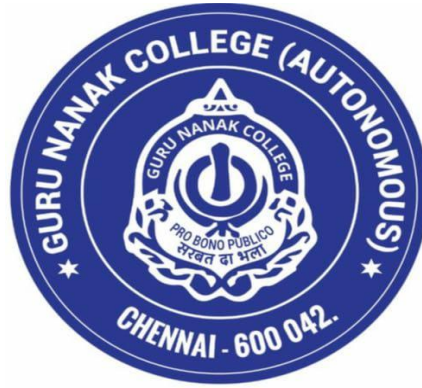# GURU NANAK COLLEGE
(AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai – 600 042
Re-accredited at 'A++ Grade' by NAAC
(Affiliated to the University of Madras)

FOUNDATION HINDI

(SEMESTER PATTERN WITH CHOICE BASED CREDIT SYSTEM)

Regulation & Syllabus

(UG Batch: 2023-26)

<p style="text-align:center"><u>**RULES AND REGULATIONS**</u></p>

<p style="text-align:center">**(Effective from the Academic Year 2021-22 and thereafter)**</p>

<p style="text-align:center">**SEMESTER SYSTEM WITH CREDITS**</p>

I. CHOICE BASED CREDIT SYSTEM (CBCS) WITH GRADING

The College follows the CBCS with Grades under the Semester pattern. Each paper is provided with a credit point based on the quantum of subject matter, complexity of the content and the hours of teaching allotted.. This is done after a thorough analysis of the content of each subject paper by the members of the Board of Studies and with the approval of the Academic Council. Students are also offered a variety of Job-oriented courses, Elective courses and Skill based courses as the part of the curriculum. Students can earn extra credits by opting for Massive Open Online Courses (MOOCs) and Certificate Courses.

The evaluation method under CBCS involves a more acceptable grading system that reflects the personality of the student. This is represented as Cumulative Grade Point Average (CGPA) and Grade Point Average (GPA) which are indicators of the Academic Performance of the student. It provides students with a scope for horizontal mobility and empowers them with the flexibility of learning at their convenience.

II. ELIGIBILITY FOR ADMISSION

Candidates admitted to the first year of the UG programme should have passed the higher Secondary Examinations (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras. Students applying for the PG programme should have taken the UG degree in the relevant subject from a recognized university as per the norms of the University of Madras.

For B.Com (Hons) & B.Com (PA):

Candidates admitted to the first year of the B.Com (Hons.) & B.Com (PA) programme should have passed the higher secondary examinations conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras with 75 % cut-off in Commerce/Business studies, Accountancy, Economics and Business Mathematics/ Mathematics.

For MBA:

The basic requirement for admission to the MBA Course, is a Bachelor's degree in any discipline with a minimum of 50% marks in aggregate and satisfactory test score in MAT Entrance

Test conducted by AIMA, New Delhi / TANCET for MBA conducted by Government of Tamilnadu / CAT / XAT or any other approved MBA Entrance Tests

For MCA:

Only those candidates who have passed B.C.A/B.Sc. in Computer Science or any other equivalent degree OR passed B.Sc/B.Com/BA with Mathematics at 10 + 2 level or at graduation level (with Optional bridge course), provided they have undergone the course under 10+2+3 or 11+1+3 or 11+2+2 pattern and obtained at least 50% of marks (45 % marks in case of candidates belonging to reserved category) in the qualifying examination shall be eligible for admission to the M.C.A. Degree Course.

III. DURATION OF THE COURSE

The UG course is of three years duration with six semesters and the PG course is of two years duration with four semesters. The period from June to November is termed as the odd semester and the period from December to April is referred to as the even semester. Each semester must compulsorily have 90 working days before the students sit for the final End Semester Exam.

IV. COURSE OF STUDY

The main subjects of study for the Bachelor's Degree shall consist of the following:

1. FOUNDATION COURSES
a) PART - I : Tamil/ Hindi / Sanskrit/French
b) PART - II : English

2. CORE COURSES
a) PART - III: Consisting of (a) Main subject (b) Allied Subjects (c) Elective subjects related to the main subject of study and project work.
b) PART - IV

i. Those who have not studied Tamil / Hindi up to XII standard and have taken a non-Tamil / non – Hindi language under Part – I, shall opt for Basic Tamil / Basic Hindi in the first two semesters.

ii. Those who have studied Tamil up to XII standard, and taken a non -Tamil language under Part – I, shall opt for Advanced Tamil in the first two semesters.

iii. Others, who do not come under either of the clauses mentioned above, can choose a Non-Major Elective (NME) in the first two semesters.

iv. Soft Skills (I, II, III & IV Semesters)

v. Environmental Studies (IV Semester)

vi. Value Education (V Semester)

c) PART - V : Compulsory Extension Service

A candidate shall be awarded **one credit** for compulsory extension service.

A student must enroll in NSS / NCC /Sports & Games/ Rotaract/ Youth Red Cross / Citizen Consumer Club / Enviro Club or any other service organization in the College and should put in compulsory minimum attendance of 40 hours, which shall be duly certified by the Principal of the College. If a student lacks 40 hours compulsory minimum attendance in the extension services in any Semester, s/he shall have to compensate the same, during the subsequent Semesters. Literacy and population and educational fieldwork shall be compulsory components in the above extension service activities.

