Raghunath Girls' Post Graduate College, Meerut

Affiliated to

Chaudhary Charan Singh University, Meerut

# UG Classes

UG I year II semester

Skill Development Course (Under NEP 2020)

# Raghunath Girls' Post Graduate College, Meerut Affiliated to

## Chaudhary Charan Singh University, Meerut

## UG I year II semester

S.No.	Conducted by	Paper Name	Code	Applicable for
1	Aptech	Skill Development Course in Retail Management	V0001032	Arts, Science & Commerce
2	Aptech	Hospitality Management	V0001039	Arts, Science & Commerce
3	<ul><li>Aptech</li><li>Computer</li><li>Department</li></ul>	Web Designing	V0001097	Arts, Science & Commerce
4	<ul><li>Aptech</li><li>Computer</li><li>Department</li></ul>	Basic Certificate in MIS	V0001100	Arts, Science & Commerce
5	<ul><li>Aptech</li><li>Computer</li><li>Department</li></ul>	Advance Excel	V0001104	Arts, Science & Commerce
6	B.Voc. ACP	Stress Management	V0001085	Arts, Science & Commerce
7	B.Voc. Yogic Science	Naturopathy	V0001088	Arts, Science & Commerce
8	Home Science	Advance Stitchery	V0001107	Arts, Science & Commerce

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INCHARGE
Interal Examination Committee
Raghunath Girls' Post Graduate College
Meerut

Principal

Raghunath Girls' Post Graduate College

Meerut

## UGIYTI Semester (BA, B.Sc., B. Com.)

## Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre Skill Development Course

Title of course- Skill Development Course in Retail Management (V0001032)

Syllabus

Nodal Department of HEI to run course	Department of Vocational Studies
Broad Area/Sector-	Commerce / Business / E-Commerce
Sub Sector-	Marketing Management
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	RASCI
Aliened NSQF level	
Expected fees of the course -Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	As per terms of related retailer
Number of Seats	As suggested by the college
Course Code	Credits- 03 (1 Theory, 2 Practical)
Max Marks Minimum Marks	Creatis 05 (1 Theory, 2 Tractical)
Name of proposed skill Partner (Please specify, Name of industry, companyete for Practical /training/ internship/OIT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	After successful completion of this course, there are many jobs opportunities in the retail sector

company c	ic.)				
Unit	Topics	General/ Skill Component	Theory/ Practicul/ O/T/ Internship/ Training	No of theory liours (Total-15 Hours=1 credit)	No of skill Vours (Total-60 Hours = 2 credits)
I	Introduction to Retail  Concept of retail  Functions of retail  Retail as a career  Retail formats and its types  Retailing Channels  Retail Industry in India  Importance of retail  Changing trends in retailing	General	Theory	2	0
II	Understanding the Retail Consumer  Retail consumer behavior  Factors influencing the Retail consumer  Customer decision making process  Types of decision making  Market research for understanding retail consume  Case study related to customer decision making	General & Skill	Theory and Practical	2	5
III	Retail Marketing Strategy  Definition of Retail strategy  Strategy for effective market segmentation  Strategies for penetration of new markets  Growth strategies  Retail value chain	Skill	Theory and Practical	3	8

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.V	Merchandise Management  Meaning of Merchandising  Fractors influencing Merchandising  Functions of Merchandising Manager  Merchandise planning  Merchandise buying  Analyzing Merchandise performance.  Practical problems related to merchandise	General & Skill	Theory And Online Training	. 4	10
5	Management VIZ EOQ, TIC, Minimum Level, Safety Stock, Reorder level, Maximum Level and rational of discount of Bulk purchase				
v	Retail Location Selection  Importance of Retail locations  Types of retail locations  Factors determining the location decision  Steps involved in choosing a retail locations  Measurement of success of location  Case study related to retail location selection	Skill	Theory and Practical	2	9
VI	Real Life Exposure in Retail Sector  Internship at Retail counter established by organized/unorganized players in NCR	Skill	Theory and Internship	2	28

Suggested Readings:

Barry Berman, Joel R Evans- Retail Management; A Strategic Approach

Dravid Gilbert- Retail Marketing

J. Lanıba- The Art of Retailing

Swapana Pradhan- Retailing Management

Suggested Digital platforms/ web links for reading- https://www.ibef.org

Suggested OJT/ Internship/ Training/ Skill partner Retail counter of locally established organised/unorganized players

Suggested Continuous Evaluation Methods: Question Papers are designed for theory assessment and Skill partner will design the for the skill evaluation of the students.

