

**VERY IMPORTANT INSTRUCTIONS:**  
**Kindly refer the official communication of the University in the**  
**B.A. R&S file .**

**UNIVERSITY OF MADRAS**  
**M.A DEGREE COURSES**  
**CHOICE BASED CREDIT SYSTEM**  
**REGULATIONS**  
(w.e.f. 2008-2009)

**1. CONDITIONS FOR ADMISSION**

**Vide- APPENDIX-A**

**2. ELIGIBILITY FOR THE AWARD OF DEGREE**

A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed course of study in a college affiliated to the University for a period of not less than two academic years, passed the examination of all the four semesters prescribed earning 90 credits and fulfilled such conditions as have been prescribed therefor

**3. DURATION OF THE COURSE**

**Two years Courses:**

The course of the Degree of Master of Arts shall consist of 4 semesters in two academic years.

**5 year Integrated Course:**

The course is for five academic years. The five academic years will be divided into ten semesters with two semesters per year.

**4. EXAMINATION**

There shall be four semester examinations: first semester examinations at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly, the third and fourth semester examinations shall be held at the middle and the end of the second academic year, respectively. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to appear in such failed subject or subjects along with the papers of following semesters.

**5. COURSE OF STUDY AND SCHEME OF EXAMINATION**

**NAME OF THE COURSE**

1. M.A. APPLIED HISTORY
2. M.A. APPLIED SANSKRIT
3. M.A. COMMUNICATION
4. M.A. CORPORATE SOCIOLOGY

5. M.A. ENGLISH
6. M.A. ECONOMICS
7. M.A. F- ECONOMICS (BUSINESS ECONOMICS)
8. M.A. HISTORICAL STUDIES
9. M.A. HUMAN RESOURCE MANAGEMENT
10. M.A. HUMAN RIGHTS AND DUTIES EDUCATION
11. M.A. LABOUR MANAGEMENT
12. M.A. NATYA (FIVE YEAR INTEGRATED)\*
13. M.A. PHILOSOPHY
14. M.A. POLITICAL SCIENCE
15. M.A. PUBLIC ADMINISTRATION
16. M.A. PUBLIC RELATIONS
17. M.A. SANSKRIT
18. M.A. SOCIOLOGY
19. M.A. TOURISM AND TRAVEL MANAGEMENT
20. MASTER OF SOCIAL WORK(MSW)

**SYLLABUS WILL BE PRESCRIBED LATER FOR THE FOLLOWING COURSE:**

1. M.A. TAMIZHIAL

The scheme of examinations for different semesters shall be as follows:

Vide **APPENDIX-B**

**The following procedure be followed for Internal Marks:**

<b>Theory Papers:</b>	Internal Marks	25
Best Two tests out of 3		15 marks
Attendance		5 marks
Assignment/Seminar		5 marks

<b>Practical:</b>	Internal Marks	40
Attendance		5 marks
Practical Best Test 2 out of 3		30 marks
Record		5 marks

**Project:**

Internal Marks	Best 2 out of 3 presentations	20 marks
Viva		20 marks
Project Report		60 marks

**6. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS:**

- (i) Candidates shall register their name for the First Semester Examination after the admission in the P.G. courses.
- (ii) Candidates shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.
- (iii) Candidates shall be eligible to go to subsequent semester, only if they earn, sufficient attendance as prescribed therefor by the Syndicate from time to time.

Provided in the case of candidate earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstance such as medical grounds, such candidates who shall produce Medical Certificate issued by the Authorised Medical Attendant (AMA), duly certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidate shall have to repeat the missed semester by rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

**7. PASSING MINIMUM:**

- a) There shall be no Passing Minimum for Internal.
- b) For External Examination, Passing Minimum shall be of 50%(Fifty Percentage) of the maximum marks prescribed for the paper.
- c) In the aggregate (External + Internal) the passing minimum shall be of 50% for each Paper/Practical/Project and Viva-voce.
- d) Grading shall be based on overall marks obtained (internal + external).

**8. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

Candidates who secured not less than 60% of aggregate marks (Internal + External) in the whole examination shall be declared to have passed the examination in the First Class.

All other successful candidates shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate (Internal + External) shall be deemed to have passed the examination in First Class with Distinction, provided they pass all the examinations (theory papers, practicals, project and viva-voce) prescribed for the course in the First appearance.

### 9. GRADING SYSTEM:

The term grading system indicates a Seven (7) Point Scale of evaluation of the performances of students in terms of marks obtained in the Internal and External Examination, grade points and letter grade.

SEVEN POINT SCALE (As per UGC notification 1998)

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
`O' = Outstanding	5.50 – 6.00	75 – 100
`A' = Very Good	4.50 – 5.49	65 – 74
`B' = Good	3.50 – 4.49	55 – 64
`C' = Average	3.00 – 3.49	50 – 54
`D' = Below Average	1.50 – 2.99	35 – 49
`E' = Poor	0.50 – 1.49	25 – 34
`F' = Fail	0.00 – 0.49	0 - 24

### 10. RANKING:

Candidates who pass all the examinations prescribed for the course in the first appearance itself alone are eligible for Ranking / Distinction.

Provided in the case of candidates who pass all the examinations prescribed for the course with a break in the First Appearance due to the reasons as furnished in the Regulations under “Requirements for Proceeding to subsequent Semester” are only eligible for Classification.

### 11. PATTERN OF QUESTION PAPER:

PART –A (50 words):Answer 10 out of 12 Questions 10 x 1 = 10 marks

PART –B (200 words):Answer 5 out of 7 Questions 5 x 5 = 25 marks

PART –C (500 words):Answer 4 out of 6 Questions 4 x 10 = 40 marks

### 12. APPEARANCE FOR IMPROVEMENT:

Candidates who have passed in a theory paper / papers are allowed to appear again for theory paper / papers only once in order to improve his/her marks, by paying the fee prescribed from time to time. Such candidates are allowed to improve within a maximum period of 10 semesters counting from his/her first semester of his/her admission. If candidate improve his marks, then his improved marks will be taken into

consideration for the award of Classification only. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his previous marks will be taken into consideration.

No candidate will be allowed to improve marks in the Practicals, Mini Project, Viva-voce, Field work.

### **13. TRANSITORY PROVISION:**

Candidates who have undergone the course of study prior to the academic year 2008-2009 will be permitted to appear for the examinations under those Regulations for a period of three years i.e., upto and inclusive of April/May 2012 Examinations. Thereafter, they will be permitted to appear for the examination only under the Regulations then in force.

**\*M.A. NATYA (FIVE YEAR INTEGRATED)**

#### **Structure of the Course**

If a candidate is unable to continue this course after the sixth semester, he/she will be awarded B.A.(Naty) provided he/she has passed in all subjects up to VI Semester.

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## APPENDIX-A

### CONDITIONS FOR ADMISSION

#### 1. M.A. Applied History

A candidate who has passed the B.A. or B.Sc. or B.Com. Degree Examination of this University accepted by the Syndicate as equivalent thereto shall be permitted to appear and qualify for the M.A. Degree examination in Applied History of this University after a course of two academic years in an affiliated college/department of this University, candidates who have qualified for the B.A. Degree offering History as the main Subject shall be preferred for admission to the course.

#### 2. M.A. Applied Sanskrit

- a) A candidate who has passed any Degree examination offering SANSKRIT under Part– II Foundation Course.  
(or)
- b) Part –III SANSKRIT Core Course as a subject of Study  
(or)
- c) A Pass in the Oriental title Siromani  
(or)
- d) Any graduate with a pass in the Diploma course in Sanskrit.  
(or)
- e) Any graduate (with an aptitude towards Sanskrit) who passes the Aptitude Test and under goes the Bridge-course conducted by the Department concerned of the college/University Department.

M.A Degree course in Applied Sanskrit for private Candidates.

A Candidated shall have

(i) 25 years and above

(ii) A graduate in Sanskrit

(OR)

A Graduate with Sanskrit as part –I – Language.

A Graduate with Diploma in Sanskrit.

- f) An examination of some other University accepted by the Syndicate as equivalent permitted to appear privately for M.A degree course in Applied Sanskrit of the University of Madras.

### **3. M.A. Communication**

A Candidate who has passed any degree examination of this University or an examination of some other University accepted by the Syndicate as equivalent thereto shall be eligible for admission.

### **4. M.A. Corporate Sociology**

A candidate who has passed the B.A / B.Sc/ B.com Degree Examination of this University or an examination of some other University accepted by the syndicate as equivalent thereto shall be eligible for admission to M.A. Degree Course in Corporate Sociology.

### **5. M.A. Economics**

A candidate who has passed the Branch III Economics and F: A candidate who has passed the B.A. Economics, B.Sc. Mathematics or Statistics or B.Com. or B.B.M. or B.B.A. or an examination of some other University accepted by the Syndicate as equivalent thereto shall be permitted to appear and qualify for the M.A. Economics, F-Business Economics.

### **6. M.A. English**

A candidate who (1) has passed the B.A. of this University with Branch XII – English as the Main subject of study or (2) is a Graduate in B.A. and B.Sc. with Part II English, or (3) an examination of other universities accepted by the Syndicate as equivalent thereto shall be permitted to appear and qualify for the M.A. Degree examination of this University in this Branch in the affiliated Colleges/Department of this University.

### **7. M.A. F- Economics (Business Economics)**

A candidate who has passed the Branch III Economics and F: A candidate who has passed the B.A. Economics, B.Sc. Mathematics or Statistics or B.Com. or B.B.M. or B.B.A. or an examination of some other University accepted by the Syndicate as equivalent thereto shall be permitted to appear and qualify for the M.A. Economics, F-Business Economics.

### **8. M.A. Historical Studies**

A candidate who has passed any Degree Examination of this University accepted by the Syndicate as equivalent thereto shall be permitted to appear and qualify for the M.A. Degree examination in Historical Studies of this University after a course of two academic years in an affiliated college of this University; candidates who have qualified for the B.A. Degree offering History as the main subject shall be preferred for admission to the course.

**9. M.A. Human Resource Management**

Candidates shall be required to have passed a Bachelor's Degree of the University of Madras or any other University or a qualification accepted by the Syndicate of this University as equivalent thereto.

**10. M.A. Human Rights and Duties Education**

Candidate with Bachelor's Degree in Arts of Science or Commerce of this University or Any other Degree accepted as equivalent thereto by the Syndicate.

**11. M.A. Labour Management**

Candidates for the Degree of Master of Labour Management shall be required to have passed the Degree of Bachelor of Labour Management or any Graduate of this University or any examination of some other University accepted by the Syndicate of the University of Madras as equivalent thereto.

**12. M.A. Natya (Five year integrated)**

Candidates seeking admission to the first year of the integrated M.A. Natya course shall be required to have passed Higher Secondary Examination conducted by Government of Tamil Nadu or an examination accepted as equivalent thereto by the syndicate.

**13. M.A. Philosophy**

A candidate who has passed any Degree Examination of this University or an examination of some other universities accepted by the Syndicate as equivalent thereto shall be eligible for admission to M.A. Degree course in Philosophy

**14. M.A. Political Science**

A candidate who has passed any Degree Examination of this University or an examination of some other universities accepted by the Syndicate as equivalent thereto shall be eligible for admission to M.A. Degree course in Political Science.

**15. M.A. Public Administration**

A candidate who has passed any Degree Examination of this University or an examination of some other University accepted by the Syndicate as equivalent thereto shall be eligible for admission to M.A. Degree Course in Public Administration.

**16. M.A. Public Relations**

A Candidate who has passed any degree examination of this University or an examination of some other University accepted by the Syndicate as equivalent thereto shall be eligible for admission.

**17. M.A. Sanskrit**

- a) Part – III Sanskrit core course as a subject of study. (or)
- b) A pass in the Oriental title Siromani (or)
- c) A candidate who has passed any Degree examination offering Sanskrit under Part-I Foundation course. (or)
- d) Any graduate with a pass in the Diploma course in Sanskrit. (or)
- e) Any graduate (with an aptitude towards Sanskrit) who passes the Aptitude Test and under goes the Bridge-course conducted by the Department concerned of the college/University Department. (or)
- f) An examination of some other University accepted by the Syndicate as equivalent thereto shall be eligible for admission to M.A SANSKRIT.

**18. M.A. Sociology**

A candidate who has passed the B.A / B.Sc Degree Examination of this University or an examination of some other University accepted by the syndicate as equivalent thereto shall be eligible for admission to M.A.Degree Course in Sociology.

**19. M.A. Tourism and Travel Management**

A candidate who has passed any Degree Examination of this University accepted by the Syndicate as equivalent thereto shall be permitted to appear and qualify for the M.A. Degree examination in Tourism and Travel Management of this University after a course of two academic years in an affiliated college/department of this University; candidates who have qualified for the Degree in B.A. History / History and Tourism / Tourism and Travel Management as the main subject shall be preferred for admission to the course

**20. Master of Social Work (MSW).**

- A Bachelors' Degree preferably in Arts, Science and Commerce of this University or of any other University accepted as equivalent thereto by the syndicate
- Working knowledge of Tamil to enable the candidate to do effective field practicum.
- The course of study for the degree of Master of Social Work (MSW) shall be a full-time course extended over four semesters in a period of two years.

**21. M.A. Tamizhial**

brd;idg; gy;fiyf; fHfj;jpy; fiyapay; ,isau; (B.A. Part I Tamil & Branch XII – Tamil) ,yf;fpay; ,isau; (B.Lit.) mwptpay; ,isau; (B.Sc. Part I Tamil) gl;lk; bgw;wtu;fSk;/ jkpH;g; g[ytu; gl;lk; bw;wtu;fSk;/ gy;fiyf;fHf MI;rp; FGthy; Vw;fg;gl;l gpw gy;fiyf;fHf';fspy; ,tw;wpw;F ,izahd gl;lk; bw;wtu;fSk; ,g;gog;gpy; nruj; jFjpa[ilath; Mth;.

## 1. M.A. DEGREE COURSE IN APPLIED HISTORY

### FIRST YEAR

### FIRST SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	Exam Duration HRS	MAX MARKS	
							CIA	EXTERNAL
1	CORE PAPER I	Social and Cultural History of Tamil Nadu (upto Nayak rule) - I	I	6 HRS	4	3	25	75
2	CORE PAPER II	Cultural Heritage of India (Excluding Tamil Nadu)	I	6 HRS	4	3	25	75
3	CORE PAPER III	Contemporary History of India A.D.1947 to 2000	I	6 HRS	4	3	25	75
4	CORE PAPER IV	Economic History of India A.D.1526 – 1857	I	6 HRS	4	3	25	75
5	Elective I	Indian National Movement	I	6 HRS	3	3	25	75
6	SOFT SKILL		1		2			

SECOND SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	Exam Duration HRS	MAX MARKS	
							CIA	EXTERNAL
7	CORE PAPER V	Social and Cultural History of Tamil Nadu (From Marathas to Modern Tamilagam) – II	II	6 HRS	4	3	25	75
8	CORE PAPER VI	Intellectual History of Modern India	II	6 HRS	4	3	25	75
9	CORE PAPER VII	Economic History of Modern India A.D. 1858 to 1947	II	6 HRS	4	3	25	75
10	CORE PAPER VIII	History of World Civilizations (Excluding India) – Ancient period	II	6 HRS	4	3	25	75
11	ELECTIVE – II	Constitutional History of India A.D. 1858 to 2000 (with landmark Amendments)	II	6 HRS	3	3	25	75
12	EXTRA DISCIPLINARY-I	Women’s Studies	II	6 HRS	3	3	25	75
13	SOFT SKILL		II		2			
14	INTENSHP		II		2			

## 2. M.A. DEGREE COURSE IN APPLIED SANSKRIT

### FIRST SEMESTER

Sl. No.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAMINATION HRS.	MAX MARKS	
							CIA	EXTERNAL
1.	CORE	Paper 1: Introduction to technical literature	I	6 HRS	5	3	25	75
2.	CORE	Paper 2 : Introduction to Linguistics	I	6 HRS	5	3	25	75
3.	CORE	Paper 3 : Introduction to Indian Logic	I	6 HRS	4	3	25	75
4.	CORE	Paper 4 : <b>Introduction to Sanskrit &amp;Linguistics I</b>	I	6 HRS	4	3	25	75
5.	CORE	<b>Paper 5 : Basic Sanskrit</b>	I	6 HRS	4	3	25	75

## SECOND SEMESTER

Sl. No.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS.	MAX MARKS	
							CIA	EXTERNAL
6.	CORE	Paper 6 : <b>Introduction to Sanskrit &amp; Linguistics II</b>	II	6 HRS	5	3	25	75
7.	CORE	Paper 7 : Ayurveda- I	II	6 HRS	4	3	25	75
8.	CORE	Paper 8 : <b>Yoga</b>	II	6 HRS	4	3	25	75
9.	Elective Within the Department or Extra Disciplinary I	Paper 9 : <b>Systems of Indian Philosophy</b>	II	6 HRS	5	3	25	75
10.	Extra Disciplinary II	Paper 10 : <b>Indian Architecture I</b>	II	6 HRS	4	3	25	75

### 3. M.A DEGREE COURSE IN COMMUNICATION

<b>Course Code</b>	<b>Title of the Course</b>	<b>C/E</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
<b>Semester I</b>						
Core 1	Introduction to Human Communication	C	3	1	0	4
Core 2	Basic Journalism	C	3	1	0	4
Core 3	Writing for Media	C	3	1	0	4
Core 4	Media Skills-I	C	0	0	4	4
Elective 1	Communication for Development	E	2	1	0	3
Elective 2	Communication Revolution	E	2	1	0	3
	Soft Skills	S				2
<b>Semester II</b>						
Core 5	Mass Communication Theories	C	3	1	0	4
Core 6	Constitution and Media Laws	C	3	1	0	4
Core 7	Media Skills II-(Multimedia/Online Journalism Tools)	C	0	0	4	4
Core 8	Broadcast Journalism	E	2		0	4
Elective 3	Advertising(creative copy writing)	E	2	1	0	2
Elective 4	Public & Citizens Journalism	S				3
	Soft Skills					2

## 04. M.A. Degree Course in Corporate Sociology

### FIRST SEMESTER

S.No	Course Components	Name of Courses	Semester	Inst.Hours	Credits	Exam Hrs	Max.Marks	
							CIA	External
1	CORE	Principles of Sociology	1	6 HRS	4	3	25	75
2	CORE	Research Methods and Statistics	1	6 HRS	4	3	25	75
3	CORE	Sociology of Organization	1	6 HRS	4	3	25	75
4	CORE	Globalization and Society	1	6 HRS	4	3	25	75
5	CORE	Indian Society: Structure and Process	1	6 HRS	4	3	25	75
	Soft Skill		1	3HRS	2	3	25	75

### SECOND SEMESTER

S.No	Course Components	Name of Courses	Semester	Inst.Hours	Credits	Exam Hrs	Max.Marks		
							CIA	External	
6	CORE	Sociological Theory	II	6 HRS	4	3	25	75	
7	CORE	Corporate Communication	II	6 HRS	4	3	25	75	
8	CORE	Corporate Culture	II	6 HRS	4	3	25	75	
9	Elective I Within the Department	Leadership in Organization	II	6 HRS	3	3	25	75	
10	Extra Disciplinary elective II	Corporate Social Responsibility (CSR)	II	6 HRS	3	3	25	75	
		Soft Skill-II	II	3HRS	2	3	25	75	
	Internship	During summer vacation				2			

## 5. M.A. DEGREE COURSE IN ENGLISH

### FIRST SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
1	CORE	PAPER 1 <b>Poetry I</b> From Chaucer to 17 <sup>th</sup> Century	I	6 HRS	4	3	25	75
2	CORE	PAPER 2 <b>Drama I</b> Elizabethan and Jacobean Drama	I	6 HRS	4	3	25	75
3	CORE	PAPER 3 <b>Fiction I</b> Origins and Developments upto 18 <sup>th</sup> Century	I	6 HRS	4	3	25	75
4	CORE	PAPER 4 Indian Writing in English and in Translation	I	6 HRS	4	3	25	75
5	ELECTIVE (within the department)	Classics in Translation	I	4 HRS	3	3	25	75
6	ELECTIVE (for other departments)	Spoken English	I	4 HRS	3	3	25	75
7	Soft Skills		I	4 HRS	2	3	25	75

SECOND SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
8	CORE	PAPER 5 American Literature	II	6 HRS	4	3	25	75
9	CORE	PAPER 6 <b>Poetry II</b> Eighteenth to Nineteenth Century	II	6 HRS	4	3	25	75
10	CORE	PAPER 7 <b>Drama II</b> Restoration to Twentieth Century	II	6 HRS	4	3	25	75
11	CORE	PAPER 8 <b>Fiction II</b> Nineteenth to Twentieth Century	II	6 HRS	4	3	25	75
12	Elective within the Department /ED	English for Careers	II	4 HRS	3	3	25	75
13	Elective for other Departments	English for Careers	II	4 HRS	3	3	25	75
14	Soft Skills		II	4 HRS	2	3	25	75

## 6. M.A. DEGREE COURSE IN ECONMICS

### FIRST SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS	MAX MARKS	
							CIA	EXTERNAL
1	<b>CORE – Micro Economic Theory -I</b>	PAPER 1	I	6 HRS	4	3	25	75
2	<b>CORE – Indian Economic Development and Policy (IEDP) - I</b>	PAPER 2	I	6 HRS	4	3	25	75
3	<b>CORE- Research Methodology</b>	PAPER 3	I	6 HRS	4	3	25	75
4	<b>Elective -I</b>	PAPER 4	I	6 HRS	4	3	25	75
5	<b>Elective – II</b>	PAPER 5	I	6 HRS	4	3	25	75

## SECOND SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS	MAX MARKS	
							CIA	EXTERNAL
6	<b>CORE - Micro Economic Theory -II</b>	PAPER 6	II	6 HRS	4	3	25	75
7	<b>CORE - Indian Economic Development and Policy (IEDP) -II</b>	PAPER 7	II	6 HRS	4	3	25	75
8	<b>CORE –Statistics for Analysis</b>	PAPER 8	II	6 HRS	4	3	25	75
9	<b>Monetary Economics</b>	PAPER 9	II	6 HRS	4	3	25	75
10	<b>Extra Disciplinary - I</b>	PAPER 10	II	6 HRS	4	3	25	75

## 7. M.A. DEGREE COURSE IN BUSINESS ECONMICS

### FIRST SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS	MAX MARKS	
							CIA	EXTERNAL
1	<b>CORE – Micro Economic Theory -I</b>	PAPER 1	I	6 HRS	4	3	25	75
2	<b>CORE – Indian Economic Development and Policy (IEDP)</b>	PAPER 2	I	6 HRS	4	3	25	75
3	<b>CORE- Research Methodology</b>	PAPER 3	I	6 HRS	4	3	25	75
4	<b>Elective –I</b>	PAPER 4	I	6 HRS	4	3	25	75
5	<b>Elective – II</b>	PAPER 5	I	6 HRS	4	3	25	75

## SECOND SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS	MAX MARKS	
							CIA	EXTERNAL
6	<b>CORE- Micro Economic Theory -II</b>	PAPER 6	II	6 HRS	4	3	25	75
7	<b>CORE – Managerial Economics</b>	PAPER 7	II	6 HRS	4	3	25	75
8	<b>CORE –Statistics for Analysis</b>	PAPER 8	II	6 HRS	4	3	25	75
9	<b>Monetary Economics</b>	PAPER 9	II	6 HRS	3	3	25	75
10	<b>Extra Disciplinary - I</b>	PAPER 10	II	6 HRS	3	3	25	75

## 8. M.A. HISTORICAL STUDIES

### I- SEMESTER

#### FIRST YEAR

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	Exam Duration HRS	MAX MARKS	
							CIA	EXTERNAL
1	CORE PAPER I	Social and Cultural History of Tamil Nadu (upto Nayak Rule) - I	I	6 HRS	4	3	25	75
2	CORE PAPER II	Cultural Heritage of India (Excluding Tamil Nadu)	I	6 HRS	4	3	25	75
3	CORE PAPER III	Economic History of India A.D.1526 to 1857	I	6 HRS	4	3	25	75
4	CORE PAPER IV	Intellectual History of Modern India	I	6 HRS	4	3	25	75
5	ELECTIVE I	Indian National Movement	I	6 HRS	3	3	25	75
6.	SOFT SKILL		1		2			

## SECOND SEMESTER

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	Exam Duration HRS	MAX MARKS	
							CIA	EXTERNAL
7	CORE PAPER V	Social and Cultural History of Tamil Nadu (From Marathas to Modern Tamilagam) – II	II	6 HRS	4	3	25	75
8	CORE PAPER VI	Economic History of India (A.D. 1858 – 1947)	II	6 HRS	4	3	25	75
9	CORE PAPER VII	Socio-Religious Reform Movements in Modern India	II	6 HRS	4	3	25	75
10	CORE PAPER VIII	Contemporary History of India from AD 1947 to 2000	II	6 HRS	4	3	25	75
11	ELECTIVE II	Constitutional History of India A.D. 1858 to 2000 (with land mark Amendments)	II	6 HRS	3	3	25	75
12	EXTRA DISCIPLINARY – I	Studies in Human Rights	II	6 HRS	3	3	25	75
13	SOFT SKILL		II		2			
14	INTENSHP TRAINING		II		2			

## 9. M.A. DEGREE COURSE IN HUMAN RESOURCE MANAGEMENT

### FIRST SEMESTER

S.NO	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION	MAX MARKS	
							CIA	EXTERNAL
1.	CORE	PAPER 1 - Managerial Concepts	I	5 HRS	5	3	25	75
2.	CORE	PAPER 2 - Organisational Behaviour	I	5 HRS	5	3	25	75
3.	CORE	PAPER 3 - Human Resource Management	I	5 HRS	5	3	25	75
4.	CORE	PAPER 4 - Research Methods	I	4 HRS	4	3	25	75
5.	CORE	PAPER 5 - Business Communication	I	4 HRS	4	3	25	75
6.	SOFT-SKILL	PAPER 6 – Soft Skill I	I	2HRS	2	3	25	75

### SECOND SEMESTER

S.NO	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION	MAX MARKS	
							CIA	EXTERNAL
7.	CORE	PAPER 7 - Organizational Development	II	4 HRS	4	3	25	75
8.	CORE	PAPER 8 - Management Training and Development	II	4 HRS	4	3	25	75
9.	CORE	PAPER 9 - Legal Framework Governing Human Relations	II	4 HRS	4	3	25	75
10.	ELECTIVE	PAPER 10 - MIS for Human Resource Management	II	3 HRS	3	3	25	75
11.	ELECTIVE (Extra)	PAPER 11 - Management Accounting	II	3 HRS	3	3	25	75

	Disciplinary)							
12.	SOFT-SKILL	PAPER 12 – Soft Skill II	II	2HRS	2	3	25	75

**10. M.A. DEGREE COURSE IN HUMAN RIGHTS AND DUTIES  
EDUCATION**

**FIRST SEMESTER**

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM - HRS	C1A	EXTERNAL
1	CORE	Human Rights in Historical Perspective	I	6 HRS	4	3	25	75
2	CORE	Human Rights and Indian Constitution	I	6 HRS	4	3	25	75
3	CORE	International Human Rights I	I	6 HRS	4	3	25	75
4	CORE	International Human Rights II	I	6 HRS	4	3	25	75
5	ELECTIVE I	Indian Freedom Movement	I	6 HRS	3	3	25	75
6	ELECTIVE II	UN System	I	6 HRS	3	3	25	75
7	Soft skill -I		I	3 HRS	2	3	25	75

**SECOND SEMESTER**

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM HRS	MAX MARKS	
							CIA	EXTERNAL
8	CORE	Group Rights I – Rights of Refugees, Minorities, Indigenous people, Tribal Communities & Dalits	II	6 HRS	4	3	25	75
9	CORE	Group Rights II – Workers & Consumers	II	6 HRS	4	3	25	75
10	CORE	Human Rights of Women and Children	II	6 HRS	4	3	25	75
11	ELECTIVE III	Ethics	II	6 HRS	3	3	25	75
12	ELECTIVE IV	Introduction to Commercial Law	II	6 HRS	3	3	25	75
13	ELECTIVE V	Introduction to Indian Economics	II	6 HRS	3	3	25	75
14	Soft skill- II		II	3 HRS	2	3	25	75
15	Field Work	(During Summer Vacation)			2			

## 11. M.A. Labour Management

### 3. Course of Study and Scheme of Examinations:

Total (5)	Duration (Hours) (1)	No.of Credit (2)	Internal Assessment (3)	University Exam (4)
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First Semester:				
Paper 1. Management Concepts 100	3	4	25	75
Paper 2. Labour Economics and Labour Welfare 100	3	4	25	75
Paper 3. Organisational Behaviour I 100	3	4	25	75
Paper 4. Business Environment 100	3	4	25	75
Paper 5. Elective I - Personal Growth 100	3	3	25	75
Laboratory				
Second Semester:				
Paper 6. Basic Managerial Skill 100	3	4	25	75
Paper 7. Employees and Union Relations 100	3	4	25	75
Paper 8. Labour Laws relating to Industrial Relations 100	3	4	25	75
Paper 9. Elective II - Employee Counselling 100	3	3	25	75
Paper 10. Elective III - Training and Development 100	3	3	25	75

### 5. Field Work (Add Text):

The report shall be valued by the Institute by constituting a committee headed by the Professor and Head of Faculty/Department known as "Field Work Evaluation Committee". The marks shall be distributed as follows:

Internal	: 25 marks (by the faculty/department supervisor)
External:	
a) Report	: 50 marks
b) Viva Voce	: 25 marks
	-----
Total	:100 marks
	-----

The marks shall be sent to the University before the commencement of the University Examination. A candidate failing to secure the minimum for a pass shall be required to resubmit this report to the Institute/college and the marks after valuation shall be forwarded to the University before the commencement of supplementary examination.

#### 6. Dissertation:

Each student is required to take up a research project and submit a report in the form of a dissertation. The students would begin the project activities in the beginning of the IV Semester and submit the report for evaluation by the Institute/college. The report shall not exceed 75 typed pages excluding tables, figures, bibliography and appendices.

The report shall be valued by the Institute/College by constituting a committee headed by the Professor and Head of Faculty/Department known as VIVA VOCE Exam Committee. The marks shall be distributed as follows:

Internal	: 25 marks (by the faculty/department guide)
External:	
a) Report	: 50 marks
b) Viva Voce	: 25 marks
	-----
Total	:100 marks
	-----

Theoretical orientation to research by way of a brief course on Research Methodology is given to the students before they start on their work.

Necessary guidance will be given to the students for the Dissertation. Students who involve themselves in the project with interest will be able to

develop skills of research in constructing research tools, analyzing problems and interpreting and evaluating results.

#### Work / Field Visits

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A distinctive feature of the curriculum is field visits and field work. It enable a student to integrate and reinforce the knowledge acquired in the class rooms with actual practice under the supervision of both the faculty and field agency. Observation visits are arranged as a part of field work. The students shall visit at least (4) industries / establishments which include:

1. Engineering Industry
2. Hotel Industry
3. Petroleum and Oil Industry
4. I.T. Industry
5. ESI Corporation
6. EPF Office
7. Labour Department
8. Labour Court
9. High Court
10. Industrial Tribunal
11. Productivity Council, etc.

After completion of Observation Visits, students will be attached with establishments / industries. They are expected to learn the practical aspects of PMIR for a period of 30 days or 240 hours.

Each student shall organize a seminar on the observation made and information collected. They are expected to be well versed on power point presentation.

At the end of field work training, students will have to prepare a report not exceeding 75 typed pages.

## 12. M.A. DEGREE COURSE IN NATYA

### (FIVE YEAR INTEGRATED)

Pre-requisites:	Candidates seeking admission to the first year of the integrated M.A. Natya course shall be required to have passed Higher Secondary Examination conducted by Government of Tamil Nadu or an examination accepted as equivalent thereto by the syndicate.(No Age Limit)
Objectives of the Course	<p>The main objective of this course is to provide thorough training in the Performing Arts (music, dance, theatre) under the guidance of experts in the respective fields. Attempt will be made to bring about an atmosphere conducive to a rediscovery of our artistic roots and reaffirming our creative potentialities.</p> <p>The course serves as an academic compliment (theory and practical) to the simultaneous training under the respective gurus. It strives to incorporate the learning advantages of the centuries old Guru Shishya Parampara along with the research and training methodologies of modern education.</p> <p>In our culturally plural society, education should foster universal and eternal values, oriented towards the unity and integration of our people. This value education and sense of national pride would help eliminate obscurantism, misplaced religious fanaticism, violence, superstition and defeatism. The profound positive content of our Performing Arts, based on our heritage, national goals and universal perceptions will surely make our young men and women into wholesome and responsive personalities.</p> <p><b>SKILL BASED OBJECTIVES:</b></p> <p>The broad based training in the Performing Arts is intended to make the students competent in their chosen fields of art, apart from acquiring a University Degree in the arts. The B.A. degree seeks to give them professional training on par with an equivalent B.A/B.Sc/B.Com degree of any University. Through this course the students will be eligible to become professional dancers, choreographers, theatre artists, teachers, directors and art critics.</p>

## FIRST SEMESTER

S. No.	Course Component	Name of the course	Semester	Inst. Hours	Credit	Hrs	Max. Marks
1	Part I	Foundation Course Language Paper 1	1	6	3	3	100
2	Part I	Foundation Course ENGLISH Paper 1	1	6	3	3	100
3	Part II	Core Paper I – <b>Introduction to Natya</b> (Theory)	1	6	5	3	100
4	Part II	Core Paper II – <b>Fundamentals Of Natya I</b> (Practical )	1	6	4	3	100
5	Part III	Allied – I Paper I – <b>Glimpses of Indian Cultural History I</b> (Theory)	1	6	5	3	100
6	Part IV	Theory: Environmental Science (Compulsory)	1	3 (outside)	2	Exam in II Semester	

## SECOND SEMESTER

S. No.	Course Component	Name of the course	Semester	Inst. Hours	Credit	Hrs	Max. Marks
1	Part I	Foundation Course Language Paper II	2	6	3	3	100
2	Part I	Foundation Course English Paper II	2	6	3	3	100
3	Part II	Core Paper III – <b>Communication Through Art</b> (Theory)	2	6	5	3	100
4	Part II	Core Paper IV – <b>Fundamentals of Natya – II</b> (Practical)	2	6	4	3	100
5	Part III	Allied I – Paper II – <b>Glimpses of Indian Cultural History II</b> (Theory)	2	6	5	3	100
6	Part IV	Theory: Environmental Science (Compulsory)	2	3 (outside)	2	3	100

### 13. M.A. DEGREE COURSE IN PHILOSOPHY

#### FIRST SEMESTER

Sl. No.	Course Components	Name of Course	Inst. Hours	Credits	Exam. Hours	Max Marks		
						Ext.	Int.	Total
1	Core -1	Indian Philosophy -I	4	4	3	75	25	100
2	Core -2	Indian Logic	4	4	3	75	25	100
3	Core -3	Recent European Philosophy	4	4	3	75	25	100
4	Core -4	Ethics - Western	5	4	3	75	25	100
5	Elective - 1	Western Logic	3	3	3	75	25	100
6		Soft Skill - I	2	2	3	75	25	100

#### SECOND SEMESTER

8	Core -5	Symbolic Logic	4	4	3	75	25	100
9	Core -6	Indian Philosophy II	3	3	3	75	25	100
10	Core -7	Ethics - Indian	3	4	3	75	25	100
11	Core - 8	Contemporary Trends in Western Philosophy	4	4	3	75	25	100
12	Elective - 2	Applied yoga and Para Psychology	3	3	3	75	25	100
13	Elective - 3	Moral Philosophy of Thirukkural	3	3	3	75	25	100
14		Soft Skill - II	2	2	3	75	25	100
15		Summer Internship Training During Summer Vacation)		2				

## 14. M.A. DEGREE COURSE IN POLITICAL SCIENCE

### First Semester

							<b>Marks</b>	
<b>COURSE COMPONENTS</b>	<b>NAME OF COURSE</b>	<b>SEMESTER</b>	<b>INST. HOURS</b>	<b>CREDITS</b>	<b>EXAM – HRS</b>	<b>CIA</b>	<b>EXTERNAL</b>	
	<b><u>Political Science</u></b>							
Core 1	Introduction to Political Theory	I	4	4	3	25	<b>75</b>	
Core 2	Principles of Public Administration	I	4	4	3	25	<b>75</b>	
Core 3	Contemporary Political Systems	I	4	4	3	25	<b>75</b>	
Core 4	Introduction to International Politics	I	4	4	3	25	<b>75</b>	
Elective 1	Political Sociology	I	4	4	3	25	<b>75</b>	
Soft Skills			2	2	3	25	<b>75</b>	
<b>Total 22</b>								

## Second Semester

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM - HRS	CIA	EXTERNAL
	<b><u>Political Science</u></b>						
Core 1	Western Political Thought (Pluto to Karlmarx)	II	4	4	3	25	75
Core 2	Challenges to Indian Democracy	II	4	4	3	25	75
Core 3	Asian Political Systems (China, Japan and Sri Lanka)	II	4	4	3	25	75
Core 4	India's Foreign Policy towards USA,EU, West Asia and Africa	II	4	4	3	25	75
Elective 2	Political Economy	II	4	4	3	25	75
Soft Skills			2	2	3	25	75
<b>Total</b>							<b>22</b>

## 15. M.A.DEGREE COURSE IN PUBLIC ADMINISTRATION

### First Semester

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM – HRS	CIA	EXTERNAL
	<b><u>Public Administration</u></b>						
Core 1	Principles of Public Administration	<b>I</b>	4	4	3	25	75
Core 2	Organization Theory and Management	<b>I</b>	4	4	3	25	75
Core 3	Public Financial Administration	<b>I</b>	4	4	3	25	75
Core 4	Environmental Administration in India	<b>I</b>	4	4	3	25	75
Elective 1	Heritage and Tourism Administration	<b>I</b>	4	4	3	25	75
Soft Skills			2	2	3	25	75
<b>Total</b>						<b>22</b>	

## Second Semester

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM – HRS	CIA	EXTERNAL
	<b><u>Public Administration</u></b>						
Core 1	Public Policy	<b>II</b>	4	4	3	25	75
Core 2	Human Resource Management	<b>II</b>	4	4	3	25	75
Core 3	Indian Administration	<b>II</b>	4	4	3	25	75
Core 4	Administrative Law	<b>II</b>	4	4	3	25	75
Elective 2	Tribal Administration In India	<b>II</b>	4	4	3	25	75
Soft Skills			2	2	3	25	75
<b>Total 22</b>							

## 16. M.A. DEGREE COURSE IN PUBLIC RELATIONS

<b>Course Code</b>	<b>Title of the Course</b>	<b>C/E</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
<b>Semester I</b>						
Core 1	Introduction to Human Communication	C	3	1	0	4
Core 2	Writing for Media	C	3	1	0	4
Core 3	Foundations of Public Relations	C	3	1	0	4
Core 4	Media Skills-I (Graphic Design-Newsletters)	C	0	0	4	4
Elective 1	Communication for Development	E	2	1	0	3
Elective 2	Communication Revolution	E	2	1	0	3
	Soft Skills	S				2
<b>Semester II</b>						
Core 5	Mass Communication Theories	C	3	1	0	4
Core 6	Marketing Communication	C	3	1	0	4
Core 7	Advertising Management	C	0	0	4	4
Core 8	Media Skills II-(Multimedia/On-line PR Tools)	E	2		0	4
Elective 3	Intellectual Property & Media Laws	E	2	1	0	3
Elective 4	Business Journalism	S	2	1	0	3
	Soft Skills		2	0	0	2

## 17. M. A. DEGREE COURSE IN SANSKRIT

### FIRST SEMESTER

Sl. No.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS.	MAX MARKS	
							CIA	EXTERNAL
1.	CORE	Paper 1: Prose I	I	6 HRS	5	3	25	75
2.	CORE	Paper 2 : Major Poetry – I	I	6 HRS	5	3	25	75
3.	CORE	Paper 3 : History of Sanskrit Literature	I	6 HRS	4	3	25	75
4.	CORE	Paper 4 : Hamsa Sandesa	I	6 HRS	4	3	25	75
5.	CORE	Paper 5 : comparative <b>Philology</b>	I	6 HRS	4	3	25	75

## SECOND SEMESTER

Sl. No.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM DURATION HRS.	MAX MARKS	
							CIA	EXTERNAL
6.	CORE	Paper 6 : Drama – I	II	6 HRS	5	3	25	75
7.	CORE	Paper 7 : Poetics & Prosody	II	6 HRS	4	3	25	75
8.	CORE	Paper 8 : <b>Naishadiya carita</b>	II	6 HRS	4	3	25	75
9.	Elective Within the Department or Extra Disciplinary I	Paper 9 : <b>Introduction to Darshanas-I</b>	II	6 HRS	5	3	25	75
10.	Extra Disciplinary II	Paper 10 : Early Texts	II	6 HRS	4	3	25	75

## 18. M.A. DEGREE COURSE IN SOCIOLOGY

### FIRST SEMESTER

S.No	Course Components	Name of Courses	Semester	Inst.Hours	Credits	Exam Hrs	Max.Marks	
							CIA	External
1	CORE	Sociological Theory	1	6 HRS	4	3	25	75
2	CORE	Research Methods and Statistics	1	6 HRS	4	3	25	75
3	CORE	Indian Society: Structure and Process	1	6 HRS	4	3	25	75
4	CORE	Globalization and Society	1	6 HRS	4	3	25	75
5	CORE	Advanced Sociology Principles	1	6 HRS	4	3	25	75
	Soft Skill		1	3HRS	2	3	25	75

### SECOND SEMESTER

S.No	Course Components	Name of Courses	Semester	Inst.Hours	Credits	Exam Hrs	Max.Marks		
							CIA	External	
6	CORE	Contemporary Sociological Theory	II	6 HRS	4	3	25	75	
7	CORE	Social Movements in India	II	6 HRS	4	3	25	75	
8	CORE	Sociology of Development	II	6 HRS	4	3	25	75	
9	Elective I Within the Department	Social Anthropology	II	6 HRS	3	3	25	75	
10	Extra Disciplinary elective II	Social Movements and Change	II	6 HRS	3	3	25	75	
		Soft Skill-II	II	3HRS	2	3	25	75	
	Internship	During summer vacation				2			

**19. M.A. DEGREE COURSE IN TOURISM AND TRAVEL  
ANAGEMENT**

**FIRST YEAR**

**FIRST SEMESTER**

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	Exam Duration HRS	MAX MARKS	
							CIA	EXTERNAL
1	CORE PAPER 1-	PRINCIPLES OF TOURISM	I	6 HRS	4	3	25	75
2	CORE PAPER II	HOSPITALITY INDUSTRY	I	6 HRS	4	3	25	75
3	CORE PAPER III	INDIAN TOURISTS PANORAMA	I	6 HRS	4	3	25	75
4	CORE PAPER IV	TOURISM BUSINESS	I	6 HRS	4	3	25	75
5	ELECTIVE I	CULTURAL HERITAGE OF INDIA	I	6 HRS	3	3	25	75
6	SOFT SKILL		I		2			

**SECOND SEMESTER**

S.NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	Exam Duration HRS	MAX MARKS	
							CIA	EXTERNAL
7	CORE PAPER V	ORGANISATIONAL BEHAVIOUR	II	6 HRS	4	3	25	75
8	CORE PAPER VI	CUSTOMER RELATIONS AND SERVICES MANAGEMENT	II	6 HRS	4	3	25	75
9	CORE PAPER VII	PUBLIC RELATIONS AND JOURNALISM IN TOURISM	II	6 HRS	4	3	25	75
10	CORE PAPER VIII	TOURISM MARKETING	II	6 HRS	4	3	25	75
11	ELECTIVE- II	HUMAN RIGHTS AND TOURISM	II	6 HRS	3	3	25	75
12	EXTRA DISCIPLINARY - I	COMMUNICATIVE SKILL IN FRENCH / GERMAN LANGUAGE	II	6 HRS	3	3	25	75
13	SOFT SKILL		II		2			
14	INTERNSHIP		II		2			

## 20. MASTER OF SOCIAL WORK(MSW)

### FIRST SEMESTER

S.No	COURSE COMPONENTS	NAME OF THE COURSE	SEMESTER	INST.HOURS	CREDITS	EXAM HOURS	Max Marks	
							CIA	EXTERNAL
1.	CORE	PAPER I – Social Work Profession	I	4 Hrs	4	3	25	75
2.	CORE	PAPER II – Work with Individuals	I	4 Hrs	4	3	25	75
3.	CORE	PAPER III – Work with Groups	I	4 Hrs	4	3	25	75
4	CORE	Paper IV- Field Work Practicum - I	I	12 Hrs	6	-	40	60
5	Inter Disciplinary	Paper V- Social and Psychological Foundations for Social Work	I	4 Hrs	4	3	25	75
		Soft Skills- 1		2	2			

### SECOND SEMESTER

S.No	COURSE COMPONENTS	NAME OF THE COURSE	SEMESTER	INST.HOURS	CREDITS	EXAM HOURS	Max Marks	
							CIA	EXTERNAL
6.	CORE	Paper VI-Community Organisation	II	4 Hrs	4	3	25	75
7.	CORE	Paper VII-Social Work Research and Statistics	II	4 Hrs	4	3	25	75
8.	CORE	Paper VIII-Field Work Practicum - II	II	12 Hrs	6	-	40	60
9.	Elective	Paper IX-Disaster Management / Working with People living with HIV/AIDS	II	4 Hrs	4	3	25	75
10.	Extra Disiplinary	Paper X-Women and Development / Management of Organisations	II	4 Hrs	4	3	25	75
		Soft Skills-II		2Hrs	2			

# **1. M.A. DEGREE COURSE IN APPLIED HISTORY**

## **SYLLABUS**

### **I SEMESTER**

#### **Paper I - SOCIAL AND CULTURAL HISTORY OF TAMILNADU – I (UPTO NAYAKRULE)**

**UNIT I:** Sangam Age and Post Sangam Age: Social Institutions -Customs and Practices -Economic Life -Trade -Religion -Literature -Arts.

