

Assam Don Bosco University

Programme Project Report (PPR)

Bachelor of Arts

i. Programme's Mission and Objectives

A BA Program conducted in the online mode is designed to help the learners understand the cultural, historical, political, social, linguistic, and environmental forces that shape the world and human existence and realize the role of an individual within the communities.

ii. Relevance of Program with the Assam Don Bosco University Mission & Goals

The programmes mission and objectives are in alignment with the University's mission, vision and goals, as detailed below.

Vision

The vision of Don Bosco University is:

'To mould young persons into intellectually competent, morally upright, socially committed and spiritually inspired citizens at the service of India and the world of today and tomorrow, by imparting holistic and personalized education.'

Guided by this vision and leveraging its century-old expertise in education in India and abroad, Don Bosco University is envisaged to be a centre of excellence in study and research focusing upon the following:

- Providing easier access to higher education for the under-privileged.
- Harmonizing technical excellence with human and religious values.
- Employment-oriented courses in emerging areas of contemporary technology and service.
- 'Teacher Education' as a privileged area of interest to accelerate the pace, reach and quality of education.
- Impetus to research initiatives with practical and social relevance.
- Providing a forum for debate and research on key human issues like religion & culture, peace & justice.
- Contributing to the socio-economic development of North-East India.
- Boosting international linkages and collaboration in university education.

The spirit of the university has been encapsulated in its emblem which has five distinct elements:

- The Cross' signifies its underlying Christian inspiration;

- 'The Profile of St. John Bosco' denotes its distinctive educational philosophy;
- 'The book emphasizes its commitment to academic excellence;
- 'The rays of the Rising Sun' stand for its dynamism and commitment to society; and,
- The motto, 'Carpe Diem' which meaning 'Seize the Day' challenging every Bosconian to grasp the opportunities presented by each new day and attain 'life in its fullness.'

Mission

*Built on a great legacy inherited from our founding fathers, our mission is to create an environment of stimulating intellectual dialogue across disciplines and harvest **knowledge with a cutting-edge through high quality teaching, research, and extension activities** leading to the generation of students who would provide leadership, vision and direction to society.*

Goal

*Our goal is to realize this vision by 2025. **Our strategy is to develop innovative programmes in basic and emerging disciplines** in a phased manner and to update them periodically so as to keep ourselves on track and on time. Our commitment is to involve the faculty and students in **interactive learning environment both within and outside the University through contextual and experiential programmes** so that they would be builders of a **worldwide-network of knowledge-sharing** and excel in their performance with a winning edge in the wider context of globalization.*

iii. Nature of Prospective Target Group of Learners

This Program is designed to target working individuals who wish to further their professional and academic qualifications.

iv. Appropriateness of Programme to be conducted in Online Learning mode to acquire specific skills and competence

A program of this nature is apt for delivery in the online mode, given its theoretical nature. Its students, shall be able to:

- Understand the fundamental, creative, and structural aspects involved in language appreciation and communication/usage.
- Recognise, interpret, and discuss the historical, political, economic, and social principles and approaches.
- Develop human values and a mindset that believes in the evolution of humanity, world-peace, and cultural establishment.

a. Curriculum Design

As per University Curriculum in place for campus programs.(Attached)

b. For Online Mode:

E-Learning Materials Quality Standard:

The online courses should comply with the following Quality standards, namely:-

(i) The courses should follow the following four quadrant approach, as per the SWAYAM Guidelines:-

(a) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcription of the video.

(b) Quadrant-II is e-Content; which shall contain; self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.

(c) Quadrant-III is the Discussion forum; for raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team.

(d) Quadrant-IV is Assessment; which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

c. Duration of the Program

As per University duration policy for on campus programs, in conjunction with the UGC regulation in place.

d. Faculty and Support Staff Requirement

As per UGC Regulations

e. Instructional Delivery Mechanisms

Courses to be delivered in an 'online' mode with learning material in the form of E-SLM's, and Self Assessments being available for the students. Additionally, virtual live lectures and recorded lecture sessions to be provided as per a fixed schedule towards the end of each term.

f. Student Support Systems

Learner Support Service via Web, Chat, Call Support. Access to counsellors at Department on University campus. Access to E-Learning Library resources in the student portal.

v. *Procedure for admissions, curriculum transaction and evaluation*

a. Admission Policy

Admissions to be conducted twice a year (January and July), and as per common regulation for online programs already in place and in effect at the time, in conjunction with UGC Regulations.

b. Minimum Eligibility

As per common regulation for online programs already in place and in effect at the time, in conjunction with UGC Regulations.

c. Fee Structure

As per fee structure in place for online programs, and as decided by fee committee from time to time.

d. Programme Delivery Methodology

Courses to be delivered under the 'online' mode of learning, with students being provided Self learning material in eBook format, along with access to online Self Assessment tools. Contact Programs Sessions to be conducted online once per semester.

e. Web Based Tools

A Web based Portal which shall allow the student access to the following

- Admission & Enrolment Details
- Fee Details and Online Fee Payment Gateway
- Prospectus, Regulations & Syllabus
- Notifications (Admissions, fees, examinations etc)
- Course List, with completion status and scores / results
- eBook's of SLM's.
- Self Assessment Tests (unscored)
- Internal Assessments - IA1 & IA2
- Online PCP Lectures (Recorded or via Virtual Classroom session) as conducted each semester.
- Online Learners forum, for student to student interaction.

- Online Copy of the Grade sheet.
- Access to online support in the form of web chat, ticketed email support etc.

f. Evaluation Methodology – Tools & Methods

Internal Assessment marks to comprise the results of Internal Assessment Tests (IA1 & IA2) over the duration of the Semester/Term towards 30% of the final marks, whereas the End Term Assessment, conducted at Examination centres (as per UGC Regulations) to comprise of the remaining 70%.

End Term Exam Regulations to be as per regulations governing on campus programs.

Being an online program, there shall be no provision or requirement to repeat or drop a year within the program.

vi. Requirement of the laboratory support and Library Resources

As per the syllabus / curriculum, no laboratory support required. Library resources can be accessed online.

vii. Cost Estimate of the Programme and the provisions

Upon receipt of approval from the UGC, the Finance Committee may set aside budgetary provisions towards Programme Development, Programme Delivery, Programme Maintenance. Once the programs are operational, fee receipts from the program may be used to cover the same, as per the guidance of the Syndicate and Finance Committee.

viii. Quality Assurance mechanism and expected programme outcomes

The expected outcome from these programs is a measurable increase in the skills and knowledge of the student in his/her area of study, and that increase should be reflected in a proportional increase in available job opportunities / role or profile changes in his or her current job or industry, and a change / increment in earning capability .

A Centre for Internal Quality Assurance shall be setup within 1 year of the launch of these programs (as per UGC requirements). The CIQA, working in collaboration with the Department , shall put in place a continuous quality measurement and improvement framework, using both student – teacher feedback, and outcome measurement on data gathered from students during and after completion of their programs via surveys. The findings, action taken report and results shall be published and made available via the CIQA each year in the

form of a report.

Bachelor of Arts

Term	Type	Course	Credits
1	C	General English	3
1	C	Communicative English-I	3
1	Elective- I (Economics)	Introductory Micro Economics	4
1	Elective- I (Economics)	Mathematical Methods for Economics-I	4
1	Elective- I (Economics)	Generic Elective Course - I	2
1	Elective- II (English)	British Poetry and Drama: 14 to 17 Cent	4
1	Elective- II (English)	British Literature-18 th Century	4
1	Elective- II (English)	Generic Elective Course - I	2
1	Elective- III (Public Administration)	Introduction to Public Administration	4
1	Elective- III (Public Administration)	Administrative Theory	4
1	Elective- III (Public Administration)	Generic Elective Course - I	2
2	C	Alternative English	3
2	C	Communicative English-II	3
2	Elective- I (Economics)	Introductory Macro Economics	4
2	Elective- I (Economics)	Mathematical Methods for Economics-II	4
2	Elective- I (Economics)	Generic Elective Course - II	2
2	Elective- II (English)	British Poetry and Drama 17th and 18th Centuries	4
2	Elective- II (English)	British Literature-19th Century	4
2	Elective- II (English)	Generic Elective Course - II	2
2	Elective- III (Public Administration)	Indian Administration	4
2	Elective- III (Public Administration)	Public Policy and Governance	4
2	Elective- III (Public Administration)	Generic Elective Course - II	2
3	C	Environmental Studies	3
3	C	Communicative English-III	3
3	Elective- I (Economics)	Intermediate Microeconomics-I	4
3	Elective- I (Economics)	Intermediate Macroeconomics-I	4
3	Elective- I (Economics)	Statistical Methods for Economics	4
3	Elective- II (English)	British Literature: The Early 20th Century	4
3	Elective- II (English)	British Romantic Literature	4
3	Elective- II (English)	European Classical Literature	4
3	Elective- III (Public Administration)	Public Personnel Administration	4
3	Elective- III (Public Administration)	Rural Local Governance	4
3	Elective- III (Public Administration)	Regulatory Governance	4

4	C	Introduction to Information Technology	3
4	C	Communicative English-IV	3
4	Elective- I (Economics)	Intermediate Microeconomics-II	4
4	Elective- I (Economics)	Intermediate Macroeconomics-II	4
4	Elective- I (Economics)	Introductory Econometrics	4
4	Elective- II (English)	Indian Classical Literature	4
4	Elective- II (English)	Modern European Drama	4
4	Elective- II (English)	Popular Literature	4
4	Elective- III (Public Administration)	Public Financial Administration	4
4	Elective- III (Public Administration)	Urban Local Governance	4
4	Elective- III (Public Administration)	Environmental Policy and Administration	4
5	C	Office Management	3
5	C	Indian Constitution	3
5	Elective- I (Economics)	Indian Economy- I	4
5	Elective- I (Economics)	Development Economics-I	4
5	Elective- I (Economics)	Public Economics	4
5	Elective- II (English)	Women's Writing	4
5	Elective- II (English)	American Literature	4
5	Elective- II (English)	Discipline Specific Elective- I & II	4
5	Elective- III (Public Administration)	Research Methodology	4
5	Elective- III (Public Administration)	Comparative Public Administration	4
5	Elective- III (Public Administration)	Discipline Specific Elective- I & II	4
6	C	Personality Development	4
6	Elective- I (Economics)	Indian Economy- II	4
6	Elective- I (Economics)	Development Economics-II	4
6	Elective- I (Economics)	Financial Economics	4
6	Elective- II (English)	Understanding and Dealing with Psychological Disorders	4
6	Elective- II (English)	Counselling Psychology	4
6	Elective- II (English)	Discipline Specific Elective- III & IV	4
6	Elective- III (Public Administration)	Development Administration	4
6	Elective- III (Public Administration)	Administrative Ethics and Governance	4
6	Elective- III (Public Administration)	Discipline Specific Elective- III & IV	4

**Bachelor of Arts
Syllabus – Semester I**

General English

Module I

Grammar and Vocabulary: Review of elements of grammar & usage for effective communication – Parts of speech, Phrases, Clauses, Sentences – Pattern, Complex and Compound sentences, Transformation of sentences, Direct and Indirect speech; Synonyms, Antonyms.

Module II

Reading & Writing Skills: Reading passages from Books, News Papers, Journals and writing them in concise forms. Exercises on Reading and Writing skills.

Module III

Personality Development: Exercises focusing on vocabulary and communication skills, art of public speaking, preparation of Resume, facing of interviews, group discussion.

Suggested Readings-

1. Current English for colleges by N. Krishnaswamy.

Communicative English I

Unit 1

Basics of Communication- Introduction, Process of Communication, Components of Communication, Factors of Communication.

Unit 2

Non-verbal Communication – Introduction, Personal Appearance, Facial Expressions, Movement, Posture, Gestures, Eye Contact, Vocal Communication Techniques.

Unit 3

Barriers to Communication - Introduction, Physical Barriers, Psychological Barriers, Semantic Barriers, Organisational Barriers, Interpersonal Barriers.

Unit 4

Letter Components and Layout -Introduction, Letterhead, Inside Address, Layout of a Business Letter, Forms of Layout of Letter.

Unit 5

Planning a Letter – Introduction, Select the Suitable Tone, State the Purpose, Assemble Relevant Information, Arrange the Material.

Unit 6

Process of Letter Writing – Introduction, Purposes of Business Letters, Write Naturally, Write Concisely and Directly, Write Precisely and Clearly, Write Positively and Courteously.

Unit 7

E-mail Communication -Introduction ,Popularity of E-Mails ,Problems in E - Mail communication, General Problems, Techniques for Writing Effective E-Mails, E-Mail Etiquette, Typography.

Unit 8

Memo and Memo Reports – Introduction, Usefulness of Memos, The Importance of Context in Memos and Structure for Memos.

Unit 9

Employment Communication Introduction -The Organisation Role, Goals of Interviews, Types of Interviews, Conducting Job Interviews, Evaluation of Applicants , Making Recommendations, The Applicant's Role, Elements of Resume, Selection of the Organisational Plan, Preparation of the Final Copy, Writing Job Application Letter, Interview Process.

Unit 10

Notice, Agenda and Minutes of Meeting -Introduction, Meeting, Notice of Meeting, Agenda of Meeting, Minutes of Meeting, Structure of Minutes, Delivery of Minutes.

Unit 11

Brochures – Introduction, Purpose, Audience, Qualities of Well-Designed Brochures.

