



**IEHE**  
*Bhopal*

उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल  
**Institute for Excellence in Higher Education, Bhopal**  
College with Potential for Excellence Status Conferred by UGC



Office – Kaliasot Dam, Kolar Road, Bhopal-462016 Tele: (0755) 2492433, 2492460, Fax: (0755) 2492492  
E-mail: iehebpl@bsnl.in, Website: www.iehe.ac.in

# VOCATIONAL COURSE CELL

# SYLLABUS

**Session : 2018-2019**

# Diploma in Communicative English (DCE)

Paper - I Theory

## A Step towards Writing Effectively

### Module-I Basics of Grammar

Parts of Speech; Changing the Voice (Active to Passive and Passive to Active); Question Tags, Punctuations; Types of Sentences (Assertive, Negative, Interrogative, Exclamatory)

### Module-II Structure and Style

Paragraph Writing: Major Types of Paragraphs (Descriptive, Narrative, Expository, Persuasive); Précis Writing

Essay/Article Writing (Essay Type Answers or Long Answers are part of our Exams):

Descriptive, Argumentative, Compare and Contrast, Critical

Important Figures of Speech (Simile, Metaphor, Personification, Synecdoche, Metonymy, Anticlimax, Alliteration, Transferred Epithet, Irony, Euphemism, Hyperbole, Oxymoron)

### Module-III Strengthening Vocabulary

Synonyms and Antonyms (Their Meaning and Importance in Writing), Words often Confused, Homonyms and Homophones, Word Formation (By adding Prefix and Suffix), Spelling Rules and Common Spelling Errors

### Module-IV Writing Professionally and for Leisure

Letter Writing: Official, Semi Official, Business, (To) Editor, Informal

Filling Forms, Résumé Writing, Note Making and Taking, Writing a Report, Notice, Circular, Review, Writing Stories, Diary

E-Mails, Blogs, Article for Newspaper or Magazine,

### Module-V Writing

(A): Letters (Official, Semi Official, Business, (To) Editor, Informal)

(B): Paragraphs and Essays (as covered in Theory Part), Précis, Reports, Reviews, Stories, Notice, Résumé

(C): Emails, Blogs and Articles

### Module-VI Working Knowledge of Common Slangs, Idioms, Proverbs and Foreign Phrases

# Diploma in Communicative English (DCE)

Paper - II Viva

## Speaking Fluently and Listening Correctly

### Module-I Basic Day to Day Conversations

Introduction – Self, Others

Language Functions – Greeting, Leave Taking, Making a Request, Expressing Gratitude, Apologizing, Enquiring, Lodging Complaints

Dialogues at various places – At the Post Office, Bank, Railway Station, Airport, Government Offices, Doctor's Clinic, Market/ Shop/ Mall

Some other important tasks – Booking Tickets; Seeking admission in a College or University; Applying for Job; Accepting and Declining Invitations

### Module-II Phonetics

Elementary Phonetics: Introduction to all the Vowel and Consonant Sounds of English; Introduction to Accent, Stress and Intonation (Non Detailed Study)

### Module-III Speaking Fluently and Listening Correctly

Greeting People, Making Small Talk, Giving and Following Directions, Expressing Emotions, Excusing Oneself from a Conversation or Gathering, Telephone Skills in Business and Formal Situations, Giving and Asking Personal Information, Requesting for or Giving an Appointment

Pair Work, Group Discussion, Watching at least a few Movies from different English Speaking Countries to understand their Accents, Listening Exercises, Language Games

### Module-VI Reading and Appreciating Literary Works

Distinction between Canonical Literature and Popular Fiction

Reading a Contemporary Bestseller Novel and/or a Non-Fiction Book and Submitting a Report/ Assignment on them

Elementary Knowledge about Classic Literature and Great Writers (Prose and Fiction) of English  
General Distinction between Form and Content in Writing

### Module-V Language used Differently, in Different Fields

Using Reference Materials like Dictionaries, Encyclopaedias, Thesaurus, Journals and E-Resources for better understanding of a Text

Basic Knowledge about the Jargon (Technical Words) from Fields like Business, Law, Medicine, Hospitality

### Module-VI Reading Passages and Comprehension

Skimming for General Idea, Scanning for Specific Information, Guessing the meaning of Unfamiliar Words from the Context, Reading and Note Making, Predicting Content from Clues such as Titles, First Paragraphs, and Key Words etc.

# Diploma in Communicative English (DCE)

Paper - III Viva

## Learning to Read and Reading to Learn

Role Play, Elocution and Extempore Competitions, Poetry Recitation, Enactment of Plays, Presentations (Simple as well as Power Point), Mock Interviews

A Visit to Maulana Azad Central Library and/or Swami Vivekanad Library, Bhopal

A Visit to a Five Star/ Heritage Hotel to Gather First -Hand Experience about Language used in Hospitality Sector

A Visit to a Hospital and/or Medical College

A Visit to District Court or Law Firm of a Prominent City Lawyer

A Visit to Newspaper or News Channel Office

A Visit to a Bank and/or a Share Broker Firm

Talking One to One and One to Many

*Educational Tour/ Visits and Report on Educational Tour/ Visits, Internship and Report on it, Classes on Soft Skill Development.*

*Any other relevant Topic which is necessary as per recent trends*

# Diploma in Industrial Work and Management System (DIWMS)

Paper - I Theory

## Enhancing Employability Ability

### Module-1 Management Practices

- 1.1 Management System followed such as TQM, ISO, Filing and Record Keeping System
- 1.2 **Concept of Quality:** Introduction to Quality Parameters - 5 S Concepts, Kaizen, TPM, SGA (Small Group Activity) / Quality Circle. Introduction to Concept of TQM and ISO (QMS - Quality Management System)
- 1.3 **Introduction to Occupational Safety and Health:** Definition of Occupational Safety and Health, Occupational Hazards, Occupational Hygiene, Prevention and Control of Accidents and Occupational Diseases, Safety Measures
- 1.4 **Salient Features of Applicable Acts:** Factory Act, Environmental Acts for Air/Water and for Hazardous Waste, e-Waste Etc.
- 1.5 **Entrepreneurship:** Needs, Scope for Self Employment, Self Employment Schemes and Sources of Assistance in Central and State Government Organizations Like DIC, SIDA, SISI, NSIC, SIDO, Entrepreneurship Values, Attitude and Motive, Identifying and Developing Entrepreneurial Competence and Networking, Entrepreneurial Culture, A Successful Entrepreneur & Enterprise, The Causes of Failure and Identification of Entrepreneurship Abilities through Self Assessment and Other Techniques
- 1.6 **Instruments:** Reading of Sketch, Conversion Tables, Process Flow Charts

