

Raghunath Girls' Post Graduate College, Meerut

Affiliated to

Chaudhary Charan Singh University, Meerut

UG Classes

UG II year IV semester

Skill Development Course

(Under NEP 2020)

Raghunath Girls' Post Graduate College, Meerut

Affiliated to

Chaudhary Charan Singh University, Meerut

UG II year IV semester

S.No.	Conducted by	Paper Name	Code	Applicable for
1	<ul style="list-style-type: none">• Aptech• Computer Department	Web Designing	V0001097	Arts, Science & Commerce
2	Aptech	Computerized Accounting & GST	V0001101	Arts, Science & Commerce
3	Aptech	Airport Operation	V0001018	Arts, Science & Commerce
4	<ul style="list-style-type: none">• Aptech• Computer Department	Advance Excel	V0001104	Arts, Science & Commerce
5	B.Voc. ACP	Stress Management	V0001085	Arts, Science & Commerce
6	B.Voc. Yogic Science	Naturopathy	V0001088	Arts, Science & Commerce
7	Home Science Department	Advance Stitchery	V0001107	Arts, Science & Commerce

INCHARGE
Internal Examination Committee
Raghunath Girls' Post Graduate College
Meerut

Principal
Raghunath Girls' Post Graduate College
Meerut

U.G. II yr IV Sem. (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- Web Designing (V0001097)

Syllabus

Paper Title: Web Designing Concepts (Theory) and HTML, CSS, JavaScript (Practical)	
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 become a website developer

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	Web Design Principles, Basics in Web Design	Skill	Theory	3	
II	Introduction to HTML, Elements of HTML, Creating Web Pages using Hypertext Markup Language (HTML)	Skill	Theory / Practical	4	20
III	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.

Suggested Digital platforms/ web links for reading- www.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 Internship/OJT/Training/Practical = 02 (Training Hours = 60)

R.G.(P.G.) Computer Centre
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UG II yr, IV 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- Computerized Accounting & GST (V0001101)

Syllabus

Paper Title: Computerized Accounting (Theory) and Tally (Practical)	
Nodal Department of HEI to run course	Department of Vocational studies
Broad Area/Sector-	Commerce / Business / E-Commerce
Sub Sector-	Computerized Accounting
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 the 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 a job as an Accountant, Tally Data Entry Operator & various businesssector

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	Fundamental- Introduction to Accounting, accounting rules & principle, accounting features of tally	Skill	Theory	2	
II	Tally Introduction- Create a company, shut a company, select a company, alter a company, delete a company Accounts Information- Ledgers, Groups, Inventory Information- Stock Groups, Stock Items, Units of Measure Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers, Debit Note, Credit Note	Skill	Theory / Practical	3	15
III	Display- Trial Balance, Trading A/c, P&L A/c, Balance Sheet, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, List of Accounts Exception Reports, Print Management	Skill	Theory / Practical	3	15
IV	Data management & Administration- Backup & Restore, Security controls, Tally Audit Feature, Tally Vault	Skill	Theory / Practical	3	15

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V	Taxes in tally- GST (Goods & Service Tax), Setting Up GST Rates, Import data into Excel, Data Interchange between XML format, Others Options	Skill	Theory / Practical	4	15
Suggested Readings: As suggested by college or University.					
Suggested Digital platforms/ web links for reading- www.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:					
<ul style="list-style-type: none"> • Intermediate in any stream 					
Suggested equivalent online courses: Aptech Learning Center, Meerut					
Any remarks/ suggestions:					
Notes:					
<ul style="list-style-type: none"> • 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) 					

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

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Meerut

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UG IInd year IVth Semester (B.A., 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- Basic Certificate in Airport Operations (V0001018)

Syllabus

Paper Title: Introduction to Aviation (Theory) and Basics of Airport Operations (Practical)	
Department of HEI to run course	Department of Vocational Studies
Broad Area/Sector-	Aviation
Sub Sector-	Airport 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
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 / Brands Showrooms at Airport / Retail Chains / Hospitality Industry)

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	Airport and Aircraft Familiarization	Skill	Theory / Practical	3	5
II	Aviation Organizations and Terminology	Skill	Theory / Practical	4	5
III	Airport Security, Signs & Markings	Skill	Theory / Practical	3	20
IV	Aviation Operations	Skill	Theory / Practical	5	30

Suggested Readings: As suggested by the college or University.

