

Criterion I

Curricular Aspects



1.3.2 Syllabus of Value Added Courses

(2017-2018)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF BOTANY

HERBAL COSMETOLOGY

SYLLABUS

(Theory 20 hrs & Practical 10 hrs, Total: 30 hrs)

Course Outcomes

- To provide self-employability skills
- To gain more insights about the cosmetic properties of medicinal plants commonly used in Ayurveda

Course Content

Sl No	Topic	Hrs
1.	Introduction to herbal cosmetology, relevance, commercial aspects of herbal cosmetology, scope and applications	2 Hrs
2.	Plants commonly used in herbal cosmetics - For Skin, Hair & Face Aloe vera, Turmeric, Avocado, Almond, Amla, Henna, Sandal wood, Saffron, Licorice, Manjista, Neem, Tulsi <ul style="list-style-type: none"> • Common name • Parts used • Products that can be prepared with them • Method of preparation 	15 Hrs
3.	Fruits that can be used in herbal cosmetology	3 Hrs
4.	Practical sessions (10 Hrs) <ul style="list-style-type: none"> • Preparation cum Demonstration of herbal creams, shampoo, lotions and other cosmetics • Aloe vera gel • Hair packs • Hair oils • Face packs (pimple face pack and regular face pack) • Herbal lipstick and herbal shampoo 	



PRINCIPAL IN-CHARGE,
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Assessment Period (2016 - 2021)



DEPARTMENT OF CHEMISTRY
MICROSOFT OFFICE SPECIALIST PROGRAMME
SYLLABUS

Aiko Infotech Software & Network Solutions
Microsoft Office Specialist (MOS) Program
Microsoft Office Suite 2007

Duration: 24 hour theory 24 hour practical

Course Outcomes

CO1: Understand the basic functions and features of Word 2007

CO2: Built practical skill in Excel 2007

CO3: Acquire proficiency in features of PowerPoint 2007

CO4: Develop efficiency in functions of Outlook 2007

CO5: Understand core features and functions of Windows

Course Content

1. Word: Basic, Intermediate and Advanced
2. Excel: Basic, Intermediate and Advanced
3. PowerPoint: Basic and Advanced
4. Outlook: Basic, Intermediate and Advanced
5. Access: Basic, Intermediate and Advanced
6. Windows Vista: Basic and Advanced



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF COMPUTER SCIENCE MULTIMEDIA COMMUNICATION SYLLABUS

Duration: 1 year

Objective: To familiarize with various image, audio and video editing software.

Course Outcome:

1. Digitize and manipulate analog data
2. Enhance and manipulate images
3. Create your own short movies, edit the existing ones.

Course Content:

1. **Photoshop:** Layers, Painting Tools, Text tools, Drawing tools, Image Manipulation, channels, masks, filters etc
2. **Sound Forge:** Editing audio and video files, markers & regions and applying process and effects
3. **VCD Cutter:** Cutting and extracting fragments from a video
4. **Format Factory:** Cutting and extracting fragments from a video, converting video into other formats
5. **Movie Maker:** Develop a movie using Windows Movie maker



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF HOME SCIENCE

BASICS OF FASHION DESIGNING

SYLLABUS

Course Outcomes

- Develop creative designs in embroidery and design garments by using this embroidery.
- Develop basic understanding of Textile fibers and basics of Fashion designing

Career objectives

- Develop creative designs in embroidery and design garments by using this embroidery.
- Develop basic understanding of Textile fibers and basics of Fashion designing

Course Content:

Total Hours: 50

1. Textile fibers
Textile fibers and their classification, Natural, Manmade fibers and their properties
2. Colouring
Color theory, Prang color wheel, Color harmony, color types, color schemes.
3. Hand Embroidery
Embroidery tools, types of embroidery threads & their classification, various hand stitches
4. Knitting
Basic knit stitches

Practicals

I. BASIC HAND STITCHES

- a. Flat Stitches
 1. Running stitch
 2. Back stitch
 3. Stem stitch
 4. Satin stitch
 5. Herring bone stitch
- b. Loop stitches
 1. Chain stitch
 2. Lazy daisy stitch
 3. Button hole stitch
 4. Blanket stitch
 5. Feather stitch
- c. Knotted stitches
 1. French knot
 2. Double knot
 3. Bullion knot
- d. Combination stitches
 1. Lazy daisy, Stem, French knot, Bullion knot
 2. Satin, Chain, Button hole.

II. Garment construction

Drafting & construction of Salwar, Kameez.



