



# MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia\_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.ac.in

## ADMISSION NOTIFICATION



### MUGBERIA GANGADHAR MAHAVIDYALAYA

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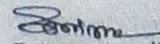
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### NOTICE

Date- 17/01/2022

It is a great pleasure to inform you that the Mugberia Gangadhar Mahavidyalaya is going to organize a UGC approved certificate course in Yoga therapy from 1<sup>st</sup> February, 2022. So in this program interested candidate are apply to college office within 31<sup>st</sup> January 2022 positively.

  
Principal 17.06.2023

Mugberia Gangadhar Mahavidyalaya

Principal  
Mugberia Gangadhar Mahavidyalaya



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# Mugberia Gangadhar Mahavidyalaya

Bhupatinagar, Purba Medinipur, 721425, West Bengal

Phone No. (03223) 270236 / +919002275816

Email: mugberia\_college@rediffmail.com

Website: www.mugberiangangadharmahavidyalaya.org



Date: -21.06.2022

## Notice

Notice is hereby given to all faculty members of Dept. Of Commerce that a departmental meeting will be arrange on 23/06/2022 at 3pm for continuation of the Carrier Oriented Programme (COP) on **INCOME TAX PRACTICAL TRAINING AND CERTIFICATE COURSE**. Members are requested to must be present in the said meeting positively to discuss the following agenda. Principal sir will be present in the meeting.

*Asst. H. O. D.*  
28/06/22

(Prof. Abani Kr. Tripathy)

H.O.D.  
Department of Commerce  
Mugberia Gangadhar Mahavidyalaya

Dept. Of Commerce

Mugberia Gangadhar Mahavidyalaya

## Agenda

1. Discussion of syllabus of course detail.
2. Duration of the course.
3. Framing of Routine, allocation of classes among the faculty members.
4. Miscellaneous.

## Copy to:

1. Commerce Department
2. Library
3. Office
4. Notice Board





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## Notice

Date: 22/08/2021

Dear Students,

*Do you wish to Scale up your Professional Careers to the heights of Success and become Self Reliant by mastering the skill of Business Management?*

If yes, then this is the right platform to get enrolled for Management Certification Course.

The Department of Commerce of Mugberia Gangadhar Mahavidyalaya, is Conducting Certificate course Business Management Practical Training for all students of Commerce.

Course Duration - 30+ Hours

## Syllabus of Business Management

### 1. E – Commerce 50 Marks

#### a) Taxation 25 Marks

##### Income Tax

- Computation of Taxable Income and Income tax for different Assesses.
- Income tax Planning for Salaried Employees.
- Filling of Income Tax Return Form ITR1, ITR2, ITR3, ITR4.

##### Sales Tax

- Filling of Goods and Service Tax forms GSTR1, GSTR3B, GSTR9 ETC.
- Filling of P.Tax Return Forms

#### b) Accounting: 25 Marks

##### Tally 9.2 Recording of Accounting transactions in Financial Accounting software

- Cash Transactions, Sales, Purchase etc.
- Final Account Preparation
- Interpretation of Accounting Data.

## NOTICE FOR CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH



**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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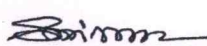
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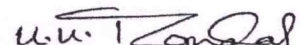
Date: 03/03/2022

It is hereby informed to all the students of Zoology Department; a certificate course is going to organized by our department, on 'COMMUNICATIVE ENGLISH'. This course will help you to elevate your skill in a better way and improve your communication skill at the social platform. An experienced teacher will guide you through out this journey.

All students of our department are advised to complete their registration within the stipulated time.

  
**Dr. Swapan Kumar Misra**  
Principal  
Mugberia Gangadhar Mahavidyalaya



  
**Dr. Kousik Kr. Mondal**  
HOD, Dept. of Zoology  
HOD  
Department of Zoology  
Mugberia Gangadhar Mahavidyalaya







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E-mail : mugberia\_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.org

Ref. No.—M.G.M. / / /  
From—The Principal / Secretary,

Date.....

Date: 04-12-2021

## Department of Political Science

### Notice

This is to hereby notify all the students that the dept. of, Political Science Mugberia Gangadhar Mahavidyalaya is going to organize a certificate course on "Foundation Course on Human Rights Foundation " from 08<sup>th</sup>.December2021–30<sup>th</sup> July, 2022 in our department through offline mode. The course will be delivered by lecture, interaction and doubt clearance along with a examination on topic related to Human Rights. The course will be conduct for UG-IV & VI sem. Course access fee for the student is decided as Rs. 20/- . All the students of our college especially of our dept. UG-IV & VI are requested to be present and also fill up in the form for this course.

*Jyoti Mitra* 04.12.2021  
Course coordinator

Jyoti Mitra  
Dept. of Political Science

*Swapan Kumar Misra*  
Principal 4.12.2021

Swapan Kumar Misra  
Mugberia Gangadhar Mahavidyalaya  
Principal  
Mugberia Gangadhar Mahavidyalaya





## MUGBERIA GANGADHAR MAHAVIDYALAYA

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Ref. No. M.G.M. / /  
From—The Principal / Secretary,

Date / /

Date 09-03-2022

### NOTICE

It is a great pleasure to inform that Department of Tourism and Hotel Management are going to organize a certificate course in Tourism and Hotel Management to be held on and from 21<sup>st</sup> March, 2022. All the interested students are informed to enrol their name at Department of Tourism and Hotel Management.



*[Signature]*  
Principal 09.03.2022

Mugberia Gangadhar Mahavidyalaya

Principal  
Mugberia Gangadhar Mahavidyalaya





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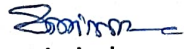
Ref. No.—M.G.M. / /

Date.....

From—The Principal / Secretary,

## NOTICE

All the students of Dept of Nutrition are hereby informed that our college is organizing Certificate Course on A UGC approved skill development certificate course on “**Use Of Vermicomposting in Agriculture (Carrier Oriented Programmed)**” from **21<sup>st</sup> April 2021, –10<sup>th</sup> January, 2022** through offline mode. The course will be delivered by lecture; Vermicompost helps in improving soil texture, aeration and increases water retention capacity. Vermicompost acts as a soil conditioner and improves the biological, physical and chemical properties of the soil. Admission for the aforementioned course is started. The course will be conduct for UG 4<sup>th</sup> Sem. Course access fee for the student is decided as Rs.200/- Interested candidates are informed to enroll with Moumita Samanta Programmed **In-charge of “Use Of Vermicomposting in Agriculture (Carrier Oriented Programmed)”**

  
Principal, 10.04.2021

Dr. Swapan Kumar Misra

Mugberia Gangadhar Mahavidyalaya

**Dept. of Nutrition**  
**Mugberia Gangadhar Mahavidyalaya**



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Date 01.03.2022

## Notice

This is to hereby notify all the students that the dept. of Mathematics, Mugberia Gangadhar Mahavidyalaya is going to run a certificate course on “C Programming” from 5<sup>th</sup> March 2022 to 18<sup>th</sup> April 2022 through offline mode. The course will be delivered by lecture, Computer Lab practices, Assignment Solve, interaction and doubt clearance along with a examination on topic related to C Programming. The course will be conduct for UG-V sem. Course access fee for the student is decided as Rs. 200/-. All the students of our college especially of the Dept. of Mathematics UG-V SEM are requested to be present in this course.

 01.03.2022  
Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya




Principal  
Mugberia Gangadhar Mahavidyalaya



# Certificate course on INTRODUCTION TO MS-EXCEL

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## Notice

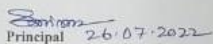
 **MUGBERIA GANGADHAR MAHAVIDYALAYA**  
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NAAC Re-Accredited B+Level Govt. aided College  
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Date : 26.07.2022

**NOTICE**

This is to hereby notify all the students that the Department of Physics, Mugberia Gangadhar Mahavidyalaya, will commence a certificate course on "INTRODUCTION TO MS-EXCEL" for the period of 03/08/2022 to 18/08/2022 from 2:30 pm to 5:00 pm. The course will feature lectures, interactive sessions, practical, and an examination on topics related to above mentioned topic. The course is specifically designed for undergraduate students. The course access fee for students is set at Rs. 100/-. All students of undergraduate program, are requested to attend this course.



  
Principal 26.07.2022  
Mugberia Gangadhar Mahavidyalaya  
Principal  
Mugberia Gangadhar Mahavidyalaya

**Course Name: Introduction to MS-Excel**

Course duration: 15 days

Organized by: Department of Physics

Coordinator: Dr. Wadut Shaikh, HOD, Department of Physics

Chairperson: Swapan Kumar Misra, Principal , Mugberia Gangadhar Mahavidyalaya

Members: Gourchand Manna, Debasish Das, Sourav Panda , SACT, Department of Physics

**Course objective:**

This course is designed for

- Give students an in-depth understanding of how the office tool is essential in business, education and society
- To understand the basics features of Excel spread program
- To improve the Data interpretation and analysis skills of the beginners

**Syllabus:**

**Introduction to Excel:** Introduction to Excel interface, Idea about rows and columns, Naming Cells, Working with excel workbook and sheets

**Formatting excel workbook:** New, Open, Close, Save, Save As, Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic and Underline, Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns, Rows & Cells

**Perform Calculations with Functions:** Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference Functions, Mathematical Functions, Statistical Functions, Text Functions.

