

Bachelor of Arts - Geography

2020-2023

Syllabus



School of Social Sciences

Devi Ahilya Vishwavidyalaya, Indore

S. D. S.

Devins

Aranya

Head
School of Social Science
Devi Ahilya Vishwavidyalaya, Indore

Sum

School of Social Sciences

Proposed Scheme for Choice Based Credit System (CBCS)

BATCH-2020-2023

B.A. GEOGRAPHY (SEMESTER-1)

S.NO.	PAPER NAME	CREDIT
01	Physical Geography	4
02	Introduction to Political Theory.	4
03	History of india from earliest times to 1200 A.D.	4
04	English Language & Communication	4
05	Constitution of India	2
06	Comprehensive Viva	4
		22

B.A. GEOGRAPHY (SEMESTER-2)

S.NO.	PAPER NAME	CREDIT
01	Human Geography	4
02	Development of political thought (indian and western	4
03	World History (Mid 15 Century to 1870)	4
04	Hindi Language & Communication	4
05	Social Welfare Administration	2
06	Comprehensive Viva	4
		22

B.A. GEOGRAPHY (SEMESTER-3)

S.NO.	PAPER NAME	CREDIT
01	General Cartography	4
02	Comparative politics (government and constitution)	4
03	Medival history (1200-1739A.D)	4
04	Environmental Education	4
05	French	2
06	Comprehensive Viva	4
		22

B.A. GEOGRAPHY (SEMESTER-4)

S.NO.	PAPER NAME	CREDIT
01	Economic Geography (Theory)	4
02	Weather Map & Report (Practical)	2
03	Principles of public administration	4
04	MAIN CURRENTS OF WORLD HISTORY FROM 1871 TO 2001 A.D.	4
05	Computer Application	4
06	Logical Reasoning	2
07	Comprehensive Viva	4
		24

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07	Comprehensive Viva	4
		24

Semester -1

SEMESTER -1-

Physical Geography

Unit - 1. Physical Geography – Definition and Scope, Components of Earth System.

Unit - 2. Atmosphere – Heat Balance, Global Circulation Pattern, Tropical Cyclones, Monsoon, Climatic Classification (Koppen).

Unit - 3. Lithosphere – Internal Structure of Earth based on Seismic Evidence, Plate Tectonics and its Associated Features.

Unit - 4. Fluvial Cycle of Erosion – Davis and Penck.

Unit - 5. Hydrosphere – Hydrological Cycle, Ocean Bottom Relief Features, Tides and Currents.

Reading List

1. Conserva H. T., 2004: Illustrated Dictionary of Physical Geography, Author House, USA.
2. Gabler R. E., Petersen J. F. and Trapasso, L. M., 2007: Essentials of Physical Geography (8th Edition), Thompson, Brooks/Cole, USA.
3. Garrett N., 2000: Advanced Geography, Oxford University Press.
4. Goudie, A., 1984: The Nature of the Environment: An Advanced Physical

SEMESTER -1-

INTRODUCTION TO POLITICAL THEORY

Unit -1 -Introduction

Definition and Scope of Political Science; Political Science and its relationship with other Social Sciences

Unit -2- State

Essential elements of State; Origin of state with special reference to the theory of Social Contract; Nature & Functions of the State (Liberal & Marxist perspective)

Unit -3- Sovereignty & Rights

Defining the concepts; Austin's theory of sovereignty & Pluralist Critique Theories of Rights, Dominant perspectives including Liberal, Laski, and Marxist

Unit -4- Concepts

Liberty, Equality, Property and Justice

Unit -5- Structure & Forms of Government Unitary & Federal; Parliamentary

Presidential

Monarchy, Aristocracy, Totalitarianism & Democracy

Reading

1 Political theory and introduction by Rajiv Bhargawa, 2008 , pearson education.

2 Political theory by V.D Mahajan, 2006, S.chand Limited.

3 An Introduction to Political theory O.P. Guaba., 2009, Macmillan publishers India limited.

4 Contemporary Political Theory by Andrew Shorten , 2015, Macmillan education UK.

Semester -I

History of India from earliest times to 1200 A.D.

UNIT-1: History –its concept, nature and significance, survey of sources, historical facts in puranas, physical and geographical structure of India, pre historic age and stone age –palaeolithic, Mesolithic,(with special reference to rock art)and Neolithic culture.

UNIT-2: Sarasvati civilization (harapan civilization) – Origin, extent, decline, social economic and culture life, megalithic cultures, vedic period and Aryan society, polity, economy culture and religion, later vedic period-social condition- varna, jati, occupational categories, marriage, sixteen sanskars, and four purusharthas, Iron age.

UNIT-3: Sixteen Mahajanpads, Rise of Magadha, rise of new religious movements in north India. Budhism Jainism Iranian invasion, Alexander invasion and its impact; The Mourya empire- Chandragupt, koutilya and Arthshastra administration and economy, Ashoka dhamma, Mourya art and architecture, downfall of Mouryan empire, post Mouryan period: foreign invaders –Shakas and kushanas administration and cultural development, Sunga and Sathavahana period –political, social, economic, and cultural life. Mathura and Gandhar art.

UNIT-4: Gupta Empire—golden period of Indian history art and architecture, political, social, economic and cultural life. Vakatak, dynasty, harshvardhan and his times. Important dynasties of the North India –gurjar pratihar, kalchuries, chandelas and parmars-social economic and cultural conditions. History of kasmir-karkot and lohar dynasty.

UNIT-5:- Importance dynasties of South India rashtrakutas, cholas, pallavas and chalukyas-socio-economic, cultural life, art and architecture, philosophy of Shankrachrya and vedant, sangam age greater India (spread of Indian culture abroad) Arab invasion: Mohommad-bin-qasim, Turkish invasion Mahmud gaznavi and Mohommad gouri.

Suggested Books:

- R.C.Majumdaar – An advance history of india
- R.S.Sharma – india's ancient past
- P.N.K.Banzai - History of Kashmir earliest times vol-1

Semester -I

ENGLISH LANGUAGE & COMMUNICATION

Unit I: Facets of Literature

Short Stories, Prose & Poems.

Unit II: Grammar and Usage

Parts of speech (Nouns, Pronouns, Adjectives, Articles, Verbs, Adverbs, Prepositions, Conjunction, Interjection, Identifying parts of speech, Structures: Verb patterns, Question tags, Subject – Verb agreement); Pair of words (Words commonly confused and misused); Tenses; Correction of incorrect sentences; One word substitution; Words often misspelled; Forms of verbs.

