

B.A. Social Sciences
Semester I
Political Science (Major-I)
SS101-Political Concepts

Time:-3 Hours

Max Marks: 100
Theory: 80
Internal assessment: 20

Note:- The Syllabus is divided into four Units.

Instructions for the Paper Setter:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer questions to be set from the entire syllabus, carrying 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

Unit-I

Meaning, Nature and Scope of Political Science.
Relationship of Political Science with History, Economics and Sociology.
State, Government, and Sovereignty.

Unit-II

Rights, Liberty, Equality (Affirmative Action), Justice, Citizenship, Nation, Rule of Law.
Democracy: Meaning, features and kinds.
Power, Authority, Legitimacy and Hegemony.

Unit-III

Political System, Political Culture, Political Socialization and Political Communication.
Political Development and Political Modernization.

Unit-IV

Organs of Government: Executive, Legislature and Judiciary.
Forms of Government: Unitary, Federal, Parliamentary and Presidential

Suggested Readings:

1. A.C. Kapoor, *Principles of Political Science*, New Delhi: S. Chand, 2000.
2. Eddy Asirvatham, *Political Theory*: New Delhi: S. Chand & Co., 2000.
3. S.P. Verma, *Modern Political Theory*, New Delhi: Vikas, 1998.
4. Almond & Powell, *Comparative Politics*, New Delhi: Amerind, 1975.
5. Allan R. Ball, *Modern Politics and Government*, London: Macmillan, 1983.
6. G.H. Eckstein & David Apter, *Comparative Politics*, New Delhi: Sterling Publications, 2002.
7. J.C. Johri, *Comparative Politics*, New Delhi: Sterling Publications, 2002.
8. Sushila Ramaswamy, *Political Theory: Ideas and Concepts*, New Delhi: Macmillan, India Ltd, 2003.

9. Andrew Heywood, *Political Theory*, New York: Palgrave MacMillan, 2001.
10. Andrew Heywood, *Key Concepts in Politics*, New York: Palgrave Macmillan, 2000.
11. Neera Chandhoke, *State and Civil Society: Explorations in Political Theory*, New Delhi: Sage Publication, 1995
12. Rajiv Bhargava and Ashok Acharya, *Political Theory*, New Delhi: Pearson, 2008.
13. J.C. Johri, *Principles of Modern Political Theory* New Delhi: Sterling Publishers, 2005.
14. B.N. Roy, *Political Theory and Thought*, New Delhi: Kaveri Books, 2011.
15. Andrew Heywood, *Politics*, New York: Palgrave. 2002

BA Social Sciences
Semester-I
Public Administration (Major-I)
SS102-Administrative Theory-I

Time:-3 Hours

Max Marks: 100
Theory: 80
Internal assessment: 20

Note:- The Syllabus is divided into four Units.

Instructions for the Paper Setter:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer questions to be set from the entire syllabus, carrying 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

Unit-I

Public Administration: Meaning, Nature, Scope and Significance.
Distinction between Public and Private Administration.
Ecology of Public Administration.
Subjectivity v/s Objectivity Debate.

Unit-II

Evolution of Public Administration and its present status.
New Public Administration, New Public Management.
Concept of Good Governance.
Challenges of Liberalization, Privatization and Globalization to Public Administration.

Unit-III

Theories of Organization: Classical Theory (Luther Gullick), Scientific Management (Taylor), Administrative Theory (Henry Fayol), Human Relations Theory (Elton Mayo), Bureaucratic Theory (Weber), Decision Making Theory (Herbert Simon).

Unit-IV

Post Weberian Developments: Dynamic Administration (Mary Parker Follet)
Participative Management (Chris Argyris), Riggs Model (Comparative Public Administration)

Suggested Readings:

1. Awasthi and S.R.Maheshwari, *Public Administration*, Agra: Laxmi Narain Aggarwal, 2004.
2. A.R.Tyagi, *Public Administration (Principles and Practice)*, Delhi: Atma Ram & Sons, , 2001.
3. B.L. Fadia and Kuldeep Fadia, *Public Administration- Administrative Theories and Concepts*, Agra: Sahitya Bhawan Publication, 2000.

