Commerce: Core-5
HUMAN RESOURCE MANAGEMENT

Duration: 3 hrs.   **Marks: 100**   **Lectures: 65**

Question Pattern: There will be five questions for each semester examinations which carries eighty marks and internal examinations carries twenty marks.

In question no. one, there will be four short type questions covered from entire syllabus which carry four marks each. Question no. two, three, four and five are long type questions from respective units with an alternative option which carry sixteen marks each.

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

Unit I: Introduction   **15 Lectures**
Human Resource Management: Concept and Functions, Role HR Manager, HR Policies, Evolution of HRM. HRM vs. HRD. Emerging Challenges of Human Resource Management; workforce diversity, empowerment, Downsizing; VRS and other challenges;

Unit II: Acquisition of Human Resource   **17 Lectures**
Human Resource Planning; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement induction.

Unit III: Training and Development   **18 Lectures**
Training and Development; Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role Specific and Competency Based Training; Evaluating Training Effectiveness; Training Process Outsourcing.

Unit IV: Performance Appraisal

                                                                15 Lectures
Nature and objectives and importance; Modern Techniques of performance appraisal; job changes - transfers and promotions. Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Suggested Readings:
1. L M Prasad, Human Resource Management
2. S K Satapathy, Human Resource Management, Himalaya Publication.
3. Shagun Ahuja, Human Resource Management, V K Global Publication.
4. Gary Dessler. A Framework for *Human Resource Management*. Pearson.
5. DeCenzo, D.A. and S.P. Robbins, "*Personnel/Human Resource Management*", Prentice Hall of India, New Delhi.
6. Bohlendar and Snell, Principles of *Human Resource Management,* Cengage Learning
7. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
8. Wreather and Davis. *Human Resource Management*. Pearson Education.
9. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.
10. TN Chhabra, *Human Resource Management*, Dhanpat Rai and Co., Delhi.
11. Biswajeet Pattanayak, *Human Resource Management,* PHI Learning.

Commerce: Core-6
INCOME TAX LAW AND PRACTICE

Duration: 3 hrs.   **Marks: 100**   **Lectures: 65**

Question Pattern: There will be five questions for each semester examinations which carries sixty marks, practical examinations carries twenty marks and internal examinations carries twenty marks. In question no. one, there will be four short type questions covered from entire syllabus which carry three marks each. Question no. two, three, four and five are long type questions from respective units with an alternative option which carry twelve marks each.
Objective: To provide basic knowledge and equip students with the application of principles and provisions of Income Tax Act 1961

UnitI: Introduction   **13 Lectures**
Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, Maximum marginal rate of tax. Permanent Account Number (PAN)
Residential status; Scope of total income on the basis of residential Status Exempted income under section 10

Unit II: **Computation of income under different heads**   **20 Lectures**
Income from Salaries, Income from house property,

Unit III: Computation of income under different heads   **10 Lectures**
Profits and gains of business or profession, Capital gains, Income from other sources

Unit IV: **Computation of total income and tax liability & Preparation of return of income**
22 Lectures
Income of other persons included in assessee's total income; Aggregation of income and set-off and carry forward of losses Deductions from gross total income, Rebates and reliefs, Computation of total income of individuals and firms, Tax liability of an individual and firm

Manual and on-line filing of Returns of Income, TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.
Note:
There shall be an examination of 100 Marks (Internal – 20 marks, Term End Examination – 60 Marks and Practical examination – 20 Marks)

The practical examination consisting of 20 marks on e-filing of Income Tax returns using software utility tools. The students are required to download appropriate form, generate XML file and to upload the same.

Suggested readings:
1. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax, University Edition.* Taxmann Publications Pvt. Ltd., New Delhi.
2. Income Tax Law and Practice, Kalyani Publication
3. Income Tax Law and Practice, V K Global Publication
4. Income Tax Law and Practice, Himalaya Publication.

Commerce: CORE-10
COMPUTER APPLICATIONS IN BUSINESS AND E-COMMERCE

Duration: 3 hrs.   **Marks: 100**   **Lectures: 65**
Question Pattern: There will be four long questions from each unit with an alternative option which carry ten marks each. Practical examination carries fifty marks, semester examination carries forty marks and internal examination carries ten marks.
Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Unit 1. Word Processing   **17 Lectures**
Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings) Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail Merge including linking with Access Database, Tables: Formatting the table, Inserting filling and formatting a table Creating Documents in the areas: Mail Merge including linking with Access Database, Handling Tables, Inserting Pictures and Video

Unit 2. Preparing Presentations: **15 Lectures**
Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow

Unit 3. E-commerce – Introduction: **16 Lectures**
Meaning, Nature, Concepts, advantages, Disadvantages and reasons for transacting online, Types of e-commerce, e-comerce business models, Technology used in e-commerce: the dynamics of world wide web and internet (meaning, evolution and features).

Unit 4. E-payment system: **17 Lectures**
Models and methods of e-payments (Debit card, Credit card, Smart cards, Internet banking, e-money) Online banking (Meaning, Concepts, Importance, eloctronic fund transfer – NEFT, RTGS, IMPS, risks involved in e-payments)

There shall be an examination of 100 Marks (Practical-50 Marks and Theory exam – 50 Marks)

Suggested Readings:
1. T.D. Malhotra and Sunil Malhotra: Computer Application in Business, Kalyani Publishers.
2. Sushila Madam, e-commerce: Taxman
3. T N Chhabra, E-Commerce, Dhanpat Rai & Co.

Commerce: CORE-13
AUDITING AND CORPORATE GOVERNANCE

Duration: 3 hrs.   **Marks: 100**   **Lectures: 65**

Question Pattern: There will be five questions for each semester examinations which carries eighty marks and internal examinations carries twenty marks.
In question no. one, there will be four short type questions covered from entire syllabus which carry four marks each. Question no. two, three, four and five are long type questions from respective units with an alternative option which carry sixteen marks each.
Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility

Unit 1: Introduction   **Lectures: 15**
Auditing: Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets &Liabilities.

Unit 2: Audit of Companies   **Lectures: 17**

Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

Unit 3: Special Areas of Audit   **Lectures: 18**
Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit;
Recent Trends in Auditing: Computer aided audit techniques and tools; Auditing Standards; Relevant Case Studies/Problems;

Unit 4: Corporate Governance &Corporate Social Responsibility (CSR):   **Lectures: 15**

Conceptual framework of Corporate Governance: Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance.
Concept of CSR, Corporate Philanthropy, Strategic Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Corporate Governance; CSR provisions under the companies act 2013.

Suggested Readings:
1. Aruna Jha, *Auditing*. Taxmann Publication.
2. A. K. Singh, and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
3. KV Bhanumurthy and Usha Krishna, *Politics, Ethics and Social Responsibility of Business,* PearsonEducation
4. N Balasubramanian, A Casebook on Corporate Governance and Stewardship, McGraw HillEducation
5. B.N. Ghosh, Business Ethics and Corporate Governance, McGraw Hill Education
6. S K Mandal*, Ethics in Business and Corporate Governance*, McGraw Hill Education

Commerce: SEC-2
ENTREPRENEURSHIP

Duration: 2 hrs.   **Marks: 50**   **Lectures: 30**

Question Pattern: There will be four long questions from each unit with an alternative option which carry ten marks each. Semester examination carries forty marks and internal examination carries ten marks.

Objective: The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior for effectiveness at work and in life.

Unit 1: Introduction   Lectures: 8
Meaning, elements, determinants and importance of entrepreneurship and creative behavior. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship.

Unit 2: Entrepreneurship and Micro, Small and Medium Enterprises.   Lectures: 7
Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioral orientations. Conflict in family business and its resolution.

Unit 3: Sustainability and Marketing Assistance.   Lectures: 7
Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups.

Unit 4 : Sources of business ideas and tests of feasibility.   Lectures: 8
Significance of writing the business plan/ project proposal. Contents of business plan/ project proposal. Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered). Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.

Suggested Readings:
1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective,* Cengage Learning.
2. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
3. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
4. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
5. Jain, Arun Kumar. *Competitive Excellence: Critical Success Factors*. New Delhi: Viva Books Limited. ISBN-81-7649-272-8.
6. Panda, Shiba Charan. *Entrepreneurship Development*. New Delhi, Anmol Publications. (Latest Editions)
7. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.

GE-1

GENERIC ELECTIVE (2 Papers)

ଆନ୍ତଃସମଷ୍ଟିମୂଳକ ଇଚ୍ଛାଧୀନ (ପତ୍ର ସଂଖ୍ୟା-୨)

ବିଦ୍ୟାର୍ଥୀଙ୍କ ବୋଧଜ୍ଞାନ ପରୀକ୍ଷା ପାଇଁ ଦୀର୍ଘ ପ୍ରଶ୍ନ ଓ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଦିଆଯିବ ।

ପତ୍ର-୧/ Paper-1: ଯୋଗାଯୋଗର ଭଙ୍ଗୀ ଓ ସମ୍ବାଦ ପ୍ରସ୍ତୁତି

୧ମ ଏକକ   – ଦଳଗତ ଆଲୋଚନା ଓ ତର୍କ-ବିତର୍କ

୨ୟ ଏକକ   – ଦୂରଦର୍ଶନ, ବେତାର ଓ ସମ୍ବାଦପତ୍ର : ପରିଭାଷା, ପରିସର ଓ ସମ୍ବାଦ ପ୍ରସ୍ତୁତି କୌଶଳ

୩ୟ ଏକକ   – ସାକ୍ଷାତ୍କାର ଓ ଭାଷଣ କଳା

୪ର୍ଥ ଏକକ   – ପତ୍ରଲିଖନ ପଦ୍ଧତି (ବିଭିନ୍ନ ପ୍ରକାର ପତ୍ର ଯଥା– ବାଣିଜ୍ୟିକ ପତ୍ର, ସମ୍ପାଦକଙ୍କୁ ପତ୍ର, ବ୍ୟକ୍ତିଗତ ପତ୍ର, କାର୍ଯ୍ୟାଳୟ ସମ୍ପର୍କିତ ପତ୍ର ଇତ୍ୟାଦି)

GE-4

ପତ୍ର-୨/ Paper-2: ଓଡ଼ିଆ ଭାଷା, ବ୍ୟାକରଣ, ଅନୁବାଦ ଓ ସଂପାଦନା କଳା

୧ମ ଏକକ   – ଓଡ଼ିଆ ଭାଷାର ଉତ୍ପତ୍ତି ଓ ବିକାଶକ୍ରମ

୨ୟ ଏକକ   – ଓଡ଼ିଆ ଶବ୍ଦଭଣ୍ଡାର (ତତ୍ସମ, ତଦ୍ଭବ, ଦେଶଜ, ବୈଦେଶିକ)

୩ୟ ଏକକ   – ଅନୁବାଦ : ସଂଜ୍ଞା, ସ୍ୱରୂପ ଓ ପ୍ରକାରଭେଦ

୪ର୍ଥ ଏକକ   – ଗ୍ରନ୍ଥ ସଂପାଦନର ସ୍ୱରୂପ ଓ ବିଭିନ୍ନ ଦିଗ

ସହାୟକ ଗ୍ରନ୍ଥସୂଚୀ

୧.   ପ୍ରାୟୋଗିକ ଓଡ଼ିଆ ଭାଷା– ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟପୁସ୍ତକ ପ୍ରଣୟନ ସଂସ୍ଥା

