**Faculty of Humanities & Social sciences & Languages**
**BA (CA)-II Year**

# SOCIOLOGY
## Paper –I (Social Processes and Change)
## Paper Code: BACA(Y-201A)

### UNIT -I
Social structure-concept and characteristics, function-concept and characteristics, social structure and function, (According to Radcliffe-brown and 1 parson)

### UNIT -II
Social organization-concept and characteristics .social process cooperation, accommodation. Assimilation. Adaptation, Adjustment.

### UNIT -III
Social Disorganization-concept and characteristics. Process of social disorganization-competition. Conflict, Deviant behavior, War

### UNIT -IV
Social legislation-Domestic violence Act2005.the scheduled cast and tribes (prevention of atrocities Act1989). Human right Act 1993. Right to information 2005.protection of woman under India constitution and criminal law.

### UNIT -V
Process of social change-social movement, planning, urbanization, industrialization, modernization.

**Recommended Books:**

1. **M. Hans Nain, Tribes in India, Harman Publication, New Delhi.**
2. **Singh K.S. Tribal Situation in India, Harman Publication, New Delhi.**
3. हॅसन नदीम, भारत में जनजातीय, हरनाम पब्लिकेशन, नई दिल्ली
4. महाजन, धर्मवीर, जनजातीय समाज का समाजशास्त्र, विवेक प्रकाशन, नई दिल्ली
5. शर्मा, श्रीनाथ, जनजातीय समाजशास्त्र, हिन्दी ग्रन्थ अकादमी, भोपाल

# SOCIOLOGY
## Paper –II (Rural, Urban and Tribal Society)
## Paper Code: BACA(Y-201B)

### UNIT- I

Characteristics of rural and peasant societies, Rural Family. Caste occupation and its changing status, jasmine system.

### UNIT- II

Rural leadership and Factions, peasant Tensions, cooperatives, changing status of Rural Woman, Migration

### UNIT- III

Urban Society-Housing, Slums, juvenile Delinquency- Alcoholism, Drug, Addiction, Environmental pollution.

### UNIT- IV

Urban society-social Disorganization- Meaning, characteristics and causes, Crime poverty and unemployment, impact of information technology on society.

### UNIT- V

Tribes- Meaning and characteristics, Tribal problems, indebtedness, Land Alienation, Life style of Gonad ,Bhil, Bilal and Koru tribes.

**Recommended Books:**

1. **Deidra, B.J. and F.V. Plug (2001) Foundations of Modern Macroeconomics, Oxford, University Press, Oxford**
2. **Lewis, M.K. and P.D. Mizzen (2001) Foundations of Modern Macroeconomics, Oxford, University Press, Oxford.**
3. **Lewis, M.K. and RD. Mizzen (2000). Monetary Economics, Oxford University Press, New Delhi.**

# POLITICAL SCIENCE
## Paper – I (Representative Political Thinkers)
## Paper Code: BACA(Y-202A)

**UNIT – I**

Salient features of Ancient Indian Political Thought: Ramayana and Mahabharata, Political Ideas of: Manu and Kautilya..

**UNIT – II**

Political Ideas of: Gandhi, Nehru, Ambedkar and Ram Manohar Lohia.

**UNIT – III**

Salient Features of Greek Political Thought, Plato and Aristotle, Salient features of Western Medieval Political Thought.

**UNIT – IV**

Political Ideas of: Machiavelli, Bentham, J.S. Mill and Rousseau.

**UNIT – V**

Political Ideas of: Hegel, Green, Marx and Mao.

**References-**

1. **Dr .B L.Fadiya & Kuldeep Fadiya-Political Ssience**
2. **Hague, R. and Harrop, M. (2010) Comparative Government and Politics: An Introduction(Eight Edition). London: Palgrave McMillan.**
3. **Bara, J & Pennington, M. (eds.). (2009) Comparative Politics. New Delhi: Sage.**
4. **Hague, R and Harrop, M. (2004) 'The Political Executive', in Comparative Government and Politics: An Introduction. London: Palgrave McMillan, pp. 268-290.**

# POLITICAL SCIENCE
## Paper –II (Constitutions of Major Countries)
## Paper Code: BACA(Y-202B)

**UNIT I**

Salient features of British constitution: Executive, Ligature, Judiciary and Political Parties

**UNIT II**

Salient feature of American Constitution: Executive, Ligature, Judiciary and political parties.

**UNIT III**

Salient features of Swiss Constitution: Executive, Legislature, Judiciary and Federal Tribal, Direct Democracy.

