

Department of Higher Education, Government of MP
Under Graduate Unified Syllabus for B.A. Three Year Degree Course
As recommended by Central Board of Studies and approved by the
Governor of M.P.

उच्च शिक्षा विभाग म० प्र० शासन
स्नातक स्तर की बी० ए० उपाधि का एकीकृत तीन वर्षीय पाठ्यक्रम
केन्द्रीय अध्ययन मंडल द्वारा अनुशंसित तथा म० प्र० के महामहिम
राज्यपाल द्वारा अनुमोदित सत्र 2017-18 से प्रभावशील

Note: The syllabus of B.A. Part-I consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition to this there will be a Practical Examination of 50 marks.

Subject : Functional English
Class : B.A. Part-I
Paper : I
Title : Phonetics & Spoken English
Maximum Marks : 40

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1=5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 2 = 10 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	40 marks

Unit-I	Speech Mechanism. Organs of Speech & Classification of Speech Sounds Introduction to Phonetic Symbols: Vowels and Consonants
Unit-II	Concept of Syllable and Syllable Division Consonant Clusters Stressed and Unstressed Syllables Rules of Word Stress
Unit-III	Transcription of Words Pronunciation of Isolated Words Strong and Weak forms of Verbs

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Unit-IV	Word Accent Accent and Rhythm in connected Speech Intonation, The Form and Function of Intonation The Concept of General Indian English
Unit-V	Uses of Tones Assimilation and Elision Practice in Phonetic Transcription

Text Book

1. Sethi J., P.V. Dhamija. *A Course in Phonetics and Spoken English*, Delhi:Prentice- Hall of India Private Limited.
2. Sasikumar and Dhamija: *Spoken English*, Delhi: Tata Mc-Graw.
3. Balasubramaniam, T., *A Text Book of English Phonetics for Indian Students*, Madras: Macmillan India Limited
4. Bansal R.K., J.B.Harrison *Spoken English for India*, Delhi: Orient Longman Limited
5. Jones, Daniel. *English Pronunciation Dictionary*

Reference Books:

Gimson A.C. *An Introduction to the Pronunciation of English*
Central Institute of English and Foreign Languages Hyderabad
O' Connor. *Better English Pronunciation*

[Signature]
15/6/17
Prof. Ajitlal Srivastava
Chairperson

[Signature]
15/06/2017
(Prof. Atok Chandra)

[Signature]
15.6.17
Dr. Lakshmi Devi

[Signature]
15-6-17
(Dr. P. Saravathi)

[Signature]
15/6/17
Savitri Shrivastava

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15/6/17
K. Murali
(Dr. P. Saravathi)

[Signature]
15/6/17
Dr. P. Saravathi

[Signature]
15/6/17
(Dr. Manoj Kumar Das)
Govt. College Melgaon, Bhubaneswar

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Note: The syllabus of B.A. Part-I consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition to this there will be a Practical Examination of 50 marks.

Subject	:	Functional English
Class	:	B.A. Part-I
Paper	:	II
Title	:	Functional Grammar
Maximum Marks	:	40

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1=5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 2 = 10 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	40 marks

Unit-I	(a) Tenses and its uses (b) The Phrase and the Clause, their meaning and differences
Unit-II	(a) The Verb: Regular and Irregular Verbs, (b) Transitive and Intransitive uses of Verbs (c) Verb Phrase: Form and Function (d) Auxiliaries and Modals, Mood and Modality
Unit-III	(a) Noun Phrases (b) Adjective Phrases

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K. K. Sharma
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Prof. M. K. Sharma
S. N. Sharma

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Dr. K. S. Sharma
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Prof. Alok Chansoria
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	(c) Adverb Phrases
Unit-IV	(a) Types of Preposition (b) Uses of Preposition (c) Prepositional Phrases
Unit-V	(a) Noun Clause and its Cases (b) Adjective Clause and its Cases (c) Adverb Clause and its Cases (d) The Relative Clauses

Text Books:

Wren P.C., H. Martin. *High School English Grammar and Composition*. New Delhi: S Chand & Company Ltd.

Geoffery, Leech and Jan Svartvik. *A Communicative Grammar of English*. London: Longman/E.L.B.S. 1975

Reference Books:

1. Randolph, Leech and Svartvik. *A Grammar of Contemporary English*. Longman Group Ltd.
2. Collins Cobuilds, *English Grammar*. Harper Collins.
3. Murphy R. *Essential English Grammar*. Cambridge University Press.

