



॥ सा विद्या या विमुक्तये ॥

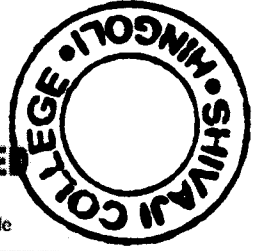
**स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड**

“ज्ञानतीर्थ” परिसर, विष्णुपुरी, नांदेड - ४३१६०६ (महाराष्ट्र)

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**

“Dnyanteerth”, Vishnupuri, Nanded - 431606 Maharashtra State (INDIA)

Established on 17th September 1994 – Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade



## ACADEMIC (1-BOARD OF STUDIES) SECTION

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संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील द्वितीय वर्षाचे CBCS Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०२०-२१ पासून लागू करण्याबाबत.

## परिपत्रक

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक २० जून २०२० रोजी संपन्न झालेल्या ४७व्या मा. विद्या परिषद बैठकीतील विषय क्र.१३/४७-२०२०च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील द्वितीय वर्षाचे खालील विषयांचे C.B.C.S. (Choice Based Credit System) Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०२०-२१ पासून लागू करण्यात येत आहेत.

- १) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स-द्वितीय वर्ष-इंग्रजी (अनिवार्य, अतिरिक्त (द्वितीय भाषा), फंक्शनल इंग्रजी, ऐच्छिक)
- २) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स-द्वितीय वर्ष-हिंदी (द्वितीय भाषा, ऐच्छिक)
- ३) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स-द्वितीय वर्ष-कन्नड (द्वितीय भाषा, ऐच्छिक)
- ४) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स-द्वितीय वर्ष-मराठी (द्वितीय भाषा, ऐच्छिक)
- ५) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स-द्वितीय वर्ष-पाली (द्वितीय भाषा, ऐच्छिक)
- ६) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स-द्वितीय-संस्कृत (द्वितीय भाषा, ऐच्छिक)
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- ८) बी.ए.-द्वितीय वर्ष-अर्थशास्त्र
- ९) बी.ए.-द्वितीय वर्ष-भूगोल
- १०) बी.ए.-द्वितीय वर्ष-इतिहास
- ११) बी.ए.-द्वितीय वर्ष-सैनिकशास्त्र
- १२) बी.ए.-द्वितीय वर्ष-तत्त्वज्ञान
- १३) बी.ए.-द्वितीय वर्ष-राज्यशास्त्र
- १४) बी.ए.-द्वितीय वर्ष-मानसशास्त्र
- १५) बी.ए.-द्वितीय वर्ष-लोकप्रशासन
- १६) बी.ए.-द्वितीय वर्ष-समाजशास्त्र
- १७) बी.ए.-द्वितीय वर्ष-ऑडमिनिस्ट्रेटिव्ह सर्व्हिस

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‘ज्ञानतीर्थ’ परिसर,

विष्णुपुरी, नांदेड - ४३१ ६०६.

जा.क्र.: शैक्षणिक-१/परिपत्रक/पदवी-सीबीसीएस अभ्यासक्रम/  
२०२०-२१/२४९

दिनांक : ०८.०७.२०२०.

प्रत माहिती व पुढील कार्यवाहीस्तव :

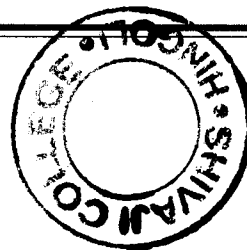
- १) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ४) साहाय्यक कुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) उपकुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

स्वाक्षरित / -

**उपकुलसचिव**

शैक्षणिक (१-अभ्यासमंडळ) विभाग

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**SWAMI RAMANAND TEERTH MARATHWADA  
UNIVERSITY, NANDED**

**SYLLABUS**

**Faculty of Humanities**

**SOCIOLOGY**

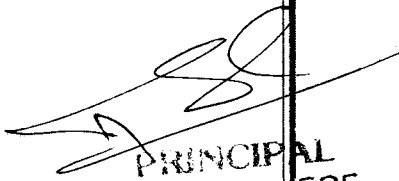
**B.A. Second Year**

**Semester III & IV**

**Semester Pattern**

**Choice Based Credit System (CBCS)**

***With effect from June 2020-21***

  
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# Swami Ramanand Teerth Marathwada University, Nanded

