DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, CHHATRAPATI SAMBHAJINAGAR.

Circular / Syll. Sec./ UG/ Curri./ NEP Norms/ 2025.

It is hereby inform to all concerned that, on the recommendation of Board of Deans; the Academic Council at it's Meeting held on 21st July, 2025 has been accepted the "Following Subject wise Curriculum of UG level under the faculty of Humanities as per Guidelines of NEP & University Norms" for implemented in the Model College, Ghansawangi.

Sr. No.	Name of the UG Curriculum	Semester
01.	Marathi	Vth & VIth
02.	Hindi	Vth & VIth
03.	English	Vth & VIth
04.	Economics	Vth & VIth
05.	Sociology	Vth & VIth
06.	Psychology	Vth & VIth

This is effective from the Academic Year 2025-26 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Chhatrapati Sambhajinagar-431 004.
Ref. No. Syll. Sec./ UG/Curri./NEP
Norms/ 2025/ 1417-19

Date: 01/ 08/ 2025.

**Deputy Registrar
Syllabus Section**

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Copy forwarded with necessary action to:-

1] **The Principal,** Model College, **Ghansawangi,** Dist. Jalna.

2] **The Director,** University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

3] **The Director, Board of Examinations & Evaluation,**
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.

DrK*010825/

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, CHHATRAPATI SAMBHAJINAGAR

Model College, Ghansawangi
Dist. Jalna
B.A.Third Year
OLD NEP Honors
Programme

Course Structure

Syllabus of - SOCIOLOGY

Semester V & VI

According to National Education Policy (NEP) 2020 and

As Per Detail Project Report (DTR) for

Model College of UGC, New Delhi

Illustrative Credit Distribution Structure for Three Years HONORS Degree Programme of OLD NEP

(Discipline Specific in Sociology)

(Effective from 2025-2026)

Continuous Internal Evaluation and Semester End Examination.

Total marks for each course shall be based on continuous assessment and term end examinations. As per the decision of the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, it is pattern of 40:60 for CA and semester end examinations respectively, the committee deliberated on the same and suggested the following pattern for the CIE marks.

Sr. No.	Parameters for the Evaluation	Marks
	Continuous Internal Evaluation	
A.	Continuous Evaluation (CE)	20
B.	Internal Assessment (IA)	20
	Total (A+B)	40
C.	Semester End Examination (SEE)	60
	Total of CIE & SEE (A+B+C)	100

Evaluation process of IA marks may be as follows:

The first compound (C), of assessment is for 20 marks. This shall be based on test, assignment, seminar, case study, field work, project work etc. This assessment and score process should be completed after completing 50% of syllabus of the courses and within the first half of the semester.

The second component (C2) of assessment is for 20 marks, this shall be based on test, assignment, seminar, case study, field work, internship/industrial practicum /project work etc. This assessment and score process should be based on completion of the remaining 40% of syllabus of the courses of the semester.

During the 15th week of the semester, a semester and examination shall be conducted by the University for each Course. This forms the third and final component of assessment (C3) and the maximum marks for the final component will be 60%.

In case of a student who could not take the test on scheduled date due to genuine reason, such a candidate may appeal to the concerned teacher/program coordinator/HOD and suitable decision taken accordingly.

The outline for continuous assessment activities for component-I (C1) and component-II (C2) of a course shall be as under:

Outline for continuous assessment activities for (C1) and (C2)

Activities	Class test 1	Class test 2	Total Marks
Session Test	10 Marks	10 Marks	**20**
Seminars etc.	10 Marks		**10**
Case Study/Assignment/field		10 Marks	**10**
Work/Project Work/Academic Economics Quiz/Review of the Book etc.			
Total	20 Marks	20 Marks	**40**

Suggestive Template for Question Paper (Semester end Examination):

Template for 30 marks question paper		
Q. No.	Detail	Total Marks
1.	Long answer of the following questions. (Each question carries 10 marks)	**10**
2.	Write a short answer a of the following questions. (Two question answer carries 5 marks)	**10**
Template for 60 marks question paper		
Q. No.	Detail	Total Marks
1.	Answers of the following questions. (Each question carries 20 marks)	**20**
2.	Write a short answer of the following questions. (Two questions carries 10 marks)	**20**

Class: B.A. Third Year

Semester: Fifth **Subject: Sociology**

Sr. No.	Category of Courses	Title of the Courses	Course Code	Teaching Hrs/Week (L+T+P)	Credit	Total Credit
01.	DSC-9	Theoretical Perspective in Sociology	HAM04061005T	5+0+0	05	05
02.	DSE-1	Classical Sociological Thoughts	HBM04061005T	5+0+0	05	05
		Sociology of Law	HBM04061015T			
		Cultural Sociology	HBM04061025T			
03.	M-5	Introduction to Social Research	HCM04061005T	2+0+0	02	02
		Tribal Sociology	HCM04061015T			
		Social Psychology	HCM04061025T			
04.	GE/OE-5	Modernization in Indian Society	HDM04061005T	2+0+0	02	02
		Sociological Thinkers	HDM04061015T			
		Sociology of Education	HDM04061025T			
05.	SEC-5	Sociology of Social Movement	HEM04061005T	4+0+0	04	04
		Modern Office Management	HEM04061015T			
		Data analysis and Computer Application	HEM04061025T			
06.	VSC-5	Techniques of Social Research	HEM04061035T	4+0+0	04	04
07.	JOC/FP-3	Computer Networking	HGM04061005T	4+0+0	04	04
	VOC-3	Project Report Writing	HGM04061015T	4+0+0	04	04
Total Credit of Fifth Semester					**30**	**30**

Theoretical perspectives in Sociology

Credit 05

Objective:

The course is designed to provide the contribution of prominent sociological thinkers in the subject of sociology. This course is also indulged into varies sociological views and perspectives including the contribution of their Valuable Theories. Students Understand and develop the different Sociological approaches in this course.

