VALUE ADDED COURSES

ACADEMIC SESSION 2020-21

K.R MANGALAM UNIVERSITY

GURUGRAM, HARYANA

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Sohna Road. Gurugram (Haryana)

INTRODUCTION

In a rapidly changing world, the importance of continuous learning and skill development cannot be overstated. The traditional education system often falls short in providing individuals with the specific, practical skills they need to succeed in the job market and adapt to the ever-evolving professional landscape. This is where Value Added Courses (VAC) come into play. VACs have emerged as a transformative force in education, offering specialized, practical, and often short-term courses that cater to the specific needs and demands of the job market.

WHAT ARE VALUE ADDED COURSES (VAC)?

Value Added Courses, or VACs, are educational programs designed to enhance a student's knowledge and skills in a specific area, often in addition to their primary academic curriculum. These courses are typically short-term, focused on practical skills, and tailored to the demands of the job market.

THE SIGNIFICANCE OF VALUE ADDED COURSES

- ❖ **Meeting the Demands of the Job Market**: The job market today is highly competitive and dynamic. Employers are constantly seeking individuals with specialized skills who can immediately contribute to their organizations. Traditional academic programs, with their often broad and theoretical curriculum, may not always provide graduates with the necessary practical skills. VACs fill this gap by offering hands-on, industry-specific training that directly addresses the needs of the job market. This ensures that graduates are better prepared to meet the demands of their chosen professions.

- ❖ **Lifelong Learning and Adaptability**: In a world where technology and industries are rapidly evolving, the ability to adapt and learn new skills is paramount. VACs promote the concept of lifelong learning by providing opportunities for individuals to acquire new skills or update existing ones. These courses are particularly valuable for professionals looking to stay relevant in their fields, switch careers, or upskill to meet the latest industry requirements.

- ❖ **Career Advancement and Income Growth**: Value Added Courses can significantly enhance an individual's career prospects. The specialized skills acquired through these

courses make individuals more attractive to employers, potentially leading to promotions, pay raises, and career advancement. Many individuals have reported an increase in income after completing VACs, making them a valuable investment in one's professional development.

OBJECTIVES OF VALUE ADDED COURSES

❖ To provide students with practical skills that are relevant to their chosen field of study or profession, enabling them to perform tasks more effectively and efficiently.

❖ To broaden students' skill sets, making them more versatile and adaptable in the job market by exposing them to a range of complementary skills and knowledge.

❖ To increase students' chances of finding and retaining employment by equipping them with skills and competencies that are in high demand in the job market.

❖ To help students advance in their careers by acquiring specialized knowledge or certifications that can lead to promotions and increased earning potential.

❖ To foster personal growth and development, including improved communication, time management, problem-solving, and decision-making skills, enhancing students' overall effectiveness and self-confidence.

❖ To support aspiring entrepreneurs by providing them with the tools and knowledge necessary to start and run their businesses successfully.

❖ To encourage students to think creatively and innovatively, fostering an entrepreneurial mindset and the ability to generate new ideas and solutions.

❖ To ensure that students are well-versed in the latest technologies and tools relevant to their field, keeping them up-to-date with industry trends.

❖ To promote an understanding of environmental issues and sustainable practices, encouraging responsible and eco-friendly behaviour.

❖ To develop the ability to analyze complex situations, make informed decisions, and solve problems systematically.

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❖ To promote cultural competence and a deeper understanding of societal issues, enabling individuals to work effectively in diverse environments and contribute positively to their communities.

❖ To enhance interpersonal skills, teamwork, leadership, and emotional intelligence, which are essential in professional and personal life.

❖ To instill a love of learning and a commitment to continuous self-improvement, encouraging participants to remain adaptable and open to acquiring new knowledge and skills throughout their lives.

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VALUE ADDED COURSE LIST

S.No	Course Code	Course Title	Contact Hours	Prerequisite	Page No.
1	VAC102	Preparing Students for Future Roles	30	Nil	1-2
2	VAC106	Indian Constitution	30	Nil	3-4
3	VAC108	Boutique Management	30	Nil	5-7
4	SLHA131A	French-I	30	Nil	8-9
5	SLHA137A	Chinese -I	30	Nil	10-11
6	VAC111	Fashion Event Management	30	Nil	12-13
7	VAC115	Film Appreciation	30	Nil	14-15
8	VAC036	Digital Product Management	35	Nil	16-18
9	VAC037	Content Creation for Social Media	30	Nil	19-21
10	VAC038	Mushroom Cultivation	30	Nil	22-24
11	VAC039	Entrepreneurship and Business Development	30	Nil	25-27
12	VAC040	Heritage Conservation	30	Nil	28-30
13	VAC041	Swachh Bharat	30	Nil	31-33
14	VAC042	Basic Certificate Course in Guidance and Counseling	30	Nil	34-36
15	VAC043	Public Speaking and Presentation Mastery	30	Nil	37-39
16	VAC044	Ayurvedic Nutrition for Wellness	30	Nil	40-42
17	VAC045	Problem Solving and Creativity	30	Nil	43-45
18	VAC046	Vaastushastra	30	Nil	46-48
19	VAC047	Developing Virtual Teaching Skills	30	Nil	49-51

20	VAC048	Web Development Certificate Course	30	Nil	52-54
21	VAC049	Ethics and Culture	30	Nil	55-57
22	VAC050	Developing Report Writing Skills	30	Nil	58-60
23	VAC051	Positive Psychology and Work Life	30	Nil	61-63
24	VAC052	Panchkosha for Holistic Living	30	Nil	64-66
25	VAC053	Psychological First Aid	30	Nil	67-69
26	VAC054	Food Safety and Hygiene	30	Nil	70-72
27	VAC055	Positive Leadership and Competency Development	30	Nil	73-75
28	VAC056	English for Media Literacy	30	Nil	76-78
29	VAC057	Fundraising for Community Initiatives	30	Nil	79-81
30	VAC058	The Art of Storytelling	30	Nil	82-84
31	VAC059	Feminism and Social Justice	30	Nil	85-87
32	VAC060	Becoming a Social Entrepreneur	30	Nil	88-90
33	VAC061	Values and Ethics in Ancient Indian Traditions	30	Nil	91-93
34	VAC062	Mindfulness and Wellbeing	30	Nil	94-96
35	VAC063	Creating Digital Learning Resources	30	Nil	97-99
36	VAC064	Creative Writing	30	Nil	100-102
37	VAC065	Social Media for Community Outreach	30	Nil	103-105
38	VAC066	Online Classroom Management	30	Nil	106-108
39	VAC067	Career Planning for Success	30	Nil	109-111
40	SEED544A	Gandhian Philosophy: Theory and Practices	30	Nil	112-114

VAC102	PREPARING STUDENTS FOR FUTURE ROLES
Contact Hours	30 Hours
Prerequisite	Nil

Course Overview

The Value-Added Courses on 'Preparing Students for Future Roles' aim to provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of students.

Course Objectives

The course will enable students to:
- Foster problem-solving skills to address complex challenges in diverse contexts.
- Instill a mindset of adaptability to navigate evolving professional landscapes.
- Develop leadership skills, including strategic thinking and effective decision-making.
- Develop inter-disciplinary skills.

Course Outcomes
On the successful completion of the course students will be able to:
CO1: Develop critical thinking skills to analyze complex issues and solve problems creatively.
CO2: Enhance their written and oral communication skills to convey ideas clearly and persuasively.
CO3: Work effectively in diverse teams, respecting and leveraging the strengths of team members.
CO4: Cultivate adaptability to navigate changing environments and industries.

Course Content

The course will prepare students in following areas:

Module I: Developing a Sense of Identity   **3 hours**

Module II: Time Management   **3 hours**

Module III: Making Career Choices   **3 hours**

Module IV: The Importance of Four Skills Reading, Speaking, Writing, Listening **3 hours**

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Module V: Gender Sensitisation		**3 hours**
Module VI: Leadership and Motivational Skills		**3 hours**
Module VII: Creativity and Designing Workshop		**3 hours**
Module VIII: Stress Management		**3 hours**
Module IX: Group Discussions		**3 hours**
Module X: Personal Interviews		**3 hours**

Practicum

Related activities to each module will be done during class hours.

Textbooks

1. Burnett, B., & Evans, D. (2016). *Designing Your Life: How to Build a Well-Lived, Joyful Life*. Knopf.

Reference Books

1. Obama, M. (2018). *Becoming*. Crown Publishing Group.

	Evaluation Component	**Weightage (%)**
1	Activities & Assignments	20
2	Presentation/Projects	20
3	Attendance	10
4	End Term Examination	50

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VAC106	INDIAN CONSTITUTION
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This value-added course offers an in-depth exploration of the Indian Constitution, focusing on its historical evolution, key features, fundamental rights, directive principles, and the role of the judiciary. Through a comprehensive analysis of constitutional provisions, landmark judgments, and real-world case studies, students will gain a profound understanding of the constitutional framework that governs India's democracy and legal system.

Course Objectives

The course will enable students-

- To have basic knowledge about Indian Constitution
- To understand the structure and functioning of union, state and local self-government.
- To understand the structure, jurisdiction and function of Indian judiciary.

Course Outcomes

On the successful completion of the course students will be able to:

CO1: Explain the historical context and process of drafting the Indian Constitution.

CO2: Discuss the fundamental rights guaranteed to Indian citizens and their importance.

CO3: Examine the directive principles of state policy and their role in shaping governance.

CO4: Describe the structure of the Indian government, including the executive, legislature, and judiciary.

CO5: Engage in discussions on current constitutional debates and challenges.

CO6: Formulate informed opinions on issues related to citizenship, freedom of expression, and social justice.

CO7: Evaluate the strengths and challenges of India's democratic governance.

Course Content

Module I: Indian Constitution   7 hours

Sources and constitutional history, Features: Citizenship, Preamble, Fundamental Rights and

Duties, Directive Principles of State Policy

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Module II: Union Government and its Administration   **8 hours**

Structure of the Indian Union: President: Role, power and position, PM and Council of ministers, Cabinet and Central Secretariat, Lok Sabha, Rajya Sabha.

State government and its administration: Governor, CM and Council of Ministers, State Secretariat: Organisation, Structure and Functions.

Module III   **8 hours**

Supreme Court & High Court: Organization, procedure, jurisdiction, and power of the court.

Public Interest Litigation (PIL): Meaning of PIL, features, scope, principle, and guidelines for admitting PIL.

Module IV   **7 hours**

Local Administration: District's Administration, Municipalities, Mayor and role of Elected Representative, CEO of Municipal Corporation, Zila Panchayat, Block level: Organizational Hierarchy (Different departments), Village level: Role of Elected and Appointed Officials, Importance of grass root democracy.

Practicum

1. Analyze specific articles or amendments of the Indian Constitution.

2. Study landmark Supreme Court cases related to constitutional issues. Prepare case briefs, highlighting the facts, legal arguments, and significance of each case.

3. Participate in mock debates on controversial constitutional topics.

Textbooks

1. Verma, S. N. (2019). *Constitutional Law of India: Principles and Practices*. Juris Master.

Reference books

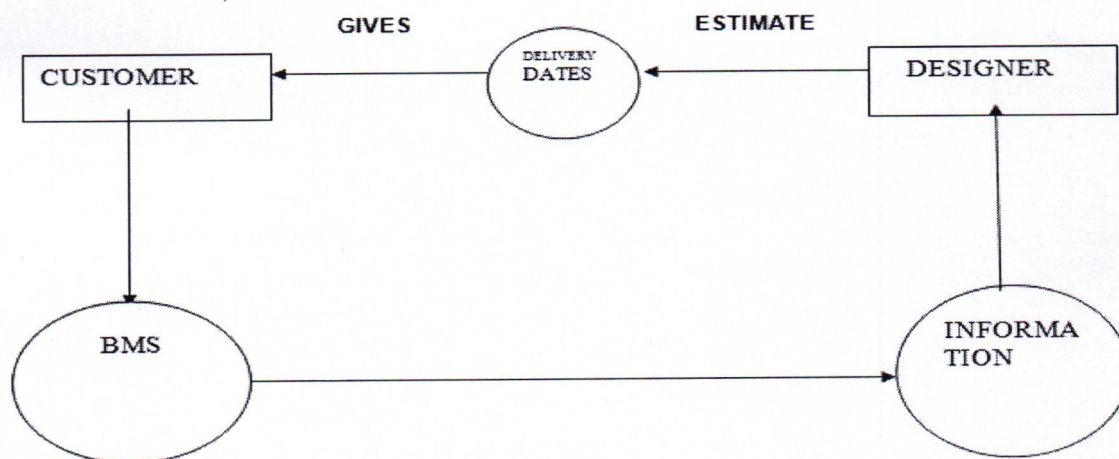1. Basu, D. (2018). *Introduction to the Constitution of India*. Lexi Law.

	Evaluation Component	Weightage (%)
1	Activities & Assignments	20
2	Presentation/Projects	20
3	Attendance	10
4	End Term Examination	50

VAC108	BOUTIQUE MANAGEMENT
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

The course provides great exposure to variety of boutique management skills relevant to Indian fashion industry. It is exclusively designed to acquaint students with skills related to modern boutique, latest fashion practices and idealistic clothing articles. It is has been intended to provide entrepreneurial guidelines to enhance the basic skills for setting a modern boutique.

Begin by deciding on your boutique's theme. Every boutique must have a theme to differentiate it from the plethora of other shops customers could choose to visit. If you're selling swimwear, you'll probably have a beach theme, but the style can vary. For instance, use rich sunset colors to create a sensuous, sophisticated atmosphere, or light, bright yellows, greens and blues for a fun atmosphere

Course Objectives
The course will enable students to:
- Develop a comprehensive understanding of market trends, consumer behavior, and competitive landscape in the fashion industry.
- Learn the design process, including theme selection, boutique storefront design, and creating an appealing atmosphere for customers.
- Explore various methods of start-up financing for boutique ventures, including budgeting and financial planning.

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- Familiarize with the legal framework surrounding retail operations to ensure ethical and lawful business practices.

Course Outcomes

On the successful completion of the course students will be able to:

CO1: Analyze market data to identify niche opportunities and target demographics for the boutique.
CO2: Gain proficiency in fashion forecasting techniques to anticipate market demands and trends.
CO3: Acquire skills in operational merchandising, including product development, spacing considerations, and checkout processes.
CO4: Develop business plans that encompass financial projections, risk management, and strategies for sustainable growth.
CO5: Understand the legal aspects of setting up a boutique, including licensing, regulatory compliance, and intellectual property considerations.

Course Content

Module I: Introduction to Boutique Management	**5 hours**

- Definition and scope of boutique businesses
- Understanding boutique trends and market analysis
- Identifying target customers and defining a niche

Module II: Business Planning and Conceptualization	**5 hours**

- Developing a boutique concept and brand identity
- Crafting a business plan and financial projections
- Location selection and store layout design

Module III: Merchandising and Inventory Management	**5 hours.**

- Sourcing and selecting products for the boutique
- Inventory management, pricing strategies, and stock rotation
- Visual merchandising and store aesthetics

Module IV: Customer Service and Personalization	**5 hours**

- Building exceptional customer experiences
- Clienteling and personalized services
- Handling customer feedback and complaints

Module V: Marketing and Promotion Strategies	**5 hours**

- Creating a boutique marketing plan

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- Online and offline marketing channels
- Social media, influencer collaborations, and promotions

Module VI: Entrepreneurship and Boutique Growth   **5 hours**

- Entrepreneurial mindset and innovation in boutique management
- Expansion strategies and diversification
- Financial management, budgeting, and scaling the business

Practicum

1. Case Study Analysis
2. Group Project on developing a boutique business plan.

Textbooks

1. Bell, J., & Ternus, K. (2018). *Fashion Marketing: Theory, Principles & Practice*. Fairchild Books.
2. Clow, K. E., & Baack, D. (2020). *Integrated Advertising, Promotion, and Marketing Communications*. Pearson.

Reference Books

1. Kaplan, R. S., & Norton, D. P. (2001). *The Strategy-Focused Organization: How Balanced Scorecard Companies Thrive in the New Business Environment*. Harvard Business School Press.
2. Ries, A., & Trout, J. (2001). *Positioning: The Battle for Your Mind*. McGraw-Hill Education.
3. Vanderbeck, E. J. (2019). *Small Business Management: Entrepreneurship and beyond*. Cengage Learning.

	Evaluation Component	Weightage (%)
1	Activities & Assignments	20
2	Presentation/Projects	20
3	Attendance	10
4	End Term Examination	50

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SLHA131A	FRENCH-I
Contact Hours	**40 Hours**
Prerequisite	**Nil**

Course Description

This course aims to make the student learn French language from the basics to advanced levels. Introduction to Language, Basic Vocabulary, General questions, French greetings, Audio activities, and Role-play are some of the topics covered in this course. Speak with other French speakers in common everyday topics like family, weather, shopping, travel, and hobbies. It has basic tools to help you start and follow a basic conversation with native speakers without being afraid of making mistakes. It helps to identify basic pronunciation features in French and replicate native-like pronunciation of words and phrases. It develops some basic reading and writing skills necessary to function well in a French-speaking country.

Course Objectives
The course will enable students to:
- Build a foundational vocabulary in French, covering essential words and phrases related to everyday life, communication, and common scenarios.
- Learn to formulate and respond to general questions in French, enabling effective communication in various contexts.
- Foster an understanding of French culture, customs, and etiquette to enhance cross-cultural communication and appreciation.

Course Outcomes
On the successful completion of the course students will be able to:

CO1: Master common French greetings and expressions to initiate and respond to conversations politely and appropriately.

CO2: Develop listening skills through a variety of audio activities, enhancing comprehension of different accents and speech patterns in French.

CO3: Identify basic pronunciation features in French, working towards achieving a native-like pronunciation of words and phrases.

CO4: Acquire basic reading skills to comprehend simple texts in French and develop essential writing skills to convey ideas and information accurately.

Course Content
Module I   **8 hours**

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Introduction to Language, Basic Vocabulary, General questions, French greetings, Audio activities, Role-play

Module II   8 hours
Basic Grammar (articles, nouns, adjectives, pronouns, prepositions, colours, opposites), Grammar exercises

Module III   5 hours
French Numbers, days of the week, months of the year, Vocabulary activities

Module IV   9 hours
Verbs (all groups), Negative sentence formation, Descriptive and creative writing exercises with related grammar and vocabulary, Grammar exercises, Activities based on vocabulary and grammar, Reading exercises.

Practicum   10 hours
1. Picture Description: Students describe pictures or images using basic vocabulary and sentences. This Module improves vocabulary recall and descriptive language skills.
2. Interactive Dialogues: Students work in pairs or groups to create and perform dialogues based on everyday situations, like introducing themselves, making phone calls, or discussing hobbies.
3. Role-Play Conversations: Students engage in simple role-play scenarios, such as ordering food in a restaurant, buying tickets at a movie theatre, or asking for directions. This helps them practice common conversational phrases and interactions.

Textbooks

1.   Textbook JUMELAGE 1
2.   Workbook JUMELAGE 1

Reference Book
1.   Grammaire Francaise

	Evaluation Component	Weightage (%)
1	Activities & Assignments	20
2	Presentation/Projects	20
3	Attendance	10
4	End Term Examination	50

SLHA137A	CHINESE-I
Contact Hours	40 Hours
Prerequisite	Nil

Course Description

This course imparts the basic idea of Chinese reading, writing. speaking and listening. Students learn to discriminate between the sounds and sentences. It also imparts the basic pronunciations and speaking sentences.

Course Objectives

The course will enable the student to:

- introduce Chinese sound-system and basic pronunciation of Chinese sounds charts i.e. initials, finals
- understand the basics Chinese strokes.
- learn the writing characters in stroke order.
- speak basic Chinese language like greetings and introduction.