## Choice Based Credit System (CBCS) Course Structure

### Faculty of Humanities

### B.A. Second Year Syllabus

### SOCIOLOGY


### Semester Pattern With Effect From 2020-21



Semester	Course	Paper No.	Name of Paper	Leetures/ Week	Total no. of Lectures	CA	ESE	Total Marks	Credits
III <sup>rd</sup> Sem.	CCSOCI-I	V	Indian Society : Structure and Change	4	55	25	50	75	3
	CCSOCI-II	VI	Human rights and Social Justice	4	55	25	50	75	3
	SEC	I	Personality Development	3	45	25	25	50	2
	Total			11	155	75	125	200	8
IV <sup>th</sup> Sem.	CCSOCI-I	VII	Issues and Problems in Indian Society	4	55	25	50	75	3
	CCSOCI-II	VIII	Neo-Social Movement	4	55	25	50	75	3
	SEC	II	Time Mangement	3	45	25	25	50	2
	Total			11	155	75	125	200	8
Grand Total Sem. III, IV				22	310	150	250	400	16

#### Note :

1. CCSOCI : Core Course of Sociology
2. SEC : Skill Enhancement Course
3. CA : Continuous Assessment
4. ESE : End of Semester Examination
5. Paper (Elective) Transfer of Credit as per Student Choice
6. Weight age - % for ESE & % for CA
7. Each Paper is of 3 Credits
8. Paper - (Elective) Transfer of Credit as per Student choice.

  
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# Swami Ramanand Teerth Marathwada University, Nanded

## Choice Based Credit System (CBCS) Course Structure

### Faculty of Humanities

### B.A. Second Year Syllabus

### SOCIOLOGY

### Semester Pattern With Effect From 2020-21



#### Semester – III

Course	Paper No.	Title of the Paper	Internal Marks (CA)	End Semester Exam (ESE)	Total CA + ESE
CCSOCI-I	V	Indian Society : Structure and Change	25	50	75
CCSOCI-II	VI	Human Rights and Social Justice	25	50	75
SEC	SEC I	Personality Development	25	25	50

#### Semester – IV


Course	Paper No.	Title of the Paper	Internal Marks (CA)	End Semester Exam (ESE)	Total CA + ESE
CCSOCI-I	VII	Issues and Problems in Indian Society	25	50	75
CCSOCI-II	VIII	Neo-Social Movement	25	50	75
SEC	SEC II	Time Management	25	25	50

#### \*Core Course :

- Continuous Assessment (C.A.) :** **25 Marks**  
One Class Test for = 10 Marks  
One Home Assignment of = 10 Marks  
One Seminar for = 05 Marks
- End of Semester Examination (E.S.E.)** **50 Marks**

#### \*Skill Enhancement Course (SEC) :

- Continuous Assessment (C.A.) :** **25 Marks**  
One Class Test for = 10 Marks  
One Home Assignment of = 10 Marks  
One Seminar (Abstract must) for = 05 Marks
- End of Semester Examination (E.S.E.)** **25 Marks**
  - Skill Development Activities (Project) for = 10 Marks
  - Theory Examination on Prescribed Syllabus by Using University Answer Book for = 10 Marks
  - Presentation of Project (Viva-Voce) for = 05 Marks

  
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**End of Semester Examination (ESE)**

**Question Paper Pattern**  
**B.A. Second Year Sociology**  
**With Effect From 2020-21**

**Duration : Three Hours**

**Marks : 75**

**(A) Core Course :**

Q. 1 Descriptive question **10 Marks**

**OR**

Descriptive question

Q. 2 Descriptive question **10 Marks**

**OR**

Descriptive question

Q. 3 Descriptive question **10 Marks**

**OR**

Descriptive question

Q. 4 Descriptive question **10 Marks**

**OR**

Descriptive question

Q. 5 Write short notes on (any two) **10 Marks**

i.

ii.

iii.