**UNIT II:** Age of the Pallavas: Society -Economic Life -Religion- Bhakti Movement- Literature and Education -Arts.

**UNIT III:** Age of the Cholas: Society – Economic Life – Religion – Role of the Temple – Literature and Education – Arts.

**UNIT IV:** Age of the Pandyas: Society -Economic Life -Religion -Foreign Accounts Literature -Arts.

**UNIT V:** Tamilagam under Vijayanagar and Nayak Rule: Society -Economic Life - Religion -Literature -Arts.

#### **BOOKS FOR REFERENCE:**

1. Pillay, K.K., 1975, **A Social History of the Tamils, Tamilnadu History -Its People and Culture (in Tamil)**, University of Madras, Chennai.
2. Nilakanta Sastri, K. A., 2000, **The Colas**, University of Madras, Chennai.
3. Nilakanta Sastri, K.A., 1972, **The Pandyan Kingdom**, Madras University, Chennai
4. Mahalingam, T.V., 1975, **Administration and Social Life under Vijayanagar**, University of Madras, Chennai.
5. Balasubramanian, C., 1976, **The Status of Women in Tamilnadu during the Sangam Age**, University of Madras, Chennai.
6. Nagaswamy,R., **Studies in South Indian History and Culture**.

7. Krishnamurthy V.M., 1984, **History of Tamil Nadu upto A.D.1565**, Vijayalakshmi Publications, Neyyar.
8. Meenakshi, C., 1977, **Administration and Social life under the Pallavas**, University of Madras, Chennai.
9. Sathianathaier, R., 1980, **History of the Nayaks of Madura**, University of Madras, Chennai.
10. Subramanian, N., 1998, **Social and Cultural History of Tamil Nadu upto A.D. 1336**, Ennes Publication, Udumalpet.

**Paper II- CULTURAL HERITAGE OF INDIA (EXCLUDING TAMILNADU)**

**UNIT I:** Ancient Indian Culture - Harappan and Vedic Social and Cultural Patterns.

**UNIT II:** Religious Ferment in the 6<sup>th</sup> Century B.C. - Jainism and Buddhism - Repolarisation of Society.

**UNIT III:** Cultural Development in the Era of the Mauryas -The Kushans and their patronage to Buddhism and Culture -The Guptas and the Cultural efflorescence.

**UNIT IV:** The Rise and Growth of Islamic culture under the Delhi Sultans and the Mughals -Its impact on Hindu culture.

**UNIT V:** The British Rule -Western Education - Westernisation of Society and Culture -Art, Architecture, Music and Dance under British rule.

**BOOKS FOR REFERENCE:**

1. Chatterji, Suniti Kumar, et al (ed), **The Cultural Heritage of India**, Vols. I -VI .
2. Basham, A.L., **The Wonder that was India.**
3. Basham, A.L., (ed), **A Cultural History of India.**
4. Luniya, B. N., 1998, **Evolution of Indian Culture**, Lakshmi Narain Agarwal, Agra.
- S. Majumdar, R.C., **History of Cultures of Indian People** (Vols. I -VI)
6. Romila Thapar , 1961, **A History of India**, Vol I., New Delhi.
7. Romila Thapar , **The Cultural Past.**

**Paper III - CONTEMPORARY HISTORY OF INDIA,  
A.D.1947 - 2000**

**UNIT I:** Process of National Consolidation -Integration of Native States -Making of the Constitution- Indian Republic and the Parliamentary Democracy- Linguistic Reorganisation of States, 1956.

**UNIT II:** Nehru Era, 1947-64 - Democratic Socialism - Foreign Policy - Planned Economy - Five Year Plans.

**UNIT III:** Post Nehru Era - The Shastri Years (1964-66) - Post Nehru Economic Policies -The Indo-Pak conflict of 1965 -Emergence of Indira Gandhi - Politics of Coalition -The General Elections of 1967 -The Political rhetoric of Garibi Hatao - Privy Purse and Bank Nationalisation- The 1971 -72 Elections -Foreign Policy -The emergence of Bangladesh.

**UNIT IV:** The Authoritarian Interlude (1975-77): The Proclamation of Emergency and the Politics of Repression - the Movement against Authoritarianism - The total Revolution of Jayaprakash Narayanan and Its Impact -The General Elections of 1977, Emergence of Janata Party and its Break-up - The elections of 1980.

**UNIT V:** Political Re-alignments, Economic Re-structuring: Congress Policies toward Economic Liberalization -Regional Politics -Punjab, Kashmir, Assam; Jharkhand, NEFA and Tamilnadu.

**BOOKS FOR REFERENCE:**

1. Appadorai, A., **India: Studies in Social and Political Development, 1917-67.**
2. Krishnan Bhatia, **The Ordeal of Nationhood: A Social Study of India since Independence,**  
**1947-1970:**
3. Deshmukh, C.D., **Economic Development of India, 1946-56: A Personal Retrospect.**
4. **Era of Rapid Change: 1947-67,** Government of India, 1968.
5. Francine E. Frankel, **Indian Political Economy 1947-77.**
6. Gadgil, D.R., **Planning and Economic Policy in India.**

7. Dey, S.K., **Power to the People: A Chronicle of India 1947-67.**
8. Kaul., J.N., **Higher Education in India: 1951-7:1: The Decades of Planned Drift.**
9. Ruddar Datta and Sundharam, K.P.N., **Indian Economy.**
10. Nanda, B.R., **India's Foreign Policy -The Nehru Years.**
11. Aruna Asaf Ali, **Resurgence of Indian Women.**
12. Kuldip Kaur, **Education in India (1781-1985).**
13. Bipan Chandra, **The Rise and Growth of Economic Nationalism in India.**
14. Bipan Chandra, Mirudala Mukherjee, Aditya Mukherjee, 2000, **India After Independence**  
1947- 2000, Penguin Books, New Delhi.

#### **Paper IV - ECONOMIC HISTORY OF INDIA,**

**A.D. 1526 -A.D. 1857**

- UNIT I:** Indian Economy on the Advent of the Mughals -Trade under the Mughals-  
Land Tenure and Revenue Settlements under Mughals -Jagirdari,  
Zamindari, Khalsa, Land Revenue System under Sher Shah..
- UNIT II:** Agriculture -P.olicy and Development - Mughals and British rule.
- UNIT III:** Industries -Policy and Development - Village, Small Scale and Large Scale  
Industries in Modern India.
- UNIT IV:** Trade and Commerce under the Mughals -Vijayanagar - Marathas.
- UNIT V:** Transport and Communication -Development -Roadways -  
Waterways -Railways.

#### **BOOKS FOR REFERENCE**

1. Desai. S.S.M., 1980, **Economic History of India**, Himalaya Publishing House,  
New Delhi.
2. Nanda. S.P.,1999, **Economic and Social History of Modern India**, Anmol  
Publication  
Pvt., Ltd., New Delhi.
3. Rothermund, **Economic History of India .**
4. Tirthankar Roy, **Economic History of India -1857 -1947.**

- 5, Kaushal, G., **Economic History of India.**
6. Jathar, G.B., and Beri, S.G., **Indian Economics**, Vol. II.
7. Grover, B.L., and Grover, S., **A New Look at Modern Indian History.**

***Elective I - INDIAN NATIONAL MOVEMENT***

**UNIT I:** Introduction -Early uprising against the British Rule before 1857 -The Revolt of 1857 Factors leading to the Emergence of Indian Nationalism.

**UNIT II:** Founding of the Indian National Congress - Moderate Nationalism 1885 to 1905 -Growth of Extremism -Partition of Bengal 1905 -Swadeshi and Boycott Movements - Congress Split, 1907 -Government response -Minto Morley Reforms -Revolutionary Trends at home and abroad for India's Freedom.

**UNIT III:** Home Rule Movement- Lucknow Pact, 1916 -Impact of the I World War-Rowlatt Act and Jallianwallah Bagh Massacre -Montagu -Chelmsford Reforms.

**UNIT IV:** Gandian Era -Non-Cooperation Movement -Khilafat Movement -Swarajist Party -Simon Commission -Lahore Congress -Civil Disobedience Movement -Round Table Conference -Government of India Act, 1935.

**UNIT V:** Impact of World War II -Subash Chandra Bose and the INA - Jinnah and Muslim Separatism - August Offer - Cripps Mission -Quit India Movement - Cabinet Mission - Mountbatten Plan - Partition and Independence, 1947.

**BOOKS FOR REFERENCE:**

1. Bipin Chandra, **Nationalism and Colonialism in Modern India.**
2. Sumit Sarkar, **Modern India.**
3. Sen, S.P., **1857.**
4. Chowdry, V.C.P., **Theories on Indian Revolt of 1857.**
5. Pandey, B.N., **A Contemporary History of the Indian National Congress** ( Vols. 1,2,3)
6. Pattabi Sitaramaiah , **The Indian National Congress.**

7. Tara Chand, 1972, **Freedom Movement in India**, (IV Vols), Government of India, New Delhi.
8. Majumdar ,R. C., **Freedom Struggle**.
9. Aggarval, 1988, **Constitutional Development of National Movement of India**, S. Chand & Co., New Delhi.
- 10 Judith Brown, **Modern India**.

## *II SEMESTER*

### **Paper V - SOCIAL AND CULTURAL HISTORY OF TAMILNADU –II**

#### **(FROM MARATHAS TO MODERN TAMILAGAM)**

**UNIT I:** Tamilagam under the Marathas: Society -Economic Life -Religion- Literature -Arts.

**UNIT 11:** Education in Modern Tamilnadu: Introduction of Western Education- Higher Education -Education Policy -Development of Science and Technology and Professional Education.

**UNIT III:** Religion in Modern Tamilnadu: Christianity -Hindu Reform Movement – Secularism

**UNIT IV:** Reform Movement in Modern Tamilnadu: Social Reform Movements - Self Respect Movement -Women Movements in Tamilnadu -Social Legislation - Nationalist Upsurge.

**UNIT V:** Literature, Art and Fine Arts in Modern Tamilnadu:Tamil Renaissance.

#### **BOOKS FOR REFERENCE:**

1. Pillay, K.K., **A Social History of the Tamils, Tamilnadu History -Its People and Culture (in Tamil)**.
2. Srinivasachari, C.S., **Social and Religious Movements in the 19th century**.
3. Hardgrave, R., **The Dravidian Movement**.
4. Hardgrave Jr, R.L., **The Dravidian Movement**.
5. Irschick, E.F., **Politics and Social Conflict in South India**.

6. Sathianadhan, S., **History of Education in the Madras Presidency.**
7. Suntharalingam, R., **Politics and Nationalist Awakening in South India, 1852-1891,**  
(First Edition), Arizona University, Arizona.
8. Nambiarooran, **Tamil Renaissance and the Dravidian Nationalists, 1905-1944.**
9. Rajaraman, P., (1988), **The Justice Party, 1916 –1937,** (First Edition), Poompozhi Publishers, Madras
10. Kandaswamy, P., 2001, **The Political Career of K.Kamaraj,** First Edition ,  
Concept  
Publishing Company, New Delhi.
11. Subramanian, N., 1999, **Social and Cultural History of Tamil Nadu (A.D.1336-1984),**  
Ennes Publications, Udumalpet.

#### PAPER VI - INTELLECTUAL HISTORY OF MODERN INDIA

- UNIT I** : Introduction - Definition of Intellectual History
- UNIT II** : Political Thinkers: The Liberals: M.G.Ranade – S.N.Banerjee – Revolutionary Thinkers – Tilak – Lajpat Rai – B.C. Pal – Mahatma Gandhi – Jawaharlal Nehru
- UNIT III** : Social Thought: Iswarchandra Vidyasagar – B.R.Ambedkar – E.V.R. Periyar – Vinoba Bhave – Jayaprakash Narayan.
- UNIT IV** : Socialist and Communist Thought: M.N.Roy – Ram Mohan Lohia – S.A.Dange.
- UNIT V** : Literature: Rabindranath Tagore – Subramania Bharathi – Thiru Vi. Ka., Sarojini Naidu – Bharathidasan.

#### **Books for reference:**

1. Appadorai, A., **Indian Political Thinking.**
2. Dev Raj Bali, **Modern Indian Thought.**
3. Publication Division, Government of India, **The Great Men and Women.**
4. Publications of Dravidar Kazhagam, **On Periyar.**
5. Gopalakrishnan, M.D., **Periyar, Father of the Tamil Race.**
6. Anne Taylor, **Annie Besant – A Biography.**
7. Sar Desai, D.R., and Anand Mohan (Ed.), **The Legacy of Nehru – A Centennial Assessment.**
8. Stanley A. Wolpert, Tilak and Gokhale, **Revolution and Reform in the Making of Modern India.**
9. R.N., **Integral Thought of Sri Aurobindo.**
10. Sharadha Rath, **Jawaharlal Nehru – The Nation Builder and Architect of India's Foreign Policy.**
11. Dhanki, J.S., **Lala Lajpat Rai and Indian Nationalism.**

**Paper VII -ECONOMIC HISTORY OF MODERN INDIA,  
A.D. 1858 - 1947**

**UNIT I:** Indian Economy on the eve of the British Rule -Trade under the East India company and the Economic Drain from India -Land Tenure and Revenue Settlements under British Rule.

**UNIT II:** Agriculture -Policy and Development -Commercialisation of Agriculture - Irrigation - Famine and Famine Administration -Peasants Conditions.

**UNIT III:** Industries -Policy and Development -Indigenous and Major Industries - Cotton, Textile, Jute, Iron and Steel, Sugar and Chemical- Labour problems and Labour Legislation.

**UNIT IV:** Transport and Communication -Policy and Development -Roadways - Railways -Waterways -Communication Modernisation and Development- Post and Telegraph -Telephones and Radio.

**UNIT V:** Trade and Commerce -Internal Trade -External Trade -Principal Trade Centres in India -Trade Organisations.

**BOOKS FOR REFERENCE**

1. Desai. S.S.M., 1980, **Economic History of India**, Himalaya Publishing House, New Delhi.
1. Nanda. S.P.,1999, **Economic and Social History of Modern India**, Anmol Publication Pvt., Ltd., New Delhi.
3. Rothermund, **Economic History of India** .
4. Tirthankar Roy, **Economic History of India -1857 -1947**.
- 5, Kaushal, G., **Economic History of India**.
6. Jathar, G.B., and Beri, S.G., **Indian Economics**, Vol. II.  
Grover, B.L., and Grover, S., **A New Look at Modern Indian History**.

**Paper VIII - HISTORY OF WORLD CIVILIZATIONS**

**(EXCLUDING INDIA) -ANCIENT PERIOD**

**UNIT I:** Introduction -Definition of Civilization -Comparison between Culture and Civilization -Origin and Growth of Civilizations -Pre-historic Culture - Paleolithic and Neolithic Culture.

**UNIT II:** River Valley Civilizations -Egyptian Civilization -Mesopotomian Civilization -Sumerian, Babylonian, Assyrian and Chaldean Cultures.

**UNIT III:** Persian Civilization -Hebrew Civilization.

**UNIT IV:** Chinese Civilization -Japanese Civilization -Maya, Aztec and Inca Civilizations.

**UNIT V:** Classical Civilizations -Ancient Greece -Legacy of Greece -Hellenistic Civilization -Ancient Rome -Roman Contribution.

**BOOKS FOR REFERENCE**

1. Will Durant, **The Story of Civilization** (10 Volumes).
2. Edward MacNallBurns, **Western Civilization -their History and their Culture.**
3. Judd, G.P., **History of Civilization.**
4. Swain, J.E., **A History of World Civilization.**
5. Wallbank, T. W., and Bailay, N.M., **Civilization -Past and Present.**
6. Burns, and Ralph, **Western Civilizations.**
7. Phul, R.K., **World Civilization.**
8. Gokale, B.K., **Introduction to Western Civilization.**

**Elective II – CONSTITUTIONAL HISTORY OF INDIA  
A.D. 1858 to 2000  
(with landmark Amendments)**

- UNIT I** : Introduction – The Government of India Act of 1858 – Queen Victoria’s Proclamation – The Indian Councils Acts, 1861 and 1892.
- UNIT II** : The Rise of Extremist Nationalism and its impact on Constitutional Development – Minto – Morley Reforms – The Indian Councils Act, 1909 Montague and Chelmsford Reforms Proposals and the Government of India Act, 1919 and Dyarchy in the Provinces.
- UNIT II** : Government of India Act of 1935 – Federal System and Provincial Autonomy
- UNIT IV** : Cabinet Mission Proposals – Mountbatten Proposals – The Indian Independence Act of 1947 – The Constituent Assembly – Constitution of India, 1950 – Salient Features.
- UNIT V** : Landmark Constitutional Amendments – 24<sup>th</sup> and 25<sup>th</sup> Amendments and Fundamental Rights – 39<sup>th</sup> Amendment – Election of President, Vice President, Prime Minister and Speaker beyond Judicial Scrutiny – 42<sup>nd</sup> Amendment – Changes to Preamble, Inclusion of Fundamental Duties - Far reaching changes in the Executive, Legislature and Judiciary – 44<sup>th</sup> Amendment, Nullification of most of the Provisions of the 42<sup>nd</sup> Amendment –

52<sup>nd</sup> Amendment, Anti Defection Law – 61<sup>st</sup> Amendments – Lower Voting Age – 72<sup>nd</sup> and 73<sup>rd</sup> Amendments - Panchayat and Nagar Palika Acts.

## BOOKS FOR REFERENCE

1. Kapur, A.C., **Constitutional History of India.**
2. Agarwal, R.C. 1988, **Constitutional Development and National Movement of India**, S. Chand & Co., New Delhi.
3. Keith, A.B., **The Constitutional History of India**
4. Mahajan, V.D., **Constitutional History of India**
5. Chhabra, G.S., **Constitutional History of India**

### Web Sources:

1. Constitution of India with all amendments:  
<http://indiacode.nic.in/coiweb/welcome.html>
2. Making of the Constitution:  
[http://www.legalserviceindia.com/constitution/const\\_india1.htm](http://www.legalserviceindia.com/constitution/const_india1.htm)
3. Basic Structure:  
[http://www.humanrightsinitiative.org/publications/const/the\\_basic\\_structure\\_of\\_the\\_indian\\_constitution.pdf](http://www.humanrightsinitiative.org/publications/const/the_basic_structure_of_the_indian_constitution.pdf)
4. Extracts from the Constitution:  
<http://mama.indstate.edu/users/india/country/const.html>

## EDC - I WOMEN'S STUDIES

(Extra Disciplinary)

**UNIT I:** Definition of Women's Studies - Its Objectives - Scope - Theories of Feminism - Women's Movements in the West.

**UNIT II:** Women through the Ages - Indian Context - Women in Freedom Struggle – Pre -Gandhian Era and Gandhian Era.

**UNIT III:** Rise of Feminist Movement and Women's Organisations – Growth - Governmental and Non-Governmental Organisations - National, State Councils for Women - Achievements.

**UNIT IV:** Role of Women in Politics - Administration - Business - Industry - Women Entrepreneurs - Need for Reservation.

**UNIT V:** Women and Law - Legal and Constitutional Rights - Marriage – Divorce - Property Rights - Labour Laws - Women in Modern Society.

#### BOOKS FOR REFERENCE

1. Tara A. Baig, 1976, **India's Women Power**, S. Chand & Co., New Delhi.
2. Rama Mehta, 1987, **Socio-legal, Status of Women in India**, Mittal Publications, Delhi.
3. Srinivas, M.N., 1978, **The Changing position of Indian Women**, Oxford University Press, London.
4. Nanda, B.R., 1990, **Indian Women from Purdah to Modernity**, Radiant Publishers, New Delhi.
5. Altenbar, A.S., 1962, **The Position of Women in Hindu Civilisation**, Motilal Banarsi Das, Delhi.
6. Neena Desai and Patel, V., 1985, **Indian Women: Chance and Challenge in the International Decade, 11975-1985**, Popular Prakashan, Bombay.
7. Bovehur David, **The Feminist Challenge, The Movement for Women's Liberation in Britain and U.S.**
8. Banbs Olive, **Faces of Feminism - A Study of Feminism as a Social Movement.**
9. Gandhi, M.K., **Women and Social Justice.**
10. Radha Kumar, **The Women's Movement in India.**
11. M. Razia Parvin, **Empowerment of Women – Strategies and Systems for Gender Justice**, Dominant Publishers and Distributors, New Delhi, 2005.

## 2. M.A. DEGREE COURSE IN APPLIED SANSKRIT

### I Year

### I Semester

Paper No.	Title	Credits
<b>Paper I</b>	<b>Introduction to Technical Literature</b>	<b>4</b>

This course provides an insight into the Technical sciences available in Sanskrit literature with its branches.

<b>Paper II</b>	<b>Introduction to Linguistics</b>	<b>4</b>
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Linguistics is a new branch of language study. It offers newer and newer insights into the understanding of language functioning. There are language – free and language – Specific aspects, found among languages. Linguistics facilitates in sifting these aspects and knowing them. It not only helps one to know about one's own language but also about other languages known to him/her. The knowledge of linguistics is very essential in a multi-lingual society like ours. It starts from a study of basic sound units of a language and makes an in depth study at various levels like word level study called morphology, etc., which ultimately provide deep knowledge about the functional aspects of languages. Since language study without Linguistics will be incomplete, this course aims at providing a comprehensive knowledge about the basis of Linguistics.

- Unit I :** Introduction to language as a medium of communication, Definition of Language, Language types, Dialects, Std. Dialects, Idiolects etc.
- Unit II :** Phonetics – Articulatory Phonetics etc., Air Streak Mechanism, Process of Articulation, Place of Articulation, Manner of Articulation and Classification of sounds.
- Unit III:** Phonology – Phone, Phoneme and Allophone.
- Unit IV:** Morphology – Morph, Morpheme and Allomorphs, Classification of Morphemes.
- Unit V:** Syntax and Semantics – Definition of Sentence, Immediate Constituents Analysis, Phrase Structure Grammar, Universal Grammar, etc., Definition of Meaning, Types of Meanings, Word Meaning and Sentence Meaning.

#### **Texts**

Modern Linguistics – An Introduction, S. K. Verma, N. Krishnaswamy.

#### **Reference**

1. Introduction to Descriptive Linguistics by Gleason
2. Language by Bloomfield
3. A Course in Modern Linguistics by C. F. Hockett.

**Paper III Introduction to Indian Logic****5**

Among the numerous systems of philosophy that have been evolved in India during the last three thousand years, the Nyaya and Vaisesika occupy a unique position on account of their cardinal doctrines. Every other system accepts the fundamental principles of Nyaya logic and borrows the phraseology of the Nyaya for their purpose. The objective of this course is therefore to introduce the students to the system of Nyaya and Vaisesika to have a clear understanding of the other systems of philosophy.

**Syllabus**

<b>Unit I</b>	Introduction to Orthodox and Heterodox systems
<b>Unit II</b>	Introduction to Nyaya and Vaisesika literature
<b>Unit III</b>	The Text Tarkasangraha and its commentaries. Importance of the commentary Nyayabodhini.
<b>Unit IV</b>	Study of the text Tarkasangraha
<b>Unit V</b>	Study of the text Nyayabodhini

**Text**

Tarakasangraha with Nyayabodhini with the Commentary Kala  
By Kedarnath Tripathi, by Motilal Banarsidass, New Delhi.

**References:**

1. Primer of Indian Logic by Kuppuswamy Sastry.
2. Indian Logic by Athalye and Bodas.

**Paper IV Introduction to Sanskrit Language and Linguistics-I****4****Course Objectives**

Sanskrit Language has a unique place among the Indo-European languages. Its beautiful structure has been acknowledged worldwide. Knowledge of Sanskrit will lead one to read and understand the vast literature in various subjects, which speak of our ancient culture and heritage.

Linguistics is an evolving science in the field of language studies and has made great inroads into a study of the various functional aspects of languages. It provides scope for a systematic study of languages at various levels like syllable level, word level, sentence level and more. There are various branches of linguistics, which provide scope for conducting language research from various perspectives. This is an introductory course aimed at acquainting the students with the basics of Sanskrit Language and linguistics.

## SYLLABUS

- Unit I:** Introduction to Sanskrit language – the basics like alphabets, sabdas and dhatus, etc.
- Unit II :** Phonetics and Phonology (Dhvani)
- Unit III :** Morpho-phonemics (sandhi), Morphology and syntax.
- Unit IV :** Study of some short stories, subhashita's, etc.
- Unit V :** Practice sessions.

### Texts

1. Sanskrit for Beginners by M. Narasimhachary and S. Ramaratnam.
2. Introduction to Sanskrit Linguistics by Sreemannarayana Murthi.

### References:

Paninian Linguistic by P. S. Subramanian

### Paper V: Basic Sanskrit

5

This being a supportive course, seeks to provide foundational knowledge about Sanskrit language for beginners. Starting with an introduction about languages in general and Sanskrit language in particular, it is proposed to deal with the rudiments of the language, from alphabets to slowly building the language skill through vocabulary building, etc. The idea is to make the student sufficiently conversant, so as to feel at ease with elementary texts in Sanskrit.

### Syllabus

1. Language Theories and uniqueness of Sanskrit language.
2. Rudiments of Sanskrit language.
3. Study of some basic text.
4. Standard Subhasita's with meanings.
5. Practice Exercises.

### Texts

3. Sanskrit for Beginners by M. Narasimhachary and S. Ramaratnam.
4. Srvantu Katham ekam by Samskrita Bharati.

### References

1. Abhyasapustakam by Samskrita Bharati
2. Balatosini by Samskrita Bharati
3. Vibhaktivallari by Samskrita Bharati

## SEMESTER II

### **Paper VI Introduction to Sanskrit Language and Linguistics-II Course Objectives 4**

Sanskrit Language has a unique place among the Indo-European languages. Its beautiful structure has been acknowledged worldwide. Knowledge of Sanskrit will lead one to read and understand the vast literature in various subjects, which speak of our ancient culture and heritage.

Linguistics is an evolving science in the field of language studies and has made great inroads into a study of the various functional aspects of languages. It provides scope for a systematic study of languages at various levels like syllable level, word level, sentence level and more. There are various branches of linguistics, which provide scope for conduction language research from various perspectives. This is an introductory course aimed at acquiring the students with the basics of Sanskrit Language and linguistics.

#### **Syllabus**

<b>Unit I</b>	Introduction to Sanskrit language – the basics like alphabets, sabdas and dhatus, etc.
<b>Unit II</b>	phonetics and Phonology (Dhvani)
<b>Unit III</b>	Morpho-phonemics (sandhi), Morphology and syntax.
<b>Unit IV</b>	Study of some short stories, subhashita's etc.

#### **Texts**

1. Sanskrit for Beginners by M. Narasimhachary and S.Ramaratnam.
2. Introduction to Sanskrit Linguistics by Sreemannarayana Murti.

#### **References**

Pannian Linguistics by P. S. Subramanian

### **Paper VII Ayurveda – I 4**

<b>Unit I</b>	- Introduction to traditional Medical systems.
<b>Unit II</b>	- History of Indian Medical systems.
<b>Unit III</b>	- Principles of Ayurveda

### **Paper VIII Yoga 5**

<b>Unit I</b>	- Introduction to Yoga Philosophy
<b>Unit II</b>	- History of Yoga
<b>Unit III</b>	- Principles of Yogasastra
<b>Unit IV</b>	- Select portions of Hathayogapradipika

**Paper IX Systems of Indian Philosophy**

**5**

Six Systems of Indian Philosophy

- Unit I** - Nyaya and vaisesika
- Unit II** - Sankhya and yoga
- Unit III** - Mimamsa
- Unit IV** - Advaita
- Unit V** - Visistadvaita and Dvaita

Reference Text

- (1) History of Indian Philosophy by S.N.Dasgupta
- (2) Critical Serve of Indian Philosophy by Chandradhar sarma

**Paper X Indian Architecture – I**

**4**

Architecture is the harmonious combination of form, function and construction that leads to a pleasant living environment (*sattvika*). It is defined as the science of design and construction of buildings. Thus the core of architecture is the theory of beauty and truth. This concept is dealt with in the case of India's architecture, the *Vasastu Sastra* in a holistic manner.

- Unit I** - Introduction to Indian Architecture
- Unit II** - Components of Vastusastra
- Unit III** - Aesthetic quality of Vastuvidya

**Reference:**

1. Prasanna kumar Acharya – A dictionary of Hindu Architecture – Manasara Series – Vol. I. to Vol. 7 – Munshiram Manoharlal Pvt. Ltd. 1995.
2. Kapila Vatsayan – Kalatattvakosa – Indira Gandhi National Centre for Arts, New Delhi – 1996.
3. Coomaraswamy Anand – The Aims of Indian Art.

### 3. M.A DEGREE COURSE IN COMMUNICATION

#### SYLLABUS

##### Semester I

##### **Introduction to Human Communication**

- Unit 1: Nature and Scope of human communication
- Unit 2: Theories of Interpersonal Communication
- Unit 3: Theories of Persuasion (Elaboration Likelihood Model)
- Unit 4: Public Communication-Rhetoric Model
- Unit 5: Models of Mass Communication

##### **Basic Journalism**

- Unit 1: News Definition, News Values, Sources
- Unit 2: Reporting Skills-Beat Systems, Crime, Courts, Local Government,
- Unit 3: Specialized Reporting, Writing Opinion Articles
- Unit 4: Feature Writing and Soft News
- Unit 5: Journalistic Ethics-Codes of Conduct

##### **Writing for Media**

- Unit 1: Formats, Structure, Purpose, Audience-Plain Language
- Unit 2: Effective Writing: Grammar and Language Exercises, House Styles
- Unit 3: Critical Thinking: Arguments, Logical Reasoning
- Unit 4: Fact-Checking, Evidence and Verification
- Unit 5: Writing Exercises for different media /formats

##### **Media Skills -1**

- Unit 1: Graphic Design and Typography (Magazine, Newsletter Design)
- Unit 2: Desk Top Publishing (Quark Express OR Page Maker)
- Unit 3: Basic Digital Photography and Photo-Journalism
- Unit 4: Interviewing Skills and Techniques
- Unit 5: Multi-media Presentation Skills

Elective

##### **Communication for Development**

- Unit 1: Role of Communication in Development
- Unit 2: Process of Strategic Communication Planning
- Unit 3: Message Design, Audience Analysis & Media Planning
- Unit 4: Participatory Approaches to Communication for Development
- Unit 5: Case studies in communication for Development

##### **Communication Revolution**

- Unit 1: Communication History
- Unit 2: Printing and publishing Media
- Unit 3: Radio & TV
- Unit 4: Mobile/Wireless Technologies
- Unit 5: Internet and New Media

## **Soft Skills**

## **Semester II**

### **Mass Communication Theories**

- Unit 1: Approaches to Mass Communication & News Media
- Unit 2: Normative Theories of Press/Media Performance
- Unit 3: Theories of News and News Analysis
- Unit 4: Political Communication and Public Opinion
- Unit 5: Media Economics and Industrial Organization

### **Constitution and Media Laws**

- Unit 1: Introduction to Constitution Legal System in India
- Unit 2: Media Laws in India (Libel, Defamation)
- Unit 3: Intellectual Property Rights-Copyrights
- Unit 4: Privacy, Data Protection
- Unit 5: Case Studies and Ethical Issues

### **Broadcast Journalism**

- Unit 1: Basics of Electronic Media Programming
- Unit 2: Understanding Radio and TV Production
- Unit 3: Radio News Programme Production
- Unit 4: TV News Programme Production
- Unit 5: Exercises and Practical Works-Broadcasting Style

### **Media Skills II (Multimedia/Online Journalism)**

- Unit 1: Using on-line resources-Search Strategies
- Unit 2: Tools and Techniques for On-line Journalism (linking audio-video etc.)
- Unit 3: Writing for Online Media
- Unit 4: Flash for Journalists, Multi-Media News Presentation
- Unit 5: Blogs for Journalists, Using Social Media and Social Networking

Elective

### **Advertising (Creative Copy Writing)**

- Unit 1: Fundamentals of Advertising/ Advertising Organization/Media & Advertising
- Unit 2: Brand Communication Strategies
- Unit 3: Creative Strategies and Copy Writing
- Unit 4: Media Planning, Budgeting and Buying
- Unit 5: Case Studies in advertising management—Advertising, Society & Culture

### **Public & bCitizens Journalism**

- Unit 1: Alternative Media and Grass-root Communication –Cases Studies
- Unit 2: Public/Citizens Journalisms-Principles and Practices
- Unit 3: News Gathering, Writing and Editing for Alternative Media, Right to Information Act
- Unit 4: Covering Civic/Environmental and Local Issues
- Unit 5: Writing Exercises & Assignments

### **Soft Skills**

## 04. M.A. Degree Course in Corporate Sociology

### FIRST SEMESTER

#### Core- I: Principles of Sociology

**Unit- I: Origin and Development of Sociology:** Meaning, Nature and Scope of Sociology, Sociology as a Science- Relationship with other Social Sciences. Individual and Society, Heredity and environment.

Co-operation

**Unit-II: Socialization:** Stages and Agencies of Socialization.

**Social and cultural Processes:** Co- operation, Accommodation, Assimilation, Competition and conflict..

**Social Groups:** Meaning, Types of Groups- Primary, Secondary, In- Group, Out-Group and Reference Group.

**Social Control:** Factors and Agencies of Social Control.

**Unit-III: Social Institutions: Marriage-** Monogamy, Polygamy, Polygyny, Polyandry, Hypergamy, Hypogamy, Endogamy, Exogamy, Levirate, Sororate.

**Rules and Residence:** Patrilineal, Matrilineal, Avunculocal, Neo-local, Divorce

Family: Joint Family, Nuclear Family, Extended Family

**Economy:** Production Relation- Division of Labour- Concept of Class Distribution

**Polity:** Government – State and Nation- Power, Electoral System, Voting.

**Religion:** Monotheism, Polytheism, Animism, Major Gods and Goddesses, Village Level

**Deities** –Ancestral worship (Family level), Individual Level Deities.

**Unit- IV: Social Stratification: Race-** Classification- Negroid, Australoid, Mongoloid, Xanthochloroid, Melanochroid, Races in India- Aryan and Dravidian

**Caste:** Varnasrama System- Brahmin, Kshatriya, Vaishya, Shudra.

**Class-** Owners, Workers, Upper, Middle, Lower Classes- Co-existence of Caste and Class, Class Consciousness.

**Gender-** Concept of Patriarchy- Feminism- Radical Feminism- Liberal Feminism- Multicultural Feminism, Powerlessness of women, Empowerment of Women- Social, Economic and Political.

**Unit- V: Social Change-** Evolution, Progression and Deterioration- Factors of Social Change- Biological, Physical and Cultural.

### Text Book:

- Franklin Henry, The Principles of Sociology, Print Well Publishers, Jaipur, 1990.
- Sharma Ram Nath, Principles of Sociology, Media Promoters and Publication Pvt, Bombay, 1993.

### References:

- Gelles J. Richard, Ann Levine, Sociology- An Introduction, Mc Graw Hill Company, Singapore, 1995.
- Leonard Broom, Principles of Sociology, Media Promoters and Publication Pvt. Ltd., Bombay, 1993.
- Ogburn and Nimkaff, A Handbook of Sociology, Eurasia Publication House, New Delhi, 1966.
- Gisbert, Pavscal, Fundamentals of Sociology, Orient Longman, Bombay, 193.
- Goldthore J.K., An Introduction to Sociology, Cambridge University press, 1985.
- Sharma, K.L., Reconceptualising Caste, Class & Tribe, Rawat Publications, Jaipur, 2001.

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## **Core- II: RESEARCH METHODS & STATISTICS**

### **Unit-I: Science and Scientific Methods:**

What is Scientific Research- Types, Importance and uses- Steps in Social Research- Theory and Facts- Hypothesis.

### **Unit-II: Research Design:** Meaning, Types – Descriptive, Explorative-

Experimental – Diagnostic and Comparative- Functions of research design.

### **Unit-III: Technique and Tools of Data Collection:**

Schedule- Questionnaire- Interview, Observation- Case Study- Content analysis – Social Survey- Projective technic.

### **Unit-IV: Sampling methods and Report writing:**

Types- Probability and Non-Probability Sampling, Report writing- Steps in Report Writing.

**Unit-V: Statistics: Meaning-** Scope and importance of statistics in Social Research. Measures of Central Tendency- Mean- Median- Mode- Measures of Dispersion- Range- Quartile – Standard Deviation- Correlation and Regression. Role of Computers in Research.

**Text Books:**

- Kothari C.R., Research Methodology – Methods and Techniques, wiley eastern limited, Madras, 1985.
- Goode, Williams and Hatt Paul : Methods in Social Research, McGraw-Hill Book Company, London 1981.

**REFERENCES:**

- Young Pauline V: Scientific Social Surveys and Research. PHI.
- Mitchall, Mark and Jamina Jolley, Research Design Explainer, Holt, Rinehart and Winston inc., New york, 1988.
- Gane, Mike: On Durkheim’s Rules of Sociological Method, Routledge, London, 1988.
- Boalt, Gunnar: The Sociology of Research, Southern Illinois University Press, London, 1969.
- Blalock, J.R., Hubert, M. Social Statistics, Mc Graw Hill. International Editions, Washington, 1981.
- Hunt, Morton: Profiles of Social Research, Russell Sage Foundation, New York, 1920.
- Kothari, C.R., Quantitative Techniques, Vikas Publishing House (Pvt) Ltd. New Delhi – 1978.
- Michael S. Lewis – Beck, (Ed) Experimental Design & Methods, Sage Publications, Toppan, Publishing United Kingdom, 1990.

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**Core- III: Sociology of Organisation**

### Unit I Understanding organization

- Scope and purpose of organisation
- Forms of organisations- Formal, Informal, Tall and Flat organisations
- The emergence of large scale organizations

### Unit II Theories and models of organisation

- Classical theory
- Resource dependency theory
- Institutional theory
- Economic theory
- Theory of Density-Dependent evolution
- Organizational equilibrium theory
- Models of organisation : Mechanistic, The organic and the contingency models

### Unit III Dimensions of new organisation

- New economy and new organisation
- Continuity and change at work
- Corporations and culture

### Unit IV Organisational Dynamics

- Change and innovation
- Communication and leadership
- Stress, work and emotion
- Team building
- Identity work

### Unit V Organisational analysis

- Methods and levels of organizational analysis
- Organisational development, change and transformation

### References:

1. Michael J.Handel. 2003.-*The Sociology of organisations* -Sage Publications, NewDelhi
2. Paul Thompson and David Mchugh, 2002, –*Work organizations* -Palgrave, Newyork
3. David Dunkerley, 1972--*The study of organisation*-Routledge &Kegan Paul Ltd, London
4. Amitai Etzioni-*Modern organisation, 1964* -Foundations of modern Sociology series, Prentice Hall, New jersey
5. Michael Armstrong,2005 -*Human resource management Practice*-Kogan Page, London
6. Organization: Structure. Process and out come- Richard .H.Hall
7. Organisation Theory: Modern, Symbolic and Post modern Perspectives- Mary Jo Hatch, Oxford University Press

## **Core-IV : Globalization and Society**

### **Unit- I: Dimensions and Dynamics of Globalization**

- Historical and Social Conflict of Globalization
- World capitalism
- Modernization
- Globalization
- Factors contributing to globalization
- Advantage and disadvantages of Globalization

### **Unit-II: Agencies of Globalization**

- Nation- State
- Media
- Market
- NGO
- MNC
- International Agencies ( U.N/ Monetary Bodies- IMF, World Bank)

### **Unit-III: Globalization and Culture**

- Cultural de- territorialization
- Cultural homogenization, hegemony and dominance
- Global- Local interaction: Globalising the Local, Localising and global resurgence of ethnic consciousness
- Religious fundamentalism
- Transnational ethnic and religious movements
- Human diaspora

### **Unit-IV: Globalization and Inequality**

- Inequality within and among nation –states
- Global Risk Society
- Manufactured risk
- Environmental risk
- Health risk
- Need for global justice

## **Unit- V: Globalization and the Political Economy**

- Governing International Financial Systems
- Structural Adjustment and Governance
- End of the Nation State

### **References:**

- ✓ Beck, U., What is Globalization? Policy Press, Cambridge, 2000.
- ✓ Beck, U., Risk Society, Towards a New Modernity, Sage Publications, London, 1992.
- ✓ Beyon, John and David Dunkerly (etd) Globalization, The Reader, The Athlone Press, London, 2000.
- ✓ Held, D Mcgre A. et al., Global Transformations, Politics, Economics and Culture, Polity Press, Cambridge, 1999.
- ✓ Jha, Avinash, Background to Globalization, Center for Education & Documentations (CED), Bombay, 2000.
- ✓ Petras, James and Henry Veltmeyer, Globalization unmasked, Madhyam Books, New Delhi, 2001.
- ✓ Sklair, L., The Sociology of Global System, Harvester Wheatsheaf, 1991.

