

# **NON FORMAL CERTIFICATE COURSES**



**A.S.COLLEGE, KHANNA**

**SCHEME OF  
NON FORMAL CERTIFICATE COURSE**

**Policy Document**

**A. S. COLLEGE, KHANNA**

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# **Non-formal Mode Certificate Courses**

## **Introduction**

Education is a comprehensive approach to learning. Learning happens at every step, and there are no limitations to knowledge. Although learning often takes place within formal settings and designated environments, a great deal of valuable learning also occurs either deliberately or non-formally in everyday life. There is a great variety of learning contexts. Their most significant characteristics may include the extent to which learning is intended and the curriculum and teaching are formally organized, as well as the level of supervision involved. Formal and non-formal learning may be said to indicate the two extremities of a learning continuum, with non-formal learning situated somewhere between, depending on national and local needs.

Non-formal Education is any organized educational activity that takes place outside the formal educational system. Usually it is flexible, learner-centered, contextualized and uses a participatory approach. It brings life experiences and knowledge to learning experiences. It is goal-oriented, relevancy oriented and need-based education promoted to instruct and guide individuals for a better understanding of any issue/subject. The teacher's role is to design the appropriate learning environment and material that foster the construction of individual's learning.

## **Vision**

The vision of the *non-formal mode courses* of the college encompasses students' interest within a curriculum in a regular classroom, but is not limited to that setting. It works through conversation, exploration and enlargement of experience.

## **Mission**

The policy aims to increase the individual's general and academic insight, skills and enhance the ability & desire to take responsibility for their own life, career as well as taking an active and engaged part in society.

## **Objectives**

1. Non-formal education looks to create or deepen situations where people can learn, explore and enlarge experiences, and make changes.
2. It focuses on 'Learning by doing' & 'earning by learning' and gives students hands-on experience and confidence thereby prepares them better for taking up jobs in future. It provides opportunities for students to earn while learning to meet their expenses
3. It is a fundamental approach for building confidence among individuals, and people start trusting their instincts by learning different methods in any field.
4. Students acquire emotional, cognitive, and other various inclusions of practices for skills. It provides a platform for developing new skills and generates opportunities for people who are beyond the reach of traditional education.
5. Brainstorming, exercises, presentations, interactive lectures, etc., help develop various skills to undergo any situation in life and career.
6. Beyond the rational approaches of textbook learning, non-formal education incorporates unique learning processes via practical strategies making the student smarter and brighter.
7. It generates values for the areas it is conducted, a sense of belongingness and enhances the skills, they want to pursue.
8. It leads to the nation's development as most people are educated in some form, and students learn a diverse range of skills besides literacy or numeracy.

## **Regulations**

1. **Eligibility Criteria:** Open to UG and PG students of the college.
2. **Modalities for application:** Any Student desirous of joining the non-formal mode courses will apply on Registration Form as per Annexure 1 and submit the same in the host department.
3. **Course Fees:** As a part of best practices of the college, *No course fees* is charged from the students
4. **Course duration:** 30 credits points of 30 hours.
5. **Course timing slot:** Jan to June, every year
6. **Course delivery mode:** Online/Offline/ Blended/ field work
7. **Medium of Instruction:** Punjabi/Hindi/English
8. **Course Attendance:** Minimum 75%
9. **Course Exams: Viva voce/ Practical by the Host department**
10. **Course Certification:** By 'Examination Board' of the college.
11. **Hosting Office:** Concerned Department of the teacher in charge
12. **Course Time-Table: By Host Department.**
13. **Course Campaign: Brochure to be displayed by the host department on its notice board and to be uploaded in the E-File of the department on college website.**
14. **Teachers' remuneration: Voluntary unpaid participation.**
15. **Course Funding:** The amount of funding for operating these courses, if any, will be decided on case to case basis as per the guidelines of the 'A S college Governing Body', Khanna.
16. **Any Conflict of interest:** Head of the Institution is the final authority

## **List of Non-Formal Course**

### **4.1 CERTIFICATE COURSE IN ONLINE TAXATION RETURN**

1. Name of the Department: P.G. Department of Commerce
2. Title of the Course: **CERTIFICATE COURSE IN ONLINE TAXATION RETURN**
3. Eligibility Criteria: Students of A.S. College studying in B.Com III year.
4. No. of Seats: 40
5. Introduction of the Course: The P.G. Department of Commerce is going to start this non- formal programme in online taxation return keeping in view the present requirement of it. There is a lot scope of self employment in this domain. This programme is based on earn while you learn.
6. Objectives: To make the students to understand the concept of e-filing of tax returns.
7. Job Roles/Outcomes: Students willing to set their carrier in the area of taxation and accountancy.
8. Teacher Incharge: Dr. Arun Singla  
P.G.Department of Commerce  
Phone: 95010-20972

**SCHEME OF THE COURSE:**

**CERTIFICATE COURSE IN ONLINE TAXATION RETURN**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction to Income Tax Act 1961. Heads of Income- Salary, House Property, Business or Profession, Capital Gain and Other Sources.	2	4	8	12	20	6
M – II	Residential Status of Individual, Hindu Undivided Family, Association of Firm, Body of Individuals, Partnership Firm and Company	2	4	8	12	20	6
M – III	Exemptions and Deductions Under Section 80 and Calculation of Total Tax	3	3	10	10	20	6
M – IV	E-Filing Process, Tax Payment Process and TDS Refund and Methods	1	5	5	15	20	6
M- V	Practical Session and Viva Voce	1	5	4	16	20	6
<b>Total</b>		<b>9</b>	<b>21</b>	<b>35</b>	<b>65</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*