Unit III: Translation

Glossary of Administrative Terms (English and Hindi); Translation from Hindi into English.

Unit IV: Paragraph Writing

Paragraph of 100-150 words from outlines

Unit V: Comprehension

Unseen passages of literature, scientific data/graph based for comprehension exercises

Unit VI: Communication

Definition, Introduction and Process of Communication; Objectives of Communication & Notices.

Semester -I

CONSTITUTION OF INDIA

Unit 1- Constitutional development during British rule in India , Making of Indian constitution, Salient features of Indian Constitution, Preamble and its Significance in Indian constitution.

Unit 2- The union and its territory, Fundamental rights & duties and Directive principles of state policies.

Unit 3- Union executive's: President, Prime Minister, Council of Ministers. State Executives: Governor, Chief Minister and Council of Ministers.

Unit 4- Union Legislature- Indian Parliament, Lok Sabha & Rajya Sabha. State Legislature- Vidhan Sabha & Vidhan Parishad.

Unit 5- Indian Judiciary- The Supreme Court, High Court and Subordinate courts.

Recommended books:-

- 1)The Indian Constitution: Cornerstone of a Nation, by Granville Austin.
- 2)Our Constitution by Subhash Kashyap
- 3)Burden of Democracy by Pratap Bhanu Mehta
- 4)Constitution of India, by H. M. Seervai
- 5) Constitution of india by D.D. Basu

Semester-2

SEMESTER -2-

Human Geography

Unit - 1. Definition, Nature, Major Subfields, Contemporary Relevance.

Unit - 2. Space and Society: Cultural Regions; Race; Religion and Language

Unit - 3. Population: Population Growth and Demographic Transition Theory.

Unit - 4. World Population Distribution and Composition (Age, Gender and Literacy).

Unit - 5. Settlements: Types and Patterns of Rural Settlements; Classification of Urban Settlements; Trends and Patterns of World Urbanization

Reading List

1. Chandna, R.C. (2010) Population Geography, Kalyani Publisher.
2. Daniel, P.A. and Hopkinson, M.F. (1989) The Geography of Settlement, Oliver & Boyd, London.
3. Johnston R; Gregory D, Pratt G. et al. (2008) The Dictionary of Human Geography, Blackwell Publication.
4. Jordan-Bychkov et al. (2006) The Human Mosaic: A Thematic Introduction to Cultural Geography. W. H. Freeman and Company, New York.

SEMESTER -2-

DEVELOPMENT OF POLITICAL THOUGHT (INDIAN AND WESTERN)

Unit -1- Indian Political Thinkers 1 Dharamshastra, Kautilya, Aggannasutta, Barani, Kabir, Pandita Ramabai, Bal Gangadhar Tilak, Swami Vivekanand, Rabindranath Tagore, Sri Aurobindo, Periyar E. V. Ramasamy, Muhammad Iqbal, M.N. Roy, V D Savarkar

Unit -2- Indian Political Thinkers 2

Dr. B.R. Ambedkar, J L Nehru, Ram Manohar Lohia, Jaya Prakash Narayan, Deendayal Upadhyaya

Unit -3 - Western Political Thinkers 1 Confucius, Plato, Aristotle, Machiavelli

Unit -4 - Western Political Thinkers 2 Hobbes, Locke, Rousseau, Hegel,

Mary

Wollstonecraft, John Stuart Mill, Gramsci, Hannah Arendt, Frantz Fanon, Mao Zedong, John Rawls

Unit-5-Two Different Pole of Politics Karl Marx and Mahatma Gandhi

Readings

- 1 A history of political thought: Plato to Marx by Subrata Mukherjee, Sushila Ramaswamy, 2011, PHI learning.
- 2 Political Thinkers from Socrates to the present edited by David Boucher, 2017, oxford university press.
3. Western political thinkers by Gyanendra singh, 2008, omega publications.
- 4 Indian Political Thinkers by N. Jayapalan, 2000, atlantic publishers.

Semester -II
WORLD History (mid 15th century to 1870)

UNIT-1:- The beginning of modern era-renaissance, decline of feudalism, reformation and counter reformation, economic revolution of the modern west-mercantilism and commercial revolution. Beginning of colonialism.

UNIT-2:- Industrial Revolution, Industrial revolution in England causes and impact on society, Industrialization in other countries USA, Germany, Russia, Japan, Glorious revolution of 1688 A.D.

UNIT-3:- American Revolution (1776 A.D.) causes and effects, French revolution-nature, Causes and effects and its aftermath.

UNIT-4:- Age of Napoleon Bonaparte – rise and fall, Vienna congress(1815), Age of Metternich, Revolutions of 1830 and 1848 A.D. and their impact over Europe, Eastern question up to Crimean war.

UNIT-5:- Liberalism in England – Act of 1832 and chartist movement, Act of 1867 A.D., American civil war, with reference to Abraham Lincoln and the abolition of slavery, Napoleon III. Unification of Germany and Italy.

CONTENTS:

पाठ्य 01 - भाषा अभ्यास:

- 01.01 शब्द रचना
 विशेषण
 01.01.01 विशेष्य और विशेषण की रचनाए विशेषण बनाने के कुछ नियम, पद वाचक विशेषण
 01.01.02 मूल शब्द, उपसर्ग, प्रत्यय
 01.01.03 विदेशी शब्दों का हिन्दी प्रयोग
 01.02 वाक्य रचना
 01.02.01 वाक्य का रूपान्तर, सामान्य वाक्य, वाक्य उपवाक्य, वाक्य की अशुद्धियाँ, वाक्य में कर्ता और क्रिया का मेल, संज्ञा और सर्वनाम का मेल, वाक्यज्ञत प्रयोग।
 01.03 विराम चिन्ह
 - विपरीतार्थक शब्द
 01.04 - युग्म शब्द
 - अनेक शब्दों के लिए एक शब्द
 - एक शब्द और विभिन्न प्रयोग
 - एक शब्द का विभिन्न शब्द भेदों में प्रयोग
 - संक्षेपण

[05]

पाठ्य 02 - मौखिक संप्रेषण:

- 02.01 तौर तरीके एवं आधारभूत शिष्टाचार
 02.02 शारीरिक भाषा - शारीरिक भावभंगिमा द्वारा संप्रेषण, अतिविहित, संकित मुखाकृति द्वारा संप्रेषण, पोशाक तथा प्रसाधन द्वारा प्रभावकारी संप्रेषण
 02.03 जानकारी / डेस्क / कार्यालय का अग्रभाग / टेलीफोन वार्तालाप (श्रृष्टा / दृश्य कैसेटों द्वारा अभ्यास)
 02.04 अन्तर्वीक्षा के समय आचरण
 02.05 सामूहिक परिचर्चा, वाद-विवाद, वक्तृता

[03]

पाठ्य 03 - अपठित गद्यांश और प्रश्नोत्तर:

सम्यद्ध पाठ्यक्रम समसामयिक पत्रिका, अखबार एवं पुस्तक में सम्पादकीय तथा लेख पर आधारित होंगे। परीक्षा अपठित अवतरणों पर आधारित होगी, शब्दार्थ, तर्क, विचार, वाक्य संरचना, वाक्य संरचना एवं प्रयोग के सम्बन्ध में विशेषकर वस्तुनिष्ठ प्रश्न पूछे जायेंगे।

[05]

पाठ्य 04 - अनुच्छेद लेखन:

- 04.01 सामान्य - विशेष
 04.02 प्रक्रिया - वर्णन
 04.03 समस्या - समाधान
 04.04 अकिंछा - समीक्षा

पाठ्य 05 - पत्र/ आवेदन लेखन:

[04]

- 05.01 उच्चाधिकारियों/ विभागों के साथ प्रशासनिक/ स्थापना/ वित्तीय मामलों से सम्बन्धित पत्राचार।
05.02 पूछताछ/ क्रय/ सेवा से सम्बन्धित पत्राचार।
05.03 नियोजन हेतु आवेदन

पाठ्य 06 - निविदा सूचना एवं विज्ञापन:

[04]

- 06.01 निविदा/ कोटेशन आमंत्रित करना - रूपरेखा एवं संदर्भ सम्बद्ध औपचारिकता, आदेश।
06.02 रिक्तियाँ/ आवश्यकता/ क्रय/ विक्रय आदि के लिये विज्ञापन का प्रारूप।

पाठ्य 07 - प्रतिवेदन लेखन:

[04]

- 07.01 प्रतिवेदन के प्रकार, संरचना एवं उपयोगिता।
07.02 तकनीकी प्रतिवेदन - परियोजना प्रतिवेदन, जाँच प्रतिवेदन आदि (परियोजना प्रतिवेदन तैयार करने में शिक्षक को विद्यार्थियों की मदद करनी चाहिए)

निर्धारित पुस्तकें

टेक्स्ट बुक(पाठ्य पुस्तक)/ रदिर्ग पुस्तकें

1. आधुनिक हिन्दी व्याकरण और रचना
 2. हिन्दी में उन्नत टिप्पण और सार
 3. हिन्दी में प्रशासनिक पत्र लेखन
 4. हिन्दी प्रारूपण और टिप्पण
 5. शिक्षार्थी हिन्दी शब्दकोश
 6. अंग्रेजी हिन्दी शासकीय प्रयोग कोश
- डा. वासुदेव नन्दन प्रसाद, भारती भवन, पटना
 - राम विनायक सिंह, लोक भारती प्रकाशन, इलाहाबाद
 - राम विनायक सिंह, लोक भारती प्रकाशन, इलाहाबाद
 - मल्होत्रा, फ्रेजर रोड, पटना
 - डा. हरदेव वाहरी, रामपाल एण्ड सन्स
 - गोपीनाथ श्रीवास्तव, सम पाल एण्ड सन्स

परीक्षा का आयोजन / अंकों का विभाजन

खण्ड 'अ' (22 अंक)

1. भाषा अभ्यास (व्याकरण)

2. मौखिक सम्प्रेषण

3. अपठित गद्यांश व प्रश्नोत्तर } }

अंक

12

10

खण्ड 'ब' (18 अंक)

1. अनुच्छेद लेखन

2. पत्र लेखन

3. निविदा सूचना / विज्ञापन

4. प्रतिवेदन लेखन

अंक

05

05

03

05

कुल:

40

आन्तरिक मूल्यांकन

10

योग:

50

Semester -II

SOCIAL WELFARE ADMINISTRATION

Objective: By reading this paper the student will be able to develop understanding of the area of Social welfare policies and administration and its role in society.

Unit - I Introduction, meaning & importance of social welfare administration

Unit- II Role of social welfare administration in social work

Unit - III Essential characteristics of Social Welfare Administration

Unit - IV Functions of social welfare administration

Unit -V Difference public administration, development administration and Social Welfare administration.

Required Readings:

1. Donnison D.V: Social Policy and Administration (London: Allen and Unwin, 1965)
2. Sapre, R.K: Development Administration (New Delhi Deep & Deep Publications, 1986)
3. Choudhary D Paul: Social Welfare Administration (Atma ram \$ Sons, New Delhi)

Semester -3

General Cartography (Practical)

UNIT-1. Maps – Types, Elements and Uses

Unit-2. Map Scale – Types and Application, Reading Distances on a Map.

Unit-3 Map Projections – Criteria for Choice of Projections; Attributes and Properties of: Zenithal Gnomonic Polar Case, Zenithal Stereographic Polar Case, Cylindrical Equal Area, Mercator's Projection, Conical Projection with Two Standard Parallel, Bonne's Projection.

Unit-4 Representation of Data – Symbols, Dots, Choropleth, Isopleth and Flow Diagrams, Interpretation of Thematic Maps.

Note: This paper is not a practical paper, and the objective is to give basic information about various tools and techniques used in making maps. Students will not be involved in any laboratory work or hands on exercises, though a few demonstrations in the laboratories by teachers are recommended.

Reading List

1. Dent B. D., 1999: Cartography: Thematic Map Design, (Vol. 1), McGraw Hill.
2. Gupta K. K and Tyagi V. C., 1992: Working with Maps, Survey of India, DST, New Delhi.
3. Mishra R. P. and Ramesh A., 1989: Fundamentals of Cartography, Concept Publishing.
4. Robinson A., 1953: Elements of Cartography, John Wiley.
5. Sharma J. P., 2010: Prayogic Bhugol, Rastogi Publishers.
6. Singh R. L. and Singh R. P. B., 1999: Elements of Practical Geography, Kalyani Publishers
7. Singh R. L., 1998: Prayogic Bhoogol Rooprekha, Kalyani Publications.
8. Steers J. A., 1965: An Introduction to the Study of Map Projections, University

SEMESTER -3-

COMPARATIVE POLITICS(GOVERNMENT AND CONSTITUTION)

Unit -1-

Introduction to Comparative Politics , Traditional and Modern Approaches to Comparative Politics:

Unit -2 -

Historical, Legal, Phylosophical, Behavioural, Approaches; Structural Functional Analysis and System Analysis; Constitutionalism.

