

# FACULTY OF ARTS & SOCIAL SCIENCES

## SYLLABUS

### FOR

Bachelor of Vocation (B.Voc.)  
( Media And Communication)  
(Semester: I–IV)

Examinations: 2019-20



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# GURU NANAK DEV UNIVERSITY AMRITSAR

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**Bachelor of Vocation (B. Voc) Media & Communication  
SEMESTER-I**

Paper Code	Subject	Theory	Practical	Maximum Marks
I	Communication skills in English-I	50	--	50
II	Punjabi (Compulsory) OR *ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR **Punjab History & Culture (From Earliest Times to C-320)	50	--	50
III	Writing For Media	60	40	100
IV	Reporting	60	40	100
V	Basics of Computer	60	40	100
VI	***Drug Abuse: Problem, Management and Prevention (Compulsory)	50	-	-
	<b>Total Marks:</b>			<b>400</b>

**SEMESTER-II**

Paper Code	Subject	Theory	Practical	Maximum Marks
I	Communication skills in English-II	35	15	50
II	Punjabi (Compulsory) OR *ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR **Punjab History & Culture (C-320 to 1000 B.C)	50	--	50
III	Writing For Media & Editing	60	40	100
IV	Business Communication	60	40	100
V	MS Word/Excel	60	40	100
VI	***Drug Abuse: Problem, Management and Prevention (Compulsory)	50	-	-
	<b>Total Marks:</b>			<b>400</b>

- Note :-**
1. \*Special Paper in lieu of Punjabi compulsory
  2. \*\*For those students who are not domicile of Punjab
  3. \*\*\*This Paper marks are not included in the total marks.

**Bachelor of Vocation (B. Voc) Media & Communication  
SEMESTER-III**

<b>Paper Code</b>	<b>Subject</b>	<b>Theory</b>	<b>Practical</b>	<b>Maximum Marks</b>
I	Introduction to Radio	60	40	100
II	Radio in India	60	40	100
III	RJ Skills & Script	60	40	100
IV	Project Report			100
	<b>Total Marks:</b>			<b>400</b>

**SEMESTER-IV**

<b>Paper Code</b>	<b>Subject</b>	<b>Theory</b>	<b>Practical</b>	<b>Maximum Marks</b>
I	Radio Formats	60	40	100
II	Radio Programming & Recording	60	40	100
III	RadioEditing	60	40	100
IV	Industrial Tranning			100
V	*ES1-221 Environment Studies (Compulsory)	100		
	<b>Total Marks:</b>			<b>400</b>

**Note :- 1. \* This Paper marks are not included in the total marks.**

## **Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)**

### **Paper-I: COMMUNICATION SKILLS IN ENGLISH-I**

**Time: 3 Hours**

**Max. Marks: 50**

#### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **The Syllabus is divided in four sections as mentioned below:**

##### **Section–A**

**Reading Skills:** Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

##### **Section–B**

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

#### **Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

##### **Section–C**

**Writing Skills:** Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

#### **Activities**

- Formatting personal and business letters.
- Organising the details in a sequential order

##### **Section–D**

Resume, memo, notices etc.; outline and revision.

#### **Activities:**

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

#### **Recommended Books:**

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

## Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)

### Paper-II: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

#### ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ),  
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਸਾਰ)

#### ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)  
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ,  
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 1 ਤੋਂ 6)  
(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਣ-ਸ਼ੈਲੀ)

#### ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਪੈਰਾ ਰਚਨਾ  
(ਅ) ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।

#### ਸੈਕਸ਼ਨ-ਡੀ

(ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰ-ਪ੍ਰਬੰਧ।  
(ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।

#### ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)**

**Paper-II: ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(In lieu of Compulsory Punjabi)**

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ: 50

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਪੌਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤ੍ਰਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ)  
ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ  
(ਸਾਧਾਰਨ ਸ਼ਬਦ, ਸੰਯੁਕਤ ਸ਼ਬਦ, ਮਿਸ਼ਰਤ ਸ਼ਬਦ, ਮੂਲ ਸ਼ਬਦ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ)

