



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

1.2.3 – Syllabus of Certificate/ Add-on programs last five years



DOCUMENTARY EVIDENCE



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Syllabus

“Matlab Programme for Numerical Computation”

- 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).

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**

SYLLABUS

Functional Grammar:

Functional Grammar plays an important role in the field of communication. It is very important for a student to get well trained with the theory of English grammar. They must also know how to implement those in verbal communication, written communication as well as public speaking. If they are thorough with the basic structuring of English sentences, they will feel confident to express and speak comfortably and confidently. We provide hands on training on Functional Grammar thoroughly with the basic grammar, composition and proper structuring of sentences.

Verbal and Written Communication

To be an excellent communicator, one must be proficient in verbal and written communication skills. We have an intense module to enhance the effective Verbal and Written Communication skills. We groom the students to play with the words and express themselves most effectively. Here we are not only talking about communication skills but it is the effective communication skills required to be successful in a professional career. We focus on the section with utmost care.

Pronunciation, Intonation & Voice Modulation

The Current job roles in any industry, irrespective of domains, whether it is Technical, Operational, Administration, Management or Service oriented, demand excellent communication skills in English. Nowadays, the business has gone Global. So an employee must learn to communicate in such a way to speak and correspond with the native English speakers. Here proper pronunciation, intonation and voice modulation have a very important role to play. We have curated this section of our training so that the youngsters get well trained to speak English in a neutral accent, devoid of mother tongue influence and are more confident to communicate at international level.

Communication Techniques

Communication (both verbal and non-verbal) is a vital part of soft skills training because it allows students to learn important life lessons and prepare them to be successful in their future careers. Communicating with others begins with understanding the importance of listening, which helps students gain valuable feedback and insight into the views of others. In order to communicate properly, you also need to understand your own communication style, as well as that of other people so that you can work purposefully together.

We start with the youngsters to improve their communication skills by teaching them how to listen and react appropriately in a range of contexts. As they progress, we'll introduce more sophisticated training techniques which will guide them to communicate properly in a variety of ways, handle conflict and settle disputes: amicably, establish rapport with others, and comprehend the expectations and motivations of those involved in any given work situation.

Interview Techniques

Students need to be groomed well with Interview Techniques. We help students prepare for their interviews to be successful in the real world. We help the youngsters learn about the basics of appearing in an interview and meet expectations of the organization while hiring a person. We provide mock interview sessions and valuable insights into the students to be well prepared in facing the job interviews confidently, in a professional manner.

Public speaking skills

Effective and compelling communication are the key components of public speaking. One of the most crucial abilities is to master the art of public speaking skills. It helps a person to speak and convey intelligibly, succinctly, and coherently to give his best in any given circumstance. You may communicate your ideas more effectively by using your public speaking abilities and since doing so, it gives you the chance to be memorable, compelling, transparent and clear. We help the youngsters develop and sharpen their public speaking skills and abilities in a comfortable way. Candidates with excellent public speaking skills are always in high demand in an organization and it helps them to grow fast in their career path.

Leadership Skills Development

Leadership is fundamental to any organization. However, most organizations do not provide leadership training to their employees. Development of Leadership Skills takes a multipronged approach that includes knowledge of the values, behaviors, and strategies required for effective leadership. Leadership skills is the ability to meet a group's needs while being able to influence, persuade and motivate a group of people towards achieving a purpose. This can be achieved by knowing your audience and setting clear goals. Leadership behaviors vary greatly depending on cultural backgrounds, but there are common principles that all effective leaders follow such as setting goals, setting direction, creating boundaries and social presence as and when required.

Time management

The requirement of Time Management training is to learn how to manage your time, work harder at managing your time towards your career, better skills on prioritizing tasks, and create new habits to become a better person professionally as well as personally. Time management is an important skill for every professional. It helps you to be more efficient, work more effectively and achieve your objectives successfully. If you have time management skills, you can break the cycle of procrastination that often gets in the way of achieving what you want and take control of your life.

Emotional Intelligence

Possessing a high Emotional Intelligence is vital for students and controlling your emotions will increase your chances of succeeding in educational field. In fact, when it comes to academic performance, research (<https://www.apa.org/pubs/journals/releases/bul-bul0000219.pdf>) has revealed that emotional intelligence is almost as important as your cognitive intelligence and having a conscientious attitude, because emotionally intelligent students are better equipped to deal with negative emotions that might disrupt learning.

Over the years, emotional intelligence-also known as EQ-has evolved into a must-have skill. Research by EQ provider www.talentsmarteq.com shows that emotional intelligence is the strongest predictor of performance; and 71 percent of employers surveyed by www.careerbuilder.ca said they value EQ over IQ, reporting that employees with high emotional intelligence are more likely to stay calm under pressure, resolve conflict effectively, and respond to co-workers with empathy.

SYLLABUS

CERTIFICATE COURSE ON MEDIA STUDIES AND LEADERSHIP ABILITY MAKING.

1st August to 19th 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

Skill Development Course for Scientific Documentation using Latex

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

References:

1. *LaTeX: A document preparation system, User's guide and reference manual : 2nd edition: Authors: Leslie Lamport Publisher: Addison Wesley ISBN-10: 0201529831 ISBN-13: 978-0201529838*
2. *The LaTeX Graphics Companion, 2nd edition (TTCT series) Edition: 2nd edition Authors: Michel Goossens, Frank Mittelbach, Sebastian Rahtz, Denis Roegel, Herbert Voss Publisher: Addison-Wesley Professional ISBN-10: 0321508920 ISBN-13: 078-5342508925*

Mugberia Gangadhar Mahavidyalaya
Dept of Mathematics (UG & PG)
Syllabus Planning & Distribution
(Odd Semesters)

Course Duration: 14 Weeks

SKILL DEVELOPMENT CERTIFICATE COURSE

ON

Microsoft OFFICE

Organized by The Department of English in collaboration with

The Department of Mathematics

Mugberia Gangadhar Mahavidyalaya

What is MS Office Course?

Microsoft (MS) Office is a fundamental desktop application. It facilitates organizing, managing, and presenting information. For professionals, it makes life easy & improves work efficiency.

Due to a lack of knowledge, all the features are not used up to the mark even though companies invest a lot in their licensing.

The underutilization of these resources leads to less productivity even though all of its resources are already available.

Microsoft Office Training in Vedantsri Institute will make you aware of the whole caboodle of Microsoft Office. The course will also enable you to make optimum use of these unused resources.

The training is all-inclusive in a wide range of programs like Excel, Publisher, Notepad, Word, Access, and PowerPoint. The course contains how, where, and why to use these programs.

MS Office (Microsoft Office) Computer Course Syllabus:-

1. MS Word 2019
2. MS Excel 2019
3. PowerPoint 2019

MS Word Course Details

- Navigate the new MS Word interface.
- Create new documents and open existing documents.
- Use templates.
- Edit and format text, paragraphs, and whole documents.
- Use Microsoft Word for desktop publishing.
- Create brochures, flyers, and even business cards.
- Insert headers, footers, images, graphics, and video.

MS Excel Course Details

- We will learn Basics Formulas and Calculations
- Managing Basic Accounting
- How To Create A Pivot Table And Use For Data Modeling
- Managing Worksheets.
- Work With Conditional Formatting
- Excel Functions
- Sorting your Data
- Visual Basic For Applications And Many More With 100+ Projects

PowerPoint Course Details

- Navigate the PowerPoint interface
- Create new presentations from scratch – or by using beautiful templates
- Add text, pictures, sounds, movies, and charts to your presentations
- Format the objects that you add to your presentations
- Design slides using themes, colors, and special effects
- Animate objects on slides to bring them to life
- Add special effects to slide transitions to spice up your presentations
- Work with Master Slides to make editing your presentation easy
- Set up slide shows and rehearse timings for your slides

Learning Outcome (Skills) in MS Office Course:

The MS Office Course provides you with Most of the Demanded Skills in the Computer Job Sector. With the skills of MS Office, Course People Can make Professional Documents, Design Pamphlet, Poster, Flyer, Brochure, ID Card, Entry Card, Document Covers, Data Entry Work, Data Management, Animated Theme Presentation, Online Emails, Social Media, Surfing, searching, Computer Operator, Document maker, Computer Office Administrator, Online Internet Operator, Accountant, Billing Operator, etc.

A career in MS Office Course?

After completing MS Office courses, there are a lot of jobs available for you to choose from. Your income will depend on how well to do the firm you join and how large their business is. Also important is the level that you join them at. Some jobs that you may come across in MS Office include:-

1. Budget development and allocation.
2. Human Resources.
3. Procurement.
4. Accounts and Finance.
5. Risk Management.
6. Facilities Management.
7. Database management.
8. The day-to-day running of a business.
9. Clerical support.
10. Monitoring efficiency and productivity.
11. Employee appraisal.

Syllabus



A 30 hours Certificate course On

“Festival songs”

As per UGC quality mandate.

5th December to 21st December 2022.

Organized by

Department of Music

Mugberia Gangadhar Mahavidyalaya

1. Brief Knowledge in Festival Songs, Its Importance, application etc.

2. Hymn singing, its importance and utilise : (any two of the following)

- "Om Sahana babatu".
- "Om sang no mitra sang varunaha".
- "Om vadrang srinuyam debah".
- "Om purna madah purna midam".

3. Rabindranath Tagore's Nationalistic Rousing Songs: (any one of the following)

- *Amader jatra holo suru.*
- *Kharo bayu boy.*
- *Ek sutre badhiyachi.*

4. Patriotic Songs of Kazi Nazrul Islam: (any one of the following)

- *Karar oi louho kopat.*
- *Durgom giri kantor moru.*

5. Regional Song of West Bengal: (any two of the following)

- *Baul (any tow songs of the originator like Lalan Fakir, Purnachandra das baul, Madan Fakir, Parvati baul, Gour khyapa).*
- *Bhadu (regional of Bengal)*
- *Tusu (regional of Bengal)*
- *Bhatiyali (regional of Bengal or Bangladesh)*

6. Songs Based on Language Day: (any one of the following)

- *Amar bhaier rokte rangano .*
- *Moder gorob mode rasa.*
- *Ore bhai re bhai.*
- *Banglar mati banglar jol.*

7. Songs based on Patriotism: (any one of the following)

- *We shall overcome.*
- *Vande mataram.*
- *Sare jahan se accha.*

8. Seasonal Songs of West Bengal :

(any one of the following)

- *Monsoon festival songs.*
- *Autumn festival songs.*
- *Spring festival songs.*

9. NCC, NSS Song:

(any one of the following)

- *Uthe Samaj ke liye uthe uthE (Lakshya Geeti).*
- *Ham sab bhartiya hay.*
- *We shall overcome.*

10. Songs based on Bengali ritual:

(any one of the following)

- *Agamani Songs. (any one)*
- *Bijaya songs. (any one)*
- *Kali Kirtan (Shyama Sangeet).*
- *Padavali Kirtan.*

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.

