



Savitribai Phule Pune University

(Formerly University of Pune)

Three Year B.A. Degree Program in Restructuring pattern

(Faculty of Science & Technology)

F.Y.B.A. (Restructuring pattern)

Choice Based Credit System Syllabus

To be implemented from Academic Year 2019-2020

Title of the Course: B.A. (Restructuring pattern)

Preamble:

BA Restructuring program is designed to serve the requirements of Choice Based Credit System as per the guidelines of University Grants Commission. In the proposed structure, due consideration is given to restructured courses along with the conventional courses (Regular Pattern).

The continuous assessment of Choice Based Credit System will facilitate systematic and through learning towards better understanding of the subject. The well planned curricula from 1st year to 3rd year comprising of six semesters will definitely motivate the students for inculcating enough skills required for becoming a successful entrepreneur as well as a researcher.

Objectives:

- To foster value based education
- To enrich project based learning and create foundation for research
- To train the students in skill oriented courses
- To increase and improve self confidence, effective communication skills, perfect and proper presentation skill through personality development courses

Course Outcomes:

- Through this pattern, skilled and technical human resources will be made available.
- It will develop self confident and knowledgeable personnel's.
- The course will motivate students in the field of research as well as guide to become a successful entrepreneur.
- It will develop self awareness to enrich decision making ability among the students.
- Personal development will increase the clarity and effectiveness in knowing themselves and their strengths.

Savitribai Phule Pune University
Restructuring Pattern

Structure of Choice Based Credit System for Undergraduate Arts Restructuring
Pattern 2019-20

Semester	Core Courses (CC)	Ability Enhancement Compulsory Course (AEC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Courses (DSE)	Generic Elective (GE)	Total Credit
I	Compulsory English (3)					18
	CC – 1 A (3)					
	CC – 2 A (3)					
	CC – 3 A (3)					
	CC – 4 A Component (3)					
	CC – 5 D Component (3)					
II	Compulsory English (3)					18
	CC – 1 B (3)					
	CC – 2 B (3)					
	CC – 3 B (3)					
	CC – 4 A Component (3)					
	CC – 5 D Component (3)					
III	Compulsory English (3)	Environment Science (2)	SEC 1 A(2)	DSE 1 A(3)		22
	MIL 2 (3)		SEC 2 A (2)	DSE 2 A (3)		
	CC – 1 C(2)					
	CC – 2 C Component (3)					
IV	Compulsory English (3)	Environment Science (2)	SEC 1 B (2)	DSE 1 B(3)		24
	MIL 2 (3)		SEC 2 B (2)	DSE 2 B(3)		
	CC – 1 D(2)					
	CC – 2 C Component (3)					
V	‘C’ Component (Case Study) (3)	MIL (2)	SEC 1 C (2)	DSE 1 C(3)	GE 1 A(4)	25
	CC – 1 E(2)	(Language/Communication)	SEC 2 C (2)	DSE 2 C(3)	GE 2 A (2)	
	CC – 2 C Component (2)					
VI	‘C’ Component (Project) (3)	MIL (2)	SEC 1 D (2)	DSE1 D(3)	GE 1 B(4)	25
	CC – 1 F(2)	(Language/Communication)	SEC 2 D (2)	DSE 2 D(3)	GE 2 B(2)	
	CC – 2 C Component (2)					
Total Credit	72	08	16	24	12	132

- The Course structure may be change as per the guidelines of Savitribai Phule Pune University, Pune.
(Examination Pattern = 70 Marks External Exam + 30 Marks Internal Exam. Total = 100 Marks)

Savitribai Phule Pune University
Restructure Pattern 2019-20
Art Faculty
Course code of F. Y. B. A. Restructuring pattern

Semester	Paper Code	Paper	Core course (Course Code)	Paper Title	Credits
I	RE-A-FC-101	I	CC – 4 'A' Component Compulsory Course	Foundation Course- I	03
	RE-D-CSE-102	I	CC – 5 'D' Component (Student opt any one subject).	Communication Skills in English - I	03
	RE-D-PCE-103	I		Preparation for Competitive Examinations - I	03
	RE-D-ND-104	I		Nursery Development - I	03
	RE-D-RR-105	I		Radio Repairing - I	03
	RE-D-CSM-106	I		Communication Skill in Marathi - I	03
II	RE-A-FC-111	II	CC – 4 'A' Component	Foundation Course-	03
	RE-D-CSE-112	II	CC – 5 'D' Component (Student opt any one subject).	Communication Skills in English - II	03
	RE-D-PCE-113	II		Preparation for Competitive Examinations - II	03
	RE-D-ND-114	II		Nursery Development - II	03
	RE-D-RR-115	II		Radio Repairing - II	03
	RE-D-CSM-116	II		Communication Skill in Marathi - II	03

