



A.D.M College For Women

(Autonomous)

Nationally Accredited with 'A' Grade by NAAC (Cycle-III)

Nagapattinam -611 001

TamilNadu.



B.A., History

 Employability

 Entrepreneurship

 Skill Development

Name of the Programme	Course Code	Title of the Course	Employability	Entrepreneurship	Skill development
B.A., History	UHA1	Modern Governments I	✓		
	UHA2	Modern Governments II	✓		
	BHA2	Public Administration I	✓		
	BHA3	Public Administration II	✓		
	BHE1	Gandhian Thought		✓	
	BHA4	Quantitative Methods	✓		
	BHS1	Introduction to Tourism			✓
	BHE2	Working of Indian Constitution	✓		
	BHS2	Tour Operator and front office Management	✓		✓
	BHS3	Archives Keeping			✓
	BHM	Women through the ages in India		✓	
	BHN	Archaeology	✓		

	BHO	International Relations since AD 1945	✓		
	BHE4	Journalism	✓		
	BHE5	Indian Constitution	✓		

EMPLOYIBILITY

Semester-I / Allied Course-I	Modern Governments –I	Course Code: HUA1
Instruction Hours: 4	Credits: 3	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To study the evolution of Constitution.
- To comprehend the classification of States.
- To learn the concepts of Separations of powers
- To Study the functions of Legislature and Executive.
- To understand the process of law making and judiciary

Unit I	Constitution: Meaning, Purpose and Contents of Constitution- Classification of Constitution, Written and Unwritten Constitution – Flexible and Rigid Constitution – Aristotle’s Classification – Modern Classifications – The Authority of the Constitution.	12 HRS
Unit II	State: Features of the Unitary State – Merits & Demerits – Federal State – Characteristics of a Federal State – Merits & Demerits - Variations of the Federal Type.	12 HRS
Unit III	Legislature: Functions of Legislature – Delegated Legislation – Unicameral & Bicameral Legislatures – Methods of Solving Dead Locks – Direct Democratic Devices.	12 HRS
Unit IV	Executive: Theory – Criticism – Executive: Importance and Functions of Parliamentary and Non-Parliamentary Executive - Plural Executive.	12 HRS

Unit V	Judiciary: The Independence of Judiciary – Functions of Judiciary –Rule of Law – Administrative Law – Political Parties: Formation and Function of Parties – Single Party – Bi-Party, And Multi-Party System – Interest and Pressure Groups.	12 HRS
Unit VI	Judiciary: The Independence of Judiciary – Functions of Judiciary –Rule of Law – Administrative Law – Political Parties: Formation and Function of Parties – Single Party – Bi-Party, And Multi-Party System – Interest and Pressure Groups.	12 HRS

Text Book:

1. Johari, J.C New Comparative Governments, Lotus Press, New Delhi, 2000.
2. Jayapalan, N. Modern Governments, Atlantic Publishers and Distributors, New Delhi, 1999.

Reference Books:

1. K.C, Wheare, Modern Constitutions, Oxford University Press, II Edition, Madras, 1966.
2. C.F. Strong, A History of Modern Political Constitutions, G.P. Puthilam’s Sons, Newyork, 1963.

Web Resources:

- www.bestwebsitesideindia.com
www.digitalindia.gov.in

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Attain the knowledge on the evolution of modern governments.
CO2	Understand the political context of the countries.
CO3	Know the role of executive body.
CO4	Acquire knowledge on Legislature
CO5	Understand the function of Judiciary

Semester-II / Allied Course –II	Modern Governments – II	Course Code: HUA2
Instruction Hours: 4	Credits: 3	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To learn the importance and legacy of British constitution
- To understand the Presidential form of the government in USA
- To study the Plural executive system in Switzerland.
- To know about the French Constitution.
- To study the features of Communism in China.