୨.   ସମ୍ବାଦ ଓ ସାମ୍ବାଦିକତା– ଚନ୍ଦ୍ରଶେଖର ମହାପାତ୍ର

୩.   ବାଣିଜ୍ୟିକ ପତ୍ରାବଳୀ– କୃଷ୍ଣଚରଣ ବେହେରା

୪.   ପ୍ରାୟୋଗିକ ଓଡ଼ିଆ ଭାଷା– ଅଜୟ ମିଶ୍ର

୫.   ଭାଷଣକଳା ଓ ଅନ୍ୟାନ୍ୟ ପ୍ରସଙ୍ଗ – କୃଷ୍ଣଚନ୍ଦ୍ର ପ୍ରଧାନ

୬.   ପ୍ରଚଳିତ ଓଡ଼ିଆ ଭାଷାର ବ୍ୟାକରଣ– ବିଜୟ ପ୍ରସାଦ ମହାପାତ୍ର

୭.   ବ୍ୟାବହାରିକ ଓଡ଼ିଆ ବ୍ୟାକରଣ– ହରପ୍ରସାଦ ମିଶ୍ର

୮.   ପ୍ରାୟୋଗିକ ଓଡ଼ିଆ ଭାଷା– ସମ୍ଭିତ ମିଶ୍ର

୯.   ଗବେଷଣା ପ୍ରବିଧି, ସଂପାଦନା ଓ ଅନୁବାଦ କଳା– ସୁବୋଧ ଚାଟାର୍ଜୀ

୧୦.   ଅନୁବାଦ: ତତ୍ତ୍ୱ ଓ ପ୍ରୟୋଗ– ମନୋରଞ୍ଜନ ପ୍ରଧାନ

୧୧.   ଯୋଗାଯୋଗର ଭାଷା– ସୁଧୀର ଚନ୍ଦ୍ର ମହାନ୍ତି

୧୨.   ସାରସ୍ୱତ ବ୍ୟାବହାରିକ ବ୍ୟାକରଣ– ବ୍ରଜକିଶୋର ହୋତା

୧୩.   ଟିପ୍ପଣୀ, ଚିଠା ଓ ପତ୍ରବିନିମୟ– ଆଶୁତୋଷ ପଟ୍ଟନାୟକ

୧୪.   ସମ୍ବାଦପତ୍ର ଓ ଗଣମାଧ୍ୟମ– ମୃଣାଳ ଚାଟାର୍ଜୀ

୧୫.   ଓଡ଼ିଶାରେ ସମ୍ବାଦପତ୍ର ଇତିହାସ– ମୃଣାଳ ଚାଟାର୍ଜୀ

CORE-9

Public Policy and Administration in India

Objective: The paper seeks to provide an introduction to the interface between public policy and administration in India. The essence of public policy lies in its effectiveness in translating the governing philosophy into programs and policies and making it a part of the community living. It deals with issues of decentralization, financial management, citizens and administration and social welfare from a non-western perspective.

UNIT-I : (i) Public Policy
a. Definition, characteristics and models b. Public Policy Process in India

(ii) Decentralization
a. Meaning, significance and approaches and types
b. Local Self Governance: Rural and Urban

UNIT-II: Budget
a. Concept and Significance of Budget b. Budget Cycle in India c. Various Approaches and Types Of Budgeting

UNIT-III: Citizen and Administration Interface
a. Public Service Delivery b. Redressal of Public Grievances: RTI, Lokpal, Citizens' Charter and E-Governance

UNIT-IV: Social Welfare Administration
a. Concept and Approaches of Social Welfare b. Social Welfare Policies: Education: Right To Education, Health: National Health Mission, Food: Right To Food Security Employment: MNREGA

READING LIST

Public Policy T. Dye, (1984) Understanding Public Policy, 5th Edition. U.S.A: Prentice Hall

R.B. Denhardt and J.V. Denhardt, (2009) Public Administration, New Delhi: Brooks/Cole

M. Howlett, M. Ramesh, and A. Perl, (2009), Studying Public Policy: Policy Cycles and Policy subsystems, 3rd edition, Oxford: Oxford University Press.

T. Dye, (2002) Understanding Public Policy, New Delhi: Pearson Y. Dror, (1989) Public Policy Making Reexamined. Oxford: Transaction Publication.

Satyajit Singh and Pradeep K. Sharma [eds.](2007), Decentralisation: Institutions And Politics In Rural India, OUP.

N.G.Jayal(1999), Democracy and The State: Welfare, Secular and Development in Contemporary India, Oxford : Oxford University Press.

Bidyut Chakrabarty (2007), Reinventing Public Administration: The Indian Experience, Orient Longman.

Basu Rumki (2015) Public Administration in India Mandates, Performance and Future Perspectives, New Delhi, Sterling Publishers

DSE-4

Women, Power and Politics

Course objective: This course opens up the question of women's agency, taking it beyond 'women's empowerment' and focusing on women as radical social agents. It attempts to question the complicity of social structures and relations in gender inequality. This is extended to cover new forms of precarious work and labour under the new economy. Special attention will be paid to feminism as an approach and outlook. The course is divided into broad units, each of which is divided into three sub-units.

UNIT-I: Groundings-I : 1. Patriarchy : a. Sex-Gender Debates b. Public and Private c. Power

UNIT-II: Groundings-II: (i) Feminism , (ii) Family, Community, State : a. Family b. Community c. State

UNIT-III: Movements and Issues-I : 1. History of the Women's Movement in India

UNIT-IV: Movements and Issues-II

(i) Violence against women : (ii) Work and Labour : a. Visible and Invisible work b. Reproductive and care work c. Sex work

READING LIST

1. Groundings 1. Patriarchy Essential Readings: T. Shinde, (1993) 'Stree Purusha Tulna', in K. Lalitha and Susie Tharu (eds), Women Writingin India, New Delhi, Oxford University Press, pp. 221-234

U. Chakravarti, (2001) 'Pitrasatta Par ek Note', in S. Arya, N. Menon & J. Lokneeta (eds.) Naarivaadi Rajneeti: Sangharsh evam Muddey, University of Delhi: Hindi MediumImplementation Board, pp.1-7 a. Sex Gender Debates Essential Reading: V Geetha, (2002) Gender, Kolkata, Stree, pp. 1-20 b. Public and Private Essential Reading: M. Kosambi, (2007) Crossing the Threshold, New Delhi, Permanent Black, pp. 3-10; 40-46 c. Power Essential Reading: N. Menon, (2008) 'Power', in R. Bhargava and A. Acharya (eds), Political Theory: AnIntroduction, Delhi: Pearson, pp.148-157 2. Feminism Essential Readings: B. Hooks, (2010) 'Feminism: A Movement to End Sexism', in C. Mc Cann and S. Kim (eds),

The Feminist Reader: Local and Global Perspectives, New York: Routledge, pp. 51-57

R. Delmar, (2005) 'What is Feminism?', in W. Kolmar & F. Bartkowski (eds) Feminist Theory:A Reader, pp. 27-37 3.Family, Community and State a.Family Essential Readings: R. Palriwala, (2008) 'Economics and Patriliny: Consumption and Authority within the Household' in M. John. (ed) Women's Studies in India, New Delhi: Penguin, pp. 414-423

b. Community Essential Reading: U. Chakravarti, (2003) Gendering Caste through a Feminist Len, Kolkata, Stree, pp. 139-159. c. State Essential Reading: C. MacKinnon, 'The

Skill Enhancement Elective Course (Skill Based)
4th Semester
Paper-I

Legislative Practices & Procedures

Unit-I-Powers & functions of people's repredentatives at different tiers of governance

i. Members of Parliament , State Legislative Assembly

ii. Functionaries of rural & urban Local self –Government-from Zilla parishad ,Municipal Corporation to Panchayati/ward

Unit-II-Supporting the Legislative process & Lesgislatives Committes

i. How a bill becomes a Law,Role of the Standing committees in receiving a bill,legislative consultants,the framing of rules & regulations

Unit-III-Types of Committees, Role of Committees in receiving government finances,policy,programmes & legislation

Unit-IV-Reading the B udget Document

i. An Overview of Budget process, role of Parliament in receiving the Union Budget.Reading Budget

ii. Examination of demands for Grants of Ministers working of ministries

Unit-V-Support in Media minority 7 communication

i. Types of Media & significance of legislators

ii. Basics of communication tn print & electronic media

ENGLISH

For the students of

[B.Com (Hons), B.Sc. (Hons), B.A. (Hons) & B.Sc regular]

AEEC/Skill Enhancement Course –I No.
of credits: 02

Full marks 50 (40+10) Time- 2 hours

COMMUNICATIVE ENGLISH

Preamble:

The purpose of this course is to introduce students to the concept, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills.

While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will understand the difference in their personal and professional interactions and hone their skills accordingly.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

1. **Introduction**: What is Communication, Types and modes of Communication, Barriers, Information Gap Principle

2. **Language of Communication**: Factors influencing communication Functions of Language

3. **Speaking Skills**: Pronunciation: individual words
    Pronunciation: Speaking using correct intonation Effective Communication/ Mis-Communication

4. **Writing:**
    Technique of Writing

    Types of Letters: Routine, Good Will, Bad News, Persuasive Reports, Minutes

    Proposals, Advertisements, Brochures

Prescribed Text Books:

1. *Contemporary Communicative English.* by Dr Shruti Das. S. Chand Co, 2014
2. *Form and Finesse: Business Communication and Soft Skills.* by Dr Shruti Das. Blackswan, 2016.
3. *Business English*, Pearson, 2008.

I.R & P.M HONOURS
THIRD SEMESTER DEGREE EXAMINATION
INDIAN LABOUR STUDIES
SEMESTER-III
PAPER-V
HUMAN RESOURCE MANAGEMENT
Full marks-100 (80+20)
Human Resource Management 25 Marks

Unit-I
Human Resource Management – Meaning, Concept, Objectives and Scope of Human Resource Management.
Unit- II 25 Marks
Growth and Development of Human Resource Management in India.
Development of Management Thought; Human Relation school of Elton Moyo.
Unit-III 25 Marks
Recruitment and Selection. Training- Meaning, Types and Procedure of Importance of Training and Wage and Salary Administration – in India.
Unit-IV 25 Marks
Motivation- Introduction, Types of Motivation, Employees Morale-Definition, Factors effecting moral.

Human Resources Management

1. Dr P. Jyothi, Human Resource Management, Oxford University Press,2015

2. Uday Kumar Haldar and Juthika Sarkar, Human Resource Management, Oxford University Press,2015

3. T.N. Chhabra, Human Resource Management. Dhanpat Rai & Co. **Publisher.**

4. Jyoti and Venkatesh, Human Resource Management. Oxford University Press India.2014

5. K. Aswathappa, Human Resource Management. McGraw Hill Education (India) Private Limited, 07 Edition.

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6. C.B. Gupta, Human Resource Management. Sultan Chand and Sons **Publisher**, 14 Edition.