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## **Core-V: Indian Society: Structure and Process**

### **Unit- I: Approaches to the study of Indian Society**

- Indological Approach
- Structural Functional Approach
- Dialectical Approach
- Subaltern Approach

### **Unit-II: Characteristics of Indian Society**

- Caste System: Structure- Changing trends in Caste –Caste Conflicts
- Joint Family System – Characteristics – Changing Scenario
- Village Organization: Physical- Social- Economic – Political Organization
- Social and Cultural Diversity in India

### **Unit- III: Colonial Context**

- Colonial Ethnography and Fragmentary view of Society
- Imperial Gazetteer and Colonial Policy
- Colonial Legacy, Neo-Colonialism

#### **Unit – IV: Postcolonial Context**

- Indian Constitution
- Legislative History
- Social Legislation, Social Policy and Social Change

#### **Unit – V: Current Debates**

- Contextualisation
- Indigenization
- Text and Context
- Sociology for India

#### **References**

- ✓ Ahuja Ram., Indian Social System, Rawat Publication, Jaipur, 2002.
- ✓ Atal Yogesh, Indian Sociology- from where to where, Rawat Publication, New Delhi, 2003.
- ✓ Beteille Andre, Caste, Class and Power: Changing Patterns of stratification in a Tanjore Village, University of California Press, USA, 1965.
- ✓ Chandra Bipan et. al., India After Independence, Viking Penguin India Publication, New Delhi, 1999.
- ✓ Desouza, P.R. (ed), Contemporary India, Sage Publication, New Delhi, 2000.
- ✓ Dhenagare D.N., Themes and Perspectives in Indian Sociology, Rawat Publication, Jaipur, 1993.
- ✓ Dube S.C., Indian Society, National Book Trust, New Delhi, 1996.
- ✓ Dube S.C, The Indian Village, Routledge Publication, London, 1967.
- ✓ Dumont Louis., Homo Hierarchicus: The Caste System and its Implications, Vikas Publication, New Delhi, 1970.
- ✓ Fadia B.L., Indian Government and Politics, Sahitya Bhawan Publications, Agra,2000.
- ✓ Kashyap C. Subhash, Our Constitution- An Introduction to Indian Constitution and Constitutional Law, National Book Trust, New Delhi, 2004.
- ✓ Mukherjee D.P., Diversities, People's Publishing house, Delhi, 1958.
- ✓ Oommen T.K., and P.N. Mukherjee., (etd) Indian Sociology: Reflections and Introspections, popular prakashan, Bombay, 1986.
- ✓ Singh Y., Indian Sociology: Social Conditioning and Emerging concerns, Vistaar, Delhi, 1986.
- ✓ Singhi K. Narendra (etd)., Theory and Ideology in Indian Sociology, Rawat Publication, New Delhi, 1996.

- ✓ Srinivas M.N., India's Villages, Asia Publishing House, Bombay, 1960.
- ✓ Vani Prabhakar, Third World Sociology, Dominant Publisher and distributor, New Delhi, 2003.

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## SECOND SEMESTER

### Core- VI: Sociological Theory

**Unit- I: August Comte:** The Law of Human Progress- Hierarchy of Sciences- Social Statics and Dynamics.

**Herbert Spencer:** Evolutionary Theory- Organismic Analogy

**Unit-II: Emile Durkheim:** Methodology of Social Science- Sociology of Religion- Theories of Suicide- Division of Labour- Anomie.

**Karl Marx:** Historical Materialism- Class Struggle- Alienation- Social Change.

**Unit-III:Max Weber:** Ideal Type- Types of Authority- Class, Status and Power- Bureaucracy.

**Unit-IV: Talcott Parsons:** Social Action- Social System- Pattern Variables.

**Robert K. Merton:** Theory and Research- Manifest and Latent Functions- Anomie and Reference Group Theory.

**Unit-V: Garfinkel:** Ethnomethodology- The Problem of Order – Main Stream Sociology- An Experiment in Sociology.

#### **Text Books:**

- ✓ Coser L.A., Masters of Sociological Thought, Harcourt Brace, Lavarno Vich, USA, 2004.
- ✓ Turner, Jonathan H., 4<sup>th</sup> Edn, The Structure of Sociological Theory, Rawat Publication, New Delhi, 1987.

#### **References:**

- ✓ Abraham, Francis, Modern Sociological Theory.
- ✓ Coser, Lewis A and B. Rosenberg, Sociological Theory, Macmillan Publication, New York, 1997.

- ✓ Fletcher, Ronald, The Making of Sociology, Vol.I, Rawat Publication, New Delhi, 1971.
- ✓ Haralambas, M. and R.M. Heald, Sociology: Themes and Perspectives, Oxford University Press, New Delhi, 1980.
- ✓ Nisbet R., Sociological Tradition, Basic Book, New York, 1956.
- ✓ Turner, Bryan. S (ed)., The Black Well Companion to Social Theory, Oxford & Cambridge, USA.

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## Core- VII: CORPORATE COMMUNICATION

### Unit I: Nature and Types of Communication

Definition, types, level and elements  
 Transactional Model of Communication  
 Theories of Communication: Persuasion model

### Unit II: Organization And Communication

Role of communication in Organization – Theories of Organisational Communication – Functional theories – International Model – Decision making – Vertical/Horizontal/Formal/Informal Communication – Organisational Culture and Communication

### Unit III: Integrated Marketing Communication

Frame work for the study of IMC – elements of IMC (goals etc) – PR, AVT, promotion, events

- Brand communication strategies

### Unit IV: External Communication

PR – Image and reputation – Media relations  
 Advertisement – Brand – Role of advertisement  
 Events and promotion – sponsorship

#### **Special focus**

- Investor relations
- Relationship management – CRM
- Industrial relations – negotiation – conflict management

### Unit V: Internal Communication

#### **Counseling and employer relations**

Role of communication in HRM  
 Tools and techniques – skill based

### Unit VI: Crisis Management

#### Workshop

Case studies from production/service/hospitality/hospital

**References:**

1. Marketing Communication: Context, Strategies and Application-Christill
2. strategic Public relations management: Planning and managing effective communication programmes –Erica Weintraub Austin, Bruce Pinkleton
3. New Handbook of organizational communication advances in Theory, Research and Methods- Linda Puthnam, Fredrik Jablin
4. confident Public speaking-Deanna Sellnow
5. Management of Corporate Communicaiton: From interpersonal contacts to external affairs-Robert L.Health
6. Marketing Management- Philip Kotler & Kevin Lnane Keller
7. communication in organizations: Dalmar Fisher-Jaico Publishing House, Delhi

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**Core- VIII: CORPORATE CULTURE****UNIT I Introduction**

- ❖ Concept and definition of culture
- ❖ Importance of understanding culture (business organization)
- ❖ Corporate culture/Organizational culture

**UNIT II Elements Of Culture**

- ❖ Symbols, values, norms, artifacts, ethical codes, stories and myths
- ❖ Heroes
- ❖ Rites and rituals
- ❖ Communications

**UNIT III Types Of Corporate Culture And Economic Performance**

- ❖ Strong cultures
- ❖ Strategically appropriate cultures
- ❖ Adaptive cultures
- ❖ Corporate culture and Economic performance

**UNIT IV Putting Cultures Into Practice**

- ❖ Identifying cultures and diagnosis

- ❖ Managing culture
- ❖ Revitalising cultures – Designing for cultural change, building competence, training and leading change
- ❖ Cultures of the future

## **UNIT V Intercultural Communications**

- ❖ Understanding Intercultural Communication
- ❖ International cultures, diversity and co – cultures
- ❖ Inter-cultural communications: verbal process, non – verbal interactions, communicating interculturally

## **REFERENCES**

1. Torrence E. Deal and Allan K. Kennedy, Corporate cultures: The rites and rituals of corporate life, Addison-Wesley Publishing company, London, 1982
2. John Kotler and James L. Heskett, Corporate culture and performance, The Free Press, New York, 1992
3. Franklin C. Abshley, Revitalising your Corporate Culture, Prentice Hall of India, New Delhi, 2000

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## **Elective- I**

### **LEADERSHIP IN ORGANIZATION**

#### **UNIT-1 INTRODUCTION**

Defining leadership- ingredients of leadership- leadership at different levels- leadership qualities- various approaches to leadership

#### **Unit-II LEADERSHIP AND MANAGEMENT**

Leadership Versus management, leadership and organizational performance- performance variables, methodological challenges, Distinguishing leadership from other roles, Transactional and transformational leaderships

#### **Unit-III LEADERSHIP THEORIES AND STYLES**

Leadership theories an over view- The trait perspective –the behavior perspective –the contingency perspective –the power influence perspective –the gender –Influence perspective –the integrative perspective –the exchange perspective. Autocratic and democratic styles –charismatic leadership

#### **Unit –IV LEADERSHIP POWER AND INERTIA**

The inertia complex- conceptualizing power Taxonomy power- The reward power, Coercive power Legitimate power, Referent Power, legitimations of power- The legitimation of property, The elite legitimation The legitimations of traditional, Charismatic and Rational legal Authority, three faces of power legitimation.

#### **Unit –V RECRUITING AND SELECTING FUTURE LEADERS**

The future context of organizations, The future role of business leadership, The future leader, Selection and assessment methods, Characteristics of those who make it to the top, The skills and knowledge and experience approach, the backgrounds of British CEOs, Selection pitfalls

## **References:**

- 1.Essentials of Management: An international perspective- *Harold Koontz and Heinz weibrich*- Tata McGraw Hill publishing company limited, New Delhi
- 2.Organisational Leadership-*John Bratton,Keith Grint and Debra L.Nelson*- Thomson – south western
- 3.Leadership-*Philip Sadler*-Kogan Page India private limited, New Delhi
- 4.Leadership Games-*Stephen S.Kaagan*- Response Books-A Divison of Sage Publications India pvt.Ltd,New Delhi
- 5.Life Skills and leadership for engineers-*David E.Goldberg*- Tata McGraw Hill publishing company limited, New Delhi

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## **Extra Disciplinary Elective- II**

### **CORPORATE SOCIAL RESPONSIBILTY**

#### **I. INTRODUCTION**

- Business Ethics and Social Responsibility
- Corporate Social Responsibility: Concept, origin, evolution
- Corporate Social Responsibility: Debates
- Business, Government and Society Relationship (Model)
- Social Challenges to Business & Managing Social Issues
- Socially Responsible Management:

#### **II. CORPORATE SOCIAL RESPONSIBILITY AND GOVERNMENT**

- Government regulations of Business
- Public policy, politics and Business
- Corporate power, anti-trust laws & Public cause

#### **III. CORPORATE SOCIAL RESPONSIBILITY TOWARDS STOCKHOLDERS & CONSUMERS**

- Stockholders' Rights
- Corporate Governance
- Consumer-Business relations
- Consumer Issues & Consumer Movement
- Corporates' responsibility towards consumers

#### **IV. CORPORATE SOCIAL RESPONSIBILITY & EMPLOYEES**

- Quality of Work Life
- Job Safety & Health
- Affirmative Action Debate
- Discrimination
- Gender Issues

#### **V. COMMUNITY AND CORPORATE INTERACTION**

- Community needs & support of Business
- Corporates' role in civic affairs
- Corporates' response to urban needs
- Corporates' roles in cultural & public affairs

#### **Books Prescribed:**

1. Keith Davis, William.C.Frederick; *Business and Society: Management, Public Policy and Ethics*, McGraw Hill Book Company, New York
2. George.A.Steiner and John.F.Steiner; *Business, Government and Society: A Managerial Perspective*, McGraw Hill Companies Inc., New York
3. Bowen, Howard.R.: *Social Responsibilities of Businessmen*, New York, Harper, 1953
4. Jacoby,Neil.H: *Corporate Power & Social Responsibility*, New York, MacMillan, 1973
5. Anshen, Melvin.T: *Corporate Strategies for Social Performance*, New York, MacMillan, 1980

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	UNIT 4
	<b>Satire</b>
	John Dryden <span style="float: right;">Absalom and Achitophel</span>
	UNIT 5
	<b>Epic</b>
	John Milton <span style="float: right;">Paradise Lost Book IX</span>

C – Core; E – Elective; ED – Extra disciplinary

**Recommended Texts:**

1. 1973, **The Oxford Anthology of English Literature Vol. I.** The Middle Ages Through the 18<sup>th</sup> century. OUP, London
2. Standard editions of texts

**Reference Books:**

1. T.S. Eliot, 1932, “**The Metaphysical Poets**” from **Selected Essay**; Faber and Faber limited, London.
2. H.S. Bennett, 1970, **Chaucer and the Fifteenth Century**, Clarendon Press, London.
3. Malcolm Bradbury and David Palmer, ed., 1970 **Metaphysical Poetry**, Stratford - upon – Avon Studies Vol. II, Edward Arnold, London.
4. William R. Keast, ed., 1971, **Seventeenth Century English Poetry: Modern Essays in Criticism**, Oxford University Press, London.
5. A.G. George, 1971, **Studies in Poetry**, Heinemann Education Books Ltd., London.
6. David Daiches, 1981, **A Critical History of English Literature Vols. I & II.**, Secker & Warburg, London.
7. Thomas N. Corns, ed., 1993, **The Cambridge Companion to English Poetry: Donne to Marvell**, Cambridge University Press, Cambridge.
8. H.J.C. Grierson, “**Metaphysical Lyrics and Poems of the Seventeenth Century**” OUP, 1983, London.

Website, e-learning resources  
<http://www.english.org.uk/chaucer/htm>

**Course Structure: Paper II**

Title of the Course / Paper	<b>Drama I Elizabethan and Jacobean Drama</b>		
Category of the Course C	Year & Semester <b>First Year &amp; First Semester</b>	Credits <b>4</b>	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	The objective of this paper is to acquaint the students with the origin of drama in Britain and the stages of its evolution in the context of theater and culture through a study of representative texts from the Elizabethan and Jacobean Periods..		
Course Outline	UNIT I <b>Beginnings of Drama</b>  Miracle and Morality Plays – <b>Everyman</b>		
	UNIT 2 <b>The Senecan and Revenge Tragedy</b>  Thomas Kyd  The Spanish Tragedy		
	UNIT 3 <b>Elizabethan Theatre</b>  Theatres, Theatre groups, audience, actors and conventions		
	UNIT 4 <b>Tragedy and Comedy</b>  Christopher Marlowe Ben Jonson  Doctor Faustus Volpone		
	UNIT 5 <b>Jacobean Drama</b>  John Webster  Duchess of Malfi		

C – Core; E – Elective; ED – Extra disciplinary

**Recommended Texts:** Standard editions of texts

**Reference Books:**

1. Bradbrook, M.C., 1955, **The Growth and Structure and Elizabethan Comedy**, London.
2. Tillyard E.M.W., 1958, **The Nature of Comedy & Shakespeare**, London.
3. Una Ellis-Fermor, 1965, **The Jacobean Drama: An Interpretation**, Methuen & Co., London.
4. John Russell Brown and Bernard Harris, eds., **Elizabethan Theatre**, Stratford - upon - Avon Studies Vol 9., Edward Arnold, London.
5. Allardyce Nicoll, 1973, **British Drama**, Harrap, London.
6. Bradbrook, M.C., 1979, **Themes and Conventions of Elizabethan Tragedy**, Vikas Publishing House Pvt., Ltd., (6<sup>th</sup> ed) New Delhi.
7. Michael Hathaway, 1982, **Elizabethan Popular Theatre : Plays in Performance**, Routledge, London.
8. Kinney, Arthur .F., 2004, **A Companion to Renaissance Drama**, Oxford: Blackwell Publishing.

Website, e-learning resources

<http://www.clt.astate.edu/wmarey/asste%>

<http://eb.com>

(Encyclopaedia Britannica – restricted site)

<http://en.wikipedia.org/wiki>

(qualified search results on Elizabethan Theatre, Restoration Drama, Comedy of Manners, realism, naturalism, Abbey Theatre, Gaelic Revival, Modern Celts, Epic Theatre, Political Theatre, Experimental Theatre, etc. and on individual authors.)

<http://www.questia.com>

(online library for research)



**Reference Books:**

1. Wayne C. Booth, 1961, **The Rhetoric of Fiction**, Chicago University Press, London.
2. F.R. Leavis, 1973, **The Great Tradition**, Chatto & Windus, London.
3. Ian Watt, 1974, **Rise of the English Novel**, Chatto & Windus, London.
4. Frederick R Karl, 1977, **Reader's Guide to the Development of the English Novel till the 18<sup>th</sup> Century**, The Camelot Press Ltd. Southampton.
5. Ian Milligan, 1983, **The Novel in English: An Introduction**, Macmillan, Hong Kong.

Website, e-learning resources

<http://en.wikipedia.org/wiki/novel>

**Course Structure: Paper IV**

Title of the Course / Paper	<b>Indian Writing in English and in Translation</b>		
Category of the Course C	Year & Semester <b>First Year &amp; First Semester</b>	Credits <b>4</b>	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	The objective of this course is to enable the students to understand the evolution of Indian Writing in English with its dual focus on the influence of classical Indian tradition and on the impact of the West on it through representative texts in the different genres. It also enables them to get a glimpse of the rich diversity of culture and literature in the regional languages through translation in contemporary times.		
Course Outline	UNIT I Indian Classical literary Tradition; impact of English Studies on India; Colonialism; Nationalism; Nativism and Expatriatism; Socio-Cultural issues such as gender, caste and region		

	<p>UNIT 2</p> <p><b>Poetry</b></p> <p>Rabindranath Tagore <b>Gitanjali:</b> 12,36,63, 12) The Time my journey takes is long 36) This is my prayer to Thee 63) Thou hast made me known to friends</p> <p>Nissim Ezekiel “Background Casually” <b>(Indian Writing in English</b> ed. Makarand Paranjape, Macmillan 1993, p.112)</p> <p>K.K Daruwalla “Hawk” <i>from</i> <b>The Anthology of Twelve Modern Indian Poets</b> Ed. A.K. Mehrotra (OUP, 1992)</p> <p>Arun Kolatkar <i>From</i> <b>Jejuri</b> The Bus A Scratch</p> <p>Kamala Das Introduction, Eunuchs</p>
	<p>UNIT 3</p> <p><b>Drama</b></p> <p>Vijay Tendulkar <b>Silence! The Court is in Session</b></p>

UNIT 4	
<b>Prose and Fiction</b>	
<b>Prose</b>	
Sri Aurobindo B.R. Ambedkar	The Renaissance in India Extracts 4, 5 and 6 <i>from</i> <b>Annihilation of Caste</b> ed. Mulk Raj Anand (Delhi: Arnold Publishers, 1990, pp. 47-54)
<b>Fiction</b>	
R.K. Narayan	<b>The Painter of Signs</b>
Shashi Deshpande	<b>Dark Holds No Terror</b>
UNIT 5	
<b>Indian Literature in Translation</b>	
<b>Poetry</b>	
The following Selections <i>from</i> A.K. Ramanujan’s “Love and War” ( <b>The Oxford Indian Ramanujan</b> , ed., Molly Daniels, OUP, 2004).	
	Kapilar, Akananooru pg. 82 Purananooru pg. 356
<b>Short Story</b>	
The following selections from <b>Routes: Representations of the West in Short Fiction from South India in Translation</b> eds. Vanamala Viswanatha, V.C. Harris, C. Vijayashree and C.T. Indra (Macmillan 2000).	
<b>Kannada</b>	
Masti Venkatesa Iyengar	The Sorley Episode
<b>Malayalam</b>	
P. Surendran	Synonyms of the Ocean
<b>Tamil</b>	
Pudumai Pithan	Teaching

C – Core; E – Elective; ED – Extra disciplinary

**Recommended Texts:** Standard editions of texts

**Reference Books:**

1. K.R. Srinivasa Iyengar, 1962, – **History of Indian Writing in English**, Sterling Publishers, New Delhi.
2. Herbert H. Gowen, 1975, **A History of Indian Literature**, Seema Publications, Delhi.
3. William Walsh, 1990, **Indian Literature in English**, Longman, London.
4. Subhash Chandra Sarker, 1991, **Indian Literature, and Culture**, B.R. Publishing Corporation, Delhi.
5. M.K. Naik & Shyamala A Narayan, 2001, **Indian English Literature 1980-2000: A Critical Survey**, D.K. Fine Art Press (P) Ltd., New Delhi.
6. Tabish Khair, 2001, **Babu Fictions: Alienation in Contemporary Indian English Novels.**, OUP.
7. Rajul Bharagava Ed., 2002, **Indian Writing in English: The Last Decade**, Rawat Publications, New Delhi.
8. K. Satchidanandan, 2003, **Authors, Texts, Issues: Essays on Indian literature**, Pencraft International, New Delhi.
9. P.K. Rajan ed., 2004, **Indian Literary Criticism in English: Critics, Texts, Issues**, Rawat Publications, New Delhi.
10. Bruce King, 2001, **Modern Indian Poetry in English**, OUP, New Delhi.
11. Amit Chandri, 2001, **The Picador Book of Modern Indian Literature**, Macmillan, London.
12. A.K. Mehrotra, 2003, **An Illustrated History of Indian Literature in English**. Permanent Black, New Delhi.

Website, e-learning resources

[http://en.wikipedia.org/wik/indian\\_wring\\_in\\_english](http://en.wikipedia.org/wik/indian_wring_in_english)

Course Structure ELECTIVE

Title of the Course / Paper	<b>Classics in Translation.</b>		
Category of the Course - E (Elective within the department)	Year & Semester <b>First Year &amp; First Semester</b>	Credits 3	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	The paper aims at familiarising the students with the Ancient Indian Theatre and Classical Greek Theatre. It also intends to draw the attention of the students to the Socio, economic, cultural factors reflected in Indian, European and Russian Literatures. The parallel growth of the European and Indian Literatures from ancient to Modern periods is focused for the understanding of the learner.		
Course Outline	<b>UNIT 1 Concepts</b> Religion and literature- Religion as a source of literature- The human sciences- Philosophy and Literature – concepts of Marxism, Naturalism and Realism in fiction- superstition and belief reflected in literature – World literature as one.		
	<b>UNIT 2 Poetry</b> Thiruvalluvar	Thirukkural. (Penguin selections translated by Rajaji.	
	<b>UNIT 3 Prose</b> Plato	Portrait of Socrates.	
	<b>UNIT 4 Prose Fiction</b> Kalki's Camus Thakazhi Sivasankaram Pillai	Parthiban Kanavu The Outsider. Chemmeen.	
	<b>UNIT 5 Drama</b>  Sophocles Ibsen	Oedipus Rex A Doll's House.	

C – Core; E – Elective; ED – Extra disciplinary

**Recommended Texts:** Standard editions of texts.

**Reference Books:**

1. Lau Magnesm, **A Dictionary of Modern Eurpean Literature.**
2. Raymond Williams, **Drama from Ibsen to Brecht.**

**3. J.M. Cohen, A History of Western Literature.**

Website : <http://en.wikipedia.org/wiki/Drama>

Course Structure : Elective

Title of the Course / Paper	<b>Spoken English</b>		
Category of the Course - E (Elective for other Departments)	Year & Semester <b>First Year &amp; First Semester</b>	Credits 2	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	The course aims at equipping the students in the skills of oral communication.		

C – Core; E – Elective; ED – Extra disciplinary

Recommended Reading:

Study Speaking: A Course in Spoken English for academic purposes. **Kenneth Anderson, Joan Maclean and Tony Lynch.**  
**Cambridge: Cambridge University Press, 2004**

## SECOND SEMESTER

### Course Structure: Paper V

Title of the Course / Paper	<b>American Literature</b>		
Category of the Course C	Year & Semester <b>Fist Year &amp; Second Semester</b>	Credits <b>4</b>	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	<p>To familiarize the students with the origin and development of American Literature from the time of the settlers and colonies to the post modern and multi cultural literature.</p> <p>Movements like the flowering of New England, the American Renaissance- the philosophical attitude of Emily Dickinson, the influence of Indian thought on Emerson, Urbanization and post-war society, the economic depression, the civil war, the Harlem renaissance, post modern influences in fiction and drama and multiculturalism also are at the background of the objectives this paper.</p>		
Course Outline	<p>UNIT I</p> <p>Concepts and Movements: Beginnings of American Literature; Transcendentalism; Individualism; The American South; The Frontier; Counter – Culture; Harlem Renaissance; Rise of Black Culture and Literature; Multiculturalism.</p>		



	UNIT 5
	<b>Prose</b>
R.W. Emerson	Self – Reliance( <b>An Anthology: American Literature of the Nineteenth Century.</b> ed. Fisher, Samuelson & Reninger, Vaid
Henry David Thoreau	<b>Walden</b> (Chapter titled “Pond”)

C – Core; E – Elective; ED – Extra disciplinary

**Recommended Texts:**

1. Egbert S. Oliver ed., **An Anthology: American Literature, 1890-1965**, Eurasia Publishing House (Pvt) Ltd., New Delhi.
2. Mohan Ramanan ed., 1996, **Four centuries of American Literature**, Macmillan India Ltd., Chennai.
3. Standard Editions of texts

**Reference Books :**

1. John Russell Brown and Bernard Harris, ed., 1970, **American Theatre**, Edward Arnold.
2. Daniel Hoffman ed., 1979, **Harvard Guide to Contemporary American Writing**, Oxford University Press, New Delhi.

Owen Thomas, 1986, **Walden and Civil Disobedience**: Norton Critical Edition ed.,  
Prentice – Hall & Indian Delhi.

Website, e-learning resources

[www.gonzago.edu/faculty/cample/enl311/litfram.html](http://www.gonzago.edu/faculty/cample/enl311/litfram.html)

**Course Structure:** Paper VI

Title of the Course / Paper	<b>Poetry II</b> <b>Eighteenth to Nineteenth Century</b>		
Category of the Course C	Year & Semester <b>First Year &amp; Second Semester</b>	Credits <b>4</b>	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		

Objectives of the Course	The objective of this course is to familiarize the students with English Poetry starting from the Augustans to the beginnings of the Romantic Period in English Literature. In the process it also attempts to sensitise the students to certain exclusive poetic qualities of these two periods.
Course Outline	<p>UNIT I</p> <p>Classicism and Augustan Ideals: Wit, Taste, Decorum, Propriety, Purity of Genre and Poetic Diction; Heroic Couplet; Verse Satire and Urbanism; Romantic Revolt; Pre-Raphaelites</p>
	<p>UNIT 2</p> <p><b>Augustan Satire</b> Alexander Pope</p> <p><b>The Rape of the Lock,</b> Canto I (The Rape of the Lock ed. Geoffrey Tillotson. Methun &amp; Co. Ltd. London. 1941).</p>
	<p>UNIT 3</p> <p><b>Transitionists</b> William Blake</p> <p><i>From Songs of Experience</i> The Echoing Green Night</p> <p><i>From Songs of Innocence</i> London</p> <p>William Collins</p> <p>Ode to Evening</p>
	<p>UNIT 4</p> <p><b>Romantics</b></p> <p>William Wordsworth</p> <p>Ode on the Intimations of Immortality</p> <p>S.T. Coleridge</p> <p>Dejection: An Ode</p> <p>P.B. Shelley</p> <p>Ode to Skylark</p> <p>John Keats</p> <p>Ode on a Grecian Urn</p>

	UNIT 5
	<b>Victorians</b>
Robert Browning	<u>Fra Lippo Lippi</u>
Lord Alfred Tennyson	Lotus Eaters
G.M. Hopkins	The Windhover
Matthew Arnold	Dover Beach

C – Core; E – Elective; ED – Extra disciplinary

**Recommended Texts:**

1. 1973, **The Oxford Anthology of English Literature Vol. II.** , OUP, London.
2. Standard editions of text.

**Reference Books:**

1. Douglas Grant, 1965, **New Oxford English Series**, OUP, Delhi.
2. Shiv K. Kumar, 1968, **British Romantic Poets: Recent Revaluations**, University of London Press Ltd., London.
3. A. E. Dyson, ed., 1971 **Keats ODES**, Case Book series, Macmillan Publication Ltd., London.
4. Malcolm Bradbury, David Palmer, eds., 1972, **Stratford-upon-Avon Studies**, Arnold-Heinemann, New Delhi.
5. Graham Hough, 1978, **The Romantic Poets**, Hutchinson & Co., London.
6. David Daiches, 1981, **A Critical History and English Literature Vols. II & III**. Secker & Warburg, London.

Website, e-learning resources

[http://en.wikipedia.org/wiki/English\\_poetry](http://en.wikipedia.org/wiki/English_poetry)





[http://en.wikipedia.org/wiki/English\\_drama](http://en.wikipedia.org/wiki/English_drama)

<http://eb.com>

(Encyclopaedia Britannica – restricted site)

<http://en.wikipedia.org/wiki>

(qualified search results on Elizabethan Theatre, Restoration Drama, Comedy of Manners, realism, naturalism, Abbey Theatre, Gaelic Revival, Modern Celts, Epic Theatre, Political Theatre, Experimental Theatre, etc. d on individual authors.)

<http://www.questia.com>

(online library for research)





**Course Structure:** Elective

Title of the Course / Paper	<b>English for Careers</b>		
Category of the Course E (Elective within the department)	Year & Semester <b>First year &amp; Second Semester</b>	Credits <b>3</b>	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	To equip students with the necessary competence required for emerging areas in the field of Knowledge Management; to develop mastery over presentation skills.		
Course Outline	UNIT 1  Basic concepts in effective business writing and Knowledge Management		
	UNIT 2  Editing techniques for Newsletters and Press Releases		
	UNIT 3  Writing for oral communication, Online CV writing. [FOR OTHER DEPARTMENTS ONLY]		
	UNIT 4  Writing for a website [FOR OTHER DEPARTMENTS ONLY]		

C – Core; E – Elective; ED – Extra disciplinary

**Reference Books :**

1. Robert Heller, 1998, **Communicate Clearly** – Dorling Kindersley Ltd., London.
2. Matthukutty M. Monippally, 2001, **Business Communication Strategies**, Tata Mc Graw Mill.
3. T.M. Farhatullah, 2002, **Communication Skills for Technical Students**, Orient Longman.
4. 2004, Write to the top – **Writing for Corporate Success**; Deborah Dumame; Random House
5. Jayashree Balan, 2005, **Spoken English**, Vijay Nicole Imprints.

**Course Structure:** Elective

Title of the Course / Paper	<b>English for Careers</b>		
Category of the Course E (Elective for other departments)	Year & Semester <b>First year &amp; Second Semester</b>	Credits <b>2</b>	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	To equip students with the necessary competence required for emerging areas in the field of Knowledge Management; to develop mastery over presentation skills.		
Course Outline	UNIT I  Basic concepts in effective business writing and Knowledge Management		
	UNIT 2  Editing techniques for Newsletters and Press Releases		
	UNIT 3  Writing for oral communication, Online CV writing. [FOR OTHER DEPARTMENTS ONLY]		
	UNIT 4  Writing for a website [FOR OTHER DEPARTMENTS ONLY]		

C – Core; E – Elective; ED – Extra disciplinary

**Reference Books :**

6. Robert Heller, 1998, **Communicate Clearly** – Dorling Kindersley Ltd., London.
7. Matthukutty M. Monippally, 2001, **Business Communication Strategies**, Tata Mc Graw Mill.
8. T.M. Farhatullah, 2002, **Communication Skills for Technical Students**, Orient Longman.
9. 2004, Write to the top – **Writing for Corporate Success**; Deborah Dumame; Random House
10. Jayashree Balan, 2005, **Spoken English**, Vijay Nicole Imprints.

## **6 & 7. M.A. DEGREE COURSE IN ECONOMICS**

### **SYLLABUS**

*COMMON CORE COURSE FOR BOTH BRANCH III ECONOMICS AND  
BRANCH –III-F BUSINESS ECONOMICS*

*Core-Course/Paper-1. MICRO ECONOMIC THEORY – I*

#### **UNIT I**

##### **THEORY OF DEMAND**

Theory of Consumer Behaviour: The Cardinal Utility Theory - the Indifference Curves Theory - The Revealed Preference Hypothesis - The Consumer's Surplus. The Market Demand: Derivation of the Market Demand – Determinants of Demand – Elasticity of Demand – Market Demand.

#### **UNIT II**

##### **THEORY OF PRODUCTION**

The production Function – Laws of Production: Laws of Returns to Scale; The Law of Variable Proportions – Technological Progress and Linear Homogenous Production Function – Cobb-Douglas and CES Production Functions – Equilibrium of the Firm: Single and Multi-product Firms.

#### **UNIT III**

##### **THEORY OF COSTS**

Total Revenue, Marginal Revenue. Cost Functions – The Traditional Theory of Cost: Short- Run Costs; Long-Run Costs-‘The Envelope Curve’ – Modern Theory of Costs: Short- Run Costs; Long-Run Costs-‘The L-Shaped’ Scale Curve – The Relevance of the Shape of Cost Curves in Decision-making.

## UNIT IV

### THEORY OF THE FIRM PERFECT COMPETITION

Market Structure – Perfect Competition – Assumptions – Short-Run Equilibrium – Long-Run Equilibrium – Dynamic Changes and Industry Equilibrium.

## UNIT V

### MONOPOLY

Definition – Demand and Revenue – Equilibrium of the Monopolists: Short-Run Equilibrium – Long-Run Equilibrium – Comparison of Pure Competition and Monopoly – the Multi-plant Firm – Bilateral Monopoly – Price Discrimination.

### *Core-Course/Paper-6. MICRO ECONOMIC THEORY – II*

## UNIT I

### MONOPOLISTIC COMPETITION AND OLIGOPOLY

Monopolistic Competition – Equilibrium of the Firm – Excess Capacity – Selling Cost – Comparison with Pure Competition. Oligopoly: Non-Collusive Oligopoly – Cournot; The Kinked-Demand and Stackelberg Models. Collusive Oligopoly – Cartels – Price leadership.

## UNIT II

### MODERN THEORIES OF THE FIRM

Baumol's Theory of Sales Revenue Maximisation – Marris 's Model of the Managerial Enterprise – O. Williamson's Model of Managerial Discretion – the Behavioural model of Cyert and March.

## UNIT III

### FACTOR PRICING

Factor Pricing in Perfectly Competitive Markets – Factor Pricing in Imperfectly Competitive Markets – Elasticity of Factor Substitution – Product Theorems: Euler's Product Exhaustion Theorem – Walras Product Theorem.

UNIT IV  
GENERAL EQUILIBRIUM THEORY

Two Sector Model of General Equilibrium: Assumptions – Static Properties of a General Equilibrium State – General Equilibrium and the Allocation of Resources and Money.

UNIT V

**WELFARE ECONOMICS**

Criteria of Social Welfare: The Pareto-Optimality Criterion – The Kaldor-Hicks ‘Compensation Criterion’ – the Bergson Criterion ‘Social Welfare Function’ – Maximisation of Social Welfare.

**Bibliography:**

**Recommended Text:**

1. Koutsoyiannis. A. : Modern Microeconomics 2<sup>nd</sup> edition, Macmillan
2. Hal. R. Varian : Intermediate Micro Economics- Modern Approach, 4<sup>th</sup> edn, W.W. Narton & Company.
3. Dwivedi : Micro Economic theory and applications, Pearson.

**Books for Reference:**

1. Baumol.W.J., (1978) :Economic Theory and Operations Analysis, Prentice Hall of India.
2. Cohen. K.J. and Cyert. R.M. (1976) : Theory of the Firm, Prentice Hall of India.

3. Ferguson, C.E., (1968) : Micro Economic Theory, Cambridge University Press, London.
4. Green, H.A.J (1974) : consumer Theory, 2<sup>nd</sup> Edition, Macmillan.
5. Jack Hirschleifer (1980) : Price Theory and Applications, 2<sup>nd</sup> Edition, Macmillan
6. Stigler, G.J. : The Theory of Price
7. Richard, H. Leftwich : The Price System and Resource Allocation.

## **For Branch –III Economics Only**

### **Core-Course/Paper-2. INDIAN ECONOMIC DEVELOPMENT AND POLICY - I**

#### UNIT I

Planning in India, concept of mixed economy, objectives of planning, perspective planning - Decentralised planning.

#### UNIT II

Poverty - Measurement of poverty Line - Planning for Poverty Eradication - Public Policies Relating to Income and Asset Distribution - Employment and Poverty.

#### UNIT III

Indian plan models: Mahalanobis, and Input – Output, Multi – sectoral models, minimum needs - evaluation and appraisal of five years plans.

#### UNIT IV

Agriculture: Institutional and technological policies - green revolution - agriculture price policy, agricultural credit – Inter-sectoral terms of trade – WTO and its implications.

#### UNIT V

Industry: Evolution of industrial policy – licensing - production and distribution controls, pattern of industrial growth- productivity trends, modernization, small vs. large industry – Special Economic Zones.

## **Core-Course/Paper-7. INDIAN ECONOMIC DEVELOPMENT AND POLICY - II**

### UNIT I

Public sector investment and pricing policies- Public sector losses- Budgetary deficits- Industrial finance, Indian capital market.

### UNIT II

Trade policies: import substitution and export promotion – Recent Policies Changes - Technology Transfer – Reforms in Exchange Rates - role of foreign capital – Foreign Direct Investment (FDI) and Its Implications on Indian Economy.

### UNIT III

Macroeconomic imbalances, need for structural changes – State Vs Market – Lessons from past experiences.

### UNIT IV

New Economic Policies – Agriculture – Industry – Services - Assessment.

### UNIT V

Privatization: Issues and Strategies – Disinvestment Strategies – Globalization Strategies.

## **Bibliography:**

### **Recommended Text:**

1. Dutt and Sundaram(2007) : Indian Economy, S.Chand & Company
2. Dhingra. I.C.(2006) : Indian Economy, S.Chand & Company.

### **Books for References**

1. J. Bhagwati and S. Chakravathy : Indian Economic Analysis: A. Survey.
2. A. K. Das Gupta : Planning and Economic Growth
3. Bhagwati and Desai : Planning for Industrialization
4. A. Rudras : Indian Plan Models.
5. J. S. Uppal : Indian Economic Problems.
6. Planning Commission : Five – Year Plan Reports.
7. Reserves Bank of India : Report on Currency and Finance
8. Wadhwa(ed) : Problems in India's Economic Policy
9. Byres, Terence : The Indian Economy (OIP)

### **Websites:**

1. [www.indian.foline.com/econ/andcontents/html](http://www.indian.foline.com/econ/andcontents/html).
2. [www.bdu.ac.in/cp-pg-ecoc](http://www.bdu.ac.in/cp-pg-ecoc).
3. [www.education.nic.in/htmlweb/cbse](http://www.education.nic.in/htmlweb/cbse)
4. [www.mhhe.com](http://www.mhhe.com)
5. [www.jmstechindia.com/economics – books/html](http://www.jmstechindia.com/economics-books/html)

Common Core Papers for both Branch III Economics and Branch III F  
Business Economics

**Core-Course/Paper-3. RESEARCH METHODOLOGY**

**UNIT I**

Nature and Scope Social Research - Aims – objectives. The nature of theory and data (fact) and their relevance for social research.

**UNIT II**

Stages in research process - selection of problem - Formulation of research problem – Theoretical frame work - formulation of Hypotheses – Research designs.

**UNIT III**

Techniques of data collection; Observation, Schedule an Questionnaire - and interview methods – Projective and other methods and Organisation of social surveys - importance and scope of social survey analysis of the different steps involved in the planning – preparation of budget – staff and its training .

**UNIT IV**

Analysis of data: Editing, Processing, Consolidation and Tabulation Application of Techniques – Scaling Techniques.

**UNIT V**

Research presentation : General organization of research presentation – aims and objectives of presentation effectiveness in presentation of statistical data – rules for arrangement of text-diagrams-references, etc.

## **Bibliography:**

### **Recommended Text**

1. Goode, W.J. (1952) and Hatt, P.K. : Method in social Research, McGraw-Hill.
2. Kothari. C.R.(2005) : Research Methodology: Methods and Techniques, Wiley Eastern limited, New Delhi.

### **Books for Reference**

1. Cochran W.G (1963) : Sampling Techniques (Second Edition) John Wiley & sons.
2. Donald R.Cooper; Pamela S. Schindler, (1999) : Business-Research Methods, Tata McGraw Hill, New Delhi
3. Forces and Bircher (1973) : Social Research Methods. Prentice Hall Inc.
4. Hicks, J.R. (1979) : Casualty in Economics.
5. Basil Blackwell. Kiplinger, : Foundations of Behavioral Research.
6. kurien, C.T. (ed) (1973) : A guide to Research in Economics, Sangam Publishing House.
7. Murthy, M.N (1967) : Sampling Theory and Methods. Statistical Publishing Society.
8. C. Solitz, E . Jahoda, M., Deutsch,M. and Cook, S.W (1966) : Research Methods in Social Relations. N.Y., Holt Rinehart and Wrinston.
9. Young, P (1966) : Scientific Social Surveys and Research, Prentice hall.
10. Ghosn, (1982) : Scientific and Social Research, Sterling Publishers Private Limited, New Delhi.

### **Websites:**

1. [www.questia.com/search/research-methodology](http://www.questia.com/search/research-methodology)
2. [www. Alleydog.com/links-sp/methods.asp-20k](http://www.Alleydog.com/links-sp/methods.asp-20k)

## Core-Course/Paper-8. STATISTICS FOR ANALYSIS

*(A brief review of measures of central tendency, dispersion, skewness and kurtosis to be given to the students. No derivations and only implicational understanding is expected from the students)*

### UNIT I

Random experiments - sample space-events-different approaches to probability (classical, statistical and axiomatic) - statistical regularity-independence and conditional probability-Bayes theorem-simple problems.

### UNIT II

Random variables (Discrete and Continuous)-probability mass and density functions (MGF- Moment Generating Function)-standard distributions (Binomial, Poisson and Normal)-properties of Bi-variate distributions-Correlation and Regression- applications and simple problems.

### UNIT III

Sampling, Different types of sampling-Sampling and Non-sampling errors-Sampling Distributions-Standard error-point estimation-properties of estimators (Unbiasedness, consistency and efficiency)-Hypothesis testing-Null and alternative hypothesis - type I and type II errors-level of Significance-p-value-Large Sample tests (Z tests).