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DEPARTMENT OF HOME SCIENCE
FASHION DESIGN CHOREOGRAPHY
SYLLABUS

Course Outcomes

- Develop understanding in principles, elements of designs and fashion drawing
- Develop practical knowledge in self-grooming and makeup
- Develop skills in modelling and ramp walk

Introduction to Fashion design

Total Hours: 40

- Basic Design:
 - Formation
 - Color theory
- Design principles
 - Proportion
 - Rhythm
 - Harmony
 - Balance
 - Emphasis
- Drawing
 - Basics of sketching
 - Pencil rendering
 - Pen rendering

Introduction to garment design

Styles of garments
Fabric selection

Modeling and Ramp walk Lessons and Runway Trainings:

- Walking like a professional model
- Choreographed routines, model turns and perfecting the model walk
- How to prepare for a career as a professional model
- How to prepare portfolio and composite cards.
- Do's and don'ts of modelling
- Latest and most useful modelling tips
- Finishing Classes (Practical Make-up/Beauty Sessions)
- Deportment, Posture and Body Language
- Fashion and Wardrobe Personal Grooming
- Overcoming performance Anxiety
- Speech Enhancement
- Communication Skill
- Hair Care and Styling
- Health and Emotional Well-Being



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF HOME SCIENCE BASICS OF COOKING SYLLABUS

Time: Monday and Tuesday (2pm-3pm)
Total Hours: 35 , Fees-1000/

Course Outcomes

- Develop basic knowledge in various nutrient present in foods
- Develop practical skills in the preparation of simple recipes related to different food groups

Course Content

THEORY	
Unit 1: Introduction to Food, Classification of food, Functions of Food	(2 Hrs)
Unit 2: Preliminary methods of Cooking, Different methods Cooking, Objectives of Cooking	(4Hrs)
Unit3: Food groups and its important nutrients	(4hrs)
PRACTICALS	
Preparation of cereal recipes	(5hrs)
Preparation of pulse recipes	(5hrs)
Preparations with fruits and vegetables	(5hrs)
Preparations with meat, egg, and fish	(5hrs)
Basic cake and puddings	(5hrs)



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF MATHEMATICS MATHEMATICS SKILL DEVELOPMENT PROGRAMME SYLLABUS

Course Outcomes

- To develop mathematical and reasoning skills
- To excel in competitive exams

Course Content

Total Hours: 30

Module I (8hrs)

- Combined operators and square roots
- Percentage
- Mensuration

Module II (8hrs)

- Progression
- H.C.F and L.C.M
- Factors and prime numbers

Module III (8hrs)

- Time and Distance
- Time and work
- Average

Module IV (6hrs)

- Simple and Compound Interest
- Profit and Loss
- Ratio and Proportion



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF PHYSICS

ENVIRONMENTAL POLLUTION AND SOLID WASTE MANAGEMENT SYLLABUS

Course Outcome

- ☐ To impart scientific understanding of cause effect and control of environment pollution.
- ☐ To understand the various aspects of waste management
- ☐ To demonstrate the waste management process

Course Content

Total Hours: 30

Module I

Definition, causes, effects and control measures of a) Air pollution, b) Water pollution, C) Soil Pollution, d) Marine pollution, e) Noise pollution, f) Thermal pollution and g) Nuclear Hazards. Role of an individual in prevention of pollution. Pollution case study (1)

Module II

Environmental Hazards and Disasters

a) Meaning of Environmental hazards, Environmental Disasters and Environmental stress.

b) Concept of Environmental hazards, Environmental Disasters and Environmental stress.

Types of Environmental hazards and Disaster a) Natural hazards and disasters and b) Man induced hazards and disasters. Causes and environmental consequences of natural hazards – Droughts and floods. Concept and methods of rain water harvesting. Volcanic eruption, Earth quakes, Landslides, Cyclones, Lightening and Tsunami. Emerging approaches in disaster management.

Module III

Solid waste management. Definition- Sources and types of solid waste-Composition and its determinants. Factors influencing the generation of solid waste. Causes, effects and control measures of urban wastes. Process of conversion of solid waste in to compost and manure.

Activity

1. Setting of pipe compost system
2. Setting of pot compost system.
3. Setting of anaerobic compost production system
4. Construction of vegetable garden (Home)

Reference Books

1. Environmental studies- From crises to cure. R. Rajagopalan, Oxford University Press, 2005
2. Environmental Studies for Undergraduate courses. Erach Barucha, University Press.
3. R. E Landrefth and P. A. Rebers, " Municipal Solid Wastes- Problems and Solutions"



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF STATISTICS

CERTIFICATE COURSE-STATISTICAL COMPUTING AND DATA ANALYSIS SYLLABUS

CURRICULAM /SYLLABI FOR CARRIER ORIENTED ADD ON COURESES

Name of the Course : Advanced Diploma In Statistical Computing and
Data Analysis

Name of the College : Vimala College, Thrissur-9

Credit Allocation :

1.CERTIFICATE COURSE

1st batch *2nd batch*
Rs: 800/- / Rs 1,000/-

	ITEM	Module	Credit per module	Total credits
A	Theory	Module 1 -Unit-1	10	15
		Module -2-Unit 1	5	
B	Practical	Module 1	5	5
		Grand total of credits		20

