

ABOUT THE CENTRE

The Centre for Lifelong Learning and Extension is working since the last Five decades in the field of Continuing Education in and around Vadodara.

This Centre was established in 1971 with an objective to cater the felt needs of the society with the resources available in the University and from amongst the community. The Centre offers a wide range of Multidisciplinary short term courses ranging from fifteen days to three months and long term courses ranging from six months to one year. All the classes are coordinated only by the staff of the Centre, whereas the classes are taken by guest faculties.

Certificate of attendance will be awarded to the students, **80% attendance** is compulsory to obtain the certificate in short-term courses. For the long term course every student will require **70% attendance** to appear for the examination. The long-term courses mark sheets and certificates will be given after passing the examination. The certificates will be awarded and signed by the I/c Director of the Centre and the Vice-Chancellor of the Maharaja Sayajirao University of Baroda.

The Centre conducts the classes on self-finance basis, therefore, **the course commences only when enough number of students are enrolled**. Hence, the commencement of the course is decided at a later stage.

We, at the Centre are thankful to all who have directly or indirectly helped us over the years. We look forward to your suggestions and will try our best to incorporate them. Our motto at the centre is **“Life Long Education”**, so join us in our endeavor to educate all throughout the life span.

Website www.cle-msubaroda.com

Short Term Courses 2020-2021

No	Name of course	Fees (Rs.)	Duration	Eligibility	Page No
Ancient Indian Studies					
1	Astrology and Vastu Shastra	3000	70 days	Open for all	05
2	Spoken Sanskrit	1000	30 days	SSC pass	05
Arts and Craft					
3	Basic Interior Design	3000	30 days	Open for all	06
4	Bonsai	1500	20 days	Open for all	06
5	Creative Arts	2000	20 days	Open for all	07
6	Imitation Jewelry Making	2000	15 days	Open for all	07
Computer Education					
7	Auto Cad	4000	30 days	HSC/Dip	08
8	Autodesk Revit	4000	30 days	HSC /Dip	08
9	Computer Hardware and Networking	5000	40 days	HSC/Dip	09
10	Graphic Designing and Advertising	5000	45 days	Open for all	09
11	M.S. Office	1500	15 days	Open for all	09
12	Tally	2000	30 days	HSC/Dip	10
13	Web Graphics and animation	7000	60 days	Open for all	10
14	2D & 3D Animation	7000	60 days	Open for all	10
Personal Grooming / Self Development / General Interests					
15	Anchor- Host Announcer Workshop	1500	15 days	Open for all	11
16	Basic Photography Workshop	5000	15 days	Open for all	12
17	Beautician	3000	30 days	Open for all	12
18	Disciplinary Actions- Introduction, Do's & Don'ts	2000	15 days	Open for all	13
19	Elderly Care and their Needs	4000	30 days	Open for all	13
20	Lateral Thinking	2000	15 days	Open for all	14
21	Music appreciation and its therapeutic use	2000	15 days	Open for all	14
22	Omkar Sadhana	2000	15 days	Open for all	15
23	Personality Development	3000	30 days	Open for all	15
24	RTI [Right to Information Act.]	1500	15 days	Open for all	16
25	Training for Sweepers and Cleaners	300	15 days	Open for all	17
26	5 - S: A Japanese concept for house wives	2000	15 days	Open for all	17
Hotel /Cookery18					
27	Café and Restaurant Skills	5000	70 days	Open for all	17
28	Fancy and Healthy Cooking	2500	15 days	Open for all	18
Language Proficiency					
29	English	3000	30 days	Open for all	18
30	French	3000	30 days	Open for all	19
31	German	3000	30 days	Open for all	19
Management / Business Skills Development					
32	Entrepreneurship	4000	30 days	Open for all	20
33	G.S.T. and Customs	5000	45 days	Graduate	20
Medical / Health / Alternate Medicine21					
34	Yoga, Acupressure and Nature Cure	2500	45 days	Open for all	21

Long Term Courses 2020-2021

Sr. No	Name of course	Fees (Rs.)	Duration	Eligibility	Page No
Hotel /Cookery					
1	Food and Beverage Production	5000	6 months	SSC / Basic Knowledge of Eng	22
2	Front Office Management	4000	6 months	SSC / Basic Knowledge of Eng	23
3	Hotel Mgt. and Catering Services	10000	1 year	SSC / Basic Knowledge of Eng	24-27
Human and Social Development					
4	Earlychildhood care and Education	8000	1 year	Grad/Dip / TDCP Pass	28-31
5	Event Management	5000	6 months	Grad/ Dip	32-34
6	Human Rights	4000	6 months	HSC / Dip	35-36
7	Non-Government Organization (NGO)	4000	6 months	Grad/Dip	37-40
8	Training Day Care Personnel	4000	6 months	HSC / Dip	41-42
Management / Business Skills Development					
9	Banking	7000	1 year	Grad / Dip	43-46
10	Export and Import Management	7000	6 months	Grad / Dip	47-48
11	Financial Management	7000	1 year	Grad / Dip	49-51
12	Human Resource Management	7000	6 months	Grad / Dip	52-53
13	Industrial Purchasing and Material Mgt.	7000	1 year	Grad / Dip	54-57
Medical / Health / Alternate Medicine					
14	Health and Fitness Management	6000	6 months	HSC/ Dip	58-60
15	Hospital Administration & Management	10000	1 year	Grad/Dip/Homeo /Ayur	61-64
16	Industrial Health	25000	6 months	MBBS with MCI Registration plus 1 Year Industrial Experience or 2 Years Other Experience	65-66
17	Yoga Teacher Certificate Course	6000	6 months	HSC /Dip	67-68
Vocational Skills Development					
18	Fashion Designing	10000	1 year	HSC / Basic Knowledge of Stitching	69-71
19	Green Buildings	6000	6 Months	Engineering relevant grad or Dip with 3 years' experience	72-73
20	Interior Design	10000	1 year	HSC/ ITI / Dip.	74-70
21	Tourism and Travel	8000	1 year	HSC/ Dip	77-80

RULES

A. Admissions

1. A student is not eligible to take admission in two long term courses simultaneously [if the timings of both the courses are same] in an academic year.
2. Fees once paid will not be refunded under any circumstances for all the courses.
3. The form fees of Rs. 200/- will not be refunded even if the course does not commence.

B. Attendance / Classes

1. Classes shall be held 5 days a week (Monday to Friday) for 2 hours. Additional classes or any change in timings shall be incorporated during the session on the advice of the Asst Director.
2. Internship, Placement, Training, Field visits, Site visits, Study Tour etc. as required in any course is **COMPULSORY**. The expenditure for these is to be borne by the students, besides the fees.
3. Required submissions, project work, assignments etc. are to be **submitted to the Centre and will not be returned**. The expenditure for these will have to be borne by the students, besides the fees.
4. In a short term course, for the award of the Certificate, a minimum of 80% attendance is compulsory.

C. Examinations:

1. In case of long term courses, the award of certificate will be based on the passing of the examination, as per the following criteria:
 - i. Every student will require 70% attendance to appear for the Examination.
 - ii. Examinations will be held at the end of each Semester or year end, on completion of the course.
 - iii. Minimum 40% marks are required to pass the examination.
 - iv. Class equivalence

Distinction	:	70% and above
First Class	:	60% to 69%
Second Class	:	50% to 59%
Pass Class	:	40 % to 49%
 - v. For the course on Industrial Health, minimum 50% marks are required to pass the examination.
 - vi. A team of tabulators appointed by the I/c Director/Asst Director would compile the results submitted by the respective examiners for all the courses.
 - vii. The I/c. Director/ Asst Director is empowered to grant the grace of up to 5 marks to pass in individual papers.
 - viii. Certificate and marks sheets will be awarded to students on successfully passing the course.
2. The records of examinations, mark sheets, transcripts and certificates would be available with the Centre for the past three academic years prior to the current academic year.
3. Examination for the ex-students will be conducted only once in the consecutive year on a payment of Rs. 400/- per semester.
4. Only the students who pass the respective examination will be issued the duplicate certificates, marks sheets and transcripts subject to a payment of additional fees of Rs. 100/-
5. Students are not eligible for ST bus /Railway Concession pass.
6. Students will not be provided hostel accommodation.
7. The decision of the I/c Director of the Centre shall be final in case of any dispute or/and in a case as not mentioned above.

Short Term Courses

Ancient Indian Studies

1. Astrology and Vastu Shastra
2. Spoken Sanskrit

(1) Astrology and Vastu Shastra

Duration : 70 days
Fees : 3000/-
Eligibility : Open for all

Course Content

Astrology:

Definition of Astrology

3 Pillars of Astrology - 1 Sanhita, Ganit and Hora

Kaal Ganana

Samvatsar , Ayan, Ratus, Manth, Paksha

Panchang Gnan - Tithi, Vaar, Nakshatra, Yog, Kanan

Rashi, Gran

How to prepare Horoscope

How to examine Horoscope whether it is true or false

General prediction

Laghupurashari – Sangnadyay, Yogadyay, Dasha (Visho Hari)

Prashna Kundli

Match Making

Remedies for mala fide yogas and Grah

Vastu rules for multistoried building, town planning as per Vastu Shastra renovation or modification of building as per Vastu Shastra,

Significance and application of deities related to Vastu Mandal.

(2) Spoken Sanskrit

Duration : 30 days
Fees : 1000/-
Eligibility : SSC pass

Course Content

Alphabet

Introduction of Sanskrit Language

Introduction of Tenses

Introduction of Case, 1 to 100

Introduction of prefix & suffix

Complex sentence construction

Introduction of Gender, Time

Study of Shloka, Shloka according to Case

Letter Writing

Practical Vocabulary

Art and Crafts

3. Basic Interior Design

4. Bonsai

5. Creative Arts

6. Imitation Jewelry Making

(3) Basic Interior Design

Duration : 30 days
Fees : 3,000/-
Eligibility : Open for all

Course Content

Anthropometry
Basic Elements and Principles of Design
Basic Components of Building
Criteria for Residence Planning
Estimation and Costing of Interiors
False Ceiling and Services
Color – color wheel, color harmony, color schemes
Various types of furniture
Artifacts for different types of Interiors
Indoor and Outdoor plantation and Flower arrangement
Market survey
Primary introduction of Vastu Shastra and Vastu in Interiors

(4) Bonsai

Duration : 20 days
Fees : 1500/-
Eligibility : Open for all

Course Content

Art of Bonsai,
Historical account;
Growth of a normal plant and growth of a Bonsai plant;
Selection of plants for Bonsai;
Selection of pots;
Different styles of Bonsai,
How to give proper shape? ;
Caring for Bonsai,
Layering and grafting; Fustigation, mineral nutrition,
Use of fertilizer and pesticides;
Day to day caring of a bonsai plant, wiring, watering, repotting; Visit to a garden.

(5) Creative Arts

Duration : 20 days
Fees : 2000/-
Eligibility : Open for all

Course Content:

Glass Painting: Landscape painting on glass; Portraits;
Wall pieces with decorative items and mirror work.

Fabric Painting: Making and Drawing designs;
Color schemes on cloth; Table cloth,

Decorative Pots

Pooja thali.

Plastic Rangoli,

Toran,

Quilling

(6) Imitation Jewelry Making

Duration : 15 days
Fees : 2000/-
Eligibility : Open for all

Course Content:

Jadtar, Kundan and Crystal jewelry:

Earrings; Necklace; Bracelets; Bangles

Gamthi jewelry:

Juda, latkan,

Rani haar.

Rajasthani tika.

Choker set.

Computer Education

- 7. Auto Cad**
- 8. Autodesk Revit**
- 9. Computer Hardware and Networking**
- 10. Graphic Designing and Advertising**
- 11. M.S. Office**
- 12. Tally**
- 13. Web Graphics and animation**
- 14. 2D & 3D Animation**

(7) Auto Cad

Duration : 45 days
Fees : 4000/-
Eligibility : HSC/Dip

Course Content:

Computer Fundamentals and Operating System Commands;
Co-ordinate Systems Auto-CAD Screen / Environment; Fundamental Commands i.e. Line, Arc, Circle, Text, Array, Mirror, Erase, Trim, Extend etc;
Setting up Layers; Practice on 2D Sketches;
Dimension; Line types, line weight Blocks, WB Locks;
Printing and Plotting of Drawing;
Export and Import of Drawing

(8) Autodesk Revit

Duration : 30 days
Fees : 4000/-
Eligibility : HSC/Dip

Course Content:

Overview of AutoCAD & Relevant commands installing Revit
Creating Massing Model; Editing Walls, Floor, Roof, Door, Windows etc;
Adding Staircase - Linear, Circular, Railing Ramp etc.;;
Building an Interior and Exterior Model, Building the Model, Adding View to a Sheet,
Creating Section View,
Creating Building Components, Building Structure - Column, Beam, Brace etc.;;
Adding Realistic Details, Lighting and C camera Effects,
Adjusting Camera Angles, Rendering the Model,
Creating Walk through Animation, Area Analysis
Area setting, area plan, working with various tools

(9) Computer Hardware and Networking

Duration : 40 days

Fees : 5000/-

Eligibility : HSC/Dip

Course Content

History of Computers;
Study of Computer Parts;
Practical Assembling; Installation & Operating Systems;
Internet Operating & Settings;
Fault Finding and its solutions networking;
Projects

(10) Graphic Designing and Advertising

Duration : 45 days

Fees : 5000/-

Eligibility : Open for all

Course Content

Concept of Vector and bitmap;
Understanding of digital tools and menu;
Types and typography-logo & Stationary design,
Basic concept of image editing;
Selection and Editing of Image Layers and Special effects;
Color Concept RGB, CYMK;
Exporting and optimizing image for web.
Software: Corel Draw, Photoshop

(11). M.S. Office

Duration : 15 days

Fees : Rs. 1500/-

Eligibility : Open for all

Course Content

M. S. Word,
M. S. Excel,
M.S. Power Point

(12) TALLY

Duration : 30 days
Fees : 2000/-
Eligibility : HSC/Dip

Course Content:

Basics of Tally;
Maintaining Company Data;
Maintaining Stock details;
Inventory details in Vouchers;
Display books of account and financial statements,
Creating display and alter ledgers and group;
Creating display and alter stock group, stock item;
Cost center, Cost categories, Bank reconciliation;
Backup and restore.