V. COURSE STRUCTURE

The UG course consists of 15-18 Core papers with 3-4 credits for each paper, 3 Elective papers and 4 Allied papers with 5 credits for each paper in addition to 3 Soft Skill papers with three credits each and one skill based subject with three credits. The B.Com (Hons) course has 31 core papers of 4 credits each and project with 8 credits and B.Com (PA) has 29 core papers.

The PG courses (M.A, M.Com, M.Sc and MSW) have 14-17 core papers with 4 credits each , Project Work with 6 credits, 5 elective papers with 3 credits, 2 extra disciplinary papers with 3 credits, Four Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits.

The MBA course has 15 core papers including project work with 4 credits, 6 elective papers with 3 credits, 2 extra disciplinary papers with 3 credits, Four Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits.

The MCA course has 15 core papers of 2-4 credits, 5 Elective papers of 3 credits, 2 Extra-disciplinary papers of 3 credits and a project work of 17 credits.

Internship training is a compulsory component for all the UG & PG courses.

❖ **The details of the course structure are given in the following table:**

CHOICE BASED CREDIT SYSTEM WITH GRADING

1. POST GRADUATE DEGREE

COMPONENTS	M.Sc. Chemistry M.Sc. Mathematics M.Sc. Zoology M.A. Economics M.A. Defence & Strategic Studies			M. COM			M. S.W		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	14-17	4	60-70	15	4	60	17	3-6	65
PROJECT	0-1	6	0 - 6	0	0	0	1	6	6
ELECTIVES	5	3 - 4	10-20	5	3	15	5	3	15
EXTRA DISCIPLINARY COURSES	2	3	6	2	3	6	2	3	6
SKILL	4	2	8	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2	0	0	0
TOTAL			91			91			100

COMPONENTS	M.C.A.			M.B.A.		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	15	2-4	46	13	4	52
PROJECT	1	17	17	1	8	8
ELECTIVES INCLUDING EXTRA DISCIPLINARY COURSES	7	3	21	8	3	24
SKILL	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2
TOTAL			94			94

2. UNDERGRADUATE DEGREE

Under Part IV of the Course, students should register separately for two Non-Major Elective papers, during the First and Second semesters. The marks obtained under Part IV will not be included for classification of the candidate although a pass is mandatory. Students should have obtained the minimum credit under Part V to be eligible to receive the degree.

PART	COMPONENTS	B.Com(Gen.) B.Com (C.S) B.Com(A&F) B.Com(B.M.) B.Com(M.M.) B.Com(ISM) B.B.A. B.C.A B.Sc (IT) B.Com(CA)			B.Sc.(Mat.) B.Sc.(Phy.) B.Sc.(Chem.) B.Sc.(Plant Bio.) B.Sc.(Adv.Zoo) B.Sc.(C.S.) B.Sc.(Viscom) B.Sc (Biotech) B.A.(Eco.) B.A.(Defence), B.A. (English). B.Sc (Data Analytics), B.A Sociology)			B.Com (Honours)			B.Com (Professional Accounting)		
		No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
Part I Foundation Course	Language: (Tamil/ Hindi/ Sanskrit/ French)	2	3	6	4	3	12	2	3	6	2	3	6
Part II Foundation Course	English	2	3	6	4	3	12	2	3	6	2	3	6
Part III	Core Papers	15-18	3-4	72	15-18	3-4	60	31	4	124	29	4-6	123
	Project	-	-	-	-	-	-	1	8	8	-	-	-
	Allied Papers	4	5	20	4	5	20	-	-	-	-	-	-
	Elective Papers	3	5	15	3	5	15	-	-	-	1	4	4
Part IV	Non Major Electives/ Basic Tamil/ Advanced Tamil/Basic Hindi	2	2	4	2	2	4	2	2	4	2	2	4
	Soft Skill	3	3	9	3	3	9	-	-	-	3	2-4	8
	Skill Based Subject	1	3	3	1	3	3	-	-	-	-	-	-
	Environmental Studies	1	2	2	1	2	2	1	2	2	1	2	2
	Value Education	1	2	2	1	2	2	1	2	2	1	2	2
Part-V	Extension Service	1	1	1	1	1	1	1	1	1	1	1	1
	Internship	1	2	2	1	2	2	-	-	14	-	-	14
TOTAL		142			142			167			170		

VI. EXAMINATIONS

 Continuous Internal Assessment (CIA) will be for 50 percent and End Semester Examination (ESE) will be for 50 percent.

➢ **CONTINUOUS INTERNAL ASSESSMENT (CIA)**

 Every semester will have a centralized mid semester examination for each paper. This will be conducted on completion of 45 working days in each semester. A Model exam of three hours' duration will be conducted on completion of 80 working days in each semester.

The schedule for these tests is as follows:

C.I.A.Test	Schedule	Syllabus Coverage
I	After **45** working days of the Semester	50%
II (**Model Examination**)	After **80** working days of the Semester	95%

The components for the CIA (Theory & Practicals) are as follows:

Internal Components			
Assessment Type	Nature	Maximum Marks	% of Weightage
CIA	Mid Semester Exam	50	10
Model	Model Examination	100	10
	Assignment		10
	Class activity		15
	Attendance		5
Total			**50**

 The class activity relates to a programme of accepted innovative techniques such as seminars, quiz, portfolio creation, MCQ, PowerPoint presentation, objective tests, role play etc. The mode of evaluation of the class activity will be fixed before the commencement of the semester and an approval will be obtained from the Head of the Department. The students will be informed of the various methods of evaluation once the semester begins.