4. Dwight Waldo, *Perspective on Public Administration*, University of Alabama Press, 1956.
5. Mohit Bhattacharya, *New Horizons of Public Administration*, New Delhi: Jawahar Publisher & Distributors, 2001.
6. Mohit Bhattacharya, *Restructuring Public Administration- Essays in Rehabilitation*, New Delhi: Jawahar Publishers and Distributors, 1999.
7. Nicholas Henery, *Public Administration and Public Affairs*, Prentice Hall of India, 2001.
8. R.B. Jain, *Public Administration in India: 21st Century Challenges for Good Governance*, New Delhi: Deep and Deep Publications, 2001.
9. Rumki Basu, *Public Administration: Concept and Theories*, New Delhi: Sterling Publishers, 1990.
10. S.L. Goel, *Advanced Administrative Theory*, New Delhi: Deep and Deep, 2002.
11. Ravinder Parsad & V.S Parsad, *Administrative Thinkers*, New Delhi: Sterling Publishers, 1991.
12. Pardeep Sahni & Etakula Vayunandan, *Administrative Theory*, New Delhi: PHI Learning Private Limited, 2012

B.A. Social Sciences Semester-I
Economics (Major-I)
SS103-Micro Economics

Time: 3 Hours

Total Marks: 100

Theory: 80

Internal Assessment: 20

Note: The syllabus is be divided into four equal units

Instructions for the Paper Setter:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer type questions to be set from the entire syllabus and will carry 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

UNIT-I

Micro Economics – Meaning, Nature and Scope. Consumer Behaviour : Utility Analysis, Theory of Demand, Elasticity of Demand: Price, Income and Cross Elasticity of Demand and their measurement. Indifference Curve Analysis.

UNIT-II

Theory of cost : Traditional and Modern Theory of Costs, Concepts and cost curves in the short and the long run.

Revenue : Total Revenue, Average Revenue and Marginal Revenue Curves and their relationship with elasticity of Demand.

UNIT-III

Production function : Concept of production function.

The concepts of Iso-quants and Iso-cost-curves, Law of variable proportions and Law of returns to scale

UNIT-IV

Markets : Different Forms, Perfect Competition, Monopoly, Monopolistic Competition - Their features and equilibrium of firm and industry in short run and long run.

Welfare Economics : meaning and importance

Suggested Reading

1. Koutsoyiannis, *Modern Micro Economics*, 2nd ed., London: Macmillan press, 1990.
2. A.Sen, *Micro Economics: Theory and Application*, New Delhi: OUP, 1999.
3. K.K. Dewett, *Modern Economic Theory*, S. Chand & Company Ltd., New Delhi: Multicolour Illustrating Edition, 2005.
4. K.N.Verma: *Micro Economic Theory*, Jalandar: Vishal Publishing Co., 2009-10.
5. H.L. Ahuja, *Advanced Economic Theory*, New Delhi: S.Chand & Company Ltd., Revised Edition, 2013.

B.A. Social Sciences
Semester-I
History (Major-I)
SS104-History of India Upto A.D-1000

Time: 3 Hours

Total Marks: 100
Theory: 80
Internal Assessment: 20

Note: The syllabus is divided into four equal units

Instructions for the Paper Setter:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer type questions to be set from the entire syllabus will carry 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

UNIT-I

1. Sources: Archaeological Sources; Literary Sources and Foreign Accounts
2. Indus Valley Civilization: Its Origin; Nature and Decline
3. The Rig Vedic and Later Vedic Phase: Political, Social, Economic and Religious Life

UNIT-II

4. Jainism and Buddhism; the Rise of Magadha
5. The Mauryan Empire: Foundation; Administration; Ashokan Inscriptions; Dhamma; Expansion and Disintegration
6. The Kushans: Kanishka and his Successors; Mahayana Buddhism; Gandhara Art; Literature and Education

UNIT-III

7. The Satvahanas and the Sangam Age
8. The Age of the Guptas: Polity and Administration; Land Grants; Indian Feudalism
9. The Age of Vardhanas; Foundation; Harsha's Campaigns and Political relations; Sources of Revenue; Patronage of Religion; Literature

UNIT-IV

10. Cholas: Polity; Economy; Society and Architecture
11. The Rajputs: Origin; Polity; Society; Religion; Art and Architecture
12. Shaivism and Vaishnavism: Shankracharya's Vedanta and Ramanuja

Suggested Readings:

1. Romila Thapar, *Early India: Up to 1300 A.D. Vol I*, New Delhi: Penguin Books, 1981.
2. A.L. Basham, *The Wonder That was India*, Fontana, 1977.
3. D.D. Kosambi, *The Culture and Civilization of Ancient India in Historical Outline*, Delhi: Vikas, 1994.
4. D.N. Jha, *Early India*, New Delhi: Manohar, 2004.
5. N.K. Sinha, *A History of India*, Calcutta: Orient Longman, 1983.
6. R.S. Sharma, *Aspects of Political Ideas and Institutions in Ancient India*, New Delhi: OUP, 1991.
7. _____, *India's Ancient Past*, New Delhi: OUP, 2011.
8. B. Chattopadhyaya, *The Making of Early Medieval India*, Delhi: OUP, 1998.

