



Estd. 1972

Sunbeam
Women's College Varuna
Towards Women Empowerment ...
Post Graduate College
(Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)
(Accredited by NAAC)

SYLLABUS

2025-26

BA V & VI Semester

Political Science

Name of Student:.....

Class:..... Section:

Add: 904/1 Central Jail Road, Sikraul, Varanasi-221002

Sunbeam Women's College Varuna

Affiliated to M.G.K. Vidyapith

VISION

Sunbeam College envisions to develop culturally rooted, globally oriented, self-reliant women committed to achieve excellence through duty, devotion & discipline.

MISSION

- To reinforce duty, devotion towards the society and the Nation, thereafter keeping with the essence of discipline in one's life.
- To make students sensitive about social concerns, human rights and thus help them being an eco-conscious individual.
- To educate the women of tomorrow, through teaching- learning exchange programmes, researches and extension activities.
- To pursue student-centric learning for self-development & skill development.
- To equip and empower students with relevant knowledge, competence, value and creativity to face global challenges.
- To facilitate young women to come up with leadership, self-pride and identity in order to become the change makers of the society.
- To inculcate skills and practices that help students become culturally rooted, globally oriented and self-reliant.

Faculty of Arts

Vision

The Faculty of Arts envisions achieving overall excellence in education by continuously upgrading the teaching-learning methodology. While incorporating latest scientific aptitude, it aims to foster the development of students as knowledgeable citizens and leaders.

Mission

- FM1** - To provide progressive environment for faculties and students.
- FM2** - To design and implement curriculum that will empower the students with knowledge, professional and life skills.
- FM3**- To collaborate with academia to meet the changing needs of society.
- FM4** - To foster innovation and cultivate the spirit of scientific aptitude amongst students.
- FM5** - To value teaching that will lead our students to participate in society as informed, responsible citizens.
- FM6** - To help students see themselves as professionals, as part of a discipline with skills and abilities valuable in the business, teaching, publishing, or post-graduate work.

* **FM:** Faculty's Mission

BACHELOR OF ARTS

Program Outcomes (POs)

The Programme outcome of BA is designed to attain the following outcomes:

- PO1:** Students will develop intellectual flexibility, creativity and cultural literacy which can be engaged in life- long learning.
- PO2:** Students will be able to facilitate effective written and oral communication skills essential for team coherence, group dynamics, and public relation.
- PO3:** Students will be able to inculcate the significance of their cultural and traditional roots.
- PO4:** Students will be able to search jobs in competitive exams/Public services in the fields of teaching, travel, hospitality, media, telecommunications and other related areas.
- PO5:** Students will be able to assess opportunities in higher education in all the related fields of their subjects.
- PO6:** Students will be able to adapt critical thinking skills and comprehend life skills through the study of literature and develop their own creativity by enhancing their writing skills.

PROGRAM SPECIFIC OUTCOMES (PSOs):

- PSO1:** Students will be integrating communication skill required for professional industries.
- PSO2:** Students will have presentations, soft skills and personality grooming classes for their holistic development.
- PSO3:** Students will be able to evaluate issues and public policy by using data analysis methods and its limitations.
- PSO4:** Students will be able to formulate informed opinions on policy issues and recognize the validity of opposing viewpoint.

Academic Calendar for the Session 2025- 26

Date sheet for Internal Assessment (Mid Term Examination)

Bachelor of Arts (BA – SEM V & VI)

Odd Semester

Date	Shift 1	Shift 2
17/11/2025	Co-Curricular	Hindi / History/Sociology (Paper 1)
18/11/2025	Hindi / History/Sociology (Paper 2)	English/ Eco/Pol. Sci. /Psycho. (Paper 1)
19/11/2025	English/ Eco/Pol. Sci. /Psycho. (Paper 1)	Pol/Psycho Practical
20/11/2025	Survey/Project/Practical	---

Even Semester

Date	Shift 1	Shift 2
23/03/2026	Co-Curricular	Hindi / History/Sociology (Paper 1)
24/03/2026	Hindi / History/Sociology (Paper 2)	English/ Eco/Pol. Sci. /Psycho. (Paper 1)
25/03/2026	English/ Eco/Pol. Sci. /Psycho. (Paper 1)	Pol/Psycho Practical
26/03/2026	Survey/Project/Practical	---

Important Dates: Odd Semester

- 17.11.25: Mid Term Examination begins.
- 29.11.25: Parents- Professor Meet (PPM) & Report Card Distribution.