 A record of all such assessment procedures will be maintained by the department and is open for clarification. Students will have the right to appeal to the Principal in case of glaring disparities in marking.

 CIA marks for practical subjects will be awarded by the respective faculty based on the performance of the student in the model practical examination, observation notebook, submission of record books, regularity and attendance for the practical classes. The attendance particulars for practical classes will be maintained by the concerned faculty.

Marks for attendance will be awarded as per the following:

Percentage of General Attendance	Marks Awarded
90-100	5
75-89	4
60-74	3
<60	0

➢ **END SEMESTER EXAMINATIONS (ESE)**

After the completion of a minimum of 90 working days each semester, the End Semester Examinations will be conducted. Examinations for all UG and PG courses will be held for all papers in November/December and April/May

Practical examinations will be conducted only during the end of the odd / even semester before, during or after the commencement of the theory exam. The schedule for ESE Practicals will be notified by the Controller of Examinations in consultation with the Dean (Academics).
A candidate will be permitted to appear for the End Semester examinations for any semester if:

a) S/he secures not less than 75% of attendance in the working days during the semester.
b) S/he should have applied for the examination
c) S/he should have paid the requisite examination fee
d) Her/His overall conduct has been satisfactory

The attendance requirements to appear for the ESE are as follows:

i. Students must have **75% of attendance in each part of the course of study to appear for the End Semester Examination.**

ii. Students who have **65% to 74.9% of attendance shall apply for condonation** in the prescribed form along with the prescribed fee after obtaining permission from the Principal. Students cannot claim condonation as a matter of right. Submission of Medical Certificate is normally not accepted to condone shortage of attendance.

iii. Students who have 50% to 64.9% of attendance will fall under the - **Withheld category**. Such students cannot take up the ESE exams. They should apply to the Principal for permission to write the next supplementary examination and pay the requisite fee for this purpose. However, they can appear for the supplementary examinations for the previous semester's paper/s.

iv. Students who have less than 50% of attendance fall under the **Detained category- They will not be permitted to appear for the examination. They shall redo the semesters after completion of the course and appear for the examination after securing the required percentage of attendance. The decision of the Principal remains final and binding in all respects.**

v. Students who do not get the minimum marks to pass in the ESE shall compulsorily re-appear for the paper in the subsequent semester after paying the required fee.

A Student who, for whatever reasons is not able to complete the program within the normal period (N) or the minimum duration prescribed for the programme, may be allowed a two year period beyond the normal period of study to clear the backlog to be qualified for the degree. (Time Span = N +2 years for the completion of programme).

In exceptional cases like major accidents and childbirth an extension of one year may be considered beyond the maximum span of time (Time Span = N + 2 + 1 years for the completion of programme).

If the students fail to complete the course and take the examination within the stipulated time, they will be required to re-register their names and take the examination in the revised regulations/syllabus of the paper in force at the time of their reappearance. Students qualifying during the extended period shall not be eligible for **RANKING.**

➤ **INSTANT EXAMINATION (SPECIAL SUPPLEMENTARY EXAMINATION)**

In order to provide an opportunity to the final year UG and PG students to obtain the degree in the same year and also to facilitate vertical mobility, special supplementary End Semester Examinations will be conducted in about 30 days from the date of publication of results every year for the final semester theory papers and also for the candidates who had failed in **ONLY ONE** theory paper of the previous semesters. Students, who wish to apply for special supplementary End Semester Examinations, can do so within 7 days from the date of publication of results.

Students involved in Malpractice will not be permitted to appear for Supplementary Examination.

The details of the ESE are as follows:

External Component			
Assessment type	Comprehensive Test	Maximum mark	% of Weightage
External Exam	3 Hours Examination	100	50
	Grand Total (CIA+ESE)		100

VII. CONDUCT OF EXAMINATION

The Chief Superintendent of Examinations will be the Principal or a person appointed by the Principal. The responsibility of conducting the End Semester Examinations lies with the team led by the Chief Superintendent.

The time-table for examinations will be finalized by the office of the Controller of Examinations and will be displayed well in advance i.e., 20 days prior to the commencement of the examinations.

The Hall tickets for eligible students will be issued 3 days prior to the commencement of examinations. For Subjects like Environmental Studies / Value Education, End Semester Examinations may be conducted either in the on-line mode or in the offline mode along with the regular ESE.

VIII. VALUATION

The valuation of the answer scripts will be undertaken at the central valuation camp led by the Controller of Examinations or the Camp Officer appointed by the Controller of Examinations. Double valuation of answer scripts is adopted for both UG and PG Courses.

IX. PUBLICATION OF RESULTS

The Examination results will be published on the web portal during the third / fourth week of May for the II, IV and VI semester examinations and during the third / fourth week of December for the I, III and V semester examinations

A. GUIDELINES FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

Candidates seeking photocopy of the answer scripts are advised to go through these rules and regulations before applying.

i. Photocopy is permitted only for Regular theory papers in PART I, II and III. **(Supplementary excluded).**

ii. The student should carefully select the papers for which s/he wishes to obtain the photocopy. A second application will not be accepted for additional papers.

