



પરિપત્ર:

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટીની આર્ટસ, કોમર્સ અને સાયન્સ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ સંલગ્ન કોલેજોનાં આચાર્યશ્રીઓને સવિનય જણાવવાનું કે આર્ટસ, કોમર્સ અને સાયન્સ વિદ્યાશાખા હેઠળનો NEP-૨૦૨૦ અંતર્ગતનો વેલ્યુ એડેડ કોર્સ સેમેસ્ટર-૪ નો અભ્યાસક્રમ આ સાથે સામેલ છે. આ બાસ્કેટમાં આર્ટસ, કોમર્સ અને સાયન્સનાં વિષયો આપવામાં આવેલ છે.

માનનીય કુલપતિશ્રીની મંજૂરી અનુસાર સદર અભ્યાસક્રમ શૈક્ષણિક વર્ષ નવેમ્બર, ૨૦૨૪ થી અમલવારી કરવાની રહે છે. આર્ટસ, કોમર્સ અને સાયન્સ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ સંલગ્ન કોલેજો ધ્વારા તેની અમલવારી કરવા જણાવવામાં આવે છે.

નોંધ: તા.૨૦/૦૭/૨૦૨૪નાં પરિપત્રમમાં સેમ-૪માં VAC સ્વચ્છ ભારત કોર્સ જે સેમ-૨માં VAC સ્વચ્છ ભારત કોર્સ તરીકે સામેલ છે આથી આ કોર્સ ને સેમ-૪ માંથી હટાવેલ છે.



*[Signature]*  
૨૨/૧૧/૨૦૨૪  
ખાસ ફરજ પરના અધિકારી  
(એકેડેમિક)

ક્રમાંક/બીકેએનએમયુ/એકેડેમિક/૧૫૪૩/૨૦૨૪

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી,  
સરકારી પોલીટેકનિક કેમ્પસ, ભક્તકવિ  
નરસિંહ મહેતા યુનિવર્સિટી રોડ, ખડીયા,  
જૂનાગઢ-૩૬૨૨૬૩ તા.૨૨/૧૧/૨૦૨૪

પ્રતિ,

- ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન આર્ટસ, કોમર્સ અને સાયન્સ વિદ્યાશાખાનાં અભ્યાસક્રમો ચલાવતી તમામ કોલેજોના આચાર્યશ્રીઓ તરફ....

નકલ સાદર રવાના:-

- માન.કુલપતિશ્રી/કુલસચિવશ્રીનાં અંગત સચિવશ્રી.
- પરીક્ષા નિયામકશ્રી, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

નકલ રવાના જાણ તથા યોગ્ય કાર્યવાહી અર્થે:

- સીસ્ટમ મેનેજરશ્રી, આઇ.ટી.સેલ વિભાગ (વેબસાઇટ ઉપર પ્રસિદ્ધ થવા અર્થે.)



# BHAKTA KAVI NARSINH MEHTA UNIVERSITY JUNAGADH



COMMON SYLLABUS OF  
**VAC (VALUE ADDED COURSE)** FOR  
ARTS, COMMERCE & SCIENCE FACULTIES  
(SEMESTER- IV)  
EFFECTIVE FROM JUNE, 2024

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>INDEX</b>		
<b>Sr.No</b>	<b>Topic</b>	<b>Page No.</b>
<b>1.</b>	Employability Skills	<b>1</b>
<b>2.</b>	Etiquettes in Modern Life	<b>4</b>
<b>3.</b>	આધુનિક જીવનમાં રીત ભાત	<b>7</b>
<b>4.</b>	पंचवटी खंडकाव्य - कविश्री मैथिली शरण गुप्त	<b>10</b>
<b>5.</b>	Agri Engineering (ENVIROINMENTAL SCIENCE -2)	<b>13</b>
<b>6.</b>	Gandhiyan Thoughts	<b>16</b>
<b>7.</b>	Environmental Studies - 2	<b>19</b>
<b>8.</b>	Learning & Development- 2	<b>22</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>Course Level</b>	5.0	<b>Internal Marks</b>	25
<b>Programme</b>	Arts, Commerce & Science	<b>External Marks</b>	25
<b>Semester</b>	4	<b>Practical Internal</b>	-
<b>Course Type</b>	<b>Value Added Course-2</b>	<b>Practical External</b>	-
<b>Course Credit</b>	02	<b>Prac.Ext.Exam Time</b>	-
<b>Teaching Hours</b>	30	<b>Total</b>	50
<b>Course Code</b>		<b>Exam Duration</b>	1 Hour
<b>Course Title</b>	<b>Employability Skills</b>		