Course Outcomes

On completion of this course, the students will be able to:

CO1: Master the Initials and finals of Chinese sound chart.
CO2: Master tones of the Chinese language and their combination.
CO3: Do basic greetings, self-introduction
CO4: Reading of Chinese texts with accurate sounds, tones and pauses in a sentence.

Course Content   **8 hours**
Module-1
Initials and finals of Chinese sound chart.

Module-2   **8 hours**
Basic Chinese strokes and character practice

Module-3   **8 hours**
Basic greetings, self-introduction and day to day conversation in Chinese

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Module-4   **8 hours**
Reading of Chinese texts with accurate sounds, tones and pauses in a sentence.

Practicum

1. Oral presentations or dialogues to assess conversational skills.
2. Quizzes and tests to evaluate language proficiency.

Text Books

1. Elementary Chinese Reader, Book-1, Revised Edition, General Book Depot, (Sinolingua, Beijing, China,) General Book Depot, New Delhi, 2008.

Reference Books/Materials

1. Concise English Chinese, Chinese-English Dictionary, Oxford University Press, Oxford-1986.

	Evaluation Component	Weightage (%)
1	Activities & Assignments	20
2	Presentation/Projects	20
3	Attendance	10
4	End Term Examination	50

VAC111	FASHION EVENT MANAGEMENT
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

The course will give the learner an opportunity to conceptualize and create an understanding of the different types of fashion events and the planning required for their successful organization. Students will familiarize with the various practical steps involved in the organization of Fashion events and their proper coordination. They will develop practical knowledge of the administrative, designing, planning, marketing, operational and risk management aspects of fashion events through the project work.

Course Objectives

The course will enable the student to:

- Develop a conceptual understanding of various types of fashion events, including runway shows, exhibitions, and promotional events, gaining insight into their unique characteristics and purposes.
- Familiarize with the practical steps involved in organizing fashion events, including venue selection, budgeting, timeline creation, and coordination of logistics.
- Emphasize a holistic approach to fashion event organization, integrating various elements to create a cohesive and memorable experience for participants and attendees.

Course Outcomes

On completion of this course, the students will be able to:

CO1: Demonstrate a comprehensive understanding of various types and categories of events, as well as the fundamental principles that govern event management.

CO2: Create a detailed event plan, encompassing elements such as theme selection, target audience identification, and budgeting, showcasing proficiency in strategic event planning.

CO3: Demonstrate proficiency in marketing strategies specific to fashion events, with the ability to create effective promotional plans and engage target audiences.

CO4: Describe the step-by-step process required for successfully staging a fashion event, covering aspects such as venue selection, model coordination, and backstage management.

Course Content and Practicum

In the course student get acquire knowledge of fashion events and their planning. They will understand the principles of managing the event. They will design & execute Fashion Show, understand the requirements of venue, prepare of programme booklet, catering arrangements, etc.

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Students will acquire knowledge of marketing & managing of fashion events. They will create a pre- and post-event promotion plan, understand the importance of media relations, press release and media kit, etc. They will know the evaluation of post-show, ensuring Legal compliance, safety & security, licenses, and permissions to be obtained. Student will also understand the risk management for prevention of hazards, security for people and merchandise. At the end of course, students will make a project work by presenting of a theme based mock fashion show project with location and other detail knowledge acquired throughout the course.
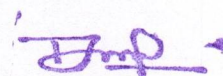
Textbooks
2. Bowdin, G., Allen, J., O'Toole, W., Harris, R., & McDonnell, I. (2016). Event Management: Principles and Practices. Routledge.
3. Doeringer, D. R., & Creyts, T. L. (2016). The Business of Fashion: Designing, Manufacturing, and Marketing. Fairchild Books.
4. Allen, J. (2009). Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives, and Other Special Events. Wiley.

Reference Books
1. Rathbun, A., & Cadwgan, J. (2016). The Ultimate Guide to Sport Event Management and Marketing. Fitness Information Technology.
2. Goldblatt, J. (2014). Special Events: Twenty-First Century Global Event Management. John Wiley & Sons.

	Evaluation Component	Weightage (%)
1	Activities	30
2	Project	30
3	Attendance	10
4	End Term Examination	30

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VAC115	FILM APPRECIATION
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

In this course, we will explore the aesthetics of cinema, the concepts behind storytelling and various elements of a film. Students will discover the elements of what makes a 'good' film and understand the role movies play in our daily lives and in society. The course will also focus on the vital roles that directors and critics play in the movie making process.

Through this course, student will be able to recognize the types of films, their impact on society, and their roles in daily lives. Students will discuss the concepts behind storytelling, cinematography and identify ways sound contributes to movies. Students will get to know the various types of movie genres and Elements of a Film. Book adaptation into films and journey of cinema from theatre to Netflix and i-phones will be discussed. Literacy elements in Film, themes and symbolism, metaphor and allegory, irony and how storytelling makes the audience care about movies will be essential part of the course Various movie genres like mysteries and film noir, horror, fantasy and science fiction, romantic comedy, musicals and documentaries will be taught. The role of the director as facilitator, auteur theory will be discussed.

The course will make students critically interpret films and clearly express those interpretations orally and in writing. They will demonstrate knowledge of the historical development and cultural impact of film as an art form.

Course Objectives

The course will enable the student to:

- To define nature and types of films, and different film movements.
- To explain the features of films and their impact on society and role in our lives.
- To describe various genres like mystery, noir, fantasy, science-fiction, etc.
- To develop understanding of literary elements in films, themes and symbolism, irony, allegory, etc.
- To demonstrate the concepts behind storytelling, cinematography, and sound

Course Outcomes

After completion of the course students will be able to:

CO1: Define the nature and types of cinemas, and different film movements.
CO2: Illustrate knowledge films and their impact on society.
CO3: Classify a film into different genres.
CO4: Critically interpret films by reading (not just viewing) the film for literary elements.

CO5: Apply the knowledge of concepts like direction, cinematography, and sound to critique films.

Course Content
Unit I   **7 hours**

Introduction, Film Theory, Genre Theory, traditions in world cinema-German Expressionism, Italian neo-realism, French new wave, British new wave, Chinese cinema.

Unit II   **7 hours**

Action cinema, Aspects of Cinema-melodrama, Formalism in Cinema, the language of cinema, city cinema.

Unit III   **8 hours**

Semiotics of cinema, studio cinema, mobile cinema, ideology in cinema, character in cinema.

Unit IV   **8 hours**

Mythology cinema in India, Parallel Cinema, Hindi music film, Hollywood musicals, Iranian cinema, postmodernism and cinema, sequels, remakes, and cult films.

Textbooks

1. Ebert, R. (2003). The Great Movies. Broadway.
2. Gilmour, D. (2008). The Film Club. Twelve.
3. Harris, M. (2009). Pictures at a Revolution. Penguin Random House.

Reference Books

1. Giannetti, L. (2013). Understanding Movies. Pearson.
2. Bordwell, D., & Thompson, K. (2018). Film Art: An Introduction. McGraw-Hill Education.
3. Monaco, J. (2009). How to Read a Film: Movies, Media, and Beyond. Oxford University Press.
4. Corrigan, T., & White, P. (2018). The Film Experience: An Introduction. Bedford/St. Martin's.
5. Barsam, R. M., & Monahan, D. (2016). Looking at Movies: An Introduction to Film. W. W. Norton & Company.

	Evaluation Component	Weightage (%)
1	Activities & Assignments	20
2	Presentation/Projects	20
3	Attendance	10
4	End Term Examination	50

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VAC036	DIGITAL PROJECT MANAGEMENT
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course in Digital Product Management is designed to equip participants with the skills and knowledge needed to effectively manage digital products in today's fast-paced, technology-driven business environment. The course will cover the key concepts and strategies involved in product management, with a specific focus on digital products, and provide practical insights into the latest tools and techniques used in this field.

Course Objectives
Students will be able to:
- Understand the fundamentals of product management and its relevance in the digital era.
- Learn how to define a clear product vision and strategy for digital products.
- Develop the ability to create and manage product roadmaps and prioritize features.
- Gain proficiency in user-centric design thinking and user experience (UX) design.
- Master the art of agile product development and iterative product improvement.
- Learn how to measure and analyze product success using key performance indicators (KPIs).
- Build effective cross-functional teams and collaborate with stakeholders.
- Develop presentation and communication skills to pitch and advocate for digital products.

Course Outcomes
On completion of this course, students will be able to:

CO 1: Apply digital product management principles to real-world scenarios.

CO 2: Create and manage product strategy for a digital product.

CO 3: Develop product roadmaps and prioritize feature development.

CO 4: Implement user-centric design principles to enhance the user experience.CO 5: Present and advocate for digital products with confidence.

Course Content

Module 1: Introduction to Digital Product Management   3 hours

- Concept of Digital Product Management
- The Role of a Digital Product Manager
- The Digital Product Lifecycle
- Trends and Challenges in Digital Product Management

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Module 2: Product Strategy and Vision   3 hours

- Defining Product Vision and Strategy
- Competitive Analysis and Market Research
- Customer Segmentation and Personas
- Product Positioning and Differentiation

Module 3: Product Roadmapping and Prioritization   4 hours

- Creating Product Roadmaps
- Feature Prioritization Techniques
- Minimum Viable Product (MVP) Concept
- Roadmap Communication and Alignment

Module 4: User-Centric Design and UX   4 hours

- User-Centered Design Thinking
- Prototyping and Wireframing
- Usability Testing and Feedback
- Incorporating UX in Product Development

Module 5: Agile Product Development   4 hours

- Agile Methodologies (Scrum, Kanban)
- Sprint Planning and Execution
- Backlog Management and Iterative Development
- Release Management

Module 6: Measuring Product Success   4 hours

- Key Performance Indicators (KPIs) for Digital Products
- Data Analysis and Reporting
- A/B Testing and Experimentation
- Continuous Improvement and Optimization

Module 7: Collaboration and Stakeholder Management   4 hours

- Building Cross-Functional Teams
- Effective Communication and Collaboration
- Handling Conflict and Challenges
- Stakeholder Engagement and Feedback

Module 8: Presentation and Advocacy   **4 hours**

- Pitching and Presenting Digital Products
- Storytelling and Influence
- Handling Q&A and Objections
- Gaining Support and Buy-In

Practicum

Throughout the course, participants will work on a practical project where they will apply the principles and techniques learned in each module to develop a digital product strategy and management plan. This project will culminate in a final presentation to showcase their skills and understanding of digital product management.

Textbooks
1. Cagan, M. (2017). Inspired: How to Create Products Customers Love. Wiley.
2. Cooper, R. G. (2001). Winning at New Products: Accelerating the Process from Idea to Launch. Basic Books.
3. Osterwalder, A., & Pigneur, Y. (2010). Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers. Wiley.

Reference Books
1. Blank, S. G., & Dorf, B. (2012). The Startup Owner's Manual: The Step-By-Step Guide for Building a Great Company. K&S Ranch.
2. Brown, T. (2008). Design Thinking. Harvard Business Review.
3. Marty, C. (2019). User Story Mapping: Discover the Whole Story, Build the Right Product. O'Reilly Media.
4. Olson, E. L. (2020). Lean Product and Lean Analytics. O'Reilly Media.
5. O'Reilly, T. (2010). What Is Web 2.0: Design Patterns and Business Models for the Next Generation of Software. O'Reilly Media.
6. Tondreau, B. (2019). Agile Product Management with Scrum: Creating Products that Customers Love. Addison-Wesley Professional.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project Work	20
3	Attendance	10
4	End Term Examination	50

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VAC037	CONTENT CREATION FOR SOCIAL MEDIA
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course in Content Creation for social media is designed to provide participants with the skills and knowledge necessary to create engaging and effective content for various social media platforms. Participants will learn the principles of content strategy, storytelling, visual design, and platform-specific best practices to excel in the ever-evolving landscape of social media marketing.

Course Objectives

Students will be able to:

● Understand the fundamentals of content creation in the context of social media.
● Learn to develop a comprehensive content strategy tailored to specific social media platforms.
● Master the art of storytelling to connect with the audience and convey messages effectively.
● Gain proficiency in visual content creation, including graphic design and multimedia production.
● Explore platform-specific techniques and best practices for major social media channels.
● Learn how to measure the effectiveness of social media content and optimize strategies based on data analysis.
● Understand ethical and legal considerations in content creation for social media.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Develop a comprehensive content strategy for social media.
CO 2: Create engaging and shareable content for various social media platforms.
CO 3: Craft compelling narratives and messages tailored to target audiences.
CO 4: Produce visually appealing graphics and multimedia content.

Course Content

Module 1: Introduction to Content Creation for Social Media   **4 hours**

- The Role of Content in Social Media Marketing
- Trends and Challenges in Social Media Content Creation
- Defining Your Target Audience

Module 2: Content Strategy and Planning   **5 hours**

- Developing a Content Strategy
- Content Calendar and Scheduling
- Understanding the Social Media Algorithm
- SEO for Social Media

Module 3: The Art of Storytelling   5 hours

- Understanding the Power of Storytelling
- Crafting Effective Narratives
- Emotional Storytelling Techniques
- Storytelling Tools and Resources

Module 4: Visual Content Creation   4 hours

- Graphic Design Basics for Social Media
- Creating Engaging Images and Infographics
- Video and Multimedia Production
- Editing Tools and Techniques

Module 5: Platform-Specific Strategies   4 hours

- Content Creation for Facebook and Instagram
- Twitter Content Strategies
- Visual Storytelling on Pinterest
- Video Content on YouTube and TikTok
- Professional Networking on LinkedIn

Module 6: Content Analysis and Optimization   4 hours

- Key Metrics for Measuring Content Performance
- Data-Driven Decision Making
- A/B Testing and Experimentation
- Iterative Content Improvement

Module 7: Legal and Ethical Considerations   4 hours

- Copyright and Fair Use
- Privacy and Data Protection
- Ethics in Social Media Content Creation
- Handling Negative Feedback and Crisis Management

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Practicum

Participants will work on a practical project throughout the course, creating content for a simulated social media campaign. They will develop a content strategy, create various types of content, and analyze its performance to make data-driven improvements. The final project will include a presentation of their content strategy and a portfolio of content created.

Textbooks

1. Gay, R. (2020). The Content Trap: A Strategist's Guide to Digital Change. Penguin Books.
2. Schaefer, M. W. (2020). The Content Code: Six Essential Strategies to Ignite Your Content, Your Marketing, and Your Business. Mark W. Schaefer.
3. Smith, G. (2018). Content Marketing Strategies for Dummies. Wiley.

Reference Books

1. Cutroni, J. (2017). Google Analytics: Understanding Visitor Behavior. O'Reilly Media.
2. Kingsnorth, S. (2019). Digital Marketing Strategy: An Integrated Approach to Online Marketing. Kogan Page.
3. Thompson, D. (2020). Writing for Social Media. Routledge.
4. Williams, R., & Gulati, R. (2018). The Art of Social Media: Power Tips for Power Users.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Portfolio and Project	20
3	Attendance	10
4	End Term Examination	50

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VAC038	MUSHROOM CULTIVATION
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course on Mushroom Cultivation is designed to provide participants with comprehensive knowledge and practical skills in cultivating various types of mushrooms, including edible and medicinal varieties. Participants will learn the principles of mushroom biology, cultivation techniques, and best practices for starting and managing a successful mushroom farming operation.

Course Objectives

Students will be able to:

- Understand the biology and life cycle of mushrooms.
- Learn the fundamentals of mushroom cultivation, including substrate preparation and spawn production.
- Master the cultivation techniques for popular edible and medicinal mushroom species.
- Gain practical experience in setting up and managing a mushroom farm.
- Explore sustainability and environmental considerations in mushroom cultivation.
- Understand quality control and pest management in mushroom farming.
- Learn about the business and marketing aspects of mushroom cultivation.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Explain the life cycle and growth requirements of mushrooms.
CO 2: Cultivate a variety of mushroom species, including gourmet and medicinal mushrooms.
CO 3: Set up and manage a mushroom cultivation facility.
CO 4: Apply sustainable and environmentally friendly methods in mushroom cultivation.
CO 5: Identify and manage common pests and diseases in mushroom farming.
CO 6: Develop a business plan and marketing strategy for a mushroom cultivation venture.

Course Content

Module 1: Introduction to Mushroom Cultivation   **2 hours**

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- The Importance of Mushroom Cultivation
- Types: Edible and Medicinal Mushrooms
- The Life Cycle of Mushrooms

Module 2: Mushroom Biology and Growth Conditions   3 hours

- Fungi as Organisms
- Environmental Factors for Mushroom Growth
- Substrate Selection and Preparation

Module 3: Spawn Production and Inoculation   4 hours

- Spawn Production Techniques
- Inoculation Methods
- Sterilization and Pasteurization
- Troubleshooting Spawn Production

Module 4: Cultivating Popular Edible Mushrooms   5 hours

- Cultivation of Shiitake, Oyster, and Maitake Mushrooms
- Substrate Requirements and Fruiting Conditions
- Harvesting and Post-Harvest Handling

Module 5: Medicinal Mushroom Cultivation   5 hours

- Reishi, Lion's Mane, and Cordyceps Cultivation
- Medicinal Properties and Benefits
- Extracts and Processing

Module 6: Managing a Mushroom Farm   4 hours

- Facility Design and Layout
- Equipment and Tools
- Hygiene and Sanitation
- Record Keeping and Quality Control

Module 7: Sustainability and Pest Management   4 hours

- Sustainable Practices in Mushroom Farming
- Pest and Disease Identification
- Integrated Pest Management
- Organic Approaches

Module 8: Business and Marketing   3 hours

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- Business Planning for Mushroom Farms
- Marketing Strategies and Target Markets
- Regulatory Considerations
- Scaling and Expanding Operations

Practicum

Participants will engage in hands-on activities throughout the course, including substrate preparation, inoculation, fruiting, and pest management. The practicum will culminate in a project where students set up a small-scale mushroom cultivation operation, document their progress, and present their experiences and results.

Textbooks

1. Chilton, J. S., & Sinden, J. W. (1987). The Mushroom Cultivator: A Practical Guide to Growing Mushrooms at Home. Agarikon Press.
2. Stamets, P. (2005). Mycelium Running: How Mushrooms Can Help Save the World. Ten Speed Press.

Reference Books

1. Alves, M. J., & Ferreira, I. C. F. R. (2013). Wild Mushrooms: Mycolgical Profiling and Nutritional Value. CRC Press.
2. Chang, S. T., & Hayes, W. A. (1978). The Biology and Cultivation of Edible Mushrooms. Academic Press.Paul, M. A. (2018). Orgasnic Mushroom Farming and Mycoremediation: Simple to Advanced and Experimental Techniques for Indoor and Outdoor Cultivation. Chelsea Green Publishing.
3. Rinker, D. L. (2019). The Essential Guide to Cultivating Mushrooms: Simple and Advanced Techniques for Growing Shiitake, Oyster, Lion's Mane, and Maitake Mushrooms at Home. Rockridge Press.
4. Sánchez, J. E. (2011). Cultivation of Oyster Mushrooms on Coffee Wastes and Agrowastes. CRC Press.
5. Wuest, R. (2019). Growing Gourmet and Medicinal Mushrooms. Ten Speed Press.

	Evaluation Component	Weightage (%)
1	Practical Activities	20
2	Project	20
3	Attendance	10
4	End Term Examination	50

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VAC039	ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on Entrepreneurship and Business Development is designed to equip participants with the knowledge and skills needed to embark on entrepreneurial ventures and effectively develop and grow their businesses. Participants will explore the entrepreneurial mindset, innovation, market analysis, business planning, and strategies for sustainable growth.

