

**Raghunath Girls' Post Graduate College, Meerut**  
Affiliated to  
**Chaudhary Charan Singh University, Meerut**

# **UG Classes**

**UG II year III semester**

**Skill Development Course**  
**(Under NEP 2020)**

# Raghunath Girls' Post Graduate College, Meerut

Affiliated to

Chaudhary Charan Singh University, Meerut

## UG II year III semester

S.No.	Conducted by	Paper Name	Code	Applicable for
1	Aptech	Basic Certificate in Cabin Crew	V0001019	Arts, Science & Commerce
2	Aptech	Basic Certificate in Travel Agency and Tour operations	V0001023	Arts, Science & Commerce
3	<ul style="list-style-type: none"><li>• Aptech</li><li>• Computer Department</li></ul>	Certificate Course in Computer	V0001001	Arts, Science & Commerce
4	<ul style="list-style-type: none"><li>• Aptech</li><li>• Computer Department</li></ul>	Foundation Course in Digital Marketing	V0001099	Arts, Science & Commerce
5	B.Voc. ACP	Guidance & Counselling – Skills & Strategies	V0001086	Arts, Science & Commerce
6	Home Science	Basic Stitchery	V0001106	Arts, Science & Commerce
7	B.Voc. Yogic Science	Yog, Ayurveda, Varnochcharana – Shiksha Evam Suktiyan (Samany - Parichyatamak)	V0001034	Arts, Science & Commerce
8	Sociology	Social Work	V0001016	Arts, Science & Commerce

**INCHARGE**  
Internal Examination Committee  
Raghunath Girls' Post Graduate College  
Meerut

**Principal**  
Raghunath Girls' Post Graduate College  
Meerut

UG II year III 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- Basic Certificate in Cabin Crew (V0001019)

## Syllabus

<b>Paper Title: Cabin Crew Operations (Theory) and Safety &amp; Emergency Procedures / First Aid Training (Practical)</b>	
Nodal Department of HEI to run course	Department of Vocational studies
Broad Area/Sector-	Aviation
Sub Sector-	Cabin Crew
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	NSDC
Alien NSQF level	
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 Aviation Academy
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 in Airport Ground Staff or Cabin Crew.

### 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)
I	Introduction to Cabin Crew Profession and Crew Member	Skill	Theory/ Practical	3	5
II	Passenger Handling	Skill	Theory/ Practical	4	5
III	In-flight procedures & emergencies	Skill	Theory/ Practical	3	20
IV	First Aid Operations	Skill	Theory/ Practical	5	30

Suggested Readings: As suggested by college or University.

Suggested Digital platforms/ web links for reading- [www.civilaviation.gov.in](http://www.civilaviation.gov.in), [www.iata.org](http://www.iata.org), [www.aptechaviationacademy.com](http://www.aptechaviationacademy.com), [www.aptechmeerut.com](http://www.aptechmeerut.com),

Suggested OJT/ Internship/ Training/ Skill partner – Aptech Aviation Academy, 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

Sachin Sirohi  
R.G. (P.G.) Computer Centre  
Meerut

Principal  
Raghunath Girls' Post Graduate College  
Meerut

**Course Pre-requisites:**

- Intermediate in any stream
- Pleasing personality with good communication skills
- Able to work 24X7 during the training or OJT.

**Eligibility Criteria**

- Fluency in English or any other foreign language
- 18 - 26 years of age
- Height of min 157.5 cms, Weight proportionate to the height
- Eligible for an Indian Passport
- Unmarried
- Perfect eyesight
- Good health
- Fair to clear complexion
- Perfect eyesight

Suggested equivalent online courses:

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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*[Signature]*  
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UG II year III semester (BA, BSc, BCom)