## 4.2 CERTIFICATE COURSE IN GST APPLICATION

1. Name of the Department: P.G. Department of Commerce
2. Title of the Course: **CERTIFICATE COURSE IN GST APPLICATION**
3. Eligibility Criteria: Students of A.S. College studying in B.Com II year.
4. No. of Seats: 40
5. Introduction of the Course: The department is going to start this non-formal programme in GST Application keeping view the present requirement of GST Application for trading, manufacturing and service sector organization with the beginning of one country one tax regime. The subject of GST gains very high momentum and there is a lot scope of self employment in this domain. Though this subject is a part of Panjab University Chandigarh Syllabi in theoretical mode, but efforts to be made to aware the students about the various practical implications and understanding the subject in the applied mode.
6. Objectives: This certificate course on Goods and Services Tax (**GST**) deals with an indirect tax (or consumption tax) used in India on the supply of goods and services. It is a comprehensive, multistage, destination-based tax, comprehensive because it has subsumed almost all the indirect taxes except a few state taxes .The purpose of the course is to train learner to enhance their skill in the area of indirect taxes which is useful for business world. This course is a blend of theoretical and practical learning which will help learners to understand the purpose of GST & its application in the business world to make aware about the various stages of compliance of GST.
7. Job Roles/Outcomes: Students willing to set their career in the field of GST area for compliance of GST return for trading, manufacturing & service sector organization.
8. Teacher Incharge: Prof. Mohit Kumar  
P.G.Department of Commerce  
Phone: 81460-00416

**SCHEME OF THE COURSE:**  
**CERTIFICATE COURSE IN GST APPLICATION**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	GST Registration – Theoretical overview, Do & Don't while applying GST, GST portal & registration certificate. Accounts, Records & E-way bill – How to perform Accounting with GST provisions and E-way bill.	2	4	8	12	20	6
M – II	Input tax credit – Practical overview of GST credit ledger & How input Tax Credit generates in Credit ledger. Place of supply (Tax invoice, Debit & Credit notes) – How to tackle with Sale Return and Purchase Return.	2	4	8	12	20	6
M – III	Return & Cancellation of GST – GSTR1, 3B, 2A, 2B, 4, 9 & 9C. Revision of GST Return & How to rectify mistakes	1	5	5	15	20	6
M – IV	Finalization / Closing of books under GST – How to close books at your end, things to remember as Accountant and Auditor.	2	4	8	12	20	6
M- V	Case studies	1	5	5	15	20	6
<b>Total</b>		<b>8</b>	<b>22</b>	<b>34</b>	<b>66</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### **4.3 CERTIFICATE COURSE IN BASICS OF PHOTOGRAPHY**

1. Name of the Department: DEPARTMENT OF BIOLOGY
2. Title of the Course: **CERTIFICATE COURSE IN BASICS OF PHOTOGRAPHY**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 25
5. Introduction of the Course: Certificate Course in Photography is a Short-term Skill Development Course that aims at imparting theoretical knowledge and practical training to candidates aspiring for a hobby and career in photography. The course will enable the participants with the art of seeing subjects for photography, the art of locating or arranging different subjects for Photography, learning basic rules of photography, and the science and technology in use in photography. Introduction to different types of photography such as product photography, people photography for advertising use, fashion photography, nature & wildlife Photography, food photography, photo-journalism, event photography, and portrait photography are also part of this short-term course.
6. Objectives:
  - (i) The participants will be trained about different types of cameras including mobile-phone cameras and their workings.
  - (ii) Basic optics, applications of different characters of light, photographic equipments and their uses still and video photography.
  - (iii) The curriculum includes field exposure and practical training that enhances the skills of candidates.
7. Job Roles/Outcomes: The course provides an opportunity to make best possible use of the leisure for enriching a hobby

that may help in gaining part-time employment during study years. It is expected that a good number of immature photographers are there who are willing to sharpen their skills. This course will prove helpful in motivating the students for career in other allied fields viz., journalism, wildlife, travel and tourism etc. Further supplemented with skills in animation and graphic softwares, this short-term course will prove a boon for self-employment. The non- formal mode course can open up a lifetime of shooting opportunities, allow for self-expression, increased technical skills and even a altogether new career. There is a good scope for trained photographers in different religious, cultural, academic events in the region..

8. Teacher Incharge:

Dr. Sanjay Talwani  
Head, Department of Biology  
Phone: 98159-41890

Dr. Charn Kumar  
Department of Biology  
Phone: 78891-57051

**SCHEME OF THE COURSE:**  
**CERTIFICATE COURSE IN BASICS OF PHOTOGRAPHY**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction to Photography, its history and importance	2	4	5	15	20	6
M – II	Different types of cameras, other equipments and accessories	2	4	5	15	20	6
M – III	Basic rules of still and video photography: ISO, Aperture, Shutter; Composition of Frame	2	4	5	15	20	6
M – IV	Post-processing Software (Adobe Premium Pro CS6, Camtesia)	2	4	5	15	20	6
M- V	Photography and career building	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.4 CERTIFICATE COURSE IN LIFE SKILLS

1. Name of the Department: DEPARTMENT OF BIOLOGY
2. Title of the Course: **CERTIFICATE COURSE IN LIFE SKILLS**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 25
5. Introduction of the Course: Certificate Course in Life Skills is a Short-term Skill Development Course. The objective of this Non- formal Mode course is to familiarize the participants with basic aspects of life skills, theoretical perspectives and practical application in the general social and professional life. The complete module includes thought provoking presentations/workshops on verbal/non-verbal communication/body language, handwriting skills, examination skills, understanding inter-personal relationships and gender uniqueness, stress and human behavior, soft skills related to career prospects etc.
6. Objectives:
  - (i) To sensitize the students towards the role of Life Skills in day today social and professional life.
  - (ii) To provide basic theoretical and practical knowledge about basic personality types, body language, handwriting skills, resume writing, verbal and non-verbal communication, gender uniqueness and specific behavior patterns.
  - (iii) The twin task is to help them in developing a better Character and Career.
7. Job Roles/Outcomes: The course provides them an opportunity to introspect their actions and approaches in life. The practical sessions of the course are bound to restructure their body language. In everyday life, the development of life skills gained during the course will help the participants to find new ways of thinking and problem solving. Certainly, it gives a call to recognise the impact of their actions, and

trains them to take responsibility for what they do. These skills build confidence for group collaboration and mutual cooperation. Learning life skills during an academic programme will make our students effective communicators and thus, this will help them build better and fruitful relations.

