

Second Semester

BA LLB.

Subject: Sociology II: Indian Society

Paper Code: BA LLB 110

L4 PSDA1 C4

Objectives: The objective of this paper is to: (i) formally introduce the students to the significant social institutions, their importance and issues in the Indian society; (ii) to assess the prevalent social structures and issues of class, gender and tribe; (iii) understand social challenges like poverty, naxalism, inter-ethnic conflict among others; (iv) introduce them to concepts like 'sanskritization,' mainstreaming of tribes, and 'melting pot approach'.

Course Outcome: (i) The paper will help in developing 'learning lifelong' approach where students are made to 'learn how to learn.' (ii) Better understanding of modern sociological trends in the Indian society.

Unit-I: Family, Marriage and Kinship

(Lectures-10)

- a. Kinship studies: Alliance and Descent Approaches
- b. Principles of Descent and Descent Groups: patrilineal and matrilineal
- c. Family: Basic Concept, Functions and Dysfunctions, Types and Trends
- d. Hindu joint family: features and trends
- e. Marriage: Basic Concept, Types and trends, Functions and Dysfunctions
- f. Live-in relationships, Same sex marriages, Divorce

Unit-II: Social Structure

(Lectures-10)

- a. Caste: Concept and features, relation with power, trends and mobility
- b. Change through sanskritization, Civil Disabilities
- c. Class: Marxian and Weberian Concept, Classification of Indian Society- rural and urban
- d. Gender: Sex and gender, Women as weaker gender, third gender, gender justice
- e. Tribe: Concept and features, Mainstreaming of tribes

Unit-III: Religion

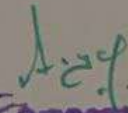
(Lectures-10)

- a. Concept and function of religion
- b. Religion as social institution and as part of Social organization
- c. Concept of Profane and Sacred, Rituals, *Rites- de- Passage*
- d. Context of Religious Pluralism
- e. Secularism, communalism and fundamentalism

Unit IV: Social Challenges

(Lectures-10)

- a. Issues of unity in diversity: the Melting Pot approach and Bowl of Salad approach
- b. Ethnic identities, Inter- ethnic and inter-caste conflicts
- c. Naxalism and terrorism as major threats to national integrity
- d. Problems of senior citizens and people with special needs
- e. Poverty as a social issue


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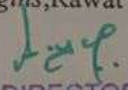
- ❖ Debate on changing trends in family and marriage such as single parent, live-in, surrogacy, etc.
- ❖ Review Tamas. The film is about the massacre and exodus at the time of Partition of India and shows a gruesome side of politics and the compassionate side of humanity that survives any carnage.
- ❖ Social Audit of Reservation Policy in India/ Review Gulaal. The film explores themes such as pursuit of power, quest for legitimacy, perceived injustices and hypocrisy of the powerful.
- ❖ Critical Writings on various types of Crimes: Violent, White-Collar, Cyber, Environmental and Organized

Text Books:

1. M. Holborn and M. Haralambos, *Sociology: Themes and Perspectives*, Harper Collins Publishers, London, 2004
2. Uberoi Patricia, *Family, Kinship and Marriage*, Oxford University Press, Delhi, pp 50- 73, 1994
3. Ram Ahuja, *Society in India: Concepts, Theories and Recent Trends*, Rawat Publications, Jaipur & Delhi, 1999
4. S. C. Dube, *Indian Society*, National Book Trust, India, 1992
5. M. N. Srinivas, *Social Change in Modern India*, Orient Longman, Delhi, 1995

References:

1. S. C. Dube, *Indian Society*, National Book Trust, India, 1992
2. K. L. Sharma, *Indian Social Structure and Change*, Rawat Publications, Jaipur & Delhi, 2007
3. A. Beteille, *Caste, Class and Power: Changing Patterns of Stratification in a Tanjore Village*, Oxford University Press, India, 1996
4. Dipankar Gupta, *Social Stratification (Sociology and Social Anthropology)*, Oxford University Press, India, 1997
5. M. Holborn, and M. Haralambos, *Sociology: Themes and Perspectives*, Harper Collins Publishers, London, 2004
6. Patricia Uberoi, "Feminine Identity and National Ethos in Indian Calendar Art", *Economic and Political Weekly*, Vol 25 (17), 1990
7. T. N. Madan, *Modern Myths, Locked Minds*, Oxford University Press, Delhi, 1997
8. A. Varshney, *Ethnic conflict and Civic Life: Hindus and Muslims in India*, Yale University Press, New Haven, 2002
9. Sudhir Kakar, *Colours of Violence: Cultural Identities, Religion and Conflict*, University of Chicago Press, Chicago, 1996
10. N. Menon, *Gender and Politics in India*, Oxford University Press, New Delhi, 1999
11. V. Kumar and Ketaki Dwivedi, 'Sociology of Disability in India: A Victim of Disciplinary Apathy', *i Social Change* (August 14), 2017
12. Nilika Mehrotra, *Disability, Gender and State Policy: Exploring Margins*, Rawat Publications, Delhi & Jaipur, 2013


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Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160), Institutional Area
Sector-9, Dwarka, New Delhi-110075

CourseCode: BCA 100
CourseName: Technical Communication

I.T.C
114

INSTRUCTIONS TO PAPER SETTERS:

1. Question No. 1 should be compulsory and cover the entire syllabus. There should be 10 questions of short answer type of 2.5 marks each, having at least 2 questions from each unit.
2. Apart from Question No. 1, rest of the paper shall consist of four units as per the syllabus. Every unit should have two questions to evaluate analytical/technical skills of candidate. However, student may be asked to attempt only 1 question from each unit. Each question should be of 12.5 marks, including its subparts, if any.
3. Examiners are requested to go through the Course Outcomes (CO) of this course and prepare the question paper accordingly, using Bloom's Taxonomy (BT), in such a way that every question be mapped to some or other CO and all the questions, put together, must be able to achieve the mapping to all the CO(s), in balanced way.

LEARNINGOBJECTIVES:

Thiscourse will provide thelearnersthefollowing:

1. Understanding of the correct use of English Language.
2. The student will improve in oral as well as written communication skills.

PRE-REQUISITES: Nil**COURSEOUTCOMES(COs):**

Aftercompletionofthiscourse,thelearners willbe ableto:-

CO#	DetailedStatementoftheCO	*BTLevel	MappingtoPO #
CO1	The student will become familiar with the basics of communication and its importance in the organizational world.	BTL1	PO9, PO11
CO2	To improve the business writing skills also will become well aware how to write effective resume to enter the global world.	BTL2 & 3	PO9, PO11
CO3	To improve the listening skills by knowing well how to negotiate and give effective presentations.	BTL5	PO9, PO11
CO4	To make use of effective business language and give a professional look to oneself.	BTL6	PO9, PO11

UNIT-I

No. of Hours: 10 Chapter/Book Reference: TB1, TB2, TB3, TB4

Concepts and Fundamentals: Introduction to Technical Communication, Need and importance of communication, channel, Distinction between general and technical communication, nature and features of technical communication, Seven Cs of communication, Types of Technical communication, style in technical communication, technical communication skills, Language as a tool of Communication, History of development of Technical Communication, Computer Aided Technical Communication

UNIT-II

No. of Hours: 12 Chapter/Book Reference: TB1, TB2, TB3

Oral Communication: Principles of effective oral communication, Introduction of Self and others, Greetings, Handling Telephone CallsInterviews: Meaning & Purpose, Art of interviewing, Types of interview, Interview styles, Essential, Techniques of interviewing, Guidelines for Interviewer, Guidelines for interviewee.Meetings: Definition, Kind of meetings, Agenda, Minutes of the Meeting, Advantages and disadvantages of meetings/committees, Planning and organization of meetings.Project Presentations: Advantages & Disadvantages, Executive Summary, Charts, Distribution of time (presentation, questions & answers, summing up), Visual presentation, Guidelines for using visual aids, Electronic media (power-point presentation).The technique of conducting Group Discussion and JAM session.