Important Dates: Even Semester

- 23.03.26: Mid Term Examination begins.
- 04.04.26- Parents- Professor Meet (PPM) & Report Card Distribution.

“All the Best”

BA V SEM
SUB- Political Science
COURSE CODE: A060501T
COURSE TITLE: Comparative Government and Politics
UK, USA, Switzerland & China

Credits - 4

Course Outcomes: Politics is the mirror of the society. This paper will help the student in furthering his understanding of the world around. This would help him to appreciate other systems and make him critically analyze the pros and cons of these systems. Comparison is widely used method of scientific knowledge. This would help the student to find out why a certain system is appropriate and suitable to a given society.

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
July'25	22	Unit I: Nature, Scope and Utility of Comparative Study of Politics. Unit II: Capitalism And The Idea Of Liberal Democracy.
August'25	24	Unit III: Socialism and The Working of Socialist State. Unit IV: Decolonization and The Role of State In The Developing World.

Activity: Presentation by the students on “How the Judicial system of U.K. differs from the Indian Judicial system.”

Objective: To promote the students to think and discuss about the judiciary of India as well as U.K.

Methodology: Presentation method

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
September'25	22	Unit V: Salient Features of The British Constitution And Examination of The Relationship Between The Executive And Legislature And Role of Judiciary in UK. Unit VI: Essential features of the constitution of USA , Composition Powers and Functions of the Executive , Legislature and Judiciary in USA.
October'25	18	Unit VII: Confucianism, Maoism, Salient Features of Chinese Political System, Communist party of China, One Country Two System.
November'25	24	Unit VIII: Plural Executive, Direct Democracy, Referendum, Initiative, The Administrative System of Switzerland
December'25		Revision and University Examination

Activity: Power Point presentation on the Direct Democracy in Switzerland

Objective: To develop the interest of students in the Direct Democracy of Switzerland.

Methodology: PPT Presentation method

Suggested Readings:

1. 2. A.C. Kapoor & K. K. Mishra, Select Constitutions, S.Chand New Delhi
2. V.D. Mahajan, Constitution of the world, S.Chand New Delhi.
3. J.C. Johari: New comparative govt. Lotus
4. S.E. Finer, Comparative Governments.
5. Bryce, Modern Democracies
6. Herman Finer, Theory and Practice of Modern government
7. Vidya Bhushan & Vishnu Bhagwan. World constitution, sterling publications.
8. J. Kopstein and M. Lichbach, comparative politics: interests identities and institutions in a changing global order.
9. M. Mohanty, comparative political theory and third world sensitivity
10. O.P.Gauba, Tulnatmak Rajniti ki Ruprekha
11. Pukhraj Jain, Tulnatmak shasan evam Rajniti

SUB- Political Science

COURSE CODE: A060502T

COURSE TITLE: Principles of Public Administration

Credits - 4

Course Outcome: Administration being essential to every organization, this course aims to acquaint a student with fundamentals of public administration to. This would provide him an insight regarding the principles of administration in general and help him to bring out the best from existing set up. This would help him to prepare for administrative examinations too.

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
July'25	22	Unit I: Meaning, nature, Scope and Significance of Public Administration. Evolution of Public Administration As A Discipline, Public And Private Administration, Role Of Public Administration In Modern State, Unit II: Types , Bases and Principles of Organization ,Theories of Organization : Scientific Management, Classical theory , Max Weber's Theory of Bureaucracy, Human Relations Theory, Decision Making Theory, Ecological Theory

Activity: Oral presentation on "Differences between Public and Private Administration."

Objective: To promote the students to think and understand the concept of Public and Private Administration.

