

## 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 to 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 is 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 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 "**Lifelong Education**", so join us in our endeavor to educate all throughout the life span.

**Website [www.cle-msubaroda.com](http://www.cle-msubaroda.com)**

## Short Term Courses 2026 - 2027

| Sr. No  | Name of course   | Fees (Rs.) | Duration Days / Hours | Eligibility                             |
|---|--|------------|-----------------------|---|
| <b>Ancient Indian Studies</b>                                   |  |            |                       |   |
| 1   | Astrology and Vastu Shastra  | 8000       | 90 days / 180 Hours   | Open for all                            |
| <b>Computer Education</b>                                       |  |            |                       |   |
| 2   | Auto Cad   | 6000       | 30 days / 60 Hours    | HSC / Dip                               |
| 3   | Autodesk Revit   | 6000       | 30 days / 60 Hours    | HSC / Dip                               |
| 4   | Basic of Generative AI   | 6000       | 30 days / 60 Hours    | HSC / Dip                               |
| 5   | Computer Hardware and Networking   | 7000       | 40 days / 80 Hours    | HSC / Dip                               |
| 6   | Graphic Designing and Advertising  | 8000       | 60 days / 120 Hours   | Open for all                            |
| 7   | Introductions to AI (Artificial Intelligence) and Preparing for the Future | 4000       | 15 days / 30 Hours    | Open for all                            |
| 8   | M.S. Office  | 3000       | 15 days / 30 Hours    | Open for all                            |
| 9   | Tally  | 6000       | 30 days / 60 Hours    | HSC / Dip                               |
| 10  | Visual Communication Mastery for social media Graphic Designing            | 5000       | 30 days / 60 Hours    | HSC / Dip                               |
| 11  | Web Graphics and animation   | 9000       | 60 days / 120 Hours   | Open for all                            |
| 12  | 2D & 3D Animation  | 9000       | 60 days / 120 Hours   | Open for all                            |
| <b>Personal Grooming / Self Development / General Interests</b> |  |            |                       |   |
| 13  | Art and Crafts   | 5000       | 30 days / 60 Hours    | Open for all                            |
| 14  | Beautician   | 5000       | 30 days / 60 Hours    | Open for all                            |
| 15  | Bonsai   | 3000       | 20 days / 40 Hours    | Open for all                            |
| 16  | Ergonomics for Beginners   | 5000       | 30 days / 60 Hours    | Grad / Eng, Safety and HR Professionals |
| 17  | Elderly Care and their Needs   | 3000       | 15 days / 30 Hours    | Open for all                            |
| 18  | Foundations of Fashion Art- Sketching and Illustration                     | 5000       | 30 days / 60 Hours    | Open for all                            |
| 19  | G.S.T. and Customs   | 6000       | 45 days / 90 Hours    | Graduate                                |
| 20  | Mehndi   | 3000       | 15 days / 30 Hours    | Open for all                            |
| 21  | Modern Home Interiors – Decoration and Landscape                           | 6000       | 45 days / 90 Hours    | Open for all                            |
| 22  | Personality Development  | 5000       | 30 days / 60 Hours    | Open for all                            |
| 23  | RTI [Right to Information Act.]  | 3000       | 15 days / 30 Hours    | Open for all                            |
| <b>Language Proficiency</b>                                     |  |            |                       |   |
| 24  | English  | 5000       | 30 days / 60 Hours    | Open for all                            |
| 25  | French   | 5000       | 30 days / 60 Hours    | Open for all                            |
| 26  | German   | 5000       | 30 days / 60 Hours    | Open for all                            |
| <b>Medical / Health / Alternate Medicine</b>                    |  |            |                       |   |
| 27  | Healing Certificate course   | 4000       | 20 days / 40 Hours    | Open for all                            |
| 28  | Meditation Certificate course  | 4000       | 20 days / 40 Hours    | Open for all                            |
| 29  | Understanding Nutrition for Health   | 5000       | 45 days / 90 Hours    | SSC                                     |
| 30  | Yoga for Health Living   | 4000       | 21 days / 42 Hours    | Open for all                            |

## Long Term Courses 2026-2027

| Sr. No | Name of course | Fees (Rs.) | Duration | Eligibility |
|--------|----------------|------------|----------|-------------|
|--------|----------------|------------|----------|-------------|

### Hotel /Cookery

|   |                                  |        |        |                              |
|---|----------------------------------|--------|--------|------------------------------|
| 1 | Hotel Mgt. and Catering Services | 12,000 | 1 year | SSC / Basic Knowledge of Eng |
|---|----------------------------------|--------|--------|------------------------------|

### Human and Social Development

|   |                                    |       |        |                      |
|---|------------------------------------|-------|--------|----------------------|
| 2 | Early Childhood Care and Education | 10000 | 1 year | Grad/Dip / TDCP Pass |
|---|------------------------------------|-------|--------|----------------------|

### Management / Business Skills Development

|   |         |        |        |            |
|---|---------|--------|--------|------------|
| 3 | Banking | 1,2000 | 1 year | Grad / Dip |
|---|---------|--------|--------|------------|

|   |                              |        |          |            |
|---|------------------------------|--------|----------|------------|
| 4 | Export and Import Management | 10,000 | 6 months | Grad / Dip |
|---|------------------------------|--------|----------|------------|

|   |                           |        |          |            |
|---|---------------------------|--------|----------|------------|
| 5 | Human Resource Management | 10,000 | 6 Months | Grad / Dip |
|---|---------------------------|--------|----------|------------|

|   |   |        |        |            |
|---|---|--------|--------|------------|
| 6 | Industrial Purchasing and Material Mgt. | 12,000 | 1 year | Grad / Dip |
|---|---|--------|--------|------------|

|   |                    |        |          |            |
|---|--------------------|--------|----------|------------|
| 7 | Project Management | 10,000 | 6 months | Grad / Dip |
|---|--------------------|--------|----------|------------|

### Medical / Health / Alternate Medicine

|   |                               |        |          |          |
|---|-------------------------------|--------|----------|----------|
| 8 | Health and Fitness Management | 10,000 | 6 months | HSC/ Dip |
|---|-------------------------------|--------|----------|----------|

|   |                                      |        |        |                           |
|---|--------------------------------------|--------|--------|---------------------------|
| 9 | Hospital Administration & Management | 15,000 | 1 year | Grad/Dip/Homeopathy /Ayur |
|---|--------------------------------------|--------|--------|---------------------------|

|    |                   |        |          |  |
|----|-------------------|--------|----------|--|
| 10 | Industrial Health | 40,000 | 6 months | MBBS with MCI Registration plus 1 Year Industrial Experience or 2 Years Other Experience |
|----|-------------------|--------|----------|--|

|    |                                 |        |          |          |
|----|---------------------------------|--------|----------|----------|
| 11 | Yoga Teacher Certificate Course | 10,000 | 6 months | HSC /Dip |
|----|---------------------------------|--------|----------|----------|

### Vocational Skills Development

|    |                   |       |        |                                    |
|----|-------------------|-------|--------|------------------------------------|
| 12 | Fashion Designing | 18000 | 1 year | HSC / Basic Knowledge of Stitching |
|----|-------------------|-------|--------|------------------------------------|

|    |                 |       |        |                 |
|----|-----------------|-------|--------|-----------------|
| 13 | Interior Design | 18000 | 1 year | HSC/ ITI / Dip. |
|----|-----------------|-------|--------|-----------------|

## 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. 300/- 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. For the course on Industrial Health, minimum 50% marks are required to pass the examination.
  - v. Class equivalence

|              |   |               |
|--------------|---|---------------|
| Distinction  | : | 70% and above |
| First Class  | : | 60% to 69%    |
| Second Class | : | 50% to 59%    |
| Pass Class   | : | 40 % to 49%   |
  - vi. A team of tabulators appointed by the Director/Asst Director would compile the results submitted by the respective examiners for all the courses.
  - vii. The 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. 500 for six months courses and Rs.500/- per semester for one-year courses.
4. Only the students who pass the respective examination will be issued the duplicate certificates and marks sheets subject to a payment of Rs. 500/-.
5. Three copies of Transcripts will be issued on payment of Rs. 500/-
6. Three copies of Bonafide letters will be issued on payment of Rs. 500/-
7. Students are not eligible for ST bus /Railway Concession pass.
8. Students will not be provided with hostel accommodation.
9. The decision of the Director of the Centre shall be final in case of any dispute.

