



RKDF UNIVERSITY

(ESTABLISHED BY AN ACT OF GOVT. OF M.P. AND APPROVED BY UGC UNDER SECTION 2(F) OF 1956)

NAAC 'A+' Accredited University

Annexure-VI

(QUALITY ASSURANCE GUIDELINES OF LEARNING MATERIAL IN MULTIPLE MEDIA AND CURRICULUM AND PEDAGOGY)

QUALITY ASSURANCE GUIDELINES OF LEARNING MATERIAL IN MULTIPLE MEDIA AND CURRICULUM AND PEDAGOGY

A. For Open and Distance Learning mode

1. Learning Materials (Print Media): Quality Standard

1. Learning Materials through print-media is termed as Self Learning Materials (SLM), being developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating.
2. The Self Learning Material shall be self-contained providing complete course description comprising overview of units alongwith objectives, activities, assignments and additional resources.
3. There shall be description of credit value of each module or unit in the course.
4. The course material shall provide an environment for practice, at the learner's own pace and in his/her own time.
5. There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding activities, discussions and plagiarism.
6. The course shall be designed to teach concepts and skills that the learner will retain throughout the study.
7. There shall be multiple learning paths for engaging the learner in active learning.
8. The content shall provide opportunities for learners to engage in higher-order thinking, critical-reasoning activities and thinking in increasingly complex ways.
9. The following is an indicative list of quality standards for printed learning materials:
 - a. The Self Learning Material shall be structured on the Learning Outcome based Curriculum Framework (LOCF).
 - b. The Self Learning Material shall be designed with the approach of two-way communication between the learner and content. The content of Self Learning Material shall be presented in an interactive, conversational format with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Materials
 - c. The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
 - d. The learner should get clear information about the structure of the programme and course.
 - e. There shall be detailed concept/learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies with clearly stated learning outcomes.
 - f. The Self Learning Material shall encourage learner to apply new knowledge and skills.
 - g. The content of a course should be divided into a few Blocks on major related themes, each block containing a few Units on a major theme for effective learning.
 - h. Units in the Self Learning Material shall be developed in defined formats with the following features, namely:-
 - i. Consistent layout and format;
 - ii. Inclusion of overview of content;

- iii. A unit structure, Introduction, and expected learning outcomes and reference to prior learning at the beginning of the unit and Summary at it send;
- iv. Presentation of content in appropriate sequence in sections and sub-sections synchronized with learning objectives and outcome, containing plenty of examples including national or international case studies, wherever relevant;
- v. Explanation of icons, symbols, formula etc. used in content;
- vi. Explanation on technical, new, difficult terms or word in a glossary/ keyword section;
- vii. Inclusion of adequate suggested reading (both print and online).

II. Audio–Video Material: Quality Standards

The following is an indicative list of quality standards for audio-video materials:

- i. The audio-video material shall supplement and complement the Self Learning Material and based on the curriculum structure.
- ii. There shall be adequate consideration of learners‘ prior knowledge, skills and attitudes.
- iii. Level and style of presentation and language shall be simple and appropriate to aid in self-learning.
- iv. There shall be clear information on types of support material and study activities to be used by the learner.
- v. It shall be clear and unambiguous, also preferably free from pedagogic jargon.
- vi. The aim, objective and target audience for the audio or video material shall be clearly defined.
- vii. It shall conform to the learning outcomes.
- viii. There shall be clear guidelines with regard to the use of the audio or video material vis-a-vis other content of the course.
- ix. Audio or video material shall be developed in forms and formats that will be easily accessible by the learners and compatible with web- based delivery.
- x. Audi or video material shall provide continuity and coherence within and between audio or video based study sessions.
- xi. The content need to be interactive with appropriate use of graphics, animations simulation etc. to keep the learners engaged.

III. Online and Computer based Material: Quality Standards

1. The following is an indicative list of quality standards for Online and Computer based materials:
 - a. The digital content should not be merely scanned files of the Self Learning Material. If content is scanned it should be made available in accessible format such as Word Processing, Portable Document Format or E-Pub format.
 - b. The file size should not be very heavy so that the learners are easily able to access and download the content.
 - c. The course content in digital format shall be easy to navigate and searchable through metadata.

- d. The digital content needs to be Unicode compliant so that font issues are not faced by the learners specially in the case of Indian languages.
- e. Digital content should be accessible to all with special attention to the needs of the learners with disabilities.
- f. The digital content shall be available across platforms and devices.
- g. Since the learners may not have access to unlimited Internet data plan, it is advisable that the audio-video material is made available through streaming server instead of file uploaded as such on the server.
- h. The compression of the digital files needs to be optimised so that the quality is not compromised and content is easily accessible.
- i. For digital content the appropriate required players need to be easily available or made available.

IV. Curriculum and Pedagogy: Quality Standards

1. The following is an indicative list of quality standards for curriculum and pedagogy:
 - a. The curriculum objectives shall be consistent with the mission of the Higher Educational Institution.
 - b. There shall be involvement of all the stakeholders in the process of framing the curriculum objective.
 - c. While designing the curriculum, the Higher Education Institution shall take into consideration the University Grants Commission Model Curriculum and the Learning Outcome- based Curriculum Framework (LOCF) and incorporate local or regional needs.
 - d. There shall be rationale for the appropriateness of the curriculum to the stage of learning.
 - e. There shall be linkages of the curriculum to previous and subsequent stages of learning.
 - f. There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc).
 - g. The structure of curriculum shall be defined.
 - h. There shall be a complete strategy on teaching and learning methods.
 - i. The instructional methods or pedagogy and the media mix should be clearly spelt out.
 - j. A comprehensive methodology for assessment and evaluation should be clearly stated.
 - k. The content shall be reliable and justify the learning outcome(s).
 - l. There shall be clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.
 - m. There shall be the use of reference points and expertise from outside the Higher Educational Institution, if required, in programme design and in the processes of programme development and approval.
 - n. There shall be relevance of curriculum to national competency requirement.
 - o. There shall be description of credit value of each module or unit in the course.



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce (B.Com)
SCHEME

First Semester

Academic Session : 2022-23

| S.No | Subject Code | Subject Name | Marks Distribution | | | | | | Credits |
|--------------------|--|---|---|-----------------|--------------------|----------|----------------|------------|-----------|
| | | | CAA (Continuous Assessment & Assignment) | Theory Marks | Practical Marks | | Total Marks | | |
| | | | | | Max. | Min. | Max. | Min. | |
| 1 | BCOM-101/M1T Major (Core) | Financial Accounting | 30 | 70 | - | - | 100 | 35 | 06 |
| 2 | BCOM-102/M2T (Minor) | Business Organizations & Communication | 30 | 70 | - | - | 100 | 35 | 06 |
| 3 | BCOM GEC-103 | 1.Money and Banking | 30 | 70 | - | - | 100 | 35 | 04 |
| | | 2.Sales Promotion | | | | | | | |
| | | 3.Communicative English | | | | | | | |
| | | 4.Organizational Behavior | | | | | | | |
| | | 5.Child rights and Women Empowerment | | | | | | | |
| | | 6.Computational Mathematics | | | | | | | |
| | | 7.Numerical Methods | | | | | | | |
| | | 8.Herbal Cosmetics | | | | | | | |
| | | 9.Computer Fundamentals | | | | | | | |
| 4 | BCOM-104 (AEC) | Environmental Studies | 30 | 70 | - | - | 100 | 35 | 04 |
| Grand Total | | | 120 | 280 | - | - | 400 | 140 | 20 |

Note: The Student may opt for any one of the Generic elective Course.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce SCHEME

Second Semester

Academic Session: 2022-23

| S.No. | Subject Code | Subject Name | Marks Distribution | | | | | | Credits |
|--------------------|--|---|---|-----------------|--------------------|----------|-------------|------------|-----------|
| | | | CAA (Continuous Assessment & Assignment) | Theory Marks | Practical Marks | | Total Marks | | |
| | | | | | Max. | Min. | Max. | Min. | |
| 1 | BCOM-201/M1T Major (Core) | Business Regulatory Framework | 30 | 70 | - | - | 100 | 35 | 06 |
| 2 | BCOM-202/M2T (Minor) | Business Mathematics | 30 | 70 | - | - | 100 | 35 | 06 |
| 3 | BCOM GEC-203 Generic Elective | 1. Business Economics | 30 | 70 | - | - | 100 | 35 | 04 |
| | | 2. Banking Institution in India | | | | | | | |
| | | 3. Banking Insurance | | | | | | | |
| | | 4. Advertising Sales Promotion and Management | | | | | | | |
| | | 5. Computer Fundamental | | | | | | | |
| | | 6. Probability and Statistics | | | | | | | |
| | | 7. Discrete Mathematics | | | | | | | |
| 4 | BCOM-204 (AEC) | English Language | 30 | 70 | - | - | 100 | 35 | 04 |
| Grand Total | | | 120 | 280 | - | - | 400 | 140 | 20 |

Note: The Student may opt for any one of the Generic elective Course.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce (B.Com)

SCHEME

Third Semester

Academic Session : 2023-24

| S.No | Subject Code | Subject Name | Marks Distribution | | | | | | Credits |
|--------------------|---------------------------------|--|--|-----------------|--------------------|----------|-------------|------------|-----------|
| | | | CAA (Continuous Assessment & Assignment) | Theory Marks | Practical Marks | | Total Marks | | |
| | | | | | Max. | Min. | Max. | Min. | |
| 1 | BCOM-301/MIT Major (Core) | Corporate Accounting | 30 | 70 | - | - | 100 | 35 | 06 |
| 2 | BCOM-302/M2T (Minor) | Business Statistics | 30 | 70 | - | - | 100 | 35 | 06 |
| 3 | BCOM GEC-303/1 | Applied Economics | 30 | 70 | - | - | 100 | 35 | 04 |
| | BCOM GEC-303/2 | Financial Market Operations | | | | | | | |
| | BCOM GEC-303/3 | E- Commerce | | | | | | | |
| | BCOM GEC-303/4 | SOCIOLOGY (Population and Society) | | | | | | | |
| | BCOM GEC-303/5 | ENGLISH (Language and Linguistics) | | | | | | | |
| | BCOM GEC-303/6 | HISTORY(History- Constitutional History of India) | | | | | | | |
| | BCOM GEC-303/7 | POLITICAL SCIENCE (Indian Foreign Policy) | | | | | | | |
| | BCOM GEC-303/8 | Child Rights and Woman Empowerment | | | | | | | |
| 4 | BCOM-304/1 (SEC) | Startups & Entrepreneurship | 30 | 70 | - | - | 100 | 35 | 04 |
| | BCOM-304/2 (SEC) | Retail Management | | | | | | | |
| | BCOM-304/3 (SEC) | Creative Writing | | | | | | | |
| | BCOM-304/4 (SEC) | Tourism, Transport and travel Services | | | | | | | |
| | BCOM-304/5 (SEC) | Managing Elections and Election Campaign | | | | | | | |
| | BCOM-304/6 (SEC) | Social Survey and Report Writing | | | | | | | |
| | BCOM-304/7 (SEC) | Personality Development | | | | | | | |
| Grand Total | | | 120 | 280 | - | - | 400 | 140 | 20 |

Note : The student may opt for any one Subject from Generic Elective Course and Skill Enhancement Course.



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce B.Com
SCHEME
Fourth Semester
Academic Session
2023-24

| S.No | Subject Code | Subject Name | Marks Distribution | | | | | | Credit |
|--------------------|---------------------------------|--|--|-----------------|--------------------|----------|----------------|------------|-----------|
| | | | CAA (Continuous Assessment & Assignment) | Theory Marks | Practical Marks | | Total Marks | | |
| | | | | | Max | Min | Max | Min | |
| 1 | BCOM-401/MIT Major (Core) | Cost Accounting | 30 | 70 | - | - | 100 | 35 | 06 |
| 2 | BCOM-402/M2T (Minor) | Principle of Management | 30 | 70 | - | - | 100 | 35 | 06 |
| 3 | BCOM GEC-403/1 | Rural Development in India | 30 | 70 | - | - | 100 | 35 | 04 |
| | BCOM GEC 403/2 | Corporate Law | | | | | | | |
| | BCOM GEC-403/3 | Personality Development | | | | | | | |
| | BCOM GEC-403/4 | Basics of public Administration | | | | | | | |
| | BCOM GEC-403/5 | Language, Literature and Culture | | | | | | | |
| | BCOM GEC-403/6 | Constitutional History (1773 to 1947) | | | | | | | |
| | BCOM GEC-403/7 | “Sociology of Journalism and Media” | 30 | 70 | - | - | 100 | 35 | 04 |
| | BCOM GEC-403/8 | Organisational Behaviour | | | | | | | |
| 4 | BCOM-404/1 (SEC) | Communication Skills | 30 | 70 | - | - | 100 | 35 | 04 |
| | BCOM-404/2 (SEC) | Financial Services And Insurance | | | | | | | |
| | BCOM-404/3 (SEC) | Art Appreciation: An Introduction to Indian Art | | | | | | | |
| | BCOM-404/4 (SEC) | Your law & Your Right | | | | | | | |
| | BCOM-404/5 (SEC) | Social welfare and Security | | | | | | | |
| Grand Total | | | 120 | 280 | - | - | 400 | 140 | 20 |

Note: The Student may opt for any one Subject from Generic Elective Course and one subject from Skill Enhancement Course.



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Second Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|---------------------|
| B.Com | Major | BUSINESS REGULATORY FRAMEWORK | BCOM-201/MIT |
| Total Credit: 6 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

1. Examine various aspects of entering a contract and implications of different types of contracts.
2. To Differentiate between contract of Indemnity and guarantee, contract of Bailment and pledge.
3. To understand the concept of negotiable instruments and their essential of validity.
4. Describe the significant provision of the consumer Protection Act to protect the interest of the consumers. Explain the law governing regulation and management of foreign exchange under FEMA.
5. Discuss the laws governing partnership and legal consequences of their transactions and other action in relation with the partnership and examine contractual obligations and provisions governing limited liability partnership.

| Unit | Topics | Duration (In Hours) | Marks |
|------|---|---------------------|-------|
| I | Historical Background of Business Laws in India, Indian Contract Act 1872-General Laws Hkkjr esa O;kolkf;d IfUu;keksa dh ,frgkfld i`"BHkwfe] Hkkjrh; vuqca/k vf/kfu;e 1872&lkekU; mica/k | 26 | 20 |
| II | Contract Relating to Indemnity and Guarantee gkfu j{k k ,oa izfrHkwfr vuqca/k ¼/kkjk 124 ls 147 rd½ | 10 | 20 |
| III | Negotiable Instrument act 1881- General Introduction, Negotiable Instrument (amendment) Act 2002 ijkØkE; foys[k vf/kfu;e 1881 dk lkekU; ifjp; rFkk la'kksf/kr ijkØkE; foys[k ¼la'kks/ku½ ,vf/kfu;e 2002 dk ifjp; | 18 | 20 |
| IV | General Introduction of Consumer Protection Act 1986 and 2018, FEMA (Foreign Exchange Management Act). miHkksDrk laj{k.k vf/kfu;e] 1986 dk lkekU; ifjp; ,oa miHkksDrk laj{k.k vf/kfu;e] 2018 dk ifjp; ,oa o.kZu Qsek | 18 | 20 |
| V | Indian Partnership Act 1932- General Introduction. Limited Liability Partnership act 2008. Hkkjrh; lk>snkj vf/kfu;e] 1932 , lhferr ns;rk lk>snkj vf/kfu;e] 2008 | 18 | 20 |

Recommended Reference Books:

| Name of the Book | Author/Authors Name | Publisher | Edition |
|-------------------------------|--|------------------------------|---------|
| Business Regulatory Framework | Dr. G.K. Varshney | Sahitya Bhawan Publication | 2021 |
| Elements of Business Law | N.D. Kapoor | Sultan Chand | 2019 |
| Business Regulatory Framework | Tejpal Sheth | Pearson | 2012 |
| Business Law | P.C. Tulsian Bharat Tulsian | McGraw Hill | 2018 |
| Business Law | Dr. R.L. Nolakha | Ramesh Book Depot | 2017 |
| Business Regulatory Framework | Dr. Jyoti Mathur and Dr. Vinay Kumar Verma | Thakur Publication Pvt. Ltd. | 2022 |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Second Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|---------------------|
| B.Com | Minor | BUSINESS MATHEMATICS | BCOM-202/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

1. To apply basic terms of integration in solving practical problems in the field of business.
2. Connect acquired knowledge and skills with practical problems in economic practice.
3. To explain basic methods of Business calculus, types and methods of interest account and their basic applications in practice.
4. To solve problems in the area of business calculus, types and methods of interest account and their basic applications in practice.
5. To discuss effects of various types and methods of interest account.

| Unit | Topics | Duration (In Hours) | Marks |
|------|---|---------------------|-------|
| I | Brief History of Vedic Mathematics in Indian Knowledge tradition, methods and practice of quick calculation of addition, multiplication, division, square and square root of numbers, method of quick verification of answers from Digit Sum. Hkkjrh; Kku ijEijk esa oSfnd xf.kr dk laf{klr bfrgkl oSfnd xf.kr ds ek;/e ls] la];kvks ds tksM+] xq.koxZ ,oa oxZewy dh Rofjr x.kuk dh fof/k;ka ,oa Hkkx] vH;kl] ;ksxkad ls mRrj ds Rofjr IR;kiu dh fof/k | 18 | 20 |
| II | Rules for sign in algebra and practice, Rules for Calculation(BODMAS) and practice, simultaneous Equations- Meaning, Characteristics, types, Calculations(with word problems). chtxf.kr esa fpUgksa laca/kh fu;e ,oa vH;kl] x.kuk laca/kh fu;e ,oa vHk~ BODMAS ;qxir lehdj.k % vFkZ fo'ks"krk,a izdkj ,oa x.kuk,a gS bckjrh iz'u lfgr | 18 | 20 |
| III | Theory of Indices(preliminary Knowledge only formulae). ?krkad ds fl)kar ¼izkjafHkd Kku½] y?kqx.kd ,ao izfry?kqx.kd fl)kar ,ao x.kuk,a] izfr'kr | 18 | 20 |
| IV | Ratio, Proportion, Percentage, Discount, Brokerage. vuqikr] lekuqikr] vigkj cV~] nykyh | 18 | 20 |
| V | Commission, Average, Profit and Loss, Simple Interest and Compound Interest deh'ku] vkSlr] ykHk ,oa gkfu , lk/kkj.k C;kt] pØo`f) C;kt | 18 | 20 |

Recommended Reference Books.

| Name of the Book | Author/Authors Name | Publisher | Edition |
|----------------------|---------------------|---|---------|
| Business Mathematics | Dr. Abhilasha Magar | Himalaya Publication Mumbai | 2021 |
| Business Mathematics | Sacheti & Kapoor | Sultan Chand and Sons New Delhi | 2020 |
| Business Mathematics | JK Sharma | JK International Pvt. Ltd. New Delhi | 2021 |
| Business Mathematics | Kumar Mrityunjay | Sultan Chand and Sons New Delhi | 2020 |
| Business Mathematics | Dr. Mahesh Agrawal | Ramprasad and sons | 2021 |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Second Semester

| | | | |
|------------------------|-------------------------|--|--|
| Course | Category | Subject | Subject Code |
| B.Com | Generic Elective | BUSINESS ECONOMICS | BCOM GEC-203/1 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

1. Understand how household (demand) and businesses (supply) interact in various market structures to determine price and quantity of good produced.
2. Understand the links between household behaviour and the economic models of demand.
3. Represent demand, in graphical form, including the downward slope of the demand curve and what shifts the demand curve.
4. Understand the links between production costs and the economic models of supply.
5. Understand the concept of pricing
6. Analyse operations of markets under varying competitive conditions

| Unit | Topics | Duration (In Hours) | Marks |
|------|---|---------------------|-------|
| I | Historical background of economics in India with special reference to Kautilya, Definition of Economics, Concept of Micro and Macro Economics, Method of Economic study, Economics Law and their nature, Significance of Economics, Basic problems of Economics Hkkjr esa vFkZ'kkL= dh ,frgkfld i`"BHkwfe dkSfVY; ds fo'ks"k lanHkZ esa] vFkZ'kkL= dh ifjHkk"kk O;f"Vxr ,oa lef"Vxr vFkZ'kkL= dh vo/kkj.kk vkfFkZd v/;;u dh jhfr;ka vFkZ'kkL= ds fu;e ,oa mudh izd`fr] vFkZ'kkL= dk egRo] vFkZO;oLFkk dh vk/kkjHkwr leL;k;sa | 12 | 20 |

| | | | |
|-----|---|----|----|
| II | Elasticity of Demand, Concept and measurement of Elasticity of Demand, Price, Income and cross elasticity, Average Revenue, Marginal Revenue and Elasticity of Demand, Determination of Elasticity of Demand, Importance of Elasticity of Demand. ekax dh yksp % ekax dh yksp dh vo/kkj.kk dh ekax dh dher] vk; ,oa vkM+h yksp] vkSlr vkxe] lhekax vkxe rFkk ekax dh yksp dk fu/kkZj.k] ekax dh ewY; lkis{krk dk egRo A | 12 | 20 |
| III | Factors of Production – Land, Labour, Division of labour, Efficiency of Labour, Capital, Organisation and enterprises, the scale of production, Rent-concept, Ricardian and modern theories of Rent, Wages-Concept, nominal and real wages, Profit-Nature, Concept and types of profit. mRifRr ds lk/ku% Hkwfe] Je% Je foHkktu Je dh dk;Zdq'kyrk] iawth] laxBu o lgl] mRiknu dk iSekuk , yxku vo/kkj.kk] fjdkMksZ dk yxu fla)kar] yxku dk vk/kqfud fl)kar] etnwjh vo/kkj.kk] uxjh o vly etnwjh] ykHkizd`fr vo/kkj.kk o ykHk ds | 12 | 20 |
| IV | Production function and Law of returns, Return of scale, Equal product curve analysis, Market and their classification, Theory of cost and concept of revenue. mRiknu Qyu o izfrQy ds fu;e] iSekus dk izfrQy] leksRikn oØ fo'ys"k.k] cktkj ,oa mldk oxhZdj.k] ykxr dk fl)kar o vkxe dh vo/kkj.kk | 12 | 20 |
| V | Price determination under perfect competition and equilibrium of the firm, Monopoly-price and output determination and monopoly control, Price determination under monopoly, Imperfect and monopolistic Competition- price determination. iw.kZ izfr;ksfxrk esa dher fu/kkZj.k o QeZ dk lke~] ,dkf/kdkj dher o mRiknu fu/kkZj.k ,oa ,dkf/kdkj fu;a=.k] ,dkf/kdkj ds varxZr dher foHksn] viw.kZ ,oa ,dkf/kd`r izfr;ksxh dher fu/kkZj.k | 12 | 20 |

Recommended Reference Books.

1. मध्य प्रदेश हिंदी ग्रंथ अकादमी भोपाल की पुस्तक
2. Kennedy John Fundamentals of Business Economics Himalaya Pub. Nagpur
3. Singh Dr. S.K. Business Economics Sahitya Bhawan Publication Agra
4. Bhatiya H.L. Micro Economics Modern Publisher New Delhi
5. मिश्रदाजपी व्यवसायिक अर्थशास्त्रसाहित्य भवन प्रकाशन

Suggestive digital platforms, web links:

1. [https://www.icsi.edu/media/website/Business%20Economics%20\(FndProg\).pdf](https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf)
2. <http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf>
3. <https://old.mu.ac.in/wp-content/uploads/2020/01/FYBCOM-BUSSINES-ECO-I-Eng.pdf>
4. <http://elibrary.vssdcollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf>



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Second Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | Banking Institutions in India | BCOM GEC-203/2 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

1. Students will gain a strong understanding about the Banking Structure in India.
2. Students will get acquainted with regulatory structure of Banking sector in India.
3. Students will understand about various banking institutions including rural banking institutions along with their basic functions and their role in economic development.
4. Students will gain a deeper insight about emerging trends in banking in India.

| Unit | Topics | Duration (In Hours) | Marks |
|------|--|------------------------|-------|
| I | <p>Introduction: Structure of the Indian banking system, Origin and evolution of banks, Concept, Definitions and importance of Bank, Primary and Secondary functions of Bank, Role of Banks in Economic Development, Prospects and Challenges of Indian Banking System.</p> <p>Keywords - Indian Banking System, Structure of Indian Banking System, Challenges to Indian banking.</p> <p>ifjp;% Hkkjrh; cSafdax iz.kkyh dh lajpuk% cSad dk mn`e ,oa fodkl% cSad dh vo/kkj.kk] ifjHkk"kk;sa ,oa egRo] cSad ds eq[; vkSj lgk;d dk;Z] vkfFkZd fodkl esa cSad dh Hkwfedk] Hkkjrh; cSafdax iz.kkyh dh pqukSfr;ka vkSj laHkkouk;saA 'kCndaqth% Hkkjrh; cSafdax iz.kkyh] Hkkjrh; cSafdax iz.kkyh dh lajpuk] Hkkjrh; cSafdax dh pqukSfr;ka</p> | 12 | 20 |
| II | <p>Regulatory Institutions: Objectives of Central Bank and its role in economy, Reserve Bank of India (RBI)- Organization, Objectives, Role, Functions, Credit creation and Control, Banking Sector Reforms, Banking Regulation Act 1949, New Licensing Policy (RBI)</p> <p>Keywords - Central Bank, RBI, Banking Sector Reforms, Banking Regulation Act 1949, New Licensing Policy (RBI)</p> <p>fu;ked laLFkk;sa% dsUnzh; cSad ds mls'; ,oa vFkZO;oLFkk esa bldh Hkwfedk] Hkkjrh; fjtZ cSad & laxBu] mls';] Hkwfedk] dk;Z] lk[k fuekZ.k ,oa fu;a=.k] cSafdax {ks= esa lq/kkj] cSafdax fofu;eu vf/kfu;e 1949] Hkkjrh; fjtZ cSad dh uohu yk;lsal uhfrA 'kCndaqth% dsUnzh; cSad] Hkkjrh; fjtZ cSad]cSafdax {ks= esa lq/kkj] cSafdax fofu;eu vf/kfu;e 1949 Hkkjrh; fjtZ cSad dh uohu yk;lsal uhfrA</p> | 12 | 20 |
| III | <p>Banking Institutions: Types of Banks- Objectives, Structure, Functions of Commercial Banks, (Public, Private and foreign Banks). Development Banks, Payments Banks, Small Finance Banks, Indigenous Banks. Role of Banking institutions in economic development, Prospects and Challenges of Banking Institutions in India.</p> <p>Keywords- Banking Institutions, Commercial Banks, Role of banking</p> | 12 | 20 |

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|----|--|----|----|
| | <p>institutions, prospects and challenges</p> <p>cSafdax laLFkk;sa%</p> <p>cSad ds izdkj & O;kikfjd cSad ¼lkoZtfud] futh ,oa fons'kh cSad½] fodkl cSad] Hkqxrku cSad] y?kq for cSad] ns'kh cSad]Z ds mls';] lajpuk vkSj dk;Z% vkfFkZd fodkl esa cSafdax laLFkkuksa dh Hkwfedk] Hkkjr esa cSafdax laLFkkuksa dh pqukSfr;ka ,oa IEHkkouk;saA</p> <p>'kCndqath% cSafdax laLFkk;sa] O;kikfjd cSad] cSafdax laLFkkvksa dh Hkwfedk] cSafdax laLFkkuksa dh pqukSfr;ka vkSj laHkkouk;sa</p> | | |
| IV | <p>Rural Banking institutions:</p> <p>Rural Banking institutions: Features, Objectives, structure, Functions of Commercial banks, Co-operative Banks, Primary Agriculture Credit Societies (PACS), Regional Rural Banks, Micro credit Institutions and NABARD Role of Banking institutions in rural development, Prospects and Challenges of Rural Banking Institutions in India.</p> <p>Keywords - Rural Banking Institutions, Cooperative Banks, Regional Rural Banks, Micro credit, NABARD, prospects and challenges</p> <p>xzkeh.k cSafdax laLFkk;sa%</p> <p>xzkeh.k cSafdax laLFkk;sa & O;kikfjd cSad] lgdkjh cSad] izkFkfed d`f`k lk[k lfevr ¼PACS½] {ks=h; xzkeh.k cSaad] lw{e lk[k laLFkk;sa] ukckMZ ds mls';] lajpuk vkSj dk;Z% xzkeh.k fodkl esa cSafdax laLFkkvksa dk ;ksxnku] Hkkjr esa xzkeh.k cSafdax laLFkkuksa dh pqukSfr;ka ,oa laHkkouk;saA</p> <p>'kCndqath% xzkeh.k cSafdax laLFkk;sa] lgdkjh cSad] {ks=h; xzkeh.k cSad] lw{elk[k] ukckMZ] xzkeh.k cSafdax dh pqukSfr;ka vkSj laHkkouk;sa</p> | 12 | 20 |
| V | <p>Issues and Challenges to Banking Sector:</p> <p>Financial inclusion in India, Digital Banking, Technology in Banking sector, Issues of Non-Performing Assets (NPA) of Banking institutions, Operational efficiency & profitability, security issues, Recent Trends in Banking system in India.</p> <p>Keywords-Financial inclusion, Digital Banking, NPA in Banking Sector, Recent Trends in Banking</p> <p>cSafdax {ks= dh pquksfr;ka vkSj eqs %</p> <p>Hkkjr esa foUkh; lekos'ku] fMftVy cSafdax] cSafdax {ks= esa izkS[ksfxdh] cSafda laLFkkvksa esa xSj fu"ikfnr IEifUk;ksa ¼NPA½ ds eqs] fØ;kRed n{krk ,oa ykHknk;drk] lqj{kk ds eqs] Hkkjr esa cSafdax iz.kkyh dh orZeku izo`fUk;ka</p> <p>'kCndqath% foUkh; lekos'ku] fMftVy cSafdax] cSafdax{ks= esa ¼NPA½ xSj fu"ikfnr IEifUk;] cSafdax esa orZeku izo`fUk;</p> | 12 | 20 |

Recommended Reference Books.

Suggested Readings:

1. Indian Institute of Banking and Finance (LIBF), Rural Banking (CAIIB 2018), Macmillan Publishers India Private Limited,2018
2. Chakrabarti,Manas, Rural Banking in India, New Century Publications, 2011
3. Gopinath,M.N., Banking Principles and Operations, Snow White Publications (P) Ltd. 2017
4. Saha, Satish Kumar, Indian Banking System, SBPD Publishing House, 2020-21
5. Chawla, OP, Evolution of Banking System in India since 1900 SAGE Publications India Pvt. Ltd July 2019
6. Singh, Sultan, Banking Sector Reforms in India, Kanishka Publishing House, 2008
7. India Institute of Banking, Basics of Banking, Taxmann Publications,2015
8. Indian Institute of Banking, Banking-An Introduction, Taxmann Publications,2015
9. इण्डियन इंस्टीट्यूट आफ बैकिंग एण्ड फाइनेन्स (IIBF), बैकिंग सिद्धान्त एवं व्यवहार टैक्समैन (TAXMANN)

Suggestive digital platforms web links:

1. <https://www.rbi.org.in/Scripts/AboutusDisplay.aspx>
2. <https://www.nabard.org/>
3. <https://www.cpw.in/>



RKDF UNIVERSITY, BHOPAL

**Bachelor of Commerce
Second Semester**

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | Banking and Insurance | BCOM GEC-203/3 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

The successful completion of this course shall enable the student:

1. To understand Banking and insurance services for the economics growth of a Country and importance for the entire business procedure.
2. To understand the banking system, banking procedure, practical banking etc.

3. To understand the insurance system, insurance procedure, regulation of banking and insurance.
4. They also shall be capable to earn employment in the field of banking and insurance.

| Unit | Topics | Duration (In Hours) | Marks |
|------|---|------------------------|-------|
| I | <p>Introduction to Banking: Historical background of banking. Definition, principles and importance of bank. Classification of Bank. Functions of commercial bank. Structure of Commercial banking in India. Features of Indian banking system. Credit creation.</p> <p>Central Banking: RBI and its functions. Credit Control.</p> <p>Nationalization and Merger of Banks; General introduction to Nationalization of Banks, Objective and Introduction to Private Banks Functioning and usefulness or importance, effects, Evaluations of nationalization and merger of Indian banks.</p> <p>vf/kdks"k.k dk ifjp; % vf/kdks"k.k dh ,sfrgkfld i`"BHkwfe] cSad dh ifjHkk"kk] fl)kar ,oa egRo] cSad dk oxhZdj.k] okf.kfT;d cSad ds dk;Z] Hkkjr esa of.kfT;d vf/kdks"k.k dh lajpuk] Hkkjrh; vf/kdks"k.k O;oLFkk dh fo'ks"krk,a] lk[k fuekZ.k A dsUnzh; vf/kdks"k.k% Hkkjrh; fjtoZ cSad ,oa mlds dk;Z] lk[k fu;a=k A cSadksa dk jk"V^ahdj.k ,oa foy;%cSadksa ds jk"V^ah;dj.k dk lkekU; ifjp;] mn~ns'; ,oa futh cSad] ifjp;] dk;Ziz.kkyh] mi;ksfxrk ;k egRo] izHkko Hkkjr esa cSadksa ds jk"V^ah;dj.k ,oa fyo; dk ewY;kadu</p> | 12 | 20 |

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|-----|--|----|----|
| II | <p>Bank Deposits: Meaning and types. Features of bank accounts. Procedure to open and close bank accounts (Including online procedure).</p> <p>Loans and advances: Principles to sanction loans and advances. Classification of loans and advances. Procedure to apply for house loan, personal loan, education loan and commercial loan.</p> <p>cSad tek% vFkZ ,oa izdkj] cSad [kkksa dh fo'ks"krk;sa] cSad [kkrs [kksyus ,oa can djus dh izfØ;k ¼vkWuykbZu izfØ;k lfgr½ _k ,oa vfxze% _k ,oa vfxze Lohd`fr ds fl)kar] _k ,oa vfxze dk oxhZdj.k x`g _k] O;fDrxr _ki] f{k{kk _k ,oa okf.kT;d _k gsrq vkosnu izfØ;k</p> | 12 | 20 |
| III | <p>Insurance: Historical background of Insurance, Meaning , elements, basic principles and importance of insurance, Kinds of insurance, Regulation of insurance in India.</p> <p>IRDA: Functions and role to regulate insurance in India.</p> <p>chek% chek dh ,sfrgkfld i`"BHkwfe] chek dk vFkZ] rRo] vk/kkjHkwr fl)kar rFkk egRo] chek ds izdkj] Hkkjr esa chek dk fu;eu] vkbZ-vkj-Mh-,-% dk;Z rFkk Hkkjr esa chek fu;eu esa Hkwfedk</p> | 12 | 20 |
| IV | <p>Life Insurance- Historical background, meaning, objectives, importance, essential elements, Life insurance policy and its types. 'Insurance proposal to policy' Procedure. Conditions of Life insurance policies. Claim filing procedure and settlement of claims.</p> <p>Life insurance Corporation of India: Functions, Progress and evaluation.</p> <p>thou chek % ,sfrgkfld i`"BHkwfe] mn~ns';] egRo] vko';d rRo] thou chek i= rFkk mlds izdkj] chek izLrko ls chek i= & izfØ;k A thou chek i=ksa dh 'krsZ] nkok izLrqr djus dh izfØ;k rFkk nkoksa dk fuiVkj A</p> | 12 | 20 |
| V | <p>General Insurance: Meaning Objectives & importance. Kinds of general insurance and its features. Basic principles of general insurance. Procedure to apply general insurance policies. Claim filing procedure and settlement of claims.</p> <p>General Insurance Corporation of India: Functions, Progress and structure Performance of Private sector companies in general insurance sector.</p> <p>lkekU; chek % vFkZ] mn~ns';] rFkk egRo] lkekU; chek ds izdkj rFkk mudh fo'ks"krk;sa] lkekU; chek ds vk/kkjHkwr fl)kar] lkekU; chek i=ksa dh vkosnu izfØ;k] nkok izLrqr djus dh izfØ;k rFkk nkoksa dk fuiVkj] Hkkjr; lkekU; chek fuxe % dk;Z] izxfr ,oa lajpuk] lkekU; chek {ks= esa futh {ks= dh daifu;ksa dk izn'kZu</p> | 12 | 20 |

Recommended Reference Books.

1. मध्य प्रदेश हिंदी ग्रंथ अकादमी भोपाल की पुस्तक
2. Dr. O.P. Gupta & Dr. Sudhir Kumar Sharma, Banking & Insurance Sahitya Bhawan Publication Agra.
3. Dr. R.L. Nolkhha Principles of Insurance R.B.D Publication Jaipur
4. Dr. K.P.M. Sundaram&Dr. P.N. Varshney, Banking Theory, Law & Practice S.Chand& Sons New Delhi
5. शर्मा, जैन, और दयाल ए बीमा के सिद्धांत ईवा व्यवहारहिमालय पब्लिकेशन हाउस नागपुर

Suggestive digital platforms, web links:

1. http://www.universityofcalicut.info/SDE/Banking_on_19may2016.pdf
 2. <http://www.gdcoboysang.ac.in/About/droid/uploads/BI5thsemBcom.pdf>
 3. https://ebooks.lpude.in/management/bba/term_5/DMGT303_BANKING_AND_INSURANCE.pdf.
- <https://www.subhshiv.in/2021/03/Bima-avm-bank-ke-prakar-notes-PDF.html>



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Second Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|---|--|
| B.Com | Generic Elective | Advertising Sales Promotion & Management | BCOM GEC-203/4 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

Students will be able to understand:- The Meaning and importance of Sales promotion. Types, tools and Programme of Sales promotion, Sales promotion- result to increase sales of organisation

| Unit | Topics | Duration (In Hours) | Marks |
|------|---|------------------------|-------|
| I | Historical Background of sales Promotion in India. Nature and importance of sales promotion – Definition, Functions and limitations, Objectives, Sales Promotion Budget, Role in marketing. Hkkjr esa fcØh lao/kZu dh ,sfrgkfld i`"BHKwfe] foØ; lao/kZu dh izd`fr vkSj egRo & ifjHkk"kk] dk;Z ,oa lhek,a] mn~ns';] foØ; lao/kZu ctV] fi.ku eas Hkwfedk A | 12 | 20 |
| II | Forms of sales promotion- Consumer Oriented, Trade Oriented, Sales Force Oriented foØ; lao/kZu ds :i & miHkksDrk mUeq[k] O;kikj mUeq[k] foØ; foHkkx mUeq[k] A | 12 | 20 |

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|-----|---|----|----|
| III | Major tools of sales promotion- Samples, Display and Demonstration, Fashion shows, Sales Contest, lotteries, gift offers, rebates, rewards foØ; lao/kZu ds izeq[k lk/ku&uewus] izn'kZu ,oa fØ;kRed izn'kZu] QS'ku 'kks] foØ; izfr;ksfxrk] ykWVjh] migkj] NwV] iqjLdkj A | 12 | 20 |
| IV | Sales promotion- Requirement identification, Designing of sales promotion campaign, Involvement of salesmen and dealers, Outsourcing sales promotion, National and International promotion strategies, coordination within the various promotion techniques. foØ; lao/kZu & vko';drk dh igpku] foØ; lao/kZu vfHk;ku dh fMtkbfuax] fodØsrk o Mhyj dh Hkkxhnhkj] vkmV lksflZax foØ; lao/kZu] jk"V ^{ah} ; ,oa varjk"V ^{ah} ; izpkj j.kuhfr;ka] fofHkUu izpkj rduhdksa esa leUo; A | 12 | 20 |
| V | Developing Sales promotional programme, pre-testing implementing, evaluation of results and making necessary modifications. foØ; izpkj dk;ZØe fodflr djuk] ijh{k.k ds iwoZ dk;kZUo;u] ifj.kkeksa dk ewY;kadu vkSj vko';d la'kks/ku djuk A | 12 | 20 |

Suggested Readings:

1. Suggestive digital platforms web links

1. Rosan- Management Sales Force – McGraw Hill
2. Anne Coughlan, Erin Anderson – Marketing Channels – Stern & Adel El-Ansary, Pearson,
3. Sachin Bert- Professional approach to modern salesmanship – McGraw Hill
4. SHH Kazmi, Satish K Batra – Advertising and Sales Promotion – McGraw Hill
5. Sanjay- Advertising and Sales Promotion – SBPD Agra
6. Taylor, John(1978). How to start and succeed in a Business of your own.p.290.
7. डॉ. ए.सी.जैन व नीरज सिंह|विक्रय और विज्ञापन एसबीपीडी प्रकाशन ए आगरा
8. Belch & Belch – Advertising & Promotion- Tata McGraw Hill
9. Kotler, Philip and Armstrong, Gray, principles of Marketing, Prentice Hall. 2. Buskrik, Selling: Principles and Practices, McGraw Hill. 3. Futrell, Charles, Sales Management, South-Western College.
10. Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill
S.A. Chunawalla- Advertising, Sales and Promotion Management, Himalaya.

2. Suggested web links:

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

Suggested equivalent online courses:

<https://www.classcentral.com/course/sales-marketing-alignment-9729>

<https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process>



RKDF UNIVERSITY, BHOPAL

Second Semester

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|----------------------|------------|--|-----------------------|
| Course | Category | Subject | Subject Code |
| B.Com | GEC | Computer Fundamental | BCOM GEC-203/5 |
| TotalCredit:4 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

The course will enable to the students to develop and understanding of the Concept of computer fundamental.

| Units | Topic | Duration (In Hours) | Marks |
|-------|-------|------------------------|-------|
|-------|-------|------------------------|-------|

| | | | |
|-----|--|----|----|
| I | <p>Knowing Computer: What is Computer, Basic Application of Computer Components of Computer system ,modern central processing unit (C.P.U.),video display unit ,key board and mouse ,optional storage devices basics of hard drive ,concepts of hard ware and software ,concept of hard ware and software concept of computing ,data and information :application of information electronics and communication technology ;connecting key board ,mouse ,monitor and printer to CPU and checking power supply.</p> <p>Computer software & its Types; System software, application software. Types of operating system, role of operating system, Utility programs, packages, Communication software, commonly used application software.</p> | 12 | 20 |
| II | <p>Operating computer using GUI based operating system, what is an operating system, Basics of popular Operating systems; the user interface, basics of O.S. Setup, common utilities Intelligence.</p> <p>MS Windows Operating System: Definition and function, Basic components of Windows. Icons Desktop Taskbar, Notification area. Files and Folder, start menu operations, my computer, network neighbourhood, and recycle-bin. Windows explorer, creating copying moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, setting date and time, screen saver and appearance. Using mouse, using right button of the mouse and moving icons on the screen, use of common icons status bar using menu and menu-selection running an application viewing of file ,folders and directories, creating and renaming of files and folders, opening and closing of different windows ,using help, creating shortcuts , using windows accessories.</p> | 12 | 20 |
| III | <p>MS Word: Introduction, windows 2007 interface customizing the word application, document views, creating & editing document .selecting, deleting replacing text copying text to other files. Insert, formatting text and paragraph, using the font, dialog box paragraph formatting using bullets and numbering in paragraph .basic formatting in MS Word 2007, advanced formatting, navigating through a word document, performing a mail merge, A Quick look at macros Printing document, Print Preview.</p> <p>Excel 2007:</p> | 12 | 20 |

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|----|--|----|----|
| | Introduction, Print Preview MS Power Point: Introduction, Creating and Presenting. | | |
| IV | Introduction to Internet, WWW and Web browsers; Basic of computer networks, LAN WAN, concept of internet, application of internet connecting to internet, what is ISP? Knowing the internet, basics of internet connectivity related Domain name, IP Address, Using e-governance website. Basic of electronic mail, getting an email account, Sending and receiving emails, Accessing sent emails, Using Emails, Document collaboration, Instant Messaging, Netiquettes (internet etiquette). | 12 | 20 |
| V | Useful Google tools such as drive, sheet, doc, meet etc. Firewall, Computer virus and Antivirus Software, Internet security & Privacy basics of Electronic Data Interchange (EDI) and Electronic Payment System (EPS). Types of Payment System: Digital Cash, Electronic Cheque Smart Card. Introduction to digital signature and digital certificates. | 12 | 20 |

| Part- C Learning Resource | |
|---|--|
| Text Books, Reference Books, Other Resources | |
| Suggested Digital Platforms, Web links:: 1- https://edu.gcfglobal.org/en/computerbasics/ 2- https://edu.gcfglobal.org/en/subjects/office/ 3- http://onlinecourse.swayam2.ac.innou20_cs03/ 4- http://edu.gcfglobe.org/en/topics/googleapps . | |
| Suggested Readings: 1-Introduction to Computers: C. Xavier, new age international. 2- Computer Fundamentals: concepts system & application n: Priti Sinha, Pradeep K. Sinha, BPB publications. 3- Microsoft to office 2019 for dummies: Wallace Wang, Wiley | |



RKDF UNIVERSITY, BHOPAL
Bachelor of Computer Application
Second Semester

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|-----------------------|-----------------|--|-----------------------|
| Course | Category | Subject | Subject Code |
| B.Com | GEC | Probability and Statistics | BCOM GEC-203/6 |
| TotalCredit:03 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

1. Apply a basic knowledge of statistics to business disciplines
2. Develop the ability to analyze and interpret data
3. Evaluate problems in business context using Probability and Random Variables
4. Evaluate estimated values of variables through regression analysis
5. Develop hypothesis to aid business decision making

| Unit | Topics | Duration (In Hours) |
|-------------|---|----------------------------|
| I. | <p>Measures of Central Tendency: Arithmetic Mean, Median, Mode, Geometric Mean, Harmonic Mean & Relationship Between Arithmetic Mean, Geometric mean and Harmonic Mean</p> <p>Measures of Dispersion Range, Quartile Deviation, Deciles, Percentile, Mean Deviation, Standard Deviation, Variance & Mean square deviation & Standard Deviation, Standard Deviation of combined series & Relation between various measures of dispersion</p> <p>Measures of Skewness, Moments & Kurtosis.</p> | 12 |
| II | <p>Correlation Analysis: Definition, scatter diagram, Correlation, Karl Pearson's coefficient of correlation, Spearman's rank correlation coefficient, Partial and multiple correlations (3 variables only)</p> <p>Regression Analysis: Linear and Non-linear Regression, Line of Regression of x and y, Coefficient of Regression & Multiple regression</p> | 12 |

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|-----|--|----|
| III | <p>Theory of Probability: Concept of Probability, Theorems on Probability, Complementary Events, Happening of at least one event, Application of Permutation and Combination, Conditional Probability, Bayes Theorem</p> <p>Random Variable: Discrete Random Variable, Probability of discrete random variable, Probability Mass Function, Continuous Random variable: Mathematical Expectation or expected values (without proof).</p> | 12 |
| IV | <p>Theory of distribution: Binomial Distribution, Poisson distribution & Normal Distribution (Only Application Part)</p> <p>Sampling: Population & Sample, Parameter & Statistics, Principles of Sampling (Without Proof), Types of Sampling (Only Concept)</p> | 12 |
| V | <p>Statistical Inference: Testing of Hypothesis: Significance Tests in Attributes, Significance tests in variables. Difference between Large and Small Sample, Type I and Type II errors, degree of freedom, Level of Significance, One-Tailed and Two-Tailed tests, Test of Significance of a single Mean (Large Sample), Test of Significance of a difference of two Mean (Large Sample), Test of Significance of a single Mean (Small Sample), Paired t-test for difference of Mean, Test of Significance of a difference of two Mean (Small Sample)</p> <p>Analysis of Variance: Classification of variance: One-way classification, Two-way classification & Analysis of Co-Variance (Concept Only)</p> | 12 |

Recommended Text Books:

1. Dr. SP Gupta. "Statistical Methods", 45111 edition, Sultan Chand & Sons, New Delhi
2. Kapoor J N and Saxena I I C. "Mathematical Statistics", Sultan Chand and Company, 2014
3. Bhat B R, Sri Venkataramana T and Rao Madhava K., "Statistics: A Beginner's Text, Volume I and II", New Age International Pvt Ltd.

Recommended Reference Books:

1. Agarwal B L, "Basic Statistics", 6th Edition, New Age International Pvt Ltd, 2013
2. Medhi J, "Statistical Methods - An Introductory Edition, New Age Publishers, 2016 Text", 2nd Edition



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Second Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-----------------------|
| B.Com | GEC | Discrete Mathematics | BCOM GEC-203/7 |
| Total Credit:03 | | Max.Marks:100 (Internal:30+External:70) | |
| | | | |

Outcomes:

1. Apply the Boolean Algebra ,switching circuits and their applications.
2. Minimize the Boolean Function using Karnaugh Map.
3. Understand the lattices and their types.
4. Graphs, their types and its applications in study of shortest path algorithms.
5. Test whether two given graphs are isomorphic .
6. Understand the Eulerian and Hamiltonian graphs.
7. Represent graphs using adjacency and incidence matrix.
8. Understand the discrete numeric functions, generating Functions and Recurrence Relations

| Units | Topic | Duration (In Hours) |
|-------|--|------------------------|
| I | Relations: Binary , Inverse Composite and Equivalence relation, Equivalence classes and its Properties, Partition of a set , Partial order relation, Partially ordered and totally ordered sets, Hasse diagram. Lattices: Definition and examples, Dual, bounded, distributive and complemented lattices. | 18 |
| II | Boolean Algebra: Definition and properties ,Switching circuits and its applications, Logic gates and circuits. Boolean Functions : Disjunctive and conjunctive normal forms, Bool's expansion theorem, Minimize the Boolean function using Karnaugh Map. | 18 |
| III | Graphs: Definition and types of graphs, Sub graphs, Walk, Path and Circuit , Connected and disconnected graphs, Euler graph, Hamiltonian path and circuit, Dijkstra's Algorithm for shortest paths in weighted graph. | 18 |
| IV | Trees: Definition and its properties ,Rooted, Binary and Spanning tree Rank and nullity of a graph, Kruskal's and Prim's Algorithm, Cut-Set, and its properties ,Fundamental Circuit and Cut-Set , Planar graphs. Matrix Representation of graphs: Incidence, Adjacency, Circuit, Cut-Set, Path. | 18 |
| V | Discrete numeric and generating Functions: Operations on numeric functions, Asymptotic behavior of numeric Functions, Generating Function. Recurrence relations and recursive algorithms: Recurrence relations, Linear recurrence relations with constant coefficients, Homogeneous solutions, Particular solutions, Total solutions, Solution by the method of generating Functions. | 18 |

Recommended Books:-

1. J. P. Tremblay and R. Manohar, Discrete Mathematical Structures With Applications To Computer Science, McGraw Hill Education, 1st edition, 2017.
2. C. L. Liu: Elements of Discrete Mathematics, McGraw Hill Education, 4th 2017.

Reference Books:

1. Seymour Lipschutz and Mark Lipson: Discrete Mathematics (Schaums Outline), McGraw Hill Education, 3rd edition, 2017,
2. Edgar G. Goodaire and Michael M. Parmenter, Discrete Mathematics with Graph Theory, Pearson Education Pt.Ltd., Indian Reprint 2003.

Suggested Digital Platforms Web

links: <https://www.highereducation.mp.gov.in/?page=xhzlQmpZwkylQo2b/y5G7w=%3>

Suggested Equivalent online courses: <https://nptel.ac.in/courses/111106086/>



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Second Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-----------------------|
| B.Com | AEC | English Language | BCOM-204 (AEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Outcomes:

1. Prepare for various competitive exams by developing their English language competence
2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations.
3. Build and enhance their vocabulary.
4. Develop their communication skills by strengthening grammar and usages.
5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.

| Unit | Topics | Duration (In Hours) | Marks |
|-------------|--|--------------------------------|--------------|
| I | Reading, Writing and Interpretation Skills : 1. Where The Mind is without fear – Rabindranath Tagore (Key Word: Patriotism) 2. National Education – M.K. Gandhi (Key Word : Edification) 3. The Axe – R.K. Narayan (Key Word : Environment) 4. Preface to the Mahabharata C. Rajagopalachari [Key Word : Indian Mythology) | 5 | 20 |
| II | Paragraph Writing, Letter writing (both formal, informal letters) | 5 | 20 |
| III | Comprehension Skill: Unseen Passage Followed by Multiple choice questions, Adequate Practice of Reading English text book in classroom for proper pronunciation. | 5 | 20 |
| IV | Basic Language Skills : Vocabulary Building : Suffix , Prefix, Synonyms , Antonyms, Homophones, Homonyms and One- word substitution. | 5 | 20 |
| V | Basic Grammar : Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles, Time and Tense, Sentence, Modal verbs, stress and Intonation, Narration. | 5 | 20 |

Recommended Reference Books.

| Name of the Book | Author/Authors Name | Publisher |
|-------------------------------------|------------------------------|----------------------------|
| Essential English Grammar | Raymond Murphy | Cambridge University Press |
| Practical English Grammar Exercises | A.J. Thomson & A.V. Martinet | Oxford India |
| Practical English Usage | Michael Swan | Oxford |
| English Grammar in Use | Raymond Murphy | Cambridge University Press |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|---------------------|
| B.Com | Major | CORPORATE ACCOUNTING | BCOM-301/MIT |
| Total Credit: 6 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes:

After completion of the course, learners will be able to:

1. An understanding of the regulatory environment in which the Outcomes companies are formed and operate.
2. A solid foundation in accounting and reporting requirements of the Corporations Act and Accounting Standards
3. Describe the rationale, merits, and demerits of issuing bonus shares for a company.
4. Prepare financial statements (Profit & Loss Account, Balance Sheet, etc.) using online software.
5. Prepare balance sheet after Internal Reconstruction of company
6. Analyze the case study of major amalgamations of companies in India.
7. Describe the process of e-filing of annual reports of companies.

Syllabus

| Unit | Topics | No. of Lectures |
|------|---|-----------------|
| I | Share: meaning, types, Issue, Forfeiture, Re-issue of shares. Redemption of Preference shares, Corporate Social Responsibility. Debenture: meaning, types, Issue and Redemption of Debentures, Profit Loss Account and Balance Sheet of the Company (in brief) | 30 |
| II | Calculations of Profit and loss prior and post incorporation, Liquidation of company, Accounting for liquidation of companies. | 15 |
| III | Goodwill: Concept, types, characteristics/Nature, Valuation of Goodwill, Valuation of shares. | 15 |
| IV | Meaning of Holding and Subsidiary Company, preparation of Consolidated Balance sheet of a holding company with one subsidiary company. | 15 |
| V | Accounting for Merger as per AS 14, Internal Reconstruction of a company as per Indian accounting Standard 14 | 15 |

Recommended Reference Books:

| Name of the Book | Author/Authors Name | Publisher | Edition |
|--------------------------------------|-------------------------|--|-----------|
| Mohamed Hanif, Mukherjee Amitabha | Corporate Accounting | Tata Mcgraw- hill Publishing Company Limited | New Delhi |
| Shuklaa M.C. and Grewal | Advance Accounting | S. Chand & company Ltd. | New Delhi |
| R.L.GUPTA & RADHASWAMI | Corporate Accounting | Sultan chand and sons | New Delhi |
| Maheshwary&M aheshwary | Advanced Accounting | Vikas Publication House | New Delhi |
| S.P.Iyengar | Advanced Accounting | Sultan chand and sons | New Delhi |
| MariyappaAnil,Rajesh | Corporate Accounting | Himalaya Publishing House | New Delhi |
| Agrawal DrMahesh | Corporate Accounting | Ramprasad and sons | Bhopal |
| Agrawal Dr. Mahesh | Management Accounting | Ramprasad and sons | Bhopal |
| Agarwal Mangal Shah - Sharma | Corporate Accounting | RBD Publishing house | Jaipur |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|---------------------|
| B.Com | Minor | Business Statistics | BCOM-302/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes

At the end of the course, students should be able to:

1. Apply a basic knowledge of statistics to business disciplines;
2. Develop the ability to analyze and interpret data to provide meaningful information to assist in management decision making activities,
3. Apply appropriate graphical and numerical descriptive statistics for different types of data;
4. Apply probability rules and concepts relating to discrete and continuous random variables to answer questions within a business context;
5. Explain and interpret a variety of hypothesis tests to aid decision making in a business context;
6. Use simple/multiple regression models to analyze the underlying relationships between the variables.

Syllabus

| Unit | Topics | No. of Lectures |
|------|--|-----------------|
| I | Statistics: Meaning, Definition Significance Scope and Limitations of Statistical investigation Process of data collection primary and secondary Data Methods of sampling, preparation of Questionnaire, Classification and Tabulation of data, preparation of statistical Series and its types, | 18 |
| II | Measurement of Central Tendency- Mean, Mode, Median, Partition Value, Geometric Mean and Harmonic Mean | 18 |
| III | Dispersion and Skewness- Range, Lorenz Curve, Quartile Deviation, Mean Deviation, Standard Deviation. Coefficient of Variation, Variance. Correlation: Meaning, Definition, Types and Degree of Correlation, Coefficient of Correlation Methods. | 18 |
| IV | Regression Analysis – Meaning , Uses , Difference between Correlation and Regression, Regression Equations, calculation of Coefficient of Regression Analysis of Time Series- Meaning, Importance, Components, Measurement of long term trends. Measurement of cyclical and Irregular fluctuations | 18 |
| V | Index Number- Meaning, Characteristics, Importance and uses, construction of Index number, Cos of living Index Fisher's ideal Index number, Diagrammatic and Graphical presentation of data. Association of Attribute (only two variable), Meaning, Types, Characteristics, Methods of determining Association of Attribute | 18 |

Recommended Reference Books.

| Name of the Book | Author/Authors Name | Publisher | Edition |
|---------------------------------------|--------------------------------------|---------------------------------------|-----------|
| Business Statistics | Vohra, N. D. | Publisher McGraw-Hill Education India | New Delhi |
| Business Statistics A First Course | Levine | Pearson | New Delhi |
| Fundamentals of Statistics | Gupta, S.C. | Himalya Publication | Nagpur |
| Practical Statistics | Pillai R.S.N. & Bagavathi | S. Chand and sons | New Delhi |
| Principles of Statistics | Dr. Mahesh Agrawal Dr. K.L. Gupta | Ram Prasad & Sons | Bhopal |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | APPLIED ECONOMICS | BCOM GEC-303/1 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes (CLO):

On successful completion of this course, students will be able to:

1. Demonstrate a solid understanding of the core concepts and tools of economics.
2. Relate basic economic theory and principles to current economic issues and evaluate related public Economic policies.
3. Apply economic principles and reasoning to solving business problems.
4. Interpret charts, graphs, and tables and use the information to make informed judgments.
5. Communicate their knowledge and understanding of economic issues using written, verbal and visual Expression.
6. Critically reflect on the broader social consequences of economic decision making.

Syllabus

| Unit | Topics | No. of Lectures |
|--|---|-----------------|
| I | Historical Background of Applied Economics, Concept of Applied Economics, Scope, Nature and Importance, Its Limitations Difference between Micro and Macro economics, National Income-Concept, Gross National Product, Net National Product & Gross Domestic Product Net Domestic Product, Methods of Measurement of National Income and Problem related to that. | 18 |
| II | Income and Consumption Relationship- Principles of Determination of Income Classical and Keynes's Theory, Solution of short term and long term consumption function, Consumption function in Indian economy | 18 |
| III | Value of money- Concept and determinants of value of money, Quantity theory of money, Theory of Fisher and Cambridge, Theory of demand and supply of money, Theory of value of money, Theory of liquidity of money, Keynes's Money income theory. | 18 |
| IV | Concept of economic development and economic growth, economic development and its Determining factors, economic and non-economic factors affecting economic growth, classical and modern theories of economic development, stages of economic development of Keynes and Rostow, strategy of balanced and unbalanced development. | 18 |
| V | Changes in the value of money- Money Inflation, Money deflation, inflation and narrative inflation, demand driven inflation, cost growth inflation, Stagflation, effects of Money Inflation & Money deflation in the Indian Economy. | 18 |
| Keyword/Tag: Income, Consumption, Savings, Investment, Employment, Money, Inflation, Deflation. | | |

Recommended Reference Books.

| Author | Subject | Publication |
|-----------------|-------------------|-----------------------------------|
| Sinha V.C. | Applied Economics | Sahitya Bhavan Publications, Agra |
| Jhigan ML | Applied Economics | Brinda Publications, New Delhi |
| Sethi T.T. | Applied Economics | Laxmi Narayan Publishers Agra |
| Pant and Mishra | Applied Economics | Sahitya Bhavan Publications, Agra |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | Financial Market Operations | BCOM GEC-303/2 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes (CLO):

On successful completion of the course students will be able to:-

1. Understand the role and importance of the Indian financial market.
2. Apply and analyse the Concepts relevant to Indian financial markets and financial institutions.
3. Understand and analyse the mechanics and regulation of financial instruments and determine how the value of stocks, bonds, and securities are calculated.
4. Evaluate empirical evidence of the market performance and accordingly the role of regulatory authorities to develop the financial market.
5. Research and analyse specific problems or issues related to financial markets and institutions.
6. To gain comprehensive knowledge of investors protection.
7. To evaluate the challenges faced by the regulators in financial service industry.

Syllabus

| Unit | Topics | No. of Lectures |
|------|---|-----------------|
| I | Historical background and Introduction of financial system in India, formal and informal financial sectors. Financial system and economic growth. An overview of Indian financial system 1951 to 1990. Financial sectors reforms after liberalisation 1990 to 1991 Money Market- Definition, Functions, Significance and Structure of Money Market. Acceptance house, Discount house, Call money market, New trends in Indian money market. Role of RBI and Commercial Bank in Indian Money Market. | 30 |
| II | Capital Market- Meaning and Components of Capital market, Securities market, Cash Markets Equity and Debts, Depositories. Function of Stock market, Stock brokers, Margin trading, Forward trading, Primary and Secondary market, NSE, BSE, NIFTY,SENSEX, OTCEI. | 15 |
| III | Stock Exchange Board of India- SEBI as capital market regulators. Objectives, functions, powers and Organisational structure of SEBI. SEBI Guideline on primary and secondary market. Listing procedure and legal requirement. Public issue pricing and marketing | 15 |
| IV | Stock Exchange and Investor- Functionaries on Stock Exchange- Brokers, Sub Brokers, Market makers, Jobbers, Portfolio consultants, Institutional investors, Investor's protection- Grievances, Dealing and their removal, Grievance cells in Stock exchange, SEBI, Company law board, Press, Remedy through courts. | 15 |
| V | Financial Services- Introduction of Financial services industry in India. Merchant- Banking meaning and scope, Underwriting and regulatory framework of Merchant Banking in India. Leasing and hire purchase, Consumers and Housing finance, Venture Capital finance, factoring services, Concept function and types of Credit rating. | 15 |

Recommended Reference Books.

| Author | Subject | Publication | City |
|------------------------------|---------------------------------|----------------------------|-----------|
| E. Gordan K. Natarajan | Financial Markets and Operation | Himalaya Publishing House | New Delhi |
| Alok Goyal, Mridula Goyal | Financial Markets Operation | VK Global publications | Faridabad |
| Dr. F.C Sharma | Financial Markets Operation | SBPD Publication | Agra |
| Dr. Bhuvna Venkatraman | Financial Markets Operation | Sahitya Bhawan Publication | Agra |



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | E- Commerce | BCOM GEC-303/3 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

On the completion of this course student will be able

- To learn the fundamentals of E-Commerce and its process.
- To understand the role of E-commerce in the present scenario along with the concepts of security and its applications.
- To gain knowledge of e-commerce business needs and resources and match to technology considering human factors and budget constraints.
- To apply knowledge of changing technology on traditional business models and strategy.
- To have skills to a communicate effectively and ethically using electronic communication.

Syllabus

| Unit | Topics | Duration (In |
|------|---|-----------------|
| I | Introduction Brief history of e-commerce Types, Advantages & Disadvantages of e-commerce, Elements of e-commerce, Principles of e-commerce, Messaging and Information distribution, Messaging and information distribution, Common service infrastructure, other key support layers | 10 |
| II | EDI to e-commerce: EDI Origin, System approach and communication approach, Migration to open EDI-Approach Benefits, Mechanics, E-com with WWW/Internet. E-Government- Concepts, Applications of G2C, G2B, G2G | 10 |
| III | Electronic communication : PC and networking, Network topologies and communication media, E-mail, OSI and TCP/IP Models, LAN, WAN, MAN Internetworking - Bridges and gateways, Internet Vs Online services, Open vs. Closed Architecture, Controlled contained Vs Uncontrolled contained, Metered Pricing Vs Flat pricing, Innovation Vs Control. | 25 |
| IV | www & Electronic Payment System: Applications - what is web, Why is the Web such a hit, The Web and E-Com, Concepts & Technology -Key concepts, Web Software development Tools. Electronic payment system - Overview, Electronic or digital cash, Electronic Checks, Online credit card based system other Engineering financial instruments, Consumer legal and Business issues | 20 |
| V | Security and Application Need of computer security, Specific intruder approaches, Security strategies, Cryptography, Public key encryption, Private key encryption, Digital signatures Advertising on the internet: Marketing, Creating a website. Electronic publishing issues, EP architecture, EP tools, Web page EP-Baseline issues, Application tools and publishing on the internet. | 25 |

Recommended Text Books:

1. "Electronic Commerce" By Ravi Kalakota and Andrew B.
2. "Web Commerce Technologies Handbok" By Daniel Minoli & Emma Minoli
3. "E-Commerce" By Dr. Varinder Bhatia
4. "Promise Of E-Governance" By MP Gupta
5. Book published by M.P. Granth Academy, Bhopal

Recommended Web Reference:

1. https://onlinecourses.nptel.ac.in/noc19_mg54/preview
2. https://onlinecourses.swayam2.ac.in/cec19_cm01/preview 3. <https://www.coursera.org/lecture/innovative-entrepreneur/e-commerce-the-internet-as-a-selling-platform-DYSNa>
4. <https://www.mooc-list.com/tags/e-commerce-market>
5. https://onlinecourses.swayam2.ac.in/nou21_cm14/preview
6. <http://www.mphindigranthacademy.org/>



RKD F UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | SOCIOLOGY (Population and Society) | BCOM GEC-303/4 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Out comes:

1. The course is to introduce the subject of democracy to the student. Student will become familiar with Basic concept of sources of data in demography. This course also tries to discuss the various factors affecting population growth and its proximate determinants.
2. This course is to introduce the student to the theories of a population. General theories of population help to explain the reason for population growth and replacement and effect 30 change on the both economic and social distribution
3. It helps to have knowledge about basic measures of fertility mortality infant mortality morbidity projection age of marriage. ageing and migration which from as an important component of population study.
4. The course will provide a framework for developing and analyzing a range of population policy issue and comprehensive understanding of the various types of population policies introduced by government through a historical perspective.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | 1. Demography 1.1 Concept 1.2 Nature 1.3 Subject Matter 1.4 Importance 1.5 Sociology and Demography 2. A Background to the study of Demography Keywords: Demography, Nature, Subject Matter | 9 | 20 |
| II | Theories of Population 1.1 Pre-Malthusian views on population 1.2 The Malthusian theory of population 1.3 Neo Malthusianism 1.4 Optimum Theory of Population Keywords: Malthusian Theory of Population, New Malthusianism, Optimum Theory of Population, Biological Theory of Population, Socio-cultural and Economic Theory of Population. | 12 | 20 |
| III | Demographic Features 1. Fertility 1.1 concept 1.2 Factor Affecting Fertility 2. Mortality 2.1 Concept 2.2 Factor Affecting Mortality 3. Morbidity 3.1 Concept 3.2 Importance of the study of Morbidity 4. Infant Mortality 4.1 Concept 4.2 Causes of High Infant Mortality 5. Population Projection Keywords: Fertility, Measurement of Fertility, Measurement of Mortality, | 8 | 20 |
| IV | 1. Census in India 1.1 Concept 1.2 Administrative Structure 1.3 Pre-Independence Censuses 1.4 Post-Independence Censuses 2. Method and Sources of collection of Population Data 3. Composition of Indian population 3.1 Birth Rate 3.2 Death Rate 3.3 Sex Ratio and Youth Population 3.4 Migration 4. Overpopulation in India Keywords: Census in India, Composition of Population, Birth Rate, Death Rate, Sex Ratio Density of Population Literacy Rate Over Population | 8 | 20 |

| | | | |
|---|---|---|----|
| V | <p>Population Policy and Welfare Program</p> <p>1.Population Policy</p> <p>1.1 Concept</p> <p>1.2 Objectives</p> <p>1.3 Noe Population Policy 2020</p> <p>2.Family Planning and Welfare Program</p> <p>2.1 Concept</p> <p>2.2 Need</p> <p>2.3 Constitutional Provision</p> <p>2.4 Family Welfare Program</p> <p>Keywords: Population Policy, Family Planning Program, Family Welfare Program, Development Index, Population Education.</p> | 8 | 20 |
|---|---|---|----|

Suggested Readings:

- 1- Bhende, Asha&Kanitkar Tara Principle of Population studies Himalaya Publications
- 2- Bogue, Donald, J Principle of demography John Wiley and sons New York 1969
- 3- Chandrashekhar S. Asia Population problem Davis Kingsley the population of India and Pakistan New Jersey Princeton 1951
- 4- Rao C.N. Shankar sociology

Reference Book:

1. Raghu Ramakrishnan& Johannes Gehrke, "Database Management System", 3rd Edition, 2014. McGraw Hill Education.

Suggestive digital platforms web links

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.



RKD F UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.Com | Generic Elective | English - Language and Linguistics | BCOM GEC-303/5 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

1. Recognize/understand the structure and various parts of the language,
2. Understand the existence of language in the form of different dialects based
3. Identify the various functions a language performs and the roles assigned to it
4. Investigate that all languages behave alike and develop a tolerance for other
5. Asses that making errors is a process of learning and not hesitate to use language for the fear of making errors

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Language: Language and Communication; Language varieties: Standard and non-standard; language Change. Keywords: communication and language, language acquisition | 15 | 20 |
| II | Structuralism: Distinctive Features of Human Language. | 20 | 20 |
| III | Language learning acquisition | 20 | 20 |
| IV | Phonology and Morphology | 20 | 20 |
| V | Syntax and Semantics: Categories and Constituents phrase structure; maxima of Conversation. | 15 | 20 |

Recommended Books:

1. Suggestive digital platforms web links
 - 01-Rosan-Management Sales Force-McGraw Hill
 - 02-Anne Coughlan, Erin Anderson - Marketing Channels- Stem & Adel El-Ansary, Pearson,
 - 03-Sachin Bert- Professional approach to modern salesmanship - McGraw Hill
 - 04-SHH Kazmi, Satish K Batra - Advertising And Sales Promotion-McGraw Hill
 - 05-Sanjay-Advertising And Sales Promotion-SBPD Agra
 - 06-Taylor, John (1978).How to start and succeed in a business of your own.p. 290.
 - 07- Belch & Belch-Advertising & Promotion-Tata McGraw Hill
 - 08-Kotler, Philip and Armstrong, Gary, principles of Marketing, Prentice Hall. 2. Buskirk, Selling: Principles and Practices, McGraw-Hill. 3. Futrell, Charles, Sales Management, South-Western College.
 - 09- Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill
 - S.A.Chunawalla - Advertising, Sales and Promotion Management, Himalaya.

2 Suggested web links:

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

Suggested equivalent online courses:

<https://www.classcentral.com/course/sales-marketing-alignment-9729> <https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Third Semester

| Course | Category | Subject | Subject Code |
|----------------------|------------|--|--|
| B.Com | GEC | HISTORY (History-Constitutional History of India) | BCOM GEC-303/6 Generic Elective |
| TotalCredit:4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

After completing this course student will be able to:

- Analyze the salient features of the constitutional development during the Company's rule in India from 1773 to 1857 and assess its impact on the freedom struggle of India.
- Know about the influence of British Crown on India.
- Critically examine the major reforms by the British government and their impact of the socio-political life of Indians.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Constitutional Development Under the Company's Rule (1773 - 1793)</p> <ol style="list-style-type: none"> 1. Regulating Act, 1773: causes for the passing of the Regulating Act, main provisions of the act. 2. Bengal Judicature Act, 1781. <p>Keywords: Regulating Act, Pitt's India Act, Charter Act, 1793.</p> | 10 | 20 |
| II | <p>Constitutional Development Under the Company's Rule (1813-1853)</p> <ol style="list-style-type: none"> 1. Charter Act of 1813: background, main provisions of the act. 2. Charter Act of 1833 background, main provisions of the act 3. 3. Charter Act of 1853 background, main provisions of the act, significance of the act <p>Keywords: Charter Act of 1813, 1833 and 1853. Keywords: Charter Act of 1813, 1833 and 1853.</p> | 10 | 20 |
| III | <p>Constitutional Development Under the Crown's Rule:</p> <ol style="list-style-type: none"> 1 Government of India Act, 1858. background, main provisions, evaluation 2. Queen Victoria's Proclamation: significance 3. Indian Councils Act, 1861: causes, main provisions, provisions related to provincial legislative assemblies, defects in the act, significance. 4. Indian Councils Act, 1892 causes, main provisions, defects, significance. <p>Keywords: Queen Victoria's proclamation, Indian Councils Act, 1861 and 1892.</p> | 15 | 20 |
| IV | <p>Constitutional Development During the 20th Century:</p> <ol style="list-style-type: none"> 1. Morley-Minto reforms and Mont-ford reforms. 2. 2 Government of India Act, 1909: causes, government's outlook towards the reforms, main provisions, defects, significance. 3. Government of India Act, 1919 causes, significance of Montague's declaration, Montague-Chelmsford report, passing of the | 10 | 20 |

| | | | |
|---|--|--|--|
| | act, preamble of the act, main features of the act Keywords: Government of India Act 1909 and 1919. | | |
| V | Provincial Autonomy, Indian Independence, and Indian Constitution: 1. The Government of India Act, 1935. Features of the act, Home Government, advisors of the Indian Secretary, High Commissioner, proposed federal plan-organization, criticism, conclusion, meaning of provincial autonomy. 2 Government of India Act, 1947 The Mountbatten plan, factors responsible for Indian independence, provisions and significance of the act. 3. Making of Indian Constitution 4. Main features of the Indian constitution Keywords: Government of India Act, 1935 and 1947, Salient features of the Constitution. | | |

Recommended Books:-

Text Books, Reference Books, Other resources

1. Sumit Sarkar Modern India
2. Jeffery, From Rebellion to the Republic
- 3 RC Agarwat: The Indian National Movement and Constitutional Development
4. AR Desai India's Path of Development
5. Tara Chand History of Freedom Movement in India.



RKDF UNIVERSITY, BHOPAL

**Bachelor of Commerce
Third Semester**

| Course | Category | Subject | Subject Code |
|----------------------|------------|--|--|
| B.Com | GEC | POLITICAL SCIENCE (Indian Foreign Policy) | BCOM GEC-303/7 Generic Elective |
| TotalCredit:4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

After completing this course student will be able to understand:

1. India's world view, geopolitical vision, and key principles
2. New Frontiers of Indian Foreign Policy and Diplomacy
3. India's Nuclear Policy and Strategy
4. India's connectivity challenge both on land and at sea
5. India's Look East and Act East Policy
6. India's engagement with the Indian Ocean and Indo-Pacific

Syllabus

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Continuity and change in India's foreign policy: principles, interest & strategies. a. Historical perspective of India Policy b. key Principles and Determinants of India Foreign Policy c. India's Geo Economic Strategy. Keywords: Panchsheel, geo-economic, on-alignment | 12 | 20 |
| II | India as a Leading power a. India's Quest for a Multipolar World Order b. New Frontiers of India's Foreign Policy (outer space, polar Regions, Climate Change) c. Nuclear Policy on India. | 12 | 20 |
| III | India Relations with Major Powers a. India Relations with the USA b. India Relations with Russia c. India-China Relations d./India-EU Relations Keywords: Major Powers, EU | 12 | 20 |
| IV | India and United Nation a. India's role in United Nations b. Demand for reform in the UN c. India's role in environment Protection | 12 | 20 |
| V | India in South Asia a. India's Relation with Nepal and Bangladesh b. India's Relation with Pakistan and Afghanistan c. India's relations with Sri Lanka. | 12 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

- Mukherji, R. (2014). India and Global Economic Governance: From Structural Conflict to Embedded Liberalism. *International Studies Quarterly*, 16(4), pp. 460-466.97
- Basrur, R. (2011). India: A Major in the Making. In Volgy, J. T. et al (Eds.), *Major Powers and the Quest for Status in International Politics: Global and Regional Perspectives*. New York: Palgrave Macmillan.
- Chaturvedi, S. (2013). China and India in the 'Receding' Arctic: Rhetoric, Routes and Realities. *Jadavpur Journal of International Relations*, 17(1) pp. 41-68.
- Chaturvedi, S. (2012). *India and Antarctica: Towards Post-Colonial*



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Third Semester

| Course | Category | Subject | Subject Code |
|----------------------|------------|--|--|
| B.Com | GEC | Child Rights And Woman Empowerment | BCOM GEC-303/8 Generic Elective |
| TotalCredit:4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

Studying child rights and Gender Empowerment would enable students to learn about the various dimensions of Vulnerability with regard to children.

The students will be able to-

1. Understand the issues related to child rights, gender roles and conservatism.
2. Familiarize with policies and programs related to Child Protection and Gender empowerment.
3. Contribute to social work in collaboration with non-governmental organizations.