Suggested Readings-

1. Professional Communication by Aruna Koneru.

Introductory Micro Economics

COURSE OUTCOMES

CO1 - Define basic concepts of microeconomics. (Remembering)

CO2 - Classify economics from the perspective of individual decision making as consumers and producers. (Understanding)

CO3 - Apply some basic principles of microeconomics. (Applying)

CO4 - Draw Inferences from interactions of supply and demand. (Analyzing)

CO5 - Interpret the characteristics of perfect and imperfect markets. (Evaluating)

CO6 - Discuss the use of microeconomic tools for analysing real time situations. (Creating)

Module I: Exploring the Subject Matter of Economics

Why Study Economics? Scope and Method of Economics; The Economic Problem – Scarcity and Choice, The Question of What to Produce, How to Produce and How to Distribute Output; Science of Economics; The Basic Competitive Model; Prices, Property Rights and Profits; Incentives and Information; Rationing; Opportunity Sets; Economic Systems; Reading and Working with Graphs

Module II: Supply and Demand: How Markets Work, Markets and Welfare

Markets and Competition; Determinants of Individual Demand/Supply; Demand/Supply Schedule and Demand/Supply Curve; Market vs. Individual Demand/Supply; Shifts in the Demand/Supply Curve; Demand and Supply Together; How Prices Allocate Resources; Elasticity and its Application; Controls on Prices; Taxes and the Costs of Taxation; Consumer Surplus; Producer Surplus and the Efficiency of the Markets

Module III: The Households

The Consumption Decision – Budget Constraint, Consumption and Income/Price Changes, Demand for all Other Goods and Price Changes; Description of Preferences (Representing Preferences with Indifference Curves); Properties of Indifference Curves; Consumer's Optimum Choice; Income and Substitution Effects; Labour Supply and Savings Decision – Choice between Leisure and Consumption

Module IV: The Firm and Perfect Market Structure

Behaviour of Profit Maximizing Firms and the Production Process; Short Run Costs and Output Decisions; Costs and Output in the Long Run

Module V: Imperfect Market Structure

Basic forms; Price and Output Determination under Monopoly and Monopolistic Competition; Monopoly and Anti-trust Policy; Excess Capacity under Monopolistic Competition; Government Policies towards Competition

Module VI: Input Markets

Labour and Land Markets – Basic Concepts (Derived Demand, Productivity of an Input, Marginal Productivity of Labour, Marginal Revenue Product); Demand for Labour; Input Demand Curves; Shifts in Input Demand Curves; Competitive Labour Markets; Labour Markets and Public Policy

Suggested Readings

1. Karl E. Case & Ray C. Fair, Principles of Economics, Pearson Education Inc., 8th Edition, 2007.
2. N. Gregory Mankiw, Economics: Principles and Applications, India edition by South Western, a part of Cengage Learning, Cengage Learning India Private Limited, 4th edition, 2007.
3. Joseph E. Stiglitz and Carl E. Walsh, Economics, W.W. Norton & Company, Inc., New York, International Student Edition, 4th Edition, 2007.
4. G.S. Maddala & Ellen Miller, Microeconomics: Theory and Applications, McGraw Hill Education, Tenth Reprint, New Delhi Edition, 2013.
5. A. Koutsoyinnis, Modern Microeconomics, International Edition, Macmillan Press Ltd.D. Salvator, Principles of Microeconomics, 5th Edition, OUP.
6. R. S. Pindyck, D. N. Rubinfeld & P. L. Meheta, Microeconomics, 7th Edition, Pearson, New Delhi, 2009.

Mathematical Methods for Economics–I

COURSE OUTCOMES

CO1 - Define basic concepts of mathematical tools for economics. (Remembering)

CO2 - Classify the mathematical tools for economics. (Understanding)

CO3 - Apply some mathematical tools for economics into various theories of Economics. (Applying)

CO4 - Draw inferences using the mathematical tools. (Analyzing)

CO5 - Interpret the applications wherever optimization techniques are used in decision-making. (Evaluating)

CO6 - Discuss the use of mathematical tools for logical rationalization or refuting arguments. (Creating)

Module I - Preliminaries (10 hours)

Logic and Proof Techniques; Variables; Sets and Set Operations; Relations; Functions and their Properties; Limit of a Function; Number Systems

Module II - Functions of one Real Variable

a) Graphs; Elementary Types of Functions – Quadratic, Polynomial, Power, Exponential, Logarithmic; Sequences and Series – Convergence, Algebraic Properties and Applications; Continuous Functions – Characterizations, Properties with Respect to various Operations and Applications

b) Differentiable Functions – Characterizations, Properties with Respect to various Operations and Applications; Second and Higher Order Derivatives – Properties and Applications

Module III - Single-variable Optimization

Geometric Properties of Functions – Convex Functions, Their Characterizations and Applications; Local and Global Optima – Geometric Characterizations, Characterizations using Calculus and Applications

Module IV - Integration of Functions

Meaning and Significance; Basic Rules of Integration; Indefinite and Definite Integrals; Integration by Parts and Partial Fraction

Module V - Difference Equations

Basic forms; Finite Differences; Linear Difference Equations – Homogenous and Non-homogenous; Solution of First Order Difference Equation

Suggested Readings

- 1) K. Sydsaeter & P. Hammond, Mathematics for Economic Analysis, Pearson Educational Asia: Delhi, 2002.
- 2) Chiang A.C. & K. Wainwright, Fundamental Methods of Mathematical Economics, McGraw Hill International Edition.
- 3) Baruah S.N., Basic Mathematics and its Economic Applications, MacMillan.
- 4) T. Yamane, Mathematics for Economist: An Elementary Survey, second edition, Prentice Hall of India Pvt. Ltd., New Delhi.

British Poetry and Drama; 14 to 17 Century

Course Outcomes

1. Define and identify the role of various genres, themes and style pertaining to the prescribed periods of English literature. (Remembering)
2. Critically read and describe the various genres from the concerned periods. (Understanding)
3. Apply historical events and changes in reading of the texts. (Applying)
4. Analyse the socio-political and literary shift in the literature of the age. (Analysing)
5. Evaluate and justify the plot, theme, characters and context of the selected texts. (Evaluating)
6. Design an innovative understanding of the texts based on its social and cultural set up. (Creating)

Module I - Selected Poetry

Geoffrey Chaucer- "The Wife of Bath's Prologue" Edmund Spenser- Selections from Amoretti: Sonnet LXVII 'Like as a huntsman...'

Sonnet LVII 'Sweet warrior...'

Sonnet LXXV 'One day I wrote her name...'

John Donne- "The Sunne Rising" "Batter My Heart"

"Valediction: forbidding mourning"

Module II - Selected Drama

Christopher Marlowe- Doctor Faustus

William Shakespeare- Macbeth William Shakespeare- Twelfth Night

Suggested Readings

1. Calvin, John. "Predestination and Free Will" The Portable Renaissance Reader, edited by James Bruce Ross and Mary Martin McLaughlin, Viking Press, 1953, pp.704–11.
2. Castiglione, Baldassare. "Longing for Beauty." "Love and Beauty." and "Invocation of Love." The Book of the Courtier, translated by George Bull, Penguin Books, 1976, pp.324–8,330–5.
3. Mirandola, Pico Della. "The Oration on the Dignity of Man." The Portable Renaissance Reader, edited by James Bruce Ross and Mary Martin McLaughlin, Viking Press, 1953, pp.476–9.
4. Sidney, Philip. An Apology for Poetry, edited by Forrest G. Robinson, The Library of Liberal Arts- Bobbs- Merrill, 1970, pp.13–18.

British Literature: 18th Century

Course Outcomes

1. Describe the historical and literary contexts of the eighteenth century along with the writers. (Remembering)
2. Differentiate the eighteenth century from the rest of literary periods of England. (Understanding)
3. Apply the understanding of the historical contexts in reading the literary texts. (Applying)
4. Illustrate the literary texts as representative of the historical events. (Analysing)
5. Summarize the thematic concerns of the given literary texts. (Evaluating)
6. Develop a pertinent interpretation of the given literary texts. (Creating)

Module I: Selected Drama

William Congreve- The Way of the World

Module II: Selected Fiction

Jonathan Swift- Gulliver's Travels (Books III and IV)

Laurence Sterne- The Life and Opinions of Tristram Shandy, Gentleman

Module III: Selected Poetry

Thomas Gray- "Elegy Written in a Country Churchyard" Samuel Johnson-"London"

Suggested Readings

1. Collier, Jeremy. A Short View of the Immorality and Profaneness of the English Stage. Routledge, 1698.
 2. Defoe, Daniel. "The Complete English Tradesman."(Letter XXII), "The Great Law of Subordination Considered." (Letter IV), and "The Complete English Gentleman." Literature and Social Order in Eighteenth- Century England, edited by Stephen Copley, Routledge, 1984.
 3. Johnson, Samuel. "Essay 156." The Rambler, Selected Writings: Samuel Johnson, edited by Peter Martin, Harvard University Press, 2009, pp.194–7.
- ix. "Chapter 10.", Rassela, OUP, 1819, pp. 38-42.
- x. "Pope's Intellectual Character: Pope and Dryden Compared.", "The Life of Pope."The Norton Anthology of English Literature, vol.1, edited by Stephen Greenblatt, 8 edition, W.W. Norton & Company, 2006, pp. 2693-4, 2774-7

Introduction to Public Administration

Unit I: Introduction

a) Meaning, Nature, Scope and importance of Public Administration b) State and Evolution of Public Administration and present status c) Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow d) Globalization and Public Administration

Unit II: Approaches

a) Classical Approach b) Human Relations and Behavioural Approach c) Ecological Approach

Unit III: Principles of Public Administration

a) Division of Work and Coordination b) Hierarchy, Unity of Command and Span of Control c) Delegation, Centralization and Decentralization d) Line and Staff

Unit IV: Concepts of Public Administration

a) Administrative Planning b) Leadership and Supervision c) Communication and Public Relations

Unit V: Emerging Trends

a) Public Accountability and Social Accountability b) New Public Administration : Minnowbrook I,II& III c) New Public Management d) Public Administration in Transition

Administrative Theory

SECTION–A Public Administration– Meaning, nature and scope; Public Administration as an Art and a Science, Distinguish between Public Administration and Private Administration, Relationship of Public Administration with other social sciences–Political Science, Sociology, Economics, and Law. New Public Management: meaning and features.

SECTION–B Organization –Meaning, Formal and Informal Organisation. Basic Principles of Organisation– Hierarchy, Span of control, Unity of Command; Centralization and Decentralization. Delegation, Coordination and Supervision.

SECTION–C Forms of Organization- Department, Public Corporation, Independent Regulatory Commission, Delegated Legislation, AdministrativeTribunals. Chief Executive– Meaning, Types & Functions, Line and Staff Agencies.

SECTION–D Administrative Behaviour– Leadership, Communication, Decision making. Control over Administration- Legislative, Executive, Judicial and citizens.

Suggested Readings:-

1. Awasthi, Maheshwari S.R., Public Administration, Lakshmi Narain Aggarwal, Agra, 2004.
2. Basu Rumki, Public Administration: Concept and Theory, Sterling Publishers Pvt. Ltd., New Delhi, 1990.
3. Bhattacharya Mohit, Restructing Public Administration–Essays in Rehabilitation, IInd Edition, Jawahar Publishers and Distributors, New Delhi, 1999.
4. Kapoor Usha, Lok Prashashan–Sidhant Ate Vihar, Publication Bureau, Panjabi University, Patiala.
5. Puri K.K., Elements of Public Administration, (Punjabi). Bharat Prakashan, Jalandhar, 2004.
6. Sharma, M.P. and Sadana B.L., Public Administration, Kitab Mahal, Allahabad, 1993.
7. Sahib Singh and Swinder Singh, Public Administration: Theory and Practice, New Academic Publishers, Jalandhar, 1997.
8. White L.D., Introduction to the Study of Public Administration, Macmillan, New York, 1995.

Bachelor of Arts
Syllabus – Semester II

Alternative English

Module I

Technical Report Writing: Collection of data, planning and organization. Technical paper writing, project preparation and project report.

Module II

Introduction to Communication: Principles of communication, Objectives of communication, media of communication, types of communication and barriers of communication.

Module III

Business Communication: Kinds of business letters, Layout of business letters, Letters enquiries & replies, orders & execution credit, status inquiries, complaint and adjustment, collection letters, circular letters, sales letters, bank correspondence, application letters, E-mail and On-line marketing.

Suggested Readings-

1. Essentials of Business Communication by Rajendra Pal & Korla.

Communicative English II

Unit 1

Effective Writing -Introduction, Diction, Effective Sentences, Effective Paragraphs.

Unit 2

Business Report: Its Types – Introduction, features of a report, Process of Writing Reports, Importance of Reports, Types of Reports.

Unit 3

Structure of Reports: Introduction, Front Matter (Report Preliminaries), Main Body, Back Matter (Report Supplements), Front Matter (Report Preliminaries).

Unit 4

Gathering Information: Introduction, conducting Surveys, Selection of Sampling Methods, Development of Questionnaire For Survey, Types of Questions, The Covering Letter, The Process of the Personal Interview, Telephone Interview.

Unit 5

Organisation of the Material: Introduction, Principles of Organisation, Types of outline, Format.

