

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

}}
}}
}}
}}

**Deputy Registrar
Syllabus Section**

Date: 01/ 08/ 2025.

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.

==**==

**Dr.Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajnagar**



Model College of Arts, Commerce & Science, Ghansawangi Dist.

Jalna

Course Curriculum

Of

English (Old NEP)

For

B.A./B.Com/B.Sc. (Semester V-VI)

(As per the National Education Policy 2020)

Effective from the Academic Year 2025-26 Onwards

Course Structure

B.A. Third Year Semester-V

Subject: English Literature

Sr. No.	Title of the Course	Name of the Paper	Course Code	Credits	Marks		
					UA	IA	Total Marks
01.	DSC-09	A) American Literature-01		05	60	40	100
		B) American Literature-02					
02.	DSE-01 (A) Or	Reading Popular Literature		05	60	40	100
	DSE-01 (B) Or						
	DSE-01 (C)						
03.	Minor-5	Language and Linguistics-01		02	30	20	50
04.	GE-5	Literature and Science-01		02	30	20	50
05.	SEC-5	Teaching Methods for English-01		04	60	40	100
06.	VSC-5	Cultural Studies-01		04	60	40	100
07.	JOC-III/ Field Project.	----		04	30	20	50
	VOC-III	-----		04	30	20	50
	Total			30	360	240	600

Course Structure

B.A. Third Year Semester-VI

Subject: English Literature

Sr. No.	Title of the Course	Name of the Paper	Course Code	Credits	Marks		
					UA	IA	Total Marks
01.		A) Indian English Literature-I					
	DSC-10	B) Indian English Literature-II		05	60	40	100
02.		Reading Popular Literature-II		05	60	40	100
	DSE-02 (A) Or						
	DSE-02 (B) Or						
	DSE-02 (C)						
03.	Minor-6	Language and Linguistics-II		02	30	20	50
04.	GE-6	Literature and Science-II		02	30	20	50
05.	SEC-6	Teaching Methods for English-II		04	60	40	100
06.	VSC-6	Cultural Studies-II		04	60	40	100
07.	JOC-IV/ O.J.T./ Project.	----		04	30	20	50
	VOC-IV	-----		04	30	20	50
	Total			30	360	240	600

B.A.T.Y. (Semester-Five)

Paper Name: Discipline Specific Course (DSC) – 09

A) Paper Title: American Literature – I (Paper Code-)

Unit – I: Background Topics:

- i) Development of Post-modern American Drama
- ii) Theatre of the Absurd
- iii) Broadway and Off-Broadway Theatre
- iv) Black Art Movement
- v) Multiculturalism in American Literature
- vi) Beat Generation
- vii) Confessional Poetry

Unit – II: Drama

- i) Neil Simon: The Odd Couple

Unit – III: Poetry

- i) Adrienne Rich: From a Survivor
- ii) Robert Lowell: Skunk Hour
- iii) Maya Angelou: Phenomenal Woman
- iv) Meena Alexander: House of Thousand Doors
- v) Allen Ginsberg: Homework

B) Paper Title: American Literature – II (Paper Code-)

Unit – I: Background Topics:

- i) Contemporary Native American Fiction
- ii) Post-modern African American Fiction
- iii) Contemporary Jewish American Literature
- iv) Literature of Indian Diaspora in America
- v) American Literature in the 21st Century
- vi) Contemporary American Science Fiction

Unit – II: Novel

- i) Beatty Paul: The Sellout

Unit – III: Short Stories

- i) Flannery O' Connor: A Good Man is Hard to Find
- ii) Alice Walker: To Hell with Dying
- iii) Bernard Malamud: The Mourners
- iv) Jhumpa Lahiri: When Mr. Pirzada Came to Dine
- v) Amy Tan: Mother Tongue

Paper Name: Discipline Specific Elective (DSE) – 01 [A]

Paper Title: Reading Popular Literature – I (Paper Code-)

A) Drama:

- i) Ben Jonson: The Alchemist
- ii) R.B.Sheridan: The School of Scandal

B) Poetry:

- i) Walt Whitman: Song of Myself
- ii) T.S.Eliot: The Waste Land
- iii) Robert Hayden: Middle Passage

OR

Paper Name: Discipline Specific Elective (DSE) – 01 [B]

Paper Title: Reading Popular Literature – I (Paper Code-)

A) Drama:

- i) Ben Johnson: Volpone
- ii) John Dryden: All for Love

B) Poetry:

- i) William Wordsworth: To My Sister
- ii) John Keats: Bright Stars
- iii) G.M.Hopkins: Spring and Fall

OR

Paper Name: Discipline Specific Elective (DSE) – 01[C]

Paper Title: Reading Popular Literature – I (Paper Code-)

A) Drama:

- i) Sophocles: Oedipus Rex
- ii) T.S.Eliot: The Murder in Cathedral

B) Poetry:

- i) William Butler Yeats: After Long Silence
- ii) Robert Frost: Take Something like a Star
- iii) Philip Levine: Let me Begin Again

Paper Name: Minor-05

Paper Title: Language and Linguistics – I (Paper Code-)

Unit – I: Language

- i) Definition
- ii) Speech and Writing
- iii) Language and Society

Unit – II: Variation in Language

- i) Bilingualism
- ii) Language Behaviour
- iii) Dialect
- iv) Idiolect
- v) Register

Unit – III A) Linguistics

- i) What is Linguistics?
- ii) Is Linguistics a Science?

Paper Name: Generic Elective (GE) 05

Paper Title: Literature and Science – I (Paper Code-)

Unit – I: Background Topics

- i) Relationship between Literature and Science
- ii) Components of Science Fiction Stories
- iii) Themes, Ideas and Issues incorporated in Science Fiction
- iv) Forms of Science Fiction: Utopia, Fantasy and Myth

Unit – II: Science Fiction

- i) H.G. Wells: The Invisible Man (1897)
- ii) Arthur C Clark: 2001: A Space Odyssey (1968)

Unit – III : Science Fiction Short Stories

- i) Laxman Londhe: Einstein the Second
- ii) Philip K. Dick: Colony
- iii) R.K. Narayan: An Astrologer's Day
- iv) Manjula Padmanabhan: The Pain Merchant
- v) Arun Mande: Ruby

Paper Name: Skill Enhancement Course (SEC) 05

Paper Title: Teaching Methods of English – I (Paper Code-

)

Unit I: Introduction:

- i) English as an International Language
- ii) English as a Lingua Franca (ELF)
- iii) English as a Foreign Language (EFL)
- iv) English as a Second Language (ESL)
- v) Varieties of English: British English American English
- vi) General Indian English status of English in Indian education

Unit II: Language Pedagogy:

- i) Language acquisition and learning
- ii) First language acquisition
- iii) Second language learning
- iv) Characteristics of language learners
- v) How learners learn and what motivates them?
- vi) Implications for language instruction

Unit III: Approaches to Teaching:

- i) Total Physical Response
- ii) Communicative Approach
- iii) Task-based Approach
- iv) Multi-lingual Approach
- v) Blended Approach
- vi) Eclectic Approach

Paper Name: Vocational Skill Course (VSC)-05

Paper Title: Cultural Studies – I (Paper Code-

)

Unit – I: Cultural Studies: An Introduction:

- i) Understanding the origin and history of cultural studies
- ii) The Birmingham School
- iii) Culture and Civilization, Tradition and Culturalism.
- iv) Case Study: Formation of Canon and Chapbooks.

Unit – II: Struggle over Meaning /Sites of Meaning?:

- i) Signs and Semiotics – Ferdinand de Saussure
- ii) Structuralism – Roland Barthes (Denotative and Connotative levels of meaning)
- iii) Post structuralism – Michel Foucault
- iv) Case study: Body and gender (Masculinity, Femininity, Queer Body)

Unit – III: The Politics of Culture:

- i) Stuart Hall - Reception Theory (Encoding and Decoding)
 - ii) Interrogating the Control of Representation
 - iii) Negotiation and Agency
-

B.A.T.Y. (Semester-Six)

Paper Name: Discipline Specific Course (DSC)-10

A) Paper Title: Indian English Literature – I (Paper Code-)

Unit I: Background Topics

- i) The rise of English studies in India
- ii) Survey and development of 'Short Story Writing' in Indian English Literature
- iii) The contribution of "Great Trio" (Raja Rao, Mulk Raj Anand and R. K. Narayan) to Indian Novel
- iv) Gandhian whirlwind in Indian English Novel
- v) Partition Novel
- vi) Post-colonial Indian Novel
- vii) Writings of Indian Diaspora
- viii) Contribution of Women Novelists
- ix) Contribution of Dalit Novelists