ਸੈਕਸ਼ਨ-ਸੀ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸ਼ਤੇ-ਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰ ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇਕ ਤੋਂ ਸੌ ਤਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿਚ

**ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ**

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)**

**Paper-II: Punjab History & Culture (From Earliest Times to C 320)  
(Special Paper in lieu of Punjabi compulsory)**

**Time: 3 Hours**

**Max. Marks: 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section A**

1. Physical features of the Punjab and its impact on history.
2. Sources of the ancient history of Punjab

**Section B**

3. Harappan Civilization: Town planning; social, economic and religious life of the Indus Valley People.
4. The Indo-Aryans: Original home and settlements in Punjab.

**Section C**

5. Social, Religious and Economic life during *Rig Vedic Age*.
6. Social, Religious and Economic life during *Later Vedic Age*.

**Section D**

7. Teachings and impact of Buddhism
8. Jainism in the Punjab

**Suggested Readings**

1. L. M Joshi (ed.), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3<sup>rd</sup> edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab*, Vol.I, Patiala 1977.
3. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma, *Life in Northern India*, Delhi. 1966.
5. Chopra, P.N., Puri, B.N., & Das, M.N.(1974). *A Social, Cultural & Economic History of India*, Vol. I, New Delhi: Macmillan India.

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)****Paper-III: Writing For Media****Time: 3 Hours****Max. Marks: 100****Theory: 60****Practical: 40****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Communication, Types of Communication, Importance of Communication. Barriers of Communication, Silence.

**Section-B**

Characteristics of Good writing, Writing skills, Creative Thinker, Critical literate & Effective communication

**Section-C**

Types of Mass Media, Traditional Media, Print, Electronic online & Social Media, Various Media , Strength & Weaknesses ,Media ethics

**Section-D**

Photography- Importance of Photography, Photo Journalism, Photo feature, Qualities of good Photo journalist.

Skill Component: Practical will be taken on the basis of assignments and file work.

1. Communication Skills- Written, Spoken (Each Student must be able to introduce him /herself to the examiner Verbally or in writing.
2. Must know and write profile of any media channel/ personality
3. Visit to News Paper publication house.
4. Writing Letter to editor/short story for news paper.

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)****Paper- IV: Reporting****Time: 3 Hours****Max. Marks: 100****Theory: 60****Practical: 40****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Definition of News Writing a news story, Pyramid Style, Inverted Pyramid style,  
Qualities of a Reporter,

**Section-B**

Elements of news, soft & hard news, sources of news, Beats, various Beats,  
Journalism Glossary

**Section-C**

Headlines, types of headlines, lead, types of leads,

**Section-D**

Specialised Reporting (Crime Reporting, Financial Reporting, Sports Reporting,  
Fashion Reporting.

Skill Component: Practical will be taken on the basis of assignments and file work.

1. Report writing on various beats.
2. Must know and write profile of any media channel/ personality
3. Visit to News Paper publication house.
4. Writing Letter to editor/short story for news paper.

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)****Paper-V: BASICS OF COMPUTER****Time: 3 hours****Maximum marks: 100****Theory: 60****Practical: 40****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A****Introduction to Computers and its Applications:**

Computer as a system, basic concepts, functional units and their inter relation, Milestones in Hardware and Software, Batch oriented / on-line / real time applications, Application of computers.

**Section-B****Interacting with the Computer:**

**Input Devices:** Keyboard, mouse, pens, touch screens, Bar Code reader, Joystick, source data automation, (MICR, OMR, OCR).

**Section-C**

**Output Devices:** Monitor, Serial line page printers, plotters, voice response units.

**Section-D**

**Data Storage Devices and Media:** Primary storage (Storage addresses and capacity, type of memory), Secondary storage, Magnetic storage devices and Optical Storage Devices

**Lab:** Practical would be conducted on syllabus covered in theory.

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)**

**Paper-VI: Drug Abuse: Problem, Management and Prevention  
PROBLEM OF DRUG ABUSE**

**Time: 3 Hours**

**Max. Marks: 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section – A**

**Meaning of Drug Abuse:**

Meaning, Nature and Extent of Drug Abuse in India and Punjab.