Unit 6

Writing Abstracts and Summaries: Introduction, Digest brief, Synopsis and Abridgement, Abstract, Summary, Suggestions for Writing Abstracts, Procedure for Writing Abstracts, Two Forms of Abstracts, Differences Between Abstract and Summary.

Unit 7

Writing Definitions: Introduction, Importance and Explanation of Definitions, What to Define, Word Selection Methods, How to Define, Techniques to Define, Placement of Definitions.

Unit 8

Visual Aids: Introduction, Guidelines for Preparing Visual Aids, The Placement of Visual Aids, Types of Visual Aids.

Unit 9

User Instruction Manual Introduction, Title, Discussion steps, Writing style, Target audience, Conclusion for instructions.

Suggested Readings

1. Professional Communication by Aruna Koneru.

Introductory Macroeconomics

COURSE OUTCOMES

CO1 - Define basic concepts of macroeconomics including national income, money and inflation. (Remembering)

CO2 - Understand the relationship among the macroeconomic variables like GDP, money supply, inflation and related concepts of closed economy. (Understanding)

CO3 - Apply basic mathematical formulae to measure national income and its related terms. (Applying)

CO4 - Analyze the quantity theory of money, Keynesian model of income determination, IS-LM model and its application for real life economic decision making. (Analyzing)

CO5 - Interpret the various role of monetary and fiscal policy in credit control and inflation. (Evaluating)

CO6 - Design and develop macroeconomic models or tools for analyzing real time economic situations. (Creating)

Module I: Introduction to Macroeconomics and National Income Accounting

Basic Issues Studied in Macroeconomics; Measurements of Gross Domestic Product; Income, Expenditure and the Circular Flow; Real vs. Nominal GDP; Price Indices; National Income Accounting for an Open Economy; Balance of Payments – Current and Capital Accounts

Module II: Money

Functions of Money; Quantity Theory of Money – Classical and Modern Approach; Determination of Money Supply and Demand; Credit Creation; Tools of Monetary Policy

Module III: Inflation

Meaning and Types; Demand Pull and Cost Push; Inflationary Gap; Inflation and its Social Costs; Anti-inflationary Measures; Hyperinflation; Deflation – Meaning, Effects; Inflation vs. Deflation

Module IV: The Closed Economy in the Short Run

Classical and Keynesian Systems; Simple Keynesian Model of Income Determination; IS-LM Model; Fiscal and Monetary Multipliers

Suggested Readings

1) Dornbusch, Fischer & Startz, Macroeconomics, McGraw Hill, 11th edition, 2010.

2) N. Gregory Mankiw, Macroeconomics, Worth Publishers, 7th edition, 2010.

3) Olivier Blanchard, Macroeconomics, Pearson Education, Inc., 5th edition, 2009.

4) Richard T. Froyen, Macroeconomics, Pearson Education Asia, 2nd edition, 2005.

5) Andrew B. Abel & Ben S. Bernanke, Macroeconomics, Pearson Education, Inc., 7th edition, 2011.

6) Errol D'Souza, Macroeconomics, Pearson Education, 2009.

7) Paul R. Krugman, Maurice Obstfeld & Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.

Mathematical Methods for Economics-II

COURSE OUTCOMES

CO1 Define the basic concepts of mathematics like set, function, matrix algebra etc. used in economic analysis. (Remembering)

CO2 Explain the usage of the basic concepts of mathematics in Economics. (Understanding)

CO3 Apply the mathematical techniques to elucidate the problems of economic theory. (Applying)

CO4 Analyse the economic theory and draw inferences in context of mathematical techniques. (Analysing)

CO5 Explain the need of mathematical techniques in understanding real economic theory. (Evaluating)

CO6 Develop or build mathematical models to solve numerical problems in economic theory. (Creating)

Module I: Differential Equations

Meaning and Types; Homogeneous and Non-homogeneous and their Solutions; Linear and Nonlinear; Solution of Linear Differential Equation; Application to Dynamic Market Model

Module II: Linear Algebra

Vector Spaces – Algebraic and Geometric Properties, Scalar Products, Norms, Orthogonality; Linear Transformations – Properties; Systems of Linear Equations – Properties of their Solution Sets; Matrix Representations and Elementary Operations; Determinants and Properties; Matrix Inversion; Applications

Module III: Functions of Several Real Variables

Geometric Representations - Graphs and level Curves; Differentiable Functions – Characterizations, Properties with Respect to various Operations and Applications; Second Order Derivatives – Properties and Applications; The Implicit Function Theorem, and Application to Comparative Statics Problems; Homogeneous and Homothetic Functions – Characterizations and Applications

Module IV: Multi-variable Optimization

Convex Sets; Geometric Properties of Functions – Convex Functions, Their Characterizations, Properties and Applications; Further Geometric Properties of Functions – Quasi Convex Functions, their Characterizations, Properties and Applications; Unconstrained Optimization – Geometric Characterizations, Characterizations using Calculus and Applications Constrained Optimization with Equality Constraints – Geometric Characterizations, Lagrange Characterization using Calculus and Applications

Suggested Readings

1. Delhi, 2002. Chiang, A.C. & K. Wainwright, Fundamental Methods of Mathematical Economics, McGraw Hill International Edition.
2. Baruah, S.N., Basic Mathematics and its Economic Applications, MacMillan.
3. T. Yamane, Mathematics for Economist: An Elementary Survey, second edition, Prentice Hall of India Pvt. Ltd., New Delhi.

British Poetry and Drama: 17 and 18 Centuries

Course Outcomes

1. Identify the representative literary trends of the ages. (Remembering)

2. Critically read and interpret the literary genres of the period. (Understanding)
3. Apply the technique of mock heroism in reading a few texts. (Applying)
4. Analyze the social and political scenario pertaining to the Puritan to Neoclassical period. (Analysing)
5. Assess and evaluate the plot, theme, characters and context of the selected drama. (Evaluating)
6. Formulate an innovative theoretical reading of the text. (Creating)

Module I: Selected Poetry

John Milton- "Paradise Lost": Book1

Alexander Pope- "The Rape of the Lock" (Canto 1&2)

Module II: Selected Plays

John Webster- The Duchess of Malfi
Aphra Behn- The Rover

Suggested Readings

1. Dryden, John. "A Discourse Concerning the Origin and Progress of Satire". The Norton Anthology of English Literature.vol. 1, 9th Edited by Stephen Greenblatt. New York: Norton 2012. pp.1767–8
2. Hobbes, Thomas. The Leviathan selections from Part I. New York: Norton, 2006. chaps. 8, 11, and 13
3. Machiavelli, Niccolo. The Prince. Edited and translated by Robert M. Adams, New York: Norton, 1992. chaps. 15, 16, 18, and 25
4. The Gospel according to St. Luke. chaps. 1–7 and 2–4 The Holy Bible, Genesis, chaps.1–4

British Literature: 19th Century

Course Outcomes

1. Describe the historical context and literary figures of the nineteenth century. (Remembering)
2. Understand the difference of the nineteenth century from the rest of the literary periods. (Understanding)
3. Examine the historical matters of the nineteenth century in the literary texts. (Applying)
4. Critically analyse the representation of the historical events in the given literary texts. (Analysing)
5. Evaluate the plot, themes, characterisation, narrative techniques and rhetoric of the given literary texts. (Evaluating)
6. Build relevant arguments regarding the thematic concerns and literary techniques of the literary texts. (Creating)

Module I: Selected Fiction

Jane Austen - Pride and Prejudice

Charlotte Bronte- Jane Eyre

Charles Dickens– Hard Times

Module II: Selected Poetry

Christina Rossetti: "The Goblin Market"

Alfred Tennyson: "The Lady of Shalott", "Ulysses", "The Defence of Lucknow" Robert Browning: "My Last Duchess", "The Last Ride Together", "Fra Lippo Lippi"

Suggested Readings

1. Bowra, Maurice. The Romantic Imagination. Oxford University Press, 1999.
2. Darwin, Charles. "Natural Selection and Sexual Selection". The Descent of Man in The Norton Anthology of English Literature.vol.2. 8th Edited by Stephen Greenblatt. New York: Norton, 2006. pp.1545–9

3. Marx, Karl and Friedrich Engels. "Mode of Production: The Basis of Social Life", "The Social Nature of Consciousness", and "Classes and Ideology". A Reader in Marxist Philosophy. Edited by Howard Selsam and Harry Martel. New York: International Publishers, 1963. pp. 186–8,190–1,199–201.
4. Mill, John Stuart. The Subjection of Women in Norton Anthology of English Literature.vol. 2. 8th. Edited by Stephen Greenblatt. New York: Norton, 2006. chap. 1. pp.1061–9

Indian Administration

SECTION–A Main Features of Indian Administration:

Nature of Indian Federalism, Union–State Relations. Legislative, Administrative and Financial.

SECTION–B Central Administration:

President, Prime Minister, PMO, Council of Ministers. Central Secretariat; Organisation and Functions, Cabinet Secretariat. Parliament: Lok Sabha, Rajya Sabha, Speaker. Judicial System: Supreme Court and High Court.

SECTION–C State Administration:

Governor, Chief Minister, Council of Ministers, Chief Secretary, State Legislature. State Planning Board. Divisional and District Administration: Features, Functions and Role of Divisional Commissioner and Deputy Commissioner.

SECTION–D Issues in Indian Administration:

Relationship between permanent and political executive, Generalist versus specialist, Good Governance initiatives.

Suggested Readings:-

1. Arora Ramesh K. and Goyal R., Indian Public Administration, Vishwa Prakashan, New Delhi, 2002.
2. Avasthi and Avasthi, Indian Administration, Lakshmi Narain, Agra, 2000.
3. Bhagwan Vishnoo and Bhushan Vidya, Indian Administration, S. Chand & Company, New Delhi, 2000.
4. Fadia B.L. Fadia Kuldeep, Indian Administration, Sahitya Bhawan Publishers, New Delhi, 2005.
5. Hoshiar Singh, Indian Administration, Kitab Mahal, Allahabad, 2000.
6. Jain R.B. Contemporary Issues in Indian Administration, Vishal Publications, New Delhi, 1976.
7. Maheshwari S.R., Indian Administration, Orient Longman, New Delhi, 2000.
8. Maheshwari S.R., State Government in India, McMillan, New Delhi, 1979.
9. Sachdeva Pardeep, Bharti Prashasan, Publication Bureau, Panjabi University, Patiala, 2002.
10. D.D.Basu, Introduction to the Indian Constitution.

Bachelor of Arts
Syllabus – Semester III

Environmental Studies

Module I - The Multidisciplinary nature of Environmental Resources

Definition, Scope and Importance, Need for Public awareness.

Module II - 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 study.
- e) Energy Resources: Growing energy needs, renewable and non-renewable energy resources use of alternate energy sources. Case studies.
- f) Land Resources: land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Module III - Ecosystems

Concept, structure and function, producers, consumers, decomposers, Energy flow, Ecological succession, Food chains, food webs and ecological pyramids. Introduction, types, characteristics, structure and function of following ecosystems:

- a) Forest Ecosystem
- b) Grassland Ecosystem
- c) Desert Ecosystem
- d) Aquatic Ecosystems(pond, streams, lakes,,rivers,oceans,estuaries)

Module IV - Biodiversity and its conservation

Introduction, Definition:genetic, species and ecosystem diversity, Biogeographical classification of India, value of Biodiversity, Biodiversity at Global, National and local levels. India as a mega-diversity nation. Hot-spots of biodiversity. Threat to biodiversity, Endangered and endemic species of India. Conservation of bio-diversity.

Module V - Environmental Pollution

Definition, causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards.

Module VI - Social Issues and the Environment

From Unsustainable to sustainable development, Urban problems related to energy, Water conservation, rain water harvesting , watershed management, Resettlement and rehabilitilization of people; its problems and concerns. Case studies.

Environmental Ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies. Wasteland reclamation, Consumerism and waste products, Environment protection Act, Air(prevention and control of pollution) Act, Water (Prevention and control of pollution)Act, Wildlife protection Act, Forest Conservation Act. Issues involved in enforcement of environmental legislation. Public awareness.

Module VII. Human population and Environment

Population growth, variation among nations. Population explosion- Family Welfare Programme. Environment and human health. Human Rights. Value Education. HIV/AIDS, Women and Child Welfare, Role of Information Technology in Environment and human health. Case studies.

VIII. Field work

Visit to a local area to document environmental assets river/forest/grassland/hill/mountain. Visit to locate polluted site, study of common plants, insects, birds, study of simple ecosystems.

References:

1. Agarwal, K.C.2001 Environmental Biology, Nidi publications Ltd.Bikaner.
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt.Ltd.,Ahmedabad-380013
3. Brunner R.c>,1989,Hazardous Waste Incineration,k McGraw Hill Inc.480 p.
4. Trivedi R.K. and P.K.Goel, Introduction to Air pollution. Techno-science publications.
5. Wagner K.D.1998. Environmental Management, W.B.Saunders Co.Philadelphia, USA.

Communicative English III

Unit 1

Reading Skill -Introduction, Mechanics of Reading, Undesirable Reading Habits, Guidelines for Improving Reading Skill, Types of Reading, Reading Speed, Techniques for Comprehension.

Unit 2

Listening Skill -Introduction, Purpose of Listening, Cognitive Process of Listening, Barriers to Listening, Overcoming Listening Barriers, Guidelines for Improving Listening Skill.