(13) WEB GRAPHICS AND ANIMATION

Duration : 60 days
Fees : 7000/-
Eligibility : Open for all

Course Content

Concept of Internet & Website planning;
Lay outing page with text and motion graphics;
Understanding of layers, frames, tables and web links;
Concept of shape, motion and frame from Animation for the web;
Creating movie and projector

Software

Adobe Flash (Basic), Adobe Dream Weaver, Adobe Fireworks

(14) 2 D & 3 D ANIMATION

Duration : 60 days
Fees : 7000/-
Eligibility : Open for all

Course Content

Concept of Animation;
Understanding of stage, cast, frames and user interface (2 D);
Overview of behaviors and basics of scripting for digital presentations (2 D);
Orthographic view,
Basic 3 D structure,
Transferring and modification of 3 D object; Camera, Lights, Basics of materials (3 D)
Software: Adobe– 3 D Studio Max

Personal Grooming/ Self Development/General Interests

- 15. Anchor Host Announcer**
- 16. Basic Photography Workshop**
- 17. Beautician**
- 18. Disciplinary Actions-Introduction, Do's & Don'ts**
- 19. Elderly Care and their Needs**
- 20. Lateral Thinking**
- 21. Music appreciation and its therapeutic use**
- 22. Omkar Sadhana**
- 23. Personality Development**
- 24. RTI [Right to Information Act]**
- 25. Training for Sweepers and Cleaners**
- 26. 5-S : A Japanese concept for house wives**

(15) ANCHOR HOST ANNOUNCER WORKSHOP

Duration	: 15 days
Fees	: 1500/-
Eligibility	: Open for all

Course Content

Individuals “Quality of the voice” and Cultivation;
Training the voice: exercises in pitch, volume, inflection etc.;
Preparation of script for speech announcement,
Anchoring or hosting programmes
Effective public speaking demonstrations;
Qualities of good anchor-host-announcer,
Screening of clips as well as cassette listening;
Practice as an anchor-host-announcer for different occasions;
Recording of individual performance of the participants;
Discussion and analysis of performance for improvement;
Presentation of the outcome of course by the participants

(16) Basic Photography workshop

Duration : 15 days
Fees : 1500/-
Eligibility : Open for all

Course Content

Fundamental Concepts of Photography
Exposure triangle - Shutter speed, Aperture and iso white balance,
Understanding camera metering
Understanding focusing
Art of composition
Photography Equipment and shooting Techniques
Basics of Post Processing
Pre visualization
Live Practical
Photo Walk

(17) BEAUTICIAN

Duration : 30 days
Fees : 3000/-
Eligibility : Open for all

Course Content

Threading;
Eye brows, Upper lip, Chin, Face;
Waxing; Full Legs, Half Legs, Full Hands, Half Hands, Under Arms,
Face; Bleaching;
Facials depending on different skin types;
Hair Cuts Simple Trimmings, Straight cut, U-shape, Blunt cut, Step cut, Baby cut etc.;
Hair Treatment;
Hair oil massages, dandruff treatment, Henna treatment, Hair coloring;
Bridal Make up;
Party Make up;
Hair styles;
Manicure;
Pedicure;
Beauty tips.

(18) Disciplinary Actions- Introduction, Do's & Don'ts

Duration : 15 days
Fees : 2000/-
Eligibility : Open for all

Course Content:

Disciplinary action procedures
Adhering to principles of natural justice
Non judgmental attitude
Impartial and fair dealing
Nuances in dealing with subject and its sensitivity
Mock trials

(19) Elderly Care and their Needs

Name: Elderly care and their Needs

Duration: 30 days

Eligibility: Open for all

Course content

India's changing population landscape

Effect of aging:

Cardiovascular system,
Digestive system,
Nervous system,
Vision, Hearing, other sensory impairments
Memory,
Cognition,

Social factors

Changing family structure,
Lack of social support,

Financial factors

Lack of steady income after retirement
Low savings,
Rising cost of health and other commodities,

Learning to care for the elderly

Personal hygiene,
Safety precautions,
Monitor Diet and Medication,
Whom to contact during an emergency
Exercises,
Planning Recreational activities and outings

Field experiences at old age homes, rehabilitation centers'

(20) Lateral Thinking

Duration : 15 days
Fees : 2000/-
Eligibility : Open for all

Course Content:

Difference between vertical and lateral thinking
Its importance in day to day life
Benefits of acquiring skills of lateral thinking
Out of Box thinking

(21) Music appreciation and its therapeutic use

Duration : 15 days
Fees : 2000/-
Eligibility : Open for all

Course Content:

Sound – Characteristics of sound
Understanding Intensity, loudness, pitch, amplitude, timbre
Different ways of generating sound
Music - History of music
Musical and non musical sound
Naad, swara, saptak
Fundamental elements of music
Various styles and forms in music
Musical note, phrase, thaat, raga
Connect between overall health and music

(22) Omkar Sadhana

Duration : 15 days
Fees : 2000/-
Eligibility : Open for all

Course Content:

Practical Omkar chanting
Bij mantras
Sound and music for health
Practical exercises

(23) PERSONALITY DEVELOPMENT

Duration : 30 days
Fees : 3000/-
Eligibility : Open for all

Course Content

Communication - the process and principles, types of communication, communicating and listening,
Public speaking, Group discussions
Making resumes, giving Interviews,..
Body language
Personal Grooming and Personal hygiene..
Manners and Etiquette
Time management
Johari window
Transactional analysis

(24) RTI [RIGHT TO INFORMATION ACT]

Duration : 15 days
Fees : 1500/-
Eligibility : Open for all.

Course content:

Detailed study of relevant sections of RTI
Objectives of RTI
Applicability of RTI
Legal and Social aspects
Process and proceedings of RTI-practical approach

(25) Training for Sweepers and Cleaners

Duration : 15 days
Fees : Rs. 300/-
Eligibility : Open for all.

Course Content:

Personal Hygiene

How to develop a daily hygiene routine and Personal grooming
Daily bath, care of hands, nails, skin, hair and other body parts
Care of clothing-washing clothes daily, wearing clean clothes
Separate uniforms during cleaning

Housekeeping

Private residences, Hotels, Guest houses, Hospitals, Railways, Industries and Public Areas
Daily cleaning, periodic cleaning and spring cleaning
Pest control and eradication

Safety: Fire preventions, prevention of accidents, health and hygiene

Cleaning Equipments and Cleaning Agents

Standard cleaning methods and procedures
Uniform to wear during cleaning– shoes, gloves, caps, masks, napkins
Broom sticks, cloth for swopping, buckets, mugs
Soaps, cleaning agents, disinfectants
Garbage bags and cans, plastic bags

Process of actual cleaning

Sweeping, swopping, collecting garbage from homes, roads
Disposing the garbage
Cleaning the equipment used
Cleaning self after the work is done

Sorting of garbage

Wet garbage, dry garbage, medical garbage
Disposable garbage – food, paper etc
Garbage for burning
Plastics, metals and other materials

E Waste

What is E WASTE? - Uses of E Waste
Donation, Recycle

Occupational Health Hazards and Basic First Aid

Different types of occupational injuries (injured while on job)
Report to the concerned authority in order to avoid any further infection to self or others
Preventive measures

Interaction with guests, public and co-workers

Self introduction and introduction of co-workers
Inform about the work you will do and what work they expect from you
Request them to keep garbage at a particular place and not to spill or throw anything outside

Leadership Qualities

Personality traits
Initiative and Organization in work
Assigning duties, Supervision of over all work
Completion of work, Feedback from people and co-workers

(26) 5 - S: A Japanese concept for house wives

Duration: 15 days
Fees : Rs. 2000/-
Eligibility : Open for all.

Course Content:

Japanese scientific way of workplace management
Total quality management
Neat, clean and tidy workplace, safety, space and time saving
5-S – objectives, method, benefits

Hotel / Cookery

27. Cafe and Restaurant Skills

28. Fancy and Healthy Cooking

(27) Cafe and Restaurant Skills

Duration : 70 days
Fees : 5000/-
Eligibility : Open for all

Course Content :

Introduce about course PPT Café /restaurant
Licenses for café and Restaurant PPT Café /restaurant
How to start up PPT Café /restaurant
How to Use? What is POS?
How to Use bank swipe card Machine?
Cashier Duties Front Area
Front Staff Duties Front Area
Stock Maintain for front area
Kitchen Staff Duties
Menu Making & Food Costing
Up- Selling & Team work Café /restaurant
Safety Program
Café and Restaurant equipment list
How to use and clean the equipment?
How to present food?
Stock where to order and minting book
Sandwiches & Wraps Making
Italian Food, Mexican Food
Breakfast Kitchen Area Kitchen Area
Various type of Tea and Coffee
Various type of thick shake, Salad Making
Deep fry items
Indian fast food, Dessert making
Creating New Dishes

(28) Fancy and Healthy Cooking

Duration : 15 days
Fees : 2500/-
Eligibility : Open for all

Course Content :

Punjabi: Different types of gravies and pulaos

Chinese: Soups and Spring Rolls

Rice and Noodles

Manchurian- wet and dry

Sandwiches: 5 types of sandwiches

Language Proficiency

29. ENGLISH

30. FRENCH

31. GERMAN FOR BEGINNERS

(29) ENGLISH

Duration : 30 days
Fees : 3000/-
Eligibility : Open for all

Course Content

Word Power

Routine words, Phrasal verbs, Idioms and Phrases

Grammar

Tenses, Auxiliaries, Articles, Speech - Direct/Indirect, Voice - Active / Passive, Interrogative Sentences, Common errors and how to avoid them.

Pronunciation/ Intonations

Speaking Activities, Individual speeches, Group discussions, Extempore speeches, Individual/group presentations.

Writing Skills

Letter writing, Punctuations and capital letters

Additional inputs

Basics of communication, General etiquette and manners, Telephone and e-mail etiquette

Word lists, Idioms/Phrases, Synonyms and antonyms

Methodology

Group discussions, Presentations, Role play, Skit, Debates, Audio and Visual Sessions, Story Telling.

(30) FRENCH

Duration : 30 days
Fees : 3000/-
Eligibility : Open for all

Course Content

Articles: Definite & Indefinite;
Verbs: Conjugation and classification;
Objective: of main types; Nouns; Pronouns; Prepositions;
Months, Days, Numbers, Colors, Time etc.;
Sentence formation: Affirmative, Interrogative and Negative; Basic conversation;
Countries: Nationalities, Professions etc.

(31) GERMAN FOR BEGINNERS

Duration : 30 days
Fees : 3000/-
Eligibility : Open for all

Course Content

Articles und Plural for men, W-fragen
Nummers und Zahlen: Ja, Nein und Doch
Verben; Praesens, Pervekt, Praeteritum (haben, sein und werden) und Modalverben
Personal - und Possessivpronomen
Reflexiv- und Praepositionen
Adjektivendungen
Nebensaetze
Allegemeine Fragen : Landeskunde der deutschsprachigen Laender
Recommended Book - Themen Aktuell I (entire set), Deutsch als Fremdsprache I A (entire set)
Dictionary - (English-German, German-English)

Management / Business Skills Development

32. Entrepreneurship

33. G.S.T. And Customs

(32) ENTREPRENEURSHIP

Duration : 30 days
Fees : 4000/-
Eligibility : Open for all

Course Content

Meaning and definitions of, entrepreneurship
Personal SWOT Analysis
Common Mistakes when starting a business
Opportunity Recognition
Market Research and Assessment
Location Filter
Financial Plan
Pricing the product
Business Ethics
Break Even Analysis
How to write a Business plan
Financial Planning for the business
Promotional Planning
Sales Promotional Tools

(33) GST AND CUSTOMS

Duration : 45 days
Fees : 5000/-
Eligibility : Graduate

Course Content:

Concept of indirect Taxation
Overview of Central Excise
Overview of Service Tax
Overview of Customs
Introduction to GST
Levy and collection of GST
Registration under GST (Theory as well as practical)
Supply, time and value of Supply, Input tax credit
Invoice / Debit note and Credit note
Returns and Filing of returns (Theory as well as practical)
Place of supply of goods and services
Valuation under GST, Import and Export under GST
Audit and Assessment
Duties of Customs, Valuation in Customs
Procedures of Export and Import, Export Promotion Schemes

Health/ Alternate Medicine

34. Yoga Acupressure and Nature Cure

(34) YOGA, ACUPRESSURE AND NATURE CURE

Duration : 45 days
Fees : 2500/-
Eligibility : Open for all

Course Content

Yoga

Developing vitality through yogic exercise,
Yogic exercises through music,
Relieving of mental stress through yoga,
Methods of promoting yoga
Dietary modifications

Acupressure 1

Acupressure for fitness, addictions, pain and common ailments

Nature Cure

Fundamental knowledge of nature cure,
Treatments in nature care: Hydrotherapy, mud therapy, massage,
Food in nature cure
Common Symptoms of poor health
Different diseases,
Fast therapy,
Introduction to human body. Digestive system, respiratory system, metabolism, the endocrine organs, the reproductive system, the autonomous nervous system

Long Term Courses

Hotel / Cookery

1. Food and Beverage Production

2. Front Office Management

3. Hotel Management and Catering Services

{1} FOOD AND BEVERAGE PRODUCTION

Duration : Six Months

Fees : 5000/-

Eligibility : SSC/Basic Knowledge of English

The course provides understanding, skills and professional knowledge about the art of cooking to help develop the creative ability of those interested in taking up careers in kitchens. The course is essentially for a target group comprising House Wives, Caterers, Cooks and Students who want to make a career or are interested in understanding and learning cooking.

GENERAL OUTLINE

Paper I: Theory 100 Marks

Paper II: Cookery Practical 100 Marks

Paper III: Training in Hotel 100 Marks

Note: Fifty marks for internal tests/assignments

DETAILED SYLLABUS

Paper I: Theory

Aims and objectives of cooking food;

Basic Hygiene;

Culinary Terms; Personal Hygiene for food handlers;

Methods of cooking foods;

Cleaning the kitchen & equipment

Fish, Poultry; Meat,

Pulse cookery;

Soups;

Kitchen Management;

Pest Control; Closing down the kitchen

Paper II: Cookery Practical

Different cuisines

Paper III: Training in Hotel

(2) FRONT OFFICE MANAGEMENT

Duration	: Six Months
Fees	: 4000/-
Eligibility	: SSC/Knowledge of English

The objectives of the Front Office Management course are to provide guidance to those who are interested in taking up a career as a Receptionist. It aims to provide understanding and professional knowledge about the communication skills and handling of customers. It includes practical training in hotels.

GENERAL OUTLINE

Paper I: Theory: 100 marks

Paper II: Training in Hotels 100 marks

Note: Fifty marks for internal tests/Assignments for paper I

DETAILED SYLLABUS

Paper I: Theory:

Task Units

Using the English language and/or other customers related foreign language; Preparing for work; Caring for customers; Using the Telephone Welcoming guests to the hotel; Checking in guests and selling rooms; Issuing and controlling room keys; Showing guests to their rooms; Dealing with guest enquiries; Handling mail and messages Using the public address system; Arranging safe custody of valuables; Handling complaints; Basic first aid & responding to emergencies; Checking out guests; Arranging departments and see guests off Handing over at the end of a work shift; Hotel Management Chart

Paper II: Training in Hotels

(3) HOTEL MANAGEMENT AND CATERING SERVICES

Duration	: One Year
Fees	: 10000/-
Eligibility	: SSC/Knowledge of English

The course in Hotel Management and Catering Services is designed for students who want to work in the Hospitality field. The course is meant for those who want to pursue a career in service industry, aspire to be entrepreneurs and those who are running their own catering business or own restaurant.