8. Teacher Incharge:

Dr. Sanjay Talwani  
Head, Department of Biology  
Phone: 98159-41890

Dr. Charn Kumar  
Department of Biology  
Phone: 78891-57051

**SCHEME OF THE COURSE:**  
**CERTIFICATE COURSE IN LIFE SKILLS**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction to Personality Types, Role and need of Life Skills	2	4	5	15	20	6
M – II	Understanding Gender Uniqueness and behavior patterns.	2	4	5	15	20	6
M – III	Different aspects and components of Body Language, verbal and non-verbal communication.	2	4	5	15	20	6
M – IV	Interview Skills and different types of Resume Writing	2	4	5	15	20	6
M- V	Handwriting Skills and analysis, Presentation Skills	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*



#### 4.5 CERTIFICATE COURSE IN MUSHROOM FARMING

1. Name of the Department: DEPARTMENT OF BIOLOGY
2. Title of the Course: **CERTIFICATE COURSE IN MUSHROOM FARMING**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 25
5. Introduction of the Course: Certificate Course in Mushroom Cultivation is a Short-term Skill Development Course that imparts knowledge to candidates interested in starting mushroom cultivation. The cultivation technology of the culinary/medicinal mushroom *Pleurotus* spp. commonly called as oyster mushroom has been standardized on locally available substrates. The mushrooms are the most wanted vegetables for vegans who wish to consume protein in a large quantity. The economic importance of the mushroom lies primarily in its use as food for human consumption. It is rich in Vitamin C and B complex and the protein content varies between 1.6 to 2.5 percent. It has most of the mineral salts required by the human body. The niacin content is about ten times higher than any other vegetables. The course imparts training on cultivation of Oyster mushroom on locally available substrates.
6. Objectives:
  - (i) The course will enable the participants to gain training about preparation of oyster mushroom spawn, liquid culture, petri-plates and substrates.
  - (ii)The participants will learn to design low cost infrastructure required for cultivation of Oyster mushroom.
  - (ii)The foremost aim of this course is to promote self employment.
7. Job Roles/Outcomes: The course provides an opportunity to make best possible use of the leisure for starting a small business enterprise. It is prompt the students to explore further opportunities

in this field. As the substrate material is easily available in the region, most of the participants are expected to try this venture at home on a smaller scale. The students will learn basic techniques of autoclaving and media preparation that are useful in cultivation of other mushrooms as well. After successful completion of this course, the participants will get motivated towards the importance of self-employment and confidence and personal skills for the same. They will be well trained to maintain a mushroom farm in a hygienic and scientific way.

8. Teacher Incharge:

Dr. Sanjay Talwani  
Head, Department of Biology  
Phone: 98159-41890

Dr. Charn Kumar  
Department of Biology  
Phone: 78891-57051

**SCHEME OF THE COURSE:**  
**CERTIFICATE COURSE IN MUSHROOM FARMING**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction to Mushrooms, morphology, ecology and life cycle.	2	4	5	15	20	6
M – II	Oyster mushroom cultivation methods, conditions and substrates.	2	4	5	15	20	6
M – III	Basic techniques of autoclaving, use of laminar airflow, preparation of spawn and substrates.	2	4	5	15	20	6
M – IV	Inoculation, growth and harvesting of Oyster mushroom.	2	4	5	15	20	6
M- V	Harvesting, storage, products and marketing.	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### **4.6 CERTIFICATE COURSE IN VERMICOMPOSTING & HYDROPONICS**

1. Name of the Department: DEPARTMENT OF BIOLOGY
2. Title of the Course: **CERTIFICATE COURSE IN VERMICOMPOSTING & HYDROPONICS**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 25
5. Introduction of the Course: Certificate Course in Vermicomposting & Hydroponics is a Short-term Skill Development Course that imparts knowledge to candidates aspiring to learn these techniques as a component of organic farming. This process involves use of earthworms for converting organic waste into useful vermicompost. The participants are trained how to breed worms, use these worms to convert waste items (fruits, vegetables, uneaten food, grass clippings and cattle dung etc.) into organic fertilizer. The Hydroponics is a technique of growing plants without soil. Instead of absorbing mineral nutrients needed for growth from the soil, plants get nutrition through a nutrient solution film supplied directly to their roots.
6. Objectives:
  - (i) To sensitize the students towards the local environmental issues particularly the excessive use of agrochemicals and their impact on health of soil and human beings.
  - (ii) To provide basic theoretical knowledge about morphology, ecology and role of earthworms in enhancing soil fertility.
  - (iii) To impart full technical training on vermicomposting using the locally available organic waste items.
  - (iv) To motivate the students particularly those from the agricultural background to adopt vermicomposting as a tool of organic farming on a smaller scale.

7. Job Roles/Outcomes:

All sort of lab and field infrastructure required for the course is available in the institution. Hence, the course is expected to deliver the twin goals of imparting technical training to students and contributing in the preservation of local environment. As a good number of participants belong to rural area and they are expected to happily start this initiative at home on a smaller scale. This will help in generating small scale part-time employment. Additionally, it will help in disseminating community awareness in the local area. Depending upon the amount of available organic waste, there exists enough scope for undertaking this initiative on a larger scale.

8. Teacher Incharge:

Dr. Sanjay Talwani  
Head, Department of Biology  
Phone: 98159-41890

Dr. Charn Kumar  
Department of Biology  
Phone: 78891-57051

**SCHEME OF THE COURSE:****CERTIFICATE COURSE IN VERMICOMPOSTING & HYDROPONICS**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction to Earthworm Morphology, Ecology and Organic Farming.	2	4	5	15	20	6
M – II	Organic wastes and Vermished Construction, Equipments, Substrates and growth boosters.	2	4	5	15	20	6
M – III	Preparation of vermibeds, windrows, mixtures, watering, protection from enemies. Harvesting, drying and packing of vermicompost.	2	4	5	15	20	6
M – IV	Technique of Hydroponics	2	4	5	15	20	6
M- V	Preparation of liquid fertilizers, bucket bins, uses of vermicompost.	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.7 BASIC COURSE IN GERMAN LANGUAGE

1. Name of the Department: Department of Chemistry
2. Title of the Course: **BASIC COURSE IN GERMAN LANGUAGE**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 30
5. Introduction of the Course: German Language is official language of Germany and Austria. It is also one of the official languages of Switzerland. German is the native language of more than 90 million speakers. It is the language of composers Mozart, Bach, Beethoven, and Wagner, The Language ranks second as the most commonly used scientific language.
6. Objectives: Students will enjoy learning a new language. The course aims at teaching students the pronunciation; four cases for nouns, pronouns, and adjectives (nominative, accusative, genitive, dative); three genders (masculine, feminine, neuter). After successful completion of the course, the student will be able to speak and read German Language and ready for a higher level of learning on his/her own.
7. Job Roles/Outcomes: Interpreters in International and National events, Translation online and offline, German to Punjabi Translation is high in demand, Blogger, Tourism.
8. Teacher Incharge: Prof. Ravinder Jeet Singh  
Head, Department of Chemistry  
Phone: 94642-75002