Unit I: Sociological Theory
- Concept and characteristics
- Components of Sociological Theory.
- Relationship between fact theory and research

Unit II: Symbolic Interactionism
- G. H. Mead
- E. Goffman,
- H. Blumer;

Unit III: Conflict Theory
- Ralf Dahrendorf
- Lewis Coser
- R. Collins

Unit IV: Structural Functionalism
- Talcott Parson
- Radcliffe Brown
- R. K. Morton

Unit V: Phenomenology and Ethnomethodology
- Alfred Shutz
- Peter Berger
- Harold Garfinkel

References-
1. Jonathan H Turner 'The Structure of Sociological Theory' Rawat Publication Jaipur 2001
2. George Ritzer 'Sociological Theory' McGraw Hill Press 2000
3. Sharma Ramnath and Rajendra' Contemporary Sociological Theories' Media promoters and publication Bombay 1998
4. Lewis A. Coser 'Functions of social conflict' Press,1956
5. Derek Layder 'Understanding social theory' Sage publication 2004
6. Singhi, N. K, Samajshatriya Siddhant (Hindi) Rawat: Jaipur
7. Doshi, S, Adhunikta, Uttar adhunikta Aur Nav Samajshastriya Sidhan (Hindi) Rawat, Jaipur.
8. Doshi, S.L, Uchchatar Samajshastriya Siddhant (Hindi)

Classical Sociological Thoughts (1)

Credit 05

Objectives:

This course is designed to familiarize the students with the social, Political, Economic and Intellectual background of sociology, and also the student understand the development of sociological thought. Gain an understanding of some of the classical contributions in Sociology, and their contemporary relevance. On successful completion of this course, students will have ideas of these classical thinkers in the context of philosophical traditions which will help them to develop a social and political understanding of society.

Unit – I: Auguste Comte
  • Theory of Social Evolution
  • Positivism
  • Law of Three Stages
Unit -II Emile Durkheim
  • Social Facts
  • Division of labour in Society
  • Suicide
Unit -III Max Weber
  • Social Action
  • Bureaucracy
  • Types of Authority
Unit -IV Karl Marx
  • Dialectical Materialism
  • Class Struggle
  • Alienation
Unit- V George Simmel
  • Formal Sociology
  • Concept of Sociation
  • Philosophy of Money

References –

1. Abraham, Francis 1984, Modern Sociological Theory, Orient Longman, Delhi

2. Berger, P L 1963, Invitation to Sociology: A Humanistic Perspective, Doubleday, Garden City, N.Y

3. Collins, Randall 1997, Sociological Theory, Rawat Publications, Jaipur

4. Coser, Lewis A 2002, Masters of Sociological Thought: Ideas in Historical and Social Context, Rawat Publications, Jaipur

5. Davis, Kingsley 1949, Human Society, Macmillan, Delhi

Sociology of Law (2)

Credit 05

Objectives –

    The aim of this course is to expose students to the theoretical frameworks from sociology that are used to examine how the law shapes society and society shapes the law. We will also analyze the role of law in contemporary legal issues related to these topics in order to understand and evaluate how the law seeks to achieve certain objectives such as compliance, deterrence and social control.

Unit –I Sociology of Law
- Definition, Origin and history of law
- Evolution and its importance
- Traditional Law and Modern Law

Unit –II Law as a social phenomenon
- Law as ethics
- Law as a social force
- The social functions of the law.

UNIT –III Law and the social order
- Public opinion and law,
- Integration of law in culture,
- Constitutional Provisions and Human Rights.

UNIT –IV Law and Social welfare
- Family, Child and Aged Welfare,
- Women Welfare,
- Laws related to weaker section of the society,

UNIT –V Law and Social change
- Law and social reform
- Law related changes in Family,
- Culture, Religion and Society.

Reference-

1. Colin Camphell and Paul Wiles (ed.). Law and Society. London: Martin Roberstson, 1979.

2. Lawrence M. Friedman. Law and Society an Introduction. New Jersey: Englewoodcliffs Prentice-Hall, 1977.

3. Eugene Kamenka, Robert Brown, Alice Erh-Soon Tay (ed.). Law and Society. London: Edward Arnold Publishers Ltd., 1978.

4. Gurumukh Ram Madan. Indian Social Problems. New Delhi: Allied Publishers, 1966.

5. A.B. Kaliaiah, T.R. Subramanya (ed.). Human Rights in International Law. New Delhi: Deep & Deep Publications, 1986.

6. Naorem Sanajaoba. Socio-Legal Problems and Developing Society. New Delhi: Deep & Deep Publications, 1986.

7. https://elms.umd.edu.

DSE-1
Cultural Sociology (3)

Objectives-

Be familiar with the concepts and theories sociologists have developed to understand culture.Understand how social scientists use these theories and concepts in conjunction with empirical evidence to study culture .Distinguish between cultural explanations and other types of sociological arguments. Apply what they have learned to conduct their own cultural analyses.

Unit –I Introduction to the sociology of culture
- Meaning and Defination of Culture
- Characteristics of Culture
- Cultural Diversity

Unit –II Cultural change
- Towards a sociology of meaning
- Elements of Culture
- Causes of Social Change

UNIT –III Types of Culture
- Material Culture
- Non-Material
- Function of Culture

UNIT –IV Culture and social context
- Modern Culture and class
- Growth of Subculture
- Development of Culture

UNIT –V Cultural Politics and Conflict
- Cultural Diffusion
- Cultural markets
- Culture and values

Reference-

1. Berezin, Mabel. 2015. "Sociology of Culture" In International Encyclopedia of the Social & Behavioral Sciences, 617–21.
2. Swidler, Ann, and Iddo Tavory. 2009. "Condom Semiotics: Meaning and Condom Use in Rural Malawi." American Sociological Review 74 (2): 171–89.
3. Eliasoph, Nina, and Paul Lichterman. 2003. "Culture in Interaction." American Journal of Sociology 108 (4): 735–94. https://doi.org/10.1086/367920.
4. Berezin, Mabel. 1997. "Politics and Culture: A Less Fissured Terrain." Annual Review of Sociology 23 (1): 361–383.
5. Miller-Idriss, Cynthia. 2019. "What Makes a Symbol Far Right? Co-Opted and Missed Meanings in Far-Right Iconography."
6. Huntington, Samuel P. 1993. "The Clash of Civilizations?" Foreign Affairs 72 (3): 22–49.

Introduction to Social Research (1)

Credit-02

Objective:

The course is a general introduction to the method of sociological Research. It will provide the student with elementary knowledge of the Complexities and philosophical underpinnings of research.

Unit –I- Introduction
- Meaning and nature of Social Research
- Characteristics of Social research
- Importance of Social research

Unit –II- Sampling
- Meaning of Sampling.
- Type of sampling - probability and non-probability sampling.
- Advantages and Disadvantages of Sampling.

