

ENGLISH SYLLABUS ENHANCEMENT DETAILS

FNDC1 : COMPULSORY ENGLISH

Duration: 80 classes (50 mins each)

Course Outcomes:

- To develop linguistic and communicative skills of the students in English language
- To enhance critical thinking in English language

Objectives:

- To expose students to the native cultural experiences, situations and thoughts with an aim to develop human values as well as for creating social awareness.
- To encourage students to develop writing abilities in English languages for a variety of purposes.

Learning Outcomes:

- Students will develop interest in reading literary pieces
- They will learn techniques of reading and comprehending information independently
- It will enable them to upgrade their language handling abilities.

Additional Readings:

- “A Compulsory English Course on Foundation” by Barnita Majumder, Published by Brishti Priya Prakshini, Agartala
- “Oxford Practice Grammar” by John Eastwood.
- “Longman English Grammar Practice” by L.G Alexander.

Suggested assignments topics:

1. Critical analysis of a selected prose/ poem piece.
2. Report writings on prescribed topics.
3. Letter writing on assigned themes.
4. Give a detailed account of tense and tense forms, with examples.
5. Give a detailed account of verb and verb forms, with examples.

Tentative syllabus for sessional examinations:

In the Bazaars of Hyderabad

The Lady of Shalott

The Refugee

Shooting an Elephant

Tense

Nouns

Report Writing

FNDC 2 : ALTERNATE ENGLISH

Duration: 40 classes (50 mins each)

Course Outcomes:

- It will inspire undergraduates to formulate better by learning the facets of English language and literature
- It will lift self-learning of the students and improve their competency levels in handling the basics in English

Objectives:

- To encourage students to understand and appreciate writings of English literature.
- To enable them to write grammatically accurate sentences by identifying common errors in writing.

Learning Outcomes:

- It will encourage students to prepare better for competitive exams by learning English language and literature
- It will boost self-learning of the students and better competencies in using English.

Additional Readings:

- “Longman Grammar of Spoken and Written English” by Douglas Biber, Geoffrey, Publish by Longman.
- “The McGraw-Hill Handbook of English Grammar and usage” by Mark Lester & Larry Beason.

Suggested assignments topics:

1. Critical analysis of a selected prose/ poem piece.
2. Discuss the transformation of sentences, with examples.

Tentative syllabus for sessional examinations:

- The Bet
- Ode to the Grecian Urn
- Correction of Errors

ENGLISH HONOURS

Semester –I, Paper 1

Duration: 160 classes (50 mins each)

Course Outcomes:

- To identify the conventions of a variety of genres, both general (such as poetry) and specific (such as the sonnet), and to identify ways in which individual texts work within, or expand the definitions of, that genre.
- To communicate ideas effectively and coherently, in both the persuasive essay, and a variety of other forms.

Objectives:

- To identify the historical context in which a text is produced, and explain how the text is produced by, and produces, that context.
- To analyze texts from a variety of theoretical perspectives.
- To identify specific literary devices and explain how those devices contribute to the meaning of a literary text.

Learning outcomes:

1. The students will be able to trace the developments of English Literature from Old English to the Neo-Classical Augustan Age, letting the students towards careful study of the socio-cultural, religious and economic background of the period for a comprehensive understanding of works produced in this period.
2. The students will be acquainted with different genres of Literature.
3. The students will read and enjoy literature and critically analyze the different forms.

Additional Readings

1. The Canterbury Tales- by Chaucer
2. Literary Criticism --William Empson, Seven Types of Ambiguity
3. Metaphysical Poems –by John Donne and Andrew Marvell

Suggested assignments topics:

1. Analyze Beowulf as a true epic or not
2. Discuss Old English pagan poems and elegiac of Old English period
3. Discuss the contribution of Chaucer in Middle English period
4. Chaucer's Canterbury tale is considered as the most important work of fame. Discuss.
5. A note on metaphysical poetry with special reference to Donne and Marvell
6. A Comparative study between Aristotle's Techniques of tragedy with Shakespeare
7. Assess Marvell's "To HIS Coy Mistress" as a love poem

Tentative syllabus for sessional examinations:

- Old English Period
- 17th century period
- Sonnet, Novel
- Loving in Truth from 'Astrophel and Stella' by Philip Sidney

Semester II, Paper II

Duration: 160 classes (50 mins each)

Course Outcomes:

- It will demonstrate an understanding of the relationship between literature and the historical/cultural contexts in which it is written;
- To ensure students become acquainted with Shakespeare's dramatic and poetic genius through critical study of selected works.

Objectives:

1. This paper aims to trace the development of British Literature from the 18th to the 19th Century to the present through the examination of representative literary writers from a diverse range of perspectives.
2. It also endeavors to help students understand the Chronology of authors and the various literary periods / movements in the 19th and 20th Centuries.
3. To help the students understand the relevance of Literature of the period to the broader history of British Literature and to contemporary culture.

Learning Outcomes:

1. The students should be able to analyze literature through discussion and writing [i.e. Critical Thinking];
2. They will be able to express their understanding of the relationship between literature and the historical/cultural contexts in which it was written
3. Students can interpret literature through the lens of their own experience and through the lenses of various schools of literary criticism;
4. It will demonstrate an understanding of how the Bard of Avon used literary elements, motifs, and conventions to generate themes of his works.

Topics for Assignments:

1. Discuss the war poems during the inter-war years
2. Discuss some of the major women novels
3. Contribution of TS Elliot
4. Role of Lady Macbeth in the murder sin of Duncan
5. Consider ‘As you like it’ a pastoral romantic comedy
6. A script for TV or screen with reference to any drama or play prescribed in your syllabus
7. Take an extract from the drama ‘Dr.Faustus’and critically analyze the techniques used in the character portrayal of Dr.Faustus
8. Make a comparative study of Wordsworth, Coleridge, Keats and Shelley as a Romantic poets.

Additional Readings:

Readings and discussion every alternate week

1. The Norton Anthology of English Literature, Major Authors, Volume II. (The majority of the texts are readily available online for free).
2. MITs Complete Works of Shakespeare
3. Shakespeare, as many of the plays as possible as well as the Sonnets.
4. Read a work of classical tragedy - e.g. Sophocles,
5. Preface to Lyrical ballads by Wordsworth

Tentative syllabus for sessional examinations:

19th century

Dr.Faustus, Act I & II - by Marlow

Macbeth, Act I & II - by Shakespeare

Sonnet – Shall I Compare thee to summer’s Day by Shakespeare

Semester 3, Paper III

Duration: 160 classes (50 mins each)

Course Outcomes:

1. To help in better understanding of the Neo-Classical Age
2. To learn about the literary conventions with regards to 'epic' poems

Objectives:

- The paper will focus on the epic poems and their craftsmanship in British literary history
- To discuss about the trends of essays writings broadly.
- To give them knowledge about the 18th century drama.

Learning outcomes:

- Better understanding of epic poems and 18th century essays.
- The drama 'The Rivals' in this unit gives a better idea of comedy of manners by Sheridan.
- The drama 'She stoops to Conquer' by Oliver Goldsmith and "The Rivals" helps to understand certain changes in drama that happened in the 18th Century England.
- To explain broadly history of English literature.

Additional readings:

1. William Congreve's 'The Way of the World'.
2. The Epic of Gilgamesh ----Norton Critical Editions.
3. Essays of Joseph Addison (Classic Reprint)
4. Comedy of Manners. (Routledge Library Editions).
5. Plays of Sentimental Writers like Cumberland, Richard Steele.

Assignment topics:

1. Reflect on the character of Satan in Milton's 'Paradise Lost'.
2. Analyze 'Mac Flecknoe' as a satirical comedy by Dryden.
3. Portray the 18th century aristocratic society in 'The Rape of the Lock'.
4. Discuss the role of women in the play 'The Rivals'.
5. A comparative study between 'The Rivals' and 'She Stoops to Conquer'.
6. Analyze 'The Rivals' and 'She Stoops to Conquer' as a comedy of manners.
7. A comparative study of 'She stoops to Conquer' with any works of Sentimental writers.