# Raghnath 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 Travel Agency and Tour Operations (V0001023)

### Syllabus

Paper Title: <b>Tour Package Operations and Management</b> (Theory and Practical)					
Nodal Department of HEI to run course			Department of Vocational Studies		
Broad Area/Sector-			Tourism Management		
Sub Sector-			Travel Agency and Tour Operations		
Nature of course - Independent / Progressive			Independent		
Name of suggestive Sector Skill Council			NSDC		
Aliened NSQF level					
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 Aviation Academy & Learning, Meerut		
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.)			Students will be able to get job in Travel Agencies, Hotel Travel desk, entrepreneurs in Tourism Sector		
<b>Syllabus</b>					
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)
I	Introduction to Tourism Industry	Skill	Theory/ Practical	3	5
II	Domestic and International Tour Packages	Skill	Theory / Practical	4	5
III	Tour Package Formulation	Skill	Theory/ Practical	3	20
IV	Tour Package Sales	Skill	Theory / Practical	5	30
Suggested Readings: As suggested by college or University.					
Suggested Digital platforms/ web links for reading- <a href="http://www.aptechmeerut.com">www.aptechmeerut.com</a>					
Suggested OJT/ Internship/ Training/ Skill partner – Aptech Learning & Aviation Academy (Authorized Partner PCE)					
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:					
<ul style="list-style-type: none"> <li>Intermediate in any stream</li> <li>Good Communication Skills</li> <li>Able to work 24X7 during the training or OJT.</li> </ul>					
Suggested equivalent online course : <a href="https://www.aptechlearning.com">https://www.aptechlearning.com</a> <a href="https://www.aptechaviationacademy.com">https://www.aptechaviationacademy.com</a>					
Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.					
Notes:					
<ul style="list-style-type: none"> <li>Number of units in Theory/Practical may vary as per need</li> <li>Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year</li> <li>Credits for Theory =01 (Teaching Hours = 15)</li> <li>Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)</li> </ul>					

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Meerut

For B.A., B.Sc., B.Com. II yr III Semester

# Raghunath Girls' Post Graduate College, Meerut

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

Title of course- Certificate Course in Computer (V0001001)

## Syllabus

<b>Paper Title: Certificate Course in Computer (Theory) MS Office (Practical)</b>	
Nodal Department of HEI to run course	Department of Vocational studies
Broad Area/Sector-	IT
Sub Sector-	Computer Basic/ Data Entry Operator
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	IT SECTOR SKILL
Aliened NSQF level	
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 Typing, Computer Office Work, MS-Office (Word, Excel, PowerPoint), Internet Surfing, Email

		Theory	Practical
<b>Knowing Computers</b>			
	What is Computer ?	2	0
	Basic Application of Computer: Component of Computer System. CPU, VDU, Keyboard & Mouse, Other Inputs/Outputs Devices, Computer Memory		
	Concept of hardware and software		
	Concept of Computing		
	Data And Information		
	Application of ICT		
	Connecting Keyboard, Mouse m Keyboard, Monitor and Printers to CPU and Checking Power Power supply		
<b>Operating Computer using GUI based Operating System</b>			
	What is an operating system ? Basics of Popular Operating Systems	2	1
	The User Interface, Using Mouse , using right button of the mouse, and moving icon on the screen, use of common icons, status bar, using Menu and Menu Selection, Running an application, Viewing of file, folder and directories, creating and renaming the files and folders, opening and closing of different windows, using Help, Creating shortcuts, Basic of O,S Setups and Common utilities		4

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Understanding Word Processing			
		Theory	Practical
	Word processing basics, opening and closing of documents, text creation and manipulation, Formatting of text, Table handling, Spell Check, language setting and treasures, printing of word document	3	8

Using Spread Sheet			
		Theory	Practical
	Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet	3	4
Introduction to Internet, WWW and Web Browser			
	Basic of computer network, Application of internet, Connecting to internet, Web Browser, Safe Browsing, Understanding URL, Using E governance websites	1	4
Communication and Collaboration			
	<b>Emails</b> Basic of Electronica Mail	2	3
	Getting an Email Account		
	Sending and Receiving Mails		
	Accessing Sent Mails		
	Using Emails		
	<b>Gmail Drive</b> Online Storage		2
	Document Collaboration		
	<b>Discussion and Chats</b> Instant Messaging: Netiquettes		2
Making Small Presentation			
	<b>MS PPT/ Apple Keynote</b>	3	6
	Basic of Presentation Software	1	2
	Creating Presentation: Preparation & Presentation of sliders	1	2
	Slide Shows		1
	Taking Printout of presentation/Handouts	1	1
Basic Law of Cyber Crimes and Law			
	What is a Virus ?	2	0
	What is hacking ?		
	Cyber Laws and Crime		
	Safeguarding the account		
	How to use safely Debit and Credits Cards		
Total Hours			
		15	30