Reference:-

1) Goode and Hatt,(1952) Methods in Social Research Mc. Graw Hill Books Company, Newyork.

2) Hansraj :- Theory and Practices in Social Research Surjeet Publication, 7 k Kamalanagar, Delhi 1979

3) Bajpai S. R. (1967) Methods of Social Survey - Research, George Allenavd Unwin.

4) Jayram N. (1989) : Sociology : Methods MC Millan Madras.

5) Kothari C. R.,1989 Research Methodology -Methods and Techniques willey Eastern, Bangalore.

6) Young P.V. (1988) - Scintific Social Surveys and Research Prentice Hall New Delhi.

Tribal Sociology (2)

Credit-02

Objectives:
　　　　To provide a comprehensive profile of tribal people in India. To understand the Demographic Features, Social Structure and Cultural Patterns. To understand the problems of Tribal People. To familiarize students with the welfare policies, development issues of tribe.

Unit -I-The Concept of Tribe

- Meaning of nature of tribe
- Characteristics of tribe
- Importance of tribal Sociology

Unit- II - Demographic Profile of tribes

- Classification of Indian Tribes
- Population Distribution of Tribal People in India
- Changing nature of Tribal Society

References –
1.Behura, N.K., 1982. "Anthropology and Development", in Golden Jubilee Souvenir, THRTI, Bhubaneswar.
2.Belshaw, Cyuril, S,1977. "The Contribution of Anthropoligist to Development" Anthropology in Development Process, ed. By H.M. Mathur, Vikas Publishing House Pvt. Ltd., New Delhi.
3.Bhowmick, P.K. 1982. "Approaches to Tribal Welfare" in Tribal Development in India: Problems and Prospects, ed. By B. Chaudhuri, Inter-India Publications, New Delhi.
5.Das, S.T. 1993. Tribal Development and Socio-Cultural Matrix.Delhi: Kanishka Publishers Distributers.
6.Escobar, A. 1995. Encountering Development: The Making and Unmaking of the Third World. Princeton. NJ.: Princeton University Press.
7. Gardner, K. and Lewis, D. 1996. Anthropology, Development and the Post-Modern Challenge. London: Pluto Press. • Lipton, M., and Toye, J. 1990. Does Aid Work in India? A Country Study of the Impact of Official Development Assistance. London: Routledge.
8.Rahnema, M. 1997. Participation. InW. Sachs (ed.), The Development Dictionary: A Guide to Knowledge as Power. Hyderabad: Orient Longman.
9.Roy Burman, B.K. 1989b. Tribal Development in Perspectives in Singh, J.P. and N.N.Vyas edited Tribal Development: Past Effort and New Challenges. Udaipur: Himanshu Publications.
10.Singh, J.P. and N.N.Vyas (Edt.). 1989. Tribal Development: Past Effort and New Challenges. Udaipur: Himanshu Publications.

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M-5

Social Psychology (3)

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Credit 02

Objectives

To encourage students to recognize individual differences To impart knowledge of the theories of intelligence and personality. To educate the learner with the principles of psychological testing. To train students to use psychological tests to measure personality and intelligence.

Unit- I-Introduction

- Nature, subject matter, and scope of Social Psychology.
- Social Psychology and its importance,
- Relationship of social psychology with Sociology and Psychology

Unit-II- Basic concepts of social psychology

- Social Attitude,
- Social Learning,
- Group decisions, Prejudice, Conformity

References:

1.Adorno, T. W., Frenkel-Brunswik, E., Levinson, D. J., & Sanford, R. N. (1950). *The authoritarian personality*. Oxford England: Harpers.

2.Ainsworth, M. S., Blehar, M. C., Waters, E., & Wall, S. (1978). *Patterns of attachment: A psychological study of the strange situation*. Oxford England: Lawrence Erlbaum.

3.Ajzen, I., & Fishbein, M. (1980). *Understanding Attitudes and Predicting Social Behavior*. Englewood Cliffs, NJ: Prentice-Hall.

4.Alderfer, C. P. (1969a). An empirical test of a new theory of human needs. *Organizational Behavior & Human Performance, 4*(2), 142-175.

5.Alderfer, C. P. (1969b). Effects of task factors on job attitudes and behavior: A symposium: II. Job enlargement and the organizational context. *Personnel Psychology, 22*(4), 418-426.

Modernization in Indian Society (1)

Credit-02

Objectives:

The paper is designed to make student awareness regarding the rapid change occurring due to the process of modernization. This paper will explore aspect of modernization and the impact of modernization on society.

Unit -I -Introduction
* Modernization : definition and nature
* Indian Social Values : Traditional & Modern
* Phases of Modernization in post independent India

Unit-II-Processes Of Social Change
* Sanskritization
* Westernization
* Secularization

Reference

1. Ahuja, Ram. 1977. "Indian; Indian Social System." Rawat Publication, Delhi.

2.Singh, Y. 1966. "Modernization of Indian Tradition." Rawat Publication, Delhi.

3.Dube, S.C. 1992. "Understanding Change." Vikas Publishing House, Delhi.

4.Dube, S.C., 1995. "Tradition & Development." Vikas Publishing House, Delhi.

5.Kapadia, K.M., "Caste in Transition", Sociological Bulletin, September 1962.

6.Singh, Yogendra, "Sociology of Social Stratification", A Survey of Research in Sociology and Anthropology, ICSSR, New Delhi, 1974.

7.Tharner, Daniel, 1956. "Agrarian Structure." Allied Publishers, Delhi

Sociological Thinkers (2)

Credit-02

Objectives:

Objective of teaching sociological Thinkers to undergraduate students is to enable them to apply theory to their own everyday life experiences. This requires that students develop their sociological imagination and the capacity to read each situation sociologically and then to think about it theoretically. To this end, it is imperative that sociological theory courses demonstrate the applicability of theory to students.

Unit I-Emile Durkheim

- Evolution
- Nature of Solidarity
- Suicide concept

Unit-II- Talcott Parsons

- Social Structure
- Social System
- Pre-Requisition

References

1.Durkheim, E. 1958. The Rules of Sociological Method. New York: The Free Press. pp. 48- 107, 119-144

2.Durkheim, E. 1951. Suicide: A Study in Sociology. New York: The Free Press, pp. 41-56, 145- 151.

3.Durkheim, E. 1964. The Division of Labour in Society, New York, The Free Press. Ch 2 & 3 pp. 70-133

4.Talcott Parsons and Kenneth B. Clark (eds.), The Negro American. Beacon Press, 1967.

