

Introductory Vocational Course under NEP 2020

Web Designing

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

S.No.	Course	Semester	Duration	NSQF Assessment
1.	Certificate in Web Designing	1 (One)	Six Month (6 Month)	Level 4
2.	Diploma in Web Designing	2 (Two)	One-Year (12 Month)	Level 5

SEMESTER-I

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Internet Concepts	10 Lectures
<ul style="list-style-type: none"> • Introduction to WWW, Concept of Internet, Web Browsers, internet servers, search engines, Web Address, Links, Understanding URL, Domain Name System: IP Address, Using E-Governance Website • Concepts of Domain naming Systems and E mail communication. • Introduction to Internet Security, Threats and attacks, Malicious Software types, Internet security products and their advantages. 	
Module 2: Database Management Systems	10 Lectures
<ul style="list-style-type: none"> • Concepts of Data, Information and Databases. Overview of popular databases, RDBMS, OODB and NOSQL. • Rules for designing good tables. Integrity rules and constraints in a table. • Relationships in tables. • Introduction to various types of Queries and their uses. 	
Module 3: Web Design Concepts	10 Lectures
<ul style="list-style-type: none"> • Concepts of Static and Dynamic Web pages. • Introduction to HTML and various tags in HTML. • Creating Forms with controls using HTML. • Concepts of CSS and applying CSS to HTML • Introduction to open source CMS viz., Joomla, Wordpress etc. and Web authoring tools viz. Kompozer, FrontPage etc. 	
Module 4: CSS3 Cascading Style Sheet	15 Lectures

Dr. Shyam Lal
23/05/22

Sanjay Kumar

- What are Cascading Style Sheets? CSS Syntax, Creating an External CSS, Linking to a CSS, Adding Comments and Notes to a CSS, Creating an Internal Style Sheet, ID and Class, Inline Styling.
- Working With Text in CSS: Emphasizing Text (Bold and (italic)), Decoration, Indentation, Transformation, Text Alignment, Fonts, Font Sizes, Letter Spacing (Kerning), Line Spacing (Leading), Text Color, Margins, Padding, Borders, Styling Links, free Number and Bullet Styles, Sizing Elements, Text Wrapping, Shadowing.
- Creating Backgrounds in CSS: Colours, Images, Fixed Images.
- Images in CSS: Opacity, Floating Images, Image Galleries, Image Sprites.
- Box Model in CSS: What is a box model?, Margin, Padding, Border, Outline.
- Working With Elements in CSS: Display and Visibility, Grouping and Nesting, Dimensions of Elements, Positioning, Floating, Pseudo-Classes/ Pseudo-Elements.
- Adding a Navigation Bar in CSS: Vertical Navigation Bar, Horizontal Navigation Bar – Inline, Horizontal Navigation Bar – Floating.
- CSS Tables: Borders, Collapsed Borders, Table Width and Cell Height, Table Colour, Table Text Element, Table Padding.
- Working With Transforms in CSS: Definition of Transforms, 2D Transforms, 3D Transforms.
- Transitions and Animations in CSS: Transitions, Animations.

Semester 2

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Java Script	10 Lectures
<ul style="list-style-type: none"> • Algorithms and flowcharts. • Introduction to Web Servers and their features. • Introduction to Programming and Scripting Languages. • Introduction to JavaScript and its application for the web. • JavaScript Basics – Data types, Variables, Constants. Conversion between data types. • The Arithmetic, Comparison, Logical and String Operators in JavaScript. Operator precedence. • Arrays in JavaScript – concepts, types and usage. • Program Control Statements and loops in JavaScript. • Introduction to Functions in JavaScript. • Built in JavaScript functions overview. • The String data type in JavaScript. Introduction to String, Math and Date Functions. • Concepts of Pop Up boxes in JavaScript. • Introduction to the Document Object Model. 	
Module 2: Angular Js	10 Lectures

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- Introduction
- Environment Setup
- MVC Architecture
- First Application
- Directives
- Expressions
- Controllers
- Filters
- Tables
- HTML DOM
- Modules
- Forms
- Includes
- AJAX

Module 3: Introduction to VBA, Features and Applications.

15 Lectures

- Introduction to VBA features and applications.
- VBA Data types, Variables and Constants.
- Operators in VBA and operator precedence.
- Mathematical Expressions in VBA.
- Introduction to Strings in VBA.
- Introduction to Arrays in VBA.
- Conditional processing in VBA, using the IF, Elseif, Select... Case Statements.
- Loops in VBA Introduction to VBA.
- VBA message boxes and input boxes.
- Introduction to Creating functions and Procedures in VBA.
- Using the built in functions.
- Creating and editing macros.
- Introduction to Object Oriented Programming Concepts. Concepts of Classes, Objects, Properties and Methods.
- Events and Event driven programming concepts.
- The user forms and control in Excel VBA.
- Properties, events and methods associated with the Button, Check Box, Label, ComboBox, Group Box, Option Button, List Box, Scroll Bar and Spin button controls.
- Overview of ActiveX Data objects.
- Debugging Techniques.

Module 4: Introduction to Flash

10 Lectures

- About Flash and General overview – Stage and Work area of Flash, using guides, grid & rulers.
- Using frames and key frames, Working with time line.
- Using layers – to create a layer, to create a layer folder, to show or hide a layer or folder, to view the contents of the layer as outlines, to change the layer height in the timeline, to change the order of the layers or folders. Using Guide layers.
- Drawing in Flash – to raw with a pencil tool, to paint with a brush tool, to draw with pen tool.
- Using colors in Flash, to use a gradient fill. Importing Artwork, Video and Audio.
- Different file formats in Video & Audio. Flash Compatible Audio & Video file formats

M. J. 25/05/22 *Sanjay Goshal*

Introductory Vocational Course under NEP 2020

COMPUTER NETWORK MANAGEMENT

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

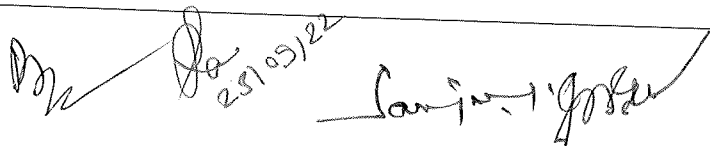
S.No.	Course	Semester	Duration	NSQF Assessment
1.	Certificate in Computer Network Management	1 (One)	Six Month (6 Month)	Level 4
2.	Diploma in Computer Network Management	2 (Two)	One-Year (12 Month)	Level 5

SEMESTER-I

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Introduction	15 Lectures
<p>Analogy of Telephone Network Management, Data and Telecommunication Network Distributed computing Environments, TCP/IPBased Networks: The Internet and Intranets, Communications Protocols and Standards- Communication Architectures, Protocol Layers and Services; Case Histories of Networking and Management – The Importance of topology , Filtering Does Not Reduce Load on Node, Some Common Network Problems; Challenges of Information Technology Managers, Network Management: Goals, Organization, and Functions- Goal of Network Management, Network Provisioning, Network Operations and the NOC, Network Installation and Maintenance; Network and System Management, Network Management System platform, Current Status and Future of Network Management.</p>	
Module 2: Basic Foundations	15 Lectures



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Standards, Models, and Language: Network Management Standards, Network Management Model, Organization Model, Information Model – Management Information Trees, Managed Object Perspectives, Communication Model; ASN.1-Terminology, Symbols, and Conventions, Objects and Data Types, Object Names, An Example of ASN.1 from ISO 8824; Encoding Structure; Macros, Functional Model.

Module 3: SNMPv1 Network Management

15 Lectures

Managed Network: The History of SNMP Management, Internet Organizations and standards, Internet Documents, The SNMP Model, The Organization Model, System Overview. The Information Model – Introduction, The Structure of Management Information, Managed Objects, Management Information Base. The SNMP Communication Model – The SNMP Architecture, Administrative Model, SNMP Specifications, SNMP Operations, SNMP MIB Group, Functional Model SNMP Management – RMON: Remote Monitoring, RMON SMI and MIB, RMON1- RMON1 Textual Conventions, RMON1 Groups and Functions, Relationship Between Control and Data Tables, RMON1 Common and Ethernet Groups, RMON Token Ring Extension Groups, RMON2 – The RMON2 Management Information Base, RMON2 Conformance Specifications.

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Semester 2

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Broadband Access Networks	15 Lectures
Broadband Access Networks, Broadband Access Technology; HFCT Technology: The Broadband LAN, The Cable Modem, The Cable Modem Termination System, The HFC Plant, The RF Spectrum for Cable Modem; Data Over Cable, Reference Architecture; HFC Management – Cable Modem and CMTS Management, HFC Link Management, RF Spectrum Management, DSL Technology; Asymmetric Digital Subscriber Line Technology – Role of the ADSL Access Network in an Overall Network, ADSL Architecture, ADSL Channeling Schemes, ADSL Encoding Schemes; ADSL Management – ADSL Network Management Elements, ADSL Configuration Management, ADSL Fault Management, ADSL Performance Management, SNMP-Based ADSL Line MIB, MIB Integration with Interfaces Groups in MIB-2, ADSL Configuration Profiles	
Module 2: Sharing Resource & Internet connection	15 Lectures
Concept of committed bandwidth, Concept of Internet, Architecture of Internet. DNS Server, Internet Access Techniques, ISPs and examples (Broadband, Dialup, Wifi), Concept of Social Networking Sites, Video Calling & Conferencing, Concept of Virus and its Protection using Anti Virus, UTM and Firewall, SSID, Concept of wireless controllers, Concept of SD WAN, Concept of resource sharing through network, Working principle of Proxy Server. Objective of using it. Features of Proxy Server, Concept of VPN.	
Module 3: Network Management Applications	15 Lectures
Configuration Management- Network Provisioning, Inventory Management, Network Topology, Fault Management- Fault Detection, Fault Location and Isolation 24 Techniques, Performance Management – Performance Metrics, Data Monitoring, Problem Isolation, Performance Statistics; Event Correlation Techniques – Rule-Based Reasoning, Model-Based Reasoning, CaseBased Reasoning, Codebook correlation Model, State Transition Graph Model, Finite State Machine Model, Security Management – Policies and Procedures, Security Breaches and the Resources Needed to Prevent Them, Firewalls, Cryptography, Authentication and Authorization, Client/Server Authentication Systems, Messages Transfer Security, Protection of Networks from Virus Attacks, Accounting Management, Report Management, Policy- Based Management, Service Level Management.	