Tentative syllabus for First sessional exam:

1. Paradise Lost
2. of Studies
3. The Rivals

Semester 4, Paper IV

Duration: 160 classes (50 mins each)

Course Outcomes:

- The students have a clear understanding of the 19th century representative novels at length.
- The students get a better idea of the 19th century poetry and their features.
- The students get an insight to the area of mastery achieved by each poet of the Age.

Objectives:

- The objective of this paper is to explain to the students the features of romantic and the Victorian poetry.
- The area also gives a broad view of 19th century novels.
- A deeper insight to the beliefs and philosophy carried by each poets and novelist of the Period which is reflected in their works.

Learning outcomes:

- The students learn a lot about Romantic and Victorian era through poems and fictions.
- The students enjoys the poems and understand how the poets were mirrors their Age.
- A better understanding of the Romantic period and Victorian Period through the poems and fictions written by various eminent poets and novelist of the Period.

Additional readings:

1. The Oxford Book of American poetry- David Lehman
2. David Copperfield- Charles Dickens.
3. The Age of Wonder: The Romantic Generation and the Discovery of the Beauty and Terror of Science--- Richard Holmes.
4. The Lotos Eaters by Tennyson

Assignment topics:

1. Write a critical appreciation on 'Tintern Abbey'
2. Compare and contrast the characters of Elizabeth and Darcy in the novel 'Pride and Prejudice'.
3. Comment on the title of the poem 'Dejection: An Ode'.
4. Bronte's 'Wuthering Heights' is a dark story of revenge. Discuss.
5. Comparative study of Wuthering Heights and Thrushcross Grange

Tentative syllabus for sessional exam:

1. Tintern Abbey.
2. Ode to a Nightingale.
3. Ulysses.
4. Dream Children.
5. The Tale of Two Cities
6. The Mayor of Casterbridge

Semester V, Paper V

Duration: 160 classes (50 mins each)

Course Outcomes:

- The students understand and can identify the sources of certain words in Modern English.
- The paper will imbibe them with the features and attributes of English language and their applications.

Objectives:

1. To make students aware of the historical changes and contribution of various languages towards formation of the modern English language.
2. To understand the working knowledge of the sounds and the accentual patterns of English language.
3. To study the fundamentals of the structure of languages across the world, with respect to grammatical rules and frameworks.

Learning outcomes:

1. Students will know the diverse range of modifications that led to the growth and development of English language.
2. It will train students to develop mode of analysis for critically analysing English literature.
3. It will better the communication skills of the students in English language.
4. The students also gets the idea and learn about the contribution of various writers in forming words in English

Additional readings:

1. An Introduction to Language – by Victorian Fromkin, et ell., published by Thomsom/Heinle.
2. Linguistics: an introduction to language and communication – by Akmajian, et. el., published by MIT Press.
3. introduction to linguistics and phonetics: concept and exercises for practice – by Dasari Murali Manohar, publidshed by ;LAP LAMBERT Academic Publishing .
4. Some Aspects of Rhetoric and Prosody – by Kalyannath Dutta, published by Bani Sansad Publishing House Pvt. Ltd.

Suggested Assignment topics:

1. Trace the development of English languages from chaos to cosmos.
2. Trace the contributions of Shakespeare to the development of English language
3. Write a detailed note on different types of figures of speech
4. Write a detailed account of different accentual and stress patterns in English language
5. Discuss about the word and sentence accent, with rules and examples in English language
6. Linguistics is a scientific study. Discuss.
7. Give an account of structuralism.
8. Write a note on different branches of linguistics.
9. Contribution of Shakespeare in English language.

Tentative syllabus for sessional exam:

1. Scandanavian influence
2. Simile, metaphor, stress, syllables
3. Saussure.
4. French influence

5. Intonation, IPA
6. Morphology

Semester V, Paper VI

Duration: 160 classes (50 mins each)

Course Outcomes:

- The paper enables them to understand the Modernist poets and the literary trends of their Period
- The reflections of the socio-economic issues of the 20th century are to be understood and interpreted.

Objectives:

1. To learn about the 20th century fiction writing techniques, with reference to the socio-economic and psychological background of the people of the era.
2. To learn about the stream-of-consciousness techniques as used by writers of the modern era.

Learning outcomes:

1. Students will be aware of the novel issues and techniques that were emerging in the field of prose writings in the 20th century.
2. Students will understand the inner psychological constraints that the modern society was going through during and after wars in the emerging world.

Additional readings:

1. Golden Treasury – by Francis T. Palgrave, et. el., published by Macmillan.
2. Golden Rendezvous – by Ashish Gupta, published by Penguin publishers.
3. ‘The Wasteland’ by T.S Eliot

Assignment topics:

1. Discuss about the W. B. Yeats’ techniques of writing stories.
2. Write how stream of consciousness technique is portrayed in the short stories given in your syllabus
3. Give a detailed account of war poems.
4. Critically analyse 20th century fiction
5. Write on T. S. Eliot’s methods of writing poetry with reference to his poems.

Tentative syllabus for sessional exam:

1. Windhover
2. Strange meeting
3. The Fly
4. Sailing to Byzantium
5. The rocking horse winner
6. Araby

Semester VI, Paper VII

Duration: 160 classes (50 mins each)

Course Outcomes:

1. The students, as a result of reading the history as well as the texts, will be able to understand the socio-economic aspect of literature.
2. It will open up interactive and creative faculty of the students to better interpret literature based on their own contexts.

Objectives:

1. To give a comprehensive knowledge about Indian English Literature in general with special focus on the North East Literature.
2. To make the students aware about the different trends and diversity in North East Literature through the inclusion of texts from North East literature.

Learning Outcomes:

3. The students will have a clear understanding of Indian English literature along with North East Literature.
4. The students will not only have an idea about the history but also about the works of Indian English Literature especially about the North East Literature.
5. The students will be able to understand the difference between British/American trends of literature and Indian English trends of literature.

Additional Readings :

1. Concise History of Indian Literature in English – Arvind Krishna Mehrotra.
2. A Study guide for Rabindranath Tagore’s “The Post Office”- Cengage Learning Gale.
3. Indian writing in English: an Anthology of Prose and Poetry Selection- Anjana Neira Amrit.
4. Emerging Literature from North East India- Margaret Ch Zama.
5. Seducing the Rain God: A Collection of Short Stories from North East- Smiriti Kumar Sinha.
6. The Oxford Anthology of Writings from North East India: Fiction-Tilottama Mishra.

Suggested Assignment Topics:

- Write a note on the Pre Independence Indian English Poetry.
- Discuss the emerging trends in the Post Independence Indian English Prose with special reference to the women novelists.
- Critically analyze the theme of Tagore’s “The Post Office”.
- Briefly discuss the emerging trends of writing in North East Novels with special reference to “The Collector’s Wife”.
- Attempt a comparative study between Indian English poetry with that of British poetry in 20th century.

Tentative Syllabus for Sessional Exam:

1. Pre Independence period.

2. Night of the Scorpion/our Casuarina Tree
3. Love Across the Salt Desert
4. The Journey
5. If You Call Me
6. The Post Office

Semester VI, Paper-VIII

Duration: 160 classes (50 mins each)

Course Outcomes:

1. The students will be exposed to the literary theories, which will enhance their understanding of the world of literature.
2. The cognitive ability of the learners will again be enhanced by the unseen prose and verse piece section in which they have to write substance and critical appreciation.

Objectives:

1. The objectives of this paper are to give the students a deeper understanding about the literary criticism and theory.
2. The paper also aims at providing knowledge about New Literature in English.
3. Substance and critical appreciation part is included in the paper to enhance the learners' critical thinking and writing ability.