- 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)
- Training/ Skill partner:- Aptech Meerut

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UG II yr. III 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- Foundation Course in Digital Marketing (V0001099)

## Syllabus

Nodal Department of HEI to run course	Department of Vocational Studies				
Broad Area/Sector-	Commerce / Business / E-Commerce				
Sub Sector-	Campaign Manager / Promotion Executive				
Nature of course - Independent / Progressive	Independent				
Name of suggestive Sector Skill Council	NSDC				
Aliened NSQF level					
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 in any Limited or Private Limited Company as Digital Marketing Executive / SEO Officer / SMM Executive				
<b>Syllabus</b>					
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)
I	Introduction to Digital Marketing, Marketing Principals	Skill	Theory/ Practical	2	10
II	Website Designing, Web Optimization, SEO	Skill	Theory / Practical	3	10
III	Creative Designing Using Free Tools, SMM using Facebook, Instagram, Youtube	Skill	Theory / Practical	5	20
IV	Google Business Accounts & Google Ad World	Skill	Theory / Practical	5	20
Suggested Readings: As suggested by college or University.					
Suggested Digital platforms/ web links for reading- <a href="http://www.aptechmeerut.com">www.aptechmeerut.com</a> <a href="http://www.aptechlearning.com">www.aptechlearning.com</a> <a href="http://www.aptechaviationacademy.com">www.aptechaviationacademy.com</a>					
Suggested OJT/ Internship/ Training/ Skill partner – Aptech Learning Center, Meerut					
Suggested Continuous Evaluation Methods: <b>Total Marks: 25, House Examination/Test: 10 Marks</b>					
<b>Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks</b>					
<b>Class performance/Participation: 5 Marks</b>					
<b>Course Pre-requisites:</b>					
<ul style="list-style-type: none"> <li>Intermediate in any stream</li> </ul>					
<b>Eligibility Criteria</b>					
<ul style="list-style-type: none"> <li>Basic Knowledge of Computer</li> </ul>					
Suggested equivalent online courses: Aptech Learning Center, Meerut					
Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.					
Notes:					
<ul style="list-style-type: none"> <li>Number of units in Theory/Practical may vary as per need</li> <li>Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year</li> <li>Credits for Theory =01 (Teaching Hours = 15)</li> <li>Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)</li> </ul>					

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UG II yr. III Semester (B.A., B.Sc., B.Com.)

**Format for syllabus development of  
Skill development course**

Title of course	Applied Clinical Psychology V0001086
Nodal Department of HEI to run course	Clinical Psychology
Broad Area/Sector-	Guidance and counselling – basic processes
Sub Sector-	Guidance and counselling – skills and strategies
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	Guidance and counselling
Aliened NSQF level	
Expected fees of the course –Free/Paid	-
Stipend to student expected from industry	-
Number of Seats	30
Course Code-..... V0001086	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks 40	100/ 40
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Rural Development and Self Employment Training Institute, G.B.Nagar and, Ghaziabad
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.)	The course will provide opportunity to the candidates to work with local/regional hospitals, institutions, Social services and work with Ngo's as a counselor. Skilled candidates can either work from home or they can establish their own Ngo, counseling center and do many job opportunities in this area.

**Syllabus**

Unit	Topics	General/ Skill compon ent	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total- 15Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Concept of Guidance and Counselling.Meaning, Nature, Goals and Principles; Need and Relevance.			4	-
II	Guidance programme; Individual and Group Guidance. Guidance and Counselling process. Guidance activities at Elementary, Secondary and Senior Secondary level.			2	6
III	Appraisal Procedures Psychological Tests: Intelligence, Personality, Aptitude and Interest . Non- test Appraisal procedures: Rating scales, Interviews, Self report inventories.			3	10
IV	Micro and Macro Skills of Counsellor:  Observation, Non Verbal behaviours, Listening, Silence. Strategies of counselling: Client Centered approach, use of questions & termination of counselling			2	14