Course Objectives

Students will be able to:

- Foster an entrepreneurial mindset and creative problem-solving.
- Understand the fundamentals of business development and the entrepreneurial process.
- Learn how to identify and evaluate business opportunities.
- Develop a comprehensive business plan and strategy.
- Acquire skills in marketing, financial management, and operations.
- Master the art of pitching and seeking funding for startups.
- Explore strategies for sustainable business growth and expansion.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Cultivate an entrepreneurial mindset and innovative thinking.

CO 2: Navigate the entrepreneurial process from idea generation to business launch.

CO 3: Identify, evaluate, and select viable business opportunities.

CO 4: Develop a well-structured business plan and strategy.

CO 5: Implement marketing, financial, and operational principles to manage a business.

CO 6: Prepare effective pitches and seek funding for startup ventures.

Course Content

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Module 1: Introduction to Entrepreneurship　　　　　　　　　3 hours

- What is Entrepreneurship
- The Importance of Entrepreneurial Thinking
- Types of Entrepreneurs
- Challenges and Rewards

Module 2: Identifying Business Opportunities　　　　　　　3 hours

- Opportunity Recognition and Assessment
- Market Research and Analysis
- Competitive Landscape Analysis
- Emerging Trends and Innovation

Module 3: Business Planning　　　　　　　　　　　　　4 hours

- Crafting a Business Idea
- Business Model Canvas
- Writing a Comprehensive Business Plan
- Legal and Regulatory Considerations

Module 4: Marketing and Sales Strategies　　　　　　　4 hours

- Market Segmentation and Targeting
- Branding and Marketing Communication
- Pricing Strategies
- Building Sales Channels

Module 5: Financial Management　　　　　　　　　　4 hours

- Financial Projections and Budgeting
- Funding Sources and Capital Structure
- Cash Flow Management
- Financial Risk Assessment

Module 6: Operations and Logistics　　　　　　　　　4 hours

- Operational Planning and Efficiency
- Supply Chain Management
- Quality Control and Quality Assurance
- Scaling Production

Module 7: Pitching and Fundraising　　　　　　　　　4 hours

- Crafting a Persuasive Pitch Deck

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- Investor Relations and Pitching Techniques
- Crowdfunding and Alternative Financing
- Valuation and Negotiation

Module 8: Business Growth and Expansion   **4 hours**

- Strategies for Scaling a Business
- International Expansion and Market Entry
- Managing Growth Challenges
- Exit Strategies

Practicum

Throughout the course, participants will work on a project for developing a business plan for their own startup concept or an existing business they wish to expand. The practicum will include creating a comprehensive business plan, pitch deck, and financial projections. Participants will have the opportunity to present their business plans at the end of the course.

Textbooks

1. Blank, S., & Dorf, B. (2012). The Startup Owner's Manual: The Step-By-Step Guide for Building a Great Company. K & S Ranch.
2. Hisrich, R. D., Peters, M. P., & Shepherd, D. A. (2019). Entrepreneurship. McGraw-Hill Education.
3. Osterwalder, A., & Pigneur, Y. (2010). Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers. Wiley.

Reference Books

1. Kuratko, D. F., Hornsby, J. S., & Covin, J. G. (2017). Corporate Entrepreneurship & Innovation. Cengage Learning.
2. Ries, E. (2011). The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses. Crown Business.
3. Sahlman, W. A. (2012). How to Write a Great Business Plan. Harvard Business Review.Sutton, R. I., & Eisenhardt, K. M. (2013). Scalable and Modular Architecture for Organizational Learning. Stanford University Press.
4. Timmons, J. A., Spinelli, S., & Zacharakis, A. (2019). Business Plans that Work: A Guide for Small Business. McGraw-Hill Education.

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	Evaluation Component	Weightage (%)
1	Activities	20
2	Project	20
3	Attendance	10
4	End Term Examination	50

VAC040	HERITAGE CONSERVATION
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

The course on Heritage Conservation is designed to provide participants with a comprehensive understanding of heritage preservation and conservation principles. Participants will explore the significance of cultural and historical heritage, conservation methodologies, legal frameworks, and practical techniques for preserving and protecting heritage assets.

Course Objectives

Students will be able to:

- Understand the importance of heritage conservation and its impact on cultural identity.
- Explore the historical and cultural significance of heritage assets.
- Learn the principles and methodologies of heritage conservation.
- Gain proficiency in assessing the condition and preservation needs of heritage structures and artifacts.
- Understand legal frameworks and international conventions related to heritage conservation.
- Develop practical skills in heritage restoration, conservation, and maintenance.
- Promote sustainable and community-focused approaches to heritage preservation.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Articulate the value of heritage conservation in preserving cultural identity.

CO 2: Evaluate the historical and cultural significance of heritage sites and artifacts.

CO 3: Apply principles and methodologies for heritage conservation.

CO 4: Execute practical techniques for heritage restoration and maintenance.

CO 5: Advocate for sustainable and community-oriented heritage preservation.

Course Content

Module 1: Introduction to Heritage Conservation   3 hours

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- The Significance of Cultural Heritage
- Defining Heritage Conservation
- Challenges in Heritage Preservation
- Ethics in Heritage Conservation

Module 2: Heritage Assessment and Significance   3 hours

- Historical and Cultural Significance
- Heritage Assessment Methods
- Documentation and Archival Research
- Public Engagement in Assessing Significance

Module 3: Heritage Conservation Principles   4 hours

- Principles of Conservation
- Material Analysis and Decay Mechanisms
- Conservation Planning and Decision-Making
- Integrating New and Old

Module 4: Condition Assessment and Preservation Needs   4 hours

- Condition Surveys and Inspections
- Identifying Risks and Threats
- Preservation Needs and Priorities
- Preventive Conservation Measures

Module 5: Legal Frameworks and International Conventions   3 hours

- National and International Legal Frameworks
- UNESCO World Heritage Convention
- Regulatory Authorities and Heritage Legislation
- Cultural Heritage and Intellectual Property Rights

Module 6: Heritage Restoration and Conservation Techniques   4 hours

- Building Restoration Techniques
- Artifact and Art Conservation
- Conservation of Natural and Cultural Landscapes
- Sustainable Preservation Practices

Module 7: Community Engagement and Sustainable Conservation   4 hours

- Community Involvement and Heritage Awareness

- Sustainable Heritage Preservation Practices
- Case Studies in Community-Led Conservation
- Public-Private Partnerships in Heritage Preservation

Module 8: Future Challenges and Trends in Heritage Conservation   2 hours

- Emerging Technologies in Conservation
- Climate Change and Heritage Preservation
- Global Challenges and Solutions
- Future Trends in Heritage Conservation

Practicum

The course will include a practicum where participants will work on a heritage conservation project. They will choose a heritage asset, assess its significance and preservation needs, and develop a conservation plan. The practicum will culminate in a presentation of their conservation project and recommendations.

Textbooks

1. Bandarin, F., & van Oers, R. (2012). The Historic Urban Landscape: Managing Heritage in an Urban Century. Wiley-Blackwell.
2. Cleere, H. (1989). Archaeological Heritage Management in the Modern World. Routledge.
3. Jokilehto, J. (2002). A History of Architectural Conservation. Butterworth-Heinemann.

Reference Books
1. Agnew, N., & Bridgland, J. (2006). Of the Past, for the Future: Integrating Archaeology and Conservation. Getty Conservation Institute.
2. King, T. F. (2014). Cultural Resource Laws and Practice: An Introductory Guide. Rowman & Littlefield.
3. Lark, R. (2006). Building Conservation Philosophy. Routledge.
4. National Park Service. (2016). Preservation Briefs. U.S. Department of the Interior.
5. Smith, D. (2015). Heritage, Communities and Archaeology. Bloomsbury Academic.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Presentation	20
3	Attendance	10

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4	End Term Examination	50

VAC041	SWACHH BHARAT
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course on Swachh Bharat, or Clean India, aims to educate participants about the Swachh Bharat Abhiyan (Clean India Campaign) and its significance in promoting sanitation, hygiene, and cleanliness in India. Participants will explore the campaign's goals, strategies, and impacts on public health and the environment.

Course Objectives

The course will enable the students to:

- Understand the background and significance of the Swachh Bharat Abhiyan.
- Explore the goals and strategies of the campaign to achieve a clean and open-defecation-free India.
- Analyze the impact of the Swachh Bharat Abhiyan on public health, sanitation, and hygiene.
- Identify the challenges and solutions in achieving and sustaining cleanliness.
- Learn about community involvement and behavior change communication in the campaign.
- Promote the principles of waste management and environmental sustainability.
- Understand the role of policy and governance in the Swachh Bharat Abhiyan.

Course Outcomes

On successful completion of this course, students will be able to:

CO 1: Explain the history, context, and significance of the Swachh Bharat Abhiyan.

CO 2: Assess the campaign's objectives, strategies, and progress towards cleanliness.

CO 3: Analyze the impact of Swachh Bharat on public health, sanitation, and hygiene in India.

CO 4: Identify challenges and propose solutions for sustaining cleanliness and hygiene.

CO 5: Promote waste management practices and environmental sustainability.

Course Content

Module 1: Introduction to Swachh Bharat   **2 hours**

- Background and Launch of Swachh Bharat Abhiyan
- Objectives and Significance

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- Key Initiatives and Campaign Components
- The Role of Cleanliness in Public Health

Module 2: Swachh Bharat Strategies and Implementation   **4 hours**
- The 4P Approach: People, Public, Private, and Partnership
- Building Toilets and Ending Open Defecation
- Solid and Liquid Waste Management
- Swachh Survekshan and Monitoring

Module 3: Impact on Public Health and Sanitation   **4 hours**
- Reduction in Open Defecation
- Improvement in Sanitation and Hygiene Practices
- Disease Reduction and Public Health Benefits
- Behavioral Change and Community Engagement

Module 4: Challenges and Sustainability   **3 hours**
- Challenges in Achieving Cleanliness
- Sustainable Cleanliness and ODF+ Goals
- Community Participation and Ownership
- Role of Youth and NGOs

Module 5: Behavior Change Communication   **3 hours**
- Behavior Change Theories and Models
- Campaigns and Communication Initiatives
- Community Mobilization and Advocacy
- Measuring Behavior Change

Module 6: Waste Management and Environmental Sustainability   **4 hours**
- Solid Waste Management Practices
- Composting and Recycling
- E-waste and Hazardous Waste Management
- Environmental Consequences of Cleanliness
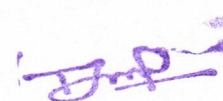
Module 7: Policy and Governance   **3 hours**
- Government Policies and Initiatives
- Swachh Bharat Financing and Budget Allocation
- Role of Local Governments (Panchayats)
- Case Studies in Policy Implementation

Module 8: Future Directions and Global Impact   **3 hours**
- Achievements and Future Goals

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- Swachh Bharat's Influence on Other Nations
- Global Cleanliness Initiatives and Sustainable Development Goals
- Opportunities and Challenges Ahead

Practicum

The course will include a practicum where participants will develop a behavior change communication campaign for a selected community or locality, focusing on promoting cleanliness, sanitation, and hygiene. They will design and implement strategies and assess the impact of their initiatives.

Textbooks

1. UNICEF. (2019). Swachh Bharat Mission Gramin (SBM-G) Guidelines. United Nations Children's Fund.
2. Ghosh, P. (2019). Swachh Bharat Abhiyan: Making India Clean & More. Notion Press.

Reference Books

1. Swachh Bharat Mission. (2018). Swachh Bharat Abhiyan: A Decade of Achievements and Challenges. Ministry of Drinking Water and Sanitation, Government of India.
2. Dey, I. (2017). Swachh Bharat Abhiyan: India Sanitation Report. Bloomsbury Publishing.
3. Chakraborty, N., & Datta, S. (2020). Swachh Bharat Abhiyan: A Success Story. Notion Press.
4. Sen, A., & Shah, B. (2018). Creating a Swachh Bharat: Clean India and Beyond. Oxford University Press.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This Basic Certificate Course in Guidance and Counseling is designed to introduce participants to the fundamental concepts and skills needed to provide guidance and counseling support to individuals. Participants will explore the key principles, techniques, and ethical considerations in the field of guidance and counseling.

Course Objectives

The course will enable the students to:

- Understand the roles and responsibilities of a guidance and counseling practitioner.
- Develop active listening and communication skills to establish rapport with clients.
- Gain knowledge of counseling theories and techniques.
- Learn to assess and address the diverse needs of clients.
- Explore ethical and legal guidelines in counseling practice.
- Develop self-awareness and cultural competence.
- Apply basic counseling techniques in real-life scenarios.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Describe the roles and responsibilities of a guidance and counseling practitioner.
CO 2: Apply active listening and communication skills to establish rapport with clients.
CO 3: Utilize various counseling theories and techniques to support individuals.
CO 4: Assess and address the diverse needs and challenges faced by clients.

Course Content

Module 1: Introduction to Guidance and Counseling   **2 hours**

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- Understanding Guidance and Counseling
- Historical Development and Significance
- The Role of a Guidance and Counseling Practitioner

Module 2: Effective Communication and Active Listening   3 hours

- Principles of Effective Communication
- Active Listening Techniques
- Building Rapport with Clients
- Non-verbal Communication

Module 3: Counseling Theories   4 hours

- Introduction to Major Counseling Theories (e.g., Person-Centered, Cognitive-Behavioral)
- Techniques and Approaches in Counseling
- Integrative Counseling

Module 4: Assessment and Needs Identification   4 hours

- Assessing Client Needs and Challenges
- Identifying Emotional and Psychological Issues
- Ethical Considerations in Assessment
- Goal Setting in Counseling

Module 5: Ethical and Legal Issues in Counseling   3 hours

- Ethical Principles and Guidelines
- Informed Consent and Confidentiality
- Legal Responsibilities in Counseling
- Boundary Issues

Module 6: Self-awareness and Cultural Competence   3 hours

- Self-reflection and Self-awareness
- Recognizing Bias and Stereotypes
- Cultural Competence in Counseling
- Diversity and Inclusion

Module 7: Basic Counseling Techniques   4 hours

- Building and Maintaining Therapeutic Relationships
- Active Problem Solving and Decision Making
- Crisis Intervention

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- Practical Counseling Scenarios

Module 8: Practicum and Role-Playing   **3 hours**

- Application of Counseling Skills in Role-Playing
- Feedback and Evaluation
- Developing a Personal Counseling Style
- Reflection on Practicum Experience

Practicum

The course includes a practicum where participants will engage in role-playing exercises to apply the counseling techniques they have learned. They will work with fellow students to simulate counseling scenarios and receive feedback on their counseling skills.

Textbooks

1. Corey, G., Corey, M. S., & Corey, C. (2018). Groups: Process and Practice. Cengage Learning.
2. Gladding, S. T. (2020). Counseling: A Comprehensive Profession. Routledge.
3. Egan, G. (2017). The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping. Brooks/Cole.

Reference Books

1. Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2019). Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society. Cengage Learning.
2. Gysbers, N. C., & Henderson, P. (2016). Developing and Managing Your School Guidance and Counseling Program. American Counseling Association.
3. Kottler, J. A., & Shepard, D. S. (2016). Introduction to Counseling: Voices from the Field. Cengage Learning.
4. Neukrug, E. S. (2019). The World of the Counselor: An Introduction to the Counseling Profession. Cengage Learning.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project	20
3	Attendance	10

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4	End Term Examination	50

VAC043	**PUBLIC SPEAKING AND PRESENTATION MASTERY**
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course in Public Speaking and Presentation Mastery is designed to help participants become confident, effective, and engaging public speakers. Whether it's for business presentations, academic lectures, or public speaking events, this course provides the skills and knowledge needed to captivate and inspire an audience.

Course Objectives

The course will enable the students to:

- Develop essential public speaking skills, including voice modulation and body language.
- Create and structure compelling presentations with clear messages.
- Learn techniques to manage and reduce public speaking anxiety.
- Enhance storytelling and content delivery to engage the audience.
- Understand the psychology of effective communication and audience engagement.
- Utilize visual aids and technology for impactful presentations.
- Receive constructive feedback and self-assessment for continuous improvement.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Demonstrate improved public speaking and presentation skills.

CO 2: Construct well-organized and persuasive presentations.

CO 3: Manage and reduce public speaking anxiety.

CO 4: Deliver compelling stories and content to engage the audience.

CO 5: Use visual aids and technology effectively in presentations.

Course Content

Module 1: Introduction to Public Speaking

2 hours

- The Importance of Public Speaking

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- Overcoming the Fear of Public Speaking
- Setting Personal Goals for Improvement

Module 2: Effective Communication   4 hours
- Verbal and Non-verbal Communication
- Voice Modulation and Tone
- Body Language and Gestures
- Vocal Variety and Articulation

Module 3: Crafting Persuasive Messages   3 hours
- Identifying Your Audience
- Message Structure and Organization
- Building a Compelling Opening and Closing
- Message Clarity and Simplicity

Module 4: Managing Public Speaking Anxiety   3 hours
- Understanding the Causes of Anxiety
- Techniques for Anxiety Reduction
- Visualization and Mindfulness
- Practical Strategies for Confidence

Module 5: Storytelling and Engagement   4 hours
- The Power of Storytelling
- Storytelling Techniques and Elements
- Audience Engagement Strategies
- Use of Humor and Anecdotes

Module 6: Visual Aids and Technology   3 hours
- Effective Use of Visual Aids (e.g., Slides)
- Multimedia and Interactive Tools
- Ethical Considerations in Presentation Technology
- Managing Technical Challenges

Module 7: Audience Psychology   4 hours
- Understanding Audience Needs and Expectations
- Persuasion and Audience Engagement
- Handling Questions and Objections
- Post-Presentation Follow-up

Module 8: Practice and Feedback   4 hours
- In-class Practice Sessions

- Peer and Instructor Feedback
- Self-assessment and Goal Setting
- Continuous Improvement Strategies

Practicum

Participants will engage in multiple practice sessions throughout the course, culminating in a final presentation. They will receive feedback from both their peers and the instructor to help them identify areas for improvement.

Textbooks

1. Lucas, S. E. (2021). The Art of Public Speaking. McGraw-Hill Education.
2. Carnegie, D. (2020). The Quick and Easy Way to Effective Speaking. Pocket Books.

Reference Books

1. Duarte, N. (2017). Resonate: Present Visual Stories that Transform Audiences. Wiley.
2. Reynolds, G. (2014). Presentation Zen: Simple Ideas on Presentation Design and Delivery. New Riders.
3. Pink, D. H. (2018). To Sell Is Human: The Surprising Truth About Moving Others. Riverhead Books.
4. Holmes, J., & Beaton, S. (2019). Improve Your Communication Skills. Kogan Page.
5. Tufte, E. R. (2006). The Visual Display of Quantitative Information. Graphics Press.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

Registrar
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VAC044	AYURVEDIC NUTRITION AND WELLNESS
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course offers a comprehensive exploration of Ayurvedic principles and their application to dietary choices and nutrition. Participants will learn about the core concepts of Ayurveda, the doshas, and how to tailor nutrition and lifestyle practices to promote health and well-being.

Course Objectives

The course will enable the students to:

- Understand the foundational principles of Ayurveda.
- Identify the three doshas (Vata, Pitta, and Kapha) and their characteristics.
- Learn how to assess an individual's dosha constitution (Prakriti) and imbalances (Vikriti).
- Explore Ayurvedic dietary principles and guidelines for different dosha types.
- Discover the role of spices, herbs, and food in Ayurvedic nutrition.
- Understand the importance of seasonal and regional eating in Ayurveda.
- Apply Ayurvedic principles to promote balanced nutrition and overall well-being.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Explain the fundamental principles of Ayurveda and its holistic approach to health.
CO 2: Identify the characteristics of Vata, Pitta, and Kapha doshas and their influence on individual constitution.
CO 3: Conduct assessments to determine an individual's Prakriti and Vikriti.
CO 4: Apply Ayurvedic dietary guidelines to create balanced and personalized nutrition plans.
CO 5: Utilize herbs, spices, and specific foods for therapeutic purposes in Ayurvedic nutrition.
CO 6: Appreciate the significance of seasonal and regional eating in Ayurveda.
CO 7: Implement Ayurvedic nutrition practices to support health and well-being.