Methodology: Oral presentation method

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
August'25	24	Unit III: Chief Executive : Types and Function, Line, Staff, Auxiliary agencies, Departments, Public Corporation, Boards and commissions Independent Regulatory Commissions, Delegated legislation Unit IV: Concept of Budget, Formation & Execution of Budget, Account and Audit

Activity: Project on any two topics of Unit III by the students.

Objective: To develop the ability of the students to think, analyze and evaluate the topics.

Methodology: Project method

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
September'25	22	Unit V: Administrative Law, Delegated Legislation, Administrative Tribunals. Unit VI: New public administration, New Public Management, New Public Service Approach, Good Governance, Public Policy Formulation
October'25	18	Unit VII: Development administration, Concept of Administrative Development, Relationship Between Political And Permanent Executive
November'25	24	Unit VIII: Evolution of Indian Administration–Ancient, Medieval, Modern
December'25		Revision and University Examination

Suggested Readings:

1. Maheshwari & Awasthi, Public Administration, Agra
2. Mohit Bhattacharya, Public admin, Jawahar , New Delhi
3. C.P. Bhamri, Lok Prashasan Ke Siddhant.
4. A. Avasthi & S.R Maheshwari, Public Administration, Agra
5. F.A Nigro & G.I Nigro, Modern Public Administration, New York
6. Dimock & Dimock Public Administration.
7. W.F. Willoughby, Principles of Public Administration.
8. J.C.Johri, Bhartiya shasan aur rajniti
9. B.L.Phadia,Bhartyiya shasan aur Rajniti
10. C.P. Bhamri, Lok Prashasan Sidhhant tatha vyavhar

SUB- Political Science (Practical)

COURSE CODE: A060503P

COURSE TITLE: Public Policy Formulation & Administration in India

Credits - 2

Course Outcome:

It aims to provide interface between public policy and administration in India. The essence of this paper is to appreciate the translation of governing philosophy into programmes and policies. Students will be able to understand Political Process as well as Policy formulation process and the difficulties in implementing Programmes and Policies promised in Manifestoes.

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
July'25	22	Unit I: Definition, Scope, Types & Significance of the Public Policy, Public Policy as a Emerging field of Study ,Impact of Globalization
August'25	24	Policy Making Process in India Major Determinants: Political Parties, Interest Groups, Pressure Groups, Mass Media, Non Governmental Organization, Government Agencies, International Agencies Niti Aayog, Legislature, Executive, Judiciary, Bureaucracy, Techniques of Policy Implementation
September'25	22	Unit II: Policy Evaluation: Concept of Policy Evaluation Survey & Sampling Agencies, Independent Studies Groups Criteria for Policy Evaluation: Problems, Needs, Accountability, Good Governance Major Constraints in Policy Formulation & Implementation
October'25	18	Unit III: Policy Intervention- Case Studies/Mock parliament: Panchayati Raj, NEP, MANREGA, Environmental Policies, Welfare Plans for Women &Weaker Sections, Feedback from Stake Holders.
November'25	24	Unit IV: Working And Role of Parliament In Actual Public Policy Formulation.
December'25		Revision and University Examination

Suggested Readings:

1. Arora R.K. & Goyal R. 'Indian Public Administration', Vishwa Prakashan New Delhi
2. Basu Rumki 'Democracy and Good Governance: Reinventing the Public Service Delivery System in India' Bloomsbury, NewDelhi
3. Basu Rumki 'Public Administration in India Mandates, Performance and Future Perspectives', Sterling Publishers, New Delhi
4. Chakrabarty Bidyut & Chand Prakash 'Public Administration: From Government to Governance' Orient Blackswan Pvt. Ltd. Hyderabad
5. Chakrabarty Bidyut & Chand Prakash 'Public Administration in a Globalizing World: Theories & Practices' SAGE, NewDelhi
6. Jayal, N.G 'Democracy and The State: Welfare, Secular and Development in Contemporary India', Oxford, Oxford University Press, New Delhi
7. Sharma M.P., & Sadan B.L. 'Lok Prashasan: Siddhant evam Vyavhar' Kitab Mahal, Allahabad
8. Singh H. & Singh M. 'Public Administration in India, Theory and Practice', Sterling Publication New Delhi
9. B.L. Phadia, Bhartyiya shasan aur Rajniti
10. C.P. Bhamri, Lok Prashasan Sidhhant tatha vyavhar