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Introductory Vocational Course under NEP 2020

COMPUTER HARDWARE & SOFTWARE

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

S.No.	Course	Semester	Duration	NSQF Assessment
1.	Certificate in Computer Hardware/Software	1 (One)	Six Month (6 Month)	Level 4
2.	Diploma in Computer Hardware/Software	2 (Two)	One-Year (12 Month)	Level 5

SEMESTER-I

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Introduction to Computers	10 Lectures
<ul style="list-style-type: none"> • Introduction to computers, classification, generations, applications. Basic blocks of a digital computer. • Hand Tools Basics and Specifications. • Types of cabinets, relation with mother board form factor. Precautions to be taken while opening and closing PC cabinet. • Main devices, components, Cards, boards inside a PC (to card or device level only). • Types and specifications of the cables and connectors used for interconnecting the devices, boards, cards, components inside a PC. • Precautions to be taken while removing and/or re- connecting cables inside a PC. 	
Module 2: Introduction to PC Hardware	10 Lectures

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- Types of I/O devices and ports on a standard PC for connecting I/O devices.
- Function of keyboard, brief principle, types, interfaces, connectors, cable.
- Function of Mouse, brief principle, types, interfaces, connectors, cable.
- Function of monitor, brief principle, resolution, size, types, interfaces, connectors, cable.
- Function of Speakers and Mic, brief principle, types, interfaces, connectors, cable.
- Function of serial port, parallel port, brief principle of communication through these ports, types of devices that can be connected, interface standards, connectors, cable.
- Function of Post Error Debug Card and its use.
- Function of SMPS Tester and its use.
- Function of PCI slot testing tool and its use.
- Precaution to be taken while connecting /removing connectors from PC ports. Method of ensuring firm connection.

Module 3: Assemble Hardware

15 Lectures

- Specifications of processors (Intel Celeron, P4family, Xeon dual core, quad core, core2 duo, i3, i5, i7 and AMD).
- Memory devices, types, principle of storing. Data organization 4bit, 8-bit, word.
- Semiconductor memories, RAM, ROM, PROM, EPROM, EEPROM, Static and dynamic.
- Example of memory chips, pin diagram, pin function.
- Concept of track, sector, cylinder. FD Drive components read write head, head actuator, spindle motor, sensors, PCB.
- Precaution and care to be taken while dismantling Drives.
- Drive bay, sizes, types of drives that can be fitted. Precautions to be taken while removing drive bay from PC.
- HDD, advantages, Principle of working of Hard disk drive, cylinder and cluster, types, capacity, popular brands, standards, interface, jumper setting. Drive components- hard disk platens, and recording media, air filter, read write head, head actuator, spindle motor, circuit board, sensor, features like head parking, head positioning, reliability, performances, shock mounting capacity. HDD interface IDE, SCSI-1/2/3 comparative study. Latest trends in interface technology in PC and server HDD interface. Concept of SATA and SACH.
- Precautions to be taken while fitting drives into bays and bay inside PC cabinet.
- CMOS setting. (restrict to drive settings only).
- Meaning and need for Using Scan disk and defrag.

Module 4: OS features, System utilities

10 Lectures

- Functions of an operating system. Disk operating system.
- Concept of GUI, Modes of starting on different occasions.
- Desktop, Icon, selecting, choosing, drag and drop.
- My computer (User folder in Desktop), network places.
- Recycl bin, task bar, start

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28/09/22*

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Semester 2

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Introduction to Hard disk Partition and formatting and OS installation	10 Lectures
<ul style="list-style-type: none">• What's Inside a Hard Drive? How Hard Disks Work• Inside: Hard Drive Motherboard• Desktop Hard Drive Buyer's Guide• What is RAID? Using Multiple Hard Drives for Performance and Reliability• Partitioning a hard disk (primary and extended partitions). Bad Sectors in Hard disk,• Master Boot Record, in-place installation, Registry fixing, performance level check, Shortcut fixing, Fixing Start-up process, log, difference between MBR and GPT etc.• Types of software. System software-OS, Compiler. Application software-like MS office. High level, low level language, Computer application scientific industrial and business.	
Module 2: Device Driver, OS Update and Firewall Security	10 Lectures
<ul style="list-style-type: none">• Properties of connected devices.• Applications under windows accessories.• Windows Help. Finding files, folders, computers.• Control panel. Installed devices and properties• Updating of OS, Different configurations of Computer system and its peripherals, Compatible with different hardware/software.• Pre-installation Prerequisites, Install procedure, Rollback or Un- install procedure, Tests of various device driver software.	
Module 3: Word processing & Spreadsheet Software	15 Lectures
<ul style="list-style-type: none">• Introduction to word processing and comparison of features. Creating and saving document files using Word Processing Software.• Formatting text and editing.• Setting page and margins. Tabs and indents.• Creating multicolumn documents.• Inserting pictures in documents.• Spreadsheet Software	

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Sanjay

*Sharon Datta
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- Introduction to spread sheet.
- Creating Worksheets using
- Formatting cells.
- Using formula in cells.
- Graphs and tables.
- Advan
- Power Point Presentation
- Introduction to Power Point and its advantages.
- Creating Slide Shows.
- Fine tuning the presentation and good presentation technique.
- ced features.

Module 4: Antivirus and Application Software

10 Lectures

- Version of a software,
- Service pack, Software Installation.
- Post-installation – Backup procedure & specifications,
- Restore procedure, Periodical
- View check.
- Awareness of legal aspects of using computers and software such as copyright, patent licencing etc.
- Reliable sources of downloading software, antivirus etc.

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Introductory Vocational Course under NEP 2020

COMPUTER TYPING

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

S.No.	Course	Semester	Duration	NSQF Assessment
1.	Certificate in Computer Typing	1 (One)	Six Month (6 Month)	Level 4
2.	Diploma in Computer Typing	2 (Two)	One-Year (12 Month)	Level 5

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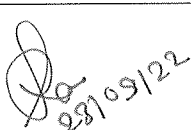
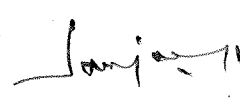
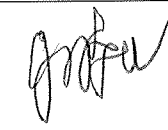
Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: ENGLISH TYPEWRITING (Keyboard awareness & Practice)

15 Lectures

- Lesson 1 asdf ;lkj + word drill
- Lesson 2 asdfgf ;lkjhj + word drill
- Lesson 3 awerqfa ;oiupj; + word drill
- Lesson 4 gftfrf hjyuj + word drill
- Lesson 5 azxcvf lkmbj + word drill
- Lesson 6 a to z, z to a + word drill

- Lesson 7 use of shift key
- Lesson 8 Sentences, Paragraph
- Paragraph Typing Practice

Module 2: HINDI TYPEWRITING(Keyboard awareness & Practice) 15 Lectures

- पाठ क्र. 1 कही एयसा + शब्द सगव
- पाठ क्र. 2 कहीह एयसाग + शब्द सगव
- पाठ क्र. 3 कहीह शयसाग + शब्द सगव
- पाठ क्र. 4 कळवदल अक्षर (शिफ्ट की)
कक क कि हि हळह हळह + शब्द सगव
एष यर य सस्य जाा आ
- पाठ क्र. 5 हजह ह्यह पाा ना + शब्द सगव
- पाठ क्र. 6 कक कि हि हळह हळह
एष यर य सस्य जाा ना + शब्द सगव
- पाठ क्र. 7 कळवदल अक्षर (शिफ्ट की)+शब्द सगव
कक क कि हि हळह हळह
एष यर य सस्य जाा ना
- पाठ क्र. 8 हअह हळह जाा ना + शब्द सगव
- पाठ क्र. 9 कक क कि हि हअह हळह
एष यर य सस्य जाा ना + शब्द सगव
- पाठ क्र. 10 कळवदल अक्षर (शिफ्ट की)
कक क कि हि हळह हळह
एष यर य सस्य जाा ना + शब्द सगव
- पाठ क्र. 11 काली चिन्ह व व्यंजन
वर्णमाला व व्यंजन + शब्द सगव
- परिच्छेद टंकलेखन सगव

Module 3: Word Processing Software

15 Lectures

- Introduction to the various applications in MS office.
- Introduction to Word features, Office button, toolbars.
- Creating, saving and formatting and printing documents using Word.
- Working with objects, macro, mail merge, templates and other tools in Word.

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Semester 2

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: Excel Application	15 Lectures
<ul style="list-style-type: none">• Introduction to Excel features and Data Types.• Cell referencing and linking Sheets.• Introduction to various functions in all categories of Excel.• Concepts of sorting, filtering and validating data.• Analyzing data using charts, data tables, pivot tables, goal seek and scenarios.• Concept of field, records, tables.• Exposure to different types of Typing Software in Hindi/Regional Language.	
Module 2: Microsoft PowerPoint	15 Lectures
<ul style="list-style-type: none">• Introduction MS-PowerPoint• Slides• Place Holder• Speaker Notes• Handouts• Screen Elements Of PowerPoint (Title bar, Menu bar, Standard Toolbar, Formatting toolbar, Drawing Toolbar, Status bar, View slide button, New slide button, Layout button, Template button)• PowerPoint Views	
Module 3: Internet Concepts	15 Lectures
<ul style="list-style-type: none">• Introduction to www, Concept of Internet, Web Browsers, internet servers and search engines.• Concepts of Domain naming Systems and E mail communication.• Concept of data transfer techniques through cable/ wireless modes.• Introduction to various mobile apps and their functions.• Different remote access softwares and their uses.• Overview of QR Codes for data transfer, storage and its applicability.• Features, uses and advantages of google drive/ cloud, google sheets, google forms etc.	

