

# UNIVERSITY OF POONCH RAWALAKOT



**SCHEME OF STUDY**  
**TWO-YEAR ASSOCIATIVE DEGREE (AD) PROGRAM**  
**2<sup>nd</sup> SEMESTER**

# UNIVERSITY OF POONCH RAWALAKOT

## SCHEME OF STUDY AD PROGRAM 2<sup>ND</sup> SEMESTER

S. No	Subject Title	Course Code	Subject Category	Credit Hours
<b>ARTS AND HUMANITIES (ONE COURSE)</b>				
1	Pakistan Studies	AH-221		3(3-0)
2	Urdu	AH-222		3(3-0)
3	Arabic	AH-223		3(3-0)
4	Constitutional Law	AH-224		3(3-0)
<b>NATURAL SCIENCES (ONE COURSE)</b>				
1	Fundamentals of Geology	NS-221		3(2-1)
2	Introduction to Environmental Science	NS-222		3(3-0)
3	Fundamentals of Geography	NS-223		3(2-1)
<b>SOCIAL SCIENCES (ONE COURSE)</b>				
1	Introduction to Journalism and Mass Communication	SS-221		3(3-0)
2	Tourism and Hospitality	SS-222		3(3-0)
3	Principals of Management	SS-223		3(3-0)
4	Introduction to Social Work	SS-224		3(3-0)
5	Health and Physical Education	SS-225		
<b>COMPULSORY COURSES</b>				
<b>EXPSITORY WRITING</b>				
1	English-II	EW-221		3(3-0)
<b>QUANTITATIVE REASONING (ONE COURSE)</b>				
2	Introductory Statistics	QR-221		3(3-0)
3	Mathematics-I	QR-222		3(3-0)

<b>Arts and Humanities (One Course)</b>			
<b>S. No</b>	<b>Course Title</b>	<b>Corse Code</b>	<b>Credit Hours</b>
<b>1.</b>	<b>Pakistan Studies</b>	<b>AH-221</b>	<b>3(3-0)</b>
<b>2.</b>	<b>Urdu</b>	<b>AH-222</b>	<b>3(3-0)</b>
<b>3.</b>	<b>Arabic</b>	<b>AH-223</b>	<b>3(3-0)</b>
<b>4.</b>	<b>Constitutional Law</b>	<b>AH-224</b>	<b>3(3-0)</b>

<b>Pakistan Studies (AH-221)</b>	<b>3(3-0)</b>
<p><b>Course Contents:</b></p> <ul style="list-style-type: none"> <li>• Historical background of Pakistan</li> <li>• Muslim society in Indo-Pakistan</li> <li>• The movement led by the societies</li> <li>• The downfall of Islamic society</li> <li>• The establishment of British Raj- Causes and consequences.</li> <li>• Political evolution of Muslims in the twentieth century:</li> <li>• Sir Syed Ahmed Khan;</li> <li>• Muslim League; Nehru;</li> <li>• Allama Iqbal: Independence Movement;</li> <li>• Lahore Resolution;</li> <li>• Pakistan culture and society,</li> <li>• Constitutional and Administrative issues,</li> <li>• Pakistan and its geo-political dimension,</li> <li>• Pakistan and International Affairs,</li> <li>• Pakistan and the challenges ahead.</li> </ul>	
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. The Emergence of Pakistan, Chaudary M., 1967</li> <li>2. The making of Pakistan, Aziz. 1976</li> </ol>	

Urdu (AH-222)

3(3-0)

**Course Contents:**

مقاصد:

- i. لسانیات کو بحیثیت ایک علم سمجھنے کی صلاحیت پیدا کرنا
  - ii. لسانیات کی مختلف اقسام کو ان کی مبادیات کے تحت سمجھنے کی کوشش کرنا
  - iii. زبانوں کے خاندان اور اردو میں علم لسانیات کی تاریخ اور ارتقاء کو سمجھنا
- (الف) لسانیات اور اس کی اقسام:  
عمومی لسانیات، تاریخی لسانیات، سماجی لسانیات، اطلاقی لسانیات
- (ب) عمومی لسانیات:  
۱۔ صوتیات  
۲۔ مارفیمیات  
۳۔ نحویات  
۴۔ معنیات
- (ج) تاریخی لسانیات:  
۱۔ زبانوں کے خاندان  
۲۔ اردو میں لسانیات کی تاریخ اور ارتقا

مجوزہ کتب:

- اقتدار حسین، لسانیات کے بنیادی اصول، لکھنؤ: فخر الدین علی احمد میموریل کمیٹی، ۱۹۸۵ء  
خلیل احمد بیگ، اردو کی لسانی تشکیل، علی گڑھ: ایجوکیشنل بک ہاؤس، ۲۰۰۰ء  
خلیل صدیقی، زبان کیا ہے؟، ملتان: بیکن بکس، ۲۰۰۱ء  
سہیل بخاری، اردو زبان کا صوتی نظام اور تقابلی جائزہ، اسلام آباد: مقتدرہ قومی زبان، ۱۹۹۱ء  
عبدالسلام، عمومی لسانیات: ایک تعارف، کراچی: رائل بک کمپنی، ۱۹۹۳ء  
محبوب عالم، اردو کا صوتی نظام، اسلام آباد: مقتدرہ قومی زبان، ۱۹۹۷ء  
میمن عبدالمجید سندھی، لسانیات پاکستان، اسلام آباد: مقتدرہ قومی زبان، ۱۹۹۲ء

Constitutional Law (AH-224)

3(3-0)

**Course Objectives**

The course will examine the remarkable unwritten constitution of the UK, the Separation of Powers, Rule of Law, Parliamentary Supremacy and the Independence of Judiciary under the British constitutional conventions.

**Course Contents**

The course will examine the remarkable unwritten constitution of the UK, the Separation of Powers, Rule of Law, Parliamentary Supremacy and the Independence of Judiciary under the British constitutional conventions.

Course contents shall include the Nature and Development of the British Constitution, the Conventions of the Constitution and will look at the Institution of Government; the Monarchy, the Legislature and the Executive.

**Suggested Readings:**

- Allen, Michael and Thomson, Brian. Cases and Materials: Constitutional and Administrative Law. Oxford: OUP, 2005.
- Bagehot, Walter & Taylor, Miles. The English Constitution (Oxford World Classics). Oxford: OUP, 2009.
- Barnett, Hilaire. Constitutional and Administrative Law, 8th edn. Oxon: Routledge, 2011.
- Cownie, Fiona et al, English Legal System in Context, 4th edn. Oxford: OUP, 2007.
- Dicey, A.V. Introduction to the Study of the Law of Constitution, 10th edn. Delhi: Universal, 2003 (4th I rpt.).

<b>Natural Sciences (One Course)</b>			
S. No	Course Title	Course Code	Credit Hours
1.	<b>Fundamentals of Geology</b>	NS-221	3(2-1)
2.	<b>Introduction to Environmental Sciences</b>	NS-222	3(3-0)
3.	<b>Fundamentals of Geography</b>	NS-223	3(2-1)

<b>Fundamentals of Geology (NS-221)</b>	<b>3(2-1)</b>
<b>Course Objectives</b>	
This course is designed to acquire the knowledge about the basic concepts of Geology. This will help the students to get knowledge about various types of rocks and minerals and the processes of their formation.	
<b>Course Contents</b>	
<ol style="list-style-type: none"> <li><b>1. INTRODUCTION TO GEOLOGY</b> <ol style="list-style-type: none"> <li><b>A. SCOPE OF GEOLOGY</b></li> <li><b>B. ORIGIN OF EARTH</b></li> <li><b>C. AGE OF EARTH</b> <ol style="list-style-type: none"> <li>(i) Methods of age determination</li> <li>(ii) Geological time scale</li> </ol> </li> <li><b>D. INTERIOR OF EARTH</b> <ol style="list-style-type: none"> <li>(i) Internal structure of earth</li> <li>(ii) Physical properties of earth interior</li> <li>(iii) The Crust</li> <li>(iv) The Mantle</li> <li>(v) The Core</li> <li>(vi) Gravity and Isostasy</li> </ol> </li> </ol> </li> <li><b>2. INTRODUCTION TO MINERALS</b></li> </ol>	

- A. Definition
- B. Physical properties
- C. Example of minerals
- 3. INTRODUCTION TO ROCKS**
- A. IGNEOUS ROCKS**
  - (i) Crystallization of Magma
  - (ii) Igneous textures
  - (iii) Classification of igneous rocks
  - (iv) Description of common igneous rocks
  - (v) Volcanic activity
- B. SEDIMENTARY ROCKS**
  - (i) Classification of sedimentary rocks
  - (ii) Changing sediments into sedimentary rocks
  - (iii) Sedimentary structures
  - (iv) Sedimentary environments
  - (v) Description of common sedimentary rocks
- C. METAMORPHIC ROCKS**
  - (i) Metamorphism
  - (ii) Agents of metamorphism
  - (iii) Types of metamorphism
  - (iv) Structures of metamorphic rocks
  - (v) Texture and mineralogical changes in metamorphic rocks
  - (vi) Description of common metamorphic rocks
- D. GEOLOGICAL STRUCTURES**
  - (i) Dip and strike
  - (ii) Folds
  - (iii) Faults
  - (iv) Unconformity
  - (v) Joints
  - (vi) Mountain building
- E. WEATHERING AND SOIL**
  - (i) Weathering
  - (ii) Types of weathering
  - (iii) Soil
  - (iv) Types of soil
  - (v) Soil profile
- F. MASS WASTING AND GRAVITY PROCESSES**
  - (i) Mass wasting
  - (ii) Classification of mass wasting processes
  - (iii) Permafrost and solifluction

## LAB WORK

- A. Study of relief features with the help of models and topographic maps.
- B. Identification of common rocks
- C. Identification of common minerals.
- D. Use of brunton/silva compass
- E. Use of GPS.

