

University of Rajasthan Jaipur

SYLLABUS

M.Sc. (HOME SCIENCE)

DEVELOPMENT COMMUNICATION AND EXTENSION

(Semester Scheme)

I & II SEMESTER-2020-21 III & IV SEMESTER-2021-22

Dy. Registrar (Acad.)

Learning Outcome of M.Sc. Development Communication and Extension (DCE)

elearning Outcome of M.Sc. Development Communication and Extension (DCE)
The Ms (recognisme in Development Communication and Extension will make the random conferrand various income and dealloages of development in general and for result fails in particular Its notions would pail how development in general and for result fails in particular Its notions would pail how be present and the particular fears or ward fails. They would not only item to be fail in distinction and their matter and vole in development. They would pract only learn to plan, implement and evaluate the extension programmes strategically. The undens would value and learn peaker maintenanting to development. The students would just refersionsing for (concept of consequently) and the student peaker of the peak

In a number, the students would be prepared to work in Government expansionies (GO4) and Van Government Organisation (DGO4) for community development. They may be absorbed as development communication. They may start their own ventures. Further, they may also neck employment in recent insistinties.

Learning Outcome of M.Sc. Development Communication and Extension (DCE)

e-Learning Outcome of M.Sc. Development Communication and Extension (DCT)
The M.Seyoupanne in Development Communication and Extension will make the renders understand articles incess and adulations of development in guarant and for result lain in particular The underst would gain knowledge regarding associo-extension environment of India, with special reference to runt lain. They would not only feet to indentify the community mosts of development in particular production of the community mosts of development and reduction and the conformant representation of the community mosts of development in production of the community mosts of development and reduction the extension programmes strategically. The underst would pain technicality of the community mosts of development in The students would aim technicality of concept of contemporation of the community of the contemporation of the contempo

In a nexhell, the students would be present on meaning the commence organizations (GOs) and Non-Government Organizations (GOs) and Non-Government Organizations (NGOs) for community development. They may be absorbed as development communication. They may start their own ventures. Further, they may also seek organization or the commence of the commen

g-Learning Outcome of M.Sc. Development Communication and Extension (DCE)

e-Learning Outcome of M.Sc. Development Communication and Extension (DCT)
The Msycopramum in Development Communication and Extension will make he violent
materiand vision issues and adultages of development in general and for result losis in
particular The authors would pain knowtedpe regarding, succeeding make the second continuous of tables
in particular The authors would pain knowtedpe regarding, succeeding make the particular particular
with special reference or not a flast. They would not only learn to identify the community nuceior of
development through particularies, materials that also would learn to jobs, implement and evaluate
the extension programmics strategically. The undents would value and issues goods
are indistruming in development. The students would value will learn the learn general
resistance and evaluations. The students would value for sec of material
resistance and evaluations for the regarding of successive of
communications and development communications. They usually protect for sections
would also learn the use of Information Communications (reducing the protection of the Ms.Development of the protection of Ms.Development of protection of Ms.Development of protection of Ms.Development of the protection of Ms.Development of protection of Ms.Development of the protection of Ms.Development of the protection of Ms.Development of the protection of Ms.Development of protection of Ms.Development of the protection of Ms.Development of the protection of Ms.Dev

In a neishell, the students would be prepared to work in Coverment organizations (CO₂) and Non-Government Organizations (NOO₂) the community development. They may be absorbed as development communication. They may start their own ventures. Further, they may also seek employment in records institutions.

c-Learning Outcome of M.Sc. Development Communication and Extension (DCE)
The MS-programme in Development Communication and Extension will make the numbers and remains and in the season of the season of development in general and for result folial in particular The students would pain knowledge regarding, associetations environment of fain with special reference to rull fails. They would not only knew in identify the cummany needs of development map of particular products of the control of the cumman and related to the control of the cumman and related to the cumman and related to the cumman and related to the cumman product of development through precisions (makes the particular products and control of the cumman and the cumman and the related to the cumman and the cumman and the related to the cumman and the cumman and the related to the related to the cumman and the related to the related t

In a next-tel, the students would be prepared to week in Conventment organisations (GO)) and Not One-tenment Organisations (NOO) for community development. They may be absorbed as development communication. (NOO) for community development. They may be absorbed as development communication. They may after their own ventures. Further, they may also seek employment in research institutions.