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Introductory Vocational Course under NEP 2020

German Language

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

1. Listening

- Understanding
- Reacting

2. Speaking

- Communicating
- Use of Language
- Pronunciation and Intonation

3. Reading

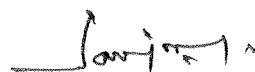
- Reading and Understanding.

4. Writing

- Text writing
- Text forming
- Use of Language

German A1 grammar covers the topics below: Basic Phrases

- Numbers



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- **Articles (definite and indefinite)**
- **Singular and plural nouns**
- **Verbs and verb conjugation**
- **Possessive pronouns**
- **Sentence formation**
- **Trennbare verbs**
- **Modal verbs**
- **Interrogative sentences**
- **Cases**
- **Prepositions**
- **Partizip II (Past tense)**
- **Imperative sentences**
- **Negation**

Lesson 1 :

How to talk about yourself, how to introduce yourself, and get introduced to people. Asking their names, where do they live, where are they from, age, languages, countries.

Lesson 2:

Hobbies, friends, family, profession, weekdays, months, dates, time.

Lesson 3:

Talking about describing cities, places, and famous buildings in cities. Also about transport and directions.

Lesson 4:

Food and drink. Talking about taste, different food items, names and placing an order in a restaurant, paying bills. Also about groceries, shops, buying groceries, talking about prices.

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Lesson 5:

Talking about day-to-day routine morning to evening, talking about weekly or monthly schedule, using verbs, framing questions.

Lesson 6:

Hobbies, habits, planning some activities together, talking about places or programs to go out.

Lesson 7 :

Communication in the workplace, talking with colleagues, writing emails, talking about the work schedule, meetings, and telephonic communication.

Lesson 8:

Types houses and regular communication related to houses, apartments, furniture, floor plans, renting a house in Germany, describing house or apartment, using adjectives.

Lesson 9:

All type of works, how to find jobs.

Lesson 10:

About shopping, types of shops, online shopping, talking about shops, going to a mall, buying things, and talking about clothes prices, size, shape, color, brands.

Lesson 11:

How to talk about health, communicating with the doctor, fixing appointments at the doctor, discussing health issues, talking about diet plans.

Lesson 12:

About traveling, booking tickets, hotels. Talking about hotel rooms and services, talking about tourist places in various countries.

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Introductory Vocational Course under NEP 2020

Photography

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)


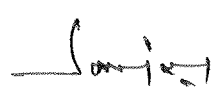


S.No.	Course	Semester	Duration	NSQF Assessment
1.	Certificate in Photography	1 (One)	Six Month (6 Month)	Level 4
2.	Diploma in Photography	2 (Two)	One-Year (12 Month)	Level 5

SEMESTER-I

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1:	10 Lectures
<ul style="list-style-type: none"> Importance of safety and general precautions. Observed in the trade by the Institution. Care & maintenance of equipment & material. Introduction to photography Definition of photography. Evaluation of camera (from pin hole camera to digital cameras) Introduction to Cameras & it's History. Types of Lenses Four basic types of lenses, they are: •Normal •Wide angle •Telephoto •Zoom Introduction to Focal length. Depth-of-field in comparison with human eye, Depth of focus. Perspective, aberrations of Lens. 	
Module 2:	10 Lectures
<ul style="list-style-type: none"> Exposure, Colour temperature & colour balance in kelvin temperature Conception of aperture, shutter speed, ISO. Knowledge of Pixels & their uses. Use of lens hood, tripod and modes. Knowledge of Exposure meters. Understanding visual communication and aesthetics in Photography. ('rule' of photographic composition), Theory of light and sources. Knowledge of Lux meters (Exposure meter) 	
Module 3:	10 Lectures

<ul style="list-style-type: none"> • Understand of special & professional shooting techniques. Learning & usage of various filters (viz. UV-Ultra violet filter, ND-Neutral Density, Gradient Filters and other filters) Group Discussion and Presentation on practical Exercises. • Art appreciation, visual aesthetics, study of paintings, photographers' works, understanding basic principles of composition, lighting, Chiaroscuro, creation of mood etc.
Module 4: 15 Lectures
<ul style="list-style-type: none"> • Basics of Computers, OS, RAM, ROM and Graphic cards, Concept of operating software, functions and its uses. Basics of Internet, different image editing software & its application. Multimedia platform, accessories and configuration of multimedia PC. • Knowledge of other different types through scanner & capture card, editing of capturing Methods through scanners frame grabber with digital camera. Knowledge of photo editing through different types of updated photo editing softwares.

Semester 2

Course credits: 3 (2 Practical +1 Theory) 45 Lectures

Course contents/Syllabus:

Module 1: 10 Lectures
<ul style="list-style-type: none"> • Knowledge of image editing software. Knowledge of different types of printing media, for hard copy. Knowledge of different types of printer in respect of their resolution. • Workflow steps for editing photos in Photo editing software & Elements, learning the tools and techniques in a natural way.
Module 2: 10 Lectures
<ul style="list-style-type: none"> • External Soft skills. Internal Hard Skills. Knowledge for the selection criteria for a good quality camera and its accessories. • Etiquette of Photography Basic Rule for Photographer Corporate Etiquette Ethics of Photographer (NPPA) The combination of skilled photographer and the empathic communicator is what makes a successful photographer.
Module 3: 15 Lectures
<ul style="list-style-type: none"> • Persistence of Vision, Optical imagination • Understanding how motion picture cameras work. • History of cinematography. • Understanding basics of composition, movement, visual balance, continuity, axis matching, mise-en-scene. • 1. Basic principle of light. <ul style="list-style-type: none"> (i) Electromagnetic spectrum, visible spectrum. (ii) Behaviour of light falling on an object – absorption, reflection refraction, transmission, diffraction, dispersion, scattering of light, refractive index. (iii) Inverse square law. (iv) Basic principles of color, CIE diagram, trichromatic theory of vision. • 2.

- (i) Quality of light : Specular, diffused and bounced.
 - (ii) Types of light: Natural day light, Incandescent, (tungsten- halogen, [Tanner (10K), Senior (5K), Junior (2K), Baby (1K), Inkie Multi 10, Multi 20 etc], photoflood), fluorescent, (Kino Flo), Metal Halide enclosed AC arc (HMI) etc.
3. Basic understanding of lighting ratio (key + fill : fill alone) use of back light, kicker and background light. How to lit up an indoor situation. Use of light source filters.
 4. Use of reflectors, and soft boxes, mirrors, skimmers as fill light in an outdoor situation.
 5. Knowledge of symbols (icon) to identify the various lighting equipments.

Module 4:

10 Lectures

- Introduction to DSLR cameras technology. Working principle of an image sensor, shutter, aspect ratios, resolution, SD, HD, UHD. Understanding Gamma, contrast and dynamic range. Understanding compression and types of file formats.
- **Video and Audio productions.** Knowledge of sound techniques. Use of different microphones, Mono, Stereo and Surround sound techniques. Recording methods, sound mixing, editing.
- **Lighting for still & video photography**
Knowledge of different types of video lighting. Concept of power distribution depending upon the requirement of the light output. Detailed light source including natural and studio lights instruments, Field lighting instruments. Usage of Light meter (Lux meter), Interval meter.
- Understanding documentary films, types of documentary films, ethnographic, observational, experimental, personal. Cinema-verite principle. Viewing of documentary films and discussion.

Sanjay
25/09/22
gmb

Introductory Vocational Course under NEP 2020

PAPER: Tally and GST

SEMESTER – I

(3 CREDITS, 45 LECTURES)

Unit-I: Basic introduction- Theoretical

Meaning and objectives of Financial Accounting, Basic Terminology, accounting principles, types of accounts, rules of accounting, double entry book keeping system (Lectures:10)

Unit-II: Fundamentals of Tally ERP9 –

Introduction, meaning of ERP, Company features, creation of company, Getting Functional with Tally ERP-9, F-11 : Features, F-12 : Configurations (Lectures:10)

Unit-III: Accounting and Inventory Master in Tally ERP-9

Setting up Account Heads- chart of groups, multiple groups, ledgers, multiple ledgers, Inventory in Tally ERP-9- Stock Groups, Units of measure, Stock Items (Lectures:15)

Unit-IV: Voucher Entry in Tally ERP-9

Accounting Vouchers, inventory vouchers, Invoicing, debit and credit note, Banking Transactions, Pay-roll accounting (Lectures:10)

SEMESTER – II

PAPER: Advanced Tally and GST

(3 CREDITS, 45 LECTURES)

Unit I: Introduction to GST, Introduction to Income tax and TDS

(Lectures:15)

Unit II: GST, Purchase vouchers, with GST, sales voucher with GST, GST returns and payments, E-Way bill, Generating GST report (Lectures:12)

Unit III: Receivable management and Payable management

(Lectures:10)

Unit IV: Generating MIS report and Finalization

(Lectures:8)

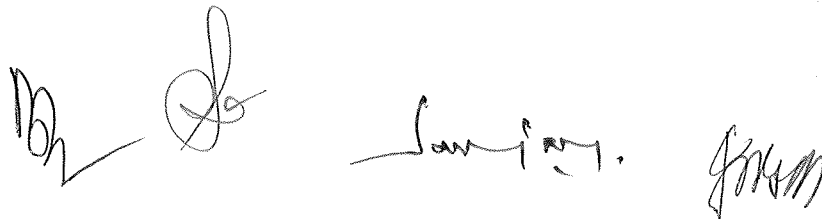
Programme Outcome:

After successful completion of course, students can develop basic understanding of the accounting work in Tally ERP 9 and can become employable at various areas such as

- Accounting
- Data Entry
- Tax Consultancy
- Filing up tax return.