### Suggested Readings:

- Physical Geology by Plummer, McGeay & Carlson, 2005. Principles of Physical Geology by Holmes, A., 1978, Nelson.
- Lab Manual for Physical Geology by Jones, Norris. W., Johnes, Charles E., 2005, McGraw-Hill.
- How Does Earth Work: Physical Geology and Process of Science by Smith, G. and Pun, A., 2006, Prentice Hall.
- The Mapping of Geological Structures by McClay, K.R., 1987, Open University Press. Foster, R. J., General Geology. Merrill, Columbus.
- Tarbuck, E. J. and Lutgens, F. K., 1987. The Earth. Merrill, Columbus.

## Introduction to Environmental Sciences (NS-222)

3(3-0)

### Course Objectives

The general objectives of this course are to expose students to:

- How science and the scientific method address environment systems and issues.
- The Earth's major natural systems, how these systems function, and how they are affected by human activity.
- The sustainability, and unsustainability, of various interactions between human society and the Earth's natural systems (ie. energy use and generation, resource consumption and economics, food production).

### Course Contents

- Define the principles of science, stewardship and sustainability, and recognize their role in evaluating and establishing a viable human society within Earth's systems.
- Apply the scientific method, and recognize that with its use science provides a reliable, rigorous and unbiased way to gain knowledge of the natural world.
- Recognize, describe, and quantitatively describe Earth systems, including the land, water, sea, and atmosphere, and how these function collectively to support life on Earth.
- Describe ecosystems in terms of how they vary, are structured, and function both internally and as part of the larger biosphere.
- Describe human population characteristics and growth, and recognize the impacts of human society on Earth's systems and resources

- Recognize the purpose and assess the effectiveness and feasibility of governmental environmental policy in defining and regulating the role and impacts of human society on Earth.
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**Suggested Readings:**

- Essential Environment: The Science Behind the Stories, ISBN: 9780134714882
- Environmental Science for a Changing World, 1st Edition (2013) or 2<sup>nd</sup> Edition (2014) or 3<sup>rd</sup> edition (2018), by Houtman, Karr, and Interlandi, published by W.H. Freeman

**Fundamentals of Geography (NS-223)**

**3(2-1)**

**Course Objectives**

- To make the student understand about the subject of Geography and apply this knowledge in practical life.

**Course Contents**

1. Scope of the subject
2. Roots of the discipline and basic geographic concepts
3. The evolution of geography from ancient to modern period
4. Branches of Geography and its relations with other disciplines.
5. Location: Absolute and relative
6. Place: Physical and anthropogenic characteristics
7. Interaction of different processes
8. Movement
9. Region
10. Rotation and revolution and related phenomena
11. Earth's Satellite Moon
12. Lunar and Solar Eclipses
13. Geographical coordinates and its characteristics,
14. World time zones standard and local time

**LAB WORK**

15. Lab. Work: Study of maps, atlases and different types of models to understand various Geographical Phenomena.

16. Field Visit: to show the characteristics of places and man-environment interaction.

**Suggested Readings:**



- Christopherson, R.W. (2000), Geo-systems, Prentice-Hall, Inc, USA.
- De Blij, H. J and Muller, P.O. (1996), Physical Geography of the Global Environment, USA, John Wiley and Sons Inc.
- Fraser, C. (1993) Unlocking the five themes of Geography. Globe Book Company, New Jersey.
- Gabler, R.E, Sager, R.J and Wise, D.L. (1997), Essentials of Physical Geography, Saunders College Publishing, New York
- Mcliveen, J.F.R. (1992), Fundamentals of Weather and Climate, Prentice Hall New Jersey
- Strahlar, A.N., Strahlar, A.H. (2004), Physical Environment, John Wiley. New York
- Stringer, E.T. (2004), Modern Physical Geography, New York: John Wiley.
- Taylor, J. (1993), Integral Physical Geography, London Longman
- Thompson, R.D. et al. (1986), Process in Physical Geography, London, Longman.
- Thurman, H.V. & Mexrill (1996), Essentials of Oceanography, Menson, London

