

# AN ADD-ON SELF EMPLOYMENT EDUCATIONAL PROGRAMME



**A Self Financing Course (SFC)**  
[An innovative twine Course Programme]  
Under Academic Autonomy of  
**Gopalpur Degree College,  
Gopalpur, Balasore**

**Designed by  
Academic Council  
Gopalpur Degree College,  
Gopalpur, Balasore,  
Odisha**

**Approved by  
Governing Body,  
Gopalpur College,  
Gopalpur, Balasore.**

*An Affiliated College of  
Fakir Mohan University  
Vyasavihar, Balasore*

**Effective from Academic Year 2017-18  
Revised in Academic Session 2018-19**

# **REGULATION FOR ADD-ON PROFESSIONAL AND VOCATIONAL COURSES**

## **A SELF FINANCING “LEARN AND EARN” SELF EMPLOYMENT PROGRAMME**

*Designed by  
Academic Council  
Gopalpur College, Gopalpur, Balasore*

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## **1. Add-on Programmes**

1.1 Education cannot be delinked from the vocation or profession that one will have to adopt it in life after completion of his/her educational career. However, the job market of India fails to accommodate all the educated youths and education fails to create enough employability. So, Add-on programmes are designed as allied courses with General Degree of lesson work with a view to provide Skill based education which will boost interest for self-employment among the educated youths.

1.2 The add-on courses have been designed for the students of the institution under-going Under Graduate programmes in Arts, Science and Commerce who are desirous and are selected to offer such twine courses simultaneously with their general educational career. The same has been designed with the following objectives.

### **1.3 Objectives of Add-on Courses**

1. To enable the students to achieve an additional qualification simultaneously with their normal Under Graduate courses.
2. To make the educated youths self-employed.
3. To inculcate knowledge on the technical and skill based programmes relating to profession, vocation, culture and practices of the area.
4. To add technical knowledge for good living and self earning.
5. To improve economical standard of the Learners.
6. To give an opportunity to the learners to participate in “learn and earn scheme”.
7. To inculcate cultural values, old Indian belief, practices and value education.
8. To make one’s education programme associated with their livelihood.
9. To synchronize the old systems and value addition in moderated way.

## **2. Duration of the Courses:**

2.1 The Add on diploma courses are of three years programme with two semesters each year. The Odd semesters (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>) will commence from the month of July to December and the Even semester i.e. (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>) will continue from January to June. There shall be one mid-term examination/ assignment of 20 marks for each paper except 6<sup>th</sup> paper which will be a project work of 70 marks and viva-voce 30 marks.

2.2 The end-term examination of each paper will consist of 60 marks for theory of each paper and another 20 marks will be of practical assignment. The project will be assigned to each student separately of their choice and interest and be guided and evaluated by an expert of the concerned field.

2.3 The certificate courses will be six months to one year duration and it will be have one semester for six months course and two semesters for one year course. Six months course will have one paper of 100 marks and one year course two papers 100 marks each. Every paper will have midterm examination / assignment of 20 marks and end-term examination of 80 marks.

### 3. OUTLINE OF THE ADD-ON DIPLOMA COURSES:

3.1 The Add-on course will be of the programme of Choice Based Credit System. The grade point of the learner's performance will be the result in computing the marks secured from theory examination, practical, assignment, Project work and Viva-voce Test. The Grade point will be awarded in CGPA method.

3.2 Each paper will have 4 to 5 units covering different aspects of the course. The Question will be set both requiring descriptive and short answers. Both the set will be of equal values.

O – 90% and above - 10 credit (outstanding )

A+ -80% to 89% = 9 Credit (Excellent)

A - 70%- 79% = 8 Credit (Very good)

B++- 60% to 69% =7 Credit (Good)

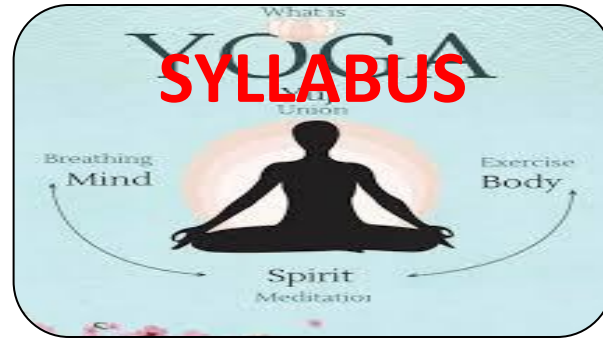
B+ - 50 % to 59% = 6 Credit (Above Average)

B- 45% to 49% = 5 Credit (Fair)

C +- 40%to 44% = 4 Credit (Pass)

Below 40%= 0 Credit (Fail)

Each paper has six credits in all certificate diploma and value added add-on courses.