7. P. Subba Rao, Essentials of Human Resource Management and Industrial Relations. Himalaya Publishing House Pvt. Ltd., 05 Edition.

I.R & P.M HONOURS
FOURTH SEMESTER DEGREE EXAMINATION
(Choice Based credit System)
Core Paper – VIII
HUMAN RESOURCES DEVELOPMENT
SEMESTER – IV
HUMAN RESOURCES DEVELOPMENT

Total Marks: 100 (End Semester 80 and Mid Semester 20)

Unit-I 25 **Marks**

Human Resources Development; Concept and Philosophy of HRD: Human Resources Accounting.; HRD Mechanisms: Performance Appraisal; Potential Appraisal Feedback and Counselling;

Unit-II 25 **Marks**

Career Planning and Development; Job Rotation, Training; Organisational Development; Employee Welfare and Quality of Work Life.

Unit-III 25 **Marks**

Knowledge Management: Meaning and Importance; Types of knowledge; Knowledge Management Process; Role of HR in institutionalising Knowledge Management in an Organisation.

Unit-IV 25 **Marks**

Training and Development: Meaning of Training Development and Education; Concept of Learning, Executive Development.

Human Resources Development

1. Uday Kumar Haldar, Human Resource Development, Oxford University Press,2014.

2. David Mankin, Human Resource Development, Oxford University Press,2015.

3. T.V. Rao, Human Resource Development, Sage Publication, New Delhi.

4. T.V. Rao, & Pareek, Udai, Designing and Managing Human Resource System, Oxford and IBR Publication Ltd., New Delhi.

5. ILO, Teaching and Training Methods for Management Development handbook, McGraw New York.

6. Rao, T.V., Future of HRD, Mac Milan , New Delhi.

7. B.L. Mathur, Human Resource Development: Strategic Approaches and Experiences.

8. Greaves, Jim, Strategic Human Resource Development, Sage Publication.

9. Werner, Human Resource Development, CENGAGE Learning, 2015.

I.R & P.M HONOURS
SIXTH SEMESTER DEGREE EXAMINATION
(Choice Based credit System)
DISCIPLINE SPECIFIC ELECTIVE (D.S.E) IV
ORGANISATIONAL CHANGE & DEVELOPMENT
SEMESTER – VI
ORGANISATIONAL CHANGE & DEVELOPMENT
Total Marks: 100 (End Semester 80 and Mid Semester 20)

Unit-I 25-MARKS
Organisational Change: meaning, concept and importance. Perspectives on change: Contingency perspective. Resource Dependence perspective, Population-Ecology perspective, Institutional Perspective.

Unit-II 25-MARKS
Types of change: Continuous or Incremental change, Discontinuous change, Participative and Directive change. Change programmes: Steps to implement change in Business process

Unit-III 25MARKS
Organizational Development: Concept and scope. OD and External Environment, OD Interventions – Traditional and Modern methods.

Unit-IV 25-MARKS
Organizational Development Process, Conditions for Optimum Success of OD, OD in Indian organizations'.

Organisational Change & Development
1. V. Nilakanth and S. Ramnarayan, Managing Organisational Change. Response Books, New Delhi.

2. Ramanarayan et al., Organisational Development-interventions and strategies, Response Books, New Delhi.

3. Stephen.P.Robinns. Organisational behaviour, Princtice hall Publisher, 2015

4. Dipak Kumar Bhattacharyya, Organisational Change and Development, Oxford University Press,2015

5. Cummings, Organisational Development and Change, CENGAGE Learning,2015

<u>Education: CORE - 5</u>

TECHNOLOGY AND INNOVATIONS IN EDUCATION

INTRODUCTION

Educational technology (ET) is the efficient organization of any learning system adapting or adopting methods, processes, and products to serve identified educational goals (NCERT, 2006). This involves systematic identification of the goals of education, recognition of the diversity of learners' needs, the contexts in which learning will take place, and the range of provisions needed for each of these. Our schools should move from a predetermined set of outcomes and skill sets to one that enables students to develop explanatory reasoning and other higher-order skills. Educational technology is a powerful tool towards developing such reasoning and skills. It should enable students to access sources of knowledge, interpret them and create knowledge rather than be passive users. It should enable the teachers to promote flexible models of curriculum transaction. It should encourage to use flexible curriculum content and flexible models of evaluation as well. Present paper will give an exposure to students to understand the meaning, nature and scope of educational technology. They will be sufficiently oriented about nuances of communication and their implications in educational context. They will understand the underlying principles of instructional design. Students will develop the ability to prepare lesson plans based on constructivist approach. They will be oriented about the need and importance distance education inIndia.

Course Objectives

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

- understand the meaning, nature and scope of educationaltechnology
- explain with examples various approaches to educationaltechnology
- describe systems approach and its application in educationalcontext
- explain the concepts, principles, modes, process and barriers of communication and their implications in educationalcontext
- explain the instructional design and its underlyingprinciples
- describe different models of teaching and their use in effective classroomteaching

Unit– 1   **Educational Technology**

Meaning, nature and scope
Approaches to Educational Technology: Hardware, software
and system approach
Types of Educational Technology
Importance of Educational Technology for the teacher and the
student.

Unit– 2   **CommunicationProcess**

Meaning and nature
Process, components and types
Barriers of communication
Study of Classroom Communication through flander's
interaction analysis.

Unit– 3   **Innovations in EducationalTechnology**

Programmed instruction: Concept Basic principles and applications
Microteaching: Concept assumptions, phases and applications.
Simulated Teaching: concept, procedure and applications
Personalized
system of instruction: Concept, objectives, strategies and applications.

Unit– 4   **Classroom instructionalAids**

Projected and non projected Aids
ICT – enabled devices
Organisation of school teaching learning
Materials (TLM) Centre:
Objective
Procedure
Planning
Application
Types of Materials to be procured for teaching different
school subjects.

<u>Education CORE - 6</u>

PEDAGOGY OF SCHOOL SUBJECTS

(Each student is required to select any one of the following school subjects)
METHODS OF TEACHING ODIA

Introduction

Mother-tongue plays a significant role in the education of a child. It has a great importance in the field of education. Therefore, mother tongue must be given an important and prominent place in the school curriculum. Method of teaching Odia will enable us to preserve and enrich our language and culture forever by developing Odia language skills among learners. The learners will also be equipped with the skills to prepare Odia lesson plans by using constructivist approach.

Learning Objectives and Expected Outcomes

On completion of the course the students shall be able to:
Describe the concept of Mother Tongue;
Explain the semantic peculiarity of Odia language
Justify the importance and objectives of teaching Mother Tongue
(Odia) at Secondary Stage;
Describe various pedagogical approaches of language teaching.
Prepare subject specific lesson plan for improvement of language
skills. Plan and construct test to asses language skills and
contentareas.

Unit–1   Conceptual

Importance of mother tongue in the life and education of the child
Aims and objectives of teaching mother tongue at school level.
Place of mother tongue in the school curriculum.

Unit– 2   Methods and approaches

Direct Method
Discussion Method
Discussion cum appreciation method
Inductive and deductive method

Unit– 3   Techniques ofTeaching

Teaching of prose and poetry
Teaching of Grammar
Teaching of composition

Unit– 4   Teaching Learning Materials for teaching Odia

Teaching learning materials : Purpose,
Types andUse Language Text Book : Importance,
Purpose Language Laboratory characteristicsapplication

Journalism & Mass Communication
SEMESTER – II
C3
Reporting and Editing for Print

UNIT I
Covering news. Reporter- role, functions and qualities. General assignment reporting/ working on a beat; news agency reporting. Covering Speeches, Meetings and Press Conferences Covering of beats- crime, courts, city reporting, local reporting, MCD, hospitals, health, education, sports;

UNIT II
Interviewing/Types of news leads. Interviewing: doing the research, setting up the interview, conducting the interview. News Leads/intros, Structure of the News Story–Inverted Pyramid style; Lead: importance, types of lead; body of the story; attribution, verification Articles, features, types of features and human interest stories, leads for features, difference between articles and features.

UNIT III
The Newspaper newsroom, Organizational setup of a newspaper, Editorial department Introduction to editing: Principles of editing, Headlines; importance, functions of headlines, typography and style, language, types of headline, style sheet, importance of pictures, selection of news pictures, Role of sub/copy-editor, News editor and Editor, chief of bureau, correspondents, Editorial page: structure, purpose, edits, middles, letters to the editor, special articles, Opinion pieces, op. Ed page

UNIT IV
Trends in sectional news, Week-end pullouts, Supplements, Backgrounders, columns/columnists, factors affecting news treatment, paid news, agenda setting, pressures in the newsroom, trial by media, gate keepers. Objectivity and politics of news. Neutrality and bias in news.

Practical (Written Examination) assignment of news reports , feature stories , film reviews
Readings 1. The Art of Editing, Baskette and Scissors, Allyn and Bacon Publication 2. Dynamics of Journalism and Art of Editing, S.N. Chaturvedi, Cyber Tech Publications 3. News Writing and Reporting for Today's Media, Bruce Itule and Douglas Anderson, 4. Modern newspaper practice: A primer on the press, F.W. Hodgson, Focal Press

Journalism & Mass Communication
SEMESTER – III
C5

Radio Journalism

On completion of the course students should be able to describe the characteristics of radio as a medium of mass communication and its Limitations. They can identify different modes of broadcasting and types of radio stations. They candescribe different formats of radio programmes. They will be able to list basic inputs and main elements of radio production. They can also distinguish & describe the qualities of different types of microphones used in radio production.

Unit-I
Radio as a medium of mass communication in today's context. Characteristics of radio. Limitations of radio

Unit-II
Three Modes of transmission: AM, SW and FM. Different types of radio stations

Unit-III
Radio journalism: Meaning & Definition. Qualities of an anchor/presenter. Importance of pronunciation & voice modulation.

Unit-IV
Radio format: Meaning & Importance. Radio news, Radio talks, Radio features
Suggested Readings: 1. H.R. Luthra Indian Broadcasting, Publications Division 2. Robert Mc Liesh Radio Production, Focal Press 3. James R. Alburger The Art of Voice Acting, Focal Press

Journalism & Mass Communication

Core 6
Television Journalism

On completion of the course students should be able to explain the salient features of TV as a medium. They can list the different formats of TV. They will also able to describe the process of gathering news and report for TV.

Unit-I
Understanding the medium – Nature & Importance. Objectives and principles of TV Broadcasting. Public & Private channel: Objective &reach. Distinguishing characteristics of TV as compared to other Media. Mode of transmission: Terrestrial, Satellite Television & Cable TV

Unit-II
TV formats: Meaning & Needs. Fictional programs: soap operas, sitcoms, serial & films. News based programme: Talk, Discussion, Interview etc.