Unit I	Constitution of United Kingdom: Salient features Parliamentary democracy - powers and prerogatives of the crown - cabinet system powers and functions of Prime minister Bicameral legislature - House of Lords and House of Commons: Judicial administration	12 Hrs
Unit II	Constitution of the United States America: - Salient features of the constitution presidential democracy powers and functions of the President and the Congress Committee system – Judicial Review	12 Hrs
Unit III	Constitution of Switzerland: Salient features Powers and functions of the Plural Executive - Federation in Switzerland -Direct democratic devices	12 Hrs
Unit IV	Constitution of France: Salient features - Administrative law and its implications.	12 Hrs
Unit V	The Constitution of China - Salient features - Single party system - Principles of community party - functions and its impact on the society	12 Hrs

Text Book:

1. Vishnu Baghwin&VidhyaBhushan- World Constitution
2. Ameer Ali: Essentials of Modern Government

Reference Books:

1. Mahajan V.D. - Modern Constitutions
2. Price J.1 - Comparative Governments

Web Resources:

www.archives.gov

www.britannica.com

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Gain knowledge about the Constitution
Co2	Understand the American Constitution
Co3	Acquire knowledge on Constitution of Switzerland
Co4	Highlight of the characteristics of French Constitution
Co5	Earn Knowledge on Chinese Constitution

Semester-II / Allied Course –II	Public Administration I	Course Code: HUA2
Instruction Hours: 4	Credits: 3	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- . To understand the concepts and scope of public Administration.
- To know the different Theories of Organisations.
- To understand the Role of Public Undertakings.
- To know the Hierarchical Order.
- To understand Field Administration.

Unit I	Concepts of public Administration: Meaning – Nature – Scope – Public and Private Administration – Human Factor – Art or Science.	12 Hrs
Unit II	Organization: Meaning – Various theories – A) Bureaucrate B) Classic C) Human relation D) Scientific Management: Principles – Hierarchy – Span of Control – Unity of Command	12 Hrs
Unit III	Structure: Chief executive – Functions – Line and Staff Agencies – Indian Prime Minister’s Office – Secretariat – White House Office (U.S.A) Department as Unit of Administration – Bases of Organization – Departments of Home, Foreign Affairs and Defence.	12 Hrs
Unit IV	Public Undertaking and Commissions: Finance Commission – UPSC – Backward Class, Official Language – Significance of Public undertakings – Various kinds and reasons for Government participation in India – Public Corporations – Their problems – Ministerial control and corporations	12 Hrs

	accountability to Parliament.	
Unit V	Field Administration: Importance of Field Organization – Area Head Quarters and Filed Agencies relationship – Territorial and functional Dichotomy – Examples: Foreign Affairs Ministry, Police Dept. and Railway Board. Importance of Panchayat Raj in India as Field Administration	12 Hrs

Text Books:

1. A. Avasthi and S. Maheswari, Public Administration, LaximiNarainAgarwal, Agra, 2013.
2. VishnooBhagwan and VidyaBhushan, Public Administration 22nd Edition, S. Cnand Publishing, New Delhi, 2009.

Reference Books:

1. RumkiBasu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 1995.
2. Herbert A Simon, Donald W. Smithburg and Victor A. Thomson, Public Administration, Alfred A. KnofInc, New York, 1950.

Web Resources:

- www.india.gov.in
www.legalservicesindia.com

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Earn Knowledge on skills to Learn Public Administration.
Co2	Understand the scope of job in Public and Private sectors.
Co3	Assess the functions of Chief Executive
Co4	Acquire Knowledge on Public Corporations
Co5	Understand the functions of Various Departmental Administration.

Semester-II / Allied Course –II	Public Administration II	Course Code: HUA4
Instruction Hours: 4	Credits: 3	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Objectives:

1. To understand the administrative leadership, democratic system, policy making, planning, Civil Services and their functions.
2. To acquire knowledge on the policy and Decision Making.
3. To understand the functions of Planning Commission.
4. To acquire fundamental knowledge of Bureaucracy.
5. To gain knowledge about Civil Service Examination.