Suggested readings:

- Tally ERP9 with GST : Dreamtech Press
- Tally ERP9 training guide : BPB Publications
- Official guide to financial accounting using tally ERP9: BPB Publications

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Introductory Vocational Course under NEP 2020**OFFICE MANAGEMENT & SECRETARIAL
PRACTICE****Paper -I**

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

About the Course

Secretaries and Office Assistants play an important and versatile role in the modern office environment. They are expected to have thorough Knowledge of office management and procedures along with excellent communication and organization skills. The current business environment is demanding multi-talented secretaries and office assistants. The Office Management Course has combined conventional practices of Secretaries and Office Assistant's jobs with computer aided management techniques. The course will generate competent and skilled personnel at the entry level in any sector of employment.

Course Outcome

After completing the programme, the learner would be able to:

- 1) Develop competency in Communication Skills
- 2) Develop competency in handling office machines
- 3) Operate PC on window operating system
- 4) Understand how to manage Office records, filing & indexing, office management methods & practices and inventory control

Unit-I**10 Credits**

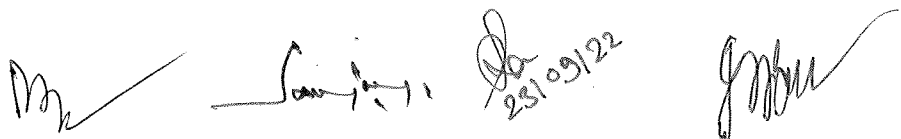
Modern Office: An Overview- Modern Office Functions- Record Maintenance/ Management- Office Correspondence and Mail Services.

Unit-II**10 Credits**

Introduction to Business Communication- Business Communication Process- Oral and Written Communication- Business Presentations.

Unit III**10 Credits**

Introduction to Finance- Basic Terminologies of Finance- Principles of Finance- Sources of Finance- Basic Terminologies of Accounting- Principles of Accounting.

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Unit IV**15 Credits**

Introduction to Computer- MS-Windows- Starting with MS-Word- Working with Symbols and Pictures- Working with Tables- Working with Headers, Footers & other Controls- Working with Shortcuts- Starting with MS-PowerPoint- Working with Texts, Boxes & Slides- Sharing a Presentation

OFFICE MANAGEMENT & SECRETARIAL PRACTICE**Paper –II**

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

Unit-I**10 Credits**

Office Machines and Equipment's- Office Stationery and Supplies- Characteristics of Supervisor and His Role- Functions of Supervisor- Controlling Tools & Techniques of Supervision

Unit-II**10 Credits**

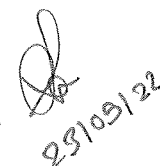
Introduction to Business Etiquettes- Classification of Business Etiquettes -Body Language -Preparing C.V. / Resume- Interview Skills and Techniques

Unit III**10 Credits**

Financial Accounting & its Applications- Preparation of Financial Statements- Financial Statements Analysis- Ratio Analysis and Trend Analysis

Unit IV**15 Credits**

Starting with MS-Excel- Working with Graphics- Formatting a Worksheet- Working with Charts & other Controls- MIS: An Overview- MIS: Applications in Organisation- MIS: Issues and Challenges



23/09/22



Introductory Vocational Course under NEP 2020**DATA ANALYSIS****COURSE INTRODUCTION**

Information is the major driving force for socio-economic development of a country in the present era of information society. Information is created and presented in various forms and then used for economic decision-making activities. One of the key ingredients of creating information is Data. The data is the raw form of information that is to be collected, organized, and processed to get information. Data, therefore, need to be analysed and converted to simpler presentable forms like tables, graphs, and diagrams so that it can be utilized in more meaningful manner. The knowledge of tools and techniques of data collection, presentation and analysis by using the spreadsheet package is high in demand in almost every sector of economy.

COURSE OUTCOME

At the end of the course, the student will be able to

- Use the tools and techniques of Spreadsheet (Excel).
- Collect, Present Data using the spreadsheet (Excel).
- Analyse the Data using statistical tools.

SEM-I**DATA ANALYSIS- I**

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

Unit 1: - STATISTICAL CONCEPT

Statistics/Data, Variable and Its Types, Types of Data, Source of Data, Methods of Data Collection; Census Method, Survey Method, Observation Method, Experimental Method. Errors in Data or Data Collection, Non-Sampling Errors, Sampling Errors, Sources of Secondary Data.

UNIT 2 TOOLS OF DATA COLLECTION

Quantitative and Qualitative Research, Tools of Data Collection: Quantitative Research; Questionnaire, Schedule, Interview. Qualitative Research; Participant Observation, Non-Participant Observation, Focused Interview, Case Study Method, Group Discussion, Key Informants.

UNIT 3 INTRODUCTION TO STATISTICAL SOFTWARE

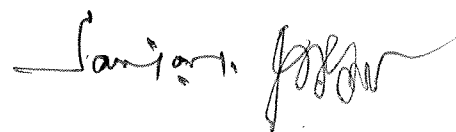
Introduction & Need of Statistical Software, Excel-Basics Data Entry, Validating Data, Use of Formula and Functions, Presentation of Data -Tabular, Charts & Graphic. Percentile.

UNIT 4 PROJECT WORK

Prepare a Questionnaire.



29/09/22



SEM-II

DATA ANALYSIS-II

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

UNIT I UNIVARIATE ANALYSIS

Measures of Central Tendency- Arithmetic Mean, Median, Mode, Geometric Mean and Harmonic Mean

Measures of Dispersion- Range, Mean Deviation, Standard Deviation, Coefficient of Variation and Quartile Deviation.

Skewness and Kurtosis

UNIT 2 BIVARIATE ANALYSIS

Correlation- Karl Pearson and Rank Correlation

Regression- Lines of Regression; Least Square Method.

Time series Forecasting.

UNIT 3 HYPOTHESIS CONCEPT & TESTING

Meaning of Hypothesis, Procedure for Hypothesis Testing, Errors in Hypothesis Testing; one-tailed and two-tail test.

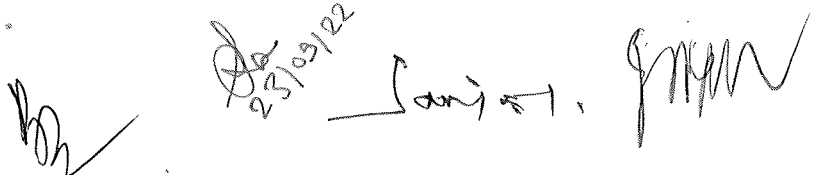
Standard Error. T-test, Z-Test, F-Test (ANOVA), Chi-Square Test

UNIT 4 PROJECT WORK

Data Analysis using Inferential Statistics as guided by the Teacher.

REFERENCE

- 1) Blaikie, N. (2003). Analyzing quantitative data: From description to explanation. Sage.
- 2) Bohrnstedt, G. W., & Knoke, D. (1994). Statistics for social data analysis.
- 3) Bryman, A., & Cramer, D. (1994). Quantitative data analysis for social scientists (rev. Taylor & Frances/Routledge.
- 4) Cramer, D. (2003). Advanced quantitative data analysis. McGraw-Hill International.
- 5) Sharma, S. (1996). Applied Multivariate Techniques, University of South California, John Wiley & Sons, Inc.
- 6) Tabachnick B., Fidell, L. (2007). Using Multivariate Statistics, 5th edition Pearson Education, Inc.

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Introductory Vocational Course under NEP 2020

Academic & Business Writing

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

Introduction

Writing, one of the four language skills continues to have its importance in all times. A good number of people despite having good spoken skills at times fail to prove their mettle when it comes to writing. Since writing represents a writer even in his absence and doesn't have scope for clarification, one has to master this art well. The present course on writing aims at familiarizing learners with the nuances of effective writing which can help them know the subtle art of writing, enabling them to write with clarity, precision and at the same time with the subtlety to express their ideas on different occasions with the notions of appropriateness and accuracy.

Learning Outcome

Upon completing the course, one would be able

1. To understand the importance of academic and business writing
2. To understand and avoid the plagiarism
3. To understand the basic skills of literature review
4. To understand the basic skills of writing research paper, review paper, business proposals, etc

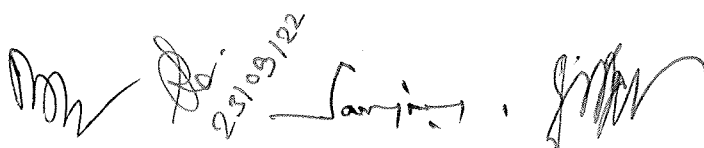
SEMESTER – I

UNIT – I

- Academic & research writing: Introduction
- Importance of academic writing
- Basic rules of academic writing
- English in academic writing
- Plagiarism: Introduction
- Tools for the detection of plagiarism;
- Avoiding plagiarism

UNIT – II

- Literature review: Introduction, Source of literature
- Process of literature review
- Notions of Correctness and Appropriateness
- Essay Writing
- Types of Essays

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UNIT – III: Project Writing:

Write an original academic paper using the tools and technique prescribed in the course.

SEMESTER - II

UNIT – IV

- Business Writing and its Functions
- Mechanics of Business Writing
- Business Letters and Memos
- Format of Business Letters and Memos
- Types of Business Letter

UNIT V

- Sales, Complaint and Adjustment Letters
- Report Writing
- Strategies and Structure of Reports
- Style of Report Writing

UNIT VI: Project Writing:

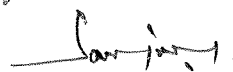
Write an original business proposal using the tools and technique prescribed in the course.