**UNIT IV**

Salient features of the Constitution of People's Republic of China: Executive, Legislature, Judiciary and Communist Party.

**UNIT V**

Comparative study of the Constitution of Britain, USA, Switzerland and China: Federal System of USA & Switzerland, Constitutional Amendments in USA and Switzerland, Second Chamber-House of Lords and senate, party system in the USA, UK and china.

**Suggested Readings :**

**1. Lucian Pyre. New Aspects of Politics. Princeton Hall. 1966**
**2. Almond Powell, Comparative Politics, Boston, Little Brown, 1966**
**3. C.B. Gene, Comparative Politics, Publisher Jaipur, Rajasthan.**
**4. B.E. Podia, Comparative Politics. Sanity Bhawan Publisher, Agra.**

# BA (CA)-II Year

## COMPUTER APPLICATION

## PAPER-I PC SOFTWARE & DATA PROCESSING (COMPUTER APPLICATION)

## Paper Code- BACA – (Y-203A)

## UNIT — I

Introduction To Spreadsheet: Definition And Advantages of Electronic Worksheet, Working On Spreadsheets, Range & Related Operations, Setting, Saving And Retrieving Worksheet File, Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook. Short-cut commands Entering text and numeric data, entering date and time different functions, formatting text and numeric data. Functions and Other Features: Classification and Usage of Various Built-In-Functions In Worksheet, Passwords, Protecting A Worksheet. Printing of the worksheet, page margin setting and adding header and footer, Transferring Data to and From Non Worksheet Files, Database Handling, Creating, Naming & Executing Macros. Creating graphs.

UNIT – II

Introduction to MS - power point, Auto-wizard, creating a presentation using Auto content wizard, Blank presentation, creating, saving and printing a presentation, adding slide to a presentation, slide view, outline view , slide sorter view , notes view and slide show view. Changing text font and size, selecting text style and colour, to set header and footer. Using, bullets, clipart and word art gallery. Applying design template creating graph. Adding transitions and Animation effects, setting timings for slide show preparing note pages, preparing audience handouts.

UNIT – III

Introduction to Business Organization. Business Organization units: Production, Stock Control, Cost, Purchase Control, Sales Order Processing and Accounting. Characteristics of a good Business Unit. Data and Information, Introduction to data Processing, fields, Records and Files. Types of files: Master files and Transaction file.

UNIT - IV

Overview of System Analysis and Design, Business System Concepts, System Development Life Cycle, Feasibility Analysis, Design, Testing & Evaluation. Overview of MIS : Introduction, Role of IT, MIS- characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

UNIT – V

Introduction to Database Management System: basic concepts, various facilities and advantages of business computing. Application areas of DBMS, Parallel Processing and Distributed Processing.

# Faculty of Humanities & Social sciences & Languages
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## PRACTICAL

**Using MSWord**

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading.
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

**Using MS Excel**

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class result.
3. Prepare a Salary Slip of an employee of an organisation.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercises on a Workbook:

a. Copy an existing Sheet
b. Rename the old Sheet
c. Insert a new Sheet into an existing Workbook
d. Delete the renamed Sheet.

7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus.
Calculate their total attendance, total percentage of attendance of each student &average of attendance.
8. Create a worksheet of Students list of any 4 faculties and perform following database functions on it.

a. Sort data by Name
b. Filter data by Class
c. Subtotal of no. of students by Class.

**Using MS PowerPoint**

1. Design a presentation of your institute using auto content wizard, design templateand blank presentation.
2. Design a presentation illustrating insertion of pictures, Word Art and ClipArt.
3. Design a presentation, learn how to save it in different formats, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).

## Reference Books:

1. **Fundamentals of Computers: P.K.Sinha**
2. **System Analysis and Design by Elias M Awad.**
3. **P C Software for Windows by R K Taxali**
4. **P C Software Bible by S.Jaiswal**

# COMPUTER APPLICATION
# PAPER-II INTERNET AND E-COMMERCE
# CODE-BACA(Y-203B)

## UNIT I

Internet: Evolution, Concepts, Internet and Intranet, Growth of Internet, ISP, ISP in India, Types of connectivity- Dial-up, Leased line, DSL, Broadband, RF, VSAT etc. Methods of sharing Internet connection. Concepts of client Server architecture, Use of Proxy server. Concepts of search engines, Search engines types, searching the web, Web servers, Introduction of TCP/IP and other protocols used on the web. Email: Concepts, POP and web based E-mails, merits, address, Basics of sending and receiving, E-mail protocols, Free E-mail Services.

