The University of Burdwan

Syllabi of Value Added Course (Sem-II)
in
Understanding India, Digital & Technological Solutions and Health
& Wellness, Yoga Education, Sports and Fitness
(for 3- Year Degree and/ or 4-Year Honours Programmes)
under Curriculum and Credit Framework for Undergraduate
Programmes (CCFUP) as per NEP, 2020
with effect from 2023-'24

SEMESTER- II

(A student will choose any one of the following 03 courses)

Semester-II	Course Type with Code	Name of the Course	Credit	Lect.	Tuto.	Pract./ Viva-voce	Full Marks	Distribution of Marks		
								Theory	Pract./ Viva-	Internal Assessment
	Value Added (VA) Course Code:CVA2061	Understanding India	4	3	1	0	100	80	0	20

Value Added (VA) Course

Course Name: Understanding India   **Total Lecture Hours (Theory) :** 45

Course Code: CVA2061   **Total Lecture Hours (Tutorial):** 15

Credit: 4

Learning Objectives

☐ *To create awareness and understanding about Indian society, its land, and people*
☐*To make students aware about the majorcultural traditions of Indian society*
☐ *To learnaboutthe social history of India including its struggle for freedom*
☐ *To impart knowledge about the ideas and values propagated by four Indian thinkers*

Total 60 Lectures

Unit 1: Introducing India: (7 lectures)

I.   The Land of India: Geographical Setting; Physical and Natural Environment
II. The People of India, Indian Constitution, Demography, Culture and Languages

Unit 2: Social History of India   (8 lectures)

i)   Society and Culture in Pre-British India
ii) Brief History of India's Freedom Struggle
iii) Society in Independent India: Federalism, Secularism, and Fundamental Rights

Unit 3: India as a Plural Society: (8 lectures)

i.   Religious, Linguistic and Cultural Diversity;
ii. Significance of Pluralism for Indian Culture:
iii. Unity in Diversity

Unit 4: MajorIdeas of Swami Vivekananda   (8 lectures)

i)   Synthetic Religion: Vedantic Approach
ii) National Regenerationand Patriotism
iii) Philosophy of Freedom and Acceptance

Unti 5: Major Ideas of Mahatma Gandhi   (8 lectures)

i)   Non-Violenceand Ethical Development
ii) Swaraj and Sarvodaya
iii) Critique of Modernity and Individualism

Unit 6: Major Ideas of Rabindra Nath Tagore   (7 lectures)

i)   Cooperation, Social Service,and Ideals of Humanity
ii) Self-Strength, Self-Identity, and Creative Freedom
iii) Concept of Nation and Nationalism

Unit 7: Major Ideas of B. R. Ambedkar   (7 lectures)

i)   Caste Oppression and Inequality
ii) Gender Inequality
iii) Prabuddha Bharat: Rights, Identity and Liberation

Unit 8: India & the World   (7 lectures)

i)   India's relations with Asian and Western Countries
ii) Globalization & India
iii) Technological and other achievements of India

References:

Basham, L. 1997. *A Cultural History of India*. Oxford University Press.

Basham, L. 1994. *A Wonder that was India*. Rupa, New Delhi.

Basu, Nimai Sadhan (ed.). 1992. *শাশ্বতবিবেকানন্দ*/Ananda publishers.

Bose, Nirmal Kumar. 2008. *হিন্দুসমাজেরগড়ন*/ Visva Bharati.

Desai, A. R. 2015. *ভারতীয়জাতীয়তাবাদেরসামাজিকপটভূমি*/ K P Bagchi & Company

Dube, S. C. 2005. Indian Society (Chapters 2, 4). National Book Trust

Ghosh, Biswajit. 2020. 'Ambedkar as a Subaltern Theorist: His Relevance in Contemporary India', in Arun Bandyopadhyay (Ed), 2020. *Prabuddha Bharat- Understanding Ambedkar in the Passage of Time* (89-111). Kolkata: Asiatic Society

Ghosh,Kritya Priya. 2006. *Unish-Bish*. Kolkata: Punachya.

Hardiman, David. 2005. Gandhi – in his time and ours. New Delhi: Permanent Black.

Majumdar, R.C. (ed.). 2015. History and Culture of Indian People (Relevant Volumes and Chapters). Bharatiya Vidya Bhavan.