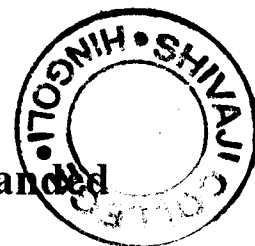
iv.

**(B) End of Semester Examination (E.S.E.)**

**25 Marks**

- Skill Development Activities (Project) for = 10 Marks
- Theory Examination on Prescribed Syllabus by Using University Answer Book for = 10 Marks
- Presentation of Project (Viva-Voce) for = 05 Marks

  
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# Swami Ramanand Teerth Marathwada University, Nanded

## SOCIOLOGY

B.A. Second Year (Semester - III<sup>rd</sup>) (CBCS Pattern Syllabus)

### V - Indian Society : Structure and Change

(With effect from June 2020-21)

Credits : 03

Periods : 55

Marks : 75

Theory (ESE) 50 Marks + Internal (C.A.) 25 Marks = 75 Marks

#### Objectives :

After studying this enable to acquire paper, student should be to structure of the Indian society and changing aspects. Student also known as the goal must be unity not uniformity. The feeling of the each religious group are the same. The bond of Unity in relation to Indian heritage in a certain underlying uniformity of life, have been reflected in the observations of many foreigners also. M.N. Shrinivas examines the role of religion in social integration as binding force amongst individuals and group.


#### Contents :

This course enhance student understanding on Indian Social Structure and the Societal value incompatible, the structure must embrace social change to allow the society to service. This course focuses in Indian Society : Structure and change, such as Religious pluralism and unity and diversity in Indian culture also focus on Tribal, Rural and Urban communities. Also include Development and Emerging Trends in Indian Society, Social values in Indian Society and changing nature of Modern Society. The sociological changes between the present and the past is an evident feature of the society.

#### Outcomes :

Sociologists are typically motivated the desire to better understand the principle of social life and by the conviction that understanding these principles may aid in the formulation of enlightened and effective social policy. India is a land of diverse religions. Social Structure of India underwent some changes. The Indian society in the recent past, particularly since the Independence. There are two main forms of social stratification caste and class both are the agencies of social mobility and selection. They decided largely the position that man occupies in society Democracy is very much linked with modernization. Secularism and National integration are soul of India. This course gives insights about social change in India.

	Lecture	Marks
<b>Chapter I Introduction to Feature of Indian Society</b>	11	15
a) Religious Pluralism,		
b) Geographical Diversity,		
c) Unity and diversity in Indian culture.		
<b>Chapter II Indian Communities</b>	11	15
a) Tribal Community : Meaning, Development Programmes & Changing nature,		
b) Rural Community : Meaning, Development Programmes & Changing nature,		

  
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- c) Urban Community : Meaning, Next Challenges  
& Difference between class and cast.

**Chapter III Development & Emerging Trends in Indian Society**

11

15

- a) Emerging trends in Indian Agriculture :  
Nature and Impact on Indian Society,  
b) Emerging trends in Education : Nature,  
merits and demerits,  
c) Infrastructural Development : Nature and  
Necessity.

**Chapter IV Social Values in Indian Society**

11

15

- a) Secularism : Meaning, Importance and  
barriers of Secularism,  
b) Democracy : Meaning and Next  
Challenges of Democracy,  
c) National Integration : Meaning, nature  
and Necessity.