Unit I	Management: Meaning-Aim-Nature-Values-Functions-Leadership-Qualities-Functions-Types- Authoritarian and Democratic-Leadership vs Power.	12 Hrs
Unit II	Policy Formation and Decision Making : Significance-Policy and Administration-Policy formation in India- Decision Making- meaning and nature-Bases of Decision Making and Problems of Decision Making and its Solutions.	12 Hrs
Unit III	Planning : Definition-kinds-Planning Commission in India - Organisation and Functions -National Development Council-Plan implementation and Evaluation.	12 Hrs
Unit IV	Bureaucracy : Meaning and Types- Merits and Demerits-Civil Service: Meaning-functions-Civil Service in India-Central and State Services.	12 Hrs
Unit V	Services: UPSC-Civil Service Examinations-TNPSC- Training: Objectives-Training Institutions in India - Conduct Rules- Disciplinary Rules-Actions - Neutrality in politics.	12 Hrs

Text Book:

1. Vishnu Baghwin&VidhyaBhushan- World Constitution
2. Ameer Ali: Essentials of Modern Governmen

Reference Books:

1. Mahajan V.D. - Modern Constitutions
2. Price J.1 - Comparative Governments

Web Resources:

www.archives.gov

www.britannica.com

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Gain knowledge about the Constitution
Co2	Understand the American Constitution
Co3	Acquire knowledge on Constitution of Switzerland
Co4	Highlight of the characteristics of French Constitution
Co5	Earn Knowledge on Chinese Constitution

Semester-IV / Non Major Elective-II	Working of Indian constitution	Course Code: HUE2
Instruction Hours: 2	Credits: 2	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

1. To know the Fundamental Rights and Directive Principle of State Policy.
2. To understand the organization of the Government and their functions.
3. To develop skill for Competitive Examination and Legal Profession.
4. To impart the students organization of Judiciary
5. To know the powers and functions of State Government

Unit I	The Indian Independence Act 1947 – Constituent Assembly of India- Drafting of the constitution- Features of the Indian constitution – Preamble and structure – Fundamental rights – Directive principles of State Policy – Fundamental Duties-Citizenship-Constitutional Remedies for citizens- constitutional provisions for the rights of Women, Children, SC&ST and other weaker section.	6 Hrs
Unit II	Legislature : The constitution of Union Parliament – Functions of Parliament – Legislative procedures – Procedures of Amendment of the Indian Constitution – Important Amendments of 42 nd , 44 th , 73 rd and 74 th .	6 Hrs
Unit III	Executive: The Union Government –Structure of Union Government- Powers of the President – Emergency powers – Prime minister and council of ministers.	6 Hrs
Unit IV	Judiciary: Organization of Judiciary – Supreme Court –High Court – Independence of Judiciary - Judicial review.	6 Hrs
Unit V	State Executive: Governor – Chief Minister and Ministry – Central and State relations.	6 Hrs

Text Books:

1. Chopra.J.K , Indian Polity,Unique Publishers, New Delhi, 2010.
2. Ramesh.B.G, Constitution of India, PavaiPublications Chennai, 2007.

Reference Books:

1. Agarwal. R.C, Constitutional development and National Movement of India, Chand & Company, New Delhi, 1994
2. Anup Chand Kapur, Select Constitutions, S.Chand& Company, New Delhi 1994.

Web Resources:

1. www.inida.gov.in
2. [www.cantitution of India.net](http://www.cantitutionofindia.net)

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Gain knowledge and skills on Indian constitution.
C02	Acquire knowledge about the functions of Government
C03	Acquire knowledge on Legislature.
C04	Highlight the Functions of judiciary
C05	Aware of the functions of State Government

Semester-V / Core Course-XII	Archaeology	Course Code: HUL
Instruction Hours: 5	Credits: 5	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

1. To Study the meaning and the scope of Archaeology.
2. To understand the Chronicle and Cultural Evaluation.
3. To Understand the Methods of Exploration and Excavation.
4. To know about the Archaeologist in the field of Archaeology.
5. To Study the importance of Epigraphy and Numismatics.

