

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

**Affiliated to**

**Chaudhary Charan Singh University, Meerut**

# **UG Classes**

**UG I year I semester**

**Skill Development Course**

**(Under NEP 2020)**

# Raghunath Girls' Post Graduate College, Meerut

Affiliated to

Chaudhary Charan Singh University, Meerut

## UG I year I semester

S.No.	Conducted by	Paper Name	Code	Applicable for
1	Aptech	Personality Development & Communication Skills	V0001027	Arts, Science & Commerce
2	Aptech	Basic Communicative English	V0001004	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	B.Voc. ACP	Guidance & Counselling – Skills & Strategies	V0001086	Arts, Science & Commerce
5	B.Voc. Yogic Science	Yog, Ayurveda, Varnochcharana – Shiksha Evam Suktiyan (Samany -Parichyatamak)	V0001034	Arts, Science & Commerce
6	Home Science	Basic Stitchery	V0001106	Arts, Science & Commerce
7	<ul style="list-style-type: none"><li>• Aptech</li><li>• Computer Department</li></ul>	Fundamental of Computer and IT	V0001006	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

For UG Iyr. I 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- Personality Development & Communication Skills (V0001027)

**Syllabus**

Nodal Department of HEI to run course	Department Of English (All UG)
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course -Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	
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.)	It leads to various academic and employment opportunities

**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	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	<b>Theory/ Practical</b>	2	5
II	Reading for Academic Purpose	Reading comprehension -Types of Texts -Persuasive, Argumentative, Narrative, Descriptive, Expository	<b>Theory / Practical</b>	2	10
III	Writing Skills (Content for Website / Literature / Business) Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	<b>Theory / Practical</b>	3	15
IV	Speaking, Presentation Skills & Group Discussion	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	<b>Theory / Practical</b>	4	15

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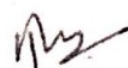
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V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory/ Practical	4	15
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. A Reading for Academic Purpose by Robyn Brinks &amp; Kelly Sipped.</li> <li>2. Academic Writing by Aptech Onlinevarsity</li> <li>3. Pronunciation by Jonathan Smith &amp; Annette Margobs.</li> <li>4. English Grammar by Aptech Learning Center.</li> <li>5. Oxford Online LSRW</li> <li>6. Basic Knowledge of Computer by John Monyjok.</li> <li>7. Objectives of Reading, Writing &amp; Listening Skills by Aptech Academy.</li> </ol>					
<p><b>Suggested Digital platforms/ web links for reading:</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.smashigmagazine.com">https://www.smashigmagazine.com</a></li> <li>2. <a href="https://files.eric.ed.gov">https://files.eric.ed.gov</a></li> <li>3. <a href="https://site.nationalacademies.org">https://site.nationalacademies.org</a></li> <li>4. <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></li> </ol>					
<p><b>Suggested OJT/ Internship/ Training/ Skill partner- Aptech Learning Center, Meerut</b></p>					
<p><b>Suggested Continuous Evaluation Methods: Total Marks: 25, House Examination/Test: 10 Marks</b></p> <p><b>Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks</b></p> <p><b>Class performance/Participation: 5 Marks</b></p>					
<p><b>Course Pre-requisites:</b></p> <ul style="list-style-type: none"> <li>• No pre-requisite required</li> </ul>					
<p><b>Suggested equivalent online courses: Aptech Learning Center, Meerut</b></p>					
<p><b>Any remarks/ suggestions:</b></p>					
<p><b>Notes:</b></p> <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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For UG Iyr. I 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 Communicative English (V0001004)

## Syllabus

Nodal Department of HEI to run course	Department Of English
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course -Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	
Number of Seats-.....	As suggested by the college
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks.....	Theory 40% and Practical 60%
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.)	It leads to various academic and employment opportunities

### Syllabus

Unit	Topics	General/ Skillcomponent	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	Theory and Practical	2 Hours	6 Hours
II	Reading for Academic Purpose	Reading comprehension - Types of Texts - Persuasive, Argumentative, Narrative, Descriptive, Expository	Theory and Practical	2 Hours	6 Hours
III	Writing for Academic Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	Theory and Practical	3 Hours	12 Hours
IV	Speaking for Academic Purpose	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	Theory and Practical	4 Hours	12 Hours
V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory and Practical	2 Hours	12 Hours
VI	Introduction to Computer Application	Application of MS Word,	Theory and Practical	2 Hours	12 Hours