5.Talcott Parsons (ed.), Knowledge and Society: American Sociology. New York: Basic Books, 1968. (collection of essays with an introduction by Talcott Parsons)

6.Talcott Parsons and Victor M. Lidz (eds.), Readings in Premodern Societies. Englewood Cliffs, Prentice-Hall, 1972.

GE-5
Sociology of Education (3)

Objective:

The course aims to present the familiar discourses, sites and practices of education in a new light by locating them in a historical and political relationship to the class, gender, caste and ethnic composition of society The course gives significant importance to deconstructing the idea of 'learning' as restricted to certain sites like schools or colleges as well as to rituals of attestation and accreditation like examinations.

Unit – I-: Introduction

- Concept of Education

- Relationship between society,

- Education and Social Development.

Unit - II - Socialization and Education

- Relations between socialization and Education,

- Agencies of socialization and Education:

- Family, Peer Groups, School

References

1. Singh, Y. M. (1992). Sociological Foundations of Education, Sheth Publishers, Bombay

2. . Durkheim, Emile. 1977. 'On Education and Society' in Karabel, J. And Halsey, A.H. (eds.) Power and Ideology in Education. New York: Oxford University Press. pp. 92-104

3. Parsons, Talcott. 1959/2008. 'The School Class as a Social System' in Ballantine. J. H. And Spade, J. Z. (eds.). Schools and Society: A Sociological Approach to Education. 3rd Ed. California: Pine Forge Press. (pp. 80-85).

4. Kumar, Krishna. 2009. What is Worth Teaching? New Delhi: Orient Blackswan. Chapters 1 ('What is Worth Teaching') &2 ('Origins of India's Textbook Culture'). pp. 1-22; 23-41.

5. Sarangapani, Padma. 2003. 'The End of Childhood' in Construction of School Knowledge. New Delhi: Sage. Pp 72-101.

6. Froerer, Peggy. 2007. Disciplining the saffron way: Moral Education and the Hindu Rashtra. Modern Asian Studies. 41 (5). pp. 1033-1071

7. Chanana, Karuna. 2006. Educate Girls. Prepare them for Life? In Ravi Kumar ed. The Crisis of Elementary Education in India. New Delhi: Sage. pp. 200-223

Sociology of Social Movement (1)

Credit-04

Objectives -

This course attempts to introduce students to the contexts and concepts of social movements and attempts to locate them theoretically through concrete case studies. It introduces the students to the role of social movements in social transformation. It also helps them to understand the various approaches to the study of social movements.

Unit –I Introduction to Social Movements
- Meaning & Definition of Social Movements
- Characteristics of Social Movements
- Types of Social Movements

Unit –II Early Social Movements
- Peasant/ Farmer's Movements
- Tribal and Labor Movements
- Students movements

UNIT –III Contemporary Social Movements
- Dalit and OBC Movements
- Women's Movements
- Environmental and Human Rights Movements

UNIT –IV Globalization & New Cultural Practices
- Movements against Globalization
- Rural & Urban Networking
- Virtual Movements: Social Networking sites

Reference-
1. Della Porta, D., Diani, M (2006). Social Movements: An Introduction (2nd Edition). Malden, MA: Blackwell.
2. Jogdand P.G. (1991), Dalit Movement in Maharashtra, New Delhi: Kanak Publications.
3. McCarthy, John. D and Mayer, N. Zald. 1977. "Resource Mobilization and Social
4. Pawar, S.N, Patil, R.B, & Salunkhe, S.A (Eds) (2005), Environmental Movements in India, Jaipur, Rawat.
5. Rao, M.S.A. (1978) Social Movements in India, Vol. I and II, Manohar, Delhi.
6. Singh K.S. (1982) Tribal movements in India, (ed.) Vol. I & II Manohar Publications, New Delhi.
7. Singh R., (2001), Social Movements, Old and New, Sage Publications, New Delhi.
8. Shiva, V., (1991), Ecology and the Politics of Survival (New Delhi: Sage)
9. Tilly C., (2004) Social Movements 1768-2004, Paradigm Publishers, LLC.

Modern Office Management (2)

Credit-04

Objectives -

To impart knowledge about the modern office appliances and to communicate with different stakeholders using modern techniques.

Unit –I Introduction of Office Management

- Meaning and importance of modern office,
- Office Management–Concepts, Definition, Nature & Scope,
- Elements and Functions

Unit II: Modern Office Systems and Office Services

- Meaning and objectives of office system,
- Planning and scheduling of office work
- Advantages and difficulties

Unit- III: Filing System, Office appliances and Office Manuals

- Meaning and essentials of good filing system,
- Management of office stationery
- Need and principles of stationery control,

Unit IV: Office Personnel Communication and welfare

- Definition, objectives and principles of effective communication
- Formal and informal communication
- Modern forms of communication – fax, email, video conferencing and social media

Reference-

1. Bhatia, R.C. Office Management. Galgotia Publishing Company, New Delhi, India. 2. Chopra, R. K., & Bhatia, A. Office Management. 15th Edition. Himalaya Publishing House, Mumbai, India.

3. Mills, G., & Standingford, O. Office Organization and Method. Pitman.

4. Thukaram Rao, M. E., Office Organization and Management. Atlantic Publishers and Distributors, New Delhi, India.

5. P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi 8. Pillai R.S.N, Bagavathi, "Modern Office Management", S. Chand Publishing House

6. Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons.

Data Analysis and Computer Application (3)

Credit-04

Objectives -

      The purpose of this course is to introduce basic computer skills to students at UG level in non- technical subjects. After completion of this course, the students are expected to acquire some basic knowledge about computers and to develop some basic skills in using computers for data storage, compilation, analysis and presentation.

Unit –I Introduction to computer

- Characteristics and Basic Applications of Computer,
- Components of Computer System
- Concepts of Hardware and Software,

Unit-II Basic Word Processing

- Introduction to Word Processing,
- Opening Word Processing Package,
- Saving documents in different formats

Units-III Spread sheets and Basic Data Analysis

- Elements of Electronics Spread Sheet
- Application usage of Electronic Spread Sheet
- Formulas and functions

Units-IV Computer Networks

- LAN and WAN
- Document handling in E-mail
- Presentations Basics Slides

References-

1. C.S. French "Data Processing and Information Technology", BPB Publications 1998
2. P.K Sinha, Computer Fundamentals, BPB Publications, 1992
3. Guy Hart-Davis "The ABCs of Microsoft Office 97 Professional edition", BPB Publications, 1998
4. Karl Schwartz, "Microsoft Windows 98 Training Guide", 1998
5. Klieger, D.M. (I 984): Computer Usage for Social Scientists. Newton, Mass: Allyn and Bacon.
6. Sprinthall, Richard C., (et.al.) (1991): Understanding Educational Research. New Jersey: Prentice Hal I.