Unit I	Archaeology: Its meaning and importance – Archaeology as a source of history – Kinds of Archaeology – Purpose of Archaeology – Archaeology its correlation with other subjects.	15 Hrs
Unit II	Exploration: Methods of Site Survey – Excavation – Kinds of Excavation – Pre History: Palaeolithic Culture in India – Mesolithic Age – Neolithic Culture – Recent Excavation Sites in Tamil Nadu.	15 Hrs
Unit III	Proto – History: Megalithic Culture and Chalco – Lithic Culture in India – Excavations of Indus Sites – Harappa, Mohanjadaro – Iron Age Culture in India.	15 Hrs
Unit IV	Ware cultures of India: Indian Pottery – Foreign Pottery Found in India – Archaeological Survey of India (A.S.I) – British Archaeologists – Alexander Cunningham – Robert Bruce Foote – James Burgess – Sir John Marshall – Mortimer Wheeler.	15 Hrs
Unit V	Epigraphy: Its meaning and importance kinds of Inscriptions – Source for history – Numismatics – Meaning and Importance – Numismatics as a source of history – Coins of the Mauryas, Kushanas, Guptas,	15 Hrs

	Pallavas, Pandyas, Cholas and Vijayanagar Rulers – Foreign Coins found in India.	
Unit VI	Kinds of Archaeology -. Recent Excavation Sites in Tamil Nadu - Archaeological Survey of India - Numismatics	

Text Books:

1. K. Rajan, Archaeology: Principles and Methods, ManooPathipakam, Thanjavur 2002.
2. R. Venkatraman, Indian Archaeology (A Survey), Ennes Publications, Udumalpet 2005.

Reference Books:

1. C. Brown - The Coins of India, Oxford University Press, Calcutta 1922.
2. A. Cunningham - Coins of Ancient India from earliest times to the 7th Century A.D.

Web Resources:

www.sciencedaily.com

www.britannica.com

Course Outcomes:

On completion of the course the learner will be able to

CO 1	Acquire knowledge on Archaeology.
CO2	Gain the Knowledge of Cultural Evaluation in the field of Archaeology.
CO3	Identify the method of Exploration and Excavation.
CO4	Identify the method of Archaeological Survey.
CO5	Acquire knowledge on Numismatics and Epigraphy.

Semester-VI / Core Course-XIII	International relations since 1945 CE	Course Code: HUM
Instruction Hours: 6	Credits: 5	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To understand the **political** relationships **among the states**.
- To study the various theories of international Relations.
- To **study the role of** foreign powers **as** major Powers.
- To know the **importance of** Armament Policy of various Nations.
- To Study **the significance of** International Organizations

Unit I	Definition and Scope – Theories of International Politics: The Realist Theory, System Theory, Decision Making Theory and Games making Theory.	18 Hrs
Unit II	Concept of International Politics: Power – National Interest – Balance of power and Collective Security – Old and New Diplomacy.	18 Hrs
Unit III	The Post World War II: Foreign Policies of the Major Powers – The United States of America Soviet Union – Cold War – India’s Foreign Policy; The Partial Test Ban Treaty; The Nuclear Non – Proliferation Treaty (NNBT), Comprehensive Test Ban Treaty (CTBT) – India’s Nuclear Policy.	18 Hrs
Unit IV	The Present International Economic Order: GATT and its Implications – WTO – European Union.	18 Hrs
Unit V	Origin and Development of International Organizations – The UNO and its role – The Arab League – Commonwealth, Non – Aligned Movement, ASEAN, SAARC: their role in International Relations.	18 Hrs

Text Books:

1. Jackson. R.H. – Quasi States: Sovereignty, International Relations and the Third World, Oxford – 1990.
2. J.A. Naik, A Text Book of International Relations, Macmillan Publishers, India 2000.

Reference Books:

1. J.A.S. Grenvile, The Major International Treaties of the Twentieth & Twenty first centuries, A History and Guide with Text, Rutledge, 2011.
2. Feller. A.H. United Nations and World Community, Boston 1952.