Suggested Readings:

Turk, Christopher and John Kirkman. Effective Writing. London and New York: Chapman & Hall. Indian Reprint, 2003
Pinker, Steven. The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century. Penguin Books, Reprint edition, 2015
Seely, John. Oxford Guide to Effective Writing and Speaking. OUP 2nd edition, 2005
Goins, Jeff. You Are a Writer (So Start Acting Like One). Tribe Press
Brohaugh, William. Write Tight: Say Exactly What You Mean with Precision and Power.
Janzer, Anne. The Writer's Process: Getting Your Brain in Gear. Cuesta Park Consulting, 2016
King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010

Pattern of Examination

Weightage :- - Theory – 15% Practical – 30%



Introductory Vocational Course under NEP 2020

साहित्यिक एवं व्यावसायिक लेखन

क्रेडिट-3

शिक्षण अवधि-४५ घंटे

(सिद्धांत(20) + प्रायोगिक(व्यवहारिक)(25)=45)

परिचय

ज्ञान, कौशलों का समहार है (सुनना, बोलना, लिखना और पढ़ना)। इन कौशलों का विकास व्यक्ति के रोजगार और सामाजिक प्रतिष्ठा का प्रतीक है। चारों कौशलों में लेखन कौशल एक महत्वपूर्ण कौशल है। लेखन कौशल भावों को अभिव्यक्त करने का एक सशक्त माध्यम है। व्यक्ति का अंत किया जा सकता है किन्तु उसकी कला और कौशल का अंत कतई संभव नहीं है क्योंकि लेखन, लेखक की अनुपस्थिति में भी उसका प्रतिनिधित्व करता है। अतः छात्रों में लेखन कौशल का विकास करना वर्तमान परिप्रेक्ष्य के दृष्टि से अति आवश्यक एवं प्रासंगिक है। इस पाठ्यक्रम का उद्देश्य शिक्षार्थियों को साहित्यिक एवं व्यावसायिक लेखन की वारीकियों से परिचित कराना है, जो उन्हें लेखन की सूक्ष्म कला को जानने में मदद कर सकता है, जिससे वे स्पष्टता, सटीकता के साथ लिखने में सक्षम हो सकते हैं और साथ ही सूक्ष्मता के साथ विभिन्न अवसरों पर अपने विचार व्यक्त कर सकते हैं। यह कौशल उनके भावी जीवन को सफल बनाने में अंशदान कर सकता है।

शिक्षण उद्देश्य-

1. साहित्यिक और व्यावसायिक लेखन के महत्व से परिचित हो पाएंगे।
2. साहित्यिक चोरी को समझने और उससे बचने में दक्ष हो पाएंगे।
3. छात्रों में साहित्यिक और व्यावसायिक लेखन की सृजनात्मकता का विकास होगा।
4. शोध पत्र, समीक्षा पत्र, व्यावसायिक लेखन आदि के अनिवार्य तत्वों से परिचित हो पाएंगे।

समसत्र-1

इकाई-1- भूमिका एवं साहित्यिक लेखन के स्वरूप की विवेचना।

क- साहित्य की परिभाषा।

ख-साहित्य के तत्व।

ग-साहित्य का महत्व।

घ-साहित्य की विशेषता और भेद।

इकाई-2- संपादन कला

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- क- संपादन का अर्थ और दायित्व ।
ख-संपादन प्रक्रिया ।
ग-संपादन की तकनीकी ।

इकाई-3- साहित्यिक चोरी (प्लैजिज्म)

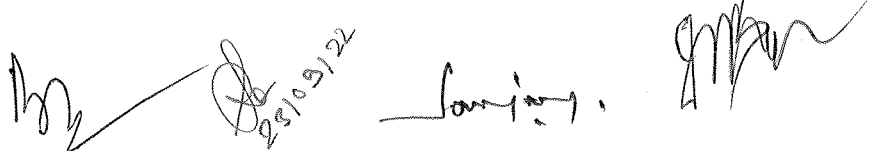
- क- साहित्यिक चोरी का अर्थ ।
ख-साहित्यिक चोरी के प्रकार ।
ग-साहित्यिक चोरी से बचने के नियम ।
घ-साहित्यिक चोरी को जाँचने के उपकरण (टूल्स) ।
ड.-साहित्यिक चोरी नीति 2018 ।

इकाई-4- परियोजना कार्य

- क-पाठ्यक्रम पर आधारित विषयों को केंद्र में रखकर साहित्य लेखन करें ।

संदर्भ ग्रंथ सूची

- 1.साहित्य का उद्देश्य- प्रेमचंद ।
2. हिन्दी साहित्य कोश- संपादक धीरेंद्र वर्मा ।
3. साहित्य और समाज- संपादक प्रो. मुकेश कुमार कांजिया ।
4. जन माध्यम और पत्रकारिता, 1983, भाग-१, सहयोग साहित्य संस्थान, कानपुर
5. Bhattacharje, A(2012). Social science Research. Principles.

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Introductory Vocational Course under NEP 2020

साहित्यिक एवं व्यावसायिक लेखन

क्रेडिट-3

शिक्षण अवधि-४५ घंटे

(सिद्धांत(20) + प्रायोगिक(व्यवहारिक)(25)=45)

परिचय

व्यवसाय में, व्यावसायिक लेखन यथा-व्यावसायिक पत्र, नोटिस, ज्ञापन, रिपोर्ट और कार्यसूची आदि का महत्वपूर्ण योगदान होता है। यह किसी भी संस्थान के अभिन्न घटक के रूप में कार्य करते हैं। इनका प्रयोग एक नियमित प्रारूप में किया जाता है। जो व्यावसायिक लेखन के रूप में भिन्न है। इस कार्य के सफल निष्पादन हेतु संबंधित व्यक्ति को व्यावसायिक लेखन से संबंधित दस्तावेजों और विधियों की जानकारी होना आवश्यक है।

शिक्षण उद्देश्य

- क- व्यावसायिक पत्राचार के विभिन्न तत्वों को जानने में दक्ष हो सकेंगे।
- ख- किसी भी व्यवसाय को शुरू करने के पूर्व सभी कारकों की सूची निर्माण में दक्ष हो सकेंगे।
- ग- व्यावसायिक गतिविधियों को श्रेणी में विभक्त करने में दक्ष हो सकेंगे।
- घ- व्यवसाय की संकल्पना और उद्देश्यों पर चर्चा करने में सक्षम हो पाएंगे।

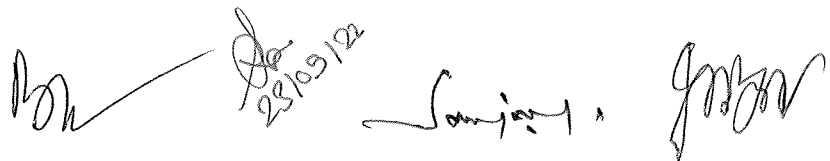
समसत्र-2

इकाई-1- व्यावसायिक लेखन का स्वरूप।

- क- व्यावसायिक पत्र का अर्थ और महत्व।
- ख- व्यावसायिक पत्र के भाग।
- ग- व्यावसायिक पत्रों के प्रकार।
- ड. - व्यावसायिक पत्रों की शैली।

इकाई -2- रिपोर्ट लेखन

- क- रिपोर्ट का अर्थ और परिभाषा।
- ख- रिपोर्ट का महत्व।
- ग- रिपोर्ट के तत्व।
- घ- रिपोर्ट के प्रकार।
- ड. - रिपोर्ट लेखन की शैली।

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इकाई-3- संक्षेपण

क- संक्षेपण का अर्थ और लक्षण ।

ख- संक्षेपण लेखन की विधियाँ ।

ग- संक्षेपण लेखन में कठिनाइयाँ ।

इकाई-4- परियोजना कार्य

क- पाठ्यक्रम पर आधारित विषयों को केंद्र में रखकर व्यावसायिक लेखन करें ।

संदर्भ ग्रंथ सूची

1. Bernard, H. R, (2006). Research methods in Anthropology: Qualitative and Quantitative Approches. Oxford: Alta mira press
2. Sekaran, U. (2003). Research methods for Business, 4th Edution, Danvers: John Wiley and sans, 2003.
3. डॉ. हरिमोहन.(2014), साहित्यिक विधाएँ : पुनर्विचार, वाणी प्रकाशन, दिल्ली ।
4. सर्जनात्मक साहित्य और अनुवाद: संपादक, डॉ. सुरेश सिंहल और अन्य, भारतीय अनुवाद परिषद, नई दिल्ली, 2001.

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Introductory Vocational Course under NEP 2020**TRANSLATION****Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)****Introduction**

The Certificate Course in Translation provides an introduction to the basics of translation from any Indian language to English. It aims at imparting the key concepts of theoretical and practical forms, methods and modes of translation to groom an amateur's attempts into those of a professional enthusiast. Thus, this course will provide the basics of translation in general with the theoretical principles and functional elements of translation as a process and a skill for all those who know more than one language. Since this course is offered in English it is understood that one of the known languages for the learners will be English as eligibility for attempting to do the course, to avail the admission and certificate in it.

Learning Outcome

At the end of the course, the student will be able to

1. Translate prose, poetry and various forms of writing in literature as well as other disciplines.
2. Translate for various professional endeavors and human resource in general.
3. Creatively and critically attempt to translate various forms of writing in literature.
4. Make inventive use of their competence in languages they have known including English.

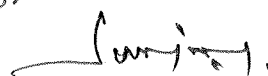
Note: Teachers of Translation course are required to make students understand the basic concepts and process of translation as mentioned in the course.

SEMESTER – I**Unit I: Basics of Translation as a Process:**

- What is Translation? How is it done in different modes and disciplines, the broad and narrow application of meaning and significance of translation in academia and media
- Myths about Translation and ideas about Faithful Translation (The Task of the Translator, Walter Benjamin's essay)
- General understanding of how to translate: Communicative translation as a replacement of form and meaning, Transliteration as the failure of translation
- Translation as an academic endeavor in literature, language and disciplinary subjects in education
- Linguistic competence and Perceptive skill in translation, poetic and prosaic translation
- Difficulties in Translation: Use of Machine Translation and its limitations.

