) :

કોઈ પણ ફી એકવાર ભરવામાં આવ્યા પછી કોઈ પણ સંજોગોમાં પરત (રિફંડ) આપવામાં આવશે નહિ.

❐ કાનુની અધિકાર ક્ષેત્ર :

કોઈ પણ તકરારની તમામ બાબતો માટે યુનિવર્સિટીના કુલપતિશ્રીનો નિર્ણય આખરી ગણાશે. આમ છતાં કોઈ પણ દાવો જો જરૂરી હોય તો તે મૂકવા માટેનું અધિકાર ક્ષેત્ર અમદાવાદ રહેશે.

❐ અરજીપત્રક ભરવા માટે સૂચનાઓ

- તમારી પસંદગીનું અભ્યાસકેન્દ્ર પસંદ કરો (અભ્યાસકેન્દ્રોની યાદી તેમના કોડનંબર સાથે પાના નં. 28 માં આપેલ છે.)
- અરજીપત્રક સુવાચ્ય અક્ષરોથી ભરવું
- જો તમે એકરાર નીચે સહી કરી ન હોય તો તમારી અરજીની પ્રક્રિયા કરવામાં આવશે નહિ.
- સમર્થન કરતા દસ્તાવેજો સાથે સંપૂર્ણ ભરેલું અરજીપત્રક બીએઓયુને મોકલશો.

❐ સામાન્ય નિયમો :

મેરિટ નક્કી કરવાની પદ્ધતિ :

આ અભ્યાસક્રમમાં પ્રવેશ લેવા માટે પ્રવેશ પરીક્ષામાં બેસવું ફરજિયાત છે અને પ્રવેશ પરીક્ષાના કુલ 100 ગુણમાંથી મેળવેલ ગુણ તથા ભારતીય પુનર્વસન પરિષદના નિયમાનુસાર ગુણભાર ગણીને ગુણવત્તાક્રમ મુજબ પ્રવેશ આપવામાં આવશે.

નોંધ : મેરિટ ગુણ સરખા થતા હોય ત્યાં તેવા કિસ્સામાં અગ્રતા ક્રમ નક્કી કરવા માટે ઉમેદવારની જન્મતારીખ ધ્યાનમાં લેવામાં આવશે.

❐ અભ્યાસ કેન્દ્રની પસંદગી :

(1) યુનિવર્સિટીના દ્વારા નિયત થયેલા અભ્યાસકેન્દ્રોમાં નિયત થયેલ બેઠકો પર પ્રવેશાર્થીઓને મેરિટ અનુસાર જ પ્રવેશ આપવામાં આવશે.

(2) અભ્યાસકેન્દ્રમાં અનામત બેઠકોનું પ્રમાણ જાળવવામાં આવશે.

(3) જે- તે અભ્યાસકેન્દ્રોમાં ફાળવેલ તમામ બેઠકો મેરિટ અનુસાર ભરાઈ ગયા પછી વિદ્યાર્થીઓના મેરિટના ધોરણે અન્ય અભ્યાસકેન્દ્રોમાં ખાલી રહેલી જગ્યામાં પ્રવેશ મેળવી શકાશે.

❐ પ્રવેશ પરીક્ષાની માહિતી

- આ યુનિવર્સિટીના બી.એડ્. (સ્પેશ્યલ એજ્યુકેશન) અભ્યાસક્રમમાં પ્રવેશ માટેની પ્રવેશ પરીક્ષા લેવામાં આવશે જેમાં આપને 100 વસ્તુલક્ષી (Objective) બહુવિકલ્પ પ્રશ્ને ધરાવતી એક પુસ્તિકા અને ઉત્તર પત્ર (OMR Sheet) પરીક્ષા ખંડમાં આપવામાં આવશે.
- પ્રશ્ન પુસ્તિકામાં હેતુલક્ષી (Objective type) પ્રકારના પ્રશ્ન હોવાથી તે પ્રશ્નના ઉત્તર શબ્દો કે વાક્યોમાં લખવાના હોતા નથી પ્રત્યેક પ્રશ્નના ઉત્તર માટે ચાર વિકલ્પો આપવામાં આવશે. જેમાંનો માત્ર એક જ સાચો ઉત્તર શોધીને આપવાનો છે.

