

**GOVERNMENT GENERAL DEGREE COLLEGE, KALNA-I**

**Department of Sanskrit**

**COURSE STRUCTURE UNDER CCFUP (NEP 2020)**

**FOR**

**Semester-III**

**B.A. 3 YEARS DEGREE PROGRAMME WITH SANSKRIT MAJOR**

<b>Sl. No.</b>	<b>Course Name</b>	<b>Paper</b>
<b>1</b>	<b>Major/DS Course</b>	<b>SANS3011 Sanskrit Prose Literature</b>
<b>2</b>	<b>Major/DS Course</b>	<b>SANS3021 Indian Epic and Wisdom</b>
<b>3</b>	<b>Minor Course</b>	<b>HRM3021 Human Resource Management Module_1</b>
<b>4</b>	<b>Multi/Interdisciplinary</b>	<b>ENVSC3031 Climate Change &amp; Climate Action</b>
<b>5</b>	<b>Ability Enhancement Course (AEC)</b>	<b>BENG3041 [L1-2 MIL] বাংলা ছোটগল্প ও কবিতা</b>
<b>6</b>	<b>Skill Enhancement Course (SEC)</b>	<b>SANS3051 Scripts &amp; Composition</b>

**SANSKRIT Major**  
**Course Code: SANS3011**  
**Sanskrit Prose**  
**Full Marks:75 ( Theory 60+ Internal 15)**

**COURSE OBJECTIVES:**

Students will get an idea about Social structure, Literary style, Grammatical innovation & Story elements.

**LEARNING OUTCOMES:**

Readers get good exposure to the prose Literature of different period.

Section	Topic	Classes			Allotted Marks
		Lecture	Tutorial	Total	
A	<b>Origin and Development of Prose Literature :</b> Subandhu, Daṇḍī, Bāṇabhaṭṭa, Dhanapāla, Soḍḍhala, Ambikādatta Vyāsa	12	3	15	20
B	<b>Text reading: Classical Kādambarī (Śukanāśopadeśa)</b> (evaṃ samatikrāmatsu bhrātara ucchedyāḥ)	24	6	30	20
C	<b>Text reading: Contemporary Śivarājavijayam</b> (Prathama Virāma; Prathama Niḥśvāsa)	24	6	30	20

**SUGGESTED READINGS:**

- **Samskṛta Sāhityer Itihāsa** by Dhirendranath Bandyopadhyay.
- **Samskṛta Sāhityer Itibṛtta** by Gopendu Mukhopadhyay
- **Kādambarī ( Śukanāśopadeśaḥ)** edited by Amal Kumar Bhattacharya
- **Kādambarī ( Śukanāśopadeśaḥ)** edited by Nirod Baran Bhattacharya
- **Śivarājavijayaḥ of Ambikā Datta Vyāsa**, Vol.1, Prathama Virama, edited by Pt. Ramji Pandey Shastri
- **Śivarājavijayam of Ambikādatta Vyāsa:** Ed. Rekha Sukla & Pragya Pandey

**Major/DS Course (Core)**  
**Course Code: SANS3012**  
**Course Title: Indian Epic and Wisdom**  
**Full Marks:75 ( Theory 60+ Internal 15)**

**COURSE OBJECTIVES:**

Students will penetrate themselves with knowledge domains like History, Geography, Science and Culture of Ancient India.

**LEARNING OUTCOMES:**

Students get specific knowledge system that depicted in Epic and Purāṇas.

Section	Topic	Classes			Allotted Marks
		Lecture	Tutorial	Total	
<b>A</b>	<b>Vāyupurāṇa- Jambūdvīpavarṇanam</b> (34th chapter; verses: 1-96)	<b>24</b>	<b>6</b>	<b>30</b>	<b>20</b>
<b>B</b>	<b>Rāmāyaṇa- Śaratvarṇanam</b> (Triṃśa-sargaḥ; Verses: 21-57)	<b>13</b>	<b>4</b>	<b>17</b>	<b>20</b>
<b>C</b>	<b>Mahābhārata – Śāntiparva</b> (184th chapter; verses: 1- 44) Attributes of Pañcamahābhūta	<b>23</b>	<b>5</b>	<b>28</b>	<b>20</b>

SUGGESTED READINGS:

- **Vāyupurāṇa-** Shri PanchananaTarkaratna
- **Vāyupurāṇa:** G.V. Tagare
- **Śrīmad Vālmīki Rāmāyaṇa (Volume 1& 2)** - Gita Press, Gorakhpur
- **Rāmāyaṇa** - Edited by Sri Manindranath Samajdar, Bhattachary
- **Mahābhārata** - Gita Press, Gorakhpur.