**Section – B**

**Consequences of Drug Abuse for:**

Individual	:	Education, Employment, Income.
Family	:	Violence.
Society	:	Crime.
Nation	:	Law and Order problem.

**Section – C**

**Management of Drug Abuse:**

Medical Management: Medication for treatment and to reduce withdrawal effects.

**Section – D**

Psychiatric Management: Counselling, Behavioural and Cognitive therapy.

Social Management: Family, Group therapy and Environmental Intervention.

**References:**

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Kessel, Neil and Henry Walton. 1982, *Alcoholism. Harmond Worth: Penguin Books*.
6. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)**

7. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
8. Ross Coomber and Others. 2013, *Key Concept in Drugs and Society*. New Delhi: Sage Publications.
9. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
10. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
11. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.
12. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation*, Cambridge University Press.
13. Verma, P.S. 2017, “*Punjab’s Drug Problem: Contours and Characteristics*”, Economic and Political Weekly, Vol. LII, No. 3, P.P. 40-43.
14. World Drug Report 2016, United Nations office of Drug and Crime.
15. World Drug Report 2017, United Nations office of

## **Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)**

### **Paper-I: COMMUNICATION SKILLS IN ENGLISH-II**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory Marks: 35**  
**Practical Marks: 15**

#### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **Course Contents:**

##### **SECTION–A**

**Listening Skills:** Barriers to listening; effective listening skills; feedback skills.

**Activities:** Listening exercises – Listening to conversation, News and TV reports

##### **SECTION–B**

Attending telephone calls; note taking and note making.

**Activities:** Taking notes on a speech/lecture

##### **SECTION–C**

**Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

**Activities:** 1) Making conversation and taking turns  
 2) Oral description or explanation of a common object, situation or concept

##### **SECTION–D**

The study of sounds of English,  
 Stress and Intonation,  
 Situation based Conversation in English,  
 Essentials of Spoken English.

**Activities:** Giving Interviews

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-I)**

**PRACTICAL/ ORAL TESTING**

**Marks: 15**

**Course Contents:**

1. Oral Presentation with/ without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

**Questions:**

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

**Note:** Oral test will be conducted by external examiner with the help of internal examiner.

## Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)

### Paper-II: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

□□□□□-□

ਆਤਮ ਅਨਾਤਮ (ਕਹਾਣੀ ਭਾਗ),  
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(□□□□-□□□□, □□□□ □□□□□)

□□□□□-□□

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)  
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ,  
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ □ (ਲੇਖ 7 ਤੋਂ 12)  
(□□□, □□□□ □□□□)

□□□□□-□□

(□) ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ : ਪਰਿਭਾਸ਼ਾ, ਮੁੱਢਲੇ ਸੰਕਲਪ  
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(□) ਸੰਖੇਪ ਰਚਨਾ  
(□) ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

### ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

## Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)

### Paper-II: ਮੁੱਢਲੀ ਪੰਜਾਬੀ (In lieu of Compulsory Punjabi)

ਸਮਾਂ: 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ: 50

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ  
(ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕ, ਯੋਜਕ ਅਤੇ ਵਿਸਮਿਕ)

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ  
(ੳ) ਸਾਧਾਰਨ ਵਾਕ, ਸੰਯੁਕਤ ਵਾਕ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)  
(ਅ) ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ ਅਤੇ ਹੁਕਮੀ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)

ਸੈਕਸ਼ਨ-ਸੀ

ਪੈਰਾ ਰਚਨਾ  
ਸੰਖੇਪ ਰਚਨਾ

ਸੈਕਸ਼ਨ-ਡੀ

ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)  
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