<b>Social Sciences (One Course)</b>			
<b>S. No</b>	<b>Course Title</b>	<b>Corse Code</b>	<b>Credit Hours</b>
<b>1.</b>	<b>Introduction to Journalism and Mass Communication</b>	<b>SS-221</b>	<b>3(3-0)</b>
<b>2.</b>	<b>Tourism and Hospitality</b>	<b>SS-222</b>	<b>3(3-0)</b>
<b>3.</b>	<b>Principles of Management</b>	<b>SS-223</b>	<b>3(3-0)</b>
<b>4.</b>	<b>Introduction to Social Work</b>	<b>SS-224</b>	<b>3(3-0)</b>
<b>5.</b>	<b>Health and Physical Education</b>	<b>SS-225</b>	<b>3(3-0)</b>

<b>Introduction to Journalism and Mass Communication (SS-221)</b>	<b>3(3-0)</b>
<b>Course Objectives</b>	
This course is aimed at introducing the students with basic concept of Communication and mass Communication. This course further enables the students to understand the Communication process and distinguish among various mass media	
<ul style="list-style-type: none"> <li>• Definitions, types and significance. Process of Communication: source; message; channel; noise; Destination; encoding; decoding;</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Feedback. Barriers in communication. Essentials of effective communication. Dimensions of mass communication: mass media, advertising, public relations, blogging, new media etc. and Functions of mass communication. (Information, Education, Opinion Formation, Entertainment and Development.)</li> </ul> <p><b>Media of Mass Communication</b></p> <ul style="list-style-type: none"> <li>• Print Media: newspapers, magazines, periodicals, books, pamphlets, etc. Broadcast media: Radio, TV, film. New Media: (Internet)–On-line journalism. Traditional/Folk-Media. Comparative study of mass media, their components, functions and effects.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Dominick, J.R.(2006).Dynamics of Mass Communication(8th Ed.)New York. McGraw-Hill</li> <li>➤ Merrill, J.C., Lee, J., Friedlander, E.J., (1994). Modern Mass (2nd Ed). New York. Harper Collins College Publishers</li> <li>➤ Straubhaar, Larose. (2002). Media Now: Communication Media information Age (3rd Ed.)</li> </ul>	

<b>Tourism and Hospitality (SS-222)</b>	<b>3(3-0)</b>
<b>Course Objective</b>	
The objective of this course is to provide students with a basic introduction to micro and macro economics. It aims to create an intuitive understanding of the central principles of the subject without the application of the more complex tools of economics. The most important purpose of this course is to help students learn the economist's way of thinking.	
<b>Unit-1 Introduction</b>	

Introduction, Types and Forms, Components of Tourism, Economic Importance, Benefits and costs of Tourism, Basis of Tourism

### **Unit-2**

#### **Classification of Tourists**

Inbound outbound, national, internal, domestic tourists, Purpose of travel, types of tourists, importance of tourist classifications, factors that motivates tourists to travel.

### **Unit-3**

#### **Tourist Models**

Tourist behavior models, Plogs model, cohen, smith, global travel survey model, lieper's model, push and pull factors, whole tourism system.

### **Unit-4**

#### **Impacts of Tourism**

positive and negative impacts, Economic, environmental, social, cultural impacts.

### **Unit-5**

#### **Tourism Marketing**

What is marketing, market segments (target market), marketing mix, Market research

### **Unit-6**

#### **Tourism Policy and Planning**

International policy, Pakistan policy and planning, role of Government and other organizations, Case study of an International Touristic destination, the 5 As of tourist destination,

### **Unit-7**

#### **Practical case studies**

International Tourist destination, Domestic Tourist Destination, visit to different local Tourist sites.

- Visits to tourist destinations

#### **Suggested Readings:**

- Charles R. Goeldner and J. R. Brent Ritchie (2011) Tourism: Principles, Practices, Philosophies 12th edition, John Wiley & Sons.
- Walker, John. (2002) Introduction to Hospitality 3rd edition. Upper Saddle River, NJ : Prentice Hall.
- Beaver , Allan (2006) .A Dictionary of Travel and Tourism Terminology . Oxfordshire, UK: CABI Publishing.
- Boniface, Brian G. and Chris Cooper (2001). Worldwide Destinations: The Geography of Travel and Tourism, 3rd edition. Oxford, UK: Butterworth – Heinemann.
- Cooper , C. , J. Fletcher , D. Gilbert , and R. Shepherd , (1998), Tourism: Principles and Practice . Essex, UK:

**Principles of Management (SS-223)****3(3-0)****Course Objectives**

- To expose students to the theories of management, organizational theory, and the practice of management in contemporary organizations from a conceptual, analytical, and pragmatic perspective.
- The course will also allow students to develop their own framework for analyzing and understanding management as well as exploring and developing their own personal philosophy of management.
- The students would be able to communicate effectively, develop people, solve problems and making decisions, organize themselves and also would be able to work in team.