BA V SEM
SUB- Political Science (Project work)
COURSE CODE: A060504R

COURSE TITLE: PROJECT WORK I

Credits - 3

Course Outcome- This paper intends to develop a comprehensive insight in the students so that given an opportunity they can initiate a minor research proposal or attempt a minor dissertation on their area of interest

TOPICS TO BE COVERED

A project on the working of any representative body, starting from parliament down to the panchayat.
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A project on study of issues involved in national, state or local election and post-facto analysis.

Co- Curricular
Course Code: Z050501

Course Title: Analytic Ability and Digital Awareness

Course outcomes:

CO 1: Familiarize with analogy, number system, set theory and its applications, number system and puzzles.

CO 2: To understand the basics of Syllogism, figure problems, critical and analytical reasoning.

CO 3: Familiarize with word processing application and worksheet.

CO 4: To understand the basics of web surfing and cyber security.

Month	W. Days	Topics to be covered
July'25	22	<p>Unit I Alphabet test, Analogy, Arithmetic Reasoning, Blood relations, Coding and Decoding, Inequalities, Logical Venn diagram, Seating Arrangements, Puzzles and Missing numbers</p> <p>Unit II Syllogism, Pattern completion and figure series, Embedded Figure and counting of figures, Cube & Dice, Paper cutting and folding, Data sufficiency, Course of Action, Critical Reasoning, Analytical and decision making</p>
August' 25	24	<p>Unit III Computer Basics: Block diagram of Digital Computer, Classification of Computers, Memory System, Primary storage, Auxiliary memory, Cache memory, Computer Software (System/Application Software),</p> <p>MS Word Basics: The word screen, Getting to word documents, typing and Revising text, Finding and Replacing, Editing and Proofing tools, Formatting text characters, Formatting Paragraph, Document templates., Page set up, tables, Mail Merge, Macros, protecting documents, printing a document.</p>
September' 25	22	<p>MS-Excel Introduction, Worksheet basics, Creating worksheet, Heading information, Data & Text, Date & Time, Alphanumeric values, Saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Excel shortcut and function keys, Working with single and multiple workbook, Working with formulae & cell referencing, Auto sum, coping formulae, Absolute & relative addressing, Worksheet with ranges, Formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and using macros, Multiple worksheets-concepts Introduction of Open Source Applications: LibreOffice, OpenOffice and Google Docs etc</p>

October' 25	18	Unit IV Web Surfing: An Overview: working of Internet, Browsing the Internet, E-Mail, Components of E-Mail, Address Book, Troubleshooting in E-Mail, Browsers: Netscape Navigator, Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Tor, Search Engines lik Google, DuckDuckGo etc, Visiting web sites: Downloading.
November' 25	24	Cyber Security: Introduction to Information System, Type of information system, CIA model of Information Characteristics, Introduction to Information Security, Need of Information Security, Cyber Security, phishing, spamming, fake news, general issues related to cyber security, Business need, Ethical and Professional issues of security.
December'25		Revision & University Examination
Activity: Implementation of ANOVA Analysis, Z-Test & T-Test of data through Data Analysis Module in Advance Excel		
Objective: Student will learn Real-time implementation of data manipulation & calculations		
Methodology: Presentation		

Suggested readings:

1. Sharma, A., "How to prepare for Data Interpretation and Logical Reasoning for the CAT" McGraw Hill Education Pvt. Ltd., New Delhi, India, Ed. 5, ISBN 978 2007 070 481
2. Aggarwal, R.S., "A Modern Approach to Verbal and Non-verbal Reasoning" S. Chand Publishers New Delhi, India, ISBN 10: 8121905516
3. Madan , Sushila, Introduction to Essential tools, Jain Book Agency, New Delhi/India, 5th ed..
4. Goel, Anita, Computer Fundamentals, Pearson Education, India
Michael E. Whitman and Herbert J. Mattord, "Principles of Information Security," Sixth Edition, Cengage Learning

SEMESTER VI

SUB- Political Science

COURSE CODE: A060601T

COURSE TITLE: Indian Political Thought

Credits - 5

Course Outcome:

This course is to familiarize the students with the larger political and social thinking and ideas in Modern India. Designed in a way to help students engage with various ideological dispensations that came to shape the normative thinking on India.