**Course Objectives:**

- To instil skills useful in getting work in current market scenario
- To provide a comprehensive atmosphere for employability skills
- To cultivate a culture of etiquette in students useful in careers
- To provide training for writing CVs and appearing in group discussions and interviews

**Course Learning Outcomes:** After completion of the course:

- Students will be able to understand importance of employability skills
- Students will be able to imitate etiquettes expected from a job-seeker, entrepreneur
- Students will be able to form comprehensive and attractive CVs
- Students will be able to perform well in the group discussions and interviews

**Course Contents**

<b>Sem</b>	<b>Unit No.</b>	<b>Syllabi</b>	<b>Teaching Hours</b>
4	1	<ul style="list-style-type: none"> <li>• Importance of employability skills</li> <li>• Market expectations from a job-seeker/entrepreneur</li> <li>• Curriculum Vitae               <ol style="list-style-type: none"> <li>1. Meaning</li> <li>2. Structure</li> <li>3. Language</li> <li>4. Design and format</li> <li>5. Practicing and reviewing</li> </ol> </li> </ul>	15
	2	<ul style="list-style-type: none"> <li>• Group discussion               <ol style="list-style-type: none"> <li>1. Meaning</li> <li>2. Types</li> </ol> </li> </ul>	15

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

		3. Performance <ul style="list-style-type: none"> <li>Interview <ol style="list-style-type: none"> <li>Purpose</li> <li>Types</li> <li>Behaviour</li> <li>Questions-answers</li> </ol> </li> </ul>	
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**Suggested Reading:**

1. NSQF Employability Skills by Shristi Agarwal
2. The CV Book by James Innes
3. Master the Group Discussion and Interview by Sheetal Desarda
4. Why You?: 101 Interview Questions by James Reed

<b>INTERNAL EVALUATION SCHEME</b>		
<b>NO</b>	<b>Particulars</b>	<b>Marks</b>
1	<b>Mid Semester Exam (Mandatory)</b>	<b>13</b>
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**Paper Style**

<b>Ques. No.</b>	<b>Particulars</b>	<b>From which Unit</b>	<b>Marks</b>
<b>1</b>	Students will answer <u>two</u> questions from given four, each carrying 5 marks.	1	10
<b>2</b>	Students will write a performative answer for a GD or Interview situation questions.	2	10
<b>3</b>	Students will answer <u>5 MCQ/One liner</u> question from seven asked, each carrying 1 mark.	From each Unit (3/4 from Unit-1 and 3/4 from Unit-2)	05
	<b>Total Marks</b>		<b>25</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>Course Level</b>	5.0	<b>Internal Marks</b>	25
<b>Programme</b>	Arts, Commerce & Science	<b>External Marks</b>	25
<b>Semester</b>	4	<b>Practical Internal</b>	-
<b>Course Type</b>	<b>Value Added Course-2</b>	<b>Practical External</b>	-
<b>Course Credit</b>	02	<b>Prac.Ext.Exam Time</b>	-
<b>Teaching Hours</b>	30	<b>Total</b>	50
<b>Course Code</b>		<b>Exam Duration</b>	1 Hour
<b>Course Title</b>	<b>Etiquettes in Modern Life</b>		

**Course Objectives:**

- To create a comprehensive understanding of etiquettes
- To provide an ideal framework for etiquettes
- To prepare students for various situation in public and professional lives
- To make students good citizens and amiable human beings

**Course Learning Outcomes:** After completion of the course:

- Students will be able to understand the concept of etiquettes
- Students will be able to grasp the relations among etiquettes, manners and interactions in public and professional lives.
- Students will be able to imitate such etiquettes and would be valued for it
- Students will be able to live a healthy personal and professional lives