### UNIT IV

Small Sample tests (t, F tests), test for independence of attributes ( $\chi^2$  test), ANOVA, concept of confidence intervals (CI), CI based on Z and t statistic.

## UNIT V

Introduction to time series-components of time series-estimation of trend (moving averages, least square method for linear and exponential trend) - measuring cyclical and seasonal variation - introduction to index numbers-weighted and unweighted index numbers(price and quantity index numbers) - consumer price index number-concept of deflation and real wages(income).

### **Bibliography:**

#### **Recommended Text:**

1. A.M. Mood, F.A. Graybill and D.C. Boes (1973) : Introduction to theory of Statistics, 3<sup>rd</sup> ed. McGraw Hill.
2. S.P. Gupta (1983) : Statistical Methods, 19<sup>th</sup> ed. Sultan Chand and sons, New Delhi.

#### **Books for Reference:**

1. D.N. Elhance (2004) : Practical problems in statistics, Kitab Mahal, Allahabad.
2. A.L. Nagar and R.K. Das : Basic statistics, Oxford University Press, New Delhi.
3. M.R. Spiegel and L.J. Stephens (1999) : Theory and Problems of Statistics, Tata McGraw Hill Co, Ltd.
4. R. Veerachamy : Quantitative Techniques for Economists, New Age International P. Ltd.
5. R.J. Wonnacott and T.H. Wonnacott (1985) : Introductory Statistics, 4<sup>th</sup> (Ed.) John Wiley, New York.

**Website:**

1. <http://bonj.bonjjournals.com/collections/statsbk/inden.shtml>.

**Core-Course/Paper-9. MONETARY ECONOMICS**

**UNIT I**

Money in Macro Economy: The Classical Approach; The Keynesian Approach: Post – Keynesian Developments – Empirical Evidence.

**UNIT II**

The Demand for Money: The Classical Approach: The Keynesian Approach: Post – Keynesian Developments – Empirical Evidence.

**UNIT III**

The Supply of Money: The Classical version; The New View of James Tobin – Theories of Interests – Monetary Policy.

**UNIT IV**

Monetary System in India - Financial Intermediaries: Implications for the Theory and Policy of Money.

**UNIT V**

International Monetary System: Problems and Prospects.

## **Bibliography:**

### **Recommended Text:**

1. Vaish. M.C. (1995) : Monetary Theory, Ratan Prakashan Mandir
2. Sundaram. K.P.M. (2000) : Money, Banking and international Trade, Sultan Chand, New Delhi.

### **Books for Reference:**

1. Laidler, D.E.W. : The Demand for Money: Theories and Evidence, Allied publisher (Pvt) Ltd.
2. Pierce, D.G. and Shaw, D.M. : Monetary Economics: Theories, Evidence and Policy. Butter Worths, London.
3. Graham Bird : The International Monetary System and the Less Developed Countries.
4. R.B.I. : Working of the Monetary System in India; Report of Sukumoy Chakravarty Committee, 1985.
5. Aschier, J. and Hsieh, Ching Yao : Macro Economics, Income and Monetary Theory, Charles Merrill & Co, Ohio.
6. Friedman, M : The Role of Monetary Policy, A.E.R., March 1968.
7. Johnson, H.G. : Essays in Monetary Economics, Allen and Unwin, London.
8. Report of the Committee on the Financial System 1991 – Narasimhan Committee.

**Websites:** 1. [Www. Economic Survey of India.com](http://www.EconomicSurveyofIndia.com).

# MANAGERIAL ECONOMICS

## UNIT I

The Scope and Methods of Managerial Economics, Risk, Uncertainty and Probability Analysis. Optimization Techniques: Total, Average and Marginal Relationships. Demand forecasting for Consumer, Consumer Durable and Capital Goods(Case Study Analysis).

## UNIT II

Concepts in Resource Allocation, Cost analysis, Break-even Analysis, Short run and Long run cost functions, Cost, price and output relations.

## UNIT III

Pricing – Objectives – Pricing Methods and Approaches product Line Pricing – Multi product Pricing, Differential Pricing.

## UNIT IV

Capital budgeting – capital management and Financial Policy – Investment Appraisal and project Profitability – Methods of Measurement of Project Profitability.

## UNIT V

Advertising – contribution of Economic Theory, Methods of Determining Total Advertising Budget, cyclical fluctuations of Advertising Measuring the Economic Effects of Advertising – Regulatory Role of the Government (Case Study Analysis).

### **Bibliography:**

### **Recommended Text:**

1. Mehta, P.L.(2005) : Managerial Economics Analysis, Problems and Cases, Sultan Chand & Sons, New Delhi.

2. Varshney, R.L. and Maheswari, K.L.(20045) : Managerial Economics, Sultan Chand and Sons, New Delhi

**Books for Reference:**

1. Dominick Salvatore(2001) : Managerial Economics in a Global Economy, 4<sup>th</sup> edition, Thomson.
2. H Craig Peterson.  
W. Chris Lewis(2001) : Managerial Economics, 4<sup>th</sup> Edition, Pearson Education, Asia.
3. Christopher R Thomas.  
S Charles Maurice,(2005) : Managerial Economics Concepts and Applications, the Tata McGraw Hill, 8<sup>th</sup> Edition.
4. Gupta, C.B. (2003) : Operations Management and Control, 3<sup>rd</sup> ed.,
5. Dean, J. : Managerial Economics, Prentice Hall, Englewood Cliffe, N.J.

**Websites:**

1. [www.prenhll.com/keat2](http://www.prenhll.com/keat2).  
[www.swlearning.com/economics/salvatore/salvat](http://www.swlearning.com/economics/salvatore/salvat)

## 8. M.A HISTORICAL STUDIES

### SYLLABUS

#### I SEMESTER

#### Paper I - SOCIAL AND CULTURAL HISTORY OF TAMILNADU – I

(UPTO NAYAK RULE)

**UNI I:** Sangam Age and Post Sangam Age: Social Institutions -Customs and Practices -Economic Life -Trade -Religion -Literature -Arts.

**UNIT II:** Age of the Pallavas: Society -Economic Life -Religion- Bhakti Movement- Literature and Education -Arts.

**UNIT III:** Age of the Cholas: Society -Economic Life -Religion -Role of the Temple- Literature and Education -Arts.

**UNIT IV:** Age of the Pandyas: Society -Economic Life -Religion -Foreign Accounts Literature -Arts.

**UNIT V:** Tamilagam under Vijayanagar and Nayak Rule - Society -Economic Life -Religion -Literature -Arts.

#### BOOKS FOR REFERENCE:

1. Pillay, K.K., 1975, **A Social History of the Tamils, Tamilnadu History -Its People and Culture (in Tamil)**, University of Madras, Chennai
2. Nilakanta Sastri, K. A., 2000, **The Colas**, University of Madras, Chennai.
3. Nilakanta Sastri, K.A., 1972, **The Pandyan Kingdom**, Madras University, Madras.
4. Mahalingam, T.V., 1975, **Administration and Social Life under Vijayanagar**, University of Madras, Chennai
5. Balasubramanian, C., 1976, **The Status of Women in Tamilnadu during the Sangam Age** (First edition), University of Madras, Chennai
6. Nagaswamy, R., **Studies in South Indian History and Culture**.
7. Krishnamurthy, V.M., 1984, **History of Tamil Nadu upto A.D.1565**, Vijayalakshmi Publications, Neyyur.
8. Meenakshi, C., 1977, **Administration and Social Life under the Pallavas**, University of Madras, Chennai.

9. Sathianathaier, R., 1980, **History of the Nayaks of Madura**, University of Madras, Chennai.

10. Subramanian. N., 1998, **Social and Cultural History of Tamil Nadu upto A.D.1336**,

Ennes Publications, Udumalpet.

11. Rama Sharma, M.H., 1978, **The History of the Vijayanagar Empire, Beginnings and**

**Expansion (1308 – 1569)** (First Edition), Popular Prakasham, Bombay

**Web Sources:**

1. Tamil Nadu General information: <http://www.tamilar.org/tamilnadu.asp>
2. Ancient Tamil Nadu: <http://www.indiasite.com/tamilnadu/history.html>
3. Ancient Tamil Kingdoms: <http://www.tamilnation.org/heritage/index.htm>
4. Facts about TN: <http://www.tamilnadueducation.net/profile/facts.asp>

**Paper II- CULTURAL HERITAGE OF INDIA**

**(EXCLUDING TAMILNADU)**

**UNIT I:** Ancient Indian Culture - Harappan and Vedic - Social and Cultural Patterns.

**UNIT II:** Religious Ferment in the 6<sup>th</sup> Century B.C. - Jainism and Buddhism - Repolarisation of Society.

**UNIT III:** Cultural Development in the Era of the Mauryas -The Kushans and their patronage to Buddhism and Culture -The Guptas and the Cultural efflorescence.

**UNIT IV:** The Rise and Growth of Islamic Culture under the Delhi Sultans and the Mughals -Its impact on Hindu Culture.

**UNIT V:** The British Rule -Western Education - Westernisation of Society and Culture -Art, Architecture, Music and Dance under British rule.

### **BOOKS FOR REFERENCE:**

1. **The Cultural Heritage of India**, Vols.I –VI, The Ramakrishna Mission, Institute of Culture, Calcutta.
2. Basham, A.L., 1975, **The Wonder that was India**, Oxford University Press, Oxford.
3. Basham, A.L., (ed), 1975, **A Cultural History of India**, Oxford University Press, Delhi.
4. Luniya, B. N., 1998, **Evolution of Indian Culture**, Lakshmi Narain Agarwal,
5. Majumdar, R.C., 1974, **History of Cultures of Indian People**, (Vols. I -VI), Bharatiya Vidya Bhavan, Bombay.
6. Romila Thapar, 1961, **A History of India**, Vol I., New Delhi.
7. Romila Thapar, 2000, **The Cultural Past**, Oxford University Press. Oxford.

### **Paper III - ECONOMIC HISTORY OF INDIA, A.D. 1526 - 1857**

- UNIT I:** Indian Economy on the Advent of the Mughals -Trade under the Mughals- Land Tenure and Revenue settlements under Mughals -Jagirdari, Zamindari, Khalsa, Land Revenue System under Sher Shah..
- UNIT II:** Agriculture -Policy and Development under the Mughals and British rule.
- UNIT III:** Industries -Policy and Development - Village, Small Scale and Large Scale Industries in Modern India.
- UNIT IV:** Trade and Commerce under the Mughals -Vijayanagar - Marathas.
- UNIT V:** Transport and Communication -Development -Roadways - Waterways -Railways.

### **BOOKS FOR REFERENCE**

1. Desai, S.S.M., 1980, **Economic History of India**, Himalaya Publishing House, New Delhi.
2. Nanda, S.P.,1999, **Economic and Social History of Modern India**, Anmol Publication Pvt., Ltd., New Delhi.
3. Rothermund, **Economic History of India.**
4. Tirthankar Roy, **Economic History of India -1857 -1947.**
5. Kaushal.G, **Economic History of India.**
6. Jathar. G.B, and Beri. S.G., **Indian Economics -Vol II.**

7. Grover, B.L., and Grover. S., **A New Look at Modern Indian History.**

**Web Sources:**

1. Trade under the Mughals: <https://www.vedamsbooks.com/no39025.htm>
2. Trade: [http://india\\_resource.tripod.com/eastindia.html](http://india_resource.tripod.com/eastindia.html)
3. On Coinage: <http://www.econdse.org/faculty/prakash/omprakash.htm>
4. A Bibliography: <http://historymedren.about.com/library/text/bltxtindiabib.htm>

**PAPER IV - INTELLECTUAL HISTORY OF MODERN INDIA**

- UNIT I:** Introduction - Definition of Intellectual History
- UNIT II:** Political Thinkers - The Liberals: M.G.Ranade – S.N.Banerjee – Revolutionary Thinkers – Tilak – Lajpat Rai – B.C. Pal – Mahatma Gandhi – Jawaharlal Nehru
- UNIT III:** Social Thought: Iswarchandra Vidyasagar – B.R.Ambedkar – E.V.R. Periyar – Vinoba Bhave – Jayaprakash Narayan.
- UNIT IV:** Socialist and Communist Thought: M.N.Roy – Ram Manohar Lohia – S.A.Dange.
- UNIT V:** Literateurs: Rabindranath Tagore – Subramania Bharathi – Thiru. Vi. Ka. - Sarojini Naidu – Bharathidasan.

**BOOKS FOR REFERENCE**

1. Appadorai, A., **Indian Political Thinking.**
2. Dev Raj Bali, **Modern Indian Thought.**
3. Publication Division, Government of India, **The Great Men and Women.**
4. Publications of Dravidar Kazhagam, **On Periyar.**
5. Gopalakrishnan, M.D., **Periyar, Father of the Tamil Race.**
6. Anne Taylor, **Annie Besant – A Biography.**
7. Sar Desai, D.R., and Anand Mohan (Ed.), **The Legacy of Nehru – A Centennial Assessment.**
8. Stanley A.Wolpert, **Tilak and Gokhale, Revolution and Reform in the Making of Modern India.**

9. R.N., **Integral Thought of Sri Aurobindo.**
10. Sharadha Rath, **Jawaharlal Nehru – The Nation Builder and Architect of India’s Foreign Policy.**
11. Dhanki, J.S., **Lala Lajpat Rai and Indian Nationalism.**

***Elective I - INDIAN NATIONAL MOVEMENT***

**UNIT I:** Introduction -Early uprising against the British Rule before 1857 -The Revolt of 1857 -Factors leading to the Emergence of Indian Nationalism.

**UNIT II:** Founding of the Indian National Congress - Moderate Nationalism 1885 to 1905 -Growth of Extremism -Partition of Bengal 1905 -Swadeshi and Boycott Movements - Congress Split, 1907 -Government response –Minto-Morley Reforms -Revolutionary Trends at home and abroad for India's Freedom.

**UNIT III:** Home Rule Movement- Lucknow Pact, 1916 -Impact of the I World War - Rowlatt Act and Jallianwallah Bagh Massacre -Montague -Chelmsford Reforms.

**UNIT IV:** Gandian Era -Non-Cooperation Movement -Khilafat Movement -Swarajist Party - Simon Commission -Lahore Congress -Civil Disobedience Movement -Round Table Conference -Government of India Act, 1935.

**UNIT V:** Impact of World War II -Subash Chandra Bose and the INA – Jinnah and Muslim Separatism - August Offer - Cripps Mission -Quit India Movement - Cabinet Mission - Mountbatten Plan - Partition and Independence, 1947.

**BOOKS FOR REFERENCE:**

1. Bipin Chandra, **Nationalism and Colonialism in Modern India.**
2. Sumit Sarkar, **Modern India.**
3. Sen, S.P., **1857.**
4. Chowdry, V.C.P., **Theories on Indian Revolt of 1857.**
5. Pandey, B.N., **A Contemporary History of the Indian National Congress,** (Vols. 1,2,3)
6. Pattabi Sitaramaiah, **The Indian National Congress.**
7. Tara Chand (1972), **Freedom Movement in India, (IV Vols), Government of India, New Delhi.**
8. Majumdar, R.C., 1962, **History of Freedom Movement in India, 3 vols, Calcutta.**

9. Aggarwal, R.C., 1988, **Constitution Development and National Movement of India**,  
S.Chand & Co., New Delhi.
10. Judith Brown, **Modern India**.
11. Abel, M., 2005, **Glimpses of Indian National Movement**, (First Edition), The ICFAI  
University Press, Hyderabad.
12. Grover, B.L., and Grover, S., 1985, **The Evolution of Indian Constitution and Freedom Struggle**, S.Chand & Company Ltd, New Delhi.
13. Krishnaswamy, S., 1989, **The Role of Madras Legislature in the Freedom Struggle 1861- 1947**, (First Edition), Indian Council of Historical Research, New Delhi.

## *II SEMESTER*

### **Paper V - SOCIAL AND CULTURAL HISTORY OF TAMILNADU –II**

#### **(FROM MARATHAS TO MODERN TAMILAGAM)**

- UNIT I :** Tamilagam under the Marathas: Society -Economic Life -Religion- Literature -Arts.
- UNIT 11:** Education in Modern Tamilnadu: Introduction of Western Education- Higher Education -Education Policy -Development of Science and Technology and Professional Education.
- UNIT III:** Religion in Modern Tamilnadu: Christianity -Hindu Reform Movement - Secularism.
- UNIT IV:** Reform Movement in Modern Tamilnadu: Social Reform Movements - Self Respect Movement -Women Movements in Tamilnadu -Social Legislation – Nationalist Upsurge.
- UNIT V:** Literature, Art and Fine Arts in Modern Tamilnadu - Tamil Renaissance.

#### **BOOKS FOR REFERENCE:**

1. Pillay, K.K., **A Social History of the Tamils, Tamilnadu History -Its People and Culture (in Tamil)**.
2. Srinivasachari, C.S., **Social and Religious Movements in the 19th century**.

3. Hardgrave, R., **The Dravidian Movement.**
4. Hardgrave *Jr*, R.L., **The Dravidian Movement.**
5. Irschick, E.F., **Politics and Social Conflict in South India.**
6. Sathianadhan, S., **History of Education in the Madras Presidency.**
7. Suntharalingam, R., **Politics and Nationalist Awakening in South India, 1852-1891,**  
(First Edition), Arizona University, Arizona.
8. Nambiarooran, **Tamil Renaissance and the Dravidian Nationalists, 1905-1944.**
9. Rajaraman, P., (1988), **The Justice Party, 1916 –1937,** (First Edition), Poompozhil  
Publishers, Madras
10. Kandaswamy, P., 2001, **The Political career of K.Kamaraj,** First Edition , Concept  
Publishing Company, New Delhi.
11. Subramanian, N., 1999, **Social and Cultural History of Tamil Nadu (A.D.1336-1984),**  
Ennes Publications, Udumalpet.

**Web Sources:**

1. General information: <http://www.tn.gov.in/misc/histn.htm>
2. History: <http://www.indiaatitsbest.com/tamil-nadu/history-of-tamil-nadu.html>
3. Facts about Tamil Nadu: <http://www.tamilnadueducation.net/profile/facts.asp>

<http://www.chennaionline.com/artscene/craftpalace/history/tamilnaduartsandcrafts.asp>

**Paper VI - ECONOMIC HISTORY OF MODERN INDIA,  
A.D. 1858 - 1947**

- UNIT I:** Indian Economy on the eve of the British Rule -Trade under the East India Company and the Economic Drain from India -Land Tenure and Revenue Settlements under British Rule.
- UNIT II:** Agriculture -Policy and Development -Commercialisation of Agriculture - Irrigation - Famine and Famine Administration -Peasants Conditions.
- UNIT III:** Industries – Policy and Development – Indigenous and Major Industries – Cotton Textile, Jute, Iron and Steel, Sugar and Chemical – Labour problems and Labour Legislation.
- UNIT IV:** Transport and Communication -Policy and Development -Roadways - Railways - Waterways -Communication Modernisation and Development - Post and Telegraph -Telephones and Radio.
- UNIT V:** Trade and Commerce -Internal Trade -External Trade -Principal Trade Centres in India -Trade Organisations.

**BOOKS FOR REFERENCE**

2. Desai. S.S.M., 1980, **Economic History of India**, Himalaya Publishing House, New Delhi.
3. Nanda. S.P.,1999, **Economic and Social History of Modern India**, Anmol Publication Pvt., Ltd., New Delhi.
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4. Tirthankar Roy, **Economic History of India -1857 -1947**.
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6. Jathar, G.B., and Beri, S.G., **Indian Economics**, Vol. II.
7. Grover, B.L., and Grover, S., **A New Look at Modern Indian History**.

### Web Sources:

1. World History Archives: <http://www.hartford-hwp.com/archives/52a/index-c.html>
2. R.C. Dutt, Economic History of India:  
<http://ideas.repec.org/b/hay/hetboo/dutt1902a.html>
3. Indian economy: <http://www.india-forum.com/blogs/6/Economic-History-of--India>  
Economic History - <http://www.answers.com/topic/history-of-india>

## Paper VII – SOCIO RELIGIOUS REFORM MOVEMENTS IN MODERN INDIA.

- UNIT I:** Introduction : Social and Religious Conditions during the 18<sup>th</sup> century.
- UNIT II:** Christian Missionary Activities - The 19<sup>th</sup> Century Renaissance – Social and Cultural Reawakening – Hindu Reform and Revivalist Movements – Brahma Samaj – Arya Samaj – Prarthana Samaj – Ramakrishna Mission – Theosophical Movement.
- UNIT III:** Muslim Reformist Movements – Aligarh Movement – Ahamadiya Movement.
- UNIT IV:** Regeneration of Indian Women – Social injustice against Women (female infanticide, child marriage, dowry system, Sati etc..) Women’s Education - Rise of Women’s Organisation – Social Legislation for Women’s Progress - Women Liberation Movement – Muthulakshmi Reddy.
- UNIT V:** Social Change in Contemporary India – The Depressed Classes Movement – Dr.Ambedhkar – Veerasalingam Panthulu – E.V.Ramaswamy.

### BOOKS FOR REFERENCE

1. Sumit Sarkar, **Modern India.**
2. Judith Brown, 1984, **Modern India.** Oxford University Press, Delhi.
3. Tara Chand, 1983, **Freedom Movement in India,** Ministry of Education, Government of India, Vol. IV.
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6. Mahajan, V.D., 1983, **History of Modern India** (Vols.I-II), S. Chand & Co. Ltd., New Delhi.

**WEB SOURCES:**

1. [http://www.webindia123.com/history/modern/indian\\_national\\_movement.htm](http://www.webindia123.com/history/modern/indian_national_movement.htm)
2. Periyar - <http://www.countercurrents.org/dalit-periyar280603.htm>
3. Brahma Samaj: <http://philtar.ucsm.ac.uk/encyclopedia/hindu/ascetic/brahmo.html>
4. Dr. B. R. Ambedkar: <http://www.ambedkar.org/>

**Paper VIII - CONTEMPORARY HISTORY OF INDIA,  
A.D.1947 - 2000**

**UNIT I:** Process of National Consolidation -Integration of Native States -Making of the Constitution- Indian Republic and the Parliamentary Democracy- Linguistic Reorganisation of States, 1956.

**UNIT II:** Nehru Era, 1947-64 - Democratic Socialism - Foreign Policy - Planned Economy - Five Year Plans.

**UNIT III:** Post Nehru Era - The Shastri Years (1964-66) - Post Nehru Economic Policies -The Indo-Pak conflict of 1965 -Emergence of Indira Gandhi - Politics of Coalition -The General Elections of 1967 -The Political rhetoric of Garibi Hatao - Privy Purse and Bank Nationalisation- The 1971 -72 elections -Foreign Policy -The emergence of Bangladesh.

**UNIT IV:** The Authoritarian Interlude (1975-77) - The Proclamation of Emergency and the Politics of repression and the movement against authoritarianism -Total Revolution of Jayaprakash Narayanan and its impact -The General Elections of 1977, Emergence of Janata Party and its break-up -The elections of 1980.

**UNIT V:** Political Re-alignments, Economic Re-structuring - Congress Policies toward Economic liberalization -Regional Politics -Punjab, Kashmir, Assam; Jharkhand, NEFA and Tamilnadu.

**BOOKS FOR REFERENCE:**

1. Appadorai, A., **India: Studies in Social and Political Development, 1917-67.**
2. Krishnan Bhatia, **The Ordeal of Nationhood: A Social Study of India since Independence,**

### **1947-1970:**

3. Deshmukh, C.D., **Economic Development of India, 1946-56: A Personal Retrospect.**
4. **Era of Rapid Change: 1947-67**, Government of India, 1968.
5. Francine E. Frankel, **Indian Political Economy 1947-77.**
6. Gadgil, D.R., **Planning and Economic Policy in India.**
7. Dey, S.K., **Power to the people: A Chronicle of India 1947-67.**
8. Kaul., J.N., **Higher Education in India: 1951-7:1: The Decades of Planned Drift.**
9. Ruddar Datta and Sundharam, K.P.N., **Indian Economy.**
10. Nanda, B.R., **India's Foreign Policy -The Nehru Years.**
11. Aruna Asaf Ali, **Resurgence of Indian Women.**
12. Kuldip Kaur, **Education in India (1781-1985).**
13. Bipan Chandra, **The Rise and Growth of Economic Nationalism in India.**
14. Bipan Chandra, Mirudala Mukherjee Aditya Mukherjee, 2000, **India After Independence 1947- 2000**, Penguin Books, New Delhi.

### **Web Sources:**

1. Journey through Contemporary India:  
<http://www.hinduonnet.com/thehindu/mp/2002/12/24/stories/2002122400040100.htm>
2. Articles on Contemporary India: [http://india\\_resource.tripod.com/census.html](http://india_resource.tripod.com/census.html)
3. Women in Contemporary India : <http://web.uvic.ca/calendar2005/CDs/WS/325.html>
4. Politics and Society in India:  
[http://www.indiana.edu/~deanfac/blfal04/pols/pols\\_y200\\_10224.html](http://www.indiana.edu/~deanfac/blfal04/pols/pols_y200_10224.html)  
Multiculturalism in India: [http://portal.unesco.org/shs/en/ev.php-URL\\_ID=3544&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/shs/en/ev.php-URL_ID=3544&URL_DO=DO_TOPIC&URL_SECTION=201.html)

## **Elective II – CONSTITUTIONAL HISTORY OF INDIA A.D. 1858-2000 (with landmark Amendments)**

- UNIT I** : Introduction – The Government of India Act of 1858 – Queen Victoria’s Proclamation – The Indian Councils Acts, 1861 and 1892.

- UNIT II** : The Rise of Extremist Nationalism and its impact on Constitutional Development – Minto – Morley Reforms – The Indian Councils Act, 1909 Montague and Chelmsford Reforms Proposals and the Government of India Act, 1919 and Dyarchy in the Provinces.
- UNIT II** : Government of India Act of 1935 – Federal System and Provincial Autonomy
- UNIT IV** : Cabinet Mission Proposals – Mountbatten Proposals – The Indian Independence Act of 1947 – The Constituent Assembly – Constitution of India, 1950 – Salient Features.
- UNIT V** : Landmark Constitutional Amendments – 24<sup>th</sup> and 25<sup>th</sup> Amendments and Fundamental Rights – 39<sup>th</sup> Amendment – Election of President, Vice President, Prime Minister and Speaker beyond Judicial Scrutiny – 42<sup>nd</sup> Amendment – Changes to Preamble, Inclusion of Fundamental Duties - Far reaching changes in the Executive, Legislature and Judiciary – 44<sup>th</sup> Amendment, Nullification of most of the Provisions of the 42<sup>nd</sup> Amendment – 52<sup>nd</sup> Amendment, Anti Defection Law – 61<sup>st</sup> Amendments – Lower Voting Age – 72<sup>nd</sup> and 73<sup>rd</sup> Amendments - Panchayat and Nagar Palika Acts.

## BOOKS FOR REFERENCE

1. Kapur, A.C., **Constitutional History of India.**
2. Agarwal, R.C. 1988, **Constitutional Development and National Movement of India**, S. Chand & Co., New Delhi.
3. Keith, A.B., **The Constitutional History of India**
4. Mahajan, V.D., **Constitutional History of India**
5. Chhabra, G.S., **Constitutional History of India**

### Web Sources:

5. Constitution of India with all amendments:  
<http://indiacode.nic.in/coiweb/welcome.html>
6. Making of the Constitution:  
[http://www.legalserviceindia.com/constitution/const\\_india1.htm](http://www.legalserviceindia.com/constitution/const_india1.htm)

7. Basic Structure:  
[http://www.humanrightsinitiative.org/publications/const/the\\_basic\\_structure\\_of\\_the\\_indian\\_constitution.pdf](http://www.humanrightsinitiative.org/publications/const/the_basic_structure_of_the_indian_constitution.pdf)
8. Extracts from the Constitution:  
<http://mama.indstate.edu/users/india/country/const.html>

**EDC I – STUDIES IN HUMAN RIGHTS  
(Extra Disciplinary)**

**UNIT I: THEORIES ON HUMAN RIGHTS**

Development of the Concept of Human rights in History – Historical Documents dealing with Human Rights – The Need for Human Rights – Concepts such as Justice, Equality and Liberty – Three Generation Rights and Classification of Rights - Universality and Indivisibility of Human Rights

**UNIT II: INTERNATIONAL STANDARDS**

The International Declaration of Human Rights 1948 – Two Covenants – Two Optional Protocols – International Conventions on Refugees, Women, Children and Migrants – Conventions against Torture and Racism.

**UNIT III: NATIONAL STANDARDS**

Indian Constitution – Fundamental Rights – Directive Principles – National Human Rights Commission – State Human Rights Commissions – Other National and State Level Commissions.

**UNIT IV: CONTEMPORARY ISSUES AND HUMAN RIGHTS**

Capital Punishment – Torture – Custodial Death – Disappearance – Encounter Deaths – Extra-Judicial killings – Human Rights in the context of Terrorism.

**UNIT V: ORGANIZATIONS TO DOCUMENT HUMAN RIGHTS VIOLATIONS**

Human Rights Commission – Amnesty International – Human Rights Watch – Peoples Union For Civil Liberties – NGO's dealing with Human Rights Issues – Fact Finding Reports – Documenting Human Rights Violations.

## **BOOKS FOR REFERENCE:**

1. Jack Donnelly, 1989, **Universal Human Rights in Theory and Practice**, Cornell University Press, USA.
  2. Bajwa, G.S., 1995, **Human Rights in India**, Anmol Publishers, New Delhi.
  3. Chandra Satish, 1990, **Interantional Documents of Human Rights**, Mittal Publications, New Delhi.
  4. Scott Davidson, 1993, **Human Rights, Open University Press**, Buckingham and Philadelphia.
  5. Tony Evans (Ed.), 1998, **Human Rights Fifty Years, A Reappraisal**, Manchester University Press, Manchester.
  6. Srivastava and Narayan, 2002, **United Nations on Human Rights**, Indian Publishing Distributors, New Delhi.
  7. Symonides (Janusz), 2003, **New Dimensions and Challenges for Human Rights**, Rawat Publications, Jaipur.
  8. Baxi Upendera, 2003, **Future of Human Rights**, Oxford University Press, London.
- Sachhar Rajindar, 2004, **Human Rights: Perspectives and Challenges**, Gyan Publishing House, New Delhi.

### **Web Sources:**

Human Rights Centre, <http://www.hrcberkeley.org/>  
Commonwealth HR initiative, <http://www.humanrightsinitiative.org/>  
Human Rights in India, <http://www.derechos.org/saran/india/>  
South Asian Forum for Human Rights, <http://www.safhr.org/>  
Women's Rights in India, <http://www.law-lib.utoronto.ca/.htm>

## **9. M.A.DEGREE COURSE IN HUMAN REOURCE MANAGEMENT**

**SYLLABUS**  
(W.e.f 2008-2009)

### **1. MANAGERIAL CONCEPTS**

#### **Unit - I**

Management defined – Basic Principles and process of Management. The evolution of Management. The evolution of Management Science.

Planning: Planning as the first step in the process of Management cycle – Basic techniques of Planning – Basic factors involved in planning – Key planning points – Psychological hazards to rational planning – Strategic consideration in planning.

Policy Making: Policy making as a guide to action in the organization – General policies and specific policies in an organization – Basic areas of policy making.

#### **Unit - II**

Need for organization – Organizational hierarchy in large concerns – Top Management organization – Staff units and Committee – Factors to be considered in the establishment of an organization.

Basic division of Functional activities – Methods of grouping activities – Typical patterns used – Use of organizational charts and manuals.

Authority, relationship – Line function and staff – Basics of delegation of responsibility and authority. Centralization and decentralization of authority and the pros and cons of each.

Span of control – Pros and cons of narrow and wide spans of control – Optimum span.

#### **Unit – III**

Communication – Traits of good communication – Formal and informal channel – Follow up – Standard indoctrination – Explaining why consultative direction links in the chain of command, MIS – Basics

Co-ordination – Need for co-ordination – techniques of securing co-ordinations.

#### Unit – IV

Concept of control – Application of the process of control at different levels of management (top, middle and first line). Performance standards – Measurements of performance – Remedial action. An integrated control system in an organization.

#### Unit – V

Motivation – determination of behaviour- Employee as a “Total Person” – Primary incentives.

Management by objectives – Management by exception – Decision making theory in management.

#### **References**

1. Hellriegel / Jackson / Solum, Management – A Competency based approach, Thomson, South Western.
2. Allen, L.A., Management and organization, McGraw Hill publishing co., ltd.
3. Chandrabose. D. Principles of Management and Administration PHI2002.
4. Hannagan, Management concepts and practices, Macmillan India Ltd.,
5. Koontz o’Dohnel, Principles of Management Mcgraw Hill publishing co., Ltd.,
6. Prasad, I.M, Principles and practices of Management Sultanchand & Sons.
7. Peter Drucker, The practice of management – Hillied publications.
8. Prasad, I.M., Principles and practice of management Sultan Chand & Sons.
9. SathyaRaju, Management: Text & Cases, PHI, 2002.
10. Stoner: Management, 6 Th Editions, PHI, 2002.
11. Robbins:Management,7<sup>th</sup> Edition,PHI,2002
12. Certo: Modern Management, 9th Edition, PHI, 2002.

## **2. ORGANISATIONAL BEHAVIOUR**

### UNIT - I

Behaviour – Personality, Perception, Learning, Values and Introduction of Organisational Behaviour: Foundations of Individual Attitudes.

### UNIT - II

Motivation -Early theories, Contemporary theories, Motivation at work -  
Designing Motivating Jobs

#### UNIT - III

Group Dynamics -Group Behaviour, Communication and Group Decision making, Intergroup relations.

#### UNIT - IV

Leadership – trait, Behavioural and contingency theories; Power and Politics; Trait, Behavioural Analysis (T.A.); Work stress.

#### UNIT - V

Organisational structure and Design; Organisational change and development; Organisational Culture and climate.

Organisational conflict; causes, types of conflict, Management conflict.

#### References

1. **Fred Luthans, Organisation Behaviour, McGraw Hill**
2. Hell Riegel, Slocum and Woodman, Organisation Behaviour, South Western, Thomson Learning, 9<sup>th</sup> Edition,
3. R.S. Dwivdi, Human Relations and Organizational Behaviour, Mc Millan India Ltd., 5<sup>th</sup> Edition.
4. Staw, B.M. Psychological Dimensions of Organizational Behaviour, 2<sup>nd</sup> Edition, and Engle Wood Cliffs, Prentice Hall 1995.
5. Stephen P. Robbins, Organizational Behaviour, 9<sup>th</sup> Edition, Pearson Education, New Delhi, 2002.
6. Steven L. Mc Shane, Mary Ann Von Glinow, Organizational Behaviour, Tata McGraw Hill.
7. Hersey & Blanchard: Management of Organisational Behaviour, 8th Edition, PHI, 2002.

### **3. HUMAN RESOURCES MANAGEMENT**

## UNIT – I

Introduction of Human Resources Management: Definition, Importance of Human Resources, Objectives of Human Resources Management, Qualities of a good personnel manager – Evolution and growth of Personnel Management in India.

Human Resource Policies: Need, type and scope – Advantage for a written policy  
-Human Resources policies and work Culture.

Human Resources Planning: Long and Short term planning, Job Analysis, Skills inventory, Job Description and Job Specification.

## UNIT - II

Recruitment and selection: Purposes, types and methods of recruitment and selection, Relative merits and demerits of the different methods; Personnel Search, Selection Instruments, Reduction of recruitment costs.

Functions of Human Resources Management from Procurement to Separation: Placement, Induction, Transfers, Promotions, Disciplinary actions, Termination of Services: Resignation, Dismissal, Retrenchment and Voluntary Retirement Schemes, Exit Interviews, Prevention of employee turnover.

## UNIT - III

Performance Evaluation: Ranking, rating scales, critical incident method, removing subjectivity from evaluation, MBO as a method of appraisal, Job evaluation, Criteria for Promotions and job enrichment.

Wage and Salary Administration: Meanings, Calculation of Wage, Salary, Perquisites, Compensation Packages, Cost of Living Index and Calculation of Dearness Allowance, Rewards and Incentives: Financial and non-financial incentives, Productivity – linked Bonus, Compensation Criteria.

## UNIT - IV

Employee's Safety and Health: Preventive approaches including health education, Audit of safety programs and safety training, Work-stress: Causes and Consequences, Stress-Management programs.

Personnel Office Management: Functions of the office, correspondence, O & M in personnel departments, Maintenance of Personnel records.

## UNIT - V

Time Management: Importance of Time factor, Time waster, Prioritizing Work Scheduling, Functions of the Time Office, Flexible Work arrangements.

### References

1. Luis R. Gomez – Mejia, David B. Balkin and Robert L. Cardy. Managing Human Resources, PHI, 2002.
  2. Beardwell and Len Holder, Human Resource Management Macmillan India Ltd.,
  3. Straus and Sayles, Managing Human Resources – Prentice Hall Inc, (1977).
  4. Graham H.T., & R. Bennet, Human Resources Management – Pitman, London, (1995).
  5. Edwin Flippo, Principles of Personnel Management – McGraw Hill.
  6. Douglas McGregor, the Human Side of Enterprise.
  7. Hersey and Blanchard, Management of Organizational Behaviour, 8<sup>th</sup> Ed. PHI 2002.
  8. Performance Appraisal, Theory and Practice – AIMA VIKAS Management Series, New Delhi, 1986.
  9. Dale S. Beach, Personnel – The Management of People at Work.
  10. Blum M.L., Industrial Psychology and Social Functions.
  11. C.B. Mammoria, Personnel Management – Himalayan Publishing Co., New Delhi.
  12. M.C. Gehee, William and Thayer, Training in Business and Industry – John Wiley and Sons, New York.
  13. Decenzo/Robbins: Personnel / Human Resource Management, PHI, 2002.
- Pattanayak: Human Resource Management, PHI, 2002

## 4. RESEARCH METHODS

### Unit I

Research meaning, scope and objectives – types of research and research design - exploratory, descriptive, Experimental ,case study research - Problem definition, - operationalising the research problem. - Relevance of research for decision making in various functional areas of management.

### Unit II

Methods of data collection - Questionnaire design, interview , Scheduling – Scaling techniques – Nominal, Ordinal, ratio, interval -Sampling techniques and sample size determination for survey research Formulation of hypothesis – hypothesis testing

### Unit II

Data analysis- Editing and coding of data- Univariate, bivariate - chi-Square test – Correlation and regression analysis – Single and two factor analysis of variance- Application and statistical tests – Parametric and non parametric and interpretation of test results. (No need of theory and computational techniques).

### Unit IV

Multivariate analysis - Elementary Concepts of factor analysis, multiple regression analysis, discriminant analysis, Cluster analysis and Co-joint analysis in marketing problems.

### UNIT V

Presentation of Research Results: Tabulation – need, nature and guidelines – Ungrouped and grouped frequency tables, charts and diagram organizing a research report: Use of executive summary, appendix and bibliography

### References

1. Anderson, Quantitative Methods in Business, Thomson, 2002.
2. Richard I Levin and David S. Rubin Statistics for Management. Pearson Education Asia 2002.
3. David M. Levin, Simothy C Krehbiel and Mark L Berenson. Business Statistics – A first course. Pearson Education Asia – 2002.
4. Levin and Rubin, Statistics for Management – Prentice Hall of India 2001 7<sup>th</sup> edition.
5. Gupta S.P and Gupta M.P., Business Statistics, New Delhi, Sultanchand 1997.
6. Sharma J.K., Quantitative Techniques for Managerial Decision, Macmillan India Ltd., 2001.
7. G.V. Shenoy and Madan Port, Statistical methods in Business and Social Science, Macmillan Indian Ltd., 1994.
8. Good & Hatt, Research Methods in Social Science.

9. Akar and Day, Marketing Research, Wiley and Sons 1998.
10. Cooper, Schindler, Business Research Methods; New Delhi, Tata MaGraw Hill.2001.
11. KOTHARI, Research Methods.
12. E. MORY & COPPER, Business Research Methods

## **5. BUSINESS COMMUNICATION**

### **UNIT I**

Definition- Methods - Types- Principles of effective communication - Business Letter-Layout (Examples of banking, Insurance, & Agency Letters) - Kinds of Business Letters: Enquiry and Reply - Order Letters - Sales Letters - Sales Letters- Dealing with non payment problems (Collection Letters) – Complaints - Circular Letters.

### **UNIT II**

Advertisement - Application Letters - Curriculum Vitae - Invitation to Interview- Acknowledgement - Offer Letter - Letter of acceptance - Letter of Resignation - Testimonial.

### **UNIT III**

Reports – Structure - Formal Report, Informal report - Checklist for compiling reports - Executive Summary – Comprehension - Agenda, Minutes of Meeting - Compiling a Press Release.

### **UNIT IV**

Face- to- face Communication: Basic skills and techniques for talking to people in business situation - Telephonic conversation- Role Play - Body Language.

### **UNIT V**

Role of Technology in Communication: Fax- Email - Video Conferencing – Internet- Websites - Public Address System - Cell Phones – Intercom - Dictaphone.

## REFERENCE BOOKS

1. Guffey, Business Communication, Thomson, 2002.
2. Essentials of Business Communication- Rajendra Pal & J.S. Koralahalli
3. Communication for Business – Shirley Taylor
4. Business Communication Today- Bovee, Thill, Schatzman
5. Advanced Business Communication- Penrose, Rasberry, Myers
6. Doing Business on the Internet- Simon Collins
7. Business Communication- Process and Product- Mary Ellen Guffey

## 6. SOFT SKILLS I

Refer to PG Soft Skills Syllabus and Regulations.

## 7. ORGANISATIONAL DEVELOPMENT

### UNIT I

- Approaches to Understanding Organisations
  - Key Organisational Designs, Procedures, Differentiation & Integration, Basic Design
  - Dimensions
  - Determination of structure
  - Forces reshaping Organisation – Life Cycles in Organisation

### UNIT II

- Organisational culture – key role of Organisational Culture
  - Functions & Effects of Organisational Culture
  - Leaders role in shaping and reinforcing culture, Developing a Global Organisational Culture

### UNIT III

- Work Groups & Teams
  - Preparing for the world of work Group Behaviour
  - Emerging issues of Work Organisation and Quality of Working life – Career stage model – Moving up the career ladder

### UNIT IV

- Stress and Well Being at Work
  - Four approaches to stress
  - Sources of stress at work, consequences of stress
  - Prevalent Stress Management
  - Managerial implications

## **UNIT V**

- Organisational Development and Change
- Organisational Development
- Alternative Interventions
- Change Agents : Skills
- Resistance to change
  - Managerial the resistance
- Levin's change model
- Organisational reality

Reference:

1. Organisational Behaviour Foundations, Realities and Challenges – Debra L Nelson, James Campbell Quick.
2. Organisational Behaviour – Fred Luthans – Mc Graw Hill (International Edition).