Web- Resources:

www.ir:info

www.coursera.org

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Gain the Knowledge of International Relations.
CO 2:	Understand various theories on International Relations.
CO 3:	Acquire Knowledge on Nuclear Policy of Nations.
CO 4:	Understand the WTO and other Organizations.
CO 5:	Know about the Various Specialized Agencies.

Semester-VI / Major Based Elective-II	Journalism	Course Code: HUE4
Instruction Hours: 5	Credits: 4	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To know about the History of Journalism and Democracy.
- Study the News Values and News Agencies.
- Inculcate the knowledge of Inverted Pyramid Writings and Freelance Writings.
- To know about the role of the News Editor and Proof Reading.
- To know about the Rotary System and Cable networks.

Unit I	Definition, Components – History of Journalism from Hicky - Role of Press in Democracy – Role of Press in Freedom Struggle – Fourth Estate – Constitutional Provisions – Freedom of Press – Responsibilities of Mass Media.	15 Hrs
Unit II	Reporting: News Values – Kinds of News – Collection of Facts – Role and Functions of Reports – Reporting Public Meeting – Court Proceedings – Police – Sports – News Agencies.	15 Hrs
Unit III	Types of Writing: Inverted Pyramid Writing – Articles – Feature Writing – Book Review – Editorial – Letter to Editor – Interview Freelance Writing.	15 Hrs
Unit IV	Editing: Role of Editor – His Functions – Duties of Sub Editor – Page Make Up – Headlines - Proof Reading – Editorial.	15 Hrs
Unit V	Printing – Rotary System – Press Laws – Advent of TV and Cable Networks.	15 Hrs
Unit VI	Nuclear Policy – Disarmament – WTO – SAARC – UNO and Specialized agencies	

Text Books:

1. Jackson. R.H. – Quasi States: Sovereignty, International Relations and the Third World, Oxford – 1990.
2. J.A. Naik, A Text Book of International Relations, Macmillan Publishers, India 2000.

Reference Books:

1. J.A.S. Grenvile, The Major International Treaties of the Twentieth & Twenty first centuries, A History and Guide with Text, Rutledge, 2011.
2. Feller. A.H. United Nations and World Community, Boston 1952.

Web Resources:

www.ir.info

www.coursera.org

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Gain Knowledge of International Relations.
CO2	Understand various theories on International Relations.
CO3	Acquire Knowledge on Nuclear Policy of Nations.
CO4	Understand the WTO and other Organizations.
CO5	Know about the Various Specialized Agencies.

Semester-VI / Major Based Elective-III	Indian Constitution	Course Code: HUE5
Instruction Hours: 6	Credits: 4	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

1. To know the importance of making of constitution.
2. To study the Salient features of Indian Constitution.
3. To understand the Structure and powers of the Legislature and Executive.
4. To know the Structure and functions of the State Government
5. To analyze the role of Judiciary.

Unit I	Framing of Indian Constitution - Constituent Assembly – Drafting Committee – Preamble – Classification of Constitution – Forms of Government.	18 Hrs
Unit II	Features of the Indian Constitution - Fundamental Rights – Directive Principle of State Policy – Fundamental Duties – Checks and Balances – Judicial Review – Amendment Procedure – Emergency Provision – Centre State Relations.	18 Hrs
Unit III	Union Executive – The President – Powers and Functions – Prime Minister and the Cabinet – The Union Legislature – The Parliament – The Lok Sabha – The Rajya Sabha – Composition – Powers and Functions.	18 Hrs
Unit IV	State – Governor – Chief Minister – Legislative Procedure and Function of State Assembly.	18 Hrs
Unit V	Union Judiciary – Supreme Court – High Court – Jurisdiction – Appointment of Judges – Qualifications and Tenure.	18 Hrs

Text Books:

1. N. Jayabalan – Constitutional History of India, Atlantic Publishers and Distributors.
2. Dr.Poornima G.R. & Suresh Kumar M.N. – The Constitution of India, Sura College of Competition.