**Course Contents**

<b>Sem</b>	<b>Unit No.</b>	<b>Syllabi</b>	<b>Teaching Hours</b>
3	1	<ul style="list-style-type: none"> <li>• Etiquettes: meaning and importance</li> <li>• Individual etiquettes: personal grooming, hygiene, dressing</li> <li>• Communication etiquettes: understanding usage of tone, making language polite, etiquettes for social media, emails and calls</li> <li>• Social etiquettes: greetings, small talk, courtesy, table manners</li> </ul>	<b>15</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

	2	<ul style="list-style-type: none"> <li>• Etiquettes at formal places: dressing, communication, behaviour, professionalism, meetings, delimiting professional space</li> <li>• Etiquettes at public places: space management, talking, conflict resolving, empathy</li> <li>• Etiquettes while traveling: driving and parking, behaviour in public transport, queues, noise control, cleanliness, cultural sensitivity</li> </ul>	15
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**Note:** Teaching hours of above units includes demonstration, projects and presentation by students for better understanding of etiquettes.

**Suggested Reading:**

1. Manners: A Modern Field Guide by Kay Plunkett-Hogge
2. Modern Etiquettes Made Easy by Myka Meier
3. Modern Etiquettes for a Better life by Diane Gottsman
4. Modern Manners by Dorothea Johnson

<b>INTERNAL EVALUATION SCHEME</b>		
<b>NO</b>	<b>Particulars</b>	<b>Marks</b>
1	<b>Mid Semester Exam (Mandatory)</b>	<b>13</b>
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03



**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**Paper Style:**

<b>Ques. No.</b>	<b>Particulars</b>	<b>From which Unit</b>	<b>Marks</b>
<b>1</b>	Students will answer <u>two</u> questions from given four, each carrying 5 marks.	1	10
<b>2</b>	Students will answer <u>two</u> questions from given four, each carrying 5 marks.	2	10
<b>3</b>	Students will answer <u>5 MCQ/One liner</u> question from seven asked, each carrying 1 mark.	From each Unit (3/4 from Unit-1 and 3/4 from Unit-2)	05
	<b>Total Marks</b>		<b>25</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>Course Level</b>	5.0	<b>Internal Marks</b>	25
<b>Programme</b>	Arts, Commerce & Science	<b>External Marks</b>	25
<b>Semester</b>	4	<b>Practical Internal</b>	-
<b>Course Type</b>	Value Added Course-2	<b>Practical External</b>	-
<b>Course Credit</b>	02	<b>Prac.Ext.Exam Time</b>	-
<b>Teaching Hours</b>	30	<b>Total</b>	50
<b>Course Code</b>		<b>Exam Duration</b>	1 Hour
<b>Course Title</b>	આધુનિક જીવનમાં રીતભાત		

**Course Objectives:**

- વિદ્યાર્થીઓમાં રીતભાતની સમજણ વિકસાવ
- રીતભાત અંગે યોગ્ય માળખું પૂરું પાડવા
- વિદ્યાર્થીઓને વિવિધ અંગત તથા રોજગારી માટેની પરિસ્થિતિઓ માટે તૈયાર કરવા
- વિદ્યાર્થીઓને સારા નાગરિક બનાવવા

**Course Learning Outcomes:** કોર્સ પૂરો થયા બાદ:

- રીતભાત અંગેની સમજણ વિદ્યાર્થીઓમાં વિકસશે.
- વિદ્યાર્થીઓ રીતભાતો, શિષ્ટાચાર અને વાતચીત વચ્ચેનો સંબંધ સમજી શકશે.
- વિદ્યાર્થીઓ આવી સારી રીતભાતો અનુસરશે અને તેમનામાં મૂલ્યવર્ધન થશે.
- વિદ્યાર્થીઓના અંગત તેમજ જાહેર જીવનમાં સુગમતા આવશે.