B.A. Social Sciences
Semester-I
Sociology (Major-I)
SS105-Fundamentals of Sociology-I

Time: 3hrs

Max. Marks: 100
Theory: 80
Internal Assessment: 20

Note:-The Syllabus is divided into four Units

Instructions for the paper setter:

The question paper consists of Five units: 1, II, III, IV and V. Units 1, II, III, and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer type question to be set from the entire syllabus will carry 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

Unit-I

Modernity and Social Change in Europe and Emergence of sociology; Nature and Scope of Sociology and its comparison with other social sciences (History, Economics, Political Science, Anthropology and Psychology).

Unit-II

Major theoretical stands of Research Methodology. Steps in Social Research: Research Design:- Qualitative and Quantitative Methods, Techniques, Variables, Sampling, Data Analysis, Scientific method, Reliability and Validity.

Unit-III

Society, Community, Association, Institutions, Culture, Culture Change, Diffusion, Cultural lag, Cultural relativism, Ethnocentrism, acculturation;
Social group – Definition, Characteristics and Importance, primary and secondary groups, Reference Group, Groups role in development of personality.

Unit-IV

Nature and types of Societies-Tribal, Agrarian, Industrial and Post Industrial;
Social Structure: Concept Characteristics/Components.

Suggested Readings:

1. T.B. Bottomore, *Sociology*, New Delhi: Random House, 1972.
2. Kingsley, Davis, *Human Society*, New York: Macmillan Company.
3. Alex, Inkeles, *What is Sociology*, New Delhi: Prentice Hall of India, 1964.
4. Samuel, Koenig, *Sociology: An Introduction to the Science of Society*, New York: Barnes and Bobble, 1970.
5. R.M. MacIver, *Society: An Introductory Analysis*, New Delhi: Macmillan, 1985.
6. Pascual, Gisbert, *Fundamental of Sociology*, Bombay: Orient Longmans, 1959.
7. Reece McGee, et. al., *Sociology: An Introduction*, Hindale: Rinehart and Winston, 1977

B.A. Social Sciences
SEMESTER – I
SS106-Languages- English (Major-I)
English (Elective)

Time: 3 Hours

Max. Marks: 100

Theory: 80

Internal Assessment: 20

Texts Prescribed: Texts Prescribed:

1. *Popular Short Stories* (Oxford University Press)
2. *Selected College Poems* ed Ambika Sen Gupta (Orient Longman)
3. *The Student's Companion* Wilfred D. Best (Harper Collins)

Course Contents :

- 1) Stories 1,3,6,10,16 from the book *Popular Short Stories*
- 2) The study of the following poems from the book *Selected College Poems*
 - 1) *All the World's a Stage* : William Shakespeare
 - 2) *Elegy Written in a Country Churchyard*: Thomas Gray
 - 3) *La Belle Dame Sans Merci* : John Keats
 - 4) *Ulysses* : Lord Alfred Tennyson
 - 5) *Say Not The Struggle Naught Availeth* : Arthur Hugh Clough
 - 6) *Nightingale* : Robert Bridges
 - 7) *The Unknown Citizen* : W.H.Auden
 - 8) *Night of the Scorpion*: Nissim Ezekiel
- 3) The following chapters are prescribed from *The Student Companion*
 - 1) Section 1 Words Denoting Numbers
Words Pertaining To Government
 - 2) Section 9 Synonyms

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of three sections and distribution of marks will be as under:

Section A: 20 Marks

Section B: 30 Marks

Section C: 30 Marks

Section–A

1. Twenty Five (25) Questions on usage of grammar related to the prescribed parts of '*The Student's Companion*' will be set. The students will be required to attempt twenty (20) sentences (20x1 = 20 marks)

Section–B

- II. Five questions on the textual and thematic aspects of the prescribed essays will be set and the students will be required to attempt any Three from the book'' *Popular Short Stories*'' (5x3 = 15 marks)