# Short Term Courses

## Ancient Indian Studies

### (1) Astrology and Vastu Shastra

|             |                       |
|-------------|-----------------------|
| Duration    | : 90 days [180 hours] |
| Fees        | : Rs. 8000/-          |
| Eligibility | : Open for all        |

### Course Content

#### Unit I Astrology

##### Siddhant Vibhag

Samvatsar, Ayan, Gol, Sankranti, Maas, paksha, Tithi, Vaar, Nakshatra, Yog, Karan Prahara- Hora.

##### Unit-2

Rashi – Names, Rashi Swaroop, Nakshatra and Charan in Rashi, Lords of Rashi, Directions of Rashi, Nature, colours, Male /Female in Rashi Hora, Dreshkaan and Navmansh of Rashi

Ghrah- Astronomical introduction, Natural Friendship, five types of Friendship, upper and Lower stage of Rashi Nature, Kanaktva, char Karktva as per jamini theory.

##### Unit -3

12 Houses Names karak grah of different house. Things to be observed in each house, Relationship signs of houses – kendra, Trikon pantan- Aapokilam etc.

Prediction at 12 houses (i) As per Rashi (ii) As per Grah (iii) As per the placement of the lord of Rashi

Specially health, study, Marriage Career Foreign tours etc.

Laghu parashari, Sanghadhyay, Yogadhyay Vinshottani Aasha, Gochar grah falkathan

##### Unit -4 Vastushastra

Rising of Vastushastra and Development

Incarnation of Vastupurush, food for Vastudevta

Definition of vastu (1) Traditional (2) Scientific

The role of Vastu in different fields Bhumi – Types, Shapes, Level etc.

Plot, Directions, Planning

Planning as per Dharma, Arth, kama and its importance

Panch Mahabhut tatra there - place in house

Dieties of 5 elements

Placement of different things as per 5 elements

##### Unit -5

9 division of plot

81 pad vastumandal

Placement of 45 Devatas in Vastumandal

Placement of 28 Devatas outside the mandal

12 Aaditya, 8 Vasu 10 Dikpaal

Place of 9 Plants in Vastumandal

Vastu vinyas as per the nature of deities of Vastumandal

Result of door in different cubes  
Entry – savya – Apsauya – Susthit etc.  
Garden- (1) Ground Level (2) Rock Garden Fountain etc.  
Compound Gate Foyer and main door

### **Unit -6**

Vastu muhurt  
Khaat and BHUMI PUJAN,  
Khat kon, maas fal, Sankranti fal, Auspicious Thiti, vaar, Nakshatra, yog and karan.  
Use of Chakra in vastu  
(1) Shalya shodhan chakra (2) Varg chakra (3) vastu chakra (4) Vrush – Vastu chakra  
(5) Dwar chakra (6) Mobha chakra (n7) kalash chakra  
Plingth level, Lintal Level, slab level, colour of the house

### **Unit – 7**

#### **21 Angan of vastushastra**

Aay, Nakshatra, Tara, Vyay, Gan, Rashi, Nadi, Yoni etc.

### **Unit-8**

Gruh pravesch and Vastu pujan  
Vamark vichar in Gruh pravesch  
Direction of moon at the time of Gruh pravesch

### **Unit – 9**

Vastu modification (1) on the map (2) practical site visits

## **Computer Education**

### **(2) Auto Cad**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 6000/-

**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

### **(3) Autodesk Revit**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 6000/-

**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

### **(4) Basics of Generative AI**

**Duration** : 30 Days [60 hours]

**Fees** : 6000/-

**Eligibility** : HSC / Dip

#### **Course Content:**

Generative AI Fundamentals  
Understanding and introduction to various AI tools  
Introduction to Diffusion Models  
Image and Video Manipulation  
Text to Image Prompting  
Audio Generation using AI  
Build Custom GPTs  
Planning, Research and General Utility using AI

## **(5) Computer Hardware and Networking**

**Duration** : 40 days [80 hours]  
**Fees** : Rs. 7000/-  
**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

## **(6) Graphic Designing and Advertising**

**Duration** : 60 days [120 hours]  
**Fees** : Rs. 9000/-  
**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, Adobe Illustrator

## **(7) Introduction to AI (Artificial Intelligence) and Preparing for the Future.**

**Duration** : 15 Days [30 hours]  
**Fees: Rs.** : 4000/-  
**Eligibility** : Open for All

### **Course Content:**

Definitions Of Key AI Concepts  
Best Practices and Guidelines for AI Use  
AI Tools And Their General Uses  
AI Ethics and Risk Management  
Ethical Challenges and Risks In AI  
Ethical Frameworks For AI

## **(8) M.S. Office**

**Duration** : 15 days [30 hours]

**Fees** : Rs. 3000/-

**Eligibility** : Open for all

### **Course Content**

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

## **(9) TALLY**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 6000/-

**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.

## **(10) Visual Communication Mastery for Social Media and Graphic Designing:**

**Duration** : 30 days [60 hours]

**Fees** : Rs 5000

**Eligibility** : HSC Dip.

### **Course Content:**

Mastering the Editor & Text  
Working with Elements  
Edit Photos, Filters etc  
Colour Theory in Canva  
Creating / Designing Brand Kit  
Making Presentations  
Introduction to Animation for banner ads  
Video Editing Basics  
AI & Magic Studio  
Designing Effective Resumes  
Document & Print Design  
Creating a website  
Designing Social Media Campaign  
**Software / Online Tool / App: Canva**

## **(11) WEB GRAPHICS AND ANIMATION**

**Duration** : 60 days [120 hours]

**Fees** : Rs. 9000/-

**Eligibility** : Open for all

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 movies and projector

Software: Adobe Animate (Basic), Adobe Dreamweaver, Adobe XD

## **(12) 2 D & 3 D ANIMATION [BASICS]**

**Duration** : 60 days [120 hours]

**Fees** : Rs. 9000/-

**Eligibility** : Open for all

Concept of Animation.

Understanding of stage, cast, frames and user interface (2 D);

Overview of behaviours 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:** Adone Animate and 3 D Studio Max

## **Personal Grooming / Self Development / General Interests**

### **(13) Art and Crafts**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**Eligibility** : Open for all

#### **Course content:**

Lippan Art,  
Lamasa Art,  
Clay Jewelry,  
Mandala Art Painting,  
Clay Marble Art  
Fabric Painting,  
Pichwai Painting,  
Warli Painting,  
Tanjor Painting,  
Madhubani Painting  
Gotta Patti, Block Print,  
Bread flowers,  
Pulkari Embroidery,  
Tie and Dye

### **(14) BEAUTICIAN**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**Eligibility** : Open for all

#### **Course Content**

Threading; Eyebrows, 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 styles; Hair Treatment; Hair oil massages, dandruff treatment, Henna treatment, Hair coloring;  
Bridal Make up; Party Make up;  
Manicure; Pedicure; Beauty tips

### **(15) Bonsai**

**Duration** : 20 days [40 hours]

**Fees** : Rs. 3000/-

**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 for a bonsai plant, wiring, watering, repotting; Visit to a garden.

## **(16) Ergonomics for Beginners**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**Eligibility** : Graduates, Engineers, Safety and HR professionals.

### **Course content:**

#### **Overview of Ergonomics**

Aims, objectives and benefits of ergonomics

Definition and scope of ergonomics and systems of work

Fitting the job to the person and the person to the job

Interfaces between job, person, and environment

#### **Postures and Movement**

Static and dynamic postures

Posture at work

Posture and body supportive devices

Chair characteristics

Health problems related to wrong postures, back pain etc.

#### **Musculoskeletal Disorders (MSDs)**

Musculoskeletal Disorders- what are MSDs, Causes, types,

Manual Material Handling

Ergonomic risk factors, prevention, early intervention.

Work-related MSDs, musculoskeletal systems, risk factors, symptoms, examples of WRMSDs, carpal tunnel syndrome, Tennis Elbow, etc.

Physical Loading-Posture, Force and Time,

#### **Anthropometry and Workplace Design**

Anthropometry – Introduction

Significance of Anthropometry in Human Factors

Use of Anthropometric Data,

Tools for measurements, Percentiles, design principles,

Workstation Design- choice of workstations, seated, standing, sit-stand,

Design guidelines for workstations, workspace envelopes, anthropometry in workstation design, examples- computer / Visual Display

Unit (VDU) workstation, assembly workstation, seat designing, etc.

#### **Industrial Ergonomics and OSHA Ergonomics Requirements**

Ergonomics and production

Importance of ergonomically designed tools.

Power of pause / break at work.