Syllabus

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>1. Understanding Child Rights</p> <p>1.1 Child Rights: Child Rights Concept</p> <p>1.2 Demographic Profile of Indian Children</p> <p>1.3 Disadvantages, Deprivation and Social Exclusion with reference to children</p> <p>2. Children in need of care and protection</p> <p>2.1 Vulnerable groups: Causes and Consequences</p> <p>2.2 Street children, working children and homeless children</p> <p>2.3 Child abuse</p> <p>2.4 Child trafficking</p> <p>2.5 Children Conflict with law</p> <p>2.6 Child rights in other countries and UNCRC</p> | 15 | 20 |
| II | <p>1. Laws, Policies and Programs for Children in India.</p> <p>1.1 National Commission for Protection of Child Rights-NCPCR</p> <p>1.2 Child helpline, Umeed-Child Abuse</p> <p>1.3 Bachpan bachao Aandolan-Child labour, Child trafficking</p> <p>1.4 PRAYAS- Delinquent, Street Children</p> <p>1.5 Juvenile Justice Act(JJA)-2015</p> <p>1.6 Pre Natal Diagnostic Techniques(PNDT Act-2003)</p> <p>1.7 Domestic Violence Act-2005</p> <p>1.8 National Child Labour(protection and regulation) Act-1986</p> <p>1.9 POCSO-2012</p> | 15 | 20 |
| III | <p>1. Conceptualizing gender</p> <p>1.1 Defining terms-sex, gender, masculinity, femininity</p> <p>1.2 Socialization for gender- gender roles and stereotypes</p> <p>1.3 Patriarchy and social institutions</p> <p>1.4 Perspective on feminism</p> <p>2. Gender Empowerment</p> <p>2.1. Status of girls child and women in India</p> <p>2.2 Issues and concerns related to girls and women in India</p> <p>2.3 Media and gender</p> <p>2.4 Laws, Policies and Programs for girls and women in India.</p> | 15 | 20 |

Part C- Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Bajpai.A.2006, Child Rights in India: Law, Policy and Practice, Oxford University press.
2. Bhasin. K 2017, Understanding Gender, New Delhi: Raj Press
3. Chopra, G 2015. Child Rights in India: Challenges and Social Action, New Delhi: Springer.
4. Saukia, N 2008. Indian Women: A Socio-legal Perspective, New Delhi: Serials Publications
5. Bhasin.K 2014, Feminism and its Relevance in South Asia. New Delhi: Raj Press

Suggestive digital Platforms web Links:

1. <https://www.drishtias.com/hindi/daily-updated/daily-news-analysis/sc-question-neper-on-repatriation-of-children>
2. <https://www.savethechildren.in/child-protection/fundamentals-of-child-rights-in-india/>
3. <https://www.humanium.org/en/india/>



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|----------|--|------------------|
| B.Com | SEC | Startups & Entrepreneurship | BCOM-304/1 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes

1. Understanding related to the tools necessary to create sustainable and viable businesses.
2. Understand the fundamental concepts of start-ups and entrepreneurship.
3. Understanding idea generation, business planning, and market analysis.
4. Generate innovative ideas and exploit market opportunities by turning them into a feasible business plan.
5. Foster an entrepreneurial mindset, including creativity, innovation, resilience, and adaptability, for successful startup ventures

Syllabus

| Units | Content | Marks |
|-------|--|-------|
| 1 | Concept and Nature of Entrepreneurship, Entrepreneurial Trait, Types and Significance, Role and Importance of entrepreneur in economic growth. | 20 |
| 2 | Entrepreneurial Development programmes in India, History, Support, Objectives, Stages of Performance, Entrepreneurial Environment, EDP and their valuation. | 20 |
| 3 | Entrepreneurial Behavior and entrepreneurial Motivation N-Achievement and Management success. Innovation and Entrepreneur, Entrepreneurial Success in Rural Areas. | 20 |
| 4 | Establishing Entrepreneur System, Search for Business Idea, Sources of Ideas, Idea Processing, Input requirement. | 20 |
| 5 | Sources and Criteria of Financing, fixed and Working capital assessment, technical assistance, Marketing assistance, Sickness of units and Remedial assistance | 20 |

Suggested Readings

1. Desai Vasant, Small Scale Industrial Industries & Entrepreneurship
2. Shukla M.B., Entrepreneurship & Business Management
3. Gupta C.B., Entrepreneurship Development in India



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | RETAIL MANAGEMENT | BCOM-304/2 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

After completing this course student will be able to :

CO-1 Understand the functions of retail business and various retail formats and retail channels.

CO-2: Get knowledge about retail communication and visual merchandising.

CO-3:- Understand the functions of retail business and various retail formats and retail channels.

CO-4: Acquire insights about the customer relationship and ethics in retail

CO-5: Analyze retail market and financial strategy including product pricing. Integrate the retail management and information system.

Syllabus

| Units | Content | Duration | Marks |
|-----------|---|-----------|-----------|
| 1 | <p>Retail Theory and Practices</p> <p>a. Retail: Nature, Scope and Types</p> <p>b. India Retailing Scenario</p> <p>c. Retail Manager-Roles, Skill and Scope</p> <p>Keywords: Retailing Scenario, Role of Retail manager</p> | 12 | 20 |
| 2 | <p>Retail Marketing & Communication</p> <p>a. The Role of Marketing in Retail</p> <p>b. The Retail Marketing Mix - Product, Price, Place, Promotion, Presentation and People</p> <p>c. The STP Approach-Segmentation, the Target Market, Positioning d.</p> <p>d. The Retail Communication Mix- Advertising, Sales Promotion, Public Relations and Publicity, Personal Selling, Point of Purchase (POP),Displays</p> <p>e. The Concept of Integrated Marketing Communication.</p> <p>Keywords: STP, Communication Mix</p> | 12 | 20 |
| 3 | <p>Retail Store Design, Visual Merchandising.</p> <p>a. Importance of Store Design, Exterior and Interior Store Design -Fixtures, Flooring and Ceilings, Lighting, Graphics and Signage</p> <p>b. Types of Layouts, Layout Selection, Methods of Display</p> <p>Keywords: Store Design, Layouts</p> | 12 | 20 |
| 4 | <p>Retail Pricing & Customer Relationship Management</p> <p>a. Concept and Elements of Retail Price, Price Determination, Retail Pricing.</p> <p>b. Concept of Customer Service, Importance of Service In Retail Policies.</p> <p>c. Measuring the Gaps in Service, Gathering Customer Information and Enhancing Loyalty .</p> <p>d. Importance of Customer Relationship Management in Retail.</p> <p>e. Keywords: Pricing in Retail, CRM</p> | 12 | 20 |
| 5. | <p>Ethnic in Retail</p> <p>Ethics in Retailing Customers, Community and the General Public.</p> <p>Employees, Business Partners, Shareholders, Banks and the Other.</p> <p>Professional Organisations Keywords: Ethics, Stakeholders.</p> | 12 | 20 |

Suggested Readings

Levy Michael, Weitz Barton Retailing Management, V Edition, Tata McGraw Hill, New York, 2006

Berman Berry, Evans JR- Retail Management A Strategic Management Approach, IX

Edition, Pearson Education, New York, 2006

Pradhan Swapna- Retailing Management-Text and Cases, II Edition, Tata Mc Graw Hill, India, 2007 Nair Suja Retail Management, V Edition, HPH, Mumbai, 2006

5 Sinha, Uniyal- Managing Retailing, Oxford University Press, Delhi

6. Agarwal, Bansal, Yadav, Kumar Retail Management, Pragati Prakashan, Mecrut

7 Berman Berry, Evans J.R.- Retail Management- A Strategic Management Approach, TX

Edition, Pearson Education, New York, 2006 8. Pradhan Swapna- Retailing Management-Text and Cases, 11 Edition, Tata Mc Graw Hill.

Suggestive digital platform web links

<https://fgc.kar.nic.in/vemagal/FileHandler/61-72ac8417-1fcc4590-8def-7eba23116cd2.pdf>



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|-------------------------|--|
| B.Com | SEC | CREATIVE WRITING | BCOM-304/3 (SEC) |
| Total Credit: 4 | | | Max.Marks:100 (Internal:30+External:70) |

Course Outcomes:

After completing this course student will be able to:

CO-1:The art of writing and self -expression

CO-2:how to write for high reputed publication companies

CO-3:Becoming an Enriched writer for media and having clarification of thought.

Syllabus

| Units | Content | Duration | Marks |
|-----------|---|-----------|-----------|
| 1 | Creative art of writing 1. What is Creative Writing? 2. Essential Features of Creative Writing Keywords: Well-knit, Unity and order, Coherence and completeness etc. | 12 | 20 |
| 2 | Writing Skills The Art and Craft of Writing, Story, Novel, Drama, Memoir, Biograph Autobiography etc. Keywords: Character, Plot, Theme, Setting Style and diction. Point of view and Literary devices | 12 | 20 |
| 3 | Manners of Writing 1. Modes of Creative Writing!" 2. Ethics of writing for Official and Unofficial Purposes Keywords: Narrative technique, descriptive method, expository/informative approaches, Persuasive and reflective manners etc. | 12 | 20 |
| 4 | Writing for the Media and Journals Keywords: Outline, Simple words, Avoiding fillers. Short sentences and paragraphs, Editing, Drafting and re-drafting. Conveying message easily etc. | 12 | 20 |
| 5. | Methods of Writing for Publication 1. Preparing for Publication and Citing Resources 2. Writing Story, Novel, Drama, Poetry etc. Keywords: Abstract, Introduction, Hypothesis, Review of literature, Result and findings, Research rules such as references etc. | 12 | 20 |

Suggested Readings

Textbooks, Reference Books, Other Resources

Creative writing A Beginner's Manual by Anjana Neira Dev and Others, Published by Person Delbi, 2009

Suggest digital platform web links

bapen.wikipedia.org/wiki/Relational model (Winking Link for

the www.google.com/hgcreative writing&rig-ICIRENS enTN9251N925&oq=reative twnt



RKDF UNIVERSITY, BHOPAL
Bachelor of Commerce
Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | Tourism, Transport And Travel Services | BCOM-304/4 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

After completing this course student will be able to:

CO1:- Understand the core concept of tourism, travel and transport services

CO2:- Practically perform passport and viss formalities

CO3:- Manage airport ground handlings CO-4 Independently escort the tourists group

CO5:-Understand and practically know the procedure and functioning of a travel

Syllabus

| Units | Content | Duration | Marks |
|-----------|---|-----------|-----------|
| 1 | <p>Tourism: Types and Forms:</p> <ol style="list-style-type: none"> 1. Types of tourism: Inter-regional and intra-regional tourism, domestic and international tourism 2. Forms of tourism religious, historical, social, health, business, sports and adventure, senior tourism <p>Keywords: Types and Forms of Tourism. etc.</p> | 12 | 20 |
| 2 | <p>Travel Agencies and Travel Agents</p> <ol style="list-style-type: none"> 1. 1 Travel Agency and Tour Operation Thurines Linkages and arrangements with hotels, airlines, and transport ageless. 2. Approval of Travel Agents and Tosa Operators Approval by Depart of Tourism, Government of India, IATA Creational Air Transport Association) rules and regulations for approval of a travel agency approval by airlines and railways <p>Keywords: Rules and Regulations. Tourist Counselling, Marketing of Tour Packages</p> | 12 | 20 |
| 3 | <p>Case study of some cultural events – 1.Ganga Mahossava, Taj Mahotsava, Tamson Samarah.Dance festival.</p> <p>Keywords: Mahotsavas and Dance Festivate</p> | 12 | 20 |
| 4 | <p>Tourist Guide, Duties, Responsibilities and Skills-</p> <ol style="list-style-type: none"> 1. 1.Procedure of getting a guide license. 2. Review of itinerary, checking vehicle, locating vehicle, and contacting driver 3. Skills leading the group, general instructions to the participants an 4. monuments, sacred places, and crowded areas, giving commentary, answering questions, and concluding a tour <p>Keywords: Interaction with the Tourist</p> | 12 | 20 |
| 5. | <p>Air Travel Airlines and Airports-</p> <ol style="list-style-type: none"> 1. Formalities: passport, visa, health requirements, taxes, customs, currency, travel insurance, baggage, and airport information 2. Cooperation between airlines and service providers. 3. Principles of customer service, baggage handling <p>Keywords: Passport, Visa, Service Providers, Customer Services</p> | 12 | 20 |
| 6. | <p>Field Visit/ Training - Each student is required to participate in a 2-3-day field study tour. The objectives behind the field tour are to provide practical knowledge of tourist resources of the country and to analyze the existing infrastructure and amenities of tourism development ard to examine prospects of tourism promotion, (50 Marks) Presentation based on the visit. (25 Marks) Viva-Voce. (25 Marks)</p> | | |

Suggested Readings

- Bhatia A. K.: International Tourism Fundamental & Practices, Sterling Publishers, New Delhi, 1995 2.
- Bhatia A. K: Tourism Development: Principles, Practices & Philosophy Sterling Publishers, New Delhi
3. Negi J. M. S.: Tourism & Travel Concepts and Principles, Gitanjali Publishing House, New Delhi.
4. Holloway, J.C., The Business of Tourism, McDonald and Evans, Plymouth, 1993.
5. Syrratt Gwenda, Manual of Travel Agency Practice, Butterworth Heinemann, London, 1995.
6. Stevens Laurence, Guide to Starting and Operating Successful Travel Agency, Delmar Publishers, Inc. New York, 1990.
7. Gaddy B. & Parkin L.; Urban Interpretation: Vol. 1, Issues and Settings; Vol. II Techniques and Opportunities, Working Papers, School of Planning, Oxford Polytechnic, 1991.
8. Pond K.L. The professional Guide: Dynamic of Tour Guiding, Van Nostrand Reinhold, New York,

Suggestive digital platform web links

. https://onlinecourses.swayam2.ac.in/sec_20_pc19/preview



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | Managing Elections And Election Campaign | BCOM-304/5 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes:

After completing this course student will be able to :

CO1:-Learn about the procedure to file an election nomination and the technical issues involved it.

2CO 2:-Learn the difference in approach of political parties while entering into election mode.

CO 3:-Understand the importance and ways of making posters, pamphlets and manifesto in order to publicize their candidates.

CO 4: Made aware of the role of new media and technology involved in election campaign..

CO 5: Explain the election code of conduct including the ethics to be maintained in expenditure and

CO 6 :elections campaign f. Know about the election procedure.

CO 7: Know the on ground challenges and solutions to resolve

Syllabus

| Units | Content | Duration | Marks |
|----------|---|-----------|-----------|
| 1 | <p>Electoral Democracy and Management of Elections a. Democracy: meaning and its kinds b. Electoral Democracy vs Liberal Democracy: A Perspective c. How Crucial is Management of Elections? I. Role of an Election Manager/ consultant II. Role of Treasurer III. Idea of 'Star Campaigners'</p> <p>Keywords: Democracy, Liberal, Election Consultancy</p> | 12 | 20 |
| 2 | <p>Organizational management and election campaign a. Membership Drive b. Booth Management</p> | 12 | 20 |
| 3 | <p>Traditional methods of Electoral Campaign: I. Posters ii. Pamphlets/Campaign Material iii. News portals, both print and electronic iv. Rallies</p> <p>Use of New Techniques and Methods in Election Campaign: I. Social Media Platforms/ IT Cells ii. Digital Marketing for Political Campaigns such as mass texting, etc. iii. Crowd Funding.</p> | 12 | 20 |
| 4 | <p>Learning from field experts Exposure visit to political parties' office (Membership drive, learning about the proceeding related to campaigns, planning of electoral campaign and its execution.</p> | 12 | 20 |
| 5 | <p>Discuss case studies related to election practices & reforms A webinar to interact with State election commission members understanding the election procedure. Keywords: party office, booth management, State Election Commission</p> | 12 | 20 |

Suggested Readings

Lambert, P. (2000). A Decade of Electoral Democracy: Continuity, Change and Crisis in Paraguay. *Bulletin of Latin American Research*, 19(3), pp. 379-396

a. Yadav, (2000) 'Understanding the Second Democratic Upsurge', in Frankel, Z. Hasan, and R. Bhargava (eds.) *Transforming India: Social and Political Dynamics in Democracy*, New Delhi: Oxford University Press, p 120-145.

b.. Jaffrelot, (2008) 'Why Should We Vote? The Indian Middle Class and Functioning of World's Largest Democracy', in *Religion, Caste and Politics*

c.G. Rose, (2005) 'How to Be a Media Darling: There's No getting Away From It'.
State Legislatures, Vol. 31(3).

d.Herrnson, P. (1988). The Importance of Party Campaigning. *Polity*, 20(4), pp. 714-719. West, D. (1994). *Television Advertising in Election Campaigns* *Political Science Quarterly*, 109(5), pp. 789-809.

e. Goldstein, K., & Freedman, P. (2002). Campaign Advertising and Voter Turnout: New Evidence for a Stimulation Effect. *The Journal of Politics*, 64(3), pp. 721-740.

f.Kahn, K., & Kenney, P. (1999). Do Negative Campaigns
. [https://onlinecourses.swayam2.ac.in/sec 20 pc19/preview](https://onlinecourses.swayam2.ac.in/sec20pc19/preview)



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | Social Survey And Report Writing | BCOM-304/6 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning outcomes (CLO):

After the successful completing of the course, the students will be able to understand and capable for following: Understand the Fundamentals of Social Survey
Understand the Social Survey techniques and Data Analysis
Understand the process of effective writing of social survey Gain detailed knowledge about major Social Survey Institutes of India Apart of this, will get knowledge about Career Enhancement Opportunities in this field of Social Survey and Report Writing.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|---------------------|-------|
| I | Fundamental of social Survey 1. Social Survey: Concept, Matter, Scope, Objectives And Importance, Steps of Social Survey, Process, Merits And Limitations, Qualities Of Good Social Surveyor 2. Forms of Data Collection: Primary and Secondary Sources, Survey Planning 3. Survey Instruments: Observation, Interview Questionnaire, Schedule, Sealing Techniques, Social Distance Measuring Scale, Socio metry | 12 | 20 |
| II | Data Analysis And Report Writing: 1. Survey Response Rate, Pretesting Survey Technique 2. Classification, Analysis and Tabulation of Data, Diagrammatic And Graphic Presentation, Use Of Statistics Software, Releasing Information and Data Protection. | 12 | 20 |
| III | Major Survey Research and Training Institutes Of India: 1. Survey Of India 2. National Sample Survey Organization(NSSO) 3. Indian Council of Social Science And Research(ICSSR) 4. National Environmental Engineering Research(NEERI) 5. Council for Scientific and Industrial Research(CSIR) 6. Tata institute of Social Science(TISS) 7. Tata Institute of Fundamental Research(TIFR) | 12 | 20 |
| IV | Practical 1. Diagrammatic and Graphic Presentation Of Rural And Urban Population of Madhya Pradesh 2. Making of Pilot Survey Report on any Social Issue 3. Use any survey techniques to collect Primary Data of the problem of your locality and report writing Project/Field Trip: 1. VisittoRegisteredN.G.Os. Visit to Central Jail, Sos Village(Any One) | 12 | 20 |
| V | Project 1. Visit to Registered N.G.Os. 2. Visit to Central Jail, Sos Village(Anyone) | 12 | 20 |

Text Books, Reference Books, Other resources

- (1) R.K. Mishra, IS Yadav, A. P Kumar, S P Mishra, J. Kiranmai, "Risk Management in Banking, Insurance and Financial Services", 2014, Academic Foundation.
- (2) R. Gordan & Natarajan, "Future scenario of Financial services", Himalaya Publication
- (3) Satyadevi, C., Financial Services Banking and Insurance, S.Chand
- (4) Kunjukunju, Benson, Mohanan,S, "Financial Markets and Financial Services In India",New Century Publication
- (5) Dhanesh Kumar Khatri, "Derivatives and Risk Management", Macmillan
- (6) Khan, M. Y. Financial Services. New Delhi: Tata McGraw Hill Education. (2005) (7) Machiraju, H. R. Indian Financial System. New Delhi: Vikas Publishing House (2010). (8) Agarwal, O. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011).

Suggestive digital platforms web links

1 <https://ves.ac.in/tulsitech/wp->

Rise and grecontent/uploads/sites/16/2017/05/Banking Financial Services and Insurance.pdf

2 <https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf>

3 <https://nsdeindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf>

4 <https://sgp.fas.org/crs/misc/IF10043.pdf>

5 <http://impcollege.org/downloads/BASICS> OF FINANCIAL SERVICES 1.pdf



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Third Semester

| Course | Category | Subject | Subject Code |
|-----------------|----------|--|-----------------|
| B.Com | SEC | O;fDrRo विकास | BCOM-304/7(SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

पाठ्यक्रम परिणाम:

कोर्स पूरा होने के बाद छात्र सक्षम हो सकेंगे

1. छात्र व्यक्तित्व गतिशीलता की मूल बातों के बारे में ज्ञान प्राप्त करेंगे
- 2- छात्र व्यक्तित्व विकास की तकनीकों को लागू करना सीखेंगे
3. छात्र अपने व्यक्तित्व में आत्म-लचीलापन और मुखरता के कौशल विकसित करेंगे।
4. छात्र साक्षात्कार कौशल सीखेंगे।
5. छात्र व्यक्तित्व विकास के लिए आवश्यक जीवन कौशल के महत्व को समझ सकेंगे।

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | O;fDrRo] IQyrk vkSj vIQyrkvksa dk lkeuk O;fDrRo dh vo/kkj.k] IQyrk D;k gS \ IQyrk izklr djus esa ck/kk,a IQyrk ds fy, ftEesnkj ddZ] izHkkoh vknrsa fodflr djuk vIQyrk D;k gS \ & vIQyrkvksa dks izHkkfor djus okys ddZ] vIQyrkvksa ls lh[kuk] vIQyrkvksa ij dkcw ikuk] fo'okl dh 'kfDr] fo'okl dk vHk;kl LokV fo'ys"k.k vkSj y{; fu/kkZj.k ¼LisflQd] ekiu ;ksX;] izkflr ;ksX;] okLrfod] le;c)] LekVZ y{; | 12 | 25 |
| II | le; vkSj ruko izca/ku vkSj jkstxkijdrk & yfC/k ,d lalk/ku ds :i esa le;] le; dh cckZnh ds dkjdxsa dh igpku] csgrj le; izca/ku ds fy, rduhd] ruko dk ifjp;] ruko ds dkj.k vkSj izHkko] ruko izca/ku] fjT;w esa fcfYMax] xqzi fMLd'ku esa Hkkx ysus dh dyk] lk{kkRdkj & vDij iwNs tkus okys iz'u lk{kkRdkj] vH;kl l= | 12 | 25 |
| III | lapkj dkS'ky vkSj fMftVy f'k"Vkpki lapkj dkS'ky % izHkkoh iBu@ys[ku@Jo.k@dkS'ky gkMZ fLdYI vkSj lKW¶V fLdYI] eap ds Mj ij dkcw ikuk] ckWMh ySaXost dh Hkwfedk] is'ksj izLrqfr dh dyk] izLrqfr;ksa esa JO; vkSj n``; ek;/e dk mi;ksx] lkekftd f'k"Vkpki izfrfnu ds izca/ku esa lwpu vkSj lapkj izkSj ksfxdh dk mi;ksx lks'ky ehfM;k dk izHkkoh mi;ksx] besy f'k"Vkpki] mi;ksxh bysDVªksfud xStsV vkSj eksckby ,lyhds'ku | 12 | 25 |
| IV | 1- LokV (SWOT) fo'ys"k.k 2- y{; fu/kkZj.k 3- le; izca/ku 4- fjT;wesa ys[ku vkSj ekWd lk{kkRdkj l= 5- lapkj dkS'ky 6- bZ&esy | 12 | 25 |
| V | izkstsDV@{ks= Hkze.k 1- fdlh ,d IQy O;fDrRo ds thou ls izklr lh[k ds vk/kj ij ,d fjiksVZ izLrqfr djsa A 2- O;fDr fodkl izf'k{k.k laLFkku dk Hkze.k rFkk ogka ls izklr tkudkjh ds vk/kj ij fjiksVZ izLrqfr djsa A | 12 | 20 |

PART-C : LEARNING RESOURCES

Textbooks, Reference Books, Other Resources

Suggested Readings:

Reference Book :

- 1. Andrews, Sudhir (1998) How to Succeed At Interviews. (21st Rep) Tata Megraw-Hill New Delhi**
- 2. Convey, Stephen 1989, The Seven Habits of Highly Effective People. NY : Free Press**
- 3. Hindle, Tim 2003, Reducing Stress, Essential Manager Series, DK Publication.**

Suggestive digital platform web links



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|---------------------|
| B.Com | Major | Cost Accounting | BCOM-401/MIT |
| Total Credit: 6 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes:

This subject of cost accounting is very important to make the student of commerce subject self-reliant, students from its study :-

1. know the principles, concepts, benefits, utility of cost accounting
2. In the event of setting up your own industry, being self-sufficient in cost accounting, you will be able to acquire knowledge of the methods of material issue, control and labor payment.
3. Will be expert in finding out unit cost, finding tender price, finding contract cost and finding profit
4. Develop decision making ability through marginal cost analysis, standard cost analysis
5. Will be able to get employment as a cost analyst in small, big business houses.

Syllabus

| Unit | Topics | No. of Lectures |
|------------------------|--|-----------------|
| I | Cost: Meaning, Concept and Classification, Element of Cost, Nature and Importance, Material Costing: Methods of valuation of material issued, Concept and material control and its Techniques. Labour Costing Methods of Wages Payment | 18 |
| II | Unit Costing: Preparation of Cost Sheet and Statement of Cost (Including calculation of Tender Price) Overhead Costing : Overhead costing (including Calculation of machine hour rate | 18 |
| III | Contract and Job Costing Operating Costing (Transport Costing) | 18 |
| IV | Process Costing (Including Inter Process Profit and Reserve) Reconciliation of Cost and Financial Accounts. | 18 |
| V | Marginal Costing -Profit-Volume Ratio, Break-even Point, Margin of Safety, Application of Break-even Analysis. Standard costing and Variance Analysis(Material and Labour only) | 18 |
| Keywords/Tags : | Cost, Material Costing, Unit Costing, Contract and Job Costing, Process Costing Marginal Costing. | |

Recommended Reference Books:

1. Cost Accounting, Agrawal dr Mahesh, Ramprasad & sons, Bhopal
2. Cost Accounting, Dr Sanjay Mehta / Pro. Mukesh Bramhabhatta, Devi Ahilya Prakashan, Indore
3. Cost Analysis and Control, Prof.M.L. Agrarwal & Dr.K.L. Gupta, Sahity Bhavan, Agra



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|---------------------|
| B.Com | Minor | Principle of Management | BCOM-402/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes

On having completed this course student should be able to:

1. Demonstrate understanding of the role of managers in an organization
2. Summarize the elementary concepts, principles and theories of management
3. Examine the managerial functions having an impact on the organizational effectiveness
4. Identify the contemporary issues and challenges in management
5. Develop ethical workplace practices
6. Appraise the sources of influence to inspire the actions of other organizational members and evaluate the best control methods

Syllabus

| Unit | Topics | No. of Lectures |
|------|--|-----------------|
| I | Management: Concept/meaning. Definition, Nature Functions, Process, Scope and Importance of Management. Role of Vedic values and ethics in Management, Difference between Management and Administration, Evolution of Management through Early contributions: Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Human Relations, and Modern Approach, Managerial Ethics | 15 |
| II | Planning- Meaning, Nature, Scope, Objective, Functions and Significance of Planning, Elements and Steps of Planning, Strategies and Policies, Organisation- Meaning. Definition, Types, Scope, Principles, Line and Staff Relationship, Authority, Delegation and Decentralization. Effective Organizing. Organizational Structures, Staffing Decision- Meaning, Definition, Types, Scope, Principles, decision making. | 15 |
| III | Direction and Coordination- Meaning and definition of direction, importance and principles of direction, techniques of direction, meaning of supervision, meaning of coordination, elements and features of coordination, importance of coordination, cooperation and coordination. steps for effective coordination, management of conflicts. | 15 |
| IV | Motivation and Leadership - Motivation: Concept, Forms of employee motivation, Need for motivation. Theories of motivation Meaning and Functions of a Leader, Characteristics of effective Leadership, types and theories of leadership and Leadership Styles. | 15 |
| V | Controlling- Definition, meaning, elements, Importance, controlling procedure, Types of control, control techniques, requirements of good control system. responsibility accounting PERT and CPM, use of Computers and IT in Management control. Emerging trends in management - Basic concept of Total Quality Management, Crisis Management, Global Practices, Change Management, Logistic Management | 30 |

Recommended Reference Books.

1. Principles of Management, Ramasamy, T., Himalaya Publishing House Pvt Ltd. Nagpur
2. Principles of Management, Gupta R.N., Vikash & Schand Company Ltd New Delhi
3. Principles of Management, Neeru Vasishth, Kitab Mahal Publishers, New Delhi
4. Essentials of management, Koontz Harold & Weihrich, Tata McGraw Hill New Delhi



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|-----------------------|
| B.Com | Generic Elective | Rural Development in India | BCOM GEC-403/1 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Learning Outcomes (CLO):

- 1.The Student will be able to know the problems of rural development along with the strategy of rural development.
2. Students will be able to get Information about various dimensions of rural development.
- 3.The student will be familiar with the role of agriculture and industries in rural development.
- 4.Students will be able to get information about various schemes and policies of the Government regarding rural development.
5. Students will develop an understanding of the contribution of Panchayati raj to rural development.

Syllabus

| Unit | Topics | No. of Lectures |
|------|--|-----------------|
| I | <p>Basics of Rural Development: Concept and Objectives of Rural Development, Significance of Rural Development, Indicators of Rural development, Rural Development Strategies: Aims & Objectives, Problems of the rural development in India -(Poverty, indebtedness & Unemployment), Major Initiatives for inclusive growth in rural India. Keywords: Rural Development, Indicators of Rural Development, Strategy, Poverty, Indebtedness , Unemployment, inclusive growth.</p> | 12 |
| II | <p>Infrastructure Development in Rural India: Social Infrastructure - Education, Health, Women and Child Welfare, livelihood mission, sanitation: physical Infrastructure Irrigation, Energy, Road, Transportation. Role of infrastructure in Rural Development. Keywords: Social Infrastructure, livelihood , sanitation, physical Infrastructure, Irrigation, Energy, Road, Transport.</p> | 12 |
| III | <p>Agriculture Development: Role of Agriculture in Rural Development, Characteristics and nature of Indian Agriculture, Green Revolution in Agriculture, Agricultural Production and Productivity, Agriculture Growth in India, Land Utilization, Current Agricultural Policy, Land reforms, Role of MSMES & Self-Help Groups in Rural Development. Keywords: Green Revolution, Agriculture Productivity, Land Utilization, Agricultural Policy, Micro Small Medium Enterprise, Self Help Groups.</p> | 12 |
| IV | <p>Programme and Policies of Rural Development: An overview of Current Rural Development Programmes: Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Swachchh Bharat Mission (SBM), Sansad Adarsh Gram Yojna (SAGY), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Pradhan Mantri Gramin Awaas Yojana (PMGAY), Pradhan Mantri Gram Sadak Yojana (PMGSY), Shyama Prasad Mukherji Rurban Mission (SPMRM), Deendayal Antyodaya Yojana National Rural Livelihood Mission (DAY- NRLM), Deendayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), Pradhan Mantri Ujjawala Yojna (PMUY), Pradhan Mantri Fasal Bima Yojna (PMFBY), Atal Pension Yojana (APY) Keywords: Programme, Policies, Overview of Present Policies, Rural Development.</p> | 12 |
| V | <p>Role of Panchayati Raj in Rural Development: Concept, structure and functions of Panchayati Raj Institutions, Concept and importance of Decentralization in rural development, Constitutional Provisions regarding Panchayati Raj (Including 73rd constitutional amendment), Role of Panchayats in Resources Generation, Poverty Alleviation and Women Empowerment, Linkage between Panchayat and NGOs. Challenges of Panchayati Raj institutions. Keywords: Panchayati Raj, Constitutional Provisions, Women Empowerment, Poverty Alleviation, Resources Generation, NGOs.</p> | 12 |
| | | |

Recommended Reference Books.

1. Abdul Azeez, N.P.S Akhtar Jawed S.M. Rural Development in India" (Policies and programmes) kapaz publication Ashok vihas, New Delhi 2016.
2. Gupta K.R.Rural Development in India" Atlantic publishers and Distributions, New Delhi 2010.
3. Dr. Nath V.-"Rural Development and Planning in India" Concept Publishing Co. 2010.
4. Pareek, Udai Education and Rural Development D.G.M. Infai Book Publication 2005.
5. Sinha, Kumar Rajesh "Sustainablo development goals and panchayat publication Indigo Books 2019.
6. Bilgrami S.A. "An Introduction to agriculture Economics" Himalaya Publishing House Mumbai.
7. Gupta, U.C.S. Verma Pratik Gramin Vilas pariyojanas (Hindi) Raj publications, New Delhi 2013.
8. Dewan, M.L. - "Agriculture and Rural Development in India" concept Publishing Co.. (English).
9. Singh, Ram Sakal - "Rural Development Administration" - Anmol Publications Pvt. Ltd. 2006.
10. Dhingra L.C. Dec 2019
11. Prasad B.K. - Sasup & Sons New Delhi 2003.
12. Agrawal A.N.-37th Edition 2011 New Age International Publishers.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|--|----------------------|-----------------------|
| B.Com | Generic Elective | Corporate Law | BCOM GEC-403/2 |
| Total Credit: 4 | Max.Marks:100 (Internal:30+External:70) | | |

Course Learning Outcomes (CLO):

The paper aims to impart the students working knowledge of the provisions of companies Act 2013. After completion of the course, Students will be able to:-

- a) Explain the relevant provisions of companies Act 2013
- b) Interpret the corporate functioning in India

Syllabus

| Unit | Topics | No. of Lectures |
|------|---|-----------------|
| I | Preliminary to Companies Act 2013 Company - Definition, Characteristics, Types of Company, Formation of Company. Promotion, Incorporation and Commencement of Business, Memorandum of Association, Articles of Association and Prospectus. | 18 |
| II | Management and Administration Board of Directors, Types of Directors; Their qualifications, powers, duties, liabilities. Company Meetings: Types, Quorum, Voting, Resolution and Minutes. | 18 |
| III | Dividends Accounts and Audit Declaration and payment of dividend, maintenance and authentication of financial statements, Corporate Social Responsibility (CSR), Auditor; Appointment, Qualification, Duties, Responsibilities, Audit report. | 18 |
| IV | Oppression & Mismanagement; Restructuring and Winding up Prevention of Oppression & Mismanagement Provisions related to Compromises & Amalgamation. Concept and modes of winding up. | 18 |
| V | National Company Law Tribunal. Definitions, Constitution of NCLT, Constitution of Appellate tribunal, Provisions regarding appeal and punishment. Emerging issues in company law | 18 |

Recommended Reference Books.

1. Company Law, Avtar Singh, ABC Publication.
2. Company Law, Bloombury, Corporate Law Adviser
3. Company Law, Brenda Hannigan, Eastern Publisher
4. Company Law, M.C. Kuchhal , Mahaveer Publications
5. Introduction to Company Law, Paul Davies, Oxford University Press



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Fourth Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|----------------|
| B.Com | Generic Elective | Personality Development | BCOM GEC-403/3 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Students will gain knowledge about the basics of Personality Dynamics

CO2:- Students will learn to implement techniques of Personality Development

CO3:-Students will develop Skills of self resilience and assertiveness in their personality.

CO4:- Students will learn Interview skills.

CO5:-Students will be able to understand about the importance of life skills needed for personality development.

| Unit | Topics | Duration (In Hours) | Marks |
|------|--|------------------------|-------|
| I | Dynamics of Personality:- Nature and Determinants, Classification of Personality, Jung, Sheldon, Kretchmer and five factor theory | 12 | 20 |
| II | Techniques of Personality Development :- Self control, self resilience, self esteem, factors affecting assertiveness pro-social behavior, interpersonal relationships issues ,Interview skills. | 12 | 20 |
| III | Attitude & Motivation Attitude :- Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation | 12 | 20 |
| IV | Emerging Areas of Personality Development:- Life skills- Social Intelligence and Personality Development (SQ) Emotional Intelligence and Personality Development (EQ) Spiritual Intelligence and Personality Development (SPQ) | 12 | 20 |
| V | Self-esteem Term self-esteem :- Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking. | 12 | 20 |

Recommended Reference Books.

- Andrews, Sudhir (1988) How to Succeed at Interviews. 21" (rep.) Tata McGraw-Hill, New Delhi
 2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY. Free Press
 3. Hindle, Tim (2003) Reducing Stress. Essential Manager Series. DK Publishing. 4. Lucas, Stephen (2001). Art of Public Speaking Tata- Mc-Graw Hill, New Delhi.
 5. मर्डन, स्टेवर व्यक्तित्व का विकास, आनंद पेपरबैक
 6. Petes S.J., Francis (2011). Soft Skills and Professional Communication. Tata McGraw-Hill Education, New Delhi
 7. शर्मा, पी) .के.2014) व्यक्तित्व विकास भारतीय प्रकाशन। 8. Smith, B (2004). Body Language. Rohan Book Company, Delhi.
 9. अस्थाना एम एवं वर्मा के)1999) व्यक्तित्व मनोविज्ञान, मोतीलाल बनारसी दास, नई दिल्ली। 10. Hall, CS Lindzey. G & Campbell, J B (2007) Theories of Personality 4th Edn. Wiley India.
 11. Kundu. CL (1989) Personality Development. ND Sterling Pub. 12. सिंह ए) .के .2010) व्यक्तित्व का मनोविज्ञान, मोतीलाल बनारसी दास नई दिल्ली

Suggested equivalent online courses: e-reading: 1. Basics of Communication:-

<https://www.glowandlovelycareers.in/en/course-detail/nlit-156/basics-of-communication>

2. Social Etiquettes-<https://www.glowandlovelycareers.in/en/course-detail/englishedge-904/social-etiquette>

3. Self-Presentation- <https://www.glowandlovelycareers.in/en/course-detail/niit-161/scif-presentation>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|-----------------------|
| B.Com | Generic Elective | Basics of public Administration | BCOM GEC-403/4 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Understand the nature and scope of Public Administration.

CO2:-Understand the administrative theories and concepts to develop sense of administration and the nature of Bureaucracy.

CO3:-Understand the role of public services in India.

CO4:-understand the role of public services India.

CO5:-Acquaint with the system of lokayukt of M.P.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|---------------------------|-------|
| I | Public Administration as a discipline:- a- Meaning, Nature and Scope. b- Evolution of Public Administration. c- Public and Private Administration. d- New Public Administration | 12 | 20 |
| II | Basic principles and concepts: a. Organization b. Hierarchy c. Span of Control d. Unity of Command | 12 | 20 |
| III | Theories of Administration a. Scientific Management (Taylor and the Scientific Management Movement) b. Classical Theory (Henry Fayol, Luther Gullick) C. Bureaucratic Theory (Max Weber and his Critics) d. Human Relations Theory (Elton Mayo) | 12 | 20 |
| IV | Personnel Administration a. Civil Services b. Role of Civil Service in India c. Recruitment, Training and Promotion in Civil Service d. Emerging trends and Challenges in Indian Bureaucracy | 12 | 20 |
| V | Financial Administration (With Special focus on India): a. Budget: Meaning and Significance b. Types of Budgets c. Principles of an Ideal Budget d. Comptroller and Auditor General of India | 12 | 20 |

Suggested Readings:

Jimmy Carter, " Jimmy carter Tells Why Hw Will Use Zero -Based Budgeting", Nation's Business. January, (1977).

Elaine YI Lu, Katherine Willoughby,(2018). Public Performance Budgeting Principle and Prectice.Routledge Publication.

K.L. Handa, (1980) Budget Management Techniques: A Perspective for India", The India Journal of Public Administration, July-September

• Thavraja, M.J.K(1994): Financial Administration of India, Sultan Chand & Tyagi, B.P. (1997): Public Finance, Meerut.

Suggested Readings:

Frederickson, H. G. et al. (2015). Decision Theory. The Public Administration Theory Primer, Boulder, CO: Westview Press, pp. 131-164.

• Kanigel, R. (1997). The One Best Way: Frederick Winslow Taylor and the Enigma of Efficiency. New York: Viking.

O'Connor, E. S. (1999). The Politics of Management Thought: A Case Study of the Harvard Business School and the Human Relations School. The Academy of Management Review, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. Public Administration Quarterly, 32(4), pp. 528-548

• Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. Journal of Management History, 16(4), pp. 489-503.

• Rodrigues, C. A. (2001). Fayo!'s 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. The Academy of Management Journal, 11(2), pp. 189-197.

Taylor, F. W. (1911). The Principles of Scientific Management. New York: Harper &Brothers.50

• Weber, M., Hans G., & Mills, CW (1958). Bureaucracy. From Max Weber: Essays in Sociology. New York: Oxford University Press, pp.196-244.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|----------------|
| B.Com | Generic Elective | Language, Literature and Culture | BCOM GEC-403/5 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Understand why language matters, multilingualism, features of Indian literature and trends in contemporary Indian culture, especially as they are reflected in the media

CO2:- Appreciate significant themes and forms of Indian literature through the ages with the help of prescribed texts

CO3:- Assess the relation between language and literature oral and written literature, salient features of ancient and medieval Indian literature and different phases of Indian literature.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | Language 1. Why language matters? 2. Functions of language 3. Language and class, gender, ethnicity, identity. 4. Language variation: dialect, slang, standard and non standard language 5. Bilingualism and multilingualism | 12 | 20 |
| II | Indian Literature 1. Veda Vyasa: The Mahabharata: The Draupadi Episode 2. Kalidasa: Meghaduta The making of a Beach! 3. Kalidasa: Meghaduta The Book of Mathurai 4. Mirabai -I know Only Krishna. 5. Amir Abdul Hasan Khusrau- Separation | 12 | 20 |
| III | Indian Literature 1. Asadullah Khan Ghalib Desires Come by Thousand 2. Faiz Ahmad Faiz -Do Not Ask. 3. Subramania Bharati- The Palla Song 4. Rabindranath Tagore -The Cabuliwallah 5. Shrilal Shukla Raag Darbari. | 12 | 20 |
| IV | Indian Literature 1. Ismat Chughtai: -touch-me-not. 2. Amrita Pritam To Waris Shah 3. Masti Venkateshwar iyenger: Venkateshwar's Love Affair 4. Indira Goswami: The Journey 5. Omprakash Valmiki: -Joothan 6. Shrikant Mahapatra -Folk Songs | 12 | 20 |
| V | Culture and Society in Contemporary India 1. The Idea of Culture 2. Culture and the Media | 12 | 20 |

Suggested Readings:

- Indian Literature: An Introduction Bhartiya Sahitya: ek Parichay, edited by Anjana Dev, Sanam Khanna and Bajrang Bihari Tiwari, New Delhi. Pearson, 2005: reprinted 2006.
- Fromkin, Victoria, David Blair and Peter Collins An Introduction to Language 1999. Harcourt Brace, Javanovich NY pp. 362-370.
- Crystal, David. The Cambridge Encyclopaedia of Language, 1997. Cambridge CUP. Holmes, Jenet An Introduction to Sociolinguistics. 1992: London & New York: Longman.
- George Yule The Study of language 2nd edition, 1996. CUP.
- Poddar, A. Language and Society in India: 1969. Proceedings of a Seminar: Shimla, pp. 76-88, 136-14, Khubchandani, LM. Plural Languages, Plural Cultures. 1983. University of Hawaii Press. (Chapters 5&6)
- Cummins J and M. Swain. Bilingualism in Education. 1986. Longman: London (chapter 8) Das, Sisir Kumar ed A History of Indian Literature. 1995. New Delhi: Sahitya Akademi.
- William, Raymond Keywords, rev, ed. 1983, OUP.
- During, Simon, ed. The Cultural Studies -Readers, 1999. London: Routledge. Dines, G & J. M. Humez, eds. Gender. Race and Class in Media: A Text-Reader. 1995. Thousand Oaks, CA: Sage
- Shapiro, Michael and Harold Schiffman. Language and Society in South Asia, 1981. Delhi: Motilal
-
- Banarsida Aurobindo, Sri. "Is India Civilised?" in Foundations of Indian Culture. Vol. 20 pp. 1-13.
- Gokak, V. K. "Towards a Definition of Culture "in India and World Culture, 1986, New Delhi: Sahitya Akademi
- Kumar, Keval J. Mass Communication in India. 3rd edition 2004. Mumbai: Jaico Publishing House.
- Bastiam, AL The Wonder that was India, 1999, Delhi: Rupa Publications. Chapter 9 "Language and Literature



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|----------------|
| B.Com | Generic Elective | Constitutional History (1773 to 1947) | BCOM GEC-403/6 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

- CO-1: Analyze the salient features of the constitutional development during the Company's rule in India from 1773 to 1857 and assess its impact on the freedom struggle of India.
- CO-2: Know about the influence of British Crown on India.
- CO-3: Critically examine the major reforms by the British government and their impact of the socio-political life of Indians.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|---------------------------|-------|
| I | <p>Constitutional Development Under The Company's Rule (1773-1793):</p> <ol style="list-style-type: none"> 1. Regulating Act, 1773: causes for the passing of the Regulating Act, main provisions of the act. 2. Bengal Judicature Act, 1781. 3. Indian Bill of Dundas, 1783. 4. Fox India Bill, 1783. 5. Pitt's India Act, 1784. 6. Charter Act, 1793. | 12 | 20 |
| II | <p>Constitutional Development Under The Crown's Rule:</p> <ol style="list-style-type: none"> 1. Government of India Act, 1858: background, main provisions, evaluation. 2. Queen Victoria's Proclamation: significance. 3. Indian Councils Act, 1861: causes, main provisions, provisions related to provincial legislative assemblies, defects in the act, significance. 4. Indian Councils Act, 1892: causes, main provisions, defects, significance. | 12 | 20 |
| III | <p>Constitutional Development Under The Crown's Rule</p> <ol style="list-style-type: none"> 1. Government of India act 1858 : background, main provisions, evaluation 2. Queen victoria's Proclamation : significance 3. Indian councils Act 1861: d. Human Relations Theory (Elton Mayo) | 12 | 20 |
| IV | <p>Constitutional Development During The 20th Century:</p> <ol style="list-style-type: none"> 1. Morley-Minto reforms and Mont-ford reforms. 2. Government of India Act, 1909: causes, government's outlook towards the reforms, main provisions, defects, significance. 3. Government of India Act, 1919: causes, significance of Montague's declaration, Montague-Chelmsford report, passing of the act, preamble of the act, main features of the act. | 12 | 20 |
| V | <p>Provincial Autonomy, Indian Independence And Indian Constitution:</p> <ol style="list-style-type: none"> 1. The Government of India Act, 1935: features of the act, Home Government, advisors of the Indian Secretary, High Commissioner, proposed federal plan - organization, criticism, conclusion; meaning of provincial autonomy. 2. Government of India Act, 1947 - The Mountbatten plan, factors responsible for Indian independence, provisions and significance of the 3. Main features of the Indian constitution. | 12 | 20 |

1. George Rodmann. (2007) Mass Media in a Changing World, McGraw Hill
Kumar, Keval. (1994) Mass communication in India. Jaico Publishing House
Stein, Susan Paterno & R. Christopher Burnett (2006) News writer's Handbook An Introduction to Journalism, Blackwell Publishing
Neelamkar, M (2010) Media Law & Ethics, Pill Learning Private Limited. New Delhi

Richard Keeble (2006) The Newspaper's Handbook, Routledge Publication

Singhal, Arvind (1989) India's Information revolution, Sage Publication, New Delhi

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism <http://www.nraisme.com/wp-content/uploads/2017/03/303>

PRESS LAW MEDIA ETHICS backun.pdf

<http://ervankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

Business School and the Human Relations School. The Academy of Management Review, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. Public Administration Quarterly, 32(4), pp. 528-548

• Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. Journal of Management History, 16(4), pp. 489-503.

• Rodrigues, C. A. (2001). Fayol's 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. The Academy of Management Journal, 11(2), pp. 189-197.

Taylor, F. W. (1911). The Principles of Scientific Management. New York: Harper & Brothers. 50

• Weber, M., Hans G., & Mills, CW (1958). Bureaucracy. From Max Weber: Essays in Sociology. New York: Oxford University Press, pp.196-244.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|----------------|
| B.Com | Generic Elective | “Sociology of Journalism and Media” | BCOM GEC-403/7 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-By studying this course student will develop an understanding of the basic concepts of journalism.

CO2:-Student will be able to get acquainted with the new dimensions and forms of journalism.

CO3:-The study of this course will develop practical understanding of social phenomena in the student.

CO4:-Employment opportunities will be available to the student in the field of journalism.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Emergence and Development of Journalism</p> <p>1. Introduction of Journalism: 1.1 Concept 1.2 Objectives 1.3 Importance</p> <p>2. Origin and Development of Journalism</p> <p>3. History of Journalism in India: 3.1 Pre-Independence 3.2 Post-Independence</p> <p>4. Journalism as a profession</p> <p>5. Interrelationship between Journalism and Sociology</p> | 12 | 20 |
| II | <p>Journalism and News.</p> <p>1. Concept of News 2. Development of News value. 3. Changing concepts of News 4. Issues and challenges. 5. Collection of News. 6. Sources of Information 7. Sociological aspect of News 8. Elements of News 9. Precautions for News Writing</p> | 12 | 20 |
| III | <p>Journalism as a Career</p> <p>Print Media and Electronic Media:</p> <p>1 Editor and Bureau Chief. 2 Reporter 3 Feature Writer 4 Proof Reader 5 Photo Journalist and Cartoonist 6 Social Media Manager 7 News Reader 8 Video Producer 9 Researcher</p> <p>Social Network :</p> <p>1- Instagram 2- Twitter 3-Facebook 4 -LinkedIn 5- Blog 6-WhatsApp 7 -Telegram</p> <p>Online Network</p> <p>1 e-book 2 e-paper 3 e-business</p> | 12 | 20 |

| | | | |
|----|---|----|----|
| | <p>4 News Agencies in India</p> <p>5.Ethics of Journalism</p> <p>6. Print Journalism</p> <p>7. Media Journalism</p> <p>8.Digital Journalism</p> <p>9. Cyber Journalism</p> <p>10.Investigative Journalism</p> <p>11. Political Journalism</p> <p>12.Crime Journalism</p> <p>13.Professional Journalism</p> <p>14.Educational Journalism</p> <p>15.Sports Journalism</p> <p>16. Photo Journalism</p> <p>17.Yellow Journalism</p> | | |
| IV | <p>Media and Society</p> <p>1.Role of Media:</p> <p>1.1 Social Awareness</p> <p>1.2 Educational Awareness</p> <p>1.3 Political Awareness</p> <p>1.4 Cultural Transmission</p> <p>1.5 Catalyst for Development</p> <p>2. Impact of Media:</p> <p>2.1On Society</p> <p>2.2 On Profession</p> <p>2.3 On Workplace</p> <p>2.4 On Children and Youth</p> <p>2.5 On Women 2.6 Increase in Crime</p> <p>2.7 Spreading Rumors</p> <p>2.8 Depression and Anxiety</p> <p>2.9 As Addiction</p> <p>2.10 Unhealthy Activities</p> | 12 | 20 |
| V | <p>Journalism in Twenty First Century</p> <p>Media Law and Ethics</p> <p>1. Freedom of speech and expression</p> <p>2. Official Secrets act 1923</p> <p>3. Prasar Bharati act 1990</p> <p>4. Cable TV Network Regulation Act 1995</p> <p>5. Cinematography act 1952</p> <p>6. Information Technology act 2000</p> <p>7. Copyright act 1957</p> <p>8. Media Commission and Committee</p> | 12 | 20 |

Text Books, Reference Books, Other resources:

1. Arya, P.K.(2006) Career in Media, Prabhat prakashan New Delhi s
- 2 Bruce D. Itule and Douglas A. Anderson(2000). News writing and reporting for today's media
- 3 Carole Flemming and Emma Hemmingway(2006)An Introduction to Journalism, Vistaa Publications McGraw Hill Publication
4. चतुर्वेदी, प्रेमनाथ (1969) समाचार संपादन, अकादमिक बुक्स, नई ददल्ली
5. दोषी, सुशील कुमार एवं कोमशक सुरेश (2003) राधाकृष्ण प्रकाशन, नई दिल्ली
6. George Rodmann, (2007) Mass Media in a Changing World, McGraw Hill Publication, ज जैन, रमश (1989) दहद ही पत्रकारता का आलोचनात एक इततहास बोहरा प्रकाशन, जयपर
7. Kumar, Keval (1994) Mass communication in India, JaicoPublishing House
8. M.L. Stem, Susan Paterno& R. Christopher Burnett (2006) News writer's Handbook An Introduction to Journalism, Blackwell Publishing.
9. कण वारी (1986) दहद की पत्रकाररत 1, भारतीयानपीठ प्रकाशन, नई ददल्ली
10. Neelamlar, M (2010) Media Law & Ethics, PIII Learning Private Limited, New Delhi
11. Richard Keeble(2006) The Newspaper's Handbook,Routledge Publication
12. Singhal, Arvind (1989) India's Information revolution, Sage Publication, New Delhi
13. शमा, श्रीपाल (1985) पत्रक रस्ता कमल मसदथात, काशन, नई ददल्ली)
14. श्रीधर वर्वजयदत्त (1983) मध्य प्रदेश में पत्रकाररता का इततहास, मध्य प्रदेश, दहदी ग्रन्थ अकादमी, भोपाला म.प्र.
15. कला महकेश (2001) द्वय की पत्रकारिता के आयाम, कॉमनवेल्थ ब्लशर अंसारी रोड, नई दल्ली
- 16 अजना (1984) आध उनक पाकाररत 1 वदयालय प्रकाशन, वाराणसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism

http://www.uraisme.com/wp-content/uploads/2017/03/303_PRESS_LAW_MEDIA_ETHICS_backup.pdf

<http://evankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

म.प्र.

16. कुल 1. महश (2001) सधे पकड़ी पत्रकाररता को संध आयाम, कॉमनवेल्थ ब्लगर

17 ततवारी, अजना (1984) आध उनक पाकाररत 1, वदयालय प्रकाशन, वरि-णसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism [http://www.uraisme.com/wp-](http://www.uraisme.com/wp-content/uploads/2017/03/303)

[content/uploads/2017/03/303](http://www.uraisme.com/wp-content/uploads/2017/03/303)



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|-----------------------|
| B.Com | Generic Elective | Organisational Behaviour | BCOM GEC-403/8 |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1. Understand the effect of interpersonal behavior in an organizational work-life

CO2. Understand perspective in diverse cultural environment.

CO3. Understand the principles of organizational human behavior with relevance to the Indian business context.

Syllabus

| Unit | Topics | Duration (In Hours) | Marks |
|------|--|------------------------|-------|
| I | Concept of Organizational Behavior, Evolution of OB, Contributing Disciplines to Organizational Behavior, Framework of OB, Challenges and opportunities in the field of OB. Individual Behavior, Personality, Perception, Social Perception and Impression Management, Attitude-characteristics, components, formation and measurement, Values, Learning and Re-enforcement | 12 | 20 |
| II | Leadership Concepts and Theories of Leadership, Qualities of a good Leader. Group Dynamics- group formation, Nature of groups, Types at Group, Group Member Resources, Reasons of joining groups, Functions of group within organization | 12 | 20 |
| III | Stress Management- Meaning, Causes, Effects and coping strategies for stress Work Stress, Concepts and theories of motivation | 12 | 20 |
| IV | Organizational change, conflict and peer Forces of change, planned change, resistance, approaches. Conflict management and negotiation techniques. Organization structure and personnel management | 12 | 20 |
| V | International Dimensions of Organizational Behavior, Equal Employment Opportunities, Organizational Culture, Managing Cultural Diversity, Learning Organization. Case Studies | 12 | 20 |

Recommended Text Books:

- Udai Pareek, Understanding Organization Behaviour, 3rd Ed., Oxford University Press, 2011
- Robbins S. P., Organizational Behaviour, 7 Ed., New Delhi, PHI, 1996
- Huse, FE and Cunnings TG, Organization Development and Change, 3rd ed., New York. West, 1985
- Shekcharam Uma, Organizational Behaviour, Text & cases, New Delhi THM, 1989.
- Singh Dalip, Emotional Intelligence at work, Response Books, Sage Publication, Delhi 2001.
- Book published by M.P. Granth Academy, Bhopal

Reference Book

- Luthans Fred, "Organizational Behaviour", McGraw Hill.
- Hellriegel, Slocum and Woodman, Organizational Behavior, South-Western, Thomson Learning, 9th edition, 2001.
- Behavior in Organizations, Jerald Greenberg, Sih ed, Pearson Education.
- Arnold, John, Robertson, Ivan L and Cooper, Cary, L, "Work psychology: understanding behavior in the workplace", Macmillan India Ltd., Delhi.
- Dwivedi, R. S., "Human relations and Organizational Behaviour: a global perspective", Macmillan India Ltd., Delhi.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | Communication Skills | BCOM-404/1 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Understand the fundamental principles and components of effective Communication, including verbal, nonverbal, and written communication.

CO2:-Develop skills in active listening, empathy, and feedback to enhance

CO3:-Communication effectiveness. Develop skills in effective presentation and public speaking, including organizing ideas, using visual aids, and engaging an audience

CO4:-Apply effective communication skills to real-world scenarios, such as job interviews, customer interactions, and team collaborations, for personal and professional success.

CO5:-Gain awareness of different communication styles and cultural differences, and how to adapt communication for diverse audiences.

Syllabus

| Units | Content | Duration | Marks |
|--------------|--|-----------------|--------------|
| 1 | Introduction: Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness. | 12 | 20 |
| 2 | Public Speech: Composition, Principles, Speech Delivering Skills, Group Discussion Do's and Don'ts of GD's Communication in Committees, Seminars and Conference. | 12 | 20 |
| 3 | Non Verbal Communication: Meaning and Importance. Listening: Difference between Listening and Hearing. | 12 | 20 |
| 4 | Drafting Of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curricular Vitae. | 12 | 20 |
| 5. | Business Correspondence: Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter – Enquiry Reply Orders Complaints Circular Letter. Outcome: | 12 | 20 |

Suggested Readings

1. Rodrigues M V Effective Business Communication, Concept Pub. Co. New Delhi, 1992
2. Sharma R C & Mohankrishna Business correspondence & Report Writing, TMH, New Delhi , 1996
3. Treece, Maira, Successful Business communications, 3rd ed., 1987, Allyn and Bacon Boston



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | Financial Services And Insurance | BCOM-404/2 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

- CO1. Understand the functions of Banking and Insurance services.
- CO2. Know about and able to perform various financial services such as Banking, Investment Advisory, Wealth Management, Mutual Funds, Insurance Consultancy, Stock Market, Capital Restructuring, Portfolio Management etc.
- CO3. Enhances knowledge Banking & Insurance. About the legal and regulatory aspects .
- CO4. Aware about the financial derivatives.
- CO5. Develop skills to work in financial and insurance services.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|---------------------------|-------|
| I | <p>Financial Consultant :-</p> <p>Overview of Financial Services Meaning, Importance and Scope of financial services, Indian financial system, Brief Study of Financial Institutions - RBI, Commercial and Co- Operative Banks, Non- banking financial institutions, Development Bank, Merchant Bank, Basics of Mutual Funds, Credit Rating. An overview of micro finance.</p> | 12 | 20 |
| II | <p>Financial Markets Money Market in India: Importance, features and instruments, Measures to strengthen money market in India, Recommendations of the working group on money market. Capital Markets in India: New issue market and stock exchange, Importance of stock exchanges, Role of The Securities and Exchange Board of India (SEBI), Meaning and Classification of Mutual Funds, Operation of the Funds, Net Asset Value, and Regulation of Mutual Funds in India. Financial Instruments: Cash, Derivative, Foreign Exchange, Debt based and Equity based financial instruments.</p> | 12 | 20 |
| III | <p>Principles and Practices of Insurance Concept, Principles & Types of Insurance-Life Insurance, Micro Insurance, Annuities, Health Insurance, General Insurance, Motor Insurance, Marine Insurance, Property 5,6,7 Insurance and Other Miscellaneous Insurance, The Concept of Risk and Classification of Risks, Insurance Documents, Online Insurance, Process of claim and settlement, Policy Terms and Conditions, Legal and Regulatory Aspects of Insurance(IRDA).</p> | 12 | 20 |
| IV | <p>Practical (1) Practice online bank account opening, e-banking operations, and UPI transfers/ payments. (2) Prepare the documents of a hypothetical insurance claim. (3) Visit to banks and insurance companies to observe the functioning, (4) Presentation by charts and models about various financial functions. (5) Role plays of an Insurance Agent, Mutual Fund Consultant, Stock Broker, Investment Advisor and Portfolio Manager etc.</p> | 12 | 20 |
| V | Project/Field trip | | 20 |

Text Books, Reference Books, Other resources

- (1) R.K. Mishra, IS Yadav, A. P Kumar, S P Mishra, J. Kiranmai, "Risk Management in Banking, Insurance and Financial Services", 2014, Academic Foundation.
- (2) R. Gordan & Natarajan, "Future scenario of Financial services", Himalaya Publication
- (3) Satyadevi, C., Financial Services Banking and Insurance, S.Chand
- (4) Kunjukunju, Benson, Mohanan,S, "Financial Markets and Financial Services In India",New Century Publication
- (5) Dhanesh Kumar Khatri, "Derivatives and Risk Management", Macmillan
- (6) Khan, M. Y. Financial Services. New Delhi: Tata McGraw Hill Education. (2005) (7) Machiraju, H. R. Indian Financial System. New Delhi: Vikas Publishing House (2010). (8) Agarwal, O. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011).

Suggestive digital platforms web links

1 <https://ves.ac.in/tulsitech/wp->

Rise and grecontent/uploads/sites/16/2017/05/Banking Financial Services and Insurance.pdf

2 <https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf>

3 <https://nsdeindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf>

4 <https://sgp.fas.org/crs/misc/IF10043.pdf>

5 <http://impcollege.org/downloads/BASICS OF FINANCIAL SERVICES 1.pdf>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|-------------------------|
| B.Com | SEC | Art Appreciation: An Introduction to Indian Art | BCOM-404/3 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: learn about the Indian art, from ancient to contemporary times which will help them in

understanding and appreciating its diversity and its aesthetic richness.

CO-2: Understand art as a medium of cultural expression.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Definition, Concept and Categorization of Art:</p> <ol style="list-style-type: none"> 1. Definition, concept and categorization of art. 2. The theory of rasa and bhava in India art. 3. Visual elements of Indian art: color, form, space, symbols, texture etc. 4. Prehistoric and prehistoric art: rock painting, Harappan art and craft. | 12 | 20 |
| II | <p>Understanding of Architecture:</p> <ol style="list-style-type: none"> 1. Understanding of the features of India architecture: plan, elevation, section, arches, vaults, domes, pillars, capitals, stupas. 2. Indus Valley town planning: rock cut architecture, major styles of 3. Mughal architecture: tomb, places, garden, chattris, 4. Modern and contemporary architecture: colonial building: neoclassical architecture, British forts, churches, high courts, university, Rashtrapati niwas etc. Contemporary structures across India: Lotus temple, New Delhi; Jawahar kala Kendra, Jaipur, British council, Delhi; capital complex, Chandigarh; the Light Box Restroom, Mumbai. | 12 | 20 |
| III | <p>Understanding of Indian Sculpture:</p> <ol style="list-style-type: none"> 1. Types of sculptures based on media: stone, clay and metal. 2. Stone sculptures: from prehistoric to modern times: - <ol style="list-style-type: none"> a. Ancient sculpture and terracotta's: Shunga, Mathura, Gandhara. b. Medieval: Chalukya, Pallava, Chola, Odisha. c. Modern Indian sculpture: Well-known marble and ceramic sculpture and some modern maestros of Indian sculpture 3. Metal sculptures: Indus metal figure, Gupta metal sculpture, Palas and Cholas bronze, modern bronze and metal icons and well-known artists. 4. Iconographic classification and identification of Buddhist, Brahmanical, Jain and other sculpture. 5. Wall relief sculpture: history and types. | 12 | 20 |
| IV | <p>Understanding of Indian Painting :</p> <ol style="list-style-type: none"> 1. Cave Painting : Prehistoric Rock Painting ,Ajanta ,Alora And Bagh. 2. Major Style Of Painting : Mughal Rajasthani Deccan, Pahari,Modern,Company. 3. Early Illustrated Manuscripts. 4.Marul Tradition Of Painting . 5. Major School And Artist In Modern Times | 12 | 20 |
| V | <p>Project</p> <ol style="list-style-type: none"> 1. Write up about local art heritage site and prepare a report about its History, art, Feature and Condition. 2. Viva-Voce | 12 | 20 |

PART-C: Learning Resources

Textbooks, Reference Books, Other Resources

1. Agarwal V.S: Indian Art, Varanasi, 1965
2. Archer W.G: Indian Painting for the British, 1770-1880. Oxford University
3. Beach M.C Rajput painting for the British, 1770-1880. Oxford University Press.
4. Brown P.: Indian Painting under Mughals. 1550 A.D. to 1750 A.D.
5. Chandra Moti. Studies in Early Indian Painting, Asia Pub. Home
6. Coomarswamy A.K: Transformation of nature in Art, Dover Pub. 1956. Reprint1995
7. Ferussion, J: History of Indian and Eastern Architecture. Delhi 1999.
- 8 Goswamy B.N Essence of Indian Art, Asian Art Museum of San Francisco, 1986 9.
- Kramrisch Stella: Indian Sculpture, Ancient, Classic and Medieval, Motilal Banarasi
10. Majumdar R.C Edited: History and Culture of Indian People (Relevant Volumes and Chapters),Bhartiya Vidya Bhawan, Bombay
11. R.S Gupta: Iconography of Hindu, Buddhist and Jain, Advent Book, New Delhi, 1980 12.
- Rowland, B. Art and Architecture of India, Harmondswarth, 1970
13. Saraswati S.K: A survey of Indian Sculpture, Calcutta, 1957 14. Sivarammurti. C Indian painting. Delhi 1970



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|-----------------|----------|--|------------------|
| B.Com | SEC | Your law & Your Right | BCOM-404/4 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1. Students will come to know about the rights which generally they should act as a vigilant citizen of the country.

CO2. They will come to explain the rights of an individual when one faces arrest or detention or seek to get bail or when one is subjected to investigation by the executive agencies of the state.

CO3. Students will also understand the details of laws catering to rights of different identities challenging exploitative practices against them.

CO4. The students will learn accessing and benefitting out of the social welfare schemes.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|---------------------------|-------|
| I | Rule of law the Criminal Justice System in India: | 12 | 20 |
| II | Laws relating to criminal justice administration a. How to file a complaint, First Information Report (FIR) b. Detention, Arrest and Bail. | 12 | 20 |
| III | Equality and Non-discrimination a. Gender: the protection of women against domestic violence, rape and sexual harassment. b. Caste: laws abolishing untouchability and providing protection against atrocities. C. Class: laws concerning minimum wages. d. Disability and equality of participation and opportunity. | 12 | 20 |
| IV | Women and child welfare a) Women Empowerment b) Domestic violence c) Child crime d) Social and legal rights of women | 12 | 20 |
| V | Access to Identification documents and Social Security Schemes (exercises only) a. Familiarize yourself with the following: Procedure for obtaining an Election Commission of India Identity Card, Filing RTI, Driving license, Ration Card, Rastriya Swasthya Bima Yojana, Old Age Pension Scheme. Textbooks, Reference Books, Other Resources | 12 | 20 |

Recommended Books

1. P. Mathew, and P. Bakshi, (2005) 'Indian Legal System', New Delhi: Indian Social Institute.
2. P. Mathew, and P. Bakshi, (2005) 'Women and the Constitution', New Delhi: Indian Social
3. N. Menon, (2012) 'Sexual Violence', in Seeing Like a Feminist, New Delhi: Zubaan and Penguin,
4. M. Mohanty et al. (2011) Weapon of the Oppressed, Inventory of People's Rights in India. Delhi:
5. Centre for Good Governance, (2008) Right to Information Act, 2005: A Citizen's Guide,

Available

at <http://www.rti.gateway.org.in/Documents/Publications/A%20CITIZEN'S%20GUIDE.pdf>.

Accessed: 10.04.2013.

6 . K. Sankaran, and U. Singh, (eds.) (2008) Towards Legal Literacy. New Delhi: Oxford University Press

7. A. Pandey, (2004) Rights of the Consumer. New Delhi: Indian Social Institute.

Suggestive digital platform web links

Consumer Protection Act, 1986, Available

at http://chdsla.gov.in/right_menu/act/pdf/consumer.pdf Criminal law Act, 2013,

Available

<http://egazette.nic.in/WriteReadData/2013/E172013212.pdf> Protection of Women Against

Domestic Violence Act, 2005, Available at <http://wcd.nic.in/wdvact.pdf>

Amendment

Right to Information Act, 2005, Available at <http://righttoinformation.gov.in/rtiact.pdf> The

Persons with Disabilities (Equal Opportunities, Protection of Rights, Full Participation)

Act, 1995,

Avilable at <http://bhind.nic.in/Spash disability%20act%201995.pdf>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

| Course | Category | Subject | Subject Code |
|-----------------|----------|--|------------------|
| B.Com | SEC | Social welfare and Security | BCOM-404/5 (SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:30+External:70) | |

Course Outcomes (CO):

After completing this course student will be able to:

- CO1: -Students will understand the importance and necessity of social welfare and social security
- CO2. We can help the needy person on families or having the information about the various social welfare scheme
- CO3. They will be motivated for making their career in the field of social welfare.
- CO4 .The student will be inspired to work in the field after understanding the structure organization and function of NGOs, Self Help Groups. The curriculum and practical work of this paper will be helpful to students for preparing various competitive examination and interviews.
- CO5. Get opportunities of job in various government department semi government organization and corporate sector as human resource coordinator, corporate social responsibilities, community welfare officer etc.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|---------------------------|-------|
| I | 1. Tradition of social welfare in Indian society 2. Social welfare 1,5,7 2.1 Meaning, definition, Characteristics 2.2 Aims and importance 3. Development of social welfare in India 4. Social welfare Models 1,5,7 5. Social Security 5.1 Meaning definition and characteristics 5.1 History of social security 6. Approaches of social security 7. Social security program and policy in India 5,7 | 12 | 20 |
| II | 1. Health and Family welfare 2. Child welfare and women welfare 1 3. Youth welfare 3 4. Welfare for old age 3 5. Welfare for weaker section 6. Social welfare policy and program 7 | 12 | 20 |
| III | Social Welfare Voluntary Organization and Self Help Group 5,6,7 1. Voluntary organization 1.2 Meaning and characteristics 1.3 Structure 1.4 Function of voluntary organisation 2. Structure process scope 3. Weaknesses of voluntary organization 4. Suggestion to improve Voluntary Organisation 2 Help group 2.1 Concept of self help group 2.2 Need purpose and importance 2.3 Constructions process of self help group 3. Micro and small Finance | 12 | 20 |
| IV | Practical: 1. Collect information about child and women welfare schemes through the visit of nearby Anganwadi or woman and child development office. 2. Making report on the structure and function of any voluntary organization. 3. Visit and write report on any micro and small finance agency. | 12 | 20 |
| V | Study of any self-help group of any nearby area | 12 | 20 |

PART-C: Learning Resources

Textbooks, Reference Books, Other Resources

1. Dasgupta sweater Towards a Philosophy of Social Work in India.
2. Fredlander W.A. Introduction to social welfare New York Prentice, Hall 1955
3. Sachdeva, Bharat mein Samaj Kalyan Prashasan Kitab Mahal Allahabad 2010
4. Shastri, Raja Ram Samajkary Uttar Pradesh Hindi Sansthan Lucknow NABARD's Hand book on formation of SHG's trainers manual by SERP

Suggestive digital platform web links

Equivalent Courses (NPTELJUGC/IGNOU/etc):

1. Web course - - <https://nptel.ac.in/courses/117/102/117102061/>



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

SCHEME

First Semester

Academic Session: 2022-23

| BA I Semester | | | | | | |
|----------------------------|--------------|---|--------------------------|---|---------------|--------|
| Subject Type | Subject Code | Subject Name | End Semester Examination | Internal (CAA) Continuous Assessment & Assignment | Maximum Marks | Credit |
| Major | BA-101/M1T | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Minor | BA-102/M2T | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Generic Elective | GEC BA-103 | 1. Money and Banking 2. Advertising Sales Promotion and Management 3. Communicative English 4. Organizational Behavior 5. Child rights and Women Empowerment 6. Computational Mathematics 7. Numerical Methods 8. Herbal Cosmetics 9. Computer Fundamentals | 60 | 40 | 100 | 04 |
| Ability Enhancement Course | BA-104 (AEC) | Environmental Education | 60 | 40 | 100 | 04 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 400 | 20 |

Note : 1.The Student may opt for any one subject as Major Subject.

2.The Student may opt for one subject from amongst Minor subject which should be other than the Major Subject selected by the student.

3.The Student may opt for one subject from amongst Generic elective Course.



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|--------------------|
| B.A. | Major | POLITICAL THEORY | BA- 101/MIT |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

1. Student will be able to understand meaning and significance of Political theory, different ideologies and approaches.
2. They will changing nature
3. They will learn what is power and authority and how they are interwoven. These two concepts will further enhance their understanding of politics.
4. They will be able to learn different dimensions of sovereignty and its relation with state.
5. They will be able to explain liberty, equality, justice and rights. Understanding of these key political concepts will facilitate students in real political world.
6. They will be able to explain different models of democracy and theories of representation.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Understanding Political Theory 1. Political Theory: Meaning and Significance 2. Approaches to study of Politics 3. Different terms- Political Science, Political Philosophy Political Theory, Political Thought and Politics 4. Introducing Ideologies | 15 | 20 |
| II | 1- Defining state, elements of state 2- Theories of Origin of State 3- Changing nature of state | 15 | 20 |
| III | Power, Authority and Sovereignty | 15 | 20 |
| IV | Core political concepts 1. Freedom 2. Equality 3. Justices 4. Rights | 24 | 20 |
| V | The Idea of Democracy | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Acharya, A. & Bhargava, R. (Ed.) "Political Theory: An Introduction", Pearson, New Delhi, 2008
2. Arblaster, A., Democracy: Concepts in the Social Sciences", Open University Press, New York, 1994.
3. Bhargava, R., "What is Political Theory and Why Do We Need it?", Oxford University Press, Oxford, 2010
4. Barry, N., "An Introduction to Modern Political theory, Macmillan, London, 1981.
5. Held, D. "Models of Democracy". Polity Press, Cambridge, 1991.
6. Farrelly, C.A. "Introduction to Contemporary Political Theory: A Reader", London, Sage, 2004
7. Gauba, O.P. An Introduction to Political Theory, Macmillan Publication, Delhi, 2009

8. Heywood, A. "Political Ideologies: An Introduction". Palgrave. London, 2004.
9. Heywood, A. "Politics", Palgrave Macmillan, London, 2013.
10. Mackinnon, C "Issues in Political Theory", Oxford University Press, New York, 2008.
11. Smits, K. "Applying Political Theory, Palgrave Macmillan, London, 2016.
12. Vincent, A. "The Nature of Political Theory". Oxford University Press, New York, 2004.

Suggested equivalent online courses

NPTEL-Introduction to Political Theory By Prof. Mithilesh Kumar Jha. IIT Guwahati

https://onlinecourses.nptel.ac.in/noc20_hs35/preview



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Minor | INDIAN CONSTITUTION | BA-102/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

1. Students will be able to understand the constitutional development in India.
2. They will be able to answer how constituent assembly was formed.
3. They will be able to describe the significance of the Preamble, Fundamental rights and Directive Principles of State Policy in the constitutional design of India.
4. They will be able to answer questions pertaining to the function and role of the President, Prime Minister, Governor, Chief Minister, Parliament and State legislature, and the courts in the Constitutional design of India.
5. They will be able to identify the power division in constitutional setup.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Genesis of the Indian Constitution and Salient Features</p> <ol style="list-style-type: none"> 1. Constitutional Development in India. 2. Making of the Constituent Assembly: History and objectives. 3. Salient Features of the constitution: <ol style="list-style-type: none"> 1.1. Preamble 1.2. Fundamental Rights and Duties. 1.3. Directive Principles of State Policy. 1.4. Procedure for constitutional Amendment | 15 | 20 |
| II | <p style="text-align: center;">Legislature</p> <ol style="list-style-type: none"> 1. Central Legislature <ol style="list-style-type: none"> 1.1. Indian Parliament- Composition and Functions of the Lok Sabha and Rajya Sabha. 1.2. Speaker of the Lok sabha- role, Power and Functions. Independence and Impartiality of the Speaker. 1.3. Legislative procedure of the Parliament. 2. State Legislature <ol style="list-style-type: none"> 2.1. Vidhan Shabha- Composition and Functions. 2.2. Vidhan Parishad- Composition and Functions. | 15 | 20 |
| III | <p style="text-align: center;">Executive</p> <ol style="list-style-type: none"> 1. Union Executive <ol style="list-style-type: none"> 1.1. President-Power and Functions. 1.2. Prime Minister-Role and Functions. 1.3. Council of Ministers- Composition, Role and Functions. 2. State Executive | 15 | 20 |

| | | | |
|----|---|----|----|
| | 2.1. Governor-Power and Functions. 2.2. Chief Minister-Power and Functions. 2.3. State Council of Ministers. | | |
| IV | Judiciary and Other Constitutional Bodies 1. Supreme Court-Composition and Jurisdiction 2. High Court Composition and Jurisdiction. 3. Constitutional Bodies 3.1. Election Commission. 3.2. Union Public Service Commission. 3.3. National Commission for SC's. 3.4. National Commission for ST's. 3.5. State Public Service Commission | 24 | 20 |
| V | Division of Powers 1. Centre state Relations 1.1. Legislative Relations. 1.2. Administrative Relations. 1.3. Financial Relations. 2. Local Self Government-73 rd and 74 th Amendment. | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis 21st edition, 2013.
2. Bakshi, PM, "The Constitution of India", Universal Law Publishing, Delhi, 2017.
3. G. Austin, "The Indian Constitution: Corner Stone of a Nation", Oxford University Press, Oxford, 1996
4. Kapur A.C. and Mishra, "Select Constitutions", S.Chand Publications, 16th Edition 2008.
5. M. Laxmikant, "Indian Polity", McGraw Hill Education, New Delhi, 6th Edition 2019.
6. Pylee, M. V., 'India's constitution', Asia Publishing House, Bombay, 1962
7. Rochana, B, "Constituent Assembly Debates and Minority Rights", Economic and Political Weekly, 35(21/22), pp. 1837-1845, 2000.

8. S. Kashyap, "Our Constitution", NBT, Delhi 2007
9. S. Kashyap, "Our Parliament, NBT, Delhi 2004.
10. Sharma B.K, "Introduction to the constitution of India", PHE Publications, New Delhi, 8th Edition 2017.
11. Shankar, B. L., & Rodrigues, V. "The Indian Parliament: A democracy at work", Oxford University Press, New Delhi, 2014
12. Singh, M. P., & Saxena, R., "Federalizing India in the Age of Globalization", Primus Books, New Delhi, 2013.