Unit-III
Definition and elements of TV News. Basic principles of TV News Writing. Sources of TV News. Types of TV News bulletins and their structure. Planning and conducting of various types of interviews: Factual, Opinion and Ideas

Unit-IV
Video Editor and Producer of TV News. Structure and working of News room of a Television Production Centre. Duties and Functions of TV Reporter.

Practical Written Examination (to conduct an interview)

Suggested Readings : 1. Jan R. Hakemulder, Broadcast Journalism, Anmol Publications, Ray AC de Jonge, PP Singh New Delhi 2. Janet Trewin Presenting on TV and Radio, Focal Press, New Delhi 3. Stuart W. Hyde TV & Radio Announcing, Kanishka Publishers 4. Andrew Boyd Techniques of Radio and Television News Publisher: Focal Press, India. 5. Janet Trewin Presenting on TV and Radio, Focal Press, India.

Journalism & Mass Communication
Core7
Development Communication

Unit 1
Social Change and Issues in Development * Global and regional initiative–Millennium Development Goals, human rights
* Communication and social change
* Media and social marketing

Unit II
Strategic Approaches to Development Communication * Development support communication-RTI, Social Audits, Grass-root activism, Whistle blowers, NGOs, other agencies
* Wood's triangle * Multi -Media Campaigns, radio, cyber-media, KAP Gap
* Diffusion and innovation; magic multiplier , empathy

Unit III
Paradigms of Development Communication * Linear models - Rostow's Demographic transition, transmission * Non-Linear - World System Theory, Marxist Theory * Alternative paradigm - participatory, think local/act global ,think global/act local

Unit IV
Development communication - praxis
* Community radio and development
* Tv and Rural outreach
* Digital media and development communication

Journalism & Mass Communication

SEMESTER IV
Core 8
Introduction to Advertising

On completion of the course students should be able to define and explain advertising, its role and functions. Identify various types of advertising. Explain the elements of advertising.

Unit I
Advertisement: Definition, Meaning & Concept. Importance and Role of Advertising. Need, nature and scope of Advertising. Role and functions of Advertising. History & growth of Advertising in India

Unit II
Advertising consumer welfare, Advertising standard of living, Advertising & cultural values

Unit III
Classification of Advertising on the basis of: Target Audience, Geographical Area, Medium, Purpose

Unit IV
Elements of Print advertising - Copy, slogan, identification mark, clashing illustrations. Characteristics, Advantages & Disadvantages.

Suggested Readings 1. Sandage C H, Fryburger Vernon Advertising Theory and Practice: A.I.T.B.S.& Rotzoll Kim Publishers & Distributors, Delhi 2. Mohan Mahender Advertising Management: Concepts & Cases; Tata McGraw Hill Publishers 3. Ogilvy David Ogilvy on Advertising; Prion Books Ltd. 4. Lewis Herschell Gordion The Complete Advertising and Marketing Handbook: East West Books(Madras) Pvt. Ltd., Chennai 5. White Roderick Advertising: What it is and How to do it: McGrawHill Book Company, London

Journalism & Mass Communication
Core 9
Introduction to Public Relations

On completion of the course students should be able to define Public Relations and its function. They can apply tools and techniques for handling public. They will be able to define and explain event management and its functions. They can also explain the revenue generating process for an event.

Unit I
Public Relations: Meaning, Definition & Concept. Objective of Public Relations. Need, nature and scope of Public Relations. History and growth of PR in India. How PR is different from advertising, publicity and propaganda.

Unit-II
Tools and techniques of Public Relations. Press Release: Importance and need. Media relations -press conference and press tour

Unit-III
House journal, Annual report, Corporate film, Speech writing, minutes and official memo.

Unit-IV
Organisational Set-up of PR agency and department. Effect of Public Relations. Role of PR in government organization. Role of PR in public sector. Role of PR in private Sector.

Written Examination Practical (to write a press releases)

Suggested Readings: 1. Black Sam & Melvin L. Sharpe Practical Public Relations, Universal Book Stall, New Delhi 2. JR Henry and A. Rene Marketing Public Relations, Surjeet Publications, New Delhi 3. Jefkins Frank Public Relations Techniques, Butterworth15Heinmann Ltd., Oxford 4. Cutlip S.M and Center A.H. Effective Public Relations, Prentice Hall 5. Kaul J.M. Public Relation in India, Noya Prakash, Calcutta Pvt. Ltd.

Journalism & Mass Communication
SEMESTER V

Core 11

Online Journalism

On completion of the course students should be able to explain the uses of cyber media for journalistic purpose. They can understand the applications of the uses of online tools for communication.

Unit-I

Meaning and definition. Characteristics of Online Communication

Unit-II

Characteristics of Internet. Brief Idea about ISP and browsers. Websites & its types. Email: Need & Importance. Web tools: Blogs, Social Media & Search Engine

Unit-IV

Brief History of the E-newspaper in English & Hindi. Reasons for the growing popularity of e-newspaper. Present & Future of E-newspaper. Limitations of online newspaper

Unit-IV

Traditional VS Web Journalism. Elements of a Web newspapers. Reporting Writing, Editing for Web Journalism. Web Journalism & Law: Information & Technology Act 2000 & Copy Right Act.

Suggested Readings : 1. Ronal Dewolk Introduction to Online Journalism Allyn & Bacon, ISBN 0205286895 2. John Vernon Pavlik New Media Technology Allyn & BaconISBN 020527093X 3. Michael M. Mirabito, New Communication Technologies : Application, Barbara . Mogrenstorn, Policy & Impact Focal Press, 4th editionISBN 0240804295 4. Suresh Kumar Internet Patrakarita, Takshila Publication, Delhi

Journalism & Mass Communication
DSE (Discipline specific elective) - 4 papers

DSE 2 (SEMESTER V)

ODIA JOURNALISM

Unit-I

Growth of Odia journalism and its protection to Odia language; role of Odia newspapers in the formation of separate Odisha province and the freedom movement; press and politics in the post-independence era; the New Journalism in Odisha.

Unit-II

Studies on Odia newspapers: The Dainik Asha, The Samaj, The Prajatantra, The Dharitri, The Sambad; The English press in Odisha. Eminent Odia journalists: Gouri Shankar Ray, Neelamani Vidyaratna, Sashi Bhusan Rath, Gopabandhu Das, Neelakantha Das, Bala Krushna Kar, Godavarish Mohapatra, Harekrushna Mahatab, Sreeharsh Mishra, Radhanath Rath, Surendra Mohanty and Pradyumn Bal.

Unit-III

Odia magazine journalism: Literacy, criticism, special audience, cinema and feature oriented journals.

Unit-IV

Problems of Odia press: the question of limited readership and advertisement revenue, competition from English and other neighbouring press. Prospects of Odia press: the concept of rural and tribal newspapers, Odia press and government advertisements, ownership of Odia press, Odia press in contemporary society.

BOOKS FOR REFERENCE 1. Mahaptra, Pradeep. Odia-Sambadikata-ra Krama–Vikas-re Utkal Dipika-ra Bhumika, Berhampur: Berhampur University, 1999 2. Pati, Madhusudan. Gourishankar Ray, New Delhi: Sahitya Academy, 1994. 3. Sahu, Padma Charan. Odia-prna Sashibhusan Rath, Berhampur : Asha Pustakalaya, 1995 4. Mohanty, Nibeidta. Odia Nationalism : Quest for a United Odisha, New Delhi: Manohar Publication, 1982

Journalism & Mass Communication
DSE 2 (SEMESTER IV)

Camera & Editing for TV

Unit I

Camera 1. Camera Structure 2. Different Lenses and their Characteristics 3. Camera Perspective &Movement 4. Operating Techniques

Unit II

TV Lighting Equipment and Techniques 1. Fundamental Lighting Concepts 2. Types of Lights 3.Studio Lighting Procedures 4. Lighting Objectives

Unit III

Pictorial Elements 1. Concept of Pictorial Design 2. Sets and Graphics

3. Scene Elements

4. Use of Graphic Design

Unit Iv

Editing

1. Introduction to Video Editing

2. Broadcast stages of Video Editing

3. Timeline Vedio Editing

Indicative Reading List 1. Anderson , Gary H. Video Editing and Post Production, Focal Press, London, 1993. 2. Gupta, R. G. Audio and Video Systems, Tata Mc Graw – Hill, New Delhi

CC-III-Geography

(Credits:06)

Paper-III-Climatology

(FULLMARK- 100=MID SEM 20+SEM 80)

SEM-80 MARKS

Time-3 Hours

UNIT

Atmospheric Composition and Structure- Variation with Altitude, Latitude and Season

Insolation and Temperature- Factor and Distribution, Heat Budget, Temperature Inversion.

UNIT-II

Atmospheric Pressure-and Winds- Planetary Winds, Forces affection Winds, General Circulation, Jet Streams.

UNIT-III

Atmospheric Moisture- Evaporation, Humidity, Condensation, Fog and Clouds, Precipitation Types,

Stability and Instability.

UNIT-IV

Cyclones – Tropical Cyclones, Extra Tropical Cyclones, Monsoon- Origin and Mechanism.

CC-VII-Geography

Paper-VII

Field Work and Rsearch Mathodology (practical)

Full Marks - 100

Time-6 Hours

1. Field Work in Geographical Studies – Role, Value and Ethics of Field- Work

2. Defining the Field and Identifying the Case Study – Rural / Urban / Physical / Human / Environmental.

3. Field Techniques – Merits, Demerits and Selection of the Appropriate Technique; Observation (Participant / Non Participant), Questionnaires (Open/ Closed / Structured / non-Structured); interview with Special Focus on Focused Group Discussion; Space Survey (Transects and Quadrants, Constructing a Sketch)

4. Use of Field Tools – Collection of Material for Physical and Social-Economic Surveys.

5. Designing the field Report-Aims and objectives,Methodology,Analysis,Interpretation and writing the Report

CC XIII - Geography

Paper-XIII

REGIONAL PLANNING AND DEVELOPMENT

(FULL MARKS- 100 MID SEM 20+ SEM 80)

SEM-80 MARKS

Time-3 Hours

UNIT -1

Definition of Region, Evolution and Types of Regional Planning: Formal, Function, and Planning Regions, Need for Regional Planning;

UNIT -II

Choice of Region for Planning: Characteristics of an Ideal Planning Region; Delineation of Planning Region; Regionalization of India For Planning (Argo Ecological Zones)

UNIT-III

Theories and Models for Regional Planning: Growth Poie Model of Perroux; Growth Centre Model in Indian Context; Myrdal, Hirschman, Rostow and Friedmann; Village Cluster

UNIT-IV

Changing Concept of Development, Concept of Underdevelopment; Efficiency-Equity Debate

Measuring Development: Indicators (Economic, Social and Environmental) I Global Pattern of Development: Inter-Regional Variation; Human Development: International Interstate Comparison of India. Recent Trends in Regional Planning in Indi.

Semester-VI
CC- XIV-Geography
(Credits: 06)
Paper-XIV
Disaster Management Based Project Work (Practical)

The project work report based on any two field-based case studies among following disasters and one disaster preparedness plan of respective college or locality:

1. Flood

2. Drought

3. Cyclone

4. Earthquake

5. Landslides

Human induced disasters: fire hazards, chemical, and industrial accidents.

