

SEMESTER – I

BPP-101: INTRODUCTION TO POLITY

Unit-1: Evolution of Indian Administration; Concepts: Politics and Political Science; Political Philosophy, Political Ideology

Unit-2: Behaviouralism and Post-Behaviouralism; State: Definitions, Elements and Theories of the Origin of the State

Unit-3: Liberalism, Idealism, Anarchism, Marxism; Sovereignty: Austin's Theory, Pluralist Theory; Power, Authority and Legitimacy

Unit-4: Liberty, Equality, Justice; Rights, Duties and Citizenship; Democracy: Representation and Participation, Civil Society, Feminism

Textbooks:

- Awasthi and Awasthi – Indian Administration
- Durga Das Basu – Introduction to Constitution of India
- SR Maheshwari – Indian Administration
- KS Challan – Social Economy of Development in India
- Bidyut Chakrabarty – Indian Administration: Evolution and Practice

SEMESTER – I

BPP-102: BASICS OF ECONOMICS

Unit-1: Meaning, Definition and Role of Economics; Methods of Economic Study; Static and Dynamic Economics; Variables, Functions, Relationships and Equilibrium; Macro and Micro Economics; Opportunity Cost; Cardinal and Ordinal Approaches to Utility Analysis; Demand Function and Law of Demand; Factors Affecting Demand; Consumers Equilibrium and Elasticity of Demand

Unit-2: Concepts of Cost – Short-run and Long-run Cost Analysis; Production Function and Iso-Quant; Law of Variable Proportions, Returns to Scale and Producer's Equilibrium

Unit-3: Structure of Markets; Equilibrium of Firm and Industry under Perfect Competition; Monopoly and Oligopoly; Price Discrimination

Unit-4: Concepts and Methods of National Income; Circular Flow of Income; Classical Theory of Full Employment; Keynes Theory of Employment; Investment Function

Textbooks:

- Mankiw – Principles of Economics
- KK Dewett – Advance Economic Theory
- Koutsoyiannis Macmillan – Modern Microeconomics
- Thomas Sowell – Basic Economics
- John Roth – Economics: Explained

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BPP-103: FUNDAMENTALS OF SOCIOLOGY

Unit-1: Sociology: Nature, Scope and Significance; Classical and Contemporary Perspective

Unit-2: Basic Concepts: Society, Community, Association, Social Structure, Status and Role, Norms and Values

Unit-3: Social Groups and Processes: Definition, Nature and Types of Groups – Primary, Secondary and Reference Group; Processes – Co-operation, Conflict and Accommodation

Unit-4: Social Stratification and Differentiation: Definition, Characteristics, Distinction Between Stratification and Differentiation, Basic Forms of Social Status

Textbooks:

- Thorat, Sukhdeo and Umakant – Caste, Race and Discrimination
- John Baldock – Social Policy
- Patricia Kennedy – Key Themes in Social Policy
- Rajendra Kumar Sharma – Fundamentals of Sociology
- Pascual Gisbert – Fundamentals of Sociology

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BPP-104: FUNDAMENTALS OF PSYCHOLOGY

Unit-1: Definition, Goals, Fields and Applications; Introduction to Theoretical Approaches – Psychoanalytic, Behaviouristic, Humanistic and Cognitive; Methods – Experimental, Correlational and Observational

Unit-2: Social Organisation and Interaction; Person Perception, Attribution, Attitude; Definition and Classification of Group; Group Structure and Function; Conformity and Compliance; Leadership: Definition, Classification and Function

Unit-3: Memory and Forgetting: Stages of Memory; Storage and Retrieval; Types of Memory (Sensory, Short-Term and Long-Term), Reconstructive Memory; Forgetting: Nature, Theories of Forgetting, Interference and Cue-dependent; Thinking and Reasoning: Concepts, Categories and Prototypes; Schemas and Scripts; Inductive and Deductive Reasoning; Problem Solving, Solution Strategies

Unit-4: Motivation and Emotion: Motivation – Nature, Need, Instinct; Biogenic Motives – Hunger; Acquired Drives; Sociogenic – Aggression; Emotion – Nature; Intelligence: Concept and Intelligence Tests; Personality: Concept and Determinants of Personality

Textbooks:

- CT Morgan – Introduction to Psychology
- Lauren and Margaret – Abnormal Psychology
- Baron and Misra – Advanced Psychology
- Braj Kumar Mishra – Psychology: The Study of Human Behaviour
- Naima Khatoon – General Psychology

SEMESTER – I

BPP-105: COMMUNICATION

Unit-1: Introduction to Communication: Meaning, Objectives, Process of Communication, Importance, 7Cs of Communication

Unit-2: Non-Verbal Communication, Paralanguage, Proxemics, Kinesics; Listening Skills, Barriers to Listening Skills; Reading Skills, Making Inferences, Understanding the Gist; Study Skills: Distinguishing Between – (i) Major and Minor Ideas (ii) Fact and Opinion; Comprehension Skills and Critical Analysis of a Variety of Reading Materials, Journals, Newspapers, Magazines/Fliers, Maps, Statistics, Graphs, Book Review, Read and Interpret Maps, Charts, Graphs, and Write a Paragraph Based on the Given Data

Unit-3: Personal and Professional Communication; Orientation of Different Types of Letter; Letter Writing: Informal, Formal, Business; Report Writing, Enquiries, Complaints and Replies; Representations, Letters of Application for Jobs, Letters to the Editor and Social Appeals in the form of Letters/Pamphlets, Effective E-Mail Messages

Unit-4: Oral Communication: Public Speaking, Debates, Discussions, and Seminars etc.; Make use of PowerPoint Presentations or Multimedia Tools; Social Communication Skills – Etiquette – Polite yet Assertive; Tackling Questions, Seeking Permission; Expressing Gratitude – Gender Fair Language – Discourse and Transactional Analysis – Empathy; Facing Interviews and Group Discussions

Textbooks:

- Chrissie Wrought – Handbook of Practical Communication Skills
- Ray Reuben – Communication Today: Understanding Creative Skills
- Anjani K. Sinha – Empowering Communication Skills
- AI Switzler, Joseph Grenny and Ron McMillan – Crucial Conversations
- Joseph Grenny et. al. – Influencer: The new Science of Leading Change