Suggested equivalent online courses:

Online course-Indian Constitution- Swayam

<https://www.classcentral.com>>course



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Major | IDEA OF BHARAT | BA-101/M1T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

Students will acquire knowledge regarding the primitive life and cultural status of the people of ancient India. They can gather knowledge about the society, culture, religion and political history of ancient India. They will also acquire the Knowledge of changing socio-cultural scenarios of India. By studying this paper, students will get to know the golden past of India and feel proud of themselves.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Concept of Bharatvarsha I. Understanding of Bharatvarsha II. Eternity of synonyms Bharat III. Indian concept of time and space IV. Indian view of history V. The Glory of Indian Literature: Ved, Vedanga, Upanishads, Epics, Jain and Buddhist Literature, Smriti, Puranas Etc. | 18 | 20 |
| II | Indian Knowledge Tradition, Arts and Culture I. Evolution of Language and Script: Brahmi, Kharoshthi , Pali, Prakrit, Sanskrit, Tigaliri etc. II. Salient features of Indian Arts & Culture III. Indian Educational System IV. The Ethics of Indian Valor | 19 | 20 |
| III | Dharma, Philosophy and Vasudhaiva Kutumbakam I. Indian Perception of Dharma and Darshan II. The concept of Vasudhaiva Kutukbakam: Man, Family, Society and World III. Polity and Governance IV. The Concept of Janpada & Gram Swarajya | 18 | 20 |
| IV | Science, Environment and Medical Science I. Science and Technology in Ancient India II. Environmental Conservation: Indian View III. Health Consciousness of (Science of Life): Ayurveda, Yoga and Naturopathy IV. Indian Numeral System and Mathematics | 18 | 20 |
| V | Indian Economic Traditions I. Indian Economic thoughts II. Concept of Land, Forest and Agriculture III. Industry, Inland Trade and Commerce IV. Maritime Trade | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Basham A.L.: The wonder that was India, Rupa, Delhi 1994
2. Altekar A.S.: Education in Ancient India, Nand Kishore & Bros, Varanasi 1944
3. Balbir Singh Sihag: Kautilya: The true founder of Economics, Vitasta Publishing Pvt. Ltd, Delhi 2014.
4. Dharampal: The beautiful Tree, other India press, Delhi 1995.
5. Elliott Faith Robertson: Gender Family and society, St. Martin press, New York, 1996.
6. Arrhenius G.: Evolution for space
7. Mookerji Radha Kumud: Indian Shipping, Pub. South Asia Books, 1999.
8. Thomas Maurice: Indian Antiquities, Pub. T. Maurice, 1806, London
9. Will Durant: The story of civilization , Five communication, US, Jan. 1993 (11Vol)
10. Zekuthial Ginshurg: New light on our Numerals.
11. Mookherjee R.K.: The Fundamental Unity India

Suggested Equivalent On line Courses:

1. https://en.wikipedia.org/wiki/culture_of_India
2. <https://xaviers.edu/main/index.php/ancient-Indian-culture>
3. <https://vidyaonline.org/dl/cutddk.pdf>
4. <https://www.livescience.com/28638-indian-culture.html>
5. <https://www.india-in-your-home.com/Ancient-India-Culture.html>
6. <https://www.indianculture.gov.in/rarebooks/ancient-indian-historical-tradition>
7. <https://www.culturalindia.net/indian-history/ancient-india/index.html>



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Minor | HISTORY OF ANCIENT INDIA | BA-102/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

The students will learn to analyze the various stages of evolution and development of man in the Prehistoric. Protohistoric and Historic Age. To have an in depth knowledge about the ancient civilizations of India like Indus-Saraswati Civilization, Vedic civilization. Later Vedic Civilization etc and compare them with the other contemporary civilizations of the world. To explain in detail about golden past of India during the Mauryan and Gupta period, their conquests, art, architecture and literature, etc. They will able to write meaningful essays on the brave and courageous Rajput clans and the South Indian dynasties of India.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Prehistoric and Protohistoric Period History-Meaning, Nature, Scope & Significance. Sources of Ancient Indian History: Geographical Condition of Ancient India. Prehistoric India: Stone Age Palaeolithic, Mesolithic, Neolithic and Chalcolithic Cultures. Protohistoric India Indus/ Saraswati Civilization-Origin, expansion & Decline. Economic, Social and Religious Life. Town Planning and different arts. The New centres of Harappan Civilization. Vedic Culture Rig Vedic and Post Vedic Period Political, Social, Economic and Religious Life. | 18 | 20 |
| II | Mauryan and Post Mauryan Period Mahajanapadas and Republics in 6th cen. BC. Religious Revolution in North India Jainism and Buddhism. Rise of Magadha Alexander's Invasion and Its Impact. Establishment of Mauryan Dynasty Chandragupta Maurya and his Administration. Asoka, and his Dhamma. Mauryan Culture and Architecture. Decline of Mauryan empire. Shunga Dynasty-Pushyamitra Shunga and his Achievements. Satvahana Dynasty- Gautamiputra Shatkami and his Achievements Period of Shaka-Kshatrapas Kushana Dynasty Kanishka and his Achievements Gandhara and Mathura Art | 19 | 20 |
| III | Gupta Period and Harshvardhan Establishment of Gupta Dynasty Chindragupta 1, Samudragupta. Chandragupta II (Vikramaditya) Kumargupta and Skandgupts and their Achievements. Gupta Culture. Gupta Period Golden Age. Gupta-Vakataka Relations. Shakeri Vikramaditya and his cultural achievements. Decline of Gupta empire Huns Invasion and its impact Pushyabhuti Dynasty Harshvardhan-Military Campaigns Administration Achievements. and Religious | 18 | 20 |
| IV | Early Medieval Dynasties of Northern India Origin of The Rajputs: Different Theories Major Rajput Dynasties: Gurjer Pratihara Dynasty. Chandela Dynasty, Parmara Dynasty and Kalchuri Dynasty History, Culture and Architecture Bhoj and his cultural achievements | 18 | 20 |
| V | South Indian Dynasties and Foreign Invasions on India Major Dynasties of South Indian Pallava Dynasty, Chalukya Dynasty. Rashtrakuta Dynasty and Chola Dynasty History, Culture and Architecture. Greater India: Expansion of Indian Culture in South East Asia Arab Invasion on India and its Impact: Mahmud Bin Qasim. Turk Invasions on India and their Impact Mahmud Ghaznavi and Muhammad Ghori. | 18 | 20 |

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

| Part- C Learning Resource |
|---|
| Text Books, Reference Books, Other Resources |
| <p>Suggested Readings:</p> <ol style="list-style-type: none">1. Majumdar, R.C. The History and Culture of Indian People Vol. 1. Vedic Age, Bhartiya Vidya Bhavan, Bombay, 19542. Majumdar, R.C.. The History and Culture of Indian People Vol. II. The Age of Imperial Unity, Bhartiya Vidya Bhavan, Bombay, 19543. Majumdar, R.C. The History and Culture of Indian People, Vol III. The Classical Age. Bhartiya Vidya Bhavan, Bombay, 1954 \4. Majumdar R.C. The History of Indian People, Vol IV, The Age Imperial Kanauj. Bhartiya Vidya Bhavan, Bombay, 19545. Majumdar R.C. The History of Indian People, vol. V. The Struggle for Empire, Bhartiya Vidya Bhavan, Bombay, 19546. Jayaswal, Vidula: Bhartiya Itihas Ke Adi Charana ki Rooprekha, Delhi, 19877. Pandey, Rajbali: Prachin Bharat, Vishwavidyalaya Prakashan, Varanasi, 2010.8. Raychaudhary, H.C. Political History of Ancient India) 1996. Also, in Hindi.9. Sankalia, HD. Prehistory and Prohistory of India and Pakistan, Poona 197410. Sastri, K.A Nilakanta: A History of South India, from Prehistoric Times to the fall of Vijayanagar, Oxford University Press, 1955; Also, in Hindi.11. Singh, Kripa Shankar: Rigveda, Harrappa Sabhiyata and Sanskrit Nirantana, Kitab Ghar publication, New Delhi, 2007.12. Singh, Upinder: A history of Ancient and Early Medieval India, 2008, Pearson India, New Delhi, Hindi13. Thapar, Romilla: Early India from the Beginnings to 1300, London, 2002.14. Tripathi R. S.: History of Ancient India, Motilal Banarasidas, Delhi. Also in Hindi <p>Suggestive digital platforms web links:</p> <ol style="list-style-type: none">1. https://en.wikipedia.org/wiki/History_of_India2. https://knowindia.gov.in/culture-and-heritage/ancient-history.php3. https://www.history.com/tag/india4. https://byjus.com/free-ias-prep/ncert-ancient-history-notes/5. https://www.clearias.com/indian-history-chronology/6. https://www.jagranjosh.com/general-knowledge/history-of-ancient-india-a-complete-study-material-1464928278-17. https://sourcebooks.fordham.edu/india/indiasbook.asp8. https://www.worldhistory.org/india/9. https://asiasociety.org/india-historical-overview |



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|-------------------|
| B.A. | Major | Indian Society and Culture paper | BA-101/MIT |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Courses Outcomes:

This paper is expected to bring familiarity among student about Indian Society. It will present a comprehensive integrated and empirical profile of Indian Society It is supposed that the structure and processes operative in the society. The changing agents operating in Indian society presented in this paper will also enable students gain a better understanding of their own situation and region.

1. Get an impression about the basic composition of Indian society. As history moorings basic philosophical foundation of the Society and the institutions.
2. The student will have extensive comprehension of Indian traditions and opportunity to explore and express them.
3. They will also learn in detail about the three layers of Indian Society name “Aranyak Lok (Gramaya) and Nagar
4. After reading this course the student will be able to understand and strangle local/regional employment avenues.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | 1. Indian Society : 1.1 Foundations of Indian Society : Aranyak Lok (Gramya) & Nagar 1.2 Historical Background: Ancient, Medical, Modern Period 1.3 Varna Ashram, Purushartha. 1.4 Rina, Yagya, Sanskar. 1.5 Doctrine of Kanna. 1.6 Reciprocity: Aranyak. Lok (Gramya) and Nagar Settlements 2. Demographic and Cultural Scenario. Key words – Indian society: Vurna System, Sanskar, Social reciprocity, Aranyak, Lok (Gramya) Nagar | 18 | 20 |
| II | Aranyak Society: 1.1 Tribes historical outline 1.2 Tribal Area and Classification 1.3 Social Institutions: Family Marriage, Kinship 1.4 Tribal Religious Beliefs and Practices 1.5 Social Issues 1.6 Tribes: Constitutional Provisions. Key words – Indian Tribes. Schedule Tribes. Constitutional Provisions | 19 | 20 |
| III | Lok (Gramya) Society: 1.1 Lok (Gramya) Society: Historical Outline 1.2 Rural life: Folk Culture, Little and Great Traditions. 1.3 Caste System: History of Caste and Changing patterns 1.4 Social Institutions: Family. Marriage, Kinship 1.5 Religion : Beliefs and Practices 1.6 Social Issues 1.7 Rural Development; Policies Programs and Challenges. Keywords – Folk Culture. Rural Development, Caste System | 18 | 20 |
| IV | Nagar Society : 1.1 Historical out line of Town, City & Metropolis. | 18 | 20 |

| | | | |
|---|--|----|----|
| | 1.2 Indian Cities and their Development 1.3 Changes in Urban Society 1.4 Challenges of Urban Societies, Globalization 1.5 Socio – Cultural Continuities Aranayak Lok and Nagar 1.6 Urban Planning and Management Key words – Town City Metropolitan. Urban Planning Urban Management. | | |
| V | Social Issues : 1.1 National Integration issues and Challenges 1.2 Indian Family System: Values, Patterns and Issues 1.3 Issues of Children. Youth and Elderly. Keywords – National Integration. Youth. Generational Conflict. | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Beteille Andre (1965) Caste Class & Power, California University, Berkeley
2. Ghurye G.S. (1961) Caste, Class & Occupation, Popular Book Depot., Bombay.
3. Betelle, Andre (1985) Six essays in Comparative Sociology Oxford University Press. New Delhi.
4. Chauhan B.R. (2018) Indian Village, Rawat Publication. Jaipur
5. Behera MC (2019) Tribal Language Literature and Folklore Rawat Publication Jaipur.
6. Marriott Mc Kim (2017) Village India: Studies in the Little Community. Rawat Publication Jaipur.
7. Indra Deva (2018) Society and Culture in India. Rawat Publication. Jaipur.
8. Muncher J. (1991). The Caste System Upside Down in D. Gupta (Ed.) Social Stratification Oxford University Press. New Delhi.
9. Giddens. A. (2006) Sociology (5th d.) Oxford University Press London.
10. Radcliffe-Brown. A.R. (1976) Structure and Function in Primitive Society. Cohen and West London.
11. Goode. William J. (1977) Principles of Sociology Mc Graw Hill America.
12. Sharma Y.K. (2007) Indian Society Issues & Problems Laxmi Narayan Agarwal Agra.
13. Desai A.R. (2009) Hkkjrh; xzkeh.k lekt 'kkL= jkoui fCydds'ku] tcyiqjA
14. egktu] /keZohjk ,oa deys'k ¼2015½ tutkrh; lekt dk lekt'kkL=] foosd izdk'ku] ubZ fnYyhA
15. Kosambi. D.D. (1990) Prachin Bharat ki Sanskriti or Sabhyata. Raj Kamal Pub. Pvt. Ltd. Allahbad.
16. Tiwari K.K. (2019) Madhywanti Bharat Jan Sanskritika Bhartiya Drishtikon. Duttapanth Thengeri Sodh Sansthan, Bhopal
17. Mukhreejee, Radha Kumudh: (1990) Hindu Sabhyata, Raj Kamal Prakashan Pub. Pvt. Ltd. Delhi.
18. Bashain. A.L. (1975) A. Culture History of India New Delhi. Oxford.
19. Singla R.G. Bhartiya Samaj Hindu Granth Academy, Bhopal
20. Aanbedkar B.R. Castes in India. Their Mechanism Genesis and Development Indian Antiquary Vol. XI. VI. (May 1997)

Suggestive Digital platforms web links

Indian Tribes :

<https://www.google.com/search?q=Indian+Tribes+Prospectus+&oeq=Indian-Tribes+&ages=chrome.1.691592169157j014169160.9261j0j7&sourceid=crome&ie=UTF-8>

<https://tribal.nic.in/scholarship.aspx>

Indian Society:

https://sdeuoc.ac.in/sites/default/files/sde_videos/11/20sem.%20Socio%20-%20Indian%20Society%202019%20admin.%281%29.pdf

Suggested equivalent online courses:

IGNOU & other centrally/state operated Universities MOOC platformssuchas “SWAYAM” in India and Abroad.



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

Course

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Minor | BASIC CONCEPT OF SOCIOLOGY | BA-102/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Learning outcomes (CLO):

1. The course is designed to incorporate all the key concepts of Sociology which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological knowledge.
2. The conceptual learning of Society. Social Groups. Social Structure, Social Institution etc, will help students in their day to day living.
3. By studying this paper students will get information about various employment opportunities in government. Corporate. N.G.O. and self employment sector.
4. This paper gives students an awareness of cultural differences and provides them with opportunity to enhance their cultural sensitivity.
5. The concepts of Indian Social institutions. Such as. Family, Marriage. Kinship will enable students to consider their roles in solving many social problems.
6. The theory of cultural lag will make students better understand the conflict of generational gap and minimize it in due course.
7. Teaching of culture. Socialization and civilization will emphasize not only the new
8. agencies of socialization but also their significance in personality development.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Emergence of Sociology : 1. Tradition of Indian Thinking 2. Sociology 2.1 Meaning 2.2 Scope 2.3 Subject Matter 2.4 Importance 3. Origin and Development of Sociology (Including Special Reference to Madhya Pradesh) 4. Sociology as a Science 5. Humanistic Orientation in Sociology 6. Relationship with other Social Sciences 7. Sociology and Professions | 18 | 20 |
| II | Basic Concepts: 1. Society 2. Relation between Individual and Society 3. Community 4. Association 5. Institution 6. Social Group 7. Social Structure and Function 8. Status and Role | 19 | 20 |
| III | Social Organization and Institutions: (Concept, Emergence, Development, Forms and Challenges) 1. Social Organization 2. Social System 3. Family 4. Kinship 5. Marriage 6. Caste, Class and Power 7. Education | 18 | 20 |
| IV | Socio – Cultural Processes: 1. Culture 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Components of culture. 1.5 Cultural Lag | 18 | 20 |

| | | | |
|---|--|----|----|
| | <ul style="list-style-type: none"> 1.6 Culture and Civilization 2. Socialization <ul style="list-style-type: none"> 2.1 Meaning 2.2 Characteristics 2.3 Stages 2.4 Agencies 2.5 Types 2.6 Importance 3. Social Processes <ul style="list-style-type: none"> 3.1 Cooperation 3.2 Accommodation 3.3 Competition, 3.4. Conflict | | |
| V | <p>Social Control and Change:</p> <ul style="list-style-type: none"> 1. Social Control <ul style="list-style-type: none"> 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Means of Social Control 2. Social Stratification <ul style="list-style-type: none"> 2.1 Meaning 2.2 Characteristics 2.3 Bases 2.4 Forms 3. Social Mobility <ul style="list-style-type: none"> 3.1 Meaning 3.2 Characteristics 3.3 Types 4. Social Change <ul style="list-style-type: none"> 4.1 Meaning 4.2 Characteristics 4.3 Factors of Social Change 4.4 Patterns of Social Change | 18 | 20 |

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

- 1- Maclver, Robert M & Charles Hunt Page (1949) Society: An Introductory Analysis, New York.
- 2- Beteille Andre (1965) Caste Class & Power, California University. Berkeley.
- 3- Ghurye GS (1961) Caste. Class & occupation. Popular Book Depot., Bombay.
- 4- Ogburn & Nimkoff (1947) Hand Book of Sociology, K.PAUL, Trench, Prebner and Comp. Ltd. London.
- 5- Giddens, A. (2006) Sociology (5thed.) Oxford University Press. London
- 6- Horton and Hunt, (1964) Sociology – A Systematic Introduction. Allied Publishers Pvt. Ltd, New Delhi.
- 7- Johnson, Harry M., (1988) Sociology – A systematic Introduction. Allied Publishers Pvt. Ltd, New Delhi.
- 8- Inkeles Alex, (1977) What is Sociology – Prentice – Hall of India, Pvt. Ltd., New Delhi.
- 9- Shankar Rao C.N. (2019) Sociology-S Chand and Company Ltd. New Delhi
- 10- Shankar Rao C.N. (2018) Sociology of Indian Society – S Chand and Company Ltd. New Delhi
- 11- Pandey Vinita (2016) Indian Society and Culture, Rawat Publication. Jaipur,
- 12- Bhushan Vidya and Sachdeva D.R. (2000) Kitab Mahal, Allahabad.

Suggestive digital platforms web links

[https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-\(331\).aspx](https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx)

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities/MOOC platforms such as “SWYAM” in Indian and Abroad.



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

| | | | | |
|---------------|------------------------|--------------|--|-------------------|
| Course | Course | Category | Subject | SubjectCode |
| | B.A. | Major | MICRO ECONOMICS | BA-101/MIT |
| | Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Learning outcomes (CLO):

After completing this course, students will be able to understand rational behaviour and fundamentals of microeconomics. They will be able to explain consumer's and producer's behaviour and their optimum decisions. Students will be able to know about the firms and industry, markets and their decisions about optimum production. They will be also able to explain the theory of distribution and concept of economic welfare. Learning microeconomics is an excellent way to gain an understanding of many factors that affect us in the real world, such as methods of buying goods, product pricing and input pricing, Ultimately, learning microeconomics is key in learning about the principles of economics.

| Units | Topic | Duration (In Hours) | Marks |
|--|---|--------------------------------|--------------|
| I Introduction of Economics | 1. Definitions, Scope and Nature of Economics 2. Relation of Economics with other Social Science Subjects 3. Positive and Normative | | 20 |

| | | | |
|--------------------------------------|--|----|----|
| | <p>Economics</p> <ol style="list-style-type: none"> 4. Methods of Economics Analysis- Inductive and Deductive methods. 5. Basic Concepts- Commodity, Price, Value, Rational Behaviour, Economic Laws, Wants and choices 6. Central Problems of An Economy – Production Possibility Curve | 18 | |
| II Consumer Behaviour | <ol style="list-style-type: none"> 1. Cardinal Approach – Utility, Marginal Utility and Total Utility. 2. Law of Diminishing Marginal Utility 3. Law of Equi-Marginal Utility, Consumer's Surplus 4. Ordinal Approach-Indifference curve-Meaning and Characteristics, Consumer's Equilibrium 5. Behavioural Approach- Revealed Preference Theory 6. Law of Demand and its exceptions- Giffen goods 7. Elasticity of Demand-Price, Income and Cross Elasticity | 19 | 20 |
| III Production | <ol style="list-style-type: none"> 1. Law of supply and Elasticity of supply 2. Production function 3. Law of variable proportions 4. Returns to scale 5. ISO- Product Curve-Meaning and characteristics. 6. Producer's Equilibrium 7. Economic of Scale 8. Concept of Revenue and Cost-Total , Average and Marginal | 18 | 20 |
| IV | <ol style="list-style-type: none"> 1. Meaning and Classification of | 18 | 20 |

| | | | |
|---------------------------------------|---|----|----|
| Market and Price Determination | Markets 2. Perfect competition-Meaning and characteristics 3. Perfect competition and Pure competition. 4. Determination of Price and Output under perfect competition 5. Determination of Price and Output under Monopoly 6. Price Discrimination under Monopoly 7. Monopolistic Competition | | |
| V Theory of Factor Pricing | 1. Marginal Productivity Theory of Distribution 2. Theories of Distribution <ol style="list-style-type: none"> a. Rent b. Wage c. Interest d. Profit 3. Concept of Welfare Economics | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Ahuja, H.L. (Latest Addition). Principles of Micro Economics, Sultan Chand and Company, New Delhi (Hindi and English Versions)
2. Barla, C.S. (Latest Addition) , Micro Economics, National Publishing House, Jaipur, New Delhi (Hindi and English Versions)
3. Jhingan, M.L. (Latest Addition), Micro Economic, Vrinda Publication, New Delhi (Hindi and English Versions)
4. Karl E. Case and Ray C. fair, (2007), Principles of Economics, 8th Ed., Pearson Education Inc.
5. Koutsoyiannis, A. (1979), Modern Microeconomics, (2nd Edition), Macmillan Press, London.
6. Kreps, David M. (1990), A course in Microeconomic Theory, Princeton University Press. Princeton.
7. Mankiw, G. (2010) Principles of Microeconomics, 6th ed., South-Western College Publishing, USA.
8. Misra, S.K. and Puri, V.K. (2001) – Advanced Micro Economic Theory, Himalaya publishing House, Bombay (Hindi and English Versions)
9. Salvatore D. (2006) Microeconomics- Theory and Applications, Oxford University Press
10. Salvatore D. (2002) Theory and problems of Microeconomic Theory, Schaum's Outline Series, McGraw-Hill Book Company, Singapore

Suggestive digital platforms web links

1. <https://epgo.inflibnet.ac.in/Home/> view Subject? Catid = 11
2. <https://vidyamitra.inflibnet.ac.in/index.php/search?subject%5B%D=F+of+microeconomic+theory&domain%5B%D=Social+Sciences>
3. <https://www.swayamprabha.gov.in/index.php/channel/profile/profile/7>

Suggested equivalent online courses:: <http://www.mcafee.cc/Introecon/IEA2007.pdf>.



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Minor | INDIAN ECONOMICS | BA-102/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

After completing this course, students will be able to sharpen the analytical skills by highlighting on broad overview of the Indian economy. They will be familiar with the issues related to Agriculture, Industry, Foreign Trade, Economic Planning and various Economic Problems of India. Students will be acquainted with broad overview of Madhya Pradesh economy. They will be able to develop, analyze and interpret events and issues related to Indian Economy.

| Units | Topic | Duration (In Hours) | Marks |
|---|--|------------------------|-------|
| I Introduction | <ol style="list-style-type: none"> 1. Characteristics of Indian Economy 2. Trends and Sectoral Composition of National Income 3. Sectoral Distribution of Workforce 4. National Resource Endowments- Land, Water, Livestock, Forest and Minerals 5. Demographic Features- Population Composition, size and Growth Rates. 6. Problems and causes of Over-Population and Population Policy. | 18 | 20 |
| II Agriculture | <ol style="list-style-type: none"> 1. Nature, Importance and Characteristics of Indian Agriculture 2. Land Use Pattern and Land Reforms 3. Trends in Agricultural Production and Productivity 4. Green Revolution-Objectives, Achievements and Failures 5. Agriculture Finance and Insurance 6. Agriculture Marketing 7. New Technology in Agriculture | 19 | 20 |
| III Industry and Infrastructure | <ol style="list-style-type: none"> 1. Industrial Development of India after Independence 2. New Industrial Policy of 1991 3. Role of Public Sector and Private Sector in Industrialization 4. MSME- Definition, Characteristics and Its Role 5. Problems and Remedies of Small-Scale and Cottage Industries 6. Start-up India, Make in India and Aatm Nirbhar Bharat 7. Infrastructure Composition- | 18 | 20 |

| | | | |
|---|---|----|----|
| | Power, Transport and Communication | | |
| IV Foreign Trade and Development | <ol style="list-style-type: none"> 1. India's Foreign Trade- Importance, Composition and Direction 2. Role of Foreign Direct Investment, Multinational Corporations 3. Disinvestment in India 4. Indian Planning- Objectives, Achievements and Failures 5. NITI Aayog 6. Indian Economic Problems- Poverty, Unemployment and Regional Inequality | 18 | 20 |
| V Economy of Madhya Pradesh | <ol style="list-style-type: none"> 1. Salient Features of Madhya Pradesh's Economy 2. Natural Resources of Madhya Pradesh- Land, Forest, Water and Minerals 3. Trends and Regional Disparities in Agriculture sector of Madhya Pradesh 4. Organic Farming and Polyhouse in Madhya Pradesh 5. Industrial Development in Madhya Pradesh 6. Infrastructure Development in Madhya Pradesh- Power, Transport and Communication 7. Development of Tourism in Madhya Pradesh. 8. Employment oriented schemes in Madhya Pradesh | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Panagariya, Arvind. (2020)- India Unlimited: Reclaiming the Lost Glory, HarperCollins Publishers India
2. Mishra and Puri (2020)- Indian Economy, Himalya Publishing House, New Delhi.
3. Rudra Dutt and Sundaram- Indian Economy, S.Chand and Company, New Delhi.
4. Hariharan , N.P. (2008)- Lights and Shades of Indian Economy, Vishal Publishing Co., Jalandhar.
5. Uma Kapila (20th Edition) (2009)- Indian Economy since Independence, Academic Foundation, New Delhi.
6. Reserve Bank of India- Annual Reports.
7. Annual Economic Survey, Government of India (Latest).
8. Brahmananda, P.R. and V.R. Panchmukhi (Eds.) (1987)- The Development Process of the Indian Economy, Himalaya Publishing House, Bombay.
9. Government of India, Plannig Commission, 12th Five Year Plan, New Delhi



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Major | STUDY OF DRAMA | BA-101/M1T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes:-

The course will inculcate team work, communicative ability creativity and aesthetic sense in students enabling them to understand in detail drama and the theatre through this course, the students will acquire the knowledge of

- Different genres of drama like comedy tragedy epic theatre and commedia cellaret
- Distinctive features of Sanskrit, Greek, English, American, and Indian plays
- Dramatic techniques and elements like plot theme character spectacle and narrative

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <ul style="list-style-type: none"> • Classical Drama 1.1 Sophocles Oedipus Rex-story <p>Keywords :<i>Sanskrit theatre Rasa theory classical tragedy. Greek theatre . Trilogy Plot structure. Oedipus Complex Electra Complex Epic theatre</i></p> | 15 | 25 |
| II | <ul style="list-style-type: none"> • Renaissance Drama 2.1 Christopher Marlow Dr. Faustus 2.2 William Shakespeare Tragedy in <i>The Merchant of Venice</i> <p>Keywords :<i>Renaissance, Characteristics of heterary renaissance, Elicabethan drama. Elicabethan comedy Morality plays, Elicabethan Tragedy Catharsis</i></p> | 18 | 25 |
| III | <ul style="list-style-type: none"> • Restoration Drama 3.1 John Dryden- All for Love <p>Keywords :<i>Restoration drama, Restoration comedy. Comedy of manners, Heroic couplet. Restoration of monarchy. Rejection of puritanism. Satire Faith and Politics</i></p> | 12 | 25 |
| IV | <ul style="list-style-type: none"> • Indian Drama 4.1 GirishKarnadHayavadana <p>Keywords :<i>Indian English Drama, Indian society, Morality Modern Indian theatre Regional drama Gender concern, Mythical and social elements</i></p> | 15 | 25 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

Boulton, Marjorie. The Anatomy of Drama London : Routledge and Kegan Paul Ltd.

1959

Charlton, H.B. Shakespearean Comedy: RoulledgeKegan and Paul, 1966

Karnad, GirishGirishkarnad : Three Plays New Delhi OUP.2002

Nicoll, Allardyce British Drama Delhi Doaba House

Stanivukovic, Goran, and John Cameron Tragedies of the English Renaissance An Introduction (Renaissance Dramas and Dramatists) Is ed. Edinburgh University Press 2018

Straub, Kristina, et al The RoulledgeAuthology of Restoration and Eighteenth – Century Drama Isted, Routledge. 2017

Suggested digital platforms weblinks :

“Restoration Drama England ! Encyclopedia Com Encyclopedia com 2010

[WWW encyclopedia com/humanities/culture-magazines/restoration-drama-england](http://www.encyclopedia.com/humanities/culture-magazines/restoration-drama-england)

Wikipedia contributors “English Drama” Wikipedia 26 Mar 2021

En Wikipedia org/wiki/English_drama

Renaissance Drama

[https // english summary com/restoration-drama/#gsc tab=0](https://englishsummary.com/restoration-drama/#gsc.tab=0)

Shakespeare Sonnets Summary & Analysis 154 sonnets with translation

[https://shakespearequotesand plays. Com/ Shakespeare-sonnets/](https://shakespearequotesandplays.com/shakespeare-sonnets/)

Abhijnanashakuntala work by Kalidasa

[https://wwwbritannica com/topic/Abhijnanashakuntala](https://www.britannica.com/topic/Abhijnanashakuntala)

Oedipus Rex Greek mythology

[https://wwwbritannica com/topic/Oedipus-Greek-mythology](https://www.britannica.com/topic/Oedipus-Greek-mythology)

Suggested equivalent online courses :

[https// www classcentral .com/course/modpo-356](https://www.classcentral.com/course/modpo-356) Modern Drama-Free online Drama Course



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------------|
| B.A. | Minor | STUDY OF POETRY | BA-102/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Out course:

The study of Poetry will not only instruct and delight the students but also inspire them to have positivity creativity and a new way of thinking After the study of this paper the students will be able

- To identify, interpret, analyze and appreciate the various elements of poetry.
- To develop literary intellect and
- To appreciate the lyrical and sonorous quality of language

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <ul style="list-style-type: none"> • Introduction to Literature and its classification ...poetry from Chaucer to Milton 1.1 Figures of speech Definition of Poetry according to the Poets discussed in this paper. Different ages with different socio-economic and political backgrounds. Literary Terminology 1.2 Geoffrey Chaucer. The Wife of Bath, The Pardoner (From <i>The Prologue to the Canterbury Tales</i>) 1.3 John Donne Death Be Not Proud 1.4 John Milton On His Blindness <p>Keywords/ Tags : <i>Figurative language . Extended metaphor. Hyperbole, Imagery Lambic pentameter food line Narrative poetry. Metaphysical poetry Puritan era</i></p> | 15 | 25 |
| II | <p>2. Poetry in Neoclassical and Romantic Age</p> <ul style="list-style-type: none"> 2.1 Alexander Pope The Rape of the Lock- Canto III 2.2 William Wordsworth Solitary Reaper. Daffodils 2.3 John Keats Ode of Autumn <p>Keywords/Tags : <i>Nature poet, Wordsworth is theory of poetry, Spontaneity. Lyrical Ballads. Fancy and Imagination, Supernatural poetry Revolutionary poet. Sensuousness, Hellenism Negative capability Aesthetic beauty.</i></p> | 15 | 25 |
| III | <p>. Poetry in Victorian Age</p> <ul style="list-style-type: none"> 3.1 Alfred Lord Tennyson Break Break Break 3.2 Robert Browning. The Last Ride Together 3.3 Matthew Arnold Dover Beach <p>Keywords/Tags : <i>Victorian age. Industrial revolution Victorian society. Autobiographical note. Tennyson and clough, Dramatic monologue, pastoral elegy. Oxford movement Campus poetry.</i></p> | 15 | 25 |

| | | | |
|----|--|----|----|
| IV | <ul style="list-style-type: none"> ● Indian Poetry 4.1 Toru Dutt : Our Casuarina Tree. Sita 4.2 Sarojini Naidu Indian Weavers 4.3 Rabindranath Tagore: Gitanjali Song No 1 & 2 <p>Keywords/Tags :<i>Indo- Anglican poetry simile and Metaphor, spirituality : Poetry of Indian Independence Mythological Characters.</i></p> | 15 | 25 |
|----|--|----|----|

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

“A History of Modern Poetry : Modernism and After” Perkins David Paperback 1989

“Glossary of Literary Terms” Abrams. M.H. Prism Books Pvt Limited 1993

“John Donne- The Major Works OWC” Carey John and Donne John UK Oxford University Press 2009 Print

“John Keat His life and poetry His friends Critics and After- fame” Colvin Sidney London Macmillan 1917.

“Letter to George and Thomas Keats 21 December 1817 and Letter to Richard Woodhouse. 27 October 1818 in Romantic Prose and Poetry” Keats John ed Harold Bloom and Lionel Trilling (New York OUP 1973) pp 766-68-777-8

“Lytical Ballads with Pastoral and Other Poems” Wordworth William (1805) (4ed) London : Printed for Longman, Hurst Rees, and Orme, by R Taylor

“The Canterbury Tales” Chaucer, Geoffrey Trans NevillCoghill New Delhi Penguin

Classics, 2002 Print Brown Peter Geoffrey Chaucer, OWC New Delhi Oxford University Press 2011 Print

“Toru Dutt (1856-1877) Indian Poet Translator and Novelist” LokugeChandan (12 September 2019 Oxford Oxford University Press

Suggested digital platforms weblinks :

Athar “Indian Poetry in English English Summary 17 Nov 2017 English summary.com/indian-poetry-in-english.

Literature mini. Com “The Brief History of English Poetry” 2018

[WWW literature mini com/2018/08/the –brief-history-of-english-poetry.html](http://WWW.literature-mini.com/2018/08/the-brief-history-of-english-poetry.html)

Polly “A Brief History of English Poetry “The culture project 17 Apr 2017 the culture

Project project blog word press.com/2017/03/19/a-brief-history-of-english-poetry

Wikipedia contributors “English Poetry” Wikipedia 21 May 2021

En Wikipedia org/wiki/English_poetry

Suggested equivalent online courses :

- [https://www.edx .org/course/ap-english-literature-composition-part-2-poems-2](https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2) AP English Literature and Composition, Part 2 Poems on EDX by Maggie Sokolik, University of California Berkeley
- <https://www.coursera.org/Learn/modopo> Modern and Contemporary American Poetry by AI Filreis, University of Pennsylvania
- [https://www.classcentral.com/course/ Modern American-poetry-5963](https://www.classcentral.com/course/Modern-American-poetry-5963) Modern American Poetry- Free online course



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
First Semester

| Course | Category | Subject | SubjectCode |
|------------------------|----------|--|-------------|
| B.A. | Major | हिन्दी काव्य | BA-101/MIT |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

पाठ्यक्रम अध्ययन

1. इस पाठ्यक्रम के अध्ययन से विदर्धी हिन्दी काव्य की सुदीर्घ परम्परा से परिचित होंगे।
2. प्रसिद्ध रचनाओं के अध्ययन से देश की सामाजिक सांस्कृतिक एवं राष्ट्रीय पृष्ठभूमि से सुविज्ञ होंगे।
3. विद्यार्थियों के व्यक्तित्व का विकास होगा, उनकी जीवन दृष्टि का विस्तार होगा जिससे वह जीवन एवं जीवन मूल्यों को समझने में सक्षम होंगे।
4. रचनात्मक कौशल में दक्षता होगी जिससे उन्हें रोजगार की अनेक सभावनायें मिलेगी।

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | भारतीय ज्ञान परंपरा के अंतर्गत हिदी साहित्य के इतिहास की पृष्ठभूमि एवं प्रमुख कवि 1 हिन्दी साहित्य के इतिहास की पृष्ठभूमि— 1.1. काल विभाजन एवं नामकरण 1.2. आदिकाल की सामाजिक एवं सांस्कृतिक पृष्ठभूमि 1.3. आदिकालीन काव्य धाराएँ एवं प्रवृत्तियाँ 1.4. आदिकालीन कवि | 15 | 20 |

| | | | |
|-----|--|----|----|
| | <p>2. प्रमुख कवि—</p> <p>2.1. गोरखनाथ (व्याख्या एवं समीक्षा) गोरखबानी सबदी— पद सं. 2, 4, 7, 8, 16</p> <p>राग रामग्री पद 10, 11</p> <p>2.2 चदबरदाई (व्याख्या एवं समीक्षा) पृथ्वीराज रासो कनवज्जा समय—कवित 144,145,146</p> <p>2.3 विद्यापति (व्याख्या एवं समीक्षा) पदावली —पद सं. 1, 49, 54, 55, 58</p> | | |
| II | <p>1 भक्तिकाल एवं प्रमुख कवि</p> <p>1.1. भक्ति आंदोलन: सामाजिक, सांस्कृतिक पृष्ठभूमि</p> <p>1.2. काव्य धाराएँ एवं प्रवृत्तियाँ</p> <p>1.3. प्रमुख निर्गुण एवं कवि, भक्ति काल की प्रवृत्तियाँ</p> <p>2 प्रमुख कवि—निर्गुण मार्गी</p> <p>2.1. कबीरदास (व्याख्या एवं समीक्षा) साखी—गुरुदेव को अंग— 1, 5, 7, 11, 13 विरह को अंग — 4, 10, 12, 20, 23 पद—</p> <ul style="list-style-type: none"> • दुलहनीं गावहु मंगलचार • पंडित बाद बदते झूठा • लोका मति के भोरा रे • बोलौ भाई राम की दुहाई <p>2.2. मलिक मोहम्मद जायसी (व्याख्या एवं समीक्षा) मानसरोदक खण्ड—पदसं, 1 से 3 3 प्रमुखकवि —सगुणमार्गी</p> <p>3.1. सूरदास (व्याख्या एवं समीक्षा) अयोध्याकाण्ड— मागी नाव न केवटु आना। कहइ तुम्हार मरमु में जाना। से बिदा कीन्ह करुनायतन भगति बिमल बरु देह। (102 दोहा तक)</p> | 15 | 20 |
| III | <p>1 रीतिकाल की पृष्ठभूमि एवं प्रमुख कवि</p> <p>1.1 रीतिकाल की सामाजिक, सांस्कृतिक पृष्ठभूमि</p> <p>1.2 रीतिकालीन साहित्य के प्रमुख भेद— रीतिसिद्ध, रीति और रीतिमुक्त</p> <p>1.3 रीतिकाल की प्रवृत्तियाँ</p> | 15 | 20 |

| | | | |
|----|---|----|----|
| | <p>2 प्रमुख कवि</p> <p>2.1 बिहारी (व्याख्या एवं समीक्षा)</p> <p>छोहा क. 1, 16, 18, 20, 21, 25, 27, 28, 37 46</p> <p>2.2 भूषण (व्याख्या एवं समीक्षा)</p> <p>शिवानी बावनी पद सं. 4, 25, 26, छत्रसाल दशक पद स. 1.7</p> | | |
| IV | <p>1 आधुनिक काल की पृष्ठभूमि एवं प्रमुख कवि</p> <p>1.1 आधुनिक काल की सामाजिक संस्कृतिक पृष्ठभूमि</p> <p>पुनजागरण काल हिन्दी नवजागरण काल एवं प्रवृत्तियों</p> <p>1.2 भारतेन्दु युगीन साहित्य एवं प्रवृत्तियाँ</p> <p>1.3 द्विवेदी युगीन साहित्य एवं प्रवृत्तियाँ</p> <p>1.3 छायावाद युगीन साहित्य एवं प्रवृत्तियाँ</p> <p>2 प्रमुख कवि</p> <p>2.1 भारतेन्दु हरिश्चन्द्र (व्याख्या एवं समीक्षा)</p> <p>हिन्दी भाषा निज भाषा उन्नति अहे. सब उन्नति को मूल (10 दोहे)</p> <p>2.2 अयोध्यासिंह उपाध्याय 'हरिऔध' (व्याख्या एवं समीक्षा))</p> <p>काव्य— एक बूंद मोठी बोली</p> <p>2.3 जयशंकर प्रसाद (व्याख्या एवं समीक्षा)</p> <p>कामायनी के श्रद्धा मर्ग से प्रकृति के यौवन का श्रृंगार</p> <p>करेंगे कभी न वासी फूल..... से खिंची आवेगी सकल समृद्धि" तक का अंश</p> <p>2.4 सूर्यकान्त त्रिपाठी 'निराला' (व्याख्या एवं समीक्षा)</p> <p>जागो फिर एक बार: भाग 2, वह तोड़ती पत्थर</p> <p>2.5 महादेवी वर्मा (व्याख्या एवं समीक्षा)</p> <p>मैं नीर भरी दुख की बदली</p> <p>बीन भी हूँ मैं तुम्हारी, रागिनी भी हूँ</p> | 15 | 20 |
| V | <p>1. छायावादोत्तर काव्य धाराएँ एवं प्रमुख कवि</p> <p>1.1 उत्तर छायावाद की विविध वैचारिक प्रवृत्तियाँ</p> <p>1.2 प्रगतिवाद साहित्य एवं प्रवृत्तियाँ</p> <p>1.3 प्रयोगवाद साहित्य एवं प्रवृत्तियाँ</p> <p>1.4 नई कविता, समकालीन कविता प्रमुख प्रवृत्तियाँ</p> <p>2 प्रमुख कवि</p> <p>2.1 अज्ञेय (व्याख्या एवं समीक्षा)</p> <p>नदी के द्वीप, यह दीप अकेला।</p> | 15 | 20 |

| | | |
|--|--|--|
| 2.2 गजानन माधव 'मुक्तिबोध' (व्याख्या एवं समीक्षा) मैं तुम लोगों से दूर हूँ गलती | | |
| 2.3. नागार्जुन (व्याख्या एवं समीक्षा) अकाल और उसके बाद बादल को घिरते देखा है। | | |
| 2.4 धूमिल (व्याख्या एवं समीक्षा) रोटी और संसद, बीस साल बाद | | |
| 3 अभ्यास | | |
| 3.1 काव्यपाठ (संस्वर) | | |
| 3.2 सुलेखन | | |
| 3.3 शुद्धवाधन | | |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

अनुशंसित सहायक पुस्तकें ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:

पाठ्य पुस्तकें—

1. सं बडधवाल, पीतांबरदत्तगोरखबानी' प्रकाशन हिन्दी साहित्य सम्मेलन प्रयाग
2. दीक्षित, आनंद प्रकाश—विद्यापति पदावली— साहित्य मंदिर प्रकाशन ग्वालियर
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RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

First Semester

| Course | Category | Subject | SubjectCode |
|-----------------|----------|--|-------------|
| B.A. | Minor | कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग | BA-102/M2T |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

पाठ्यक्रम अध्ययन

1. इस कोर्स के माध्यम से विद्यार्थी कार्यालय के कार्यों की मूलभूत जानकारी एवं कार्यशैली से परिचित हो सकेंगे। जिससे वे कार्यालयीन कार्य करने में सक्षम होंगे।
2. नई तकनीकी के माध्यम से ज्ञान विज्ञान के क्षेत्र में विशेषज्ञता प्राप्त कर सकेंगे।
3. भाषा कम्प्यूटिंग में दक्षता होगी तथा रोजगार प्राप्ति के अवसर मिलेंगे।

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | कार्यालयीन हिन्दी का स्वरूप, उद्देश्य एवं क्षेत्र: 1.1 कार्यालयीन हिन्दी का स्वरूप एवं उद्देश्य 1.2 कार्यालयीन हिन्दी तथा सामान्य हिन्दी का संबंध एवं अंतर 1.3 कार्यालयीन कार्यकलाप की सामान्य जानकारी 1.4 हिन्दी के प्रयोजनमूलक संदर्भ: कार्यालयीन, साहित्यिक, वाणिज्यिक, वैज्ञानिक, तकनीकी, विधिक एवं कानूनी, जनसंचार माध्यम आदि। राजभाषा हिन्दी की संवैधानिक स्थिति एवं प्रमुख प्रावधान। | 16 | 20 |
| II | हिन्दी के शब्द संसाधन (कम्प्यूटर टंकण) 1.1 हिन्दी में उपलब्ध सॉफ्टवेयर एवं विभिन्न की-बोर्ड, देवनागरी लिपि के विविध फ़ोण्ट्स, यूनिकोड, हिन्दी स्लाइड, पी.पी.टी., पोस्टर निर्माण, स्पीच टू टेक्स्ट एवं टेक्स्ट टू स्पीच, हिंदी शार्ट हैण्ड का परिचय। 1..2 हिन्दी से संबंधित वेबसाईट ई मेल, इंटरनेट पर उपलब्ध पत्र-पत्रिकायें,, दृश्य श्रव्य सामग्री ई पुस्तकालय सरकारी तथा गैर सरकारी चैनल आभासी कक्षाएं। | 18 | 20 |
| III | कार्यालयीन हिन्दी में प्रयुक्त पारिभाषिक शब्दावली 1.1 शब्दावली निर्माण के सिद्धांत 1.2 कार्यालयीन हिंदी की पारिभाषिक शब्दावली प्रशासनिक विधि संबंधी एवं वाणिज्यिक पारिभाषिक शब्दावली 1.3 पदनाम एवं अनुभाग | 16 | 20 |
| IV | 1 कार्यालयीन हिन्दी पत्राचार: 1.1 आवेदन पत्र 1.2 शासकीय एवं अर्द्धशासकीय पत्र 1.3 कार्यालयीन आदेश 1.4 परिपत्र 1.5 अधिसूचना 1.6 कार्यालयीन ज्ञापन 1.7 विज्ञापन 1.8 निविदा 1.9 संकल्प 1.10 प्रेस विज्ञप्ति एवं अन्य कार्यालयीन पत्र 2 प्रारूपण, टिप्पण, संक्षेपण, पल्लवन, प्रतिवेदन | 15 | 20 |

| | | | |
|---|---|----|----|
| | <p>एवं हिंदी कामानकीकरण</p> <p>2.1 प्रारूपण का अर्थ, सामान्य परिचय, प्रारूपण लेखन की पद्धति</p> <p>2.2 टिप्पण का अर्थ, सामान्य परिचय, टिप्पण लेखन की पद्धति, टिप्पण और टिप्पणी में अंतर</p> <p>2.3 संक्षेपण का अर्थ एवं संक्षेपण-पद्धति, पल्लवन का अर्थ, पल्लवन के सिद्धांत, पल्लवन और निबंध लेखन में अंतर</p> <p>2.4 प्रतिवेदन का अर्थ, सामान्य परिचय एवं प्रयोग</p> | | |
| V | <p>1 कम्प्यूटर एवं इंटरनेट में हिंदी भाषा एवं देवनागरी लिपि के अनुप्रयोग</p> <p>1.1 कम्प्यूटर में हिन्दी भाषा के विकास का इतिहास</p> <p>1.2 हिंदी का मानकीकृत रूप</p> <p>1.3 ब्लॉगिंग एवं सोशल मीडिया पर हिन्दी लेखन कौशल -फेसबुक एवं अन्य प्लेटफर्म</p> <p>1.4 ई-गवर्नेंस</p> <p>1.5 विराम चिह्न, अशुद्धि-संशोधन एवं प्रूफ-शोधन</p> <p>1.6 व्यावहारिक अभ्यास विभिन्न प्रकार के कार्यालयीन पत्र, ब्लॉगिंग, पोस्टर ईमेल एवं अन्य</p> | 20 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

अनुशासित सहायक पुस्तकें/ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:

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 14. शुक्ल, सौरभ, "नए जमाने की पत्रकारिता, विजडम विलेज' पब्लिकेशन्स, दिल्ली
 15. कुमार, सुरेश, "इन्टरनेट पत्रकारिता", तक्षशिला प्रकाशन, नयी दिल्ली
 16. श्रीवास्तव, गोपीनाथ, कम्प्यूटर का इतिहास और कार्यविधि, सामयिक प्रकाशन, नयाँ दिल्ली
 17. सिंह, अजय कुमार, "इलेक्ट्रानिक पत्रकारिता, लोकभारती प्रकाशन इलाहबाद 2014
2. अनुशासित डिजिटल प्लेटफॉर्म लिंक
- 1- www.wikinidiva.org
 - 2- www.egyankosh.ac.in
 - 3- www.youtube.com
 - 4- <https://epgp.inflibnet.ac.in>
 - 5- Hi.m.wikipidiya.org
 - 6- www.india.gov.in>topics



RKDF UNIVERSITY, BHOPAL
First Semester

| Course | Category | Subject | Subject Code |
|-------------------------|-----------------|--|---------------------|
| Bachelor of Arts | GEC | 1.MONEY AND BANKING | BA GEC-103 |
| TotalCredit:3 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

1. To develop understanding about money and its role in the economy.
2. To create understanding about underlying theories regarding money and its relevance to the economy.
3. To comprehend and critically appraise current economic fluctuation and monetary policy.
4. To build up insight into institutional setup of banking industry and their role in the Indian economy.
5. To expand competency and skills for understanding functioning of money, money market operations and the policies framework and its impact on the economy.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | Money: Meaning Functions, and Classification: Concept, definition, functions and importance of money. Classification of money, role of money in capitalist, socialist and mixed economies. Essential qualities of good money, Money Aggregates & Paper Money meaning, forms principles. Methods of note issue in India, Gresham's Law, | 9 | 20 |
| II | Value of Money and Economic Fluctuations: Theories of value of money - Quantity theory of money Fisher's and Cambridge equations and Income Theory. Economic Fluctuations - Inflation, Deflation, Stagflation. Demonetization - Concept and Impact. | 12 | 20 |
| III | Money Market and Monetary Policy Functions and Importance of Money Market. Indian money market. Monetary Policy objectives, indicators and Instruments. Monetary Policy in Open Economy. Current Monetary Policy of India | 8 | 20 |
| IV | Banking Institutions Concept Definition Functions and Importance of Banks. Types of Banks - Commercial Bank, Development Bank, Cooperative Bank, Regional Rural Bank, Micro Finance Institutions, Private Bank, Indigenous Banks. Credit Creation and role of Banking in the Economy. | 8 | 20 |
| V | Central Bank and Policy Reforms in Banking Objectives of Central Bank and its role in the economy. Reserve Bank of India (RBI) - organization, structure and its functions. Credit | 8 | 20 |

| | | | |
|--|---|--|--|
| | creationandcontrolbyRBI.Nationalization ofBanksanditsobjectives. Bankingsectorreforms.Recenttrends in banking system in India. | | |
|--|---|--|--|

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

| Name of the Book | Author/Authors Name | Publisher | Edition |
|--|-------------------------------|---------------------------|----------------|
| Money&Banking | Dr.V.CSinhaDr.PushpaSinha | SBPDPublications | 2020 |
| MoneyandBanking | <i>RobertE.Wright</i> | SaylorFoundation,NewYork | 2012 |
| BankingTheoryLaw&Practice. | S.Gurusamy | VijayNicole Imprints | 2015 |
| <i>Money,Banking, Financialmarkets &institutions</i> | BrandlMichaelW | Cengage.NewDelhi | 2019 |
| Money&Banking | <i>G.CSinghai,DrS.KSingh)</i> | SahityaBhawanPublications | 2017 |
| Money&Banking | J.P.Mishra(Author) | SahityaBhawanPublications | 2020 |



RKDF UNIVERSITY, BHOPAL
First Semester

| Course | Category | Subject | Subject Code |
|----------------------|------------|--|-------------------|
| Bachelor of Arts | GEC | 2.Advertising Sales Promotion and Management | BA GEC-103 |
| TotalCredit:6 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

1. Students will be able to understand:-
 - a. The meaning and Importance of Sales Promotion.
 - b. Types, tools and Programme of sales Promotion
 - c. Sales Promotion- result to increase sales of organization

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | Historical Background of Sales Promotion in India. Nature and importance of sales promotion - Definition, Functions and limitations, Objectives, Sales Promotion Budget, Role in marketing. | 15 | 20 |
| II | Forms of sales promotion - Consumer Oriented, Trade Oriented, Sales Force Oriented. | 20 | 20 |
| III | Major tools of sales promotion - Samples, Display and Demonstration, Fashion Shows, Sales contest, lotteries, gift offers, rebates, rewards. | 20 | 20 |
| IV | Sales promotion Requirement identification, Designing of sales promotion campaign, Involvement of salesmen and dealers, Outsourcing sales promotion, National and International promotion strategies, Coordination within the various promotion techniques. | 20 | 20 |
| V | Developing sales promotional programme, pre- testing implementing, evaluation of results and making necessary modifications | 15 | 20 |

Recommended Books:-

1. Suggestive digital platforms web links

01-Rosan-Management Sales Force-McGraw Hill

02-Anne Coughlan, Erin Anderson - Marketing Channels- Stem & Adel El-Ansary, Pearson,

03-Sachin Bert- Professional approach to modern salesmanship - McGraw Hill

04-SHH Kazmi, Satish K Batra - Advertising And Sales Promotion-McGraw Hill

05-Sanjay-Advertising And Sales Promotion-SBPD Agra

06-Taylor, John (1978).How to start and succeed in a business of your own.p. 290.

07- Belch & Belch-Advertising & Promotion-Tata McGraw Hill

08-Kotler, Philip and Armstrong, Gary, principles of Marketing, Prentice Hall. 2.

Buskirk, Selling: Principles and Practices, McGraw-Hill. 3. Futrell, Charles, Sales Management, South-Western College.

09- Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill

S.A.Chunawalla - Advertising, Sales and Promotion Management, Himalaya.

2 Suggested web links:

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

Suggested equivalent online courses:

[https://www.classcentral.com/course/sales-marketing-alignment-](https://www.classcentral.com/course/sales-marketing-alignment-9729)

[9729 https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process](https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process)



RKDF UNIVERSITY, BHOPAL
First Semester

| Course | Category | Subject | Subject Code |
|----------------------|----------|--|-------------------|
| Bachelor of Arts | GEC | 3.Communicative English | BA GEC-103 |
| TotalCredit:6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

The study of this course will enable the students to acquire the knowledge of

- Phonology and Morphology
- Syntax and Structure, and
- Vocabulary and Discourse.

The students will be able to converse in real-life situations with effective language skills. The course will also help them.

- Acquire literary sense,
- Use idiomatic and lexical language, and
- Communicate effectively across the globe

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <p>Communication</p> <p>1.1 What is communication Its meaning, types & its purpose in the age of Globalization</p> <p>1.2 Communicative needs and problems</p> <p>1.3 Expansion of an idea</p> <p>1.4 Rules of use of language, use of appropriate words</p> <p>Keywords/Tags: competence. affective Communication Linguistic and communicative and cognitive ESL EFL Acquisition of 11. 12 and Collocational language</p> | 10 | 20 |
| II | <p>Practicing Listening skill. Reading and Understanding Skills</p> <p>2.1 Listening to Radio and TV news. Discussion and comprehension of rules of grammar. Parts of Speech, Pronunciation and intonation melodic parts of Utterance variation of pitch</p> <p>2.2 Reading newspapers, analysis and interpretation</p> <p>2.3 IPA and phonetic symbols</p> <p>2.4 Precis Writing and paraphrasing</p> <p>2.5 Vocabulary enrichment</p> <p>Keywords/Tags: LRWS Receptive skills. Attentive listening Word stress. Intonation. Syllable. Received pronunciation (RP). Summarizing Pragmatic competence.</p> | 10 | 20 |
| III | <p>Practicing Writing and Speaking Skills</p> <p>3.1 Formal and informal writing of letter and invitation, meeting minutes official orders writing. Listening to talks and presentation, note-making appointments creative Tips.</p> <p>3.2 Communicative approach. lexical approach, task based learning.</p> <p>3.3 Report writing. Story writing, Daily</p> | 15 | 20 |

| | | | |
|----|--|----|----|
| | <p>routine inEnglish</p> <p>3.4 Situational conversation between two friends on different topics</p> <p>Keywords/Tags: Productive skillsCode mixing, Situational conversation.</p> <p>Structural English. Frequent use of proverbs, phrases and idioms</p> | | |
| IV | <p>Application of Communicative English</p> <p>4.1 Translation (from Hindi to English and vice versa)</p> <p>4.2 Group and Peer Discussions, Role play</p> <p>4.3 Contrastive analysis between L1 and L2 At structural, phonological and lexical levels with examples</p> <p>Keywords/Tags:</p> <p>Literary translation, Translation L¹ interference</p> <p>Bilingualism Types of Role-play Communicational English</p> | 10 | 20 |

Recommended Books:-

Text Books, Reference Books, Other resources

A Communicative Grammar of English eech Geoffrey, and Jan SvartvikRoutledge, 2003 Third edition

"CLT for ESL Teachers & Learners" Gautam, GS, Classical Publishing Co. New Delhi, India 2012 1st ed.

"Communicative English for Globalization" Gautam, GS Classical Publishing Co. New Delhi, India 2013 1st ed.

"Communicative English Language Skills" Sumague, JulietaArjona Society Publishing, 2020

"Communicative Methodology in Language Teaching" Brumfit. C. Cambridge University Press 1984

"Language Teaching A Scientific Approach" Lado Robert McGraw-Hill, New York. 1964

"Motivation - The Teacher's Responsibility" Allwright. Dick ELT Journal 31/41977

"Problems and Principles in Language Teaching" Brumfit. C. Pergamon Institute of English 1

"The Learner-Centred Curriculum" Nunan, D. Cambridge University Press 1988. \

Suggested Digital Platform weblinks:

(C) Copyright skillsyounced.com 2011-2021 "What Is Communication? Verbal, Non-Verbal & Written Skills You Need Skills You Need. 2019 www.skillsyounced.com/ips/what-is-communication html.

Ekeeda "Written Communication Introduction to Communication Skills Communication Skills YouTube, uploaded by Ekeeda. 6 Nov 2018. www.youtube.com/watch?v=BHe003UaQy

Msengeti, David. "Communication Notes SlideShare.

2016. www.slideshare.net/mwacidimi/communication-notes-69103614.



RKDF UNIVERSITY, BHOPAL
First Semester

| Course | Category | Subject | Subject Code |
|----------------------|----------|--|--------------|
| Bachelor of Arts | GEC | 4.ORGANISATIONAL BEHAVIOR | BA GEC-103 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

The course will enable to the students to develop and understanding of the principles of human behavior in organisations with relevance to the Indian Business context.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>INTRODUCTION: Concept of Organizational Behavior (OB); Management roles, skills and activities; Disciplines that contribute to OB; Opportunities for OB(Globalization, Indian Workforce diversity, Customer Services, innovation and change, networked Organizations, Work Life Balance, People Skills, Positive Work environment, Ethics)</p> | 12 | 20 |
| II | <p>INDIVIDUAL BEHAVIOUR: 1. Learning, attitude and Job Satisfaction: Concept of Learning, Conditioning, Shaping and reinforcement. Concept of attitude, components, Behavior and attitude, Job satisfaction: Causation; impact of satisfied employees on workplace. 2. Motivation: Concept; Theories(Hierarchy of needs, X and Y, Two factor, McClelland, Goal setting , Self-efficacy, Equity theory); Job Charaterisitics model; Redesigning job and work arrangements; Employee involvement; Flexible benefits, Intrinsic rewards 3. Personality and Values: Concept of Personality; Myres-Briggs Type Indicator(MBTI); Big Five Model. Relevance of Values; Indian Values; Liniking Personality and Valuess to the Workplace(person-job fit, person-organization fit) 4. Perception, Decision Making and Emotions: Perception and Judgements; Factors; Linking perception to individual decision making; Decision making in Organizations, Ethics in decision making. Emotional labour; Emotional Intelligence.</p> | 12 | 20 |
| III | <p>GROUP BEHAVIOUR: 1. Groups and Work Teams: Concept; Five stage model of group development; Group think and shift; Indian perspective on group norms. Groups and teams; Types of teams; Creating team players from individuals; Team building and team based work(TBW). 2. Leadership: Concept; trait theories; Behavioral theories (Ohio and Michigan studies); Contingency theories (Fiedler, Hersey and Blanchard, Path- Goal); Authentic Leadership; Mentoring, Self-leadership, Online Leadership; Inspirational Approaches</p> | 12 | 20 |

| | | | |
|----|--|----|----|
| | (transformational, Charismatic); Comparison of Indian leadership styles with other countries. Exercises, games and role plays may be conducted to develop team and leadership skills. | | |
| IV | ORGANISATIONAL CULTURE AND STRUCTURE: Concept of culture; Impact (functions and liability); Creating and sustaining culture; Employees and culture; Creating positive and ethical cultures. Concept of structure, Prevalent organizational designs; New design options. | 12 | 20 |
| V | ORGANISATIONAL CHANGE, CONFLICT AND POWER: Forces of change; Planned change; Resistance; Approaches (Lewin’s model, organizational development); Learning organization; Organisational change in Indian Businesses. Concept of Conflicts; Traditoonal View and interactionists view of conflict; Conflict process; Fuctional/Dysfunctional, Introduction to Power and politics. | 12 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Luthans Fred., “OrganisationalBehaviour”, McGraw Hill.
2. Hellriegel, Slocum and Woodman, Organisational Behavior, South-Western, Thomson Learning, 9th edition,2001.
3. Behavior In organisations Jerald Greenberg, 8ih ed, Pearson Education.
4. Aronold, John, Robertson, Ivan t.and Cooper, Cary, 1., “Work Psychology; Unders trading human Behavior in the Workplace”, Macmillan Indian Ltd., Delhi.
5. Dwivedi, R.S., “Human relations and Organisational Behavior: a global perspective”, Macmillan Indian Ltd., Delhi.

Suggested Equivalent On line Courses:

1. <https://www.coursera.org/courses?query+economics>
2. <https://www.mooc-list.com/tags/economics>
3. <https://www.coursera.org/learn>
4. <https://ocw.mit.edu/courses>
5. <https://nptel.ac.in/courses/macroeconomics>
6. <https://nptel.ac.in/courses/economics>
7. <https://nptel.ac.in/courses/ManagerialEconomics>



RKDF UNIVERSITY, BHOPAL

First Semester

| Course | Category | Subject | Subject Code |
|-------------------------|------------|--|-------------------|
| Bachelor of Arts | GEC | 5.CHILD RIGHTS AND WOMAN EMPOWERMENT | BA GEC-103 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

Studying child rights and Gender Empowerment would enable students to learn about the various dimensions of Vulnerability with regard to children.

The students will be able to-

1. Understand the issues related to child rights, gender roles and conservatism.
2. Familiarize with policies and programs related to Child Protection and Gender empowerment.
3. Contribute to social work in collaboration with non-governmental organizations.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>1. Understanding Child Rights</p> <p>1.1 Child Rights: Child Rights Concept</p> <p>1.2 Demographic Profile of Indian Children</p> <p>1.3 Disadvantages, Deprivation and Social Exclusion with reference to children</p> <p>2. Children in need of care and protection</p> <p>2.1 Vulnerable groups: Causes and Consequences</p> <p>2.2 Street children, working children and homeless children</p> <p>2.3 Child abuse</p> <p>2.4 Child trafficking</p> <p>2.5 Children Conflict with law</p> <p>2.6 Child rights in other countries and UNCRC</p> | 15 | 20 |
| II | <p>1. Laws, Policies and Programs for Children in India.</p> <p>1.1 National Commission for Protection of Child Rights-NCPCR</p> <p>1.2 Child helpline, Umeed-Child Abuse</p> <p>1.3 Bachpanbachao Aandolan-Child labour, Child trafficking</p> <p>1.4 PRAYAS- Delinquent, Street Children</p> <p>1.5 Juvenile Justice Act(JJA)-2015</p> <p>1.6 Pre Natal Diagnostic Techniques(PNDT Act-2003)</p> <p>1.7 Domestic Violence Act-2005</p> <p>1.8 National Child Labour(protection and regulation) Act-1986</p> <p>1.9 POCSO-2012</p> | 15 | 20 |
| III | <p>1. Conceptualizing gender</p> <p>1.1 Defining terms-sex, gender, masculinity, femininity</p> <p>1.2 Socialization for gender- gender roles and stereotypes</p> <p>1.3 Patriarchy and social institutions</p> <p>1.4 Perspective on feminism</p> <p>2. Gender Empowerment</p> <p>2.1. Status of girls child and women in India</p> <p>2.2 Issues and concerns related to girls and women in India</p> <p>2.3 Media and gender</p> <p>2.4 Laws, Policies and Programs for girls and women in India.</p> | 15 | 20 |

Part C- Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Bajpai.A.2006, Child Rights in India: Law, Policy and Practice, Oxford University press.
2. Bhasin. K 2017, Understanding Gender, New Delhi: Raj Press
3. Chopra, G 2015. Child Rights in India: Challenges and Social Action, New Delhi: Springer.
4. Saukia, N 2008. Indian Women: A Socio-legal Perspective, New Delhi: Serials Publications
5. Bhasin.K 2014, Feminism and its Relevance in South Asia. New Delhi: Raj Press

Suggestive digital Platforms web Links:

1. <https://www.drishtias.com/hindi/daily-updated/daily-news-analysis/sc-question-neper-on-repatriation-of-children>
2. <https://www.savethechildren.in/child-protection/fundamentals-of-child-rights-in-india/>
3. <https://www.humanium.org/en/india/>



RKDF UNIVERSITY, BHOPAL

First Semester

| Course | Category | Subject | Subject Code |
|------------------|----------|--|--------------|
| Bachelor of Arts | GEC | 6. Computational Mathematics | BA GEC-103 |
| Total Credit: 4 | | Max. Marks: 100 (Internal: 40 + External: 60) | |

Course Outcomes:

CO1: Devise trigonometric solutions for measurement in real world scenarios.

CO2: Implements simultaneous equation to solve complex problems.

CO3: Ability to efficiently use statistical tools.

CO4: Apply Mathematical Logic and predicate calculus for solving problems.

COS: Apply the concept or set theory for finding solution to set related problems.

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| I | Trigonometry: Angles &their Measurement, Trigonometric identities and ratios, Values of Trigonometric Ratios, Trigonometric Transformation, Height and Distances. Elementary Matrices: Introduction to Matrices, Types of matrices,And Operations on Matrices: Addition, Subtraction, Multiplication by Scalar quantity, Matrix Multiplication, Transpose Of matrices. | 12 |

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| II | Equations: Simultaneous liner equations, Method of solving Simultaneous equations;Eliminationmethod,Comparisonmethod, Substitution method. Cross Multiplication method, Quadratic equations. | 12 |

| Unit | Topics | Duration anHours) |
|------|---|-------------------|
| III | Statistics: Introduction, Frequency Distribution, Measure of Central Tendency: Mean, Median, Mode, Partition values, Measures of Variation: Mean deviation and StandardDeviation | 12 |

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| IV | Mathematical Logic: Statements and notations.Connectives: Negation, Conjunction. And Disjunction.Statement formulas and truth tables. Tautologies, Tautological implications, contradiction contingency. | 12 |

| Unit | Topics | Duration (InHours) |
|------|--|--------------------|
| V | Set Theory: Basic concepts of set theory, Set notation, Principle of inclusion and Exclusion, equality of sets, the power set, types of sets, operations on set, Venn diagrams. | 12 |

Recommended Text Books:

1. S.M.Shukla, "Business Mathematics", Sahitya Bhawan Publications.
2. D.C.Agrawal, "Business Mathematics", Sree Sai Prakashan
3. D.C.Agrawal, "Discrete Structure", 5th Edition, S Chand Publishing

Recommended Reference Books:

1. Elhance & Elhance, "Fundamentals of Statistics", Kitab Mahal Publication
2. Ray and Sharma, "Mathematical Statistics", 8th Edition, Ram Prasad and Sons
3. J.K. Singh, "Business Mathematics", Himalaya Publishing House, 2017
4. Sancheti and Kapoor, "Business Mathematics", 9th Edition, Sultan Chand & Sons, 2014
5. "Discrete Mathematics structures with application to computer science", Indian Edition
6. J.P. Tremblay, R. Manohar, McGraw Hill Education 2017
7. J.K. Sharma, "Discrete Mathematics", 2nd Edition, Macmillan Publication, 2005

Recommended Web Reference:

1. <https://byjus.com/maths/trigonometry/>
2. <http://www.mathsisfun.com/algebra/trigonometry.html>
3. <https://www.mbacrystalball.com/blog/2015/10/09/set-theory-tutorial/>
4. <https://plato.stanford.edu/entries/set-theory/basic-set-theory.html>



RKDF UNIVERSITY, BHOPAL

Semester - I

| | | | |
|------------------|----------|--|--------------|
| Course | Category | Subject | Subject Code |
| Bachelor of Arts | GEC | 7.Numerical Methods | BA GEC-103 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| I | Methods for Solving Algebraic and Transcendental Equations: Bisection Method, RegulaFalsi Method, Secant Method, Newton-Raphson Method, Ramanujan Method. | 18 |
| II | Interpolation: Lagrange interpolation, Finite difference operators, Interpolation formula using Differences, Gregory-Newton Forward Difference Interpolation, Gregory-Newton Backward Difference Interpolation. | 18 |
| III | Numerical Integration: Newton- Cote's formulae, Trapezoidal rule, Simpson's 1/3 rule, Simpson's 3/8 rule, Gauss Integration. | 12 |
| IV | Methods to Solve System of Linear Equations: Direct method for solving system of linear equations: Gauss elimination, LU decomposition, Cholesky decomposition. Iterative method:Jacobi, Gauss-Seidel. | 21 |
| V | Numerical Solution of Ordinary Differential Equations: Single step methods: Picard, Taylor's series, Euler, Runge-Kutta. Multistep methods: Predictor-corrector, Modified Euler, Milne-Simpson. | 21 |

RecommendedTextBooks:

Text Books:

1. S. S. Sastry: Introductory Methods of Numerical Analysis, Prentice Hall India Learning Private Limited, Fifth edition,2012.
2. E. Balagurusamy: Numerical Methods, Tata McGraw Hill Publication, 2017,

Reference Books:

1. M. K. Jain, S. R. K. Iyengar, R. K. Jain, Numerical Method for Scientific and Engineering Computation, New Age International (P) Ltd., 1999.
2. Saxena H. C.: Finite Differences & Numerical Analysis, S Chand, 2010,

Suggested Digital Platforms Web links:

<https://epgp.in/libnet.ac.in>

<https://www.highereducation.mp.gov.in/?page=xhzlQmpZwkylQo2b/y5G7w= 3D>

Suggested Equivalent online courses:

<https://nptel.ac.in/courses/111106101/>

<https://nptel.ac.in/courses/111107105/>

<https://nptel.ac.in/courses/111107107/>

https://ugemoos.inlibnet.ac.in/index.php/courses/view_pg/1476



RKDF UNIVERSITY, BHOPAL

First Semester

| Course | Category | Subject | Subject Code |
|------------------|----------|--|--------------|
| Bachelor of Arts | GEC | 8.HERBAL COSMETICS | BA GEC-103 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

1. Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products preparation and their evaluation.
2. Students can seek the opportunity of setting up their own business of herbal cosmetics after this course.

| Units | Topic | Duration (In Hours) |
|-------|--|------------------------|
| I | 1.1 Cosmetics - Classification and categories 1.2 Brief history of herbal cosmetics 1.3 Difference between herbal and synthetic cosmetic products, benefits of herbal synthetic cosmetic products, benefits of herbal cosmetic products, 1.4 Challenges in formulating herbal cosmetics. | 15 |
| II | 1.1 Raw materials, Machinery and Equipments used in preparation of herbal cosmetics 1.2 Processes used in the manufacture of herbal cosmetics 1.3 Plants used in skin care products like scrub, ‘ubtan’ packs, moisturizer etc 1.4 Plants used in hair care products like oil, shampoo, conditioner hair tonic etc. | 15 |
| III | 1.1 Preparation of- Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen 1.2 Preparation of- Shampoo, hair oil hair conditioners, hair dye 1.3 Preparation of- toothpaste, tooth powder, ‘Kajal’, nail polish, lipstick, lip balm, deodorant, shaving cream, after shave solution. | 15 |
| IV | 1.1 Introduction to Aromatherapy, Plants used in aromatherapy 1.2 Method of extraction of essential oils 1.3 Sanitary practices in cosmetic manufacturing 1.4 Basic idea of storage of raw material, pre production preparations, production management, packaging and labeling, marketing and pricing of herbal cosmetics. 1.5 Quality assurance, ISO certification | 15 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Classification of cosmetic raw materials and adjuncts IS3958 of Indian Standard.
2. Smith R.V., Stewart J.T. Text book of Bip pharmaceutical analysis, Lia and Febiger, Phiadelphia(1982).
3. Behl P.N. Srivastava G. Herbs useful in dermatological therapy, CBS (2002).
4. Karnik C.R. Pharmacopoeia standards of herbs, Sri Satguru Publications Delhi(1994)
5. Bore P. Cosmetics analysis: Selective methods with techniques, Marcel Dekker (1985)
6. Sharma P.P Cosmetics – Formulation, Manufacturing and Quality Control Vandana Publication (2014).
7. Panda H. Herbal Cosmetics handbook, Asia Pacific Business Press (2015)
8. Chattopadhyay P.K. Herbal Cosmetics and ayurvedic medicines, National Institute of Industrial research (2008).
9. Panda H. The complete technology book on herbal perfumed and cosmetics, NIIR Project consultancy services(2012).
10. Kirtikar K.R. and Basu B.D. 8 volumes Indian medicinal plant, bio- green books(2012).
11. Drugs and cosmetics acts and rules Govt. of India Publication.
12. Guenther Ernest Vol I The Essential Oils, Ingram short tittle(2007).
13. Indian Standard Institution Booklets.
14. Nadkarni K.M. Indian Materia Medica, Popular Prakashan(1994).
15. Wealth of India C.S.I.R.
16. Srivastava S.B., Perfume Flavour and Essential Oil Industries, Small Industry Research Institute
17. Das Kuntal, Herbal Plants and their Application in Cosmaceuticals, CBS Publication (2014).
18. Krishnamurthy K.H., Ayurvedic Technical studies and Herbal Cosmetics of Ancient India, B.R. Publishing corporation (2001)
19. Chopra R.N. Nayar S.L., Chopra L.C., Glossary of Indian Medicinal Plants.,National Institute of Science Communciation and information Resource (1956).
20. Saxena Rajan, Marketing Managemnet, McGraw hill Education(2009)
21. Saraf Swarnlata, Saraf Shailendra, Cosmetics a Practical Manual, (2015), Bsp Books Pvt. Ltd.
22. EIRI Board,. Herbal Cosmetics and Beauty Products with Formulations, Engineers India Research Institute, (2015)
23. NIIR Board, Handbook on herbal products National Institute of Industrial Research(2002)



RKDF UNIVERSITY, BHOPAL

First Semester

| Course | Category | Subject | Subject Code |
|-------------------------|-----------------|--|---------------------|
| Bachelor of Arts | GEC | 9.COMPUTER FUNDAMENTALS | BA GEC-103 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

On the Completion of this course student will be able-

1. To understand the fundamentals of computer
2. To use computer in his daily life as well as can do assigned official work with ease.
3. Troubleshoot, issues related to working with computer and internet.
4. To communicate through internet as well as can use IT for day to day work.

| Units | Topic | Duration (In Hours) |
|-------|---|------------------------|
| I | <p>Knowing computer: What is computer, Basic Application of computer; Components of computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical storage Devices, Basic of Hard Drive, Concepts of Hardware and Software; Concept of computing, Data and Information; Applications of Information Electronics and Communication Technology; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.</p> <p>Computer software & its types: System software, Application Software, Types of operating systems, Role of operating system, Utility programs, packages, Communication software, commonly used application software</p> | 12 |
| II | <p>Operating computer using GUI Based Operating System: What is an operating system: Basics of Popular Operating Systems; The User Interface, Basics of O.S. Setup; Common utilities.</p> <p>MS Windows Operating System: Definition and Functions, basic components of Windows. Icons. Desktop, Taskbar, Notification Area. Files and Folders, start menu operation, My computer, Network neighborhood, Recycle bin, window explorer, creating copying, moving and deleting files, setting wallpaper, changing the mouse pointer, paint, notepad, setting date and time , screensaver and appearance. Using Mouse, Using Right button of the mouse and moving Icons on the screen, use of common Icons, Status Bar, Using Menu and Menu –selection, Running an application, viewing of files, folders and directories, creating and renaming of files and folders, opening and closing of different windows, using help, creating shortcuts, using window accessories.</p> | 12 |
| III | MS Word; Introduction, windows 2007 interface, customizing the word application, document views, creating and editing document. Selecting, deleting , | 12 |

| | | |
|----|---|----|
| | <p>replacing text, copying text to another files. Insert, formatting text and Paragraph, using the font, dialog box , paragraph formatting, using bullets and numbering in paragraphs, checking spelling, line spacing, margin, space before and after paragraphs. Basic formatting in MS word 2007, Advance formatting , navigating through a word document, performing a mail merge, A Quick look at Macros, Printing document, Print preview. Excel 2007; Introduction, workbook, worksheet, formatting in excel, MS power Point; Introduction, Creating a presentation.</p> | |
| IV | <p>Introduction to internet, WWW and Web Browsers; Basic of computer network; LAN, WAN; concept of internet; application of internet; connecting to internet; What is ISP; Knowing the internet; basic of internet, connectivity related troubleshooting, web browsing software, search engine; Understanding URL, Domain name; IP address; Using E-governance website. Basic of electronic mail; Getting an email account; send and receiving emails. Accessing sent emails; Using Emails; documents collaborations; Instant messaging Netiquettes(Internet etiquette)</p> | 12 |
| V | <p>Useful Google tools such as drive, sheet, doc, meet, etc. Firewall , computer virus, anti virus software, internet security and privacy Basic of electronic data interchange(EDI) and electronic payment system(EPS) , types of payment system; Digital Cash, Electronic Cheque , Smart Card, Introduction to digital signature and digital certificates.</p> | 12 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. <https://edu.gefglobal.org/en/computerbasics/>
2. <https://edu.gefglobal.org/en/subjects/office/>
3. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
4. https://onlinecourses.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. <https://ecomputernotes.com/e-commerce/electronic-commerce/define-electronic-payment-system-its-requirements-and-payment-methods>
7. <https://edu.gefglobal.org/en/topics/googleapps/>
8. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
9. <https://nptel.ac.in/courses/106/106/106106092/>
10. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
11. <https://nptel.ac.in/courses/106/103/106103068/>

Suggested Readings:

- Introduction to Computers: C. Xavier, New Age International.
- Computer Fundamentals: Concepts, Systems & Applications: Priti Sinha, Pradeep K., Sinha, BPB Publications
- Fundamentals of Information technology: Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi.
- Microsoft Office 2019 For Dummies: Wallace Wang, Wiley



RKDF UNIVERSITY, BHOPAL

First Semester

| Course | Category | Subject | Subject Code |
|-------------------------|-------------|---|---------------------|
| Bachelor of Arts | AECC | ENVIRONMENTAL EDUCATION | BA-104 (AEC) |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+ External:60) | |

Course Outcomes:

1. To understand the various aspect soft the life forms, ecological processes, and the impact on them by the human during anthropogenic era.
2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make informed decisions.
3. To develop empathy for all the life forms, awareness and responsibility towards environmental protection and nature preservation.
4. To develop the critical thinking for the shaping strategies such as scientific, social economical, administrative & legal environmental protection, conservation of biodiversity, environmental equity and sustainable development.
5. To prepare for the competitive exams.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Environmental and Natural Resources: Multidisciplinary nature Scope and importance of Environment. Component of Environment: Atmosphere,Hydrosphere ,Lithosphere and Biosphere. Brief account of Natural Resources and associated problems: Land Resources ,Water Resources and Energy Recourses. Concept of Sustainability and Sustainable Development</p> | 12 | 20 |
| II | <p>Biome, Ecosystems and Biodiversity: Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marines. Ecosystems: Structure Function and types their Preservation& Restoration Biodiversity and its conservation practices.</p> | 12 | 20 |
| III | <p>Environmental Pollution: Types (Air, Water, Soil, Noise, Marine, Thermal, Nuclear) Control Measure, Management and Associated Problems.</p> | 12 | 20 |
| IV | <p>Management and Social Issues-I Environmental Law and Legislations :Protection and Conversation Acts. Air (Prevention and Control of Pollution)</p> | 12 | 20 |

| | | | |
|---|--|----|----|
| | <p>Act Water (Prevention and control of Pollution) Act Wildlife Protection Act Forest Conservation Act</p> | | |
| V | <p>ManagementandSocialIssues-II</p> <p>International Agreement & Programmer. Environmental movements, Communication and public awareness programme. National and International Organizational related to Environment Conservation and Monitoring. Role of Information Technology in Environment and Human Health.</p> | 12 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

| Name of the Book | Author/Authors Name | Publisher | Edition |
|---|-------------------------------------|--------------------------------------|----------------------|
| Ecology; Environmental Science and Conservation | Singh;J.S., SinghS.P .and Guota,SR; | S.Chand Publishing, New Delhi,(2018) | 2018 |
| Environmental Law and Policy in India :Cases, Material & Status | Divan,S. and Rosencranz ,A. | Oxford University Press, India | (2002) 2°dEdition |
| A Textbook of Environmental Studies. | Asthana K Asthana Meera | S.Chand Publishing, New Delhi. | (2007) |
| Fundamentals of Ecology | Odum, E.P | Philadelphia Saundres | 1971 |
| Perceptive in Environmental Studies | Kaushik, Anubha, Kaushik. C.P | New Age International Publishers | 2018 6thEdition |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

SCHEME

Second Semester
Academic Session: 2022-23

BA II Semester

| Subject Type | Subject Code | Subject Name | End Semester Examination | Internal (CAA) Continuous Assessment & Assignment | Maximum Marks | Credit |
|------------------|---------------|---|--------------------------|---|---------------|--------|
| Major | BA-201 | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Minor | BA-202 | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Generic Elective | GEC BA-203 | 1. Money and Banking 2. Advertising Sales Promotion and Management 3. Communicative English 4. Computer Fundamental 5. Child rights and Women | 60 | 40 | 100 | 04 |

| | | | | | | |
|---|-----------------|--|----|----|-----|----|
| | | Empowerment 6.Computational Mathematics 7.Numerical Methods 8.Herbal Cosmetics | | | | |
| Ability Enhancement Course | BA-204 (AEC) | English Language | 60 | 40 | 100 | 04 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 400 | 20 |

Note :

1.The Student those who have selected Major subject in Semester-1 that Same subject student will study in Semester-2 as Major Subject.