GENERAL OUTLINE

SEMESTER I

Paper I	Communication & Personal Grooming	100 Marks
Paper II	Food Production & Cookery	100 Marks
Paper III	Front Office Management	100 Marks
Paper IV	Housekeeping & Interior Decoration	100 Marks
Paper V	Food and Beverage Services	100 Marks

SEMESTER II

Paper I	Laws Governing Hotel Industry	100 Marks
Paper II	Catering Management	100 Marks
Paper III	First Aid	100 Marks
Paper IV	Food Science & Nutrition	100 Marks
Paper V	Hotel Accounting and Financial Management	100 Marks
Paper VI	Practical Training in Hotel	100 Marks

Note: Fifty marks for internal tests, assignments, COOKING PRACTICALS

DETAILED SYLLABUS

SEMESTER 1

Paper I: Communication and Personal Grooming

Posture & body language;

Communication: Definition and Meaning of Communication;

Importance of Communication Skills;

Types of Communication - Verbal, Non-verbal;

Visual aids & equipment;

Group discussions, Meeting and Talking with people in different situations

Public Place, Formal Functions, Interview etc;

Speaking on Telephone/ Mobile

Personal Grooming and Personal Hygiene

Etiquettes and Manners

Gestures - Eye Contact & Expressions;

Knowing you strengths & weaknesses

Paper II: Food Production & Cookery

Aims & Objectives of Cooking Food;
Cooking Materials; Methods of Cooking
Food Preparation of Ingredients;
Spices used in Western & Indian Cookery;
Soups; Fish; Meat; Poultry;
Sauces,
Pulse Cookery;
Western Culinary terms;
Work methods in Food Preparation

Paper III: Front Office Management

Personal hygiene;
Effective communication;
Using customer related language;
Front office systems, registration
Caring for customers; Sales techniques and product knowledge
Dealing with general inquiries;
Handling mail and messages;
Arranging safe custody of valuables;
Handling complaints;
Preparing for work; Check in guests and selling rooms; Using Public address system;
Hotel Management Treats

Paper IV: Housekeeping and Interior Decoration

Introduction to Hotel Industry, different departments & how housekeeping correlates with the other departments;
Objectives and importance; Organization chart with functions of House-keeping staff;
Guest relations;
House keeper's personality traits, educational requirements, staffing, interviewing and hiring;
Cleaning equipments and clearing agents; Standard cleaning methods, procedure, manuals and work cards; cleaning routine of any hotel:
Daily cleaning; Periodic cleaning & spring cleaning of guest rooms and public areas,
Pest control and eradication
Room status system: Functioning & importance
Safety: Fire preventions, prevention of accidents, health & sanitation
Linen Room: Management activities, Purchase of linen; Linen storage Controls & precautions
Employee check in areas; Key, control, lost & found;
Serving room: Laundry-Stain removal, Laundering procedure for various fabrics

Flower Arrangements

Conditioning of plant material; Types and occasion of arrangements;
Arrangements to suit various sites and occasion in hotel;
Guest room inspection;
Contract cleaning – Advantage & disadvantage

Interior Design & Decoration

Managing of Design; Principals of Art & Design;
Texture & their effects
Maintenance of carpets & rugs, their Lighting enlargements; selection,
Care & Maintenance; Landscaping Architecture

Paper - V: Food & Beverage Services

Staff Organization

Principal Staff; Qualifications; Duties and Responsibilities; Dress Code

Waiters; Definition; Job Description; Attitudes/Skills

Organization of Spaces

Kitchen Space; Storage Space; Service Area; Types of Covers/Rules for laying a table

Restaurant Services

Restaurant misc en place; Room Service; KOPT (Kitchen Order Ticket); Types on Menu

SEMESTER II

Paper I: Laws Governing Hotel Industry

Legal requirement in Hotel Business;

Rent Control acts governing hotels/Lodging houses;

Laws of Insurance - types; Course available to hotel and catering industry;

Industrial Law; Shops and Establishment act;

Laws of Contract - essential elements of a valid contract, formation of a contract.

Labor Laws

The Trade Unions Act;

The Workmen's Compensation Act;

Bonded Labor Abolition Act; Equal Remuneration Act; Payment of Wages Act Payment of Bonus Act; The employee's Provident Fund Act

Legislation regarding Hotel Industry

The urban and ceiling act; Sales Tax; Luxury tax Expenditure tax; the hotel receipts tax Act

Paper II: Catering Management

Principles & Functions of Catering Management

Management of Resources

Money; Space; Materials; Equipment; Staff; Time; Energy; Procedure

Organization of Spaces

Kitchen Spaces; Storage Spaces; Service areas

Equipment

Selection of Equipment; Care & Maintenance of Equipment

Food Purchasing

Food Buyers; Buying Food; Open Market Buying Formal Buying; Negotiated Buying; Wholesale Buying; Purchasing & Inventory

Food Costing

Calculating daily food Cost; Establishing standard recipes & Determine menu item setting prices; Portion sizes

Menu Planning

Why Menu plans / basic important factors; The situation; The customer; Writing menus Types of menus

Paper III: First Aid

General Principals of First Aid

Aims of first aid; Scope; Diagnosis;
Rules of first aids;
Treatment;
Structure & functions of human body;
Dressing & bandages;
Suffocation & artificial respirations;
Burns & Scalds; Poisoning
Misc. Conditions; Approach to a casualty;
Handling & transport of injured person;
Equipment: Contents of first aid box

Paper IV: Food Science & Nutrition

Importance of Food Science and Nutrition;
Nutrients - its sources, deficiencies, preliminary signs and symptoms;
Food Pyramid, Food Groups and Balanced Diet;
Recommended Daily Allowance (RDA) and Calculation of Nutritive Value;

Therapeutic diets

Diabetes; Obesity; Hypertension; Fever;
Soft Diet; Semi Soft Diet; Liquid Diet;
Different cooking methods and its effect on Nutrients;
Basic food preservation;
Food adulteration;
Food borne Diseases
Food Safety and Health

Paper V: Hotel Accounting and Financial Management

Theory & mechanics of double Accounting for cash - entry system;
Accounting for purchases, Accounting for sales;
Preparation of Final Accounts (including Guests' Ledger);
Interpretation of Accounts (Ratio Analysis);
Functions of a Financial Manager;
Sources of Finance (short term & long term);
Concept of Time, value of money;
Accounting machine & their importance in hotel;
Hotel statistical information business;
Night audit (basic idea);
Basic principles of Machine a/c. in hotel business;
Introduction to Hotel accounting, special characteristics of departmentalization of Hotel Revenue;
Visit Tabular Ledger/Hotel Guest accounting

Paper VI: Practical Training in Hotel

Human and Social Development

- 4. Early Childhood Care and Education**
- 5. Event Management**
- 6. Human Rights**
- 7. Non-Government Organization (NGO) Governance**
- 8. Training Day Care Personnel**

(4) EARLY CHILDHOOD CARE AND EDUCATION

- Duration** : One Year
Fees : 8000/-
Eligibility : Graduate/Dip./TDCP

This course caters to the growing needs for early childhood education professionals in various balwadis, schools, welfare programmes of government and voluntary agencies. It helps the students acquire necessary knowledge and skills for working with children, preparing play/educational materials and dealing with children from all strata of society. It provides an in-depth theoretical and practical knowledge and includes field visits, project work and training in schools.

GENERAL OUTLINE

SEMESTER I

Paper I	Child Development	100 Marks
Paper II	Activities for Children	100 Marks
Paper III	Early Childhood Education	100 Marks
Paper IV	Management of ECCE Centre	100 Marks

SEMESTER II

Paper I	Children with Special Needs	100 Marks
Paper II	Parent and Community Involvement	100 Marks
Paper III	Workshop - Field Work	100 Marks
Paper IV	Training in Schools.	100 Marks

Note: Fifty marks for internal tests, assignment projects work and field visits.

DETAILED SYLLABUS

SEMESTER-I

Paper I: Child Development

Understanding Children in Indian Context

Who is a child?

Research Methods;

Historical perspective;

Observation; A brief overview of Child Development;

Case Study; Interview; Questionnaire

Defining growth and development

Principles of growth and development;

Theories of Child Development

Developmental Stages in Life Cycle & its characteristics

Stages of Pregnancy;

Parental Diagnostic techniques;

Stages of Labor

Development in various Developmental Stages

Physical - Motor, Psychosocial, Emotional, Language, Cognitive Development;

Prenatal Stage, Infancy; Preschool years;

School age/ Middle Childhood;

Adolescence

Current trends and issues in field of Child Development

Children's rights, Pressure free education

Paper II: Activities for Children

Introduction to Play

What is play? Stages of play;

Values of play; Guidelines in selecting developmentally appropriate play

Art Activities

Art and the young child;

Developmental stages of art; the value of art;

Types of art activities, Criteria for selection of materials: Role of Adult/Teacher

Music and Movements

Music and the young child;

Aspects of music experiences; Values of music;

Role of accessories, Role of Adult/ Teachers

Creative Drama

Values of drama; Role of accessories; Role of Adult/Teacher

Science Activities

Science for young children; Activities and experiences in preschool;

Classroom environment, Role of Adult/ Teacher

Math Activities

Cognitive development - brief overview;

Piaget's theory;

Development of basic cognitive skills

Formation of basic concepts;

Principles of teaching mathematics;

Classroom environment Role of Adult/Teacher

Social Studies

Concepts in social studies; Role of Adult/Teacher

Paper III: Early Childhood Education

Significance and Goals of ECCE

Present status of young children in India;

Significance of early childhood years

Need for ECCE; Goals of ECCE;

Preschool programmes;

Overview of different types of programmes currently offered,

Balwadi, Anganwadi, Nursery School, Kinder garden, Mobile crèches, Day Care Centers

Historical Overview of ECCE

Rousseau, Pestalozzi, Froebel, Dewey, Montessori;

International trends;

Indian Philosophers, Tagore, Gijubhai Badheka, Gandhiji

Curriculum

What is Curriculum?

Sources of Curriculum;

Developmentally and culturally appropriate curriculum;

Approaches to curriculum;

Programme models; Montessori Reggio Emilia

Paper IV: Management of ECCE Centre

Concept of Management

Concept of Management, goal orientation, organization, coordination of activities,

Record keeping, supervision, monitoring and evaluation, reporting.

Programme planning

Approaches to learning;

Principles of programme planning;

Balance between individual and group activity, indoor and outdoor play,

Quiet and active play, guided and free activities;

Factors influencing programme planning;

Formal versus non-formal approach;

Integrated learning approach; Short and long term planning;

Programme's goals and objectives;

Scheduling; Qualitative Programmes.

Infrastructure

Place, building, space-indoors and outdoors,

Facilities for indoors and outdoors, garden, play ground, storage, maintenance

Materials; Manipulative; Block;

Art; Science; Language

Roles and responsibilities of ECCE personnel

Types of personnel;

Recruitment; Competencies (Knowledge, skills etc.);

Qualities of a Good Teacher

Assessment and Evaluation of Teachers, Children, Programmes

SEMESTER II

Paper I: Children with Special Needs

What is Special Education; who are Special Children;

Terminologies and basic concepts

Disability, Impairment and Handicap

Definitions, prevalence, causes, assessment, psychological & behavioral characteristics, educational considerations and early intervention

Mental retardation;

Learning disabilities;

Emotional or Behavior disorders;

Communication Disorders;

Hearing Impairment; Visual Impairment;

Physical Disabilities;

Special gifts and talents;

Role of Teachers, Parents and Family;

Helping parents cope;

Trends and issues in the Field

Paper II: Parent and Community Involvement

Need and importance of Parent Education and Involvement

Parenting, parent child relationship,

parent education, parent involvement, community education;

Need and importance of parent education for building better home school relationship;

Different kinds of parent education programmes and roles parents can play as participators and planners of programmes, as advisors, volunteers and resources person.

Ways and means of parent contact

Effective parenting through guidance and partnership with parents;

Importance and conduct of parent teacher conferences, parents meetings, newsletters and resource centers for parents

Community education and involvement

Concept of community and community education;

Types of community (rural, urban slums etc.);

Physical and social structures, family, religion, education, value and economic systems

Characteristics and needs of community;

Child guidance clinics, day care services, community development centers; Community involvement;

Principles of community involvement; Obstacles to community involvement

Planning, implementing and evaluation of parent education programmes

Ways and methods of planning programmes;

Evaluation of parent programmes and parent involvement

Communication

Meaning and importance of communication;

Appropriate methods and techniques of communication; Lectures, demonstration, role play, posters, group discussion, games;

Approaches for communication, individual, group and mass media

Paper II: Workshops / Field Work.

Paper IV: Training in Schools.

(5) EVENT MANAGEMENT

Duration : **Six Months**

Fees : **5000/-**

Eligibility : **Graduate /Dip.**

The course on Event Management is designed for people who are interested in pursuing a career in the entertainment industry, service industry, marketing personnel and anybody aspiring to run a business in advertising, public relations and event management.

GENERAL OUTLINE

Paper I Communication and Personal Grooming/Introduction to Events Management 100 Marks

Paper II Type of events-Private & Family functions, 100 Marks

Paper III Corporate, Social and Public Events (Campaigns) 100 Marks

Paper IV Financial Aspects and Budgeting 100 Marks

Paper V Printing & Documentation/Designing and Visual Communication 100 Marks

Paper-VI Event Organization/Practical training 100 Marks

Note: Fifty marks for internal tests, assignments, project work & Field Work.

DETAILED SYLLABUS

Paper I: Communication and Personal Grooming / Introduction to Event Management

Definition & Meaning of Communication; Communication Skills;

Types of Communication;

Public Place, Formal Functions, Interview etc; Speaking on Telephone/ Mobile.

Barriers of Communication,

Communication Channels & Visual Aids

Personal Grooming

Posture & body language;

Etiquettes and Manners,

Gestures - Eye Contact & Expressions;

Personal Hygiene dressing appropriately

Knowing your strengths & weaknesses

Interviews, writing resume,

What is Event Management,

Different types of Events?

Event Management as a Career;

Paper II: Private and Family functions, working with VIPs

Events and Planning

Event - Planning & Managing;

Sponsorships Marketing & Publication; Execution;

Practical: Observe any function or event in the light of the above and prepare a report on it.

Prayer/Condolences Meeting and religious functions;

Fun Fairs/Festivals (Like Navratri);

Family functions & Marriages;

Erection of Pandals /Stalls in open area - grounds;

Inviting a VIP - Working with VIPs;

Special Arrangements;

Practical:

Submit a report on any family function from planning to execution (preferably one you attended)

Contact a local dignitary - meet and prepare a report in form of interview.

Paper III: Corporate, Social and Public Events (Campaigns)

Kinds of Corporate Functions; Planning of Seminars, conferences and training;

AGMs/Felicitations/ Awards/Farewells/Press conferences & Social Gatherings;

Exhibitions, Industrial tours, Product launches, Dealer's meet etc.