Helipstidentipoint.com

M.Sc. Home Science

Development Communication and Extension

Subject Code: DCE Course Category

CCC: Compulsory Core Course

L: Lecture, T: Tutorial, P: Practicals

ECC: Elective Core Course

FIRST SEMESTER

S. No	Subject Code	Course title	Category	Credit	1	er weel		EO Dura (Ho	ition
					L	T	P	Th.	P
1.	DCE 701	Community organization and extension	CCC	4	4	0	0	3	0
2.	DCE 702	Advanced development communication	CCC	4	4	0	0	3	0
3.	DCE 703	Entrepreneurship development for women	CCC	4	And the state of t	0	0	3	0
4.	DCE 711	Advanced development communication	CCC	6	0	0	9	O	4
5.	DCE A01	Research methodology	ECC	4	4	0	0	3	0
6.	DCE A02	Science and Technology for Development	ECC	4	4	0	0	3	0
7.	DCE A03	Human Rights and Duties	ECC	4	4	0	0	3	0
8.	DCE A11	Communication skills	ECC	6	0	0	9	0	4

CCC=18, ECC=18 Total=36

Dy. Registrar
(Academic)
University of Rajasthan
G JAIPUR

COMMUNITY ORGANIZATION AND EXTENSION (THEORY) Paper Code:DCE 701 Credit-4 Max. Marks: 100 Teaching Hours: 4 hours. /week Total Teaching Workload: 60 hours. /semester **Objectives:** To enable students to: 1. Understand the principles of community organization 2. Acquire skill in developing leadership in rural people 3. To develop understanding about group behaviour and dynamics for effective communication and group management Contents: UNIT- I Hours Introduction to extension Concept of education, non-formal, formal, informal and extension education 1. objectives of extension education 5 2 Scope of extension education 2. Principles of extension education 2 3. 2 Process of extension education 4. 2 Oualities of an extension worker 5. 3 Philosophy of extension education 6. UNIT-II Concept of community, community structure and organization Community: concept and characteristics of a community. 8. Structure and organization of different types of communities: tribal, rural and 6 9. urban and urban slums Community organization: concept, meaning, scope, principles, process and 10. identifying the role of individuals in the community Role and quality of a community organizer 11. 3 UNIT- III Group Dynamics Community organizations - PRIs, cooperatives, women organizations, youth 12. organizations and other organizations for community empowerment Concept of group dynamics - meaning, characteristics, types and functions of 13. groups, stages and process of group formation, group norms and structure 8 Components of group dynamics - cooperation, competition, communication, group pressure, group cohesiveness, leadership, managing group and team building Leadership—concept, selection of leader, theories and training for developing 6 14. leadership References: 1. Dahama, O.P. and Bhatnagar, O. P. Education and Communication for Development, Oxford and IBH Publishers, New Delhi, Co. Pvt. Ltd.1999. 2. Supe, S.V. An Introduction to Extension Education, Oxford and IBH Publishing Co. Pvt.

4.

Dy. Registrar
(Academic)
University of Rajastban
P JAIPUR

Ltd. New Delhi, 1983.

3. Ray, G.L. Extension Communication and Management, Kalyani Publishers, New Delhi, 1991.

ADVANCED DEVELOPMENT COMMUNICATION (THEORY)

Paper Code: DCE 702

Credit-4

Max. Marks: 100

Teaching Hours: 4hours./week

Total Teaching Workload: 60 hours. /semester

Objectives:

To enable students to-

- 1. Understand the various facets of communication and its significance for extension and national development.
- 2. Understand different forms of media and ways to promote them.