- III. Five questions on the textual and thematic aspects of the prescribed poems will be set and the students will be required to attempt any Three of these questions from the book *Selected College Poems* (5x3 = 15 Marks)

Section–C

- IV. ONE essay type question, with internal choice, on theme, characterization, plot, tone and style etc. of the prescribed essay from *Popular Short Stories* in about 300-400 words. (10x1 = 10 Marks)
- V. ONE essay type question, with internal choice, on central idea, theme, tone, and style etc. of a poem prescribed in the syllabus from the book *Selected College Poems* in about 300-400 words. (10x1 = 10 Marks)
- VI. Comprehension of Unseen passage will be set. The student will answer five questions of 2 marks each (5x2 =10 Marks)

B.A Social Sciences
Semester-I
SS107-Languages- Punjabi (Major- I)
ਪੰਜਾਬੀ-ਇਲੈਕਟਿਵ

ਸਮਾਂ : 3 ਘੰਟੇ

ਬਿਊਰੀ ਅੰਕ : 80
 ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 20
 ਕੁਲ ਅੰਕ : 100

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

1. ਸੁਖਨ ਦੇ ਸੂਰਜ (ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ-ਸੰਗ੍ਰਹਿ : (1901-1995) 32 ਅੰਕ
 (ਸੰਪਾ. ਡਾ. ਬਲਜੀਤ ਕੌਰ ਅਤੇ ਡਾ. ਟੀ.ਡੀ. ਜੋਸ਼ੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
 ਕਵੀ : ਭਾਈ ਵੀਰ ਸਿੰਘ, ਪ੍ਰੋ. ਪੂਰਨ ਸਿੰਘ, ਮੋਹਨ ਸਿੰਘ, ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, ਬਾਵਾ ਬਲਵੰਤ, ਹਰਿਭਜਨ ਸਿੰਘ,
 ਸੋਹਣ ਸਿੰਘ ਮੀਸ਼ਾ, ਸ਼ਿਵ ਕੁਮਾਰ, ਜਸਵੰਤ ਸਿੰਘ ਨੇਕੀ, ਜਗਤਾਰ, ਪਾਸ਼, ਸੁਰਜੀਤ ਪਾਤਰ।
2. ਪਵਿੱਤਰ ਪਾਪੀ (ਨਾਨਕ ਸਿੰਘ), ਨਾਨਕ ਸਿੰਘ ਪੁਸਤਕਮਾਲਾ, ਅੰਮ੍ਰਿਤਸਰ। 16 ਅੰਕ
3. ਮੰਚ ਘਰ - ਸੰਪਾ. ਕੁਲਦੀਪ ਸਿੰਘ, ਧਰਿ ਅਤੇ ਹਿਰਦੇਜੀਤ ਸਿੰਘ ਭੋਗਲ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ,
 ਅੰਮ੍ਰਿਤਸਰ। ਇਕਾਂਗੀ : ਬੇਬੇ ਰਾਮ ਭਜਨੀ, ਦੂਜਾ ਵਿਆਹ, ਮਨ ਦੀਆਂ ਮਨ ਵਿਚ, ਅੱਖ ਅੱਗੇ ਕੱਖ, ਬ੍ਰਹਮ ਭੋਜ
 ਕੁੱਤਾ ਤੇ ਮਨੁੱਖ। 16 ਅੰਕ
4. ਉਪਰੋਕਤ ਪੰਜਾਬੀ ਨਾਵਲ ਅਤੇ ਨਾਟਕ ਵਿਚੋਂ ਪਾਠ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਦਸ
 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣੇ ਲਾਜ਼ਮੀ ਹਨ। (8×2)16 ਅੰਕ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਸੁਖਨ ਦੇ ਸੂਰਜ (ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ-ਸੰਗ੍ਰਹਿ : (1901-1995)
 (ੳ) ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ (ਚਾਰ ਵਿਚੋਂ ਦੋ)। (8+8) 16 ਅੰਕ
 (ਅ) ਕਿਸੇ ਇਕ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ, ਕਵੀ ਬਾਰੇ ਜਾਣਕਾਰੀ ਤੇ
 ਉਸਦਾ ਯੋਗਦਾਨ (ਦੋ ਵਿਚੋਂ ਇਕ)। 8 ਅੰਕ
 (ੲ) ਪੰਜ ਮਲਟੀਪਲ ਚੋਣ ਪ੍ਰਸ਼ਨ (4×2) 8 ਅੰਕ
2. ਪਵਿੱਤਰ ਪਾਪੀ
 ਨਾਵਲ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਕਥਾਨਕ/ਪਾਤਰ (ਦੋ ਵਿਚੋਂ ਇਕ) 16 ਅੰਕ
3. ਮੰਚ ਘਰ
 ਕਿਸੇ ਇਕ ਇਕਾਂਗੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਕਲਾ/ਇਕਾਂਗੀ ਲੇਖਕ ਬਾਰੇ ਜਾਣਕਾਰੀ ਤੇ ਉਸਦਾ ਯੋਗਦਾਨ (ਦੋ ਵਿਚੋਂ
 ਇਕ) 16 ਅੰਕ
4. ਪਾਠ-ਕ੍ਰਮ ਵਿਚ ਅੰਕਿਤ ਨਾਵਲ ਅਤੇ ਨਾਟਕ ਵਿਚੋਂ ਪਾਠ ਆਧਾਰਿਤ 8 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਦੇ
 ਵਿਦਿਆਰਥੀ ਨੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹਨ। (8×2) 16 ਅੰਕ