Course l're-requisites:

- No pre-requisite required, Passed XII with Commerce
- To study this course, a student must have the subject Commerce. in class/12th/ certificate/diploma

If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:

- · Number of units in Theory/Practical may vary as per need
- · Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year

Credits for Theory =01 (Teaching Hours = 15)

• Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

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## UGITyr. II Semester (BA., BSc., B.Com.)

### Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre **Skill Development Course** 

Title of course- Hospitality Management (V0001039)

Syllabus

Nodal I	Department of HEI to run course		Vocational/ Sk	ill development c	ourse
Broad A	Area/Sector-		Hospitality Sector		
Sub Sec	ctor-		Hospitality Skill		
	of course - Independent / Progressive		Independent		
	of suggestive Sector Skill Council		1	<	
	NSQF level				1
Expecte	ed fees of the course -Free/Paid		As Mutually D	ecided by Colleg	e & PCE (Aptech)
Stipend	to student expected from industry				
	r of Seats		As suggested b	y the college	
	Code			Theory, 2 Practice	al)
	arks Minimum Marks				
etc for i	f proposed skill Partner (Please specify the name of indu Practical /training/ internship/OJT		Aptech Learnin	ng Center (Authorle Career Enterp	rized Meerut Cent
Job pros	spects-Expected Fields of Occupation where student will	be able to		e able to get jobs	
get job a	after completing this course in (Please specify name/type	of industry,	support executi	ive, Administrative rants, Tourism, M	ve Assistants,
Syllabi	16		Trotois, restaur	uno, rourism, iv	anagers etc.
Jymabi	10	T 2			
		General/ Skill	Theory/	No of theory	No of Practical
Unit	Topics	component	Practical/ OJT/	hours (Total-15	Hours (Total-60 Hours=2
		Component	Internship/	Hours=1 credit)	
,			Training	Trouis Teledity	credits)
I	Introduction to Hospitality Management	Skill	Theory/	3	10
			Practical		
II	Front Office Operations, Accommodation	Skill	Theory/	2	10
	Operations, Leadership, Management		Practical	-	10
	Accounting, Special Events Marketing		1 Tuctions		
Ш	Business Communication, Etiquette and	Skill	Theory /	3	10
	Hospitality Marketing	J	Practical	'	10
	Hospitality Walketing		Tactical	19	
IV	Analysing Hospitality Business and Human	Skill	Theory /	2	10
	Resource Management		Practical		••
V		CI-tH	701		
•	Guest Service Management, Housekeeping	Skill	Theory /	3	10
	Management and Customer Services		Practical		
VI	Interview and Communication Skill	CL:II	TC)		
• •	interview and Communication Skill	Skill	Theory / Practical	2	10
			Fractical		
Sugges	ted Readings: As suggested by college or Universi	ty.			
Sugges	ted Digital platforms/ web links for	reading-	www.aptech	meent com	
	ptechlearning.com www.aptechaviationacademy.c	com	_		
	ed OJT/ Internship/ Training/ Skill partner – Aptec				-
uggest	ed Continuous Evaluation Methods: <b>Total M</b> a	rks: 25, Ho	use Examin	ation/Test: 10	) Marks
	Assignment/Presentation/Project / Term Page 1				
	erformance/Participation: 5 Marks		$\wedge$		
P	and pation, o Marks		NV	1	
			λ	AMPRICA	

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### Course Pre-requisites:

No pre-requisite required

Suggested equivalent online courses: Aptech Learning Center, Meerut as PCE (Pinnacle Career Enterprises)
Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.

