



DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
HISAR, HARYANA
ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995
(‘A+’ GRADE NAAC ACCREDITED)



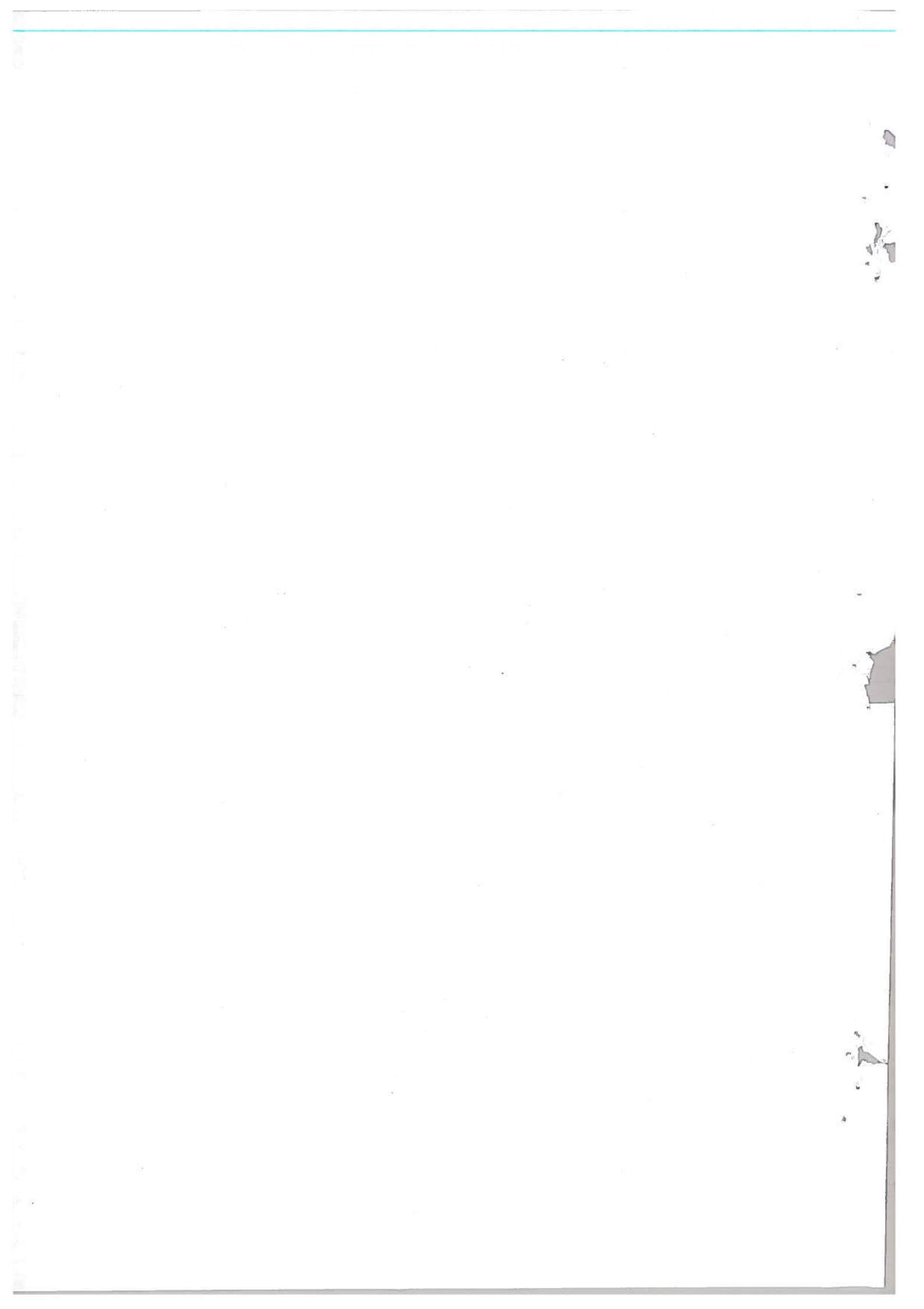
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Name of Programme:- Bachelor of Arts (Mass Communication)

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PROGRAMME PROJECT REPORT

FOR

B.A. (MASS COMMUNICATION)

(Through Open Distance Learning)



DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &

TECHNOLOGY

(“A+” Grade NAAC Accredited)

HISAR, HARYANA-125001

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HISAR-125001 (Haryana)

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PROGRAMME PROJECT REPORT
B.A. (MASS COMMUNICATION)

A. PROGRAMME'S MISSION & OBJECTIVE

• **MISSION OF PROGRAMME**

The mission of B.A. Mass Communication Programme is to prepare the responsible media person for society with knowledge about human being, social values, social responsibilities and the diversity and also carving their critical thinking, analytical ability, and creative skills.

• **OBJECTIVES OF PROGRAMME**

The main objective of this programme falls on the following aspects:

- To provide graduates with a comprehensive advanced knowledge of important areas of journalism.
- To prepares graduates about the basic principles of communication and its responsibilities towards the society, mass media and its convergence.
- To bring about a holistic development in the overall wellbeing of the graduate.
- To make the graduates understand the crucial terms and concepts underlying the process of media creation.
- To educate graduates in responsive journalistic etiquette, learning public relations skills, advertising principles, maintaining ethical standards and the new media for digital growth.
- To create specific and professional skills among young graduates.

B. RELEVANCE OF THE PROGRAMME WITH HIGHER EDUCATIONAL INSTITUTION'S (HEI'S) MISSION & GOALS

• **HEI'S MISSION:**

The University aspires to be a globally recognized Centre of excellence in the field of technical education and research. It strives to achieve this by introducing innovative job-oriented programmes, employing competent and motivated faculty, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies, and promoting quality of work life on campus. The University focuses on the student

community to imbue them with passion for knowledge and creativity and to promote sustainable growth in academic resources, student placements, holistic human development with a strong conviction for professional ethical, social and environmental issues.

- **HEI'S GOALS**

The goals of the University as enshrined in the Act are to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers and also to achieve excellence in these and connected fields.

- **PROGRAMMES OFFERED TO ACHIEVE HEI'S MISSION AND GOALS**

One of the fundamental aims of the programme is to afford quality education in the field of Mass Communication through distance learning mode. Mass communication discipline helps to comprehend the social, political and economic dynamics as a part of society, and especially the psychological dimensions of the human communication system.

The B.A Mass Communication programme has great relevance to the mission and goal set by the University. The primary aim of this programme is to acquaint the graduates with the core value of life and to promote growth in academic endeavours, student placement and holistic human development with a strong conviction for professionals. The University's mission is to produce dynamic and knowledgeable human resources and act as a knowledge power-house capable of contributing to the national development and welfare of the society.

C. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

The programme opens new opportunities for aspirants who are separated by time and educational qualifications. This curriculum will fulfil the needs of the special group learners in teaching, social workers, media practitioners, PR, Communication, etc. A majority of this population living in rural areas, weaker sections of the society. The target group includes service personnel, academicians, government official, researchers, homemakers, graduates, etc. and who wishes to upgrade their education in various field.

- **COMPOSITION OF THE TARGET GROUP**

- The learners desirous of enhancing their knowledge and qualifications for further studies.
- The Persons who cannot pursue education due to any reason.
- The Persons who are not able to pay higher fees in regular mode (Affordable Fee structure).
- The Home makers who want to enhance their career in journalism.



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- The University employees who want to upgrade their qualifications (with fee concession).
 - Young entrepreneurs who wish to acquire managerial skills through media.
 - The students who are eligible for Post Matric Scholarship (PMS) for SC student of Haryana as per the Government Guidelines.

D. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING (ODL) MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

B.A. Mass Communication through distance education can be able to spread more literacy in the society in which persons from every field can enlarge his/her scope of education. The persons who are in a job or discontinue their formal education or could not join regular colleges or universities owing to social, economic and other constraints can also do this programme.

• LEARNING OUTCOMES

All graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these learning outcomes, Mass Communication graduates will be able to:

- Apply specific paradigms for critical thinking to mass communication.
- Evaluate and apply diversity, objectivity, and balance to any form of mass communication.
- Evaluate mass communication theories and assess their use.
- Determine the best methods and strategies for developing a message.
- Demonstrate proper application of industry tools and techniques common to mass communication.
- Reflect on and respond to ethical, social, civic, and/or environmental challenges at local, national, and/or global levels.
- Find relevant sources of information, evaluate information critically, and apply information appropriately and effectively to specific purposes.

• SPECIFIC SKILLS ACQUIRED

The learners in the process of learning acquire the following skills:

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- **Communication Skills:** Communication skills are abilities you use when giving and receiving different kinds of information. Communication skills involve listening, speaking, observing and empathizing.
 - **Media Skills:** The learners will come to know about handling of the various equipment software and basic technical skills require to develop audio visual content for media.
 - **Presentation skills:** The content of the programme is designed to learn the basic speaking skills, use of body language, posture, gestures and use of visual aids effectively.
 - **Entrepreneurial Skills:** **Entrepreneurial skills** refer to the set of *cognitive, technical, and interpersonal skills* required in the practice of entrepreneurship.
 - **Creative and Innovative Skills:** The overall aim of the programme is to develop creative and innovative thinking skills. It is also practical application of creative ideas, product innovations and service innovations.
 - **Public Relations Skills:** The learners will learn relationship building, multitasking in high pressure and strategic thinking through public relations skills.

• COMPETENCIES ACQUIRED

The various competencies acquired by learners include:

- **Personal competencies-** How to manage media organization and Public Relations.
- **Interpersonal competencies-** How to work with people in teams and make coordination in their activities.
- **Informational competencies-** How to use and process the information for society welfare.
- **Action competencies-** How to perform in the challenging environment in a systematic way.
- **Media competencies-** How to use and design media content with critical thinking that reflect the role of media in society.

E.INSTRUCTIONAL DESIGN

The Higher Educational Institutions are expected to provide quality education for all. For strategic plans, The institution adopts specialized approach where the task involved in to design in curriculum, Self-Learning Materials (SLM) etc. The programme, curriculum and syllabi are designed and evaluated by a Departmental Committee. The curriculum and syllabi is then placed in the Board of Studies. The finalized curriculum and syllabi are then placed in the Academic Council for the final approval. The governing body of the distance education ensures that the distance education curriculum has equivalent syllabus as the regular programmes. Approval of

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Board of Studies and Academic Council are obtained whenever modifications/additions are made in the existing curriculum and syllabi.

- **CURRICULUM DESIGN**

The curriculum of B.A. Mass Communication is at par with Scheme and Syllabi of B.A. Mass Communication Conventional Mode (Regular Mode). The entire syllabus has been divided into six semesters for three years of study. Each semester comprised of five papers (except 2nd semester). It has six papers.

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TABLES OF BACHELOR OF ARTS - (MASS COMMUNICATION)

Credit requirement for completion of the Programme - 124

Core Courses	124
Total Credits	124
Semester - I	20 Credits
Semester - II	24 Credits
Semester - III	20 Credits
Semester - IV	20 Credits
Semester - V	20 Credits
Semester - VI	20 Credits

SCHEDULE OF COURSES

Sl. No.	Course Code	Description	Teaching Schedule				Theory	Evaluation Marks		Total	Credit
			L	T	P	Total		Sessional	End		
1	BAVC-101	Introduction to Mass Communication	4	0	0	4	80	20		100	4
2	BAVC-102	History of Journalism	4	0	0	4	80	20		100	4
3	BAVC-103	Computer Application	4	0	0	4	80	20		100	4
4	BAVC-104	Language in Media	4	0	0	4	80	20		100	4
5	BAVC-105	Introduction to Statistics	4	0	0	4	80	20		100	4

Total Credits - 20

Sl. No.	Course Code	Description	Teaching Schedule				Theory	Evaluation Marks		Total	Credit
			L	T	P	Total		Sessional	End		
1	BAVC-201	Introduction to Mass Communication	4	0	0	4	80	20		100	4
2	BAVC-202	History of Journalism	4	0	0	4	80	20		100	4
3	BAVC-203	Computer Application	4	0	0	4	80	20		100	4
4	BAVC-204	Language in Media	4	0	0	4	80	20		100	4
5	BAVC-205	Introduction to Statistics	4	0	0	4	80	20		100	4

Total Credits - 24

Sl. No.	Course Code	Description	Teaching Schedule				Theory	Evaluation Marks		Total	Credit
			L	T	P	Total		Sessional	End		
1	BAVC-301	Political Communication	4	0	0	4	80	20		100	4
2	BAVC-302	History of Print Journalism	4	0	0	4	80	20		100	4
3	BAVC-303	Media Law & Ethics	4	0	0	4	80	20		100	4
4	BAVC-304	Media Writing	4	0	0	4	80	20		100	4
5	BAVC-305	Media Writing	4	0	0	4	80	20		100	4

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Semester IV

Sl. No.	Course Code	Name of the Course	Teaching Schedule				Evaluation Marks			Credit
			L	T	P	Total	Theory	Sessional	Practical	
1	BAVH-110	Media Management	4	0	0	4	80	20	-	4
2	BAVH-111	Media Management & Policy	4	0	0	4	80	20	-	4
3	BAVH-112	Media Management & Policy	4	0	0	4	80	20	-	4
4	BAVH-113	Media Management & Policy	4	0	0	4	80	20	-	4
5	BAVH-114	Media Management & Policy	4	0	0	4	80	20	-	4
6	BAVH-115	Media Management & Policy	4	0	0	4	80	20	-	4

Total Credits: 20

Semester V

Sl. No.	Course Code	Name of the Course	Teaching Schedule				Evaluation Marks			Credit
			L	T	P	Total	Theory	Sessional	Practical	
1	BAVH-120	Visual & Print Media	4	0	0	4	80	20	-	4
2	BAVH-121	Visual & Print Media	4	0	0	4	80	20	-	4
3	BAVH-122	Visual & Print Media	4	0	0	4	80	20	-	4
4	BAVH-123	Visual & Print Media	4	0	0	4	80	20	-	4
5	BAVH-124	Visual & Print Media	4	0	0	4	80	20	-	4
6	BAVH-125	Visual & Print Media	4	0	0	4	80	20	-	4

Total Credits: 20

Semester VI

Sl. No.	Course Code	Name of the Course	Teaching Schedule				Evaluation Marks			Credit
			L	T	P	Total	Theory	Sessional	Practical	
1	BAVH-130	Teaching in Print Media	4	0	0	4	80	20	-	4
2	BAVH-131	Teaching in Print Media	4	0	0	4	80	20	-	4
3	BAVH-132	Teaching in Print Media	4	0	0	4	80	20	-	4
4	BAVH-133	Teaching in Print Media	4	0	0	4	80	20	-	4
5	BAVH-134	Teaching in Print Media	4	0	0	4	80	20	-	4
6	BAVH-135	Teaching in Print Media	4	0	0	4	80	20	-	4

Total Credits: 20

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BAMU-101 (First Semester)
Introduction to Communication

Unit- I: Ho

Theory Marks: 80
Practical Assessment: 20

For the end of the semester examinations, nine questions up to be set by the examiner. Each question will be worth a total of 20 marks based on the paper syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of ten giving eight questions. All questions will carry equal marks.

Unit-I: Need of Communication

Human Communication: Concept and definition
Functions of communication
Process of communication
Elements of communication
Barriers in communication

Unit-II: Forms of Communication

Verbal Communication: Written and Oral Communication
Non-verbal communication: Senses, Emblems, Gesture, Sign, Symbols
Visual communication: visual aids such as signs, typography, drawing, graphic design, illustration, color and other electronic resources

Unit-III: Type of Communication

Intrapersonal, Interpersonal communication,
Small Group communication,
Functions of group communication,
Mass Communication

Unit-IV: Public Communication

Public communication - responsibility of a public speaker & audience relationship,
Speech delivery: Conversation versus Speech, physical delivery & Style.
Communication skills and Mass communication an overview

Suggested Readings

- Mass Communication in India. By Kaval J Kumar- JAICO Publication
- Handbook of Journalism and Mass Communication- By Vibha Aggarwal, V.N Gupta, Concept Publishing Company: New Delhi (2001)
- Mass Communication in India: A Sociological Perspective- By J. V. Vilankam, Sage Publications: New Delhi (2005)
- Professional Journalism - M. V. Kantat
- Theory and Practice of Journalism - B. N. Abhin

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- Professional Journalism - John Heshenberg
- Mass Communication - Walter Schram
- Understanding Media - Marshall McLuhan
- Communication Theories, Origin, Methods, Uses - Warren Weaver I and June W. Tankard Jr., Longman Publications, 1988
- Communication models for the study of Mass Communication - Denis McQuail
- सूचना के माध्यमों से समाज में परिवर्तन, समाजशास्त्र एवं सूचना प्रौद्योगिकी
- सूचना के माध्यमों के विकास, सूचना प्रौद्योगिकी, सूचना प्रौद्योगिकी
- सूचना के माध्यमों के विकास, सूचना प्रौद्योगिकी, सूचना प्रौद्योगिकी

BAMC-102 BASIC OF JOURNALISM

Time: 3 Hrs.

Theory Marks: 80

Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit -1- Introduction of Journalism

Journalism: Meaning, definition

Practice of journalism

Tabloids & Magazine Journalism

Type of Journalism- Investigative Journalism, precision Journalism, Yellow Journalism,

Unit-2 - Principles of journalism

News gathering- 5w's and 1H

News values & selection process of News

Use of Archives, Source of News & Use of Internet

Unit-3: New Trends in Journalism

Changing Trends in Journalism: An overview

New sources for news gathering

New Media and News: Credibility

Unit-4 - Writing for different Media

Difference between Print, Radio & Television writings

Writing of online journalism

Mobile Journalism

Suggested Readings:

A Handbook of Journalism: Media in the Information Age - edited by V. Shivur Anand, K. Jayashil, Sage Publication (2013)

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- Mass Communication and Journalism in India- By Mr. P.S. Mohan, Allied publisher, New Delhi
- Print Journalism: A Concise Book of Journalism- By Charnel Anand, portfolio publishing (2010)
- Professional Journalism - M. V. Karamath, Vikas Publishing House Pvt. Limited (2009)
- The Journalist Handbook- M. V. Karamath, Vikas Publishing House Pvt. Limited (2009)

BAMC-103
COMPUTER APPLICATION

Time: 3 Hrs

Theory Marks: 80
Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiners. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-I: Introduction of Computer Technology

- Origin and growth of computer
- Various parts and functioning of computer
- Generations of Computer
- Computer hardware and software, Storage

Unit-II: Different Operating System

- Introduction to operating systems (OS) : DOS, Android
- Computer softwares- MS Word, MS Excel, Word processor and Power Point

Unit-III: Word Processing Program

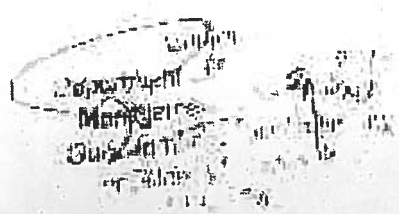
- Use of MS word - copy editing and formatting facilities
- Use of MS Excel- data entry and Graph, Pie Chart Making
- Use of Power Point- design effective presentation.

Unit IV: Basic of Word Processing

- Word processing - English
- Word processing - Hindi
- Introduction to Quark Express/PageMaker

Suggested Readings:

- Coburn, Foster D. Corel Draw, Tata McGraw Hill Publishing Co. Ltd, 2007
- A. Jainwal- Fundamentals of computer information technology Today, Wiley Dreamtech
- V. Rajaraman- Fundamentals of computer, Prentice Hall of India
- G K Puthuswarthy- Computer Aided Communication, Authors Press 2006
- R. Singha- Computer Application for Journalism, Ess Publishers



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Chetna Sarvagata: Introduction to Information Technology, Satyam Publishers, Delhi
 V. C. Hartor: Digital Computer Fundamentals, McGraw Hill Publication

B.A.M.C. III

Language and Media-1 (Hindi)

Time: 3 Hrs

Theory Mark: 80

Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiner, first question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

प्रकार-1

- हिंदी भाषा का सामान्य परिचय : भाषा का अर्थ, परिवर्तन एवं विकास
- हिंदी भाषा की वर्गीकरण और विशेषता
- हिंदी की प्रमुख विशेषताएँ एवं वर्गीकरण
- वर्गीकरण सिद्धि-वर्गीकरण तथा ऐतिहासिक विकास

प्रकार-2

- हिंदी भाषा का विकास : उद्भव, विकास, प्रसार, विकास के कारण
- हिंदी भाषा का विकास : उद्भव, विकास, प्रसार, विकास के कारण

प्रकार-3

- हिंदी लेखन : लेखन का अर्थ, परिभाषा एवं आवश्यकता
- लेखन के प्रकार : कथानक लेखन, पत्रकारिता लेखन, प्रकाश लेखन, काली लेखन, लेखन का ऐतिहासिक विकास

प्रकार-4

- हिंदी लेखन का विकास : हिंदी लेखन का विकास, हिंदी लेखन का विकास
- हिंदी लेखन का विकास : हिंदी लेखन का विकास, हिंदी लेखन का विकास

अन्य सूचनाएँ :

- भाषा और हिंदी भाषा का विकास, प्रो. अशोक कुमार, प्रकाशन
- भाषा और हिंदी भाषा का विकास, प्रो. अशोक कुमार, प्रकाशन
- भाषा और हिंदी भाषा का विकास, प्रो. अशोक कुमार, प्रकाशन
- भाषा और हिंदी भाषा का विकास, प्रो. अशोक कुमार, प्रकाशन
- भाषा और हिंदी भाषा का विकास, प्रो. अशोक कुमार, प्रकाशन

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BAMC - III COMMUNICATION SKILLS

Time: 1 Hr.

Practical Marks: 50

Viva: 50

Internal Assessment: 20

Each student will prepare a portfolio containing the productions carried out during the course. Minimum number of productions mentioned against each item must be the part of the portfolio. Portfolio means the class note in which concerned teacher assigns work, corrects and feed back asks to rewrite and puts his signature on each unit every work assigned with date. Portfolio is for 50 marks.

An external examiner will take a viva- voce of the students with their production portfolio. That will be of 50 marks. A student who does not have the portfolio will not be allowed to appear for the examination.

Unit-1

1. Writing with a purpose-

(Prepare at least one write-up defining students self assessment/evaluation and practice of the same in class.)

2. Self Talk-

(SWOT) analysis by every student and at least two write ups on career & positive thinking.

3. Speaking With Confidence- (Prepare at least two Power point presentations on any issue or script to speak for 10 minutes on any topic- 2)

4. Listening ability-

(Recognizing words, Stress & Grouping of words, Linguistic Cues- writing & practice of the same in the class)

The assigned teacher have to conduct group discussions with students, give work to prepare speech on social, political issues, presentations on current topics, self-talk assessment, listening exercise in class on current issues discussed in Media.

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4.1.1. Introduction of Sociobots

Level of Social Order: Political, Economic, Religious, Cultural

Unit 2: Defining Communication and Society

- Habermas - Cultural & Public sphere
- Max Weber - Theory of communication
- Marshall McLuhan - Medium is the Message, Global Village
- Julien Grunberg - Hegemony

Unit 3 Communicating Culture

- What is Culture?
- Characteristics of Culture
- Elements of Culture- Language, Norms, Beliefs, Values
- Socialization Agents- The Family, Media, peers, Religion, Sports, Schools

Unit → Intercultural Communication

Define Intercultural Communication
Concept: Sub Culture & Folk culture
Effect of Media on Culture

Suggested Readings:

Sociology of Mass Communications- By Denis Mcquail (Ed), Penguin Books, 1979.
 Carey, JW (1988) Communication as Culture: Essays on Media and Society. London: Routledge.
 Durkheim, E (1938) The Rules of the Sociological Method. New York: The Free Press
 Habermas, J (1984) The Theory of Communicative Action. Boston, MA: Beacon.
 Katz, E (2000) Why sociology abandoned communication. American Sociologist.
 Weber, M (1948) From Max Weber: Essays in Sociology. Gerth, HH, Mills, CW (eds). New York: Oxford University Press
 Hall, Stuart (January 1988), "Cultural Studies: two paradigms", *Media, Culture and Society*. Sage.

Department
Manager
Sara Ann
Sp. Ed.

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BAME 101: INTRODUCTION TO MASS COMMUNICATION

Time: 3 hrs

Theory Marks: 40

Internal Assessment: 10

For the end of the semester examination, nine questions are to be set in the examination. First question will be compulsory of 20 marks based on the course syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-1 Introduction to Mass Communication

Meaning, Nature & Scope of Mass Communication
Elements of Mass Communication
Functions & Role of Mass Communication

Unit-2 Models of Communication

SMR, SMCR, Aristotle Model, Lasswell Model, Shannon & Weaver Model,
Osgood Model, Dance Model

Unit-3 Theories of Communication

Hyper Needle Theory
Two Step Flow Theory
Multi Step Flow Theory
Uses & Gratification Theory

Unit-4 Brief introduction to Mass Media

Origin of Newspapers
Wireless Communication: Radio
Visual Communication: Photographs, Folk Media, Films, Television &
New Media

Suggested Reading:

- Eric Karl Reitzel (2000), *Communication: An Introduction*, London: Sage Publications.
Revel J Kumar (2007), *Mass Communication in India* (4th edn), Mumbai: Asia Publishing House.
Stanley I Baran & Daniel K Davis (2002), *Mass Communication Theory: Foundations* (2nd edn) Fernand and
Gower, Singapore: Thomson Asia Pvt. Ltd.
S. Asaf (2001), *Communication Theories and Models*, Bangalore: Himalaya Publishing House.
Dorja Mc Quail (2005), *Mc Quail's Mass Communication Theory*, New Delhi: Vision Publications.
Vijaya Agarwal and VS Gupta (2002), *Handbook of Journalism & Mass Communication*, New Delhi:
Concept Publication Company.
Jale Fiske (2011), *Introduction to Communication Studies: Studies in culture and communication* (3rd edn),
Oxon: Routledge.
Uma Kishor (2006), *Handbook of Communication: Models, Perspectives and Strategies*, All India Publications.

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BAMC-108 NEWS REPORTING

Time: 3 Hrs

Theory Marks: 100
Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1 - Understanding News

- Ingredients of news
- News: meaning, definition, nature
- Hard news vs. Soft news, basic components of a news story
- Balance and fairness, brevity, dateline, credit line, byline.

Unit- 2 News Coverage

- Role of Reporter
- functions and qualities
- Reporting/ working on a beat
- Covering Speeches, Meetings and Press Conferences
- Special beats- crime, courts, local reporting, hospitals, health, education, sports

Unit-3 Type of writing

- News, Articles, Editorial, Features, human interest stories.
- Difference between articles and features
- Type of Article & Feature

Unit-4 New Trends in Reporting

- Selection of online content
- New media technology and gathering News
- Challenges of reporting

Suggested Readings

Reporting for the Media, Fred Fedler and John R. Bender, Oxford University
Bruce D. Hule and Douglas A. Anderson, *News writing and reporting for today's media*, McGraw Hill Publication, 2000.
M.L. Stein, Susan Paternode R. Christopher Burnett, *News writer's Handbook: An Introduction to Journalism*, Blackwell Publishing, 2006.
George Kodumuru, *Mass Media in a Changing World*, McGraw Hill Publication, 2007.
Carole Fleming and Emma Hemmingsway, *An Introduction to Journalism*, Viethar Publications, 2006.
Richard Keeble, *The Newspaper's Handbook*, Routledge Publication, 2006.

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Scholar

BH

HISAR-1001 LANGUAGE OF MEDIA (Foundation)

Time : 1 hr

Theory : 100 Marks

Practical : Assessment 70

On the red of the semester examination, your questions are to be set by the examiner. First question will be compulsory of 10 marks based on the entire syllabus. It will contain one short answer type questions, each of two marks. Students are required to attempt any 2 out of 3 questions out of remaining eight questions. All questions will carry equal marks.

Unit I

Growth of English Language in India
 Grammar- Noun, Adjective, Active and Passive voice
 Punctuation marks, Plural forms, practice of Spellings
 Practising Tenses

Unit II

Essentials of good writing
 Effective News Writing- 7C's
 Telephonic Conversation
 Writing invitations to functions; replies to invitations

Unit III

Forms of writing
 News stories,
 letters, essays,
 news, articles, features
 book/film reviews

Unit-IV

Writing headlines: Language and grammar components
 Report Writing, Writing notices, travelogues
 Writing for the Web Portal

Suggested Readings:

- Penny Sharron, *Communicative English: For Professional Graduates*, Arvind Prakashan Pvt Ltd, New Delhi, 2012
 Robert M. Knight, *A Journalistic Approach to Good Writing: The Craft of Clarity*, Subject Publications Delhi, 2003.
 Laurence Kezler and McDonald Dunham, *Writers Words College 4th ed.*, Belmont California: Wadsworth Publishing Co, 1995, Phil Williams, Bob Wright, *The English Tenses: Practical Grammar*, Cassin, Kindle edition
 L. G Alexander, *Longman English Grammar* (Practical Language Publishing Group, 1998)

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 HISAR-125001 (Haryana)

Manager
 Sanskrit
 College

Module - III - Personality Development Skills

Time: 14hrs

Practical Marks: 50

Viva: 30

Internal Assessment: 20

Each student will prepare a portfolio containing the productions carried out during the course. A minimum number of production mentioned minimal each item must be the part of the portfolio. Portfolio also is the place where in which concerned teacher assign work, corrects and need be ask to rewrite and puts his signature on each and every work assigned with date. Portfolio is for 50 marks.

An external examiner will take a view seen of the students with their production portfolio. That will be of 20 marks. A student who does not have the portfolio will not be allowed to appear for the examination.

Unit - 1

Verbal skills - (oral) expression, gestures, voice (timing, tone, volume, pitch, fluency), eye contact, movement, distance
Body language

Practice: Reading newspapers or self scripted material practice by the students in class assigning current issue by the course teacher. (At least 5 minutes presentation for practical exam)

Unit - 2

Leadership skills, Team Building, presentation skills, public speaking
Social etiquettes and mannerisms

Practice: Students will do team work exercises through organizing events, awareness campaign or any product marketing exercise. (At least one event/Campaign for practical exam)

Unit - 3

Self-confidence, Motivation, Goal setting, Time Management and effective planning
Assertive Behaviour
Self-Esteem

Practice: Assigned teacher will conduct some exercise within the students to develop confidence through.

Unit - 4

Official communications:
Writing process: Write e-mails, official letters, Resume / CV (Curriculum vitae), Notice, Memo

Practice: All student learn to make their resume. Notice regarding various activities around you, learn new words

Suggested Readings:

- Wood, Julia T. Communication Modules: An Introduction to the field of Communication, 1991, Wadsworth
- Larson, Charles H. Persuasion - Reception and Responsibility, Wadsworth, 2002
- Personality Development by Rajiv K Mishra, Rupa & Co

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3rd SemesterBASIC III POLITICAL COMMUNICATION

Time: 2 Hrs.

Theory Marks: 80

Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiner. Five questions will be compulsory of 20 marks based on the entire syllabus. Four of them will be short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1

Politics: Definition
Origin & Growth of politics
Role of politics
Social order in India

Unit 2- Political System

Principle of political system
Political thoughts: J.J. Rouse, August Comte, Karl Marx, Emile Durkheim
Mass Political Behaviour
Media Agenda: Who sets What

Unit 3- Political Campaign

Political Campaign: Meaning, Concept & Scope
Media use of Political Campaign- Newspapers, TV, Radio, Internet
Role of Social Networking sites

Unit 4- Political Communication

Group Discussion & Politics
Role of Cartoons, caricatures, illustrations
Exit Poll and Media

Suggested Reading:

Rajani Kothari 'Politics in India', Orient Longman Publications (2005)
Robert E. Goodin 'New Handbook of political Science', Oxford publication (1998)
Shashi Sharma- 'Kutubik Samajshiksha ki Rup-rangh', PTD: New Delhi

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110046-125001 Gurgaon

Meenakshi
Sethi

BASH-117 HISTORY OF PRINT JOURNALISM

Time: 1 Hr.

Theory Marks: 20

Internal Assessment: 20

At the end of the semester examinations, three questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-1 Pre and post Independence Journalism

Early newspapers in India

Growth of Indian language press - Bangla, Marathi, Hindi and Urdu

Prevalent newspapers and their editors

Role of newspapers in India's freedom struggle

Unit-2 News Agencies

News Agencies in India - English & Hindi

Functions and role - PTL, UNI, UNI-Varta, Bhasa, Samachar

Feature services & syndicates - INFA, Publication Syndicates, PFI Features.

International News agencies - Reuters, AP, AFP, UP, and TASS.

Unit-3 Press Organizations

Government Media Organizations - PIB, Photo Division, DAVP, RNI.

Directorate of Information & Public Relations of various state governments

Unit-4 Other Bodies

Popular News magazines and periodicals

Other Media Related Organizations - ABC, INS, Editors Guild, IFWI, NUJ, PII.

News Broadcaster Association (NBA).

Suggested Readings:

Briggs, A and Burke, P, *Social History of Media: from Gutenberg to the Internet*, (Oxford Press, 2010) (Chapter 2 and Chapter 5)

Parthasarathy Ramprasad, *Journalism in India from the Earliest to the Present Day*, (Sterling Publishers, 1989).

Jeffrey, Robin, *India's News Paper Revolution: Capitalism, Politics and the Indian Language Press* (New Delhi, Oxford 2003)

Mizell, Peter *Culture Change*, (Chicago, University of Chicago Press, 1993), 1-32 Chapter 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Nehru, P. - Radio from Forum is a Tool of Change in Indian Village. *Economic Development of Cultural Change*, Vol. 1, No. 2 (pp. 273-363)

David Page and William Crawley, *Media Over South Asia*, (Sage, 2001) Chapter

Das, Bhawjit, "Mediating Modernity: Colonial Discourse and Radio Broadcasting in India,"

Communication Processes Vol 1: Media and Modernity, B. Ral, H. Das, I. Ramesh-Vijay

Parthasarathy, C. P. (Ed.) (Sage 2005)

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Page 3 of 3

BASIC MEDIA LAWS

Theory Marks: 80

Internal Assessment: 20

For the end of the semester examination, nine questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain an short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-1 Basic Laws-

Freedom of expression (Article 19 (1)(a) and Article 19(1)(2))
 Law of Defamation
 Concepts of Court
 Concepts of Legislature

Unit 2- Basic Rights-

Fundamental Rights
 Right to Information
 Copy Right Act

Unit 3- Codes for Electronic Media -

Broadcasting code for News for All & DD
 Broadcasting for advertising for All & DD
 Prasar Bharati Act

Unit 4- Media and Regulation

Self Regulation
 Code of Conduct for Journalists
 Media coverage of marginalized sections- children, dalits, tribals, Gender

Suggested Readings:

M. Neelamatar- Media Law & Ethics, PHI Learning, New Delhi (2010)
 Press Laws and Ethics of Journalism by. Ravindranath, PK
 Thakurta, Paragjoy Ghosh, Media Ethics, Oxford University Press, 2008
 Barde and Donald and Michel pebbeno Media Ethics, routledge, 1998
 Austin Sarat Where Law Meets Popular Culture (ed.), The University of Alabama Press, 2011
 Vikram Rajiv, Communication Law in India, Lexis Nexis Publication, 2007
 Iyer Vekat, Mass Media Law and Regulations in India- Published by AMIC, 2006
 William Mazzarella, Consortium Lincoln and the Open Edge of Mass Publicity

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Time: 3 hrs

BASIC-114 MEDIA WRITING

Theory Marks: 40

Internal Assessment: 20

For the end of the semester examinations, the questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit - 1 Essentials of Good Writing

Is writing an art or a craft?

Kinds of Media Writing:

Writing to Inform

Writing to Persuade

The ABCD of Media Writing

Unit-2 Enhances vocabulary

Writing Simply

Vocabulary

Vocabulary Building: Using Dictionaries and Thesaurus

Punctuation Marks: Improvements

Unit - 3 The Art of Putting Words Together

The Sentence

Conciseness/Clarity

Rhythm - Words and How they Sound

Variety of words

Changing Sentences Length & Pattern

Unit - 4 Putting Sentences Together

The Paragraph

Concise Ideas

Ideas Dissected into Elements

Elements as Paragraphs & Sub Paragraphs

Putting Paragraphs Together - Logical Sequencing

Suggested Reading:

News Writing and Reporting - Murren M Neal and Suzanne S Brown

Investigative Reporting and Editing - P. N. Williams

Reporting for the Print Media - F. Foster

Reporting - Mitchell V Charnley

Depth Reporting - Neal Copple

Interpretive Reporting - D. D. Mich Douglas

Writing for the Mass Media - James Glen Stevill

Journalism - G. K. Puri

Journalism Hand Book - M. V. Kamath

Professional Journalism - M. V. Kamath

News Reporting and Editing - K. M. Sreenivasan

समाचार रिपोर्टिंग और एडिटिंग - के.एम. श्रीनिवासन

समाचार रिपोर्टिंग एडिटिंग और एडिटिंग - के.एम. श्रीनिवासन

समाचार रिपोर्टिंग और एडिटिंग - के.एम. श्रीनिवासन

समाचार रिपोर्टिंग और एडिटिंग - के.एम. श्रीनिवासन

BASIC-115 MEDIA WRITING SKILLS (Production I)

Time: 3 Hrs.

Practical Marks: 50

Viva: 30

Internal Assessment: 20

Each student will prepare a portfolio containing the productions carried out during the course. Minimum number of production mentioned against each item must be the part of the portfolio. Portfolio means the class note in which concerned teacher assigns work correctly and need be asks to rewrite and puts his signature on each and every work assigned with date. Portfolio is for 50 marks.

An external examiner will take a viva-voce of the students with their production portfolio. This will be of 30 marks. A student who does not have the portfolio will not be allowed to appear for the examination.

Objective of the paper: Journalism Education is nothing but Journalism Training. A student in reality is doing training. Hence in order to sustain him in the media world he should be made to sit and write in the class. Hence this paper. In the class room, a student needs to write and write.

Unit 1

Writing Headlines/Sub Head- 3

Press release- 5

Writing reports- 3

Short story- 2

Letter to editor- 1

Article- 2

Feature- 2

Photo Caption- 5

Suggested reading

Basic Media Writing by Marvin Mencher

Writing for the Mass Media (8th Edition) by James Glen Stead

Writing for Digital Media by Brian Carroll Taylor & Francis

Writing for Visual Media by Anthony Friedman Taylor & Francis

Stencastic Journalism 12th Edition by C. Dow Tate, Sherri A. Taylor

Journalism: Principles and Practice by Terry Harcup

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1st SEMESTER

BAMC-116: Media Management

Time: 3 Hrs

Theory Marks: 80

Internal Assessment: 20

By the end of the semester examinations, nine questions are to be set by the examiner. First question will be compulsory of 10 marks based on the entire syllabus. It will contain ten short answer type questions, each of five marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit - 1 Media Management: Meaning
Management: Concept and definition
Fundamentals of management
Human Resource Development

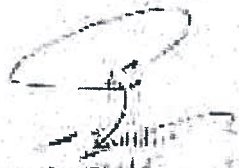
Unit 2 Marketing Mix
What is Market?
Need, Want, Demands
Target Audience
Marketing mix- Product, Price, Place & Promotion
Personal communication in marketing


Unit 3 Market Research
- Reach, Frequency, Impact
- Media vehicle for marketing
Define: TAM, TRP, IMRB, BARC, RNI (National rating agencies & Bodies)

Unit 4 Media Ownership
Media Ownership in India
Cross-media ownership
Public/Private Media groups
Regional media Market

Suggested Readings:

- Vinita Kohli Khandekar, Indian Media Business, Sage
- Pradip Kumar Thomas, Political Economy of Communications in India, Sage
- Lutz Kuttig, Strategic management in media, SAGE
- Deanna P. Herrick, Media Management in the age of Global, Saffron Publications
- Leslie Holt and Alisa Patten, (Edited) Media Industries-History, Theory and Method, Wiley-Blackwell
- John M. Levine and Daniel B. Wankatun, Managing Media Organizations.


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Time : 1hr

HANP-117 : CINEMA IN INDIA

Theory Marks: 80

Internal Assessment: 20

For the end of the semester examinations, three questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-1 : Indian Cinema

Cinema in India: history, overview
Post Independence era
Golden Era of Hindi Cinema
Father of Indian Cinema- Dada Sahab Phalke

Unit-2 Different Genre

Growth of Documentary Film
Parallel Cinema
Modern Cinema
Regional Cinema- Bengali, Tamil, Telugu, Malayalam, Kannada,
Marathi Cinema

Unit-3 Bodies

Film Division, Film Censor board, National Film Awards
NFAI- National Film Archive of India
DAVP

Unit-4 Digital Cinema

Growth of Digital Cinema- 2D, 3D
Niche Movie
Development of Multiplex
Relevance of Films in today's world

Suggested Readings:

Reyul ji Kumar ' Mass Communication in India' Iico publication
Gokulsingh, K. & Dissanayake ' Indian Popular Cinema: A Narrative of
Cultural change (2004)
Harris, R.D & Rao. ' Cinema in Encyclopedia of India, Vol.1, Thomson Gale
Publication (2006)
Rajadhyaksha, A. (1996). ' India Filming The Nation' The oxford history of
world Cinema.
Raminder Kaur, Ajay Sinha, Bollywood: Popular Indian Cinema through
Transnational Lens' Sage New Delhi

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Term 1103

B.A.H. III RADIO BROADCASTING

Theory Marks: 80

Internal Assessment: 20

At the end of the semester examinations, nine questions are to be set by the examiner. First question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1 - Basics of Sound

Concepts of sound
Radio waves and wave length
Natural sound, Ambience Sound
AM, FM Culture

Unit-2- Introduction to microphones

Characteristics of Radio as a medium
Type of Microphones
Role of mic in program production

Unit 3 - Writing and Editing Radio News

Elements of a Radio News Story, Gathering, Writing/Reporting,
Elements of a Radio News Bulletin
Mobile radio

Unit 4- Public/private Broadcasting

Development of Public broadcasting in India
Growth of AIR & FM Stations in India
Public service, Entertainment, Information by Radio

Suggested Readings:

- Robert McElish 'Radio Production' (6th edition), Fines Press (2015)
Zack Herbert, Television Production Handbook (Penguin: 2010, 85-125)
Robert Allen and Annette Hill (Eds-2004), The Television Reader, Routledge (Pages: 10-17)
P.C. Chatterjee, Broadcasting in India, New Delhi, Sage 1987 (Page nos: 25-73)
The Radio Handbook, by Carol Fleming, Routledge (London & New York 2002) (Pages: 1-105)

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RAMU-110: EDITING FOR PRINT

Long Title

Theory Marks: 80
Internal Assessment: 20

At the end of the semester examination, three questions are to be set by the examiner. First question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-1 Editorial Board

Role of sub-copy-editor, News editor and Editor
Chief of bureau, correspondents
Editorial page: structure, purpose, edits, rubrics, letters to the editor, special articles
Opinion pieces, op. ed. page

Unit-2 Newsroom

Newsroom, Organizational setup of a newspaper,
Principles of editing
Importance of headlines
Type of headlines
Selection of news pictures

Unit-3 Trends in sectional news

Week-end pullouts,
Supplements, Backgrounders
columns/columnists
Special Articles- Art, science, economy, culture, technology

Unit-4 Understanding media and news

Fact news, agenda setting,
Gatekeepers and filtration
Objectivity and politics of news
Neutrality and bias in news

Suggested Readings

The Art of Editing, Baskette and Seligson, Allyn and Bacon Publication
Dynamics of Journalism and Art of Editing, S.N. Chaturvedi, Cyber Tech Publications
News Writing and Reporting for Today's Media, Bruce Little and Douglas Anderson,
McGraw-Hill Publication
Modern newspaper practice: A primer on the press, F.W. Hodgson, Focal Press Reporting for
the Media, Fred Fedler and John R. Bender, Oxford University Press The Newspaper's
Handbook, Richard Keeble, Routledge Publication

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BAMC - 170 - EDITING SKILLS

Portfolio Marks: 10

Essay: 10

Internal Assessment: 20


A student will prepare a portfolio containing the productions started and during the course of semester. Number of production (portfolio) spaces each page will be the part of the portfolio. Portfolio means the class book in which concerned teacher assigns work correctly and need be asks to rewrite and put his signature over each and every work assigned with date completed or for all marks.

An external examiner will take a view once of the student's portfolio that will be of 10 marks. A student who does not have the portfolio will not be allowed to appear for the examination.


Practical exercise

- Design dummy for a newspaper - 2
- Design layout for magazine cover - 1
- Design dummy for web edition - 2
- News writing for social Media - 5

Suggestion: Students need to make a portfolio of current newspaper, magazines and web page of the famous news sites to understand the design. They will also practice to handle the editing software during the semester for this paper. The designing must be made by using - Quark express, Indesign, Coral draw or with the help of mobile editing applications.



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B.A. Journalism and Mass Communication

Sd/-
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5th SemesterUNIT-12 MEDIA & POLITICS

Duration

Theory Marks: 80

Internal Assessment: 20

For the end of the semester examinations, three questions are to be set by the examiner. First Question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-I

Introduction to the Indian constitution, Framing of Indian constitution, Salient features of Indian constitution Components of Indian constitution, preamble of the constitution Fundamental rights and duties,

Unit-II

Democracy in India, Issues and challenges before Indian Democracy, Parliamentary System, Lok Sabha, Rajya Sabha its functions and power, System of Election of Lok Sabha & Rajya Sabha

Unit-III

Organs of Indian Political System, Legislature: Power and Functions, Executive: Power and Functions, Judiciary: Power and Function, Role of Press in Indian Democracy

Unit-IV

Introduction to Union Government, president, vice president, prime minister and council of ministry, Different ministries, their nature, functions and roles, Introduction to state Government, Governor Chief Minister and council of ministry, Panchayat Raj System in India and its key features

Suggested Readings:

- Indian Polity, M. Lakshminikant, McMillan Hill Publication
- Politics in India, Rajni Kothari
- Constitution Politics in India: Problems and Prospects, Mohan, 2004; M P Singh and Ray, Hiranandani (2005)
- Indian Political Systems, Manohar, New Delhi, Sanyasiraj, T V (1997)
- Electoral Politics in Indian States- Lok Sabha Elections in 2004 and Beyond.
- The Success of India's Democracy, CERP, New Delhi, Shah, Chanshyami,
- Caste and Democratic Politics in India, Orient Blacker's, New Delhi.
- NCERT Books of Social Sciences
- THE CONSTITUTION OF INDIA

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Date: / /

UNIT 1: DEVELOPMENT & COMMUNICATION

Factor Mark: 10
Internal Assessment: 10

The total of the answer to examination, four questions are to be set by the examiner. The question will be compulsory in 10 marks based on the answer to the question. It will contain two questions of 10 marks each, each of 10 marks. Students are required to attempt any four questions out of five questions. All questions will carry equal marks.

UNIT 1: Defining Development

- Development: Concept, concerns, insights.
- Development versus growth
- Mass Media as a tool for development
- Role, performance record of each medium - print, radio, TV & new media

UNIT 2: Models of Development

- State needs model
- Nehruvian model
- Gandhian model
- Patelbhaiji model
- Developing countries versus developed countries

UNIT 3

- Development communication: Concept and approaches
- Dominant paradigm
- Dev comm: approaches - diffusion of innovation, empathy, magic multiplier
- Sustainable Development

UNIT 4: Cyber Media & development

- E-governance, e-choupai, national knowledge network
- ICT for development
- Narrow casting: agriculture, health & family welfare, population, women empowerment, poverty, unemployment

Suggested Readings:

- Hyatt Waggoner, M.: Communication and Development: Critical Perspectives, Sage, New Delhi, 2000
- Srinivas, Mulkore & H. Leela Sreenivas: Communication for Development in The Third World, Sage Publications
- Berman, L.A.: Technology Communication Handbook, Wadsworth Publ. New Delhi, 2001
- Dr. Anil Kumar: Mass Media and Development Issues, Har Prakashan, Uppuliyar, Chennai, 2007
- UNDP: Human Development Report (published every year), Oxford University Press
- World Bank's World Development Report (published every year), Oxford University Press, New Delhi

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Wilbur Schramm: *Mass Media and Mass Communication: A Comparative Approach* in developing countries, I.A.I. Study, Stanford University Press, 1964.
 Arvidsson: *Development as Revolution*, Alfred A Knopf, New York, 1969.
 Media in the modern world: *Theory and Practice*, Harcourt Brace Jovanovich, London, 1966.
 P.V.R. Murthy: *Development Communication*, Vikas Books, Kanchika Publication, New Delhi, 1968.
 Ghosh & Prasad: *Communication in India*, Kanchika Publication, New Delhi, 1967.

HISAR-123 TELEVISION BROADCASTING

Time: 3 Hrs

Theory Marks: 80

Internal Assessment: 20

For the end of the semester examination, nine questions are to be set by the examiner. First question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit-1

History of TV in India
 Role of TV in development
 Outlay: Function and Goals
 Public service broadcasting

Unit-2

Camera movements
 Type of shots, angle
 Camera parts
 Lighting techniques

Unit-3

TV news, reporting, news sources, selection, presentation
 Electronic News Gathering & Field Production
 Elements of a Television News Bulletin
 Announcing on TV

Unit-4

Basics of TV scriptwriting
 Writing scripts for TV Features, Special Programs and Serials
 Scripts for TV ads.
 News as Event, Performance and Construction.

Suggested reading

Television production- Jim Owens and Gerald McManus
 Television production handbook- Herbert Zettl
 The public relations handbook- Alfred Shanker
 Public relations- Edward Bernays
 The editor's notebook- Mike Ryan, Michaela Morris
 Scholarly journalism- Chrisolecki, C., Tate, Sherr Taylor

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BAMC-124 DOCUMENTARY PRODUCTION

Time: 110A

Theory Marks: 20

Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiner. Five questions will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1:

Understanding the Documentary
Introduction to Realism Debate
(Observational) and Verité Documentary

Unit 2:

Introduction to Shooting styles
Introduction to Editing styles
Scripting and scripting the documentary.

Unit 3:

Documentary Production
Pre-Production
Researching the Documentary
Research: Library, Archives, location, life stories, ethnography

Unit 4

Writing a concept: telling a story
Transition to visuals
Writing a proposal and budgeting

Suggested Readings:

Patrice Anderson: Documentary Film: A Short Introduction, Oxford University Press
Eric Bampton and Krishnaswamy: Documentary
Charles Musser — Documentary in Geoffrey Nowell-Smith ed The Oxford History of World Cinema
Oxford University Press: 1996, 322-333
Nicolas Ray — The Truth about Non Fiction and — Landmarks in Poetics of Documentary in
Michael Rando ed, Theorizing Documentary: A Film Reader, New York and London: Routledge:
1993, 1-36
John Dwyer: How to Write a Documentary, Dunedin: PSM

Registrar

Sure Jambhesh

Science

HISA

BANC-115 WRITING OUR VISIONS

Practical Marks - 40
 Viva - 10
 Internal Assessment - 20

Students will prepare a portfolio comprising the productions carried out during the course. The number of productions completed required each item must be the part of the portfolio. The class teacher in which concerned teacher assign work. Students will be asked to write and put his signature on each and every work assigned with date. The teacher will take his own work of the students with their production portfolio. That will be checked. A student who does not have the portfolio will not be allowed to appear for the exam.

Practical Marks -

Writing for short film - 2

Long short film (5-6 minutes) - 1

Assignment - 2

For TV news - 2

For TV advertisement - 2

Students need to work on the film making in any social, political issues, government or non-government. The video should be shot in a documentary format and can be on a topic decided by the teacher. Any video recording tool with at least 5000 resolution would be used for shooting. Editing must be done using any suitable open source editing software downloaded from the internet.

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Guru Jambheshwar University
 Science & Technology
 HISAR-125001 (Haryana)

6th Semester

HARD DISCIPLINE JOURNALISM

Theory Marks: 80
Internal Assessment: 20

The purpose of the semester examinations, where questions are to be set by the examiner. First Question will be compulsory of 10 marks posed in the earlier syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1 Digital Information

Digital Media: A Concept, Definition
Internet, Web browsers, search engines, websites
Search services: Google, Google Maps, MySpace, Instagram,
YouTube, Flickr, delicious, Etsy, Amazon

Unit 2 Online news gathering

What is online Journalism?
Online news & web alerts
Original edition: Newspaper & Magazines
News gathering: Shared database, email-sourcing, distributed

Unit 3 Online news writing

Storytelling: Non-linear storytelling, using chunks in a story, using
multiple media;
Electronic documents: global reach, archives,
Hyper-link: Use of information

Unit 4 Blogs

Messaging and design;
Individual and professional blogs;
Basic terminology:
Post, permalink, trackback, blogroll, link-blog, vlog, moblog;
Essentials of blog writing:
Timely and relevant; lively and tight writing; short stumps, headlines;

Suggested Readings:

- Idman, Tony (1997). *Introduction to Digital Media*, New York: Routledge.
Ries, K. Peachment (2011). *Social Media and Networking: Concepts, Trends and
Business*. Chap. 2, P.39. New Delhi: Konishka Publishers.
Ries, A. (2008). *New Media: Techniques and Trends*. New Delhi: Vistaar publishing Pvt.
John Quint and Vincent F. Filak (2005). *Convergent Journalism: An introduction*, Focal
Press.
John Ward (2007). *Journalism Online*, Focal Press.
John V. Pavlik (2001). *Journalism and New Media*, New York: Columbia University Press.
John Briggs (2007). *Journalism 2.0: How to survive and thrive*, J-Lab (Available online:
http://www.kennedy.edu/jlabblog/uploads/Journalism_2.0.pdf).

Registrar

Parv Jambheshwar University of
Science & Technology
BISAK-125001 (Haryana)

BASIC IT INTRODUCTION TO NEW MEDIA

Theory Marks: 30

Internal Assessment: 20

End of the semester examinations, nine questions are to be set by the examiner. For a will be compulsory of 20 marks based on the entire syllabus. It will contain ten essay type questions, each of two marks. Students are required to attempt any four out of remaining eight questions. All questions will carry equal marks.

Key Concepts

New media: Concept, definition, scope
Digital Information
Information society and new media,
Computer-mediated Communication (CMC)

Understanding Virtual Culture

Internet and its Beginnings,
Reproduction and New Media technologies,
Online Communities, Networked Journalism, Alternative Journalism:
Activism and New Media

2 Social media

Origin of Social Media
User Generated Content
Concept of Web 2.0- micro blogging, social bookmarking
Interactive & Participatory Journalism

4 Overview of Web Writing

Linear and Non-linear writing
Writing Techniques, Multimedia, Storytelling structures
Website planning and visual design
Social Networking sites

Suggested Readings:

Burn, A. (2008), *New Media: Techniques and Trends*, New Delhi: Vistaar publishing Pvt.

Berners, Eugenia. Understanding new media. Sage, 2011. Introduction.
Brennan, Tony (1997). *Introduction to Digital Media*. New York: Routledge.
Dhar, R., Parashar (2011). *Social Media and Networking: Concepts, Trends and Applications*. Chap.2, P.39. New Delhi: Rupa Publishers.
Jensen Miller. Understanding digital culture. Sage Publications, 2011.
Mangelsch 2001. — What is New Media? In *The Language of New Media*.
Stanbridge: MIT Press, pp. 10-48.
Peters, Eugenia. Understanding new media. Sage, 2011. Introduction.

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The course is designed to provide students with a comprehensive understanding of the principles and practices of advertising and public relations. It covers the theoretical aspects of advertising, including the role of advertising in the marketing mix, and the practical aspects of advertising, including the development of advertising campaigns. The course also covers the principles and practices of public relations, including the development of public relations programs and the management of public relations crises.

NAME: 128 ADVERTISING AND PUBLIC RELATIONS

Theory Marks 80
Internal Assessment 20

At the end of the semester examinations, nine questions are to be set by the examiner. First question will be compulsory of 20 marks based on the entire syllabus. It will contain ten short answer type questions, each of two marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1-Introduction to Advertising

- Meaning and history Advertising
- Advertising as a tool of Media- Print, Electronic, Web
- Role of Advertising in Marketing mix
- Various aspects of advertising

Unit 2 Advertising Models

- AIDA model, DAGMAR Model, Maslow's Hierarchy Model
- AAAI, ASCI and their codes.
- Advertising Objectives, Segmentation, Positioning and Targeting
- Media selection, Planning, Scheduling

Unit 3 PR - basic concepts:

- Public Relations: definition and objectives;
- Functions of Public Relations;
- Types of public
- PR in govt. and Private Sectors

Unit 4- PR-campaigns

- Research for PR
- Campaign Planning
- Managing promotions and functions
- IPRA code - PRSI, PSPP.
- Social Media Tools for marketing

Suggested Readings

1. David Ogilvy, Ogilvy on Advertising, Pan/Pan Books
2. Frank Jefkins, Advertising Made Simple, Rupa & Co.
3. Chaturvedi, Advertising Theory And Practice, Himalaya Publishing House
4. Jethwaney Jethri, Advertising, Phoenix Publishing House
5. Jefkins Frank Butternorth, Public Relation Techniques, Heinemann Ltd.
6. Heath Robert L., Handbook of Public Relations, Sage Publications,
7. Dennis L. Wilcox & Glen T. Public Relations, Pearson

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Jawahar Education University
School of Technology
HUSAR-125001

BAMC-128 ADVERTISING AND PUBLIC RELATIONS

Time: 3 Hrs.

Theory Marks: 80
Internal Assessment: 20

For the end of the semester examinations, nine questions are to be set by the examiner. First Question will be compulsory of 30 marks based on the entire syllabus. It will contain ten short answer type questions, each of ten marks. Students are required to attempt any four questions out of remaining eight questions. All questions will carry equal marks.

Unit 1-Introduction to Advertising

Meaning and history Advertising
Advertising as a tool of Media- Print, Electronic, Web
Role of Advertising in Marketing mix
Various aspects of advertising

5

Unit 2 Advertising Models

ATTA model, DAGMAR Model, Maslow's Hierarchy Model
AAIL, AAIL and their codes
Advertising Objectives, Segmentation, Positioning and Targeting
Media selection, Planning, Scheduling

Unit 3 PR - basic concepts:

Public Relations: definition and objectives,
Functions of Public Relations
Types of public
PR in govt. and Private Sectors

Unit 4- PR-campaigns

Research for PR
Campaign Planning
Managing promotions and functions
IPRA Code - PRSI, PSPF
Social Media Tools for marketing

Suggested Readings

1. David Ogilvy, Ogilvy on Advertising, Pan/Prion Books
2. Frank Jenkins, Advertising Made Simple, Rupa & Co.
3. Chaturwala, Advertising Theory And Practice, Himalaya Publishing House
4. Jethwaney Jaisri, Advertising, Phoenix Publishing House
5. Julius Frank Butterworth, Public Relation Techniques, Heinemann Ltd.
6. Heath Robert L, Handbook of Public Relations, Sage Publications,
7. Dennis L. Wilcosak & Glen T, Public Relations, Pearson
8. Cullip S.M and Center A.H., Effective Public Relations, Prentice Hall
9. Kaul J.M. NayaPrakash, Public Relation in India, Columbia

BAMC-129 MARKETING COMMUNICATION

Time: 3 Hrs.

Theory Marks: 80
Internal Assessment: 20

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BASIC 120 MARKETING COMMUNICATION

Unit 1: Marketing mix

Unit 2: Consumer Behavior

- Unit 1: Marketing mix.
 - Marketing Mix: Meaning and components
 - Factors Determining Marketing Mix
 - Advertising as a part of Marketing
 - Product of Marketing
- Unit 2: Consumer Behavior
 - Motivation, Needs, Involvement, Experience, Learning
 - Knowledge, Attitude Models, Consumer Satisfaction

- Unit 3: Social Marketing
 - Introduction to Social Marketing
 - Principles of Social marketing
 - Social marketing Strategies
 - Corporate Social marketing: Case Studies

- Unit 4: E-Marketing
 - e-marketing: introduction
 - online consumer behavior
 - Mobile Marketing: online shopping sites

Suggested Reading:

Marketing Communication Edited By- Ladi Koskova, JUTA, Co. Ltd: South
 Africa Richard R Dolpina - The Fundamentals of Corporate Communication, Butterworth
 Journals Ltd, Corporate Reputation, London Roger page Tom Means, Business commu-
 cation Paul Argenti Paul, The Power of Corporate Communication, NY: McGraw Hill
 (1994) and Arun Kumar (2004), Advertising Management, New Delhi: Atlantic Publisher
 Magesh Indian and Ranju Trehan (2007), Advertising and Sales Management, New De-
 lhi: Theaker (2001), The Public Relations Handbook, London and New York: Routledge
 125, Koth: E-marketing: what went wrong & How to do it right, K&B Press (2014)

BASIC 130 WRITING FOR NEW MEDIA

Practical Works: 50

Viva: 30

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Sure Jambheshwar

Sector & Term

10/10/2014

UNIT 1: WRITING FOR NEW MEDIA

Unit 1: This

Portfolio Marks: 10

Unit: 10

Internal Assessment: 10

Each student will prepare a portfolio containing the productions carried out during the course. Portfolio means the production mentioned against each item in the part of the syllabus and need be asked to rewrite and push his signature on each and every work assigned with date. An external examiner will take a view of the students with their production portfolio. That will be of 10 marks. A student who does not have the portfolio will not be allowed to appear for the examination.

Objective of the paper: This paper designed to practice the content writing for the web, so that students can get training to be successful in media world, in the class room student needs to write and write.

Unit 1 Blog writings

Social Blog-2

Political Blog-2

Travel Blog-1

Personal Blog-2

Unit 2

Create content for Facebook page

News content-5

Short stories-2

Articles-3

Photo-features-2

Students have to create material for a social media campaign on any social/political/business issues happening around during the semester.

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HISAR-125001 (Haryana)

• DURATION OF PROGRAMME

The duration of the programme of B.A. Mass Communication shall be of three academic years and the maximum duration is five years.

• FACULTY AND SUPPORT STAFF

The Directorate of Distance Education (DDE) of the university is headed by the director who is a full-time faculty member (Professor) of the university appointed by Vice-Chancellor to facilitate the development, implementation and monitoring the programmes offered at DDE and to attend all administrative matters concerned with the activities of directorate. In addition, there is one full time faculty member of Directorate of Distance Education who is holding the position of Deputy Director. The supporting staff such as one Deputy Registrar, one Assistant Director, one Superintendent, two Deputy Superintendent, one Hindi Officer, Six Assistants and other clerical staff are coordinating the activities of Directorate of Distance Education (DDE) and looks after the problems of the distance students. The Supporting staff looks after the problems of the students through on-line admission help line, examination related work, study material delivery, grievance redressal and so on. The DDE is assisted by the IT CELL for the online uploading and evaluation of assignments and other student support activities. The DDE also assisted by Pt. Deendayal Upadhyaya Computer and Informatics Centre (PDUCIC) department for communicating important information to the distance student through Distance website of Guru Jambheshwar University of Science and Technology, Hisar. The PDUCIC department managed the Distance Website of the University. There are two faculties of Mass Communication in Directorate of Distance Education who are looking after the programme as Programme Coordinator and course coordinator. Further, support from faculties of parent teaching department i.e. Communication Management & Technology (CMT) is taken during PCP classes, preparation and evaluation of assignments etc.

FACULTY

The Directorate of Distance Education (DDE) have qualified teaching faculty to look after the programme as a course coordinator. They look for the following activities related to the distance education:

- Conducting Personal Contact Programme (PCP) classes for the Distance students.
- Assisting in the change of Regulations and Curriculum, admission work, counselling new students and other issues such as break of study, exemptions etc.

- Coordinating for the preparation of study materials for all semesters/year.
- Coordinating with the faculty members for the preparation and evaluation of assignments of students.

• INSTRUCTIONAL DELIVERY MECHANISM

The Instructional system of the University comprises four components, viz, Self-Learning Material (SLM), Personal Contact Programme, Internal Assignments and End Term Examination.

- **Self-Learning Material (SLM)** – The success and effectiveness of distance education systems largely depend on the study materials so it is necessary their style must be ideal for easy and better understanding in self-study mode. Learning Material through Print media named self-learning Material (SLM) is developed with the approach of self-explanatory, self-contained, self-motivating and self-evaluating followed by the UGC guidelines.
- **Personal Contact Programme** – PCP sessions guide the learners as the programme proceeds. The date and venue for the PCP will be communicated to the learners through our website or SMS Service. During PCP, the learner gets guidance for better understanding of the programme and subject. The Personal Contact Programme (PCP) of 10 days duration for semester programme will be arranged for each of the programme by the respective Programme Coordinator at the University campus. The learners can get their doubts cleared with the help of subject experts so as to improve their self-learning capability. Learners are required to attend PCP sessions for all their respective subjects as 75% attendance is compulsory in PCP classes.
- **Internal Assignments**- Distance education learners have to depend much on self-study. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. The Directorate of Distance Education (DDE) of this university has an online portal for the uploading of the assignments and same has been evaluated online by the subject expert. Two assignments of 20 marks 10 marks each shall be allotted for each subject consists of questions with practical based. The assignment question papers will be uploaded to the website within a scheduled time and the learners shall be required to respond them within a specified period of time. The response of the learner is examined by a faculty member.

- **End Term Examination-** At the end of every session learner will give theory exam for 80 marks for each subject. For examination, there will be of nine questions. The first question will be compulsory consisting of ten short questions covering the entire syllabus (all four Units). In addition, eight more questions will be set comprising two questions from each unit of the syllabus. The students are required to attempt other four questions by selecting one from each of the four units. All the questions including Q No 1 shall carry equal marks. The maximum time allotted for the major exam is 03 (three) hours.
- **Identification of Media-Print-** Various print formats are available including textbooks, study material, programme scheme and syllabi.

Audio or Video- No

Online- The study material is available on the University website.

Computer Aid- Well-equipped Computer Lab is exclusively available in Distance Education for download the e-books, journals, admission procedures etc for the students of Directorate Education.

• STUDENT SUPPORT SERVICES

The distance department of the university is provides the Student Support Services through online mode. Following are the main student support services provided by university through online mode:


- On line Admission Portal for students.
- On line fee portal for students.
- SMS alert facility for the students for information related to PCPs, Production Portfolio Deadlines etc.
- Student Support service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff.
- Practical Questions Based Assignments.
- On-line availability of Old Question Papers and study material.
- Student Help Desk.

F. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION


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 Jammu
 Jammu

- **Admission Procedure:** All the admissions are made online by filling Online Admission Form. The procedure of filling the online application form is a four multi step procedure, which is mentioned below:

- **Candidate Registration:** Click the registration form and fill the necessary details like: Name of Candidate, Father's Name, Date of Birth, Category, Name of Programme etc.
- **Payment Option:** Registered candidate may deposit fee by any of the following modes of payment:
 - a. Net Banking
 - b. Debit Card
 - c. Credit Card
- **Filling of Application Form:** After Registration and depositing of fee, registered candidate may fill the complete application form with all the fields given in the form.
- **Uploading Documents:** In final step, the following scanned documents (all documents /image/signature should be in "jpg", "gif", "bmp", "jpeg" (format only) are to be uploaded:
 - a. 10th Mark Sheet (for the purpose of proof of Name of candidate, Date of Birth, Father's and Mother's Name etc.) not greater than 500kb.
 - b. 12th Mark Sheet not greater than 500kb.
 - c. Mark sheet of qualifying exam along with degree of lower examination, if any, not greater than 500kb.
 - d. Photograph of candidate (should not be greater than 75kb) and Maximum size(Width 132px Height 170px) Minimum Size (Width 102px Height 140px).
 - e. Signature of candidate (should not be greater than 50kb) and Maximum size(Width 210px Height 80px) Minimum Size (Width 150px Height 50px).
 - f. Proof of fee concession, if applicable not greater than 500kb.
 - g. Caste Certificate, if applicable, not greater than 500kb.
- **Generating Preview:** After uploading the document, a preview of the complete application will be generated. If necessary, academic information can be edited before locking.
- **Lock form to generate enrolment no. and admission letter:** Finally the application form is locked to generate enrolment No. and admission letter.


Registrar

- **Minimum Eligibility** – A person who has passed Senior Secondary Certificate Examination (10+2 standard) from the Board of School Education, Haryana, or its equivalent examination with English as one of the subjects and with at least 50% marks in aggregate, shall be eligible to join the First Semester of the course.

A candidate who has been placed under compartment or allowed to re-appear in one subject only in Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education, Haryana, or equivalent examination, may be allowed to read provisionally for B.A. (Mass Communication) 1st semester class. Such a candidate shall be allowed to clear the compartment/re-appear subject in two consecutive chances from the concerned University/ Board. If such a candidate fails to clear/ qualify in the compartment/re-appear subject in two consecutive chances from the concerned University/ Board. If such a candidate fails to clear/ qualify in the compartment/ re-appear subject at the supplementary examination he/she shall be permitted to continue his/her studies for B.A. (Mass Communication) II semester class and to appear again in the compartment/reappear subject along with his/her B.A. (Mass Communication) II semester examination provisionally. If he/she does not clear his/her compartment/re-appear subject even in the second chance, his/her provisional admission and the result of B.A. (Mass communication) I and II Semesters shall be cancelled ab initio.

- **Fee structure**

B.A. (MASS COMMUNICATION)

Instalment	Fee in Rs.
1 st Instalment	9500/- *
2 nd Instalment	4500/-
3 rd Instalment	9500/- *
4 th Instalment	4500/-
5 th Instalment	9500/- *
6 th Instalment	4500/-

*includes ☐ 500/- as University Registration fee in case of fresh admission and as continuation fee in case of promotion to next class/Year and ☐ 2000/- as university examination fee in the case of semester programmes and ☐ 1000/- in the case of Annual Programmes.

In addition to above ☐ 100/- as Student Fee ship (Alumni Fund) is also payable once in programme duration at time of admission.

- **Financial Assistance:** The post metric scholarship facility is provided for SC students for the programme.

- **Curriculum Transaction**

The Directorate will supply study material in the form of Self-Learning Mode (SLM) printed book/lessons as well as available on the website of Distance Education. The students will get the same directly from the Directorate either by-hand or will be sent by post/courier service.

The Personal Contact Programme (PCP) of 10 days duration for semester programme will be arranged for each of the programme by the respective Programme Coordinator at the University campus. Theory/Practical teaching as per requirements will be provided to the students by the subject specialists. The PCPs will be held as per the schedule given in the prospectus. In addition to this student are informed through Distance Education website and SMS as well. However, the students are advised to report to the concerned Programme Coordinator for PCP at the contact given therein.

- **Evaluation**

Internal assessment is based on practical assignments and the evaluation is done by experts in relevant field. External term end evaluation is done by experts in relevant field.

Last Date of online submission of Internal Assignments		
Odd Semester	Even Semester	Odd Semester
15 th January every year	30 th April every year	15 th January every year
Last Date of submission of Internal Assignment with a late fee of ₹ 500/-		
31 st January every year	31 st May every year	31 st January every year
Last Date of submission of Internal Assignment with a late fee of ₹ 1000/-		
15 th February every year	15 th June every year	15 th February every year

NOTE: The students have to upload two internal handwritten assignment of each theory paper of 20% weightage in the stipulated time period mentioned above. Assignments to be prepared by the students will be available on the website dde.gjust.ac.in. It is the sole responsibility of the student to download the question paper of the assignment and upload the solved assignments.

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- **Web Based Tools** – The University provides various online facilities to the students such as Admission Brochure, Study material, Assignments, PCP, Examination Schedule, Old question papers, result, etc.

G. REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES

- **Laboratory Support:**

A well-equipped Computer lab with latest version of MS Office and internet facility is also available in the department of Directorate of Distance Education (DDE) of this university. This Computer Lab is established with an aim to meet the computing requirements of all the Distance learners of the University. This lab is equipped with 12 desktop computers of latest configuration i.e. Window 7, Window 10 and I3 processor. In addition to this, there is one printer, one scanner and one LED in the Computer Lab for teaching through presentation and video lectures to students. There is one lab attendant for handling the queries regarding online admission, fee payment, uploading of assignments, any other queries through mail, etc.

The University has developed well established computer lab and studio at parent Department of Communication Management & Technology. The Computer lab has the capacity of 20 learners and equipped with required Multimedia Software for Media Production Practical work. The Studio has two 4K High resolution Video Cameras, Teleprompter, filter lights, Umbrella lights, MAC Editing Machine, Console Machine and Plasma Screen etc for audio visual production work.

- **Library Resources:**

The infrastructure related to library resources is available in the present set-up of the university whereby, we have a well stacked library with latest books, journals, magazines and newspapers. It is named after the great Indian Jurist, Economist, Politician and Social Reformer Dr. Bhim Rao Ambedkar. The seating capacity of the University Library is 400 seats. By the end of December 2018, the Library has a collection of 106566 books. The Library in its electronic repository has the access to 7000+ e-journals from 14 publishers and 5 Databases. Moreover, 2149 e-books of national and international reputed publishers have also been added in e-repository to enrich the students. University library provides different services to distance learners such as Air Conditioned Reading Halls, Reading Facility for 400 students, Laptop Lab

for SC/ST students consisting of 20 Laptops with internet facility and Potable Water facility on every floor. The online e-library resources namely INFLIBNET is also available for the accessibility of books and journals.

H. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

Cost estimates of programme is based on following components:

- Study Material development and delivery such as cost of writing, vetting, editing, SLM conversion, printing and dispatch etc. (remuneration rates are attached)
- PCP and related activities (remuneration rates are attached)
- Examination and evaluation related activities (remuneration rates attached)
- Internal assessment including assignment preparation and evaluation.
- Miscellaneous costs like advertising on FM radio broadcast, newspapers and SMS alert.
- Salary to Teaching and Non-Teaching Staff.

Special Provisions:

- The Scheduled Caste students of Haryana whose family income from all sources is up to Rs. 2.5 Lacs per annum as prescribed by the State Govt. for Post Matric Scholarship and who produces, at the time of admission, the "Caste" and "Income" certificates issued by the competent authority, are not required to pay any kind of fees and they may pay a sum of Rs.1000/- (Refundable) as security/caution money at the time of admission. The eligible SC students will submit the Post Matric Scholarship forms at the time of admission/fee deposition. The hard copy of the filled post matric scholarship form is to be submitted within the stipulated time in the office of the Directorate of Distance Education failing which the candidate will not be allowed to appear in the examination. In case the student does not apply for scholarship or is found ineligible for award of scholarship or being eligible he/she is not awarded scholarship due to one or other reason, he/she will be liable to pay full fee along with late fine @ Rs. 10/- per day.
- The fee concession on the pattern of Guru Jambheshwar University of Science & Technology employees will also be extended to the employees of the office of the Directorate of Technical Education Haryana posted in the Head Office at Panchkula and the Audit staff posted in Guru Jambheshwar University of Science & Technology, Hisar for pursuing studies in all the programmes being run by the University. However, the Audit Staff will be entitled to avail such facility up to the period till they remain posted in Guru Jambheshwar University of Science & Technology, Hisar.

Registrar

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- The students must remit the fee of subsequent semesters/installments as per the schedule without waiting for the result so as to enable the Directorate to supply the study material in time.
 - In case of sudden demise of any student during study the fees paid by him/her for the session of demise will be refunded, if claimed by parents
 - 25% concession of the total fees to serving/ retired military personal upto the rank of N.C.O. or of military personal killed or incapacitated wholly or partially during the war and their wards, will be allowed.

I. QUALITY ASSURANCE MECHANISM

• Quality Policy of University:

The Guru Jambheshwar University of Science & Technology (GJUST) is committed to achieve excellence in teaching, research, and extension by follow and implement following points of quality policy:

- Imparting globally competitive education
- Selecting and retaining competent and motivating faculty
- Providing state of the art infrastructural resources
- Promoting quality research culture
- Ensuring transparent and accountable governance
- Focusing on holistic development of learners
- Symbiotic relationship with industry, other academic institutions, and society
- Striving for financial self-reliance

• Advisory Committee:

The Advisory Committee headed by the Vice-Chancellor has been constituted to monitor the activities of the Directorate along-with matters related to quality assurance (List of members attached). The following is the composition of the Advisory Committee:

Vice-Chancellor, GJUS&T, Hisar	Chairman
Registrar, GJUS&T, Hisar	Member
Dean. of Colleges, GJUS&T, Hisar	Member
Dean, Academic Affair, GJUS&T, Hisar	Member
Director, Distance Education, Kurukshetra University	Member
Director, Distance Education, GJUS&T, Hisar	Member

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Guru Jambheshwar University of

Science & Technology

Hisar, Haryana - 146001

Director, HSB, GJUS&T, Hisar	Member
Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
Director, PDUCIC, GJUS&T, Hisar	Member
All Programme Co-ordinators, DE, GJUS&T, Hisar	Members

• **Centre for Internal Quality Insurance (CIQA)**

The CIQA also oversees the development and preparation of SLMs, then it is submitted to the Board of Studies concerned for the approval. The objective of establishment of Centre for Internal Quality Assurance (CIQA) is to develop and put in place a comprehensive and dynamic internal quality assurance system to provide high quality programmes of higher education in the Open and Distance Learning mode.

Composition of CIQA for the year 2022-2023:

Vice Chancellor, GJUS&T	Chairperson
Registrar, GJUS&T	Member
Dean of Colleges, GJUS&T	Member
Controller of Examination	Member
Director, HSB	Member
Chairperson, Deptt. of CMT	Member
Chairperson, Deptt. of Mathematics	Member
Prof. Pardeep Kumar, Director (DE), KUK	Member
Prof. Saroj, Deptt. of CSE	Member
Prof. R. Bhaskar, IGNOU, Delhi	Member
Prof. Suresh Mittal, HSB	Member
Director, PDUCIC	Member
Dy. Registrar (DE)	Member
DR/ AR (Accounts)	Member
DR/ AR (Academic)	Member

Registrar

Director, Distance Education/ CIQA	Member Secretary
Sh. Vinod Goyal, Assistant Professor, DDE	Special Invitee
Dr. Sunaina, Assistant Professor, DDE	Special Invitee
Dr. Vizender Sihag, Assistant Professor, DDE	Special Invitee

Function of Internal Quality Assurance (CIQA)

Following are the main functions of CIQA:

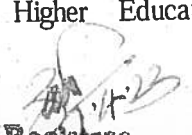
- To maintain quality in the services provided to the learners.
- To ensure continuous improvement in the entire operations of the Higher Education Institution.
- To identify the key areas in which the Higher Education Institution should maintain quality.
- To disseminate information on quality assurance.
- To device mechanisms for interaction and obtaining feedback from various Departments or Centres or Schools in the Higher Education Institution.
- To suggest to the authorities of the Higher Education Institution, measures for qualitative improvement.
- To ensure the implementation of its recommendations through regular monitoring.
- To ensure participation of all stake holders namely, learners, teachers, staff, parents, society, employers and Government in Quality Improvement Process.
- To prepare Programme Project Report and ensure another launch of programme(s).
- Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programme(s).

Activities of Centre for Internal Quality Assurance (CIQA)

Following are the main activities of CIQA:

- Prepare a Programme Project Report (PPR) for each programme according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;


- Get the Programme Project Report (PPR) approved by the appropriate authority of the Higher Educational Institution and the Commission before launch of the programme;
- Oversee the development of Study Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the parent institution and relevant Regulatory authorities;
- Put in place monitoring mechanism to ensure the proper implementation of Programme Project Reports (PPRs);
- Design annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation;
- Arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes;
- Develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution;
- Obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices;
- Organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities;
- Suggest restructuring of programmes in order to make them relevant to the job market;
- Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners;
- Create learner centric environment rather than institution centric environment;
- Adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit;
- Conduct or encourage system-based research to bring about qualitative change in the entire system;
- Coordinate between the Higher Educational Institution and the Commission for various quality related issues or guidelines;
- Record activities undertaken on quality assurance in the form of an annual report; and
- To coordinate recognition and accreditation of the Higher Educational Institution.


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J. EXPECTED PROGRAMME OUTCOMES

After the completion of the B.A. (Mass Communication) program, an individual can pursue their career in the following fields:

- **Electronic Media:** (Television & Radio) Anchor, News Reader, Producer & Editor, Radio Jockey, Radio Producer, Radio Anchor, News Reader, Media Marketing & Media Management.
- **Print Media:** Reporter, Editor, Media Marketing & Media Management, Reporter, Sub-Editor, Editor, Layout Designer & Photo Journalist.
- **Public Relations & Events:** PR Consultant, Corporate Communicator and Event Manager.
- **Advertising & Branding:** Client Servicing, Copywriting, Visualize and Accounts Manager.
- **Social Media:** Content Development, Media Design.


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SAMPLE
SELF-LEARNING MATERIAL (SLM)
FOR
BACHELOR OF ARTS (MASS COMMUNICATION)
(Through Open Distance Learning)



Directorate of Distance Education,
Guru Jambheshwar University of Science & Technology,
Hisar, Haryana

(Established by State Legislature Act 17 of 1995 & Recognised by UGC Act 1956 u/s 12-B & 2 (F)
(‘A’ GRADE NAAC ACCREDITED)


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SUBJECT: SOCIOLOGY AND COMMUNICATION	
COURSE CODE: BAMC-106	AUTHOR: MR. ASHOK
LESSON NO-2	VETTER: PROF. MANOJ DAYAL
FUNDAMENTAL CONCEPTS OF SOCIOLOGY	

STRUCTURE

2.0 Learning Objectives

2.1 Introduction

2.2 Fundamental Concepts

2.2.1 Society

2.2.2 Family

2.2.3 Institution

2.3 Levels of Social Orders

2.4 Check Your Progress

2.5 Summary

2.6 Keywords

2.7 Self-Assessment Test

2.8 Answers to Check Your Progress

2.9 Suggested Readings

2.0 LEARNING OBJECTIVES

After reading this chapter you will able to -

- Understand fundamental concepts of sociology, family and Institution.
- Learn the significance of various concepts in shaping human social life.
- Explain the various levels of social orders

2.1 INTRODUCTION

Sociology is the scientific study of society and human behaviour. It seeks to understand the complex web of social relations and structures that shape our lives and societies. At its core, sociology is concerned with the fundamental concepts of society, community, family, and the different levels of social order, including political, religious, cultural, and economic. This chapter will explore these fundamental concepts and levels of social order in greater depth.

The family is one of the most basic and fundamental social institutions in human society, and plays a crucial role in shaping individual behaviour and socialization. Understanding the concept of family and its dynamics is therefore essential for sociologists and policymakers alike.

Similarly, institutions are essential for maintaining social order and stability. Institutions such as education, religion, and government provide the formal structures and processes that regulate social behaviour and ensure that social norms and values are maintained.

Finally, the different levels of social order, including political, religious, cultural, and economic, interact and influence one another, creating a complex and dynamic social landscape. Understanding these different levels and their impact on social behaviour and change is crucial for understanding and addressing contemporary social issues.

This chapter will provide an overview of these fundamental concepts of sociology, exploring their definitions, functions, and dynamics, and how they shape our individual and collective lives.

In addition to the fundamental concepts of society, community, family, and institutions, sociology also examines the social factors that shape human behaviour and interaction. These factors include race, ethnicity, gender, sexuality, class, and age, among others. By understanding how these social factors intersect and shape our lives, sociologists can better understand the experiences and challenges of different groups, and develop policies and interventions that promote social justice and equity.

Sociology also examines how social change and transformation occur, and how individuals and groups can influence and shape social structures and institutions. By studying social movements, activism, and social change, sociologists can better understand the dynamics of social change and how individuals and groups can create positive social change.

Furthermore, sociology provides a critical perspective on society and social structures, challenging assumptions and questioning the status quo. Through critical analysis and

research, sociologists can identify inequalities, injustices, and power imbalances, and advocate for social change and transformation

In summary, sociology is a rich and diverse field that explores the fundamental concepts of society, community, family, and institutions, as well as the social factors that shape human behaviour and interaction. Through the study of different levels of social order and the dynamics of social change, sociologists can provide valuable insights into social issues and develop policies and interventions that promote social justice and equity.

2.2 FUNDAMENTAL CONCEPTS - 2.2.1 Society

Society is a fundamental concept in sociology that refers to a group of people who share a common culture, language, and way of life. The concept of society is critical to the study of sociology because it is the basis for human interaction, cooperation, and conflict. Here are some key points about the fundamental concept of society:

- Society is a group of people who share a common culture, language, and way of life. It can be defined by geographic boundaries or social boundaries such as class, race, or religion.
- Societies are complex systems that are made up of various social institutions such as government, education, family, and religion. These institutions play a critical role in regulating human behaviour and maintaining social order.
- Societies are dynamic and constantly changing. They evolve over time as a result of various social, economic, and political factors.
- Societies are made up of individuals who have agency and can make choices that influence social structures and institutions.
- Societies are characterized by social inequality, which can manifest in various forms such as economic inequality, racial inequality, and gender inequality.
- Societies are also characterized by social norms and values that shape human behavior and interactions. These norms and values are reinforced through socialization, which is the process by which individuals learn the customs, beliefs, and values of their society.
- Societies are interconnected and can influence one another through globalization and cultural diffusion.

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Society is not just a group of people living together, but rather it is a complex web of relationships, norms, and institutions that define human interactions. Sociologists study society to understand how it works, how it changes over time, and how it shapes human behaviour. Here are some additional points about the fundamental concepts of society:

- Society provides a structure for human interaction. It establishes rules and norms for behaviour, and creates expectations for how individuals should interact with one another.
- Societies vary in their complexity, size, and organization. Some societies are small and tightly knit, while others are large and diverse.
- Societies are shaped by various factors such as history, geography, culture, and economics. These factors influence the development of social institutions and norms.
- Societies can be studied at various levels of analysis, such as individual, group, community, and global. Sociologists use different theoretical perspectives and research methods to study society at these different levels.
- Societies are not homogenous, and individuals within societies may have different experiences and perspectives. Sociologists examine how social stratification, power dynamics, and inequality shape these experiences.
- Societies are not static, and they are constantly changing. Sociologists study social change to understand how societies adapt to new challenges and how social institutions and norms evolve over time.
- Societies are interconnected, and globalization has created new forms of social interaction and cultural exchange. Sociologists study how globalization affects societies and how societies respond to globalization.

In conclusion, the concept of society is a fundamental concept in sociology that provides a framework for understanding human interaction, social structures, and social change. Societies are complex systems that are shaped by various factors and are characterized by social norms, institutions, and inequalities. Understanding the fundamental concepts of society is critical to gaining a deeper understanding of the social world and our place within it.

2.2.2 Family

Family is another fundamental concept in sociology that refers to a group of people who are related to each other by blood, marriage, or adoption and who share a common residence and

economic resources. The concept of family is critical to the study of sociology because it is the basic unit of social organization and provides a foundation for socialization and identity formation. Here are some key points about the fundamental concept of family:

- Family is a social institution that is found in all societies. It serves as a primary site for socialization, where individuals learn the customs, beliefs, and values of their society.
- Families are diverse and can take many forms, including nuclear families, extended families, single-parent families, blended families, and same-sex families.
- The concept of family has evolved over time and is shaped by social, economic, and political factors. For example, changes in gender roles, marriage, and divorce laws have impacted the structure and function of families.
- Families play a critical role in providing emotional and material support to their members. They also contribute to the reproduction and maintenance of society through the socialization of children and the passing on of cultural traditions.
- Families can be studied at various levels of analysis, such as the individual, family, and community. Sociologists use different theoretical perspectives and research methods to study families at these different levels.
- Families are not static, and they are influenced by various social forces such as technology, globalization, and social inequality. Sociologists study how families adapt to these changes and how they shape and are shaped by larger social structures.
- The concept of family is not universal, and different cultures and societies have different ways of defining and organizing family relationships. Sociologists examine these differences to better understand the diversity of human experience.

In summary, the concept of family is an important aspect of sociology that provides a framework for understanding human social organization, identity formation, and socialization. Families are diverse and shaped by various social, economic, and political factors. Understanding the fundamental concepts of family is essential to gaining a deeper understanding of the social world and our place within it.

2.2.3 Institution

Institutions are often categorized into different types based on their functions and roles in society. Some of the most important institutions in modern societies include:

Political institutions: These include government bodies, such as the executive, legislative, and judicial branches, that are responsible for making and enforcing laws and regulations. Political institutions also include political parties, interest groups, and other organizations that seek to influence government policies.

Economic institutions: These include organizations and systems that produce, distribute, and consume goods and services. Examples of economic institutions include businesses, markets, financial institutions, and labour unions.

Educational institutions: These include schools, colleges, and universities that provide formal education and training to individuals. Educational institutions also include organizations that promote research and development in various fields.

Religious institutions: These include organizations that provide spiritual guidance and moral values to individuals, such as churches, mosques, and temples.

Family institutions: As discussed earlier, families are a critical social institution that provides emotional and material support to their members and contribute to the reproduction and maintenance of society.

Legal institutions: These include the courts, law enforcement agencies, and other organizations responsible for enforcing laws and regulations.

Health institutions: These include organizations that provide medical and health-related services, such as hospitals, clinics, and research organizations.

The study of institutions is an important aspect of sociology as it provides a framework for understanding the social structures and norms that govern behaviour in different spheres of social life. Institutions are not just static structures, but they are constantly changing in response to social, economic, and political factors. Sociologists use different theoretical perspectives and research methods to study institutions and their impact on human behaviour and social change. By understanding the concept of institution, we can gain a deeper understanding of the complex social structures and norms that shape our lives and the world around us.

2.3 LEVELS OF SOCIAL ORDERS

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In the context of this chapter, levels of social order refer to the different levels of organization that exist in society, ranging from the individual to the global level. Here are some key points about the levels of social order:

Micro-level: This level refers to the smallest unit of social organization, the individual. It is concerned with understanding the behaviour of individuals in social situations, such as the family, workplace, or community.

Meso-level: This level refers to the intermediate level of social organization that is between the micro-level and macro-level. It is concerned with understanding the patterns and relationships that exist between social groups, such as organizations, institutions, and communities.

Macro-level: This level refers to the largest level of social organization, the society as a whole. It is concerned with understanding the social structures and systems that govern the behaviour of individuals and social groups, such as the economy, politics, and culture.

Global level: This level refers to the level of social organization that extends beyond national borders and encompasses the entire planet. It is concerned with understanding the global systems and structures that shape the world, such as global politics, economics, and culture.

Understanding the different levels of social order is important because it helps us to understand how individuals and groups interact with each other and how society as a whole function. Different levels of social order are interconnected, and changes at one level can have implications for other levels. For example, changes in global politics and economics can impact national and local communities, while changes in local communities can have an impact on individuals' behaviour and attitudes. By understanding the different levels of social order, we can gain a deeper understanding of the complex social systems and structures that shape our lives and the world around us.

In sociology, the concept of social order refers to the patterns of behaviour and relationships that are created through social interaction and structure. Social order is essential for the functioning of society as it helps to regulate behaviour, create stability, and facilitate cooperation among individuals and groups.

At the micro-level, social order is maintained through social norms, which are unwritten rules that govern behaviour in social situations. For example, in a family, there are norms that dictate how family members should behave towards each other, such as showing respect,

helping each other, and being loyal. At the meso-level, social order is maintained through social structures, such as institutions and organizations, that provide rules and guidelines for behaviour. For example, in a workplace, there are rules and regulations that govern behaviour, such as arriving on time, following dress codes, and adhering to job duties.

At the macro-level, social order is maintained through social systems, such as the economy, politics, and culture, that provide a framework for social organization and functioning. For example, in a capitalist economy, social order is maintained through market mechanisms, such as supply and demand, that regulate the production and distribution of goods and services. In a democratic political system, social order is maintained through laws and regulations that govern the behaviour of individuals and institutions. In a multicultural society, social order is maintained through shared values and beliefs that provide a sense of identity and belonging for individuals and groups.

The concept of social order is important in sociology as it helps us to understand the complex and dynamic nature of social life. Social order is not static, but is constantly changing in response to social, economic, and political factors. Sociologists use different theoretical perspectives and research methods to study social order and its impact on human behaviour and social change. By understanding the concept of social order, we can gain a deeper understanding of the ways in which social structures and norms shape our lives and the world around us.

The levels of social order refer to the different levels of organization in society, ranging from the individual to the global level. One way to understand these levels is by examining the different spheres of social life, which include the political, religious, cultural, and economic spheres.

Macro Level : This level refers to the largest level of social organization, the society as a whole. It is concerned with understanding the social structures and systems that govern the behaviour of individuals and social groups, such as the economy, politics, and culture.

1. Political order: Political order refers to the set of institutions, processes, and norms that regulate the distribution of power and resources in society. At the national level, political order is maintained through the legal system, the electoral process, and the division of power between the executive, legislative, and judicial branches of government. At the global level, political order is maintained through international institutions, such as the United Nations, that facilitate cooperation and coordination among nation-states.

2. Religious order: Religious order refers to the set of beliefs, values, and practices that shape the spiritual and moral dimensions of social life. Religious institutions, such as churches, mosques, and temples, provide a framework for individuals to express their faith and participate in rituals and ceremonies that promote social cohesion and community.

3. Cultural order: Cultural order refers to the set of shared beliefs, values, and practices that shape the social norms and behaviour of individuals and groups. Culture is transmitted through language, symbols, and traditions and helps to define a society's identity and sense of belonging. Cultural institutions, such as museums, theatres, and art galleries, provide a platform for the expression and celebration of cultural diversity.

4. Economic order: Economic order refers to the set of institutions, processes, and norms that regulate the production, distribution, and consumption of goods and services in society. At the national level, economic order is maintained through laws and regulations that govern business activity, taxation, and social welfare policies. At the global level, economic order is maintained through international institutions, such as the World Trade Organization, that promote trade and investment among nations.

Understanding the different levels of social order and their impact on human behaviour and social change is essential for sociologists and policymakers alike. By examining the political, religious, cultural, and economic spheres of social life, we can gain a deeper understanding of the complex social systems and structures that shape our lives and the world around us.

Each level of social order interacts with and influences the other levels, creating a complex web of social relations and structures that shape our lives and societies. For example, political institutions may be influenced by religious values and cultural norms, while economic policies may have implications for cultural and political values.

At the **individual level**, social order is maintained through socialization processes that shape our attitudes, beliefs, and behaviour. Family, education, and peer groups all play a role in socializing individuals and shaping their understanding of social norms and values. At the same time, individuals also have agency and the ability to resist or challenge social norms and structures, leading to social change and transformation.

At the **group level**, social order is maintained through social cohesion and cooperation, which can be achieved through shared values, beliefs, and goals. Groups may form around

shared interests, identities, or experiences, and may include formal organizations, such as political parties, or informal networks, such as social media communities.

At the **societal level**, social order is maintained through the collective action and cooperation of individuals and groups, as well as through the functioning of formal institutions and structures. Social order is not static, but is constantly changing in response to social, economic, and political factors. Sociologists study these changes through different theoretical perspectives and research methods, and seek to understand how social order is shaped and maintained over time.

In conclusion, the levels of social order are essential for understanding the complex and dynamic nature of social life. By examining the different spheres of social life, we can gain a deeper understanding of how social norms and structures shape our lives and societies, as well as how social change and transformation occur. Sociologists and policymakers use this knowledge to develop effective policies and strategies that promote social cohesion and sustainable development.

2.4 CHECK YOUR PROGRESS

1. What is sociology?
 - A) The study of rocks and minerals
 - B) The study of the human mind
 - C) The study of social behaviour and relationships
 - D) The study of plant life
2. What are the fundamental concepts of sociology?
 - A) History, art, and music
 - B) Society, community, family, and institutions
 - C) Chemistry, physics, and biology
 - D) Sports, entertainment, and fashion
3. What is an example of a social factor?
 - A) The weather
 - B) The colour of a person's hair
 - C) A person's age
 - D) The price of gasoline
4. What are the different levels of social order?
 - A) Political, religious, economic, and social

- B) Personal, private, public, and international
 - C) Individual, group, organizational, and societal
 - D) Academic, professional, cultural, and artistic
5. What is social change?
- A) The study of social norms and values
 - B) The process of maintaining social stability
 - C) The process of creating new social norms and values
 - D) The process of maintaining individual autonomy
6. What is the role of institutions in society?
- A) To create social inequalities and injustices
 - B) To promote social cohesion and stability
 - C) To maintain power imbalances
 - D) To perpetuate social conflict
7. What is the importance of sociology in understanding contemporary social issues?
- A) It provides a blueprint for personal success
 - B) It helps us understand the meaning of life
 - C) It helps us understand the complexities of society and social structures
 - D) It provides a guide for personal morality and ethics
8. What is the goal of critical analysis in sociology?
- A) To challenge assumptions and question the status quo
 - B) To promote social inequality and injustice
 - C) To reinforce power imbalances
 - D) To maintain the status quo and resist change
9. What is social justice?
- A) The promotion of social inequality
 - B) The promotion of social stability
 - C) The promotion of social equality and fairness
 - D) The promotion of social conflict
10. What is sustainable development?
- A) The promotion of economic growth at any cost
 - B) The promotion of social inequality
 - C) The promotion of environmental sustainability and social equity
 - D) The promotion of individual autonomy and personal freedom.

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2.5 SUMMARY

Each level of social order interacts with and influences the other levels, creating a complex web of social relations and structures that shape our lives and societies. For example, political institutions may be influenced by religious values and cultural norms, while economic policies may have implications for cultural and political values.

At the individual level, social order is maintained through socialization processes that shape our attitudes, beliefs, and behaviour. Family, education, and peer groups all play a role in socializing individuals and shaping their understanding of social norms and values. At the same time, individuals also have agency and the ability to resist or challenge social norms and structures, leading to social change and transformation.

At the group level, social order is maintained through social cohesion and cooperation, which can be achieved through shared values, beliefs, and goals. Groups may form around shared interests, identities, or experiences, and may include formal organizations, such as political parties, or informal networks, such as social media communities.

At the societal level, social order is maintained through the collective action and cooperation of individuals and groups, as well as through the functioning of formal institutions and structures. Social order is not static, but is constantly changing in response to social, economic, and political factors. Sociologists study these changes through different theoretical perspectives and research methods, and seek to understand how social order is shaped and maintained over time.

In conclusion, the levels of social order are essential for understanding the complex and dynamic nature of social life. By examining the different spheres of social life, we can gain a deeper understanding of how social norms and structures shape our lives and societies, as well as how social change and transformation occur. Sociologists and policymakers use this knowledge to develop effective policies and strategies that promote social cohesion and sustainable development.

2.6 KEYWORDS

- **Political institutions:** These include government bodies, such as the executive, legislative, and judicial branches, that are responsible for making and enforcing laws and regulations. Political institutions also include political parties, interest groups, and other organizations that seek to influence government policies.

- **Religious institutions:** These include organizations that provide spiritual guidance and moral values to individuals, such as churches, mosques, and temples.
- **Family institutions:** As discussed earlier, families are a critical social institution that provides emotional and material support to their members and contribute to the reproduction and maintenance of society.
- **Legal institutions:** These include the courts, law enforcement agencies, and other organizations responsible for enforcing laws and regulations.
- **Health institutions:** These include organizations that provide medical and health-related services, such as hospitals, clinics, and research organizations.
- **Meso-level:** This level refers to the intermediate level of social organization that is between the micro-level and macro-level. It is concerned with understanding the patterns and relationships that exist between social groups, such as organizations, institutions, and communities.
- **Macro-level:** This level refers to the largest level of social organization, the society as a whole. It is concerned with understanding the social structures and systems that govern the behaviour of individuals and social groups, such as the economy, politics, and culture.
- **Global level:** This level refers to the level of social organization that extends beyond national borders and encompasses the entire planet. It is concerned with understanding the global systems and structures that shape the world, such as global politics, economics, and culture.

2.7 SELF-ASSESSMENT QUESTIONS

1. What is sociology and why is it important?
2. What are some of the fundamental concepts of sociology, and how do they relate to each other?
3. What are some of the social factors that influence individual behaviour and decision-making?
4. What are the different levels of social order, and how do they relate to political, religious, cultural, and economic factors?
5. How does social change occur, and what are some of the factors that contribute to it?
6. What is the role of institutions in society, and how do they impact social structures and relationships?

7. How does sociology help us understand contemporary social issues, and what are some of the challenges that arise when studying these issues?
8. What is the goal of critical analysis in sociology, and how can it be used to promote social justice and equity?
9. What is social justice, and how does it relate to issues of inequality, power imbalances, and social conflict?
10. What is sustainable development, and how can it be used to promote environmental sustainability and social equity?

Answering these questions will help you to better understand the key concepts and ideas presented in this chapter and apply them to real-world situations.

2.8 ANSWERS TO CHECK YOUR PROGRESS

1. C) The study of social behaviour and relationships
2. B) Society, community, family, and institutions
3. C) A person's age
4. A) Political, religious, economic, and social
5. C) The process of creating new social norms and values
6. B) To promote social cohesion and stability
7. C) It helps us understand the complexities of society and social structures
8. A) To challenge assumptions and question the status quo
9. C) The promotion of social equality and fairness
10. C) The promotion of environmental sustainability and social equity

2.9 REFERENCE /SUGGESTED READINGS

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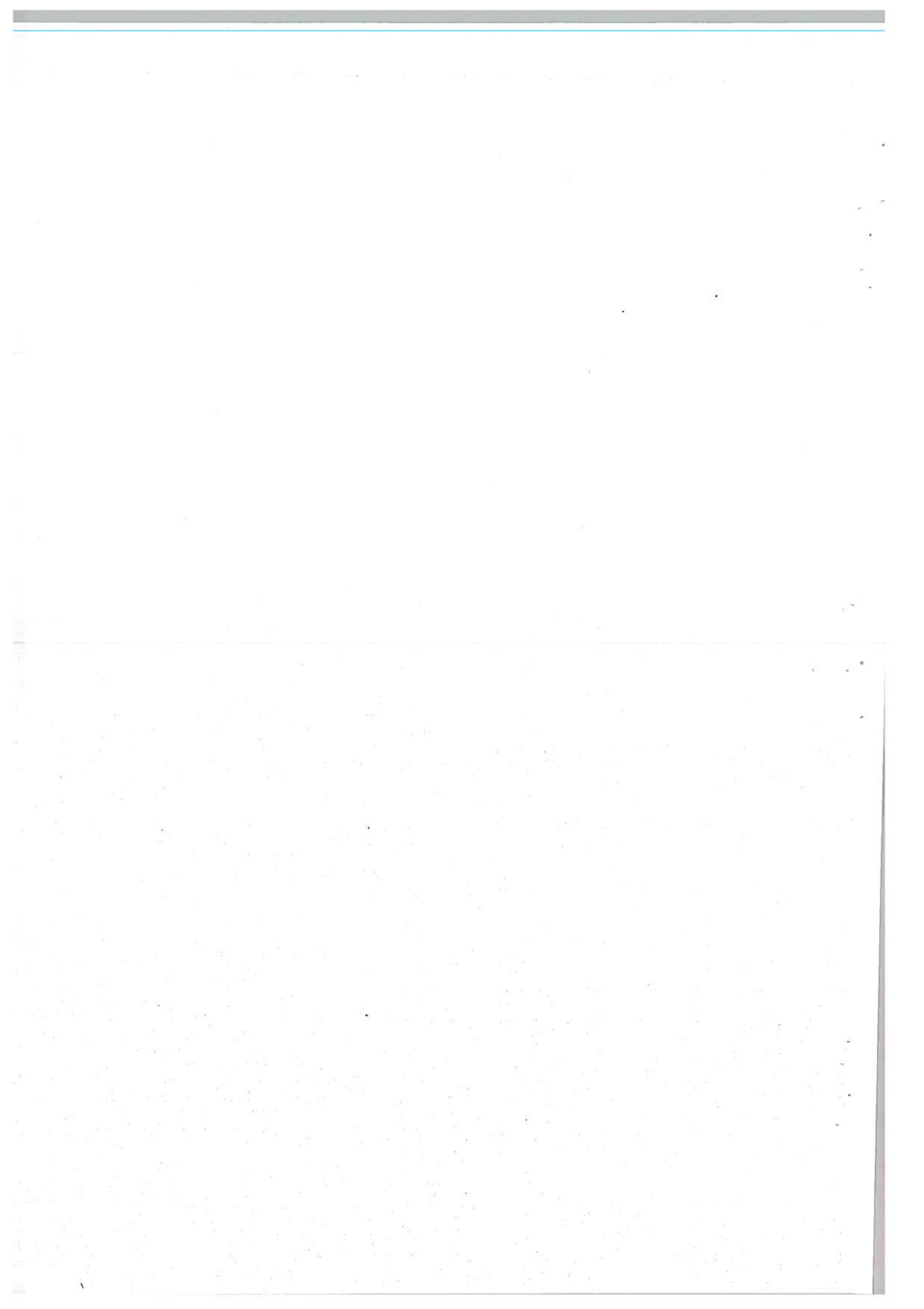
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Paper Code – BAMC 101

Paper Name- Introduction to Communication

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71 86
Paper Code – BAMC 102

Paper Name- basic of Journalism

References and Suggested Reading :

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Paper Code – BAMC 103

Paper Name- Computer Communication

References and Suggested Reading :

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Paper Code - BAMC 104

Paper Name- हिंदी

संदर्भ पुस्तकें:

- भाषा: हिन्दी भाषा का इतिहास - प्रॉ नरेश मिश्रा
- व्यावहारिक हिंदी व्याकरण - डॉ. महेन्दर कुमार मिश्रा
- मीडिया लेखन - डॉ. चंदर प्रकाश,
- शब्दार्थ प्रयोग - डॉ हरदेव बाहरी,
- आधुनिक मीडिया लेखन तथा हिंदी रचना - डॉ अशोक बत्रा

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Paper Code – BAMC 106

Paper Name- Sociology and Communication

References and Suggested Reading :

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Paper Code – BAMC 107

Paper Name- Mass Communication: An Introduction

References and Suggested Reading :

- "Communication Technology and Social Change: Theory and Implications" by Carolyn A. Lin and David J. Atkin
- "The History of Communication: Major Inventions Through History" by Mary Bellis
- "The Printing Revolution in Early Modern Europe" by Elizabeth L. Eisenstein
- "The Wireless Age: Its Meaning for Art, Science, and Society" by Gerald F. Fitzgerald
- "Visual Communication: From Theory to Practice" by Jonathan Baldwin and Lucienne Roberts
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Paper Code – BAMC 108

Paper Name- News Reporting

References and Suggested Reading :

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Paper Code – BAMC 109

Paper Name- Language In Media (English)

References and Suggested Reading :

- "A Writer's Reference" by Diana Hacker
- "Eats, Shoots & Leaves" by Lynne Truss
- "Grammar Girl's Quick and Dirty Tips for Better Writing" by Mignon Fogarty
- "Investigative Journalism: Proven Strategies for Reporting the Story" by David E. Kaplan
- "On Writing Well: The Classic Guide to Writing Nonfiction" by William Zinsser
- "The Art of Feature Writing: From Newspaper Features and Magazine Articles to Commentary" by Earl R. Hutchison
- "The Blue Book of Grammar and Punctuation" by Jane Straus
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Paper Code – BAMC 111

Paper Name- Political Communication

References and Suggested Reading :

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Paper Code – BAMC 112

Paper Name- History of Print Journalism

References and Suggested Reading :

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Paper Code – BAMC 113

Paper Name- Media Law

References and Suggested Reading :

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Paper Code – BAMC 114

Paper Name- Media Writing

References and Suggested Reading :

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Paper Code – BAMC 116

Paper Name- Media Management

References and Suggested Reading :

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Paper Code – BAMC 117

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Paper Code – BAMC 120

Paper Name- Editing Skills

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Name of Programme:- Bachelor of Arts (B.A)

Sr. No.	Content	Page No.
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PROGRAMME PROJECT REPORT (PPR)

For
Bachelor of Arts

(B.A.-Arts/General)
(Through Open Distance Learning)



(2022-23)

Directorate of Distance Education
Guru Jambheshwar University of Science & Technology,
Hisar

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Registrar

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Guru Jambheshwar University of Science & Technology,
Hisar-125001

PROGRAMME PROJECT REPORT (PPR)

Bachelor of Arts

A. PROGRAMME'S MISSION & OBJECTIVES

• MISSION

The mission of the B.A. programme is to produce graduates with optimum knowledge in a number of areas and is highly proficient in written and oral communication, analysis and synthesis, enhancing quantitative reasoning, problem solving of changing regional, national and global economic environment. It offers a plethora of job opportunities. It will be the new start to get higher education and to uplift their standard of living.

• OBJECTIVES

- a. To provide an opportunity to aspiring learners, who have completed education up to the Higher Secondary level (10+2), to pursue a Bachelor's degree in Arts through ODL system.
- b. To make them aware about fundamental concepts of General English, Hindi, Public Administration, Mathematics, History, Political Science, Economics and Sociology.
- c. To acquaint the learners with the emerging issues in the new millennium.
- d. To prepare graduates to demonstrate effective leadership skills in a group project/society.
- e. To enable students to acquire more extensive specialist skills and more advanced knowledge.
- f. To develop critical thinking and decision-making skills in students so that they can identify and analyse problems, develop feasible alternatives and make decisions effectively.
- g. To enhance effective communication skills among students for preparing and delivering effective oral presentations.
- h. To develop ethical behaviour for identifying ethical conflicts and social responsibilities.
- i. To educate students with competent skills to make them capable to seek jobs and progress in their profession.
- j. To shape the students as well informed citizens and to mark & update their position globally.
- k. To offer unlimited opportunities to the students in future to face the competitive examinations.

- l. To prepare the students to play their legitimate role in society.
- m. To make the students aware about the environment issues such as conservation, its sustainability, Environmental problems and Social Issues in relation to environment in which students live.

B RELEVANCE OF THE PROGRAMME WITH HIGHER EDUCATIONAL INSTITUTION'S (HEI'S) MISSION & GOALS

• HEI'S MISSION

The University aspires to be a globally recognized Centre of excellence in the field of technical education and research. It strives to achieve this by introducing innovative job oriented courses, employing competent and motivated faculty, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies, and promoting quality of work life on campus. The University focuses on the student community to imbibe them with passion for knowledge and creativity and to promote sustainable growth in academic resources, student placements, and holistic human development with a strong conviction for professional ethical, social and environmental issues.

• HEI'S GOALS

The objectives of the University as enshrined in the Act are to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of and also to achieve excellence in these and connected fields. The University has taken a number of steps to promote quality technical education and has already made a mark in certain areas that contribute to promote quality education in the present global competitive environment.

• PROGRAMMES OFFERED TO ACHIEVE HEI'S MISSION AND GOALS

The HEI's mission and goals are holistically inherited in the BA programme (Bachelor of Arts) of Directorate of Distance Education. Scheme and syllabus of this program is designed by Board of Studies and the same is approved by Academic Council. In 2022-23, same scheme and syllabus for distance programme in line with the Regular mode has been adopted as per ODL

guidelines of UGC. This program delivers required theoretical, practical and industry inputs to students that develop creative thinking to make them experts and professionals in the field.

C.NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

The target group of learners will be of mixed nature. Some may be employed and rest unemployed. Undergraduates who wish to study after passing of their senior secondary exams. person who cannot pursue for their further education due to any reason, persons who are not able to pay higher fee in regular mode (Affordable Fee structure), who want to enhance their career etc. can get enrolled as students of Bachelor Course in Arts (General).

COMPOSITION OF THE TARGET GROUP

- Almost 30% of the learners are employed and the rest are unemployed.
- Some are aged and want to continue their education for the love of learning.
- Many of the learners are graduates/ postgraduates and the rest are +2 pass outs. Generally, they are motivated learners and rate of drop out is low.
- University employees by providing special fee concession according to their grade pay, Post Matric Scholarship (PMS) for SC students of Haryana as per the Government guidelines.
- Home makers residing in rural /urban areas may engage themselves for the sake of learning and may avail the opportunity.
- Disabled persons of the region are easily accessible to join this valuable course.
- People belonging to remote areas are the prominent learners of this very Programme.
- Persons who have involved themselves in small scale industries or cottage etc. may be benefitted.

D APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING (ODL) MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

B.A. Programme is one of the most widely-offered undergraduate courses of the University. Course allows studying combination of subjects and has chosen this programme by students those are indecisive of their career.

B.A Programme possesses subjects like English, Hindi, EVS, Public Administration, Political Science, History, Mathematics, Economics and Sociology. B.A. programme develops a sense of

stability, flexibility of mind, experience and appreciation of diversity to move graduates on to masters and further to begin employment and to be a productive citizens.

- ❖ The programme enhances students to do their social duties and public welfare work.
- ❖ The programme helps in the evaluation process of students to receive experiences regarding, budgeting, independence, multitasking, note-taking, prioritizing, and working with others.
- ❖ The programme develops students' academic skills to interpret complex information, solve problems and work till deadline; these skills help graduates to make their career.

It has been already stated that many of the learners are employed. They cannot attend regular classes. Some of them also want to improve their academic qualifications for upgrading their career. Those who are +2 and employed in elementary or primary schools want to upgrade their qualification for their career. Many of them are unemployed youth. They want to improve their academic carrier to get opportunity in the job market. A large number of the learners are women and girls. They were not able to enrol themselves for different reasons. They will be also benefitted by this course.

• LEARNING OUTCOMES

The learning outcomes of this programme are as given below:

- a) **Knowledge:** The students will be able to realise him-self and human values.
- b) **Analysis:** The students will be able to understand societal needs and social service. The students will analyse the needs and requirements.
- c) **Representation:** The students will be able to stand as creative initiators.
- d) **Social well-being:** Students will be able to face interviews and interactive phases in social life.

• SPECIFIC SKILLS ACQUIRED

Some of the key skills that aspirants should have after the completion of graduation a three year degree in BA-General programme. The students in the process of learning will acquire the following skills:

- **Adaptive Skills:** Adaptive skills are often defined as a set of behaviours or constellation of skills that allow for an individual to function independently and meet environmental demands.

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- **An organised life:** A student gets to know about a well organised and well informed life.
- **Fluent in language:** Fluency is defined as “being able to speak and write quickly or easily in a given language. Therefore, the student in BA-General programme will be expected fluent in both i.e. Hindi as well as English languages.
- **Intellectual curiosity:** Intellectually curiosity is one that leads to an acquisition of general knowledge.
- **Logical thinking:** Logical thinking is a process of clearly moving from one related thought to another. Logical thinking skills are important because they can help you reason through important decisions, solve problems, generate creative ideas and set goals—all of which are necessary for developing ones” career.
- **Inquisitiveness:** Inquisitiveness is the quality of wanting to discover as much as you can about things.
- **Communication skills:** Communication skills are abilities you use while giving and receiving different kinds of information. Communication skills involve listening, speaking, observing and empathizing.
- **Ethical Skills:** Ethical behaviour tends to be good for business and involves demonstrating respect for key moral principles that include honesty, fairness, equality, dignity, diversity and individual rights. Acting in ways consistent with what society and individuals typically think are good values.
- **Negotiation skills:** Negotiation skills are qualities that allow two or more parties to reach a compromise. These are often soft skills and include abilities such as communication, persuasion, planning, strategizing and cooperating. Understanding these skills is the first step to becoming a stronger negotiator.
- **Entrepreneurial skills:** Entrepreneurial skills refer to the set of cognitive, technical, and interpersonal skills required in the practice of entrepreneurship.

• COMPETENCIES ACQUIRED

The various competencies acquired by students include:

- **Personal Competencies** - How to manage Self Business. .
- **Interpersonal competencies** - How to work with people in teams and make coordination in their activities.
- **Informational competencies**- How to use and process information for the benefits of business or organization.
- **Action competencies**- How to perform in the challenging business environment in a systematic way.

E. INSTRUCTIONAL DESIGN

Need based courses have been identified and the courses are developed. They have been fine-tuned taking into consideration industry/social requirements and also to educate rural people professionally. The course, curriculum and syllabi are designed and evaluated by a Departmental Committee. The curriculum and syllabi is then placed in the Board of Studies. The finalized curriculum and syllabi are then placed in the Academic Council for the final approval. The governing body of the distance education ensures that the distance education curriculum has equivalent syllabus as the regular programmes. In addition, electives have been introduced specifically for distance education programmes to suit the requirements of the dynamic changes taking place in the economy and Industry. However electives can be introduced as and when the need arises after obtaining necessary approvals from the appropriate academic bodies of the University. Approval of Board of Studies and Academic Council are obtained whenever modifications/additions are made in the existing curriculum and syllabi.

A high quality educational experience is required. Four essential components i.e. subject matter, Instructional methods, Faculty/ Staff and Cost are required which will instruct towards the best design. Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies & Research (BOS&R), concerned Faculty and Academic Council, the programme has been designed in semester mode.

1 CURRICULUM DESIGN

Curriculum design is purposeful. It is not just to "have" a course of study. Its broader purpose is to improve student learning, but it may have other purposes as well. The course appreciates the importance of the course in general and provides several opportunities to the learners to interact with ODL environments, experience and experiment with teaching-learning processes, integrating the value of theories and significance of real contexts. The assessment process too should be comprehensive and continuous involving both quantitative and qualitative parameters to ensure constructive experience. Instructional Design includes print, audio or video, audio visual and online Computer-aided systems. The also provides student support services in different ways. Therefore, a reasonable curriculum* (Semester Mode) as running at present designed which is given as below:-

Scheme and Syllabus of Examination for BA Programme Session 2022-23

(B.A Course Outline and Scheme w.e.f. 2022-23 through Distance)

B.A (General)

In the B.A. Pass course (General), a student is supposed to pass 26 subjects in total. Out of this, a student has to study the subjects in the following manner:

1. Two languages (in every semester)
2. Two compulsory papers (one i.e. computer awareness in 1st & 2nd

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Semesters and second i.e. Environmental awareness in 2nd Semester)

3. Two electives (once opted for in 1st semester, will continue up to 6th Semester)

Semester wise scheme is as under:

B.A (General)

Semester-I

Note: Three papers are compulsory (i.e. two languages and one computer awareness).

Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Practical	Total Marks	Time
ENGC 101	Eng (C)-Literature and Language-I	80	20	---	100	3Hrs
HINC 101	Hindi Compulsory	80	20	---	100	3Hrs
Level -1: Computer Awareness 1.L1-(i)(ii) CALI 101	Basic Computer Education+Practical (Exam will be conducted in 2 nd Sem)	----	----	----	----	----
POLS 101	Political Science: Option-I Indian Constitution	80	20	----	100	3Hrs
PUBA 101	Elements of Public Administration	80	20	---	100	3Hrs
HIST 101	Histoy option-I Ancient India (From Earliest Times to Gupta Age)	80	20	----	100	3Hrs
BAMH 111 BAMH 112 BAMH113	Mathematics (BA Pass Course) Paper-I: Algebra Paper-II: Calculus Practical: Mathematics Lab: I	25 25 -- 50	10 10 --- 20	--- --- --- 30	35 35 30 100	3Hrs 3Hrs 3Hrs 3Hrs
Total (100)						
BECO 101	Principles of Micro Economics -1	80	20	---	100	3Hrs
SOCL 101	Sociology: Basic Concepts in Sociology	80	20	---	100	3Hrs

Semester-IIInd

Note: 1) Three papers are compulsory (i.e. two languages and one Environmental studies & Computer awareness will continue from 1st semester).
2) Two electives (once opted for in 1st semester, will continue up to 6th Semester)

Pape r Code	Nomenclature of Paper	Externa lMarks	Interna lMarks	Practical	Tota l Mar ks	Time
ENG C 102	Eng (C)-Literature and Language-II	80	20	—	100	3Hrs
HINC 102	Hindi Compulsory	80	20	—	100	3Hrs
Level -1: Computer Awareness 1.L1- (i) (ii) CALI 102	Basic Computer Education+Practical (continued from 1st Sem)	100	---	100	200	3+3Hrs
EVSL 201	Environmental Studies	70	30	---	100	3Hrs
POLS 103	Political Science: Option-I Indian Politics	80	20	---	100	3Hrs
PUBA 102	Basics of Public Administration	80	20		100	3Hrs
HIST 103	History Option-I History of India (600- 1526 A.D.)	80	20	---	100	3Hrs
BAMH 121	Mathematics (BA Pass Course) Paper-I: Ordinary Differential Equations and Laplace Transforms	25	10	---	35	---
BAMH 122	Paper-II: Vector Calculus and Geometry	25	10	---	35	---
BAMH123	Practical: Mathematics Lab: II	---	---	30	30	---
	Total (100)	50	20		30	--
BECO 201	Principles of Microeconomics-II	80	20	---	100	3Hrs


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SOCL 102	Sociology: Society, Culture and Social Change	80	20		100	3Hrs
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PART -II (Second Year)

Semester-IIIrd

Note: 1) Two papers are compulsory (i.e. two languages).

2) Two electives (once opted for in 1st semester, will continue up to 6th Semester)

Paper	Pape r Code	Nomenclature of Paper	Externa l Marks	Intern al Marks	Practical	Total Mark s	Time
Paper-A Theory	ENGC 201	English Compulsory	80	20	—	100	3Hrs
Paper-A Theory	HINC 201	Hindi Compulsory	80	20	—	100	3Hrs
Paper-A Theory	POLS 202	Option-II Indian Political Thinkers-I	80	20	---	100	3Hrs
Paper-A Theory	PUBA 201	Public Financial Administration	80	20	—	100	3Hrs
Paper-A Theory	HIST 201	Option-I Political History of India (1526-1857 A.D.)	80	20	---	100	3Hrs
Paper-A Theory	BAMH 201	Paper-I Advanced Calculus	25	10	---	35	3Hrs
Paper-B Theory	BAMH 202	Paper-II Numerical Analysis	25	10	---	35	3Hrs
Paper-C Practical	BAMH(P)20 3	Mathematics Lab-III	--	---	30	30	3Hrs
		Total	50	20	30	100	
Paper-A Theory	BECO 301	Principles of Macroeconomic s-I	80	20	—	100	3Hrs
Paper-A Theory	SOCL 201	Methods in Social Research	80	20	—	100	3Hrs

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Semester –IVth

Note: 1) Two papers are compulsory (i.e. two languages).

2) Two electives (once opted for in 1st semester, will continue up to 6th Semester)

Paper	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Practical	Total Marks	Time
Paper-A Theory	ENGC 202	English Compulsory	80	20	—	100	3Hrs
Paper-A Theory	HINC 202	Hindi Compulsory	80	20	—	100	3Hrs
	POLS 204	Option-II Indian Political Thinkers-II	80	20	---	100	3Hrs
Paper-A Theory	SOCL 202	Option-II Social Problems in India	80	20	---	100	3Hrs
Paper-A Theory	HIST 203	Indian National Movement	80	20	----	100	3Hrs
Paper-A Theory	PUBA 202	Public Personnel Administration	80	20	----	100	3Hrs
Paper-A Theory	BAMH 204	Paper-I Partial Differential Equations & Special Functions	25	10	---	35	3Hrs
Paper-B Theory	BAMH 205	Paper-II Mechanics-1	25	10	---	35	3Hrs
Paper-C Practical	BAMH (P)206	Mathematics Lab-III	--	---	30	30	3Hrs
		Total	50	20	30	100	
Paper-A Theory	BECO 401	Principles of Macroeconomics-II	80	20	---	100	3Hrs
Paper-A Theory	SOCL 201	Methods in Social Research	80	20	=	100	3Hrs

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Dean,
Faculty of Humanities &
Social Sciences,
GJUSAT, HISAR

Semester-V

Note: 1) Two papers are compulsory (i.e. two languages).

2) Two electives (once opted for in 1st semester, will continue up to 6th Semester)

Pape r Code	Nomenclature of Paper	Externa lMarks	Interna lMarks	Total Marks	Time
ENGC 301	Eng (C)-Literature and Language-II	80	20	100	3Hrs
HINC 302	Hindi Compulsory	80	20	100	3Hr s
POLS 301	Option -I Comparative Politics	80	20	100	3Hrs
PUBA 301	Option -I Indian Administrative System	80	20	100	3Hrs
HIST 302	Option -II Rise of Modern World	80	20	100	3Hrs
BECO 501	Money and Banking	80	20	100	3Hrs
SOCL 301	Foundations of Social Thought	80	20	100	3Hrs

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Mark s	Time
Paper A Theory	BAMH 301	Option -I Groups and Rings	80	20	100	3 hrs
Paper B Theory	BAMH 302	Option -I Sequence & Series	80	20	100	3 hrs
Paper C Theory	BAMH 303	Option -I Number Theory & Trigonometry	80	20	100	3 hrs

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Semester-VI

Note: 1) Two papers are compulsory (i.e. two languages).

2) Two electives (once opted for in 1st semester, will continue up to 6th Semester)

Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
ENGC 302	Eng (C)-Literature and Language-II	80	20	100	3Hrs
HINC 302	Hindi Compulsory	80	20	100	3Hrs
POLS 303	Option-I Comparative Constitutions of UK & USA	80	20	100	3Hrs
PUBA 302	Administrative Ethics in Governance (Option-I)	80	20	100	3Hrs
HIST 304	Option -II Modern World	80	20	100	3Hrs
BECO 601	Economics Development and Policy in India	80	20	100	3Hrs
SOCL 302	Option- II(Environment and Society)	80	20	100	3Hrs
Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A TheoryA BAMH 304	Option -I Linear Algebra	100	20	100	3 hrs
Paper A TheoryB BAMH 305	Option -I Mechanics-II	100	20	100	3 hrs
BAMH 306	Option -I Real & Complex Analysis	100	20	100	3 hrs
BAMH 307	Option -I Solid Geometry	100	20	100	3 hrs

** Based on Semester System*

c) Academic Session

*The Academic Session (2022-2023) ** of the course is running according to the University guidelines i.e. from July to June every year. It has been offered to current batch. Hence the proposed course has six semesters spreading over three years and two semesters for each year*

Registrar


d. STRUCTURE OF THE PROGRAMME

Unlike any other course, BA programme gives an opportunity to the concerned students to study various combinations of subjects. So, it is quite popular among those interested in civil services. It can also be a good option for those who cannot get through an honours course of their choice because of high cut-offs. The BA (Bachelor of Arts) is a three-year programme.

- **Elective Papers** – Each student has to choose two discipline papers that cannot be changed during the course of three years, as per rules of the University. The students must pursue the same combination in all the three years. A B.A. programme student has the liberty to study Public Administration, Political Science, History, Mathematics, Economics and Sociology etc. For all the six semesters in three years, the student attempts for elective papers, along with that, the student also has to appear in language papers as compulsory papers every year. Computer Awareness & Environmental Studies is offered as Compulsory papers during first year. The course structure of the programme is given as below:

DETAILED SYLLABI

Detailed scheme and syllabi given as below and will also be available on the University website site (www.gjust.ac.in) after getting approval from DEB, UGC, and course curricula has majority of the course contents of programme as being offered through conventional mode.


Registrar
Guru Jambhadracharya
Sri G. J. S. S.
HISAR-133001

**B.A. (GENERAL) ENGLISH (COMPULSORY) (SEMESTER SYSTEM) SCHEME
OF EXAMINATION**

(TO BE INTRODUCED IN PHASED MANNER W.E.F. 2018-2019)

Syllabus and Courses of Reading

ENG 101: ENGLISH (Compulsory) - Part - I, Semester - I

External Marks: 80

Internal Assessment: 20

Time Allowed: 3 Hours

Note:- There will be five questions in all. First question will consist of ten short answer type questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry 15 marks each.

Text Prescribed — ENG 101: Literature and Language-I
Edited by: Loveleen Mohan, Randeep Rana and Jaibir Singh Hooda
Publishers : Orient Blackswan

SCHEME OF QUESTION PAPER

Note: The question paper will carry a maximum of 80 marks. The paper will have five questions as per details given below.

- Q 1. This question is compulsory and consist ten questions of two marks each. 20 Marks
- Q 2. This question will be designed to assess the understanding of the text by the students. The students shall answer any two out of the given four questions in about 150 words each). 15 Marks
- Q 3. (a) This question will be based on References to the Context. (one out of two) 5

Marks

(b) This question will be based on vocabulary from the exercises following the chapters. The students shall attempt questions on vocabulary as directed. (e.g. framing sentences of their own or giving various forms of the given words, synonyms, antonyms, one word substitutes). The students shall answer any ten out of the given fifteen words. 10 Marks

- Q.4. (a) This question will be based on phonetic transcription given in the chapters in the text book. The students shall transcribe eight words out of the given twelve. (For blind candidates only):- Word meaning of the words in glossary given at the end of the chapters. Students will be required to give meaning of any eight words out of given twelve words. 8 Marks

(b) The students shall write one paragraph (in about 200 words) on any one of the four topics given. 7

Marks

- Q 5. (a) This part will be based on the use of tenses. The students shall attempt seven out of ten sentences. 7 Marks

(b) This part will be based on parts of the speech. The students shall attempt eight out of twelve sentences. 8

Marks

Suggested Reading/Reference Books:

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

Guru Jambheshwar University of Science & Technology, Hisar

**B.A. (GENERAL) ENGLISH (COMPULSORY) (SEMESTER SYSTEM) SCHEME
OF EXAMINATION**

(TO BE INTRODUCED IN PHASED MANNER W.E.F. 2018-2019)

Syllabus and Courses of Reading

ENG 102: ENGLISH (Compulsory) - Part - I, Semester - II

External Marks: 80

Internal Assessment: 20

Time Allowed: 3 Hours

Note:- There will be five questions in all. First question will consist of ten short answer type questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry 15 marks each.

Text Prescribed — ENG 102: Literature and Language-II

Edited by: Jaibir Singh Hooda, Randeep Rana and Loveleen Mohan.

Publishers : Orient Blackswan

SCHEME OF QUESTION PAPER

Note: The question paper will carry a maximum of 80 marks. The paper will have five questions as per details given below.

Q 1. This question is compulsory and consist ten short answer type questions of two marks each.

20 Marks

Q 2. This question will be designed to assess the understanding of the text by the students. The students shall answer any three out of the given five questions in about 150 words each).

15 Marks

Q 3. (a) Do as directed (Topics based on the following grammar topics covered in Semester-I : Articles, Prepositions, Adverbs, Adjectives & Conjunctions). Students will be required to attempt any Eight out of the given twelve.

8

Marks

(b) Students will be required to give antonyms as well as synonyms of any seven out of the given ten words.

7

Marks

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Guru Jambheshwar University of

Science & Technology

- Q 4. (a) Transcription of one/two syllabic words only from the words given in the exercises at the end of the chapters. Students will be required to transcribe any seven out of the given ten words.
(For blind candidates only):- Word meaning of the words in glossary given at the end of the chapters. Students will be required to give meaning of any seven words out of given ten words. 7 Mark
- (b) Composition: Students will be required to write a paragraph in about 200 words on anyone of the four given topics of general nature. 8 Marks
- Q 5. This question will be based on the grammar exercises given in the text book. The sentences will not necessarily be the same as given in exercises. Students will be required to attempt any fifteen out of the given twenty. 15 Marks

Suggested Reading/Reference Books:

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

Registration

Guru Jambheshwar University of
Science & Technology
HISAR-125001 (Haryana)

Guru Jambheshwar University of Science & Technology, Hisar

Scheme for Theory Based Subjects

**Guidelines for Scheme of examination of UG Course Hindi (Compulsory)
(under semester system)**

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, five questions are to be set by the examiner. The candidates shall attempt all five questions. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt rest four questions in which internal choice will be available. All remaining four questions shall carry equal marks i.e. 15 each.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

Registrar

Guru Jambheshwar University of
Science & Technology
Hisar-125105

गुरु जम्भेश्वर विज्ञान एवं प्रौद्योगिकी विश्वविद्यालय, हिसार
बी.ए. प्रथम सेमेस्टर
म्ह 101रू हिन्दी अनिवार्य
समय 3 घण्टे कुल अंक 100
लिखित परीक्षा 80 अंक आन्तरिक मूल्यांकन 20 अंक

- ☐ मध्यकालीन काव्य कुंज
- ☐ हिन्दी साहित्य का आदिकाल
- ☐ काव्य शास्त्र पर आधारित विषय
- ☐ वस्तुनिष्ठ :-
- ☐ पाठ्यक्रम में निर्धारित कवि :- कबीरदास, सूरदास, तुलसीदास, मीराबाई, बिहारीलाल, घनानन्द, रसखान।
- ☐ पाठ्यक्रम में निर्धारित कवियों की सप्रसंग व्याख्या एवं साहित्यिक परिचय पर परीक्षार्थियों से प्रश्न पूछे जाएंगे।
- ☐ आलोचनात्मक प्रश्न :- पाठ्यक्रम में निर्धारित कवियों के अनुभूतिगत वैशिष्ट्य तथा अभिव्यक्तिगत सौष्ठव पर ही परीक्षा में प्रश्न पूछे जाएंगे।

- ☐ हिन्दी साहित्य का आदिकाल :-
- 1. हिन्दी साहित्य इतिहास लेखन परम्परा।
- 2. हिन्दी साहित्य के इतिहास का काल विभाजन।
- 3. आदिकाल का नामकरण।
- 4. आदिकाल की परिस्थितियाँ।
- 5. रासों काव्य परम्परा और प्रवृत्तियाँ।
- 6. सिद्ध साहित्य परम्परा और प्रवृत्तियाँ।
- 7. नाथ साहित्य परम्परा और प्रवृत्तियाँ।
- 8. जैन साहित्य परम्परा और प्रवृत्तियाँ।
- ☐ काव्य शास्त्र पर आधारित विषय :-
- 1. काव्य के तत्त्व।
- 2. रस का स्वरूप, अवयव।
- 3. रस के भेद।
- 4. रस निश्पत्ति।
- 5. काव्यगुण :- प्रसाद, माधुर्य, ओज।
- 6. शब्द शक्तियाँ :- अभिधा, लक्षणा, व्यंजना।
- 7. अलंकार :- अनुप्रास, प्लेश, यमक, उपमा, रूपक, अतिशयोक्ति, मानवीकरण, अन्योक्ति, समासोक्ति।
- 8. छन्द :- दोहा, चौपाई, सोरठा, बरवै, कुण्डलियां, छप्पय, कवित्त, घनाक्षरी।

पाठ्यक्रम निर्देश और अंक विभाजन

1. सम्पूर्ण पाठ्यक्रम से 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न के लिए 2 अंक होंगे। पूरा प्रश्न 20 अंक का होगा। इस प्रश्न में कोई विकल्प नहीं दिया जाएगा। परीक्षार्थियों को 10 से 15 शब्दों में इसका उत्तर लिखना होगा।
- 2(क) पाठ्यक्रम में निर्धारित पुस्तक मध्यकालीन काव्य कुंज से व्याख्या के लिए चार प्रश्न दिये जाएंगे। परीक्षार्थियों को 2 प्रश्नों की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
- (ख) पाठ्यक्रम में निर्धारित कवियों में से 2 का परिचय दिया जाएगा। परीक्षार्थियों को एक प्रश्न का उत्तर लिखना होगा। यह प्रश्न 5 अंक का होगा।
- 3(क) निर्धारित पाठ्य पुस्तक से 2 आलोचनात्मक प्रश्न दिए जाएंगे। परीक्षार्थी को एक प्रश्न का उत्तर देना होगा। इसके लिए निर्धारित अंक 7 होंगे।
- (ख) परीक्षार्थियों को 4 लघुतरी प्रश्नों में से 2 के उत्तर देने होंगे। प्रत्येक प्रश्न के लिए 4 अंक और पूरा प्रश्न 8 अंक का होगा।
- 4(क) आदिकाल पर आधारित 2 प्रश्नों में से परीक्षार्थियों को 1 प्रश्न का उत्तर देना होगा। जिसके लिए 7 अंक निर्धारित होंगे।
- (ख) आदिकाल पर आधारित 4 लघुतरी प्रश्न पूछे जाएंगे। परीक्षार्थियों को 2 प्रश्नों के उत्तर लिखने होंगे। प्रत्येक प्रश्न के लिए 4 अंक होंगे। पूरा प्रश्न 8 अंक का होगा।
- 5(क) काव्यशास्त्र पर आधारित 2 प्रश्न दिए जाएंगे। परीक्षार्थियों को 1 प्रश्न का उत्तर लिखना होगा इसके लिए 7 अंक निर्धारित होंगे।
- (ख) इस प्रश्न में काव्यशास्त्र पर आधारित 4 लघुतरी प्रश्न पूछे जाएंगे। परीक्षार्थियों को 2 प्रश्नों के उत्तर लिखने होंगे। प्रत्येक प्रश्न के लिए 4 अंक और पूरा प्रश्न 8 अंक का होगा।

Registrar

गुरु जम्भेश्वर विज्ञान एवं प्रौद्योगिकी विश्वविद्यालय, हिसार
बी.ए. सेमेस्टर..2
म्ह 102रु हिन्दी अनिवार्य
समय 3 घण्टे कुल अंक 100
लिखित परीक्षा 80 अंक आन्तरिक मूल्यांकन 20 अंक

- ☐ निर्धारित पाठ्यक्रम लवं अंक विभाजन :-
- ☐ ध्रुवस्वामिनी (नाटक) : जय शंकर प्रसाद।
- ☐ हिन्दी साहित्य का भक्तिकाल।
- ☐ व्यावहारिक हिन्दी।
- ☐ वस्तुनिष्ठ प्रश्न।
- ☐ ध्रुवस्वामिनी (नाटक) से आलोचनात्मक प्रश्न :-
 1. ध्रुवस्वामिनी नाटक का प्रतिपाद्य।
 2. ध्रुवस्वामिनी नाटक की पात्र योजना।
 3. ध्रुवस्वामिनी नाटक की अभिनेयता।
 4. ध्रुवस्वामिनी नाटक की संवाद योजना।
 5. ध्रुवस्वामिनी नाटक की भाषा पैली।
 6. ध्रुवस्वामिनी नाटक का उद्देश्य।
- ☐ हिन्दी साहित्य का भक्तिकाल
 1. भक्तिकाल की परिस्थितियाँ।
 2. संत काव्य की प्रवृत्तियाँ।
 3. सूफी काव्य की प्रवृत्तियाँ।
 4. राम काव्य की प्रवृत्तियाँ।
 5. कृष्ण काव्य की प्रवृत्तियाँ।
 6. भक्तिकाल : स्वर्णयुग।
- ☐ व्यवहारिक हिन्दी:-
 1. भाषा की परिभाषा।
 2. भाषा के विविध रूप : बोली, मानक भाषा, राष्ट्र भाषा, माध्यम भाषा, मातृ भाषा।
 3. मानक भाषा की प्रमुख प्रवृत्तियाँ।
 4. हिन्दी वर्णमाला : स्वर लवं व्यंजन।
 5. हिन्दी वर्तनी समस्या और समाधान।
 6. मुहावरे एवं लोकोक्तियाँ।

पाठ्यक्रम निर्देश और अंक विभाजन

1. सम्पूर्ण पाठ्यक्रम से 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न के लिए 2 अंक होंगे। पूरा प्रश्न 20 अंक का होगा। इस प्रश्न में कोई विकल्प नहीं दिया जाएगा। परीक्षार्थियों को 10 से 15 शब्दों में इसका उत्तर लिखना होगा।
- 2(क) निर्धारित पाठ्य पुस्तक से 4 अवतरण व्याख्या के लिए दिये जाएंगे इनमें से किन्हीं दो की व्याख्या परीक्षार्थियों को करनी होगी। प्रत्येक व्याख्या के लिए 5 अंक और पूरे प्रश्न के लिए 10 अंक होंगे।
- (ख) ध्रुवस्वामिनी के नाटककार का परिचय, विशेषताएं, नाट्य कला और योगदान पर 2 प्रश्न पूछे जाएंगे। परीक्षार्थियों को 1 प्रश्न का उत्तर देना होगा। इस प्रश्न के लिए निर्धारित अंक 5 होंगे।
- 3(क) निर्धारित पाठ्य पुस्तक एवं आलोचनात्मक प्रश्नों में से 2 प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को 1 प्रश्न का उत्तर लिखना होगा। यह प्रश्न 7 अंकों का होगा।
- (ख) निर्धारित पाठ्य पुस्तक एवं आलोचनात्मक प्रश्नों में से 4 लघुतरी प्रश्न पूछे जाएंगे। इनमें से किन्हीं 2 के उत्तर परीक्षार्थियों को लिखने होंगे। प्रत्येक प्रश्न 4 अंक का होगा और पूरा प्रश्न 8 अंक का होगा।
- 4(क) भक्ति काल पर आधारित 2 प्रश्न पूछे जाएंगे। परीक्षार्थियों को 1 प्रश्न का उत्तर लिखना होगा। इसके लिए 7 अंक होंगे।
- (ख) भक्तिकाल पर आधारित 4 लघुतरी प्रश्न पूछे जाएंगे। इसमें से परीक्षार्थियों को किन्हीं दो प्रश्नों के उत्तर लिखने होंगे। प्रत्येक प्रश्न 4 अंक का और पूरा प्रश्न 8 अंक का होगा।
- 5(क) व्यावहारिक हिन्दी पर आधारित पाठ्यक्रम से 2 प्रश्न पूछे जाएंगे। परीक्षार्थियों को 1 का उत्तर लिखना होगा। इसके लिए 7 अंक निर्धारित होंगे।
- (ख) व्यावहारिक हिन्दी पर आधारित 4 लघुतरी प्रश्न पूछे जाएंगे। परीक्षार्थियों को इनमें से किन्हीं दो के उत्तर देने होंगे। प्रत्येक प्रश्न 4 अंक का और पूरा प्रश्न 8 अंक का होगा।

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Scheme for Theory Based Subjects

**Guidelines for Scheme of examination of UG Course Political Science
(under semester system)**

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. $4 \times 15=60$

Total = $(20+60) + 20 = 100$ marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

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B.A. (General) Part-I, Political Science (Semester-Wise)

Scheme of Examination w.e.f. 2018-19

Option :	Nomenclature	Class	Internal Assessment	External Marks	Total Marks	Time
One Option may be chosen from the following Groups:-						
Option-I	POL 101: Indian Constitution	Semester-I	20	80	100	3 Hrs
	POL 103: Indian Politics	Semester-II	20	80	100	3 Hrs

Syllabus and Courses of Reading w.e.f. 2018-19

Semester-I, Option-I: POL 101: Indian Constitution

External Max. Marks : 80

Internal Max. Marks : 20

Time : 3 Hrs.

Note:-


1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

- Unit-I** Indian Constitution-Evolution, Sources and Features, Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy.
- Unit-II** Union Legislature- Parliament-Composition and Functions; Speaker of Lok Sabha Amendment Process; State Legislature-Vidhan Sabha, Vidhan Parishad Panchayati Raj Institutions. History, Basic Features and 73rd and 74th Amendments.
- Unit-III** Union Executive - President, Vice-President, Prime Minister, Council of Ministers; State Executive- Governor, Chief Minister and Council of Ministers.
- Unit-IV** Judiciary-Supreme Court, High Courts and Judicial Activism. Redressal and grievances Institutions; RTI, Lokpal and Lokyaikat

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Readings

1. G. Austin, *The Indian Constitution: Corner Stone of a Nation*, Oxford, Oxford University Press, 1966.
2. G. Austin, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press, 2000.
3. D.D. Basu, *An Introduction to the Constitution of India*, New Delhi, Prentice Hall, 1994.
4. D.D. Basu and B. Parekh (ed.), *Crisis and Change in Contemporary India*, New Delhi, Sage 1994.
5. C.P. Bhambhri, *The Indian State: fifty years*, New Delhi, Shipra, 1997.
6. P. Brass, *Politics of India Since Independence*, Hyderabad, Orient Longman, 1990.
7. P. Brass, *Language, Religion and Politics in North India*, London, Cambridge University Press, 1974.
8. A. Chanda, *Federalism in India: A Study of Union-State Relations*, London, George Allen & Unwin, 1965.
9. S. Cobridge and J. Harriss, *Reinventing India: Liberalization, Hindu Nationalism and Popular Democracy*, Delhi, Oxford University Press, 2001.
10. B.L. Fadia, *State Politics in India*, 2 vols. New Delhi, Radiant Publishers, 1984.
11. R.L. Hardgrave, *India: Government and Politics in a Developing Nation*, New York, Harcourt, Brace and World, 1965.
12. N.G. Jayal (ed.), *Democracy in India*, Delhi, Oxford University Press, 2001.
13. S. Kaushik (ed.), *Indian Government and Politics*, Delhi University, Directorate of Hindi Implementation, 1990.
14. A. Kohli, *Democracy and Discontent: India's Growing Crisis of Governability*, Cambridge, Cambridge University Press, 1991.
15. R. Kothari, *Politics in India*, New Delhi, Orient Longman, 1970.
16. R. Kothari, *Party System and Election Studies*, Bombay, Asia Publishing House, 1967.
17. W.H. Morris Jones, *Government and Politics in India*, Delhi, BI Publications, 1974.
18. A.G. Noorani, *Constitutional Questions in India: The President, Parliament and the States*, Delhi, Oxford University Press, 2000.
19. M. V. Pylee, *An Introduction to the Constitution of India*, New Delhi, 1998.
20. A. Ray, *Tension Areas in India's Federal System*, Calcutta, The World Press, 1970.
21. N.C. Sahni (ed.), *Coalition Politics in India*, Jullunder, New Academic Publishing Company, 1971.
22. J.R. Siwach, *Dynamics of Indian Government & Politics*, New Delhi, Sterling Publishers, 1985.
23. Singh, M.P. and H. Roy (eds.), *Indian Political System: Structure, Policies, Development*, New Delhi, Jnanada Prakash, 1995.
24. R. Thakur, *The Government & Politics of India*, London, Macmillan, 1995.
25. Pankaj K.P Shreyaskar, *RTI Act in India: Future and Implications*, Noida, Macgraw Higher Education, 2013
26. Madabhushi Sridhar, *RTI Use and Abuse*, Allahabad, Allahabad Law Agency, 2015
27. Niranjani Pani, *Grievances Management in India: Lokpal and Lokayukta*, New Delhi, Anmol Publisher, 2001



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B.A. (General) Part-I, Political Science (Semester-Wise)
Semester-II, Option-I: POL 103: Indian Politics

Time : 3 Hrs.