**Sort and Filter Data with Excel:** Sort and filtering data, Using number filter, Text filter, Custom filtering Removing filters from columns, Conditional formatting

**Create Effective Charts to Present Data Visually:** Inserting Column, Pie chart etc, Create an effective chart with Chart Tool Design, Format and Layout options, Adding chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart



**Use Macros to Automate Tasks:** Creating and Recording Macros, Assigning Macros to the worksheets, Saving Macro enabled workbook

**Proofing and Printing:** Page setup, Setting print area, Print titles Inserting custom Header and Footer Inserting objects in the header and footer Page Setup, Setting margins, Print Preview, Print Enable back ground error checking Setting AutoCorrect Options



# MUGBERIA GANGADHAR MAHAVIDYALAYA

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Date 03.05.2022

## Notice

This is to hereby notify all the students that the dept. of Mathematics, Mugberia Gangadhar Mahavidyalaya is going to run a Skill Development certificate course on “MATLAB” from 10<sup>th</sup> May 2022 to 16<sup>th</sup> June 2022 through offline mode. The course will be delivered by lecture, Computer Lab practices, Assignment Solve, interaction and doubt clearance along with a examination on topic related to Matlab. The course will be conduct for UG-III sem. Course access fee for the student is decided as Rs. 200/-. All the students of our college especially of the Dept. of Mathematics UG-III SEM are requested to be present in this course.

  
Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

Principal  
Mugberia Gangadhar Mahavidyalaya







## MUGBERIA GANGADHAR MAHAVIDYALAYA

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E-mail : mugberia\_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.org

Ref. No.—M.G.M. / /

Date.....

From—The Principal / Secretary,

Date: 10-05-2022

### Department of Mathematics

#### Notice

This is to hereby notify all the students that the dept. of Mathematics, Mugberia Gangadhar Mahavidyalaya is going to organize a certificate course on "LATEX" from 15<sup>th</sup> May 2022– 29<sup>th</sup> June 2022 in our department through offline mode. The course will be delivered by lecture, interaction and doubt clearance along with an examination on topic related to LATEX. The course will be conduct for PG-IV sem. Course access fee for the student is decided as Rs. 200/-. All the students of our college especially of our dept. PG-IV semester, are requested to be attend in this course.



*[Signature]*

10.05.2022

Principal

Mugberia Gangadhar Mahavidyalaya



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Date: 21.07.2022

## NOTICE

This is to hereby notify all the students that the dept. of Political Science, Mugberia Gangadhar Mahavidyalaya is going to start a certificate course on "Media studies and Leadership ability making" from 1<sup>st</sup> August to 11<sup>th</sup> August, 2022 through offline mode. The course will be delivered by lecture, interaction and doubt clearance along with an examination on topic related to Media studies and Leadership ability making. The course will be conduct for UG. Course access fee for the student is decided as Rs. 200/- All the students of our college especially of our dept. UG, are requested to be present in this course.



*S. S. S. S. S.* 21.07.2022

Principal

Mugberia Gangadhar Mahavidyalaya

Principal

Mugberia Gangadhar Mahavidyalaya



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Date 30.11.2021

## Notice

This is to hereby notify all the students that the Dept. of Mathematics, Mugberia Gangadhar Mahavidyalaya is going to run a Short Term Course on “RESEARCH METHODOLOGY” from 09<sup>th</sup> December 2021 to 20<sup>th</sup> December 2021 through offline/online mode. The course will be delivered by lecture, Computer Lab practices, Assignment Solve, interaction and doubt clearance along with examination on topic related to Research Methodology. The course will be conduct for PG Students. Course access fee for the student is decided as Rs. 200/-. All the students of the college are requested to be present in this course.

  
Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

Principal  
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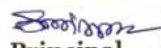
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Date: 23.11.2021

### NOTICE

All the students of Dept of Nutrition are hereby informed that our college is started **“UGC approved Diploma in Soil Management by Vermi Composting”** from **1<sup>st</sup> December, 2021** through offline mode. The course will be delivered by lecture; Vermicompost helps in improving soil texture, aeration and increases water retention capacity. Vermicompost acts as a soil conditioner and improves the biological, physical and chemical properties of the soil. Admission for the aforementioned course is started. The course will be conduct for UG 3<sup>rd</sup> Sem. Course access fee for the student is decided as Rs.200/- Interested candidates are informed to enroll with Moumita Samanta Programmed **In-charge of “UGC approved Diploma in Soil Management by Vermi Composting”**.



  
Principal, 23.11.2021

Dr. Swapan Kumar Misra  
Mugberia Gangadhar Mahavidyalaya

Principal  
Mugberia Gangadhar Mahavidyalaya





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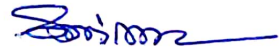
Ref. No.—M.G.M. / /

Date.....

From—The Principal / Secretary,

## NOTICE

All the students of Dept of Nutrition are hereby informed that our college is organizing Certificate Course on A UGC approved skill development certificate course on “**Diploma in Computer Application (DCA) & IT (Jeevan Kousal)**” from 18<sup>th</sup> April 2021–28<sup>th</sup> January, 2022 through offline mode. The course will be delivered by lecture, computer lab practice, Assignment solve, interaction and doubt clearance along with the examination on topic related to “Diploma in Computer Application (DCA) & IT held on the computer lab. Admission for the aforementioned course is started. The course will be conduct for UG 6<sup>th</sup> Sem. Course access fee for the student is decided as Rs.200/- Interested candidates are informed to enroll with Moumita Samanta Programmed In-charge of “**Diploma in Computer Application (DCA) & IT**” Certificate Course.

  
Principal, 12.04.2021

Dr. Swapan Kumar Misra

Mugberia Gangadhar Mahavidyalaya



  
Principal  
Mugberia Gangadhar Mahavidyalaya

**Dept. of Nutrition**  
Mugberia Gangadhar Mahavidyalaya



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## Syllabus for Certificate Course in Yoga Therapy

Total Marks = 200

Theoretical = 75

Practical = 125

Periods = 200

Periods = 75

Periods = 125

### THEORY

Paper Content

Marks 75

Paper-I **Yoga – Its maning and application :**

Meaning of the Terms. Aims and objectives of Yoga. Types of Yoga - Austanga Yoga. Yoga as Therapy. Yoga and Human Values.

**Phychological aspects of Yoga :**

Yoga and mental Health. Characteristics of mental health. Mental abnormalities. Role of Yoga in promoting mental health.

**Human body (Anatomical & physiological aspect) :**

Brief description of the systems of human body. Effect of Yogic practices on various systems of human body. Postural deviations and remedies through Yogic practice.

**Diet and components of food :**

Principles of diet. Diet and nutrition – balance died. Role of diet and management of diseases.

**Stress and its management through Yoga.**

Maning and science of stress and tension. Psycho - physical aspects of tension. Stress related disease and role of Yogic practices in stress management.

### PRACTICAL

Paper Content

Marks-50

Paper-II Asanas - Compulsory (Cultural, Meditative & Curative)

Ardha Chakrasana

Ardha Matsyendrasana

Ardha Kurmasana

Bhujangasana

Chakrasana

Dhanurasana

Gomukhasana

Halasana

Janushirasana

Kurmasana

Makarasana

Matsyasana

Padahasthasana

Padmasana

Paschimotthanasana

Pavanmuktasana

Sarvangasana

Shasangasana

Shalabhasana

Shasangasana

Shirasana

Shyanapaschimotthanasana

Suptavajrasana

Trikonasana

Ustrasana

Vadrasana

Vajrasana

Paper-II  
Groups

Asanas-Optional (any two from each group)

25

A

B

C

Akarnadhanurasana

Kumbhirasana

Kukutasana

Parvatasana

Sankatasana

Utthitapadmasana

Singhasana

Kurmasana

Utthitakurmasana



Paper-III	Pranayama : Anulom - Vilom, Shitali, Shitkari,	5
(A)	Ujjyay, Bhramari, Bhraman Pranayam and Western Pranayam	
(B)	Dhauti : Agnisara Dhauti, Vaman Dhauti, Barisara Dhauti	5
(C)	Neti : Jala Neti, Sutra Neti	5
(D)	Mudras : Ashwini-Mudra, Mahaved-Mudra, Yoga-Mudra Uddian-Bandh-Mudra, Viparitakarani-Mudra, Maha- Mudra, Mula-Bandh-Mudra, Shaktichalani-Mudra, Hasta- Mudra & Pada-Mudra	5
(E)	Vasti-Krya : Sahaja Vasti Kriya, Snan Vidhi & Upavasa Vidhi	5
Paper-IV	Asanas Related to different ailments with special reference to	25
	Hypo kinetic Diseases – Workbook.	

## **Career Oriented Programme in Income Tax and Goods & Service Tax Practice**

### **Syllabus on Income Tax**

- \* Introduction to Income Tax,
- \* Residential Status of an Assesses,
- \* Various Heads of Income including Salary, Income under the head House Property, Profit & Gains from Business and Profession, Income from Capital Gains & other Sources,
- \* Income Tax, Set off and carry forward of losses,
- \* Return Filing under Income Tax, Filing online Application for PAN,
- \* E-Filing of Income Tax return,
- \* Introduction to Income Tax portal and credit statements
- \* Concept of TDS,
- \* Computation and Payment of TDS, Generating TDS Challans and Filing of TDS Returns.