**SCHEME OF THE COURSE:**  
**BASIC COURSE IN GERMAN LANGUAGE**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Lab.	Th.	Viva		
M - I	Alphabets, Definite Articles and Indefinite Articles, Verbs Spoken and Grammer Practice, Meeting People, Contact Details , In Company Around the World, Things	5	1	15	5	20	6
M – II	Living, Days and Times, Appointments, Working Life, Orientation, Eating and Leisure.	5	1	15	5	20	6
M – III	Food, Weather and Holiday, Clothing, Family.	5	1	15	5	20	6
M – IV	Sports and Exercise, Health, Home, Money, Family.	5	1	15	5	20	6
M- V	Digital Life, In a Restaurant, The Past and Today Invitations, Good Ideas, Film and TV, Sing a Song.	5	1	15	5	20	6
<b>Total</b>		<b>25</b>	<b>5</b>	<b>75</b>	<b>25</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*



#### **4.8 EMERGING TECHNOLOGIES IN IT**

1. Name of the Department: Department of Computer Science and Applications
2. Title of the Course: **EMERGING TECHNOLOGIES IN IT**
3. Eligibility Criteria: Students of BCA/BA-BSc(Computer App.)
4. No. of Seats: 40
5. Introduction of the Course: This certificate course on emerging technologies in IT will be helpful for the students of BCA final year students. The purpose of this course is to train students to enhance their skills in the latest information technologies like Cyber Security, Data Mining, Business intelligence and cloud computing.
6. Objectives: To aware the students about the field of information technology, exposing them to a wide range of applications of IT in daily life and providing hands on experience of various IT applications. The course is basically designed for students of non-computer field.
7. Job Roles/Outcomes: Students will get better opportunities in Software development and IT Industry.
8. Teacher Incharge:  
Dr. Vivek Bhambri  
Head, Department of Computer Science and Applications  
Phone: 98555-34289  
  
Dr. Sharda Rani  
Department of Computer Science and Applications  
Phone: 85699-64857

**SCHEME OF THE COURSE:**  
**EMERGING TECHNOLOGIES IN IT**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	<p>Concept of Data, Information, Knowledge Creation and Discovery</p> <p><b>Data Mining:</b> Definition of Data Warehouse and Data Mining, Three layered architecture of Data Warehouse,</p> <p><b>Business Intelligence:</b> Introduction to Business Intelligence, Digital data and its types – structured, semi-structured and unstructured, Introduction to Online Transaction Processing (OLTP), Online Analytical Processing (OLAP)</p> <p><b>Techniques of Data Mining:</b> Association Rule Mining, Sequence Path Analysis, Clustering Practical Examples for Implementation of these techniques.</p>	6	2	20	10	30	8
M – II	<p><b>Cyber Crimes:</b> - Introduction, Essential Ingredients of Crime, Types of Internet Crimes, How to avoid Cyber Crimes, .Introduction to Cyber Laws –Information Technology Act 2000.</p>	4	2	10	10	20	6
M – III	<p><b>Digital Image Processing:</b> Introduction to image, Types of image: Binary, Black &amp; White, 8-bit color format, 16-bit color format, Image as a Matrix, Phases of Image Processing: Image Acquisition, Image Enhancement, Image Restoration, Color Image Processing, Wavelet and Multi dimensional image processing, Image Compression, Morphological Processing, Representation and description, Image Representation in</p>	6	2	15	10	30	8

	Matlab						
M – IV	<b>Grid Computing</b> , types of grids, grid environment, Cluster Computing, types of clusters Distributed Computing. Resource Sharing using distributed computing	6	2	15	10	20	8
<b>Total</b>		<b>22</b>	<b>8</b>	<b>60</b>	<b>40</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### **4.9 ICT IN EDUCATION**

1. Name of the Department: Department of Computer Science and Applications
2. Title of the Course: **ICT IN EDUCATION**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 40
5. Introduction of the Course: This certificate course on ICT in Education will be helpful for the students of non-Computer /ITfield. The purpose of this course is to train students to enhance their skills in the basic knowledge of information, communication and technologies which are useful for overall personality development. This course is a blend of theoretical and practical learning which will help learners to understand the purpose of ICT& its application in the today's world.
6. Objectives: To aware the students about the field of information technology, exposing them to a wide range of applications of IT in daily life and providing hands on experience of various IT applications. The course is basically designed for students of non-computer field.
7. Job Roles/Outcomes: Students will an idea about information technology and its practicality.
8. Teacher Incharge: Dr. Anil Kumar  
Department of Computer Science and Applications  
Phone: 93541-50283  
  
Prof. Poonam  
Department of Computer Science and Applications  
Phone: 98143-60801

## SCHEME OF THE COURSE:

### ICT IN EDUCATION

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th	Pr.	Th.	Pr.		
M - I	<p>Introduction to Computer H/W and S/W, Types of Software, Components of a Computer System.</p> <p><b>Word Processing Package:</b> Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: Introduction to templates and styles; applying, modifying and creating new (custom) styles; using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, Changing document views, Working with text: select, cut, copy, paste, find and replace, inserting special characters</p>	6	2	20	10	30	8
M – II	<p>Checking spelling and Grammar, Autocorrect, Formatting text, Formatting pages: Using layout methods, creating headers and footers, Numbering pages, Changing page margins, Adding comments to a document, Creating a table of contents.</p> <p><b>Interaction with Graphics:</b> Understand the scope of digital image, Transformation with images: cropping, flipping, scaling and framing.</p>	4	2	10	10	20	6
M – III	<p><b>Internet &amp; ICT Environment:</b> What is Internet and WWW, Browser and their function, URL and navigation of a website, Search Engines and their roles, Searching for text and images from web.</p>	6	2	15	10	30	8

M – IV	<b>Data Representation with Power point:</b> Create Presentation, Editing and formatting presentation, animating slides using transition. And other attractive features.	6	2	15	10	20	8
<b>Total</b>		<b>22</b>	<b>8</b>	<b>60</b>	<b>40</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.10 CLOUD COMPUTING