Unit II: Types of Translation:

- Formal translation and Word to Word translation: Verbal, literal and lexical level



- Semantic Translation and focus on Meaning in Translation: Syntactic, Structural, and Grammatical level, including symbols, images, literary devices and style in translation
- Translation as Paraphrase, Adaptation and Transfer of form or Inter-Media Translation: Media Transfer in fiction to film or drama to film and so on. Elements of Style
- Affective and Symbolic Translation: Use of imagery, non-verbal communication and intonation in translation
- Free Translation: The Translator's license and question of zero translatability
- Creative translation: the scope of creative thinking in translation that is Transcreation, like domestication of the global text or foreignization of a local text in translation
- Experimental or Double Translation: Translation of the translation as the original Sanskrit text can be read in its English translation and can be translated from that into any Indian language
- Poetic and Dramatic Translation: Literariness of a linguistic text and addition of literary style to translated texts as the biography of celebrities filmized in cinematic or dramatic style.
- Film Adaptations: Dubbing as Translation, Subtitling as Translation, and Strategies in making films out of literary stories, fiction or plays

UNIT III: Project Writing:

Do a comparative study of the original and translated text available online or in print, and to bring out the critical appreciation of translation with details of its lacunas or remarkable points. (One of the two has to be in English)

SEMESTER - II

Unit IV: Introduction to Theories and Trends in Translation:

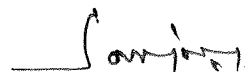
- Historical Theories of Translation in Past Classics and Canons: Bible Translations, Translations of Epics, Scriptures and stories in Mythology.
- Modern Theories in Translation: Impact of Technology, Multiple Intelligence and Corporate world on modern theories of translation, Changing trends and ideas in translation.
- Translation as Transference of Meaning, as Interpretation and as a Political Protest in the streams of writing like in the Feminist, Post-Colonial and Postmodern reversals of stories in literature and scriptures.
- Difference in Theoretical and Pragmatic Translations: Difficulties and Solutions in Translation (Providing glossary, footnotes, adopting original terminology and Word formation of Coinages)

Unit V: New Possibilities and Strategies in Translation:

- Significance of Synonyms and Accuracy levels in Translation
- Translation in Social Media and Literature: A Comparative glance
- Translation in Re-Scripting for different audience or readers: Purpose Oriented Translation in Children's Literature and Instructional Education




29/09/22





- Importance of Translation as Original Writing: Significance of reaching out in Target Language and Departure from Source Language

Unit VI: Project Writing:

Translate a literary text of about 1200 words from any Indian language to be translated into English or the other way by the students and comment on the experiment with the discussion on the original text, problems faced and the solutions found or not found in the process of translation (A Translator's note).

Suggested Readings:

- Baker, Mona and Gabriela Saldanha, eds. *Routledge Encyclopaedia of Translation Studies*. Routledge, London/New York, 1998.
- Bassnett, Susan-McGuire. *Translation Studies*. Methun /Routledge, London, 1980.
- Bassnett, Susan-McGuire and Andre Lefever (eds). *Translation, History and Culture*. Pinter Publishers, London, 1990.
- Das, Sisir Kumar. *A History of Indian Literature: 1800-1910*. Vol. I. Sahitya Akademi, New Delhi, 1991.
- ---. *A History of Indian Literature: 1911-1956*. Vol II, Sahitya Akademi, New Delhi, 1995.
- Deb, Amiya. *The Idea of Comparative Literature*. Papyrus, 1984.
- Guha, Ranjit and Spivak Gayatri. eds. *Selected Subaltern Studies*. Oxford University Press, New York and Oxford, 1988.
- Lakshmi, H (ed). *Problems of Translation*. Hyderabad: Books links Corporation, 1993.
- Mukherjee, Sujit. *Translation as Discovery*. Orient Longman, 1994.
- Robinson, Douglas(ed). *Western Translation Theory from Herodotus to Nietzsche*. St Jerome publishing, Manchester, 1997.
- Sarang, Vilas. *The Stylistics of literary Translation*. University of Mumbai Publication, 1988.
- Steiner, George. *After Babel: Aspects of Language and Translation*. OUP, 1975.
- Venuti, Lawrence. *Re-thinking Translation: Discourse, Subjectivity Ideology*, Routledge, London and New York, 1992.
- ---. *The Translators invisibility: A History of Translation*. Routledge, 1995. · ---. *Translation Studies Reader*. Routledge, London and New York. 2000.

Pattern of Examination

Weightage :- - Theory – 15% Practical – 30%

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Sanjay

Amber

Introductory Vocational Course under NEP 2020**MENTAL HEALTH AND ADJUSTMENT****Credits: 3 / Teaching Hours: 30 hrs (Theory = 15 + Practical = 30)****INTRODUCTION**

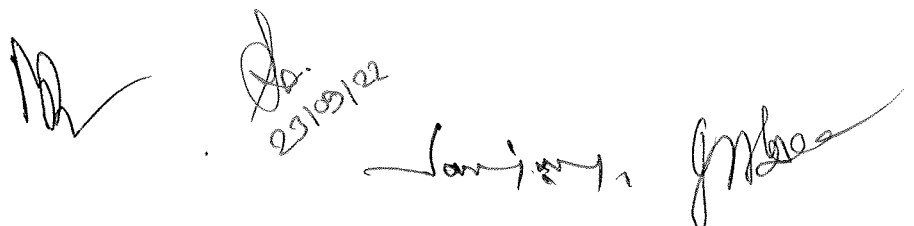
The Programme aims at providing the students a sound base in the field of mental health through an in-depth study into a broad range of psychological issues and concerns related to mental health. It is a capacity building programme to train the physical and mental health personnel so they can take care of the pressing and crucial need of the society to address the mental health and well-being of the people. Mental health is a very crucial need of the present time.

Learning outcomes -

- To have basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, and theories).
- To develop knowledge, understanding, some basic skills regarding maintenance of mental hygiene.
- To understand adjustment issues of various special groups.
- To learn coping Strategies & some Therapeutic Interventions.

SEMESTER 1**Fundamentals of mental health****Unit 1 Concept of mental health**

- Mental health and mental hygiene,
- Status of mental health in India,
- Biological basis and Psychological basis of mind

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Unit 2 Normality and Abnormality

- Definition of normality and abnormality:
- criteria and measurement,
- Classification of abnormality

Unit 3 Epidemiology and prevalence of mental disorders

- Epidemiology : General concepts
- Epidemiology of mental disorders in India ,
- Global burden of mental illness ,
- Impact of mental disorders on society

Unit 4 Identification and Assessment of mental disorder

- Techniques of interviewing and case history taking ,
- Steps in mental health assessment,
- Psychological assessment.

Unit 5 Psychological test

- Administration ,scoring and interpretation of any Anxiety/ Depression test.
- Administration , scoring and interpretation of any Personality test.
- Administration , scoring and interpretation of any Adjustment test
- Administration, scoring and interpretation of any Cognitive and learning impairment test.

SEMESTER 2

Mental Health in Special Areas

Unit 1 Mental Health in special population

- Child and adolescent mental health ,
- Old age and mental health ,
- Women and mental health,
- LGBT and mental health

Unit 2 Specific issues on mental health

- Deliberate self harm and suicide ,
- Problems related to school,
- Problems related to work area

Unit 3 Services for the Mentally Ill

- Rights and laws related to mentally ill,



- Social responsibility towards mentally ill
- Mental health services in the community with special reference to India,
- Rehabilitation of the mentally ill persons ,
- Certification for different issues related to mental illness

Unit 4 Psychological therapies

- Psychotherapy ,
- Anger and stress management,
- Crisis intervention and Promotion of mental health,
- Positive mental health and well-being ,

Unit 5 Psychological assessment

- Assessment and report of any anxiety disorder.
- Case Study / Screening of any intellectual disability/ Attention deficit hyperactivity disorder and report.
- Assessment and report of any depressive/bipolar disorder.
- Conduct a survey on any mental health-related issues and submit the report

BOOKS AND REFERENCES

- Barlow, D.H., Durand, V.M., Steward, S.H. (2009). Abnormal psychology: An integrative approach (Second Canadian Edition). Toronto: Nelson. P16.
- Baird, P.C. & Baird, M.S. (1996) "Echoes From A Dungeon Cell" A Doctor's view of his incarceration, Psychiatric Service,47, 581-582.
- Beers, Clifford W. (1913) A Mind That Found Itself: An Autobiography, 3rd Edition. New York: Longmans, Green.
- Beers, C.(1908-81) A Mind That Found Itself. Garden City, New York: Doubleday.
- Carroll, A. Herbert (1964) Mental Hygiene (4th Edition) Prentice Hall Inc Englewood Cliffs, New Jersey.
- Carr, A. (2004). Positive Psychology: The science of happiness and human strength.UK: Routledge.
- Chauhan, S.S. (1977) Advanced Educational Psychology (6th Edition) Vikas Publishing House Pvt. Ltd. New Delhi-110014.
- Coleman, J.C.: Abnormal Psychology and Modern Life, D.B. Taraporevala Sonsand Co., Bombay.
- Dain, Norman (1980) Clifford W. Beers: Advocate for the Insane. Pittsburgh: University of Pittsburgh Press.
- Di Matteo, M.R. & Martin, L.R.(2002). Health Psychology. New Delhi: Pearson.

- Forshaw, M. (2003). Advanced Psychology: Health Psychology. London: Hodder and Stoughton.

Pattern of Examination

Weightage :- - Theory – 15% Practical – 30%

M

29/09/22 *Lawrence*

gms

Introductory Vocational Course under NEP 2020**PERSONALITY DEVELOPMENT****Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)****Introduction**

This formation programme provides a space for the students to know themselves (know thyself) better and shape their personality with positive traits and multiple intelligence. The central focus of this formation programme is intra-personal development. The students will undergo intellectual and values-centered formation through which they will be able to: identify their own potentials and limitations; apply ethical and moral principles in personal and professional forefronts; and develop a positive outlook towards humanity.

Learning outcomes :

- To understand the scope of personality and its development.
- To develop core skills for development of self.
- To cultivate interpersonal skills for successful life.