## **8. MANAGEMENT TRAINING AND DEVELOPMENT**

### **UNIT I**

Training and Development: An Overview -Learning Process

### **UNIT II**

Trainer's Role- Need Analysis- Designing a Training Program

### **UNIT III**

Training Techniques: The Lecture Method - Conference Leadership  
The case Method - Role Plays- Games and Simulations

### **UNIT IV**

Evaluation of Training and Development

### **UNIT V**

Marketing of Training Function

References:

- Bewnet, Roger cd Improving Training effectiveness, Aldershot, Gower 1988

- Buckley R & Caple, Jim, The Theory & Practice of Training, London, Kogan & Page 1995
- Lynton R Pareek U Training to Development 2<sup>nd</sup> Ed. New Delhi, Vistaar, 1990.
- Pepper, Allan D, Managing the Training and Development function, Aldershot, Gower, 1984
- Rae L etc. How to Measure Training Effectiveness, Aldershot, Gower, 1986
- Reid M.A. etc. Training interventions, Managing Employee Development, 3<sup>rd</sup> ed. London IPM 1992
- Serge P The Fifth Discipline, The Art and Practice of the learning organization London Century, 1992

## **9. LEGAL FRAMEWORK GOVERNING HUMAN RELATIONS**

### UNIT – I

Emergence and objectives of labour laws and their socio-economic environment, relations law, laws relating to industrial disputes.

### UNIT – II

Trade unions and standing orders, laws relating to discharge, misconduct, domestic enquiry, disciplinary action, social security laws.

### UNIT – III

Laws relating to workmen compensation, employees stage insurance, provident fund, gratuity and maternity relief.

### UNIT – IV

Wages and bonus laws, the law of minimum wages, payment of wages, payment of bonus.

## UNIT – V

Laws relating working conditions, the laws relating to factories, establishment, and contract labour, interpretations of labour laws, their working, and implications for management, union, workmen, the economy and the industry.

### References:

1. Ghaiye B.R Law and Procedure of Departmental Equity in private and public sector, lucknow, Eastern Law Company, 1994.
2. Malhotra O.P. The law of Industrial Disputes, Vol I & II, Bombay, N.M.Tripathy 1985.
3. Malik P.L. Hand Book of Industrial Law, Lucknow, Eastern Book, 1995.
4. Saini, Debi S. Labour Judiciary, Adjunction and Industrial Justice, New Delhi, Oxford, 1995.
5. Saini, Debi S. Redressal of labour Grievences, Claims and Disputes, New Delhi, Oxford IBH, 1995.
6. Seth D.D Industrial Dispute Act, 1947, Vol I & II Bombay, Thipathi, 1995.
7. Srivastava S.C. Industrial relations Labour Law, New Delhi, Vikas, 1994.

## **10. MIS FOR HUMAN RESOURCE MANAGEMENT**

### UNIT – I

System, Meaning, Nature and types of systems, systems approach to management.  
Introduction to MIS, Types of information and information systems, business process

## UNIT – II

MIS with specific reference to Human Resource Management, uses, resistance to MIS, ethical practices in MIS.

## UNIT – III

Information technology for MIS, recent developments in IT sector that facilitate MIS, software support packages for MIS. Information in decision making communicating Organisations as social technical systems, decision support systems.

## UNIT – IV

Computer Languages, Visual Basic, C and C+, Database management system, database concepts, Foxpro and MS Access.

## UNIT – V

Protecting MIS storage, backup and safeguarded of information, accessibility and confidentiality, training and awareness creation on MIS. Cost benefit analysis of MIS, newer applications of MIS in the HR function.

### **References:**

1. Shoshana Zuboff - In the age of the smart machine, New York Basic Books, 1988
2. Michael Hammer and James Campy - Reengineering the Corporation, New York, HarperCollins, 1993.
3. Venkatesa Murthy - Management Information System, Himalayas Publishing House, 1999
4. Computer Programming 'C - V.Rajaraman, Prentic Hall of India.
5. The C-Language Trainer with C, Graphics and C++. New Age International (P) Ltd.,
6. Date C.J. Indtroction to Database System
7. Schildt Herbert, C++ - The Complete Reference EEE Edition, edition 3
8. Resel Man, Bob and others - Using Visual Basic 6
9. Texali and Ravikanth - Foxpro
10. Walrum Clayton - Complete Idiot's Guide to Visual Basic 6

## 11. MANAGEMENT ACCOUNTING

### UNIT – I

Management Accounting – Meaning and purpose

Financial Accounting – Preparation of Income statement and Balance Sheet –

Interpretation and use of these statements by management.

Ratio Analysis and Funds Statement.

### UNIT - II

Capital Expenditure Evaluation – Capital budgetary concept – Methods –

Limitations – Capital Expenditure control.

Budgetary Control – Nature and Objective of budgetary control – Limitations.

### UNIT - III

Cost Accounting – Elements of cost – Cost of goods manufactured – Pricing of elements – Basis of allocation – Standard costing and variance analysis – Job and process costing.

### UNIT - IV

Marginal Costing – Cost volume – Profit relationship – Break – Even Analysis –

Direct costing vs Absorption costing.

### UNIT - V

Reporting to management – Uses of Accounting information in Managerial

decision-making.

### References

1. Louder back, Managerial Accounting, Thomson, 2004.
2. J.R. Batliboi, Double entry Book – Keeping - The Standard Accounting Publication Pvt. Ltd., India.
3. Horngren. Sundem ‘Sralton, Introduction to Management Accounting, New Delhi, Prentice Hall of India Pvt. Ltd., yr.1999.

4. Man Mohan & S.N. Goyal, Principal of Management Accounting – Sahityabhavan, Agra, India.
5. I.M. Pandey, Management Accounting, 3<sup>rd</sup> edition New Delhi, Vikas Publication, yr. 2000.
6. Robert N. Antony, Management Accounting Principles – D.B. Tareporevala Sons & Co. Ltd.
7. Ronald N. Hilton, Managerial Accounting, 5<sup>th</sup> edition New Delhi, Tata McGraw Hill yr.2002.
8. Srinivasan N.P. Management Accounting Sterling Publications, 1996.

## **12. SOFT SKILLS II**

Refer to PG Soft Skills Syllabus and Regulations.

## **10. MA Degree Course in Human Rights and Duties Education**

### **Syllabus**

#### **Semester I**

##### **Semester I**

##### **Core Subjects**

**4C X 4 = 16 Credits**

1. Human Rights in Historical Perspective

- a) Meaning and nature of Human Rights
- b) Natural Rights and Divine Rights
- c) Magna Carta
- d) American Declaration of Human Rights
- e) Development of Constitutional Rights

2. Human Rights and Indian Constitution

- a) Fundamental Rights
- b) Writs
- c) Directive Principles of State Policy
- d) Fundamental Duties

3. International Human Rights I

- a) UDHR
- b) ICCPR
- c) ICESCR
- d) Covenants
- e) Pre-World war II Position
- f) Post World war II Developments

4. International Human Rights II

- a) United Nations High Commissioner for Human Rights
- b) International Criminal Court
- c) Third generation Human Rights – Right to Development

##### **Elective Subjects**

**2E X 3 = 6 Credits**

5. Indian Freedom Movement

- a) First war of Indian Independence
- b) Indian National Congress – Moderates and Extremists
- c) Revolutionaries
- d) Gandhian Movement

6. UN System

- a) Origin and development of UN
- b) Organs of UN
- c) Role of International Court of Justice
- d) Specialized Agencies
- e) UN and Legal

**7. Soft Skill I**

**2 Credits**

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**Total No. of Credits: 16 + 6 + 2 = 24**

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**Semester II**

**Core Subjects**

**3C X 4 = 12 Credits**

1. Group Rights I – Rights of Refugees, Minorities, Indigenous people, Tribal Communities and Dalits
  - a) Atrocities against Dalits
  - b) Protective Discrimination
  - c) Cultural and Educational Rights
  - d) Displaced Persons – Refugees, IDP's
  - e) Tribal people's Rights
2. Group Rights II – Workers and Consumers
  - a) Trade Union Rights, Collective Bargaining
  - b) Labourer's Rights including the Right to Strike
  - c) Maternity Relief
  - d) Bonded Labour
  - e) Consumer Rights
3. Human Rights of Women and Children

- a) Constitution and Women
- b) Domestic Violence
- c) Sexual Harassment at Work Place
- d) Women's Empowerment
- e) Rights of Child Convention
- f) Juvenile Rights
- g) Child Labour

**Elective Subjects**

**3E X 3 = 9 Credits**

4. Ethics

- a) Bio-ethics
- b) Ethics and Human Rights
- c) Ethics in the Modern day

5. Introduction to Commercial Law

- a) Basics of Commercial Law - Contract Act, Company Law
- b) WTO and Globalization
- c) International Trade

6. Introduction to Indian Economics

- a) Concept of Mixed Economy
- b) Industrial Policy 1956
- c) Five Year Plans
- d) Era of Liberalisation

**7. Soft skill- II**

**2 Credits**

# 11. M.A. Labour Management

## SEMESTER - I

### PAPER I - MANAGEMENT CONCEPTS

#### Unit I

Nature and Process of Management - Evolution of Management thoughts - Management as Science, Art and Profession - Manager and Environment - Systems approach to Management - Responsibilities of Management - Management Practices in India.

#### Unit II

Planning - Principles of Planning - Types of Plans - Step in Planning - Limitations of Planning. Decision Making Models and Techniques - Management by Objectives (MBO) - Policy Formulation

#### Unit III

Organising and staffing - Organisation Structure - Selection - Placement - Span of Management - Delegation and Decentralisation - Line and staff Authority - Effective organising and Organizational Development.

#### Unit IV

Directing - Motivation Human Factors - Leadership styles - Communication process, Committees and Group Decision Making - Controlling - Process of Control - Prerequisites of Controlling Systems - Methods of Controls - Information Technology

#### Unit V

Comparative aspects of Management Practices - Organisational Creativity and Innovation - Entrepreneurial Management.

#### Reference Books:

1. Harold Koontz & Cyril O' Donnell: Essentials of Management Mc. Graw Hill.
2. Harold Koontz & Heinz Weirich: Management, Mc Graw Hill Tokyo.
3. Stoner & Wankel: Management, Prentice Hall of India Ltd., New Delhi

4. Richard M. Hodgets: Management, Academic Press, New York.
5. Hampton: Management, Mc. Graw Hill Tokyo
6. Peter F. Drucker: Practice of Management, Pam Books, London
7. Hodgetts, Luthans - International Management, Mc Graw Hill
8. Boree, Thillwood, Management Mc Graw Hill
9. Peter F. Drucker, Managing in Times of Great Change.

## PAPER II - LABOUR ECONOMICS AND LABOUR WELFARE

### Unit - I

Labour Economics - Objective, scope and limitations - Characteristics of Indian Labour - Labour Movement in India - Unemployment, under employment, Migration - Globalisation - Nature and scope of the problems.

### Unit - II

Wage - meaning and measurement, methods of wage payment - Factors which influence wage determination - wage incentive - wage policy in India - Productivity based incentive, productivity of Labour - Factors - Labour turn over - Automation.

### Unit - III

Labour Welfare - Meaning, scope of Labour Welfare - Labour Welfare as a tool to increase productivity. Agencies of Labour Welfare - Role of State, National Commission on Labour, Committees and their recommendation.

### Unit - IV

Labour Welfare Practices in India - Social Security Welfare measures for Industrial workers in India, U.K., U.S.A. and Japan - Role of Trade Union - Bargaining power of Union in Labour Welfare Activities.

### Unit - V

Labour Welfare funds: functions, finances and administration in various States in India - Tamilnadu Labour Welfare Fund Act 1972 - Functions of Labour Welfare Board in Tamilnadu, Labour policy under Five Year Plans.

### Suggested Readings:

- Tyagi B.P. : Labour Economics and Social Welfare, Meerut, Jai Prakash Nath & Co., 1980.
- Datar B.N. : Labour Economics, Allied publishing, Madras 1968
- Desai & Rao : Labour Economics and Welfare, Prentice Hall of India Pvt. Ltd., New Delhi 1978
- Saxena R.C. : Labour problems and Social Welfare, K. Nath & Co., Publishers, Meerut (UP) 1981
- A.M. Sarma : "Aspects of labour welfare and social security" - Himalaya Publishing House, Ramdoot Dr. Bhaleerao Marg, Bombay 400 004.
- K.R. Bulchandani : "Labour Welfare" - Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Bombay 400 004.  
Tamilnadu Labour Welfare Fund Act 1972, publications of State Welfare Board.

## PAPER III - ORGANIZATIONAL BEHAVIOUR - I

### Unit - I

Introduction to organizational behaviour: Nature, Meaning, definition, approaches, model and scope of organizational behaviour.

Value, Attitudes and job satisfaction:

Importance, sources and types of values. Attitude - Meaning, definition, types of attitudes - Cognitive dissonance theory and Measurement of attitudes. Job Satisfaction: Meaning, definition, Factors related to job satisfaction.

### Unit - II

Motivation: Nature and meaning of motivation - Early theories of motivation - Hierarchy of needs, Theory X and Theory Y, Motivation - Hygiene theory, contemporary theories of motivation, ERG Theory, three need theory,

process theory, equity theory, expectancy theory, goal setting theory and reinforcement theory.

#### Unit - III

Communication - Definition, meaning, purposes and functions of communication in organization communication process model, types of communications, communication network, Barriers to effective communication. Overcoming barriers.

#### Unit - IV

Leadership: Nature, Characteristics and functions of leadership - Leadership, Theories - Trait and behavioural theories - Contingency theories - Autocratic - Democratic model, fielder model - Situational theory, Path goal theory.

#### UNIT - V

##### Group and Decision Making:

Foundation of Group theory: Groups - Meaning and importance, definition and classification of groups, Types of Groups. Stages of development, Characteristics of effective group and Group cohesiveness and productivity,

Decision making: Nature of Decision making - steps in the decision making process - types of management decisions - Group decision making - Group decision making techniques.

##### Selected References:

- |                    |   |   |
|--------------------|---|---|
| Stephen P. Robbins | : | Organizational Behaviour. 3 <sup>rd</sup> Edition, Prentice Hall. |
| Fred Luthans       | : | Organizational Behaviour, 2 <sup>nd</sup> Edition, Mcgraw Hill.   |
| Keith Davis        | : | Human Behaviour at work   |
| Uma Sekaran        | : | Organisational Behaviour Text and cases                           |
| K.Aswathappa       | : | Organisational Behaviour  |

## PAPER IV - BUSINESS ENVIRONMENT

### UNIT - I Introduction

Historical background of Indian Business, professional management vs family management, corporate culture, value system, managerial ethics - managerial education in India.

### UNIT - II Political Environment

Forms of Government Administration, federal, united systems, Indian political philosophy towards business enterprises, business policies, public control on business and evolution of Government control in India and in World - Government and business relationship.

### UNIT - III Legal Environment

Industrialisation - The Companies Act 1956 and its amendments. Foreign Exchange Management Act 1992, Law of Contracts, Stock Exchange Regulation Act, Consumer Protection Act, Indian Stamp Act.

### UNIT - IV Economic Environment

Industrial concentration - Industrial sickness - reasons - MRTP, IRB, etc. Economic Liberalisation, privatisation, new industrial policy, economic prosperity - Role of GATT, IFCI, LIC, UTI, IDBI, ICICI, IMF. Globalisation and Labour Policy in India.

### UNIT - V Social, Cultural and Technological Environment

Concept and impact of social, cultural and technological environment - Role of WTO, TQM, Bench Marking, zero defects, social audit and social responsibility of business.

### Suggested Readings:

1. Wilson : The Business Environment of the seventies, Dunkel Road
2. N.D. Kapoor : Elements of Company Law.
3. Fancis Cherunilam : Business Environment and Policy, Himalayan

- |                                   |   |
|-----------------------------------|---|
| 4. Peter F. Drucker               | : Technology, Management and Society, Tata Mc Graw Hill                   |
| 5. Kuchhal S.C.                   | : Industrial Economy in India, Chaitanya Publishing Allahabad '87         |
| 6. Das Gupta A. and Sengupta N.K. | : Govt. and Business - Vitas Publishing House Pvt. Ltd., New Delhi, 1987. |

#### Elective I, Paper V - Personal Growth Laboratory

**Personality Development:** Meaning of Personality factors influencing Personality Development, Big Five Personality - Understanding self - SWOT Analysis

**Attitude:** Meaning components - formation of attitude - Attitude change - FORE - value - culture - matching individual culture with organizational culture

**Creativity:** Managing thinking process - Useful thinking - Exaggerating - Reality thinking - Assessment of problems - Creativity principles - Communication - Questioning - Learn something new - Look problems at different perspective

**Communication Skills:** Importance - Barriers - Verbal and non-verbal - Dyadic - Conduction of meetings - Group discussions, audio-visual aids, preparing formal reports and style

**Managing Stress:** Causes internal, external stress coping mechanism, meditation and other related technique - Success and failure case studies of Business leaders, Neuro Linguistic Programme (NCP).

**References:**

- |                                |  |
|--------------------------------|--|
| 1. Ros Taylor                  | Transform yourself. Kogan Page India Pvt Ltd, New Delhi 110 002 - 2002 |
| 2. Krishna Mohan Meera Banerji | Developing communication skills Mac Millan India Ltd, Chennai (2000)   |

3. Philip Holden                      Super Success - Discover your true potential and get what you want out of life
4. Walter Staples                      In search of your true self - Magna Publishing Co. Ltd  
Mumbai 1999

#### Paper VI - BASIC MANAGERIAL SKILL

#### SEMESTER II

##### Self Awareness:

Understanding self and developing learning habits - read (SQBR) write, speak, listen - Self-concept, self-esteem, insight and barriers.

##### Importance and Nature:

Developing, competency in identification of problem, generating alternatives, decision making, step and techniques - Competency Development - Cognitive technical & Behavioural - Competency happy

##### Emotional Intelligence and Interpersonal Style:

Meaning of EI: Domacies of E.I. Recognizing emotions in yourself and others. Assessment of emotional intelligence. Rapport building - Physical appearance - Body language - voice qualities.

##### Leadership Style and conflict management:

Meaning, Types of leader - Setting a team - objective, team spirit, conflict - individual, Group level and conflict resolution.

##### Time Management:

Goal setting - Short-term, Long-term goals - Smart Managing time effectively - Empowerment Delegabai

Ref: 1. Mc Grath, S.G. - Basic Managerial Skill 5<sup>th</sup> Edn., Prentic Hall of India, New

Delhi - 2000

2. Jerry Minchinton - Maximising self-confidence - Jaico Publishing House,

Mumbai - 2001

3. Sabine Dembkowski. Fiona Eldridge and law Hunter - "The Screw Steps of Effective coaching" - Viva Books Pvt Ltd, New Delhi - 2007

#### Paper VII - Employees and Union Relations

Unit I	History of Trade Union - Causes for the weakness of Trade Union - Immunities for Trade Union - Types of Trade Union Leadership. Responsibilities of Leaders - Organisational Leadership - National Interest
Unit II	Responsibilities of Trade Union in the present context - Central Unions and their Role in the macro industrial relations
Unit III	Concept of and approach to industrial relation - structure of industrial relation machinery - critical review of existing machinery for disputes settlement, collective bargaining, conciliation, arbitration adjudication - Steps for promotion of employer and employee relation
Unit IV	Empowering labour for better personality development and leadership qualities, for better participation in decision making - delineation of the prerogatives of trade union and of management to avert unnecessary friction.
Unit V	Role of industrial relation in the face of multinational companies, due to globalization and stiff competition, in a market oriented industrial set up - ILO - National Commission on Labour - Code of discipline - Industrial Truce Resolution

#### Reference Books:

1. S.C. Srivastava: Industrial Relations and Labour Law

E.mail: [chawlap@giasd107.vsnl.net.in](mailto:chawlap@giasd107.vsnl.net.in)

Website: <http://ubspd.com>

2. Agarval R.D.: Dynamics of Labour Relations in India, Tata Mc Graw Hill Pub. Company, New Delhi, 1972
3. Report on National Commission Labour, New Delhi 1969, 1991
4. John Goodman: Employment relations in industrial society-Heritage, New Delhi, 1985
5. Karnik V.R.: Indian Labour Problems and Prospects, Calcutta
6. Karnik V.B.: Indian Trade Unions, popular Prakashav, Bombay, 1978
7. G. Ramanujam: Story in Indian Labour - Joice Publishing House - Bombay, 1968
8. G.K. Sharma: Labour Movement in India - Sterling Publication - New Delhi 1982
9. V.V. Giri: The Labour problems in Indian Industry, Bombay - Asia, 1957

## PAPER VIII - LABOUR LAWS RELATING TO INDUSTRIAL RELATIONS

### Unit - I

History of Labour Legislation - The Industrial Disputes Act, 1947 - Scope - objects - Industry - Industrial Dispute - "Lay off" - Lock out - Retrenchment - Settlement - closure - Workman - Individual Disputes - Conciliation Machinery - Authorities - Unfair Labour Practices - Adjudication - Notice of change.

### Unit - II

Reference of Industrial Disputes for adjudication - Publication of awards - Powers and functions of the Adjudication Machinery - Strikes - Public Utility Services - legal vs. illegal strikes - legal and illegal lockouts - Punishment for illegal strikes and illegal lockouts.

### Unit - III

Punishment for violation of settlement - service conditions not to be altered during the pendency of Industrial Disputes - Complaints - Recovery of

money from the Employer - Representation of parties - rule making power - Schedules.

#### Unit - IV

The Industrial Employment (Standing Orders) Act, 1946 - Industrial Jurisprudence: General idea of jurisprudence and industrial jurisprudence, various definitions – Scope - Growth and development, Supreme Court and Subordinate labour enactments, Industrial jurisprudence and Indian Constitution & ILO.

#### Unit - V

The Trade Union Act, 1926. The Tamilnadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981. The Tamil nadu Payment of Subsistence Allowance Act, 1981. The Payment of Bonus Act, 1965. The Child Labour (Prohibition and Regulation) Act, 1986. With Rules and upto date notification, amendments, regulations and case laws in respect of each of the above acts.

#### Reference Book

1. K.D. Srivastava : Industrial Disputes Act – Fifth Edition, Eastern Book Co., Lucknow
2. D.P. Malhotra and: The Law of Industrial Disputes – Vol. I & II – N.M. Tripatti Pvt. Ltd  
K.R. Malhotra      Bombay
3. S. Vaidyanathan : Factory Laws applicable in Tamilnadu – Vol. III, 2002 – Madras  
Book Agency, Chennai
4. S. Vaidyanathan : Factory Laws applicable in Tamilnadu – Vol. V, 2002 – Madras  
Book Agency, Chennai
5. S. Vaidyanathan : Factory Laws applicable in Tamilnadu – Vol. II, 2002 – Madras  
Book Agency, Chennai
6. S. Vaidyanathan : Factory Laws applicable in Tamilnadu – Vol. IV, 2002 – Madras  
Book Agency, Chennai

7. D.S. Chopta : Payment of Bonus Law & Practice – Texman Publications  
(Pvt.)  
Ltd, Kucha, Chelan Khari Baoli, Delhi

## ELECTIVE II – Paper IX - EMPLOYEE COUNSELLING

### Unit I

Meaning of counselling. Need for counselling in the work place. Goals of counselling, immediate, long term. Types of counselling: crisis counselling, facilitative counselling, preventive counselling and development counselling. Theoretical consideration.

### Unit II

Methods of counselling – directive, non-directive. Counselling process – problem identification, strategies and skills. Counsellor – counselee relationship.

### Unit III

Content of counselling – preparation, intake, procedure, rapport, termination of interview. Counselling environment. Specifics of counselling – observation, listening, non-verbal behaviour, communication, questioning, silence, transference. Specific

### Unit IV

Counselling problems, job related and personal, individual, family. Treatment of these problems through counselling. Follow – up, post-appraisal counselling. Counselling for retirement.

### Unit V - Case Studies

#### Suggested Readings:

Mishra R.C. : Guidance and Counselling  
Publishers: APH Publishing Corporation  
5, Ansari Road, Darya Ganj, New Delhi – 110 002.  
Edition: 2004 E mail: [www.aphbooksindia.com](http://www.aphbooksindia.com)

Shrivastava : Principles of Guidance and Counselling  
Publishers: Kanishka Publishers Distributors  
4697/5-21A, Ansari Road, Daryaganj, New Delhi-2  
Edition: 2003 Website: [kanishka@mentroonline.com](mailto:kanishka@mentroonline.com)

## Elective III - Paper X - TRAINING AND DEVELOPMENT

### Unit - I

Meaning, Definition, Objectives, Need and Importance of Training and Development - Distinction between Training and Development, education. Training as a Learning process. MDP - Objectives, needs and its importance. Training and Development in Indian Scenario.

### Unit - II

Policies and Approaches:

Training policy - steps in training programmes - identifying training needs - Evolving training policy preparing to instruct - preparation of the learner, training courses, training period, support materials, Follow up - training aids.

### Unit III

Preparing to instruct: Display summaries, visual aids - boards, projected aids, charts, tele-visual aids, models, on the job aids.

### Unit IV

Methodology: Lecture, Group discussion, case studies, communication exercises, Inbasket, transaction analysis (T.A) Programmed instructions, coverdale, Festalt, Transcendental Meditation (T.M) Erhard Seminar Training (EST).

### Unit V

Typology: On the job training (OJT), Off the job training, supervisory; Managerial Training - Objectives, advantages, disadvantages appropriate tools and techniques. Job oriented, skill development programmes - practical training in a recognised institution (self supporting).

Select References:

1. Taylor and Lippitt : Management Development and Training Hand Book
2. ZW Humble : Management Development

3. Lynton and Pareeth : Training and Development

4. Executives

## 12. M.A. DEGREE COURSE IN NATYA (FIVE YEAR INTEGRATED)

For Part I (Language and English) as applicable to the other entire Undergraduate courses.

### Part II And Part III courses

Title of the Paper	<b>Paper I – Introduction to Natya (Theory)</b>
Category of the Course	Core Course
Year and Semester	First Year First Semester
Credits	5 (FIVE)
Subject Code	
<b>Course Outline</b>	
<b>Unit - 1</b>	Definition , Nature and purpose
<b>Unit – 2</b>	Origin: Historical and Mythological (Natya Veda and Natya Sastra)
<b>Unit – 3</b>	Types : Classical and Folk (Bharatha Natyam, Kathak, Odissi,Kathakali)(Karagam, Kavadi, Poikal Kudirai)
<b>Unit – 4</b>	Contents of the Natya Sastra( outline knowledge )
<b>Unit – 5</b>	Rasadyaya of Natya Sastra and Meipattiyal of Tolkappiyam – A comparison

Title of the Paper	<b>Paper II – Fundamentals Of Natya I (Practical )</b>
Category of the Course	Core Course
Year and Semester	First Year First Semester
Credits	4 (FOUR)
Subject Code	
<b>Course Outline</b>	
<b>Unit – 1</b>	Dance – Angas (6)
<b>Unit – 2</b>	Dance – Adavus (32)
<b>Unit – 3</b>	Music – Vocal – Sarali varisai to Alankaram
<b>Unit – 4</b>	Music – Vocal – Alankaram to Geetham
<b>Unit – 5</b>	Yoga (8 Asanas,1 Abhyasa & 1 Pranayama)

Title of the Paper	<b>Allied – I Paper I – Glimpses of Indian Cultural History (Theory)</b>
Category of the	Allied

Course	
Year and Semester	First Year First Semester
Credits	5 (FIVE)
Subject Code	
Course Outline	
<b>Unit – 1</b>	<i>Cultural History of India-Indus valley, Vedic age</i>
<b>Unit – 2</b>	Ramayana and Mahabharata- Sanskrit sources
<b>Unit – 3</b>	Contributions of Buddhism and Jainism – Mauryas, Sunga and Kushana
<b>Unit – 4</b>	Society and Culture under Guptas , Chalukyas
<b>Unit – 5</b>	Society and culture under Mughals

Title of the Paper	<b>Paper III – Communication Through Art</b> ( <i>Theory</i> )
Category of the Course	Core
Year and Semester	First Year Second Semester
Credits	5 (FIVE)
Subject Code	
Course Outline	
<b>Unit – 1</b>	Physical expression: Angika Abhinaya(6 Angas)(Chapter 4,8-13 from Natya Sastra)
<b>Unit – 2</b>	Verbal expression: Vachika Abhinaya(Chapter 14 from Natya Sastra)
<b>Unit – 3</b>	Ornamental expression: Aharya Abhinaya(Chap.20 from Natya Sastra)
<b>Unit – 4</b>	Emotional expression: Satvika Abhinaya(Chap.7 from Natya Sastra)
<b>Unit – 5</b>	Styles of expression: Dharmi, Vruti, Pravrtti and its varieties

Title of the Paper	<b>Paper IV - Fundamentals of Natya – II</b> ( <i>Practical</i> )
Category of the Course	Core
Year and Semester	First Year Second Semester
Credits	4 (FOUR)
Subject Code	

Course Outline	
<b>Unit – 1</b>	Dance Sthana, Abhinaya Hasta
<b>Unit – 2</b>	Dance - Adavus(38)
<b>Unit – 3</b>	Music - Geetham, Swarajathi(1), Padavarnam(1)
<b>Unit – 4</b>	Music - Songs from: Nauka Caritram(1), Rama Natakam(1).
<b>Unit – 5</b>	Yoga (8 Asanas,1 Abhyasa & 1 Pranayama)

Title of the Paper	<b>Allied I – Paper II Glimpses of Indian Cultural History II</b> (Theory)
Category of the Course	Allied
Year and Semester	First Year Second Semester
Credits	5 (FIVE)
Subject Code	
Course Outline	
<b>Unit – 1</b>	Sangam – An Introduction Kamba Ramayanam
<b>Unit – 2</b>	Pallavas; Pandyas (Early)- , Society- Religion- Art and Architecture.
<b>Unit – 3</b>	Age of Imperial Cholas – Society - Religion - Art and Architecture.
<b>Unit – 4</b>	Tamilagam under later Pandyas & Vijayanagar - Society- Religion- Art and Architecture.
<b>Unit – 5</b>	Tamilagam under Nayaks(Madurai, Tanjore, Senji) Society- Religion- Art and Architecture.

### 1. Recommended Texts:

1. Dr. S. Singaravelan , 2005, Tolkappiyam : Simple notes (in Tamil) Eluthu Adhikaram, Sol Adhikaram, Porul Adhikaram.Tirunelveli South India Saiva Siddhanta Kazhagam Limited,154, T.T.K. Salai, Chennai-18.
2. Dr. S. Ilakkuvanar. M.A, M.O.L, Ph.D, Tholkappiyam: In English with critical studies, Neelamalar Educational Publishers, Madras.600 101.
3. P. Sambamoorthy, South Indian Music, 6 Vols., Indian Music Publishing House

Madras (Eng).

4. P. Sambamoorthy, Karnatic Music, 3 Vols., Indian Music Publishing House, Madras 1965.
5. R.S. Nagar – Edited, Natyasastra of Bharatamuni (Sanskrit) with The commentary of Acharya Abinava Gupta. Vol. I. Chapter (1-7), Vol II. Chapter (8-18), Vol III. Chapter (19-27), Vol IV. Chapter (28-36).
6. Dr. Man Mohan Ghosh, Naatya Sastra I & II. (A Treatise on Ancient Indian Dramaturgy and Histrionics ascribed to Bharatha Muni) Vol I- (chapter 1-27) Vol II – (Chapters 28-36).
7. Ghosh, Manmohan, Nandikesvara's Abhinayadarpanam, Manisha Granthalaya Pvt Ltd., Calcutta, 1981.
8. Sri. T.V. Ananthanarayanan, Learning Through Yoga published by Krishnamacharya Yoga Mandiram, Ch – 28.
9. Dr. E. R. Gopalakrishnan, Be a Healthy Dancer, Yoga Maiyam, Chennai – 20.

## 2. Reference Books:

1. S. V. Subramanian and V. Veerasami – Edited, Cultural Heritage of the Tamils International Institute of Tamil Studies.
2. Dr. Padma Subrahmanyam, Karanas - Common Dance codes of India and Indonesia, Nrithyodaya, Chennai .Vol I
3. Dr. K.K. Pillai. 1975 ,The History of TamilNadu & Social History of Tamils.
4. Hiriyan, M. Indian conception of values: 1975, Mysore: Kavyalaya Publishers.
5. Radhakrishnan, S., Indian Philosophy in 2 Vols. London: Allen & Unwin. 1958.
6. Ramachandran, T.P., The Indian Philosophy of Beauty Vols. I & II, Madras: University of Madras.
7. Swami Prajnananda, Cultural Heritage of Indian Fine Arts.
8. Tejomayananda, Swami, Hindu Culture: An Introduction, Mumbai: Central Chinmaya Mission Trust. 2000.
9. Khokar, Ashish Mohan, Bharatanatyam, Rupa & Co, New Delhi. 2002.

10. Vatsyayan Kapila: Indian Classical dance, Publications Division, New Delhi, 1992.
11. Dr. Padma Subrahmanyam: Legacy of a Legend, A collection of articles. Nrithyodaya, The Academy of Performing Arts, Mumbai – 22
12. Subramanyam, Padma., Natya Sastra and National Unity, Kerala : Sri Ramavarma Government Sanskrit College, Tripunithura, 1997.
- 13.-----Bharata's Art, Then and Now. Bhulabhai Memorial Institute Bombay – 36 & Nrithyodaya, Madras – 20, 1979
14. Bashyam, A.L. (1975), Cultural History of India, Oxford Clarendon Press, UK
15. Epton, E.J. (Ed.) (1979), Cambridge History of India: Vol I. Ancient India, S. Chand, New Delhi.
16. Sathianathaier, R., (1972), Political and Cultural History of India, Vol-1, S. Vishvanathan Printers & Publishers, Madras
17. Smith, V, (1958), Oxford History of India, Oxford University Press, UK
18. Tripathi, Ram Shauhar. (1987), History of Ancient India, Motilal Banarasidas, New Delhi
19. Adya Rangacharya, Drama in Sanskrit Literature, Popular Prakasan
20. M. Christopher, Concept of Ancient Indian Theatre, Munshiram Manoharlal Publishers Pvt. Ltd.

### 3. Website, e-learning resources:

1. [www.indian-heritage.com](http://www.indian-heritage.com)
2. [www.thehorizons.com](http://www.thehorizons.com)
3. [www.nadanam.com](http://www.nadanam.com)
4. [www.chandrakantha.com](http://www.chandrakantha.com)
5. [www.carnatica.net](http://www.carnatica.net)
6. [www.kutcheribuzz.com](http://www.kutcheribuzz.com)
7. <http://web.mit.edu/natya>
8. [www.artindia.net](http://www.artindia.net)
9. [www.nrityagram.org](http://www.nrityagram.org)
10. [www.rangbahar.com/folkdances.htm](http://www.rangbahar.com/folkdances.htm)
11. [www.narthaki.com](http://www.narthaki.com)
12. [www.softsolutions.co.in](http://www.softsolutions.co.in)

**Model Question Paper**  
**Core paper I Introduction to Natya**

**Total marks:75.**  
**Time : 3 Hrs.**

**Part –A-(50 words) Answer any 10 out of 12 questions= 10x1=10**

1. What is the Indian conception of values called?
2. Define Natya. Is it synonymous with Nrta?
3. Name the authors of Nātya Śāstra and Tolkappiyam.
4. Which are the adhikarams in Tolkappiyam?
5. Name four dance styles popularly known as 'classical' in India today?
6. What is meant by muthamizh?
7. From which play has the word Bharata been explained as Bhava,Raga and Tala?
8. Define the two distinct heads under Iyal.
9. Name the author of Tolkappiyam.
10. Two famous Bharatanatyam dancers:
11. Name 2 commentators of the Natya Sastra.
12. Which chapters deal with angika abhinaya in the Natya Sastra?

**Part –B- (200 words) Answer any 5 out of 7 questions= 5x5=25**

1. Distinguish between Nātya Veda and Nātya Śāstra.
2. Define Abhinaya. Explain the different types.
3. How many types of Puruśārtha-s are there? Explain.
4. Name the chapters in the Nātya Śāstra that deal with music.
5. What is the nature and purpose of Nātya?
6. Explain the term Purvaranga. Who are the main characters in it?
7. Explain Bharata's theory of Rasa.

**Part –C-(500 words) Answer any 4 out of 6 questions= 4x10=40**

1. Explain the difference between classical and folk performing art forms.
2. Write an essay on any two major folk dance forms of Tamilnadu.
3. Elaborate on Meippattiyal of Tolkappiyam.
4. Explain briefly about the contents of the Nātya Śāstra.
5. Elaborate upon the mythological origin of Nātya.
6. Compare and contrast any two of the following dance

**STYLES: BHARATHANATYAM, ODISSI, KATHAK AND KATHAKALI.**

**NON MAJOR ELECTIVE**

**SEMESTER -I**

<b>S.No.</b>	<b>Name of the Paper</b>	<b>Theory / Practical</b>	<b>Natya /General</b>
<b>I.</b>	<b>Heritage sites in India</b>		
<b>Unit 1.</b>	Places of worship	<b>Theory</b>	<b>Natya</b>
<b>Unit 2.</b>	Palaces		
<b>Unit 3.</b>	Forts		
<b>Unit 4.</b>	Museums		
<b>Unit 5.</b>	World heritage sites in India (UNESCO)		
<b>II.</b>	<b>Learn an Instrument(Vina/Violin/keyboard)</b>		
<b>Unit 1.</b>	Basic finguring techniques	<b>Practical</b>	<b>Natya</b>
<b>Unit 2.</b>	Learn to play National Anthem and TamilTaivazthu.		
<b>Unit 3.</b>	Learn to play 5 scales- Sankarabharanam,Mayamalavagaula,Kalyani Kharaharapriya and Harikamboji		
<b>Unit 4.</b>	Geetham -1,Jathiswaram - 1,		
<b>Unit 5.</b>	Kriti-1		
<b>III.</b>	<b>Epics and Puranic stories</b>		
<b>Unit 1.</b>	Puranic stories for Dance on Siva	<b>Theory</b>	<b>General</b>
<b>Unit 2.</b>	Puranic Stories for Dance on Rama		
<b>Unit 3.</b>	Puranic stories for Dance on Devi		
<b>Unit 4.</b>	Puranic stories for Dance on Krishna		
<b>Unit 5.</b>	Puranic stories for Dance on Subramaniya		
<b>IV.</b>	<b>Bhajans and Devotional Music</b>		
<b>Unit 1.</b>	Tirupavai	<b>Practical</b>	<b>General</b>
<b>Unit 2.</b>	Annamachariya kritis		
<b>Unit 3.</b>	Meera Bhajans		
<b>Unit 4.</b>	Tulasidas Bhajans		
<b>Unit 5.</b>	Tevaram		

**SEMESTER -II**

<b>S.No.</b>	<b>Name of the Paper</b>	<b>Theory / Practical</b>	<b>Natya /General</b>
<b>I.</b>	<b>Indian Ethics</b>		
<b>Unit 1.</b>	Concept of rta, satya, dharma, neeti	<b>Theory</b>	<b>Natya</b>
<b>Unit 2.</b>	Purusharthas, ashramas, varnadharma		
<b>Unit 3.</b>	Law of karma; free will and determinism		
<b>Unit 4.</b>	Bhavath geetha-a glimpse		
<b>Unit 5.</b>	Thirukural – a glimpse		
<b>II.</b>	<b>Folk Music (Tamil Nadu)</b>		
<b>Unit 1.</b>	Thalattu	<b>Practical</b>	<b>Natya</b>
<b>Unit 2.</b>	Lalli		
<b>Unit 3.</b>	Nalangu		
<b>Unit 4.</b>	Unjal		
<b>Unit 5.</b>	Oppari		
<b>III.</b>	<b>Films &amp; Fine Arts (India)</b>		
<b>Unit 1.</b>	Brief History of Indian Cinema	<b>Theory</b>	<b>General</b>
<b>Unit 2.</b>	Theatre and Cinema		
<b>Unit 3.</b>	Role of Music in Indian Cinema		
<b>Unit 4.</b>	Role of Dance in Indian Cinema		
<b>Unit 5.</b>	Biography of greats – Satyajith Ray and Sivaji Ganesan.		
<b>IV.</b>	<b>Aerobics</b>		
<b>Unit 1.</b>	Understanding the concept of Aerobics	<b>Practical</b>	<b>General</b>
<b>Unit 2.</b>	Warm –up, exercises, stretching exercises		
<b>Unit 3.</b>	Step Aerobics		
<b>Unit 4.</b>	Cardio Vascular Aerobics		
<b>Unit 5.</b>	Rhythmical Aerobics		

### **13. M.A. DEGREE COURSE IN PHILOSOPHY**

#### **I SEMESTER**

##### **CORE PAPER- I INDIAN PHILOSOPHY- I**

1. General characteristic features of Indian Philosophy - Darsana - Purusarthas, Karma - dharma.
2. Vedas, Upanisads and Gita.
3. Carvaka and Jaina Philosophy - Epistemology, metaphysics and ethics
4. Buddhist Philosophy - Four noble truths, Eight fold path, Philosophical Implications of second Truth.
5. Nyaya - Causation - Self - God - proofs – Liberation, vaisesika-padarthas-abhava-atomism.

##### **BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. S. Radhakrishnan, History of Indian Philosophy, vols I & II (George Allen and Unwin)
2. M.Hiriyanna, Outlines of Indian Philosophy, (George Allen and Unwin)
3. Datta and Chatterjee, Introduction to Indian Philosophy.
4. C.D. Sharma, A Critical Survey of Indian Philosophy, Motilal Banarsidoss.

##### **CORE PAPER-II INDIAN LOGIC**

###### **1. INDIAN LOGIC AS PRAMANA SASTRA:**

Distinction of prama, aprama and bhrama - factors in knowledge - pramana and its salient features.

###### **2. PRATYAKSA:**

Definition of perception - Indian theories of perception different kinds of sense object contact - kinds of perception (ordinary and extra ordinary) - self in perception.

###### **3. ANUMANA:**

Definition of anumana - grounds of inference - classification of inference - fallacies of inference.

###### **4. UPAMANA:**

Definition of upamana - classification of upamana - distinction between upamana, anumana and pratyaksa.

## **5. SABDA:**

Definition of sabda - primary and secondary meanings - import of words and sentences - akanksa, yogyata, sannidhi and tatparya.

### **BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. S.C. Chatterjee, 1950. Nyaya theory of knowledge, 2nd Edn., University of Calcutta.
2. S.G. Vidhyabhusana, 1978. A History of Indian Logic, Motilal Banarsidas, Delhi.
3. Kuppusamy Sastri, Primer of Indian Logic.
4. S. Radhakrishnan, 1972. Indian Philosophy, 2nd Vol., George Allen and Unwin.
5. D.M. Dutta, 1972. Six ways of knowing, University of Calcutta.

### **CORE PAPER-III RECENT EUROPEAN PHILOSOPHY**

1. General Characteristics of the Post-Kantian development in Western Philosophy.  
Absolute Idealism - Idealism of Hegal and Bradley.
2. Neo-Realism and critical Realism - as reactions against absolutism - Moore's refutation of Idealism.
3. Pragmatism, Humanism and Instrumentalism:  
Peirce and James-pragmatism and radical empiricism- Schiller and humanism- Dewey and instrumentalism.