External Max. Marks : 80

Internal Max. Marks : 20

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit-I	Federal: Nature and Features of Indian Federalism; Centre State Relations; Demand for State Autonomy; Emerging Trends in Indian Federalism; Working of NITI Ayog.
Unit-II	Election Commission, Electoral Process and its Defects and Voting Behaviour, Electoral Reforms, Problem of Defection.
Unit-III	Party System in India; Features, National and Regional Parties, and Defects. Coalitional Politics; Basis, Nature and Impact on Indian Polity. Pressure Groups.
Unit-IV	Role of Caste, Religion, Language, Regionalism and Ethnicity in India, Politics of Reservation, Emerging Trends and Challenges Before Indian Political System.

Readings

1. G. Austin, *The Indian Constitution: Corner Stone of a Nation*, Oxford, Oxford University Press, 1966.
2. G. Austin, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press, 2000.
3. D.D. Basu, *An Introduction to the Constitution of India*, New Delhi, Prentice Hall, 1994.
4. D.D. Basu and B. Parekh (ed.), *Crisis and Change in Contemporary India*, New Delhi, Sage 1994.
5. C.P. Bhambhri, *The Indian State: fifty years*, New Delhi, Shipra, 1997.
6. P. Brass, *Politics of India Since Independence*, Hyderabad, Orient Longman, 1990.
7. P. Brass, *Language, Religion and Politics in North India*, London, Cambridge University Press, 1974.
8. A. Chanda, *Federalism in India: A Study of Union-State Relations*, London, George Allen & Unwin, 1965.
9. S. Cobridge and J. Harriss, *Reinventing India: Liberalization, Hindu Nationalism and Popular Democracy*, Delhi, Oxford University Press, 2001.
10. B.L. Fadia, *State Politics in India*, 2 vols. New Delhi, Radiant Publishers, 1984.
11. R.L. Hardgrave, *India: Government and Politics in a Developing Nation*, New York, Harcourt, Brace and World, 1965.
12. N.G. Jayal (ed.), *Democracy in India*, Delhi, Oxford University Press, 2001.
13. S. Kaushik (ed.), *Indian Government and Politics*, Delhi University, Directorate of Hindi Implementation, 1990.
14. A. Kohli, *Democracy and Discontent: India's Growing Crisis of Governability*, Cambridge, Cambridge University Press, 1991.
15. R. Kothari, *Politics in India*, New Delhi, Orient Longman, 1970.
16. R. Kothari, *Party System and Election Studies*, Bombay, Asia Publishing House, 1967.
17. W.H. Morris Jones, *Government and Politics in India*, Delhi, BI Publications, 1974.

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18. A.G. Noorani, *Constitutional Questions in India: The President, Parliament and the States*, Delhi, Oxford University Press, 2000.
19. M. V. Pylee, *An Introduction to the Constitution of India*, New Delhi, 1998.
20. A. Ray, *Tension Areas in India's Federal System*, Calcutta, The World Press, 1970.
21. N.C. Sahni (ed.), *Coalition Politics in India*, Jullunder, New Academic Publishing Company, 1971.
22. J.R. Siwach, *Dynamics of Indian Government & Politics*, New Delhi, Sterling Publishers, 1985.
23. Singh, M.P. and H. Roy (eds.), *Indian Political System: Structure, Policies, Development*, New Delhi, Jnanada Prakash, 1995.
24. R. Thakur, *The Government & Politics of India*, London, Macmillan, 1995.
25. Ved Parkash, *Terrorism in India*, New Delhi, Kalpaz publications, 2009
26. Kanti P. Bajpai, *Roots of Terrorism*, New Delhi, Penguin books India, 2002
27. Bidyut Chakrabarty, *coalitional Politics in India*, New Delhi, Oxford, 2014
28. Mahinder Prasad Singh, Anil Mishra, *Coalitional Politics in India: Problems and Prospects*, New Delhi, Manohar Publisher, 2004
29. N Jose. Chander, *Coalitional Politics: Indian Experiences* Delhi, Concept Publishing Company, 2004
30. Maya Chadda, *Ethnicity, Security and Separatism*, New York City, Columbia University Press, 1997

Guru Jambheshwar University of Science & Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course PUBLIC ADMINISTRATION (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question = 20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15 = 60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

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**B.A. Part-1: Public Administration
Semester – I**

PA 101: Elements of Public Administration

Maximum Marks: 100

Time: 3 Hours

External Marks: 80

Internal Marks: 20

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit I:

Public Administration as a Discipline

- Meaning, Nature, Scope, Dimensions and Significance of the Discipline
- Its relations with Political Science, Management, Law and Economics
- Public and Private Administration
- Evolution of Public Administration with special focus on Minnow brook Conferences
- New Public Administration (NPA)

Unit II:

Organization and its Principles

- Organization: Meaning, Basis and Forms of Organizations
- Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination
- Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

Unit III:

Organization: Structure and Processes

- The Chief Executive: Meaning, Types, Functions and Role
- Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships.
- Decision-making
- Communication
- Leadership

Unit IV:

Emerging Perspectives -I

- State Vs. Market Debate – Public Choice Paradigm
- Governing the Commons: Common-Pool Resources (CPR)
- Development Administration: Meaning, Nature and Scope

Recommended Books & Readings

- Allison, G. 1997. 'Public and Private Management'. in Shafritz, J. and Hyde, A. (eds.) *Classics of Public Administration*. 4th Edition. Forth Worth: Hartcourt Brace. pp. 510-529
- Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
- Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
- Basu Runki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
- Beauvoir, Simone De. 1988. *The Second Sex*. London: Picador.
- Bhagwan, V. & Vidhya Bhushan: *Lok Prashashan*
- Bhambhari, C.P. *Lok Prashashan*
- Bhattacharaya, M. *New Dimensions of Public Administration* (Hindi medium)
- Bhattacharya, M. 2006. 'Chapter 2 and 4', in *Social Theory, Development Administration and Development Ethics*, New Delhi: Jawahar Publishers.
- Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
- Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
- Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi
- Denhart, R. B. & Denhart, J.V. 2000. "The New Public Service: Serving Rather Than Steering". *Public Administration Review*, Volume 60, No-6.
- Dunleavy, P. and C.Hood. 1994. "From Old Public Administration to New Public Management". *Public Money and Management*. Vol. XIV, No-3.
- Frederickson. H. 2004 'Toward a New Public Administration'. in J. Shafritz, & A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition, Belmont: Wadsworth.
- Henry, Nicholas Henry. 1999. *Public Administration and Public Affairs*. Prentice Hall
- Jaggar, Alison. 1983. *Feminist Politics and Human Nature*. Brighton: Harvester Press.
- Koontz, H. & O'Donnell, C. 1986. *Principles of Management*. 4th edition. Tokyo: McGraw Hill
- Kumar, Radha. 1998. *The History of Doing*, New Delhi: Kali for Women.
- Medury, U. *Public administration in the Globalization Era*. New Delhi: Orient Black
- Menon, Nivedita [ed.]. 1999. *Gender and Politics*. Delhi: Oxford University Press.
- Osborne, D., & Gaebler, T. 1993. *Re-inventing Government: How the Entrepreneurial Spirit is*
- Ostrom, Elinor. 1990. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge: CUP
- Ravindra Sharma: *Lok Prashashan ke Tatwa*
- Rosenbloom, D., R. Kravchuk and R. Clerkin. 2009. *Public Administration: Understanding Management, Politics and Law in Public Sector*, 7th edition, New Delhi: McGraw Hill, pp. 1-40
- Sharma, P.D. *Lok Prashashan: Siddhant Awam Vyavhar*
- Stivers, Camila. 2002. *Gender Images in Public Administration*. California: Sage Publishers.
- Transforming the Public Sector*. New York: Addison Wesley..
- Tullock, G. 1987. *The Politics of Bureaucracy*. Washington, DC: Public Affairs Press
- Walby, Sylvia. 1997. *Theorizing Patriarchy*. Oxford: Basil Blackwell
- Wharton, Amy. S. 2012. *The Sociology of Gender*. West Sussex: Blackwell-Wiley Publishers
- Wilson, W. 2004. 'The Study of Administration'. in B. Chakrabarty and M. Bhattacharya (eds), *Administrative Change and Innovation: a Reader*, New Delhi: Oxford University Press, pp. 85-101

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Guru Jambheshwar University of Science & Technology, Hisar

B.A. Part-1: Public Administration

Semester – II

PA 102: Basics of Public Administration

Maximum Marks: 100

External Marks: 80

Time: 3 Hours

Internal Marks: 20

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit I: Classical Theories of Organization

- Scientific Management (F.W.Taylor)
- Administrative Management (Fayol, Gullick, Urwick and Others)
- Ideal-Type Bureaucracy (Max Weber)

Unit II: Neo-Classical & Motivational Theories

- Human Relations Theory (Elton Mayo)
- Rational Decision-Making (Herbert Simon)
- Maslow's Hierarchy of Needs (Abraham Maslow)
- Two-Factor Theory (Herzberg)

Unit III : Contemporary Theories

- Ecological Approach (Fred Riggs)
- Innovation and Entrepreneurship (Peter Drucker)
- Models of Decision-Making (March & Olsen and Richard Thaler)

Unit IV: Emerging Perspectives -II

- Feminist Perspectives
- New Public Management (NPM)
- New Public Service (NPS)
- Public Policy: Concept, relevance and Approaches
- Formulation, Implementation and Evaluation (Special reference to India)

Recommended Books & Readings

- Anderson, J. 1975. *Public Policy Making*. New York: Thomas Nelson & sons Ltd. Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
- Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
- B.L. Fadia. *Lok Prashashan*
- Basu Rumki 1994. *Public Administration: Concepts and theories*. Sterling Publishers: NewDelhi
- Bhambhari, C.P.. *Lok Prashashan*
- Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
- Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers

- Bhattacharya, M. 2012. *Restructuring Public Administration: A New Look*. New Delhi: Jawahar Publishers.
- Blau, P.M. 1987. *Bureaucracy in Modern Society*. New York: Random House.
- Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
- Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
- Denhart, R. B. & Denhart, J.V. 2000. "The New Public Service: Serving Rather Than Steering". *Public Administration Review*, Volume 60, No-6.
- Dunleavy, P. and C.Hood. 1994. "From Old Public Administration to New Public Management". *Public Money and Management*. Vol. XIV, No-3.
- Dunleavy, P. and Hood, C. 1994. "From Old Public Administration to New Public Management". *Public Money and Management*. Vol. XIV, No-3.
- Fedrickenson, G. et. al. 2015. *The Public Administration Theory Primer*. 3rd Edition. Westview Press
- Flippo, E. 2008. *Principles of Personnel Management*. 4th Edition. Kogakusha: McGraw Hill.
- Lall, G.S. 1979. *Public Finance and Financial Administration in India*. New Delhi: Kapoor Government of India.
2010. *2nd Administrative Reforms Commission*. 10th Report: Refurbishing of Personnel Administration – Scaling New Heights. New Delhi: Manager of Publications.
- Mary Jo Hatch and Ann L. Cunliffe. 2006. *Organisation Theory: Modern, Symbolic and Postmodern Perspectives*. Oxford University Press
- Henry, Nicholas Henry. 1999. *Public Administration and Public Affairs*. Prentice Hall IBH Publishing.
- Howlett, M. and Ramesh, M. 2009. *Studying Public Policy: Policy Cycles and Policy Subsystem*. OUP
- Medury, U. *Public administration in the Globalization Era*. New Delhi: Orient Black
- Menon, Nivedita [ed.]. 1999. *Gender and Politics*. Delhi: Oxford University Press.
- Osborne, D., & Gaebler, T. 1993. *Re-inventing Government: How the Entrepreneurial Spirit is*
- Ostrom, Elinor. 1990. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge: CUP
- R.V. Vaidyanatha Ayyar. 2009. *Public Policy Making in India*. Pearson.
- Rosenbloom, D., R. Kravchuk and R. Clerkin. 2009. *Public Administration: Understanding Management, Politics and Law in Public Sector*. 7th edition. New Delhi: McGraw Hill, pp. 1-40
- Shafritz, J. & Hyde, A. (eds.). 2008 *Classics of Public Administration*, 6th Edition, Belmont: Wadsworth Publishing.
- Shafritz, J. & Hyde, A. (eds.). 2010. *Classics of Organisation Theory*, 7th Edition, Cengage Learning
- Silverman, D. (2008). *The Theory of Organisations*. London: Heinemann.
- Stahl, O. Glenn. 1971. *Public Personnel Administration*. 6th Edition. New Delhi: Oxford and
- Stivers, Camila. 2002. *Gender Images in Public Administration*. California: Sage Publishers.
- Sury, M.M. 1990. *Government Budgeting in India*. New Delhi: Commonwealth Publishers
- T. Dye. 1984. *Understanding Public Policy*. 5th Edition, Prentice Hall, (pp. 1-44) *The Oxford*
- Xun Wu, M.Ramesh, Michael Howlett and Scott Fritzen. 2010. *The Public Policy Primer: Managing The Policy Process*. Rutledge
- Thavaraj, M.J.K.. 2001. *Financial Administration in India*. 6th edition. Delhi, Sultan Chand
- Wren, D.A. (2009). *The Evolution of Management Thought*. New York: Ronald.
- Walby, Sylvia. 1997. *Theorizing Patriarchy*. Oxford: Basil Blackwell.
- Wharton, Amy. S. 2012. *The Sociology of Gender*. West Sussex: Blackwell-Wiley Publishers

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Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course HISTORY (under semestersystem)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 assignments=10 marks each

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B.A. (GENERAL) HISTORY (SEMESTER SYSTEM)

B.A. (General) History – Part – I, Semester – I

SCHEME OF EXAMINATION

(TO BE INTRODUCED IN PHASED MANNER W.E.F. 2018-2019) LIST OF PAPERS

Syllabus and Courses of Reading

Option –(i): HIS 101: Ancient India (From Earliest Times to Gupta Age)

Total Marks: 100

Time Allowed: 3 Hours

External Marks: 80

Internal Assessment: 20

Note :-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
3. The Map Question will be carrying 15 marks (10 for map work and 5 for explanatory note). For visually disabled candidates, the part relating to the explanatory note will carry full marks.

Unit- I

Meaning and Scope of

History Sources of Ancient

Indian History

Pre-Historic Age: Hunter Gatherers, Concept of Neolithic

Harappan Civilization: Origins, Extent, Town Planning, Economy, Society, Arts,

Political Organization and causes of decline.

Unit- II

Vedic Culture and Literature: Polity, Society &

Religion Social Institutions: Varna, Caste and

Untouchability

Emergence of Sixteen Mahajanpas and the Rise of Magada Empire

Religious Movements: Causes of Rise of Religious movement, Buddhism and Jainism

Unit- III

Mauryan Empire: Polity and Economy, Administration; Ashoka's

Dhamma Post-Mauryan Empires: Kushanas and Satvahanas

Gupta Empire: Establishment and Expansion, Administration, Society, Economy, Art and Architecture

Unit-IV

Maps (India):

Important Sites of Harappan

Civilization Ashoka's Empire:

Extent, Pillars and Edicts Extent of

Kanishka's Empire

Extent of Samudragupta's Empire

Ports and Urban Centers in Ancient India

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Suggested Readings:

- Allchin, B. and Allchin, F.R. *Rise of Civilization in India and Pakistan* (Delhi : Select Book Services Syndicate, 1983)
- Basham, A.L. *The Wonder That Was India* (Mumbai, Rupa, 1971)
- Burton, Stein *History of India*, Oxford, New Delhi, 1998
- Burton, Stein *Vijaya Nagar*, Cambridge, 1989
- Chakrabarti, D.K. *India : An Archaeological History, Paleolithic beginnings to Early Historical Foundation* (Delhi OUP, 1999)
- Dani, A.H. *Recent Archaeological Discoveries in Pakistan* (Paris, UNESCO, 1998)
- Harle, J.C. *Art and Architecture of the Indian Subcontinent* (Penguin, 1986)
- Jha, D.N. and Shrivastava, K.M. *Prachin Bharat Ka Itihas* (Delhi, 1990)
- Kasambi, D.D. *Prachin Bhartiya Sabhyata Evam Sanskriti* (Hindi) (Delhi, Rajkamal)
- Majumdar, R.C. et al *History and Culture of the Indian People*, Vols. II, III, IV and V (Mumbai Bharatiya Vidya Bhavan Series, 1970, 1979, 1980)
- Nilkanta Shastri, K.A. *A History of South India From Pre-Historic Times to the Fall of Vijaynagar* (Chennai, OUP, 1983)
- Reddy, Krishna *World Ancient History*
- Sharma, R.S. *Aspects of Political Ideas and Institution in Ancient India* (Delhi, Motilal Banarsidas, 1991)
- Sharma, R.S. *India's Ancient Past*
- Sharma, R.S. *Bharat Ka Prachin Itihaas*
- Singh, Upinder *Political Violence in Ancient India*
- Thapar, B.K. *Recent Archaeological Discoveries in India* (Paris, UNESCO, 1985)
- Thapar, Romila *History of India*, Vol. I, Pelican, 1966
- Thapar, Romila *From Lineage to State : Social Formations in the Mid-first Millennium BC in the Ganga Valley.*, Bombay : Oxford, 1984
- Thapar, Romila *Aarambhik Bharat Ka Itihas* (Delhi, Rajkamal)

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B.A. (GENERAL) HISTORY (SEMESTER SYSTEM)

B.A. (General) History – Part – I. Semester – II
SCHEME OF EXAMINATION, LIST OF PAPERS
(TO BE INTRODUCED IN PHASED MANNER W.E.F.
2018-2019)

Syllabus and Courses of Reading

Option – (i): HIS 103: History of India (600-1526 A.D.)

Total Marks: 100

Time Allowed: 3 Hours

External Marks: 80

Internal Assessment: 20

Note :-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other question will carry the 15 marks each.
3. The Map Question will be carrying 15 marks (10 for map work and 5 for explanatory note). For visually disabled candidates, the part relating to the explanatory note will carry full marks.

Unit- I

Post-Gupta Period up to 750 A.D.: Pushyabhutis and Chalukyas
 Polity and Economy (750- 1206 A.D.), Tri-Parties Struggle Pratiharas, Palas and Rashtrakutas & Cholas; Indian form of Feudalism.
 Socio-Cultural Trends: Society, Culture and Literature during 600-1206 A.D.

Unit-II

Turk's Invasions on India: Mahmud Ghaznavi and Muhammad Ghori
 Rise and Expansion of Delhi Sultanate: Iltutmish, Balban, Ala-ud-din Khilji and Muhammad Tughlaq
 Down Fall and Fragmentation of Delhi Sultanate

Unit-III

Bahmani and Vijaynagar Kingdoms in South India.
 Delhi Sultanate: Administration, Ruling Classes and Society
 Economic Developments during Delhi Sultanate
 Religion and Culture: Bhakti and Sufi Movements, Art and Architecture.

Unit-IV

Maps (India):

Extent of Harsha's Empire
 Extent of Ala-ud-din Khilji's Empire
 Extent of Muhammad Tughlaq's Empire
 Extent of Vijaynagar Empire
 Urban Centers under the Delhi Sultanate

Suggested Readings:

Life and Conditions of the People of Hindustan (Delhi, 1965)

Hindustan Ke Nivasiyon Ka Jivan Aur Paristhitiyan (Hindi)

Basham, A.L.

Brown, Percy

Burton, Stein

Burton, Stein

Economic History of Northern India 700-1200 (Delhi, 1989)

The Wonder That Was India (Mumbai, 1971)

Indian Architecture Vol. – 1 (Mumbai 1984)

History of India (Oxford, 1998)

Vijayanagar (Cambridge, 1989)

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- Habib, Muhammad and
1970) Nizami, K.A., *Art and Architecture of the Indian Subcontinent* (Penguin, 1986)
- Jackson, Peter
The Delhi Sultanate, (Cambridge, 2001)
- Jha, D.N. and Shrimali, K.M.
Prachin Bharat Ka Itihas (Hindi) (Delhi,
1990) Kulke, H and Rothenmund, D.
History of India (London, 1998)
- Majumdar, R.C. et al
History and Culture of the Indian People, Vols. II and V
(Mumbai, 1970, 1980)
- Panday, A.B.
Early Medieval India, (Allahabad, 1970)
- Panday, Vimal Chander
Prachin Bharat Ka Rajnatik Tatha Sanskritik Itihas, Bhag
– 2 (Hindi) (Allahabad, 1994)
- Rizvi, S.A.A :
The Wonder That Was India, Vol. 2, (London 1987)
- Medieval India from the Sultanate to the Mughals* (Delhi, 1997)
- Satish Chandra
Madhya Kalin Bharat : Rajniti, Samaj Aur Sanskriti
(Hindi) (Delhi, 2007)
- Sharma, R.S.
Aspects of Political Ideas and Institutions in Ancient India
(Delhi, 1991)
- Shastri, K.A. Nilkanta
A History of South India From Pre-Historic Times to the
Fall of Vijaynagar (Chennai, 1983) Shastri, K.A.N. *History of South*
India (Delhi, 1975)
- Thapar, Romila
A History of India, Vol. I,
(1966) Verma, Harish Chandra (ed.) *Madhyakalin Bharat*, Vol-I,
Delhi

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Scheme for Theory + Practical Based Subjects

Guidelines for Scheme of examination of UG Course Mathematics-B.A. Pass course (under semester system)

The Scheme of Examination of undergraduate (UG) Courses (**Theory-70 marks (Two Papers) + Practical-30 marks Based Subjects**) under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under (50+20) + 30 (External + Internal + Practical) for practical based courses. Pass percentage will be ...

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations regarding practical subjects, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 05 marks based on the entire syllabus. It will comprise of five short answer type questions of one mark each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: [25 Paper-I+25 Paper-II+(10+10)] + 30 [External + (Internal) + Practical]

1st question=05 marks (05 short answer type questions of 1 mark each)

Rest four questions: 05 marks each i.e. 4 x 05=20

Total = (25+10+25+10) + 30 = 100 marks

Components of Internal Assessment

2 Assignments = 10 marks each

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Signature

**BA Mathematics
Semester-I**

BAMH-111: ALGEBRA

Marks (External Exams) : 25 Marks (Internal Assessment): 10

Time: 3 Hours

Note. The examiner is requested to set **nine questions** in all, selecting two questions from each Unit. Candidates are required to attempt five questions in all. Question no. 1 is compulsory and is based on entire syllabus consisting of five short answer type questions each of **one mark**. Candidates are required to attempt four questions from units I to IV, selecting one question from each Unit, each question carries **five marks**.

Course Objective	Course Outcome
The course on Algebra deals with advance topics on matrices viz. rank, eigen values and homogeneous and non homogeneous systems, solution of cubic and bi-quadratic equations.	The student will be able to find the rank, eigen values of matrices and solve the homogeneous and non homogeneous systems, solution of cubic and bi-quadratic equations.

Unit-I

Symmetric, Skew symmetric, Hermitian and skew Hermitian matrices. Elementary Operations on Matrices. Rank of matrices. Inverse of a matrix. Linear dependence and independence of rows and columns of matrices. Row rank and column rank of a matrix. Eigenvalues, Eigenvectors and the characteristic equation of a matrix. Minimal polynomial of a matrix. Cayley Hamilton Theorem and its use in finding the inverse of a matrix.

Unit-II

Applications of matrices to a system of linear (both homogeneous and non-homogeneous) equations. Theorems on consistency of a system of linear equations. Unitary and Orthogonal Matrices, Bilinear and Quadratic forms. Canonical Form of a Bilinear form. Matrix notation of Bilinear and Quadratic Form. Linear Transformation of a Quadratic form. Langrange's method of Diagonalization. Factorable Quadratic Form. Sylvester's Criterion.

Unit-III

Relations between roots and coefficients of general polynomial equation in one variable. Synthetic Division. Remainder Theorem and factor Theorem. Solutions of polynomial equations having conditions on roots. Common roots and multiple roots. Transformation of equations.

Unit-IV

Nature of the roots of an equation, Solutions of cubic equations (Cardan's Method). Solution of Biquadratic equations (Descarte's Method, Ferrari's Method). Descarte's rule of signs for Polynomial. Location of roots in an interval.

Books Recommended :

1. H.S. Hall and S.R. Knight: Higher Algebra, H.M. Publications .
2. Shanti Narayan : A Text Book of Matrices. S Chand & Co Ltd.
3. Chandrika Prasad : A Text Book on Algebra and Theory of Equations. Pothishala Private Ltd., Allahabad.

BA Mathematics --Semester-I**BAMH-112: CALCULUS**

Marks (External Exams) : 25 Marks (Internal Assessment): 10

Time: 3 Hours

Note. The examiner is requested to set **nine questions** in all, selecting two questions from each Unit. Candidates are required to attempt five questions in all. Question no. 1 is compulsory and is based on entire syllabus consisting of five short answer type questions each of **one mark**. Candidates are required to attempt four questions from units I to IV, selecting one question from each Unit, each question carries **five marks**.

Course Objective	Course Outcome
The course on differential and Integral Calculus deals with some important concepts of limit, continuity, differentiability of functions and tracing of curves, reduction formulae, rectification, quadrature and volume of solids of revolution.	The student will be able to understand basic properties of Limit, continuity and derivability of functions, series expansion indeterminate forms, tracing of curves, reduction formulae, rectification, quadrature and volume of solids of revolution.

Unit-I

$\epsilon - \delta$ definition of continuity of a function. Basic properties of limits, continuous functions and classification of discontinuities. Successive differentiation. Leibnitz Theorem. Maclaurin and Taylor series expansions.

Unit-II

Asymptotes in Cartesian coordinates, intersection of curve and its asymptotes. Asymptotes in polar coordinates. Curvature, radius of curvature for Cartesian curve, parametric curves, polar curves. Newton's Method. Radius of curvature for pedal curves. Tangential polar equations. Centre of curvature. Circle of curvature. Chord of curvature, Evolutes. Test for concavity and convexity. Singular points. Points of inflexion. Multiple points. Cusps, nodes & conjugate points. Species of cusps.

Unit-III

Tracing of curves in cartesian, parametric and polar co-ordinates. Reduction formulae. Derivation of reduction formulae by connecting with other integral. Rectification, length of curves in Cartesian, parametric and polar curves, intrinsic equations of curves from cartesian, parametric and polar curves.

Unit-IV

Quadrature and Sectorial Area. Area bounded by closed curves. Area enclosed by curves in polar form. Volumes and Area of solids of revolution. Volume bounded between two solids. Volume formula for parametric curves. Theorems of Pappu's and Guldén.

Books Recommended

1. H. Anton, I. Birens and S. Davis, Calculus, John Wiley and Sons, Inc.
2. G.B. Thomas and R.L. Finney, Calculus, Pearson Education.
3. T.M. Apostol : Calculus, vol. 1, John Wiley and Sons (Asia).
4. Shanti Narayan, Differential and Integral Calculus.
5. Murray R. Spiegel : Theory and Problems of Advanced Calculus.

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6. Outline series. Schaum Publishing Co., New York.
7. Gorakh Prasad : Differential Calculus. Pothishasla Pvt. Ltd., Allahabad.

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MSAR-12500, (1997-98)

BA Mathematics Semester-I**BAMH-113: Mathematics Lab- I**

Marks for External Exams: 30

Time: 3 Hours

Course Objective	Course Outcome
The course on Practical deals with some important concepts of Programming in C.	The student will be able to solve and calculate the mathematical problems through programming.

Part A:

Introduction to Programming in C. Data types, Operators and expressions, Input / outputs functions. Decision control structure: Decision statements, Logical and conditional statements, Implementation of Loops, Switch Statement & Case control structures.

Part B:

Programs based on simple arithmetic:

1. Program to Calculate Simple Interest
2. Program to Calculate Compound Interest
3. Program to Calculate Arithmetic mean of three numbers
4. Program to calculate area of triangle by Heron's Formula
5. Program to calculate area and perimeter of a circle
6. Program to check whether the number is odd or even
7. Program to find the roots of a quadratic equation
8. Program to calculate greatest of three numbers
9. Program to reverse the digits of a positive number
10. Program to check whether a number is prime or not
11. Program to convert decimal to binary
12. Program to generate first n prime numbers.
13. Program to check a year Leap or not.
14. Program to find the sum of first n natural numbers
15. Program to find sum of first n terms of an AP
16. Program to find sum of first n terms of a GP.
17. Program to generate a pyramid
18. Program to find simple interest using switch statement.
19. Program to prepare electricity Bill
20. Program to calculate Gross Salary of an Employee

Note: Every student will have to prepare a file to maintain practical record of the problems solved and the computer program done during practical class work. Examination will be conducted through a question paper set jointly by an external and internal examiner. An examinee will be asked to write solutions in the answer books. An examinee will be asked to run (execute) two programs on a computer. Evaluation will be made on the basis of the examinees' performance in written solutions/ programs, execution of computer programs and viva-voce examination.

Books Recommended:

1. B.W. Kernighan and D.M. Ritchie : The C Programming Language, 2nd Edition
2. V. Rajaraman : Programming in C, Prentice Hall of India.
3. Byron S. Gottfried: Theory and Problems of Programming with C, Tata McGraw-Hill Publishing Co. Ltd.

BA Mathematics Semester-II
BAMH-121: ORDINARY DIFFERENTIAL EQUATIONS AND
LAPLACE TRANSFORMS

Marks (External Exams) : 25 Marks (Internal Assessment): 10

Time: 3 Hours

Note. The examiner is requested to set **nine questions** in all, selecting two questions from each Unit. Candidates are required to attempt five questions in all. Question no. 1 is compulsory and is based on entire syllabus consisting of five short answer type questions each of **one mark**. Candidates are required to attempt four questions from units I to IV, selecting one question from each Unit, each question carries **five marks**.

Course Objective	Course Outcome
The course on ordinary differential equations and Laplace Transforms deals with some important concepts Exact differential equations, Orthogonal trajectories, Linear differential equations with variable & constant coefficients and solution of ordinary differential equations using Laplace Transforms.	The student will be able to understand basic properties of differential equations, Orthogonal trajectories, Linear differential equations. Apart from this the students will be able to solve ODE by Transformation of the equation by changing the dependent variable/ the independent variable. Solution by operators of non-homogeneous linear differential equations. Reduction of order of a differential equation. Method of variations of parameters. Solution of Simultaneous Differential Equations and Total Differential Equations. Also able to understand basic properties of Laplace and Inverse Laplace Transforms and solution of ordinary differential equations using Laplace Transform

Unit – I

Geometrical meaning of a differential equation. Exact differential equations, integrating factors. First order higher degree equations solvable for x, y, p Lagrange's equations, Clairaut's equations. Equation reducible to Clairaut's form. Singular solutions.

Unit – II

Orthogonal trajectories: in Cartesian coordinates and polar coordinates. Self orthogonal family of curves. Linear differential equations with constant coefficients. Homogeneous linear ordinary differential equations. Equations reducible to homogeneous.

Unit – III

Linear differential equations of second order. Reduction to normal form. Transformation of the equation by changing the dependent variable/ the independent variable. Solution by operators of non-homogeneous linear differential equations. Reduction of order of a differential equation. Method of variations of parameters. Ordinary simultaneous differential equations. Solution of simultaneous differential equations.

Unit – IV

Laplace Transforms –Existence theorem for Laplace transforms, Linear property of the Laplace transform, Shifting theorems, Laplace transform of derivatives and integrals, Differentiation and integration of Laplace transforms, Convolution theorem, Inverse Laplace transform, convolution theorem, Inverse Laplace transform of derivatives, solution of ordinary differential equations using Laplace transform.

Books Recommended :

1. D.A. Murray : Introductory Course in Differential Equations. Orient Longaman (India) .
2. A.R.Forsyth : A Treatise on Differential Equations, Machmillan and Co.Ltd. London
3. E.A. Codington : Introduction to Differential Equations.
4. S.L.Ross : Differential Equations, John Wiley & Sons
5. B.Rai & D.P. Chaudhary : Ordinary Differential Equations; Narosa, Publishing House Pvt. Ltd.
6. M.D. Raisinghania : Ordinary and Partial Differential Equations.
Dyke, Phil : An introduction to Laplace Transforms and Fourier Series, Springer Undergraduate Mathematics Series.
7. Murray Spiegel: Schaum's Outline of Laplace Transform. McGraw-Hill Education.

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BA Mathematics Semester-II
BAMH-122: VECTOR CALCULAS AND GEOMETRY

External Exams : 25 Marks

Internal Assessment: 10 Marks

Time: 3 Hours

Note. The examiner is requested to set **nine questions** in all, selecting two questions from each Unit. Candidates are required to attempt five questions in all. Question no. 1 is compulsory and is based on entire syllabus consisting of five short answer type questions each of **one mark**. Candidates are required to attempt four questions from units I to IV, selecting one question from each Unit, each question carries **five marks**.

Course Objective	Course Outcome
The course on Vector Calculus and Geometry deals with topics on vectors and geometry viz. directional derivatives, gradient, curl, two and three dimensional geometry.	The student will be able to find directional derivatives, gradient, curl, Laplasian operator, two and three dimensional geometry.

Unit - I

Scalar and vector product of three vectors, product of four vectors. Reciprocal vectors. Vector differentiation Scalar Valued point functions, vector valued point functions, derivative along a curve, directional derivatives. Gradient of a scalar point function, geometrical interpretation of grad \cdot . Divergence and curl of vector point function. Gradient, divergence and curl of sums and product and their related vector identities. Laplacian operator.

Unit - II

Vector integration: Indefinite Integral, Definite Integral, Standard results of Integration. Line integral, Surface integral, Volume integral. Gauss Divergence Theorem, Divergence Theorem in Cartesian Co-ordinates, Green Theorem, Stoke's Theorem (Relation between line Integral Surface Integral). Stoke's Theorem in Cartesian form. Green's Theorem in Plane as special case of Stoke's Theorem.

Unit - III

General equation of second degree. Tracing of conics. System of conics, confocal conics. Tangent at any point to the conic, chord of contact, pole of line to the conic, director circle of conic. Polar equation of a conic, tangent and normal to the conic.

Unit - IV

Sphere: Plane section of a sphere. Sphere through a given circle. Intersection of two spheres, radical plane of two spheres. Co-axial system of spheres. Cones: Right circular cone. Enveloping cone and reciprocal cone. Cylinder: Right

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circular cylinder and enveloping cylinder.

Books Recommended:

1. Murraray R. Spiegel : Theory and Problems of Advanced Calculus, Schaum, Publishing Company, New York.
2. Murraray R. Spiegel : Vector Analysis, Schaum Publishing Company, New York.
3. N. Saran and S.N. Nigam: Introduction to Vector Analysis, Pothishala Pvt. Ltd., Allahabad.
4. Shanti Narayna : A Text Book of Vector Calculus. S. Chand & Co., New Delhi.

BA Mathematics

Semester-II

BAMH-123: Mathematics Lab- II

Marks for External Exams: 30

Time: 3 Hours

Course Objective	Course Outcome
The course on Practical deals with some important concepts of Programming in C.	The student will be able to solve and calculate the mathematical problems through programming.

Part A: Introduction to Programming in C

Introduction to Functions, Advantages of functions, Function definition and body, Nesting of Functions, Arrays, one dimensional array, two dimensional arrays, Multi-dimensional arrays, Passing arrays to functions. Strings : Character data type, Standard string handling functions, arithmetic operations on characters, Pointers: Definition, Association, Pointers and arrays. Structures: definition, declaration, arrays and structures .

Part B:

1. Program to add two matrices.
2. Program to multiply two matrices.
3. Program to find the inverse of a matrix.
4. Program to find transpose of a matrix.
5. Program to find the sum of a series. Trigonometric series: $\sin(x)$, $\cos(x)$, $\tan(x)$, etc.
6. Program to sort an entire array using bubble sort.
7. Program to find trace of 3X3 Matrix.
8. Program to find largest of three numbers using function.
9. Program to find factorial of a number using recursion.
10. Program to generate n fibonacci terms using recursion.
11. Program to count number of vowels and consonants in a given sentence.
12. Program to print a salary chart for employee of a company.

Note: Every student will have to prepare a file to maintain practical record of the problems solved and the computer program done during practical class work. Examination will be conducted through a question paper set jointly by an external and internal examiner. An examinee will be asked to write solutions in the answer books. An examinee will be asked to run (execute) two programs on a computer. Evaluation will be made on the basis of the examinees' performance in

Scheme of Economics Course in B.A. under semester system w. e. f. 2018-19 in phased manner

The candidate who opts for Economics course in his/her B.A. pass course will have to follow the following scheme:

Scheme of Economics Course in B.A. under Semester System w. e. f. 2018-19					
1st YEAR W.E.F. (2018-19)	SEMESTER-I	External Marks	Internal Marks	Total Marks	Time
BECO-101	Principles of Microeconomics-I	20	20	100	3 Hrs.
	SEMESTER-II				
BECO-201	Principles of Microeconomics-II	20	20	100	3 Hrs.
2nd YEAR W.E.F. (2019-20)	SEMESTER-III				
BECO-301	Principles of Macroeconomics-I	20	20	100	3 Hrs.
	SEMESTER-IV				
BECO-401	Principles of Macroeconomics-II	20	20	100	3 Hrs.
3rd YEAR W.E.F. (2020-21)	SEMESTER-V (Candidate has to opt one paper from the options in Group-1)				
Group-1	BECO-501: Money and Banking	20	20	100	3 Hrs.
	BECO-502: International Economics	20	20	100	3 Hrs.
	BECO-503: Economics of Development	20	20	100	3 Hrs.
	SEMESTER-VI (Candidate has to opt one paper from the options in Group-2)				
Group-2	BECO-601: Economic Development and Policy in India	20	20	100	3 Hrs.
	BECO-602: Public Finance	20	20	100	3 Hrs.
	BECO-603: Environmental Economics	20	20	100	3 Hrs.

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B.A. Part - I (Economics)
Semester-I
BECO-101: Principles of Microeconomics-I

External Maximum Marks: 80
Internal Maximum Marks: 20
Time: 3Hrs

Course Description

This course intends to expose the student to the basic principles in Microeconomic Theory. In this paper, student is expected to understand the behaviour of an economic agent, namely, a consumer and a producer.

Instructions for the paper-setters and the candidates:

1. The question paper will consist of *nine* questions. The candidate shall attempt *five* questions in all. The Question No. 1 will be *compulsory*. The Candidate shall attempt *four* more questions selecting at least *one* from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The Compulsory Question No.1 will be short answer type questions containing *ten* questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Course Outline

Unit-I

Economics: Definition, Nature, Scope. Problem of scarcity and choice; scarcity, choice and opportunity cost, production possibility frontiers, economic system. Demand and supply; law of demand; determinants of demand, shifts of demand versus movements along a demand curve, market demand, law of supply, determinants of supply, shifts of supply versus movements along a supply curve, market supply, and market equilibrium. Applications of demand and supply; price rationing, price floors, consumer surplus, producer surplus, Elasticity: types, methods and determinants of price elasticity.

Unit-II

Consumer behaviour: concept of utility, diminishing marginal utility, Diamond-water paradox, income and substitution effects, Consumer choice: indifference curves, derivation of demand curve from indifference curve and budget constraint.

Unit-III

Production: behaviour of profit maximizing firms, production process, production functions, law of variable proportions, choice of technology, isoquant and isocost lines, cost minimizing equilibrium condition, Supply curve & elasticity of supply.

Unit-IV

Cost Analysis: costs in the short run and in the long run (traditional and modern approach), accounting and economic costs; actual costs and opportunity Costs; Revenue: total, average and marginal revenue. Break even analysis and its uses.

Suggested Readings:

Case, Karl E. & Ray C. Fair, *Principles of Economics*, Pearson Education, Inc., 12th edition, 2016.

N. Gregory Mankiw, *Principles of Economics*, South-Western College, 8th Edition (2017)

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J.E. Stiglitz and G.E. Walsh, *Principles of Economics*, W.W Norton & Co. N.Y.

Paul Samuelson and Nordhaus, *Economics*, Tata McGraw Hill Publishing Company, New Delhi, 19th Edition (2009)

Alfred Christal Richard Lipsey, *Economics*, Oxford University Press, Oxford (2015), 13th edition.

A. Koutsoyannis, *Modern Microeconomics*, Macmillan Publication (2003).

W.J. Baumol & Alan S. Blinder, *Microeconomics: Principles and Policy*, Cengage Learning India Pvt Ltd (2008)

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B.A. Part - I (Economics)
Semester-II
BECO-201: Principles of Microeconomics-II

External Marks: 80
 Internal Marks: 20
 Time: 3 Hrs.

Course Description

This is a sequel to Principles of Microeconomics-I covered in the first semester. The objective of the course is the same as in Principles of Microeconomics-I.

Course Outline

Unit-I

Market Structures- Concepts and types; Perfect Competition: assumptions, theory of a firm under perfect competition, demand and revenue; equilibrium of the firm in the short run and long run; long run industry supply curve; increasing, decreasing and constant cost industries. Welfare: allocative efficiency under perfect competition.

Unit-II

Theory of a monopoly firm: concept of imperfect competition; short run and long run price and output decisions of a monopoly firm; concept of a supply curve under monopoly; comparison of perfect competition and monopoly, social cost of monopoly, price discrimination; remedies for monopoly: Antitrust laws, natural monopoly.

Unit-III

Imperfect Competition- Monopolistic competition: assumptions, short run and long run price and output determinations, economic efficiency and resource allocation; oligopoly: assumptions, oligopoly models, game theory, contestable markets, role of government.

Unit-IV

Income Distribution and Factor pricing: Marginal productivity theory of distribution, Ricardian theory of rent, Theories of interest: Classical and Neoclassical; Marginal productivity theory of Wages.

Suggested Readings:

Case, Karl E. & Ray C. Fair, *Principles of Economics*, Pearson Education, Inc., 12th edition, 2016.

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 12501, Surajpalli, Gurgaon

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J.E. Stiglitz and G.E. Walsh, *Principles of Economics*, W.W Norton & Co: N.Y.

Delhi, 19th Edition (2009)
 Alec Chrystal Richard Lapsley, *Economist*, Oxford University Press, Oxford (2015), 13th edition.

W.J. Baumol & Alan S. Blinder, *Microeconomics: Principles and Policy*, Concise Learning India Pvt Ltd (2003)

WJ Burrows & Alden
India Pvt Ltd (2003)

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to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

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Scheme for Theory Based Subjects

**Guidelines for Scheme of examination of UG Course SOCIOLOGY
(under semester system)**

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)
each

Assignment: 10 marks

Guru Jambheshwar University of Science Technology, Hisar

**Under Graduate Syllabus of Sociology
(Semester System Scheme)**

Scheme of Examination (w.e.f.2018-2019)

Papers and their nomenclature for 1st and 2nd Semesters:

B.A. 1st Semester-----SOC 101: Basic Concepts in Sociology

B.A. 2nd Semester-----SOC 102: Society, Culture and Social Change

B. A. I - 1st Semester (Sociology) SOC 101: Basic Concepts in Sociology

Maximum Marks: 100

External Marks: 80

Time: 3 hours

Assessment: 20

Internal

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Hisar - 125001 (Haryana)

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Contents:**UNIT – I**

Sociology: Nature, Scope and Significance; Relationship with History, Economics, Political Science, Anthropology and Psychology

UNIT – II

Basic Concepts: Society, Community, Association, Social Structure, Status & Role, Norms and Values

UNIT – III

Social Groups & Processes: Definition, Nature and types of Groups- Primary, Secondary & Reference Group; Processes- Co-operation, Conflict and Accommodation.

UNIT – IV

Social Institutions: Marriage, Family, Kinship and Religion; Their Functions and Features

Readings:

Ahuja, Ram (2001): **Indian Social System**, New Delhi: Rawat Publication.

Ahuja, Ram (2003): **Society in India**, New Delhi: Rawat Publication.

Bottomore, T.B. (1972): **Sociology: A Guide to Problems and Literature**, Bombay:

George Allen and Unwin (India).

Fulcher & Scott (2003): **Sociology**, New York: Oxford University Press.

Giddens, Anthony (2005): **Sociology**, Polity Press.

Harlambos, M. (1998): **Sociology: Themes and Perspective**, New Delhi: Oxford University Press.

Harlambos & Holborn (2000): **Sociology**, London: Harper-Collins.

Inkeles, Alex (1987): **What is Sociology?** New Delhi: Prentice-Hall of India.

Johnson, Harry M. (1995): **Sociology: A Systematic Introduction**, New Delhi: Allied Publishers.

MacIver and Page (1974): **Society: An Introductory Analysis**, New Delhi: Macmillan & co.

P. Gisbert (2010): **Fundamental of Sociology**, New Delhi: Orient Blackswan.

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B.A.I - 2nd Semester (Sociology)

SOC 102: Society, Culture and Social Change

Maximum Marks: 100

Marks: 80

Time: 3 hours

Assessment: 20

External

Internal

Note:-

1. The question paper will consist of *nine* questions. The candidate shall attempt *five* questions in all. The Question No. 1 will be *compulsory*. The Candidate shall attempt *four* more questions selecting at least *one* from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing *ten* questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Contents:**UNIT – I****Societies:** Types and Characteristics- Tribal, Rural, Urban, Industrial and Post-Industrial.**UNIT – II****Culture:** Definition and Nature; Types- Material and Non-Material. Socialization: Its importance, Process and Stages. Social Control: Its Types and Means.**UNIT – III****Processes of Social Change:** Characteristic Features of Industrialization, Modernization, Globalization and Secularization**UNIT – IV****Social Stratification:** Concept and Bases; Forms- Caste, Class, Power & Gender**Readings:**Bottomore, T.B. (1972): **Sociology: A Guide to Problems and Literature**, Bombay:

George Allen and Unwin (India).

Fulcher & Scott (2003): **Sociology**, New York: Oxford University Press.Giddens, Anthony (2005): **Sociology**, Polity Press.Gordon Marshall (1998): **Oxford Dictionary of Sociology**, New York: Oxford University Press.Harlambos, M. (1998): **Sociology: Themes and Perspective**, New Delhi: Oxford University Press.Harlambos & Holborn (2000): **Sociology**, London: Harper-Collins.Inkeles, Alex (1987): **What is Sociology?** New Delhi: Prentice-Hall of India.Johnson, Harry M. (1995): **Sociology: A Systematic Introduction**, New Delhi: Allied Publishers.

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Guru Jambheshwar University of Science & Technology, Hissar

SCHEME OF COMPUTER AWARENESS TO BE INTRODUCED AT UNDER GRADUATE LEVEL

Paper Code	Paper Name	Maximum Marks	Pass Marks	Examination Duration
COMPUTER AWARENESS (LEVEL - I) w.e.f. 2010-11				
LI - (I)	Basic Computer Education	100	35	3 hours
LI - (II)	Software Lab - I	100	35	3 hours
COMPUTER AWARENESS (LEVEL - II) w.e.f. 2010-11				
LI - (I)	Software & I.T.	100	35	3 hours
LI - (II)	Software Lab - II	100	35	3 hours
COMPUTER AWARENESS (LEVEL - III) w.e.f. 2011-12				
LI - (I)	Software & I.T.	100	35	3 hours
LI - (II)	Software Lab - III	100	35	3 hours

Turnin, M.M. (1994), Social Stratification: The Forms and Functions of Inequality, New Delhi: PHI.
Maciver & Page (1974), Society: An introductory Analysis, New Delhi: Macmillan & Co.
Mandelbaum, C.D. (1972), Society in India, Bombay: Popular Prakashan.
Smelser, Neil J. (1993), Sociology, Prentice Hall of India-Pvt. Ltd.
Singh, Y. (1983), Modernisation of Indian Tradition, Jaipur, Rawat Publications. Sharma K.L. (1986): Essays in Social Stratification, Jaipur, Rawat Publications.

Important Instructions:

1. The theory question paper will be provided by the University.
2. The practical question paper will be set by the examiner on the spot.
3. The workload for theory paper is three periods per week.
4. The practical of students will be held in groups.
5. Each practical group will comprise of 20 students in Level-I and 15 students in Level-II and Level III respectively.
6. The workload for practical paper is three periods per group per week.

Computer Awareness

Guru Jambheshwar University of
Science & Technology
HISAR-125001 (Haryana)

Verified
Sudesh
3/7/18

Dr. Sudesh K. Rana
Gout. Cell
9415796437

COMPUTER AWARENESS (LEVEL - I)**L1 - (I) BASIC COMPUTER EDUCATION(w.e.f 2010-2011)**

Max. Marks: 100
Exam Duration: 3 Hrs

Pass Marks: 35
Workload: 3 periods/week

Note: The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

Computer: Definition, Characteristics, Applications, Components of Computer System, Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.

Operating System- Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel - display properties, add/remove software and hardware, setting date and time, screensaver and appearance.

Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.

Computer Communication: Internet and its applications, Surfing the Internet using web browser, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

REFERENCES BOOKS

1. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
2. Lintner, R.G., How to Solve it By Computer, PHI
3. Microsoft Office - Complete Reference - BPB Publication

L1 - (II) SOFTWARE LAB - I

Max. Marks: 100
Exam Duration: 3 Hrs

Pass Marks: 35
Workload: 3 periods/week

Windows Operating System and Word Processing

Practical exposure as per theory syllabus

Computer Communication

1. Connect the Internet, Open any website of your choice and save the Web Pages.
2. Search any topic related to your syllabus using any search engine and download the relevant material.
3. Create your E-Mail ID on any free E-Mail Server, Login through that and implement various operations provided in it.

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Saro Jambheshwar
School of Distance Education
KISAR-123001

Environmental Studies

Course Code: EYS-101-I
 Course Credits: 4
 Mode: Lecture(1) and Tutorial(1)
 Type: Compulsory
 Contact Hours: 4 hours (1) per week
 Examination Duration: 03 hours

Course Assessment Methods (Internal: 50; External: 50) Two minor test each of 20 marks, class performance measured through percentage of lecture attended (4 marks), assignments, quiz etc. (6 marks) and end semester examination of 70 marks.
 For the end semester examination, nine questions are to be set by the examiner. For the end semester examination, nine questions are to be set by the examiner. Question number one will be compulsory and based on the entire syllabus, it will contain seven short answer type questions. Rest of the eight questions are to be given by setting two questions from each of the four units of the syllabus. A candidate is required to attempt any other four questions selecting one from each of the four units. All questions carry equal marks.

Prerequisite: Student should have prior knowledge of basic environment science.

Objectives:

- To enhance knowledge skills and attitude towards environment.
- To understand natural environment and its relationship with human activities.

Course outcomes:

- CO-1: Students will be able to enhance and analyze human impacts on the environment.
 CO-2: Integrate concepts & methods from multiple disciplines and apply to environmental problems.
 CO-3: Design and evaluate strategic terminologies and methods for sustainable management of environmental systems.
 CO-4: Field studies would provide students first-hand knowledge on various local environment aspects which forms an irreplaceable tool in the entire learning process.

Unit-I

Multidisciplinary nature of Environmental studies. Definition, scope and importance, need for public awareness, Concept, Structure and function of an ecosystem: Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chain, Food webs and ecological pyramids; Introduction, characteristics, features, structure and function of different ecosystems such as Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystem (Rivers, Stream, lakes, rivers, oceans, estuaries); Biodiversity; Introduction, Definition, genetic, species and ecosystem diversity, Bio-geographical classification of India, Ecosystem & biodiversity services: ecological, economic, social, consumptive use, productive use, social ethical, aesthetic and option values; Biodiversity at global, national and local level, India as a mega-diversity nation, Global Hot-spot of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Biological invasions, Endangered and endemic species of India, Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

Unit-II

Renewable and non-renewable resources, Natural resources and associated problems: Forest resources: Use and over-exploitation, deforestation, case studies, Timber extraction, mining, dams and their effects on forests and tribal people; Water resources: Use and over utilization of surface and ground water, floods, droughts, conflicts over water, dams: benefits and problems; Mineral resources: Use and exploitation, environmental effects of extracting and mineral resources; Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity; Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies; Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.





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Unit-III

Definition of Environment Pollution; Causes, effects and control measures of: Air Pollution, Water Pollution, Soil pollution, Noise pollution, Nuclear hazards and human health risks; Solid waste Management; Causes, effects and control measures of urban and industrial wastes; Pollution case studies; Disaster management: floods, earthquakes, cyclones and landslides; Global warming, global warming, acid rain, ozone layer depletion; different laws related to environment: Environment Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and Control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act; International agreements: Montreal & Kyoto Protocol; Wildlife reserves, tribal populations and human health.

Unit-IV

Concept of sustainability & sustainable development, water conservation, rain water harvesting, watershed management, Rehabilitation and resettlement of project affected persons; case studies: Environment ethics; role of Indian and other religions and cultures in environmental conservation, Environmental communication and public awareness; case studies (e.g. CNG vehicles in Delhi); Human Population growth; Impact on environment, human health & welfare. Environmental movements: Chipko, Silent valley, Bhopal gas Tragedy of Rajasthan.

Field Work: Visit to a local area to document environmental assets- river/forest/grassland/hill/mountain; Study of single ecosystems - ponds, river, hill slopes etc; Study of common plants, insects, birds; Visit to a local polluted area- Urban/Rural/Industrial/Agricultural.

TEXT BOOKS:

1. Erach Bhanushali, "Environmental Studies for Undergraduate Courses", University Grants Commission and Bharati Vidyapeeth Institute of Environment Education and Research, Pune, University press Pvt. Ltd. (India)
2. Fundamental concepts in Environmental studies by Dr. D.D. Mishra, S. Chand publications

REFERENCE BOOKS:

1. Essentials of Ecology and Environmental Science by Dr. S. V. S. Rattan, PHI Learning Pvt. Ltd, Delhi
2. Environmental Chemistry by Anil Kumar Go, Wiley Eastern Limited.
3. Environmental Science by T.G. Millor, Wadsworth Publishing Co; 13th edition.
4. Ecology and Environment by P. D. Sharma, Rastogi publications



Anil


PART II (BA Second Year)

Note: For New Batch 2022 onwards (Semester Scheme)

Registrar

Dr. Jasheshwar

Science & T

11/11/2022

B.A. IInd Year 3rd & 4th Semester
Guru Jambheshwar University of Science & Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course
ENGLISH (COMPULSORY) (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

Guru Jambheshwar University of Science & Technology, Hisar

ENGLISH (COMPULSORY)
B.A. IInd Year 3rd & 4th Semester
Scheme


(w.e.f. the academic session 2022-23)

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A	ENGC 201	English Compulsory	80	20	100	3 Hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A	ENGC 202	English Compulsory	80	20	100	3 Hrs


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Guru Jambheshwar University of Science & Technology, Hisar

ENGLISH (COMPULSORY)

B.A. IInd Year 3rd Semester

PAPER-A

ENG C 201 : English (Compulsory)

Maximum Marks : 100

Time : 3 hours

External Marks : 80

Internal Assessment : 20

Note :-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15-marks each.

Text Prescribed — ENG C 101: Fragrances: A Textbook of Poetry and Language Skills

Edited by: Dinesh Kumar, Sunita Siroha and Sukhwinder Singh Rehal.

Publishers: Orient Blackswan

SCHEME OF QUESTION PAPER

Note: The question paper will carry a maximum of 80 marks. The paper will have five questions as per details given below.

- Q 1. This question is compulsory and consist ten questions of two marks each. 20 Marks
- Q 2. This question will be designed to assess the understanding of the text by the students. The students shall answer any three out of the given five questions in about 150 words each). 15 Marks
- Q 3. (a) This question will be based on References to the Context (one out of two). 8 Marks
 (b) This question will be based on vocabulary from the exercises following the chapters. The students shall attempt questions on vocabulary as directed. (e.g. framing sentences of their own or giving various forms of the given words, synonyms, antonyms, one word substitutes). The students shall answer any seven out of the given twelve words. 7 Marks
- Q.4. (a) This question will be based on phonetic transcription given in the chapters in the textbook. The students shall transcribe eight words out of the given twelve. (For blind candidates only):- There will be a question based on vocabulary exercises 5 Marks
 (b) The students shall write an email on any relevant topic with internal choice. 5 Marks
 (c) One question on poetic forms/devices. The student will be required to attempt one out of the given two. The candidates may be asked to identify devices/forms on the basis of extracts from poem. 5 Marks

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 HISAR-125001 (Haryana)

5 Marks

- Q 5. (a) This question will be based on the grammar topics discussed in the textbook. The sentences will not necessarily be the same as given in the exercises. Student will be required to attempt any fifteen out of the given twenty.

15 Marks

Suggested Reading/Reference Books:

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

Dr. J. K. Chawla
Jawahar University
Science & Technology
HISAR-125001 (Haryana)

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ENGLISH (COMPULSORY)

B.A. IInd Year 4th Semester

PAPER-A

ENG 202 : English (Compulsory)

Maximum Marks : 100

Time : 3 hours

External Marks : 80

Internal Assessment : 20

Note :-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Text Prescribed — ENG 102: Centre Stage: A Textbook of Plays and Language Skills

Edited by: Sunita Siroha, Sukhwinder Singh Rehal and Dinesh Kumar

Publishers: Orient Blackswan

SCHEME OF QUESTION PAPER

Note: The question paper will carry a maximum of 80 marks. The paper will have five questions as per details given below.

- Q 1. This question is compulsory and consist ten short answer type questions of two marks each. 20 Marks
- Q 2. This question will be designed to assess the understanding of the text by the students. The students shall answer any three out of the given five questions in about 150 words each). 15 Marks
- Q 3. (a) This question will be based on References to the Context (one out of two). 5 Marks
 (b) Vocabulary exercise (any five out of the given eight). 5 Marks
 (c) This question will be base on transcription with stress. Students will be required attempt any seven out of the given ten words.
 (For blind candidates only):- There will be a question based on vocabulary. 5 Marks
- Q 4. (a) Translation one short paragraph from Hindi to English.
 (b) Translation one short paragraph from English to Hindi. 15 Marks
- Q 5. Writing Skills: This question with internal choice will be based on the topics discussed in the textbook under the title "Extended Language Skills" except "Translation". 15 Marks

Suggested Reading/Reference Books:

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

Guru Jambheshwar University of Science & Technology, Hisar
Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course

Hindi (Compulsory) (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, five questions are to be set by the examiner. The candidates shall attempt all five questions. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt rest four questions in which internal choice will be available. All remaining four questions shall carry equal marks i.e. 15 each.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

Guru Jambheshwar University of Science & Technology, Hisar

Hindi (Compulsory)

B.A. IInd Year 3rd & 4th Semester

Scheme of Examination

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
B.A. Hindi Paper-A Theory	HINC 201	Hindi Compulsory	80	20	100	3Hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
B.A. Hindi Paper-A Theory	HINC 202	Hindi Compulsory	80	20	100	3Hrs

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गुरुजगेश्वर विज्ञान एवं प्रौद्योगिकी विश्वविद्यालय, हिसार		
पाठ्यक्रम (हिन्दी अनिवार्य)		
बी.ए. द्वितीय वर्ष तृतीय सेमेस्टर		
(HINC 201)	201रूहिन्दी अनिवार्य)	

कुल अंक : 100
समय : 3 घण्टे

लिखित परीक्षा अंक : 80
आन्तरिक मूल्यांकन अंक : 20

- आधुनिक हिन्दी कविता
 - हिन्दी साहित्य का रीतिकाल
 - प्रयोजनमूलक हिन्दी : हिन्दी कम्प्यूटिंग और अनुवाद
 - पाठ्यक्रम में निर्धारित कवि:
 - पाठ्यक्रम में निर्धारित कवियों की सप्रसंग व्याख्या एवं उनके साहित्यिक परिवर्तन पर परीक्षा में प्रश्न पूछे जाएंगे।
1. आलोचनात्मक प्रश्न पाठ्यक्रम में निर्धारित कवियों के अनुसूचित नैरेटिव तथा अभिव्यक्तिगत सौंदर्य पर ही परीक्षा में प्रश्न पूछे जाएंगे।
 2. हिन्दी साहित्य का रीतिकाल
 - रीतिकालीन हिन्दी कविता की पृष्ठभूमि/रीतिकाल की परिस्थितियाँ
 - रीतिकाल का नागकरण
 - रीतिबद्ध काव्य की विशेषताएँ
 - रीति मुक्त काव्य की विशेषताएँ
 - रीतिकालीन काव्य की उपलब्धियाँ
 3. प्रयोजन मूलक हिन्दी : हिन्दी कम्प्यूटिंग और अनुवाद
 - पाठ्यक्रम में निर्धारित विषय
 - कम्प्यूटर : स्वरूप और महत्व
 - ई-मेल : प्रेषण-ग्रहण
 - इंटरनेट : स्वरूप और उपयोगिता
 - अनुवाद : परिभाषा और स्वरूप, भूमिका, महत्व/प्रकार
 - मशीनी अनुवाद
 4. वस्तुनिष्ठ प्रश्न-आधुनिक हिन्दी कविता, रीतिकाल, प्रयोजनमूलक हिन्दी : हिन्दी कम्प्यूटिंग एवं अनुवाद।

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पाठ्यक्रम निर्देश और अंक विभाजन

1. सम्पूर्ण पाठ्यक्रम से दस वास्तुनिष्ठ प्रश्न परीक्षा में पूछे जाएंगे। प्रत्येक प्रश्न के लिए 2 अंक होंगे। पूरा प्रश्न 20 अंक का होगा इस प्रश्न में कोई विकल्प नहीं दिया जाएगा। परीक्षार्थी को दस-पंद्रह शब्दों में उत्तर लिखना होगा।
2. (क) पाठ्यक्रम में निर्धारित पुस्तक 'आधुनिक हिन्दी कविता' से व्याख्या के लिए चार पद्यांश दिए जाएंगे परीक्षार्थियों को दो पद्यांशों की सप्रसंग व्याख्या करनी होगी प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
(ख) पाठ्यक्रम में निर्धारित कवियों में से दो कवियों का साहित्यिक-परिचय दिया जाएगा। परीक्षार्थियों को एक कवि का साहित्यिक परिचय लिखना होगा यह प्रश्न 5 अंक का होगा।
3. (क) निर्धारित पाठ्य पुस्तक से दो आलोचनात्मक प्रश्न दिए जाएंगे, परीक्षार्थियों को एक प्रश्न का उत्तर लिखना होगा इसके लिए निर्धारित अंक 7 होंगे।
(ख) परीक्षा में चार लघुतरी प्रश्न दिए जाएंगे परीक्षार्थियों को इनमें से दो के उत्तर लिखने होंगे। प्रत्येक प्रश्न के 4 अंक होंगे और पूरे प्रश्न के लिए 8 अंक होंगे।
4. (क) रीतिकाल पर आधारित दो प्रश्न दिए जाएंगे, परीक्षार्थियों को इनमें से एक का उत्तर लिखना होगा जिसके लिए 7 अंक निर्धारित हैं।
(ख) रीतिकाल पर चार लघुतरी प्रश्न पूछे जाएंगे, परीक्षार्थियों को दो के उत्तर लिखने होंगे प्रत्येक प्रश्न के लिए 4 अंक और पूरा प्रश्न 8 अंक का होगा।
5. (क) प्रयोजनमूलक हिन्दी कम्प्यूटिंग और अनुवाद खण्ड से दो प्रश्न दिए जाएंगे। परीक्षार्थी को इनमें से एक लिखना होगा। जिसके लिए 7 अंक निर्धारित होंगे।
(ख) प्रयोजनमूलक हिन्दी कम्प्यूटिंग और अनुवाद के अन्तर्गत उपविषयों पर चार लघुतरी प्रश्न दिए जाएंगे, परीक्षार्थियों को दो प्रश्नों के उत्तर लिखने होंगे प्रत्येक प्रश्न 4 अंक का होगा पूरा प्रश्न 8 अंक का होगा।

गुरुजम्भेश्वर विज्ञान एवं प्रौद्योगिकी विश्वविद्यालय, हिसार

पाठ्यक्रम (हिन्दी अनिवार्य)

बी.ए. द्वितीय वर्ष चतुर्थ सेमेस्टर

HINC 202 रु हिन्दी अनिवार्य

लिखित परीक्षा अंक : 80

आन्तरिक भूत्यांकन अंक : 20

पेपर: ए

कुल अंक : 100

समय : 3 घण्टे

- कथाक्रम : संपादक डॉ. रोहिणी अग्रवाल
- हिन्दी साहित्य का आधुनिक काल : गद्य
- पारिभाषिक शब्दावली
- वस्तुनिष्ठ प्रश्न
- (क) पाठ्यक्रम में 'कथाक्रम' से निर्धारित रचनाएं (कहानियाँ)

1. ईदगाह : प्रेमचन्द
2. पुरस्कार : जयशंकर प्रसाद
3. गंग्रीन : सच्चिदानन्द हीरानन्द वात्स्यायन अज्ञेय
4. मलवे का मालिक : मोहन राकेश
5. ठेस : फणीश्वरनाथ रेणु
6. फेंसला : मैत्रेयी पुष्पा
7. पच्चीस चौका डेढ सौ : ओमप्रकाश वाल्मीकि

(ख) हिन्दी साहित्य का आधुनिक काल :

गद्य पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

- - आधुनिक काल की परिस्थितियाँ
- - हिन्दी उपन्यास उद्भव और विकास
- - हिन्दी कहानी उद्भव और विकास
- - हिन्दी नाटक उद्भव और विकास
- - हिन्दी निबंध उद्भव और विकास

(ग) पारिभाषिक शब्दावली के निर्धारित विषय

- पारिभाषिक शब्दावली का स्वरूप और महत्व
- पारिभाषिक शब्दावली के गुण
- पारिभाषिक शब्दावली के निर्माण में सक्रिय - विविध सम्प्रदाय :
राष्ट्रीयतावादी, अन्तर्राष्ट्रीयतावादी, समन्वयवादी।

(घ) वस्तुनिष्ठ प्रश्न : कथाक्रम, हिन्दी साहित्य का आधुनिक काल :

गद्य, पारिभाषिक शब्दावली सम्पूर्ण पाठ्यक्रम में से दिए जाएंगे।

पाठ्यक्रम निर्देश और अंक विभाजन

1. सम्पूर्ण निर्धारित पाठ्यक्रम से दस वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न के लिए दो अंक निर्धारित होंगे, पूरा प्रश्न 20 अंक का होगा। इस प्रश्न में कोई विकल्प नहीं होगा। परीक्षार्थियों को उत्तर 10-15 शब्दों में लिखना होगा।
2. (क) निर्धारित पाठ्यक्रम से चार गद्यांश दिए जाएंगे। परीक्षार्थियों को दो गद्यांशों की सप्रसंग व्याख्या करनी होगी, प्रत्येक व्याख्या के लिए 5 अंक होंगे व पूरा प्रश्न 10 अंक का होगा।
(ख) कथाक्रम में दिए गए कहानीकारों का साहित्यिक परिचय पर दो प्रश्न पूछे जाएंगे। परीक्षार्थियों को एक प्रश्न का उत्तर लिखना होगा। इस प्रश्न के लिए 5 अंक निर्धारित होंगे।
3. (क) निर्धारित पाठ्यपुस्तक के आलोचनात्मक प्रश्नों पर आधारित दो प्रश्न पूछे जाएंगे। परीक्षार्थियों को एक प्रश्न का उत्तर लिखना होगा। इस प्रश्न के लिए 7 अंक निर्धारित होंगे।
(ख) निर्धारित पाठ्य पुस्तक के आलोचनात्मक प्रश्नों में से चार लघुतरी प्रश्न पूछे जाएंगे। परीक्षार्थियों को इनमें से दो के उत्तर लिखने होंगे, प्रत्येक प्रश्न के लिए 4 अंक और पूरा प्रश्न 8 अंक का होगा।
4. (क) आधुनिक काल : गद्य पर आधारित पाठ्यक्रम में से दो प्रश्न पूछे जाएंगे। परीक्षार्थियों को इनमें से एक का उत्तर लिखना होगा, इसके लिए 7 अंक निर्धारित होंगे।
(ख) आधुनिक काल : गद्य पर आधारित चार प्रश्न पूछे जाएंगे। परीक्षार्थियों को दो प्रश्नों का उत्तर लिखना होगा। प्रत्येक प्रश्न 4 अंक का होगा और पूरा प्रश्न 8 अंक का होगा।
5. (क) पारिभाषिक शब्दावली पर आधारित तीन प्रश्न परीक्षा में पूछे जाएंगे। परीक्षार्थियों को इनमें से एक का उत्तर देना होगा, इसके लिए 7 अंक निर्धारित होंगे।
(ख) पारिभाषिक शब्दावली पर आधारित चार लघुतरी प्रश्न परीक्षा में पूछे जाएंगे। परीक्षार्थियों को इनमें से दो के उत्तर लिखने होंगे। प्रत्येक प्रश्न के लिए 4 अंक होंगे और पूरा प्रश्न 8 अंक का होगा।

Registrar

Guru Jambheshwar University of
Science & Technology
Hisar (Haryana)

Guru Jambheshwar University of Science and Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course

Political Science (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated. degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

Guru Jambheshwar University of Science & Technology, Hisar

POLITICAL SCIENCE

B.A. IInd Year 3rd & 4th Semester

Scheme of Examination

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	POLS 202	(Option-II) Indian Political Thinkers-I	80	20	100	3Hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	POLS 204	(Option-II) Indian Political Thinkers-II	80	20	100	3Hrs

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Guru Jambheshwar University of Science & Technology, Hisar

POLITICAL SCIENCE

B.A. IInd Year 3rd Semester

PAPER-A (THEORY) POLS 202 : Indian Political Thinkers-I (Optional-II)

Maximum Marks : 100

External Marks : 80

Time : 3 hours

Internal Assessment : 20

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit-I	Raja Ram Mohan Ray & Swami Dayanand
Unit-II	Swami Vivekanand & Aurbind Ghosh
Unit-III	Lala Lajpat Rai & Bal Gangadhar Tilak
Unit-IV	Dada Bhai Narojee & Gopal Krishan Gokhle

Readings

1. A.S. Altekar, *State and Government in Ancient India*, Delhi, Motilal Banarsidass, 1966.
2. A.Appadorai, *Documents on Political Thought in Modern India*, 2 Vols., Bombay Oxford University Press, 1970.
3. S. Ghose, *Modern Indian Political Thought*, Delhi, Allied, 1984.
4. U.N. Ghoshal, *A History of Indian Political Ideas*, London, Oxford University Pres, 1959.
5. K.P. Jayaswal, *Hindu Polity*, Calcuta, Butterworth, 1924.
6. R. P. Kangle, *Arthashastra of Kautilya*, Delhi, Motilal Bansarsidass, 1965.
7. M.J. Kanetkar, *Tilak and Gandhi: A Comparative Study*, Nagpur, Author, 1935.
8. V.B. Karnik, *M.N. Roy: Political Biography*, Bombay, Jagriti, 1978.
9. K. P. Karunakaran, *Modern Indian Political Tradition*, New Delhi, Allied Publishers, 1962.
10. V.R. Mehta, *Foundations of Indian Political Thought*, New Delhi, Manohar, 1992.
11. T. Pantham, and K. Deustch (eds), *Political Thought in Modern India*, New Delhi, Sage, 1986.
12. B. Parekh and T. Pantham (eds), *Political Discourse: Exploration in Indian and Western Political Thought*, New Delhi, Sage, 1987.
13. D.P. Roy, *Leftists Politics in India: M. N. Roy and the Radical Democratic Party*, Calcutta, Minerva, 1989.
14. B.S. Sharma, *The Political Philosophy of M.N. Roy*, Delhi, National Publishing House, 1965.
15. V.P. Verma, *Studies in Hindu Political Thought and its Metaphysical Foundations*, Delhi, Motilal Banarsidass, 1974.
16. A.S. Altekar, *State and Government in Ancient India*, Delhi, Motilal Banarsidass, 1966.
17. A.Appadorai, *Documents on Political Thought in Modern India*, 2 Vols., Bombay Oxford University Press, 1970.
18. S. Ghose, *Modern Indian Political Thought*, Delhi, Allied, 1984.
19. U.N. Ghoshal, *A History of Indian Political Ideas*, London, Oxford University Pres, 1959.
20. K.P. Jayaswal, *Hindu Polity*, Calcuta, Butterworth, 1924.
21. R. P. Kangle, *Arthashastra of Kautilya*, Delhi, Motilal Bansarsidass, 1965.
22. M.J. Kanetkar, *Tilak and Gandhi: A Comparative Study*, Nagpur, Author, 1935.
23. V.B. Karnik, *M.N. Roy: Political Biography*, Bombay, Jagriti, 1978.
23. K. P. Karunakaran, *Modern Indian Political Tradition*, New Delhi, Allied Publishers, 1962.
24. V.R. Mehta, *Foundations of Indian Political Thought*, New Delhi, Manohar, 1992.
25. T. Pantham, and K. Deustch (eds), *Political Thought in Modern India*, New Delhi, Sage, 1986.
26. B. Parekh and T. Pantham (eds), *Political Discourse: Exploration in Indian and Western*

- Political Thought, New Delhi, Sage, 1987.
27. D.P. Roy, Leftists Politics in India: M. N. Roy and the Radical Democratic Party, Calcutta, Minerva, 1989.
28. B.S. Sharma, The Political Philosophy of M.N. Roy, Delhi, National Publishing House, 1965.
29. V.P. Verma, Studies in Hindu Political Thought and its Metaphysical Foundations, Delhi, Motilal Banarsidass, 1974.