### Module-2 Moral Values & Culture

- **General Knowledge about India and the World:** Indian Constitution, Polity, Economy, Geography, Industrial Policy with reference to MP, Basics of World Geography and International Organisations
- **Moral Values:** Honesty, Punctuality, Sincerity, Team Work, Discipline
- **Health and Hygiene of Self and at Industry:** Basic Terms and Technical Concepts Integral to The Practice of Industrial Hygiene –Chemical Hazards, Acute and Chronic Health Effects of Substances, Assessment of Air Borne Contaminants in the Work Environment, Exposures Limits and Controls, Physical Hazards, Safety and Health Trainings, Ergonomics (Introduction, Definition Objectives and Advantages), Bureau of Indian Standards on Safety and Health, 14489-1998 and 15001-2000, Personal Protective Equipments (PPE), Accident Preventive Techniques (APT)
- **Hospitality:** Hospitality in Day - Today Life and in Industry

### Module-3 Fundamentals of Commerce

- 3.1 **Banking & Insurance:** Indian Banking Structure, Different Types of Accounts, Banking Transaction FEMA, RTGS, NEFT etc, Insurance Structure, Introduction to Insurance Documents, Insurance Agencies, Insurance Laws and Regulations
- 3.2 **Taxation:** Definition and Concept of Taxation, Purpose, Exemption from Taxation, Brief History and Types of Taxes, Applicable Taxes in Industry, Commercial Tax, Professional Tax, Entertainment Tax, Meaning Features and Significance of VAT
- 3.4 **Salary:** Nature, Classification, Provident Fund, Retirement Benefits, Gratuity, Pension, Compensation
- 3.5 **International Trades:** Concept, Importance of it, Policies, and Recent Trends

# Diploma in Industrial Work and Management System (DIWMS)

Paper - II Viva

## Basic Office Management

### 1. Introduction to Office Automation

Objectives of Course Curricula, an Office-Meaning, Importance of Record Keeping, the Role of an Office Assistant, Office Automation, Working Etiquettes; Office Practices

### 2. Modern Office Equipments

Office Automation System, Office Machines: Photocopier, Duplicating Machine, Fax, Scanner, LCD Projector, Plasma Screen, Handling of Telephone, Etiquettes in Handling Telephone and Mobile, Intercom System, EPABX, Telephone Answering Machine. ATM and Banking Transactions

### 3. Introduction to Computers

Computer Hardware & Software Concept, History of Computers & Different Type of Computers, Functions of Computer Peripherals, Introduction of Personal Computer/Micro Computer and Operating System (UNIX, WINDOWS, MS DOS, NETWARE), Profiling an Operating System. Booting Sequence: Operating System Files and Command Processor File. Definition of a File; File Names, Booting from CD and HDD, Warm and Cold Reboot, Input, Output & Storage Devices, about Windows Explorer, Knowing about "My Computer", Knowing about "My Documents"

### 4. Word Processing

Word Processing Software, Introduction to MS Word, Opening Documents and Creating Documents Saving Documents/Quitting Documents, Adding Borders and Shading, Headers and Footers, Setting Up Multiple Columns, Shoring Blocks, Margins and Hyphenating Documents, Creating Master Document, Data Source

Merging Documents, Using Mail Merge Feature for Labels and Envelopes, Printing Documents and Importance of PDF File, Using the Interface (Menu, Toolbars), Editing Text (Copy, Delete, Move Etc.), Finding and Replacing Text, Spell Check Feature/Auto Correct Feature, Grammar Facility Auto Text, Character Formatting, and Page Formatting

### 5. Worksheet

Introduction of Worksheet, MS Excel, Entry of Numbers, Text and Formulae in Cells, Saving and Quitting, Moving around in a Worksheet & Moving Data in a Worksheet, Working with Formulae, Using the Interface (Toolbars, Menus), Sizing and Moving parts of Worksheet, Selecting Data Range, Editing Basics, Cell Referencing

Calculations and Worksheets-using Auto Fill, Efficient Data Display with Data Formatting, Number Formatting etc.

Working with Ranges, Worksheets Printing, Working with Graphs and Charts, Adding/Formatting Text Data with Auto Format, Creating Embedded Chart using Chart Wizard, Updating Charts, Changing Chart Types, Creating Separate Chart Sheet, Adding Titles, Legends and Gridlines, Printing Charts, Filtering Records in a Worksheet, Spreadsheet Functions

### 6. Power Point-Power Point Presentation, Insert Audio/ Insert Video, Animation, Transition Style Auto Run and Insert of Chart Table and Video

### 7. Tally

# Diploma in Industrial Work and Management System (DIWMS)

Paper - III Viva

## Basic English & Communication Skills

### 1. Grammar & Parts of Speech:

Parts of Speech, Articles, Punctuations, Tense, Sentence Formation, Idioms & Phrases, Synonyms and Antonyms, Paragraph Writing & Comprehension, Letter Writing

### 2. Skills of Effective Writing:

Introduction, Meaning, Purpose and Uses, General Business term use in Correspondence, Qualities of Good Business Letter, Parts of a Business Letter and Formats Styles of Business Letters, Business Correspondence, Types of Business Correspondence

### 3. Basic Spoken English:

Introduction: Self, Others, Greeting, Leave Taking, Making Request, Expressing Gratitude, Apologising, Registering Complaint, Enquiring, Dialogue at Different Situation- at Post Office, Bank, Railway Station, Airport, Govt, Office Workshop, Doctors Clinic, Market Place etc, Reserving Tickets, Seeking admission in a College, Applying for a Job, Accepting and Declining Invitation

### 4. Speaking & Listening Skills:

Communication Content Development, Speaking, Listening - Hearing and Listening, Effective Listening, Barriers to Effective Listening, Guidelines for Effective Listening, Asking Questions, Types of Questions, Answering Questions, Handling of Nervousness/Discomfort, Quality of Communication, Writing of Minutes.

5. **Educational Tour/ Visits:** Hotels / Hospital / Court / Industry/ Bank etc.