2.DIPLOMA COURSE

	ITEM	Module	Credit per module	Total credits
A	Theory	Module 1 -Unit-2	10	15
		Module -2-Unit 2	5	
B	Practical	Module 2	5	5
		Grand total of credits		20



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3. ADVANCED DIPLOMA COURSE

	ITEM	Module	Credit per module	Total credits
A	Theory	Module 1 –Unit-3	5	10
		Module -2-Unit 3	5	
B	Project/Field work Training		10	10
		Grand total of credits		20

4. Detailed Syllabus:

A). Theory

Module 1 : Basic Statistical Methods and tabulation

Unit 1: Collection of data, classification, graphs and diagrams, measures of central tendency and dispersion. Correlation and regression: Karl Pearson's and rank correlation coefficients.

Unit 2: Probability: conditional probability, independence of events, random variables, pdf, cdf, Probability distributions: Binomial, Poisson and Normal.

Unit 3: Estimation of parameters: Point estimation and interval estimation, Tests of hypothesis for mean, difference of means, chi-square tests, Tests of chi-square for goodness of fit and independence of attributes. Design of experiments using CRD,RBD, LSD.

Module 2: Data Analysis using software packages:

Unit 1: Fundamentals of computers, Elements of MS-EXCEL, Creation of worksheets, Editing, formatting, and saving. Data analysis using Excel-graphs and diagrams, summary statistics, correlation, regression, tests of hypothesis and Internet.

Unit2. Data analysis using SPSS- creation of data file, editing, saving, summary statistics, two-way tables, correlation, tests of hypothesis.



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Unit 3. Introduction to SAS, Minitab, MATLAB, Mathematica, Maple, MATHCAD

B) Practical

Module 1: Practical problems of Module I to be done with the help of personal computers.

Module 2: Practical problems of Module II to be done with the help of personal computers.

6. Scheme of evaluation:

There will be 2 papers, 1 each for theory and practical and a comprehensive viva voce for project/ field work based on the report. Total marks for each module is 100. Grading can be done in the following way.

Range of marks for Each paper	Grade	Weightage (W)
90% and above	Outstanding (A+)	10
80-90	Excellent (A)	9
70-80	Very Good (B)	8
60-70	Good (G)	7
50-60	Satisfactory (D)	6
Below 50%	Failed (F)	0

Overall performance at the end of the course shall be indicated by Grade Point Average (GPA). It is calculated as follows:

$GPA = (W_1C_1 + W_2C_2 + \dots)$ divided by $(C_1 + C_2 + C_3 + \dots)$ W_1 refers to the grade weightage obtained for each paper and C_1 refers to the credit assigned for that module.

Overall Performance

A GRADE - if $GPA \geq 8$

B GRADE - if $7 \leq GPA < 8$

C GRADE - if $6 \leq GPA < 7$



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF STATISTICS

DIPLOMA COURSE -STATISTICAL COMPUTING AND DATA ANALYSIS

SYLLABUS

CURRICULAM /SYLLABI FOR CARRIER ORIENTED ADD ON COURESES

Name of the Course : Advanced Diploma In Statistical Computing and
Data Analysis

Name of the College : Vimala College, Thrissur-9

Credit Allocation :

1.CERTIFICATE COURSE *3rd batch* Rs: 800/- / *2nd batch* Rs 1,000/-

	ITEM	Module	Credit per module	Total credits
A	Theory	Module 1 –Unit-1	10	15
		Module -2-Unit 1	5	
B	Practical	Module 1	5	5
		Grand total of credits		20

2.DIPLOMA COURSE

	ITEM	Module	Credit per module	Total credits
A	Theory	Module 1 –Unit-2	10	15
		Module -2-Unit 2	5	
B	Practical	Module 2	5	5
		Grand total of credits		20



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3. ADVANCED DIPLOMA COURSE

	ITEM	Module	Credit per module	Total credits
A	Theory	Module 1 –Unit-3	5	10
		Module -2-Unit 3	5	
B	Project/Field work Training		10	10
		Grand total of credits		20

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A). Theory

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Overall Performance

A GRADE - if $GPA \geq 8$

B GRADE - if $7 \leq GPA < 8$

C GRADE - if $6 \leq GPA < 7$



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF ZOOLOGY HAND EMBROIDERY AND NEEDLE WORK SYLLABUS

Duration: 40 hours

Hand embroidery is one of the easiest beautiful work of art. It can take only a few simple stitches executed with precision and flair to make a mundane item look exquisite. Embroidery may also use other materials such as metal strips, pearls, beads, quills and sequins. Those who excelled in the needle arts continued to learn, experiment, and develop new stitches, new styles and new uses for the myriad of fancy stitches available. The course helps the students to earn while learn thus making the students economically independent.