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		<b>PowerPoint, Email Etiquettes, Blogging, Referencing and Styling</b>			
<b>Suggested Readings:</b> <ol style="list-style-type: none"> <li>1. A Reading for Academic Purpose by Robyn Brinks &amp; Kelly Sipped.</li> <li>2. Academic Writing by Dorothy E Zemach.</li> <li>3. Pronunciation by Jonathan Smith &amp; Annette Margöbs.</li> <li>4. English Grammar by Wren &amp; Martin.</li> <li>5. Common Error in English Language by Kiran Prakashan.</li> <li>6. Basic Knowledge of Computer by John Monyjok.</li> <li>7. Objectives of Reading, Writing &amp; Listening Skills by Pavni Jain.</li> </ol>					
<b>Suggested Digital platforms/ web links for reading:</b> <ol style="list-style-type: none"> <li>1. <a href="https://www.smashmagazine.com">https://www.smashmagazine.com</a></li> <li>2. <a href="https://files.eric.ed.gov">https://files.eric.ed.gov</a></li> <li>3. <a href="https://site.nationalacademies.org">https://site.nationalacademies.org</a></li> </ol>					
<b>Suggested OJT/ Internship/ Training/ Skill partner</b>					
<b>Suggested Continuous Evaluation Methods:</b>					
<b>Course Pre-requisites:</b> <ul style="list-style-type: none"> <li>• No pre-requisite required, open to all</li> <li>• To study this course, a student must have the subject ...English.. in class/12<sup>th</sup>/ certificate/diploma</li> <li>• If progressive, to study this course a student must have passed previous courses of this series.</li> </ul>					
<b>Suggested equivalent online courses:</b>					
<b>Any remarks/ suggestions:</b>					
<b>Notes:</b> <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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For UG Iyr I 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- Certificate Course in Computer (V0001001)

**Syllabus**

Paper Title: <b>Certificate Course in Computer (Theory) MS Office (Practical)</b>			
Nodal Department of IIEI 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
Knowing Computers		2	0
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 IECT		2	0
Connecting Keyboard, Mouse m Keyboard, Monitor and Printers to CPU and Checking Power Power supply			
		Theory	Practical
Operating Computer using GUI based Operating System		2	5
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
		3	8
	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
		3	4
	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		Theory	Practical
		1	4
	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		Theory	Practical
		2	7
	<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		Theory	Practical
		3	6
	<b>MS PPT/ Apple Keynote</b>		
	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 Laws of Cyber Crimes and Laws		Theory	Practical
		2	0
	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		Theory	Practical
		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, Iyr- I 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 component	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

V	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 Iyr. I 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. अद्विर्गात्राणि 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 नीति:- 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)

**B.A., B.Sc., B.Com. B.A-7yr. I Semester**  
**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

	<b>Basic stitches(Hand/ machine)</b> <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	<b>Construction skills</b> <ul style="list-style-type: none"> <li>• Knowledge about Seams, darts, tucks, pleats, gathers, frills, fasteners etc</li> </ul>			2	15
VI	<b>Simple cutting and stitching</b> <ul style="list-style-type: none"> <li>• How to measure and mark the cloth before cutting</li> <li>• Skills in stitching</li> </ul> <b>Renovation and recycling of fabric</b>			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 I yr. I 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- Fundamental of - Computer and IT (V0001006)

### Syllabus

Paper Title: Fundamental of - Computer and IT (Theory) MS-Office (Practical)	
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

### 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	<b>Fundamental of Computer</b> Introduction and objectives of Computer. Development of Computer System. Types of Computers, characteristics and limitation. Generation of Computer. Types of PC's desktop, Laptop, Notebook, Workstation & their Characteristics. Component of Computer System. Types of PC, Desktop, Laptop, Notebook.	Skill	Theory	5	20
II	<b>Input &amp; Output Device</b> Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Camera. Types of Monitor, video Standards, VGA, SVGA, Types of Screen. Printers and its types. Audio\video input output Display and Sound. Graphical Processing unit(GPU) and Port. Hard Drive, Dises, cards. E-Accessible options	Skill	Theory/ Practical	5	20
III	<b>Operating system</b> Application Software's Basics of Networking Basics of MS Office Word, Excel, powerpoint	Skill	Theory / Practical	5	20

Principal

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

Raghunath Girls' Post Graduate College  
Meerut

Animation and video making Virtual communication Telecommuting (ICT) Security and Safety of Computer, Laptop				
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>				
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>				

*Sachin Singh*  
R.G. (P.G.) Computer Centre  
Meerut

*(Signature)*

*(Signature)*  
Principal  
Raghu Nath Girls' Post Graduate College  
Meerut



**U G. Iy8. I Semester (B.A, B.Sc., B.Com.)**  
**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-.....	V0001016
Max Marks...100..... Minimum Marks.....	Credits- 03 (1 Theory, 2 Practical)
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 essionali zation 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,SCOOOLS,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)