## **(17) Elderly Care and their Needs**

**Duration** : 15 days [30 hours]

**Fees** : Rs. 3000/-

**Eligibility** : Open for all

### **Course content:**

Learning to care for the elderly

Basic first aid

Personal hygiene,

Safety precautions,

Nutrition, Diet, Medications,

Whom to contact during an emergency

Exercises, Planning Recreational activities and outings

## **(18) Foundations of Fashion Art - Sketching & Illustration**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**Eligibility** : Open for all

### **Course content:**

#### **Introduction to Fashion Sketching**

Understanding Fashion Sketching – tools, importance, proportions & croquis.

Basic Lines, Shapes & Strokes – practice with free-flow sketching, mannequins.

Gesture drawing for quick fashion poses.

#### **Fashion Croquis Development**

Proportions of the Fashion Figure – 8-head & 10-head figures.

Dynamic Poses & Movement – balance, walking & action poses.

Hands, Feet & Face Basics – simplified illustration.

Male & Plus-size Croquis – inclusivity in sketching.

Body complexion variations.

#### **Garment Illustration**

Understanding Garment Construction – folds, pleats, drapery.

Tops & Blouses – collars, sleeves, necklines.

Bottoms – skirts, pants, shorts.

Dressing the figure (5 outfits)

#### **Fabric Rendering Techniques**

Fabric Textures – cotton, silk, denim, wool, leather.

Shading & Coloring – pencil shading, color pencil, poster color, charcoal, glass marker

Illustrating Prints & Patterns – florals, stripes, checks, abstracts.

#### **Fashion Accessories & Styling**

Accessories – shoes, bag, jewelry, Hat

Hairstyles– adding character to croquis  
Styling Looks – coordinating garments with accessories.

### **Fashion Illustration Projects**

Winter Wear Collection, Evening Gowns.  
Casual Wear, Fusion Wear (Indo-Western Styles).

### **Creative Design & Portfolio Development**

Mini Collection Development – concept, mood board, sketching  
Portfolio-ready presentation of designs.  
Final Submission

## **(19) GST AND CUSTOMS**

**Duration** : 45 days [90 days]  
**Fees** : Rs. 6000/-  
**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 GSTS  
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

## **(20) Mehndi Art**

**Duration** : 15 days [30 hours]

**Eligibility** : Open for all

**Fees** : Rs 3000

### **Course Content:**

How to make Mehndi, mehndi paste, mehndi cone

Mehndi Designs:

Party Mehndi

Arabic Mehndi

Indo traditional, Traditional Mehndi

## **(21) Modern Home Interiors – Decoration and Landscape**

**Duration** : 45 days [90 hours]

**Fees** : Rs. 6000/-

**Eligibility** : Open for all

### **Course content:**

#### **Fundamentals of Interior Design**

Introduction to interior design: scope and career opportunities

Elements of design: line, form, texture, color, space

Principles of design: balance, harmony, rhythm, emphasis, proportion

Space planning and ergonomics

Basics of lighting: natural vs artificial lighting

Introduction to design tools (manual sketches / basic software overview)

#### **Modern Home Interior Design**

- Planning residential spaces:

Living room (layout, focal points, furniture arrangement)

Bedroom (comfort, privacy, storage solutions)

Kitchen (modular concepts, work triangle, storage optimization)

Bathroom (fixtures, finishes, space utilization)

- Furniture types and placement strategies

- Materials and finishes: wood, laminates, tiles, glass, metals

- Smart homes and space-saving furniture

- Sustainable and eco-friendly design concepts

#### **Home Decoration and Styling**

Introduction to home styling

Decorative elements: wall art, mirrors, lighting fixtures, rugs, curtains

Soft furnishings and textiles

Theme-based interiors (minimalist, contemporary, traditional, fusion)

Seasonal and festive decoration

Budget-friendly styling tips and DIY ideas

#### **Landscape Design**

Basics of landscaping and its importance

Types of gardens: formal, informal, kitchen garden, terrace garden

Plant selection and maintenance basics  
Indoor plants and air-purifying plants  
Balcony and small-space gardening  
Water features and hard-scape elements  
Sustainable landscaping practices

## **(22) PERSONALITY DEVELOPMENT**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**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

## **(23) RTI [RIGHT TO INFORMATION ACT]**

**Duration** : 15 days [30 hours]

**Fees** : Rs. 3000/-

**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

## **Language proficiency**

### **(24) ENGLISH**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**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 input**

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.

### **(25) FRENCH**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**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.

## **(26) GERMAN FOR BEGINNERS**

**Duration** : 30 days [60 hours]

**Fees** : Rs. 5000/-

**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

llegemeine Fragen : Landeskunde der deutschsprachigen Laender

**Recommended Book** - Themen Aktuell I (entire set), Deutsch als Fremdsprache I A (entire set)  
Dictionary - (English German, German-English).

## **MEDICAL / HEALTH / ALTERNATE MEDICINE**

### **(27) HEALING CERTIFICATE COURSE**

**Duration** : 20 days [40 hours]

**Fees** : Rs. 4000/-

**Eligibility** : Open for all

#### **Course content:**

#### **Introduction to Healing (Theory)**

##### **Concept and scope of healing**

Importance of healing for physical and mental health

Overview of holistic and energy-based healing approaches

##### **Body Alignment and Healing Movements (Practical)**

Gentles align mental stretching for relaxation and healing

Postural awareness of improved energy flow

##### **Energy and Vibration Awareness (Theory & Practical)**

Concept of cosmic energy and individual energy

Vibration techniques for internal awareness

Experiential understanding of bio-plasmic energy

##### **Tapping and Basic Energy Techniques (Practical)**

Introduction to tapping techniques

Application for stress release and energy balance

##### **Five Elements and Pranic Sources (Theory & Practical)**

Five elements of the universe and their relevance in healing

Sources of Prana: Ground Prana, Air Prana, Tree Prana, etc.

Techniques to absorb and balance pranic energy

##### **Introduction to Energy Healing Modalities (Theory)**

Overview of energy healing systems

Introduction to Reiki, Pranic Healing, and similar modalities

##### **Sound, Symbol, and Ritual-Based Healing (Theory & Practical)**

Introduction to Sound Healing

Introduction to universal healing symbols

Introduction to Havan (Fire-based) healing modalities ———

**Music Therapy and Daily Healing Practices (Practical)**

Basics of Music Therapy for relaxation and healing

Simple day-to-day healing techniques for self-care

**Healing Discipline and Guidelines (Theory)**

Rules and precautions for effective healing

Ethical approach and responsibility in healing practices

**(28) MEDITATION CERTIFICATE COURSE**

**Duration** : 20 Days (40 hours)

**Fees** : Rs. 4000/-

**Eligibility** : Open to all

**Course content**

**Foundations of Meditation (Theory)**

Meaning and definition of Meditation

Scope and relevance of Meditation in modern life

Relationship between body, breath, mind, and consciousness

Classification of Meditation: - Relaxation-based Meditation -

Concentration-based Meditation

**Body Awareness and Alignment (Practical)**

Gentle body movements for enhanced physical awareness

Postural alignment for stability and comfort

Developing stillness and body-mind coordination

**Breathing and Pranayama Practices (Theory & Practical)**

Concept of Breath and Prana

Types of breathing for awareness and calmness

Pranayama practices for mental peace and balance

**Relaxation-Based Meditation (Practical)**

Sithilikaran

Yognindra

Makarasana

Importance and benefits of deep relaxation techniques

**Concentration-Based Meditation (Theory & Practical)**

Statue Meditation

Self-Resolution (Sankalpa) Meditation

Observation Meditation

**Awareness and Scanning Techniques (Practical)**

Body Scanning Meditation

Breath Scanning Meditation

Thought Scanning Meditation

**Mantra and Chakra Meditation (Theory & Practical)**

Concept and practice of Mantra Meditation

Introduction to Chakra Meditation and awareness practices

## **Heartfulness and Mudra (Practical)**

Heartfulness Meditation practice

Introduction to Mudras and their role in meditation

## **Basic Rules and Discipline of Meditation (Theory)**

Preparatory guidelines for meditation

Dos and Don'ts during practice

Lifestyle support for sustained meditation practice

## **Benefits and Application of Meditation (Theory & practical)**

Physical benefits

Mental and emotional benefits

Spiritual and experiential benefits

Application of meditation in daily life

## **(29) Understanding Nutrition for Health**

**Duration** : 45 days [90 hours]

**Fees** : Rs 6000

**Eligibility** : SSC pass

### **Course Content:**

#### **Basics of Food and Nutrition**

What is Food, Nutrition and healthy life?