## **4. EVOLUTIONISM:**

The Philosophy of Bergson - creative evolution - emergent evolution of Lloyd Morgan and Samuel Alexander.

## **5. LOGICAL POSITIVISM:**

Wittgenstein and A.J. Ayer-verification principle , protocol statements and tautologies - sense and non-sense

### **BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. D.M. Datta, Chief Currents of Contemporary Philosophy.
2. J.J. Passmore, A Hundred years of Philosophy.
3. R. Metz, Hundred years of British Philosophy.
4. F. Copleston, Contemporary Philosophy.

### **CORE PAPER-IV ETHICS - WESTERN**

1. Definition of Ethics-character and conduct - Psychological basis of Ethics-Motive and intention.
2. Development of morality (instinct, custom & reflection) – intuitionism – Moral sense theory

3. Hedonism – utilitarianism – Bentham, Mill & Sidgewick.
4. Marxian ethics, Existentialist ethics, G.E.Moore, Kantian ethics.
5. Applied Ethics - professional ethics, eco-ethics.

**BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. Richard, B.Barandt, Ethical Theory.
2. T.E. Hill, Contemporary Ethical Theories.
3. Harold H. Titus, Ethics for today.
4. Fred Feldman, Introductory Ethics (Chapters 10 & 15 only)
5. P.N. Srinivasachari, The Ethics of the Gita.

**ELECTIVE PAPER 1 I WESTERN LOGIC**

**1. INTRODUCTION :**

Definition and division of logic, logic and other sciences functions of language - emotionally neutral language –scope of logic.

**2. BASIC PRINCIPLES :**

Terms, words, sentences, propositions, connotation and denotation and their relation - classification of term and proposition, Laws of thought.

**3. IMMEDIATE INFERENCE :**

Opposition of proposition - square of opposition, Eduction, obversion and conversion.

**4. MEDIATE INFERENCE :**

Categorical syllogism - general - rules - figures and moods reduction - venn diagram, technique of testing syllogism - hypothetical and disjunctive syllogism.

5. Enthymemes, sorites and dilemma:

**BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. Irving M. Copi, 1968. Introduction to Logic, 3rd Edn., The MacMillan Company , London.
2. William J. Kilgore, 1968. An Introduction to Logic, Holt, Rinhart and Winston Inc; New York.
3. Andrew, H. Bachhuber, 1957. Introduction to Logic, Appleton Century Crafts Inc., New York.

## SECOND SEMESTER

### CORE PAPER-V SYMBOLIC LOGIC

#### 1. INTRODUCTION :

Fundamental assumptions of symbolic logic in contrast to traditional logic - use of symbols - laws of thought - truth and validity - two-valued system of logic.

#### 2. BASIC APPARATUS FOR PROPOSITIONAL CALCULUS:

Variables-constants, grouping symbols-truth-value, truth-functions-translation of language into symbolic expressions.

#### 3. SIMPLE DECISION PROCEDURES :

Construction of truth tables, basic truth-tables-case analysis, tautology, - contradiction and contingency - use of equivalences between different constants -short-cut-truth table.

#### 4. OTHER DECISION PROCEDURES :

Logical analogy between basic inferences and other arguments, the system of natural deduction, conditional proof, RAA proof, C.N.F. as decision procedure, truth-tree technique.

#### 5. PREDICATE LOGIC AND AXIOMATIC METHOD

The inadequacy of propositional calculus- the use of predicate logic symbols-propositional function, quantifiers and their use- the inadequacy of the traditional square of opposition use of UG, UI, EG and EI restriction in the use of generalization and instantiation Axiomatic method.

#### BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)

1. Dr. P. Balasubramanian, 1980. Symbolic Logic and its Decision Procedures, The RIASP, University of Madras.
2. Norman L. Thomas, 1966. Modern Logic, Barner and Noble Books, New York.
3. Irvin M.Copi, 1968. Symbolic Logic, 4th Edn., Collier MacMillan International Editions, New York.
4. William J. Kilgore, 1968. An Introductory Logic, Halt, Rinehart and Winston, Inc., New York.
5. Tapscott, Bangs L., 1976. Elementary Applied Symbolic Logic, Prentice-Hall, New Jersey.

### CORE PAPER-VI INDIAN PHILOSOPHY- II

#### 1. SANKHYA:

Satkaryavada-nature -nature of prakrti and its gunas - proofs for the existence of prakrti- nature of purusha - proof for the existence of purusha - plurality of purusha - theory of evolution - relation between purusha and prakrti- place of buddhi jiva in sankhya system - bondage and liberation - is sankhya athestic ? - (critical estimate )

## 2. YOGA:

Mental modification (chittavrittis ) - levels of mental life (chitta bhumis )- different kinds of samadhi - astangayoga place of god - Liberation of the self.

## 3. MIMAMSA:

Authority of the vedas - brief account of different categories theory of self - conception of apurva - the concept of dharma - liberation - Is mimamsa athestic?

## 4. VEDANTA:

Advaita-Brahman is the only reality - conception of the external world- doctrine of maya - idea of god - idea of individual self (jiva)- relation between brahman and jiva and world nature of release.

Visistadvaita - Nature of Brahman - conception of the world nature of jiva - relation between and the jiva and world criticism of maya - nature of bondage and liberation .

Dvaita - God prakrti- reality of difference - jiva categories concept of moksa.

5. Saivasiddhanta - The nature of pati - siva and sakti- the nature of pasu - plurality of souls - pasa - anava karma and maya - satkaryavada - ethical discipline - carya, kriya, yoga and jnana - moksa.

## BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)

1. S. Radhakrishnan , History of Indian Philosophy, Vols I &II. (George Allen and Unwin)
2. M.Hiriyujanna, Outlines of Indian Philosophy, (George Allen and Unwin).
3. Datta & Chatterjee, Introduction to Indian Philosophy.
4. C.D.Sharma , A Critical Survey of Indian Philosophy, (Motilal Banarsidass)
5. Devasenapathi, V.A. , Saiva Siddhanta

## CORE PAPER-VII ETHICS – INDIAN

1. Jhistorical Background of Indian Ethics Western conception of Indian Philosophy- Indian Ethical Ideal-A humanistic - approach – special features of Indian Ethics.
2. Ethics of the Vedas and Upanishads-Development of Varna vyavasta – Ashrama Dharmas – The four purusharthas
3. Moral institutions – the family – the state- Indian perspective
4. The ethics of niskama karma, dharma,svadharma.

5. The ethics of Mahatma Gandhi – Ahimsa and satyagraha, Spiritual humanism of Radhakrishnan, Ethics of Nehru.

**BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. P.N. Srinivasachari, The Ethics of the Gita.
2. I.C. Sharma, Indian Ethics
3. N.V. Banerjee, The Spirit of Indian Philosophy
4. Balbir Singh, Indian Ethics
5. Jadhunath Singha, Introduction to Indian Ethics.

**CORE PAPER-VIII CONTEMPORARY TRENDS IN WESTERN**

**PHILOSOPHY**

- 1 Ordinary Language Philosophy - Austin and Ryle, G.E.Moore, P.F.Strawson.
2. Phenomenology of Husserl - apriori, intentionality and subjectivity
3. EXISTENTIALISM :  
Kierkegaard and anti-Hegelianism- modern existentialists - Sartre, Heidegger, Jaspers and Marcel.
4. Formal Philosophy, Frege, Russell , Wittgenstein
5. Post-modernism and Deconstruction, Gadamer, Derrida, Habermas

**BOOKS FOR STUDY: (RELEVANT CHAPTERS ONLY)**

1. D.M. Datta, Chief Currents of Contemporary Philosophy.
2. J.J. Passmore, A Hundred years of Philosophy
3. R. Metz., Hundred years of British Philosophy
4. F. Copleston, Contemporary Philosophy
5. Gadamer, Truth and Method

**ELECTIVE PAPER-2 APPLIED YOGA AND PARA PSYCHOLOGY**

1. Introduction - Definition of Yoga - the aphorisms of Patanjali
2. The Practice of Yoga - The value of Pranayama - asanas concentration - samadhi.
3. Yoga and other systems of integration - Integration of personality in Freud psychoanalysis - Jung's system - Adler's views.
4. Modern Psychology and the Super conscious - Difference between the superconscious and the unconscious - inconsistency in Freud and Jung.

5. ESP - Psychic powers according to Yoga sutra - their interpretation in modern psychology. Yoga as a synthesis of all systems.

**BOOKS FOR STUDY :**

1. Swami Abhedananda, 1967. Yoga theory and practice, Ramakrishna Math, Calcutta.
2. Swami Abhedananda, 1967. Yoga Psychology, Ramakrishna Vedanta.
3. I.P. Sachdeva, Yoga & Depth Psychology, Motilal Banarsidas, Delhi
4. S.N.Dasgupta, Yoga Philosophy, Motilal Banarsidas, Delhi.
5. James Hewitt, Yoga Teach yourself Books, London.
6. Geraldine Coster, Yoga and Western Psychology, Oxford University Press, London, 1934

## **14. M.A. DEGREE COURSE IN POLITICAL SCIENCE**

### **Semester I**

1. Introduction to Political Theory (Core)
2. Principles of Public Administration (Core)
3. Contemporary Political Systems (Core)
4. Introduction to International Politics (Core)
5. Political Sociology (Elective)

### **M.A. Political Science**

#### **Semester II**

1. Western Political Thought (Plato to Karl Marx) (Core)
2. Challenges to Indian Democracy (Core)
3. Asian Political Systems (Core)
4. India's Foreign Policy towards USA, EU, West Asia and Africa (Core)
5. Political Economy (Elective)

**PAPER I**  
**INTRODUCTION TO POLITICAL THEORY (CORE)**

**Unit – I Introduction**

Definition, Meaning and Scope of Political Science – Elements of State – State and Nation – the Distinctive features of State – State and its functions – positive and negative

**Unit – II Theories of Origin of State**

Theories of the origin of state – Divine Right theory – Force theory – Patriarchy theory – Matriarchy theory – Evolutionary theory – Social Contract theory

**Unit – III Basic Political Concepts**

Sovereignty – Monistic and Pluralistic Theories – Types of Sovereignty – Political Sovereignty and Legal Sovereignty – Problems involved in the location of Sovereignty.

**Unit - IV Law and Liberty**

Law - Definition, Meaning and Nature – Sources of Law – Kinds of Law – Law and Morality – Liberty: Definition and Meaning – Kinds of liberty – safeguards of liberty

**Unit - V Equality**

Definition, Meaning and Kinds of equality – Citizenship – Rights and duties – Fundamental rights – Meaning – Human rights recognized by UNO

**Books Recommended for Study**

1. Ray, Amal and Mohit Bhattacharya, Political Theory Ideas and Institutions, The World Press, Calcutta, 1994
2. Appadurai A. Substance of Politics, Oxford University Press India, 2000

**PAPER II (Core)**  
**PRINCIPLES OF PUBLIC ADMINISTRATION**

Unit I

Meaning, Nature, Scope and evolution of Public Administration – Public and Private Administration – Approaches to the study of Public Administration – New Public Administration- Public Management

Unit II

Theories of Organisation (Classical, Neo-classical Models, Behavioral, Human Relations, Public Choice Schools) – Bureaucracy-- Liberal and Marxist conceptions

Unit III

Concepts of Accountability and Control – Legislative, executive and judicial control over administration – Accounts and Audit.

Unit IV

Citizen and State responsibility – Redressal of Grievances – Lok Pal – Lok Ayukta – Citizens Charter., Good Governance

Unit V

Good Governance – Administrative Reforms – Impact of Technology on Governance, Liberalization, Privatization and Globalization, New Public Management

**Books Recommended for Study:**

- 1) Avasthi R and Maheswari S.R., Public Administration Lakshmi Narain Agarwal, Agra, 2004.
- 2) Goel S.L. Advanced Public Administration, Deep and Deep Publication, N. Delhi, 2002.
- 3) Shriram Maheswari – Administrative Theory – An Introduction, Macmillan India Ltd, 1998.
- 4) Chakrabarty, B and Bhattacharya, M Public Administration: A Reader, Oxford, 2005

**PAPER III (CORE)**  
**CONTEMPORARY POLITICAL SYSTEMS**

**Unit – I**

U.K. – Sources of the Constitution – The salient features of the Constitution – Monarchy – the prerogatives – King and the Crown – the Prime Minister – the Cabinet – role of conventions

**Unit – II**

U.K. – Parliament - The House of Commons – Composition – functions- Speaker and his role – House of Lords – Composition and functions – Lord Chancellor – Committees of the Parliament – Making laws – Finance and Parliament – Party System

**Unit – III**

U.S.A. – The salient features of the Constitution – The federal system - the President – Procedure of Election – His powers – The Congress - The House of Representatives – Composition and functions – the Senate – Composition and functions – Process of law making – Financial control – Committee system – The Congress and the President – Checks and Balance

**Unit – IV**

U.S.A. – Amendment procedure – Supreme Court – Composition - Powers – Judicial Review – Party System – Interest groups – their role in influencing Public Policy Making

**Unit – V**

Switzerland – Salient features of Constitution – Composition, Powers and Functions of Federal Councils – Swiss Legislature – Federal Assembly – Composition, Powers and Functions; Council of States - Composition, Powers and functions – Swiss Judiciary – Direct Democratic Devices – party system.

**Books Recommended for Study**

1. Harvey and Bather, The British Constitution, Macmillan Education, 1992
2. James Q. Wilson., American Government, Houghton Mifflin Company, 2008
3. Macrides, R.C., (ed.), Modern Political systems, Prentice Hall

International, 1990

**PAPER IV (CORE)**  
**INTRODUCTION TO INTERNATIONAL POLITICS**

**Unit – I**

International Politics as a field of study – Realist and idealist schools – Bipolar system and its emergence in the post second World war – Post Cold war era – Terrorism as a threat to world peace.

**Unit – II**

National Power and National Interest – Diplomacy – Propaganda – Ideology – War – Imperialism – Colonialism – Neo-colonialism – Foreign policy and its definition.

**Unit – III**

Limitations of National Power – Balance of Power – Collective security – Disarmament and Arms Control – Danger of proliferation of Nuclear weapons.

**Unit – IV**

International morality – protection of civilian population during war – protection of prisoners of War and disabled soldiers – North-South relations – responsibility of rich nations towards poor nations.

**Unit – V**

Challenges and Responses in the inter dependent world - Social concerns : Population – Food – Health – Human rights – Environments concerns – North-South divide.

**Books recommended for Study**

1. Morgenthau H.J., Politics among Nations, Scientific Book Agency, Calcutta.
2. Vandana A., Theory of International Politics, Vikas Publishing House.
3. Buzan, B and Little R International Systems in World History – Remaking the study of International Relations, Oxford University Press, New York, 2000
4. Griffiths M. and O ‘Callaghan, T International Relations – Key concepts, Routledge, London, 2002.

**PAPER V (ELECTIVE)**  
**POLITICAL SOCIOLOGY**

**Unit – I**

Political Sociology : Origin, Development and Theoretical Concerns.

**Unit – II**

Politics, State and Society in the works of Max Weber and Karl Marx.

**Unit – III**

The study of Power Structure : Elite Theory, Pluralist Theory and Community Power Structure Theory - New Social Movements.

**Unit – IV**

The social bases of Political Conflict and Cleavage : (i) Class (ii) Caste (iii) Gender and (iv) Ethnicity.

**Unit – V**

The social bases of Political Consensus : Political Socialisation, Culture and Ideology, Political Communication, Political Participation and Mobilisation.

**Books recommended for Study :**

1. Anthony M. Orum, John G. Dall, Introduction to Political Science, Roxbury Publication Company, 2008
2. Oommen T.K., Nation, Civil Society and Social Movements, Sage, 2006
3. Saroj Kumar Jena, Political Sociology: A Realistic Approach, Anmol, New Delhi, 2002.

## **M.A. Political Science**

### **Semester II**

1. Western Political Thought (Plato to Karl Marx) (Core)
2. Challenges to Indian Democracy (Core)
3. Asian Political Systems (Core)
4. India's Foreign Policy towards USA, EU, West Asia and Africa (Core)
5. Political Economy (Elective)

## **PAPER I (CORE)**

### **WESTERN POLITICAL THOUGHT**

#### **(Plato to Karl Marks)**

##### **Unit – I – Thomas Hobbes and John Locke**

Life and works of Hobbes – Sources of Hobbesian thought – Doctrines of Human Nature, State of nature, Laws of nature – Social Contract and Foundations of State – Sovereignty – An Assessment – Background of Locke's thought – Life and works – Concept of Natural Right – Social Contract and the Doctrines of consent – Theory of Separation of Powers – Assessment.

##### **Unit – II – Montesquieu and Jean Jacques Rousseau**

Life and Works of Montesquieu – His Concept of Law and liberty – theory of Separation of Powers – Law and Constitution – An Assessment; Life and works of Rousseau – Sources of Rousseau's thought – State of nature and Social Contract – General Will – Evaluation – Sovereignty and Law – Reconciliation between Liberty and Authority – Assessment.

##### **Unit – III - Jeremy Bentham and John Stuart Mill**

Life and Work of Bentham – Principle of Utility – Hedonism – Felicific Calculus – Idea of state – Law and Government – Assessment – Life and works of John Stuart Mill – Utilitarian theory – His concept of liberty, self development and democracy

##### **Unit – IV – Hegel and T.H. Green**

Life and works of Hegel – State as a natural organism – His dialectical approach – Synthesis of Universal and individual freedom – Theory of state – An appraisal – Importance of Green – Hegelianism in Green – his individualism – State as a means to an end – theory of sovereignty – Right to Property – Green and Revision of liberalism – An Assessment

##### **Unit – V – Karl Marx**

Emergence of Karl Marx – Life and Works – State as a Class – Dialectical Materialism – Historical Materialism and Development of Society – Primitive Communism - Withering away of the State – Economic analysis and the theory of Surplus Value Assessment

### **Books recommended for Study**

1. William Ebenstein, Great Political thinkers, Princeton University
2. Wayper, C.L., Political Thought: Teach Yourself Books, St. Paul's Home

## **PAPER II (CORE) CHALLENGES TO INDIAN DEMOCRACY**

### **Unit I**

Democracy – Features, history and types – Representative Democracy – Direct and Socialist democracy – Conceptions of Democracies

### **Unit II**

Constitution of India – Central and State Governments – Legislature, Executive and Judiciary – Constitutionalism and institutions of Governance

### **Unit III**

Political Parties and Party System in India – Dominant Party System – Non Congressism – Regional Political Parties

### **Unit IV**

Treatment of Welfare, Secularism and Development by the Indian State

### **Unit V**

Political Movements in India – Agrarian, Agitations of the landless, Naxalite struggles, Farmers' Movements and Resistance movements

### **Books recommended for Study**

1. Jayal, Niraja Gopal, Democracy and the State: Welfare, Secularism and Development in Contemporary India, Oxford, New Delhi, 2001
2. Ganguly, S., Diamond, L and Plattner, M.F(eds), The State of India's Democracy, The Johns Hopkins University Press, Maryland, 2007
3. Kohli, Atul (ed), The Success of Indian Democracy, Cambridge University Press, London, 2001
4. Hasan, Zoya (ed) Parties and Party Politics in India, OUP, Delhi, 2002

**PAPER III**  
**ASIAN POLITICAL SYSTEMS (CHINA, JAPAN AND SRI LANKA)**

**Unit – I**

Constitutions – Salient features – Constitutional rights of citizen

**Unit – II**

Governmental Structures – Legislature, Executive and Judiciary

**Unit – III**

Structure and role of Bureaucracy and Military, Civil Services, Government – Business Relations – Local Governments.

**Unit – IV**

Role of Political Parties and various Pressure Groups – Party Government relationship – Role of religion.

**Unit – V**

Issues of Significance : Economic Growth, Ethnic Problems, Development Issues, Human Rights, Violence and Terrorism.

**Books recommended for Study :**

1. June Teufel Drayer, Longman, China's Political System (6<sup>th</sup> Edition) 2007
2. Sue Ellen M. Charlton, Comparing Asian Politics : India, China and Japan West View Press, 2004.
3. Harumi Hori, The Changing Japanese Political System Routledge, 2005.
4. Moore, Mick and Michael Peter Moore, The State and Peasant Politics in Sri Lanka, Cambridge University Press, 2007

**PAPER IV (CORE)**  
**INDIA'S FOREIGN POLICY TOWARDS U.S.A., EU, WEST ASIA AND AFRICA**

**Unit – I**

Basic approaches to study Foreign Policy – Elements in the making of Indian Foreign Policy – Foreign Policy making Process in India.

**Unit – II**

Foundations of Indian Foreign Policy – Non Alignment Movement – Landmarks in Indian Foreign Policy – Indo-Pak-Chinese wars – Indo Soviet Treaty of Friendship.

**Unit – III**

India's Relations with U.S. and EU countries – changes after India's nuclear Explosions – Economic Interests.

**Unit – IV**

India's Relations with West Asia – Arab-Palestine conflict – Relations with Iran – oil Politics and Energy Security.

**Unit –V**

India's Relations with African countries – Development Issues – Civil Violence and issues of Poverty and Health

**Books recommended for Study:**

1. Sharma, R.R (ed), India and Emerging Asia, Sage, New Delhi 2005.
2. Anwar Alam (ed.), India and West Asia in the Era of Globalisation, New Century Publications, 2008

3. Swapan K. Bhattacharya, India and the European Union: Trade and Non-Tariff Barriers, Aakar Books, Delhi, 2005
4. Narottam Gaan, India and the United States: From Estrangement to Engagement, Kalpaz Publications, Delhi, 2007

## **PAPER V (ELECTIVE) POLITICAL ECONOMY**

### **Unit – I**

Political and Economic profile of India before independence – British Raj and the Economic conditions – Goals and strategies of development in the Post Independent India – Nehru Era and Agriculture policies – Economic policies – Land reforms – Abolition of Zamindari system – Tenancy legislations and appraisal of the economic reforms – the inadequacies.

### **Unit – II**

Industrial Policy from Nehru's time to the present – the mixed economic policy – industrial policy resolutions – 1956 – its working and achievements under second and third five year plans – industrial licensing policy of 1980.

### **Unit – III**

Industrial licensing policy and controlling systems as operated before new industrial policy of 1991. Economic liberalization and its features – the opening of Indian markets and multinationals – signing of GATT 1994 – Emergence of WTO – 1995 India and WTO – Removal of tariff and non-tariff barriers – consequences of TRIPS.

### **Unit – IV**

Foreign trade and trade policy – Importance of foreign trade for economic development – foreign trade policy since independence – Pattern of India's Imports and exports – Direction of Indian foreign trade in recent years.

### **Unit – V**

India and International Monetary Fund – India and World debt – Indian Banking systems – functions of Reserve Bank of India and the control of credit – India's monetary policy – an evaluation.

### **Books Recommended for Study:**

1. K.S. Chalam, Political Economy, Orient Longman, Delhi, 1999

2. Francine Frankel., India's Political Economy, 1947-77, OUP, Chennai, 2006

## **15. MA Degree Course in PUBLIC ADMINISTRATION**

### **SYLLABUS**

#### **PAPER I (Core) PRINCIPLES OF PUBLIC ADMINISTRATION**

##### **Unit I**

Meaning, Nature and Scope of Public Administration, Evolution of Public Administration – Public and Private Administration – Approaches to the study of Public Administration – New Public Administration- Changes brought about by privatization in governance

##### **Unit II**

Principles of Organisation, -- Theories of Organisation (Classical, Neo-classical Models) – Bureaucracy-- Liberal and Marxist conceptions

##### **Unit - III**

Chief executive Types – Line, Staff and Auxiliary Agencies, Departments – Public Corporations – Boards, Independent regulatory commissions – Headquarters and field relationship

##### **Unit - IV**

Concepts of Accountability and Control – Legislative, executive and judicial control over administration – Accounts and Audit.

##### **Unit - V**

Citizen and State responsibility – Redressal of Grievances – Lok Pal – Lok Ayukta – Citizens Charter., Good Governance

#### **Books Recommended for Study:**

- 4) Avasthi R and Maheswari S.R., Public Administration Lakshmi Narain Agarwal, Agra, 2004.
- 5) Goel S.L. Advanced Public Administration, Deep and Deep Publication, N. Delhi, 2002.
- 6) Shriram Maheswari – Administrative Theory – An Introduction, Macmillan India Ltd, 1998.

- 7) Chakrabarty, B and Bhattacharya, M Public Administration: A Reader, Oxford, 2005

**PAPER II (Core)**  
**ORGANISATION THEORY AND MANAGEMENT**

Unit - I

Meaning, Nature and Scope of Organisation – Principles of organisation – Theories of Organisation – Types of Organisation

Unit - II

Meaning, Nature and Significance of Management – Schools of Management Thought – Classical, behavioural, Human Relations, Public Choice Schools -- Levels of Management

Unit - III

Organisational Behaviour – Organisational effectiveness – Organizational Change and Development – Organisation and Society.

Unit - IV

Management by Objectives – Management Information System – Total Quality Management – Self Management – Quality Circle

Unit - V

Power and Politics – Conflict – Participative Management – Training and Development in Management.

**Books Recommended for Study:**

- 1) Robbins Stephen P., Organisation Theory Structure, design and applications, Prentice Hall, New Delhi, 1990.
- 2) Khanna S.S., Organisational Behaviour, S. Chand & Co., New Delhi, 2002.
- 3) Davav Rustam S., The Principles of Management, Crown Publishing Company, Bombay.

- 4) Rao U.S.P and P.S. Narayana, - Principles and Practice of Management, Konark Publications, New Delhi, 1991.
- 5) Bhushan Y. T., - Fundamentals of Business Organisation and Management, S. Chand & Co. New Delhi, 2002.

**PAPER III (Core)**  
**PUBLIC FINANCIAL ADMINISTRATION**

**Unit – I Introduction**

Nature, scope and significance of Public Financial Administration – Budget and its principles – Modern Techniques of Public Financial Administration – Budgetary Procedure in U.K., U.S.A. and India.

**Unit – II Budgetary Process Public Budgeting in India**

Aspects of Indian Budgetary system – Preparation and Enactment of Budget – Control over Public Expenditure in India – Finance Ministry.

**Unit – III Financial Committees**

Public Accounts Committee – Estimate Committee – Committee on Public Undertakings – Committee on subordinate Legislation – Departmentally Related Standing Committees (DRSC)

**Unit – IV Auditing and Accounting**

Meaning of Audit – Audit in India – Controller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

**Unit – V Public Finance**

Finance Commission of India – Union–State Financial Relations – Resource Mobilization – Tax Administration in India – Public Debt Administration in India – Local Finances in India – State Finance Commissions.

**BOOKS RECOMMENDED FOR STUDY**

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publications, 2002
2. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons, New Delhi, 2000.

3. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi
4. Kramer Fred A., ed. Contemporary Approaches to Public Budgeting, Cambridge, Mass : Winthrop,1979

## **PAPER IV (Core)**

### **ENVIRONMENTAL ADMINISTRATION IN INDIA**

#### **Unit – I Introduction**

Meaning, Nature and Significance of Environmental Administration – Environmental Degradation – Global Environment.

#### **Unit – II Causes, Sources and Effects of Environmental Pollution**

Main Causes of Environmental Pollution – Sources and Effects of pollution – Water Pollution, Air Pollution, Noise – Pollution, Land Pollution – Planning Model for Industrial Complexes.

#### **Unit – III Environmental Policy**

Ministry of Environment - Environmental Policy – Environmental Information System (ENVIS) – Critical Evaluation of Environmental Policy.

#### **Unit – IV Law for Environmental Protection**

Common Law – Aspects of Environmental Law – The Constitutional and Environmental law – Statutory Control of Environmental Pollution - Public Interest Litigation.

#### **Unit – V Environmental Management**

Strategies for Environment Management – Socio economic impacts – India's participation in International Conventions – Stakeholders – Community participation, Public Awareness and Media

#### **Books recommended for Study:**

1. Kailash Thakur, Environmental Protection – Law and Policy in India, Deep & Deep Publications, New Delhi, 1999.
2. Divan, S and Rosencranz, A Environmental Law and Policy in India, Oxford, 2002

**Paper V (Elective)**  
**Heritage and Tourism Administration**

**Unit – I**

Meaning, Nature and Scope of Tourism – Basic Elements of Tourism - Nature and importance of Heritage.

**Unit – II**

Evolution of Tourism in India – Ministry of Tourism at the Central and State level – Role of Tourism Development Corporation at the Central and State level – Role of the Travel Agency – International Tourism organization

**Unit – III**

Recreation Management - Parks and Heritage sights – culture and heritage.

**Unit – IV**

Tourism Planning and Development – Marketing for Tourism – Management aspects of Tourism – Travel logistics.

**Unit V**

Economic impact of Tourism – Managing Public Awareness – Tourism and Information Technology – Tourism Education – Eco Tourism.

**Books recommended for Study**

1. V.P. Sali, Tourism Development in India, Panten Publishers, Jaipur, 2001
2. Y.P. Singh, Effective Tourism Management, Anmal Publications, New Delhi 2001
3. Praveen Sethi, Handbook of Hospitalisation and Tourism, Anmal Publications, New Delhi, 1999

**Semester II**

1. Public Policy (Core)
2. Human Resources Management (Core)

3. Indian Administration (Core)
4. Administrative Law (Core)
5. Tribal Administration (Elective)

Paper I (Core)  
PUBLIC POLICY

Unit I

Nature, Scope and Significance of Public Policy – National Character and Culture  
– Approaches in Public Policy – Policy orientation.

Unit II

Models in Public Policy – Rational Model – Optimal Model – Policy Analysis.

Unit III

Policy Formulation Agencies – Legislature – Bureaucracy – Political Parties –  
Pressure Groups and Civil Society Organisations.

## Unit IV

Economic Policy of India– Industrial Policy of India – Educational Policy of India – Agricultural Policy of India– Environment policy of India

## Unit V

Policy Implementation and Policy Evaluation, Mechanisms – Accountability and Performance Measurements of Public Programmes – Programme Evaluation Unit of Planning Commission.

### **Books Recommended for Study:**

- 1) Sapru., R.K., Public Policy Formulation, Implementation and Evaluation, Sterling publishers New Delhi, 2000.
- 2) Ganapathy, Public Policy and Policy analysis in India, Sage Publications, New Delhi, 1985.
- 3) Rathod, P.B Framework of Public Policy: The Discipline and its Dimensions, commonwealth, New Delhi, 2005

## **PAPER II HUMAN RESOURCE MANAGEMENT (CORE)**

### **Unit – I Introduction**

Meaning, nature, scope and significance of Human Resource Management- objective and uses of Human Resources Management – HRD Policy.

### **Unit – II Human Resource Development**

Role and Significance of HRD – Techniques of HRD – Design and implementing HRD – Manpower Planning – Training and Development.

### **Unit – III Organization Design and Personnel Functions**

Role of HR department in the organization – Job Description – Job analysis and evaluation.

### **Unit – IV Human Resource Planning**

Recruitment and Selection – Compensation – Promotion – Career Planning and development – Motivation and Morale – Performance Appraisal – Retirement.

#### **Unit – V Stress Management**

Job Satisfaction – Grievance systems – Stress and Counseling – Employees Stress – Employee Counseling – Types of Counseling.

#### **Books recommended for Study**

1. Rao, Subha P., and V.S.P. Rao., Personnel / Human Resource Management, New Delhi: Konark Publishers Pvt. Ltd., 1995
2. Chatterjee, Bhasker., Human Resource Management, New Delhi: Sterling Publishers Pvt. Ltd., 1999
3. Tripathi, P.C., Human Resource Development, New Delhi: Sultan Chand and Sons. 2000

### **PAPER III (CORE) INDIAN ADMINISTRATION**

#### **Unit – I Evolution of Indian Administration**

Pre-colonial Colonial and Post-colonial welfare state – Salient features of Indian Constitution – Fundamental Rights – Directive Principles of State Policy.

#### **Unit – II Union Administration**

President, Cabinet, Prime Minister – Organization of central secretariat – Ministries & Departments – All India services – Role of Planning Commission – National Development Council.

#### **Unit – III Constitutional Authorities**

Finance Commission – Union Public Service Commission – Election commission – Commissioners for SCs & STs – Attorney General of India – Comptroller and Auditor General of India.

#### **Unit – IV State Administration**

Governor – Chief Minister, Cabinet – Organization of State Secretariat – Departments – State Public Service Commission.

## **Unit – V Issues in Indian Administration**

Minister – Secretary relations – Generalists Vs Specialists – Union – State relations – Corruption – Impact of Information technology on Indian Administration – Globalization and Indian Administration – Administrative Reforms

### **Books recommended for Study**

1. Arora, Ramesh K., and Rajini Goyal, Indian Public Administration – Institutions and Issues,; Nishwa Prakashan for New Age International (P) Ltd. New Delhi, 2001
2. Chaturvedi T.N., Organization of Government of India, Indian Institute of Public Administration, New Delhi 1985
3. Singh, Hoshair, Indian Administration, Sterling Publication, New Delhi 2000
4. Arora, Ramesh K and Goyal R Indian Public Administration, New Age International Pvt Ltd, New Delhi, 2004 ( 2 edition)

## **PAPER IV (CORE) ADMINISTRATIVE LAW**

### **Unit – I Introduction**

Meaning, Nature and Scope of Administrative Law – Constitutional Law and Administrative Law – Rule of Law and Administrative Law – Principles of Natural justice and Growth of Administrative Law

### **Unit – II Executive and Administrative Law**

Government Liability – Classification of Administrative Actions – Administrative Discretion – Administrative Law and Privileges.

### **Unit – III Legislative and Administrative Law Quasi – Legislative Function**

Delegated legislation – Control over Delegated legislation.

### **Unit – IV Judiciary and Administrative law**

Distinction between Judicial and Quasi – Judicial Functions – Administrative Tribunals – Judicial Remedies – Writs.

### **Unit – V Control Over Administration**

Executive Control over Public Authorities – Legislative Control over Public Authorities – Statutory and other Remedies – Judicial Review of Administrative Actions – Ombudsman, Lok Pal and Lok Ayukta – Media Control.

### **Books recommended for Study**

1. Thakker, C.K., Lectures on Administrative Law.: Eastern Book Company, Lucknow 2001.
2. Durga Das Basu, Administrative Law, Prentice Hall of India Pvt. Ltd., New Delhi, 1986
3. U.P.D. Kesari, Lectures on Administrative Law, Eastern Book Company, Lucknow

## **Paper V (Elective) Tribal Administration in India**

### **Unit - I**

Tribes in India – Distribution of tribal people in different states – Culture and Tradition – Issues of living.

### **Unit - II**

Socio-Economic and Political Development of Scheduled Tribes – Constitutional Guarantees.

### **Unit – III**

Tribes and Government Policies – Tribal Development Programs- Tribal Welfare Programs Integrated Tribal Development Programmes in states.

### **Unit – IV**

Impact of development on Tribals – Migration and changed life styles – Forests – Indigenous people in different nations – Administration of Tribal areas.

### **Unit – V**

Tribal Policy in India – National Tribal Policy – Ministry of Tribal Affairs – State Administration and Tribal Development.

### **Books recommended for Study**

1. Hassan Amir, Tribal Administration in India, B.R. Publishing Corporation, New Delhi, 1988
2. Thakur, D and Thakur, D.N. Tribal law and Administration Deep and Deep Publications, New Delhi
3. Bhanderi, J.S. and Subhadra Mitra Channa Tribes and Government Policies, Cosmo Publications, 1997.

## 16. M.A DEGREE COURSE IN PUBLIC RELATIONS

### SYLLABUS

#### Semester I

##### **Introduction to Human Communication**

- Unit 1: Nature and Scope of human communication
- Unit 2: Theories of Interpersonal Communication
- Unit 3: Theories of Persuasion (Elaboration Likelihood Model)
- Unit 4: Public Communication-Rhetoric Model
- Unit 5: Models of Mass Communication

##### **Writing for Media**

- Unit 1: Formats, Structure, Purpose, Audience-Plain Language
- Unit 2: Effective Writing: Grammar and Language Exercises, House Styles
- Unit 3: Critical Thinking: Arguments, Logical Reasoning
- Unit 4: Fact-Checking, Evidence and Verification
- Unit 5: Writing-Forms, Structure and Style-different media

##### **Foundations of Public Relations**

- Unit 1: PR-nature, scope and context, functions, roles, skills—public etc.
- Unit 2: Public, PR Process and Procedures, Principles
- Unit 3: PR Tools and Techniques
- Unit 4: PR in Public vs Private Sector-- Media Relations
- Unit 5: Role of Research in PR Evaluation, Audit, Image Audit

##### **Media Skills -1 (Graphic Design News letters)**

- Unit 1: Graphic Design and Typography (Magazine, Newsletter Design)
- Unit 2: Desk Top Publishing (Quark Express OR Page Maker)
- Unit 3: Basic Digital Photography and Photo-Journalism
- Unit 4: Interviewing Skills and Techniques
- Unit 5: Multi-media Presentation Skills

Elective

##### **Communication for Development**

- Unit 1: Role of Communication in Development
- Unit 2: Process of Strategic Communication Planning
- Unit 3: Message Design, Audience Analysis & Media Planning
- Unit 4: Participatory Approaches to Communication for Development
- Unit 5: Case studies in communication for Development

##### **Communication Revolution**

- Unit 1: Communication History
- Unit 2: Print Media
- Unit 3: Electronic Media
- Unit 4: Telecommunication
- Unit 5: Digital Media

##### **Soft Skills**

## **Semester II**

Core

### **Mass Communication Theories**

- Unit 1: News Media, Journalism & Public Relations-Issues
- Unit 2: Normative Theories of Press/Media Performance
- Unit 3: Theories of News and News Analysis, Agenda Setting
- Unit 4: Political Communication and Public Opinion
- Unit 5: Media Economics and Industrial Organization

### **Marketing Communication**

- Unit 1: Integrated Marketing Communication (IMC) Framework
- Unit 2: Marketing Principles & Brand Communication Strategies
- Unit 3: Consumer-Audience Behavior Message Design
- Unit 4: Tools and Techniques for IMC
- Unit 5: Tactical Issues in IMC, IMC Evaluation

### **Advertising Management**

- Unit 1: Fundamentals of Advertising
- Unit 2: Advertising Organization Structure & Functions
- Unit 3: Principles of Message Design
- Unit 4: Creative Strategies and Copy Writing
- Unit 5: Media Planning, Role of Research —Advertising, Society & Culture

### **Media Skills II (Multimedia/Online Journalism)**

- Unit 1: Using on-line resources-Search Strategies
- Unit 2: Tools and Techniques for On-line PR
- Unit 3: Writing for Online Media
- Unit 4: Flash Multi-Media News Presentation
- Unit 5: Blogs for Journalists, Using Social Media and Social Networking

Elective

### **Intellectual Property & Media Laws**

- Unit 1: Legal System in India
- Unit 2: Media Laws in India (Libel, Defamation)
- Unit 3: Intellectual Property Rights-Copyrights
- Unit 4: Privacy, Data Protection
- Unit 5: Case Studies and Ethical Issues

### **Business Journalism**

- Unit 1: News Definition, News Values, News Sources
- Unit 2: Basics of News Reporting-News Gathering, Fact-checking
- Unit 3: Covering Business and Economics- Key Issues & Terminologies
- Unit 4: Writing Business and Economic Stories-Tips and Techniques
- Unit 5: Business and Media ethics and codes of conduct

### **Soft Skills**

## 17. M.A. DEGREE COURSE IN SANSKRIT

### I Year

### I Semester

Paper No.	Title	Credits
<b>1.</b>	<b>Prose</b>	<b>5</b>
	Text Prescribed : Kadambari of Bana– Mahasveta Vrittanta	
Unit I	- Text – Section i	
Unit II	- Text – Section ii	
Unit III	- Text – Section iii	
Unit IV	- Text – Section iv	
Unit V	- Text – Section v & vi	
<b>2.</b>	<b>Major Poetry-I</b>	<b>5</b>
	Text Prescribed : Sisupalavadha – Canto II.	
Unit I	- Poetry – Slokas 1-20	
Unit II	- Poetry – Slokas 21 - 40	
Unit III	- Poetry – Slokas 41 -60	
Unit IV	- Poetry – Slokas 61-80	
Unit V	- Poetry – Slokas 81till the end	
<b>3.</b>	<b>History of Sanskrit Literature</b>	<b>4</b>
Unit I	- Vedas and Vedangas	
Unit II	- Epics and Puranas	
Unit III	- Mahakavyas and Khandakavyas	
Unit IV	- Historical romances fables & tales Prose	
Unit V	- Dramas	
	Recommended books	
	History of Sanskrit literature by A.B.Keith	
	Sanskrit Drama by A.B. Keith	
	History of Sanskrit literature by A.A.MacDonell	
	Sanskrita Sahitya Itihasa by Ramachandra Misra published by Chaukhamba Vidyabhavan, Varanasi.	
<b>4.</b>	<b>Minor Poetry</b>	<b>4</b>
	Text Prescribed : Hamsa sandesa of Vedanta Desika	
Unit I	- Introduction	
Unit II	- Asvasa I Verses 1-30.	
Unit III	- Asvasa I Verses 31-60.	
Unit IV	- Asvasa II Verses 1-25.	
Unit V	- Asvasa II Verses 26-50.	

**5. Comparative Philology**

**4**

Unit I	-	Phonology
Unit II	-	Phonetic laws
Unit III	-	Sanskrit and IE Parent language
Unit IV	-	Morphology
Unit V	-	Semantics & Syntax

**II Semester**

**6. Drama**

**5**

Text Prescribed : Abhijnana Sakuntala

Unit I	-	Drama – Act I
Unit II	-	Drama – Act II
Unit III	-	Drama – Act III
Unit IV	-	Drama – Act IV
Unit V	-	Drama – Act V to VII

**7. Poetics & Prosody**

**4**

Text Prescribed : Prataparudriya (Ch I, II & IV) & Vrittarnakara (Select 20 metres)

Unit I	-	Prataparudriya Ch. I
Unit II	-	Prataparudriya Ch. II
Unit III	-	Prataparudriya Ch. IV
Unit IV	-	The Ganas & Scanning Technique
Unit V	-	The Vrittas

**8. Major poetry- II**

**4**

Text Prescribed :

Naisadhiya carita of Sri Harsa (canto V Verses 1 to 100 only)

Unit I	-	Verses 1-25
Unit II	-	Verses 26-50
Unit III	-	Verses 51-75
Unit IV	-	Verses 76-100

**9. Introduction to Darsanas –I**

**5**

Text Prescribed : Samkhyakarika of Isvarakrishna (1 to 42 Karikas)

Unit I	-	Karikas 1-8
Unit II	-	Karikas 9-16
Unit III	-	Karikas 17-24
Unit IV	-	Karikas 25-32
Unit V	-	Karikas 33-42

**10. Early Texts**

**4**

Texts Prescribed :

- (i)Taittiriya Upanisad ii and iii
- (ii)Vedic Reader : Indra, Varuna, Creation ,
- (iii)Nirukta – Ch II

Unit I	-	Taittiriya - ii
Unit II	-	Taittiriya - iii
Unit III	-	Indra
Unit IV	-	Varuna & Hymn of creation
Unit V	-	Nirukta

## 18. M.A. Degree Course in Sociology

### FIRST SEMESTER

#### Core- I: Sociological Theory

**Unit- I: August Comte:** The Law of Human Progress- Hierarchy of Sciences- Social Statics and Dynamics.

**Herbert Spencer:** Evolutionary Theory- Organismic Analogy

**Unit-II: Emile Durkheim:** Methodology of Social Science- Sociology of Religion- Theories of Suicide- Division of Labour- Anomie.