Reference Books:

1. Agarwal R.C. – Constitutional Development and National Vement of India S. Chand and Company Ltd., New Delhi 2007.
2. Gran Ville Austin – The Indian Constitution, Oxford University Press, Delhi, Kolkatta, Chennai. Edition – 1985.

Web Resources:

www.india.gov.in

www.constitutionofindia.net

Course Outcomes:

On completion of the course the learner will be able to

CO 1	Understand the Historical Background of the Constitution Making and it's
CO2	Importantance for building a Democratic India.
CO3	Apply the Knowledge on Directive Principles of State Policy.
CO4	Understand and analyze the role of Legislature and Executive
CO5	Gain Knowledge on the role of Governors and Chief Minister of a State.
	Know the Structure and Functions of Indian Judiciary

ENTREPRENEURSHIP

Semester-III / Non Major Elective-I	Gandhian Thought	Course Code: HUE1
Instruction Hours: 2	Credits: 2	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

1. To make the students familiar with Gandhian thought.
2. To cultivate the moral values based on Gandhian philosophy.
3. To understand the value of Truth, Non-violence, Peace and Women Education
4. To comprehend the evolution of Gandhian thought.
5. The impact of Gandhian thoughts in making Indian Constitutions.

Unit I	A brief biographical sketch – His political experience in South Africa – Social, Political, Economical and Cultural miles of his thought – Ethical foundations of his thought.	6 Hrs
Unit II	Influences of Gandhi on Bhagavath Gita – GopalakrishnaGokhale – Influences of European scholars on Gandhi, Russia – Tolstoy and Louis Fischer – Gandhi and his contemporaries , Tagore and Ambedhkar.	6 Hrs
Unit III	Gandhi’s philosophy and principles – Truth and Non-Violence – Sathyagraha, Swadeshi – Sarvodaya – Trusteeship and Religion.	6 Hrs
Unit IV	Gandhi and National Movements – Non Co-operation Movement – Salt Sathyagraha Movement – Quit India Movement – Gandhi in Tamil Nadu	6 Hrs
Unit V	Gandhian thought in the making of the Indian Constitution – Secularism – Directive Principles of State Policy – Removal of untouchability – Panchayat Raj	6 Hrs

Text Books:

1. Ravindrakumar – Gandhian Thoughts-An overview, 2006
2. Gandhi M.K. – My Experience with Truth, October 2, 2013

Reference Books:

1. Nanda B.R. – Mahatma Gandhi – A Biography, 1958
2. Swanand S Pathak –Gandhian Thought, 2016

Web Resources:

1. www.gandhi.gov.in
2. www.mkgandhi.org

Course Outcomes:

On completion of the course the learner will be able to

CO 1	Understand the past and present principles based on Gandhian philosophy.
CO2	Recognize and interpret key concepts of Bagavath Gita.
CO3	Analyze the Principles of Non-violence and Satyagraha.
CO4	Gain knowledge of non-violent mass mobility and Indian Independence movements
CO5	Understand Gandhian principles and making of Indian Constitution.

Semester-VI / Core Course-XIII	Women through the Ages in India	Course Code: HUU
Instruction Hours: 6	Credits: 5	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To study the Position of Women from Ancient to Modern Period.
- To analyze the Women's role in Indian Independence Movement
- To know about the Women's Backward class Movement.
- To Students the Social Reform for the emancipation of Women
- To analyze Women's political Participations and Legal Rights.