	Meaning & Importance of Counselling Skills & Strategies; Stages of Counselling			4	-
VI	Internship/ SPSS			-	30

**Suggested Readings:**

- Belkin, G. S. (1988). Introduction to Counseling. W. C.: Brown Publishers.
- Capuzzi, D. & Gross, D. R. (2007). Counselling and Psychotherapy: Theories and Interventions (4th Ed.) New Delhi. Pearson.
- Corey, G. (2009) Counselling and Psychotherapy; Theory and Practice. (7th Ed.) New Delhi: Cengage Learning.
- Galdding, S.T. (2009). Counseling: A comprehensive Profession. Pearson: Delhi
- Nelson, J. (1982). Theory and Practice of Counseling Psychology. New York: Holt Rinehart & Winston.
- Seligman, L. & Reichenberg, L.W (2009). Theories of Counseling and Psychotherapy: Systems, Strategies and Skills.
- Windy, D. (Ed.) (1988). Counseling in Action. New York: Sage.

**UG II yr. III Semester (BA, B.Sc., B.Com.)**  
**Format for syllabus development**  
**of Skill development course**

Title of course	Basic Stitching Skills V0001106
Nodal Department of HEI to run course	Home science
Broad Area/Sector-	Clothing and Textiles
Sub Sector-	Apparel Construction
Nature of course - Independent / Progressive	Progressive
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course -Free/Paid	As per the collaboration of college and singer pvt. limited
Stipend to student expected from industry	-
Number of Seats	As suggested
Course Code-..... V0001106	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks 40	100/ 40
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Singer Pvt. limited
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.)	The course will provide basic knowledge in various areas of stitching and will provide opportunity to the candidates to work with boutiques, stitchery centres, industries, fashion houses etc. Skilled candidates can run their own boutiques and have many job opportunities in this area.

Syllabus					
Unit	Topics	General/Skill component	Theory/ Practical / OJT/ Internship / Training	No of theory hours (Total-15Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Introduction to sewing machine <ul style="list-style-type: none"> <li>Different parts of machine and their functions</li> <li>Types and selection of needles</li> <li>Proper maintenance and oiling</li> <li>Sewing defects</li> </ul> Safety precautions			3	10
II	Tools and equipments used in Tailoring <ul style="list-style-type: none"> <li>Drafting tools</li> <li>Cutting tools</li> <li>Stitching tools</li> <li>Characteristics and importance of different tools</li> </ul> Process of taking body measurement			3	10
III	Drafting / Pattern making <ul style="list-style-type: none"> <li>Need for drafting and pattern making</li> <li>Method used in drafting</li> </ul> How to prepare pattern cutting			3	10

	Basic stitches(Hand/ machine) <ul style="list-style-type: none"> <li>• Hand stitches             <ol style="list-style-type: none"> <li>1. Temporary stitch</li> <li>2. Permanent stitch</li> </ol> </li> <li>• Machine stitches</li> <li>• Decorative stitches</li> <li>• Seam finishes</li> </ul>			2	10
V	Construction skills <ul style="list-style-type: none"> <li>• Knowledge about Seams, darts, tucks, pleats, gathers, frills, fasteners etc</li> </ul>			2	15
VI	Simple cutting and stitching <ul style="list-style-type: none"> <li>• How to measure and mark the cloth before cutting</li> <li>• Skills in stitching</li> </ul> Renovation and recycling of fabric			2	20

**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.

# UG II yr. III semester (B.A., B.Sc., B.Com.)

चौ० चरण सिंह विश्वविद्यालय, मेरठ

योग, आयुर्वेद, वर्णोच्चारण-शिक्षा एवं सूक्तियाँ (सामान्य-परिचयात्मक)

Code : V0001034

अधिगम उपलब्धियाँ -

1. भारतीय प्राच्यज्ञान की अद्भुत देन योग एवं आयुर्वेद से लाभान्वित होंगे।
2. योग का तथ्यरक एवं प्रायोगिक ज्ञान दैनिक जीवन में उपयोगी सिद्ध होगा।
3. रोगनिवारण एवं स्वास्थ्यसंरक्षण द्वारा स्वस्थ समाज का निर्माण होगा।
4. वर्णोच्चारण का शिक्षण भाषा की उच्चारणसम्बन्धी शुद्धता का संवाहक होगा।
5. संस्कृत - सूक्तियों का पठन-पाठन जीवन में नैतिक तथा चारित्रिक मूल्यों का आधान करेगा।

