

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Pass Course

SUBJECT CODE	CATEGORY	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment ^{t*}	END SEM University Exam	Teachers Assessment ^{t*}
HU101	SOC. SC., ARTS& HUM	Foundation English I	3	0	2	4	60	20	20	-	-

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

.Course Educational Objectives (CEOs): The students will be able to

- develop the second language learners' ability to enhance and demonstrate LSRW Skills.
- acquire English Language Skills to further their studies at advanced levels.
- become more confident and active participants in all aspects of their undergraduate programs

Course Outcomes (COs): The students should be able to

- have confidence in their ability to read, comprehend, organize, and retain written information.
- write grammatically correct sentences for various forms of written communication to express themselves.

HU101

Foundation English I

COURSE CONTENTS:

Unit I

Communication: Nature, Meaning, Definition, Process, Functions and importance, Characteristics of Business Communication ,Verbal and Non Verbal Communication ,Barriers to Communication.

Unit II

Listening: Process, Types, Difference between Hearing and Listening, Benefits of Effective Listening , Barriers to Effective Listening, Overcoming Listening Barriers, and How to Become an Effective Listener

Unit III

Basic Language Skills: Grammar and usage- Parts of Speech, Tenses, Subject and Verb Agreement, Prepositions, Articles, Types of Sentences, Direct - Indirect, Active - Passive voice, Phrases & Clauses.

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Unit IV

Business Correspondence : Business Letters, Parts & Layouts of Business Letter, Job application and Resume, Application Calling/ Sending Quotations/ Orders/ Complaints. E-mail writing , Email etiquettes

Unit V

Précis Writing and Noting: The Purpose of Notes, Methods of Note-Taking, General Principles of Good Notes. Drafting: Notices, Agenda and Minutes. Advertisement: Importance, Types, Various Media of Advertising. Slogan Writing.

Practical:

- Self Introduction
- Reading Skills and Listening Skills
- Linguistics and Phonetics
- Role plays
- Oral Presentation – Preparation & Delivery using audio – visual aids with stress on body language and voice modulations.
- Social etiquettes

SUGGESTED READINGS

- Adair, John (2003). *Effective Communication*. London: Pan Macmillan Ltd.
- A.J. Thomson and A.V. Martinet(1991).*A Practical English Grammar*(4th ed). Newyork: Ox-ford IBH Pub
- Ashraf Rizvi.(2005).*Effective Technical Communication*. New Delhi:Tata Mc Graw Hill
- Kratz, Abby Robinson (1995). *Effective Listening Skills*. Toronto: ON: Irwin Professional Publishing.

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BA 102	SOC. SC., ARTS & HUM	Introduction to Sociology	5	0	0	5	60	20	20	-	-

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs):

- The student will be able to get familiarizes with the history and some of the fundamental concepts and concerns of the discipline.

Course Outcomes (COs): The students should be able to

- Compare and contrast basic theoretical orientations in reference to social phenomena.
- Understand and show how theories reflect the historical and social contexts of the times and cultures in which they were developed.

BA 102: Sociology (core) Introduction to Sociology

COURSE CONTENTS:

Unit I

Nature and Scope of Sociology

History of Sociology, Relationship of Sociology with other Social Sciences: Anthropology, Psychology and History

Unit II

Society and Groups

Status, Role, Groups, Social Groups: importance, classifications of social groups, primary in group and out-group, primary and secondary groups

Unit III

Culture

Culture: Meaning, functions, characteristics, types, subcultures, counter cultures, culture universals and cultural variability, Ethnocentrism, cultural relativism, xenocentricism, components of culture, global culture,

Unit IV

Socialization: definition and significance, Agencies of socialization, socialization process, resocialization

Unit V

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Social Structures

Social Institutions; meaning, Social stratification, Systems of stratification. Functions of stratification, Religion, Elements of religion, Functions of religion, Social Change: Meaning and Definition..Factors of Social Change. Resistance to Change.