6. **Functional Hindi:** Official Letter, Application, Report, Meeting Minutes, Writing etc)

7. **Foreign Language:** German/ French/Russian or Any Other

# Diploma in Tourism & Hospitality Management (DTHM)

Paper - I Theory

## Tourism Concepts, Principles, Policy & Tourism Marketing

### Module 1. Tourism: Concepts, Principles & Policy

- I Introduction:** Tourism; Definitions and Concepts, tourist destination, services and industry. General Tourism Trends. Types of Tourists: Definition and differentiation. Tourism, recreation and leisure, their inter-relationships.
- II Tourism Products & Attraction:** Nature, Characteristics and Components of Tourism Industry. Difference from other types of consumer product, Elements and characteristics of tourism product.
- III Types and Forms of Tourism:** Inter-regional and intra-regional tourism, inbound and outbound tourism, domestic, international tourism. Forms of Tourism: religious, historical, social, adventure, health, business, conferences, conventions, incentives, sports and adventure, special interest tourism like culture or nature oriented, ethnic or 'roots' tourism and MICE & VFR tourism.
- IV A study of International Tourism Organisations:** Origin, location and functions of WTO, IATA, PATA, ASTA, UFTAA, and ICAO.
- V Tourism Planning:** Evolution, Levels and Types, Formulating tourism policy, Role of public and private sectors
- VI Tourism Marketing:** Core concepts in marketing; Needs, Wants, Demands, Products markets. Product life cycle , New product development. Marketing of Airlines, Hotel, Resort, Travel Agencies and other tourism related services-Challenges and strategies.

### Module 2. Travel Geography and Itinerary Planning

- I Geography in travel planning:** IATA areas , Countries , Capitals , 3 letter city and airport codes, International destinations with attractions and basic informations, Domestic Destinations with attractions and basic informations.
- II World time zone**
- III Itinerary Planning :** 5A's Essential to a successful destinations, do's and don'ts for itinerary planning
- IV Travel formalities:** Travel Formalities: Passport, Visa, Health requirements, taxes, customs, currency, travel insurance, baggage and airport information.
- V Tourist Transportation:** Air transportation, Surface Transport, Rail Transport, Water Transport

### PRACTICAL PAPER-I

- 1 Educational Tour/ Visits to Air Port/Railway Station, Travel Agency/ Tour Operation Unit.
- 2 Survey of Tourist Attractions, Enquiry of facilities and Tours offered by Private and Government Tourism Organizations.
- 3 Visit to State Tourism Office; functions, and role for development of tourism in the state.
- 4 Visit to State Museum
- 5 Visit to World Heritage Site



# Diploma in Tourism & Hospitality Management (DTHM)

Paper - II Viva

## Travel Agency Management and Guiding Skill and Personality Development

### Module-1 TRAVEL AGENCY MANAGEMENT

- I Travel Agency and Tour Operation Business:** History, Growth, and present status of Travel Agency. Definition of Travel Agency and difference between Travel Agency and Tour Operation business. Travel Agency and Tour Operators: Linkages and arrangements with hotels, airlines and transport agencies and other segments of tourism sector.
- II Approval of Travel Agents and Tour Operators:** Approval by Department of Tourism, Government of India. IATA rules and regulations for approval of a travel agency, Approval by Airlines and Railways.
- III Functions of a Travel Agent:** Understanding the functions of a travel agency - travel information and counselling to the tourists, Itinerary preparation, reservation, ticketing, preparation and marketing of Tour packages, handling business/corporate clients including conference and conventions. Sources of income: Commission, Service Charges. Travel Terminology: Current and popular travel trade abbreviations and other terms used in preparing itineraries.
- IV Functions of a Tour Operator:** Market research and tour package formulation, assembling, processing and disseminating information on destinations, Liaisoning with principles, preparation of Itineraries, tour operation and post tour Management. Sources of income for tour operation. Public and Private sector in Travel Agency Business and Tour Operation Business
- A Domestic Counter:** Service provided by Domestic counter: Tickets (Air & Railways), Car Hire and Surface Transport: Agencies for Domestic Car Hire/Surface Transportation: Their terms and Condition, Procedure for reservation; documents required, Billing and payment procedure, Commission Structure, Problems faced by Clients with Domestic Airlines Railways, Hotels, Car rental, Any other.
- B. International Travel Counter:** Services provided by International Counter; Government rules on International Travels. Reservation procedure for International and other travel related Vouchers like MCO, PTA, PSR, etc, Procedure for lost ticket, Refund and Cancellation charges.

### Module 2. GUIDING SKILL & PERSONALITY DEVELOPMENT

- I Guiding Concept:** Meaning, Concepts and Types of Guides: Conceptual meaning of Tourist Guide, duties–
- II Responsibilities of Guides:** Preparation of a tour : Review of itinerary, Participant list, accuracy, timings and practicality, Identifying the group or individual traveller's special needs, Checking Vehicle, Locating Vehicle and contacting driver; standard of dress and personal grooming; Greeting participants and introducing self; Leading the participant: Skills in leading the group, General instruction to Participants at monuments, sacred places and crowded areas, Giving Commentary, answering Questions, concluding a tour.
- III Effective Communication Skill**

### PRACTICAL PAPER 2

- 1 Visit to travel Agency/tour operations unit is for understanding its functions
- 2 CRS (Computerized Reservation System)
- 3 To learn stages of conducting tours, preparation of itinerary, costing and implementing the tours.

# Diploma in Tourism & Hospitality Management (DTHM)

Paper - III Viva

## Hospitality Operations

### Module 1. Introduction to Hospitality & Hotel Industry

#### I Introduction to Hospitality & Hotel Industry

Historical background of hospitality industry and Introduction and growth of hotel industry in India. International and Domestic hotel chains

II **Classification of hotels, Levels of service, Ownership and affiliation:** 1. Independent hotels 2. Chain hotels 3. Franchise and referral groups

III **Types of room**

IV **Basic knowledge of computer**

### Module 2 FRONT OFFICE

I Importance of front office, Layout of front office, Hierarchy of Front Office staff for medium and large size hotels, Duties and responsibilities of front office staff, Attributes of front office staff.