❐ ઉત્તર પત્રમાં માહિતી ભરવા માટેની સૂચનાઓ :

(1) આપનો પ્રવેશ ફોર્મનો ક્રમાંક લખો. આપની પરીક્ષા- પ્રવેશપત્રની સાથે આ નંબર મળતો આવતો હોવો જોઈએ. આપે આપનું સાચું નામ, પીન કોડ સાથેનું સરનામું, અને ઉત્તવહી કોડ (OMR Code) આપેલી ખાલી જગ્યામાં નોંધવાનું રહેશે. આપે શાહીથી ઉત્તરપત્ર પર આપના હસ્તાક્ષર અને તારીખ નોંધવાની રહેશે. ઉત્તરપત્ર આપેલી ખાલી જગ્યામાં નિરીક્ષકે હસ્તાક્ષર અને તારીખ નોંધેલા છે કે નહિ તેની ચોકસાઈ કરી લેશો. આપ માત્ર વાદળી અથવા કાળી બોલપેનનો જ ઉપયોગ ઉત્તરપત્રના ઉત્તરમાં નિશાની કરવા માટે કરી શકશો.

(2) ઉત્તરપત્ર પર કોઈ આડીઅવળી નિશાની કરવી નહીં. પ્રશ્નપત્રના ઉત્તરોની નોંધ ઉત્તરપત્રમાં કરવા માટે ફક્ત વાદળી અથવા કાળી બોલપેનનો જ ઉપયોગ કરવાનો રહેશે.

(3) સંખ્યાદર્શક અંકમાં આપે આપનો પ્રવેશ ફોર્મ નંબર અને પરીક્ષા કેન્દ્રનો કોડ નંબર દર્શાવવાનો રહેશે. ધારો કે આપનો પ્રવેશપત્ર નંબર 8159 ઉત્તર વહી કોડ (OMR Code B) હોય અને પરીક્ષા કેન્દ્ર નંબર 05 હોય તો આ પ્રકારની માહિતી આપને આપવામાં આવેલ ઉત્તરવહીમાં દર્શાવવાની રહેશે.

(4) દરેક પ્રશ્નની સાથે ચાર વિકલ્પો આપેલા છે જેમના ક્રમ A, B, C અને D છે. દરેક પ્રશ્નમાંથી આપ જેને સાચો વિકલ્પ માનતા હોય તેવા વિકલ્પસૂચક ક્રમ અક્ષર ધરાવતા (O)ને વાદળી અથવા કાળી બોલપેન વડે સંપૂર્ણ કાળો બનાવી દો.

(5) એક પ્રશ્નના બે ઉત્તરો આપ્યા હશે તો કોઈ ગુણ મળશે નહિ. તેથી એક જ યોગ્ય ઉત્તર પસંદ કરવાનો રહેશે.

(6) તમારે કોઈ એક પ્રશ્ન પાછળ વધુ સમય બગાડવો જોઈએ નહિ. જો તમને કોઈ પ્રશ્નઅઘરો લાગે તો તેને છોડીને બીજા પ્રશ્ન તરફ ચાલ્યા જાઓ.

❐ સરનામામાં ફેરફાર/ સુધારો :

સરનામામાં ફેરફાર કરવા માટે વિદ્યાર્થીએ યુનિવર્સિટીમાં તાત્કાલીક અરજી કરવાની રહેશે અને યુનિવર્સિટીના રેકર્ડ ઉપર જરૂરી ફેરફાર ન થાય ત્યાં સુધી જૂના સરનામે આવેલ ટપાલ/ સાહિત્ય મેળવવાની વ્યવસ્થા ગોઠવવાની રહેશે.

❐ વિદ્યાર્થી દ્વારા પત્ર વ્યવહાર :

વિદ્યાર્થીએ પોતાના અભ્યાસને લગતી કોઈ પણ બાબત અંગેનો તમામ પત્રવ્યવહાર પોતાના પૂરેપૂરા સરનામા, નોંધણી નંબર, અભ્યાસકેન્દ્રના નામ સરનામા સાથે (બી.એડ્. સ્પેશ્યલ એજ્યુકેશન વિભાગ)ને ઉદ્દેશીને કરવાનો રહેશે.

2.4 B.Ed. Spl. Online ફોર્મ ભરવા માટેની સામાન્ય સૂચનાઓ

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની વેબસાઈટ www.baou.edu.in પર આપેલ B.Ed. Spl. ઓનલાઈન એન્ટ્રન્સ ટેસ્ટ એપ્લીકેશન લીંક પર સૂચનાઓને અનુસરીને રજીસ્ટ્રેશન કરવું અને ક્રમબદ્ધસોપાનોમાં અરજીની કાર્યવાહી પૂરી કરવી.