Learning Outcome

3. At the end of reading this paper, the learners will be able to have a comprehensive knowledge about the literary criticism and theory.
4. Hence, the students will be able to apply their knowledge and think critically after reading the texts included from the New Literature in English.

Additional Reading:

1. A readers' Guide to Contemporary Literary Theory-Raman Selden.
2. Terra Incognita: An Anthology of Commonwealth Literature in English- Robert. T. Robertson.
3. An Approach to Substance Writing and Critical Appreciation- U.K. Bhatia.

Suggested Assignment Topics:

1. Write a note on Aristotle's Theory on Mimesis.
2. Define and briefly Discuss Arnold's Touchstone Theory.
3. Critically analyze Wordsworth's theory of poetic diction.
4. What do you mean by 'objective correlative'? Briefly discuss the theory of objective correlative with a suitable from any text.
5. Highlight on the notions of Afro-American racism and prejudice as depicted in 'Telephonic Conversation'.
6. Critically analyze the question of aborigines and their identity with special reference to A.D. Hope's 'Australia'.

Tentative Syllabus for Sessional Examination:

1. Aristotle and Wordsworth
2. Telephonic Conversation
3. A Far Cry from Africa
4. Journey to the Interior
5. Australia

ENGLISH GENERAL

Semester 1, PAPER 1

Duration: 96 classes (50 mins each)

Course Outcomes:

- To acquaint the learners with the instructive, informative, scientific and entertaining poetry and prose pieces
- To help the learners acquire writing skills in English language.

Objectives :

1. To acquaint the students with the finest English short stories and poems from British Romantic Revival period
2. To acquaint the learners with reflective and appealing poetry and to acquaint them with famous Romantic poets such as S.T.Coleridge, John Keats, Blake, P.B.Shelley .

Learning Outcomes:

1. The students will acquire a foundation of content and skills that stimulate intellectual inquiry and the ability to think critically and imaginatively.
2. They students will understand and appreciate short lyrical poems.
3. They will be motivated to enjoy the inherent rhythmic beauty of lyrical poetry.

Additional Readings:

1. Songs of Innocence and of Experience- William Blake
2. Selected Poems-P.B.Shelley.
3. Essays of Elia -Charles Lamb

Suggested Assignments Topics:

1. Lamb's essays are perfect blending of humor and pathos 'justify the statement with some examples from the essay you have in your syllabus
2. Analyse 'pride and Prejudice as a domestic novel.
3. Discuss the themes in the novel 'Pride and Prejudice.
4. Social Inequalities addressed in the novel Pride and Prejudice
5. Discuss Shelley as a revolutionary poem with special reference to Ode to the West Wind.

Tentative Syllabus for Sessional Examinations:

1. Lamb –by William Blake
- 2 In Praise of Chimney Sweepers-by Charles Lamb

3. Pride and Prejudice , part I - by Jane Austen.
4. Tintern Abbey –William Wordsworth
5. Ode to the West Wind–P.B.Shelley

Semester 2, PAPER 2

Duration: 96 classes (50 mins each)

Course Outcomes:

- The paper will develop a better knowledge of the English prose pieces
- It will enable the learners to probe deeper into the text and interpret the minute details which will widen their horizons

Objectives:

1. To understand different tastes of literature related to fictional and non fictional short stories.
2. For having a better idea of the novels - a literary form and an important part of narrative literature.

Learning outcomes:

1. It will encourage students to know various fields of literature and they will gain knowledge about different novelists and essayists.
2. Students will be trained to analyse unseen comprehensions.

Additional readings:

1. Thomas Hardy- ‘Tess of the D’urbervilles’
2. Francis Bacon- ‘The Essays’.
3. E.M Foster- ‘A Passage to India’

Assignment Topics:

1. Analyze Hardy as a novelist of pessimism.
2. Bring out your opinion of the character Boss in the Short story ‘The Fly’.
3. Robert Lynd’s ‘Seaside’ is a reflection on a person’s busy schedule even in a holiday session. Discuss.
4. Discuss ‘The Gift of Magi’ as a story of emotion and boon.
5. Consider E.V Lucas’ ‘Bores’ as a reflection on boring people and solutions to save from them.

Tentative syllabus for sessional exam:

- a. The Fly.
- b. The Gift of Magi.
- c. Seaside.
- d. India Again.
- e. The Mayor of Casterbridge.

Semester 3, PAPER 3

Duration: 96 classes (50 mins each)

Course Outcomes:

1. The students will be able to understand versifications and rhetorical elements as found in poetry
2. To enhance the usage of English language by proper knowledge of its phonetic elements

Objectives:

1. To give the students a comprehensive knowledge about the organs of speech and the science of speech production.
2. To make the students understand not only about different types of sounds but also the ways of pronunciation, accent, intonation etc.
3. To make the students aware about the phonetic sounds and its signs for proper reading and writing.
4. To give the students an idea about the genre of lyric and its varieties.
5. To make the students understand the figurative use of language through rhetoric and rhyme and rhythm of verse through prosody.

Learning Outcomes:

- The students will get a good deal of knowledge about the English phonetics and they will learn the correct way of pronunciation.
- The students will also learn the rules accent, intonation etc. which will help them to produce sentences meaningfully.
- The students will be able to understand different types of poems through their reading of lyric.
- The students will learn about the ornamental use of language through rhetoric which will enhance the quality of their writing and conversation.

Additional Readings:

1. A Practical Introduction to Phonetics-J.C Catford.
2. Dictionary of Linguistics and Phonetics, 6th Edition-David Crystal
3. Fundamentals of Phonetics: A Practical Guide for Students-Larry.H.Small.
4. Theory into Poetry: New Approaches to the Lyric -Eva Müller-Zettelmann; Margarete Rubik
5. A Manual of Rhetoric and Prosody with Exercises-Manindranath Sinha
6. Essentials of Rhetoric Prosody and Phonetics-M. N. Bose

Suggested Assignment Topics:

1. What do you mean by air stream mechanism? Briefly discuss the various organs of speech and their function.
2. Write a note on the different English sounds according to the place of articulation and manner of articulation.
3. What is intonation? Discuss the various types of stress patterns.
4. Exercise on rhetoric
5. Exercise on prosody.

Tentative syllabus for Sessional Examination:

1. Air stream mechanism, organs of speech, classification of speech sounds
2. Rhetoric
3. Lyric
4. Stress, syllables

Semester 4, PAPER 4

Duration: 96 classes (50 mins each)

Course Outcomes:

1. Students outside the North-east will have a better idea of the geography, characteristics, history of North-east.
2. Students will get to learn about the heritage of Indian English Literature

Objectives:

1. This paper focuses on Indian English Literature.
2. The paper presents a glimpse of the representative poems of Indian English writers.
3. The second part of the paper functions on North-Eastern Literature- both prose and poems.

Learning outcomes:

- Students get to know more about the literature of India.
- The learning level of the students gets broadened with the study of north-eastern poetry especially for the students of North East India.

Additional readings:

1. Indian Poetry in English: A Critical Study.
2. The Art of Reading Poetry: Harold Bloom
3. Discovery of North-East India (11 vols)
4. Folk Tales of North East India.

Suggested Assignment Topics:

- Write a note on the Indian English Poetry.
- Discuss the emerging trends in the North-Eastern Indian English Literature
- Write a critical note on “If You Call Me”
- Analyse “Our Casuarina Tree” as an autobiographical poem of the poet.
- Examine the Indianness as found in Narayan’s “The Guide”

Tentative Syllabus for Sessional Exam:

- Night of the Scorpion
- Our Casurina Tree
- Love Across the Salt Desert
- The Guide

Semester 5, PAPER 5

Duration: 96 classes (50 mins each)

Course Outcomes:

- The students will learn to write in an adequate way using their comprehension skills
- It will develop their critical thinking through the substance and critical writing

Objectives:

1. To give the students a comprehensive knowledge about the British Literature including British drama and British Poetry.
2. To make the students aware about the characteristic features of different periods in British Literature and its reflection in the texts included.
3. To enhance the cognitive ability of the students through the unseen substance and critical appreciation section which will train them in the art of writing.