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 20 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਇਨ੍ਹਾਂ ਅੰਕਾਂ
 ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁਲ ਅੰਕ 80+20 = 100 ਹਨ।

B.A. Social Sciences
Semester-I
Political Science (Minor-I)
SS111-Basic Concepts of Political Science

Time:-3 Hours

Max Marks: 100
Theory : 80
Internal assessment: 20

Note:- The Syllabus is divided into four Units.

Instructions for the Paper Setter:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer questions to be set from the entire syllabus, carrying 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

Unit-I

Meaning, Nature and Scope of Political Science.
Relationship of Political Science with History, Economics and Sociology.
State, Government and Sovereignty

Unit-II

Rights, Liberty, Equality (Affirmative Action), Justice, Citizenship, Nation, Rule of Law.
Democracy: Meaning, Features and Kinds.
Power, Authority, Legitimacy and Hegemony.

Unit-III

Political System, Political Culture, Political Socialization and Political Communication.
Political Development and Political Modernization.

Unit-IV

Organs of Government: Executive, Legislature and Judiciary.
Forms of Government: Unitary, Federal, Parliamentary and Presidential

Suggested Readings:

1. A.C. Kapoor, *Principles of Political Science*, New Delhi: S. Chand & Co., 2000.
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3. S.P.Verma, *Modern Political Theory*: New Delhi: Vikas, 1998.
4. Almond& Powell, *Comparative Politics*: New Delhi: Amerind, 1975.
5. Allan R.Ball, *Modern Politics and Government* London: Macmillan, 1983.
6. G.H. Eckstein, & David Apter, *Comparative Politics*, New Delhi: Sterling Publications, 2002.
7. J.C.Johri, *Comparative Politics*, New Delhi: Sterling Publications, 2002.
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9. Andrew Heywood, *Political Theory*, New York: Palgrave Macmillan, 2001.
10. Andrew Heywood, *Key Concepts in Politics*, New York: Palgrave Macmillan, 2000.
11. Neera Chandhoke, *State and Civil Society: Explorations in Political Theory*, New Delhi: Sage Publication, 1995
12. Rajiv Bhargava and Ashok Acharya, *Political Theory*, New Delhi: Pearson, 2008.
13. J.C. Johri, *Principles of Modern Political Theory*, New Delhi: Sterling Publishers, 2005.
14. B.N. Roy, *Political Theory and Thought*, New Delhi: Kaveri Books, 2011.
15. Andrew Heywood, *Politics*, New York: Palgrave Macmilan, 2002.

B.A. Social Sciences
Semester I
Public Administration (Minor-I)
SS112-Principles of Public Administration

Time:-3 Hours

Max Marks: 100

Theory : 80

Internal assessment: 20

Note:- The Syllabus is divided into four Units.

Instructions for the Paper Setter:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each carrying 15 marks. The students are to attempt one question from each unit approximately in 1000 words. Unit-V consists of 10 short answer questions to be set from the entire syllabus, carrying 20 marks in all. Each short answer type question carries 2 marks, to be attempted in 8 to 10 lines.

Unit-I

Public Administration: Meaning, Nature and Scope
Distinction between Public and Private Administration.
Ecology of Public Administration.
New Public Administration, New Public Management.