Unit -3-

Historical legacy and Political Traditions

Unit -4-

Constitutional Structure: Executive ,Legislature and Judiciary

Unit -5

Political Culture ,Party System.

Readings

- 1 New Comperative Governments by J.C. Jorhi, 2006 , Lotus Press.
- 2 Great Institutions and and their working style in Governments by Nagappa Gowda, 2020, Prowess Publishing.
- 3 Cases in Government and politics by John McCormick, 2019, Bloomsbury publication.
- 4 World Constitutions : A Comparative Study by Vishnoo Bhagwan, Sterling Publishers.

Semester -III

Medieval history (1200-1739 A.D)

UNIT-1:- Sources of medieval Indian history, foundation and consolidation of the Delhi Sultanate - Qutubuddin Aibak and Iltutmish, Razia and Balban, the Khilji revolution, Ala-ud-din Khilji, his conquests and reforms. The Mongol invasion.

UNIT-2:- Mohammad bin Tughluq, Firozshah Tughluq, decline of Delhi Sultanate, Vijayanagar and Bahamani kingdoms. Timur's invasion and its impact. Lodhi dynasty, invasion of the Mughals, Babur, Humayun and Sher Shah Suri. Role of Rana Kumbha and Rana Sanga in Indian History.

UNIT-3:- Akbar - consolidation and territorial expansion of the Mughal Empire, his religious and Rajput policy. Jahangir, Shahjahan, Mughal-Sikh relations. Rise of Marathas, Shivaji - his conquests and administration. Aurangzeb and the decline of the Mughal Empire, Nadir Shah's invasion and its impact.

UNIT-4:- Sufi movements, The Sant tradition in India during Sultanate period - agriculture, industry, trade, economic and administrative system.

UNIT-5:- Mughal administration, Mansabdari system, social and religious life, status of women, economic life, agriculture, trade, commerce and architecture during Mughal period. Role of Rani Durgawati, Jijabai and Chand Bibi in history.

Semester -III

Environmental Education

- Unit 1: What is an ecosystem? Structure and function of ecosystem; Case studies of- Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) India as a mega-biodiversity nation; Endangered and endemic species of India. Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- Unit 2: Land resources and land use change; Land degradation, soil erosion and desertification. Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations. Water : Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state). Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.
- Unit 3: Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution. Nuclear hazards and human health risks. Solid waste management: Control measures of urban and industrial waste. Pollution case studies.
- Unit 4: Sustainability and sustainable development. Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture. Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.
- Unit 5: Human population growth: Impacts on environment, human health and welfare. Resettlement and rehabilitation of project affected persons; case studies. Disaster management: floods, earthquake, cyclones and landslides. Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

Field Work: *Any one*

Visit an area to document environmental assets: river/ forest/ flora/fauna, etc.

Visit a local polluted site-Urban/Rural/Industrial/Agricultural.

Study of simple ecosystems-pond, river, etc.

Readings:

Gadgil, M. & Ramachandra, G. 1993. *This fissured land: an ecological history of India*. Univ of California Press.

Bharucha, E. 2003, *Textbook for Environmental Studies*, University Grants Commission, New Delhi and Bharati Vidyapeeth Institute of Environmental Education and Research, Pune. 361.

Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.

Grumbine, R. Edward, and Pandit, M.K. Threats from India's Himalaya dams. *Science* 339.6115 (2013): 36-37.

McCully, P. 1996. *Silenced rivers: the ecology and politics of large dams*. Zed Books.

McNeill, John R. 2000. *Something New Under the Sun: An Environmental History of the Twentieth Century*.

Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.

Robbins, P. 2012. *Political ecology: A critical introduction*. John Wiley & Sons.

Rosencranz, A., Divan, S. & Noble, M.I... *Environmental law and policy in India*. 2001.

Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. *Environment*. 8th edition. John Wiley & Sons.

Singh, J.S., Singh, S.P. and Gupta, S.R. 2006. *Ecology, Environment and Resource Ecology, Environment and Resource Conservation*. Anamaya Publishers.

Semester -III
FRENCH

1. The French Alphabet, Use of Accents, Greetings: Good morning/ Good afternoon / Good evening/ Good night
2. Conjugation of the Irregular and Auxillary Verb "Être" (Only Present Tense/ Affirmative Mode)
3. Gender in French : Masculine and Feminine, Definite article : le/la/l'/les
Indefinite article: un/une/des, Counting of Numbers from 11 to 69
4. Verb Conjugation of "Avoir" in the Present Tense Affirmative Mode, It is used to express "age"
5. List of Masculine and Feminine Nouns, List of Qualitative adjectives (Big/Small/Adventurous/Timid)
6. Adjectives of Colour and the rules, De quelle couleur est le stylo?
7. Agreement of Gender and Number of the qualifying adjective with the noun (masculine/feminine and Singular and Plural), List of commonly used "ER" verbs
"ER" verbs used for Teacher – Student Communication, Conjugation of the regular "ER" verbs
8. Conjugation of the Irregular verb "FAIRE", Used to describe weather conditions , Seasons in the year (Summer/Spring/Monsoon/Autumn/Winter), Weather in the different seasons (Hot/Cold/Windy/Foggy/Rainy), Comment fait-il? Quel temps fait-il, Il fait beau/Il fait chaud/Il fait froid/Il fait du vent
9. Conjugation of "ALLER" which is an irregular "ER" verb
10. Conjugation of : "REFLEXIVE ER" verb S'APPELER
11. Frequently used expressions (Thank you/ Glad to meet you/ Sorry), Singular and Plural of nouns
12. Nationalities (Masculine/Feminine), Languages that each people of different nationalities speak
13. Moments of the day; Days of the week, Months of the Year
14. Number Counting from 0 to 100, Answer to the question : Combien de jours y a-t-il dans une semaine?, Il ya sept jours dans une semaine.

Professions, Family Relations

Semester-IV

Economic Geography

Unit- I
Meaning, Scope and Development of Economic Geography, Concept and Classification of Economic activities.

Unit- II
Factors Affecting location of economic activity with Special reference to Agriculture (Von Thunen theory) and Industry (Weber, Hoover and Losch theories).