Prof. Manoj Srivastava
Chairperson
15/06/17

Basant Prasad
15/6/17
Dr. Pragnya Kumar
15/6/17

Dr. P. S. Sarawat
15.6.17

Dr. P. S. Sarawat
15.6.17

Dr. S. P. Sarawat
15.6.17

Dr. S. P. Sarawat
15/6/17

Dr. S. P. Sarawat
15/6/17

Prof. Alok Chandra
15/06/2017

Dr. Manoj Kumar
15/6/17

Dr. Manoj Kumar
Govt. College Mehsana,
Bhind

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Note: The syllabus of B.A. Part-II consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition to this there will be a Practical Examination of 50 marks.

Subject : Functional English
Class : B.A. Part-II
Paper : I
Title : Functional Grammar
Maximum Marks : 40

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1=5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 2 = 10 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	40 marks

Unit-I	(a) Pronouns and Case (b) Possessive Pronouns/Adjectives and its uses (c) Determiners and Qualifiers
Unit - II	(a) The Conjunction and its uses (b) Interjection (c) Inversion and cleft sentences
Unit-III	(a) Simple Sentences

Sahni
15/6/17
(Dr. Chagya Ram)

K. N. K. K.
15/6/17

Dr. Anshu
15/06/17

R. B. B.
15/6/17

Dr. Pooja
15/6/17

Dr. S. P. S.
15/6/17

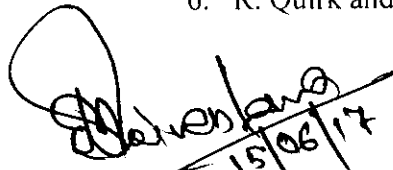
Dr. A. K. A.
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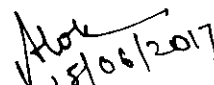
Dr. S. P. S. (Dr. S. P. S. Chaurasia)
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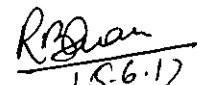

	(b) Compound Sentences (c) Complex Sentences
Unit-IV	(a) Transformation of Sentences (b) Question Tags and Short Answers (c) Idioms and Phrases
Unit-V	(a) The Rule of word order in different types of sentences (b) Direct and Indirect Speech (c) Common Errors in English


Recommended Reading:

1. Collins Cobuild, *English Grammar*. Harper Collins, 2000
2. Estwood, J.A. *Basic English Grammar*. Oxford University Press, 1984.
3. Quirk, Randolph, S. Greenbaum. G. Leech and J. Svartvik, *A Grammar of Contemporary English*. London: Longman, 1972
4. Geoffrey Leech, and Jan Svartvik. *A Communicative Grammar of English*. London: Longman/E.L.B.s. 1975.
5. M A K Halliday, *An Introduction to Functional Grammar*. Arnold Heinemann.
6. R. Quirk and S. Greenbaum, *University Grammar of English*, ELBS.


15/06/17
Prof. Anil Srivastava
Chairperson


15/06/2017
(Prof. Atok Chandra)

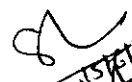

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R. B. Khan

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Sunita Shrivastava

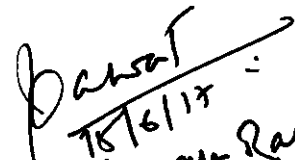

15/6/17
(Dr. S. P. Sarma)


15/6/17

Dr. Manoj Kumar
(Govt. College, Mehgaon,
Bhind)

K. Mulechandra
15/6/17


15/6/17
Dr. S. P. Sarma


15/6/17
(Dr. Pragya Rawat)

There will be no

NOTE :- Internal Assessment shall not be provided for private students. Instead, their theory papers will consist of 50 marks.

for

Srivastava

The scheme of examination and the allotment of marks for private students will be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1 = 5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 4 = 20 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	50 marks

Srivastava
15/06/17

Prof. Nalini Srivastava
Chairperson.

Alok
15/06/2017
(Prof. Alok Chandra)

R. B. Singh
15/6/17
Dr. Rakesh Bhatnagar

Savitri
15/6/17
Savitri Srivastava

S. P. Sarawat
15/6/17
(Dr. S. P. Sarawat)

M. K. Singh
15/6/17

Rawat
15/6/17
(Dr. Pragya Rawat)

K. Mulechandani
15/6/17
Dr. S. P. Sarawat

D. Manoj Kumar

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Note: The syllabus of B.A. Part-II consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition to this there will be a Practical Examination of 50 marks.