Unit 3

Note-making Introduction, A Worked Out Sample.

Unit 4

Précis Writing Introduction, Principles of a Good Précis, Steps for Writing a Good Précis, Methods for Abridging Sentences.

Unit 5

Audiovisual Aids Introduction, TVDes of Visuals,Use of Audiovisuals, Principles to Use Audiovisuals, Use of Audiovisual Equipment: Applications.

Unit 6

Oral Communication – Introduction, Preparing for the Presentation, Structure of Your Presentation, Plan Your Presentation,Mastering the Techniques of Delivery, Impromptu Speaking Rehearsing the Presentation,Guidelines for Final Speech,Handling Question-and Answer Session.

Suggested Readings-

1. Professional Communication by Aruna Koneru.

Intermediate Microeconomics – I

COURSE OUTCOMES

- CO1 Identify the concepts and terms of microeconomics. (Remembering)
- CO2 Classify the role of economic agents and their interdependence. (Understanding)
- CO3 Use basic principles of microeconomics. (Applying)
- CO4 Illustrate the behaviour of consumer and producer in different situations. (Analyzing)
- CO5 Interpret the production techniques under perfect markets. (Evaluating)
- CO6 Discuss the use of microeconomic tools for examining real life problems. (Creating)

Module I: Consumer Theory - I

Utility – Cardinal vs. Ordinal Utility; Cardinal Utility Theory – Marginal and Total Utility, Equi-marginal Utility; Consumers' Equilibrium; Marginal Valuation; Consumers' Demand Curve; Ordinal Utility Theory - Preference of Consumers; Indifference Curve; Budget Constraint; Utility Maximisation; Consumers' Equilibrium; Income Effects and Substitution Effects of a Price Change; Slutsky Equation; Price Consumption Curve; Income Consumption Curve; Derivation of Demand Curve from Price Consumption Curve

Module II: Consumer Theory - II

Choice Under Risk and Uncertainty – Uncertainty and Probability Distributions; Expected Value and Expected Utility; Maximising Expected Utility; Expected Utility Hypothesis; Expected Utility Functions and Attitudes towards Risk – Risk Neutral, Risk Averse Risk Preference, Certainty Equivalent and Risk Premium; Demand for Risky Assets; Reducing Risks; Intertemporal Choice – Saving and Borrowing; Revealed Preference Approach – Strong and Weak Axioms; Properties of Demand Function

Module III: Production and Costs

Technology and Production Function; Isoquants; Production with One and More Variable Inputs; Law of variable Proportion; Returns to Scale; Economies and Diseconomies of Scale; Short Run and Long run Costs; Cost Curves in the Short Run and Long Run; Equilibrium of the Firm

Module IV: Review of Perfect Competition

Review of Perfect Competition - Equilibrium of the Firm and Industry in the Short Run and Long Run; The Derivation of Long Run Industry Supply Curve; Constant, Increasing, and Decreasing Cost Industry; Perfect Competition and Allocative Efficiency.

Suggested Readings

1. Hal R. Varian, Intermediate Microeconomics, a Modern Approach, W.W. Norton and Company, Affiliated East-West Press (India), 8th edition, 2010.
2. C. Snyder & W. Nicholson, Fundamentals of Microeconomics, Cengage Learning (India), 2010.
3. B. Douglas Bernheim & Michael D. Whinston, Microeconomics, Tata McGraw-Hill (India), 2009.

Intermediate Macroeconomics – I

COURSE OUTCOMES

- CO1 - Describe the concepts of macroeconomics and its related terms. (Remembering)
CO2 - Identify the aggregate variables and their interdependences in a closed as well as in an open economy. (Understanding)
CO3 - Apply aggregate variables and concepts in examining the real-life situation (Applying)
CO4 - Evaluate the role of aggregate variables in smooth functioning of an economy. (Analyzing)
CO5 -Elucidate the effects of aggregate changes on overall growth and development of an economy. (Evaluating)
CO6 - Formulate macroeconomic models for analyzing real-life situations. (Creating)

Module I: Aggregate Demand and Aggregate Supply Curves

Concept of Aggregate Demand and Aggregate Supply; Derivation of Aggregate Demand and Aggregate and Supply Curves; Interaction of Aggregate Demand and Supply; The Theory of Effective Demand; Simple Keynesian Model of Income Determination; Saving and Investment Functions; Investment Multiplier

Module II: Inflation, Unemployment and Expectations

Inflation – Types, Causes, Effects; Measures to Control Inflation; Structural Theories of Inflation;

Inflation in Developing Countries; Inflation- unemployment Trade-off – Phillips Curve; Adaptive Expectations; Rational Expectations; Policy Ineffectiveness Debate

Module III: Open Economy Models

Short-run Open Economy Models; Mundell-Fleming Model; Exchange Rate Determination; Purchasing Power Parity; Asset Market Approach; Dornbusch's Overshooting Model; Monetary Approach to Balance of Payments; International Financial Markets; Inflation and Unemployment in the Open Economy

Suggested Readings

1. Dornbusch, Fischer & Startz, Macroeconomics, McGraw Hill, 11th edition, 2010.
2. N. Gregory Mankiw. Macroeconomics, Worth Publishers, 7th edition, 2010.
3. Olivier Blanchard, Macroeconomics, Pearson Education, Inc., 5th edition, 2009.
4. Steven M. Sheffrin, Rational Expectations, Cambridge University Press, 2 nd edition, 1996.
5. Andrew B. Abel & Ben S. Bernanke, Macroeconomics, Pearson Education, Inc., 7th edition, 2011.
6. Errol D'Souza, Macroeconomics, Pearson Education, 2009.
7. Paul R. Krugman, Maurice Obstfeld & Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.

Statistical Methods for Economics

COURSE OUTCOMES

CO1 Recall basic concepts of Statistics. (Remembering)

CO2 Classify the different types and the methods of analyzing data. (Understanding)

CO3 Apply various Statistical Tools analyzing data. (Applying)

CO4 Draw Inferences from data. (Analyzing)

CO5 Interpret the inferences drawn from data. (Evaluating)

CO6 Predict the inferences drawn from the data. (Creating)

Module I: Introduction and Overview

Populations and Samples; Population Parameters and Sample Statistics; Measures of Location and Variation to Describe and Summarize Data; Population Moments and their Sample Counterparts

Module II: Elementary Probability Theory

Sample Spaces and Events; Probability Axioms and Properties; Addition and Multiplication Theorem of Probability, Counting Techniques; Conditional Probability and Bayes' Rule; Independence of Events

Module III: Random Variables and Probability Distributions

Defining Random Variables; Probability Distributions; Expected Values of Random Variables and of Functions of Random Variables; Properties of Commonly used Discrete and Continuous Distributions (Uniform, Binomial, Normal, Poisson and Exponential Random Variables)

Module IV: Random Sampling and Jointly Distributed Random Variables

Density and Distribution Functions for Jointly Distributed Random Variables; Computing Expected Values of Jointly Distributed Random Variables; Covariance and Correlation Coefficients

Module V: Sampling

Principal Steps in a Sample Survey; Methods of Sampling; Role of Sampling Theory; Properties of Random Samples; Errors in Statistics – Sampling vs. Non-sampling Errors

Module VI: Point and Interval Estimation

Estimation of Population Parameters using Methods of Moments and Maximum Likelihood Procedures; Properties of Estimators; Confidence Intervals for Population Parameters

Suggested Readings

1. Jay L. Devore, Probability and Statistics for Engineers, Cengage Learning, 2010
2. John E. Freund, Mathematical Statistics, Prentice Hall, 1992.
3. Richard J. Larsen & Morris L. Marx, An Introduction to Mathematical Statistics and its Applications, PHI, 2011.
4. William G. Cochran, Sampling Techniques, John Wiley, 2007.
5. Gupta S.C, Fundamentals of Statistics, Himalaya Publishing House, 2018.

British Romantic Literature

Course Outcomes

1. Identify the essence of Romanticism in the selected texts.(Remembering)
2. Describe the recurrent themes pertaining to Romantic age as reflected in the texts prescribed. (Understanding)
3. Examine the Romantic concepts like Imagination, Fancy and Nature with reference to the prescribed texts. (Applying)
4. Analyze the plot, theme and characters as explored in the prescribed novel. (Analyzing)
5. Evaluate the text from a socio-political context of the Romantic Period. (Evaluating)
6. Build a critical reading of the selected texts from a Romantic perspective. (Creating)

Module I: Selected Poetry

William Blake 'The Lamb', 'The Chimney Sweeper' (from The Songs of Innocence and The Songs of Experience) 'The Tyger' (The Songs of Experience) 'Introduction' to The Songs of Innocence Robert Burns 'A Bard's Epitaph', 'Scots Wha Hae' William Wordsworth 'Tintern Abbey' 'Ode: Intimations of Immortality' Samuel Taylor Coleridge 'Kubla Khan' 'Dejection: An Ode' Lord George Gordon: Noel Byron 'Childe Harold': canto III, verses 36–45 (lines 316–405); canto IV, verses 178–86 (lines 1594– 674) Percy Bysshe Shelley 'Ode to the West Wind' 'Ozymandias' 'Hymn to Intellectual Beauty' John Keats 'Ode to a Nightingale' 'To Autumn', 'On First Looking into Chapman's Homer'

Module II: Selected Novel

Mary Shelley's Frankenstein

Suggested Readings

1. William Wordsworth, 'Preface to Lyrical Ballads', in Romantic Prose and Poetry, ed. Harold Bloom and Lionel Trilling (New York: OUP, 1973) pp. 594–611.
2. John Keats, 'Letter to George and Thomas Keats, 21 December 1817', and 'Letter to Richard Woodhouse, 27 October, 1818', in Romantic Prose and Poetry, ed. Harold Bloom and Lionel Trilling (New York: OUP, 1973) pp.766– 68,777–8.
3. Jean-Jacques Rousseau, 'Preface' to Emile or Education, tr. Allan Bloom (Harmondsworth: Penguin, 1991).
4. Samuel Taylor Coleridge, Biographia Literaria, ed. George Watson (London: Everyman, 1993) chap. XIII, pp.161–66.

British Literature – The Early 20th Century

Course Outcomes

1. Recognize the impact of urbanization, industrialization, late capitalism and competitive

- imperialism through their representation in British literature. (Remembering)
2. Understand the concepts like Colonialism, Modernism and Psychoanalysis from their reading of the prescribed texts. (Understanding)
 3. Apply a philosophical outlook to engage creatively and conscientiously with social issues arising in a multicultural context. (Applying)
 4. Analyze the various genres of literature, such as poetry and novel vis-à-vis the context of modernism (Analyzing)
 5. Assess and compare the thematic concerns in the works of the modern writers (Evaluate)
 6. Summarize and critically appreciate the poems prescribed in the course (Creating)

Module I: Novels

Heart of Darkness: Joseph Conrad Sons and Lovers: D.H. Lawrence Mrs. Dalloway: Virginia Woolf

Module II: Poetry

‘Leda and the Swan’, ‘The Second Coming’, ‘No Second Troy’ ‘Sailing to Byzantium’- W.B. Yeats
 ‘The Love Song of J. Alfred Prufrock’, ‘Sweeney among the Nightingales’, ‘The Hollow Men’- T.S. Eliot

Suggested Readings

1. Sigmund Freud, ‘Theory of Dreams’, ‘Oedipus Complex’, and ‘The Structure of the Unconscious’, in *The Modern Tradition*, ed. Richard Ellman et. al. (Oxford: OUP, 1965) pp. 571, 578–80, 559–63.
2. T.S. Eliot, ‘Tradition and the Individual Talent’, in *Norton Anthology of English Literature*, 8th ed., vol. 2, ed. Stephen Greenblatt (New York: Norton, 2006) pp. 2319–25.
3. Raymond Williams, ‘Introduction’, in *The English Novel from Dickens to Lawrence* (London: Hogarth Press, 1984) pp. 9–27.

European Classical Literature

Course Outcomes

1. Define the concepts of epic, tragedy, comedy, satire, catharsis etc. (Remembering)
2. Understand the significance and importance of Western Classical Literature (Understanding)
3. Apply the knowledge and understanding of Western mythology in the study of literary texts (Application)
4. Illustrate the recurrent themes and motifs of the texts under study (Analyzing)
5. Examine the plot, theme and characters of the prescribed texts (Evaluation)
6. Create a comparative study of the selected texts focusing on the commonalities and dissimilarities (Creating)

Module I: Selected Greek texts

Homer- *The Iliad*, tr. E.V. Rieu (Harmondsworth: Penguin, 1985). Sophocles- *Oedipus the King*, tr. Robert Fagles in *Sophocles: The Three Theban Plays* (Harmondsworth: Penguin, 1984).

Module II: Selected Roman texts

Plautus- *Pot of Gold*, tr. E.F. Watling (Harmondsworth: Penguin, 1965). Ovid- *Selections from Metamorphoses* ‘Bacchus’, (Book III), ‘Pyramus and Thisbe’ (Book IV), ‘Philomela’ (Book VI), tr. Mary M. Innes (Harmondsworth: Penguin, 1975). Horace *Satires I: 4*, in *Horace: Satires and Epistles and Persius: Satires*, tr. Niall Rudd (Harmondsworth: Penguin, 2005).

Suggested Readings:

1. Aristotle, *Poetics*, translated with an introduction and notes by Malcolm Heath, (London: Penguin, 1996) chaps. 6– 17, 23, 24, and 26.