Learning Outcome:

1. The students will learn about the features of British literature in different period.
2. The students will be able to understand the texts included from British literature through their knowledge about the characteristic features of the British literature in different periods.
3. The students will be aware of the difference between two major genres of literature i.e. poetry and drama which are often interlinked.

Additional Readings:

1. Shakespeare the Playwright: A Companion to the Complete Tragedies, Histories, Comedies, and Romances-Victor L. Cahn
2. Six Centuries of Great Poetry: A Stunning Collection of Classic British Poems from Chaucer to Yeats- Robert Penn Warren and Albert Erskine

Suggested Assignment Topics:

1. Analyze 'As you Like It' as a comedy.
2. What features of Elizabethan drama you find in Shakespeare's 'As You Like It'?
3. Analyze 'Let me Not....' as a sonnet.
4. What do you mean by Metaphysical poetry? Analyze "The Good Morrow" as a metaphysical poem.
5. Analyze 'Strange Meeting' as a war poem.
6. What features of modern poetry do you find in Eliot's "Love Song of J. Alfred Prufrock"?

Suggested Topics for Sessional Examination:

1. As You Like It
 2. On his Blindness
 3. The Good Morrow
 4. Let Me Not to The Marriage
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TRIPURA UNIVERSITY

**(A Central University)
Suryamaninagar-799022**

Syllabus OF

**Environmental Studies
(Foundation Course)**

Semester – III

2014

**SYLLABUS OF ENVIRONMENT STUDIES FOR UNDER GRADUATE FOUNDATION
COURSE OF THIRD SEMESTER FOR ALL BRANCHES OF
HIGHER EDUCATION**

Unit 1: Nature of Environmental Studies and Natural Resources **15 lectures**

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

Role of an individual in conservation of natural resources

Unit 2: Ecosystems and Biodiversity Conservation **15 lectures**

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
 - a. Forest ecosystems: Structure and functions

- Biodiversity: Definition: Genetic, Species and Ecosystem diversity
- Value of biodiversity: Consumptive use, Productive use, Social, Ethical, Aesthetic and option values
- Hotspots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts
- Endangered, endemic, exotic species in India
- Conservation of biodiversity: In-situ and Ex-situ conservation
 - Wildlife Protection Act
 - Forest Conservation Act

Unit 3: Environmental Degradation and Management

15 lectures

- Definition, Causes, effects and control measures of:
 - a. Air pollution
 - b. Water pollution
 - c. Soil pollution
 - d. Noise pollution
- Environmental Protection Act
- Air (Prevention and Control of Pollution) Act
- Water (Prevention and Control of Pollution) Act
- Climate change and global warming
- Water conservation, Rain water harvesting, Watershed Management
- Vermicomposting: Definition, Vermicomposting species and importance
- Disaster management: floods and earthquakes
- Role of Tripura State Pollution Control Board (TSPCB)

Unit 4: Human Population and Social Issues

15 lectures

- Sustainable Development
- Environmental ethics: Issues and possible solutions
- Environmental awareness
- Social Impact Assessment (SIA) and Cumulative Effects Assessment (CEA)
- Demographic structure

- Population explosion – Family welfare Programme
- Environment and human health
- Human Rights
- HIV/AIDS
- Women and Child Welfare

Suggested Books

1. Textbook of Environmental Studies for Undergraduate Courses by Erach Bharucha Second edition, 2013 Publisher: Universities Press (India) Private Ltd, Hyderabad.
2. Bharucha Erach, Text book on Environmental Studies, UGC, New Delhi
3. Borua P.K., J.N.Sarma and others, A Text book on Environmental Studies, Banlata, Dibrugarh.
4. Priyasankar Chaudhuri, 2006 Kenchor Jeevan Baichaitra : Kencho Prajukti, , Jyan Bichitra Prakashani, Agartala.
5. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
6. Environmental Sciences by Daniel B Botkin & Edward A Keller Publisher: John Wiley & Sons.
7. Environmental Studies by Anindita Basak ,2009 Publisher: Drling Kindersley(India)Pvt. Ltd Pearson
8. Environmental Studies by Benny Joseph, TMH publishers.
9. Environmental Studies by Dr. Suresh K Dhameja, 2007 Published by : S K Kataria & Sons New Delhi.
10. Basics of Environmental Studies by U K Khare, 2011 Published by Tata McGraw Hill.
11. Dutta Prasanna, Rofique Ahmed & Sumbit Chaliha, Environmental Studies, Eunika Publication, Jorhat.
12. Environment Studies, by Sangram Sinha, Basant Kumar Agarwala, Badal Kumar Datta, Tripura University



TRIPURA UNIVERSITY

**(A Central University)
Suryamaninagar-799022**

Syllabus on Soft Study Course

HUMAN RIGHTS AND GENDER STUDIES

2014

Semester VI

Soft Study Course

Human Rights and Gender Studies

Unit I

1. Meaning and Concept of Human Rights
2. Classification of Rights : Natural, Moral and Legal Rights,
3. Universal Declaration of Human Rights: An Overview
4. Humanitarian Law

Unit II

1. Human Rights Movement in India
2. Role of National Human Rights Commission, State Human Rights Commission, Judiciary, NGO, Media
3. Human Rights of Vulnerable Groups: Children, Women, Refugees, Internally Displaced Population
4. Emerging Trends of Human Rights

Unit III

1. Meaning and Concept of Gender Studies
2. Theoretical Approaches: Liberal, Marxist, and Radical
3. Struggles and Movements for Gender Rights
4. Gender and Law, Legal Rights of Women

Unit IV

1. Gender and Society - Religion, Caste and Ethnicity
2. Gender and the Nation: Representation in the decision making process
3. Gender and Economy – Land rights and work place
4. Contemporary Issues- Women in conflict situation, Dowry problem, Female Feticide and infanticide, Domestic violence

References:

- Jaswal, P.S. and Nishtha Jaiswal. 2010. Human Rights and the Law. New Delhi: A.P.H. Publishing Corporation.
- Lauterpacht. 1968. International Law and Human Rights. Continent: Show String Pr Inc.
- Agarwal, H.O, Human Rights : Central Law Publications, Allahabad
- Chandra, U. , Human Rights: Allahabad Law Agency Publications
- Yasin, Adil-UI & Archana Upadhyay (ed)) Human Rights, Akansha Publishing House, New Delhi, 2004
- Bhasin, Kamala. (2000). *Understanding Gender*. New Delhi: Kalifor Women.
- Geetha, V. (2000). *Theorising Feminism Gender*. Kolkata: Bhatkal & Sen.
- Lips, Hilary M. (2014). *Gender: The Basics*. New York: Routledge.
- Menon, Nivedita. (2012). *Seeing Like A Feminist*. New Delhi: Penguin Books.
- Yadav, C.P. (ed.) (2007) *Encyclopedia of Women's Problems and their remedies*. New Delhi: Anmol Publications.



TRIPURA UNIVERSITY

**(A Central University)
Suryamaninagar-799022**

Syllabus

OF

**Public Administration
Semester - V**

2014

Compulsory Paper for U. G. Course
Public Administration (For 5th Semester)

Unit I

1. Meaning, nature and scope of Public Administration.
2. Significance of Public Administration: Theoretical and Practical.
3. New Public Administration, Comparative Public Administration.
4. Development Administration.

Unit II

1. Theories of Administration: Scientific Management Theory, Classical Theory of Management, Human Relations Theory.
2. Principles of formal Organization: Hierarchy, Span of Control, Unity of Command, Centralization and Decentralization, Staff, Line and Auxiliary Agencies.
3. Management: Its meaning, nature, types and values: Distinguish between Management and Administration.

Unit III

1. Bureaucracy: Max Weber and Marx.
2. Public Administration in the age of globalisation.
3. Budget making process in India.
4. Lokpal and Lok Ayukta.