**Course Contents**

Sem	Unit No.	Syllabi	Teaching Hours
3	1	<ul style="list-style-type: none"> <li>• રીતભાતો: અર્થ અને મહત્વ</li> <li>• વ્યક્તિગત રીતભાત: વ્યક્તિગત માવજત, સ્વચ્છતા, પોષાક</li> <li>• વાતચીતની રીતભાત: ટોનનો ઉપયોગ, ભાષામાં નમ્રતા કેળવવી, સોશિયલ મીડિયા, ઇ-મેલ તથા ફોનકોલ અંગેની રીતભાતો</li> </ul>	15

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

		<ul style="list-style-type: none"> <li>સામાજિક શિષ્ટાચાર: શુભેચ્છા, નાની નાની વાતો, સૌજન્ય, જમવાની રીતભાતો</li> </ul>	
	2	<ul style="list-style-type: none"> <li>ઔપચારિક સ્થળોએ શિષ્ટાચાર: વસ્ત્રપરિધાન, સંદેશાવ્યવહાર, વર્તણૂક, વ્યાવસાયિકતા, મીટિંગ્સ વગેરે.</li> <li>જાહેર સ્થળોએ શિષ્ટાચાર: જગ્યાનું વ્યવસ્થાપન, વાતચીત, તકરાર ઉકેલવી, સહાનુભૂતિ</li> <li>મુસાફરી કરતી વેળાએ શિષ્ટાચાર: ડ્રાઈવિંગ અને પાર્કિંગ, જાહેર પરિવહન, કતારોમાં વર્તણૂક, અવાજ નિયંત્રણમાં વર્તણૂક, સ્વચ્છતા, સાંસ્કૃતિક સંવેદનશીલતા</li> </ul>	15

**Suggested Reading:**

1. How to talk to Anyone by Leil Londe
2. Business Communication by Urmila Rai and S.M. Rai. Himalaya Publishing House
3. Practical English Usage by Michael Swan
4. English Grammar & Composition by Wren & Martin

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
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11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
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15	Role Play	03

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
<b>Total</b>		<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24.**

**Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**Paper Style**

<b>Ques. No.</b>	<b>Particulars</b>	<b>From which Unit</b>	<b>Marks</b>
<b>1</b>	વિદ્યાર્થીઓ આપેલ ચારમાંથી બે પ્રશ્નોના જવાબ આપશે. (દરેકના 5 ગુણ)	<b>1</b>	<b>10</b>
<b>2</b>	વિદ્યાર્થીઓ આપેલ ચારમાંથી બે પ્રશ્નોના જવાબ આપશે. (દરેકના 5 ગુણ)	<b>2</b>	<b>10</b>
<b>3</b>	વિદ્યાર્થીઓ આપેલ સાતમાંથી પાંચ એકવાક્યના પ્રશ્નોના જવાબ આપશે. (દરેકના 1 ગુણ)	<b>1 &amp; 2</b>	<b>05</b>
<b>Total Marks</b>			<b>25</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>Course Level</b>	5.0	<b>Internal Marks</b>	25
<b>Programme</b>	Arts, Commerce & Science	<b>External Marks</b>	25
<b>Semester</b>	4	<b>Practical Internal</b>	-
<b>Course Type</b>	<b>Value Added Course-2</b>	<b>Practical External</b>	-
<b>Course Credit</b>	02	<b>Prac.Ext.Exam Time</b>	-
<b>Teaching Hours</b>	30	<b>Total</b>	50
<b>Course Code</b>		<b>Exam Duration</b>	1 Hour
<b>Course Title</b>	<b>पंचवटी खंडकाव्य - कविश्री मैथिली शरण गुप्त</b>		

हेतु –

- छात्र – रामायण – भारतीय इतिहास से परिचित है ।
- मर्यादा – पुरुषोत्तम रामके जीवन आदर्श से परिचित है ।
- पारिवारिक प्रेम, त्याग, आदर्श को समझे ।

क्षमता -

- परिवार के बड़े – बूजगोके – मान – मर्यादा को समझेंगे ।
- आत्म – निर्भरता का विकास होगा ।
- संयम – त्याग के गुणों का विकास होगा ।
- मेहनत – श्रम – हिम्मत के गुणों का विकास होगा ।
- विपत्तियों, और भातृ प्रेम , मातृ प्रेम समझेंगे ।

**Course Contents**

<b>Sem</b>	<b>Unit No.</b>	<b>Syllabi</b>	<b>Teaching Hours</b>
3	1	1. कवि का व्यक्तित्व एवम कृतित्व 2. काव्य की कथावस्तु और पात्र परिचय –	15
	2	3. भावपक्ष-कलापक्ष- खंडकाव्य के लक्षण और मौलिक परिवर्तन 4. प्रकृतवर्णन , संदर्भ , शीर्षक, उद्देश्य –	15