2. Horace, *Ars Poetica*, tr. H. Rushton Fairclough, *Horace: Satires, Epistles and Ars Poetica* (Cambridge Mass.: Harvard University Press, 2005) pp.451–73.
3. Plato, *The Republic*, Book X, tr. Desmond Lee (London: Penguin, 2007).

Public Personnel Administration

SECTION–A

Introduction: Meaning, Nature and Scope of Personnel Administration.
Characteristics of Public Personnel Administration in India.
Functions and Significance of Personnel Administration.
Public Services and their role in Administrative System.

SECTION–B

Civil Services in India: Role and rationale of All India Services.
Recruitment: Meaning, Methods
Promotion: Meaning, Principles.
Training: Meaning, Objectives and Types, Training System in India.

SECTION–C

Personnel Agencies:

Functions and Role of Department of Personnel and Public Grievances, Union Public Service Commission, State Public Service Commissions & Staff Selection Commissions.

SECTION–D

Employer—Employee Relations and Working Conditions:

Employee's participation in Management. Rights of Public Servant, Conduct and Discipline. Integrity in Public Services - Problem of Corruption. Lok Pal and Lok Ayukta. Central Vigilance Commission.

Suggested Readings:

1. Government of India, Report on Personnel Administration, New Delhi, 1970.
2. Glenn O. Stahl: *Public Personnel Administration*, 7th Ed., Oxford IBH Publication Compo, New Delhi, 1977.
3. Goel S.L. and Shalini Rajneesh, *Public Personnel Administration: Theory and Practice*, Deep and Deep Publications, New Delhi, 2002.
4. Indian Institute of Public Administration, *Personnel Administration*, New Delhi, 1970.
5. Sahib Singh and Sawinder Singh, *Public Personnel and Financial Administration*, New Academic Publisher, 2002.
6. Sinha V.M., *Personnel Administration*, R.B.S.A., Publisher, Jaipur, 1985

Rural Local Governance

Unit-1: Introduction

- i. Democratic Decentralization and Local Organisations
- ii. Evolution of Rural Governance Institutions-Balwanth Rai Mehtha
- iii. Ashok Mehtha Committee

Unit – 2: Reforms in Rural Local Governance

- i. Third Generation Panchayats
- ii. 73rd Constitutional Amendment Act
- iii. Status of PRIs in Schedule (V & VI Areas)

Unit-3: Local Organisations for Rural Development

- i. Panchayati Raj: Patterns, Functions and Performance
- ii. Finances of Panchayati Raj Institutions --- State Finance Commission
- iii. State Control over Rural Local Governments

Unit – 4: Accountability and Control

- i. Executive control and Legislative control
- ii. State and Local Government relations
- iii. Human Resource at Local Level

Unit-5: Rural Development Strategies and Services

- i. Rural Development: Strategies, Programs and Issues
- ii. Co-operatives: Structure, Functions and Performance
- iii. Basic Services and Welfare Measures in Rural Areas

Suggested Readings:

1. S.R Maheshwari “Indian Administration” Orient Black Swan Publishers, New Delhi
2. Avasthi & Maheshwari “Public Administration”, Laxminarain Agarwal Educational Publishers, Agra
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. S.R Maheshwari “Local Government in India” Orient Longman Publishers, New Delhi
5. Sthanika Prabhutvalu, Telugu Academy Publication, Hyderabad
6. Prof RamReddy “ Patterns of Panchayatiraj in India”, Mac Milan India
7. NIRD, Rural Development in India, some facets, NIRD Publications

Bachelor of Arts
Syllabus – Semester IV

Introduction to Information Technology

Unit 1- Introduction-

Characteristics of Computers, Evolutions of Computers, Early Electronic Computers, Generations of Computers.

Unit 2- Structure of Computers-

Input/ Output Unit, Central Processing Unit, Memory Unit, Logic Gates/ Circuits, BITS and BYTES and Number System for Data Representations, Hardware and Software.

Unit 3- Hardware Concepts-

Motherboard, Input/ Output Devices, Storage Devices, Cards, Ports and Cords, Power Supply.

Unit 4- Software Concepts-

Classification of Software, Operating Systems, Concept of Programming, Types of Computer Language, Language Translators, Software Tools, System Software Utilities, Windows- A Graphical User Interface (GUI), General and Special Purpose Application Software, Emerging Information Technologies, Limitations of Computers.

Unit 5- Introduction to DOS-

Definition and Importance of DOS, Loading DOS, Rebooting the Computer, Files and Directories in DOS, Referencing Files, File Naming Conventions, DOS Commands, Wildcards, Internal and External Commands, Batch Files.

Unit 6- Computer Viruses: Attacks, Prevention and Cure-

Definition of a Virus, Virus Characteristics, Different Kinds of Viruses, Virus Prevention, Network and Viruses, Network Protection.

Unit 7- Microsoft Word 2000-

Starting of MS-Word, Start Working with Word Document, Opening of an Existing Document, Formatting the Text, Spell Checking.

Unit 8- Microsoft Excel 2000-

Components of Excel Window, Start Working with Menu Options, Data Entry and Editing, Reversing/Reapplying Commands, Find, Replace and Goto Options, Working with Toolbars, Resizing of Columns and Rows.

Unit 9- Classification of Computers-

Introduction, Work Stations and Personal Computers.

Communicative English IV

Unit 1

Transitions - Introduction, Transition: Its Interpretation, Use of Transition in Written Work, Uses of Transitions.

Unit 2

Spelling Rules -Introduction ,Spelling Rules ,Different Spellings for the Same Sound, Silent Consonant Letters in Some Words ,Variant Spellings.

Unit 3

Hyphenation- Introduction,Compound Words with Hyphens,Use Hyphens with Numbers ,Use Hyphens with Prefixes ,Compound Words without Hyphens, Prefixes without Hyphens.

Unit 4

Transcribing Numbers -Introduction ,Numbers Spelled Out, Numbers Expressed in Figures, Large Numbers.

Unit 5

Abbreviating Technical and Non-technical Terms -Introduction

Unit 6

Proofreading -Introduction

Suggested Readings

1. Professional Communication by Aruna Koneru.

Intermediate Microeconomics – II

CO1 - Recall the basic concepts of applied microeconomics. (Remembering)

CO2 - Understand how the microeconomic concepts work in individual decision making process (Understanding)

CO3 - Apply the basic principles of applied microeconomics. (Applying)

CO4 - Draw inferences from interactions of rivals in game theory. (Analyzing)

CO5 - Interpret the characteristics of imperfect market structures. (Evaluating)

CO6 - Discuss the use of applied microeconomic tools in real life. (Creating)

Module I: General Equilibrium, Efficiency and Welfare

Exchange Economy – Basic Concept; Pareto Optimality; Edgeworth Box; Equilibrium under Pure Exchange; Efficiency under Pure Exchange; Pareto Efficiency in Production; The Production Possibility Curve; Social Indifference Curves and Allocation of Resources; Pareto Efficiency and Market Failure; Externality

Module II: Market Structure

Monopoly Equilibrium; Pricing with Market Power; Degree of Monopoly Power; Price Discrimination under Monopoly; Equilibrium of Multi-plant Monopoly; Peak-load Pricing; Two-Part Tariff; Monopolistic Competition – Price and Output Determination; Equilibrium with Perceived and Proportionate Demand Curves; Excess Capacity under Monopolistic Competition; Oligopoly – Basic Structure; Collusive and Non-collusive Oligopoly

Module III: Game Theory

Game Theory – Basic Ideas; Two-person Zero-Sum Game; Dominant Strategy; Prisoners' Dilemma; Nash Equilibrium; Tit-for-tat Strategy; Non-Zero Sum Game – Basic Ideas, Examples; The Concept of Repeated Game; Competitive Strategy

Module IV: Market Failure

Externalities – A Simple Bilateral Model of Externality; Public Goods; Free Rider Problem; Markets with Asymmetric Information; Markets for Lemon; Moral Hazard

Suggested Readings

1. Hal R. Varian, Intermediate Microeconomics, a Modern Approach, 8th edition, W.W. Norton and Company/Affiliated East- West Press (India), 2010.

2. C. Snyder & W. Nicholson, Fundamentals of Microeconomics, Cengage Learning (India), 2010.

Intermediate Macroeconomics – II

COURSE OUTCOMES

- CO1 - Recall the ideas and concepts of macroeconomics. (Remembering)
- CO2 - Classify macroeconomics from the perspective of policy making. (Understanding)
- CO3 - Apply some basic principles of macroeconomics. (Applying)
- CO4 - Draw Inferences from interactions between macroeconomic thoughts and real life situation. (Analyzing)
- CO5 - Interpret the characteristics of economic growth. (Evaluating)
- CO6 - Discuss the use of macroeconomic tools for analysing real time situations. (Creating)

Module I: Economic Growth

Overview of Classical Growth Theory; Harrod-Domar Growth Model; Solow Model; Golden Rule; Convergence Debate: Technological Progress and Elements of New (Endogenous) Growth Theory

Module II: Microeconomic Foundations

Consumption: Keynesian Consumption Function; Fisher's Theory of Optimal Intertemporal Choice; Life-cycle and Permanent Income Hypotheses; Rational Expectations and Random-walk of Consumption Expenditure Investment: Determinants of Business Fixed Investment; Residential Investment and Inventory Investment; Marginal Efficiency of Capital and Investment Demand for money: Pre-Keynesian and Post-Keynesian Theories of Demand for Money; Demand for Money and Inflation

Module III: Fiscal and Monetary Policy

Active or Passive; Monetary Policy – Objectives, Targets; Rules vs. Discretion – Time Consistency; Government Budget Constraint; Government Debt and Ricardian Equivalence

Module IV: Schools of Macroeconomic Thoughts

Classical Thoughts; Keynes Criticism; Keynesian Thoughts; New Classicals and New Keynesians

Suggested Readings

1. Dornbusch, Fischer & Startz, Macroeconomics, McGraw Hill, 11th edition, 2010.
2. N. Gregory Mankiw, Macroeconomics, Worth Publishers, 7th edition, 2010.
3. Olivier Blanchard, Macroeconomics, Pearson Education, Inc., 5th edition, 2009.
4. Charles I. Jones, Introduction to Economic Growth, W.W. Norton & Company, 2 nd edition, 2002.
5. Andrew B. Abel & Ben S. Bernanke, Macroeconomics, Pearson Education, Inc., 7th edition, 2011.
6. Errol. D'Souza, Macroeconomics, Pearson Education, 2009.
7. Robert J. Gordon, Macroeconomics, Prentice-Hall India Limited, 2011.

Introductory Econometrics

COURSE OUTCOMES

- CO1 Define the basic concepts like definition, scope and nature of econometrics. (Remembering)
- CO2 Explain the concepts of simple and multiple linear regressions. (Understanding)
- CO3 Apply OLS method to estimate regression parameters. (Applying)
- CO4 Analyse the results of regression models with hypothesis testing. (Analysing)

CO5 Evaluate the regression models for violations of classical assumptions and specification bias. (Evaluating)

CO6 Create and design regression models to test hypothesis of real economic problems. (Creating)

Module I: Nature and Scope of Econometrics

Basics of Econometrics – Meaning and Methodology; Relation with Mathematical Economics and Statistics; Applications of Econometrics; Nature of Econometrics

Module II: Statistical Concepts

Normal Distribution; χ^2 , t and F Distributions; Estimation of Parameters; Properties of Estimators; Testing of Hypotheses – Defining Statistical Hypotheses; Distributions of Test Statistics; Testing Hypotheses related to Population Parameters; Type I and Type II Errors; Power of a Test; Tests for Comparing Parameters from Two Samples

Module III: Simple Linear Regression Model - Two Variable Case

Estimation of Model by Method of Ordinary Least Squares; Properties of Estimators; Goodness of Fit; Tests of Hypotheses; Scaling and Units of Measurement; Confidence Intervals; Gauss-Markov Theorem; Forecasting

Module IV: Multiple Linear Regression Model

Estimation of Parameters; Properties of OLS Estimators; Goodness of Fit – R^2 and Adjusted R^2 ; Partial Regression Coefficients; Testing Hypotheses – Individual and Joint; Functional forms of Regression Models; Qualitative (Dummy) Independent Variables

Module V: Violations of Classical Assumptions - Consequences, Detection and Remedies

Multicollinearity – Consequences, Detection, Remedies; Heteroscedasticity – Consequences, Detection, Remedies; Serial Correlation – Consequences, Detection, Remedies

Module VI: Specification Analysis

Omission of a Relevant Variable; Inclusion of Irrelevant Variable; Tests of Specification Errors

Suggested Readings

1. Jay, L. Devore, Probability and Statistics for Engineers, Cengage Learning, 2010.
2. John E. Freund, Mathematical Statistics, Prentice Hall, 1992.
3. Richard J. Larsen & Morris L. Marx, An Introduction to Mathematical Statistics and its Applications, Prentice Hall, 2011.
4. Madnani, G.M.K., Introduction to Econometrics: Principles and Applications, CBS Publishers & Distributors, 2009.
5. Dougherty, C., Introduction to Econometrics, 4 th ed., Oxford University Press, 2011.
6. Gujarati, D., & Porter, D., Essentials of Econometrics, 4 th ed., McGraw-Hill, 2010.
7. Kmenta, J., Elements of Econometrics, Khosla Publishing House, 2008.