### Notes:

Number of units in Theory/Practical may vary as per need

Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year

• Credits for Theory =01 (Teaching Hours = 15)

• Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

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Meerut

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### UGITY I Semester (BA, BSE, BCOTE)

### Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre **Skill Development Course** 

> Title of course- Web Designing (V0001097) Syllabus

Nodal Department of HEI to run course	Department of Vocational Studies
Broad Area/Sector-	IT
Sub Sector-	Web Designing & Publishing
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	IT SECTOR SKILL
Expected fees of the course -Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats	As suggested by college
Course Code	Credits- 03 (1 Theory, 2 Practical)
Max Marks Minimum Marks	
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Student will be able to get job of the Website Designing or to became a website developer

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of Practical Hours (Total-60 Hours=2 credits)
ı	Web Design Principles, Basics in Web Design	Skill	Theory	3	
11	Introduction to HTML, Elements of HTML, Creating Web Pages using Hypertext Markup Language (HTML)	Skill	Theory / Practical	4	20
[1]	Introduction to Cascading Style Sheets, CSS Syntax, Styling Backgrounds	Skill	Theory / Practical	4	20
IV	Introduction to Java Script, Implementing Program Flow using JavaScript (JS)	Skill	Theory / Practical	4 -	20

Suggested Readings: As suggested by college or University.

Digital web platforms/ links readingwww.aptechlearning.com www.aptechaviationacademy.com

www.aptechmeerut.com

Suggested OJT/ Internship/ Training/ Skill partner - Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: Total Marks: 25, House Examination/Test: 10 Marks

Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

Course Pre-requisites:

· Intermediate in any stream

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.

Notes:

Number of units in Theory/Practical may vary as per need

Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year

Credits for Theory =01 (Teaching Hours = 15)

Credits for Internehip/OJT/Training/Practical = 02 (Training Hours = 60)

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## UGIJyr. II Semester (BA, BSG, B. Com.)

### Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre Skill Development Course

Title of course- Basic Certificate in MIS (V0001100)

Syllabus

Nodal Departn	nent of HEI to run course		Department	of Vocational studi	ies
Broad Area/Se			IT		
Sub Sector-			Computer B	Basic/ Data Entry Op	perator
Nature of cour	se - Independent / Progressive		Independent		
Name of sugge	estive Sector Skill Council		IT SECTOR		
Aliened NSQF	level				
Expected fees	of the course -Free/Paid		As Mutually (Aptech)	Decided by Colleg	ge & PCE
	dent expected from industry		NA		
	ats	100		d by college	
Course Code			Credits- 03	(1 Theory, 2 Practic	al)
	Minimum Marks				
Practical /train	osed skill Partner (Please specify, Name of industry, ling/ internship/OJT  Expected Fields of Occupation where student will be		Center as PCE)	ning Center (Authorite de la contraction de la c	
	ng this course in (Please specify name/type of industr		ComputerO	ffice Work, MS-Off , Internet Surfing, I	fice (Word, Exc
Syllabus					
Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of Practical Hours (Total-60 Hours=2 credits)
1	Introduction to Component of Computer System, Computer Memory, CPU, Keyboard, Mouse, Other Input / Output Device, Typing (Hindi/English).	Skill	Theory	1	
П	Operating Computer using Windows, Using Mouse, viewing of file, folder and directories, creating and renaming the file and folders.	Skill	Theory/ Practical	2	5
111	Word processing basics, opening and closing of documents, text creation and manipulation Formatting of text, Table, Spell Check, printing of word document	Skill	Theory / Practical	3	15
IV	Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet		Theory / Practical	3	15
V	Create presentations, add text, images, art, and videos, select a professional design, transitions, animations, and motion.	Skill	Theory / Practical	3	15
VI	Introduction of Internet, WWW, computer network, Web Browser, Safe Browsing, Understanding URL.	Skill	Theory/ Practical	2	5
VII	Basic of Electronic Mail, Getting and Email Account, Sending and Receiving Mails.	Skill	Theory / Practical	1 MM -	5

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Suggested Readings: As suggested by college or University.

Suggested Digital platforms/ web links for readingwww.aptechmeerut.com www.aptechlearning.com www.aptechaviationacademy.com

Suggested OJT/ Internship/ Training/ Skill partner - Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: Total Marks: 25, House Examination/Test: 10 Marks

Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

### Course Pre-requisites:

· Intermediate in any stream

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.

### Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

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## UGINT I Semester (BA, BSc, Bcom) Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre Skill Development Course

> Title of course- Advance Excel (V0001104) Syllabus

Nodal Department of HEI to run course	Department of Vocational Studies
Broad Area/ Sector-	IT
Sub Sector-	Accounts / MIS
Nature of course – Independent/ Progressive	Independent
Name of suggestive Sector Skill Council	NSDC
Expected fees of the course – Fee/Paid  Stipend to student expected from industry	
Stipend to student expected from industry	NA
Number of Seats	
Course Code	Credits- 03 (1 Theory, 2 Practical)
Max Marks100 Minimum Marks	creatis os (1 meory, 2 macrear)
Name of proposed skill Partner (Please specify, Name of industry, company etc.) for Practical/ training/ internship/ OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects- Expected Fields of Occupation where the student will be able to get job after completing this course in (Please specify, Name of industry, company etc.)	Students will be able to get jobs in MIS / Accounts
Syllabus	
Unit Topics General/	Theory/ No. of No of skill practical/ theoryhours Hours

Oilit	Topics	General/ Skill component	Theory/ practical/ OJT/ Internship/ Training	No. of theoryhours (Total-15 hours = 1 credit)	No of skill Hours (Total-60 Hours=2 credit)
·	Basics of spreadsheet and manipulation of cell Editing of spreadsheet, Absolute and relative cells	Skill	Theory & Practical	2 hours	10 hours
П	Working with Functions / Formulae, Date and time functions, Financial functions	Skill	Theory & Practical	4 hours	25 hours
Ш	Sorting and Filtering Data, Data Validation, Group and Ungroup, Review tab	Skill	Theory & Practical	3 hours	10 hours
IV	Create Pivot tables, Create Pivot charts, Printingof Spreadsheet	Skill	Theory & Practical	3 hours	10 hours
V	Record a Macro, Run a Macro	Skill	Theory & Practical	3 hours	5 hours

### Suggested Reading:

### Suggested Digital Platforms/web links for reading-

- https://eskillindia.org
- https://nsdcindia.org

### Suggested OJT/Internship/Training/Skill partner - PCE ( Aptech Learning Center, Meerut )

Suggested Continuous Evaluation Methods: Internal Examination & External Examination

#### Course Pre-requisites:

This course is recommended to students having any stream in graduation

#### Suggested equivalent online courses:

#### Any remarks/ suggestions:

The authority to conduct and evaluate the external examination of the skill development coursemay be given either to the skill partner or the college itself.

### Notes:

- Number of units in Theory/ Practical may vary as per need
- Total credits/ semester-3 (it can be more credits, but students will get only 3 credits/ semester or 6credits/ year
- Credits for Internship?OJT/ Training/Practical=02 (Training Hours = 60)

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### (B.A, BSc, BCom) UG Iyr. II Semester Format for syllabus development of Skill development course