Public awareness campaign as a Social Responsibility;

Propagating the course and role of NGOs;

Creating awareness for social upliftment (Govt. Programmes);

Fund raising events and their logistic management;

Practical:

Arrange to attend any such function and submit an observation of the arrangements required and man power deployment; Contact an NGO and prepare a report on any of their 'Event'. Also submit photographs; and available literature/pamphlets etc.

Paper IV: Financial Aspect and Budgeting.

Cost Sheet

Direct or Indirect Costs, Fixed Costs

B.E.P. (Break Even Point) as applied to Event Management Budget

Making the budget,

Fixed and Variable Costs,

Cost Benefit Analysis

Cost Classification

Direct or Indirect Costs,

Unique on Standard Costs,

One time or Recurring Costs;

Long Opportunity Costs;

Contingency

Cash Flow Analysis

Paper V: Printing & Documentation/Designing and Visual Communication

Printing Invitations & Publicity Material;

Ensuring and Co-coordinating Media Coverage;

Writing Speeches & Reports; Documentation

Practical: Create and submit a 4 pages brochure to publicize the services of an Event Management Company run by you.

Designing a Concept for a Event

Knowing newer media of Advertisement and Promotional Activities;

Designing Advertisement for Print Media;

Knowing different types of print media advertisement sizes;

Designing Banners, Posters and Invitation cards for an Event;

Using Designing Software i.e. Adobe Photoshop and Coral Draw;

Practical: Preparing animated presentations and promotional advertisement using; Adobe Flash.

Paper VI: Event Organization / Practical Training.

(6) HUMAN RIGHTS

Duration : Six Months

Fees : 4000/-

Eligibility : HSC/Dip.

This Course is for those who want work in Non Government Organizations, Government Organizations, Research Projects and Welfare Agencies. It is also helpful to teachers and other professionals and para professionals. It deals with various human rights, inclusion of Human Rights in curriculum and awareness programmers for rural and urban population. The course involves field work and project work.

GENERAL OUTLINE

Paper I	Concept and Historical Development	100 Marks
Paper II	Universal Declaration of Human Right (UDHR)	100 Marks
Paper III	Human Rights and Vulnerable Groups	100 Marks
Paper IV	Legislative Frame Work/Judicial Approach	100 Marks
Paper V	RTI [Right to Information]	100 Marks
Paper VI	Project Work/Field Work	100 Marks

Note: Fifty marks for internal tests, assignment project work and field visits.

DETAILED SYLLABUS

Paper I: Human Rights

Meaning, Nature and Scope

Concept and Historical Development

Importance of Human Rights

Human Rights and the Indian Constitution

Human Rights in the present Context

Inclusion of Human Rights in the Curriculum

Paper II: Universal Declaration of Human Rights (UDHR)

International Convenient on Civil & Political Rights (ICCPR)

International Covenant on Economic, Social, and Cultural Rights (ICESCR)

Convention on the Elimination of all Forms of Discrimination against Women (CEDAW)

Convention against Torture and Other Cruel in Human

Convention on the Rights of the Child (CRC)

Slavery Convention and protection of the Rights of all migrant workers

Paper III: Human Rights and Vulnerable Group

Children

Women

Elderly

Refugees and migrants

Disabled people

Prisoners

Minorities

Paper IV: Legislative Framework / Judicial Approach

Constitutional Guarantees and relevant provisions;

Personal laws (Hindu Marriage Act etc.)

Criminal Laws

Enforcement and relevant case,

Foreign Decision

Role of NGO and other interested groups

Paper V: RTI [RIGHT TO INFORMATION ACT]

Detailed study of relevant sections of RTI

Objectives of RTI

Applicability of RTI

Legal and Social aspects

Process and proceedings of RTI-practical approach

Paper VI: Project Work/Field Work

(7) NON-GOVERNMENT ORGANIZATION (NGO) GOVERNANCE

Duration	: Six Months
Fees	: 4000/-
Eligibility	: Graduate /Dip.

The course will enable the students to start their own NGOs / GOs as well as train them to work in any kind of organization which is involved in community outreach programmes and activities at rural and urban levels. It gives an insight into all the aspects of an NGO. The course involves field work, project work and training in an NGO.

GENERAL OUTLINE

Paper I	Definition and Formation of NGO	100 Marks
Paper II	Management and Governance of NGO	100 Marks
Paper III	Personnel Management / Law Assisting NGOs	100 Marks
Paper IV	Funding / Financial Management	100 Marks
Paper V	Field Work and Project Proposal	100 Marks

Note: Fifty marks for internal tests, assignments, project work and field visits.

DETAILED SYLLABUS

Paper I: Definition and Formation of NGO

What is an NGO?

Definition, Types of NGO

Range of NGO Activities

Responsibilities in an NGO, Roles of NGOs

Skills necessary for an NGO

Voluntary Organization (VO)

Objectives, Eligibility conditions

Types of Activities, Indian Scenario

Formation of NGO

Memorandum of Association

Formation of Memorandum of Association

Guidelines for drafting of Memorandum of Association

Registration of Society

Globalization and liberalization and its impact on the role of NGOs

NGO movements in other Countries

Advocacy

Tools for advocacy, Policy formulation,

Agencies providing inputs to policymakers

Role of media in social welfare

Types of media, Media campaign,

Impact of media, Effects of media in society

Human Rights

Concept and Significance, Human Rights and the Indian Constitution

UN Covenants in Human Rights, Different Human Rights

Right to Information Act [RTI]

Detailed study of relevant sections of RTI

Objectives of RTI, Applicability of RTI

Legal and Social aspects

Process and proceedings of RTI-practical approach

Paper II: Management and Governance of NGO -Managerial Communication Skills

Management of Principles

Concept and meaning, Steps in Management

Applicability of Management principles to NGO

Constituting an NGO Board

Board Functions, Mandate and working methods

Qualification and criteria for section

Composition of a Board, Length of term/Cessation of Appointments

Governing Body

Good Governance, Minimum Members of the Governing Body

Appointments and Term of office, Trustees of the property of Society

Statutory Duties of Governing Body

Setting up NGOs by – Laws

An NGO Approach to solving community problems

Rights and Liabilities of Members to pass the Resolutions

Status of Members, Definition of a Member

Admission as members

Rights, Liabilities, Resolutions

Basic Concepts of Communication

Principles of good communication-written and oral communication

Correspondence- official letters, Memos, Notice, Circular, etc

Writing CV and preparation for job interviews

Social Marketing

Concept and importance;

Application in addressing social issues

Promoting social development

Paper III:

Personnel Management /Laws Assisting NGOs

Personnel Management

Personnel Management

Relevance of HRM in NGO section

Human Resource Planning

Concept, steps and methods

Job analysis, job description and job specification

Recruitment, Selection & Placement

Compensation Remuneration, Social Security benefits

Performance Management Systems - Concepts, methods and outcome.

Career Planning - job rotation, job enlargement and job enrichment

Law Assisting NGOs

Voluntary Action and civil society

Concept of civil society,

Role of civil society in social change,

Civil society movement in India

Constitution of India,

Child Welfare,

Women's Welfare;

Old age persons,

Mentally insane persons,

Consumer Rights,

Human Organs Trade,

Human Rights,

Narcotics and Drugs,

Cruelty to Animals,

Wild Life and Environment,

Scheduled Caste and Scheduled Tribes,

Prisoners,

Legal Assistance of Poor,

Public property,

Right to Information Act, 2005

NGOs and Public Interest Litigation (PIL)

Public Interest Litigation (PIL),

Objectives of PIL,

Constitutional Provisions,

Manner of filing PIL,

Important points to remember,

Role of Voluntary agency in promoting PIL

Paper IV: Funding / Financial Management

Funding

Funding of NGO Operations (from Indian and Foreign Sources)

Internal Sources: External Sources, within Indian, Outside India (Foreign Sources),

Eligibility Conditions,

Application for Financial Assistance,

Terms & conditions of Grant-in-Aid from Govt

Grant-in-Aid from Foreign Agencies,

Foreign Contribution,

Operation of bank Account in respect to Foreign Funds covered Under FCRA.

Fund Raising Techniques,

Introduction,

Fund requirements and types of Funds (donors management, membership, donations, grants)

Understanding the role of funding agencies

Various government schemes,

Techniques and sources of fund raising Sustainability,

How to apply for grants,

Fund raising software

Partnership Building

Understanding concepts of partnerships

Role of partnerships,

Techniques, value and benefits of developing and maintaining partnerships, types of different partnerships,

Making best use of corporate social responsibility, Govt. Partnerships,

Cataloguing schemes and programmes of ministries/aid agencies etc

Networking, lobbying and advocacy

Transparency, accountability and reporting

Financial Management

Opening a Bank Account, Maintenance of Accounts

Statutory requirements, counting period

Type of Accounts, Basic Principles of Accounting

Audit

Meaning of Statutory Audit, CAG Audit,

Accounting Standards - Compliance

Income - Tax Exemption for NGOs

Taxation of NGOs, Income of NGOs,

Tax Exemptions for NGOs, Tax Exemptions U/s 11 and 12,

Amount of Exemption,

Income applied to Charitable Trust,

Cancellation of Registration,

Maintenance of Accounts and Audit, -

Investment of Trust Funds in Specified Modes or forms of Deposit,

Loan to other Charitable Trust/Institution

Approval for Deduction u/s 80G

Donation Eligible for Deduction,

Conditions for Deduction

Paper V: Field Work and Project Proposal

(8) TRAINING DAY CARE PERSONNEL

Duration	: Six Months
Fees	: 4000/-
Eligibility	: HSC/Dip.

This course helps in setting up a Day Care Centre / Play Centre and running it effectively. The students get acquainted with the objectives of Child Development, programmes for young children and necessary knowledge and skills for working with children. The course enables the students to become aware of the steps involved in establishing a day Care Centre i.e. place, location, building, material, resources, staff etc. It involves field visits, project work and internship in a Day Care Centre

GENERAL OUTLINE

Paper I Understanding Children and their Development	100
Paper II Care and Education of Young Children (Focus on Infancy)	100
Paper III Infant Development, Stimulation & Assessment of Infants	100
Paper IV Organizing Day Care Centre/Roles and functions	100
Paper V Working with parents and community	100
Paper VI Training/Field work/Project Work	100

Note: Fifty marks for internal tests, assignments, project work & field visits.

DETAILED SYLLABUS

Paper I: Understanding Children and their Development

Who is a child?

Defining growth and development;

Principles of growth and development;

Developmental of stages in life cycles;

Prenatal stage; Infancy; Pre-school years; School age;

Characteristics of each stage;

Areas of Development - Physical and motor development;

Psychosocial development;

Emotional development;

Language development;

Cognitive development

Paper II: Care and Education of young Children (focus on Infancy)

Daily routine;

Health and Personal hygiene;

Nutrition planning;

Building good habits and attitudes;

Interacting with children through; Audio-Visual aids;

Songs, stories, games, Toys, mobiles, play materials;

Activities for children;

Festival celebration

Paper III: Infant Development, Stimulation and Assessment of Infants

What is stimulation?

Importance of infant stimulation; How to stimulate;

Activities for stimulating overall development of infants;

Outdoor and indoor activities;

Role of day care worker and parent in providing infant stimulation;

Role of music, play, toys & games;

Assessment of infants at risk

Paper IV: Organizing Day Care Centre/Roles and Functions of Day care Workers

Planning and implementing programmes for children in day care centre

Daily programme;

Activities for different age groups

Organizing physical infrastructure - indoors and outdoors;

Staff, teachers and other co-workers;

Qualities of a good teacher;

Role and daily tasks of different cadres of workers;

Social Welfare Schemes, bankable schemes.

Paper

V: Working with parents and community

Need and importance of Parent Education and involvement;

Different kinds of parent education programmes;

Role of parents as participators, programme planners, advisors, volunteers and resource persons;

Ways and means of parent contact;

Communication - meaning and importance.

Paper-VI: Training / Field Work / Project Work.

Management / Business Skills Development

9 Banking

10 Export and Import Management

11 Financial Management

12 Human Resource Management

13 Industrial Purchasing and Material Management

(9) BANKING

Duration: One Year

Fees: 8000/-

Eligibility: Graduate/Dip

The course is intended to prepare people in the area of Banking. The course offers basic knowledge in the area of Indian Financial System, Bank Operations, Lending Policies, Foreign Exchange and Information Technology pertaining to Banks Trade and Industries. Current global developments and Problems too shall be discussed in the course.

To give a practical orientation in this course, the students will be provided internship in a Bank or Bank's training centers, subject to satisfactory attendance in the class during academic year.

GENERAL OUTLINE

Paper I. Indian Financial System and Financial Markets	100
Paper II. Information Technology in Banks	100
Paper III. Law and Practice relating to Banking	100
Paper IV. Foreign Exchange and Financing of foreign Trade	100
Paper V. Bank Lending: Policy and	100
Paper VI. Project Work / Viva Voce	100

Note: Fifty marks for internal tests, assignments, project work.

DETAILED SYLLABUS

Paper I: Indian Financial System and Financial Markets

Meaning and Structure of Indian Financial System

Types of Financial Institutions in India

Role and Functions of Development Banks in India

Structure and Features of Co-operative banks

Banks:

Central Banks:

Emergence of Reserve Bank of India, role and functions, Measures, Process and limitations of credit control.

Monetary Policy in India

Commercial Banking System in India:

Role and Functions, assets and Liabilities

Credit creation and its limitation, Banking Sector reforms

Housing Finance Institutions,

Types, Features, advantages and disadvantages of leasing

Types and Merits of Mutual Funds,

Merchant Banks in Indian, Role of Venture Capital in India

Paper II: Information Technology in Banks

Introduction to Computer:

Characteristics, History and Generations

Fundamentals - Hardware and Software – Parts and Peripherals

Data Measurements and Data carrying Devices

Types of Computers – Fundamental Operations in Data Processing

Computer Operating System and Computer Language

Network System and Structure:

Introduction to Networking and Internet

Wide area – Local area – Main Frame –

Satellite Network, Internet Banking,

Virus and Vaccines, Security Measures -

INFINET – VSAT.

Technology in Banks:

Internet Banking and E-commerce,

Home Banking

Tele Banking Integrated Banking System

Centralized or Core Banking Solutions

Electronic Clearing,

Payment and Settlement System – EFT – NEFT – RTGS – ATM –

Electronic Cheques – Credit, Debit and Smart Cards

I.T. Act:

Risks in e-Banking

Information Technology Act

Cyber Law

Computer Crime

Paper III: Law and Practice Relating to Banking

Introduction:

Definition and Meaning of Banker and Customer,
Banker-Customer Relationship,
General and Special Features,
Ancillary Services of Bank

Deposit Accounts:

Procedure and practice in Opening, Operations and Closure of Current, Saving, Time Deposit Accounts,
NRI - Nomination Facilities

KYC norms

Deposit Insurance –

Special Type of Depositors: Individual, Joint, Minor, Illiterate, Partnership Firm, Joint Stock Co. etc.