Course Outcomes

- To enhance the self-employment through the skill development in fabric painting and saree designing
- To develop the aesthetic sense in students
- To understand the recent trends in the field of Hand Embroidery and Needle Work

Course Content

Sl No	Content	Hrs
I.	Embroidery Tools and Equipment	(2 hrs)
II.	Embroidery threads and their classification, makes and availability	(2 hrs)
III.	Relation between threads, needles and cloth	(2 hrs)
IV.	Basic stitches of hand Embroidery their technique and application	(34 hrs)
	<u>Running Stitch, Long & Short Stitch, Backstitch, Satin Stitch, Split Stitch, French Knot, Stem Stitch, Chain Stitch, Cross stitch, Herringbone Stitch, Feather Stitch, Fishbone Stitch, Buttonhole Stitch, Mirror work and Applique work</u>	



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF ECONOMICS

ENTREPRENEURIAL SKILL DEVELOPMENT IN FARMING

SYLLABUS

Entrepreneurship has been considered the backbone of economic development. It has been well established that the level of economic growth of a region to a large extent, depends on the level of entrepreneurial activities in the region.

Course Outcome:

To motivate and develop the students to be successful entrepreneurs through innovative farming methods and to instil the relationship between man and nature.

Course Content

Module 1

Entrepreneur – concept – nature and importance of entrepreneur-characteristics of Entrepreneur – types-qualities of an entrepreneur-women entrepreneurs

Module 2

Farmers as entrepreneurs- The way of life of farmer entrepreneur- group entrepreneurship- Barriers/ Challenges to entrepreneurship-

Module 3

Zero budget farming –farm planning-sustainable farming- sustaining land management- Organic farming - Mini farming – Farm Financial Record Keeping

Module 4

Demonstrations-new farming practices and technologies- Successful case studies-Price assessment and market-oriented production techniques-visits

No of Hours: 2 hours per week (60hrs)

Fees:- Rs 500



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF ENGLISH

ASAP

SYLLABUS

Course Outcome

Students overcome their inhibitions in using the English language, and thereby improve their employability

Course Content

Duration: 1 year

Module 1:

Personal Skills

Knowing oneself-confidence building-defining strengths-thinking creatively personal values-time and stress management-language practice

Module 2:

Social skills

Appropriate and contextual use of language-nonverbal communication interpersonal skills-understanding media-public speaking-language practice

Module 3:

Organizational skills

Planning-team work-coordination

Module 4:

Professional skill

Job oriented skills-professional etiquette-business communication

Module 5:

Preparing and presenting a project

Agreeing on a theme and setting up a timeline-brainstorming-gathering information-writing good paragraphs-compiling and analyzing information revising and editing-ppt



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF ENGLISH

GERMAN A1

SYLLABUS

Course outcomes:

Communicate effectively in German in a variety of speaking situations.

Demonstrate comprehension of spoken German in a variety of listening situations.

Course Content

Total Hours: 30

Inhalt	
1. Guten Tag! Lernzusatz	5
2. Freunde, Kollegen und ich Lernzusatz	10
3. In der Stadt Lernzusatz	10
4. Guten Appetit Lernzusatz	10
5. Tag für Tag Lernzusatz	10
6. Zeit mit Freunden Lernzusatz	10
7. Kontakte Lernzusatz	10
8. Meine Wohnung Lernzusatz	10
9. Was ist Arbeit? Lernzusatz	10
10. Kleidung und Mode Lernzusatz	10
11. Gesund und munter Lernzusatz	10
12. Ab in den Urlaub! Lernzusatz	10
Plattform 1 Prüfungsausschuss	10
Plattform 2 Prüfungsausschuss	10
Plattform 3 Prüfungsausschuss	10
Plattform 4 Prüfungsausschuss	10
Unregelmäßige Zeiten	10
Netzwerk im Netz	10
Qualitätsverzeichnis	10



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF ENGLISH BUSINESS ENGLISH CERTIFICATE SYLLABUS

Course outcome

- Students develop English communication skills with a focus on business contexts and environments
- Students master in communication skills by using English in specific business settings and situations

Course Content

Total Hours: 30

Unit	Topic	Skill
1	Staff development and training	Human resources
2	Job description and job satisfaction	Human resources
3	Getting the right job	Human resources
4	Making the contact	Human resources
5	Breaking into the market	Marketing
6	Launching a product	Marketing
7	A stand at a trade fair	Marketing
8	Being persuasive	Marketing
9	Starting a business	Entrepreneurship
10	Financing a start up	Entrepreneurship
11	Expanding into Europe	Entrepreneurship
12	Presenting your business idea	Entrepreneurship
13	Arranging business travel	Business abroad
14	Business conferences	Business abroad



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15	Business meetings	Business abroad
16	Spending the sales budget	Business abroad
17	Social media and business	Change
18	Business and the environment	Change
19	A staff survey	Change
20	Offshoring and outsourcing	Change
21	Customer satisfaction and loyalty	Customer relations
22	Communication with customers	Customer relations
23	Corresponding with customers	Customer relations
24	Business across cultures	Customer relations



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DEPARTMENT OF MALAYALAM HOME MAKING SYLLABUS

1. Description of course/Course outcome

This course is designed to give basic awareness about home making.