1. Name of the Department: Department of Computer Science and Applications
2. Title of the Course: **CLOUD COMPUTING**
3. Eligibility Criteria: Students of BCA/BA-BSc(Computer App.)
4. No. of Seats: 40
5. Introduction of the Course: This certificate course on cloud Computing will be helpful for the students of BCA and BA/B.Sc. (Computer Application). The purpose of this course is to train students to enhance their skills in cloud environment. This course is a blend of theoretical and practical learning which will help learners to understand the purpose of IOT Internet of things& its application in the today's world.
6. Objectives: This course gives students an insight into the basics of cloud computing along with virtualization. Cloud computing is one of the fastest growing domains from a while now. It will provide the students basic understanding about cloud and virtualization along with it how one can migrate over it.
7. Job Roles/Outcomes: Students willing to set their career in the field of Information Technology and software industry with field Like IOT/Big Data/Cloud Services
8. Teacher Incharge:  
Dr. Rajan Manro  
Department of Computer Science and Applications  
Phone: 98152-22997  
  
Prof. Priya Dhir  
Department of Computer Science and Applications  
Phone: 94657-96177

**SCHEME OF THE COURSE:  
CLOUD COMPUTING**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th	Pr.	Th.	Pr.		
M - I	<b>Origins of Cloud computing;</b> Cloud Computing definition, private, public and hybrid cloud. Cloud types; IaaS, PaaS, SaaS. Benefits and challenges of cloud computing, public vs private clouds, Business Agility: Benefits and challenges to Cloud architecture. Application availability, performance, security and disaster recovery;	6	2	20	10	30	8
M – II	<b>Cloud Architecture Layers:</b> Layers in cloud architecture, Software as a Service (SaaS), features of SaaS and benefits, Platform as a Service ( PaaS ), features of PaaS and benefits, Infrastructure as a Service ( IaaS), features of IaaS and benefits, Service providers, challenges and risks in cloud adoption.	6	2	10	10	20	6
M – III	<b>Cloud Deployment model:</b> Public clouds – Private clouds – Community clouds - Hybrid clouds - Advantages of Cloud computing.	4	2	15	10	30	8
M – IV	<b>Introduction to VMWRE Simulator</b> Basics of VMWare, advantages of VMware virtualization, using VMware workstation, creating virtual machines- understanding virtual machines, create a new virtual machine on local host, cloning virtual machines, virtualize a physical machine, starting and stopping a virtual machine	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*



#### **4.11 DATA ANALYSIS FOR SOCIAL SCIENCE RESEARCH**

1. Name of the Department: Department of Economics
2. Title of the Course: **DATA ANALYSIS FOR SOCIAL SCIENCE RESEARCH**
3. Eligibility Criteria: For M.A.1 & 2 and B.A. Final Year students.
4. No. of Seats: 20
5. Introduction of the Course: This certificate course on 'Data Analysis for Social Science Research' helps to derive actionable insights from large data sets. Course curriculum of this course trains learners to enhance their skills in collection, organisation, tabulation, presentation and analysis of statistical data which is useful for social science research at MA/MCom, MPhil and PhD level.
6. Objectives: This course is a mix of theoretical learning and more practical hands-on training which helps learners really understand the purpose of the statistical tool or method and how to apply it to real-world social science research and business problems.
7. Job Roles/Outcomes: Students willing to set their career in banking, finance, corporate sector, research and teaching will learn basic data handling skills.
8. Teacher Incharge: Dr. Shiv Kumar  
Head, Department of Economics  
Phone: 98558-27029  
  
Prof. Rajnikant  
Department of Economics  
Phone: 98158-06302

**SCHEME OF THE COURSE:**  
**DATA ANALYSIS FOR SOCIAL SCIENCE RESEARCH**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction to Statistics; Statistical Survey.	2	4	5	15	20	6
M – II	Collection of Data; Sampling and Sample Designs.	2	4	5	15	20	6
M – III	Classification and Tabulation of Data; Diagrammatic and Graphic Presentation.	2	4	5	15	20	6
M – IV	Measures of Central Value, Dispersion, Correlation, Regression, Time Series.	2	4	5	15	20	6
M- V	Statistical Inference: Tests of Hypotheses, $X^2$ Test, F-Test, Analysis of Variance; Computer and Social Science Research.	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.12 TEACHING BASICS OF ENGLISH GRAMMAR

1. Name of the Department: P. G. Dept. of English
2. Title of the Course: **TEACHING BASICS OF ENGLISH GRAMMAR**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 30
5. Introduction of the Course: Learning a language is like learning the most important aspect of a nation. English grammar is a set of rules and guidelines that ensure the correct and standard use of the English language. Learning the standard form of English with the understanding of how it works incorporates paramount importance. This course is an attempt to provide the learners with the basic grammatical structures in an easily comprehensible style..
6. Objectives:
  - (i) To know the Distinct Features of Language
  - (ii) To learn the Correct Spellings and Pronunciations
  - (iii) To learn the formation, meaning making and usage of words
  - (iv) To know the exact structure and meaning of sentences
7. Job Roles/Outcomes:
  - (i) Improvement in communication skills and sPersonality development,
  - (iii) More job opportunities in different sectors. (Journalism and multimedia, Public sector, Tourism, Education, Private Sector, MNC, Banking, IT etc.)
  - (iv) Prospects in Higher Education enough scope for undertaking this initiative on a larger scale.
8. Teacher Incharge:

Prof. Dinesh Kumar  
Head, P. G. Dept. of English  
Phone: 98034-63620

Prof. Manu Verma  
P. G. Dept. of English  
Phone: 98158-22658

**SCHEME OF THE COURSE:**  
**TEACHING BASICS OF ENGLISH GRAMMAR**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Word (Definition & Criteria), Sentence (Definition & Types, Simple sentence, Compound sentence, Complex sentence, Compound-complex sentence), Parts of speech, Noun (Types of Noun), Pronoun (Definition & Types).	2	4	5	15	20	6
M – II	Adjective (Definition & Types), Verb (Definition & Types), Adverb (Definition & Types)	2	4	5	15	20	6
M – III	Conjunction (Definition & Types), Interjection (Definition & Types), Tense (Present Tense, Past Tense, Future Tense)	2	4	5	15	20	6
M – IV	Phrases (Definition, Types & Examples), Clauses (Definition, Types & Examples), Modal Auxiliaries.	2	4	5	15	20	6
M- V	Transformation of Sentences, Narration, (Reported to Reporting Speech) Determiners & Quantifiers, Punctuation (Definition, Types & Usage Rules, Correct Use of Semicolons)	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.13 TEACHING OF SPOKEN ENGLISH