Contents:

UNIT-I

Concept and historical overview of developmentHours

	1.	Historical overview of development over the years and recognition of	2
		development concept post World War II	
	2.	Basic concept of development- definition, concept, nature, evolution, significance, dynamics of development. Models of development:	6
***************************************	3.	 Economic growth model Social equity model Participatory mode 	3 2 3

UNIT- II

Issues to development and development communication

4.	Indicators of development-human development index, gender empowerment	6
	measures, human poverty index, global ratings of countries based on the indices	
5.	Classification of regions and countries on the basis of development.	4
	Definition, evolution with respect to historical and cultural perspective of	
	development communication.	
6.	Nature, role and significance of development communication	4
7.	Inter-relationship between development and development communication	2

UNIT-III

Devel	opmen	t Communication	
8.	Mode	els of development communication:	8
		Dominant paradigm of development	
	•	Dependency model	
	•	New paradigm of development	
9	Appr	oaches of development communication	1
	•	Interpersonal Approach	3
		Mass media Approach	3

Dy. Registrar (Academic) University of Rajasthan

	Integrated Approach	
10.	Folk Media: folk songs, puppetry, drama, songs, stories, etc.	5
11.	Promotion of development communication by government: role of government agencies like Akashwani, DAVP, IEC bureau, resource centers, IIMC, songs	5
	and drama division etc.	J

References:

- 1. Melcote. S.R. Communication for Development in the Third World Theory and Practice, Sage Publications, New Delhi, 1991.
- 2. Mehta SR (Ed.). Communication and Development: Issuer and Perspective, Rawat Publications, Jaipur, 1992.
- 3. Modi Bella: Designing Message for Development Communication and Audience Participation-Based Approach, Sage Publications, New Delhi, 1991.
- 4. Melcote, S.R. and Vallath C. Communication Gap in Development, Rawat Publications, Jaipur, 1992.
- 5. Sharma S.C..India Communication and Development. Rawat Publications, Jaipur, 1987.
- 6. Nair K.S. and White Shirley (Eds.). Perspective of Development Communication. Sage Publications, New Delhi, 1993.
- 7. Dua, M.R. and Gupta V.S. Media and Development, AMIC Singapole and HarAnand Publications, New Delhi, 1994.
- 8. Reddy A.A. Extension Education, Sri Lakshmi Press, Bapalta, 1971.
- 9. Directorate of Extension, Extension Education in Community Development, Ministry of Agriculture, Government of India, 1971.
- 10. Rogers, Everett M. Diffusion of Innovations, Free Press, New York, 1962.
- 11. Government of India, Directorate of Extension New Delhi: Extension Education of Community Development.
- 12. Saville. A.H. Extension in Rural Communities, Oxford University Press, 1965.
- 13. Dahama, O.P. and Bhatnagar, O.P. Education and Communication for Development, Oxford and IBH Publications, 1980.
- 14. Rudhramarthi, V Extension in Planned Social Change, Allied Publishers, Madras, 164, Oxford and IBH Publishing Co. New Delhi. 1980.
- 15. Govind, S. Tamilsalvi, G. and Meenambigai, J. Extension Education and Rural Development, Agrobios, 2010.
- 16. Naurla, U. Handbook of Communication, Models, Perspectives, strategies, Vishal, Enclave, Opp. Rajouri Garden, New-Delhi, 2006.

ENTREPRENEURSHIP DEVELOPMENT FOR WOMEN (THEORY)

Paper Code: DCE 703

Credit-4

Max. Marks: 100

Teaching Hours: 4 hours. /week

Total Teaching Workload: 60 hours. /semester

Objectives:

To enable students to:

- 1. Develop understanding of enterprise
- 2. Develop understanding about entrepreneurial growth

Dy. Registrar
(Academic)
University of Rajasthan
(F JAIPUR

3. To understand the various infrastructures for employ	ment and income generation.
4. Acquire skills in planning project proposals	
Contents:	
UNIT- I	
EntrepreneurshipHours	
1. Concept, growth, role and factors affecting entrepr	
2. Women entrepreneurship – status, categories,	challenges, entrepreneurial 6
opportunities in different sectors,	
3. Entrepreneurship development programmes	8
UNIT- II	
Enterprise establishment	
4. Essentials of enterprise setting	
 Drafting of project proposal. 	2 2
• Insurance.	2
 Registration. 	4
Support Systems : financial and non-financial	2
Enterprise feasibility and viability – technical	
5. Legal aspects	
Business and industrial laws.	2
• Taxation.	2
 Enterprise implementation and monitoring. 	2 2
Enterprise growth and development : expansion	on and diversification 2
Enterprise failure: causes and remedies	and all versification
UNIT- IIII	
Management of Enterprise	
6. Finance	
 Maintenance of essential account records 	2
 Costing and pricing 	2
 Profit and loss calculation 	2
Auditing and preparation of balance sheet	nance: hasic principles and
7. Personnel: organizing worker for better perform	nance: basic principles and
techniques. 8. Marketing, packaging and storing:	
Marketing, advertising and salesmanship, qua	ality control and improving
standards	
Packaging, labeling and standardization (ISO,	BIS, Agmark and Others) 2 2 2
• Managing stores	2
References:	
1. Jain, D. Women's Employment, Possibilities of R	elevant Research, Institute of Social
Studies, 1980.	
2. Nayak, J. Pinto, T. and Costa, S. Towards Self relia	ance, Income Generation for Women.
ISI Programme of Women's Development, 1980.	25 10