Students get opportunity for self-efficiency and confidence for their future life.

2. Duration of the Course -50 hrs

The Course shall extend over a period of 10 months.

3. Titles and hour duration

SL No.	Titles	Hours
1	Home making	2
2	Art and craft	5
3	Stitching and sewing	5
4	Embroidery	2
5	Cooking	3
6	Planting of vegetables and plants	6
7	Home making -practical	6
8	Interior design	6
9	Beautician course -basics	2
10	Pets care	4
11	Counseling	4
12	Visit to nurseries (vegetable gardens, orchid nurseries)	5



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SYLLABUS IN DETAIL
PAPER1 HOME MAKING Unit 1 House keeping Unit 2 Home maintenance Unit 3 Interior designing Unit 4 <u>Household budget and shopping</u> Unit 5 Cooking
PAPER 2 ART AND CRAFT Unit 1 Needle works Unit 2 Flower making, puppet making Unit 3.Jewelry making
PAPER 3 STITCHING AND SEWING Unit 1 Basics of stitching work Unit 2 Embroidery – fabric painting ,shell works, glitter works
PAPER 4 BEAUTICIAN COURSE Unit 1 Basics of make up




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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF PHYSICAL EDUCATION HOLISTIC APPROACH IN YOGA THERAPY SYLLABUS

Course Outcome:

- Students become aware of the health benefits of yoga for total personality development
- Students develop positive health, prevention of stress related health conditions and apply yoga therapy to common ailments

Course Content

Duration: 1 year

PART-A

Theory 1 Orientation to Ashtanga Yoga

Unit-1 The origin of Yoga-definition-concept-aims and objective of Yoga-as a science and art

Unit-2 Ashtanga Yoga Stages, Streams of Yoga-Karma Yoga-Bhakti Yoga- Jnana Yoga- Raja Yoga- Hata Yoga-Patanjali Yoga sutras

Unit-3 Yogic Postures –Surya namaskar- Asanas-Objectives-Common Asanas and their types- Sitting standing Lying postures- Relaxation –Cultural-Meditative - Breathing techniques

Unit 4 Yogic Diet – Sathvic, Rajasic and Thamasic Food

Unit 5 Shat kriyas- Kabhalbhati, Tratak, Neti, Douthi, Nouli and Basthi

Unit 6 Varieties of Kumbhaka

Theory 2 Health Wellness and Related Aspects

Unit 1 Physical Fitness components

Unit 2 Types of Physical Fitness

Unit 3 Health Related Physical Fitness

Unit 4 Warming up and limbering down

Unit 5 Posture – Postural defects



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PART – B

Practical

Sarvangasana, Matsyasana, Halasana, Bhujangasana, Salabhasana, Dhanurasana, Savasana,
Makarasana, Vajrasana, Ushtrasana, Gomukhasana, Paschimotanasana, Padmasana, Vakrasana,
Ardhamasyandrasana , Vrikshasana, Trikonasana, Konasana, Bhadrasana



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

DEPARTMENT OF SOCIAL WORK

BASIC SKILLS IN COUNSELLING

SYLLABUS

Duration: 1 year

Course Outcomes

1. Understand basic concepts of counselling, its types, principles and process
2. Understand various mental health issues
3. Analyse the significance of different theoretical approaches in counselling.
4. Use skills and strategies in counselling process
5. Understand the various settings in which counselling can be practiced

Learning objectives:

1. To acquire knowledge and skills in practising counselling
2. To gain basic understanding regarding mental health issues
3. To familiarize the learners with different theoretical approaches in counselling.
4. Gain basic understanding regarding counselling techniques and practice of counselling in different settings

Unit I. Counselling: An emerging profession

- Psychology, definition, concepts and significance
- Introduction to counselling, definition, scope and significance
- Goals of Counselling
- Impact of social problems among individuals
- Types of counselling: promotive, preventive, curative, and crisis counselling
- Grief counselling
- Peer counselling and its significance

Unit II. Skills and Attributes of Counsellors

- Personal Qualities and Attributes: Self awareness, Empathy, Genuineness and Warmth
- Basic skills in counselling: Active listening Questioning, Challenging
- Physical attending Skills: non verbal skills like posture facial expressions, voice and eye contact



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- Questioning, Challenging
- Physical attending Skills: non verbal skills like posture facial expressions, voice and eye contact

Unit III Counselling

relationship Counselling

relationship: definition,

Principles of counselling

- Acceptance
- Individualisation
- Non judgemental attitude
- Controlled emotional involvement
- Purposeful expression of feelings
- Right for self direction
- Confidentiality

Ethical and legal aspects of counselling Unit IV

COUNSELLING PROCESS

- Phases/stages in counselling
- Tools used in counselling: listening, observation, interviews and other tools
- Counselling techniques: supportive techniques, emotional ventilation, clarification, accreditation, reassurance, allaying guilt feelings, psychological support etc.