II Various sub sections of Front office, handling of guests, reservation, lobby organisation, bell desk

### Module 3. FOOD AND BEVERAGE SERVICE

I Importance of F & B Department, Hierarchy F & B Department and their Duties and responsibilities. Attributes of F & B service staff. Various sub sections of F & B Department.

II Different F & B service outlets

Hotels, Motels, Restaurant, Private Hospitals, Resorts, Pubs, Bars, Discotheques, Fast food Restaurants, Airlines/railway/sea/Welfare/Industrial/ mobile/Outdoor catering

III Departmental relationship (within f & b and with other departments) Co-operation, co-ordination, communication and Basic principles to understand Guests behavior and immediate requirements and Management's expectations.

IV Types of Menu and Various type of Services, Beverages, Classification of Beverages, Tobacco and their products and brand names.

V Service equipment their usage, specification & importance

VI Ethics in Hospitality Services

VII Menu, types of meals, order taking and billing methods

## **Module 4. ACCOMODATION OPERATIONS**

**I** Role of Housekeeping in Hospitality, Housekeeping Organizational structure (small, medium & large), Duties & responsibilities of housekeeping staff.

Housekeeping personnel, Layout of Housekeeping Department. Layout of Floor Pantry and its functions, Horticulture, Floral Art, Interior Design

**II** Personal Qualities of Housekeeping staff & Co-ordination of Housekeeping with other departments

**III** Rooms: types of rooms, types of services offered: **a)** Morning service **b)** Evening or Turndown service **c)** Second service **d)** Freshen –up-service **e)** Baby-sitting **f)** Valet Service **g)** Supplies on request **h)** Minibar Service

**IV** Laundry operations

**V** Guest Floor Operations Rules on guest floor, Entering the guest room, Step-by-step room cleaning procedure, Bed making procedure, Standard supplies in guestrooms & VIP rooms

**VI** Fire Extinguishing Equipments

### **PRACTICAL PAPER-III**

Training at any reputed Hotel/Travel Agency

# Diploma in Media Aesthetics (DMA)

Paper - I Theory

## Introduction to Communication and Journalism

### Module-I: COMMUNICATION

1. Communication: Definition, Nature, Scope and Functions (with special reference and context of human communication)
2. Types of Communication: Inter Personal, Intra Personal, Group and Mass Communication
3. Basics of Human Communication - Verbal and Non - Verbal Communication, Body Language, Tactile Communication, Proxemics, Articulation of Message (Both Oral and Written)
4. Effective Verbal Communication - Quality of Voice, Good Pronunciation, Modulation, Clarity and Uniqueness of Speech Delivery, Skills in the use of Language
5. Effective Non-verbal Communication - Expressive use of Movement- Sense of Pace, Timing and Style, Expressive use of Body Postures & Facial Expressions
6. Barriers in Communication
7. Theories of Communication
8. Models of Communication

### Module-II: JOURNALISM

1. Journalism: Definition, Nature and Scope
2. Journalism as a Profession; Print and Electronic Journalism
3. Duties and Responsibilities of a Journalist / Reporter; Code of Ethics for Journalists; Various Organizations of Journalists
4. Current Issues in Journalism; Market-oriented Media; Corporate role; Emerging Trends in Journalism; Sensationalism/Yellow Journalism, Investigative Journalism, Role of Press/Media Councils
5. Introduction to Web Journalism in India
6. Mass Media Ethics: Individual's Right to Privacy, Right to Reply, Objectivity

#### Assignments:

- i. Present an exercise on Visual Communication

**OR**

Present an exercise demonstrating Inter-personal Communication and Intra-personal Communication

- ii. Read at least one newspaper regularly for one month (Hindi or English as per the preferred medium of the student) and finish a project work as assigned by the faculty.

**OR**

Watch at least one news channel regularly for one month (Hindi or English as per the preferred medium of the student) and finish a project work as assigned by the faculty.

- iii. Visit a newspaper office, both editorial and printing press and finish project work as assigned by the faculty.

**OR**

Visit a TV news channel office, both newsroom and the production section and finish a project work as assigned by the faculty.

# Diploma in Media Aesthetics (DMA)

Paper - II Viva

## Introductions to Mass Media

### Module-I

1. Meaning and Types of Mass Media
2. Brief History of Mass Media
3. Various Types of Media and their Characteristics

### Module-II

1. Introduction to Print Media in India
2. Newspaper / Magazine Production and Management

### Module-III

1. Introduction to Radio in India; Development of All India Radio
2. Growth of Private Radio Channels in India; Introduction to Major Radio Networks – FM Gold, FM Rainbow, Radio City, Radio Mirchi, My FM, Big FM, Red FM, Radio Mantra, and Radio Dhamal
3. Radio Production and Management

### Module-IV

1. Introduction to Television in India; Doordarshan
2. Arrival of Private Television Channels; Introduction to Major Pvt TV Networks in India, with special emphasis on Hindi and English channels
3. Television Production and Management

### Module-V

1. New Media: Meaning and Characteristics
2. Web media; YouTube and more
3. Social Networking as new media for mass communication; Facebook, Twitter, Instagram and more.
4. Convergence and Future of Media

### Assignments (Choose any two):

- i. Visit a print media house and write a detailed report with a flowchart on its working.
- ii. Visit an electronic media house and write a detailed report with a flowchart on its working.
- iii. Visit a radio station and write a detailed report with a flowchart on its working.
- iv. Visit the office of a web news portal and write a detailed report with a flowchart on its working.

# Diploma in Media Aesthetics (DMA)

Paper - III Viva

## Reporting, Anchoring and Production

### Module-I

1. News: Definition; Elements of News
2. Structuring and Production of a typical News Show
3. Scripting and Editing of News-based programmes
4. News-based Documentary film: Scripting and Production

### Module-II

1. Advertisement as a form of Corporate Communication
2. Conceptualising, scripting and editing advertisements.
3. Importance and Role of Public-service advertisement campaigns.

### Module-III

1. Qualities of an effective TV / Web presenter / anchor: Facing the Camera, Eye Contact, Flexibility of Body, Voice Control, Good Modulation, Understanding of Studio Environment, Sense of Rhythm, Patience and Perseverance; Interview-technique, Moderating Studio Discussions and Seamless conduct of Chat Shows.
2. Qualities for effective behind-the-camera work: Understanding of Image Sizes and Camera Movements; Fundamentals of Video Shooting; Basic Editing techniques, Sound recording, Floor Signals and Cues; Make-up and Costumes, Voice-over.