## **Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)**

### **Paper-II: Punjab History & Culture (C. 320 to 1000 B. C)**

**(Special Paper in lieu of Punjabi compulsory)**

**Time: 3 Hours**

**Max. Marks :50**

#### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **Section A**

1. Alexander's Invasion and its Impact
2. Punjab under Chandragupta Maurya and Ashoka.

#### **Section B**

3. The Kushans and their Contribution to the Punjab.
4. The Panjab under the Gupta Empire.

#### **Section C**

5. The Punjab under the Vardhana Emperors
6. Socio-cultural History of Punjab from 7<sup>th</sup> to 1000 A.D.

#### **Section D**

7. Development of languages and Education with Special reference to Taxila
8. Development of Art & Architecture

#### **Suggested Readings**

1. L. M Joshi (ed), *History and Culture of the Punjab*, Art-I, Punjabi University, Patiala, 1989 (3<sup>rd</sup> edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab* , Vol.I, Punjabi University, Patiala, 1977.
3. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.

## **Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)**

### **Paper-III: Writing for Media & Editing**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory: 60**

**Practical: 40**

#### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **Section-A**

Writing formats: News/Features/Article/editorial/Middle, letter to editor

#### **Section-B**

Organisational Set up of a Newsroom , Concept of Electronic Newsroom , News Copy , Structure , Style Sheet, Dummy.

#### **Section-C**

Copy editing/preparation of copy for press-Editing symbols, Proof Reading Symbols and Their significance

#### **Section-D**

5Ws & H, Editing , Principles of Editing, Editor, Sub-Editor, Functions

**Skill Component: Practical will be taken on the basis of assignments and file work.**

1. Student must make a file covering various types of news related to different beats
2. Must be able to edit a rough copy.
3. Proof reading symbols.
4. Letter to editor.
5. Types of headline/ Leads

#### **Suggested Reading:**

- Reporting & communication skill – VS Gupta
- Reporting – BN Ahuja
- Editing – BN Ahuja
- On Editing-NBT

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)****Paper: IV-Business Communication****Time: 3 Hours****Max. Marks: 100****Theory: 60****Practical: 40****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Meaning of Business communication, Types of Business communication, Writing for Business Communication, Various Formats .

**Section-B**

Types of Business letters, Sales letter, Complaint Letter, Response Letters, Resume writing ,Notices, Job Interviews.

**Section-C**

Internal Communication , Internal Business Communication , HRD , Latest trends in Business Communication.

**Section-D**

Use of Internet , Making Power Point Presentations , Use of Audio-Video aids.

**Skill Component: Practical will be taken on the basis of assignments and file work.**

1. Student must prepare a file on technical writing.
2. Writing for Annual report/Business magazine.
3. Profile of an NGO/Government/Non-Government organization/School/College/Hospital.
4. Power point Presentation on technical writing (Any format)

## **Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)**

### **Paper:V-MS WORD & EXCEL**

**Time: 3 hours**

**Maximum marks: 100**

**Theory: 60**

**Practical: 40**

#### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **Section-A**

Introduction to MS–Office

Introduction to Word (Word for Windows)

Introduction to Word, Introduction to Parts of a Word Window (Title bar, Menu bar, Tool bar, the Ruler, Status area), Creating new document, Opening an existing document, To insert a second document into an open document, Editing a document, Deleting text, replacing text, moving and copying text.

#### **Section-B**

Page setup, Margins and gutters, Changing fonts and front size, To make text bold, italic or underline, Line spacing, Centering, right alignment and left alignment, Page breaks Headers and footers, Putting page numbers in headers and footers, Saving documents, naming word document, saving in different formats, saving on different disks, Spell checker, Printing,

#### **Section-C**

Creating a table using the table menu, entering and editing text in tables, selecting in tables, adding rows, changing row heights, deleting rows, inserting columns, changing columns and cell width, Borders and shading, Templates and wizards, Working the graphics, Drawing objects, Using frames, position objects, Mail merge, Using word and word documents with other applications

#### **Section-D**

#### **MS–EXCEL**

Introduction to Worksheet/Spreadsheets, Creating a simple Worksheet, Computations in a Worksheet, Printing the Worksheet, Graphs, What if Analysis (Data Sort, Fill, Query, Filter).