2.The Student those who have selected Minor subject in Semester-1 that Same subject student will study in Semester-2 as. Minor Subject

3.The Student may opt for one subject from amongst Generic elective Course.

टिप्पणी:

1.जिस छात्र ने सेमेस्टर-1 में प्रमुख विषय का चयन किया है, वही विषय वाला छात्र सेमेस्टर-2 में प्रमुख विषय के रूप में अध्ययन करेगा।

2.जिस छात्र ने सेमेस्टर-1 में माइनर विषय का चयन किया है, वही छात्र सेमेस्टर-2 में उसी विषय का अध्ययन करेगा।

3. छात्र जेनेरिक वैकल्पिक पाठ्यक्रम में से एक विषय का चयन कर सकता है।



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

Second Semester

| Course | Category | Subject | SubjectCode |
|-----------------|----------|--|-------------|
| B.A. | Major | INDIAN CONSTITUTION | BA-PS 201 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

1. Students will be able to understand the constitutional development in India.
2. They will be able to answer how constituent assembly was formed.
3. They will be able to describe the significance of the Preamble, Fundamental rights and Directive Principles of State Policy in the constitutional design of India.
4. They will be able to answer questions pertaining to the function and role of the President, Prime Minister, Governor, Chief Minister, Parliament and State legislature, and the courts in the Constitutional design of India.
5. They will be able to identify the power division in constitutional setup.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Genesis of the Indian Constitution and Salient Features</p> <ol style="list-style-type: none"> 1. Constitutional Development in India. 2. Making of the Constituent Assembly: History and objectives. 3. Salient Features of the constitution: <ol style="list-style-type: none"> 1.1. Preamble 1.2. Fundamental Rights and Duties. 1.3. Directive Principles of State Policy. 1.4. Procedure for constitutional Amendment | 15 | 20 |
| II | <p style="text-align: center;">Legislature</p> <ol style="list-style-type: none"> 1. Central Legislature <ol style="list-style-type: none"> 1.1. Indian Parliament- Composition and Functions of the Lok Sabha and Rajya Sabha. 1.2. Speaker of the Lok sabha- role, Power and Functions. Independence and Impartiality of the Speaker. 1.3. Legislative procedure of the Parliament. 2. State Legislature <ol style="list-style-type: none"> 2.1. Vidhan Shabha- Composition and Functions. 2.2. Vidhan Parishad- Composition and Functions. | 15 | 20 |
| III | <p style="text-align: center;">Executive</p> <ol style="list-style-type: none"> 1. Union Executive <ol style="list-style-type: none"> 1.1. President-Power and Functions. 1.2. Prime Minister-Role and Functions. 1.3. Council of Ministers- Composition, Role and Functions. 2. State Executive | 15 | 20 |

| | | | |
|----|---|----|----|
| | 2.1. Governor-Power and Functions. 2.2. Chief Minister-Power and Functions. 2.3. State Council of Ministers. | | |
| IV | Judiciary and Other Constitutional Bodies 1. Supreme Court-Composition and Jurisdiction 2. High Court Composition and Jurisdiction. 3. Constitutional Bodies 3.1. Election Commission. 3.2. Union Public Service Commission. 3.3. National Commission for SC's. 3.4. National Commission for ST's. 3.5. State Public Service Commission | 24 | 20 |
| V | Division of Powers 1. Centre state Relations 1.1. Legislative Relations. 1.2. Administrative Relations. 1.3. Financial Relations. 2. Local Self Government-73 rd and 74 th Amendment. | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis 21st edition, 2013.
2. Bakshi, PM, "The Constitution of India", Universal Law Publishing, Delhi, 2017.
3. G. Austin, "The Indian Constitution: Corner Stone of a Nation", Oxford University Press, Oxford, 1996
4. Kapur A.C. and Mishra, "Select Constitutions", S.Chand Publications, 16th Edition 2008.
5. M. Laxmikant, "Indian Polity", McGraw Hill Education, New Delhi, 6th Edition 2019.
6. Pylee, M. V., 'India's constitution', Asia Publishing House, Bombay, 1962
7. Rochana, B, "Constituent Assembly Debates and Minority Rights", Economic and Political Weekly, 35(21/22), pp. 1837-1845, 2000.

8. S. Kashyap, "Our Constitution", NBT, Delhi 2007
9. S. Kashyap, "Our Parliament, NBT, Delhi 2004.
10. Sharma B.K, "Introduction to the constitution of India", PHE Publications, New Delhi, 8th Edition 2017.
11. Shankar, B. L., & Rodrigues, V. "The Indian Parliament: A democracy at work", Oxford University Press, New Delhi, 2014
12. Singh, M. P., & Saxena, R., "Federalizing India in the Age of Globalization", Primus Books, New Delhi, 2013.

Suggested equivalent online courses:

Online course-Indian Constitution- Swayam

<https://www.classcentral.com>>course



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | Western Political Thinkers | BA-PS 202 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

- 1.Students will be able to understand the constitutional development in India.
- 2.They will be able to answer how constituent assembly was formed.
- 3.They will be able to describe the significance of the Preamble, Fundamental rights and Directive Principles of State Policy in the constitutional design of India.
- 4.They will be able to answer questions pertaining to the function and role of the President, Prime Minister, Governor, Chief Minister, Parliament and State legislature, and the courts in the Constitutional design of India.
- 5.They will be able to identify the power division in constitutional setup.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Plato: a. Ideal state b. Philosopher King c. Theory of Justice ³ d. System of Education Aristotle: a. Citizenship b. Justice ³ c. Slavery d. Classification of Government | 15 | 20 |
| II | St. Augustine & St Thomas Aquinas a. Christianity & State Machiavelli: a. Religion and Politics b. Republicanism. | 15 | 20 |
| III | Hobbes, Locke and Rousseau: a. State of Nature, Natural Rights and Social Contract b. State and Political Obligation. | 15 | 20 |
| IV | Bentham and J S Mill: a. Utilitarianism b. Liberty ³ , Representative Governm | 24 | 20 |
| V | Karl Marx, Lenin and Mao: a. Theory of Alienation, Dialectic Materialism and Historical Materialism b. State and Revolution c. Post-Marx Marxism-Leninism, Maoism. | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

13. Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis 21st edition, 2013.
14. Bakshi, PM, "The Constitution of India", Universal Law Publishing, Delhi, 2017.
15. G. Austin, "The Indian Constitution: Corner Stone of a Nation", Oxford University Press, Oxford, 1996
16. Kapur A.C. and Mishra, "Select Constitutions", S.Chand Publications, 16th Edition 2008.
17. M. Laxmikant, "Indian Polity", McGraw Hill Education, New Delhi, 6th Edition 2019.
18. Pylee, M. V., 'India's constitution', Asia Publishing House, Bombay, 1962
19. Rochana, B, "Constituent Assembly Debates and Minority Rights", Economic and Political Weekly, 35(21/22), pp. 1837-1845, 2000.
20. S. Kashyap, "Our Constitution", NBT, Delhi 2007
21. S. Kashyap, "Our Parliament", NBT, Delhi 2004.
22. Sharma B.K, "Introduction to the constitution of India", PHE Publications, New Delhi, 8th Edition 2017.
23. Shankar, B. L., & Rodrigues, V. "The Indian Parliament: A democracy at work", Oxford University Press, New Delhi, 2014
24. Singh, M. P., & Saxena, R., "Federalizing India in the Age of Globalization", Primus Books, New Delhi, 2013.
25. Card, C. (2003). The Cambridge Companion to Simone De Beauvoir. Cambridge University Press. • Sabine, G. H. (1973). A History of Political Theory. New Delhi: Oxford and I. B. H. Publishing. • McClelland, J. S. (1996). A History of Western Political Thought. Routledge. • Ten, C. L. Mill (1980). Liberty. Oxford: Clarendon Press. • Kelly, P. (2009). J. S. Mill on Liberty. In Political Thinkers: From Socrates to the Present. New York: Oxford University Press, pp
Hobbes, T., & Macpherson, C. B. (1968). Leviathan. Baltimore: Penguin Books. • Laslett, P. (Ed.). (1960). Locke-Two Treatises of Government. Cambridge: Cambridge University Press. • Maters, R. D. (Ed.). (1978). On the Social Contract, with Geneva Manuscript and Political Economy. New York: St. Martin's Press. (Translated by Judith R. Masters) • Macpherson, C. (1962). The Political Theory of Possessive Individualism: Hobbes to Locke. Oxford University Press, Ontario, pp. 17-29 & 194-214. • Ashcraft, R. (1999). Locke's Political Philosophy. In Chappell, V. (Ed.). The Cambridge Companion

Suggested equivalent online courses:

Online course-Indian Constitution- Swayam

<https://www.classcentral.com>>course



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science.(B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|---|------------------|
| B.A. | Major | HISTORY OF ANCIENT INDIA (Early to 1206AD) | BA-HS 201 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

The students will learn to analyze the various stages of evolution and development of man in the Prehistoric. Protohistoric & Historic Age. To have an in depth knowledge about the ancient civilizations of India like Indus-Saraswati Civilization, Vedic civilization. Later Vedic Civilization etc and compare them with the other contemporary civilizations of the world. To explain in detail about golden past of India during the Mauryan and Gupta period, their conquests, art, architecture and literature, etc. They will able to write meaningful essays on the brave and courageous Rajput clans and the South Indian dynasties of India.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Prehistoric and Protohistoric Period History-Meaning, Nature, Scope & Significance. Sources of Ancient Indian History: Geographical Condition of Ancient India. Prehistoric India: Stone Age Palaeolithic, Mesolithic, Neolithic and Chalcolithic Cultures. Protohistoric India Indus/ Saraswati Civilization-Origin, expansion & Decline. Economic, Social and Religious Life. Town Planning and different arts. The New centres of Harappan Civilization. Vedic Culture Rig Vedic and Post Vedic Period Political, Social, Economic and Religious Life. | 18 | 20 |
| II | Mauryan and Post Mauryan Period Mahajanapadas and Republics in 6th cen. BC. Religious Revolution in North India Jainism and Buddhism. Rise of Magadha Alexander's Invasion and Its Impact. Establishment of Mauryan Dynasty Chandragupta Maurya and his Administration. Asoka, and his Dhamma. Mauryan Culture and Architecture. Decline of Mauryan empire. Shunga Dynasty-Pushyamitra Shunga and his Achievements. Satvahana Dynasty- Gautamiputra Shatkami and his Achievements Period of Shaka-Kshatrapas Kushana Dynasty Kanishka and his Achievements Gandhara and Mathura Art | 19 | 20 |
| III | Gupta Period and Harshvardhan Establishment of Gupta Dynasty Chindragupta 1, Samudragupta. Chandragupta II (Vikramaditya) Kumargupta and Skandgupts and their Achievements. Gupta Culture. Gupta Period Golden Age. Gupta-Vakataka Relations. Shalivahana Vikramaditya and his cultural achievements. Decline of Gupta empire Huns Invasion and its impact Pushyabhuti Dynasty Harshvardhan-Military Campaigns Administration Achievements. and Religious | 18 | 20 |
| IV | Early Medieval Dynasties of Northern India Origin of The Rajputs: Different Theories Major Rajput Dynasties: Gurjara Pratihara Dynasty. Chandela Dynasty, Parmara Dynasty and Kalchuri Dynasty History, Culture and Architecture Bhoja and his cultural achievements | 18 | 20 |
| V | South Indian Dynasties and Foreign Invasions on India Major Dynasties of South India Pallava Dynasty, Chalukya Dynasty. Rashtrakuta Dynasty and Chola Dynasty History, Culture and Architecture. Greater India: Expansion of Indian Culture in South East Asia Arab Invasion on India and its Impact: Muhammad Bin Qasim. Turk Invasions on India and their Impact Mahmud Ghaznavi and Muhammad Ghori. | 18 | 20 |

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Majumdar, R.C. The History and Culture of Indian People Vol. 1. Vedic Age, Bhartiya Vidya Bhavan, Bombay, 1954
2. Majumdar, R.C.. The History and Culture of Indian People Vol. II. The Age of Imperial Unity, Bhartiya Vidya Bhavan, Bombay, 1954
3. Majumdar, R.C. The History and Culture of Indian People, Vol III. The Classical Age. Bhartiya Vidya Bhavan, Bombay, 1954 \
4. Majumdar R.C. The History of Indian People, Vol IV, The Age Imperial Kanauj. Bhartiya Vidya Bhavan, Bombay, 1954
5. Majumdar R.C. The History of Indian People, vol. V. The Struggle for Empire, Bhartiya Vidya Bhavan, Bombay, 1954
6. Jayaswal, Vidula: Bhartiya Itihas Ke Adi Chara ki Rooprekha, Delhi, 1987
7. Pandey, Rajbali: Prachin Bharat, Vishwavidyalaya Prakashan, Varanasi, 2010.
8. Raychaudhary, H.C. Political History of Ancient India) 1996. Also, in Hindi.
9. Sankalia, HD. Prehistory and Prohistory of India and Pakistan, Poona 1974
10. Sastri, K.A Nilakanta: A History of South India, from Prehistoric Times to the fall of Vijyanagar, Oxford University Press, 1955; Also, in Hindi.
11. Singh, Kripa Shankar: Rigveda, Harrappa Sabhiyata and Sanskrit Nirantana, Kitab Ghar publication, New Delhi, 2007.
12. Singh, Upinder: A history of Ancient and Early Medieval India, 2008, Pearson India, New Delhi, Hindi
13. Thapar, Romilla: Early India from the Beginnings to 1300, London, 2002.
14. Tripathi R. S.: History of Ancient India, Motilal Banarasidas, Delhi. Also in Hindi

Suggestive digital platforms web links:

1. https://en.wikipedia.org/wiki/History_of_India
2. <https://knowindia.gov.in/culture-and-heritage/ancient-history.php>
3. <https://www.history.com/tag/india>
4. <https://byjus.com/free-ias-prep/ncert-ancient-history-notes/>
5. <https://www.clearias.com/indian-history-chronology/>
6. <https://www.jagranjosh.com/general-knowledge/history-of-ancient-india-a-complete-study-material-1464928278-1>
7. <https://sourcebooks.fordham.edu/india/indiasbook.asp>
8. <https://www.worldhistory.org/india/>
9. <https://asiasociety.org/india-historical-overview>



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | History of india (1206AD to 1707AD) | BA-HS 202 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course learning outcomes (CLO):

Students will acquire knowledge regarding the primitive life and cultural status of the people of ancient India. They can gather knowledge about the society, culture, religion and political history of ancient India. They will also acquire the Knowledge of changing socio-cultural scenarios of India. By studying this paper, students will get to know the golden past of India and feel proud of them selve.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Delhi sultanat, Sources and dynasties I. sources of medieval Indian history II. Establishment of delhi sultant III. Slave dynasty IV. Khilji dynasty | 18 | 20 |
| II | I. Tughlaq dynasty II. Timur invastion and Sayyad dynasty III. Lodhi dynasty IV. Mangol invasion and their empact | 19 | 20 |
| III | Rise of regional kingdoms I. Vijay Nagar kingdom II. Bahmani kingdoms III. Malwa dynasty | 18 | 20 |
| IV | Establishment Consolidation of Mughal I. Babur . II. Humayun. III. Shershah suri . IV. Achivment and Administration. | 18 | 20 |
| V | Mughal empire and regional powers I. Akbar: Administration and cultureal achievements. II. Jahangeer and Shahjahan: achievements. III. Aurangzeb: Administration and policies. IV. Mughal Trade & commerce. | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Basham A.L.: The wonder that was India, Rupa, Delhi 1994
2. Altekar A.S.: Education in Ancient India, Nand Kishore & Bros, Varanasi 1944
3. Balbir Singh Sihag: Kautilya: The true founder of Economics, Vitasta Publishing Pvt. Ltd, Delhi 2014.
4. Dharampal: The beautiful Tree, other India press, Delhi 1995.
5. Elliott Faith Robertson: Gender Family and society, St. Martin press, New York, 1996.
6. Arrhenius G.: Evolution for space
7. Mookerji Radha Kumud: Indian Shipping, Pub. South Asia Books, 1999.
8. Thomas Maurice: Indian Antiquities, Pub. T. Maurice, 1806, London
9. Will Durant: The story of civilization , Five communication, US, Jan. 1993 (11Vol)
10. Zekuthial Ginshurg: New light on our Numerals.
11. Mookherjee R.K.: The Fundamental Unity India

Suggested Equivalent On line Courses:

1. https://en.wikipedia.org/wiki/culture_of_India
2. <https://xaviers.edu/main/index.php/ancient-Indian-culture>
3. <https://vidyaonline.org/dl/cutddk.pdf>
4. <https://www.livescience.com/28638-indian-culture.html>
5. <https://www.india-in-your-home.com/Ancient-India-Culture.html>
6. <https://www.indianculture.gov.in/rarebooks/ancient-indian-historical-tradition>
7. <https://www.culturalindia.net/indian-history/ancient-india/index.html>



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Major | BASIC CONCEPT OF SOCIOLOGY | BA-SO 201 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course outcomes(CLO):

1. The course is designed to incorporate all the key concepts of Sociology which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological knowledge.
2. The conceptual learning of Society. Social Groups. Social Structure, Social Institution etc, will help students in their day to day living.
3. By studying this paper students will get information about various employment opportunities in government. Corporate. N.G.O. and self employment sector.
4. This paper gives students an awareness of cultural differences and provides them with opportunity to enhance their cultural sensitivity.
5. The concepts of Indian Social institutions. Such as. Family, Marriage. Kinship will enable students to consider their roles in solving many social problems.
6. The theory of cultural lag will make students better understand the conflict of generational gap and minimize it in due course.
7. Teaching of culture. Socialization and civilization will emphasize not only the new
8. agencies of socialization but also their significance in personality development.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Emergence of Sociology : 1. Tradition of Indian Thinking 2. Sociology 2.1 Meaning 2.2 Scope 2.3 Subject Matter 2.4 Importance 3. Origin and Development of Sociology (Including Special Reference to Madhya Pradesh) 4. Sociology as a Science 5. Humanistic Orientation in Sociology 6. Relationship with other Social Sciences 7. Sociology and Professions | 18 | 20 |
| II | Basic Concepts: 1. Society 2. Relation between Individual and Society 3. Community 4. Association 5. Institution 6. Social Group 7. Social Structure and Function 8. Status and Role | 19 | 20 |
| III | Social Organization and Institutions: (Concept, Emergence, Development, Forms and Challenges) 1. Social Organization 2. Social System 3. Family 4. Kinship 5. Marriage 6. Caste, Class and Power 7. Education | 18 | 20 |
| IV | Socio – Cultural Processes: 1. Culture 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Components of culture. 1.5 Cultural Lag | 18 | 20 |

| | | | |
|---|--|----|----|
| | <ul style="list-style-type: none"> 1.6 Culture and Civilization 2. Socialization <ul style="list-style-type: none"> 2.1 Meaning 2.2 Characteristics 2.3 Stages 2.4 Agencies 2.5 Types 2.6 Importance 3. Social Processes <ul style="list-style-type: none"> 3.1 Cooperation 3.2 Accommodation 3.3 Competition, 3.4. Conflict | | |
| V | <p>Social Control and Change:</p> <ul style="list-style-type: none"> 1. Social Control <ul style="list-style-type: none"> 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Means of Social Control 2. Social Stratification <ul style="list-style-type: none"> 2.1 Meaning 2.2 Characteristics 2.3 Bases 2.4 Forms 3. Social Mobility <ul style="list-style-type: none"> 3.1 Meaning 3.2 Characteristics 3.3 Types 4. Social Change <ul style="list-style-type: none"> 4.1 Meaning 4.2 Characteristics 4.3 Factors of Social Change 4.4 Patterns of Social Change | 18 | 20 |

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

- 1- Maclver, Robert M & Charles Hunt Page (1949) Society: An Introductory Analysis, New York.
- 2- Beteille Andre (1965) Caste Class & Power, California University. Berkeley.
- 3- Ghurye GS (1961) Caste. Class & occupation. Popular Book Depot., Bombay.
- 4- Ogburn & Nimkoff (1947) Hand Book of Sociology, K.PAUL, Trench, Prebner and Comp. Ltd. London.
- 5- Giddens, A. (2006) Sociology (5thed.) Oxford University Press. London
- 6- Horton and Hunt, (1964) Sociology – A Systematic Introduction. Allied Publishers Pvt. Ltd, New Delhi.
- 7- Johnson, Harry M., (1988) Sociology – A systematic Introduction. Allied Publishers Pvt. Ltd, New Delhi.
- 8- Inkeles Alex, (1977) What is Sociology – Prentice – Hall of India, Pvt. Ltd., New Delhi.
- 9- Shankar Rao C.N. (2019) Sociology-S Chand and Company Ltd. New Delhi
- 10- Shankar Rao C.N. (2018) Sociology of Indian Society – S Chand and Company Ltd. New Delhi
- 11- Pandey Vinita (2016) Indian Society and Culture, Rawat Publication. Jaipur,
- 12- Bhushan Vidya and Sachdeva D.R. (2000) Kitab Mahal, Allahabad.

Suggestive digital platforms web links

[https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-\(331\).aspx](https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx)

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities/MOOC platforms such as “SWYAM” in Indian and Abroad.



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | Society in india | BA-SO 202 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course outcomes(CLO):

1. The course is designed to incorporate all the key concepts of Sociology which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological knowledge.
2. The conceptual learning of Society. Social Groups. Social Structure, Social Institution etc, will help students in their day to day living.
3. By studying this paper students will get information about various employment opportunities in government. Corporate. N.G.O. and self employment sector.
4. This paper gives students an awareness of cultural differences and provides them with opportunity to enhance their cultural sensitivity.
5. The concepts of Indian Social institutions. Such as. Family, Marriage. Kinship will enable students to consider their roles in solving many social problems.
6. The theory of cultural lag will make students better understand the conflict of generational gap and minimize it in due course.
7. Teaching of culture. Socialization and civilization will emphasize not only the new
8. agencies of socialization but also their significance in personality development.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | Traditional background of Indian society 1.1 Classical features of Indian Society 1.2 Historical Background: Ancient,Medieval Period, 1.3 Classical Approach 3.1 Varna,Ashram,Purusharth 3.2 Rina,Yagya,Sanskar 1.4 Field View 4.1Ethnic,Linguistic,and Religious 4.2Demographical Culture Scenario | 18 | 20 |
| II | Tribal Society 1. Tribes-Meaning,Characteristics. 2. Tribal Area. 3. Tribal Classification 4. Family,Marriage,Kinship 5. Tribal Problem 6. Tribal Welfare,Constitutional Provisions and their Evaluation | 19 | 20 |
| III | Rural Society 1.Meaning Characteristic,Type. 2.Rural Life:Folk Culture,Little and Great Treditons 3. Caste system.Jamani System 4. Rural Leadership,Rural Factionalism | 18 | 20 |
| IV | Urban Society 1.Town and City: Concept 2. Indian Cities And Their Development 3.Change In Urban Society 4.Rural Urban Society 5.Urban Social Problem 6.Urban Planning and Management | 18 | 20 |

| | | | |
|---|---|----|----|
| V | Social Prolem 1.Domestic Violence,Divorce, Gender Inequality 2.Youth Unrest,Problem Of Elderly 3. National Integration issues and Challenges 4.Change and Transformation in India Society. | 18 | 20 |
|---|---|----|----|

Recommended Books:-

| Part- C Learning Resource |
|--|
| Text Books, Reference Books, Other Resources |
| <p>Suggested Readings:</p> <ol style="list-style-type: none"> 1- Maclver, Robert M & Charles Hunt Page (1949) Society: An Introductory Analysis, New York. 2- Beteille Andre (1965) Caste Class & Power, California University. Berkeley. 3- Ghurye GS (1961) Caste. Class & occupation. Popular Book Depot., Bombay. 4- Ogburn & Nimkoff (1947) Hand Book of Sociology, K.PAUL, Trench, Prebner and Comp. Ltd. London. 5- Giddens, A. (2006) Sociology (5thed.) Oxford University Press. London 6- Horton and Hunt, (1964) Sociology – A Systematic Introduction. Allied Publishers Pvt. Ltd, New Delhi. 7- Johnson, Harry M., (1988) Sociology – A systematic Introduction. Allied Publishers Pvt. Ltd, New Delhi. 8- Inkeles Alex, (1977) What is Sociology – Prentice – Hall of India, Pvt. Ltd., New Delhi. 9- Shankar Rao C.N. (2019) Sociology-S Chand and Company Ltd. New Delhi 10- Shankar Rao C.N. (2018) Sociology of Indian Society – S Chand and Company Ltd. New Delhi 11- Pandey Vinita (2016) Indian Society and Culture, Rawat Publication. Jaipur, 12- Bhushan Vidya and Sachdeva D.R. (2000) Kitab Mahal, Allahabad. |
| <p>Suggestive digital platforms web links https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx</p> |

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities/MOOC platforms such as “SWYAM” in Indian and Abroad.

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RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Major | Introductory Macro Economics | BA-EC 201 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

After completing this course, students will be able to understand rational behaviour and fundamentals of microeconomics. They will be able to explain consumer's and producer's behaviour and their optimum decisions. Students will be able to know about the firms and industry, markets and their decisions about optimum production. They will be also able to explain the theory of distribution and concept of economic welfare. Learning microeconomics is an excellent way to gain an understanding of many factors that affect us in the real world, such as methods of buying goods, product pricing and input pricing, Ultimately, learning microeconomics is key in learning about the principles of economics.

| Units | Topic | Duration (In Hours) | Marks |
|--|---|--------------------------------|--------------|
| I National Income and Social Accounts | Meaning of Macro Economics, Circular flow of income in an open economy. Concept and measurement of National Income; National Income identities with government and international trade; incorporation of environmental concerns in national accounts. | 18 | 20 |
| II Output and Employment | Say's Law of Markets and the Classical Theory of Employment; Keynes' objection to the Classical Theory; Aggregate Demand and Aggregate Supply Functions; The Principle of Effective Demand; | 19 | 20 |
| III Consumption Function | Average and Marginal Propensity to Consume; factors influencing consumption spending; Psychological Law of Consumption-Long-run Consumption Function Absolute Income Hypothesis; Freidman's Permanent Income Hypothesis, Duisenberg's Relative Income Hypothesis and Ando-Modigliani's Life Cycle Hypothesis. | 18 | 20 |
| IV Investment Function | {15 Theory of Investment - Autonomous and Induced Investment; Marginal Efficiency of Capital, Investment Multiplier and its effectiveness in LDC's; The Concept of Accelerator ; Samuelson and Hicks Multiplier - Accelerator Interaction Model. | 18 | 20 |
| V Trade Cycles | Nature, characteristics and types; Hawtrey's Monetary Theory; Hayek's Over-- investment Theory; Keynesian view on Trade Cycles; control of trade cycles. Inflation, Deflation and Reflation - definition, types, causes and effect of inflation on different sectors on the economy. Measures to control, trade-off between inflation and unemployment. | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Ahuja, H.L. (Latest Addition). Principles of Micro Economics, Sultan Chand and Company, New Delhi (Hindi and English Versions)
2. Barla, C.S. (Latest Addition) , Micro Economics, National Publishing House, Jaipur, New Delhi (Hindi and English Versions)
3. Jhingan, M.L. (Latest Addition), Micro Economic, Vrinda Publication, New Delhi (Hindi and English Versions)
4. Karl E. Case and Ray C. fair, (2007), Principles of Economics, 8th Ed., Pearson Education Inc.
5. Koutsoyiannis, A. (1979), Modern Microeconomics, (2nd Edition), Macmillan Press, London.
6. Kreps, David M. (1990), A course in Microeconomic Theory, Princeton University Press. Princeton.
7. Mankiw, G. (2010) Principles of Microeconomics, 6th ed., South-Western College Publishing, USA.
8. Misra, S.K. and Puri, V.K. (2001) – Advanced Micro Economic Theory, Himalaya publishing House, Bombay (Hindi and English Versions)
9. Salvatore D. (2006) Microeconomics- Theory and Applications, Oxford University Press
10. Salvatore D. (2002) Theory and problems of Microeconomic Theory, Schaum's Outline Series, McGraw-Hill Book Company, Singapore

Suggestive digital platforms web links

1. <https://epgo.inflibnet.ac.in/Home/> view Subject? Catid = 11
2. <https://vidyamitra.inflibnet.ac.in/index.php/search?subject%5B%D=F+of+microeconomic+theory&domain%5B%D=Social+Sciences>
3. <https://www.swayamprabha.gov.in/index.php/channel/profile/profile/7>

Suggested equivalent online courses:: <http://www.mcafee.cc/Introecon/IEA2007.pdf>.



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | Introductory Micro Economics | BA-EC 202 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

After completing this course, students will be able to sharpen the analytical skills by highlighting on broad overview of the Indian economy. They will be familiar with the issues related to Agriculture, Industry, Foreign Trade, Economic Planning and various Economic Problems of India. Students will be acquainted with broad overview of Madhya Pradesh economy. They will be able to develop, analyze and interpret events and issues related to Indian Economy.

| Units | Topic | Duration (In Hours) | Marks |
|--|---|--------------------------------|--------------|
| I Exploring the subject matter of Economics | Why study Economics? Scope and Method of Economics; the Economic Problem: Scarcity and Choice; the Question of What to Produce', How to Produce and How to Distribute Output; Science of Economics.. | 18 | 20 |
| II Demand and Supply | Markets and competition; determinants of individual demand/supply; demand/supply schedule and demand/supply curve; market versus individual demand/supply; shifts in the demand/supply curve. | 19 | 20 |
| III Consumer Behaviour | Cardinal Approach — Utility, Marginal Utility and Total Utility, Law o Diminishing Marginal Utility, Law of Equi-Marginal Utility', Consumer' Surplus, Properties of indifference curves; consumer's optimum choice; incomand substitution effect | 18 | 20 |
| IV Production and Costs | Production Function, Behaviour of profit maximizing firms and the production process; Law of Variable Proportions; Isoquants and cost minimising equilibrium conditions, Economies of scale; costs and revenue curves | 18 | 20 |
| V The Firm and Market Structure : | Market structure; Equilibrium of a firm; perfect market equilibrium, short run costs and output decisions; costs and output in the long run. Imperfect Market Structure, Monopoly and anti-trust policy; government policies towards competition; imperfect competition | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Panagariya, Arvind. (2020)- India Unlimited: Reclaiming the Lost Glory, HarperCollins Publishers India
2. Mishra and Puri (2020)- Indian Economy, Himalya Publishing House, New Delhi.
3. Rudra Dutt and Sundaram- Indian Economy, S.Chand and Company, New Delhi.
4. Hariharan , N.P. (2008)- Lights and Shades of Indian Economy, Vishal Publishing Co., Jalandhar.
5. Uma Kapila (20th Edition) (2009)- Indian Economy since Independence, Academic Foundation, New Delhi.
6. Reserve Bank of India- Annual Reports.
7. Annual Economic Survey, Government of India (Latest).
8. Brahmananda, P.R. and V.R. Panchmukhi (Eds.) (1987)- The Development Process of the Indian Economy, Himalaya Publishing House, Bombay.
9. Government of India, Plannig Commission, 12th Five Year Plan, New Delhi



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Major | British Literature: 18th Century (Theory) | BA-EN 201 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes:-

The course will inculcate team work, communicative ability creativity and aesthetic sense in students enabling them to understand in detail drama and the theatre through this course, the students will acquire the knowledge of

- Different genres of drama like comedy tragedy epic theatre and commedia cellaret
- Distinctive features of Sanskrit, Greek, English, American, and Indian plays
- Dramatic techniques and elements like plot theme character spectacle and narrative

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <ul style="list-style-type: none"> • Drama William Congreve: The Way of the World[t] 131 Keywords: Restoration Comedy, Anti-sentimental drama, Romance, Wit, Greed, Jealousy | 15 | 25 |
| II | <ul style="list-style-type: none"> • prose Joseph Addison: The Spectator's Account of Himself, Sir Roger at Home, Sir Roger at Church, The Vision of Mirza ("") (4, Keywords: Neo-classicism, Prose, Satire, Individual vs. Society, | 18 | 25 |
| III | <ul style="list-style-type: none"> • Poetry Samuel Johnson: `London'131 Thomas Gray: 'Elegy Written in a Country Churchyard' [31 Keywords: Urban vs. Rustic life, Poverty and Violence, Corruption of Education, Elegy, Graveyard School of Poetry, Death, Remembrance, Anonymity vs. Fame | 12 | 25 |
| IV | <ul style="list-style-type: none"> • Fiction Laurence Sterne: The Life and Opinions of Tristram Shandy, Gentleman (1) Keywords: Novel, Fictional autobiography, Psychological fiction, Family drama, Wisdom and Foolishness, Time | 15 | 25 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

M.H. Abrams & Geoffrey G. Harpham, A Glossary of Literary Terms (Cengage Learning India Pvt. Ltd. 2015).

2. William H. Hudson, An Outline History of English Literature (Rupa Publications India, 2015). Reference Books:

1. Daniel Defoe, 'The Complete English Tradesman' (Letter XXII), 'The Great Law of Subordination Considered' (Letter IV), and 'The Complete English Gentleman', in Literature and Social Order in Eighteenth-Century England, ed. Stephen Copley (London: Croom Helm, 1984).

2. Jeremy Collier, A Short View of the Immorality and Profaneness of the English Stage (London: Routledge, 1996).

3. Samuel Johnson, 'Essay 156', in The Rambler, in Selected Writings: Samuel Johnson, ed. Peter Martin (Cambridge, Mass.: Harvard University Press, 2009) pp. 194-7; Rasselas Chapter 10; 'Pope's Intellectual Character: Pope and Dryden Compared', from The Life of Pope, in The Norton Anthology of English Literature, vol. 1, ed. Stephen Greenblatt, 8th edn (New York: Norton, 2006) pp. 2693-4, 2774

Suggested digital platforms weblinks :

“Restoration Drama England ! Encyclopedia Com Encyclopedia com 2010

[WWW encyclopedia com/humanities/culture-magazines/restoration-drama-england](http://www.encyclopedia.com/humanities/culture-magazines/restoration-drama-england)

Wikipedia contributors “English Drama” Wikipedia 26 Mar 2021

En Wikipedia org/wiki/English_drama

Renaissance Drama

uggestive digital platform web links

<https://www.gutenberg.org/files/1292/1292-h/1292-h.htm>

<https://www.gutenberg.org/files/829/829-h/829-h.htm> <https://mason.gmu.edu/~ayadav/Johnson---London.pdf>

<https://www.thomasgray.org/cgi-bin/display.cgi?text=elcc>

Suggestive digital platform web links

<https://www.gutenberg.org/files/39270/39270-h/39270-h.htm>



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science (B.A.)
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | Women's Writing | BA-EN 202 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Learning outcomes (CLO):

The study of Poetry will not only instruct and delight the students but also inspire them to have positivity creativity and a new way of thinking After the study of this paper the students will be able

- To identify, interpret, analyze and appreciate the various elements of poetry.
- To develop literary intellect and
- To appreciate the lyrical and sonorous quality of language

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | (a) Emily Dickinson: ' I cannot live with you', ' I'm Wife — I've finished that' [] (b) Sylvia Plath: 'Daddy', 'Lady Lazarus'[1][3] (c) Kamala Das: 'The Sunshine Cat', 'A Hot Noon in Malabaf[1][3] Keywords: FeminisM, .The confessional mode in women's writings | 15 | 25 |
| II | (a) Alice Walker: The Color Purple['] [3] 20 (b) Anita Desai: Cry the Peacock['] [3] Keywords: Womanism, Post-colonial feminism, Psychological fiction. | 15 | 25 |
| III | .(a) Charlotte Perkins Gilman: The Yellow Wallpaper['] [3] (b) Tony Morrison: The Bluest Eye['] [3] (c) Mahashweta Devi: Draupadi, translated by Gayatri Chakravorty Spivak (Calcutta: Seall, 2002) [I] [3] Keywords: Race, Caste and gender, Motherhood and responsibility, Slave trade, Whites versus blacks, Gothic fiction. | 15 | 25 |
| IV | (a) Mary Wollstonecraft: A Vindication of the Rights of Woman (New York: Norton, 1988) chap. pp. 1-19; chap. 2, pp. 19-38. [1] P1 (b) Virginia Woolf: A Room of One's Own (England: Penguin Books) [1]13} (c) Rassundari Debi Excerpts from Amar Jiban in Susie Tharu and K Lalita. eds., Women's Writing in India, vol.1 :New Delhi: OUP 1989, pp. 192- 202111 [3] Keywords: Social reform and women's rights | 15 | 25 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Disch, Lisa Jane and M E Hawesworth. Oxford Handbook of Feminist Theory. (USA,2016) 2. Simone de Beauvoir, 'Introduction', in The Second Sex, translated by Constance Borde and Shiela Malovany-Chevallier (London: Viringe, 2010) pp. 3-18. 3. Kumkum Sangan and Sudesh Vaid, eds., 'Introduction'. in Recasting Women: Essays in Colonial History (New Delhi: Kali for Women. 1989) pp. 1-25. 4. Chandra Talapade Mohanty, 'Under Western Eyes: Feminist Scholarship and Colonial Discourses', In Contemporary Postcolonial Theory: A Reader, ed. Padmini Mongia (New York: Arnold, 1996) pp.172-97. Suggestive digital platform web links

<https://courses.lumenlearning.com/wm-introductiontosociology/chapter/the-womensmovement/> https://en.wikipedia.org/wiki/History_of_feminism

Suggested equivalent online courses :

- <https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2> AP English Literature and Composition, Part 2 Poems on EDX by Maggie Sokolik, University of California Berkeley
- <https://www.coursera.org/Learn/modopo> Modern and Contemporary American Poetry by AI Filreis, University of Pennsylvania
- <https://www.classcentral.com/course/Modern-American-poetry-5963> Modern American Poetry- Free online course



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.) Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|----------|--|-------------|
| B.A. | Major | हिन्दी काव्य | BA-HI 201 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

पाठ्यक्रम अध्ययन

1. इस पाठ्यक्रम के अध्ययन से विदर्धी हिन्दी काव्य की सुदीर्घ परम्परा से परिचित होंगे।
2. प्रसिद्ध रचनाओं के अध्ययन से देश की सामाजिक सांस्कृतिक एवं राष्ट्रीय पृष्ठभूमि से सुविज्ञ होंगे।
3. विद्यार्थियों के व्यक्तित्व का विकास होगा, उनकी जीवन दृष्टि का विस्तार होगा जिससे वह जीवन एवं जीवन मूल्यों को समझने में सक्षम होंगे।
4. रचनात्मक कौशल में दक्षता होगी जिससे उन्हें रोजगार की अनेक सभावनायें मिलेगी।

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | भारतीय ज्ञान परंपरा के अंतर्गत हिदी साहित्य के इतिहास की पृष्ठभूमि एवं प्रमुख कवि 1 हिन्दी साहित्य के इतिहास की पृष्ठभूमि— 1.1. काल विभाजन एवं नामकरण 1.2. आदिकाल की सामाजिक एवं सांस्कृतिक पृष्ठभूमि 1.3. आदिकालीन काव्य धाराएँ एवं प्रवृत्तियाँ 1.4. आदिकालीन कवि 2. प्रमुख कवि— 2.1. गोरखनाथ (व्याख्या एवं समीक्षा) | 15 | 20 |

| | | | |
|-----|--|----|----|
| | <p>गोरखबानी सबदी— पद सं. 2, 4, 7, 8, 16</p> <p>राग रामग्री पद 10, 11</p> <p>2.2 चदबरदाई (व्याख्या एवं समीक्षा)</p> <p>पृथ्वीराज रासो</p> <p>कनवज्जा समय—कवित 144,145,146</p> <p>2.3 विद्यापति (व्याख्या एवं समीक्षा)</p> <p>पदावली —पद सं. 1, 49, 54, 55, 58</p> | | |
| II | <p>1 भक्तिकाल एवं प्रमुख कवि</p> <p>1.1.भक्ति आंदोलन: सामाजिक, सांस्कृतिक पृष्ठभूमि</p> <p>1.2.काव्य धाराएँ एवं प्रवृत्तियाँ</p> <p>1.3.प्रमुख निर्गुण एवं कवि, भक्ति काल की प्रवृत्तियाँ</p> <p>2 प्रमुख कवि—निर्गुण मार्गी</p> <p>2.1. कबीरदास (व्याख्या एवं समीक्षा)</p> <p>साखी—गुरुदेव को अंग— 1, 5, 7, 11, 13</p> <p>विरह को अंग — 4, 10, 12, 20, 23</p> <p>पद—</p> <ul style="list-style-type: none"> ● दुलहनीं गावहु मंगलचार ● पंडित बाद बदते झूठा ● लोका मति के भोरा रे ● बोलौ भाई राम की दुहाई <p>2.2.मलिक मोहम्मद जायसी (व्याख्या एवं समीक्षा) मानसरोदक खण्ड—पदसं, 1 से 3</p> <p>3 प्रमुखकवि —सगुणमार्गी</p> <p>3.1. सूरदास (व्याख्या एवं समीक्षा)</p> <p>अयोध्याकाण्ड—</p> <p>मागी नाव न केवटु आना। कहइ तुम्हार मरमु में जाना। से</p> <p>बिदा कीन्ह करुनायतन भगति बिमल बरु देह।</p> <p>(102 दोहा तक)</p> | 15 | 20 |
| III | <p>1 रीतिकाल की पृष्ठभूमि एवं प्रमुख कवि</p> <p>1.1 रीतिकाल की सामाजिक, सांस्कृतिक पृष्ठभूमि</p> <p>1.2 रीतिकालीन साहित्य के प्रमुख भेद—</p> <p>रीतिसिद्ध,</p> <p>रीति और रीतिमुक्त</p> <p>1.3 रीतिकाल की प्रवृत्तियाँ</p> <p>2 प्रमुख कवि</p> <p>2.1 बिहारी (व्याख्या एवं समीक्षा)</p> | 15 | 20 |

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| | <p>छोहा क्र. 1, 16, 18, 20, 21, 25, 27, 28, 37 46</p> <p>2.2 भूषण (व्याख्या एवं समीक्षा) शिवानी बावनी पद सं. 4, 25, 26, छत्रसाल दशक पद सं. 1.7</p> | | |
| IV | <p>1 आधुनिक काल की पृष्ठभूमि एवं प्रमुख कवि</p> <p>1.1 आधुनिक काल की सामाजिक संस्कृतिक पृष्ठभूमि पुनजागरण काल हिन्दी नवजागरण काल एवं प्रवृत्तियों</p> <p>1.2 भारतेन्दु युगीन साहित्य एवं प्रवृत्तियाँ</p> <p>1.3 द्विवेदी युगीन साहित्य एवं प्रवृत्तियाँ</p> <p>1.3 छायावाद युगीन साहित्य एवं प्रवृत्तियाँ</p> <p>2 प्रमुख कवि</p> <p>2.1 भारतेन्दु हरिश्चन्द्र (व्याख्या एवं समीक्षा) हिन्दी भाषा निज भाषा उन्नति अहे. सब उन्नति को मूल (10 दोहे)</p> <p>2.2 अयोध्यासिंह उपाध्याय 'हरिऔध' (व्याख्या एवं (समीक्षा)) काव्य- एक बूंद मोठी बोली</p> <p>2.3 जयशंकर प्रसाद (व्याख्या एवं समीक्षा) कामायनी के श्रद्धा मर्ग से प्रकृति के यौवन का श्रृंगार करेंगे कभी न वासी फूल..... से खिंची आवेगी सकल समृद्धि" तक का अंश</p> <p>2.4 सूर्यकान्त त्रिपाठी 'निराला' (व्याख्या एवं समीक्षा) जागो फिर एक बार: भाग 2, वह तोड़ती पत्थर</p> <p>2.5 महादेवी वर्मा (व्याख्या एवं समीक्षा) मैं नीर भरी दुख की बदली बीन भी हूँ मैं तुम्हारी, रागिनी भी हूँ</p> | 15 | 20 |
| V | <p>1. छायावादोत्तर काव्य धाराएँ एवं प्रमुख कवि</p> <p>1.1 उत्तर छायावाद की विविध वैचारिक प्रवृत्तियाँ</p> <p>1.2 प्रगतिवाद साहित्य एवं प्रवृत्तियाँ</p> <p>1.3 प्रयोगवाद साहित्य एवं प्रवृत्तियाँ</p> <p>1.4 नई कविता, समकलीन कविता प्रमुख प्रवृत्तियाँ</p> <p>2 प्रमुख कवि</p> <p>2.1 अज्ञेय (व्याख्या एवं समीक्षा) नदी के द्वीप, यह दीप अकेला।</p> <p>2.2 गजानन माधव 'मुक्तिबोध' (व्याख्या एवं समीक्षा)</p> | 15 | 20 |

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| <p>मैं तुम लोगों से दूर हूँ गलती 2.3. नागार्जुन (व्याख्या एवं समीक्षा) अकाल और उसके बाद बादल को घिरते देखा है। 2.4 धूमिल (व्याख्या एवं समीक्षा) रोटी और संसद, बीस साल बाद 3 अभ्यास 3.1 काव्यपाठ (संस्वर) 3.2 सुलेखन 3.3 शुद्धवाधन</p> | | |
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Part- C Learning Resource

Text Books, Reference Books, Other Resources

अनुशंसित सहायक पुस्तके ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:

पाठ्य पुस्तकें—

1. सं बडधवाल, पीतांबरदत्तगोरखबानी' प्रकाशन हिन्दी साहित्य सम्मेलन प्रयाग
2. दीक्षित, आनंद प्रकाश –विद्यापति पदावली– साहित्य मंदिर प्रकाशन ग्वालियर
3. सं. दास, श्यामसुन्दर कबीर ग्रंथावली" नागरी प्रचारणी सभा वाराणसी
4. शुक्ल आचार्य रामचन्द्र जायसी ग्रंथावली—नागरी प्रचारणी सभा वाराणसी
5. शुक्ल, आचार्य रामचन्द्र "भ्रमरगीत सार लोक भारती प्रकाशन इलाहबाद
6. गोस्वामी तुलसीदास, श्रीरामचरितमानस: गीता प्रेस गोरखपुर
7. रत्नाकर, जगन् नाथदास बिहारी रत्नाकर रत्नाकर पब्लिकेशन वाराणसी
8. मिश्र, विश्वनाथ प्रसाद भूषण ग्रंथावली साहित्य सेवक कार्यालय काशी
9. शर्मा, हेमंत, "भारतेन्दु समग्र हिन्दी प्रचारक संस्था वाराणसी
10. शाही, सदानन्द, "अयोध्या सिंह उपाध्याय हरिऔध रचनावली वाणी प्रकाशन नई दिल्ली
11. प्रसाद, जयशंकर कमायनी लोक भारती प्रकाशन इलाहबाद
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RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.) Second Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग | BA-HI 202 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

पाठ्यक्रम अध्ययन

1. इस कोर्स के माध्यम से विद्यार्थी कार्यालय के कार्यों की मूलभूत जानकारी एवं कार्यशैली से परिचित हो सकेंगे। जिससे वे कार्यालयीन कार्य करने में सक्षम होंगे।
2. नई तकनीकी के माध्यम से ज्ञान विज्ञान के क्षेत्र में विशेषज्ञता प्राप्त कर सकेंगे।
3. भाषा कम्प्यूटिंग में दक्षता होगी तथा रोजगार प्राप्ति के अवसर मिलेंगे।

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | कार्यालयीन हिन्दी का स्वरूप, उद्देश्य एवं क्षेत्र: 1.1 कार्यालयीन हिन्दी का स्वरूप एवं उद्देश्य 1.2 कार्यालयीन हिन्दी तथा सामान्य हिन्दी का संबंध एवं अंतर 1.3 कार्यालयीन कार्यकलाप की सामान्य जानकारी 1.4 हिन्दी के प्रयोजनमूलक संदर्भ: कार्यालयीन, साहित्यिक, वाणिज्यिक, वैज्ञानिक, तकनीकी, विधिक एवं कानूनी, जनसंचार माध्यम आदि। राजभाषा हिन्दी की संवैधानिक स्थिति एवं प्रमुख प्रावधान। | 16 | 20 |
| II | हिन्दी के शब्द संसाधन (कम्प्यूटर टंकण) 1.1 हिन्दी में उपलब्ध सॉफ्टवेयर एवं विभिन्न की-बोर्ड, देवनागरी लिपि के विविध फोण्ट्स, यूनिकोड, हिन्दी स्लाइड, पी.पी.टी., पोस्टर निर्माण, स्पीच टू टेक्स्ट एवं टेक्स्ट टू स्पीच, हिंदी शार्ट हैण्ड का परिचय। 1.2 हिन्दी से संबंधित वेबसाईट ई मेल, इंटरनेट पर उपलब्ध पत्र-पत्रिकायें,, दृश्य श्रव्य सामग्री ई पुस्तकालय सरकारी तथा गैर सरकारी चैनल आभासी कक्षाएं। | 18 | 20 |
| III | कार्यालयीन हिन्दी में प्रयुक्त पारिभाषिक शब्दावली 1.1 शब्दावली निर्माण के सिद्धांत 1.2 कार्यालयीन हिंदी की पारिभाषिक शब्दावली प्रशासनिक विधि संबंधी एवं वाणिज्यिक पारिभाषिक शब्दावली 1.3 पदनाम एवं अनुभाग | 16 | 20 |
| IV | 1 कार्यालयीन हिन्दी पत्राचार: 1.1 आवेदन पत्र 1.2 शासकीय एवं अर्द्धशासकीय पत्र 1.3 कार्यालयीन आदेश 1.4 परिपत्र 1.5 अधिसूचना 1.6 कार्यालयीन ज्ञापन 1.7 विज्ञापन 1.8 निविदा 1.9 संकल्प | 15 | 20 |

| | | | |
|---|--|----|----|
| | <p>1.10 प्रेस विज्ञप्ति एवं अन्य कार्यालयीन पत्र</p> <p>2 प्रारूपण, टिप्पण, संक्षेपण, पल्लवन, प्रतिवेदन एवं हिंदी कामानकीकरण</p> <p>2.1 प्रारूपण का अर्थ, सामान्य परिचय, प्रारूपण लेखन की पद्धति</p> <p>2.2 टिप्पण का अर्थ, सामान्य परिचय, टिप्पण लेखन की पद्धति, टिप्पण और टिप्पणी में अंतर</p> <p>2.3 संक्षेपण का अर्थ एवं संक्षेपण-पद्धति, पल्लवन का अर्थ, पल्लवन के सिद्धांत, पल्लवन और निबंध लेखन में अंतर</p> <p>2.4 प्रतिवेदन का अर्थ, सामान्य परिचय एवं प्रयोग</p> | | |
| V | <p>1 कम्प्यूटर एवं इंटरनेट में हिंदी भाषा एवं देवनागरी लिपि के अनुप्रयोग</p> <p>1.1 कम्प्यूटर में हिन्दी भाषा के विकास का इतिहास</p> <p>1.2 हिंदी का मानकीकृत रूप</p> <p>1.3 ब्लॉगिंग एवं सोशल मीडिया पर हिन्दी लेखन कौशल -फेसबुक एवं अन्य प्लेटफर्म</p> <p>1.4 ई-गवर्नेंस</p> <p>1.5 विराम चिह्न, अशुद्धि-संशोधन एवं प्रूफ-शोधन</p> <p>1.6 व्यावहारिक अभ्यास विभिन्न प्रकार के कार्यालयीन पत्र, ब्लॉगिंग, पोस्टर ईमेल एवं अन्य</p> | 20 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

अनुशंसित सहायक पुस्तकें/ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:

सदर्थ ग्रन्थ—

1. सागर, रामचंद्र सिंह, कार्यालय कार्यविधि, आत्माराम एंड संस, नयी दिल्ली 1963
 2. शर्मा, चंद्रपाल, कार्यालयीन हिन्दी की प्रकृति समता प्रकाशन, दिल्ली 1991
 3. "प्रज्ञा पाठमाला, राजभाषा विभाग, गृह मंत्रालय, भारत सरकार नयी दिल्ली
 4. गोदरे, डॉविनोद प्रयोजनमूलक हिन्दी वाणी प्रकाशन, नयी दिल्ली, 2009
 5. झाल्टे दंगल, "प्रयोजनमूलक हिन्दी सिद्धांत और प्रयोग पाणी प्रशन नयी दिल्ली 2016 पंचम संस्करण
 6. सोनटक्के, डॉमाधव प्रयोजनमूलक हिन्दी: प्रयुक्ति और अनुवाद, वाणी प्रकाशन, नयी दिल्ली
 7. भाटिया, कैलाशचन्द्र प्रयोजनमूलक हिन्दी प्रक्रिया और स्वरूप तक्षशिला प्रकाशन, नयीदिल्ली 2005
 8. जैन, डा. संजीव कुमार सं., "प्रयोजनमूलक कामकाजी हिन्दी एवं कम्प्यूटिंग, कैलाश पुस्तक सदन, भोपाल
 9. मल्होत्रा, विजयकुमार, "कम्प्यूटर के भाषिक अनुप्रयोग, वाणी प्रकाशन, नयी दिल्ली
 10. गोयल, संतोष, हिन्दी भाषा और कम्प्यूटर श्री नटराज प्रकाशन, दिल्ली
 11. हरिमोहन, "आधुनिक जनसंचार और हिन्दी", तक्षशिला प्रकाशन, नयी दिल्ली
 12. हरिमोहन, कम्प्यूटर और हिन्दी", तक्षशिला प्रकाशन, नयी दिल्ली
 13. द्विवेदी, संजय "नए समय का संवाद: सोशल नेटवर्किंग", नेहा, पलिशर्स एंड डिस्ट्रीब्यूटर्स, नयीदिल्ली
 14. शुक्ल, सौरभ, "नए जमाने की पत्रकारिता, विजडम विलेज' पब्लिकेशन्स, दिल्ली
 15. कुमार, सुरेश, "इन्टरनेट पत्रकारिता", तक्षशिला प्रकाशन, नयी दिल्ली
 16. श्रीवास्तव, गोपीनाथ, कम्प्यूटर का इतिहास और कार्यविधि, सामयिक प्रकाशन, नयाँ दिल्ली
 17. सिंह, अजय कुमार, "इलेक्ट्रानिक पत्रकारिता, लोकभारती प्रकाशन इलाहबाद 2014
2. अनुशंसित डिजिटल प्लेटफॉर्म लिंक
- 1- www.wikinidiva.org
 - 2- www.egyankosh.ac.in
 - 3- www.youtube.com
 - 4- <https://epgp.inflibnet.ac.in>
 - 5- Hi.m.wikipidiya.org
 - 6- www.india.gov.in>topics



RKDF UNIVERSITY, BHOPAL
Second Semester

| Course | Category | Subject | SubjectCode |
|-------------------------|-----------------|--|--------------------|
| Bachelor of Arts | GEC | 1.MONEYANDBANKING | BA GEC-203 |
| TotalCredit:3 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

1. To develop understanding about money and its role in the economy.
2. To create understanding about underlying theories regarding money and its relevance to the economy.
3. To comprehend and critically appraise current economic fluctuation and monetary policy.
4. To build insight into institutional setup of banking industry and their role in the Indian economy.
5. To expand competency and skills for understanding functioning of money, money market operations and the policy framework and its impact on the economy.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Money: Meaning Functions, and Classification: Concept, definition, functions and importance of money. Classification of money, role of money in capitalist socialist and mixed economies. Essential qualities of good money, Money Aggregates & Paper Money meaning, forms principles. Methods of note issue in India, Gresham's Law,</p> | 9 | 20 |
| II | <p>Value of Money and Economic Fluctuations: Theories of value of money-Quantity theory of money Fisher's and Cambridge equations and Income Theory. Economic Fluctuations- Inflation, Deflation, Stagflation. Demonetization -Concept and Impact.</p> | 12 | 20 |
| III | <p>Money Market and Monetary Policy Functions and Importance of Money Market. Indian money market. Monetary Policy objectives, indicators and Instruments. Monetary Policy in Open Economy. Current Monetary Policy of India</p> | 8 | 20 |
| IV | <p>Banking Institutions Concept Definition Functions and Importance of Banks. Types of Banks- Commercial Bank, Development Bank, Cooperative Bank, Regional Rural Bank, Micro Finance Institutions, Private Bank, Indigenous Banks. Credit Creation and role of Banking in the Economy.</p> | 8 | 20 |
| V | <p>Central Bank and Policy Reforms in Banking Objectives of Central Bank and its role in the economy. Reserve Bank of India (RBI)-organization, structure and its functions. Credit creation and control by</p> | 8 | 20 |

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|--|--|--|--|
| | RBI.Nationalization of Bank's and its objectives. Banking sector reforms. Recentre and in banking system in India. | | |
|--|--|--|--|

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

| Name of the Book | Author/Authors Name | Publisher | Edition |
|--|------------------------------|---------------------------|----------------|
| Money&Banking | Dr.V.CSinhaDr.PushpaSinha | SBPDPublications | 2020 |
| MoneyandBanking | <i>RobertE.Wright</i> | SaylorFoundation,NewYork | 2012 |
| BankingTheoryLaw&Practice. | S.Gurusamy | VijayNicole Imprints | 2015 |
| <i>Money,Banking, Financialmarkets &institutions</i> | BrandlMichaelW | Cengage.NewDelhi | 2019 |
| Money&Banking | <i>G.CSinghai,DrS.KSingh</i> | SahityaBhawanPublications | 2017 |
| Money&Banking | J.P.Mishra(Author) | SahityaBhawanPublications | 2020 |



RKDF UNIVERSITY, BHOPAL
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------|----------|--|-------------|
| Bachelor of Arts | GEC | 2.Advertising Sales Promotion and Management | BA GEC-203 |
| TotalCredit:6 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

1. Students will be able to understand:-
 - a. The meaning and Importance of Sales Promotion.
 - b. Types, tools and Programme of sales Promotion
 - c. Sales Promotion- result to increase sales of organization

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | Historical Background of Sales Promotion in India. Nature and importance of sales promotion - Definition, Functions and limitations, Objectives, Sales Promotion Budget, Role in marketing. | 15 | 20 |
| II | Forms of sales promotion - Consumer Oriented, Trade Oriented, Sales Force Oriented. | 20 | 20 |
| III | Major tools of sales promotion - Samples, Display and Demonstration, Fashion Shows, Sales contest, lotteries, gift offers, rebates, rewards. | 20 | 20 |
| IV | Sales promotion Requirement identification, Designing of sales promotion campaign, Involvement of salesmen and dealers, Outsourcing sales promotion, National and International promotion strategies, Coordination within the various promotion techniques. | 20 | 20 |
| V | Developing sales promotional programme, pre- testing implementing, evaluation of results and making necessary modifications | 15 | 20 |

Recommended Books:-

1. Suggestive digital platforms web links

01-Rosan-Management Sales Force-McGraw Hill

02-Anne Coughlan, Erin Anderson - Marketing Channels- Stem & Adel El-Ansary, Pearson,

03-Sachin Bert- Professional approach to modern salesmanship - McGraw Hill

04-SHH Kazmi, Satish K Batra - Advertising And Sales Promotion-McGraw Hill

05-Sanjay-Advertising And Sales Promotion-SBPD Agra

06-Taylor, John (1978).How to start and succeed in a business of your own.p. 290.

07- Belch & Belch-Advertising & Promotion-Tata McGraw Hill

08-Kotler, Philip and Armstrong, Gary, principles of Marketing, Prentice Hall. 2.

Buskirk, Selling: Principles and Practices, McGraw-Hill. 3. Futrell, Charles, Sales Management, South-Western College.

09- Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill

S.A.Chunawalla - Advertising, Sales and Promotion Management, Himalaya.

2 Suggested web links:

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

Suggested equivalent online courses:

[https://www.classcentral.com/course/sales-marketing-alignment-](https://www.classcentral.com/course/sales-marketing-alignment-9729)

[9729](https://www.classcentral.com/course/sales-marketing-alignment-9729) <https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process>



RKDF UNIVERSITY, BHOPAL

Second Semester

| Course | Category | Subject | Subject Code |
|----------------------|----------|--|-------------------|
| Bachelor of Arts | GEC | 3.Communicative English | BA GEC-203 |
| TotalCredit:6 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

The study of this course will enable the students to acquire the knowledge of

- Phonology and Morphology
- Syntax and Structure, and
- Vocabulary and Discourse.

The students will be able to converse in real-life situations with effective language skills. The course

will also help them.

- Acquire literary sense,
- Use idiomatic and lexical language, and
- Communicate effectively across the globe

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | Communication 1.1 What is communication Its meaning, types & its purpose in the age of Globalization 1.2 Communicative needs and problems 1.3 Expansion of an idea 1.4 Rules of use of language, use of appropriate words Keywords/Tags: competence. affective Communication Linguistic and communicative and cognitive ESL EFL Acquisition of 11. 12 and Collocational language | 10 | 20 |
| II | Practicing Listening skill. Reading and Understanding Skills 2.1 Listening to Radio and TV news. Discussion and comprehension of rules of grammar. Parts of Speech, Pronunciation and intonation melodic parts of Utterance variation of pitch 2.2 Reading newspapers, analysis and interpretation 2.3 IPA and phonetic symbols 2.4 Precis Writing and paraphrasing 2.5 Vocabulary enrichment Keywords/Tags: LRWS Receptive skills. Attentive listening Word stress. Intonation. Syllable. Received pronunciation (RP). Summarizing Pragmatic competence. | 10 | 20 |
| III | Practicing Writing and Speaking Skills 3.1 Formal and informal writing of letter and invitation, meeting minutes official orders writing. Listening to talks and presentation, note-making appointments | 15 | 20 |

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| | <p>creativeTips.</p> <p>3.2 Communicative approach. lexical approach, task based learning.</p> <p>3.3 Report writing. Story writing, Daily routine inEnglish</p> <p>3.4 Situational conversation between two friends on different topics</p> <p>Keywords/Tags: Producuve skillsCode mixing, Situational conversation.</p> <p>Structural English. Frequent use of proverbs, phrases and idioms</p> | | |
| IV | <p>Application of Communicative English</p> <p>4.1 Translation (from Hindi to English and vice versa)</p> <p>4.2 Group and Peer Discussions, Role play</p> <p>4.3 Contrastive analysis between L1 and L2 At structural, phonological and lexical levels with examples</p> <p>Keywords/Tags:</p> <p>Literary translation, Translation L¹ interference</p> <p>Bilingualism Types of Role-play Comeesational English</p> | 10 | 20 |

Recommended Books:-

Text Books, Reference Books, Other resources

A Communicative Grammar of English eech Geoffrey, and Jan SvartvikRoutledge, 2003 Third edition

"CLT for ESL Teachers & Learners" Gautam, GS, Classical Publishing Co. New Delhi, Indis 2012 1st ed.

"Communicative English for Globalization" Gautam, GS Classical Publishing Co. New Delhi, Indi 2013 1st ed.

"Communcative English Language Skills" Sumague, JulietaArjona Society Publishing, 2020

"Commumcative Methodology in Language Teaching" Brumfit. C. Cambridge University Press 1984

"Language Teaching A Scientific Approach" Lado Robert McGraw-Hill, New York. 1964

"Motivation - The Teacher's Responsibility" Allwright. Dick ELT Journal 31/41977

"Problems and Principles in Language Teaching" Brumfit. C. Pergamon Institute of English 1

"The Learner-Centred Curriculum" Nunan, D. Cambridge University Press 1988. \

Suggested Digital Platform weblinks:

(C) Copyright skillsyounced.com 2011-2021 "What Is Communication? Verbal, Non-Verbal & Written Skills YouNeed Skills You Need. 2019 www.skillsyounced.com/ips/what-is-communication html.

Ekeeda "Written Communication Introduction to Communication Skills Communication Skills YouTube, uploaded by Ekeeda. 6 Nov 2018. www.youtube.com/watch?v=BHe003UaQy

Msengeti, David. "Communication Notes SlideShare.

2016. www.slideshare.net/mwakidimi/communication-notes-69103614.



RKDF UNIVERSITY, BHOPAL
Second Semester

| Course | Category | Subject | SubjectCode |
|------------------|----------|--|-------------|
| Bachelor of Arts | GEC | 4.Computer Fundamental | BA GEC-203 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

The course will enable to the students to develop and understanding of the Concept of computer fundamental.

CO1 Represent data using various mathematical notions.

CO2 Explain different terms used in basic mathematics.

CO3 Describe various operations and formulas used to solve mathematical problems.

CO4 Understanding the concept of input and output devices of Computers

CO5 Learn the functional units and classify types of computers, how they process information and how individual computers interact with other computing systems and devices.

CO-6 Understand an operating system and its working, and solve common problems related to operating systems

CO7 Learn basic word processing, Spreadsheet and Presentation Graphics Software skills.

CO8 Study to use the Internet safely, legally, and responsibly

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Knowing Computer: What is Computer, Basic Application of Computer Components of Computer system ,modern central processing unit (C.P.U.),video display unit ,key board and mouse ,optional storage devices basics of hard drive ,concepts of hard ware and software ,concept of hard ware and software concept of computing ,data and information :application of information electronics and communication technology ;connecting key board ,mouse ,monitor and printer to CPU and checking power supply.</p> <p>Computer software & its Types; System software, application software. Types of operating system, role of operating system, Utility programs, packages, Communication software, commonly used application software.</p> | 12 | 20 |
| II | <p>Operating computer using GUI based operating system, what is an operating system, Basics of popular Operating systems; the user interface, basics of O.S. Setup, common utilities Intelligence.</p> <p>MS Windows Operating System: Definition and function, Basic components of Windows. Icons Desktop Taskbar, Notification area. Files and Folder, start menu operations, my computer, network neighbourhood, and recycle-bin. Windows explorer, creating copying moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, setting date and time, screen saver and appearance. Using mouse, using right button of the mouse and moving icons on the screen, use of common icons status bar using menu and menu-selection running an application viewing of file ,folders and directories, creating and renaming of files and folders, opening and closing of different windows ,using help, creating shortcuts , using windows accessories.</p> | 12 | 20 |

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| III | <p>MS Word: Introduction, windows 2007 interface customizing the word application, document views, creating & editing document .selecting, deleting replacing text copying text to other files. Insert, formatting text and paragraph, using the font, dialog box paragraph formatting using bullets and numbering in paragraph .basic formatting in MS Word 2007, advanced formatting, navigating through a word document, performing a mail merge, A Quick look at macros Printing document, Print Preview.</p> <p>Excel 2007: Introduction, Print Preview</p> <p>MS Power Point: Introduction, Creating and Presenting.</p> | 12 | 20 |
| IV | <p>Introduction to Internet, WWW and Web browsers; Basic of computer networks, LAN WAN, concept of internet, application of internet connecting to internet, what is ISP? Knowing the internet, basics of internet connectivity related Domain name, IP Address, Using e-governance website. Basic of electronic mail, getting an email account, Sending and receiving emails, Accessing sent emails, Using Emails, Document collaboration, Instant Messaging, Netiquettes (internet etiquette).</p> | 12 | 20 |
| V | <p>Useful Google tools such as drive, sheet, doc, meet etc. Firewall, Computer virus and Antivirus Software, Internet security & Privacy basics of Electronic Data Interchange (EDI) and Electronic Payment System (EPS). Types of Payment System: Digital Cash, Electronic Cheque Smart Card. Introduction to digital signature and digital certificates.</p> | 12 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Digital Platforms, Web links::

- 1- <https://edu.gcfglobal.org/en/computerbasics/>
- 2- <https://edu.gcfglobal.org/en/subjects/office/>
- 3- http://onlinecourse.swayam2.ac.innou20_cs03/
- 4- <http://nptel.ac.in/course/106/106/10610692/>
- 5- <http://edu.gcfglobe.org/en/topics/googleapps.>

Suggested Readings:

- 1- Introduction to Computers: C. Xavier, new age international.
- 2- Computer Fundamentals: concepts system & application n: Priti Sinha, Pradeep K. Sinha, BPB publications.
- 3- Microsoffice 2019 for dummies: Wallace Wang, Wiley



RKDF UNIVERSITY, BHOPAL
Second Semester

| Course | Category | Subject | SubjectCode |
|-------------------------|------------|--|-------------------|
| Bachelor of Arts | GEC | 5.CHILD RIGHTS AND WOMAN EMPOWERMENT | BA GEC-203 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

Studying child rights and Gender Empowerment would enable students to learn about the various dimensions of Vulnerability with regard to children.

The students will be able to-

1. Understand the issues related to child rights, gender roles and conservatism.
2. Familiarize with policies and programs related to Child Protection and Genderempowerment.
3. Contribute to social work in collaboration with non-governmental organization.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>1. Understanding Child Rights</p> <p>1.1 Child Rights: Child Rights Concept</p> <p>1.2 Demographic Profile of Indian Children</p> <p>1.3 Disadvantages, Deprivation and Social Exclusion with reference to children</p> <p>2. Children in need of care and protection</p> <p>2.1 Vulnerable groups: Causes and Consequences</p> <p>2.2 Street children, working children and homeless children</p> <p>2.3 Child abuse</p> <p>2.4 Child trafficking</p> <p>2.5 Children Conflict with law</p> <p>2.6 Child rights in other countries and UNCRC</p> | 15 | 20 |
| II | <p>1. Laws, Policies and Programs for Children in India.</p> <p>1.1 National Commission for Protection of Child Rights-NCPCR</p> <p>1.2 Child helpline, Umeed-Child Abuse</p> <p>1.3 Bachpanbachao Aandolan-Child labour, Child trafficking</p> <p>1.4 PRAYAS- Delinquent, Street Children</p> <p>1.5 Juvenile Justice Act(JJA)-2015</p> <p>1.6 Pre Natal Diagnostic Techniques(PNDT Act-2003)</p> <p>1.7 Domestic Violence Act-2005</p> <p>1.8 National Child Labour(protection and regulation) Act-1986</p> <p>1.9 POCSO-2012</p> | 15 | 20 |
| III | <p>1. Conceptualizing gender</p> <p>1.1 Defining terms-sex, gender, masculinity, femininity</p> <p>1.2 Socialization for gender- gender roles and stereotypes</p> <p>1.3 Patriarchy and social institutions</p> <p>1.4 Perspective on feminism</p> <p>2. Gender Empowerment</p> <p>2.1. Status of girls child and women in India</p> <p>2.2 Issues and concerns related to girls and women in India</p> <p>2.3 Media and gender</p> <p>2.4 Laws, Policies and Programs for girls and women in India.</p> | 15 | 20 |

Part C- Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Bajpai.A.2006, Child Rights in India: Law, Policy and Practice, Oxford University press.
2. Bhasin. K 2017, Understanding Gender, New Delhi: Raj Press
3. Chopra, G 2015. Child Rights in India: Challenges and Social Action, New Delhi: Springer.
4. Saukia, N 2008. Indian Women: A Socio-legal Perspective, New Delhi: Serials Publications
5. Bhasin.K 2014, Feminism and its Relevance in South Asia. New Delhi: Raj Press

Suggestive digital Platforms web Links:

1. <https://www.drishtias.com/hindi/daily-updated/daily-news-analysis/sc-question-neper-on-repatriation-of-children>
2. <https://www.savethechildren.in/child-protection/fundamentals-of-child-rights-in-india/>
3. <https://www.humanium.org/en/india/>



RKDF UNIVERSITY, BHOPAL
Second Semester

| Course | Category | Subject | SubjectCode |
|-------------------------|------------|--|-------------------|
| Bachelor of Arts | GEC | 6.Computational Mathematics | BA GEC-203 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

CO1:Devise trigonometric solutions for measurement in real worlds cenarios.

CO2:Implement simultaneous equations to solve complex problems.

CO3:Ability to efficiently **use** statistica tools.

CO4:Apply Mathematica ILogic and predicatcal culus for solving problems.

COS:Apply the concept or set theory for finding Solutions to set related problems.