### Assignments:

- i. Produce a 5-minute fact-based news show based in your city for TV.

**OR**

Produce a 2-minute public-service advertisement for TV.

**OR**

Produce a 10-minute documentary for TV.

**OR**

Produce a 10-minute video / audio interview-based show of some eminent personality from your city.

**AND**

- ii. Produce two advertisements of not more than 25 seconds each for Radio.

# Diploma in Forensic Science (DFSc.)

Paper - I Theory

## Forensic science and Food Toxicology

### Objective:

Forensic Science is the Scientific Observation, Examination and Analysis of Materials of Scene of Crime

### Introduction of Forensic Science:

Forensic Science: Basic Principles and its Significance, History & Development, Nature and Scope, Organizational Structure of Laboratories at Central & State Level, Ethics

### General Understanding of Extraction and Purification Steps:

Identification Techniques like UV Spectrophotometry IR & FTIR Spectrophotometry, Emission Spectroscopy, Atomic Absorption Spectroscopy and Separation Science Technique like Chromatography and Electrophoresis

### Forensic Chemistry and its Scope:

Analysis of Beverages: Alcohol and Non- Alcoholic, Country Made Liquor, Illicit Liquor Drugs of Abuse: Introduction, Classification, Narcotic Drugs & Psychotropic Substances, Drugs of Abuse in Sports, Brief Introduction to Drugs and Cosmetic Act, Excise Act, NDPS Act Examination of Petroleum Products: Standard Methods of Analysis of Products for Adulteration Cement Analysis.

### Forensic Toxicology:

Introduction, Concept and Significance Poisons: Definition, Classification, its Types Sign and Symptoms, Mode of Action, Factors Modifying the Action, Toxicological Exhibits in Fatal and Survival Cases, their Preservation Treatment in Cases of Poisoning, Analysis Report

### Food and Forensic:

Common Food Adulterant of Physical, Chemical and Biological Nature. Preparation of Alcoholic and Non Alcoholic Beverages. Adulteration of Prepared Food Stuff. Brief Idea on Shelf Life of Foodstuff. Packaging and Preservation of Food Stuff.

# Diploma in Forensic Science (DFSc.)

Paper – II Practical

## Crime Scene Investigation

**Objective: To identify the Nature of Crime**

1. Sketching of Scene of Crime
2. Evidence Collection, Preservation and Forwarding at the Scene of Crime





# Diploma in Forensic Science (DFSc.)

Paper – III Practical

## Laboratory Investigation

### **Objective: Physico – Chemical Analysis of Various Substances.**

1. To identify the given compound using TLC And Paper Chromatography
2. To know the practical working and handling of Low and High Voltage Electrophoresis.
3. To know the practical working and handling of UV-Vis Spectrophotometer.
4. Identification of Caffeine in Different Form of Sample.
5. Examination of Adulterant Petroleum Products by Using Color Test and Chromatography.
6. Examination of Adulterant Cement by Using Color and Chromatography.
7. Examination of Adulterant in Various Food Samples.
8. Identification of Blood in Various Matters.
9. Identification of Hair and Fibers.
10. Examination of Phyto Chemical Studies on a Given Food Sample.
11. Identification of Non-Permitted Food Color by Using Color and Chromatography.
12. Examination of Adulterant or Degrade Foodstuff by using Physical Methods

# Diploma in Financial Journalism (DFJ)

Paper - I Theory

## Indian Business Environment

### Module-I Fundamentals of Economics

Definition & Scope of Economics, Demand, Supply, Equilibrium, Price Mechanism, Elasticity, Forms of Market, Demand for Money and Measures of Money Supply.

### Module-II Fundamentals of Economics

Definition & Scope of Public Finance, Need and Significance of Public Finance Public Debt, Deficit Financing, Direct and Indirect taxes, GST.

### Module-III Monetary & Fiscal Policy

Objectives and Limitations of Monetary and Fiscal Policies, Financial issues in the Federal setup, NITI Ayog: Functions.

### Module-IV Monetary & Fiscal Policy

Need and significance of rural economy, Role of SSI, Rural Infrastructure and Rural Development, Agrarian Society and economy of India – Composition determinants, problems and prospectus of Indian Composition, Determinants, Problems and Prospects of Indian Agriculture, Agrarian of India Policies.

### Module-V Industries & International Economics

Changing Industrial Culture, Emerging Industries - High Tech Industries including Information Technologies. Industrial Policies, Foreign Exchange Market, International Institutions and their monetary policies, New Economic Reforms.

# Diploma in Financial Journalism (DFJ)

Paper – II Viva

## Financial System & Analysis

**Module-I Financial Environment**

Concept of Finance, Finance and others disciplines, Corporate Financing, Money Market, Capital Market.

**Module-II Financial Information**

Fundamentals of stock market, Forecasting stock market, Interpretation of Financial dailies and website (Assignment- Practical) .

**Module-III Emerging Investment Scenario**

Mutual Funds, Investment Patterns, Venture Capital Lease Financing (Project –Survey based).

**Module-IV Institutional Structure of capital Market**

SENSEX, SEBI, UTI, CRISIL, ICRA, CARE: Functions, importance, role, merits and demerits (Case- Studies, Group Discussion).

**Module-V Banking & Finance**

Indian banking structure, Major banking trends, Overview of key aspects of banking regulations, RBI and its monitoring role, Credit policies, Tracking Credit Policy and interest rate [Collection of Major relevant news from news paper]

# Diploma in Financial Journalism (DFJ)

Paper – III Viva

## Communication & Journalism

- Module-I** Journalistic Writing Skill
- Module-II** Interviewing Skill
- Module-III** Journalistic Code of Conduct & Ethics
- Module-IV** Data Analysis & Interpretation (Use of Statistical Software)
- Module-V** Reporting through Print Media & Live Media
- Module-VI** Making of Documentary



# Diploma in Psephology (DPSe.)

Paper - I Theory

## Basic Principles and Theories of Psephology (Election Studies)

1. Introduction to the basic principles and theories of Psephology.
2. Functioning of Parliamentary System
  - Constitutional Provisions
  - Election at Various levels- Centre, State and Local Governments
3. Election Commission of India
4. State Election Commission
5. Political Culture
6. Political Communication
7. Public Opinion.