Life cycle approach for healthy individuals

Functions of food, Food groups

#### **Understanding Nutrition**

Types of nutrients

Sources of nutrients

Deficiency condition or excess of consumption of various nutrients

Concept of double burden/ triple burden of malnutrition

Balanced diet

Food Pyramid

My Thali concept

#### **Nutrition during life cycle**

Infancy

Preschool age

School age and adolescent age

Adults

Old age

Pregnancy

lactation

#### **Dietary guidelines**

Tips on healthy eating as per National Institute of Nutrition

Concept of healthy lifestyle- Diet, physical activity and coping

Strategy for stress

### **(30) Yoga for Healthy Living**

**Duration:** 21 days [42 hours]

**Eligibility:** Open for All

**Fees:** Rs. 4000/-

#### **Course content:**

Fundamental principles of yogic discipline

Basic Anatomy & Physiology

Mind – body connection and psychosomatic concept in yoga.

Modern lifestyle factors affect health.

Holistic Health and yogic Lifestyle

Asanas for general health, flexibility, and vitality.

Pranayama techniques for energy balance and mental clarity.

Relaxation practices – Yoga Nidra and Shavasana.

Diet and nutrition

Understanding stress and its impact on body and mind.

Yogic tools for stress management (Breath work, mindfulness, meditation).

General acupressure techniques for daily use.

Basic naturopathy tips: fasting, water therapy, sun therapy, and diet regulation.

Practical guidelines for combining yoga, Naturopathy, and Acupressure in modern lifestyle.

# Long term Courses

## Hotel / Cookery

### 1. Hotel Management and Catering Services

#### (1) HOTEL MANAGEMENT AND CATERING MANAGEMENT

|                    |                                   |
|--------------------|-----------------------------------|
| <b>Duration</b>    | <b>: One Year</b>                 |
| <b>Fees</b>        | <b>: Rs. 12000/-</b>              |
| <b>Eligibility</b> | <b>: SSC/Knowledge of English</b> |

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 run their own catering business or own restaurant.

#### 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  | House keeping & 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**

#### SEMESTER: 1

##### 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;  
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  
Posture & body language;  
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, Scope and Organizational structure**

Small hotel, medium hotel, large hotel  
Coordination with other departments,  
Housekeeping in other hospitality operations.  
Types of rooms - Double, Turin, Double, Deluxe, studio, interconnectivity, adjacent, executive, duplex, suite, presidential suite, penthouse, cabana, Hollywood parlor etc.,  
Duties and responsibilities of housekeeping staff.

### **Cleaning Procedure of the public area and preparing rooms**

Lobby, F&B Outlets, swimming pool, Rest room, lounge, patio areas, corridor, shopping arcade  
Rooms - Bed making, arranging guest's belongings, replenishing sanitary supplies, noting discrepancies, noting maintenance required in the room.  
Dealing with guest laundry, Accepting and noting any special requests, replacing clean laundry in bedrooms.

### **Classification and types of equipment**

Mechanical

Electrical

How to use and care the above equipment

Safety procedures – safety awareness & accident prevention, dealing with emergencies.

Ergonomics in housekeeping.

### **Pest Control**

Importance of pest control

**Uniforms, Linens and Laundry operations:**

Linen: Layout and physical features of linen room-Bed, Bath and Table linen Types & Sizes – Beds and Beddings

Purchase of linen

Designing of uniform,

Selection criteria (functional & aesthetic)

Inventory Procedure

Use of computers in housekeeping department.

Types of laundries and process

**Interior Decoration and Furnishings**

Elements of Arts

Principles of design

Flower arrangement (Materials used in flower arrangement, Types of Flower arrangement, preparation and care of flowers).

Preparing public and function room

A Rugs and Carpets B. Fabrics C. Lighting Accessories D. Pictures

**Dealing with Lost & found Property and repairs and maintenance**

Receiving particulars of lost property, Searching and finding, Recording, Labelling, storing safely, identifying rightful owner, returning property to rightful owner.

Planning Maintenance Schedule.

**Keys and Hotel Terminologies**

Types of keys

Computerized key cards

Key control

Common hotel management related terminologies.

**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 Businesses

Registration & Licenses to be taken by Hotel Industry

Law of Insurance: It's types - Insurances taken by hotels.

Courses available to Hotel & Catering industry

Laws of Contract - Agreement & Contract - essential elements of a valid contract, formation of contract

**Labor Codes:**

**A.** Code on Wages, 2019;

The Payment of wages, Bonus, Equal Remuneration;

**B.** Industrial Relations Code, 2020;

Trade union;

C. Code on Social Security, 2020;

The Employees State Insurance, The Employees Compensation, Maternity benefit act, Employees provident fund, Gratuity;

**Labor Legislation**

Shop & Establishment Act;

**Legislation regarding Hotel Industry**

Hotel receipts tax act, Good & services tax (GST);

**Notes:**

1. The Urban Land (Ceiling and Regulation) Act, 1976, was enacted in India was repealed by the Urban Land (Ceiling and Regulation) Repeal Act, 1999. Further the Urban Land (Ceiling and Regulation) Repeal Ordinance, 1999 is hereby repealed.
2. Sales tax has been replaced by GST.
3. Luxury tax is not in existence after GST
4. Expenditure tax has been abolished.

**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; Treatment;

Rules of first aids;

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**

### **Introduction of Food Science**

You and Your Food –

- Definition
- Functions
- classification of foods,
- Food groups -Basic Four, Basic Five and Basic Seven,
- Food pyramid.

Cooking –

- Definition
- Objectives
- Methods of cooking - Moist heat and Dry heat methods, advantages and disadvantages.
- Micro-wave cooking, Solar cooking - advantages and disadvantages.
- Effect of cooking and heat on nutritive value of foods.

### **Nutrients**

- Types
- Sources
- Deficiencies
- Preliminary signs and symptoms

### **Recommended Daily Allowances (RDA)**

- Importance, - Calculation of nutritive values

### **Therapeutic diets**

- Importance of therapeutic diets in hotel industry
- Common Types of Therapeutic Diets
- Diet for Diabetes, hypertension, obesity and fever

### **Food Safety and Health**

- Core principles & Practices (personal hygiene, cleaning & sanitizing, temperature control, preventing cross- contamination, safe food handling)
- Management & Systems (Staff training, pest control, HACCP, etc.)
- Critical areas & Checks (Kitchen opening / closing, storage, etc.)
- Food adulteration, Food preservation, Food borne diseases

## **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

## 2. Early Childhood Care and Education

### (2) EARLY CHILDHOOD CARE AND EDUCATION

|                    |                              |
|--------------------|------------------------------|
| <b>Duration</b>    | <b>: One Year</b>            |
| <b>Fees</b>        | <b>: Rs. 10000/-</b>         |
| <b>Eligibility</b> | <b>: Graduate/Dip. /TDCP</b> |

This course caters to the growing needs for early childhood education professionals in various balwadis, schools, and welfare programs 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 in-depth theoretical and practical knowledge and includes field visits, project work and training in schools.

#### 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.**

#### 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 Emmelia

### **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, playground, 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 for and importance of Parent Education and Involvement**

Parenting, parent child relationship,

Parent education, parent involvement, community education;

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

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

#### **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-III: Workshops / Field Work.**

### **Paper-IV: Training in Schools.**

## **Management / Business Skills Development**

- 3 Banking**
- 4 Export and Import Management**
- 5 Human Resource Management**
- 6 Industrial Purchasing and Material Management**
- 7 Project Management**

### **(3) BANKING**

**Duration** : One Year  
**Fees** : Rs. 12,000/-  
**Eligibility** : Graduate/Dip

#### **SEMESTER 1**

|  |     |
|--|-----|
| Paper, I Bank Regulations and Applications                       | 100 |
| Paper II Basic Principles of Lending and Creations of Securities | 100 |
| Paper III Central and Commercial Banking in India                | 100 |
| Paper IV Foreign Exchange & Financing of Foreign Trade           | 100 |
| Paper V Fundamentals of Computers & Networking in Banking        | 100 |
| Paper VI Fundamentals of Research Methodology                    | 100 |

#### **SEMESTER 1I:**

|   |     |
|---|-----|
| Paper, I Bank Deposits and Application of Negotiable Instrument Act | 100 |
| Paper II Financial Services in India                                | 100 |
| Paper III Financial Statements and IRACP                            | 100 |
| Paper IV Information Technology Applications in Banking             | 100 |
| Paper V Mechanism of Foreign Exchange Transactions                  | 100 |
| Paper VI Project Work   | 100 |