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Course Content

Module 1: Introduction to Ayurveda   3 hours

- Origins and Philosophy of Ayurveda
- The Five Elements and Tridosha Theory
- The Role of Ayurveda in Holistic Health
- Ayurvedic Principles of Healing

Module 2: Understanding the Doshas   4 hours

- Vata, Pitta, and Kapha: Characteristics and Functions
- Dosha Imbalances and Their Effects on Health
- Recognizing Dosha Dominance
- Techniques for Dosha Assessment

Module 3: Ayurvedic Dietary Principles   5 hours

- The Importance of Digestion (Agni)
- Building Balanced Meals for Each Dosha
- Food Combinations and Incompatibilities
- Fasting and Cleansing Practices

Module 4: Herbs, Spices, and Food in Ayurveda   4 hours

- The Therapeutic Use of Spices and Herbs
- Medicinal Properties of Common Foods
- Creating Healing Recipes
- Ayurvedic Elixirs and Remedies

Module 5: Seasonal and Regional Eating   3 hours

- Ayurvedic View of Seasons and Their Influence on Health
- Seasonal Foods and Their Benefits
- The Impact of Geography on Nutrition
- Local and Sustainable Eating

Module 6: Ayurveda and Lifestyle   3 hours

- Daily Routines (Dinacharya) for Balance
- Yoga and Ayurveda
- Stress Management and Mental Health
- Ayurvedic Practices for Detoxification

Module 7: Personalized Ayurvedic Nutrition Plans   4 hours

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- Conducting Personal Dosha Assessments
- Designing Individualized Nutrition Plans
- Case Studies and Practical Application
- Monitoring Progress and Adjustments

Module 8: Practical Implementation and Practicum   **3 hours**

- Creating Ayurvedic Meals
- Preparing Ayurvedic Remedies
- Practicing Daily Ayurvedic Routines
- Reflecting on Personal Experiences

Practicum

Participants will engage in a practicum where they will apply Ayurvedic nutrition principles to create personalized nutrition plans for themselves or case study clients. They will also practice preparing Ayurvedic meals and remedies to gain hands-on experience.

Textbooks

1. Frawley, D., & Lad, V. (2006). The Yoga of Herbs: An Ayurvedic Guide to Herbal Medicine. Lotus Press.
2. Lad, V. (2002). Ayurveda: The Science of Self-Healing. Lotus Press.

Reference Books
1. Pole, S. (2013). Ayurvedic Medicine: The Principles of Traditional Practice. Singing Dragon.
2. Sharma, H., & Clark, C. (1998). Contemporary Ayurveda: Medicine and Research in Maharishi Ayur-Veda. Churchill Livingstone.
3. Sharma, R. K., & Dash, B. (1991). Caraka Samhita. Chaukhambha Orientalia.
4. Svoboda, R. (2003). Prakriti: Your Ayurvedic Constitution. Lotus Press.
5. Tiwari, M. S. (1995). Ayurveda: Life, Health, and Longevity. Motilal Banarsidass.
6. Vasant, L. (1996). Ayurveda: The Science of Self-Healing. Lotus Press.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC045	PROBLEM SOVING AND CREATIVITY
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on Problem Solving and Creativity is designed to help participants enhance their problem-solving skills and foster creativity. Through a combination of theoretical foundations and practical exercises, participants will learn to approach complex challenges with innovative solutions and creative thinking.

Course Objectives

The course will enable the students to:

- Understand the principles of problem-solving and the creative process.
- Develop critical thinking and analytical skills to identify and define problems.
- Cultivate creativity through various techniques and methods.
- Apply structured problem-solving frameworks to generate solutions.
- Enhance decision-making and risk assessment abilities.
- Collaborate effectively in problem-solving teams.
- Demonstrate practical problem-solving skills through real-world challenges.

Course Outcomes

On completion of this course, students will be able to:

CO 1: Explain the theoretical foundations of problem solving and creativity.
CO 2: Identify and define complex problems, applying critical thinking skills.
CO 3: Utilize various techniques to stimulate creativity and innovative thinking.
CO 4: Apply structured problem-solving frameworks to generate effective solutions.
CO 5: Make informed decisions and assess risks in problem-solving scenarios.

Course Content

Module 1: Introduction to Problem Solving and Creativity   **2 hours**

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- The Importance of Problem Solving and Creativity
- The Problem-Solving Process
- The Creative Process
- The Role of Creativity in Problem Solving

Module 2: Problem Identification and Definition   3 hours

- Recognizing Problems and Challenges
- Problem Analysis and Root Cause Identification
- Defining Problems Clearly and Precisely
- Problem Scoping and Setting Objectives

Module 3: Creativity Techniques   4 hours

- Brainstorming and Idea Generation
- Mind Mapping and Visualization
- Lateral Thinking and Creative Heuristics
- Design Thinking and Ideation

Module 4: Structured Problem Solving   4 hours

- The Scientific Method and Hypothesis Testing
- Root Cause Analysis (e.g., 5 Whys)
- Decision Trees and Decision Analysis
- TRIZ (Theory of Inventive Problem Solving)

Module 5: Decision-Making and Risk Assessment   3 hours

- Analytical Decision-Making Techniques
- Ethical Considerations in Decision-Making
- Risk Assessment and Management
- Cost-Benefit Analysis

Module 6: Collaboration and Team Problem Solving   4 hours

- Collaborative Problem-Solving Skills
- Effective Teamwork and Communication
- Team Dynamics and Conflict Resolution
- Case Studies in Team Problem Solving

Module 7: Practical Problem-Solving Exercises   5 hours

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- Real-World Problem-Solving Scenarios
- Application of Problem Solving and Creativity Techniques
- Group Problem Solving Challenges
- Practical Case Studies

Module 8: Reflection and Continuous Improvement   **3 hours**

- Reflecting on Problem Solving and Creativity Journey
- Continuous Improvement in Problem Solving Skills
- Personal Development and Growth
- Course Conclusion and Graduation

Practicum

The course includes a practicum where participants will engage in practical problem-solving exercises. They will work individually and in groups to tackle real-world problems and apply the problem-solving and creativity techniques they have learned.

Textbooks
1. De Bono, E. (2009). Lateral Thinking: Creativity Step by Step. Harper Paperbacks.
2. Tidd, J., & Bessant, J. R. (2018). Managing Innovation: Integrating Technological, Market and Organizational Change. John Wiley & Sons.
3. VanGundy, A. B. (1988). Techniques of Structured Problem Solving. Van Nostrand Reinhold.

Reference Books
1. Proctor, T. (2017). Creative Problem Solving for Managers: Developing Skills for Decision Making and Innovation. Routledge.
2. Osborn, A. F. (2017). Applied Imagination: Principles and Procedures of Creative Problem-Solving. Scribner.Duncker, K. (2017). On Problem Solving. Routledge.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC046	VAASTUSHASTRA
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course on Vaastushastra explores the principles and practices of this ancient Indian architectural and design philosophy. Participants will learn the foundational concepts of Vaastushastra, its application in creating harmonious living spaces, and its impact on well-being, peace, and prosperity.

Course Objectives

The course will enable the students to:

- Understand the historical and cultural significance of Vaastushastra.
- Explore the fundamental principles and elements of Vaastushastra.
- Learn to assess and analyze the energy flow in a living space.
- Apply Vaastushastra principles to design and architecture.
- Discover the role of Vaastushastra in creating a balanced and harmonious environment.
- Analyze case studies and practical applications of Vaastushastra.
- Promote well-being, prosperity, and positive energy through Vaastushastra.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the historical and cultural context of Vaastushastra.

CO2: Identify the fundamental principles and elements of Vaastushastra.

CO3: Assess and analyze the energy flow in a living space according to Vaastushastra.

CO4: Apply Vaastushastra principles to architectural and design projects.

CO5: Create balanced and harmonious living environments through Vaastushastra.

CO6: Evaluate case studies and practical applications of Vaastushastra.

CO7: Promote well-being, prosperity, and positive energy through the practice of Vaastushastra.

Course Content

Module 1: Introduction to Vaastushastra   **2 hours**

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- Historical and Cultural Context
- The Significance of Vaastushastra
- Vaastushastra Principles and Their Relevance Today
- The Role of Energy (Prana) in Design

Module 2: Principles of Vaastushastra   **3 hours**
- Vastu Purusha and the Grid
- Five Elements (Pancha Mahabhutas) in Vastu
- Directions and Zones (Pada)
- Energy Lines (Nadi) and Chakras

Module 3: Vaastushastra in Design   **4 hours**
- Site Selection and Layout Planning
- Building Orientation and Placement
- Room Layout and Design Considerations
- Interior Design and Décor

Module 4: Energy Flow Analysis   **3 hours**
- Understanding Energy Flow (Vastu Energy)
- Analyzing Obstacles and Blockages
- Remedies and Corrections for Positive Flow
- Case Studies in Energy Flow Analysis

Module 5: Practical Application   **4 hours**
- Applying Vaastushastra Principles to Real Projects
- Designing and Redesigning Spaces
- Measuring and Assessing Energy Flow
- Site Visits and On-Site Application

Module 6: Case Studies and Examples   **5 hours**
- Residential Vaastushastra Applications
- Commercial and Industrial Vaastushastra Applications
- Religious and Spiritual Vaastushastra Principles
- Global Variations in Vaastushastra

Module 7: Promoting Well-being and Prosperity   **3 hours**
- Vaastushastra and Human Well-being
- Vaastushastra and Business Prosperity
- Creating a Positive Living Environment
- Vaastushastra in Daily Life

Module 8: Future Trends and Adaptations   **3 hours**
- Modern Applications of Vaastushastra
- Adaptations in Urban and Contemporary Design

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- Challenges and Opportunities in Vaastushastra
- Future Trends in Vaastushastra

Practicum

The course will include a practicum where participants will apply Vaastushastra principles to a design or architectural project. They will analyze an existing space or design a new one while considering the principles of Vaastushastra and energy flow.

Textbooks

1. Rai, S. (2008). Vaastu: The Indian Art of Placement. Penguin Global.
2. Bhatt, R. D. (2006). Sun, Moon, and Earth. Motilal Banarsidass.
3. Dandekar, H. L. (1992). Vastusastra: Ancient Indian Architecture and Civil Engineering. Aryan Books International.

Reference Books

1. Gunatilaka, T. (1998). Vastu, Astrology and Architecture. Grasindo.
2. Chakrabarti, S. (2000). Vastu Science for 21st Century. Sterling Publishers.
3. Paranjape, M. A. (2013). Vaastu: A Path to Harmonious Living. Wisdom Tree.
4. Patel, V. G. (2006). The Science of Vaastu. Pustak Mahal.
5. Ganapati Sthapati, V. (2011). The Philosophy of Building: The Vastu-vidya of Mayamata. Aryan Books International.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC047	DEVELOPING VIRTUAL TEACHING SKILLS
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course on Developing Virtual Teaching Skills is designed to equip educators with the knowledge and practical skills necessary for effective virtual teaching and online learning facilitation. Participants will explore the fundamentals of virtual education, pedagogical strategies, technology integration, and the art of engaging and supporting remote learners.

Course Objectives

The course will enable the students to:

- Understand the foundations of virtual teaching and the online learning environment.
- Develop pedagogical strategies tailored to the virtual classroom.
- Learn to effectively integrate technology for instruction and communication.
- Engage and support remote learners with diverse needs.
- Create and deliver engaging and interactive virtual lessons.
- Assess student progress and performance in the online setting.
- Enhance professional development and self-efficacy as a virtual educator.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the core concepts and principles of virtual teaching.
CO2: Develop and implement pedagogical strategies for virtual education.
CO3: Utilize technology tools for instruction and communication.
CO4: Address the diverse needs of remote learners and provide support.
CO5: Create and deliver engaging, interactive, and effective virtual lessons.
CO6: Assess and evaluate student progress and performance in the virtual classroom.
CO7: Reflect on and enhance their professional development and self-efficacy as virtual educators.

Course Content

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Module 1: Introduction to Virtual Teaching   2 hours

- The Basics of Virtual Education
- The Role of the Virtual Educator
- Challenges and Opportunities in Virtual Teaching
- Ethical Considerations in Online Learning

Module 2: Pedagogical Strategies for Virtual Learning   4 hours

- Online Learning Theories and Models
- Designing Effective Learning Objectives
- Building Engaging Course Content
- Facilitating Discussions and Collaboration

Module 3: Technology Integration   4 hours

- Selecting and Using Learning Management Systems
- Digital Tools for Interaction and Engagement
- Integrating Multimedia and Visual Content
- Safeguarding Online Learning Environments

Module 4: Supporting Diverse Learners   3 hours

- Addressing Individual Learning Styles
- Adapting Content for Accessibility
- Accommodating Special Needs and Disabilities
- Fostering Inclusivity in Virtual Education

Module 5: Interactive Lesson Design   4 hours

- Creating Engaging Activities and Assessments
- Effective Use of Gamification
- Building Interactive Multimedia Presentations
- Case Studies in Engaging Virtual Lessons

Module 6: Assessment and Feedback in Virtual Education   3 hours

- Formative and Summative Assessment Strategies
- Rubrics and Feedback Techniques
- Tracking Student Progress
- Ethical Grading and Academic Integrity

Module 7: Professional Development for Virtual Educators   3 hours

- Continuing Education and Skill Enhancement

- Building a Support Network
- Self-reflection and Growth as a Virtual Educator
- Staying Informed and Adapting to Change

Module 8: Practicum and Application   **7 hours**

- Designing and Delivering a Virtual Lesson
- Assessment of Student Learning
- Reflection and Self-evaluation
- Peer Review and Feedback

Practicum

The course includes a practicum where participants will design and deliver a virtual lesson. They will assess student learning, reflect on their teaching experience, and receive peer feedback to enhance their virtual teaching skills.

Textbooks
1. Boettcher, J. V., & Conrad, R. (2016). The Online Teaching Survival Guide: Simple and Practical Pedagogical Tips. Jossey-Bass.
2. Palloff, R. M., & Pratt, K. (2013). Lessons from the Virtual Classroom: The Realities of Online Teaching. Jossey-Bass.

Reference Books
1. Ko, S., & Rossen, S. (2017). Teaching Online: A Practical Guide. Routledge.
2. Lehman, R. M., & Conceição, S. C. O. (2014). Creating a Sense of Presence in Online Teaching: How to "Be There" for Distance Learners. Jossey-Bass.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

Registrar
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VAC048	WEB DEVELOPMENT CERTIFICATE COURSE
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This Web Development Certificate Course is designed to equip participants with the knowledge and practical skills needed to develop websites and web applications. From the fundamentals of HTML and CSS to advanced topics like JavaScript and responsive design, this course covers the full spectrum of web development, preparing students for a career in web development or enhancing their existing skills.

Course Objectives

The course will enable the students to:

- Understand the core concepts and technologies in web development.
- Master HTML and CSS for structuring and styling web content.
- Develop proficiency in JavaScript for interactive and dynamic web pages.
- Build responsive and mobile-friendly web designs.
- Learn how to work with version control systems.
- Create and deploy web projects using industry-standard practices.
- Develop a portfolio of web projects to showcase skills to potential employers or clients.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the fundamentals of web development and various web technologies.
CO2: Create well-structured and visually appealing web pages using HTML and CSS.
CO3: Write JavaScript code to add interactivity and dynamic features to web applications.
CO4: Design and develop responsive websites that adapt to various screen sizes and devices.
CO5: Utilize version control systems like Git for collaborative development.
CO6: Deploy web projects to web hosting environments using industry-standard procedures.
CO7: Develop a portfolio of web projects to demonstrate their web development skills.

Course Content

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Module 1: Introduction to Web Development   2 hours

- The World Wide Web and Web Development
- Overview of Web Technologies
- Web Browsers and Development Tools
- Setting Up a Development Environment

Module 2: HTML Fundamentals   4 hours

- Structure of an HTML Document
- HTML Elements and Tags
- Creating Hyperlinks and Anchors
- HTML Forms and Input Elements

Module 3: CSS for Styling   4 hours

- Introduction to Cascading Style Sheets (CSS)
- Selectors, Properties, and Values
- Styling Text, Colors, and Backgrounds
- CSS Layouts and Positioning

Module 4: JavaScript Essentials   5 hours

- Introduction to JavaScript
- Variables, Data Types, and Operators
- Control Structures (Loops and Conditionals)
- Functions and Event Handling

Module 5: Responsive Web Design   4 hours

- Understanding Responsive Design Principles
- Media Queries for Screen Sizes
- Flexbox and Grid Layouts
- Building a Mobile-First Website

Module 6: Version Control with Git   3 hours

- Introduction to Version Control
- Setting Up a Git Repository
- Git Branching and Merging
- Collaborative Development with Git

Module 7: Project Development and Deployment   5 hours

- Building a Web Project

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- Deployment to Web Hosting
- Debugging and Testing
- Best Practices in Web Development

Module 8: Creating a Web Portfolio   **3 hours**

- Selecting and Showcasing Web Projects
- Building an Online Portfolio
- Preparing for Job Interviews and Freelancing

Practicum

The course includes a practicum where participants will work on web development projects, which can be of their own choosing or guided by the instructor. They will apply the skills and knowledge gained throughout the course to build real web projects, which will contribute to their web development portfolio.

Textbooks

1. Duckett, J. (2011). HTML and CSS: Design and Build Websites. Wiley.
2. McFarland, D. (2014). JavaScript & jQuery: The Missing Manual. O'Reilly Media.

Reference Books

1. Henick, J., & Heilmann, C. (2018). Smashing Book 6: New Frontiers in Web Design. Smashing Magazine.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC049	ETHICS AND CULTURE
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course is designed to explore the intersection of ethics and culture, examining how cultural values, norms, and practices influence ethical decision-making. Participants will engage in discussions and case studies to understand how different cultures shape moral frameworks, ethical principles, and the application of ethics in various contexts.

Course Objectives

The course will enable the students to:

- Investigate the relationship between culture and ethics.
- Understand the impact of cultural values and beliefs on ethical perspectives.
- Analyze cultural relativism and ethical universalism.
- Develop cultural competence in ethical decision-making.
- Explore the challenges of ethical dilemmas in diverse cultural settings.
- Promote ethical awareness, sensitivity, and competence in multicultural environments.
- Encourage cross-cultural dialogue and ethical problem-solving.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the complex relationship between culture and ethics.
CO2: Recognize how cultural values and beliefs influence ethical frameworks.
CO3: Evaluate the concepts of cultural relativism and ethical universalism.
CO4: Apply cultural competence in making ethically informed decisions.
CO5: Navigate ethical dilemmas in culturally diverse contexts.
CO6: Demonstrate ethical awareness and sensitivity in multicultural settings.
CO7: Engage in cross-cultural dialogue and collaborative ethical problem-solving.