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
January'26	19	Unit I- Ancient Thought: Manu, Kautilya, Agganna Sutta, Jaina Traditions Unit II- Medieval Thought: Barani, Abul Fazl. Unit III- Thinking and Ideas in Modern India: Reform tradition Raja Ram Mohan Roy, M G Ranade, Sir Syed Ahmed Khan, Vivekananda and Pandita Ramabai

Activity: Presentation by the students on the topic, "The Indian political system is influenced by the western political system".

Objective: To develop the interest of students in the Indian and western polity.

Methodology: Oral presentation method

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
February'26	23	Unit IV- Political Imaginations: M.K. Gandhi, Jawaharlal Nehru, B.G Tilak. Unit V- Social Imaginations: Jyotiba Phule, Tarabai Shinde, Dr B R Ambedkar and Periyar Unit VI- Economic Imaginations: MNRoy, Jayaprakash Narayan, Kamladevi Chattopdhyaya and Dr Ram Manohar Lohia

Activity: Project by the students on any one thinker mentioned in Unit III.

Objective: To promote the students to think and understand the thoughts and philosophies of the thinkers.

Methodology: Project method

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
March'26	20	Unit VII- Cultural Imaginations: VD Savarakar, M S Golwakar and Mohmmmed Iqbal, Jihna Unit VIII- Civilizational Imaginations: Bankim Chandra, Rabindranath Tagore, Ananda Coomaraswamy
April'26	24	Revision and University Examination

Suggested Readings:

1. K.P. Jaiswal: *Hindu Polity*(English & Hindi), Bangalore: Bangalore Printing & Publishing Co.
2. N.C. Bandopadhyaya: *Development of Hindu Polity and Political Theory*, New Delhi: Munshiram & Manoharlal
3. S. Collins, (ed), *Agganna Sutta: An Annotated Translation*, New Delhi: Sahitya Academy
4. A.Fazl, *The Ain-i Akbari* (translated by H. Blochmann), Calcutta: G. H. Rouse, pp. 47- 57.
5. V. Mehta, 'The Imperial Vision: Barni and Fazal', in *Foundations of Indian Political Thought*, Delhi: Manohar, pp. 134- 156.
6. Habib,Irfan, 'Ziya Barni's Vision of the State', in *The Medieval History Journal*, Vol. 2, (1), pp. 19- 36.
7. Mehta, V. R. *Foundations of Indian Political Thought*, Manohar
8. T. Pantham and K Deustch (eds), *Political thought in Modern India*, Sage Publications, Delhi
9. Guha Ramachandra, *Makers of Modern India*, Penguin Viking.
10. Thomas pantham, *Political discourse: Expoloration in Indian and western political thought*

SUB- Political Science
COURSE CODE: A060602T
COURSE TITLE: International Relations & Politics

Credits - 5

Course Outcome:

This course seeks to equip students the basic tools for understanding International relations. It also introduces major events and developments that have shaped the contemporary international system. It aims to capture the changing dynamics of the international politics by taking up burning and relevant issues which have potential to alter its contours.

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
January'26	19	<p>Unit I: Definition, Nature & Scope of International politics, Approaches & Theories: Idealism, Realism, Neo Realism, Decision-Making, System Theory & Game Theory</p> <p>Unit II: The Nation State System: National Power, National Interest, Collective Security, Balance of Power</p> <p>Unit III: Diplomacy Disarmament & Arms Control & Nuclear Proliferation , United Nations, New World Order</p>

Activity: Oral presentation by the students on “Difference and Relation between International Politics and Politics”.

Objective: To develop the interest of the students in international politics.