UNIT-III

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No. of Hours: 12 Chapter/Book Reference: TB1, TB2, TB3, TB4

Written Communication: Overview of Technical Writing: Definition and Nature of Technical Writing, Basic Principles of Technical Writing, Styles in Technical Writing,
Note – Making, Notice, E-mail Writing
Writing Letters: Business letters, Persuasive letters- Sales letters and complaint letters
Office memorandum, Good news and bad news letters
Report Writing: Definition & importance; categories of reports, Elements of a formal report, style and formatting in report
Special Technical Documents Writing: Project synopsis and report writing, Scientific Article and Research Paper writing, Dissertation writing: Features, Preparation and Elements
Proposal Writing: Purpose, Types, characteristics and structure
Job Application: Types of application, Form & Content of an application, drafting the application, Preparation of resume.

UNIT-IV

No. of Hours: 10 Chapter/Book Reference: TB3, RB1, RB3

Soft Skills: Business Etiquettes – Professional Personality, Workplace Protocols, Cubicle.
Non-Verbal Communication: Kinesics and Proxemics, Paralanguage
Interpersonal Skills

Language Skills: Improving command in English, improving vocabulary, choice of words, Common problems with verbs, adjectives, adverbs, pronouns, tenses, conjunctions, punctuations, prefix, suffix, idiomatic use of prepositions. Sentences and paragraph construction, improve spellings, common errors and misappropriation, Building advanced Vocabulary (Synonyms, Antonyms), introduction to Business English.

TEXTBOOKS:

- TB1.** Kavita Tyagi and Padma Misra , “Advanced Technical Communication”, PHI, 2011
- TB2.** P.D.Chaturvedi and Mukesh Chaturvedi, “Business Communication – Concepts, Cases and Applications”, Pearson, second edition.
- TB3.** Rayudu, “C.S- Communication”, Himalaya Publishing House, 1994.
- TB4.** Asha Kaul , “Business Communication”, PHI, second edition.

REFERENCES:

- RB1.** Raymond Murphy, “Essential English Grammar- A self study reference and practice book for elementary students of English” , Cambridge University Press, second edition.
- RB2.** Manalo, E. & Fermin, V. (2007). Technical and Report Writing. ECC Graphics. Quezon City.
- RB3.** Kavita Tyagi and Padma Misra , “Basic Technical Communication”, PHI, 2011.
- RB4.** Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, “Effective Business Communication”, McGraw Hill, seventh edition.



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Trinity Institute of Professional Studies
(Adj). Metro Pillar No. 1130, Institutional Area
Sector-9, Dwarka, New Delhi-110075

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

FIRST SEMESTER

CONTEMPORARY INDIA: AN OVERVIEW

COURSE CODE: BA (JMC) 103	L: 4	T/P: 0	CREDITS: 4
External Evaluation: 75 Marks	Internal Evaluation: 25 Marks		Total Marks: 100

Objectives of the Course

On completion of this course, the student should be able to:

- debate on various aspects of Indian history, art and culture
- critically engage with various socio-economic and political issues in India
- utilize knowledge gained to appreciate understand and debate the social fabric of the country

Unit I: [Indian History & Culture]**L: 12**

1. Socio-cultural Configuration of Contemporary India: Unity, Diversity, Multi-Culturalism
2. Art, Culture & Politics: Contemporary Issues and Debates
3. Scientific Temper: Concept, Relevance and Practice
4. Indian Freedom Movement (1857-1947) Landmarks

Unit II: [Indian Polity]**L: 14**

1. Indian Constitution: Preamble; Fundamental Rights and Duties; Directive Principles
2. Federalism: Centre and State Relations
3. Presidential System and Parliamentary Democracy
4. General Elections and Electoral Reforms, National and State Political Parties in India

Unit III: [Indian Economy]**L: 12**

1. The Nature and Ideological Contours of Indian Economy
2. Five Year Plans, Mixed Economy
3. Liberalisation, Privatisation and Globalisation (FDI, BPOs and KPOs)
4. Current Five Year Plan and New Economic Initiatives

Unit IV: [Social Movements & Activism]**L: 10**

1. Marginalisation, Socio-Economic Equality and Reservation
2. Women Safety, Gender Equality and Activism
3. Public Health, Hygiene & Sanitation: *Swachh Bharat Abhiyaan*
4. Judicial Activism

