

UG B.A

SEMESTER 3 FOUNDATION COURSE CREDIT-2 (100 MARKS)

WRITING SKILLS IN HINDI (हिन्दी लेखन कौशल)

UNIT-1

पत्र लेखन-1

औपचारिक पत्र (इनमें से किन्हीं चार पत्रों का चुनाव किया जा सकता है।)

1-बैंक मैनेजर 2- आयकर विभाग 3- बीमा कंपनी 4- कार्यालय के अधिकारी

5- प्रधानाचार्य 6-म्युनिसिपल कमिश्नर

UNIT-2

पत्र लेखन-2

अनौपचारिक पत्र (इनमें से किन्हीं चार पत्रों का चुनाव किया जा सकता है।)

1-मित्र 2-पिता/माँ 3-आपका प्रिय लेखक 4- समाज-सेवी संस्था

5- गैर-सरकारी संस्था 6-आपके क्षेत्र का सांसद

UNIT-3

रिपोतार्ज

अपने शहर में हुई किसी सामाजिक, राजनैतिक अथवा सांस्कृतिक-धार्मिक घटना के संदर्भ में अखबार के लिए रिपोतार्ज लेखन।

UNIT-4

पुस्तक परिचय अथवा फिल्म परिचय

किसी भी भाषा में पढ़ी हुई पुस्तक का परिचय अथवा किसी भी भाषा में देखी हुई फिल्म का परिचय दिया जा सकता है ।

नोट- यूनिट 2, 3 तथा 4 में लेखन की सीमा संस्थाएं स्वयं तय कर सकती हैं। यूनिट 1 अपने प्रकार के कारण स्वयं मर्यादित है।

संदर्भ पुस्तकें

- 1- प्रशासनिक एवं कार्यालयी हिंदी--- डॉ.राम प्रकाश , डॉ दिनेशकुमार
गुप्त. राधाकृष्ण प्रकाशन, दिल्ली
- 2- प्रयोजनमूलक हिंदी व्याकरण एवं रचना--प्रा. उमा जाधव ,चंद्रलोक प्रकाशन
- 3- कार्यालय एवं कार्यबोध--प्रा हरिबाबू कंसल , प्रभात प्रकाशन, दिल्ली
- 4- हिंदी भाषा एवं व्याकरण--डॉ.माया प्रकाश पांडे , चिंतन प्रकाशन ,कानपुर
- 5- प्रयोजनमूलक हिंदी--डॉ लक्ष्मीकांत पांडे ,डॉ.प्रमिला अवस्थी, आशीष प्रकाशन ,कानपुर
- 6- प्रयोजनमूलक हिंदी व्याकरण--डॉ द्विजराम यादव ,रामबाग प्रकाशन ,कानपुर
- 7- हिंदी रूप रचना भाग-2 . प्रधान संपा-- आ. जयेन्द्र त्रिवेदी ,लोकभारती प्रकाशन ,इलाहाबाद
- 8- प्रयोजनमूलक हिंदी--डॉ के.पी माली , फडके प्रकाशन ,पुणे

**Dalit Writings (English)
Foundation Course
Semester**

Paper 101:

Unit	Author/ Topic	Text
01	History of dalit writings in India	Constable, Philip, 'Early Dalit literature and culture in late nineteenth-early twentieth century Western India', <i>Modern Asian Studies</i> , vol. 31, no. 2, 1997
02	Dalit Autobiographies (Non detailed studies)	Joothan (leftover), Omprakash Valmiki Mohandas Namisray's Apne-Apne Pinjarey
03	Introduction to Memoir	Only Introduction Narendra Jadhav's Outcaste
04	Introduction to Non Fiction Writings	Intoduction only The Essential Writings of B.R. Ambedkar: OUP

Recommended reading:

Beteille, Andre, *Castes Old and New, Essays in Social Structure and Social Stratification*, Bombay: Asia Publishing House, 1969.

Mishra, S.N., *Facets of Dr. Ambedkar*, IIPA Publication, 2004.

Shah, Ghanshyam, *Social Movements in India*, New Delhi: Sage, 2004.