Basic Training on Origin 8.5 software

Course Description

This one day course introduces you to key features of Origin related to importing data, performing basic data processing and analysis, and creating and publishing graphs. This course will benefit those who are just beginning to use Origin.

Requirements

This course does not require previous experience with Origin. A clear understanding of your day-to-day needs of using Origin is desirable, so that the instructor can tailor the course to best meet your needs.

Course Outline/Syllabus

- The Origin Workspace.
- Multi-sheet Workbooks
- Managing Data and Metadata.
- Importing Data from different sources.
- Working with Excel and Origin.
- Basic Data Manipulation.
- Creating and Customizing Graphs.
- Custom Graph Templates and Themes.
- Publishing Graphs.
- Basic Data Analysis.

ChemDraw Ultra 8.0 software

About the Course

ChemDraw is a **drawing program** that allows users to sketch skeletal structures of chemical compounds, which can then be moved into other programs, like MS Word, PowerPoint, and Adobe Illustrator.

Course Learning Outcome

- After successful completion of this course candidate will be able to use ChemDraw for generation and processing of simple and complex chemical structures.
- Candidate will be able to study three dimensional properties of molecules which are highly useful in prediction of their chemical/ physical properties and can be applied in advanced research work.

Syllabus

ChemDraw Ultra 8.0 software

1. Introduction
2. Download and installation process
3. Drawing various chemical structures (acyclic, cyclic, polycyclic, heterocyclic)
4. Nomenclature generation, conversion of name into molecular structure,
5. Calculation of physical properties such as density, molecular weight, molecular formula, refractive index from structural formula.
6. ^1H , ^{13}C NMR prediction from molecular structure,
7. Drawing structure of bigger molecules such as proteins, carbohydrates, and RNA/DNA, bio arts,
8. Use of templates,
9. Comparison of various Chem Draw software.

Syllabus of *Chemical Lab Technician*

This course is offered to students in the Chemical and Environmental programs. It is intended as an introduction to the broad field of chemistry. Students will be introduced to applications of chemistry and the uses of chemicals in the world around us. Students will explore fundamental concepts of chemistry such as chemical nomenclature, atomic structure, units of measurement, physical and chemical changes, balancing chemical reactions, percent composition, reaction stoichiometry, solubility, the activity series, solution concentration, solution stoichiometry and the gas laws. During laboratory exercises students will have an opportunity to execute and investigate these fundamental concepts.

Course units

1. General laboratory safety measures
2. Laboratory equipment management
3. Instrument selection
4. Initial selection assessment
5. Budgeting
6. Detailed training and instruction for all stages of the instruments operation
7. Laboratory evaluation,
8. Documentation of results
9. Developing maintenance plan and preventive maintenance
10. Equipment inventory

About The Course

In every scientific laboratory, there is a set of fundamental skills that needs to be mastered. A solid foundation of core lab skills is essential to produce accurate, reproducible results, as well as to prevent damaging expensive equipment and endangering the safety of the lab mates. In addition, with an increasing focus on reproducibility, it be somebody's duty to ensure that they are practiced in basic skills and up to date with the latest advances in lab techniques.

In this respect, laboratory equipment management, instrument selection, initial selection assessment, budgeting, installation, detailed training and instruction for all stages of the instruments operation, laboratory evaluation, documentation of results, developing maintenance plan, preventive maintenance, equipment inventory, general laboratory safety measures will be taught throughout the classes.

Chemical technicians conduct laboratory tests to help scientists analyze the properties of materials. Chemical technicians often work in laboratories or in manufacturing facilities, such as chemical manufacturing plants. Most technicians work full time. Employment of chemical technicians is projected to grow 4 percent from 2021 to 2031, about as fast as the average for all occupations.

About 7,800 openings for chemical technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Course Learning Outcome

- Handle different types of instrument. Perform routine tasks and assigned procedures to support the purification, analysis and synthesis of chemical compounds and samples.
- Use prescribed laboratory procedures to conduct basic manual and instrumental quantitative analysis and report results.
- Operate and *troubleshoot** chemical analysis instruments and equipment to assure accurate results.
- Perform quality assurance and quality control procedures, including basic statistical analyses, in accordance with international and industry standards and government regulations.
- Complete chemical laboratory tasks and projects using computer and information technologies.
- Implement health and safety practices to ensure a safe laboratory environment for oneself and others.
- Contribute to the efficient and ethical use and promotion of chemical laboratory resources through established *sustainability** practices.

CERTIFICATE OF PARTICIPATION:

The participants will be provided Certificates on successful completion of the course.

VENUE: Chemistry Lab, Department of Chemistry (UG), Mugberia Gangadhar Mahavidyalaya.

NOTE: The Evaluation will be done by MCQ test and Attendance is Compulsory.

- ❖ To develop the students' power of imagination
- ❖ To develop love for poetry reading and writing.

SYLLABUS

- ❖ 1. Definition of recitation (What is recitation?)
- ❖ 2. Write the name of the letter according to the pronunciation.
- ❖ 3. What is the expression? How to express pronunciation problems in reciting and their remedies.
- ❖ 4. Discuss the pros and cons of reading poetry with and without rhyme and reading techniques.
- ❖ 5. Rabindranath Tagore's 'Sabujer Abhayan' and 'Old Servant(Puraton Vrittya)' poems.
- ❖ 6. Rabindranath Tagore's "Golden Thread(Sonar Tari)" and "Africa".
- ❖ 7. Sukanta Bhattacharya
- ❖ "Priyatmasu" and "Deslai Kathi".
- ❖ 8. "Suchetana" and "Banalata Sen" by Jivanananda Das.
- ❖ 9. Sunil Gangopadhyay's "Keu Katha Rakheni".
- ❖ 10. Nazrul Islam's (a) proletariat('Sarbahara'), (b) concealment of music('Gaaner Aaral')

CERTIFICATE OF PARTICIPATION

The participants were provided Certificates on successful completion of the course. It was mandatory for all participants to attend all the classes.

REGISTRATION PROCESS:

Candidates were required to fill a registration form (link was provided to them) appropriately and submitted it before 15th January 2023. Incomplete application forms were rejected.

REGISTRATION FEE:

Rs. 100 .00(One Hundred Only)

VENUE:

Shakespeare Hall (Room No. 117)
Department of English
Mugberia Gangadhar Mahavidyalaya

COORDINATORS:

Prof. Ranita Bain, HoD & Assistant Professor, Department of English
Ms. Deblina Acharya, SACT, Department of English

STUDENTS PARTICIPATION:

The activities may take place on an individual or group basis, and may be face to face or at a distance (including helplines and web-based services). They include career information provision (in print, ICT-based and other forms), assessment and self-assessment tools, counsellings interviews, career education programmes (to help individuals develop their self-awareness, opportunity awareness, and career management skills), taster programmes (to sample options before choosing them), work search programmes, and transition services.

In view of those Mugberia Gangadhar Mahavidyalaya intended to offer Career Oriented Programme [COP] to the students with the help of financial support from University Grant Commission, New Delhi, India. And offering four COP programmes viz. (i) Yoga Therepary Course (ii) Income and Goods & Service Tax Practice, (iii) Business Management and (iv) Communicative English (v) Foundation Course on Human Rights (vi) Certificate Course on Uses of Vermi Compost in Agriculture.

We hope the students from rural background as well as economically backward will be benefited to place themselves in self employment programme for their lively-hood.

Syllabus for Certificate Course in Yoga Therapy

Total Marks = 200

Theoretical = 75

Practical = 125

Periods = 200

Periods = 75

Periods = 125

THEORY

Paper	Content	Marks
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.	75

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
Padahastasana	Padmasana
Paschimotthanasana	Pavanmuktasana
Sarvangasana	Shasangasana
Shalabhasana	Shasangasana
Shirasana	Shyanapaschimotthanasana
Suptavajrasana	Trikonasana
Ustrasana	Vadrasana
Vajrasana	

Paper-II	Asanas-Optional (any two from each group)	25
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Groups	A	B	C
	Akarnadhanurasana	Kumbhirasana	Kukutasana
	Parvatasana	Sankatasana	Utthitpadmasana
	Singhasana	Kurmasana	Utthitakurmasana

Certificate coursesIndian Culture

Course Objectives:

1. To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity, which are the core aspirations of all human beings
2. To facilitate the development of a Holistic perspective among students towards life and profession as well as towards happiness and prosperity based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Universal Human Values and movement towards value-based living in a natural way
3. To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually fulfilling human behavior and mutually enriching interaction with Nature. Thus, this course is intended to provide a much needed orientation input in value education to the young enquiring minds.

Course Outcome:

- The methodology of this course is exploration and thus universally adaptable. It involves a systematic and rational study of the human being vis-à-vis the rest of existence.
- It is free from any dogma or value prescriptions
- It is a process of self-investigation and self-exploration, and not of giving sermons. Whatever is found as truth or reality is stated as a proposal and the students are facilitated to verify it in their own right, based on their Natural Acceptance and subsequent Experiential Validation
- This self-exploration also enables them to critically evaluate their pre-conditionings and present Beliefs.