Unit-III
Primary Activities: Subsistence and Commercial Agriculture (Rice, Maize, Wheat, Cotton), Forestry, Fishing (Zones of the world) and Mining (Iron ore, Bauxite, Coal and Petroleum).

Unit- IV
Secondary Activities: Manufacturing (Cotton Textile, Iron and Steel), Concept of Industrial Regions, Special Economic Zones and Technology Parks.

Unit-V
Tertiary Activities: Transport (Road, Rail, Air and water), Trade and Services in perspective of the world.

Suggested Readings

1. Alexander J. W., 1963: Economic Geography, Prentice-Hall Inc., Englewood Cliffs, New Jersey.
2. Coe N. M., Kelly P. F. and Yeung H. W., 2007: Economic Geography: A Contemporary Introduction, Wiley-Blackwell.
3. Hodder B. W. and Lee Roger, 1974: Economic Geography, Taylor and Francis.
4. Combes P., Mayer T. and Thisse J. F., 2008: Economic Geography: The Integration of Regions and Nations, Princeton University Press.
5. Wheeler J. O., 1998: Economic Geography, Wiley.
6. Durand L., 1961: Economic Geography, Crowell.
7. Bagchi-Sen S. & Smith H. L., 2006: Economic Geography: Past, Present and Future, Taylor & Francis.
8. Willington D. E., 2008: Economic Geography, Husband Press.
9. Clark, Gordon L.; Feldman, M.P. and Gertler, M.S., eds. 2000: The Oxford
10. Das, M.M.: Arthanoitik Bhugol, G.U., Guwahati

Weather map & Report

Unit-I
Weather map: Introduction and Weather symbols

Unit-II
Description of Indian Weather Report

Unit-III
Use of Meteorological Instruments: Rutherford Thermometer, Six's Maximum and Minimum Thermometers and Wet Bulb and Dry Bulb Thermometer

Unit-IV
Other Meteorological Instruments: Fortin's Barometer, Aneroid Barometer, Rain Guage, Wind Vane

Unit-V
Indian Meteorological Observatories and Weather Related Data.

Suggested Readings

- Sharma, J.P. (2001): Prayogik Bhugol., Rastogi Publication, Meerut 3rd edition.
Shephard, F. A. (1968): Surveying Problems and Solutions, Edward Arnold, Ltd, London.
Singh, R.L. and Singh, Rana P. B. (1993): Elements of Practical Geography. (Hindi and English edition) Kalyani Publishers, New Delhi.

SEMESTER - 4-

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit -1- Introduction

Defining Public Administration as a Discipline Scope and significance Distinction between private and public administration

Unit -2- Organisation: Theories & Principles

Theories of Organisation: Classical, Scientific- Management, Bureaucratic, Human Relations, Decision-making. Principles of Organisation: Hierarchy, Unity of Command, Authority and Responsibility, Co-ordination, Span of control, Supervision, Centralisation

Unit -3- Structure of Organisation

The Chief Executive Types Functions Line, Staff and Auxiliary Agencies Departments and Public Corporation Boards and Commissions

Unit -4- Personnel Administration

Bureaucracy: meaning & types Civil Service neutrality; generalists and specialists Problems of recruitment Training and promotion of public personnel

Unit -5- Development Administration

Integrity in administration Role of Civil Services in the developing State Development Administration: Political, economic & socio-culture context Decentralisation, Delegation

Readings

- 1 Public administration: concept and theories by Rumki Basu, 1994, sterling Publications.
- 2 Public administration in India by Siuli sarkar, 2018 , PHI learning
- 3 The administrative state by Dwight waldo , 2017 , taylor and francis.
- 4 Administrative Thinkers by V S Prasad ,1991, sterlings.

SEMESTER IV

MAIN CURRENTS OF WORLD HISTORY FROM 1871 TO 2001 A.D.

UNIT-1:- Third republic of France, Kaiser William I, home and foreign policy of Bismark. kaiser, William II.

UNIT-2:- Africa and turkey-scramble for Africa eastern question. Russo-turkish war. Berlin congress (1878) Young Turk Movement and the Balkan wars I and II, Russian revolution of 1905.

UNIT-3:- Europe -- First world war-causes and results, Russian revolution 1917, Wilson's fourteen principles, Paris peace conference, treaty of Versailles, league of nations.

UNIT-4:- China and japan, imperialism and colonialism in china and japan, first and second opium wars, Taiping rebellion, boxer movement. Chinese revolution- 1911, demands for concessions in china, japan- The Meiji restoration, modernization of japan, rise of militarism, Russo-Japanese war 1905. sino-japanese war 1937. Fascism in Italy. Mussolini's home and foreign policy of Hitler, causes and results of the world war II.

UNIT-5:- The chinese revolution of 1949. emergence of third world war and non-alignment, UNO and global disputes, cold war, end of the cold war.

SEMESTER – IV **COMPUTER APPLICATIONS**

Unit I: Introduction to computer:

Evolution of computer, definition of computers, block diagram of computer, characteristics of computers, advantage and limitation, elements of computer, classification of computer, Van Neuman architecture-, computer language, internet and its introduction.

Unit II: Memory and devices:

Devices: input device, output device, storage device.
Memory: Introduction, types of memory, RAM & ROM.

Unit III: Operating system:

Definition, meaning, functions and types of OS, process, Introduction to DOS, windows, application software and its types.

Unit IV: MS word:

MS Word & Word Processing : meaning and features of word processing – advantages and applications of word processing - parts of MS word application window – toolbars – creating, saving and closing a document – opening and editing a document - moving and copying text – text and paragraph formatting, applying bullets and numbering – find and replace – insertion of objects. date and time, headers, footers and page breaks – auto correct – spelling and grammar checking, mail merge : meaning, purpose and advantages – creating merged letters, mailing labels, envelopes and catalogues- working with tables – format painter.

Unit V: MS excel:

Features of MS excel – spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - parts of MS excel window – saving, opening and closing workbook – insertion and deletion of worksheet – entering and editing data in worksheet – cell range – formatting – auto fill – formulas and its advantages – references : relative, absolute and mixed – functions: meaning and advantages of functions, different types of functions available in excel – templates – charts – graphs – data sorting, filtering, validation,

Unit VI: MS power point:

Features, advantages and application of Ms Power point – parts of MS power point

Window – menus and tool bars – creating presentations through auto content wizard, templates and manually – slide show – saving, opening and closing a presentation –

Inserting, editing and deleting slides –types of slides - slide views- formatting
Insertion of objects and charts in slides- custom animation and transition.