Unit IV

1. District Administration, Block Administration.
2. Constitutional body under 73rd and 74th constitutional amendment of the Indian Constitution.
3. Planning and Development: Rural and Urban.

Selected Readings (Public Administration)

1. Bhagwan, Vishnoo & Bhusahan, Vidya. ; (ed.) *Public Administration*, S. Chand & Co.LTD. New Delhi, 2012 (Reprint).
2. Jha, S. N and Mathur, P. C; (ed.) *Decentralization and Local Politics*, Sage Publications, New Delhi, 1999.
3. Sengupta, Bhabani. ; *India: Problems of Governance*, Konark Publishers, New Delhi, 1996.
4. Mukherjee, Amitava. ; (ed.) *Decentralization: Panchayats in the Nineties*, Vikas, New Delhi, 1994.
5. Munshi, Surendra & Abraham, Biju Paul; (ed.) *Good Governance, Democratic Societies and Globalization*, Sage Publications, New Delhi, 2004.
6. Mishra, S.N.; *Politics and leadership in municipal Government*, Inter- India Publications, Delhi, 1979.
7. Datta, Prabhat; *Urban Governance and Development*, Dasupta & Co. PVT. LTD., Kolkata, 2010.
8. Sengupta, Keya; (ed.) *Human Development: Multidimensional Approach to Human well-Being*, Concept Publishing Company (P) LTD., New Delhi, 2010.
9. Polowers, Androw.; (ed.) *Planning for Sustainable Environment*, Earthscan, London, 1993.
10. Ghai, K.K., *Public Administration*, Kalyani publishers, New Delhi, 2011.



TRIPURA UNIVERSITY

**(A Central University)
Suryamaninagar-799022**

**Syllabus on
Soft Study Course**

INTRODUCTION TO JOURNALISM

2014

INTRODUCTION TO JOURNALISM

Soft course for Undergraduate Students

Objectives of the Course: *On completion of the course the student should be able to understand the art of writing, report and editing and also develop skills of writing, report and editing.*

Module I: Introduction to Journalism

Definition of News; Elements of News - proximity, timeliness, prominence, impact, conflict, disaster, human interest; Sources of News; Structure of News- Inverted Pyramid style; Elements of News Story-5ws and 1H; Categories of News - Hard News, Soft News, backgrounder, news analysis.

Essential Reading:

1. "Essentials of Practical Journalism" by Vir Bala Aggarwal, published by Concept Publishing Company, New Delhi. Pages: 3-11.
2. "Handbook of Reporting and Communication Skills" by V.S. Gupta, published by Concept Publishing Company, New Delhi. Pages: 13-28.

Additional Reading:

1. The Special Correspondent-A Handbook for Reporters by Dillip Awasthi, published by Viva Books, New Delhi.

Web Resources:

1. <http://www.ddegjust.ac.in/studymaterial/bmc/bmc-109-e.pdf>
2. <http://www.ddegjust.ac.in/studymaterial/mmc-1/mmc-103.pdf>

Module II: Reporting and Writing

Basic structure of News Story; Writing the lead- Importance of lead, its need; Various types of lead; Writing headlines-headline defined, characteristics of headlines, functions of headlines, Rules for writing headlines, Headline patterns. Feature Writing- characteristics of feature and news story; feature and article; classification of features- news features,

comprehensive news features, human interest features, interview features, personality sketch or profile features. Letters- to- the Editor.

Essential Reading:

1. "Essentials of Practical Journalism" by Vir Bala Aggarwal, published by Concept Publishing Company, New Delhi. Pages: 85-110; 297-324.
2. "Handbook of Reporting and Communication Skills" by V.S. Gupta, published by Concept Publishing Company, New Delhi. Pages: 85-103; 45-68.

Additional Reading:

1. The Special Correspondent-A Handbook for Reporters by Dillip Awasthi, published by Viva Books, New Delhi.
2. Writing for Media by Usha Raman, published by Oxford University Press, New Delhi.

Web Resources:

1. http://www.universityofcalicut.info/SDE/VI_Sem_english_writing_for_the_media.pdf
2. <http://www.ddegjust.ac.in/studymaterial/mmc-1/mmc-103.pdf>
3. <http://www.ddegjust.ac.in/studymaterial/bmc/bmc-109-e.pdf>
4. <http://www.ddegjust.ac.in/studymaterial/bmc/bmc-111-e.pdf>

Module III: Specialised Reporting

Art of Interviewing-pre-interview homework, interviewing and writing interview-based reports; Reporting speeches, Press Conferences and Meetings; Reporting Accidents, Disasters and Obituaries; Investigative Reporting; Development Reporting; Business Reporting; Sports Reporting; Online reporting

Essential Reading:

1. "Essentials of Practical Journalism" by Vir Bala Aggarwal, published by Concept Publishing Company, New Delhi. Pages: 126-150; 165-181; 182-202; 269-296.
2. "Handbook of Reporting and Communication Skills" by V.S. Gupta, published by Concept Publishing Company, New Delhi. Pages: 104-124.

Additional Reading:

1. The Special Correspondent-A Handbook for Reporters by Dillip Awasthi, published by Viva Books, New Delhi.

Module IV: Editing for Print Media

The Editing process, Principles of Editing, Functions and responsibilities of copy editor, Qualities of a good copy editor, Proof Reading; Elements of good writing. Functions of the Editor; News Editor; Functions and responsibilities of Sub-Editor; Layout and Design.

Essential Reading:

1. "Essentials of Practical Journalism" by Vir Bala Aggarwal, published by Concept Publishing Company, New Delhi. Pages: 111-118; 119-125.
2. "Handbook of Reporting and Communication Skills" by V.S. Gupta, published by Concept Publishing Company, New Delhi. Pages: 125-146.

Additional Reading:

3. 1. The Special Correspondent-A Handbook for Reporters by Dillip Awasthi, published by Viva Books, New Delhi.

Web Resources:

1. <http://www.ddegjust.ac.in/studymaterial/bmc/bmc-112-e.pdf>
2. <http://www.kkhsou.in/main/masscom/editing.html>
3. <http://download.nos.org/srsec335new/ch7.pdf>

Department of Business
Management
Tripura University

National Education Policy-2020
Course Structure & Syllabus
*Bachelor of Business
Administration (B.B.A.)*

(To be effective from the session 2022-2023)

Second Draft (1st Year Only)

 21/5/2022

PROGRAMME OBJECTIVE

The aim of the course is to build knowledge and understanding business among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about business operations and decision Making. The course aims at making a conceptual orientation and equip the students with the business skills as well as prepare them for management applications. This course provides an understanding of the tasks and functions of management and to acquaint the Participants with the developments in concept, Theories and practices in the overall field of management.

PROGRAMME OUTCOMES

At the end of this course, students should be able to:

- Ensure and understand professional augmentation taking place in the global as well as domestic business arena.
- To reduce the gap between industry and academia, with the right blend of theory and practice.
- To nurture their talent for becoming good leaders and assets for an organization.
- To gain an in-depth knowledge and analytical skills which will enable them to effectively and efficiently carry out various Trade and Marketing operations of an organization in the emerging globalized environment.
- Develop Critical attitude necessary for “life-long learning” through this course.