Techniques of Social Research

Credit 04

Objectives –

To introduce of social research impart basic Research Skills. to introduce the students various steps in conducting research. To acquaint the students to different types of research and issues

Unit -I- introduction The Research Process
- Meaning and Nature social research
- significance of social research
- Ethics of social research

Unit -II- Research Techniques
- Primary sources
- secondary sources
- Difference between quantitative and qualitative research

Unit III: Questionnaire
- Concept
- Formulation of Questionnaire
- Administration of Questionnaire

Unit IV: Interview
- Concept
- Interview Guide and Interview schedule
- steps in carrying out Interview

References:

1. Goode and Hatt Methods in Social Research, McGraw Hill Book Company, New York 1952.

2. PV. Young and,Calvin F. Schmid,Scientific social survey and research prentice hall of India Private Ltd. New Delhi, 1982

3. Hans Raj Theory and Practice in Social, Research, Surjeet Publication 7, K. Kamalanagar Delhi, 1979.

4. Wikinson and.Bhandarkar,Methodology and Technique of Social Research, Himalaya Publication House Bombay – 1984.

5. Bajpai S. R. Methods of Social Survey and Research, George Allen and Unwin, 1967

6.Galtung John,Theory and Methods of Social Research, George Allen and Unwin, 1967.

7. R. N. Sharma Research Methods in Social Sciences, Media Promoters and Publishers Pvt. Ltd. 1983

7.R. K. Sharma Sciences, Media Promoters and Publishers Pvt. Ltd. Bombay, 1983

JOC-3
Computer Networking

Credit-04

Unit- I   **Introduction**

- LAN
- MAN
- WAN
- Topologies

Unit – II-   **Physical Layer**

- Transmission Media
- Method of Communication.

Unit – III-   **Medium Access Sublayer**

- Cabling
- Straight through and Cross Over.
- Standard Color Coding – RJ-45, UTP.
- Crimping Tools.

Unit- IV-   **Network Layer**

- Switches
- Bridge
- Router
- WIFI Router

Unit- V-   **Internetworking**

- TCP/IP Addressing, MAC Address, Subnet.
- Creating LAN, Set up WAN (Wi-Fi Router).
- ICMP ping Command for Connection Verification.
- Share and Access file/folders over network.

Continuous (Internal) Assessment (Practical):

- Allocation of group wise project and project presentation-

    Project Submission-   10 Marks and

    Power Point Presentation (PPT)- 10 Marks.

Reference Books:

- Guide to Network by Tamara Dean 6th Edition, Cengaye Leasnicey, June14, 2012.
- Computer Network, A. Tanenbaum, 5th Edition, Tata McGraw Hill Publication.

VOC-3
Value Oriented Curriculum
Project Report Writing

Unit-
I-
Introduction to Project Report Writing
- Meaning and Definition of Project Report.
- Steps of Ideal Project Report Writing.
- Characteristics and Objectives of Project Report Writing.
- Importance of Project Report Writing.

Unit –
II-
Nature of Project Report Writing
- Selection of Project Title.
- Issues and Challenges of Project Report Writing.
- Outcomes of Project Report Writing.
- Summary of Project Report.

Unit –
III-
Basic of Project Report Writing
- Types of Project Report.
- Duration of Project Report and Financial Support.
- Format of Micro and Macro Project Report Writing.
- Skills and Management of Project Writing.

Unit –
IV-
Components of Project Report Writing
- Specification.
- Use the various techniques.
- Collection of Data and Facts.
- Readability.

Unit –
V-
Government Funding
- Introduction to Central and State Government Funding Institutions.
- UGC
- ICSSR
- RUSA
- Other Funding Institutions.

Continuous (Internal) Assessment (Practical):
- Allocation of group wise project and project presentation-
  Project Submission-   10 Marks and
  Power Point Presentation (PPT)- 10 Marks.

Reference Books:
- Garg R. K., Handbook on Project Reports, Bharat Law House, Delhi, 2017.
- Kalpesh Ashar, Project Management Essentials, 5th Edition, Vibrant Publishers, 2022.

Illustrative Credit Distribution Structure for Three Years CBCS Degree Programme of OLD NEP

(Discipline Specific in Sociology)

Class: B.A. Third Year

Semester: Sixth   **Subject: Sociology**

Sr. No.	Category of Courses	Title of the Courses	Course Code	Teaching Hrs/Week (L+T+P)	Credit	Total Credit
01.	DSC-11	Modern Sociological Theories	HAM04061506T	5+0+0	05	05
02.	DSE-2	Contemporary Social Thinkers	HBM04061506T	5+0+0	05	05
		Society, Science and Technology	HBM04061516T			
		Environment Sociology	HBM04061526T			
03.	M-6	Education in Knowledge Society	HCM04061506T	2+0+0	02	02
		Sociology of Backward Classes	HCM04061516T			
		Comparative Sociology	HCM04061526T			
04.	IKS-2	Religions Of India	HIM04061506T	2+0+0	02	02
05.	SEC-6	Social Research Methodology	HEM04061506T	4+0+0	04	04
		Sociology of Mass Communication	HEM04061516T			
		Population Studies	HEM04061526T			
06.	VSC-6	Social Statistics and Computer Analysis	HEM04061536T	4+0+0	04	04
07.	JOC-4	Office Management	HGM04061516T	4+0+0	04	04
	OJT-1		HJM04061766P	4+0+0	04	04
Total Credit of Sixth Semester				**30**	**30**	**30**

DSC-11
Modern Sociological Theories

Objective: **Credit05**

The primary objectives of studying modern sociological thinkers include developing sociological imagination, applying sociological theory to everyday life, enhancing critical thinking within a sociological context, understanding the relevance of sociological theories, and integrating theory with practice. These objectives aim to equip students with the tools to analyze social phenomena, understand societal structures and dynamics, and contribute to social change

Unit I: Karl Marx's Theories
- Exploitation and Surplus Value.
- Historical Materialism.
- Economic Change to Social Transformation.