- \* Income Tax computation
- \* Training Students how to file Income Tax Return Training Students how to file E TDS return online
- \* Permanent Account No
- \* application and its procedure
- \* E TDS Return filing Practical Training
- \* Income Tax return filing techniques
- \* How to compute Income Tax on Salary Income.
- \* How to prepare Form 16 online and manual How to fill up Form 49A , 49B
- \* Preparation of Challan 281 and 280 manual and computerized both
- \* Income Tax Assessment procedure and handling Income Tax cases
- \* Income Tax notice and Scrutiny Cases under section 143
- \* Form 3CD Tax Audit procedure and laws practical training



## **Syllabus of Business Management (For Career Oriented Programme)**

1. E-Commerce 100 Marks
  - a) Taxation 25 Marks

Income Tax

    - Computation of Taxable Income and Income Tax for different Assesseees.
    - Income Tax Planning for salaried employees.
    - Filling of Income Tax Return Forms – ITR 1, ITR 2, ITR 4, ITR 4S Sales Tax
    - Filing of Sales Tax forms – Form 1, Form 14, Form 15. P.Tax
    - Filing of P.Tax Return Forms.
  - b) Accounting 25Marks

Tally 9.2 Recording of Accounting transactions in Financial Accounting Software

    - Cash Transactions, Sales, Purchase etc.
    - Final Account Preparation
    - Interpretation of Accounting Data.
2. **Management Principles** 25 Marks

Nature of Management – Definition and characteristics of Management, Management Vs Administration, Scope of Management, Management, Management as a profession, Prinoples of Management, Universality of Manageemnt, Functions of Management, Leves of Management

Motivation – Contents and Theories of Motivation, Morale and Productivity.

Functions of Leaders and Leadership styles.
3. Building Communication Skills and Personality Development 25 Marks

Group discussion, Practice to Face Assessing Officers of Income Tax, Sales Tax etc. Practice of face Interview. Drafting – Notice, Circulars, Minute Resolution, Report, Letter writing – Letter of offer, Quotations, Order confirmation, execution, refusal and cancellation of order, status enquiry, recommendation and credit collection, claims.

## **COMMUNICATIVE ENGLISH**

The syllabus of communicative English for the career oriental programme of Mugberia Gangadhar Mahavidyalaya, Purba Medinipur of Vidyasagar University.

The syllabi is designed to meet the requirements and interests of learners who want to perform effectively in both personal and professional life through a practical, learner centrad activity oriented, skill – based and functional approach to English in the oral as well as the written model.

### **Syllabus ::-**

The syllabus is subject to change from time to time and flexible according to requirements.

#### **Section–A : Orientation**

1. Notions of communication
2. Functions of communication
3. Types of communication
4. Channels of communication
5. Basic skills of communication – integration of communicated skills
6. Context, mood and purpose of communication
7. Hierarchy of communication needs
8. Principles of effective communication
9. Barriers to communication
10. Steps in developing effective communication

#### **Section–B : Essentials of practical English phonetics**

(Specially designed for perfect pronunciation)

[Only practical aspects of the core concepts of English phonetics, no theoretical discussion – both receptive and productive practice with the aid of cassettes / CDs]

1. Consonants.
2. Vowels – monophthongs, diphthongs and triphthong
3. Syllable
4. Word-stress



5. Sentence - stress
6. Intonation
7. Strong and weak forms
8. Features of connected speech – Assimilation and Elision
9. Problematic areas of Indian speakers of English and their remedial measures.

#### **Section–C :: Conversational skills**

This section is aimed at developing the () conversational skills by exposing them to a variety of 'functions' most common to professional contexts. It focuses on the use of formulaic expressions and structures / set patterns needed for performing various functions. The functions relate to several sets of categories like socializing, presenting, negotiating, persuading, telephoning, imparting and seeking factual information, expressing and finding out emotional reactions, moral attitudes, intellectual attitudes, etc. These functions will, in turn, be related to more challenging communicative situations / context.

#### **Section–D : Professional communication skills (oral)**

(Focus on preparation and structure, use of language techniques)

1. Presentation skills in public speaking
2. Conference techniques
3. Interview skills
4. Group discussion

#### **Section–E : Reading skills**

1. Practice in efficient reading skills
2. Special Reading situations – scanning and skimming, critical reading, Drawing inferences, Reading technical report

#### **Section–F : Writing Skills**

(Focus on format and structure, coherence)

- |                              |                  |
|------------------------------|------------------|
| 1. Paragraph writing         | 2. Descriptions  |
| 3. Summarizing & Abstracting | 4. Note – making |
| 5. Report writing            |                  |

6. Correspondence Techniques
7. Messages through Fax & E-mail.
8. Filling up forms
9. Curriculum vitae
10. Notices, Agenda, minutes
11. Circulars
12. Advertisements.

### **Section-G : Use of English Grammar**

1. Sentence – different types, Nuclear & Extra – Nuclear components, Structural patterns.
2. Major word classes – Form classes & Function classes
3. Parts of speech — acute classification
4. Verbs — classification
5. Tense
6. Question – tag
7. Infinitive & Gerund ( with detailed classification)
8. Passive structure (with proper conception of ‘object’, ‘complement and adjunct’)
9. Concord
10. Conditionals
11. Discourse organizers
12. Foreign Expressions in common use

### **Evaluation Procedure :**

On going assessment  
 Mid-term assessment  
 speaking  
 listening  
 Reading and writing

N.B.- The syllabi is designed for the career oriented programme, meant for the students of the under graduate section, Vidyasagar University with an aim to use English for effective communication.



# **Syllabus for UGC Sponsored Foundation Course on Human Rights**

## **Course - I**

### **Perspectives and Foundations of Human Rights**

#### **I) Basic Concept**

- a) Human Values - Dignity, Liberty, Equality, Justice, Unity in Diversity, Ethics and Morals.
- b) Meaning, Concept and significance of Human Rights Education.

#### **II) Perspectives of Rights and Duties**

- a) Notion and Classification of Rights : Natural, Moral and Legal Rights, Three Generations of Human Rights (Civil and Political Rights ; Economic, Social and Cultural Rights ; Collective / Solidarity Rights)
- b) Nature and concept of Duties
- c) Interrelationship of Rights and Duties

#### **III) Introduction to Terminology of Various Legal Instruments**

- a) Meaning of Legal Instrument Binding Nature
- b) Types of Instruments : Covenant-Charter-Declaration-Treaty-Convention-Protocol-Executive Orders and Statutes.

#### **IV) United Nations and Human Rights**

- a) Brief History of Human Rights-International and National Perspectives
- b) Provision of the charters of United Nations
- c) Universal Declaration of Human Rights-Significance-Preamble
- d) Civil and Political Rights-(Art 1-21)
- e) Economic, Social and Cultural Rights - (Art. 22-28)
- f) Duties and Limitations - (Art 29)
- g) Final Provision (Art 30)

#### **Readings List**

1. Amartya Sen, The Idea Justice, New Delhi : Penguin Books, 2009
2. Conor Grealy and Adam Tomkins (Eds). Understandings Human Rights, London : Manshell, 1996.
3. David Beetham, Politics and Human Rights, Oxford : Blackwell, 1995.

4. Gurpreet Mahajan Ed., Difference and Social Justice, New Delhi : Oxford University Press, 1998.
5. James Nickel, Making Sense of Human Rights : Philosophical Reflections on the Universal Declaration of Human Rights, Berkeley : University of California Press, 1987.
6. John Rawls, Law of the People, Cambridge : Harvard University Press, 2001.
7. Michael Freedman, Rights, Delhi : World View, 1998 (Indian Reprint)
8. Michael Freeman, Human Rights : An Interdisciplinary Approach, Oxford : Polity, 2002.
9. R.J. Vincent, Human Rights and International Relations, Cambridge : Cambridge University Press, 1986.
10. Ronald Dworkin, Taking Rights Seriously, London : Duckworth, 1978.
11. SAHRDC, Human Rights and Humanitarian Law, New Delhi : South Asian Human Rights Documentation Centre, 2002
12. Stephen Shute and Susan Herley (Eds), On Human Rights, New York : Basic Books, 1993

## **Course-II**

### **Human Rights of Socially and Economically Vulnerable and Disadvantaged Groups**

#### **I) General Introduction**

- a) Social Hierarchy and social prejudices and exploitation
- b) Socially approved racial and communal discrimination
- c) Meaning and Concept of Vulnerable and Disadvantaged
- d) Groups, Customary, Socio-Economic and Cultural Problems of Vulnerable and Disadvantaged Groups.

#### **II) Social status of women and children in International and national perspective**

- a) Human Rights and Women's Rights-International and National Standards.
- b) Human Rights of Children-International and National Standards.

#### **III) Status of Social and Economically Disadvantaged people**

- a) Status of Indigenous People and the Role of the UN
- b) Status of SC/ST and Other Indigenous People in the Indian Scenario



- c) Human Rights of Aged and Disabled
- d) The Minorities and Human Rights.