SEMESTER -I**CC – 4 .****Course code - RE-A-FC-101****Paper Title: Foundation Course- I (Paper -1)****(‘A’ Component: Basic Knowledge Course.) (Credit.3)****CC – 5 D Component (3)**

Objectives:

1. To Impart moral, Patriotic and Socio-cultural values in the students.
2. To aware the students about various problems emerged in India.
3. To helps the students to know the trends of National and Global development.
4. It helps to learn the concept and its practical application in human life.

Semester – I Syllabus				
Unit No.	Unit	Sub Unit		Credit
1.	A Study of Global and Indian Concepts	a b c d e f g h i j	Nationalism, Economic Imperialism, Socialism, Humanity, Liberty, Democracy, Globalization, Liberalization, Privatization, Religion.	Credit- 1
2.	Transformation Movements in Maharashtra	a b c	Social and Religious movement in Maharashtra: - Prarthana Samaj, Satyashodhak Samaj. Classified movements: - Famine Movement, Women's movements. Educational movement in Maharashtra: - Nature and growth	Credit- 1
3.	Recent trends in Indian economy	a b c d	Economy- Meaning and types, pattern of Indian economy Financial inclusion Inclusive growth GST.	Credit- 0.5
4.	Science and Scientific Method	a b c d e	Science- Definition, Classification of science Scientific Methods Sources of data collection Report writing	Credit- 0.5

SEMESTER -II**CC – 4.****Course code - RE-A-FC-111****Paper Title: Foundation Course- II (Paper -II)****(‘A’ Component: Basic Knowledge Course.) (Credit.3)**

Semester – II Syllabus				
Unit No.	Unit	Sub Unit		Credit
1.	Contemporary Social Issues in India	a	Population-Characteristics, Causes and effects of growing population in India.	Credit- 0.5
		b	Urbanization-Concept and problems Gender	
		c	Disparity-Concept, causes and measures to eliminate gender disparity.	
		d	Women Empowerment-Concept and Significance.	
2.	Geography of India	a	Physiographical regions in India	Credit- 0.5
		b	States and its capitals	
		c	Rivers	
		d	Dam	
		e	Forests	
		f	Deserts	
3.	Basic Concept in Political Science, Political Issues	a	Indian Constitution creation and important Democracy- Definition and Types, Merits and	Credit- 1
		b	Demerits of Indian democracy	
		c	Human Rights and Responsibilities	
		d	Right to Information Act (RTI-2005)	
		e	Local Governments	
4.	Value Education	a	National values - Democracy, socialism, secularism, equality, justice, liberty, Freedom and fraternity	Credit- 1
		b	Social Values - Pity and probity, self control, universal brotherhood.	
		c	Professional Values - Knowledge thirst, sincerity, regularity, punctuality and faith.	
		d	Religious Values – Personality, Tolerance, wisdom,	
		e	Aesthetic values – Love, appreciation, respect to literature and fine arts	

References:

- 1) Foundation Course- 1- Dr. Ashok Jain, sheth Publishers Pvt. Ltd., Mumbai
- 2) Indian Economy- Dr. Desai, Dr. Nirmal Bhalerao – Nirali Publications.
- 3) Transformation of Modern Maharashtra- Vasant Jadhav
- 4) Indian Economy- Rudra Dutt & K.P.M. Sundaram, S. Chand Publication, New Delhi
- 5) Indian Geography- H. K. Doiphode, Study circle Publication Pvt Ltd, Pune
- 6) Right to Information – Yashada Academy and Publication Pune
- 7) Science Technology & Social Transformation (Foundation course - 2) – S.A Chitanand- Dr. Ashok Jain, sheth Publishers Pvt. Ltd., Mumbai
- 8) Foundation Course- Dr. G.V. Kayande Patil, Prof. M.S. Nagbhide, Dr. K.R. Shimpi, Prof. S. D. Gite, Chaitnya publication, Nashik
- 9) Modern India – Gathal, K'sagar Publication, Pune
- 10) Local Self Government in India – Dr. Shantaram Bhogale Nirali Publication

SEMESTER -I**CC – 5 .****Course code - RE-D-CSE-102**

- **Paper Title: Communication Skills in English - I (Paper -1)**
 ('D' Component: skill oriented technique course.) (Credit.3)

Objectives of the Course:

- To introduce students to some of the basics of English for the purpose of communication.
- To make students aware of basics of English grammar.
- To enrich conversational skills of students by highlighting significant usages.
- Helping learners to acquire ability of presenting themselves in different situations.
- To enhance communicative approach.