Proposed Structure BBA (1st Year)

Year														
	Semester		Major1	Credits		Major2	Credits		Minor1	Credits	CC/VC	Credits	Total Credits	Award
1	Semester-1	P1	Principles of Management	4	P1'	Financial & Cost Accounting-1	4	P1''	Computer & IT Applications -I	4	CC1 Personality Development and Grooming	4	24	Certificate
		P2	Business Organizations	4	P2'	Business Communication	4							
	Semester-2	P3	Organizational Behaviour	4	P3'	Financial & Management Accounting	4	P2''	Quantitative Techniques -I	4	VC1 Resume Writing and Corporate Communication	4	24	
		P4	Managerial Economics	4	P4'	Business Environment	4							

Certificate

BBA

Year 1 (Semester 1+2)

Semester		Major1@4		Major2@4		Minor1@4	CC/VC@4 Credits
Semester-1	P1	Principles of Management	P1'	Financial & Cost Accounting-I	P1''	Computer & IT Applications-I	CC1 Personality Development and Grooming
	P2	Business Organizations	P2'	Business Communication			
Semester-2	P3	Organizational Behaviour	P3'	Financial & Management Accounting	P2''	Quantitative Techniques-I	VC1 Resume Writing and Corporate Communication
	P4	Managerial Economics	P4'	Business Environment			



SEMESTER I

P1: PRINCIPLES OF MANAGEMENT

Total Session:40

Course Outcome: The objective of this course is to provide an understanding of the task and functions of management and to acquaint the participants with the developments in concepts, theories and practices in the overall field of management.

UNIT I

Nature and significance of Management, Approaches of management, Contributions of Taylor, Fayol and Barnard, Functions of a Manager, Social responsibility of Managers, Values in management.

UNIT II

The Nature and Significance of Planning, Objectives, Steps of Planning, Decision making as key steps in planning. The Process and Techniques of Decision Making. Organisation: Nature and significance, Approaches, Departmentation, Line and staff relationships, Delegation and Decentralisation, Committee system, various organisation theories, steps in organising, factors affecting organisation structures.

UNIT III

Staffing, nature and Significance, Selection, Appraisal and Development of Managers.

Directing: Issues in managing human factors, Motivation, nature and Significance, Theories and Techniques.

UNIT IV

Communication Definition and Significance, Process, Barriers of Communication, Building effective communication system.

Controlling: Definition and Elements Control Techniques, Coordination, Determinants of an Effective Control system, Managerial Effectiveness.

References:

1. Koontz H., Wehrich H. (2009); Principles of Management; Tata McGraw Hill; 8th Edition.
2. Williams C (2009) Principles of Management; South-Western/CengageLearning;5th Edition.
3. Prasad L.M, Principles and Practice of Management, Sultan Chand & Sons, 20th Edition.
4. Jaiswal B. & Maheshwari R.K. (2010), Essentials of Management: NRBC.
5. Wehrich Heinz and Koontz Harold (2013); Management: A Global, Innovative, and Entrepreneurial Perspective; McGraw Hill; 14th Edition.
6. Andrew Leigh (2012); The Essentials of Management: Everything you need to succeed as an manager; Pearson UK; 2nd Edition.

P2: BUSINESS ORGANIZATIONS

Total Session: 40

Course outcomes: The objective of this course is to develop an understanding on several important aspects of an organization, not just from an economic point of view but also considering organizations as part of society. It also includes analysis of the source of wealth creation, with a brief description of the environment and the key internal factors of an organization. The course introduces the students with the most important concepts of the dynamic framework of an organization.

UNIT I

Meaning and definition of business essentials & scope of business, Classification of Business Activities; Meaning, Definition, Characteristics and objectives of Business Organization, Evolution of Business Organization. Modern Business, Business & Profession

UNIT II

Business Unit, Establishing a new business unit. Meaning of Promotion. Features for business, Plant location, Plant Layout & size of business unit

UNIT III

Organization process – Importance, principles, Various aspects of organization, organization structure, Departmentation, Line and Staff Relationships, Span of control, Delegation of authority, Decentralization

UNIT IV

Business Combination Meaning Causes, Objectives, Types and Forms Mergers, Takeovers and Acquisitions.

Business Finance: Financial need of Business methods & sources of finance. Security Market, Money Market, Study of Stock Exchange & SEBI.

References:

1. R K Singla and, S S Narta (2014); Business Organization and Management
2. Stoner, Freeman and Gilbert Jr (2003); Management, Prentice Hall of India, New Delhi,
3. Gupta, C.B. (2003); Management Concepts and Practices, Sultan Chand and Sons, New Delhi,
4. Robbins, S. (2017). Management, Pearson Education, New Delhi; (13thed.).



P1': Financial & Cost Accounting

Total Sessions: 40

Course outcomes:

The aim of the course is to build knowledge and understanding of Financial and Management accounting among the students. The basic objective of this course is to enable the students to learn, explain and integrate the fundamental concepts, principles and techniques of accounting. Along with successfully applying the techniques and methods practically in order to analyze business performance, planning, decisions making and controlling the outcomes

UNIT 1

Introduction to Accounting - Basic Concepts, Purpose, Importance, Scope and Limitations of Accounting, Users of Accounting information, Generally Accepted Accounting Principles (GAAP) and Accounting Standards (AS) Overview, Introduction to International Financial Reporting Standards (IFRS) – need and significance. Ethical Issues in Accounting

UNIT II

Recording and Classification of Transactions, Preparation of Trial Balance, Concept of capital and revenue expenditure, preparing final accounts for business, Adjustment Entries: Inventory, Depreciation, Provision for Bad Debts, Accrued, prepaid, outstanding.

UNIT III

Introduction to Cost accounting: Meaning, Objectives and differences with financial accounting, Classification of cost, Preparation of cost sheet, Difference between Marginal and absorption costing, Concept of Cost Volume Profit analysis

UNIT IV

Methods of costing: Job costing, Process Costing, Activity based costing (Basic Concepts).

References

1. Khan, M.Y., & Jain, P. K. (2006). Management Accounting, McGraw-Hill Education, 4th Edition.
2. Jaiswal B & Venkatraman B. (2018) Financial Market Operations, Sahitya Bhawan.
3. Larson, Kermit D., & Miller, Paul B.W. (1994) Financial Accounting, McGraw-Hill Education
4. Narayanaswamy, R. (2014). Financial Accounting: A Managerial Perspective, Prentice Hall India, 6th Edition.
5. Maheshwari, S. N., Maheshwari, S. K. & Maheshwari, S. K. (2018), Financial Accounting, Vikas Publishing, 6th Edition
6. Arora M.N. (2012) A textbook of Cost and Management Accounting , Vikas Publication, 10th edition

Course Outcome: This course aims to develop communication skills among students to equip them with a broad based knowledge in business communication.

UNIT I

Introduction to business communication, characteristics of effective organizational communication, basic forms of communication, process of communication, Barriers to Communication, Principles of effective business communication.

UNIT II

Oral communication: Purpose, Advantages & Disadvantage, Principles of Oral Communication, Effective Listening, Non-verbal Communication. Written communication: Purpose, Advantages & Disadvantage, Principles of Written Communication, Effective writing techniques. Employment Communication: Application letter and Resume writing,

UNIT III

Conduct of meeting – agenda, notice, notes, minutes, office memorandum, office orders, press release, Business Letter Writing– Need, Functions and kinds, layout and types. Report Writing – problems, organization and techniques (Practical's/Projects)

UNIT IV

Corporate Communication: Scope, Components, Corporate communication and Public relations, Role of Social Media in Communication. Role of Technology in Communication (ICT's), Business Etiquettes.

References:

1. Pal R. (2012) Business Communication, Sultan Chand & Sons Publication.
2. Bisen V. & Priya (2019), Business Communication, New Age International.
3. M.K. Sehgal & V. Khetrapal - Business Communication (Excel Books).
4. Chaturvedi P. D. (2006) Business Communication, Pearson Education.
5. Lesikar R V & Pettit Jr. JD (2018), Basic Business Communication: Theory & Application, Tata McGraw Hill.
6. Tayler Shinley (2016), Communication for Business, Pearson Education.



P1”: Computer & IT Applications -I

Total Sessions: 40

Course outcomes: The course aims to familiarize the students with computers & its applications in the field of business.

UNIT I

Basics of computers and the i-revolution- Characteristics of Computer, Application of Computer in business, Various fields of Computer, Classification of Computer, Generation of Computer, Types of Software, Compiler & Interpreter, Generation of Language, Data representation- Different Number Systems, Inter-Conversion between Number Systems, Binary Arithmetic.