**IV) Human rights of vulnerable groups**

- a) Stateless Persons (b) Sex workers (c) Migrant Workers
- d) HIV / AIDS Victims

**Reading List**

1. D.C. Nanjunda, Child Labour and Human Rights : A prospective, Delhi : Kalpaz Pub., 2008.
2. S.N. Chaudhary, Human Rights and Poverty in India : Theoretical Issues, Delhi : Concepts, 2005
3. R.Ganga, Children's Rights as basic Human Rights, New Delhi : Reference Press, 2007
4. Saksena Anu, Gender and Human Rights : Status of Women Workers in India, Delhi : Shipra Publications, 2004.
5. Gurusamy, S., Human Rights and Gender Justice, New Delhi : APH, 2009.
6. A.K. Jha, Child Abuse and Human Rights, N.D. Anmol, 2006.
7. D.V. Rao, Child Rights : A Perspective on International and National Law, New Delhi : Manak, 2004
8. A.K. Jha, Child Abuse and Human Rights, N.D. : Anmol, 2006
9. V.V. Devasia, Women, Social Justice and Human Rights, New Delhi : APH-2009.
10. Jhon K. Thomas, Human Rights of Tribals, Delhi : Isha Books, 2005.
11. Thiagaraj, Human Rights from the Dalit Perspective, New Delhi : Gyan Publishing, 2007.
12. B.R. Sharma, Encyclopaedia of Human Rights and Women's Development, New Delhi : Sarup & Sons, 2002.

**Course-III**

Human Rights and Duties in India : Law, Policy, Society and Enforcement Mechanism

**I. Human Rights in Indian Context**

- a) Indian Bill of Rights and Sarvodaya
- b) Preamble - Fundamental Rights - Directive principles - Fundamental duties.

**II. Human Rights - Enforcement Mechanism**

- a) Human Rights Act, 1993

- b) Judicial Organs - Supreme Court (Art 32) And High Courts (Art 226)
- c) Human Rights Commission - National and State of Maharashtra
- d) Commission of Women, children, Minority, SC/ST
- e) Survey of International Mechanism

### **III. Human Rights Violations and Indian Polity**

- a) Inequalities in Society - population-illiteracy-poverty-caste-inaccessibility of Legal redress.
- b) Abuse of Executive Power-Corruption-Nepotism and favoritism
- c) Human Rights and Good Governance.

### **IV. Role of Advocacy Groups**

- a) Professional Bodies : Press, Media, Role of Lawyers-Legal Aid
- b) Educational Institutions
- c) Role of Corporate Sector
- d) NGO's

### **Reading List**

1. B.P. Singh, Human Rights in India : Problems and Perspectives, New Delhi : Deep & Deep, 2008.
2. Aftab Alam, Human Rights in India : Issues and Challenges, Delhi : Raj Publications, 2004.
3. Shanker Sen, Tryst with Law Enforcement and Human Rights : four decades in Indian Police, New Delhi : APH, 2009
4. Harsh Bhanwar, Human Rights Law in India : Protection and Implementation of the Human Rights, New Delhi : Regal Pub., 2008.
5. Jaiswal Jaishree, Human Rights of accused and juveniles : Delinquent in conflict and Law, Delhi : Kalpaz : 2005,
6. L.K.. Thakur, Essentials of POTO and other Human Rights Laws, New Delhi : Author Press, 2002.
7. Awasthi, S.K.&R.P. Kataria, Law Relating to Protection of Human Right, New Delhi : Orient Publishing, 2002.
8. South Asia Human Rights Documentation Centre (SAHRDC), Handbook of Human Rights and Criminal Justice in India : the System and Procedure, New Delhi : OUP, 2006.
9. Noorjahan Bava, Human Rights and Criminal Justice Administration



in India, New Delhi : Uppal, 2000.

10. K.P. Saxena, (ed.), Human Rights and the Constitution : Vision and the Reality, New Delhi : Gyan Publishing, 2003.

#### **Course-IV**

Human Rights : Ethical Consideration

- i) Ethical arguments for Human Rights
- ii) Ethical Movement for Human Rights
- iii) The moral and ethical value of Human life,
- iv) Intrinsic value of Human Rights.

#### **Course-V**

##### **Practical Paper**

The practical paper will comprise of (i) Assessment of a project of 50 marks & (ii) one viva voce examination of 50 marks. Each participant will be required to submit a report after visiting Organizations/Institutions/fields involved in human rights issues.

***Tourism & Hotel Management Syllabus***  
**[1 year + 6 months Training Course]**

**FIRST SEMESTER**

A. THEORY:

A. THEORY

Sl No.	Paper Code	Subjects	Topic	Credit points
1	THM-101	TOURISM-I	1.0 Introduction to tourism industry 2.0 Tour Operators 3.0 Tourism Products.	2 2 2
2	THM-102	FOOD PRODUCTION & PATISSERIE-I	1.0 Introduction to Professional Cookery 2.0 Standard of Professionalism 3.0 Kitchen Organization 4.0 Foundation of Continental Cookery	2 2 2 3

3	THM-103	FOOD & BEVERAGE SERVICE-I	1.0 Introduction to the Hotel Industry 2.0 Attributes of a Waiter : personal hygiene 3.0 Departmental Organization 4.0 Restaurant Organization 6.0 Restaurant Service	3 2 3 2 2
4	THM-104	FRONT OFFICE OPERATION-I	1.0 Classifications of hotels. 2.0 Types of rooms 3.0 Organization of hotels 4.0 Functional staff organization of front office	3 3 2 3
5	THM-105	ACCOMMODATION OPERATIONS-I	1.0 Role Of House Keeping In the hotel 2.0 Function of housekeeping department 3.0 Types of room 4.0 Organizational structure of housekeeping department 5.0 Duties & Responsibilities.	2 4 3 1 2
6	THM-106	ENGLISH COMMUNICATION-I	1.0 English grammar 2.0 Group Discussion 3.0 Audio Visual Presentation	3 3 4

**FIRST SEMESTER**

**THM-101**

**TOURISM-I**

- 1.0 Introduction to tourism industry – Travel agency – History – Operation/Functions – Types.
- 2.0 Tour Operators – Functions – Types. Accommodation Industry-Types – Classification – Supplementary – Souvenir Industry & Shopping.
- 3.0 Tourism Products.

**THM - 102****FOOD PRODUCTION & PATISSERIE-I**

**OBJECTIVE:** To develop a comprehensive knowledge of professional cookery in the hotel & catering industries. To induce in the student professional competence as commis de cuisine in any type of food production operation with a Grounding common to Indian & Other types of cookery as well as all related subjects.

**1.0 INTRODUCTION TO PROFESSIONAL COOKERY.**

Culinary history.

**2.0 STANDARD OF PROFESSIONALISM**

Levels of skill, Attitude towards work, Behavior in the kitchen, Personal hygiene, Organization of practical work.

**3.0 KITCHEN ORGANIZATION**

Structure of a kitchen lay out, various sections

**4.0 FOUNDATION OF CONTINENTAL COOKERY**

Stock, Soup, Sauce, Fish, Poultry, Meat, Vegetables

**THM - 103****FOOD & BEVERAGE SERVICE –I**

**Objectives:** To develop a comprehensive knowledge of Restaurant service in the Hotel and catering Industry- to induce in the student professional competence at basic level and ensure a thorough grounding in the principles of Food Service and all its related activities.

**1.0 Introduction to the Hotel Industry:** The growth of the catering industry in India. Career opportunities in the Hotel and catering Industry. Different types of catering establishments.

**2.0 Attributes of a Waiter;** personal hygiene and appearance attitudes. Job satisfaction. Salesmanship.

**3.0 Departmental Organization :** Various hotel departments and their personnel. Relationship between the Food and Beverage Department and other departments, their duties and responsibilities.



4.0 Restaurant Organization : Food Service areas and ancillary departments- Room Services; Still Room, Stores; Linen Room; Kitchen Stewarding, Hot Sections.

5.0 Restaurant Service: Mise-en-place; Laying Tables; Forms and Methods of Service; Receiving the Guest; Service at Table.

#### **THM-104**

##### **FRONT OFFICE OPERATION-I**

1.0 Classifications of hotels.

2.0 Types of rooms, Tariff structure, rates & plans.

3.0 Organization of hotels, Front Office staff organization.

4.0 Functional staff organization of front office, Staff organization, duties and responsibilities.

#### **THM-105**

##### **ACCOMODATION OPERATIONS-I**

1.0 Role Of House Keeping In the hotel, In guest satisfaction.

2.0 Function of housekeeping department, Services and facilities offered by various hotels.

3.0 Types of room.

4.0 Organizational structure of housekeeping DEPARTMENT Small hotel, Medium hotel, large hotel.

5.0 Duties & Responsibilities of Housekeeping Staff Executive housekeeper, Deputy /assistant housekeeper, Floor supervisor, Desk supervisor

Public area supervisor, Room attendants, Store keeper, House man

#### **THM – 106**

##### **ENGLISH COMMUNICATION-I**

###### **1.0 Writing as a skill**

Its importance - mechanism of writing – words and sentences  
- paragraph as a unit of structuring a whole text - combining different sources – functional use of writing – personal- academic and business writing – creative use of writing.

2.0 Writing process - planning a text - finding materials – drafting – revising – editing -finalizing the draft - computer as an aid - key board skills.