Suggested Digital platforms/ web links for reading- www.aptechmeerut.com, www.aptechaviationacademy.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

Course Pre-requisites:

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

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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UG II yr IV 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	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats -	
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	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/ Skill component	Theory/ practical/ OJT/ Internship/ Training	No. of theoryhours (Total-15 hours = 1 credit)	No of skill Hours (Total-60 Hours=2 credit)
I	Basics of spreadsheet and manipulation of cell Editing of spreadsheet, Absolute and relative cells	Skill	Theory & Practical	2 hours	10 hours
II	Working with Functions / Formulae, Date and time functions, Financial functions	Skill	Theory & Practical	4 hours	25 hours
III	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, Printing of 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 course may 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 6 credits/ year)
- Credits for Internship/OJT/ Training/Practical=02 (Training Hours = 60)

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UG II yr. IV Semester (BA, BSc, BCom)

Format for syllabus development of

Skill development course

Title of course	Applied Clinical Psychology V0001085
Nodal Department of HEI to run course	Clinical Psychology
Broad Area/Sector-	Stress Management
Sub Sector-	Stress and coping
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	Stress Management
Aliened NSQF level	
Expected fees of the course -Free/Paid	-
Stipend to student expected from industry	-
Number of Seats	30
Course Code-.....	V0001085
Max Marks...100..... Minimum Marks 40	Credits- 03 (1 Theory, 2 Practical) 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 component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total- 15Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Definition and nature of stress; Concept of stress; Types of Stressors- Internal & External; Physical, Psychological, environmental and Social.			4	-
II	Emotional response, physiological & behavioral responses; Abrupt and Violent behavior; Anger & Rage Relaxation Techniques and biofeedback			2	6
III	Learning to manage stress effectively : Methods - yoga, meditation, Vipassana, relaxation techniques.			3	10
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			2	14
V	Coping: Concept of coping: Nature, Meaning, Definition of Coping;			4	-
VI	Project (Hypertension, migraine, substance abuse, child abuse)			-	30

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 :
Rayan 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.

UG II yr, IV semester (BA, Bsc, Bcom)
Format for syllabus development of
Skill development course
Code: V0001088

Title of course	NATUROPATHY
Nodal Department of HEI to run course	YOGIC SCIENCE
Broad Area Sector-	Self Employed, Hospitals, Wellness center, Teachings
Sub Sector-	College, Naturopathy Centres
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	-₹500/-
Stipend to student expected from industry	-
Number of Seats	30
Course Code-	Credits- 03 (1 Theory, 2 Practical)
Duration	15-19 weeks(75)
Theory	15hrs
Practical	60hrs
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	
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 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 of Naturopathy History, Principle, Anatomy & Importance.			3	-
II	Five Elements Hydrotherapy: Characters & Importance of water, Different types of Bath, Jal ki pattrian, Full Body Wrap, Anaema.			3	20
III	Mud Therapy: Importance of mud, different methods & pattrian of mud.			3	20
IV	Massage: definition, history, Methods of massage			3	10

naturopathy in different diseases

Dr. Rakesh Jindal

PRAKRETIK AYURVEDIGYAN Dr. RAKESH JINDAL

Suggested digital platform and web links:

www.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 N.A. in class/12th certificate/diploma •

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

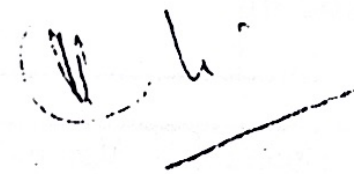
Notes: •

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

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

for Theory - 01 (Teaching Hours - 15) •

Credits for Internship/Off Training Practical - 02 (Training Hours - 60)



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

UG II yr. IV semester (BA, BSc, BCom)
Format for syllabus development of
Skill development course

Title of course	Advanced Stitching Skills	V0001107
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-.....	V0001107	
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 Qccupation 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 advance 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 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	Introduction to different types of sewing machine 1- Fashion Maker and Industrial machine • Different parts of machine and their functions • Types and selection of needles • Proper maintenance and oiling • Sewing defects 2- Safety precautions			3	10
II	Introduction to Fashion Design • Basics of Fashion Design • History of Fashion • Terminologies and Fashion life cycle • Latest trends in Fashion Design • Introduction to the Fashion Industry			3	10
III	Principles of Design • Elements of arts reference of dress designing			3	10

	<ul style="list-style-type: none"> classification • Colour wheel • Dimensions of colour • Colour schemes 				
IV	Drafting / Pattern making <ul style="list-style-type: none"> • A Line frock • Circular skirt • Plain Top • Designer sleeves 			2	10
V	Advanced construction skills <ul style="list-style-type: none"> • Princess panel • Empire line • Ruffles • Designer yoke • Variations in necklines • Dart manipulation 			2	15
VI	Garment Construction <ul style="list-style-type: none"> • Designer blouse • Stylish kurti • Stylish lower • Skirt with Top • Partywear Gown 			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.