**Chapter V Changing Nature of Modern Indian Society**

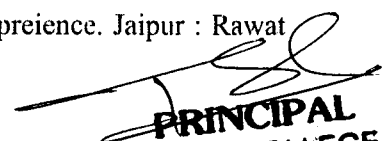
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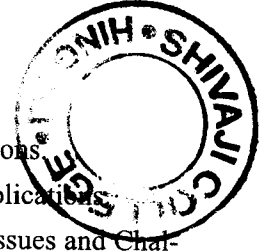
15

- a) Modernization : Meaning and Factors of  
Modern Society,  
b) Globalization : Meaning and Impact on  
Indian Society,  
c) Digitization : Meaning and Impact on  
Indian Society.


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# Swami Ramanand Teerth Marathwada University, Nanded

## SOCIOLOGY

B.A. Second Year (Semester - III<sup>rd</sup>) (CBCS Pattern Syllabus)

### VI - Human Rights and Social Justice

(With effect from June 2020-21)

Credits : 03

Periods : 55

Marks : 75

Theory (ESE) 50 Marks + Internal (C.A.) 25 Marks = 75 Marks

#### Objectives :

The Human Rights and Social Justice Course, students will understand what are the human rights? and what is the meaning of social justice and its necessity? Why they course from and why we have them? Students also develop an understanding of challenges to human rights and social justice. At the end of the course students will understand how human rights can be used as a practice tool to support them.


#### Contents :

The course covers modern human rights institution and these work of state and non-state. Human rights and social justice are two different concepts. They are closely linked. The 1948 Universal Declaration of Human Rights includes economic, social and cultural rights such as the right to health security in the event of unemployment and education. In the course focus on Dr.B.R. Ambedkar Architecture of Indian Constitution and his visionary thoughts on human rights. Also examined Human Right for weaker section, statutory mechanism for enforcement of human rights and protection of human rights in India.

#### Outcomes :

Principles of human rights are fundamental rights. Justice is the concept of fairness. Social Justice and human rights have a shared goal human dignity, equally for all. The issues that make social justice difficult to achieve, such as poverty, exculsion and discrimination are in direct contradiction with human rights, which apply to all individuals indiscriminately. Human rights can help to fight indignity. In addition to promoting equality generally human rights protect against direct and indirect discrimination based on certain characteristics. Human rights provide legal framework that allows individuals to hold government to account and requires the state to create conditions necessary for the achievement for social justice.

	Lecture	Marks
<b>Chapter I Introduction to Human Rights.</b>	11	15
a) Meaning of Human Rights,		
b) Development of Human Rights Post declaration,		
c) Concept of Social Justice.		
<b>Chapter II Indian Constitution and Social Justice</b>	11	15
a) Dr. B.R. Ambedkar as Architecture of Indian Constitution,		
b) The Indian Constitution and Social Justice, (Fundamental Rights, Directive Principles of State)		

  
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c) Dr. B.R. Ambedkar's views of Human right.

**Chapter III Human Right and Weaker Section** 11 15

- a) Human Rights of Women,
- b) Human Rights and Dalit,
- c) Rights of youth,
- d) Rights of old age and disabled.

**Chapter IV Statutory Mechanism for Enforcement of Human Rights.** 11 15

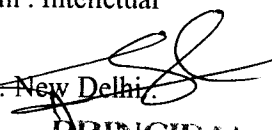
- a) Role of State and National Human Rights Commission, (SNHRC),
- b) Role of National Commission and Committees for SCs/STs,
- c) Role of National Commission for Women and Child.

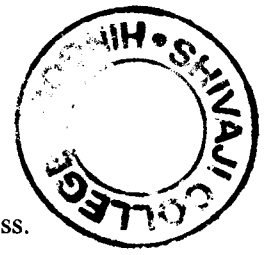
**Chapter V Protection of Human Rights in India** 11 15

- a) Human Rights Movement in India,
- b) Role of NGO's in Human Rights Protection,
- c) Role of Police and Judiciary in Human Rights Protection.