**Course Outcome**

This course is designed to give an overview of the theory and practice of management. The concept of management is presented as a discipline as well as a process. The course will cover the evolution of management, its history, and the development of important concepts. It will cover the basic functions of management: planning, organizing, leading, and controlling.

**Course Contents****Week 1: Management, managerial roles and competencies:**

- a. Definition of management
- b. Four Functions of Management
- c. Minzbergs' Managerial Roles
- d. Managerial Skills

**Week 2 & 3: Foundation/Evolution of Management Thinking:**

- a. Classical Approach
  - Scientific Management (Frederick Taylor, Lenien&Gilberth and Henery Gantt contribution)
  - b. Administrative Approach (Henery Fayol contribution and principles, Max Weber theory of Bureaucracy)
- b. Behavioral Approach (Hawthorne Studies and Human Relations Movement)
- c. Quantitative Approach (Management Science thought and Total Quality Management thought)
- d. Contemporary Approach (System Theory, Contingency theory and Learning organization theory)

**Week 4: Planning & Strategic Management:**

- a. An overview of planning fundamentals
- b. Level/types of planning
- c. Organizational Goals (Definition, purposes, kinds and characteristics)
- d. Planning process
- e. Strategic Management Process

**Week 5: Decision Making and the Escalation of Commitment:**

- a. Decision making and its characteristics
- b. Stages of decision making
- c. Factors affecting rational decision making
- d. What is escalation of commitment
- e. Why does escalation of commitment occur

- f. How to avoid escalation of commitment

**Week 6: Organization and Structure:**

- a. Meaning of Organization and organization structure
- b. Forms of organizational structure
- Centralization and decentralization
  - Formalization
  - Hierarchical Structure (Tall and Flat structure)
  - Departmentalization (Functional, product and geographical)
  - Mechanistic vs organic structure
  - Contemporary organization structures (Matrix structure, boundary less organization and learning organization)

**Week 7 & 8: Leadership & Leader's styles:**

- a. Leadership defined
- b. Meaning of effective leadership
- c. Leader versus manager
- d. Theories/approached of effective leadership:
- Trait theory
  - Behavioral theories (University of Low studies, The Ohio State University studies, University of Michigan studies, Managerial Grid)
- e. Contingency theories (Fiedler's contingency Model, Path-Goal theory)
- f. Power Influence
- g. Transformational Leadership

**Week 9: Mid-Semester Examination Week 10: Controlling:**

- a. What is organizational control
- b. Importance of control system
- c. Controlling process/control system
- d. Methods of control

**Week 11: Human Resource Management:**

- a. Human resource management defined
- b. The importance of HRM
- c. The Human resource management process

**Week 12: Communicating:**

- a. Meaning of Communication
- b. Communication process
- c. Types of organizational communication (verbal, non-verbal, formal, informal, upward, downward and horizontal)
- d. Barriers to effective communication

**Week 13: Personality and Human Behavior:**

- a. Definition of personality
- b. Theories of personality:
- Trait Theory of Personality
  - Myer Briggs Type Indicator (MBTI)
  - Big-Five Personality Model

- Type A and Type B personality

**Week 14 & 15: Motivation: Theories and Styles:**

- Meaning of Motivation
- Goal Setting theory
- Reinforcement theory
- Need theories (Maslow’s Hierarchy of need theory, Alferd’s ERG theory, Mcllelland need theory)
- Theory X and Theory Y
- Equity Theory
- Herzberg two factor theory
- Job Characteristics Model
- Vroom’s expectancy theory

**Week 16: Assessment (Quiz, assignment and presentation)**

**Suggested Readings:**

- Hill, W. L. C., & McShane, S. (2006). Principles of Management. PA, USA: McGraw-Hill Professional.
- Carpenter, M. (2009). Principles of Management. Flat World Knowledge, Inc.
- Certo, C. S., & Certo, T. S. (2015). Modern Management: Concepts and Skills. NJ, USA: Prentice- Hall.
- Robbins, P. S., De Cenzo, A. D., & Coulter, M. (2014). Fundamentals of Management: Essential Concepts and Applications. NJ, USA: Prentice- Hall.
- Hannagan, T. (2009). Management: Concepts & Practices. NJ, USA: Prentice- Hall.
- Mejia, Balkin, & Cardy. (2006). Management, (3rd Edition). McGraw-Hill.
- Morden, T. (2004). Principles of Management, (2nd Edition).
- Ashgate. Bateman, S. (2002). Management Competing in New Era, (5th Edition). McGraw-Hill.