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POLITICAL SCIENCE

B.A. IInd Year 4th Semester

PAPER-A (THEORY) POLS 204 : Indian Political Thinkers-II (Optional-II)

Maximum Marks : 100

Time : 3 hours

External Marks : 80

Internal Assessment : 20

Unit-I	J.P. Narayan & Ram Manohar Lohia
Unit-II	Mahatma Gandhi & M.N. Roy
Unit-III	Jawaharlal Nehru & B.R. Ambedkar
Unit-IV	Subhash Chander Bose & Bhagat Singh

Readings

1. A. Appadorai, Indian Political Thinking Through the Ages, Delhi Khanna Publishers, 1992.
2. J. Bandhopadhyaya, Social and Political Thought of Gandhi, Bombay, Allied, 1969.
3. R.J. Cashman, The Myth of 'Lokmanya' Tilak and Mass Politics in Maharashtra, Berkeley, University of California Press, 1975.
4. Chandra, Nationalism and Colonialism in Modern India, Delhi, Vikas, 1979.
5. K. Damodaran, Indian Thought: A Critical Survey, London, Asia Publishing House, 1967.
6. D.G. Dalton, India's Idea of Freedom: Political Thought of Swami Vivekananda, Aurobindo Ghose, Mahatma Gandhi and Rabindranath Tagore, Delhi, Academic Press, 1982.
7. S. Ghose, The Renaissance to Militant Nationalism, Bombay, Allied Publishers, 1969.
8. S. Ghose, Socialism, Democracy and Nationalism in India, Bombay, Allied Publishers, 1973.
9. S. Ghose, Modern Indian Political Thought, Delhi, Allied, 1984.
10. U.N. Ghoshal, A History of Indian Political Ideas, London, Oxford University Press, 1959.
11. J.P. Hatcher, Communism and Nationalism in India: M.N. Roy and Comintern Policy, Princeton NJ, Princeton University Press, 1971.
12. Heimsath, Indian Nationalism and Social Reform, Princeton NJ, Princeton University Press, 1964.
13. R. Iyer, The Moral and Political Thought of Mahatma Gandhi, Delhi, Oxford University Press, 1973.
14. K.N. Kadam (ed.), Dr. B.R. Ambedkar, New Delhi, Sage, 1992.
15. K.P. Karunakaran, Modern Indian Political Tradition, New Delhi, Allied Publishers, 1962.
16. K.P. Karunakaran, Indian Politics from Dadabhai Naoroji to Gandhi : A Study of Political Ideas of Modern India, New Delhi, Gitanjali, 1975.
17. U. Kaura, Muslims and Indian Nationalism, New Delhi, Manohar, 1977.
18. R.M. Lohia, Marx, Gandhi and Socialism, Hyderabad, Nav Hind, 1953.
19. V.R. Mehta, Foundations of Indian Political Thought, New Delhi, Manohar, 1992.
20. V.S. Narvane, Modern Indian Thought, New Delhi, Orient Longman, 1978.
21. J. Nehru, Discovery of India, London, Meridian Books, 1956.
22. D.P. Roy, Leftist Politics in India : M. N. Roy and the Radical Democratic Party, Calcutta, Minerva, 1989.
23. J. Sarkar, Indian Through the Ages : A Survey of the Growth of Indian Life and Thought, Calcutta, M.C. Sarkar and Sons, 1928.
24. B.S. Sharma, The Political Philosophy of M.N. Roy, Delhi, National Publishing House, 1965.
25. A. Tripathi, The Extremist Challenge, Bombay, Allied, 1967.
26. V.P. Verma, Modern Indian Political Thought, Agra, Lakshmi Narain Aggarwal, 1974.

Guru Jambheshwar University of Science & Technology, Hisar
Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course
PUBLIC ADMINISTRATION (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

Guru Jambheshwar University of Science & Technology, Hisar

PUBLIC ADMINISTRATION

B.A. IInd Year 3rd & 4th Semester

Scheme of Examination

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	PUBA 201	Public Financial Administration	80	20	100	3Hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	PUBA 202	Public Personnel Administration	80	20	100	3Hrs

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Guru Jambheshwar University of Science & Technology, Hisar

PUBLIC ADMINISTRATION

B.A. IInd Year 3rd Semester

PAPER-A (THEORY) PUBA 201 : Public Financial Administration

Maximum Marks : 100

External Marks : 80

Internal Assessment: 20

Time : 3 hours

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Course objectives:

The course aims to acquaint the students of public administration regarding various aspects of financial administration, particularly budgeting and its processes, financial institutions and resource mobilization strategies with special reference to India. Besides, the students would be made aware of various mechanisms of financial control over government.

UNIT – I

Public Budget: Concepts and Meaning

- Meaning and Significance of Financial Administration
- Budget: Concept and Principles
- Budget as an Instrument of Financial Administration
- Budget as an Instrument of Public Policy and Management

UNIT – II

Budget: Types and Processes

- Types of Budgets: Line-Item Budgeting; Performance Budgeting, Zero-Base Budgeting and Target Base Budgeting
- Budget Formulation and Enactment and Execution of Budget with special reference to India.

UNIT - III

Financial Institutions

- Union Ministry of Finance
- Finance Commission of India
- Comptroller & Auditor General (CAG)

UNIT – IV

Public Finance and Resource Mobilization and Financial Control

- Resource Mobilization: Tax and Non-Tax Sources
- Public Borrowing and Deficit Financing
- Legislative Control over Finances with special reference to parliamentary committees.

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Recommended Books and Readings

- B. Chakrabarty and P. Chand. 2012. *Public Administration in a Globalizing World: Theories and Practices*. New Delhi: Sage Publications
- Chand, P. 2010. *Control of Public Expenditure in India* (2nd ed.). New Delhi: Allied Publishers
- Chand, P. 2010. *Performance Budgeting* (2nd ed.). New Delhi: Allied Publishers
- Frank, Howard A. 2006. *Public Financial Management* (1st Edition). CRC Press, Taylor & Francis Group: New York
- Gupta, B N. 2006. *Indian Federal Finance and Budgetary Policy*. Chaitanya Publishing House: Allahabad
- Indian Institute of Public Administration. 1983. *Indian Journal of Public Administration*, Special Number on Administrative Accountability, Vol. XXIX (3).
- Lall, G.S. 1979. *Public Finance and Financial Administration in India*. New Delhi: Kapoor
- M. Bhattacharya. 2008. *New Horizons of Public Administration*. (5th Revised ed.). New Delhi: Jawahar Publishers
- Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. 2014. *Financial Administration in India*. PHI Learning: New Delhi
- Nicholas Henry. 1999. *Public Administration and Public Affairs*. (6thed.). New Delhi: Prentice Hall
- Rabin, Jack and Stevens, Glenn L. 2001. *Handbook of Fiscal Policy* (1st Edition). Routledge: London
- Sharma, M.P. 1960. *Public Administration Theory and Practice*. Allahabad: Kitab Mahal
- Sury, M M. 1990. *Government Budgeting in India*. Commonwealth Publishers: New Delhi
- Thavaraj, M.J.K. 2001. *Financial Administration in India* (6th ed.). Delhi: Sultan Chand
- Thompson, Fred and Green, Mark T (Eds.) 1998. *Handbook of Public Finance* (1st Edition). Marcel Dekker: New York
- Wattal, P.K. 1963. *Parliamentary Financial Control of India*. Bombay: Minerva Book Shop

Guru Jambheshwar University of Science & Technology, Hisar

PUBLIC ADMINISTRATION

B.A. IInd Year 4th Semester
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PAPER-A (THEORY)

PUBA 202 : Public Personnel Administration

Maximum Marks : 100

External Marks : 80

Time : 3 hours

Internal Assessment: 20

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Objective: The course aims to procreate an understanding among students about the concept of public personnel administration, career systems and various processes/activities of personnel administration in India. The various issues in civil service such as ethics, code of conduct and disciplinary processes will also be taught to the students to generate a reasonable level of understanding about various facets of the human resource in the government.

UNIT – I

Conceptual Understating of Human Resources in the Public Sector-I

- Personnel Administration: Meaning; Nature and Significance
- Role of Public Services
- Classification of Civil Services – Concept and Bases

UNIT – II

Conceptual Understating of Human Resources in the Public Sector-II

- Bureaucracy: Concept, Characteristics and Types
- Recruitment
- Training and Promotion

UNIT – III

Public Personnel System in India - I

- Constitutional Provisions with regard to Civil Services in India
- Recruitment Agency at Centre Level: UPSC
- Performance Appraisal and Promotion Mechanism


UNIT – IV

Public Personnel System in India - II

- Service Conditions and Disciplinary Actions
- Administrative Ethics and Code of Conduct
- Administrative Tribunal and Recent Civil Services Reforms

Recommended Books and Readings

- B. Chakrabarty and P. Chand. 2012. *Public Administration in a Globalizing World: Theories and Practices*. New Delhi: Sage Publications
- Davar, Rustom S. 2008. *Personnel Management and Industrial Relations in India* (2nd Edition). Vikas Publishing House: New Delhi
- Flippo, E. 2008. *Principles of Personnel Management*. (4th ed.). Kogakusha: McGraw Hill
- Government of India, 2nd Administrative Reforms Commission. 2010. *10th Report: Refurbishing of Personnel Administration – Scaling New Heights*. New Delhi: Manager of Publications.
- Jack Rabin, Thomas Vocine, et.al. 2008. *Handbook of Public Personnel Administration*, Taylor & Francis, United Kingdom
- Koontz, H. and O'Donnell, Cyril. 2008. *Principles of Management*. (5th ed.). Tokyo: McGraw Hill.
- Nicholas Henry. 1999. *Public Administration and Public Affairs*. (6thed.). New Delhi: Prentice Hall


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- Pigors, P. and Myers, C.A. 1981. *Personnel Administration: A Point of View and a Method*. (9th ed.). Kogakusha: McGraw Hill.
- Saxena, A.P. 2010. *Training and Development in Government*. New Delhi.
- Sharma, M.P. 1960. *Public Administration Theory and Practice*. Allahabad: Kitab Mahal
- Stahl, O. Glenn. 1971. *Public Personnel Administration*. (6th ed.). New Delhi: Oxford and IBH Publishing.
- United Nations. 2008. *New Approaches to Personnel Policy for Development*. New York.

Guru Jambheshwar University of Science & Technology, Hisar
Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course HISTORY (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)

2 Assignments: 10 marks each

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HISTORY

B.A. IInd Year 3rd & 4th Semester

Scheme

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	HIST 201	Option-I Political History of India (1526-1857 A.D.)	80	20	100	3Hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	HIST 203	Option-I Indian National Movement	80	20	100	3Hrs

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History

B.A. IInd Year 3rd Semester
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PAPER-A (THEORY)	HIST 201 : Political History of India (1526 – 1857 A.D.) (Option-I)
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Maximum Marks : 100

External Marks : 80

Internal Assessment : 20

Time : 3 hours

Note :-

3. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
4. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
5. The Map Question will be carrying 15 marks (10 for map work and 5 for explanatory note). For visually disabled candidates, the part relating to the explanatory note will carry full marks.

Unit – I

Establishment of the Mughal Empire: Babur
 Sher Shah Suri and His Administration
 Akbar: Expansion of Empire and Religious Policy
 Aurangzeb: Expansion of Empire and Religious Policy

Unit – II

Relations of Mughals with the Rajputs
 Deccan Policy of the Mughals
 Mughal Administration and Revenue System
 Institutions: Mansabdari and Jagirdari
 Decline of the Mughal Empire

Unit- III

Rivalry between the French and the British in India
 Founding of the British Empire: Battles of Plessey & Buxer
 Consolidation of the British Empire: Subsidiary Alliance System and Doctrine of Lapse;
 Annexation of Punjab
 Uprising of 1857: Causes, Events and Consequences

Unit – IV

Maps (India):

Political Conditions of India in 1526
 Mughal Empire at the Death of Akbar (1605)
 Mughal Empire at the Death of Aurangzeb (1707)
 Expansion of British Empire upto 1856
 Major Centres of the Uprising of 1857

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Suggested Readings:

- | | |
|---|--|
| Ashraf, K.M. | Life and Conditions of the People of Hindustan (Delhi, 1965) |
| Ashraf, K.M. | Hindustan Ke Nivasiyon Ka Jivan Aur Paristhitiyan (Hindi) |
| Basham, A.L. | The Wonder That Was India, Vol. II |
| Bayly, C. A. | Indian Society and Making of the British Empire: The New Cambridge History of India, Vol. II |
| Burton, Stein | History of India (Oxford, 1998) |
| Burton, Stein | Vijayanagar (Cambridge, 1989) |
| Gordon, Stewart | The Marathas 1600-1818 : The New Cambridge History of India, Vol. V |
| Habib, Irfan | Medieval India, 4 Vols. |
| Habib, Muhammad and Nizami, K.A. | Comprehensive History of India, Vol. V (Delhi, 1970) |
| Hasan, Ibn | Central Structure of the Mughal India |
| Kulkarni, A. R. | Medieval Maharastra |
| Kulke, H and D. Rothmund | History of India |
| Majumdar, Datta and Raychowdhary (eds.) | Advanced History of India |
| Pandey, A. B. | Later Medieval India |
| Richards, John F. | Mughal Empire: New Cambridge History of India, Vol. V |
| Rizvi, S.A.A | The Wonder That Was India, Vol. 2, (London 1987) |
| Satish Chandra | Medieval India: From the Sultanate to the Mughals |
| Satish Chandra | Madhyakalin Bharat (Hindi) |
| Satish Chandra | Mughal Religious Policies |
| Shastri, K.A.N. | History of South India (Delhi, 1975) |
| Shukla, R. L. (ed.) | Adhunik Bharat Kaitihas (Hindi) |
| Spear, T.G.P. | History of India, Vol. II |
| Tripathi, R. P. | Some Aspects of Muslim Administration |
| Tripathi, R. P. | Rise and Fall of Mughal Empire |
| Verma, H. C. | Madhyakalin Bharat, (Hindi) Vol-I & II |

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History

B.A. IInd Year 4th Semester

PAPER-A (THEORY) HIST 203 : Indian National Movement (Option-I)

Maximum Marks : 100

External Marks : 80

Internal Assessment : 20

Time : 3 hours

Note :-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
3. The Map Question will be carrying 15 marks (10 for map work and 5 for explanatory note). For visually disabled candidates, the part relating to the explanatory note will carry full marks.

Unit – I

Origins of the National Consciousness
 Founding of Indian National Congress and Moderates
 Extremists: Ideology, Programmes and Politics
 Home Rule Movement

Unit – II

Role of Mahatma Gandhi in Freedom Movement: Non-Cooperation Movement, Civil Disobedience Movement and Quit India Movement
 Ideology and Contribution of Revolutionaries with special reference to Bhagat Singh Subhash Chandra Bose and Indian National Army

Unit- III

Political Reforms: Acts of 1909 and 1919
 Rise of Communal Politics: Muslim League – Ideology and Politics
 Poona Pact and the Act of 1935
 Partition and Independence of India

Unit – IV

Maps (India):

Places of Important Sessions of Indian National Congress
 Areas and Centers of Home Rule Movement
 Areas and Centers of Civil Disobedience Movement
 Important Centers of Revolutionary Movement
 Areas and Centers of Quit India Movement

Suggested Readings:

Bipan Chandra et. al.
 Bipan Chandra et. Al.
 Brown, Judith
 Chahal, S.K.
 Desai, A.R.
 Guha, Ranjit (ed.)
 Gupta, M.N.
 Hasan, Mushirul
 Hasan, Mushirul
 Majumdar, Datta and
 Ray Chowdhary
 Moon, Penderal
 Nanda, B.R.
 Nanda, B.R.
 Omvedt, Gail

 Pannikar, K.N.
 Rai, Satya M.
 Raychaudhuri, Tapan and Irfan
 Habib
 Sarkar, Sumit
 Spear, T. G. P.
 Sarkar, Sumit
 Shukla, R. L. (ed.)
 Tara Chand
 Tomlinson, B.R.
 Vajpeyee, J.N.

Bharat Ka Swatantrata Sangharsh (Hindi)
 India's Struggle For Independence
 Gandhi's Rise to Power: Indian Politics 1915-1922
 Dalits Patronized
 Social Background of Indian Nationalism
 Subaltern Studies, Vol. I - XI
 History of the Revolutionary Movement in India
 India's Partition : Process, Strategy and Mobilization
 Nationalism and Communal Politics in India 1916-1928
 Advanced History of India

 Divide and Quit
 Gandhi : A Biography
 Jawaharlal Nehru : A Biography
 Dalits and Democratic Revolution : Dr. Ambedkar and Dalit
 Movement in Colonial India
 National and Left Movements in India
 Bharat Me Upniveshwad Aur Rashtrawad (Hindi)
 The Cambridge Economic History of India, Vol. I

 Modern India
 History of India, Vol. II
 Adhunik Bharat (Hindi)
 Adhunik Bharat Ka Ithas (Hindi)
 History of the Freedom Movement in India, Vols. I - IV
 Indian National Congress and the Raj, : 1929-1942
 Adhunik Bharat Ka Ithas (Hindi)

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 Department of Education
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Scheme for Theory+Practical Based Subjects

**Guidelines for Scheme of examination of UG Course
Mathematics-B.A. Pass course (under semester system)**

The Scheme of Examination of under graduate (UG) Courses (**Theory-70 marks (Two Papers) + Practical-30 marks Based Subjects**) under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under (50 +20) +30 (External+ Internal + Practical) for practical based courses. Pass percentage will be...

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations regarding practical subjects, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 05 marks based on the entire syllabus. It will comprise of five short answer type questions of one mark each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) upto four units depending on the subject). All remaining questions shall carry equal marks.

Scheme:

Paper-I: 25 marks (External) + 10 marks (Internal)

Paper-II: 25 marks (External) + 10 marks (Internal)

Practical: 30 marks

1st question= 05 marks (05 short answer type questions of 1 mark each)

Rest four questions :05 marks each i.e. 04x05 = 20

Total = (25+10+25+10)+30 = 100 marks

Components of Internal Assessment (Break down of Internal marks in each Paper)

2 Assignments:10 marks each

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Mathematics

B.A. IInd Year 3rd & 4th Semester

Scheme of Examination

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Practical	Total Marks	Time
Paper A Theory	BAMH 201	Advanced Calculus	25	10	-	35	3 hrs
Paper B Theory	BAMH 202	Numerical Analysis	25	10	-	35	3 hrs
Paper C Practical	BAMH (P) 203	Mathematics Lab-III	-	-	30	30	3 hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Practical	Total Marks	Time
Paper A Theory	BAMH 204	Partial Differential Equations & Special Functions	25	10	-	35	3 hrs
Paper B Theory	BAMH 205	Mechanics-I	25	10	-	35	3 hrs
Paper C Practical	BAMH (P) 206	Mathematics Lab-IV	-	-	30	30	3 hrs

Guru Jambheshwar University of Science & Technology, Hisar		
	Mathematics	
B.A. II nd Year 3 rd Semester		
PAPER-A (THEORY)	BAMH- 201 : Advanced Calculus	

External Marks : 25

Internal Marks: 10

Time: 3 hours

Note:

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

UNIT – I

Continuity, Sequential Continuity, properties of continuous functions, Uniform continuity, chain rule of differentiability. Mean value theorems; Rolle's Theorem and Lagrange's mean value theorem and their geometrical interpretations. Taylor's Theorem with various forms of remainders, Darboux intermediate value theorem for derivatives, Indeterminate forms.

UNIT – II

Limit and continuity of real valued functions of two variables. Partial differentiation. Total Differentials; Composite functions & implicit functions. Change of variables. Homogenous functions & Euler's theorem on homogeneous functions. Taylor's theorem for functions of two variables.

UNIT – III

Differentiability of real valued functions of two variables. Schwarz and Young's theorems. Implicit function theorem. Maxima, Minima and saddle points of two variables. Lagrange's method of multipliers.

UNIT – IV

Jacobians, Beta and Gamma functions, Double and Triple integrals, Dirichlets integrals, change of order of integration in double integrals.

Books Recommended:

1. Gabriel Klaumber, Mathematical analysis, Marcel Dekkar, Inc., New York, 1975
2. R.R. Goldberg, Real Analysis, Oxford & I.B.H. Publishing Co., New Delhi, 1970
3. Gorakh Prasad, Differential Calculus, Pothishala Pvt. Ltd., Allahabad
4. S.C. Malik, Mathematical Analysis, Wiley Eastern Ltd., Allahabad.
5. Shanti Narayan, A Course in Mathematical Analysis, S.Chand and company, New Delhi
6. Murray, R. Spiegel, Theory and Problems of Advanced Calculus, Schaum Publishing co., New York

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	Mathematics	
B.A. II nd Year 3 rd Semester		
PAPER-B (THEORY)	BAMH- 202 : Numerical Analysis	

External Marks : 25

Internal Marks: 10

Time: .3 hours

Note:

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

UNIT – I

Finite Difference operators and their relations, difference table, finding the missing terms and effect of error in a difference tabular values, Interpolation with equal intervals: derivations of Newton's forward and Newton's backward interpolation formulae and their applications, Interpolation with unequal intervals: derivations of Newton's divided difference & Lagrange's Interpolation formulae and their applications.

UNIT – II

Central Difference interpolation formulae: derivations of Gauss's forward and Gauss's backward interpolation formulae, Sterling, Bessel formulae and their applications. Numerical Differentiation: Relation between difference operator and derivative operator, Derivative of a function using interpolation formulae (as studied in Sections – I & II). Numerical Integration: Newton-Cote's Quadrature formula, Trapezoidal rule, Simpson's one- third rule and Simpson's three-eighth rule, Chebychev formula, Gauss Quadrature formula.

UNIT – III

Solution of Algebraic and Transcendental equations: Bisection method, Regula-Falsi method, Secant method, Newton-Raphson's method, Newton's iterative method for finding pth root of a number. Simultaneous linear algebraic equations: Gauss-elimination method, Gauss-Jordan method, Triangularization method (LU decomposition method). Iterative method, Jacobi's method, Gauss-Seidal's method, Relaxation method.

UNIT – IV

Eigen Value Problems: Power method, Jacobi's method, Given's method, House-Holder's method. Numerical solution of ordinary differential equations: Single step methods-Picard's method. Taylor's series method, Euler's method, Modified Euler's method, Runge-Kutta Methods. Multiple step methods; Predictor-corrector method, Milne-Simpson's method

Books Recommended:

1. Babu Ram, Numerical Methods: Pearson Publication.
2. R.S. Gupta, Elements of Numerical Analysis, Macmillan's India 2010.
3. M. K. Jain, S.R.K. Iyengar and R.K. Jain, Numerical Method, Problems and Solutions, New Age International (P) Ltd., 1996.
4. M. K. Jain, S.R.K. Iyengar and R.K. Jain, Numerical Method for Scientific and Engineering Computation, New Age International (P) Ltd., 1999
5. C. E. Froberg, Introduction to Numerical Analysis (2nd Edition).
6. Melvin J. Maaron, Numerical Analysis-A Practical Approach, Macmillan Publishing Co., Inc., New York
7. R.Y. Rubinstein, Simulation and the Monte Carlo Methods, John Wiley, 1981

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	Mathematics	
B.A. IInd Year 3rd Semester		
PAPER-C (PRACTICAL)	BAMH (P)- 203 : Mathematics Lab-III	

Time: 3 hours

External Marks : 30

Write down and execute the following programs using C-Programming Language

1. To interpolate the data using Newton's forward interpolation formula
2. To interpolate the data using Newton's backward interpolation formula
3. To interpolate the data using Gauss's forward interpolation formula
4. To interpolate the data using Gauss's backward interpolation formula
5. To interpolate the data using Lagrange's interpolation formula
6. To find the roots of algebraic and transcendental equations using Bisection method.
7. To find the roots of algebraic and transcendental equations using Regula-Falsi method.
8. To find the roots of algebraic and transcendental equations using Secant method.
9. To find the roots of algebraic and transcendental equations using Newton-Raphson's method.

BOOKS SUGGESTED:

1. Applied Numerical Analysis by Curtis F. Gerald and Patrick G. Wheatley – Pearson Education Ltd.
2. Numerical Methods: E. Balagurusamy, T.M.H.

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Guru Jambheshwar University of Science & Technology, Hisar		
	Mathematics	
B.A. II nd Year 4 th Semester		
PAPER-A (THEORY) BAMH- 204 : Partial Differential Equations & Special Functions		

External Marks : 25

Internal Marks: 10

Time: 3 hours

Note:

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

UNIT – I

Partial differential equations: Formation, order and degree, Linear and Non-Linear Partial differential equations of the first order: Complete solution, singular solution, General solution, Solution of Lagrange's linear equations, Charpit's general method of solution. Compatible systems of first order equations, Jacobi's method.

UNIT – II

Linear partial differential equations of second and higher orders, Linear and non-linear homogeneous and non-homogeneous equations with constant coefficients, Partial differential equation with variable coefficients reducible to equations with constant coefficients, their complimentary functions and particular integrals, Equations reducible to linear equations with constant coefficients. Method of separation of variables: Solution of Laplace's equation, Wave equation (one and two dimensions), Diffusion (Heat) equation (one and two dimension) in Cartesian Co-ordinate system.

UNIT – III

Classification of linear partial differential equations of second order, hyperbolic, parabolic and elliptic types, Reduction of second order linear partial differential equations to Canonical (Normal) forms and their solutions, Solution of linear hyperbolic equations, Monge's method for partial differential equations of second order, Cauchy's problem for second order partial differential equations, Characteristic equations and characteristic curves of second order partial differential equation.

UNIT – IV

Series solution of differential equations – Power series method. Bessel equation and its solution: Bessel functions and their properties-Convergence, recurrence, Relations and generating functions, Orthogonality of Bessel functions. Legendre differential equation and its solution: Legendre function and its properties-Recurrence Relations and generating functions. Orthogonality of Legendre polynomial. Rodrigues' Formula for Legendre Polynomial.

Books Recommended:

1. D.A. Murray, Introductory Course on Differential Equations, Orient Longman, (India), 1967
2. Erwin Kreyszing, Advanced Engineering Mathematics, John Wiley & Sons, Inc., New York, 1999
3. A.R. Forsyth, A Treatise on Differential Equations, Macmillan and Co. Ltd.
4. Ian N. Sneddon, Elements of Partial Differential Equations, McGraw Hill Book Company, 1988
5. Frank Ayres, Theory and Problems of Differential Equations, McGraw Hill Book Company, 1972
6. J.N. Sharma and Kehar Singh, Partial Differential Equations
7. W.W. Bell, Special Functions for Scientists and Engineers.

	Mathematics (B.A. II nd Year 4 th Semester)	
PAPER-B (THEORY)		
BAMH- 205 : Functions Mechanics-I		

External Marks : 25

Internal Marks: 10

Time: 3 hours

Note:

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

UNIT - I

Forces in two dimension (co-planner), triangle law and polygon law of forces, Lami's theorem, resultant of concurrent and coplanar forces, conditions of equilibrium of concurrent forces. Parallel forces: like parallel and unequal unlike parallel forces, resultant and centre of parallel forces; Moments and Couples.

UNIT - II

Forces in three dimensions, Poinot's central axis, conditions for the reduction of a general system of forces in space to a single force, equations of central axis, Wrenches: Definition and basic laws, resultant wrench of two wrenches, locus of the central axis of two wrenches; Null lines and null planes.

UNIT - III

Velocity and acceleration along a plane curve, component of velocity and acceleration in radial, transverse, tangential and normal directions, Relative velocity and acceleration. Simple harmonic motion (SHM).

UNIT - IV

Newton's laws of motion, Central Orbits, differential equations of Central Orbits in polar form and in pedal form, areal velocity, elliptic, hyperbolic and parabolic orbit, velocity in a circle, apse and apsidal distances: definition and laws, velocity from infinity, Kepler's laws of planetary motion, equivalence of Kepler's laws of planetary motion and Newton's law of gravitation, motion under the inverse square law.

Books Recommended:

1. S.L. Loney : Statics, Macmillan Company, London.
2. R.S. Verma: A Text Book on Statics, Pothishala Pvt. Ltd., Allahabad.
3. S.L. Loney, An Elementary Treatise on the Dynamics of a Particle and a Rigid Bodies, Cambridge University Press, 1956
4. F. Chorlton, Dynamics, CBS Publishers, New Delhi.
5. A.S. Ramsey, Dynamics Part-1&2, CBS Publisher & Distributors.

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	Mathematics	
B.A. II nd Year 4 th Semester		
PAPER-B (PRACTICAL)	BAMH (P)- 206 : Mathematics Lab-IV	

External Marks : 25

Internal Marks: 10

Time: 3 hours

Write down and execute the following programs using C-Programming Language

1. To solve the system of linear equations using Gauss -elimination method.
2. To solve the system of linear equations using Gauss -Seidal iteration method.
3. To solve the system of linear equation using Gauss -jordan method.
4. To find the largest eigen value of a matrix by Power -method.
5. To integrate numerically using Trapezoidal rule.
6. To integrate numerically using Simpson's one- third rule.
7. To integrate numerically using Simpson's three-eighth rule.
8. To find numerical solution of ordinary differential equations by Euler's method/ Modified Euler's method.
9. To find numerical solution of ordinary differential equations by Runge -Kutta method.

BOOKS SUGGESTED:

1. Applied Numerical Analysis by Curtis F. Gerald and Patrick G. Wheatley – Pearson Education Ltd.
2. Numerical Methods: E. Balagurusamy, T.M.H.

Note: **Economics- Please Find Scanned Copy under BA-1

Dr. J. K. Singh
 Science & Technology
 HISAR-125001 (Haryana)

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Guru Jambheshwar University of Science Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course

SOCIOLOGY (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.

Scheme: 80:20 (external: internal)

1st question=20 marks (10 short answer type questions of two marks each)

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100marks

Components of Internal Assessment (Breakdown of 20 marks)

i) 2 Assignment: 10 marks each

Guru Jambheshwar University of Science & Technology, Hisar

Sociology

B.A. IInd Year 3rd & 4th Semester

Scheme of Examination

3rd Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	SOCL 201	Methods in Social Research	80	20	100	3Hrs

4th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	SOCL 202	Option- II Social Problems in India	80	20	100	3Hrs

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR		
	Sociology	
B.A. II nd Year 3 rd Semester		
PAPER-A (THEORY)	SOCL 201 : Methods in Social Research	

Maximum Marks : 100

Time : 3 hours

External Marks : 80

Internal Assessment : 20

Note:-

- The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
- The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
- Examiner is directed to give at least one Numerical in Unit-IV.

UNIT - I

Social Research: Definition, Nature and purpose; Steps in Social Research; Problem of Objectivity and Subjectivity in Social Research

UNIT - II

Research Method: Research Designs; Social Survey; Hypothesis- Types & significance; Sampling and Sampling Procedure

UNIT - III

Techniques of Data Collection: Types of Data; Techniques- Observation, Interview, Questionnaire, Schedule and Case Study

UNIT - IV

Statistical Analysis and Use of Computer in Social Research: Classification and Tabulation of data; Measures of Central Tendency: Mean, Median and Mode; Use of Computers in Social Research.

Readings:

Ahuja, Ram (2001): Research Methods, New Delhi: Rawat Publication.
 Goode, W.J. and P.K.Hatt (1952): Methods in Social Research, New York: McGraw International.
 Seltiz, Claise et al; (1959): Research Methods in Social Relation, New York: Henry Holt and Co.
 Srivastava, Prakash G.N. (1994): Advances Research Methodology, Delhi: Radha Publication.
 Thakur, Devender (2003): Research Methodology in Social Science, Delhi: Deep and Deep Publication.
 Young, P.V. (1988): Scientific Social Survey and Research, New Delhi Prentice Hall.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR		
	SOCIOLOGY	
	B.A. II nd Year 4 th Semester	
PAPER-A (THEORY)	SOCL 202 : Social Problems in India (Optional-II)	

Maximum Marks : 100

Time : 3 hours

20

External Marks : 80

Internal Assessment :

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

UNIT - I

Social Problem: Meaning and Definition; Importance of the Study of Social Problems; Sociological Perspectives on Social Problem-Anomie (Durkheim), Differential Association (Sutherland), Labeling (Becker).

UNIT - II

Structural Issues: Inequality of Caste, Class, Gender and Ethnicity; Communalism; Problems of Minorities.

UNIT - III

Problems and Issues: Female Foeticide, Dowry, Domestic Violence, Divorce; Problems of Aged.

UNIT - IV

Social Disorganization: Crime and Juvenile Delinquency, Corruption, Drug Addiction, Suicide, Prostitution and AIDS

Readings:

- Ahuja, Ram (2000): Social Problems in India, New Delhi: Rawat Publications. Beteille, Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP
 Beteille, Andre (1974): Social Inequality, New Delhi: OUP
 Bereman, G.D. (1979): Caste and Other Inequalities: Essay in Inequality, Meerut: Folklore Institute. Dube, Leela (1997): Women and Kinship, Comparative Perspectives on Gender in South and Southeast Asia, New Delhi: Sage Publication.
 Desai, Neera & Usha Thakkar (2007): Women in Indian Society, National Book Trust, India.
 Gadgil, Madhav and Ramchandra Guha (1996): Ecology and Equality: The use and Abuse of Nature in Contemporary India, New Delhi: OUP.
 Gill, S.S. (1998): The Pathology of Corruption, New Delhi: Harper Collin Publishers.
 Lewis, Oscar (1966): Culture of Poverty "Scientific American" Vol-II and V No.IV PP-19-25.
 Satya Murty, T.V. (1996): Region, Religion, Caste, Gender and Culture in Contemporary India, New Delhi

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PART –III (Third Year)

Note: For New Batch 2022 onwards (Semester Scheme)

B.A. IIIrd Year 5th & 6th

ENGLISH (COMPULSORY)

5th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A	ENGC 301	English Compulsory	80	20	100	3 Hrs

6th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A	ENGC 302	English Compulsory	80	20	100	3 Hrs


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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
ENGLISH (COMPULSORY)
B.A. IIIrd Year 5th Semester
PAPER-A ENGC 301 : English (Compulsory)

Maximum Marks :100

External

Marks :80

Time: 3 hours

Internal Assessment

:20

Note: 1. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.

2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Prescribed Text: *Reading a Novel: Kanthapura & An Exercise in Language Use* edited by Umed Singh, Pankaj Sharma, Deepti Dharmani.

SCHEME OF QUESTION PAPER

Q 1. This question is compulsory and consist ten questions of two marks each. **20**

Marks

Q 2. (a) This question will be based on the text, one long answer type question out of the given two to be answered in about 300 words. The questions will be designed to test the candidate's critical understanding of the text. **10 Marks**

(b) There will be one question with internal choice based on "Novel and Its forms" and "Glossary" given in the text book.

5 Marks

Q 3. (a) This question will be based on References to the Context (one out of two).

7½ Marks

(b) One comprehension passage from the text followed by five questions.

7½ Marks

Q 4. (a) Students will be required to transcribe and mark primary stress on any eight words out of the given ten. **8 Marks**

(b) Students will be required to mark Intonation (falling and rising tones) in any seven sentences out of the given ten. **(for blind candidates only)** There will be 7 idioms/ pairs of words out of which the candidates will be required to attempt any ten.

7 Marks

Q 5. (a) Students will be required to fill the blanks with appropriate transitional words/ phrases in any five sentences out of the given seven. The sentences should not be the same as given in the text.

5 Marks

(b) Students will be required to identify and transform the seven sentences (from one type to another, i.e. simple, compound and complex) out of the given ten.

5 Marks

(c) Students will be required to write a paragraph of about 150 words on any one of the four given topics. **5 Marks**


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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

ENGLISH (COMPULSORY)

B.A. IIIrd Year 6th Semester

PAPER-A ENGC 302 : English (Compulsory)

Maximum Marks :100 Marks

Marks :80 Marks

Time :03 hours

Assessment :20 Marks

External

Internal

Note:- 1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.

2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Prescribed Text: *Interpreting A Play: The Merchant of Venice and Developing Composition Skills* by Deepti Dharmani, Pankaj Sharma and Umed Singh.

SCHEME OF QUESTION PAPER

Q 1. This question is compulsory and consist ten questions of two marks each.

20 Marks

Q 2. This question will be designed to assess the understanding of the text by the students. The students shall answer any three out of the given five questions in about 150 words each).

7 ½ × 2 = 15 Marks

Q 3. (a) This question will be based on References to the Context (one out of two).

10 Marks

(b) This question will be based on the section of the text: "Introduction to Drama and Types of Drama" given in the text. Students will be required to answer any two out of the given four items.

5 Marks

Q 4. (a) Students will be required to write one word substitution of any five expressions out of the given eight. **5 Marks**

(b) Students will be required to write a précis of the given passage of about 300 words.

10 Marks

Q 5. (a) Students will be required to attempt one question on Email/Memo/Circular/RTI out of the given two questions. The question intends to test the understanding of the basic modes of communication. **7 Marks**

(b) Students will be required to write a business/official letter out of the given two.

8 Marks

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Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course

Hindi (Compulsory (under semester system))

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, five questions are to be set by the examiner. The candidates shall attempt all five questions. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt rest four questions in which internal choice will be available. All remaining four questions shall carry equal marks i.e. 15 each.
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Scheme: 80:20 (external: internal)

1 st question=20 marks (10 short answer type questions of two marks each)
--

Rest four questions: 15 marks each i.e. 4 x 15=60

Total = (20+60) + 20 = 100marks

Components of Internal Assessment (Breakdown of 20 marks)
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2 Assignments: 10 marks each

Guru Jambheshwar University of Science & Technology, Hisar
Hindi (Compulsory)

B.A. IIIrd Year 5th & 6th Semester Scheme of Examination

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
B.A. Hindi Paper-A Theory	HINC 301	Hindi Compulsory	80	20	100	3Hrs

5 th Semester						
Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
B.A. Hindi Paper-A Theory	HINC 302	Hindi Compulsory	80	20	100	3Hrs

xq# tEHks'oj foKku ,oa izks|kSfxdh fo'ofok|ky; fg|kj

ikB~;Øe fgUnh ¼vfuok;Z½

chñ,ñ r'fr; o'kZ ikpok; lesLVj

HINC 301- fgUnh ¼vfuok;Z½

isij & ,
dqy vad % 100
% 80

le; % 3 ?k.Vs

fu/kkZfjr ikB~;Øe

- ledkyhu fgUnh lkfgR; ij vk/kkfjr ikB~; iqLrd
- fgUnh lkfgR; dk vk/kqfud dky& dfork
- ç;kstuewyd fgUnh% i= ys[ku] la{ksik rFkk iYyou

¼d½ ikB~; iqLrd esa fu/kkZfjr jpukdkj

- 1- lfPpknkuUn ghjkuUn okRL;k;u ^vKs;*
- 2- /keZohj Hkkjrh
- 3- Jh ujs'k esgrk
- 4- ukxktqZu
- 5- j?kqohj lgk;
- 6- dqojukjk;k
- 7- yhyk/kj txwM+h

ikB~;Øe esa fu/kkZfjr dfo;ksa ij mudo lkfgR;d ifjp;] vuqHkwfrr oSfk"V; rFkk vHkO;fDrxr

lkS"Bo ij gh ç'u iwNs tk;]xsA dfo;ksa dh fofk"V jpukRed ço`fr ij ç'u ughiwNs tk;xsA

¼[k½ fgUnh lkfgR; dk vk/kqfud dky % dfork ikB~;Øe esa fu/kkZfjr vkykspukRed ç'u

- 1- HkkjrsUnq;qxhu fgUnh dfork dh ço`fr;kj

fyf|kr ijh{kk

vkUrfd ewY;kadu % 20

- 2- f}osnh;qxhu fgUnh dfork dh ço`fr;kj
- 3- Nk;kokn
- 4- çxfrok
- 5- ç;ksxokn
- 6- u;h dfork
- 7- ledkyhu dfork

¼x½ ç;kstuewyd fgUnh % i= ys[ku] la{ksik rFkk iYyou

- 1- i= ys[ku Lo# vkSj mlds fofok Hksn
- 2- la{ksik
- 3- iYyou

¼?k½ oLrqfu"B ç'u % miZ;qDr IEiw.kZ ikB~;Øe esa ls oLrqfu"B ç'u iwNs tk,;xsA

ikB~;Øe funsZ'k %

- 1 [k.M ¼d½ esa fu/kkZfjr ikB~; iqLrd esa ls O;k[k ds fy, pkj vorj.k fn, tk,;xs ftuesa ls ijh{kkfFkZ;ksa dks fdUgh nks dk mÜkj nsuk gksxkA ,d O;k[k ds fy, 5 vad vkSj iwjk ç'u 10 vad dk gksxkA
- 2 [k.M ¼d½ lkfgR;dkjksa ij nks lkfgR;d ifjp; fn, tk,;xs ijh{kkfFkZ;ksa dks ,d dk mÜkj fy[kuk gksxk ;g ç'u 5 vad dk gksxkA
- 3 [k.M ¼d½ esa ls lkfgR;dkjksa ij nks vkykspukRed ç'u iwNs tk,;xs ijh{kkfFkZ;ksa us ,d dk mÜkj nsuk gksxk bl ç'u ds fy, 7 vad fu/kkZfjr gksaxsA
[k.M ¼d½ ikB~;Øe ls pkj y?kqÜkj iwNs tk,;xs ijh{kkfFkZ;ksa dks nks ç'uksa ds mÜkj nsus gksaxsA izR;sd iz'u ds fy, 4 vad vkSj iwjk iz'u 8 vad dk gksxkA
- 4 [k.M ¼d½ fgUnh lkfgR; dk vk/kqfud dky esa nks vkykspukRed ç'u iwNs tk,;xs ijh{kkfFkZ;ksa dks ,d ç'u dk mÜkj fy[kuk gksxk ;g ç'u 7 vad dk gksxkA
¼[k½ [k.M ¼[k½ vk/kqfud lkfgR; ls pkj y?kqrjh ç'u iwNs tk,;xs ijh{kkfFkZ;ksa dks nks ç'uksa ds mÜkj nsus gksaxs ijh{kkfFkZ;ksa dks nks ç'u dk mÜkj fy[kus gksaxs iwjk ç'u 8 vad dk gksxkA
- 5 [k.M ¼x½ ç;kstuewyd fgUnh esa ls nks ç'u iwNs tk,;xs ijh{kkfFkZ;ksa dks ,d ç'u dk mÜkj fy[kuk gksxk ;g ç'u 7 vad dk gksxkA
¼[k½ [k.M ¼x½ ikB ç;kstu ewyd fgUnh esa ls pkj y?kqÜkj ç'u iwNs tk,;xs ijh{kkfFkZ;ksa dks nks ds mÜkj nsus gksaxs çR;sd ç'u 4 vkSj iwjk ç'u 8 vad dk gksxkA
- 6 [k.M ¼?k½ IEiw.kZ ikB~;Øe esa ls nl oLrqfu"B ç'u iwNs tk,;xs ijh{kkfFkZ;ksa us lHkh 8 dk mÜkj fy[kuk gSA çR;sd ç'u 2 vad vkSj iwjk ç'u 20 vad dk gksxkA ç'u dk mÜkj yxHkx 50 'kCnksa esa nsuk gksxkA

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State Emblem of India

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xq# tEHks'oj foKku ,oa izks|kSfxdh fo'ofok|ky; fglkj
 chñ,ñ r'fr; o'kZ NVok; lesLVj
 isij & , HINC 302- fgUnh ¼vfuok;Z½

fyflkr ijh{kk % 80
 vkUrfjd ewY;kadu % 20

dqy vad % 100

le; % 3 ?k.Vs

- fu/kkZfjr ikB~;Øe
 - uO;rj fo/kkvksa ij vk/kkfjr ikB~; iqLrd
 - gfj;kk.koh Hkk"kk vkSj lkfgR; dk bfrgkl
 - ç;kstuewyd fgUnh% i=dkfjrk
- [k.M¼d½ ikB~;Øe esa fu/kkZfjr jpukdkj ,o ajpuk
 - 1- ckyeqdqanxqlr % vk'kkdkvar¼fuca/k½
 - 2- vkpk;Z jkepUæ 'kqdy % mRlkg¼fuca/k½
 - 3- egknsoh oekZ % fxYyw¼laLej.k½
 - 4- vkpk;Z gkjh çlkn f}osnh % nsonk: ¼yfyr fuca/k½
 - 5- folku fuokl feJ % esjsjkedkeqdgVHkhxjgkgS¼yfyr fuca/k½
 - 6- gfj'kadj ijlbZ % lnkpjkdjkrcht¼O;aX;½
 - 7- jkgqy lkad`R;k;u % frCcr ds iFkij¼;k=ko`r½
- ikB~;Øe esa fu/kkZfjr jpukdkjksa ds lkfgR;d ifjp;] fucU/kksa ds fo`k; rFkk dyk i{k ij gh ç'u iwNs tkj,xs
 - [k.M¼[k½ gfj;k.koh Hkk"kk vkSj lkfgR; dk bfrgkl ikB~;Øe esa fu/kkZfjr fo`k;
 - 1- gfj;k.koh Hkk"kkdk mn~Hko vkSj fodkl
 - 2- gfj;k.koh Hkk"kk dh çeq[k cksfy;kj
 - 3- gfj;k.kk dh lkaxijEijk % mn~Hko vkSj fodkl
 - 4- gfj;k.koh Hkk"kk dk vk/kqfud ij vkSj xj lkfgR;
 - 5- gfj;k.koh vk/kqfud dfork % ifjp; vkSjço`fUk;kj
 - 6- gfj;k.koh dk xj lkfgR; % miU;k] dgkuh] ukV~;
 - [k.M¼x½ iz;kstuewyd fgUnh % i=dkfjrk
 - 1- i=dkfjrk& Lo:l vkSj izdkj
 - 2- 'kh"kZd dh lajpuk
 - 3- IEiknd ds xq.k vkSj nkf;Ro
 - 4- Qhpj ys[ku
 - 5- LorU= izsl dh vo/kkj.kk
 - [k.M¼?k½ IEiw.kZ ikB~; Øe ls oLrqfu"B ç'u
- fu/kkZfjr ikB~;Øe dk oxhZdj.k vkSj vad foHkkktu
 - 1 [k.M¼d½ fu/kkZfjrikB~; iqLrd esa ls O;k;k ds fy, pkj vorj.kfn, tk,jxs] ijh{kkfFkZ;ksa dks fdUgh nks vorj.kksa dh O;k;k djuh gS çR;sdO ;k;k 5 vad vkSj iwjk ç'u 10 vaddk gksxkA
 - 2 [k.M¼d½ fu/kkZfjr vkykspukRed ç'uksa esa ls nks ç'u iwNs tk,jxs ftuesa ls ijh{kkfFkZ;ksa dks ,d ç'u dk mÜkj nsuk gksxk ;g ç'u 5 vad dk gksxkA
 - 3 [k.M¼d½ fu/kkZfjr ikB~; iqLrd ls N% y?kqrjh ç'u iwNs tk,jxs] ijh{kkfFkZ;ksa dks yxHkx 150 'kCnksa esa fdUgh rhu ds mÜkj fy[kus gksaxs çR;sd ç'u 5 vad vkSj iwjk ç'u 15 vad dk gksxkA.
 - 4 [k.M¼[k½ fu/kkZfjr vkykspukRed ç'uksa esa ls nks ç'u iwNs tk,jxs ijh{kkfFkZ;ksa dks ,d ç'u dk mÜkj nsuk gksxk ;g ç'u 7 vad dk gksxkA
 - 5 [k.M¼[k½ esa fu/kkZfjr ç'uksa esa ls pkj y?kqrjh ç'u iwNs tk,jxs ijh{kkfFkZ;ksa us buesa ls nks ds mÜkj fy[kus gksaxs çR;sd ç'u 4 vad vkSj iwjk ç'u 8 vad dk gksxkA
 - 6 [k.M¼x½ esa fu/kkZfjr ikB~;Øe esa ls N% y?kqrjh ç'u fn, tk,jxs ftuesa ls ijh{kkfFkZ;ksa dks rhu ç'uksa ds mÜkj 150 'kCnksa esa fy[kus gksaxs çR;sd ç'u ds fy, 5 vad vkSj iwjk ç'u 15 vad dk gksxkA

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7 [k.M¹/₄x¹/₂ esa iwjs ikB~;Øe ls nl y?kqÜkj ç'u iwNs tk,;xs çR;sd ç'u 2 vad dk gksxk iwjk ç'u 20 vad dk gksxk çR;sd ç'u dk mÜkj 25&50 'kCnksa esa fy[kuk gksxkA

Guru Jambheshwar University of Science and Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course Political Science (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.
Scheme: 80:20 (external: internal)
1 st question=20 marks (10 short answer type questions of two marks each)
Rest four questions: 15 marks each i.e. 4 x 15=60
Total = (20+60) + 20 = 100marks

Components of Internal Assessment (Breakdown of 20 marks)	b)
2Assignments: 10 marks each	

POLITICAL SCIENCE B.A. IIIrd Year 5th & 6th Semester Scheme of Examination

5thSemester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	POLS 301	Option-I Comparative Politics	80	20	100	3Hrs

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6th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	POLS 303	Option-I Comparative Constitutions of UK & USA	80	20	100	3Hrs

Guru Jambheshwar University of Science & Technology, Hisar
POLITICAL SCIENCE
B.A. IIIrd Year 5th Semester

PAPER-A (THEORY) POLS 301 : Comparative Politics (Optional-I)

Maximum Marks : 100

Time : 3 hours

External Marks : 80

Internal Assessment : 20

Note:- 1. The question paper will consist of *nine* questions. The candidate shall attempt *five* questions in all. The Question No. 1 will be *compulsory*. The Candidate shall attempt *four* more questions selecting at least *one* from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.

2. The **Compulsory Question No.1** will be short answer type questions containing *ten* questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit-I

Comparative Politics-Definition, Scope; Traditional & Modern Concerns; Comparative Methods.

Unit-II

Approaches to the Study of Comparative Politics: Input-Out (David Easton), Structural-Function (G. Almond), Political Development (Lucian W. Pye), Political Culture (G. Almond).

Unit-III

Constitutionalism: History, Nature, Type and Problem in Modern Times.

Unit-IV

Constitutional Structure: (a) Formal-Executive, Legislation and Judiciary, (b) Informal Structures-Political Parties and Pressure Groups.

Readings

1. G.A. Almond and J.S. Coleman, The Politics of the Developing Areas, Princeton NJ, Princeton University Press, 1960.
2. G.A. Almond, and S. Verba, The Civic Culture : Political Attitudes and Democracy in Five Nations, Princeton NJ, Princeton University Press, 1963.
3. G.A. Almond, Comparative Politics Today : A World View, 7th edn., New York, London, Harper/Collins, 2000.
4. D.E. Apter, The Politics of Modernization, Chicago, University of Chicago Press, 1965.
5. A. Bebler and J. Seroka (eds.), Contemporary Political Systems: Classifications and Typologies, Boulder Colorado, Lynne Rienner Publishers, 1990.
6. L.J. Cantori and A.H. Zeigler (ed.), Comparative Politics in the Post-Behaviouralist Era, London, Lynne Rienner Publisher, 1988.

7. O. Dunleavy and B.O' Leary, Theories of Liberal Democratic State, London, Macmillan, 1987.
8. R. Hauge and M. Harrop, Comparative Government and Politics. An Introduction, 5th edn., New York, Palgrave, 2001.
9. H. Finer, Theory and Practice of Modern Government, London, Methuen, 1969.
10. J.C. Johari, Comparative Political Theory: New Dimensions, Basic Concepts and Major Trends, New Delhi, Sterling, 1987.
11. K. Kumar, Revolution : The Theory and Practice of a European Idea, London, Weidenfeld and Nicolson, 1971.
12. R.C. Macridis, The Study of Comparative Government, New York, Doubleday, 1955.
13. R.C. Macridis and R.E. Ward, Modern Political Systems : Europe, and Asia, 2nd edn. Englewood Cliffs NJ, Prentice Hall, 1968.
14. J. Manor (ed.), Rethinking Third World Politics, London, Longman, 1991.
15. R.C. Macridis, Modern European Governments : Cases in Comparative Policy - Making, Englewood Cliffs NJ, Prentice Hall, 1968.
16. L.W. Pey (ed.), Communication and Political Development, Princeton NJ, Princeton University Press, 1963.
17. R.I. Rotberg (ed.), Politics and Political Change : A Journal of Inter-Disciplinary History Reader, Massachusetts, MIT Press, 2001.
18. H.J. Wiarda (ed.), New Developments in Comparative Politics, Boulder Colorado, Westview Press, 1986.

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

POLITICAL SCIENCE

B.A. IIIrd Year 6th Semester

PAPER-A (THEORY)

Maximum Marks : 100

Marks : 80

Time : 3 hours

Assessment : 20

POLS 303 : Comparative Constitutions of UK & USA (Optional-I)
External

Internal

Note:- 1. The question paper will consist of nine questions. The candidate shall attempt five questions in all. The Question No. 1 will be compulsory. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.

2. The Compulsory Question No.1 will be short answer type questions containing ten questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit-I

Evolution, Conventions, Legacies and Basic features of Constitutions of UK & USA; Socio-Economic basis of Constitutions of UK & USA.

Unit-II

Comparative Study of Executive, Legislation and Judiciary System of UK & USA.

Unit-III

Comparative studies of Structures, Functions and roles of political parties and pressure groups of UK & USA.

Unit-IV

Electoral Processes, Voting Behaviour, Bureaucracy and Recent Trends of the working of the systems of UK & USA.

Readings

1. G. Almond et al., *Comparative Politics Today : A World View*, 7th edn., New York, London, Harper/Collins, 2000.
2. W. Bagehot, *The English Constitution*, London, Fontana, 1963.
3. A.H. Birch, *British System of Government*, 4th edn., London, George Alen and Unwin, 1980.
4. J. Blondel, *An Introduction to Comparative Government*, London, Weidenfeld and Nicolson, 1969.
5. J. Blondel, *Comparative Legislatures*, Englewood Cliffs NJ, Prentice Hall, 1973.
6. J. Bryce, *Modern Democracies*, Vol. 2, New York, Macmillan, 1921.
7. H. Finer, *Theory and Practice of Modern Government*, London, Methuen, 1969.
8. S.E. Finer, *Comparative Government*, Harmondsworth, Penguin, 1974.
9. E.S. Griffith, *The American System of Government*, 6th edn., London, Methuen, 1983.
10. D. Kavangh, *British Politics: Continuity and Change*, Oxford, Oxford University Press, 1985.
11. H.J. Laski, *American Democracy : A Commentary and An Interpretation*, London, Unwin, 1948.
12. A.Lijphart, *Electoral Systems and Party System*, New Haven CT, Yale University Press, 1994.

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Registrar

13. A.Lijphart, (ed.), *Parliamentary versus Presidential Government*, Oxford and New York, Oxford University Press, 1992.
14. A.Lijphart, *Democracies : Patterns of Majoritarian and Consensual Government in Twenty One Countries*, New Haven CT, and London, Yale University Press, 1992.
15. R. Maddex, *Constitutions of the World*, 2nd edn., Washington DC and London, CQ Press, 2000.
16. P Mair, *The West European Party System*, Oxford, Oxford University Press, 1990.
17. T. Munro, *The Governments of Europe*, New York, Macmillan, 1963.
18. D. Okon, *Legislative Institutions: A Comparative View*, Armonk NY, M.E. Sharpe, 1994.
19. M. Rhodes, P. Heywood and V. Wright, *Developments in West European Politics*, Basingstoke, Macmillan, 1997.
20. K. C. Wheare, *Federal Government*, 4th edn., Oxford and New York, Oxford University Press, 1963.
21. J. Wilson, *American Government*, 4th edn., Boston Massachusetts, Houghton Mifflin, 1997.

Guru Jambheshwar University of Science & Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course

PUBLIC ADMINISTRATION (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be
For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.	
Scheme: 80:20 (external: internal)	
1 st question=20 marks (10 short answer type questions of two marks each)	
Rest four questions: 15 marks each i.e. 4 x 15=60	
Total = (20+60) + 20 = 100marks	
Components of Internal Assessment (Breakdown of 20 marks)	
	2Assignments: 10 marks each

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR


PUBLIC ADMINISTRATION
B.A. IIIrd Year 5th & 6th Semester Scheme of Examination

5th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	PUBA 301	(Option – I) Indian Administrative System	80	20	100	3Hrs

6th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	PUBA 302	(Option – I) Administrative Ethics in Governance	80	20	100	3Hrs


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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

PUBLIC ADMINISTRATION

B.A. IIIrd Year (5th Semester)

PAPER-A (THEORY)

PUBA 301 : Indian Administrative System (Option-I)

Maximum Marks : 100

External Marks : 80

Internal Assessment: 20

Time: 3 hours

Note:-

1. The question paper will consist of *nine* questions. The candidate shall attempt *five* questions in all. The Question No. 1 will be *compulsory*. The Candidate shall attempt *four* more questions selecting at least *one* from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing *ten* questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit – I Constitutional Framework

- British Legacy and Historical Background
- Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution
- Fundamental Rights; Directive Principles of State Policy and Fundamental Duties

Unit – II Organs of Government

- Political Executive at the Union Level: President, Prime Minister and Council of Ministers
- Union Legislature - Lok Sabha and Rajya Sabha: Composition and Functions
- Judiciary: Supreme Court; Judicial Review

Unit – III Central Administration

- Central Secretariat: Structure, Functions and Role
- Cabinet Secretariat: Significance, Functions and Role
- Prime Minister Office: Significance, Functions and Role

Unit – VI State and District Administration

- Governor; Chief Minister Council of Ministers and State Legislature
- State Secretariat and Directorate; Chief Secretary and Divisional Commissioner
- District Administration: District Collector

Recommended Books and Readings

- a. Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3rd edition). New Delhi: New Age International Publishers
- b. Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill
- c. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. New Delhi: Gyan Books
- d. Basu, D.D. (2008) Introduction to the Constitution of India. (20th ed.). New Delhi: Wadhwa and Company.
- e. Chakraborty, Bidyut (2016) Indian Administration. New Delhi: Sage
- f. Chanda Ashok: 1967. Indian Administration. London: Allen & Unwin
- g. Chaudhary Surjit, M Khosla and P Mehta. 2016. The Oxford Handbook of the Indian Constitution. New Delhi: OUP
- h. G. Austin. 2010. The Indian Constitution: Cornerstone of a Nation. New Delhi: OUP
- i. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Jaipur: Aalekh Publishers
- j. Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India's Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black
- k. J. Manor. (1994) 'The Prime Minister and the President', in B. Dua and J. Manor (eds.) Nehru to the Nineties: The Changing Office of the Prime Minister in India, Vancouver: University of British Columbia Press
- l. J. Manor. (2005) 'The Presidency', in D. Kapur and P. Mehta P. (eds.) Public Institutions in India: Performance and Design. New Delhi: OUP
- m. Jain, R. B. (1976) Contemporary Issues in Indian Administration. New Delhi: Vishal Publications
- n. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
- o. L. Rudolph and S. Rudolph. (2008) 'Judicial Review Versus Parliamentary Sovereignty', in Explaining Indian Institutions: A Fifty Year Perspective, 1956-2006: Volume 2: The Realm of Institutions: State Formation and Institutional Change. New Delhi: OUP
- p. Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman
- q. Misra B.B., (1970) The Administrative History of India. London: Oxford University Press
- r. R. Bhargava. (2008) 'Introduction: Outline of a Political Theory of the Indian Constitution', in R. Bhargava (ed.) Politics and Ethics of the Indian Constitution, New Delhi: OUP
- s. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
- t. Singh, Hoshier and M. Singh. (1989) Public Administration in India: Theory and Practice. New Delhi: Sterling
- u. U. Baxi. (2010) 'The Judiciary as a Resource for Indian Democracy', Seminar, Issue 615, pp. 61-67.
- v. V. Hewitt and S. Rai. (2010) 'Parliament', in P. Mehta and N. Jayal (eds.) The Oxford Companion to Politics in India, New Delhi: OUP

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PUBLIC ADMINISTRATION

B.A. IIIrd Year (6th Semester)

PAPER-A (THEORY) PUBA 301 : Administrative Ethics in Governance (Option-I)

Maximum Marks : 100

External Marks : 80

Internal Assessment: 20

Time : 3 hours

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

UNIT - I Introduction

- Ethics – concept and significance;
- Key concepts – Right, Duty, Freedom, Equality, Fraternity, Karma, Purusharthas, and Dharma.
- Contribution of Kautilya: Character Building, Measures to tackle Corruption; Contribution of Mahatma Gandhi – Satyagraha and Truth.
- Contribution of Western Administrative Thinkers to Ethics with special reference to Socrates (Moral Theory) and Immanuel Kant (Deontological Theory)

UNIT - II Applied Ethics

- Issues of Inequality, Abortion, Foeticide, Suicide
- Environment Degradation,
- Capital Punishment; and Nature of Moral Dilemmas

UNIT - III Ethics in Public Life

- Civil Service Neutrality and Anonymity
- Significance of Ethical and Moral Values in Governance
- Code of Ethics and Code of Conduct for Civil Services in India

UNIT - IV Probity in Governance

- Corruption – Causes and Remedies
- Institutional Arrangements for fighting Corruption in India: CVC, CBI, Lokpal and Lokayukta

Recommended Books and Readings

- Arora, R K (2008) Ethics in Governance: Innovations Issues and Instrumentalities. Rawat: Jaipur
- Arora, Ramesh K (Ed.) (2014) Ethics, Integrity and Values in Public Service. New Age International: New Delhi
- Chargava, R (2006) Politics and Ethics of the Indian Constitution. Oxford University Press: New Delhi
- Chakraborty, Bidyut (2016) Ethics in Governance in India. Routledge: New Delhi
- Chaturvedi, T N (Ed.) (1996) Ethics in Public Life. IIPA: New Delhi
- Chandhi, Mahatma (2009) Hind Swaraj. Rajpal & Sons: Delhi
- Chodbole, M (2003) Public Accountability and Transparency: The Imperatives of Good Governance. Orient Longman: Delhi
- Chooja, R (2008) Corruption, Ethics and Accountability: Essays by an Administrator. IIPA: New Delhi
- Chatur, B P (2014) Ethics for Governance: Reinventing Public Services. Routledge: New Delhi
- Changarajan, L N (Ed.) (1987) The Arthashastra. Penguin Books: New Delhi
- Chawshilya, A (2012) Ethics and Governance. Pearson Education: New Delhi
- Second Administrative Reforms Commission (2007) Ethics in Governance. Government of India: New Delhi

m. Sheeran, P J (2006) Ethics in Public Administration – A Philosophical Approach. Rawat: Jaipur.

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Scheme for Theory+Practical Based Subjects)

Guidelines for Scheme of examination of UG Course Mathematics-B.A. Pass course (under semester system)

The Scheme of Examination of under graduate (UG) Courses (**Theory-70 marks (Two Papers) + Practical-30 marks Based Subjects**) under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under (50 + 20) + 30 (External + Internal + Practical) for practical based courses. Pass percentage will be...

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations regarding practical subjects, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 05 marks based on the entire syllabus. It will comprise of five short answer type questions of one mark each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) upto four units depending on the subject). All remaining questions shall carry equal marks.

Scheme:

Paper-I: 25 marks (External) + 10 marks
(Internal) Paper-II: 25 marks (External) + 10
marks (Internal) Practical: 30 marks

1st question = 05 marks (05 short answer type questions of 1 mark each)

Rest four questions : 05 marks each i.e. $04 \times 05 = 20$

Total = $(25+10+25+10)+30 = 100$ marks

Components of Internal Assessment (Break down of 20 marks in each Paper)

2 Assignments: 10 marks each

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Mathematics B.A. IIIrd Year 5th & 6th Semester

Scheme of Examination

5th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A Theory	BAMH 301	Option -I Groups and Rings	80	20	100	3 hrs
Paper B Theory	BAMH 302	Option -I Sequence & Series	80	20	100	3 hrs
Paper C Theory	BAMH 303	Option -I Number Theory & Trigonometry	80	20	100	3 hrs

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6th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper A Theory	BAMH 304	Option -I Linear Algebra	100	20	100	3 hrs
Paper B Theory	BAMH 305	Option -I Mechanics-II	100	20	100	3 hrs
Paper C Theory	BAMH 306	Option -I Real & Complex Analysis	100	20	100	3 hrs
Paper D Theory	BAMH 307	Option -I Solid Geometry	100	20	100	3 hrs

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Mathematics B.A. IIIrd Year 5th Semester

PAPER-A (THEORY) BAMH- 301 : Groups and Rings (Option-I)

External Marks :25

Internal Marks: 10

Time: 3 hours

CONTENTS

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

Section – I

Definition of a group. Examples of abelian and nonabelian groups. The group \mathbb{Z}_n of integers under addition modulo n and the group of $U(n)$ of units under multiplication modulo n . Generator of a group. Cyclic groups. Permutations groups. Alternating groups, Cayley's theorem. Subgroups and Subgroup criteria. Cosets, Left and right cosets, properties of cosets.

Section – II

Index of a sub-group. Coset decomposition, Lagrange's theorem on groups and its consequences, Normal subgroups, Quotient groups, Homomorphisms, isomorphisms, automorphisms on group. Center of a group and class equation of a group and derived group of a group.

Section – III

Introduction to Rings, Subrings, Integral domains and Fields, Characteristics of a ring. Ring homomorphisms, Theorems on Ring homomorphisms. Ideals (Principal, Prime and Maximal) and Quotient rings, Field of quotients of an integral domain.

Section – IV

Euclidean rings, Polynomial rings, Polynomials over the rational field, The Eisenstein's criterion of irreducibility of polynomials over the field of rational numbers. Polynomial rings over commutative rings. Principal ideal domain, Unique factorization domain.

Books Recommended:

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1. I.N. Herstein, Topics in Algebra, Wiley Eastern Ltd., New Delhi, 1975

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2. P.B. Bhattacharya, S.K. Jain and S.R. Nagpal, Basic Abstract Algebra (2nd edition).
3. VivekSahai and VikasBist, Algebra, Narosa Publishing House.
4. I.S. Luther and I.B.S. Passi, Algebra, Vol-II, Narosa Publishing House.

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Mathematics B.A. IIIrd Year 5th Semester

PAPER-B (THEORY) BAMH- 302 : Sequence and Series (Option-I)

External Marks :25

Internal Marks: 10

Time: 3 hours

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 0 marks each.

CONTENTS

SECTION-I

Boundedness of the set of real numbers; least upper bound, greatest lower bound of a set, neighborhoods, interior point, isolated points, limit points, open sets, closed set, interior of a set, closure of a set in real numbers and their properties. Sequence: Real sequences and their convergence, theorem on limits of sequence, bounded and monotonic sequences, Cauchy's sequence, Cauchy general principle of convergence, subsequences, subsequential limits.

SECTION-II

Infinite series: Convergence and divergence of Infinite Series, Comparison Tests of positive terms Infinite series, Cauchy's general principle of Convergence of series, Convergence and divergence of geometric series, Hyper Harmonic series of order p . D-Alembert's ratio test, Raabe's test, Logarithmic test, De Morgan and Bertrand's test, Cauchy's n th root test, Gauss Test, Cauchy's integral test, Cauchy's condensation test. Alternating series: Leibnitz's test, absolute and conditional convergence. Arbitrary series: Abel's lemma, Abel's test, Dirichlet's test.

SECTION-III

Fourier's series: Fourier expansion of piecewise monotonic functions, Properties of Fourier Co-efficients, Dirichlet's conditions, Parseval's identity for Fourier series, Fourier series for even and odd functions, Half range series, Change of intervals.

SECTION-IV

Riemann integral: Definition and examples. Darboux's Theorem and condition of existence of Riemann's integral. Integrability of continuous, monotonic functions and discontinuous functions. Properties of integrable functions. Continuity and differentiability of integrable functions. Primitive. The Fundamental theorem of integral calculus. Mean value theorems of integral calculus.

Books Recommended

1. T.M.Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi, 1985.
2. R.R. Goldberg, Methods of Real Analysis, John Wiley and Sons, Inc., New York, 1976.
3. SC Malik and Savita Arora, Mathematical New Age International (P) Limited Published, New Delhi, 2012 (Fourth Edition).
4. D. Somasundaram and B. Choudhary: A First Course in Mathematical Analysis, Narosa Publishing House, New Delhi, 1997.
5. R.G. Bartle and D.R. Shernert: Introduction to Real Analysis, Wiley, 2011.
6. Shanti Narayan : A Course of Mathematical Analysis, S. Chand & Co., New Delhi

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Mathematics B.A. IIIrd Year 5th Semester

PAPER-C (THEORY) BAMH- 303 : Number Theory & Trigonometry (Option-I)

External Marks :25

Internal Marks: 10

Time: 3 hours

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

CONTENTS

Section-I

Linear Diophantine equation, prime counting function, statement of prime number theorem, Goldbach conjecture, near congruences, complete set of residues, Chinese remainder theorem, Fermat's little theorem, Wilson's theorem.

Section-II

Number theoretic functions, sum and number of divisors, totally multiplicative functions, the Möbius inversion formula, the greatest integer function, Euler's phi-function, Euler's theorem, reduced set of residues, some properties of Euler's phi-function.

Section-III

Order of an integer modulo n , primitive roots for primes, composite numbers having primitive roots, Euler's criterion, the Legendre symbol and its properties, quadratic reciprocity, quadratic congruences with composite moduli.

Section-IV

Exponential, Logarithmic, Circular functions; $\sin(nx)$, $\cos(nx)$, $\tan(nx)$, $\sin^n x$, $\cos^n x$, $\tan^n x$, hyperbolic and inverse hyperbolic functions - simple problems. Gregory's series, Summation of Trigonometric series, Trigonometric expansions of sine and cosine as infinite products (without proof).

Recommended Books:

1. David M. Burton, Elementary Number Theory (6th Edition), Tata McGraw-Hill Edition, Indian reprint, 2007.
2. Neville Robbins, Beginning Number Theory (2nd Edition), Narosa Publishing House Pvt. Limited, Delhi, 2007.
3. Trigonometry : P. Duraipandian
4. Plane Trigonometry part 2 : S. L. Loney, (Macmillan and Co. London)

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Mathematics B.A. IIIrd Year 6th Semester

PAPER-A (THEORY) BAMH- 304 : Linear Algebra (Option-I)

External Marks :25

Internal Marks: 1

Time: 3 hours

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of marks (i.e., 01 mark each) spread over the whole syllabus. Other questions will carry the 05 marks each.

CONTENTS

Section – I

Vector spaces, subspaces, Sum and Direct sum of subspaces, Linear span, Linearly Independent and dependent subsets of a vector space. Finitely generated vector space, Existence theorem for basis of a finitely generated vector space, Finite dimensional vector spaces, Invariance of the number of elements of bases sets, Dimensions, Quotient space and its dimension.

Section – II

Homomorphism and isomorphism of vector spaces, Linear transformations and linear forms on vector spaces, Vector space of all the linear transformations, Null Space, Range space of a linear transformation, Rank and Nullity Theorem,

Section – III


Algebra of Linear Transformation, Minimal Polynomial of a linear transformation, Singular and non-singular linear transformations, Matrix of a linear Transformation, Change of basis, Eigen values and Eigen vectors of linear transformations.

Section – IV

Inner product spaces, Cauchy-Schwarz inequality, Orthogonal vectors, Orthogonal complements, Orthogonal sets and Basis, Bessel's inequality for finite dimensional vector spaces, Gram-Schmidt, Orthogonalization process, Adjoint of a linear transformation and its properties, Unitary linear transformations.

Books Recommended:

1. I.N. Herstein,: Topics in Algebra, Wiley Eastern Ltd., New Delhi, 1975
2. P.B. Bhattacharya, S.K. Jain and S.R. Nagpal, Basic Abstract Algebra (2nd edition).
3. Vivek Sahai and Vikas Bist, Algebra, Narosa Publishing House.
4. I.S. Luther and I.B.S. Passi, Algebra, Vol-II, Narosa Publishing House.