1. Name of the Department: P. G. Dept. Of English
2. Title of the Course: **TEACHING OF SPOKEN ENGLISH**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 30
5. Introduction of the Course: An English speaking course is meant to improve the fluency of English and confidence of the student when speaking English. Our course offers specific English lessons which cover different facets like active vocabulary and grammar development, pronunciation, intonation, turn-taking, conversational gambits and many others.
6. Objectives:
  - (i) Helps in communicating ideas effectively
  - (ii) Helps in connecting people of different background
  - (iii) Immigration benefits
  - (iv) Access to the culture of English Speaking countries
  - (v) Helps to improve self esteem
  - (vi) Career opportunities
7. Job Roles/Outcomes:
  - (i) Improvement in communication skills
  - (ii) Personality development,
  - (iii) More job opportunities in different sectors. (Journalism and multimedia, Public sector, Tourism, Education, Private Sector, MNC, Banking, IT etc.)
  - (iv) Prospects in Higher Education
8. Teacher Incharge:

Prof. Dinesh Kumar  
Head, P. G. Dept. of English  
Phone: 98034-63620

Prof. Manu Verma  
P. G. Dept. of English  
Phone: 98158-22658

**SCHEME OF THE COURSE:  
TEACHING OF SPOKEN ENGLISH**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Parts of speech, Tenses Preposition and Determiners in Detail	2	4	5	15	20	6
M – II	Modals, Active passive, Narration.	2	4	5	15	20	6
M – III	Listening and comprehension Reading skills	2	4	5	15	20	6
M – IV	Pronunciation, Vocabulary and word recognition	2	4	5	15	20	6
M- V	Word and Phrased used for Conversation, Oral Expression of the Language, Debate & Discussion .	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.14 UGC -NET COACHING

1. Name of the Department: P. G. Dept. Of English
2. Title of the Course: **UGC -NET COACHING**
3. Eligibility Criteria: Post Graduate Students
4. No. of Seats: 30
5. Introduction of the Course: Modern age is the age of cut throat competition where everyone has to face a tough competition to secure a good job. The preparation of UGC-NET requires a well-structured approach and right guidance in order to qualify it. The aspirants who study under the guidance of good tutors develop greater self-esteem and confidence to achieve their goals. The Post-Graduate Department of English is committed to provide the best possible guidance to the students in form of coaching classes, UGC-NET Notes and Practice sessions.
6. Objectives:
  - (i) Thorough knowledge of English Literature
  - (ii) Inculcating the habit of self-study
  - (iii) Helps to understand English Culture
  - (iv) Improvement in competitive skills
7. Job Roles/Outcomes:
  - (i) The successful candidate can apply for the post of Assistant Professor in any College or University.
  - (ii) The candidates can join as a faculty at a coaching institute to train the students for the same.
  - (iii) The candidate will receive a fellowship for five years after successfully qualifying NET-JRF and enrolling in a Ph.D. course.
8. Teacher Incharge:

Prof. Dinesh Kumar  
Head, P. G. Dept. of English  
Phone: 98034-63620

Prof. Manu Verma  
P. G. Dept. of English  
Phone: 98158-22658

**SCHEME OF THE COURSE:**

**UGC -NET COACHING**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	A Brief Introduction to History of English Literature and Literary Movements (The Age of Chaucer, Elizabethan Age Jacobean Age, Restoration Age, Augustan Age, Romantic Age, Victorian Age, Modern Period, Contemporary Period)	2	4	5	15	20	6
M – II	A Brief Introduction to Literary Theory and Criticism (Theory before ‘theory’: Liberal Humanism, Literary Theorizing from Aristotle to F. R. Leavis, Formalism, Structuralism Post-structuralism and Deconstruction, Marxism, Post-modernism, Psychoanalytic Criticism, Feminist Criticism Post-Colonial Criticism, New Historicism and Cultural Materialism) .	2	4	5	15	20	6
M – III	Indian Writing in English (Historical Background & Literary trends, Major Writers).	2	4	5	15	20	6
M – IV	American Literature (History & Important Literary trends, Major Writers).	2	4	5	15	20	6
M- V	African Literature (Historical, Background & Literary trends Major Writers) .	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*



#### 4.15 COMPETITION ORIENTED MATHEMATICS

1. Name of the Department: Department of Mathematics
2. Title of the Course: **COMPETITION ORIENTED MATHEMATICS**
3. Eligibility Criteria: BA/B.Sc. final year (Maths) & M.S.C Maths
4. No. of Seats: 30
5. Introduction of the Course: The course “Competition oriented mathematics” is an inseparable and integral part of aptitude exams .It tests the quantitative skills along with logical and analytical reasoning. It is the most important requisite for clearing any competitive examination .The purpose of this course is to introduce learners from different discipline and background to the basic concepts of mathematics.
6. Objectives: The purpose of this course is to introduce learners from different discipline and background to the basic concepts of mathematics. The course discusses concepts about basic mathematics, elaborates on basics definitions and their applications.
7. Job Roles/Outcomes: After completing this course students will be able to crack quantitative aptitude paper of any competitive exams like Bank PO, SSC, LIC etc.
8. Teacher Incharge: Dr. B.K. Aggarwal  
Head, Department of Mathematics  
Phone: 94178-15589