## UNIT II

E-Commerce: Introduction, Concepts, E-commerce & Physical Commerce, Advantages & Disadvantages of E- Commerce. Technology in E-Commerce, Interne and E-Business, application, feasibility & various constraints. E- Transition challenges for Indian corporate. The Information Technology act 2000 and its highlights related to e-commerce. Impact of e-commerce on industries, consumer & society-commerce framework. M-commerce: Origin, components, development & applications.

## UNIT III

E-Business Models based on relationship of transaction parties: Business to Business, Consumer to Consumer, Consumer to Business. E-Business Models based on transaction type: Brokerage Model, Aggregate Model, Info-mediary model, Community Model, Value chain model, Manufacturer Model, Advertising Model, Subscription Model. Electronic Data Interchange (EDI): Evolution, uses, benefits, working of EDI.

## UNIT IV

Marketing concepts in e-commerce: Marketing concepts, concepts for internet marketing, e-commerce marketing & branding strategies, online marketing. Electronic Payment System: Overview of electronic payment systems, Pre paid electronic payment systems, Post paid electronic payment systems. Internet advertising: Importance and competitiveness, weakness, Models of advertising on internet. E-marketing tools.

## UNIT V

Security technologies in e-commerce, security problems in e-commerce. Reliability of e-commerce system, Data encryption technologies, Digital signature, authentication technologies. Firewall, Site security.

**Reference Book:**

1. **Leon Alex in, Mathews Leon: Internet for Everyone, Leon Tec world**
2. **Doing Business on the Internet e-commerce: S. Jaiswal, Galgotia publication**
3. **E-Business and E-commerce management 3rd edition- Pearson Education**

# FOUNDATION COURSE (MORAL VALUE AND LANGUAGE-II)
# Code: FC(Y--204A)

## UNIT-I

**हिन्दी भाषा**

1. वह तोड़ती पत्थर  सूर्यकांत त्रिपाठी निराला - (कविता)
2. दिमागी गुलामी  यनराहुल सांक्रत्या - (निबंध)
3. वर्ण जनव्यं -रस्व) विचार -, वर्गीकरण, उच्चारण स्थान(

## UNIT-II

**हिन्दी भाषा**

1. नारीत्व का अभिशाप  देवी वर्मामहा - (निबंध)
2. चीफ की दावत  साहनीभीष्म - (कहानी)
3. विराम चिन्ह (संकलित) -

## UNIT-III

**हिन्दी भाषा: नैतिक मूल्य**

1. शिकागो व्याख्यान मी विवेकानंदस्वा  - (नख्याव्या)
2. धर्म और राष्ट्रवाद  महर्षि अरविन्द (लेख) -
3. सादगी  गांधीमहात्मा -(कथाआत्म )
4. चित्त जहां भय शून्य  नाथ टैगोररवीन्द्र -(कविता)

## UNIT IV

**English:**

1. Tree: Tina Morris
2. Night of the Scorpion : Nissim Ezekiel
3. Idgah : Premchand (translated by Khushwant singh
4. Letter to God : G.L. Swanteh (translated by Donald a Yates
5. My Bank Account : Stephen Leacock
6. God sees the Truth but waits : Leo Tolstoy

## UNIT V

**English:**

1. Short Essay on given topics
2. Correspondence skills (format & Informal letters and Application)
3. Translation of sentences/passage English to Hindi and Hindi to English.

**Suggested Readings: Madhya Pradesh Hindi grant academy, Bhopal published book.**

## Faculty of Humanities & Social sciences & Languages
## BA (CA)-II Year

# FOUNDATION COURSE (ENVIRONMENTAL STUDIES)
# Code: FC(Y—204B)

### UNIT I

**Study of Environment and ecology:** Definition and Importance of Environment and Ecology, Public participation and Public awareness.

### UNIT II

**Environmental Pollution :** Air Pollution, water Pollution, noise Pollution, heat and nuclear pollution- Definition, Causes, effect and prevention of pollution, Disaster management – Flood, Earthquake, cyclones and landslides.

### UNIT III

**Environment and social problems:** Sustainable development- Introduction, Energy problems of cities, solar energy, biogas and wind energy, Water conservation – rain-water harvesting.

### UNIT IV

**Role of mankind in conserving natural resources:** Food resources – World food problem , Energy resources – increasing demand for energy.

### UNIT V

**Environment conservation laws:** Conservation laws for air and water pollution, Wildlife conservation laws, Role of information technology in protecting environment & health.

**Suggested Readings:**

- Madhya Pradesh Hindi grant academy, Bhopal published book.