Amal Mukhopadhyay (ed.).1979.*Bengali Intellectual Tradition: From Rammohun Roy to DhirendranathSen*(Chapter on Tagore). K P Bagchi & Company

Mukhopadhyay, Asok Kumar and Ghosh, Krityapriya. 2017. *জাতীয়তাবাদ* / West Bengal State Book Board.

Roy, Arundhuti. 2014. 'The Doctor and the Saint', in Ambedkar, B.R. 2014 (1936). Annihilation of Caste - The Annotated Critical Edition (17-179). New Delhi: Navayana.

Swami Lokeswarananda (ed.) 1996. *Chintanayak Vivekananda*. Ramkrishna Mission Institute of Culture.

Swami Vivekananda. 1986. *আমার ভারত অমর ভারত* / Ramkrishna Mission Institute of Culture.

Learning Outcomes

☐ *Understand the Physical and Natural Environment of Indian Society*

☐ *Learn about the demography, culture, and languages of Indian populace*

☐ *Understand the significance of plural and tolerant culture of India*

☐ *Basic Ideas on social and political history of India through ages*

☐ *Understand the major ideas and values propagated by four Indian thinkers*

☐ *Application of the ideas and values propagated by Indian scholars to comprehend contemporary social reality.*

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Semester-II	Course Type with Code	Name of the Course	Credit	Lect.	Tuto.	Pract./ Viva-voce	Full Marks	Distribution of Marks		
								Theory	Pract./ Viva-	Internal Assessment
	Value Added (VA) Course Code:CVA2061	Digital & Technological Solutions	4	3	0	1	100	60	20	20

Value Added (VA) Course

Course Name: Digital & Technological Solutions   **Total Lecture Hours (Theory) :** 45

Course Code: CVA2061   **Total Lecture Hours (Practical):** 30

Credit: 4

Course Objectives:

1. Course in Microsoft Office & Internet will help students to broaden their employment opportunities by proving skills in Microsoft Office and knowledge of working with Internet.
2. This course can result in higher earning potential and career advancement.
3. This course not only aims to provide them ability to use MS Word, MS Excel, MS PowerPoint applications for on-the-job needs but also provides a valuable distinction in entering higher education or the workforce by promoting academic preparedness and an opportunity to develop skills which businesses need for workforce readiness.

Learning Outcomes:

This course helps students to build a brighter future by empowering them with:

1. Basic Essential Computing skills companies are looking for.
2. Hands-on Practical Knowledge.
3. Boosting their resume.
4. Providing an edge over other applicants in the competitive job market.
5. Providing valuable experience and confidence.
6. Heightening their earning potential.
7. Gaining recognition among peers and employers.
8. Helping them in pursuit of higher education or a successful career.

Contents of the relevant course as above

Computer Basics   **Duration of Hours:** 3 hours Theory & 3 hours Practical

Computer Basic: Creating Folder, Paint, Directories, input units, Output unit, Central Processing Units, What is hard ware, what is Soft ware, Windows short cut keys.

Input devices and their uses: Identify input devices and their uses, e.g.: keyboards, numeric keypads, pointing devices (including mouse, touch pad and tracker ball), remote controls, joysticks, touch screens, scanners, and digital cameras.

Output devices and their uses: Identify output devices and their uses, e.g.: CRT monitor, TFT/LCD monitor, IPS/LCD monitor, LED monitor, touch screen (as an output device), multimedia projector, laser printer, inkjet printer, dot matrix printer, wide format printer, 3D printer.

I. MS Word   **Duration of Hours:** 12 hours Theory & 7 hours Practical

Text Basics: Typing the text, Alignment of text, Editing Text: Cut, Copy, Paste, Select All, Clear, Find & Replace

Text Formatting and saving file: New, Open, Close, Save, Save As, Formatting Text: Font Size, Font Style, Font Colour, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing, Shading text and paragraph, Working with Tabs and Indents.

Working with Objects: Shapes, Clipart and Picture, Word Art, Smart Art, Columns and Orderings - To Add Columns to a Document, Change the Order of Objects, Page Number, Date & Time, Inserting Text boxes, Inserting Word art, Inserting symbols, Inserting Chart.

Header & Footers: Inserting custom Header and Footer, Inserting objects in the header and footer, Add section break to a document.

Working with bullets and numbered lists: Multilevel numbering and Bulleting, Creating List, Customizing List style, Page bordering, Page background.