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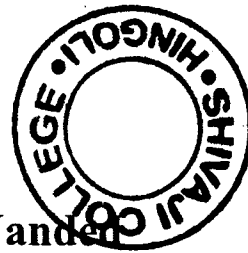
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# Swami Ramanand Teerth Marathwada University, Nanded

## SOCIOLOGY

### B.A. Second Year (Semester - III<sup>rd</sup>) (CBCS Pattern Syllabus)

#### (SEC-I) Personality Development

(With effect from June 2020-21)

Credits : 03

Periods : 45

Marks : 50

#### Objectives :

Personality Development essentially aim to enhance and groom one's outer and inner self about a positive change in students life. The course aims to basic awarness about significance skill Enhansment such objectives are. To help the student Be positive, Increase and improve self confidence, learn to lead and face the challenges and Be a good human being.


#### Contents :

Personality of a person is defined on the amalgamation of qualities and attributes wich contribute to the persons character and image few of contents are process of personality development, Responsibilities, Confidance, Manners, Time Management, Importance of Self - inspiration and Development of creativity.

#### Outcomes :

Personality Development course will polish students persentation and communication skill and proper to successful career. Apply the understanding of communication skill into everyday practice and understanding the importance of human life.

	Lecture	Marks
<b>Chapter I Personality Development</b>	8	10
a) Concept and Meaning,		
b) Process of Personality development,		
c) Responsible factors : Birth, Behaviour,		
Thought, Education, Surrounding,		
Language, Hereditary.		
<b>Chapter II Remedies of Personality Development</b>	8	10
a) Responsibilities,		
b) Confidance,		
c) Manners,		
d) Time Management.		
<b>Chapter III Technique of Personality Development and Emotions</b>	8	10
a) Importance of Self- inspiration,		

  
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- b) Development of Creativity,
- c) Need of Empathy,
- d) Importance of inner voice.

#### Chapter IV Practical

21

20

- a) To study of self personality,
  - b) To study various personality,
  - c) To study Responsible factors,
  - d) To study developed personalities,
- Ex. Collector, Police, Doctor, Paiter,  
Lecturer, Judge.

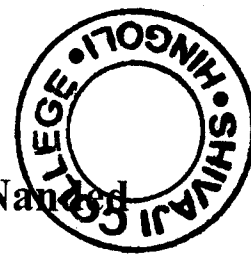
#### Note :

1. It is obligatory to conduct 45 Lectures in one semester for skill enhancement course, per week three Lectures, one for theory and two for practicals.
2. Student has to carry to practical work and submit a small report in 8 to 10 pages of above in any issue out of four.

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**Swami Ramanand Teerth Marathwada University, Nanded**  
**SOCIOLOGY**

**B.A. Second Year (Semester - IV<sup>th</sup>) (CBCS Pattern Syllabus)**

**VII - Issues and Problems in Indian Society**

*(With effect from June 2020-21)*

**Credits : 03**

**Periods : 55**

**Marks : 75**

**Theory (ESE) 50 Marks + Internal (C.A.) 25 Marks = 75 Marks**

**Objectives :**

The objectives of the course are to sensitize the students to the emerging social issues and problems in Indian Society enable them to acquire sociological understanding of these issues and problems and deals with the real fact. The aim is to introduce the concepts, theories and case studies that seek to clarify social issues and social problems. This course is designed to identify and analyse some of such emerging social issues and problems from sociological perspective.

**Contents :**

We will explore the Issues and problems in Indian Society. Such as course and measure of social problems. Crime against women (Rape, Domestic violence, Accid attack, Violence against widow) also include social issues (Farmer Suicide, Cyber Crime, Health care). Communalism and violence against weaker section (Atrocities against Dalit, Child abuse and Elder abuse.) So this course an attention will be made to elaborate a framework for observation of the present social Issues and social problems.