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

**Suggested Reading:**

1. पंचवटी खंडकाव्य – गुप्तजी राजकमल प्रकाशन – दिल्ली  
 मैथिली शरण गुप्त के खंडकाव्यो का अनुशीलन. डॉ. योगिता अपुर्व हिरे शांति प्रकाशन – 1780 सेक्टर –
2. रोहतक 124001 (हरियाणा)
3. गांधीवाद और हिंदी काव्य डॉ. भक्तराम शर्मा – 1995 आर्य प्रकाशन मंडल – दिल्ली ।

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**  
**Paper Style**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>EXTERNAL ASSESSMENT BY UNIVERSITY</b>		
<b>Que. No.</b>	<b>Particulars</b>	<b>Marks</b>
<b>Que-1</b>	<b>(A) Essay Type Question. (From Unit-1)</b>	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question. (From Unit-1)</b>	<b>10</b>
<b>Que-2</b>	<b>(A) Essay Type Question. (From Unit-2)</b>	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question. (From Unit-2)</b>	<b>10</b>
<b>Que-3</b>	<b>Short Notes. (1/2) (One from each unit)</b>	<b>05</b>
	<b>Total Marks</b>	<b>25</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

Course Level	5.0	Internal Marks	25
Programme	Arts, Commerce & Science	External Marks	25
Semester	4	Practical Internal	-
Course Type	Value Added Course-2	Practical External	-
Course Credit	02	Prac.Ext.Exam Time	-
Teaching Hours	30	Total	50
Course Code		Exam Duration	1 Hour
Course Title	Agri Engineering (ENVIRONMENTAL SCIENCE -2)		

**હેતુઓ:**

- વિદ્યાર્થીઓ પર્યાવરણ સંરક્ષણ નું મહત્વ સમજે.
- વિદ્યાર્થીઓ પ્રાકૃતિક સંપત્તિનું મહત્વ સમજી અને તેનો વિવેકપૂર્વક ઉપયોગ કરવાની સમજ કેળવે.
- વિદ્યાર્થીઓ પ્રદુષણ વિષે ખ્યાલ મેળવે.
- વિદ્યાર્થીઓ પ્રચારણ ના સામાજિક પ્રશ્નોથી માહિતગાર બને.

**ક્ષમતાઓ :**

- વિદ્યાર્થીઓ પ્રચારણ ના જુદા જુદા ઘટકો વિષે સમજાવી શકે.
- વિદ્યાર્થીઓ પ્રચારણમાં જન જાગૃતિ કઈ રીતે કરી શકાય તે સમજાવી શકે.
- વિદ્યાર્થીઓ પ્રચારણ માટે ના જુદા જુદા ભીત સુત્રો લાખી શકે.
- વિદ્યાર્થીઓ પ્રચારણ ના પ્રદુષણો વિષે સમજાવી શકે.

**Course Contents**

Sem	Unit No.	Syllabi	Teaching Hours
3	1	પર્યાવરણીય પ્રદુષણ , વ્યાખ્યા , પ્રકારો ૧. વાયુ પ્રદુષણ , કારણો , અસર , અટકાવવાના ઉપાયો. ૨. જળ પ્રદુષણ , કારણો , અસર , અટકાવવાના ઉપાયો. ૩. ધ્વની પ્રદુષણ , કારણો , અસર , અટકાવવાના ઉપાયો.	15
	2	પર્યાવરણ અને સામાજિક પ્રશ્નો ૧. વસ્તી વધારો અને પર્યાવરણ શહેરીકરણ ૨. શહેરીકરણ અને ઉર્જા ૩. પર્યાવરણ અને આરોગ્ય , HIV / AIDS ૪. સામાજિક વનીકરણ	15



**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

**Suggested Reading:**

1. પર્યાવરણશાસ્ત્ર – બીપીનભાઈ જોશી
2. પર્યાવરણ અને ભૂકંપ ઈજનેરી – ડો.
3. જંગલો ની મુલાકાત લઈ અભ્યાસ કરવો .
4. ECOLOGY AND ENVIRONMENT – P.D. SHARMA RASTOGI

