

SECOND YEAR SOCIOLOGY 2014–15

Paper-II : Issues and Problems in Indian Society (2682)

M.M:- 100

UNIT A

- Social Problem : Concept and Causes.
- Structural: Poverty, Unemployment- Concept, Causes and Remedies.

UNIT B

- Structural: Population Explosion, **Inequality of Caste and Gender**
- Problems of SC, ST and Minorities.

UNIT C

- Familial : Dowry, Violence, Divorce, Intergenerational Conflict and Aging Problems.

UNIT D

- **Developmental: Development induced Displacement, Ecological Degradation and Environmental Pollution, Consumerism , Crisis of Values.**

UNIT E

- **Disorganizational: Crime & Delinquency, White Collar Crime, Corruption, Changing Profile of Crime & Criminals, Drug Addiction.**

Essential Readings:

Beteille, Andre. 1974 Social Inequality . New Delhi : OUP

Beteille, Andre. 1992 Backward Classes in Contemporary India , New Delhi: OUP

Berreman G.D. 1979. Caste and Other Inequalities: Essays in Inequality. Meerut: Folklore Institute.

Dube, Leela 1997. Women and Kinship Comparative Perspectives on Gender in South and Southeast Asia. New Delhi. Sage Publications.

Gadgil, Madhve and Guha, Ramchandra. 1996. Ecology and Equity: The Use and Abuse of Nature in Contemporary India. New Delhi:OUP

Gill S.S. 1998. The Pathology of Corruption. New Delhi. Harper Collin Publishers.

Guha, Ranjit. 1991 . Subaltern Studies. New York: OUP

Inden, Ronald. 1990. Imaging India. Oxford: Brasil Blackward

1.3 PRINCIPLES OF BUSINESS MANAGEMENT

(Code:1821)

Objectives

This course familiarizes the students with the basics of principles of management.

COURSE CONTENTS

UNIT- I

Introduction: Concept, Nature, Process and Significance of Management, An overview of functional areas of Management; Development of Management Thought, Functions of Management and Coordination.

UNIT- II

Planning: Concept, Process and Types. Decision Making – Concept and Process; Corporate Planning , Strategy Formulation , Concept of Strategic Planning.

Management By Objectives- Environment Analysis and Diagnosis.

UNIT – III

Organizing: Concept, Nature, Process and Significance; Authority and Responsibility, Delegation of Authority, Centralization and Decentralization, Departmentation , Organization Structure & Forms.

UNIT-IV

Motivating and Leadership People at Work: Motivation – Concept, Theories- Maslow, Herzberg, McGregor and Ouchi; Financial and Non-financial Incentives.

Leadership – Concept and Leadership Styles; Leadership theories.

Communication – Nature, Process and Barriers in effective communication.

UNIT- V

Managerial Control: Concept and Process; Effective control system, Techniques of control – traditional and modern.

Management of Change: Concept , Nature and Process of Planned Change, Resistance to Change, Emerging horizons of management in changing environment.

3.5 BUSINESS COMMUNICATION & SOFT SKILLS

(Code No: 3822A)

Objectives

The objective of this course is to develop effective business communication skills among the students.

COURSE CONTENTS

UNIT-I

Business Communication: Meaning, Definition, Features, Scope, Process and importance of Business Communication. Essentials of effective Communication- 7 C's of Communication, Types of Communication & Barriers to communication with suggestions to overcome barriers.

UNIT-II

Writing and Oratory skills; Audience Analysis, writing Communication- merits, demerits, types of written communication. Planning & writing Business Message. Report writing and Essentials of good reporting.

Oratory skills: Effective Oral Communication- points for consideration, Presentation skills using audio-visual aids.

UNIT-III

Preparing CV and interview skills; Preparing CV Guidelines for Drafting C.V., Job applications, its types, forms and contents.

Interview; Preparing for Interview- guidelines to interviewee and interviewer, Conducting & facing interviews, Mock interview & GD

UNIT- IV

Body Language & Mannerism; Body Language- Postures, Positive Body Language moves, Gestures & Expressions. Do's & Don'ts. Mannerism - Table manners & etiquettes, phone & Internet manners.

UNIT- V

Soft Skills: Analytical Skills, working in team, initiative & Leadership skills, Stress & Anger Management, time management skills and honing the skills through management games & Practicals.