## SECOND SEMESTER

**B. THEORY :**

**B. THEORY :**

Sl No.	Paper Code	Subjects	Topic	Credit points
1	THM-201	TOURISM-II	1.0 AIR TRANSPORTATION INDUSTRY	3
2	THM - 202	FOOD PRODUCTION & PATISSERIE-II	2.0 Tourism Products. 1.0 EQUIPMENTS & TOOLS	3 3
3	THM - 203	FOOD & BEVERAGE SERVICE -II	2.0 BASIC COOKERY PRINCIPLES 3.0 Basic commodities 4.0 Food Cost Reconciliation Sheet 1.0 Restaurant Equipment	3 2 3 2
4	THM-204	FRONT OFFICE OPERATION-II	2.0 Variety of Menus 3.0 Cocktails 4.0 Bar—Types of Bar 1.0 Cancellation & amendments. 2.0 Reservation terminology and Over booking. 3.0 Registration of a guest Information Service	4 4 2 3 3
5	THM-205	ACCOMODATION OPERATIONS-II	4.0 Telephone Operating 1.0 Cleaning Equipments 2.0 CHAMBER MAID'S SERVICE ROOM 3.0 CLEANING ROUTINE 4.0 INTER/INTRA DEPARTMENTAL RELATIONSHIP	2 2 2 3 2
6	THM - 206	ENGLISH COMMUNICATION-I	5.0 PUBLIC AREAS 1.0 Writing models 2.0 Presentation as a skill	2 5 4



## **SECOND SEMESTER**

**THM-201**

**TOURISM-II**

**1.0 AIR TRANSPORTATION INDUSTRY** International Organizations - ICAO- IATA- Evolution of Hub & Spokes- Carrier Codes- facilities to the passengers- procedure at airport: - policies- practices and rules.

**2.0 Tourism Products.**

**THM - 202**

**FOOD PRODUCTION & PATISSERIE-II**

**Objectives:** To impart a full knowledge of International cookery.

To induce in the student professional competence in quantity food, preparation at medium level from planning to Operating and costing.

**1.0 EQUIPMENTS & TOOLS**

Heavy equipments, Small equipments, Cleaning & maintenance

**2.0 BASIC COOKERY PRINCIPLES**

Texture, Methods of cooking, Menu planning, Accompaniments & garnishes.

**3.0 Basic commodities, both raw and processed, generally used in catering.**

Cheese, Elementary Pastas, Herbs, Spices & Condiments

**4.0 Food Cost Reconciliation Sheet**

Establishing purchase specification- Dealing with supplier-receiving methods- stores

Organization and stock control

**THM - 203**

**FOOD & BEVERAGE SERVICE -II**

**Objectives—** To develop perfect skill and techniques of services and induce supervisory Responsibilities in the students. Silver service, Supervision of meal service.



- 1.0 Restaurant Equipment: Crockery cutlery- silverware and stainless steel; Glassware and linen. Restaurant Layout— Staff Requirement, Duty Roaster, Restaurant Etiquettes, Restaurant Planning.
- 2.0 Variety of Menus: Types of Meals and Menu, Fixed menu and a la carte, classical French menu terms; Indian Food and accompaniments.
- 3.0 Cocktails Definition, Names of Classic Cocktails.
- 4.0 Bar—The Bar, Types of Bar, Layout, Parts of the Bar, Equipments.

THM-204

#### FRONT OFFICE OPERATION-II

- 1.0 Cancellation & amendments.
- 2.0 Reservation terminology and Over booking.
- 3.0 Registration of a guest Information Service: Bell Captain, luggage handling procedures, paging, door and car parking services.
- 4.0 Telephone Operating: Telephone, procedure, Telephone manners.

THM-205

#### ACCOMODATION OPERATIONS II

- 1.0 Cleaning Equipments, Cleaning Equipments.
- 2.0 CHAMBER MAID'S SERVICE ROOM.
- 3.0 CLEANING ROUTINE-  
Daily cleaning routine, weekly cleaning routine.
- 4.0 INTER/INTRA DEPARTMENTAL RELATIONSHIP.
- 5.0 PUBLIC AREAS:  
Cleaning of lobbies (nightly, weekly and monthly), Elevators, Restaurant, Food service areas, and employees areas.

THM – 206

## ENGLISH COMMUNICATION-II

### 1.0 Writing models

Essay - précis - expansion of ideas — letter writing - personal letters - formal letters - CV – surveys – questionnaire - e-mail – fax - job application - report writing.

### 2.0 Presentation as a skill

Elements of presentation strategies – audience – objectives – medium - Key ideas - structuring the material & content- audio-visual aids - hand-outs - seminar paper presentation and discussion.

## **Syllabus for Certificate Course (6 months)**

On

**'Uses of Vermi Compost in Agriculture'**

*(Build Your Career Save your Country)*

### **INTRODUCTION**

Since the inception of agriculture to the mid of 1960s, the agriculture process used by the Indian farmers in this subcontinent has been recognized by the Government of India. The agricultural process is Organic agricultural process, now criticizes of mainstream agriculture regarding the increasing use of chemical fertilizers and pesticides.

During 1960s Green Revolution has been started in Indian agriculture with the objectives of intensive use of High Yielding Variety if seeds (HYVS), chemical fertilizers, pesticides and more water based farming technologies accelerated by the government, researchers and experts and gave bumper increase in agriculture production in the initial age. No doubt it elevated agricultural development dramatically and the outcome exhibited manifold increase in production and productivity. But the excessive use of chemical fertilizers, more water and pesticides, the cruel side of story has been evolved. It could be felt very clearly that the results of the green revolution can not be assured in the long run.



Chemicals are accumulated gradually inside the soil and deteriorate its health. Agricultural scientist, planners and agriculture economist are worried about the slow growth rate of agricultural production in recent years. To meet the global challenges of feeding ever escalating human population, conserving the environment and reducing poverty, it is necessary to increase the yield of crops per unit area per unit time without hampering the ecological balance.

Excessive use of chemical fertilizers in agricultural land causes large number of environmental problems. When it is applied inadequate, rates of productivity and quality are cause significant losses. In this background, use of organic manure such as vermicompost may improve quality of agricultural products. Vermicomposting is the process of producing compost through the action earthworm. It is an eco-biotechnological process that transforms energy-rich and complex organic substances into stabilized humus-like product vermicompost. Preparation of vermicompost is an efficient as well as easily adoptable technique of compost preparation. This composting technique can not only decompose a huge amount of organic waste but also help to maintain higher nutrient status in composted materials.

Vermicomposting technology using earthworms as versatile natural bioreactors for effective recycling of organic wastes to the soil, is an environmentally acceptable means of converting waste into nutritious compost for crop production. Moreover, by processing of garbage, this technology converts the problem into a resource and provides good manure which can be enhanced quality of the soil.

In view of the above, an approach has been made in the proposed experimentally to entirely supplement the chemical fertilizer with the use of vermicompost for improving the productivity of crop.

### **Part A:- Agricultural Science**

1) **Land** – Return of the Native Save Mother and Rural environment for Social work, Career building etc.

#### **2) Agriculture –**

2.1) Project Planning, Soil management, classification of soil

2.2) Farming System, Planning etc.

2.3) Multipurpose Shem or Project Plantation, C, C

2.4) Organic farming, and fertilizer system. Seed Selection

2.5) Seed treatment by Vermi wash or by Organic medicine.

2.6) Plant Pathology.

2.7) ANATOMOLOGY – Insect of pest control.

2.8) Crop cutting & collection etc.

#### **3) Planning of Horticulture :**

3.1) Plot Selection, Farming

3.2) Individual gardening etc.

### **Part B:- Vermiculture :**

1) Knowledge of Vermi Compost and Vermi Culture.

2) Importance of benefit of environment by vermi compost.

3) Benefit by Vermi Compost to local village-Economy.

4) Integrated management to the soil use by vermi compost.

5) Raw material for vermi compost production and Characteristic of Raw materials.

6) Process of vermi compost preparation.

7) Particulars of earth-worm or vermi life history.

8) Vermi House or vermi pit prepared.

9) Utilization of vermi compost.

10) Business process.



- 11) Awareness for students, about vermi science.
- 12) Save the soil Save the life.
- 13) Green house system for better production.

**Marks Distribution and Examination System  
For Agricultural Science (Part A)**

Full Marks	500	Theory	300 Marks
Period	200	Practical	200 Marks

1<sup>st</sup>. Term Examination – 3 months :-

Theory – 150 Marks

Practical- 100 Marks

Period- 100

**SYLLABUS** – The syllabus in Subject to change from time to time and flexible according to requirements :-

1<sup>st</sup>. Term Examination – 3months course :-

	<b>Period</b>	<b>Marks</b>
Agriculture – A) Project Planning-	25	50
B) Soil Management-		
C) Classification of soil		
D) Farming System & Planning		
2. Multipurpose Scheme & Implementation	25	30
3. Organic Farming and fertilizers uses	15	40
4. Seed Selection and seed treatment by vermi	15	30
Wash and also organic Treatment (Saline Water Treatment Local Method)		
• Field Practical & Identification of plant	20	100
Disease and Insect & Pest		

N. B. -100 Period Including theory + Practical



**2<sup>nd</sup>. Term Examination for 3 Months :-**

Theory	150 Marks
Practical	100 Marks
Period	100

**SYLLABUS** – The Syllabus is subject to change from time to time and flexible according to requirements:-

	<b>Period</b>	<b>Marks</b>
1. Plant Pathology –Disease of Plants	25	50
2. Antomology-Insect & Pest of Plants	25	50
3. Crop cutting & collection of crops	10	20
4. Horticulture a)Kitchen garden	20	30
b) Plot selection		
c) Planning		
d) Individual gardening		
* Field Practical & Identification of Plants	20	100
Diseases & Insects, Pest		

**N. B. :** 100 periods including Theory & Practical

**For Vermiculture Course (Part B)**

Full Marks	500	Theory	300 marks
Period	200	Practical	200 marks

**1<sup>st</sup>. Term Examination – 3 months**

Theory - 150 Marks

Practical- 100 Marks

**Syllabus** - The Syllabus is subject to change from time to time and flexible according to requirements:-

**1<sup>st</sup>. Term Examination – 3months Course**

	<b>Period</b>	<b>Marks</b>
1. Vermi culture Agriculture		
a) Project Planning	25	50
b) Farming System		
c) Multipurpose system		
d) Organic farming		
2. Raw materials for vermi compost characteristic	25	30
3. Process of vermi compost preparation	15	40
4. Particulars of Earthworm life-History etc.	15	30
* Field Practical for identification by field work	20	100
N. B. – 100 period including theory & Practical		

2<sup>nd</sup>. Term Exam for 3 months

Theory	150 Marks
Period	100
Marks	100

Syllabus – The syllabus is subject to change from time to time and flexible (Vermiculture) according to requirement.