Subject : **Functional English**
Class : **B.A. Part-II**
Paper : **II**
Title : **Writing Skills**
Maximum Marks : **40**

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1=5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 2 = 10 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	40 marks

Unit-I	(a) Paragraph construction and development. (b) Indenting paragraphs, spacing and punctuation. (c) Unity and coherence.
Unit-II	(a) Describing actions, events, people and processes. (b) Expressing opinions, attitudes, apology and justifications
Unit-III	(a) Writing summary and paraphrases. (b) Expansion of ideas.

Dr. Pragna Rawat
15/6/17

K. Pulchandran
15/6/17

Prof. Anjali Srivastava
15/06/17

Rajeev
15-6-17

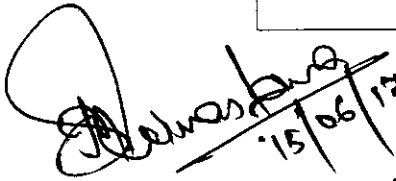
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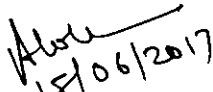
Dr. S.P. Samant
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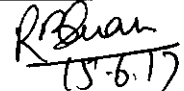
Prof. Atok Chandra
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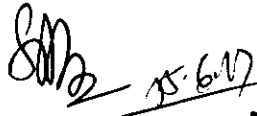
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Unit-IV	(a) Writing short essays. (b) Script writing for Press/Radio/Television news.
Unit-V	(a) Letter Writing. (b) Drafting messages, e-mail, Blogs and Twitter.

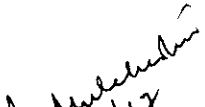

 15/06/17
 Prof. Mohan Srivastava
 Chairperson.

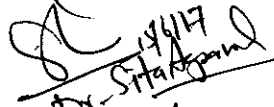

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 (Prof. Alok Chandra)



 15-6-17
 Dr. Roshan Bhanu

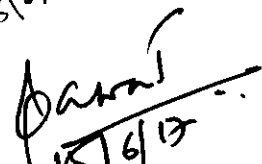

 15-6-17
 (Dr. SP Samrat)



 15/6/17
 Sanku Shrivastava


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 15/6/17
 Dr. Shakti


 15/6/17
 Dr. Manoj Kumar


 15/6/17
 (Dr. Pragna)


 15/6/17
 Sanku Shrivastava

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 राज्यपाल द्वारा अनुमोदित सत्र 2019-20 से प्रभावशील

Note: The syllabus of B.A. Part-III consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition to this there will be a Practical Examination of 50 marks.

Subject : **Functional English**
Class : **B.A. Part-III**
Paper : **I**
Title : **Writing Skills**
Maximum Marks : **40**

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1=5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 2 = 10 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	40 marks

Unit-I	(a) Narrating a sequence of events from different points of view. (b) Writing anecdotes and appeals.
Unit-II	(a) Agenda and the Minutes of a Meeting. (b) Notices, Circulars and Orders.
Unit-III	(a) Correspondence. (b) Official & Commercial Correspondence.

Dr. Pragy Ranjan
 11/6/17

K. Mulechandani
 15/6/17

Prof. Anand Kumar
 15/06/17

Prof. Anand Kumar
 15/6/17

Alok
 15/06/2017
 (Prof. Alok Chandra)

Raman
 15.6.17

Souk
 15/6/17
 Sanjiv Kumar

SM
 15/6/17

A. K. Singh
 15/6/17

Unit-IV	(a) Applications. (b) Grievance/Complaints. (c) Dialogue Writing.
Unit-V	(a) Report Writing. (b) Feature Writing.

~~Prof. Nainal Srivastava~~
15/6/17

Prof. Nainal Srivastava
Chairperson.

Alok
15/06/2017
(Prof. Alok Chandra)

Rajan
15.6.17
Dr. Rohan Bhanu

~~Dr. S. S. Samant~~
15/6/17

Su
15/6/17
Savitri Shrivastava

K. Mukherjee
15/6/17

~~Dr. S. S. Samant~~
15/6/17

~~Dr. Manoj Kumar~~
15/6/17

Dr. Manoj Kumar

~~Dr. Ragya Rawat~~
15/6/17

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 राज्यपाल द्वारा अनुमोदित सत्र 2019-20 से प्रभावशील

Note: The syllabus of B.A. Part-III consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition to this there will be a Practical Examination of 50 marks.