Unit 01: INTRODUCTION TO PERSONALITY DEVELOPMENT

- Define Personality and determinants of Personality Development
- significant of personality development
- The concept of success and failure
- SWOT analysis and Goal setting

Unit 02: ATTITUDE

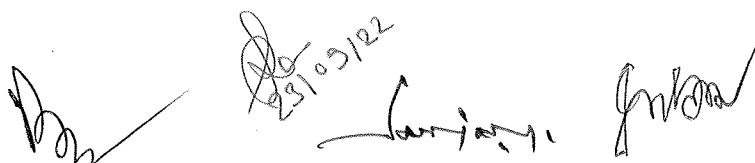
- Attitude - Concept -Significance -Factors affecting attitudes
- Ways to develop positive attitude,
- Developing Effective Habits,

Unit 03: SELF ESTEEM

- Term self-esteem – Symptom- Advantages
- Self-Assessment,
- Self-Appraisal & Self-development,

Unit 04: INTERPERSONAL SKILLS

- Hard skills and soft skills



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- Mind Mapping,
- Competency Mapping & 360 Degree Assessment,
- Social empathy and Interpersonal Relationship
- Effective Communication & Its key aspects

Unit 05: OTHER ASPECTS OF PERSONALITY DEVELOPMENT

- Understanding Body language
- Stress Management
- Time management
- Good manners & Etiquettes

REFERENCE

Personality Development, Hurlock Elizabeth B, Tata Mcgraw Hill, New Delhi

Understanding Psychology - Robert S Feldman, Tata McGraw Hill Publishing

Personality Development and Career management - R.M.Onkar, S Chand Publications

Social Psychology - Robert S Feldman, Tata McGraw Hill Publishing

Basics Management Skills For All - Mcgrath Eh, Printish Hall Of India Pvt Ltd, New Delhi

Developing Managerial Skills – Wehtlel David A and Kin S Kemerron, Pearson Education New Delhi.

Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli, Sultan Chand & Sons, New Delhi.

Business Communication (Principles, Methods and Techniques) - Nirmal Singh, Deep & Deep Publications Pvt. Ltd., New Delhi




Effective Business Communication – H.Murphy.

Body Language. Smith, B ,Delhi: Rohan Book Company. 2004

Seven Habits Of Highly Effective People – Stephen Covey

Pattern of Examination

Weightage :- - Theory – 15% Practical – 30%

Introductory Vocational Course under NEP 2020

Emotional Intelligence

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

Introduction

This course is designed to sensitize the students about the concept, theory and applications of emotional intelligence. The participants will get to know the added advantage of EQ the software of the brain over the hardware (EQ). This programme will also explore how our hearts rule over our heads for creative creation. It will also focus on how various principles of emotional intelligence guide us in different contexts of life. The awareness about the credo of emotional intelligence will develop insights into self-regulation and realization of one's optimum potentials for better performance.

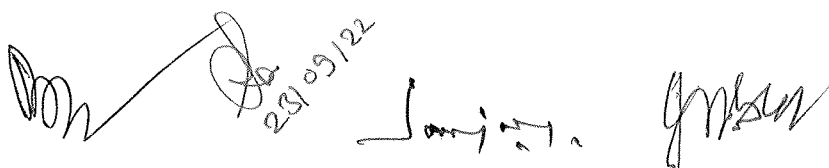
Learning outcome

1. To understand the concept of emotional intelligence and learn ways of developing it.
2. To contextualize the role of emotional intelligence in management of individual emotions and make positive differences.

Unit I	Introduction: Emotional Intelligence, Models of Emotional Intelligence , EQ competencies: self-awareness, self-regulation, motivation, empathy, and interpersonal skills, Importance of Emotional Intelligence		
Unit II	For enhancing emotional intelligence EQ mapping , health and well-beingg , EQ skills for students success		
Unit III	Managing stress, suicide prevention through emotional intelligence, Techniques to manage emotions		
Unit IV	Applications of EI at family , school,Workplace, Relationships, Conflict Management and Effective Leadership		

Readings List: Bar-On, R., & Parker, J.D.A.(Eds.) (2000). The handbook of emotional intelligence. San Francisco, California: Jossey Bros.

Goleman, D. (1995). Emotional Intelligence. New York: Bantam Book.

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Goleman, D. (1998). Working with Emotional Intelligence. New York: Bantam Books. Singh, D. (2003). Emotional intelligence at work (2nd ed.) New Delhi: Response Books.

Pattern of Examination

Weightage :- - Theory – 15% Practical – 30%

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Introductory Vocational Course under NEP 2020

Beauty and Wellness

SEMESTER – I

Course	Papers	Credits	Total contact hours	No. of teaching hours/week	Total marks/assessment
Theory	Beauty and wellness	01	15	01	60(40+20) External exam=40 Internal exam=20
Practical	Beauty and wellness	02	60	02	40(20+20) External exam=20 Internal exam=20
Total		03	75	03	100

Aims of course

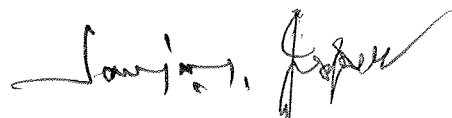
- The course by and large offers low cost and high quality education locally that encompasses vocational skills and development as well as traditional course work, thereby providing opportunities to the learners to move directly to the employment sector including self employment and entrepreneurship development or move into the higher education sector.
- It offers an education system which caters to community based lifelong learning needs.
- It has a synergetic relationship between students, community college, society and the job market.
- It prepare students professionally in the emerging global market to become self dependent and economically independent.

Objective of the course

- Today, this course has gained prominence in India and displayed consistent and remarkable growth, making it a potentially significant contributor to economic growth and creating millions of employment opportunities across the breadth of the country.
- To empower students in specialized field.
- To prepare students professionally who can perform well under emerging global business scenario.



1

- To empower female students for a career oriented education and enhance skills for employability.

Syllabus

UNIT I

Chapter 1: Introduction and Health and Safety

- Knowledge of the career opportunities and working methods within the hair and beauty sector.
- Knowledge of hairdressing services and beauty sector.
- Process and products to sterilize and disinfect equipments/tools and handle, use and store products, tools and equipment safety to meet with manufacturer's instructions.
- Clean, sporting the professional uniform, neat combed hair, footwear, personal hygiene and cleanliness, sanitize the hands and clean all working surfaces, sterilized tools.

Chapter 2: Anatomy and physiology treatment


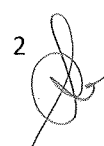
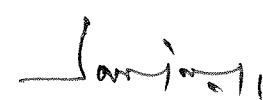

- The structure of the skin.
- The function of the skin.
- Characteristics of the skin and skin types of different ethnic client groups.
- The effect of the natural ageing process on the facial and bleach.

Chapter 3: Make up services

- Be able to prepare for makeup application and apply makeup.
- Use suitable consultation techniques to identify treatment objectives.
- Carry out skin analysis.
- Provide clear recommendations to the client and select products ,tools and equipment to suit client treatment needs,skin types and conditions.

Practical:

- Knowledge of applicable legislation relating to the workplace.
- Handle, use and store products, tools and equipment safely to meet with the manufacturer's instructions.
- Manage the storage/disposal/cautions of use of products, fire precautions.
- Occurrences, hygiene practice, disposal of waste and environmental cleanliness.
- The actions of facial, neck and shoulder.
- The bones of the head, neck and shoulder.
- The position of the face, neck and shoulder muscles.

- The structure, function, characteristics of skin types and the position and the action of facial, neck and shoulder muscles.
- Understand the effects and benefits of different products and techniques used in make-up.
- Complete the treatment to the satisfaction of the client to suit a range of occasions.
- Record the results of the treatment.
- Provide suitable after care service.

Common Course -CC3

Beauty and Wellness

SEMESTER – II

Course	Papers	Credits	Total contact hours	No. of teaching hours/week	Total marks/assessment
Theory	Beauty and wellness	01	15	01	60(40+20) External exam=40 Internal exam=20
Practical	Beauty and wellness	02	60	02	40(20+20) External exam=20 Internal exam=20
Total		03	75	03	100

UNIT 2

Chapter 1: Facial skin care

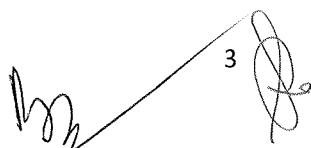
- Be able to use safe and effective methods of working when improving and maintaining facial skin condition.
- Be able to consult, plan and prepare for facials with clients.
- Be able to improve and maintain skin condition.
- Understand how to work safely and effectively when providing facial treatments.

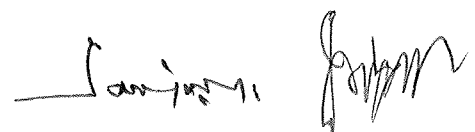
Chapter 2: Manicure and pedicure services

- Be able to use safe and effective methods of working when providing manicure services
- Be able to consult, plan and prepare for the services with the clients
- Be able to carry out manicure and pedicure services.
- Understand how to work safely and effectively when providing pedicure treatments.

Chapter 3: Communication skills

- The meaning and process of communication.


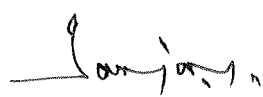

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- Communication as a skilled behavior.
- Effective communication.
- Listening and speaking skills.

Practical:

- Understand how to work safely and effectively when providing facial treatments.
- Understand how to perform client consultation and treatment planning and preparation.
- Understand anatomy and physiology that relates to facial skin care treatment.
- Understand the aftercare advice to provide clients for manicure and pedicure care treatments.
- Understand how to work safely and effectively when providing manicure and pedicure treatments.
- Understand how to perform client consultation and treatment planning and preparation.
- Understand anatomy and physiology that relates to manicure and pedicure services.
- Understand the aftercare advice to provide clients for manicure and pedicure services.
- Understand the basic of communication.
- Interpersonal skills for communication, feeling of importance and components of interpersonal skills and empathy.
- Guidelines of effective communication.
- Listening actively to the other person and responding appropriately and improved speaking skills in a work environment.