Professor
Guru Jambheshwar University, Haryana
Department of Mathematics
(2019-2020)

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Mathematics B.A. IIIrd Year 6th Semester

PAPER-B (THEORY) BAMH- 305 : Mechanics-II (Option-I)

Time: 3 hours

External Marks :25

Internal Marks: 10

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 0 marks each.

CONTENTS

Section - I

Analytical conditions of equilibrium of co-planar forces: Equilibrium of three forces, conditions of equilibrium, trigonometric theorem's, conditions of equilibrium of co-planar forces (First, Second and Third form); Friction: Definition of friction and basic laws, problems based on equilibrium of rods and ladders; Centre of gravity: Basic concepts and definitions, centre of gravity of a uniform rod, a thin uniform lamina in the form of a parallelogram, a thin uniform triangular lamina, three uniform rods forming a triangle, a uniform quadrilateral lamina, lamina in the form of a trapezium, centre of gravity of a body by integration.

Section - II

Motion of a particle attached to an elastic string, Hooke's law, motion of horizontal and vertical elastic strings, Definition of work, Power and Energy, work done by a variable force, work done in stretching an elastic string, principle of work and energy, conservative system of forces, principle of conservation of energy, impulse of a constant force and a variable force.

Section - III

Motion of a particle on smooth curves, motion on the outside and inside of a smooth vertical circle, cycloidal motion, motion on a rough curve under gravity.

Section - IV

Projectile motion of a particle in a plane, velocity at any point of the trajectory, directions of projection for a particle, range and time of flight on an inclined plane, directions of projection for a given velocity and a given range; range and time of flight down an inclined plane.

Books Recommended:

1. S.L. Loney: Statics, Macmillan Company, London.
2. R.S. Verma: A Text Book on Statics, Pothishala Pvt. Ltd., Allahabad
3. S.L. Loney, An Elementary Treatise on the Dynamics of a Particle and a Rigid Bodies, Cambridge University Press, 1956.
4. F. Chorlton, Dynamics, CBS Publishers, New Delhi.
5. A.S. Ramsey, Dynamics Part-1&2, CBS Publisher & Distributors.

Mathematics B.A. IIIrd Year 6th Semester

PAPER-C (THEORY) BAMH- 306 : Real and Complex Analysis (Option-I)

External Marks :25

Internal Marks: 10

Time: 3 hours

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each
2. The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions of equal marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 0 marks each.

SECTION-I

Definition and examples of metric spaces, neighborhoods, limit points, interior points, open and closed sets, closure and interior, boundary points, subspace of a metric space, equivalent metrics, Cauchy sequences, completeness, Cantor's intersection theorem.

SECTION-II

Baire's category theorem, Contraction Principle, continuous functions, uniform continuity, compactness for metric spaces, sequential compactness, Bolzano-Weierstrass Property, total boundedness, finite intersection property, continuity in relation with compactness, connectedness.

SECTION-III

Improper integrals and their convergence, comparison tests, Abel's and Dirichlet's tests, Frullani's integral, Integral as a function of a parameter. Continuity, differentiability and integrability of an integral of a function of a parameter.

SECTION-IV

Topology of complex numbers: Trigonometric, exponential, logarithmic and hyperbolic trigonometric functions. Extended complex plane, Stereographic projection of complex numbers. Continuity and differentiability of complex functions. Analytic functions, Cauchy-Riemann equations, harmonic conjugates, harmonic functions. Construction of analytic functions: direct method and Milne-Thomson method.

Books Recommended

1. T.M.Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi, 1985.
2. R.R. Goldberg, Methods of Real Analysis, John Wiley and Sons, Inc., New York, 1976.
3. D. Somasundaram and B. Choudhar: A First Course in Mathematical Analysis, Narosa Publishing House, New Delhi, 1997.
4. M.D. Raisinghania, Elements of Real Analysis, S.Chand Publication, 2003.
5. R.G. Bartle and D.R. Shernert: Introduction to Real Analysis, Wiley, 2011.
6. H.A. Priestly, Introduction to Complex Analysis, Clarendon Press, Oxford, 1990.
7. L.V. Ahlfors, Complex Analysis, McGraw-Hill, 1979.

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Mathematics B.A. IIIrd Year 6th Semester

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PAPER-D (THEORY)

BAMH- 307 : Solid Geometry (Option-I)

Time: 3 hours

External Marks :50

Note :

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all.
2. The Question No. 1 will be compulsory.
3. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit.
The **Compulsory Question No.1 of 05 marks** will be short answer type questions containing **ten** questions o marks (i.e., 01 mark each) spread over the whole syllabus. Other question will carry the 05 marks each.

UNIT-I

Central Conicoids: Equation of tangent plane. Director sphere. Normal to the conicoids. Polar plane of a point. Enveloping cone of a coinoid. Enveloping cylinder of a coinoid.

UNIT-II

Paraboloids: Circular section, Plane sections of conicoids. Generating lines. Confocal conicoid. Reduction of second degree equations.

Books Recommended:

1. R.J.T. Bill, Elementary Treatise on Coordinary Geometry of Three Dimensions, MacMillan India Ltd. 1994.
2. P.K. Jain and Khalil Ahmad: A Textbook of Analytical Geometry of Three Dimensions, Wiley Eastern Ltd. 1999.

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BAMH-307
Syllabus
2018-19

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Guru Jambheshwar University of Science & Technology, Hisar HISTORY

B.A. IIIrd Year 5th & 6th Semester

Scheme


(w.e.f. the academic session 2020-21)

5th
Semester

Paper No.	Paper Code	Nomenclature of Paper	Periods per Week	External Marks	Internal Marks	Practical	Total Marks	Time
Paper-A Theory	HIST 302	Option-II Rise of Modern World	6+2*	80	20	---	100	3Hrs
* map period								

6th Semester

Paper No.	Paper Code	Nomenclature of Paper	Periods per Week	External Marks	Internal Marks	Practical	Total Marks	Time
Paper-A Theory	HIST 304	Option-II Modern World	6+2*	80	20	---	100	3Hrs
* map period								


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Guru Jambheshwar University of Science & Technology, Hisar

History

B.A. IIIrd Year 5th Semester

PAPER-A (THEORY)

HIST 302 : Rise of Modern World (Option-II)

(w.e.f. the academic session 2020-21)

Maximum Marks :100

External Marks :80

Internal Assessment :20

Time :3 hours

Note :-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
3. The Map Question will be carrying 15 marks (10 for map work and 5 for explanatory note). For visually disabled candidates, the part relating to the explanatory note will carry full marks.

Unit – I

Transition from Feudalism to Capitalism in Europe

Renaissance: Origins, Emergence and Results

Reformation: Origins, Emergence and Results

Unit – II

Shift of Economic Balance from the Mediterranean to Atlantic Region

Early Colonial System: Motives, Process and Consequences of Colonization of Americas

Mercantile Revolution: Origins and Results

Unit- III

Scientific Revolution: Origins and Impact

Glorious Revolution: Origins and Results

Industrial Revolution: Origins, Progress and Impact

Agricultural Revolution: Origins, Progress and Impact

Unit – IV

Maps (Europe):

Important Centers of Renaissance

Important Centers of Reformation

Important Mercantile Centers

Major Places Connected with Industrial Revolution

Capitalist Powers of Europe

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Suggested Readings:

- | | |
|-------------------------------|---|
| Anderson, Pery | <i>Lineages of the Absolutist State</i> |
| Barr chough, G. | <i>An Introduction to Contemporary History (Penguin, 1968)</i> |
| Chauhan, D. S. | <i>Europe Ka Itihas (Hindi)</i> |
| Chauhan, D. S. | <i>Samkalin Europe (Hindi)</i> |
| Cipolla, Carlo M | <i>Before the Industrial Revolution: European Society and Economy 1000-1700</i> |
| Cipolla, Carlo M. | <i>Forntana Economic History of Europe, Vols II and III</i> |
| Coleman, D. C. (ed.) | <i>Revisions in Mercantilism</i> |
| Davis, H. A. (ed.). | <i>Outline History of the World</i> |
| Davis, Ralph | <i>The Rise of the Atlantic Economics</i> |
| Dobb, Maurice | <i>Studies in the Developments of Capitalism</i> |
| Fisher, H.A.L. | <i>A History of Europe</i> |
| Gupta, Parthasarthi (ed.) | <i>Adhunik Paschim Ka Uday (Hindi)</i> |
| Gupta, Parthasarthi (ed.) | <i>Europe Ka Itihas (Hindi)</i> |
| Hall, J.R. | <i>From Galileo to Newton</i> |
| Henderson, O. P. | <i>The Industrial Revolution on the Continent</i> |
| Hill, Christopher | <i>From Reformation to Industrial Revolution</i> |
| Hilton, Rodney | <i>Transition From Feudalism to Capitalism</i> |
| Hobsbawm, E.J. | <i>The Age of Revolution</i> |
| Hobsbawn, E.J. | <i>Nation and Nationalism</i> |
| Keenigsberger, H.G. and G. L. | <i>Europe in the Sixteenth Century</i> |
| Mosse | <i>Oxford Illustrated History of Britain 1789-1983</i> |
| Morgan, K.O. | <i>Europe in Crisis 1598-1648</i> |
| Parker, G. | <i>General Crises of the Seventeenth Century</i> |
| Parker, G. and L. M. Smith | <i>The Age of Renaissance</i> |
| Parry, J.P. | <i>European Imperialism, 1860-1914</i> |
| Porter, Andrew | <i>The Struggle for Stability in Early Modern Europe</i> |
| Rabb, Theodore K. | <i>Europe 1880-1945</i> |
| Roberts, J.M. | <i>The World Since 1500</i> |
| Stavrianes, L. S. | <i>Aspects of European History 1494-1789</i> |
| Stephen, J. Lee. | <i>History of Eurpe 1915-1960</i> |
| Wood, Anthony | |

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Guru Jambheshwar University of Science & Technology, Hisar

History

B.A. IIIrd Year 6th Semester

PAPER-A (THEORY) HIST 304 : Modern World (Option-II)

(w.e.f. the academic session 2020-21)

Maximum Marks :100

External Marks :80

Internal Assessment :20

Time :3 hours

Note :-

1. The question paper will consist of nine questions. The candidate shall attempt five questions in all. The Question No. 1 will be compulsory. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The Compulsory Question No.1 will be short answer type questions containing ten questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
3. The Map Question will be carrying 15 marks (10 for map work and 5 for explanatory note). For visually disabled candidates, the part relating to the explanatory note will carry full marks

Unit – I

American Revolution: Causes and Impact

French Revolution: Nature and Impact

Growth of Liberalism in England

Unit – II

Rise of Imperialism: Causes and Consequences

World War – I : Causes and Consequences

Paris Peace Settlement and its Consequences

Unit- III

Rise of Socialism and Bolshevik Revolution in Russia

Rise of Dictatorship: Nazism and Fascism

World War - II : Causes and Consequences

Unit – IV

Maps (World/ Europe):

Europe on the Eve of French Revolution

Polarization of Countries before World War-I

Europe after Paris Peace Settlement

Polarization of Countries before World War-II

Suggested Readings:

- | | |
|-------------------------|--|
| Barrachough, G. | <i>An Introduction to Contemporary History</i> (Penguin, 1968) |
| Bronowski, J. and Bruce | <i>The Western Intellectual Tradition</i> (Ayer Co., 1960) |
| Mazlish | |
| Carr, E.H. | <i>The Bolshevik Revolution, 1917-23, 3 Vols.</i> (Macmillan, 1950, 1951 and 1953) |
| Chauhan, D.S. | <i>Europe Ka Itihas</i> (Hindi) |
| Chauhan, D.S. | <i>Samkalin Europe</i> (Hindi) |
| Davies, H.A. | <i>Outline History of the World</i> |
| Fisher, H.A.L. | <i>A History of Europe</i> (Fontana Library, 1969). |
| Gupta, Parthasarathi | <i>Adhunik Paschim Ka Uday</i> (Hindi) |
| Gupta, Parthasarathi | <i>Europe Ka Itihas</i> (Hindi) |
| Henderson, O.P. | <i>The Industrial Revolution on the Continent.</i> |
| Hill, Christopher | <i>From Reformation to Industrial Revolution</i> (Penguin, 1970) |
| Hill, Christopher | <i>Lenin and the Russian Revolution</i> , (Penguin, 1978) |
| Hinsely, F.H. (ed.) | <i>Modern History: Material Progress and World Wide Problems</i> |
| Joll, James | <i>Europe Since 1870: An International History</i> (Harper-Row, 1973) |
| Joll, James | <i>1870 Se Europe</i> (Hindi) |
| Langer, W.L. | <i>Diplomacy of Imperialism</i> |
| Langer, W.L. | <i>European Alliances and Alignments</i> (Greenwood, 1977). |
| Lefebvre, Georges | <i>Coming of the French Revolution</i> (Princeton, 1989) |
| Palmer, R.A. and Cotton | <i>A History of Modern World</i> (McGraw, 1982) |
| Joel | |
| Parks, H.B. | <i>The United States of America</i> |
| Rolls, Eric | <i>History of Economic Thought</i> |
| Rude, George | <i>Revolutionary Europe</i> (1984) |
| Saboul, A. | <i>The French Revolution.</i> |
| Stavrianes, L.S. | <i>The World Since 1500</i> (1928) |
| Taylor, A.J.P. | <i>The Origins of the Second World War</i> |
| Taylor A.J.P. | <i>The Struggle for Mastery in Europe</i> (OUP, 1954) |
| Thompson, David | <i>Europe Since Napoleon</i> (Penguin, 1957, 1966) |

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE TECHNOLOGY, HISAR
Scheme for Theory Based Subjects
Guidelines for Scheme of examination of UG Course SOCIOLOGY
(under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks:

Scheme: 80:20 (external: internal)
1 st question=20 marks (10 short answer type questions of two marks each)
Rest four questions: 15 marks each i.e. 4 x 15=60
Total = (20+60) + 20 = 100marks

Components of Internal Assessment (Breakdown of 20 marks)	
	Assignment: 10 marks each

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
SOCIOLOGY

B.A. IIIrd Year 5th& 6th

Semester Scheme of Examination

5th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	SOC L 301	Foundations of Social Thought	80	20	100	3Hrs

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6th Semester

Paper No.	Paper Code	Nomenclature of Paper	External Marks	Internal Marks	Total Marks	Time
Paper-A Theory	SOC L 302	Option- II (Environment and Society)	80	20	100	3Hrs

Signature of
Examiner

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

SOCIOLOGY (SOCL 301)

B.A. IIIrd Year 5th Semester

PAPER-A (THEORY)

(Foundations of Social Thought)

Maximum Marks : 100

Time : 3 hours

External Marks : 80

Internal Assessment : 20

Note:-

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.
3. Examiner is directed to give at least one Numerical in Unit-IV.

CONTENTS

UNIT- I

Positivism: Comte's Law of three stages, Social Static & Dynamics, Evolutionism- Spencer's Evolutionary Approach

UNIT- II

Functionalism: Durkheims' Concept of Social Fact, Division of labour in Society; Radcliffe Brown's Structural-Functional Approach

UNIT- III

Conflict: Marx's concept of Dialectical Historical Materialism, Class & Class Conflict; Coser's Approach to Social Conflict

UNIT- IV

Interactionalism: Weber's Interpretative Sociology; Ideal Types and Types of Social Action; G.H.Mead's Concept of Mind, Self & Society

Readings:

- Atal, Yogesh (2003): **Sociology: From where to where**, Jaipur: Rawat Publication.
- Barnes, H.E. (1959): **Introduction to the history of Sociology**, Chicago Uni. Press.
- Bose, N.K.: **Structure of Hindu Society**, New Delhi
- Coser, Lewis, A. (1979): **Master of Sociological Thought**, Harcourt Brace, Jovanovich.
- Dube, S.C.(1990): **Society in India**, New Delhi: National Book Trust.
- Dumont, Luis (1970): **Homohierarchichus: The caste System and its Implications**, New Delhi: Vikas Publication.
- Fletcher, Ronald (1994): **The Making of Sociology (Two Volumes)**, Jaipur: Rawat Publication
- Ghurye, G.S.(1969): **Caste and Races in India**, Bombay: Popular Prakashan.
- Johnson, H.M.(1995) : **Sociology: A Systematic Introduction**, New Delhi: Allied Publishers.
- Prabhu, P.H. (1963): **Hindu Social Organisation**, Bombay: Popular Parkashan.
- Singh, Yogendra (1986): **Indian Sociology: Social conditioning and emerging trends**, New Delhi: Vistaar Publication

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
SOCIOLOGY

B.A. IIIrd Year 6th Semester

PAPER-A (THEORY) SOCL 302 : Environment and Society (Optional-II)

Maximum Marks : 100

External Marks : 80

Internal Assessment : 20

Time : 3 hours

Note:

1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt **four** more questions selecting at least **one** from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

UNIT – I

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

UNIT – II

Environmental Issues: Sustainable Development, Industrialization and Development, Urbanization and Development, Environmental Degradation

UNIT – III

Environment and Development: Global Efforts for Resource Conservation, Environmental Movements: Chipko Movement, Narmada Bachao Andolan, Ganga Bachao Abhyas; Forest Rights.

UNIT – IV

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

Readings:

- Albrow, Martin & Elizabeth King (Ed.), (1990), Globalisation, Knowledge and Society, Sage: London
- Baviskar, Amita (1995), In the Valley of the River: Tribal Conflict over Development in the Narmada Valley, Delhi: OUP.
- Bhatt, Anil (1989) Development and Social Justice: Micro Action by Weaker Section, Sage: New Delhi.
- Chauhan, I.S (1998), Environmental Degradation, Delhi: Rawat Publications.
- Desh Bandhu and Garg, R.K.(eds) 1986), Social Forestry and Tribal Development, Dehradun: Natraj Publishers.

- Dubey, S.M. and Murdia, Ratno(ed)1980), Land Alienation and Restoration in Tribal Communities in India, Bombay: Himalaya Publishing House.
- Gadgil, Madhav & Ram Chandra. Guha (1996), Ecology and Equity: The use and Abuse of Nature in contemporary India:: New Delhi: OUP.
- Ghai, Dharam (ed) (1994), Development and Environment: Sustaining People and Nature. UNRISD: Blackwell Publication.
- Giddens, Anthony (1996), "Global Problems and Ecological Crisis", 2nd edition New York:W.W.Norton and Co.
- Huha, Ramechandra (1995), The Unquiet Woods: Ecological Change and Peasant Resistance in the Himalaya, OUP: Delhi.
- Mehta S.R. (ed)(1997), Poverty, Population and Sustainable Development, New Delhi: Rawat Publications.
- Plumwood, Val (1992), Gender and Ecology: Feminism and Making of Nature, London: Routledge.

DURATION OF PROGRAMME

Duration of BA –ARTS/ General Programme is three years and the maximum duration is 5 years.

FACULTY AND SUPPORT STAFF

FACULTY

The Directorate of Distance Education (DDE) have qualified teaching faculty to look after the programme as a course coordinator. They look for the following activities related to the distance education:

- Conducting Personal Contact Programme (PCP) classes for the Distance students.
- Assisting in the change of Regulations and Curriculum, admission work, counselling new students and other issues such as break of study, exemptions etc.
- Coordinating with all Study Centres to maintain academic activities.
- Coordinating for the preparation of study materials for all semesters/year.
- Coordinating with the faculty members for the preparation and evaluation of assignments of students, and viva voce examinations.

SUPPORT STAFF

The Directorate of Distance Education (DDE) of the university is headed by the director who is a full time faculty member (Professor) of the university appointed by Vice-Chancellor to facilitate the development, implementation and monitoring the programmes offered at DDE and to attend all administrative matters concerned with the activities of directorate. In addition, there is one full time faculty member of Directorate of Distance Education who is holding the position of Deputy Director. The supporting Staff includes Deputy Registrar, one Assistant Director, one Superintendent and two Deputy Superintendent, one Hindi Officer, Six Assistants and other clerical staff are coordinating the activities of Directorate of Distance Education (DDE) and looks after the problems of the distance students. The Supporting staff looks after the problems of the students through on line admission help line, examination related work, study material delivery, grievance redressal and so on. The DDE is assisted by the IT CELL for the online uploading and evaluation of assignments and other student support activities. The DDE also assisted by Pt. Deendayal Upadhyaya Computer and Informatics Centre (PDUCIC) department for communicating important information to the distance student through Distance website of Guru Jambheshwar University of Science and Technology, Hisar. The PDUCIC department managed the Distance Website of the

University. There are two faculties of commerce in Directorate of Distance Education who are looking after the programme as course coordinator.

INSTRUCTIONAL DELIVERY MECHANISM

The Instructional system of the University comprises four components, viz, Self-Learning Material (SLM), Personal Contact Programme, Internal Assessments and End Term Examination.

- **Self-Learning Material (SLM)** – The success and effectiveness of distance education systems largely depends on the study materials so it is necessary that the study material (SLM) must be ideal for easy and better understanding in self-learning mode. Learning Material through Print media named self-learning Material (SLM) is developed with the approach of self-explanatory, self-contained, self-motivating and self-evacuating followed by the UGC guidelines.
- **Personal Contact Programme** – PCP sessions guide the learners as the programme proceeds. The date and venue for the PCP will be communicated to the learners through our website or SMS Service. During PCP, the learner gets guidance for better understanding of the programme and subject. The Personal Contact Programme (PCP) of 15 days duration for annual programme and 10 days duration for semester programme will be arranged for each of the course by the respective Course Coordinator at the University campus. The learners can get their doubts cleared with the help of subject experts so as to improve their self- learning capability. Learners are required to attend PCP sessions for all their respective subjects.
- **Internal Assessments**- Distance education learners have to depend much on self-study. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. The Directorate of Distance Education (DDE) of this university has an online portal for the uploading of the assignments and same has been evaluated online by the subject expert. Two assignments of 30 marks i.e. 10 marks each shall be allotted for each subject consists of questions with practical based. The assignment question papers will be uploaded to the website within a scheduled time and the learners shall be required to respond them within a specified period of time. The response of the learner is examined by a faculty member.
- **End Term Examinations**- At the end of every session learners will give theory exam for allocated marks for each subject. For examination, there will be of nine questions. The first question will be compulsory consisting of seven short questions of two marks each covering the entire syllabus (all four Units). In addition, eight more questions of 14 marks each will be set comprising from the entire syllabus and the students are required to attempt any four questions from these.

STUDENT SUPPORT SERVICES

The distance department of the university is provides the Student Support Services through online mode.

Following are the main student support services provided by university through online mode:

- On line Admission Portal for students
- On line fee portal for students
- SMS alert facility for the students for information related to PCPs, Project, Deadlines and Viva-voce etc.
- Grievance handling mechanism is adopted with the help of supporting technical staff
- Practical Questions Based Assignments
- On-line availability of Old Question Papers and study material
- Comprehensive viva-voce is conducted after term end examination in the University
- Student Help Desk.

F.PROCEDURE FOR ADMISSIONS,CURRICULUM TRANSACTION AND EVALUATION

- **Procedure for Admissions-** Whole admission process is online as per the University rules.
- **Admission policy for the programme** - Admission is based on filling online Admission Form.

The procedure of filling the online application form is a five-step procedure, i.e.

- Candidate Registration.

- Payment option through Net Banking, Debit card or Credit card.
- Filling of application form.
- Uploading required scanned documents.
- Generating Preview.
- **Eligibility:** Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana; or its equivalent from Indian recognized board thereto with atleast 40% marks in the commerce group or 50% marks in the Non-Commerce group (Humanities & Science with Mathematics or Economics). In case of Foreign students 10+2 must be recognized as per their norms of Central Statutory Bodies.

- **Fee structure:**

B.A. (BACHELOR OF ARTS)

1st Installment	4000/-
2nd Installment	2000/-
3rd Installment	4000/-
4th Installment	2000/-
5th Installment	4000/-
6th Installment	2000/-

- **Curriculum Transaction**

The Directorate of Distance Education supply study material in the form of Self-Learning Mode (SLM) printed book/lessons. The students get the same directly from the Directorate either by- hand or will be sent by post/courier service.

The Personal Contact Programme (PCP) of 10 days duration for B.A. programme is arranged for each Semester by the respective Programme Coordinator at the University campus. Theory/Practical teaching as per requirements will be provided to the students by the subject specialists. The PCPs held as per the schedule given in the prospectus i.e. December/January month for odd semester and April/May for even semester. In addition to this students are informed through Distance Education website, Whatsapp groups, Contact through contact numbers and SMS/Email as well. However, the students are advised to report to the¹¹² concerned Programme Coordinator

for PCP at the contact given therein.

• Evaluation

Internal assessment is based on practical assignments and the evaluation is done by experts in relevant field. External term end evaluation is done by experts in relevant field.

Last Date of online submission of Internal Assignments	
Odd Semester	Even Semester
15 th January every year	30 th April every year
Last Date of submission of Internal Assignment with a late fee of ₹ 500/-	
31 st January every year	31 st May every year
Last Date of submission of Internal Assignment with a late fee of ₹ 1000/-	
15 th February every year	15 th June every year

NOTE: The students have to upload two internal handwritten assignment of each theory paper of 20% weightage in the stipulated time period mentioned above. Assignments to be prepared by the students will be available on the website www.ddegjust.ac.in. It is the sole responsibility of the student to download the question paper of the assignment and upload the solved assignments online as per above mentioned schedule. If any student will upload the assignments after the above stipulated schedule then the assignments will not be accepted and the student will be treated as ABSENT in internal marks.

G REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES

• Laboratory Support:

A well-equipped Computer lab with latest version of MS Office and internet facility is also available in the department of Directorate of Distance Education (DDE) of this university. This Computer Lab is established with an aim to meet the computing requirements of all the Distance learners of the University. This lab is equipped with 12 desktop computers of latest configuration i.e. Window 7, Window 10 and I3 processor. In addition to this, there is one printer, one scanner and one LED in the Computer Lab for teaching through presentation and video lectures to students. There is one lab attendant for handling the queries

regarding online admission, fee payment, uploading of assignments, any other queries through mail, etc.

• **Library Resources**

The infrastructure related to library resources is available in the present set-up of the university whereby, we have a well stacked library with latest books, journals, magazines and newspapers. It is named after the great Indian Jurist, Economist, Politician and Social Reformer Dr. Bhim Rao Ambedkar. The seating capacity of the University Library is 400 seats. The Library has a collection of 106566 books. The Library in its electronic repository has the access to 7000+ e-journals from 14 publishers and 5 Databases. Moreover, 2149 e- books of national and international reputed publishers have also been added in e-repository to enrich the students. University library provides different services to distance learners such as Air Conditioned Reading Halls, Reading Facility for 400 students, Laptop Lab for SC/ST students consisting of 20 Laptops with internet facility and Potable Water facility on every floor. The online e-library resources namely INFLIBNET is also available for the accessibility of books and journals.

H. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

Cost estimated of programme is based on following components:

- Study Material development and delivery such as cost of writing, vetting, editing, SLM conversion, printing and despatch etc. remuneration rates are attached
- PCP and related activities remuneration rates are attached
- Examination and evaluation related activities remuneration rates attached
- Internal assessment including assignment preparation and evaluation
- Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert
- Salary to Teaching and Non-Teaching Staff

Special Provisions:

- The Scheduled Caste students of Haryana¹¹³ whose family income from all sources is up to Rs.

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Registrar

2.5 Lacs per annum as prescribed by the State Govt. for Post Matric Scholarship and who produces, at the time of admission, the "Caste" and "Income" certificates issued by the competent authority, are not required to pay any kind of fees and they may pay a sum of Rs.1000/- (Refundable) as security/caution money at the time of admission. The eligible SC students will submit the Post Matric Scholarship forms at the time of admission/fee deposition. The hard copy of the filled post matric scholarship form is to be submitted within the stipulated time in the office of the Directorate of Distance Education failing which the candidate will not be allowed to appear in the examination. In case the student does not apply for scholarship or is found ineligible for award of scholarship or being eligible he/she is not awarded scholarship due to one or other reason, he/she will be liable to pay full fee along with late fine @ Rs. 10/- per day.

- The fee concession on the pattern of Guru Jambheshwar University of Science & Technology employees will also be extended to the employees of the office of the Directorate of Technical Education Haryana posted in the Head Office at Panchkula and the Audit staff posted in Guru Jambheshwar University of Science & Technology, Hisar for pursuing studies in all the courses being run by the University. However, the Audit Staff will be entitled to avail such facility up to the period till they remain posted in Guru Jambheshwar University of Science & Technology, Hisar.
- The students must remit the fee of subsequent semesters/installments as per the schedule without waiting for the result so as to enable the Directorate to supply the study material in time.
- In case of sudden demise of any student during study the fees paid by him/her for the session of demise will be refunded, if claimed by parents
- 25% concession of the total fees to serving/ retired military personal upto the rank of N.C.O. or of military personal killed or incapacitated wholly or partially during the war and their wards, will be allowed.

I. QUALITY ASSURANCE MECHANISM

- **Quality Policy of University:**

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The Guru Jambheshwar University of Science & Technology (GJUST) is

committed to achieve excellence in teaching, research, and extension by follow and implement following points of quality policy:

- Imparting globally competitive education
- Selecting and retaining competent and motivating faculty
- Providing state of the art infrastructural resources
- Promoting quality research culture
- Ensuring transparent and accountable governance
- Focusing on holistic development of learners
- Symbiotic relationship with industry, other academic institutions, and society
- Striving for financial self-reliance

• Advisory Committee

The Advisory Committee headed by the Vice-Chancellor has been constituted to monitor the activities of the Directorate along-with matters related to quality assurance (List of members attached). The following is the composition of the Advisory Committee:

Vice-Chancellor, GJUS&T, Hisar	Chairman
Registrar, GJUS&T, Hisar	Member
Dean. of Colleges, GJUS&T, Hisar	Member
Dean, Academic Affair, GJUS&T, Hisar	Member
Director, Distance Education, Kurukshetra University	Member
Director, Distance Education, GJUS&T, Hisar	Member
Director, HSB, GJUS&T, Hisar	Member
Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
Director, PDUCIC, GJUS&T, Hisar	Member
All Programme Co-ordinators, DE, GJUS&T, Hisar	Members

• Centre for Internal Quality Insurance (CIQA)

The CIQA also oversees the development and preparation of SLMs, then it is submitted to the Board of Studies concerned for the approval. The objective of establishment of Centre for Internal Quality Assurance

(CIQA) is to develop and put in place a comprehensive and dynamic internal quality assurance system to provide high quality programmes of higher education in the Open and Distance Learning mode.

a. Composition of CIQA for the year 2022-23

Sr. No.	Composition of CIQA
1.	Vice Chancellor, GJUS&T, Chairperson
2.	Registrar, GJUS&T, Member
3.	Dean of Colleges, Member
4.	Controller of Examination, Member
5.	Director, HSB, Member
6.	Chairperson, Deptt. Of CMT, Member
7.	Chairperson, Deptt. Of Mathematics, Member
8.	Prof. Pardeep Kumar, Director (DE), KUK, Member
9.	Prof. Saroj, Deptt. Of CSE, Member
10.	Prof. R. Bhaskar, IGNOU, Delhi, Member
11.	Prof. Suresh Mittal, HSB, Member
12.	Director, PDUCIC, Member
13.	Dy. Registrar (DE), Member
14.	DR/AR (Accounts), Member
15.	DR/AR (Academic), Member
16.	Director, Distance Education/CIQA, Member Secretary
17.	Sh. Vinod Goyal, Assistant Professor, DDE, Special Invitee
18.	Dr. Sunaina, Assistant Professor, DDE, Special Invitee
19.	Dr. Vizender Sihag, Assistant Professor, DDE, Special Invitee

b. Function of Internal Quality Assurance (CIQA)

Following are the main functions of CIQA:

- To maintain quality in the services provided to the learners.
- To ensure continuous improvement in the entire operations of the Higher Education Institution.
- To identify the key areas in which the Higher Education Institution should maintain quality.
- To disseminate information on quality assurance.
- To device mechanisms for interaction and obtaining feedback from various Departments or Centres or Schools in the Higher Education Institution.
- To suggest to the authorities of the Higher Education Institution, measures for qualitative improvement.

- To ensure the implementation of its recommendations through regular monitoring.
- To ensure participation of all stake holders namely, learners, teachers, staff, parents, society, employers and Government in Quality Improvement Process.
- To prepare Programme Project Report and ensure another launch of programme(s).
- Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programme(s).

c. Activities of Centre for Internal Quality Assurance (CIQA)

Following are the main activities of CIQA:

- Prepare a Programme Project Report (PPR) for each programme according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- Get the Programme Project Report (PPR) approved by the appropriate authority of the Higher Educational Institution and the Commission before launch of the programme;
- Oversee the development of Study Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the parent institution and relevant Regulatory authorities;
- Put in place monitoring mechanism to ensure the proper implementation of Programme Project Reports (PPRs);
- Design annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation;
- Arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes;
- Develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution;
- Obtain information from other ¹¹³Higher Educational Institutions on

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various quality benchmarks or parameters and best practices;

- Organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities;
- Suggest restructuring of programmes in order to make them relevant to the job market;
- Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners;
- Create learner centric environment rather than institution centric environment;
- Adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit;
- Conduct or encourage system based research to bring about qualitative change in the entire system;
- Coordinate between the Higher Educational Institution and the Commission for various quality related issues or guidelines;
- Record activities undertaken on quality assurance in the form of an annual report; and to coordinate recognition and accreditation of the Higher Educational Institution.

Signature
Date
11/03/2019

BA- ARTS/GENERAL PROGRAMME

EXPECTED OUTCOMES

PO1- Interdisciplinary Knowledge

The BA Programme instils the students with interdisciplinary knowledge and usage of Hindi and English Language through the study of literature. Programme Outcomes are given as below:

PO1– Skill Development of managing resources – To equip students to enrich basic knowledge of computer science through subject of computer awareness. Environmental Studies enable them to identify and manage resources to meet ones daily routine.

PO2 – Art of Writing and Communication – To nurture students in such a way as to enable them to write in varied formats like essays, research articles, literary and critical pieces.

PO3 – Language Compatibility – To familiarize students with the latest trends in Language and inculcate in them awareness regarding key concepts of Linguistics. Moreover to help them master Queen's English and motivate them to strive for accurate pronunciation and to improve the standard of pronunciation in usage.

PO4 – Responsible Citizenship Development – To enlighten students with the basic tenets in Indian Constitution. Indian Constitution and Politics have given the students of political Science and Public Administration an additional advantage while pursuing their graduation. The constitutional know how regarding their rights and duties will equips a sense of righteousness among students.

PO 5 – Knowledge of Social Research Methodology

To impart knowledge of research methods, students opting sociology are imparted training in Social Research, Data Analysis etc.


To conclude the study of the BA Programme develops creativity, enhances intellectual flexibility, cultural literacy, able citizenry and accelerates the process of life-long learning.

SAMPLE
SELF-LEARNING MATERIAL (SLM)
FOR
BACHELOR OF ARTS (B.A)
(Through Open Distance Learning)



Directorate of Distance Education,
Guru Jambheshwar University of Science & Technology,
Hisar, Haryana

(Established by State Legislature Act 17 of 1995 & Recognised by UGC Act 1956 u/s 12-B & 2 (F)
(‘A+’ GRADE NAAC ACCREDITED)


Guru Jambheshwar University of
Science & Technology
HISAR-125001 Haryana

Subject : Sociology(Society, Culture and Social Change)	
Course Code : SOCL 102	Author : Dr. Shakuntla Devi
Lesson No. : 03	Editor: Self
सामाजिक स्तरीकरण और सामाजिक गतिशीलता (Social Stratification and Social Mobility)	

अध्याय की संरचना

3.0 अधिगम के उद्देश्य (Learning Objectives)

3.1 प्रस्तावना (Introduction)

3.2 अध्याय के मुख्य बिंदु (Main Points of the Text)

3.2.1 सामाजिक स्तरीकरण को समझना (Understanding Social stratification)

3.2.2 सामाजिक स्तरीकरण का अर्थ और परिभाषा (Meaning and definition of social stratification)

3.2.3 सामाजिक स्तरीकरण की उत्पत्ति (Origin of Stratification)

3.2.4 सामाजिक स्तरीकरण के प्रकार (Types of Social Stratification)

3.2.5 सामाजिक स्तरीकरण के लक्षण (Characteristics of Social Stratification)

3.2.6 सामाजिक स्तरीकरण के उदाहरण (Examples of Social Stratification)

3.3 पाठ का आगे का मुख्य भाग (Further main Body of the Text)

3.3.1 सामाजिक संपर्क के तत्व (Elements of Social Interaction)

3.3.2 सामाजिक स्तरीकरण का मानदंड (Criteria of Social Stratification)

3.3.3 सामाजिक स्तरीकरण पर कार्यात्मक परिप्रेक्ष्य (Functional Perspective on Social Stratification)

3.3.4 शिक्षा और सामाजिक स्तरीकरण (Education and Social Stratification)

3.3.5 सामाजिक गतिशीलता की परिभाषा (Definition of Social Mobility)

3.3.6 सामाजिक गतिशीलता का सम्बन्ध व्यक्ति या समूह के पद या प्रस्थिति से है।

3.3.7 सामाजिक गतिशीलता के प्रकार (Types of Social Mobility)

3.4 अपनी प्रगति जांचें (Check Your Progress)

3.5 सारांश (Summary)

3.6 सूचक शब्द (Keywords)

3.7 स्व-मूल्यांकन हेतु प्रश्न (Self-Assessment Questions) (SAQs)

3.8 अपनी प्रगति की जाँच करने के लिए उत्तर देखें (Answers to check your progress)

3.9 सन्दर्भ ग्रन्थ/निर्देशित पुस्तकें (References/ Suggested Readings)

3.0 अधिगम के उद्देश्य (Learning Objectives)

इस पाठ का अध्ययन करने के बाद आप निम्न में सक्षम हो जाएंगे /सकेंगे।

- सामाजिक संपर्क और सामाजिक स्तरीकरण की अवधारणा को समझेंगे।
- सामाजिक स्तरीकरण के प्रकारों में अंतर कर पाएंगे।
- सामाजिक स्तरीकरण के विभिन्न मानदंडों की व्याख्या कर पाएंगे।
- शिक्षा और सामाजिक स्तरीकरण के बीच संबंध का वर्णन कर सकेंगे।

3.1 प्रस्तावना (Introduction)

जातियाँ (Caste) निश्चित पारंपरिक व्यवसायों के साथ वंशानुगत एंडोगैमस समूह हैं, जो पारस्परिक निषेध और बातचीत पर सामाजिक प्रतिबंधों का पालन करते हैं। ऐसा माना जाता है कि देश में लगभग 3,000 जातियाँ हैं। इन जातियों को उच्च जातियों (जैसे ब्राह्मण, राजपूत, बनिया, कायस्थ, आदि) के रूप में वर्गीकृत किया जाता है, मध्यवर्ती जातियों (जैसे अहीर, सुनार, कुर्मी, आदि) और निचली जाति (जैसे गोबी, नई, आदि) के रूप में। अनुष्ठान पदानुक्रम में स्थिति का निर्धारण करने के लिए जातियों को चार वर्णों (ब्राह्मण, क्षत्रिय, वैश्य और सुद्रा) के साथ जोड़ा जाता है। मेरा विचार से हिंदू धर्म में जाति व्यवस्था को मीडिया और राज्य द्वारा स्पष्ट रूप से उजागर किया गया है कि किसी भी प्रणाली को बदनाम करने का एक तरीका इसकी ज्यादातियों को उजागर करना है, और यह केवल हीनता की भावना को जोड़ता है जो कई भारतीय अपनी संस्कृति के बारे में महसूस करते हैं।।

जाति व्यवस्था (Caste System) को अक्सर परम आतंक के रूप में चित्रित किया जाता है, मीडिया में इस प्रकार जाति व्यवस्था भारत में स्थायी रूप से रहने वाली है हालांकि वेदों ने जाति व्यवस्था को समाज में अतिक्रमण नहीं किया था और यह सब उलझा हुआ

था। सरकारी नीतियों के साथ, समाज के लिए अपूरणीय क्षति हुई है और बुराई को मिटाना असंभव होगा। निहित स्वार्थ विभिन्न आरक्षणों के कारण विकसित हुए हैं जहां हवाओं के लिए योग्यता डाली जाती है।

सामाजिक स्तरीकरण (Social Stratification) एक प्रणाली को संदर्भित करता है जिसके द्वारा एक समाज एक पदानुक्रम में लोगों की श्रेणियों को रैंक करता है। यह पूरी तरह से स्पष्ट है कि संयुक्त राज्य अमेरिका में, कुछ समूहों में अन्य समूहों की तुलना में अधिक स्थिति, शक्ति और धन है। ये अंतर सामाजिक स्तरीकरण के कारण हैं। सामाजिक स्तरीकरण निम्नलिखित चार प्रमुख सिद्धांतों पर आधारित है:

- सामाजिक स्तरीकरण समाज का एक लक्षण है, न कि केवल व्यक्तिगत मतभेदों का प्रतिबिंब।
- सामाजिक स्तरीकरण पीढ़ी दर पीढ़ी जारी है।
- सामाजिक स्तरीकरण सार्वभौमिक है (यह हर जगह होता है) लेकिन परिवर्तनशील (यह विभिन्न समाजों में अलग-अलग रूप लेता है)।
- सामाजिक स्तरीकरण में न केवल असमानता शामिल है, बल्कि विश्वास (असमानता एक समाज के दर्शन में निहित है)।
- सामाजिक स्तरीकरण क्यों मौजूद है और कुछ देश दूसरों की तुलना में अधिक स्तरीकृत क्यों हैं? इस प्रश्न का विश्लेषण करने के लिए, हम तीन प्रमुख दृष्टिकोणों के माध्यम से सामाजिक स्तरीकरण को देख सकते हैं: संरचनात्मक कार्यात्मकता, सामाजिक संघर्ष और प्रतीकात्मक बातचीत।

3.2 अध्याय के मुख्य बिंदु (Main Points of the Text)

3.2.1 सामाजिक स्तरीकरण को समझना (Understanding Social stratification)

प्रत्येक व्यक्ति की भूमिका और स्थिति का निर्धारण करने के लिए, प्रत्येक समाज में स्तरीकरण की एक प्रणाली आवश्यक है। इसमें उन व्यक्तियों और समूहों की अंतर रैंकिंग शामिल है जो प्रतिष्ठा और शक्ति का एक पदानुक्रम बनाते हैं। समाजशास्त्री सामाजिक स्तरीकरण शब्द का उपयोग सामाजिक प्रतिष्ठा की प्रणाली का वर्णन करने के लिए करते हैं। सामाजिक स्तरीकरण से तात्पर्य एक ऐसे व्यक्ति से है जो अपने लोगों को धन, आय, दौड़, शिक्षा और शक्ति जैसे कारकों के आधार पर सामाजिक आर्थिक

स्तरों की रैंकिंग में वर्गीकृत करता है। समाज की ऐसी विशेषता लगभग सार्वभौमिक है। इसने विभिन्न दार्शनिकों और सामाजिक सिद्धांतकारों का ध्यान आकर्षित किया है। आइए हम पहले इसका अर्थ समझें और फिर इसके प्रकार, आधार, विशेषताएं और उदाहरण देखें।

3.2.2 सामाजिक स्तरीकरण का अर्थ और परिभाषा (Meaning and definition of social stratification)

सामाजिक स्तरीकरण समाज को विभिन्न वर्गों में विभाजित करता है; इसलिए एक समाज को स्तरीकृत कहा जाता है जिसमें समूह बनाम बाहर के समूह संबंधों की औपचारिकता होती है। सभी व्यक्तियों के साथ-साथ समूहों को मान्यता और विशेषाधिकार के आधार पर विभेदित किया जाता है, फलस्वरूप समाज में विभिन्न विभाजन पैदा होते हैं। इन विभाजनों की अवधारणा को 'सामाजिक स्तर' कहा जाता है। कुछ शिक्षाविदों और समाजशास्त्रीयों के अनुसार, सामाजिक स्तरीकरण की परिभाषाएँ निम्नलिखित हैं:--

- समाजशास्त्री मुरे (Murrey) ने सामाजिक स्तरीकरण को समाज के क्षैतिज विभाजन के रूप में उच्च और निम्न सामाजिक इकाइयों में परिभाषित किया।
- समाजशास्त्री तुमिन ने सामाजिक स्तरीकरण को किसी भी सामाजिक समूह या समाज की व्यवस्था के पदानुक्रम के रूप में परिभाषित किया जो सत्ता, संपत्ति, सामाजिक मूल्यांकन और मानसिक संतुष्टि के संबंध में असमान हैं।
- समाजशास्त्री सदरलैंड और वुडवार ने सामाजिक स्तरीकरण को केवल भेदभाव की बातचीत की। एक प्रक्रिया के रूप में परिभाषित किया, जिससे कुछ लोग दूसरों की तुलना में उच्च रैंक पर आते हैं।
- समाजशास्त्री ओगबर्न और निमकोफ ने सामाजिक स्तरीकरण को उस प्रक्रिया के रूप में परिभाषित किया, जिसके द्वारा व्यक्तियों और समूहों को स्थिति के अधिक या कम स्थायी पदानुक्रम में स्थान दिया जाता है, जिसे स्तरीकरण के रूप में जाना जाता है
- समाजशास्त्री लुंडबर्ग ने परिभाषित किया कि "एक स्तरीकृत समाज एक असमानता से चिह्नित है, लोगों द्वारा उन लोगों के बीच मतभेदों द्वारा जिन्हें" निम्न "और" उच्च "के रूप में मूल्यांकन किया जाता है।

- समाजशास्त्री गिस्बर्ट ने सामाजिक स्तरीकरण को "श्रेष्ठता और अधीनता के संबंध द्वारा एक दूसरे से जुड़े श्रेणियों के स्थायी समूहों में समाज का विभाजन" के रूप में परिभाषित किया।
- समाजशास्त्री विलियम्स ने सामाजिक स्तरीकरण को मूल्यांकन के कुछ स्वीकृत आधार के अनुसार श्रेष्ठता-हीनता-समानता के पैमाने पर व्यक्तियों की रैंकिंग के रूप में परिभाषित किया।

3.2.3 स्तरीकरण की उत्पत्ति (Origin of Stratification)

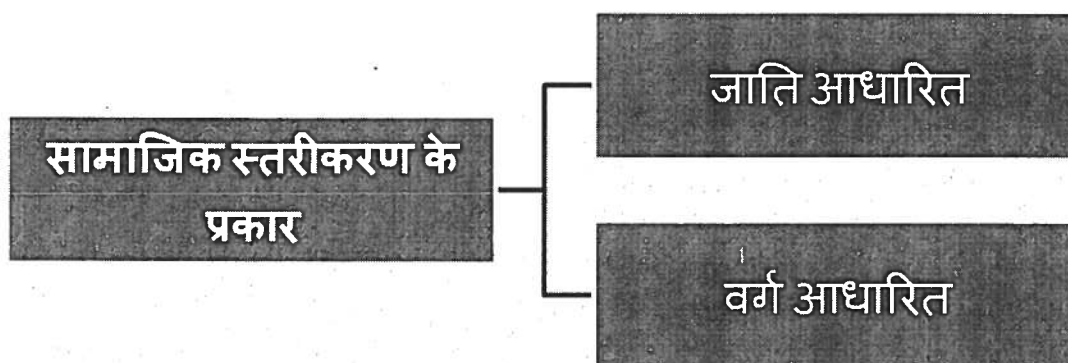
स्तरीकरण की उत्पत्ति के संबंध में, कई विचार निम्न दिए गए हैं।

- समाजशास्त्री कार्ल मार्क्स ने अपने भौतिकवादी दर्शन में, स्ट्रेटा के आर्थिक विश्लेषण को बहुत महत्व दिया है, लेकिन स्ट्रेट के स्थान पर वह 'क्लास' शब्द को पसंद करते हैं। उन्होंने वर्ग प्रणाली के आर्थिक आधार के व्यापक दृष्टिकोण का निर्माण किया है। मार्क्स के अनुसार ये आर्थिक वर्ग, सामाजिक स्तरीकरण के वास्तविक प्रतिनिधि हैं।
- समाजशास्त्री एमिल दुर्खीम और फ्रेडिनेंड टोननीज ने भी गेसलशाफ्ट और कार्बनिक एकजुटता वर्ग की अपनी व्याख्या में आर्थिक स्तर पर ध्यान दिया, इस प्रकार आर्थिक दृष्टिकोण सामाजिक स्तरीकरण का सबसे महत्वपूर्ण आधार है।
- समाजशास्त्री कार्ल मैन्हेम के अनुसार, स्तरीकरण न केवल आर्थिक स्थितियों पर आधारित है, बल्कि गैर-आर्थिक कारकों से भी संबंधित है। असमानता के साथ नस्लीय मतभेद भी स्तरीकरण की ओर जाता है।
- समाजशास्त्री गुम्पलोविज़ और रतज़ेनहोफ़र ने स्तरीकरण की राजनीतिक अवधारणा को प्रतिपादित किया। इन विचारकों के अनुसार स्तरीकरण विचलन जातीय समूहों की विजय से लिया गया है। इस प्रकार, शासक वर्ग ने समाज की संरचना और सभ्यता के स्तर को निर्धारित किया। प्लेटो ने यह भी माना कि स्तरीकरण शासक वर्ग की संरचना और गतिशीलता पर आधारित है।
- समाजशास्त्री डेविस के अनुसार, सामाजिक स्तरीकरण सामाजिक व्यवस्था की कार्यात्मक आवश्यकता के कारण अस्तित्व में आया है।
- समाजशास्त्री प्रोफेसर सोरोकिन ने सामाजिक स्तरीकरण को मुख्य रूप से पर्यावरणीय परिस्थितियों में विरासत में अंतर के लिए जिम्मेदार ठहराया।

- समाजशास्त्री गुम्पलोविज़ और अन्य ने कहा कि सामाजिक स्तरीकरण की उत्पत्ति एक समूह द्वारा दूसरे समूह की विजय में पाई जानी है।
- समाजशास्त्री स्पेंगलर के अनुसार, सामाजिक स्तरीकरण की स्थापना उस बिखराव पर की जाती है, जिसे तब बनाया जाता है जब भी समाज कार्यो और शक्तियों के संदर्भ में सकारात्मकता को अलग करता है।

3.2.4 सामाजिक स्तरीकरण के प्रकार (Types of Social Stratification)

सामाजिक स्तरीकरण विभिन्न सिद्धांतों पर आधारित है। इसलिए, हम विभिन्न प्रकार के स्तरीकरण पाते हैं। यह मुख्यतः दो प्रकार के होते हैं:



- i) जाति आधारित (Caste based)
- ii) वर्ग आधारित (Class Based)
- i) जाति आधारित (Caste based)

जाति के आधार पर किसी व्यक्ति या समूह की सामाजिक स्थिति का निर्धारण करना जाति आधारित स्तरीकरण कहलाता है। जाति एक वंशानुगत एंडोगामस सामाजिक समूह है जिसमें किसी व्यक्ति के पद और उसके अधिकारों और दायित्वों को एक विशेष समूह में उसके जन्म के आधार पर अंकित किया जाता है। उदाहरण के लिए- ब्राह्मण, क्षत्रिय, वैश्य और शूद्र जाति आदि।

- ii) वर्ग आधारित (Class based)

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 11/11/20
 11/11/20

दूसरी ओर, जब लोगों को उनकी क्षमताओं, कौशल, पद, अधिकारों और कर्तव्यों आदि के आधार पर उच्च और निम्न स्थिति में विभेदित किया जाता है, तो इसे वर्ग-आधारित स्तरीकरण कहा जाता है। आधुनिक समाज में वर्ग के आधार पर वर्ग-स्तरीकरण प्रमुख है। इसमें, व्यक्ति की स्थिति उपलब्धि पर बहुत हद तक निर्भर करती है और जन्मजात विशेषताओं और धन के लाभ के लिए उपयोग करने की उसकी क्षमता जो उसके पास हो सकती है। उदाहरण के लिए, IPS अधिकारी उच्च स्थिति से संबंधित हैं, जबकि पुलिसकर्मी निम्न स्थिति का निर्माण करते हैं।

3.2.5 सामाजिक स्तरीकरण के लक्षण (Characteristics of Social Stratification)

प्रख्यात विद्वानों / समाजशास्त्रीयों द्वारा दी गई विभिन्न परिभाषाओं के विश्लेषण के आधार पर, सामाजिक स्तरीकरण की निम्नलिखित विशेषताएं हो सकती हैं:--

(a) सामाजिक स्तरीकरण सार्वभौमिक है (It is universal)

इस दुनिया का कोई भी समाज ऐसा नहीं है जो स्तरीकरण से मुक्त हो। आधुनिक स्तरीकरण आदिम समाजों के स्तरीकरण से अलग है। यह एक विश्वव्यापी घटना है। समाजशास्त्री सोरोकिन के अनुसार "सभी स्थायी रूप से संगठित समूह स्तरीकृत हैं।"

(b) स्तरीकरण सामाजिक है (It is Social)

यह सच है कि जैविक गुण किसी की श्रेष्ठता और हीनता का निर्धारण नहीं करते हैं। आयु, लिंग, बुद्धि के साथ-साथ ताकत जैसे कारक अक्सर उस आधार के रूप में योगदान करते हैं, जिसके आधार पर मूर्तियों को प्रतिष्ठित किया जाता है। लेकिन किसी की शिक्षा, संपत्ति, शक्ति, अनुभव, चरित्र, व्यक्तित्व आदि जैविक गुणों से अधिक महत्वपूर्ण पाए जाते हैं। इसलिए, स्तरीकरण स्वभाव से सामाजिक है।

(c) यह प्राचीन है (Ancient Practice)

स्तरीकरण प्रणाली बहुत पुरानी है। यह छोटे सोच वाले बांड में भी मौजूद था। लगभग सभी प्राचीन सभ्यताओं में, अमीर और गरीब, विनम्र और शक्तिशाली के बीच अंतर मौजूद थे। समाजशास्त्री प्लेटो और कौटिल्य की अवधि के दौरान,

यहां तक कि राजनीतिक, सामाजिक और आर्थिक असमानताओं पर भी जोर दिया गया था।

(d) यह विविध रूपों में है (It is in diverse forms)

स्तरीकरण का रूप सभी समाजों में समान नहीं है। आधुनिक विश्व स्तर में, जाति और संपत्ति स्तरीकरण के सामान्य रूप हैं। भारत में जाति के रूप में एक विशेष प्रकार का स्तरीकरण पाया जाता है। प्राचीन आर्य चार वर्णों में विभाजित थे: ब्राह्मण, क्षत्रिय, वैश्य और सुद्र। प्राचीन यूनानियों को फ्रीमैन और दासों में विभाजित किया गया था और प्राचीन रोमियों को पाटीदारों और प्लेबियों में विभाजित किया गया था। इसलिए प्रत्येक समाज, अतीत या वर्तमान, बड़ा या छोटा सामाजिक स्तरीकरण के विविध रूपों की विशेषता है।

(e) सामाजिक स्तरीकरण अंतःक्रिया को नियंत्रित करता है (Social stratification tends to control interaction)

दिए गए सॉर्ट की वजह से, स्ट्रेट (strata) के बीच स्ट्रेट (strata) के भीतर एक की अधिक इंटरैक्शन होती है। किसी दिए गए स्तरीकरण प्रणाली में, कुछ प्रकार की बातचीत दूसरों की तुलना में अधिक प्रतिबंधित हो सकती है। दोस्त बनाने में, पेशे को चुनने में, एक विवाह के रूप में साथी की तलाश में, ऑटोमोबाइल यातायात के प्रवाह की तुलना में अधिक प्रतिबंध मौजूद हो सकते हैं। एक मोटर चालक कुछ नियमों के अनुसार या जिस सामाजिक स्थिति के अनुसार वह और अन्य हो सकता है, उसके अनुसार रास्ते का अधिकार लेता है या पैदावार लेता है।

(f) स्थिति की असमानता (Inequality of status)

व्यक्तियों को मिलने वाले लाभ और अवसर समाज के समान सदस्य के रूप में सभी के लिए समान नहीं हैं। अलग-अलग पुरस्कार और पारिश्रमिक में अंतर होता है कि कौन क्या और कैसे आसानी से प्राप्त करता है। स्थिति और प्रतिष्ठा किसी भी स्तरीकृत समाज के दो पहलू हैं जो इसके सदस्यों के बीच असमानता स्थापित करते हैं। अमीर और अमीर कई भत्तों और विशेषाधिकारों का आनंद लेते हैं। बुद्धिजीवी अपनी प्रतिभा के कारण श्रद्धा अर्जित करते हैं। पदानुक्रम में उच्च सामाजिक स्थिति (निष्पक्ष या अनुचित साधनों द्वारा प्राप्त) व्यक्तियों को असमान उपचार देती है।

(g) गरीबी और स्तरीकरण (Poverty and Stratification)

व्यक्तियों के पास बचे हुए अधिशेष धन या संसाधन किसी भी आगे के आर्थिक व्यवस्था या स्तरीकरण के स्रोत बन जाते हैं। पिरामिड का निचला आधार गरीबी और अधिकतम संख्या से जुड़ा है। सामूहिकता को वर्गीकृत करने के लिए कई आधारों के बावजूद, एकमात्र समुदाय की संपत्ति या आय एकमात्र मापदंड है जो वस्तु-विनिमय के समय से लेकर अब तक कागजी मुद्रा के वर्तमान समय तक जीवित रहा है। हालाँकि, आय किसी राष्ट्र की उत्पादकता को मापने का सबसे अच्छा तरीका है। इस प्रकार, यह एक उद्देश्य स्तरीकरण बनाता है जो संपूर्ण आबादी के बारे में आंकड़े उत्पन्न करता है।

(h) सामाजिक गतिशीलता (Social Mobility)

सामाजिक गतिशीलता सामाजिक संरचना के भीतर आंदोलन को संदर्भित करती है। इसका अर्थ है समाज एक सामाजिक स्थिति से दूसरे सामाजिक स्थिति में बदलाव सभी सामाजिक गतिशीलता के लिए कुछ अवसर प्रदान करते हैं। लेकिन समाज एक दूसरे से उस हद तक भिन्न होते हैं जिसमें व्यक्ति एक वर्ग या स्थिति स्तर से दूसरे स्थान पर जा सकते हैं।

3.2.6 सामाजिक स्तरीकरण के उदाहरण (Examples of Social Stratification)

विकसित अर्थव्यवस्थाओं में, समाजों को तीन व्यापक श्रेणियों में वर्गीकृत किया जाता है।

- **निम्न वर्ग (Lower class):** यह उन लोगों को संदर्भित करता है जो अशिक्षित हैं, या तो बेरोजगार हैं, या आय के निम्न स्तर के साथ हैं। गरीबी रेखा से नीचे के लोग भोजन और आश्रय जैसी बुनियादी आवश्यकताओं के लिए भी संघर्ष करते हैं।
- **मध्यम वर्ग (Middle class):** सफेदपोश श्रमिकों के रूप में जानी जाने वाली आबादी का व्यापक रूप से मध्यम वर्ग का गठन होता है। वे अमीर और गरीब के बीच में रहते हैं। यह वर्ग आमतौर पर देश की अधिकांश आबादी का गठन करता है। उन्होंने नौकरियों और एक मानक, सम्माननीय जीवन शैली को प्रतिष्ठित किया है।

- **उच्च वर्ग (High class):** समृद्ध या उच्च आय वर्ग और व्यक्तियों को उच्च वर्ग की असम्भ्यता के रूप में जाना जाता है। कभी-कभी प्रतिष्ठा, स्थिति और शक्ति भी, सभी कारक इस स्तर के साथ मेल खाते हैं।

"व्यापक-मध्यम वर्ग" और "निम्न-मध्यम वर्ग" जैसे इन व्यापक श्रेणियों के आगे उप-विभाजन भी हैं। ये मुख्य रूप से प्रतिष्ठा, स्थिति, अर्जित आय या धन में से किसी एक गुण में अंतर के कारण होते हैं। एक प्रसिद्ध विश्वविद्यालय में एक प्रोफेसर की नौकरी प्राथमिक विद्यालय के शिक्षक की तुलना में अधिक प्रतिष्ठित है। दोनों व्यक्ति शिक्षक होने के कारण, एक रोजगार प्रकार उनके वर्ग और संबद्ध स्थिति में अंतर के कारण होता है।

सामाजिक-आर्थिक शब्द का अर्थ है, सामाजिक और आर्थिक कारकों का मिश्रण, जो आधुनिक समाजों में स्तरीकरण को एक व्यक्ति की सामाजिक और आर्थिक स्थितियों के बीच परस्पर जुड़ा हुआ दर्शाता है। एक व्यक्ति का सामाजिक ताना-बाना इस प्रकार होता है कि वह अपने व्यवसाय, धन, आय, संपत्ति, निवास, जीवन शैली, प्रतिष्ठा आदि से प्राप्त होता है। यदि किसी अमीर आदमी की कुछ राजनैतिक संबद्धता या राजनीतिक पृष्ठभूमि है, तो यह उसकी स्थिति में एक अलग पहलू बनाता है। ।

3.3 पाठ का आगे का मुख्य भाग (Further main Body of the Text)

3.3.1 सामाजिक संपर्क के तत्व (Elements of Social Interaction)

हमारे समाज में सामाजिक संपर्क के विभिन्न तत्व होते हैं जैसे सामाजिक स्थिति, सामाजिक भूमिका, संस्कृति, सामाजिक समूह, सामाजिक वर्ग, सामाजिक संस्थान और डिजिटल दुनिया में सामाजिक नेटवर्किंग। आइए इन सभी तत्वों पर विस्तार से चर्चा करें।

(ए) सामाजिक स्थिति (Social Status)

सामाजिक स्थिति का अर्थ है सामाजिक रूप से परिभाषित स्थिति जो कुछ उम्मीदों, अधिकारों और कर्तव्यों की विशेषता है। किसी की सामाजिक स्थिति विविध तरीकों से निर्धारित होती है। कोई अपनी उपलब्धियों से अपनी सामाजिक स्थिति अर्जित कर सकता है; इसे प्राप्त स्थिति के रूप में जाना जाता है। दूसरी ओर, कोई व्यक्ति सामाजिक पदानुक्रम पर अपनी स्थिति का वारिस

कर सकता है; इसको स्थिति के रूप में जाना जाता है। एक निर्धारित स्थिति को एक व्यक्ति के रूप में भी परिभाषित किया जा सकता है, जो जन्म के समय किसी व्यक्ति के लिए तय किया जाता है, जैसे कि सेक्स, जाति और सामाजिक आर्थिक पृष्ठभूमि। हमारे सभी स्टेटस मिला कर हमारे स्टेटस सेट को कहते हैं। हम अक्सर मास्टर की स्थिति की ओर बढ़ते हैं। मास्टर स्थिति वह हो सकती है जो हमारे लिए सबसे महत्वपूर्ण है या जो दूसरों के लिए सबसे महत्वपूर्ण है। कई विचलित स्थितियां मास्टर स्टेटस बन जाती हैं। स्थिति संकेत या स्थिति चिह्न किसी व्यक्ति की सामाजिक स्थिति के संकेतक हैं। जब लोग बातचीत करते हैं, तो उनकी स्थिति अक्सर एक पदानुक्रम में व्यवस्थित होती है। उदाहरण के लिए, मध्ययुगीन काल में, रईसों ने अन्य रईसों, किसानों के साथ अन्य किसानों के साथ बातचीत, सहानुभूति, प्रेम और स्नेह की स्थिति की ओर बढ़ते हैं। रईसों और किसानों के लिए किसी भी तरह की बातचीत का अनुभव करना दुर्लभ था। मैक्स वेबर सहित प्रमुख समाजशास्त्रियों द्वारा सामाजिक स्थिति को वर्गीकृत किया गया है। उन्होंने सामाजिक स्तरीकरण के लिए तीन प्राथमिक घटक संपत्ति, प्रतिष्ठा और शक्ति प्रस्तावित किए। प्रॉपर्टी/ संपत्ति से तात्पर्य किसी की भौतिक संपत्ति और उसके बाद के जीवन के अवसरों से है। प्रतिष्ठा का तात्पर्य किसी की सामाजिक स्थिति से जुड़ी प्रतिष्ठा या सम्मान से है। शक्ति का अर्थ है वह करने की क्षमता, जो किसी की इच्छा की परवाह किए बिना, इन "तीन पी" (power, property, pratishtha) को सामाजिक स्तरीकरण बनाने के लिए संयुक्त किया जाता है। एक और फ्रांसीसी समाजशास्त्री पियरे बॉरडियू ने सामाजिक स्थिति को निरंतर बनाना जारी रखा। बोर्डो के 1979 के कार्य भेद के अनुसार, सामाजिक पूंजी आर्थिक पूंजी के रूप में सामाजिक स्थिति का एक महत्वपूर्ण कारक है।


(b) सामाजिक भूमिकाएँ (Social Roles)

सामाजिक भूमिका विशिष्ट स्थिति के आधार पर संभावनाओं का समुच्चय है। भूमिका प्रदर्शन से तात्पर्य है कि कोई व्यक्ति वास्तव में कैसे भूमिका निभाता है। जब यह भूमिका अपेक्षा से बहुत दूर है, तो हम इसे विचलन कहते हैं। समाज में कई तरह की भूमिकाएँ और जिम्मेदारियाँ होती हैं जैसे कि एक महिला की एक प्रोफेसर, शोधकर्ता, माँ और पत्नी के रूप में अलग-अलग भूमिकाएँ होती हैं।

भूमिका संघर्ष तब होता है जब दो या अधिक भूमिकाओं के बीच प्रतिस्पर्धा की मांग होती है। भूमिका तनाव तब होता है जब एक भूमिका की मांग और अपेक्षाएं हमें संतुष्ट करना असंभव होती है। भूमिका संघर्ष के प्रभाव, जैसा कि केस स्टडी और देशव्यापी सर्वेक्षणों के माध्यम से पाया जाता है, व्यक्तिगत व्यक्तित्व विशेषताओं और पारस्परिक संबंधों से संबंधित हैं। जब किसी व्यक्ति के व्यक्तित्व के पहलू उसी व्यक्ति के व्यक्तित्व के अन्य पहलुओं के साथ संघर्ष करते हैं, तो मनुष्य के व्यक्तित्व संबंधी चारित्रिक संघर्ष उत्पन्न हो सकते हैं। '

c) **संस्कृति (Culture)** समाजशास्त्री ई. बी. टेलर के अनुसार "संस्कृति वह जटिल है जिसमें ज्ञान, विश्वास, कला, नैतिकता, कानून, प्रथा और समाज के सदस्य के रूप में मनुष्य द्वारा अर्जित की गई कोई अन्य क्षमताएं और आदतें शामिल हैं"। समाजशास्त्री भी संस्कृति को सीखे हुए व्यवहार के रूप में स्वीकार करते हैं। उनके विचार में, बच्चे किसी विशेष संस्कृति में बड़े होने के दौरान उन्हें सीखते हैं क्योंकि पुराने सदस्य उन्हें सिखाते हैं कि कैसे जीना है। जैसे, संस्कृति एक पीढ़ी से दूसरी पीढ़ी तक नीचे जाती है। सीखने की संस्कृति की इस प्रक्रिया को उच्चारण कहा जाता है। 'क्योंकि संस्कृति सीखी जाती है, यह आवश्यक रूप से सामाजिक जीवन का एक पहलू है और इसलिए, एक समाज या ऐसे लोगों के समूह की आवश्यकता होती है जो एक दूसरे के साथ बातचीत करते हैं और उनसे जुड़ते हैं। लेकिन समाजशास्त्री संस्कृति के मूल तत्व के बारे में सहमति में नहीं हैं। अमेरिकी समाजशास्त्री ओगबर्न ने सभी मानव उपलब्धियों को संस्कृति माना है और इसे दो वर्गों-**भौतिक संस्कृति** और **गैर-भौतिक संस्कृति** में विभाजित किया है।

भौतिक संस्कृति में, उन्होंने मनुष्य द्वारा बनाई गई सभी वस्तुओं जैसे मिट्टी के बर्तन, कपड़े, गहने, घर, मशीन, उपकरण, हथियार, परिवहन और संचार के साधन को शामिल किया है। जबकि, गैर-भौतिक संस्कृति में उन्होंने वैचारिक उपलब्धियों जैसे कि जीवन शैली, खान-पान, व्यवहार के मानदंड, रीति-रिवाज, परंपरा, कला, कौशल, भाषा, साहित्य, धर्म, दर्शन, आदर्श, विश्वास और मूल्य आदि को शामिल किया है। और पेज ने संस्कृति को हमारे जीवन जीने के तरीके और कला में, कला में, साहित्य में, धर्म में, मनोरंजन और आनंद में, हमारी प्रकृति की अभिव्यक्ति के रूप में लिया है।


Registrar

परिवार, स्कूल, क्लब, व्यायामशाला खेल और खेल, व्यावसायिक संगठन के साथ समूह स्थायी समूह हैं। इसी तरह, दोस्त, दर्शक, दर्शक और दर्शक आदि अस्थायी समूहों के उदाहरण हैं। ये समूह और बच्चे एक दूसरे को बहुत शक्तिशाली रूप से प्रभावित करते हैं। संक्षेप में, इन सामाजिक समूहों के साथ जुड़ाव बच्चे को सामाजिक शिक्षा प्रदान करता है और सामाजिक रूप से वांछनीय गुणों, दृष्टिकोण और मूल्यों को विकसित करता है। इसके द्वारा, सामाजिक समूह बड़े पैमाने पर एक व्यक्ति और समाज के बीच एक इंटरफेस के रूप में काम कर सकते हैं।

(f) सामाजिक संस्थाएँ (Social Institutions): संस्थागतकरण किसी चीज़ को एम्बेड करने की प्रक्रिया को संदर्भित करता है, जैसे कि एक अवधारणा, एक सामाजिक भूमिका, एक संगठन के भीतर एक मूल्य, या तर्क, सामाजिक प्रणाली या एक पूरे के रूप में समाज। संस्थागतकरण की प्रक्रिया इस बात को स्पष्ट करती है कि मूल्यों, मानदंडों और संस्थानों को कितनी बारीकी से परस्पर जोड़ा जाता है। एक संस्था सामाजिक व्यवस्था और सहयोग का कोई ढांचा या तंत्र है जो किसी दिए गए समुदाय के भीतर व्यक्तियों के समूह के व्यवहार को नियंत्रित करती है। संस्थानों की पहचान एक सामाजिक उद्देश्य और स्थायित्व के साथ की जाती है, जो सहकारी व्यवहार को नियंत्रित करने वाले नियमों को लागू करके व्यक्तिगत जीवन और इरादे को पार करता है। जबकि संस्थानों में स्पष्ट रूप से व्यक्तियों को शामिल किया जाता है और इन व्यक्तियों के आक्रामक कार्यों के माध्यम से नियम बनाए जाते हैं, संस्थाएं समाजीकरण की शक्तियों के रूप में कार्य करती हैं और वे व्यक्तियों को उनके मानदंडों के अनुरूप शिक्षा देती हैं। संस्थाएँ औपचारिक या अनौपचारिक हो सकती हैं। औपचारिक संस्थान वे होते हैं जिन्हें बुद्धि के अनुसार बनाया जाता है

3.3.2 सामाजिक स्तरीकरण का मानदंड (Criteria of Social Stratification)

सामाजिक स्तरीकरण के कई मानदंड हैं: जैसे कि जन्म, जाति, आयु, लिंग, पेशा, आर्थिक स्थिति, पद, अधिकार और कर्तव्य, योग्यता, कौशल, दक्षता, शिक्षा आदि। प्रत्येक समुदाय कुछ आधारों पर सामाजिक स्तरीकरण की प्रक्रिया करता है। अपने सामाजिक मूल्यों, परिस्थितियों और जरूरतों के अनुसार। उदाहरण के

लिए, बंद या रूढ़िवादी समाजों में, किसी व्यक्ति की स्थिति अक्सर उसकी जाति / जन्म, लिंग और पेशे के आधार पर निर्धारित की जाती है; खुले समाज में रहते हुए, यह शिक्षा, योग्यता, कौशल, पद, अधिकारों और कर्तव्यों आदि के आधार पर निर्धारित किया जाता है, यहाँ हम सामाजिक स्तरीकरण के मुख्य मानदंडों पर संक्षेप में निम्नलिखित चर्चा करेंगे:-

- **जन्म का मानदंड (Criterion of birth)**

सामंती और प्रारंभिक मध्यकाल में, स्थिति जन्म से तय की गई थी। इस प्रकार, दास और दास गुरु, कुलीन और सर्फ, जेंट्री थे और आमतौर पर, जब स्थिति जन्म से निर्धारित होती है, तो वर्ग संरचना कठोर हो जाती है और एकीकृत गतिशीलता असंभव होती है।