**SCHEME OF THE COURSE:**  
**COMPETITION ORIENTED MATHEMATICS**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	PERMUTATION & COMBINATION Introduction, Fundamental Principle Of Counting, Permutation, Factorial Notation, Useful Relation Of Permutation, Combination, Basic Approach Of Combination, Some Best Point On Permutation & Combination.	2	4	5	15	20	6
M – II	BASIC OF PROBABILITY Introduction, Experiment, Random Experiment, Sample Space, Event, Simple Event, Compound Event, Impossible Event, Independent Event, Dependent Events, Mutually Exclusive Event, Exhaustive Events, Equally Likely Events, Favourable Number Of Cases, Definition Of Probability Of An Event, Axiomatic Approach Of Probability, Addition Theorem Of Probability, Multiplication Theorem Of Probability, Some Useful Result, Some Key Points, Solved Question.	2	4	5	15	20	6
M – III	TIME AND WORK Basic Introduction, General Rule For Time & Work, Basic Concept Regarding Efficiency, Some Required Points, Resolve Question.	2	4	5	15	20	6
M – IV	BOAT AND STREAMS Preface, Some Important Points, Problems Related Speed Of Boats In Still Water, Running Water, Upstream, Downstream, Practice question.	2	4	5	15	20	6
M- V	<b>INTEREST</b> Discussion Of Interest & Its Two Type(Simple Interest And Compound Interest),Main Points Of	2	4	5	15	20	6

	S.I & C.I, Important Results Of S.I. & C.I, Difference Between C.I And S.I. Solved Questions.						
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.16 COMPUTATIONAL PHYSICS

1. Name of the Department: Department of Physics
2. Title of the Course: **COMPUTATIONAL PHYSICS**
3. Eligibility Criteria: B.Sc – III (N.M) Students
4. No. of Seats: 30
5. Introduction of the Course: Computational physics is the study of scientific problems using computational methods; it combines computer science, physics and applied mathematics to develop scientific solutions to complex problems.
6. Objectives: This certificate course on “Computational physics” helps learners to enhance their skills in computational methods, which is useful for research in science for MSc, M.Phil. and PhD level. Areas in the scope of computational physics include: large-scale quantum mechanical calculations in nuclear, atomic, molecular and condensed matter physics. Large-scale calculations in fields like hydrodynamics, astrophysics, plasma physics, meteorology and geophysics. As a Computational Physicist, your work revolves around physics, computer science, math, and theories about how systems in each of those areas might behave.
7. Job Roles/Outcomes: Your work directly contributes to real-life, relevant applications such as environmental modeling, Aeronautical, nuclear cleanup, groundwater transport, medical imaging, and energy management. You’re an expert not only on computers and science, but also on how computer algorithms and simulations connect the two fields.
8. Teacher Incharge: Dr. Manish Garg  
Head, Department of Physics  
Phone: 94636-68551

## SCHEME OF THE COURSE:

### Computational Physics

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Fundamental iterative scheme: Solution of nonlinear equations: Newton-Raphson method, Secant method, Newton method for two dimensions. Iterative methods for systems of equations: Linear system: Jacobi method, Gauss Seidal Iteration.	8	0	25	-	25	8
M – II	Interpolation and Approximation: Polynomial interpolation: Lagrange's and Newton methods. Curve fitting: Linear and nonlinear curve fitting.	8	0	25	-	25	8
M – III	Differentiation and Integration: Differentiation using forward, backward and central difference operators, Error analysis, Trapezoidal and Simpson rules.	8	0	25	-	25	8
M – IV	Ordinary Differential equation: Taylor method, Runge-Kutta method Simulation of Physics Problems: Algorithm development of One Dimensional motion: Viscous effects One dimensional Simple Harmonic Motion	4	2	20	5	25	6
<b>Total</b>		<b>28</b>	<b>2</b>	<b>95</b>	<b>5</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.17 CERTIFICATE COURSE IN HUMAN RIGHTS

1. Name of the Department: P.G. Department of Political Science
2. Title of the Course: **CERTIFICATE COURSE IN HUMAN RIGHTS**
3. Eligibility Criteria: The students studying in U.G. 3rd Sem to 6th Sem and P.G. Courses in Arts and Humanities.
4. No. of Seats: 30
5. Introduction of the Course: Human rights have gained utmost importance at national and international level in the present era. This short-term course will provide basic knowledge about human rights. The course will enable students to understand international as well as national level framework for the protection of human rights. The course also seeks to analyze the awareness among students regarding human rights.
6. Objectives:
  - (i) To understand the concept of human rights and its evolution.
  - (ii) To examine international framework for the protection of human rights.
  - (iii) To analyze the national framework for the protection of human rights in India.
  - (iv) To examine the level of awareness among the students regarding human rights by conducting an empirical study.
7. Job Roles/Outcomes: This Short Term Certificate Course will help the students to understand and develop knowledge about human rights. It will enable them to learn major technique of questionnaire to collect data on human rights. Students will also learn empirical aspects of research through data collection and data analysis.
8. Teacher Incharge:

Prof. Gagandeep Sethi  
Head, P.G. Department of Political Science  
Mobile: 8146000947

Dr. Inderjit Singh  
P.G. Department of Political Science  
Mobile: 9780362064

**SCHEME OF THE COURSE:**  
**CERTIFICATE COURSE IN HUMAN RIGHTS**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Meaning, Classification and Evolution of Human Rights Introducing Human Rights with Images & Short-Films (Film by- Anuj Ramachandran and Scientology (YouTube)	2	4	5	15	20	6
M – II	United Nations and Human Rights Pledge, Formation of Human Rights Club and visit to Old Age Home/ Deaf and Dumb School.	2	4	5	15	20	6
M – III	Universal Declaration of Human Rights, 1948 Discussing the UDHR using real-life cases and a Presentation Activity.	2	4	5	15	20	6
M – IV	International Covenants on Human Rights, 1966, Prepare a brief report on the Contribution of Human Right Activists.	2	4	5	15	20	6
M- V	Indian Constitution and Human Rights Dramatic Role Play Activity using a true story.	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### **4.18 BASIC COURSE IN FRENCH LANGUAGE**

1. Name of the Department: Department of Public Administration
2. Title of the Course: **BASIC COURSE IN FRENCH LANGUAGE**
3. Eligibility Criteria: Open to all UG students of B.A/B.Sc/B.Com/BCA programmes
4. No. of Seats: 25
5. Introduction of the Course: French is one of the most popular and fastest-growing languages in the World. Outside Europe also, it is present across every continent including Africa. North America, South America and even in Caribbean cities. It is the official language in 29 countries of the World and the procedural language for the European Union.
6. Objectives: To enhance their career options, it opens the doors to highly paid jobs in several French and Quebec based Companies in immigration to Canada and other countries.
7. Job Roles/Outcomes: It enhances travel experience. It helps in earning money by performing translation job (online).
8. Teacher Incharge: Dr. Puneet Aneja  
Head, Department of Public Administration  
Phone: 98729-77572