E-PIN લેતાં પહેલાં, ઉમેદવારે પોતાની પ્રવેશ લાયકાત ચકાસી લેવી.

Spl.B.Ed. અભ્યાસક્રમમાં પ્રવેશ મેળવવા ઈચ્છતા પ્રવેશાર્થીએ **E-PIN Generate** કરી, મેળવેલ યુઝરનેઈમ-પાસવર્ડની મદદથી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીની વેબસાઈટ **www.baou.edu.in** પર આપેલ સ્પે. બી.એડ્. ઓનલાઈન એન્ટ્રન્સ ટેસ્ટ એપ્લીકેશન લીંક પર સૂચનાઓને અનુસરીને રજીસ્ટ્રેશન કરવું. અને ક્રમબદ્ધ સોપાનોમાં અરજીની કાર્યવાહી પૂરી કરવી. રજીસ્ટ્રેશન ફોર્મની એન્ટ્રી **Mozilla** બ્રાઉઝરમાં જ કરવાની રહશે. રજીસ્ટ્રેશન શરૂ કરતા પહેલા શૈક્ષણિક લાયકાત માટેનાં તથા અન્ય જરૂરી તમામ **Documents** સ્કેન કરી યોગ્ય **Size** માં સોફ્ટકોપીમાં સાથે રાખવા. પરીણિત બહેનોએ લગ્ન પછીના નામ અંગેની ગેઝેટની કોપી હોય, તો જ બદલાયેલ નામથી રજીસ્ટ્રેશન કરવું. જો તે ન હોય તો શૈક્ષણિક લાયકાત દર્શાવતી માર્કશીટમાં દર્શાવેલ નામથી જ રજીસ્ટ્રેશન કરવું. **Online Registration** કરતી વખતે કોઈ પણ પ્રકારની સમસ્યા જણાય કે ક્ષતિ થાય તા **edu.baou.edu.in** ઈ-મેઈલ **ID** પર **Screen-Shot, Mobile No. User name** અને **Password** સાથેનો ઈ-મેઈલ કરવો. થયેલ સમસ્યા જણાવવી જેથી તેનો ઉકેલ મળી શકે. **Online Registration** ની પ્રક્રિયા સરળ છે. જે સ્વયં કરવી. જરૂર લાગે તો ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી અમદાવાદ ખાતે વિનામૂલ્યે **Online Registration**ની સહાય મળશે.

Step-01 :

Online Registration પર ક્લિક કરવું. જે પેજ ખુલે તેમાં સૂચના મુજબ નામ, જાતિ અને વિષયની વિગતો ભરવી. આ વિગતો એકવાર સબમીટ કર્યા પછી બદલી શકાશે નહિ, તેથી ધ્યાનપૂર્વક લખી યુઝરનેઈમ અને પાસવર્ડ આપીને સબમીટ કરો. આપેલ મેનુમાં **"Sign-in"** પર ક્લિક કરી યુઝરનેઈમ અને પાસવર્ડ આપવો.

Step-02 :

Sign-in કર્યા પછી **Form Entry** પર ક્લિક કરી દરેક વિગત કેપિટલ લેટર્સમાં ભરવી.

Step-03 :

Upload Documents મેનુમાં જઈ નીચે મુજબમાં **Documents Upload** કરવા. ધ્યાનમાં રાખો કે **Document**ની **Size** વધુ હોય, તો તેને **Resize** કરી પછી **Upload** કરવા.

૧. પાસપોર્ટ સાઈઝનો ફોટો
૨. ઉમેદવારની સહી
૩. શાળા છોડ્યાનું પ્રમણપત્ર
૪. સ્નાતક ડિગ્રીની માર્કશીટ **(B.A./ B.COM./B.SC./B.E.)**
૫. અનુસ્નાતક ડિગ્રીની માર્કશીટ **(M.A./M.COM./M.SC./M.E.)**
૬. **RCI** માન્ય ડિપ્લોમા કોર્સની માર્કશીટ
૭. દિવ્યાંગ હોવા અંગેનું પ્રમાણપત્ર**(PH)** (જો લાગુ પડતું હોય તો)
૮. દિવ્યાંગ વ્યક્તિના માતા-પિતા (જો લાગુ પડતું હોય તો બાળકનું પ્રમાણપત્ર જોડવું)
૯. કાસ્ટ સર્ટિફિકેટ **(SC/ST/SEBC)**
૧૦. **EWS** સર્ટિફિકેટ (જો લાગુ પડતું હોય તો)