4 क्रेडिट, 60 व्याख्यान

(आन्तरिक मूल्याङ्कन 50 + बाह्य मूल्याङ्कन 50 = पूर्णाङ्क-100)

यूनिट-1

10 व्याख्यान

योग का सामान्य-परिचय, अर्थ, परिभाषा एवं इतिहास, योग के प्रकार, योग की उपयोगिता। मिताहार एवं पथ्य-अपथ्य, योगाभ्यास हेतु समय, वातावरण। योग के साधक-बाधक तत्त्व, योग-सिद्धि के लक्षण। हठप्रदीपिका के अनुसार षट्कर्मों एवं आसनों का परिचय, लाभ एवं सावधानियाँ।

यूनिट-2

10 व्याख्यान

स्वर-परिचय, इडा, पिङ्गला एवं सुषुम्ना। स्वर-आधारित करणीय-अकरणीय कर्म। प्राणायाम की परिभाषा, हठप्रदीपिका के अनुसार प्राणायामों की विधि, लाभ एवं सावधानियाँ। पातञ्जलयोग सूत्र का परिचय, अष्टांग-योग के अंतर्गत यम-नियम का स्वरूप। अष्टांग-योग के अंतर्गत आसन-प्राणायाम की अवधारणा, प्रत्याहार एवं धारणा का स्वरूप। अष्टांग-योग के अंतर्गत ध्यान एवं समाधि का स्वरूप।

यूनिट-3

10 व्याख्यान

आयुर्वेद का परिचय एवं मूलभूत सिद्धान्त। दिनचर्या, ऋतुचर्या एवं सद्वृत्त का स्वास्थ्य-संरक्षण में महत्त्व। मानव शरीर के प्रमुख अवयव, उनकी रचना एवं क्रिया का परिचयात्मक ज्ञान। व्यक्तिगत एवं सामाजिक स्वास्थ्य-संवर्धन के नियम। घरों एवं उनके आसपास पायी जाने वाली औषधियों का सामान्य परिचय।

यूनिट-4

10 व्याख्यान

चिकित्सा में प्रयोग होने वाली विभिन्न औषधियों के निर्माण-सम्बन्धी सामान्य-परिचय। किशोरियों की स्वास्थ्य-सम्बन्धी सामान्य समस्याएँ एवं उनके बचाव के उपाय। आयुर्वेद में शल्य-कर्म का परिचय।

आयुर्वेदीय-चिकित्सा के सामान्य सिद्धान्तों का परिचयात्मक-ज्ञान। पञ्चकर्म-चिकित्सा का परिचयात्मक-ज्ञान।

यूनिट-5

10 व्याख्यान

वर्णोच्चारण-शिक्षा (स्थान एवं प्रयत्न)

