**Indira Gandhi(P.G.) Mahila Mahavidyalala,Kaithal**

**Subject:-Politcal.science Class:-B.A.5th sem**

**Teacher Name:-Ms. Alka goel**

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| --- | --- |
| Date | Content |
| 19July-31July | Comparative Politics-Definition, Scope |
| 1Aug-12Aug | Traditional & Modern Concerns; Comparative Methods. |
| 14Aug-23Aug | Approaches to the Study of Comparative Politics: Input-Out (David Easton), Structural-Function (G. Almond) |
| 24Aug-7Sept | Political Development (Lucian W. Pye), Political Culture (G. Almond). |
| 9Sept-19Sept | Constitutionalism: History, Nature, Type |
| 20Sept-2Oct | Problem in Modern Times. |
| 3Oct-14Oct | Constitutional Structure: (a) Formal-Executive, Legislation and Judiciary |
| 15Oct-2Nov | Informal Structures– Political Parties and Pressure Groups. |
| 4Nov-9Nov | Revision |
| 11Nov-18Nov | Test |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Seema Suneja Class: B.A.M.C

Sub. : Introduction to Communication Sem.: 1st

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| DATE | COURSE CONTENT |
| 22 July-27July | Concept and definition of communication, functions of communication |
| 29July-03Aug. | Process of communication, Elements of communication |
| 05 Aug-10 Aug. | Barriers in communication. Concept of Communication in Indian Tradition. |
| 12 to 17 August. | Verbal, non-verbal communication |
| 19 to 23 August. | Forms of communication, visual communication: Characteristics and functions. |
| 26 to 31 August. | Concept of listening: developing effective listening, Active listening, listening habits |
| 02 to-7 SEP. | Importance of feedback in communication |
| 9 to -14 SEP. | Intrapersonal communication, Interpersonal communication |
| 16-21 SEP. | Group communication, functions of group communication, factors Affecting group performance |
| 23-28 SEP. | Mass communication and its characteristics. |
| 30-05 OCT. | Public communication, responsibility of a public speaker audience Relationship |
| 7-12 OCT. | Speech delivery, key concept and terms physical delivery |
| 14-19 OCT. | Vocal delivery, style etc, communication skills |
| 21-29 OCT. | Mass communication an overview |
| 31-02 NOV. | Weekly Test |
| 4 -09 NOV. | Revision |
| 11-16 NOV. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. Seema Suneja Class: B.A.M.C

Sub. : Personality Development Sem.: 1st

|  |  |
| --- | --- |
| DATE | COURSE CONTENT |
| 22 July-27July | Communication: Nature, Scope and Significance, Interpersonal Skills,  Communication and Persuasion |
| 29July-03Aug. | Introduction to Personality : Basic of Personality, Human growth and Behavior, |
| 05 Aug-10 Aug. | Theories in Personality, Motivation |
| 12 to 17 August. | Communication skills and Personality Development: Intra personal communication and Body Language, |
| 19 to 23 August. | Inter personal Communication and Relationships, Leadership Skills, |
| 26 to 31 August. | Team Building and public speaking, presentation skills, |
| 02 to-7 SEP. | Public speaking, social etiquettes and mannerism. |
| 9 to -14 SEP. | Techniques in Personality development: Self-confidence, Mnemonics, |
| 16-21 SEP. | Goal setting, Time Management and effective planning |
| 23-28 SEP. | Self, Self-confidence, Various personalities and their characteristics |
| 30-05 OCT. | Famous personalities in the country |
| 7-12 OCT. | Self hypnotism, Self-acceptance and Self Growth |
| 14-19 OCT. | Techniques in Personality Development: Stress Management |
| 21-29 OCT. | Meditation and Concentration Techniques |
| 31-02 NOV. | Practical work |
| 4 -09 NOV. | Revision |
| 11-16 NOV. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. Seema Suneja Class:: B.A.M.C

Sub. : Basics of Editing Sem.: 3rd

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| DATE | COURSE CONTENT |
| 22 July-27July | Meaning, Definition and concept of editing, process of editing |
| 29July-03Aug. | Significance of editing in Journalism, Structure of News desk, nature of work and the role of news desk people |
| 05 Aug-10 Aug. | Difference between editing for newspaper and magazine.  Skill of editing, Do’s and Don’ts of editing |
| 12 to 17 August. | subbing of news and news reports, qualities of sub-editor, ability to analyze, synthesize, evaluate unfamiliar material, critical thinking |
| 19 to 23 August. | Understanding news worthy items, Role of News editor,. |
| 26 to 31 August. | Chief sub editor and copy editor in a news organization, function of news agency |
| 02 to-7 SEP. | Headline writing- types , Do’s and Don’ts of headlines writing, functions and importance |
| 9 to -14 SEP. | Lead & its various types, Concept of 5W’s 1H |
| 16-21 SEP. | inverted style of headline writing and its advantages |
| 23-28 SEP. | Brief introduction to printing technology from letterpress to offset, |
| 30-05 OCT. | Photo need and Importance |
| 7-12 OCT. | Page designing principles, Layout and preparation for a newspaper |
| 14-19 OCT. | Use of Computers in print production |
| 21-29 OCT. | DTP, Page Maker, Quark Express & in desk software’s and their applications. |
| 31-02 NOV. | Weekly test |
| 4 -09 NOV. | Revision |
| 11-16 NOV. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. Seema Suneja Class: : B.A.M.C