Unit II: Novel

- i) Kiran Desai: Inheritance of Loss

Unit III: Short Stories

- i) Rabindranath Tagore: The Wife's Letter
- ii) Mulk Raj Anand: The Liar
- iii) R. K. Narayan: Lawley Road
- iv) Jhumpa Lahiri: Interpreter of Maladies
- v) Chitra Banerjee Divakaruni: Doors

B) Paper Title: Indian English Literature – II (Paper Code-)

Unit I: Background Topics:

- i) Pre-Independence Indian English Drama
- ii) Post-Independence Indian English Drama
- iii) Pre-Independence English Poetry
- iv) Post-Independence Indian English Poetry
- v) Modernism and Post-modernism in Indian English Poetry
- vi) Contribution of Women Poets
- vii) Dalit Poetry

Unit II: Drama:

- i) Vijay Tendulkar: Silence! The Court is in Session

Unit III: Poetry:

- i) Sarojini Naidu: Street Cries
- ii) Arun Kolatkar: 1. Heart of Ruin (From "jejuri")
2. Between Jejuri and the Railway Station (From "jejuri")
- iii) Dilip Chitre: 1. The Felling of the Banyan Tree
2. Pushing a Cart

Paper Name: Discipline Specific Elective (DSE) – 02[A]

Paper Title: Reading Popular Literature – II (Paper Code-)

A) Fiction:

- i) Arthur Conan Doyle: Sherlock Holmes : A Study in Scarlet
- ii) Thomas Hardy: The Woodlanders

B) Prose:

- i) James Joyce: The Dead
- ii) Margaret Atwood: Happy Endings
- iii) John Cheever: The Country Husband

OR

Paper Name: Discipline Specific Elective (DSE) – 02[B]

Paper Title: Reading Popular Literature – II (Paper Code-)

A) Fiction:

- i) Joseph Heller: Catch 22
- ii) Aldous Huxley: Brave New World

B) Prose:

- i) Tennessee Williams: The Timeless World of a Play
- ii) Jonathan Swift: A Modest Proposal
- iii) R. K. Narayan: A Horse and Two Goats

OR

Paper Name: Discipline Specific Elective (DSE) – 02[C]

Paper Title: Reading Popular Literature – II (Paper Code-)

A) Fiction:

- | | | |
|-----|-----------------|--------------------------|
| i) | Tony Morrison: | The Tar Baby |
| ii) | D. H. Lawrence: | The Rocking Horse Winner |

B) Prose:

- | | | |
|------|----------------------|----------------------------|
| i) | Catherine Mansfield: | Miss Brill |
| ii) | Earnest Hemingway: | Hills Like White Elephants |
| iii) | Charles Dickens: | The Signal Man |

Paper Name: Minor-06

Paper Title: Language and Linguistics – II (Paper Code-)

Unit – I Branches of Linguistics

- i) Phonology
- ii) Morphology
- iii) Syntax
- iv) Semantics
- v) Semiology

Unit –II Approaches to the Study of Linguistics

- i) Synchronic
- ii) Diachronic
- iii) Prescriptive
- iv) Descriptive
- v) Traditional
- vi) Modern

Unit – III Key Concepts in Linguistics

- i) Langue
- ii) Parole
- iii) Competence
- iv) Performance.

Paper Name: Generic Elective (GE)- 06

Paper Title: Literature and Science – II (Paper Code-)
Unit – I: Literary Terms-Subgenres of Science:

- i) Social Science Fiction
- ii) Time Travel
- iii) Space Opera
- iv) Apocalypse and Post-Apocalypse
- v) Artificial Intelligence

Unit – II: Science Fiction:

- i) Isaac Asimov: Caves of Steel (1953)
- ii) Sami Ahmed Khan: Aliens in Delhi (2017)

Unit – III : Short Stories:

- i) Seema Kulkarni: A Red Trajectory
- ii) William Gibson: Burning Chrome
- iii) Subodh Jawadekar: A Journey into Darkness
- iv) Ursula K. Le Guin: The Ones Who Walk Away from Omelas
- v) Bruce McAllister : Kin

Paper Name: Skill Enhancement Course (SEC)-06

Paper Title: Teaching Methods for English – II (Paper Code-)

Unit I: Teaching Vocabulary and Grammar:**A) Teaching Vocabulary**

- i) What vocabulary do learners need?
- ii) Vocabulary learning through interaction
- iii) Building vocabulary through activity
- iv) Form, meaning and use: The incremental process of knowing a word
- v) Activity-based exposure to and familiarization with 'Phonetics'
- vi) Functional Language : a. Chunks for learners
b. Teaching grammar
- vii) 'Generative Situational Grammar approach' (Form and Function)
- viii) Use of level specific techniques
- ix) Presentation, Practice and Production stage
- x) Patterns of sequencing grammar, learning activities, Noticing, Structuring and Proceduralizing