#### **Paper I**

#### **Banking Regulations and Applications**

#### **UNIT I: Definition and Meaning of Banker & Customer**

- History and Evolution of Banks in India
- Meaning of Banks
- Features of Banking
- Indian Financial Systems and their Regulators
- Structure of Indian Banking System
  - I. Reserve Bank of India & Its Functions
  - II. Commercial Banks
    - a. Public Sector Banks
    - b. Private Sector Banks
    - c. Foreign Banks
    - d. Regional Rural Bank
    - e. Small Finance Banks
    - f. Payment Banks
    - g. Local Area Banks
  - III. Cooperative Banks

## **UNIT 2: Banker Customer Relationship**

- Introduction – who is a customer
- Various Types of Customers including Special Types of Customers

### **A. INDIVIDUALS**

- a. Individuals
- b. Joint Accounts
- c. Illiterate Persons
- d. Minors
- e. Blind Persons
- f. Married Women
- g. Insolvent / Bankrupt
- h. Lunatic

### **B. NON-INDIVIDUALS**

- a. Sole Proprietor
- b. Partnership
- c. Limited Liability Partnership
- d. Joint Stock Companies [Private Ltd. & Public Co./ Govt. Co. / One Person Company / Small Co.
- e. Hindu Undivided Family
- f. Societies / Clubs / Associations / Trusts
- g. Government Bodies

### **TYPES OF BANKERS - CUSTOMER RELATIONSHIP**

#### **DUTIES OF THE BANK & RIGHTS OF THE BANK**

- a. Duty to maintain Secrecy
- b. Duty to honour cheques
- c. Duty to submit periodic statements
- d. Duty to collect cheques / Bills

#### **RIGHTS OF THE BANKERS**

- a. Right of General Lien
- b. Right of Set Off
- c. Right of Appropriation & Clayton Rule
- d. Right to act as per mandate of the customer.
- e. Garnishee Order Vs Income Tax Order

#### **Termination of Banker Customer Relationship**

## **Paper II**

### **Basic Principles of Lending and Creations of Securities**

#### **UNIT I: Aspects of Lending**

##### **Introduction to Lending**

Concept of loans and advances

Role of lending in banking operations

##### **Principles of Safe Lending**

Fundamental principles: 5 Cs of Credit

Creditworthiness assessment: CIBIL Score and credit reporting systems

##### **Types of Loans and Advances**

##### **Based on nature of funds:**

Fund-based and non-fund-based facilities

**Based on security:**

Secured vs. Unsecured loans

**Based on tenure:**

Term loans and Demand loans

**Based on purpose:**

Productive vs. Consumption loans

**Priority Sector Lending (PSL)**

Agriculture

Micro, Small and Medium Enterprises (MSME)

Retail and Wholesale Trade

Pradhan Mantri Mudra Yojana (PMMY)

**Securities in Lending**

Types of security:

Tangible and Intangible

Immovable property

Movable property

Paper securities (e.g., bills, debentures)

Significance and role of security in lending

**UNIT II: Charges on Securities****Concept of Charge**

Definition and meaning of charge

Advantages and disadvantages of charging assets

**Types of Charges**

Mortgage

Hypothecation

Pledge

Lien

Assignment

**Creation of Charges**

Instruments and methods:

Mortgage deed

Hypothecation deed

Pledge agreement

Letter of lien

Letter of assignment

**Documentation in Lending**

Importance of proper documentation

Execution of documents: processes, legal requirements, and precautions

**Paper III****CENTRAL AND COMMERCIAL BANKING IN INDIA****Unit I: Central Banking in India (RBI)**

Concept, origin, and evolution of central banks

Need for central banking in Developing Economic

Organizational structure, governance, and departments of RBI

RBI Act, 1934 – key provisions

Role and functions of RBI

Credit control measures.

Monetary Policy: CRR, SLR, Bank Rate, Repo & Reverse Repo, Open Market Operations,

Marginal Standing Facility

## **Unit II: Commercial Banking in India**

Meaning, evolution, and role of commercial banks

Classification: PSBs, Private Banks, Foreign Banks, RRBs, Cooperative Banks

Nationalisation of Commercial Banks

Functions of Commercial Banks

Creation of credit and limitations

Assets and Liability Management by Banks

Customer grievance redressal: Banking Ombudsman

Banking consolidation and reforms

## **Paper IV**

### **FOREIGN EXCHANGE & FINANCING OF FOREIGN TRADE**

#### **Foreign Exchange Transactions and International Trade**

##### **Basic concepts of foreign exchange**

Definition of Foreign Exchange

Dealing in Foreign Exchange

Foreign Exchange Markets

Participants in Foreign Exchange Market

Value date in FX transactions

Role of Foreign Exchange Dealers' Association of India

Role of Reserve Bank of India

Role of Asian Clearing Union

##### **Advantages of International Trade**

Advantages of International Trade to the customers

Advantages and disadvantages of International Trade to countries

Disadvantages of International Trade

##### **Role & function of commercial banks in foreign trade**

Functions of foreign exchange department. (dealer) of a commercial bank

##### **The authorized dealers.**

##### **Buying & selling of foreign exchange**

Buying & selling transactions and different types of rates

##### **Method of International Remittance**

Types of Instruments in Remittances

##### **Correspondent relationship & accounting mechanism between banks**

Settlement of accounts / foreign currency accounts

##### **Balance of Trade and Balance of Payments**

Disequilibrium in Balance of Payment

Correction of disequilibrium in Balance of Payment

## **UNIT II: Foreign Exchange Control and Management**

Foreign exchange control – definition and objectives

Trade control & exchange control administration in India

A. Need for trade control and exchange control

B. Trade control

C. Exchange control

D. Import regulations

E. Export regulations

Foreign Exchange Management Act (FEMA)

A. What is FEMA

B. Applicability of FEMA

C. Difference between the FERA and FEMA

D. Offences under FEMA penalties

E. Current Account Transactions

F. Capital account transactions: [as defined under section 6 of FEMA]

G. Liberalized remittance scheme

EXIM Bank

## **Paper V**

### **FUNDAMENTALS OF COMPUTERS & NETWORKING IN BANKING**

#### **Fundamentals of Computers**

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.

Information Technology in Banks

#### **Computer Networking in Banking.**

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.

## **Paper VI**

### **FUNDAMENTALS OF RESEARCH METHODOLOGY**

#### **Introduction to Research and Research Design**

Definition, scope, and importance of research

Research in banking: credit risk, customer satisfaction, fraud detection, performance analysis, portfolio management

Characteristics of good research

Qualitative vs. quantitative research

Identification of research problems in banking

Setting objectives and research questions

Formulation of hypotheses

Conceptual framework and variables

Research Design and sample size determination for banking research

#### **Data Collection, Analysis & Reporting in Banking Research**

Primary data: questionnaires, interviews, focus groups, observations

Secondary data: annual reports, financial statements, regulatory data etc.

Questionnaire design for banking studies (Likert scales, rating scales, etc.)

Quantitative techniques: descriptive statistics (mean, median, mode, SD)

Introduction to inferential statistics: correlation, regression, hypothesis testing

Structure of a research report (abstract, introduction, literature review, methodology, results, discussion, conclusion)

Referencing styles (APA/Harvard)

Presenting findings in banking research

## **SEMESTER II:**

### **Paper I**

### **BANK DEPOSITS AND APPLICATION OF NEGOTIABLE INSTRUMENT ACT**

#### **Deposit Accounts**

Deposit Accounts - Procedure & Practice in Opening, Operations and Closure of Different types of Accounts.

Term Deposits

Savings Bank Accounts

BSBDA and Small Accounts

Current Accounts

Nomination Facilities

KYC Norms

Objectives

Laws of KYC and KYC Policy

Customer Acceptance Policy

Customer Identification Procedure

E – KYC

#### **Deposit Insurance and Credit Guarantee Corporation**

Special Types of Deposits, Individual, Joint, Minor, Illiterate, Partnership Firm, LLP, Joint Stock Companies, Etc.