Negotiable Instruments Act:

Definition - Promissory Notes, Bills and Cheques (including electronic and truncated cheques)

Characteristics and Differences –

Parties to the Negotiable Instruments - Crossing - Endorsements

Payment and Collection of Cheques:

Payment - Payment in due course

Procedure and Precautions

Material Alterations

Forgery of Cheques, Statutory Protection, Bouncing of Cheques

Collection-Duties and Liabilities of Collecting bank

Legal Position of a Bank

Statutory Protection

RBI Guidelines

Paper IV: Foreign Exchange and Financing of Foreign Trade

Foreign Trade and Foreign Exchange:

Introduction - Definition and Concepts

Gains from Foreign Trade

Role and Functions of the Commercial Banks

Authorized Dealer –

Methods of International Remittance –

Correspondence Relationship and Accounting Mechanism between Banks

Nostro, Vostro and Loro Accounts

Exchange Control:

Objectives and Methods

Import Control and Exchange Control Regulations,

Foreign Exchange Management Act, 1999 - Exim Bank

Foreign Exchange Dealings:

Foreign Exchange Transactions

Rates of Exchange - Categories and Methods of Quoting them

Spot and Forward - Exchange, Cash and Accounts Position of Bank.

Import and Export: Methods of setting Debts in International Trade:

Import - Letter of Credit - Mechanism and Types – Operational Working

Export - Pre-Shipment and Post-Shipment Finance

Negotiation of Bills

Role of ECGC

Paper V: Bank Lending: Policy and Techniques

Introduction:

Principles of Sound Lending - Forms of Advances: Fund Based and Non fund Based – Characteristics, Advantages and Disadvantages.

Types of Securities and their Charges:

Attributes of good Tangible Securities

Types of Charge: Characteristics,

Advantages as well as Disadvantages,

Advances against various Securities such as Goods, Documents of Title to Goods, Immovable Properties, FDRs, LI policies, Book Debts etc

Study of Financial Statements:

Balance Sheet and Profit & Loss Accounts,

Various components of Assets and Liabilities

Ratio Analysis and Interpretations- uses and Limitations

Assessment of Working Capital Finance –

Recommendations of Tondon and Chore Committee

Non-Performing Assets

Recovery Procedure of Advance –

Recall of Advance

Meaning of Non-Performing Assets

Narasimham Committee Recommendations

Prudential Norms - Managing NP

(10) EXPORT AND IMPORT MANAGEMENT

Duration	: Six Months
Fees :	8000/-
Eligibility	: Graduate/Dip

This course is for people who are interested in the export import field. It provides knowledge about Export Marketing, Export Import Policies, Product Planning, Export Import Documentation and Foreign Exchange Trade. It is a compact course for export import professionals and people interested in the placement in the foreign trade, commerce and industry.

GENERAL OUTLINE

Paper I Export Marketing Management	100 Marks
Paper-II Export and Import Policies, Procedures and product Planning	100 Marks
Paper III Export and Import Documentation	100 Marks
Paper IV International Economics and Foreign Exchange Trade	100 Marks
Paper V Project work / Viva-Voce	100 Marks

Note: Fifty marks for internal tests, assignments, project work.

DETAILED SYLLABUS

Paper I: Export Marketing Management

Elements of Marketing; Marketing Product/Services;
Theory and Practice of Exports Marketing;
International Export and Support Finance;
Export Marketing Documentation;
International Laws Governing Marketing Trade & Finance;
International Marketing & Market Research; Corporate Marketing Strategies & Free Trade Zones;
Role of Export Credit Guarantee Corporation in Exports

Paper II: Export and Import Policies, Procedures and Product Planning

Why Export? Where to Export? How to Export?
Starting a Export Business Office (IEF)
Number Generation of Foreign Inquiries Obtaining;
Export packaging, pre-shipment Documents; Export Import Documentation Buyers;
Local quotations & Offerings to Over Seas;
Registration of Exporters; R.B.I.; E.P.C;
Obtaining Export License; Credit Insurance; Arranging Export Finance;
Foreign Exchange rates and Protection

Paper III: Export and Import Documentation

Preparing Export Documents;
Documentation for Declaration of Goods;
Documentation for Transportation of Goods Foreign Exchange Regulation;
Airways bill/DIR consignment Note;
Export by sea including Freight & Shipping Terms;
Road Transport and Post; Claiming for Export Benefits and Duty Draw Back;
Role impart in International Trade;
Schemes for Export Promotion;
Import application for Capital Goods;
Export Houses, Star Trading Houses;
Foreign Collaborations and Investment

Paper IV: International Economics and Foreign Exchange

International Economics

Demand Analysis and Forecasting;
Market Structure & Competitive Analysis;
Macro Economics Policies Economic Growth & Planning for Growth;
International Trade and Liquidity
Determines of Exchange rate;
World Bank; Fluctuations & Controls

The Pure Theory of International Trade:

The theories of Comparative Advantage; David Ricardo; Hecksher Ohlin;
Gains from International Trade with the help of production
Indifference Curve Possibility curve and Community; what is offer Curve;
Meaning of the term Tariff; Terms of Trade; Effects of Tariff

Foreign Exchange Rate: Determination of Foreign Exchange rates;

Fixed vs. Flexible Exchange rates;
Forward Exchange Market; Arbitrate and Function of Foreign Exchange Market

Balance of Payments:

Balance of Payments: current and Capital Account; in equilibrium in balance of Payments;
Methods of adjusting an adverse balance of Payments;
Foreign Trade Multiplier;
Collapse of Breton-Wood and Emerging International Money System;
The International Monetary Fund (IMF)

Paper V: Project Work / Viva Voce

(11) FINANCIAL MANAGEMENT

Duration	: One Year
Fees	: 8000/-
Eligibility	: Graduate/Diploma

Those interested in financial field should benefit from this course. The course offers knowledge about Financial Management, Security Analysis and Accounting & Cost Management. It is beneficial for those who are interested in joining Financial Institutions, Trade, Commerce and Industry.

GENERAL OUTLINE

Paper I	Financial Accounting	100 Marks
Paper II	Management Accounting & Financial Management	100 Marks
Paper III	Modern Economics and Quantitative Techniques	100 Marks
Paper IV	Elements of Taxation (Direct Taxes & Indirect Taxes)	100 Marks
Paper V	Essentials of Security Analysis	100 Marks
Paper VI	Project Work/ Presentation and Viva-Voce	100 Marks

Note: Note: Fifty marks for internal tests, assignments, project work.

DETAILED SYLLABUS

Paper I: Financial Accounting:

Meaning – Objectives – Functions – Scope of Accounting

Accounting Concepts, Conventions, Policies and Accounting

Accounting Mechanize: Basic Record of all Transactions; Preparation of subsidiary Books; Preparation of Trial Balance; Preparation of Final Accounts (Sole proprietorship); Preparation of bank Reconciliation Statement

Fixed Assets and Depreciation Accounting

Company Accounts - I: Introduction to Company Accounts; Accounting for issue of shares; Redemption of preference shares; Accounting for issue of debentures; Redemption of debentures

Company Accounts - II: Preparation of Financial Statements (Final Accounts) of limited companies (Joint Stock Companies)

Preparation of funds flow statement

Preparation of cash flow statements

Financial Ratio Analysis (Computation of Ratios)

Corporate Financial Reporting in India

Emerging Horizons in Accounting

Reference Books: Advanced Accounting Vol. I & II by Shukla and Grewal; Advanced Accounting Vol. I & II by

Dr. S.N. Maheshwari; Advanced Accounting by Raman and Arulanandam

Paper II: Management Accounting & Financial Management:

Management Accounting:

Basic cost Concepts and preparation of cost sheet

Cost Analysis & Decision Making

Marginal Costing - break even analysis and Cost volume profit analysis - Management Decision Making & Differential Cost Analysis.

Cost Audit

Deduction under Chapter VI - A of Income Tax Act (selected only)

Financial Management:

Financial Statement Analysis

Capital structure theories & cost of capital - Measurement of cost of capital, weighted average cost of capital.

Capital budgeting decisions.

Working capital management

Paper III: Modern Economics and Quantitative Techniques

Modern Economics: Demand Analysis; Demand Function; Elasticity of Demand;

Price, Income and Advertising elasticity of Demand;

Managerial uses of all elasticity;

Demand Forecasting - Objectives and Methods of Forecasting;

Cost Analysis; Short-run and Long Run Cost Analysis;

Market Structure Price, Output and Profit Determination;

Different Markets; Pricing Practices; National Income and Related concepts

Measures and Trend Analysis - Its influence on Business Strategy;

Inflation - Monetary Policy - fiscal Policy;

Changing Structure of the Economy and Role of the Government;

Industrial Development Strategy - 1991 IPRS; Public Sector;

Small Business Development and Service Sector Expansion

Quantitative Techniques: Descriptive statistics:

Measures of Central Tendency; Mean, Median, and Mode;

Measures of Central Dispersion:

Standard Deviation and Coefficient of Variation; Skewness and Kurtosis;

Probability and Probability Distribution Concept,

Addition and Multiplication Theories,

Conditional probability,

Normal Distribution; Correlation and Regression: Simple co-ordinations (Karl Pearson) Partial and multiple, co-ordination,

Linear Regression; Time series: Different components of time series;

Forecasting using the trend & seasonal method;

Testing of Hypothesis: Ideas and Overview 't' test, Chi Square (X²) test and F-test; Index Number;

Linear Programming Formulation and Solution

Reference Books : A Text Book of Economics Theory by Stonier & Hague; Managerial Economics by D.N. Dwivedi; Micro Economics for Management Students by Ravi D. Molakia & Ajay Oza; Managerial Economics by V.G. Mankar; Monetary Economics by Edvard Shapiro; Industrial Economics by S.C. Kuchhal; Business Statistics S. Saha; Statistical methods S.C. Gupta; Quantitative Techniques for Managerial Decisions U.K. Srivastava, G.V. Shenoy, S.C. Sharma; Statistics for Management Richard I. Levin.

Paper IV: Elements of Taxation:

Income Tax:

Basic Concepts of Income Tax, Residential Status
Income under the head salaries
Income from Profits & Gain from Business or Profession
Deduction under Chapter VI - A of Income Tax Act (selected only)
Filing of Return of Income

Indirect Tax:

Excise - Introduction & Basic Concepts
Custom - Introduction & Basic Concepts
Service Tax - Introduction & Basic Concepts
Gujarat Value Added Tax - Introduction and Basic Concepts of Safe under VAT, record of Input Tax credit, & Accounting treatment.

Paper V: Essentials of Investment & Security Analysis:

Investment alternatives, securities market, stock market scene of stock market indices;
Risky - Return relationship importance of Time Value of Money;
Common stock Analysis - Fundamental Analysis, Technical Analysis,
Financial; Forecasting, Efficient Market Theory and Valuation of stock; Analysis and valuation of debt;
Derivatives preliminary aspects;
Investment in Mutual Funds; Portfolio Management;
Tax implications for various modes of investment

Reference Books : Investment Analysis and Portfolio Management by Chandra Prasanna, Tata McGraw - Hill Publishing Company Ltd., New Delhi; Portfolio Management by Barna Samir, Raghunathan V & Verma Jayanath, Tata McGraw - Hill Publishing Company Ltd., New Delhi; Security Analysis and Portfolio Management by Fisher Donald E & Jordan Ronald J.

Paper VI: Project Work Comprising of Presentation and Viva Voce:

(12) HUMAN RESOURCE MANAGEMENT

Duration	: Six Months
Fees	: 7,000/-
Eligibility	: Graduate/Diploma

The course intends to prepare people for HRM field. It provides knowledge about General Management, OB, HRM and labor legislation. The course will be helpful for those who want to join Human Resource Management in Business and Industry.

GENERAL OUTLINE

Paper I	General Management	100 Marks
Paper II	Organizational Behavior	100 Marks
Paper III	Human Resource Management	100 Marks
Paper IV	Labor Welfare and Legislation	100 Marks
Paper V	Project Work/ Viva Voce	100 Marks

Note: Fifty marks for Internal tests/assignments/projects.

DETAILED SYLLABUS

Paper I: General Management

Introduction to Management

Managing and Managers; the evolution of management theory

The external environment

The external environment of organization;

Social responsibility and ethics; the international dimension;

Entrepreneurship

Planning

Planning and strategic management;

Strategy implementation;

Decision making; Planning and decision making tools and techniques

Organizing:

Organizational structure, coordination and design;

Authority, delegation and decentralization

Human resource management; Managing organizational change and invocation

Leading: Motivation, performance & job satisfaction;

Leadership; Group and committees

Communication and negotiation;

Individual career management

Controlling: Effective control; Operations management; Information systems

Paper II: Organizational Behavior

Introduction:

Introduction to Organizational Behavior; towards explaining and predicting behavior;
Organizational Behavior in global context

The Individual:

Foundations of Individual Behavior;
Perception and individual decision making;
Values, attitudes and job satisfaction;
Motivation concepts and applications

The Group:

Foundations of group behavior;
Communication & group decision making;
Leadership; Power and politics;
Conflict and intergroup behavior

The Organization System:

Foundations of organization structure;
Organization design;
Human resource policies and practices;
Organizational culture; Work stress
Organizational Dynamics: Foundations of organizational change;
Organizational development

Paper III: Human Resource Management

An Introduction to Human Resource Management:

Human Resource Approach; The process of Human Resource Management;
Actuating & Human Resource Management; Job analysis

Human Resource Development:

Organization Development; Career Planning and Development

Communication in Human Resource Management:

Motivation in Human Resource Management;
Executive counseling in Human Resource Management process;
Human Resource Managers leadership

Appraisal in Human Resource Management: Managing Compensation

Human Relations and Approaches:

Industrial Relations; Workers Involvement in Management

Paper IV: Labor Welfare and Legal Legislations

Labor welfare:

Labor relations; Collective Bargaining;
The Factories Act, 1948;
The Industrial Dispute Act, 1947;
The trade Unions Act, 1926;
The Workmen's Compensation Act, 1923;
The Payment of Wages Act, 1936;
The Minimum Wages Act, 1948;
The Employees State Insurance Act, 1948;
The Employees Provident Fund Act, 1952;
Other Relevant Aspects

Paper V: Project work / Viva Voce

(13) INDUSTRIAL PURCHASING AND MATERIAL MANAGEMENT

Duration : One Year
Fees : 8000/-
Eligibility : Graduate/Dip

This course is for those who aim to work or are already working in the field of purchasing, management, store housekeeping, warehouse and Inventory Management. The course is helpful to those who want to join trade and industry.

GENERAL OUTLINE

SEMESTER I

Paper I	Industrial Purchasing - I	100 marks
Paper II	Economic Analysis & International Trade	100 marks
Paper III	Ware Housing Transp and Materials Handling	100 marks
Paper IV	Inventory Management	100 marks

SEMESTER II

Paper I	Industrial Purchasing -II	100 marks
Paper II	Legal Aspects in Purchasing	100 marks
Paper III	Information technology for Materials & Purchase	100 marks
Paper IV	(a) A term paper cum Industrial field study/Project (b) Viva-Voce	100 marks

Note: Fifty marks for internal tests/assignments/projects.