# Diploma in Psephology (DPSe.)

Paper – II Viva

## Psephology and Data Analytics with reference to Political Branding

1. Basic Knowledge of Computer : MS Office (Word, Excel, PowerPoint)
2. Data Analysis and Data Evaluation
3. SPSS
4. Psephograph.

**(Internals –Project/Data Analysis/Activities Reports - 50 marks, External: Viva on Paper -50 marks  
Total -100 marks)**



# Diploma in Psephology (DPSe.)

Paper – III Viva

## Practical training for Study of Election

1. Local Field Educational Tour/ Visits- Model Villages, Gram Panchayats, Jila Parishads, Municipality, Corporation etc.
2. Model Parliament
3. Campaign Management studies in states under Polls
4. 10 days National/ International study tour.
5. Internship – MPISSR- Ujjain, Ambedkar Research Institute MHOW
6. Any other relevant/ Recent Political Trends



# Diploma in Integrated Rural Development (DIRD)

Paper - I Theory

## Basics of Rural Development

1. 1.1 Meaning and elements of Rural Development
- 1.2 Role of Agriculture in Indian Economy
- 1.3 Green Revolution
- 1.4 Recent trends in agricultural growth in India
- 1.5 New Agricultural Strategy: Strategy of agricultural development and technological process
2. Interregional Variations in growth of output and productivity
3. Sustainable Development
4. Impact of globalization on agriculture.
5. Literacy and promotion of Digital literacy in the rural areas.
6. Sharing of new technology in the area of Organic farming: to promote organic farming and to make farmers aware to reduce the use of chemical fertilizers.
7. Environment Awareness: Plantation (fruits plants).
8. Promote digital literacy in the rural area.



# Diploma in Integrated Rural Development (DIRD)

Paper – II Vival

## Development of Rural Entrepreneurship in India

1. Concept, Characteristics and types of Entrepreneurship, Entrepreneurship and rural Industrialization
2. Development of Rural Entrepreneurship in India, factors promoting Entrepreneurship
3. Theories of Entrepreneurship
4. Problems and prospects of rural Entrepreneurship in India
5. Problems and prospects of Women Entrepreneurship and Micro .....
6. Policies and programmes for the Development of Rural Industries
7. Khadi and village industries commission
8. Rural Industrial Sectors
9. Human health and Sanitation
10. Rain water harvesting and water resource management.
11. Animals Health and promotions of animals
12. Kitchen Garden.
13. Legal Issues

# Diploma in Integrated Rural Development (DIRD)

Paper – III Viva

## Institutions of Rural Development

1. Panchayat Raj Institutions (PRIs): Evolution- Structure functions
2. Concept of centralization and Decentralization 73<sup>rd</sup> Constitutional Amendment Act-Devolution of Powers and functions to PRIs
3. Role of Panchayati Raj Institutions in Rural Development
4. Participatory development; stakeholder and human development
5. Cooperative Institutions: Concepts and principles of cooperation types and working of rural cooperatives; Credit cooperatives; marketing cooperatives; Dairy Cooperatives; weavers cooperatives.



# Diploma in Remote Sensing & GIS (DRSG)

Paper - I Theory

## Fundamentals of Remote Sensing Technique

- Principles of Remote Sensing – Introduction, Definition of Remote Sensing
- Digital Processing – Introduction, Digital Image Data Formats.
- General Coordinate System - Introduction, Global Coordinates, Universal Transverse Mercator (UTM).
- Global Positioning System (GPS) – Introduction, Characteristics of GPS Satellite, GPS for GIS and Mapping.
- Image rectification, Introduction.
- Digital Image Interpretation – Introduction, Interpretation of Remotely Sensed data for Geographic study.



# Diploma in Remote Sensing & GIS (DRSG)

Paper – II Practical

## Fundamentals of Geographic Information System

- GIS Requirements- Introduction to computers, Hardware Components, Software, Computer Data Storage.
- Introduction of GIS - Definition, objectives, elements.
- GIS Input – Introduction, Digitizers, Problems with digitizing maps, editing errors from digitizing.
- Map & Map analysis – Introduction, types, scale, map projections, digital cartography, GIS & Maps.