- **धन का मानदंड (Criterion of wealth)**

यह मध्य वर्ग था जो सामंती वर्ग प्रणाली में क्रांति के लिए ऐतिहासिक रूप से जिम्मेदार था और धन के मामले में सामाजिक स्थिति की एक नई परिभाषा हासिल की। संघीय संबंधों की पूरी प्रणाली भूमि के स्वामित्व पर आधारित थी जो संघीय ढांचे में मुख्य तथ्य था।

- **नौकरशाही (Bureaucracy)**

क्रांति और वाणिज्यिक, वित्तीय और कारखाने के उत्पादन उद्यम की वृद्धि के साथ, धन को फिर से परिभाषित किया गया था। इसके अलावा भूमि अब पैसे के नए रूपों के अधीनस्थ थी और एक स्वतंत्र सामाजिक मूल्य के रूप में धन के विकास की स्थिति को नियंत्रित करने वाले कारक के रूप में जन्म को कमजोर कर दिया। धन के मामले में अब स्थिति परिभाषित होने लगी है। एक वर्ग प्रणाली अस्तित्व में आई जो कठोर नहीं थी, लेकिन पहल और उद्यम के व्यक्तियों को उनकी व्यक्तिगत उपलब्धियों के आधार पर बढ़ने की अनुमति दी। आधुनिक समाज में नए मोबाइल पूंजीवादी समाज धन में भी एक अधिक निर्धारक भूमिका पर आर्थिक और सामाजिक स्थिति के बीच कुछ वर्ग संबंध हैं।

- **प्रेस्टीज (Prestige)**

एक व्यवसाय का प्रेस्टीज भी कुछ हद तक उन लोगों की औसत आय से प्रभावित होता है जो इसका पालन करते हैं। हालांकि यह ध्यान दिया जा सकता है कि एक स्वतंत्र कारक के रूप में आय एक व्यवसाय की प्रतिष्ठा का एक मोटा

सूचकांक है। उदाहरण के लिए, एक बड़े सार्वजनिक उद्यमों के प्रबंध निदेशक को अधिक महत्वपूर्ण नहीं माना जा सकता है कि राष्ट्रपति इस तथ्य के बावजूद कि निदेशकों का उच्च वेतन हो सकता है। जिन लोगों की प्रतिष्ठा उस समय से जुड़ी हुई है, उनकी कमी व्यक्तिगत स्वतंत्रता की मात्रा को महत्व देती है, जो वे अपने साथ लाते हैं और कई तर्कहीन कारकों पर कोई संदेह नहीं करते हैं, जो विभिन्न प्रकार के काम के लोगों के मूल्यांकन में प्रवेश करते हैं जो अंतर समाजों और अलग-अलग समय पर एक ही समाज में बहुत अधिक प्रतीत होते हैं।

- **राजनीति और सत्ता का मापदंड (Criterion of politics and power)**

आधुनिक समाज में, राजनीतिक प्रणाली सामाजिक व्यवस्था का एक महत्वपूर्ण निर्धारक है। इस तरह की व्यवस्था समाज को शासक और शासित के विभिन्न वर्गों में विभाजित करती है। हर समाज में, नियम बुक वाले एक उच्च स्थिति का आनंद लेते थे। लोकतंत्र में विधायकों और मंत्रियों ने भी उच्च प्रतिष्ठा का आनंद लिया, हालांकि उनमें से कुछ अनपढ़ भी हो सकते हैं।

3.3.3 सामाजिक स्तरीकरण पर कार्यात्मक परिप्रेक्ष्य (Functional Perspective on Social Stratification)

समाजशास्त्र में, कार्यात्मक दृष्टिकोण (संरचनात्मक कार्यात्मकता) का श्रेय हर्बर्ट स्पेंसर को दिया जाता है। यह बताता है कि समाज व्यवस्था के विभिन्न हिस्सों का योग है, जो पूरी प्रणाली को चलाने का काम करता है। यह मानव शरीर की जैविक अवधारणा से संपूर्ण और अंगों के अंगों के रूप में समानताएं खींचता है। कार्यात्मकवादियों का मानना है कि समाज के कामकाज और स्थिरता के लिए सामाजिक स्तरीकरण आवश्यक है। 1945 डेविस और मूर द्वारा डेविस-मूर परिकल्पना को सामने रखा गया, ने दावा किया कि पुरस्कारों का असमान वितरण समाज में एक उद्देश्य की पूर्ति करता है। वास्तव में, असमानता और पदानुक्रम फायदेमंद है। कार्यात्मकवादियों का मानना है कि सफाई और रखरखाव कार्यों जैसे कुछ कार्य हैं, जो किसी या कई लोगों द्वारा किए जा सकते हैं। हालांकि, कुछ कार्य ऐसे होते हैं जो समाज के कुछ ही सदस्यों द्वारा किए जा सकते हैं, और इस प्रकार उन कुछ के लिए एक प्रेरक कारक के रूप में अत्यधिक भुगतान किया जाता है। प्रतिभाशाली और सर्वश्रेष्ठ योग्य व्यक्तियों का योगदान

समाज के लिए बहुत आवश्यक है, और इस प्रकार, उन्हें बेहतर पुरस्कार और उच्च वेतन द्वारा प्रोत्साहित किया जाता है। इस परिप्रेक्ष्य के खिलाफ कई तर्क हैं, क्योंकि असमानता या पदानुक्रम को हमेशा समाज के लिए फायदेमंद नहीं माना जाता है, न ही यह कारण पर आधारित है।

3.3.4 शिक्षा और सामाजिक स्तरीकरण (Education and Social Stratification)

शिक्षा में वे सभी अनुभव होते हैं, जो व्यक्ति को जन्म से लेकर मृत्यु तक प्रभावित करते हैं। उचित शिक्षा एक व्यक्ति को सही और गलत के बीच अंतर करने और अधिकारों से पहले जिम्मेदारियों को रखने के लिए तर्क का संकाय बनाती है। कुछ समाजशास्त्री कहते हैं कि जहां शिक्षा की कमी है, लोग कई विषमताओं और स्तरीकरण से पीड़ित हैं जो समाज में गंभीर समस्याएं पैदा करते हैं लेकिन कुछ अन्य समाजशास्त्री सोचते हैं कि कई संदर्भों में शिक्षा समाज में सामाजिक स्तरीकरण पैदा करती है। आमतौर पर समाज दो प्रकार के होते हैं:-

i) निकट/घनिष्ठ समाज (Closed Society)

ii) खुले समाज (Open Society)

घनिष्ठ समाजों में, सामाजिक स्तरीकरण के मुख्य आधार जाति, आयु, लिंग और पेशे हैं; जबकि खुले समाजों में शिक्षा, योग्यता, दक्षता, पद और अधिकार मुख्य आधार हैं। शिक्षा खुले समाजों में सामाजिक स्तरीकरण का मुख्य आधार है। इस संदर्भ में, शिक्षा का कार्य घनिष्ठ समाजों को समाप्त करना और खुले समाजों का निर्माण करना है जैसा कि नीचे समझाया गया है।

• शिक्षा द्वारा करीबी समाजों का उन्मूलन (Eradication of close societies by Education)

जैसे-जैसे इस समाज में शिक्षा का विस्तार हो रहा है, करीबी समाज समाप्त होते जा रहे हैं। उदाहरण के लिए, भारतीय समाज कुछ समय पहले तक जाति और धर्म पर आधारित था, लेकिन जन शिक्षा के विस्तार के साथ, अंधविश्वासों को खत्म किया जा रहा है, और शिक्षा उस व्यवस्था को खत्म करने में सहायता कर रही है जिसे हम प्रकृति के साथ परमात्मा मानते थे। जन्म पर आधारित भेद समाप्त हो रहा है। जाति और धर्म आज दुनिया को अधिक नियंत्रित नहीं करते हैं, और लोगों की योग्यता, कौशल, दक्षता को अधिक महत्वपूर्ण माना जाता है।

- **शिक्षा द्वारा प्रगतिशील समाजों का निर्माण (Construction of progressive societies by Education)**

एक प्रगतिशील समाज के निर्माण के लिए यह आवश्यक है कि जन शिक्षा पेशेवर, वैज्ञानिक, तकनीकी और प्रशासनिक शिक्षा के साथ संयुक्त हो। आज, लगभग सभी समाज इस प्रकार की शिक्षा प्रदान करने के लिए गंभीर प्रयास कर रहे हैं, और वे धीरे-धीरे शिक्षा की उन्नति के साथ प्रगतिशील होते जा रहे हैं। अब, इन समाजों में लोगों को उनकी क्षमताओं और पदों के आधार पर स्तरीकृत किया जा रहा है।

3.3.5 सामाजिक गतिशीलता की परिभाषा (Definition of Social Mobility)

व्यक्तियों, परिवारों या अन्य श्रेणी के लोगों का समाज के एक वर्ग (strata) से दूसरे वर्ग में गति सामाजिक गतिशीलता (Social mobility) कहलाती है। इस गति के परिणामस्वरूप उस समाज में उस व्यक्ति या परिवार की दूसरों के सापेक्ष सामाजिक स्थिति (स्टैटस) बदल जाता है। समाजशास्त्रियों के अनुसार सामाजिक गतिशीलता की परिभाषा निम्नलिखित हैं:-

- i. बोगार्डस- “सामाजिक पद में कोई भी परिवर्तन सामाजिक गतिशीलता है।”
 - ii. फिचर के अनुसार, “सामाजिक गतिशीलता व्यक्ति, समूह या श्रेणी के एक सामाजिक पद या स्तृत से दूसरे में गति करने को कहते हैं।”
 - iii. हार्टन तथा हण्ट के अनुसार, “सामाजिक गतिशीलता का तात्पर्य उच्च या निम्न सामाजिक प्रस्थितियों में गमन करना है”
- सोरोकिन के अनुसार, “सामाजिक गतिशीलता से हमारा तात्पर्य सामाजिक समूहों तथा स्तरों के झुण्ड में एक सामाजिक पद से दूसरे सामाजिक पद में परिवर्तन होना है।”

एस. एम. दुबे-“सामाजिक गतिशीलता एक बहुत ही विस्तृत शब्द है जिसके अन्तर्गत या तो व्यक्ति या सम्पूर्ण समूह की आर्थिक, राजनीतिक या व्यावसायिक प्रस्थिति में ऊपर या नीचे की ओर परिवर्तन को सम्मिलित किया जाता है।”

3.3.6 सामाजिक गतिशीलता का सम्बन्ध व्यक्ति या समूह के पद या प्रस्थिति से है।

(i) सामाजिक गतिशीलता में व्यक्ति या समूह की सामाजिक प्रस्थिति में परिवर्तन होता है ।

(ii) यह परिवर्तन एक समूह या समाज की संरचना के अन्तर्गत ही होता है ।

(iii) सामाजिक गतिशीलता की कोई निश्चित दिशा नहीं है, यह ऊपर व नीचे की ओर समानान्तर भी हो सकती है ।

उपरोक्त परिभाषाओं से स्पष्ट है कि जब किसी व्यक्ति या समूह की सामाजिक स्थिति में परिवर्तन होता है तो उसे सामाजिक गतिशीलता कहते हैं ।

3.3.7 सामाजिक गतिशीलता के प्रकार (Types of Social Mobility)

समाजशास्त्री सोरोकिन ने सामाजिक गतिशीलता के चार प्रमुख प्रकारों का उल्लेख किया है:--

- i. क्षैतिज या समरैखिक सामाजिक गतिशीलता (Horizontal Social Mobility)
- ii. उदग्र या रैखिक गतिशीलता (Vertical Social Mobility)
- iii. अन्तः तथा अन्तर पीढ़ी गतिशीलता (Inter-intra generational Mobility)

iv. मुक्त (खुली) एवं बंद गतिशीलता (Open and Closed Mobility)

i) क्षैतिज या समरैखिक सामाजिक गतिशीलता (Horizontal Social Mobility)

क्षैतिज गतिशीलता का अर्थ एक ही सामाजिक पर के एक ही प्रकार के सामाजिक समूह या स्थिति से दूसरे में आगे या पीछे गमन करना है ।

ii) उदग्र या रैखिक गतिशीलता (Vertical Social Mobility)

एक सामाजिक स्तर से दूसरे में ऊपर या नीचे की ओर गमन की उदग्र सामाजिक गतिशीलता कहते हैं ।

iii) अन्तः तथा अन्तर पीढ़ी गतिशीलता (Inter-intra generational Mobility)

अन्तर पीढ़ी गतिशीलता का तात्पर्य है एक पीढ़ी में धारण किये गये पद को त्यागकर दूसरी पीढ़ी के पदों को ग्रहण करना। यह प्राकृतिक एवं स्वाभाविक है। अन्तर पीढ़ी गतिशीलता का एक उदाहरण आश्रम व्यवस्था है। जिसमें एक व्यक्ति ब्रह्मचर्य आश्रम, गृहस्थ आश्रम, वानप्रस्थ आश्रम और सन्यास आश्रम से गुजरता है। यह गतिशीलता व्यवस्थित, सरल तथा जटिलताओं से मुक्त है। विवाह करके व्यक्ति द्वारा पति व पिता का तथा स्त्री द्वारा पत्नी व माँ का पद ग्रहण करना भी अन्तर पीढ़ी गतिशीलता ही है। विवाह या तलाक के बाद स्त्री का एवं गोद लेने पर लड़के का एक परिवार एवं नातेदारी समूह में प्रवेश इस प्रकार की गतिशीलता के उदाहरण हैं।

iv) मुक्त (खुली) एवं बंद गतिशीलता (Open and Closed Mobility)

(i) मुक्त (Open) एवं

(ii) बन्द गतिशीलता (Closed)।

गतिशीलता के ये दोनों ही प्रमुख स्वरूप एक-दूसरे के विपरीत हैं।

(i) मुक्त (खुली) गतिशीलता (Open Mobility)

इस प्रकार की गतिशीलता वाले समाजों में विभिन्न स्तर समूहों की सदस्यता का आधार जन्म या आनुवंशिकता न होकर व्यक्ति के गुण, योग्यता एवं उपलब्धियाँ होती हैं। व्यक्ति की किसी भी सार समूह की सदस्यता का निर्धारण जीवन भर के लिए नहीं होता है। वह एक स्तर एवं पद से दूसरे स्तर एवं पद में गमन कर सकता है। आज जो व्यक्ति एक स्थिति समूह का सदस्य है, वह आगे आने वाले समय में अपनी योग्यता, गुणों एवं परिश्रम के आधार पर उपलब्धियों को बढ़ाकर किसी उच्च स्तर, पद या समूह की सदस्यता ग्रहण कर सकता है। मुक्त व्यवस्था वाले समाजों में गतिशीलता को स्वीकार किया जाता है, और बढ़ावा दिया जाता है। एक व्यक्ति अपनी प्रस्थिति और पद में वृद्धि और प्रगति के लिए

स्वतन्त्र होता है। इसलिए ही इसे खुली या मुक्त गतिशीलता के नाम से पुकारा जाता है।


मुक्त गतिशीलता वर्ग व्यवस्था पर आधारित संस्तरण की व्यवस्था वाले समाजों में देखने को मिलती है। यूरोप के अधिकतर समाजों एवं अमेरिका में मुक्त गतिशीलता अधिक पायी जाती है क्योंकि वहाँ सामाजिक संस्तरण वर्ग के आधार पर निर्मित है। वहाँ वर्ग की सदस्यता का निर्धारण प्रमुखतः व्यक्ति की आर्थिक स्थिति के आधार पर होता है। राजनीतिक सत्ता या शक्ति तथा सांस्कृतिक क्षेत्र में प्राप्त विशिष्ट उपलब्धियाँ भी व्यक्ति में गतिशीलता उत्पन्न करने में योगदान देते हैं।

(ii) बन्द गतिशीलता (Closed Mobility)

इस प्रकार की गतिशीलता बन्द स्तरीकरण वाली समाज व्यवस्था की विशेषता है जिन में व्यक्ति के पद एवं स्तर समूह का निर्धारण जन्म या आनुवंशिकता के आधार पर होता है जिसे वह अपने जीवनकाल में नहीं बदल सकता है। अतः एक समूह को त्यागकर दूसरे समूह की सदस्यता ग्रहण करने का प्रश्न ही नहीं उठता है।

बन्द स्तरीकरण वाली व्यवस्था का उदाहरण भारत की जाति प्रथा है। इसके अन्तर्गत व्यक्ति की जाति का निर्धारण जन्म के समय ही हो जाता है। व्यक्ति आजीवन उसी जाति का सदस्य बना रहता है जिसमें उसका जन्म हुआ है। प्रत्येक जाति की समाज में स्थिति, अधिकार, दायित्व एवं कार्य निश्चित होते हैं। व्यक्ति की गतिशीलता के अवसर नगण्य होते हैं।

3.4 अपनी प्रगति जाँचें (Check Your Progress)


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Siksha & Tattva
Bikaner-334001 (Rajasthan)

अधिगम सम्बंधित क्रियाकलाप

रिक्त स्थान भरो:

- i)वर्ग की सदस्यता का निर्धारण प्रमुखतः व्यक्ति की आर्थिक स्थिति के आधार पर होता है।
- ii) किसी भी सार समूह की सदस्यता का निर्धारण जीवन भर के लिएहोता है।
- iii) सोरोकिन ने सामाजिक गतिशीलता केप्रकारों का उल्लेख किया है।
- iv) व्यक्तियों, परिवारों या अन्य श्रेणी के लोगों का समाज के एक वर्ग (strata) से दूसरे वर्ग में गतिकहलाती है।
- v) एक प्रगतिशील समाज के निर्माण के लिए शिक्षा आवश्यक है।
- vi)द्वारा एक समाज एक पदानुक्रम में लोगों की श्रेणियों को रैंक करता है।

कृपया उत्तर की पड़ताल पाठ के अंतिम हिस्से 3.8 में करें।

3.5 सारांश (Summary)

आप जान गए हैं कि एक सामाजिक संपर्क दो या दो से अधिक व्यक्तियों के बीच एक सामाजिक आदान-प्रदान है। यह सभी सामाजिक प्रक्रियाओं, संरचना, सामाजिक समूहों और कार्यों का वास्तविक आधार है। समाजशास्त्र में बातचीत/व्यक्तिगत संपर्क अपने



ज्ञान का द्वार है। सामाजिक स्थिति, जाति, भूमिका, संस्कृति, पेशे, सामाजिक समूह, वर्ग, सामाजिक संस्थानों और सामाजिक नेटवर्किंग पर आधारित सामाजिक संपर्क के विभिन्न प्रकार, तत्वों और रूपों पर विस्तार से चर्चा की गई है। समाज में एक और महत्वपूर्ण घटना होती है यानी सामाजिक स्तरीकरण, जो समाज के अपने लोगों को धन, आय, दौड़, शिक्षा और शक्ति जैसे कारकों के आधार पर सामाजिक-आर्थिक स्तरों की रैंकिंग में वर्गीकृत करता है। इसलिए, हम समाज में जाति आधारित और वर्ग आधारित स्तरीकरण पाते हैं। सामाजिक स्तरीकरण विभिन्न सिद्धांतों और विशेषताओं पर आधारित है। डेविस और मूर परिकल्पना पर आधारित सामाजिक स्तरीकरण के कार्यात्मक परिप्रेक्ष्य को समझाया गया है। सामाजिक स्तरीकरण के कई मापदंड जैसे जन्म, जाति, आयु, लिंग, पेशा, आर्थिक स्थिति, पद, अधिकार और कर्तव्य, योग्यता, कौशल, दक्षता, शिक्षा हैं। शिक्षा खुले समाजों में सामाजिक स्तरीकरण का मुख्य आधार है। इस संदर्भ में, शिक्षा का कार्य घनिष्ठ समाजों को समाप्त करना और खुले समाजों का निर्माण करना है।

3.6 सूचक शब्द (Keywords)

- **सामाजिक स्तरीकरण:** प्रक्रिया है जिसमें व्यक्तियों के समूहों को उनकी प्रतिष्ठा, संपत्ति और शक्ति की मात्रा के सापेक्ष पदानुक्रम में विभिन्न श्रेणियों में उच्च से निम्न रूप में स्तरीकृत किया जाता है।
- **संरचनात्मक कार्यात्मकता:** अवरोध और अवसरों को अधिक स्पष्ट तौर पर देखा जाये यह सांस्कृतिक मानदंडों या अन्य व्यक्तिपरक चीजों की तुलना में मानव व्यवहार पर अधिक प्रभाव डालता है।, या विकसित एक चेतना सिद्धान्त
- **सामाजिक संघर्ष:** विकट और विपरीत परिस्थितियों से निकलकर आगे बढ़ने के लिए होने वाला प्रयत्न या प्रयास;
- **प्रतीकात्मक:** जो प्रतीक से संबद्ध हो, प्रतीक संबंधी।
- **सामाजिक प्रक्रिया:** जिस विधि से व्यक्ति सामाजिक जीवन का अंग बनता है उसे सामाजिक प्रक्रिया कहते हैं।

- **गेसलशाफ्ट:** परिणामस्वरूप हर व्यक्ति अपनी जरूरतों को पूरा करने के लिए समाज को जेमिन्शाफ्ट से **गेसलशाफ्ट** में स्थानांतरित करना चाहता है।
- **सामाजिक संरचना:** वह व्यवस्था जो समाज से संबंधित हो।
- **सामाजिक समूह:** समूह शब्द का प्रयोग हम व्यक्तियों के संग्रह के लिए करते हैं,

3.7 स्व-मूल्यांकन हेतु प्रश्न (Self-Assessment Questions) (SAQs)

- सामाजिक स्तरीकरण क्यों मौजूद है और कुछ देश दूसरों की तुलना में अधिक स्तरीकृत क्यों हैं? इस प्रश्न का विस्तृत उत्तर उदहारण सहित दीजिए।
- सामाजिक संपर्क और सामाजिक स्तरीकरण की अवधारणा लिखें।
- सामाजिक स्तरीकरण के प्रकारों में अंतर कौन-कौन से हैं, सूची बनाये।
- सामाजिक स्तरीकरण के विभिन्न मानदंडों की व्याख्या करें।
- शिक्षा और सामाजिक स्तरीकरण के बीच संबंध का वर्णन करें।

3.8 अपनी प्रगति की जाँच करने के लिए उत्तर देखें (Answers to check your progress)

रिक्त स्थान भरें:

उत्तर:

- मुक्त गतिशीलता,
- नहीं,
- चार प्रमुख,
- सामाजिक गतिशीलता,
- शिक्षा,
- सामाजिक स्तरीकरण

3.9 सन्दर्भ ग्रन्थ/निर्देशित पुस्तकें (References/ Suggested Readings)

- Basic Concepts of Education by Arung, Fernades, www.linkedin.com

- 11/1/1941

Semester I

BA-First Year

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
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CONTENTS

Course Code: ENGC-101

Semester –I (BA-Ist Year)

Lesson No.	Lesson title
1.	Speech Sound
2.	Choosing Our Universe Are Dams The Temples of Modern India?
3.	The Generation Gap
4.	Language and National Identity
5.	Wounded Plants Playing the English Gentleman
6.	Great Books Born Out of Great Minds
7.	The Responsibility of Young Men Bharat Mata

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CONTENTS


Course: -Hindi Compulsory

Semester –I

Course Code: HINC 101 (Part-I&II)

Semester –I (BA-1st Year)

Lesson No.	Lesson title
Part I	मध्यकालीन काव्य कुंज
Part II	हिन्दी साहित्य का आदिकाल
Part I	मध्यकालीन काव्य कुंज पाठ्यक्रम में निर्धारित कवि : कबीरदास, सूरदास, तुलसीदास, मीराबाई, बिहारीलाल, घनानन्द, रसखान।
Part-II	हिन्दी साहित्य का आदिकाल : हिन्दी साहित्य इतिहास लेखन परम्परा।
1	हिन्दी साहित्य के इतिहास का काल विभाजन।
2	आदिकाल का नामकरण। आदिकाल की परिस्थितियाँ।
3	रासो काव्य परम्परा और प्रवृत्तियाँ।
4	सिद्ध साहित्य परम्परा और प्रवृत्तियाँ।
5	नाथ साहित्य परम्परा और प्रवृत्तियाँ।
6	जैन साहित्य परम्परा और प्रवृत्तियाँ।


Date: 1.4.23
Signature: [Handwritten]
Name: [Handwritten]
Designation: [Handwritten]

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CONTENTS


Semester –I

Course: -Hindi Compulsory

Course Code: HINC 101(Part III)

(BA-Ist Year)

Lesson No.	Lesson title
Part III	काव्यास्त्र पर आधारित वि ाय
1	काव्य के तत्व।
2	रस का स्वरूप, अवयव।
3	रस के भेद।
4	रस नि पति।
5	काव्यगुण :- प्रसाद, माधुर्य, ओज।
6	ाब्द ाक्तियाँ :- अभिधा, लक्षणा, व्यंजना।
7	अलंकार :- अनुप्रास, ले ा, यमक, उपमा, रूपक, अतिशयोक्ति, मानवीकरण, अन्योक्ति, समासोक्ति।
8	छन्द :- दोहा, चौपाई, सोरठा, बरवै, कुण्डलियां, छप्पय, कवित्त, घनाक्षरी।


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CONTENTS
Political Science

Semester –I

Course Code: BA-POL 101: Indian Constitution

BA –Ist Year

Lesson No.	Lesson title
1.	Indian Constitution-Evolution, Sources and Features, Preamble
2.	Fundamental Rights, Fundamental Duties and Directive Principles of State Policy.
3.	Parliament-Composition and Functions
4.	Amendment Process; State Legislature-Vidhan Sabha, Vidhan Parishad
5.	Panchayati Raj Institutions.
6.	Union Executive
7.	State Executive
8.	Judiciary-Supreme Court, High Courts and Judicial Activism.
9.	RTI, Lokpal and Lokyaukat


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CONTENTS


Semester –I

Course: - Public Administration

Course Code: PUBA 101

BA–Ist Year

Lesson No.	Lesson title
1.	लोक प्र शासन अर्थ, प्रकृति, कार्यक्षेत्र, आयाम और अनु शासन का महत्व
2.	नवीन लोक प्र शासन
3.	संगठन : अर्थ, आधार और रूप
4.	मुख्य कार्यपालिका : अर्थ, प्रकार, कार्य तथा भूमिका
5.	संचार
6.	निर्णय निर्माण
7.	लोक चयन उपागम
8.	विकास प्र शासन


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CONTENTS

Semester –I

ANCIENT INDIA (FROM EARLIEST TIMES TO GUPTA.)

Course Code: Option –(i): HIS 101 BA–Ist Year

L. No.	Lesson title
1	प्राचीन भारत के ऐतिहासिक स्रोत एवं पाषाण काल (HISTORICAL SOURCES AND STONE ANCIENT INDIA)
2	हड़प्पा सभ्यता (THE HARAPPAN CIVILIZATION)
3	वैदिक संस्कृति (1500 ई०पू०–600 ई०पू०) VEDIC CULTURE (1500 BC-600 BC)
4	महाजनपद एवं मगध साम्राज्य (MAHAJANAPADAS & MAGADHA EMPIRE)
5	मौर्य साम्राज्य (MAURYAN EMPIRE)
6	गुप्त साम्राज्य (GUPTA EMPIRE)
7	हड़प्पा सभ्यता के स्थल (SITES OF HARAPPAN CIVILIAZTION)


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CONTENTS
ECONOMICS

Semester –I

:

BA–Ist Year

Course Code: BECO-101

BA –Ist Year (Hindi Md.)

Lesson No.	Lesson title
1	Introduction to Economics
2	Demand, Demand function, Law of Demand and Elasticity of Demand
3	Consumer Theory- Cardinal Utility Analysis
4	Ordinal Utility Theory: Indifferent Curve Approach
5	Production Functions and Laws of Production
6	Concept of Cost

Curriculum

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CONTENTS


ECONOMICS

Semester –Ist

Course Code: BECO-101

BA –Ist Year (English Md.)

Lesson No.	Lesson title
1	Introduction to Economics
2	Demand, Demand function, Law of Demand and Elasticity of Demand
3	Consumer Theory- Cardinal Utility Analysis
4	Ordinal Utility Theory: Indifferent Curve Approach
5	Production Functions and Laws of Production
6	Concept of Cost
7	Equilibrium of Firm and Industry under Perfect Competition and Monopoly
8	Equilibrium of Firm and Industry under Monopolistic Competition


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CONTENTS
SOCIOLOGY
(1st Semester)

Course: (Basic Concepts in Sociology)

:

Course Code: SOCL-101

BA 1 YEAR

Lesson No.	Lesson title
1	Sociology: Nature, Scope, Significance and development of sociology as a discipline
2	Relationship with History, Anthropology, Economics, Political Science and Psychology
3	Basic Concepts: Society, Community, Association, Social Structure, Status and Role, Norms and Values
4	Social Groups & Processes: Definition, Nature and types of groups-Primary, Secondary & References Group; Processes-Co-operation, Conflict and Accommodation.
5	Social Institutions: Marriage, Family, Kinship and Religion; Their Functions and Features

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CONTENTS

Semester –I

(Computer Awareness)

Course Code: CALI I & II-101-102

BA –Ist Year (English Md.)

Lesson No.	Lesson Title
1	Introduction to Computer
2	Computer Components and Peripheral Devices
3	Introduction to modern CPU and Processor
4	Introduction to Computer Software and Programming Language
5	Operating System: Types, Functions and Open Source Software
6	Application Software: Spreadsheets, Word Processor and DBMS
7	Networks: Types, Topologies and software required for networking

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Semester -II

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CONTENTS

Course: -English (Compulsory)

Semester -II

:

Course Code: ENGC-102

(BA-Ist Year)

Lesson No.	Lesson Title
1	Pigeons in Daybreak
2	With the Photographer The Journey
3	The Refugee
4	Bellows for the Bullock
5	Panchlight
6	The Child
7	The Blind Dog

Encl.

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CONTENTS

Course: -Hindi Compulsory

Semester -II

Course Code: **HINC 102 (Part-I) (BA-Ist Year)**

Lesson No.	Lesson Title
Part I	धुस्वामिनी ; नाटक द्व जयशंकर प्रसाद
1.	धुस्वामिनी : जयशंकर प्रसाद वाचन .एवं व्याख्या
2.	धुस्वामिनी नाटक की पात्र योजना
3.	धुस्वामिनी नाटक की अभिनेयता
4.	धुस्वामिनी नाटक की भाषा शैली
5.	धुस्वामिनी नाटक का उद्देश्य


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CONTENTS

Course: -Hindi Compulsory

Semester –II

Course Code: HINC 102(Part II)

(BA-Ist Year)

Lesson No.	Lesson Title
1	हिंदी साहित्य का भक्तिकाल
2	भक्तिकाल की प्रमुख परिस्थितियाँ
3	भक्तिकाल की प्रमुख प्रवृत्तियाँ
4	संत काव्य की प्रवृत्तियाँ
5	सूफीकाव्य की प्रवृत्तियाँ
6	रामकाव्य की प्रवृत्तियाँ
7	कृष्णकाव्य की प्रवृत्तियाँ
8	भक्तिकाल : स्वर्णयुग

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CONTENTS


Semester –II

Course: -Hindi Compulsory :

Course Code: HINC 102(Part III)

(BA-1st Year)

Lesson No.	Lesson Title
Part III	व्यावहारिक हिंदी
1	भाषा की परिभाषा
2	(i) हिंदी भाषा के विविध प्रकार्य (ii) शिक्षा माध्यम के रूप में हिंदी
3	मानक भाषा की प्रमुख प्रवृत्तियाँ (मानक हिंदी और मानकीकरण की समस्या)
4	हिंदी वर्णमाला : स्वर एवं व्यंजन
5	हिंदी वर्तनी समस्या और समाधान
6	मुहावरे एवं लोकोक्तियाँ


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CONTENTS

Course: - Environmental Studies
2nd Semester

Course Code: EVSL 201

BA 1st Year

Lesson No.	Lesson Title
1	Multidisciplinary nature of environmental studies
2	Renewable and non-renewable resources
3	Conservation of Natural Resources
4	Eco-System and its Importance
5	Ecological Succession
6	Biodiversity and Its Conservation
7	Biodiversity, Threats to biodiversity and its Conservation at Global Level
8	Environmental Pollution
9	Environment: Awareness, Legislation and Environmental Impact Assessment in India
10	Population Explosion and Family Welfare Programme
11	Human Rights and Environmental Awareness
12	Value Education and Environmental Ethics
13	AIDS / HIV and Solutions
14	Environment and Human Health
15	Women and Child Welfare
16	Role of Information Technology in Environment and Human Health


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CONTENTS


(Political Science)

Semester-II

Course Code: POLS-103

BA –Ist Year

Lesson No.	Lesson Title
1.	संघीयरू भारतीय संघवाद की प्रकृति और विशेषताएं केंद्र राज्य संबंध।
2.	राज्य स्वायत्तता की मांगएं भारतीय संघवाद में उभरती प्रवृत्तियाँ नीति आयोग की कार्यप्रणाली।
3.	चुनाव आयोगएं चुनावी प्रक्रिया और इसके दोष और मतदान व्यवहार।
4.	चुनावी सुधारएं दल.बदल की समस्या।
5.	भारत में पार्टी प्रणालीय विशेषताएं राष्ट्रीय और क्षेत्रीय दल और दबाब समूह
6.	गठबंधन राजनीतिय आधारएं प्रकृति और भारतीय राजनीति पर प्रभावएं पार्टी प्रणाली के दोष
7.	भारत में जातिएं धर्मएं भाषाएं क्षेत्रवाद और जातीयता की भूमिका
8.	आरक्षण की राजनीति ए उभरती प्रवृत्तियाँ और भारतीय राजनीतिक व्यवस्था के समक्ष चुनौतियाँ


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CONTENTS

(Public Administration)
(Semester-IIInd)

Course Code: PUBA 102 (Basics of Public Administration)

BA –Ist Year

Lesson No.	Lesson Title
1.	(Classical Theories of Organization) Scientific Management (F. W Taylor) and Administrative Management (Fayol, Gullick, Urwick and Others)
2.	Ideal-Type Bureaucracy (Max Weber)
3.	(Neo-Classical & Motivational Theories) Human Relations Theory (Elton Mayo) and Rational Decision-Making (Herbert Simon)
4.	Maslow's Hierarchy of Needs (Abraham Maslow) and Two-Factor Theory (Herzberg)
5.	(Contemporary Theories) Ecological Approach (Fred Riggs), Innovation and Entrepreneurship (Peter Drucker)
6.	Models of Decision-Making (March & Olsen and Richard Thaler)
7.	Emerging Perspectives Feminist Perspectives
8.	New Public Management (NPM), New Public Service (NPS)
9.	Public Policy: Concept, relevance and Approaches ,Formulation, Implementation and Evaluation (Special reference to India)

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CONTENTS

Semester –II
Option –(i): HIST 103: History of India (600-1526 A.D.)

Course Code: HIST 103

BA 1 YEAR

Lesson No.	Lesson Title
1	Post Gupta Period
2	Tri -Parties Struggle
3	Turks invasion of India
4	Delhi Sultanate
5	Bahmani&Vijaynagar Kingdoms
6	Delhi Sultanate:Administration, Ruling class,Society
7	Bhakti &Sufi Movements
8	Harsha's Empire
9	Empire of Aladdin and Muhammad Tughlaq
10	Urban centres of Delhi Sultanate
11	Expansion of Vijaynagar Empire

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CONTENTS

Sociology

(2nd Semester)

Course: (Sociology: Society, Culture and Social Change)

Course Code: SOCL102

BA 1 YEAR

Lesson No.	Lesson Title
1	Societies: Types and Characteristics- Tribal, Urban, Industrial and Post Industrial.
2	Culture: Definition, Nature and types of Culture –Material and Non – material,
3	Socialization: Its importance, Process, Stages, Social Control: Its Types and Means
4	Processes of Social Change: Characteristic Features of Industrialization. Modernization, Globalization and Secularization
5	Social Stratification: Concept and Bases; Forms–Caste, Classs, Power and Gender
6	Industrialization and Its characteristic Features
7	Globalisation and Its characteristic Features
8	Modernization and Secularization, Its characteristic Features


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Semester –IIIrd

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CONTENTS

English (Compulsory)


Semester –III

Course: - Fragrances- Text Book -1

Course Code: ENGC 201 (English Text)

BA-IIInd Year

Lesson No.	Lesson Title
Unit I	Fragrances- Text Book -1
1.	Introduction(Poetic Forms and Devices)
2.	Sonnet xviii(William Shakespeare),Know Then Thyself(Alexander Pope)
3.	Elegy Written in a Country Churchyard(Thomas Gray),The World is Too Much with Us(William Wordsworth)
4.	Ode on a Grecian Urn(john Keats),My Last Duchess(Robert Browning)
5.	When You are Old(W.B.Yeats),Where the Mind is without Fear (Rabindranath Tagore)
6.	The Bangle Sellers(Sarojini Naidu), Another Woman(Imtiaz Dharker)


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CONTENTS

Semester –III

Hindi Compulsory (हिन्दी साहित्य का रीतिकाल)

Course Code: HINC 201 (Part-I)

Semester –III (BA-IIInd Year)

Lesson No.	Lesson Title
	हिन्दी साहित्य का रीतिकाल
1	रीतिकालीन हिन्दी कविता की पृष्ठभूमि/रीतिकाल की परिस्थितियाँ
2	रीतिकाल का नामकरण
3	रीतिबद्ध काव्य की विशेषताएँ
4	रीति मुक्त काव्य की विशेषताएँ
5	रीतिकालीन काव्य की उपलब्धियाँ

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CONTENTS
Hindi Compulsory

Semester –III

(प्रयोजनमूलक हिन्दी: पत्र लेखन, संक्षेपण तथा पल्लवन)

Course Code: HINC 201 (Part-II)

Semester –III (BA-IIInd Year)

Lesson No.	Lesson Title
	प्रयोजन मूलक हिन्दी : हिन्दी कम्प्यूटिंग और अनुवाद
1	प्रयोजन मूलक हिन्दी : हिन्दी कम्प्यूटिंग और अनुवाद
2	पाठक्रम में निर्धारित विषय
3	कम्प्यूटर : स्वरूप और महत्व
4	ई-मेल : प्रेषण-ग्रहण
5	इंटरनेट : स्वरूप और उपयोगिता

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CONTENTS

Semester –III

Political Science

Course Code: BA-POLS 202

BA –IIInd Year

Lesson No.	Lesson Title
1	Raja Ram Mohan Ray
	Swami Vivekanand
2	Swami Dayanand
3	Aurbind Ghosh
4	Lala Lajpat Rai Roy
5	Bal Gangadhar Tilak
6	Dada Bhai Narojee
7	Gopal Krishan Gokhle

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CONTENTS

Semester –III

Public Administration

Course: - Public Financial Administration

Course Code: PUBA 201

BA–IIInd Year

Lesson No.	Lesson Title
1	Meaning and Significance of Financial Administration Budget: Concept and Principles
2	Budget as an Instrument of Financial Administration, Public Policy and Management
3	Types of Budgets: Line-Item Budgeting; Performance Budgeting, Zero-Base Budgeting and Target Base Budgeting
4	Budget Formulation and Enactment and Execution of Budget with special reference to India
5	Union Ministry of Finance, Finance Commission of India
6	Comptroller & Auditor General (CAG)
7	Resource Mobilization: Tax and Non-Tax Sources Public Borrowing and Deficit Financing
8	Legislative Control over Finances with special reference to parliamentary committees

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CONTENTS

(History)

Semester –III

Political History of India (1526-1857 A.D.)

Course Code: HIST-201

BA –IIInd Year

Lesson No.	Lesson
1.	Mughal Empire: Babur and Sher Shah Suri
2.	Akbar: Expansion of Empire and Religious Policy
3.	Aurangzeb: Expansion of Empire and Religious Policy
4.	Relations of Mughals with the Rajputs, Mughal Administration
5.	Rivalry between the French and the British in India
6.	Battle of Plessey & Buxer
7.	Subsidiary Alliance System and Doctrine of Lapse, Annexation of Punjab
8.	Uprising of 1857
9.	Political conditions of India in 1526, Mughal Empire at the Death of Akbar (1605) & Death of Aurangzeb (1707)
10.	a) Expansion of British Empire upto 1856 b) Major Centres of the Uprising of 1857

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CONTENTS


Semester –III

Course: - Sociology

Course Code: SOCL 201

BA – IIInd Year

Lesson No.	Lesson Title
1.	Basic Concepts in Social Research
2.	Methods of Sociology and Data Collection
3.	Social Phenomena
4.	Scientific Method
5.	Social Research Design
6.	Sampling
7.	Observation
8.	Interview
9.	Case study Method
10.	Questionnaire and Schedule
11.	Data-Collection, Classification and Sources of Data
12.	Measures of Central Tendency


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Semester – IV

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CONTENTS

Course: - English (Compulsory)

Semester –IV

Centre Stage Text Book -II

Course Code: ENGC 202 (English Text)

(BA-IIInd Year)

Lesson No.	Lesson Title
	Centre Stage Text Book -II
1	Introduction(One Act Plays, Literary genres, Language skills)
2	The Envoy(Bhasa),The Swan Song(Anton Chekhov)
3	The Monkey's Paw(W.W.Jacobs), Before Breakfast(Eugene O'Neill)
4	The sleepwalkers (Nissim Ezekiel)

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CONTENTS

Semester –IV

Course: -Hindi Compulsory (कथाक्रम)

Course Code: HINC 201 (Part-I)

Semester –IV (BA-IIInd Year)

Lesson No.	Lesson Title
Part I	कथाक्रम' से निर्धारित रचनाएं (कहानियाँ)
1	ईदगाह : प्रेमचन्द
2	पुरस्कार : जयशंकर प्रसाद
3	गैंग्रीन : सच्चिदानन्द हीरानन्द वात्स्यायन अज्ञेय
4	मलबे का मालिक : मोहन राकेश
5	ठेस : फणीश्वरनाथ रेणु
6	फैसला : मैत्रेयी पुष्पा
7	पच्चीस चौका डेढ़ सौ : औमप्रकाश वाल्मीकि

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CONTENTS

Semester –IV

Hindi Compulsory

(हिन्दी साहित्य का आधुनिक काल :गद्य)

Course Code: HINC 202 (Part-II)

(BA-IIInd Year)

Lesson No.	Lesson Title
1	आधुनिक काल एवं उपन्यास, कहानी, नाटक, निबंध का उद्भव एवं विकास
2	रीतिकाल
3	आधुनिक हिंदी कवि : अयोध्या सिंह उपाध्याय 'हरिऔध' एवं मैथिलीशरण गुप्त का परिचय, काव्यगत विशेषताएं एवं व्याख्या खंड
4	आधुनिक हिंदी कवि : जय प्रकाश प्रसाद एवं सूर्यकान्त त्रिपाठी निराला का परिचय, काव्यगत विशेषताएं एवं व्याख्या खंड
5	पारिभाषिक शब्दावली : स्वरूप और महत्त्व
6	पारिभाषिक शब्दावली के गुण
7	पारिभाषिक शब्दावली के निर्माण में सक्रिय – विविध सम्प्रदाय : राष्ट्रीयतावादी, अन्तर्राष्ट्रीयतावादी, समन्वयवादी।


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CONTENTS

Political Science
Sem-IV

Course Code: BA-POLS 204

BA-IIInd Year

Lesson No.	Lesson Title
1	J.P. Narayan
2	Ram Manohar Lohia
3	Mahatma Gandhi
4	M.N, Roy
5	Jawaharlal Nehru
6	B,R,Ambedkar
7	Subhash Chander Bose
8	Bhagat Singh


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CONTENTS


Sem-IV

Course: - Public Personnel Administration

Course Code: PUBA 202

BA-IIInd Year

Lesson No.	Lesson/s
1	Personnel Administration: Meaning; Nature and Significance Role of Public Services
2	Classification of Civil Services – Concept and Bases
3	Bureaucracy: Concept, Characteristics and Types
4	Recruitment Training and Promotion
5	Constitutional Provisions with regard to Civil Services in India Recruitment Agency at Centre Level: UPSC Performance Appraisal and Promotion Mechanism
6	Performance Appraisal and Promotion Mechanism
7	Service Conditions and Disciplinary Actions Administrative Ethics and Code of Conduct
8	Administrative Tribunal and Recent Civil Services Reforms


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CONTENTS

Sem-IV

Option-I Indian National Movement

Course Code: Option –(i): HIST 203

BA-IIInd Year

Lesson No.	Lesson Title
1	Origins of the National Consciousness Founding of Indian National Congress and Moderates
2	Extremists: Ideology, Programmes and Politics Home Rule Movement
3	Role of Mahatma Gandhi in Freedom Movement: Non-Cooperation Movement, Civil Disobedience Movement and Quit India Movement
4	Ideology and Contribution of Revolutionaries with special reference to Bhagat Singh Subhash Chandra Bose and Indian National Army
5	Political Reforms: Acts of 1909 and 1919 Rise of Communal Politics: Muslim League – Ideology and Politics
6	Poona Pact and the Act of 1935 Partition and Independence of India
7	Maps (India): Places of Important Sessions of Indian National Congress
8	Areas and Centers of Home Rule Movement, Civil Disobedience Movement Important Centers of Revolutionary Movement, Quit India Movement


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CONTENTS


Sociology
(4th Semester)

Course: - Social Problems in India

Course Code: SOCL 202

:BA-IInd Year

Lesson No.	Lesson Title
1.	सामाजिक समस्याएँ-I (Social Problems-I)
2.	सामाजिक समस्याओं के अध्ययन का महत्व (Importance of study of Social Problems)
3.	सामाजिक समस्याओं के अध्ययन II (Study of Different Social Problems-II)
4.	संरचनात्मक मुद्दे और लैंगिक असमानता (Structuctural Issues and Gender Inequality)
5.	अल्पसंख्यक समुदायों का विकास (Development of Minorities)
6.	सामाजिक अव्यवस्था (Social Disorganization)
7.	सुरक्षात्मक उपाय बाल एवं महिला विकास (Protective Measures: Women and Child Welfare)
8.	एड्स एचआईवी और निदान (AIDS / HIV and Solutions)


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CONTENTS

English
(3rd Year)

Course: - English
Course Code: BA 301

BA-IIIrd Year

Lesson No.	Lesson Title
1	Word Accent and its Grammatical Function
2	Weak Forms in English Pronunciation
3	Introducing Intonation: Tone Groups and Tonic Syllable
4	Sentences and Its Types
5	Composition: Developing Hints into a Paragraph and a Story Reading and Comprehension
6	Precis Writing, Abstracting, Summarizing, and Paraphrasing
7	One-word Substitution
8	Correspondence


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CONTENTS

(3rd Year)

Course: - Hindi

Course Code: BA 302

BA-IIIrd Year

Lesson No.	Lesson Title
1	समकालीन हिंदी कविता
2	समकालीन हिंदी कवि: सच्चिदानंद हीरानंद वात्सायन अज्ञेय : परिचय, विशेषताएं एवं व्याख्या खंड
3	हिंदी काव्यगत विशेषताएं एवं व्याख्या खंड
4	हिंदी कवि: नरेश मेहता, विशेषताएं एवं व्याख्या खंड
5	हिंदी कवि: नागार्जुन, विशेषताएं एवं व्याख्या खंड
6	हिंदी कवि: रघुवीर सहाय, विशेषताएं एवं व्याख्या खंड
7	हिंदी कवि: कुंवर नारायण, विशेषताएं एवं व्याख्या खंड
8	हिंदी कवि: लीलाधर जगूड़ी, विशेषताएं एवं व्याख्या खंड

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CONTENTS

(3rd Year)

Course: - Political Science

Course Code: BA 303

BA-IIIrd Year

:

Lesson No.	Lesson Title
1	तुलनात्मक राजनीति के अध्ययन के लिए दृष्टिकोण
2	संविधान और संविधानवाद
3	संवैधानिक संरचना . विधायिका
4	संविधानिक ढांचा – कार्यपालिका
5	संवैधानिक संरचना– न्यायपालिका
6	राजनीतिक दल और दल–प्रणालियां
7	हित समूह व दबाव समूह
8	राजनीतिक संस्कृति व राजनीतिक समाजीकरण
9	राजनीतिक आधुनिकीकरण और राजनीतिक भूमण्डलीकरण
10	राजनीतिक संचार


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CONTENTS

(3rd Year)

Course: - Public Administration

Course Code: BA 304

BA-IIIrd Year

Lesson No.	Lesson Title
1	स्थानीय सरकार रू अर्थ, विशेषताएं और महत्व
2	स्थानीय सरकार रू 1883 से भारत में स्थानीय सरकार
3	स्थानीय सरकार में सुधार रू बलवंतराय मेहता, अशोक मेहता, जी.वी.के.राव, एल.एम. सिंधवी समिति
4	स्थानीय सरकार में सुधार रू 73वाँ संशोधन अधिनियम व 74वाँ संशोधन अधिनियम
5	स्थानीय निकाय रू नगर निगम
6	स्थानीय निकाय रू नगरपालिका / नगरपरिशद
7	पंचायती राज संस्थाएँ रू पंचायत
8	पंचायती राज संस्थाएँ रू जिला परिषद


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DIRECTORATE OF DISTANCE EDUCATION

CONTENTS

(3rd Year)

Course: - Public Administration

Course Code: BA 305

BA-IIIrd Year

Lesson No.	Lesson Title
1	यूरोप में पुनर्जागरण एवं सुधार आंदोलन
2	यूरोप में सामंतवाद का पतन और पूंजीवाद का उदय
3	यूरोप में निरंकुश राज्यों का उदय: ब्रिटेन, फ्रांस, स्पेन, रूस
4	कृषि –क्रांति एवं औद्योगिक क्रांति
5	इंग्लैण्ड की भानदार क्रान्ति
6	अमेरिका की क्रान्ति, 1776 ई० (American Revolution, 1776)
7	फ्रांस की 1789 ई० की क्रान्ति (French Revolution of 1789)
8	जापान का आधुनिकीकरण तथा विचार विमर्श के रूप में उदय
9	इटली और जर्मनी का एकीकरण (Unfication of Italy and Germany)
10	अफीम युद्ध 1911 की चीनी क्रांति एवं चीनमें साम्यवाद का उदय
11	रूस की क्रान्ति – 1917 (THE RUSSIAN REVOLUTION – 1917)
12	अमेरिकी गृहयुद्ध; 1861- 1865)
13	डंचे
14	द्वितीय विश्व युद्ध रूढ़िवाद स्वरूप तथा परिणाम

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CONTENTS

(3rd Year)

Course: - Sociology (Social Problems)

Course Code: BA 308

BA-IIIrd Year

Lesson No.	Lesson Title
1	सामाजिक समस्याएँ - I (Social Problems-I)
2	सामाजिक समस्याओं के अध्ययन का महत्व (Importance of study of Social Problems)
3	सामाजिक समस्याओं के अध्ययन - II (Study of Different Social Problems-II)
4	संरचनात्मक मुद्दे और लैंगिक असमानता (Structuctural Issues and Gender Inequality)
5	अल्पसंख्यक समुदायों का विकास (Development of Minorities)
6	सामाजिक अव्यवस्था (Social Disorganization)
7	सुरक्षात्मक उपाय: महिला एवं बाल विकास (Protective Measures:Women and Child Welfare)
8	एड्स/ एचआईवी और निदान (AIDS / HIV and Solutions)



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Hisar
Haryana

Bachelor of Art

REFERENCES

Semester – I

ENG 101 : ENGLISH (Compulsory)

Reference Books:

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

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Semester – II
ENG 102: ENGLISH (Compulsory)

Reference Books:

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

Semester – I
HINC 101: HINDI (Compulsory)

(1) Title: इकाई-4 कबीर का काव्य

Issue Date: 2017

Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/27792>

Appears in Collections: Block-2

2)

Title: इकाई-7 सुरदास

Issue Date: 2017

Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/27800>

Appears in Collections: Block-2

3)

Title: इकाई-8 गोस्वामी तुलसीदास

Issue Date: 2017

URI: <http://hdl.handle.net/123456789/27802>

Appears in Collections: Block-2

4)

Title: इकाई-6 मीराबाई

Issue Date: 2017

Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/27797>

Appears in Collections: Block-2

5)

Title: इकाई-12 रीतिसिद्ध काव्य : बिहारी

Issue Date: 2017

Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/27811>

Appears in Collections: Block-3

Title: इकाई-12 रीतिसिद्ध काव्य : बिहारी Issue Date: 2017 Publisher: IGNOU URI:
<http://hdl.handle.net/123456789/27811> Appears in Collections: Block-3

6

Title: इकाई-13 रीतिमुक्त काव्य : घनानंद

Issue Date: 2017

Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/27813>

ApTitle: इकाई-13 रीतिमुक्त काव्य : घनानंद

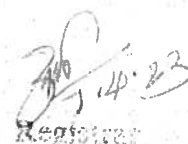
Issue Date: 2017

Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/27813>

Appears in Collections: Block-3

Title: इकाई-36 कृष्णोपासक कवि रसखान,


Registrar

Suru Jambhachwar, Secretary of
Department of Hindi
IGNOU, New Delhi (110062)

Issue Date: 2017, Publisher: IGNOU

URI: <http://hdl.handle.net/123456789/28173>, Appears in Collections: Block-

Semester – II

HINC 102: HINDI (Compulsory)

REFERENCES

1. <http://egyankosh.ac.in/handle/123456789/27775> नवीनता एवं सार्थकता (उद्देश्य)
2. <http://egyankosh.ac.in/handle/123456789/27770> (नाटक की अभिनेयता ,प्रतिपाद्य)
3. <http://egyankosh.ac.in/handle/123456789/27766> (चरित्र चित्रण) पात्र योजना
4. <http://egyankosh.ac.in/handle/123456789/27761> EHD 01(वाचन एवं व्याख्या)
5. <http://egyankosh.ac.in/handle/123456789/27768> (भाषा शैली)
6. <http://egyankosh.ac.in/handle/123456789/27973> (भक्तिकाल की परिस्थितियों का अध्ययन)
7. <http://egyankosh.ac.in/handle/123456789/27976> (भक्तिकालीन काव्य की प्रमुख प्रवृत्तियों का परिचय <http://egyankosh.ac.in/handle/123456789/27990> (सगुण रामभक्ति काव्यधारा)
8. परिचय <http://egyankosh.ac.in/handle/123456789/27989> (सगुण कृष्ण भक्ति काव्यधारा)
9. <http://egyankosh.ac.in/handle/123456789/27988> (निर्गुण प्रेममार्गी सूफी)
10. <http://egyankosh.ac.in/handle/123456789/27988> (निर्गुण प्रेममार्गी सूफी)

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Semester – I
Political Science

POL 101: Indian Constitution

1. A. Kohli, *Democracy and Discontent: India's Growing Crisis of Governability*, Cambridge, Cambridge University Press, 1991.
2. R. Kothari, *Politics in India*, New Delhi, Orient Longman, 1970.
3. R. Kothari, *Party System and Election Studies*, Bombay, Asia Publishing House, 1967.
4. W.H. Morris Jones, *Government and Politics in India*, Delhi, BI Publications, 1974.
5. A.G. Noorani, *Constitutional Questions in India: The President, Parliament and the States*, Delhi, Oxford University Press, 2000.
6. M. V. Pylee, *An Introduction to the Constitution of India*, New Delhi, 1998.
7. A. Ray, *Tension Areas in India's Federal System*, Calcutta, The World Press, 1970.
8. N.C. Sahni (ed.), *Coalition Politics in India*, Jullunder, New Academic Publishing Company, 1971.
9. J.R. Siwach, *Dynamics of Indian Government & Politics*, New Delhi, Sterling Publishers, 1985.
10. Singh, M.P. and H. Roy (eds.), *Indian Political System: Structure, Policies, Development*, New Delhi, Jnanada Prakash, 1995.
11. R. Thakur, *The Government & Politics of India*, London, Macmillan, 1995.
25. Pankaj K.P Shreyaskar, *RTI Act in India: Future and Implications*, Noida, Macgraw Higher Education, 2013
26. Madabhushi Sridhar, *RTI Use and Abuse*, Allahabad, Allahabad Law Agency, 2015
27. Niranjana Pani, *Grievances Management in India: Lokpal and Lokayukta*, New Delhi, Anmol Publisher, 2001



Semester – II
Political Science

Option-I: POL 103: Indian Politics


1. G. Austin, *The Indian Constitution: Corner Stone of a Nation*, Oxford, Oxford University Press, 1966.
2. G. Austin, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press, 2000.
3. D.D. Basu, *An Introduction to the Constitution of India*, New Delhi, Prentice Hall, 1994.
4. D.D. Basu and B. Parekh (ed.), *Crisis and Change in Contemporary India*, New Delhi, Sage 1994.
5. C.P. Bhambhri, *The Indian State: fifty years*, New Delhi, Shipra, 1997.
6. P. Brass, *Politics of India Since Independence*, Hyderabad, Orient Longman, 1990.
7. P. Brass, *Language, Religion and Politics in North India*, London, Cambridge University Press, 1974.
8. A. Chanda, *Federalism in India: A Study of Union-State Relations*, London, George Allen & Unwin, 1965.
9. S. Cobridge and J. Harriss, *Reinventing India: Liberalization, Hindu Nationalism and Popular Democracy*, Delhi, Oxford University Press, 2001.
10. B.L. Fadia, *State Politics in India*, 2 vols. New Delhi, Radiant Publishers, 1984.


Guru Jyoti Prakashan
Sector 22, Gurgaon
Haryana-122001

Semester – I
(Public Administration)

PA 101: Elements of Public Administration

1. Allison, G. 1997. 'Public and Private Management'. in Shafritz, J. and Hyde, A. (eds.) *Classics of Public Administration*. 4th Edition. Forth Worth: Hartcourt Brace. pp. 510-529
2. Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
3. Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
4. Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
5. Beauvoir, Simone De. 1988. *The Second Sex*. London: Picador. Bhagwan, V. & Vidhya Bhushan: *Lok Prashashan*
6. Bhambhari, C.P. *Lok Prashashan*
7. Bhattacharaya, M. *New Dimensions of Public Administration* (Hindi medium)
8. Bhattacharya, M. 2006. 'Chapter 2 and 4', in *Social Theory, Development Administration and Development Ethics*, New Delhi: Jawahar Publishers.
9. Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
10. Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
11. Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
12. Denhart, R. B. & Denhart, J.V. 2000. "The New Public Service: Serving Rather Than Steering".
13. *Public Administration Review*, Volume 60, No-6.
14. Dunleavy, P. and C.Hood. 1994. "From Old Public Administration to New Public Management".
15. *Public Money and Management*. Vol. XIV, No-3.


Library of
Department of Public Administration
University of Delhi
New Delhi

Semester – II
Public Administration
PA 102: Basics of Public Administration

1. Anderson, J. 1975. *Public Policy Making*. New York: Thomas Nelson & sons Ltd. Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
2. Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
3. B.L. Fadia. *Lok Prashashan*
4. Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
5. Bhambhari, C.P.. *Lok Prashashan*
6. Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
7. Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
8. Bhattacharya, M. 2012. *Restructuring Public Administration: A New Look*. New Delhi: Jawahar Publishers.
9. Blau, P.M. 1987. *Bureaucracy in Modern Society*. New York: Random House.
10. Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.

3-4-23
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Guru Nanak Dev Engineering College
Public & Technology
B-1, Sector 14, Gurgaon

Semester – I

History

Option –(i): HIS 101: Ancient India (From Earliest Times to Gupta Age)

1. Allison, G. 1997. 'Public and Private Management'. in Shafritz, J. and Hyde, A. (eds.) *Classics of Public Administration*. 4th Edition. Forth Worth: Hartcourt Brace. pp. 510-529
2. Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
3. Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
4. Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
5. Beauvoir, Simone De. 1988. *The Second Sex*. London: Picador. Bhagwan, V. & Vidhya Bhushan: *Lok Prashashan*
6. Bhambhari, C.P. *Lok Prashashan*
7. Bhattacharaya, M. *New Dimensions of Public Administration* (Hindi medium)
8. Bhattacharya, M. 2006. 'Chapter 2 and 4', in *Social Theory, Development Administration and Development Ethics*, New Delhi: Jawahar Publishers.
9. Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
10. Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers


Gauri Jani
Subject: History
Roll No. 123456789

Semester – II

History

Option – (i): HIS 103: History of India (600-1526 A.D.)

- | | |
|--|--|
| 1. Ashraf, K.M. | <i>Hindustan Ke Nivasiyon Ka Jivan Aur</i> |
| <i>Paristhitiyan</i> (Hindi) | |
| 2. Basham, A.L. | <i>The Wonder That Was India</i> (Mumbai, 1971) |
| 3. Brown, Percy | <i>Indian Architecture</i> Vol. – 1 (Mumbai 1984) |
| 4. Burton, Stein | <i>History of India</i> (Oxford, 1998) |
| 5. Burton, Stein | <i>Vijayanagar</i> (Cambridge, 1989) |
| 6. Gopal, L. | <i>Economic History of Northern India 700-</i> |
| <i>1200</i> (Delhi, 1989) | |
| 7. Habib, Muhammad and | <i>Comprehensive History of India, Vol. V</i> |
| (Delhi, 1970) Nizami, K.A., <i>Art and Architecture of the Indian Subcontinent</i> (Penguin, 1986) | |
| 8. Jackson, Peter | <i>The Delhi Sultanate</i> , (Cambridge, 2001) |
| 9. Jha, D.N. and Shrimali, K.M. | <i>Prachin Bharat Ka Itihas</i> (Hindi) |
| (Delhi, 1990) Kulke, H and Rothenmund, D. <i>History of India</i> (London, 1998) | |
| 10. Majumdar, R.C. et al. | <i>History and Culture of the Indian People</i> , Vols. II and |
| V (Mumbai, 1970, 1980) | |

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Semester – I
(Economics)

Principles of Micro Economics-I

1. Modern Microeconomics *by* A. Koutsoyiannis. ELBS, The Macmillan Press Ltd., London.
2. Micro-Economic Theory *by* M. L. Jhingan. Vrinda Publications (P) Ltd., Delhi.
3. Economics: Principles, Problems and Policies *by* C. R. McConnell and S. L. Brue. McGraw Hill., New York.
4. Economic Analysis *by* K.P.M. Sundharam and E. N. Sundharam. Sultan Chand and Sons., New Delhi.
5. Modern Microeconomics *by* A. Koutsoyiannis. ELBS, The Macmillan Press Ltd., London.
6. Micro Economic Theory *by* M. L. Jhingan. Vrinda Publications (P) Ltd., Delhi.
7. Managerial Economics *by* D.N. Dwivedi. Vikas Publishing House., New Delhi.
8. Managerial Economics and Business Strategy *by* Michael P. Beye. IRWIN., Chicago.
9. Economics: Principles, Problems and Policies *by* C. R. McConnell and S. L. Brue. McGraw Hill., New York.

Guru Jambhadracharya University of
Sanskrit & Indian Studies
BHUAR-123001 (Uttarakhand)

**Semester – II
(Economics)**

Principles of Micro Economics-II

- 1) Modern Microeconomics *by* A. Koutsoyiannis. ELBS, The Macmillan Press Ltd., London.
- 2) Micro Economic Theory *by* M. L. Jhingan. Vrinda Publications (P) Ltd., Delhi.
- 3) Managerial Economics *by* D.N. Dwivedi. Vikas Publishing House., New Delhi.
- 4) Managerial Economics and Business Strategy *by* Michael P. Beye. IRWIN., Chicago.
- 5) Economics: Principles, Problems and Policies *by* C. R. McConnell and S. L. Brue. McGraw Hill., New York.
- 6) Economic Analysis *by* K.P.M. Sundharam and E. N. Sundharam. Sultan Chand and Sons., New Delhi.
- 7) Managerial Economics *by* R. L. Varshney and K. L. Maheshwari. Sultan Chand and Sons., New Delhi.
- 8) Managerial Economics *by* H. C. Peterson and W. C. Lewis. Prentice Hall of India Pvt. Ltd., New Delhi.
- 9) Economic Theory and Operations Analysis *by* W.L. Baumal. Prentice Hall of India Pvt. Ltd., New Delhi.
- 10) Principles of Economics *by* A. Marshall. Macmillan & Co., London.
- 11) Managerial Economics: Theory, Application and Cases *by* Edwin Mansfield. WW Norton., New York.

Registrar

2020 Jan 15

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**Semester-I
(Sociology)**

SOC 101: Basic Concepts in Sociology

1. Ahuja, Ram (2001): **Indian Social System**, New Delhi: Rawat Publication. Ahuja, Ram (2003): **Society in India**, New Delhi: Rawat Publication.
2. Bottomore, T.B. (1972): **Sociology: A Guide to Problems and Literature**, Bombay: George Allen and Unwin (India).
3. Fulcher & Scott (2003): **Sociology**, New York: Oxford University Press. Giddens, Anthony (2005): **Sociology**, Polity Press.
4. Harlambos, M. (1998): **Sociology: Themes and Perspective**, New Delhi: Oxford University Press.
5. Harlambos & Holborn (2000): **Sociology**, London: Harper-Collins.
6. Inkeles, Alex (1987): **What is Sociology?** New Delhi: Prentice-Hall of India.
7. Johnson, Harry M. (1995): **Sociology: A Systematic Introduction**, New Delhi: Allied Publishers.
8. MacIver and Page (1974): **Society: An Introductory Analysis**, New Delhi: Macmillan & co.
9. P. Gisbert (2010): **Fundamental of Sociology**, New Delhi: Orient Blackswan.


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Semester-II (Sociology)

SOC 102: Society, Culture and Social Change

1. Bottomore, T.B. (1972): **Sociology: A Guide to Problems and Literature**, Bombay: George Allen and Unwin (India).
2. Fulcher & Scott (2003): **Sociology**, New York: Oxford University Press. Giddens, Anthony (2005): **Sociology**, Polity Press.
3. Gordon Marshall (1998): **Oxford Dictionary of Sociology**, New York: Oxford University Press.
4. Harlambos, M. (1998): **Sociology: Themes and Perspective**, New Delhi: Oxford University Press.
5. Harlambos & Holborn (2000): **Sociology**, London: Harper-Collins.
6. Inkeles, Alex (1987): **What is Sociology?** New Delhi: Prentice-Hall of India.
7. Johnson, Harry M. (1995): **Sociology: A Systematic Introduction**, New Delhi: Allied Publishers.
8. Tumin, M.M. (1994): **Social Stratification: The Forms and Functions of Inequality**, New Delhi: PHI,
9. Maciver & Page (1974): **Society: An introductory Analysis**, New Delhi: Macmillan & co. Mandelbaum, D.G. (1972): **Society in India**, Bombay: Popular Prakashan.
10. Smelser, Neil J. (1993): **Sociology**, Prentice Hall of India-Pvt. Ltd

Dr. J. K. Singh
Sociology
B.A. (Hons.)

PART II (3rd & 4th Semester)
3rd Semester
English Compulsory
ENG C 201

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).

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Sri Lanka
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**4th Semester
English Compulsory
ENG 202**

1. Azar, Betty, *Longman Fundamentals English Grammar* (Longman, 2003).
2. Hornby, A. S., *Oxford Advanced Learner's Dictionary* (Oxford University Press, 2015).
3. Lester, Mark, *English Grammar Drills* (McGraw-Hill, 2009).
4. Murphy, Raymond, *English grammar in use: a self-study guide* (Cambridge University Press, 1994).
5. Nesfield, J. C. *English Grammar Composition and Usage* (2001).
6. Nesfield, J. C. *Modern English Grammar* (MacMillan).
7. Swan, Michael, *Practical English Usage* (Oxford, 2013).
8. *The New Roget's Thesaurus in Dictionary Form* (Penguin).
9. Thomson, A. J., *A Practical English Grammar* (Oxford University Press, 1986).
10. Wood, F. T., *A Remedial English Grammar for Foreign Students* (MacMillan, 2015).


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3rd Semester
HINDI Compulsory
HINC 201

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4thSemester
HINDI Compulsory
HINC 202

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- egyankosh

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3rd Semester
POLITICAL SCIENCE
POLS 202
(Option-II)
Indian Political Thinkers-I

1. A.S. Altekar, *State and Government in Ancient India*, Delhi, Motilal Banarsidass, 1966.
2. A.Appadorai, *Documents on Political Thought in Modern India*, 2 Vols., Bombay Oxford University Press, 1970.
3. S. Ghose, *Modern Indian Political Thought*, Delhi, Allied, 1984.
4. U.N. Ghoshal, *A History of Indian Political Ideas*, London, Oxford University Pres, 1959.
5. K.P. Jayaswal, *Hindu Polity*, Calcuta, Butterworth, 1924.
6. R. P. Kangle, *Arthashastra of Kautilya*, Delhi, Motilal Bansarsidass, 1965.
7. M.J. Kanetkar, *Tilak and Gandhi: A Comparative Study*, Nagpur, Author, 1935.
8. V.B. Karnik, *M.N. Roy: Political Biography*, Bombay, Jagriti, 1978.
9. K. P. Karunakaran, *Modern Indian Political Tradition*, New Delhi, Allied Publishers, 1962.
10. V.R. Mehta, *Foundations of Indian Political Thought*, New Delhi, Manohar, 1992.

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Department of Political Science
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4th Semester
POLITICAL SCIENCE
POLS 202
(Option-II)
Indian Political Thinkers-II

1. A.Appadorai, Indian Political Thinking Through the Ages, Delhi Khanna Publishers, 1992.
 2. J. Bandhopahdyaya, Social and Political Thought of Gandhi, Bombay, Allied, 1969.
 3. R.J. Cashman, The Myth of 'Lokmanya' Tilak and Mass Politics in Maharashtra, Berkeley, University of California Press, 1975.
 4. Chandra, Nationalism and Colonialism in Modern India, Delhi, Vikas, 1979.
 5. K.Damodaran, Indian Thought: A Critical Survey, London, Asia Publishing House, 1967.
 6. D.G. Dalton, India's Idea of Freedom: Political Thought of Swami Vivekananda, Aurobindo Ghose, Mahatma Gandhi and Rabindranath Tagore, Delhi, Academic Press, 1982.
 7. S. Ghose, The Renaissance to Militant Nationalism, Bombay, Allied Publishers, 1969.
 8. S.Ghose, Socialism, Democracy and Nationalism in India, Bombay, Allied Publishers, 1973.
 9. S. Ghose, Modern Indian Political Thought, Delhi, Allied, 1984.
- U.N. Ghoshal, A History of Indian Political Ideas, London, Oxford University Press, 1959

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3rd Semester
PUBLIC ADMINISTRATION
PUBA 201 (Public Financial Administration)

1. B. Chakrabarty and P. Chand. 2012. *Public Administration in a Globalizing World: Theories and Practices*. New Delhi: Sage Publications
2. Chand, P. 2010. *Control of Public Expenditure in India* (2nd ed.). New Delhi: Allied Publishers
Chand, P. 2010. *Performance Budgeting* (2nd ed.). New Delhi: Allied Publishers
3. Frank, Howard A. 2006. *Public Financial Management* (1st Edition). CRC Press, Taylor & Francis Group: New York
4. Gupta, B N. 2006. *Indian Federal Finance and Budgetary Policy*. Chaitanya Publishing House: Allahabad
5. Indian Institute of Public Administration. 1983. *Indian Journal of Public Administration*, Special Number on Administrative Accountability, Vol. XXIX (3).
6. Lall, G.S. 1979. *Public Finance and Financial Administration in India*. New Delhi: Kapoor
7. M. Bhattacharya. 2008. *New Horizons of Public Administration*. (5th Revised ed.). New Delhi: Jawahar Publishers
8. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. 2014. *Financial Administration in India*. PHI Learning: New Delhi
9. Nicholas Henry. 1999. *Public Administration and Public Affairs*. (6thed.). New Delhi: Prentice


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4th Semester
PUBLIC ADMINISTRATION

PUBA 202 (Public Personnel Administration)


1. Davar, Rustom S. 2008. *Personnel Management and Industrial Relations in India* (2nd Edition). Vikas Publishing House: New Delhi
2. Flippo, E. 2008. *Principles of Personnel Management*. (4th ed.). Kogakusha: McGraw Hill
3. Government of India, 2nd Administrative Reforms Commission. 2010. *10th Report: Refurbishing of Personnel Administration – Scaling New Heights*. New Delhi: Manager of Publications.
4. Jack Rabin, Thomas Vocine, et.al. 2008. *Handbook of Public Personnel Administration*, Taylor & Francis, United Kingdom
5. Koontz, H. and O'Donnell, Cyril. 2008. *Principles of Management*. (5th ed.). Tokyo: McGraw Hill.
6. Nicholas Henry. 1999. *Public Administration and Public Affairs*. (6thed.). New Delhi: Prentice Hall
7. Pigors, P. and Myers, C.A. 1981. *Personnel Administration: A Point of View and a Method*. (9th ed.). Kogakusha: McGraw Hill.
8. Saxena, A.P. 2010. *Training and Development in Government*. New Delhi.
9. Sharma, M.P. 1960. *Public Administration Theory and Practice*. Allahabad: Kitab Mahal
10. Stahl, O. Glenn. 1971. *Public Personnel Administration*. (6th ed.). New Delhi: Oxford and IBH Publishing.