Subject : **Functional English**
Class : **B.A. Part-III**
Paper : **II**
Title : **Conversational English**
Maximum Marks : **40**

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5 x 1=5 marks
Section B	Short Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 2 = 10 marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set and five to be attempted)	5 x 5 = 25 marks
	Total	40 marks

Unit-I	(a) The essentials of good conversation (b) Ways to make effective conversation (c) Interviews (d) Presentations
Unit-II	(a) English for Business (b) Purpose and Functions of English for Business
Unit-III	Situational Conversation : (a) At the post office (b) At the railway station/airport

Dr. Pragya Rawat
 15/6/17

R. Mulechani
 15/6/17

Dr. Shweta
 15/06/17

Prof. Alok Chandra
 15/06/2017

Dr. Roshan Benjau Khan
 15.6.17
 15/6/17

	(c) At the bank (d) Weather Conditions (e) At the college (f) Using Expression of Time
Unit-IV	Situational Conversation : (a) At the tailor's (b) At the restaurant (c) At the chemist's (d) Going shopping and talking about shopping (e) Lending and borrowing money (f) Talking about eating and ordering food
Unit-V	(a) Telephonic conversation (b) Group Discussion (c) Discussing educational matters (d) Discussing social issues and cultural events (e) Discussing economic and political issues. (f) Participating in a debate.

Books recommended for Paper I & II :

1. Varma et.al: *Modern Applied Linguistics*, Madras: Macmillan.
2. Varma & Krishnaswamy: *Modern Linguistics*, Delhi: OUP.
3. Mohan & Banerjee: *Developing Communication Skills*, Delhi: Macmillan.
4. Taylor, Grant: *English Conversation Practice*, Delhi: Tata MC-Graw.
5. Barr and Fletcher: *Topics and Skills in English*, London : Hodder and Stoughton.
6. Neill: *English in Situation*, OUP.

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15/08/17

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15/06/2017
(Prof. Atok Chandra)

[Signature] 15.6.17
Dr. Roshan Bhatnagar

Prof. Arjun Singh
Chairperson

[Signature] 15.6.17
(Dr. SP Sarma)

[Signature] 15/6/17
Savitri Shrivastava

K. M. Singh
15/6/17

[Signature] 15/6/17
Dr. S. P. Sarma

[Signature] 15/6/17
Dr. Manoj Kumar

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15/6/17
(Dr. Pragna Ranot)

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उच्च शिक्षा विभाग म० प्र० शासन
 स्नातक स्तर की बी० ए० उपाधि का एकीकृत तीन वर्षीय पाठ्यक्रम
 केन्द्रीय अध्ययन मंडल द्वारा अनुशंसित तथा म० प्र० के महामहिम
 राज्यपाल द्वारा अनुमोदित सत्र 2017-18 से प्रभावशील

Subject : Practical Examination
Class : B.A. Part-I
Maximum Marks : 50

The scheme of examination and the allotment of marks shall be as under:-

S.NO	Name of the Candidate	Roll Number	Enrolment Number	Reading 15 Marks	Writing 15 Marks	Viva-Voce 20 Marks	Total 50 Marks

Internal Examiner

External Examiner

Syllabus :

The Practical examination shall be based on the theory syllabus of B.A. Part-I. Papers -I & II

[Signature]
 15/06/17
 Prof. Mohan Srivastava
 Chairperson.

[Signature]
 15/06/2017
 (Prof. Alok Chandra)

[Signature]
 15.6.17
 Dr. Lokan Bhandari

[Signature]
 15/6/17
 (Dr. S.P. Sastri)

[Signature]
 15/6/17
 Dr. Manoj Kumar

[Signature]
 15/6/17
 K. Mule

[Signature]
 15/6/17
 Dr. S.P. Sastri

[Signature]
 15/6/17
 Dr. Pragna Rastogi

Department of Higher Education, Government of MP
Under Graduate Unified Syllabus for B.A. Three Year Degree Course
As recommended by Central Board of Studies and approved by the
Governor of M.P.

उच्च शिक्षा विभाग म० प्र० शासन
 स्नातक स्तर की बी० ए० उपाधि का एकीकृत तीन वर्षीय पाठ्यक्रम
 केन्द्रीय अध्ययन मंडल द्वारा अनुशंसित तथा म० प्र० के महामहिम
 राज्यपाल द्वारा अनुमोदित सत्र 2018-19 से प्रभावशील

Subject : Practical Examination
Class : B.A. Part-II
Maximum Marks : 50

The scheme of examination and the allotment of marks shall be as under:-

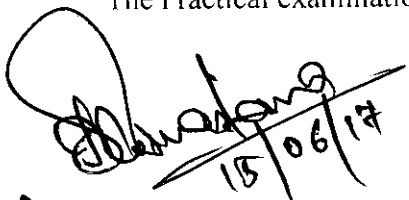
S.NO	Name of the Candidate	Roll Number	Enrolment Number	Oral Presentation 10 Marks	Writing 20 Marks	Viva-Voce 20 Marks	Total 50 Marks