<b>Introduction to Social Work (SS-224)</b>	<b>3(3-0)</b>
<p><b>Course Contents:</b>  Social Work: An Introduction, Social Work History and Evolution, Social Work Methods: Primary Methods, Social Work Methods: Secondary Methods, Important Fields of Social Work Practice, Social Work Theories, Approaches and Perspectives for Social Work Practice, The Intervention Process and Techniques in Social Work, Social Issue and Social Legislation in Pakistan, Social Work/Welfare Agencies in Pakistan, Stereotypes about Masculinity</p>	
<p><b>Suggested Readings:</b></p> <ul style="list-style-type: none"> <li>➤ Introduction to Social Work by Lambert K Engelbrech</li> <li>➤ Social Work by Martin Davies</li> </ul>	

**Health and Physical Education (SS-225)****3(3-0)****Course Objectives:**

This course is designed to acquaint students with the objectives to make them understand the basic concepts of physical education and its relation to Health Education, and provide preliminary awareness about physical, mental and social developments; interpretation of biological, psychological effects on physical activities.

**Course Contents:****i. INTRODUCTION**

- a. Historical background of Physical Education
- b. Definition and scope of Physical Education
- c. Aims and objectives of Physical Education

**ii. PHILOSOPHY AND PHYSICAL EDUCATION**

- a. Definition
- b. Components of Philosophy
- c. Relationship of Physical Education with Naturalism, Idealism, Realism, Pragmatism, Existentialism

**iii. PHYSICAL EDUCATION AS DISCIPLINE**

- a. Physical Education, an academic discipline
- b. Physical Education and Islam
- c. Physical Education as a profession

**iv. SCIENTIFIC FOUNDATION OF PHYSICAL EDUCATION**

- a. Biological interpretation of Physical Education
- b. Psychological interpretation of Physical Education
- c. Sociological interpretation of Physical Education

**v. PHYSICAL EDUCATION AND RECREATION**

- a. Definition of Recreation
- b. Types of Recreation
- c. Principles of Leisure
- d. Outdoor pursuits

**vi. LEADERSHIP IN PHYSICAL EDUCATION**

- a. Definition and kinds of leadership
- b. Selection criteria of leader
- c. Qualities of a good leader
- d. Challenges in Physical Education profession

**Suggested Readings:**

- Dr. A. Waheed Mughal, Health & Physical Education.
- Shamshad Ahmed. Education in Physical Education. New Delhi: Isha Books, 2005.
- Syal, Meenu. Physical Education Sports and Games. New Delhi: Sports Publication, 2005.
- Davis, M.B. Physical Training in School. New Delhi: Sport Publication, 2004.
- Shekar, C.K. Foundation of Physical Education and Sports. New Delhi: Khel Sahitya Kendra, 2004.
- Jain, Anoop. Physical Education Foundation. New Delhi: Sports Publication, 2003.

- Jain, D. Physical Education for Secondary School Children. New Delhi: Khel Sahitya Kendra, 2003.

### Compulsory Courses

S. No	Course Title	Corse Code	Credit Hours
1.	English-II	EW-221	3(3-0)
2.	Introductory Statistics	QR-222	3(3-0)
3.	Mathematics-I	QR-222	3(3-0)

### Expository Writing

<b>English-II (EW-221)</b>	<b>3(3-0)</b>
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#### Course Description

The course focuses on the basic strategies of composition and writing skills. Good writing skills not only help students obtain good grades but also optimize their chances to excel in professional life. The course includes modes of collecting information and arranging it in appropriate manner i.e. chronological order, cause and effect, compare and contrast, general to specific etc. It would enable the students to write, edit, rewrite, redraft and proofread their own documents for writing effective compositions. Because of the use of a significant amount of written communication on daily basis, sharp writing skills have always been valued highly in academic as well as professional spheres.

#### Course Objectives

This course aims to:

- assist students identify the audience, message, and the purpose of writing
- develop rhetorical knowledge and critical thinking
- enable them to express themselves in a variety of writing styles
- help students write well organized academic texts including examination answers with topic/thesis statement and supporting details.
- make students write argumentative essays and course assignments

#### Course Contents

1. **Writing Process**
  - Invention
  - Generating Ideas (collecting information in various forms such as mind maps, tables, lists, charts etc)
  - Identifying Audience, Purpose, and Message
  - Ordering Information
  - Chronology for a narrative
  - Stages of a process
  - From general to specific and vice versa
  - From most important to least important
  - Advantages and disadvantages
  - Comparison and contrast
  - Problem solution pattern
  - Drafting
  - Free Writing



- Revising
- Editing
- 2. **Paraphrasing**
- 3. **Cohesion and Coherence**
  - Cohesive Devices
  - Paragraph unity
- 4. **Summary and Précis Writing**
- 5. **Creative Writing**
- 6. **Essay Writing**
  - developing a thesis statement
  - organizing an essay
  - writing effective introduction and conclusion
  - different types of essays
  - use of various rhetorical modes including exposition, argumentation and analysis
- 7. **Reading Comprehension**

Note: Teachers need to include practice activities, exercises and worksheets on the provided topics.