3rd Semester
HISTORY

HIST 201 Option-I

Political History of India (1526-1857 A.D.)

1. Ashraf, K.M. Life and Conditions of the People of Hindustan (Delhi, 1965)
2. Ashraf, K.M. Hindustan Ke Nivasiyon Ka Jivan Aur Paristhitiyan (Hindi)
3. Basham, A.L. The Wonder That Was India, Vol. II
4. Bayly, C. A. Indian Society and Making of the British Empire: The New Cambridge History of India, Vol. II
5. Burton, Stein History of India (Oxford, 1998)
6. Burton, Stein Vijayanagar (Cambridge, 1989)
7. Gordon, Stewart The Marathas 1600-1818 : The New Cambridge History of India, Vol. V
8. Habib, Irfan Medieval India, 4 Vols.
9. Habib, Muhammad and Comprehensive History of India, Vol. V (Delhi, 1970)
10. Tripathi, R. P. Rise and Fall of Mughal Empire
11. Verma, H. C. Madyakalin Bharat, (Hindi) Vol-I & II


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4th Semester HISTORY

HIST 203 Option-I Indian National Movement

- | | |
|--------------------------|--|
| 1. Bipan Chandra et. al. | Bharat Ka Swatantrata Sangharsh (Hindi) |
| 2. Bipan Chandra et. Al. | India's Struggle For Independence |
| 3. Brown, Judith | Gandhi's Rise to Power: Indian Politics 1915-1922 |
| 4. Chahal, S.K. | Dalits Patronized |
| 5. Desai, A.R. | Social Background of Indian Nationalism |
| 6. Guha, Ranjit (ed.) | Subaltern Studies, Vol. I – XI |
| 7. Gupta, M.N. | History of the Revolutionary Movement in India |
| 8. Hasan, Mushirul | India's Partition : Process, Strategy and Mobilization |
| 9. Hasan, Mushirul | Nationalism and Communal Politics in India 1916-1928 |
| 10. Majumdar, Datta and | Advanced History of India |



**3rd Semester
(SOCIOLOGY)**

SOCL 201

Methods in Social Research

1. Ahuja, Ram (2001): Research Methods, New Delhi: Rawat Publication.
2. Goode, W.J. and P.K.Hatt (1952): Methods in Social Research, New York: McGraw International. Seltiz, Claise et al; (1959): Research Methods in Social Relation, New York: Henry Holt and Co. Srivastava, Prakash G.N. (1994): Advances Research Methodology, Delhi: Radha Publication.
3. Thakur, Devender (2003): Research Methodology in Social Science, Delhi: Deep and Deep Publication. Young, P.V. (1988): Scientific Social Survey and Research, New Delhi Prentice Hall.
4. Gadgil, Madhav and Ramchandra Guha (1996): Ecology and Equality: The use and Abuse of Nature in Contemporary India, New Delhi: OUP.
5. Gill, S.S. (1998): The Pathology of Corruption, New Delhi: Harper Collin Publishers.
6. Lewis, Oscar (1966): Culture of Poverty "Scientific American" Vol-II and V No.IV PP-19-25.

**4th Semester
(SOCIOLOGY)**

**SOCL 202 Option- II
Social Problems in India**

1. Ahuja, Ram (2000): Social Problems in India, New Delhi: Rawat Publications. Beteille, Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP
2. Beteille, Andre (1974): Social Inequality, New Delhi: OUP
3. Bereman, G.D. (1979): Caste and Other Inequalities: Essay in Inequality, Meerut: Folklore Institute. Dube, Leela (1997): Women and Kinship, Comparative Perspectives on Gender in South and Southeast Asia, New Delhi: Sage Publication.
4. Desai, Neera & Usha Thakkar (2007): Women in Indian Society, National Book Trust, India.
5. Gadgil, Madhav and Ramchandra Guha (1996): Ecology and Equality: The use and Abuse of Nature in Contemporary India, New Delhi: OUP.
6. Gill, S.S. (1998): The Pathology of Corruption, New Delhi: Harper Collin Publishers.
7. Lewis, Oscar (1966): Culture of Poverty "Scientific American" Vol-II and V No.IV PP-19-25.
8. Satya Murty, T.V. (1996): Region, Religion, Caste, Gender and Culture in Contemporary India, New Delhi

BA 301 English

- Eliade, Mircea(1958) Yoga: Immortality and Freedom, trans. Willard R. Trask, London: rpt, 1969
- Jha, Rama. (1983) Gandhian Thought and Indo-Anglian Novelists. Delhi: Chankya Publications.
- Narasimhaiah, C.D. "Introduction"; Raja Rao's Kanthapura. New Delhi: OUP, 2015. Print
- Nehru, J.N. The Discovery of India. New Delhi: Asia Publishing House, 1961 Print
- New Oxford Advanced Learners Dictionary (2000)
- Sethi. J and P.V. Dhamija. A Course in Phonetics and Spoken English, 2 nd ed. Delhi: PHI, 2013.
- J. Daniel. Everyman's English Pronouncing Dictionary. E.L.B.S (13th Editions)
- R. Peter. English Phonetics and Phonology, 3 rd ed. UK: CUP, 2000.
- Kaplan, M. Lindsay. The Merchant of Venice: Texts and Contexts, New York: Bedford/St. Martin's, 2002.
- Spencer, Christopher. The Genesis of Shakespeare's Merchant of Venice. Lewiston, New York: E. Mellen Press, 1988.

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BA 302 Hindi

1. Sabaribolchal Hindi, Sabari Publication, Salem, 2016.
2. Kaamkaji Hindi, Dr. Thomas P.M., Sameeksha Publications, Delhi 2013
3. Hindi Anuvadh Abhyas, Part-2 ,Dhakshin Bharat Hindi Prachar Sabha chennai.2008
4. Dr. K.M. Chandramohan, Hindi Vatayan,.V. Prakashan, Varanasi 2013.
5. AnuvadhChinthan : Dhrushti aur Anuhrushti,Dr.S.Nagalakshmi, Jawahar Pushthakalaya, Hindi PushthakPrakasakEvamVitharak, Mathura (UP) ,Sanskaran: 2009.
6. Prayojanmoolak Hindi 60
PrasngikthaEvamParidhrushya,Dr.S.Nagalakshmi,JawaharPushthakalaya,Mathura(UP) ,Sanskaran 2008
7. Champa, Hindi Patrakarita ke vivid ayaam(Part – I & Part & II) Vedhprthap vidik Hindi Book ,Delhi.
- 8 Ramchandra tivari, Patrakarita vivid roop, Alek Prakashan, Delhi
9. Hindi AnuvadhAbhyas Part-1Dhakshin Bharat Hindi PracharSabha Chennai.2008.
10. Dr. K.M. Chandramohan, Hindi Vatayan,.V. Prakashan, Varanasi.2013 Phone 0542 2413741, 2413082



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2013-14 (2013-14)

BA 303 Political Science

1. G Almond et al., Comparative Politics Today: A World View, 7th ed, Newyork, London, Harper/Collins, 2000.
2. W. Bagehot, The English constitution, London, Fontana, 1963.
3. A.H. Birch, British System of Government 4th ed, London, George Allen and Unwin, 1980.
4. J. Blondel, An Introduction to Comparative government, London, Weidenfeld and Nicolso, 1969.
5. J. Blondel, Comparative Legislatures, Englewood Cliffs, NJ, prentice Hall, 1973.
6. J. Bryce, Modern Democracies, Vol. 2, New York, Macmillan, 1921.
7. I. Finer, Theory and Practice of Modern Government, London, Methuen, 1969.
8. I. Derbyshire, Politics in China, London, Chambers, 1991
9. S.E. Finer, Comparative Government, Harmondsworth, Penguin, 1974.
10. J. Gittings, China changes Face : The Roadfrom Revolution 1949-89 London, Oxford University Press, 1989

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BA 304 Public administration

1. Maheshwari, S.R.: Local government in India.
2. Maheshwari, S.R. : Bharat Mein Sthaniya Shasan.
3. Puri, K.K. and Barara, G.S.: Local government in India (Hindi)
4. Sharma, Harsih Chander : Bharat Mein Sthaniya Prashasan.
5. Khanna, R.L.: Municipal Government and Administration in India.
6. Avasthi, R.L. : Municipal Administration in India.
7. Khera S.S.: District Administration in India
8. Bhattacharya Mohit : Essays in Urban Government
9. Khanna, R.L.: Panchayati Raj in India
10. Jain, S.c.: Community Development and Panchayati Raj in India

Copy of

BA 304 Public Administration

BA 305 History

1. Barrachough, G. An Introduction to Contemporary History (Penguin, 1968)
2. Bronopwski, J., and Bruce Mazlish The Western Intellectual Tradition (Ayer Co., 1960)
3. Carr, E.H. The Bolshevik Revolution, 1917-23, 3 Vols. (Macmillan, 1950, 1951 and 1953)
4. Chauhan, D. S. Europe Ka Itihas (Hindi)
5. Chauhan, D. S. Samkalin Europe (Hindi)
6. Cipolla, Carlo M. Forntana Economics History of Europe, Vols II and III
7. Coleman, D. C. (ed.) Revisions in Mercantilism
8. Davis, H. A. (ed.). Outline History of the World
9. Davis, Ralph The Rise of the Atlantic Economics
- 10.Dobb, Maurice Studies in the Developments of Capitalism

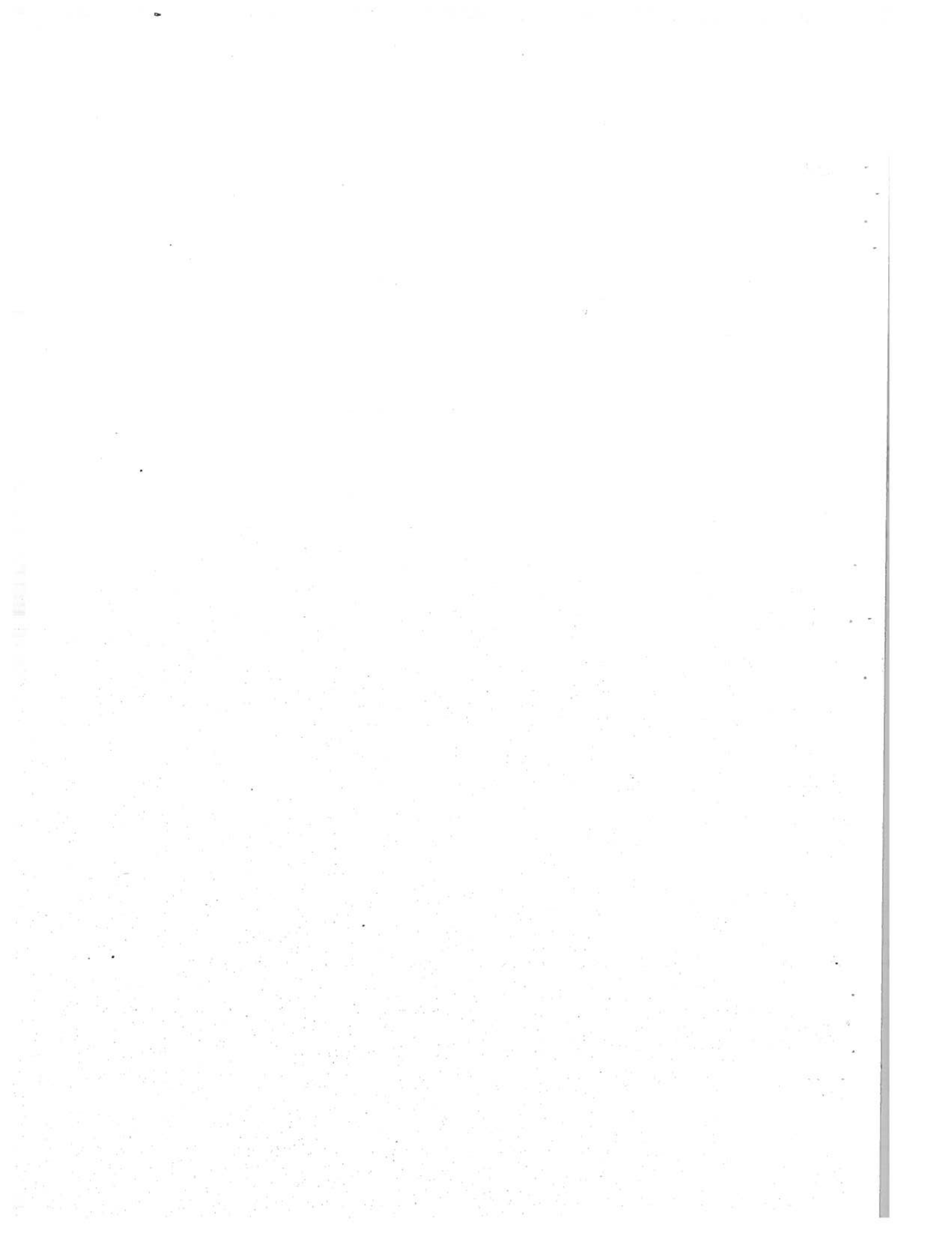
BA308 Sociology

- Ahuja, Ram (2000): Social Problems in India, New Delhi: Rawat Publications.
- Beteille, Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP
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- Andre (1974): Social Inequality, New Delhi: OUP
- Bereman, G.D. (1979): Caste and Other Inequalities: Essay in Inequality, Meerut: Folklore Institute.
- Dube, Leela (1997): Women and Kinship, Comparative Perspectives on Gender in South and Southeast Asia, New Delhi: Sage Publication.
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- Gill, S.S. (1998): The Pathology of Corruption, New Delhi: Harper Collin Publishers.
- Lewis, Oscar (1966): Culture of Poverty "Scientific American" Vol-II and V No.IV PP-19-25.
- Satya Murty, T.V. (1996): Region, Religion, Caste, Gender and Culture in Contemporary India, New Delhi: OUP.

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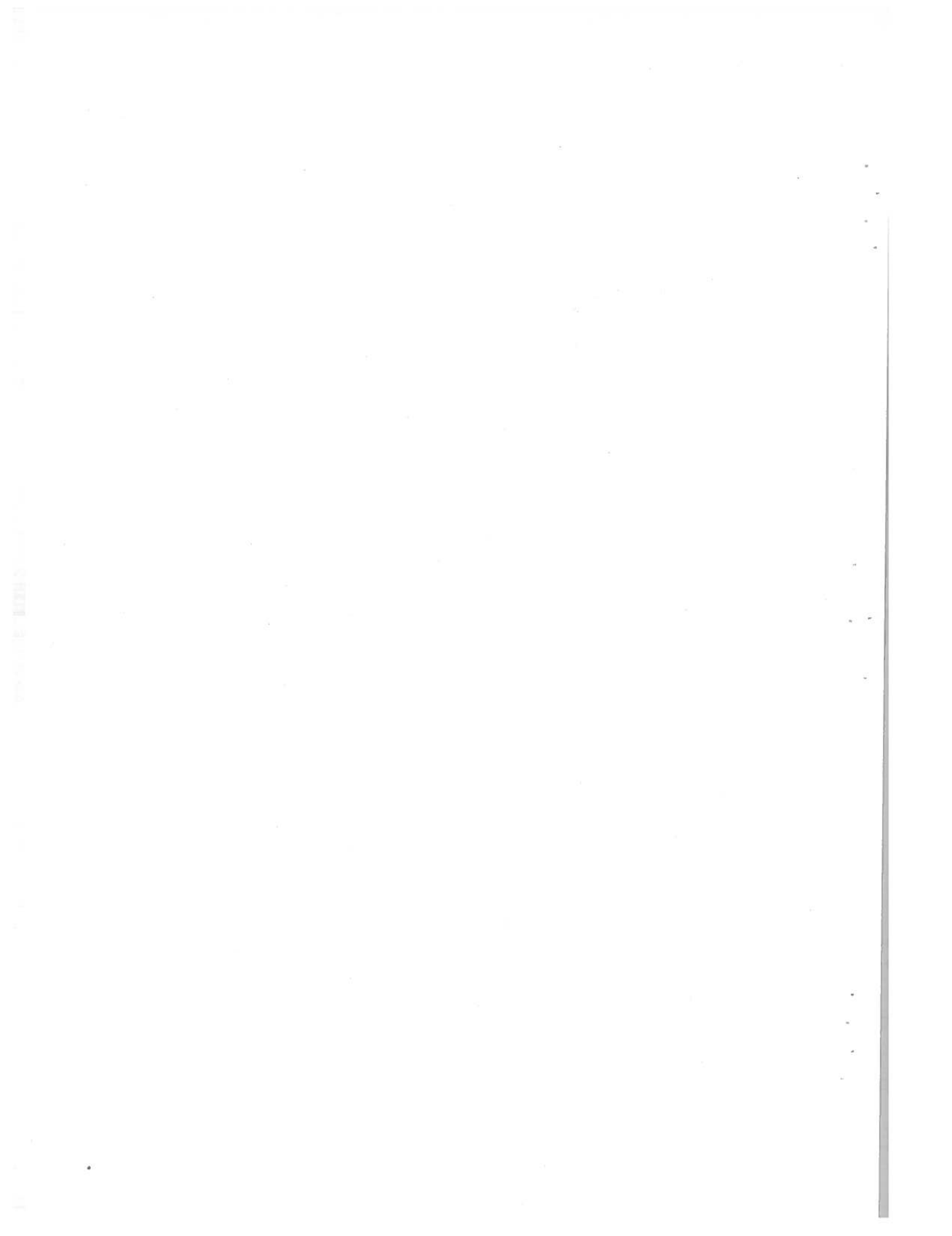
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**Name of Programme:- Bachelor of Commerce
(B.Com.)**

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PROGRAMME PROJECT REPORT

FOR

B.Com (Bachelor of Commerce)

(Through Open Distance Learning)



DIRECTORATE OF DISTANCE EDUCATION

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY

"A" Grade with (CGPA 3.28) by National Assessment and Accreditation Council (NAAC)

HISAR, HARYANA-1250001.

Registrar

Guru Jambheshwar University of
Science & Technology
HISAR-125001 (Haryana)

Director (DE)

(Dr. Surish Kumar M, /ko)

Programme Coordinator

B.Com Programme Project Report (PPR)

A. PROGRAMME'S MISSION & OBJECTIVE

• MISSION OF THE PROGRAMME

The B.Com. Programme has been started with a mission of the university to achieve excellence by introducing innovative job oriented courses, creating effective learning in Commerce, establishing purposeful linkages with industry and professional bodies, and ensuring sustainable growth coupled with conviction for professional ethical standards.

• OBJECTIVES OF THE PROGRAMME

1. To impart basic understanding and knowledge about business and commerce among the higher secondary students.
2. To prepare students by skilling them with desired competence like effective decision making, effective communication and problem solving in day to day business affairs.
3. To equip the students with commerce and related core areas like financial accounting, management accounting, cost accounting, taxation, company law, auditing, marketing, etc.
4. To develop and strengthen theoretical, and applied aspects of commerce for preparing the students for higher education and research.
5. To enable the learners about the latest trends in commerce and its related areas.

B. RELEVANCE OF THE PROGRAMME WITH HIGHER EDUCATIONAL INSTITUTION'S (HEI'S) MISSION & GOALS

• HEI'S MISSION

The University aspires to be a globally recognized Centre of excellence in the field of technical education and research. It strives to achieve this by introducing innovative job oriented courses, employing competent and motivated faculty, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies, and promoting quality of work life on campus. The University focuses on the student community to imbue them with passion for knowledge and creativity and to promote sustainable growth in academic resources, student placements, and holistic human development with a strong conviction for professional ethical, social and environmental issues.

• HEI'S GOALS

The objectives of the University as enshrined in the Act are to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of and also to achieve excellence in these and connected fields. The University has taken a number of steps to promote quality technical education and has already made a mark in certain areas that contribute to promote quality education in the present global competitive environment.

- **PROGRAMME OFFERED TO ACHIEVE HEI'S MISSION AND GOALS**

The HEI's mission and goals are holistically inherited in the B.Com programme (Bachelor of Commerce) of Directorate of Distance Education. Scheme and syllabus of this program is designed by Board of Studies and the same is approved by Academic Council. B.Com is most sought programme after 12th standard for the students who are looking forward to a carrier in modern business world such as businessmen, banker, economist, CA, auditor, statistician, taxation inspector and other allied jobs. This program delivers required theoretical and industry inputs to students that develops creative thinking to make them experts and professionals in the field.

The cost of the programs and provision for scholarship have been designed with objective of spreading mass education to meet needs of all class of learners. Personal Contact Programme (PCP) is offered by competent faculty as students' support services which ensures timely response to student's queries and, enhances overall quality standards. In all, the programme offered by Directorate of Distance Education, Guru Jambheshwar University of Science and Technology ensure continuous education and meeting the needs of all class of learners.

- **C. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS**

B.Com Programme is designed to encounter the expanding needs in Commerce education at all level and provide necessary manpower to government and private sectors in the areas of accounting, finance, auditing, etc. This programme is started with the hope that the programme offered through the distance mode of the university will be a boon for those who could not join regular colleges owing to social, economic and other constraints such as eligibility for enrolment, age of entry, time and place etc. Following are the target group of learners:-

- Higher secondary students who desires to enhance their knowledge and qualifications for higher studies in commerce and its related areas.


Registrar

**Guru Jambheshwar University of
Science & Technology
HISAR-125004 (Haryana)**

- Persons who want to pursue their higher studies in commerce and related areas for teaching and research.
- Persons who cannot pursue higher education due to any reason.
- Persons who are not able to pay higher fees in regular mode (Affordable Fee structure).
- Home makers who want to enhance their career in business and related areas.
- The students who are eligible for Post Matric Scholarship in Haryana as per the Government Guidelines.
- Young entrepreneurs who wish to acquire entrepreneurship skills.
- Small and family business owners.
- University employees with fee concession

D. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

All the courses in the programme are theoretical and problem based. So, no laboratory or experiment is needed to impart the skills and competencies required for the programme. The specific skill and competencies required for a B.Com graduate can be imparted to a great extent through SLMs prepared with the approach of self-explanatory self-contained, self-directed, self-motivating and self-evaluating. Distance Education offers outcome based education, having industry centric curriculum. This enables the students to satisfy their needs and aspirations as the system provides enhanced learning opportunities.

• LEARNING OUTCOMES

This degree provides wide range of skills and competencies in various areas of commerce such as accounting, auditing, marketing, taxation, etc. The learner will be able to:

- Analyze different financial and operation situations in an organisation.
- Be aware of various business laws and how to abide by them.
- Handle different taxation and accounting operations.
- Learners will be able to involve computers and its application in the commerce field for increased efficiency.
- Communicate and negotiate effectively to achieve organizational and individual goals.
- Understand ethical issues and dilemmas that businesses often face.

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- **SPECIFIC SKILLS ACQUIRED**

The students in the process of learning acquire the following skills:


- **Negotiation skills:** Negotiation skills are qualities that allow two or more parties to reach a compromise. These are often soft skills and include abilities such as communication, persuasion, planning, strategizing and cooperating. Understanding these skills is the first step to becoming a stronger negotiator.
- **Accounting Skills:** Accounting qualifications and skills include a wide range of abilities (working with numbers, paying close attention to detail, team working and more) that are required for all levels – junior accountant, senior and accounting manager.
- **Auditing Skills:** It includes skills related with collecting and checking of accounting data, examining financial reports, diagnosing any financial risk, ensuring that company is following all rules and regulations, ability of problem solving, etc.
- **Entrepreneurial skills:** Entrepreneurial skills refer to the set of *cognitive, technical, and interpersonal skills* required in the practice of entrepreneurship.
- **Communication skills:** Communication skills are abilities you use when giving and receiving different kinds of information with others. Communication skills involve listening, speaking, observing and empathizing.

- **COMPETENCIES ACQUIRED**

The various competencies acquired by students include:

- Personal Competencies - How to manage Self Business.
- Interpersonal competencies - How to work with people in teams and make coordination in their activities.
- Informational competencies- How to use and process information for the benefits of business or organization.
- Action competencies- How to perform in a systematic way in the challenging business environment.

E. INSTRUCTIONAL DESIGN


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Need based courses have been identified and the courses are developed. They have been fine-tuned taking into consideration industry/social requirements and also to educate rural people professionally. The course, curriculum and syllabi are designed and evaluated by a Departmental Committee. The curriculum and syllabi is then placed in the Board of Studies. The finalized curriculum and syllabi are then placed in the Academic Council for the final approval. The governing body of the distance education ensures that the distance education curriculum has equivalent syllabus as the regular programmes. In addition, electives have been introduced specifically for distance education programmes to suit the requirements of the dynamic changes taking place in the economy and Industry. However electives can be introduced as and when the need arises after obtaining necessary approvals from the appropriate academic bodies of the University. Approval of Board of Studies and Academic Council are obtained whenever modifications/additions are made in the existing curriculum and syllabi.

1. CURRICULUM DESIGN

Scheme & Syllabus of Examination for B.Com Programme Session 2022-23

A Student pursuing B.Com. has to study all the courses in first and second semester. In 3rd, 4th, 5th & 6th semesters, besides five compulsory courses a student will have to choose one optional course in each of these semesters.

Scheme of Examination

B. Com. Ist Year

B. Com. Ist Semester

Course Code	Course Title	External	Internal	Total Marks
BCOM 101	Financial Accounting-I	70	30	100
BCOM 102	Micro Economics	70	30	100
BCOM 103	Principles of Business Management	70	30	100
BCOM 104	Computer Applications in Business	40+30	30	100
BCOM 105	Business Mathematics	70	30	100
EVS-201_L	Environmental Studies	70	30	100

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B. Com. IInd Semester

Course Code	Course Title	External	Internal	Total Marks
BCOM 201	Financial Accounting-II	70	30	100
BCOM 202	Macro Economics	70	30	100
BCOM 203	Business Communication	70	30	100
BCOM 204	Marketing Management	70	30	100
BCOM 205	Organisational Behaviour	70	30	100
BCOM 206	Business Environment	70	30	100

B. Com. 2nd Year**B. Com. IIIrd Semester**

Course Code	Course Title	External	Internal	Total Marks
BCOM 301	Corporate Accounting	70	30	100
BCOM 302	Business Statistics-I	70	30	100
BCOM 303	Business Laws	70	30	100
BCOM 304	Human Resource Management	70	30	100
BCOM 305	Indian Economy	70	30	100
Optional Courses				
BCOM 306	(i) Rural Marketing	70	30	100
	(ii) International Business	70	30	100
	(iii) Counselling Skills	70	30	100

B. Com. IVth Semester

Course Code	Course Title	External	Internal	Total Marks
BCOM 401	Cost Accounting	70	30	100
BCOM 402	Business Statistics-II	70	30	100
BCOM 403	Auditing	70	30	100
BCOM 404	Company Law	70	30	100
BCOM 405	Entrepreneurship Development	70	30	100
Optional Courses				
BCOM 406	(i) Retail Management	70	30	100
	(ii) India's Foreign Trade and Policy	70	30	100
	(iii) Labour Laws	70	30	100


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B. Com. 3rd Year

B. Com. Vth Semester

Course Code	Course Title	External	Internal	Total Marks
BCOM 501	Management Accounting	70	30	100
BCOM 502	Financial Management	70	30	100
BCOM 503	Banking Law and Practice	70	30	100
BCOM 504	Income Tax-I	70	30	100
BCOM 505	Business Ethics	70	30	100
Optional Courses				
BCOM 506	(i) Supply Chain Management	70	30	100
	(ii) Public Finance	70	30	100
	(iii) Human Resource Development	70	30	100

B. Com. VIth Semester

Course Code	Course Title	External	Internal	Total Marks
BCOM 601	Sales Management	70	30	100
BCOM 602	Financial Services	70	30	100
BCOM 603	Indian Polity and Governance	70	30	100
BCOM 604	Income Tax-II	70	30	100
BCOM 605	Comprehensive Viva-voce	70	30	100
Optional Courses				
BCOM 606	(i) Digital Marketing	70	30	100
	(ii) Investment Management	70	30	100
	(ii) Training and Development			


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BCOM 101: FINANCIAL ACCOUNTING-I

External Marks: 70

Internal Marks: 30

Time: 3Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Financial Accounting: Meaning, nature, scope, objectives, advantages and limitations, Book-keeping, accounting and accountancy, Branches of accounting, GAAP vs. FASB, Accounting equation, Accounting concepts and conventions.

UNIT-II

Accounting cycle: Classification of accounts, Journal, Rules of debit and credit, Compound journal entry, Ledger, Rules regarding posting, Trial balance, Sub-division of journal.

UNIT-III

Capital and Revenue: Classification of income, expenditure and receipts, deferred revenue expenditure, Provisions and Reserves: Kinds of provisions and reserves, Difference between provision and reserve. Depreciation Accounting: Concept, causes of depreciation, Need for providing depreciation, factors determining the amount of depreciation, methods of charging and recording depreciation.

UNIT-IV

Accounting for not-for profit organizations: Receipt and Payment Account, Income and Expenditure Account, Receipt and Payment Account versus Income and Expenditure Account. Financial statements of profit-making entities: Manufacturing Account, Trading Account, Profit and Loss Account, Balance Sheet, Difference between Profit and Loss Account and Balance Sheet, Adjustments in final accounts.

Suggested Readings

1. Gupta R.L. and Radha Swami M., Financial Accounting, Sultan Chand and Sons., New Delhi.
2. Monga J. R., Ahuja Girish and Sehgal Ashok: Financial Accounting, Mayur Paper Back, Noida.
3. Shukla M. C., Grewal T.S. and Gupta S. C.; Advanced Accounts, S. Chand and Company, New Delhi.

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BCOM 102: MICROECONOMICS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllab^{as}. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Basic economic concepts: Nature and scope of microeconomics; circular flow of economic activity, positive and normative economics, deductive and inductive methods of analysis, assumptions of economics, production possibility frontier.

Theory of demand, demand function, elasticity of demand, Theory of supply, Supply function; Elasticity of supply, the consumer surplus, shift in supply and demand curve and market/ price equilibrium, exceptions of law of demand and supply,

UNIT-II

Theory of consumer behavior: Law of diminishing marginal utility, Cardinal utility approach-consumer equilibrium with single commodity and multi commodity model. Ordinal utility approach - Indifference curve, IC Map, characteristics, IC analysis, consumer equilibrium, price effect- Income and substitution and their analysis, derivative of demand curve through cardinal and ordinal utility approach.

UNIT-III

Laws of production: Law of variable proportion, Returns to a scale, Production isoquants, marginal rate of technical substitution, optimal combination of resources, the expansion path, returns to scale using isoquants.

Theory of Cost: Social and private costs of production, long run and short run costs of production. Traditional theory of cost, Modern theory of cost, Economies and diseconomies of scale. Concepts of revenue: marginal and Average. Relationship between average and marginal revenue.

UNIT-IV

Market: price and output determination under perfect competition, determination of price and output under monopoly, price discrimination under monopoly, price and output under Monopolistic competition, Oligopoly characteristics, Cornout's model and Kinked demand curve model, cartel with profit maximization through market sharing and price leadership, sales maximization.

Suggested Readings

1. Koutsoyiannis. "Modern Microeconomics", International Edition, Palgrave Macmillan.
2. Sen, A. "Microeconomics: Theory and Applications", Oxford University Press, New

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Delhi.

3. Stigler, G. "Theory of Price", Prentice Hall of India, New Delhi.


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BCOM 103: PRINCIPLES OF BUSINESS MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Business: Nature and scope of Business; Forms of Business, Management: Definition, characteristics, scope and importance of management; Functional areas of management; Management and Administration; Levels of Management; Mintzberg's Managerial Roles.

UNIT-II

Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach-Highlighting the contributions of Henry Fayol, F.W. Taylor and Peter F. Drucker; Contemporary developments in approaches; Theory Z, McKinsey -7's, Quality Management.

UNIT-III

Planning: Definition, Nature, Objectives and importance, Planning Process, Types of Plans, Barriers to Effective Planning. Organizing: Definition, Nature, Principles of Organisation, Types of Organisation, Organizational Structure, Authority, Delegation and Centralization vs. Decentralization.

UNIT-IV

Staffing: Meaning, importance and scope, Matching job and people. Motivation: concept, objectives & significance. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system; controlling techniques.


Suggested Readings

1. Management: Stephen P. Robbins, Pearson
2. Principles of Management: T Ramasamy, Himalaya Publication

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3. Management Theory and Practices: P Subba Rao, Himalaya Publishing House

4. Essential of Management: Harold Kontz, McGraw Education


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BCOM 104: COMPUTER APPLICATIONS IN BUSINESS

External Theory Marks: 40

External Practical Marks: 30

Internal Assessment Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short type questions carrying one mark each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions selecting one question from each unit from the remaining eight questions carrying 8 marks each.

Course Contents

UNIT-I

Introduction to Computers: Definition, components and characteristics of computers; Input and output devices: memory and mass storage devices; Introduction to modern CPU and processors, Computer software: introduction, types of software: system, application and utility software. Microsoft Word, Excel and Power point.

UNIT-II

Information Technology and Business: concepts of data, information and information system, effects of IT on business; Types of information system: Transaction Processing System (TPS), Management Information System (MIS).

UNIT-III

Introduction to E-commerce; e-commerce and World Wide Web; e-commerce application services; e-commerce models: B2B, B2C, C2C, G2C. M-commerce and e-governance: an overview.

UNIT-IV

Online payment system, Payment gateways, Risk management options for E-payment systems, Plastic money-Debit, Credit card and other Smart cards, Digital certification and Digital signature.

Practical (External): Microsoft Word, Excel and Power point.

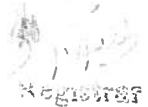
Suggested Readings

1. Leon, Alexis: Fundamental of Information Technology, Vikas Publication House (P) Ltd., New Delhi.

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University of

2. Mansfield, Ron: The Compact Guide to Microsoft Office, BPB Publication, Delhi.
3. E-commerce: Sushil Goyal; Aarti Books.
4. E-commerce: Satyajee srivastva; Anand Publications.



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BCOM 105: BUSINESS MATHEMATICS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Matrices and Determinants: concept of matrix, types, and algebra of matrices; properties of determinants; calculation of values of determinants up to third order, adjoint of a matrix, elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row or column operations; solution of a system of linear equations having unique solution and involving not more than three variables.

UNIT-II

Linear inequalities: graphical solution of linear equalities in two variables, solution of system of linear inequalities in two variables.

UNIT-III

Linear programming-formulation of equation: graphical method of solution; problems relating to two variables including the case of mixed constraints; cases having no solution, multiple solutions, unbounded solution and redundant constraints.

UNIT-IV

Logarithms and Anti-logarithms, Permutations and Combinations.

Suggested Readings

1. Allen R.G.D. : Basic Mathematics; Macmillan, New Delhi.
2. Holden: Mathematics for Business and Economics; Macmillan India, New Delhi.
3. Kapoor, V.K. : Business Mathematics; S.Chand & Sons, Delhi.
4. Loomba Paul: Linear Programming; Tata McGraw Hill, New Delhi.

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HISAR-125001 (Haryana)

EVS-201_L: ENVIRONMENTAL STUDIES

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1.

Course Contents

Unit-I

Multidisciplinary nature of Environmental studies: Definition, scope and importance, need for public awareness: concepts, structure and function of an ecosystem: Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, food chains, Food webs and ecological pyramids: Introduction, Characteristics, structure and function of different ecosystems such as Forest ecosystem, Grass land ecosystems Desert ecosystem, Aquatic ecosystem (Ponds, Stream, Lakes, rivers, oceans, estuaries); Biodiversity: Introduction, Definition: genetic, species and ecosystem diversity, Bio-geographical classification of India, Ecosystem & biodiversity services: ecological, economic, social, consumptive use, productive use, social ethical, aesthetic and option values: Biodiversity at global, national and local level, Indian as a mega-diversity nation, Global Hot-spot of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Biological invasions econgored and endemic species of India, Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

Unit-II

Renewable and non-renewable resources, Natural resources and associated problems, Forest resources: Use and over-exploitation, deforestation, case studies, Timers extraction, mining, dams and their effects on forests and tribal people; Water resources: Use and over utilization of surface and ground water, floods, droughts conflicts over water, dams benefits and problems; Mineral resources: Use of exploitation, environmental effects of extracting and mineral resources; Food resources: World food problems; changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity: Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies; Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Unit-III

Definition of environment Pollution; Causes, effects and control measures of: Air Pollution, Water Pollution, Noise pollution, Nuclear hazards and human health risk; Solid water Management: Causes, effects and control measures of urban and industrial wastes; Pollution case studies; Disaster management: floods, earthquake, cyclone and landslides; Climate change, global warming, acid rain, ozone layer depletion; different laws related to environment: Environment Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention


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and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act.; International agreements: Montreal & Kyoto Protocol & Nature reserves, tribal populations and human health.

Unit-IV

Concepts of sustainability & sustainable development, water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of project affected persons; case studies; Environment ethics: role of India and other religion and cultures in environmental conservation, Environmental communication and public awareness, case studies (e.g. CNG vehicles in Delhi); Human Population growth: Impact on environment, human health & welfare, Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.

Suggested Readings

1. Earth Bharucha, "Environmental Studies for Undergraduate Courses, University Grants Commission and Amarati Vidyapeeth Institute of Environment Education and Research, pune, University press pvt.Ltd. (India)
2. Fundamental concepts in Environmental studies by Dr. D.D Mishra. S. Chand Publications.
3. Essentes of Ecology) and Environmental science by Dr. S.V.S. Rana, PHI Learning Pvt.Ltd. Delhi.
4. Environmental Chemistry by Anil Kumar De. Wiley Eastern Limited.
5. Environmental Science by T.G. Miller, Wadsworth Publishing Co, 13th edition.
6. Ecog, and Environment by P.D. Sharma, Rastogi publications.


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BCOM 201: FINANCIAL ACCOUNTING-II

External Marks: 70

Internal Marks: 30

Time: 3Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Royalty Accounts: Meaning of royalty, lessor, lessee, minimum rent, short working, re-coupment of short workings, Journal entries and ledger accounts in the books of lessee (including minimum rent account) Sub Lease – meaning. Consignment Accounts: Features, need and importance of consignment, Difference between consignment and sale, Accounting procedure, Valuation of unsold stock.

UNIT-II

Joint Venture Accounts: Meaning and features, Joint Venture and Consignment, Accounting procedure for joint venture; Branch Accounts: Types of home branches- Dependent branch, Accounting procedure for dependent branches, Independent branch; Foreign Branch: Meaning, conversion of branch trial balance.

UNIT-III


Hire-purchase and instalment payment system: Characteristics of hire-purchase system, accounting treatment regarding hire-purchase, accounting treatment in case return of goods due to non-payment of instalments, Difference between hire purchase system and credit sale, Instalment payment system: Meaning and characteristics, difference between hire purchase system and instalment payment system, Accounting treatment of Instalment payment system.

UNIT-IV

Partnership Accounts: Features of partnership, partnership deed, fixed v/s fluctuating capital accounts, Methods of valuation of goodwill of a partnership firm, Admission, retirement and death of a partner, Dissolution of Partnership firm- Insolvency of partners (including Garner v/s Murrey Rule).

Suggested Readings

1. Gupta R.L. and Radha Swami M., Financial Accounting, Sultan Chand and Sons., New Delhi.


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2. Monga J. R., Ahuja Girish and Sehgal Ashok: Financial Accounting, Mayur Paper Back, Noida.
3. Shukla M. C., Grewal T.S. and Gupta S. C.; Advanced Accounts, S. Chand and Company, New Delhi.


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BCOM 202: MACRO ECONOMICS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Macro economics: Meaning, Nature, Scope and importance of Macro economics, Circular Flow of Income and Expenditure, National Income: concept and measurement. Principle of effective Demand: Aggregate Demand and Supply, Income determination in open and closed economy.

UNIT-II

Classical macroeconomics; Say's law, equilibrium output and employment, New classical models of output determination, Introduction to Keynes model of income determination.

Consumption function: average and marginal propensity to consume, relationship between APC and MPC, consumption hypothesis; permanent income hypothesis and relative income hypothesis, life cycle hypothesis.

UNIT-III

Savings, and Investment: The Investment function, Induced and autonomous investment MEI and MEC, The Saving function, Savings and Investment equality. The concept of investment multiplier, Static and Dynamic, Balanced Budget multiplier and foreign trade multiplier The principle of Acceleration and super Multiplier.

The Business Cycle: Definition and Phases, Business Cycle Fluctuations, Managing the Business Cycle.

UNIT-IV

Nature and definition of Money, Money and near money, inside money and outside money, Keynesian theory of money, Supply of money, High powered money and the money multiplier. Inflation: Meaning, Causes of Inflation, types of Inflation, The economic impact of inflation, optimal rate of inflation, AS-AD framework (Demand pull and cost push inflation), The phillips curve

Suggested Readings

1. Dornbusch, R. and S. Fischer. "Macroeconomics", McGraw-Hill.
2. Mankiw, N.G. "Macroeconomics", Macmillan.
3. Romer, David. "Advanced Macroeconomics", New York: McGraw-Hill.
4. Jha, R. Contemporary. "Macroeconomic Theory and Policy", Wiley Eastern.

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BCOM 203: BUSINESS COMMUNICAITON

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Business Communication – Nature and process, forms of communication, role of communication skills in business, communication networks, barriers to communication.

UNIT-II

Communication Skills: Listening skills – cognitive process of listening, barriers to listening, speaking skills, public speaking, body language and para language

UNIT-III

Written Communication –structures and layout of business letters; types of letters: sales letters, order and supply letters, claim letters, employment letters; writing memo, notice and circular.

UNIT-IV

Business Reports – Purpose and types, framework of business reports, presentation of reports. Meetings: issuing notice, agenda of meeting and recording of minutes of meetings.

Suggested Readings

1. Koneru, Arun, Professional Communication, Tata McGraw Hill, New Delhi
2. Monipally, M.M., Business Communication Strategies, Tata McGraw Hill, New Delhi
3. McGrath, E.H., Basic Managerial Skills for All, Prentice Hall of India, New Delhi
4. Rai, Urmila and S.M. Rai, Business Communication, Himalaya Publishing House, Mumbai

BCOM 204: MARKETING MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Introduction to Marketing; difference between marketing and selling; core concepts of marketing; marketing mix; marketing process; marketing environment.

UNIT-II

Determinants of consumer behaviour; consumer's purchase decision process (exclude industrial purchase decision process). Market segmentation, targeting, and positioning. Marketing research and marketing information system.

UNIT-III

Product decisions: New Product Development; product line decisions; Product Life Cycle; Branding decisions; packaging and labeling decisions. Pricing decisions.

UNIT-IV

Marketing channels: Retailing, wholesaling, warehousing and physical distribution; conceptual introduction to supply chain management; conceptual introduction to customer relationship marketing. Promotion mix: personal selling, advertising, sales promotion, public relations, direct marketing.

Suggested Readings

1. Kotler, Philip, Kevin Lane Keller, Abraham Koshy & Mithileshwar Jha, Marketing Management, Pearson Education, New Delhi
2. Palmer: Introduction to Marketing, Oxford University Press.
3. Saxena, Rajan, Marketing Management, McGraw Hill, New Delhi
4. Zikmund, William G, Marketing, Cengage Learning, New Delhi

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BCOM 205: ORGANISATIONAL BEHAVIOUR

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Organisational Behaviour: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Organizational Behaviour Models.

UNIT-II

Individual Behaviour: Nature of People, Factors affecting Individual behaviour; Personality: Determinants, Traits and Theories of personality. Learning: Characteristics and theories of learning. Perception: Perceptual Process, Factors Affecting Perception, Theories of Perception and Perceptual Errors. Attitudes: Definition, Theories of Attitude Formation.

UNIT-III

Interpersonal Behaviour: Transactional Analysis; Group Behavior: Definition, Types of groups, Group Formation and Group Development Process, Group Decision Making. Group Dynamics: Meaning and Concept, Group Roles, Group Norms, Group Cohesiveness and its relation to productivity.

UNIT-IV

Organizational Behaviour in changing Environment: Organizational Change, Organizational Conflict, Organizational Development, Organizational Culture and Climate, Managing Employee Stress, Managing Emotions in Organizations: Emotional Intelligence

Suggested Readings

1. Organisational Behaviour- Stephen. P. Robbins, Timothy. A Judge Seema Sanghi- Pearson Education, PHI
2. Understanding Organizational Behaviour – Uday Pareek, Oxford Press.
3. Organisational Behaviour – K. Aswathappa, Himalya Publishing House
4. Organisational Behaviour- Subba Rao, Himalya Publishing House.

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BCOM 206: BUSINESS ENVIRONMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Business Environment – Meaning, Nature and Significance, A brief overview of business environments and their impact on business and strategic decisions – political environment, socio-cultural environment, legal environment, economic environment, political environment, global environment.

UNIT-II

Globalized Business Environment; Meaning and rationale for Globalization; Composition and Direction of Foreign Direct Investments; WTO and the trading blocks; Opportunities and challenges for MNCs in India; Indian Foreign Trade and its Impact on Balance of Payment.

UNIT-III

Concepts of Economic systems; Economic Reforms; Recent Monetary and Fiscal Policy and their impact on Business Environment; Privatization in India; Public sector enterprises; Micro, Small and Medium Enterprises- growth, significance, problems and remedial.

UNIT-IV

Social Responsibilities of Business; Social Responsibility Models; The Evolving Idea of Social Responsibility in Indian Scenario; Social Audit – Nature, Evolution and Benefits; Ethics and Business Environment, Corporate Governance - factors influencing corporate governance, Regulatory framework.

Suggested Readings

1. Cherunilam, Francis, Business Environment, Himalya Publishing House.
2. Misra, S.K. & Puri, V.K., Indian Economy, Himalya Publishing House.
3. Khujan Singh, Business Environment – Theory and Practice, IAHRW Publications
4. Paul Jastin, Business Environment, Tata Mc Graw Hill.
5. Economic Survey, Govt. of India.

Registrar

**Guru Jambheshwar University of
Science & Technology
Hisar-125001 (Haryana)**

BCOM 301: CORPORATE ACCOUNTING

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question papers.

Course Contents

UNIT-I

Valuation of Goodwill and Valuation of Shares: Concepts and Methods of Valuation.
Accounting for Share Capital & Debentures: Issue, Forfeiture and Re-issue of Forfeited Shares.

UNIT-II

Book building: Concept & Process; Issue of Right and Bonus Shares; Buy Back of Shares; Redemption of Preference Shares; Issue and Redemption of Debentures; Final Accounts of Companies; Internal Reconstruction: Concept and Accounting Treatment excluding Scheme of Reconstruction.

UNIT-III

Accounts of Holding Companies: Preparation of Consolidated Balance Sheet with One Subsidiary Company, Relevant Provisions of Accounting Standard 21.

UNIT-IV

Amalgamation of Companies: Concept and Accounting Treatment as per Accounting Standard 14 (excluding Intercompany Holdings).

Suggested Readings

1. Gupta, Nirmal. Corporate Accounting, Sahitya Bhawan, Agra
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. Advanced Accounts, S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. Corporate Accounting, Vikas Publishing House, New Delhi


Registrar

BCOM 302: BUSINESS STATISTICS-I

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Introduction of statistics: Development, Definition, Scope and Limitations. Collection of data-methods, methods of collecting primary data, classification –Functions, Rules and bases of classification, Frequency distribution and its types, Tabulation-meaning, types, parts and requisites of good table. Presentation through diagrams –general rules, types and choice of diagram. Graphic presentation –general rules for graphing, graphs of frequency distribution and histograms.

UNIT-II

Concept and measures of central tendency: Mathematical averages, positional average and partition values. Measures of dispersion in detail: Absolute and relative measures of dispersion-Range, Quartile deviation, Mean deviation, Standard deviation, Variance.

UNIT-III

Moments and Measures of Skewness - Karl Pearson's, Bowley's and Kelly's coefficient of skewness, coefficient of skewness based on moments, Moments about mean, Sheppard correction for grouping errors in moments. Kurtosis

UNIT-IV

Correlation -Types, methods-Scatter diagram method, Karl Pearson's coefficient of correlation, standard error of estimate, Co-efficient of determination. Regression –Linear and non-linear. Lines of regression, coefficients of regression, correlation vs. regression analysis

Suggested Readings

1. Gupta S.P., Statistical Methods, Sultan Chand & Sons.


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2. Vohra N.D., Business Statistics, McGraw Hill Education (India) Private Limited.

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HISAR-125001 (Haryana)

BCOM 303: BUSINESS LAWS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Indian Contract Act: Meaning and essentials of a valid contract; offer and acceptance; consideration; capacity to contract; consent and free consent; consideration; void agreements; quasi contract; performance of contracts; different mode of discharge of contract; remedies for breach of contract.

UNIT-II

Contracts of Indemnity and Guarantee; bailment and pledge; contract of agency.

UNIT-III

Sale of Goods Act– Definition and essential of a contract of sale, conditions and warranties, transfer of property; performance of contract of sale; right of unpaid seller; remedies for breach of contract.

UNIT-IV

Negotiable Instrument Act – Meaning and essential elements of a negotiable instruments; types of negotiable instrument; holder and holder in due course; negotiation of negotiable instruments; dishonour of negotiable instruments.

Meaning and scope of Information Technology Act; digital signature; electronic governance; regulation of certifying authority; digital signature certificates; duties of subscribers; penalties adjudication and offences.

Suggested Readings

1. Kapoor, N.D., Business Law, Sultan Chand & Sons
2. Balachandaran, Business Law, TMH, Delhi
3. Kuchhal, M.C., Mercantile Law, Vikas Publishing Pvt. Ltd.
4. Maheshwari S.N. & Maheshwari, Business Regulatory Framework, Himalaya Publishing House.

Registrar

Guru Jyoti Maheshwar University of
Law & Technology
Haryana-125001 (Haryana)

BCOM 304: HUMAN RESOURCE MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Human Resource Management: Meaning, Concept and Importance of HRM, Evaluation of HRM, Functions, Role and responsibilities of HR manager. Emerging Challenges of Human Resource Management.

UNIT-II

Human resource planning: objectives and importance of HRP. Job Analysis: Process of job analysis, Recruitment and Selection; Orientation and Socialization; Human resource retention strategies. HR Outsourcing: Opportunities in India.

UNIT-III

Human Resource Training and Development: Training Process, Methods of Manpower Training, Difference between Training and Development. Potential and Performance Appraisal: Process, need, methods and importance. Career Planning and Development.

UNIT-IV

Compensation Management for Human Resource: Concept of Wages and Salaries, Factors affecting development of a sound compensation system, Types of wage rate systems. Group incentive plans: meaning and categories. Employee Health, Safety and Welfare.

Suggested Readings

1. Aswathappa, K., HR and Personnel Management, Tata McGraw Hill Publishers, New Delhi.
2. Dessler, G., Human Resource Management, Pearson Education.
3. Venkatesh, D.N. & Jyothi P., Human Resource Management, Oxford University Press.
4. Bohlander, G. & Snell, S., Human Resource Management, Cengage Learning.

Registrar

Dr. Jambheshwar

School of

Business

University of

BCOM 305: INDIAN ECONOMY

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Indian Economy: Concept and Measures of Development and Underdevelopment: Human Development; Basic Features of the Indian Economy; Composition of national income and occupational structure; the agrarian scene and industrial structure.

UNIT-II

Policy Regimes: The evolution of planning and import substituting industrialization; Economic Reforms since 1991; Monetary and Fiscal policies with their implications on economy.

UNIT-III


Growth, Development and Structural Changes: The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions; The Institutional Framework; Growth and Distribution; Environmental concern; Demographic Constraints.

UNIT-IV

Sectoral Trends and Issues: Agriculture Sector; Industry and Services Sector; Financial Sector; Inflation: Causes of rising and falling inflation, Unemployment – natural rate of unemployment; Labour market and its interaction with production system.

Suggested Readings

1. Mishra and Puri, Indian Economy, Himalaya Publishing House.
2. IC Dhingra, Indian Economics, Sultan Chand & Sons
3. Gaurav Dutt and KPM Sandarum, Indian Economy, S. Chand & Company.
4. Bhagwati, J. and Desai, P. India: Planning for industrialization.


Registrar
Guru Gobind Singh Indraprastha University
School of Distance Education
New Delhi-110001 (Haryana)

BCOM 306(i): RURAL MARKETING

External Marks: 70

Internal Marks: 30

Time: 3Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Rural Markets: Characteristics and Dimensions. Rural vs. Urban Markets. Rural marketing: Definition and relevance. Macro and micro environmental factors affecting rural marketing. Constraints in rural marketing and strategies to overcome.

UNIT-II

Rural consumer profile, rural consumer decision making process, factors affecting rural consumer decision making. 4A's of rural marketing: Affordability, availability, awareness, and acceptability

UNIT-III

Segmenting rural markets: Bases and strategies. Product strategies for rural markets, Branding, Packaging, warranties and after-sales service. Pricing methods and strategies for rural markets.

UNIT-IV

Promotion strategies including advertising, sales promotion and personal selling for rural markets. Traditional and emerging channels of distribution in rural markets. Marketing of agricultural inputs.

Suggested Readings

1. Balram Dogra, Karminder Ghuman, Rural Marketing: Concepts and Practices, McGraw Hill
2. Rajagopal, Management of Rural Business, Wheeler
3. Neelamegham, Marketing in India: Cases and Readings, Vikas Publishing
4. Gopalswamy, Rural Marketing, Wheeler

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**Jambheshwar University of
Science & Technology
BILASKI (2000) (Haryana)**

BCOM 306(ii): INTERNATIONAL BUSINESS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Introduction to International Business: Globalization and its importance in world economy; Modes of entry into international business; National and foreign environments and their components- economics, cultural and political-legal environments.

UNIT-II

Theories of International Trade; International Organizations and Arrangements: WTO, UNCTAD, Commodity and other trading agreements (OPEC). Regional Economic Co-operation: An overview.

UNIT-III


International Financial Environment: International financial system and institutions (IMF and World Bank- Objectives and Functions); Foreign Exchange markets and risk management; Foreign investments- types and flows; Foreign investment in Indian perspective.

UNIT-IV

Organizational structure for international business operations; International business negotiations, Developments and Issues in International Business: Outsourcing and its potentials for India.

Suggested Readings

1. Korth, Christopher M., International Business Environment and Management, Prentice Hall.
2. Ramu, S. Shiva, International Business: Governance Structure, Wheeler Publishing.
3. Bhalla, V. K., International Business Environment and Management, Anmol Publications.
4. Mithani, D.M. International Economics, Himalaya Publishing House.


Registrar
Guru Jambheshwar University of
Science & Technology
HISAR-125001 (Haryana)

BCOM 306(iii): COUNSELING SKILLS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Counseling: Meaning, scope and Importance. Workplace Counseling: Concept, need and Scope, Types of counseling, goals of counseling. Counselor: Roles and responsibilities in organizational setting. Guiding principles of Counseling.

UNIT-II

Behavioural Counseling approach, Cognitive approach, Psycho-analytical approach, Therapeutic Approach, Humanistic Approach.

UNIT-III

Process of Counseling, Counseling Theories, Skills and Techniques of counseling. Models of Counseling in Organizations. employee assistance programs; Organization Culture and its Impact, Counseling as a form of Organizational Change.

UNIT-IV

Counseling strategies for stress management, performance management and work life management. Problems and issues in selecting appropriate counseling interventions. Ethics in counseling. Legalities involved in counseling as an approach in organizational settings.

Suggested Readings

1. Cormer, L.S., and Hackney, H., The Professional Counselor's Process Guide Helping, Englewood Cliffs, Prentice Hall Inc.
2. Moursund, J., The Process of Counseling and Therapy, Englewood Cliffs, Prentice Hall Inc.
3. Munro, C A, Counseling: A Skills Approach, Methuen.
4. Reddy, Michael, Counseling at Work, British Psychological Society and Methuen.

Registrar

**Dr. Janki Deshpande, University of
Science & Technology
HISAR (Haryana)**

BCOM 401: COST ACCOUNTING

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Cost Accounting: Meaning, objectives and functions, Distinction between cost accounting and financial accounting, Cost concepts and classification, Installation of a costing system. Preparation of cost sheet,

UNIT-II

Accounting for material and labour: Material control, Pricing of material issues, treatment of material losses. Accounting and control of labour cost, treatment of over time, idle time and fringe benefits. Incentive Schemes.

UNIT-III

Job costing, batch costing and contract costing. Process costing.

UNIT-IV

Standard costing and variance analysis (material, labour and overhead). Responsibility accounting and reporting.

Suggested Readings

1. Lall Nigam B M and Jain I C, Cost Accounting Principles and Practice, Prentice Hall of India.
2. J Madegowda, Advanced Cost Accounting, Himalaya Publishing House, Mumbai.

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Sri Jambheshwar University
Sri Jambheshwar University
HISAK-12001 (Mumbai)

BCOM 402: BUSINESS STATISTICS-II

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Probability: Concept and evolution, Terminology, Concept, Mathematical and statistical probability, addition and multiplication theorem and mathematical expectations, Rule for the inverse probability. Theoretical distributions: Probability function and constants of binomial distribution, constants and utility of Poisson distribution, Properties of Normal distribution, Relation between normal and Poisson distribution.

UNIT-II

Sampling and sampling methods and hypothesis testing procedure and theoretical base for various test of significance, types of errors in testing of hypothesis, one tailed and two tailed tests.

UNIT-III

Index Numbers- uses, types of index numbers, problems in the construction of index number methods of constructing price and quantity index by different methods-simple and weighted, Tests of consistency –unit test, time and factor reversal test.

UNIT-IV

Time Series: Components and models of time series, Measurement of trend by different methods-graphic method, least square method, analysis of time series.

Suggested Readings

1. Gupta S.P., Statistical Methods, Sultan Chand & Sons.
2. Vohra N.D., Business Statistics, McGraw Hill Education (India) Private Limited.

Registrar

BCOM 403: AUDITING

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Introduction: Meaning, Objectives and Scope of Auditing; Types of Audit: Internal and External Audit, Proprietary and Efficiency Audit. Audit process: Audit programme; Audit Documentation and Evidences.

UNIT-II

Internal Control; Internal check vs. internal control. Fraud and Responsibilities of the Auditor in this regard. Vouching: Meaning, Objectives and Importance. Verification of Assets and Liabilities.

UNIT-III

Audit of Limited Companies: Company Auditor – Appointment, Powers, Duties and Liabilities, Directions of Comptroller and Auditor General of India, Audit of Banks. Audit Reports: various types of Audit Reports.

UNIT-IV

Investigation: Meaning, Nature, Procedure and Objectives, Investigation and Due Diligence. Professional Ethics of Auditing.

Suggested Readings

1. Basu, S. K., Fundamentals of Auditing, Pearson Publications, New Delhi.
2. Grover, L.C.B.; Principle of Modern Company Law, Stevens & Sons, London.
3. Jha, Aruna, Auditing, Taxmann Publications, New Delhi

Registrar

**Guru Jambheshwar University of
Science & Technology
Hisar-125001 (Haryana)**

BCOM 404: COMPANY LAW

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Meaning and nature of company, kinds of companies, formation and incorporation of company, Memorandum of Association; Articles of Association, Doctrine of indoor management. Meaning and definition of prospectus; misstatement in a prospectus and their consequences.

UNIT-II

Membership of a company, Meaning, need and requisitions of valid meeting; voting, proxy and resolutions; kinds of general body meetings. Meaning of dividend; sources of dividend payments; declaration of dividend; payment of dividend; unpaid and unclaimed dividends. Appointments, qualifications and remunerations of auditors; power, duties and obligations of auditors.

UNIT-III


Meaning, qualification, appointment and removal of directors; duties and liabilities of directors; remuneration of directors; distinction between managing director and manager; distinction between managing director and whole time director; meetings of board of directors. Inspection and investigation.

UNIT-IV

Compromise, arrangements and amalgamations: Prevention of oppression and mismanagement. Meaning and modes of winding up of a company; power and duties of a liquidator in winding up.

Suggested Readings

1. Kapoor G.K., Corporate Law, Taxmann's Publications, New Delhi
2. Singh Avtar, Company Law, Eastern Book Company, Lucknow
3. Bagrial, Ashok K, Company Law, Vikas Publishing House (P) Ltd, Delhi.


Registrar

BCOM 405: ENTREPRENEURSHIP DEVELOPMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Entrepreneurship- Meaning, Nature and Scope. Characteristics and Qualities of a Successful Entrepreneur. Role of Entrepreneurship Development in the Economic Development. Women entrepreneurship. Rural entrepreneurship.

UNIT-II

Factors affecting entrepreneurship growth. Entrepreneurial motivation. Entrepreneurial competencies. Role, relevance and achievements of Entrepreneurial Development Programmes (EDP); Role of government in organizing EDP's-critical evaluation.

UNIT-III

Micro and small enterprises. Opportunity Identification and selection. Formulation of business plans. Project appraisal.

UNIT-IV

Financing of Enterprise. Institutional finance to entrepreneurs. Institutional support to entrepreneurs. Government policy for small-scale enterprises.

Suggested Readings

1. Dollinger Marc J, Entrepreneurship: Strategies and Resources, Irwin Press
2. Hisrich Robert D and Peters Michael P, Entrepreneurship, TMH New Delhi
3. M B Shukla, Entrepreneurship and Small Business Management, Kitab Mahal, Allahabad.

Registrar

**Guru Jambheshwar University
Sector 4 & Technology
Hisar-125001 (Haryana)**

BCOM 406(i): RETAIL MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Retailing: Concept, importance, functions, organized vs. unorganized retail, key drivers of growth of retailing in India. Understanding retail customer.

UNIT-II

Theories of retailing. Retail formats: Store and Non- store formats. Retail Locations: Planned and Unplanned, Retail Site Characteristics, and Site Evaluation. Store Layout and Design.

UNIT-III

Merchandise planning and process. Forecasting sales. Retail mix: Developing Assortment Plans, National Brands and Private Labels; Retail Pricing- Setting Retail Prices, Price Adjustments, Pricing Strategies.

UNIT-IV

Retail Communication Mix. Logistics in retail. Human Resource Management in Retailing – Manpower planning, recruitment, training, and compensation. Use of Information Technology in retailing.

Suggested Readings

1. Pradhan, S., Retailing Management Text and Cases, Mc Graw Hill Education, New Delhi
2. Levy, Micheal, Weitz, Barton, A. and Pandit, Ajay, Retailing Management, Tata McGraw Hill, New Delhi
3. Berman, Barry and Evans, Joel, R., Retail Management; A Strategic Approach; PHI/Pearson Education; New Delhi
4. Newman, Andrew, J. & Cullen, Peter, Retailing: Environment & Operations, Vikas Publishing House; New Delhi.

Registrar

Dr. Jyoti Chawla, University of

Science & Technology

Dr. Jyoti Chawla, University of Science & Technology

BCOM 406(ii): INDIA'S FOREIGN TRADE AND POLICY

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

India's foreign trade's recent trends and directional pattern in global context, Objectives of foreign trade policy, Major exports and imports of India, General provisions regarding imports and exports, Prohibited and restricted items for export and import.

UNIT-II

Ministry of Commerce, role of export promotion council in international trade, Role of central board of excise and custom, Directorate General of Foreign Trade (DGFT) and its role in India's trade policy, Quality complaints and other trade Disputes in international trade

UNIT-III


Special Economic Zones, Agriculture Export Zones, Export Oriented Units, Role of State Trading Organizations in India, Foreign Direct Investment and its role in India, Multinational Corporations and their entry modes adopted by Multinational Corporations, Merchandise Exports from India Scheme (MEIS), Service Exports from India Scheme (SEIS), export promotion capital goods (EPCG) scheme

UNIT-IV

Tariff and non-tariff trade barriers, Free trade Areas and its impact on Indian Trade, Pros and cons of free trade area, Role of WTO in India's foreign trade policy. Foreign exchange market, exchange rate systems, Determination of Exchange Rates, Exchange Rate Management in India.

Suggested Readings

1. Latest Foreign trade policy.
2. Export-Import Policy, Nabhi Publications.
3. Paras Ram, Export, What, Where & How, Anupam Publications.
4. Bhalla, V.K., International Business Environment and Management, Anmol Publications


Registrar
Guru Jambheshwar University of
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Hisar-125001 (Haryana)

BCOM 406(iii): LABOUR LAWS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Labour Laws: Need, Objectives and Principles. Categories of Labour laws. International Labour Organization. Indian Constitution and its influence on Labour Laws.

UNIT-II

Industrial Disputes Act: scope and object, definitions, authorities, reference of disputes; procedure, powers and duties of authorities, award and settlement, strikes and lockouts, layoff and retrenchment, penalties. Factories Act: object, definitions, health, safety, welfare measures, employment of women and young persons, leave with wages, special provisions, penalties and procedure.

UNIT-III

The Payment of Wages Act: object and scope, definitions, persons responsible to pay wages, fixation of wage periods, time of wage payment, deductions, records, authorities, claims, appeal.

UNIT-IV

Workmen's Compensation Act, Employees' State Insurance Act, Employees Provident Fund.

Suggested Readings

1. Kapoor, N.D., *Mercantile Law*, Sultan Chand and Sons.
2. Taxmann's Labour Laws, Taxmann Publishing Pvt. Ltd.
3. Srivastava, S. C., *Industrial Relations and Labour Law*, Vikas Publishing House.
4. Latest Bare Act of each Act.

Registrar

BCOM 501: MANAGEMENT ACCOUNTING

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Management Accounting: Meaning, Scope, Importance and Techniques. Distinction between Financial Accounting and Management Accounting, Distinction between Cost Accounting and Management Accounting.

UNIT-II

Budgeting and Budgetary Control: Concept of Budgeting and Budgetary Control, Objectives and Advantages of Budgetary Control, Types of Budgets and their Preparation, Essentials of a Budgetary Control System. Performance Budgeting and Zero-Base Budgeting.

UNIT-III


Marginal Costing: Meaning, Nature, Uses and Limitations, Break-Even Analysis, P/V Ratio, Margin of Safety, Angle of Incidence, Decision involving Alternative Choices.

UNIT-IV

Financial Analysis: Meaning and Importance. Ratio Analysis: Meaning, Importance, Limitations and calculations of ratios. Cash Flow Statement: Meaning, Uses and Preparation.

Suggested Readings

1. Hingorani, N.L. and Ramanathan, A.R., Management Accounting, New Delhi, Sultan Chand.
2. Khan, M.Y. and P.K. Jain. Management Accounting. Tata McGraw Hill, Publishing Co., New Delhi.
3. Drury, Colin. Management and Cost Accounting. Thomson Learning.


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Hisar-125001 (Haryana)

BCOM 502: FINANCIAL MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Financial Management: Goals, functions and decisions. Time preference for money, Organization of Finance Functions., Financial goal: profit maximization vs. wealth maximization, Agency problems: Managers vs. shareholder's goals. Time value of money.

UNIT-II

Capital Budgeting decisions –Introduction, Nature and types of investment decisions, methods: Pay-back period method, Net present value method, Internal rate of return method, profitability index method, NPV vs. PI, Measures of operating and financial leverage

UNIT-III

Management of working capital: Concept of working capital, Determinants of working capital. Cash Management, Receivables Management: credit policy nature and goals. Inventory Management: nature, need and objectives. Cost of capital of different sources of finance, determining the components of cost of capital, the weighted average cost of capital.

UNIT-IV

Capital Structure Planning and Policy, Capital structure theories and its determinants, Dividend Policies Models: Relevance and Irrelevance Models. Issues in Dividend Policies.

Suggested Readings

1. Pandey, I.M., Financial Management, Vikas Publishing House Pvt Ltd, New Delhi.
2. Chandra, P., Financial Management Theory and Practice, Tata McGraw Hill, New Delhi.


Registrar

BCOM 503: BANKING LAW AND PRACTICE

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Origin and Evolution of banks - Meaning and definition of banking; Structure of Indian Banking System - Classifications of banks; Functions of commercial banks; Regulatory Framework and Compliances - Banking Regulation Act 1949, Prevention of Money Laundering Act, 2002.

UNIT-II

Banker and Customer relationship; their mutual rights and duties - lien - Power to combine different accounts - Secrecy of account; Different Types of Accounts; Cheques: requisite of valid cheque, crossing of cheques; Meaning and types of Endorsement.

UNIT-III

Types of securities and precautions taken for banker's advances and loans Guarantees, pledge, lien, mortgage, charge - subject matters of collateral security; Factoring; Bill Discounting; Bank Guarantees; Letters of Credit; Commercial Papers.

UNIT-IV

Contemporary and Emerging issues in Banking- Problem of NPAs; Capital adequacy norms; Banking Ombudsman Scheme; Technology driven developments; Ethics and Corporate Governance in Banks.

Suggested Readings

1. Gordon and Natarajan – Banking Theory Law and Practice, Himalaya Publishing House.
2. Tannan, M.L- Banking Law and Practice in India, Lexis Nexis
3. Maheshwari, S.N. - Banking Law and Practice, Kalyani Publishers
4. Sukhvinder Mishra- Banking Law and Practice, S. Chand.


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BCOM 504: INCOME TAX - I

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **THREE** numerical questions in the question paper.

Course Contents

UNIT-I

Basic concepts of Income Tax: Assessee, Person; Income; Agricultural income; Previous year; Assessment year; Gross total income; Total income; Advance Tax; Tax deducted at source; Distinction between Capital and Revenue Receipts and Expenditure.

UNIT-II

Residential Status & Basis of Charge; Scope of Total Income; Tax Rates; income which does not form part of total income; Tax Management: Tax evasion, Avoidance and Tax planning.

UNIT-III

Computation of Income under Various Heads: Income from Salary; Income from House Property; Profit and Gains of Business or Profession; Capital Gains; Income from Other Sources.

UNIT-IV

Clubbing provisions and Set Off and Carry Forward of Losses; Deductions from Gross Total Income: Deductions in respect of certain payments; Specific deductions in respect of certain income; Rebates and Reliefs.

Suggested Readings

1. Girish Ahuja and Ravi Gupta, Systematic Approach, C.C.H. India Publications, New Delhi.
2. Mehrotra H.C., Income Tax Law & Account, Sahitya Bhawan Publications, Agra.
3. Prasad, Bhagwati, Income Tax Law & Practice, Wishwan Prakashan, Bhopal.
4. Singhania V.K., Student's Guide to Income Tax, Taxmann Publications Pvt. Ltd., New Delhi.

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BCOM 505: BUSINESS ETHICS

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Business Ethics: Meaning, Nature and Growing Significance of Ethics in Business, Ethical Principles in Business and Management, Theories of Business Ethics, Ethical Issues in Business.

UNIT-II

Ethics in various functional areas of Business: Ethics in Finance, Ethics in HRM, Ethics in Marketing, Ethics in Production and Operation Management, Ethics in Global Business, Ethics in IT.

UNIT-III

Ethical Decision-making, Ethical Dilemmas in Organization, Whistle Blowing, Social Responsibility of Business and Corporate Governance, Corporate Social Responsibility under Companies Act 2013.

UNIT-IV

Intellectual Property Rights: Patents, Copy-Rights, Trade Marks and Business Ethics, Ethical Value System.

Suggested Readings

1. Manuel G. Velasquez, Business Ethics, Pearson Prentice Hall.
2. Kaushal, S.L., Business Ethics: Concepts, Crisis and Solutions, Deep and Deep Publications Pvt. Ltd.
3. Rinku, Sanjeev and Khanna, P., Ethics and Values in Business Management, Ane Books Pvt. Ltd.
4. Neeru Vasishth and Namita Rajput. Governance ethics and social responsibility of business. Taxmann Publications Private Limited.

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BCOM 506(i): SUPPLY CHAIN MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Introduction to Logistics Management: Role, Scope and Evolution of Logistics Management, Operational Objectives of Logistics and its relation to Supply Chain Management. Concept of Customer Service: Components of Customer Service, Customer Service Cost, Customer Service Measurement.

UNIT-II

Transportation Decisions: Role of Transportation in Logistics, Elements of Transportation Cost, Selection of Transportation Mode. Inventory Management: Role of Inventory Management in Logistics, Elements of Inventory Costs, Decision Areas of Inventory Management, Techniques of Inventory Control, Economic Order Quantity Under Conditions of Certainty and Uncertainty.

UNIT-III

Concept of Warehousing: Role and Types of Warehouses, Warehouse Functions, Information and Order Processing: Role of Information System in Logistics Management; Order Processing: Nature and Concept, Functions of Order Processing; Elements of Ordering cost.

