Department of Higher Education, Govt. of M.P.

Semester wise Syllabus Single Paper System for Postgraduate As Recommended by Central Board of Studies and Approved by HE the Governor of M.P 2014 - 2015
M.Sc. Home Sc.

Extension and Communication

Semester - II

Paper - I

EXTENSION MANAGEMENT

Objective:-

To enable student-

To understand the concept and process of management realize the impoliance of management for achieving organizational goals.

Apply the principals of management to the management of extension organization/services.

Contents:-

Unit-1

Concept of extension management-

Definition, nature & need of extension management.
Step of extension management process.

**Planning:** Meaning, types of plan, elements of planning, process of planning.

Decision making and forecasting.

**Unit-II**

**Organization on-**

Meaning, importance and principles of organization.

Meaning and forms of Organizational structure.

dedication of authority – Meaning and Principles.

**Authority and responsibility**- Centralization and decentralization. Co-ordination- Meaning and objectives.

**Staffing** – Management and selection.

**Training**- Meaning and types.

**appraisal**- Meaning and methods

**Unit-III**

**Directing & controlling-**

**Directing**- Meaning and importance.

Motivation- Meaning, importance and techniques Communication – impoliance, types and barriers.
Leadership- Meaning, Objectives, techniques and principles control.

Unit-IV

Evaluation-

Meaning, purpose and types of evaluation.

Steps in Evaluation.

Tools of Evaluation.

Recruitment of workers.

classification of position.

Unit-V

Efficiency of worker

Methods for improvement

A. Orientation
B. Training
C. Stimulus and incentives.
D. Supervision and guidance.
E. Qualities of a good extension worker
F. Role of extension worker.

Reference book:-

Harpalani B.D. – Extension Educaation, apna ghar Nagina Road
Dhampur
Dahama, O.P. and bhatnagar- Education and Communication for
development


Koontz O' Dnell – Management

Sudha G.S. – General Management

House, New Delhi.

Prasad M.L.- Principles and Practice of management, Sultan chand &
Sons, New Delhi.

Ramasajlly T. – Principles of management, Himalaya pub. House,
Mumbai.

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2014 - 2015
Extension and Communication

Semester - II

Paper - II

Communication Techniques in Extension

(Computer Graphic Designing)

Objective:-

- To impart knowledge and understanding of various communication systems through computer.
- To impart skill in preparation of various Computer Aided Media messages.
- To understand the concept of communication and its relevance to multimedia.
- To impart Knowledge about the processes involved in Communication with special emphasis on computer graphic designing.
- To develop computerized material for different media- newspaper, T.V. Websites etc.
Unit-1

Introduction to basics of Computers.

(a) Components of computer.
(b) Memory and storage devices.
(c) Creation of new document, saving and formatting & editing.
(d) Creation of pictures, adding picture to document, clipart, word art.

II Introduction to MS Power Point.

(a) Creating presentation, adding slide to Presentation.
(b) Using clipart, word art and graphic in slide.
(c) Adding transitions and animation effects, setting time for slide show and preparing hand outs.

I Introduction to Multimedia

(a) Concept application & Advantages of Multimedia in Business, School, Public Places,

Virtual reality.

(b) Multimedia Building Blocks .text, Sound Images, Animation video.
(c) Multimedia and internet E-mail Home Page Websites.

II Introduction to CD ROM

(a) Types of CD ROM
(b) Application of CD ROM
(c) CD ROM writer, CD recorders and Players
(d) CD ROM and Multimedia.
(e) Teleconferencing, video conferencing, LCD Projector.

Unit-III

I Basics of Multimedia system

(a) Graphic- types of graphic.
(b) Resolution – types of resolution.
(c) Pixels
(d) Graphic file format- BMP, GIF, JPEG, TIFF, FLIC etc.

II Introduction to Animation

(a) Basic of Animation- Home Panel, Ink Palette.
(b) Procedure of Animation.
(c) Animating in flash- Component & animation, frames, Twining, motion.

Unit-IV

I Introduction to Coral Draw

(a) To draw an object – Rectangle, Circle, epileps, Polygon, Star.
(b) To Color the object.
(c) Blending the object.
(d) Using Transform, Transforming pictures.
(e) Extruding an object.
(f) Editing in bit.
   Introduction of 3D Animation
   (a) Basics of 3D modeling.
(b) Transition from 2D space to 3D space.
(c) 3D Editor 3D shaping and rendering.
(d) Create 3D shape, select, modify, display.
(e) Procedure of making 3D object.

Practicals: Max Marks: 100

1. Prepare document and use the option edit, format, save etc.
2. Create a picture and add it in an relevant document.
3. Draw objects and use colour, transform, blend, extrude and edit it in bitmap.
4. Prepare an individual project on animation using MS Power point.
5. Prepare an CD on objects and animation.
6. Use internet for E-Mail etc.
7. Collect the names of websites.
8. Make a linkage with multimedia agencies.
9. Make list of CD of animation/3D available in the market.
10. Use computer to visualize the CD of animation (games, stories etc.)
11. Visits to computer institutions.