#### **Negotiable Instrument Act**

Definition –

- a) Promissory Note [Sec. 4]
- b) Bill of Exchange [Sec. 5]
- c) Cheque – [Sec. 6]
- d) Including Electronic and Truncated Cheque
- e) Holder and Holder in Cue Course [Sec 8 and Sec.9]
- f) Inland and Foreign Instrument [Sec. 11 and Sec. 12]

#### **Payment of Cheque**

- a) Payment in Due Course [Sec. 10]
- b) Protection to the Paying Banker [Sec. 89]
- c) Obligation to honor cheque [Sec. 31]
- d) Parties to Negotiable Instruments

#### **Crossing of a cheque**

- a) General Crossing [Sec. 123]
- b) Special Crossing [Sec. 124]
- c) Account Payee Crossing
- d) Not Negotiable Crossing [Sec. 130]

#### **Endorsement**

- a) Meaning of the Endorsement [Sec. 15]
- b) Types of the Endorsement [Sec. 16]
- c) Protection to the Paying Banker [Sec. 85]
- d) Forged Endorsement [Sec. 85(1)]
- e) Bearer Cheque [Sec. 85(2)]
- f) Liability of the Endorser [Sec. 35]

### **Payment of Crossed Cheque**

- a) Payment in Due Course [Sec. 10]
- b) Special Crossing [Sec. 124]
- c) Protection to the paying Banker [Sec. 128]

### **Collection of Cheques**

Statutory Protection to the Collecting Bank [Sec. 131]

### **Dishonor of the Cheque / Bouncing of Cheque**

Sec. 138 to 147 of Negotiable Instrument and Criminal Liability

## **Paper II**

### **FINANCIAL SERVICES IN INDIA**

#### **Merchant Banking Services & Mutual Funds**

Merchant Banks: Functions and Roles

Categories and registration with SEBI

Public issue process

Book-building method

Rights issues & private placements

Underwriting

Mutual Funds: Types and Structure

NAV computation

Risk-return features

SEBI regulatory framework

#### **Emerging Financial Services**

Conventional Financial Services: Insurance services, Housing Finance, Leasing and Hire purchase

Credit Rating Services

Asset Management Companies

Fin-Tech & Digital Financial Services

Payment banks and small finance banks

Digital lending & BNPL

Crypto-assets and regulatory issues

## **Paper III**

### **FINANCIAL STATEMENTS AND IRACP**

#### **UNIT I: Essentials of Financial Statements & Credit Appraisal**

##### **Introduction to Financial Statements**

Trading / Manufacturing Account

Profit & Loss Account

Balance Sheet

Fund Flow Statement

Cash Flow Statement

##### **Analysis and Interpretation of Financial Statements**

Interpretation of Balance Sheet using Ratio Analysis

Assessment of liquidity, profitability, leverage, solvency, and efficiency ratios

## **Working Capital Assessment**

### **Working Capital Cycle**

Methods of Calculating Bank Finance for Working Capital

Traditional methods

Turnover method

MPBF (Maximum Permissible Bank Finance) methods

### **Appraisal of Loan Applications**

Evaluation of financial statements

Assessment of borrower's operational, financial, and managerial capabilities

Assessment of credit need, repayment capacity, and risk factors

## **UNIT II: Income Recognition, Asset Classification & Provisioning (IRACP)**

### **Income Recognition Norms**

From accrual basis to *actual cash recovery-based* recognition

RBI's instructions and revised regulatory approach

### **Asset Classification Framework**

Identification of Non-Performing Asset (NPA) / Non-Performing Account

Categories of NPAs: Substandard Assets, Doubtful Assets, Loss Assets

### **Provisioning Norms**

Provisioning requirements for each NPA category

Prudential norms and regulatory expectations

### **Causes & Impact of NPAs**

Reasons for default:

External factors

Internal factors

Effects of NPAs on:

Banks

Overall Banking System

National Economy

### **Recovery Management**

#### **A. Non-Legal Recovery Measures**

Normal cash recovery by branch staff

Recovery through third-party agencies, Negotiated settlements / Compromise

Recovery from guarantors

#### **Legal Recovery Measures**

Filing of suit in courts

Approaching DRT (Debt Recovery Tribunal) / DRAT (Debt Recovery Appellate Tribunal)

Recovery through Lok Adalat and Revenue Recovery Certificate

Enforcement under SARFAESI Act, 2002

Asset Reconstruction Companies (ARCs)

Insolvency and Bankruptcy Code (IBC)

## **Paper IV**

### **INFORMATION TECHNOLOGY APPLICATIONS IN BANKING**

#### **Application of IT in Bank Transactions**

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

#### **Risk and Securities**

I.T. Act: Risks in e-Banking  
Information Technology Act  
Cyber Laws – Computer Crime  
Viruses & Vaccines

## **Paper V**

### **MECHANISM OF FOREIGN EXCHANGE TRANSACTIONS**

#### **UNIT I: Foreign Exchange Transactions**

##### **1.1 Foreign Exchange transactions**

- A. Transactions in foreign exchange market
- B. Types of transactions
- C. Factors affecting the exchange rate

##### **1.2 Exchange rate system in India**

- A. Exchange rate quotation
- B. Direct quotation & indirect quotation
- C. Application for exchange rates
- D. Types of the dealing position

##### **1.3 Forward contracts**

- A. Types of the forward contracts
- B. Rules regarding option forward contracts
- C. Premium and discount on forward transactions
- D. Cover deal
- E. Swaps
- F. Arbitrate
- G. Leads & lags in FX transactions

##### **H. Foreign Exchange Control**

###### **2.1 Import Letter of Credit – Mechanism & Types, Operational Working**

- A. Incoterms 2020
- B. Method of settlement/payment for international debt
- C. Flow chart of letter of credit operation
- D. Advantages of letter of credit
- E. Disadvantages/limitations of letter of credit
- F. Parties to letters of credit
- G. Types of the letter of credit
- H. Operation of letter of credit: (operational working)
- I. Obligations/liabilities/responsibilities of the parties to letter of credit
- J. Incoterms rules - 2020

###### **2.2 Export credit**

- A. Pre-shipment rupee export credit: [rupee pre-shipment credit/packing credit]

- B. Post shipment rupee export credit:
- C. Pre-shipment export credit in foreign currency - PCFC
- D. Diamond dollar account scheme (DDA)
- E. Post-shipment export credit in foreign currency
- F. Gold card scheme for exporters:
- G. Pre-shipment credit to diamond exporters - conflict diamonds:
- H. Incentives for exporters:
- 2.3 Essentials of export documents
- 2.4 non-resident deposit accounts (INR & FCY)
  - A. Resident deposit accounts (FCY)
  - B. Non-resident ordinary rupee account – NRO
  - C. Non-resident (external) account
  - D. Special non-resident rupee account (SNRR)
  - E. Foreign currency non-resident (banks) accounts
  - F. Residents' foreign currency accounts
  - G. Exchange earners foreign currency (EEFC) accounts:
  - H. Exchange earners foreign currency (EEFC) account
  - I. Resident foreign currency (domestic) - [RFC(d)] account
  - J. Resident foreign currency (RFC) account
- 2.5 Risk in foreign trade – role of ECGC
  - A. Classification of countries as per their risk factor
  - B. Need for export credit insurance
  - C. ECGC Ltd.
  - D. Various policies issued by ECGC to exporters:
  - E. Export Credit Insurance for Banks – ECIB

## **PAPER VI**

### **PROJECT WORK**

Guidance will be provided in the following:

Banking indicators: NPA ratios, capital adequacy, liquidity ratios, profitability ratios.

Case study approach in banking

#### **Credit risk analysis**

#### **Non-performing assets (NPAs)**

#### **Customer satisfaction and service quality (SERVQUAL)**

#### **Digital banking, fin-tech adoption, and cybersecurity**

#### **Financial inclusion & rural banking**

#### **Corporate governance in banks**

RBI guidelines, Basel I/II/III norms

Monetary policy impact on banking performance

Anti-money laundering (AML) and compliance research

Case studies of public, private, and international banks

Crisis-era banking cases (global financial crisis, YES Bank case, etc.)

#### **Components of a banking research report:**

Title, Abstract

Introduction

Literature review

Methodology

Data analysis & findings

Conclusions & recommendations

Formatting, referencing (APA/MLA), and use of tables & charts.

#### **(4) EXPORT AND IMPORT MANAGEMENT**

|                    |                       |
|--------------------|-----------------------|
| <b>Duration</b>    | <b>: Six Months</b>   |
| <b>Fees</b>        | <b>: Rs. 10,000/-</b> |
| <b>Eligibility</b> | <b>: Graduate/Dip</b> |

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 placement in the foreign trade, commerce and industry.

|           |   |           |
|-----------|---|-----------|
| 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.

##### **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)  
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 imparts 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; Heckscher 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**

## **(5) HUMAN RESOURCE MANAGEMENT**

|                    |                           |
|--------------------|---------------------------|
| <b>Duration</b>    | <b>: Six Months</b>       |
| <b>Fees</b>        | <b>: Rs. 10,000/-</b>     |
| <b>Eligibility</b> | <b>: Graduate/Diploma</b> |

The course is intended 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.

|           |                               |           |
|-----------|-------------------------------|-----------|
| 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.