Unit V Mental Health and Mental Health issues

- Mental Health ,
- characteristics of a mentally healthy person
- life skill and mental health



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Mental health problems: Adolescent issues, stress, burn out, anxiety, depression, addictions, suicidal ideations, basic information regarding major and minor mental disorders

Unit VI Theoretical approaches in counselling

- Psycho analytic,
- person centered
- Transactional analysis
- Rational Emotive Approach
- Reality Therapy
- Strengths based, Motivational enhancement etc

Unit VII Counselling in different settings

- Family and Marital Counselling
- Educational settings
- Vocational and Industrial settings
- De-addiction centre
- Disaster settings
- Counselling with women

Duration of the course: The course is distributed over one year. The classes are conducted on all Mondays and Tuesdays from 2.00 to 3.00 pm. Since it is a regular contact programme attendance is compulsory.

Evaluation: A candidate enrolled for the certificate course will be evaluated on the basis of a written examination conducted by the department of Social Work at the end of the course. Candidates who have successfully completed the course will be given a Certificate in Basic Counselling Skills.



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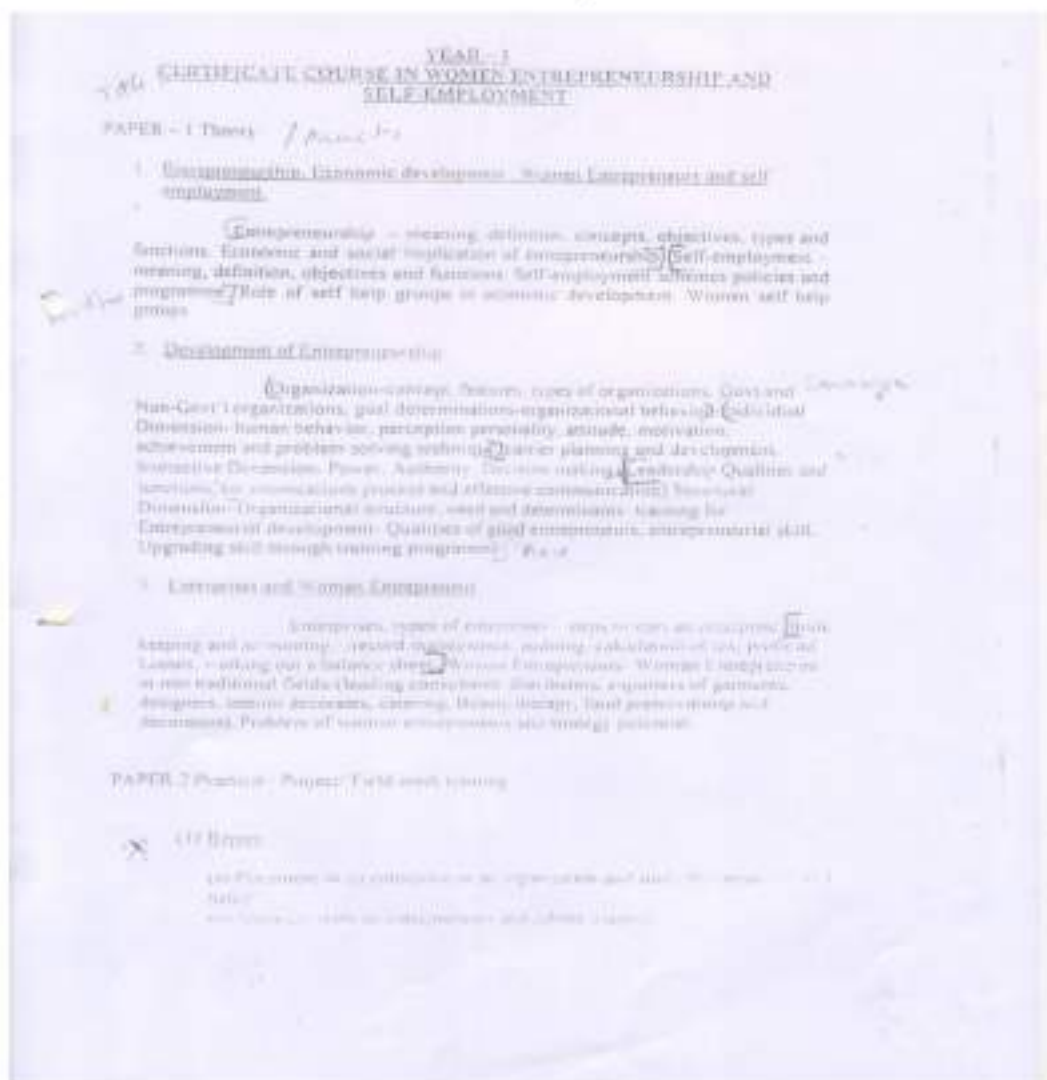
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DEPARTMENT OF SOCIOLOGY