B. GUIDELINES FOR APPLYING FOR REVALUATION OF THE ANSWER SCRIPT

Candidates seeking revaluation are advised to go through these rules and regulations before applying.

i. Revaluation is permitted only for Regular theory papers in PART I, II and III. **(Supplementary excluded).**

ii. The student should carefully select the papers for which s/he wishes to apply for revaluation. A second application will not be accepted for additional papers.

iii. The application is to be filled in by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.

iv. Entries made by the candidate are to be verified by the HOD and forwarded to the Principal for endorsement.

v. The prescribed Fee payment receipt or challan has to be attached along with the Application Form and submitted to the Principal's Office. The candidate will be given an acknowledgement for submission, with date and time.

vi. The candidate has to be aware that when s/he is applying for revaluation, S/he **SURRENDERS** the original performance and will now accept the revised performance in which there could either be a **CHANGE/ NO CHANGE** in the marks.

X. CLASSIFICATION OF PERFORMANCE – GRADING SYSTEM FOR THE SEMESTER

A candidate shall be declared to have qualified for the award of the Degree, provided the candidate has successfully completed the Programme requirements and has passed all prescribed subjects of study in the respective semesters.

Passing Minimum: UG CIA 40% AGGREGATE 40% B.Com (Hons.) and PG CIA 50% ESE 50% AGGREGATE 50% OF THE MAXIMUM OF THE COMPONENT IN THAT PAPER / COURSE

P: Pass, U: Re-Appear, WH: Withheld, AAA: Absent, CIA: Continuous Internal Assessment, ESE: End Semester Examination, GPA: Grade Point Average.

CGPA: Cumulative Grade Point Average

POST GRADUATE DEGREE

PART – A: Core, Elective including Extra Disciplinary Elective, Major Project

PART – B: Soft Skills, Internship

UNDERGRADUATE DEGREE

PART – I : Tamil / Hindi/Sanskrit/French

PART – II : English

PART – III: Core, Allied, Elective and Inter Disciplinary Elective

PART – IV: Basic/Advanced Tamil / Basic Hindi/ Non-Major Elective, Skill Based Electives, Environmental Studies and Value Education

PART – V : Extension Activities

RANGE OF MARKS FOR GRADES UG Also for Certificate / Diploma				RANGE OF MARKS FOR GRADES UG[B.Com.(Hons.) B.Com (PA)], PG and also			
Range of Marks	Grade Points	Letter Grade	Description	Range of Marks	Grade Points	Letter Grade	Description
90 - 100	9.0 - 10.0	O	Outstanding	90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D+	Excellent	80 - 89	8.0 - 8.9	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction	75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good	70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good	60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average	50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory	00 - 49	0.0 - 4.9	U	Re-appear
00 - 39	0.0 - 3.9	U	Re-appear	ABSENT	0	AAA	Absent
ABSENT	0	AAA	Absent				

C_i= Credits earned for course i in any semester

G_i= Grade Point obtained for course i in any semester

n refers to the semester in which such courses were credited.

CGPA		GRADE			CLASSIFICATION OF FINAL RESULT		
9.5-10.0		O+			First Class - Exemplary*		
9.0 and above but below 9.5		O					
8.5 and above but below 9.0		D++			First Class with Distinction*		
8.0 and above but below 8.5		D+					
7.5 and above but below 8.0		D					
7.0 and above but below 7.5		A++			First Class		
6.5 and above but below 7.0		A+					
6.0 and above but below 6.5		A					
5.5 and above but below 6.0		B+			Second Class		
5.0 and above but below 5.5		B					
B.Com (Hons.)	UG		B.Com (Hons.), B.Com (PA)	B.Com (Hons.) B.Com (PA)	UG	UG	
0.0 and above but below 5.0	4.5 and above but below 5.0		U	Re-appear	C+	Third Class	
	4.0 and above but below 4.5				C		
	0.0 and above but below 4.0				U	Re-appear	

● **CGPA Grades:**

The candidates who have passed in the first appearance and within the prescribed semester of the UG/PG Programme (Core, Allied and Elective) alone are eligible for classification of results.

GRADING SYSTEM

For a Semester:

GRADE POINT AVERAGE [GPA] = $\sum_i C_i\, G_i / \sum_i C_i$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the course}}{\text{Sum of the credits of the courses (passed) in a semester}}$$

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

(CGPA is calculated only if the candidate has passed in all the courses in the entire programme)

XI. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS

A. DYSLEXIA STUDENTS

For students who are mentally challenged/who have a learning disability and mental retardation/ who are slow learners/ who are mentally impaired/ who have learning disorder and seizure disorder/ who are spastic and those who have cerebral Palsy, the following concessions shall be granted:

i.   **Part I** Foundation course in Tamil/Hindi/Sanskrit/French **can be exempted**.
ii. **One-third** of the time meant for the paper may be given as **extra time** in the examination.
iii. **Leniency** in overlooking **spelling mistakes**, and
iv. **Amanuensis** for all courses will be provided on request. This will be acceptable only if the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

B. HEARING, SPEECH IMPAIRED & MENTALLY CHALLENGED

For students who are hearing and speech impaired/who are mentally challenged, the following concessions shall be granted:

i. **One Language paper** either **Part I** Foundation course Tamil/Hindi/Sanskrit/French or **Part II** English or its equivalent **can be exempted**
ii. **Part IV** Non-Major Elective (NME) or Basic Tamil/Advanced Tamil or Basic Hindi **can be exempted.**

C. VISUALLY IMPAIRED STUDENTS:

  i. Exempted from paying **examination fees.**

  ii. A scribe shall be **arranged by the College** and the scribe will be paid as per the College's decision.