MODULE I:

- Course Introduction - Need, Basic Guidelines, Content and Process for Value Education
- Understanding the need, basic guidelines, content and process for Value Education
- Self Exploration—what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration
- Continuous Happiness and Prosperity- A look at basic Human Aspirations
- Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority

- Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
- Method to fulfill the above human aspirations: understanding and living in harmony at various levels

MODULE II:

- Understanding Harmony in the Human Being - Harmony in Myself!
- Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
- Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha
- Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
- Understanding the characteristics and activities of 'I' and harmony in 'I'
- Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail
- Programs to ensure Sanyam and Swasthya – Practice Exercises and Case Studies will be taken up in Practice Sessions

MODULE III:

- Understanding Harmony in the Family and Society- Harmony in Human Human Relationship
- Understanding Harmony in the family – the basic unit of human interaction
- Understanding values 'in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhay-tripti; Trust (Vishwas) and Respect (Samman) as the foundational values of relationship
- Understanding the meaning of Vishwas; Difference between intention and competence
- Understanding the meaning of Samman, Difference between respect and differentiation; the other salient values in relationship
- Understanding the harmony in the society (society being an extension of family): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals
- Visualizing a universal harmonious order in society- Undivided Society (Akhand Samaj), Universal Order (Sarvabhaum Vyawastha)- from family to world family! - Practice Exercises and Case Studies will be taken up in Practice Sessions

MODULE IV:

- Understanding Harmony in the Nature and Existence - Whole existence as Co-existence
- Understanding the harmony in the Nature
- Interconnectedness and mutual fulfillment among the four orders of nature: recyclability and self-regulation in nature
- Understanding Existence as Coexistence (Sah-astitva) of mutually interacting units in all-pervasive space
- Holistic perception of harmony at all levels of existence - Practice Exercises and Case Studies will be taken up in Practice Sessions.

MODULE IV:

- Implications of the above Holistic Understanding of Harmony on Professional Ethics
- Natural acceptance of human values
- Definitiveness of Ethical Human Conduct
- Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
- Competence in professional ethics: a) Ability to utilize the professional competence for augmenting universal human order b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems, c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
- Case studies of typical holistic technologies, management models and production systems
- Strategy for transition from the present state to Universal Human Order: a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers b) At the level of society: as mutually enriching institutions and organizations.

Reference Books:

1. B L Bajpai, 2004, Indian Ethos and Modern Management, New Royal Book Co., Lucknow. Reprinted 2008.
2. PL Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Publishers.

Syllabus of "Scientific Documentation using LATEX"

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.

REFERENCES

1. L^ampo^rt, L., Goossens, M., Mittelbach, F., & Samarin, A. (1996). *L^aTEX| User's Guide and Reference Manual*.
2. Griffiths, D. F., & Higham, D. J. (1997). *Learning LaTeX*. Society for Industrial and Applied Mathematics.
3. Kopka, H., & Daly, P. W. (2003). *Guide to LaTeX (Adobe Reader)*. Pearson Education.
4. Kottwitz, S. (2011). *LaTeX beginner's guide*. Packt Publishing Ltd.
5. Tantau, T. (2004). *User's Guide to the Beamer Class, Version 3.01*.
6. Adjemian, S., Bastani, H., Juillard, M., Mihoubi, F., Perendia, G., Ratto, M., & Villemot, S. (2011). *Dynare: Reference manual, version 4*.
7. Hoff, K. (2007). *L^aTEX-beamer Course*.
8. Datta, D. (2017). *L^aTEX in 24 Hours*. Springer.
9. Heck, A. *Learning L^aTEX by Doing*.
10. Van Dongen, M. R. (2012). *L^aTEX and Friends*. Springer Science & Business Media.

MUGBERIA GANGADHAR MAHAVIDYALAYA
BHUPATINAGAR-PURBA MEDINIPUR * PIN NO-721425
Email-mugberia_college@rediffmail.com
Mob- 9002275816



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



Course Outlines

[REDACTED]	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
[REDACTED]	
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.....

Syllabus of Certificate Course

(Typing Sanskrit Scripts ,MSW, Gmail & PPT)

Department of Sanskrit

Course Period: 7th Feb 2023 to 3rd March 2023

Mugberia Gangadhar Mahavidyalaya

Typing Sanskrit Scripts

Introduction of Gmail

Powerpoint presentation

- Introduction to Ms. Powerpoint.
- Introduction And Creating Presentation.
- Working with Themes.
- Working with Objects.
- Animated Projects.
- Introduction to all types of tools.
- Working with texts.
- Printing Your Presentation.

Microsoft Word Syllabus

Creating a document:

- Creating a blank document
- Creating a document from scratch using a template.
- Opening a PDF for editing in Word
- Inserting text from an external file or Source

Navigating through the document:

- Inserting Hyperlinks
- Searching a Text
- Creating Bookmarks
- Moving to a specific location or object inside a document

ka kha ga gha nga
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त थ द ध न

pa pha ba bha ma
प फ ब भ म

ya ra la va śa ṣa sa ha
य र ल व श ष स ह

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सम्भाषणशिविरस्थपाठ्यक्रमः

प्रथम दिनम्

- * गीतम्- पठतसंस्कृतम्.....
- * मम नाम- भवतः नाम किम्? भवत्याः नाम किम्? द्वयोर्मध्ये परिचयः। परस्परं ५ जनान् सः कः? सा का? तत् किम्?
- * एषः, एषा, एतत्।
- * अहम्, भवान्, भवती ___ अभिनयः।
- * अस्ति X नास्ति ___ अभिनयः।
- * आम्, न, वा ___ अभिनयः।
- * तत्र, अत्र, कुत्र, सर्वत्र, अन्यत्र, एकत्र, भिनयः।
- * षष्ठी- तस्य, एतस्य, कस्य, तस्याः, एतस्याः, कस्याः, भवतः, भवत्याः ___ अभिनयः।
- * मम नासिका। भवतः नासिका।
- * एतत् कस्य? ___ अङ्गानि प्रदर्शय प्रश्नाः।
- * दशरथस्य.....। सीतायाः.....। स्फोरकपत्रस्य (Flash Card) उपयोगः करणीयः।
- * 'पुत्रः' पतिः' इत्यादीनां वाक्यपत्राणाम् (Chart) उपयोगः करणीयः।
- * गीतम्-मनसा सततं स्मरणीयम्।
- * आवश्यकम्, मास्तु, पर्याप्तम्, धन्यवादः, स्वागतम्।
- * पूर्वनिश्चितसम्भाषणप्रदर्शनम्।
- * क्रियापदानां पाठनम्।
- * गच्छति। आगच्छति। पठति। लिखति। खादति। पिबति। क्रीडति। वदति। उत्तिष्ठति। उपविशति।
- * गच्छामि। आगच्छामि.....।
- * गच्छतु। आगच्छतु.....।
- * संख्याः - (अ) १, २, ३, ४..... १०।
(आ) १०, २०, ३०, ३००..... १००।
- * समयः - ५:००, ५:१५, ५:३०, ४:४५
- * कथा-गतानुगतिको लोकः। (काचित् कथासरलया भाषया वक्तव्या)
- * रटनाभ्यासः (पूर्वमेव लिखितानि पाठितानि च कानिचित् वाक्यानि वाचनीयानि)
- * सूचनाः।
- * ऐक्यमन्त्रः।

□□□□□

द्वितीयं दिनम्

- * गीतम्।
- * पुनस्स्मारणम्।
- * त्रिषुलिङ्गेषु बहुवचनपाठनम्।
- * बालकाः/ बालिकाः/ लेखन्यः/पुस्तकानि।
- * ते, के, ताः, काः, तानि, कानि, एते, एताः, एतानि, भवन्तः, भवत्यः, वयम्। (चित्राणि उपयोक्तव्यानि)
- * परिवर्तनाभ्यासः
- यथा- सः बालकः, ते बालकाः।
- * अस्ति/ सन्ति।
- * कति?
- सप्तमी- हस्ते। उत्पीठिकायाम्। लेखन्याम्।
- पुस्तके। (स्फोरकपत्रस्य उपयोगः करणीयः।)
- * वाक्यपत्रस्य उपयोगेन वाक्यानि रचनीयानि।
- * कदा?
- * उतराणां प्रश्नाः। (शिक्षकः आरम्भे उतरं वदेत्, अनन्तरं छात्राः तस्य प्रश्नं पृच्छेयुः।)
- यथा- रामः प्रातः काले शालां गच्छति।
- रामः कदा शालां गच्छति?
- * अद्य, श्वः, परश्वः, प्रपरश्वः, ह्यः, परह्यः, प्रपरह्यः, इदानीम्।
- * गीतम्।
- * शिष्टाचारः- सुप्रभातम्/ नमस्कारः/ शुभरात्रिः/ हरिओ/ क्षम्यताम्/ चिन्ता मास्तु।
- * प्रातर्विधिः- दन्तधावनम् इत्यादयः शब्दाः पाठनीयाः।
- * संख्याः- १-५०
- * समयः- ६:०५, ६:१०, ५:५५, ५:५०
- * स्वागतसम्भाषणम्। (शिक्षकः सहशिक्षकेणसह कृत्वा प्रदर्शयेत्)
- * कथा।
- * रटनाभ्यासः।
- * सूचना।
- * ऐक्यमन्त्रः।

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तृतीयं दिनम्

- * गीतम्।
- * पुनस्स्मारणम्।
- * क्रियापदानां बहुवचनरूपाणि।
गच्छन्ति- गच्छामः- गच्छन्तु (Chart दर्शनीयम्)
पिबन्ति- पिबामः- पिबन्तु।
लिखन्ति- लिखामः- लिखन्तु।
इत्यादिपरिवर्तनाभ्यासः करणीयः।
- * द्वितीयाविभक्तिः- स्फोरकपत्राणामुपयोगः।
- * वाक्यपत्राणि उपयुज्य वाक्यानि रचनीयानि।
- * कृपया ददातु- वस्तूनि प्रदर्श्य।
शिक्षकः एकैकं वस्तु प्रदर्शयति।
उदा- घटी, ग्रन्थः.....
छात्राः कृपया घटी ददातु, कृपया ग्रन्थं ददातु
इत्यादि वदेयुः। (स्फोरकपत्रस्य उपयोगः।)
- * पुरतः, पृष्ठतः, वामतः, दक्षिणतः, उपरि, अधः।
(चित्रं दर्शनीयम्)
- * ---- तः। इतः, ततः, गृहतः, कुतः?
(स्फोरकपत्राणाम् उपयोगः।)
- * वाक्यपत्राणि उपयुज्य वाक्यानि वाचनीयानि।
- * गीतम्।
- * शीघ्रम् X मन्दम्। उच्चैः X नीचैः।
- * कथम्? सम्यक्।
किमर्थम्।
- * सामककाराः-(किम्, कुत्र, कति, कदा, कुतः, कथम्,
किमर्थम्)(Chart प्रदर्शनीयम्)
- * एकैकम् उपयुज्य परस्परं प्रश्नाः।
- * अपि।
- * अस्तु।
- * अहं न जानामि। - कानिचन वाक्यानि
- * क्रियापदकोष्टकस्य प्रथमपृष्ठस्य अभ्यासः।
- * द्वितीय पृष्ठस्य सर्वाणि क्रियापदानि उपयुज्य
छात्राः वर्तमानकाले वाक्यानि वदन्ति (ए.व-ब.व)
- * विशिष्टक्रियापदानाम् अभ्यासः-
करोमि- कुर्मः। करोति- कुर्वन्ति।
ददामि- ददाः। ददाति- ददति।
- * सम्बोधनम्- भोः, श्रीमन्, मान्ये, भगिनि, मित्र, राम-
इत्यादि।
- * संख्याः- १-१००
- * समयः- १:००, २:००, ३:००, ४:००
- * सम्भाषणप्रदर्शनम् (मित्रसंलापः)