#### Recommended Readings

- Goatly, A. (2000). Critical Reading and Writing: An Introductory Course. London: Taylor & Francis
- Hacker, D. (1992). A Writer's Reference. 2nd ed. Boston: St. Martin's
- Hamp-Lyons, L. & Heasley, B. (1987). Study writing: A course in written English for academic and professional purposes. Cambridge: Cambridge University Press.
- Howe, D. H, Kirkpatrick, T. A., & Kirkpatrick, D. L. (2004). Oxford English for Undergraduates. Karachi: Oxford University Press.
- Kirszner, L.G & Mandell, S.R. (1989). Patterns for College Writing: Fourth Edition. USA: St. Martin's Press, Inc.
- Smazler, W. R. (1996). Write to be Read: Reading, Reflection and Writing. Cambridge: Cambridge University Press.

### Quantitative Reasoning

(One Course)

**Mathematics-I (QR-222)**

**3(3-0)**

**Course Outline:**

Complex Numbers, Matrices and Determinants, Vectors, Sequences, Miscellaneous Series, Permutation, Combination, Probability, Mathematical Induction and Binomial Theorem, Functions and Graphs, Linear Programming, Trigonometric Identities, Application of Trigonometry, Graph of Trigonometric and Inverse Trigonometric Functions and Solutions of Trigonometric Equations

**Reference Books**

**Introductory Statistics (QR-221)**

**3(3-0)**

**Course Outline:**

**Introduction:**

What is Statistics? Descriptive and Inferential Statistics, Introduction to basic terms, Measurability and Variability, Data and Data types (grouped and ungrouped data), Variables and Variable types, Measurement scales (Nominal, Ordinal, Interval, and Ratio) Graphic Presentation of Data: what is Graphs? Pareto Diagram, Stem and Leaf Displays, Bar Graph, Histograms, Pie-Chart, Box and Whisker Plots and their Interpretation.

**Numerical Descriptive Statistics:**

Measure of Central Tendency (Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode), Measure of Position (Quartiles and Percentiles), Measure of Dispersion (Range, Quartile Deviation, Mean Deviation, Variance and Std. Deviation), Skewness and Kurtosis

**Probability:**

Nature of Probability, Probability of Events, Simple Sample Spaces, Rules of Probability, Mutually Exclusive Events, and Addition Rule, Independence, the Multiplication Rule, and Conditional Probability, Bayes' Rule

**Reference Books**

- Johnson, R and Kuby, P. (2004) "Elementary Statistics" 9th Edition Brooks/Cole, a division of Thomson Learning, Inc. USA
- Walpole, R.E., Myers, R.H and Myers, S.L. (1998), "Probability and Statistics for Engineers and Scientist" 6th edition, Prentice Hall, NY.
- Chaudhry, S.M.and Kamal, S. (1996), "Introduction to Statistical Theory" Parts I & II, 6th ed, Ilmi Kitab Khana, Lahore, Pakistan.

## ARABIC

Title	Description
Nature of Course	Compulsory
No. of C.Hrs.	03
Teaching weeks	16
Objectives of the Course	1- طلباء کو علوم اسلامی میں عربی زبان کی اہمیت سے آگاہ کرنا 2- طلباء کو علم صرف اور نحو کے بنیادی قواعد سے آگاہ کرنا تاکہ عربی زبان پڑھنے اور سمجھنے کی استعداد پیدا ہو۔

### Course Description

S.No	Topic	Description
1	کلمہ و کلام، اسم، فعل اور حرف کی علامات معرّب، مبنی	1- علم النحو، کلمہ و کلام کی تعریف، اقسام اور مثالیں 2- علامات اسم علامات فعل و حرف اور مثالیں 3- معرب و مبنی کی تعریفات مثالیں، اسم غیر متمکن (1 تا 4) کی اقسام
2	اسم غیر متمکن، اسم منسوب، اسم تصغیر و غیرہ کاتعارف	1- اسم غیر متمکن (5 تا 8) کی اقسام 2- اسم منسوب، اسم تصغیر کاتعارف اور مثالیں 3- معرفہ و نکرہ، مذکر و مؤنث کاتعارف اور مثالیں
3	منصرف غیر منصرف، مرفوعات کاتعارف	1- واحد، تثنیہ اور جمع کاتعارف اور مثالیں 2- منصرف و غیر منصرف کاتعارف اور مثالیں 3- مرفوعات (1 تا 4) کاتعارف اور مثالیں