DETAILED SYLLABUS

SEMESTER I

Paper I: Industrial Purchasing I :

The importance of functions of purchases in an industrial organization;
Objectives and principles of purchasing, purchasing functions, scope, place in management and relationship with other functions;
Importance of Cost in purchase,
Co-ordination of purchase department with stores and production/service department;
Purchase budget, purchasing system and planning for purchase;
Open tender system; Limited tender System; Quotations, Rate contract; Negotiations- qualities of a good negotiator;
Contractual obligations;
Materials planning-general approach & principles of purchasing-right price, right quantity and quality, right time and right source;
Data collection on suppliers-enlargement of suppliers list and their evaluation, manufacturers, agents, sub agents,
Registration of suppliers and deregistration procedure, Registration of ancillary units, updating the system of collection of data on addition to deletion from the existing list;
Financial aspects of purchasing-purchase accounting- Procedure, responsibility payments of bills,
Buyer-seller relations code of conduct and ethical practices

Paper II: Economic Analysis and International Trade

General Introduction:

Nature and scope of Business Economics; Micro and Macro Business Economics

Demand Analysis:

Law of demand; Demand Determinants and Demand Distinctions; Elasticity of Demand; Demand Forecasting: Importance and Methods of Demand Forecasting

Cost Analysis:

Cost concept, Types and Interrelationships of costs;
Significance of costs in Purchasing; Pricing of the Industrial inputs

Market Analysis: Introduction and Meaning;

Market Mechanism; Equilibrium Pricing and Output; Market structure:
Pricing and output Decisions in Perfectly Competitive and Imperfectly Competitive (including Monopoly) Market

Industrial Development and Sources of Finance:

Industrial development in India; Sources of Financing, internal & external Industrial Purchasing

Internal Focus: Meaning of International Trade; International Liquidity;

Determination of Exchange Rate: Problems and Fluctuations, Management and Control;
World Bank

Paper III: Warehousing, Transportation and Materials Handling

Warehousing:

Organizational setup for stores Management, Purchase Wing, Inventory Control cell and stores handling and Management group

Stores function-relation with other functions, lay out of stores-Method of identification, Receiving and inspection, Issues of stores-special hazards-Safety measures-accident prevention-insuring Materials, accounting-Physical stock taking and reconciliation-prevention of goods deterioration-obsolence of stores-security and fire precautions

Various types of storage accommodation depending upon the items of stores

Consideration of External and Internal factors- external factors, operational proximity of storehouse to materials user Divisions for safety and economy in handling, proximity to Railways siding, proximity to administrative building, gate security resources etc.

Future expansion-Horizontal & vertical expansion

Safety measure against fire, electric short circuit and other causes, stock verification,
Annual Perpetual merits & demerits, Reconciliation of discrepancies

Transportation:

Relationship of transport to purchasing: Means of transport-advantages and disadvantages;

Railways transport-classifications and rates;

Consignment notes, Loss and damage in transit; Demurrage, Wharf age; Road Transport-loading, unloading, loss and damage in transit;

Marine Transport-documentation; Inland waterways; Air Transport-Postal facilities and Insurance; Transit insurance -principle & practice.

Material Handling:

Principles-work simplification; Materials Handling Equipment factors in selection-Horizontal, Overhead and Vertical movement,

Horizontal movement, fixed industrial storage; Packing and Packaging-types of packing & packing materials, export packing, product protection, Methods and Materials, modern trends; Special handling of problems- matching operations, warehousing activities, Assembly, Air Cargo handling, Rail, Road, Truck handling, Handling Bulk Materials, Containerization.

Paper IV: Inventory Management:

Scope and importance of Inventory Management,
Need & Types of Inventory Management; Reasons for holding inventories;
Cost associated with inventories;
How much to order? E O Q formula-Ordering Tables-
E O Q when costs are not known;
Lead time and its significance;
Cover against uncertainty of demand and supply distributions of demand -safety Stock;
Inventory system-fixed Order Quantity system or Two Bin system-Cyclical system-Applications; A
B C Analysis; Forecasting for Inventory Control; W. I. P. Control;
Significance of Standardization and simplification Codification;
Surplus and obsolete inventories;
Design and installation of Scientific Inventory systems;
Data processing and Inventory Control;
Management Reports for Inventory Control;
Tandon Committee recommendation on inventory norms; Probabilistic inventory Models,
Inventory over Ratio;
Spare parts inventory Management; New techniques-Just in time;
Disposal of scraps, waste, defective and rejection

SEMESTER II**Paper I: Industrial Purchasing II :**

Value Analysis steps and action plan;
Make or Buy decision in consultation with finance department;
Disposal of surplus stores-procedure and implementation; Government Buying (DGS & D)
procedure,
Hedging and forward Buying;
Purchase of imported goods documentation.
Forms of record to be maintained by purchase Department;
Import policy-import and export control act.
Liberalized economy in trade & commerce; Export (control) order-Export Trade (control) policy-
export licenses-
Incentives on exports; Need for import-
Announcement of import and export policy procedure for getting license Authorities involved and
their jurisdiction;
Import export ordering & documentations terms & conditions of orders-prices-CIF, FOB, C & F
etc.;
Types of Payments in foreign Exchange Rules of R.B.I
Foreign Exchange Regulation Act Dealers in foreign exchange;
Types of letters of credit-their conditions compliance by the beneficiaries-
Role of dealers in foreign exchange for LCS and control of RBI on them;
Customs clearance formalities,
Documentation requirements,
Powers of customs, Assessment and levy of customs duties, duty exemptions;
Recent trends in industrial policy in India -Liberalization, GATT, W.T.O. Asian Common market,
Asian Development Bank & World Bank.

Paper II: Legal Aspects in Purchasing

Indian Contract Act:

Essentials of a valid contract-

Valid voidable and void agreements-consideration, consent, competence of parties, etc. performance of contract-Quasi contract-Breach of contract-

Remedies for breach of contract with special reference to 'damages'

Time to be assessed of contract-Indemnity v/s Guarantee agreements-Discharge of surety-

Obligation of Surety- Bailment-rights and duties of parties-General liens v/s. particular lien-Pledge v/s. Hypothecation

Principles of Agency-Rights and liabilities of Principal and Agent

Sales of Goods Act:

Commercial law -Law of contract, laws relating to insurance, carriage of goods, sale of goods, insolvency act, Arbitration, law and Regulations applicable to business houses –

A Contract of sales- Sale v/s agreement of sell-Conditions and warranties in sale-

Transfer of Title and Risk (with reference to exceptions) Rights of unpaid seller, lien stoppage in transit-Re-sale-Auction Sale.

Negotiable Instruments Act:

Three kinds of N.I., V/z. B/E. charge of Probate-Their characteristics-Processes of Negotiation-

Endorsement-Meaning, kinds of effect-Holder v/s. Holder in due course-Rights-Crossing of cheques-Meaning, kinds of effect-Dishonor, noting and protest.

Partnership Act: Indian partnership act-Essential feature of partnership-Rights and liabilities of partners-Authorities of partners-Dissolution-Reason and effect.

Companies Act:

Indian Company law

Characteristics of company-Types of companies-private, public-Overall appreciation of the Companies Act

Sales Tax Act:

Concept of sale under different sales Tax Laws-

Kinds of sale vis-a-vis their taxability or otherwise-

Rates of tax, concessions, exemptions and refunds

Significance of selected forms e.g. C.D, E-1, E-111 14, 15, 16, 17, 31 etc

Liability of dealer

Significance of documents, viz registration, authorization, recognition, license etc

Paper III: Information Technology for Materials & Purchase

Introduction of Computers: (Theoretical only):

History & Evolution of Computers; Types of Computers;

Evolution of Microprocessors Primary & Secondary memory;

Peripheral devices;

Introduction to Hardware & Software

Software (Theoretical only): Operating System - Single & Multiuser O.S.

Language Hierarchy; High - level language - C/ C++; Introduction to D B M S & R D B M S

Net working: (Theoretical only): Topology, Protocols, Transmission media; OSI / TCP / IP

Application of Computers in materials management (Theoretical only)

Automation; Automated material management system;

Material Resource Planning; Computer aided process planning (CAPP); Just-in-Tune (JIT);

Effect of computers on various aspects of labor & productivity

Paper IV: Term Paper cum Industrial field Study.

Medical / Health/ Alternate Medicine

14 Health and Fitness Management

15 Hospital Administration & Management

16 Industrial Health

17 Yoga Teacher Certificate Course

(14) HEALTH & FITNESS MANAGEMENT

Duration : Six Months

Fees : 6000/-

Eligibility : H.S.C./Dip.

This course trains students to work in the field of sports, health and nutrition. Many opportunities will be open to them as they can work as trainers or coaches in gymnasiums, fitness centers, spas and hotels. They can also enter the field as diet consultants for nutrition centers and hospitals as well as be self-employed.

GENERAL OUTLINE

Paper I:	Communication and Personal Grooming	100 Marks
Paper II	Anatomy, Physiology and Kinesiology	100 Marks
Paper III	Cardiovascular Exercise, Strength training, Body Building & Exercise Injuries	100 Marks
Paper IV	Basic Nutrition and Diet Plans	100 Marks
Paper V	Holistic Health	100 Marks
Paper VI	Practical Training /Field Work	100 Marks

Note: Fifty marks for internal tests, assignments, project work and field work

DETAILED SYLLABUS

Paper I: Communication and Personal Grooming

Communication:

Definition and Meaning of Communication

Importance of Communication Skills

Types of Communication - Verbal, Non-verbal

Visual aids & equipment;

Conduct Meeting & talking with people in different situations - Public Place, Formal Functions,

Interview etc. Speaking on Telephone/ Mobile

Personal Grooming

Knowing you strengths & weaknesses

Posture & body language, Etiquettes and Manners

Gestures - Eye Contact & Expressions

Personal Hygiene

Dressing appropriately

Paper II: Anatomy and Physiology Kinesiology

Physiology & Anatomy

Basics about Anatomy

Bones, Muscles and Joints

Skeletal System

Basics about Physiology

Cardiovascular system;

Respiratory system;

Digestive system

Nervous system

Nutrition

Metabolism

Energy Production

Body types and characteristics

Ectomorph, Mesomorph, Endomorph

Kinesiology

Lever movements

Muscle co-ordination

Posture, balance & body alignment

Exercise design

Paper III: Cardiovascular Exercise, Weight/Strength training, Body Building, Exercise Injuries

Basics Exercises

Warm up, cool down, stretching,

High and low impact exercises

Cardiovascular exercises

Aerobics;

Strength / Weight Training

Training principles

Exercise and Training tips

Body Building exercises

Common exercise injuries

First Aid

Definition,

Principles

First Aid Kit

Paper IV : Basic Nutrition and Diet Plants

Basic Nutrition

Importance of nutrition

RDA, Balanced diet, Food Pyramid,

Food Groups and Fluids & hydration;

Antineutrinos & toxins present in food

Nutrition deficiency;

Food supplements; Carbohydrates Proteins and fats;

Pre and post work out meals

Diet plans

Athletes Diet

High protein diet; High fiber diet

Low sodium diet; Low cholesterol diet;

Low GI diet; Low calorie diet

Obesity diet,

Hypothyroidism diet;

Osteoporosis diet

Diet in Anemia;

Healthy eating tips,

Body types, composition and measurement techniques

BMI

Yoyo effect;

Eating disorders

Diet pills

Food Supplements;

Vitamins

Paper V: Holistic Health

Yoga, Yogic exercises;

Developing vitality through yogic exercises

Relieving of mental stress through yoga

Dietary modifications

Methods of promoting yoga

Acupressure

Acupressure for fitness

Addictions

Pain and Common Ailments

Nature Cure

Fundamental knowledge of nature cure

Common symptoms of poor health

Treatments in Nature care - Hydrotherapy, Mud therapy, Massage

Food in nature cure

Fasting and Detoxification;

Stress Management

Healthy Eating tips

Paper VI: Practical training /Field work

(15) HOSPITAL ADMINISTRATION AND MANAGEMENT

Duration	: One Year
Fees	: 10,000/-
Eligibility	: Graduate/Homeo/Ayurved

This course caters to those who want to work in Hospitals or Health Care departments. It deals with planning, finance, personnel management, purchase and supply, catering and cleaning. It trains students to work as administrators in order to handle smooth working of hospitals.

GENERAL OUTLINE

SEMESTER I

Paper I	Personnel Management	100 Marks
Paper II	Hospital Planning and Administration	100 Marks
Paper III	General Management and Organization Behavior	100 Marks
Paper IV	Clinical, Supportive and Utility Services	100 Marks

SEMESTER I

Paper I	Public Health Care and Health Policy	100 Marks
Paper II	Materials Management	100 Marks
Paper III (A)	Medico-Legal Aspects/(B) Accounting and FM	100 Marks
Paper IV	Internship in Hospital/Project Report Viva Voce	100 Marks

Note: Fifty marks for internal tests, assignments, project work & field visits.

DETAILED SYLLABUS

SEMESTER I

Paper I: Personal Management

Personnel Management: Concept, functions, line and staff concept and relationship.

Manpower Planning: its objectives and usage:

Job analysis - job description, job specification, recruitment sources and selection procedure

Preliminary Screening interview, application bank, employment test, psychological tests, their types and special features, group discussion, personal interview, reference checks, physical, medical examination, appointment, placement and induction, job evaluation.

Wage and Salary Administration - Factors influencing salary structure, financial incentives, fringe benefits, time keeping and personnel records

Performance Appraisal: Appraiser's bias, method, usage, traditional, approach and developmental approach, appraisal system with self appraisal and MBO.

Promotions: need, criteria, seniority vs. merit, sound promotion.

Transfers, types, sound transfer policy.

Training and Development objectives: types of training programmes, training methods, benefits of training, evaluation of training.

Grievance Handling: Meaning and causes of grievance, model grievance, redressal machinery, counseling.

Welfare and recreational activities: Recruitment provisions, VRS, union management relations, workers' participation in management.

Employees Insurance Act: Industrial dispute act, trade union act, minimum wages, provident fund, gratuity act, factory act.

Paper II: Hospital Planning & Administration

Concept of hospital administration: problems faced in hospital administration, their solutions, primary health care and outreach services.

Hospital Planning:

Concept of planning, setting up goals and missions, feasibility study, identification of geographical area, patient group size, types of facilities to be provided, characteristics of population growth, designing and execution, installation of equipments and facilities, provision for future expansion.

Research in Hospital Administration: Concept, hypothesis, variables and type of relationships among variables, research design, methods and tools used for data collection, problems in data collection.

Management Information System: Concept: Use in hospital management, collection of data, analysis, storages and retrieval of data, information system requirement, long range planning, data base use interface requirement, interpretation and development to any particular decision making.

Computer Utilization: Hard and software, communication technology for information systems, areas of computerization in hospital viz. patient care, medical records etc.

Organization Development (O.D.): Concepts, needs, nature and value, objectives, process, application of OD.