**SCHEME OF THE COURSE:**  
**BASIC COURSE IN FRENCH LANGUAGE**

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	Introduction about French Language, French favourites	2	4	5	15	20	6
M – II	French Alphabets, Pronunciation, The French Articles.	2	4	5	15	20	6
M – III	French Adverbs, French phrases, Formation of Present tense	2	4	5	15	20	6
M – IV	Numbers, Gender, Parts of Body	2	4	5	15	20	6
M- V	Week days, Months and Seasons, Small interactions with tourists, at Bank, Doctor, AirPort.	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

#### 4.19 ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ : ਮੌਲਿਕ-ਲੇਖਣ

1. ਵਿਭਾਗ ਦਾ ਨਾਮ ਪੋਸਟ-ਗ੍ਰੈਜੂਏਟ ਪੰਜਾਬੀ ਵਿਭਾਗ
2. ਕੋਰਸ ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ : ਮੌਲਿਕ-ਲੇਖਣ
3. ਯੋਗਤਾ / ਪਾਤਰਤਾ ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਅਤੇ ਪੋਸਟ-ਗ੍ਰੈਜੂਏਟ ਕਲਾਸਾਂ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ
4. ਸੀਟਾਂ ਦੀ ਗਿਣਤੀ 30 ('ਪਹਿਲਾਂ ਆਉ-ਪਹਿਲਾਂ ਪਾਉ ਦੇ ਆਧਾਰ 'ਤੇ)
5. ਕੋਰਸ ਦੀ ਜਾਣ-ਪਛਾਣ ਇਹ ਕੋਰਸ ਵਿਦਿਆਰਥੀਆਂ ਵਿੱਚ ਸਾਹਿਤ ਨੂੰ ਪੜ੍ਹਨ, ਸਮਝਣ ਅਤੇ ਵਿਚਾਰਧਾਰਕ ਪਰਿਪੱਕਤਾ ਦੇ ਆਧਾਰ ਵਜੋਂ ਗ੍ਰਹਿਣ ਕਰਨ ਦੀ ਰੁਚੀ ਪੈਦਾ ਕਰਕੇ, ਮਨੁੱਖੀ ਸੰਵੇਦਨਾ ਦੀ ਥਾਹ ਪਾ ਕੇ ਚੰਗੇ ਮਨੁੱਖੀ ਕਿਰਦਾਰ ਦੇ ਧਾਰਨੀ ਹੋਣ ਵਿੱਚ ਸਹਾਈ ਹੋਵੇਗਾ।
6. ਉਦੇਸ਼ ਕੋਰਸ ਵਿੱਚ ਭਾਗ ਲੈਣ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਮੌਲਿਕ-ਲੇਖਣ ਪ੍ਰਤਿ ਉਤਸ਼ਾਹਿਤ ਕਰਨਾ।
7. ਰੋਜ਼ਗਾਰ ਵਿੱਚ ਭੂਮਿਕਾ ਪ੍ਰੋਫੈਸ਼ਨਲ ਜ਼ਿੰਦਗੀ ਵਿੱਚ ਪੱਤਰਕਾਰੀ ਅਤੇ ਸੰਪਾਦਨ-ਕਾਰਜ, ਪ੍ਰਿੰਟ ਅਤੇ ਇਲੈਕਟ੍ਰਾਨਿਕ ਮੀਡੀਆ ਦੇ ਖੇਤਰ ਵਿੱਚ ਵਿਸ਼ੇਸ਼ ਯੋਗਦਾਨ ਪਾ ਸਕਣ ਦੇ ਸਮਰੱਥ ਬਣਾਉਣਾ।
8. ਇੰਚਾਰਜ ਅਧਿਆਪਕ ਡਾ. ਹਰਪਾਲ ਸਿੰਘ ਭੱਟੀ  
8389004600  
  
ਡਾ. ਰਾਜਪ੍ਰੀਤ ਕੌਰ  
9988905550

ਕੋਰਸ ਦਾ ਨਾਮ :

ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ : ਮੌਲਿਕ-ਲੇਖਣ

Module	Content/ Syllabus	Contact hours		Weightage		Total Marks	Credits
		Th.	Pr.	Th.	Pr.		
M - I	ਸ਼ਾਹਿਤ: ਤੱਤ, ਪ੍ਰਕਿਰਤੀ ਅਤੇ ਪ੍ਰਯੋਜਨ	2	4	5	15	20	6
M – II	ਸ਼ਾਹਿਤ ਅਤੇ ਸਮਾਜ, ਸਾਹਿਤ ਅਤੇ ਸ਼ਖਸੀਅਤ, ਸਾਹਿਤ ਅਤੇ ਮਨੋਵਿਗਿਆਨ	2	4	5	15	20	6
M – III	ਸ਼ਾਹਿਤ ਦੇ ਰੂਪ : ਕਹਾਣੀ, ਕਵਿਤਾ ਅਤੇ ਨਿਬੰਧ	2	4	5	15	20	6
M – IV	ਮੌਲਿਕ-ਲੇਖਣ, ਵਿਸ਼ੇ ਦੀ ਚੋਣ ਅਤੇ ਨਿਭਾਅ	2	4	5	15	20	6
M- V	ਮੌਲਿਕ-ਲੇਖਣ : ਵਿਹਾਰਕ ਪੱਖ	2	4	5	15	20	6
<b>Total</b>		<b>10</b>	<b>20</b>	<b>25</b>	<b>75</b>	<b>100</b>	<b>30</b>

*NOTE: 1 credit is equal to 1 hour of teaching*

**A. S. College, Khanna**

(Re-accredited Grade 'A' with CGPA of 3.51 by NAAC, Bangalore)

**REGISTRATION FORM FOR NON-FORMAL MODE COURSES**

Session 2021-2022

Please affix  
your latest  
passport size  
photo

Department .....

Name of Course .....

1. Name of the Student .....

2. Father's Name .....

3. Date of Birth .....

4. Vaccinated for COVID-19 (Yes or No) .....

5. Class .....

6. College Roll No. ....

7. Address .....

.....

8. Contact No. ....

9. E-mail ID .....

Date .....

Signature of the Student

Name of the Teacher handling the course

Signature of the Head

.....