- * कथा।
- * वाक्यत्रयम्। एकैकोऽपि छात्रः वदेत्।
- * ऐक्यमन्त्रः।

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चतुर्थं दिनम्

- * गीतम्।
- * पुनस्स्मारणम्। (सप्तककाराणाम्)
- * च।
- * अतः।
- * एव।
- * इति।
- * अस्मि।
- * यदि- तर्हि, यथा- तथा।
- * तः- पर्यन्तम्। (वाक्यपत्रस्य उपयोगेन वाक्यानि
वाचनीयानि)
- * अद्य आरभ्य।
- * कृते-(वाक्यपत्रस्य उपयोगः करणीयः)
- * भूतकालीनक्रियापदानां पाठनम्।
गतवान्- पठितवान्- लिखितवान्।
(क्रियापदकोष्टकस्य उपयोगः)
- गतवती- पठितवती- लिखितवती
- * गतवन्तः- पठितवन्तः-लिखितवन्तः।
गतवत्यः- पठितवत्यः- लिखितवत्यः।
- * सः गतवान्- सा गतवती (परिवर्तनाभ्यासः)
- * अहं गतवान्। अहं गतवती।
- * क्रियापदानां परिवर्तनाभ्यासः।
यथा- गच्छति-गतवान्/ गतवती।
- * गीतम्।
- * विशेषपाठनम्- आसीत्, आसन्, आसम्
- * एकः, एका, एकम्- लिङ्गभेदः ज्ञापनीयः।
(स्फोरकपत्रस्य उपयोगः)
- * भोजनसम्बन्धिशब्दाः।
- * संख्याः।
- * समयः।
- * ॐ- संख्याक्रीडा।
- * कथा।
- * सम्भाषणप्रदर्शनम्।
- * ४ वाक्यानि।
- * ऐक्यमन्त्रः।

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पञ्चमं दिनम्

- * गीतम्।

अष्टमं दिनम्

- * गीतम्।
- * पुनस्स्मारणम्।
- * वारम्।
- * अतः- यतः परिवर्तनाभ्यासः।
- * यद्यपि- तथापि, यत्र- तत्र।
- * कति- कियत् एतयोः भेदः।
- * यावत्- तावत्, यत्- तत्, यः- सः, या- सा।
- * गीतम्।
- * अस्माकम्।
- * चर्चा।
- * संख्या- शतायुः गतायुः क्रीडा।
- * विनोदकणिकाकथनम्।
- * कथा।
- * समाजनिधिविषये सूचना।
- * ऐक्यमन्त्रः।

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नवमं दिनम्

- * गीतम्।
- * पुनस्स्मारणम्।
- * चित्।
- * द्वयम्।
- * संख्यासु लिङ्गभेदः।
एकः, एका, एकम्।
द्वयम्, द्वयम्, द्वयम्।
त्रयः, तिस्रः, त्रीणि।
चत्वारः, चतस्रः, चत्वारि।
- * शिक्षकः- अहं वैद्यः, मम नाम सुरेशः
(छात्राः तमुद्दिश्य प्रश्नान् पृच्छेयुः।)
- *अर्थम्।
- * गीतम्।
- * त्वयत्- अनीयत्।
- * अनन्वयकारचना।
- * संख्या-वेषणम्।
- * छात्रैः सह प्रश्नोत्तरम्।
- * समाजनिधिविषये पुनस्स्मारणम्।
- * ऐक्यमन्त्रः।

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दशमं दिनम्

- * गीतम्।
- * पुनस्स्मारणम्।
- * पत्रलेखनम्।
- * दूरवाणीसम्भाषणम्।
- * मार्गनिर्देशः- कुत्र गन्तव्यम् इत्यादि।
- * त्वयत्- अभ्यासार्थम्- अद्य किं किं करणीयम्
- * सान्दर्भिकसम्भाषणम्- १. प्रवासात् प्रतिनिवृत्तस्य
२. आपणिकस्य
- * क्रीडा- संख्यायोजनम्। (गणद्वये)
- * शुभाशयानम्।
- * असत्यकथनम्।
- * समारम्भः (सर्वैः शिक्षार्थिभिः भारतमातुः पूजां कृत्वा
निधिसमर्पणं करणीयम्।
- * ऐक्यमन्त्रः।

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Certificate Course on
Waste Management and Sustainability

Organized by Department of Zoology
Mugberia Gangadhar Mahavidyalaya

Course Duration 30 Hours

Date: 17/01/2023

Week 1:

- Introduction (Course overview & learning objectives)

Week 2:

- Introduction to waste management
- Global environmental issue

Week 3:

- Introduction to solid waste management

Week 4:

- Plastic waste management

Week 5:

- Paper waste management

Week 6:

- Organic waste management

Week 7:

- Food waste management

Week 8:

- Glass waste management

Week 9:

- Liquid waste management

Week 10:

- Your role in contamination and pollution prevention

Week 11-12:

- Waste disposal and treatment

Week 13-14:

- Recycling technology

Week 15:

- Examination

Registration: At Zoology Department
Date: 02/01/2023 to 07/01/2023
Fees: 100/-

Syllabus:

Week 1:

- Introduction (Course overview & learning objectives)
Day 1: Introduction
Day 2: Course overview & learning objectives

Week 2:

- Introduction to waste management
Waste and its types.
- Global environmental issue
Pollution, Waste affects ecosystems and our health, Economic loss and management costs.

Week 3:

- Introduction to solid waste management
Introduction, Background, Characteristics, Collection, Solid waste treatment and disposal, Framework for management of solid waste.

Week 4:

- Plastic waste management
Introduction, Environmental issues on disposal of Plastic Waste, Technologies for Plastic Waste Management.

Week 5:

- Paper waste management
Introduction, Impact of paper waste, Solution for paper wastage, recycling.

Week 6:

- Organic waste management
Introduction, Understanding Organic Waste, Handling Organic Waste, What is organic waste recycling? Methods of organic waste recycling, Process, Significance of organic waste recycling, Barriers and Challenges of organic waste recycling.

Week 7:

- Food waste management

Introduction, what is food waste? Why food waste a problem? What are the causes of food waste? Facts on food waste, food waste sustainability.

Week 8:

- Glass waste management

Introduction, sources of glass wastes, recycling, circularity of glass, Challenges faced in the optimization of glass recycling.

Week 9:

- Liquid waste management

Introduction, Different Sources and Types of Liquid Waste, Measures for Liquid Waste Management, Liquid Waste Disposal Methods.

Week 10:

- Your role in contamination and pollution prevention

What are Pollution Prevention, Specific Pollution Prevention Approaches, and Importance of pollution prevention?

Week 11-12:

- Waste disposal and treatment

Collection of Waste, Sorting of Waste, Transfer of Waste,

Week 13-14:

- Recycling technology

Methods of organic waste recycling, Process (Practical work).

SYLLABUS OF THE CERTIFICATE COURSE

- Conceptual knowledge about of chain survey.
- Critically study of cadastral map.
- Construct map scale like diagonal scale.
- Identify the chain and Gunia scale for Length mesurment.
- Measurement of plot by triangular method.
- Construct sketch map for a plot.
- Area calculation in different unit like Acre, Bigha, Kattha, Chatak. Decimal etc.



SYLLABUS OF THE CERTIFICATE COURSE

- Conceptual knowledge about of chain survey.
- Critically study of cadastral map.
- Construct map scale like diagonal scale.
- Identify the chain and Gunia scale for Length mesurment.
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- Construct sketch map for a plot.
- Area calculation in different unit like Acre, Bigha, Kattha, Chatak. Decimal etc.



Basic Beautician Course

Basic beautician courses are suitable for beginners. A basic beautician course syllabus covers the basics and fundamentals of skincare, makeup, hair treatments, haircuts, and spa. The complete list of topics covered under the basic beautician course syllabus is mentioned below.

Skin Care and Grooming:

Course Objectives:

While studying the Skin Care and Grooming, the student shall be able to:

- Understand the anatomy and the basic skin types of the Human
- Describe the equipment and tools used for Skin Care
- Explain the steps of giving massage during facial
- Demonstrate the manicure and pedicure procedures

Course Outcomes:

After completion of the Skin Care and Grooming, the student will be able to:

- State the types of skin of human
- Select the type of make-up accessories for various types of skin and situation
- Perform eye and lip make-up including corrections
- Demonstrate various types of Facials and massaging manipulations

Hair Care and Styling:

Course Objectives:

While studying the Hair Care and Styling, the student shall be able to:

- Learn about the structure and types of Hair
- Describe about scalp manipulation and hair rinsing process
- Explain the procedure for various thermal hair styling like roll, straightening preming.
- Gain knowledge about hair colouring and the process

Course Outcomes:

After completion of the Course Hair Care and Styling, the student will be able to:

- Explain the hair growth rate and hair damages
- Demonstrate the hair shampooing techniques

- Handle various types of hair colouring and dyeing materials and perform the hair colouring
- Perform different types of hair cut like bob, straight cut etc.

SYLLABUS

BASIC BEAUTY CARE

Unit-I : Introduction and importance of Beauty care - Threading: Types, Materials required, Methods, Articles and Package. Side effects and remedial measures - Bleach: Types, Materials required, Methods, Articles and Package. Side effects and remedial measures - Facial: Types, Materials required, Method, Articles and Package. Types of Skin, phases of massages, Side effects and remedial measures.

Unit-II : Manicure and Pedicure: Definition, purpose, Introduction, tools and equipment's, application of creams and lotion, methods/types of pedicure and manicure. Hand and leg massages step by step procedure - Nail Art: Factors affecting nail growth. Introduction equipment's and tools, types of nail polish, application and their methods. Different methods of nail art - Mehendi: Introduction, preparation of Mehendi paste, Mehendi cone preparation and application on hands and legs.