Unit VII: SPSS & PPT Presentation

Required Readings:

1. Computer Fundamentals Concepts, Systems & Applications – P.K Sinha
2. Fundamentals of Computers, Ravichandran, Tata McGraw Hill
3. Computer Fundamentals and Programming in C, NasibSingh Gill, KBP
4. Computer Concepts and Programming in C, R.S. Salaria, Khanna Publishing

SEMESTER - IV

LOGICAL REASONING

- Unit 1: Sentence, proposition, argument; truth, validity, soundness; Aristotelian classification of propositions.
- Unit 2: Immediate inference: square of opposition, conversion, obversion. Categorical syllogism: figure, mood, rules of validity, fallacies.
- Unit 3: Symbolic Logic: use of symbols. Truth Functions: negation, conjunction, disjunction, implication, equivalence.
- Unit 4: Tautology, contradiction, contingency. Decision Procedure: truth table.
- Unit 5: Using truth tables for testing the validity of arguments; Venn diagram method of testing validity; fallacies.

Readings:

Copi. I.M. *Introduction to Logic*

Jeffrey, R.C. *Formal Logic: Its Scope and Limit*

Salmon, W. *Logic*

Hodges, W. *Logic*

SEMESTER V

Semester-V

Geography of India

Unit- I

Geological Structure, Relief, Drainage, Climate, Vegetation and Soil.

Unit- II

Resources: Land, Water, Mineral (Iron-ore, Manganese and Bauxite) and Energy resources (Coal, Petroleum, and Natural Gas, Hydro-electricity, Nuclear).

Unit- III

Population: Growth, Distribution, Density, Age and Sex Composition, Migration and Trends of Urbanization.

Unit- IV

Agriculture: Principal Crops (Rice, Wheat, Sugarcane, Cotton, Tea and Coffee), Agroclimatic regions.

Unit- V

Major Industries (Iron and Steel, Cotton and Textile and Sugarcane), Industrial Regions of India, Trade and Transport.

Suggested Readings

1. Chauhan, P.R. and Prasad, M. (2003): Bharat Ka Vrihad Bhugol, Vasundhara Prakashan, Gorakhpur.
2. Farmer, B.H. (1983): An Introduction to South Asia, Methuen, London.
3. Kullar, D.R. (2007): India: A Comprehensive Geography, Kalyani Publishers, New Delhi.
4. Nag, P. and Gupta, S.S. (1992): Geography of India, Concept Publishing Company, New Delhi.
5. Rao, B.P. (2007): Bharat Kee Bhaugolik Sameeksha, Vasundhara Prakashan, Gorkhpur.
6. Sharma, T.C. and Coutinho, O. (2003): Economic and Commercial Geography of India, Vikas Publishing House Private Ltd., New Deldi.
7. Singh, J. (2003): India: A Comprehensive Systematic Geography, Gyanodaya Prakashan, Gorkhapur.
8. Singh, J. (2001): Bharat: Bhaugolik Adhar Avam Ayam, Gyanodaya Prakashan, Gorkhapur.
9. Spate, O. H. K., Learmonth, A.T.A. and Formar, B.H. (1996): India: Pakistan and Sri Lanka, Methuen, London, 7th edition.
10. Tiwari, R.C. (2007): Geography of India, Prayag Pustak Bhawan, Allahabad.
11. Husain, Majid (2015): Geography of India, McGraw Hill publication, New Delhi.
12. Mamoria, Chaturbhuji (2012): Geography of India, Sahitya Bhawan Publication, Agra.

B.A. Geography (Practical) Semester V

Map Projection and Surveying

Unit- I
Map Projection: Conical: Simple with one and two standard parallels, Bonne's

Unit-II
Map Projection: Cylindrical: Simple and Equal area; Gall, Mercator's projection.

Unit- III
Statistics: Correlation & Regression.

Unit- IV
Plane table Survey: Basic principles and methods.

Unit -V
Intersection method: Open & closed Traverse.

Suggested Readings

1. Davis, R.E. and Foote, F. S. (1953): Surveying, 4th edition. MacGraw Hill Publication, New York.
2. Hinks, A.R. (1992): Map Projection, Cambridge University Press, London.
3. Jones, P.A. (1968): Fieldwork in Geography, Longmans, Green and Company Ltd., First.
4. Monkhouse, F.J. and Wilkinson, F.J. (1985): Maps and Diagrams. Methuen, London.
5. Punima, B.C. (1994): Surveying, Vol. I, Laxmi Publications Private Ltd, New Delhi.
6. Ribinson, A., Sale, R. Morrison, J. and Muehrcke, P.C. (1984): Elements of Cartography, John Wiley and Sons, New York.
7. Sharma, J.P. (2001): Prayogik Bhugol., Rastogi Publication, Meerut 3rd edition.
8. Shephard, F. A. (1968): Surveying Problems and Solutions, Edward Arnold, Ltd, London.
9. Singh, R.L. and Singh, Rana P. B. (1993): Elements of Practical Geography. (Hindi and English edition) Kalyani Publishers, New Delhi.
10. Steers, J. A. (1965): An Introduction to the study of Map Projection. University of London Press, London.

SEMESTER -5-

INTERNATIONAL POLITICS AND RELATIONS

Unit -1-

Meaning, Evolution, Nature and Scope of International Politics Theories of International Politics -Realist, Idealist.

Unit -2-

Concept of Power -meaning, methods and techniques, Ideology & National Interest.

Unit -3 -

Balance of Power -meaning, methods, and technique. Collective Security -meaning & provisions under U.N.

Unit -4-

Foreign Policy -Meaning, Determinants, Non- alignment - Relevance Diplomacy- meaning and forms

Unit -5-

New World Order Globalization, International Terrorism

Disarmament: Problems & Prospect

Readings

- 1 International relations by Stephen Mcgliney , 2017, E- International relations.
2. International Politics by Rumki Basu, 2012, Sage publications.
3. Antarrashtriya Sambandh by Tapan Biswal, 2009, Macmillian Publishers Indian limited.
4. International Relation By V N Khana , Vikas Publishing house.
5. Handbook of India's International relations by David Scott, 2011, Taylor and Francis.

SEMESTER V:

History of India from 1740 to 1857 A.D.

UNIT-1:- Sources of modern history political trends in the mid 18th century, advent of Europeans in india, anglo- French conflict in Karnataka, third battle of panipat. Establishment of east India company in India. Battle of plassy and buxar, Diwali of Bengal, Bihar and Orissa, dual government.