M 4   

Introductory Vocational Course under NEP 2020

Business Communication

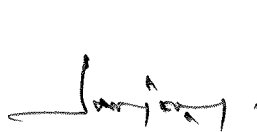
COURSE OBJECTIVES & COURSE OUTCOMES

SI No.	LEARNING OBJECTIVES	LEARNING OUTCOMES
1)	To perceive and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.	The students will penetrate the communication skills used in business world.
2)	To apprehend the importance of specifying audience and purpose and to select appropriate communication choices.	It will enable them to enhance their verbal communication using modern technology.
3)	To penetrate and appropriately apply modes of expression in written, visual, and oral communication.	Learners will be benefitted to write business letters effectively.
4)	To improve students Interpretation, Reading, Writing and Speaking skills for official communication	Learner will be conversant with business or official communication terms and writing skills

SEMESTER – I

Course	Papers	Credits	Total contact hours	No. of teaching hours/week	Total marks/assessment
Theory	Business Communication	02	30	01	60(40+20) External exam=40 Internal exam=20
Practical	Business Communication	01	30	02	40(20+20) External exam=20 Internal exam=20
Total		03	60	03	100






Business Communication

UNIT – I Communication-Defining communication, Process of communication, Communication Model, Objectives of communication, Principles of communication, Importance of Business communication, Importance Feedback.

UNIT – II Channels of communication, Types of communication, Dimensions of communication, Barriers to communication Verbal, Non-Verbal, Formal, Informal communication.

UNIT – III Fundamental of Business writing, Format of Business, Types of Business letter, Inquiry letter, complaint letter Persuasive letter, Proposal, Report Writing.

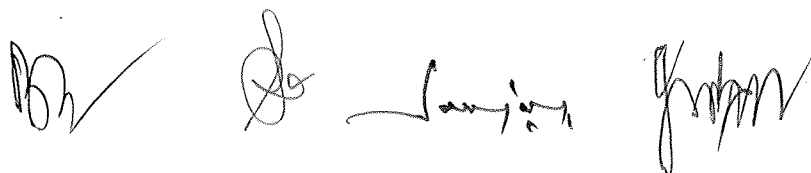
UNIT – IV Employment Messages Writing Resume, Application letter, Writing the opening paragraph, Writing the closing paragraph, summarizing.

UNIT – V Spoken skills Conducting Presentation, Oral presentation, Debates, Speeches, Interview, Group Discussion, English Pronunciation, Building Vocabulary.

UNIT-VI Barriers to Effective Communication and ways to overcome them, Listening: Importance of Listening, Types of Listening, Barriers to Listening and overcoming them, Listening situations, Developing Listening Skills.

SEMESTER – II

Course	Papers	Credits	Total contact hours	No. of teaching hours/week	Total marks/assessment
Theory	Marketing	02	30	01	60(40+20) External exam=40 Internal exam=20
Practical	Marketing	01	30	02	40(20+20) External exam=20 Internal exam=20
Total		03	60	03	100



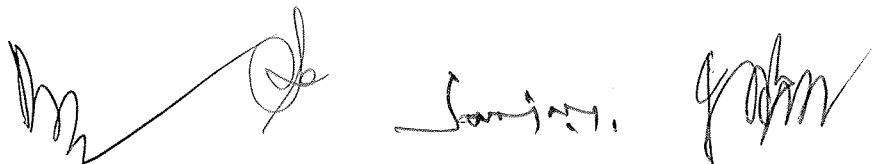
Marketing

UNIT VII Marketing

1. Introduction to Marketing, Meaning, Nature, Objectives, Scope & Importance of Marketing. Difference between Marketing & Selling. Marketing Philosophies.
2. Marketing Environment, Meaning and Importance. Macro Environment Factors. Micro Environment Factors.
3. Marketing Segmentation, Targeting & Positioning, Meaning & Importance of Segmentation. Bases of Market Segmentation. Meaning and Need for Targeting. Types of Targeting. Meaning & Need for Positioning. Positioning Strategies.
4. Fundamentals of Marketing Mix, Meaning and Importance of Marketing Mix. Marketing Mix Components - Service Sector & Consumer Goods.
5. Consumer Behaviour, Meaning and Importance of Consumer Behaviour. Factors Affecting Consumer Buying Behaviour. Roles of Buying Behaviour. Stages of Buying Behaviour.

Suggested Readings: -

1. Business Communication, Bedi, R/Aruna, K., Vrinda Publication
2. Business Communication, Kaul, Asha, PHI
3. Business Communication, Sinha, K.K., Galgotia
4. Principles of Marketing, Philip Kotler, TMH
5. Principles of Marketing, Kavita Sharma, Swati Aggarwal. Taxmann



Introductory Vocational Course under NEP 2020**Secretarial Practice****Course structure Secretarial Practice**

In this course of “Secretarial Practice”, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. It mainly consists of Domain area and Core area of Secretarial practice. In the Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills.

The broad components covered under Professional Skill subject are as below: -

1. Secretarial skills and Soft-Skills for performing job-related tasks.
2. Practical Knowledge of Postal & Banking transactions
3. Use English confidently for both spoken and written communication as well as be able to handle correspondence independently.
4. Make presentation using audio-visual aids.
5. Knowledgeable in handling Accounting package like Tally.ERP9 with GST.
6. Able to plan, co-ordinate and conduct Meetings.
7. Develop an understanding of Stock Market and its investment options.
8. Able to operate the following Window-based Computer Applications- MS-Word, MS-Excel, HTML, Adobe PageMaker, MS PowerPoint, Adobe Illustrator, Adobe InDesign,
9. Able to work harmoniously as a contributing member of a team to achieve organizational goals

Aims

To Train candidate on Professional Skill, Professional Knowledge and Employability Skill for Secretarial practice and office management.

Objectives

To Train candidate on Professional Skill, Professional Knowledge and Employability Skill. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence.




Course components

S. No.	Title of component	Credit Hours	Theory Hours	Practical hours	Marks	
					Theory	Practical
1	Secretarial Procedure	15	5	10	10	10
2	Computer Application in office	45	15	30	40	10
3	Business communication	15	5	10	10	5
4	Shorthand writing (English)	15	5	10	10	5
	Total	90	30	60	70	30

Reference Books

1. Secretarial Practice: M. C. Kuchhal-Vikas Publishing House
2. Office Management and Secretarial Practice: Dr. I.M.Sahai- Sahitya Bhawan Publication
3. Secretarial Practice: Dr. G.K.Varshney- Sahitya Bhawan Publication
4. Company Secretarial Practice Manual: K R Chandratre – Lexis Nexis Punlication

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Introductory Vocational Course under NEP 2020

Interior Design

Aims of the vocational Course:-

Interior Design as a profession is relatively new. It is a field which is hard to separate from the field of architecture. Interior Designers have not only to observe taste trends and style evolution in the socio cultural context, but have also to understand and interpret customer's needs and expectations, acquainting themselves with the problems concerning implementation of a design project which does not limit creativity and freedom of expression. These skills are developed through deep sensitivity towards interior designing and a multi-disciplinary approach. Spatial inter-relationship is given due importance. The skill to organize space contributes to the improvement of environment.

New technologies and material resources are affecting our life style and mindset and changing them. That is why the Architectural and Design scenario has to be re-invented today.

The purpose of our educative programme is to impart knowledge relevant to our conditions and traditions.

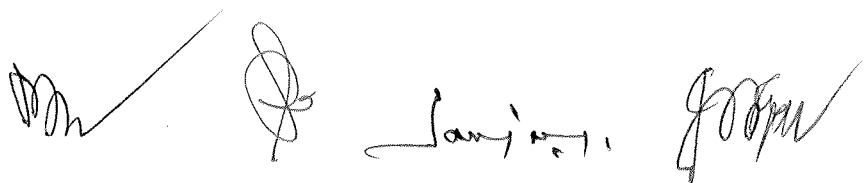
The Vocational course will be a simple, educative and helpful to individuals who are interested in Interior Designing as a meaningful profession.

Objectives of a vocational course:

- To impart practical training in the field of Interior Designing leading to imagination and creativity.
- To impart knowledge relevant to our conditions and traditions, to cope up with challenges of development process in the post globalization era.

Interior Design professionals who design interior spaces, residential homes, shops, banks, hotels, offices etc. and meet demands of rapid development are the need of the hour. Most of the professionals are being hired from other countries in the wake of shortage of such consultants. The objective of this course is to train professionals to be able to help, support and cope up with growing challenges and not to rely on foreign consultants.

Interior Design Course Syllabus and credit hours



Semester-I				
Sno.	Subject	type of subject	hours	Books
1	Theory of Design	Theory	5	Theory of Design; Peter C. Gasson
	Explaining the 7 basic concepts of space design Balance, Harmony, Rhythm, Proportion and Scale, Emphasis, Contrast and Details			
2	Building Services	Theory/Practical	20	Building Services Handbook; Fred Hall, Roger Greeno
	Understanding the low side services in a space -Heating & Cooling -Plumbing -Electrical & Lighting			
3	Building Material, Construction & Execution	Theory/Practical	20	Building Construction; B.C. Punmia & Site Visits
	Understanding of Building materials, their characteristics and role in interior design. Understanding the system of construction for each kind of interior building materials Types of Flooring Types of False Ceiling Types of Wall Finishes Furniture Fixtures & Equipment			
Semster-II				
4	Residential Interior Design Studio Level 1	Practical	10	Design magazines
	assignment to design every kind of residential space			
5	Residential Interior Design Studio Level 2	Practical	15	Design magazines
	assignment to design one whole residence			
6	Commercial Interior Design Studio Level 3	Practical	15	Design magazines
	assignment to design commercial space like a jewellery shop/parlour/small office			

7	Estimation & Costing	Theory	5	Estimation and Costing Book; BN Dutta
	Understanding the process of estimating the price of a design project			

Total Number of hours = 90

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