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	<b>Mid Semester Exam (Mandatory)</b>	<b>13</b>
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

**Paper Style**

<b>EXTERNAL ASSESSMENT BY UNIVERSITY</b>		
<b>Que. No.</b>	<b>Particulars</b>	<b>Marks</b>
<b>Que-1</b>	<b>(A) Essay Type Question. (From Unit-1)</b>	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question. (From Unit-1)</b>	<b>10</b>
<b>Que-2</b>	<b>(A) Essay Type Question. (From Unit-2)</b>	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question. (From Unit-2)</b>	<b>10</b>
<b>Que-3</b>	<b>Short Notes. (1/2) (One from each unit)</b>	<b>05</b>
	<b>Total Marks</b>	<b>25</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

Course Level	5.0	Internal Marks	25
Programme	Arts, Commerce & Science	External Marks	25
Semester	4	Practical Internal	-
Course Type	Value Added Course-2	Practical External	-
Course Credit	02	Prac.Ext.Exam Time	-
Teaching Hours	30	Total	50
Course Code		Exam Duration	1 Hour
Course Title	Gandhiyan Thoughts		

**હેતુઓ:**

- વિદ્યાર્થીઓ ગાંધીજીના વિચાર સમજે.
- વિદ્યાર્થીઓ ગોપાલ કૃષ્ણ ગોખલે , શ્રીમદ રાજચંદ્ર સમજ જીવન કાર્ય સમજે.
- વિદ્યાર્થીઓ જ્હોન રસ્કિન , કઉન્ટ લીઓ ટોલ્સટોય , હેન્રી ડેવિડ થોરો મેળવે.

**ક્ષમતાઓ :**

- વિદ્યાર્થીઓ ગાંધીજીના વિચાર સમજી શકશે.
- વિદ્યાર્થીઓ ગોપાલ કૃષ્ણ ગોખલે , શ્રીમદ રાજચંદ્ર સમજ જીવન કાર્ય સમજી શકશે.
- વિદ્યાર્થીઓ જ્હોન રસ્કિન , કઉન્ટ લીઓ ટોલ્સટોય , હેન્રી ડેવિડ થોરો મેળવશે.

**Course Contents**

Sem	Unit No.	Syllabi	Teaching Hours
3	1	ગાંધીજીના વિચાર ગુરુનો પરિચય ગોપાલ કૃષ્ણ ગોખલે - જીવન કાર્ય શ્રીમદ રાજચંદ્ર - જીવન કાર્ય	15
	2	જ્હોન રસ્કિન - જીવન કાર્ય કઉન્ટ લીઓ ટોલ્સટોય - જીવન કાર્ય હેન્રી ડેવિડ થોરો - જીવન કાર્ય	15

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

**Suggested Reading:**

1. મારું જીવન એજ મારી વાણી – નારાયણ દેસાઈ
2. બાપુ ની ઝાંખી – કાકા સાહેબ કાલેલકર
3. સત્ય ના પ્રયોગો - ગાંધીજી
4. દક્ષિણ આફ્રિકાનો ઇતિહાસ – ગાંધીજી
5. ગાંધીજી નું ધર્મ દર્શન – મ.જો. પટેલ.
6. અમરા બા – વનમાળા પરીખ
7. ગાંધીજીવન મહાન – રાજેન્દ્ર દવે

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

**Paper Style**

<b>EXTERNAL ASSESSMENT BY UNIVERSITY</b>		
<b>Que. No.</b>	<b>Particulars</b>	<b>Marks</b>
<b>Que-1</b>	<b>(A) Essay Type Question. (From Unit-1)</b>	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question. (From Unit-1)</b>	<b>10</b>
<b>Que-2</b>	<b>(A) Essay Type Question. (From Unit-2)</b>	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question. (From Unit-2)</b>	<b>10</b>
<b>Que-3</b>	<b>Short Notes. (1/2) (One from each unit)</b>	<b>05</b>
	<b>Total Marks</b>	<b>25</b>

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>Course Level</b>	5.0	<b>Internal Marks</b>	25
<b>Programme</b>	Arts, Commerce & Science	<b>External Marks</b>	25
<b>Semester</b>	4	<b>Practical Internal</b>	-
<b>Course Type</b>	<b>Value Added Course-2</b>	<b>Practical External</b>	-
<b>Course Credit</b>	02	<b>Prac.Ext.Exam Time</b>	-
<b>Teaching Hours</b>	30	<b>Total</b>	50
<b>Course Code</b>		<b>Exam Duration</b>	1 Hour
<b>Course Title</b>	<b>ENVIRONMENTAL STUDIES – 2</b>		

**Course Objectives:** On successful completion of the course, the students will be able to:

- The course aims to train learners to cater to the need for ecological citizenship through developing a strong foundation on the critical linkages between ecology-society-economy.