Unit-II

Organization: Types and Bases.
Principles of organization: Hierarchy, Unity of command, Span of control, Delegation, Supervision and Coordination.
Administrative Behaviour: Decision-Making, Communication, leadership, Morale and Motivation.

Unit-III

Chief Executive: Types and Functions. Line, Staff and Auxiliary Agencies.
Departments, Public Corporations, Independent Regulatory Commissions and Regulatory Authorities.
Headquarter- Field Relationships, Public-Private Partnership.

Unit-IV

Concept of Accountability and Control; Legislative, Executive and Judicial control over Administration.
Citizens and Administration: Voluntary Organizations, Role of Media, Citizens Charter, Right to Information, Social Audit.

Suggested Readings:

1. Awasthi and Maheshwari, *Public Administration*, Agra: Laxmi Narain Aggarwal, 2004.
2. A.R.Tyagi, *Public Administration (Principles and Practice)*, Delhi: Atma Ram & Sons, 2001.

3. B.L. Fadia and Kuldeep Fadia, *Public Administration- Administrative Theories and Concepts*, Agra: Sahitya Bhawan Publication, 2000.
4. Dwight Waldo, *Perspective on Public Administration*, University of Alabama Press: 1956.
5. Mohit Bhattacharya, *New Horizons of Public Administration*, New Delhi: Jawahar Publisher & Distributors, 2001.
6. Mohit Bhattacharya, *Restructuring Public Administration- Essays In Rehabilitation*, New Delhi: Jawahar Publishers and Distributors, 1999.
7. Nicholas Henery, *Public Administration and Public Affairs*, Prentice-Hall of India, 2001.
8. R.B. Jain, *Public Administration in India: 21st Century Challenges for Good Governance*, New Delhi: Deep and Deep Publications, 2001.
9. Rumki Basu, *Public Administration: Concept and Theories*, New Delhi: Sterling Publishers, 1990.
10. S.L. Goel, *Advanced Administrative Theory*, New Delhi: Deep and Deep, 2002.
11. Ravinder Parsad & V.S Parsad, *Administration Thinkers*, New Delhi: Sterling Publishers, 1991.
12. Pardeep Sahni & Etakula Vayunandan, *Administration Theory*, New Delhi: PHI Learning Private Limited, 2012.
13. M.P Sharma & B.L. Sadana, *Public Administration in Theory and Practice*, Allahabad: Kitab Mohal, 2004.
14. Vishnoo Bhagwan & Vidya Bhushan, *Public Administration*, New Delhi: S.Chand & Company, 2005.

B.A. Social Sciences
Semester – I
SS121- English (Compulsory)

Time: 3 Hours

Max. Marks: 50
Theory: 40
Internal Assessment: 10

Texts Prescribed:

1. Tales of Life (Guru Nanak Dev University, Amritsar)
2. Prose for Young Learners (Guru Nanak Dev University, Amritsar)
3. Murphy's English Grammar (*by Raymond Murphy*) CUP

Course Contents :

- 1) Stories at Sr.No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr.No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-18 from *Murphy's English Grammar*.

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of three sections and distribution of marks will be as under:

Section A: 10 Marks

Section B: 20 Marks

Section C: 10 Marks

Section–A

1.Twelve (12) Questions on usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Ten (10)** (1 X 10= 10 Marks)

Section–B

1. **EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Four(4)** questions, choosing at least **TWO** from each prescribed text. The answer to each question should not exceed 15-20 sentences.
(4X3 =12 Marks)
2. A question requiring the students to write the meaning and usage of **Three (3)** **vocabulary** items, two from each literary text, will be set. (1x3 = 3 Marks)
3. The students will be required to write an **APPLICATION** to the head of an educational institution on the any **ONE** out of **TWO** Topics
(1X5=5 Marks)

Section–C

1. **TWO** questions, one from each literary text, will be set for the students to answer any **ONE**. (1x5 = 5 Marks)
2. A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics
(1 x 5 = 5 marks)

B.A Social Sciences
Semester-I
SS122-Punjabi (compulsory)
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਥਿਊਰੀ ਅੰਕ : 40
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 10
ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