यूनिट-6

10 व्याख्यान

जीवनोपयोगी सूक्तियाँ।

पाठ्यक्रम में निर्धारित सूक्तियाँ -

1. भद्रं कर्णेभिः शृणुयाम। ऋग्वेद 1.89.8
2. यद् भद्रं तन्न आ सुव। ऋग्वेद 5.82.5.
3. तन्मे मनः शिवसंकल्पमस्तु। यजुर्वेद 34.1
4. मित्तस्य चक्षुषा भूतानि समीक्षे। यजुर्वेद 36.18
5. पश्येम शरदः शतम्। यजुर्वेद 36.24
6. एकं सद्विप्रा बहुधा वदन्ति। ऋग्वेद 1.164.46
7. आचारप्रभवो धर्मः। अनुशासन पर्व 149.137
8. अद्विर्गालाणि शुध्यन्ति मनः सत्येन शुध्यति।  
विद्यातपोभ्यां भूतात्मा बुद्धिर्ज्ञानेन शुध्यति ॥ (मनु 5/109)
9. अन्नदानं परं दानं विद्यादानमतः परम्।  
अन्नेन क्षणिका तृप्तिर्यावज्जीवं च विद्यया ॥ (सु र भा - 158/217)
10. अन्यायोपार्जितं द्रव्यं दश वर्षाणि तिष्ठति।  
प्राप्ते चैकादशे वर्षे समूलं च विनश्यति ॥ (चा नीतिः- 15/6)
11. अभिवादनशीलस्य नित्यं वृद्धोपसेविनः।  
चत्वारि तस्य वर्धन्ते आयुर्विद्या यशो बलम् ॥ (मनु 2/121)
12. अभ्यासेन क्रियाः सर्वाः अभ्यासात् सकलाः कलाः।  
अभ्यासाद् ध्यानमौनादि किमभ्यासस्य दुष्करम् ॥ (हठयोगप्रदीपिका)
13. अमन्त्रमक्षरं नास्ति नास्ति मूलमनौषधम्।  
अयोग्यः पुरुषो नास्ति योजकस्तत्र दुर्लभः ॥ (सु र भा - 156/158)
14. अयं निजः परो वेति गणना लघुचेतसाम्।  
उदारचरितानां तु वसुधैव कुटुम्बकम् ॥ (सु र भा - 70/1)

**U G II yr. III semester (BA, Bsc, BCom)**  
**Format for syllabus development of**  
**Skill development course**

Title of course- Social work	V0001016
Nodal Department of HEI to run course	Political Science
Broad Area/Sector-	Political sociology
Sub Sector-	Social work
Nature of course - Independent / Progressive	progressive
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course -Free/Paid	free
Stipend to student expected from industry	15000 to 25000 rp
Number of Seats-.....	20
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks.....	
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	NGO'Schools(education),Hospitals (health),Slum Areas visiting personal social services ETC.
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.)	NGO'S,,WELFARE OFFICER,SOCIAL SCIENTIST, MEDICAL SOCIAL WORKER,CORPORATR SECTOR,GOVERNMENT SECTOR

Syllabus					
Unit	Topics	General/Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	components of social work	Process Knowledge Values and ethics Skills	Theory	02 hours	04 hours
II	Fundamental of social work	Social Service, Social action, Social welfare, Social movement	Theory and practical	04 hours	04 hours
III	Evolution of social work of india	Socio-religion reform movement, Bhakti Movement, christian missionaries, Rural reconstr	Theory and practical	03 hours	012 hours

		uction program mes,prof essional ization of social work in india.			
IV	Areas of social work	Practice with NGO,PR IMARY SCHOO LS,HOS PITALS, SLUM AREAS VISITIN G Etc	Practical theory	02 hours	015 hours
V	Social work education	Taining, supervisi on,probl ems and challeng es	Practical theory	02	015 hours
VI	Social welfare administration	POSDC ORB	Theory and practical	02 hours	10 hours

Suggested Readings : SAMAJ KALYAN PRASHASAN ,skill training for social wok-A Manual,

Suggested Digital platforms/ web links for .reading-1 <https://lextherchuy.wordpress.com/2017/09/06/basic-concepts-of-social-work/>

<https://mail.google.com/mail/u/0/#inbox/KtbxLwGnRRRGLxwzrlJntzZLZhppVPXNGV?projector=1&messagePartId=0.1>

<http://egyankosh.ac.in/handle/123456789/17245>

<http://egyankosh.ac.in/handle/123456789/17202>

<http://egyankosh.ac.in/handle/123456789/17248>

<http://egyankosh.ac.in/handle/123456789/17108>

<http://egyankosh.ac.in/handle/123456789/17204>

<http://egyankosh.ac.in/handle/123456789/17105>

<http://egyankosh.ac.in/handle/123456789/17179>

<http://egyankosh.ac.in/handle/123456789/17237>

Suggested OJT / Internship / Training / Skill partner NGO – GOONJ ,HOAPITALS,SCOOLES,RAHAT AAPTADA KENDRA

Suggested Continuous Evaluation Methods: PRACTICAL AND THEORY

Course Pre-requisites:

- No pre-requisite required, open to all
- To study this course, a student must have the subject ..... in class/12<sup>th</sup>/ 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)