**Outcomes :**

Thomson's pain addresses the individual's duty to "allow the same right to other as we allow ourselves." A social issue is a problem that influences many citizens within a society and one that many people strive to solve. It is often the consequence of factors extending beyond an individual's. After studying this course students should be able to illustrate what is a social about social science. Demonstrate how certain social conditions become dominant. Distinguish how labeling something can create expectation about behaviour and action.

	<b>Lecture</b>	<b>Marks</b>
<b>Chapter I Introduction</b>	<b>11</b>	<b>15</b>
a) Meaning and Characteristics of Social Problem,		
b) Causes of Social Problems,		
c) Effects and measures of social problems		
<b>Chapter II Crime against Women</b>	<b>11</b>	<b>15</b>
a) Rape and organized rape : Causes and Effects,		
b) Domestic Violence against women : Nature and Causes,		

  
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c) Accid Attacks and Honour Killings :

Nature and Causes,

d) Violence against widows :

Nature and Effects.

**Chapter III Social Issues**

11

15

a) Farmers Suicide : Causes and Preventative strategies,

b) Cyber Crime : Causes, Types and measures,

c) Heath Issue : Virus related problems,

Importance of Social distancing, Effects on human life, Measures.

**Chapter IV Communalism**

11

15

a) Concept of Communalism, Communalism in India,

b) Communal Violence : Causes and effects,

c) Measures of communal violence.

**Chapter V Violence against Weaker Section**

11

15


a) Atrocities against Dalits : Nature, Causes, effects and necessity of Atrocities Act.,

b) Child Abuse : Types, causes and measures,

c) Elder Abuse - Definitions, preventive measures.

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# Swami Ramanand Teerth Marathwada University, Nashik

## SOCIOLOGY

### B.A. Second Year (Semester - IV<sup>th</sup>) (CBCS Pattern Syllabus)

#### VIII - Neo Social Movements

(With effect from June 2020-21)

Credits : 03

Periods : 55

Marks : 75

Theory (ESE) 50 Marks + Internal (C.A.) 25 Marks = 75 Marks

#### Objectives :

The objectives of the course is Neo-Social Movements Concentrate on the grassroots level with the aim to the represent the interests of marginal or excluded groups. To promote understanding of the common groups and shared goals. To consider the statigic value for movements. To provide spaces and opportunities for movement.


#### Course Contants :

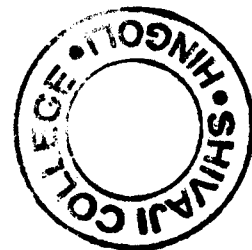
According to Anthony Giddenes, the four domins of modern society in which social movements are active political share, the environment and issue of place. Course description these topic will examined and applied to different types of neo social movements such as Dr. Babasaheb Ambedkar's Conversion movement. Dalit Panthar Movement in Maharashtra, University Namantar movement, Reservationist move-ments (Maratha, Dhangar and Muslim reservation) Peasant movement, women movements (Anti Dowry movements, Religious reform movement) Superstition Eradication Movement and social movement of Exclusion (VJNT movement, Dalit women's movement and Tribal movement).

#### Learning Outcomes :

Social movements are a type of group action. The knowledge obtained in this social movement was valuable because they could use it for the cause. Social movements play such an important role in bringing about social change in political, religious, educational, health, corporate, government and other institutional areas. Finally learning outcomes in social movements more rewarding than other learning out-comes because the outcome includes a direct impact on social change.

	Lecture	Marks
<b>Chapter I Introduction</b>	11	15
a) Meaning and Causes of Social Movements,		
b) Concept of Neo-Social Movement,		
c) Types of Social Movements,		
d) Theories of Social Movements,		
Relative Deprivation Theory,		
Resources Mobilization Theory, Marxist Theory.		
<b>Chapter II Dalit Movement in Maharashtra</b>	11	15
a) Dr. Babasaheb Ambedkar's : Dharmantar		
(Conversion) Movement causes and effects,		

  
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- b) Dalit Panthar Movement : Causes and effects
- c) Marathwada University Namantar Movement :  
Nature and Causes.