૧૧. રાજ્ય બહારની યુનિવર્સિટીમાંથી સ્નાતક/અનુસ્નાતકની પદવી મેળવનાર પ્રવેશાર્થીઓએ પ્રવેશ મેળવતા પહેલા (કાઉન્સેલિંગના સમયે) જે યુનિવર્સિટીમાંથી પદવી મેળવેલ હોય તે યુનિવર્સિટીનું ખરાઈ / માઈગ્રેશનનું પ્રમાણપત્ર રજૂ કરવાનું રહેશે. જે ઉમેદવારો ખરાઈ / માઈગ્રેશનનું પ્રમાણપત્ર રજૂ નહી કરી શકે તો તેઓને પ્રવેશનો હક રહેશે નહિ.

Step-04:

ડોક્યુમેન્ટ અપલોડ કર્યા બાદ પ્રવેશાર્થીને સ્ક્રીન પર પોતાના ભરેલ ફોર્મની વિગત જોવા મળશે. જો તેમાં સુધારો કે ક્ષતિ જણાય તો નીચે આપેલ **'Edit Option'** પર ક્લીક કરી સુધારો કરવાનો રહેશે તેમજ જો ક્ષતિ ન જણાય તો **'Final Admission Submission`** પર ક્લિક કરવાનું રહેશે. જે કરવાથી પ્રવેશાર્થીનું **e-Admission Form PDF** માં જનરેટ થશે. જેને પ્રિન્ટ કરી પ્રવેશાર્થીએ નીચે મુજબના ડોક્યુમેન્ટ અટેચ કરી પસંદ કરેલ સ્ટડી સેન્ટર પર આપેલ સમય મર્યાદામાં જમા કરાવવાનું રહેશે.

Step-05:

પ્રિંટ કરેલ ફોર્મની સાથે ઉપર જણાવેલ તમામ ડોકયુમેન્ટસની **Self-attested** (સ્વયં પ્રમાણિત) કરી, કોપીનું બીડાણ કરી ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, અમદાવાદ ખાતે સ્વખર્ચે પ્રવેશ વિભાગમાં રૂબરૂ અથવા રજીસ્ટર્ડ પોસ્ટથી સમયસર પહોંચે તે રીતે મોકલી દેવું. **RCI** માન્ય અભ્યાસક્રમનું ગુણપત્રક, ગ્રેજ્યુએટ, પોસ્ટ ગ્રેજ્યુએટ માર્કશીટ જાતિનું પ્રમાણપત્ર, દિવ્યાંગ**(PH 60%** વિકલાંગતાનું) પ્રમાણપત્ર, **LC** વગેરે સાથે બીડાણમાં મૂકવા. પ્રવેશ, પરીક્ષા અને અન્ય સૂચનાઓ માટે નિયમિત રીતે યુનિવર્સિટી વેબસાઈટ **www.baou.edu.in** જોવા વિનંતી.

બીએઓયુ અને આરસીઆઈ વચ્ચે શૈક્ષણિક સમજૂતી

BAOU તથા RCI દ્વારા વિકલાંગતા ધરાવતા ઉમેદવારો માટે ઉચ્ચશિક્ષણ ક્ષેત્રમાં પ્રવેશ માટેની સંભાવનાઓ સાકાર કરવાના પ્રયત્નો થશે. વિકલાંગ વિદ્યાર્થીઓને ઉચ્ચશિક્ષણથી અભિમુખ કરવાના પ્રયાસો, પ્રોત્સાહન અને તેમનું સશક્તિકરણ દ્વારા બી.એડ્. સ્પે. એજ્યુકેશન વિષયક વિદ્યાશાખામાં આવશે. અભ્યાસક્રમોની ગુણવત્તા તથા અધિકૃતતા વિશે સહયોગપૂર્વક કામગીરી કરશે અને સફળ નીવડેલા તાલીમાર્થીઓને પ્રમાણિત કરવાની કામગીરી કરશે. આરસીઆઈ બીએઓયુને દૂરવર્તી શિક્ષણ મારફતે વિશિષ્ટ શિક્ષણ અને પુનર્વસન કાર્યક્રમો માટેના રાષ્ટ્રીય સંસાધન કેન્દ્ર (નેશનલ રિસોર્સ સેન્ટર) તરીકે માન્યતા આપે છે. આરસીઆઈ બીએઓયુ અને અભ્યાસકેન્દ્રોને તકનીકી તજજ્ઞતા પૂરી પાડશે.