UNIT II

Standard and non-standard Input devices: Keyboard, Point & draw devices, Data Scanning Devices, Digitizer, etc., and output devices: Output Devices: Monitors, Printers, Plotters, Voice Response System, etc. Main Memory / Primary Memory: RAM, ROM, PROM, EPROM: Cache Memory, Secondary Memory/Storage, Concept of Magnetic Tape, Magnetic Disk, Optical Disk, MO Disk, etc. Business Data Processing: File Management System, Database Management System

UNIT III

Operating System Concept: Introduction Operating System, Functions of Operating System, Types of Operating System. Introduction to GUI-Windows Operating System. Concept of Data Communication & Networking: Network Concepts, Types of Network, Different Topologies Communication Media, Introduction to Internet

UNIT IV

Text Processing: Introduction to Text Processing software, Creating, Saving, Printing and modification in document, Spreadsheet Software: Introduction to spreadsheet, creation and their application, formulas, function, Addressing, Graphics on spreadsheet, modes of data processing, & Report generation, Presentation Software: Creating a presentation. Introduction to MS-Access

References:

1. Sinha P.K., Sinha P. (2018), Computer Fundamentals, BPB Publication.
2. Rajaraman V. (2012), Computer Fundamentals, PHI.
3. Norton P.(2008), Introduction to Computers, 9th reprint Edition, Tata Mcgraw Hill.

CC1: PERSONALITY DEVELOPMENT AND GROOMING

Total Session:40

Course outcomes: The objective of this course is to familiarize the students with the conceptual background, theories and techniques of Personality and teaches the basic techniques of how an organization manages and develops its people.

UNIT I

Introduction to Personality: Meaning, Significance, Functions and Objectives. Theories of Personality. Types of Personality. Personality Disorders- types, causes, symptoms and their treatment.

UNIT II

Communication Skills and Personality Development. Team Building. Leadership Skills. Body Language and interpersonal communication. Strategies to enhance communication.

UNIT III

Personality Development-Building self-esteem, self-confidence, Time Management and Efficient Planning. Stress Management – Meaning, types, coping measures. Self-Acceptance, Self-Growth. Conflict Management. Steps in grooming student personality.

UNIT IV

Business Etiquettes and table manners. Public Speaking. Interviews and Group Discussions. Telephone Conversations. Business Meetings. Morality and Ethics.

References:

1. Sharma P.& Agarwal J. (2020), Dynamics of Behaviour, Books River Publication.
2. Sharma, P. (2019). *Soft Skills: Personality Development for Life Success*. BPB publications.
3. Vaughn, G.R., & Roth, C.B. (1947). *Effective personality building*. McGraw-Hill Book Company.

SEMESTER II

P3: ORGANIZATIONAL BEHAVIOR

Total Session: 40

Course Outcome: To provide knowledge about Organizational Behaviour, individual and group behavior and give an overview about change in organization and QWL.

UNIT I

Introduction: Nature and scope of OB, Challenges and opportunities for OB, Organization Goals, Models of OB, Impact of Global and Cultural diversity on OB.

UNIT II

Individual Behavior: Concept, Personality, Perception and its role in individual decision making, Learning: Concept and Theories of Learning: Classical Conditioning, Operant Conditioning, Social Learning, Attitude: Definition, Importance, Types of attitude, Motivation: Hierarchy of needs theory, Theory X and Y, Motivation- Hygiene theory, Vroom's expectancy theory.

UNIT III

Behavior Dynamics: Interpersonal behavior, Communication, Transaction Analysis, Leadership: Its Theories and prevailing leadership styles in Indian Organizations.

Group Behavior: Definition and classification of Groups, Types of Group Structures, Group decision making, Teams Vs Groups, Contemporary issues in managing teams, Inter-group problems in organizational group dynamics, Management of conflict.

UNIT IV

Management of Change: Change and Organizational development, Resistance to change, Approaches to managing organizational change, Organizational effectiveness, Organizational culture, Power and Politics, Stress Management: Definition, potential, sources of stress, consequences of stress, managing stress.

References:

1. Robbins, Judge, and Vohra (2013); Organizational Behavior; Prentice Hall Inc.; 15th Edition.
2. Fred, Luthans (2005); Organisational Behavior; UK: McGrawHill; 10th Edition.
3. G, Moorhead & Griffith. (2007). Organizational Behavior. Houghton Muffin Co.
4. Newstrom J (2007); O B: Human Behaviour at Work. McGraw Hill Inc.; 12th Edition.
5. Pareek Udai (2016); Understanding Organizational Behaviour; Oxford University Press; 4th Edition.
6. Rao, V. S.P.(2009); Organization Behaviour; Excel Book.



P4: MANAGERIAL ECONOMICS

Total Session: 40

Course Objective: To impart basic knowledge of the concepts and tools of Economic Analysis as relevant for Business Decision-Making.

UNIT I

Nature and Scope of Managerial Economics: Basic Tools - Opportunity Cost principle, Incremental principle, Equi-Marginal Principle. Principle of Time perspective, Discounting Principle. Uses of Managerial Economics.

Demand Analysis: Demand Theory, The concepts of Demand, Determinants of Demand. Demand Function and Elasticity of Demand and its uses in Business decisions.

UNIT II

Production Analysis: Concept of Production, Factors, Laws of Production, Economies of Scale, Economies of Scope, Production functions.

Cost Analysis: Cost Concept, Types of Costs, Cost function and cost curves, Costs in short and long run, LAC and Learning Curve.

UNIT III

Market Analysis: Perfect competition, Price-output determination in perfect competition market, Monopoly, Price discrimination under monopoly, Monopolistic competition, Duopoly and Oligopoly markets, Different pricing policies.

UNIT IV

Introduction to Macroeconomics, National Income Aggregates, Concept of Inflation- Inter-Sectoral Linkages: Macro Aggregates and Policy Interrelationships – Tools of fiscal and Monetary Policies,

Profit Analysis: Nature and Management of Profit, Profit Theories, Function of Profits, Profit policies.

Recommended book(s)

1. Christopher Thomas and S. Charles Maurice (2019), Managerial Economics, McGraw-Hill Education
2. Thomas & Maurice (2015), Managerial Economics, Tata McGraw Hill
3. Koutsoyiannis. A. (2013) Modern Micro Economics. McMillan



P3': Financial & Management Accounting

Total Session: 40

Course Objective The aim of the course is to extend and enhance the knowledge and understanding of Financial and Management accounting among the student. The basic objective of this course is to enable the students to learn and explain advanced concepts, principles and techniques of accounting. The practical application of the knowledge will help them in developing the skill of using these advanced methods in effective decision making.

UNIT I

Accounting for Assets: Valuation of inventories (LIFO, FIFO, EOQ), Depreciation - meaning and Methods of Depreciation: SLM & WDV, Introduction to corporate accounting- Preparation of financial Statements of a company.

UNIT II

Analysis of Financial Statements- meaning types and techniques Trend analysis, ratio Analysis, Statement of Cash Flow–Indirect method.

UNIT III

Introduction to Management Accounting: Meaning, objectives, difference between cost and management accounting,

Marginal costing: decision making, special order and addition, optimal use of limited resources, make or buy decisions.

UNIT IV

Budgets and Budgetary Control: Preparing flexible budgets, Use of Standard Costing and Variance Analysis in Management decisions, Introduction to Responsibility accounting: meaning and types of responsibility centers.

References

1. Khan, M.Y., & Jain, P.K. (2006). Management Accounting, McGraw-Hill Education, 4th Edition.
2. Ananthanayanan, P. S. (2014). Management Accounting, Oxford Publication.
3. Jaiswal B.& Venkatraman B. (2016), Financial Market Institutions & Financial Services, Sahitya Bhawan Publications
4. Maheshwari, S.N., Maheshwari, S.K. & Maheshwari, S.K. (2018), Financial Accounting, Vikas Publishing, 6th Edition
5. Arora M.N. (2012) A textbook of Cost and Management Accounting, Vikas Publication, 10th edition



P4': Business Environment

Total Session: 40

Course outcomes: The objective of this paper is to give the basic knowledge about the business environment in industry.