	<b>Period</b>	<b>Marks</b>
8. Vermi House and pit prepared	25	50
9. Utilization of vermi compost	25	50
10. Business process	10	20
11. Awareness for students about vermi comp	20	30
12. Save the soil save the life		
13. Green house system for better production	20	100
N. B. – 100 periods including theory and Practical.		

## PEFERENCES :

1. Yogabale Rogarogya : Shrimat Swami Shivananda Saraswati.
2. Yoga Sadhana Bhatti : Shri Arobinda
3. Yoga Darshan : Maharshi Patanjali
4. Yoga Rog Niramay : Shrimat Swami Ujjwalananda Saraswati.
5. Geeta Sarastar : Swami Ramsukh Das
6. Yoga Vichitra : Swapan Kumar Dash
7. Yoga Rashmi : Nilmani Dash
8. Prashanti Labher Upay : Swapan Kumar Dash.
9. Thoughts of Power : Swami Vivekananda
10. Patanjali Yogadarshan : Tr. Swami Bhargananda
11. Experiencing Health : D.A. Girdano, D.Duseck & G.S. Everly
12. Thin And Fit : Your Personal Lifestyle : Dorothy Duseck
13. Eating Disorders-Obesity, Anorexia Nervosa and the person within : Bruch Hilde
14. Nutrition in the Life Span : Virginia Beal
15. Nutrition and Diet Therapy : V.I. Kreschmer.
16. Asana, Pranayama, Mudras, Bandha : Swami Satyananda Saraswati



# **Certificate Course on “C” Programming(Jeevan Koushal)**

## **Department of Mathematics**

### **C Language Syllabus**

#### **Introduction and First Program:**

Introduction, Art of Programming through Algorithms and Flowcharts, Why Programming, History of C Language, Hello World Program.

#### **Overview of C:**

History and importance of C, Basic structure of C program, executing a C program.

#### **Constants, Variable and Data Types:**

Introduction, Character Set, C Tokens, Keywords and Identifiers, Constants, Variables, Data Types, Declaration of Variables, Assigning Values to Variables, Defining Symbolic Constants.

#### **Managing Input and Output Operations:**

Reading a Character, Writing a Character, Formatted Input, Formatted Output.

#### **Console IO Operations:**

Printf and Scanf, Unformatted IO Functions.

#### **Operators and Expressions :**

Introduction, Arithmetic Operators, Relational Operators, Logical Operators, Assignment Operators, Increment and Decrement Operators, Conditional Operator, Special Operators, Arithmetic Expressions, Arithmetic Operators, Operator Precedence and Associativity.

#### **Decision Making and Branching:**

Introduction, Decision Making with IF Statement, Simple IF Statement, the IF-ELSE Statement, Nesting of IF-ELSE Statements, The ELSE IF Ladder, The Switch statement, The ? : Operator, The goto statement.

## **Decision Making and Looping:**

Introduction, The while Statement, The do statement, The for statement, Jumps in LOOPS.

### **❖ Reference Books:**

1. E. Balagurusamy: Programming in ANSI C
2. Y. Kanetkar: Let us C.
3. C. Xavier: Programming in C.
4. Srivastava and Srivastava: C in Depth
5. M. Pal, Programming in C with numerical and Statistical Methods

# Certificate Course in Introduction to MS-Excel

**Course Name: Introduction to MS-Excel**

Course duration: 15 days (Two hours per day)

Organized by: Department of Physics

Coordinator: Dr. Wadut Shaikh, HOD, Department of Physics

Chairperson: Swapan Kumar Misra, Principal, Mugberia Gangadhar Mahavidyalaya

Members: Gourchand Manna, Debasish Das, Sourav Panda, SACT, Department of Physics

**Course objective:**

This course is designed for

- Give students an in-depth understanding of how the office tool is essential in business, education and society
- To understand the basic features of Excel spread program
- To improve the Data interpretation and analysis skills of the beginners

**Syllabus:**

**Introduction to Excel:** Introduction to Excel interface, Idea about rows and columns, Naming Cells, Working with excel workbook and sheets

**Formatting excel workbook:** New, Open, Close, Save, Save As, Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic and Underline, Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns, Rows & Cells

**Perform Calculations with Functions:** Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference Functions, Mathematical Functions, Statistical Functions, Text Functions.

**Sort and Filter Data with Excel:** Sort and filtering data, Using number filter, Text filter, Custom filtering  
Removing filters from columns, Conditional formatting

**Create Effective Charts to Present Data Visually:** Inserting Column, Pie chart etc, Create an effective chart with Chart Tool Design, Format and Layout options, Adding chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart



**Use Macros to Automate Tasks:** Creating and Recording Macros, Assigning Macros to the worksheets, Saving Macro enabled workbook

**Proofing and Printing:** Page setup, Setting print area, Print titles Inserting custom Header and Footer Inserting objects in the header and footer Page Setup, Setting margins, Print Preview, Print Enable back ground error checking Setting AutoCorrect Options

**A Skill Development Certificate Course**  
**on**  
**“ Matlab Programme for Numerical Computation”**

**Organized by**  
**Department of Mathematics (UG & PG)**  
**Mugberia Gangadhar Mahavidyalaya**  
**Under DBT Star College Strengthening Scheme, Govt. of India**  
**Date : 13<sup>th</sup> September 2022 to 17<sup>th</sup> January 2023**

A Skill Development Certificate Course on “ Matlab Programme for Numerical Computation”

**Course period:** 13<sup>th</sup> September 2022 to 17<sup>th</sup> January 2023

**Course Coordinators:**

- 1) Dr. Kallpada Maity, HOD, Associate Prof., Dept. of Mathematics
- 2) Mr. Santu Hati, Dept. of Mathematics

**Faculty Team:**

- 1) Dr. Manoranjan De, Assistant Professor, Department of Mathematics
- 2) Mr. Santu Hati, Dept. of Mathematics

**Type of Programme:** Certificate Course Programme

**Course Code:** CCMP-001

**Course Duration:** 30 hrs

**Delivery Mode:** Offline

**Eligibility:** UG SEM III only

## **Aims & Introduction**

This is a self-study, self-paced course designed as an introduction to MATLAB. The aim upon completion of the course is:

- To be competent using the most common features in MATLAB
- To understand how to use MATLAB to solve mathematical problems

The course is targeted at those with no prior knowledge of MATLAB, and no previous programming experience.



## Syllabus

### Unit 1. Introduction to MATLAB

08 Hrs.

- The MATLAB Environment
- MATLAB Basics – Variables, Numbers, Operators, Expressions, Input and output
- Vectors, Arrays, Matrices

### Unit 2. MATLAB Functions

05 Hrs.

- Built-in Functions
- User defined Functions

### Unit 3. Graphics with MATLAB

04 Hrs.

- Files and File Management -- Import/Export
- Basic 2D, 3D plots
- Graphic handling

### Unit 4. Programming with MATLAB

07 Hrs.

- Conditional Statements, Loops
- MATLAB Programs – Programming and Debugging.
- Applications of MATLAB Programming

### Unit 5. Mathematical Computing with MATLAB

06 Hrs.

- Algebraic equations
- Basic Symbolic Calculus and Differential equations
- Numerical Techniques and Transforms

### Learning Objectives:

- To learn features of MATLAB as a programming tool.
- To promote new teaching model that will help to develop programming skills and technique to solve Numerical problems
- To understand MATLAB graphic feature and its applications
- To use MATLAB as a simulation tool

### Grading

Grades are based on homework and a final project.

**References:**

1. "A Guide to MATLAB - for Beginners and Experienced Users", 2nd Ed., Brian R. Hunt, Ronald L. Lipsman, Jonathan M. Rosenberg, Cambridge University Press, (2006)
2. "Essentials of MATLAB Programming", 2nd Ed., Stephen J. Chapman, Cengage Learning, (2009).
3. "MATLAB Demystified", David McMahon, The McGraw-Hill Companies, (2007).
4. "MATLAB® for Engineers", 3rd Ed., Holly Moore, Pearson Education, Inc., (2012).
5. "Engineering computation with MATLAB", 2nd Ed., David M. Smith, Pearson Education, Inc., (2010).