**Type of the Course: SEC**  
**Title of the Course: - Scripts & Composition**  
**Course Code: SANS3051**  
**Total Credits: 03 (2-1-0)**  
**Full Marks: 40 (Theory) + 10 (Internal)**

**COURSE OBJECTIVES:**

- Students will develop skills in writing various scripts from ancient times to present day.
- Systematic practice of communication in Sanskrit will be encouraged in the classes.
- Regular assessment of translation skill of the students should be made by the class teacher/ coordinator of the course.

**LEARNING OUTCOMES:**

- Gradually gain proficiency in writing various scripts
- Initially predict the meaning of the Sanskrit sentences spoken in the class
- Predict the connotation of Sanskrit text without the support of any available translation

Section	Topic	Classes			Allotted Marks
		Lecture	Tutorial	Total	
<b>A</b>	<b>Script writing:</b> <ul style="list-style-type: none"> <li>• Brāhmī Script</li> <li>• Kharoṣṭhī Script</li> <li>• Proto-Bengali Script</li> <li>• Bengali Script</li> </ul>	<b>15</b>	<b>8</b>	<b>23</b>	<b>20</b>
<b>B</b>	<b>Sanskrit Composition:</b> <ul style="list-style-type: none"> <li>• Use of Pratyayas in sentences.</li> <li>• Avyayas</li> <li>• Ekapaḍīkaraṇam</li> <li>• Homonyms or homophones</li> <li>• Adjectives</li> <li>• Letter Writing in Sanskrit</li> </ul>	<b>15</b>	<b>7</b>	<b>22</b>	<b>20</b>

**SUGGESTED READINGS:**

- Bhāratīya Purālīpi Vidyā (Indian Epigraphy): Dinesh Chandra Sarkar
- Indian Palaeography by G. Buhler
- On the origin of the Indian alphabet & numerals by G. Buhler
- Elements of South Indian Palaeography by A. C. Burnell
- Palaeography of Brāhmī script in North India by T. P. Verma
  
- Bhāratīya Abhilekha O Pratnalipi – Ekṭi Saṃkṣipta Samikṣā: Debarchana Sarkar, Arpita Tripathi, Sulagna Pradhan
  
- Indian Ancient Script by Gourishankar Hirachand Ojha
  
- Indus Script and other Indian Script by Padmakar Mishra
- Pāṇinīyam (A Higher Sanskrit Grammar) by P.C Lahiri & H. Shastri
- The Students' Guide to Sanskrit Composition by V. S Apte.
- Samagra Vyākaraṇa Kaumudī: Ed. IswarchandraVidyasagar.
- Saṃskṛtasvādhyāyaḥ (1st & 2nd Dikṣā): Bempati Kutumba Shastri
- Helps to the Study in Sanskrit: Janaki Nath Shastri

**B.A. 3 YEARS DEGREE PROGRAMME WITH SANSKRIT MAJOR****Minor Course under Vocational Education & Training Course Code: HRM3021****Course Title: Human Resource Management –Module 1 Total Credit: 4****(Lecture -3, Tutorial -1)****Duration: 60 Hours Detailed****Syllabus – Third Semester****Full Marks:75 ( Theory 60+ Internal 15)**Introduction HR Executive (Duration: 4 Hours)

- Describe the roles and responsibilities of an HR Executive - Payroll and Employee Data Management.
- Explain the importance of the role.
- Explain organisation structure and various functions carried out in an organisation.
- Describe organizational, external agency and employee requirements for information.

Maintain employee records for compensation and benefits calculations (Duration: 15 Hours)

- List various data recording systems used in organisations to capture and process employee data.
- Record data manually in physical registers and files.
- List various sources of information related to payroll and employee data management.
- Describe various methods of taking attendance.
- Describe overtime and leave marking and approval process.
- List income tax-related investments and declaration form and evidence required with it.
- Describe various headers in a salary slip.
- List various information required to be maintained during the entire employee lifecycle in an organisation.
- Describe procedures for keeping data confidential and secure. Maintain records of new employees for details such as employee name, ID, team, salary, date of birth, address, etc.
- Seek necessary details of new employees from relevant authorities/ departments in the organisation such as employee number, access card number, date of joining, salary break-up, bands/levels, etc.
- Obtain records of existing employees assigned to new roles, in a timely manner pertaining to new designations, salary hikes, changes in pay bands, salary structure, departments, etc.
- Update records of existing employees assigned to new roles, in the database to reflect changes accurately and in a timely manner.
- Update leave details of employees into the database.
- Record the leave without pay details of employees.
- Record the overtime details of employees (when applicable).
- Update the date of resignation of the employees as well as the employee status to indicate resignation.
- Obtain salary calculation that forms part of a full and final settlement.
- Obtain previous employment detail /salary details if required/applicable.