UNIT-2:- Growth of colonial administration- warren Hastings and Lord Cornwallis, Regulating Act, Pitts's India Act, Charter Act of 1813 and 1833 A.D., Anglo- Maratha Relations, Anglo - Mysore relations, Wellesley and the subsidiary alliances.

UNIT-3:- Maharaja Ranjit Singh and Anglo- sikh relations, Lord Hastings and British paramountcy, Downfall of Marathas, Anglo - Burmese Relations, Anglo - Afghan relations, lord Dalhousie and the Doctrine of lapse, his Administration and Reforms, resistance to the British rule, various peasant and tribal movements, first freedom movement of 1857 - causes, nature and results. Role of women in Freedom struggle- Laxmi Bai, Awanti Bai, Jhalkari Bai.

UNIT-4:- Indian Renaissance, socio - religious movements --Raja Rammohan Roy and Brahma Samaj, lord William Bentinck, Devendra Nath Tagore, Iswarchandra Vidhyasagar, Dayanand Saraswati, Islamic revivalism Feraizi and Wahabi movements, status of women, the state of indigenous education, growth of western education, modernization of India, conspiracy of lord macauley, the downward filtration theory.

UNIT-5:- British land revenue settlement - permanent settlement, Ryatwari and Mahalwari system, condition of peasants. Rural indebtedness, commercialization of agriculture, drain of wealth, decline of cottage industries, economic transformation of India, communication network telegraph and postal services and railways.

- Suggested Books:
- Dr. vimalchandra pandey - struggle for independence
- P.E Roberts - history of india
- B.L.Khurana - modern history
- A.B. Keith - constitutional history of india
- V.D.Mahajan - Modern history

SEMESTER V
ENTREPRENEURSHIP DEVELOPMENT

Unit 1: Introduction to Entrepreneurship: Meaning and concept of entrepreneurship, the history of entrepreneurship development, role of entrepreneurship in economic development, agencies in entrepreneurship management and future of entrepreneurship.

Unit 2: The Entrepreneur: Meaning of entrepreneur, the skills required to be an entrepreneur, the entrepreneurial decision process, and role models, mentors and support system.

Unit 3: Business Opportunity Identification: Business ideas, methods of generating ideas, and opportunity recognition

Unit 4: Preparing a Business Plan: Meaning and significance of a business plan, components of a business plan, and feasibility study

Unit 5: Financing the New Venture: Importance of new venture financing, types of ownership securities, venture capital, types of debt securities, determining ideal debt-equity mix, and financial institutions and banks

Unit 6: Launching the New Venture: Choosing the legal form of new venture, protection of intellectual property, and marketing the new venture

Unit 7: Managing Growth in New Venture: Characteristics of high growth new ventures, strategies for growth, and building the new venture capital

Unit 8: Harvesting Rewards: Exit strategies for entrepreneurs, bankruptcy, and succession and harvesting strategy

Suggested Readings:

1. Hisrich R D, Peters M P, "Entrepreneurship" 8th Edition, Tata McGraw-Hill, 2013.
2. Mathew J Manimala, "Enterprenuership theory at cross roads: paradigms and praxis" 2nd Edition Dream tech, 2005.
3. Rajeev Roy, 'Entrepreneurship' 2nd Edition, Oxford University Press, 2011.

4. EDII "Faculty and External Experts - A Hand Book for New Entrepreneurs Publishers: Entrepreneurship Development", Institute of India, Ahmadabad, 1986.

SEMESTER VI

Semester -6
B.A. Geography
Semester-VI

Resource and Environment (Environment)

Unit- I

Meaning, nature and components of environment, population pressure and resource utilization, Concept of sustainable resource use and sustainable development.

Unit- II

Classification of Environment; Natural and Human, Man-environment relationships with respect to population size

Unit- III

Man-environment relationships with respect to types of economy and technology; Exploitation of Natural resources and environmental hazards.

Unit- IV

Emerging environmental issues: population explosion. Food security, deforestation and global warming.

Unit- V

Impact of green revaluation, urbanization, mining and industrialization on environment conservation and management.

Suggested Readings

1. Chandna, R. C. (2002). *Environmental Geography*. Ludhiana, India: Kalyani.
2. Cunningham, W. P. and Cunningham, M. A. (2004). *Principals of Environmental Science: Inquiry and Applications*. Delhi: Tata Macgraw Hill.
3. Odum, E. P. et al. (2005). *Fundamentals of Ecolog*. India: Ceneage Learning
4. Singh, R.B., and Hietala, R. (Eds.) (2014). *Livelihood security in Northwestern Himalaya: Case studies from changing socio-economic environments in Himachal Pradesh, India. Advances in Geographical and Environmental Studies*. USA: Springer .
5. Singh, Savindra.,(2001). *ParyavaranBhugol (Hindi)*, Allahabad, India: PrayagPustakBhawan.

B.A. Geography (Practical) Semester VI

Map Projection and Surveying

Unit- I
Introduction to remote sensing, Aerial photography and satellite imageries.

Unit-II
Computer mapping, Introduction to GIS system

Unit- III
Map Projection: Zenithal (Polar Case): Stereographic, Gnomonic and Orthographic.

Unit- IV
Geographical Excursion: Importance of geographical excursion, purpose and aims.

Unit -V
Report writing based on excursion tour.

Suggested Readings

1. Davis, R.E. and Foote, F. S. (1953): Surveying, 4th edition. MacGraw Hill Publication, New York.
2. Hinks, A.R. (1992): Map Projection, Cambridge University Press, London.
3. Jones, P.A. (1968): Fieldwork in Geography, Longmans, Green and Company Ltd., First.
4. Monkhouse, F.J. and Wilkinson, F.J. (1985): Maps and Diagrams. Methuen, London.
5. Punima, B.C. (1994): Surveying, Vol. I, Laxmi Publications Private Ltd, New Delhi.
6. Ribinson, A., Sale, R. Morrison, J. and Muehreke, P.C. (1984): Elements of Cartography, John Wiley and Sons, New York.
7. Sharma, J.P. (2001): Prayogik Bhugol., Rastogi Publication, Meerut 3rd edition.
8. Shephard, F. A. (1968): Surveying Problems and Solutions, Edward Arnold, Ltd, London.
9. Singh, R.L. and Singh, Rana P. B. (1993): Elements of Practical Geography. (Hindi and English edition) Kalyani Publishers, New Delhi.
10. Steers, J. A. (1965): An Introduction to the study of Map Projection. University of London Press, London.