4	بقیہ مرفوعات اور منصوبات کاتعارف	1- مرفوعات(5تا8) کاتعارف اور مثالیں 2- منصوبات (1تا6)کاتعارف اور مثالیں 3- منصوبات (7تا12)کاتعارف اور مثالیں
5	مجرورات، اسم متمکن، اور توابع کاتعارف	1-مجرورات کاتعارف اقسام مثالیں 2-اسم متمکن کاتعارف اقسام اور مثالیں 3-توابع کاتعارف اقسام اور مثالیں
6	فعل ماضی کا تعارف ، اقسام اور گردانیں	1-علم الصرف کاتعارف، فعل ماضی معروف کاتعارف، بنانے کا طریقہ اور گردان 2-فعل ماضی مجہول کا تعارف، بنانے کا طریقہ اور گردان 3-فعل ماضی منفی کا تعارف ، بنانے کا طریقہ اور گردانیں
7	فعل مضارع کا تعارف ، اقسام اور گردانیں	1-فعل مضارع معروف کاتعارف، بنانے کا طریقہ اور گردان 2-فعل مضارع مجہول کا تعارف، بنانے کا طریقہ اور گردان 3-فعل مضارع منفی کاتعارف، بنانے کا طریقہ اور گردانیں
8	فعل امر اور نہی کا تعارف، اقسام اور گردانیں	1-فعل امر حاضر کاتعارف، بنانے کا طریقہ، اقسام اور گردانیں 2-فعل امر غائب کاتعارف، بنانے کا طریقہ، اقسام اور گردانیں 3-فعل نہی کاتعارف، بنانے کا طریقہ، اقسام اور گردانیں
9	اسمائے مشتقہ کاتعارف، اقسام اور گردانیں	1-اسم فاعل اور اسم مفعول کاتعارف، بنانے کا طریقہ اور گردانیں 2-اسم تفضیل کاتعارف، بنانے کا طریقہ اور گردان 3-اسم ظرف اور اسم آلہ کاتعارف، اقسام اور گردانیں
10	ثلاثی مجرد و مزید فیہ ، اور بفت اقسام کاتعارف	1-فعل ثلاثی مجرد اور ثلاثی مزید فیہ کاتعارف اور مثالیں 2-صحیح، مثال، مضاعف اور لفیف کاتعارف و مثالیں 3-ناقص، مہموز اور اجوف کاتعارف اور مثالیں
11	القرآۃ الراشدہ (ج-1)سے منتخب اسباق	1- صفحہ 11، 12 2- صفحہ 13 تا 15 3- صفحہ 16 تا 21
12	القرآۃ الراشدہ (ج-1)سے منتخب اسباق	1- صفحہ 22 تا 26 2- صفحہ 27 تا 29 3- صفحہ 30 تا 33
13	القرآۃ الراشدہ س (ج-1)سے منتخب اسباق	1- صفحہ 34 تا 37 2- صفحہ 38 تا 42 3- صفحہ 43 صفحہ تا 48
14	القرآۃ الراشدہ (ج-1)سے منتخب اسباق	1- صفحہ 49 تا 53 2- صفحہ 54 تا 59 3- صفحہ 60 تا 65

15	القرارة الراشده (ج-1)سے منتخب اسباق	1- صفحہ 66 تا 71 2- صفحہ 72 تا 75 3- صفحہ 76 تا 81
16	القرارة الراشده (ج-1)سے منتخب اسباق	1- صفحہ 82 تا 85 2- صفحہ 86 تا 90 3- صفحہ 91 تا 93

#### نصابی کتب

نمبر شمار	نام مصنف	نام کتاب
1	معین اللہ ندوی	تمرین الصرف
2	مولانا مشتاق احمد چرٹھالی	علم النحو
3	مولانا عبدالماجد ندوی	معلم الانشاء
4	مولانا ابو الحسن ندوی	القرارة الراشدة

#### حوالہ جاتی کتب

نمبر شمار	نام مصنف	نام کتاب
1	علی جارم	النحو الواضح
2	نعیم الرحمن	اساس عربی
3	رشید الشریطوی	مبادئ العربية في الصرف و النحو
4	عبدالرحمن امرتسری	کتاب النحو
5	محمد مصطفیٰ ندوی	تمرین النحو
6	عبدالرحمن طاہر	قواعد القرآن
7	جامعۃ الملک السعود، ریاض	اللغة العربية لغير الناطقين بها
8	ڈاکٹر ابرہیم سورتی	قرآن عبریک