Suggested Readings:

1. Agrawal, A. N. (1983). Indian Economy: Problems of Development & Planning. Delhi: Vikas Publishing House.
2. Bakshi, P. M. (2007). The Constitution of India: Selective Comments. Delhi: Universal Law Publishing.
3. Basu, D. D. Introduction to the Constitution of India. Prentice Hall.
4. Dhingra, I. C. (1986). Indian Economics and Development. New Delhi: Sultan Chand & Sons.
5. Fadia, B.L. (2016). Indian Government and Politics: Sahitya Bhawan.
6. Narang, A.S. (1985). Indian Government and Politics. New Delhi: Gitanjali Publishing House.
7. Singhal, A., & Rogers, E. M. (2001). India's Communication Revolution: From Bullock Carts to Cyber Marts. New Delhi: Sage Publications.
8. Verma, N., & Bhalla, A. (2000). India and Europe: Selected Essays. Shimla: Centre for the Study of Indian Civilization and Indian Institute of Advanced Study.


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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA 110: Business Communication

13, T-0

Credits: 03

Objective: To train students to enhance their skills in written as well as oral Communication through practical conduct of this course. This course will help students in understanding the principles & techniques of business communication.

Course Contents

Unit I

Fundamental of Communication: Meaning and significance of communication, Process of Communication, Principles of Effective Business Communication, 7Cs; How to Improve Command over Spoken and Written English, Effective Listening. **(8 Hours)**

Unit II

Communicating in a Multicultural World: Idea of a global world, Impact of globalization on organizational and multicultural communication, understanding culture for global communication; Etic and Emic approaches to culture, The Cross Cultural Dimensions of Business Communication, Technology and Communication, Ethical & Legal Issues in Business Communication, overcoming cross cultural communication barriers. **(10 Hours)**

Unit III

Business letter writing and Presentation Tools: Business letters- Need, Functions and Layout of Letter Writing, Types of Letter Writing: Persuasive Letters, Request Letters, Sales Letters and Complaints; Employment related letters Interview Letters, Promotion. Letters, Resignation Letters, **(12 Hours)**

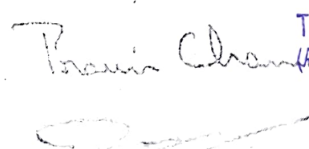
Unit IV

Departmental Communication: Barriers of Communication, Meaning, Need and Types, News Letters, Circulars, Agenda, Notice, Office Memorandums, Office Orders, Minutes of the meeting. Project and Report writing, How to Make a Presentation, Presentation Tools, Guidelines for Effective Presentation. **(12 Hours)**

Suggested Readings: (All latest editions)

1. Lesikar . Business Communication: Making Connections in a Digital World. McGraw Hill Education.
2. Boove, C.L., Thill, J.V. & Chaturvedi, M. Business Communication Today, Pearson.
3. Krizan et al . Effective Business Communication, Cengage Learning.
4. Scot. O. Contemporary Business Communication, Biztantra, New Delhi.
5. Chaney & Martin . Intercultural Business Communication, Pearson Education
6. Penrose et al . Business Communication for Managers, Cengage Learning.


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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF COMMERCE (B.Com Honours)

BCOM 110 - Environmental Science and Sustainability (C)

L-4, T-0

Credits -4

Objective: The course aims to train students to comprehend the critical linkages between ecology-society-economy and the need for responsible ecological citizenship. The course will make students aware of the key challenges in the pathway to sustainable development.

Learning Outcomes:

After completion of the course, Students will be able to:

CO 1. Demonstrate skills in organizing Projects for environmental protection and sustainability;

CO 2. Analyze various Projects and initiatives with respect to ecosystem restoration;

CO 3. Interpret significance of carbon footprints;

CO 4. Describe the environmental issues and their possible repercussions on the planet in the next few decades;

CO 5. Summarize the green strategies and policies adopted by various business entities to preserve the environment.