Tables: Working with Tables, Table Formatting, Table Styles, Alignment option, Merge and split option.

Merging Documents: Typing new address list, Importing address list from Excel file, Write and insert field, Merging with outlook contact, Preview Result, Merging to envelopes, Merging to label, Setting rules for merges, Finish & Merge options.

Sharing and Maintaining Document: Changing Word Options, Changing the Proofing Tools, Managing Templates, Restricting Document Access, Using Protected View, Working with Templates, Managing Templates, Understanding building blocks.

Proofing the document: Check Spelling as You Type, Mark Grammar Errors as You Type, Setting AutoCorrect Options

Printing: Page Setup, Setting margins, Print Preview, Print.

II. MS Excel   **Duration of Hours:** 12 hours Theory & 7 hours Practical

Introduction to Excel: Introduction to Excel interface, Understanding rows and columns, Naming Cells, Working with excel workbook and sheets.

Formatting excel work book: New, Open, Close, Save, Save As, Formatting Text: Font Size, Font Style, Font Colour, Use the Bold, Italic, and Underline, Wrap text, Merge and Centre, Currency, Accounting and other formats, Modifying Columns, Rows & Cells.

Perform Calculations with Functions: Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference, Functions Mathematical Functions, Statistical Functions, Text Functions.

Sort and Filter Data with Excel: Sort and filtering data, Using number filter, Text filter, Custom filtering, Removing filters from columns, Conditional formatting.

Create Effective Charts to Present Data Visually: Inserting Column, Pie chart etc., Create an effective chart with Chart Tool, Design, Format, and Layout options, Adding chart title, Changing layouts, Chart styles, editing chart data range, Editing data series, Changing chart.

Analyze Data Using PivotTables and Pivot Charts: Understand PivotTables, Create a PivotTable, Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table, Inserting slicer and Creating Calculated fields.

Proofing and Printing: Page setup, Setting print area, Print titles, Inserting custom Header and Footer, Inserting objects in the header and footer, Page Setup, Setting margins, Print Preview, Print, Enable back ground error checking, Setting AutoCorrect Options.

III. MS PowerPoint   **Duration of Hours:** 12 hours Theory & 7 hours Practical

Setting Up PowerPoint Environment: New, Open, Close, Save, Save As, Typing the text, Alignment of text, Formatting Text: Font Size, Font Style, Font Colour, Use the Bold, Italic, and Underline Cut, Copy, Paste, Select All, Clear text, Find & Replace, Working with Tabs and Indents.

Creating slides and applying themes: Inserting new slide, changing layout of slides, Duplicating slides, Copying and pasting slide, Applying themes to the slide layout, Changing theme colour, Slide background, Formatting slide background and Using slide views.

Working with bullets and numbering: Multilevel numbering and Bulleting, Creating List, Page bordering, Page background, Aligning text, Text directions and Columns option.

Working with Objects: Shapes, Clipart and Picture, Word Art, Smart Art, Change the Order of Objects, Inserting slide header and footer, Inserting Text boxes, Inserting shapes using quick styles, Inserting Word art, Inserting symbols, Inserting Chart.

Working with Movies and Sounds: Inserting Movie From a Computer File, Inserting Audio file, Audio Video playback and format options, Video options, Adjust options, Reshaping and bordering Video.

Using Smart Art and Tables: Working with Tables, Table Formatting, Table Styles, Alignment option, Merge and split option Converting text to smart art.

Animation and Slide Transition: Default Animation, Custom Animation, Modify a Default or Custom Animation, Reorder Animation Using Transitions, Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide.

Slide show option: Start slide show, Start show from the current slide, Rehearse timing, and creating custom slide show.

Proofing and Printing: Check Spelling as You Type, Setting AutoCorrect Options, Save as video, Save as JPEG files, Save as PowerPoint Show file, Print Preview, Print.

IV. Internet & E-Mail   Duration of Hours: 6 hours Theory & 6 hours Practical

What is Internet?, Receiving Incoming Messages, Sending Outgoing Messages, Email addressing, Email attachments, Browsing, Search engines, Text chatting, Job Searching, Downloading video and Music, Uploading Video or Music, Acquire the essentials for using Google apps: Drive, Docs, Sheets, Slides, and Forms.