Course Content

Module 1: Introduction to Ethics and Culture   2 hours

- Defining Ethics and Culture
- The Interplay of Culture and Morality
- Cross-Cultural Ethical Challenges
- Ethical Decision-Making Models

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Module 2: Cultural Values and Ethical Frameworks   **4 hours**

- Cultural Relativism and Ethical Universalism
- Moral Values and Belief Systems
- Cultural Norms and Their Influence
- Ethical Theories and Cultural Variations

Module 3: Cultural Competence in Ethics   **3 hours**

- Developing Cultural Competence
- Cross-Cultural Communication and Sensitivity
- Cultural Intelligence and Ethical Decision-Making
- Embracing Diversity in Ethics

Module 4: Ethical Dilemmas in Cross-Cultural Contexts **4 hours**

- Case Studies in Cross-Cultural Ethical Dilemmas
- Ethical Frameworks and Cultural Perspectives
- Balancing Cultural Respect and Ethical Principles
- Cross-Cultural Conflict Resolution

Module 5: Ethical Leadership and Culture   **3 hours**

- Leading in Culturally Diverse Environments
- Ethical Leadership Models
- Cultural Considerations in Ethical Leadership
- Promoting Ethical Organizational Culture

Module 6: Multiculturalism and Global Ethics   **5 hours**

- Multiculturalism and Its Challenges
- Global Ethical Issues (e.g., Human Rights, Environmental Ethics)
- Cross-Cultural Collaborations and Ethical Problem-Solving
- International Ethics and Responsibilities

Module 7: Cultivating Ethical Awareness   **4 hours**

- Ethical Self-Reflection and Self-Awareness
- Ethical Development in a Multicultural World
- Building Ethical Communities
- Cross-Cultural Dialogues and Ethics

Module 8: Practicum and Ethical Dialogue   **5 hours**

- Cross-Cultural Ethical Case Studies
- Group Discussions and Ethical Debates
- Collaborative Ethical Problem-Solving
- Final Project: Ethical Action Plan in a Multicultural Context

Practicum

The course includes a practicum where participants will engage in cross-cultural ethical dialogues and problem-solving activities. They will work on case studies, debates, and collaborative projects to apply their knowledge of ethics and culture in practical scenarios.

Textbooks

1. Klenowski, P. M., & Rayner, G. T. (2013). Teaching Indigenous Students: Cultural Awareness and Classroom Strategies for Improving Learning Outcomes. Pearson.
2. Bennett, M. J. (2004). Becoming Interculturally Competent. In J. Wurzel (Ed.), Toward multiculturalism: A reader in multicultural education (pp. 62-77). Multilingual Matters.
3. Solomon, R. C. (2018). Ethics and Excellence: Cooperation and Integrity in Business. Oxford University Press.
4. Hooker, J. N., & Kaplan, D. M. (2003). Philosophical Foundations of Global Business Ethics. In R. W. Kolb (Ed.), The Ethics of Business in a Global Economy (pp. 154-170). Rowman & Littlefield.

Reference Books

1. Nussbaum, M. C. (2013). Upheavals of Thought: The Intelligence of Emotions. Cambridge University Press.
2. Beabout, G. R. (2012). Catholic Business Ethics: Theological and Practical Issues. Springer.
3. Yoshida, A., & Gudykunst, W. B. (2007). Leadership and Organizational Communication in a Cross-Cultural Environment. Sage Publications.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC050	DEVELOPING REPORT WRITING SKILLS
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course is designed to enhance participants' ability to create effective, professional, and well-structured reports for various purposes. Through practical exercises and guidance, students will learn the art of clear and persuasive report writing, ensuring their communication is impactful and concise.

Course Objectives

The course will enable the students to:

- Develop a solid understanding of the purpose and types of reports.
- Learn how to plan and structure reports for clarity and coherence.
- Hone research and data collection skills for report content.
- Acquire the skills to write persuasively and concisely.
- Master the art of referencing and citing sources correctly.
- Understand the principles of effective data visualization.
- Apply proofreading and editing techniques for polished reports.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Comprehend the significance and varieties of reports.
CO2: Plan, structure, and outline reports effectively for readability.
CO3: Collect, analyze, and present data coherently.
CO4: Write reports that are persuasive, concise, and tailored to the audience.
CO5: Implement proper citation and referencing practices.
CO6: Create visual aids to enhance data presentation.
CO7: Proofread and edit reports for clarity and professionalism.

Course Content

Module 1: Introduction to Report Writing   2 hours

- The Purpose and Types of Reports
- The Audience and Scope of Reports
- The Structure of an Effective Report
- The Importance of Professional Writing

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Module 2: Planning and Structuring Reports   4 hours

- Preparing a Report Outline
- Defining Objectives and Goals
- The Executive Summary and Introduction
- Organizing Report Sections and Subsections

Module 3: Data Collection and Analysis   4 hours

- Conducting Research and Gathering Data
- Data Analysis Techniques
- Visualizing Data: Charts and Graphs
- Interpreting Data and Drawing Conclusions

Module 4: Writing Persuasively   3 hours

- Crafting Effective Recommendations
- Using Evidence and Supporting Arguments
- Tailoring Language and Tone to the Audience
- Writing with Clarity and Impact

Module 5: Citation and Referencing   4 hours

- The Importance of Proper Citation
- Citation Styles (APA, MLA, Chicago, etc.)
- Creating References and Bibliographies
- Avoiding Plagiarism

Module 6: Data Visualization   3 hours

- The Role of Visual Aids in Reports
- Creating Effective Tables and Figures
- Using Infographics and Data Visualization Tools
- Designing Visual Aids for Impact

Module 7: Proofreading and Editing   4 hours

- The Importance of Proofreading
- Common Grammar and Style Issues
- Editing for Clarity and Consistency
- Peer Review and Feedback

Module 8: Practicum and Report Development   6 hours

- Selecting a Real or Simulated Report Project
- Collecting Data and Writing Report Sections
- Peer Review and Feedback on Report Drafts
- Finalizing and Presenting the Completed Report

Practicum

The course includes a practicum in which participants will work on developing a report. They will select a real or simulated project, collect and analyze data, and write the report sections. Peer reviews and feedback will be provided to help participants refine their report-writing skills.

Textbooks

1. Pears, R., & Shields, G. (2016). Cite them right: The essential referencing guide. Macmillan International Higher Education.
2. Lannon, J. M. (2016). Technical Writing. Pearson.
3. Reep, D. C. (2008). Report Writing. Pearson.
4. O'Hara, K. P. (2016). Writing and Reporting News: A Coaching Method. Waveland Press.

Reference Books

1. Rude, C. D., & Eaton, S. E. (2010). Technical Editing. Pearson.
2. Tufte, E. R. (2001). The Visual Display of Quantitative Information. Graphics Press.
3. Strunk, W., White, E. B., & Angell, R. (2000). The Elements of Style. Allyn & Bacon.
4. American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). American Psychological Association.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC051	POSITIVE PSYCHOLOGY AND WORK LIFE
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course explores the application of positive psychology principles to enhance well-being, motivation, and productivity in the workplace. Participants will learn how to create a positive work environment, develop resilience, and promote a culture of positivity and mental well-being among employees.

Course Objectives

The course will enable the students to:

- Understand the core concepts and principles of positive psychology.
- Apply positive psychology to workplace settings for improved employee well-being and performance.
- Foster positive leadership and management practices.
- Cultivate resilience and emotional intelligence in the workplace.
- Develop strategies for building a positive work culture.
- Implement evidence-based interventions to enhance work-life balance.
- Promote holistic well-being and mental health in the workplace.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the foundational principles of positive psychology and their relevance to work life.
CO2: Apply positive psychology strategies to enhance employee well-being and motivation.
CO3: Demonstrate effective positive leadership and management practices.
CO4: Cultivate resilience and emotional intelligence among employees.
CO5: Create a positive work culture that fosters collaboration and engagement.
CO6: Implement practical interventions to support work-life balance.
CO7: Promote holistic well-being and mental health within the workplace.

Course Content

Module 1: Introduction to Positive Psychology in the Workplace   **2 hours**

- Defining Positive Psychology
- The Role of Positive Psychology in Work Life

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- Benefits of Positive Psychology in the Workplace
- Ethical Considerations

Module 2: Positive Leadership and Management   4 hours

- Positive Leadership Styles
- Building Trust and Engagement
- Fostering Positive Employee Relations
- Creating a Positive Work Environment

Module 3: Resilience and Emotional Intelligence   4 hours

- Developing Resilience Skills
- Emotional Intelligence in the Workplace
- Coping with Stress and Adversity
- Promoting Emotional Wellness

Module 4: Creating a Positive Work Culture   3 hours

- Building a Positive Team Culture
- Encouraging Collaboration and Innovation
- Employee Recognition and Appreciation
- Case Studies in Positive Work Cultures

Module 5: Work-Life Balance and Well-Being   4 hours

- Work-Life Balance Strategies
- Employee Well-Being Programs
- Positive Work-Life Integration
- Health and Fitness Initiatives

Module 6: Positive Psychology Interventions   5 hours

- Evidence-Based Positive Psychology Interventions
- Practicing Gratitude and Mindfulness
- Strength-Based Approaches
- Positive Communication Techniques

Module 7: Holistic Well-Being and Mental Health   4 hours

- Promoting Holistic Well-Being
- Recognizing Mental Health Issues
- Providing Mental Health Support in the Workplace
- Creating Mental Health-Friendly Policies

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ad Gurugram (Haryana)

Module 8: Practicum and Application   **4 hours**

- Developing a Positive Leadership Plan
- Implementing Positive Psychology Interventions
- Building a Positive Work Culture Project
- Final Presentation and Reflection

Practicum

The course includes a practicum where participants will develop and implement a positive leadership plan or a project to create a positive work culture within their organization or workplace. They will present their plans and share their experiences with the class.

Textbooks

1. Seligman, M. E. P., Ernst, R. M., Gillham, J., Reivich, K., & Linkins, M. (2009). Positive education: Positive psychology and classroom interventions. Oxford Review of Education.
2. Cameron, K. S., Dutton, J. E., & Quinn, R. E. (2003). Positive Organizational Scholarship: Foundations of a New Discipline. Berrett-Koehler Publishers.

Reference Books

1. Fredrickson, B. L. (2009). Positivity: Top-Notch Research Reveals the Upward Spiral That Will Change Your Life. Three Rivers Press.
2. Gable, S. L., & Haidt, J. (2005). What (and Why) is Positive Psychology? Review of General Psychology.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC052	PANCHKOSHA FOR HOLISTIC LIVING
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course probes into the ancient Indian concept of Panchkosha, which encompasses the five layers of human existence. Participants will explore how understanding and nurturing these layers - Annamaya Kosha (Physical), Pranamaya Kosha (Energetic), Manomaya Kosha (Mental), Vijnanamaya Kosha (Wisdom), and Anandamaya Kosha (Bliss) - can lead to a more balanced and holistic way of life.

Course Objectives

The course will enable the students to:

- Introduce the concept of Panchkosha and its significance in holistic living.
- Examine each Kosha's role in human existence and well-being.
- Learn practices to nurture and harmonize the five layers.
- Explore the connection between Panchkosha and overall health and vitality.
- Apply Panchkosha principles to achieve physical, mental, and spiritual balance.
- Promote holistic living and well-being through Panchkosha awareness.
- Foster mindfulness and self-care practices.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the concept of Panchkosha and its role in holistic living.
CO2: Describe each of the five Koshas and their significance in human existence.
CO3: Apply practical techniques to nurture and balance each Kosha.
CO4: Understand the interconnectedness of the Koshas and their impact on health.
CO5: Implement Panchkosha principles to achieve physical, mental, and spiritual well-being.
CO6: Advocate for holistic living and well-being through Panchkosha awareness.
CO7: Practice mindfulness and self-care for overall health and vitality.

Course Content

Module 1: Introduction to Panchkosha   2 hours

- Understanding the Five Koshas

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- Historical and Philosophical Context
- Panchkosha and Holistic Living
- Mind-Body Connection

Module 2: Annamaya Kosha (Physical Sheath)   4 hours

- The Role of Annamaya Kosha
- Physical Health and Well-being
- Yoga and Exercise for Annamaya Kosha
- Nutrition and Holistic Living

Module 3: Pranamaya Kosha (Energetic Sheath)   4 hours

- Understanding Prana (Life Force)
- Balancing Energy and Vitality
- Pranayama and Breathwork
- Energetic Practices for Well-being

Module 4: Manomaya Kosha (Mental Sheath)   5 hours

- The Mind-Body Connection
- Managing Stress and Emotions
- Mindfulness and Meditation for Mental Well-being
- Cultivating Emotional Intelligence

Module 5: Vijnanamaya Kosha (Wisdom Sheath)   4 hours

- The Pursuit of Wisdom and Knowledge
- Cultivating Intuition and Inner Wisdom
- Expanding Consciousness
- The Role of Education and Lifelong Learning

Module 6: Anandamaya Kosha (Bliss Sheath)   3 hours

- The Quest for Inner Bliss and Joy
- Transcending Ego and Attachments
- Spiritual Practices and Self-Realization
- The Path to Holistic Living

Module 7: Panchkosha Integration   4 hours

- Interconnectedness of the Koshas
- Holistic Living and Well-being
- Practicing Balance and Harmony
- Integrating Panchkosha into Daily Life

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Module 8: Practicum and Application   **4 hours**

- Developing a Personal Panchkosha Plan
- Daily Practices and Self-Care
- Group Sharing and Reflection
- Final Presentation of Holistic Living Journey

Practicum

The course includes a practicum where participants will develop a personal Panchkosha plan, incorporating practices for nurturing and harmonizing each Kosha into their daily life. Participants will share their experiences and insights with the class.

Textbooks

1. Saraswati, Swami Satyananda. (1987). A Systematic Course in the Ancient Tantric Techniques of Yoga and Kriya. Yoga Publications Trust.
2. Swami Sivananda. (1996). Bliss Divine. The Divine Life Society.
3. Desikachar, T. K. V. (1995). The Heart of Yoga: Developing a Personal Practice. Inner Traditions.
4. Satyananda Saraswati, Swami. (1972). Four Chapters on Freedom: Commentary on the Yoga Sutras of Patanjali. Yoga Publications Trust.

Reference Books

1. Shankar, Jay. (2007). Yoga and the Art of Self-Transformation: A Guide to Psychological Integration. Sunstar Publishing.
2. Feuerstein, Georg. (2014). The Deeper Dimension of Yoga: Theory and Practice. Shambhala.
3. Iyengar, B. K. S. (1993). Light on Life. Rodale Books.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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VAC053	PSYCHOLOGICAL FIRST AID
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to provide participants with the knowledge and skills to offer immediate psychological support to individuals in distress, particularly in the aftermath of traumatic events. Participants will learn the principles of psychological first aid, including active listening, empathy, and crisis intervention, to help individuals cope with and recover from psychological trauma.

Course Objectives

The course will enable the students to:

● Understand the concept and principles of psychological first aid (PFA).
● Recognize the signs of distress and emotional crisis in individuals.
● Develop active listening and empathetic communication skills.
● Apply the core components of PFA, including safety, stabilization, information, practical assistance, and connection.
● Support individuals in managing their immediate and long-term emotional and psychological needs.
● Identify self-care strategies for providing effective psychological support.
● Promote a compassionate and trauma-informed approach to psychological first aid.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Define and explain the principles of psychological first aid.
CO2: Recognize signs of emotional distress in individuals.
CO3: Apply active listening and empathetic communication techniques.
CO4: Implement the core components of psychological first aid effectively.
CO5: Support individuals in addressing their immediate and long-term psychological needs.
CO6: Develop self-care strategies for PFA providers.
CO7: Advocate for a compassionate and trauma-informed approach to psychological first aid.

Course Content

Module 1: Introduction to Psychological First Aid   **2 hours**

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- Definition and Purpose of Psychological First Aid
- Historical Background and Evolution
- Ethical Considerations in PFA
- PFA in Different Contexts (e.g., disaster, crisis, public health)

Module 2: Recognizing Distress   3 hours

- Understanding Emotional and Psychological Responses
- Signs of Distress and Crisis
- Risk Factors and Vulnerability
- Cultural Sensitivity in Distress Recognition

Module 3: Communication Skills   4 hours

- Active Listening and Empathetic Communication
- Non-verbal Cues and Body Language
- Building Trust and Rapport
- Cultural and Linguistic Considerations

Module 4: Core Components of PFA   5 hours

- Safety and Stabilization
- Providing Information
- Offering Practical Assistance
- Promoting Emotional Connection
- Respecting Autonomy and Choice

Module 5: Supporting Immediate and Long-Term Needs   4 hours

- Addressing Immediate Emotional Needs
- Coping and Resilience Building
- Referral and Resources
- Follow-up and Ongoing Support

Module 6: Self-Care for PFA Providers   4 hours

- Recognizing the Impact of PFA on Providers
- Strategies for Reducing Burnout and Compassion Fatigue
- Supervision and Peer Support
- Personal Well-being and Self-Care Plans

Module 7: Trauma-Informed Approach   3 hours

- Understanding Trauma and Trauma-Informed Care
- Recognizing Triggers and Re-traumatization

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- Creating a Safe and Supportive Environment
- Incorporating Trauma-Informed Principles into PFA

Module 8: Practicum and Application   **5 hours**

- Role-Playing and Scenarios
- Case Studies and Group Discussions
- Self-Care Planning and Reflection
- Final Presentation and Integration of PFA Skills

Practicum

The course includes a practicum where participants will engage in role-playing, case studies, and group discussions to apply their PFA skills. They will also develop self-care plans to ensure they can provide effective support while maintaining their well-being.

Textbooks

1. Brymer, M., Jacobs, A., Layne, C., Pynoos, R., Ruzek, J., Steinberg, A., & Vernberg, E. (2006). Psychological first aid: Field operations guide (2nd edition). National Child Traumatic Stress Network.
2. Everly, G. S., Jr., & Lating, J. M. (2017). The Johns Hopkins Guide to Psychological First Aid. Johns Hopkins University Press.
3. Hobfoll, S. E., Watson, P., Bell, C. C., Bryant, R. A., Brymer, M. J., Friedman, M. J., ... & Ursano, R. J. (2007). Five essential elements of immediate and mid-term mass trauma intervention: Empirical evidence. Psychiatry: Interpersonal and Biological Processes.

Reference Books

1. Litz, B. T., Gray, M. J., Bryant, R. A., & Adler, A. B. (2002). Early intervention for trauma: Current status and future directions. Clinical Psychology: Science and Practice.
2. Ruzek, J. I., & Norwood, A. E. (2008). Psychological first aid. Journal of Mental Health Counseling.
3. Kitch, S., Walsh, D., & Heady, M. (2019). A guide to psychological first aid: A partnership between Mental Health First Aid Australia and the University of Melbourne. Mental Health First Aid Australia.

	Evaluation Component	**Weightage (%)**
1	Activities	20

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2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC054	FOOD SAFETY AND HYGIENE
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course is designed to provide comprehensive knowledge and practical skills in ensuring the safety and hygiene of food products. Participants will learn about the principles and practices of food safety, from handling and storage to preparation and serving, to protect consumers from foodborne illnesses and maintain high standards of hygiene in food-related establishments.

Course Objectives:

The course will enable the students to:

- Understand the importance of food safety and hygiene in public health.
- Identify common foodborne hazards and contaminants.
- Comprehend the principles of safe food handling, storage, and preparation.
- Develop skills for preventing cross-contamination and foodborne illnesses.
- Learn regulatory and industry standards for food safety and hygiene.
- Apply best practices for maintaining cleanliness and sanitation in food establishments.
- Promote a culture of food safety and hygiene in the industry.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the significance of food safety and hygiene in preventing foodborne illnesses.
CO2: Identify and manage common foodborne hazards and contaminants.
CO3: Apply best practices for safe food handling, storage, and preparation.
CO4: Implement measures to prevent cross-contamination and foodborne illnesses.
CO5: Comply with regulatory and industry standards for food safety and hygiene.
CO6: Demonstrate effective techniques for maintaining cleanliness and sanitation in food establishments.
CO7: Advocate for and promote a culture of food safety and hygiene within the industry.