- 3. Mitra, A. The Status of Women, Household and non-Household Economic Activity, ICSSR Programme of Women's Studies III Allied, 1979.
- 4. Bhatt, E.R. Economic Status of Self Employed Women in Garment Industry, Gandhi MajdoorSevalaya, Ahmedabad, 1979.
- 5. Labour Bureau, Ministry of Employment of Labour, Chandigarh. Study of Women in Selected Industries, 1979.
- 6. Mitra, A. The status of Women-Literacy and Employment, ICSSR Programme of Women's Studies Allied, 1979.
- 7. Paul, J. Kumar, N.J. and Mampilly, Paul J. Entrepreneurship development, Himalaya Publishing House, Mumbai, 1996.
- 8. Young, T. L. Planning Project, Sterling Publishers Pvt. Ltd., New Delhi, 1998.
- 9. Young, T. L. Implementing Project, Sterling Publishers Pvt. Ltd., New Delhi, 1998.
- 10. Akhouri, M.M.P. Entrepreneurship for women in India, New Delhi, NIESBUD, 1990.

Periodicals:

- 1. Yojana, Publication Division, New Delhi.
- 2. Kurukshetra Publication Division, New Delhi.

ADVANCED DEVELOPMENT COMMUNICATION (PRACTICAL)

Paper Code: DCE711

Credit-6

Max. Marks: 100

Teaching Hours: 3 practicals/week (3 hours/practical)

Teaching Workload: 45 practicals /semester

Objectives:

- 1. To sensitize students regarding the functioning, strength and weakness of developmental organizations.
- 2. To develop the skill of critical analysis
- 3. To develop the skill of designing communication material for communication kit
- 4. To make them enable to express themselves through folk media to enrich their skill in organizing an exhibition

Conte	nts:	Practical
	Visit to developmental organizations with special reference to the	ir 6
1	structure, activities/ programmes, strengths and weaknesses and Colle	ct
	&analyze IEC material(soft/hard copy)	
	Self help Groups	
	Youth organizations	
	Non Government Organizations	·
	 Caste based organizations 	
	 Local unit of ICDS (Aanganwari) 	To any other state of the state
	 Panchayati Raj Institutes 	
2	 Public health centers 	
3	Prepare, present and discuss the report of visits	

Ky of Rajasthan

7		
	Develop skill in designing various communication material for	5
4	communication kit (Poster, Chart, folder, flash cards, pamphlets etc) based	
4	on the experience drawn from visits and classroom discussions	16
	Develop skills in folk media	
American III and Americ	1) Puppetry	15
	Develop a story	
	 Preparation of puppets 	
	Puppet play	
5	2) Social drama	4
	Plan and arrange an exhibition of designed IEC material	
1		

RESEARCH METHODOLOGY (THEORY)

Paper Code: DCE A01

Credit-4

Max. Marks: 100

Teaching Hours: 4 hours/week

Total Teaching Workload: 60 hours/Semester

Objectives:

- 1. To understand the basic concepts of research methodology.
- 2. To be able to understand the various steps of research methods.
- 3. To enable the students to understand various research designs, sampling techniques, methods of collecting data.
- 4. To enable the students to prepare and present report for dissertation purpose

Contents:

UNIT		Hours
1.	Research purpose and objectives.	4
2.	Definition and identification of research problem, selection of problem,	6
2	hypotheses, basis assumption and limitation of problem.	
3. 4	Review of literature: importance, sources and writing review of literature.	6
4.	Research designs: purpose and types.	6
UNIT	-II	
5.	Technique of sampling- Census and sampling methods, probability and non-	8
_	probability sampling procedures, sample size.	
6.	Data gathering instruments, measurements and scales, reliability and validity	6
	of measuring instruments- Questionnaire, Schedule, Score card, checklist.	
7	Methods of collecting data: Questionnaire, interview technique, observation,	
<i>f</i> .	case study, focus group discussion.	6
	one orang, recas group discussion.	. 44
UNIT-	Ш	
8.	Planning, executing and analysis of large scale surveys with special emphasis	6
	of surveys in Home science.	
9.	Presentation and preparation of report for dissertation publication.	6

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

	Bibliography: Importance of method of writing references of book, journals,	
10.	proceedings and websites.	

References:

- 1. Simpson, George, Kafka, Fritz, <u>Basic statistics: a textbook</u> for the first course, Oxford and IBH Publishers, New Delhi, 1977.
- 2. Taro Yamme, Sampling Theory, Prentice-Hall Publishers, New Delhi1967.
- 3. Snedecor and Cocharan, Statistics Methods, Oxford and I.B.H. Publishers, Calcutta, 1968.
- 4. Gupta S.P., Statistics Methods, Sultan Chand and Co., New Delhi, 2008.
- 5. Good C.V. and Carter D.E., Methods of Research-Educational Psychological Application, Century Craft, New York 1954.
- 6. Kerlinger F.A., Foundation of Behavioural Research, Century Craft, New York, 1966.
- 7. Yound P.V. and Schind C.G., Scientific Social Survey and Research, Prentice Hall, New Delhi, 1968.
- 8. Philips B.S, Social Research, Strategy and Tactics, MacMillan, New York, 1976.
- 9. Mussed Paul, Hand book of Research Methods in Child Development, John Wiley & Sons Inc, 1960.
- 10. Devdas R.P. and Kulandaivel, Hand Book of Research Methodology, Sri Ram Krishna mission vidhyalaya, 1971.
- 11. Krishnaswami R.P., Methodology of Research in Social Sciences, 1st edition, Himalaya Publishing house, Mumbai, 1993.

Dy. Registrar
(Academic)
University of Rajasthan
Q JAIPUR

6

SCIENCE AND TECHNOLOGY FOR WOMEN (THEORY)

Paper Code: DCEA02

Credits: 4

Max. Marks: 100

Teaching Hours: 4hours /week

Total Teaching Workload: 60 hours /semester

Objectives: To enable the students to -

1. develop a scientific temper to promote rural development.

2. gain knowledge in applied technologies for rural development with special reference to women.

0		
Unit I		Hours
1	Appropriate technology - Meaning of appropriate technology, affordable technology, intermediate technology; criteria, need and classification of technology	4
2	Transfer of technology- concept and factors affecting TOT	4
3	Role of science and technology in empowerment of women, challenges face by rural women in accessing technology	4
4	Women workload in changing context- economic changes, environmental changes and socio- culture changes	4
5.	 Waste management- concept, types of waste and waste recycling. 	8
	Improved grain storage at domestic level, farm level and at large scales	
UNIT-		
6.	Technologies for rural women and their management-	8
0.	• Food processing- science and technology as applied to the field of nutrition – low cost, indigenous, fast and convenience foods,	
	Food preservation	
	• Vermicomosting	-
	Kitchen gardening	,
7.	Energy management-	
	Fuel Management – Use of fuel wood – present practices and problems, smokeless Chulah, use of 'alternate' non-conventional sources of energy including wind and	
	wave	
UNIT-		
8.	Energy management-	8
	2. Biogas- Scope and principles and application	
	3. Solar Energy-scope, advantages and solar energy devices	
9.	Agencies involved in promoting science and technology for rural development - institutions	
	involved - DST, CAPART, Indian Renewable Energy Development Agency (IREDA),	
	Ministry of Non-conventional Energy Sources, FAO, ICAR	
Refer	rences-	

- 1. Raj Mohini, S. Women in Agriculture Kaveri Printers, New Delhi, 1991.
- 2. Campbell, M.J. (Ed.) New Technology and Rural Development, Billings and Sons Ltd., Great Britain, 1990.
- 3. Punia, R. K. Women in Agriculture, Vol. I and II, Northern Book Centre, New Delhi, 1991.
- 4. Chawla, O.P. Advances in Bio-gas Technology, Indian Council of Agricultural Research, New Delhi, 1989.