Indian Classical Literature

Course Outcomes

1. Define the significance of Indian Classical Literature. (Remembering)
2. Summarize the plot of the prescribed texts. (Understanding)
3. Examine the dramatic techniques employed in the prescribed plays. (Applying)
4. Analyze the recurrent themes adopted by classical Indian writers. (Analyzing)
5. Evaluate the role of characters, plots and themes as portrayed in the prescribed texts. (Evaluate)
6. Formulate a critical understanding based on the reading of the prescribed texts. (Creating)

Module I: Selected text of Kalidasa and Vyasa

Kalidasa *Abhijnana Shakuntalam*, tr. Chandra Rajan, in *Kalidasa: The Loom of Time* (New Delhi: Penguin, 1989). Vyasa 'The Dicing' and 'The Sequel to Dicing, 'The Book of the Assembly Hall', 'The Temptation of Karna', Book V 'The Book of Effort', in *The Mahabharata*: tr. And ed. J.A.B. van Buitenen (Chicago: Brill, 1975) pp. 106–69.

Module II: Selected text of Sudraka and Ilango Adigal

Sudraka *Mrcchakatika*, tr. M.M. Ramachandra Kale (New Delhi: Motilal Banarasidass, 1962). Ilango Adigal 'The Book of Banci', in *Cilappatikaram: The Tale of an Anklet*, tr. R. Parthasarathy (Delhi: Penguin, 2004) book 3.

Suggested Readings

1. Bharata, *Natyashastra*, tr. Manomohan Ghosh, vol. I, 2nd edn (Calcutta: Granthalaya, 1967) chap. 6: 'Sentiments', pp.100– 18.
2. Iravati Karve, 'Draupadi', in *Yuganta: The End of an Epoch* (Hyderabad: Disha, 1991) pp.79–105.
3. J.A.B. Van Buitenen, 'Dharma and Moksa', in Roy W. Perrett, ed., *Indian Philosophy*, vol. V, *Theory of Value: A Collection of Readings* (New York: Garland, 2000) pp.33–40.
4. Vinay Dharwadkar, 'Orientalism and the Study of Indian Literature', in *Orientalism and the Postcolonial Predicament: Perspectives on South Asia*, ed. Carol A. Breckenridge and Peter van der Veer (New Delhi: OUP, 1994) pp.158–95.

Modern European Drama

Course Outcomes

1. Define the various dramatic movements emerging during the modern era in Europe. (Remembering)
2. Interpret the texts in relation to the dramatic techniques adopted. (Understanding)
3. Examine the role of the stage, performance and setting used in the play. (Applying)
4. Analyze the socio-political contexts surrounding the text. (Analyzing)
5. Assess the development of drama from Realism and Epic Theatre till the Theatre of the Absurd. (Evaluating)
6. Build a critical perspective of the various texts prescribed in the syllabus. (Creating)

Module I: Selected plays on Realism and Epic theatre

Henrik Ibsen: *Ghosts* Bertolt Brecht: *The Good Woman of Szechuan*

Module II: Selected play on Theatre of Absurd

Samuel Beckett: *Waiting for Godot* Eugene Ionesco: *Rhinoceros*

Suggested Readings

1. Constantin Stanislavski, *An Actor Prepares*, chap. 8, 'Faith and the Sense of Truth', tr. Elizabeth Reynolds Hapgood (Harmondsworth: Penguin, 1967) sections 1, 2, 7, 8, 9, pp. 121–5,137–46.
2. Bertolt Brecht, 'The Street Scene', 'Theatre for Pleasure or Theatre for Instruction', and 'Dramatic Theatre vs Epic Theatre', in *Brecht on Theatre: The Development of an Aesthetic*, ed. and tr. John Willet (London: Methuen, 1992) pp. 68–76,121–8.
3. George Steiner, 'On Modern Tragedy', in *The Death of Tragedy* (London: Faber, 1995) pp.303–24.

Popular Literature

Course Outcomes:

1. Define popular literature and its distinct characters (Remembering)
2. Critically interpret and understand the elements of popular literature (Understanding)
3. Apply various interpretative frameworks to their reading of selected works of popular literature (Application)
4. Analyse the themes and motifs in the works under study (Analysis)
5. Examine the style and techniques of the writers in creating popular literature (Evaluation)
6. Summarise and offer a comprehensive understanding of the selected works of popular literature (Creating)

Module I: Selected Fiction

Lewis Carroll- Through the Looking Glass
Agatha Christie- The Murder of Roger Ackroyd
Shyam Selvadurai- Funny Boy

Module II: Selected Biography

Durgabai Vyamand
Subhash Vyam- Bhimayana: Experiences of Untouchability / Autobiographical Notes on Ambedkar (For the Visually Challenged students)

Suggested Readings

- 1) Chelva Kanaganayakam, 'Dancing in the Rarefied Air: Reading Contemporary Sri Lankan Literature' (ARIEL, Jan. 1998) rpt, Malashri Lal, Alamgir Hashmi and Victor J. Ramraj, eds., Post Independence Voices in South Asian Writings (Delhi: Doaba Publications, 2001) pp. 51–65.
- 2) Sumathi Ramaswamy, 'Introduction', in Beyond Appearances: Visual Practices and Ideologies in Modern India (Sage: Delhi, 2003) pp. xiii–xxix.
- 3) Leslie Fiedler, 'Towards a Definition of Popular Literature', in Super Culture: American Popular Culture and Europe, ed. C. W. E. Bigsby (Ohio: Bowling Green University Press, 1975) pp. 29–38.
- 4) Felicity Hughes, 'Children's Literature: Theory and Practice', English Literary History, vol.45, 1978, pp. 542–61

Public Financial Administration

SECTION–A Introduction

Nature and Scope of Financial Administration
Objectives and Principles of Financial Administration. Union-State Financial Relations, Finance Commission, Niti Ayog.

SECTION–B Budgetary System

Meaning, Purpose and Principles of Budget—Budget as a tool of Administration. Preparation of Budget. Enactment of Budget. Execution of Budget.

SECTION–C Performance Budgeting.

Zero-Base Budgeting. Legislative Control over Finance: Role of Financial Committees: Public Accounts Committee, Estimates Committee; Committee on Public Undertakings.

SECTION–D Organization of Ministry of Finance;

Department of Finance in Punjab; Audit: Meaning and Significance; Comptroller and Auditor General.

Urban Local Governance

Unit-1: Local Organisations for Urban Development

i. Evolution of Urban Local Bodies- Pattern, Functions and Performance ii. Constitutional Status of Urban Local Governments with special reference to 74th CAA

Unit-2: Strategies for Urban Development

i. Urban Development: Strategies, Programs and Issues i. Finances of Urban Local Governments ii. Urbanization in India – Policy and Strategies

Unit-3: Urban Services

i. Basic Services and Welfare Measures in Urban Areas i. Urban Development Authorities and Parastatals ii. Sustainable Development and Future of Local Governance

Unit-4: Agencies and Programs for Rural and Urban Sector

i. Development Planning, District Planning Committee ii. Special Agencies for Rural and Urban Development iii. Voluntary Agencies for Rural and Urban Development iv. Elimination of Poverty Initiatives in Rural and Urban Areas

Unit – 5: Urban Bodies/Control

i. State control and Supervision over local bodies ii. Urban development authorities in Telangana State and their working iii. Officials and Political Executives

Suggested Readings:

1. S.R Maheshwari “Indian Administration” Orient Black Swan Publishers, New Delhi
2. Avasthi & Maheshwari “Public Administration”, Laxminarain Agarwal Educational Publishers, Agra
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. S.R Maheshwari “Local Government in India” Orient Longman Publishers, New Delhi
5. Sthanika Prabhutvalu, Telugu Academy Publication, Hyderabad

Bachelor of Arts
Syllabus – Semester V

Office Management

Unit 1 - Filing and Indexing

Concept and Meaning of Filing, Objectives and Importance of Filing, Classification and Arrangement of Papers for Filing, Methods of Filing, Centralized and Decentralized Filing System, Indexing.

Unit 2 - Office Stationery

Concept and meaning of office stationery, Types of office stationery, Control of office stationery and supplies, Standardization of Office supplies, Purchasing Office Stationaries and Supplies, storage and Office Manager and Stationary control

Unit 3 - Office Automation

Uses and abuses of Labour saving appliances and Various types of commonly used appliances

Unit 4 - Correspondence

Importance of Correspondence in Business and Government Offices, Essentials of Good Business and Official Correspondence, Routine of Handling Mail and Various forms of Correspondence

Unit 5 - Company Meeting

Meaning of Meeting, Types of Meeting, Secretarial practices relating to holding of Meetings, Minutes Writing, Types of Minutes and Drafting or writing of Minutes

Unit 6 - HRM for Office Management

Concept of Human Resource Management(HRM), functions of HRM, Role of HR Executive, The Employment Function, Recruitment and Selection, Job Evaluation, Training and Motivation

Unit 7 - Management Reporting

Report Writing, Process of Writing a Report, types of Report, Project Report Writing, Criteria of a Good Project, Advantages of a Good Project, Disadvantages of Project Method, Format of a Project Report and precis Writing.

Indian Constitution

Unit 1 - Framing of Indian Constitution

Meaning of Term Constitution, Importance, Development of Indian Constitution (Pages 1-38)

Unit 2 - Philosophy of the Constitution

Salient Features of Indian Constitution (Pages 39-54)

Unit 3 – Preamble

Amendment of the Preamble, Importance of the Preamble (Pages 55-63)

Unit 4 - Constitution and Amendments

Balance between Rigidity and Flexibility, Parliamentary Democracy with an Elected Principle, Procedure of Amending the Constitution (Pages 116-144)

Unit 5 - Human Rights

Meaning and Importance, Universal Declaration of Human Rights, Development of Human Rights and Fundamental Rights, International Law and Position of India, Social and Gender Discrimination, Torture and Genocide, two Human Rights Covenants (Pages 145- 160)

Unit 6 - Specific Fundamental Rights

Fundamental Rights and Duties, Special Privileges for SC/STs, Backward Classes, Woman, Children and religious and Linguistic Minorities (Pages 78-101)

Unit 7 - Directive Principles of State Policy

Distinction between Fundamental Rights and Directive Principles, Classification of the Directive Principles, Values and Limitations, Reorganization of States and National Integration (Pages 180-193)

Unit 8 - Union Executive

President, Prime Minister and Council of Minister (Pages 195-250)

Unit 9 - Union Legislature

Composition of Parliament, Chairman of the House, Lok Sabha, Rajya Sabha, Indian Federalism and Political Parties (Pages 251-277)

Unit 10 - State Government

Legislatures, Governors, Chief Ministers and Council of Minister (Pages 278-298)

Unit 11 - Central- State Relations

Legislative, Administrative and Financial, Adult Franchise and Election Commission (Pages 299-323)

Unit 12 – Judiciary

Supreme Court and High Court (Pages 346-368)

Indian Economy – I**COURSE OUTCOMES**

CO1 Learn the basic understanding of Indian economy. (Remembering)

CO2 Understand the Indian economy since independence. (Understanding)

CO3 Identify the main issues in Indian Setup. (Applying)

CO4 Evaluate the impact development paradigm in the Indian Scenario. (Analyzing)

CO5 Explain shortcomings of the policy and programme for economic development. (Evaluating).

CO6 To understand the relation between India and the world economy as well as its neighboring countries. (Creating)

Module I: Economic Development since Independence

Major Features of the Indian Economy on the Eve of Independence – An Overview; Economic Planning in India – Achievements and Failure of Indian Planning; Economic Growth and Development under Different Policy Regimes – Goals, Constraints, Institutions and Policy Framework; Globalization and its Impacts on Indian Economy; NITI Aayog vs. Planning Commission

Module II: Population and Human Development

Demographic Trend and Issues – Meaning and Scope of Demography; Population as a Factor of Economic Development; National Population Policy; Demographic Dividend; Human Development Index; India's Human Development Record in Global Perspective; Education in India – Trends and Issues; Health – Trends and Issues; Malnutrition in India

Module III: Growth and Distribution

Poverty – Concept and Incidence of Poverty in India; Strategy of Poverty Alleviation; Trends and

Policies in Poverty; Income Inequality in India – Magnitude and Nature, Causes of Income Inequality, Government Policies and Measures; Unemployment – Nature and Types of Unemployment in India, Magnitude, Causes of Unemployment, Government Policies and Measures

Module IV: International Comparisons

India's Economic Interaction with the World Economy; A Comparative Assessment of India's Development Experience with Singapore, South Korea, China, Pakistan, Bangladesh, Sri Lanka, Nepal, Taiwan and Vietnam

Suggested Readings

1. Dutt Rudder & K.P.M Sunderam, Indian Economy, S Chand & Co. Ltd. New Delhi, 2001.
2. Mishra S.K. & V.K. Puri, Indian Economy and –Its development experience, Himalaya Publishing House, 2001.
3. Jalan, B., India's Economic Policy- Preparing for the Twenty First Century, Viking, New Delhi, 1996.
4. Himanshu, Employment Trends in India: A Re-examination, Economic and Political Weekly, September, 2011.
5. Rama Baru et al, Inequities in Access to Health Services in India: Caste, Class and Region, Economic and Political Weekly, September, 2010.
6. Geeta G. Kingdon, The Progress of School Education in India, Oxford Review of Economic Policy, 2007.