Management Objective: Public Relation (P.R.): Concept, definitions, concept of public, role of administration, need

Social Services in Hospitals: Concept, objectives, organization and administrations of social service in hospitals, role of voluntary organization, social legislatures, Doctor patient relations, Public relations,

Psycho-social aspects of illness and disabilities

PERT/CPM: Concept, historical development, need, different charts -advantages and disadvantages, terminologies, application in hospital administration viz. family planning programmes, smallpox eradication programmes etc.

Hospital Equipments: Purchase and maintenance.

Hospital Maintenance: Maintenance services, electricity, water, building, landscaping and workshop etc.

ISO 9001: 2002 and Accreditation of Hospitals

Hospital Waste Disposal, Hazards in Hospitals

Security and Fire Prevention, Role of Hospital Administrator/ and Challenges

Paper III General Management and Organization Behavior

Principles of Management: Development, concept, principles and functions viz. planning, organizing and controlling.

Leadership and Supervision: Concept, characteristics and significance of leadership overview of different leadership styles, concept supervision,

Job of manager, manager as a leader, effective supervision, and foundation for good relations

Motivation: Concept, purpose, importance, needs, theories, various approaches and techniques to enhance motivation.

Effective Communication: Definition, process, media, channels, listening, characteristics of effective communication.

Management of Change: Concept, types of changes, sources of changes, human elements in change.

Management by Conflict: Concept, importance, process.

Decision Making: Concept, process, types, factors influencing decision making.

Time Management: Concept, importance of time, allocation, learning, where time goes, effective utilization of time. **Team Work:** Forming of teams, types, characteristics of an effective team
Patient Satisfaction and Complaint Management

Paper IV: Clinical, Supportive and Utility Services

Clinical Services: OPD department, types of specialties available for clinical services.

Casualty and Emergency Services: Importance, location and lay-out, medico legal requirement and problem areas.

Intensive Care Unit : Concept, need, location layout, special equipment, functions, organizational structure, duties and responsibilities, work procedures, facilities, admission criteria, special training on patient care and handling of equipments, round the clock services, availability of supportive services, maintenance of registers and records.

Operation Theatres (OT): Special features of Construction and Air Conditioning, Ambulances Service, Laundry Services.

Central Sterilization Dept.: Layout, equipment required, control and supervision, accident preventions fire brigade requirements, sterilization methods, sterilization of costly equipments, services rendered maintenance of record and registers.

Nursing Services: Concept, development, importance, objectives, functions, organizational structures, duties and responsibilities, inter departmental relationships, education and training, possible problems and solutions.

Wards: Concept & layout, general cleanliness and ventilation, good housekeeping, ward organizational structure, duties and responsibilities, work procedures, management of patient Care, availability of facilities to the patients, maintenance of equipments and tools and dead-stock, maintenance of records

Laboratories : Concept, location, layout, laboratory equipments, dead stock, organizational structure, functions, duties and responsibilities, work procedures, availability of the facilities, liaison with other departments, maintenance of records.

Other Departments:

Pediatric Services - immunization, nutrition, child clinic, ICCU

Obstetrics and gynecological services, Labor Room

Ophthalmic service, orthopedic, ENT

Radiological services and specialized procedure - SCAN

Pathological Services, location and layout

Dietary : Location, layout, functions, organizational structures, duties and responsibilities, work procedure, good housekeeping, dead stocks and their maintenance, hygiene, indenting and purchase procedures, inventory control, requisition of diets/diet sheets from respective wards, maintenance of time schedule, maintenance of records.

Pharmacy : need, layout, functions, organizational structure, duties and responsibilities, work procedures, specifications, indenting and purchase procedures knowledge of materials management and inventory control, quality control, liaison with other departments, pilferage of drugs, maintenance of records.

Blood Bank : concept, need, location, layout, functions, organizational structure, duties and responsibility, work procedure, communication system with internal external authorities in emergency situations, transport facilities, details of blood donors, storage, blood donation camps, maintenance of registers and records.

Hospital Equipment: Administration procedures for planning and purchases of equipments, leasing, hire purchases, contract and outright purchase, equipment maintenance and training of staff, repair contracts.

Mortuary: Locations, layout, equipments required, repairs to machineries, supervision and record.

Medical Records: Record room layout, classification of medical records, preservation of medico-legal records, furniture requirement, medical audit.

Good House Keeping: Concept, functions, organizational structure and responsibilities, maintenance of stores, Laundry liaison with different units of hospitals, Ambulance Services and vehicle Management

SEMESTER II

Paper I: Public Health Care and Health Policy

Historical development of health policy: National international agencies involved in various aspects of public health and medical care and its importance, grant in services, different national health programmes and their strategies.

BHORE and MUDLIAR COMMITTEE REPORT: Historical background of hospitals, types and organization, pattern of hospital, hospital statistics and hospital health information system.

Occupational health

Health insurance and third party administrators

Epidemiology

Disease precaution and control

Disaster prevention and control

Disaster Management - Concept, importance, preparation and process of implementation, role of hospitals.

Paper II: Materials Management

Concept : Importance in hospital stores, types of stores in hospital, indenting and purchasing procedure, supply and replacement of stocks; card systems; stock-verification, control on pilferage, functions of stores, stores organizational structure, duties and responsibilities, layout, work procedure, quality control.

Inventory Control: Concept, Scope, advantages, various analysis viz. ABC VED etc., economic order of quantity (EOQ), lead time, buffer stock, effective quality control over supply.

Store organization: Structure, duties and responsibilities

Maintenance of Stock Ledgers: Mode of maintenance, equipment and plant maintenance, maintenance contract, property maintenance.

Planning supply orders and receiving

Issue of Equipment and supplies to the departments

Condemnation procedure and Disposal

Paper III: Medico Legal Aspects/Accounting and Financial Management

Medico Legal Aspects: Medico Legal aspects of health care; Concept, need, types of medico-legal cases, procedures, police investigation, court deliberation, death certificates, medical negligence, mal practices and steps to control, related laws; Court procedures; Types of court dealing with civil and criminal cases related to hospitals; MTP Act; Bombay Coroners Act; Nursing Home Registration Act; Indian Medical Council Act; IPC Act; MCI Act; Nursing Council of India Act

Accounting and Financial Management : Meaning - Objectives - Scope of Accounting; Accounting Concepts; Accounting Process : Journal, Ledger, Cash Book & Trial Balance; Nature & Scope of Cost Accountancy; Internal Audit and Corrective Measures : Brief of cost analysis and cost control systems, cost benefit analysis, cost-effective analysis; Budgetary control - nature and scope - Establishment of Budget - functional and master Budget; Cost benefits for new equipment purchase its replacement etc.

Paper-IV: Internship in Hospitals / Project Work

(16) INDUSTRIAL HEALTH

Duration	: Six Months
Fees	: 30,000/-
Eligibility	: MBBS with MCI Registration plus 1 year Industrial experience Or 2 years other experience

This course has been recognized by the Labor and Employment Department of the Government of Gujarat. It provides an opportunity for MBBS Doctors to train in identifying and managing occupational health disorders/occupational diseases encountered in various industries of the country. i.e. industrial injuries caused at the workplace. It also enables Doctors to advise, supervise and participate in national occupational health programs for health protection and industrial workers improving national productivity and national prosperity. The course has become mandatory for Doctors who want to associate themselves with various industries and factories.

GENERAL OUTLINE

Paper I	Industrial Health, Concepts, Legislations and Occupational Diseases	100 Marks
Paper II	Industrial Safety, Occupational Health Hazards of Hazardous Processes, Industrial Hygiene	100 Marks
Paper III	Project Report Presentation / Viva Voce	100 Marks

DETAILED SYLLABUS

Paper I: Industrial Health, Concepts, Legislations and Occupational Diseases

General Aspects of Industrial Health:

Scope and Historical Background;
Occupational Physiology & Work Classification; Work Exposure,
Prevention at Workplace;
Biological Monitoring

Legislations related to Industrial Health:

Factory Inspectorate Act; ESIC Act 1948;
Workmen Compensation Act; Industrial Dispute Act;
Medico-legal aspects of Occupational Diseases

Occupational Disease and Related Aspects:

Clinical Aspects and Screening for Early Diagnosis;
Role and Limitations of Screening by Clinical examinations and Biological monitoring & Test;
Harmful physical and chemical agents and substances;
Other Diseases, Disorders and Health Damages related to work;
Notifiable Occupational Diseases (Schedule III)

Paper II: Industrial Safety, Occupational Health Hazards of Hazardous Process, Industrial Hygienic

Industrial Safety, Hygiene & Related Aspects:

Principles of Industrial hygiene & their practices; and its related aspects;

Accident Prevention & Personal Protection

Equipments; Disaster Managements,

Concepts and Practices;

First Aid and Emergency Care Services

Industrial Toxicology:

Definitions; Occupational Hazards and Risks;

Classification of Toxic substances & effects of their Exposure

Management related aspects of Industrial Health :

Manpower Planning and Work Studies;

Identification of Health Training Needs and Designing Training Programmes;

Stress – Classification and Management;

Inventory Control;

Communication skills and conflict resolution;

Executive health; Planning and Organizing Industrial Health services at Site

International and National scenario of Industrial Health:

Duties and Rights of Industrial physician;

Epidemiology of Occupational Diseases;

Ergonomics & Related issues;

International Labor Organization;

Future Perspectives of Occupational Health

Paper III: Project Report Presentation / Viva Voce

(17) YOGA TEACHER CERTIFICATE COURSE

Duration: Six months

Fees: 6000/-

Eligibility: HSC

With increasing awareness in health, fitness and holistic health, the Yoga Teacher Certificate course aims to prepare the students to share their knowledge and promote a healthy, stress free life. On completion of the course the students can work on themselves to improve their health, can give personal training or coaching, conduct classes or get employment in gymnasiums or health centers.

The course includes theory as well as practical sessions.

GENERAL OUTLINE

Paper I Principles and Philosophy of Yoga 100

Paper II Anatomy and Physiology 100

Paper III Nutrition and Yogic Diet 100

Paper IV Practical Training - & Allied Sciences 100

Note: Fifty marks for internal tests, assignments, projects and field work

DETAILED SYLLABUS

Paper I: Principles and Philosophy of Yoga

Introduction to Yoga,

Principles of Yoga

Yoga – the unique Exercise

Yogic concept of health and diseases

Different types of Yoga

Benefits of Yoga

Side effects of wrong Yoga practices

The limitations and contra-indications of specific Yoga practices

Yoga Pranayam

Yoga Meditation

Psychology & Spirituality

Yoga Psychology

Sacred Scriptures

Yoga in other scriptures

Types – Karma Yoga

Bhakti Yoga

Hatha Yoga

Gyan Yoga

Sankhya, Yoga, Vedant Darsan

Kundalini Yoga

Easten and Westren practices of Yoga

Multi style practices of yoga

Paper II: Anatomy and Physiology

Introduction to human systems

Anatomy & physiology - definitions

The nine systems of human body

Functions of different systems of human body

Muscles – different types and function of muscles

Bones and joints & Spinal Cord

Vital organs in body

Neuromuscular coordination of Sensory Organs

Basic understanding of exercise Physiology

Body types and characteristics

Ectomorph, Mesomorph, Endomorph

Paper III: Nutrition and Yogic Diet

Basic nutrition and importance of nutrition

Balance Diet, Food Pyramid, Nutrition deficiency

Nutrients

Carbohydrates

Protein, Fat

Vitamins, Calcium, Iron

Fibres

Nutrition and Metabolism

Diet plans

Yogic Diet

Paper IV Practical Training - & Allied Sciences

Exercise and Fitness

Rules and regulations of Exercise

Benefits of Exercise

Side effects of wrong Exercise

Naturotherapy

Acupressure

Reflexology

Sujok

Marm yoga

Prana Therapy

Practice of Asanas

Practice of Pranayam

Practice of Meditation

Information about client

Handling an individual and the Group

Yoga and Stress Management

Character Building

Treatments

Projects and Case Study,

Vocational Skills Development

18 Fashion Designing

19 Green Buildings

20 Interior Design

21 Tourism and Travel

(18) FASHION DESIGNING

Duration	: One Year
Fees	: 12000/-
Eligibility	: HSC/Dip/Basic knowledge of Stitching

The course on Fashion Designing provides the knowhow and skills needed to work as a Fashion Designer. It includes theory as well as practicals and assignments, which would help the learners develop the requisite attitudes and skills necessary for working effectively as designers. The course requires the students to actually work in Fashion Outlets, Factories and Textile Workshops.

GENERAL OUTLINE

SEMESTER I

Paper I Drafting and Flat Pattern Making	100 Marks
Paper II Elements & Principles of Design of Color	100 Marks
Paper III Textiles	100 Marks
Paper IV Historic Costumes and Textiles	100 Marks
Paper V Workshop/Portfolio	100 Marks

SEMESTER II

Paper I Management - Marketing, Sales and Entrepreneurship	100 Marks
Paper II Fashion and Sketching	100 Marks
Paper III Draping	100 Marks
Paper IV Garment Construction	100 Marks
Paper V On job Training/Internship	100 Marks

Note: Fifty marks for internal tests, assignment, project work and field work.

DETAILED SYLLABUS SEMESTER-I

Paper I: Drafting and Flat Pattern Making

Anthropometric measurements taking accurate measurements for men, women and children;
Drafting of Basic Bodice Block;
Adaptation of basic block to saree block and kameez
The basic pattern (sloper);
Darts and their manipulation - rules converting darts to gathers, removing darts;
Basic princess, Asymmetric darts, shape darts Necklines, collars, skirts, sleeves

Paper II: Elements and Principles of Design and Colors

Colour

Colour Wheel; Colour Mixing System; Colour harmony & schemes; Colour fabric texture; Colour & personality

Types and elements of Design

Naturalistic, stylized, abstract — Shape, Texture, Line, Colour

Principles of Design

Balance; Proportion; Rhythm; Emphasis; Harmony

Paper III: Textiles

Textiles: Introduction to fibers, yarn and fabric

Classification, identification and uses of fibers : Textile fibers; Natural fibers and their properties; Manmade fibers and their properties

Types of fabrics: Structure of Fabric and production; Weaving; Classification, basic and complex weaves; Knitting; Non woven

Textile finishing: General Mill finish - physical finishes; Finishes that contribution to durability, comfort and aesthetic appearance

Selection of appropriate fabrics for different end uses

Paper IV Historic Costumes and Textiles

Historic Costumes:

Beginning of dress;

Egyptian, Roman, Greek, French;

Indian Traditional Costumes (in brief)

Historic Textiles:

Women; Brocades, Baluchar, Paithani; Resist dyed; Bandhani and ikats;

Printed; Sanganer & bagru a & block prints of Gujarat;

Embroideries-Kantha, phulkeri, kasuti embroideries of Gujarat

Paper V: Workshop/Portfolio

SEMESTER II

Paper I: Management - Marketing, Sales and Entrepreneurship

Concept of Marketing

Marketing Research: Objectives; Scope & Techniques; Marketing Techniques; Market Survey

Sales Promotion,

Advertising, Publicity, Personal Selling

Customer Relationship Management: Customer relations; Different types of customers

Fashion Forecasting

Basics of Entrepreneurship

Paper II: Fashion and Sketching

Fashion Terms: Consumer & Fashion; Fashion Cycle; Classification of Fashion

Fashion Sketching: Basic study of drawing and design knowledge,

Pencil grip, lens, strokes different media reference.;

Anatomy - drawing and proportion; Measurement of proportion; Full Anatomy knowledge; Male, female, child characteristics study;

Basic figures - eyes, nose, lips, hands, feet;

Sketching various silhouettes; Various sleeves, necklines, pockets; Illustrations, ethnic, western, drapes for women, men;

Final full sketches in Black and White and color

Pattern making of the selected sketch

Fashion Accessories

Paper III: Draping

Dress form and its use basic block and location of darts;

Changing position of a rule Princess Lines - deranging;

Yokes - different type Basques; Skirts, gadgets, yoke with pleats, yoke skirts; Pleats, trucks, box pleat, inverted knife pleats

Paper IV: Garment Construction : Basic Process in garment making; Principle of garment making; Placing, marking and cutting of garments; Selection of fabric material as per age, occupation, figure and fashion; Actual garment making; Garment construction (according to themes selected)

Paper V on job Training/Internship

(19) GREEN BUILDINGS

Duration	: Six Months
Fees	: 6,000/-
Eligibility	: Engineering or relevant graduate or diploma with 3 years experience.