Semester – I Syllabus			
Unit No.	Unit	Sub Units	Credit
1.	Listening Skills	i) Discriminative listening ii) Comprehensive listening iii) Critical listening iv) Biased listening v) Evaluative listening vi) Appreciative listening vii) Sympathetic listening viii) Empathetic listening	Credit- 1
2.	Oral Communication	i) Greetings and responses to greetings ii) Introducing oneself iii) Introducing others iv) Asking for permission v) Requesting vi) Describing processes vii) Ask questions and respond to questions politely viii) Congratulate people on their success ix) Apologize x) Telephone/Mobile phone conversations.	Credit- 1
3.	Reading Skills	i) Skimming ii) Scanning iii) Intensive iv) Extensive	Credit- 1

SEMESTER –II**CC – 5.****Course code - RE-D-CSE-112****Paper Title: Communication Skills in English - II (Paper -II)**

('D' Component: skill oriented technique course.) (Credit.3)

Semester – II Syllabus			
Unit No.	Unit	Sub Units	Credit
1.	Developing Vocabulary	i) Using the dictionary ii) Spellings iii) Collocations iv) Synonyms and Antonyms v) puzzles	Credit- 1
2.	Grammar	i) Parts of Speech ii) Tenses iii) Voice iv) Direct and Indirect Speech v) Wh-questions vi) Verbs vii) Common usage errors, viii) Punctuations ix) Question tags.	Credit- 1
3.	Writing Skills	i) Paragraph Writing ii) Letter Writing, iii) E-mails iv) Essay Writing.	Credit- 1

REFERENCES:

- 1) Murphy, Raymond: Essential English Grammar
- 2) Blunder John: Function in English- OUP
- 3) Valke B.S.: English for Practical Purposes-Macmillan
- 4) Intyhira, S.R.Saraswati: Enrich Your English, CIEEL OUP
- 5) Dutt P. Kiranmal, Geetha Rajeevan (2007), A Course in Listening and Speaking (Vol. I & II)
[Foundation Books]

SEMESTER –I**CC – 5****Course code - RE-D-PCE-103****Paper Title:. Preparation for Competitive Examinations - I (Paper -1)**

('D' Component: skill oriented technique course.) (Credit.3)

Objectives of the Course

- To introduce and guide undergraduate students to various competitive examinations.
- To motivate students for prospective career in Government and Corporate Sector through competitive examinations.
- To inculcate various skills such as group discussion and interviews among students through mock interviews and communication skills.
- To build among students a sense of awareness, provide necessary literature, brochure and other information about various competitive examinations.

(Credits-3)

- 1) Introduction to various competitive examinations such as MPSC, UPSC, IBPS, Staff Selection, Police, Army, Post, Railway etc.
- 2) Current Affairs related to sports, politics, economics, foreign affairs, educational, social etc.
- 3) Basics of History of Maharashtra (Various Social Reformers)
Selected Social Reformers of Maharashtra- their ideology and work: Mahatma Phule, M.G. Ranade, Prabodhankar Thakare, \Rajarshi Shahu Maharaj, Maharshi Vitthal Shinde, Babasaheb Ambedkar, Lokmanya Tilak, Mahatma Gandhi, Vinoba Bhave, Vinayak D. Sawarkar, Annabhau Sathe, Krantiveer Nana Patil, Lahuji Salve, Karmaveer Bhaurao Patil, Dr. Vitthalrao Vikhe Patil
- 4) Logical reasoning and analytical ability.
- 5) Basics of Economic and Social Development - Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives
- 6) Basics of General Science.
IT, life science, nuclear science, environmental ecology, bio-diversity
- 7) Basic English Grammar (Idioms, Phrases, Synonyms/Antonyms, Correct formation of words and sentences, Punctuation, etc.)

SEMESTER –II**CC – 5 .****Course code – RE-D-PCE-113****Paper Title: Preparation for Competitive Examinations - II (Paper -II)**

('D' Component: skill oriented technique course.) (Credit.3)

Syllabus

- 1) Marathi and English Language Comprehension skills
- 2) Basic Marathi grammar (म्हणी, वाक्यप्रचार, समानार्थी/विरुधार्थी शब्द, शुद्धलेखन, विरामचिन्हे इत्यादी).
- 3) Interpersonal skills including communication skills.
- 4) Decision - making and problem - solving.
- 5) Basic concepts of Political Science such as Constitution, Political System, Panchayati Raj etc
- 6) Basic Concepts of Geography
Physical Geography, Economic Geography, Human and Social Geography Environmental
Geography, Population Geography
- 7) Basic numeracy (numbers and their relations, orders of magnitude, etc.)