A Skill Development Certificate Course

on

## Skill Development Course for Scientific Documentation using Latex

Organized by

Department of Mathematics (UG & PG)

15 May - 29 June 2022

Mugbena Gangadhar Mahavidyalaya

ACCREDITED BY NAAC WITH GRADE B+

Affiliated to Vidyasagar University

Bhupatinagar, Purba Medinipur – 721425



## **Skill Development Course for Scientific Documentation using Latex**

**Course period:** 15<sup>th</sup> May – 29<sup>th</sup> June 2022

### **Course Coordinators:**

- 1) Dr. Kalipada Maity, HOD, Associate Prof., Dept. of Mathematics
- 2) Dr. Manoranjan De, Assistant Prof., Dept. of Mathematic

### **Faculty Team:**

- 1) Dr. Kalipada Maity, Associate Professor, Head, Department of Mathematics
- 2) Dr. Manoranjan De, Assistant Professor, Department of Mathematics
- 3) Mr. Suman Giri, SACT, Dept. of Mathematics
- 4) Mr. Debraj Manna, SACT, Dept. of Mathematics
- 5) Mr. Hiranmay Manna, SACT, Dept. of Mathematics
- 6) Mr. Bikash Panda, SACT, Dept. of Mathematics
- 7) Mr. Goutam Kumar Mandal, Contractual Teacher, Dept. of Mathematics
- 8) Mr. Santu Hati, Contractual Teacher, Dept. of Mathematics

**Course Duration:** 30 hrs

**Delivery Mode:** Offline

**Eligibility:** PG students only

## **About The Course**

LaTeX, a document preparation system, is widely used for publishing in many scientific fields like mathematics, statistics, computer science, engineering, chemistry, physics, economics, linguistics, etc.. It is a powerful and open-source system that provides numerous facilities for automating typesetting of the document: i.e. structuring page layout,

listing and auto-numbering of sections, tables, figures, generating a table of contents, managing cross-referencing, citing, and indexing.

Unlike other WYSIWYG editors, the content is written in plain text along with appropriate commands, thus, allowing the user to concentrate on the content rather than the aesthetics (the way it looks). The TeX typesetting program which LaTeX uses, was designed such that anyone can create good quality material with less efforts.

This course introduces the basic concepts of LaTeX. Participants taking this course will be able to create and design documents in LaTeX and presentations in Beamer with confidence.

## Syllabus

### Topic 1: Introduction

This topic introduces the learner to LaTeX, its installation, and different IDEs. The learner creates the first document using LaTeX, organizes content into sections using article and book class of LaTeX.

### Topic 2: Styling Pages

In this topic, the session starts by reviewing different paper sizes, examines packages, formats the page by setting margins, customizing header and footer, changing the page orientation, dividing the document into multiple columns. The topic ends with reading different types of error messages.

### Topic 3: Formatting Content

This topic concentrates on formatting text (styles, size, alignment), adding colors to text and entire page, and adding bullets and numbered items. It concludes by explaining the process of writing complex mathematics.

### Topic 4: Tables and Images

The topic starts by creating basic tables, adding simple and dashed borders, merging rows and columns, and handling situations where a table exceeds the size of a page. The sessions then continue to add an image, explore different properties like rotate, scale, etc..

### Topic 5: Referencing and Indexing

In this topic, the learner learns to add cross-referencing (refer to sections, table, images), add bibliography (references), and create back index.

### Topic 6: Presentation using Beamer

Introduction to creating slides, adding frames, dividing the slide into multiple columns, adding different blocks, etc.

## COURSE LEARNING OUTCOME

- Handle different types of documents
- Organize documents into different sections, subsections, etc..
- Formatting pages (margins, header, footer, orientation)
- Formatting text
- Write complex mathematical formulae
- Include tables and images
- Cross-referencing, bibliography, and Indexing
- Read error messages as and when required
- Create presentations using Beamer

## SYLLABUS

### CERTIFICATE COURSE ON MEDIA STUDIES AND LEADERSHIP ABILITY MAKING.

1<sup>st</sup> August to 19<sup>th</sup> August, (2022)

30 hours

Day	Date	What (Knowledge, concepts, reading)
Day 1 Monday	01/08/2022	.Communication and its Importance . Effects of Communication
Day 2 Tuesday	02/08/2022	. Forms and Method of Communication . Effective Communication
Day 3 Wednesday	03/08/2022	. The World of print Media . Different Types of print Media . Media as public Sphere
Day 4 Thursday	04/08/2022	.Media and mass Media . Role of Media and Democracy
Day 5 Friday	05/08/2022	.Types of Mass Media : Radio ,Television ,Cinema . Function of Mass Media
Day 6 Monday	08/08/2022	. Making News . Analyzing News
Day 7 Tuesday	09/08/2022	. Understanding role of Media in development . Media and Civil society
Day 8 Wednesday	10/08/2022	.What is News? .What is Leadership?
Day 9 Friday	12/08/2022	. Strategies for Social media and Network for Leadership . Social media use consideration
Day 10 Tuesday	16/08/2022	. Behavior of Leadership . Ethics and Leadership
Day 11 Wednesday	17/08/2022	. Freedom of press- Role of press Council of India . Developing Leadership skills
Day 12 Thursday	18/08/2022	. Role of Advertising in Marketing . Advertising: Function of Advertisement , types of Advertisement
Day 13 Friday	19/08/2022	. Evolution of Advertising . Functions of Advertising



## **SYLLABUS OF "RESEARCH METHODOLOGY"**

### **UNIT I – RESEARCH FORMULATION AND DESIGN**

Motivation and objectives – Research methods vs. Methodology. Types of research – Descriptive vs. Analytical, applied vs. Fundamental, Quantitative vs. Qualitative, Conceptual vs. Empirical, concept of applied and basic research process, criteria of good research. Defining and formulating the research problem, selecting the problem, necessity of defining the problem, importance of literature review in defining a problem, literature review-primary and secondary sources, reviews, monograph, patents, research databases, web as a source, searching the web, critical literature review, identifying gap areas from literature and research database, development of working hypothesis.

### **UNIT II – DATA COLLECTION AND ANALYSIS**

Accepts of method validation, observation and collection of data, methods of data collection, sampling methods, data processing and analysis strategies and tools, data analysis with statically package (Sigma STAT, SPSS for student t-test, ANOVA, etc.), hypothesis testing

### **UNIT III – RESEARCH ETHICS, IPR AND SCHOLARY PUBLISHING**

Ethics-ethical issues, ethical committees (human & animal); IPR- intellectual property rights and patent law, commercialization, copy right, royalty, trade related aspects of intellectual property rights (TRIPS); scholarly publishing- IMRAD concept and design of research paper, citation and acknowledgement, plagiarism, reproducibility and accountability.

### **UNIT IV – INTERPRETATION AND REPORT WRITING**

Meaning of Interpretation, Technique of Interpretation, Precaution in Interpretation, Significance of Report Writing, Different Steps in Writing Report, Layout of the Research Report, Types of Reports, Oral Presentation, Mechanics of Writing a Research Report, Precautions for Writing Research Reports, Conclusions.

### **UNIT V- USE OF TOOLS / TECHNIQUES FOR RESEARCH:**

Use of tools / techniques for Research: methods to search required information effectively, Reference Management Software like Zotero / Mendeley, Software for paper formatting like LaTeX / MS Office, Software for detection of Plagiarism.

### **REFERENCES:**

1. Garg, B.L., Karadia, R., Agarwal, F. and Agarwal, U.K., 2002. An introduction to Research Methodology, RBSA Publishers.
2. Kothari, C.R., 1990. Research Methodology: Methods and Techniques. New Age International. 418p.
3. Sinha, S.C. and Dhiman, A.K., 2002. Research Methodology, Ess Ess Publications. 2 volumes.
4. Trochim, W.M.K., 2005. Research Methods: the concise knowledge base, Atomic Dog Publishing. 270p.
5. Wadehra, B.L. 2000. Law relating to patents, trade-marks, copyright designs and geographical indications. Universal Law Publishing.
6. Leedy, P.D. and Ormrod, J.E., 2004 Practical Research: Planning and Design, Prentice Hall.
7. Satarkar, S.V., 2000. Intellectual property rights and Copy right. Ess Ess Publications

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**Course: Diploma in Computer Application (DCA)**  
**Duration: 12 months**

**Objective of the Scheme**

The objective of the Scheme is to generate qualified manpower in the area of Information Technology (IT) which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

**Course Evaluation:**

- Class participation - 20%
- Class assignments - 30%
- Final Examination - 50%

Students having less than **95%** of class participation/attendance of a month will be considered as discontinued & No leave certificates will be entertained. Attendance will be reviewed every month. Certificate will be issued only after appearing the final examination which will be held after completion of the Course.

**Numerical Scale Letter Grade**

Percentage	Grade	Remarks
85 - 100%	S	All requirements completed to a high level. Significant individual initiative demonstrated in activity selection and completion.
75 – 84 %	A	All requirements completed to a high level.
65 – 74 %	B	Satisfactory, successful and respectable completion of requirements.
55 – 64 %	C	Average completion of requirements
50 – 54 %	D	Low level, below average completion requirements.
Below 50 %	F	Failure to meet objectives and complete requirements.