**Course Outcomes:** On successful completion of the course, the students will be able to:

- Understand importance of the protection and conservation of our environment and control of human activities which has an adverse effect on the environment.
- Describe the environmental issues and their possible repercussions on the planet in the next few decades.
- Summarize the green strategies and policies adopted by various business entities to preserve the environment.

**Teaching Pedagogy:**

- Chalk & Talk, Translation, Direct/Indirect Method, Role-play, Group Discussion, Seminar, Case Study, Presentation, CALL, MALL, TALL

**Course Contents**

<b>Sem</b>	<b>Unit No.</b>	<b>Syllabi</b>	<b>Teaching Hours</b>
3	1	<b>WATER AND ENERGY RESOURCES, ENVIRONMENTAL POLLUTION</b> <b>Water:</b> Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state), Dams-benefits and problems, <b>Energy Resources:</b> Environmental impacts of energy generation, use of alternative and nonconventional energy sources, growing energy needs. Definition, causes, effects, and control measures of: air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, and nuclear pollution. Solid waste management: causes, effects and control	15

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

		measures of urban and industrial wastes, role of an individual in prevention of pollution.	
	2	<b>EMERGING TRENDS</b> Environmental Accounting: Concept, Significance, and Types. Environmental Economics, KYOTO Protocol: Aim, Vision, and Functioning; Carbon Trading; Green HRM, Green Marketing, Green Finance. Environmental Ethics. Corporate Environmental Responsibility, Green Entrepreneurship.	<b>15</b>

**Reference Books:**

1. Agarwal, K.C., 2001, Environmental Biology, Nidi Publ. Ltd. Bikaner.
2. Bharucha, E., The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad 380013, India(R).
3. Brunner, R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p.
4. Clark, R.S., Marine Pollution, Clanderson Press Oxford (TB).
5. Cunningham, W.P., Cooper, T.H., Gorhani, E.& Hepworth, M.T., 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p.
6. De, A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment (R).
8. Jadhav, H.& Bhosale, V.M., 1995, Environmental Protection and Laws, Himalaya Pub. House, Delhi.
9. Mahapatra, R., Jeevan, S.S., Das, S. (Eds) (2017). Environment Reader for Universities, Centre for Science and Environment, New Delhi.
10. Miller, T.G., Jr. Environmental Science, Wadsworth Publishing Co. (TB).

<b>INTERNAL EVALUATION SCHEME</b>		
<b>NO</b>	<b>Particulars</b>	<b>Marks</b>
1	<b>Mid Semester Exam (Mandatory)</b>	<b>13</b>
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**Paper Style:**

<b>EXTERNAL ASSESSMENT BY UNIVERSITY</b>		<b>Exam Time:1:00 hrs.</b>
<b>Que. No.</b>	<b>Particulars</b>	<b>Marks</b>
<b>Que-1</b>	<b>(A) Essay Type Question.</b> (From Unit-1)	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question.</b> (From Unit-1)	
<b>Que-2</b>	<b>(A) Essay Type Question.</b> (From Unit-2)	<b>10</b>
	<b>OR</b>	
	<b>(B) Essay Type Question.</b> (From Unit-2)	
<b>Que-3</b>	<b>(Short Notes. (1/2) (One from each unit)</b>	<b>05</b>
	<b>Total Marks</b>	<b>25</b>



**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

<b>Course Level</b>	5.0	<b>Internal Marks</b>	25
<b>Programme</b>	Arts, Commerce & Science	<b>External Marks</b>	25
<b>Semester</b>	4	<b>Practical Internal</b>	-
<b>Course Type</b>	<b>Value Added Course-2</b>	<b>Practical External</b>	-
<b>Course Credit</b>	02	<b>Prac.Ext.Exam Time</b>	-
<b>Teaching Hours</b>	30	<b>Total</b>	50
<b>Course Code</b>		<b>Exam Duration</b>	1 Hour
<b>Course Title</b>	<b>LEARNING AND DEVELOPMENT – 2</b>		

**Course Objectives:** On successful completion of the course, the students will be able to:

- The course aims at equipping the learners with the concept and practice of Learning and Development in the modern organizational setting through the pedagogy of case study, counselling, discussions and recent experiences.