References

- 1) Bhole Manohar- Rajmudra
- 2) Thapar Romilla- Early India
- 3) Chandra Satish- Medieval India Vol-I and II
- 4) Kashyap Subhash- Constitution of India
- 5) Ankalagi Anil- Bhudhumapan Chachani
- 6) Datta and Sundaram-Indian Economy
- 7) Text Books of Std Vth to Xth for General Science
- 8) Panchayat Raj (Marathi Book) By K Sagar Publication
- 9) Sampurn Vidnyan (Marathi Book) By Jaydeep Patil
- 10) Vidnyan Ani Tantradnyan (Marathi Book) By Ranjan Kolambe
- 11) Ganit Kluptya Ani Uttare (Marathi Book) By Pandhrinath Rane
- 12) Chalu Ghadamodi (Marathi Book)- Loksatta, Maharashtra Times, Chanakya Mandal Masik,
Yojna, Lokrajya
- 13) Sampurna Ingraji Vyakaran (Marathi Book) By Balasaheb Shinde
- 14) Anivarya Ingraji (Marathi Book) By K Sagar Prakashan
- 15) Wren and Martin English Grammar
- 16) Ingraji Vyakaran : Pal Ani Suri (Marathi Book)
- 17) Spardha Pariksha Marathi Vyakaran
- 18) Anivarya Marathi

SEMESTER -I**CC – 5 .****Course code – RE-D-ND-104****Paper Title: Nursery Development - I (Paper -I)**

('D' Component: skill oriented technique course.) (Credit - 3 Theory + Practical)

Theory - Credit : 1.5

- | | |
|--|-----|
| 1) Introduction . | 02L |
| i) Definition, Importance and scope. | |
| ii) Objectives of a good nursery. | |
| iii) Different types and phases of Nurseries and their layout. | |
| iv) Identify different types of plants and seeds. | |
| v) Mother plant block maintenance and identification of crop varieties. | |
| 2). Selection of site for Nursery (Criteria for Nursery development.) | 08L |
| i) soil | |
| ii) Climate | |
| iii) Irrigation facilities | |
| iv.) Transport and approach. | |
| v) Skillful labour. | |
| vi) Capital source . | |
| vii) Protective area. | |
| viii) Advertisement and demand in market. | |
| 3) Nursery Management | 08L |
| i) Types of Nursery beds: Raised bed, Flate bed and sunken bed. | |
| ii) Water, nutrient management and Plant protection . | |
| iii) Transplanting :Care of immediately transplanted seedlings\plants. | |
| iv) Potting and repotting | |
| v) Hardening of Seedlings. | |
| 4) Plant Propagation method in Nursery | 06L |
| i) Introduction, Types of propagation – Sexual, Asexual /Vegetative | |
| ii) Natural:-Rhizome, Tuber, Runner, Sucker | |
| iii) Artificial:-Cutting, Layering, Grafting and Budding. | |
| Iv Advantages and disadvantages of Sexual and Asexual propagation methods. | |

Credit : 1.5

Semester - I (Practicals)

- | | |
|---|----|
| 1) Study of Garden tools and implements requires for nursery. | 02 |
| 2) Preparation of different types of nursery beds(Raised, Flate and sunken) | 03 |
| 3) Study of different media used in nursery production. | 01 |
| 4) Study of methods of propagation | 06 |
- Asexual propagation:
- Cuttings :-Stem and leaf (any one suitable method of each)
 - Layering:-Simple and air layering.
 - Budding:-'T' budding.
 - Grafting :-Inarch and Stone.