lature of course - Independent / Progressive Independent Independe		* <u> </u>				
Clinical Psychology   Troub			cal Psycholo	gy VO	DOINES	
Stress Management   Stre		eartment of HEI to run course	<b>3</b>		hology	
ub Sector- lature of ourse - Independent / Progressive lature of ourse - Independent / Progressive lature of ourse - Independent / Progressive lature of ourse - Independent / Independent   lature of ourse - Independent   Stress Management   literal Definition (Stress Management   literal Definition   literal Definition   literal Definition   literal Definition   literal Definition   literal Definition   literal Development and Self Employment   l	Broad Are	a/Sector-				
stature of course - Independent / Progressive Independent / Independent	Sub Sector		•			
lame of suggestive Sector Skill Council licend NSQF level expected free of the course - FreePaid tipend to student expected from industry company tipend to student expected from industry limber of Seats	Nature of o	course - Independent / Progressive			- r0	
Lilened NSQF level  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Name of si	uggestive Sector Skill Council			gement	
Lipend to student expected from industry dumber of Seats  Dourse Code	Aliened No	SQF level			Bo	
Jumber of Seats Journey Code				-		
Credits - 03 (1 Theory, 2 Practical)				-		
Max Marks100 Minimum Marks 40   1001/40   Name of proposed skill Partner (Please specify, Name of industry, company to for Practical /raining/ internship/OIT   Name of industry, company to prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, ompany etc.)   Skill candidates to work with local/region hospitals, institutions, Social services are work with Ngo's as a counselor.   Skilled candidates can either work frown from the property opportunities in this area.   Skill candidates can either work frown			30		· ·	
Max Marks100 Minimum Marks 40   100/40	Course Co	de V0001085	Credits- 03 (1	Theory, 2 Practic	al)	
to for Practical /training / Internship/OIT ob prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry).  Sompany etc.)  Training Institute, G.B. Nagar and, Ghaziabac of the course will provide opportunity to the get job after completing this course in (Please specify name/type of industry).  Sompany etc.)  Training Institute, G.B. Nagar and, Ghaziabac of The course will provide opportunity to the get job after course will provide opportunity to the and candidates to work with local/region hospitals, institutions, Social services are work with Ngo's as a counselor.  Skilled candidates can either work fro home or they can establish their own Ng counseling center and do many jo opportunities in this area.  Syllabus  Unit  Topics  General/ Skill Compone on the practical/ Practical/ OJT/ Internship/ Training (Total-160 Internship) Training opportunities in this area.  OJT/ Internship/ Training credit)  Internship/ Training of Steeps; Types of Stressors- Internal & External; Physical psychological, environmental and Social.  II Emotional response, physiological, environmental and Social.  III Emotional response, physiological & behavioral responses; Abrupt and Violent behavior; Anger & Rage Relaxation Techniques and biofeedback  III Learning to manage stress effectively: Methods - yoga, meditation, Vipassana, relaxation techniques.  IV Positive & Social Skills: Learning Positive behaviours and Attitudes- Altruism, Gratitude, helping behavior, caring and sharing etc. Training of Social skills to resolve social problems  V Coping: Concept of coping: Nature, Meaning, Definition of Coping: VI Project (Hypertension, migraine, substance)  Training Institute, will and and adadicate sea our with Nog's as a counselor.  Skilled candidates can either work from home or they can either work from home or t				100/40		
to for Practical /training / Internship/OIT ob prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry).  Sompany etc.)  Training Institute, G.B. Nagar and, Ghaziabac of the course will provide opportunity to the get job after completing this course in (Please specify name/type of industry).  Sompany etc.)  Training Institute, G.B. Nagar and, Ghaziabac of The course will provide opportunity to the get job after course will provide opportunity to the and candidates to work with local/region hospitals, institutions, Social services are work with Ngo's as a counselor.  Skilled candidates can either work fro home or they can establish their own Ng counseling center and do many jo opportunities in this area.  Syllabus  Unit  Topics  General/ Skill Compone on the practical/ Practical/ OJT/ Internship/ Training (Total-160 Internship) Training opportunities in this area.  OJT/ Internship/ Training credit)  Internship/ Training of Steeps; Types of Stressors- Internal & External; Physical psychological, environmental and Social.  II Emotional response, physiological, environmental and Social.  III Emotional response, physiological & behavioral responses; Abrupt and Violent behavior; Anger & Rage Relaxation Techniques and biofeedback  III Learning to manage stress effectively: Methods - yoga, meditation, Vipassana, relaxation techniques.  IV Positive & Social Skills: Learning Positive behaviours and Attitudes- Altruism, Gratitude, helping behavior, caring and sharing etc. Training of Social skills to resolve social problems  V Coping: Concept of coping: Nature, Meaning, Definition of Coping: VI Project (Hypertension, migraine, substance)  Training Institute, will and and adadicate sea our with Nog's as a counselor.  Skilled candidates can either work from home or they can either work from home or t	Name of p	roposed skill Partner (Please specify, Name of indu	stry, company	Rural Devel	opment and Self	Employment