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| I | Trigonometry: Angles & their Measurement, Trigonometric identities and ratios, Values of Trigonometric Ratios, Trigonometric Transformation, Height and Distances. Elementary Matrices: Introduction to Matrices, Types of matrices, And Operations on Matrices: Addition, Subtraction, Multiplication by Scalar quantity, Matrix Multiplication, Transpose Of matrices. | 12 |

| Unit | Topics | Duration (InHours) |
|------|--|--------------------|
| II | Equations: Simultaneous linear equations, Method of solving Simultaneous equations; Elimination method, Comparison method, Substitution method. Cross Multiplication method, Quadratic equations. | 12 |

| Unit | Topics | Duration anHours) |
|------|--|-------------------|
| III | Statistics: Introduction, Frequency Distribution, Measure of Central Tendency: Mean, Median, Mode, Partition values, Measures of Variation: Mean deviation and Standard Deviation | 12 |

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| IV | Mathematical Logic: Statements and notations. Connectives: Negation, Conjunction. And Disjunction. Statement formulas and truth tables. Tautologies, Tautological implications, contradiction contingency. | 12 |

| Unit | Topics | Duration (InHours) |
|------|--|--------------------|
| V | Set Theory: Basic concepts of set theory, Set notation, Principle of inclusion and Exclusion, equality of sets, the power set, types of sets, operations on set, Venn diagrams. | 12 |

Recommended Text Books:

1. S.M. Shukla, "Business Mathematics", Sahitya Bhawan Publications.
2. D.C. Agrawal, "Business Mathematics", Sree Sai Prakashan
3. D.C. Agrawal, "Discrete Structure", 5th Edition, S Chand Publishing

Recommended Reference Books:

1. Elhance & Elhance, "Fundamental of Statistics", Kitab Mahal Publication
2. Ray and Sharma, "Mathematical Statistics", 8th Edition, Ram Prasad and Sons
3. J.K. Singh, 'Business Mathematics', Himalaya Publishing House, 2017
4. Sancheti and Kapoor, "Business Mathematics", 9th Edition, Sultan Chand & Sons, 2014
5. "Discrete Mathematics structures with application to computer science", Indian Edition
6. J.P. Tremblay, R. Manohar, McGraw Hill Education 2017
7. J.K. Sharma, "Discrete Mathematics", 2nd Edition, Macmillan Publication, 2005

Recommended Web Reference:

1. <https://byjus.com/maths/trigonometry/>
2. <http://www.mathsisfun.com/algebra/trigonometry.html>
3. <https://www.mbacrystalball.com/blog/2015/10/09/set-theory-tutorial/>
4. <https://plato.stanford.edu/entries/set-theory/basic-set-theory.html>



RKDF UNIVERSITY, BHOPAL

Second Semester

| | | | |
|------------------|----------|--|-------------|
| Course | Category | Subject | SubjectCode |
| Bachelor of Arts | GEC | 7.Numerical Methods | BA GEC-203 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

| Unit | Topics | Duration (InHours) |
|------|---|--------------------|
| I | Methods for Solving Algebraic and Transcendental Equations: Bisection Method, RegulaFalsi Method, Secant Method, Newton-Raphson Method, Ramanujan Method. | 18 |
| II | Interpolation: Lagrange interpolation, Finite difference operators, Interpolation formula using Differences, Gregory-Newton Forward Difference Interpolation, Gregory-Newton Backward Difference Interpolation. | 18 |
| III | Numerical Integration: Newton- Cote's formulae, Trapezoidal rule, Simpson's 1/3 rule, Simpson's 3/8 rule, Gauss Integration. | 12 |
| IV | Methods to Solve System of Linear Equations: Direct method for solving system of linear equations: Gauss elimination, LU decomposition, Cholesky decomposition. Iterative method:Jacobi, Gauss-Seidel. | 21 |
| V | Numerical Solution of Ordinary Differential Equations: Single step methods: Picard, Taylor's series, Euler, Runge-Kutta. Multistep methods: Predictor-corrector, Modified Euler, Milne-Simpson. | 21 |

RecommendedTextBooks:

Text Books:

1. S. S. Sastry: Introductory Methods of Numerical Analysis, Prentice Hall IndiaLearning Private Limited, Fifth edition,2012.
2. E. Balagurusamy: Numerical Methods, Tata McGraw Hill Publication, 2017,

Reference Books:

1. M. K. Jain, S. R. K. Iyengar, R. K. Jain, Numerical Method for Scientific and Engineering Computation, New Age International (P) Ltd., 1999.
2. Saxena H. C.: Finite Differences & Numerical Analysis, S Chand, 2010,

Suggested Digital Platforms Web links:

<https://epgp.in/libnet.ac.in>

<https://www.highereducation.mp.gov.in/?page=xhziQmpZwkylQo2b/y5G7w= 3D>

Suggested Equivalent online courses:

<https://nptel.ac.in/courses/111106101/>

<https://nptel.ac.in/courses/111107105/>

<https://nptel.ac.in/courses/111107107/>

https://ugemoos.inlibnet.ac.in/index.php/courses/view_pg/1476



RKDF UNIVERSITY, BHOPAL

Second Semester

| Course | Category | Subject | SubjectCode |
|------------------|----------|--|-------------|
| Bachelor of Arts | GEC | 8.HERBAL COSMETICS | BA GEC-203 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

1. Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products preparation and their evaluation.
2. Students can seek the opportunity of setting up their own business of herbal cosmetics after this course.

| Units | Topic | Duration (In Hours) |
|-------|--|------------------------|
| I | 1.1 Cosmetics - Classification and categories 1.2 Brief history of herbal cosmetics 1.3 Difference between herbal and synthetic cosmetic products, benefits of herbal synthetic cosmetic products, benefits of herbal cosmetic products, 1.4 Challenges in formulating herbal cosmetics. | 15 |
| II | 1.1 Raw materials, Machinery and Equipments used in preparation of herbal cosmetics 1.2 Processes used in the manufacture of herbal cosmetics 1.3 Plants used in skin care products like scrub, ‘ubtan’ packs, moisturizer etc 1.4 Plants used in hair care products like oil, shampoo, conditioner hair tonic etc. | 15 |
| III | 1.1 Preparation of- Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen 1.2 Preparation of- Shampoo, hair oil hair conditioners, hair dye 1.3 Preparation of- toothpaste, tooth powder, ‘Kajal’, nail polish, lipstick, lip balm, deodorant, shaving cream, after shave solution. | 15 |
| IV | 1.1 Introduction to Aromatherapy, Plants used in aromatherapy 1.2 Method of extraction of essential oils 1.3 Sanitary practices in cosmetic manufacturing 1.4 Basic idea of storage of raw material, pre production preparations, production management, packaging and labeling, marketing and pricing of herbal cosmetics. 1.5 Quality assurance, ISO certification | 15 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Classification of cosmetic raw materials and adjuncts IS3958 of Indian Standard.
2. Smith R.V., Stewart J.T. Text book of Bip pharmaceutical analysis, Lia and Febiger, Phiadelphia(1982).
3. Behl P.N. Srivastava G. Herbs useful in dermatological therapy, CBS (2002).
4. Karnik C.R. Pharmacopoeia standards of herbs, Sri Satguru Publications Delhi(1994)
5. Bore P. Cosmetics analysis: Selective methods with techniques, Marcel Dekker (1985)
6. Sharma P.P Cosmetics – Formulation, Manufacturing and Quality Control Vandana Publication (2014).
7. Panda H. Herbal Cosmetics handbook, Asia Pacific Business Press (2015)
8. Chattopadhyay P.K. Herbal Cosmetics and ayurvedic medicines, National Institute of Industrial research (2008).
9. Panda H. The complete technology book on herbal perfumed and cosmetics, NIIR Project consultancy services(2012).
10. Kirtikar K.R. and Basu B.D. 8 volumes Indian medicinal plant, bio- green books(2012).
11. Drugs and cosmetics acts and rules Govt. of India Publication.
12. Guenther Ernest Vol I The Essential Oils, Ingram short tittle(2007).
13. Indian Standard Institution Booklets.
14. Nadkarni K.M. Indian Materia Medica, Popular Prakashan(1994).
15. Wealth of India C.S.I.R.
16. Srivastava S.B., Perfume Flavour and Essential Oil Industries, Small Industry Research Institute
17. Das Kuntal, Herbal Plants and their Application in Cosmaceuticals, CBS Publication (2014).
18. Krishnamurthy K.H., Ayurvedic Technical studies and Herbal Cosmetics of Ancient India, B.R. Publishing corporation (2001)
19. Chopra R.N. Nayar S.L., Chopra L.C., Glossary of Indian Medicinal Plants.,National Institute of Science Communciation and information Resource (1956).
20. Saxena Rajan, Marketing Managemnet, McGraw hill Education(2009)
21. Saraf Swarnlata, Saraf Shailendra, Cosmetics a Practical Manual, (2015), Bsp Books Pvt. Ltd.
22. EIRI Board,. Herbal Cosmetics and Beauty Products with Formulations, Engineers India Research Institute, (2015)
23. NIIR Board, Handbook on herbal products National Institute of Industrial Research(2002)



RKDF UNIVERSITY, BHOPAL

Second Semester

| Course | Category | Subject | SubjectCode |
|------------------|----------|--|-------------|
| Bachelor of Arts | GEC | 9.COMPUTER FUNDAMENTALS | BA GEC-203 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

CourseOutcomes:

On the Completion of this course student will be able-

1. To understand the fundamentals of computer
2. To use computer in his daily life as well as can do assigned official work with ease.
3. Troubleshoot, issues related to working with computer and internet.
4. To communicate through internet as well as can use IT for day to day work.

| Units | Topic | Duration (In Hours) |
|-------|---|------------------------|
| I | <p>Knowing computer: What is computer, Basic Application of computer; Components of computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical storage Devices, Basic of Hard Drive, Concepts of Hardware and Software; Concept of computing, Data and Information; Applications of Information Electronics and Communication Technology; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.</p> <p>Computer software & its types: System software, Application Software, Types of operating systems, Role of operating system, Utility programs, packages, Communication software, commonly used application software</p> | 12 |
| II | <p>Operating computer using GUI Based Operating System: What is an operating system: Basics of Popular Operating Systems; The User Interface, Basics of O.S. Setup; Common utilities.</p> <p>MS Windows Operating System: Definition and Functions, basic components of Windows. Icons. Desktop, Taskbar, Notification Area. Files and Folders, start menu operation, My computer, Network neighborhood, Recycle bin, window explorer, creating copying, moving and deleting files, setting wallpaper, changing the mouse pointer, paint, notepad, setting date and time , screensaver and appearance. Using Mouse, Using Right button of the mouse and moving Icons on the screen, use of common Icons, Status Bar, Using Menu and Menu –selection, Running an application, viewing of files, folders and directories, creating and renaming of files and folders, opening and closing of different windows, using help, creating shortcuts, using window accessories.</p> | 12 |
| III | MS Word; Introduction, windows 2007 interface, customizing the word application, document views, creating and editing document. Selecting, deleting | 12 |

| | | |
|----|---|----|
| | ,replacing text, copying text to another files. Insert, formatting text and Paragraph, using the font, dialog box , paragraph formatting, using bullets and numbering in paragraphs, checking spelling, line spacing, margin, space before and after paragraphs. Basic formatting in MS word 2007, Advance formatting , navigating through a word document, performing a mail merge, A Quick look at Macros, Printing document, Print preview. Excel 2007; Introduction, workbook, worksheet, formatting in excel, MS power Point; Introduction, Creating a presentation. | |
| IV | Introduction to internet, WWW and Web Browsers; Basic of computer network; LAN, WAN; concept of internet; application of internet; connecting to internet; What is ISP; Knowing the internet; basic of internet, connectivity related troubleshooting, web browsing software, search engine; Understanding URL, Domain name; IP address; Using E-governance website. Basic of electronic mail; Getting an email account; send and receiving emails. Accessing sent emails; Using Emails; documents collaborations; Instant messaging Netiquettes(Internet etiquette) | 12 |
| V | Useful Google tools such as drive, sheet, doc, meet, etc. Firewall , computer virus, anti virus software, internet security and privacy Basic of electronic data interchange (EDI) and electronic payment system(EPS) , types of payment system; Digital Cash, Electronic Cheque , Smart Card, Introduction to digital signature and digital certificates. | 12 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

suggested Readings:

1. <https://edu.gefglobal.org/en/computerbasics/>
2. <https://edu.gefglobal.org/en/subjects/office/>
3. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
4. https://onlinecourses.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. <https://ecomputernotes.com/e-commerce/electronic-commerce/define-electronic-payment-system-its-requirements-and-payment-methods>
7. <https://edu.gefglobal.org/en/topics/googleapps/>
8. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
9. <https://nptel.ac.in/courses/106/106/106106092/>
10. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
11. <https://nptel.ac.in/courses/106/103/106103068/>

Suggested Readings:

- Introduction to Computers: C. Xavier, New Age International.
- Computer Fundamentals: Concepts, Systems & Applications: Priti Sinha, Pradeep K., Sinha, BPB Publications
- Fundamentals of Information technology: Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi.
- Microsoft Office 2019 For Dummies: Wallace Wang, Wiley



RKDF UNIVERSITY, BHOPAL

Bachelor of Art Second Semester

| Course | Category | Subject | Subject Code |
|------------------|----------|--|-----------------|
| Bachelor of Arts | AEC | English Language | BA-204 (AEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Outcomes:

1. Prepare for various competitive exams by developing their English language competence
2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations.
3. Build and enhance their vocabulary.
4. Develop their communication skills by strengthening grammar and usages.
5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.

| Unit | Topics | Duration (In Hours) | Marks |
|-------------|--|--------------------------------|--------------|
| I | Reading, Writing and Interpretation Skills : 1. Where The Mind is without fear – Rabindranath Tagore (Key Word: Patriotism) 2. National Education – M.K. Gandhi (Key Word : Edification) 3. The Axe – R.K. Narayan (Key Word : Environment) 4. Preface to the Mahabharata C. Rajagopalachari [Key Word : Indian Mythology) | 2.5 | 20 |
| II | Paragraph Writing, Letter writing (both formal, informal letters) | 2.5 | 20 |
| III | Comprehension Skill: Unseen Passage Followed by Multiple choice questions, Adequate Practice of Reading English text book in classroom for proper pronunciation. | 5 | 20 |
| IV | Basic Language Skills : Vocabulary Building : Suffix , Prefix, Synonyms , Antonyms, Homophones, Homonyms and One- word substitution. | 2.5 | 20 |
| V | Basic Grammar : Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles, Time and Tense, Sentence, Modal verbs, stress and Intonation, Narration. | 2.5 | 20 |

Recommended Reference Books.

| Name of the Book | Author/Authors Name | Publisher |
|-------------------------------------|------------------------------|----------------------------|
| Essential English Grammar | Raymond Murphy | Cambridge University Press |
| Practical English Grammar Exercises | A.J. Thomson & A.V. Martinet | Oxford India |
| Practical English Usage | Michael Swan | Oxford |
| English Grammar in Use | Raymond Murphy | Cambridge University Press |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

SCHEME

Third Semester

Academic Session: 2023-24

BA III Semester

| Subject Type | Subject Code | Subject Name | End Semester Examination | Internal (CAA) Continuous Assessment & Assignment | Maximum Marks | Credit |
|--------------------------|-----------------|--|--------------------------|---|---------------|--------|
| Major | BA-301 | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Minor | BA-302 | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Generic Elective | GEC BA-303 | 1. Sociology-Population and Society 2. English-Language and Linguistics 3. History-Constitutional History of India 4. Political Science-India's Foreign Policy 5. Child Rights And Woman Empowerment 6. Applied Economics 7. Financial Market Operating 8. E-Commerce | 60 | 40 | 100 | 04 |
| Skill Enhancement Course | BA-304 (SEC) | 1. Startups & Entrepreneurship 2. Retail Management 3. Creative Writing 4. Tourism, Transport and travel Services 5. Managing Elections and Election Campaign 6. Social Survey and Report Writing 7. Personality Development | 60 | 40 | 100 | 04 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 400 | 20 |

Note :

1.The Student those who have selected Major subject in Semester-1 that Same subject student will study in Semester-3 as Major Subject.

2.The Student those who have selected Minor subject in Semester-1 that Same subject student will study in Semester-3 as. Minor Subject

3.The Student may opt for one subject from amongst Generic elective Course.

टिप्पणी:

1.जिस छात्र ने सेमेस्टर-1 में प्रमुख विषय का चयन किया है, वही विषय वाला छात्र सेमेस्टर-3 में प्रमुख विषय के रूप में अध्ययन करेगा।

2.जिस छात्र ने सेमेस्टर-1 में माइनर विषय का चयन किया है, वही छात्र सेमेस्टर-3 में उसी विषय का अध्ययन करेगा।

3. छात्र जेनेरिक वैकल्पिक पाठ्यक्रम में से एक विषय का चयन कर सकता है।



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Political Science

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|------------------|
| B.A. | Major | Indian Political Thinkers | BA-PS-301 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Student will be able to thought of manu and kautillya.

CO2:-Student will be able to explain social and political ideas of Swami Vivekanand Lokmany BalGangadhar Tilak and Shri Arbindo Ghosh.

CO3:- They will be able to explain the key ideas of Mahatma Gandhi Pt.Jawaharlal Nehru V.D. Sawarkar and Dr.Bheem Rao Ambedkar.

CO4:- Student will be able to evaluate the ideas of Ram Manohar Lohiya,Jai Prakash Narayan and Pt.Deen Dayal Upadhyay.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <p>Manu and Kautilya</p> <p>I. Manu</p> <ul style="list-style-type: none"> * The origin and from of the state. * Saptang philosophy. * Mandala principles and six fold policy. <p>II. Kautilya</p> <ul style="list-style-type: none"> • The origin and nature of the State. • The saptanga Doctrine. • The Council of Ministers. • The Mandal Doctrine and the Six fold policy. | 18 | 20 |
| II | <p>Swami Vivekanand ,Arbindo Ghosh and Tilak</p> <p>I. Swami vivekanand :Views on Nationalism</p> <p>II. Arbindo Ghosh :Views on Indian Nationalism.</p> <p>III. Tilak :Social reform,nationalism,Swaraj concept</p> | 18 | 20 |
| III | <p>Gandhi, Jawaharlal Nehru, Dr.B.R.Ambedkar & Sawarkar</p> <p>I. Gandhi: State truth Non Violence, Swadeshi and Swaraj.</p> <p>II. Jawaharlal Nehru: Views on Democratic Socialism and internationalism.</p> <p>III. Dr.B.R.Ambedkar : Social jutice,role in constitution Framing.</p> <p>IV. Sawarkar : difrence between Hindutwa ans Hinduism .</p> | 18 | 20 |
| IV | <p>Ram Manohar Lohiya and Jai Prakash Narayan &Deen Dyal Upadhyay</p> <p>I. Ram Manohar lohiya : social and political ideas , cocept of Chaukhammbha state,Socialist thought.</p> <p>II. Jai Prakash Narayan : Sarvoday,Total revolution and Party system.</p> <p>III. Deen Dayal Upadhyay : integral humanism.</p> | 18 | 20 |
| V | <p>Ontribution of Women Thinkers</p> <p>a. pandita Ramabai</p> <p>b. Savitri Bai Phule</p> | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. सत्य के प्रयोग अथवा आत्म-कथा मोहन दास करमचन्द्र गाँधी, अनुवादक-महावीर प्रसाद पाँददार, प्रकाशक : सस्ता साहित्य मण्डल, कनाट सर्कस, नई दिल्ली-1, सत्ताइसवाँ संस्करण : 2005
2. हिन्द स्वराज, महात्मा गाँधी प्रकाशक : पिलगिम्स बुक हाउस (वितरक भारत) दुर्गाकुण्ड, वाराणसी-221010, संस्करण-1977
3. महात्मा गाँधी का समाज दर्शन, डॉ० धीरेन्द्र मोहन दत्त, प्रकाशक : बिहार हिन्दी ग्रन्थ अकादमी, प्रेम चन्द्र मार्ग, राजेन्द्र नगर, पटना 800016, तृतीय संस्करण : 1985
4. गाँधी जी का दर्शन, डा० जी०पी० नेमा, प्रताप सिंह रिसर्च पब्लिकेशन्स जयपुर-2
5. प्रमुख : राजनीतिक विचारधारायें : उद्भव और विकास, विश्व प्रकाश गुप्ता मोहिनी गुप्ता राधा पब्लिकेशन्स, 4378/ 4-बी, अंसारी राड, दरियागंज, नई दिल्ली-110002 प्रथम संस्करण।
6. श्री अरविन्द और महात्मा गाँधी के दर्शनों का समीक्षात्मक अध्ययन डा० प्रतिभा श्रीवास्तव, प्रकाशक : बी०के० तनेजा क्लासिकल पब्लिशिंग कम्पनी, करमपुरा, नई दिल्ली-110015 प्रथम संस्करण-1993
7. गाँधी और अम्बेडकर, गणेश मन्त्री, प्रभात प्रकाशन, दिल्ली प्रथम संस्करण-1999



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Political Science

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | Public Administration | BA-PS-302 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

- 1:- Make the difference between the public administration and private administration.
- 2:- The scientific management school by Taylor and Fayol and how it was contested by the Human relation school.

CO1:-Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.

CO2:-Explain the cross-cultural context of public and private institutions operating in a global environment.

CO3:-Manage diversity issues within an organizational framework.

CO4:-Identify major issues in today's public and private institutions.

CO5:-Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions.

CO6:-Demonstrate the management, legal, ethical, and behavioral skills for effective job performance and career mobility.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <ul style="list-style-type: none"> • Open Administration: Meaning, Nature, Evolution, Significance: • It includes the Nature, definition and scope of public administration. • Students are taught the distinction between public and private administration. • New public Administration and New Public Management. | 18 | 20 |
| II | <p>Basic principles and Concept of organization</p> <p>I. Basis of organisation. II. Hierachy ,Span of Control,Unity of Command,Coordination , line & staff.</p> | 18 | 20 |
| III | <p>Theories of administration</p> <p>*Scientific management –Taylor and Fayol. *Bureaucracy – Max Webar *Humanist School- Elton Mayo.</p> | 18 | 20 |
| IV | <p>Personnel and financial Administration:</p> <p>*Civil Services : Role of civil service in india *Recrutment training , promotion *Budeget : types , Budgetary Process in india * Comptroller and Auditor of India</p> | 18 | 20 |
| V | <p>Citizenship and Good Governance</p> <p>I. what is Good Governance. II. Institutional mechanism and Good Governance : JanSunwai , Social Audit.</p> | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

| Part- C Learning Resource | |
|--|-------------------------------|
| Text Books, Reference Books, Other Resources | |
| Suggested Readings | |
| Elements of Public Administration, Bharat Prakashan, Jalandhar (Punjab) | |
| Awasthi & Maheshwari Public Administration, Laximinarayan Agrawal, Agra, 1997 .Awasthi & Maheshwari | |
| Dr.V.K . Puri Modern’s Elements of Public Administration, Modern Publishers, Railway Road, Jalandhar | |
| C.P. Berthwa Public Administration in India. | |
| Hoshiar Singh 1979, Supervision Over Municipal Administration: A Case Study of Rajasthan, Associated Publishing House, Delhi | |
| Indian Administration, Bharat Prakashan, Jalandhar (Punjab) | Dr. K.K. Puri |
| A Central Administration | Awasthi |
| History of Indian Administration | B.P. Puri |
| Indian Public Administration, Wishwa Prakashan, New Delhi | Ramesh K. Arora & Rajni Goyal |
| Public Administration in India. | C.P. Berthwa |
| Indian Administration –Kitab Mahal Distributors, New Delhi | Hoshiar Singh |
| Indian Administration, Bharat Prakashan, Jalandhar (Punjab) | Dr. K.K. Puri |
| A Central Administration | Awasthi |
| History of Indian Administration | B.P. Puri |
| Indian Public Administration, Wishwa Prakashan, New Delhi | Ramesh K. Arora & Rajni Goyal |
| Public Administration in India. | C.P. Berthwa |
| Indian Administration –Kitab Mahal Distributors, New Delhi | Hoshiar Singh |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|---|------------------|
| B.A. | Major | HISTORY OF MEDEIVAL INDIA (1206AD to 1739AD) | BA-HS-301 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Present clear cut ideas about the consolidation of the Delhi sultanate and its relations with contemporary Indian rulers.

CO2:-Give an analytical view of the various dynasties of Delhi sultanate and Mughal kingdom. Political and Cultural landscape of Medieval India.

CO3:- It enables the students to explain facts, principal events, Trends, current attitudes, individual and general towards cultural material from the medieval India.

CO4:- Students will be able to identify the major causes of the development of Islamic empire and the spread of Arab & Turkish culture in India and will be able to compare the world we live in today with past eras in the context of agrarian, and industrial societies.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <p>Sultanate Period - Sources and Administration</p> <p>I. Sources of Medieval Indian History</p> <p>II. Establishment and Consolidation of the Delhi Sultanate: Slave Dynasty Qutub-uddin Aibak, Iltutmish, Razia and Balban</p> <p>III. The Khilji Dynasty: Jalaluddin and Alauddin Khilji- Conquests, administration and reforms.</p> <p>IV. The Mongol Invasion and its impact.</p> <p>V. Tughlaq Dynasty: Mohammad-binTughluq and ,FirozshahTughluqTheir achievements</p> | 18 | 20 |
| II | <p>Rise of Regional kingdoms and Mughal Invasion</p> <p>I. Vijaynagar and Bahmani Kingdoms: Harihar Bukka and Krishnadev Raya</p> <p>II. Gouri Dynasty of Malwa: Dilawar Khan and Hoshangshah- Their achievements.</p> <p>III. Role of Rana Kumbha and Rana Sanga in Medieval period.</p> <p>IV. Mughal Invasion: Babur, Humayun their achievements.</p> <p>V. Shershah Suri- Achievements and Administration.</p> | 18 | 20 |
| III | <p>Consolidation of Mughal Empire and Regional Powers</p> <p>I. Akbar: Administrative and Cultural achievements.</p> <p>II. Jahangir and Shahjahan: Their achievements.</p> <p>III. Rise of Marathas: Shivaji’s conquests and administration.</p> <p>IV. Mughal -Rajput relations with special reference to Maharana Pratap.</p> <p>V. Mughal - Sikh relations with special reference to Chhatrasal Bundela.</p> <p>VI. Mughal- Gond relations with special reference to Rani Durgavati.</p> | 18 | 20 |

| | | | |
|----|---|----|----|
| | <p>VII. Aurangzeb's Religious and Deccan Policies.</p> <p>VIII. Invasion of Nadirshah and its impacts.</p> | | |
| IV | <p>Society and Economy in Sultanate and Mughal period</p> <p>I. Economic condition in Sultanate period - Agriculture, Industries and trade.</p> <p>II. Social Life of Sultanate period and status of women.</p> <p>III. Mughal Administration: Land revenue system, Mansabdari and Jagirdari system.</p> <p>IV. Social life in Mughal Period and Status of women.</p> <p>V. Economic Condition in Mughal Period: Agriculture, Trade, Industry and commerce.</p> <p>VI. Development of literature in Medieval period.</p> | 18 | 20 |
| V | <p>Religion and Culture</p> <p>Bhakti movement and Sufi Tradition: Saint Tradition in India. Guru Nanak, Kabir, Tulsidas, Meerabai.</p> <p>Architecture of Sultanate Period.</p> <p>Architecture of Mughal Period.</p> | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

Chandra Satish History of Medieval India Publisher- Orient Black swan & Oxford, 2018

Srivastava A.L. Delhi Sultanate, Shiv Lal Agarwal & Co. Agara, Reprint, 2017

Majumdar R.C. & Pusalkar A.D. The Mughal empire, Vol 7- PublisherBhartiya Vidhya Bhawan

Srivastava A.L. The Mughal empire , Shiv Lal Agarwal & Co. Agara, Reprint, 2017

Ishwari Prasad Medieval India, 4th ed, Digitized 2006.

Majumdar & others The history and culture of the Indian People, Vol 6,7 & 8, Bhartiya Vidhya Bhawan

Majumdar, Ray choudhary & Dutta An Advanced history of India, Laxmi Publications, Delhi, 2016

Sharma S.R. The crescent in India: A study in Medieval History, Bhartiya Kala Prakashan, 2005

Pande Rekha Religious Movements in Medieval India, Gyan Publishing House, 2005

Suggestive digital platforms web links:

1. https://en.wikipedia.org/wiki/Hisory_of_India

2. <https://knowindia.gov.in/culture-and-heritage/ancient-history.php>

3. <https://www.history.com/tag/india>

4. <https://byjus.com/free-ias-prep/ncert-ancient-history-notes/>

5. <https://www.clearias.com/indian-history-chronology/>

6. <https://www.jagranjosh.com/general-knowledge/history-of-ancient-india-a-complete-study-material-1464928278-1>

7. <https://sourcebooks.fordham.edu/india/indiasbook.asp>

8. <https://www.worldhistory.org/india/>

9. <https://asiasociety.org/india-historical-overview>



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | History of India (1740AD to 1857AD) | BA-HS-302 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Students will acquire knowledge regarding the primitive life and cultural status of the people of Medieval India.

CO2:-They can gather knowledge about the Delhi sultanate & Mughal kingdom, culture, religion and political history of India.

CO3:-They will also acquire the Knowledge of changing socio-cultural scenarios of India. By studying this paper, students will get to know the golden past of India and feel proud of them selve

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Establishment of East India Company</p> <p>I. Sources of Modern Indian History II. Advent of Europeans in India III. Karnataka Wars- Causes, events & consequences. IV. Third Battle of Panipat. V. Battle of Plassey and Buxer. VI. Dual Government in Bengal.</p> | 18 | 20 |
| II | <p>Expansion of British Empire In India</p> <p>I. Reforms of Warren Hastings, Cornwallis & Subsidiary Alliance of Wellesely. II. Maharaja Ranjit Singh and his achievements III. Lord Hanstings and British Paramountcy, Lord Dalhousie’s Doctrine of Lapse IV. Lord William Bentick and his reforms.</p> | 18 | 20 |
| III | <p>Maratha Rule Mughal – Maratha Relations Peshwai. Sikh Rule</p> | 18 | 20 |
| IV | <p>The background of the Indian National Movement. Regional movement prior of 1857.</p> | 18 | 20 |
| V | <p>Resistance to British Rule and Indian Renaissance</p> <p>I. First war of Indian independence: 1857- Nature, causes, events, results and impact. Failure of the struggle. II. Role of women in the the struggle Laxmi Bai, Avanti Bai and Baija Bai../ III. Indian Renaissance-Nature, causes and consequences. Socio-Religious movements- Raja Ram Mohan Rai, Ishwar Chand Vidhya Sagar, Dayanand Sraswati .</p> | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Pal Chandra Bipin India's struggle for Independence.
2. Pal Chandra Bipin History of Modern India
3. Sarkar Sumit Modern India 1885-1947
4. Banerjee A.C. The new history of Modern India. (1707-1947)
5. Grover B.L. A new look on Indian History
6. Chabra G.S. Advance History of Modern India
7. Majumdar R.C. & Others The history and culture of Indian people Vol. 9 , 10 & 11
8. Ishwari Prasad Medieval India, 4th ed, Digitized 2006.
9. R.C Majumdar & others The history and culture of the Indian People, Vol 6,7 & 8,
10. Bhartiya Vidhya Bhawan Desai A.R. India's path of Development.
11. Mualar Ramsay The making of British India

Suggested Equivalent On line Courses:

1. https://en.wikipedia.org/wiki/culture_of_India
2. <https://xaviers.edu/main/index.php/ancient-Indian-culture>
3. <https://vidyaonline.org/dl/cutddk.pdf>
4. <https://www.livescience.com/28638-indian-culture.html>
5. <https://www.india-in-your-home.com/Ancient-India-Culture.html>
6. <https://www.indianculture.gov.in/rarebooks/ancient-indian-historical-tradition>
7. <https://www.culturalindia.net/indian-history/ancient-india/index.html>



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|------------------|
| B.A. | Major | POLITICAL SOCIOLOGY | BA-SO-301 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

This paper is expected to bring familiarity among student about Political sociology It will present a comprehensive integrated and empirical profile of Plitical Sociology It is supposed that the structure and processes operative in the society. The changing agents operating in Indian society presented in this paper will also enable students gain a better understanding of their own situation and region.

CO1:-Get an impression about the basic composition of Plitical Sociology. As history moorings basic philosophical foundation of the Society and the institutions.

CO2:-The student will have extensive comprehension of Indian traditions and opportunity to explore and express them.

CO3:-They will also learn in detail about the three layers of Indian Society name "Aranyak Lok (Gramaya) and Nagar

CO4:-After reading this course the student will be able to understand and strangle local/regional employment avenues.

| Units | Topic | Durati on (In Hours) | Marks |
|--------------|--|---|--------------|
| I | 1.Political Sociology:Definition,Subject-Matter,and Scope 2.Political Development:Political Socialization 3.Political participation. | 18 | 20 |
| II | 1.Political system:Definition,Classification 2.Political Elite:Pareto,Mosca Mills,Influence,Power,and Authority 3.Political Culture. | 18 | 20 |
| III | 1.Democratic system:Definition,Characteristics,Meritsand and type of Democracy. | 18 | 20 |
| IV | 1.Pressure and Inerest Groups,Political Parties,Political Impact of COVID-19 2.Voting Behaviour,Political Process in India 3.Bureaucracy:Concept,Characteristics view Of Max Weber on Bureaucracy. | 18 | 20 |
| V | 1.Public Opinion 2.Propaganda 3.Decentralization of Politics and Panchayat Raj. | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

| Part- C Learning Resource |
|----------------------------------|
|----------------------------------|

| |
|--|
| Text Books, Reference Books, Other Resources |
|--|

Suggested Readings:

1. Drowse R. E & Hughes 1971: political sociology New York basic book.
2. Kothari R 1979- Politics India, Orient Longmans Ltd.
3. Lipset S.M. 1959- Political Man H.E.B.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | SOCIOLOGY OF GENDER | BA-SO-302 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-The course is designed to incorporate all the key Sociology of Gender which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological knowledge.

CO2:-The conceptual learning of Society. Social Groups. Social Structure, Social Institution etc, will help students in their day to day living.

CO3:-By studying this paper students will get information about various employment opportunities in government. Corporate. N.G.O. and self employment sector.

CO4:-This paper gives students an awareness of cultural differences and provides them with opportunity to enhance their cultural sensitivity.

CO5:-The concepts of Indian Social institutions. Such as. Family, Marriage. Kinship will enable students to consider their roles in solving many social problems.

CO6:-The theory of cultural lag will make students better understand the conflict of generational gap and minimize it in due course.

CO7:-Teaching of culture. Socialization and civilization will emphasize not only the new

CO8:-agencies of socialization but also their significance in personality development.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|--|--------------------------------|--------------|
| I | 1. Gendering Sociology, Concept 2. Gendering History in India 2.1 Ancient 2.3 Medieval 2.3 Modern 3. Feminism Meaning 4. Origin and growth of Feminist theories 4.1 Feminism 4.2 Liberal 4.3 Radical 4.4 Socialist 5. Eco-Feminism | 18 | 20 |
| II | 1. Social Construction of Gender 2. Concept of sex and Gender 3. Gender Stereotype 4. Gender Socialization 5. Gender Role 6. Gender Identity 7. Social Constructions of Masculinity and Femininity. | 18 | 20 |
| III | 1. Gender Differences and Inequalities 2. Concept of Inequality 3. Gender Inequality Various field 4. various form of gender inequality in India. 5. Caste class and Gender inequality in India 6. Gender inequality in Families 7. Gender and work 8. Gender Wage and glass ceiling. | 18 | 20 |
| IV | 1. Gender power and Resistance 2. Gender Violence 3. Structure, Forms and type 4. Power and Sub-Ordinance 5. Gender and Constitution Provision | 18 | 20 |
| V | 1. Women movement 1.1 Developed Country 1.2 Developing Country 2. Women Movement in India 2.1 Pre Independence 2.2 After Independence 3. Women Health movement | 18 | 20 |

Recommended Books:-

| Part- C Learning Resource |
|--|
| <p>Suggested Readings:</p> <ol style="list-style-type: none">1.Chakravarti Uma gendering.stree Publication Calcutta20032.Choudhari Mantrayee,Feminism in india,New Delhi women Unlimited,20043.Gupta Vishvajit,Social Movements Concept,Experience abd Concerns Sage TEXTS4.Rao,Shanskar C.N. SOCIOLOGY S Chand |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Major | INDIAN ECONOMICS | BA-EC-301 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: Understand about various sectors of the Indian Economy

CO-2: analyze the sector specific policies.

CO-3: evaluate various economic policies adopted post-independence.

| Units | Topic | Duration (In Hours) | Marks |
|---|---|--------------------------------|--------------|
| I Introduction | <ol style="list-style-type: none"> 1. Characteristics of Indian Economy 2. Trends and Sectoral Composition of National Income 3. Sectoral Distribution of Workforce 4. National Resource Endowments- Land, Water, Livestock, Forest and Minerals 5. Demographic Features- Population Composition, size and Growth Rates. 6. Problems and causes of Over-Population and Population Policy. | 18 | 20 |
| II Agriculture | <ol style="list-style-type: none"> 1. Nature, Importance and Characteristics of Indian Agriculture 2. Land Use Pattern and Land Reforms 3. Trends in Agricultural Production and Productivity 4. Green Revolution-Objectives, Achievements and Failures 5. Agriculture Finance and Insurance 6. Agriculture Marketing 7. New Technology in Agriculture | 18 | 20 |
| III Industry and Infrastructure | <ol style="list-style-type: none"> 1. Industrial Development of India after Independence 2. New Industrial Policy of 1991 3. Role of Public Sector and Private Sector in Industrialization 4. MSME- Definition, Characteristics and Its Role 5. Problems and Remedies of Small-Scale and Cottage Industries 6. Start-up India, Make in India and Aatm Nirbhar Bharat 7. Infrastructure Composition- Power, Transport and Communication | 18 | 20 |
| IV Foreign Trade and Development | <ol style="list-style-type: none"> 1. India's Foreign Trade- Importance, Composition and Direction 2. Role of Foreign Direct Investment, Multinational Corporations | 18 | 20 |

| | | | |
|--|---|----|----|
| | <ol style="list-style-type: none"> 3. Disinvestment in India 4. Indian Planning- Objectives, Achievements and Failures 5. NITI Aayog 6. Indian Economic Problems- Poverty, Unemployment and Regional Inequality | | |
| V Economy of Madhya Pradesh | <ol style="list-style-type: none"> 1. Salient Features of Madhya Pradesh's Economy 2. Natural Resources of Madhya Pradesh- Land, Forest, Water and Minerals 3. Trends and Regional Disparities in Agriculture sector of Madhya Pradesh 4. Organic Farming and Polyhouse in Madhya Pradesh 5. Industrial Development in Madhya Pradesh 6. Infrastructure Development in Madhya Pradesh- Power, Transport and Communication 7. Development of Tourism in Madhya Pradesh. 8. Employment oriented schemes in Madhya Pradesh | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Panagariya, Arvind. (2020)- India Unlimited: Reclaiming the Lost Glory, HarperCollins Publishers India
2. Mishra and Puri (2020)- Indian Economy, Himalya Publishing House, New Delhi.
3. Rudra Dutt and Sundaram- Indian Economy, S.Chand and Company, New Delhi.
4. Hariharan , N.P. (2008)- Lights and Shades of Indian Economy, Vishal Publishing Co., Jalandhar.
5. Uma Kapila (20th Edition) (2009)- Indian Economy since Independence, Academic Foundation, New Delhi.
6. Reserve Bank of India- Annual Reports.
7. Annual Economic Survey, Government of India (Latest).
8. Brahmananda, P.R. and V.R. Panchmukhi (Eds.) (1987)- The Development Process of the Indian Economy, Himalaya Publishing House, Bombay.
9. Government of India, Plannig Commission, 12th Five Year Plan, New Delhi



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | MACRO ECONOMICS | BA-EC-302 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: explain the basic concepts of Macroeconomics.

CO-2: utilize employment and national income statistics

CO-3: analyze the economy in quantitative terms

CO-4: apply simple contemporary economic models.

CO-5: describe the interrelationships among prices, income and interest rates.

| Units | Topic | Duration (In Hours) | Marks |
|--|---|--------------------------------|--------------|
| I National Income and Social Accounts | <p>Meaning of Macro Economics, Circular flow of income in an open economy. Concept and measurement of National Income; National Income identities with government and international trade; incorporation of environmental concerns in national accounts.</p> <p><i>Keywords:</i> Circular flow of income, National Income, National Accounts</p> | 18 | 20 |
| II Output and Employment | <p>Say's Law of Markets and the classical Theory of Employment; Keynes' objection to the classical Theory; Aggregate Demand and Aggregate Supply Functions; The Principle of Effective Demand; <i>Keywords:</i> Say's Law, Classical Theory, AD & AS</p> | 18 | 20 |
| III Consumption Function | <p>Average and Marginal Propensity to consume; factors influencing consumption spending; Psychological Law of Consumption-Long-run Consumption Function-Absolute Income Hypothesis; Friedman's Permanent Income Hypothesis, Duesenberg's Relative income Hypothesis and Ando-Modigliani's Life Cycle Hypothesis.</p> <p><i>Keywords:</i> APC&MPC, Consumption Function, Income Hypothesis</p> | 18 | 20 |
| IV Investment Function | <p>Theory of Investment- Autonomous and Induced Investment; Marginal Efficiency of capital, Investment Multiplier and its effectiveness in LDC's; The concept of Accelerator; Samuelson and Hicks Multiplier- Accelerator Interaction Model.</p> | 18 | 20 |
| V Trade Cycles | <p>Nature, characteristics and types; Hawtrey's Monetary Theory; Hayek's Over—investment Theory; Keynesian view on Trade cycles; control of trade cycles. Inflation, Deflation and Reflation- definition, types, causes and effect of inflation on different sectors on the economy. Measures to control, trade-off between inflation and unemployment.</p> <p><i>Keywords:</i> Hawtrey's Theory, Hayek's Over-investment Theory, Inflation</p> | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

Textbooks, Reference Books, Other Resources

Suggested Readings:

Textbooks:

1. Jhigan, M.L, "Macro Economic Theory, Vrindha Publication, New Delhi 13th Edition, 2019
2. Ahuja, H.L, Macro Economics Theory and Policy, S Chand Publication New Delhi, 2010

Reference Books:

1. Dornbusch, Fischer and Startz, Macroeconomics, McGraw Hill, 11th edition,2010.
2. N. Gregory Mankiw. Macroeconomics, Worth Publishers, 7th edition,2010.
3. Olivier Blanchard, Macroeconomics, Person Education, Inc.,5th edition,2009
4. Richard T.Froyen, Macroeconomics, Person Education Asia, 2nd edition, 2005
5. Andrew B.Abel and Ben S. Bernanke, Macroeconomics, Person Education, Inc., 7th edition,2011.
6. Errol D'Souza, Macroeconomics, Pearson education,2009.
7. Paul R.Krugman, Maurice Obstfeld & Marc Melitz, International Economics, Person Education Asia.

Suggestive digital platforms web links

1. <https://epgo.inflibnet.ac.in/Home/> view Subject? Catid = 11
2. <https://vidyamitra.inflibnet.ac.in/index.php/search?subject%5B%D=F+of+microeconomic+theory+%5B%D=Social+Sciences>
3. <https://www.swayamprabha.gov.in/index.php/channel/profile/profile/7>

Suggested equivalent online courses:: <http://www.mcafee.cc/Introecon/IEA2007.pdf>.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Major | American English Literature | BA-EN-301 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

The course will inculcate team work, communicative ability creativity and aesthetic sense in students enabling them to understand in detail drama and the theatre through this course, the students will acquire the knowledge of

CO1:-Different genres of drama like comedy tragedy epic theatre and commedia cellaret

CO2:-Distinctive features of Sanskrit, Greek, English, American, and Indian plays

CO3:-Dramatic techniques and elements like plot theme character spectacle and narrative

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | Drama Tennessee Williams: The Streetcar Named Desire. Keywords : illusion, Reality, hopelessness | 18 | 20 |
| II | Novel Toni Morrison: Beloved Keywords : Slave trade, Identity crisis, Alienation, Gothic Fiction, Motherhood, and Familial responsibility, guilt and repentance | 18 | 20 |
| III | Short Story Edgar Allan Poe: "The Purloined Letter" Ernest Hemingway: "Cat in the Rain" Keywords : Mystery, Racism, Self-pity, Isolation | 18 | 20 |
| IV | Poetry Emily Dickinson: "Hope is the thing with feathers" "A bird came Down the walk" Walt Whitman : Selections from Leaves of Grass: "O Captain, My Captain" 'Passage to India' (lines 1-68) Keywords: Proto-Feminism, Alcoholism, Suffering | 18 | 20 |
| V | Alexie Sherman Alexie: Crow Testament "Evolution" William Faulkner: "A Rose For Emily" | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

Boulton, Marjorie. The Anatomy of Drama London : Routledge and Kegan Paul Ltd. 1959

Charlton, H.B. Shakespearean Comedy: RoulledgeKegan and Paul, 1966

Karnad, GirishGirishkarnad : Three Plays New Delhi OUP.2002

Nicoll, Allardyce British Drama Delhi Doaba House

Stanivukovic, Goran, and John Cameron Tragedies of the English Renaissance An Introduction (Renaissance Dramas and Dramatists) Is ed. Edinburgh University Press 2018

Straub, Kristina, et al The RoulledgeAuthology of Restoration and Eighteenth – Century Drama Isted, Routledge. 2017

Suggested digital platforms weblinks :

“Restoration Drama England ! Encyclopedia Com Encyclopedia com 2010

[WWW encyclopedia com/humanities/culture-magazines/restoration-drama-england](http://www.encyclopedia.com/humanities/culture-magazines/restoration-drama-england)

Wikipedia contributors “English Drama” Wikipedia 26 Mar 2021

En Wikipedia org/wiki/English_drama

Renaissance Drama

[https // english summary com/restoration-drama/#gsc tab=0](https://englishsummary.com/restoration-drama/#gsc.tab=0)

Shakespeare Sonnets Summary & Analysis 154 sonnets with translation

[https://shakespearequotesand plays. Com/ Shakespeare-sonnets/](https://shakespearequotesandplays.com/shakespeare-sonnets/)

Abhijnanashakuntala work by Kalidasa

[https://wwwbritannica com/topic/Abhijnanashakuntala](https://www.britannica.com/topic/Abhijnanashakuntala)

Oedipus Rex Greek mythology

[https://wwwbritannica com/topic/Oedipus-Greek-mythology](https://www.britannica.com/topic/Oedipus-Greek-mythology)

Suggested equivalent online courses :

[https// www classcentral .com/course/modpo-356](https://www.classcentral.com/course/modpo-356) Modern Drama-Free online Drama Course



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | Popular Literature | BA-EN-302 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

The study of Poetry will not only instruct and delight the students but also inspire them to have positivity creativity and a new way of thinking After the study of this paper the students will be able

Course Outcomes: After the completion of this course, the participants would gain insight into 'Indianness' through representative works. Students will be able to

1. appreciate the historical trajectory of various genres of Indian Writing in English from colonial times to till the present
2. analyze Indian literary texts written in English in terms of colonialism, postcolonialism, regionalism, and nationalism
3. Understand the role of English as a medium for political awakening and the use of English in India for creative writing
4. analyze how the sociological, historical, cultural and political context impacted the texts selected for study
5. analyse the strength and constraints of Indian English as a literary medium.
6. evaluate critically the contributions of major Indian English poets and dramatists
7. develop a literary sensibility and display an emotional response to the literary texts and cultivate a sense of appreciation for them
8. apply the ideas encapsulated in Indian Aesthetics to literary texts

| Units | Topic | Duration (In Hours) | Marks |
|-------|-------|------------------------|-------|
|-------|-------|------------------------|-------|

| | | | |
|-----|--|----|----|
| I | Lewis Carroll:Through the looking Glass Keywords:Youth,Identify.Growing up | 18 | 20 |
| II | Agantha Christie:The Murder of Rose Ackroyd Keywords:Doubi,Crime,Guilt | 18 | 20 |
| III | Shyam Selvaduri:Funny Boy Ruskin Bond:The Room on the Roof Keywords:Gender,Marriage,Identity, Children Fiction,Racism etc. . | 18 | 20 |
| IV | Durgabai Vyam and Subhash Vyam Bhimayama:Experiences of Untouchability/Autobiographical Notes on Ambedkar (For the Visually Challenged Students) | 18 | 20 |
| V | Romantic Fiction Mysterious Stories Fantastic fiction Science fiction and Fantasy | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

“A History of Modern Poetry : Modernism and After” Perkins David Paperback 1989

“Glossary of Literary Terms” Abrams. M.H. Prism Books Pvt Limited 1993

“John Donne- The Major Works OWC” Carey John and Donne John UK Oxford University Press 2009
Print

“John Keat His life and poetry His friends Critics and After- fame” Colvin Sidney London Macmillan
1917.

“Letter to George and Thomas Keats 21 December 1817 and Letter to Richard Woodhouse.
27 October 1818 in Romantic Prose and Poetry” Keats John ed Harold Bloom and Lionel Trilling (New
York OUP 1973) pp 766-68-777-8

“Lytical Ballads with Pastoral and Other Poems” Wordworth William (1805) (4ed)
London : Printed for Longman, Hurst Rees, and Orme, by R Taylor

“The Canterbury Tales” Chaucer, Geoffrey Trans NevillCoghill New Delhi Penguin
Classics, 2002 Print Brown Peter Geoffrey Chaucer, OWC New Delhi Oxford University Press 2011
Print

“Toru Dutt (1856-1877) Indian Poet Translator and Novelist” LokugeChandan (12 September 2019
Oxford Oxford University Press

Suggested digital platforms weblinks :

Athar “Indian Poetry in English English Summary 17 Nov 2017 English summary.com/indian-poetry-in-
english.

Literature mini. Com “The Brief History of English Poetry” 2018

[WWW literature mini com/2018/08/the –brief-history-of-english-poetry html](http://WWW.literaturemini.com/2018/08/the-brief-history-of-english-poetry.html)

Polly “A Brief History of English Poetry “The culture project 17 Apr 2017 the culture

Project project blog word press.com/2017/03/19/a-brief-history-of-english-poetry

Wikipedia contributors “English Poetry” Wikipedia 21 May 2021

En Wikipedia org/wiki/English_poetry

Suggested equivalent online courses :

- [https://www.edx .org/course/ap-english-literature-composition-part-2-poems-2](https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2) AP English Literature and Composition, Part 2 Poems on EDX by Maggie Sokolik, University of California Berkeley
- <https://www.coursera.org/Learn/modopo> Modern and Contemporary American Poetry by AI Filreis, University of Pennsylvania
- [https://www.classcentral.com/course/ Modern American-poetry-5963](https://www.classcentral.com/course/Modern-American-poetry-5963) Modern American Poetry- Free online course



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | Subject Code |
|-------------------------|----------|---|--------------|
| B.A. | Major | आदिकालीन एवं मध्यकालीन कविता | BA-HI-301 |
| Total Credit : 6 | | Max. Marks : 100 (Internal : 40 + External : 60) | |

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | 1.1 आदिकालीन एवं मध्यकालीन कविता का संक्षिप्त परिचय : विकास एवं विशेषताएं – 1.2 विद्यापति – पद संख्या – 1 से 5 तक | 18 | 20 |
| II | 2.1 बिहारी 1. तंत्री नाद कविता रस सब अंग 2.2 घनानंद 1. झलकै अति सुंदर अवै धरचवै | 18 | 20 |
| III | 3.1 रसखान 1. मानुष हों तो वही रसखान..... 3.2 रहीम – दोहावली 1. अब रहीम मुश्किल पड़ी मिले न राम 2. आदर घटे नरेस ढिंग जग माहिं <i>Keywords</i> : तंत्री नाद झलकै मानुष | 18 | 20 |
| IV | 4.1 कबीर – सबद पद संख्या 2 – एक अचम्भा देखो रे भाई 7 – पंडित वाद वदते झूठा साखी– चिंतावणी को अंग 1. कबीर कहा गरबियो कै परदेस 4.2 जायसी – नागमती वियोग – पद संख्या 1 से 4 तक <i>Keywords</i> : चिंतावणी, सुवा संवाद | 18 | 20 |
| V | सूरदास – 1. हमारे प्रभु अवगुण चिंत ना धरो 2. अब मै जानी देह बुढ़ानी तुलसीदास – विनय के पद 1. जाके प्रिय न राम वैदेही 2. अब लौं नसानी अ न नसैहों मीराबाई 1. पायो जी मैने राम रतन धन पायो जस गायो 2. भजु मन चरण कंवल अविनासी जनम की फांसी <i>Keywords</i> : नसानी, मुश्किल, आदर | 18 | 20 |

PART-C : LEARNING RESOURCES

Textbooks, Reference Books, Other Resources

Suggested Readings:

Textbooks :

1. विद्यापति – संपादक – डॉ. नरेद्र झा
2. कबीर ग्रंथावली – हजारी प्रसाद द्विवेदी
3. जायसी – रामचंद्र शुक्ल
4. सूरदास – भ्रमरगीत सार
5. रहीम ग्रंथावली – विद्यानिवास मिश्र

Reference Book :

1. तुलसीदास राम चरित मानस – गीता प्रेस गोरखपुर
2. रहीम रचनावली – सत्य प्रकाश मिश्रा – लोक भारती प्रकाशन, इलाहबाद (तृतीय संस्कारण 2004)
3. मीराबाई – विश्वनाथ प्रसाद त्रिपाठी
4. कबीरदास – डॉ. कांति कुमार – दिव्या प्रकाशन पाटणकर बाजार, ग्वालियर
5. बिहारी रत्नाकर – जगन्नाथ दास रत्नाकर (लोक भारती प्रकाशन 2005)
6. रसखान रचनावली – विद्या निवास मिश्रा एवं सत्यदेव मिश्र (वाणी प्रकाशन, नई दिल्ली 1998)
7. विद्यापति – डॉ शिव प्रसाद सिंह – लोक भारती प्रकाशन 2017
8. भक्तिमति मीराबाई – जीवन और काव्य – डॉ लाल बहादुर सिंह चौहान – सावित्री प्रकाशन, कश्मीरी गेट दिल्ली, 2006

Suggestive digital platform web links



R.K.D.F. UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | Subject Code |
|-------------------------|----------|---|--------------|
| B.A. | Minor | हिन्दी कहानी | BA-HI-302 |
| Total Credit : 6 | | Max. Marks : 100 (Internal : 40 + External : 60) | |

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | हिन्दी कहानी की विकास यात्रा का परिचय – ⇒ उसने कहा था – चंद्रधर शर्मा गुलेरी ⇒ पूस की रात – प्रेमचंद | 18 | 20 |
| II | ⇒ आकाशदीप – जयशंकर प्रसाद ⇒ हार की जीत – सुदर्शन | 18 | 20 |
| III | ⇒ पाजेब – जैनेन्द्र कुमार ⇒ तीसरी कसम – फणीश्वरनाथ रेणु | 18 | 20 |
| IV | ⇒ मिस पाल – मोहन राकेश ⇒ दोपहर का भोजन – अमरकांत <i>Keywords</i> : मिस पाल | 18 | 20 |
| V | ⇒ सिक्का बदल गया – कृष्ण सोबती ⇒ नकली हीरे – मन्नू भंडारी | 18 | 20 |

PART-C : LEARNING RESOURCES

Textbooks, Reference Books, Other Resources

Suggested Readings:

Textbooks :

1. कहानी : स्वरूप और संवेदना – राजेन्द्र यादव – वाणी प्रकाशन
2. हिन्दी कहानी : उदभव और विकास – सुरेश सिन्हा – अशोक प्रकाशन
3. कुछ कहानियां : कुछ विचार – विश्वनाथ त्रिपाठी

Reference Book :

1. हिन्दी कहानी का विकास – मधुरेश
2. हिन्दी कहानी का इतिहास – डॉ. गोपाल राय
3. इंदुमति व हिन्दी की अन्य पहली कहानियां – विजय देव झारी – शारदा प्रकाशन

Suggestive digital platform web links



RKDF UNIVERSITY, BHOPAL
Bachelor of Art (B.A.)
Third Semester

| Course | Category | Subject | SubjectCode |
|-------------------------|------------|--|---------------------|
| Bachelor of Arts | GEC | CHILD RIGHTS AND WOMAN EMPOWERMENT | BA GEC-303/1 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

Studying child rights and Gender Empowerment would enable students to learn about the various dimensions of Vulnerability with regard to children.

The students will be able to-

CO1:- Understand the issues related to child rights, gender roles and conservatism.

CO2:- Familiarize with policies and programs related to Child Protection and Genderempowerment.

CO3:- Contribute to social work in collaboration with non-governmental organizations.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | 1. Understanding Child Rights <ul style="list-style-type: none"> a) Child Rights: Child Rights Concept b) Demographic Profile of Indian Children c) Disadvantages, Deprivation and Social Exclusion with reference to children | 12 | 20 |
| II | 2. Children in need of care and protection <ul style="list-style-type: none"> a) Vulnerable groups: Causes and Consequences b) Street children, working children and homeless children c) Child abuse d) Child trafficking e) Children Conflict with law f) Child rights in other countries and UNCRC | 12 | 20 |
| III | 3. Laws, Policies and Programs for Children in India. <ul style="list-style-type: none"> a) National Commission for Protection of Child Rights-NCPCR b) Child helpline, Umeed-Child Abuse c) Bachpanbachao Aandolan-Child labour, Child trafficking d) PRAYAS- Delinquent, Street Children e) Juvenile Justice Act (JJA)-2015 f) Pre Natal Diagnostic Techniques (PNDT Act-2003) g) Domestic Violence Act-2005 h) National Child Labour (protection and regulation) Act-1986 i) 1.9 POCSO-2012 | 12 | 20 |
| IV | 4. Conceptualizing gender <ul style="list-style-type: none"> a) Defining terms-sex, gender, masculinity, femininity b) Socialization for gender- gender roles and stereotypes c) Patriarchy and social institutions d) Perspective on feminism 2. Gender Empowerment <ul style="list-style-type: none"> a) Status of girls child and women in India b) Issues and concerns related to girls and women in India c) Media and gender d) Laws, Policies and Programs for girls and women in India. | 12 | 20 |
| | | | |

| | | | |
|---|--|----|----|
| V | <p>FUNDAMENTAL CONCEPTS OF WOMEN'S STUDIES-</p> <ul style="list-style-type: none"> a) Objectives of Women's Studies b) Definition c) Importance of Women's Studies d) Women's Studies as an Academic Discipline <p>2.SOCIAL EMPOWERMENT</p> <ul style="list-style-type: none"> a) Women in Higher Education b) Gender issues in Health c) Environment, Family welfare Measures d) Indecent representation of Women in media e) Women in Difficult circumstances,Constitutional. <p>ECONOMIC EMPOWERMENT</p> <ul style="list-style-type: none"> a) Introduction-organized sector b) unorganized sector Role of Women in Economic c) Development Female Poverty and Poverty alleviation programmes Status of Women farmers and land rights d) Women Entrepreneurs e) Impact of Globalization on working women | 12 | 20 |
|---|--|----|----|

Part C- Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Bajpai.A.2006, Child Rights in India: Law, Policy and Practice, Oxford University press.
2. Bhasin. K 2017, Understanding Gender, New Delhi: Raj Press
3. Chopra, G 2015. Child Rights in India: Challenges and Social Action, New Delhi: Springer.
4. Saukia, N 2008. Indian Women: A Socio-legal Perspective, New Delhi: Serials Publications
5. Bhasin.K 2014, Feminism and its Relevance in South Asia. New Delhi: Raj Press
6. Basu, Aparna. (1990). "The Role of Women in the Indian Struggle for Freedom". In .R.Nanda (Ed). "Indian Women: From Purdah to Modernity". Nehru Memorial Museum and Library and Vikas/ Radiant Pub, New Delhi.
2. Gandhi, Nandita&Nandita Shah. (1992). "The Issues at Stake:Theory and Practice in the Contemporary Women"s Movement in India". Kali, New Delhi.
3. Goonesekere, Savitri (ed). (2004). "Violence, Law and Women"s Rights in South Asia". Sage, New Delhi.
4. Khullar Mala, (ed.). (2005). "Writings in Women"s Studies: A Reader". Zubaan Publications, New Delhi.
5. Kuumba, M. Bahati. (2003). "Gender and Social Movements". Rawat Publications, New Delhi.
6. Mazumdar, Vina. (1989). "Peasant Women Organise for Empowerment: The Bankura Experiment". (Occasional Papers),CWDS, New Delhi.
7. Mishra, Anupam and Tripathi, Satyendra. (1978). "Chipko Movement: Uttarakhand Women"s Bid to Save Forest Wealth". Radhakrishna for People"s Action, New Delhi.
8. Neera Desai. (1988). "A Decade of Women's Movement in India". MeenaPandev, Bombay.
9. Radha Kumar. (1993). "The History of Doing". Kali for Women, New Delhi.
10. Rajawat, Mamta. (2005). "Dalit Women: Issues and Perspectives". Anmol Pub, New Delhi. 11. Rao, MSA. (1979). "Social Movements in India". Vol I, Manohar New Delhi.

Suggestive digital Platforms web Links:

1. <https://www.drishtias.com/hindi/daily-updated/daily-news-analysis/sc-question-neper-on-repatriation-of-children>
2. <https://www.savethechildren.in/child-protection/fundamentals-of-child-rights-in-india/>
3. <https://www.humanium.org/en/india/>



RKDF UNIVERSITY, BHOPAL
Bachelor of Art(B.A.)
Third Semester

| Course | Category | Subject | SubjectCode |
|-------------------------|-----------------|--|---------------------|
| Bachelor of Arts | GEC | POPULATION AND SOCIETY | BA GEC-303/2 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-The course is to introduce the subject of democracy to the student. Student will become familiar with Basic concept of sources of data in demography. This course also tries to discuss the various factors affecting population growth and its proximate determinants.

CO2:-This course is to introduce the student to the theories of a population. General theories of population help to explain the reason for population growth and replacement and effect 30 change on the both economic and social distribution

CO3:- It helps to have knowledge about basic measures of fertility mortality infant mortality morbidity projection age of marriage. ageing and migration which from as an important component of population study.

CO4:-The course will provide a framework for developing and analyzing a range of population policy issue and comprehensive understanding of the various types of population policies introduced by government through a historical perspective.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>1. Demography 1.1 Concept 1.2 Nature 1.3 Subject Matter 1.4 Importance 1.5 Sociology and Demography</p> <p>2. A Background to the study of Demography</p> <p>Keywords: Demography, Nature, Subject Matter</p> | 12 | 20 |
| II | <p>Theories of Population 1.1 Pre-Malthusian views on population 1.2 The Malthusian theory of population 1.3 Neo Malthusianism 1.4 Optimum Theory of Population</p> <p>Keywords: Malthusian Theory of Population, New Malthusianism, Optimum Theory of Population, Biological Theory of Population, Socio-cultural and Economic Theory of Population.</p> | 12 | 20 |
| III | <p>Demographic Features 1. Fertility 1.1 concept 1.2 Factor Affecting Fertility</p> <p>2. Mortality 2.1 Concept 2.2 Factor Affecting Mortality</p> <p>3. Morbidity 3.1 Concept 3.2 Importance of the study of Morbidity</p> <p>4. Infant Mortality 4.1 Concept 4.2 Causes of High Infant Mortality</p> <p>5. Population Projection</p> <p>Keywords: Fertility, Measurement of Fertility, Measurement of Mortality,</p> | 12 | 20 |

| | | | |
|----|--|----|----|
| IV | <p>1. Census in India 1.1 Concept 1.2 Administrative Structure 1.3 Pre-Independence Censuses 1.4 Post-Independence Censuses</p> <p>2. Method and Sources of collection of Population Data</p> <p>3.Composition of Indian population 3.1 Birth Rate 3.2 Death Rate 3.3 Sex Ratio and Youth Population 3.4 Migration</p> <p>4.Overpopulation in India</p> <p>Keywords: Census in India, Composition of Population, Birth Rate, Death Rate, Sex Ratio Density of Population Literacy Rate Over Population</p> | 12 | 20 |
| V | <p>Population Policy and Welfare Program 1.Population Policy 1.1 Concept 1.2 Objectives 1.3 Noe Population Policy 2020</p> <p>2.Family Planning and Welfare Program 2.1 Concept 2.2 Need 2.3 Constitutional Provision 2.4 Family Welfare Program</p> <p>Keywords: Population Policy, Family Planning Program, Family Welfare Program, Development Index, Population Education.</p> | 12 | 20 |

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

Suggested Readings:

- 1- Bhende, Asha&Kanitkar Tara Principle of Population studies Himalaya Publications
- 2- Bogue, Donald, J Principle of demography John Wiley and sons New York 1969
- 3- Chandrashekhar S. Asia Population problem Davis Kingsley the population of India and Pakistan New Jersey Princeton 1951
- 4- Rao C.N. Shankar sociology

Reference Book:

1. Raghu Ramakrishnan& Johannes Gehrke, "Database Management System", 3rd Edition, 2014. McGraw Hill Education.

Suggestive digital platforms web links

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.



RKDF UNIVERSITY, BHOPAL
Bachelor of Art(B.A.)
Third Semester

| Course | Category | Subject | SubjectCode |
|------------------|----------|--|--------------|
| Bachelor of Arts | GEC | LANGUAGE AND LINGUISTICS | BA GEC-303/3 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Recognize/understand the structure and various parts of the language

CO2:-Understand the existence of language in the form of different dialects based

CO3:-.Identify the various functions a language performs and the roles assigned to

CO4:-Investigate that all languages behave alike and develop a tolerance for other

CO5:-Asses that making errors is a process of learning and not hesitate to use language for the fear of making errors

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | Language: Language and Communication; Language varieties:Standard and non-standard;language Change. Keywords: communication and language,language acquisition | 12 | 20 |
| II | Structuralism:Distinctive Features of Human Laguage. | 12 | 20 |
| III | Language learning acquistion | 12 | 20 |
| IV | Phonology and Morphology | 12 | 20 |
| V | Syntax and Semantics:Categories and Constituents phrase structure;maxiam of Conversation. | 12 | 20 |

Recommended Books:-

1. Suggestive digital platforms web links

01-Rosan-Management Sales Force-McGraw Hill

02-Anne Coughlan, Erin Anderson - Marketing Channels- Stem & Adel El-Ansary, Pearson,

03-Sachin Bert- Professional approach to modern salesmanship - McGraw Hill

04-SHH Kazmi, Satish K Batra - Advertising And Sales Promotion-McGraw Hill

05-Sanjay-Advertising And Sales Promotion-SBPD Agra

06-Taylor, John (1978).How to start and succeed in a business of your own.p. 290.

07- Belch & Belch-Advertising & Promotion-Tata McGraw Hill

08-Kotler, Philip and Armstrong, Gary, principles of Marketing, Prentice Hall. 2.

Buskirk, Selling: Principles and Practices, McGraw-Hill. 3. Futrell, Charles, Sales Management, South-Western College.

09- Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill

S.A.Chunawalla - Advertising, Sales and Promotion Management, Himalaya.

2 Suggested web links:

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

Suggested equivalent online courses:

[https://www.classcentral.com/course/sales-marketing-alignment-](https://www.classcentral.com/course/sales-marketing-alignment-9729)

[9729 https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process](https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process)



RKDF UNIVERSITY, BHOPAL
Bachelor of Art(B.A.)
Third Semester

| Course | Category | Subject | Subject Code |
|----------------------|----------|--|--------------|
| Bachelor of Arts | GEC | CONSTITUTIONAL HISTORY OF INDIA | BA GEC-303/4 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO1:-Analyze the salient features of the constitutional development during the Company's rule in India from 1773 to 1857 and assess its impact on the freedom struggle of India.

CO2:-Know about the influence of British Crown on India.

CO3:-Critically examine the major reforms by the British government and their impact of the socio-political life of Indians.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|--|--------------------------------|--------------|
| I | <p>Constitutional Development Under the Company's Rule (1773 - 1793)</p> <ol style="list-style-type: none"> 1. Regulating Act, 1773: causes for the passing of the Regulating Act, main provisions of the act. 2. Bengal Judicature Act, 1781. <p>Keywords: Regulating Act, Pitt's India Act, Charter Act, 1793.</p> | 12 | 20 |
| II | <p>Constitutional Development Under the Company's Rule (1813-1853)</p> <ol style="list-style-type: none"> 1. Charter Act of 1813: background, main provisions of the act. 2. Charter Act of 1833 background, main provisions of the act 3. 3. Charter Act of 1853 background, main provisions of the act, significance of the act <p>Keywords: Charter Act of 1813, 1833 and 1853. Keywords: Charter Act of 1813, 1833 and 1853.</p> | 12 | 20 |
| III | <p>Constitutional Development Under the Crown's Rule:</p> <ol style="list-style-type: none"> 1 Government of India Act, 1858. background, main provisions, evaluation 2. Queen Victoria's Proclamation: significance 3. Indian Councils Act, 1861: causes, main provisions, provisions related to provincial legislative assemblies, defects in the act, significance. 4. Indian Councils Act, 1892 causes, main provisions, defects, significance. <p>Keywords: Queen Victoria's proclamation, Indian Councils Act, 1861 and 1892.</p> | 12 | 20 |
| IV | Constitutional Development During the 20th Century: | 12 | 20 |

| | | | |
|---|--|----|----|
| | <ol style="list-style-type: none"> 1. Morley-Minto reforms and Mont-ford reforms. 2. 2 Government of India Act, 1909: causes, government's outlook towards the reforms, main provisions, defects, significance. 3. Government of India Act, 1919 causes, significance of Montague's declaration, Montague-Chelmsford report, passing of the act, preamble of the act, main features of the act <p>Keywords: Government of India Act 1909 and 1919.</p> | | |
| V | <p>Provincial Autonomy, Indian Independence, and Indian Constitution:</p> <ol style="list-style-type: none"> 1. The Government of India Act, 1935. features of the act, Home Government, advisors of the Indian Secretary, High Commissioner, proposed federal plan-organization, criticism, conclusion, meaning of provincial autonomy. 2. Government of India Act, 1947 The Mountbatten plan, factors responsible for Indian independence, provisions and significance of the act. <ol style="list-style-type: none"> 3. Making of Indian Constitution 4. Main features of the Indian constitution | 12 | 20 |

Recommended Books:-

Text Books, Reference Books, Other resources

1. Sumit Sarkar Modern India
2. Jeffery, From Rebellion to the Republic
3. RC Agarwat: The Indian National Movement and Constitutional Development
4. AR Desai India's Path of Development
5. Tara Chand History of Freedom Movement in India.



RKDF UNIVERSITY, BHOPAL
Bachelor of Art (B.A.)
Third Semester

| Course | Category | Subject | SubjectCode |
|------------------|----------|--|--------------|
| Bachelor of Arts | GEC | INDIAN FOREIGN POLICY | BA GEC-303/5 |
| TotalCredit:4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

Co1:- India's world view, geopolitical vision, and key principles.

Co2: New Frontiers of Indian Foreign Policy and Diplomacy.

Co3:.India's Nuclear Policy and Strategy.

Co4:.India's connectivity challenge both on land and at sea.

Co5:.India's Look East and Act East Policy.

Co6:.India's engagement with the Indian Ocean and Indo-Pacific.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Continuity and change in India's foreign policy: principles, interest & strategies.</p> <p>a. Historical perspective of India Policy b. key Principles and Determinants of India Foreign Policy c. India's Geo Economic Strategy.</p> <p>Keywords: Panchsheel, geo-economic, non-alignment</p> | 12 | 20 |
| II | <p>India as a Leading power</p> <p>a. India's Quest for a Multipolar World Order b. New Frontiers of India's Foreign Policy (outer space, polar Regions, Climate Change) c. Nuclear Policy on India.</p> | 12 | 20 |
| III | <p>India Relations with Major Powers</p> <p>a. India Relations with the USA b. India Relations with Russia c. India-China Relations d. India-EU Relations</p> <p>Keywords: Major Powers, EU</p> | 12 | 20 |
| IV | <p>India and United Nation</p> <p>a. India's role in United Nations b. Demand for reform in the UN c. India's role in environment Protection</p> | 12 | 20 |
| V | <p>India in South Asia</p> <p>a. India's Relation with Nepal and Bangladesh b. India's Relation with Pakistan and Afghanistan c. India's relations with Sri Lanka.</p> | 12 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

Mukherji, R. (2014). India and Global Economic Governance: From Structural Conflict to Embedded Liberalism. *International Studies Quarterly*, 16(4), pp. 460-466.97

Basrur, R. (2011). India: A Major in the Making. In Volgy, J. T. et al (Eds.), *Major Powers and the Quest for Status in International Politics: Global and Regional Perspectives*. New York: Palgrave Macmillan.

Chaturvedi, S. (2013). China and India in the 'Receding' Arctic: Rhetoric, Routes and Realities. *Jadavpur Journal of International Relations*, 17(1) pp. 41-68.

• Chaturvedi, S. (2012). *India and Antarctica: Towards Post-Colonial*



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|----------------------------------|
| B.A. | Generic Elective | APPLIED ECONOMICS | BA GEC-303/6 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO1:-Demonstrate a solid understanding of the core concepts and tools of economics.

CO2:- Relate basic economic theory and principles to current economic issues and evaluate related public economic policies.

CO3:-Apply economic principles and reasoning to solving business problems.

CO4:-Interpret charts, graphs, and tables and use the information to make informed judgments.

CO5:-Communicate their knowledge and understanding of economic issues using written, verbal and visual expression.

CO6:-Critically reflect on the broader social consequences of economic decision making.

Syllabus

| Unit | Topics | No. of Lectures | Marks |
|------|---|-----------------|-------|
| I | Historical Background of Applied Economics, Concept of Applied Economics, Scope, Nature and Importance, Its Limitations Difference between Micro and Macro economics, National Income-Concept, Gross National Product, Net National Product & Gross Domestic Product Net Domestic Product, Methods of Measurement of National Income and Problem related to that. | 12 | 20 |
| II | Income and Consumption Relationship- Principles of Determination of Income Classical and Keynes's Theory, Solution of short term and long term consumption function, Consumption function in Indian economy | 12 | 20 |
| III | Value of money- Concept and determinants of value of money, Quantity theory of money, Theory of Fisher and Cambridge, Theory of demand and supply of money, Theory of value of money, Theory of liquidity of money, Keynes's Money income theory. | 12 | 20 |

| | | | |
|--|--|----|----|
| IV | Concept of economic development and economic growth, economic development and its Determining factors, economic and non-economic factors affecting economic growth, classical and modern theories of economic development, stages of economic development of Keynes and Rostow, strategy of balanced and unbalanced development. | 12 | 20 |
| V | Changes in the value of money- Money Inflation, Money deflation, inflation and narrative inflation, demand driven inflation, cost growth inflation, stagflation, effects of Money Inflation & Money deflation in the Indian Economy. | 12 | 20 |
| Keyword/Tag: Income, Consumption, Savings, Investment, Employment, Money, Inflation, Deflation. | | | |

Recommended Reference Books.

| Author | Subject | Publication |
|-------------------|-----------------------------------|-----------------------------------|
| Sinha V.C. | Applied Economics | Sahitya Bhavan Publications, Agra |
| Jhigan ML | Applied Economics | Brinda Publications, New Delhi |
| Sethi T.T. | Applied Economics | Laxmi Narayan Publishers Agra |
| Applied Economics | Sahitya Bhavan Publications, Agra | |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.A. | Generic Elective | FINANCIAL MARKET OPERATIONS | BA GEC-303/7 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO1:- Understand the role and importance of the Indian financial market.

CO2:-Apply and analyse the Concepts relevant to Indian financial markets and financial institutions.

CO3:-Understand and analyse the mechanics and regulation of financial instruments and determine how the value of stocks, bonds, and securities are calculated.

CO4:-Evaluate empirical evidence of the market performance and accordingly the role of regulatory authorities

to develop the financial market.

CO5:-Research and analyse specific problems or issues related to financial markets and institutions.

CO6:-To gain comprehensive knowledge of investors protection.

CO7:-To evaluate the challenges faced by the regulators in financial service industry.

Syllabus

| Unit | Topics | No. of Lectures | Marks |
|------|--|-----------------|-------|
| I | <p>Historical background and Introduction of financial system in India, formal and informal financial sectors. Financial system and economic growth. An overview of Indian financial system 1951 to 1990. Financial sectors reforms after liberalisation 1990 to 1991</p> <p>Money Market- Definition, Functions, Significance and Structure of Money Market. Acceptance house, Discount house, Call money market, New trends in Indian money market. Role of RBI and Commercial Bank in Indian Money Market.</p> | 12 | 20 |
| II | <p>Capital Market- Meaning and Components of Capital market, Securities market, Cash Markets Equity and Debts, Depositories. Function of Stock market, Stock brokers, Margin trading, Forward trading, Primary and Secondary market, NSE, BSE, NIFTY,SENSEX, OTCEI.</p> | 12 | 20 |
| III | <p>Stock Exchange Board of India- SEBI as capital market regulators. Objectives, functions, powers and Organisational structure of SEBI. SEBI Guideline on primary and secondary market. Listing procedure and legal requirement. Public issue pricing and marketing</p> | 12 | 20 |
| IV | <p>Stock Exchange and Investor- Functionaries on Stock Exchange-Brokers, Sub Brokers, Market makers, Jobbers, Portfolio consultants, Institutional investors, Investor's protection- Grievances, Dealing and their removal, Grievance cells in Stock exchange, SEBI, Company law board, Press, Remedy through courts.</p> | 12 | 20 |
| V | <p>Financial Services- Introduction of Financial services industry in India. Merchant- Banking meaning and scope, Underwriting and regulatory framework of Merchant Banking in India. Leasing and hire purchase, Consumers and Housing finance, Venture Capital finance, factoring services, Concept function and types of Credit rating.</p> | 12 | 20 |

Recommended Reference Books.

| Author | Subject | Publication | City |
|------------------------------|------------------------------------|----------------------------|-------------|
| E. Gordan K. Natarajan | Financial Markets and Operation | Himalaya Publishing House | New Delhi |
| Alok Goyal, Mridula Goyal | Financial Markets Operation | VK Global publications | Faridabad |
| Dr. F.C Sharma | Financial Markets Operation | SBPD Publication | Agra |
| Dr. Bhuvna Venkatraman | Financial Markets Operation | Sahitya Bhawan Publication | Agra |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-------------------------|--|--|
| B.A. | Generic Elective | E-Commerce | BA GEC-303/8 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO1:-To learn the fundamentals of E-Commerce and its process.

CO2:-To understand the role of E-commerce in the present scenario along with the concepts of security and its applications.

CO3:-To gain knowledge of e-commerce business needs and resources and match to technology considering human factors and budget constraints.

CO4:-To apply knowledge of changing technology on traditional business models and strategy.

CO5:- To have skills to Communicate effectively and ethically using electronic communication.

| Unit | Topics | Duration (In Hours) | Marks |
|------|---|------------------------|-------|
| I | Introduction Brief history of e-commerce Types, Advantages & Disadvantages of e-commerce, Elements of e-commerce, Principles of e-commerce, Messaging and Information distribution, Messaging and information distribution, Common service infrastructure, other key support layers | 12 | 20 |
| II | EDI to e-commerce: EDI Origin, System approach and communication approach, Migration to open EDI-Approach Benefits, Mechanics, E-com with WWW/Internet. E-Government- Concepts, Applications of G2C, G2B, G2G | 12 | 20 |
| III | Electronic communication : PC and networking, Network topologies and communication media, E-mail, OSI and TCP/IP Models, LAN, WAN, MAN Internetworking - Bridges and gateways, Internet Vs Online services, Open vs. Closed Architecture, Controlled contained Vs Uncontrolled contained, Metered Pricing Vs Flat pricing, Innovation Vs Control. | 12 | 20 |
| IV | www & Electronic Payment System: Applications - what is web, Why is the Web such a hit, The Web and E-Com, Concepts & Technology -Key concepts, Web Software development Tools. Electronic payment system - Overview, Electronic or digital cash, Electronic Checks, Online credit card based system other Engineering financial instruments, Consumer legal and Business issues | 12 | 20 |
| V | Security and Application Need of computer security, Specific intruder approaches, Security strategies, Cryptography, Public key encryption, Private key encryption, Digital signatures Advertising on the internet: Marketing, Creating a website. Electronic publishing issues, EP architecture, EP tools, Web page EP-Baseline issues, Application tools and publishing on the internet. | 12 | 20 |

Recommended Text Books:

1. "Electronic Commerce" By Ravi Kalakota and Andrew B.
2. "Web Commerce Technologies Handbok" By Daniel Minoli & Emma Minoli
3. "E-Commerce" By Dr. Varinder Bhatia
4. "Promise Of E-Governance" By MP Gupta
5. Book published by M.P. Granth Academy, Bhopal

Recommended Web Reference:

1. https://onlinecourses.nptel.ac.in/noc19_mg54/preview
2. https://onlinecourses.swayam2.ac.in/cec19_cm01/preview 3. <https://www.coursera.org/lecture/innovative-entrepreneur/e-commerce-the-internet-as-a-selling-platform-DYSNa>
4. <https://www.mooc-list.com/tags/e-commerce-market>
5. https://onlinecourses.swayam2.ac.in/nou21_cm14/preview
6. <http://www.mphindigranthacademy.org/>



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|---------------------|
| B.A. | SEC | Startups & Entrepreneurship | BA-304/1 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to

CO1:-Understanding related to the tools necessary to create sustainable and viable businesses.