Unit II: Teaching Language Skills:**A) Reading:**

- i) What is reading comprehension?
- ii) Types of e. Information
Reading: f. Pleasure
g. Comprehension
h. Inference
- iii) Reading comprehension in the classroom
- iv) Strategies for developing reading skills and enhancing reading speed
- v) Reading sub- skills: Skimming, Scanning, Predicting.

B) Listening:

- i) What is listening comprehension
- ii) Difference between listening and hearing
- iii) Strategies for effective listening
- iv) Schema– building or pre-listening sensitisation:
 - a. Listening for gist,
 - b. Specific information,
 - c. Distractors,
 - d. Perception,
 - e. Intonation,
 - f. comprehension,
 - g. Giving short responses,
 - h. Giving longer responses,
 - i. Instruction

C) Speaking:

- i) Fluency, Accuracy and Tonal Appropriacy
- ii) Teaching pronunciation through engaging activities
- iii) Activating vocabulary through speaking activities
- iv) Teaching functions such as Describing, Narrating, Expressing

D) Writing:

- i) Writing strategies for young learners
- ii) Techniques of sentence construction
- iii) Teaching cohesion, coherence
- iv) Mind maps
- v) Short descriptive paragraphs
- vi) Guided writing

E) Integrating skills (Pre- task, While- task and Post- task stages):

Unit III: Teaching/ Learning Material and Assessment:

A) Teaching/ Learning Material

- i) Material Diversity
- ii) Sourcing, Identifying and Shortlisting material
- iii) Grading and Customizing material
- iv) Reference material to prepare lesson plans
- v) Selection and use of course book materials
- vi) Using supplementary materials and activities
- vii) Introduction to the range of 'Audio-Visual' and 'ICT' based material.

B) Learning/Learner Assessment:

- i) Various test formats
- ii) Formative and Summative Assessment
- iii) Assessing language skills
- iv) Assessing grammar
- v) Assessing vocabulary
- vi) Assessing pronunciation

Paper Name: Vocational Skill Course (VSC)-06

Paper Title: Cultural Studies – II (Paper Code-)

Unit – I: Globalization and Postmodernism:

- i) Industrialization, Globalization and the Dismantling of the Canon
- ii) High Culture vs. Low Culture
- iii) Mediations of Reality, Pluralism of Value and Reality, and Hyper reality (Francois Lyotard/Frederic Jameson / Jean Baudrillard)

Unit – II: Culture, Ideology and the Concept of the Popular:

- i) Understanding Popular Culture
- ii) The Concepts of Culture and Ideology
- iii) The Subversive Elements of Popular Culture

Unit – III: The Politics of Culture:

- i) Frankfurt School of Cultural Studies – Culture Industry
 - ii) The Politics of Culture – Hegemony
 - iii) Post– Marxist perspectives
-

Note:

V & VI Semesters J.O.C. & V.O.C. are common papers for all the students of 3rd year.

Life Skill Curriculum
B.A. (Honors), B.Com. (Honors) & B.Sc. (Honors) Third Year
Semester V
Job Oriented Curriculum

Course Code: LSC501	Lecture (L-T-P): 4-0-0
Course Name: Job Oriented Curriculum (JOC)	Total Marks: 50 Marks
Paper Name: Computer Networking	Theory Paper Assessment: 30 Marks
Semester: Fifth	Continuous (Internal) Assessment: 20 Marks

Unit I Introduction

- 1.1 LAN
- 1.2 MAN
- 1.3 WAN
- 1.4 Topologies

Unit II Physical Layer

- 2.1 Transmission Media
- 2.2 Method of Communication.

Unit III Medium Access Sublayer

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

Unit IV Network Layer

- 4.1 Switches
- 4.2 Bridge
- 4.3 Router
- 4.4 WIFI Router

Unit V Internetworking

- 5.1 TCP/IP Addressing, MAC Address, Subnet.
- 5.2 Creating LAN, Set up WAN (Wi-Fi Router).
- 5.3 ICMP ping Command for Connection Verification.
- 5.4 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, Cengage Leasnicey, June14, 2012.
- Computer Network, A. Tanenbaum, 5th Edition, Tata McGraw Hill Publication.