1. **ਦੋ ਰੰਗ** (ਕਵਿਤਾ ਭਾਗ) (ਸੰਪਾ. ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
2. **ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ** (ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਕੇ. ਐਲ. ਸਹਿਗਲ ਤੇ ਗੁਲਾਮ ਅਲੀ ਖਾਂ, ਸੋਭਾ ਸਿੰਘ, ਪ੍ਰਿਥਵੀਰਾਜ ਕਪੂਰ, ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ।
3. **ਪੈਰੂਾ ਰਚਨਾ**
4. **ਅਣਡਿੱਠਾ ਪੈਰੂਾ** (ਪੈਰੂਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ)
5. **ਅਰਜ਼ੀ ਜਾਂ ਪੱਤਰ** (ਦਫਤਰੀ ਜਾਂ ਘਰੇਲੂ)
6. **ਦਿੱਤੇ ਹੋਏ ਪੈਰੂੇ ਜਾਂ ਵਾਕਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ**

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

- | | |
|----------------------------------------------------------------------------|-------|
| 1. ਕਿਸੇ ਕਵਿਤਾ ਦਾ ਸਾਰ ਜਾਂ ਉਸਦਾ ਵਿਸ਼ਾ ਵਸਤੂ (ਦੋ ਵਿਚੋਂ ਇੱਕ) | 8 ਅੰਕ |
| 2. ਰੇਖਾ ਚਿਤਰ : ਸਾਰ, ਵਿਸ਼ਾ-ਵਸਤੂ, ਸ਼ਖਸੀਅਤ ਦੇ ਗੁਣ | 8 ਅੰਕ |
| 3. ਪੈਰੂਾ ਰਚਨਾ : ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇੱਕ ਉੱਤੇ ਪੈਰੂਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇ । | 8 ਅੰਕ |
| 4. ਪੈਰੂੇ 'ਤੇ ਆਧਾਰਿਤ ਪੁੱਛੇ ਚਾਰ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ | 4 ਅੰਕ |
| 5. ਅਰਜ਼ੀ ਜਾਂ ਪੱਤਰ | 8 ਅੰਕ |
| 6. ਦਿੱਤੇ ਹੋਏ ਪੈਰੂੇ ਜਾਂ ਵਾਕਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ | 4 ਅੰਕ |

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 10 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਇਨ੍ਹਾਂ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁਲ ਅੰਕ 40+10 = 50 ਹਨ।

B.A. Social Sciences
Semester-I
SS123-Mudhli Punjabi
(In Lieu of Compulsory Punjabi)
ਮੁੱਢਲੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਬਿਊਰੀ ਅੰਕ : 40
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 10
ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ

1. **ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ :**
(ੳ) ਨਾਮਕਰਣ ਤੇ ਸੰਖੇਪ ਜਾਣ ਪਛਾਣ : ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ, ਅੱਖਰ ਕ੍ਰਮ, ਸਵਰ ਵਾਹਕ (ੳ ਅ, ਏ), ਲਗਾਂ ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ, ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ।
(ਬ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

15 ਅੰਕ
2. **ਗੁਰਮੁਖੀ, ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ :** ਸਵਰ, ਵਿਅੰਜਨ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ ਅਤੇ ਉਚਾਰਣ, ਮੁਹਾਰਨੀ, ਲਗਾਂ ਮਾਤਰਾ ਦੀ ਪਛਾਣ।

10 ਅੰਕ
3. **ਪੰਜਾਬੀ ਸ਼ਬਦ ਜੋੜ :** ਮੁਕਤਾ (ਦੋ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਅੱਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਲਗਾਂਖਰ (ਟਿੱਪੀ, ਬਿੰਦੀ, ਅੱਧਕ) ਵਾਲੇ ਸ਼ਬਦ, ਸੁੱਧ-ਅਸੁੱਧ।

15 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੈ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ ਪੰਜ-ਪੰਜ ਅੰਕ ਹਨ।

(5+5+5) 15 ਅੰਕ
2. ਭਾਗ ਦੂਸਰਾ ਵਿਚੋਂ ਦੋ-ਦੋ ਨੰਬਰ ਦੇ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ।

10 ਅੰਕ
3. ਭਾਗ ਤੀਸਰਾ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿਨ੍ਹਾਂ ਦੇ ਪੰਜ-ਪੰਜ ਅੰਕ ਹਨ।

15 ਅੰਕ

B.A. Social Sciences
Semster-I
Foundation Course -I
SS126-General Awareness and Current Issues

Time: 3 Hours

Max. Marks: 50

Theory: 40

Internal assessment : 10

Instructions for the Paper Setter:

The question paper will consist of two sections and distribution of marks will be as under:

Section A: 20 Marks

Section B: 20 Marks

Section–A:

1. **Ten (10)** Questions will be set for the students. (10 x 2 = 20 marks)

Section –B:

2. **Four (4)** out of six will be set. Each question will carry 5 marks each. (4 X 5= 20 Marks)

Part A: General Awareness :-

1) World Organizations:-

UNO, EU, SAARC, ASEAN, OPEC, APEC, BRICS, WTO, IMF.

