

BACHELOR OF ARTS (HONOURS) HINDI – FIFTH SEMESTER

Fifth Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Philosophy, Psychology, Communication & Life Skills	4	100
2	History of India from CE 1206 to 1707	4	100
3	Comparative Government and Politics	4	100
4	Technical Writing & Business Communication	4	100
5	Geography of India	4	100
6	व्याकरण और हिन्दी भाषा	4	100
Total		24	

Subject Name: PHILOSOPHY, PSYCHOLOGY, COMMUNICATION & LIFE SKILLS

1. **Objective and Expected outcome:** Creating a sense of self-awareness. Developing an understanding of the basic fallacies commonly made in communication both at the interpersonal and public domains. Experiencing and understanding emotions and their role in the functioning of self and society. Creating awareness of basic communication skills.
2. **Themes & Sub-themes:** **Self:** Self-awareness and discovering one's self, values and ethics. **Reasoning:** Thinking and communicating rationally, analyzing fallacies and misconceptions. **Emotions:** Understanding and dealing with emotions like happiness, love, anger and fear; discovering paradoxes of everyday life. **Relating to others:** Listening, empathy, friendship, difficulties in relationships, giving and receiving feedback, collaboration.
3. **Project works:**
 - a. Analysis of public discourses and narratives and locating fallacies.
 - b. Personal relationships (family and friends) and emotions.
 - c. Analyzing films/documentaries/writings of issues of public interest in the societal context.
 - d. Eric Fromm's work on love and relationship.
 - e. Self in relation to the social world, to discover similarities and differences in personal identity vs. social identity.
 - f. Preparing journals/diaries and family histories of self and significant others.
 - g. Consumption patterns of youth in Indian contemporary life and their effect on healthy living.
 - h. Social inequality and intergroup conflict.
 - i. Bargaining and negotiation in public spaces.
 - j. Ethical challenges in dealing with socio-culturally diverse groups.
 - k. Life on the margins of society and its challenges.

- l. Living in slums and notion of life and nature of relationships.
- m. Virtual reality, technology and its impact on human life.
- n. Education and self-development.
- o. Urban-rural living and their relationship with the surrounding milieu.
- p. Creativity as emotional dialogue.
- q. Emotions and gender.
- r. Relationship between language and thought.

Subject Name: HISTORY OF INDIA FROM CE 1206 TO 1707

1. Foundation, Expansion & consolidation of the Delhi Sultanate; Nobility & Iqta system.
2. Military, administrative & economic reforms under the Khiljis & the Tughlaqs.
3. Bhakti & Sufi Movements.
4. Provincial kingdoms: Mewar, Bengal, Vijaynagara & Bahamanis.
5. Second Afghan State.
6. Emergence and consolidation of Mughal State, C.16th century to mid 17th century.
7. Akbar to Aurangzeb: administrative structure-Mansab & Jagirs, State & Religion, Socio-Religious Movements.
8. Economy, Society & Culture under the Mughals.
9. Emergence of Maratha Power.

References:

1. Irfan Habib: The Agrarian System of Mughal India 1556-1707,
2. Irfan Habib (ed.) : Madhya Kaleen Bharat, (in Hindi), 8 Volumes,
3. M. Athar Ali: Mughal Nobility under Aurangzeb,
4. Shireen Moosvi: The Economy of the Mughal Empire
5. S.A.A.Rizvi: Muslim Revivalist Movements in Northern India during 16th and 17th Centuries
6. R.P. Tripathi: The Rise and Fall of the Mughal Empire, 2 vol.

Subject Name: COMPARATIVE GOVERNMENT AND POLITICS

1. The nature, scope and methods of Comparative Political analysis.
2. **Comparing Regimes:** Authoritarian and Democratic
3. Classification of political systems:
 - a. Parliamentary & Presidential: UK and USA
 - b. Federal and Unitary: Canada and China
4. Electoral System: First past the post, proportional representation, mixed system.
5. Party Systems: one party, two party and multi-party systems
6. Contemporary debates on the nature of state: From state centric security to human centric security and the changing nature of nation-state in the context of globalization.

Suggested Readings:

1. Bara, J & Pennington, M.(eds.). (2009) Comparative Politics. New Delhi: Sage.
2. Caramani, D. (ed.).(2008) Comparative Politics. Oxford: Oxford University Press.
3. Hague, R. and Harrop, M. (2010) Comparative Government and Politics: An Introduction.(Eight Edition). London: Palgrave McMillan.
4. Ishiyama, J.T. and Breuning, M. (eds.). (2011) 21st Century Political Science: A Reference Book. Los Angeles: Sage.