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Course Content

Module 1: Introduction to Food Safety and Hygiene   **2 hours**

- The Importance of Food Safety
- Common Foodborne Hazards
- The Impact on Public Health
- Regulatory Frameworks

Module 2: Foodborne Hazards and Contaminants   **4 hours**

- Bacteria, Viruses, and Parasites
- Chemical and Physical Contaminants
- Allergens and Intolerances
- Identifying and Managing Hazards

Module 3: Safe Food Handling and Storage   **5 hours**

- Principles of Safe Food Handling
- Proper Storage Practices
- Temperature Control and Monitoring
- Handling Fresh and Processed Foods

Module 4: Food Preparation and Cooking   **4 hours**

- Cleanliness in Food Preparation
- Preventing Cross-Contamination
- Cooking, Cooling, and Reheating
- Safe Cooking Temperatures

Module 5: Food Safety in Service   **3 hours**

- Serving Safe Food to Customers
- Food Display and Buffets
- Safe Practices for Food Service
- Handling Customer Allergies and Special Requests

Module 6: Food Safety Regulations and Standards   **4 hours**

- Local, National, and International Regulations
- HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Management Systems
- Industry Standards and Certification

Module 7: Cleaning and Sanitizing   **4 hours**

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- Principles of Cleaning and Sanitizing
- Sanitation Procedures in Food Establishments
- Personal Hygiene and Protective Measures
- Pest Control and Prevention

Module 8: Promoting a Culture of Food Safety   **4 hours**

- Training and Education
- Food Safety Audits and Inspections
- Crisis Management and Response
- Building a Culture of Hygiene and Safety

Practicum

The course includes a practicum where participants will have the opportunity to practice the principles of food safety and hygiene in a controlled environment. This may include tasks such as food preparation, cleaning, and sanitation.

Textbooks

1. Forsythe, S. J., & Hayes, P. R. (2012). Food Hygiene, Microbiology, and HACCP. Springer.
2. Swartz, M. (2015). Food Safety: Managing the HACCP System. John Wiley & Sons.
3. Sprenger, R. A. (2009). Food Safety Management: A Practical Guide for the Food Industry. Academic Press.
4. Hill, A., & Snell, E. (2014). Food Hygiene and Sanitation. CRC Press.
5. Jay, J. M., Loessner, M. J., & Golden, D. A. (2005). Modern Food Microbiology. Springer.

Reference Books

1. Food and Agriculture Organization (FAO) of the United Nations. (2009). Manual on Food Safety for Small and Medium-sized Food Enterprises. FAO.
2. Food Standards Agency. (2018). Safer Food, Better Business. Food Standards Agency.
3. U.S. Food and Drug Administration (FDA). (2017). Food Code. U.S. Food and Drug Administration.

	Evaluation Component	Weightage (%)

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1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC055	POSITIVE LEADERSHIP AND COMPETENCY DEVELOPMENT	
Contact Hours	30 Hours	
Prerequisite	Nil	

Course Description

This course is designed to empower individuals with the skills and mindset required to be effective and compassionate leaders. Participants will explore the principles of positive leadership, develop competencies for leading with purpose, and foster a culture of motivation and growth within their organizations.

Course Objectives

The course will enable the students to:

- Understand the foundations of positive leadership and its impact on organizations and individuals.
- Develop leadership competencies, including emotional intelligence, communication, and conflict resolution.
- Cultivate a leadership style that promotes motivation, resilience, and well-being in teams.
- Foster a culture of trust, collaboration, and continuous improvement within an organization.
- Apply positive leadership principles to address real-world leadership challenges.
- Promote diversity and inclusion in leadership practices.
- Create a personal leadership development plan for ongoing growth.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the key principles and significance of positive leadership.
CO2: Demonstrate leadership competencies in emotional intelligence, communication, and conflict resolution.
CO3: Apply positive leadership practices to motivate and support teams.
CO4: Cultivate a culture of trust, collaboration, and continuous improvement.

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CO5: Address leadership challenges using a positive leadership approach.
CO6: Advocate for diversity and inclusion in leadership.
CO7: Develop a personal leadership development plan for ongoing growth.

Course Content

Module 1: Introduction to Positive Leadership   2 hours

- Understanding Positive Leadership
- The Impact of Leadership on Organizational Culture
- Ethical Considerations in Leadership
- Positive Leadership in Various Contexts

Module 2: Leadership Competencies   4 hours

- Emotional Intelligence in Leadership
- Effective Communication Skills
- Conflict Resolution and Problem-Solving
- Decision-Making and Empowerment

Module 3: Motivation and Resilience   4 hours

- Motivation Theories and Practices
- Fostering Resilience in Teams
- Leading through Change and Challenges
- Building a Positive Work Environment

Module 4: Trust and Collaboration   3 hours

- Building Trust and Psychological Safety
- Effective Collaboration and Team Building
- Developing a Learning Organization
- Encouraging Innovation and Creativity

Module 5: Positive Leadership in Action   4 hours

- Case Studies and Real-world Leadership Challenges
- Leadership Development Plans
- Mentoring and Coaching Strategies
- Leading by Example

Module 6: Diversity and Inclusion   4 hours

- The Importance of Diversity in Leadership
- Inclusive Leadership Practices

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- Addressing Bias and Promoting Equity
- Embracing Differences in Leadership

Module 7: Personal Leadership Development   **3 hours**

- Self-assessment and Leadership Competency Development
- Leadership Values and Ethics
- Creating a Leadership Development Plan
- Ongoing Growth and Development

Module 8: Practicum and Application   **6 hours**

- Leadership Competency Assessments
- Case Study Analysis and Role-Playing
- Personal Leadership Development Plan Presentation
- Reflection on the Course and Personal Growth

Practicum

The course includes a practicum where participants will assess their leadership competencies, analyze case studies, engage in role-playing, and develop a personal leadership development plan. They will also present their plans and share their experiences with the class.

Textbooks

1. Cameron, K. S., & Caza, A. (2004). Contributions to the Discipline of Positive Organizational Scholarship. American Behavioral Scientist.
2. Goleman, D. (1998). Working with Emotional Intelligence. Bantam.
3. Dweck, C. S. (2006). Mindset: The New Psychology of Success. Random House.
4. Northouse, P. G. (2021). Leadership: Theory and Practice. Sage Publications.
5. Luthans, F., & Avolio, B. J. (2003). Authentic Leadership Development. Psychology Press.

Reference Books

1. Lencioni, P. (2012). The Advantage: Why Organizational Health Trumps Everything Else in Business. Jossey-Bass.
2. Seligman, M. E. P. (2018). Flourish: A Visionary New Understanding of Happiness and Well-being. Free Press.
3. Sinek, S. (2009). Start with Why: How Great Leaders Inspire Everyone to Take Action. Portfolio.

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	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC056	ENGLISH FOR MEDIA LITERACY
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to enhance participants' language skills and critical thinking abilities in the context of media. Participants will learn to analyze and interpret various forms of media content, including news, advertisements, and digital media, while developing English language proficiency. This course equips individuals to navigate the complex world of media, fostering a deeper understanding of its impact and biases.

Course Objectives

- Enhance English language proficiency, focusing on media-related vocabulary and discourse.
- Develop critical thinking skills to analyze media messages, sources, and narratives.
- Understand the role of media in society and its impact on public opinion.
- Interpret and evaluate news articles, advertisements, and digital media content.
- Cultivate the ability to detect bias, misinformation, and propaganda in media.
- Foster media literacy and responsible consumption of information.
- Engage in discussions and presentations on media-related topics in English.

Course Outcomes

On completion of this course, students will be able to:

CO1: Demonstrate improved English language skills in reading, writing, listening, and speaking.
CO2: Apply critical thinking skills to analyze media content, including its sources and messages.
CO3: Understand the societal role of media and its influence on public opinion.
CO4: Interpret and critically evaluate news articles, advertisements, and digital media content.
CO5: Detect and respond to bias, misinformation, and propaganda in media.
CO6: Practice responsible and informed media consumption.
CO7: Engage in discussions and presentations on media-related topics in English.

Course Content

Module 1: Introduction to Media Literacy 2 hours

- What is Media Literacy?
- The Role of Media in Society
- The Importance of Critical Thinking
- Ethical Considerations in Media

Module 2: English Language Skills for Media 3 hours

- Vocabulary and Phrases in Media Discourse
- Reading and Comprehending Media Texts
- Writing Media Responses and Analyses
- Listening to and Discussing Media Content

Module 3: Analyzing News Media 4 hours

- Understanding News Sources and Reporting
- Fact-Checking and Verification
- Identifying Bias and Editorial Decisions
- Engaging in Critical News Reading

Module 4: Decoding Advertisements 4 hours

- The Language of Advertising
- Persuasion Techniques
- Evaluating the Impact of Advertisements
- Ethical Advertising and Consumer Awareness

Module 5: Digital Media and Social Media Literacy 5 hours

- Understanding Online News and Social Media
- Identifying Misinformation and Fake News
- Privacy and Digital Footprint Awareness
- Promoting Digital Media Literacy

Module 6: Recognizing Media Bias and Propaganda 4 hours

- Bias in Reporting and Framing
- Propaganda Techniques
- Identifying Manipulative Media
- Building Critical Awarenes

Module 7: Responsible Media Consumption   3 hours

- Being a Critical Consumer
- Responsible Sharing and Engagement
- Engaging in Civil Discourse
- Media Literacy in the Digital Age

Module 8: Engaging in Media Discussions and Presentations   5 hours

- Group Discussions on Media Topics
- Presentations on Media Analysis
- Media Literacy Projects
- Final Reflection and Discussion

Practicum

The course includes a practicum where participants will analyze media content, critically evaluate sources, and engage in discussions or presentations on media-related topics in English.

Textbooks

1. Potter, W. J. (2019). Media Literacy (10th ed.). Sage Publications.
2. Hobbs, R. (2010). Digital and Media Literacy: Connecting Culture and Classroom. Corwin.
3. Baran, S. J. (2016). Introduction to Mass Communication: Media Literacy and Culture. McGraw-Hill Education.
4. Buckingham, D., & Willett, R. (2013). Digital Literacies: Concepts, Policies, and Practices. Routledge.

Reference Books

1. Jenkins, H., Clinton, K., Purushotma, R., Robison, A. J., & Weigel, M. (2006). Confronting the Challenges of Participatory Culture: Media Education for the 21st Century. The MIT Press.
2. Aufderheide, P. (2017). Reclaiming Fair Use: How to Put Balance Back in Copyright. University of Chicago Press.
3. De Abreu, B. S. (2017). News Literacy: Global Perspectives for the Newsroom and the Classroom. Peter Lang Publishing.

	Evaluation Component	Weightage (%)
1	Activities	20

2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC057	FUNDRAISING FOR COMMUNITY INITIATIVES
Contact Hours	**30 Hours**
Prerequisite	**Nil**

Course Description

This course is designed to equip individuals and organizations with the skills and knowledge necessary to successfully raise funds for community projects and initiatives. Participants will learn various fundraising strategies, including grant writing, donor cultivation, and event planning, to support and advance their community-based endeavors.

Course Objectives

The student will be able to :

- Understand the importance of fundraising in community development and initiatives.
- Explore various fundraising methods and strategies.
- Develop skills in grant proposal writing and fundraising campaigns.
- Learn donor cultivation and stewardship techniques.
- Create effective fundraising event plans.
- Build a comprehensive understanding of ethical and legal considerations in fundraising.
- Develop a community fundraising plan for a real project.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Articulate the role of fundraising in community initiatives.
CO2: Evaluate and select appropriate fundraising strategies.
CO3: Create compelling grant proposals and fundraising campaigns.
CO4: Cultivate and steward donors effectively.
CO5: Develop and execute successful fundraising events.
CO6: Navigate ethical and legal considerations in fundraising.

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CO7: Prepare a comprehensive community fundraising plan for a specific project.

Course Content

Module 1: Introduction to Fundraising for Community Initiatives	**2 hours**

- The Importance of Fundraising in Community Initiatives
- The Fundraising Cycle
- Ethical Considerations in Fundraising
- Key Stakeholders and Partnerships

Module 2: Fundraising Methods and Strategies	**4 hours**

- Types of Fundraising: Grants, Donations, Events, and more
- Setting Fundraising Goals and Objectives
- Building a Fundraising Team
- Building Relationships and Trust

Module 3: Grant Proposal Writing	**5 hours**

- Identifying Funding Sources and Opportunities
- Developing a Compelling Project Narrative
- Budgeting and Financial Statements
- Proposal Submission and Follow-up

Module 4: Donor Cultivation and Stewardship	**4 hours**

- Understanding Donor Motivations
- Cultivating and Building Relationships with Donors
- Stewardship and Recognizing Donors' Contributions
- Fundraising Ethics and Transparency

Module 5: Fundraising Events and Campaigns	**5 hours**

- Planning and Executing Fundraising Events
- Online Fundraising and Crowdfunding
- Marketing and Promotion for Fundraising Campaigns
- Measuring and Evaluating Fundraising Success

Module 6: Legal and Ethical Considerations	**3 hours**

- Compliance with Nonprofit Regulations
- Data Privacy and Donor Information Security
- Ethical Practices in Fundraising
- Reporting and Transparency

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Module 7: Developing a Community Fundraising Plan   4 hours

- Identifying a Community Initiative
- Setting Fundraising Goals and Budget
- Creating a Fundraising Plan
- Presentation of Community Fundraising Plan

Module 8: Practicum and Application   3 hours

- Group Project: Developing a Community Fundraising Plan
- Peer Review and Feedback
- Final Presentation of Community Fundraising Plans
- Reflection and Discussion

Practicum

The course includes a practicum where participants will work in groups to develop a community fundraising plan for a specific project. They will present their plans to the class and receive feedback, providing a hands-on experience in applying the course content.

Textbooks

1. Green, J. (2013). Fundraising for Social Change. Wiley.
2. Seiler, T. L., & Seiler, L. (2017). Nonprofit Fundraising 101: A Practical Guide to Easy to Implement Ideas and Tips from Industry Experts. Wiley.
3. Brooks, M. (2019). Achieving Excellence in Fundraising. Wiley.
4. Norton, J. E. (2015). The Nonprofit Fundraising Solution: Powerful Revenue Strategies to Take You to the Next Level. Wiley.
5. Sargeant, A., & Shang, J. (2019). Fundraising Principles and Practice. Wiley.

Reference Books

1. Oppenheim, M. L., & Schervish, P. G. (2018). Achieving Excellence in Fundraising (4th ed.). Wiley.
2. Kay, R. (2012). Successful Fundraising for Arts and Cultural Organizations (2nd ed.). Routledge.

	Evaluation Component	Weightage (%)
1	Activities	20

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2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC058	THE ART OF STORY TELLING
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to empower participants with the knowledge and skills to craft and deliver compelling stories. Storytelling is a powerful tool in various contexts, from personal anecdotes to professional presentations and marketing. Participants will explore the principles of storytelling, narrative techniques, and the psychology of engaging an audience through stories.

Course Objectives

The student will be able to:

- Understand the significance of storytelling in communication and connection.
- Develop the ability to identify and create engaging narratives.
- Learn techniques for crafting well-structured and emotionally resonant stories.
- Enhance public speaking and presentation skills.
- Explore the use of storytelling in marketing, branding, and leadership.
- Analyze and appreciate the diversity of storytelling traditions and mediums.
- Apply storytelling in practical scenarios and real-world contexts.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the importance of storytelling in effective communication and connection.

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CO2: Identify and create compelling narratives for various purposes.

CO3: Craft well-structured and emotionally engaging stories.

CO4: Deliver captivating public speeches and presentations.

CO5: Apply storytelling techniques in marketing, branding, and leadership.

CO6: Appreciate the richness of storytelling traditions and mediums.

CO7: Use storytelling effectively in practical situations and contexts.

Course Content

Module 1: Introduction to Storytelling	**2 hours**

- The Power and Significance of Storytelling
- Historical and Cultural Contexts of Storytelling
- Personal vs. Professional Storytelling
- Ethical Considerations in Storytelling

Module 2: Identifying Engaging Narratives	**3 hours**

- Elements of a Good Story
- Storytelling Across Genres and Mediums
- Finding and Recognizing Stories in Everyday Life
- Developing a Storyteller's Mindset

Module 3: Crafting Compelling Stories	**4 hours**

- Story Structure: Beginning, Middle, End
- The Hero's Journey and Other Narrative Models
- Character Development and Emotional Resonance
- Pacing, Tension, and Resolution

Module 4: Public Speaking and Presentation Skills	**5 hours**

- Storytelling as a Public Speaking Tool
- Body Language and Voice Modulation
- Connecting with the Audience
- Overcoming Stage Fright and Nervousness

Module 5: Storytelling in Marketing and Branding	**4 hours**

- Brand Storytelling: Building Emotional Connections
- Using Stories in Marketing Campaigns
- Storytelling in Content Marketing and social media
- **Measuring the Impact of Brand Stories**

Module 6: Storytelling in Leadership and Communication	**3 hours**

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- Storytelling in Leadership and Decision-Making
- Communicating Vision and Values through Stories
- Storytelling in Team Building and Motivation
- Conflict Resolution and Negotiation through Stories

Module 7: Diversity of Storytelling   3 hours

- Exploring Global Storytelling Traditions
- Storytelling in Different Mediums: Oral, Written, Visual, and Digital
- Storytelling for Children and Adults
- Adapting Stories for Different Audiences

Module 8: Practicum and Application   6 hours

- Storytelling Workshops and Exercises
- Crafting and Sharing Personal and Professional Stories
- Storytelling in Real-World Scenarios
- Final Storytelling Presentation and Discussion

Practicum

The course includes a practicum where participants will engage in storytelling workshops, craft personal and professional stories, and apply storytelling in real-world scenarios. This hands-on experience allows students to put their knowledge into practice.

Textbooks

1. Pink, D. H. (2006). A Whole New Mind: Why Right-Brainers Will Rule the Future. Riverhead Books.
2. McKee, R. (1997). Story: Substance, Structure, Style, and the Principles of Screenwriting. ReganBooks.
3. Heath, C., & Heath, D. (2007). Made to Stick: Why Some Ideas Survive and Others Die. Random House.
4. Simmons, A. (2007). The Story Factor: Inspiration, Influence, and Persuasion through the Art of Storytelling. Basic Books.
5. Guber, P. (2011). Tell to Win: Connect, Persuade, and Triumph with the Hidden Power of Story. Crown Business.

Reference Books

1. Berger, J. (2013). Contagious: How to Build Word of Mouth in the Digital Age. Simon & Schuster.
2. Brown, B. (2012). Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead. Avery.

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	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC059	FEMINISM AND SOCIAL JUSTICE
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on Feminism and Social Justice is designed to provide participants with a comprehensive understanding of feminism as a social and political movement, its historical context, and its impact on achieving social justice. Participants will explore the core principles of feminism, intersectionality, and the various waves of feminism, examining how these concepts relate to broader social justice issues and advocating for gender equality.

Course Objectives

The course will enable the students to:

- Understand the history and evolution of the feminist movement.
- Explore the core principles of feminism, including gender equality, reproductive rights, and intersectionality.
- Examine the impact of feminism on social justice issues and advocacy.
- Analyze the intersection of gender with other dimensions of social identity, such as race, class, and sexuality.
- Evaluate the role of feminism in addressing systemic discrimination and inequality.
- Foster critical thinking and advocacy skills to promote gender equality and social justice.
- Reflect on the future of feminism and its evolving role in society.

Course Outcomes

Upon successful completion of this course, students will be able to:

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CO1: Trace the historical development of feminism as a social and political movement.
CO2: Discuss the core principles and values of feminism and how they relate to social justice.
CO3: Analyze the intersectionality of gender and its connection to other aspects of social identity.
CO4: Evaluate the impact of feminism on addressing systemic inequalities and discrimination.
CO5: Advocate for gender equality and social justice issues in a thoughtful and informed manner.
CO6: Engage in discussions on contemporary feminist and social justice topics.
CO7: Reflect on the evolving role of feminism in addressing present and future societal challenges.