Unit II: Emile Durkheim Theories
- Division of Labour
- Mechanical Solidarity
- Suicide Theory

Unit III: Talcott Parsons Theories
- Social Systems
- AGIL paradigm
- Functionalism

Unit IV: Robert K. Merton
- Sociology of Science.
- Strain theory of deviance
- Reference group

Unit V: C. Wright Mills
- The Power Elite.
- Personal Troubles and Public Issues
- Sociological Imagination.

Reference-
1. Adams, B. N. and Sydie, R. A. 2002. Sociological Theory. New Delhi: Vistar Publications.
2. Waters, M. 1994. Modern Sociological Theory. New Delhi: Sage Publications.
3. Zeitlin, I. M. 1998. Rethinking Sociology: A Critique of Contemporary Theory. Jaipur: Rawat Publications.
4. Giddens, A. 1998.The Third Way: The Renewal of Social Democracy. London: Polity Press.
5. Bourdieu, P. and Wacquant, Loic J. D. 1992.An Invitation to Reflexive Sociology. Chicago: University of Chicago Press
6. Althusser, L. 1971. „Ideology and Ideological State Apparatuses", in Lenin and Philosophy and other essays.
7. Bourdieu, P. 1990. The Logic of Practice. Stanford University Press.

DSE-2
Contemporary Social Thinkers (1)

Credit05

Objective:

Contemporary thinkers have contributed with modern ideas produced by the events of the 20 th Century. Modern era has compelled these thinkers to consider various interaction concern with capitalism, consumerism, democracy and globalization. This course is been designed to introduced those contemporary thinkers to understand modern perspective of sociological analysis.

Unit I: Anthony Giddens
- The Nature of Modernity
- Characteristic of Modernity
- Stages of Modernity

Unity II: Michel Foucault
- Disciplinary Society
- The History of Sexuality
- Biopower

Unity III: Jurgen Habermas
- System and Life World
- The public Sphere
- Communicative Action

Unit IV: Jefry Alexander
- Development of Cultural Sociology
- Neo Functionalism
- Trauma: A Social Theory

Unit-V- Alfred Schutz
- Nature of Phenomenology
- Historical Background of Phenomenology
- Phenomenology of Social world

References-

1. Giddens Anthony, The Nature of Modernity,1993

2. Alexander, Jeffrey C. (2003). The meanings of social life: a cultural sociology. Oxford: Oxford University Press.

3. Foucault, Michel (1979) [1976]. The History of Sexuality Volume 1: An Introduction. London: Allen Lane.

4. Foucault, Michel (1992) [1984]. The History of Sexuality Volume 2: The Use of Pleasure. London: Penguin Books.

5. Foucault, Michel (1990) [1984]. The History of Sexuality Volume 3: The Care of the Self. London: Penguin Books.

Society, Sciences and Technology (2)

Credit05

Objective:

To enable the student to understand the relationship between science and Society. To acquaint the students with the impact of science and technology on society.

Unit I: Sociology of Science
- Historical of scientific knowledge;
- Technology, Society and Change;
- Social Consequences of Technology.

Unit II: Methods in Science
- Inductivism
- Deductivism
- Falsification

Unit III: Growth of Science
- Scientific Community and growth of Scientific Knowledge;
- Human ecological approach - POET model;
- Science policy in India

Unit IV: The Information Technology Paradigm
- Network Societies – Online Communities
- Impact of Information Technology on Society;
- Bio -Technology, Society and Sustainable Development

Unit V: Releation Between Society and Sciences
- Concept of Society
- Characteristics of Sciences
- Role of Technology in Social Development

References-
1. A. R. Rahman and P. N. Science and Society, Centre of R. and D Managent, CSIR, Chowdhary New Delhi
2. Gaillard, J. V. V. Krishna Scientific communities in the developing world New Delhi: and R. Waast, eds. 1997. Sage.
3. Anthony Palackal, 2007: Information Society and Development, Rawat Publishers.
4. Avik Ghosh: 2006: Communication Technology & Human Development, Sage Publishers.
5. V. Subramanyam, 2006: "Indigenous Science & Technology for Social Development, Rawat Publishers.
6. R.G. Desai, 2005: Information Technology and Economic Growth Rawat Publications, Jaipur.
7. Deepak Kumar, 2006 Information Technology and Social Change, Rawat Publications, Jaipur.
8. Sumit Roy, 2005: Globalization, ICT and Developing Nations Challenges in the Information Age, Sage Publications New Delhi.

Environment Sociology (3)

Credit05

Objective:

This course is designed to allow students to reflect on the 'environment' as an object of sociological inquiry. It would orient them to the core debates of environmental sociology, different approaches within the sub-discipline and how these approaches may be used to understand environmental issues and movements in India. The aim is to convey the fact that since environmental issues in contemporary times has come to assume utmost significance representing a complex interplay of several factors that are material, the central role of social inequality in environmental conflicts, the important influence of democratic institutions, the connect between the local and the global.

Unit 1: Envisioning Environmental Sociology
- Meaning, Nature and Scope of Environmental Sociology
- Indian Environmentalism: Cultural Responses
- Sustainability.

Unit II: Theoretical Approaches in Environmental Sociology
- Ecological Modernization
- Feminist environmentalism
- Social Ecology

Unit III: Environmental Movements in India
- 1 Forest based movement – Chipko
- Water based movement – Narmada
- Land based movements – Anti-mining and Seed

Unit IV: Environmental Global Issue
- Global Warming
- Biodiversity loss
- Ozon Layer Depletion

Unait V: Human Life- Environment
- Ecology
- Importance of Environment
- Environmental Degradation

References-

1) Bell, MM. (2008). An Invitation to Environmental Sociology. Thousand Oaks, CA: Sage 3rd ed.

2) Key, C. (1998). Toward an indigenous Indian environmentalism. Purifying the earthly body of God: Religion and ecology in Hindu India.

3) Mol, A. P. (2002). Ecological modernization and the global economy. Global Environmental Politics.

4) Mahesh Rangarajan. (ed.) 2007. Environmental Issues in India: A Reader. New Delhi: Pearson, Longman,

5) Ramchandra Guha (ed) Social Ecology. Delhi: OUP. Guha, R. (1994). Social ecology. Oxford University Press.