UGC CERTIFICATE COURSE ON WOMEN ENTREPRENEURSHIP AND SELF-EMPLOYMENT

SYLLABUS

Duration: 1 year




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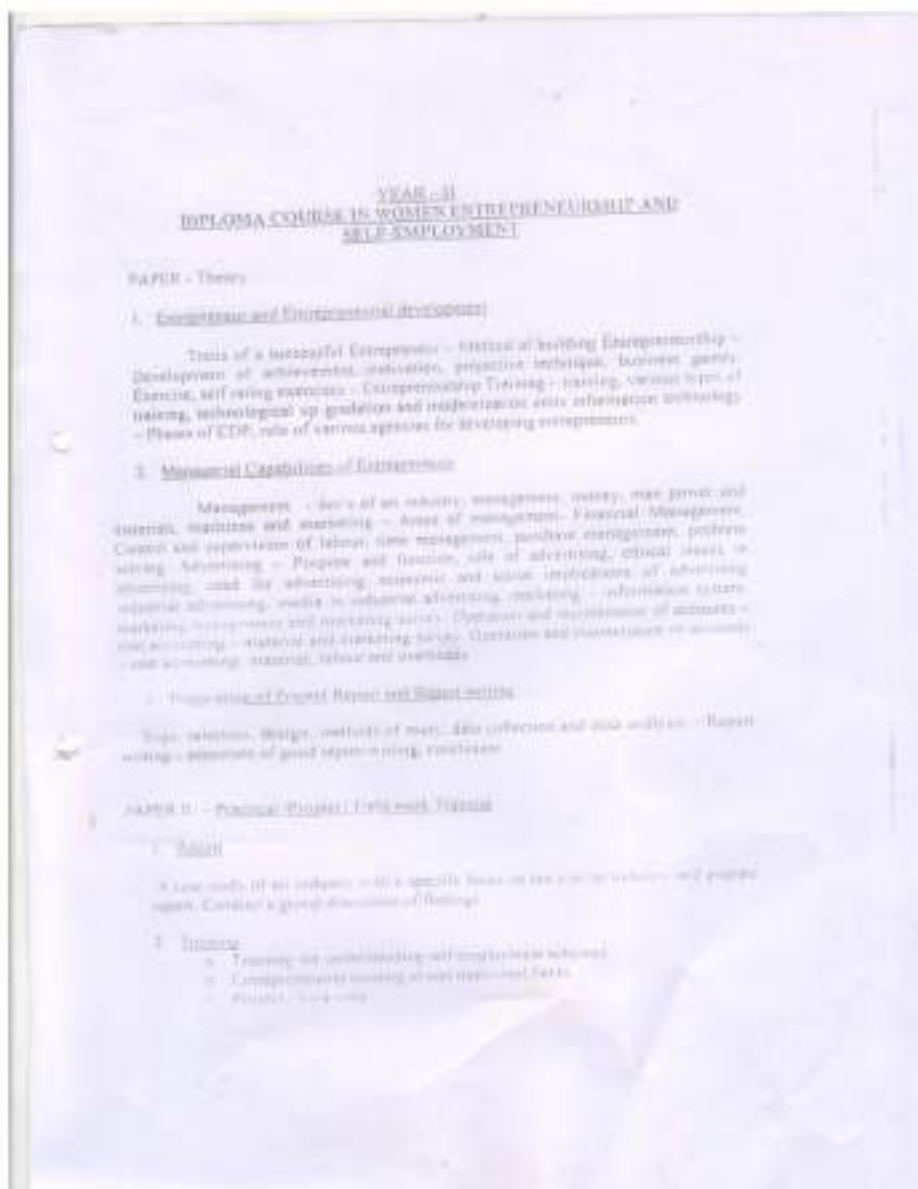
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DEPARTMENT OF SOCIOLOGY

UGC DIPLOMA COURSE ON WOMEN ENTREPRENEURSHIP AND SELF-EMPLOYMENT

SYLLABUS

Duration: 1 year



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3. Conduct a study related on entrepreneurship and submit a project report.

Justification: Diploma holders are able to start an enterprise of their choice.