SEMESTER -II**CC – 5 .****Course code - RE-D-ND-114****Paper Title : Nursery Development - II (Paper -II)**

('D' Component: skill oriented technique course.) (Credit - 3 Theory + Practical)

Theory - Credit : 1.5

- | | |
|---|-----|
| 1) Propagation structures, Media, Equipments and Containers in nursery. | 06L |
|---|-----|
- Structures: Green house, Polyhouse, Glass house and Shade net. maintaining the sunlight and other condition in the green house and shade house
 - Propagating media : soil, sand, Vermiculture, Coco peat, Sphagnum moss. Etc.
 - Equipments: Various implements and appliances.
 - Containers: Earthen pots, Pela ,pardi, khobda , Nand, Plastic pots,Cement pots ,wooden box and polythene bags.
- | | |
|--|----|
| 2) Large scale production of Nursery plants (Horticultural and Important Ornamental plant, Forest plant, and Medicinal plant). | 8L |
|--|----|
- Fruit plants: Mango, Chikku, Coconut and Pomegranate.
 - Vegetable plants: Tomato,Brinjal ,Chilli and Onion

- iii. Ornamental plants: Gerbera, Fern, Rose and Chrysanthemum.
 - iv. Forest plant: any two.
 - v. Medicinal plants: any two.
- 3) Aspects of successful Nursery production 06L
- i. Timely operation and planning.
 - ii. Selection of suitable propagating material.
 - iii. Selection of Proper method.
 - iv. Special care of plants before and after operation.
 - v. Labeling or tagging for avoid admixture.
- 4) Record keeping, Marketing and Rules for nursery. 04L
- i. Record : Bill book account and Plant record.
 - ii. Sale price: Pamphlet of cultural details advertisement and Government rates, Price list.
 - iii. Nursery act and state govt. act.

Credit : 1.5

Semester - II (Practicals)

- 1) Study of different containers use in nursery 02
- 2) Study of different types structure in nursery to be demonstrated. 02
- 3) Identification and uses of different fruit, vegetable, Ornamental, Forest and Medicinal plants 02
- 4) Potting and repotting. 01
- 5) Preparation Moss sticks 02
- 6) Study of Bonsai technique 01
- 7) Hanging baskets 01
- 8) Visit to any commercial nursery 01

Books

1. Randhawa G.S., A. Mukhopadhyay (2001). Floriculture in India. Book published by Allied Publishers Limited, New Delhi.
2. Phulsheti By V.G. Raul.
3. Pikavaril Kid V Litak Niyantaran By Prof. Purushottam Joshi.
4. Plant Nursery Management How to Start and Operate a Plant Nursery by P.K. Ray, PhD Professor of Horticulture Rajendra Agricultural University, Pusa, Samastipur, Bihar, India

SEMESTER - I**CC – 5 .****Course code - RE-D-RR-105****Paper Title: Radio Repairing - I (Paper -I)**

('D' Component: skill oriented technique course.) (Credit - 3 Theory + Practical)

Credit : 1.5. (Theory)

1. Communication system, Electronic component, and power supply :-

Modes of propagation–Ground wave, space wave, sky wave propagation. Classification of radio frequencies, satellite communication, DTH principle. Active and passive component-identification, specification and measurement scheme, study of multimeter and its uses for various measurement and testing. Transformer (Principle and types), Diode as rectifier(half wave, full wave and bridge), capacitor filter, Zener and IC voltage regulator(78xx/79xx)

2. Amplifiers, oscillator, Modulation and Demodulation:-

Amplifier- definition and classification, transistor as an amplifier, power amplifier, oscillator-basic principles and types. Need of Modulation, amplitude (A.M.) Modulation, frequency Modulation and phase Modulation (P.M.), commonly used detector in radio receivers.

Semester - I (Practicals)

Credit : 1.5

1. Identification and study of various active and passive circuit component and study various servicing tools.
2. Study of multimeter (measurement of AC/DC current and voltage, resistance, capacitance and testing electronic components).
3. Soldering practice.
4. Study of full wave/ bridge rectifier with/ without filter.
5. Study of regulated power supply (zener/ IC voltage regulator).
6. Study of single stage transistor amplifier.
7. Study of function generator and use of CRO.
8. Study of A.M modulation/ A.M. modulator.
9. Study of F.M. modulation/ F.M modulator.
10. Study of antenna/ aerials.

SEMESTER –II**CC – 5.****Course code – RE-D-RR-115****Paper Title: Radio Repairing - II (Paper -II)**

('D' Component: skill oriented technique course.) (Credit - 3 Theory + Practical)

Credit : 1.5(Theory)

1. Radio receiver and A.M. Receiver :

Block diagram of radio receiver and function of each block (microphone, preamplifier, mixer, local oscillator, automatic gain control, tuner, volume control, speaker), soldering–Gun, materials and precautions while soldering Printed circuit board (PCB) types and use in circuit, study of am receiver, building and testing of various stages in receiver, alignment of various coils, antenna and intermediate frequency transformer(IFT) using manual and electronic method. Method of servicing transistor and IC receivers.