# Diploma in Remote Sensing & GIS (DRSG)

Paper – III Practical

## Advance Exercises on Remote Sensing & GIS

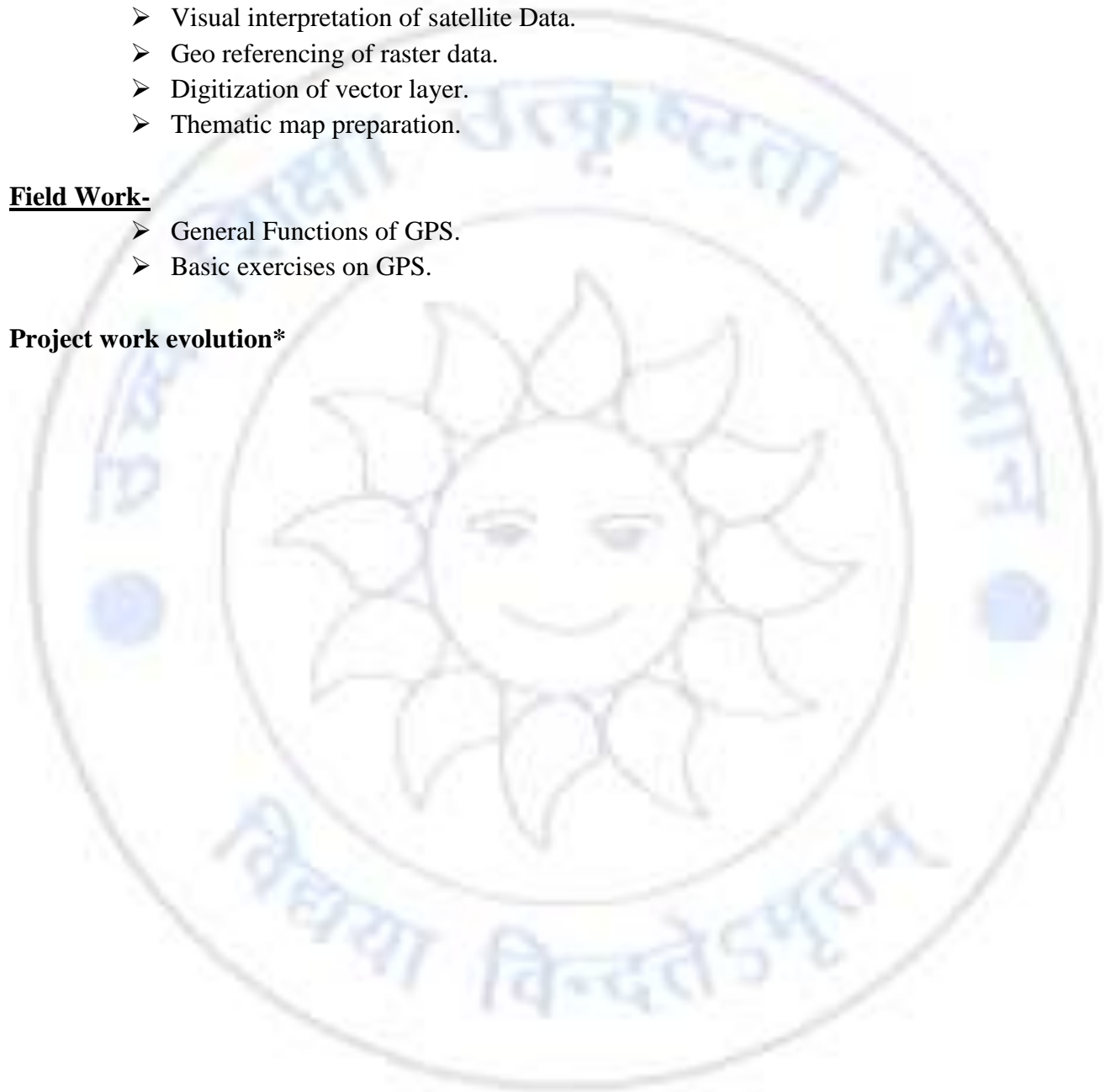
### Lab Work-

- Visual interpretation of satellite Data.
- Geo referencing of raster data.
- Digitization of vector layer.
- Thematic map preparation.

### Field Work-

- General Functions of GPS.
- Basic exercises on GPS.

### Project work evolution\*



# Certificate Course in English Creative Writing (CECW)

Paper - I Theory

## Creativity and Writing

### I. (A) Understanding Creativity

1. Inspiration, Imagination
2. Sources: Wide Reading, Awareness of the World and Human Nature, Sensitivity to the Issues Concerning the World in General

(B) **Natural Aptitude and Talent for Writing.** Why do we write? Purpose, Readership, Propaganda

### II. Basics of Writing

- 1) Language Structure, Grammar, Usage, Vocabulary (All Grammatical Items to be covered)
- 2) Formal and Informal use of English
- 3) Literary Usage: Figures of Speech, Registers, Style

### III. Forms of Creative Writing

1. Poetry: Various Forms: The Lyric, The Sonnet, The Epic, The Idyll, The Satire, The Elegy, The Ballad
2. The Novel And Short Story
3. The Essay
4. The Drama
5. Writing For Children

### IV. Projects on Writing

1. Writing Scripts, Dramas, Radio Plays
2. Writing Dialogues on Various Subjects
3. Writing Short Stories/ Novella
4. Writing Memories, Biographies/Autobiographies
5. Writing Poetry

Paper - II Viva

## Project on Writing

# Certificate Course in Psychology for 'Well (CPWB)

## Paper – 1 Theory

### Basic Concepts of Positive Psychology

- 1) Positive Psychology: A Historical and Contextual overview; Relationship between Indian Psychology and Positive Psychology.
- 2) Correlates and Predictors of Life Satisfaction and Subjective Well Being; Positive Emotions.
- 3) The Mindscapes and Outcomes of Positivity; Major theories and Models: Self Determination theory, Broaden and Built theory, Authentic Happiness.
- 4) Latest Researches on Optimism, Flow, Resilience, Positive Ageing, Character Strengths and Barriers in developing them.
- 5) Practicing Positive Psychology in Everyday life: Positive Resonance, Loving-kindness Meditation Gratitude and their benefits.

## Paper – 2 Practical

### Applied Positive Psychology

- 1) Activities on Happiness, Gratitude, Optimism, Flow, Resilience, Mindfulness and Character Strengths.
- 2) Group Talk/ Movie every Saturday.
- 3) Growth-check every Monday.
- 4) Visit to Anandam, Ministry of Happiness, Madhya Pradesh.
- 5) Expert lectures by renowned Positive Psychology Practitioners working in Reputed Universities.

# Certificate Course in Cryptography (CCC)

## Paper – 1 Theory

### Introduction to Cryptography

#### UNIT-I

Cryptography, Cryptanalysis, Cryptology, Cryptography Definitions, History of Cryptography: Ancient Ciphers, Machine Ciphers, Jefferson cylinder, Wheatstone disc, Enigma Rotor machine. Classical Cryptography: Classical Cryptographic Techniques, Caesar Cipher - a monoalphabetic cipher, Cryptanalysis of the Caesar Cipher, polyalphabetic Cipher, Shift Cipher, Affine Cipher.

#### UNIT-II

Transposition Cipher, Scytale Cipher, Row Transposition ciphers, Block (Columnar) Transposition ciphers, product cipher. Cryptographic functions: Secret key function, Public key function, Hash function. Message Encryption: Using Secret Key Encryption, Using Public Key Encryption

#### UNIT-III

Secret Key Cryptography, About the Key Space, Data Encryption Standard, Triple Data Encryption Standard, Public Key Cryptography, Symmetric and Asymmetric Encryption, Digital Signature.

## Paper – 2 Practical

### Mathematics for Cryptography

#### UNIT-I

Integer Arithmetic: Integer division, Divisibility, Linear Diophantine equations. Modular Arithmetic: Modulo operator, Set of residues  $Z_n$ , Congruence, Operations in  $Z_n$ , Inverses, Addition and Multiplication Table, Two More Sets.

#### UNIT-II

Matrices: Definitions, Operations and Relations, Inverses, Residue Matrices, Linear Congruence: Single variable linear equations, Set of linear equations. Primes: Definitions, Cardinality of primes, Checking for primeness.