CO2:-Understand the fundamental concepts of start-ups and entrepreneurship.

CO3:-Understanding idea generation, business planning, and market analysis.

CO4:-Generate innovative ideas and exploit market opportunities by turning them into a feasible business plan.

CO5:-Foster an entrepreneurial mindset, including creativity, innovation, resilience, and adaptability, for successful startup ventures

Syllabus

| Units | Content | Duration | Marks |
|-------|---|----------|-------|
| 1 | Concept and Nature of Entrepreneurship, Entrepreneurial Trait, Types and Significance, Role and Importance of entrepreneur in economic growth. | 12 | 20 |
| 2 | Entrepreneurial Development programmes in India, History, Support, Objectives, Stages of Performance, Entrepreneurial Environment, EDP and their valuation. | 12 | 20 |
| 3 | Entrepreneurial Behavior and entrepreneurial Motivation N- Achievement and Management success. Innovation and Entrepreneur, Entrepreneurial Success in Rural Areas. | 12 | 20 |
| 4 | Establishing Entrepreneur System, Search for Business Idea, Sources of Ideas, Idea Processing, Input requirement. | 12 | 20 |
| 5 | Sources and Criteria of Financing, fixed and Working capital assessment, technical assistance, Marketing assistance, Sickness of units and Remedial assistance | 12 | 20 |

Suggested Readings

1. Desai Vasant, Small Scale Industrial Industries & Entrepreneurship
2. Shukla M.B., Entrepreneurship & Business Management
3. Gupta C.B., Entrepreneurship Development in India



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|-----------------|----------|--|--------------|
| B.A. | SEC | RETAIL MANAGEMENT | BA-304/2 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO-1 understand the functions of retail business and various retail formats and retail channels.

CO-2: get knowledge about retail communication and visual merchandising.

CO-3:- understand the functions of retail business and various retail formats and retail channels.

CO-4: acquire insights about the customer relationship and ethics in retail

CO-5: analyze retail market and financial strategy including product pricing. Integrate the retail management and information system.

Syllabus

| Units | Content | Duration | Marks |
|-----------|---|-----------|-----------|
| 1 | <p>Retail Theory and Practices</p> <ul style="list-style-type: none"> a. Retail:Nature,Scope and Types b. India Retailing Scenario c. Retail Manager-Roles,Skill and Scope <p>Keywords: Retailing Scenario,Role of Retail manager</p> | 12 | 20 |
| 2 | <p>Retail Marketing & Communication</p> <ul style="list-style-type: none"> a. The Role of Marketing in Retail b. The Retail Marketing Mix - Product, Price, Place, Promotion, Presentation and People c. c.The STP Approach-Segmentation, the Target Market, Positioning d. d. d.The Retail Communication Mix- Advertising, Sales Promotion, Public Relations and Publicity, Personal Selling, Point of Purchase (POP),Displays e. e.The Concept of Integrated Marketing Communication. <p>Keywords: STP, Communication Mix</p> | 12 | 20 |
| 3 | <p>Retail Store Design, Visual Merchandising.</p> <ul style="list-style-type: none"> a. Importance of Store Design, Exterior and Interior Store Design -Fixtures, Flooring and Ceilings, Lighting, Graphics and Signage b. Types of Layouts, Layout Selection, Methods of Display <p>Keywords: Store Design, Layouts</p> | 12 | 20 |
| 4 | <p>Retail Pricing & Customer Relationship Management</p> <ul style="list-style-type: none"> a. Concept and Elements of Retail Price, Price Determination, Retail Pricing. b. Concept of Customer Service, Importance of Service In Retail Policies. c. Measuring the Gaps in Service, Gathering Customer Information and Enhancing Loyalty . d. Importance of Customer Relationship Management in Retail. e. Keywords: Pricing in Retail, CRM | 12 | 20 |
| 5. | <p>Ethnic in Retail</p> <p>Ethics in Retailing Customers, Community and the General Public.</p> <p>Employees, Business Partners, Shareholders, Banks</p> | 12 | 20 |

| | | | |
|--|---|--|--|
| | and the Other. Professional Organisations Keywords: Ethics, Stakeholders. | | |
|--|---|--|--|

Suggested Readings

Levy Michael, Weitz Barton Retailing Management, V Edition, Tata McGraw Hill, New York, 2006
Berman Berry, Evans JR- Retail Management A Strategic Management Approach, IX
Edition, Pearson Education, New York, 2006
Pradhan Swapna- Retailing Management-Text and Cases, II Edition, Tata Mc Graw Hill, India, 2007 Nair
Suja Retail Management, V Edition, HPH, Mumbai, 2006
5 Sinha, Uniyal- Managing Retailing, Oxford University Press, Delhi
6. Agarwal, Bansal, Yadav, Kumar Retail Management, Pragati Prakashan, Mecrut
7 Berman Berry, Evans J.R.- Retail Management- A Strategic Management Approach, TX
Edition, Pearson Education, New York, 2006 8. Pradhan Swapna- Retailing Management-Text and Cases,
11 Edition, Tata Mc Graw Hill.
Suggestive digital platform web links

<https://fgc.kar.nic.in/vemagal/FileHandler/61-72ac8417-1fcc4590-8def-7eba23116cd2.pdf>



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|---------------------|
| B.A. | SEC | CREATIVE WRITING | BA-304/3 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO-1:The art of writing and self -expression

CO-2:how to write for high reputed publication companies

CO-3:Becoming an Enriched writer for media and having clarification of thought.

Syllabus

| Units | Content | Duration | Marks |
|-----------|--|-----------|-----------|
| 1 | <p>Creative art of writing</p> <p>1. What is Creative Writing? 2. Essential Features of Creative Writing</p> <p>Keywords: Well-knit, Unity and order, Coherence and completeness etc.</p> | 12 | 20 |
| 2 | <p>Writing Skills</p> <p>1. The Art and Craft of Writing, Story, Novel, Drama, Memoir, Biograph Autobiography etc.</p> <p>Keywords: Character, Plot, Theme, Setting Style and diction. Point of view and Literary devices</p> | 12 | 20 |
| 3 | <p>Manners of Writing</p> <p>1. Modes of Creative Writing!" 2. Ethics of writing for Official and Unofficial Purposes</p> <p>Keywords: Narrative technique, descriptive method, expository/informative approaches, Persuasive and reflective manners etc.</p> | 12 | 20 |
| 4 | <p>3</p> <p>1. Writing for the Media and Journals</p> <p>Keywords: Outline, Simple words, Avoiding fillers. Short sentences and paragraphs, Editing, Drafting and re-drafting. Conveying message easily etc.</p> | 12 | 20 |
| 5. | <p>Methods of Writing for Publication</p> <p>1. Preparing for Publication and Citing Resources 2. Writing Story, Novel, Drama, Poetry etc.</p> <p>Keywords: Abstract, Introduction, Hypothesis, Review of literature, Result and findings, Research rules such as references etc.</p> | 12 | 20 |

Suggested Readings

Textbooks, Reference Books, Other Resources

Creative writing A Beginner's Manual by Anjana Neira Dev and Others, Published by Person Delbi, 2009

Suggest digital platform web links

bapen.wikipedia.org/wiki/Relational model (Working Link for the www.google.com/hgcreative writing&rig-ICIRENS enTN9251N925&oq=reative twnt



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|---------------------|
| B.A. | SEC | TOURISM,TRANSPORT AND TRAVEL SERVICES | BA-304/4 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to:

CO1:- Understand the core concept of tourism, travel and transport services

CO2:- Practically perform passport and visa formalities

CO3:- Manage airport ground handlings CO-4 Independently escort the tourists group

CO5:-Understand and practically know the procedure and functioning of a travel

Syllabus

| Units | Content | Duration | Marks |
|----------|--|-----------|-----------|
| 1 | <p>Tourism: Types and Forms:</p> <ol style="list-style-type: none"> 1. 1 Types of tourism: Inter-regional and intra-regional tourism, domestic and international tourism 2. Forms of tourism religious, historical, social, health, business, sports and adventure, senior tourism <p>Keywords: Types and Forms of Tourism. etc.</p> | 12 | 20 |
| 2 | <p>Travel Agencies and Travel Agents</p> <ol style="list-style-type: none"> 1. 1 Travel Agency and Tour Operation Thurines Lickages and arrangements with hotels, airlines, and transport ageless. 2. Approval of Travel Agents and Tosa Operators Approval by Depart of Tourism, Government of India, IATA Cernational Air Transpor Association) rules and regulations for approval of a travel agency approval by airlines and railways <p>Keywords: Rules and Regulations. Tourist Counselling, Marketing of Tour Packages</p> | 12 | 20 |
| 3 | <p>Case study of some cultural events – 1.Ganga Mahossava, Taj Mahotsava, Tamson Samarah.Dance festival.</p> <p>Keywords: Mahotsavas and Dance Festivate</p> | 12 | 20 |
| 4 | <p>Tourist Guide, Duties, Responsibilities and Skills-</p> <ol style="list-style-type: none"> 1. 1.Procedure of getting a guide license. 2. Review of itinerary, checking vehicle, locating vehicle, and contacting driver 3. Skills leading the group, general instructions to the participants an 4. monuments, sacred places, and crowded areas, giving commentary, | 12 | 20 |

| | | | |
|-----------|--|-----------|-----------|
| | answering questions, and concluding a tour Keywords: Interaction with the Touris | | |
| 5. | Air Travel Airlines and Airports- 1. Formalities: passport, visa, health requirements, taxes, customs, currency, travel insurance, baggage, and airport information 2. Cooperation between airlines and service providers. 3. Principles of customer service, baggage handling Keywords: Passport, Visa, Service Providers, Customer Services | 12 | 20 |
| 6. | Field Visit/ Training - Each student is required to participate in a 2-3-day field study tour. The objectives behind the field tour are to provide practical knowledge of tourist resources of the country and to analyze the existing infrastructure and amenities of tourism development and to examine prospects of tourism promotion, (50 Marks) Presentation based on the visit. (25 Marks) Viva-Voce. (25 Marks) | | |

Suggested Readings

1. Bhatia A. K.: International Tourism Fundamental & Practices, Sterling Publishers, New Delhi, 1995
2. Bhatia A. K: Tourism Development: Principles, Practices & Philosophy Sterling Publishers, New Delhi
3. Negi J. M. S.: Tourism & Travel Concepts and Principles, Gitanjali Publishing House, New Delhi.
4. Holloway, J.C., The Business of Tourism, McDonald and Evans, Plymouth, 1993.
5. Syrratt Gwenda, Manual of Travel Agency Practice, Butterworth Heinemann, London, 1995.
6. Stevens Laurence, Guide to Starting and Operating Successful Travel Agency, Delmar Publishers, Inc. New York, 1990.
7. Gaddy B. & Parkin L.; Urban Interpretation: Vol. 1, Issues and Settings; Vol. II Techniques and Opportunities, Working Papers, School of Planning, Oxford Polytechnic, 1991.
8. Pond K.L. The professional Guide: Dynamic of Tour Guiding, Van Nostrand Reinhold, New York,

Suggestive digital platform web links

1. https://onlinecourses.swayam2.ac.in/sec_20_pc19/preview



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Third Semester

| Course | Category | Subject | Subject Code |
|-----------------|----------|--|---------------|
| B.A. | SEC | MANAGING ELECTIONS AND ELECTION CAMPAIGN | BA-304/5(SEC) |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes:

After completing this course student will be able to

- CO1:-Learn about the procedure to file an election nomination and the technical issues involved it.
- 2CO2:-Learn the difference in approach of political parties while entering into election mode.
- CO3:-Understand the importance and ways of making posters, pamphlets and manifesto in order to publicise their candidates.
- 4.Made aware of the role of new media and technology involved in election campaign..
- 5.Explain the election code of conduct including the ethics to be maintained in expenditure and 6.elections campaign f. Know about the election procedure.
- 7.Know the on ground challenges and solutions to resol

Syllabus

| Units | Content | Duration | Marks |
|----------|---|-----------|-----------|
| 1 | <p>Electoral Democracy and Management of Elections</p> <p>a. Democracy: meaning and its kinds b. Electoral Democracy vs Liberal Democracy: A Perspective c. How Crucial is Management of Elections?</p> <p style="margin-left: 40px;">I. Role of an Election Manager/ consultant II. Role of Treasurer III. Idea of 'Star Campaigners'</p> <p>Keywords: Democracy, Liberal, Election Consultancy</p> | 12 | 20 |
| 2 | <p>Organizational management and election campaign</p> <p>a.Membership Drive b.Booth Management</p> | 12 | 20 |
| 3 | <p>Traditional methods of Electoral Campaign:</p> <p>i. Posters ii. Pamphlets/Campaign Material iii. News portals, both print and electronic iv. Rallies b.Use of New Techniques and Methods in Election Campaign: I. Social Media Platforms/ IT Cells ii. Digital Marketing for Political Campaigns such as mass texting, etc. iii. Crowd Funding.</p> | 12 | 20 |
| 4 | <p>Learning from field experts</p> <p>Exposure visit to political parties's office (Membership drive, learning about the proceeding related to campaigns, planning of electoral campaign and its execution.</p> | 12 | 20 |
| 5 | <p>discuss case studies related to election practices & reforms</p> <p>b. A webinar to interact with State election commission members understanding the election procedure.</p> <p>Keywords: party office, booth management, State Election Commission</p> | 12 | 20 |

Suggested Readings

Lambert, P. (2000). A Decade of Electoral Democracy: Continuity, Change and Crisis in Paraguay. *Bulletin of Latin American Research*, 19(3), pp. 379-396

a. Yadav, (2000) 'Understanding the Second Democratic Upsurge', in Frankel, Z. Hasan, and R. Bhargava (eds.) *Transforming India: Social and Political Dynamics in Democracy*, New Delhi: Oxford University Press, p 120-145.

b.. Jaffrelot, (2008) 'Why Should We Vote? The Indian Middle Class and Functioning of World's Largest Democracy', in *Religion, Caste and Politics*

c.G. Rose, (2005) 'How to Be a Media Darling: There's No getting Away From It'. *State Legislatures*, Vol. 31(3).

d.Herrnson, P. (1988). The Importance of Party Campaigning. *Polity*, 20(4), pp. 714-719. West, D.

(1994). Television Advertising in Election Campaigns *Political Science Quarterly*, 109(5), pp. 789-809.

e. Goldstein, K., & Freedman, P. (2002). Campaign Advertising and Voter Turnout: New Evidence for a Stimulation Effect. *The Journal of Politics*, 64(3), pp. 721-740.

f.Kahn, K., & Kenney, P. (1999). Do Negative Campaigns
. <https://onlinecourses.swayam2.ac.in/sec20pc19/preview>



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

| Course | Category | Subject | Subject Code |
|------------------------|----------|--|-----------------|
| B.A. | SEC | SOCIAL SURVEY AND REPORT WRITING | BA-304/6 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Learning outcomes (CLO):

After the successful completing of the course, the students will be able to understand and capable for following: Understand the Fundamentals of Social Survey
Understand the Social Survey techniques and Data Analysis
Understand the process of effective writing of social survey Gain detailed knowledge about major Social Survey Institutes of India Apart of this, will get knowledge about Career Enhancement Opportunities in this field of Social Survey and Report Writing.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|--|--------------------------------|--------------|
| I | Fundamental of social Survey 1. Social Survey: Concept, Matter, Scope, Objectives And Importance, Steps of Social Survey, Process, Merits And Limitations, Qualities Of Good Social Surveyor 2. Forms of Data Collection: Primary and Secondary Sources, Survey Planning 3. Survey Instruments: Observation, Interview Questionnaire, Schedule, Sealing Techniques, Social Distance Measuring Scale, Socio metry | 12 | 20 |
| II | Data Analysis And Report Writing: 1. Survey Response Rate, Pretesting Survey Technique 2. Classification, Analysis and Tabulation of Data, Diagrammatic And Graphic Presentation, Use Of Statistics Software, Releasing Information and Data Protection. | 12 | 20 |
| III | Major Survey Research and Training Institutes Of India: 1. Survey Of India 2. National Sample Survey Organization(NSSO) 3. Indian Council of Social Science And Research(ICSSR) 4. National Environmental Engineering Research(NEERI) 5. Council for Scientific and Industrial Research(CSIR) 6. Tata institute of Social Science(TISS) 7. Tata Institute of Fundamental Research(TIFR) | 12 | 20 |
| IV | Practical 1. Diagrammatic and Graphic Presentation Of Rural And Urban Population of Madhya Pradesh 2. Making of Pilot Survey Report on any Social Issue 3. Use any survey techniques to collect Primary Data of the problem of your locality and report writing Project/Field Trip: 1. Visit to Registered N.G.Os. Visit to Central Jail, Sos Village(AnyOne) | 12 | 20 |
| V | Project 1. Visit to Registered N.G.Os. 2. Visit to Central Jail, Sos Village(Anyone) | 12 | 20 |

****Note: Topic/ Topics in Bold Italic represent enhancements made by the college.***

Text Books, Reference Books, Other resources

(1) R.K. Mishra, IS Yadav, A. P Kumar, S P Mishra, J. Kiranmai, "Risk Management in Banking, Insurance and Financial Services", 2014, Academic Foundation.

(2) R. Gordan & Natarajan, "Future scenario of Financial services", Himalaya Publication

(3) Satyadevi, C., Financial Services Banking and Insurance, S.Chand

(4) Kunjukunju, Benson, Mohanan,S, "Financial Markets and Financial Services In India",New Century Publication

(5) Dhanesh Kumar Khatri, "Derivatives and Risk Management", Macmillan

(6) Khan, M. Y. Financial Services. New Delhi: Tata McGraw Hill Education. (2005) (7) Machiraju, H. R.

Indian Financial System. New Delhi: Vikas Publishing House (2010). (8) Agarwal, O. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011).

Suggestive digital platforms web links

1 <https://ves.ac.in/tulsitech/wp->

Rise and grecontent/uploads/sites/16/2017/05/Banking Financial Services and Insurance.pdf

2 <https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf>

3 <https://nsdeindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf>

4 <https://sgp.fas.org/crs/misc/IF10043.pdf>

5 <http://impcollege.org/downloads/BASICS> OF FINANCIAL SERVICES 1.pdf



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Third Semester

| Course | Category | Subject | Subject Code |
|-------------------------|----------|---|--------------|
| B.A. | SEC | व्यक्तित्व विकास | BA-304/7 |
| Total Credit : 4 | | Max. Marks : 100 (Internal : 40 + External : 60) | |

पाठ्यक्रम परिणाम:

कोर्स पूरा होने के बाद छात्र सक्षम हो सकेंगे

1. छात्र व्यक्तित्व गतिशीलता की मूल बातों के बारे में ज्ञान प्राप्त करेंगे
- 2- छात्र व्यक्तित्व विकास की तकनीकों को लागू करना सीखेंगे 3. छात्र अपने व्यक्तित्व में आत्म-लचीलापन और मुखरता के कौशल विकसित करेंगे।
4. छात्र साक्षात्कार कौशल सीखेंगे।
5. छात्र व्यक्तित्व विकास के लिए आवश्यक जीवन कौशल के महत्व को समझ सकेंगे।

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | व्यक्तित्व, सफलता और असफलताओं का सामना व्यक्तित्व की अवधारण, सफलता क्या है ? सफलता प्राप्त करने में बाधाएं सफलता के लिए जिम्मेदार कर्क, प्रभावी आदतें विकसित करना असफलता क्या है ? – असफलताओं को प्रभावित करने वाले कर्क, असफलताओं से सीखना, असफलताओं पर काबू पाना, विश्वास की शक्ति, विश्वास का अभ्यास स्वाट विश्लेषण और लक्ष्य निर्धारण (स्पेसिफिक, मापन योग्य, प्राप्ति योग्य, वास्तविक, समयबद्ध, स्मार्ट लक्ष्य | 12 | 25 |
| II | समय और तनाव प्रबंधन और रोजगारपरकता – लब्धि एक संसाधन के रूप में समय, समय की बर्बादी के कारकों की पहचान, बेहतर समय प्रबंधन के लिए तकनीक, तनाव का परिचय, तनाव के कारण और प्रभाव, तनाव प्रबंधन, रिज्यू में बिल्डिंग, गुप डिस्कशन में भाग लेने की कला, साक्षात्कार – अक्सर पूछे जाने वाले प्रश्न साक्षात्कार, अभ्यास सत्र | 12 | 25 |
| III | संचार कौशल और डिजिटल शिष्टाचार संचार कौशल : प्रभावी पठन/लेखन/श्रवण/कौशल हार्ड स्किल्स और सॉफ्ट स्किल्स, मंच के डर पर काबू पाना, बॉडी लैंग्वेज की भूमिका, पेशेवर प्रस्तुति की कला, प्रस्तुतियों में श्रव्य और दृश्य माध्यम का उपयोग, सामाजिक शिष्टाचार प्रतिदिन के प्रबंधन में सूचना और संचार प्रौद्योगिकी का उपयोग सोशल मीडिया का प्रभावी उपयोग, इमेल शिष्टाचार, उपयोगी इलेक्ट्रॉनिक गैजेट और मोबाइल एप्लीकेशन | 12 | 25 |
| IV | 1. स्वाट (SWOT) विश्लेषण 2. लक्ष्य निर्धारण 3. समय प्रबंधन 4. रिज्यूमें लेखन और मॉक साक्षात्कार सत्र 5. संचार कौशल 6. ई-मेल | 12 | 25 |
| V | प्रोजेक्ट/क्षेत्र भ्रमण 1. किसी एक सफल व्यक्तित्व के जीवन से प्राप्त सीख के आधार पर एक रिपोर्ट प्रस्तुत करें । 2. व्यक्ति विकास प्रशिक्षण संस्थान का भ्रमण तथा वहां से प्राप्त जानकारी के आधार पर रिपोर्ट प्रस्तुत करें । | 12 | 20 |

PART-C : LEARNING RESOURCES

Textbooks, Reference Books, Other Resources

Suggested Readings:

Reference Book :

1. Andrews, Sudhir (1998) How to Succeed At Interviews. (21st Rep) Tata Megraw-Hill New Delhi
2. Convey, Stephen 1989, The Seven Habits of Highly Effective People. NY : Free Press
3. Hindle, Tim 2003, Reducing Stress, Essential Manager Series, DK Publication.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

SCHEME

Fourth Semester

| Subject Type | Subject Code | Subject Name | End Semester Examination | Internal (CAA) Continuous Assessment & Assignment | Maximum Marks | Credit |
|--------------------------|-----------------|---|--------------------------|---|---------------|--------|
| Major | BA-401 MAJOR | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Minor | BA-402 Minor | 1. Political Science 2. History 3. Sociology 4. Economics 5. English Literature 6. Hindi Literature | 60 | 40 | 100 | 06 |
| Generic Elective | GEC BA-403 | 1. personality development 2. Sociology of Journalism and Media 3. Language, Literature and Culture 4. Constitutional history (1773 to 1947) 5. Basics of public Administration 6. Rural Development in India 7. Organisational Behaviour | 60 | 40 | 100 | 04 |
| Skill Enhancement Course | BA-404 (SEC) | 1. Communication Skills 2. Financial Services and Insurance 3. Art Appreciation: An Introduction to Indian Art 4. Your law & Your Right 5. Social welfare and Security | 60 | 40 | 100 | 04 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 400 | 20 |

Note :

1.The Student those who have selected Major subject in Semester-1 that Same subject student will study in Semester-4 as Major Subject.

2.The Student those who have selected Minor subject in Semester-1 that Same subject student will study in Semester-4 as. Minor Subject

3.The Student may opt for one subject from amongst Generic elective Course.

टिप्पणी:

1.जिस छात्र ने सेमेस्टर-1 में प्रमुख विषय का चयन किया है, वही विषय वाला छात्र सेमेस्टर-4 में प्रमुख विषय के रूप में अध्ययन करेगा।

2.जिस छात्र ने सेमेस्टर-1 में माइनर विषय का चयन किया है, वही छात्र सेमेस्टर-4 में उसी विषय का अध्ययन करेगा।

3. छात्र जेनेरिक वैकल्पिक पाठ्यक्रम में से एक विषय का चयन कर सकता है।



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------------|--------------|--|--------------|
| B.A. | Major | WESTERN POLITICAL THINKERS | BA-PS-401 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Student will be able to thought of Plato and Aristotle.

CO2:-Student will be able to explain social and political ideas of St. Augustine and St.Thomas Aquinas, Machiavelli .

CO3:- Explain the key ideas of all the political philosophers given in course.

CO4:- Make a distinction among Hobbes, Locke and Rousseau on the state of nature.

CO5:- The law of nature .Nature and form of Contract and the emergence of state from the contract.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>Plato</p> <ul style="list-style-type: none"> * Ideal state. * Philosopher king. * Theory of Justice. * System of Education <p>Aristotle</p> <ul style="list-style-type: none"> • Citizenship. • Justice. • Slavery. • Classification of government. | 18 | 20 |
| II | <p>St. Augustine & Thomas Aquinas</p> <p>I. Christianity & State</p> <p>Machiavelli.</p> <p>I. Religion and politics</p> <p>II. Republicanism.</p> | 18 | 20 |
| III | <p>Hobbes, Locke & Rousseau</p> <p>I. State of Nature.</p> <p>II. Natural Rights.</p> <p>III. Social contract.</p> <p>IV. State and Political Obligation.</p> | 18 | 20 |
| IV | <p>Bentham & J.S.Mill</p> <p>I. Utilitarianism.</p> <p>II. Liberty, representative Government.</p> | 18 | 20 |
| V | <p>Contributions of Women Thinkers</p> <p>a. pandita Ramabai</p> <p>b. Savitri Bai Phule.</p> | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Parekh, Bhikhu (ed.), 1993. Jeremy Bentham: Critical Assessments. London: Routledge.
2. Stark, Warner. 2004. Jeremy Bentham's Economic Writings: Critical Edition. London: Francis and Taylor.
3. Semple, Janet. 1993. Bentham's Prison: A Study of the Panoptican Penitentiary. London: Clarendon Press.
4. Sabire, G. H. 1973. A History of Political Theory. New Delhi: Oxford- IBH. Smith G.W. 1998.
5. John Stuart Mill's Social and Political Thought: Critical Assessments. London: Routledge. Zakaras Alex and Urbinati Nadia. 2007.
6. J.S. Mill's Political Thought: A Bicentennial Reassessment. New Delhi: Cambridge University Press.
7. Yolton, J. W., ed., 1969. John Locke: Problems and Perspectives. Cambridge, United Kingdom: Cambridge University Press.
8. Zuckert, Michael, Launching Liberalism: On Lockean Political Philosophy. Lawrence, KS: University Press of Kansas. Cranston, Maurice (1982).
9. Jean-Jacques: The Early Life and Work. New York: Norton. Gauthier, David (2006). Rousseau: The Sentiment of Existence. Cambridge: Cambridge University Press. Simpson, Matthew (2006).
10. Rousseau's Theory of Freedom. London: Continuum Books.
11. Martinich, A. P. (1997) Thomas Hobbes, New York: St. Martin's.
12. Martinich, A. P. (1999) Hobbes: A Biography, Cambridge: Cambridge University Press.
13. Vieira, Monica Brito. (2009) The Elements of Representation in Hobbes, Leiden: Brill.
14. Zagorin, Perez. (2009) Hobbes and the Law of Nature, Princeton NJ: Princeton University Press.
15. Aristotle. New York: Routledge. Strauss, Leo, Joseph Cropsey. 1987. A History of Political Philosophy. Chicago: University of Chicago Press.
16. Wolff, Jonathan. 2006. An Introduction to Political Philosophy. New Delhi: OUP



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Minor | THEORIES OF INTERNATIONAL RELATIONS | BA-PS-402 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1. Familiarization with the key concepts of the discipline of IR.

CO2. Understanding of linkages between classical Realism and Classical Geopolitics.

CO3. Comprehensive understanding of the key assumption and arguments of the mainstream IR.

CO4. Appreciation of what is Global IR and why non-western perspectives are needed.

CO5. Understanding the agency of the Global South in these areas is key to countering IR's ethnocentrism and developing new concepts, theories and methods.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <ul style="list-style-type: none"> • Key concepts: • Power & Domination. • Anarchy & Interdependence. • Globalization. • Sustainability. • Power, Environment, Security, Sovereignty. | 18 | 20 |
| II | <p>Mainstream IR theories:</p> <p>1. Realism (national interest, national power, national security, security dilemma, balance of power, structural realism, defensive/offensive realism)</p> <p>I. Liberalism (interdependence, neoliberal institutionalism, commercial liberalism, democratic, peace theory, international law, regimes, world public opinion).</p> <p>II. Marxism.</p> <p>III. Feminism.</p> | 18 | 20 |
| III | <p>Major Theories of IR</p> <ul style="list-style-type: none"> *System theory. *Decision Making theory *Game theory. | 18 | 20 |
| IV | <p>Changing International Political Order:</p> <ul style="list-style-type: none"> *cold-war & Bi-polarity. *Collapse of soviet union. *Post cold-war & Uni-Polarity. * Multi-Polarity. | 18 | 20 |
| V | <p>Towards a Global IR : Role and relevance of Non-Western Perspectives</p> <ul style="list-style-type: none"> I. Eastern ideas of state. II. Idea of international system. | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings

Gilligan, M. (1997) Empowering Exporters: Reciprocity, Delegation, and Collective Action in American Trade Policy, Ann

University of Michigan Press.

Gilpin, R. (1981) *War and Change in World Politics*, Cambridge, Cambridge University Press. (1987)

The Political Economy of International Relations, Princeton, NJ, Princeton University Press. (1994) ‘

The cycle of great powers: has it finally been broken?’ in Lundestad, G. (ed.),

The Fall of Great Powers: Peace, Stability, and Legitimacy, Oslo, Scandinavian University Press.

Goldgeier, J. and McFaul, M. (1992) ‘A tale of two worlds: core and periphery in the post-cold war era’, *International Organiza*

Gong, G. (1984)

The Standard of ‘Civilization’ in International Society, Oxford, Clarendon Press.

Gorry, J. (2000) ‘Just War or just war? The future of a tradition’, *Politics* 20: 177–83.

Goulding, M. (1993) ‘The evolution of UN peacekeeping’, *International Affairs* 69: 451–64.

Gourevitch, P. (1998) *We Wish to Inform You that Tomorrow We Will Be Killed with Our Families: Stories from Rwanda*

Straus & Giroux. Gowa, J. (1989) ‘Rational hegemony, excludable goods, and small groups’, *World Politics* 41: 307–24. —

‘Democratic states and international disputes’, *International Organization* 49: 519–22. Gray, C. (2000)

Geopolitics, Geography and Strategy, London, Frank Cass. Greene, O. (1999)

‘Environmental issues’, in Baylis, J. and Smith, S. (eds), *The Globalization of World Politics*, Oxford, Oxford University

Press.

Greenfeld, L. (1992) *Nationalism: Five Roads to Modernity*, Cambridge, MA, Harvard University Press.

Greider, W. (1998) *One World, Ready or Not: The Manic Logic of Global Capitalism*, New York, Touchstone.

Grieco, J. (1990) *Cooperation among Nations*, Ithaca, NY, Cornell University Press.

Griffiths, M. (1992) ‘Order and international society: the real realism?’, *Review of International Studies* 18: 217–40. —(1

Idealism and International Politics, London, Routledge. —(1999) *Fifty Key Thinkers in International Relations*, London, R

O’Callaghan, T. (2001) ‘The end of international relations.

Crawford, M. and Jarvis, D. (eds), *International Relations: Still an American Social Science?*, Albany, NY, State University

Grunberg, I. (1990) ‘Exploring the myth of hegemonic stability’, *International Organization* 44: 431–77.

Guibernau, M. and Jones, R. (eds) (1997) *The Ethnicity Reader: Nationalism, Multiculturalism and Migration*, Cambridge,

Guillemin, J. (1999) *Anthrax: The Investigation of a Deadly Outbreak*, Berkeley, CA, University of California Press.

Gutmann, M. (1988) ‘The origins of the Thirty Years War’, *Journal of Interdisciplinary History* 18: 749–70. Guzzini, S. (19

International Relations and International Political Economy: The Continuing Story of a Death Foretold, London, Routledge.

Haacke, J. (1996) ‘Theory and praxis in international relations: Habermas, 373 self-reflection, rational argumentation’, *Mill*

International Studies 24: 255–89.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts(B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Major | HISTORY OF INDIA (1740AD to 1857AD) | BA-HS-401 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Students will acquire knowledge regarding the primitive life and cultural status of the people of Medieval India.

CO2:-They can gather knowledge about the Delhi sultanate & Mughal kingdom, culture, religion and political history of India.

CO3:-They will also acquire the Knowledge of changing socio-cultural scenarios of India. By studying this paper, students will get to know the golden past of India and feel proud of them selve.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Establishment of East India Company I. Sources of Modern Indian History II. Advent of Europeans in India III. Karnataka Wars- Causes, events & consequences. IV. Third Battle of Panipat. V. Battle of Plassey and Buxer. VI. Dual Government in Bengal. | 18 | 20 |
| II | Expansion of British Empire In India I. Reforms of Warren Hastings, Cornwallis & Subsidiary Alliance of Wellesely. II. Maharaja Ranjit Singh and his achievements III. Lord Hanstings and British Paramountcy, Lord Dalhousie’s Doctrine of Lapse IV. Lord William Bentick and his reforms. | 18 | 20 |
| III | Maratha Rule Mughal – Maratha Relations Peshwai. Sikh Rule | 18 | 20 |
| IV | The background of the Indian National Movement. Regional movement prior of 1857. | 18 | 20 |
| V | Resistance to British Rule and Indian Renaissance I. First war of Indian independence: 1857- Nature, causes, events, results and impact. Failure of the struggle. II. Role of women in the the struggle Laxmi Bai, Avanti Bai and Baija Bai../ III. Indian Renaissance-Nature, causes and consequences. Socio-Religious movements- Raja Ram Mohan Rai, Ishwar Chand Vidhya Sagar, Dayanand Sraswati . | 18 | 20 |

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**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

| Part- C Learning Resource |
|--|
| Text Books, Reference Books, Other Resources |
| <p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Pal Chandra Bipin India's struggle for Independence. 2. Pal Chandra Bipin History of Modern India 3. Sarkar Sumit Modern India 1885-1947 4. Banerjee A.C. The new history of Modern India. (1707-1947) 5. Grover B.L. A new look on Indian History 6. Chabra G.S. Advance History of Modern India 7. Majumdar R.C. & Others The history and culture of Indian people Vol. 9 , 10 & 11 8. Ishwari Prasad Medieval India, 4th ed, Digitized 2006. 9. R.C Majumdar & others The history and culture of the Indian People, Vol 6,7 & 8, 10. Bhartiya Vidhya Bhawan Desai A.R. India's path of Development. 11. Mualar Ramsay The making of British India |
| <p>Suggested Equivalent On line Courses:</p> <ol style="list-style-type: none"> 1. https://en.wikipedia.org/wiki/culture_of_India 2. https://xaviers.edu/main/index.php/ancient-Indian-culture 3. https://vidyaonline.org/dl/cutddk.pdf 4. https://www.livescience.com/28638-indian-culture.html 5. https://www.india-in-your-home.com/Ancient-India-Culture.html 6. https://www.indianculture.gov.in/rarebooks/ancient-indian-historical-tradition 7. https://www.culturalindia.net/indian-history/ancient-india/index.html |



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Minor | NATIONALISM IN INDIA | BA-HS-402 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Students will acquire knowledge regarding the primitive life and cultural status of the people of India. They can gather knowledge about the society, culture, religion and political history of India. They will also acquire the Knowledge of changing socio-cultural scenarios of India.

CO2:-studying this paper, students will get to know the golden past of India and feel proud of them selve.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | First War of independence : I. cuses II. Impact III. Nature | 18 | 20 |
| II | Factor leading to the growth of Nationalism in India : I. Indian national congress II. Dada Bhai Naurozi III. Firozshah Mehta VI. Lokmany Tilak | 18 | 20 |
| III | Early phase : I. The ideology, Programme and Policy of Moderates II. Formation of the Muslim League III. Partition of Bengal. | 18 | 20 |
| IV | Extremist phase : I. Rise and Development of extremist in India II. Swadeshi Movement. III. Congress split in Surat IV. Congress unification and Muslim League pact | 18 | 20 |
| V | National awakening during First World War : I. Home Rule Movement. II. Revolutionary Movement. III. Chandr Shekhar Azad, Bhagat Singh. IV. Subhash Chandra Bose and Azad Hind Fauj. | 18 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. National Missionary Society of India Archives, Chennai – 600014, India. “Correspondence and files of The National Missionary Society of India”.
2. Forrester Paton, Ernest. The Govt. of India’s Attitude Towards Indian National Movement, A Case Study: (Church History Association of India: Kerala, 1985).
3. Paul, K.T., The British Connection With India: (SCM, London, 1927, reprinted Anmol Publications, Delhi, 1986).
4. The National Missionary Society of India – Annual Sale 2000 – Tambaram Souvenir, NMSI, Chennai, 2000.
5. Lawey, Bashir, NMSI Missionary and S/O TahirMasih, Personal Interview, New Delhi, 1st December, 2004.
6. Samue. G. History of Tranquebar Mission: AD 1706-1955 : (Tranquebar Printing and Publishing House, Madras, 1955).
7. Sen, S.P. Ed. Social and Religious Reform Movements in the Nineteenth and Twentieth Centuries: (Institute of Historical Studies, Calcutta, 1979).
8. Pal Chandra Bipin India’s struggle for Independence.
9. Pal Chandra Bipin History of Modern India .
10. Sarkar Sumit Modern India 1885-1947.

Suggested Equivalent On line Courses:

1. https://en.wikipedia.org/wiki/culture_of_India
2. <https://xaviers.edu/main/index.php/ancient-Indian-culture>
3. <https://vidyaonline.org/dl/cutddk.pdf>
4. <https://www.livescience.com/28638-indian-culture.html>
5. <https://www.india-in-your-home.comt-India-Culture.html>
6. <https://www.indianculture.gov.in/rarebooks/ancient-indian-historical-tradition>
7. <https://www.culturalindia.net/indian-history/ancient-india/index.html>



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

Fourth Semeste

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Major | SOCIOLOGY OF GENDER | BA-SO-401 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-The course is designed to incorporate all the key Sociology of Gender which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological knowledge.

CO2:-The conceptual learning of Society. Social Groups. Social Structure, Social Institution etc, will help students in their day to day living.

By studying this paper students will get information about various employment opportunities in government. Corporate. N.G.O. and self employment sector.

CO3:-This paper gives students an awareness of cultural differences and provides them with opportunity to enhance their cultural sensitivity.

The concepts of Indian Social institutions. Such as. Family, Marriage. Kinship will enable students to consider their roles in solving many social problems.

CO4:-The theory of cultural lag will make students better understand the conflict of generational gap and minimize it in due course.

CO5:-Teaching of culture. Socialization and civilization will emphasize not only the new

agencies of socialization but also their significance in personality development.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|--|--------------------------------|--------------|
| I | 1. Gendering Sociology, Concept 2. Gendering History in India 2.1 Ancient 2.3 Medieval 2.3 Modern 3. Feminism Meaning 4. Origin and growth of Feminist theories 4.1 Feminism 4.2 Liberal 4.3 Radical 4.4 Socialist 5. Eco-Feminism | 18 | 20 |
| II | 1. Social Construction of Gender 2. Concept of sex and Gender 3. Gender Stereotype 4. Gender Socialization 5. Gender Role 6. Gender Identity 7. Social Constructions of Masculinity and Femininity. | 18 | 20 |
| III | 1. Gender Differences and Inequalities 2. Concept of Inequality 3. Gender Inequality Various field 4. various form of gender inequality in India. 5. Caste class and Gender inequality in India 6. Gender inequality in Families 7. Gender and work 8. Gender Wage and glass ceiling. | 18 | 20 |
| IV | 1. Gender power and Resistance 2. Gender Violence 3. Structure, Forms and type 4. Power and Sub-Ordinance 5. Gender and Constitution Provision | 18 | 20 |

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|---|--|----|----|
| V | 1. Women movement 1.1 Developed Country 1.2 Developing Country 2. Women Movement in India 2.1 Pre Independence 2.2 After Independence 3. Women Health movement | 18 | 20 |
|---|--|----|----|

Recommended Books:-

Suggested Readings:

1. Beteille Andre (1965) Caste Class & Power, California University, Berkeley
2. Ghurye G.S. (1961) Caste, Class & Occupation, Popular Book Depot., Bombay.
3. Betelle, Andre (1985) Six essays in Comparative Sociology Oxford University Press. New Delhi.
4. Chauhan B.R. (2018) Indian Village, Rawat Publication. Jaipur
5. Behera MC (2019) Tribal Language Literature and Folklore Rawat Publication Jaipur.
6. Marriott Mc Kim (2017) Village India: Studies in the Little Community. Rawat Publication Jaipur.
7. Indra Deva (2018) Society and Culture in India. Rawat Publication. Jaipur.
8. Muncher J. (1991). The Caste System Upside Down in D. Gupta (Ed.) Social Stratification Oxford University Press. New Delhi.
9. Giddens. A. (2006) Sociology (5th d.) Oxford University Press London.
10. Radcliffe-Brown. A.R. (1976) Structure and Function in Primitive Society. Cohen and West London.
11. Goode. William J. (1977) Principles of Sociology Mc Graw Hill America.
12. Sharma Y.K. (2007) Indian Society Issues & Problems Laxmi Narayan Agarwal Agra.
13. Desai A.R. (2009) Hkkjrh; xzkeh.k lekt 'kkL= jkouifCydds'ku] tcyiqjA
14. egktu] /keZohjk ,oa deys'k ¼2015½ tutkrh; lekt dk lekt'kkL=] foosd izdk'ku] ubZ fnYyhA
15. Kosambi. D.D. (1990) Prachin Bharat ki Sanskriti or Sabhyata. Raj Kamal Pub. Pvt. Ltd. Allahbad.
16. Tiwari K.K. (2019) Madhywanti Bharat Jan Sanskritika Bhartiya Drishtikon. Duttapanth Thengeri Sodh Sansthan, Bhopal
17. Mukhrejee, Radha Kumudh: (1990) Hindu Sabhyata, Raj Kamal Prakashan Pub. Pvt. Ltd. Delhi.
18. Bashain. A.L. (1975) A. Culture History of India New Delhi. Oxford.
19. Singla R.G. Bhartiya Samaj Hindu Granth Academy, Bhopal
20. Aanbedkar B.R. Castes in India. Their Mechanism Genesis and Development Indian Antiquary Vol. XI. VI. (May 1997)

Suggestive Digital platforms web links

Indian Tribes :

<https://www.google.com/search?q=Indian+Tribes+Prospectus&oeq=Indian-Tribes&ages=chrome.1.691592169157j014169160.9261j0j7&sourceid=crome&ie=UTF-8>

<https://tribal.nic.in/scholarship.aspx>

Indian Society:

https://sdeuoc.ac.in/sites/default/files/sde_videos/11/20sem.%20Socio%20-%20Indian%20Society%202019%20admin.%281%29pdf

Suggested equivalent online courses:

IGNOU & other centrally/state operated Universities MOOC platformssuchas “SWAYAM” in India and Abroad.



RKDF UNIVERSITY, BHOPAL
Bachelor of Arts (B.A.)
Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|------------------|
| B.A. | Minor | SOCIAL STRATIFICATION | BA-SO-402 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1.The course introduce students to social logical study of social inequality.

CO2.Student will learn the slient point of the functionalist approach to social stratification.

CO3.student will learn about social mobility and its relationship with soacil stratification we will also focus social mobility in the indian context.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <p>Social stratification</p> <p>1.1 Meaning, Definition and Characteristics. 1.2 Main Base of Social Stratification 1.3 Importance and function of Social Stratification</p> <p>2. Dimension of Social Stratification 3. Class Status Group Power' Authority Prestige' Property 4. Socio Economic Status. 5. Hierarchy and Differences in Class 6. Demerits of Stratification</p> <p>Keywords: Social Stratification, Class, Power, Authority Karl Marx</p> | 18 | 20 |
| II | <p>Theories Stratification</p> <p>1.Karl Marx 1.Marxist Perspective on Stratification 1.2. Relevance of Marxist idea on Stratification 1.3 Theory of Social Change</p> <p>2.Max Weber 2.1 Weberian Perspective on Stratification 2.2 Caste Class and Power 2.3 Weberian Perspective on Indian Studies 3</p> <p>Functionalism 3.1 Introduction 3.2 Objectives 3.3 Functional Necessity of Stratification</p> <p>4. Two Determination of Potential Rank 4.1 Differential Functional Importance 4.2 Differential Scarcity of Personal</p> <p>5. David Moore Theory of Social Stratification 6. Functionalist Perspective on Indian Studies</p> <p>Keywords: Marxist Perspective, Weberian</p> | 18 | 20 |

| | | | |
|-----|---|----|----|
| | Perspective, Functionalism, Functionalism Perspective. | | |
| III | <p>1. Identity and inequalities 2. Caste 3. Race and Ethnicity</p> <p>Keywords: Identity and Inequalities, Caste. Race and Ethnicity</p> | 18 | 20 |
| IV | <p>Feminism and Gender Stratification</p> <ol style="list-style-type: none"> 1. Feminism 2. Male stream Sociology 3. Contribution for feminism 4. Gender and social stratification 5. Gender Socialization 6. Gender and Class 7. Different Feminist Perspectives on social Stratification. <p>Keywords: Identity and Inequalities, Caste</p> | 18 | 20 |
| V | <p>Social Mobility</p> <ol style="list-style-type: none"> 1. Social Mobility <ol style="list-style-type: none"> 1.1 Concept 1.2 Types 1.3 Significance of Social Mobility 1.4 Factors Affecting Social Mobility 1.5 Impact of Social Mobility 2. Social Mobility in India <p>Keywords: Feminism, Gender, Class, Perspective</p> | 18 | 20 |

Recommended Books:-

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Bhushan Vidya, Sachdeva D.R. An Introduction to Sociology, Kitab Mahal

1 Chakravarti Uma gendering caste, Stree Publication Calcutta 2003

2 Chaudhari Maitrayee, Feminism in India New Delhi women Unlimited. 2004

3 Gupta Charu. Gendering Colonial India: Reforms, Print, Caste and Communalism Orient Black Swan 2012

4 Ghosh Vishvajit, Social Movements Concept, Experience and Concerns SAGE TEXTS

6 Churye G.S. Caste and race in India SAGE TEXTS

5 Hakim Susan, Gender and knowledge: Elements of Postmortem Feminism Polity press 1990

6 Hussain Nadeem, sociology of Marginalized and Weaker Section in India SAGE TEXTS

7 Kundu Abhijeet, Yadav Nirupama Sociology of India SAGE TEXTS

Rawat HK. Sociology Basic Concept, Rawat Publication Jaipur

8 Rao, Shankar C.N. Sociology S Chand

9 Rao Shankar C.N. Indian Social Problems, S. Chand

Suggestive digital platforms web links

[https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-\(331\).aspx](https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx)

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities/MOOC platforms such as “SWYAM” in Indian and Abroad.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Major | STATISTICAL METHODSA FOR ECONOMICS | BA-EC-401 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- gain insights about the significance of Statistics in Economics.

CO2:- have knowledge about the sampling and its methods.

CO3:- understand the conceptual framework of correlation and relation with variables. CO-4:
elucidate the facets of index numbers and their methods.

CO4:- to apply the knowledge regarding various research tools.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <p>Introduction and Overview</p> <p>The distinction between populations and samples and between population parameters and sample statistics, the use of measures of location and variation to describe and summarize data; population moments and their sample counterparts.</p> | 18 | 20 |
| II | <p>Elementary Probability Theory</p> <p>Sample spaces and events; probability axioms and properties, counting techniques conditional probability and Bayes' rule, independence.</p> | 18 | 20 |
| III | <p>Random Variables and Probability Distributions</p> <p>Defining random variables, probability distributions, expected values of random variables and of functions of random variables, properties of commonly discrete and continuous distributions (uniform, binomial, normal, poisson and exponential random variables).</p> <p>Keywords: Random variable</p> | 18 | 20 |
| IV | <p>Random Sampling and Jointly Distributed Random Variables</p> <p>Density and distribution functions for jointly distributed random variables computing expected values" covariance and correlation coefficients Sampling Principal steps in a sample survey, methods of sampling, the role of sampling theory properties of random samples</p> <p>Keywords: Sampling survey</p> | 18 | 20 |
| V | <p>Point and Interval Estimation</p> <p>Estimation of population parameters using methods of moments" and maximum likelihood procedures properties of estimators, confidence intervals for population parameters</p> | 18 | 20 |

| | | | |
|--|--|--|--|
| | Keywords: Estimation, Population Parameters | | |
|--|--|--|--|

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Ahuja, H.L. (Latest Addition). Principles of Micro Economics, Sultan Chand and Company, New Delhi (Hindi and English Versions)
2. Barla, C.S. (Latest Addition) , Micro Economics, National Publishing House, Jaipur, New Delhi (Hindi and English Versions)

Reference Book

1 CB Gupta An Introduction to Statistical Method 2 PN Arora Statistical Method

1 Richard J. Larsen and Morris L. Marx, An Introduction to Mathematical Statistics

Suggestive digital platform web links <https://en.wikipedia.org/wiki/Statistics>

Equivalent Courses:

NPTEL Course: Introduction To Probability And Statistics

Code Details Gender-1 Environment & Sustainably-17 Human Values-13] Professional Ethics-14
Employability-1) Entrepreneurship

Signature of Members

Suggestive digital platforms web links

1. <https://epgo.inflibnet.ac.in/Home/> view Subject? Catid = 11
2. <https://vidyamitra.inflibnet.ac.in/index.php/search?subject%5B%D=F+of+microeconomic+theory+&domain%5B%D=Social+Sciences>
3. <https://www.swayamprabha.gov.in/index.php/channel/profile/profile/7>

Suggested equivalent online courses:: <http://www.mcafee.cc/Introecon/IEA2007.pdf>.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Minor | STATISTICAL METHODA FOR ECONOMICS | BA-EC-402 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1: -gain insights about the significance of Statistics in Economics.

CO2:- have knowledge about the sampling and its methods.

CO3:- understand the conceptual framework of correlation and relation with variables. CO-4: elucidate the facets of index numbers and their methods.

CO5:- to apply the knowledge regarding various research tools.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | <p>Introduction and Overview</p> <p>The distinction between populations and samples and between population parameters and sample statistics, the use of measures of location and variation to describe and summarize data; population moments and their sample counterparts.</p> <p>Keywords: Populations. Samples</p> | 18 | 20 |
| II | <p>Elementary Probability Theory</p> <p>Sample spaces and events; probability axioms and properties, counting techniques conditional probability and Bayes' rule, independence.</p> <p>Keywords: probability, Counting techniques</p> | 18 | 20 |
| III | <p>Random Variables and Probability Distributions</p> <p>Defining random variables, probability distributions, expected values of random variables and of functions of random variables, properties of commonly discrete and continuous distributions (uniform, binomial, normal, poisson and exponential random variables).</p> | 18 | 20 |
| IV | <p>Random Sampling and Jointly Distributed Random Variables</p> <p>Density and distribution functions for jointly distributed random variables computing expected values" covariance and correlation coefficients Sampling Principal steps in a sample survey, methods of sampling, the role of sampling theory properties of random samples</p> | 18 | 20 |
| V | <p>Point and Interval Estimation</p> <p>Estimation of population parameters using methods of moments" and maximum likelihood procedures properties of estimators, confidence intervals for population parameters.</p> | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

3. Ahuja, H.L. (Latest Addition). Principles of Micro Economics, Sultan Chand and Company, New Delhi (Hindi and English Versions)
4. Barla, C.S. (Latest Addition) , Micro Economics, National Publishing House, Jaipur, New Delhi (Hindi and English Versions)

Reference Book

1 CB Gupta An Introduction to Statistical Method 2 PN Arora Statistical Method

1 Richard J. Larsen and Morris L. Marx, An Introduction to Mathematical Statistics

Suggestive digital platform web links <https://en.wikipedia.org/wiki/Statistics>

Equivalent Courses:

NPTEL Course: Introduction To Probability And Statistics

Code Details Gender-1 Environment & Sustainably-17 Human Values-13] Professional Ethics-14
Employability-1) Entrepreneurship

Signature of Members

Suggestive digital platforms web links

4. <https://epgo.inflibnet.ac.in/Home/> view Subject? Catid = 11
5. <https://vidyamitra.inflibnet.ac.in/index.php/search?subject%5B%D=F+of+microeconomic+theory+&domain%5B%D=Social+Sciences>
6. <https://www.swayamprabha.gov.in/index.php/channel/profile/profile/7>

Suggested equivalent online courses:: <http://www.mcafee.cc/Introecon/IEA2007.pdf>.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|--|-------------|
| B.A. | Major | BRITISH ROMANTIC LITERATURE | BA-EN-401 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Discuss Romanticism as a concept in relation to ancillary concepts like Classicism,

CO2:- Understand the Romantic period in English literature in terms of its social, philosophical, intellectual, literary backgrounds including German and • French influences,

CO3:- Analyse the main characteristics of Romanticism through group discussions and presentations,

CO4:- Appreciate the canonical and representative poems and prose of the writers .. of the Romantic period, CO-5 Develop skills of critical analysis and interpretation of selected poems in order to understand the theme, language, style and elements of prosody

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>1.Pre-Romantics</p> <p>William Blake: `The Lamb'E21E31 `The Chimney Sweeper' (from Songs of Innocence and of Songs of Experience) [2][3] `The Tyger' (Songs of Experience) [2][3] `Introduction' to Songs of Innocence[2]13]</p> <p>Robert Burns: `A Bard's Epitaph'[2][3] `Scots Wha Hae'[2][3]</p> <p>Keywords: Transition poetry, Religion, Childhood, Parental care and Authority, Oppression, Social and Political reform, Patriotism, Lyric poetr</p> | 18 | 20 |
| II | <p>First Generation Romantics</p> <p>William Wordsworth: `Tintern Abbey'[2][3] `Ode: Intimations ofImmortality'[3]</p> <p>Samuel Taylor Coleridge: `Kubla Khan'[2][3] `Dejection: An Ode'[3]</p> <p>Keywords: Romantic poetry, Nature poetry, French Revolution, Imagination and Creativity, Dreams and Reality, Emotional spontaneity, Sublime, Ode</p> | 18 | 20 |
| III | <p>Second Generation Romantics</p> <p>Lord George Gordon Noel Byron: 'Childe Harold': canto III, verses 36-45 (lines 316-405); [3] canto IV, verses 178-86 (1594-674) [3]</p> <p>Percy Bysshe Shelley: ` Ode to the West Wind'[2]131 ' Ozymandias' [2][3] `Hymn to Intellectual Beauty[3]</p> <p>John Keats: ` Ode to a Nightingale' [2][3] `To Autumn' [2][3]</p> | 18 | 20 |

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|----|--|----|----|
| | <p>`On First Looking into Chapman's Homer'[3]</p> <p>Keywords: Byronic hero, Rebellion, Beauty, Sensuousness, Negative capability, Hellenism, Sonnet</p> | | |
| IV | <p>Romantic Fiction</p> <p>Mary Shelley: Frankenstein21[3]</p> <p>Keywords: Gothic fiction, Birth and Creation, Prejudice, Ambition and Fallibility, Alienation, Revenge</p> | 18 | 20 |
| v | <p>History of the Age of Transition and Romanticism</p> | 18 | 20 |

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| Part- C Learning Resource |
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| Text Books, Reference Books, Other Resources |
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RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science (B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|--------------|---|-------------|
| B.A. | Minor | BRITISH LITERATURE:19th CENTURY | BA-EN-402 |
| Total Credit: 6 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

After completing this course, the students will be able to:

CO1:- Examine the cultural background of the Victorian Age,

CO2:- Discuss the Victorian novelists with respect to Charles Dickens, Jane Austen and Charlotte Bronte,

CO3:- Analyse the Victorian poets with respect to Alfred Tennyson, Robert Browning and Christina Rossetti.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | Jane Austen: Pride and Prejudice [11131 Keywords: Novel of manners, Victorian literature, Marriage and gender | 18 | 20 |
| II | Charlotte Bronte: Jane Eyre Keywords: Victorian Novel, Bildungsroman, Gothic novel, Mad woman in the attic. | 18 | 20 |
| III | Charles Dickens: Great Expectations [31141 Keywords: 19th Century Novel, Realism and social reality, Bild | 18 | 20 |
| IV | Victorian Poetry: (a) Alfred Tennyson: 'The Lady of Shalott', 'Ulysses' Last The Lotos-Eate Together' rs'131 (b) Robert Browning: 'My Last Duchess', 'ThRide , `Porphyria's Lover'L11131 (c) Christina Rossetti: 'The Goblin Market' [11[31 Keywords: Victorian poetry, Faith and doubt, Perseverance and optimism, The draniatic monologue. | 18 | 20 |
| V | History of 19th Century British Literature | 18 | 20 |

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

“A History of Modern Poetry : Modernism and After” Perkins David Paperback 1989

“Glossary of Literary Terms” Abrams. M.H. Prism Books Pvt Limited 1993

“John Donne- The Major Works OWC” Carey John and Donne John UK Oxford University Press 2009 Print

“John Keat His life and poetry His friends Critics and After- fame” Colvin Sidney London Macmillan 1917.

“Letter to George and Thomas Keats 21 December 1817 and Letter to Richard Woodhouse. 27 October 1818 in Romantic Prose and Poetry” Keats John ed Harold Bloom and Lionel Trilling (New York OUP 1973) pp 766-68-777-8

“Lytical Ballads with Pastoral and Other Poems” Wordworth William (1805) (4ed) London : Printed for Longman, Hurst Rees, and Orme, by R Taylor

“The Canterbury Tales” Chaucer, Geoffrey Trans NevillCoghill New Delhi Penguin Classics, 2002 Print Brown Peter Geoffrey Chaucer, OWC New Delhi Oxford University Press 2011 Print

“Toru Dutt (1856-1877) Indian Poet Translator and Novelist” LokugeChandan (12 September 2019 Oxford Oxford University Press

Suggested digital platforms weblinks :

Athar “Indian Poetry in English English Summary 17 Nov 2017 English summary.com/indian-poetry-in-english.

Literature mini. Com “The Brief History of English Poetry” 2018

[WWW literature mini com/2018/08/the -brief-history-of-english-poetry html](http://www.literaturemini.com/2018/08/the-brief-history-of-english-poetry.html)

Polly “A Brief History of English Poetry “The culture project 17 Apr 2017 the culture Project project blog word press.com/2017/03/19/a-brief-history-of-english-poetry

Wikipedia contributors “English Poetry” Wikipedia 21 May 2021

En Wikipedia org/wiki/English_poetry

Suggested equivalent online courses :

- [https://www.edx .org/course/ap-english-literature-composition-part-2-poems-2](https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2) AP English Literature and Composition, Part 2 Poems on EDX by Maggie Sokolik, University of California Berkeley
- <https://www.coursera.org/Learn/modopo> Modern and Contemporary American Poetry by AI Filreis, University of Pennsylvania
- [https://www.classcentral.com/course/ Modern American-poetry-5963](https://www.classcentral.com/course/Modern-American-poetry-5963) Modern American Poetry- Free online course



R.K.D.F. UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | Subject Code |
|-------------------------|----------|---|--------------|
| B.A. | Major | आधुनिक हिन्दी कविता छायावाद तक | BA-HI-401 |
| Total Credit : 6 | | Max. Marks : 100 (Internal : 40 + External : 60) | |
| | | | |

Course Outcomes

CO1-विद्यार्थी खड़ी बोली के काव्य-भाषा बन जाने की प्रक्रिया समझ सकेंगे।

CO2-कविता पढ़ने-समझने, विश्लेषित करने व उसके रसास्वादन का ढब विकसित कर सकेंगे।

CO3-राष्ट्रीय व सांस्कृतिक जागरण की विभिन्न काव्यात्मक अभिव्यक्तियों को विश्लेषित कर सकेंगे।

CO4-इतिवृत्तात्मकता से आगे बढ़ते हुए कविता के परवर्ती संघनित रूपों का विश्लेषण कर सकेंगे।

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | आधुनिक हिन्दी कविता का संक्षिप्त परिचय भारतेन्दु हरिश्चंद्र मातृ भाषा के प्रति यमुना सौंदर्य अयोध्या सिंह उपाध्याय 'हरिऔध' प्रिय प्रवास (द्वितीय वर्ग – प्रथम 20 छंद) | 18 | 20 |
| II | मैथिलीशरण गुप्त पंचवटी – (चयनित अंश) | 18 | 20 |
| III | रामनरेश त्रिपाठी पथिक (चयनित अंश) | 18 | 20 |
| IV | जयशंकर प्रसाद श्रद्धा वर्ग (चयनित अंश) (कामायनी) सूर्यकांत त्रिपाठी निराला जागो फिर एक बार बांधों न नाव इस ठांव बंधु | 18 | 20 |
| V | सुमित्रानंदन पंत प्रथम रश्मि भारतमाता ग्राम वासिनी महादेवी वर्मा बीन भी हूं मैं तुम्हारी रागिनी भी हूं जाग तुझको दूर जाना Keywords : बीन, रागिनी | 18 | 20 |

PART-C : LEARNING RESOURCES

Textbooks, Reference Books, Other Resources

Suggested Readings:

Textbooks :

1. प्रिय प्रवास – अयोध्या सिंह उपाध्याय हरिऔध (लोक भारती प्रकाशन, 2018)
2. भारत भारती – मैथिली शरण गुप्त (साहित्य सदन चिरगांव, झांसी 2015)
3. कामायनी – जय शंकर प्रसाद (झायमंड पॉकेट बुक्स 2006)
4. अर्वाचीन, हिन्दी काव्य (मध्य प्रदेश हिन्दी ग्रंथ अकादमी, भोपाल 2018)
5. आधुनिक काव्य संकलन – डॉ. नरेन्द्र देव वर्मा (संजय प्रकाशन, वाराणसी 1977)

Reference Book :

1. आधुनिक हिन्दी कविता, डॉ. हरदयाल (आय प्रकाशन मंडल)
2. आधुनिक हिन्दी कविता की मुख्य प्रवृत्तियां – डॉ. नागेन्द्र (गौतम बुक डिपो, दिल्ली)
3. आधुनिक हिन्दी कविता में विचार – डॉ. बलदेव वंशी (वाणी प्रकाशन, 2002)
4. आधुनिक कविता यात्रा – राम स्वरूप चतुर्वेदी (लोक भारती प्रकाशन)
5. आधुनिक हिन्दी कविता में बिम्ब विधान – केदारनाथ सिंह (भारतीय ज्ञानपीठ प्रकाशन)
6. आधुनिक कविता का पुनर पाठ – करुणा शंकर उपाध्याय – राधाकृष्ण प्राकशन दरियागंज नई दिल्ली – 2008

Suggestive digital platform web links



R.K.D.F. UNIVERSITY, BHOPAL

Bachelor of Arts (B.A.)

Fourth Semester

| Course | Category | Subject | Subject Code |
|-------------------------|----------|---|--------------|
| B.A. | Minor | हिन्दी नाटक एव एकांकी | BA-HI-402 |
| Total Credit : 6 | | Max. Marks : 100 (Internal : 40 + External : 60) | |

Course Outcomes

CO1-साहित्यिक प्रशंसा और विश्लेषण के सौंदर्य और सांस्कृतिक पहलुओं के लिए।

CO2-विद्यार्थियों को आधुनिक हिन्दी गद्य से परिचित कराना तथा सांस्कृतिक, सामाजिक को समझाना और आधुनिक हिन्दी गद्य के नैतिक मूल्य।

CO3- सरकारी पत्राचार, सामान्य पत्र पत्राचार और तकनीकी से परिचित कराना शब्द।

CO4-विभिन्न जीवन स्थितियों में मानवीय मूल्य प्रदर्शित करने के लिए प्रेरित करना

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>नाटक</p> <ul style="list-style-type: none"> ▪ अंधेर नगर – भारतेन्दु हरिश्चंद्र ▪ स्कन्दगुप्त – जयशंकर प्रसाद <p>Keywords : टकासेन</p> | 18 | 20 |
| II | <ul style="list-style-type: none"> ▪ आषाढ का एक दिन – मोहन राकेश ▪ माधवी – भीष्म साहनी <p>Keywords : आषाढ</p> | 18 | 20 |
| III | <p>एकांकी</p> <ul style="list-style-type: none"> ▪ औरंगजेब की आखिरी रात – डॉ. रामकुमार वर्मा <p>Keywords : आखिरी रात</p> | 18 | 20 |
| IV | <p>एकांकी</p> <ul style="list-style-type: none"> ▪ सूखी डाली – उपेन्द्रनाथ अशक ▪ विषकन्या – गोविन्द बल्लभ पंत | 18 | 20 |
| V | <p>एकांकी</p> <ul style="list-style-type: none"> ▪ और वह जा न सकी – विष्णु प्रभाकर ▪ भोर का तारा – जगदीशचंद्र माथुर ▪ एक और द्रोणाचार्य – शंकर शेष <p>Keywords : विषकन्या, भोर</p> | 18 | 20 |

PART-C : LEARNING RESOURCES

Textbooks, Reference Books, Other Resources

Suggested Readings:

Textbooks :

- संक्षिप्त नाट्यशास्त्रम् – राधावल्लभ त्रिपाठी
- हिन्दी नाटक – उद्भव और विकास – डॉ. दशरथ ओझा
- रंगमंच : नया परिदृश्य – रीतारानी पालीवाल

Reference Book :

- मोहन राकेश का रंगमंच – चंदन कुमार
- एकांकी और एकांकीकार – रामचरण महेन्द्र
- भारतीय एवं पाश्चात्य रंगमंच – सीताराम चतुर्वेदी
- रंगदर्शन – नेमिचन्द्र जैन
- महाकवि शंकरदेव : विचारक एवं समाज सुधारक – डॉ. कृष्ण नारायण प्रसाद

Suggestive digital platform web links



RKDF UNIVERSITY, BHOPAL
Bachelor of Art (B.A.)
Fourth Semester

| Course | Category | Subject | Subject Code |
|------------------|----------|--|--------------|
| Bachelor of Arts | GEC | PERSONALITY DEVELOPMENT | BA-403/1 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Students will gain knowledge about the basics of Personality Dynamics

CO2:- Students will learn to implement techniques of Personality Development

CO3:-Students will develop Skills of self resilience and assertiveness in their personality.

CO4:- Students will learn Interview skills.

CO5:-Students will be able to understand about the importance of life skills needed for personality development.

| Unit | Topics | Duration (In Hours) | Marks |
|-------------|---|--------------------------------|--------------|
| I | Dynamics of Personality:- Nature and Determinants, Classification of Personality, Jung, Sheldon, Kretschmer and five factor theory | 12 | 20 |
| II | Techniques of Personality Development :- Self control, self resilience, self esteem, factors affecting assertiveness pro-social behavior, interpersonal relationships issues Interview skills. . | 12 | 20 |
| III | Attitude & Motivation Attitude :- Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages – Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation | 12 | 20 |
| IV | Emerging Areas of Personality Development:- Life skills- Social Intelligence and Personality Development (SQ) Emotional Intelligence and Personality Development (EQ) Spiritual Intelligence and Personality Development (SPQ) | 12 | 20 |
| V | Self-esteem Term self-esteem :- Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self-esteem - Positive and negative self-esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking. | 12 | 20 |

Recommended Reference Books.

- Andrews, Sudhir (1988) How to Succeed at Interviews. 21" (rep.) Tata McGraw-Hill, New Delhi
2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY. Free Press
3. Hindle, Tim (2003) Reducing Stress. Essential Manager Series. DK Publishing. 4. Lucas, Stephen (2001). Art of Public Speaking Tata- Mc-Graw Hill, New Delhi.
5. मॉडर्न, स्वेटर व्यक्तित्व का विकास, आनंद पेपरबैक
6. Petes S.J., Francis (2011). Soft Skills and Professional Communication. Tata McGraw-Hill Education, New Delhi
7. शर्मा, पी) .के.2014) व्यक्तित्व विकास भारतीश्री प्रकाशन। 8. Smith, B (2004). Body Language. Rohan Book Company, Delhi.
9. अस्थाना एम एवं वर्मा के)1999) व्यक्तित्व मनोविज्ञान, मोतीलाल बनारसी दास, नई दिल्ली। 10. Hall, CS Lindzey. G & Campbell, J B (2007) Theories of Personality 4th Edn. Wiley India.
11. Kundu. CL (1989) Personality Development. ND Sterling Pub. 12. सिंह ए) .के .2010) व्यक्तित्व का मनोविज्ञान, मोतीलाल बनारसी दास नई दिल्ली

Suggested equivalent online courses: e-reading: 1. Basics of Communication:-

[https://www.glowandlovelycareers.in/en/course-detail/nlit-156/basics-](https://www.glowandlovelycareers.in/en/course-detail/nlit-156/basics-of-communication)

of-communication

2. Social Etiquettes-<https://www.glowandlovelycareers.in/en/course-detail/englishedge-904/social-stiquitte>

3. Self-Presentation- [https://www.g.pwamdlovelycareers.in/en/course-detail/niit-161/scif-](https://www.g.pwamdlovelycareers.in/en/course-detail/niit-161/scif-presentation)

presentation



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science.(B.A.)
Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | GEC | Basics of public Administration | BA-403/2 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Understand the nature and scope of Public Administration.

CO2:-Understand the administrative theories and concepts to develop sense of administration and the nature of Bureaucracy.

CO3:-Understand the role of public services in india.

CO4:-understand the role of public services india.

CO5:-Acquaint with the system of lokayukt of M.P.

| Units | Topic | Duration (In Hours) | Marks |
|-------|---|------------------------|-------|
| I | Public Administration as a discipline:- a- Meaning,Nature and Scope. b- Evolution of Public Administration. c- Public and Private Administration. d- New Public Administration | 12 | 20 |
| II | Basic principles and concepts": a. Organization b. Hierarchy c. Span of Control d. Unity of Command | 12 | 20 |
| III | Theories of Administration a. Scientific Management (Taylor and the Scientific Management Movement b. Classical Theory (Henry Fayol, Luther Gullick) c. Bureaucratic Theory (Max Weber and his Critics) d. Human Relations Theory (Elton Mayo) | 12 | 20 |
| IV | Personnel Administration a. Civil Services b. Role of Civil Service in India c. Recruitment, Training and Promotion in Civil Service d. Emerging trends and Challenges in Indian Bureaucracy | 12 | 20 |
| V | Financial Administration (With Special focus on India): a. Budget: Meaning and Significance b. Types of Budgets c. Principles of an Ideal Budget d. Comptroller and Auditor General of India | 12 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Suggested Readings:

Jimmy Carter, " Jimmy carter Tells Why Hw Will Use Zero -Based Budgeting", Nation's Business. January, (1977).

Elaine Yi Lu, Katherine Willoughby,(2018). Public Performance Budgeting Principle and Prectice.Routledge Publication.

K.L. Handa, (1980) Budget Management Techniques: A Perspective for India", The India Journal of Public Administration, July-September

• Thavraja, M.J.K(1994): Financial Administration of India, Sultan Chand &

Tyagi, B.P. (1997): Public Finance, Meerut.

Suggested Readings:

Frederickson, H. G. et al. (2015). Decision Theory. The Public Administration Theory Primer, Boulder, CO: Westview Press, pp. 131-164.

• Kanigel, R. (1997). The One Best Way: Frederick Winslow Taylor and the Enigma of Efficiency. New York: Viking.

O'Connor, E. S. (1999). The Politics of Management Thought: A Case Study of the Harvard Business School and the Human Relations School. The Academy of Management Review, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. Public Administration Quarterly, 32(4), pp. 528-548

• Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. Journal of Management History, 16(4), pp. 489-503.

• Rodrigues, C. A. (2001). Fayol's 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. The Academy of Management Journal, 11(2), pp. 189-197.

Taylor, F. W. (1911). The Principles of Scientific Management. New York: Harper &Brothers.50

• Weber, M., Hans G., & Mills, CW (1958). Bureaucracy. From Max Weber: Essays in Sociology. New York: Oxford University Press, pp.196-244.



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science.(B.A.)
Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | GEC | Language,Literature and Culture | BA-403/3 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1: -Understand why language matters, multilingualism, features of Indian literature and trends in contemporary Indian culture, especially as they are reflected in the media

CO2:- Appreciate significant themes and forms of Indian literature through the ages with the help of prescribed texts

CO3: -Assess the relation between language and literature oral and written literature, salient features of ancient and medieval Indian literature and different phases Of Indian literature.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | Language 1. Why language matters? 2. Functions of language 3. Language and class, gender, ethnicity, identity. 4. Language variation: dialect, slang, standard and non standard language 5. Bilingualism and multilingualism | 12 | 20 |
| II | Indian Literature 1. Veda Vyasa: The Mahabharata: The Draupadi Episode 2. Kalidasa: Meghaduta The making of a Cloud! 3. Kalidasa: Meghaduta The Book of Mathurai 4. Mirabai -I know Only Krishna. 5. Amir Abdul Hasan Khan - Separation | 12 | 20 |
| III | Indian Literature 1. Asadullah Khan Ghalib Desires Come by Thousand 2. Faiz Ahmad Faiz -Do Not Ask. 3. Subramania Bharati- The Palla Song 4. Rabindranath Tagore -The Cabuliwallah 5. Shrilal Shukla Raag Darbari. | 12 | 20 |
| IV | Indian Literature 1. Ismat Chughtai: -touch-me-not. 2. Amrita Pritam To Waris Shah 3. Masti Venkateshwar: Venkateshwar's Love Affair 4. Indra Goswami: The Journey 5. Omprakash Valmiki: -Joothan 6. Shrikant Mahapatra -Folk Songs | 12 | 20 |
| V | Culture and Society in Contemporary India 1. The Idea of Culture 2. Culture and the Media | 12 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Suggested Readings:

- Indian Literature: An Introduction Bhartiya Sahitya: ek Parichay, edited by Anjana Dev, Sanam Khanna and Bajrang Bihari Tiwari, New Delhi. Pearson, 2005: reprinted 2006.
- Fromkin, Victoria, David Blair and Peter Collins An Introduction to Language 1999. Harcourt Brace, Javanovich NY pp. 362-370.
- Crystal, David. The Cambridge Encyclopaedia of Language, 1997. Cambridge CUP. Holmes, Jenet An Introduction to Sociolinguistics. 1992: London & New York: Longman.
- George Yule The Study of language 2nd edition, 1996. CUP.
- Poddar, A. Language and Society in India: 1969. Proceedings of a Seminar: Shimla, pp. 76-88, 136-14, Khubchandani, LM. Plural Languages, Plural Cultures. 1983. University of Hawaii Press. (Chapters 5&6)
- Cummins J and M. Swain. Bilingualism in Education. 1986. Longman: London (chapter 8) Das, Sisir Kumar ed A History of Indian Literature. 1995. New Delhi: Sahitya Akademi.
- William, Raymond Keywords, rev, ed. 1983, OUP.
- During, Simon, ed. The Cultural Studies -Readers, 1999. London: Routledge. Dines, G & J. M. Humez, eds. Gender. Race and Class in Media: A Text-Reader. 1995. Thousand Oaks, CA: Sage
- Shapiro, Michael and Harold Schiffman. Language and Society in South Asia, 1981. Delhi: Motilal
- Banarsida Aurobindo, Sri. "Is India Civilised?" in Foundations of Indian Culture. Vol. 20 pp. 1-13.
- Gokak, V. K. "Towards a Definition of Culture "in India and World Culture, 1986, New Delhi: Sahitya Akademi
- Kumar, Keval J. Mass Communication in India. 3rd edition 2004. Mumbai: Jaico Publishing House.
- Bastiam, AL The Wonder that was India, 1999, Delhi: Rupa Publications. Chapter 9 "Language and Literature



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science.(B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | GEC | CONSTITUTIONAL HISTORY (1773 to 1947) | BA-403/4 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: Analyze the salient features of the constitutional development during the Company's rule in India from 1773 to 1857 and assess its impact on the freedom struggle of India.

CO-2: Know about the influence of British Crown on India.