XII. INTERDISCIPLINARY ELECTIVE (IDE)

It has been proposed that the UG students admitted from the academic year 2021 – 22 onwards would take up an Interdisciplinary Elective (IDE) Paper in their **Fifth Semester.**

❖ **The following Departments functioning in Shift I will offer IDE Papers to students only from Shift I:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	B.A Economics	Principles of Insurance and Risk Management
2.	B.A Defence & Strategic Studies	An Introduction to Defence Journalism
3.	B.Sc Mathematics	Numerical Analysis
4.	B.Sc Physics	Introduction to Integrated Electronics
5.	B.Sc Chemistry	Chemistry in Everyday life
6.	B.Sc Plant Biology & Biotechnology	Horticulture & Mushroom Cultivation
7.	B.Sc Advanced Zoology & Biotechnology	Wildlife Conservation
8.	B.Com (General)	Entrepreneurial Development -1
9.	B.Com Corporate Secretaryship	Entrepreneurial Development -2

❖ **The following Departments functioning in Shift II will offer IDE Papers to students only from Shift II:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	B.B.A	Managerial Skill Development
2.	B.C.A	E - Commerce
3.	B.Com (A&F)	Indian Constitution and Human Rights
4.	B.Com (General)	Entrepreneurial Development -3
5.	B.Com (Corp. Sec)	Entrepreneurial Development -4
6.	B.Sc Computer Science	Internet and Its Applications
7.	B.Sc Visual Communication	Understanding Film
8.	B.Com (BM)	Personal Investment Planning
9.	B.Com (MM)	Tourism Management

❖ **The following Departments from Shift II, functioning in Shift I timings can only offer IDE Papers to the students functioning within the same Shift I timings:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	B.Com (ISM)	Essentials of Office Automation Tools and E- Mail Etiquette
2.	B.A English Literature	English for Competitive Exams
3.	B.Sc Biotechnology	Intellectual Property Rights
4.	B.Sc Information Technology	Web Designing
5.	B.Sc Data Analytics	• Interdisciplinary Elective – Digital Logic Fundamentals • Operating Systems • Data Visualization using Tableau • Pentaho/ Looker
6.	Commerce (PA)	Office Management & Methods
7.	Commerce (CA)	• Entrepreneurial Development • Production & Supply Chain Management • Business Information System
8.	B.A Sociology	Problems of Urban India
9.	B.A Defence & Strategic Studies	An Introduction to Defence Journalism

XIII. OPTION TO EARN ADDITIONAL CREDITS

A. MOOCs (Massive Open Online Courses)

- The UG students can opt for a minimum of one Course and earn 2 credits, while a maximum of 6 Credits can be earned by completing three courses during their three-year period of study.
- The PG students can opt for a minimum of one Course and earn 2 credits, while a maximum of 4 Credits can be earned by completing two courses during their two-year period of study.
- This is completely optional.

B. CERTIFICATE COURSES

The Certificate courses are offered by the departments for 30 hours which will enable the students to earn 2 additional credits.

C. ADDITIONAL CREDIT FOR EXTENSION SERVICES

All the students who have put in additional 40 hours or more apart from the compulsory minimum hours in NSS / NCC / Sports & Games / Rotaract / Youth Red Cross / Citizen Consumer Club / Enviro Club or any other service organization in the College will be eligible to earn an additional credit at the time of completion of their Course. This should be duly certified by the Principal of the College,

XIV. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS

i. All candidates should register their names for the first semester examination after admission to the UG / PG courses.

ii. Candidates shall be permitted to proceed from the first semester up to the final semester irrespective of their failure in any of the semester examinations, subject to the condition that the candidate had registered for all the arrear subjects of earlier semesters along with current semester subjects.

XV. ISSUE OF CERTIFICATES

A Statement of Marks will be issued to each student who has written the examination.

❖ **Consolidated Mark Sheet**

Consolidated mark sheets will be given to final year students along with total credits earned only to those who have passed in all the papers prescribed for the respective degree.

❖ **Transcript**

Students who wish to obtain any Transcript for joining courses of study in other Universities in India or abroad or for obtaining scholarships, can obtain these certificates from the office of the Controller of Examinations. A requisition letter duly signed by the Student and forwarded by the Principal along with fee challan is to be submitted to the office of the Controller of Examinations. The Certificate will be provided within 15 working days in a sealed envelope.

❖ **Provisional Certificate**

A copy of the results of the successful final year students will be sent to the University of Madras in the prescribed format in July/August and the University will issue a Provisional Certificate through the College. A soft copy can be downloaded from the University of Madras website and a hard copy will be provided by them within 90 days of the issue of the soft copy.

❖ **Corrections in the Certificates**

Any corrections like name, date of birth etc., can also be made in the certificate. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan has to be forwarded to the office of the Controller of Examinations. The details will be updated within 15 working days. The amount once paid will not be refunded under any circumstances.