Methodology: Oral presentation method

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
February' 26	23	<p>Unit IV: 20th Centaury of International relation: World War I & II, Cold War & Post Cold War International Relations.</p> <p>Unit V: A critical Appraisal of India’s Foreign Policy Post Independence, Evaluation of Politics in South Asia, South East Asia, West Asia, Indo- Pacific Region</p> <p>Unit VI: Evolution of International Economic System from Bretton Woods to W.T.O The North-South and the South-South Dialogue, Regional Trade Development, Cooperation, Strategic Partnership: EU, QUAD, IORA, ASEAN, BRICS, BIMSTEC, SAARC, SCO, & Mekong-Ganga Cooperation</p>

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
March'26	20	<p>Unit VII: Globalization: concept, feature, effects and its impact on sovereignty of states. Alternative perspective on globalization, Ascendency of China, Multipolar World</p> <p>Unit VIII:Great Debates in International Relations: End of Ideology , Clash of Civilization, Cross border Terrorism & Non State Actors, Human Rights, Politics of Environment,Traditional & Non Traditional Security Threats</p>

Activity: Written assignment on WTO .

Objective: To promote the understanding of the students on WTO

Methodology: Written assignment method.

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
April' 26	24	Revision and University Examination

Suggested Readings:

1. Basu, Rumki(ed.) 'International Politics: Concepts, Theories and Issues', New Delhi.
2. Basu, Rumki (ed.) 'Antarrashtriya Rajneeti: ', New Delhi.
3. Baylis & S. Smith (eds.), 'The Globalization of World Politics', Oxford University Press, UK, 4th edition,W.Bello, DE globalization, Zed Books, London.
4. Ghosh Peu'International Relations' PHI Learning Pvt. Ltd. NewDelhi
5. Heywood, Andrew 'Global Politics' 2nd Edition, Palgrave Macmillan Foundations, New York
6. Biswal Tapan 'International Relations' Orient Blackswan Pvt. Ltd. Hyderabad
7. Biswal Tapan 'Antarrashtriya Sambandh' Orient Blackswan Pvt. Ltd. Hyderabad
8. Ghosh Peu 'International Relations, PHI Learning Pvt. Ltd. Delhi
9. Khanna, V. N'International Relations' Vikas Publishing House Noida, U.P.
10. Khanna, V. N 'Antarrashtriya Sambandh' Vikas Publishing House Noida, U.P.

SUB- Political Science
COURSE CODE: A060603R

COURSE TITLE: PROJECT WORK (2)

Credits - 3

Course Outcome- This paper intends to develop a comprehensive insight in the students so that given an opportunity they can initiate a minor research proposal or attempt a minor dissertation on their area of interest

MONTHS	WORKING DAYS	TOPICS TO BE COVERED
		A project on the formulation and execution of various governmental programs and schemes ranging from beti bachao beti padhao, swachta bharat abhiyan, ek bharat shreshth bharat, ujala, skill india, jan dhan yojna, ayushman bharat, digital india mission, namami gange, etc.

Co- Curricular

Course Code: **Z060601**

Course Title: **Communication Skills and Personality Development**

Course outcomes:

- To understand the concept of Personality.
- To learn what personal grooming pertains.
- To learn to make good resume and prepare effectively for interview.
- To learn to perform effectively in group discussions.
- To explore communication beyond language.
- To learn to manage oneself while communicating.
- To acquire good communication skills and develop confidence.

Month	W. Days	Topics to be covered
January'26	19	Unit I Understanding Personality <ul style="list-style-type: none">• Definition and Meaning of Personality• Types of Personality• Components of Personality• Determinants of Personality• Assessment of Personality Grooming Self• Dress for success• Make up & skin care• Hair care & styles for formal look• Art of accessorizing• Oral Hygiene
February' 26	23	Unit II INTERVIEW PREPARATION AND GROUP DISCUSSION <ul style="list-style-type: none">• Meaning and Types of Interview [Face to Face, Telephonic, Video]• Interview procedure [Opening, Listening, Closure]• Preparation for Interview• Resume Writing• LinkedIn Etiquette• Meaning and methods of Group Discussion Procedure of Group Discussion.• Group Discussion simulation• Group discussion common error
March' 26	20	Unit III BODY LANGUAGE AND BEHAVIOUR <ul style="list-style-type: none">• Concept of human behavior• Individual and group behavior• Developing Self-Awareness• Behaviour and body language• Dimensions of body language: Proxemics Haptics Oculesics