HAIR CARE

Unit-I : Structure of Hair, Types of hair, Hair growth cycle, Importance of hair care, factors affecting hair growth. Scalp massage –benefits and methods, materials required and procedure. Shampooing and rinsing-its importance, purpose and function, types of shampoo – their uses and effects, precautions, types of rinses, benefits of rinsing and precautions.

Unit-II : Hair conditioning – Types of Hair conditioner – natural, chemical, Henna application. Hair problems and treatments –hair falling, split ends, graying, dandruff, dryness, damaged hair, Baldness, Hair spray – Types, Advantages and Disadvantages, outline of hair drier, hair ironing, straightening

Unit-III : Dye application -Hair colour – History of colouring, Basic law of colour, classification of hair colour, allergy test, precaution, special effects of coloring techniques – frosting, tipping, slicing, foil technique, comb technique, global coloring. Types and techniques of crimping

Unit-IV : Hair Cut - Knowledge of hair texture, selection of hair cut according to facial shape, occasion, age, profession, body structure and hair texture. Hair cutting techniques, tools and equipment in haircuts. Haircuts – types: basic haircuts- Trimming, straight cut, U cut, and V-cut. Advanced haircuts – layer cut, blunt cut, tapering, Graduation, bob etc. Use of Hair shaping and cutting implements. Sterilization and sanitation.

Unit-V : Hair styling – different hair styles as per hair texture, materials used for hair styling, techniques in styling – Rolls, twists, braiding, Roller setting, Blow drying, Comb

out techniques, thermal hair styling- Hair dryer, Crimping rods , Straightening rods, Electric rollers Curling rods. . Hair styling-Basic hairstyle, Model, party styles and bridal styles.

BEAUTY DESIGNING (LAB-I)

EXERCISES

1. Threading
2. Waxing
3. Bleach
4. Facial
5. makeup
6. Manicure
7. Pedicure

BEAUTY DESIGNING (LAB-II)

EXERCISES

1. Hair colour
2. Hair cut
3. Blow dry & setting
4. Hair style
5. Hair straightening
6. Hair dye
7. Nail art
8. Mehendi
9. Oil massage

13/07/2023

Syllabus on Intellectual Property Rights and its Management

Course Design by Dr. Kalipada Maity, Associate Professor, Dept. of Mathematics

Coordinator: Dr. Bidhan Chandra Samanta, Associate Professor, Dept. of Chemistry.

COURSE OUTLINE: The course is designed to introduce fundamental aspects of Intellectual property Rights to students who are going to play a major role in development and management of innovative projects in industries. The course introduces all aspects of the IPR Acts. It also includes case studies to demonstrate the application of the legal concepts in Science, Engineering, Technology and Creative Design. The course is designed for raising awareness of a multidisciplinary audience and has been categorized under 'General'.

Contents: Introduction to IPR; Overview & Importance; IPR in India and IPR abroad; Patents their definition; granting; infringement; searching & filing; Utility Models an introduction; Copyrights; their definition; granting; infringement; searching & filing, distinction between related and copy rights; Trademarks, role in commerce, importance, protection, registration; domain names; Industrial Designs; Design Patents; scope; protection; filing infringement; difference between Designs & Patents' Geographical indications, international protection; Research and rights managements; licensing, commercialization, legal issues, enforcement; Case studies in IPR.

Module	Topics and Contents	No of the Lecturers
1.	OVERVIEW OF INTELLECTUAL PROPERTY Introduction and the need for intellectual property right (IPR) IPR in India- Genesis and Development IPR in abroad. Some important examples of IPR	5
2.	PATENTS Macro economic impact of the patent system. Patent and kind of inventions protected by a patent	4

	Patent document How to protect your inventions? Granting of patent Rights of a patent How extensive is patent protection? Why protect inventions by patents? Searching a patent Drafting of a patent Filing of a patent The different layers of the international patent system (national, regional and international options) Utility models Differences between a utility model and a patent? Trade secrets and know-how agreements	
3.	COPYRIGHT What is copyright? What is covered by copyright? How long does copyright last? Why protect copyright? RELATED RIGHTS What are related rights? Distinction between related rights and copyright? Rights covered by copyright?	2
4.	TRADEMARKS What is a trademark? Rights of trademark? What kind of signs can be used as trademarks? Types of trademark Function does a trademark perform How is a trademark protected? How is a trademark registered? How long is a registered trademark protected for? How extensive is trademark protection? What are well-known marks and how are they protected? Domain name and how does it relate to trademarks?	3

Module	Topics and Contents	No of the Lecturers
5.	GEOGRAPHICAL INDICATIONS What is a geographical indication? How is a geographical indication protected? Why protect geographical indications?	1
6.	INDUSTRIAL DESIGNS What is an industrial design?	2

	How can industrial designs be protected? What kind of protection is provided by industrial designs? How long does the protection last? Why protect industrial designs?	
7.	What Does an Intellectual Property Lawyer Do?	2
8.	UNFAIR COMPETITION What is unfair competition? Relationship between unfair competition and intellectual property laws?	1
9.	ENFORCEMENT OF INTELLECTUAL PROPERTY RIGHTS Infringement of intellectual property rights Enforcement Measures in EMERGING ISSUES	4
10.	INTELLECTUAL PROPERTY Overview of Intellectual Property Research and Intellectual Property Rights Management Licensing and Enforcing Intellectual Property	2
11.	Case studies of patents in several area	4

References: TEXT BOOKS

T. M Murray and M.J. Mehlman, Encyclopedia of Ethical, Legal and Policy issues in Biotechnology, John Wiley & Sons 2000.

REFERENCES

1. P.N. Cheremisinoff, R.P. Ouellette and R.M. Bartholomew, Biotechnology Applications and Research, Technomic Publishing Co., Inc. USA, 1985.
2. D. Balasubramaniam, C.F.A. Bryce, K. Dharmalingam, J. Green and K. Jayaraman, Concepts in Biotechnology, University Press (Orient Longman Ltd.), 2002.
3. Bourgagaize, Jewell and Buiser, Biotechnology: Demystifying the Concepts, Wesley Longman, USA, 2000.
4. Ajit Parulekar and Sarita D' Souza, Indian Patents Law – Legal & Business Implications; Macmillan India Ltd, 2006.
5. B.L. Wadehra; Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical Indications; Universal Law Publishing Pvt. Ltd, India 2000.
6. P. Narayanan; Law of Copyright and Industrial Designs; Eastern Law House, Delhi, 2010.

TE-9
13/07/27

SYLLABUS

Certificate Course in Yoga and Meditation

THEORY

SUBJECT 1 : Foundation of Yoga

04 Hour

- 1.1 Yoga : Etymology, definitions, aim, objectives and misconceptions.
- 1.2 Yoga : Its origin, history and development.
- 1.3 Ashtanga Yoga (Yama, Niyam, Asana, Pranayama, Pratyahara, Dharna, Dhyana, Samadhi)
- 1.4 Principles and Practices of Jnana Yoga, Bhakti Yoga, Karma Yoga
- 1.5 Introduction of Yogic Text (Hatha Yoga Pradeepka, GherandSamhita, Patanjali Yoga Sutra)
- 1.6 Principles of Hatha Yoga

SUBJECT 2 : Introduction to Human Body

02 Hour

- 2.1 Basic knowledge of Human Body Skeleton; organization of body cells, tissues, Systems, membranes and glands.
- 2.2 Basic Knowledge of Anatomy and Physiology of the following systems Musculoskeletal system Digestive system; Respiratory System Cardio vascular system Excretory system; Endocrine system. Nervous system

SUBJECT 3 : Yoga Therapy

05 Hour

- 3.1 Yoga Therapy: Meaning and Definition, Principles and Discipline, Area and Limitation, Role Of Lifestyle and Diet in Yoga Therapy, Yoga For Holistic Health, Panchkosha
- 3.2 Yoga Management:- Arthritis, Cervical Spondylosis, Back Pain, Sciatica Pain, Hernia, Gynecology
- 3.3 Kidney Disease, Thyroid, Obesity, Liver Related Problem, Diabetes, Constipation, Asthma,
- 3.4 Hypertension, Heart Disease, Vision Defects, Insomnia, Headache, Mental Stress, Depression, Anxiety

SUBJECT 4 :Yoga and Allied Science

04 Hour

- 4.1 Knowledge of Yogic Principles -Ahara, Vihar, Achar- Vichar.
- 4.2 Alternative Therapy: Basic principles of Ayurveda, Naturopathy.
- 4.4 Yogic concept of healthy living: Tridosha.
- 4.5 Therapeutic importance of Dincharya and Ritucarya,
- 4.6 Importance of Diet (Aahara).
- 4.7 Yoga as preventive and promotive health care.

SYLLABUS Certificate Course in Yoga and Meditation (Practical)) 15 Hours

PRACTICAL-1

1. Yogic SukshmaVyayama, SthulaVyayama and Surya Namaskar

- 1.1 Yogic SukshmaVyayama
- 1.2 Yogic SthulaVyayama
- 1.3 Surya Namaskara

2 Yogasana

- 2.1 **Standing Asana:** Tadasana, Trikonasana, Urdhahastotanasana, Vrikshasana, Ardchakrasna, Padhastanasana, Ashwasthasana

2.2 Sitting Asana: Padmasana, Vakrasana, Ardhamatsyendrasana, Janusirsasana, Paschimottanasana, Vajrasana, Ushtrasana, Shasankasana Gomukhasana, Mandukasana, Bhadrasana, Singhasana

2.3 Prone Lying Asana: Bhujangasana, Shalabhasana, Dhanurasana, Makarasana

2.4 Supine Lying Asana: Pawanmuktasana and its variation, setubandhasana, sarvangasana, Ardhalasana, Uttanpadasana, Halasana, Naukasana, Cakrasana, Markatasana, Shavasana.