UNIT I

Meaning, Definition and Significance of Business Environment; Environmental Matrix; Factor affecting Business Environment: Micro and Macro environment and Economic System; Impact of Technological factors, society, culture, and natural environment on business (PESTEL), Technological policy of the government, Environment scanning techniques: SWOT, ETOP with practical examples, Porter's Five Force Model.

UNIT II

Economic Systems: Capitalism, Socialism, Mixed Economy- Public Sector and Private Sector. Features of Indian Economy: Primary, Secondary and Tertiary Sectors. Relationship between Government and Business; Public, Private and Cooperative sectors: meaning, role and importance.

UNIT III

Income, Savings and Investment, Industrial Policy-Overview and Role; New industrial policy of India, Socio-economic implications of Liberalization, Trade Policy Privatization, Disinvestment, and Globalization. Trade Cycle. Problems of Growth: Unemployment, Poverty, Regional Imbalances, Social Inequality, Inflation Analysis, Industrial Sickness.

UNIT IV

Role of Government in Regulation and Development of Business; Money, Finance, Price, Monetary and Fiscal Policy; Industrial Licensing, NITI Aayog, Overview of International Business Environment with local relevance (BRICS, SAARC, BIMSTEC, Silk Route Economic Belt etc.), Trends in World Trade, EXIM Policy; WTO-Objectives and role in international trade.

References:

1. Cherunilam, Francis (2019), Business Environment Text & Cases, Himalaya Publishing House, 27th Revised Edition.
2. Agarwal, A. N. and Agarwal M. K. (2019), Indian Economy Developmental Problems & Policies, New Age International (P) Ltd, 43rd Edition.
3. Saleem, Shaikh (2020), Business Environment, Pearson Education, 4th Edition.
4. Jaiswal B. & R. Banerjee, (2019), Introduction to International Business, Himalaya Publishing House, 1st Edition.
5. Aswathapa, K. (2014), Essentials of Business Environment: Text, Cases and Exercise, Himalaya Publishing House Pvt. Ltd, 12th Revised Edition.
6. Adhikary, M. (2012), Economic Environment of Business, Sultan Chand & Sons.

P2" Quantitative Techniques-I

Total sessions: 40

Course outcome: The Course aims at providing students insight about the mathematical terms and their appropriate usage in business problems.

UNIT I

Series and Permutation Combination: Arithmetic Progression- Sum of a series in A. P. Arithmetic Mean, Geometric Progression, Sum of a series in G.P, Geometrical Mean, Sum of an infinite geometric series. Permutation and combination, Fundamental rules of counting, Simple problems.

UNIT II

Matrix Algebra: Definition, Matrix Operations- Addition, Subtraction, and Multiplication of matrices, Types of matrices- Square, Diagonal, null, Transpose of a matrix, Determinant of a Square matrix. Singular and non-singular matrix, Cofactor matrix, adjoint of a matrix, Inverse of a matrix. Solution of simultaneous equations by using matrices.

UNIT III

Statistics: Types of Data, Classification & Tabulation of Data, Frequency Distribution, Census and Sample Investigation, Diagrammatic and Graphical Presentation of Data. Measures of central Tendency (Mean, Median & Mode), Measures of Dispersion (Range, Mean Deviation & Standard Deviation).

UNIT IV

Correlation: Significance of Correlation, Types of Correlation, Scatter Diagram Method, Karl Pearson Coefficient of correlation, Spearman's coefficient of Rank correlation. Regression: Introduction, Regression Lines and Regression Equations & Regression Coefficients.

References:

1. Sancheti & Kapoor, (2008) Business Mathematics, Sultan Chand & Sons, Reprint Edi.
2. Raghavachari M. (1980) Mathematics for Management: An Introduction, Tata McGraw - Hill Education.
3. Levin & Rubins, (2017) Statistics for Business, Prentice Hall of India, 8th Edition, N. Delhi.
4. Bhardwaj, R.S. (2009) Business Statistics, Excel Books, 2nd edition.
5. Gupta, S. C. & Kapoor V K, (2002) Fundamentals of Mathematical Statistics, Sultan Chand & Sons Reprint Edition.

Course outcomes: The course is designed to empower students to carry out day to day communication at workplace by adequate understanding of various types of communication and use of technology to facilitate efficient interpersonal communication. The course will also equip with effective writing skills necessary for resume building and other forms of written corporate communication.

UNIT I

Role of communication – defining and classifying communication – purpose of communication – process of communication – characteristics of successful communication – importance of communication in management – communication structure in organization – communication in crisis-7 C's of Communication-Barriers to effective communication- Forms of Communication: one-to-one-informal and formal

UNIT II

Non Verbal Communication: Relevance and effective usage, Para language, Chronemics, Haptics Proxemics, Body language, Object language

Listening Skills: The process, importance and types of

listening Effective Listening: Principles and Barriers

Enhancing Listening Skills: Paraphrasing, Summarizing, Guidelines to increase listening, Activities to enhance listening

UNIT III

Resume Writing, Cover Letters, Interview Follow Up Letters

Introduction to business letters–writing routine and persuasive letters–positive and negative messages-writing memos–what is a report purpose, kinds and objectives of reports-writing reports

Group discussions–interview skills, Impact of Technological Advancement on BusinessCommunicationnetworks–Intranet–Internet–emails–SMS–teleconferencing–video conferencing

UNIT IV

Presentations skills: What is a presentation–elements of presentation–designing a presentation. Advanced visual support for business presentation-types of visual aid

Negotiations skills: What is negotiations–nature and need for negotiation–factors affecting negotiation–stages of negotiation process– negotiation strategies

References:

1. Fred Luthans (1998), Organizational Behaviour, Boston, McGraw-Hill.
2. Rajendra P.& Korlahalli J.S. (2001), Essentials of Business Communication Sultan Chand and Sons.

3. Herta A. Murphy & Charles E. Peck (2000) Effective Business Communication, TataMcGraw Hill Publishing Company Limited.
4. Pettett & Lesikar (2011), Essentials of Business Communication, Tata McGraw Hill Publishing Company Limited



Proposed Structure BBA

Year	Semester	Part Code	Major	Credits		Minor	Credits		Interdisciplinary courses	Credits	Ability enhancement courses (AEC/VAC)	Credits	Total Credits	Award
1	Semester-1	P1 (200)	Principles of Management	4	P1' (202)	Financial & Management Accounting - I	4	P1" (204)	Computer & IT Applications - I	4	Personality development and grooming (AEC1) (220)	4	24	Certificate
		P2 (201)	Business Organisations	4	P2' (203)	Business Communication (SEC)	4							
	Semester-2	P3 (205)	Organizational Behaviour	4	P3' (207)	Financial & Management Accounting - II	4	P2" (209)	Quantitative Techniques - I	4	Ancient Indian Philosophical thoughts (VAC1) (221)	4	24	
		P4 (206)	Managerial Economics	4	P4' (208)	Business Environment	4							
2	Semester-3	P5 (210)	Financial Management	4	P5' (212)	Marketing Management (SEC)	4	P3" (214)	Computer & IT Applications - II	4	Resume Writing and Corporate Communication (AEC2) (222)	4	24	Diploma
		P6 (211)	Operations Management	4	P6' (213)	Human Resource Management	4							
	Semester-4	P7 (215)	Taxation & Laws	4	P7' (217)	Customer Relationship Management	4	P4" (219)	Quantitative Techniques - II	4	Yoga (VAC2) (223)	4	24	
		P8 (216)	Logistic & Supply Chain Management	4	P8' (218)	Industrial Relations Management	4							
		P9 (300)	Entrepreneurship and Family Business - I	4	P9' (304)	Business Ethics	4							