- Seek clarifications and supporting information to address gaps in information in a timely manner, from appropriate department/authority.
- State standards, policies and procedures followed in the company relevant to own employment and performance conditions.
- List the organisation's hierarchy, departments, authorised signatories and authorisation's procedures.
- State the organisation's policies for recording and storing data.
- State the organisation's procedures for maintaining the security and confidentiality of information.
- State the organisation's policies and procedures for resolving discrepancies.
- State the organisations' human resource policies.

#### Process statutory entitlements for finalizing compensation and benefits (Duration: 15 Hours)

- Describe how to process statutory entitlements and deductions with respect to staff compensation and benefits.
- State current rules relating to statutory payments and deductions.
- State relevant concepts and terms regarding provident fund deduction such as employee's contribution, employer's contribution, minimum and maximum PF deduction allowed, government website through which payment is to be made, eligibility criteria, etc.
- State relevant concepts and terms regarding ESI deduction such as employee's contribution, employer's contribution, minimum and maximum ESI deduction allowed, government website through which payment is to be made, the applicability of ESI provisions to employees with salary as limited by present rules, etc.
- List statutory and regulatory authorities related to compensation and benefits.
- List documentation to be maintained for statutory compliances for PF, ESIC, Professional Tax, Income Tax, etc.
- Determine entitlement to statutory payments, provident fund (PPF), employees state insurance (ESI), professional tax, etc. for staff compensation and benefits.
- Calculate any applicable pre-tax deductions and all relevant statutory and non- statutory deductions.
- Identify the tax liabilities for various salary amounts and types.
- Identify relevant concepts and terms regarding Provident Fund deduction such as employee's contribution, employer's contribution, minimum and maximum PF deduction allowed and government website through which payment is to be made, eligibility criteria, etc.
- Calculate the amount of PF to be deducted individually from employees' salaries.
- Process PF Nomination, PF-Withdrawal and PF Transfer documents.
- Identify relevant concepts and terms regarding ESI deduction such as employee's contribution, employer's contribution, minimum and maximum ESI deduction allowed, government website through which payment is to be made, the applicability of ESI provisions to employees with salary as limited by present rules, etc.
- Calculate the amount of ESI to be deducted individually from employees' salaries.
- State organization's standards, policies, procedures, guidelines and service level agreements for dealing with queries and your role and responsibilities in relation to these.

#### Process salary packages in the payroll system (Duration: 15 Hours)

- Describe how to process salary packages in the payroll system.



- State key features of the legislation, regulations and taxation systems relevant to salary packaging arrangements and additional allowances.
- List benefits and costs to organisations and employees of salary packaging arrangements.
- Explain different models for salary packaging, including gross salary plus benefits, total employment costing.
- Describe external and organisational sources that can be accessed for additional information on salary packaging arrangements and additional allowances.
- Describe salary slip information.
- Prepare standard information for employees on available salary packaging options.
- Provide information to employees according to organisational policies and procedures
- Obtain employee information required to process salary packaging arrangements in line with organisational procedures.
- Determine tax and non-tax components of salary packaging arrangements.
- Calculate the impact of additional allowances on employee's gross income in the payroll system.
- Maintain payroll records relating to employee salary packaging arrangements and additional allowances according to organisational policies and procedures
- State standards, policies, and procedures followed in the company relevant to own employment and performance conditions.