RECOMMENDED READINGS:

- Beattie, J., (1951). **Other Cultures**. New York: The Free Press.
- Bierstedt, R.,(1974). **The Social Order**. New York: McGraw Hill.
- Giddens, A., (2006) (5th ed.). **Sociology**. London: Oxford University Press
- Horton, P.B. and Hunt ,C.L. (1985). **Sociology**.New York: McGraw Hill.
- Linton, R., (1936). **The Study of Man**.New York: Appleton Century Crofts.
- Radcliffe-Brown, A.R.,(1976)**Structure and Function in Primitive Society**,London: Cohen and West

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							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment t*	END SEM University Exam	Teachers Assessment t*
BAHNPSY 103	Compulsory	Foundations of Psychology	4	0	2	5	60	20	20	0	50

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs): The students will be able

- To understand the basic psychological processes and their applications in everyday life.
- To impart the students with the advanced developmental, social, and experimental psychology.
- To understand and analyze the behavior of individuals and mental health management.
- To study the recent theoretical advancements and promote practical applications of the same.

Course Outcomes (COs): The student should be able:

- To impart the students with the advanced developmental, social, and experimental psychology.
- To understand and analyses the behaviour of individuals and mental health management.
- To study the recent theoretical advancements and promote practical applications of the same.

BA103

Foundations of Psychology

Unit I

Introduction: Psychology: as a science, perspectives, origin and development of psychology, Research Methods in Psychology: Experimental, Case study and Observation and Interview; Fields of psychology; Psychology in modern India.

Unit II

Cognitive processes: Perception: nature of perception Determinants of perception, laws of perceptual organization and Figure-ground approach, Depth Perception, Memory- meaning and types of memory, information processing model, Factors influencing memory and techniques for improving memory.

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Unit III

Motivation and Emotion: Motives: biogenic and sociogenic motives, theories of motivation: Maslow theory. Emotions: nature of emotions, key emotions and theories of emotions- James – Lang & Cannon-Bard.

Unit IV

Personality and Intelligence: Personality: Definition, nature and Determinants, theory of personality: Freud, Intelligence: meaning and factors, Guilford, two-factor theory and multiple factor theory of intelligence.

Unit V

Learning and Attention: Learning: Definition and factors effecting learning, and Theories of learning: Thorndike, Pavlov, Kohler & Kafka, and Bandura, Attention: Meaning and types of attention, Factors influencing attention.

List of Practicals:

- Memory
- Depth perception
- Maze learning
- Koh's block design test
- Span of attention

Recommended Readings:

- Baron, R.A & Misra, G. (2014). **Psychology** (Indian Subcontinent Edition). Pearson Education Ltd.
- Chadha, N.K. & Seth, S. (2014). **The Psychological Realm: An Introduction**. Pinnacle Learning, New Delhi.
- Ciccarelli, S. K & Meyer, G.E (2008). **Psychology** (South Asian Edition). New Delhi: Pearson
- Feldman.S.R.(2009).**Essentials of understanding psychology** (7th Ed.) New Delhi: Tata Mc Graw Hill.
- Glassman,W.E.(2000).**Approaches to Psychology**(3rd Ed.) Buckingham: Open University Press.

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BA104	Compulsory	Poetry	5	0	0	5	60	20	20	0	0

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs): The students will be able to:

- read complex texts actively: recognize key passages; raise questions; appreciate complexity and ambiguity; comprehend the literal and figurative uses of language.
- appreciate literary form: recognize how form and structure shape a text's meaning; appreciate how genre generates expectations and shapes meanings.

Course Outcomes (COs): The students should be able to:

- Interpret texts with an awareness of and curiosity for other viewpoints.
- Practice writing as a process of motivated inquiry, engaging other writers' ideas through the use of quotations, paraphrase, allusions and summary. Use sources well and cite them correctly.
- Increase confidence in speaking publicly: articulate clear questions and ideas in class discussion; listen thoughtfully and respectfully to others' ideas; and prepare, organize, and deliver engaging oral presentations.

BA 104

English Literature - Poetry (core)

Unit I

Forms of Poetry: Sonnet, Elegy, Ode, Epic, Ballad, Lyric, Dramatic Monologue, Allegory
Stanza Form: Heroic Couplet, Blank Verse, Spenserian stanza, Terza Rima

Unit II

Figures of speech: Simile, Metaphor Imagery, Onomatopoeia, Alliteration, Assonance, Oxymoron, Paradox, Ambiguity, Pun, Metonymy, Synecdoche, Hyperbole, Personification, Irony etc.