Semester-V
(Credits: 06)
DSE-Paper- I
POPULATION GEOGRAPHY

Unit-I
Defining the Field –Nature Scope; Sources of Data with Special Reference to India (Census, Vital Statistics And NSS).

Unit-Ii
Population Size, Distribution and Growth- Determinants and Patterns; Theories of Growth-Malthusian Theory

Unit-Iii
Population Dynamics: Fertility, Mortality and Migration-Measures, Determinants and Implication
Population Composition and Characteristics- Age –Sex Composition; Rural and Urban Composition

Unit-Iv
Contemporary Issues- Ageing of Population; Declining Sex Ratio; HIV/ AIDS.

Semester-V
DSE- II- Geography
(Credits: 06)
Paper- II
Hydrology and Oceanography

UNIT -I
Hydrological cycle: Systems approach in hydrology, human impact on the hydrological cycle;
Precipitation, interception, evaporation, evapo-transpiration, infiltration, ground- water, run off and over land flow; hydrological input and output.

Unit- II
River Basin and problems of Regional hydrology: characteristics of river basins, basin surface run-off measurement of river discharge; floods and droughts.

Unit- III
Water Resource Problems and Management: water demand and supply, water quality, interstate water dispute, water Rights, institutional and financial constraints, eco- hydrological consequences of environmental degradation degradation.

Unit- IV
Ocean floor Topography and Oceanic Movements – waves, currents and tides.
Ocean salinity and Temperature – Distribution and Determinants. Coral Reefs and Marine Deposits and
Ocean Resources: Types and Theories of Origen; Biotic, mineral.

SOCIOLOGY HONOURS
SEMESTER-III
CORE PAPER-VII (SOC-7)
RURAL SOCIOLOGY

Rural Sociology is a specialized branch of Sociology describing the society of villages and rural areas. As the rural areas or the villages mark the beginning of human civilization, this paper is designed to bring out the distinct features of the rural society with their typologies and typicalities. In the present paper an attempt is made to introduce the student with the development of this branch overtime with its focus on the typicality of Indian villages, their structures, changing features and social problems faced by the rural people.

Unit-1: Rural Sociology: Origin and Scope**,** Nature, Importance of Rural Sociology in the global context and the Indian context.

Unit-2: Rural social Structure: Village Community, Agrarian Economy, Caste System, Mobility and Migration. Rural-Urban Contrast and Continuum

Unit-3: Rural Social problems: Poverty, Unemployment, Food Insecurity, Landlessness, Indebtedness, Health care and Sanitation

Unit-4: History and Evolution: Community Development Programme, Land Reforms, Green Revolution, Co-operative Movement.
Rural Governance and Democratic Decentralization, Panchayati Raj Role of Panchayats in Development, Functions and Problems.

Essential Readings:
1. Doshi S.L. & P.C. Jain 2002. Rural Sociology, Jaipur, Rawat.
2. Desai A.R. 1997. Rural Sociology in India – Bombay Popular Prakasan.
3. Dhanagare D.N. 1988. Peasant movements in India, New Delhi, Oxford.
4. Gupta D.N. 2001. Rural Development System.New Delhi Books India International.
5. Dube, S.C. 1988. India's changing Village: Human Factor in Community
6. Development Himalayan Publishing House, Bombay.
7. Maheshwari, S.R. 1985. Rural Development in India, Sage Publication, New Delhi.
8. Vivek, R. & Bhattacharya, 1985. The New Strategies of Development in Village India, Metropolitan.

SOCIOLOGY HONOURS
SEMESTER-V
CORE PAPER-XI (SOC-11)
SOCIOLOGY OF ENVIRONMENT

Environment and society are in constant interaction with each other. It is the environment which sustains life in society and it is the society that is responsible for the preservation and the degradation of the environment. In the recent years environmental challenges have posed a threat to the lives on the planet. Keeping this in view, the present paper tries to create awareness among the students about the major environmental issues and the efforts geared to tackle them.

UNIT–I: Environment and its Concepts: Ecology, Eco-system, Environment and Society – their inter-relations; Eco-Feminism

UNIT–2: Environmental Issues: Sustainable Development, Industrialization and Development, Urbanization and Development, Environmental Degradation

UNIT–3: Environmental Movements and protections: Chipko Movement, Narmada Bachao Andolan, Ganga Bachao Abhyan; the Silent Valley Movement, Forest Rights. Efforts at the global level

UNIT–4: Contemporary Environmental Problems: Problems of Water, Deforestation, Urban Wastes, Slums, Global-Warming and Climate Change.

Essential Readings:

1. Albrow, Martin & Elizabeth King (Ed.), (1990), Globalisation, Knowledge and Society, Sage: London

2. Baviskar. Amita (1995), In the Valley of the River: Tribal Conflict over Development in the Narmada Valley, Delhi: OUP.

3. Bhatt, Anil (1989) Development and Social Justice: Micro Action by Weaker Section, Sage: New Delhi.

4. Chauhan, I.S (1998), Environmental Degradation, Delhi: Rawat Publications.

5. Desh Bandhu and Garg, R.K. (eds) 91986), Social Forestry and Tribal Development,

6. Dehradun: Natraj Publishers.

7. Dubey, S.M. and Murdia, Ratno (ed) 91980), Land Alienation and Restoration in Tribal Communities in India, Bombay: Himalaya Publishing House.

SOCIOLOGY HONOURS
SEMESTER-VI
CORE PAPER-XIII (SOC-13)
URBAN SOCIOLOGY

Urbanization is an important social process that changed the face of human civilization. It was initiated with the process of modernization, transport revolution, coming up of river valley civilizations, establishment of trade links and industrial revolution. Urbanization has brought both prosperity and problems. It is one of the earnest tasks of Sociology to trace out the evolution of the process, social; problems associated with it and policy planning and measures undertaken to overcome these challenges. This paper Urban Sociology concentrates upon these tasks.

Unit-1: Urban Sociology: Meaning, Nature, Scope and importance of urban sociology, Rural Urban Differences: Specific traits of rural world vs. urban world- Socio-cultural differences – Socio – psychological differences – urbanization, Urbanism as a way of life.

Unit-2: Theories of patterns of city growth: Concentric zone theory- Sector model- Multiple nuclei theory.

Unit-3: Social institutions of Indian urban communities: Family, marriage and kinships in urban India – Caste in urban India – Urban politics and urban economy, Urban development Programmes, Slum Development Programmes, Urban Basic Services

Unit-4: Urban social problems: Crime and Juvenile delinquency, Slums, Beggary, Prostitution

Essential readings:

1. Lin, Jan and mele Christipher (edt.) **2012.** The Urban Sociology Reader, Routledge

2. Flanagan, W., 1993. *Contemporary Urban Sociology* Cambridge: University of Cambridge

3. Patel Sujata and Deb, Kushal (edt.) Urban Studies.

4. Rao, M.S.A. 1992. Urban Sociology in India

5. Ramachandran, R 1997. Oxford University Press

6. Jayapalan, N 2002. Urban Sociology, Atlantic Publishers

7. Wilson, Robert, A Schultz, David, A, 1978. Urban Sociology, prentice Hall

SOCIOLOGY HONOURS
DISCIPLINE SPECIFIC ELECTIVE COURCES
(SEMESTER-VI)
DSE -III- INDUSTRIAL SOCIOLOGY

Industrialisation as a social process has changed the face of humanity over the years. Industrialisation in its wake has brought several social problems and changes in social institutions, practices.The aim of this paper is to analyse the structure and process of industrial organistions from the sociological perspective. It also deals with the social effects of industrialization on Indian Social Systems and institutions.

Unit-I: **Introduction:** Meaning and definition of Industrial sociology. Nature and scope of Industrial Sociology.Significance of Industrial Sociology in India.

Unit-2: **Social-industrial Thought:** A. Classical Theories: Adam Smith, Karl Marx, Max Weber, Durkheim and Mayo B. Sociological Theories: Likert, Herzberg, Maslow, Mclelland.

Unit-3: **The Development of Industry:** The Manorial system, the Guild system, Domestic system, the Factory system. Industrial evolution in India.

Unit-4: **Industrial Organisation and Employee relations:** Formal Organisation: Its nature and features, problems build-in in the formal organization, Industrial Relations, International Labour Organisation, Labour Legislation, Industrial Relations in India. Industrial Disputes/conflicts. Workers' participation in Management (WPM): Industrial Democracy: Levels of participation of WPM: Objectives, WPM Models in India.

Essential Readings

1. Gisbert, Pascal, Fundamentals of Industrial Sociology, New Delhi, Tata Mcgraw Hill 1972.

2. Davis, Keith Human Behaviour at work, New Delhi, Mcgraw Hill 1984

3. Ramaswamy, E.A. Industrial Relations in India, Delhi, MacMillan, 1978 4.Schneider, Eugene Industrial Sociology, Mcgraw Hill- London, 1971.

IT: SEMESTER - I

Core – 1

Programming Fundamentals using C

Unit -1

Overview of Procedure oriented programming, Data types, Defining and Initializing Variables, Scope of Variables, Keywords, Casting of Data Types, Operators (Arithmetic, Relational, and Logical), main() function, Compiling and Executing a program, Using Comments in programs, Character I/O (getc, getchar, putc), printf(), scanf(), Basic Header Files (stdio.h, conio.h, math.h, string.h, etc).

Unit -2

Simple Expressions in C, Understanding precedence of Operators in Expressions, Conditional Statements (IF, IF… ELSE, Nested IF, Switch-Case), Iterative Statements(FOR, WHILE, and DO-WHILE), Use of BREAK and CONTINUE in Loops, Nested loops.

Unit -3

Use of functions, Call by Value, Call by Reference, Functions returning value, Void function, One Dimensional Arrays (Declaring an Array, Initializing an Array, Accessing individual elements in an Array, Manipulating array elements using loops), Use Various types of arrays (integer, float and character arrays / Strings), Two-dimensional Arrays, Working with Rows and Columns of a matrix.

Unit -4

Understanding use of structures, Declaring, initializing and using simple structures, Manipulating individual members of structures, Array of Structures, Understanding Pointer Variable, Simple use of Pointers, Pointer arithmetic, Differentiating between static and dynamic memory allocation, use of malloc and calloc functions, Simple file handling operations.

Books:

1. Programming in ANSI C - E. Balguruswamy, TMH

2. Let us C - Yaswant Kanitkar, BPB

IT: SEMESTER - II

Core – 3

Data Structures

Unit -1

Primitive and non-primitive data types, Linear and non-linear data structures, Memory representation of Arrays (Single and Multi-dimensional Arrays), Representation of Stack, Queue, and Circular Queue, Insertion and deletion operations on these data structures, Applications of stack and Queue: Evaluation of recursive functions, Job Queues.

Unit -2

Limitations of Array representation, Linked List and its advantages, Representation of Singly, Doubly and Circularly linked Lists, Insertion and deletion operations on these data structures, Link list representation for Stack and Queue, Applications of linked list: Representation of polynomials, Sparse Matrix and its representation using Array and Linked list.

