



Maharaja Surajmal Brij University

Bharatpur (Rajasthan)

Syllabus for Value Added Course

(Under Graduate Programme)

Semester IV

Session 2024-25 & onwards

Dr. Farbat Singh
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University of Rajasthan
NEP-2020 based Syllabus

For

Value Added Courses for Semester III and IV in UG Programmes
(2 credits/semester for Semester III/IV.)

VAC-14F-401

1	Title of course- <u>Anandam - IY.</u>	
	Nature of course- Independent/Progressive	No
	Number of Seats-	60 students per batch
	Course Code- <u>VAC-14F-401</u>	Credits-02(1Theory OR 2Practical Hours per week)
	Scheme of Examination	Annexure-1 (Attached)
	Maximum Marks	50
	Minimum Marks	20
	Is this course is based on Outside Partners/Institutions/Industry/ Govt. Org. etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, Name of proposed Outside Partners /Institutions /Industry/ Govt. Org. etc.	Any Government Organization and NGOs
	<p>Syllabus</p> <ul style="list-style-type: none"> • Individual Activities • Group Activities • 1 hour lecture per week • Report of Group Project • Lecture/Webinar, Interactive Session to be organized in College for students on Anandam Day (Last Working Day of every Month) <p>Guidelines</p> <ul style="list-style-type: none"> • Adopt an area/colony/office to train people about plastic/organic waste disposal. • Form a group to ensure that injured and sick cows and other animals in your area are taken care of. • Adopt an area/colony to rectify issues related to water /electricity/ waste disposal/ road safety/pollution, etc. • Create a book/food/clothes/mobile/equipment bank and distribute it to the needy. • To Monitor unauthorized cutting of trees and related issues. • Engage in massive plantation and afforestation programs. • Adopt local heritage sites or spots of tourist interest and work for its restoration and publicity on tourist guide maps. • Coordinate with hospitals / NGOs and organise medical check-up camps for children/women in poor localities. • Form drug/alcohol de-addiction help-groups and motivate people. • Organize Vocational Skill Training Programs in juvenile jails and women homes. • Form a group to help workers/house maids to make cooperatives for small scale loans. • Form a group to monitor and resolve eve-teasing/ harassment of women, children and old people. • Form a group to restore and publicise local art-forms like weaving/ dyeing, maandna, folk songs, old manuscripts, etc • Form age/gender specific groups for collective yoga/meditation in a community, society, hostel, etc. 	


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- Form a group to restore wells/step wells/ponds or other similar water sources.
- Form a group to motivate people to employ rain water harvesting and solar energy harvesting techniques.
- Form a group to maintain a public garden/park for the residents of a particular area.
- To train youngsters about computer programming and apps.
- Engage in " Beti Bachao Beti Padhao" programs for over all development and empowerment of girl child in your locality.
- Innovate/Design Simple technology using local resources that saves labour time of labourers and poor farmers and impacts their lives positively.
- E-literacy programs. to help organizations/individuals with email and websites, etc.
- Time giving activities to adopted communities for spreading awareness regarding Govt. programmes/Schemes.
- Sports activities like yoga, meditation, drills and physical exercises in adopted areas
- Spread awareness about dental care, first-aid training, etc.
- Form group for attending to old people to assist them for market and groceries, etc.

Annexure-1

Examination Scheme:

Programme Evaluation Methods:

S.No.	Parameters	Max. Marks
1	Entries in Daily Diary	05
2	Synopsis of Project	10
3	Participation in Anandam Day (Last working day of every month)	10
4	Report of Group Project	25
	Total	50

Evaluation of Group Projects (25 Marks)

S.No.	Parameters	Max. Marks
1	Presentation/Video/Photographs submitted with Report	05
2	Media Report of Certificate from Govt. Organization/NGO/Community Forum/ Social Organisation Etc.	10
3	Challenging Issues / Problem Solving/ Innovation addressed in Project Report	10
	Total	25

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**National Education Policy 2020 based syllabus
For
Value Added Courses for Semester-IV in UG Programmes
(2 Credits/ Semester)**