Unit I	Women in Society – Ancient, Medieval and Modern India – Movement for Women's Cause in Historical Perspectives.	18 Hrs
Unit II	Emergence of Women's Questions in Colonial India, Women's role in Indian Independence Movement.	18 Hrs
Unit III	Post Independence period and Women's Movements – Dravidian Movement and Women's Backward Class Movement – Chipko Movement.	18 Hrs
Unit IV	Position of Women in Hinduism, Islam, Christianity -Social Reforms for the emancipation of Women – Rajaram Mohan Ray – Ishwar Chandra VidyaSagar – DayanandaSaraswathi - Phule – PanditRamabai – Annie Besant – Muthulakshmi Reddy, DrugabaiDeshmukh and ArunaAsaf Ali.	18 Hrs
Unit V	Women and Political Participation – International, National and Local – Women's Bill – Self Help Groups for Women Empowerment – Violence Against Women - Laws related to women and marriage – Sati – Child Marriage, Dowry – Cyber Crime – Provisions of IPC local Rules	18 Hrs
Unit- VI	Women in Economic and Employment fields- Muthulakshmi Reddy- Self Help Groups for Women Empowerment.- Cyber Crime	

Text Books:

1. Agnew, Vijay – Elite Women in Indian Politics, Delhi, Vikas, 1979.
2. Desai Neera – Women in Modern India, Vora, Mumbai, 1957.

Reference Books:

1. Krishmurthy J – Women in Colonial India. Essay on Survival, Work and the State OUP, Delhi 1989.
2. Liddle J and Rama Joshi – Daughters of Independence: Gender Caste and Class in India Zed Books London 1986

Web Resources:

- www.socialogydicussion.com
www.researchgate.net

Course Outcomes:

On completion of the course the learner will be able to

CO1	Gain knowledge about the Position of Women from ancient to modern Period.
CO2	Identify the women's role in Indian Independence Movement.
CO3	Understand the Women's Backward class Movement.
CO4	Acquire knowledge on Emancipation of Women
CO5	Aware of the Political Participation and Legal Provisions.

SKILL BASED PAPER

Semester-IV / Skill Based Elective-I	Introduction to Tourism	Course Code: HUS1
Instruction Hours: 2	Credits: 2	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

1. To know the characteristics of Tourism
2. To familiarize the concepts of tourism.
3. To study the transportation, accommodation facilities and Tourist centers in India.
4. To understand the travel formalities and regulations
5. To study Tourist Centres in India.

Unit I	Origin of Tourism: Definition of Tourism-Concepts of Tourism-Types of Tourism-Socio Economic Importance of Tourism- Origin and development of Tourism.	6 Hrs
Unit II	Transport: - Indian Railways –Air Transport- Indian Air lines- Air India. Private Airlines-Road transport- National highway authority of India.	6 Hrs
Unit III	Travel Formalities and Regulations- The role of Indian Tourism Development Corporation (ITDC) Tamil Nadu Tourism Corporation(TTDC.)	6 Hrs
Unit IV	Accommodation:- Types of Accommodations Hotel operation-Major Indian Hotel Chains –Ashok Hotel Chain- Oberoi – Taj Groups.-Hotels.	6 Hrs
Unit V	Important Bird sanctuaries – Summer resorts, Winter resorts and National parks in India-Important Tourist centers of Tamil Nadu- Mamalapuram, Thanjavur, GangaikondaCholapuram, Dharasuram, Thiribhuvanam, Madurai and Kanchipuram	6 Hrs

Text Books:

1. Batra.G.S. - Tourism Management. Tamil Nadu Book House, Chennai-2002.
2. Bhatia A.K., - Tourism Development Principles and Practices, sterlin Publishers, New Delhi. 1993.

Reference Books:

1. Sharma J.J. – Tourism and development Kanishkapublishers and Distributors, New Delhi -2, 2007.
2. Anand M.M. – Tourism and Hotel Industry in India (New Delhi) Prentice Hall of India 1976.

Web Resources:

1. www.visitbritain.org
2. www.sliddeshare.net

Course Outcomes:

On completion of the course the learner will be able to

CO1	Study the evolution of tourism
CO2	Aware of rules and regulations of travel formalities
CO3	Identify the various types Accommodations
CO4	Understand the functions of various department in Hotels
CO5	Understand the future trends and role of association in India

Semester-V / Skill Based Elective-II	Tour Operator and Front Office Management.	Course Code: HUS2
Instruction Hours: 2	Credits: 2	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To know the components and elements of Tourism.
- To understand the types of travel Agencies and functions.
- To understand the role of Tour operators
- To develop the practical skill in travel formalities
- To develop the skill in guiding to the tourists and various tour Operations.