# **Certificate Course in Spoken English (CSE)**

## **Paper – I Theory**

### **Proficiency in Spoken English**

1. Phonetics : Vowels, Consonants, Diphthongs, Homophones and Organs of Speech
2. Spoken Skills : Intonation, Accents, Fluency, Accuracy
3. Grammar: Parts of Speech, Types of Sentences, Tenses, Articles,
4. Vocabulary : Idioms and Phrases, Suffixes & Prefixes
5. Writing Skills: Expansion of Ideas, Report & Precis Writing

## **Paper – II Viva**

### **Pragmatic Aspects**

1. Oral Expression of the language - Fluency, Accuracy
2. Pronunciation of Words - Intonation, Accents
3. Introduction: Self, Other's, Greeting, Leave taking, Making requests, Expressing emotions: gratitude, apologizing, Enquiring, Dialogue at different situations: At the Post Office, Bank, Railway Station, Airport, Government Offices, Doctor's Clinic, Market Place etc. Accepting and declining invitations, Phone Skills, Giving compliments, Making an appointment.
4. Public Speaking; Seminars and Presentation, Welcome Address and Vote of Thanks, Anchoring a Programme.
5. Elocution Competitions, Extempore Competitions, Enactment of Plays, Short Presentations

## Certificate Course in French Language (CFL)

French language has been introduced in 2006 in association with Alliance de Francaise, Bhopal. The Alliance Francaise, founded in 1883 in Paris, is a cultural non-profit association. It is an established world renowned network made up of 1071 centres in 137 countries which make the Alliance Francaise the largest French teaching and cultural network in the world. In Bhopal, the Alliance Francaise was founded in 1983. Over 1,000 students attend classes at all levels every year. It is supported in part by the French Government and provides DELF exams. Speaking French opens up study opportunities at renowned French universities and Business Schools.

An ability to speak French and English is an advantage on the international job market. It opens the doors of French companies in France and in other French speaking parts of the World. The Francophonie, the international organisation of French-speaking countries, comprises 68 states and governments over five continents.

French is both a working language and an official language of the United Nations, the European Union, UNESCO, NATO, the International Red Cross and international courts. French is also the only language, alongside English, that is taught in every country in the world. It is also the international language of cooking, fashion, theatre, the visual arts, dance and architecture.

France is the world's number-one tourist destination and attracts more than 80 million visitors a year. A little French makes it so much more enjoyable to visit Paris and all the regions of France. After English and German, French is the third most used language on the Internet, ahead of Spanish. French is an easy language to learn. It does not take long to reach a level where you can communicate in French.

French is a good base for learning other languages, especially Romance languages (Spanish, Italian, Portuguese and Romanian) as well as English, since fifty per cent of current English vocabulary is derived from French.

# Foundation Course for Common Admission Test (FCCAT)

## **NUMBER THEORY (Session 1 to 7)**

Classification, Divisibility Test, Multiples, Trailing Zeroes, Binary Operations, Factor Theory, Surds & Indices HCF / LCM And Applications Remainder Theory, Power Cycle, Base System, Number System Test.

## **PERCENTAGES (Session 8 to 11)**

Percentage + Simple Interest N Compound Interest, Profit, Loss N Discount -1 ( Concept / Discuss Range Of Question) , Profit, Loss N Discount -2( False Weight /SP Equal / Discount )Percentage Test

## **RATIO (Session 12 to 15)**

Ratio, Variation, Chain Rule, Partnership, Averages, Mixtures/ Allegation, Ratio Test,

## **WORK AND TIME (Session 16-17)**

Work/ Pipes Concept, Varied Problems On The Same, Work And Time Test

## **TIME, SPEED & DISTANCE (Session 18 to 21)**

Unit Conversion / Proportionality Based Questions/ Average Speed, Relative Speed-Applications/Crossing Time/Boats & Streams, Circular Motion/Races/ Games Of Skills / Clocks , Times Speed Distance Test

## **ALGEBRA (Session 20 to 26)**

Linear / Quadratic-Higher Order Equations, Coordinate Geometry /Functions And Graphs, Function Contd.- Cat Problems, Inequalities & Maxima/Minima, Progressions-Ap/Gp/Mixed/Miscellaneous, Algebra Test-1 ,Algebra Test -2

## **GEOMETRY (Session 27 to 33)**

Line, Angels And Triangles, Polygons/Quadrilaterals/Properties Comparisons, Circles And Tangents, 2D Mensuration, 3D Mensuration, Geometry Test-1 , Geometry Test-2

## **MODERN MATHS (Session 34 to 38)**

Counting Principlesrevision, Permutations under Various Cases (Pnc-1), Combination/Selection, Grouping/Distribution (Pnc-2), Probability, Set Theory, Modern Maths Test

## **English (Session 39 to 58)**

Vocablary Session-Introduction, Rc (Reading Comprehension)-Retention , Title, Central Idea And Summary, Parts Of Speech Introduction, Nouns & Pronouns In Details +Exercise, Para Jumblesconcept And Exercise, Subject Verb Agreement Concept, Exercise+Vocab Exercise Based On Eld-1, Logical Completion Of Idea(LCI) Concept +Practice Exercise, Comprehensive Test, Critical Reasoning Concept+ Previous Question, Adjective And Adverbs Theory Exercise, Tense Theory +Exercise +SNAP Questions, FIJ( Fact Inference Judgment) Concept+Practice, A Practice Of Logical Completion +Article Theory Usage Based Vocabulary+Practice Of Previous Questiona Practice Of Logical

Completion Of Idea+ Critical Reasoning +Para Jumbles, Confusing Word Pair +Practice + CAT Questions, A Practice Of Reading Comprehension + Article Theory, A Comprehensive Grammar Exercise +Idioms M A Practice Of Sentence Completion+Phrases , Figure Of Speech +Fact Inference Judgment , Vocabulary Session, Comprehensive Test.

### **English (Session 59 to 70)**

Calculation techniques-1 and 2 + test, calculation based DI-1 and 2 LR based DI+LR-1 and 2 Data sufficiency, sectional test-1 to sectional test-5

### **GROUP DISCUSSION / PERSONAL INTERVIEW (Session 71 to 110)**

GD ( group discussion ) orientation, GD practice -1 to 5, PI ( personal interview ) orientation, PI FAQs ( frequently asked questions ) Mock interview-1 (20 min/ student.e.6 students in 2 hrs)

Session -80 to session -94 mock interview -1

Session -95 to session -110 Mock interview -2 (20 min/student.e.6student in 2hrs)

Session 111 Resume making/checking