1.	Title of Course	National Service Scheme (NSS) Semester-IV
2.	Nodal Department of HEI to run course	NSS Coordinator of University
3.	Hours	60 hours per Semester
4.	No. of seats	100 students in each unit
5.	Course Code- VAC-14F-402	
6.	Maximum marks Minimum marks	50 20
7.	In the course is based on outside partners. Institutions/ Industries/ Govt. organization etc.	Yes / No
8.	If yes, Name of proposed outside partners/ Industries/ Govt. organization etc.	Regional Directorate, National Service Scheme Jaipur, Rajasthan
9.	<p>National Service Scheme (NSS) The National Service Scheme (NSS) is an Indian government sector public service program conducted by the Ministry of Youth Affairs [1] and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage.</p> <p>Objectives of NSS:</p> <p><i>The main objectives of National Service Scheme (NSS) are</i></p> <ul style="list-style-type: none"> • understand the community in which they work • understand themselves in relation to their community • identify the needs and problems of the community and involve them in problem-solving • develop among themselves a sense of social and civic responsibility • utilize their knowledge in finding practical solutions to individual and community problems • develop competence required for group-living and sharing of responsibilities • gain skills in mobilizing community participation • acquire leadership qualities and democratic attitudes • develop capacity to meet emergencies and natural disasters and • practice national integration and social harmony 	


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SYLLABUS - PAPER- VAC-14F-402

Theory Weight -15

Practical/Project work – 30 hours + 15 hours (Any one project work, Field Visits/ Trainings)

Unit-1: Road safety awareness (4)

- Need & importance
- Safe driving
- Safety devices
- Road signs & driving rules

Unit-2: Disaster Management (4)

- Introductory idea
- Types of disasters
- Significance of NSS in disaster management (Special emphasis on state of Rajasthan)
- National Disaster Management Authority

Unit-3: The Constitution of India (4)

- Introduction
- Federal Republic
- Socialism & Democracy
- Fundamental duties

Unit-4: Cyber Security (3)

- Online security and privacy
- Data breach and Cyber Attacks
- National Cyber Security Policy, Cyber Surakshit Bharat & Cyber Swachhta Kendra

Suggested books/ references/ websites

1. NSS Manual
2. <https://nss.gov.in>
3. yas.nic.in

Programme Specific Outcomes

Volunteership: To make students understand the role of a volunteer and need of volunteership in Society.

Community participation: Adoption of slum under this scheme is a better way to connect students with the society through which they can understand the society at grass root level

Youth development: Various activities undertaken under scheme support overall development of youth, Participation of youth at various District, state, national and international camp supports that.

Leadership skills: Promoting volunteership skills amongst students develops leadership skills in them.

Social awareness: Activities like blood donation camp, Swachh bharat abhiyan, run for unity, HIV/AIDS awareness, betibachao betipadhao, voter awareness etc. builds social awareness among students.

Social harmony and community development: Participation of students in community awareness activities promotes better connect with the society and developing understanding and builds harmony.

Integration: Various camps like National Integration Camp and Youth Exchange Programmes integrate youth and understand culture.

Know your culture: Activities that promote better understanding of heritage and culture is also a major concern of the syllabus.



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NCC Semester- IV Semester Syllabus

1.	Title of Course	NCC-4 (Semester-IV)	
2.	Nodal Department of HEI to run course	Coordinator of NCC (NCC Incharge, UoR)	
3.	Board Area/Sector	University	
4.	Sub Sector	College	
5.	Nature of Course -Independent/Progressive	Progressive	
6.	Requisite	Qualified in NCC-III (Semester-III)	
7.	Number of Seats	As per Vacancies allotted by Unit/DG NCC	
8.	Course Code- VAC-14F-403	Credits-02 (1 Theory & 2 Practical Hours per Week)	
9.	Scheme of Examinations	As per SNCCO (Concern Unit ANO can provided the marks according the Cadets preformation in NCC Training)	
	Max Marks	50	
	Minimum Marks	20	
10.	Is this course is based on outside Partners/Institutions/Industry/Govt. Org. etc?	Yes	No
11.	If Yes, Name of proposed outside Partners/Institutions/Industry/Govt. Org. etc?	NCC Unit/ NCC office, Jaipur	
12.	<p>Course Objective of NCC The National Cadet Corps (NCC) is one of the largest youth organizations in India, with a primary objective of developing character, discipline, and leadership qualities among the youth. One of the primary objectives of the NCC course is to develop leadership qualities among the cadets. Through various training activities, including drill exercises, obstacle courses, and team-building exercises, the course instills in its cadets the ability to lead and inspire others. Cadets are taught to make quick decisions, take responsibility, and work in teams. These leadership skills are not only beneficial during the NCC training but also in all aspects of life, be it academics, career, or personal relationships.</p>		
13.	<p>Syllabus (Semester-III) Total Hours-15 (Credits-01) Practical -30 Hours (Credits-02) Unit-I: Adventure Unit-II: Environment , Awareness and Conservation Unit-III: Communications Unit-IV: Disaster Management</p>		

