

4. Partha Chatterjee (ed.), State and Politics in India, Oxford University Press, New Delhi, 2002

SKILL ENHANCEMENT COURSE NEP 2020

Principles of Management

Course Objectives:

Students will learn about the evolution of management and its principles, including planning, organizing, implementing, staffing, coordinating, controlling, motivating.

Learning Outcome:

Students will gain knowledge of management principles, concepts, and theories, and be able to apply them effectively.

Unit: 1 Introduction to management

- Definition and scope of management, importance of management, Functions of management
- Evolution of management thought: classical theories(Tylor, Fayol, Weber), Neo-classical theory (Human relation theory- Elton Mayo, behavioral science approach), Modern theory (System theory and Contingency approach)

Unit: 2 Management Functions

- Planning: Concept, importance, steps, types, barriers and remedial measures, strategic planning concepts, forecasting concepts, techniques, functional areas of management.
- Organizing: Concept, importance, principles, different organizational models, line and staff, functional departmental need, basis, principles, delegation of authority elements, steps, barriers, centralization and decentralization, span of management, concept and determining factors.

Unit: 3 Directing and staffing

- Concept and importance of directing
- Leadership: Concept, importance, types, leadership traits, Tannenbaum and schmidt's model and Black and Mouton's model

Unit 4: Motivation, Co-ordination and control

- Motivation: Concept, importance, Maslow's need hierarchy theory, contribution of McGregor and Herzberg
- Coordination: Concept, importance, principles and implementation techniques
- Control: Concept, importance, and tools of control

Books Recommended:

1. "Principles of Management" by Harold Koontz and Heinz Weihrich
2. "Management: The Essentials" by David R. Hannah and Stephen R. Covey
3. "Fundamentals of Management" by Ricky W. Griffin and Ronald J. Ebert
4. "Management: A Practical Approach" by Angelo Kinicki and Brian K. Williams



5. "Principles of Management" by Chuck Williams
6. "Management: Leading & Collaborating in a Global Organization" by Thomas Bateman and Scott Snell

Election Studies and Public Opinion

Course Objectives

- To identify the scope of Election Studies as a sub-discipline of Political Science.
- To understand the concept of public opinion and the channels through which they are formulated.

Course Outcomes

- To Identify the importance of election studies.
- To Evaluate the forums through which public opinion is formulated.

UNIT I: Meaning, significance and Characteristics of Public Opinion: Role in Democracy
Conditions necessary for formation of public opinion, Agencies of Public Opinion: Political Parties, Associations, Media, Public Platforms and Civil Society.

UNIT II: Meaning of Electoral Studies, Representation of People's Act 1951, constituency and the dynamics of political parties in electoral politics.

UNIT III: Composition and Powers of Election Commission in India, State Election Commission, Media and election Election Model Code of Conduct.

UNIT IV: Opinion Polls, exit polls, their impact on electoral result and analysis of electoral data and understand the electoral behavior.

BOOKS RECOMMENDED:

1. G. Gallup, (1948) *A guide to public opinion polls* Princeton, Princeton University Press, 1948.
2. G. Kalton, (1983) *Introduction to Survey Sampling* Beverly Hills, Sage Publication.
3. Lokniti Team, (2004) 'National Election Study 2004', *Economic and Political Weekly*, Vol. XXXIX (51).
4. 'Asking About Numbers: Why and How', *Political Analysis* (2013)
5. S. Kumar and P. Rai, (2013) 'Chapter 1', in *Measuring Voting Behaviour in India*, New Delhi: Sage.
6. D. Rowntree (2000) *Statistics Without Tears: an Introduction for Non Mathematicians*, Harmondsworth : Penguin.

PERSONALITY DEVELOPMENT

COURSE OBJECTIVES:

- Understand the concept of personality and its importance
- Identify and assess personal strengths and weaknesses
- Develop effective communication and interpersonal skills

COURSE OUTCOME:

- Enhance emotional intelligence and self-awareness



- Build confidence and self-esteem
- Foster positive attitude and stress management

UNIT I Introduction to Personality Development :

- Definition and concept of personality
- Theories of personality (Psychoanalytic, Trait, Humanistic)
- Importance of personality development

UNIT II :Self-Awareness and Emotional Intelligence

- Understanding self-concept and self-esteem
- Emotional intelligence and its components
- Self-awareness exercises and techniques

UNIT III: Communication Skills

- Verbal and non-verbal communication
- Active listening and assertiveness
- Effective communication strategies

UNIT IV: Interpersonal Skills

- Building relationships and networking
- Conflict resolution and negotiation
- Teamwork and collaboration

Text Books:

1. Adair, John (2009); *Effective Communication (Revised Edition)*, Pan MacMillan: London
2. Ajmani, J C (2012); *Good English: Getting it Right*, Rupa Publications: New Delhi
3. Andrews, Sudhir (1988); *How to Succeed at Interviews (21st Reprint)*, Tata McGraw Hill: New Delhi
4. Becker, Ethan F. and Wortmann, Jon (2009); *Mastering Communication at Work: How to Lead, Manage, and Influence?* McGraw Hill: New Delhi
5. Heller, Robert (2002); *Effective Leadership*, D K Publishing: New Delhi
6. Hurlock, E. B. (2006); *Personality Development (28th Reprint)*, Tata McGraw Hill: New Delhi
7. Khan, S R (2014); *Personality Development*, Ramesh Publishing House: Delhi
8. Mile, D. J. (2004); *Power of Positive Thinking*, Rohan Book Company: Delhi