Unit -3

Introduction to Tree as a data structure, Binary Tree: Definition, related terminologies, Memory representation of Binary tree using array and linked list, Operations such as Inorder, Preorder, and Post order Traversals (recursive algorithms only), Binary Search Tree, Threaded Binary Tree (Representation only),Concept of Height-Balanced Tree.

Unit -4

Searching and Sorting techniques: Linear Search, Binary Search, Comparison of Linear and Binary Search, Selection Sort, Bubble sort, Insertion Sort, Comparison of Sorting techniques. Merging of arrays.

Books:

1. Data Structures, Schaume's Outlines, By Lipschutz TMH Publications
2. Data Structures, By Ellis Horowitz, SartajSahani, Galgotia Publications
3. Data Structures using C & C++ By Aaron M. Tenenbaum, YedidyahLangsam PHI

IT-SEMESTER - III

Core – 5

Object Oriented Programming in C++

Unit -1

Object Oriented Programming concept, Procedural vs OOP programming, OOP terminology and features, Tokens, Character set, Keywords, Data-types, Constants and variables, expressions, Standard Library and header files. Operator and Expressions: Arithmetic Operator, Increment/Decrement Operator, Relational Operator, Logical Operator and conditional operators, library functions, Logical Expressions.

Unit - 2

Control statements, IF, IF …ELSE, Nested IF, Switch….Case, Looping statements, While, Do-while,

For statements, nested loops. Classes and Objects: Need for Classes, Declaration of Classes, referencing class Members, Data members and member Functions, Inline Functions, Creation of objects.

Unit-3

Use of access specifiers, Public and Private, Function Overloading, use of Constructors and Destructors, Types of constructors: default, parameterized, and copy constructors, Operator overloading, Friend function, Arrays of objects.

Unit - 4

Concept of Inheritance, Types of inheritance: Single level, multi-level, multiple, hybrid, Use of protected access specifier, Function overriding, Exception handling, Simple file handling.

Books:

1.   Object Oriented Programming with C++ -E. Balaguruswamy, TMH

2.   Let us C++ -YashavantKanetkar, BPB

3.   Object Oriented Programming with C++ -Sourav Sahay, Oxford University Press

4.   The C++ Programming Language - Bjarne Stroustrup, Addison-Wesley

IT: Core – 9

Software Engineering

Unit -1

The Evolving Role of Software, Software Characteristics, Software Engineering Approach, Software Process Framework, Framework and Umbrella Activities, Process Models, Capability Maturity Model Integration (CMMI).

Unit -2

Software Requirement Analysis: Requirement Analysis and Modelling Techniques, Flow Oriented Components of SRS, Need for SRS, Software Project Management :Project Estimation, Project Scheduling, Software Risks: Risk Management, Risk Identification, Risk Projection and Risk Refinement, RMMM.

Unit -3

Software Quality: Software Quality Assurance, Metrics for Process and Projects, Software Design: Design Concepts, Software Architecture, Data Design at the Architectural Level and Component Level, Mapping of Data Flow into Software Architecture.

Unit -4

Software Testing: Strategic Approach to Software Testing, Test case generation, Validation Testing, System Testing, Black-Box Testing, White-Box Testing, Path Testing.

Books:

1. Fundamentals of Software Engineering - Rajiv Mall

2. Software Engineering: A Practitioner's Approach - R.S. Pressman

IT: Core – 10

Database Management Systems

Unit -1

Concept of Database and DBMS, Characteristics of database approach, Role of DBMS, Data models

(Relational, Hierarchical, network and Object-oriented), Layered architecture of DBMS, Data independence.

Unit -2

Entity Relationship(ER) Modeling, Entity types, relationships, constraints. Relational data model, relational constraints, Mapping ER models to relational database, Relational algebra, SQLqueries.

Unit -3

Database design, Data dependencies (functional transitive, and multi-valued), Normalforms(INF, 2NF, and 3NF), Database transactions: Transaction Processing, ACID properties, concurrency control.

Unit -4

File Structure and Indexing, overview of File organizations (Sequential, Indexed, and Direct Access files), Indexing (Primary index, secondary index, clustering index), Concept of B and B+ trees.

Books:

1. Database Systems Concepts - A. Silberschatz, H. F. Korth, S. Sudarshan (McGraw Hill)

2. Fundamentals of Database Systems - Elmsari and Navathe (Addision Wesley)

3. Database Management Systems – Rajiv Chopra, S Chand

IT

SEMESTER - V

Core – 11

Web Technology

Unit - 1

Developing Static Web Pages, types and issues, tiers; WWW-Basic concepts, web client and web server, http protocol, universal resource locator (url), HTML- different tags, sections, image & pictures, listings, tables, frame, frameset, forms

Unit - 2

Developing Dynamic Web Pages, need for dynamic web pages; an overview of DHTML, cascading style sheet (css), comparative studies of different technologies of dynamic page creation. Active Web Pages, Need for active web pages; Java applet life cycle

Unit - 3

Java Script, Data types, variables, operators, conditional statements, array object, date object, string object.Java Servlet, Servlet environment and role, HTML support, Servlet API, The servlet life cycle, Cookies and Sessions.

Unit - 4

JSP architecture, JSP servers, JSP tags, understanding the layout in JSP, Declaring variables, methods in JSP, inserting java expression in JSP, processing request from user and generating dynamic response for the user, inserting applets and java beans into JSP, using include and forward action, comparing JSP and CGI program, comparing JSP and ASP program; Creating ODBC data source name, introduction to JDBC.

Books:

1. Web Technologies - Godbole A. S. & Kahate A., TMH

2. Web Technology & Design - Xavier C., New Age Publication

3. Java Server Programming, J2EE edition, WROX publishers

IT

Core – 12

Java Programming

Unit -1

Java Architecture and Features, Difference betweenC++ and Java, Compiling and Executing a Java Program, Variables, Constants, Keywords, DataTypes, Operators, Expressions, Executing Basic Java Programs, Conditional and looping statements.

Unit -2

Java Methods, Definition, Scope, Passing and Returning Arguments, Type Conversion and TypeChecking, Built-in Java Class Methods, Using Arrays(1-D and 2-D),Java Strings: Java String class, Creating and Using String Objects,Manipulating Strings.

Unit -3

Defining and Using Classes in Java, Controlling Access to Class Members, Constructors, Method Overloading, Class Variables and Methods, Objectsas parameters, final keyword.

Unit -4

Inheritance (Single Level and Multilevel), Method Overriding, Interfaces and Packages, Extending interfaces and packages,Introduction to Applets, Writing Java Applets, Event Handling in Java.

Books:

1. Programming with Java - E. Balaguruswamy, 4th Edition, McGraw Hill

2. Programming in Java - Sachin Malhotra and Saurabh Choudhury, Oxford University Press

3. Programming with JAVA -John R. Hubbard, Schaum's Series, McGraw Hill

IT

SEMESTER - VI

Core – 13

Programming in Visual Basic

Unit - 1

GUI Environment: Introduction to graphical user interface (GUI), programming language (procedural, object oriented, even driven), The GUI environment, compiling, debugging and running the programs. Controls: Introduction to controls text boxes, frames, check boxes, option buttons, images, setting boarders and styles, the shape control, the line control, working with multiple controls.

Unit - 2

Operations: Data types, constants, named & intrinsic, declaring variables, scope of variables, VAL function, arithmetic operations, formatting data. Decision Making: If statement, comparing strings, compound conditions (and, or, not), nested if statements, case structure, using if statements with option buttons & check boxes, displaying message in message box, testing whether input is valid or not.

Unit - 3

Modular programming: Menus, sub-procedures and sub-functions defining / creating and modifying a menu, using common dialog box, creating a new sub-procedure, passing variables to procedures, passing argument by value or by reference, writing a function/ procedure. Forms handling.

Unit - 4

Iteration handling: Do/ loops, for/ next loops, using msgbox function, using string function, Arrays and Grouped data control: Arrays-1-dimension arrays, initializing an array using for each, user-defined data types, accessing information with user-defined data types, using list boxes with array, Database connectivity.

Books:

1. Programming in Visual Basic 6.0 – Julia Case Bradley, Anita C. Millispangh, TMH

IT

Core – 14

Data Warehousing and Data Mining

Unit -1

Concept of a Data warehouse, features of data warehousing: subject oriented, integrated, time variant, and non-volatile, multi-dimensional data model, data cubes, OLAP operations: roll-up, drill-down, slice and dice, Architecture of data warehouse.

Unit -2

Concept of Data mining, data mining techniques, process of knowledge discovery in databases, mining frequent patterns, market basket analysis, Association rule mining, Interestingness measures.

Unit -3

Classification and prediction, classification techniques, decision tree, rule-based classification, k-Nearest neighbor classifier, Bayesian classification, linear regression.

Unit -4

Cluster analysis, clustering techniques, k-Means and k-Medoids methods, Introduction to Hierarchical and Density-Based methods, Outliers. Applications of data mining in finance, business, social networks, and web mining

Books:

1. Data Mining: Concepts and Techniques - J Han and M Kamber, Elsevier

2. Data Mining Techniques - Arun K Pujari, University Press

SEMESTER : I

NCC (GENERIC ELECTIVE: I)
(+3 ARTS / COMMERCE / SCIENCE)

(Candidates have to answer four short questions each carrying 4 Marks.
Four long questions are to be answered from among 4 Units each carrying 16 Marks)

Internal Assessment : 20 Marks (1 Hour)
Semester Assessment : 80 Marks (3 Hours)

Unit : I   **INTRODUCTION TO NCC**   16 Marks

Introduction, Aims of NCC, Motto of NCC, NCC Song, NCC Flag,
NCC Camps, Youth Exchange Programme, Incentives for NCC
Cadets, Adventure activities.

DRILL,WEAPON TRAINING & FIELD CRAFT

Foot Drill, Word of Command, Rank & File, Arms Drill, Guard of
Honour, Weapon Training, Principles of Shooting, Field Craft,
Camouflage & Concealment, Judging Distance, Methods of
Measuring Degree.

Unit : II   **MAP READING**   16 Marks

Definition, Types of Map, Conventional Signs, Service Protractor,
Prismatic Compass, Grid system, Cardinal points, Types of North /
Bearing.

Unit : III   **FIELD TACTICES**   16 Marks

Field signals, Section Formation, platoon formation, Fire control
order, Petrol & Ambush.

Unit : IV   **NATIONAL INTEGRATION, LEADERSHIP**   16 Marks

Meaning, Aim & Importance, Hindrance to National Integration,
Unity in Diversity & Vice- Versa. Meaning& Leadership Traits,
Types of Leadership, Discipline, Duties & Rights of an Indian
Citizen, Man Management.

SEMESTER : IV

NCC (GENERIC ELECTIVE: IV)
(+3 ARTS / COMMERCE / SCIENCE)

(Candidates have to answer four short questions each carrying 4 Marks.
Four long questions are to be answered from among 4 Units each carrying 16 Marks)

Internal Assessment : 20 Marks (1 Hour)
Semester Assessment : 80 Marks (3 Hours)

Unit : I	**CIVIL DEFENCE**	16 Marks

Aims & Measures, Fire Fighting & its equipments, Types of Fires, Fire Fighting Parties.