### **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: Welfare officer

Labor relations:

Collective Bargaining.

Labor legislation:

Gujarat labor Welfare Fund Act 1953,

Labor Codes:

**A. Code on Wages, 2019.**

The Payment of wages, Minimum wages.

**B. Industrial Relations Code, 2020;**

The Industrial dispute, Trade union;

**C. Code on Social Security, 2020;**

The Employees State Insurance, The Employees Compensation, Maternity benefit, Employees provident fund, Gratuity, Maternity benefit;

**D. Occupational Safety, Health & Working Conditions Code, 2020.**

The factories.

Other Relevant Aspects

**Paper-V: Project work / Viva Voce**

## **(6) INDUSTRIAL PURCHASING AND MATERIAL MANAGEMENT**

**Duration: One Year**

**Fees: Rs. 12000/-**

**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.

### **SEMESTER -I**

|           |  |           |
|-----------|--|-----------|
| Paper I   | Industrial Purchasing - I                        | 100 marks |
| Paper II  | Economic Analysis & International Trade          | 100 marks |
| Paper III | Ware Housing Transportation & 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  | Supply chain Management  | 100mark   |
| Paper V   | (a) A term paper cum Industrial field study/Project<br>(b) Viva-Voce | 100 marks |

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

### **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 measures against fire, short electric circuits 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 -principal & 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  
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, 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 line-ledge 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-

Tax rates, 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 B M S

**Network: (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: Supply Chain Management**

### **BUILDING STRATEGIC FRAMEWORK TO ANALYZE SUPPLY CHAINS**

#### **Understanding the Supply Chain**

Supply Chain Performance: Achieving Strategic Fit and Scope

Supply Chain Drivers and Obstacles

### **DESIGNING THE SUPPLY CHAIN NETWORK**

Designing the Distribution Network in a Supply Chain

Network Design in the Supply Chain

Network Design in an Uncertain Environment

### **PLANNING DEMAND AND SUPPLY IN A SUPPLY CHAIN**

Demand Forecasting in a Supply Chain

Aggregate Planning in the Supply Chain

Planning supply and demand in the Supply Chain:

Managing Predictable Variability

### **PLANNING AND MANAGING INVENTORIES IN A SUPPLY CHAIN**

Managing economies of Scale in the Supply Chain Cycle Inventory

Managing Uncertainty in the Supply Chain: Safety Inventory

Determining Optimal Level of Product Availability

### **SOURCING, TRANSPORTING AND PRICING PRODUCTS**

Sourcing Decisions in a Supply Chain

Transportation in the Supply Chain

Pricing and Revenue Management in the Supply Chain

## **Paper-V: Term Paper cum Industrial field Study.**

## (7) Project Management

**Duration** : 6 months  
**Eligibility** : Graduate/ Equivalent Diploma  
**Fees** : Rs. 10000/-

### **Course content:**

#### **Module: 1**

##### **1. Introduction:**

- a. Project, Program, Portfolio - <https://pmstudycircle.com/project-management-vs-program-management-vs-portfolio-management/>
  - b. Importance of Project Management - <https://theintactone.com/2019/02/20/pm-u1-topic-1-project-management-objectives-and-importance/>
  - c. Operation Management - <https://www.investopedia.com/terms/o/operations-management.asp>
  - d. Relationship between Project, Program, Portfolio and Operation Management - <http://getpmpcertified.blogspot.com/2011/05/chapter-13-relationship-between-project.html>
  - e. Project Management Business Documents - <http://www.leanxscore.com/01-project-management-business-documents-pmbok-course/>
  - f. Project life cycle - <https://www.projectengineer.net/the-pmboks-five-project-phases/>
  - g. Project Management Process Group
  - h. Project Management Knowledge Areas
  - i. Links between Process Groups and Knowledge areas
- Reference for g, h, I and for below given modules 2/3/4/5: <https://project-management.info/knowledge-areas-processes-pmbok/>

##### **2. Environment in which Projects Operate**

- a. Enterprise Environmental Factors
- b. Organization Process Assets
- c. Organization systems

Reference for a, b, c: <https://www.simplilearn.com/enterprise-environmental-factors-organizational-process-assets-article>

##### **3. The role of Project Manager**

- a. Definition of Project Manager - <https://www.pmi.org/about/learn-about-pmi/who-are-project-managers>
- b. Project Manager's sphere of influence - <https://www.greycampus.com/opencampus/project-management-professional/project-manager-role-and-sphere-of-influence>
- c. Project Manager's competency - <https://www.pmi.org/learning/library/core-competencies-successful-skill-manager-8426>
- d. Performing integration

## **Module: 2**

4. Scope Management
  - a. Plan Scope Management
  - b. Collect Requirement
  - c. Define Scope
  - d. Create WBS
  - e. Validate Scope
  - f. Control Scope
5. Schedule Management
  - a. Plan Schedule Management
  - b. Define activities
  - c. Sequence activities
  - d. Estimate activity Duration
  - e. Develop Schedule
  - f. Control Schedule

## **Module: 3**

6. Cost Management
  - a. Plan Cost Management
  - b. Estimate cost
  - c. Determine Budget
  - d. Control Cost
- 7 Quality Management
  - a. Plan Quality Management
  - b. Manage Quality
  - c. Control Quality
8. Resource Management
  - a. Plan Resource Management
  - b. Estimate activity resource
  - c. Acquire resource
  - d. Develop team
  - e. Manage team, f. Control Resources

## **Module: 4**

9. Communication Management
  - a. Plan Communication Management
  - b. Manage communication
  - c. Monitor communication
10. Risk Management
  - a. Plan Risk Management
  - b. Identify risk
  - c. Perform Qualitative risk analysis
  - d. Perform Quantitative risk analysis
  - e. Plan risk response

- f. Implement risk response
- g. Monitor risk
- 11. Procurement Management
  - a. Plan Procurement Management
  - b. Conduct procurement
  - c. Control Procurement

**Module: 5**

- 12. Project Stakeholder Management
  - a. Identify stakeholders
  - b. Plan Stakeholders engagement
  - c. Manage Stakeholders' engagement
  - d. Monitor Stakeholder engagement
- 13. Integration Management
  - a. Develop Project Charter
  - b. Develop Project Management Plan
  - c. Direct and Manage Project Work
  - d. Manage Project Knowledge
  - e. Monitor and control Project Work
  - f. Perform Integrated Change Control
  - g. Close Project or Phase

# Medical / Health/ Alternate Medicine

## 8 Health and Fitness Management

## 9 Hospital Administration & Management

## 10 Industrial Health

## 11 Yoga Teacher Certificate Course

### (8) HEALTH & FITNESS MANAGEMENT

**Duration** : Six Months

**Fees** : Rs. 10000/-

**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.

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

#### **Paper-I: Communication and Personal Grooming**

##### **Communication:**

Definition and Meaning and 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 your 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 Plans**

Basic Nutrition, Importance of nutrition  
RDA, Balanced diet, Food Pyramid,  
Food Groups and Fluids & hydration;  
Antineutrinosis & 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**

## **(9) HOSPITAL ADMINISTRATION AND MANAGEMENT**

|                    |                                 |
|--------------------|---------------------------------|
| <b>Duration</b>    | <b>: One Year</b>               |
| <b>Fees</b>        | <b>: Rs.15, 000/-</b>           |
| <b>Eligibility</b> | <b>: Graduate/Homeo/Ayurved</b> |

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 to handle smooth working of hospitals.

### **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-II**

|               |   |           |
|---------------|---|-----------|
| 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.

### **Semester I**

#### **Paper I : Personnel Management**

- 1. Personnel Management:** Concept, functions, line and staff concept and relationship. Manpower Planning: its objectives and usage:
- 2. Job analysis - job description, job specification,**
- 3. Recruitment & Selection:** 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.
- 4. Wage and Salary Administration** - Factors influencing salary structure, financial fringe benefits, time keeping and personnel records incentives,
- 5. Performance Appraisal:** Appraiser's bias, method, usage, traditional, approach and developmental approach, appraisal system with self-appraisal and MBO.
- 6. Promotions:** need, criteria, seniority vs. merit, sound promotion.
- 7. Transfers,** types, sound transfer policy.
- 8. Training and Development:** objectives: types of training programmes, training methods, benefits of training, evaluation of training.
- 9. Grievance Handling:** Meaning and causes of grievance, model grievance, redressal machinery, counseling.
- 10. Welfare and recreational activities:** Recruitment provisions, VRS, union management relations, workers' participation in management.
- 11. Labour Codes:**
  - A.** Code on Wages, 2019;  
The Payment of wages, Minimum wages,
  - B.** Industrial Relations Code, 2020;  
The Industrial dispute, Trade union

C. Code on Social Security, 2020;

The Employees State Insurance, The Employees Compensation, Maternity benefit act, Employees provident fund, Gratuity.