Sub. : Introduction to Audio-Visual Media Sem.: 3rd

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| DATE | COURSE CONTENT |
| 22 July-27July | Broadcasting policy and code, Definition , concept, characteristics |
| 29July-03Aug. | Need and scope of Audio media, Earlier History of Audio Media, Phonograph |
| 05 Aug-10 Aug. | Gramophone, Magnetic Recordings, Electrical recording and digital recordings. |
| 12 to 17 August. | History of Radios, Radio as a mass media, Radio in India |
| 19 to 23 August. | Need and scope of radio, Types of Radio |
| 26 to 31 August. | , Public Private Community, Internet radio. |
| 02 to-7 SEP. | Concept definition and characteristics of Visual Media, |
| 9 to -14 SEP. | Earlier History of Visual Media |
| 16-21 SEP. | Types of Visual Media, Magnetic Recordings |
| 23-28 SEP. | Electrical recording and digital recordings |
| 30-05 OCT. | History of Television, Television in India, Doordarshan |
| 7-12 OCT. | Private Channels, cable TV, Internet Television |
| 14-19 OCT. | Popular channels, News, Entertainment, sports |
| 21-29 OCT. | Films, Lifestyle, Regional, Musical etc. |
| 31-02 NOV. | Practical work |
| 4 -09 NOV. | Revision |
| 11-16 NOV. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. Seema Suneja Class: : B.A.M.C

Sub. : Writing for Radio and Television Sem.5th

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| DATE | COURSE CONTENT |
| 22 July-27July | Objectives and principles of Radio Broadcasting |
| 29July-03Aug. | Basics Principles of Writing |
| 05 Aug-10 Aug. | Introduction to Radio Writing and its Process  Radio’s Characteristics and Limitations as Mass Media |
| 12 to 17 August. | Radio Programme Production Terminology  Rule and Regulation |
| 19 to 23 August. | Various formats of Radio writing: Meaning & Importance  Radio news |
| 26 to 31 August. | Radio talks, Radio features  Radio Drama, Entertainment and Advertisements |
| 02 to-7 SEP. | Current affairs Programs |
| 9 to -14 SEP. | Objectives and principles of TV Broadcasting |
| 16-21 SEP. | Television as a medium of mass communication |
| 23-28 SEP. | Practical work |
| 30-05 OCT. | Understanding the medium – Nature & Importance and Limitations  Basics Principles of TV Writing |
| 7-12 OCT. | Production Team Members  Rule and Regulations |
| 14-19 OCT. | Various Formats of Television Writing: Meaning & Scope |
| 21-29 OCT. | News, Documentary, Advertisements |
| 31-02 NOV. | Voice Over, Short Films, Serials, |
| 4 -09 NOV. | Reality Shows, Shop Operas |
| 11-16 NOV. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. Seema Suneja Class: B.A.M.C

Sub. : Reporting Skills & Practice Sem.: 5th

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| DATE | COURSE CONTENT |
| 22 July-27July | News story structure, headlines, lead and body |
| 29July-03Aug. | various formats of news writing, inverted pyramid, chronological, Circle style of news writing |
| 05 Aug-10 Aug. | Beats, News sources, Research and References, Story Idea and its importance |
| 12 to 17 August. | Types of Reporting: investigative Reporting; Interpretative reporting, Principles of Reporting |
| 19 to 23 August. | Duties & Responsibilities of a reporter in a news organisation |
| 26 to 31 August. | Skills required for a reporter, Role of Bureau chief |
| 02 to-7 SEP. | Special correspondent, stringers |
| 9 to -14 SEP. | Press conference. Interview--types, purpose, technique |
| 16-21 SEP. | Press release. News Agencies: Role and importance; |
| 23-28 SEP. | Specialized Reporting:  Health , Science |
| 30-05 OCT. | Sports, Political ,Election ,Business |
| 7-12 OCT. | Agriculture , Life style & Culture, Seminar, workshop & Social events |
| 14-19 OCT. | Editorials: editorial page versus news pages: editorials |
| 21-29 OCT. | types of editorials; middles, features, columns |
| 31-02 NOV. | Letters to the editor; qualities and responsibilities of and Editorial Writer |
| 4 -09 NOV. | Difference between Article, Feature and News feature. |
| 11-16 NOV. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mr. SURESH KUMAR Class: B.A.M.C