DISASTER MANAGEMENTS

Introduction, natural &Manmade Disaster, Role of NCC Cadets in Disaster Managements.

Unit : II	**SOCIAL SERVICE AND DISEASES**	16 Marks

Aims & Importance, Social activities done by NCC Cadets, Different Diseases & Its effects on different parts of the body, HIV / AIDS Cause & Prevention, Cancer: Causes & prevention.

Unit : III	**HEALTH & HYGINE**	16 Marks

Structure & Function of Human body, Hygiene & Sanitation, First AID, Fractures: Types & treatments, vulnerable parts of the body.

Unit : IV	**ECOLOGY / NATURAL AWARNESS**	16 Marks

Introduction, Conversation of Environments & Ecology, Food Chain, Wildlife Managements, Pollution & its Control.

Telugu

Journalism and translation

UNIT 1:

1) Samachara Sankalana sthalam-Sibbandhi vidhulu
2) Vartapatrika swarupam-Sidhantalu-Bhasha

UNIT 2:

1) Sampadakuni Vidhulu-Badhyatalu-Samadakatwam-sampadakeeyam
2) Feature-nirvachanam-lakshanalu-rakalu,sheshikalu-rakulu

UNIT 3:

1) National journalism-yellow journalism-jateya varta samstalu
2) Praja sambandhalu-pradhanyata,praja sambandhallo midia patra

UNIT 4:

1) Anuvadam –nirvachanam-mulabhasha-Lakhya bhasha
2) Anuvada paddhatulu-svechanuvadam-yadhamatrukanuvadam

Books recommended:

1) Telugu journalism-charitra-Rapolu Anandabhaskar

Anuvada samasyalu-By Rachamallu Ramachandrareddy

MA IN ENGLISH

PAPER	Paper code	Title	Marks	Credits
V	ENG-CC 105	**LINGUISTICS**	80	4
		Details		
Unit		**Topic**	**Marks**	**Credits**
I		Definition of Language, Language Change, Variation and Classification.	L. Q= 12 (12X1) S.Q.= 12 (4X3)	1
II		Phonetics: *i.* Classification of Speech Sounds, *ii.* Vowels and Consonants, Problem Sounds for Indian Speakers, *iii.* Syllable structure, *iv.* Phonemes and Allophones, *v.* Supra-segmental features-	L. Q= 12 (12X1) S.Q.= 12 (4X3)	1
		Stress, Rhythm, Intonation.		
III		Morphology : Morphemes, Allomorphs, Word Formation, Derivation and Inflection, Borrowing and Coinage.	L. Q= 08 (8X1) S.Q.= 08 (4X2)	1
IV		Syntax and Semantics: Word, Phrase, Sentence. Synonymy, Antonymy, Hyponymy, Ambiguity, Compound words and meanings.	L. Q= 08 (8X1) S.Q.= 08 (4X2)	1

PAPER	Paper code		Title	Marks	Credits
X	ENG –CC 205		**ENGLISH LANGUAGE TEACHING (ELT)**	80	4
			Details		
Unit			**Topic**	**Marks**	**Credits**
I			Curriculum and Syllabus: *i.* Syllabus- Diagnosis and Design. *ii.* Instructional Material. *iii.* Method of Teaching. *iv.* Evaluation.	L. Q= 12 (12X1) S.Q.= 12 (4X3)	1
II			Teaching of Skills and Text types I: *i.* Listening. *ii.* Speaking.	L. Q= 12 (12X1) S.Q.= 12 (4X3)	1
III			Teaching of Skills and Text types II: *i.* Reading. *ii.* Writing Teaching – Prose, Poetry, Novels.	L. Q= 08 (8X1) S.Q.= 08 (4X2)	1
IV			Classroom Situation and Teacher Development. *i.* Teaching in Difficult situations. *ii.* Designing the Classroom- Learner centred, Smart classrooms. *iii.* Teacher Development/ Training	L. Q= 08 (8X1) S.Q.= 08 (4X2)	1

MA IN POLITICAL SCIENCE

PSC-404: Human Rights: Theories and Practices

Unit-I

The Idea of Human Rights: Evolution, Concepts, Nature and Theoretical Foundations.

Unit-II

International Protection of Human Rights: Civil, Political, Social and Economic Rights.

Unit-III

Collective Rights: Human Rights and Vulnerable Groups, Women, Children, Refugee, Caste, Tribals.

Unit-IV

Human Rights in India: Human Rights Commission, Organisations and Movements, Violation and Safeguards.

Suggested Readings:

1. Aston Philip, the United Nations and Human Rights- A Critical Appraisal, Oxford, 1995.
2. Basu, Durga Das: Human Rights in Constitutional Law, Practice Hall of India, New Delhi, 1994.
3. Bari Upendra (ed) The Right to be Human, Delhi, Lancer, 1987 Beetham, David edited, Politics and Human Rights Oxford Blackwell, 1995.
4. Desai, A.R. (ed) Violations of Democratic Rights in India, Popular Prakashan, Bombay, 1986.
5. Kothari and Sethi Harsh (eds) Rethinking Human Rights, Delhi, Lokayam, 1991, Saksena, K.P. edited, Human Rights: Fifty Years of India's Independence, Delhi, Gyan, 1999.

MA IN HISTORY

Core Corse 401
Paper XIII
Historical Application in Tourism

Full Mark -100 (80+20)   Time : 3 hrs

Unit-I

i) Understanding Tourism-Definitions, forms. Traveller and Tourist, Purpose of visit,   **20 Marks**
   means of transport, Tourism Accommodation.

ii) History of Tourism in India-Travel in Pre-Historic times, Travel in Middle Age,
    Development of Early and Morden Transportation system.

iii) Organisation of Tourism-Role of the Government, Need for organisation, Factors,
     The National Tourist organisation, U.N. conference Recommedndations, World
     Tourism organization, Pacific-Asia Travel Association.

Unit-II

Administration, Aquisition and arrangement of specimens   **20 Marks**

i) Museum administration, Planning of Museum building, planning of museum
   gallery, principles of display, Ligthing, Mode and ways of Aquisition of Museum
   specimens. Arrangement in museum

ii) Documentation and Labels in Museum Need for Documentation Method of
    Documentation, safeguards of Records, Development of Computer based
    Documentation, Documentation of Enthrographic specimens, museum labels,
    Dioramas models and charts, museum photography

iii) **Pilgrim Tourism- Tourism-Fairs and Festivals**

a) Car festival of Lord Jagannath , b) Onam ,c) Christmas ,d) Muharam

e) Nuakhai, f) Balijatra

g) Chaitra Purva in the sakti pithas of Rayagada with a special references to Maa
   Majjhighariani

Unit-III

i) Tourism and promotion of Handicraft, performing Arts of Odisha: **20 Marks**
   a) Pattachitra Painting and applique work of Pipli
   b) Handloom Textile of Odisha (Sambalpuri Pata) Pattachitra of Raghurajpur,
      Filegree work of Cuttack
   c) Handicraft made of clay, Stone, Wood, Bamboo, Silver, Ivory, Lacque etc.
   d) Pala, Daskathia, Chhau, Odisi, Gotipua, Mughal Tamasa, Vaunsarani, Sambalpuri
      dance, Tribal dance in Rayagada

ii) **Historical Sites-Momuments and Museum: Regional**
   a) The Odisha State Museum Bhubaneswar
   b) Khandagiri and Udaygiri
   c) Ratnagiri, Lalitgiri and Pushpagiri
   d) Nrusingha Nath – Dist Bargarh

e) Hari Sankar – Dist – Bolangir

f) Jaugad – Dist Ganjam

g) Gupteswar – Dist Koraput

iii) **Tourist Destinations : Historical Events**

a)Kalinga War

b)Jalianwallabag Massacre

c)Inchudi Episode

s)Iram Massacre

e) Papadahandi Massacre – Dist Navarangpur

Unit-IV

i) Regional monuments-Evolution and Development of Odishan temple Architecture   **20 Marks**

- Khakhara, Nagara and Pidha Temples:

  Case study of some temples :

  a) Parsurameswar, b) Vaital , c) Mukteswar Lingaraj,   d) Sun Temple at Konark

  e) Jagannath Temple at Puri and Rayagada.

   f) Nilakantheswar Siva Temple at Devagiri, Dist Rayagada.

  g) Pathaleswara temple at Paikapada , Rayagada.

ii) **Guiding Aids and Skills-**

  a) Guides and Escrots : Definition and Role of a Guide

  b) Guiding as a technique, leadership facual knowledge, personality,

     Communication skill, command in language etc.

iii) Profiling Foreign and Domestic Tourist

MA IN ECONOMICS

SEMESTER-I

Credits-4   ECC-103 Quantitative Methods and Computer Applications-I

(Statistical Methods)

ECC- 103.1 Probability and Theoretical Distribution

Deterministic and non-deterministic experiments, various types of events, classical and empirical definitions of Probability- Law of Addition and Multiplication, conditional probability and concept of interdependence. Bay's theorem and its applications, Elementary concept of random variable, Probability mass and density functions, Expectations, moments and moment generating functions; Properties of Binomial, Poison and Normal distributions.

ECC-103.2 Sampling and Estimation Theory

Basic concept of sampling- Universe and Sample, Theory of Sampling Distribution and Standard Error. Random and non-random sampling, simple random stratified random and P.S.S. sampling point estimation and Interval Estimation, Desirable Properties of an estimator.

ECC- 103.3 Correlation and Regression analysis

Correlation- Simple, partial and multiple correlation (applications only); Multiple regression, partial regression coefficient, Estimation of regression coefficients in a multiple regression model; Standard error of regression coefficients, Goodness of fit of a regression model.

ECC- 103.4 A Testing of hypothesis and Computer Application

Null and alternative, Type-1 and Type-2 Errors, Goodness of fit, Confidence intervals and level of significance, Hypothesis testing based on z, t, Chi square and F tests Test relating attributes, computer application in Economics: Basic applications of Microsoft Office-Excel, MS Word and Power Point, Application in Tabulation, Frequency Distribution, Correlation and Regression Analysis.

MA IN ECONOMICS

SEMESTER-II

ECC-203   QUANTITATIVE METHODS AND COMPUTER APPLICATIONS-II

Credits-4   (Mathematical Methods)

ECC- 203.1 Functions and Derivatives in Economics

Function and types of Functions and their Applications in Economics; Simple Derivative Function and Differential (both first and second order) and their applications in Economics; Partial Derivatives, Total Derivative and Total Differential and their applications in Economics; Unconstrained and Constrained Optimization of multivariate functions and their application in simple economic problems.

ECC- 203.2 Vectors, Matrices and Determinants

Vectors: Vectors and types of Vectors, Geometrical interpretation Vectors operations; Linear dependence and independence of Vectors, Basis and dimension of Vectors space;

Matrix: Concept of Matrix and types of Matrices, Operations on matrices, Matrix inversion and rank of a Matrix, Concept of quadratic forms, Eigen roots and Eigen vectors of matrices.