Unit wise details of the Value Added Course (NCC-III)

Unit	Title of Unit	Course Content	Theory Hours	Practical Hours
Unit-I	Adventure	Para Sailing, Slithering, Rock Climbing, Cycling, trekking	2	


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Unit-II	Environment , Awareness and Conservation	Natural Resources – Conservation & Management, Water Conservation & Rainwater harvesting, Waste Management, Pollution Control; Water, Air, Noise and Soil, Energy Conservation, Wildlife Conservation: Projects of India	5	30
Unit-III	Communications	Importance of Communications, Means of communication, Modern Methods of Communication	3	
Unit-IV	Disaster Management	Civil Defence Organisation and its duties/NDMA, Types of emergencies / Natural Disasters, Fire Services & Fire fighting, Traffic control during Disaster under Police Supervision, Essential services and their Maintenance, Assistance during Natural/Other Calamities: Flood/Cyclone/Earth Quake/Accident etc. Setting up of relief camp during Disaster, Collection & Distribution of Aid material	5	

Reference Books

- Chatterjee, S. (2007). *Adventure Sports in India*. Wisdom Press.
- Singh, S. (2014). *Environmental Science and Ethics*. IK International Publishing House.
- Reddy, K. R. (2016). *Environmental Management*. Paramount Publishing House.
- Malhotra, A., & Agnihotri, V. (2011). *Communication*.
- Gupta, H. K. (2003). *Disaster Management*. Universities Press.
- NCC Cadets Hand Book *Concepts and Skills*. Rupa Publications.

Web Links

<https://indiancc.mygov.in/>

<https://nccauto.gov.in/>

Examination Scheme (Programme Evaluation Methods)

S.No.	Parameters	Max Marks
1	Entries in Daily Diary	05
2	Synopsis Project	10
3	Participation in NCC Training	10
4	Participation in Social Service and Community Development (SSCD)	25*

*Evaluation of SSCD:

S.No.	Parameters	Max Marks
1	Presentation/Video/Photographs submit with report	05
2	Day Significations	10
3	Participation in Puneet Sagar, Sawach Bharat, Quiz, Social Awareness and Jagrukata rally and other	10


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SSCD Activities	
	Total
	25

Course Learning Outcome

The students will develop a comprehensive understanding of adventure activities such as para sailing, slithering, rock climbing, cycling, and trekking, gaining practical skills and confidence in these areas. They will also gain insights into environmental awareness and conservation, focusing on the management and preservation of natural resources, including water conservation, rainwater harvesting, waste management, and pollution control. The course emphasizes energy and wildlife conservation, with a particular focus on Indian conservation projects. Students will learn the importance of communication, exploring various means and modern methods to enhance their effectiveness in personal and professional interactions. In the realm of disaster management, students will understand the roles and responsibilities of civil defense organizations and the National Disaster Management Authority (NDMA). They will learn about different types of emergencies and natural disasters, acquiring skills in fire fighting, traffic control, and maintaining essential services during crises. The course will also cover the setup and operation of relief camps, as well as the collection and distribution of aid materials during disasters such as floods, cyclones, earthquakes, and accidents.



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Value Added Courses
Content Writing
(2 Credits)

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
III	VAC-14T-404	Content writing		6	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Value Added	2	-	Yes	30 Hours Theory
Prerequisites	XII Pass				
Objectives of the Course:	Objectives: This course aims to train students for career in Content writing. <ul style="list-style-type: none"> • To create unique useful and compelling content on a topic. • To inform the students to develop content as per the business concept. • To encourage and guide students to write keywords that allows the site visitors • To get the information quickly and efficiently • To equip students to write quality content and run their own blogs or sites. 				

**Examination Scheme-
Regular Students –**

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	VAC-14T-405	1 Hr-MT 1 Hr- EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the University. Question paper for **Content Writing** will be so set that it has 40 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hour. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	VAC-14T-405 Electoral Literacy	1Hr	50 Marks	20 Marks

Question paper for **Electoral Literacy** will be so set that it has 50 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hour. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.