Dy. Registrar
(Academic)
University of Rajasthan
V JAIPUR

IL.

- 5. Garg, H.P. and Prakash, J. Solar Energy Fundamentals and Applications, Tata McGraw Hill Publishing Company Ltd., New Delhi, 1997.
- 6. David Elliot, Energy, Society and Environment Technology for a sustainable future, Routledge Publishers, London, 1997.
- 7. Swaminathan, M., Advanced Textbook on Food and Nutrition, The Bangalore Printing and Publishing Co. Ltd., 2 Edition, 1985.
- 8. Department of Science and Technology, Models for Rural Application, Progressive Printers, New Delhi, 1995.
- 9. Prescott, B.C. and Proctor, B. K. Food Technology, McGraw Hill Book Company, New York, 1987.
- 10. VinkataRamana. P. Rural and Renewable Energy: Perspectives from Developing Countries, Tata Energy Research Institute, New Delhi.
- 11. Qasim, S.Z. Science and Quality of Life, The off setters, New Delhi, 1992.
- 12. Centre of Science for Village, Wardha Science and Technology for Women (A Compendium of Technologies), Department of Science and Technology, New Delhi, 1989.
- 13. Siddappa, L. S. and Tandon, G. M. Preservation of Fruits and Vegetables, ICAR, New Delhi, 1984. Prescott, S.C. and Proctor, B. K., Food Technology, McGraw Hill Book Company, New York, 1987.

Journals

- 1. Yojana
- 2. CAPART Press Clippings.
- 3. KhadiGramodyog
- 4. Construction on Rural Technology

HUMAN RIGHTS AND DUTIES (THEORY)

Paper Code: DCE A03

Credits: 4

Max. Marks: 100

Teaching Hours: 4hours /week

Total Teaching Workload: 60 hours /semester

Objectives:

- 1. To enable the students to understand the issues concerning the rights and duties in general and the marginalized groups in particular.
- 2. To practice on self those values: self inculcation, endeavor to live up to those ideas i.e. duty to respect other rights, respect each other human dignity

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

Conten	ts:	
UNIT-	Hours	
1.	Background of human rights History and origin of human rights Indian constitution and human rights Human rights in international context (UN) Universal declaration of human rights 1948 International covenants on civil and political rights 1966. International covenants on economics, social and cultural Rights 1966	16
	 Convention on elimination of all forms of discrimination against women 1979. Convention on the rights of the child 1989 UN declaration and duties and responsibilities of individuals 1997 UN High commission for human rights and the committees under the various conventions. 	
2	 Concept of Human Rights and Duties Values: dignity, liberty, equality, justice, unity in diversity. Inherent, inalienable, universal and indivisible 	5
3 4	Classification of rights Classification of duties	2 2
UNIT-I		THE PARTY CONTRACTOR OF THE PA
5	Human rights and duties in India Evolution Fundamental rights Directive principals of state policy	4
6 7 8 9 10 11 UNIT- I	Fundamental duties Judiciary National and state human rights commission and other grievance Redressed mechanisms NGOs, social movements and pressure groups Information media	3 3 2 3 2
12	Importance of internalizing of human rights and duties- urgent need for not only sensitizing others of human rights and duties, but of practicing on self those values • Self inculcation • Endeavor to give up to those ideas • Duty to respect other's rights • Respect each other's human dignity	7
13.	Societal problems in private and public domains Core Problems: poverty, underdevelopment and illiteracy Some specific problems: i. Commercial and caste conflicts and tensions ii. Discrimination and violence against women and children sexual	8

	iii.	harassment	
	iv.	Violence, trafficking child labour, bonded labour and others.	
	v.	Custodial violence	
	vi.	Problems of health and environmental protection	
Reference	3614		1

References:

- 1. Agarwal, Anil and Narain.S. Global Warming and Unequal world: A Case of Environmental colonialism. Center for Science and Environment, New Delhi, 1991.
- 2. Baxi, Upendra. The Future of Human Rights, Oxford University Press, New Delhi, 2002.
- 3. Beteille, Andre. Antinomies of Society: Essays on ideology and institutions. Oxford University Press, New Delhi, 2003
- 4. Chandhoke, Neera. Conceits of civil Society. Oxford University Press, New Delhi, 2003.
- 5. Geetha, V. Gender, Street Publication, Kolkata, 2002.