2. F.M. Receiver, fault finding and Audio Video Appliances:

Block diagram of F.M. Receive, Working of F.M. Receive, Method of servicing F.M. Receive, commonly occurring fault in radio receivers trouble shooting and removing faults. Television (principle and working), CD/DVD player CD Reading and recording mechanism, media players, introduction to cell phone communication.

Credit : 1.5

Semester - II (Practicals)

1. Study of antenna/ aerials.
2. Study of front panel control of given AM/FM radio receiver set.
3. Alignment of various coils using manual and electronic methods.
4. General servicing of radio receiver.
5. Building and testing of AM/FM receiver.
6. Fault finding and trouble shooting.
7. Study of CD/DVD player.
8. Study of DTH alignment and connectivity to TV.
9. Application of cell phone.
10. Study tour to TV/Radio transmission centre /Electronic Industry

Reference Books:

1. Electronic components and materials -By Madhuri Joshi

2. Principles of basic electronics -By shuler
3. Element of radio servicing -By Marus
4. Basic Electronic – By Grob
5. Fundamental Electronics – By J.D. Ryder
6. Sound production – By Oldson
7. Radio Engineering – By M.C. Gupta
8. Consumer Electronics – By S.D. Jaiswar
9. Radio and television – By S.P. Sharma
10. Basic Electronic and linear circuits –By N.N. Bhargava
11. Basic test instruments –By Turner
12. Audio and Video system -By Sharma
13. Transistor circuit approximation –By Malvino
14. Data Manual –By Bel
15. Manual for circuit diagram of different companies. Murphy, Philips, National Panasonic, Bush, Jetking, etc.
16. Modern CD player servicing book - By BPB publication
17. Principles of electronics –By V.K. Mehata
18. Transistor service manual -By K.C. Agrawal

SEMESTER - I**CC – 5 .****Course code – RE-D-CSM-106****Paper Title: Communication Skill in Marathi - I (Paper -I)**
(‘D’ Component: skill oriented technique course.) (Credit - 3)**Savitribai Phule Pune University****Faculty : Arts.****RESTRUCTURING PATTERN****‘D’ Component skill oriented technique course.**

Course title	:	Communication Skill in Marathi
Course code word	:	CSM.
Class	:	F.Y.B.A.
Credit	:	Credit -3 (Theory)

Semester - I

- अभ्यासक्रमाची उद्दिष्ट्ये :

प्रथम वर्षाच्या विद्यार्थ्यांची पातळी लक्षात घेऊन अभ्यासक्रमाची आखणी केलेली आहे. संवादानेच मानवी समाजाला अस्तित्त्व प्राप्त होते. व्यक्ती आणि समाज यांचे अस्तित्त्व आणि विकास परस्परसंवादांमुळेच शक्य होतात. अन्न, वस्त्र आणि निवारा या मूलभूत गरजांच्या पूर्ततेसाठीही संवादाची आवश्यकता असते. परिणामकारक आणि प्रभावी विनिमयासाठी विद्यार्थ्यांना संवाद कौशल्याची जाण यावी आणि काही प्रमाणात ते आत्मसात करता यावे हा या अभ्यासक्रमाचा उद्देश आहे.

१. मानवी जीवनातील संवादाचे महत्त्व विद्यार्थ्यांच्या लक्षात यावे. व संवादाचे स्वरूप, प्रकार, क्षेत्रे समजावी.
२. संवादप्रक्रियेतील अडथळे समजावेत.
३. परिणामकारक संवादाच्या अंतर्गत असलेल्या तत्त्वांचा बोध व्हावा आणि त्यानुसार त्यांना स्वतःच्या संदेशाची प्रभावी अभिव्यक्ती करता यावी.
४. भाषण व श्रवण, लेखन व वाचन या मूलभूत संवाद कौशल्याचे स्वरूप व परस्परसंबंध लक्षात घेऊन ती विकसित करावीत.
५. संवादाच्या नव्या तंत्रसाधनांचा परिचय व्हावा त्यांचा कुशलतेने वापर करता यावा.
६. नोकरी व व्यवसायासाठी अर्ज करणे, मुलाखत देणे, प्रशासनव्यवहार अशा क्षेत्रात संवाद कौशल्यांचे उपयोजन करणे.
७. सामूहिक प्रसारमाध्यमांचे स्वरूप आणि त्यांचा उद्देश यानुसार संवाद कौशल्याच्या उपयोजनातील वेगळेपण लक्षात घ्यावे.

मानवी जीवन आणि संवादकौशल्य यांच्या परस्परसंबंधाचे ज्ञान व्हावे. संवादकौशल्य सरावाने विद्यार्थ्यांनी आत्मसात करावीत. त्यासाठी प्रात्यक्षिके करावी.