5. Newton, K. and Deth, Jan W. V. (2010) *Foundation of Comparative Politics: democracies of the Modern World*. Cambridge University Press.
6. O'Neil, P. (2009) *Essentials of Comparative Politics*. (Third Edition). New York: WW. Norton & Company, Inc.
7. Palekar, S.A. (2009) *Comparative Government and Politics*. New Delhi: PHI Learning Pvt. Ltd.
8. Caramani, D. (2008) 'Introduction to Comparative Politics', in Caramani, D. (ed) *Comparative Politics*. Oxford: Oxford University Press, pp. 1-23.
9. Mohabty, M. (1975) 'Comparative Political Theory and Third World Sensitivity', in *Teaching Politics*. Nos. 1 & 2, pp. 22-38.
10. Webb, E. (2011) 'Totalitarianism and Authoritarianism', in Ishiyama, J. T. and Breuning, M. (eds) *21st Century Political science: A Reference Book*. Los Angeles: Sage. Pp. 249-257.
11. Hague, R. and Harrop, M. (2004) *Comparative Government and Politics: An introduction*. London: Palgrave McMillian, pp. 36-50, 51-68.
12. Hague, R. and Harrop, M. (2004) 'The Political Executive', in *Comparative Government and Politics: An introduction*. London: Palgrave McMillian, pp. 268-290.
13. Cameron, D.R.(2002) 'Canada', in Ann L. G (ed) *Handbook of Federal Countries*. Montreal & Kingston: McGill-Queen's University Press, pp. 105-119.
14. Peter, H. (2002) 'Canada: A Federal Society-Despite its Constitution', in Rekha Saxena.(ed.) *Mapping Canadian Federalism for India*. New Delhi: Konark Publisher, Pvt., pp. 115-129.
15. Dhillon, Michael.(2009), 'Government and Politics', in *Contemporary China: An Introduction*. London, New York: Routledge, 2009, pp. 137-160.
16. Evans, Jocelyn A.J. (2009) 'Electoral systems', in Bara, J. and Pennington, M.(eds.) *Comparative Politics*. New Delhi: Sage, pp. 93-119.
17. Downs, W.M. (2011) 'Electoral Systems in Comparative Perspectives', in Ishiyama, J. T. and Breuning, M. (eds) *21st Century Political Science: A Reference Book*. Los Angeles: Sage, pp.159-167.
18. Cole, A.(2011) 'Comparative Political Parties: Systems and Organisation', in Ishiyama, J.T. and Breuning, M. (eds) *21st Century Political Science: A Reference Book*. Los Angeles: Sage, pp.150-158.
19. Caramani, D. (2008) 'Party System', in Caramani, D. (ed) *Comparative Politics*. Oxford: Oxford University Press, pp. 293-317, 318-347.
20. Poggi Gianfranco. (2008) 'The nation-state', in Caramani, D. (ed) *Comparative Politics*. Oxford: Oxford University Press, pp. 85-107.
21. Hague, R. and Harrop, M. (2004) 'The state in a global context', in *Comparative Government and Politics: An introduction*. London: Palgrave McMillian, pp. 17-34.

Subject Name: TECHNICAL WRITING & BUSINESS COMMUNICATION

Technical Writing

1. Communication: Language and communication, differences between speech and writing, distinct features of speech, distinct features of writing.
2. Writing Skills; Selection of topic, thesis statement, developing the thesis introductory, developmental, transitional and concluding paragraphs, linguistic unity, coherence and cohesion, descriptive, narrative, expository and argumentative writing.
3. Technical Writing: Scientific and technical subjects; formal and informal writings; formal writings/reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes; common errors to be avoided.

Suggested Readings:

1. M. Frank. *Writing as thinking: A guided process approach*, Englewood Cliffs, Prentice Hall Regents.
2. L. Hamp-Lyons and B. Heasley: *Study Writing; A course in written English*. For academic and professional purposes, Cambridge Univ. Press.

3. R. Quirk, S. Greenbaum, G. Leech and J. Svartik: A comprehensive grammar of the English language, Longman, London.
4. Daniel G. Riordan & Steven A. Panley: "Technical Report Writing Today" - Biztaantra. Additional Reference Books
5. Daniel G. Riordan, Steven E. Pauley, Biztantra: Technical Report Writing Today, 8th Edition (2004).