CO-3: Critically examine the major reforms by the British government and their impact of the socio-political life of Indians.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | <p>Constitutional Development Under The Company's Rule (1773-1793):</p> <ol style="list-style-type: none"> 1. Regulating Act, 1773: causes for the passing of the Regulating Act, main provisions of the act. 2. Bengal Judicature Act, 1781. 3. Indian Bill of Dundas, 1783. 4. Fox India Bill, 1783. 5. Pitt's India Act, 1784. 6. Charter Act, 1793. | 12 | 20 |
| II | <p>Constitutional Development Under The Crown's Rule:</p> <ol style="list-style-type: none"> 1. Government of India Act, 1858: background, main provisions, evaluation. 2. Queen Victoria's Proclamation: significance. 3. Indian Councils Act, 1861: causes, main provisions, provisions related to provincial legislative assemblies, defects in the act, significance. 4. Indian Councils Act, 1892: causes, main provisions, defects, significance. | 12 | 20 |
| III | <p>Constitutional Development Under The Crown's Rule</p> <ol style="list-style-type: none"> 1. Government of India act 1858 : background, main provisions,evaluation 2. Queen victoria's Proclamation : significance 3. Indian councils Act 1861: d. Human Relations Theory (Elton Mayo) | 12 | 20 |
| IV | <p>Constitutional Development During The 20th Century:</p> <ol style="list-style-type: none"> 1. Morley-Minto reforms and Mont-ford reforms. 2. Government of India Act, 1909: causes, government's outlook towards the reforms, main provisions, defects, significance. 3. Government of India Act, 1919: causes, significance of Montague's declaration, Montague-Chelmsford report, passing of the act, preamble of the act, main features of the act. | 12 | 20 |
| V | <p>Provincial Autonomy, Indian Independence And Indian Constitution:</p> <ol style="list-style-type: none"> 1. The Government of India Act, 1935: features of the act, Home Government, advisors of the Indian Secretary, High Commissioner, proposed federal plan - organization, criticism, conclusion; meaning of provincial autonomy. 2. Government of India Act, 1947 - The Mountbatten plan, factors responsible for Indian independence, provisions and significance of the 3. Main features of the Indian constitution. | 12 | 20 |

****Note: Topic/ Topics in Bold Italic represent enhancements made by the college.***

George Rodmann. (2007) Mass Media in a Changing World, McGraw Hill 2. जैन, रमश (1989) दहद की पाक रिश्ता का आल रेचनात्मक इततहास प्रकाशन, जयपर

8. Kumar, Keval. (1994) Mass communication in India. Jaico Publishing House o MI Stein, Susan Paterno & R. Christopher Burnett (2006) News writer's Handbook An Introduction to Journalism, Blackwell Publishing

10. मम षण वारी (1986) दहद की पत्रकाररत भारतीय निपीठ प्रकाशन, नई ददल्ली

11 Neelamlar, M (2010) Media Law & Ethics, Pill Learning Private Limited. New Delhi 12 Richard Keeble (2006) The Newspaper's Handbook, Routledge Publication

13. Singhal, Arvind (1989) India's Information revolution, Sage Publication, New Delhi

14. शमा, श्रीपाल (1985) पत्रक ररता के मूल मसदर्भात, ताकाशन, नई ददल्ली 15. श्रीधर वर्वजयदत्त (1983) मध्य प्रदेश में पत्रकाररता का इततहास, मध्य प्रदेश, दहदी ग्रन्थ अकादमी, भोपाल

म.प्र.

16. कुल 1. महश (2001) सधे पकड़ी पत्रकाररता को संध आयाम, कॉमनवेल्थ ब्लगर

17 ततवारी, अजना (1984) आध उनक पाकाररत 1, वदयालय प्रकाशन, वरि-णसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism <http://www.nraisme.com/wp-content/uploads/2017/03/303>

PRESS LAW MEDIA ETHICS backun.pdf

<http://ervankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

Business School and the Human Relations School. The Academy of Management Review, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. Public Administration Quarterly, 32(4), pp. 528-548

• Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. Journal of Management History, 16(4), pp. 489-503.

• Rodrigues, C. A. (2001). Fayol's 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. The Academy of Management Journal, 11(2), pp. 189-197.

Taylor, F. W. (1911). The Principles of Scientific Management. New York: Harper & Brothers. 50

• Weber, M., Hans G., & Mills, CW (1958). Bureaucracy. From Max Weber: Essays in Sociology. New York: Oxford University Press, pp.196-244.



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science.(B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | GEC | “Sociology of Journalism and Media” | BA-403/5 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-By studying this course student will develop an understanding of the basic concepts of journalism.

CO2:-Student will be able to get acquainted with the new dimensions and forms of journalism.

CO3:-The study of this course will develop practical understanding of social phenomena in the student.

CO4:-Employment opportunities will be available to the student in the field of journalism.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | Emergence and Development of Journalism 1. Introduction of Journalism: 1.1 Concept 1.2 Objectives 1.3 Importance 2. Origin and Development of Journalism 3. History of Journalism in India: 3.1 Pre-Independence 3.2 Post-Independence 4. Journalism as a profession 5. Interrelationship between Journalism and Sociology | 12 | 20 |
| II | Journalism and News. 1. Concept of News 2. Development of News value. 3. Changing concepts of News 4. Issues and challenges. 5. Collection of News. 6. Sources of Information 7. Sociological aspect of News 8. Elements of News 9. Precautions for News Writing | 12 | 20 |
| III | Journalism as a Career Print Media and Electronic Media: 1 Editor and Bureau Chief. 2 Reporter 3 Feature Writer 4 Proof Reader 5 Photo Journalist and Cartoonist 6 Social Media Manager 7 News Reader 8 Video Producer 9 Researcher Social Network : 1- Instagram 2- Twitter 3-Facebook 4 -LinkedIn 5- Blog 6-WhatsApp 7 -Telegram Online Network 1 e-book 2 e-paper 3 e-business 4 News Agencies in India 5.Ethics of Journalism 6. Print Journalism 7. Media Journalism 8.Digital Journalism 9. Cyber Journalism 10.Investigative Journalism 11. Political Journalism 12.Crime Journalism | 12 | 20 |

| | | | |
|----|--|----|----|
| | 13. Professional Journalism 14. Educational Journalism 15. Sports Journalism 16. Photo Journalism 17. Yellow Journalism | | |
| IV | Media and Society 1. Role of Media: 1.1 Social Awareness 1.2 Educational Awareness 1.3 Political Awareness 1.4 Cultural Transmission 1.5 Catalyst for Development 2. Impact of Media: 2.1 On Society 2.2 On Profession 2.3 On Workplace 2.4 On Children and Youth 2.5 On Women 2.6 Increase in Crime 2.7 Spreading Rumors 2.8 Depression and Anxiety 2.9 As Addiction 2.10 Unhealthy Activities | 12 | 20 |
| V | Journalism in Twenty First Century Media Law and Ethics 1. Freedom of speech and expression 2. Official Secrets act 1923 3. Prasar Bharati act 1990 4. Cable TV Network Regulation Act 1995 5. Cinematography act 1952 6. Information Technology act 2000 7. Copyright act 1957 8. Media Commission and Committee | 12 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Text Books, Reference Books, Other resources:

1. Arya, P.K.(2006) Career in Media, Prabhat prakashan New Delhi s
- 2 Bruce D. Itule and Douglas A. Anderson(2000). News writing and reporting for today's media 3 Carole Flemming and Emma Hemmingway(2006)An Introduction to Journalism, Vistaa Publications McGraw Hill Publication
4. चतुर्वेदी, प्रेमनाथ (1969) समाचार संपादन, अकादमिक बुक्स, नई ददल्ली 5. दोषी, सुशील कुमार एवं कोमशक सुरेश (2003) राधाकृष्ण प्रकाशन, नई दिल्ली
6. George Rodmann. (2007) Mass Media in a Changing World. McGraw Hill Publication, ज जैन, रमश (1989) दहद ही पत्रकारता का आलोचनात एक इततहास बोहरा प्रकाशन, जयपर
8. Kumar, Keval (1994) Mass communication in India, JaicoPublishing House
9. M.L. Stem, Susan Paterno& R. Christopher Burnett (2006) News writer's Handbook An Introduction to Journalism. Blackwell Publishing.
10. कण वारी (1986) दहद की पत्रकारता 1, भारतीयनपीठ प्रकाशन, नई ददल्ली
11. Neelamlar, M (2010) Media Law & Ethics, PIII Learning Private Limited, New Delhi
12. Richard Keeble(2006) The Newspaper's Handbook,Routledge Publication
13. Singhal, Arvind (1989) India's Information revolution, Sage Publication, New Dell 14. शमा, श्रीपाल (1985) पत्रक रस्ता कमल मसदरथात, काशन, नई ददल्ली)
15. श्रीधर वर्वजयदत्त (1983) मध्य प्रदेश में पत्रकारता का इततहास, मध्य प्रदेश, दहदी ग्रन्थ अकादमी, भोपाल। म.प्र.
16. कला महकेश (2001) द्धय की पत्रकारिता के आयाम, कॉमनवेल्थ ब्लशर अंसारी रोड, नई ददल्ली
- 17 अजना (1984) आध उनक पाकारता 1 वदयालय प्रकाशन, वाराणसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism

http://www.uraisme.com/wp-content/uploads/2017/03/303_PRESS_LAW_MEDIA_ETHICS_backup.pdf

<http://evankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

म.प्र.

16. कुल 1. महश (2001) सधे पकड़ी पत्रकारता को संध आयाम, कॉमनवेल्थ ब्लगर

17 ततवारी, अजना (1984) आध उनक पाकारता 1, वदयालय प्रकाशन, वरि-णसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism <http://www.nraisme.com/wp-content/uploads/2017/03/303>

PRESS LAW MEDIA ETHICS backun.pdf

<http://ervankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

Business School and the Human Relations School. *The Academy of Management Review*, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. *Public Administration Quarterly*, 32(4), pp. 528-548

• Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. *Journal of Management History*, 16(4), pp. 489-503.

• Rodrigues, C. A. (2001). Fayol's 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. *The Academy of Management Journal*, 11(2), pp. 189-197.

Taylor, F. W. (1911). *The Principles of Scientific Management*. New York: Harper & Brothers. 50

• Weber, M., Hans G., & Mills, CW (1958). *Bureaucracy*. From Max Weber: *Essays in Sociology*. New York: Oxford University Press, pp.196-244.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Forth Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|--------------|
| B.A. | Generic Elective | RURAL DEVELOPMENT IN INDIA | BA GEC-403/6 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1.The Student will be able to know the problems of rural development along with the strategy of rural development.

CO2. Students will be able to get Information about various dimensions of rural development.

CO3.The student will be familiar with the role of agriculture and industries in rural development.

CO4.Students will be able to get information about various schemes and policies of the Government regarding rural development.

CO5. Students will develop an understanding of the contribution of Panchayati raj to rural development.

Syllabus

| Unit | Topics | No. of Lectures |
|------|--|-----------------|
| I | <p>Basics of Rural Development: Concept and Objectives of Rural Development, Significance of Rural Development, Indicators of Rural development, Rural Development Strategies: Aims & Objectives, Problems of the rural development in India -(Poverty, indebtedness & Unemployment), Major Initiatives for inclusive growth in rural India. Keywords: Rural Development, Indicators of Rural Development, Strategy, Poverty, Indebtedness, Unemployment, inclusive growth.</p> | 12 |
| II | <p>Infrastructure Development in Rural India: Social Infrastructure - Education, Health, Women and Child Welfare, livelihood mission, sanitation: physical Infrastructure Irrigation, Energy, Road, Transportation. Role of infrastructure in Rural Development. Keywords: Social Infrastructure, livelihood, sanitation, physical Infrastructure, Irrigation, Energy, Road, Transport.</p> | 12 |
| III | <p>Agriculture Development: Role of Agriculture in Rural Development, Characteristics and nature of Indian Agriculture, Green Revolution in Agriculture, Agricultural Production and Productivity, Agriculture Growth in India, Land Utilization, Current Agricultural Policy, Land reforms, Role of MSMES & Self-Help Groups in Rural Development. Keywords: Green Revolution, Agriculture Productivity, Land Utilization, Agricultural Policy, Micro Small Medium Enterprise, Self Help Groups.</p> | 12 |
| IV | <p>Programme and Policies of Rural Development: An overview of Current Rural Development Programmes: Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Swachchh Bharat Mission (SBM), Sansad Adarsh Gram Yojna (SAGY), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Pradhan Mantri Gramin Awaas Yojana (PMGAY), Pradhan Mantri Gram Sadak Yojana (PMGSY), Shyama Prasad Mukherji Rurban Mission (SPMRM), Deendayal Antyodaya Yojana National Rural Livelihood Mission (DAY- NRLM), Deendayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), Pradhan Mantri Ujjawala Yojna (PMUY), Pradhan Mantri Fasal Bima Yojna (PMFBY), Atal Pension Yojana (APY) Keywords: Programme, Policies, Overview of Present Policies, Rural Development.</p> | 12 |
| V | <p>Role of Panchayati Raj in Rural Development: Concept, structure and functions of Panchayati Raj Institutions, Concept and importance of Decentralization in rural development, Constitutional Provisions regarding Panchayati Raj (Including 73rd constitutional amendment), Role of Panchayats in Resources Generation, Poverty Alleviation and Women Empowerment, Linkage between Panchayat and NGOs. Challenges of Panchayati Raj institutions. Keywords: Panchayati Raj, Constitutional Provisions, Women Empowerment, Poverty Alleviation, Resources Generation, NGOs.</p> | 12 |

Recommended Reference Books.

1. Abdul Azeez, N.P.S Akhtar Jawed S.M. Rural Development in India" (Policies and programmes) kapaz publication Ashok vihas, New Delhi 2016.
2. Gupta K.R.Rural Development in India" Atlantic publishers and Distributions, New Delhi 2010.
3. Dr. Nath V.-"Rural Development and Planning in India" Concept Publishing Co. 2010.
4. Pareek, Udai Education and Rural Development D.G.M. Infai Book Publication 2005.
5. Sinha, Kumar Rajesh "Sustainablo development goals and panchayat publication Indigo Books 2019.
6. Bilgrami S.A. "An Introduction to agriculture Economics" Himalaya Publishing House Mumbai.
7. Gupta, U.C.S. Verma Pratik Gramin Vilas pariyojanas (Hindi) Raj publications, New Delhi 2013.
8. Dewan, M.L. - "Agriculture and Rural Development in India" concept Publishing Co.. (English).
9. Singh, Ram Sakal - "Rural Development Administration" - Anmol Publications Pvt. Ltd. 2006.
10. Dhingra L.C. Dec 2019
11. Prasad B.K. - Sasup & Sons New Delhi 2003.
12. Agrawal A.N.-37th Edition 2011 New Age International Publishers.

Hindi

1. सिंह कटार, सिसोदिया, यतीन्द्र सिंह " ग्रामीण विकास सिद्धान्त, नीतियाँ एवं प्रबन्ध (हिन्दी भाषा) Sage Publication Pvt. Ltd. फरवरी 2018.
2. सिंह, धर्मेन्द्र - " पंचायती राज एवं ग्रामीण विकास " रावत पब्लेशिन, नई दिल्ली 2011.
3. सिंह, इकबाल " भारत में ग्रामीण विकास " Olympia Publications, राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
4. बाबेल, डॉ. वसंती लाल - "पंचायती राज और ग्रामीण विकास की योजना, राजस्थान हिन्दी ग्रन्थ अकादमी



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Forth Semester

| Course | Category | Subject | Subject Code |
|-----------------|------------------|--|-------------------------------|
| B.A. | Generic Elective | ORGANISATIONAL BEHAVIOUR | GEC-403/7 Generic Elective |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

- CO1. Understand the effect of interpersonal behavior in an organizational work-life
- CO2. Understand perspective in diverse cultural environment.
- CO3. Understand the principles of organizational human behavior with relevance to the Indian business context.

Syllabus

| Unit | Topics | Duration (In Hours) | Marks |
|------------|--|---------------------------|-------|
| I | Concept of Organizational Behavior, Evolution of OB, Contributing Disciplines to Organizational Behavior, Framework of OB, Challenges and opportunities in the field of OB. Individual Behavior, Personality, Perception, Social Perception and Impression Management, Attitude-characteristics, components, formation and measurement, Values, Learning and Re-enforcement | 12 | 20 |
| II | Leadership Concepts and Theories of Leadership, Qualities of a good Leader. Group Dynamics- group formation, Nature of groups, Types at Group, Group Member Resources, Reasons of joining groups, Functions of group within organization | 12 | 20 |
| III | Stress Management- Meaning, Causes, Effects and coping strategies for stress Work Stress, Concepts and theories of motivation | 12 | 20 |
| IV | Organizational change, conflict and peer Forces of change, planned change, resistance, approaches. Conflict management and negotiation techniques. Organization structure and personnel management | 12 | 20 |
| V | International Dimensions of Organizational Behavior, Equal Employment Opportunities, Organizational Culture, Managing Cultural Diversity, Learning Organization. Case Studies | 12 | 20 |

Recommended Text Books:

- Udai Pareek, Understanding Organization Behaviour, 3rd Ed., Oxford University Press, 2011
- Robbins S. P., Organizational Behaviour, 7 Ed., New Delhi, PHI, 1996
- Huse, FE and Cunnings TG, Organization Development and Change, 3rd ed., New York. West, 1985
- Shekcharam Uma, Organizational Behaviour, Text & cases, New Delhi THM, 1989.
- Singh Dalip, Emotional Intelligence at work, Response Books, Sage Publication, Delhi 2001.
- Book published by M.P. Granth Academy, Bhopal

Reference Book

- Luthans Fred, "Organizational Behaviour", McGraw Hill.
- Hellriegel, Slocum and Woodman, Organizational Behavior, South-Western, Thomson Learning, 9th edition, 2001.
- Behavior in Organizations, Jerald Greenberg, Sih ed, Pearson Education.
- Arnold, John, Robertson, Ivan L and Cooper, Cary, L, "Work psychology: understanding behavior in the workplace", Macmillan India Ltd., Delhi.
- Dwivedi, R. S., "Human relations and Organizational Behaviour: a global perspective", Macmillan India Ltd., Delhi.



RKDF UNIVERSITY, BHOPAL

Bachelor of Arts

Forth Semester

| Course | Category | Subject | Subject Code |
|------------------------|-----------------|--|---------------------|
| B.A. | SEC | COMMUNICATION SKILLS | BA-404/1 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Understand the fundamental principles and components of effective Communication, including verbal, nonverbal, and written communication.

CO2:-Develop skills in active listening, empathy, and feedback to enhance

CO3:-Communication effectiveness. Develop skills in effective presentation and public speaking, including organizing ideas, using visual aids, and engaging an audience

CO4:-Apply effective communication skills to real-world scenarios, such as job interviews, customer interactions, and team collaborations, for personal and professional success.

CO5:-Gain awareness of different communication styles and cultural differences, and how to adapt communication for diverse audiences.

Syllabus

| Units | Content | Duration | Marks |
|-----------|--|-----------|-----------|
| 1 | Introduction: Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness. | 12 | 20 |
| 2 | Public Speech: Composition, Principles, Speech Delivering Skills, Group Discussion Do's and Don'ts of GD's Communication in Committees, Seminars and Conference. | 12 | 20 |
| 3 | Non Verbal Communication: Meaning and Importance. Listening: Difference between Listening and Hearing. | 12 | 20 |
| 4 | Drafting Of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curricular Vitae. | 12 | 20 |
| 5. | Business Correspondence: Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter – Enquiry Reply Orders Complaints Circular Letter. Outcome: | 12 | 20 |

Suggested Readings

1. Rodrigues M V Effective Business Communication, Concept Pub. Co. New Delhi, 1992
2. Sharma R C & Mohankrishna Business correspondence & Report Writing, TMH, New Delhi , 1996
3. Treece, Maira, Successful Business communications, 3rd ed., 1987, Allyn and Bacon Boston



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science.(B.A.)
Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | SEC | FINANCIAL SERVICES AND INSURANCE | BA-404/2 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

- CO1. Understand the functions of Banking and Insurance services.
- CO2. Know about and able to perform various financial services such as Banking, Investment Advisory, Wealth Management, Mutual Funds, Insurance Consultancy, Stock Market, Capital Restructuring, Portfolio Management etc.
- CO3. Enhances knowledge Banking & Insurance.about the legal and regulatory aspects .
- CO4. Aware about the financial derivatives.
- CO5. Develop skills to work in financial and insurance services.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|--|--------------------------------|--------------|
| I | <p>Financial Consultant :- Overview of Financial Services</p> <p>Meaning, Importance and Scope of financial services, Indian financial system, Brief Study of Financial Institutions - RBI, Commercial and Co-Operative Banks, Non- banking financial institutions, Development Bank, Merchant Bank, Basics of Mutual Funds, Credit Rating. An overview of micro finance.</p> | 12 | 20 |
| II | <p>Financial Markets</p> <p>Money Market in India: Importance, features and instruments, Measures to strengthen money market in India, Recommendations of the working group on money market.</p> <p>Capital Markets in India: New issue market and stock exchange, Importance of stock exchanges, Role of The Securities and Exchange Board of India (SEBI), Meaning and Classification of Mutual Funds, Operation of the Funds, Net Asset Value, and Regulation of Mutual Funds in India.</p> <p>Financial Instruments: Cash, Derivative, Foreign Exchange, Debt based and Equity based financial instruments.</p> | 12 | 20 |
| III | <p>Principles and Practices of Insurance</p> <p>Concept, Principles & Types of Insurance-Life Insurance, Micro Insurance, Annuities, Health Insurance, General Insurance, Motor Insurance, Marine Insurance, Property 5,6,7 Insurance and Other Miscellaneous Insurance, The Concept of Risk and Classification of Risks, Insurance Documents, Online Insurance, Process of claim and settlement, Policy Terms and Conditions, Legal and Regulatory Aspects of Insurance(IRDA).</p> | 12 | 20 |
| IV | <p>Practical</p> <p>(1) Practice online bank account opening, e-banking operations, and UPI transfers/ payments.</p> <p>(2) Prepare the documents of a hypothetical insurance claim.</p> <p>(3) Visit to banks and insurance companies to observe the functioning,</p> <p>(4) Presentation by charts and models about various financial functions.</p> <p>(5) Role plays of an Insurance Agent, Mutual Fund Consultant, Stock Broker, Investment Advisor and Portfolio Manager etc.</p> | 12 | 20 |
| V | <p>Project/Field trip</p> | | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Text Books, Reference Books, Other resources

- (1) R.K. Mishra, IS Yadav, A. P Kumar, S P Mishra, J. Kiranmai, "Risk Management in Banking, Insurance and Financial Services", 2014, Academic Foundation.
- (2) R. Gordan & Natarajan, "Future scenario of Financial services", Himalaya Publication
- (3) Satyadevi, C., Financial Services Banking and Insurance, S.Chand
- (4) Kunjukunju, Benson, Mohanan,S, "Financial Markets and Financial Services In India",New Century Publication
- (5) Dhanesh Kumar Khatri, "Derivatives and Risk Management", Macmillan
- (6) Khan, M. Y. Financial Services. New Delhi: Tata McGraw Hill Education. (2005) (7) Machiraju, H. R. Indian Financial System. New Delhi: Vikas Publishing House (2010). (8) Agarwal, O. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011).

Suggestive digital platforms web links

- 1 <https://ves.ac.in/tulsitech/wp->
Rise and grecontent/uploads/sites/16/2017/05/Banking Financial Services and Insurance.pdf
- 2 <https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf>
- 3 <https://nsdeindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf>
- 4 <https://sgp.fas.org/crs/misc/IF10043.pdf>
- 5 <http://impcollege.org/downloads/BASICS> OF FINANCIAL SERVICES 1.pdf



RKDF UNIVERSITY, BHOPAL
Bachelor of Social Science.(B.A.)
Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | SEC | Art Appreciation: An Introduction to Indian Art | BA-404/3 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: learn about the Indian art, from ancient to contemporary times which will help them in understanding and appreciating its diversity and its aesthetic richness.

CO-2: Understand art as a medium of cultural expression.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|---|--------------------------------|--------------|
| I | <p align="center">Definition, Concept and Categorization of Art:</p> <p>1. Definition, concept and categorization of art. 2. The theory of rasa and bhava in India art. 3. Visual elements of Indian art: color, form, space, symbols, texture etc. 4. Prehistoric and prehistoric art: rock painting, Harappan art and craft.</p> | 12 | 20 |
| II | <p align="center">Understanding of Architecture:</p> <p>1. Understanding of the features of India architecture: plan, elevation, section, arches, vaults, domes, pillars, capitals, stupas. 2. Indus Valley town planning: rock cut architecture, major styles of 3. Mughal architecture: tomb, places, garden, chattris, 4. Modern and contemporary architecture: colonial building: neoclassical architecture, British forts, churches, high courts, university, Rashtrapati niwas etc. Contemporary structures across India: Lotus temple, New Delhi; Jawahar kala Kendra, Jaipur, British council, Delhi; capital complex, Chandigarh; the Light Box Restroom, Mumbai.</p> | 12 | 20 |
| III | <p align="center">Understanding of Indian Sculpture:</p> <p>1. Types of sculptures based on media: stone, clay and metal. 2. Stone sculptures: from prehistoric to modern times: - a. Ancient sculpture and terracotta's: Shunga, Mathura, Gandhara. b. Medieval: Chalukya, Pallava, Chola, Odisha. c. Modern Indian sculpture: Well-known marble and ceramic sculptures and some modern maestros of Indian sculpture 3. Metal sculptures: Indus metal figure, Gupta metal sculpture, Palas and Cholas bronze, modern bronze and metal icons and well-known artists. 4. Iconographic classification and identification of Buddhist, Brahmanical, Jain and other sculpture. 5. Wall relief sculpture: history and types.</p> | 12 | 20 |
| IV | <p align="center">Understanding of Indian Painting :</p> <p>1. Cave Painting : Prehistoric Rock Painting ,Ajanta ,Alora And Bagh. 2. Major Style Of Paintng : Mughal Rajasthani Deccan, Pahari,Modern,Company. 3. Early Illustrated Manuscripts. 4.Marul Tradition Of Painting . 5. Major School And Artist In Modern Times</p> | 12 | 20 |
| V | <p align="center">Project</p> <p>1. Write up about local art heritage site and prepare a report about its History, art, Feature and Condition. 2. Viva-Voce</p> | 12 | 20 |

****Note: Topic/ Topics in Bold Italic represent enhancements made by the college.***

PART-C: Learning Resources

Textbooks, Reference Books, Other Resources

1. Agarwal V.S: Indian Art, Varanasi, 1965
2. Archer W.G: Indian Painting for the British, 1770-1880. Oxford University
3. Beach M.C Rajput painting for the British, 1770-1880. Oxford University Press.
4. Brown P.: Indian Painting under Mughals. 1550 A.D. to 1750 A.D.
5. Chandra Moti. Studies in Early Indian Painting, Asia Pub. Home
6. Coomarswamy A.K: Transformation of nature in Art, Dover Pub. 1956. Reprint1995
7. Ferussion, J: History of Indian and Eastern Architecture. Delhi 1999.
- 8 Goswamy B.N Essence of Indian Art, Asian Art Museum of San Francisco, 1986
9. Kramrisch Stella: Indian Sculpture, Ancient, Classic and Medieval, Motilal Banarasi
10. Majumdar R.C Edited: History and Culture of Indian People (Relevant Volumes and Chapters),Bhartiya Vidya Bhawan, Bombay
11. R.S Gupta: Iconography of Hindu, Buddhist and Jain, Advent Book, New Delhi, 1980
12. Rowland, B. Art and Architecture of India, Harmondswarth, 1970
13. Saraswati S.K: A survey of Indian Sculpture, Calcutta, 1957
14. Sivarammurti. C Indian painting. Delhi 1970



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science.(B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | SEC | Your law & Your Right | BA-404/4 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1. Students will come to know about the rights which generally they should act as a vigilant citizen of the country.

CO2. They will come to explain the rights of an individual when one faces arrest or detention or seek to get bail or when one is subjected to investigation by the executive agencies of the state.

CO3. Students will also understand the details of laws catering to rights of different identities challenging exploitative practices against them.

CO4. The students will learn accessing and benefitting out of the social welfare schemes.

| Units | Topic | Duration (In Hours) | Marks |
|--------------|--|--------------------------------|--------------|
| I | Rule of law the Criminal Justice System in India: | 12 | 20 |
| II | Laws relating to criminal justice administration a. How to file a complaint, First Information Report (FIR) b. Detention, Arrest and Bail. | 12 | 20 |
| III | Equality and Non-discrimination a. Gender: the protection of women against domestic violence, rape and sexual harassment. b. Caste: laws abolishing untouchability and providing protection against atrocities. C. Class: laws concerning minimum wages. d. Disability and equality of participation and opportunity. | 12 | 20 |
| IV | Women and child welfare a) Women Empoerment b) Domestic violence c) Child crime d) Social and legal rights of womens | 12 | 20 |
| V | Access to Identification documents and Social Security Schemes (exercises only) a. Familiarise yourself with the following: Procedure for obtaining an Election Commission of India Identity Card, Filing RTI, Driving license, Ration Card, Rashtriya Swasthya Bima Yojna, Old Age Pension Scheme. Textbooks, Reference Books, Other Resources | 12 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

Recommended Books

1. P. Mathew, and P. Bakshi, (2005) 'Indian Legal System', New Delhi: Indian Social Institute.
2. P. Mathew, and P. Bakshi, (2005) 'Women and the Constitution', New Delhi: Indian Social
3. N. Menon, (2012) 'Sexual Violence', in Seeing Like a Feminist, New Delhi: Zubaan and Penguin,
4. M. Mohanty et al. (2011) Weapon of the Oppressed, Inventory of People's Rights in India. Delhi:
5. Centre for Good Governance, (2008) Right to Information Act, 2005: A Citizen's Guide,

Available

at <http://www.rti-gateway.org.in/Documents/Publications/A%20CITIZEN'S%20GUIDE.pdf>.

Accessed: 10.04.2013.

6. K. Sankaran, and U. Singh, (eds.) (2008) Towards Legal Literacy. New Delhi: Oxford University Press

7. A. Pandey, (2004) Rights of the Consumer. New Delhi: Indian Social Institute.

Suggestive digital platform web links

Consumer Protection Act, 1986, Available

at http://chdsla.gov.in/right_menu/act/pdf/consumer.pdf Criminal law Act, 2013,

Available

http://egazette.nic.in/WriteReadData/2013/E_17_2013_212.pdf Protection of Women

Against Domestic Violence Act, 2005, Available at <http://wcd.nic.in/wdvact.pdf>

Amendment

Right to Information Act, 2005, Available at <http://righttoinformation.gov.in/rtiact.pdf> The

Persons with Disabilities (Equal Opportunities, Protection of Rights, Full Participation)

Act, 1995,

Available at <http://bhind.nic.in/Spash/disability%20act%201995.pdf>



RKDF UNIVERSITY, BHOPAL

Bachelor of Social Science.(B.A.)

Fourth Semester

| Course | Category | Subject | SubjectCode |
|------------------------|------------|--|-----------------|
| B.A. | SEC | Social welfare and Security | BA-404/5 |
| Total Credit: 4 | | Max.Marks:100 (Internal:40+External:60) | |

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Students will understand the importance and necessity of social welfare and social security

CO2.We can help the needy person on families or having the information about the various social welfare scheme

CO3.They will be motivated for making their career in the field of social welfare.

CO4.The student will be inspired to work in the field after understanding the structure organization and function of NGOs, Self Help Groups. The curriculum and practical work of this paper will be helpful to students for preparing various competitive examination and interviews.

CO5.Get opportunities of job in various government department semi government organization and corporate sector as human resource coordinator, corporate social responsibilities, community welfare officer etc.

| Units | Topic | Duration (In Hours) | Marks |
|-------|--|------------------------|-------|
| I | <p>1. Tradition of social welfare in Indian society</p> <p>2. Social welfare 1,5,7</p> <p>2.1 Meaning, definition, Characteristics</p> <p>2.2 Aims and importance</p> <p>3. Development of social welfare in India</p> <p>4. Social welfare Models 1,5,7</p> <p>5. Social Security</p> <p>5.1 Meaning definition and characteristics 5.1 History of social security</p> <p>6. Approaches of social security</p> <p>7. Social security program and policy in India 5,7`</p> | 12 | 20 |
| II | <p>1. Health and Family welfare</p> <p>2. Child welfare and women welfare 1</p> <p>3. Youth welfare 3</p> <p>4. Welfare for old age 3</p> <p>5. Welfare for weaker section</p> <p>6. Social welfare policy and program 7</p> | 12 | 20 |
| III | <p>Social Welfare Voluntary Organization and Self Help Group5,6,7</p> <p>1. Voluntary organization</p> <p>1.2 Meaning and characteristics</p> <p>1.3 Structure</p> <p>1.4 Function of voluntary organisation</p> <p>2. Structure process scope</p> <p>3. Weaknesses of voluntary organization</p> <p>4. Suggestion to improve Voluntary Organisation</p> <p>2 Help group Group</p> <p>2.1 Concept of self help group</p> <p>2.2 Need purpose and importance</p> <p>2. 3 Constructions process of self help group</p> <p>3. Micro and small Finance</p> | 12 | 20 |

| | | | |
|----|---|----|----|
| IV | <p style="text-align: center;">Practical:</p> <ol style="list-style-type: none"> 1. Collect information about child and women welfare schemes through the visit of nearby Anganwadi or woman and child development office. 2. Making report on the structure and function of any voluntary organization. 3. Visit and write report on any micro and small finance agency. | 12 | 20 |
| V | Study of any self-help group of any nearby area | 12 | 20 |

**Note: Topic/ Topics in Bold Italic represent enhancements made by the college.*

PART-C: Learning Resources

Textbooks, Reference Books, Other Resources

1. Dasgupta sweater Towards a Philosophy of Social Work in India.
2. Fredlander W.A. Introduction to social welfare New York Prentice, Hall 1955
3. Sachdeva, Bharat mein Samaj Kalyan Prashasan Kitab Mahal Allahabad 2010
4. Shastri, Raja Ram Samajkary Uttar Pradesh Hindi Sansthan Lucknow NABARD's Hand book on formation of SHG's trainers manual by SERP

Suggestive digital platform web links

Equivalent Courses (NPTEL/JUGC/IGNOU/etc):

1. Web course - - <https://nptel.ac.in/courses/117/102/117102061/>



RKDF UNIVERSITY

BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

BBA II Year (Semester III & IV)

| BBA III Semester | | | | | | |
|-------------------------|---------------------------------------|-------------|----------|----------|---------------|-----------|
| Subject Code | Subject Name | Course Type | External | Internal | Maximum Marks | Credit |
| 301 | Marketing Management | Major | 70 | 30 | 100 | 6 |
| 302 | Organisational Behaviour | Minor | 70 | 30 | 100 | 6 |
| 303-E1 | Financial Accounting & Tally | GE | 70 | 30 | 100 | 4 |
| 303-E2 | Marketing Research | | | | | |
| 303-E3 | Indian Ethos for Effective Management | | | | | |
| 304 | Fundamentals of Computer | SE | 70 | 30 | 100 | 4 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 1200 | 60 |

| BBA IV Semester | | | | | | |
|-------------------------|----------------------------|-------------|----------|----------|---------------|-----------|
| Subject Code | Subject Name | Course Type | External | Internal | Maximum Marks | Credit |
| 401 | Research Methodology | Major | 70 | 30 | 100 | 6 |
| 402 | Business Policy | Minor | 70 | 30 | 100 | 6 |
| 403-E1 | Human Resources Management | GE | 70 | 30 | 100 | 4 |
| 403- E2 | Business Laws | | | | | |
| 403 -E3 | Communication Skills | | | | | |
| 404 | Entrepreneurship | SE | 70 | 30 | 100 | 4 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 1600 | 80 |



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BACELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|--|---|-------------------|
| Name of Program : BBA - III Semester | | Program Code: BBA |
| Name of Group: Major | | |
| Name of the Course: Marketing Management | | |
| Course Code: BBA-301 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Develop an integrated marketing communications plan for a product, concept, good and/or service based on an identified market need or target
2. Formulate strategies for developing new and/or modified products, concepts, goods and services that respond to evolving market needs
3. Mastery of Marketing Content: Understand fundamental marketing concepts, theories, and principles in areas of marketing
4. Apply the knowledge, concepts, tools necessary to overcome challenges, and issues of marketing in a changing technological landscape
5. Discuss Channel of Distribution, Marketing channels and agencies. Marketing research and Marketing information system

| Units | Content | Marks |
|-------|---|-------|
| 1 | Nature and scope of marketing, Selling Vs Marketing, basic concepts and approaches, Marketing management philosophies. | 20 |
| 2 | Market segmentation, Marketing Mix, Marketing Environment, Marketing System, Marketing research. | 20 |
| 3 | Product Classification & Product mix, branding and packaging decision, promotion Mix: Advertising, Selling and Sales promotion. | 20 |
| 4 | Pricing decision, methods of setting prices, pricing strategies product promotion, Consumer Behavior and Decision Making. | 20 |
| 5 | Channel of distribution, Factors affecting choice of channel, Types of intermediaries and their roles | 20 |

Suggested Readings

1. Philip Kotler, Principles of Marketing, Prentice Hall of India.
2. William J. Stanton, Fundamentals of Marketing, Mc Graw, New Delhi.



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| | | |
|---|---|--------------------------|
| Name of Program : BBA –III Semester | | Program Code: BBA |
| Name of Group: Minor | | |
| Name of the Course: Organisational Behaviour | | |
| Course Code: BBA-302 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Students will be able to know the organizational behavior, its important and comparison of various theories of organizational behavior. This outcome of organizational behavior will introduce to several theories on management framework, role of managers, skills of managers, and manager’s jobs.
2. Examine the components and theories behind leadership, power, and politics. They can analyze real situations where leadership, power, and politics are illustrated positively and negatively.
3. Analyze various stress management and coping strategies
4. Compare different organizational cultures, examine characteristics of cultures, explore global implications, and examine creating and sustaining a positive culture, and assessing the impact of culture on organizational behavior.

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Concept of Organizational Behavior, Contributing disciplines to organizational Behavior; Background/historical perspective and framework of OB. | 20 |
| 2 | Individual Behaviour, Personality perception- perceptual selectivity, perceptual organization, social perception and impression management, Attitudes and Values, Learning and Reinforcement. | 20 |
| 3 | Leadership – Concept and Theories of leadership .Qualities of a good leader. Group Dynamics- Group Formation, Nature of groups, Reasons for joining Groups, Functions of group within organization. | 20 |
| 4 | Stress Management- Meaning, cause, effect and coping strategies for stress, work stress, organizational change and development. | 20 |
| 5 | International dimensions of organizational behavior, equal employment opportunities, organizational culture, managing culture diversity, learning organization. . | 20 |

Suggested Reading

1. Fred Luthans, Organizational Behaviour (Evidence Based) Tata McGraw Hill (2010-International Edition).
- 2 Robbins S.P., Organizational behavior, pearsons Education (2018-18th Edition).
3. Singh Dalip, Emotional intelligence at Work, Response Books, Sage Publication, Delhi, (2015)
4. French Wendell, Bell Jr Cecil H & VohraVeena, Organization Development : Behavioral Science Interventions for Organizational Improvement person Education (2017-19th Edition)
5. K.Chitale, Avinash, Prasad Mohanty, Rajendra, Rajaram Dubey & Nishith Organizational Behavior, Text & Cases, PHI Learning New Delhi, (2019)



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| | | |
|---|---|--------------------------|
| Name of Program : BBA- III Semester | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Financial Accounting & Tally | | |
| Course Code: BBA-303 -E1 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Participants will understand the basic principles of financial accounting, including the preparation and interpretation of financial statements.
2. Learn how to create and manage accounts, ledgers, and financial reports using Tally
3. Generate accounting and inventory masters, vouchers and basic reports in tally
4. Develop skills in bookkeeping, financial reporting, and financial analysis
5. Apply financial accounting principles and Tally skills to real-world business scenarios for effective financial management and decision making

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Accounting and its place in business and relationship with other financial areas, Double entry system. Book Keeping: Meaning, Advantages, Concepts and Conventions. | 20 |
| 2 | Type of books of accounts and their Preparation. Journal, Ledger, Trial balance, Depreciation | 20 |
| 3 | Preparation of Final Account: Trading Account, Profit & Loss Account, Balance Sheet. | 20 |
| 4 | Hire Purchase Accounts: Accounting record in the book of purchase and vendor | 20 |
| 5 | Computerized Accounting / Accounting Software: Introduction to tally, Safety of accounts or password, characteristics, making ledger accounts, writing voucher, voucher entry and making different types of voucher, correcting sundry debtors and sundry creditor's accounts, preparation of trial balance, accounts books, cash books, bank books, ledger account, group summary, sales register and purchase register, journal register, statements of accounts and Balance-sheet. | 20 |

Suggested Reading

1. Grewal, T.S. , Double Entry Book Keeping Accountancy Principles, Sultanch and & Sons, New Delhi
2. Gupta, R L. Advanced Accounting, Sultanch and & Sons, New Delhi
3. Anthony R N and Reece, J S , Accounting Principles, 6th ed., Homewood, Illinois, Richard D Irwin, 1995



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| | | |
|---|---|--------------------------|
| Name of Program : BBA-III Semester | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Marketing Research | | |
| Course Code: BBA-303 –E2 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Discuss the scope and managerial importance of market research and its role in the development of marketing strategy.
2. Provide a detailed overview of the stages in the market research process
3. Develop research question and objectives that can be addressed in a research design.
4. Develop an appropriate market research design for the clients.
5. Manage the data collection process Use contemporary statistical packages to calculate and report descriptive statistics from quantitative data interpret data analysis in the context of the identified business problem.
6. Communicate research result in written report and oral presentation formats.

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Definition, Concept and objectives of Marketing research. Advantages and limitations of Marketing Research. Precautions in Marketing research. | 20 |
| 2 | Type of Marketing Research: Consumer Research, product research, sales research, and advertising research. | 20 |
| 3 | Problem formulation and statement of research, Research process, research design – exploratory research, descriptive research and experimental research design. . | 20 |
| 4 | Methods of data collection – observational and survey method. Questionnaire, Design attitude measurement techniques. | 20 |
| 5 | Administration of surveys, sample design, selecting an appropriate statistical technique. Tabulation and analysis of data. | 20 |

Suggested Readings

1. Rajendra Nargundkar Marketing Research: Text and Cases TMH, New Delhi.(2019-4th Edition)
2. Cooper DR and Schindler, Business Research Methods, Tata Mc Graw Hill, New Delhi latest edition .

3. Kothari, C R, & Gaurav Garg Research Methodology, New Age International Publishers, New Delhi. (2019)
4. Naresh K. Malhotra and Satyabhusan Das Marketing Research Pearson Education (2019-7th Edition)
5. Malhotra NC, Marketing Research, Pearson, New Delhi (2015)
6. G.C. Berry, Marketing Research, Pearson, New Delhi (2015)
7. G.C. Berry, Marketing Research, TMH, New Delhi.(2020)



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|---|---|-------------------|
| Name of Program : BBA-III Semester | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Indian Ethos for Effective Management | | |
| Course Code: BBA-303-E3 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Participants will understand the fundamental principles of Indian ethos, values, and ethics in the context of effective management
2. Learn how to apply Indian ethos in organizational management, including leadership, decision making, and team management.
3. Gain awareness of Indian cultural diversity, traditions, and customs, and their implications for effective management
4. Display ethical business behavior and promote good to the society along with improving profitability
5. They will be expected to apply Indian ethos principles to real-world management scenarios for effective leadership

Syllabus

| Units | Content | Marks |
|-------|--|-------|
| 1 | Introduction Principles Practiced by Indian Companies, Role of Indian Ethos in Managerial Practices. Managerial lessons from Vedas, Ramayan, Mahabharat, Bible and Quran. | 20 |
| 2 | Indian Values Indian Heritage in Management. Impact of Value on Stakeholders, Trans-Cultural Human Values, Secular v/s Spiritual Values, Value System in Work Culture. Meditation, Mental Health and Yoga. Gurukul System of Learning. Gandhian Approach in Management & Trusteeship. Importance of Trusteeship Principles in Business Management. | 20 |
| 3 | Ethics v/s Ethos, Indian v/s Western Management, Work Ethos and Values for Indian Managers. Relevance of value based management in Global Change. Nishkama Karma, Law of Karma, Law of Creation, Law of Humility, Law of Growth, Law of Responsibility, Law of Connection and Corporate Karma Leadership | 20 |

| | | |
|---|--|----|
| 4 | Need for Ethics, Ethical Values, Myths and Ambiguity, Ethical Codes, Ethical Principles in Business. Theories of Ethics, Absolutism v/s Relativism. Kohlberg's six stages of Moral Development (CMD). | 20 |
| 5 | Ethical Decision Making, Ethical Reasoning, Dilemma Resolution Process. Ethical Dilemma in different business areas of Finance, HRM, Marketing and International Business. Ethics and Value Based Leadership. Traditional Indian Wisdom towards Business Ethics. | 20 |

Suggested Readings

1. K.C. R. Raja : Ethics, Indian Ethos & Management
2. Bishwanath Ghosh : Ethic in Management & Indian Ethos
3. R. Nandgopal & Ajith Sankar R. N. : Indian Ethos & Values in Management
4. G. D. Sharma : Management & Indian Ethos
5. S. K. Chakraborty : Ethics in Management: Vedantic Perspective List of Cases, Recent Articles and Specific References will be announced in the Class Room at the time of launching of the course.



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

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|--|---|-------------------|
| Name of Program : BBA-III | | Program Code: BBA |
| Name of Group: SE | | |
| Name of the Course: Fundamentals of Computer | | |
| Course Code: BBA-304 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Identify the basic elements required in a computer system
2. Produce electronic documents using various software applications.
3. Illustrate the role of the computer for personal and professional uses.
4. understand the fundamental hardware components that make up a computer's hardware and the role of each of these components
5. Develop confidence for self-education and ability for life-long learning needed for Computer

Syllabus

| Units | Content | Marks |
|-------|--|-------|
| 1 | Computer System Concepts and Characteristics, Basic Components of Computer System, Input and Output Devices. | 20 |
| 2 | Software – Type of Software – System Software – Operating System – Over View and functions. | 20 |
| 3 | Application Software – Word Processing, Spread Sheet, Power Point Presentation | 20 |
| 4 | DBMS – Introduction, Purpose of DBMS, Views of Data, Data Models, Types of Data Base Languages | 20 |
| 5 | Network – LAN, WAN, MAN, Components of LAN, Internet – Evolution, Protocols and Interface, E-mail, www, Viruses Antivirus, Antispyware, fire wall, | 20 |

Suggested Readings

1. Texali – PC Software
2. P.K. Sinha – Fundamentals of Computer

3. Loen – Fundamentals of Information Technology, Vikas Publication
4. V. Rajaraman – Fundamental of Computer, Prantice Hall
5. Saxena – First Course in Computer, Vikas Publication
6. S. Jaiswal – Computer Today, Galgtia Publication
7. Dhiraj Sharma – Foundations of Excel Books



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| | | |
|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: Major | | |
| Name of the Course: : Research Methodology | | |
| Course Code: BBA-401 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Demonstrate the ability to choose methods appropriate to research aims and objectives. Understand the limitations of particular research methods.
2. Develop skills in qualitative and quantitative data analysis and presentation
3. Demonstrate the ability to choose methods appropriate to research aims and objectives
4. Understand the limitations of particular research methods
5. Develop skills in qualitative and quantitative data analysis and presentation

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Introduction: concept, meaning, definition and importance of research in business | 20 |
| 2 | Types of Research, Applied research, Fundamental research and other types of research | 20 |
| 3 | Identification & research problem, Deciding Hypothesis , objective and methodology, sampling concept Importance & techniques | 20 |
| 4 | Data collection –Data and reference – concept, sources of data, primary data collection – Questionnaire schedule, case analysis, Interview, census & sampling enquiry. | 20 |
| 5 | Tabulation, Interpretation & Report writing, Diagrammatic representation of statistical Data, Charts, Graphs and Diagrams. | 20 |

Suggested Readings

1. C.R. Kotri : Research Methodology
2. Sadhu & Singh : : Research Methodology in social science
3. Dwivedi R.S : Research Methodology IN Behavioral science
4. Michael V.P : Research Methodology in management



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|--|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: Minor | | |
| Name of the Course: Business Policy | | |
| Course Code: BBA-402 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. To introduce the concepts of strategic management and understand its nature in competitive and institutional landscape
2. Identification, appreciation and interpretation of the critical challenges and opportunities before an organization
3. Students will be able to describe major theories, background work, concepts and research output in the field of strategic management.
4. Students will demonstrate a clear understanding of the concepts, tools & techniques used by executives in developing and executing strategies and will appreciate its integrative and interdisciplinary nature.
5. Demonstrate the knowledge and abilities in formulating strategies and strategic plans

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Introduction to Business Policy & Strategic management. Nature, importance & purpose of business policy. | 20 |
| 2 | Business definition & objectives, Mission & purpose, Characteristic | 20 |
| 3 | Nature of strategic decision making approaches and process of strategic management. | 20 |
| 4 | SWOT Analysis, Environmental appraisal organizational appraisal & selective factor & process of strategic choice. | 20 |
| 5. | Social responsibilities & Strategic Management, Corporate Culture Corporate Policies | 20 |

Suggested Readings

1. Azhar Kazmi : Business Policy
2. P.K. Ghosh : Business Policy
3. Satish Seth : Corporate Strategy
4. L.M. Prasad. : Business Policy & Strategic Management.



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Human Resources Management | | |
| Course Code: BBA-403-E1 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Understand the principles and practices of human resource management
2. Understand recruitment, selection, training, compensation, performance management, and employee relations.
3. Understand the importance of talent acquisition, development, and retention In organizational success
4. Learn how to effectively communicate and negotiate with employees,
5. Learn how to develop and implement human resource policies and
6. Procedures.

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Concept and functions of Human Resource management, Role of Human Resource management in an Organization, Human Resource policy. | 20 |
| 2 | Staffing Policy and process; Human Resource Planning, Job Analysis, Job description, Job Specification, recruitment, Selection, Induction, Placement, promotion. | 20 |
| 3 | Manpower Training & Development: Employment training and Development, Employee Training, performance Appraisal and Potential Appraisal | 20 |
| 4 | Wage & Salary Administration, Job Evaluation importance, process and methods, Strategic Human Resource Management: objective of SHRM, Strategic HR Choices, SHRM Barriers. | 20 |
| 5. | Industrial disputes and participative Management, Grievance Vs Dispute Grievance Handling Procedure, Disciplinary Action. | 20 |

Suggested Readings

1. Rustoms Daver, Personnel management & Industrial relations, Vani Books, New Delhi

2. Edwin Philip, Principles of Personnel Management, Mc Graw Hill, International Book Co., New Delhi
3. M.S. Saiyedhir, Personnel management, Tata McGraw Hill, New delhi
4. Onkar R.M, Personality management and Career management, S Chand Publications.



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| | | |
|--|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Business Laws | | |
| Course Code: BBA-403 -E2 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. This course will help participants to understand the basic principles of business law, including legal concepts, contracts, torts, and business ethics
2. Gain awareness of legal risks and liabilities in business operations and develop strategies to mitigate them.
3. Develop skills in dispute resolution and alternative methods of resolving business-related legal conflicts.
4. Enable graduates to take appropriate routine as well as non-routine decisions for their business.
5. The participants will learn about ethical considerations in corporate social responsibility, sustainability and ethical decision making.

Syllabus

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Contract Act: essentials of valid contract, capacity to contract, free consent, unlawful & void agreements, discharge of contract, remedies for breach of contract | 20 |
| 2 | Consumer Protection Act 1986, rights & responsibilities, consumer protection council, consumer disputes redressal agencies, bailment & pledge | 20 |
| 3 | Companies Act 1956: nature & types of companies, formation of companies, memorandum & articles of association prospectus, share capital, membership, meetings & winding up | 20 |
| 4 | Law of Sales of Goods: conditions & warranties, transfer of property & title, performance of contract, rights of an unpaid seller, suits for breach of contract | 20 |
| 5. | Negotiable Instruments Act 1881: nature & types of negotiable instrument, negotiation & assignment, holder-in-due course, dishonour & discharge of negotiable instrument: arbitration | 20 |

Suggested Readings

1. K.Aswhathappa: Principles of Business Law (Himalaya)

2. Bulchandani K.R.: Business Laws (Himalaya, Bombay)
3. Maheswari R.P.: Business Law (National Pub., New Delhi)
4. Reddy P.N.: Essentials of Company Law (Himalaya Bombay)
5. Sharma N.K.: Company Law & Secretarial Practice Sahitya Bhavan, Agra)
6. B.K. Acharya: Company Law & Secretarial Practices (Himalaya, Bombay)



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| | | |
|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Communication Skills | | |
| Course Code: BBA-403-E3 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Understand the fundamental principles and components of effective Communication, including verbal, nonverbal, and written communication.
2. Develop skills in active listening, empathy, and feedback to enhance
3. Communication effectiveness. Develop skills in effective presentation and public speaking, including organizing ideas, using visual aids, and engaging an audience
4. Apply effective communication skills to real-world scenarios, such as job interviews, customer interactions, and team collaborations, for personal and professional success.
5. Gain awareness of different communication styles and cultural differences, and how to adapt communication for diverse audiences.

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Introduction: Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness. | 20 |
| 2 | Public Speech: Composition, Principles, Speech Delivering Skills, Group Discussion Do's and Don'ts of GD's Communication in Committees, Seminars and Conference. | 20 |
| 3 | Non Verbal Communication: Meaning and Importance. Listening: Difference between Listening and Hearing. | 20 |
| 4 | Drafting Of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curricular Vitae. | 20 |
| 5. | Business Correspondence: Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter – Enquiry Reply Orders Complaints Circular Letter. Outcome: | 20 |

Suggested Readings

1. Rodrigues M V Effective Business Communication, Concept Pub. Co. New Delhi, 1992
2. Sharma R C & Mohankrishna Business correspondence & Report Writing, TMH, New Delhi , 1996
3. Treece, Maira, Successful Business communications, 3rd ed., 1987, Allyn and Bacon Boston



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| | | |
|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: SE | | |
| Name of the Course: Entrepreneurship | | |
| Course Code: BBA-404 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Have the ability to discern distinct entrepreneurial traits
2. Know the parameters to assess opportunities and constraints for new business ideas
3. Understand the systematic process to select and screen a business idea
4. Design strategies for successful implementation of ideas
5. Understanding basic concepts in the area of entrepreneurship.

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Entrepreneur and Entrepreneurship : Concepts, Characteristics and functions of an Entrepreneur , Types of Entrepreneur, Major Entrepreneurial Competencies , Developing Competencies and Role of enterprises in Economic Development | 20 |
| 2 | Project Identification and Formulation: Criteria for Selecting a particular Project, Scanning Of Business Environment and identifying Projects , Steps in Project Formulation and Project Evaluation (Organizational, Commercial and Legal Aspects) | 20 |
| 3 | Preparation of Business Plan / Project Report : Significance, Contents, Formulation, Planning Commission Guidelines for Formulating the Project report and Common Errors in Project Formulation | 20 |
| 4 | Institutional Finance to Entrepreneurs: commercial Banks, Financing Institutions (IDBI, IFCI, IRBI LIC, UTI, SFC,SIDC, SIDBI and EXIM Bank). | 20 |
| 5. | Institutional Support to Entrepreneurs: Needs, Support Institutions. Small, Small Scale Industries, State Small Industries Development Corporation (SSIDC), Small Industries Service Institutes (SISI), Industrial Estates, Specialized Institutes and Technical Consultancy Organizations (TCOs). | 20 |

Suggested Readings

1. S.S. Khanka, Entrepreneurial Development, New Delhi. S.Chand and Sons.2nd Ed. 2000
2. Vasant Desai, Dynamics of Entrepreneurial Development and Management, Bombay, Himalaya Publishing House, 4th Ed. 2000

3. Entrepreneurship Development- Centre for Research and Industrial Staff Performance, New Delhi. Tata McGra-Hill,1998
4. Thomas W. Zimmerer and Norman M. Scarborough, Entrepreneurship and New Venture Formation, New Delhi. Prentice Hall of India, 1996
5. Hisrich, Entrepreneurship (Special Indian Edition), 6th Edition, McGraw-Hill Education.



RKDF UNIVERSITY

BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

BBA II Year (Semester III & IV)

| BBA III Semester | | | | | | |
|-------------------------|---------------------------------------|-------------|----------|----------|---------------|-----------|
| Subject Code | Subject Name | Course Type | External | Internal | Maximum Marks | Credit |
| 301 | Marketing Management | Major | 70 | 30 | 100 | 6 |
| 302 | Organisational Behaviour | Minor | 70 | 30 | 100 | 6 |
| 303-E1 | Financial Accounting & Tally | GE | 70 | 30 | 100 | 4 |
| 303-E2 | Marketing Research | | | | | |
| 303-E3 | Indian Ethos for Effective Management | | | | | |
| 304 | Fundamentals of Computer | SE | 70 | 30 | 100 | 4 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 1200 | 60 |

| BBA IV Semester | | | | | | |
|-------------------------|----------------------------|-------------|----------|----------|---------------|-----------|
| Subject Code | Subject Name | Course Type | External | Internal | Maximum Marks | Credit |
| 401 | Research Methodology | Major | 70 | 30 | 100 | 6 |
| 402 | Business Policy | Minor | 70 | 30 | 100 | 6 |
| 403-E1 | Human Resources Management | GE | 70 | 30 | 100 | 4 |
| 403- E2 | Business Laws | | | | | |
| 403 -E3 | Communication Skills | | | | | |
| 404 | Entrepreneurship | SE | 70 | 30 | 100 | 4 |
| Semester Total | | | | | 400 | 20 |
| Cumulative Total | | | | | 1600 | 80 |



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BACELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|---|---|-------------------|
| Name of Program : BBA - III Semester | | Program Code: BBA |
| Name of Group: Major | | |
| Name of the Course: Marketing Management | | |
| Course Code: BBA-301 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Develop an integrated marketing communications plan for a product, concept, good and/or service based on an identified market need or target
2. Formulate strategies for developing new and/or modified products, concepts, goods and services that respond to evolving market needs
3. Mastery of Marketing Content: Understand fundamental marketing concepts, theories, and principles in areas of marketing
4. Apply the knowledge, concepts, tools necessary to overcome challenges, and issues of marketing in a changing technological landscape
5. Discuss Channel of Distribution, Marketing channels and agencies. Marketing research and Marketing information system

| Units | Content | Marks |
|-------|---|-------|
| 1 | Nature and scope of marketing, Selling Vs Marketing, basic concepts and approaches, Marketing management philosophies. | 20 |
| 2 | Market segmentation, Marketing Mix, Marketing Environment, Marketing System, Marketing research. | 20 |
| 3 | Product Classification & Product mix, branding and packaging decision, promotion Mix: Advertising, Selling and Sales promotion. | 20 |
| 4 | Pricing decision, methods of setting prices, pricing strategies product promotion, Consumer Behavior and Decision Making. | 20 |
| 5 | Channel of distribution, Factors affecting choice of channel, Types of intermediaries and their roles | 20 |

Suggested Readings

1. Philip Kotler, Principles of Marketing, Prentice Hall of India.
2. William J. Stanton, Fundamentals of Marketing, Mc Graw, New Delhi.



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| | | |
|---|---|--------------------------|
| Name of Program : BBA –III Semester | | Program Code: BBA |
| Name of Group: Minor | | |
| Name of the Course: Organisational Behaviour | | |
| Course Code: BBA-302 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Students will be able to know the organizational behavior, its important and comparison of various theories of organizational behavior. This outcome of organizational behavior will introduce to several theories on management framework, role of managers, skills of managers, and manager’s jobs.
2. Examine the components and theories behind leadership, power, and politics. They can analyze real situations where leadership, power, and politics are illustrated positively and negatively.
3. Analyze various stress management and coping strategies
4. Compare different organizational cultures, examine characteristics of cultures, explore global implications, and examine creating and sustaining a positive culture, and assessing the impact of culture on organizational behavior.

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Concept of Organizational Behavior, Contributing disciplines to organizational Behavior; Background/historical perspective and framework of OB. | 20 |
| 2 | Individual Behaviour, Personality perception- perceptual selectivity, perceptual organization, social perception and impression management, Attitudes and Values, Learning and Reinforcement. | 20 |
| 3 | Leadership – Concept and Theories of leadership .Qualities of a good leader. Group Dynamics- Group Formation, Nature of groups, Reasons for joining Groups, Functions of group within organization. | 20 |
| 4 | Stress Management- Meaning, cause, effect and coping strategies for stress, work stress, organizational change and development. | 20 |
| 5 | International dimensions of organizational behavior, equal employment opportunities, organizational culture, managing culture diversity, learning organization. . | 20 |

Suggested Reading

1. Fred Luthans, Organizational Behaviour (Evidence Based) Tata McGraw Hill (2010-International Edition).
- 2 Robbins S.P., Organizational behavior, pearsons Education (2018-18th Edition).
3. Singh Dalip, Emotional intelligence at Work, Response Books, Sage Publication, Delhi, (2015)
4. French Wendell, Bell Jr Cecil H & VohraVeena, Organization Development : Behavioral Science Interventions for Organizational Improvement person Education (2017-19th Edition)
5. K.Chitale, Avinash, Prasad Mohanty, Rajendra, Rajaram Dubey & Nishith Organizational Behavior, Text & Cases, PHI Learning New Delhi, (2019)



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|---|---|--------------------------|
| Name of Program : BBA- III Semester | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Financial Accounting & Tally | | |
| Course Code: BBA-303 -E1 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Participants will understand the basic principles of financial accounting, including the preparation and interpretation of financial statements.
2. Learn how to create and manage accounts, ledgers, and financial reports using Tally
3. Generate accounting and inventory masters, vouchers and basic reports in tally
4. Develop skills in bookkeeping, financial reporting, and financial analysis
5. Apply financial accounting principles and Tally skills to real-world business scenarios for effective financial management and decision making

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Accounting and its place in business and relationship with other financial areas, Double entry system. Book Keeping: Meaning, Advantages, Concepts and Conventions. | 20 |
| 2 | Type of books of accounts and their Preparation. Journal, Ledger, Trial balance, Depreciation | 20 |
| 3 | Preparation of Final Account: Trading Account, Profit & Loss Account, Balance Sheet. | 20 |
| 4 | Hire Purchase Accounts: Accounting record in the book of purchase and vendor | 20 |
| 5 | Computerized Accounting / Accounting Software: Introduction to tally, Safety of accounts or password, characteristics, making ledger accounts, writing voucher, voucher entry and making different types of voucher, correcting sundry debtors and sundry creditor's accounts, preparation of trial balance, accounts books, cash books, bank books, ledger account, group summary, sales register and purchase register, journal register, statements of accounts and Balance-sheet. | 20 |

Suggested Reading

1. Grewal, T.S. , Double Entry Book Keeping Accountancy Principles, Sultanch and & Sons, New Delhi
2. Gupta, R L. Advanced Accounting, Sultanch and & Sons, New Delhi
3. Anthony R N and Reece, J S , Accounting Principles, 6th ed., Homewood, Illinois, Richard D Irwin, 1995



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|---|---|--------------------------|
| Name of Program : BBA-III Semester | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Marketing Research | | |
| Course Code: BBA-303 –E2 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Discuss the scope and managerial importance of market research and its role in the development of marketing strategy.
2. Provide a detailed overview of the stages in the market research process
3. Develop research question and objectives that can be addressed in a research design.
4. Develop an appropriate market research design for the clients.
5. Manage the data collection process Use contemporary statistical packages to calculate and report descriptive statistics from quantitative data interpret data analysis in the context of the identified business problem.
6. Communicate research result in written report and oral presentation formats.

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Definition, Concept and objectives of Marketing research. Advantages and limitations of Marketing Research. Precautions in Marketing research. | 20 |
| 2 | Type of Marketing Research: Consumer Research, product research, sales research, and advertising research. | 20 |
| 3 | Problem formulation and statement of research, Research process, research design – exploratory research, descriptive research and experimental research design. . | 20 |
| 4 | Methods of data collection – observational and survey method. Questionnaire, Design attitude measurement techniques. | 20 |
| 5 | Administration of surveys, sample design, selecting an appropriate statistical technique. Tabulation and analysis of data. | 20 |

Suggested Readings

1. Rajendra Nargundkar Marketing Research: Text and Cases TMH, New Delhi.(2019-4th Edition)
2. Cooper DR and Schindler, Business Research Methods, Tata Mc Graw Hill, New Delhi latest edition .

3. Kothari, C R, & Gaurav Garg Research Methodology, New Age International Publishers, New Delhi. (2019)
4. Naresh K. Malhotra and Satyabhusan Das Marketing Research Pearson Education (2019-7th Edition)
5. Malhotra NC, Marketing Research, Pearson, New Delhi (2015)
6. G.C. Berry, Marketing Research, Pearson, New Delhi (2015)
7. G.C. Berry, Marketing Research, TMH, New Delhi.(2020)



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|--|---|--------------------------|
| Name of Program : BBA-III Semester | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Indian Ethos for Effective Management | | |
| Course Code: BBA-303-E3 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Participants will understand the fundamental principles of Indian ethos, values, and ethics in the context of effective management
2. Learn how to apply Indian ethos in organizational management, including leadership, decision making, and team management.
3. Gain awareness of Indian cultural diversity, traditions, and customs, and their implications for effective management
4. Display ethical business behavior and promote good to the society along with improving profitability
5. They will be expected to apply Indian ethos principles to real-world management scenarios for effective leadership

Syllabus

| Units | Content | Marks |
|-------|--|-------|
| 1 | Introduction Principles Practiced by Indian Companies, Role of Indian Ethos in Managerial Practices. Managerial lessons from Vedas, Ramayan, Mahabharat, Bible and Quran. | 20 |
| 2 | Indian Values Indian Heritage in Management. Impact of Value on Stakeholders, Trans-Cultural Human Values, Secular v/s Spiritual Values, Value System in Work Culture. Meditation, Mental Health and Yoga. Gurukul System of Learning. Gandhian Approach in Management & Trusteeship. Importance of Trusteeship Principles in Business Management. | 20 |
| 3 | Ethics v/s Ethos, Indian v/s Western Management, Work Ethos and Values for Indian Managers. Relevance of value based management in Global Change. Nishkama Karma, Law of Karma, Law of Creation, Law of Humility, Law of Growth, Law of Responsibility, Law of Connection and Corporate Karma Leadership | 20 |

| | | |
|---|--|----|
| 4 | Need for Ethics, Ethical Values, Myths and Ambiguity, Ethical Codes, Ethical Principles in Business. Theories of Ethics, Absolutism v/s Relativism. Kohlberg's six stages of Moral Development (CMD). | 20 |
| 5 | Ethical Decision Making, Ethical Reasoning, Dilemma Resolution Process. Ethical Dilemma in different business areas of Finance, HRM, Marketing and International Business. Ethics and Value Based Leadership. Traditional Indian Wisdom towards Business Ethics. | 20 |

Suggested Readings

1. K.C. R. Raja : Ethics, Indian Ethos & Management
2. Bishwanath Ghosh : Ethic in Management & Indian Ethos
3. R. Nandgopal & Ajith Sankar R. N. : Indian Ethos & Values in Management
4. G. D. Sharma : Management & Indian Ethos
5. S. K. Chakraborty : Ethics in Management: Vedantic Perspective List of Cases, Recent Articles and Specific References will be announced in the Class Room at the time of launching of the course.



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|--|---|-------------------|
| Name of Program : BBA-III | | Program Code: BBA |
| Name of Group: SE | | |
| Name of the Course: Fundamentals of Computer | | |
| Course Code: BBA-304 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Identify the basic elements required in a computer system
2. Produce electronic documents using various software applications.
3. Illustrate the role of the computer for personal and professional uses.
4. understand the fundamental hardware components that make up a computer's hardware and the role of each of these components
5. Develop confidence for self-education and ability for life-long learning needed for Computer

Syllabus

| Units | Content | Marks |
|-------|--|-------|
| 1 | Computer System Concepts and Characteristics, Basic Components of Computer System, Input and Output Devices. | 20 |
| 2 | Software – Type of Software – System Software – Operating System – Over View and functions. | 20 |
| 3 | Application Software – Word Processing, Spread Sheet, Power Point Presentation | 20 |
| 4 | DBMS – Introduction, Purpose of DBMS, Views of Data, Data Models, Types of Data Base Languages | 20 |
| 5 | Network – LAN, WAN, MAN, Components of LAN, Internet – Evolution, Protocols and Interface, E-mail, www, Viruses Antivirus, Antispyware, fire wall, | 20 |

Suggested Readings

1. Texali – PC Software
2. P.K. Sinha – Fundamentals of Computer

3. Loen – Fundamentals of Information Technology, Vikas Publication
4. V. Rajaraman – Fundamental of Computer, Prantice Hall
5. Saxena – First Course in Computer, Vikas Publication
6. S. Jaiswal – Computer Today, Galgtia Publication
7. Dhiraj Sharma – Foundations of Excel Books



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

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|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: Major | | |
| Name of the Course: : Research Methodology | | |
| Course Code: BBA-401 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Demonstrate the ability to choose methods appropriate to research aims and objectives. Understand the limitations of particular research methods.
2. Develop skills in qualitative and quantitative data analysis and presentation
3. Demonstrate the ability to choose methods appropriate to research aims and objectives
4. Understand the limitations of particular research methods
5. Develop skills in qualitative and quantitative data analysis and presentation

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Introduction: concept, meaning, definition and importance of research in business | 20 |
| 2 | Types of Research, Applied research, Fundamental research and other types of research | 20 |
| 3 | Identification & research problem, Deciding Hypothesis , objective and methodology, sampling concept Importance & techniques | 20 |
| 4 | Data collection –Data and reference – concept, sources of data, primary data collection – Questionnaire schedule, case analysis, Interview, census & sampling enquiry. | 20 |
| 5 | Tabulation, Interpretation & Report writing, Diagrammatic representation of statistical Data, Charts, Graphs and Diagrams. | 20 |

Suggested Readings

1. C.R. Kotri : Research Methodology
2. Sadhu & Singh : : Research Methodology in social science
3. Dwivedi R.S : Research Methodology IN Behavioral science
4. Michael V.P : Research Methodology in management



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

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|--|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: Minor | | |
| Name of the Course: Business Policy | | |
| Course Code: BBA-402 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. To introduce the concepts of strategic management and understand its nature in competitive and institutional landscape
2. Identification, appreciation and interpretation of the critical challenges and opportunities before an organization
3. Students will be able to describe major theories, background work, concepts and research output in the field of strategic management.
4. Students will demonstrate a clear understanding of the concepts, tools & techniques used by executives in developing and executing strategies and will appreciate its integrative and interdisciplinary nature.
5. Demonstrate the knowledge and abilities in formulating strategies and strategic plans

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Introduction to Business Policy & Strategic management. Nature, importance & purpose of business policy. | 20 |
| 2 | Business definition & objectives, Mission & purpose, Characteristic | 20 |
| 3 | Nature of strategic decision making approaches and process of strategic management. | 20 |
| 4 | SWOT Analysis, Environmental appraisal organizational appraisal & selective factor & process of strategic choice. | 20 |
| 5. | Social responsibilities & Strategic Management, Corporate Culture Corporate Policies | 20 |

Suggested Readings

1. Azhar Kazmi : Business Policy
2. P.K. Ghosh : Business Policy
3. Satish Seth : Corporate Strategy
4. L.M. Prasad. : Business Policy & Strategic Management.



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

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|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Human Resources Management | | |
| Course Code: BBA-403-E1 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Understand the principles and practices of human resource management
2. Understand recruitment, selection, training, compensation, performance management, and employee relations.
3. Understand the importance of talent acquisition, development, and retention In organizational success
4. Learn how to effectively communicate and negotiate with employees,
5. Learn how to develop and implement human resource policies and
6. Procedures.

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Concept and functions of Human Resource management, Role of Human Resource management in an Organization, Human Resource policy. | 20 |
| 2 | Staffing Policy and process; Human Resource Planning, Job Analysis, Job description, Job Specification, recruitment, Selection, Induction, Placement, promotion. | 20 |
| 3 | Manpower Training & Development: Employment training and Development, Employee Training, performance Appraisal and Potential Appraisal | 20 |
| 4 | Wage & Salary Administration, Job Evaluation importance, process and methods, Strategic Human Resource Management: objective of SHRM, Strategic HR Choices, SHRM Barriers. | 20 |
| 5. | Industrial disputes and participative Management, Grievance Vs Dispute Grievance Handling Procedure, Disciplinary Action. | 20 |

Suggested Readings

1. Rustoms Daver, Personnel management & Industrial relations, Vani Books, New Delhi

2. Edwin Philip, Principles of Personnel Management, Mc Graw Hill, International Book Co., New Delhi
3. M.S. Saiyedhir, Personnel management, Tata McGraw Hill, New delhi
4. Onkar R.M, Personality management and Career management, S Chand Publications.



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BACHELOR OF BUSINESS ADMINISTRATION (BBA-ODL)

| | | |
|--|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Business Laws | | |
| Course Code: BBA-403 -E2 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. This course will help participants to understand the basic principles of business law, including legal concepts, contracts, torts, and business ethics
2. Gain awareness of legal risks and liabilities in business operations and develop strategies to mitigate them.
3. Develop skills in dispute resolution and alternative methods of resolving business-related legal conflicts.
4. Enable graduates to take appropriate routine as well as non-routine decisions for their business.
5. The participants will learn about ethical considerations in corporate social responsibility, sustainability and ethical decision making.

Syllabus

| Units | Content | Marks |
|--------------|---|--------------|
| 1 | Contract Act: essentials of valid contract, capacity to contract, free consent, unlawful & void agreements, discharge of contract, remedies for breach of contract | 20 |
| 2 | Consumer Protection Act 1986, rights & responsibilities, consumer protection council, consumer disputes redressal agencies, bailment & pledge | 20 |
| 3 | Companies Act 1956: nature & types of companies, formation of companies, memorandum & articles of association prospectus, share capital, membership, meetings & winding up | 20 |
| 4 | Law of Sales of Goods: conditions & warranties, transfer of property & title, performance of contract, rights of an unpaid seller, suits for breach of contract | 20 |
| 5. | Negotiable Instruments Act 1881: nature & types of negotiable instrument, negotiation & assignment, holder-in-due course, dishonour & discharge of negotiable instrument: arbitration | 20 |

Suggested Readings

1. K.Aswhathappa: Principles of Business Law (Himalaya)

2. Bulchandani K.R.: Business Laws (Himalaya, Bombay)
3. Maheswari R.P.: Business Law (National Pub., New Delhi)
4. Reddy P.N.: Essentials of Company Law (Himalaya Bombay)
5. Sharma N.K.: Company Law & Secretarial Practice Sahitya Bhavan, Agra)
6. B.K. Acharya: Company Law & Secretarial Practices (Himalaya, Bombay)



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| | | |
|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: GE | | |
| Name of the Course: Communication Skills | | |
| Course Code: BBA-403-E3 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Understand the fundamental principles and components of effective Communication, including verbal, nonverbal, and written communication.
2. Develop skills in active listening, empathy, and feedback to enhance
3. Communication effectiveness. Develop skills in effective presentation and public speaking, including organizing ideas, using visual aids, and engaging an audience
4. Apply effective communication skills to real-world scenarios, such as job interviews, customer interactions, and team collaborations, for personal and professional success.
5. Gain awareness of different communication styles and cultural differences, and how to adapt communication for diverse audiences.

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Introduction: Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness. | 20 |
| 2 | Public Speech: Composition, Principles, Speech Delivering Skills, Group Discussion Do's and Don'ts of GD's Communication in Committees, Seminars and Conference. | 20 |
| 3 | Non Verbal Communication: Meaning and Importance. Listening: Difference between Listening and Hearing. | 20 |
| 4 | Drafting Of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curricular Vitae. | 20 |
| 5. | Business Correspondence: Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter – Enquiry Reply Orders Complaints Circular Letter. Outcome: | 20 |

Suggested Readings

1. Rodrigues M V Effective Business Communication, Concept Pub. Co. New Delhi, 1992
2. Sharma R C & Mohankrishna Business correspondence & Report Writing, TMH, New Delhi , 1996
3. Treece, Maira, Successful Business communications, 3rd ed., 1987, Allyn and Bacon Boston



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| | | |
|---|---|--------------------------|
| Name of Program : BBA-IV | | Program Code: BBA |
| Name of Group: SE | | |
| Name of the Course: Entrepreneurship | | |
| Course Code: BBA-404 | Max. Marks :100 (External :70 + Internal 30) | |

Course Learning Outcomes

1. Have the ability to discern distinct entrepreneurial traits
2. Know the parameters to assess opportunities and constraints for new business ideas
3. Understand the systematic process to select and screen a business idea
4. Design strategies for successful implementation of ideas
5. Understanding basic concepts in the area of entrepreneurship.

Syllabus

| Units | Content | Marks |
|--------------|--|--------------|
| 1 | Entrepreneur and Entrepreneurship : Concepts, Characteristics and functions of an Entrepreneur , Types of Entrepreneur, Major Entrepreneurial Competencies , Developing Competencies and Role of enterprises in Economic Development | 20 |
| 2 | Project Identification and Formulation: Criteria for Selecting a particular Project, Scanning Of Business Environment and identifying Projects , Steps in Project Formulation and Project Evaluation (Organizational, Commercial and Legal Aspects) | 20 |
| 3 | Preparation of Business Plan / Project Report : Significance, Contents, Formulation, Planning Commission Guidelines for Formulating the Project report and Common Errors in Project Formulation | 20 |
| 4 | Institutional Finance to Entrepreneurs: commercial Banks, Financing Institutions (IDBI, IFCI, IRBI LIC, UTI, SFC,SIDC, SIDBI and EXIM Bank). | 20 |
| 5. | Institutional Support to Entrepreneurs: Needs, Support Institutions. Small, Small Scale Industries, State Small Industries Development Corporation (SSIDC), Small Industries Service Institutes (SISI), Industrial Estates, Specialized Institutes and Technical Consultancy Organizations (TCOs). | 20 |

Suggested Readings

1. S.S. Khanka, Entrepreneurial Development, New Delhi. S.Chand and Sons.2nd Ed. 2000
2. Vasant Desai, Dynamics of Entrepreneurial Development and Management, Bombay, Himalaya Publishing House, 4th Ed. 2000

3. Entrepreneurship Development- Centre for Research and Industrial Staff Performance, New Delhi. Tata McGra-Hill,1998
4. Thomas W. Zimmerer and Norman M. Scarborough, Entrepreneurship and New Venture Formation, New Delhi. Prentice Hall of India, 1996
5. Hisrich, Entrepreneurship (Special Indian Edition), 6th Edition, McGraw-Hill Education.