UNIT-IV

Supply Chain Management: Nature and Concept, Importance of Supply Chain, Value Chain. Components of Supply Chain, Understanding the Supply Chain Management - Participants in Supply Chain, Role of a Manager in Supply Chain.

Suggested Readings

1. Chopra, S and Meindl, P, Supply Chain Management- Strategy, Planning and Operation, Pearson Education.
2. Simchi-Levi, D et al., Designing and Managing the Supply Chain, The McGraw Hill Companies
3. Sharma, S, Supply Chain Management-Concepts, Practices and Implementation, Oxford University Press.
4. Handfield R.B. & Nichols, Jr. E. L., Introduction to Supply Chain Management, Prentice Hall.

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BCOM 506 (ii): PUBLIC FINANCE

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-1

Public Finance; Meaning, nature, scope and importance of public finance; Public Finance versus Private Finance; Introduction to Indian public financial system- Government financial system; Market Failure; Public Goods and Private Goods.

UNIT-II

Fiscal policy and financial administration in public sector units; types of fiscal policy; expansionary, contractionary and neutral fiscal policy; Financial autonomy and accountability of public sector units.

UNIT-III


Public Expenditure: Meaning and Classification. Public Debt: Meaning and Types. Principles of Public Debt Management. Deficit financing and deficit budget; Effects of public expenditure on production and distribution in India.

UNIT-IV

Public finance in India: sources of revenue of central and state Govt.; Role of Taxation; Merits and Demerits of Direct and Indirect Tax Policy; Features of Good Tax System; Incidence and Shifting of Taxation; financial relation between central and state.

Suggested Readings

1. Musgrave, R.A., and P.B. Musgrave, Public Finance in Theory and Practice, Tata McGraw Hill.
2. Bhatia, H.L., Public Finance, Vikas Publishing House.


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3. Tayagi, B.P., Public Finance, S.Chand & Co.
4. M. Laxmikanth, Indian Polity, Tata McGraw Hill, New Delhi.

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BCOM 506(iii): HUMAN RESOURCE DEVELOPMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Human Resource Development (HRD): Meaning, scope and importance, objectives of human resource development, HRD functions, Roles and Competencies of HRD professional, HRD process, Challenges in HRD.

UNIT-II

HRD Framework: Evaluating HRD need, Prerequisites for developing an effective HRD Program, HRD Program Implementation, and Appraising HRD Program Implementation. HRD Climate and Culture.

UNIT-III

HRD Interventions: Performance Appraisal, Potential Appraisal, Feedback and Performance Coaching, Training, Career Planning, OD or System Development, Rewards, Employee Welfare and Quality of Work Life.

UNIT-IV

Staffing for HRD: Roles of HR Developer; Physical and Financial Resources for HRD; HR Accounting; HRD Audit, Strategic HRD, Contemporary issues in HRD in Indian Perspective.

Suggested Readings

1. Desimone, Werner, Human Resource Development, Cengage Learning.
2. Haldar, U. K., Human Resource Development, Oxford Publications.
3. Wilson, J.P., Human Resource Development, Kogan page.
4. Rao, T. V., Human Resource Development, Experiences, Interventions, Strategies, Sage Publications.

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BCOM 601: SALES MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Concept of Sales and Sales Management. Sales vs marketing. Modern Roles and Required Skills for Sales Managers.

UNIT-II

Sales Planning: Importance, approaches and process of sales planning. Sales Organization: Purpose and structures. Determining size of sales force.

UNIT-III

Territory Management: Need, procedure for setting up sales territories; Time management; Routing. Sales Quotas: Purpose, types of quotas, administration of sales quotas.

UNIT-IV

Managing the Sales-force: Recruitment, selection, training, and compensation. Evaluating sales force performance. Ethical issues in sales management.

Suggested Readings

1. Panda, T. K., Sahadev , S., Sales And Distribution Management, Oxford Publishing, India
2. Still, Cundiff, Govoni , Sales Management: Decisions, Strategies & Case,— Prentice Hall, India.
3. Anderson R, Professional Sales Management, Englewood Cliff, New Jersey, Prentice Hall, India.
4. Spiro, Rosann L., Gregory A. Rich, and William J. Stanton, Management of a Sales Force, McGraw-Hill Irwin, Boston.

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BCOM 602: FINANCIAL SERVICES

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Financial services: Concept and nature. Indian Financial system- structure and functions; An overview of Financial markets in India; Money market and capital market- instruments, participants and segments.

UNIT-II

Merchant banking: Meaning, functions and Regulatory framework; Mutual Funds; Insurance; Micro Finance Institutions.

UNIT-III


Fund-based Financial Services: Leasing and hire-purchase, Consumer and housing finance; Venture capital finance; Factoring services, Securitization.

UNIT-IV

Fee-based Financial Services: Stock Broking, Custodial services, Portfolio management service, Wealth management service. Credit rating.

Suggested Readings

1. MY Khan – Indian Financial System, Tata Mc Graw Hill.
2. R. Shanmugham – Financial services, Wiley.
3. Bharti V. Pathak- Indian Financial System: Market, Institutions and Services, Pearson Education.
4. H. R Machiraju- Indian Financial System, Vikas Publishing House Pvt Ltd.


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BCOM-603 : INDIAN POLITY AND GOVERNANCE

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit in addition to compulsory question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Indian Constitution- Evolution, Introduction, Features, Amendments, Significance Provisions and Basic Structure; Functions and Responsibilities of the Union and States, Issues and Challenges relating to the Federal Structure.

UNIT-II

Parliament and State Legislatures- Structure, Functioning, Powers & Privileges and Issues; Appointment to various Constitutional Posts, Power, Functions and Responsibilities of various Constitutional Bodies; Structure, organization and Functioning of the Executive and the Judiciary Ministries and Departments of the Government.

UNIT-III

Statutory, Regulatory and various Quasi-Judicial Bodies; Development Processes and the Development Industry; The Role of NGOs, SHGs, Various Groups and Associations, Donors, Charities, Institutional and other Stakeholders.

UNIT-IV

Important Aspects of Governance, Transparency and Accountability; E-Governance Applications, Models, Successes, Limitations, and Potential; Citizens Charters, Transparency & Accountability; Role of Civil Services in a Democracy.

Suggested Readings

1. M. Laxmikanth. Indian Polity, Tata McGraw Hill, New Delhi.
2. Subhash C. Kashyap. Our Constitution, National Book Trust.
3. M. Laxmikanth. Governance in India, Tata McGraw Hill.
4. M. Karthikeyan. Governance in India, Pearson Education India.

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BCOM 604: INCOME TAX - II

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Important: The Examiner will set at least **TWO** numerical questions in the question paper.

Course Contents

UNIT-I

Computation of Total Income and Tax Liability of various entities: Individual; Hindu Undivided Family; Alternate Minimum Tax (AMT); Partnership Firm / LLP

UNIT-II

Classification and Tax Incidence on Companies: Computation of taxable income and tax liability of Company; Minimum Alternate Tax (MAT).

UNIT-III

Procedural Compliance: Permanent Account Number , Tax Collection Account Number; Tax Deduction at Source & Tax Collection at Source; Advance Tax & Self-Assessment Tax; Income tax authorities and their powers; different types of returns; Procedure of filing e-return and revised return.

UNIT-IV

Recovery of Tax, Refunds; Assessment, Appeals & Revision: Procedure for assessment, Types of Assessment, Appeals, Revisions, Search, Seizure, Penalty and Offences.

Suggested Readings:

1. Gaur and Narang, Income Tax Law & Practice, Kalyani Publishers, Jalandhar.
2. Girish Ahuja and Ravi Gupta, Systematic Approach, C.C.H. India Publications, New Delhi.
3. Mehrotra H.C., Income Tax Law & Account, Sahitya Bhawan Publications, Agra.
4. Singhania-V.K., Student's Guide to Income Tax, Taxmann Publications Pvt. Ltd., New Delhi.

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BCOM 606(i): DIGITAL MARKETING

External Marks: 70

Internal Marks: 30

Time: 3Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Introduction to digital marketing, advantages of digital medium over other media, Impact of internet on consumer buying behaviour.

UNIT-II

Domain names and types. Website hosting and types. Understanding basics of web analytics.

UNIT-III

Search Engine Optimization (SEO): Introduction to SEO; understanding search engines; basics of keyword research; On-page and off-page Search Engine Optimization.

Basics of Search Engine Marketing (SEM)

UNIT-IV

Content marketing; Affiliate marketing; Email marketing; Mobile marketing. Ethical and Legal Issues in the field of digital marketing.

Suggested Readings

1. Parkin Godfrey, Digital Marketing: Strategies for Online Success, New Holland Publishers.
2. Charlesworth A., Internet Marketing: A Practical Approach, BH Publications.
3. Chaffey Dave, Internet Marketing: Strategy, Implementation and Practice, Pearson Education.

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BCOM 606(ii): INVESTMENT MANAGEMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Investment Management: Meaning, Nature and Importance of Investment Management, Investment Process, Speculations v/s Investment, Gambling v/s Investment, Investment Objectives, Concept of Return and Risk: Calculation, Tradeoff between Return and Risk.

UNIT-II

Investment Avenues: Post Office Small Saving Schemes, Bank Deposits, Insurance Schemes, Company Bonds & Deposits, Mutual Fund Schemes, Real Estate, Other Investment Avenues.

UNIT-III


Financial Markets: Meaning and Functions, Capital Market, Money Market, New Issue Market, Secondary Market, SEBI and its Regulations.

UNIT-IV

Security Analysis: Meaning and objectives. Fundamental Analysis: Economy Analysis, Industry Analysis and Company Analysis.

Suggested Readings

1. Sharpe, William F., Investment. New Delhi, Prentice Hall of India.
2. Alexander, Gordon J. and Bailey, Jeffery V., Investment Analysis and Portfolio Management, Dryden Press, Thomson Learning, Bombay.
3. Avadhani, V. A., Investment and Securities Market in India, *Himalaya Publishing House*.
4. Chandra, Prasanna, Investment Analysis and Portfolio Management, Tata McGraw Hill


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Phone: 0120-2212500

BCOM 606(iii): TRAINING AND DEVELOPMENT

External Marks: 70

Internal Marks: 30

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

Course Contents

UNIT-I

Training and Development: Concept, need and Importance. Training and learning: Meaning and relationship between training and learning, learning process and curve, HRD and Training and Development. Training Manager: Role, responsibilities and challenges.

UNIT-II

Process of Training and Development: Training Need Assessment. Advantages and disadvantages of basic need assessment techniques, Developing Objectives for Training Program, Designing Effective Training Program.

UNIT-III

Training and Development Program Implementation: Methods of Training, Technological advancement in Training, Effective tools and aids for training, Developing a supportive training climate.

UNIT-IV

Evaluation of Training and Development: Need, criterion and problems in evaluation, Process and methods of evaluation. Transfer of training and training effectiveness. Strategic Training. Emerging issues in Training and development.

Suggested Readings

1. Prior John, Handbook of Training and Development Jaico, Publishing House, Bombay.
2. Donald F. Michalak and Edwin G. Yager, Making the Training Process Work, Harper and Row, New York.
3. Noe, R. A., Employee Training and Development, McGraw Hill
4. Blanchard, P. N., Thacker, J.W. and Ram, V.A., Effective Training: Systems, Strategies and Practices, Allyn and Bacon

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Dr. J. S. Chaudhary

10/10/20

2. DURATION OF PROGRAMME

Duration of the B.Com. Programme is Three years and the maximum duration is five years.

3. FACULTY AND SUPPORT STAFF


FACULTY

The Directorate of Distance Education (DDE) has qualified teaching faculty to look after the programme as a programme coordinator. They look for the following activities related to the distance education:

- Conducting Personal Contact Programme (PCP) classes for the Distance students.
- Assisting in the change of Curriculum, admission work, counseling new students and other issues such as break of study, exemptions etc..
- Coordinating with all Study Centers to maintain academic activities.
- Coordinating for the preparation of study materials for all semesters/year.
- Coordinating with the faculty members for the preparation and evaluation of assignments of students, and viva voce examinations.

SUPPORT STAFF

The Directorate of Distance Education (DDE) of the university is headed by the director who is a full time faculty member (Professor) of the university appointed by Vice-Chancellor to facilitate the development, implementation and monitoring the programmes offered at DDE and to attend all administrative matters concerned with the activities of directorate. The supporting staff such as one Deputy Registrar, two Superintendent, one Hindi Officer, Six Assistants and other clerical staff are coordinating the activities of Directorate of Distance Education (DDE) and looks after the problems of the distance students. The Supporting staff looks after the problems of the students through on line admission help line, examination related work, study material delivery, grievance redressal and so on. The DDE is assisted by the IT CELL for the online uploading and evaluation of assignments and other student support activities. The DDE also assisted by Pt. Deendayal Upadhyaya Computer and Informatics Centre (PDUCIC) department for communicating important information to the distance student through Distance website of Guru Jambheshwar University of Science and Technology, Hisar. The PDUCIC department managed the Distance Website of the University. There are two full-time faculties in B.Com Programme in Directorate of Distance Education who are looking after the programme


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as Programme coordinator and course co-ordinator. Further, support from faculties parent teaching department i.e. Haryana School of Business, is taken during PCP classes, preparation of assignment, evaluation of assignment, etc.

4. INSTRUCTIONAL DELIVERY MECHANISM

The Instructional system of the University comprises four components, viz, Self-Learning Material (SLM), Personal Contact Programme, Internal Assignments and End Term Examination.

- a) **Self-Learning Material (SLM)** – The success and effectiveness of distance education systems largely depends on the study materials so it is necessary that the study material (SLM) must be ideal for easy and better understanding in self-learning mode. Learning Material through Print media named self-learning Material (SLM) is developed with the approach of self-explanatory, self-contained, self-motivating and self-evacuating followed by the UGC guidelines.
- b) **Personal Contact Programme** – PCP sessions guide the learners as the programme proceeds. The date and venue for the PCP is communicated to the learners through our website or SMS Service. During PCP, the learner gets guidance for better understanding of the programme and subject. The Personal Contact Programme (PCP) of 10 days duration for B.Com. programme is arranged for each of the course by the respective Programme Coordinator at the University campus/Online mode. The learners get their doubts cleared with the help of subject experts so as to improve their self- learning capability. Learners are required to attend PCP sessions for all their respective subjects as 75% attendance is compulsory in PCP classes.
- **Internal Assessments-** Distance education learners have to depend much on self-study. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. The Directorate of Distance Education (DDE) of this university has an online portal for the uploading of the assignments and same has been evaluated online by the subject expert. Two assignments of 30 marks i.e. 15 marks each is allotted for each subject consists of questions with practical based. The assignment question papers are uploaded on the website within a scheduled time and the

learners are required to respond them within a specified period of time. The response of the learner is examined by a faculty member.

- c) **End Term Examination-** Paper setter will set nine questions in all. Question No. 1 comprising of seven short types questions carrying two (2) marks each are compulsory and will cover the entire syllabus. In addition, eight more questions will be set comprising two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to the compulsory Question No. 1. All questions shall carry equal marks.

5. STUDENT SUPPORT SERVICES

The Directorate of Distance Education of the university provides the Student Support Services through online mode. Following are the main student support services provided by university through online mode:


- Online Admission Portal for students
- Online fee portal for students
- SMS/E-mail alert facility for the students for information related to PCPs, Deadlines and Viva-voce etc.
- Grievance handling mechanism is adopted with the help of supporting technical staff
- Practical Questions Based Assignments
- Online availability of Old Question Papers
- Comprehensive viva-voce is conducted after term end examination in the University
- Student Help Desk

F. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION

- **Procedure for Admissions-** Whole admission process is online as per the University rules.
- **Admission policy for the programme -** Admission is based on filling online Admission Form.

The procedure of filling the online application form is a five-step procedure, i.e.

- Candidate Registration.


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Director of Tech.
University of

- Payment option through Net Banking, Debit card or Credit card.
- Filling of application form.
- Uploading required scanned documents.
- Generating Preview.
- **Eligibility:** Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana; or its equivalent from Indian recognized board thereto with atleast 40% marks in the commerce group or 50% marks in the Non-Commerce group (Humanities & Science with Mathematics or Economics). In case of Foreign students 10+2 must be recognized as per their norms of Central Statutory Bodies.
- **Fee structure:**

B.COM. (BACHELOR OF COMMERCE)

1st Installment	5250/-
2nd Installment	2750/-
3rd Installment	5250/-
4th Installment	2750/-
5th Installment	5250/-
6th Installment	2750/-

- **Curriculum Transaction**

The Directorate of Distance Education supply study material in the form of Self-Learning Mode (SLM) printed book/lessons. The students get the same directly from the Directorate either by-hand or will be sent by post/courier service.

The Personal Contact Programme (PCP) of 10 days duration for B.Com programme is arranged for each Semester by the respective Programme Coordinator at the University campus. Theory/Practical teaching as per requirements will be provided to the students by the subject specialists. The PCPs held as per the schedule given in the prospectus i.e. December/January month for odd semester and April/May for even semester. In addition to this students are informed through Distance Education website and SMS/Email as well. However, the students are advised to report to the concerned Programme Coordinator for PCP at the contact given therein.

- **Evaluation**

Internal assessment is based on practical assignments and the evaluation is done by experts in relevant field. External term end evaluation is done by experts in relevant field.

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Last Date of online submission of Internal Assignments	
Odd Semester	Even Semester
15 th January every year	30 th April every year
Last Date of submission of Internal Assignment with a late fee of ₹ 500/-	
31 st January every year	31 st May every year
Last Date of submission of Internal Assignment with a late fee of ₹ 1000/-	
15 th February every year	15 th June every year

NOTE: The students have to upload two internal handwritten assignment of each theory paper of 30% weightage in the stipulated time period mentioned above. Assignments to be prepared by the students will be available on the website www.ddegjust.ac.in. It is the sole responsibility of the student to download the question paper of the assignment and upload the solved assignments online as per above mentioned schedule. If any student will upload the assignments after the above stipulated schedule then the assignments will not be accepted and the student will be treated as ABSENT in internal marks.

G. REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES

- **Laboratory Support:**

A well-equipped Computer lab with latest version of MS Office and internet facility is also available in the department of Directorate of Distance Education (DDE) of this university. This Computer Lab is established with an aim to meet the computing requirements of all the Distance learners of the University. This lab is equipped with 12 desktop computers of latest configuration i.e. Window 7, Window 10 and I3 processor. In addition to this, there is one printer, one scanner and one LED in the Computer Lab for teaching through presentation and video lectures to students. There is one lab attendant for handling the queries regarding online admission, fee payment, uploading of assignments, any other queries through mail, etc.

- **Library Resources:**

The infrastructure related to library resources is available in the present set-up of the university whereby, we have a well stacked library with latest books, journals, magazines and newspapers. It is named after the great Indian Jurist, Economist, Politician and Social Reformer Dr. Bhim Rao Ambedkar. The seating capacity of the University Library is 400 seats. The Library has a collection of 106566 books. The Library in its electronic repository

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has the access to 7000+ e-journals from 14 publishers and 5 Databases. Moreover, 2149 e-books of national and international reputed publishers have also been added in e-repository to enrich the students. University library provides different services to distance learners such as Air Conditioned Reading Halls, Reading Facility for 400 students, Laptop Lab for SC/ST students consisting of 20 Laptops with internet facility and Potable Water facility on every floor. The online e-library resources namely INFLIBNET is also available for the accessibility of books and journals.

H. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

Cost estimated of programme is based on following components:

- Study Material development and delivery such as cost of writing, vetting, editing, SLM conversion, printing and despatch etc. remuneration rates are attached
- PCP and related activities remuneration rates are attached
- Examination and evaluation related activities remuneration rates attached
- Internal assessment including assignment preparation and evaluation
- Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert
- Salary to Teaching and Non-Teaching Staff

Special Provisions:

- The Scheduled Caste students of Haryana whose family income from all sources is up to Rs. 2.5 Lacs per annum as prescribed by the State Govt. for Post Matric Scholarship and who produces, at the time of admission, the "Caste" and "Income" certificates issued by the competent authority, are not required to pay any kind of fees and they may pay a sum of Rs.1000/-(Refundable) as security/caution money at the time of admission. The eligible SC students will submit the Post Matric Scholarship forms at the time of admission/fee deposition. The hard copy of the filled post matric scholarship form is to be submitted within the stipulated time in the office of the Directorate of Distance Education failing which the candidate will not be allowed to appear in the examination. In case the student does not apply for scholarship or is found ineligible for award of scholarship or being eligible he/she is not awarded scholarship due to one or other reason, he/she will be liable to pay full fee along with late fine @ Rs. 10/- per day.
- The fee concession on the pattern of Guru Jambheshwar University of Science & Technology employees will also be extended to the employees of the office of the Directorate of

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Technical Education Haryana posted in the Head Office at Panchkula and the Audit staff posted in Guru Jambheshwar University of Science & Technology, Hisar for pursuing studies in all the courses being run by the University. However, the Audit Staff will be entitled to avail such facility up to the period till they remain posted in Guru Jambheshwar University of Science & Technology, Hisar.

- The students must remit the fee of subsequent semesters/installments as per the schedule without waiting for the result so as to enable the Directorate to supply the study material in time.
- In case of sudden demise of any student during study the fees paid by him/her for the session of demise will be refunded, if claimed by parents
- 25% concession of the total fees to serving/ retired military personal upto the rank of N.C.O. or of military personal killed or incapacitated wholly or partially during the war and their wards, will be allowed.

I. QUALITY ASSURANCE MECHANISM

- **Quality Policy of University:**

The Guru Jambheshwar University of Science & Technology (GJUST) is committed to achieve excellence in teaching, research, and extension by follow and implement following points of quality policy:

- Imparting globally competitive education
- Selecting and retaining competent and motivating faculty
- Providing state of the art infrastructural resources
- Promoting quality research culture
- Ensuring transparent and accountable governance
- Focusing on holistic development of learners
- Symbiotic relationship with industry, other academic institutions, and society
- Striving for financial self-reliance

- **Advisory Committee:**

The Advisory Committee headed by the Vice-Chancellor has been constituted to monitor the activities of the Directorate along-with matters related to quality assurance (List of members attached). The following is the composition of the Advisory Committee:

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Hisar-125001 (Haryana)

Vice-Chancellor, GJUS&T, Hisar	Chairman
Registrar, GJUS&T, Hisar	Member
Dean. of Colleges, GJUS&T, Hisar	Member
Dean, Academic Affair, GJUS&T, Hisar	Member
Director, Distance Education, Kurukshetra University	Member
Director, Distance Education, GJUS&T, Hisar	Member
Director, HSB, GJUS&T, Hisar	Member
Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
Director, PDUCIC, GJUS&T, Hisar	Member
All Programme Co-ordinators, DE, GJUS&T, Hisar	Members

• **Centre for Internal Quality Insurance (CIQA)**

The CIQA also oversees the development and preparation of SLMs, then it is submitted to the Board of Studies concerned for the approval. The objective of establishment of Centre for Internal Quality Assurance (CIQA) is to develop and put in place a comprehensive and dynamic internal quality assurance system to provide high quality programmes of higher education in the Open and Distance Learning mode.

a. Composition of CIQA for the year 2022-23:

Sr. No.	Composition of CIQA
1.	Vice Chancellor, GJUS&T, Chairperson
2.	Registrar, GJUS&T, Member
3.	Dean of Colleges, Member
4.	Controller of Examination, Member
5.	Director, HSB, Member
6.	Chairperson, Deptt. Of CMT, Member
7.	Chairperson, Deptt. Of Mathematics, Member
8.	Prof. Pardeep Kumar, Director (DE), KUK, Member
9.	Prof. Saroj, Deptt. Of CSE, Member
10.	Prof. R. Bhaskar, IGNOU, Delhi, Member
11.	Prof. Suresh Mittal, HSB, Member
12.	Director, PDUCIC, Member
13.	Dy. Registrar (DE), Member
14.	DR/AR (Accounts), Member
15.	DR/AR (Academic), Member
16.	Director, Distance Education/CIQA, Member Secretary

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17.	Sh. Vinod Goyal, Assistant Professor, DDE, Special Invitee
18.	Dr. Sunaina, Assistant Professor, DDE, Special Invitee
19.	Dr. Vizender Sihag, Assistant Professor, DDE, Special Invitee

b. Function of Internal Quality Assurance (CIQA)

Following are the main functions of CIQA:

- To maintain quality in the services provided to the learners.
- To ensure continuous improvement in the entire operations of the Higher Education Institution.
- To identify the key areas in which the Higher Education Institution should maintain quality.
- To disseminate information on quality assurance.
- To device mechanisms for interaction and obtaining feedback from various Departments or Centres or Schools in the Higher Education Institution.
- To suggest to the authorities of the Higher Education Institution, measures for qualitative improvement.
- To ensure the implementation of its recommendations through regular monitoring.
- To ensure participation of all stake holders namely, learners, teachers, staff, parents, society, employers and Government in Quality Improvement Process.
- To prepare Programme Project Report and ensure another launch of programme(s).
- Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programme(s).

c. Activities of Centre for Internal Quality Assurance (CIQA)

Following are the main activities of CIQA:

- Prepare a Programme Project Report (PPR) for each programme according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- Get the Programme Project Report (PPR) approved by the appropriate authority of the Higher Educational Institution and the Commission before launch of the programme;
- Oversee the development of Study Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning

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Centres and coordination with the parent institution and relevant Regulatory authorities;

- Put in place monitoring mechanism to ensure the proper implementation of Programme Project Reports (PPRs);
- Design annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation;
- Arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes;
- Develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution;
- Obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices;
- Organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities;
- Suggest restructuring of programmes in order to make them relevant to the job market;
- Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners;
- Create learner centric environment rather than institution centric environment;
- Adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit;
- Conduct or encourage system based research to bring about qualitative change in the entire system;
- Coordinate between the Higher Educational Institution and the Commission for various quality related issues or guidelines;
- Record activities undertaken on quality assurance in the form of an annual report; and
- To coordinate recognition and accreditation of the Higher Educational Institution.

J. EXPECTED PROGRAMME OUTCOMES

After the completion of the B.Com program, an individual can pursue a career in the following fields: Banking, Investments, Equity Research, Financial Accounting & Auditing, Auditing &


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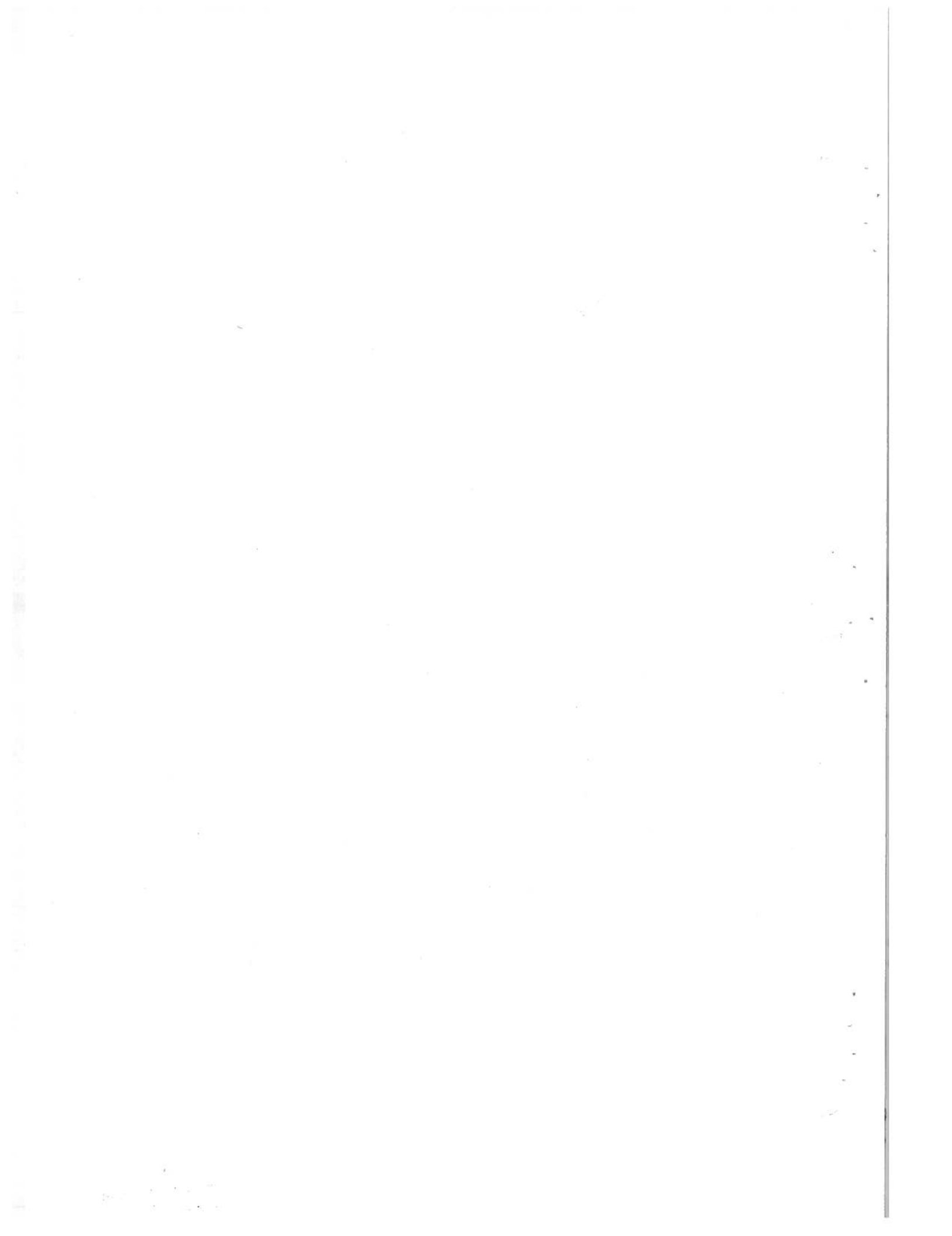
Science

Warananagar

Cost Accounting, Company Secretarial Practice, and Foreign Trade Practice & Procedures. This degree provides wide range of managerial competency in various skills in various areas of business and profession. Students would gain a thorough grounding in the fundamental of Commerce and Finance. Students will learn relevant financial accounting and management accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business. Learners will be able to prove proficiency with the ability to engage in professional courses like CA, CS, ICWA and other courses. Students will acquire the skills like effective communication, decision making and problem solving in day to day business affairs. This programme also enhance the self-efficacy of the students regarding start-up of new business. This programme provide a strong base for further research in the field of business and management.


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Guru Jambhakeswar University



SAMPLE
SELF-LEARNING MATERIAL (SLM)
FOR
BACHELOR OF COMMERCE (B.Com.)
(Through Open Distance Learning)



Directorate of Distance Education,
Guru Jambheshwar University of Science & Technology,
Hisar, Haryana

(Established by State Legislature Act 17 of 1995 & Recognised by UGC Act 1956 u/s 12-B & 2 (F)
(‘A+’ GRADE NAAC ACCREDITED)

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Hisar, Haryana

Subject: Macro Economics	Author: Ms. Chand Kiran
Subject Code: BC 202	Vetter: Prof. Anil Kumar
<p style="text-align: center;">LESSON-4</p> <p style="text-align: center;">Investment Function</p>	

Structure

- 4.0 Learning Objectives
- 4.1 Introduction to Investment Function
 - 4.1.1 Classification of Investment Expenditure
 - 4.1.2 Types of Investment
 - 4.1.3 Determinants of Induced Investment
 - 4.1.4 Source of Autonomous Investment
 - 4.1.5 Measures to Stimulate Private Investment
- 4.2 Factors affecting Investment
- 4.3 Importance of Investment
- 4.4 Check Your Progress
- 4.5 Summary
- 4.6 Keywords
- 4.7 Self-assessment Test
- 4.8 Answers to Check Your Progress
- 4.9 References/Suggested Readings

4.0 Learning Objectives

After reading this chapter you will be able to understand the meaning of investment and investment expenditure. This chapter will provide you the knowledge about the different

types of investment and how does different investment works in the economy. Further, we will discuss about the importance of investment and factors affecting investment decision.

4.1 Introduction to Investment Function

Consumption function is discussed earlier in previous chapter; similarly investment function is an important component of aggregate demand. Before describing investment function, it is important to elaborate the term investment which has different meanings according to its uses. In finance, investment refers to buy shares, debentures, stocks, bonds and securities from stock market. In economics, investment refers to the expenditure made for acquiring the capital assets such as machinery, furniture, building, etc. So, we can understand investment as expenditure on adding the capital assets in the organisation which ultimately results into increase in income and production. Investment function represents the relationship between aggregate income and aggregate investment. Keynes defines investment as real investment which results into addition to capital equipment. He said that a person can invest his money in two major ways i.e. either he can buy shares and stocks or he can invest the money for buying new machinery, setting up of new office and promoting a company. Due to purchase of share and stock only ownership will transfer but it does not affect employment in the economy. This is beneficial only for individual as it is a financial transaction but not beneficial for the whole society. On the other hand, the use of money for setting of premises or purchase of machinery will leads to positive effect on employment as new employment opportunities for society. Investment may be further described as the expenditure on the purchase of such goods which leads to increase the overall production capacity in the economy.

Definition

According to Joan Robinson, "By investment is meant an addition to capital, such as occurs when a new house is built or a new factory is built. Investment means making an addition to the stock of goods in existence."

4.1.1 Classification of Investment Expenditure

Investment function is based on investment expenditure which may be incurred by household, businessmen, corporate house and government of a country. This investment expenditure may be classified into three major parts which are explained below:

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(a) Business Fixed Investment

Business Fixed Investment represents the investments in the machines, tools and equipment which are used by businessmen for further production of goods and services. The stock of these machines, buildings, tools and plant equipment is known as fixed capital. Moreover, we can understand fixed investment as the expenditure made on machinery, plants, equipment, etc. which are continuously be used for production over the long period of time. Business fixed investment is an important component of aggregate demand and this fixed investment is also helpful for determination of national income and employment level in the economy. Moreover, business fixed investment also fluctuates over a period of time and these fluctuation will results into business cycles in the free market economy.

Fixed investment is determined by two factors i.e. real rate of interest and business expectations. Real rate of interest refers to the difference between money rate of interest and expected rate of inflation. Higher the real rate of interest will leads to lower desired investment expenditure on fixed assets, while lower the real rate of interest will leads to higher investment expenditure on fixed assets in the organization. Further, business expectations refers to the forecasting the future state of market by the entrepreneur. If entrepreneur expects growth in demand for their goods and services then they will invest more and on the other hand if entrepreneur expects poor demand for their goods and services then they will limit investment.

(b) Investment on Business Inventory

Every businessman holds some sort of inventory which may be in the form of raw material, finished goods, unfinished goods and material work-in-progress. Whenever there is change in the inventory position of an organisation, it will affect organisation. Further, desired investment expenditure on business inventory is known as investment on business inventory. There is volatility in investment decision regarding business inventory because investors invest according to their future expectations. This business inventory decision is taken for short period as this decision may fluctuate over the period of time. If investor expects recession in near future then they will tend to reduce the investment in business inventory and whenever investor has good business expectation, it will leads to inducement of investment for business inventory. Expenditure on inventory also


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determined through real rate of interest as higher the real rate of interest leads to higher cost of holding stock then there will be low level of desired expenditure. On the other hand, a reduction in real rate of interest rate leads to inducement of desired expenditure.

(c) Investment Expenditure on Residential Construction

Another important type of desired investment expenditure is investment on residential construction which is incurred by households. Residential investment can be defined as expenditure made by households on construction of new house, building and other apartments for the purpose of residence or for renting out it to others. In India, residential investment ranges from 3 percent to 5 percent of the gross domestic product. Residential investments are determined by price of existing housing units in the society as higher the price of existing housing units will leads to higher investment for residential construction or for buying new house and vice-versa.

Further, government is also proving income tax rebates on the residential housing loan which encourages investor to borrow money from financial institutions. Due to increasing inflation rate, interest rate on housing loan also increasing and as a result of this expenditure on residential construction will be reduced. But, demand for new houses is so huge that investment expenditure and borrowing for residential construction cannot be reduced.

4.1.2 Types of Investment

As an investor we have a large number of options for investment and as a rational person, one have to choose where to invest out of the possible investment options and avenues. Investment and its types become basis for better understanding of investment function in economics. Different types of investments are discussed as under:

(a) Financial Investment

Financial investment refers to the amount of money invested for buying shares and stocks of existing companies. Or we can say that it is the expenditure made by investor on purchase of financial instruments. Financial investment leads to increase in total assets of an individual but it is not significant in economy as a whole unless it is undertaken by our residents in rest of the world.

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According to **Stonier and Hague**, "By investment we do not mean the purchase of existing paper security, bonds, debentures or equity, but the purchase of new factories, machines and like.

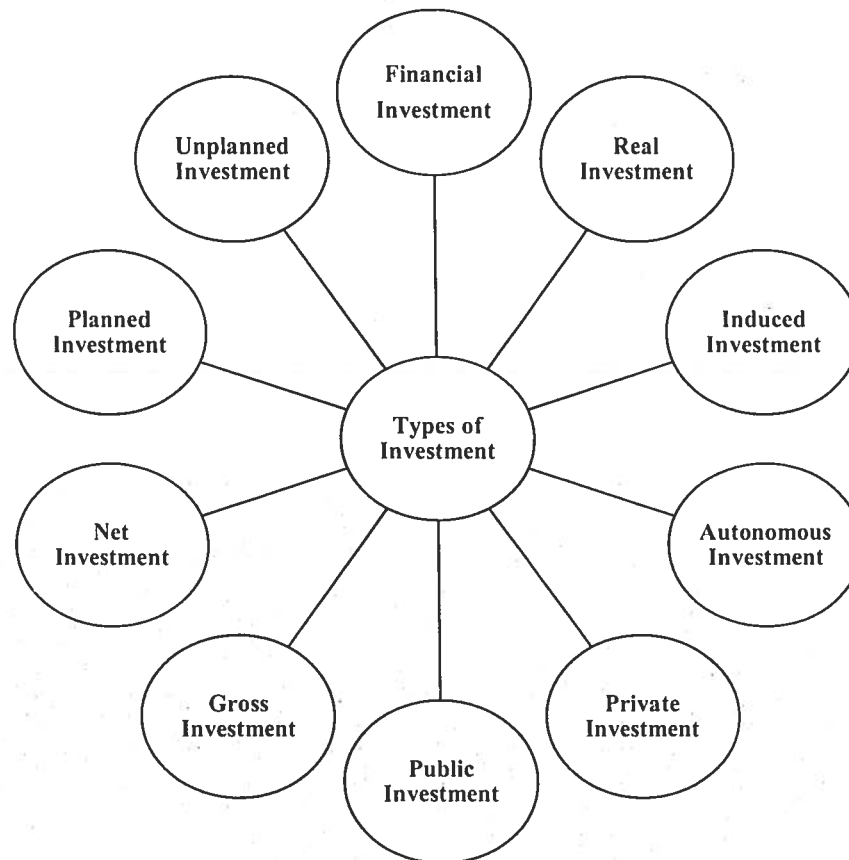


Fig. 4.1 Types of Investment

(b) Real Investment

Real investment refers to the total expenditure on the purchase of the goods which results into increase in overall production capacity in the economy. This expenditure involves purchase of new machinery, plant, buildings for business purpose or construction of residential house. Real investment is can be called as net capital formation because it has a direct impact on the production, employment and national growth.

According to **Mrs. Joan Robinson**, "By investment is meant an addition to capital, such as occurs when a new house is build or a new factory is built. Investment means making an addition to the stock of goods in existence."

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(c) Induced Investment

Induced investment is based on two major factors i.e. income and profit and it is positively related with income level and profits. At high level of income and profit investors are induced to invest more and when income level and profits goes down, investment level also reduces. This type of investment may be known as profit or income elastic.

According to **Prof. Keiser**, "When an increase in investment is due to increase in current level of income and production, it is known as induced investment".

(d) Autonomous Investment

Autonomous investment is the investment which is independent of the level of the income and output. It means this investment is not induced by level of income. It is the investment which is made by government to enhance the level of effective demand in the economy during the period of depression and unemployment. It may include expenditure on construction of houses, roads, buildings and other infrastructure by government.

According to Peterson, "The autonomous investment is generally associated with such factors as the introduction of new techniques or products, the development of new resources or the growth of population and labour force."

(e) Private Investment

Private investment refers to the investment made by private individual or private player of the market with the merely motive to earn profit. This type of investment is dependent on two major factors i.e. Marginal efficiency of capital and Rate of interest. If Marginal efficiency of capital is greater than rate of interest then there will more private investment in the economy. On the other hand, if marginal efficiency of capital is less than rate of interest then there will no private investment in the economy.

(f) Public Investment

Public investment refers to the investment made by central government, state government and local self-government of a country. This investment is not made for merely profits but it is made for social welfare and economic development of a country. This type of investment is encouraged so that higher rate of growth is achieved in the economy.

(g) Gross Investment

Gross investment is the total investment made on capital goods at any given point of time in an economy. Moreover, it may be defined as the total amount of money spent on capital

assets like plant and machinery, factory building, etc. Gross investment includes net investment and replacement investment. It may be shown as:

$$\text{Gross Investment} = \text{Net Investment} + \text{Replacement Investment}$$

Here, replacement investment is the cost incurred on the maintenance of depreciating capital assets in the business. Whenever gross investment is more than replacement investment then there will be increase in capital stock.

(h) Net Investment

Net investment refers to the investment which arises out of increasing capital stock in the business. According to Peterson, "Net investment is investment that enlarges economy's stock of real capital assets thereby, adding to productive capacity." Net investment can be shown as:

$$\text{Net Investment} = \text{Gross Investment} - \text{Replacement Investment}$$

(i) Planned Investment

When an entrepreneur make a plan for investment in a systematic manner with a particular objective, is known as planned investment. It is also known as intended investment or Ex – ante investment or voluntary investment. As per the term planned investment, we can describe it as voluntary investment made by investors for achieving particular objectives. It is affected by two major factors i.e. anticipated increase in demand and anticipated cut in the cost of production due to new technology. So, it can be termed as cost-oriented investment because of the cost reduction technique.

(j) Unplanned Investment

Unplanned investment refers to the investment which is made without any concrete plan or it may be random investment. Unplanned investment is involuntary investment made by investors. Sometimes, there is sudden fall in demand and stock of goods is accumulated in the business without any plan or objective. Thus, it is also known as unintended investment, Ex – post investment and involuntary investment.

4.1.3 Determinants of Induced Investment

As we have earlier discussed about the induced investment, which is affected by increase in income and profit in the organisation. Induced investment can be determined by two major determinants. According to Keynes, the decision regarding investment in new project depends on the two major determinants. These determinants are discussed as under:

(a) Marginal Efficiency of Capital

Marginal efficiency of capital may be defined as expected rate of return of a new project or investment in the business. Marginal efficiency of capital may be defined as the ratio between the potential return of supplementary capital and price of their supply.

According to **Dillard**, "the marginal efficiency of capital in general is the highest rate of return over cost expected from producing an additional or marginal unit of the most profitable of all types of capital assets."

Marginal efficiency of capital may be determined through two major factors i.e.

(i) Prospective Yield

Prospective yield of an asset may be defined as the aggregate of expected revenue from the sale of output produced during its life time but excluded variable cost. Here, variable cost refers to the cost of raw materials, wages, advertisement, transportation, etc. Marginal efficiency of capital depends on the long term expectations of the entrepreneurs' regarding the prospective yields of the capital assets. Inducement of investment depends on the profit and loss expectations of the entrepreneur. Whenever a new investment is made or a new project is decided then prospective yield from that project is considered first. Expected yield are difficult to compute as one can only estimate about the physical life of an asset but no one can predict about the economic life of that asset because of obsolescence or physical worn out. Thus, an entrepreneur has to critically examine all the factors while computation of flows of income or prospective yield from capital asset.

(ii) Supply Price

Supply price does mean the supply of an existing asset to others but it is the cost of producing a new asset in the business. Or whenever an entrepreneur wishes to buy the capital asset, then he has to pay some price for that asset, is known as supply price of the asset. Keynes has described supply price as the cost of acquisition or replacement cost of an asset. Supply price may be extended to a number of years in case of services like construction, etc. Supply price is considered as fixed in short period.

(b) Rate of Interest

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School of Management

WISAR (WISAR, Varanasi)

If we borrow money from others then we have to interest on that amount. Similarly, when we purchase government securities, bonds, etc. with own money then we will get interest from these securities. But, when we invest our money to purchase capital asset then we have to forgo this interest. According to Keynes rate of interest can be determined by supply of money and demand for money on two factor as basis i.e. liquidity and preference. In short run, supply for money is assumed to be constant and rate of interest is determined only through demand for money. Higher the interest rate will leads to lower down the liquidity on the part of people and lower the interest rate will leads greater preference for liquidity. On the other hand, liquidity preference has also its impact on the rate of interest. As greater the liquidity preference will results into higher rate of interest and smaller the liquidity preference will results into lower rate of interest. When other things being equal, rate of interest will be high or low due to less and more of supply of money.

4.1.4 Source of Autonomous Investment

Public investment is an important factor responsible for economic development of a country. Government of a country increases and decreases the investment level as and when it is required. Whenever there is situation of depression in the economy, private investment falls then public investment can be made on work activities like: hospital, schools, roads, etc. Due to public investment, there will be increase in income level as well as increase in the employment level in the country. Following are the sources of public investment:

(a) Taxation

Taxation is a major source of investment as a public investment which is collected from the public and spent again on public. Some of the people argue against that taxation policy does not encourage new investment but it just a transfer of purchasing power from public to government. There will be no effect of taxation policy on the new investment. Thus, taxation may be a source of investment but argument against it thinks that investment remain constant.

(b) Loans

Loans are considered as a better source than taxation policy because loans are helpful for circulation of inactive money with the public. Loans may be of two types i.e. Private loans

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and Public loans. People deposit their money into bank and banks have large surplus funds which are circulated through the way of loans to public at reasonable rate of interest. These loans will be helpful for economic development as it is a source of public investment. Such loans should be received before full employment is achieved in a country because public investment through loans after full employment may lead to inflation.

(c) Deficit Financing

Sometimes, it is assumed that the best method for financing public is printing of new currency in the economy, it is known as deficit financing. This is the easiest method of public investment but it leads to inflation in the economy. Keynes and his supporters are of the view that if there is unemployment in the economy then new currency can be printed and inflation is created when full employment is achieved.

Public investment should be maintained in such a way that it does not affect the private investment in the economy. Otherwise, multiplier effect on public investment will lead to diminishing or disappear. Thus, government should induce public investment to stimulate private investment but it should not be done with the objective to compete with private investment.

4.1.5 Measures to Stimulate Private Investment

Private investment is equally important as public investment because a country cannot achieve their objective without one of these two investments. Government takes various measures to improve the level of investment in the economy. Measures to stimulate private investment are discussed as under:

(a) Reduction in taxes

It is assumed that if there are heavy tax burden on investors then investment will fall because of increase in tax burden adversely affects marginal efficiency of capital. Many economists like: Kurihara, Hansen, Klein, etc. are of the view that investor should not be burdened with taxes. They suggest that income tax and corporate tax should be reduced to encourage investment. Only those investors, who use their money for consumption and do not invest, should be burdened with more taxes. Due to this situation investment will be encouraged in the economy. Thus, it is important to notice that along with reduction in taxes, government revenue should be increased by the way of indirect taxes, taxes on luxury goods, etc.

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(b) Pump priming

During the period of depression, private investment is at lowest level in the economy and for inducement of private investment an increase in public investment is necessary. This policy of stimulating private investment through public investment is known as pump priming. Kurihara defined pump priming as the expenditure made by government to dispose of depression. This policy is based on an assumption i.e. private investment has gone down for some time. Pump priming can be done through two ways: (i) when government borrows from banks to increase public investment and as a result of borrowing banks will create credit. (ii) Increase in public investment results into increase in aggregate income due to effect of multiplier. Thus, it will stimulate private investment.

(c) Decrease in the rate of interest

Many economists are of the view that private investment fluctuates with the fluctuations in interest rates or investment is interest elastic. If volume of investment falls then rate of interest will increase and vice-versa. In the general theory, Keynes has given secondary preference to rate of interest. According to Keynes investment is affected by income and not by rate of interest because interest rate cannot fall below a specific level and investment is affected by marginal efficiency of capital rather than rate of interest. Further, L.R. Klein said that lower rate of interest may stimulate investment in some sectors of the society. Thus, we can conclude that low rate of interest is conducive to investment.

(d) Wage cut policy

Wages policies are equally important to induce private investment as investment can be increased at low wage rate. Classical economists believed that wages should be reduced to stimulate investment because of reduction in cost of production in the economy. But, Keynes was against of this view and he was of opinion that reduction in money wages will not reduce the cost of production but it will lead to decrease in income of labourers. Overall, investment can be increased by reducing the real wages through rise in price level.

(e) Increase in government expenditure

Government expenditure is a major source to stimulate private investment in the economy. According to Kurihara and other economists government expenditure can be divided into three parts: (i) Government spends money on social security activities for welfare of the


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society like: unemployment, education, insurance, health, etc. (ii) Government also spends on public work activities like: roads, buildings, hospitals, etc. (iii) Government may spend money on different projects like: irrigation project, power project, etc.

(f) Promotion of research

Some of the economists believed that expenditure on research is beneficial for stimulation of private investment. If government spends money on research and innovation then research on industrial and operation field will provide various methods for the inducement of investment.

(g) Price support policy

Fluctuations in the prices have adverse effect on the investment and it is necessary to stabilize the prices in the economy. Government tries to stabilize the prices through specific policy which is known as price support policy. This policy states that government starts buying and selling in the open market to stabilize prices in the economy. When prices of goods fall in the market then government should buy goods and stock it; this will restore the interest of the investors.

(h) Abolition of monopolistic tendencies

Every businessman wants to create their monopoly over the market to hold a predominance position. Keynes defined that monopolistic tendencies of big firms in the market should be abolished, so that investment can be stimulated in the economy. Due to increase in investment new firms will enter in the market and large number of firms will leads to further investment in the economy.

4.2 Factors affecting Investment/ Investment Function

Investment function is the relationship among investment and its determinants.

Investment decision is influenced by a large number of factors. These factors are explained below:

Sr. No.	Factor affecting Investment
1.	Technology Advancement and Innovation
2.	Discovery of Natural Resources
3.	Government Policies
4.	Foreign Trade

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5.	Political Environment
6.	Expectations
7.	Rate of Population Growth
8.	Territorial Expansion
9.	The Price Level
10.	The Market Structure
11.	Availability of Finance
12.	Condition in the Labour Market
13.	The Present Stock of Capital Goods
14.	Aggregate Demand
15.	Factors Influencing Investment in Public Sector

Fig. 4.2 Factors affecting Investment

1) Technology Advancement and Innovation


As we had earlier discussed that investment is affected by technology and new research in the economy, same is supported by Prof. Norman F. Keiser. He believed that introduction of new labour-saving and capital-saving techniques leads to increase in investment in the agriculture as well as manufacturing industries. There are various changes occurred due to technology and investment which are proven beneficial to increase the volume of investment.

2) Discovery of Natural Resources

Invention of the natural resources like: petrol, oil, etc. will leads to increase in investment. Discovery of new sources of natural resources will attract investors to invest more in order to obtain the new resources. On the other hand, if production of natural resources decreases or destroyed then there will be decrease in investment level also.

3) Government Policies

Investment is also affected through monetary and fiscal policy of the government in an economy. Whenever government wants to expands credit and use cheap money policy then investment will increase. On the other hand, when government wants to contract the credit and use dear money policy then investment will decrease. Similarly, taxation and expenditure policy of the government affects investment decision in the economy. If more


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taxes are imposed by government then expectations of profit will go down and investment will be discouraged. On the contrary, if fewer taxes are imposed then investment will be encouraged.

4) Foreign Trade

Foreign trade has a positive impact on the level of investment. Whenever investor expects that foreign trade of a country will increase then he will invest more. On the contrary, if volume of foreign trade reduces then level of investment will also fall in the economy.

5) Political Environment

Political environment is an important factor that affects business as well as investors in a country. If there is peace and stability in the political environment of a country then it will induce more investment. On the other hand, if there is political disturbance, danger of foreign aggression and instability in a country then it will adversely affect investment level and investment will fall.

6) Expectations

Business expectations are directly related with profits in the organisation. Businessman uses capital goods for the further production of products. So, the expectation of profit depends upon the sale of goods produced through capital goods. If business is in good condition and business community is positive about future growth then there will be increase in investments. But, when business is going through depression and business community is pessimistic about its growth then there will be a decrease in investment.

7) Rate of Population Growth

If there is continuous increase in population in a country then it will require new houses, schools, hospitals, roads, transportation, consumer goods, public services, etc. Thus, increase in population leads to more investment for the above requirement of the population. Further, according to Norman F. Keiser growth in population will lead to increase in labour supply. So, wage rate will fall and prospective yield of invested capital will increase.

8) Territorial Expansion

Due to increase in population, there is requirement for new territories in the economy which require public and private investment. Thus, opening of new business houses also affects investment.

9) The Price Level

Price is a major factor which affects investment level in the economy. If price in the market starts increasing then there will be increase in profits for investors and due to this investors will be attracted towards more investment. On the other hand, if price starts declining then it will discourage investment.

10) The Market Structure

Market structure refers to the nature of competition prevails in the market. If there is many producer of same commodity in the market and competing with each other then they will try to cut down their cost of production through use of new machines and technology. These will results into increase in investment. On the contrary, if there is low competition among producers then monopoly can be created and production will continue through old machinery and obsolete technology. It will adversely affect investment level in the economy.

11) Availability of Finance

Investment is also influenced through availability of finance. Two major source of finance for a firm is internal source and external source. If a firm had more internal source of finance like: undistributed profits and reserves, etc. then the firm is able to investment more. Similarly, when external source of finance are easily available to firm then they are able to invest more. However, unavailability of finance leads to decrease in investment by a firm.


12) Condition in the Labour Market

Labour market is an equally important factor to study as other factors affecting investment decision. If trained and skilled labourers are available in the labour market, investment will be favourably influenced. This is due to the cordial and peaceful relationship among labourers and employer.

13) The Present Stock of Capital Goods

If present stock of capital goods in the firm is in excess of need then there is excess capacity in the firm and very little investment is required. On the other hand, when there is deficiency of capital goods then the possibility for investment will be more in the firm.

14) Aggregate Demand


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Aggregate demand is the total demand of all the individuals in the economy during an accounting year. Aggregate demand also affects investment level in the economy. Continuous increase in aggregate demand for goods and services will stimulate the investment.

15) Factors Influencing Investment in Public Sector

Investment in public sector is influenced through the objectives like: economic development, social welfare and defence of the country. Investment for the discussed purposive is independent of income or profit. If we need defence products for the security in the country or social welfare of people, then we have to invest irrespective of profit and income. But, it does not mean that government does not concentrate on profit or income. Government also makes public investment to earn profits.

4.3 Importance of Investment

We had discussed about the types and factors influencing investment level in the economy. Some other aspects of investment are also discussed under this chapter. But, still a major aspect of investment i.e. importance of investment left behind. The following points describe the importance of investment:

(1) Determination of income and employment

In short-run, consumption expenditure remains constant and investment expenditure plays a key role for determination of income and employment level in the economy. Due to multiplier effect, increase in investment leads to increase in income. This increase in investment works as remedy against depression and unemployment. Thus, the cycle goes on from increase in investment to increase in income then increase in output and ultimately this will results into increase in employment. Thus, investment function is important to determine the level of income and employment in the economy.

(2) Volatile factor

Investment is a volatile factor which fluctuates over a period of time. Investment depends on future expectations and these expectations are subject to change. So, income and employment level also changes. Business cycles are the results of changes in investment. During policy formulation regarding trade cycles, it is important to measure fluctuation in investment.

(3) Economic development

Every country tries to induce investment in different sectors because investment forms the basis for the economic development. Harrod explains that investment influences both supply and demand in the economy. Economic development is the last step of the cycle of investment. Investment leads to capital formation which results in an increase in production capacity. Increased production capacity will increase the supply of goods and services which will ultimately result in economic development.

4.4 Check Your Progress

1. Investment is an injection which increases _____.
2. _____ is the difference between gross investment and net investment.
3. Increase in _____ leads to an increase in the level of aggregate demand.
4. Autonomous investment is _____ to the level of GDP.
5. An increase in _____ leads to a movement along the marginal efficiency of capital schedule.

4.5 Summary

At the end, we can conclude that the investment function represents the relationship among aggregate income and aggregate investment. The investment function is an important component of aggregate demand. The investment function is not just for theoretical review but it should be practically used in the economy. Investment has various types which are helpful for economic development. The investment function also describes the factors influencing investment decisions. These factors are helpful to determine the investment level in the economy. Further, the marginal efficiency of capital and the rate of interest are also important determinants of induced investment. Moreover, public investment also plays an important role in the economic development. Public investment can be done through taxation, loans and deficit financing. It is also interesting to notice that the government should ensure that public investment of the government should not affect the level of private investment in the economy. Another important term multiplier is also used in this chapter which will be described in detail in the next chapter.

4.6 Keywords

Investment - Investment refers to the expenditure made for acquiring the capital assets such as machinery, furniture, building, etc.

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Real Rate of Interest - Real rate of interest refers to the difference between money rate of interest and expected rate of inflation.

Marginal Efficiency of Capital - Marginal efficiency of capital may be defined as the ratio between the potential return of supplementary capital and price of their supply.

Rate of Interest - It is the rate a bank or other lender charges to borrow its money, or the rate a bank pays its savers for keeping money in an account. The annual interest rate is the rate over a period of one year.

Prospective Yield - Prospective yield of an asset may be defined as the aggregate of expected revenue from the sale of output produced during its life time but excluded variable cost.

Private Investment - Private investment refers to the investment made by private individual or private player of the market with the merely motive to earn profit.

Public Investment - Public investment refers to the investment made by central government, state government and local self-government of a country.

4.7 Self-assessment Test

Q.1 What do you mean by Investment? Explain the types of Investment in detail.

Q.2 What is investment expenditure? Explain the different types of investment expenditure.

Q.3 Differentiate: (a) Financial Investment and Real Investment

(b) Induced Investment and Autonomous Investment

Q.4 Explain the major determinants of induced investment in detail.

Q.5 What are the major sources of Autonomous investment in the economy?

Q.6 Differentiate: (a) Private Investment and Public Investment

(b) Voluntary Investment and Involuntary Investment

Q.7 What do you mean by inducement to invest? Discuss the factors which govern the inducement to invest in a capitalist economy.

Q.8 What do you mean by Private Investment? Explain the measures to stimulate private investment.

Q.9 Discuss the significance of marginal efficiency of capital and rate of interest as determinants of investment.

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Q.10 Explain the following:

- (a) Gross Investment (b) Net Investment (c) Marginal Efficiency of Capital

4.8 Answers to Check Your Progress :

1. Aggregate demand
2. Depreciation
3. Investment
4. Not related
5. Interest rates

4.9 References/Suggested Readings

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Course: Financial Accounting-1

B.COM 1st YEAR

Course Code: BCOM 101

B.COM 1st Sem.

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1	Introduction to Financial Accounting
2	Accounting Principles: Concepts and Conventions
3	Accounting Cycle and Journal
4	Ledger Posting and Trial Balance
5	Capital and Revenue: Receipt & Expenditure
6	Depreciation, Provisions and Reserves
7	Accounts for Non-profit Organisation
8	Final Accounts
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1	Introduction to Economic Analysis
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3	Demand & Supply Analysis
4	Elasticity of Demand & Supply
5	Consumer Surplus
6	Consumer Theory- Cardinal Utility Analysis
7	Ordinal Utility Theory: Indifference Curve Approach
8	Theory of Production Function
9	Concept of Cost
10	Iso-Quant Curve
11	Price Determination Under Perfect Competition and Monopoly
12	Price Determination: Monopolistic Competition
13	Oligopoly- Price Determination & Equilibrium
14	Collusive and Non-Collusive Oligopoly
15	Bamoul's Theory of Sales Maximization


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Course: Principles of Business Management

B.COM 1st YEAR

Course Code: BCOM 103

B.COM 1st Sem.

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2	Management: Meaning, Nature and Scope
3	Functions and Process of Management
4	Approaches to Management
5	Planning: Objectives, Process and Types of Plans
6	Organization: Meaning, Importance and Principles
7	Organisational Structures
8	Delegation: Concept, Barriers and Guidelines for Effective Delegation
9	Decentralization and Centralization
10	Staffing
11	Directing and Decision Making
12	Motivation: Concept and Approaches
13	Leadership: Concept, Theories and Leadership Styles
14	Controlling: Concept, Process and Techniques

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B.COM 1st YEAR

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3	Introduction to modern CPU and Processor
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5	IT and Business: Concepts of Data, Information Technology and Effect of IT on Business
6	Information System and Its Types
7	E-Commerce: Concept, WWW and Application Services
8	Models of E-Commerce
9	M-Commerce and E-Governance
10	Online Payment System


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Course: BUSINESS MATHEMATICS

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2.	Linear Inequalities: Solution to Equalities and Inequalities in two Variables
3.	Linear Programming: Formulation of Equation and Graphical Method of Solutions
4.	Logarithms and Anti-logarithms
5.	Permutations and Combinations

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1/20/2020

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B.COM 1st Sem.

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2	Natural resources and associated problems: Forest resources, Water resources, Mineral resources, Food resources, Energy resources, Land resources and Desertification
3	Ecosystem: structure, function, succession and types of ecosystem
4	Biodiversity: Introduction, value of biodiversity, threats and conservation of biodiversity
5	Environmental Pollution: types, cause, effect and control measures
6	Solid waste management and disaster management
7	Social issues and the environment I : sustainable development, urban problem related with energy, water conservation, rain water harvesting and watershed management
8	Social issues and the environment II : Environmental ethics, issues, solutions; climate changes, consumerism, Air (prevention and control of pollution) Act, Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act and public awareness
9	Human population and the environment: population growth, explosion, human rights, HIV/AIDS, women and child welfare and role of IT in environment and human health

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2	Consignment Accounts
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4	Branch Accounting
5	Hire Purchase & Instalment Payment System
6	Partnership Accounts: Deed, Accounts, Goodwill, Joint Life Policy and Change in Profit-sharing Ration
7	Partnership Accounts: Admission of a Partner
8	Partnership Accounts: Retirement and Death of a Partner
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3	Principle of effective Demand
4	Income Determination in Open and Closed economy
5	Classical Theory of Output and Employment
6	Keynes Model of Income Determination
7	Consumption Function
8	Investment Function
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10	Multiplier: Concept, Importance and Principles of Acceleration
11	Business Cycle
12	Concept and Theory of Money
13	Inflation: Types, Theories, Cause & Effect and Remedial Measures


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2.	Communication Network and Barriers
3.	Communication Skills
4.	Business Letters, Memos, Notice & Circular
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Course: Marketing Management

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3	Marketing Environment
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6	Marketing Research
7	Marketing Information System
8	Product Decision
9	Branding, Packaging, and Labelling
10	Pricing Decision: Methods and Strategies
11	Marketing Channels
12	Introduction to Supply Chain Management
13	Introduction to Customer Relationship Marketing
14	Promotion Mix


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2.	Models and various disciplines contributing in Organisational Behaviour
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6.	Perception
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8.	Interpersonal Behaviour: Group Behaviour, Group Formation and Development
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8	Economic Growth & Regional Development
9	Institution Framework in Agriculture and Land Reforms
10	Indian Agriculture: Role, Growth Trends, Emerging Issues and Future Prospects
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5	Prospectus and Commencement of Business
6	Membership in a Company
7	Meetings of a Company
8	Dividend, Accounts and Audit
9	Company Management & Administration I: Directors
10	Company Management & Administration II: Managerial Personnel
11	Compromise, Arrangement, Reconstruction & Amalgamation
12	Prevention of Oppression and Mismanagement
13	Winding Up

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Contents

Course: Entrepreneurship Development

B.COM 2nd YEAR

Course Code: BCOM 405

B.COM 4th Sem.

Lesson No.	Lesson title
1	Entrepreneur and Entrepreneurship
2	Entrepreneurship Development
3	Women & Rural Entrepreneurship
4	Factors Affecting Entrepreneurship Growth: Economic, Social, Psychological and Political Factors
5	Entrepreneurial Motivation
6	Entrepreneurship Development Programmes
7	Method and Procedures to Start and Expand One's Own Business
8	Environmental Factors Affecting Success of a New Business; Reasons for the Failure and Visible Problems for Business
9	Demand Analysis And Market Potential Measurement
10	Selection of Factory Location
11	Project Formulation
12	Working Capital Management
13	Institutional Support To Entrepreneurs
14	Government Support To Entrepreneurs: Policy Initiatives For Entrepreneurial Growth, Incentives And Subsidies

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Course: India's Foreign Trade and Policy

B.COM 2nd YEAR

Course Code: BCOM 406

B.COM 4th Sem.

Lesson No.	Lesson title
1	India's Foreign Trade: Recent Trends and Directional Pattern in Global Context; Objectives of foreign trade policy
2	Structure and Equilibrium of India's BOP, Major Exports and Imports, Prohibited and Restricted items
3	Ministry of Commerce and Role of DGFT in India's Trade Policy
4	Role of State Trading Organization, Specific Service Institutions, Quality Complaints, and other Trade Disputes
5	SEZ, Agriculture Export Zones, EHTPS, STPS scheme, and BTPS
6	Foreign Direct Investment
7	MNCs and their Entry Modes
8	MEIS; SEIS; EPCG scheme; Schemes for exporters for gems and Jewellery
9	Tariff and Non-tariff barriers
10	Role of EXIM bank of India, Export Promotion Councils, Role of Central Board of Excise and Custom, Role of WTO in India's Foreign Trade Policy
11	Foreign Exchange Market


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123001 (Uttarakhand)

Contents

Course: Cost Accounting

B.COM 3rd YEAR

Course Code: BC 501

B.COM 5th Sem.

Lesson No.	Lesson title
1	Cost Accounting: Nature, Scope, Methods and Techniques
2	Cost Concept and Classification
3	Materials: Purchase and Issue Pricing
4	Material Cost Control, Techniques and Treatment of Material losses
5	Labour Cost Control Procedure: Labour Turnover, Idle Time and Overtime
6	Labour Cost: Methods of Wage Payment
7	Accounting of Overheads: Classification and Treatment
8	Overheads: Allocation, Apportionment and Absorption
9	Unit Costing
10	Job Costing and Contract Costing
11	Process Costing
12	Service Costing
13	Standard Costing
14	Variance Analysis
15	Cost Control and Cost Reduction
16	Cost Audit

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Course: Financial Management

B.COM 3rd YEAR

Course Code: BC 502

B.COM 5th Sem.

Lesson No.	Lesson title
1	Financial Management: Meaning, Objective, Function and scope
2	Financial Planning
3	Financial Forecasting
4	Source of Finance
5	Cost of Capital
6	Capital Structure Decisions
7	Capital Budgeting Decision
8	Working Capital Management
9	Management of Cash


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Course: Auditing

B.COM 3rd YEAR

Course Code: BÇ 505

B.COM 5th Sem.

Lesson No.	Lesson title
1	Introduction to Auditing
2	Audit Planning and Audit Process
3	Audit of E-Commerce Transactions
4	Internal Control, Internal Audit and Internal Check
5	Vouching
6	Verification of Assets & Liabilities
7	Company Auditor: Appointment, Powers, Duties and Liabilities
8	Audit Report
9	Investigation
10	Professional Ethics of Auditing

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Course: Indian Economy

B.COM 3rd YEAR

Course Code: BC 506

B.COM 5th Sem.

Lesson No.	Lesson title
1	Indian Economy: Feature and Size
2	Natural Resources: Land, Water, Forest and Energy
3	Infrastructure: Importance, Types, Issues and Infrastructure Development Programmes in India
4	Agriculture I: Feature, Importance, Production and Productivity
5	Agriculture II: Rural Indebtness, Agricultural Marketing, Agricultural Finance, Agricultural Policy and New Development in Agriculture
6	Industrial Development during the Planning Period and Industrial Policy
7	National Manufacturing Policy
8	MSME: Importance, Problems and Govt. Policy
9	Large Scale Industries: Iron, Steel, Cement and Petrochemicals
10	Service Sector in India
11	Foreign Trade of India
12	Problems of Indian Economy


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Contents

Course: Management Accounting

B.COM 3rd YEAR

Course Code: BC 601

B.COM 5th Sem.

Lesson No.	Lesson title
1	An Introduction to Management Accounting
2	Management Reporting
3	Management Information System
4	Analysis of Financial Statements-I (Comparative Statements, Common Size Statements and Trend Analysis)
5	Analysis of Financial Statements-II (Ratio Analysis)
6	Funds Flow Statement
7	Cash Flow Statement
8	Marginal Costing
9	Budgetary Control
10	Types of Budgets and their Preparation

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Course: Fundamentals of Insurance

B.COM 3rd YEAR

Course Code: BC 602

B.COM 6th Sem.

Lesson No.	Lesson title
1	Introduction to Insurance
2	Principles of Insurance
3	Introduction to Life Insurance
4	Framework of Life Insurance
5	Fire Insurance
6	Marine Insurance
7	Accident and Motor Vehicle Insurance
8	Insurance Intermediaries

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(Bhopal)

Contents

Course: Human Resource Management

B.COM 3rd YEAR

Course Code: BC 603

B.COM 6th Sem.

Lesson No.	Lesson title
1	Introduction to HRM: Concepts, Perspectives and HRM in a changing Environment
2	Managerial and Operative Functions of HRM
3	Human Resource Planning
4	Job Analysis
5	Recruitment methods and Strategies
6	Selection Process and Strategies
7	Placement, Induction, Internal Mobility and Promotion
8	Training and Development: Concept and Methods
9	Performance Appraisal

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Course: Business Environment

Course Code: BC 605

B.COM 3rd YEAR

B.COM 6th Sem.

Lesson No.	Lesson title
1	An Introduction to Business Environment
2	Environmental Scanning
3	Public Private Partnership
4	Economic System
5	Economic Planning in India
6	Monetary Policy and Fiscal Policy in India
7	Foreign Investment in India
8	Multinational Corporations in India
9	Globalization
10	Legal Business Environment (Competition Act and FEMA)
11	Foreign Exchange Market


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Guru Jnan Goshwar University
School of Technology
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Course: Retail Management

B.COM 3rd YEAR

Course Code: BC 606

B.COM 6th Sem.

Lesson No.	Lesson Name
1	Retailing- Concept and Introduction
2	Theories of Retailing
3	Strategic Planning in Retailing
4	Location Planning in Retailing
5	Material Handling
6	Organisational Structure in Retail Institution
7	Store and Non Store based Retail Organisations
8	Store Management
9	Security issues in Retailing
10	FDI- Trends of Retailing

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Dr. J. K. Jha

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- Bhattacharya Kumar Deepak, Principles of Management, Pearson, New Delhi.
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Sri Sankar University
Bhubaneswar
Odisha-751003


4. BCOM 104 Computer Applications in Business

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6. EVS-201_L Environmental Studies


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2nd Semester

1. BCOM 201 Financial Accounting –II

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- Financial Accounting by P.C. Tulsian, Pearson Education, New Delhi.
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School

WISAR-123

2. BCOM 202 Macro Economics

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4. BCOM 204 Marketing Management

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6. BCOM 206 Business Environment

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Dr. J. K. Sharma, Registrar
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3rd Semester

1. BCOM 301 Corporate Accounting

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Sri Jambhadracharya University
Bikaner-334001

2. BCOM 302 Business Statistics-I

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J. K. Sharma
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3. BCOM 303 Business Laws

- S.S. Gulshan & G.K. Kapoor, Business Law, New Age International Publishers, New Delhi.
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4. **BCOM 304 Human Resource Management**

- Rao VSP. "*Human Resource Management*", Excel Books, New Delhi, India.
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- Aswathappa, K. *International Business*, McGraw Hill Education, (India) Private Limited, NewDelhi.
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Science & Technology
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4th Semester

1. BCOM 401 Cost Accounting

:


- Gupta, Nirmal. Corporate Accounting, SahityaBhawan, Agra
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3. BCOM 403 Auditing

- Basu, S. K., Fundamentals of Auditing, Pearson Publications, New Delhi.
- Grover, L.C.B.; Principle of Modern Company Law, Stevens & Sons, London.
- Jha, Aruna, Auditing, Taxmann Publications, New Delhi
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4. BCOM 404 Company Law

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5. BCOM 405 Entrepreneurship Development

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5th Semester

1. BC 501 Cost Accounting

- Gupta, Nirmal. Corporate Accounting, SahityaBhawan, Agra
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2. BC 502 Financial Management

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4. BC 506 Indian Economy

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6th Semester

1. BC 601 Management Accounting

- N.S. Zad: Cost & Management Accounting, Taxmann Publications Pvt. Ltd., New Delhi.
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2. BC 602 Fundamental of Insurance

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