2) Awards:-

Nobel Prize Winners, Ramon Magsaysay, Abel Awards.

Oscar.

Bharat Ratna, Padma Awards, Sahitya Academy, National Film, Arjuna Awards, Dronacharya Awards.

3) EVENTS/PERSONS/PLACES in NEWS :- LAST SIX MONTHS.

Appointments (National, International) Conferences, Summits, Treaties of World Organizations mentioned in Part A(1)

4) SPORTS :-

Major Trophies, Major Sports Events of India and National Games.

International (World Cups, Grand Slams, World Championships)

Part B: Current Issues:

1. Environment issues:-

Globalization And Its Impact, Ecological Degradation, Conservation Of Natural Resources, Development And Related Issues.

2. Security Issues:-

Law Enforcement Agencies, Global Terrorism, Cyber Crime, Human Rights Organizations, Areas of conflict: International and National (Kashmir and Palestine).

3. Human Resources related issues:-

Poverty, Unemployment, Population Explosion, Illiteracy.

4. Gender Related Issues :-

Gender Inequality, Crime against Women, Sexual Harassment, Domestic Violence, Social Gender Disparities, Women Empowerment

5. Behavioral and Social Issues : Child abuse and child labor, juvenile delinquency, drug abuse and drug addiction, alcoholism, problems and rehabilitation of physically and mentally challenged persons.

Prescribed Books:- 1. General Knowledge 2015-16 (Arihant Publication)

2. Manorama Year Book 2015

3. Pratiyogita Darpan/Competition Wizard/Civil Services Chronicle

4. The Hindu/ The Tribune/ The Indian Express

Part B;-

1. Perspective On Current Affairs 2015

2. Frontline/ Yojana/ Economic and Political weekly

3. The Hindu/ The Tribune/ The Indian Express

SUGGESTED WEBSITES:-

1. www.mrunal.org

2. www.india.gov.in

B.A. Social Sciences
Semester – I
SS131-Interdisciplinary Course (Commerce)

Time : 3 Hours

Max. Marks: 50
Theory: 40
Internal assessment: 10

Section A :- It will consist of 10 multiple choice questions from the entire syllabus. All questions are compulsory. Each question will carry one mark; the total weightage being 10 marks.

Section B :- It will consist of 15 short answer questions upto 100 words in length. The students will be required to attempt any 10 questions. Each question will carry 3 marks; the total weightage being 30 marks.

Unit-I

COMMERCE & MANAGEMENT

Commerce: Meaning, Scope, Function and Evolution of Commerce and Industry, Trade and Aids to trade, Forms of business Organisation; E-commerce

Management : Meaning, Nature, Scope, Importance of management; Functions of management; Principles of management.

Unit-II

ACCOUNTANCY & TAXATION

Accountancy: Meaning, Features, Branches of accounting, Users of accounting information and their needs, Advantages & limitations of accounting; Accounting Concepts & Conventions; Financial Statements: Meaning, Types of financial statements, Users of financial statements

Taxation: Direct & Indirect Taxes-Meaning, Types, Tax Terminology

Unit-III

BANKING & INSURANCE

Banking: Commercial Banking in India, Functions of banks, Types of banks in India, Types of bank accounts, Procedure for opening bank account, Recent developments in banking: E-Banking, Mobile Banking, Universal banking, Offshore banking

Insurance: Meaning, Nature, Role & importance of insurance; Principles of insurance; Procedure for obtaining insurance policy. Life insurance; General insurance and its types; Concept of re-insurance & Double insurance

Recommended Books:

1. Y.K. Bhusan, *Fundamentals of Business Organization and Management*, New Delhi: Sultan Chand & Sons, 1980.
2. S.N. Maheshwari, *Financial Accounting*, New Delhi: Vikas Publishing House, 2009.
3. Sawraj Kaur Annie, *Principles of Management*, Kalyani Publishers
4. P.K. Gupta, *Insurance and Risk Management*, Himalaya Publishers.
5. *Banking-Theory & Practice*, Kalyani Publishers.