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-BSW

SCHEME

Semester-First

| No | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|----|----------------|---|------------------|--------------|-----------------|-------------|------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | BSW-101 | English | 20 | 80 | - | 100 | 35 |
| 2 | BSW-102 | Introduction to Social Work | 20 | 80 | - | 100 | 35 |
| 3 | BSW-103 | Integrated Social Work Practice | 20 | 80 | - | 100 | 35 |
| 4 | BSW-104 | Basic Sociological Concepts for Social Work | 20 | 80 | - | 100 | 35 |
| 5 | BSW-105 | Introduction to Field Work Practice | | - | 100 | 100 | 35 |
| | Total | | 80 | 320 | 100 | 500 | 175 |



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-BSW

SCHEME

Semester-Second

| S. No | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|-------|--------------|---------------------------------------|------------------|--------------|-----------------|-------------|------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | BSW-201 | English | 20 | 80 | - | 100 | 35 |
| 2 | BSW-202 | Social Problems In India | 20 | 80 | - | 100 | 35 |
| 3 | BSW-203 | Fields of Social Work | 20 | 80 | - | 100 | 35 |
| 4 | BSW-204 | History and Ideologies of Social Work | 20 | 80 | - | 100 | 35 |
| 5 | BSW-205 | Sociology for Social Workers in India | | 80 | | 100 | 35 |
| | Total | | 80 | 400 | | 500 | 175 |



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:- Social Work

Course-BSW

SCHEME

Semester-Third

| No | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|----|----------------|--------------------------------------|------------------|--------------|-----------------|-------------|------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | BSW-301 | Environmental Studies | 20 | 80 | - | 100 | 35 |
| 2 | BSW-302 | Fields of Social Work | 20 | 80 | - | 100 | 35 |
| 3 | BSW-303 | Human Growth and Development | 20 | 80 | - | 100 | 35 |
| 4 | BSW-304 | Working with Individuals (Case Work) | 20 | 80 | - | 100 | 35 |
| 5 | BSW-305 | Field Work (Project) | | | 100 | 100 | 35 |
| | Total | | 80 | 320 | 100 | 500 | 175 |



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-BSW

SCHEME

Semester-Fourth

| S. No | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|-------|----------------|--|------------------|--------------|-----------------|-------------|------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | BSW-401 | Environmental Studies | 20 | 80 | - | 100 | 35 |
| 2 | BSW-402 | Social Problems and Services | 20 | 80 | - | 100 | 35 |
| 3 | BSW-403 | Management of Developmental and Welfare Services | 20 | 80 | - | 100 | 35 |
| 4 | BSW-404 | Working with Groups (Group Work) | 20 | 80 | - | 100 | 35 |
| 5 | BSW-405 | Field Work | | | 100 | 100 | 35 |
| | Total | | 80 | 320 | | 500 | 175 |

SYLLABUS
Course-BSW
Semester-Second
Paper-First

| Course | Subject | Subject Code |
|--------|-------------------------------------|--------------|
| BSW | ENGLISH LANGUAGE AND INDIAN CULTURE | BSW-201 |

Unit-I

Reading, Writing & Interpretation Skills:

- 1.1 “Where the Mind is Without Fear” – Rabindranath Tagore
- 1.2 “National Education” – M.K. Gandhi
- 1.3 “The Axe” – R.K. Narayan
- 1.4 “The Wonder that was India” – A.L. Basham
- 1.5 Preface to the Mahabharata – C. Rajagopalachari

Unit-II

Reading Skills

- 2.1 Types of Reading
- 2.2 Reading Process
- 2.3 Barriers to Reading Skills Comprehension Skills:
- 2.4 Unseen passage

Unit-III

Basic Language Skills:

- 3.1 Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One word Substitution, Idioms, Proverbs marks
- 3.2 Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Conjunction, Articles.
- 3.3 Time and Tense

Unit-IV

Correspondence Skills

- 4.1 Formal Letters marks
- 4.2 Informal Letters
- 4.3 Applications

Unit-V

Report Writing with special reference to:

- 5.1 Business Report Writing marks
- 5.2 Skills Narration of events and situations
- 5.3 Drafting of E-mails
- 5.4 Translation of sentences/passage English to Hindi and Hindi to English
- 5.5 Drafting CV
- 5.6 Presentation Skills- 6 P's of Presentation
- 5.7 Interview Skills

SYLLABUS

Paper-Second

| Course | Subject | Subject Code |
|--------|--------------------------|--------------|
| BSW | SOCIAL PROBLEMS IN INDIA | BSW-202 |

Unit-I

Social Problems

Definitions, Meaning, Characteristics, Causes & Types of Social Problems.

Unit-II

Poverty and unemployment

Meaning, Types and Causes.

Programs for Alleviating poverty and unemployment.

Population problems: Causes, Characteristics & preventive programs Communalism. Castes and terrorism.

Unit-III

Substance Abuse

Causes, Types, preventive measures .

Suicide: Definition, Causes, Preventive Measures and Crisis Intervention.

AIDS; psychosocial & medico legal aspects

Unit-IV

Crime

Crime: Concept & prevention.

Violence Against women and Prostitution.

Human Trafficking, Migration and Displacement

Unit-V

Juvenile Delinquency

Classification, Causes and Preventive Programs.

Child abuse: School & Family Interventions.

Child Labor: causes, remedial programs

SYLLABUS Paper-Third

| Course | Subject | Subject Code |
|---------------|------------------------------|---------------------|
| BSW | Fields of Social Work | BSW-203 |

Unit-I

Family & Child Welfare-

- Foster Care, Adoption Services, Family Counseling Centre, Child Guidance Clinics, Sex Education, Premarital Counseling.

Unit-II

Medical & Psychiatric Social Work -

- Multidisciplinary Approach, Concept of Patient as a Person.
- Social & Emotional factors involved in disease.
- Death & Dying.
- Reaction to terminal illness. Role of medical social worker, role of psychiatric social worker

Unit-III

Rural & Urban Community Development

- Panchayati Raj & Decentralized planning

Unit-IV

Criminology & Correctional administration

- Social Welfare Administration
- School Social Work: Adjust mental Problems, Scholastic Backwardness, Learning Disability and Dropouts. Industrial social work- Problems of industrial workers, Absenteeism, Stress, Occupational Hazards.

Unit-V

Disaster Management-

- Crisis Intervention.
- Working with Elderly.
- Working with Mentally & Physically Challenged Community Health

SYLLABUS
Course-BSW
Semester-Second
Paper-Fourth

| Course | Subject | Subject Code |
|---------------|--|---------------------|
| BSW | History and Ideologies of Social Work | BSW-204 |

Unit-I

History and Evaluation of Social Work-

- Social Work Profession in the West, Origin and Development of Ideologies and Approaches to Social Change.
- Understanding Rationale, Goals, Ideals and Ethics for Social Change.

Unit-II

Profession in India-

- History and Evolution of Social Work Profession in India.
- Values in Social Work.

Unit-III

Developmental Orientation in Social Work-

- Welfare versus developmental orientation in Social Work, Organisation.
- Beginning of Social Work Education, Clinical Social Work, And Ecological Social Work.

Unit-IV

Ideologies for Social Change-I-

- Indian History of Ideologies for Social Change in India- Ancient Period, Vedic Period Vedantic and Non- Vedantic Ideologies, Spirituality.
- Medieval Period- Zoroastrianism and Islam in India, Mysticism of Bhakti and Sufi Movements, and Sikhism.

Unit-V

Ideologies for Social Change -II-

- Indian History of Ideologies for social change in Modern Period in India- Christianity in India, Hindu Reform Movements, Dalit Movements, Gandhi an Ideology, Sarvodaya Movements.
- Nationalism, Ideology of the Indian Constitution, Ideology of Voluntary Organisations and Voluntary Action.

SYLLABUS
Course-BSW
Semester-Second
Paper-Fifth

| Course | Subject | Subject Code |
|---------------|--|---------------------|
| BSW | Sociology for Social Workers in India | BSW-205 |

Unit-I

Sociology and its relationship to other Disciplines-

- Definitions, Meaning, Scope and Significance of Sociology.
- Relationship of Sociology with other social Sciences.

Unit-II

Society and Culture-

- Society- Definition, Meaning and Characteristics.
- Social Structure- Definition, Meaning and Elements of Social Structure.
- Role and Status- Meaning and Nature, Achieved and Ascribed Status.
- Culture- Definition, Meaning, Characteristics, Functions and Elements.

Unit-III

Indian Society-

- Composition of Indian Society.
- Social Stratification in India- Definition, Meaning and Functions.
- Caste and Class- Definition, Meaning and Characteristics

Unit-V

Social Movements-

- Definition, Meaning and Characteristics of Social Movements.
- Social Movements in India.
- Social Reformers in India

SYLLABUS
Course-BSW
Semester- Third
Paper-First

| Course | Subject | Subject Code |
|--------|-----------------------|--------------|
| BSW | Environmental Studies | BSW-301 |

Unit-I

Study of Environmental Science and Ecology-

- Definition and Importance.
- Environmental Pollution and Problems.
- Public Participation and Public Awareness.

Unit-II

Environmental Pollution-

- Air, Water, Noise, Heat and Nuclear Pollution.
- Causes, Effects and Prevention of Pollution.
- Disaster Management-Flood, Earthquake, Cyclones and Landslides.

Unit-III

Environment and Social Problems-

- Developmental- Non-Sustainable to Sustainable.
- Energy Problems of Cities.
- Water Preservation-Rain Water collection and Harvesting.

Unit-IV

Role of Making in Conserving Natural Resources-

- Food Resources- World Food Problems.
- Energy Resources- Increasing Demand for Energy.
- Land Resources- Land as Resources.

Unit- V

Environment Conservation Laws-

- Conservation Laws for Air and Water Pollution.
- Wildlife Conservation Laws.
- Role of Information Technology in protecting Environment and Health.

SYLLABUS
Course-BSW
Semester-Third
Paper-Second

| Course | Subject | Subject Code |
|--------|-----------------------|--------------|
| BSW | FIELDS OF SOCIAL WORK | BSW-302 |

UNIT-I

Child and Youth Welfare-

- Need and Importance of Child Welfare.
- History of Child Welfare Services.
- Definition and Meaning of Youth.
- Problems of Youth in India.
- Youth Welfare Services.

UNIT-II

Women and Family Welfare

- Concept and Meaning of Woman Welfare
- Status of Women in India
- Definition of Family, Salient Features and Types of Family.
- Administrative structure and Functions of Family Welfare Ministry

Unit-III

Urban and Rural Community Welfare-

- Concept and Meaning of Woman Welfare
- Definition of Urban and Rural Community.
- Definition and Meaning of Community Welfare.
- Introduction to Urban Welfare Programs.
- Slums and Slum Improvement.

Unit-IV

Tribal Community Welfare-

- Definition and Meaning of Tribal Community.
- Characteristics, Problems and Importance of Tribal Community.
- Agencies working for the Tribal Welfare Programs.
- Administrative structure and functions of Tribal Ministry.

Unit-V

Labor Welfare-

- Definition and Meaning of Labor Welfare.
- Importance of Labor Welfare in India.
- Agencies for Labor Welfare Work by the Indian Government

SYLLABUS
Course-BSW
Semester-Third
Paper-Third

| Course | Subject | Subject Code |
|---------------|-------------------------------------|---------------------|
| BSW | Human Growth and Development | BSW-303 |

Unit-I

Life Span, Heredity and Environment-

- Stages of Life Span.
- Principles and difference of growth and development.
- Role of Heredity and Environment.
- Deprivation of Stages during the Life spans Process.

Unit-II

Theories of Human Development-

- Theories of Human Development: Erik Ericson's, Freud, Paget's Theory.
- Maslow's Theory.
- Murry's Theory

UNIT-III

Human Development and Health-

- a) Early Childhood, Adolescence and Puberty.
- b) Prenatal and Postnatal stage.
- c) Youth in Indian Society.

Unit-IV

Adulthood, Ageing and Special Focus

- Adulthood-Growth, Personal and Social Adjustment.
- Ageing- Characteristics, hobbies, adjustments, Health, Mental Health, Death .
- Special Focus is on Psychosocial Development, Moral Development and Personality Development

UNIT-V

Relevance to Social Work Practice-

4. Relevance of Social Work across the stages of Development.
5. Development Needs, Tasks, Health, Problems and Services.

SYLLABUS
Course-BSW
Semester-Third
Paper-Fourth

| Course | Subject | Subject Code |
|--------|--------------------------------------|--------------|
| BSW | Working with Individuals (Case Work) | BSW- 304 |

Unit-I

Introduction to Social Case Work-

- Definition, Purpose and Importance of Social Case Work.
- Historical Development of the method of Case Work.
- Philosophical Assumption of Case Work.
- Values of Social Case Work

UNIT-II

Principles and Components-

- Principles of Social Case Work.
- Practices of Case Work in the Indian Context.
- Components of Social Case Work Methods-
 - a) Person
 - b) Problem
 - c) Place
 - d) Process

UNIT-III

Theories underlying Social Case Work

- Concept, Definition of Personality.
- Theories of Personality- Psycho- analytical theory of Sigmund Freud, Psycho- social Theory of Erik Ericson
- Developing Self- Awareness and Skills in working with clients both individually and in groups
- Types of Problems faced by individual and families

Unit-IV

Understanding with client system-

- Understanding the client system- The Person.
- Basic Concepts of Social Case Work- Social Role, Role Conflict, Concept of Ego, Concept of Adaptation

Unit-V

Process of Social Case Work-

- Phases of Social Case Work with special reference to-
 - a) Social Investigation or Psycho-Social Study

SYLLABUS
Course-BSW
Semester-Third
Paper-Fifth

| Course | Subject | Subject Code |
|---------------|---|---------------------|
| BSW | Field Work Project (Practical) | BSW-305 |

Compulsory Field Work Report Submission as a part of the Curriculum

SYLLABUS
Course-BSW
Semester-Fourth
Paper-First

| Course | Subject | Subject Code |
|---------------|------------------------------|---------------------|
| BSW | Environmental Studies | BSW-401 |

Unit-I

Problems of Natural Resources-

- Problems of Water Resources- Utilization of surface and ground water, overutilization, Flood, Drought, Dams.
- Problems of Forest Resources- Uses and over utilization, Deforestation and Afforestation.
- Problems of Land Resources- Land as a source, Erosion of Land, Land Slides and Desertification.

Unit-II

Bio-Diversity and its Protection-

- Value of Bio-Diversity- Consumable use, Productive use, Social Alternative, Moral values.
- Bio-Diversity and multi diversity at global and national levels.
- Threats to Bio-Diversity- Loss of habitat, Poaching of wildlife, Man-Wildlife conflicts.

Unit-III

Human Population and Environment-

- Population growth, disparities between countries.
- Population explosion, family welfare programmes.
- Environment and human health.

Paper-Second

| Course | Subject | Subject Code |
|---------------|-------------------------------------|---------------------|
| BSW | Social Problems and Services | BSW-402 |

Unit-I

Introduction to Social Problems-

- Social Problems- Definition, Meaning and Characteristics.
- Theoretical Perspectives of Analyzing Social Problems.
- Societal Response to Social Problems.
- A Critical Appraisal to Social Problems.

Unit-II

Crime

- Juvenile Delinquency and Domestic Violence-
- Crime- Concept, Types and Prevalence.
- Juvenile Delinquency- Concept and Prevalence.
- Domestic Violence- Concept, Causes and Consequences.
- Government Programs and Interventions in dealing with Crime, Juvenile Delinquency and Domestic Violence.

Unit-III

Child Labor,

- Gender Discrimination, Human Trafficking and HIV/AIDS-
- Child Labor- Concept, Causes and Consequences.
- Gender Discrimination- Concept, Causes and Consequences.
- Human Trafficking- Concept, Causes and Consequences.
- HIV/AIDS- Concept, Causes and Consequences.

Unit-IV

Drug Addiction,

- Alcoholism, Atrocities against women and children-
- Drug Addiction- Concept, Causes and Consequences.
- Alcoholism- Concept, Causes and Consequences.
- Different Atrocities against women and Children.
- Child Trafficking, Child Abuse, Female Feticide and Infanticide.

Unit-V

Child Marriage,

- Divorce, Corruption-
- Child Marriage- Concept, Causes and Consequences.
- Divorce- Concept, Causes and Consequences.
- Corruption- Concept, Causes and Consequences.
- Government Programs and Intervention of Social Work.

Paper-Third

| Course | Subject | Subject Code |
|---------------|---|---------------------|
| BSW | Management of Developmental and Welfare Services | BSW-403 |

Unit-I

Welfare Administration and Tasks

- Management- Concept, Aims and Scope.
- Concepts of Social Welfare Administration and Public Administration.
- Functions of Administration (PODSCORB)
- Organizational Behavior- Meaning, Nature, Elements and Importance.
- Human Resource Management- Objective, Functions and Scope.
- Concept of Public Relations.

Unit-II

Organizations, Environment, Services and Delivery-

- Need for Welfare and Developmental Organizations.
- Concept, Need and Process of Registration of Organizations.
- Organizational designs and structure in its Environmental Context.
- Types of Services, Program Delivery and Eligibility Criteria.

Unit-III

Organisational Policies and Practices-

- Concept, Meaning and Importance of Authority and Leadership.
- Need for creating work oriented climate and its relevance.
- Interpersonal relationship in organization.
- Communication in organizations.
- Decision making levels and methods.

Unit-IV

Program Management, Work Process and Tasks-

- Process and phases of Program Planning, Implementation, Documentation and maintenance of records.
- Concept of Budget and Accounts.
- Staff-Client relation, Team work, Supervision, directing, Monitoring and Evaluation.
- Conflict and Conflict resolution.

Unit-V

Social action-

- Meaning, Definition, characteristics, Scope and objectives.
- Principles and Process of Social Action.
- Some major Social Action Programs

Paper-Fourth

| Course | Subject | Subject Code |
|--------|-----------------------------------|--------------|
| BSW | Working with Groups (Group Work)- | BSW-404 |

Unit-I

Introduction (History and Evaluation of Groups)-

- Group Work as a method, Definition and Concept.
- Purpose of the method of group work.
- Principles of Social Group Work
- Basic assumptions and objectives of Social Group Work

Critical Evaluation of the method of Social Group Work

UNIT-II

Types of Groups-

- Classification of Groups
- Types and Purpose of the groups.
- Stages of Group formation.
- Factors of Group Formation
- Phases of Group Work Practice.

UNIT-III

Group Dynamics and Processes-

- Leadership
- Communication
- Leadership
- Conflict
- Decision making
- Transactional Analysis

UNIT-IV

Identifying Group Work-

- Identification of Problem for Work
 - Formulation of goals in Social Group Work.
 - Programme planning and implementation in group work.
- Group work treatment in various settings- School setting, Urban and Rural Setting, Medical and Psychiatric Setting

UNIT-V

Dealing with Group Problems-

- Study, Diagnosis and treatment of Group Problems.
 - Facilitation of Skills and Role of Social Group Workers.
 - Importance of Evaluation in Social Group Work
- Recording in Social Group Work

Paper-Fifth

| Course | Subject | Subject Code |
|---------------|--------------------------------|---------------------|
| BSW | Field Work Practical | BSW-405 |

Compulsory Field Work Report Submission as a part of the Curriculum.



RKDF UNIVERSITY, BHOPAL

Master of Commerce

SCHEME

First Semester

| S.No | Subject Code | Subject Name | Marks Distribution | | | | |
|------|--------------|---------------------------|--------------------|--------------|-----------------|-------------|------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| | | | | | | Max. | Min. |
| 1 | MC-101 | Management Concepts | 20 | 80 | - | 100 | 35 |
| 2 | MC-102 | Business Environment | 20 | 80 | - | 100 | 35 |
| 3 | MC-103 | Advanced Accounting | 20 | 80 | - | 100 | 35 |
| 4 | MC-104 | Cost Analysis and Control | 20 | 80 | - | 100 | 35 |
| 5 | MC-105 | Project Work (Viva) | - | - | 50 | 50 | 18 |



RKDF UNIVERSITY, BHOPAL
Master of Commerce
SCHEME
Second Semester

| S.No | Subject Code | Subject Name | Marks Distribution | | | | |
|------|--------------|-------------------------------|--------------------|--------------|-----------------|-------------|------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| | | | | | | Max. | Min. |
| 1 | MC-201 | Corporate Legal Frame Work | 20 | 80 | - | 100 | 35 |
| 2 | MC-202 | Organizational Behaviour | 20 | 80 | - | 100 | 35 |
| 3 | MC-203 | Advanced Statistical Analysis | 20 | 80 | - | 100 | 35 |
| 4 | MC-204 | Functional Management | 20 | 80 | - | 100 | 35 |
| 5 | MC-205 | Project Work (Viva) | - | - | 50 | 50 | 18 |



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester –I

| Course | Subject Title | Subject Code |
|--------|---------------------|--------------|
| M.Com | Management Concepts | MC-101 |

Course outcomes:

OC 1: Upon completion of the course, students will be able to have clear understanding of managerial functions like planning, and have some basic knowledge on international aspect of management

OC 2: To understand the planning process in the organization

OC 3: To understand the concept of organization

OC 4: Demonstrate the ability to directing, leadership and communicate effectively

OC 5: To analyze issues and formulate best control methods

Unit-1

Introduction: Concept of Management, Scope and Nature of Management, Approaches to Management, Human Relation, Behavioral and System approach.

Unit-2

Planning: Concept of Planning, Objectives and components of Planning, Nature and Process of Planning, determination of Objectives. Management by objectives, Management by Exception, Concepts, Nature and Process of decision-making. Theories of decision making.

Unit-3

Organization: Concept, objectives and element of organization, process and principles of organization. Organization Structure and Charts Span of Management, Delegation of Authority, Centralization and Decentralization.

Unit-4

Direction: Concept, Nature, Scope, Principles and Techniques of Direction.

Communication: concept, Process. Channel and Media of Communication. Barriers to effective communication, Building effective communication system.

Unit-5

Control: Concept, objectives, nature and process of control. levels and areas of control. Various control techniques. Z-Theory of Management. Management Education in India: Objectives, Present position and difficulties

Suggested Readings:

1. Understanding Organization - Shukla



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester –I

| Course | Subject Title | Subject Code |
|--------|----------------------|--------------|
| M.Com | Business Environment | MC-102 |

Course Outcomes: At the end of the course, student should be able to:

OC 1: Outline how an entity operates in a business environment

OC 2: Describe how financial information is utilized in business

OC 3: Explain the legal framework that regulates a business

Unit-1

Theoretical Framework of Business Environment: Concept, Significance and nature of business environment; Elements of environment -internal and external, Changing dimensions of business environment. Liberalisation, Privatization and Globalisation.

Unit-2

Economic Environment of Business : significance and elements of economic Environment, economic systems and business environment, Economic planning in India, **Government policies** - Industrial policy, licensing policy, fiscal policy, Monetary policy and EXIM policy.

Unit-3

Political and Legal Environment of Business : Monopoly and Restrictive Trade Practices (MRTP) Act, Foreign Exchange Management Act (FEMA), Consumer Protection Act, Patent Laws.

Unit-4

Socio, Cultural & International Environment : Social responsibility of business, Characteristics, Components, Scope, relationship between society and business, Socio-cultural business Environment, Social Groups, World Trade Organisation (WTO), International Monetary Fund (IMF), Foreign Investment in India

Unit-5

Technological Environment : Concept, Online Channels, Online Services, Advantage of Online services, E-commerce, Indian conditions of E-commerce, Electronic Banking, Franchise Business.

Suggested Readings :

1. Adhikary, M: Economic Environment of Business, Sultan Chand & Sons, New Delhi
2. Ahluwalia, I.J.: Industrial Growth in India, Oxford University Press Delhi.
3. Alagh, Yoginder K: Indian Development Planning and Policy, Vikas Publication, New Delhi.
4. Aswathappa, K: Legal Environment of Business, Himalaya Publication, Delhi.
5. Chakravarty, S.: Development Planning. Oxford University Press, Delhi.
6. Ghosh, Biswanath : Economic Environment of Business, Vikas Publication, New Delhi.
7. Govt. of India: Economic Survey, various issues.
8. Raj Agrawal and Parag Diwan, Business Environment; Excel Books, New Delhi.
9. Ramaswamy, V.S. and Nama Kumari : Strategic Planning for Corporate Success, Macmillan, New Delhi.



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester –I

| Course | Subject Title | Subject Code |
|--------|---------------------|--------------|
| M.Com | Advanced Accounting | MC-103 |

Course Outcomes: At the end of the course, student should be able to:

OC 1: have extensive knowledge in the field of Accountancy and other commercial activities in the very field.

OC 2: Student can apply for the UGC-NET or JRF exam. After these exams, they can go for a teaching or research area.

OC 3: Applicants also have the option of joining banking, investment and insurance areas which cover a wide range of jobs in investment banks, commercial banks and building societies, broking firms, independent financial advisers, insurance and reinsurance companies.

Unit-1

Advanced problems of Final Accounts

Unit-2

Advanced Problems of Bank Reconciliation Statement, Rectification of Errors, Accounting for Non Profit Organisation.

Unit-3

Accounting from Incomplete Records, Accounting for Insurance Claim.

Unit-4

Investment A/c, Voyage A/c, Insolvency A/c.

Unit-5

Dissolution of partnership firm including sales of Firm and Amalgamation.

Suggested Readings :

1. Gupta R.L., Radhaswamy M: Company Accounts; Sultan Chand and Sons, New Delhi.
2. Maheshwari S.N: Corporate Accounting; Vikas Publishing House, New Delhi.
3. Monga J.R, Ahuja, Girish, and Sehgal Ashok : Financial Accounting: Mayur Paper Backs, Noida.
4. Shukla M.C., Grewal T .S. and Gupta S.C.: Advanced Accounts: S. Chand & Co. New Delhi,
5. Moore C.L. and Jaccicke R.K.: Managerial Accounting; South Western Publishing Co., Cincinnati, Ohio.
6. Modi, Oswal & S.K. Khatik; Corporate Accounting in Hindi & English (both) College Book House, Jaipur.
7. Jain, Pareek & Khandelwal: Company A/c, Ramesh Book Depot, Jaipur
8. Jain & Narang: Financial A/c, Kalyani Pub. Delhi.
10. R.L. Gupta : Advanced Accounting
11. A.K. Sehgal: Advanced Accounting
12. Shukla Grewal: Advanced accounting
13. Agarwal M, : Advanced accounting



R.K.D.F. UNIVERSITY, BHOPAL

First Year
Semester –I

| Course | Subject Title | Subject Code |
|--------|---------------------------|--------------|
| M.Com | Cost Analysis and Control | MC-104 |

Course Outcomes: At the end of the course, student should be able to:

OC 1: Understand various costing systems

OC 2: Analyse and provide recommendations to improve the operations of organisations through the application of Cost and Management accounting techniques

OC 3: Evaluate the costs and benefits of different conventional and contemporary costing systems

Unit-1

Various cost concepts, Cost centre and cost unit, Methods and techniques of Costing. Installation of costing system, Methods of inventory control, Overheads Accounting.

Unit-2

Process Accounting Joint product and By product, Equivalent Production and Inter Process Profit, Operating Cost.

Unit-3

Marginal Costing : Concepts, Break Even Analysis, Uniform costing and Inter firm comparison. Use of Managerial Costing in business Decision.

Unit-4

Budgetary Control : Basic concepts, Preparation of functional budget: Cost Audit : Objectives and Advantages.

Unit-5

Standard Costing and Variance Analysis.

Suggest Readings :

1. Oswal Maheshwari - Cost Accounting
2. M. Agarwal & M Jain - Cost Accounting
3. Jain & Narang - Cost Accounting
4. S.N. Mahehwari - Cost Accounting
5. M.C. Agarwal- Cost Accounting
6. Jawaharlal- Cost Accounting



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester –II

| Course | Subject Title | Subject Code |
|--------|----------------------------|--------------|
| M.Com | Corporate Legal Frame Work | MC-201 |

Course Outcomes: At the end of the course, student should be able to:

OC 1: Demonstrate an understanding of the Legal Environment of Business.

OC 2: Understand the various provisions of Company Law

OC 3: Demonstrate the use analytical skills in case study analysis.

Unit - 1

The Companies Act, 1956 (Relevant Provisions) : Definition, types of companies, Memorandum of association, Articles of association, Prospectus, Share capital and Membership, Meetings and Resolutions, Company Management, Managerial Remuneration, Winding up and dissolution of companies.

Unit - 2

The Negotiable Instruments Act, 1881: Definition, Types of Negotiable Instruments, Negotiation Holder and holder in due course, Payment in due course; Endorsement and Crossing of cheque; Presentation of negotiable instruments.

Unit - 3

MRTP Act 1969 : Monopolistic trade practices; Restrictive trade practices; Unfair trade practices.

Unit - 4

The consumer protection Act, 1986 : salient features; Definition of Consumer, Right of consumer; Grievance Redressal Machinery.

Unit - 5

Regulatory Environment for International Business : FEMA, WTO: Regulatory framework of WTO, basic principles and its character, WTO provisions relating to preferential treatment to developing countries; regional groupings, technical standard, anti-dumping duties and other Non Tariff Barriers. Custom valuation and dispute settlement, TRIP and TRIMS.

Suggested Readings :

1. Singh, Avtar: Law Relating to Monopolies, Restrictive and Unfair Trade Practices, Eastern Book Co., Lacknow.
2. The Companies Act, 1956
3. The Negotiable Instruments Act, 1881
4. SEBI Act, 1992, Nabhi Publication, Delhi.
5. Amarchand D, Government and Business, Tata McGraw Hill, New Delhi
6. Securities (Contract and Regulation) Act 1956
7. Jain Narang - Corporate Legal Framework
8. Rastogi U.S. and Shukla - Corporate Legal Framework



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester –II

| Course | Subject Title | Subject Code |
|--------|--------------------------|--------------|
| M.Com | Organizational Behaviour | MC-202 |

Course Outcomes: At the end of the course, student should be able to:

OC1: Demonstrate the applicability of the concept of organizational behavior to understand the behavior of people in the organization.

OC 2: Demonstrate the applicability of analyzing the complexities associated with the management of individual behavior in the organization.

OC 3: Demonstrate how the organizational behaviour can integrate in understanding the motivation (why) behind behaviour of people in the organization.

Unit - 1

Organization : Concept, Types and significance, Organization Goal and its determinants. **Organization Behaviour** : Concept, Nature and Significance, Organizational Behaviour models.

Unit - 2

Personality : Concept, Theories, Determinants and importance, **Perception** : Concept, Process and Theories, **Learning** : Concept, Components, affecting factors and theories.

Unit - 3

Motivation : Meaning, types and important elements, Theories of Motivation, **Attitudes and Values** : Concept, factors, significance and Theories

Unit - 4

Interpersonal Behaviour : Nature, Transactional Analysis, Concept of Group, Theories of group formation, Group cohesiveness, Power and Authority.

Unit - 5

Organizational Conflicts : Causes and suggestions. Developing sound Organizational Climate, Management of Change, Concept and Process of Organizational Development.

Suggested Readings :

1. L.M. Prasad - Organizational Behavior
2. C.V. Gupta - Organizational Behavior
3. G.S. Sudha - Organizational Behavior
4. P.C. Jain - Organizational Behavior
5. Sareen Sandeep - Organizational Behavior
6. Icfai - Organizational Behavior



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester –II

| Course | Subject Title | Subject Code |
|--------|-------------------------------|--------------|
| M.Com | Advanced Statistical Analysis | MC-203 |

Course Outcomes: At the end of the course, student should be able to:

OC 1: Describe and discuss the key terminology, concept tools and techniques used in business statistical analysis

OC 2: Understand and critically discuss the issues surrounding sampling and significance

OC 3: Conduct statistical analysis of data

Unit - 1

Theory of Probability - Probability Distributions, Binomial, Poisson and Normal Distribution

Unit - 2

Theory of Sampling and Test of Significance

Unit - 3

Analysis of Variance (including one way and two way classification), Chi-square Test.

Unit - 4

Interpolation and Extrapolation. Association of Attributes.

Unit - 5

Regression Analysis, Statistical Decision Theory:- Decision under Risk and Uncertainty, Decision Tree Analysis.

Suggested Readings:

1. Shukla & Sahai - Advanced Statistical Analysis
2. Gupta C.B - Advanced Statistical Analysis
3. Gupta B.N. - Advanced Statistical Analysis
4. Elhance D.N - Advanced Statistical Analysis
5. Pathak & Shashtri - Advanced Statistical Analysis
6. Singh U.N - Advanced Statistical Analysis
7. Nagar K.N - Advanced Statistical Analysis



R.K.D.F. UNIVERSITY, BHOPAL

First Year Semester – II

| Course | Subject Title | Subject Code |
|--------|-----------------------|--------------|
| M.Com | Functional Management | MC-204 |

Course Outcomes: At the end of the course, student should be able to:

OC 1: Gain understanding of functions and responsibilities of managers

OC 2: Use tools and techniques to be used in the performance of managerial job

OC 3: Understand the complexities associated with management of Finance, Marketing, Production etc in the organization and integrate the learning in handling these complexities.

Unit – 1

Financial Management: Concept, Nature and Objectives, Functions of Financial Manager, Financial Planning - Nature, Need and influencing factors, Characteristics of a sound financial plan.

Unit - 2

Capitalization: Concept and Theories, Over and Under Capitalization, Capital structure, Balanced Capital Structure, Trading on Equity, Leverage: Financial and Operating leverage.

Unit - 3

Marketing Management: Concept Nature and Scope of marketing, Functions of marketing management, Marketing mix. Advertising Management: Meaning Objectives, functions and scope, Media of advertising, Selecting an advertising media Essential of a good advertising copy, Meaning of Sales Promotion, Importance, limitations and Methods of sales promotion.

Unit - 4

Personnel Management : Concept, Functions, Scope and Importance, Signification of Man-Power Planning, Sources of Recruitment, Characteristics of a Good Recruitment Policy, Concept of Selection, Selection procedure, Importance of employee Training, Methods of Training.

Unit - 5

Production Management: Concept, Importance, Scope and functions. Types of production systems, Concept of production planning, objectives, elements and steps. Procedure of production control, Process of New Product Development, Concept of Product Diversification, Standardization, Simplification and Specialization.

Suggested Readings:

1. Motihar M. - Functional Management



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-MA

SCHEME

Semester-First

| S N o | Subject Code | Subjec t Title | Marks Allotted | | | | Min. Marks |
|-------------|-----------------|------------------------------------|---------------------|-----------------|--------------------|----------------|---------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | MAS 101 | URBAN SOCIETY IN INDIA- I | 20 | 80 | - | 100 | 35 |
| 2 | MAS 102 | RURAL SOCIETY IN INDIA- I | 20 | 80 | - | 100 | 35 |
| 3 | MAS 103 | TRADITION SOCIAL TRADITION | 20 | 80 | - | 100 | 35 |
| 4 | MAS 104 | METHODOLOGY OF SOCIALRESEARCH-I | 20 | 80 | - | 100 | 35 |
| | Total | | 80 | 400 | | 400 | 128 |



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-MA

SCHEME

Semester-Second

| S n o | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|----------------------|-------------------------|--------------------------------------|-----------------------------|-------------------------|----------------------------|------------------------|-----------------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | MAS 201 | CLASSICAL SOCIOLOGY TRADITION-II | 20 | 80 | - | 100 | 35 |
| 2 | MAS 202 | METHODOLOGY OF SOCIAL RESEARCH-II | 20 | 80 | - | 100 | 35 |
| 3 | MAS 203 | RURAL SOCIETY IN INDIA- II | 20 | 80 | - | 100 | 35 |
| 4 | MAS 204 | URBAN SOCIETY IN INDIA- II | 20 | 80 | - | 100 | 35 |
| | Total | | 100 | 400 | | 500 | 175 |



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Course-Master of Art

Subject-Sociology

Semester-First

SYLLABUS

First Paper

| Course | Subject | Subject Code |
|------------------|---------------------------|--------------|
| M.A.(Sociology) | Urban Society in India- I | MAS-101 |

UNIT-I

Urban Sociology - –

- (a) Concept of Urban Sociology and importance of Urban Study.
- (b) Urban Community and Spatial dimensions.

Unit-II

Urban Society in India --

- (a) Urban Society in India
- (b) Emerging trends and factors of Urbanization

Unit-III

- (a) Classification of Urban centers -- Cities and Town.
- (b) Indian city and its growth.

Unit-IV

Urban social structure and problems --

- (a) Changing occupation structures and its impact on social stratification. Family caste & class.
- (b) Migration & poverty
- (c) Urban environmental problems

Unit-V

Town planning --

- (a) Factors affecting Urban planning
- (b) Urban planning meaning and agencies
- (c) Problems of Urban management in India

SYLLABUS
Second Paper

| Course | Subject | Subject Code |
|-------------------------|----------------------------------|---------------------|
| M.A.(Sociology) | Rural Society in India- I | MAS-102 |

Unit-I

Rural Society – Meaning Definitions characteristics Agrarian Peasant and folk.
Society- Concept and Characteristics village concept types Rural Urban Distinction and continuum

Unit-II

Rural Social Institution Family Religion Marriage caste system and changes taking place.

Unit-III

Agrarian Relation in Rural India- Land Ownership and its. Types. Land and Labor, Rural Class structure, jajmani system, Agrarian Movements in India.

Unit-IV

Rural political life ; Rural Elite and Leadership Past and present faction and factionalism in Rural India. Dominant Caste in India Emerging Rural Leadership and Development.

Unit-V

Rural problems - Rural poverty Land less Labour, Untouchability Emigration of people.

SYLLABUS

Third Paper

| Course | Subject | Subject Code |
|------------------|---------------------------------|--------------|
| M.A.(Sociology) | CLASSICAL SOCIOLOGY TRADITION-I | MAS-103 |

Unit-I

- a. Historical Socio-Economic background of the Emergence of Sociology A comte Hierarchy of Science.
- b. Brief history of development of social thought Industrial revaluation.

Unit-II

Karl Marx-Marx's theory of social change. Marxian Dialectical materialism as a philosophical perspective of change and its laws. Materialism interpretations of history. As a perspective of explaining transformation of human society through different stages, Economic determinism.

Unit-III

Emile Durkheim -- Intellectual background. Social disintegration as a legacy of industrial Revolution. Mechanical and Organic Solidarities. Explanation of Increasing division of labor. Pathological forms of division of labor.

Unit-IV

Max Weber- intellectual Background analysis of modern capitalism. Theory of authority- authority and power- types of authority and bases of their legitimacy, views on the role of ideas and values in social change with reference to the relationship between protestant ethane and emergence of capitalism.

Unit-V

Thirstier Veblen -- Theory of conspicuous consumption. Theory of class, theory for social change.

SYLLABUS
Forth PAPER

| Course | Subject | Subject Code |
|-------------------------|---|---------------------|
| M.A.(Sociology) | Methodology of Social Research - I | MAS-104 |

Unit-I

Concept of Method and Methodology technique of research, Social research Meaning and nature social Research, Characteristics of social research, Understanding Methods, Types of Research, Functions of Social Research .

Unit-II

Scientific Method in Social Science. Types of social Research Research design Basic steps in Social Research.

Unit-III

Nature of Social Reality and Approaches. Methodological perspectives in Sociological theory, Logic, Inquiry in social research.

Unit-IV

Inductive and Deductive theory building. Objective its value & neutrality significance of Hypothesis in social research.

Unit-V

Quantative Research Tecniques - Techniques and Methods of Qualitative research. Participant observation ; ethnography, interview

SYLLABUS

Paper-First

| Course | Subject | Subject Code |
|-------------------------|---|---------------------|
| M.A.(Sociology) | CLASSICAL SOCIOLOGY TRADITION-II | MAS-201 |

Unit-I

Impact of industrial Revaluation and of new mode of production on society and economy. Aguste Comte :- Study of ststic's and dynamics Law of three stages, positivism, religion of humanity.

Unit-II

Makx's analysis of emergence and development of capitalism concentration of concepts of surplus value and exploitation. Emergence of classes and class conflict. Future of capitalism & Alienation in capitalism society.

Unit-III

Theory of suicide: - Emile Durkein : Methodology by E. Durkein Theory of religion :- Scared and profane source of religion. Religion rituals their types, social role of religion.

Unit-IV

Max Weber- Theory of Bureaucracy- Capitalism and growing rationalism and emergence of Modern bureaucracy, Ideal type of bureaucracy, concepts of status, class and powercontribution of the methodology of social science- Verstehen and ideal types.

Unit-V

Vilfredo Pareto:- Intellectual background.

Contribution to the methodology- his logic – e xperimental method. Classification of logical and non- logical actions.

Explanation of non-logical actions in terms his theory of residues and derivatives. Theory of social change – circulation of Elides.

Paper-Second

| Course | Subject | Subject Code |
|-----------------|---|----------------|
| M.A.(Sociology) | Methodology of Social Research- II | MAS-202 |

Unit-I

Quantative Methods and survey research Assumptions of qunatification and measurement Survey techniques, Limitation of survey.

Unit-II

Sampling desing questionnaire construction, interview schedule measurement and scaling.

Unit-III

Case study method, content analysis, life history, sociometry panel study.

Unit-IV

Statistics in Social research :

Measures of central tendency : Mean, Median, Mode.

Measures of Dispersion : standard Deviation : Mean Deviation quantative Deviation.

Unit-V

Co relation analysis : Tests of Significance Graphics and Diagrammatic presentation of Data.

Use of statistics in social research. Its advantages and Limitations. Application of computer in Social Research.

| Course | Subject | Subject Code |
|-----------------|------------------------------------|--------------|
| M.A.(Sociology) | Rural Society in India - II | MAS-203 |

Unit-I

Rural Development Meaning and Significance of Rural Development in society Panchayati Raj Institution. Panchayat before and after 73th Amendment. Panchayati Raj in Madhya Pradesh.

Unit-II

Rural Reconstruction and Planning, Community Development Programme. Five Year Plans. Co-operative Efforts and Co-operation, Self Help Groups, Gender and Development.

Unit-III

Issues and Strategies for Rural Development Rural Social Structure and Culture. Development and Socio Economic Disparities.

Unit-IV

Significance of village studies in India.

Changing Rural Society. Green Revolution and Social change. changing aspects of Rural Leadership, Factionalism, Empowerment of people.

Unit-V

Social change in Rural India.

Sanskritization Moderization, Globalization and Information in flow and its impact on Rural India.

Planned Change for rural Society.

| Course | Subject | Subject Code |
|-----------------|------------------------------------|----------------|
| M.A.(Sociology) | Urban Society in India - II | MAS-204 |

Unit-I

Changing occupational structure and its impact on social stratification- Caste, class and Gender and family.

Unit-II

Indian city and its growth, megapolis, problems and housing, slum development, urban Environment problems, urban poverty.

Unit-III

Differences between town, city, metropolis and megapolis, Sociological studies in Indian Cities : Chandigarh, Jaipur and Ahmednagar.

Unit-IV

Problems of Urban cities : Poverty, Crime, Alcoholism, Drug-abuse, migration, problems of Housing, environmental pollution.

Unit-V

Politics in Indian cities, Educational centres in Urban India. The role of mass- media, Computer and IT in Urban centers.



RKDF UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Scheme

The structure of the course will comprise Six-papers in each Semester.

First Semester

| S.No | Subject Code | Subject Name | Marks Distribution | | | |
|------|--------------|------------------------------------|--------------------|--------------|-------------|---------------|
| | | | Internal | Theory Marks | Total Marks | Minimum Marks |
| 1 | CP-101 | Management Concepts & Practices | 30 | 70 | 100 | 35 |
| 2 | CP-102 | Quantitative Methods | 30 | 70 | 100 | 35 |
| 3 | CP-103 | Managerial Economics | 30 | 70 | 100 | 35 |
| 4 | CP-104 | Communication Skills | 30 | 70 | 100 | 35 |
| 5 | CP-105 | International Business Environment | 30 | 70 | 100 | 35 |
| 6 | CP-106 | Accounting for Managers | 30 | 70 | 100 | 35 |
| | | | 180 | 420 | 600 | -- |



RKDF UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Syllabus

First Year

Semester I

| Subject Title | Subject Code |
|---------------------------------|--------------|
| MANAGEMENT CONCEPTS & PRACTICES | CP-101 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

To familiarize students with Comprehensive Contemporary Management Principles and Practices.

Course Outcomes

On completion of this course, the students will be able to

CO1 Understand the concepts related to Business. Demonstrate the roles, skills and functions of management.

CO2 Analyze effective application of PPM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.

CO3 Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.

CO4 Explain Organizing- Principles, Structure, Process, Importance: Organizational design

CO5 Concepts of Directing and Controlling- Motivation, Morale and Productivity, Leadership

COURSE CONTENTS:

Unit-I Management- Objective, Overview Process, Functions, Scope and Roles, Nature and Significance of Management.

Unit-II Evolution of Management thought, Taylor, Fayol, Elton Mayo, FC Bemard, Likert and Webber (Theories of Management): Recent tends and Future Challenges of Management.

Unit - III Planning- Concept, Importance, Types and Process, Strategic Management Overview and Process;
MBO, MBE: Decision Making Concept, Process, Types, Techniques and Importance.



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Unit-IV Organizing- Principles, Structure, Process, Importance: Organizational design: Departmentation: Span of Control; Delegation; Decentralization Staffing- Meaning, Scope, Features, Steps and Process...

Unit-V Directing and Controlling- Motivation, Morale and Productivity, Leadership, Communication (Organizational): Controlling- Nature: Process and Techniques ,Coordination...

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Koontz O Donnel, Principal of Management
2. Stonier. J. Management. Prentice Hall of India. 1996
3. Gupta, Sharma and Bhalla: Principal and Practices of Management, Kalyani Publication.
4. Rao and Krishna: Management Text and Cases, Excel Books.



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Syllabus

First Year

Semester I

| Subject Title | Subject Code |
|-------------------------|--------------|
| QUANTITATIVE METHODS | CP-102 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

The objective of the course is to make the students familiar with some basic statistical and linear programming techniques. The main focus, however, is in their applications in business decision making.

Course outcomes

On completion of this course, the students will be able to

CO1 Understand why statistics are important for making business decisions (when to use quantitative analysis vs. CO2“common sense Demonstrate a sound knowledge of statistical terms

CO3 Be able to explain the merits and limitations of various statistical techniques

CO4 Be able to read and interpret statistical information and be able recognize when meaningful statistics are (and are not) being used

CO5 Be able to performance statistical analysis on paper as well as using Excel and SPSS where appropriate
Be able to apply quantitative techniques to solve a variety of business

COURSE CONTENTS:

Unit-I Statistical basic of management decision: Frequency distribution and graphic representation of frequency distribution, Measures of Central Tendency- Mean, Median, Mode, Requisite of ideal measures of Central techniques, Merits, Domestic of Mean, Median Mode and their managerial application.

Unit-II Dispersion Measures of dispersion range, Q.D., M.D., S.D., coefficient of variation, skew ness, kurtosis.

Unit-III Theory of Probability and probability distribution- Mathematical probability, Trail and event, sample space, Simple problem based on sample space, Binominal, Poisson, Normal distribution and their application in business decision making.



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Unit-IV Correlation and regression analysis- Karl Pearson’s coefficient of correlation, rank correlation, repeated ranks, spears man’s rank correlation, regression equation, Regression coefficient, Time Series analysis and forecasting.

Unit-V Sampling and Sample Tests- Purposive sampling, Random Sampling, Null- hypothesis, Alternative hypothesis, Chi- square test of goodness of fit and t- test for difference of Means and Application of these test in management.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Gupta, S.P. and Gupta M.P. “Business Statistics”. New Delhi, Sultan Chand, 1997.
2. Levin Richard I and Rubin David S. “Statistics for Management”. New Jersey, Prentice Hall Inc., 1995.

Syllabus

First Year

Semester I

| Subject Title | Subject Code |
|-------------------------|--------------|
| MANAGERIAL ECONOMICS | CP-103 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

The objectives of the course is to acquaint the students with concepts and techniques used in Micro-Economic Theory and to enable them to apply this knowledge in business decision- making Emphasis is given to changes in the nature of business firm in the context of globalization.

Course Outcomes

Students will understand the roles of managers in firms.

CO1 Understand the internal and external decisions to be made by managers.

CO2 Analyze the demand and supply conditions and assess the position of a company.



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CO3 Design competition strategies, including costing, pricing, product differentiation, and market environment according to the natures of products and the structures of the markets.

CO4 Analyze real-world business problems with a systematic theoretical framework.

CO5 Make optimal business decisions by integrating the concepts of economics, mathematics and statistics.

COURSE CONTENTS:

- Unit-I Concepts and Techniques- Nature and Scope of managerial Economics, Application of Economics in Managerial Decision Making- Marginal Analysis; Theory of Demand- demand functions, income and substitution effects, demand forecasting.
- Unit-II Production and Cost- returns to scale, cost curves, break even analysis; economics of Scale, Theory of firm- profit maximization, sales maximization.
- Unit-III Market Structure- Price and output decision under different market structures, price discrimination, non- price completion.
- Unit-IV Macro Economics- Aggregates and Concepts GNP and GDP, Concept and Measurement of National Income: Determination of National Income.
- Unit-V Money Supply and Monetary Policy, Fiscal Policy: Aggregate Consumption- Gross Domestic Savings, Gross Domestic Capital Formation- WPI, CPI and Inflation. Consumption Function.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Adhikary, M. "Business Economics", New Delhi, Excel Books, 2000
2. Chopra, O.P. "Managerial Economics". New Delhi Tata McGraw Hill 1985
3. Divedi D.N., "Managerial Economics", Vikas Publication.
4. Varshney R.L. & Maherhwari R.L., "Managerial Economics".
5. Koutsoyiannis, A. "Modern Micro- Economics", New York, Macmillan, 1991



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Syllabus

First Year

Semester I

| Subject Title | Subject Code |
|----------------------|--------------|
| COMMUNICATION SKILLS | CP-104 |

Max Marks: - 70

Min Marks:-28

Course Objectives

The objectives of this course are:

- To provide an overview of Prerequisites to Business Communication.
- To put in use the basic mechanics of Grammar.
- To provide an outline to effective Organizational Communication.
- To underline the nuances of Business communication.
- To impart the correct practices of the strategies of Effective Business writing

Course Outcomes

CO1 Understand the role of communication in personal & professional success.

CO2 Develop awareness of appropriate communication strategies.

CO3 Prepare and present messages with a specific intent. Analyze a variety of communication acts.

CO4 Ethically use, document and integrate sources.

CO5. To distinguish among various levels of organizational communication and communication barriers while developing an understanding of Communication as a process in an organization.

CO6. To draft effective business correspondence with brevity and clarity.

CO7. To stimulate their Critical thinking by designing and developing clean and lucid writing skills.

CO8.To demonstrate his verbal and non-verbal communication ability through presentations.

COURSE CONTENTS:

Unit-I Meaning, nature, needs, types of communication: Oral Written & non verbal, Upward, Downward & Lateral, Theories of Communication, Process of Communication, Barriers to Effective Communication.

Unit-II Writing Strategies: Letter Writing, types of business letter, Do's and Don'ts of business letter, Business Memos, resume writing, Essentials of resume writing, Importance of resume and covering letter.

Unit-III Communication for employment: Strategies to develop effective communication skills, Speeches, public Speaking, Interviews, Group Discussion, Conference, Effective Listening, and Grapevine Communication



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Unit-IV Types of Non Verbal Communication: meaning and importance Kinesics, Proxemics, Chronemics, Paralanguage and Artifacts, Business etiquettes: Dressing & Grooming, Business Meals, Table Manners.

Unit-V Report Writing: Types and structure of reports, Drafting of reports, Introduction to electronic communication, designing and delivering business presentation.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Rodriques, M.V., Effective Business Communication, Concept Publishing Company, Delhi, 2003
2. Rayudo, C.S., Communication, Himalaya Publishing House, Delhi 2008.
3. Sinha, K.K., Business Communication, Galgoita Publishing Company, New Delhi, 2006
4. Raymond V. Lesikar, John D. Pettit, Jr, Business Communication- Theory and Application, AITBS Publishers & Distribution, Delhi, 1999
5. Herta A. Murphy, Herbert W. Hildebrandt, Jane P. Thomas, Effective Business Communication, Tata McGraw- Hill Publishing Company Limited, New Delhi- 2008



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Syllabus

First Year

Semester I

| Subject Title | Subject Code |
|---------------------------------------|--------------|
| INTERNATIONAL BUSINESS ENVIRONMENT | CP-105 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

The primary Objectives of this course is to acquaint the students to emerging global trends in business environment.

Course Outcomes

CO1 Explain business expansion abroad and key issues related to their operations in other countries.

CO2 Compare and contrast cultures and societies globally using socioeconomic and cultural frameworks.

CO3 Develop an entry strategy into other markets recognizing the nature of institutions and forces governing the process of globalization.

CO4 Identify the main features of the international business environment and its main institutions; analyse the political, social, economic, technological and other configurations that support cross-border trade;

CO5 apply an understanding of the nature of the multinational firm as an institutional structure for the conduct of cross-border trade and investment;

CO6 analyze the key decisions that multinational firms make in relation to the choice of markets and entry strategies;

CO7 apply an understanding of the different modes of engagement with international markets and explore the interconnectedness between these and the economic, legal, governmental, political, regulatory, cultural and other environments in which expanding companies operate;

CO8 research international business issues and apply theoretical insights to the analysis of such issues in the context of a complex international business environment; and,

CO9 communicate effectively in oral and written forms using the concepts, logic and rhetorical conventions of the subject.

COURSE CONTENTS:

Unit-I International Business: An Overview- Types of International Business: The External Environment. The Economic and Political Environment, The Human Cultural Environment.

Unit-II Balance of Payments, WTO and its importance for Indian Business, International Monetary Fund (IMF), World Bank (IBRD).



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- Unit-III Exchange rate determination, Fixed and Flexible exchange rate, Convertibility of Rupee and its implication, foreign Institutional Investors (FII), Foreign Direct Investment (FDI), Euro-Currency.
- Unit-IV Regional Blocks: Internationalization of Service Firms, Export Management; Joint Ventures and Global Competitiveness.
- Unit-V Globalization and Human Resource Development; Globalization with Social Responsibility.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Alowrth, Julian S. The Finance, Investment and Taxation Decisions of Multinational London, Basil Blackwell 1988
2. Bhalla, V.K. and S. Shivaramu, International Business Environmental and Business New Delhi, Anmil 1995
3. Bhalla, V.K. International Economy, Liberalisation Process, New Delhi, Anmol, 1993
4. Daniel, John D and Radebangh, Lee H International Business 5th ed., New York, Addison Wesley, 1989.



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Syllabus

First Year

Semester I

| Subject Title | Subject Code |
|-------------------------|--------------|
| ACCOUNTING FOR MANAGERS | CP-106 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

The basic purpose of this course is to develop an insight of postulates, principles and techniques of accounting and utilization of financial and accounting information for planning decision making and control.

Course Outcomes

On completion of this course, the students will be able to

CO1 Demonstrate the applicability of the concept of accounting to understand the managerial Decisions and financial statements.

CO2 Apply the Financial Statement Analysis associate with Financial Data in the organization.

CO3 Analyze the complexities associated with management of cost of product and services in the Organization.

CO4 Demonstrate how the concepts of accounting and costing could integrate while identification and resolution of problems pertaining to LM Sector.

CO5 Understand Costing for Decision- Making, Marginal Costing and Absorption Costing;

COURSE CONTENTS:

Unit-I Financial Accounting- Concept, Importance and Scope, Principles, Double Entry, Ledger Accounting, Preparation of Trial Balance.

Unit-II Preparation of Financial Statements- Profit and Loss Account and Balance Sheet; Depreciation Accounting.

Unit-III Financial Statement analysis- Comparative Statement; Common Size Statements; Ratio analysis, Cash flow and fund flow analysis.

Unit-IV Management Accounting- concept; Needs, Importance; Cost Accounting- Records and Processes, Inventory Valuation, Reconciliation between Financial and Cost Accounts

Unit-V Costing for Decision- Making, Marginal Costing and Absorption Costing;

SCHEME OF EXAMINATION:



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Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Anthony R n and Reece, J.S. “Accounting Principles”, 6th ed. Homewood, Illinois Richard D, Irwin, 1995.
2. Bhattacharya S.K and Dearden J. “Accounting for Management”. Text and Cases. New Delhi, Vikas 1996.
3. Sharma & Gupta, “Management Accounting” Kalyani Publication.
4. Pandey I.M., “Management Accounting”, Vikas Publication.



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Scheme

The structure of the course will comprise Six-papers in each Semester.

Second Semester

| S.No | Subject Code | Subject Name | Marks Distribution | | | |
|------|--------------|----------------------------------|--------------------|--------------|-------------|---------------|
| | | | Internal | Theory Marks | Total Marks | Minimum Marks |
| 1 | CP-201 | Organizational Behavior | 30 | 70 | 100 | 35 |
| 2 | CP-202 | Human Resource Management | 30 | 70 | 100 | 35 |
| 3 | CP-203 | Financial Management | 30 | 70 | 100 | 35 |
| 4 | CP-204 | Marketing | 30 | 70 | 100 | 35 |
| 5 | CP-205 | Research Methodology | 30 | 70 | 100 | 35 |
| 6 | CP-206 | Comprehensive Viva | 30 | 70 | 100 | 35 |
| | | | 180 | 420 | 600 | -- |



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| S.No | Subject Code | Subject Name | Marks Distribution | | | | | | |
|------|--------------|----------------------------------|--------------------|-----------|--------------|------------|-----------------|-----|-------------|
| | | | Assignment Marks | | Theory Marks | | Practical Marks | | Total Marks |
| | | | Max | Min | Max | Min | Max | Min | |
| 1 | CP-201 | Organizational Behavior | 30 | 12 | 70 | 28 | - | - | 100 |
| 2 | CP-202 | Human Resource Management | 30 | 12 | 70 | 28 | - | - | 100 |
| 3 | CP-203 | Financial Management | 30 | 12 | 70 | 28 | - | - | 100 |
| 4 | CP-204 | Marketing Management | 30 | 12 | 70 | 28 | - | - | 100 |
| 5 | CP-205 | Research Methodology | 30 | 12 | 70 | 28 | - | - | 100 |
| 6 | CP-206 | Comprehensive Viva | - | - | - | - | 100 | 40 | 100 |
| | | | 180 | 72 | 420 | 168 | - | - | 600 |



RKDF UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Signature

Dean of Department

Member

Member

Name:-

Registrar

Vice Chancellor

Syllabus

First Year

Semester II

| Subject Title | Subject Code |
|----------------------------|--------------|
| ORGANIZATIONAL BEHAVIOR | CP-201 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

Organizational behavior provides the knowledge base understanding of behavior within organizations. OB equips student with tools to effectively manage individuals and groups within organizations and offers a better understanding of organizational culture.

Course Outcomes

- Co1 Identify personal dimensions of personality. job satisfaction, motivation and learning.
- Co2 May analyze the group formation and management process.
- Co3 Discuss group and group dynamics. Examine group types and team working techniques.
- Co4 May describe the basic subjects for improving the performance of employees and organizations.
- Co5 Evaluate the developments of basic conflict resolutions.



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Co6 Discuss the main problems about stress, power and politics and ethics. Improve and develop strategies about organizational change and development

COURSE CONTENTS:

- Unit-I Understanding Organizational behavior: Levels of analysis within OB- individual, group and organization; challenges and opportunities for OB; relationship of OB with other fields.
- Unit-II Foundation of individual behavior; learning theories; Perception: factors influencing Perception; Personality, Attitudes, Job satisfaction and Values.
- Unit-III Motivation: concept and process; Motivation theories; Maslow, McGregor, Herzberg, Alderfor's, Vroom, Porter & Lawler and Equity theory; Motivating employee techniques; Group: nature, functions & development.
- Unit-IV Organizational Change: Forces for change; Resistance to change; Managing change; Stress; Concept, Sources of Stress, Consequences, Management of Stress; Burnout: Causes and Handling of Burnout; Managing diversity in organization.
- Unit-V Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – **Team building** - Interpersonal relations – Communication – Control.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

Readings:

1. Baron, R.A. and Greenbeg. J (Behaviour in organization. Pearson India).
2. Luthans, F., "*Organizational Behavior*", 7th ed. New York, McGraw Hill 1995.
3. Chandan, J., "*Organizational Behavior*", Vikas Publishing House Pvt. Ltd.
4. Udai Pareek, "*Organizational Behavior*", Oxford University Press, 2004
5. Robbins, S.P., Judge, T.A. and Sanghi, S. (2007). *Organizational Behavior* Delhi: Pearson Education.



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Syllabus

First Year

Semester II

| Subject Title | Subject Code |
|------------------------------|--------------|
| HUMAN RESOURCE MANAGEMENT | CP-202 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

In a complex world of industry and business, organizational efficiency is largely dependent on the contribution made by the members of the organization. The objectives of this course is to sensitize students to the various facets of managing people and to create an understanding of the various policies and practices of human resource management.

Course Outcomes

Co1 Today's competitive business environment owes its success to effective management of its human resource.

Co2 The quality of the organization's employees, their attitude, behavior and satisfaction with their jobs, and their behavior towards ethics and values and a sense of fair treatment all impact the firm's productivity, level of customer service, reputation, and survival.

Co3 The students of human resources management must aware of basic aspects of human resource management to understand the functioning of human resource management in an organizational setting.

Co4 Therefore, this introductory course on Human Resource Management is designed for engineering students who wants

Co5 Overview of Industrial Relation, Trade Union, Collective Bargaining, Industrial dispute Act 1947.

COURSE CONTENTS:

Unit-I Concepts and Perspectives on Human Resource Management; Human Resource Management in a changing Environment; Corporate Objective and Human Resource Planning;

Unit-II Career and Succession Planning; Job Analysis and Role Description; Methods of Manpower Search; Attracting and Selecting Human Resources.

Unit-III Induction and Socialization; Manpower Training and Development.

Unit-IV Performance Appraisal and Potential Evaluation; Job Evaluation & Wage Determination.

Unit-V Overview of Industrial Relation, Trade Union, Collective Bargaining, Industrial dispute Act 1947.



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SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

Suggested Readings:

1. Aswathappa, K. "Human Resource and Personnel Management", Tata McGraw- Hill, New Delhi- 1997
2. Edwin B. Flippo, "Personnel Management", New York Mc Grew Hill Book Company, International Edition, 1984
3. Monappa, A & Saiyadain M. "Personnel Management", 2nd Ed., New Delhi, Tata McGraw- Hill, 1966
4. Pattnayak, "Human Resource Management", Prentice Hall of India.
5. Mamoria C.B., "Personnel Management", Himalaya Publication.
6. R.S. Dwivedi, "Managing Human Resource", Galgotia Publishing Ltd.

Syllabus

First Year

Semester II

| Subject Title | Subject Code |
|----------------------|--------------|
| FINANCIAL MANAGEMENT | CP-203 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

The purpose of this course is to acquaint the students with the broad framework of financial decision- making in a business unit.

Course Outcomes

CO1 This course is to inform the students about the basic concepts of financial management and contemporary theory and policy in order to master the concepts, theories and technique of financial management, what represents the condition of profitable business operations and survival respectively development of business subjects and the economy as a whole.

CO2 Students should acquire the basic knowledge by means of combining theoretical cognitions and practical attitudes to enable them the understanding of financial problems in business practice after completed the vocational studies.

CO3 The purpose of the course is to offer the students relevant, systematic, efficient and actual knowledge of financial management that can be applied in practice with making financial decisions and resolving financial problems.



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CO4 Cost of Different sources of Raising Capital, Weighted Average cost of Capital; Capital Structure

CO5 Management of Working Capital- Cash Receivables and Inventory management.

COURSE CONTENTS:

- Unit-I Aims and Objectives of Financial Management; Du Pont Analysis, Economic Value Added, Cost Volume Profit Analysis.
- Unit-II Instruments of Long Term Finance, Share Capital, Debentures/ Bonds, Hybrid Instruments, Venture Capital, Time Value of Money, Operating Leverage Financial Leverage & Combined Leverage.
- Unit-III Cost of Different sources of Raising Capital, Weighted Average cost of Capital; Capital Structure, Theories and Optimum Capital Structure.
- Unit-IV Capital Budgeting, Methods of Capital Budgeting- Traditional Methods, Pay Back Period, ARR, Discounted Cash Flows, NPV, IRR, Profitability Index.
- Unit-V Management of Working Capital- Cash Receivables and Inventory management. Internal Financing and dividend Policy.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

1. Hampton, John, "Financial Decision Making", Englewood Cliffs, New Jersey, Prentice Hall Inc. 1997
2. Van Home, James C. "Financial Management and Policy", 10th ed, New Delhi, Prentice Hall of India, 1997
3. Pandey I.M., "Financial Management", Vikas Publication.
4. Khan & Jain, "Financial Management", Tata Mc Graw Hill.
5. Sharma & Gupta, "Financial Management", Kalyani Publication.



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

Syllabus

First Year

Semester II

| Subject Title | Subject Code |
|----------------------|--------------|
| MARKETING MANAGEMENT | CP-204 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

The purpose of this course is to develop an understanding of the underlying concepts, strategies and issues involved in the marketing of products and services.

Course Outcomes

- CO1 Understand the dynamics of marketing in business
- CO2 Apply the theoretical marketing concepts to the practical situations
- CO3 Demonstrate the ability to carry out a market research projects
- CO4 To communicate unique marketing mixes and selling propositions for specific products
- CO5 Construct written sales plans and professional interactive presentations

COURSE CONTENTS:

- Unit-I Nature and scope of marketing, Corporate orientations towards the marketplace. The Marketing Environment and Environment Scanning;
- Unit-II Marketing information system and Marketing research, Understanding consumer and Industrial markets, market segmentation, Targeting and positioning;
- Unit-III Product decisions, product mix, product life cycle, new product development, branding and packaging decisions, Pricing methods and strategies, Promotion decision- promotion mix, advertising, sales promotion, publicity and personal selling;
- Unit-IV Channel management- selection, co-operation and conflict management, vertical marketing implementation and systems, Organizing and implementing Marketing in the organization;
- Unit-V Evaluation and control of marketing efforts; New issues in marketing- Globalization, Consumerism, Green marketing, Legal issues.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:



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1. Enis, B.M. “Marketing Classics: A Selection of Influential Articles”, New York, McGraw Hill, 1991.
2. Kotler, Philip and Armstrong, G. “Principles of Marketing”, New Delhi, Prentice Hall of India, 1997
3. Kotler, Philip, “Marketing Management Analysis, Planning, Implementation and Control”, New Delhi, Prentice Hall of India 1994
4. Ramaswamy, V.S and Namakumari, S. “Marketing Management Planning Control”, New Delhi, MacMillan, 1990

Syllabus

First Year

Semester II

| Subject Title | Subject Code |
|----------------------|--------------|
| RESEARCH METHODOLOGY | CP-205 |

Max Marks: - 70

Min Marks:-28

OBJECTIVES:

To equip the students with the basic understanding of the research methodology and to provide an insight into the application of modern analytical tools and techniques for the purpose of management decision making.

Course outcomes

On successful completion of the course students will be able to:

CO1 Search for, select and critically analyze research articles and papers, Prepare a literature review, Formulate and evaluate research questions, Develop a research proposal or industry project plan, Gain experience with instrument development and data collection methods , and Gain experience with ethics proposals

CO2 Defining Research Problem; Setting of Hypothesis; Research Design

CO3 Sampling Design- Steps in Sampling Design; Criteria of Selecting a Sampling Procedure

CO4 Data Collection- Primary and Secondary data; Observational and Survey Methods

CO5 Analysis and Report Writing- Selection of Appropriate Statistical Techniques; Parametric Test

COURSE CONTENTS:

Unit-I Introduction to Research Methodology- Meaning, Objectives, Significance of Research in Management; Importance and scope of Research Methodology.

Unit-II Research Process- Defining Research Problem; Setting of Hypothesis; Research Design- Exploratory, Descriptive and Experimental Research Designs;



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- Unit-III Sampling Design- Steps in Sampling Design; Criteria of Selecting a Sampling Procedure, Characteristics of Good Sample Design; Types of Sample Design;
- Unit-IV Data Collection- Primary and Secondary data; Observational and Survey Methods; Questionnaire Design; Processing of Data- Editing, Coding, Classification, Field Work and Tabulation of Data.
- Unit-V Analysis and Report Writing- Selection of Appropriate Statistical Techniques; Parametric Test for hypothesis testing- t- test, Chi- Square test; Characteristics of Non Parametric Test; One-way ANOVA; Report Writing.

SCHEME OF EXAMINATION:

Total Marks: (Internal 30, External 70) = 100 marks

SUGGESTED READINGS:

Bennel, Roger; "Management Research", ILO.

1. Gupta, S.P. "Statistical Methods", 30th ed., Sultan Chand, New Delhi-2001
2. Golden, Biddle, Koren and Karen D. Locke; "Composing Qualitative Research", Sage Pub. 1997
3. Kothari C.R., "Research Methodology", Wishwa Prakashan.
4. Dwivedi R.S., "Research Methods in Behavioural Sciences", Macmillan.



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Syllabus

First Year

Semester II

| Subject Title | Subject Code |
|--------------------|--------------|
| COMPREHANSIVE VIVA | CP-206 |

Max Marks: - 100

Min Marks:-40

OBJECTIVES:

Aim of the viva is to make student to go through the conceptual frame work of all that has been learnt in the course of the two years of MBA program and answer clearly, concisely and cogently to questions posed enabling the student to prepare for proper articulation in the domain of management studies. The preparation for comprehensive viva inter-alia will enable student to face any job interview and tests on selection for admission into research programs in management and science with adequate confidence. The successful completion of Comprehensive Viva should signal firm grasp of all the courses learnt in the entire program of MBA.

Course Outcomes

The following outcomes are expected after the student successfully completes the process of Comprehensive.

- CO1. Firm grounding of fundamentals of core courses of management.
- CO2. The ability to put across the concepts with ease and good clarity.
- CO 3. The ability to use the theoretical framework to solve specific management problems.
- CO4. Demonstrating one's competency in management courses. CO1. Understand on job the skills, knowledge, attitudes, and perceptions along with the experience needed to constitute a professional identity.
- CO5. Learn actual supervised professional experiences.
- CO6. Get insight in working of the real organizations
- CO7. Understand the specific functional areas.
- CO8. Match linkages among different functions and departments.
- CO9. Understand perspective about business organizations in their totality.
- CO10. Discover career opportunities to students in exploring in their areas of interest

The student is expected to face questions on any core courses of management as well as all the courses of his/her specific stream of elective and provide answer convincingly.



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MASTER OF BUSINESS ADMINISTRATION (MBA- ODL)

SYLLABUS

| Course | Subject | Subject Code |
|---------------|------------------------------------|---------------------|
| MSW | INTRODUCTION TO SOCIAL WORK | MSW-101 |

UNIT-I

Professional Social Work- An Introduction:

1. Professional Social Work- Concept.
2. Nature and Characteristics of a Profession.
3. Values and Ethical Principles of Professional Social Work.
4. Evolution of Professional Social Work in U.K, U.S.A, and India.

UNIT-I

Social Work as a Profession-Methods and Fields of Social Work:

1. Methods of Social Work.
2. Fields of Social Work in India.
3. Community Development-Urban and Rural.
4. Medical and Psychiatric Social Work.
5. Labour Welfare and Personnel Management.
6. Family and Child Welfare.
7. Welfare of Women, Child Youth, Aged.

UNIT-III

Concept of Social Welfare:

1. Social Welfare-Concept, Needs and Objectives.
2. Philosophy of Social Welfare and Social Work.
3. Social Welfare in Historical Perspectives.
4. Changing concepts and practices of social welfare in relation to socio, economic.
5. Changing Political philosophy and its impact on social welfare.

UNIT-IV

Social Welfare and related terms:

1. Social Reform
2. Social Security
3. Social Policy
4. Social Action
5. Social Justice
6. Social Welfare Activities
7. Social Planning and Social Administration
8. Area Development
9. Social Development
10. Social Legislation
11. Human Rights

SYLLABUS

| Course | Subject | Subject Code |
|--------|--|--------------|
| MSW | INTRODUCTION TO CONTEMPORARY INDIAN SOCIETY | MSW-102 |

UNIT-I

Conceptual and Theoretical Perspectives to Understand Society:

1. Society: Nature, Approaches, Functions,
2. Social Groups-
3. Culture- Concept, Traditions, Customs, Values and Norms.

UNIT-II

Social Systems and Social Process of Contemporary Society:

1. Social Systems and Sub-Systems- Structure and Functions and Classification of Systems. Social
2. Structure- Role, Status and Functions Social Process- Socialization, Social Interaction, Social
3. Control, Co-operation, Conflict and Assimilation.

UNIT-III

Policy and Economy of Contemporary Society:

1. Democratic Socialism in India- Elements, Roles, Functions and Process of State.
2. The nature of Economic Development in Developing Countries.
3. Sanskritization, Globalization, Liberalization and Privatization

UNIT-IV

Social Stratification and Social Change in Contemporary Society:

1. Social Change- Concept, Factors.
2. Problems of Structural Change-Casteism, Communalism and Youth Unrest.
3. Social Stratification.
4. Problems of Industrialization and Urbanization-Growth of Slums

UNIT-V

Problems of Contemporary Indian Society:

1. Social Problems- Concept, Factors, Theories, Consequences, Impact on the Society and Treatment Measures.
2. . Major Social Problems of the Society are- Poverty, Unemployment, Population Explosion, Malnutrition, Environment Pollution, Positive and Negative impact of Social Media, Crime, Corruption, Juvenile Delinquency, Atrocities against Women, et

SYLLABUS

| COURSE | SUBJECT | SUBJECT CODE |
|---------------|--------------------------------|---------------------|
| MSW | Social Work with Groups | MSW-103 |

UNIT-I

Concept of Social Group Work

1. Concept of Group and its importance in human life cycle,
2. Types of Groups Concept, and Characteristics of Social Group Work
3. History and Development of Social Group work in West and in India

Unit 2

Social Group Work as a method of Social Work

- 1.Theories and Models in Social Group Work
2. Principles of Social Group Work
3. Role of Group Worker
- 4.Social Group Work in Different fields
- 5.Group Work in Institutional settings
- 6.Understanding Individual in the Group Process and Group as a Totality

Unit 3

Social Group Work Process and Programs

- 1 Steps or Process of Group Formation
2. Stages / Phases in Group Development
3. Concept and Importance of Program in Group Work Practice
- 4 Program Planning, Development and Implementation Process Unit

Unit 4

Skills, Techniques, Recording and Evaluation in Social Group Work

1. Skills of Group Worker- For Group Development, Program Planning, and Program Implementation
2. Recording in Group Work: Principles and Types of Recording, Techniques of Recording
3. Observation, Sociogram.. Evaluation in Group Work- Importance of Continuous evaluation in Group Work,
4. Types and Methods of Evaluation

Unit 5

Group Process and Dynamics

1. Social processes in group work
2. Leadership and its development in group work process
3. Communication in Group
4. Group Dynamics:- Group Bond, Group- Conflict, Confrontation, Apathy and Group Control

SYLLABUS

| Course | Subject | Subject Code |
|---------------|--|---------------------|
| MSW | Fundamental of Human Growth and Development | MSW-104 |

UNIT - I

Development Process:

1. Determinants of Human Behaviour: Heredity and Environment.
2. Life span perspective of Stages of Development: Prenatal Period, Infancy, Babyhood, Childhood, Puberty, Adolescence, Early Adulthood, Middle Age and Old Age.
3. Psycho-Sexual Development: Freudian Concept
4. Psycho-Social Development: Theory of Erick Ericson.

UNIT - II

Human Behaviour:

1. Learning and Memory.
2. Emotion and Motivation.
3. Personality: Concept, Structure, types, theories of Personality and factors influencing personality.

Intelligence: Meaning, Structure, and factors influencing intelligence

UNIT-II

Mental Process:

1. Defence Mechanisms
2. Mental Retardation
3. Mental Health.
4. Mental Hygiene

UNIT-IV

Abnormal Psychology:

1. Concept of normal and abnormal behavior.
2. Types of mental disorders
3. Factors of mental illness.
- 4 Therapeutic process: Crisis intervention and Counselling

UNIT - V

Social Psychology:

1. Nature and Scope of Social Psychology.
2. Attitude.
3. Communication.

SYLLABUS

| COURSE | SUBJECT | SUBJECT CODE |
|---------------|--|---------------------|
| MSW | Social Work Research and Statistics | MSW-105 |

UNIT – I

Research: Nature and Concepts:

1. Nature of Scientific method and its application to social phenomena.
2. Nature, Importance and Scope of Research.
3. Theory and Fact, interplay between pure and applied research.
4. Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action.
5. Concepts in Research: Variable, Attribute, Universe, Sample, Hypothesis, Randomization, Matching, Measurement, Control.

UNIT – II

Research Process:

1. Problem Formulation.
2. Tools of Data Collection.
3. Sampling and Sample Design.
4. Data Processing and Analysis, interpretation and report writing.

UNIT – III

Research Design:

1. Research Design: Meaning and Importance, Basic Research questions, Organisational design.
2. Experimental Design and Non- Experimental Design.

UNIT – IV

Social Work Research:

1. Social Work Research: Nature, Objectives, Scope and Status in India.
2. Social Survey: Types, Social Survey and Research, Social Welfare Survey.
3. Evaluative Research in Social Work: Organisation and Administration.
4. Qualitative Research: Case study and content analysis.
5. Cost- effective analysis.

UNIT – V

Social Statistics:

1. Graphic and Diagrammatic Presentation.
2. Measures of Central Tendency: Mean, Median and Mode.

3. Measures of Dispersion: Range, Quartile Deviation, Standard Deviation and Coefficient of variation.
4. Measures of Correlation: Karl Pearsons Correlation and Rank Correlation.
5. Test of Association: Chi Square and test of difference, t-test.



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-MSW

SCHEME

Semester-First

| S. No | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|--------------|---------------------|---|-------------------------|---------------------|------------------------|--------------------|-------------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | MSW-101 | Introduction to Social Welfare | 20 | 80 | - | 100 | 35 |
| 2 | MSW-102 | Introduction to Contemporary Indian Society | 20 | 80 | - | 100 | 35 |
| 3 | MSW-103 | Social Work with Groups | 20 | 80 | - | 100 | 35 |
| 4 | MSW-104 | Fundamentals of Human Growth and Behaviour | 20 | 80 | - | 100 | 35 |
| 5 | MSW-105 | Social Work Research and Statistics | 20 | 80 | | 100 | 35 |
| 6. | MSW-106 | Field Work | | | 100 | 100 | 35 |
| | Total | | 100 | 400 | 100 | 600 | 210 |



RKDF UNIVERSITY, BHOPAL

Open Distance Learning Program

Faculty of Social Science

Subject:-Social Work

Course-MSW

SCHEME

Semester-Second

| No | Subject Code | Subject Title | Marks Allotted | | | | Min. Marks |
|----|----------------|---|------------------|--------------|-----------------|-------------|------------|
| | | | Assignment Marks | Theory Marks | Practical Marks | Total Marks | |
| 1 | MSW-201 | Methods and Fields of social work in India | 20 | 80 | - | 100 | 35 |
| 2 | MSW-202 | Health, Personality and Behavioral Problems | 20 | 80 | - | 100 | 35 |
| 3 | MSW-203 | Social Case Work | 20 | 80 | - | 100 | 35 |
| 4 | MSW-204 | Social Work Research and Statistics | 20 | 80 | - | 100 | 35 |
| 5 | MSW-205 | Social work and Human Rights | 20 | 80 | | 100 | 35 |
| | Total | | 100 | 400 | | 500 | 175 |