Development Economics-I

COURSE OUTCOMES

CO1 Define the various concepts of growth and development. (Remembering)

CO2 Compare and explain the difference between growth and development. (Understanding)

CO3 Identify the various growth theories. (Applying)

CO4 Analyse the aspects of measuring development. (Analysing)

CO5 Justify the use of HDI over other measures of development. (Evaluating)

CO6 Improve the understanding of the development process. (Creating)

Module I: Conceptions of Development (20 hours)

Development – Meaning and Definition; Difference between Growth and Development; Objectives of Development; Three Core Values of Development; Shortcomings of use of Per Capital Income as Index of Economic Development; Modern view of Economic Development – Human Development Index, Basic Needs Approach, Sen's Capabilities Approach; Top-down Development; Inclusive Development and Sustainable Development

Module II: Growth Models and Empirics

Growth Models and their Relevance to the UDCs; Harrod and Domar's Model of Economic Growth; The Knife Edge Problem; Solow's Neoclassical Model; Endogenous Growth Model; Kaldor's Model

Module III: Poverty and Inequality: Definitions, Measures and Mechanisms

Understanding Poverty – Concept and Definition; Measuring Poverty, Poverty Line, Head Count Ratio, Poverty Gap Ratio, Squared Poverty Gap Ratio, Multidimensional Poverty Index, Human Poverty Index; Measurement of Income Inequality – Economic Growth and Income Inequality, Kuznets Hypothesis, Lorenz Curve, Gini Coefficient.

Module IV: Political Institutions and the Functioning of the State

The Determinants of Democracy; Alternative Institutional Trajectories and their Relationship with Economic Performance; Within- country Differences in the Functioning of State Institutions; State

Ownership and Regulation; Government Failures and Corruption.

Suggested Readings

1. Todaro & Smith, Economic Development, Pearson Education
2. A P. Thirlwall, Growth and Development, Macmillan Press Ltd.
3. M. L. Taneja & R. M. Myer, Economics of Development and Planning, Vishal Publishing Company.
4. Mishra & Puri, Growth and Development, Himalaya Publishing House.
5. Debraj Ray, Development Economics, Princeton University Press.
6. Abhijit Banerjee, Roland Benabou & Dilip Mookerjee, Understanding Poverty, Oxford University Press, 2006.

Public Economics

COURSE OUTCOMES

- CO1 Define the main concepts in public economic policies. (Remembering)
CO2 Explain the concepts of public goods, public expenditures and taxation. (Understanding)
CO3 Identify the main issues of budgeting and fiscal policies. (Applying)
CO4 Evaluate economic concepts of income redistribution. (Analyzing)
CO5 Explain the evaluation of budget deficit and public debt. (Evaluating)
CO6 Discuss the working principle of fiscal federalism in India. (Creating)

Module I: Public Economic Theory

- a) Fiscal Functions: An Overview; Meaning and Scope of Public Economics; Need for Public Sector; Allocation, Distribution and Stabilization Functions of Government; Co-ordination and Conflict of Functions
- b) Public Goods: Meaning and Characteristics; Pure and Impure Public Goods; The Free Rider Problem; Efficient Allocation of Public Goods – The Lindahl Equilibrium and Samuelson's Theory of Public Expenditure
- c) Externalities: Meaning and Type of Externalities; Market Failure and Externalities; Internalization of Externalities – Corrective Taxes and Subsidies; Assignment of Property Rights – The Coase Theorem
- d) Taxation: Its Economic Effects; Dead Weight Loss and Distortion; Efficiency and Equity Considerations; Tax Incidence; Optimal Taxation

Module II: Indian Public Finances

Tax System – Main Features of India's Tax System; Changing Tax Structure of India; Major Tax Reforms since 1991 Fiscal Federalism in India: Meaning; Inter Governmental Resource Transfer – Trend and Techniques; Role of Finance Commission; Critical Evaluation of Finance Commission's Awards; Recommendations of the Latest Finance Commission Budget; Deficits and Public Debt – Stages of Budget Preparation; Revenue and Capital Budget; Concept of Deficits – Budgetary Deficit, Revenue Deficit, Fiscal Deficit, Primary Deficit; Budgetary Trend in India; Study of Latest Union Budget; Necessity of Public Debt; Characteristics of India's Public Debt; India's Internal and External Debt Liabilities; Problems of Public Debt Policy

Suggested Readings

1. J. Hindriks, & G. D. Myles, Intermediate Public Economics, MIT Press, 2006.
2. H. Rosen, & T. Gayer, Public Finance, 9th ed., McGraw-Hill/Irwin, 2009.
3. Joseph E. Stiglitz, Economics of the Public Sector, W.W. Norton & Company, 3rd edition, 2000.
4. R.A. Musgrave & P.B. Musgrave, Public Finance in Theory & Practice, McGraw Hill Publications, 5th edition, 1989.

5. John Cullis & Philip Jones, *Public Finance and Public Choice*, Oxford University Press, 1st edition, 1998.
6. Harvey Rosen, *Public Finance*, McGraw Hill Publications, 7th edition, 2005.
7. Mahesh Purohit, *Value Added Tax: Experiences of India and Other Countries*, 2007.
8. Kaushik Basu & A. Maertens (ed.), *The New Oxford Companion to Economics in India*, Oxford University Press, 2013.
9. M.M. Sury, *Government Budgeting in India*, 1990.
10. M. Govinda Rao, *Changing Contours of Federal Fiscal Arrangements in India*, Amaresh Bagchi (ed.), *Readings in Public Finance*, Oxford University Press, 2005.
11. Paul Samuelson, *Diagrammatic Exposition of a theory of Public Expenditure*, *Review of Economics and Statistics*, Volume 37, 1955

Comparative Public Administration

Course Objective

Comparative Public Administration is the youngest discipline among the family of social sciences. As an academic discipline, it came into existence in the post Second-World War period. The comparative study of administrative system has grown up with the comparative study of cross-cultural and cross-national settings. This course presents a comparative out look of performance of government, bureaucracy and institutions of developed and developing countries.

UNIT I: Introduction

a) Nature, Scope, Characteristics and Importance of Comparative Public Administration b) Evolution of Comparative Public Administration c) International Comparative Public Administration d) Critique of Comparative Public Administration

UNIT II: Approaches

a) Bureaucratic Approach b) General Systems Approach c) Decision Making Approach d) Ecological Approach

UNIT III: CPA:

Contributions of F. W. Riggs a) Structural-Functional Approach b) Theory of Prismatic Society c) Development Models

UNIT IV: Comparative Administrative Systems

a) Classical Administrative System – France b) Developing Administrative System – India c) Developed Administrative Systems – USA and UK d) Modern Administrative Systems – Japan and Korea

UNIT V: Development Administration

a) Nature, Scope and Elements of Development Administration b) Goals and Challenges of Development Administration c) Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

References:

Ali Farazmand, (2001) *Handbook of Comparative and Development Public Administration*, Marcel Dekker, NY. Esman, Milton J. (1970).
 CAG and the study of public administration. In F. W. Riggs (Ed.), *The frontiers of development administration* (pp.41-71).
 Durham, North Carolina: Duke University Press. Heady, F (1996).
 Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker. Heaphey, J. (1968).

Comparative public administration: Comments on current characteristics. *Public Administration Review*, 28(3), 242- 249.

Women's Writing

Course Outcomes

1. Define the various thoughts and theories pertaining to feminist writings and feminism. (Remembering)
2. Explain the themes and topics and relate it to real life situations. (Understanding)
3. Develop new ideas by connecting the various topics taught. (Applying)
4. Analyse the various movements related to gender and the progress in gender and literature. (Analysing)
5. Evaluate the interdisciplinary aspect in the various texts. (Evaluating)
6. Discuss and summarise the meanings, ideas and thoughts regarding gender and its connection with literature. (Creating)

Module I: Selected Poetry

Emily Dickinson 'I cannot live with you', 'I'm wife; I've finished that' Sylvia Plath 'Daddy' 'Lady Lazarus' Eunice De Souza 'Advice to Women', 'Bequest'

Module II: Selected Fiction and Short Fiction

Alice Walker *The Color Purple* Charlotte Perkins Gilman 'The Yellow Wallpaper' Katherine Mansfield 'Bliss' Mahashweta Devi 'Draupadi', tr. Gayatri Chakravorty Spivak (Calcutta: Seagull, 2002)

Module III: Selected Non-fiction

Mary Wollstonecraft- *A Vindication of the Rights of Woman* (New York: Norton, 1988) chap.1, pp. 11–19; chap.2, pp. 19–38. Ramabai Ranade 'A Testimony of our Inexhaustible Treasures', in *Pandita Ramabai Through Her Own Words: Selected Works*, tr. Meera Kosambi (New Delhi: OUP, 2000) pp. 295–324. Rassundari Debi. Excerpts from *Amar Jiban* in Susie Tharu and K. Lalita, eds. *Women's Writing in India*, vol.1 (New Delhi: OUP, 1989) pp.191–2.

Suggested Readings

- 1) Virginia Woolf, *A Room of One's Own* (New York: Harcourt, 1957) chaps.1 and 6.
- 2) Simone de Beauvoir, 'Introduction', in *The Second Sex*, tr. Constance Borde and Shiela Malovany- Chevallier (London: Vintage, 2010) pp.3–18.
- 3) Kumkum Sangari and Sudesh Vaid, eds., 'Introduction', in *Recasting Women: Essays in Colonial History* (New Delhi: Kali for Women, 1989) pp. 1–25.
- 4) Chandra Talapade Mohanty, 'Under Western Eyes: Feminist Scholarship and Colonial Discourses', in *Contemporary Postcolonial Theory: A Reader*, ed. Padmini Mongia (New York: Arnold, 1996) pp. 172–97

American Literature

Course Outcomes

1. Identify the American context in the prescribed texts. (Remembering)
2. Discuss the pertinent themes pertaining to the American socio-political conditions. (Understanding)
3. Illustrate concepts like American Dream, Social Realism and Transcendentalism in relation to the prescribed texts. (Applying)
4. Analyze the role of characters, plots and settings as depicted in the texts prescribed. (Analyzing)
5. Evaluate the role of various genres like novel, poem and drama with reference to the American context. (Evaluate)

6. Generate critical interpretations of the various texts included in the course. (Creating)

Module I: Selected Texts

Tennessee Williams: *The Glass Menagerie* Toni Morrison: *Beloved* Edgar Allan Poe 'The Purloined Letter' F. Scott Fitzgerald 'The Crack-up' William Faulkner 'Dry September'

Module II: Selected poetry

Anne Bradstreet 'The Prologue' Walt Whitman Selections from *Leaves of Grass*: 'O Captain, My Captain', 'Passage to India' (lines 1–68) Alexie Sherman Alexie 'Crow Testament' 'Evolution'

Suggested Readings

1. Hector St John Crèvecoeur, 'What is an American', (Letter III) in *Letters from an American Farmer* (Harmondsworth: Penguin, 1982) pp.66–105.
2. Frederick Douglass, *A Narrative of the life of Frederick Douglass* (Harmondsworth: Penguin, 1982) chaps. 1–7, pp.47–87.
3. Henry David Thoreau, 'Battle of the Ants' excerpt from 'Brute Neighbours', in *Walden* (Oxford: OUP, 1997) chap. 12.
4. Ralph Waldo Emerson, 'Self Reliance', in *The Selected Writings of Ralph Waldo Emerson*, ed. with a biographical introduction by Brooks Atkinson (New York: The Modern Library, 1964).
5. Toni Morrison, 'Romancing the Shadow', in *Playing in the Dark: Whiteness and Literary Imagination* (London: Picador, 1993) pp.29–39

Research Methodology

Course Objective

Research in common parlance refers to a search for knowledge. We can define research as a scientific and systematic search for pertinent information on a specific topic. In fact, research is an art of scientific investigation. *Research Methods for Social Science* explains different research methods used today for conducting research in particular with public administration, governance and public policy. This course is intended as a sound introduction to study the research methods with an objective of understanding the difference between qualitative and quantitative research and able to use appropriate tools and techniques for problem solving.

UNIT –I Introduction

a) Meaning, Objectives, Scope and Importance of Social Science Research b) Types of Research c) Objectivity in Social Science Research d) Trends on Research in Public Policy and Governance

UNIT - II: Methods of Research

a) Scientific Method b) Case Study Method c) Survey Method d) Content Analysis

UNIT – III: Research Design

a) Identification of Research Problem b) Hypothesis and Procedure of Hypothesis testing and Estimation c) Preparation of Research Design

UNIT - IV: Methods of Data Collection

a) Methods of Data Collection Primary Sources b) Observation; Questionnaire and Interview c) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V: Sampling and Report Writing

a) Sampling, Sampling Techniques and Scales of Measurement b) Analysis of Data and Use of computers in Social Science Research c) Citing and Ethics of Research in Public Administration d) Research Report Writing Select

References

1. Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill.
2. Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.
3. Burton,Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi,.
4. Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi.
5. Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc. Gerber Eller (2013), Public Administration Research Methods- Tools for Evaluation and Evidence based practices, Routledge, NY.