Srinivas, M.N., *Social Change in Modern India*, Berkeley and Los Angeles: University of California Press, 1966.

R. Kothari, ed., *Caste in Indian Politics*, New Delhi: Orient Longman, 1973.

Broadcast / telecast journalism

Unit 1

Reporting and Writing for Television Students learn writing to pictures and narrating stories in a variety of formats, including: breaking news, news feature, documentary, and news magazine. While the emphasis of this course is not on actual shooting and editing, students are encouraged to develop the story suitable for broadcast outlets.

Unit 2

Reporting and Writing for Radio - Students learn reporting and writing for radio by initially adapting reporting assignments. They also learn the important aspects of reporting and writing for radio like conciseness, writing for the ear and writing to sound

Unit 3

Tools of Television Journalism - Students learn the techniques of shooting with a range of cameras, and edit using some of the widely internationally used video editing software.

Unit4

Tools of Radio Journalism – Students learn the basics of sound and sound effects; recording and microphone techniques; and digital audio mixing and editing aesthetics.

Reference Books:

1. Indian Journalism : Nadig Krishna Murthy.
2. Indian Journalism : S. Natarajan.
3. Journalism in India: R. Partha Saradhi.

Travel and tourism

Unit 1

The Business of Travel & Tourism

Unit 2.

Travel Agency Operations

Unit 3.

Handling Customers, Ticketing, Customizing Tour Packages

Unit 4.

Important places of tourism in India

Reference Book:

Tourism and Travel Management by Biswanath Ghosh, Vikas Publishing House Pvt Ltd.

Human Resource Development

Unit 1

Introduction to Human Resource development

Unit 2

Performance Appraisal

Unit 3

Planning and Recruitments

Unit 4

Training and employee Compensation

Reference Books:

**Human Resource Development by P. C. Tripathi, Jain Bookd
depot**

E - Communication

Unit 1

Introduction to basics of computers

Unit 2

Internet, E mail, SMS

Unit 3

Blogs and social networking websites

Unit 4

Hazards and media ethics

Recommended readings: Principles of Electronic Communications by Pradip Kumar Ghosh. Universities Press, Hyderabad

World religions

Unit 1
Introduction to religion

Unit 2

The symbols of major religions

Unit 3

Introduction to Baha'i, Buddhism, Christianity, Taoism

Unit 4

Introduction to Hinduism, Islam, Jainism, Sikhism, Zoroastrianism

Recommended Readings:

John Renard, "The handy religion answer book, Second edition, Visible Ink Press, 2012.

Cultural Heritage of Gujarat

Unit 1

Fairs of Gujarat

Bhavnath Mahadev Mela , Dangs Darbar , Chitra — Vichitra Mela , Dhrang Fair, Trinetrshwar Mahadev Fair Vautha Mela , Shamlaji Melo Tarnetar Fair, Ran Utsav

Unit 2

Festivals of Gujarat

Makar Sankranti and Kite Flying Festival , Dance Festival — Modhera , The Kutch Mahotsav , Bhadra Purnima

Unit 3

MUSIC legendary musicians Baiju Bawra and Tana Riri and Narsinh Mehta

Unit 4

Heritage Sites of Gujarat:

Satpura

Dholavira

Chorwad

Adalaj

Champaner

Ahmedpur Mandvi

Tithal

Wankaner

Girnar

Palitana

Modhera

Dhrangdhra

Recommend books: **The Master of Gujarat-A historical novel** : K. M. Munshi

First Aid and emergency Care

Unit 1

Principles of Accident Prevention

Unit 2

Health and Safety in Daily Life and Work

Unit 3

Common Injuries and their Management with Bandages, Stretchers, Artificial pulmonary aid

Unit 4

Modern Life Style and Hypo-kinetic Disease –Prevention and Management

Suggested Readings

- B.C.Rai Health Education and Hygiene Published by Prakashan Kendra, Lucknow
- Norman Bezzant Help! First Aid for everyday emergencies. Jaico Publishing House . Bombay, Delhi