6) Chipko Guha, R. Chipko: Social history of an environmental movement. In Ghanshyam Shah ed. (2002). Social movements and the state (Vol. 4). Sage Publications Pvt. Ltd.

Objective:

Education in a knowledge society emphasizes not only technical and intellectual skills but also ethical values, cultural understanding, and social responsibility. This includes fostering critical thinking, problem-solving, and adaptability, as well as promoting lifelong learning and the responsible use of information and technology.

Unit 1: Introduction to Education and Knowledge Society
- Meaning and Definition of education.
- Emergence of the knowledge society and its characteristics.
- The role of education in a knowledge-based world.

Unit II: Society and Knowledge
- The impact of technology on society.
- Digital divide and social equity.
- Skills required for knowledge workers.

References-

1. Goh, C. B. & Gopinathan, S. (2005). History education and the construction of national identity in Singapore, 1945-2000.

2. Goh, C. B. & Gopinathan, S. (2005). History education and the construction of national identity in Singapore, 1945-2000.

3. Agarwal, J.S., (2002). Philosophical and Sociological Perspectives on Education. Shipra publications, Delhi.

4. Mamidi, M.R. and Ravishankar, S., (1984). Curriculum development and Educational Technology. New Delhi: Sterling publishers.

5. Karpov, A.O. (2016a). Education in the Knowledge Society: Genesis of Concept and Reality. International Journal of Environmental and Science Education, 11

6. Karpov, A.O. (2016d). Socialization for the Knowledge Society. International Journal of Environmental and Science Education, 11

7. Wierzbicki, A. P. & Nakamori, Y. (2005). Creative Space: Models of Creative Processes for the Knowledge Civilization Age. Rotterdam: Springer Science & Business Media.

Sociology of Backward Classes (1)

Credit02

Objective:

Sociology of Backward Classes course would likely cover the historical context, social structures, and contemporary issues related to backward classes, particularly in India. It would explore the concept of backwardness, the role of caste and other factors in social stratification, and the struggles for equality and social justice.

Unit 1: Introduction to Backward Classes

- Origin and Defining Backward Classes

- Characteristics of Backward Classes

- Causes of Backward Classes and role of Sociology

Unit II: Contemporary Issues and Challenges

- Social Inequality and Exclusion

- Constitution role of Equality

- Census role of Development in Backward Classes.

References-
1. Ambedkar, B. R. Castes in India: Their Mechanism, Genesis and Development. In Dr. Babasaheb Ambedkar: Writings and Speeches, Vol. 1. Bombay: Education Department, Government of Maharashtra
2. Annu, Jalais. Dwelling on Morichjhanpi: When Tigers became 'Citizens', Refugees 'Tiger-food'. In Economic and Political Weekly, 2005,
3. Anthony raj, p., Gundemeda, Nagaraj. The Idea of Social Justice: A Sociological Analysis of the University Students' Reflections on the Reservation Policy in India. In Journal of Sociology and Social Anthropology, January 2015,
4. Charsley, Simon. 'Untouchable': What is in a Name? In The Journal of the Royal Anthropological Institute, 1996,
5. Demerath, N. J, Jodhka, Surinder S., DEMERATH, Loren R. Interrogating Caste and Religion in India's Emerging Middle Class. In Economic and Political Weekly, 2006,
6. Sharma, Arvind. The Puruṣasūkta: It's Relation to the Caste System. In Journal of the Economic and Social History of the Orient, 1978,
7. Singh, Galati, Yithayathil, Trina. Spaces of Discrimination: Residential Segregation in Indian Cities. In Economic and Political Weekly, 2012,
8. Singh, Yogendra. Modernization of Indian Traditions. Jaipur: Rawat Publications, 1986.
9. Srinivas, M. N. Caste and its 20th-century Avatar. Delhi: Penguin India, 2000.
10. Srinivas, M. N. Social Change in Modern India. Delhi: OUP, 1995.

Comparative Sociology (3)

Credit02

Objective:

The objective of this course is to sensitize students to the salience of the comparative perspective in sociology by highlighting the historical and social context of its development, key issues and themes as well as theoretical concerns, and by contextualizing them to the Indian situation.

Unit 1: Introduction of Comparative of Sociology

- Meaning and Scope of Comparative of Sociology
- Methods of Study–Comparative,
- Diffusionist and neo-evolutionary

Unit II: Nature of Comparative Sociology

- Central Themes in Comparative Sociology
- Culture: trait, complex and Cultural Relativism
- Pluralism; Multiculturalism

References-

1. Firth, R. 1963. Elements of Social Organization, Boston: Deacon Press.

2. Thomas Y. Crowell Company. Herskovits, M. J. 1955.

3. Levi-Strauss, Claude. 1963. Structural Anthropology, New York: Basic Books.

4. Murdock, G. P. 1949. Social Structure, New York: Macmillan.

5. Majumdar, D. N. and Madan, T. N. (1956) 2006. An Introduction to Social Anthropology, New Delhi: Oxford University Press.

6. Radcliff-Brown, A. R. 1952. Structure and Function in Primitive Society, Illinois: The Free Press.

7. Shah, A. M. 1966. Family in India, New Delhi: Orient Longman.

8. Vidyarthi, L. P. and Rai, B. K. 1976. The Tribal Culture of India, New Delhi: Concept.

(IKS-2) (Major)
Religions of India

Credit: 4

Objectives

        The goal of the course is to brief students with an appreciation of the diversity of religious experiences. This course exposes students to the distinctiveness of the sociological approach to the study of religion. This paper introduces the students to the major religions practiced in India and the contestation over religion in contemporary times

Unit-I-Introduction

- Definition & Nature of religion
- Characteristics
- Characteristics of religion

Unit-I-Religions in India

- Buddhism, Christianity, Hinduism, Islam, Jainism, and Sikhism A social historical perspective
- Demographic profile
- Contemporary trends

Unit-III-Aspects of religion in India

- Sacred knowledge, Sacred space,
- Sacred time
- Sacred person

Unit –IV-Contestation over religion in India

- Fundamentalism, Communalism and Secularism
- Socio-religious movements
- Popular religion and emerging cults

References:

1. Baird, Robert D. (ed.). 1995 (3rd edition). Religion in modern India. Delhi: Manohar.
2. Béteille, A. 2002. Sociology: Essays on Approach and Method. OUP: New Delhi, pp 134-150.
3. Hefner, R.W., 1998. Multiple modernities: Christianity, Islam, and Hinduism in a globalizing age. Annual review of Anthropology, 27(1), pp.83-104.
4. Jones, Kenneth W. 1989. Socio-religious reform movements in British India (The new Cambridge history of India III-1). Hyderabad: Orient Longman
5.Keddie, N.R., 1998. The new religious politics: where, when, and why do "fundamentalisms" appear? Comparative studies in society and history, 40(4), pp.696-723. Madan, T.N. 1991. 'Secularism in its Place' in T. N. Madan, T.N. (ed.) Religion in India. New Delhi: OUP, pp 394 -413.
6.Madan, T.N. (ed.). 1992 (enlarged edition). Religion in India. New Delhi: Oxford University Press.
7. Madan, T.N. 'The Sociology of Hinduism: Reading 'Backwards From Srinivas to Weber', Sociological Bulletin, vol-55,no-2, (May-August 2006) pp.215-236
8. Momin. A.R., 2004. 'The Indo-Islamic Tradition' in Robinson, R. (ed.) Sociology of Religion in India. New Delhi: Sage. pp 84-99.
9. Muzumdar, H.T. 1986. India's religious heritage. New Delhi: Allied.

Population Studies (3)

Credit-04

Population studies, or demography, has several key objectives: understanding population dynamics (births, deaths, migration), analyzing population composition (age, sex, etc.), and examining the relationship between population and various societal factors like development, health, and the environment. These studies help in informing policies and programs related to resource management, healthcare, and sustainable development.

UNIT - I - Introduction
- Definition, Nature and scope of population studies,
- Components of Population change.
- Population structure: Need for the study of Age and Sex structure, growth and age sex structure in India.

UNIT - II- Population composition in India
- Marital Status,
- Educational, Economic and
- Religious composition

UNIT –III Ageing:
- Concept,
- Trends in aged population in developed and developing countries with special reference to India;
- Problems of the elderly and their adjustment; Support systems for elderly Unit-IV- Population Policy
- Density
- Over population
- Population contro

Reference

1. Bhende, Asha A, and Kanitkar, Tara. 1993. Principles of Population Studies, Bombay:Himalaya, Publishing House.
2. United Nations, 1982. Population of India, Country Monograph, Series No.10, Bangkok..Economic and Social Commission for Asia and the Pacific.
3. Bhatia, H.S. 1983. Aging and Society, Udaipur: The Arya's Book Centre Publishers
4. Krishnan, P and Mahadevan, K. 199 1. Elderly Population Today: Policies, Problems and Perspectives, Delhi: B.R.Publishing House.
5. Mishra, B.D., 1980. An Introduction to the study of Population. Madras: South Asian Publishers

VSC-6
Social statistics and computer Analysis

Credit-4

Objectives:

    To give an overview on basic concepts of Research Methodology specific Social Science. To equip students with statistical knowledge and software application.

Unit-I-Introduction
- Definition and meaning of statistics,
- Characteristics of statistics,
- Importance study of statistics for social statistics

Unit-II-: Methods And Tools Of Data-Collection
- Definition, types of data collection
- primary and secondary, Sources of data collection,
- Tools of data collection –

Unit-III- Applications of statistical package for social statistics (SPSS
- Introduction
- Use of spss
- Importance

Unit-IV-Computer & Social Research
- Excel: working with worksheets,
- applying built in functions,
- data analysing- creating tables,

References
1. Methods for Development Work and Research, A guide for practitioners, 1995, Sage Publication, New Delhi.
2. Encyclopedia of Social Research, edited by Laxmi Devi, 1997, Vol I to V, AnmolPublication Pvt Ltd, New Delhi
3. Research for Social Workers an introduction to Methods, Margaret Alston, Wendy Bowles,2nd edition, 2003, Rawat Publications, Jaipur.
4. Introduction to Research Methodology & Techniques, C R Kothari, 2nd edition, 2009, New Age International Publishers, New Delhi
5. Research Methods & Statistics, Sherri L Jackson, 2009, Cengage learning India Pvt Ltd,New Delhi.
6. Methods of Social Work research, Allen Rubin, earl Babbie, 2010, Cengage learning IndiaPvt Ltd, New Delhi.
7. Introduction to Research in Social Sciences, Black & Champion, Oxford Publication Press.
8. Designs of Social Research, D K Lal Das, 2011, Rawat Publications, Jaipur.
9. Introduction to Research in Social Science & Social Work, D K Lal Das, Rawat Publications, Jaipur.
10. Research Methodology: Concepts, Methods, Techniques & SPSS, Dr Priti R Majhi, Dr.Prafull K Khatua, 2013, 2nd edition, Himalaya Publishing House.
11. Research Methods, Ram Ahuja, 2013, Rawat Publications, Jaipur.

<center>**JOC-3**</center>
<center>**Office Management**</center>

<div align="right">**Credit-04**</div>

Unit I	**Office Management**
	1.1 Introduction of Office Management.
	1.2 Meaning and Concept of Office Management.
	1.3 Importance of Office Management.
	1.4 Essential factors of Ideal Office Management.
Unit II	**Office Arrangement**
	2.1 Seating and Machine Arrangement.
	2.2 Record Management- Meaning and Objectives.
	2.3 Commercial Correspondence- Meaning and Importance.
	2.4 Various types of Commercial Correspondence- Sales Letter, Trade Order, Office Memorandum and Reminder.
Unit III	**Supervision in Office**
	3.1 Meaning and Concept of Supervision.
	3.2 Rule and Regulation of Supervision.
	3.3 Importance of Supervision.
	3.4 Skills and Functions of Supervisor.
Unit IV	**Leadership and Motivation**
	4.1 Meaning, Concept and Characteristics of Leadership.
	4.2 Importance of Leadership.
	4.3 Qualities of a Leader.
	4.4 Definition, Characteristics and Types of Motivation.
Unit V	**Discipline**
	5.1 Nature of Office Discipline.
	5.2 Work Distribution in Office.
	5.3 Role of Discipline in Office.
	5.4 Importance and Manner of Office Control.

Reference Books:

- Ankita Bhatiya & Dr. R. K. Chopra, Office Management.
- Dr. P. Rizwan Ahmed, Office Management.
- R. S. N. Pillai, Office Management.
- Ghosh & Agrawal, Office Management, S. Chand & Company, New Delhi.
- Agrawal R. C. & Siyaram Jaiswal, Navyug Sahitya Sadan, Agra, UP.