શિક્ષણ વિદ્યાશાખા (School of Education)

(૧) પીએચ.ડી. એજ્યુકેશન (**Ph.D. Education**)
(૨) બી.એડ્. સ્પે. એજ્યુકેશન (**B.Ed. Spl. Education**)
(૩) પોસ્ટ ગ્રેજ્યુએટ ડિપ્લોમા ઈન ડિસ્ટન્સ એજ્યુકેશન (**PGDDE**)
(૪) સર્ટીફિકેટ ઈન ટીચિંગ ઓફ ઈંગ્લિશ (**CTE**)

2.5 સ્પેશ્યલ એજ્યુકેશન બી. એડ્. અભ્યાસકેન્દ્રો

Sr. No.	Center Code	Address / Co-ordinator Name
1	Ahmedabad 770101	Blind People's Association, Jagdish Patel Chowk, Surdas Marg, Vastrapur, Ahmedabad **Co-ordinator :** Shri Bipinbhai Maheta **Phone No. :** 7574877209 **E-Mail :** baou.770101@baou.edu.in
2	Ahmedabad 770102	B.M. Institute of Mental Health, Near Nehru Bridge, Ashram Road, Ahmedabad **Co-ordinator :** Dr. Rajul Mallik **Phone No. :** 9428361325 **E-Mail :** baou.770102@baou.edu.in
3	Ahmedabad 770103	Gujarat Kelvani Trust, Mangal Prabhat Building, Opp. St. Xavier High School, Mirzapur, Ahmedabad **Co-ordinator :** Shri Anilbhai Leuva **Phone No. :** 9328910920 **E-Mail :** baou.770103@baou.edu.in
4	Ahmedabad 770104	Training College for Teachers of the Deaf & Blind, Navrangpura, Ashram Road, Ahmedabad **Co-ordinator :** Smt Ilaben Panchal **Phone No. :** 9426407594 **E-Mail :** baou.770104@baou.edu.in
5	Dahod 770901	Blind Welfare Council, POB – 115, Mandav Road, Opp. Panchmukhi Hanuman Temple, Dahod **Co-ordinator :** Smt Radhika singh **Phone No. :** 9428907288 **E-Mail :** baou.770901@baou.edu.in
6	Bhavnagar 771201	Nataraj Research Centre & Training College, (PNR Society for Relief & Rehabilitation of the Disabled), Kalia bid, Nr. Dukhishyam bapa ashram, Bhavnagar **Co-ordinator :** Smt Varshaben Chavda **Phone No. :** 9427844550 **E-Mail :** baou.771201@baou.edu.in
7	Vadodara 771502	Akshar Trust, 11th Floor, Kirti Tower, Next to Kirti Mandir, Tilak Road, Vadodara **Co-ordinator :** Smt Hemaben Kale **Phone No. :** 9879455868 **E-Mail :** baou.771502@baou.edu.in

BACHELOR OF EDUCATION (B.Ed.- ODL)

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીમાં પ્રવેશ માત્ર પ્રવેશ પરીક્ષામાં મેળવેલ ગુણના આધારે તૈયાર થયેલ મેરિટના ધોરણે જ આપવામાં આવશે. જે વિદ્યાર્થીઓ યુનિવર્સિટીએ નિયત કરેલાં લાયકાતના ધોરણોમાં સમાવિષ્ટ થતા હશે તેમને જ પ્રવેશ આપવામાં આવશે. તેથી કોઈપણ પ્રવેશાર્થીએ કોઈપણ ખાનગી વ્યકિત અથવા સંસ્થાએ આપેલાં વચનોથી ગેરમાર્ગે દોરવાઈ જવું નહીં.

(1) માધ્યમ:

બી.એડ્.ના અભ્યાસક્રમનું માધ્યમ માત્ર ગુજરાતી જ રહેશે.