Unit III

William Shakespeare: (Sonnet no. 116) – Let me not to the marriage of True Minds,
John Donne: Hymn to God Thy Father, Michael Drayton: Since there's no help left.

Unit IV

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Robert Frost: Stopping by Woods on a Snowy Evening, Thomas Gray: Elegy Written in Country Churchyard, William Blake: Tyger

Unit V

William Wordsworth: The World Is Too Much With Us, Robert Bridges: Nightingales,
W.B. Yeats: Lake Isle of Innisfree.

Recommended Readings:

- B.Prasad. (1999). **A background to the History of English Literature .(Revised Edition).** New Delhi: Trinity Press Publication
- Abrahams, M.H.(2000) **A Glossary of Literary Terms.** Singapore: Harcourt Asia Pvt Ltd.

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BA 105	Compulsory	Microeconomics-I	5	0	0	5	60	20	20	-	-

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;
Q/A – Quiz/Assignment/Attendance, MST Mid Semester Test.

Course Objectives:

1. To understand micro trends in different variables.
2. To know systemic facts and latest theoretical developments for empirical analysis.

Course Outcomes:

1. The student should be able to formulate and assess microeconomic policy suggestions;
2. The student should be able to be familiar with microeconomic terminology.

Syllabus:

Unit I: Introduction

Economic terms and basic concepts- Goods, Utility, Value and Price, Wealth, Stock & Flow. Scope and method of Microeconomics, the economic problem: scarcity and choice, opportunity cost, production possibility cost (PPC).

UNIT II: Theory of Consumer Behaviour

Utility Analysis, Cardinal Utility, law of Diminishing Marginal Utility, The law of equi-marginal utility, Indifference curves analysis, Price Effect, Income Effect & Substitution Effect, Consumer Equilibrium, Marginal Rate of Substitution (MRS).

UNIT III: Demand & Supply

Concept of demand and Law of Demand, Determinants of Demand, Shift in Demand vs. Movements along a Demand Curve, Price, Income & Cross elasticity of demand, Law of Supply, Determinants of Supply, Market Equilibrium.

UNIT IV: Theory of Production

Production function, Law of Variable Proportions- Three Stages of Law, Concept of Returns to Scale- Increasing, Diminishing and Constant. Isoquants- Marginal Rate of Technical Substitution, Economies and diseconomies of scale.

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UNIT V: Cost Analysis

Concept of Cost- Accounting Costs and Economic Costs, Sunk Costs, Short Run and Long Run Costs, Total Fixed and Variable Costs- TVC, TFC, AVC, AFC, Marginal Costs (MC), Relationships between Various Costs.

Text Books:

1. Ahuja, H.L. (2016). *Principles of Microeconomics*, S. Chand & Company, New Delhi.
2. Mankiw, G. (2012). *Principles of Economics (6th edition)*

Reference Books:

3. Case, Karl E.& Ray C. Fair, *Principles of Economics*, Pearson Education, Inc., 8th edition,2007.
4. Dominick Salvatore. *Microeconomic Theory Schaum's Outline series* Delhi: Tata McGraw Hill.
5. Lipsey, Richard., & Chystal, Alec,. (2011), *Economics*
6. Samuelson, Paul., & Nordhas, William (2010), *Economics*
7. Salvatore, D. (2003). *Microeconomics, Schaum's Outline (4th edition)*
8. Pindyck, R., & Rubinfeld, D. (2017) *Microeconomics (8th edition)*

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BAHNPUBAD 101	SOC.SC ARTS &HUM	ELEMENTS OF PUBLIC ADMINISTRATION	5	0	0	5	60	20	20	0	0

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives:

1. Get acquainted with the fundamental concepts of the subject...
2. To develop favourable point of view for the concerned authority
3. Activity designed to help an organization and its public...

Course Outcomes:

1. Helps in maintaining cordial relations.
2. Art of developing promotional activities...

COURSE CONTENTS

UNIT I

I

Introduction

Meaning, nature , scope and importance of public administration, evolution of public administration, public administration as an art or science, public administration and private administration, similarities and differences, relationship of public administration with political science , sociology and economics, approaches to the study of public administration: classical and humanistic.