D. Occupational Safety, Health and Working Conditions Code, 2020.

The factories,

## 12. Other Relevant Aspects

### **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, database use interface requirement, interpretation and development to any decision making.

**Computer Utilization:** Hard 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, 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.

**How to work as a Team:** 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, and 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, functional 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 machinery, 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 cares, procedures, police investigation, court deliberation, death certificates, medical negligence, mal practices and steps to control, elated 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 Indian 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**

## **(10) INDUSTRIAL HEALTH**

|             |  |
|-------------|--|
| Duration    | : Six Months   |
| Fees        | : Rs. 40,000/-   |
| 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.

|   |           |
|---|-----------|
| 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 |

### **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**

## **(11) YOGA TEACHER CERTIFICATE COURSE**

**Duration: Six months**

**Fees: Rs. 10000/-**

**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.

Paper I: Principles and Philosophy of Yoga – 100 Marks

Paper II: Application and Teaching of Yoga – 100 Marks

Paper III: Anatomy, Physiology & Nutrition – 100 Marks

Paper IV: Practical Training & Allied Sciences – 100 Marks

### **Paper I – Principles and Philosophy of Yoga**

- Introduction to Yoga
- Yoga in other scriptures
- Principles of Yoga
- Yogic Psychology
- Sacred Scriptures
- Principles of Spirituality
- Karma Yoga
- Bhakti Yoga
- Gyan Yoga
- Sankhya Yoga
- Hatha Yoga
- Kriya Yoga
- Patanjali Yogasutra
- Introduction to Chakras, Prana and Prana Nadis
- Kundalini Yoga
- Shatkarma

### **Paper II – Application and Teaching of Yoga**

- Different types of Yoga and benefits of Yoga
- Side effects of incorrect Yoga practices
- Limitations and contraindications of Yoga practices
- Yoga as a unique form of exercise
- Yogic concept of health and disease
- Eastern and Western approaches to Yoga
- Multi-style Yoga practices
- Principles of Asanas
- Principles of Pranayama
- Principles of Meditation
- Rules and regulations of Yoga practice
- Yoga and stress management
- Yogic diet
- Character building

- Mantras and Invocation Prayers

### **Paper III – Anatomy, Physiology & Nutrition**

- Introduction to human body systems
- Anatomy and physiology – definitions
- The nine systems of the human body
- Functions of different body systems
- Muscles – types and functions
- Bones, joints, and spinal cord
- Body types and characteristics (Ectomorph, Mesomorph, Endomorph)
- Basics of nutrition and its importance
- Balanced diet and food pyramid
- Nutritional deficiencies
- Macro and micronutrients
- Carbohydrates, proteins, fats
- Vitamins, calcium, iron, and fiber
- Nutrition and metabolism
- Diet planning

### **Paper IV – Practical Training & Allied Sciences**

- Practice of basic, intermediate, and advanced Asanas
- Practice of breathing techniques and Pranayama
- Practice of relaxation and meditation
- Understanding client information
- Handling individual and group sessions
- Basic therapeutic applications
- Projects and case studies
- Allied sciences
- Naturopathy, Acupressure
- Prana Therapy

## **Vocational Skills Development**

## 12 Fashion Designing

## 13 Interior Design

### (12) FASHION DESIGNING

|                    |   |
|--------------------|---|
| <b>Duration</b>    | <b>: One Year</b>                             |
| <b>Fees</b>        | <b>: Rs. 18000/-</b>                          |
| <b>Eligibility</b> | <b>: HSC/Dip/Basic knowledge of Stitching</b> |

The course on Fashion Designing provides the knowhow and skills needed to work as a Fashion Designer. It includes theory as well as practical 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.

#### SEMESTER-I

|  |           |
|--|-----------|
| Paper I Drafting and Flat Pattern Making           | 100 Marks |
| Paper II Elements & Principles of Design of Colour | 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.

#### 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, shaped 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; Nonwoven

**Textile finishing:** General Mill finishes - 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; Sangner & 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 Setting**

**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, stokes 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 rules 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 Training/Internship**

### **(13) INTERIOR DESIGN**

**Duration** : **One Year**  
**Fees** : **Rs. 18,000/-**  
**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 course for creative outlet.

#### **Semester – I**

|  |            |
|--|------------|
| <b>I Functional Aspects of Interiors</b> | <b>100</b> |
| <b>II Basic Drawing in Interiors</b>     | <b>100</b> |
| <b>III Materials in Interiors</b>        | <b>100</b> |
| <b>IV Services in Interiors</b>          | <b>100</b> |

#### **Semester – II**

|  |            |
|--|------------|
| <b>I Functional Aspects of Interiors</b> | <b>100</b> |
| <b>II Materials in Interiors</b>         | <b>100</b> |
| <b>III Services in Interiors</b>         | <b>100</b> |
| <b>IV Interior Design (General)</b>      | <b>100</b> |

#### **SEMESTER – I**

##### **Paper I: Functional Aspects of Interiors**

Study of Anthropometry and Ergonomics

Understanding scale, units, and unit conversions

Human dimensions in various postures and situations

Standard sizes of furniture and accessories based on human proportions

Constructional terminology and details:

Walls, columns, beams, doors, windows, staircases, floors, ceilings

Floor levels, heights, and commonly used construction sizes

Functional requirements of interior spaces

Introduction to different types of spaces and their design requirements

Case Study: Study of an existing project to understand the designer's philosophy and user psychology

##### **Paper II: Basic Drawing in Interiors**

Drawing and drafting using appropriate scales

Freehand sketching and pencil control  
Observation skills and visual representation  
Lettering and dimensioning practices with guidelines  
Sheet layout and drawing formats  
Elements of Design:  
Line, form, colour, texture, pattern, light, and space  
Principles of Design:  
Proportion, balance, emphasis, rhythm, repetition  
Preparation of Drawings:  
Plans, elevations, sections, and basic details  
Isometric drawings  
One-point and two-point perspectives  
Introduction to Colour:  
Colour wheel  
Primary, secondary, and tertiary colours  
Hue, tint, tone, and shade  
Basic colour theory exercises

### **Paper III: Materials in Interiors**

Introduction to interior materials:  
Properties, characteristics, advantages, disadvantages, types, and market survey  
Glass  
Metals and hardware (based on different metals)  
Paints and Polishes  
Fabrics, upholstery, and window coverings  
Floor and wall surface finishes

### **Paper IV: Services in Interiors**

Lighting:  
Natural and artificial lighting  
Day lighting and its behaviour in different climatic conditions  
Integration of daylight and artificial lighting  
Lighting design principles  
Lighting requirements for different building types (indoor and outdoor)  
Market survey of lighting accessories and appliances  
Introduction to electrical drawings  
Concepts of HVAC, Automation, CCTV, and Acoustics

## **SEMESTER – II**

### **Paper I: Functional Aspects of Interiors**

Qualitative and quantitative analysis of interior spaces  
Application of case study through design of an equivalent project  
Integration of services in interior design solutions  
Understanding user behaviour and space usage patterns

Practical exposure to real-life design challenges

Development of creative thinking, problem-solving, and decision-making skills

### **Paper II: Materials in Interiors**

Introduction to materials:

Properties, characteristics, advantages, disadvantages, types, and market survey

Fibre and vinyl materials

Wood and wood-based products

Introduction to joinery

Budgeting, estimating, and costing

Material selection based on availability, time, and budget

Compatibility and interaction of materials

Impact of design changes on project budget

Types of doors, windows, and safety grills

Partitions: metal and wooden

Roofing systems, ceilings, and false ceilings

### **Paper III: Services in Interiors**

Plumbing and sanitation systems

Survey of toilet fittings and fixtures

Effect of wind direction on toilet location

Detailed toilet design

Preparation of detailed electrical drawings incorporating:

CCTV

HVAC

Automation systems

### **Paper IV: Interior Design (General)**

Objectives of design:

Beauty, expression, functionalism, creative process

History of furniture across different eras

Detailed design of a furniture piece

Introduction to climate and its influence on interior design

Introduction to plants:

Trees, shrubs, herbs

Application in interiors and landscape design