**Lab:** Practical would be conducted on syllabus covered in theory.

## **Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-II)**

### **Paper: VI-Drug Abuse: Problem, Management and Prevention**

#### **DRUG ABUSE: MANAGEMENT AND PREVENTION**

**Time: 3 Hours**

**Max. marks: 50**

#### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **Section – A**

##### **Prevention of Drug abuse:**

Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

#### **Section – B**

School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

#### **Section – C**

##### **Controlling Drug Abuse:**

Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

#### **Section – D**

Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

#### **References:**

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Kessel, Neil and Henry Walton. 1982, *Alcoholism*. Harmond Worth: Penguin Books.
6. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
7. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.

8. Ross Coomber and Others. 2013, *Key Concept in Drugs and Society*. New Delhi: Sage Publications.
9. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
10. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
11. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.
12. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation*, Cambridge University Press.
13. Verma, P.S. 2017, "*Punjab's Drug Problem: Contours and Characteristics*", *Economic and Political Weekly*, Vol. LII, No. 3, P.P. 40-43.
14. World Drug Report 2016, United Nations office of Drug and Crime.
15. World Drug Report 2017, United Nations office of Drug and Crime.

**Bachelor of Vocation (B. Voc) Media & Communication (Semester-III)**

**Paper-I**

**INTRODUCTION TO RADIO**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory: 60**

**Practical :40**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

Radio as a Mass Medium, Strength and Weaknesses, Characteristics, Edge over other Media.

Section-B

Radio as a Hot Media, Objectives of Radio Broadcasts, Convergence

Section-C

Radio for Community Development, Science and Technology

Section-D

Types of Broadcast- AM,FM,Short Wave,Analogue & Digital and Online Radio.

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Skill Component :

Prepare File on various types of Broadcast.

Write Script for development Program.

Visit to AIR.

**Bachelor of Vocation (B. Voc) Media & Communication (Semester-III)**

**Paper-II**

**RADIO IN INDIA**

**Time: 3 hours**

**Max. Marks: 100**

**Theory: 60**

**Practical : 40**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

History of Broadcasting, Radio in India, commercial Broadcasting service in India, Community Broadcast, Vivid Bharti.

Section-B

AIR Code, Commercial Code, Guidelines of Election Broadcast.

Section-C

FM Radio in India, History of Radio MIRCHI, MY FM, BIG FM, RADIO CITY, RED FM, AIR RAINBOW.

Section-D

Prasar Bharti, Relavance of Radio and Media Policy, Privatization of Radio in India & Autonomy.

---

Skill Component:

Profile & Programming of any Radio Station

Visit to any FM Radio.

**Bachelor of Vocation (B. Voc) Media & Communication (Semester-III)**

**Paper-III**

**RJ Skills & Script Writing**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory : 60**

**Practical: 40**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

RJing Radio Anchor, Qualities of a RJ & Anchor, Writing for Radio: Writing for the Ear, Spoken Word.

Section-B

Characteristics of a Good script, Different types of Radio Script, Radio Vocabulary, Concept of good Presentation, News Reading, Pronunciation.

Section-C

Use of Silence, Pause, Voice Culture: Tone, Pitch, Volume Sound.

Section-D

Keeping Rapport with the Listener, Presenting Programs, Information, Entertainment & Education.

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Skill Component :

Voice Culture as RJ, Writing Script/ Prog. Based on Information/ Entertainment/Education.

**Bachelor of Vocation (B. Voc) Media & Communication (Semester-III)**

**Paper-IV: PROJECT REPORT**

**Max. Marks: 100**

**Each student will make a Project on any of the formats of Radio Production, must include a Written Script . The duration of the Program must be 10 to 15 minutes.**

**Bachelor of Vocation (B. Voc) Media & Communication (Semester-IV)**

**PAPER-I**

**RADIO FORMATS**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory : 60**

**Practical: 40**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

Radio Talk, Slogans, Commentry, Voice Cast, Vox Pops.

Section-B

News, Interviews, Types of Intervies : Personality/ social/Political/Historical.