ob prospects-Expected Fields of Occupation where student will be able to text job after completing this course in (Please specify name/type of industry, company etc.)  The course will provide opportunity to the text job after completing this course in (Please specify name/type of industry, company etc.)  The course will provide opportunity to the course will provide opportunity to the company etc.)  The course will provide opportunity to the course will provide and work with local/region hospitals, institutions institution to course will provide and work with local/region hospitals, institutions institutions institution to poportunities at work with Ngo's as a counselor. Skilled candidates can either work from home or they can establish their own Ng counseling center and do many je opportunities in this area.  Theory practical/ for the your work with Ngo's as a counselor. Skilled candidates can either work from home or they can either wo	etc for Pra	ctical /training/ internship/OJT				
get job after completing this course in (Please specify name/type of industry, company etc.)    Candidates to work with local/region hospitals, institutions, Social services are work with Ngo's as a counselor. Skilled candidates can either work fro home or they can establish their own Ng counseling center and do many jet opportunities in this area.    Syllabus	Job prospe	ects-Expected Fields of Occupation where student	will be able			
hospitals, institutions, Social services ar work with Ngo's as a counselor.  Skilled candidates can either work fron home or they can establish their own Ng counseling center and do many journal poportunities in this area.  Syllabus  Unit Topics   General/Skill compone   Theory/Practical/OJT/ (Total-OJT)   Topics   General/Skill compone   Training   Topics   To	get job aft	er completing this course in (Please specify name/r	ype of industr	12		
Inospitals, institutions, social services ar work with Ngo's as a counselor. Skilled candidates can either work from home or they can establish their own Ng counseling center and do many journ opportunities in this area.	company o	etc.)	,	Canalaacos		
Skilled candidates can either work from home or they can establish their own Ng counseling center and do many journ opportunities in this area.						
home or they can establish their own Ng counseling center and do many jo opportunities in this area.						
Counseling center and opportunities in this area.   Syllabus						
Counseling center and opportunities in this area.   Syllabus				home or th	ey can establish	their own Ngo
Opportunities in this area.						
Unit Topics Sill Sill Practical/ Compone nt Theory/ Internship/ Practical/ OJT/ Internship/ Training Credits)  I Definition and nature of stress; Concept of stress; Types of Stressors- Internal & External; Physical physical physical physical, environmental and Social.  II Emotional response, physiological & behavioral responses; Abrupt and Violent behavior; Anger & Rage Relaxation Techniques and biofeedback  III Learning to manage stress effectively: Methods - yoga, meditation, Vipassana, relaxation techniques.  IV Positive & Social Skills: Learning Positive behaviours and Attitudes- Altruism, Gratitude, helping behavior, caring and sharing etc. Training of Social skills to resolve social problems  V Coping: Concept of coping: Nature, Meaning, Definition of Coping; VI Project (Hypertension, migraine, substance)						
Unit  Topics  General/ Skill compone nt  Theory/ Practical/ OJT/ Internship/ Internship/ Training  Training  Training  Topics  No of theory hours (Total- (Tot	Syllabus			opportuniti	allo alea.	· · · · · · · · · · · · · · · · · · ·
Unit Topics Skill compone nt OJT/ (Total-60 Hours (Total-60) Hours (Total-			General/	Theory/	No of theory	No of skill
Unit Topics compone nt OJT/ Internship/ 15Hours=1 (Total-60 Hours=2 credit)  I Definition and nature of stress; Concept of stress; Types of Stressors- Internal & External; Physical ,Psychological, environmental and Social.  II Emotional response, physiological & behavioral responses; Abrupt and Violent behavior; Anger & Rage Relaxation Techniques and biofeedback  III Learning to manage stress effectively: Methods - yoga, meditation, Vipassana, relaxation techniques.  IV Positive & Social Skills: Learning Positive behaviours and Attitudes- Altruism, Gratitude, helping behavior, caring and sharing etc. Training of Social skills to resolve social problems  V Coping: Concept of coping: Nature, Meaning, Definition of Coping;  VI Project (Hypertension, migraine, substance)					•	Acquisition (Co. ) Design Accordances
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VI Project (Hypertension, migraine, substance - 30	V				4	-
		Meaning, Definition of Coping;				
abuse, child abuse)	VI				-	30
		abuse, child abuse)	1.		<u></u> .	