❖ **Duplicate Mark Sheet**

In case of loss of the mark sheet / certificate, a duplicate will be provided after submitting a non-traceable certificate issued from the Police station duly signed by an Inspector or Sub Inspector. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan is to be forwarded to the office of the Controller of Examinations.

❖ **Duplicate Provisional Certificate / Degree Certificate:**

Students have to apply directly to the University of Madras for duplicate provisional certificate and degree certificate.

❖ **Verification of Qualification**

Agencies which request for verification of educational qualification of students under the autonomous mode of this college and students who opt for higher studies / employment and who require verification of educational qualification shall verify online through the QR code in the consolidated mark sheet after an online payment of fees for the same. They can also apply to the Principal to this effect along with the prescribed fees which has to be forwarded to the Office of the Controller of Examination. The relevant certificate will be issued within 15 working days from the receipt of the forwarded request of the Principal and the Office of the Controller of Examination.

XVI. CONVOCATION AND NOTICE

❖ **Convocation**

Every year after the Convocation is conducted by the University of Madras, the College will hold a Graduation day / Convocation in which the Degree Certificates will be distributed to the students who are present. For others it will be issued by the College Office. Students should collect the same within 30 days of convocation after which a search fee will be charged. **Students are responsible for collecting their Degree certificates from the college office on time.**

❖ **Notice**

Candidates, who have completed the duration of the course and left the College, can get information regarding Supplementary Examinations, issue of examination application forms, certificates and application for Graduation day through the college website and general notice board. Regular students will however be informed of the examinations by circulation, in addition to the modes mentioned above.
No student will receive individual communication.

XVII. PROCEDURE FOR SUBMISSION OF SYLLABUS

i. Each department will finalize the syllabus.

ii. Finalization could mean a minor change in the existing syllabus or a revamp of the entire syllabus.

iii. The department will submit the changes to the Board of Studies. After the approval of the syllabus in the BOS, the concerned department will submit the minutes along with the modified syllabus book / sheet (five copies) to the Dean's office within ten days of the BOS meeting.

iv. A Soft copy of the batch-wise syllabus approved by the BOS in PDF format should be sent to the Dean's mail ID within ten days of the BOS meeting.

GURU NANAK COLLEGE (AUTONOMOUS)

SCHOOL OF LANGUAGE: HINDI
Syllabus for Under Graduates (B.A., B.Com., B.Sc.)
Part –I Foundation Course–LANGUAGE HINDI
HINDI FICTION& APPLIED GRAMMAR
BATCH: 2023-26
SEMESTER: I

CREDITS:3   **90 Hrs**

Objective

- ➤ *To improve the knowledge of basic grammar and language.*
- ➤ *To develop skills of reading, writing and analyzing the various aspects of literature.*
- ➤ *To sensitize students about social issues through stories.*
- ➤ *To develop in depth knowledge of human behaviour and human values through short story by renowned authors*
- ➤ *To introduce the functional aspects of Hindi Language.*

UNIT-I   **18hrs**

- ➤ Grammar –Uses of Cases
- ➤ Short Story- Thakur ka Kuaa by Munshi Premchand

UNIT – II   **18hrs**

- ➤ Applied Grammar- Tense, Gender & Plurals
- ➤ Modern Story- Mahanagar ki Maithili by Sudha Arora

UNIT – III   **18hrs**

- ➤ Short stories- Vaapsi by Usha Priyambada
- ➤ Official Terminology English to Hindi & Vice-Versa (Prescribed 25 words)

UNIT –IV   **18hrs**

- ➤ Applied Grammar- Sentence formation
- ➤ Introduction to Novelette- Daud by Mamta Kalia

UNIT – V   **18hrs**

- ➤ Novelette-Critical Analysis & Character Sketch
- ➤ Novelette- Full Reading with Important Events

Prescribe books:-
1.Gyanamrit (Proposed) - By Department of Hindi Faculty Members.
2. Daud (Novel) by Mamta Kalia, Vani Prakashan, New Delhi-2

Reference books:-
1. *Manak Hindi vyakaran by Dr Shashishekhar Tiwari,Vani Prakashan- Delhi*
2. *Mansarovar-I by Premchand, Manoj Publications, Delhi-6, Yr2005.*
3. *21 Shreshtha kahaniyan by Sudha Arora, Diamond Pocket Books ,New Delhi*
4. Sampurna Kahaniyan by Usha Priyambda , Rajkamal Prakashan , New delhi

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GURU NANAK COLLEGE (AUTONOMOUS), VELACHERY, CHENNAI-42

SCHOOL OF LANGUAGE: HINDI

Non-Major Elective Course offered by School of Language: Hindi to First Year Degree programmes

BATCH: 2023-26
SEMESTER I

<u>BASIC HINDI- I</u>

CREDITS: 2   **Hours: 30**

COURSE OBJECTIVES
- *To learn and recognize the Vowels and Consonants of Hindi Language.*
- *To understand and use the basic everyday words.*
- *To identify and understand Hindi Language in the grammatical aspects.*
- *To improve the communication skills of students for better employability*

UNIT: I   (6hrs)

- Greeting and Introductory words used in everyday life. (ORAL)
- Hindi alphabets - Introduction of Vowels & Consonants
- Hindi alphabets – Consonants

UNIT: II   (6hrs)

- Written and oral practice. Two letter words.
- Word construction with matras along with meaning,
- Combined Letters, Half Letters, Complex Letters

UNIT: III   (6hrs)
- Introduction to Pronouns
- Basic use of cases
- Change Gender.