**Chapter III Reservationist Movements in Maharashtra** 11 15

- a) Maratha Reservation Movement : Nature,  
causes and challenges,
- b) Dhangar Reservation Movement : Nature,  
causes and challenges,
- c) Muslim Reservation Movement : Nature,  
causes and challenges.

**Chapter IV Neo-Social Movements** 11 15

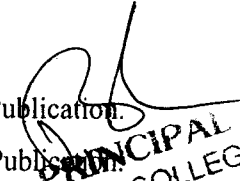
- a) Peasant Movement : Shetkari Sanghatna  
(Sharad Joshi),
- b) Womens Movements : Anti Dowry Movement,  
Womens Religious Reform movement in present era,
- c) Andhashardda Nirmulan (Superstition Eradication)  
Movement : Meaning, effects, challenges.

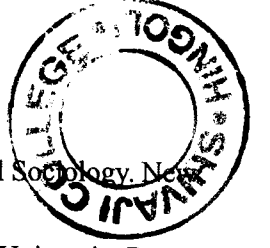
**Chapter V Social Movements of Exclusion Groups** 11 15

- a) VJNT Movements,
- b) Dalit Womens Movements,
- c) Tribal Movement : Displaced and project affected Tribes.

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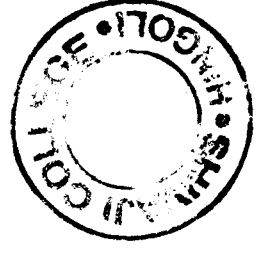
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# Swami Ramanand Teerth Marathwada University, Nanded

## SOCIOLOGY

B.A. Second Year (Semester - IV<sup>th</sup>) (CBCS Pattern Syllabus)

### (SEC-II) Time Management

(With effect from June 2020-21)

Credits : 03

Periods : 45

Marks : 50

#### Objectives :

According to the Wikipedia "Time Management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency and productivity." Time Management course students will learn achieve better results. Through effective planning and clarifying objectives and Importance of Goal in Life

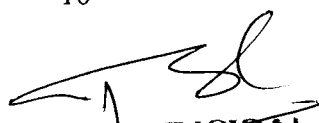
#### Course Contents :

Students should understand the value of time for him to succeed in all aspects of life. Time Management course includes, Techniques of time management, Importance of time management, Importance of self confidence and element of how achieve the Goal by set your priority.

#### Learning Outcomes :

When you are aware of what you need to do, you are able to better manage things. Students understanding the how to set SMART (specific, measurable, actionoriented, realistic and timely) goals and work toward accomplishing those goals by self-reflection and self - monitoring.

	Lecture	Marks
<b>Chapter I Time Management</b>	8	10
a) Concept and Meaning,		
b) Characteristics of Time Management,		
c) Techniques of Time Management,		
d) Importance of Time Management.		
<b>Chapter II Wastage of Time and Saving of Time</b>	8	10
a) Unsuccessfulness and Time Management,		
b) Importance of self confidence,		
c) Written Notes about work and Time Saving,		
d) Time Saving.		
<b>Chapter III Needful elements of Time Management</b>	8	10
a) Scheme and Design,		
b) Importance of Goal,		
c) Set your priority,		
d) Making list of work.		

  
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## Chapter IV Practical

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- a) Time Management for working women,
- b) Time Management for students,
- c) Write Twenty Tips for time saving,
- d) Find four reasons for wastage of time.

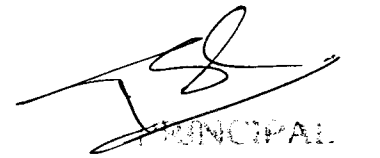
### Note :

1. It is obligatory to conduct 45 Lectures in one semester for skill enhancement course, per week three Lectures, one for theory and two for practicals.
2. Student has to carry out practical work and submit a small report in 8 to 10 pages of above in any issue out of four.

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