Course Content

Module 1: Introduction to Feminism and Social Justice   2 hours

- Defining Feminism and Social Justice
- Historical Overview of Feminism
- The Intersections of Feminism and Social Justice
- Ethical Considerations in Gender Advocacy

Module 2: Core Principles of Feminism   3 hours

- Gender Equality and Equity
- Reproductive Rights and Bodily Autonomy
- Women's Empowerment and Representation
- Feminist Values and Intersectionality

Module 3: Feminism and Intersectionality   4 hours

- Intersectionality: Gender, Race, Class, and Sexuality
- Understanding the Experiences of Marginalized Groups
- Anti-Oppression and Inclusivity
- Advocacy in Diverse Communities

Module 4: Feminism and Social Justice Advocacy   5 hours

- Feminist Movements and Their Achievements
- Gender-Based Violence and Its Impact on Social Justice
- Promoting Equal Pay and Economic Justice
- Social Justice Activism: Global Perspectives

Module 5: Addressing Systemic Discrimination   4 hours

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- Gender Discrimination in Legal and Political Systems
- Gender Stereotypes and Media Influence
- Strategies for Combating Discrimination
- The Role of Men in Feminism and Social Justice

Module 6: Reflecting on the Future of Feminism   3 hours

- Evolving Roles and Challenges in the 21st Century
- Feminism in the Digital Age
- Opportunities and Hurdles in Feminist Movements
- The Ongoing Fight for Gender Equality

Module 7: Practicum and Application   6 hours

- Group Discussions and Debates on Feminist and Social Justice Topics
- Advocacy Projects and Initiatives
- Presentations on Contemporary Feminist Issues
- Reflection on the Course and Future Engagement

Practicum

The course includes a practicum where participants will engage in group discussions, advocacy projects, and presentations on contemporary feminist and social justice topics. This practical experience allows students to apply their knowledge to real-world scenarios.

Textbooks

1. Hooks, B. (2014). Feminism Is for Everybody: Passionate Politics. Routledge.
2. Crenshaw, K. (1991). Mapping the Margins: Intersectionality, Identity Politics, and Violence against Women of Color. Stanford Law Review.
3. Davis, A. (2011). Women, Race & Class. Vintage.
4. Ahmed, S. (2017). Living a Feminist Life. Duke University Press.

Reference Books

1. Valenti, J. (2009). Full Frontal Feminism: A Young Woman's Guide to Why Feminism Matters. Seal Press.
2. Gay, R. (2014). Bad Feminist: Essays. Harper.
3. Lorde, A. (2007). Sister Outsider: Essays and Speeches. Crossing Press.

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	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC060	BECOMING A SOCIAL ENTREPRENEUR
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This 30-hour course on Becoming a Social Entrepreneur is designed to equip individuals with the knowledge and skills to create and manage ventures that address pressing social and environmental challenges. Participants will explore the principles of social entrepreneurship, develop innovative solutions to social problems, and understand the strategies and tools needed to launch and sustain social enterprises.

Course Objectives

The student will be able to:

- Understand the concept of social entrepreneurship and its role in addressing social and environmental issues.
- Develop the skills to identify and analyze pressing social challenges and opportunities for innovative solutions.
- Create and refine social enterprise concepts with a focus on impact, sustainability, and scalability.
- Learn practical strategies for funding, scaling, and managing social ventures.
- Explore the ethical considerations and responsibilities of social entrepreneurs.
- Engage in hands-on experiences and real-world projects to apply social entrepreneurship principles.
- Foster critical thinking and problem-solving skills in the context of social innovation.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Define and explain the concept of social entrepreneurship.

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CO2: Identify and analyze social and environmental challenges suitable for social entrepreneurship solutions.
CO3: Develop a social enterprise concept with a focus on impact, sustainability, and scalability.
CO4: Apply practical strategies for funding, scaling, and managing social ventures.
CO5: Discuss the ethical considerations and responsibilities of social entrepreneurs.
CO6: Engage in real-world projects and apply social entrepreneurship principles.
CO7: Use critical thinking and problem-solving skills to innovate and address social problems.

Course Content

Module 1: Introduction to Social Entrepreneurship   **2 hours**

- Defining Social Entrepreneurship
- The Role of Social Entrepreneurs
- Historical Perspectives and Contemporary Trends
- Ethical Considerations in Social Entrepreneurship

Module 2: Identifying Social Challenges   **3 hours**

- Social and Environmental Issues
- Systems Thinking and Root Cause Analysis
- Needs Assessment and Market Research
- Identifying Opportunities for Innovation

Module 3: Developing Social Enterprise Concepts   **4 hours**

- Creating a Mission and Vision
- Theory of Change and Impact Measurement
- Business Model Development
- Prototyping and Testing

Module 4: Funding and Scaling Social Ventures   **5 hours**

- Funding Sources: Grants, Impact Investment, and Crowdfunding
- Scaling Strategies and Growth Planning
- Marketing and Branding for Social Enterprises
- Managing Operations and Sustainability

Module 5: Ethical Considerations and Responsibility   **3 hours**

- Ethics in Social Entrepreneurship
- Social Responsibility and Stakeholder Engagement
- Building and Nurturing a Values-Driven Organization
- Legal Considerations for Social Ventures

Module 6: Real-World Projects and Hands-On Experience   **6 hours**

- Developing and Presenting Social Enterprise Proposals
- Social Enterprise Pitch Competitions
- Collaborative Projects with Local Social Enterprises
- Guest Speakers and Industry Insight

Module 7: Practicum and Application   **5 hours**

- Group Projects: Developing and Refining Social Enterprise Concepts
- Business Plan Development
- Presentation of Social Enterprise Proposals
- Reflection on Course and Future Social Entrepreneurship Opportunities

Practicum

The course includes a practicum where participants will work in groups to develop and refine social enterprise concepts, create business plans, and present their proposals to the class. This practical experience allows students to apply social entrepreneurship principles.

Textbooks

1. Bornstein, D., & Davis, S. (2010). Social Entrepreneurship: What Everyone Needs to Know. Oxford University Press.
2. Elkington, J. (1997). Cannibals with Forks: The Triple Bottom Line of 21st Century Business. Capstone.
3. Yunus, M. (2007). Creating a World Without Poverty: Social Business and the Future of Capitalism. PublicAffairs.
4. Dees, J. G., Emerson, J., & Economy, P. (2001). Enterprising Nonprofits: A Toolkit for Social Entrepreneurs. Wiley.

Reference Books

1. Martin, R. L., & Osberg, S. (2007). Social Entrepreneurship: The Case for Definition. Stanford Social Innovation Review.
2. Mair, J., & Marti, I. (2006). Social Entrepreneurship Research: A Source of Explanation, Prediction, and Delight. Journal of World Business.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20

3	Attendance	10
4	End Term Examination	50

VAC061	VALUES AND ETHICS IN ANCIENT INDIAN TRADITIONS
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course probes into the rich tapestry of values and ethics in ancient Indian traditions, drawing on texts and philosophical insights that have guided Indian civilization for millennia. Participants will explore the profound wisdom of Indian philosophy and the practical application of these values and ethics in modern contexts. Through this course, learners will gain a deeper understanding of ancient Indian traditions and their relevance in today's world.

Course Objectives

The course will enable the students to:

- Examine the foundational principles of ethics and values in ancient Indian traditions.
- Explore the major philosophical schools of thought in Indian philosophy.
- Analyze key texts, scriptures, and teachings that embody Indian values.
- Understand the practical application of these values in daily life, including decision-making and relationships.
- Reflect on the timeless relevance of ancient Indian values and ethics in contemporary society.
- Foster critical thinking and intercultural understanding.
- Apply the wisdom of ancient Indian traditions to personal and professional development.

Course Outcomes

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Upon successful completion of this course, students will be able to:

CO1: Describe the fundamental ethical and moral principles in ancient Indian traditions.
CO2: Identify and explain the key philosophical schools in Indian philosophy.
CO3: Analyze select texts, scriptures, and teachings representing Indian values and ethics.
CO4: Apply Indian values and ethics to real-life scenarios and decision-making.
CO5: Discuss the continued relevance of these values in modern contexts.
CO6: Engage in discussions and reflections on intercultural values and ethics.
CO7: Integrate the wisdom of ancient Indian traditions into personal and professional growth.

Course Content

Module 1: Introduction to Values and Ethics in Ancient Indian Traditions

2 hours

- The Significance of Values and Ethics
- Overview of Indian Philosophical Traditions
- Ethical Considerations in Indian Thought
- Contemporary Relevance

Module 2: Philosophical Schools of Thought   **4 hours**

- Vedanta and Advaita Philosophy
- Samkhya and Yoga Philosophy
- Nyaya and Vaisheshika Philosophy
- Mimamsa and Dvaita Philosophy
- Jainism and Buddhism: Ethics and Values

Module 3: Key Texts and Scriptures   **5 hours**

- Bhagavad Gita: The Essence of Dharma
- Upanishads: Quest for Knowledge and Truth
- Arthashastra: Ethics in Governance
- Manusmriti and Dharmashastras: Social Ethics
- Panchatantra and Jataka Tales: Moral Lessons

Module 4: Practical Application   **4 hours**

- Ahimsa (Non-violence) and Compassion
- Satya (Truth) and Integrity
- Aparigraha (Non-possessiveness) and Simplicity

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- Yamas and Niyamas in Yoga Philosophy
- Dharma in Decision-Making

Module 5: Contemporary Relevance   **4 hours**

- Indian Values and Global Citizenship
- Cross-Cultural Ethics and Values
- Dialogue with Other Philosophical Traditions
- Gender and Social Justice in Indian Ethics
- Environmental Ethics and Sustainability

Module 6: Reflection and Discussion   **6 hours**

- Group Discussions on Key Philosophical Concepts
- Application of Indian Values in Modern Dilemmas
- Reflecting on Personal and Professional Growth
- Final Presentations and Sharing of Insights

Practicum

The course includes a practicum where participants engage in group discussions, apply Indian values and ethics to contemporary scenarios, and reflect on their personal and professional growth through the lens of ancient Indian traditions.

Textbooks

1. Radhakrishnan, S. (1992). The Principal Upanishads. HarperOne.
2. Easwaran, E. (2007). The Bhagavad Gita. Nilgiri Press.
3. Patanjali. (2015). The Yoga Sutras of Patanjali. North Point Press.
4. Kamandakiya Nitisara. (2002). The Elements of Polity in Kamandakiya Nitisara. Oxford University Press.
5. Davis, A. (2016). Hindu Ethics: Purity, Abortion, and Euthanasia. Bloomsbury Academic.

Reference Books
1. Sen, A. (2009). The Argumentative Indian: Writings on Indian History, Culture, and Identity. Picador.
2. Chakraborti, C. (2013). Environmental Ethics and Sustainable Development: Ethical and Policy Challenges. Taylor & Francis.

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	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC062	MINDFULNESS AND WELLBEING
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on Mindfulness and Wellbeing is designed to provide participants with the knowledge and practical skills to cultivate mindfulness, reduce stress, and enhance overall wellbeing. Mindfulness practices will be explored, and their applications in various aspects of life, from personal to professional, will be discussed. Participants will learn to live more intentionally, manage stress, and nurture their mental and emotional health.

Course Objectives

The student will be able to:

- Understand the concept of mindfulness and its relevance to wellbeing.
- Develop mindfulness skills and practices for stress reduction.
- Explore the physical, mental, and emotional benefits of mindfulness.
- Apply mindfulness techniques in daily life, including personal and professional contexts.
- Cultivate self-awareness and emotional intelligence through mindfulness.
- Foster resilience and coping strategies for challenging situations.
- Promote overall wellbeing and life satisfaction.

Course Outcomes

Upon successful completion of this course, students will be able to:

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CO1: Define mindfulness and its significance for personal and professional wellbeing.
CO2: Utilize mindfulness techniques for stress reduction and enhanced focus.
CO3: Describe the physical, mental, and emotional benefits of mindfulness.
CO4: Apply mindfulness practices in various life domains.
CO5: Enhance self-awareness and emotional intelligence through mindfulness.
CO6: Develop resilience and coping strategies for managing stress and challenges.
CO7: Improve overall wellbeing and life satisfaction.

Course Content

Module 1: Introduction to Mindfulness   2 hours

- What Is Mindfulness?
- Historical and Cultural Roots
- Mindfulness and Contemporary Wellbeing
- Ethical Considerations in Mindfulness

Module 2: Mindfulness Practices   4 hours

- Mindful Breathing and Body Scans
- Loving-Kindness Meditation
- Mindful Walking and Eating
- Mindful Journaling and Gratitude Practices

Module 3: Mindfulness Benefits   4 hours

- Stress Reduction and Relaxation
- Improved Focus and Concentration
- Emotional Regulation and Self-Awareness
- Enhancing Relationships and Communication

Module 4: Mindfulness in Daily Life   5 hours

- Mindful Communication and Active Listening
- Mindful Eating and Nutrition
- Mindfulness at Work and in Professional Settings
- Mindfulness in Parenting and Relationships

Module 5: Emotional Intelligence and Resilience   4 hours

- Developing Emotional Awareness
- Emotional Regulation and Empathy
- Coping with Stress and Adversity
- Building Resilience Through Mindfulness

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Module 6: Promoting Wellbeing

4 hours

- The Role of Mindfulness in Overall Wellbeing
- Creating a Personal Wellbeing Plan
- Life Satisfaction and Mindful Living
- Cultivating a Mindful Community

Module 7: Practicum and Application

7 hours

- Mindfulness Practice Sessions
- Reflective Journaling and Self-Assessment
- Group Discussions on Mindfulness Applications
- Development of Personal Wellbeing Plans

Practicum

The course includes a practicum where participants engage in mindfulness practice sessions, reflective journaling, group discussions, and the development of personal wellbeing plans, allowing them to apply mindfulness to their daily lives.

Textbooks

1. Kabat-Zinn, J. (1990). Full Catastrophe Living: Using the Wisdom of Your Body and Mind to Face Stress, Pain, and Illness. Delta.
2. Salzberg, S. (1995). Lovingkindness: The Revolutionary Art of Happiness. Shambhala.
3. Harris, D. (2014). 10% Happier: How I Tamed the Voice in My Head, Reduced Stress Without Losing My Edge, and Found Self-Help That Actually Works. It's True. HarperOne.
4. Goleman, D. (1996). Emotional Intelligence: Why It Can Matter More Than IQ. Bantam.
5. Segal, Z. V., Williams, J. M. G., & Teasdale, J. D. (2018). Mindfulness-Based Cognitive Therapy for Depression (2nd ed.). The Guilford Press.

Reference Books

1. Chödrön, P. (2002). The Places That Scare You: A Guide to Fearlessness in Difficult Times. Shambhala.
2. Ricard, M., & Singer, P. (2017). Beyond the Self: Conversations between Buddhism and Neuroscience. The MIT Press.

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	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC063	CREATING DIGITAL LEARNING RESOURCES
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This 30-hour course on Creating Digital Learning Resources is designed to equip participants with the knowledge and skills needed to develop engaging and effective digital learning materials. Participants will explore various digital formats and technologies, learn about instructional design principles, and apply hands-on techniques to create digital resources that enhance the learning experience.

Course Objectives

The course will enable the students to:

- Understand the significance of digital learning resources in modern education.
- Explore different digital formats and technologies for creating educational content.
- Apply instructional design principles to create engaging and effective learning materials.
- Develop hands-on skills in creating digital content, including text, images, videos, and interactive elements.
- Evaluate the quality and effectiveness of digital learning resources.
- Foster creativity and innovation in educational content development.
- Promote the integration of digital resources in teaching and training.

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Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the importance of digital learning resources in contemporary education.
CO2: Utilize various digital formats and technologies for educational content creation.
CO3: Apply instructional design principles to design engaging and effective learning materials.
CO4: Create digital content, including text, images, videos, and interactive elements.
CO5: Assess the quality and effectiveness of digital learning resources.
CO6: Generate innovative ideas for educational content development.
CO7: Integrate digital resources into teaching and training practices.

Course Content

Module 1: Introduction to Digital Learning Resources   2 hours

- The Role of Digital Resources in Education
- Digital Learning Trends and Technologies
- Ethical Considerations in Educational Content Creation
- Copyright and Licensing Issues

Module 2: Instructional Design for Digital Learning   4 hours

- Principles of Instructional Design
- Needs Assessment and Learning Objectives
- Content Sequencing and Storyboarding
- User Experience (UX) and User Interface (UI) Design

Module 3: Text-Based Learning Resources   5 hours

- Creating Engaging Text Content
- Structuring Educational Texts
- Incorporating Multimedia and Hyperlinks
- Accessibility Considerations

Module 4: Visual and Multimedia Resources   6 hours

- Developing Images, Graphics, and Infographics
- Creating Educational Videos and Animations
- Audio Resources and Podcasts
- Interactive Elements: Quizzes, Simulations, and Gamification

Module 5: Mobile Learning and Apps   3 hours

- Mobile Learning Platforms and Apps
- Responsive Design for Mobile Devices
- Designing Educational Apps and Mobile Content
- Testing and Optimization for Mobile Learning

Module 6: Assessing and Evaluating Digital Resources   3 hours

- Methods for Evaluating Educational Content
- User Feedback and Assessment Data
- Continuous Improvement and Updates
- Quality Assurance and Standards

Module 7: Creativity and Innovation   4 hours

- Cultivating Creativity in Educational Content
- Innovation in Digital Learning Resources
- Project-Based Learning and Collaboration
- Presenting Innovative Learning Resources

Module 8: Practicum and Application   3 hours

- Hands-On Content Creation
- Peer Review and Feedback
- Final Presentation of Digital Learning Resources
- Reflection on Course and Future Implementations

Practicum

The course includes a practicum where participants will engage in hands-on content creation, receive peer reviews and feedback, present their digital learning resources, and reflect on their learning experiences.

Textbooks

1. Smith, R. M. (2015). Conquering the Content: A Step-by-Step Guide to Online Course Design. Wiley.
2. Clark, R. C., & Mayer, R. E. (2016). E-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning. Wiley.
3. Pappas, C. (2018). The 5 Roles of a Successful eLearning Team. eLearning Industry.
4. Dabbagh, N., & Bannan-Ritland, B. (2005). Online Learning: Concepts, Strategies, and Application. Pearson.
5. Wiley, D., & Hilton, J. (2018). Defining OER-Enabled Pedagogy. The International Review of Research in Open and Distributed Learning.

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Reference Books

1. Siemens, G., & Baker, R. S. (2012). Learning Analytics and Educational Data Mining: Towards Communication and Collaboration. Springer.
2. Bates, A. W., & Sangrà, A. (2011). Managing Technology in Higher Education: Strategies for Transforming Teaching and Learning. Jossey-Bass.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC064	CREATIVE WRITING
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course in Creative Writing is designed to foster participants' creativity, expression, and storytelling skills. Whether aspiring authors or individuals seeking to enhance their writing abilities, participants will explore various forms of creative writing, receive constructive feedback, and hone their craft through practical exercises. The course aims to inspire, empower, and guide writers on their creative journeys.

Course Objectives

The course will enable the students to:

- Develop a foundational understanding of creative writing genres and techniques.
- Cultivate creativity and self-expression through writing.
- Explore various forms of creative writing, including fiction, poetry, non-fiction, and more.
- Receive and provide constructive feedback to improve writing skills.