List of Practical Experiments:

1. Create a document and apply formatting options.
2. Design a greeting card using word art for different festivals.
3. Create your bio-data and use page borders and shading.
4. Create a document and insert header, footer and page title, etc.
5. To create a document, set the margins, orientation, size, column, water mark, page colors and page borders.
6. Insert a table into the document.
7. Prepare a mark sheet of your class subjects.
8. Apply the creating, editing, saving, printing, securing and protecting operations to an excel spreadsheets.
9. Prepare a bar chart and pie chart for the analysis of five year result of your institute.
10. Work on the following exercise on a workbook
    a. Copy an existing sheet.
    b. Rename the old sheet.
    c. Insert a new sheet into the existing workbook.
    d. Delete the renamed sheet.

11. Prepare an attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student and calculate average attendance.
12. Apply themes and layouts to power point slides and insert pictures, graphics, shapes, and tables into presentations.
13. In power point slide make use of adding transitions and animations and working with master slides.
14. Create an excel worksheet and perform computations using available data and using mathematical functions chosen from menus.
15. Make a question paper using Google forms.
16. Similar kinds of problems to be solved using MS Word/MS Excel/MS PowerPoint/Google Sheet.

Suggested Reading

1. "MICROSOFT OFFICE 2016 STEP BY STEP" by Joan Lambert and Curtis Frye

2. "Office 2016 for Beginners" by Steven Weikler

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Semester-II	Course Type with Code	Name of the Course	Credit	Lect.	Tuto.	Pract./ Viva-voce	Full Marks	Distribution of Marks		
								Theory	Pract./ Viva-	Internal Assessment
	Value Added (VA) Course Code:CVA2061	Health & Wellness, Yoga Education, Sports and Fitness	4	3	0	1	100	60	20	20

Value Added (VA) Course

Course Name: Health & Wellness, Yoga Education, Sports and Fitness
Course Code: CVA2061   **Total Lecture Hours (Theory) :** 45
Credit: 4   **Total Lecture Hours (Practical):** 30

Unit- 1: Concepts of Wellness and Illness   (15 Lecture Hours)

Concept of health (Modern and Ancient View); Concept of Wellness and Illness (Modern and Ancient View); Concept of Body (Pancha Kosha according to Taittiriya Upanisada); Potential causes of illness according to Yoga Vasishta- Concept of Adhi and Vyadhi and their consequences on the body

Unit- 2: Yogic Concept on Holistic Health   (15 Lecture Hours)

Total Human Development through Yogic practices for Pancha Kosha (Annamaya Khosha, Pranamaya Kosha, Manomaya Kosha, Vijnanamaya Kosha and Ananda Maya Kosha) and its integration with Ashtanga Yoga of Patanjali.

Unit- 3: Yoga as Preventive Health Care   (15 Lecture Hours)

Concept of stress according to modern science and yoga; Stress as the cause for illness; Role of Yoga in Stress Management: Holistic approach of catering to moderation in eating (yogic Diet), Sleeping (rhythm of the nature), Working (the sense of duty as per BG), Entertainment (moderation), Change in life style;

Unit-4 (Practical) : Asana   (30 Lecture Hours)

Pranayama: Anulome-Vilome, Suryabhidana, Chancrabhedana, Ujjai, Sitali

Meditation: A-U-M Meditation, Yog Nidra

Reference Books:

1. Ajith 'Yoga Pravesh' Rastrotana Paruhad Bangalore.

2. Bachelor of Sports Management Syllabus (Revised) 2008.

3. B. C. Rai Health Education and Hygiene, Published by Prakashana Kendra, Lucknow.

4. B.K.S. Iyenger 'Yoga The Path of Holistic Health', Dorling Kindersley, Delhi 2001.

5. Dixit Suresh (2006) Swasthya Shiksha Sports Publication, Delhi.

6. Puri, K. Chandra, S.S (2005) Health and Physical Education, New Delhi, Surjeet Publication.

7. A Text Book on Physical Education & Health Education Fitness, Wellness and Nutrition, Dr. A. K. Uppal, Dr. P. P. Ranganathan.

8. Warner W. K. Oeger & Sharon A. Hoeger, Fitness & Wellness, Morton Publishing Co., 1990

9. Robert Malt. 90 day Fitness Plan, D. K. Publishing, Inc. 95, Madison Avenue, New York 2001.

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