UNIT: IV   (6hrs)
- Basic verbs
- Hindi Numbers
- Singular –Plural,

UNIT: V   (6hrs)
- Name of seasons, Animals, Birds, and Insects
- Words used in everyday life: Colours, flowers
Words used in everyday life: fruits, vegetables

GURU NANAK COLLEGE (AUTONOMOUS)
SCHOOL OF LANGUAGE: HINDI
Syllabus for Under Graduates (B.A., B.Com., B.Sc.)
Part –I Foundation Course–LANGUAGE HINDI
HINDI PROSE ,MEDIA WRITING ,MORAL &ETHICAL COUPLETS
BATCH: 2023-26
SEMESTER: II

CREDITS:3   **90 Hr**

Objective

- ➢ *To introduce the various aspect of Hindi prose.*
- ➢ *To learn, review& inculcate interest in modern and Contemporary Hindi literature*
- ➢ *To develop Reading, Writing and Analytical Skills.*
- ➢ *To enhance creative writing skills through Vocabulary building.*
- ➢ *To train students in print & electronic media advertising & reporting.*
- ➢ *To inculcate moral values through Kabir & Rahim couplets.*

UNIT – I   **18hr**

- ➢ Satire- Bholaram Ka Jeev by Hari Shankar Parsai
- ➢ Vocabulary building - Synonyms, Multi meaning words & Opposites.

UNIT – II   **18hr**

- ➢ One act play- Fark by Vishnu Prabhakar
- ➢ Advertisement- Print Media-3 consumer items, Event, Political Party.

UNIT – III   **18hr**

- ➢ Sketch - Gaura Gaya by Mahadevi Varma
- ➢ Advertisement - Jingle writing 4: consumer durables, food, cosmetics, coaching classes.

UNIT – IV   **18hr**

- ➢ Travelogue: Bahata Pani Nirmala by Agyeya
- ➢ Basic concepts of Report writing with examples: Pandemic Report, college function report, water conservation

UNIT – V   **18hr**

- ➢ Introduction of Bhaktikaal
- ➢ Kabir–5 Dohas
- ➢ Rahim- 5 Dohas
- ➢ Field Visit with individual report

Prescribe books:-

1. *Gadyamrit (Proposed) - By Department of Hindi Faculty Members.*
2. *Publisher- Department of Hindi Guru Nanak College(Autonomous), Chennai*

Reference books:-

1. Naagar kathaye by Dr. Balendu shekhar Tiwari, Aman Prakashan,Kanpur
2. *Manak Hindi vyakaran by Dr Shashishekhar Tiwari,Vani Prakashan- Delhi*
3. Mahadevi aur Sansmaratmak Rekhachitra by Dr. Anupmaa Chakumbha Surbharaty Prakashan.
4. 10 Pratinidhi Kahaniyan by Ageya, Kitabghar Prakashan
5. *Kabir Grinthawali by Prof. Pushp Pal Singh.*
6. *Rahim Dohawali by Dr. Mahendra Mittal.*

GURU NANAK COLLEGE (AUTONOMOUS), VELACHERY, CHENNAI-42

SCHOOL OF LANGUAGE: HINDI

Non-Major Elective Course offered by School of Languages: Hindi to First Year Degree programmes

BASIC HINDI- II

SEMESTER II

CREDITS:2   **Hours: 30**

COURSE OBJECTIVES

- *To learn, understand and recognize the tenses used in the language.*
- *To improve Hindi Vocabulary*
- *To compare and recognize the various parts of a sentence like verbs, pronouns, conjunctions.*
- *To learn and recognize the basics of Translation and its purpose.*

UNIT: I   (6hrs)

- Formation of Simple Sentences: Present Tense; first person; direct speech
- Relations, Parts of body.

UNIT: II   (6hrs)
- Formation of Simple Sentences: Past Tense; first person; direct speech. use of 'Ne'
- Formation of Simple Sentences: Future Tense; first person; direct speech

UNIT: III   (6hrs)
- Dialogues, Interrogative Sentences,
- Occupations, Designation
- Adjectives, Conjunction,
- Sentence formation- complex

UNIT: IV   (6hrs)
- Reading skills (Newspaper Headings) & Comprehension.
- Short story, Question & Answer (oral & written)

UNIT: V   (6hrs)
- Picture description in sentences.

Reference Books:

1. Saral Hindi Bodhini, D.B. Hindi Prachar Sabha, T Nagar, Chennai.

2. Subodh Hindi Patmala, D.B. Hindi Prachar Sabha, T Nagar, Chennai

HISTORY OF HINDI LITERATURE, BHAKTIKALEEN POETRY &FUNCTIONAL HINDI
BATCH: 2023-26

SEMESTER: III

CREDITS:3   **90hr**

Objectives
➢ *To Introduce History of Hindi Literature from Ancient to Reeti Kaal.*
➢ *To Inculcate Value through Ancient & Medieval poetry.*
➢ *To enrich student's knowledge in Hindi Literature & heritage.*
➢ *To develop the ability of recognizing Alankars.*
➢ *To introduce basic knowledge on letters.*
➢ *To enhance the skill of letter writing and practice various letters for Personal and Official purposes.*