Course Contents

Unit I

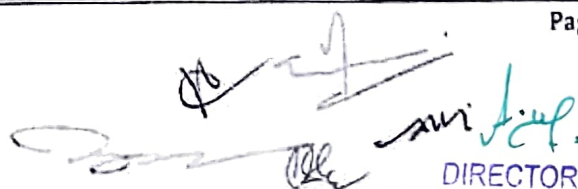
Introduction: Environmental Studies: Meaning, Nature, Scope, Importance and Limitations; Ecosystems; Biodiversity and Natural Systems; Natural Cycles and flows- material and energy; Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic Zones of India; Biodiversity patterns and global biodiversity hotspots. Salient Features: Wildlife (Protection) Act, 1972; Water (Prevention and control of pollution) Act, 1974; Forest (Conservation) Act, 1980; Air (Prevention and control of pollution) Act, 1981; Environmental Protection Act, 1986. (14 Hours)

Unit II

Measurement and Reporting: ISO Standard 14001: Environmental Management System; Carbon Footprinting and Ecological Handprints; Environmental Impact Analysis, Environmental Impact Assessment in India: procedure & practices. Green Tax Incentives and Rebates (to Green Recommended Projects: Students may be encouraged to attempt the following for enhanced learning and Companies). Green Reporting. National Green Tribunal: Structure, composition and functions. Environmental Accounting: Concept, Significance, and Types. Environmental Economics, KYOTO Protocol: Aim, Vision, and Functioning; Carbon Trading. (14 Hours)

Unit III

Sustainable Development Goals (SDGs): Sustainable Development Goals (SDGs): Meaning, Background, Transition from Millennium Development Goals (MDGs) to SDGs. Role of UNDP; SDG Integration. SDGs (1-6): No Poverty, Zero Hunger, Good Health and Well-Being, Quality Education, Gender Equality, Clean Water and Sanitation. SDGs (1-6) in India: Key indicators of performance. SDGs (7-17): Affordable and Clean Energy, Decent Work and Economic Growth, Industry, Innovation and Infrastructure, Reduced Inequalities, Sustainable Cities and Communities, Climate Action, Life


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low Water, Life on Land, Peace, Justice and Strong Institutions, Partnerships for the Goals, SDGs (7-17) in India. Key indicators of performance
(14 Hours)

Unit IV

Responsible Production and Mindful Consumption: Responsible Production and mindful consumption concept, rationale, implications, challenges and opportunities. Global initiatives on Sustainable Development by Industry. World Business Council for Business Development. Socially Responsible Investment. Green Bonds. Carbon Credits. Socially Responsible Mutual Funds. Global Reporting Initiatives
(14 Hours)

Suggested Readings: (All latest editions)

1. Erach Bharucha, Environmental Studies for UGC
2. Basu, M., & Xavier, S. Fundamentals of Environmental Studies. Cambridge: Cambridge University Press.
3. Enger, E., & Smith, B. Environmental Science: A Study of Interrelationships, Publisher: McGraw Hill Higher Education.
4. Kumar, S., & Kumar, B. S. Green Business Management. Hyderabad: Thakur Publishing Pvt. Ltd. Mitra.
5. A. K., & Chakraborty, R. Introduction to Environmental Studies. Kolkata: Book Syndicate Pvt. Ltd.
6. Stokke, O. Sustainable Development. Abingdon: Routledge.

Recommended Projects: Students may be encouraged to attempt the following for enhanced learning:

- Establish a sustainability initiative in the form of Environment friendly Eco-Club and organize awareness activities to foster protection of environment, ecology and improve sustainability;
- Organize an excursion to a biodiversity park of ecological reserve and write a report highlighting the importance of the area with methods to enrich the diversity and ecological balance within the area.
- Prepare a report of the benchmarking exercise with suggestions/recommendations for taking the organisation to the next level of sustainable development.
- Analyze the Smart Cities Mission of Government of India highlighting the strategy, key features of Smart Cities, achievements, and challenges.
- Identify an organisation which is integrating practices (green initiative, dry waste management, recycling, etc.) related to SDGs of responsible Production & Consumption. Prepare and present the report of its strategies highlighting the cumulative impact of its outcome.


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