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- Develop and refine a personal writing project.
- Understand the publishing process and opportunities for sharing creative work.
- Foster a supportive writing community and engage in literary discussions.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Demonstrate an understanding of creative writing genres and techniques.
CO2: Express themselves creatively and effectively through writing.
CO3: Create works in various forms, including short stories, poetry, personal essays, and more.
CO4: Provide constructive feedback to peers and revise their own writing.
CO5: Develop and refine a personal writing project.
CO6: Navigate the publishing process and seek opportunities to share their work.
CO7: Contribute to a supportive writing community and engage in literary discussions.

Course Content

Module 1: Introduction to Creative Writing

2 hours

- The Creative Writing Process
- Setting Writing Goals
- Ethical Considerations in Creative Writing
- Exploring Writing Resources

Module 2: Exploring Genres

4 hours

- Fiction: Short Stories and Novels
- Poetry: Verses and Forms
- Creative Non-Fiction: Personal Essays and Memoirs
- Drama: Playwriting and Screenwriting

Module 3: Creative Writing Techniques

5 hours

- Character Development and Setting
- Plot and Conflict in Fiction
- Imagery and Style in Poetry
- Voice and Perspective in Creative Non-Fiction

Module 4: Feedback and Revision

4 hours

- The Art of Giving and Receiving Feedback
- Revising for Clarity and Impact
- Editing for Grammar and Style

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- Peer Workshops and Critiques

Module 5: Developing a Personal Writing Project   4 hours

- Brainstorming Ideas and Themes
- Planning and Outlining
- Writing and Revising
- Sharing and Presenting Personal Work

Module 6: The Publishing Process   4 hours

- Literary Magazines and Journals
- Self-Publishing and Online Platforms
- Submitting Work for Publication
- Navigating Rejections and Acceptances

Module 7: Community and Literary Engagement   3 hours

- Building a Writing Community
- Participating in Readings and Workshops
- Literary Events and Festivals
- Literary Discussions and Analysis

Module 8: Practicum and Application   4 hours

- Developing and Presenting a Writing Portfolio
- Participating in a Final Reading or Showcase
- Reflecting on the Course and Future Writing Goals
- Building a Personal Writing Plan

Practicum

The course includes a practicum where participants will develop and present a writing portfolio, engage in a final reading or showcase of their work, reflect on their learning journey, and create a personal writing plan.

Textbooks

1. Gardner, J. (1999). The Art of Fiction: Notes on Craft for Young Writers. Vintage.
2. Lamott, A. (1995). Bird by Bird: Some Instructions on Writing and Life. Anchor.
3. King, S. (2000). On Writing: A Memoir of the Craft. Scribner.
4. Strunk, W., White, E. B., & Angell, R. (2005). The Elements of Style. Pearson.

Reference Books

1. Llosa, M. V. (1998). The Time of the Hero. Farrar, Straus and Giroux.
2. Goldberg, N. (1986). Writing Down the Bones: Freeing the Writer Within. Shambhala.
3. VanderMeer, J., & VanderMeer, A. (2019). The Big Book of Modern Fantasy. Vintage.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC065	SOCIAL MEDIA FOR COMMUNITY OUTREACH
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on social media for Community Outreach is designed to empower individuals and organizations with the knowledge and skills to leverage social media platforms for effective community engagement and outreach. Participants will explore social media strategies, content creation, and analytics to maximize their impact on community initiatives. The course aims to equip learners with the tools needed to connect, advocate, and mobilize within communities through digital channels.

Course Objectives

The course will enable the students to:

- Understand the role of social media in community outreach and engagement.
- Develop strategies for identifying and targeting relevant community audiences.
- Create compelling and shareable content for social media platforms.
- Utilize social media analytics to measure impact and adjust outreach strategies.

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- Foster two-way communication and community-building through social media.
- Identify ethical considerations and best practices in community outreach on social media.
- Implement effective social media campaigns for community initiatives.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the significance of social media in community outreach.
CO2: Identify and target relevant community audiences through social media.
CO3: Create engaging and shareable content for social media platforms.
CO4: Analyze social media metrics to measure impact and adjust outreach strategies.
CO5: Facilitate two-way communication and community-building through social media.
CO6: Address ethical considerations and best practices in social media community outreach.
CO7: Implement effective social media campaigns for community initiatives.

Course Content

Module 1: Introduction to Social Media for Community Outreach   2 hours

- The Power of Social Media in Community Engagement
- Historical and Contemporary Examples
- Ethical Considerations in Community Outreach
- Understanding Community Audiences

Module 2: Identifying and Targeting Community Audiences   4 hours

- Segmenting Community Audiences
- User Personas and Profiles
- Targeted Messaging and Content
- Community Engagement and Inclusivity

Module 3: Content Creation and Storytelling   6 hours

- Crafting Compelling Stories
- Visual and Multimedia Content
- Content Calendar and Scheduling
- User-Generated Content and Advocacy

Module 4: Social Media Analytics and Measurement   4 hours

- Social Media Metrics and KPIs
- Tracking Engagement and Reach
- Data Analysis and Insights
- Adjusting Strategies Based on Analytics

Module 5: Two-Way Communication and Engagement 4 hours

- Community Moderation and Response Strategies
- Handling Feedback and Conflict
- Building Trust and Connection
- Mobilizing Community Members

Module 6: Ethical Considerations and Best Practices 4 hours

- Privacy and Data Protection
- Combating Misinformation and Disinformation
- Inclusivity and Representation
- Safeguarding Vulnerable Communities

Module 7: Implementing Effective Campaigns 4 hours

- Campaign Planning and Execution
- Collaborations and Partnerships
- Crisis Management on Social Media
- Measuring Impact and Reporting

Module 8: Practicum and Application 2 hours

- Developing a Social Media Outreach Plan
- Simulation and Role-Playing Scenarios
- Final Presentation of Outreach Strategies
- Reflection on the Course and Future Community Initiatives

Practicum

The course includes a practicum where participants will develop a social media outreach plan, engage in simulation and role-playing scenarios, present their outreach strategies, and reflect on their learning experiences.

Textbooks

1. Kaplan, A. M., & Haenlein, M. (2010). Users of the World, Unite! The Challenges and Opportunities of Social Media. Business Horizons.
2. Qualman, E. (2013). Socialnomics: How Social Media Transforms the Way We Live and Do Business. Wiley.
3. Breakenridge, D. K. (2012). Social Media and Public Relations: Eight New Practices for the PR Professional. Pearson.
4. Davis, A., & Duncan, T. (2016). Social Media for Social Good: A How-to Guide for Nonprofits. Wiley.

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Reference Books

1. Charpentier, M., & Riccio, J. (2017). The Power of Social Media: Strategies for Nonprofits. Jossey-Bass.
2. Scott, D. M. (2017). The New Rules of Marketing and PR: How to Use Social Media, Online Video, Mobile Applications, Blogs, News Releases, and Viral Marketing to Reach Buyers Directly. Wiley.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC066	ONLINE CLASSROOM MANAGEMENT
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on Online Classroom Management is designed to equip educators and facilitators with the skills and knowledge needed to effectively manage online learning environments. Participants will explore best practices, strategies, and tools for creating engaging and organized online classrooms, fostering a positive and inclusive online learning community, and addressing challenges that may arise in virtual education settings.

Course Objectives

The course will enable the students to:

- Understand the significance of effective online classroom management.
- Implement strategies for creating a structured and engaging virtual learning environment.
- Promote a positive and inclusive online learning community.

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- Address common challenges in online education, including student behavior and technical issues.
- Utilize online classroom management tools and platforms.
- Foster effective communication and collaboration in the virtual classroom.
- Reflect on their own teaching practices and continuously improve their online classroom management skills.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO1: Explain the importance of effective online classroom management.
CO2: Implement strategies to structure and engage students in the virtual learning environment.
CO3: Foster a positive and inclusive online learning community.
CO4: Address common challenges in online education and support students effectively.
CO5: Utilize online classroom management tools and platforms.
CO6: Facilitate communication and collaboration in the virtual classroom.
CO7: Reflect on their teaching practices and make ongoing improvements to online classroom management.

Course Content

Module 1: Introduction to Online Classroom Management   2 hours

- The Role of Online Classroom Management
- Ethical Considerations in Online Education
- Understanding the Online Learner
- Setting Expectations and Ground Rules

Module 2: Structuring the Online Learning Environment   4 hours

- Designing and Organizing the Virtual Classroom
- Creating Clear Learning Objectives
- Building a Course Schedule and Syllabus
- Time Management for Instructors and Learners

Module 3: Building a Positive Online Learning Community   4 hours

- Establishing a Sense of Belonging
- Promoting Inclusivity and Diversity
- Icebreakers and Team Building Activities
- Conflict Resolution and Building Relationships

Module 4: Addressing Common Challenges   4 hours

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- Managing Student Behavior and Engagement
- Dealing with Technical Issues and Support
- Strategies for Assessment and Feedback
- Providing Support and Resources

Module 5: Online Classroom Management Tools   4 hours

- Learning Management Systems (LMS)
- Communication and Collaboration Tools
- Assessment and Grading Software
- Data Privacy and Security

Module 6: Effective Communication and Collaboration   5 hours

- Clear and Timely Communication
- Facilitating Discussions and Group Work
- Engaging Students in Active Learning
- Building a Virtual Classroom Culture

Module 7: Reflecting and Improving   4 hours

- Self-Reflection and Evaluation of Practices
- Continuous Improvement in Online Classroom Management
- Peer Review and Collaboration
- Preparing for Future Challenges and Trends

Module 8: Practicum and Application   3 hours

- Development of an Online Classroom Management Plan
- Simulated Classroom Management Scenarios
- Peer Review and Feedback
- Final Reflection on Course and Future Growth

Practicum

The course includes a practicum where participants will develop an online classroom management plan, engage in simulated classroom management scenarios, receive peer review and feedback, and reflect on their learning experiences.

Textbooks

1. Boettcher, J. V., & Conrad, R. (2016). The Online Teaching Survival Guide: Simple and Practical Pedagogical Tips. Wiley.
2. Palloff, R. M., & Pratt, K. (2013). Lessons from the Virtual Classroom: The Realities of Online Teaching. Wiley.

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3. Ko, S., & Rossen, S. (2017). Teaching Online: A Practical Guide. Routledge.
4. Simpson, O. (2015). Supporting Students in Online, Open, and Distance Learning. Routledge.

Reference Books

1. Smith, R. M., & Clark, M. (2019). Online Education: The Perfect Solution to Parents and Teachers for Enhancing the Knowledge of Kids. International Journal of Computer Applications.
2. Diaz, V. (2017). The Role of the Instructor in Online Learning. Information Technology, Learning, and Performance Journal.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

VAC067	CAREER PLANNING FOR SUCCESS
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This 30-hour course on Career Planning for Success is designed to guide individuals in exploring, defining, and achieving their career goals. Participants will learn the fundamental principles of career planning, develop a deeper understanding of their interests and skills, and create a comprehensive career plan. The course aims to empower learners to make informed career decisions and enhance their employability.

Course Objectives

The course will enable the students to:

- Understand the importance of strategic career planning.
- Identify personal interests, strengths, and values to inform career choices.
- Set clear career goals and create a roadmap for success.

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- Develop effective job search and networking skills.
- Enhance interview and resume-building skills.
- Create a personalized career development plan.
- Foster lifelong learning and adaptability for career growth.

Course Outcomes

Upon successful completion of this course, students will be able to:

CO 1: Recognize the significance of strategic career planning.
CO 2: Assess personal interests, strengths, and values to inform career decisions.
CO 3: Set achievable career goals and outline a career plan.
CO 4: Utilize effective job search and networking techniques.
CO 5: Demonstrate proficiency in interview and resume-building skills.
CO 6: Generate a personalized career development plan.
CO 7: Commit to lifelong learning and adaptability for ongoing career growth.

Course Content

Module 1: Introduction to Career Planning

2 hours

- The Value of Career Planning
- Ethical Considerations in Career Development
- Self-Reflection and Self-Assessment
- Identifying Career Interests and Values

Module 2: Career Exploration

4 hours

- Researching Career Options and Paths
- Industry and Labor Market Trends
- Understanding Transferable Skills
- The Role of Education and Training

Module 3: Setting Career Goals

4 hours

- Defining Short-term and Long-term Career Goals
- Goal Setting and SMART Objectives
- Identifying Challenges and Opportunities
- Creating a Personal Vision Statement

Module 4: Job Search and Networking

4 hours

- Effective Job Search Strategies
- Leveraging Networking for Career Opportunities
- Online Professional Presence

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- Building and Maintaining Professional Relationships

Module 5: Resume Building and Interview Skills   **5 hours**

- Crafting an Effective Resume
- Writing a Compelling Cover Letter
- Interview Preparation and Techniques
- Common Interview Questions and Responses
- Behavioral Interviewing

Module 6: Career Development Plan   **4 hours**

- Developing a Personal Career Plan
- Creating a Career Portfolio
- Setting Milestones and Timelines
- Monitoring and Adjusting the Plan

Module 7: Lifelong Learning and Adaptability   **3 hours**

- The Importance of Continuous Learning
- Resilience and Adaptability in the Workplace
- Career Growth and Transition
- Preparing for Industry Changes and Trends

Module 8: Practicum and Application   **4 hours**

- Self-Assessment and Goal Setting Activities
- Resume and Cover Letter Development
- Mock Interview Sessions
- Final Presentation of Personal Career Plans

Practicum

The course includes a practicum where participants will engage in self-assessment and goal setting activities, develop their resumes and cover letters, participate in mock interview sessions, and present their personal career plans.

Textbooks

1. Bolles, R. N. (2019). What Color Is Your Parachute? 2019: A Practical Manual for Job-Hunters and Career-Changers. Ten Speed Press.
2. Ryan, L. (2018). Cracking the Hidden Job Market: How to Find Opportunity in Any Economy. HarperOne.

3. Cottrell, D. (2019). Skills for Success: Personal Development and Employability. Cengage Learning.
4. Reis, T. (2019). Stand Out: How to Find Your Breakthrough Idea and Build a Following Around It. Portfolio.

Reference Books
1. Nelson, B., & Orsborn, C. (2016). Make a Name for Yourself: 8 Steps Every Woman Needs to Create a Personal Brand Strategy for Success. Crown Business.
2. Pink, D. H. (2018). Drive: The Surprising Truth About What Motivates Us. Riverhead Books.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

SEED544A	GANDHIAN PHILOSOPHY: THEORY AND PRACTICES
Contact Hours	40 Hours
Prerequisite	Nil

Course Overview

This course will comprehensively cover the theoretical foundations of Mahatma Gandhi's principles, emphasizing non-violence, simplicity, and self-sufficiency. Through engaging discussions and practical applications, students gain valuable insights on how to integrate these ideals into contemporary life, fostering personal and societal betterment.

Course Objectives

The course will enable the students to:

- Develop an understanding of Gandhi's life and his philosophy.
- Acquaint the students with the concept of Swaraj as viewed by Mahatma Gandhi.

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- Understand the role of Satyagraha in the independence movement of India.
- Familiarize the students with Political, Economical & Social philosophy of Gandhi.
- Emphasize the importance of Charkha and Khadi in the contemporary time.

Course Outcomes

On the completion of the course students will be able to:

CO1: Understand the concept of peace from the perspective of various religions.
CO2: Appreciate the contribution of the Gandhi's in society and its impact on peer group.
CO3: Provide the student a holistic idea about methods of conflict resolution and hence makes them learn the various means of handling conflict.
CO4: Critically examine the Gandhi's Philosophy in learning as divergent process.
CO5: Understand the contribution and importance of different movements initiated by M.K Gandhi.

Course Content

Unit I   **15 Hours**
Gandhi's Life and Central Philosophy (based on My Experiments with Truth)

- Life of Gandhi
- Childhood, Student life, Lawyer, Satyagrahi, Social reformer, Revolutionary leader
- What Gandhi absorbed from the Gita - Anasakti – Karmayoga - Idea of Yajna
- Central Philosophy
  - Ashrams
  - Truth as God
  - Truth and Love
  - Meaning and Power of Non-violence
  - Sarva dharma samabhava/ Equality of religions and equal respect for all religions
  - Satyagraha as a weapon of social change/revolution
  - Satyagraha and constructive work or service
- Major Satyagrahas led by Gandhi
  - Satyagraha in South Africa
  - Champaran Satyagrahi
  - Kheda Satyagraha
  - Ahmedabad Satyagraha
  - Salt Satyagraha
  - Individual Civil Disobedience
  - Quit India 1942

Unit II

Thoughts of Gandhi - Political, Economical & Social   **15 Hours**

- Gandhi's concept of politics - goals and methods of action

- Equality - Extent of equality - Rights and Duties
- Gandhi's Concept of Swaraj - Decentralized Administration
- Gram Swaraj - Ram Rajya - Panchayati Raj
- Village industries and crafts including small scale industries
- Gandhi's critique of Industrialism - Evils and consequences
- Distribution - Ownership - Trusteeship
- Swadeshi - Khadi & Charkha - Village industries
- Concept of Gramswaraj
- Varanshram system and its distinction from caste system
- Untouchability and the method of struggle against it - Harijan welfare
- Place of hygiene, sanitation and safayi
- Work against leprosy
- Empowerment of Women
- Gandhian Perspectives on Education
- Communal harmony–National Unity, ideals of casteless and classless society
- Self-reliance

Readings

1. Acharya, R., & Tanna, G. C. (2). Mahatma Gandhi to Modi. Ahmedabad, India: Nanolan.
2. Baranavala, V. K. and Mahatma G. (2011). Hind svaraja: nava sabhyata-vimarsa (saṃskaraṇa.). New Delhi: Rajakamala Prakasana.
3. Chandra, S. (2011). Gandhi ek asambhav sambhavana. New Delhi: Rajkamal Prakashan.
4. Dutt, G. M., Patel, C. N., Roy, S., & Pai, A. (2009). Mahatma Gandhi: father of the nation. Mumbai: Amar Chitra Katha, ACK Media.
5. Gandhi, M. K. (2006). An Autobiography or The story of my experiments with truth. New Delhi: Penguin Books.
6. Gandhi, M.K. (1965). Trial of Gandhiji. Ahmedabad: Navjivan Press.
7. Gandhi, M.K. (1997). Hind Swaraj and other writings. New Delhi: Foundation Books
8. Gandhi, M.K. (2011). Together they fought: Gandhi-Nehru correspondence, 1921- 1948. New Delhi: Oxford University Press.

Internet Resources

1. Gandhi Serve Foundation - Mahatma Gandhi Research and Media Service
2. Gandhi World Foundation
3. http://gandhiworld.in/english/index.php
   a. http://www.gandhiashramsabarmati.org/en/
   b. http://www.gandhi-manibhavan.org/
   c. http://www.gandhiserve.org/e/
4. http://www.mkgandhi-sarvodaya.org/ind
5. http://www.mkgandhi-sarvodaya.org/index.html
   a. https://en.wikipedia.org/wiki/Mahatma_Gandhi
   b. https://en.wikipedia.org/wiki/Mahatma_Gandhi
   c. https://www.britannica.com/biography/Mohandas-Karamchand-Gandhi
6. Mahatma Gandhi - Wikipedia, the free encyclopedia.
7. Mahatma Gandhi Ashram at Sabarmati, Ahmedabad

8. Mahatma Gandhi Complete Information
9. Mahatma Gandhi Complete Information Website
10. Mahatma   Gandhi   Videos:
    https://www.youtube.com/results?search_query=mahatma+gandhi
11. Mahatma Gandhi -Wikipedia, the free encyclopedia
12. Manibhavan Gandhi Sangrahalaya
13. Mohandas Karamchand Gandhi
14. Official Website of the Gandhi Research Foundation http://www.gandhifoundation.net/
15. The Gandhi Heritage Portal. It is developed by the Sabarmati Ashram Preservation and Memorial trust, Ahmedabad https://www.gandhiheritageportal.org/

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50

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