(2) પ્રવેશ માટેની લાયકાત :

1) **NCTE (National Council for Teacher Education) દ્વારા માન્ય શૈક્ષણિક સંસ્થામાંથી Regular Modeથી PTC, D.Ed., D.El.Ed., C.P.Ed., B.P.Ed. (સંસ્થાના NCTE કોડ નંબર સાથેનું પ્રમાણપત્ર પ્રવેશફોર્મ સાથે જોડવું) જેવો અભ્યાસક્રમ પૂર્ણ કરેલ હોય તેવા શિક્ષક તરીકે હાલ સરકાર માન્ય પ્રાથમિક, માધ્યમિક કે ઉચ્ચતર માધ્યમિક શાળામાં લઘુત્તમ બે વર્ષનો પૂર્ણ સમયની સવેતન સેવાઓ આપતા હોવા જોઈએ તેમજ UGC માન્ય યુનિવર્સિટીમાંથી સાયન્સ, કોમર્સ અને આર્ટ્સ વિદ્યાશાખામાં લઘુત્તમ 50% ગુણ અને ઈજનેરી/તકનિકી વિદ્યાશાખામાં મુખ્ય વિષય ગણિત અને વિજ્ઞાન વિષયમાં 55% ગુણ સાથે સ્નાતક/અનુસ્નાતક થયેલ હોય તેવા નોકરીમાં કાર્યરત (In-Service Teachers) શિક્ષકો જ આ અભ્યાસક્રમમાં અરજી કરી શકશે. (SC/ST અને દિવ્યાંગ વિદ્યાર્થીઓને પ્રવેશ મેળવવા 5% ગુણની છૂટછાટ) તેમજ પ્રવેશ પરીક્ષામાં ઓછામાં ઓછા 40% (150માંથી 60) ગુણ મેળવનાર ઉમેદવાર મેરીટ ક્રમ મુજબ પ્રવેશપાત્ર બનશે.**

2) આચાર્ય દ્વારા અપાયેલું અનુભવનું પ્રમાણપત્ર જિલ્લા શિક્ષણ વિભાગના માધ્યમિક, ઉચ્ચતર માધ્યમિક શાળામાં સરકારી નોકરી કરનારે જિલ્લા શિક્ષણાધિકારીશ્રી (DEO) પ્રાથમિકમાં નોકરી કરનારે જિલ્લા પ્રા. શિક્ષણાધિકારીશ્રી (DPEO) અથવા શાસનાધિકારીશ્રી (A.O.)દ્વારા પ્રતિહસ્તાક્ષર કરેલું પ્રમાણિત હોવું જોઈએ અને બિનસરકારી પ્રાથમિક, માધ્યમિક કે ઉચ્ચતર માધ્યમિક શાળામાં શિક્ષક તરીકે નોકરી કરનારે શાળાના નોંધણી નંબરવાળા લેટરપેડ પર પ્રિન્સિપાલ દ્વારા પ્રતિહસ્તાક્ષર કરેલું પ્રમાણિત હોવું જોઈએ.

(3) અભ્યાસક્રમની સમયમર્યાદા :

અભ્યાસક્રમની લઘુત્તમ સમયમર્યાદા બે વર્ષની રહેશે. આમ છતાં, અભ્યાસક્રમ પૂર્ણ કરવા માટેની મહત્તમ સમયમર્યાદા પાંચ વર્ષની રહેશે. જે તે પ્રવેશાર્થીએ તેનો અભ્યાસક્રમ આ સમયમર્યાદામાં પૂર્ણ કરવાનો રહેશે. ત્યારબાદ આ અભ્યાસક્રમમાં પુનઃપ્રવેશ મેળવી શકાશે નહીં.

(4) પ્રવેશ પરીક્ષા :

બી.એડ્.માં પ્રવેશ મેળવવા ઈચ્છતા ઉમેદવારોએ પ્રવેશ પરીક્ષામાં બેસવું ફરજિયાત છે. પ્રવેશ પરીક્ષામાં 40% એટલે કુલ ગુણ (150 માંથી 60) ગુણ મેળવનાર પ્રવેશપાત્ર બનશે.

અભ્યાસક્રમની કુલ ફી : ૨૦,૦૦૦/- માધ્યમ : ગુજરાતી

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5. Mobipedia@BAOU: It provides information related to unfamiliar terms or words as a reply SMS with minimal cost involved.

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ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી દ્વારા પ્રસારિત કાર્યક્રમો ગુજરાત સરકારની ૨૪ x ૭ શૈક્ષણિક ચેનલ નંબર ૧૬ પર નિહાળો.
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