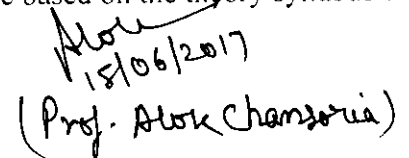
Internal Examiner

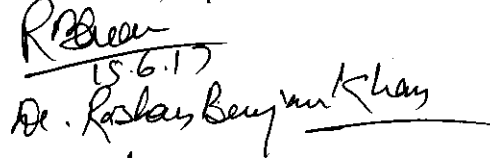
External Examiner

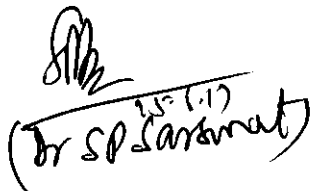
Syllabus :

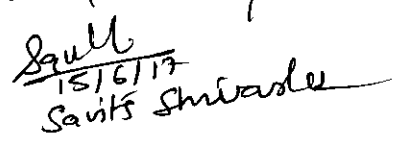
The Practical examination shall be based on the theory syllabus of B.A. Part-II, Papers -I & II

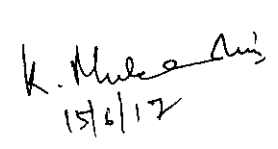

 15/06/17
Prof. Anand Srivastava
 Chairperson

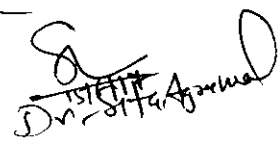

 15/06/2017
 (Prof. Atok Chandra)

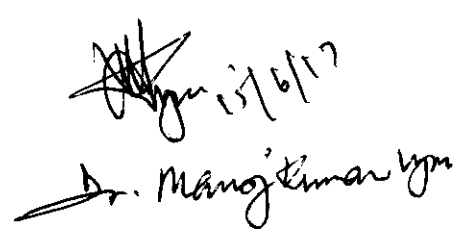

 15.6.17
 Dr. Rakesh Bhanu Khan

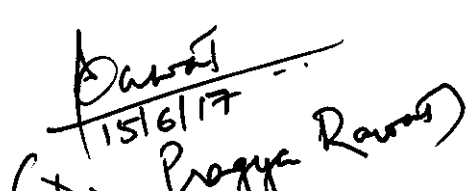

 15/6/17
 (Dr. SP Saran)


 15/6/17
 Savita Srivastava


 15/6/17
 K. Nisha


 15/6/17
 Dr. Anand


 15/6/17
 Dr. Mangal Kumar


 15/6/17
 (Pragya Rawat)

Department of Higher Education, Government of MP
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उच्च शिक्षा विभाग म० प्र० शासन
 स्नातक स्तर की बी० ए० उपाधि का एकीकृत तीन वर्षीय पाठ्यक्रम
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 राज्यपाल द्वारा अनुमोदित सत्र 2019-20 से प्रभावशील

Subject : Practical Examination
Class : B.A. Part-III
Maximum Marks : 50

The scheme of examination and the allotment of marks shall be as under:-

S.NO	Name of the Candidate	Roll Number	Enrolment Number	Group Discussion 15 Marks	Writing 15 Marks	Viva-Voce 20 Marks	Total 50 Marks

Internal Examiner

External Examiner

Syllabus :

The Practical examination shall be based on the theory syllabus of B.A. Part-III. Papers -I & II

(Prof. Mohan Srivastava)
 15/06/17
 Prof. Mohan Srivastava
 Chairperson.

(Prof. Alok Chandra)
 15/06/2017
 (Prof. Alok Chandra)

(Dr. S.P. Samant)
 15-6-17
 (Dr. S.P. Samant)

(Dr. Manoj Kumar)
 15/6/17
 Dr. Manoj Kumar

(Dr. Pragna Rawat)
 15/6/17
 (Dr. Pragna Rawat)

(K. Mulecari)
 15/6/17
 K. Mulecari

(Dr. S.P. Samant)
 15-6-17
 (Dr. S.P. Samant)

(Dr. Manoj Kumar)
 15/6/17
 (Dr. Manoj Kumar)

(Dr. Manoj Kumar)
 15/6/17
 (Dr. Manoj Kumar)