References:

1. Dwaneja S.K. : Woman Entrepreneurs Opportunities, Performance And Problems, Deep & Deep Publications Pvt. Ltd. New Delhi - 2002
2. Dhar P.N. & Lydall H.F. : The role of small entrepreneurs in Indian Economic Development, Asia Publishing House, Madras 1991
3. Philip Kotler : Marketing Management - Analysis, Planning, Implementation and Control, Prentice Hall of Madras - 1991
4. Choudhary S.K. & Sethi K.C. : Foundations of Advertising Theory and Practice, Himalaya Publishing House - 1997
5. Aggarwal V.S. : Guide to Company Balance sheet and Profit and Loss account, National Publishing House 23 Darya Gani, New Delhi - 1988
6. Mahendra Mohan : Advertising management concepts and cases, Tata McGraw Hill Publishing Company Limited, New Delhi - 1998
7. Lalit P.A. : Book Keeping and Accounting, East Publishers, Thiruvananthapuram - 1992
8. Nandini M.C.K. : Elements of Book Keeping and Accounts - Karolavision Publications, Thiruvananthapuram '93
9. Kotler C.R. : Research Methodology - Methods and Techniques, Wileys Publications, Chennai - 2004
10. Elmasir D.N. : Fundamentals of Statistics, Kish Mahan Publications, Aligarh 1984
11. Karl Schwartz : Microsoft Windows 95/2000, BPBP Publications New Delhi - 2000
12. Jarvis I.A. : Fundamentals of computer and Information Technology, Thompson Publications, New Delhi



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DEPARTMENT OF COMMERCE LEADERSHIP, ENTREPRENEURSHIP AND LEARNING SYLLABUS

Objectives

- To familiarize the students with the concept of Entrepreneurship
- To identify and develop the entrepreneurial talents of students.
- To generate innovative business ideas.
- To impart hands on training.

Course outcome

- Understand the function of the entrepreneur in the successful commercial application of innovations

Module 1: Entrepreneur and Fundamentals of entrepreneurship

Entrepreneur & Entrepreneurship-meaning-definition-Types-Innovating, imitative, Fabian, drone-Intrapreneur-Functions-Risk bearing, organizing, innovating etc.-factors affecting entrepreneurial growth-economic factors, non-economic factors, government actions- Role of entrepreneur in economic development.

Module 2: Legal framework

Licensing-Institutional and government support-National, state level institution-IDBI, IFCL, ICICI, IRBI, SFC, SIDBI, SISI, KINFRA, KITCO, MSME & DIC-Government subsidy and incentives-Concessions

Module 3: Entrepreneurship Practicum

Jewellery making, paper bag making, flower making, doll making, developing soft skill (any two).
Preparing report. Exhibition at the end of the course

Reference Books:

1. S.S Khanka: Entrepreneurial Development, Sultan Chand & Co. Ltd, New Delhi.
2. Vasantha Desai: Dynamics of Entrepreneurial Development, Himalaya Publishing House, Mumbai.
3. C.B Gupta & N.P Sreenivasan: Entrepreneurial Development, Sultan Chand & Co. Ltd, New Delhi.
4. Vasantha Desai: Small Scale Industries & Entrepreneurship, Himalaya Publishing House, Mumbai.

Duration: 52 hours




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SKILL ENHANCEMENT TRAINING PROGRAMME

SYLLABUS

Beneficiaries : III & IV sem Students
Duration : 6 months
Hours assigned : 40
Time: Monday & Tuesday 2.05pm to 3pm

Course Outcome

To equip the students with skills needed for employability and self-reliance

Course Content

- I. Competency in competitive examinations
 1. Reasoning skills
 2. General knowledge
 3. Basic facts (in each discipline offered in college)
- II. Skill development
 - A. Soft skills
 1. Presentation skills
 2. Public speaking
 3. Group Discussion
 4. Goal setting
 5. Team work
 6. Entrepreneurial skills
 - B. Technical Skills
 1. Efficiency in using digital sources of knowledge
 2. Cyber ethics
- III. Societal Skills
 1. Constitutional rights and privileges
 2. Cultural heritage
 3. Responsiveness to environment
- IV. Wellness
 1. Physical fitness
 2. Spiritual fitness
 3. Entertainment



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CENTRE FOR WOMEN STUDIES

CERTIFICATE COURSE IN GENDER SENSITIZATION

SYLLABUS

Course Outcomes

- To sensitize the students regarding the issues of gender inequalities prevailing in society.
- To introduce gender sensitization and its challenges

Total Hours: 30

Course Content

1. Introduction
2. Leadership and Communication Skills
3. Gender
 - Gender, Patriarchy and Institutions, Violence
4. Body, Reproductive Health and healthy practices in living
5. Self-defense moves
6. Three Phases
7. Mobility
8. Flexibility
9. Defense
10. Entrepreneurial Skills



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