Determinants and it's properties. Simple application of vectors, matrices and determinants- solution of simultaneous equations.

ECC- 203.3 Integration, Differential and Difference Equations

Integration and its geometrical interpretation, Methods of integration, Application of integration- Consumer's Surplus and Producer's Surplus; Differential equations- Solution of first order and second order difference equations, Stability conditions and their simple applications in economics.

ECC- 203.4 Elementary Operations Research and Computer Application

Linear programming- formulation of linear programming and it's graphical method of solution, input-output analysis- determination of equilibrium level of outputs, prices and employment; Game Theory- Concept of Game, solution of Game with saddle point and mixed strategies and value of a game.

Computer Applications: Use of statistical packages (S.P.S.S.) in frequency distribution, correlation and regression analysis, ANOVA, Time Series Tests.

MA IN ECONOMICS

SEMESTER-III (ECONOMICS)

Core Elective (Group A)

Credits-4   ECE-303 COMPUTER APPLICATION IN ECONOMIC ANALYSIS

(Marks: ES-50 and PE-30)

ECE- 303.1 Introduction to Computer and Operating Systems

Computer Organisation; Central Processing Unit; Types of Memory; Input and Output devices; Classification of computers; Programming languages; Operating System- DOS and Windows; Data Representation and the number systems: decimal, binary, octal and hexadecimal.

ECE- 303.2 Computer for Office Automation

Spread sheet- Concept and use of spread sheet, Structure of a spread sheet, Spread in –built functions, Chart feature of a spread sheet, Operation and use of MS-Excel and Lotus Smart-suite.

ECE- 303.3 Statistical Data Processing Techniques-I

Statistical Package handling and command description; Statistical Package for Social Science (SPSS); Basic statistical and econometric functions and their analysis- Analysis of Regression, Analysis of Correlation.

ECE- 303.4 Statistical Data Processing Techniques-II

Analysis of Variance (ANOVA), Analysis of Covariance (ANCOVA), Linear Programming; Time Series Trend Analysis; Input-output Analysis, Game theory- Saddle-point and Mixed strategy solutions.

Master of Commerce

MC-CC204   <u>**COMPUTER APPLICATION IN BUSINESS**</u>

Objective: To provide an understanding the theoretical aspects computer, networking and word processing.

UNIT-I   Introduction to computer: Basic components of a Computer and their operation, Classification of software, Application software, System software.

Operating Systems: Batch processing, Multiprogramming and time sharing OS, Introduction to WINDOWS: Platform menu bottoms, boxes, Accessories, etc. Creation, Deletion and Search for files, Customizing start menu, Creation, shortcuts to Programs and Files. LINUX: Features and advantages.

UNIT-II   Word Processing: Introduction to MS-WORD, Creation and editing of text files. Find and replace Cut, Copy, and Paste. Text formatting: line spacing, Fonts, text alignment, page layout, Page numbering, Headers & footer, Spelling check, Creation of tables, Mail merge facility.

Spread Sheet: Introduction to MS-EXCEL, Worksheet, Cell, Range, Creation of Worksheet, Editing: Insertion of columns and Rows, deletion of columns and rows, use of formula, drawing different types of charts, printing of worksheet data.

UNIT-III   Presentation: Introduction to MS-Power point, preparation and presentation of slides, Creation of graphs, tables, organization charts, Addition of new slides, changing slide layouts, slide show.

UNIT-IV   Introduction to Computer Networking: Need of networking, Types of Network-LAN, MAN, WAN, Network Topologies, Network protocol, Internet, Intranet, Extranet, uses and basic services of internet, Concept of WWW.

Database Management System: Concept and components of DBMS, Database models, creating and using a database.

References:

1. The Compact Guide to Microsoft Office by Ron Mansfield. BPB Publications.

2. Fundamental of Computers by V. Rajaraman.

3. Computer for Beginners by Jaggi&. Jain, Academy.

4. Straight to the point MS Office 2000, (Firewall Media)

5. Introduction to Database Systems C.J. Date- Addison Wesley Massachusetts

6. http://office.microsoft.com/en-001/training

Master of Commerce

MC-CC205   <u>HUMAN RESOURCE MANAGEMENT</u>

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization.

UNIT-I :Introduction to Human Resource Management: Introduction ,concept of human resources management, scope of human resource management, history of human resource management ,function of human resource management ,role of HR Executives.

Human Resource planning: Process of human Resource Planning, Need for Human Resource Planning, HR forecasting Techniques, Successful Human Resource Planning.

UNIT-II: Recruitment and Selection : Concept of Recruitment, Factors Affecting Recruitment ,Sources of Recruitment ,Recruitment Policy ,Selection ,selection Process, Application Forms ,Selection Test ,Interviews,Evalution,Placement ,Induction.

Training and Management Development: Meaning of Training, Methods of Training, Concept of Management Development, Management Development Methods, Differences between Training and Development, Evaluation of Training and Management Development

UNIT-III; Performance Appraisal: Concept and Need for Performance, Reviews, Overview of   Performance Appraisal, Types of Appraisal Method, 360 degree appraisal, Benefits.

Compensation Management: Wage and Salary Administration, Managing Wages,   Concept of Rewards and Incentives, Managing Benefits in Organization.

UNIT-IV: Grievance and Grievance Procedure: Concept of Grievance Causes Of Grievance, Forms and Effects of Grievance, the Grievance Handling Procedure, Need for Grievance Redressal Procedure.

Employee welfare and Working Conditions: Concept of Employee Welfare, Welfare Measures, Types, Employee Welfare Responsibility, the Business Benefits of Employee Welfare Activities.

References:

1. L.M.Prasad
2. C.V.Gupta
3. Armstrong, M.(1995). Armstrong's handbook of human resource management practice. Koran page 147
4. Dessler , Garry ,"Human Resources Management', Prentice Hall, New Jersey,1997
5. Aswathappa K, "Human Resources Management', Fifth Edition, Tata McGraw – Hill Companies, 2008.

Master of Commerce

MC-CC-305   **INVESTMENT IN STOCK MARKETS**

Objective: To enable the students to understand the modus of operandi of Indian Stock Market and to know the technical aspects of investment in Indian Stock Markets.

Unit-I: Capital Market in India: Primary Market/New Issue Market and Secondary Market/Stock Market, Functions of Primary Market, Methods of Marketing Securities in the Primary Market, Role of Primary Market, Regulation of Primary Market.

Unit-II: Functions of Stock Market, Listing of Securities, Stock Exchanges in India,and Regulation of secondary market.

Unit-III: Trading and Settlement System in Stock Exchanges, Speculation, Types of Speculators, Margin Trading and Depositories.

Unit-IV: Stock Market Quotations and Indices: Types of Indices, Methods of Calculation of Stock Market Indices and Usefulness of Stock Market Indices.

Unit-V: Stock Market Analysis- Fundamental Analysis: Economy Analysis, Industry Analysis and Company Analysis, Technical Analysis

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Reference:

1. Bhalla, V.K. Investment Management, Security Analysis, S. Chand, New Delhi.
2. Kevin S: Portfolio Management, Prentice Hall, New Delhi.
3. Desai Vasant: Financial Market and Financial Market and Financial Services, Himalaya Publishing House, Giragaon, Mumbai-4.
4. Agarwala, K.N and Agarwala D: Bulls, Bears and the Mouse, Macmillian, N. Delhi.

Master of Commerce

MC-CC 402   <u>**E- COMMERCE**</u>

Objective The Objective of this Course is to enable students gain knowledge about e-commerce and its various components.

UNIT-I   Introduction to E-Commerce: Meaning and Concept; Electronic commerce versus traditional commerce; E-commerce and e-business; Channels of e-Commerce; Need-for e-commerce, special features of e-commerce.

UNIT-II   Business Models of E-Commerce and Infrastructure: E-Commerce models; Supply chain management, product and service digitization, remote servicing, procurement; Online marketing and advertising; E-commerce resources and infrastructure, resources and planning for infrastructure.

UNIT-III Business to Consumer E-Commerce: Cataloguing, order planning and order generation, cost estimation and pricing, order receipt and accounting, order selection and prioritization, order billing and payment management; Post sales services.

Business to Business E-Commerce: Need and alternative models of B2B e-commerce; EDI architecture, EDI standards, VANs.

UNIT-IV Security Issues in E-Commerce: Security risks of e-commerce, types of threats, sources of threats, security tools, Corporate Digital Library.

Electronic Payment Systems: Special features required in payment systems for e-commerce; Types of e-payment systems; E-cash and currency servers. e-cheques, credit cards, smart cards, electronic purses and debit cards, Components of an effective electronic payment system.

References:

1. Agarwala, K,N. and DeekshaAgarwala: Business on the net: What's How's of E-Commerce: Macmillan, New Delhi

2. Janal D,S.: On-Line Marketing Hand Book, Van Mostrannd Reinhold, New York.

3. Agarwal K. N. and DeekshaAgarwala: Business on the Net: Bridge to the on line storefront: Macmillan, New Deihi

4. Cady, Glee Harrab and Mcgregor Pat: Mastering the Internet, SPS Publication, New Deihi

5. DiwanPrag and Sunil Sharma: Electronic Commerce- A Manager's Guide to E-Business, Vanity Books International Deihi

6. Janal D. S.: On-Line Marketing Hand Book, Van Nostrand Reinhold, New York.

7. Kosivr David: Understanding Electronics Commerce, Microsoft Press, Washington

8. Minoli and Minol: Web Commerce Technology Handbook, Tata McGraw Hill, New Delhi.

9. Schneider Gray P: Electronic Commerce, Course Technology, Deihi

10. Young, Margaret Levine: The Complete Reference to Internet, Tata McGraw Hill, New Delhi.

Master of Commerce

MC-CC 404   <u>**COST AND MANAGEMENT AUDIT**</u>

Objective: To help the students to understand the meaning and importance of Auditing in costing, Management Accounting and Government Sector.

Unit-I   Introduction : Meaning necessity and type of audit: Generally accepted auditing principles and techniques : standard auditing practices.

Unit-II   Cost audit : Characteristics, scope and function of cost audit : Benefits and limitations : Provision of cost audit in companies Act :Cost audit rules. Cost audit Procedure: cost audit reports.

Unit-III Management Audit: Management audit Vis-a-Vis financial audit and cost audit. Audit of various operations and management functions.

Unit-IV   Government and Tax Audit: audit of government departments and public sector undertaking : Tax audit under Income Tax Act.

Reference:

1. Maheswari, S. N. : Advance Cost Accounting, Sultan Chand & Sons, Kishore, Ravi M. : Advance Management Accounting, Taxmann Publications, New Delhi.
2. Batra, G. S. : Auditing and Contemporary Accounting : New Horizons, Deep and Deep Publications, New Delhi.
3. Arun Kumar and Rachna Sharma : Auditing Theory and Practice, Atlantic Publisher, New Delhi

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The above furnished document has been authenticated.