Suggested Readings:

Neiten, W. & Lloyd, M.A (2007). Psychology applied to Modern life. Thomson Detmar Learning.

Barrett.J.E. (1979) --- Stress and Mental Disorder, American Psychopathological Association Series, New York: was a press, Section A-6.

Braumsteirn, J.J. and Toister, R.P (1981)---- Medical Applications of Behaviour Science, Chicago: Year Books Medical publishers Inc. Section A. I: C.2 and C.3.

Dohrenwend B.S. and Dohrenwend, B.P. (1974) --- Stress life events: their nature and effect, Newyork, Johan willy and sons.

# Format for syllabus development of Skill development course

6	Code:	V0001	88		
Title of o	course NATUROPA	THY			
	epartment of HEI to run course		YOGIC SCI		
	ea Sector-	×	center, Teach	ed,Hospitals,Well	
Sub Secto	OF-		Colleges, N	aturopathy Centr	es
	course - Independent Progressive		Independent		
Name of	suggestive Sector Skill Council		Guidance a	nd counselling	
Aliened N	NSQF level				
	fees of the course - Free/Paid		-₹500/		
	o student expected from industry		_		
Number o	THE RESERVE THE PROPERTY OF TH		30		
Course C				(1 Theory, 2 Practi	cal)
Duration			15 19 week 15hrs	8(75)	
Theory Practical			60hrs		
			3		
	rks100 Minimum Marks 40		100/40		
	proposed skill Partner (Please specify, Name of increase training/internship/OJT	austry, compan	y	•	
	pects-Expected Fields of Occupation where stude	nt will be able	to The cours	e will provide	opportunity to th
	fter completing this course in (Please specify name				ith local/regions
company		×	canaraare		
					ocial services an
				Ngo's as a cou	
					either work from
			1		sh their own Ngo
		100	counseling	g center and	do many jo
			opportuni	ties in this area.	
Cilabu	S				
		General/	Theory/	No of theory	No of skill
		Skill	Practical'	hours	Hours
Unit	Topics	compone	OJT/	(Total-	(Total-60
		nt	Internship/	15Hours=1	Hours=2
			Training	credit)	credits)
- 1	Introduction of Naturopathy			3	-
	History, Principle, Anatomy &				
	Importance.				
П	Five Elements			3	20
	Hydropathy: Characters &				
	Importance of water, Different				
	types of Bath, JAL ki				
	pattiyan,Full Body				
	Wrap,Anaema.				
. 111	Mud Therapy:			3	20
. jii	Importance of		7 2		20
	mud,different methods &				
	pattryan of mud.		,		
	partyan or mad.				
IV	Massage: definition, history, Methods of	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		3	10
	massage				2 2
				1 5 2	
		196			
					2.40

at repaths in different diseases

a. Radings

PRAKRITIK AYURVIGYAN DE RAKESHJINDAT

aggested digital platform and web links:

attps mos ac in online-course-material vocational-courses/diploma-in-naturopathy-and-yogic-science.aspx

Suggested Continuous Evaluation Methods. External Internals. Test. Quiz, Presentation and Practical

Course Pre-requisites . No pre-requisite required, open to all .

To study this course, a student must have the subject NA... in class/12th/certificate/diploma • It progressive, to study this course a student must have passed previous courses of this series.

### Notes .

Number of units in Theory Practical may vary as per need.

Lotal credits semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year • Credits to Theory (it) (Teaching Hours 5.15) •

Credits for Internship OJT Training Practical 02 (Training Hours - 60)