**Course Outcomes:** On successful completion of the course, the students will be able to:

- Compare and apply the Adult Learning theories for employee training and productivity in organizations;
- Demonstrate various techniques for enhancing decision-making and interpersonal skills;
- Examine the need and importance of guidance & counselling.

**Teaching Pedagogy:**

- Chalk & Talk, Translation, Direct/Indirect Method, Role-play, Group Discussion, Seminar, Case Study, Presentation, CALL, MALL, TALL

**Course Contents**

<b>Sem</b>	<b>Unit No.</b>	<b>Syllabi</b>	<b>Teaching Hours</b>
3	1	<b>LEARNING &amp; TRAINING, DEVELOPMENT METHODOLOGIES</b> Introduction, Meaning, Characteristics and Principles of Learning, Bloom's Taxonomy – Adult learning theories: Andragogy for Adult learners, Assumptions in Andragogy, Differences between Andragogy and Pedagogy- Facilitation Theory- Experimental Learning- Action learning- Blended learning and Problem-Based learning – Project Based learning- Learning Enhancement Factors  Development techniques for enhancing decision-making and interpersonal skills, in-basket exercise, special projects, action learning, syndicate work, games, actionmaze, role play,	15

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**  
**VALUE ADDED COURSE (VAC)**  
**Syllabus for Faculty of Arts, Commerce & Science as per NEP**  
**Effective from June 2024**  
**SEMESTER-IV**

		experience learning, discovery learning, brainstorming, position rotation, team building, and sensitivity training.	
	2	<b>GUIDANCE AND COUNSELLING</b> Guidance: meaning, needs, principles, types, importance; counselling; meaning, nature objectives and importance, techniques of counselling; directive, nondirective, eclectic, ethics in counselling, effect of guidance and counselling on individual learning and development.	15

**Reference Books:**

1. A.K. Narayana Rao (2002) Guidance and counselling, APH Publishing Corporation, New Delhi.
2. Bernard, H.W. & Fullner, D.W. (1987); Principles of Guidance, A Basic Text (Indian Education), New Delhi: Allied publishers Pvt.Ltd.,.
3. Carson, B. (2021). L&D's Playbook for the Digital Age. United States: American Society for Training & Development.
4. Clifford, J., Thorpe, S. (2007). Workplace Learning and Development: Delivering Competitive Advantage for Your organisation. United Kingdom: Kogan Page.
5. Fee, K. (2011). 101 Learning and Development Tools: Essential Techniques for Creating, Delivering and Managing Effective Training. United Kingdom: Kogan Page.
6. Hilgard, E. & Bower, G.H. (1966). Theories of Learning. USA: Englewood Cliffs: Prentice Hill.
7. Mishra, R.C. (2005); Guidance & Counselling (2 vols); New Delhi: APH, Publishing Cooperation.

<b>INTERNAL EVALUATION SCHEME</b>		
<b>NO</b>	<b>Particulars</b>	<b>Marks</b>
1	<b>Mid Semester Exam (Mandatory)</b>	<b>13</b>
2	Class Test	03
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8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
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**VALUE ADDED COURSE (VAC)**  
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14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	<b>Total</b>	<b>25</b>

**Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.**

**Paper Style:**

<b>Ques. No.</b>	<b>Particulars</b>	<b>From which Unit</b>	<b>Marks</b>
<b>1</b>	Question 1	<b>1</b>	<b>10</b>
	<b>OR</b>		
	Question 1		
<b>2</b>	Question 2	<b>2</b>	<b>10</b>
	<b>OR</b>		
	Question 2		
<b>3</b>	Question 3	<b>1</b>	<b>05</b>
	<b>OR</b>		
	Question 3	<b>2</b>	