Sub. : **Language and Media (Hindi-I)** Sem.: 1st

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| DATE | COURSE CONTENT |
| 22-27 July | fganh Hkk"kk dk lkekU; ifjp; % |
| 29July-03 August | Hkk"kk dk vFkZ ] ifjHkk"kk ,oa vo/kkj.kk] Hkk"kk ifjorZu ds dkj.k] |
| 05 Aug-10 Aug | fganh Hkk"kk dh mRifr vkSj fodkl] |
| 12-17 Aug | fganh dh izeq[k cksfy;ka ,oa ifjp;] nsoukxjh fyfi&ekudhdj.k rFkk oSKkfud Lo:Ik  , |
| 19-23 Aug | 'kCn lkeF;Z % milxZ] izR;;] 'kCn Hksn |
| 26-31 Aug | 'kCn L=ksr] rr~le] rn~Hko] fons'kh] foyksekFkZd 'kCn] vusdkFkZd 'kCn] |
| 02 Sept.-7 Sept. | Ik;kZ;okph] 'kCn 'kqf+)] 'kCn 'kfDr |
| 9-14 Sept. | fganh ys[ku % ys[ku dk vFkZ] ifjHkk"kk ,oa vo/kkj.kk |
| 16-21 Sept. | ys[ku ds izdkj ] l`tukRed ys[ku] i=dkfjrk ys[ku] iVdFkk ys[ku] |
| 23-28 Sept. | ukVd ys[ku] dgkuh ys[ku] |
| 30 Sept.- 5 Oct. | dfork ys[ku] lkfgfR;d ys[kuA |
| 07-12 Oct. | fizaV ehfM;k dh Hkk"kk % fizaV ehfM;k dk Lo:Ik |
| 14-19 Oct | fiazV ehfM;k ys[ku ds izdkj ] fizaV ehfM;k dh Hkk"kk dk fodkl |
| 21-29 Oct | fizaV ehfM;k dh Hkk"kk ds fofo/k :Ik] mi;ksx] egRo vkSj lhek,aA |
| 31 Oct.-2 Nov. | Revision |
| 04Nov-09 Nov. | Revision |
| 11-16 Nov. | Revision |

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mr. SURESH KUMAR Class: B.A.M.C

Sub. : **Language and Media (Hindi-I)** Sem.: 3RD

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| DATE | COURSE CONTENT |
| 22-27 July | **mPpkj.k ,oa orZuh** |
| 29July-03 August | mPpkj.k ,oa orZuh nks"k |
| 05 Aug-10 Aug | x|ka'k ikB% izokg] rkjrE;rk] cyk?kkr ,oa fojke |
| 12-17 Aug | 'kq) mPpkj.k ,oa orZuh dk vH;kl  , |
| 19-23 Aug | fganh dh Hkkf"kd lajpuk % Hkk"kk foKku vkSj mlds izdkj |
| 26-31 Aug | /ofu foKku] vFkZ foKku] :Ik foKku |
| 02 Sept.-7 Sept. | 'kCn vkSj vFkZ esa laca/k] vFkZ ifjorZu dh fn'kk,a] vFkZ ladksp] vFkZ foLrkj, |
| 9-14 Sept. | okD; lkeF;Z % okD; ljapuk] okD; ds Hksn] |
| 16-21 Sept. | fojke fpàu] or`uh] fujarjrk] izokg] |
| 23-28 Sept. | okD; esa dzec)rk] okD; 'kqf)] eqgkojsa vkSj yksdksfr;ka |
| 30 Sept.- 5 Oct. | Hkk"kk dk O;ogkfjd vH;kl % i= ys[ku] fuca/k ys[ku  ehfM;k esa Hkk"kk dk mi;ksx ,oa egÙo] ehfM;k dh Hkk"kk dh izd`fr ,oa fo'ks"krk,a |
| 07-12 Oct. | lekpkjksa o foKkiuksa esa mi;ksx gksus okys yksdfiz; 'kCn] ehfM;k dh Hkk"kk esa u;s izpyu  ehfM;k dh Hkk"kk ds fodkj ,oa leL;k,a] ubZ rduhd ,oa Hkk"kk] |
| 14-19 Oct | ehfM;k ys[ku % lekpkj ys[ku] ys[k] Qhpj] laikndh; ys[ku |
| 21-29 Oct | Vhoh] jsfM;ks] fQYe ys[ku |
| 31 Oct.-2 Nov. | fQYe leh{kk] iqLrd leh{kk |
| 04Nov-09 Nov. | foKkiu ys[ku] vkWu ykbu ehfM;k ,oa lks'ky ehfM;k ys[ku |
| 11-16 Nov. | Revision |