UNIT II

PRINCIPLES OF ORGANISATION

Formal and informal organisation, hierarchy, unity of command, span of control. Coordination, centralization, authority and responsibility.

Forms of organisations: formal and informal; department ; board,corporation and commission; independent regulatory commission.

UNIT III

Chief executive: meaning, types and role; line, staff and auxiliary agencies : public relations: meaning , means and significance. Supervision : meaning, importance, techniques, quality of a good supervisor.

UNIT IV

Decision making meaning types and functions. Leadership: meaning, types and functions communication: meaning, importance and types, coordination: meaning, importance and methods of effective coordination.

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UNIT V

Recruitment, kinds of recruitment & problems of recruitment, training kinds of training significance of training, promotion, methods of promotion, morale, factors of low morale of employees and how to build up morale.

SUGGESTED READING:

- Avasthi, A & Maheshwari, S. R. 2006.
- Public Administration. (Hindi & English) LakshmiNarain Aggarwal: Agra.Bhattacharya, Mohit. 1987.
- Public Administration- Structure, Process and Behaviour. TheWorld Press Private Ltd.:
- Calcutta.Bhattacharya, Mohit. 2007. Public Administration.
- The World Press Private Ltd.: Calcutta.Marini, Frank. (Ed) 1971. Toward a New Public Administration.
- Chandler.Nicholas, Henry. 2006. Public Administration and Public affairs.
- Prentice Hall: New Jersey.Nigro, Felix A. and Nigro, Lloyd G. 1980.
- Modern Public Administration. Harper and Row
- :New York.Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan. 2004.
- Administrative Thinkers (Eds.).Sterling Publishers:
- New Delhi.Pugh, D.S. (Ed). 1985. Organisation Theory Selected Readings. Penguin Books:

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BAHNPOLSC101	SOC.SC ARTS & HUM	Indian Political Thinkers	5	0	0	5	60	20	20	0	0

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;
Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs): The student will be able to:

- Understand and explain the political theory and Indian thought from the beginning till the modern thought.

Course Outcomes (COs): The students should be able to:

- Explain the political theory and Indian thought and its implication.
- Apply the different political theories devised by various thinkers.

Unit-I: Indian Political Thought: A Background, Manu, Kautilya, Shukra

Unit-II: Raja Ram Mohan Roy, Swami Vivekanand, Dyanand Saraswati.

Unit-III: Gopal Krishna Gokhale, Bal Gangadhar Tilak, Sir Saiyad Ahmed Khan.

Unit-IV: M.K.Gandhi, J.L. Nehru and Dr. B.R. Ambedkar.

Unit-V: M.N. Roy, Jai Prakash Narain and Dr. Ram Manohar Lohia.

Suggested Readings:

- Appadorai (1992). **Indian Political Thinking through the Ages**. Delhi: Khanna Publishers.
- Appadorai, A. (1970). **Documents on Political Thought in Modern India**, 2 vols. Bombay: Oxford University Press.
- Bandopandhyay, J.(1969). **Social and Political Thought of Gandhi**. Bombay: Allied Publishers.
- Jha, M.N. (1996). **Political Thought in Modern India**. Meerut: Meenakshi Prakashan
- Mehta, V. R. (1992) **Foundations of Indian Political Thought**. New Delhi:Manohar Publication.
- Verma, V.P. (1974). **Modern Indian Political Thought**. Agra: Lakshmi Naryan Aggarwal,

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BA106	SOC. SC., ARTS& HUM -	Field Study/Book Review/Case Study/Seminar	0	0	0	5	0	0	0	100	0

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;
Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs): The students will be able:

- This paper has an objective of exposing the students on various field study concepts
- To provide an opportunity for students to apply theoretical concepts in real life situations
- To enable students to manage resources, work under deadlines, identify and carry out specific goal oriented tasks

Course Outcomes (COs):

- The student should be able to acquire research skills and capabilities to take up the project work.

The work serves the twin purposes of providing critical insights to students and providing industry with graduates of a high caliber who are ready to get ahead in the world from day one. There will be continuous evaluation of the student on the basis of work assigned and regular submissions. The students need to complete the work in the stipulated time.