Unit I	Importance of Tourism Planning: Basic components of Tourism – Elements of Tourism – Selection of Tourism Spots, Transports and Accommodation – Tour Expenditure – Category of the Tourist.	6 Hrs
Unit II	Travel Agency : Thomas Cook – Profile of Modern Travel Agency – Types of Travel Agency – Setting up of a Travel Agency – Linkages of Travel Agency.	6 Hrs
Unit III	Tour Operation: Tour Operators –Meaning – Functions – Types of Tour Operators – Package Tour – Types of Package Tour – The Indian Association Tour Operators (IATO) ,PATA, WTO, IUOTO	6 Hrs
Unit IV	Front office Management.- Meaning – Reservation System – Computerized Reservation –Types of Procedures	6 Hrs
Unit V	Operating System: Mail Handling – Telephones – Qualities of Telephone Operator – Guest History Record – qualities required by a front office Staff.	6 Hrs

Text Books:

1. Bhatia. A.K
Tourism Development Principles and Practices,
Sterling Publishers, Private, 1997, New Delhi –
110016.
2. Peter Renner
Basic Hotel Front Office Procedures.

Reference Books:

1. Mohinder Chand Travel Agency Management: An Introduction text, Anmol Publication Pvt. Ltd, 2000, New Delhi
2. Malik. S. Profile of Hotels and Catering Industry, Heinemann, 1972.

Web Resources:

www.technofunc.com

www.tutorialspoint.com

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Identify important elements of Tourism.
CO2	Gain Knowledge on Travel Agencies
CO3	Acquire knowledge on Tour operations
CO4	Understand Basics of Registration Procedure
CO5	Gain Knowledge to act as qualities of Front Officers.

Semester-V / Skill Based Elective-III	Archives Keeping	Course Code: HUS3
Instruction Hours:2	Credits: 2	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives:

- To Know the History of Archives.
- To Study the Creation of Archives
- To **learn** the Methods of Preservation of Records.
- To acquire knowledge on India and Tamil Nadu Archives
- To explain the importance of Private Archives.

Unit I	History of Archives: Definition and uses-Types of Archives -Private and Public and International Archives.	6 Hrs
Unit II	Creation of Archives: Requirements for the creation of Archives-Establishment - Register keeping-shelves and other materials.	6 Hrs
Unit III	Preservation of Records in the Archives- Preservation-Preliminary, Precautionary preventive measures factors of deterioration- Methods of preservation and repair of archival materials.	6 Hrs
Unit IV	Administration of Archives: Structure and Functions -National Archives-Important public archives in India-Tamil Nadu State Archives-Important records and their relevance.	6 Hrs
Unit V	Important Private Archives- Nehru Memorial Museum-Parry and Company in Chennai-Asiatic Society of Bengal- -Indo-Portuguese Archives, Goa - Archives Senbaganoor, Kodaikkanal.	6 Hrs

Text Books:

1. Thiagarajan, **Archives Keeping**, Vani Pathipagam, Chennai, 2003.
2. Thomson, Garry: **The Museum Environment**, Butterworths, London 1978.

Reference Books:

1. Agrawal, O.P. (Ed): **Conservation Methods**, International Centre for Conservation, Rome, 1974.
2. Agrawal, O.P. & Sinha, SN: **Conservation and status of Manuscripts, Books and Archival Material**, INTACH, Lucknow, 1992.

Resources:

www.nedcc.org

www.ncbi.nlm.nih.gov

Course Outcomes:

On completion of the course the learner will be able to

CO 1:	Know the Meaning and Structure of Archives
CO2	Acquire knowledge on the Creation of Archives.
CO3	Aware of the Preservation of Archival materials
CO4	Understand the Structure and Functions of National and State Archives.
CO5	Identify the importance of Archives.