**Karl Marx:** Historical Materialism- Class Struggle- Alienation- Social Change.

**Unit-III:Max Weber:** Ideal Type- Types of Authority- Class, Status and Power- Bureaucracy.

**Unit-IV: Talcott Parsons:** Social Action- Social System- Pattern Variables.

**Robert K. Merton:** Theory and Research- Manifest and Latent Functions- Anomie and Reference Group Theory.

**Unit-V: Garfinkel:** Ethnomethodology- The Problem of Order – Main Stream Sociology- An Experiment in Sociology.

#### Text Books:

- ✓ Coser L.A., Masters of Sociological Thought, Harcourt Brace, Lavarno Vich, USA, 2004.
- ✓ Turner, Jonathan H., 4<sup>th</sup> Edn, The Structure of Sociological Theory, Rawat Publication, New Delhi, 1987.

#### References:

- ✓ Abraham, Francis, Modern Sociological Theory.
- ✓ Coser, Lewis A and B. Rosenberg, Sociological Theory, Macmillan Publication, New York, 1997.
- ✓ Fletcher, Ronald, The Making of Sociology, Vol.I, Rawat Publication, New Delhi, 1971.
- ✓ Haralambas, M. and R.M. Heald, Sociology: Themes and Perspectives, Oxford University Press, New Delhi, 1980.
- ✓ Nisbet R., Sociological Tradition, Basic Book, New York, 1956.
- ✓ Turner, Bryan. S (ed)., The Black Well Companion to Social Theory, Oxford & Cambridge, USA.

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## **Core- II: RESEARCH METHODS & STATISTICS**

### **Unit-I: Science and Scientific Methods:**

What is Scientific Research- Types, Importance and uses- Steps in Social Research- Theory and Facts- Hypothesis.

**Unit-II: Research Design:** Meaning, Types – Descriptive, Explorative- Experimental – Diagnostic and Comparative- Functions of research design.

### **Unit-III: Technique and Tools of Data Collection:**

Schedule- Questionnaire- Interview, Observation- Case Study- Content analysis – Social Survey- Projective technic.

### **Unit-IV: Sampling methods and Report writing:**

Types- Probability and Non-Probability Sampling, Report writing- Steps in Report Writing.

**Unit-V: Statistics: Meaning-** Scope and importance of statistics in Social Research. Measures of Central Tendency- Mean- Median- Mode- Measures of Dispersion- Range- Quartile – Standard Deviation- Correlation and Regression. Role of Computers in Research.

### Text Books:

- Kothari C.R., Research Methodology – Methods and Techniques, wiley eastern limited, Madras, 1985.
- Goode, Williams and Hatt Paul : Methods in Social Research, McGraw-Hill Book Company, London 1981.

### **REFERENCES:**

- Young Pauline V: Scientific Social Surveys and Research. PHI.
- Mitchall, Mark and Jamina Jolley, Research Design Explainer, Holt, Rinehart and Winston inc., New york, 1988.
- Gane, Mike: On Durkheim’s Rules of Sociological Method, Routledge, London, 1988.

- Boalt, Gunnar: The Sociology of Research, Southern Illinois University Press, London, 1969.
- Blalock, J.R., Hubert, M. Social Statistics, Mc Graw Hill. International Editions, Washington, 1981.
- Hunt, Morton: Profiles of Social Research, Russell Sage Foundation, New York, 1920.
- Kothari, C.R., Quantitative Techniques, Vikas Publishing House (Pvt) Ltd. New Delhi – 1978.
- Michael S. Lewis – Beck, (Ed) Experimental Design & Methods, Sage Publications, Toppan, Publishing United Kingdom, 1990.

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## **Core- III: Indian Society: Structure and Process**

### **Unit- I: Approaches to the study of Indian Society**

- Indological Approach
- Structural Functional Approach
- Dialectical Approach
- Subaltern Approach

### **Unit-II: Characteristics of Indian Society**

- Caste System: Structure- Changing trends in Caste –Caste Conflicts
- Joint Family System – Characteristics – Changing Scenario
- Village Organization: Physical- Social- Economic – Political Organization
- Social and Cultural Diversity in India

### **Unit- III: Colonial Context**

- Colonial Ethnography and Fragmentary view of Society
- Imperial Gazetteer and Colonial Policy
- Colonial Legacy, Neo-Colonialism

### **Unit – IV: Postcolonial Context**

- Indian Constitution
- Legislative History
- Social Legislation, Social Policy and Social Change

### Unit – V: Current Debates

- Contextualisation
- Indigenization
- Text and Context
- Sociology for India

### References

- ✓ Ahuja Ram., Indian Social System, Rawat Publication, Jaipur, 2002.
- ✓ Atal Yogesh, Indian Sociology- from where to where, Rawat Publication, New Delhi, 2003.
- ✓ Beteille Andre, Caste, Class and Power: Changing Patterns of stratification in a Tanjore Village, University of California Press, USA, 1965.
- ✓ Chandra Bipan et. al., India After Independence, Viking Penguin India Publication, New Delhi, 1999.
- ✓ Desouza, P.R. (ed), Contemporary India, Sage Publication, New Delhi, 2000.
- ✓ Dhenagare D.N., Themes and Perspectives in Indian Sociology, Rawat Publication, Jaipur, 1993.
- ✓ Dube S.C., Indian Society, National Book Trust, New Delhi, 1996.
- ✓ Dube S.C, The Indian Village, Routledge Publication, London, 1967.
- ✓ Dumont Louis., Homo Hierarchicus: The Caste System and its Implications, Vikas Publication, New Delhi, 1970.
- ✓ Fadia B.L., Indian Government and Politics, Sahitya Bhawan Publications, Agra,2000.
- ✓ Kashyap C. Subhash, Our Constitution- An Introduction to Indian Constitution and Constitutional Law, National Book Trust, New Delhi, 2004.
- ✓ Mukherjee D.P., Diversities, People's Publishing house, Delhi, 1958.
- ✓ Oommen T.K., and P.N. Mukherjee., (etd) Indian Sociology: Reflections and Introspections, popular prakashan, Bombay, 1986.
- ✓ Singh Y., Indian Sociology: Social Conditioning and Emerging concerns, Vistaar, Delhi, 1986.
- ✓ Singhi K. Narendra (etd)., Theory and Ideology in Indian Sociology, Rawat Publication, New Delhi, 1996.
- ✓ Srinivas M.N., India's Villages, Asia Publishing House, Bombay, 1960.
- ✓ Vani Prabhakar, Third World Sociology, Dominant Publisher and distributor, New Delhi, 2003.

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## **Core- IV: Globalization and Society**

### **Unit- I: Dimensions and Dynamics of Globalization**

- Historical and Social Conflict of Globalization
- World capitalism
- Modernization
- Globalization
- Factors contributing to globalization
- Advantage and disadvantages of Globalization

### **Unit-II: Agencies of Globalization**

- Nation- State
- Media
- Market
- NGO
- MNC
- International Agencies ( U.N/ Monetary Bodies- IMF, World Bank)

### **Unit-III: Globalization and Culture**

- Cultural de- territorialization
- Cultural homogenization, hegemony and dominance
- Global- Local interaction: Globalising the Local, Localising and global resurgence of ethnic consciousness
- Religious fundamentalism
- Transnational ethnic and religious movements
- Human diaspora

### **Unit-IV: Globalization and Inequality**

- Inequality within and among nation –states
- Global Risk Society

- Manufactured risk
- Environmental risk
- Health risk
- Need for global justice

### **Unit- V: Globalization and the Political Economy**

- Governing International Financial Systems
- Structural Adjustment and Governance
- End of the Nation State

### **References:**

- ✓ Beck, U., What is Globalization? Policy Press, Cambridge, 2000.
- ✓ Beck, U., Risk Society, Towards a New Modernity, Sage Publications, London, 1992.
- ✓ Beyon, John and David Dunkerly (etd) Globalization, The Reader, The Athlone Press, London, 2000.
- ✓ Held, D Mcgre A. et al., Global Transformations, Politics, Economics and Culture, Polity Press, Cambridge, 1999.
- ✓ Jha, Avinash, Background to Globalization, Center for Education & Documentations (CED), Bombay, 2000.
- ✓ Petras, James and Henry Veltmeyer, Globalization unmasked, Madhyam Books, New Delhi, 2001.
- ✓ Sklair, L., The Sociology of Global System, Harvester Wheatsheaf, 1991.

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### **Core- V: Advanced Sociology Principles**

**Unit- I: Origin and Development of Sociology:** Meaning, Nature and Scope of Sociology, Sociology as a Science- Relationship with other Social Sciences. Individual and Society, Heredity and environment.  
Co-operation

**Unit-II: Socialization:** Stages and Agencies of Socialization.

**Social and cultural Processes:** Co- operation, Accommodation, Assimilation, Competition and conflict..

**Social Groups:** Meaning, Types of Groups- Primary, Secondary, In- Group, Out-Group and Reference Group.

**Social Control:** Factors and Agencies of Social Control.

**Unit-III: Social Institutions: Marriage-** Monogamy, Polygamy, Polygyny, Polyandry, Hypergamy, Hypogamy, Endogamy, Exogamy, Levirate, Sororate.

**Rules and Residense:** Patrilocal, Matrilocal, Avunculocal, Neo-local, Divorce

Family: Joint Family, Nuclear Family, Extended Family

**Economy:** Production Relation- Division of Labour- Concept of Class Distribution

**Polity:** Government – State and Nation- Power, Electoral System, Voting.

**Religion:** Monothesim, Polythesim, Animism, Major Gods and Goddesses, Village Level

**Deities** –Ancesterial worship (Family level), Individual Level Deities.

**Unit- IV: Social Stratification: Race-** Classification- Negroid, Australoid, Mangoloid, Xanthochlaroid, Melanochroid, Races in India- Aryan and Dravidian

**Caste:** Varnasrama System- Brahmin, Kshatriya, Vaishya, Shutra.

**Class-** Owners, Workers, Upper, Middle, Lower Classes- Co-existence of Caste and Class, Class Consciousness.

**Gender-** Concept of Patriarchy- Feminism- Radical Feminism- Liberal Feminism- Multicultural Feminism, Powerlessness of women, Empowerment of Women- Social, Economic and Political.

**Unit- V: Social Change-** Evolution, Progression and Deterioration- Factors of Social Change- Biological, Physical and Cultural.

### **Text Book:**

- Franklin Henry, The Principles of Sociology, Print Well Publishers, Jaipur, 1990.
- Sharma Ram Nath, Principles of Sociology, Media Promoters and Publication Pvt, Bombay, 1993.

### **References:**

- Gelles J. Richard, Ann Levine, Sociology- An Introduction, Mc Graw Hill Company, Singapore, 1995.
- Leonard Broom, Principles of Sociology, Media Promoters and Publication Pvt. Ltd., Bombay, 1993.
- Ogburn and Nimkaff, A Handbook of Sociology, Eurasia Publication House, New Delhi, 1966.
- Gisbert, Pavscal, Fundamentals of Sociology, Orient Longman, Bombay, 193.

- Goldthore J.K., An Introduction to Sociology, Cambridge University press, 1985.
- Sharma, K.L., Reconceptualising Caste, Class & Tribe, Rawat Publications, Jaipur, 2001.

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## **SECOND SEMESTER**

### **Core-VI: Contemporary Sociological Theory**

#### **Unit-I: Structuralism and Functionalism:**

Randall Collins- Microstructuralism  
 Anthony Giddens- The Theory of Structuration  
 Talcott Parsons- Analytical Functionalism  
 Robert K. Merton- Empirical Functionalism

#### **Unit-II: Dialectical and Critical theory:**

Ralf Dahrendorf- Dialectical Conflict  
 Lewis. A. Coser – Conflict Functionalism  
 Jurgen Habermass- Critical Theory

#### **Unit-III: Interactionism:**

Edmund Husserl and Alfred Schutz – Phenomenology  
 Herbert Blumer and G.H. Mead- Symbolic Interactionism  
 Garfinkle- Ethnomethodology

#### **Unit-IV: Exchange Theory**

George C. Homans- Exchange Behaviorism  
 Peter M. Blau- Structural Exchange

#### **Unit-V: Neo-Marxism and Post Modernism:**

Louis Althusser- Structural Marxism  
 Antonio Gramsci- Hegemony  
 Michel Foucault- Post-structural / Post Modernism  
 John Derrida- Deconstruction

#### **References:**

- Calhoun, Craig, et. Al, (etd) **Contemporary Sociological Theory**, Blackwell Publishers, Oxford, UK, 2002.

- Elliot, Anthony and Larry Ray (etd), **Key Contemporary Social Theories**, Blackwell Publishing, UK, 2003.
- Ferretter, Luke., **Louis Althusser** – Routledge Critical Thinkers, Routledge Publication, UK, 2007.
- Jones, Steve., **Antonio Gramsci**, Routledge Critical Thinkers, Routledge Publication, UK, 2007.
- Mills, Steven, **Social Theory in the Real World**, Sage Publication, London, 2001.
- Mills, Steven (etd), **The Polity Reader in Social Theory**, Polity Press, Cambridge, U.K, 2002.
- Royle, Nicholas., **Jacques Derrida**, Routledge Critical Thinkers, Routledge Publication, UK, 2007.
- Seidman, Steven and Alexander, Jeffrey C (etd), **The New Social Theory-Reader**, Routledge Publication, London, 2001.
- Smart, Barry., **Michel Foucault**, Routledge Critical Thinkers, Routledge Publication, UK, 2007.
- Turner H. Jonathan, **The Structure of Sociological Theory**, Fourth Edition, Rawat Publication, Jaipur, 2001.

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## **Core- VII: Social Movements in India**

### **Unit- I: Introduction**

- Definition and Characteristics of Social Movements
- Types of social movements
- Social movements and social change

### **Unit-II: Socio- Religious and National Movements**

- Brahma Samaj and Arya samas
- Civil Disobedience Movement
- Quit India Movement

### **Unit-III: Social Reform Movements**

- Self respect Movement in Tamil Nadu
- SNDP Movement in Kerala
- Non-Brahmin Movement in Maharashtra

#### **Unit-IV: Peasant and Tribal Movements**

- Telegana Movement
- Naxalbari Movement
- The Santal Movement
- Jarkhand Movement

#### **Unit- V: New Social Movements**

- Dalit Movement
- Women's Movement
- Environmental Movement

#### **Text Books**

- Rao M.S.A (1979) Social Movements in India, Manohar, New Delhi.  
Rao M.S.A (1979) Social Movements and Social Transformation, McMillan, New Delhi.  
Banks, J.A (1992) The Sociology of Social Movements, McMillan, London.

#### **References:**

- Desai, A.R (1979) Peasant Struggle in India, OUP, India.  
Desai, A.P (1987) Social Background of Indian Nationalism, Popular Prakasam, Bombay.  
Dhanagare, D.N. (1983) Peasant Movements in India: 1920-50, OUP, Delhi.  
Oomen, TK(1990), Protest & Change: Studies in Social Movements, Sage India Pvt. Ltd., Delhi.  
Selliot, Elmer (1995) From Untouchable Dalit: Essays on The Ambedkar Movement, Manohar, New Delhi.

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## **Core- VIII: Sociology of Development**

### **Unit- I: Introduction**

- Development and Change
- Human Development and Social Development
- Sustainable Development – Socio- Cultural Sustainability- Multiple Sustainabilities

### **Unit- II: Theoretical Perspectives on Development**

- Functional Perspective
- Marxist Perspective
- Ecological Perspective
- Liberal Perspective
- Social Action Perspective

### **Unit-III: Theories of Development and Under-development**

- Modernization Theory
- Centre Periphery Theory
- World Systems Theory
- Unequal Exchange Theory

### **Unit-IV: Models and Agencies of Development**

- Capitalism
- Socialism
- Mixed Economy
- Market Forces
- Non-Governmental Organizations

### **Unit- V: Indian Experience of Development**

- Planned Development through Five Year Plans
- Impact of Globalization
- Impact of Information Technology
- Regional Development: Selected case Studies of U.P., West Bengal and Kerala

### **References**

- ✓ Amin Samir, Unequal Development, OUP, New Delhi, 1979.

- ✓ Appadurai, Arjun, *Modernity At Large: Cultural Dimensions of Globalization*, OUP, New Delhi, 1997.
- ✓ Dereze, Jean and Amartya Sen, *India: Economic Development and Social Opportunity*, OUP., New Delhi, 1996
- ✓ Dereze, Jean and Amartya Sen, *Indian Development – Selected Regional Perspectives*, OUP., New Delhi, 1996.
- ✓ Gore, M.S., *Social Development*, Rawat Publications, Jaipur, 2003.
- ✓ Harrison, D., *The Sociology of Modernization and Development*, Sage, New Delhi, 1989.
- ✓ Haq, Mahbub Ul, *Reflections on Human Development*, sage, New Delhi, 1991.
- ✓ Pandey, Rajendra, *Sociology of Under-Development*, MITTAL Publications, Delhi, 1985.
- ✓ Paramit S. Judge (etd), *Dimensions of Social Change*, Rawat Publication, Jaipur, 1997.
- ✓ Sharma, S.L., *Criteria of Social Development*, *Journal of Social Action*, Jan-March, 1980.
- ✓ World Bank, *World Development Report*, New York, 2005.
- ✓ Wallerstein Immanuel, *The Modern World System*, OUP, New York, 1974.

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## **Elective –I:**

### **Social Anthropology**

#### **Unit-I: Introduction**

- Meaning and scope of Anthropology
- Branches of Anthropology

#### **Unit-II: Culture**

- Attributes of culture
- Culture traits
- Culture complex
- Culture area
- Culture integration
- Enculturation and transculturation

#### **Unit-III: Marriage and Kinship**

- Marriage: Typology by mate selection – levirate and sororate- hypergamy and hypogamy

- Types of descent
- Kinship: consanguinal and affinal
- Kinship: tribe, class, moiety and phratry
- Kinship Behaviour: joking and avoidance relationship

#### **Unit-IV: Economic Organization**

- Property: Primitive communism- Individual- collective
- Stages of Economy: Food gathering – Hunting –Fishing – Pastoralism- Cultivation
- Systems of Trade Exchange: reciprocity- redistribution- barter and market

#### **Unit- V: Political Organization**

- Band, Tribe and State
- Kinship and chieftdom
- Primitive law and justice
- Types of punishment

#### **Unit-VI: Religion:**

- Religion : animism- animatism- bongaism-totemism
- Magic : types and functions of magic
- Magico- religious functionaries: Shaman- Priest- medicine man- sorcerer

#### **Text Books:**

Jha, Makhan (1994) An Introduction to Social Anthropology, Sagi Publications, New Delhi.

Lucy, Mair (1965) An Introduction to Social Anthropology, Oxford University Press.

Majumdar, D.N. & T.N. Madan (1994) Introduction to Social Anthropology, Mayoor Paper Backs, Noida

Beals, R, & Haijer, H (1960) Introduction to Anthropology, Mac Millan, New Delhi.

#### **Reference:**

Richney. H. Crapo (1999) Cultural Anthropology, Brown and Bench Mart.

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## **Extra Disciplinary Elective-II**

### **Social Movements and Change**

#### **Unit-I: Introduction**

Nature and Characteristics of social movements: Conceptual problems- Types of enquiries on Social movements. Social Movements and Social Change.

#### **Unit-II: Types of Social Movements**

Revolutionary, Regressive, Reform and Expressive movements.

#### **Unit-III: Socio- Religious and National Movements**

Brahma samaj and Arya Samas- Civil Disobedience Movement- Quit India Movement – SNDP Movement in Kerala- Non-Brahmin Movement in Maharashtra.

#### **Unit-IV: Peasant and Tribal Movement**

Telegana Movement- Naxalbari Movement – The Santal Movement- Jarkhand Movement.

#### **Unit-V: New Social Movements**

Dalit Movement – Women's Movement-Environmental Movement.

#### **Text Books**

Rao M.S.A (1979) Social Movements in India, Manohar, New Delhi.

Rao M.S.A (1979) Social Movements and Social Transformation, McMillan, New Delhi.

Banks, J.A (1992) The Sociology of Social Movements, McMillan, London.

#### **References:**

Desai, A.R (1979) Peasant Struggle in India, OUP, India.

Desai, A.P (1987) Social Background of Indian Nationalism, Popular  
Prakasam, Bombay.

Dhanagare, D.N. (1983) Peasant Movements in India: 1920-50, OUP, Delhi.

Oomen, TK(1990), Protest & Change: Studies in Social Movements, Sage  
India Pvt. Ltd., Delhi.

Selliot, Elmer (1995) From Untouchable Dalit: Essays on The Ambedkar  
Movement, Manohar, New Delhi.

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## **19. M.A. DEGREE COURSE IN TOURISM AND TRAVEL MANAGEMENT**

### **SYLLABUS**

#### **FIRST SEMESTER**

#### **PAPER I - PRINCIPLES OF TOURISM**

##### **UNIT - I**

Fundamentals and Practices – Components of Tourism – Definition - Types of Tourism - Scope of Tourism - History of Travel – Travel Motivation – Evolution of Demand – Basic Travel Motivators – Measuring the Tourism Phenomena – Travel Statistics – Category of Statistics.

##### **UNIT - II**

Tourism Planning – Co-ordination in Planning – Planning Process – Assessment of Demand and Supply – Establishing Objectives – Territorial Planning – Human Resource Planning – Financial Planning – Monitoring Time factors – Tourism Marketing and Promotion.

##### **UNIT - III**

Tourism Promotion – Advertising, Planning and Advertising -Steps in Planning a Campaign – Procedures of Advertising Agency – Public Relations – Sales support – Newsletters – Publicity – Media – VedioTex – Use of Computer Technology.

##### **UNIT - IV**

Concept of Marketing in Tourism – Definition of Tourism Marketing – Special Features of Tourism Marketing - Marketing Functions - Research Techniques - -Market Segmentation.

##### **UNIT - V**

The Role of Transport in the Growth of Tourism – Tourist Accommodation – Traditional and Supplementary Accommodation - Tourism – Economic Potential and Social Importance.

## **Books for Reference :**

- A.K. Bhatia, , 2003, **International Tourism**, Sterling Publishers, New Delhi.
- Pushpinder S.Gill, , 1999, **Dynamics of Tourism**, Anmol Publication Pvt Ltd, New Delhi.
- Pran Nath Seth, 1998, **Successful Tourism Management**, Sterling Publication Pvt Ltd, Delhi.
- R.K.Sinha, 1999, **Growth And Development of Modern Tourism**, Dominant Publishers and Distributors, Delhi.
- R.K.Sinha, 1999, **Travel and Tourism Management**, Dominant Publishers and Distributors, Delhi.
- Shashi Prabha Sharma, 2004, **Tourism Education**, Kanishka Publishers, New Delhi.
- Praveen Sethi, 1999, **Tourism for the Next Millenium**, Rajat Publications, New Delhi.
- P.C.Sinha, 1998, **Tourism Planning**, Anmol publication Pvt Ltd New Delhi.
- Pran Nath Seth, 1998, **An Introduction to Travel and Tourism**, Sterling Publishers Pvt Ltd New Delhi.
- Maria D.Souza, 2003, **Tourism Development and Management**, Mangal Deep Publication, Jaipur.
- Romila Chawla, 2004, **Tourism Management**, Sonali Publishers, Delhi.
- Jagmohan Negi, 1998, **Travel Agency and Tour Operation**, Kanishka Publishers, New Delhi.
- [www.oceans atlas.com](http://www.oceans.atlas.com) Date: April 2006
- word reference.com Date: April 2006

## **PAPER II - HOSPITALITY INDUSTRY**

### **UNIT - I**

Hospitality Industry in Tourism – Growth of Hotel Industry – Introduction – Definition of Hotel – Types of Hotel – Secondary Hospitality Establishment – Hotel Grading System – Changing Profile of Hotel Industry - Hotel Chains in India – Ashoka, Welcome Group, Oberoi and Taj Group of Hotels.

### *UNIT - II*

Management Function in Hotel Industry- Front Office Desk – Front Office Staff – Qualities of Front Office Staff – Hotel Reservation - Status of Rooms – Function of Information Department - Specimen Bill Form – Lobby Manager - Public Relation officer – Reception Department – House Keeping Organisation - Communication in Hotels.

#### *UNIT - III*

Human Resource Management in Hotels – Personnel Management – Sources of Manpower for Hotel Catering Industry – Employee Facilities and Benefits – Induction – Training and Development – Leadership – Communication – Tools of Management – Financial Management.

#### *UNIT - IV*

Room Plans – Types of Rooms – Check in and Check out Procedures – Food and Beverage Services Outlets – Various Types of Food Services – Restaurant Organization - Equipments - Room Service.

#### *UNIT - V*

Brief History of Hotel Automation - Future of the Hospitality Industry.

#### **Books for Reference:**

Yogendra K. Sharma, 2003, **Hotel Management**, Kanishka Publishers, New Delhi

Vijay Dhawan, 2004, **Food Beverage Service**, Frank Bros and Co.,

S.Kannan, 2003, **Hotel Industry in India**, Deep and Deep Publications, Pvt Ltd, New Delhi

R.K.Malhotra, 2002, **Food Service and Catering Management**, Anmol Publication Pvt Ltd, New Delhi.

Sudhir Andrew, 1994, **Food Beverage Service Training Manual**, Tata MC Graw - Hill Publishing Co Ltd, New Delhi.

D.R.Lillicrap, 1983, **Food Beverage Service**, Edward Arnold Publishers Ltd, London.

Amrik Singh Sudan, 2002, **House Keeping Management**, Anmol Publication Ltd.

Praveen Sethi, 2004, **Hand Book of Hospitality and Tourism**, Anmol Publication, Delhi.

Rajendran Singh, 2001, **Hotel and Hospitality Management**, Kalpaz Publication, Delhi.

Y.P.Singh, 2001, **Effective Hotel Management**, Anmol Publication Pvt Ltd, New Delhi.

Pushpinder S. Gill, 1997, **Tourism and Hotel Management**, Anmol Publications, New Delhi.

Manish Ratti, 2001, **Hotel, Tourism and Hospitality Management**, Rajat Publications, Delhi.

[www.mymajors.com](http://www.mymajors.com) Date: April 2006

[www.vt.edu/academic/gcat/gcdHTM.html](http://www.vt.edu/academic/gcat/gcdHTM.html) Date: April 2006

### **PAPER III - INDIAN TOURISTS PANORAMA**

#### *UNIT - I*

The People of India –Their Heritage-Arts and Crafts- Tourists Products of India: Natural and Manmade - Adventure Zones – Types of Adventure Tourism – Desert Tourism – Desert Safari – Desert Festivals – Medical Tourism – States Promoting Medical Tourism -Rural Tourism-Coastal Tourism-Cultural Tourism.

#### *UNIT - II*

Religious Sites: Hindu, Jain, Buddhist, Muslim, Sikh and Christian –Art and Architecture-Style adopted over the ages.

#### *UNIT - III*

Museums – Monuments – Galleries of India – Hill Stations of India – Beaches – Wild life Sanctuaries - National Parks

#### *UNIT - IV*

Performing Arts: Dance, Music, Drama – Different Styles – Different Schools

#### *UNIT - V*

Fairs and Festivals of India – Handicrafts – Costumes and Customs of India

#### **Books for Reference:**

R.Thandavan and Revathy, 2005, **Tourism Product Volume I and II**,

Dominant Publishers, New Delhi.

V. P. Sati, 2004, **Tourism Development in India**, Pointer Publication, Jaipur

Rabindra Seth Om Gupta,, 2005,**Tourism in India**, Kalpaz Publications, New Delhi.

Jagmohan Negi, 2001, **Adventure Tourism and Sports**, Kanishka Publishers, New Delhi.

A.K. Mittal , 1990, **Political and Cultural History of India**, Sahitya Bhawan , Agra .

Edith Tomory, 1982, **A History of Fine Arts in India and the West**, Orient Longman.

Percy Brown, 2003, **Indian Architecture**, D.B.Taraporevala Sons & Co Pvt. Ltd

Rajkumar, 2003, **Essays in Indian art and Architecture**, Discovery Publishing House, Pvt Ltd, New Delhi.

A.L.Basham, 2002, **Cultural History of India**, Oxford University Press.

Satish Grover, 1981, **The Architecture of India – Islam**, Vikas Publishing House, Pvt. Ltd, New Delhi.

Ram Acharya, 1980, **Tourism and Cultural Heritage of India**, RBSA Publication, Jaipur,

Lavkush Mishra, 2000, **Religious Tourism in India**, Mohit Publications, New Delhi.

Ratandeep singh, 1996, **Tourist India**, Kanishka Publishers, New Delhi.

[www.adventorIndia.com](http://www.adventorIndia.com) Date: April 2006

[www.Indianadventureportal.wm](http://www.Indianadventureportal.wm) Date: April 2006

[www.theIndianCultural.com](http://www.theIndianCultural.com) Date: April 2006

#### *PAPER IV - TOURISM BUSINESS*

##### *UNIT - I*

Factors influencing Types of Organization - UN Conferences on International Travel and Tourism – NTO – Tourism Administration in India – The Sergeant Committee – Tourism Office in India – Overseas Office – Ministry of Tourism – Department of Tourism – Tourism Information Office– India Tourism Development Corporation.

##### *UNIT - II*

Thomas Cook and Organization of Travel -Grand Circular Tour - Manila Declaration  
Modern Travel Agency - Functions - Setting up of Travel Agency - Organisation of

Travel - Tour Operator – Travel Agencies – Thomas Cook - Sita Travels and Cox and Kings.

### *UNIT - III*

International Cooperation in Tourism - IUOTO – WTO – PATA – IATA – ICAO

### *UNIT - IV*

Tourism Planning in India - India National Tourism Policy 1982 - National Tourism Action Plan 1992 – Planning at National – Regional -Local level - Tourism Regulations in India - Tourism as an Industry – Future Prospects of Tourism.

### *UNIT - V*

Career Opportunities in Tourism Industry - Problems faced by Tourists and Tourism Industry - Private Sector – Public Sector – Transport system – Sight seeing.

#### **Books for Reference:**

A.K. Bhatia, 2003, **International Tourism**, Sterling Publishers, New Delhi.

Shashi Praba Sharma, 2004, **Tourism Education**, Kanishka Publishers , New Delhi.

Pushpinder S Gill, 1999, **Dynamics of Tourism**, Anmol Publications Pvt Ltd,.

Pran Nath Seth, 1998, **Successful Tourism Management**, Sterling Publishers Pvt Ltd.

R.K.Sinha, 1999, **Growth and Development of Modern Tourism**, Dominant Publishers and Distributors.

R.K.Sinha, 1999, **Travel and Tourism Management**, Dominant Publishers and Distributors.

P.C.Sinha, 1998, **Tourism Planning**, Anmol Publication Pvt Ltd , New Delhi.

Pran Nath, 2000, **An Introduction to Travel and Tourism**, Sterling Publishers, New Delhi

## ELECTIVE - I CULTURAL HERITAGE OF INDIA

### UNIT - I

Indian Culture –Heterogeneous Population – Spirit of Toleration –Unity in Diversity – Caste system - Hindu Marriage –Types of Marriages

#### UNIT - II

Indus Valley –Origin –Extent –Town Planning, Great bath-Socio-Religious life-Dress, Ornaments-Amusement-Art and Architecture –Vedic Culture-Four Vedas-Social Structure –Religion.

#### UNIT - III

Mauryas –Guptas-Rajputs –Social Conditions- Customs and Manners –Status of Women – Dress- Jewellery, food, drink- Amusements –Religious Rites –Ceremonies – Art and Architecture

#### UNIT - IV

Age of Pallavas, Cholas and Vijayanagar – literature - Social life –Occupation – Art and Architecture

#### UNIT - V

Delhi Sultanate and Mughals – Art and Architecture of Islamic Period –Art and Architecture of British

#### **Books for Reference:**

A.K Mittal , 1990, **Political and Cultural History of India**, Sahitya Bhawan , Agra.

Edith Tomory, 1982, **A History of Fine arts in India and the West**, Orient Longman..

Percy Brown, 2003, **Indian Architecture**, D.B.Taraporevala Sons & Co Pvt. Ltd.,

Rajkumar, 2003, **Essays in Indian Art and Architecture**, Discovery Publishing House, Pvt Ltd, New Delhi.

A.L.Basham, 2002, **Cultural History of India**, Oxford University Press.

Satish Grover, 1981, **The Architecture of India – Islam**, Vikas Publishing House , Pvt. Ltd , New Delhi.

Ram Acharya, 1980, **Tourism and Cultural Heritage of India**, RBSA Publication, Jaipur.

Kumar,1981, **Indian Society and Social Institution**, Lakshmi Narain Agarwal Educational Publisher, Agra.

R.K. Sinha, 1999, **Growth and Development of Modern Tourism**, Dominant Publishers. Delhi.

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## **SECOND SEMESTER**

### **PAPER V - ORGANISATIONAL BEHAVIOUR**

#### **UNIT – I**

Introduction to Organizational Behaviour - Definition of Organisational Behaviour - Perception and Learning.

#### *UNIT – II*

Motivation – Personality – Informal Organization and Groups – Dynamics – Key Group Concepts like Role – Status – Accuracy – Types of Power – Effectiveness of Power Basis.

#### *UNIT – III*

Communication – Nature and Significance – Goals and Objectives – Barriers to Effective Communication – Joe Hurry Window Communication System – Verbal and Non - Verbal Communication.

#### *UNIT – IV*

Leadership and Effective Supervision – Leadership Styles – Conflicts of Sources and Classification of Conflicts.

#### *UNIT – V*

Stress: Causes of Stress – Effects and Problems of Stress – Individual and Organizational Coping up Strategies of Stress.

#### **Books for Reference:**

Fred Luthans, 1985, **Organisational Behaviour**, Tata Mc. Graw Hill Company.

L. M. Prasad , 2003, **Organisational Behaviour, Concepts, Theory and Practices**, Deep and Deep Publication.

Harinder Bir Kaur, 2003, **Organisational Culture and Employees Morale**, Deep and

Deep Publication, New Delhi.

Stephen P. Robbins, 1994, **Organisational Behaviour**, Prentice-Hall of India Pvt Ltd, New Delhi.

[www.us.edu.an/business/journals/ntjon/default.htm](http://www.us.edu.an/business/journals/ntjon/default.htm) Date: April 2006

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Date: April 2006

## **PAPER VI - CUSTOMER RELATIONS AND SERVICES MANAGEMENT**

### *UNIT - I*

Understanding Services – Unique Characteristics – Service Definition and Classification – Service Package – Core and Supplementary Services – 4 C's Internal Marketing – Major Factors of change-Understanding – Thinking and Adapting services - Organization to New Rules - Professional Services

### **UNIT - II**

Strategic Issues in Services – Developing New Services – Flowchart – Blue Print – Positioning a Service in the Market Place – Using Positioning Maps to Plot Strategy

### *UNIT - III*

Strategic Issues and Services – Customer Enquiry – Information Systems for better Service to Customer – Targeting Customers and Building Relationships – CRM – Customer Satisfaction – Customer Loyalty – The Kanos Model

### *UNIT - IV*

Managing Service Quality – Basic Characteristics of Services – Gap basic model - Perception Vs Expectation – Dimensions of Service Quality – Complaint Handling – Servqual Model

### **UNIT - V**

Managing Customer Service Functions – Interaction between Customers and Employees – Customer Role in Service Production and Delivery – Role of E-business in Service Industry

### **Books for References:**

Kotler Philip, 1993, **Marketing Management: Analysis , Planning , Implementation and Control**, Prentice Hall of India, Pvt Ltd.

Helen Woodruff, **Service Marketing**, Mac Millan India Ltd.

- Verma V. Harsh, 1997, **Marketing of Services**, Global Business Press, Delhi.
- Palmer Adrian, 1994, **Principles of Service Marketing**, Tata McGraw-Hill Publishing Company.
- Valarie A. Zeithami and Mary Jo Biner, 2000, **Service Marketing**, Tata McGraw-Hill Publishing Company.
- Vernekar, S.S.S.Goel, Bharawaj B.R.,2003, **Marketing of Services**, Deep and Deep Publication, New Delhi.
- Vasanti Venugopal and Raghu V.N., 2001, **Service Marketing**, Himalaya Publishing House.
- R.K. Sinha, 1999, **Leisure Tourism**, Dominant Publishers and Distributors, New Delhi.

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## **PAPER VII - PUBLIC RELATIONS AND JOURNALISM IN TOURISM INDUSTRY**

### *UNIT - I*

Introduction to Contemporary Public Relations – Evolution of PR – Communication and Public Opinion

### **UNIT - II**

PR Process – Defining PR Problem – Planning and Programming – Taking Action and Communicating – Evaluating the Program

### *UNIT - III*

The Public – Internal Public – Communication Media – Mass Media – Reaching the General Public – External Public – Media Relations – Concepts of Corporate, Social Responsibility

### *UNIT - IV*

Journalism – Definition – Principles of Modern Journalism – Areas of Journalism – Ethics and Features of Journalism

### **UNIT - V**

Reporting – Basic Requisites of a Journalist – Profile of the Reporter – The Art of Interview – Art of Travel Writing – Elements of a Travel Article – Types of Travel Writing – Writing a Travel Article: Specifications on how to Write Article

– Article type – Special Articles – Making Plans for Travel: Before you go, Making a plan, Connecting on locations – Photography and Travel Writing

### **Books for Reference:**

Diwakar Sharma, 2004, **Modern Journalism Reporting and Writing**, Deep and Deep Publications , New Delhi.

Sharma, 2004, **Mass Communication - Theory and Practice in the 21st Century**, Deep and Deep Publications, New Delhi.

P.P. Singh and S. Sharma, 2005, **Web Advertising and On Line Marketing**, Deep and Deep Publications, New Delhi.

Thakur. D., 2005, **Advertising, Marketing and Sales Management**, Deep and Deep Publications, New Delhi.

Sharma. D., 2004, **Public Relations - An Emerging Specialised Profession Text and Case Studies**, Deep and Deep Publications, New Delhi.

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[www.tourismIndiaonline.com/magazine.htm/](http://www.tourismIndiaonline.com/magazine.htm/)

## **PAPER VIII - TOURISM MARKETING**

### **UNIT – I**

Measuring the Tourism - Phenomenon - Travel Statistics – Statistics for Planning – Categories of Tourist Statistics - Characteristics of Statistics – Methods of Measurement – Techniques and Problems of Measurement.

### **UNIT – II**

Marketing Concept in Tourism – Mass Production and the Markets – Definition of Marketing – Marketing in Tourism – Define Tourism Marketing – The Tourist Product -Special Features of Tourism Marketing – Marketing Process – Research – Market Segmentation - Difference between Travel Market – Commodity Market.

### **UNIT – III**

Tourism Demand – Theoretical Background – Types of Tourism Demand – Indicators of Effective Demand – Determinants of Tourism Demand – National and International Tourist Demand – Tourism Supply – Theoretical Background – Laws of Supply – Elasticity of Supply – Tourism Supply.

### **UNIT - IV**

Pricing in Tourism – Determinants of Prices – Individual Demand – Market Demand – Cost – Competition – Pricing the Service product of Tourism – Multiplier Effects – Tourism Economic Cost Benefit Analysis – Tourism – Balance of Payment.

UNIT – V

Impact of Tourism – Economic, Social, and Cultural Impact of Tourisms - Tourist Demand Forecasting – Methods of forecasting – Public and Private Sectors in Tourism – Role of Government in Tourism – Tourism and International Understanding.

Books for References :

Philip Kotler, 1993, **Marketing Management**, Prentice Hall of India Pvt Ltd.

Philip Kotler, 1993, **Marketing Principles**, Prentice Hall of India Pvt Ltd.

Romila Chawla, 2004, **Tourism Marketing and Development**, Sonali Publications, New Delhi.

Rajan Nair, 1983, **Marketing**, Sultan Chand & Sons, NewDelhi,1983.

P. C. Sinha, 2003, **Tourism Marketing**, Anmol Publications,Delhi.

P.C. Sinha, 1998, **Tourism Research Policy and Regulation**, Anmol Publications Pvt., Ltd., New Delhi.

R.K. Sinha, 1991, **Leisure Tourism**, Dominant Publishers and Distributors , Delhi.

Arun Kumar Sarkar, Prem Nath Dhar, 1998, **Indian Tourism – Economic Planning and Strategies**, Kanishka Publishers, and Distributors, New Delhi.

A.K. Bhatia, 1999, **Tourism Management and Marketing**, Sterling Publishers Pvt., Ltd., Delhi.

G.S. Batra, 1996, **Tourism in the 21<sup>st</sup> Century**, Anmol Publications Pvt., Ltd., Delhi.

Ratandeep Singh, 1998, **Infrastructure of Tourism in India**, Kanishka Publishers, New Delhi.

Pran Nath Seth, Sushma Seth Bhat, 1993, **An Introduction to Travel and Tourism**, Sterling Publishers, Delhi.

Ratandeep Singh, 1998, **Dynamics of Modern Tourism**, Kanishka Publishers, New Delhi.

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**ELECTIVE – II HUMAN RIGHTS AND TOURISM**

## UNIT - I

Origin, Nature and Scope of Human Rights - Theories of Human Rights - Magna Carta - Bill of Rights, Rights of Man.

## UNIT - II

Human Rights and Fundamental Rights - Duties of Citizens – Constitutional Remedies of Human Rights – Directive Principles of State Policy

## UNIT - III

Human Rights and Tourism related Issues – Trafficking in Women and Children – Drug Trafficking – Dispossession and Displacement of People – Tourism, Public Safety and Health.

## UNIT - IV

Tourism and Environment – Marine Coastal Regulations Zone, Rules and Laws.

## UNIT - V

Human Rights and Voluntary Organisations in India – Promotion of Human Rights – Challenges of Human Rights.

### **Books for Reference:**

Adil-ul-yarin and Archana Upadhyay, 2004, **Human Rights**, Akansha Publishing House, New Delhi.

Sivagami, 1995, **Human Rights**, Sriram Computers, Prints and Offset, TamilNadu.

Vinod Sharma, 2002, **Human Rights Violation**, APH Publishing Corporation, New Delhi.

Nayyar Shamsi, 2003, **Human Rights**, Anmol Publication Pvt. Ltd, New Delhi.

Anuradha Kumar, 2002, **Human Rights**, Sarup and Sons, NewDelhi.