References:
1. Multimedia Course A to Z by Hemant Kumar & Anurag Goyal.
2. Multimedia (Illustrated) by singh and Singh.
6. Computer Application by P. Mohan
7. Computer system Today by Basandra.

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M.Sc. Home Sc.
2014 - 2015
Extension and Communication

Semester - II

Paper - III

Community and Environment Management

Objective:-

To be aware of the holistic ecological approaches to environment.

To be aware of the environment problems hazards and risks.

To understand the aspects of environmental pollution and waste management.

To be aware of the environment policies movement and ethics

Unit-1

(A) Fundamentals of Environment
- Environment – Definition, scope of environment studies.
- Life and the environment, Physico-Chemical factors in the environment, change in the environment anthropogenic and non anthropogenic.
- Environment hazards and risks.
- Natural resources- conservation & sustainable development.

(B) Ecology and Environment
- Cause effects and prevention of global warming natural and manmade disasters.

Unit-II

(A) Ecosystem Earth Man & Environment

- Ecosystem of the world.
- Environment implementations of energy use.
- Problem of sustainability of ecosystems

(B) Population and Environment-
- Carrying capacity limits to population growth.
- Population growth and natural resources.
- Impact of population growth on economic development and Environment.

Unit-III

(A) Environment and Public Health
- Environment /Pollution and community health.
- Air borne diseases.
- Chemical insecticides and its impact on health.
- Toxic action of metals and biological substances.

(B). Land and Water Resources of the Heal

-Land resources of the earth.

Water resources of the earth.

Factors acting change in ecosystem and Environment (Socio economic cultural & geographic).

Water borne diseases.

Unit IV

(A) Waste management

-Types of waste

-Methods of waste management.

Water pollution and treatment of waste. Solid Waste Management.

(B) Environment Control measurement

- Environmental legislations.

-Environment policies.

-Human rights issues relating to Environment.

-Environmental ethics.

-Women & Environment.

Role of local municipal authority, government & non-government agencies in promoting better health environment.
(A) **Dynamics of Change in Community**

Social Organisations family, schools-co-operatives and other organisations and their role in community. Religion, socio-political ideologies, imperialism mass media and communication, globalisation and their impact on community. People's participation, concept, types and barriers to participation in bringing about social change, based on analysis of participation for development.

**References :**

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M.Sc. Home Sc.  
Extension and Communication  
Semester-II  
Paper-IV  
STATISTICS & COMPUTER APPLICATION  
Marks: 100

OBJECTIVES
- To understand the role of statistics and computer application in research.
- To apply statistical techniques to research data for analyzing and interpreting data meaningfully.

Note: Special Instructions should be sent to paper setter to set one theoretical question and its option should numerical question.

Unit - I
- Classification and tabulation of data.
- Graphic presentation, Frequency distribution, Histogram, frequency, polygons, ogive
- Average of position in individual, discrete and continuous series.

Unit-II
- Normal distribution - Characteristics, deviation from normality.
- Measures of variability - range quartile deviation, Mean Deviation, Standard Deviation or SD.

Unit - III
- Testing of hypothesis, Type I and Type II errors.
Unit - IV

- Correlation - Meaning, types.
- Coefficient of correlation by Scatter diagram, rank correlation, product
  Movement method.
- Analysis of variance - nature use & basis Concept one and two-way.

Unit-V

- Experimental Designs - Nature, types - Single group-two group-Control
  & experimental Group.
- Randomized block design
- Latin square design
- Factorial design

M.Sc.
Semester-II]
Course : IV
Statistics and Computer Application
Marks -

Practical
1. Tabulation.
2. Graphic presentation, Frequency curve, Histogram, Frequency
  Polygons, ogive.
3. Calculation of Mean, Median, Mode.
5. Correlation.

Note: Students should be give hands-on experience to use appropriate
software packages for selected statistical analyses.
Reference:

- Edwards: Experimental Design in Psychological research.
- SPSS/PC for the IBM PC/Xt. SPSS Inc.
- Goyal Mathematics statistics.
- Levin Statistics for Management.
- Yule An Introductory to the theory of statistics.
- Mood Introduction to the theory of statistics,
- Freund Mathematical Statistics.
- Nag Mathematical statistics.
- Patri Statistical Methods.
- Choundan Statistics for Business and Economics
- Singh Principal of Statistics.
- Thamligom research methodology,
- Kothari research methodology,
- Agrawal Basic Statistics.
- Sankhyaki ke mule sidhant (Hind) Or. H.K. Kapil.
  Sankhakiya vidhiya vayvhar park vigyano mai by Dr. S.P. Gupta.
  Fundamental of research Keriliger
- Anusandhan Vidhiya By Parasnath.