UNIT – I   **18hr**

➢ Classification of Hindi Literature
➢ Aadikal-Salient features,
➢ Introduction of Chandbardai & Prithviraj Rason
➢ Khusro's Riddle
➢ Introduction of Alankar (Anupras, Yamak,Upma, Rupak, , Atishayokti)

UNIT – II   **18hr**

➢ Bhakti Kavya-Salient features
➢ Nirgunkavya -Pramukh pravirtiyan
➢ Introduction of Gyanmarg
➢ Guru Nanak Dev Ji – 2 Stanzas (prescribed)
➢ Introduction of Premmarg
➢ Introduction of Jayasi & Padmavat

UNIT – III   **18hr**

➢ Sagunkavya -Pramukh Pravirtiyan
➢ Introduction of Ram Bhakti kavya
➢ Tulsidas- Lakshman and Parsuram samvaad (prescribed)
➢ Introduction & types of letters.

UNIT – IV   **18hr**
➢ Introduction of Krishna Bhakti Kavya.

- ➢ Surdas-2 Stanzas
- ➢ Official Letter, Circular & Reminder.
- ➢ Application Letter-Job, TC & Migration request

UNIT – V   18hr
- ➢ Salient features of Ritikaal
- ➢ Bihari-5 couplets
- ➢ Complain letters (Municipality)
- ➢ Letters (Address change, Power & Water connection)

Prescribe books:-

1.Padya Manjusha by Dr.Swati Paliwal & Dr. Anita Patil, Department of Hindi, Guru Nanak College(Autonomous), Publisher-Bodh Prakashan, Chennai-79.

Reference books:-

1. *Hindi ke pramukh pratinidhi kavi by Dr. Ashwini Parashar, Bhartiya Granth Niketan.*
2. *Hindi Sahitya ka Itihas by Acharya Ram Chandra Shukl, Kamal Prakashan, NewDelhi.*
3. *Hindi Sahitya ka Sanchipt Itihas by Babu Gulab Rai, Laxmi Narayan Prakashan, Agra.*
4. *Bihari Ratnakar by Shri Jagannathdas Ratnakar,Prakashan Sansthan, NewDelhi.Yr.2008*
5. *Aadhunik Patra Lekhan by Yogesh Chand Jain,Arihant Publication Meraths*

GURU NANAK COLLEGE (AUTONOMOUS)
SCHOOL OF LANGUAGE: HINDI
Syllabus for Under Graduates (B.A., B.Com., B.Sc.)
Part –I Foundation Course –LANGUAGE HINDI
MODERN LITERATURE, TRANSLATION &JOURNALISM
BATCH: 2023-26

SEMESTER: IV

CREDITS: 3   **90hr**

Objectives
- ➤ *To introduce modern poets & writers.*
- ➤ *To expose students to Modern & Contemporary Poetry.*
- ➤ *To provide basic knowledge on origin & latest trends in Modern Hindi Literature.*
- ➤ *To make students acquaint with Technical aspects of Translation & Journalism.*
- ➤ *To provide the translation skills from English to Hindi and vice-versa.*

UNIT-I   18hr

- ➤ Introduction of Aadhunik Yug, Special features of BhartenduYug & Dwivedi Yug
- ➤ Poems of Bhartendhu Harishchandra- AndherNagari
- ➤ Introduction & types of Translation

UNIT – II   18hr

- ➤ Chayavaad -Pramukh Pravirtiyan &Introduction of Four Poets
- ➤ Poem of Jaishankar prasad -Aasha (Selected 5)
- ➤ Translation Hindi to English (Selected 2)

UNIT – III   18hr

- ➤ Pragativaad, -Pramukh Pravattiyan
- ➤ Poems: *Janatantra ka janam* by Ramdhari Singh Dinkar
- ➤ Introduction of Prayogvad & Nayi Kavita
- ➤ Translation English to Hindi (Selected 2)

UNIT – IV   18hr

- ➤ Poem: Thukrado ya pyar karo by Subadra Kumari Chouhan
- ➤ Hindi Novel -Origin, Development &Trends
- ➤ Introduction of Journalism & types of journalism

UNIT – V   18hr

- ➤ Poems: Shasan Ki Bandook by Nagarjun
- ➤ Hindi Story- Origin, Development &Trends
- ➤ Internship with report

Prescribe books:-

1. *Sahitya Manjusha by Dr.Swati Paliwal & Dr. Anita Patil, Department of Hindi, Guru Nanak College, (Autonomous), Publisher-Bodh Prakashan, Chennai-79.*

Reference books:-

1. *Hindi Sahitya ka Sanchipt Itihas by Babu Gulab Rai, Laxmi Narayan Prakashan, Agra*
2. *Andher –Nagri,Chaupatt Raja by Bhartendu Harishchandra,Kamal prakashan,New Delhi-2*
3. *Kaamayani by Jayshankar Prasad, Diamond Pocket, New Delhi*
4. *Sanchayita by Ramdhari Singh Dinkar.*
5. *Hindi Sahitya ka Sanchipt Itihas by Rajnath Sharma, Vinod Prakashan.*
6. *Anuvad Vigyan Sidhdhant Evam Pravidhi by Bholanath Tiwari,Kitabghar Prakashan*