		Paralanguage Kinesics Sign Language Chromatics Chronemics Olfactics <ul style="list-style-type: none"> • Cultural differences in Body Language • Business Etiquette & Body language • Body Language in the Post Corona Era • Virtual Meeting Etiquette • Social Media Etiquette Unit IV ART OF GOOD COMMUNICATION <ul style="list-style-type: none"> • Communication Process • Verbal and Non-verbal communication 7 C's of effective communication • Barriers to communication • Paralinguistics Pitch Tone Volume Vocabulary Word stress Pause • Types of communication Assertive Aggressive Passive Aggressive • Listening Skills • Questioning Skills • Art of Small Talk • Email Writing
April' 26	24	Revision & University Examination
<p><i>Activity: Implementation of ANOVA Analysis, Z-Test & T-Test of data through Data Analysis Module in Advance Excel</i></p> <p><i>Objective: Student will learn Real-time implementation of data manipulation & calculations</i></p> <p><i>Methodology: Presentation</i></p>		

Suggested readings:

1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 5th edition.
2. Luthans F, "Organizational Behaviour", McGraw Hill, New York, 12th edition.
3. Barron, R.A. & Brian D, "Social Psychology", Prentice Hall of India, 8th edition.
4. Adler R.B., Rodman G. & Hutchinson C.C, "Understanding Human Communication", Oxford University Press: New York.
5. Suggestive digital platforms web links

POLITICAL SCIENCE Activities and Fieldworks						
Teacher Incharge: Dr.Mamta Tiwari & Ms Shikha Kumari						
S. No	Month	Activities/ Field Works	Objective	Methodology	Class	Outcome
1	August 2025	Quiz Competition	"The objective of a quiz competition is to promote knowledge, encourage critical thinking, foster healthy competition and provide entertainment while recognizing participants' achievements."	Individual Participation	BA I Sem	"The outcome of a quiz competition could be increased knowledge, skill development, teamwork, recognition, and entertainment for participants."
2	September 2025	Session on Cyber Crime in collaboration with the Department of Commerce	"To educate students about online safety, cyber threats, and legal consequences, empowering them to navigate the digital world responsibly."	Lecture	BA I, V Sem	"Students learn to identify, prevent, and report cybercrimes, understanding online etiquette, privacy, and digital citizenship responsibilities."
3	October 2025	Field work on Nagar Panchayat at Gangapur Nagar Panchayat	"To educate students about local governance, civic amenities, and community development, fostering civic engagement and responsibly."	Field Visit	BA III Sem	"Students learn about municipal governance, public services, budget allocation and citizen participation, developing civic awareness and responsibility."
4	October 2025	Field visit to NGO in collaboration with Department of Sociology	Understand how NGOs collaborate with government bodies to influence policy, especially in areas like education, health, and human rights.	Field Visit	BA V Sem	Insights into the role of civil society in shaping public policy and ensuring accountability.

5	November 2025	Morning Assembly Activity	Morning Assembly Activity: "Advocating for Environmental Policies"	Morning Assembly Activity	BA II, IV and VI Sem	Give exposure to students for stage and intellectual discussion on environmental issues.
6	March 2026	Guest Lecture on Political Theory	to introduce foundational concepts like justice, power, and democracy. It aims to explore the ideas of key political theorists and ideologies.	Lecture	BA II, IV and VI Sem	The learning outcomes include understanding key political concepts, gaining knowledge of influential theorists, developing critical thinking skills, and applying theory to current political issues.
7	<u>April 2026</u>	Guest Lecture on Western Political Thought	"To introduce students to influential Western political philosophers, ideas, and concepts shaping modern political systems and democratic values."	Lecture	BA II, IV and VI sem	"Students learn about key concepts, theories, and ideologies from Western political philosophers, critically analyzing their impact on modern political systems."