Section-C

Features, Types of Features- Environmental Issues, Development, Historical/Religious/Cultural, Documentaries, Drama & Serials.

Section-C

Phone-in programs, Radio Bridge, Chat Shows, Radio Commercial, Outside Broadcast.

---

Skill Component :

Practical will be taken on the basis of Assignments and File work.

Each student will prepare one Prog. On any of the formats, minimum of 5 Mins.

Copy Writing for any Radio Formats.

**Bachelor of Vocation (B. Voc) Media & Communication (Semester-IV)**

**Paper-II**

**RADIO PROGRAMMING & RECORDING**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory : 60**

**Practical: 40**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

Radio Studio, Acoustics.

Section-B

Radio Equipment- Audio Console, Types of Microphones, Audio Recorder, Outdoor Broadcast Van, Sound Card, Audio Mixer.

Section-C

Studio Recording, Digital Recording, Outdoor Recording, Single Track door and Multi Track Recording, Mono & Stereo, Noise.

Section-D

Essentials of various types of Recording, Sound and its Importance, Natural Sound, Creating Sound Effects.

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Skill Component:

Each Student will make Program using sound effects. Studio/outdoor/digital recording.



**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-IV)**

**Paper-IV**

**INDUSTRIAL TRAINING**

**Max. Marks: 100**

Each Student will undergo Radio Channel for a month spending 6 hours a day. The performance of the student will be evaluated by the organization by the organization under which student has undergone training with.

**Bachelor of Vocation (B. Voc) Media & Communication (SEMESTER-IV)**

**ESL-221 ENVIRONMENTAL STUDIES (COMPULSORY PAPER)**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Teaching Methodologies**

The Core Module Syllabus for Environmental Studies includes class room teaching and field work. The syllabus is divided into 8 Units [Unit-1 to Unit-VII] covering 45 lectures + 5 hours for field work [Unit-VIII]. The first 7 Units will cover 45 lectures which are class room based to enhance knowledge skills and attitude to environment. Unit-VIII comprises of 5 hours field work to be submitted by each candidate to the Teacher in-charge for evaluation latest by 15 December, 2019.

**Exam Pattern:**            **End Semester Examination- 75 marks**  
                                      **Project Report/Field Study- 25 marks [based on submitted report]**  
                                      **Total Marks- 100**

The structure of the question paper being:

**Part-A, Short answer pattern with inbuilt choice – 25 marks**

Attempt any five questions out of seven distributed equally from Unit-1 to Unit-VII. Each question carries 5 marks. Answer to each question should not exceed 2 pages.

**Part-B, Essay type with inbuilt choice – 50 marks**

Attempt any five questions out of eight distributed equally from Unit-1 to Unit-VII. Each question carries 10 marks. Answer to each question should not exceed 5 pages.

**Project Report / Internal Assessment:**

**Part-C, Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.

**Bachelor of Vocation (B.Voc.) Journalism and Media (Semester –IV)**

**Unit-I**

**The multidisciplinary nature of environmental studies**

Definition, scope and importance, Need for public awareness

**(2 lectures)**

**Unit-II**

**Natural Resources: Renewable and non-renewable resources:**

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

**(8 Lectures)**

**Unit-III**

**Ecosystems**

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

**(6 Lectures)**

**Unit-IV**

**Biodiversity and its conservation**

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

**(8 Lectures)**

**Bachelor of Vocation (B.Voc.) Journalism and Media (Semester –IV)**

**Unit-V**

**Environmental Pollution**

Definition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

**(8 Lectures)**

**Unit-VI**

**Social Issues and the Environment**

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

**(7 Lectures)**

**Unit-VII**

**Human Population and the Environment**

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

**(6 Lectures)**

**Unit-VIII**

**Field Work**

- Visit to a local area to document environmental assets  
river/forest/grassland/hill/mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

**(Field work equal to 5 lecture hours)**

**Bachelor of Vocation (B.Voc.) Journalism and Media (Semester –IV)**

**References:-**

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2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. &Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. &Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. &Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
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