W. h

B. Voc. Department
Co-ordinator
R.G.P.G. College, Meerut

# UG Tyr. I Semester (BA, BSc, BCom) Format for syllabus development of Skill development course

Title of c	ourse Advanced	Stitching Ski	lls VOO	01107		
N. I. D. and and of UEI to min course				Home science		
Broad Area/Sector-				Clothing and Textiles		
Sub Sector-				Apparel Construction		
Nature of course - Independent / Progressive				Progressive		
Name of	uggestive Sector Skill Council					
Aliened NSOF level				the state of the s		
Expected fees of the course –Free/Paid				As per the collaboration of college and singer pvt.		
		,	limited	<del></del>		
Stipend to student expected from industry				- As suggested		
Number of Seats			Credits 03	Credits- 03 (1 Theory, 2 Practical)		
Course Code			100/40			
Max Marks 100 Minimum Marks 40				Singer Pvt. limited		
etc for Pra	actical /training/ internship/OJT					
Joh prosp	ects-Expected Fields of Occupation where stude	nt will be able	to The cou		rovide advanc	
get job after completing this course in (Please specify name/type of industry,				knowledge in various areas of stitching		
company	etc.)		and will	and will provide opportunity to the candidates to work with boutique		
			candidates			
			stitchery	centres, ind	ustries, fashio	
				houses etc. Skilled candidates can run their ow		
			in this are			
			III tills are	<b>"</b>		
Cullak	3.19 (1.19)					
Syllabus	The same of the same of the same	General/	Theory/	No of theory	No of skill	
	La company of the state of a finite of	Skill	Practical	hours	Hours	
Y T !4	Topics	compone	/ OJT/	(Total-	(Total-60	
Unit	Topics	nt	Internship	15Hours=1	Hours=2	
	recommendate the second	The state of the state	/ Training	credit)	credits)	
I	Introduction to different types of sewing	3-1 / 1	The White	3	10	
To read	machine		TANK TO SEE SEE		A CARLON STANCES	
	1- Fashion Maker and Industrial					
	machine					
	Different parts of machine and their	and a distribution				
	functions					
	Types and selection of needles	i i Via				
	Proper maintenance and oiling		117			
	1 10her members and area		and the second second second			
	Sewing defects					
	Sewing defects     Safety precautions					
	<ul><li>Sewing defects</li><li>2- Safety precautions</li></ul>					
П	2- Safety precautions			3	10	
II	2- Safety precautions Introduction to Fashion Design			3	10	
П	2- Safety precautions Introduction to Fashion Design Basics of Fashion Design			3	10	
П	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design</li> <li>Basics of Fashion Design</li> <li>History of Fashion</li> </ul>			3	10	
II	2- Safety precautions  Introduction to Fashion Design  Basics of Fashion Design  History of Fashion  Terminologies and Fashion life			3	10	
П	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design</li> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> </ul>			3	10	
П	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design</li> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> </ul>			3	10	
П	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design</li> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> <li>Introduction to the Fashion</li> </ul>			3	10	
П	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design</li> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> </ul>			3	10	
	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design</li> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> <li>Introduction to the Fashion Industry</li> </ul>			3	10	
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	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design <ul> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> <li>Introduction to the Fashion Industry</li> </ul> </li> <li>Principles of Design</li> </ul>					
	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design <ul> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> <li>Introduction to the Fashion Industry</li> </ul> </li> <li>Principles of Design <ul> <li>Elements of arts</li> </ul> </li> </ul>					
	<ul> <li>2- Safety precautions</li> <li>Introduction to Fashion Design <ul> <li>Basics of Fashion Design</li> <li>History of Fashion</li> <li>Terminologies and Fashion life cycle</li> <li>Latest trends in Fashion Design</li> <li>Introduction to the Fashion Industry</li> </ul> </li> <li>Principles of Design <ul> <li>Elements of arts reference of</li> </ul> </li> </ul>					

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	classification		
•	• Colour wheel		1 2 2 2
	Dimensions of		
	colour		
	Colour schemes		
ΙV	Drafting / Pattern making	2	10
	A Line frock		10
	Circular skirt		
	Plain Top		
	• Designer	And the second	
	sleeves		
v	Advanced construction skills	2	15
	Princess panel		13
	Empire line		
	Ruffles		
	Designer yoke		
	Variations in nescklines		
	Dart manipulation		
VI	Garment Construction	2	20
	Designer blouse		
	Stylish kurti		
	Stylish lower		
	Skirt with Top		
	Partywear Gown		

### Suggested Readings:

- -Nisha and Ruchi (2019). Fashion Design and Technology. Technical Publishers. Delhi.
- -Bhihe, R.B. and Bakshi, A. S. (1963). Usha Tailoring Guide: A standard text- book of sewing for Sewing for Usha Tailoring and Embroidery School.
- -Hollen and Saddler: Introduction to Textile
- -Cutting Tailoring And Dress Making: National Open School, B-31 B Kailash Colony, New Delhi- 1100048.
- -Khanuja, Reena (2018) grah Vyavastha avam Grah Sajja. Agrawal Publications, Agra ISBN:978-93-8112496-3
- -R Bhatia & C Arora (1999), Introduction To Clothing And Textile, Printed by Macho Printery, Raopura, Baroda.