SEMESTER -6-

GOVERNMENT AND POLITICS IN INDIA

Unit -1-
Salient features of Indian state – Democracy, secularism, socialism and social Justice

Unit -2-
Federalism in India – character of Indian federalism ,Central state relations, central state conflicts, finance commission , GST , List system, Critique of Indian federalism

Unit -3- Nature of Political parties in India , regional and national parties, Regionalism in India , language and politics in India, ethno nationalism in India

Unit -4-
Supreme Court , High courts , Judicial activism, Judicial review, PIL, Judiciary and executive conflict , Judicial reforms.

Unit -5-

Election Commission, CAG, CVC,UPSC, MPPSC,NHRC ,National ST and SC Commission, Niti Ayoga.

Readings

- 1 Indian Government and politics by Pieu Ghosh , 2020, PHI learning Private Limited
- 2 The government and politics of India by Ramesh Chandra Thakur, 1995 , Macmillan education.
- 3 Indian government and Politics of India by B L Fadia ,Bhawans publication .
- 4 Indian Polity by JC Johri, 2004, Lotus press.
- 5 Indian Polity by M Laxmikanth , 2021, Mcgraw Hill education India limited.

SEMESTER VI :

History of India from 1858 to 1950 A.D.

UNIT-1:- Queen Victoria's proclamation, act of 1858, Indian council act of 1861, internal administration of lord Lytton and Ripon, political Associations and the Indian national congress, Indian council act of 1892.

UNIT-2:- Lord Curzon and the partition of Bengal, Swadeshi movement, moderates, extremist and revolutionary movement India and abroad. Government act of India – 1909, peasant and tribal movements, home rule movement, Lucknow pact, Rowlat act. Jaliawala bagh massacre, government of India act 1919 and diarchy. Leftism in India and congress and communist party of India.

UNIT-3:- Gandhian era, khilafat and Non Co-operation Movement Swarajists. Simon commission, Lahore congress. Civil disobedience movement, round table conferences. Government of India act 1935 and provincial autonomy. Quit India Movement. Role of women and youth in the Indian National Movement.

UNIT-4:- Cripps Mission, Shimla Conference, Cabinet Mission, Subhas Chandra Bose and the INA, communal politics and the partition of India, Indian Independence act 1947. Role of Princely states in the Indian national movement. Integration of Indian princely states. Main features of the Indian constitution.

UNIT-5:- Indian agriculture, British famine policy, nature of colonial economy, British fiscal policy and India's economic exploitation, Rise of modern industry, expansion of trade and commerce, socio – religious movements – Satya shodhak samaj, Arya samaj, Ramkrishna mission, Theosophical society, Muslim Reforms Movements. Upliftment of women, development of education, growth of Indian press. Beginning of economic development and scientific revolution in independent India.

• Suggested Books:-

- P.E. Roberts -- history of india.
- R. P. Tripathi -- Rise and fall of the Mughal empire.
- Irfaan habib -- agrarian system of the Mughals.
- B.L. Khurana -- Modern of history

COMMUNICATION & PERSONALITY DEVELOPMENT (SOFT

Unit-I: Framework to Business Communication:

Defining Communication, Process of communication, and Principles of effective communication, importance and objectives of business communication, Physical, Mechanical and Psychological barriers to communication.

Unit-II: Channels, Types and Forms Of Communication:

Channels, Verbal, Non-verbal, Formal, Informal, Internal, External and communication networks, Effective listening – types and Essentials of effective listening, Development of intrapersonal and interpersonal skills for Personal effectiveness.

Unit-III: Articulation and Drafting:

Definition & how to articulate, techniques for better articulation, Speak clearly & distinctly, Basic patterns of Business Letters & its drafting, notices, Resumes, Sales letter writing, letters of bank correspondence, complaint letters & project reports, Dealing with print and electronic media, writing a press release.

Unit-IV: Enhancement Skills / Employability Skills:

Effective presentation skills: body language, eye contact, gesticulation, use of audio visual aids, Handling audience, conduct during presentation Interview skills: types of interview, preparing for an interview, how to handle stress interview, attire for an interview, learn how to say No, positive thinking tips & tricks, have an effective brain storming session.

Unit-V: Practical Exercises:

Spoken exercises listen & repeat and tongue twister, Group discussions, Mock meetings & interviews, Presentations on a technical topic, role plays, Confidence building exercises, and submission of reports prepared. Note: At least five cases should be discussed in the class.

SEC-03- COMMUNICATION & PERSONALITY DEVELOPMENT (SOFT SKILLS)

Unit-I: Framework to Business Communication:

Defining Communication, Process of communication, and Principles of effective communication, importance and objectives of business communication, Physical, Mechanical and Psychological barriers to communication.

Unit-II: Channels, Types and Forms Of Communication:

Channels, Verbal, Non-verbal, Formal, Informal, Internal, External and communication networks, Effective listening – types and Essentials of effective listening, Development of intrapersonal and interpersonal skills for Personal effectiveness.

Unit-III: Articulation and Drafting:

Definition & how to articulate, techniques for better articulation, Speak clearly & distinctly, Basic patterns of Business Letters & its drafting, notices, Resumes, Sales letter writing, letters of bank correspondence, complaint letters & project reports, Dealing with print and electronic media, writing a press release.

Unit-IV: Enhancement Skills / Employability Skills:

Effective presentation skills: body language, eye contact, gesticulation, use of audio visual aids. Handling audience, conduct during presentation Interview skills: types of interview, preparing for an interview, how to handle stress interview, attire for an interview, learn how to say No, positive thinking tips & tricks, have an effective brain storming session.

Unit-V: Practical Exercises:

Spoken exercises listen & repeat and tongue twister, Group discussions, Mock meetings & interviews, Presentations on a technical topic, role plays, Confidence building, exercises, and submission of reports prepared. Note: At least five cases should be discussed in the class.

Required readings:

1. Business Communication – K.K.Sinha, Galgotia Publishing Company, Latest Edition
2. Business Communication – Chhabra.T.N. , Sun India Publication, 2005
3. Business Communication – ParagDiwan, Excel Books, Latest Edition
4. Essentials of Business Communication – Rajendra Pal, Sultanchand Publication, 2000
5. Business Communication-- R.K.Madhurkar, Vikas Publishing House Pvt. Limited, Latest