- 6. Shanshyam Shan. Social Movements in India. Sage Publication, New Delhi, 1991.
- 7. Guha, Ramachandra and MadhavGadgil. Environmental History of India. University of California Press, Berkeley, 1993.
- 8. Haragopal, G. The Political Economy of Human Rights. Himachal Publishing House, Mumbai, 1997.
- 9. Menon, Nivedita (ed). Gender and Politics in India, Oxford University Press, New Delhi, 2000.
- 10. Patel. Sujata et al. Rethinking Social Science in India. Sage Publications, New Delhi, 2003.
- 11. Rao, Anupama (ed.). Gender and caste: Issues in Contemporary Indian Feminism, Kali for women. New Delhi, 2003.
- 12. Shah, Nandita and Nandita Gandhi. Issues at stake: Theory and Practice in the Contemporary Women's Movement in India, Kali for Women. New Delhi, 1992.

Dy. Registrar (Academic) University of Rajasthan O JAIPUR

COMMUNICATION SKILLS (PRACTICAL)

Paper Code: DCE A11

Credits- 6

Max. Marks: 100

Teaching Hours: 3 practicals/week (3 hours/practical)

Total Teaching Workload: 45 practicals /semester

Objectives:

The students should be able to:

- 1. Develop and apply skills of oral presentation, discussion, writing composition, CV, minutes reports.
- 2. Read and write notes from different sources.
- 3. Search and interpret information from various sources.
- 4. Use appropriate skills in interpreting and answering oral and written questions in tests, examinations and other contexts.

Contents:			
1. Searching Information			
Using library and internet.	2		
Using a dictionary and encyclopedia, thesaurus.	2		
2. Taking and making notes			
Notes taking skills.	2		
Notes making skills	2		
3. Reading skills:			
Reading Rates	2		
Skimming and scanning skills.	2		
Intensive and extensive reading.	2		
Copying with unfamiliar words.	2		
4. Writing skills			
Effective writing- Sentence and paragraph construction	2		
Precise writing- Summarizing	2		
• Referencing skills $2i$ $\sqrt{3}$	2		

15

University of Rajasthan

5. Written forms			
Business letters	2		
• Emails	2		
 Job application letter- Cover letter, Resume 	2		
• Letter to the editor and social appeals	2		
6. Oral presentation			
• Treatment of reports for presentation.	2		
 Practice in using media in oral presentation 	2		
7. Interview skills for Face to Face and Telephonic interviews			
• Content	2		
 Preparing questions 	1		
Graphics (camera shots, lightings and sound effects)	2		
 Communication skills during Interview (with emphasis on intonations, 	2		
pronunciation, confidence, dictation, audible, moderate, speech speed etc.			
 Understanding body language of interviewer (body posture, appearance 	2		
etc.)			
8. Feedback skills – during and after communication			
Descriptive method	2		
• Five point rating scale			
References:			
1. Harmer, J. The practice of English: Language teaching, Longman Group, UK, 1991.			

R

- Harmer, J. The practice of English: Language teaching, Longman Group, UK, 1991.
- 2. Raman, M. & Sharma, S. Technical communication-Principles and Practice, Oxford University Press, New Delhi, 2004.
- 3. Barker, A. Improve your communication skills- KoganPagge, India Pvt. Ltd, New Delhi,
- 4. Doff, A. & Johns, C. Language in use (Upper-Intermediate), Cambridge University Press, First south Asian edition, 2004.
- 5. Selly, J. The oxford guide to writing and Speaking, Oxford University Press, New Delhi, 2004.
- 6. Robert, M. Serfield, Rhonda J. Montgomery, Patricia, G. Moody Cornerstone: Developing soft skills, Pearson, New Delhi 2011

Dy. Registrar (Academic) University of Rajasthan