Life Skill Curriculum
B.A. (Honors), B.Com. (Honors) & B.Sc. (Honors) Third Year
Semester VI
Job Oriented Curriculum

Course Code: LSC601	Lecture (L-T-P): 4-0-0
Course Name: Job Oriented Curriculum (JOC)	Total Marks: 50 Marks
Paper Name: Entrepreneurship	Theory Paper Assessment: 30 Marks
Semester: Sixth	Continuous (Internal) Assessment: 20 Marks

Unit I Introduction

- 1.1 Meaning and Functions of Entrepreneurship.
- 1.2 Role of Entrepreneurship in Economic Development.
- 1.3 Entrepreneurship and Creativity, Concept of Innovation.
- 1.4 Agencies in Entrepreneurship Management and Features of Entrepreneurship.

Unit II Entrepreneurship Development

- 2.1 Evolution of Entrepreneurship in India.
- 2.2 Different forms of Entrepreneurship.
- 2.3 Entrepreneurship Training.
- 2.4 Role and Objectives of NIESBUD, DIC in Entrepreneurship Development.

Unit III Entrepreneur

- 3.1 Meaning and Classification of Entrepreneur.
- 3.2 Nature and Importance of Entrepreneur.
- 3.3 Skills required for an Entrepreneur.
- 3.4 The Entrepreneurial decision process.

Unit IV Project Management

- 4.1 Meaning and Classification of Project.
- 4.2 Significance of Project.
- 4.3 Various concept of Project Management- Business Idea, Project Identification, Project Formulation, Project Design and Network analysis, Project Report, Project Appraisal.

Unit V Sources of Finance

- 5.1 Sources of Development Finance.
- 5.2 Mode of Financing- Equity, Shares and Debt.
- 5.3 Institutional Finance to Entrepreneurs.
- 5.4 Financial 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:

- Vasant Desai, Dynamics of Entrepreneurship, 6th Edition, Himalaya Publishing House, Mumbai, 2018.
- Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, New Delhi, 2009
- Michael H. Morris, Entrepreneurship and Innovation in Corporations, Cengage Learning, 2008.
- Arya Kumar, Entrepreneurship, Pearson, Delhi, 2012.
- C.S.V. Murthy, Entrepreneurship and Good Governance, Himalaya Publishing House, New Delhi, 2010.

Life Skill Curriculum
B.A. (Honors), B.Com. (Honors) & B.Sc. (Honors) Third Year
Semester V
Value Oriented Curriculum

Course Code: LSC502	Lecture (L-T-P): 4-0-0
Course Name: Value Oriented Curriculum (VOC)	Total Marks: 50 Marks
Paper Name: Project Report Writing	Theory Paper Assessment: 30 Marks
Semester: Fifth	Continuous (Internal) Assessment: 20 Marks

Unit I Introduction to Project Report Writing

- 1.1 Meaning and Definition of Project Report.
- 1.2 Steps of Ideal Project Report Writing.
- 1.3 Characteristics and Objectives of Project Report Writing.
- 1.4 Importance of Project Report Writing.

Unit II Nature of Project Report Writing

- 2.1 Selection of Project Title.
- 2.2 Issues and Challenges of Project Report Writing.
- 2.3 Outcomes of Project Report Writing.
- 2.4 Summary of Project Report.

Unit III Basic of Project Report Writing

- 3.1 Types of Project Report.
- 3.2 Duration of Project Report and Financial Support.
- 3.3 Format of Micro and Macro Project Report Writing.
- 3.4 Skills and Management of Project Writing.

Unit IV Components of Project Report Writing

- 4.1 Specification.
- 4.2 Use the various techniques.
- 4.3 Collection of Data and Facts.
- 4.4 Readability.

Unit V Government Funding

- 5.1 Introduction to Central and State Government Funding Institutions.
- 5.2 UGC
- 5.3 ICSSR
- 5.4 RUSA
- 5.5 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.

Life Skill Curriculum
B.A. (Honors), B.Com. (Honors) & B.Sc. (Honors) Third Year
Semester VI
Value Oriented Curriculum

Course Code: LSC602	Lecture (L-T-P): 4-0-0
Course Name: Value Oriented Curriculum (VOC)	Total Marks: 50 Marks
Paper Name: Office Management	Theory Paper Assessment: 30 Marks
Semester: Sixth	Continuous (Internal) Assessment: 20 Marks

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.

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:

- 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.