Eligibility: X+2 Level

Duration: 12 Months

# DCA Syllabus

## Course Outlines

### **Introduction to Computer System** 12 Hrs

Basic Computer Concept  
Computer Organization  
Windows OS: Windows XP Vs Windows 7

### **Microsoft Office 2007** 30 Hrs

MS Word MS  
Excel  
MS PowerPoint

### **Internet & its usage** 12 Hrs

### **Multimedia** 20 Hrs

Adobe Photoshop  
Adobe Page Maker

### **PC Assembly & Maintenance** 12 Hrs

### **Basic networking Concept** 12 Hrs

### **Financial Accounting**

### **Tally ERP 9** 40 Hrs

## Detailed Syllabus

### 1 Basic Computer Concept.

1.1 Computer Appreciation - Characteristics of Computers, Input, Output, Storage units, CPU, Computer System.

1.2 Computer Organization

Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting, Memory- Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input

Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors, Printers – Dot matrix, inkjet, laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing. Names of common multimedia file formats, Computer Software- Relationship between Hardware and Software; System Software, Application Software, Compiler, names of some high level languages, free domain software.

**Tutorial:** The student is allowed to enumerate in what ways he can use the computer for his own purpose/business.

**Practical:** The student needs to be exposed/shown various components and supposed how to switch on a computer.

### 2. Introduction to Windows

2.1 What is an operating system and basics of Windows

2.2 The User Interface

1. Using Mouse and Moving Icons on the screen



2. The My Computer Icon
3. The Recycle Bin
4. Status Bar, Start and Menu & Menu-selection
5. Running an Application
6. Windows Explorer Viewing of File, Folders and Directories
7. Creating and Renaming of files and folders
8. Opening and closing of different Windows

### 2.3 Windows Setting

1. Control Panels
2. Wall paper and Screen Savers
3. Setting the date and Sound
4. Concept of menu Using Help

### 2.4 Advanced Windows

1. Using right Button of the Mouse
2. Creating Short cuts
3. Basics of Window Setup
4. Notepad
5. Window Accessories

**Practical:** More stress is on practical. Allow the student to freely use the computer to experience each command rather than explaining in a theory class

## 3. Office 2007

### 3.1 Word Processing

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.

### 3.2 Spreadsheet Package

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and

Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages.

### 3.3 Presentation Package

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

## 4. Internet usage.

WWW and Web Browsers: Web Browsing software, Surfing the Internet, Chatting on Internet, Basic of electronic mail, Using Emails, Document handling, Network definition, Common terminologies: LAN, WAN, Node, Host, Workstation, bandwidth, Network Components: Servers, Clients, Communication Media.

## 5. Multimedia:

### 5.1 Photoshop

- i. Introduction  
Photoshop Interface, Raster graphics & Vector graphics, Image formats, Operations on image
- ii. Manipulation of Image  
The Marquee tool, the Lasso tool, Magic Wand tool, Inverting Selection, Layers, Brush tool, Eraser tool, Fill tool, Blur tool, Smudge tool, Sharpen tool, Dodge tool, Sponge tool, Darken tool
- iii. Transformation & Retouching  
Free transform, scaling, rotation, skew, perspective, wrap, distort, crop, image size, canvas size, clone stamp tool, healing brush tool, patch tool, red eye tool, history brush tool
- iv. Color Correction  
Color swatch, image modes, color adjustments, color selection
- v. Text  
The Text tool, editing text, formatting, line & spacing, wrap text, text effects
- vi. Effects  
Blending modes, styles, filters, liquefy, vanishing point
- vii. Drawing  
The pen tool, drawing shapes, managing paths, converting path to selection.

### 5.2 PageMaker :

Unit 1: PageMaker Basics Starting PageMaker, about the work area, using the toolbox, working with palettes, viewing pages, working with text and graphics, moving between pages, adding and deleting pages, working with multiple open publications.

Unit 2: Constructing a publication Creating and opening publication, naming and saving a publication, closing a publication, setting up pages, changing document setup options, setting up rulers, creating running headers and footers.

Unit 3: Drawing tools and text tools Different drawing tools, text tools, character formatting, paragraph formatting, controlling windows and orphans, controlling page breaks, tabs and hyphenation, grid manager, printing a document.

Unit 4: Importing Graphics Placing graphics, sizing and cropping graphics, OLE, Embedding an OLE object

Unit 5: Master Pages Creating a master page, numbering pages, setting up ruler guides, applying master page design.

Unit 6: Utilities Using a table editor, create keyline, bullets and numbering, creating PDF file with acrobat, story editor, spell checker.

## 6. PC Assembly and Maintenance.

- i. Introduction to PC Hardware:  
Study of basic I/O systems, Types of Memories- Static RAM and Dynamic RAM, ROM, PROM, EPROM, EEPROM, CPU (Central Processing Unit)- ALU and control unit.
- ii. Motherboard and Processor:

Study of different types of Motherboards, Motherboard Configuration, Identifying Internal and External connectors, Types of data cables, Types of Processor- Intel Pentium IV, Dual core, Core 2 Duo, Quad processor etc.,

iii. BIOS Configuration:

Study of BIOS Set-up- Advance set-up, Boot configuration, Boot Menu.

iv. Installation of OS (Operating Software)

Windows XP, installation of different types of Service Packs, Vista and Windows-7 etc.

v. Hard Disk:

Formatting of Hard disk, Partitioning of Hard disk in different logical drives, Disk defragmentation, Disk clean up, Scan disk etc.,

vi. Installation of Device Drivers:

Different types of Motherboard drivers, LAN, Audio, and Video.

vii. Configuration of External devices:

Physical set-up of Printers- Performing test print out, Printing of document etc, Scanner set-up, Webcam, Bluetooth device, Memory card reader etc.

viii. Diagnostic and troubleshooting of PC:

POST (Power on Self Test), Identifying problems by Beep codes errors, Checking power supply using Multi-meter, Replacement of components etc.

ix. Maintenance of PC

x. Utilities

Compression Utilities: WinZip, PKZIP, Concept of compression, Defragmenting Hard, disk using defrag, Scan Disk for checking disk space, lost files and recovery, Formatting Hard disk, Floppy Disk, Setting System Date and Time, Antivirus Package CD Writing Software – Nero etc.

## 7. Basic networking Concept

- i. What is Networking, Local Area Networking (LANs), Metropolitan Area Network , MAN), Wide Area Network (WAN),
- ii. Networking Topologies
- iii. Transmission media & method of communication
- iv. Cabling: straight through and cross over
- v. Study of components like switches, bridges, routers, Wi-Fi router etc.
- vi. TCP/IP, IP addressing, MAC address, Subnet
- vii. To create a Crossover cable using standard color-coding (RJ-45, UTP, Crimping tools).
- viii. To create a straight cable using standard color-coding. (RJ-45, UTP, Crimping tools)
- ix. To create a simple LAN with two PCs using a single crossover cable to connect the workstations.
- x. To create a simple LAN with two PCs using an Ethernet hub and two straight thru cables to connect the workstations.
- xi. To setup a LAN with a number of PCs using 8/16 port HUB.
- xii. To set up a WLAN (Wi-Fi) router.
- xiii. To use the ICMP Ping command (with switches) to verify the TCP/IP connection between the two workstations.
- xiv. To share and access a file/folder over a network.

## 8. Financial Accounting (Tally ERP 9)

### ❖ Basic Fundamentals

- What is Tally
- What is accounts
- Classification of accounts
- Terminology of accounting
  - Golden Rules of accounting



- General Entry
- Pre-Define Tally Group
  - Types of vouchers

### ❖ Overview of Tally. ERP 9

- Download and Install
- Create Company
- Configurations
- Basic introduction of Features
- Voucher Transaction Entry
- View Reports

### ❖ Accounting (Case Study-1)

- Financial year from 1-Apr-2022 to 31-Mar-2023
- Debit, Credit – By, To
- Voucher
- Create Ledger (Under Group)
- Create Group
- Service organization General Entry 12 Months
- Day Book ,Trail Balance
- Profit & Loss accounting, Balance Sheet
- Closing & Opening Balance
- Exercise With Solution

### ❖ Accounts with Inventory (Case Study-2)

- Financial year from 1-Apr-2022 to 31-Mar-2023
- Create - Stock Item, Stock Group, Unit of measure
- Trading organization General Entry 12 Months
- Purchase, Sales, Invoice
- Provision entry, Depreciation entry
- Adjustment entry, Closing entry
- Inventory Reports, Stock Summary
- Export & Printing
- Closing & Opening Balance
- Exercise With Solution

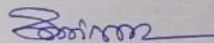
### ❖ Inventory Management with GST (Case Study-3)

- Financial year from 1-Apr-2022 to 31-Mar-2023
- Taxation System GST
- SGST, CGST, IGST
- Create - Godowns
- Create - Stock Item, Stock Group, Unit of measure
- Create - Cost Category, Cost Centre
- Trading organization General Entry 12 Months
- Discounts, Interest
- Purchase returns, Sales Returns
- Credit Note, Debit Note – Voucher
- Inventory Reports, Stock Summary, Tax Report
- Closing & Opening Balance
- Exercise With Solution

## Advance Level

- Service Organization With GST
- Manufacturing with GST
- Payroll Management
- Under Processing.....



  
55.04.2023  
Principal  
Mugheria Gangadhar Mahavidyalaya