S. Deshta and K. Deshta, 2003, **Fundamental Human Rights**, Deep & Deep Publications, New Delhi.

B.P.S. Sehgal, 2003, **Human Rights in India: Problems and Perspectives**, Deep & Deep Publication, New Delhi.

A. Subbian, 2004, **Human Rights and Terrorism**, Deep and Deep Publication, New Delhi.

Chakraborty. M, 2004, **Human Rights and Refugees**, Deep and Deep Publication, New Delhi.

Sharma. G., 2004, **Human Rights and Legal Remedies**, Deep & Deep Publication, New Delhi.

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## **EDC - I COMMUNICATIVE SKILL IN FRENCH /GERMAN LANGUAGE-I**

(Extra Disciplinary)

### *UNIT - I*

Contacts ..... pages 9 – 24

### *UNIT - II*

Le Francais moyen.... Pages 25 - 42

### *UNIT - III*

En France .... Pages 43-58

### *UNIT - IV*

Bons baisers ..... Pages 59 – 76

### *UNIT - V*

50 Millions... pages 77-92

### *UNIT - VI*

Tu es libre se soir? page s 93-110

### **Books for Reference:**

J.Courtillon, **LIBRE ECHANGE-TOME 1-G D.de Salins**,Hatier/Dider,Paris. 1995.

Rajeshwari Chandrasekar, RekhaHangal,Chitra Krishnan,Claude Le Ninan, Asha Mokashi,Hachette Livres, 1999, **A VOTRE SERVICE –TOME I**, General Book Depot, NewDelhi.

Apprenons le français Mahita Ranjit, 2005, Monica Singh,Saraswathi House Pvt. Ltd, New Delhi.

La cle des champs ,I,R Geoffroy Dominique Lo Cascio,Marinie Rivas, Larousse, Paris,1991.

Farandole,I C Le Hellaye,D Barzotti,Hatier/Didier,Paris, 1992.

Mes premiers pas en français,Mariette Barraud Hachette, Paris, 1990.

Pile Ou Face I,JeanneVassal,Cle International,Paris,1991

## 20. MASTER OF SOCIAL WORK (MSW)

### SYLLABUS

#### SEMESTER – I

#### Paper – I – Social Work Profession

Total Teaching Hours : 60

#### Objectives

- To gain an understanding of the history and philosophy of Social Work and its emergence as a Profession
- To develop insights into the origin and development of Voluntary organization
- To appreciate Social Work as a Profession and to recognize the need and importance of Social Work Education and training.
- To develop an understanding of the various models of professional practice and its application
- To provide an awareness of the changing trends in Social Work practice and Education

#### Unit I

(12 Hrs)

#### Introduction to Social Work

- ❖ Social Work –Definition, Objectives and Scope of Social Work in India, Definition and Meaning – Social Welfare –Social Justice - Social Security – Social Service – Social Action – Social Legislation- Social Education - Social Policy – Social Planning – Social Defense -Social Reform –Social Movement -Social Development.

#### Unit II

(12 Hrs)

#### History of Social Work

- ❖ Organized Charity
- ❖ Social reform movements, Dalit and Backward Class movements
- ❖ Gandhian ideology and Sarvodaya movement
- ❖ Major contribution of Social Reformers: E.V.R. Periyar, Raja Ram Mohan Roy, Swami Vivekananda, Bharthidasan, Dr.B.R.Ambedkar
- ❖ Social Work values in Thirukural
- ❖ Eastern history of ideologies – religio philosophical, welfarism, democracy and Human rights.

#### Unit II

(12 Hrs)

#### Social Work Profession

- ❖ Beginning of Social Work Education and current trends

- ❖ Attributes of a profession
- ❖ Value and code of ethics
- ❖ Fields and Methods of Social Work
- ❖ Social Work Education – Curriculum ,Field Work, Supervision
- ❖ Professional Association- International Federation of Social Workers  
International Association of Schools of Social Work, Professional Social Workers Association

**Unit III** **(12 Hrs)**  
**Voluntary Social Work**

- ❖ Indian Constitution and its Implication for Social Welfare,
- ❖ Role of Government and Voluntary Organisations in promoting Social Welfare
- ❖ Ideologies of voluntary organization and voluntary action
- ❖ National Policy on Voluntary Sector, 2005

**Unit IV** **(12 Hrs)**  
**Theoretical Model in Social work Practice**

- ❖ Models of social work -Clinical Social Work, Ecological Social Work, Empowerment Social Work - Relief model – Welfare model – Clinical model – Systems model – Radical model – Developmental model – Relevance and application in practices

**Unit V** **(12 Hrs)**  
**Personal and Professional Development**

- ❖ Self – Awareness
- ❖ Positive and negative aspects of the worker’s self and their effects on the client and the Social Work Process.
- ❖ Values, Attitudes and Professional Ethics
- ❖ Stress, burnout, Self Help Methods, Spirituality and Growth
- ❖ Ethical dilemma in working with individuals and families.
- ❖ National Council for Social Work – Need and Importance
- ❖ Role of Social Worker and the Government in Promoting Social Work Profession in India.

**Bibliography**

1. Arthur Fink, (1972), **The Field of Social Work**, Holt Rinehart and Winston, New York.
2. Banerjee, G.R., (1986), **Papers on Social Work: An Indian Perspective**, Tata Institute of Social Sciences, Mumbai.
3. Choudry, Paul (1974), **Introduction to Social Work**, Atma Ram and Sons, Delhi
4. Dasgupta, S., (1972), **Towards a Philosophy of Social Work in India**, Routledge and Kegan Paul, London.
5. Gangrade, K.D., (1977), **Dimensions of Social Work**, Marwah Publications, New Delhi.
6. Gore, M.S., (1967), **Social Work and Social Work Education**, Sage Publications, New Delhi.

7. Joshi, S.C. (2004), **Social Work and Social Work Education**, Asia Publication House, Mumbai
8. Rex Skidmore and Milton, (1977), **Introduction to Social Work**, Prentice Hall, London.

**Paper – II – Work with Individuals**

**Total Teaching Hours : 60**

**Objectives**

- To acquire knowledge of individuals
- To understand the different models of helping and applying them in social work practices with individuals
- To develop the ability to work independently as a professional worker

**Unit I**

**(12 Hrs)**

Individuals as a product of past – present – future configuration. Dynamics of individuals and families.

Principles - Acceptance, individualization, client participation, controlled emotional involvement, problem solving capacity and self-determination, safeguarding confidentiality, developing and utilizing resources.

**Relationship**

Empathy, skills in building relationship and communicating empathy, use of relationship in the helping process

Problems in professional relationship – transference and counter transference

**Unit II**

**(12 Hrs)**

**Case Work Tools**

Verbal and nonverbal communication: - observation, interview, collateral contacts, home visits, interviewing process: principles, process and skills.

**Recording**

Uses principles, types, structure and content. Use of genograms and eco-maps, family schema in records.

**Unit III**

**(12 Hrs)**

**The Helping Process: - Components and Phases**

Components – Person and family, problem, agency resources and process

Phase 1 : Exploration of person-in-environment

Phase 2 : Multidimensional assessment and planning multidimensional

Intervention

Phase 3 : Implementing and goal attainment

Phase 4 : Termination and evaluation : follow up

**Unit IV****(12 Hrs)**

Models of case work practice

Psycho social, functional, life models, problem solving, crisis intervention, family centered approach and eco-system perspective in social casework.

Comparison of casework with counseling, Psychotherapy as helping processes.

**Unit V****(12 Hrs)**

Case work practice in different settings in India

Social case work practice with individuals and families in different settings / agencies and non-institutional services such as adoption, sponsorship and families with various types of problems.

Use of eclectic approach

Use of single case evaluation and ethnography as research method in casework.

**Bibliography**

1. Ammet. Garrett. (1962), **Interviewing : Its Principles and Methods**, Family Service Association, New York.
2. Aptekar, Herbert, H., (1962), **Basic Concepts in Social Case Work**, University of North Carolina Press, Chapel Hill.
3. Banerjee, G.R, (1977), **Papers on Social Work – An Indian Perspective**, TISS, Bombay.
4. Biestek, Feliex, P. (1957), **The Case Work Relationship**, George Allen and UnWin Ltd., London.
5. Hamilton, Gorden, (1955), **Theory and Practice of Social Case Work**, Columbia University Press, New York.
6. Hollis, Florence, (1976), **Case Work : A Psychosocial Theory**, Random House, New York.
7. Kasius, Kora, (1952), **Principles and Techniques of Social Case Work**, Family Service Association, New York.
8. Mathew, Grace, (1992), **An Introduction to Social Case Work**, TISS, Bombay.
9. Pearlman, Helen Harris, (1995), **Social Case Work: A Problem Solving Process**, The University of Chicago Press, Chicago.

**Paper – III – Work with Groups**

**Total Teaching Hours : 60**

**Unit I**

**(12 Hrs)**

Concepts of Social Group Work

Concepts, objectives, functions, principles. Approaches to social group work- Remedial, recreational preventive and developmental

**Unit II**

**(12 Hrs)**

Understanding Groups and Group Processes

Influence of groups and individuals; Group processes; New comers, Isolation, Rejection, Group bond, sub-groups; Models of group development

Group dynamics

Basic assumption; group and group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern, sociometry and other tools in assessing group interaction. Problem solving, decision-making, goal setting, conflict resolution.

**Unit III**

**(12 Hrs)**

Social Group Work Process

Pre-group, group formation, beginning phase, middle phase, advanced phase, use of programmes, evaluation in groups and termination phase

**Unit IV**

**(12 Hrs)**

Recording in Group Work

Different types of recording in relation to groups – process, block summaries and summary

Group Leadership

Concepts, theories and types, roles and qualities of leaderships, participatory leadership training.

**Unit V**

**(12 Hrs)**

Group work Models

Concepts, theories and types, roles and qualities of leaderships, participatory leadership training.

**Bibliography**

1. Balagopal and Vassily, (1983), **Groups in Social Work**, Macmillan, New York.

2. Brown, L.N. (1991), **Groups for growth and change**, Longman, New York.
3. Corey, G and Corey, M.S. (1982), **Groups : Process and Practice**, C.A. Brooks / Cole, Monterey.
4. Glassman, R and Kates, L. (1990), **Group Work : A Humanistic Approach**, CA : Sage, Newbury
5. Konopka, G. (1983), **Social Group Work : A Helping Process**, Prentice Hall, New Jersey.
6. Norther, H. (1988), **Social Work with Groups**, Columbia University Press, New York.
7. Shulman, L. (1992), **The Skills of Helping Individual, Families and Groups**, IL: Peacock, Itasca.
8. Toseland, R and Rivas, R.F. (1995), **An Introduction to Group Work Practice**, Allyn and Bacon, Boston.
9. Yslom, I.D., (!975), **The Theory and Practice of Group Psychotherapy**, Basic Books, New York.
10. Zastro, C. (1987), **Social Work with Groups**, Nelson Hall, Chicago.

## **Paper – IV – Field Work Practicum – I**

- Total no of Field Work Practicum hours 210 hours
- 2 days a week – 5 hrs per day. For workload 7½ hrs/day.

### **Objectives of Field Work Practicum**

The broad objectives are

- To sensitize the students to social needs and problems and enable them to critically analyse problems and select the appropriate means of problem solving.
- To understand and apply the social work methods to deal with such needs and problems.
- To begin to acquire skills of social work intervention in human needs, situations and issues.
- To become aware of and understand one's strengths and weaknesses.
- To develop the right values and attitudes essential for a professional social worker.

The field practicum during the first semester may be structured through

- Field observation visits followed by discussion
- Practice-skills laboratory on

i. Communication

ii. Interpersonal relationships

iii. Analysis of Society

iv. Self awareness

v. Values and ethics in social work

- A rural camp for 7 – 10 days
- Supervised concurrent field practicum 2 days per week with 7½ hours per day
- Individual Field Work Conference once a week with faculty and agency supervisors. This is to provide the student an opportunity to learn and integrate

theory and practice.

- Viva-voce to be conducted before the commencement of University Examinations.

Paper – V –Social and Psychological Foundations for Social Work

**Total Teaching Hours :60**

A

**Objectives**

- ❖ To help the student to understand the dynamics of behaviour in terms of heredity and environment as shapers of personality
- ❖ To introduce the student to Developmental and Abnormal Psychology
- ❖ To establish the linkage between Psychology and Social Work

**Unit I (12 Hrs)**

Growth and Development

Relevance of psychology to Social Work Profession – methods / fields.

Growth and Development of the individual – principles of development

Stages of development – conception, pre-natal, infancy, babyhood, childhood, puberty, adolescence, adulthood, middle age and old age.

An overview of the needs, tasks, changes and problems : emphasis on socio-cultural factors influencing development.

**Unit II (12 Hrs)**

Intelligence – Factors, Influence of Heredity and Environment, Intelligence test and Aptitude

Memory – Registration, Retention, Recall, types of memory

Personality – Definition, Approaches, Personality tests

Motivation – Concept, Types, Interaction of Motives, Theories

Attitude and Prejudice – Formation and maintenance – Attitude and behaviour

**Unit III (12 Hrs)**

Mental Health, Minor and major mental disorders and community mental health, defense mechanisms and its role

B

## Objectives

- ❖ To provide students a sociological perspective on Indian Society, its structure, history of problems
- ❖ To help them acquire attitudes to society and its problems that are appropriate to the profession
- ❖ To sensitize them the need to acquire suitable skills to deal with social issues.

## Unit IV

(12 Hrs)

- ❖ Concept of Society
- ❖ Major elements of society : individuals, group, association, institution, social system, status, role, role conflicts
- ❖ Social Processes -Co-operation, competition, conflict, accommodation, assimilation and acculturation
- ❖ Culture - Concept of culture, culture as a system of norms, folkways, mores, institution and laws; functions of culture; major elements of Indian culture; The cultural lag theory and its applications to the Indian society
- ❖ Institutions - Structure and functions: concept and meaning of religious, economic, educational, social (caste, kinship, marriage and family) and political institution; changes and their impact on Indian society.

## Unit V

(12 Hrs)

- ❖ Social Stratification in India
- ❖ The concept of stratification, concepts of class and caste, Casteism and communalism, social inequality and social mobility.
- ❖ Social Control -Concept, types and functions; conformity and deviance; major agencies of social control in India – family, kinship, caste, religion, education, law, tradition, customs and mores
- ❖ Social Change in India - Concept, factors and processes of social change – Urbanization, Industrialization, Modernization, Westernization, Secularization.
- ❖ Women, Dalits, ecological movements and role of Social Work
- ❖ Indian Social Problems - Meaning, causes and consequences, gender discrimination, violence, corruption, illiteracy, poverty, crime and juvenile delinquency, Commercial sex workers, alcoholism, drug addiction, suicide, child labour, child abuse, bonded labour, terrorism, problems of refugees, victims, of HIV / AIDS.

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1. Christensen, I.P. (2001), **Psychology**, BIOS Scientific Publications, New York
2. Elliot and Merrill, (1966), **Society and Culture an Introduction to Sociology**, Prentice Hall Inc.
3. Feldman Riberts, (1977), **Essentials of Understanding Psychology**, Tata McGraw Hill, New Delhi.
4. Ghurye, G.S. (1962), **Caste, Class and Occupation**, Popular Prakashan, Bombay.
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6. Kapadia, K.M., (1974), **Family and Marriage in India**, Oxford University

- Press, New Delhi.
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  10. Sarpall, Robert, (1976), **Cultures influence in Behaviour**, Metheun, London
  11. Shanmugavelayutham, K, (1998) **Social Legislation and Social Change**, Chennai, Vazhga Valamudan Publishers.
  12. Sinha, Raghuvir, (1980), **Social Change in Indian Society**, Concept, New Delhi.
  13. Verma, R.M. (2003), **Foundation in Psychology**, Common Wealth Publishers, New Delhi.
  14. Robert A. Baron, (2001), **Psychology**, Prentice Hall of India Pvt., Ltd., New Delhi.
  15. Ross Stagner, (1970), **Basic Psychology**, Tata McGraw Hill Publishing Company Ltd, New Delhi.
  16. Gardner Murphy, (1964), **An Introduction to Psychology**, Oxford and IBH Publishing and Co., Calcutta.

## SEMESTER – II

### Paper – VI – Community Organization

Total Teaching Hours : 60

#### Objectives

- To develop an understanding of the concepts related to working with community
- To gain knowledge of various approaches, skills and technique of working with communities.

#### Unit I

(12 Hrs)

Community Organization

Community organization : Definition, History, Philosophy, Principles, Scope of C.O. in India

Community Organization as a method of social work; community organization and community development

Understanding Human Rights in Community Practice.

#### Unit II

(12 Hrs)

Analysis of Community

Concept of Community : Definition, Sociological concept of community, community as a social system, subsystems in the community, types of communities and their characteristics, rural, urban and tribal communities.

Community Power Structure : Concepts of power, dimensions of community power relevant to community organization

Community Dynamics : Integrative and disintegrative forces, Participative groups and groupism, function of subgroups, Minority groups.

Gender and empowerment.

#### Unit III

(12 Hrs)

Models of C. O

General Content, Specific Content and Process

Locality development model, social planning model social action model  
Select methods – Public interest mobilization, Litigation, Protests and demonstrations.

Dealing with authorities, Public Relation, Planning, Monitoring and Evaluation.  
Process of C.O: Study Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation.

#### **Unit IV**

**(12 Hrs)**

##### **Models of Social Action**

Definition, principles and process of social action

Roles in different models attributes and attitude and skills

Paulo Freire, Saul Alinsky Model, Mahatma Gandhi, Martin Luther King, Women Centered model

Skills in Community Organisation and social action: Organizing, Communication, Training, Consultation, Public Relation, Resource Mobilization, Liasoning, Facilitating, Participatory skills, Net-working: Advocacy, Legislative Promotion

#### **Unit V**

**(12 Hrs)**

##### **Practice of C.O**

Community Organisation in Slums, in disaster situations.

##### **Recording in C.O.**

Recording principles, uses and types.

#### **Bibliography**

1. Clinard Marshall, B., (1970), **Slums and Community Development**, The Free Press, New York.
2. Gangrade, K.D., (1972), **Community Organization in India**, S. Chand and Co., Bombay.
3. Harper. E & Dunham, A., **Community Organization in Action**, Association Press, New York.
4. Hillma, Arthur, (1952), **Community Organization and Planning**, The Macmillan Company, New York.
5. Krammer Ralph & Specht Harry, (1975) **Community Organisation Practice**, New Jersey, Prentice Hall, Engelwood Cliffs.
6. Kuppusamy, B., (1989), **Social Change in India**, Vikas Publishing House (P), Ltd., New Delh.
7. Ross, Murray, G.,(1955) **Community Organization; Theory and Principles**, Harper and Brothers, Bombay.

## Paper – VII – Social Work Research and Statistics

**Total Teaching Hours : 60**

### **Objectives**

- To understand the nature and importance of the scientific method and appreciate the principles of social work research.
- To develop the capacity to independently conceptualize a problem and execute research
- To develop technical competence to assess and analyse social problems, needs and services.

### **Unit I**

**(12 Hrs)**

Scientific Inquiry

Scientific inquiry – Science meaning, assumption, scientific approach to inquiry, in comparison to common sense approach. Science and the study of social phenomena.

Hypotheses

Concepts and constructs, variables, conceptual and operational definition; levels of measurement

Hypothesis : Meaning, Importance, types, uses and requirements. Testing of Hypothesis.

Social work research

Definition and objectives, social work research, meaning, objectives, functions and limitations, scope of social work research in India.

### **Unit II**

**(12 Hrs)**

Research Design and Sampling

Basic research questions, Problem formulations in research

Types of research design – Exploratory, Descriptive, experimental, Case study, Social survey, Unobtrusive research strategies (content analysis, existing data analysis, historical analysis) Evaluative design, Participatory research design. Qualitative research characteristics and use of quality method in inquiry.

Sampling : Rational characteristics, Sample and population, Principles and methods of sampling, errors in sample surveys.

**Unit III (12 Hrs)**

Sources and types of data

Primary and Secondary, Objective and subjective, quantitative and qualitative data, their limitations.

Primary data and methods of collection

Observation: Structured and unstructured: Participant and Non-Participant observation.

Questionnaire, Interview Schedule: Meaning, Construction

Interview: Nature, Types and Process

Scaling Techniques: Concept and methods

Concept of validity and reliability of the tools of data collection pre-test.

Secondary data

Official data, personal documents, problems in the use of secondary data.

**Unit IV (12 Hrs)**

Data processing and presentation

Processing of Data : Content checking, editing data, classification, coding: tabulation of data manual analysis and interpretation and computer application, presentation: Diagrammatic and graphic presentation of data

Content of research report, reference, bibliography

Writing research proposals, writing research abstracts.

**Unit V (12 Hrs)**

Statistical Tools and their use

Statistics : Definition, importance, functions and limitations

Measures of Central Tendency : Arithmetic mean, median and mode

Measures of Dispersion : Range, quartile and standard deviations

Chi Square : Uses and applications

Applications of Karl Pearson's correlation test in social work research

Application of statistics in social work practice

**Bibliography**

1. Blalock, Hubert M. (1973) **Social statistics**, McGraw Hill, New York.
2. Casdey, K.J. and Kury, D.A. (1989), **Data Collection in Developing Countries**, English Language Book Society, Oxford.
3. Festinger, Leon Katz, Daniel, (1962), **Research Methods in the Behavioural Sciences**, The Dryden Press, New York.
4. Goode, William, J and Paul, K. Hatt, (1964), **Methods in Social Research**, McGraw Hill, New York.
5. Gopal, M.H., (1977), **An Introduction to Research Procedure in Social Sciences**, Asia Publishing House, Bombay.
6. Labovitz, Sanford and Hagedom, Robert, (1976), **Introduction to Social Research**, McGraw Hill, New York.
7. McMillen, Wayne, (1971), **Statistical Methods for Social Workers**, The University of Chicago Press, Chicago.
8. Moser, C.A., (1977), **Survey Methods in Social Investigation**, Heinemann,

- London.
9. Polansky, Normann, A., (ed.) (1964), **Social Work Research**, The University of Chicago Press, Chicago.
  10. Ramachandran, P, (1990), **Issues in Social Research In India**, TISS, Bombay
  11. Young, Pauline, V, (1971), **Scientific Social Surveys and Research**, Prentice Hall ,Englewood Cliffs.

### **Paper – VII – Field Work Practicum – II**

- ❖ Total no of field practicum hours 210 hours
- ❖ 2 days a week – 5 hrs per day. For workload 7½ hrs/day.

### **Objectives**

The broad objectives of II semester Field Work Practicum are to

- Acquire knowledge and practice related to social work intervention at the individual, group and community level in different fields.
- To train students to practice social work from an ecological, development and integrated perspective
- Develop skills for problem solving in work at the micro level and change at the macro level.
- Provide concurrent opportunity for the integration of class-room learning and Field Practicum
- Develop professional values and commitment and the professional ideal
- Develop skills to effectively use the integrated approach to problem solving and enhance skills of intervention, at the micro and the macro levels of system in relation to the needs and problems of the client system.
- Develop skills to organize people to meet their needs and solve their problems.
- Use roles appropriate to work e.g. advocacy for child's right, human rights.
- Develop an understanding of the pattern of behaviour of people – their strengths and their pathological behaviour.
- Develop the ability to carry out tasks in relations to service delivery and programme management. Routine administration, staff supervision and training, prepare project proposals, time management, management by objectives and enhancing skills in documenting.

- Recording skills to show interest, engagement in practice and enhanced growth as a practitioner
- Develop the ability to make innovative contribution to the organization's functioning
- Gain confidence to represent the profession in interdisciplinary teams, and integrate theory or classroom training into practice
- Develop the capacity to utilize instruction for enhancing and integrating field Practice
- Utilize field instructions for enhancing and integrating professional growth
- Make creative use of field instructions to evaluate mutual input
- Utilize practice-based research to test effectiveness of specific aspects of Intervention

Weekly individual conference with Faculty and Agency Supervisor to enable integration of theory and practice

Field Work Practicum Seminars

Viva – Voce to be conducted before the commencement of university Examinations.

## **ELECTIVE**

### **Paper – IX – Disaster Management**

**Total Teaching Hours : 60**

#### **Objectives**

- To develop an understanding of eco system equilibrium and dis-equilibrium
- To develop skills to analyze the factors contributing to disaster
- To develop and understanding of the process of Disaster Management
- To understand the role of the Social Worker in Disaster Management

#### **Unit I**

**(12 Hrs)**

Concept and Definition: Basic disaster aspects, types of disaster – natural, instantaneous, creeping, technological disasters and their interaction. Refugees / Repatriates-Issues and concerns of causes of disasters.

#### **Unit II**

**(12 Hrs)**

Principles of Disaster Management

Disaster Management cycle : Prevention, mitigation, preparedness, response, recovery and rehabilitation.

Stages in Disaster – pre, during and post disaster

Psycho social aspects of disaster.

#### **Unit III**

**(12 Hrs)**

Mitigation – guiding principles of mitigation

Problem areas – mitigation measures, risk management, vulnerability analysis, cost – effective analysis, risk reducing measures.

Formulation and implementation of mitigation programmes

#### **Unit IV**

**(12 Hrs)**

Disaster Management Authority Act, 2005 – Importance and special features.

Management Policy / Legislation, Relief, Recovery (Rehabilitation management policy, legislation), National / International resources (funding agencies)  
Intervening parties – Government, Voluntary organization, Local groups –  
Community participation, volunteers, social workers.

### **Unit V**

**(12 Hrs)**

Stress management of emergency workers.

Role of the Social Worker in Disaster Management

Implications of the HUGO model

Intersectional approaches in Utilization of resources / training and public  
Awareness

### **Bibliography**

1. Bose, B.C (2007) **Disaster Management in India**, New Delhi, Rajat Publication.
2. Goel S.L.(2005) **Encyclopedia of Disaster Management**, New Delhi, Deep & deep Publications Pvt. Ltd
3. Goel S.L (2001) **Disaster Management Organisations and Management of Health Management of Human Being and Animals**, New Delhi, Deep & Deep Publications.
4. Prabhas, Chandra, Sinha (2006) **Disaster Management Process, Law , Policy & Strategy** , New Delhi, SBS.Publications.
5. Prabhas, Chandra, Sinha (2006) **Disaster Mitigation, Preparednes, Recovery & Response**, New Delhi, SBS Publications.
6. Sanjay, K. Roy (2001), **Refugees and Human Rights**, Jaipur, Rawat Publications
7. Singh, R.B (2000), **Disaster Management**, Jaipur, Rawat Publications.
8. Verma, K, Manish,(2004), **Development, Displacement and Resettlement**, Jaipur, Rawat Publications.

## **ELECTIVE**

### **Paper – IX – Working with People living with HIV / AIDS**

**Total Teaching Hours : 60**

#### **Objectives**

- To help students get a better understanding of HIV / AIDS in India
- To enable students in developing skills to work with people living with HIV
- To encourage students in understanding the ethical and human rights issues
- involved and thereby plan strategies for rehabilitation.

#### **Unit I (12 Hrs)**

Introduction to Sexually Transmitted Diseases. Epidemiology of HIV / AIDS situation in the world. HIV / AIDS situation in India.

Approach to patients with suspected HIV infection. Pre-test and Post-test Counseling.

Target groups – sex workers, MSM, Truck drivers, IDU (Intra venous drug abuses) Street children.

#### **Unit II (12 Hrs)**

Assessment, Intervention; Psychological and social factors; opportunities to other diseases like Tuberculosis, Skin diseases, Cancer, Herpes, STD, Liver disorders, steroids that lead to medical complications; physical Examination; Emphasis on gender sensitivity. Transgender issues. Laboratory investigations required. Risk factors and likely contacts.

#### **Unit III (12 Hrs)**

Social Work approach to a patient living with HIV infection: Systemic approach – trust, confidence and confidentiality. Initial assessment, history taking and Intervention. Behaviour change communication :Life Skills.

#### **Unit IV**

**(12 Hrs)**

Awareness Raising and Preventative Programmes. Demythologising HIV / AIDS. – Sex education – peer influence / pressure – Adolescent behaviour – Sex, Alcohol and Drugs interplay – Use of condoms, prevention and control of STDs, HIV / AIDS – Healthy Sexuality and reproductive behaviour and relationship gender equity. HIV infection and pregnancy. Needle and condom distribution.

#### **Unit V**

**(12 Hrs)**

Social, ethical and legal issues involved. National AIDS Control Programmes (NACP) and role of NGOs – networking  
Essential skills to efficiently manage HIV / AIDS and STDs  
Social Support Systems  
Counseling the family – partner and children  
Strategies / Community Health Programmes  
Conducting and managing awareness programmes, Role of Social Workers  
Supportive groups – NP+,  
Positive Women Network, .

#### **Bibliography**

- 1.Das, A.K. (1998) **Strategies for Prevention and Control of HIV/AIDS in Developing Countries; Medicine Update, Vol8,230-5.**
- 2.Ministry of National Health And Welfare (1983) **Straight Facts about Drugs and Drug Abuse;** Canada,
- 3..Terrence C. Cox, Michael R. Jacobs,(1983) **Drugs and Drug Abuse – A Reference Text;** Eugene Leblanc & Joan A Marshman Toronto; Addiction Research Foundation,
4. Paranjape,Dr.Romah & Dr. Sanjay Mehendale, (2003), **AIDS- Updated Information- The Only Medicine,** Chennai ,Macmillan, India Ltd..
- 5.Sherly, Joseph,(2005), **Social Work Practice & Men who Have Sex With Men,** New Delhi, Sage Publication.
- 6.Willow,Pequegnet, Jose Sz Apocznik (2000) **Working With Families In the Era Of HIV/AIDS,** New Delhi ,Sage Publication Pvt Ltd

## **INTER DISCIPLINARY**

### **Paper – X – Women and Development**

**Total Teaching Hours : 60**

#### **Objectives**

- To develop an understanding of the perspective of women and development in Indian society.
- To develop and ability to identify areas of work with women and understand strategies to change the situation in terms of personal liberation as well as in terms of making women a part of the developmental process.
- To develop a capacity to examine the social systems that effect women in meeting growth needs and special needs.

#### **Unit I**

**(12 Hrs)**

Introduction

The concept of development with reference to women :

Women and Development; Gender in Development

Patriarchal Structures in India

Ideological and Socio-Cultural Constructs

Changing perspectives of the roles and obligations of women through history

The women's Movement with reference to approaches to Feminism – Liberal, radical, Socialist and Post Modern – Feminism in India

Education and Women's Development

Sexism in Education. Education as agent of sex role stereotyping

Reorganizing and using the education system for raising the status of women

Alternatives to formal education – non formal education, Adult education, continuing education, Distance Education.

#### **Unit II**

**(12 Hrs)**

### Women and Employment

The concept of work and worker as defined by National Sample Survey (NSS) and the Census of India and its effect on women's employment. Women's dual role.

Trends in Women's Employment

Feminization of poverty

### Unit III

(12Hrs)

Women and Health

Mortality and Morbidity patterns among women

Health as a gender issue

Family planning methods and their impact on women

Differential access to health services, rural and urban differential in health and its implication for the health of the rural women.

### Unit IV

(12 Hrs)

Women and Law

Safeguards and provisions relating to women in the Indian constitution

Legal rights of women in Indian with reference to marriage, Divorce,

Maintenance

Inheritance, Adoption, Employment, Maternity benefits.

Legal provision regarding Dowry, Sati, Rape, Prostitution, Eveteasing, Sexual Harassment and their effect of women – Violence against women in the family, work place, media.

### Unit V

(12 Hrs)

Intervention

Government policies and programmes

Action for ensuring human rights of women

Role of women's organization and activities group for ensuring human rights

Madar sangams and self-help Groups.

### Bibliography

1. Bashin, Kamala and Agarwal, (ed.) (1984), **Women and the Media – Analysis, Alternatives and Actions** Kali and women, New Delhi.
2. Blumbrg R.L. and Dwaraki, L., (1980), **India's Educated Women Options and constrains**, Hindustan Publishing Corporation, Delhi.
3. Devandar, Kiran, (1985), **Status and Position of women in India**, Shakthi Books, Delhi.
4. Kanhere Ushe S, (1987, **Women and Socialization**; Mittal Publications, Delhi.
5. Kausghik, Susheela, (ed,) (1987), **Women's Oppression – patterns and perspective**; Shakthi Books.
6. Neera Desai and Mathraj Krishnaraj, (1987), **Women and Society in India**, Ajanta Publications, New Delhi.
7. Usha Rao, N.J., (1981), **Women and Development Society**, Ashish Publishing House, New Delhi.

## **INTER DISCIPLINARY**

### **Paper – X – Management of Organizations**

**Total Teaching Hours : 60**

#### **Objectives**

- To understand the overall environment and its impact on the nature, structure and development of the organizations in corporate, public and voluntary, sectors in context of social work profession.
- Understand policies and procedures involved in establishing and maintaining human service organization, need for change.
- Acquire skills to network and participate in the management of resources – human material, environmental and network.
- Develop skills to participate in managements of programmes as a part of the inter-disciplinary team and initiate as well as develop new programmes
- Develop ability to analyze the practices applied in specific setting.

#### **Unit I**

**(12 Hrs)**

Social Services / Welfare Organization- A Historical Perspective, Role of Voluntary Organisations in Social Welfare

National Policy on Voluntary Sector, 2005

Development and welfare organizations response to societal needs, roles of state, Voluntary and corporate sector-Scope of Scientific Management in Welfare Organisation

#### **Unit II**

**(12 Hrs)**

Management Services

Types of settings, organizational characteristics like origin, nature, size,

structure and design, organizational climate and impact socio-political environment impact.

Management Process : Vision of planning, Organizing, directing staff, cooperation and evaluation

Establishments, registration, different types of legislation's, legal status, constitution rules and procedure, goals.

Financial Resources : Organizational budget, sources of finance, fund raising records, audit.

Physical : all activities related to acquiring, hiring and maintaining importable structure and infrastructure maintenance of premises and daily upkeep.

Enhancing the involvement and the potential of people in organizations executive board committees, professional and other staff, relationship, communication, team work, and facilitative, team building, supervision and participation in training.

### **Unit III**

**(12 Hrs)**

Programme Development

Programme Management : Project Planning -Long term and documentation

Project proposals based on needs, nature of resources, eligibility criteria, records, evaluation and research-SWOT Analysis, Project Monitoring, Project Evaluation.

Impact analysis – qualitative and quantitative

### **Unit IV**

**(12 Hrs)**

Public Relation

Public relations need and its promotion by all in the organization. Representing the organization, networking, public, corporate and voluntary sector, resource, building, Fund Raising ,accountability, transparency, use of media for publicity.

### **Unit V**

**(12 Hrs)**

Change and its Management

Understand and manage change, innovation- in a rapidly changing social environment : for policy programmes and structure.

Organizational Conflict

Understanding conflict, conflict resolution, creating positive climate.

### **Bibliography**

1. Choudhari, D. Paul, (1983), **Social Welfare Administration**, Atma Ram and sons, Delhi.
2. Garain S., (1998), **Organizational Effectiveness of NGO's**, Jaipur University Book House, Jaipur.
3. Goel, S.I. and Jian R.K. (1988), **Social Welfare Administrative: theory and Practice**, Vol I and II, Deep and Deep Publications Practice, New Delhi.
4. Haimann, A.A. (1982), **Professional Management Practice**, Eurasia Publications, Delhi.
5. Jackson, J., (1962), **Evaluation for Voluntary Organization**, Information and News Network, Delhi.

6. Kapoor K.K., (1986), **Directory of Funding Organization**, Information and News Network, Delhi.
7. Lauffer, A. (1977), **Getting the Resources you need**, Sage Publication, New Delhi.
8. Lauffer, A. (1977), **Understanding your Social Agency**, Sage Publication, London.
9. Lauffer, A., (1977), **Directory of Funding Organization**, Information and News Network, Delhi.
10. Luthans, Fred, (1990), **Organizational Behaviour** Boston, McGraw Hill, Irwin.
11. Priya, (1990), **A Manual on financial management and accounts keeping for Voluntary Organizations**, Society for Participatory research in Asia, Delhi.
12. Siddiqui, H.Y. (1984), **Social Work and Social Action**, Harnam Publications, New Delhi.
13. Slavin, S., (ed.) (1978), **Managing Finance Personnel and Information in Human Services**, Howorth Press, New York.
14. Weiner, M. (1982), **Human Service Management**, The Dorsey Press, Illinois.

### **List of Courses on Soft-Skills for PG Course**

<b>S. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
1	UOM S 002	LANGUAGE AND COMMUNICATION	2
2	UOM S 004	SPOKEN AND PRESENTATION SKILLS	2
3	UOM S 006	MANAGERIAL SKILLS	2
4	UOM S 008	COMPUTING SKILLS	2

## UOM S 002 LANGUAGE AND COMMUNICATION

### Objectives

- *enable* students to convert the conceptual understanding of communication in to everyday practice.
- *train* students to ground concepts/ideas in their own experience.
- *create* a learner-language interface enabling students to exercise control over language use.
- *sensitise* students to the nuances of the four basic communication skills – Listening, Speaking, Reading and Writing.

**UNIT I:** Twinning Functions of Listening and Speaking.

**UNIT II:** Twinning Functions of Reading and Writing.

**UNIT III:** Individual Communication.

**UNIT IV:** Intermediary Communication.

**UNIT V:** Social Communication.

### Recommended Texts

- Windshuttle, Keith and Elizabeth Elliot. 1999. *Writing, Researching and Communicating: Communication Skills for the Information Age*. 3<sup>rd</sup> Reprint. Tata McGraw-Hill. Australia.
- Dignen, Flinders and Sweeney. *English 365*. Cambridge University Press.
- Goleman, Daniel. 1998. *Working with Emotional intelligence*. Bantam Books. New York.
- Jones, Leo and Richard Alexander. 2003. *New International Business English*. Cambridge University Press.

### Websites

- [www.tatamcgrawhill.com/sites/0070600988](http://www.tatamcgrawhill.com/sites/0070600988)

## UOM S 004 SPOKEN AND PRESENTATION SKILLS

### Objectives

- *coach* students to identify, classify and apply relevant skill sets.
- *illustrate* role of skills in real-life situations with case studies, role play, etc.
- *translate* performance of skills into efficient habits.
- *enable* students to perceive cultural codes involved in presentation and design language performance accordingly.

**UNIT I:** General Language Knowledge and Presentation.

**UNIT II:** Special Language Knowledge and Presentation.

**UNIT III:** General Communication Skills for Presentation.

**UNIT IV:** Professional Communication Skills for Presentation.

**UNIT V:** Social Communication Skills for Presentation.

### Recommended Texts

- Cathcart, Robert. S. and Larry A. Samovar. 1970. *Small Group Communication: A Reader*. 5<sup>th</sup> Edition. Wm. C. Brown Publishers. Iowa.
- Tamblyn, Doni and Sharyn Weiss. 2000. *The Big Book of Humours Training Games*. 2004 Edition. Tata McGraw-Hill. New Delhi.
- Andrews, Sudhor. 1988. *How to succeed at Interviews*. 21<sup>st</sup> Reprint. Tata McGraw-Hill. New Delhi.
- Monippally, Matthukutty. M. 2001. *Business Communication Strategies*. 11<sup>th</sup> Reprint. Tata McGraw-Hill. New Delhi.

## UOM S 006 MANAGERIAL SKILLS

### Objectives

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management.
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

### Unit I- Stress management

- Definitions and Manifestations of stress.
- Stress coping ability and stress inoculation training.
- Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

### Unit II- Conflict Management skills

- Types of conflict (intrapersonal, Intra group and inter group conflicts).
- Basic concepts, cues, signals, symbols and secrets of body language.
- Significance of body language in communication and assertiveness training.
- Conflict stimulation and conflict resolution techniques for effective management.

### Unit III- Interpersonal Skills

- Group decision making (strengths and weaknesses).
- Developing characteristics of charismatic and transformational leadership.
- Emotional intelligence and leadership effectiveness- self awareness, self management, self motivation, empathy and social skills.
- Negotiation skills- preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

### Unit IV- Time Management

- Time wasters- Procrastination.
- Time management personality profile.
- Time management tips and strategies.
- Advantages of time management.

### Unit V- Towards Empowerment

- Stimulating innovation and change- coping with “temporariness”.
- Network culture.
- Power tactics and power in groups (coalitions).
- Managerial empowerment and entrepreneurship.
- Prevention of moral dwarfism especially terrorism.
- Altruism (prosocial behaviour/helping behaviour).

- Spirituality (clarifications with regard to spirituality)- strong sense of purpose- trust and respect- humanistic practices- toleration of fellow human beings expressions.

### **PRACTICAL TRAINING**

Relaxation exercises- Western (Autogenic Relaxation) and Indian techniques (Shavasana).

Role-play.

Transactional Analysis.

### **REFERENCES**

1. Swaminathan. V.D & Kaliappan. K.V. (2001). Psychology for Effective Living. Chennai. The Madras Psychology Society.
2. Robbins, S.B. (2005). Organizational Behaviour. New Delhi: Prentice Hall of India.
3. Smith, B. (2004). Body Language. Delhi: Rohan Book Company.
4. Hurlock, E.B. (2006). Personality Development, 28<sup>th</sup> Reprint. New Delhi: Tata McGraw Hill.

## UOM S 008 COMPUTING SKILLS

**Objective:** The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Power point etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any6 work place have MS Office installed for their day to day activities. The course is highly practice oriented rather than regular class room teaching.

**Pre-requisite:** Pass in Level B are an equivalent course.

**Unit I:** *Word Processing* – Formatting – Paragraph and character styles, templates and wizards, table and contents and indexes, cross referencing; Tables and Columns – creating manipulating and formatting; Mail Merge, Labels and Envelopes.

**Unit II:** *Spreadsheets* – Workbook, Building, Modifying, navigating; worksheet- Autofiull, copying and moving cells, inserting and deleting rows, printing; Formulas and functions- Troubleshooting formulas, Functions and its forms like database, financial, logical, reference , mathematical and statistical – Databases – Creating, sorting, filtering and linking.

**Unit III:** *Presentations* – Power point – exploring, creating and editing slides, inserting tables and charts- special effects- Clip Art, creating and drawing shapes, inserting multimedia content – presentations – planning, animation, handouts, slideshow..

**Unit IV:** *Databases* – Access – Components, creating a database and project, import and exporting, customizing; Tables- creating and setting fields; Queries –Types, creating, wizard- Reports- creating and layout.

**Unit V:** *Information Management* – Outlook – Starting, closing, contacts, tool bars, file management; email-reading, composing, responding, attachments, signature, junk mail; tasks- screen, sorting, creating, deleting, assigning, updating; scheduling- calendar.

Note: All units needs an approach through practical exposure.

References:

1. Working in Microsoft Office; Ron Mansfield, Tata McGraw Hill
2. Microsoft Excel 2007; Guy Hart Davis, Tata McGraw Hill.

**Examination:**

1. Internal assessment could be based on Theory and/or practicals.
2. End semester is based on practicals.