As the construction industry in India is growing rapidly, preserving the environment poses a host of challenges.

Hence, it is important to encourage builders, developers, owners, architects and consultants to design and construct green buildings, thereby, enhancing the economic and environmental performance of buildings. The course includes methodologies to cover diverse climatic zones and changing lifestyles. It is based on accepted energy and environmental principles and strikes a balance between known established practices and emerging concepts.

GENERAL OUTLINE

Paper I	Site Selection and Planning	100 Marks
Paper II	Water Efficiency	100 Marks
Paper III	Energy Efficiency	100 Marks
Paper IV	Materials	100 Marks
Paper V	Indoor Environmental Quality	100 Marks
Paper VI	Innovation and Design Process	100 Marks

Note: Fifty marks for internal tests, assignments, project work and field work

DETAILED SYLLABUS

Paper I: Site Selection and Planning

Mandatory Requirement 1 – Local Building Regulations

Mandatory Requirement 2 – Soil Erosion Control

Basic Household Amenities

Natural Topography or Vegetation

Heat Island Effect, Non Roof

Heat Island Effect, Roof

Parking Facilities for Visitors

Electric Charging Facility for Visitors

Design for Differently Able

Basic Facilities for Construction Workforce

Green Home Guidelines, Design and Post Occupancy

Paper II Water Efficiency

Mandatory Requirement 1 – Rainwater Harvesting, Roof and Non Roof
Mandatory Requirement 2 – Water Efficient Plumbing Fixtures
Landscape Design
Management of Irrigation Systems
Rainwater Harvesting, Roof and Non Roof
Water Efficient Plumbing Fixtures
Water Waste Treatment and Reuse
Water Metering

Paper III Energy Efficiency

Mandatory Requirement 1- CFC Free equipment
Mandatory Requirement 2 – Minimum Energy Performance
Enhanced Energy Performance
On site renewable energy
Solar Water Heating System
Energy saving measures in Alliances and other equipment
Distributed power generation
Energy metering

Paper IV Materials

Mandatory Requirement 1 – Separation of Household Waste
Organic Waste Management, Post Occupancy
Handling of Construction Waste Materials
Reuse of Salvaged Materials
Materials with Recycled Content
Local Materials
Rapidly Renewable Building Materials and Certified Wood

Paper V Indoor Environmental Quality

Mandatory Requirement 1- Tobacco Smoke Control
Mandatory Requirement 2 – Minimum Day lighting
Mandatory Requirement 3 Fresh Air Ventilation
Enhanced Day lighting
Enhanced Fresh Air Ventilation
Exhaust Systems
Low VOC Materials, Paints and Adhesives
Building Flush Out
Cross Ventilation

Paper VI Innovation and Design Process

The guidelines detailed under each mandatory requirement and chapter enables the design and construction of green buildings of all sizes and types.
Different levels of green building certification are awarded based on the total credits earned by **Indian Green Building Council and GRIHA**.
Every Green Building should meet certain mandatory requirements, which are non-negotiable.

(20) INTERIOR DESIGN

Duration	: One Year
Fees	: 10000/-
Eligibility	: HSC/ITI/Dip.

The course deals with Interior Designing and teaches the students the use of drawing tools in sketching and lettering, materials utilized in interiors and different aspects of lighting and electrical drawing. It explains the colour wheel and furniture drapery in Interior Design. It is useful for students who are pursuing Civil Diploma and those who want to work in fields related to interiors or as a hobby courses for creative outlet.

GENERAL OUTLINE

SEMESTER I

Paper I Functional Aspects of Interiors	100 Marks
Paper II Basic Drawing in Interiors	100 Marks
Paper III Materials in Interiors	100 Marks
Paper IV Services in Interiors	100 Marks

SEMESTER I

Paper I Functional Aspects of Interiors	100 Marks
Paper II Materials in Interiors	100 Marks
Paper III Services in Interiors	100 Marks
Paper IV Interior Design (General)	100 Marks

Note: Fifty marks for internal tests, assignment, project work & field visits.

DETAILED SYLLABUS

SEMESTER I

Paper I: Functional Aspects of Interiors

Study of Anthropometry:

Understanding human dimensions in various situations;

Standard sizes of furniture and accessories related to different human proportions;

Explaining constructional detail of the building i.e. wall, columns, beams, doors, windows, staircase, floor, ceiling etc; Different floor levels, heights and sizes generally used in construction;

Giving idea about different spaces and their requirement; Functional aspects of interior spaces

Case Study: Study of 1/2 completed projects as a mode to understand philosophy of designer and psychology of the end user.

Paper II: Basic Drawing in Interiors

Drafting with the help of proper scales:

Free hand sketching, control on pencil as well as means of observation;

Lettering and dimension writing practices with guide lines on sheet;

Idea about making format of the sheet

Preparation of Drawing and Views:

Understanding scales plans, elevation, section, details;

Drafting constructional drawing on sheet for execution on site;

Idea about detail working drawing;

3D views, isometric and one and two point perspective views.

Introduction of Color Wheel: Introduce primary and secondary colour;

Colour exercises - apply colour scheme on plan

Small Project: Making a measured drawing of their own houses with furniture layout.

Paper III: Materials in Interiors

Introduction of Materials:

Basic properties, characteristics, advantages, disadvantages, types and market survey of Wood, glass, metals, hardware;

Paints and polishes,

Fabrics and upholsteries;

Flooring,

Roofing-ceiling and false ceiling; others

Paper IV: Services in Interiors

Lighting:

Types of light sources;

Day lighting and its behavior in different climatic conditions;

Combination of day lighting and artificial lighting;

Designing of lighting;

Lighting criteria for different types of buildings, outdoor and indoor;

Report on designing of lighting;

Market survey of accessories and appliances;

Understanding of an electrical drawing;

Concepts of AC, its types, function and fitting

SEMESTER II

Paper I: Functional Aspects of Interiors

Qualitative and quantitative aspects of space:

Case studies of various spaces/places as a mode to understand philosophy of designer and psychology of end user.

Implementation of case study in practice by virtue of designing equivalent project

Paper II: Materials in Interiors:

Budgeting estimating and costing;

Selection of materials depending on availability, time frame, budget etc.;

Changes in budget depending on design;

Introduction to joinery;

Behavior of one material selected with other.

Paper III: Services in Interiors:

Making detailed electrical drawings for the project introduced in functional aspects of interiors;

Toilet design;

Plumbing and sanitation

Paper IV: Interior Design (General)

Elements of design

Line, form, colors, texture, pattern, light, space

Principles of Design

Promotion, balance, emphasis, rhythm, repetition

Objective of Design

Beauty, expression functionalism

Period style in furniture and furnishings:

Renaissance period, baroque period, rococo period, neoclassic,

Pompeian period and Empire period, Victorian period; Selection and arrangement of furniture

Flower arrangement:

Elements of art in flower arrangement, principles, types, containers, accessories, stem holders, bases, and placement.

Landscape Design

(21) TOURISM AND TRAVEL

Duration : One Year
Fees : 8000/-
Eligibility : HSC/Diploma

This course is aimed at familiarizing the students with the various aspects of tourism and imparting basic training in organizing Tourism Services. It covers GDS and Air Fare calculation as well as Marketing Aspects. Students interested in furthering their career in travel and related fields can opt for this course. It involves project work, study tour and placement in travel agency.

GENERAL OUTLINE

SEMESTER I

Paper I Communication and Personality Development	100
Paper II Profile of Tourism	100
Paper III Geography, Travel Formalities and Itinerary Planning	100
Paper IV Marketing Management and Customer Relationship	100
Paper V Foreign Language	100

SEMESTER II

Paper I Technology in Tourism and Air Fare Construction	100
Paper II Legal and Regulatory Framework of Tourism	100
Paper III Tourism Infrastructure and Tour Operator	100
Paper IV Placement in Placement in Travel Agency	100
Paper V Tour/Project Work	100

Note: Fifty marks for internal tests, assignment project work and field visits.

DETAILED SYLLABUS

SEMESTER I

Paper I: Communication and Personality Development

Communication skills

Definition and importance of Communication
Methods of Communication – Verbal, Non Verbal
Meeting and talking with people in different situations
Posture and Body Language
Effective Questioning & Listening
Barriers of Communications
Methods of overcoming barriers

Personal Grooming and Personal Hygiene

Manners and Etiquettes for different occasions Restaurant and Dining; Smoking; Dress; Ladies; Party; Telephone; Business; Car; Home,

Resumes, application letters, Interviews etc

Communication Skills in Service Industry

Qualities of a Professional Sales Person;
Travel as a service Industry
Career Opportunities in Travel Industry

Paper II: Profile of Tourism

Tourism - Concept, Definition and Significance;

History and Development of Tourism

Constituents of Tourism Industry: Primary & Secondary Constituents

5 'A's of Tourism

Travel Trends: Types and Forms of Tourism;

Heritage Walk, Virtual Tourism, Space Tourism, Female Solo Travel, Food Tourism, etc

Cultural Tourism Fairs and festivals,

Handicrafts and Art Forms – Dance and Music

Architectural Heritage and World Heritage Sites

Cuisines

Tourism Organizations and objectives of tourism organizations:

Government organization, ITDC, TFCI, ASI, TAAI, FHRAI,

IOTA, WTO, IATA, PATA, WTTC

Significance and Impact of Tourism:

Economic impact,

Social and Cultural impact,

Environmental Impact

Travel Agency: Types of Travel Agencies, Functions of Travel Agent,

Paper III: Geography, Travel Formalities and Itinerary Planning

Destination Geography

Physical and Cultural Geography

Understanding and reading maps

World Continents

Latitude and Longitude of map, Reading Skills

Countries of the World

Major cities and Touristic destinations

Three letter City Codes

Coding and Decoding Codes

Identification of Tourism Routing

IATA Classification of World Geography

Local Currencies

World Time Zone

Examining 24 Hours Time Clock

World Time Zones

International Deadlines

Major International Tourism Destinations

Travel Formalities:

Domestic travel: Special permits for restricted areas,

International travel- Passport-types, Visa-Different types of Visa

Health regulations, Compulsory vaccination, Travel Insurance,

Foreign Exchange

Itinerary Planning: definition, importance,

Resources for planning the Itinerary,

Steps to plan a tour

Paper IV: Marketing Management and Customer Relationship

Marketing: Definition, Importance of Marketing

Principles of Marketing

Marketing in Travel and Hospitality Industry

Concept of Marketing : Traditional and Modern Approach; Destination Marketing; Air lines Marketing for Hotels; Travel Agency Marketing; Destinations between product Marketing and Tourism Marketing

Marketing Research: Objectives; Scope and Techniques

Marketing Segmentation: Product positioning; Linkage in Tourism and Travel; Marketing with other Sector; Marketing - Mix and Match strategy

Market Trends: OTA (Online Travel Agents); Low Cost Carriers

Public Relations: Significance; Methods; Role of Various Promotional Agencies; Strategies in developing Tourism in India

Advertising: Advertising agencies; Role of advertising in India

Role of Information Technology in Tourism

Communication: Leadership qualities, Managing Conflict, Motivation and Managing Conflict, Time Management.

Customer Relations: Different types of Customers; Customer's Relations; Role of Various Promotional Agencies; Strategies in developing Tourism in India

Sales Techniques

Qualities of a Professional Salesperson

Paper V: Foreign Language

SEMESTER II

Paper I: Technology in Tourism/ Air Fare Construction

Global Distribution System (GDS)

Major GDS systems: Sabre, Amadeus Computer System, Galileo

Functions of GDS

Multi Tasking on a GDS system

Travel Websites and APPS

Air Fare Construction

Construction of One Way: Point to Point fares; Mileage Concepts; Specified Routers

Construction of Return: Circle trip / Round trip fares; Taxes, Fees, Charges; Ticketing, MCO, MPD's

Paper II: Legal and Regulatory Frame Work of Tourism

Laws and Regulations relating to Tourists :

Citizens Act: Passport Act; Foreigner's Act; Foreign Exchange Regulation Act; Import Export Control Act;

Laws and Regulations relating to Accommodation Sector - Hotel, Resorts etc.;

Laws and Regulations relating to Travel Agency Sector;

Laws and Regulations relating to Transport Section;

Regulatory Role of the Department of Tourism

Paper-III: Tourism Infrastructure and Tour Operator

Tourism Infrastructure

Transport, different modes of transport

Road, Coaches, Caravans; Car Rental and Camping Sites

Rail: Contribution of Railways in promoting Tourism

Theme Based Trains

Exclusive Tourist Trains

Theme Based Stations

Special schemes for promoting Tourism through Railways

Air

Airlines & Tourism (worldwide)

Operations and Rules

Visa & Passport Formalities

Custom Formalities – Arrivals & Exist; Health Regulations; Foreign Exchange; Baggage Handling;

Currency regulations

TIM, Airport & Airline Codes

Water Transport (worldwide)

Cruise & Tourism

Luxury Liners

Ferries and River Transport

Accommodation

Types of Accommodation – Main and Supplementary

Main Hotels

International/Star Category Hotel

Apartment/Residential Hotels

Floating Hotels

Capsule Hotels

Transit Hotels

Heritage Hotels,

Motels, Resorts

Supplementary/Alternative Accommodation

Tourist's lodges and Bungalows,

Government Guest Houses,

Youth Hostels, Railway retiring rooms,

Dharamshala

Tour Operator

Meaning and Definition

Types of Tour Operator

Package Tours

Guides and Escorts

Difference between Travel Agent and Tour Operator

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Paper IV: Placement in Travel Agency Tour/ Project