3. Practices leading to Meditation

3.1 Pranav and Soham Japa

3.2 Yoga Nidra

3.3 Chakra Meditation

3.4 Ajapa Dharana

3.5 Om Meditation

Practical II

Shatkarma: Knowledge and ability to perform the following Practices:

1.1 Neti (Jal and sutra)

1.2 Dhauti (Vaman+ Vastra)

1.3 Nauli

1.4 Agnisara

1.5 Trataka

1.6 Kapalbhata

Pranayama

4.1 Breath Awareness

4.2 Yogic Breathing

4.3 Nadishodhan Pranayama

4.4 Suryabhedhi

4.5 Ujjayi

4.6 Shitali

4.7 Sitkari

4.8 Bhastrika

4.9 Bhramari

Bandha and Mudra

5.1 Jalandhara Bandha, Uddiyana Bandha, Mula Bandha, Tri Bandha

5.2 Yoga Mudra, Shanmukhi Mudra, shambhavi mudra, Vipareet Karni Mudra Practices leading to

Meditation

6.1 Pranav and Soham Japa

6.2 Yoga Nidra

6.3 Chakra Meditation

6.4 Ajapa Dhara

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 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 Managemnt, 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

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Syllabus ::–

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(Specially designed for perfect pronunciation)

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3. Syllable
4. Word-stress

MUGBERIA GANGADHAR MAHAVIDYALAYA

CFRTIFICATE COURSE ON SPOKEN HINDI

SYLLABUS OF SPOKEN HINDI

S.NO	CONTENTS
1.	Hindi Alphabet.
2.	Greetings in Hindi.
3.	Expression in Hindi.
4.	Numbers in Hindi.
5.	Accommodation & Travel conversation in Hindi.
6.	Calendar in Hindi.
7.	Working Activity in Hindi.
8.	Conversation on Food in Hindi.
9.	Terms of Kitchen in Hindi.
10.	Names of fruits, Vegetables& spices in Hindi.
11.	Names of Grocery, Colours & Households in Hindi.
12.	Romantic words of Hindi.
13.	Names of Body parts in Hindi.
14.	Conversation on Time, Health, Feelings, Friendship in Hindi.
15.	Random Conversation in Hindi.
16.	Names of Relations & Directions in Hindi.
17.	Driving Conversation in Hindi.
18.	Weather Updates in Hindi.
19.	Names of Animals in Hindi.
20.	Conversation on Sports & Study in Hindi.

This Spoken Hindi Syllabus has been created by:

Prabhat Kumar Sharma

Assistant Professor

Department of Tourism & Hotel Management.

**CERTIFICATE COURSE
ON
MUSHROOM CULTIVATION**

Course code: CRCO1

Duration: 30 Hours

Course Objectives:

- Enable the students to identify edible and poisonous mushrooms
- Provide hands on training for the preparation of bed for mushroom cultivation and spawn production
- Give the students exposure to the experiences of experts and functioning mushroom farms
- Help the students to learn a means of self employment and income generation

Course outcome:

By successfully completing the course, students will be able to:

- Identify edible types of mushroom
- Gain the knowledge of cultivation of different types of edible mushrooms and spawn production
- Manage the diseases and pests of mushrooms
- Learn a means of self-employment and income generation

Syllabus

Module 1: Introduction to mushrooms (2 hours)

Mushrooms -Taxonomical rank -History and Scope of mushroom cultivation - Edible and Poisonous Mushrooms-Vegetative characters

Module 2: Common edible mushrooms (2 Hours)

Button mushroom (*Agaricus bisporus*), Milky mushroom (*Calocybe indica*), Oyster mushroom (*Pleurotus sajorcaju*) and paddy straw mushroom (*Volvariella volvcea*).

Module 3: Principles of mushroom cultivation (8 Hours)

Structure and construction of mushroom house. Sterilization of substrates. Spawn production - culture media preparation- production of pure culture, mother spawn, and multiplication of spawn. Composting technology, mushroom bed preparation. Spawning, spawn running, harvesting. Cultivation of oyster and paddy straw mushroom. Problems in cultivation - diseases, pests and nematodes, weed moulds and their management strategies.

Module 4: Health benefits of mushrooms(2 Hours)

Nutritional and medicinal values of mushrooms. Therapeutic aspects- antitumor effect

Module 5: Post harvest technology: (4 Hours)

Preservation of mushrooms - freezing, dry freezing, drying, canning, quality assurance and entrepreneurship. Value added products of mushrooms.

Module 6: Training/ Workshop/ Field visit(12 Hours)

Sterilization and sanitation of mushroom house, instruments and substrates

Preparation of mother culture, media preparation, inoculation, incubation and spawn production

Cultivation of oyster mushroom using paddy straw/agricultural wastes

References

1. Marimuthu, T. et al. (1991). Oyster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
5. Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.
6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)

MUGBERIA GANGADHAR MAHAVIDYALAYA

Department of Commerce

Certificate Course on Goods and Service Tax

DETAILS OF COURSE CURRICULUM

Goods & Services Tax (GST)

• Introduction of Goods & Services Tax (GST)

- Types of GST
- How we determine GST liability
- Who is eligible for GST
- Threshold limit for GST registration
- Who should register for GST
- GST rate slabs
- Due dates for all GST returns
- What does not fall within the ambit of GST

• Structure of GST

- Meaning of Goods & Services in GST
- Meaning of supply in GST
- Taxable event in GST
- Time of supply
- Place of supply
- Valuation of Supply

• Invoicing in GST

- Raised invoice and charged gst
- GST invoice
- Bill of supply
- Debit Note / Credit Note
- Payment Voucher

• Input Tax Credit & Payment in GST

- Off set gst liability
- How we claim ITC
- Modes of Payment
- Electronic Liability Ledger
- Electronic Credit Ledger
- Electronic Cash Ledger

• GST Return Filing

- Type of return forms and due date
- Process flow of return filing
- GSTR1 return Filing - sales outward supply return
- GSTR2A Reconciliation - purchase inward supply return
- GSTR3B return filing
- GSTR9/9B return filing

• Composition Scheme Under GST

- Limitation and registration of composition scheme
- Tax rate under composition scheme
- Return form in composition scheme

• Reverse Charge Mechanism (RCM)

- What is RCM
- Taxability under RCM

• E-Way Bill under GST

- Why E-way bill is required in gst
- Who is responsible to issue E-way bill
- Issue E-way bill

• Registration under GST

- Online Registration
- Process of registration
- Issued registration certificate
- Amendments in Registration
- Surrender of registration

Career Opportunity

Career Opportunities after Professional GST Accounting Course

1. GST Practitioner
2. GST Assistant
3. GST Executive
4. Accountant
5. Asst. Accountant
6. Junior Accountant
8. Tax Professional

Get Working Experience on:

1. Government GST Portal
2. How to calculate GST, How to deposit GST, How to file GST Return

Syllabus Certificate course Terracotta Clay Modelling:

Students will learn the essential tools, its use/functionality, and will be introduced to the sculpting workflow and concepts.

Structure: This curriculum is designed to prepare individuals to become professional craftsmen in clay sculpture. Emphasis is placed on hands-on training and the design skills needed to aid students in personalizing their own work. They will be able to open and operate their own professional craft studio, work for an existing professional craftsman, or obtain employment in craft retail sales.

The Curriculum:

• Foundation

Explore ways of using the elements of line, point, tone, texture, and shape to record the appearance of designs in drawings.

Explore ways of conveying form and texture in a clay sculpture.

Use drawing techniques with various types of drawing pencils.

Use clay tools and techniques.

Express visual ideas through making drawings and creating a three-dimensional clay article. Use imagination and invention to represent form, texture, and detail in a clay sculpture.

• Course Theory

History and Evolution of Pottery

Clay Preparation

Design Fundamental Decoration and Firing in Pottery Knowledge of New materials

Practical (Execution of Drawing in Clay)

Different methods of Shaping Practical in clay preparations Basics of Dynamic Forms
Design Practical Earthenware Clay Article Terra cotta

Methods and Materials: Sculpting

- 2-D & 3-D
- Mold Making
- Rubber Mold
- POP Mold
- Fiber mold
- Wax Mold
- Casting

Paper & Paper Mache Casting

- Clay Casting
- POP Casting
- Fiber Casting

Web Developer Foundation Certification Course

Organized by Dept. of Mathematics

1. Introduction to the Internet and Web

- 1.1 Basic components of a web page
- 1.2 Web hosting and the types of web hosting services
- 1.3 Types of networks

2. Fundamentals of HTML

- 2.1 Document Object Model (DOM) in HTML
- 2.2 Head, title, metadata, and different types of semantic tags in HTML
- 2.3 Different types of multimedia tags in HTML
- 2.4 Types of embedding tags in HTML
- 2.5 The link creation tag in HTML
- 2.6 HTML tags for gathering inputs from clients
- 2.7 FTP applications
- 2.8 Developing multiple HTML files using standard semantic tags
- 2.9 Registration of the website name
- 2.10 An overview of the website control panel
- 2.11 Hosting a website using cPanel

3. Fundamentals of CSS

- 3.1 Types of attribute selectors in CSS
- 3.2 Class selector in CSS
- 3.3 ID selector in CSS
- 3.4 Universal selector in CSS
- 3.5 CSS combinators
- 3.6 Descendant selector in CSS
- 3.7 Child selector in CSS
- 3.8 General sibling selector
- 3.9 Adjacent sibling selector
- 3.10 Pseudo and pseudo-elements in CSS
- 3.11 CSS box-sizing property
- 3.12 Styling borders and backgrounds using CSS
- 3.13 Handling images and forms using CSS
- 3.14 Styling table elements using CSS

4. Database Management

- 4.1 SQL vs NoSQL
- 4.2 Acid properties in DBMS
- 4.3 Structured Query Language (SQL)
- 4.4 Architecture of a DBMS
- 4.5 Database data schemas
- 4.6 Database normalization
- 4.7 Database storage systems
- 4.8 Database file structure
- 4.9 Database indexing
- 4.10 Database backup and recovery

- 4.11 Querying data using SQL/NoSQL
- 4.12 Storing, editing, and deleting data on a DBMS
- 4.13 The UPDATE statement in SQL

5. HTTP Servers

- 5.1 What is HTTP?
- 5.2 HTTP headers
- 5.3 HTTP response status codes
- 5.4 HTTP response classes
- 5.5 Node HTTP module
- 5.6 Demo: Creating an HTTP server in Node
- 5.7 HTTP form data
- 5.8 HTTP form data request type
- 5.9 Demo: Processing form data
- 5.10 Query strings
- 5.11 Query string module
- 5.12 Query string methods
- 5.13 Demo: Encoding a query string
- 5.14 Demo: Decoding a query string

6. API (Application Programming Interface)

- 6.1 What is REST API?
- 6.2 Why REST API?
- 6.3 Data exchange formats
- 6.4 JSON vs XML
- 6.5 Application architecture
- 6.6 Monolith architecture
- 6.7 Why monolith architecture?
- 6.8 Microservice architecture
- 6.9 Why microservice architecture?