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Detailed Syllabus

Unit wise Details of the Value Added Course

Unit I: Basics of Content Development

(6 lectures)

- The Concept of Content Writing and its relevance
- Role and Functions of Content Writers

Unit II: Types of Content writing

(8 lectures)

- The process of Content Writing, Editing and Proof-Reading,
- Writing Styles;
- Types of Content writing-Print and web content development

Unit III: Skills for Content writing

(8 lectures)

- Different content writing formats
- Major skills for writing quality content
- Strategies in producing high quality content

Unit IV: Developing Plagiarism free content

(8 lectures)

- Meaning and concept
- Types of Plagiarism, rules on plagiarism
- How to develop plagiarism-free content
- Copyright issues

Suggested Books/ References /Web links (if available)

Essential Readings/ Online Resources

- 1. Content Writing for the Web -Kristine Halverson
- 2. The Content Strategy Toolkit -Kristine Halverson, Melissa Rach, Megan Casey

Programme Specific Outcome (As per the directions of UGC Framework for UG Programmes)

After completion of course students will be equipped with:

1. The basic concepts of creative writing and content development
2. The knowledge of various styles and techniques of writing and editing
3. The polished creative and critical faculties
4. Better opportunities of employability



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Syllabus

VAC-14T-405 – ELECTORAL LITERACY

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
III	VAC-14T-405	Electoral Literacy		6	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Value Added	2	-	Yes	30 Hours Theory
Prerequisites	XII Pass				
Objectives of the Course:	<p>Objectives: This course aims to educate students on the electoral process in India, the importance of civic engagement, and how to make informed voting decisions. Students will:</p> <ol style="list-style-type: none"> 9. Understand the historical context and evolution of the electoral system in India. 10. Learn the structure and function of the Indian government and electoral bodies. 11. Analyze the importance of voter registration and participation. 12. Develop critical thinking skills to evaluate candidates and policies in India. 13. Gain knowledge about different electoral systems and practices worldwide, with a focus on India. 				

Examination Scheme- Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	VAC-14T-405 Electoral Literacy	1 Hr-MT 1 Hr- EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the University. Question paper for **Electoral Literacy** will be so set that it has 40 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hour. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	VAC-14T-405 Electoral Literacy	1Hr	50 Marks	20 Marks

Question paper for **Electoral Literacy** will be so set that it has 50 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hour. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.



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Detailed Syllabus

Unit wise Details of the Value Added Course

Unit I: Constitution of India

(08 lectures)

- Philosophy of the Constitution of India
- Indian Constitution at Work
- Election and Representation
- Elections and democracy
- Reservation of constituencies
- Free and fair elections
- Universal franchise and right to contest Independent Election
- The role of elections in Indian democracy

Unit II: History of Elections in India

(08 lectures)

- Historical development of the electoral system in India
- Key milestones in the evolution of voting rights in India
- Excerpts from historical texts on Indian voting rights and suffrage movements
- Rationale of Free and Fair elections.
- Need for electoral reforms.

Unit III: Election system in India

(08 lectures)

- Structure of Government and Electoral Bodies in India
- Structure of local, state, and central governments in India
- Structure and functions of the Election Commission of India
- Role and functions of the Election Commission of India
- Voter Registration and Participation in India

Unit IV: Voter Education

(06 lectures)

- **Voter Education: An Undermined Necessity**
- Voter registration processes and requirements in India
- Barriers to voter participation in India
- Ways to increase participation in election process :
- Should Voting be made Mandatory by the State?
- Online Voting: the way forward
- **PRACTICAL WORK:**
Case studies of recent political campaigns in India
Group project on creating a mock political campaign
Workshop on how to register to vote in India

Suggested Books/ References /Web links (if available)

Essential Readings/ Online Resources

1. "India After Gandhi: The History of the World's Largest Democracy" by Ramachandra Guha
2. "The Verdict: Decoding India's Elections" by Prannoy Roy and Dorab R. Sopariwala
3. Election Commission of India's reports on recent elections
4. International reports on Indian elections by organizations like NDI and IFES
5. Reports on voter registration statistics and challenges in India

Online resources:

- (<https://eci.gov.in>)
- <https://www.nvsp.in>

Programme Specific Outcome: (As per the directions of UGC Framework for UG Programmes)



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1. Cultivate a sense of responsibility amongst students towards active and informed participation in the democratic process.
2. Encourage continuous learning and engagement with political and electoral issues in India.
3. Understand and articulate the steps involved in voter registration in India.
4. Identify barriers to voter participation and propose strategies to overcome them.
5. Understand the importance of free and fair elections and identify common threats to election integrity.



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