Bachelor of Arts
Syllabus – Semester VI

Personality Development

Unit 1- Personality Development: A Must for Leadership and Career Growth

Learnings about Personality Development from the Three Cases, Personality Analysis, Freudian Analysis of Personality Development, Swami Vivekananda's Concept of Personality Development, Personality Begets Leadership Qualities, Interpersonal Skills, The Personality Attribute of Talking Bold Decisions, Personality Types and Leadership Qualities and Personality Tests

Unit 2- Soft Skills: Demanded by Every Employer

Soft Skills as a Competitive Weapon, Antiquity of Soft Skills and Classification of Soft Skills.

Unit 3 - Communication Skills: Spoken English, Phonetics, Accent, Intonation

Code and Content, Stimulus and Response, Speaking Skills, Effective Speaking Guidelines, Pronunciation Etiquette, Phonetics, Syllabus, Stress, Accent, Rhythm and Intonation.

Unit 4- Your Resume or Curriculum Vitae- The First Step Forward

Difference between a Resume and a CV, Strategy of Resume Writing, Favourable First Impression, Main Body of the Resume, Fresher's Resume

Unit 5- Group Discussion: A Test of Your Soft Skills

Ability to Work as a Team, Communication Skills, Including Active Listening, Nonverbal Communication, Leadership and Assertiveness, Reasoning, Ability to Influence, Innovation, Creativity, and Lateral Thinking, Flexibility, Steps to Succeed in a Group Discussion, Group Discussion Types, Topics for Group Discussion and Responsibility of the First Speaker.

Unit 6- Job Interviews: The Gateway to the Job Market

Types of Interviews, Groundwork before the Interview, Abide by the Dress Code, Importance of Body Language in Interviews, Need for Proper Articulation, Interview Questions, Telephonic or Video Interview and Mock Interview.

Unit 7- Body Language: Reveals Your Inner Self and Personality

Emotions Displayed by Body Language, Most Common Body Language- Handshake, Eyes, Entry to Space- Personal Zones may Vary, Body Language Exhibited during Different Professional Interactions

Unit 8- Enhance your Writing Skill to Create an Impression

Principles to Increase Clarity of Communication, Edit-Edit-Edit

Unit 9- Fog Index: Provides Guidance for Proper Writing

Fog Index or Clarity Index, Passages with High and Low Fog Index, Infogineering Clarity Rating, Flesch Kincaid Reading Ease Index, Readability Indices, Checking Grammar, Spelling and Voice, Clarity of Verbal Communication

Unit 10- Beware of Pitfalls- Avoid Errors

Verbs, Articles, Power of Punctuation, Capital Check, Words that are Single or Couple, Similar but not Quite the same, Self-Check, Questions about Question Tags, Sound Spellings, Indianisms in English, Common Errors in the World and Comparatives.

Unit 11- Language Laboratory and Modern Methods of Learning

Advantages of Language Laboratory, Language Laboratory Lesson Types, Improving Listening Skills and Speaking Skills, Language Laboratory Session, Advanced Language Laboratory, Language Laboratory Material, E-Learning, Soft Skills and Personality Development through E-

Indian Economy-II

COURSE OUTCOMES

CO1 Define the Macroeconomic Policies and their Impact Indian Economy. (Remembering)

CO2 Explain the policies and Performance in Agriculture. (Understanding)

CO3 Identify the policies and performance in Industry. (Applying)

CO4 Evaluate the impact of various development policies in Agriculture and Industry in the Indian Scenario. (Analyzing)

CO5 Explain the trends and performance in service sectors. (Evaluating)

CO6 Discuss their understanding of the usefulness of various development policies. (Creating)

Module I: Macroeconomic Policies and their Impact (20 Hours)

Fiscal Policy – Fiscal Reform Measures in the Context of India's New Economic Policy; Monetary Reforms and its Impact; Black Money and Parallel Economy in India – Consequences and Corrective Government Intervention; Trade and Investment Policy – Export Import Policy, Foreign Trade Policy; Labour Regulation

Module II: Policies and Performance in Agriculture (20 Hours)

Changing Structure of Indian Agriculture; Sustainable Agriculture – Concept and Constraints; Diversification of Agriculture; Impact of Technology on Agriculture; Green Revolution and its Impact on Agricultural Development; Land Reforms and Agricultural Growth in India; Agricultural Credit – Role and Sources of Credit; Agricultural Marketing and Strategy for Development; Trade – WTO and Agriculture; Agricultural Pricing Policy in India

Module III: Policies and Performance in Industry (20 Hours)

Pattern of Industrialization; Industrial Growth and Productivity in the Post Reform Period; New Industrial Policy and Economic Reforms in India; Disinvestment and Privatization; Development of MSME Sector; Globalization and Competition; Foreign Investment in the Industrial sector

Module IV: Trends and Performance in Services (15 Hours)

Role of the Service Sector in the Indian Economy; Growth in and Composition of the Service Sector; Formal and Informal Enterprises in Service Sector; Trend and Growth of Banking and Insurance; Balance of Payments Position – Pre and Post Reform period; Trade in Services and WTO

Suggested Readings

1. Shankar Acharya, Macroeconomic Performance and Policies 2000-8, in Shankar Acharya and Rakesh Mohan (Editors), India's Economy: Performances and Challenges: Development and Participation, Oxford University Press, 2010.
2. Rakesh Mohan, India's Financial Sector and Monetary Policy Reforms, in Shankar Acharya and Rakesh Mohan, editors, India's Economy: Performances and Challenges: Development and Participation, Oxford University Press, 2010.
3. Pulapre Balakrishnan, Ramesh Golait & Pankaj Kumar, 2008, —Agricultural Growth in India Since 1991, RBI DEAP Study No. 27.
4. B.N. Goldar & S.C. Aggarwal, Trade Liberalisation and Price-Cost Margin in Indian Industries, The Developing Economics, September, 2005.
5. P. Goldberg, A. Khandelwal, N. Pavcnik & P. Topalova, —Trade Liberalisation and New Imported Inputs, American Economic Review, Papers and Proceedings, May, 2009.
6. Kunal Sen, Trade, Foreign Direct Investment and Industrial Transformation in India, in Premachandra Athukorala, editor, The Rise of Asia, Routledge, 2010.
7. Dipak Mazumdar & Sandeep Sarkar, The Employment Problem in India and the

- Phenomenon of the Missing Middle, Indian Journal of Labour Economics, 2009.
8. J. Dennis Rajakumar, Size and Growth of Private Corporate Sector in Indian Manufacturing, Economic and Political Weekly, April, 2011.

Development Economics-II

COURSE OUTCOMES

- CO1 Define the key concept of demography (Remembering)
- CO2 Explain the concept of land, labour, and credit market in order to understand the problem faced by developing countries. (Understanding)
- CO3 Identify the sustainable development issues for sustainable growth. (Applying)
- CO4 Analyze the role of globalization in the process of development. (Analyzing)
- CO5 Explain the governance of communities and organizations in developing countries. (Evaluating)
- CO6 Discuss various aspects of process of development. (Creating)

Module I: Demography and Development

Meaning and Scope of Demography; Demographic Concepts – Birth and Death Rates, Age Structure, Fertility and Mortality, Life Expectancy at Birth, Sex Ratio; The Theory of Demographic Transition – Demographic Transitions During the Process of Development; Gender Bias in Preferences and Outcomes and Evidence on Unequal Treatment Within Households; Connections between Income, Mortality, Fertility Choices and Human Capital Accumulation; Migration

Module II: Land, Labour and Credit Markets

The Distribution of Land Ownership; Land Reform and its Effects on Productivity; Contractual Relationships between Tenants and Landlords; Land Acquisition; Nutrition and Labour Productivity; Informational Problems and Credit Contracts; Microfinance; Interlinkages between Rural Factor Markets

Module III: Individuals, Communities and Collective Outcomes

Individual Behaviour in Social Environments; Multiple Social Equilibria; Governance in Organizations and in Communities; Individual Responses to Organizational Inefficiency

Module IV: Environment and Sustainable Development

Defining Sustainability for Renewable Resources; Brief History of Environmental Change; Common-Pool Resources; Environmental Externalities and State Regulation of the Environment; Economic Activity and Climate Change

Module V: Globalization

Concept of Globalization; Globalization in Historical Perspective; Economics and Politics of Multilateral Agreements; Trade; Production Patterns and World Inequality; Trade and Development Strategies – Import Substitution vs. Export Promotion; Financial Instability in a Globalized World.

Suggested Readings

1. A. Banerjee, R. Benabou, D. Mookerjee (eds.), Understanding Poverty, Oxford University Press, 2006.
2. P. Dasgupta, Economics: A Very Short Introduction, Oxford University Press 2007.
3. C. Kolstad, Intermediate Environmental Economics, Oxford University Press, 2012.
4. G. Meier, J. Rauch, Leading Issues in Economic Development, Oxford University Press, 2005.

5. W. Nordhaus, *The Climate Casino*, Yale University Press, 2013.
6. R. Rajan, *Fault Lines, How Hidden Fractures Still Threaten the World Economy*, 2010.
7. D. Ray, *Development Economics*, Princeton University Press, 1998.
8. D. Rodrik, *The Globalization Paradox: Why*

Financial Economics

COURSE OUTCOMES

- CO1 Define the various components of Financial System. (Remembering)
 CO2 Explain the various concepts related to the investment theory. (Understanding)
 CO3 Identify the capital asset pricing models. (Applying)
 CO4 Compare the various concepts of options and derivatives. (Analysing)
 CO5 Explain the importance corporate finance and related concepts. (Evaluating)
 CO6 Discuss pattern and working principles of corporate finance.

Module I: Investment Theory and Structure of Interest rates:

Deterministic cash-flow streams Basic theory of Interest; Discounting and Present Value; Internal Rate of Return; Evaluation Criteria; Fixed-Income Securities; Bond Prices and Yields; Interest Rate Sensitivity and Duration; Immunisation; The Term Structure of Interest Rates; Yield Curves; Spot Rates and Forward Rates

Module II: Models of Single-period random cash flows

Random Asset Returns; Portfolios of Assets; Portfolio Mean and Variance; Feasible Combinations of Mean and Variance; Mean- Variance Portfolio Analysis – The Markowitz Model, The Two-Fund Theorem; Risk-Free Assets and The One-Fund Theorem

Module III: Capital Asset Pricing Model

The Capital Market Line; The Capital Asset Pricing Model; The Beta of an Asset and of a Portfolio; Security Market Line; Use of The CAPM Model in Investment Analysis and as a Pricing Formula

Module IV: Options and Derivatives

Introduction to Derivatives and Options; Forward and Futures Contracts; Options; Other Derivatives; Forward and Future Prices; Stock Index Futures; Interest Rate Futures; The Use of Futures for Hedging; Duration-Based Hedging Strategies; Option Markets; Call and Put Options; Factors Affecting Option Prices; Put-Call Parity; Option Trading Strategies: Spreads; Straddles; Strips and Straps; Strangles; The Principle of Arbitrage; Discrete Processes and The Binomial Tree Model; Risk- Neutral Valuation

Module V: Corporate Finance

Patterns of Corporate Financing – Common Stock, Debt, Preferences, Convertibles; Capital Structure and the Cost of Capital; Corporate Debt and Dividend Policy; The Modigliani- Miller Theorem

Suggested Readings

- 1) J. Gurley, *The Materialist Conception of History*, in R. Edwards, M. Reich and T. Weisskopf (ed.), *The Capitalist System*, 2nd edition, 1978.
- 2) David G. Luenberger, *Investment Science*, Oxford University Press, USA, 1997
- 3) Hull, John C., *Options, Futures and Other Derivatives*, Pearson Education, 6th edition, 2005.
- 4) Thomas E. Copeland, J. Fred Weston & Kuldeep Shastri, *Financial Theory and Corporate Policy*, Prentice Hall, 4th edition, 2003.
- 5) Richard A. Brealey & Stewart C. Myers, *Principles of Corporate Finance*, McGraw-Hill, 7th edition, 2002.

6) Stephen A. Ross, Randolph W. Westerfield & Bradford D. Jordan, Fundamentals of Corporate Finance. McGraw-Hill, 7th edition, 2005.

Development Administration

SECTION-A

Introduction: Development Administration—Meaning, Scope and Significance. Main features of Development Administration in India. Features of Developed and Developing Countries. Mixed Economy Model & its Rationale and Significance.

SECTION-B

Planning Machinery: Planning Commission and National Development Council. State Planning Commission. District and Block Level Planning Machinery. Formulation and Implementation of Development Programmes and Projects.

SECTION-C

Public Sector and Development: Evolution and Expansion of Public Sector. Role of Public Sector. Management Boards. Forms and Features of Public Enterprises. Administrative Problems of Public Sector. Parliamentary and Executive control over Public Sector. New Economic Policy. Public and Private Partnership (PPP).

SECTION-D

Social Welfare and Development: Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes. Welfare Measures for Women and Children, Central Social Welfare Board; Composition and functions. Role of Voluntary Agencies in Social Welfare.

Suggested Readings:

1. Khera S.S., Government in Business, National Publishing House, New Delhi, 1977.
2. Kapoor S.S., Women and Welfare: A Study of Voluntary Agencies, Indus Publishing Company, New Delhi, 1995.
3. Puri K.K. and G.S. Brar, Development Administration, Bharat Parkashan, Jalandhar, 1993.
4. Sachdeva D.R., Social Welfare Administration in India, Kitab Mahal, Allahabad 2005.
5. Sapru R.K., Development Administration, Deep & Deep Publications, New Delhi, 1986.


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