7. Full-Stack Application and the Types of Application Development Stacks

- 7.1 Creating full-stack applications like Netflix
- 7.2 Deploying Netflix application in AWS
- 7.3 Types of application development stacks

8. Back-end Web Development Frameworks

- 8.1 What is Express.js?
- 8.2 Why Express.js?
- 8.3 Installing Express.js
- 8.4 Express.js components
- 8.5 HTTP routing in Express.js
- 8.6 HTTP request methods
- 8.7 Templating
- 8.8 Templating engines

9. Requesting and Querying Data from DBMS

- 9.1 What is Mongo DB?
- 9.2 Why Mongo DB?
- 9.3 Installing Mongo DB
- 9.4 Documents
- 9.5 Collections
- 9.6 Mongo DB data types
- 9.7 Using Mongo DB with Express.js

- 9.8 Native Mongo DB driver
- 9.9 Why use native Mongo DB driver?
- 9.10 Mongoose
- 9.11 Why use Mongoose?

10. Hands-on Exercises

- 10.1 Uploading files using FTP applications
- 10.2 HTML DOM manipulation
- 10.3 Browser DOM manipulation
- 10.4 Changing the color button on click
- 10.5 Installing Node.js
- 10.6 Creating an HTTP server
- 10.7 Processing form data
- 10.8 Encoding a query string
- 10.9 Decoding a query string
- 10.10 Monolith architecture

SYLLABUS

Functional Grammar:

Functional Grammar plays an important role in the field of communication. It is very important for a student to get well trained with the theory of English grammar. They must also know how to implement those in verbal communication, written communication as well as public speaking. If they are thorough with the basic structuring of English sentences, they will feel confident to express and speak comfortably and confidently. We provide hands on training on Functional Grammar thoroughly with the basic grammar, composition and proper structuring of sentences.

Verbal and Written Communication

To be an excellent communicator, one must be proficient in verbal and written communication skills. We have an intense module to enhance the effective Verbal and Written Communication skills. We groom the students to play with the words and express themselves most effectively. Here we are not only talking about communication skills but it is the effective communication skills required to be successful in a professional career. We focus on the section with utmost care.

Pronunciation, Intonation & Voice Modulation

The Current job roles in any industry, irrespective of domains, whether it is Technical, Operational, Administration, Management or Service oriented, demand excellent communication skills in English. Nowadays, the business has gone Global. So an employee must learn to communicate in such a way to speak and correspond with the native English speakers. Here proper pronunciation, intonation and voice modulation have a very important role to play. We have curated this section of our training so that the youngsters get well trained to speak English in a neutral accent, devoid of mother tongue influence and are more confident to communicate at international level.

Communication Techniques

Communication (both verbal and non-verbal) is a vital part of soft skills training because it allows students to learn important life lessons and prepare them to be successful in their future careers. Communicating with others begins with understanding the importance of listening, which helps students gain valuable feedback and insight into the views of others. In order to communicate properly, you also need to understand your own communication style, as well as that of other people so that you can work purposefully together.

We start with the youngsters to improve their communication skills by teaching them how to listen and react appropriately in a range of contexts. As they progress, we'll introduce more sophisticated training techniques which will guide them to communicate with properly in a variety of ways, handle conflict and settle disputes: amicably, establish rapport with others, and comprehend the expectations and motivations of those involved in any given work situation.

Interview Techniques

Students need to be groomed well with Interview Techniques. We help students prepare for their interviews to be successful in the real world. We help the youngsters learn about the basics of appearing in an interview and meet expectations of the organization while hiring a person. We provide mock interview sessions and valuable insights into the students to be well prepared in facing the job interviews confidently, in a professional manner.

Public speaking skills

Effective and compelling communication are the key components of public speaking. One of the most crucial abilities is to master the art of public speaking skills. It helps a person to speak and convey intelligibly, succinctly, and coherently to give his best in any given circumstance. You may communicate your ideas more effectively by using your public speaking abilities and since doing so, it gives you the chance to be memorable, compelling, transparent and clear. We help the youngsters develop and sharpen their public speaking skills and abilities in a comfortable way. Candidates with excellent public speaking skills are always in high demand in an organization and it helps them to grow fast in their career path.

Leadership Skills Development

Leadership is fundamental to any organization. However, most organizations do not provide leadership training to their employees. Development of Leadership Skills takes a multipronged approach that includes knowledge of the values, behaviors, and strategies required for effective leadership. Leadership skills is the ability to meet a group's needs while being able to influence, persuade and motivate a group of people towards achieving a purpose. This can be achieved by knowing your audience and setting clear goals. Leadership behaviors vary greatly depending on cultural backgrounds, but there are common principles that all effective leaders follow such as setting goals, setting direction, creating boundaries and social presence as and when required.

Time management

The requirement of Time Management training is to learn how to manage your time, work harder at managing your time towards your career, better skills on prioritizing tasks, and create new habits to become a better person professionally as well as personally. Time management is an important skill for every professional. It helps you to be more efficient, work more effectively and achieve your objectives successfully. If you have time management skills, you can break the cycle of procrastination that often gets in the way of achieving what you want and take control of your life.

Emotional Intelligence

Possessing a high Emotional Intelligence is vital for students and controlling your emotions will increase your chances of succeeding in educational field. In fact, when it comes to academic performance, research (<https://www.apa.org/pubs/journals/releases/bul-bul0000219.pdf>) has revealed that emotional intelligence is almost as important as your cognitive intelligence and having a conscientious attitude, because emotionally intelligent students are better equipped to deal with negative emotions that might disrupt learning.

Over the years, emotional intelligence-also known as EQ-has evolved into a must-have skill. Research by EQ provider www.talentsmarteq.com shows that emotional intelligence is the strongest predictor of performance; and 71 percent of employers surveyed by www.careerbuilder.ca said they value EQ over IQ, reporting that employees with high emotional intelligence are more likely to stay calm under pressure, resolve conflict effectively, and respond to co-workers with empathy.

**CERTIFICATE COURSE
ON
ICT IN CONTEMPORARY GEOGRAPHICAL STUDIES
ORGANISED BY
DEPARTMENT OF GEOGRAPHY
MUGBERIA GANGADHAR MAHAVIDYALAYAIN
ACCORDANCE WITH UGC QUALITY MANDATE JEEVAN KAUSHAL**

SYLLABUS OF THE COURSE

- ❖ **Meaning and concept of ICT.**
- ❖ **Importance of ICT in daily life and geographical studies.**
- ❖ **Basic computer knowledge.**
 - **Generation & Types of computer**
 - **Hardware & Software.**
 - **Networking**
- ❖ **Use of remote sensing system to Geographical studies.**
 - **Georeferencing of map and image.**
 - **Preparation of thematic map.**
 - **Interpretation of LULC map.**

Syllabus of Certificate Course on
Moral Education and Character Building
Organized by the Dept. of Bengali
Mugberia Gangadhar Mahavidyalaya

Course Content

UNIT-I: Basic concept of moral education

- A. Basic concept of ethics.
- B. Concept of moral education.
- C. Difference ethics and morality.
- D. Moral education : Theory and practice

UNIT-II: Moral values

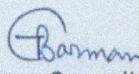
- A. What is value?
- B. What are moral values? Sources of moral values.
- C. Difference between value and values.
- D. Classification of value: Instrumental value and Human values, intrinsic and extrinsic values.

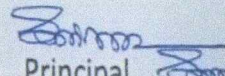
UNIT-III: Moral education as character Building programme

- A. Moral education for character Building
- B. Moral education in Veda, Upanisadas, Bhagavad Gita, Etc.
- C. Moral education in Indian Philosophy, Literature and Culture
- D. Influences of activities of great personalities

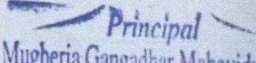
UNIT-III: Spiritual education for character Building programme

- A. Nature and aims of spiritual education
- B. Yoga and Meditation for spiritual education
- C. Environment , health and character
- D. Practice and evaluation


Course Co-ordinator 15.5.23


Principal 15.5.23




Principal
Mugberia Gangadhar Mahavidyalaya

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 Freedon, *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
			2.0 Tour Operators	2
			3.0 Tourism Products.	2
2	THM-102	FOOD PRODUCTION & PÂTISSERIE-I	1.0 Introduction to Professional Cookery	2
			2.0 Standard of Professionalism	2
			3.0 Kitchen Organization	2
			4.0 Foundation of Continental Cookery	3

3	THM-103	FOOD & BEVERAGE SERVICE-I	1.0 Introduction to the Hotel Industry	3
			2.0 Attributes of a Waiter : personal hygiene	2
			3.0 Departmental Organization	3
			4.0 Restaurant Organization	2
			6.0 Restaurant Service	2
4	THM-104	FRONT OFFICE OPERATION-I	1.0 Classifications of hotels.	3
			2.0 Types of rooms	3
			3.0 Organization of hotels	2
			4.0 Functional staff organization of front office	3
5	THM-105	ACCOMODATION OPERATIONS-I	1.0 Role Of House Keeping In the hotel	2
			2.0 Function of housekeeping department	4
			3.0 Types of room	3
			4.0 Organizational structure of housekeeping department.	1
			5.0 Duties & Responsibilities.	2
6	THM-106	ENGLISH COMMUNICATION-I	1.0 English grammar	3
			2.0 Group Discussion	3
			3.0 Audio Visual Presentation	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
			2.0 BASIC COOKERY PRINCIPLES	3
			3.0 Basic commodities	2
			4.0 Food Cost Reconciliation Sheet	3
3	THM - 203	FOOD & BEVERAGE SERVICE -II	1.0 Restaurant Equipment	2
			2.0 Variety of Menus	4
			3.0 Cocktails	4
4	THM-204	FRONT OFFICE OPERATION-II	4.0 Bar—Types of Bar	2
			1.0 Cancellation & amendments.	3
			2.0 Reservation terminology and Over booking.	3
			3.0 Registration of a guest Information Service	3
5	THM-205	ACCOMODATION OPERATIONS-II	4.0 Telephone Operating	2
			1.0 Cleaning Equipments	2
			2.0 CHAMBERMAID'S SERVICE ROOM	2
			3.0 CLEANING ROUTINE	3
			4.0 INTER/INTRA DEPARTMENTAL RELATIONSHIP	2
6	THM-206	ENGLISH COMMUNICATION-I	5.0 PUBLIC AREAS	2
			1.0 Writing models	5
			2.0 Presentation as a skill	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 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.