#### Process payroll data (Duration: 11 Hours)

- List different types of payroll systems.
- List the organisation's methods of salary and payroll disbursement.
- Describe operational work systems, equipment, management and site operating systems for payroll activities.
- Explain workplace procedures and policies for carrying out employee payroll activities.
- List documentation requirements for carrying out employee payroll activities.
- Explain problems that may occur and appropriate action that can be taken to resolve these problems.
- State regulations relevant to payroll activities.
- Describe workplace grading systems.
- Describe workplace leave and roster systems.
- Ensure all earnings are authorised and calculated in accordance with defined remuneration policies and workplace procedures.
- Maintain a record of leave entitlements; leave taken, loadings and allowances.
- Calculate gross pay and deductions accurately from information contained in relevant documents.
- Prepare payroll within designated timelines and in accordance with organisational policy and procedures.
- Reconcile total wages for a pay period, check or correct irregularities or refer to designated persons for resolution.
- Make arrangements for payment in accordance with organisational and individual requirements.
- Produce payroll records in accordance with organisational policy and security procedures.
- Check the accuracy of payroll records in accordance with organisational policy and security procedures.
- Coordinate with accounts team for final salary payments by sharing accurate and timely information in

required formats

- Follow security procedures for processing payroll and for maintaining payroll records.
- Respond to payroll enquiries in accordance with organisational and legislative requirements. • Provide information in accordance with organisational and legislative requirements.
- State organisational policies and procedures across the full range of tasks for the required payroll processes.

#### Reference Books on Human Resource Management

- 1) Human Resource Management in India – Sage Publications India Pvt Ltd
- 2) Strategic Human Resource Management – Pearson India.
- 3) Human Resource Management in India – Excel Books
- 4) Human Resource Management in India – Tata Mc Grow Hill Education
- 5) Human Resource Management an Indian Context—Himalaya Publishing House
- 6) Human Resource Management in India—Thi Learning Pvt Ltd
- 7) Indian Ethos and Human Resource Management—Excel Books
- 8) Human Resource Management in India—Oxford University Press

**B.A. 3 YEARS DEGREE PROGRAMME WITH SANSKRIT MAJOR****PAPER CODE: ENVSC 3031 [ENVSC Multidisciplinary:  
COURSE NO. 3]CLIMATE CHANGE & CLIMATE ACTION  
TOTAL CREDITS: 3****TIME: 2 Hours****MARKS: 40****Full Marks 50 (Theory 40+ Internal 10)****Learning objectives****Lecture: 50**

- Explain the fundamentals of climate change science
- Present the international climate change legal and policy framework and explain key issues under negotiation
- Describe the expected consequences of climate change and the role of adaptation
- Provide a rationale for climate change mitigation and propose actions in key sectors
- Outline basic elements of planning processes to deliver climate change action

**Learning outcome**

After completion of this course students should learn about -

- Fundamentals of climate change science as well as know-how of the equipment with techniques for adaptation and vulnerability assessment
- Knowledge and understanding on future implementation of low carbon development policy

**The Science of climate change:** Atmosphere of the Earth; Global temperature – Past and present trend, Green house effects; Global energy balance: Greenhouse gases and aerosols; its effects on global warming **15**

**Climate change and its effects:** Impact of climate change on the perspective of biodiversity, ocean, natural hazards, health risk, food supply, poverty, environmental refugee **10**

**Climate action:** climate change - adoption, Vulnerability assessment-IPCC Framework (AR5 and AR6); Identifying and selecting adaptation option, linking adaptation and development Planning

**10**

**Policy and mitigation:** Policy approaches for mitigation and Low Carbon Development; Role of National and Sectorial Institutions in climate change planning, National Action Plan on Climate Change

**Proposed faculty involvement***Unit 1 & 2: Social Science/ Botany/Zoology**Unit 3: Geography/Botany/ Zoology/ History**Unit 4: Geography/ Social Science/ Physics**Unit 5: Political Science/Social Science*

**Ability Enhancement Course (AEC)**  
**BENG3041 [L1-2 MIL] বাংলা ছোটগল্প ও কবিতা**  
**Full Marks 50 (Theory 40+ Internal 10)**

এই পাঠ্যসূচীর উদ্দেশ্য হল বাংলা সাহিত্যের আধুনিক কালের বাংলা ছোটগল্প ও কবিতা সম্পর্কে শিক্ষার্থীদের অবহিত করা।

একক- ১

বাংলা ছোটগল্প – রবীন্দ্রনাথ ঠাকুর – একরাত্রি, প্রভাত মুখোপাধ্যায়- আদরিনী, বনফুল- তাজমহল

একক- ২

একালের কবিতা – দিনেশ দাস- কেরানী, প্রেমেন্দ্র মিত্র – মানে, শক্তি চট্টোপাধ্যায় – অবনী বাড়ি আছে।