**अभ्यासक्रम
सेमीस्टर एक**

प्रकरण १ ले	संवादकौशल्ये : स्वरूप , महत्त्व व कार्य	Credit -I	तास ८
१	संवाद म्हणजे काय? संवादाची व्याख्या		
२	संवादाचे महत्त्व, गरज व कार्य		
३	संवादाचे मूलघटक अ) भाषिक संवाद १. मौखिक २. लिखित ब) भाषेतर संवाद १. दर्शन (appearance) २. आंगिक आविर्भाव (body language) ३. आवाजातील वैविध्य (para language) ४. अवकाश (space) ५. काळ (Time) ६. निरवता (Silence)		
४	संवादाची विविध क्षेत्रे १. वृत्त आणि माहिती २. पृथक्करण आणि स्पष्टीकरण ३. शिक्षण आणि सामाजिकीकरण ४. मतपरिवर्तन ५. जनसंपर्क ६. विक्री आणि जाहिरात ७. कला आणि मनोरंजन		
५	संवादकौशल्याची उपयुक्तता व महत्त्व		
प्रकरण २ रे	१. संवाद प्रक्रिया आणि त्याचे घटक अ) संप्रेषण -विचार कल्पना-संकेतीकरण -संदेश -स्वीकारक- ग्रहण विसंकेतीकरण- आकलन ब) संवादाचा प्रतिसाद व पुनः क्षेपण क) एकमार्गी संवादव्यवहार/ दुतर्फी संवादव्यवहार	Credit -I	तास ८
२.	संवादातील अडथळे १. हेतू २. सहभागी व्यक्ती ३. माध्यम ४. संकेतीकरण व विसंकेतीकरण ५. वातावरण यांच्याविषयीचे अडथळे		

<p>प्रकरण ३ रे</p>	<p>संवादाची तात्त्विक रूपे आणि त्यांचे उपयोजन Credit –I तास ८</p> <p>१ परिणामकारक संवादाची तत्त्वे</p> <ol style="list-style-type: none"> १. पूर्णता (Completeness) - आवश्यक ती सर्व माहिती देणे/विचारलेल्या सर्व प्रश्नांची शंकांची उत्तरे देणे/अपेक्षित असेल तर अधिक सांगणे. २. सारगर्भता (conciseness) संबंधित तेवढेच सांगणे/शब्दबंबाळपणा टाळणे / पुनरुक्ती टाळणे ३. विचारात घ्यावयाच्या बाबी (Consideration)- स्वतःऐवजी ऐकना केंद्र करणे / ऐकणाराचे हित आहे अशी भावना निर्माण करणे/सकारात्मक आणि सुखदायी मुद्यांवर भर देणे . ४. निश्चितता/मूर्तिकरण (Concreteness) अचूक तथ्ये व आकडेवारी यांचा उपयोग/क्रियाप्रवृत्त करणा-या क्रियापदांचा वापर/धिन्नप्रतिमा उभ्या करणा-या शब्दांचा वापर ५. स्पष्टता (Clarity) नेमक्या स्पष्टार्थबोध आणि परिचित शब्दांचा वापर/वाक्य व परिच्छेद यांची प्रभावी रचना करणे ६. सौजन्यशीलता, शिष्टाचारसंपन्नता (Courtesy) -भेदभावदर्श अभिव्यक्ती टाळणे/ आदरपूर्व पध्दतीने अभिव्यक्ती करणे / कौतुक करण्याची वृत्ती ७. अचूकपणा/निर्दोषता (Correctness) - भाषेची योग्य पातळी ठेवणे/तथ्ये, आकडेवारी व शब्द यांचा बिनचूक वापर होत आहे की नाही यादृष्टीने आपल्या संवादाची तपासणी / स्वीकार्य होईल अशा बोलण्या लिहिण्याच्या तंत्राचा वापर. <p>२ प्रभावी संदेशाचे नियोजन व अंमलबजावणी</p> <ol style="list-style-type: none"> १. स्वतःचा विशिष्ट/निश्चित हेतू ठरविणे २. श्रोत्यांची आस्था (omyrtrdy), वृत्ती (attitude) प्रसंगाचे स्वरूप, संवादाचे ठिकाण यांचा विचार करणे ३. आपल्या विचार कल्पनांची निवड ४. आपल्या सामग्रीचे संकलन ५. संदेश प्रत्यक्ष की अप्रत्यक्ष, आदेशात्मक की अनुभवात्मक ते ठरविणे ६. संदेशाची रूपरेषा - प्रास्ताविक /प्रतिपादन/समारोप आरंभ आणि अखेर ७. संदेशाचे लेखन/लेखनाचे परिष्करण/लेखनाचे संपादन /लेखनाला आधारानी बळकटी देणे (Profounding) <p>३ संवादाची मूलभूत कौशल्ये</p> <ol style="list-style-type: none"> १. संभाषण - भाषण कौशल्य २. श्रवण कौशल्य ३. लेखन कौशल्य ४. वाचन कौशल्य <p>भाषण - श्रवण, लेखन -वाचन या कौशल्यांचे परस्परसंबंध</p>
--------------------	---