- 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.
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THM-204

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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 and 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

1st. 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 :-

1st. Term Examination – 3months course :-

	Period	Marks
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 Disease and Insect & Pest	20	100

N. B. -100 Period Including theory + Practical

2nd. 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:-

	Period	Marks
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 Diseases & Insects, Pest	20	100

N. B. : 100 periods including Theory & Practical

For Vermiculture Course (Part B)

Full Marks	500	Theory	300 marks
Period	200	Practical	200 marks

1st. 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:-

1st. Term Examination – 3months Course

	Period	Marks
1. Vermiculture Agriculture		
a) Project Planning	25	50
b) Farming System		
c) Multipurpose shem		
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		

2nd. 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.

	Period	Marks
8. Vermiculture 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.		

26

REFERENCES :

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



[Signature]
5-01-2024
Principal
Mugberia Gangadhar Mahavidyalaya

27

Syllabus Theory & Practical

Certificate in Water Sports & Life Guard Training

(CWSLGT)

- 1). Communication signals in water sports.
- 2). Surf awareness.
- 3). Rescue techniques, use of "rescue tube' and rescue board, Front drive,
- 4). On-water rescue techniques.
- 5). Managing casualty- carriage, First Aid,
- 6). Knots,
- 7). Deployment of lifeguards.
- 8). Rescue using boat,
- 9). Beach patrolling and operations,
- 10). First Aid in water sports.

Background of CWSLGT

The Department of Physical Education has arranged the CWSLGT at Mugberia Gangadhar Mahavidyalaya for the physical education students. Apart from regular sports and physical activity it provides a leisure water sports in campus, the instate always train through various certificate courses & CWSLGT is one of them where most of the students are from BPEd. 2nd Semester



Output of CWSLGT

- ❖ Basic knowledge and practice in floating in water.
- ❖ The student can acknowledged about first aid and rescue in water sports
- ❖ The subjects also knew about on-water rescue techniques.
- ❖ Knowledge of flora and fauna & knots
- ❖ To generate the spirit of adventure.
- ❖ To offer healthy & outdoor recreational activities in natural environment.
- ❖ To inculcate self confidence, courage, and discipline.
- ❖ Develop the team unity and leadership quality.
- ❖ Adapt the time management through busy schedule of different task.

Students: After the Practical Class



ASSESSMENT OF BODY COMPOSITION THROUGH ANTHROPOMETRIC MEASURES

The certificate course will be organized from 7th January 2019 to 28th January 2019 from 1-30 pm to 3-30 pm total 32 hours of duration. The participants will be benefited as following:

- i) Be able to assess body composition by investing very minimum amount instead of using 4π scintillation counter to estimate K^{40} .
- ii) Be able to earn for livelihood
- iii) Be able to conduct research in the field of Human Biology, Physical Education, Sport Sciences, Human Physiology and Zoology.

Eligibility:

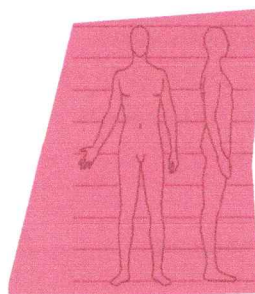
Students of Master of Physical Education, and the PG students of Physiology and Zoology and having subject in the Graduation.

Course Fee :

Rupees Three hundred per student (300/-)

The Course of Study

1. Body Measurements: IBP/HA body measurements, Gross size, Lengths, Diameters and Circumferences of body parts, Skin Fold Thicknesses
2. Kinenthropometric Study Group Measurements: Plane, Axes and Landmarks of the human body
3. Body Proportions, Body Mass Index, Phantom Stratagem, Z-Score and O-Scale System
4. Body Composition: Densitometric Determination, Water Displacement, Under Water Weighing
5. Anthropometric Determination of Body Composition: Vague's Formulae, Density estimation from Skinfold measurements, Matiegka's Method, Drinkwater Tactic for estimating fractional masses, Hydrometry



Main Inside Heading



Caption describing picture or graphic.

The most important information is included here on the inside panels. Use these panels to introduce your organi-

zation and to describe specific products or services. This text should be brief and should entice the reader to want to know more about a product or service.

You can use secondary headings to organize your text and to make it more scannable for the reader.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy.

Secondary Heading

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Secondary Heading

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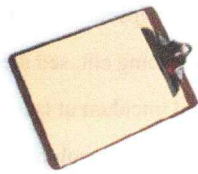
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KINANTHROPOMETRY LAB

Department of Physical Education
MUGBERIA GANGADHAR
MAHAVIDYALAYA
BHUPATINAGAR, PURBA

Phone: 9475887960

E-mail: drayped@rediffmail.com

- 4.6 Nutrition Policy and Programmes
- 4.7 Strategies to Combat National Nutritional Problems
- 4.8 Nutrition and Health Education

SUBJECT 5 : INSTITUTIONAL FOOD MANAGEMENT

04 Hour

- 5.1 Institutional Food Management
- 5.2 Management of Spaces
- 5.3 Equipment
- 5.4 Food Management
- 5.5 Financial Management
- 5.6 Personnel Management
- 5.7 Hygiene, Sanitation and Safety

SYLLABUS Certificate Course in Nutrition and Dietetics (Practical)) 16 Hours

PRACTICAL-1

- 1. Standardization of Portion Sizes for Different Food Preparations.**
- 2. Hospital Diets**
 - To plan a Clear Liquid diet.
 - To plan a Full Liquid Diet.
 - To plan a Soft Diet
- 3. Diet In Weight Imbalance And Counseling**
 - To plan a diet for Obesity.
 - To plan a diet for Underweight.
- 4. .Diet In Fever:**
 - To plan a diet for Typhoid fever.
 - To plan a diet for Tuberculosis.
 - To plan a diet for HIV Infection and AIDS.
- 5. Diet For Nutritional Anemia**
- 6. Diet in Diseases of Gastro Intestinal Tract and Counseling:**
 - To plan a diet for Peptic Ulcer.
 - To plan a diet for Lactose Intolerance.
 - To plan a diet for Celiac Disease.
 - To plan a diet for Constipation.
 - To plan a diet for Diarrhea.
 - To plan a diet for Uncreative Colitis.
- 7. Diet In Liver Diseases And Counseling:**
 - To plan a diet for Hepatitis.
 - To plan a diet for Cirrhosis of Liver.
 - To plan a diet for Hepatic coma.
 - To plan a diet for Cholelithiasis and Cholecystitis.
 - To plan a diet for Pancreatitis
- 8. Diet in Kidney Diseases and Counseling:**
 - To plan a diet for Nephrotic Syndrome.
 - To plan a diet for Acute Renal Failure.
 - To plan a diet for End Stage Renal Diseases.
- 9. Diseases of Metabolic Disorder and Counseling:**
 - To plan a diet for IDDM.
 - To plan a diet for NIDDM.

- To plan a diet for Gout.

10. Diet in Cardiovascular Diseases and Counseling:

- To plan a diet for Dyslipidemia.
- To plan a diet for Hypertension.
- To plan a diet for Myocardial infarction

11. Diet For Cancer.

PRACTICAL-2

1. Quantity Cooking: Basic Principles

- Market Survey
- Analysis of the relationship between the purchased amount, edible portion and cooked weight of foodstuffs
- Standardized Recipe

2. Planning Meals for Institutional Feeding:

- Planning a Mid-Day Snack for preschool Children.
- Planning Meals for College Canteen
- Planning meals for College Hostel Mess
- Planning meals for Working Women Hostel

3. Planning and Organization for Industrial Catering:

- Planning Meals for Industrial Canteen.
- Planning Meals for Railway Base Kitchen.

4. Catering for Special Occasions and Events:

- Planning Meals for a Birthday party.
- Planning Meals for a Cocktail party.
- Planning Meals for a Convention/Conference.

5. Preparation of Prospectus for Setting Up A Food Service Unit:

- Visit to a food service establishment to study its planning and functioning
- Preparing a planning prospectus to set up a food service unit

Syllabus and objective

Course Overview: This certificate course aims to provide college BA students with fundamental knowledge and understanding of Banking, Financial Services, and Insurance (BFSI) sectors. The course will cover various aspects of banking operations, financial services, and insurance principles to equip students with essential skills and knowledge necessary for entry-level positions in the BFSI industry.

Course Objectives:

1. To introduce students to the basic concepts and principles of banking, financial services, and insurance.
2. To familiarize students with the functions and operations of banking institutions.
3. To provide an overview of various financial products and services offered by banks and other financial institutions.
4. To explore the principles and practices of insurance, including types of insurance, risk management, and claims processing.
5. To enhance students' understanding of financial literacy and personal finance management.

Course Outline:

Module 1: Introduction to Banking (6 hours)

- Definition and functions of banks
- Types of banks: Commercial banks, Central banks, Cooperative banks
- Banking products and services
- Banking regulations and compliance

Module 2: Financial Services (8 hours)

- Overview of financial markets and institutions
- Types of financial services: Loans, Investments, Wealth management, etc.
- Role of financial intermediaries
- Financial risk management

Module 3: Insurance Principles (8 hours)

- Introduction to insurance
- Types of insurance: Life insurance, Health insurance, Property insurance, etc.
- Insurance policies and coverage
- Claims processing and settlement

Module 4: Banking and Insurance Operations (8 hours)

- Banking operations: Deposit accounts, Loans, Electronic banking, etc.
- Insurance operations: Underwriting, Premium calculation, Policy issuance
- Customer service in banking and insurance

Module 5: Financial Literacy and Personal Finance Management (2 hours)

- Basic financial concepts: Budgeting, Saving, Investing
- Financial planning and goal setting
- Importance of financial literacy

Assessment:

- Continuous assessment through quizzes, assignments, and class participation.
- Final examination covering all modules.

Note: This syllabus is subject to modification as per the discretion of the course instructor or academic institution.



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.mugberiangadharMahavidyalaya.ac.in

Syllabus for Introduction to MS-Excel

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




15.03.2024
Principal
Mugberia Gangadhar Mahavidyalaya