Business Communication

1. **Basics of Communication:** Introduction, Why Communication, Meaning and definition of Communication, Importance of Communication, Elements Of Communication Process, Communication Process Models, Basics Forms Of Communications, Effective Communication.
2. **Communication Theories:** Assumptions about Communication, Communication Theory, Communication Models, Uses of theories and models.
3. **Audience Analysis:** Introduction, Types of Audience, Importance of Audience Analysis, Analyzing Individual and Members of Audience.
4. **Self-Development:** What is self-development, Objectives of self- development, How Self-Development Improves Communication, How Communication Leads to Self-Development, How to Development Oneself.
5. **Developing Positive Attitude:** Impact of Positive Attitude on Communication, How to Develop Positive Thinking.
6. **Corporate Communication:** Corporate Communication, Corporate Communication and Marketing Communication, Types of Corporate Communication.
7. **Formal vs. Informal Communication Network:** Formal Communication Network, Informal Communication.
8. **Barriers to Communication:** Semantic Barriers, Physical Barriers, Organizational Barriers, Psychological Barriers, How to Overcome Communication Barriers.
9. **Practices in Business Communication:** Group Communication, Group Discussion, Seminar, Mock Interview, Presentations, Listening.
10. **The Essentials of Effective Communication:** 7c's of Communication, Other Principles of Communication.
11. **Non Verbal Communication:** Kinesics, Proxemics, Physical Context.
12. **Writing Skill:** Writing Skill, Business Writing, You- Attitude, Steps In Effective Writing.
13. **Letter and Memo Writing: Formats:** Functions of Business Letters, Types of Letters, Parts Of Business Letters, Format Of Business Letters, How to make Business Letters Effective.
14. **Request Letters:** Approaches to request Letters.
15. **Good News Letters:** Purpose of Good news letters, Organization of Good news letters.
16. **Bad News Letters:** What is bad news letter, purpose of writing bad news letters, the right Attitude, Drafting news message.
17. **Persuasive, Sales and Collection Letters:** Types Of Persuasive Letters, Purpose Of Persuasive Letters, How to Persuade Others, Approach to Persuasive letters, Most Common Forms Of Persuasive Letters, Letters Applying Or Offering For Agency.
18. **Memo Writing:** Memo, Memo Format, How to write effective Memos.
19. **Report Writing:** Meaning of Business Report, Types of Reports, Importance of Reports, Essentials of Good Business Report, Steps in Business Report Writing, Structure of Reports.
20. **Speeches and Presentations:** Characteristics of a good speech, How to make Effective Speech, Presentations, Support, Speech, Sales Presentation.
21. **Listening:** Importance of Listening, Types of Listening, and Barriers to effective Listening.
22. **Interviewing Skill:** Types of Interview, Staging and conducting effective interviews, conducting the Interview, Information Gathering Interviews, Selection Interview.

23. **Resumes and Job Application:** Job Application Letters, Writing Solicited Letters, Resume Writing.
24. **Modern Forms of Communication:** Facsimile (FAX), Video Conferencing, Electronic, Electronic Mail (E-Mail).
25. **SWOT Analysis:** SWOT Analysis and Communication, use of SWOT analysis by organizations

Subject Name: GEOGRAPHY OF INDIA

1. Physical: Physiographic Divisions, soil and vegetation, climate (characteristics and classification)
2. Population: Distribution and growth, Structure
3. Economic: Mineral and power resources distribution and utilisation of iron ore, coal, petroleum, gas; agricultural production and distribution of rice and wheat, industrial development: automobile and Information technology
4. Social: Distribution of population by race, caste, religion, language, tribes and their correlates
5. Regionalisation of India: Physiographic (R. L. Singh), Socio – cultural (Sopher), Economic (Sengupta)

Suggested Readings:

1. Deshpande C. D., 1992: India: A Regional Interpretation, ICSSR, New Delhi.
2. Johnson, B. L. C., ed. 2001. Geographical Dictionary of India. Vision Books, New Delhi.
3. Mandal R. B. (ed.), 1990: Patterns of Regional Geography – An International Perspective. Vol. 3 – Indian Perspective.
4. Sdyasuk Galina and P Sengupta (1967): Economic Regionalisation of India, Census of India
5. Sharma, T. C. 2003: India - Economic and Commercial Geography. Vikas Publ., New Delhi.
6. Singh R. L., 1971: India: A Regional Geography, National Geographical Society of India.
7. Singh, Jagdish 2003: India - A Comprehensive & Systematic Geography, Gyanodaya Prakashan, Gorakhpur.
8. Spate O. H. K. and Learmonth A. T. A., 1967: India and Pakistan: A General and Regional Geography, Methuen.
9. Tirtha, Ranjit 2002: Geography of India, Rawat Publs., Jaipur & New Delhi.
10. Pathak, C. R. 2003: Spatial Structure and Processes of Development in India. Regional Science Assoc., Kolkata.
11. Tiwari, R.C. (2007) Geography of India. Prayag Pustak Bhawan, Allahabad
12. Sharma, T.C. (2013) Economic Geography of India. Rawat Publication, Jaipur

Subject Name: व्याकरण और हिंदी भाषा