SEMESTER -II**CC – 5 .****Course code – RE-D-CSM-116****Paper Title: Communication Skill in Marathi - II (Paper -II)****(‘D’ Component: skill oriented technique course.) (Credit - 3)****सेमीस्टर दोन**

प्रकरण ४ थे	<p>१. कार्यालयातर्गत संवाद कौशल्याचे स्वरूप Credit -I तास ८ प्रशासन-व्यवहाराचे स्वरूप</p> <p>२. पुढील लेखनप्रकारांचे स्वरूप जाणून घेणे</p> <p>०१. अर्जलेखन ०२. टिप्पणीलेखन ०३. इतिवृत्त ०४. घोषणापत्रक ०५. निविदा</p>
प्रकरण ५ वे	<p>सामूहिक प्रसारमाध्यमांमधील संवादाचे स्वरूप Credit -I तास ८</p> <p>१. विविध प्रसारमाध्यमांचे स्वरूप</p> <p>०१. वृत्तपत्रे, नियतकालिके व ग्रंथ ०२. रंगभूमी ०३. आकाशवाणी ०४. दूरदर्शन ०५. चित्रपट</p> <p>२. सामूहिक प्रसारमाध्यमांचे स्वरूप आणि त्यांचा लोकसंवादाचा (Mass communication) उद्देश यांचा संवाद कौशल्यावर होणारा परिणाम</p>
प्रकरण ६ वे	<p>१</p> <p>०१. तांत्रिक साधनांचा संवाद कौशल्यावरील प्रभाव Credit -I तास ८ ०२. फॅक्स ०३. टेलिफोन/मोबाईल/एसएमएस ०४. ई-मेल ०५. व्हाईस मेल ०६. व्हिडिओ कॉन्फरन्स ०७. महाजाल (इंटरनेट)- संकेतस्थळे, ब्लॉग, सोशलनेटवर्कींग, चॅटींग, फेसबुक, टिव्टर, इन्स्टाग्राम, व्हॅट्सअप ०८. कॉलसेंटर ०९. ई - दैनिके १०. ई - बुक ११. ई - लायब्ररी</p> <p>२. संवादकौशल्यांचे उपयोजन</p> <p>१. वरील सर्व घटकांना अनुसरून प्रकल्प अहवाल तयार करणे २. १० गुण प्रकल्पाच्या संहितेला . ३. १० गुण प्रकल्पाचे सादरीकरण</p>

संदर्भ सूची

१.	मराठी शुद्धलेखन विषयक नियम : मो.रा. वाळंबे
२.	वस्तुनिष्ठ आकलन आणि :प्रा. नरेंद्र मारवाडे
३.	उपयोजित मराठी लेखन कैलास पब्लिकेशन, औरंगाबाद.
४.	उपयोजित मराठी , प्रकाश मेदककर, विद्या बुक्स पब्लिकेशन, औरंगाबाद
५.	पत्रकारितेची मूलतत्त्वे, प्रभाकर पाध्ये, मेहता पब्लिकेशन हाऊस
६.	रेडिओवरील भाषणे आणि श्रुतिका, पु.ल. देशपांडे
७.	उपयोजित मराठी , ल.रा. नसिराबादकर, फडके प्रकाशन, पुणे.
८.	Murphy H.A., Hildebrandt H.W., Thomas J.P. Effective Business communications Macgrow-Hill, Singapore ७ th edition १९९७.
९.	Douglas shringer, Alan Monroe, Bruce Gronbeck Principles and Types of speech communication
१०.	Pace R. Wayne Born, Robert R. Scott, The Human Transaction Forman and county, Illinois.
११.	Malhan P.N. Communication Media, Yesterday, Today Tomorrow Publication Division Govt of India, New Delhi
१२.	Mass Media in India compiled by Research and Reference Division, Ministry of Information and Broadcasting, Govt of India, New Delhi