# **CERTIFICATE COURSE IN YOGA THERAPY AND HUMAN HEALTH**

## **CERTIFICATE COURSE IN YOGA THERAPY AND HUMAN HEALTH**

Unit-1

Full Mark-100

Essentially is a way of life, an integrated means of synchronizing mind, spirit & body system and its implementation originated in India. Thousands of years ago and are now practiced universally regardless of creed or religion.

What is Yoga? Concept of Yoga, Kinds of Yoga, Definition of Yoga

Food & Nutrition, Principle of Yoga Therapy, Yoga & breathing, Prayer & meditation.

Unit-II

MSRT (MEMORY DEVELOPMENT)

Memory Introduction, pranayam, Concept of memory, Medicine and memory, Mechanics of Remembering, Ten principles for better memory, Memory Tips for Exams

The memory language, Improving the Natural Faculty

Unit- III (Yoga & memory)

Memory development Methods, Yoga Methods asana and posture

How the Practicing yoga help? Yoga & mind control, Practice of MSRT

Unit-IV (YOGA & MANAGEMENT)

Introduction to Management Systems:

Evolution in management systems and Holism, national Holism growth of health management Total Quality management system.

Unit- V

HOLYSM principles practice

Concept of Holistic management : Basic for Holism Pancha karma management tools –self governance for health growth and contributions

Health management and yoga

Personality development and yoga, Science and yoga

yoga and its role in developing all round personality

Eye-sight improvement

Suryanamaskar, Asanas, pranayama, kriya & meditation, special techniques yoga games, songs, stories, skits and Drama leadership development karma yoga techniques

#### Unit- VI (SELF MANAGEMENT OF EXCESSIVE TENSION)

OBJECTIVE: To release excessive stressed and improve executive efficiency, also to prevent stress ailments and improve the quality of life.

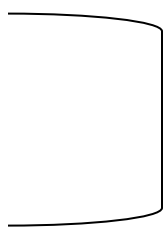

- Hearing development
- Physical stamina building
- Creativity development
- Yoga modules for development of service urge

National love and spiritual growth.

#### PRANAYAM & MIND MANAGEMENT

Pranayam is the science which helps to control vital energies through the control of breathing. To introduced the concept of prana and possible non-linear mathematical model to the living systems.

- Concept of prana according to modern science and yoga consciousness.
- Mind and Prana.
- Models for prana Non-linear modeling of living systems.

- |                        |   |  |
|------------------------|---|--|
| -Sahaja Bhastrik       |  | Brain power, save paramic energy, recharging the bio |
| -Sectional breathing   |   | energy, revitalize the prana, cure chronic disease.  |
| -Prana sodhon kriya    |   |  |
| -Hands Bhastrik        |   |  |
| -Speed Bhastrika       |  | Prevent the acute disease, courses will power        |
| -Kapal Bhati Pranayam  |   |  |
| -Anulom vilomapranayam |   |  |
| -Nadisudhi pranayam    |   |  |

-Bhramani pranayam

-Udgith pranayam

-Nadanusandhan pranayam



Memory and personality development

#### MEDITATION & BREATHING EXERCISE

Meditation is the continuous and effortless flow or attentive awareness towards the object of concentration.

-What is meditation?

-Benefits of meditation

-How to meditate

-Transcendental meditation, T.M.

-Cyclic meditation, C.M

-Om meditation-OM.

-Power meditation –PM.

-Techniques of meditation

-Meditation with breathing.

#### YOGA CREATIVITY AND BRAIN ENGINEERING PROGRAMME OBJECTIVE

To introduce in concept of creativity and to train the participants to learn the special techniques of yoga to involve the creativity and enhance the same.

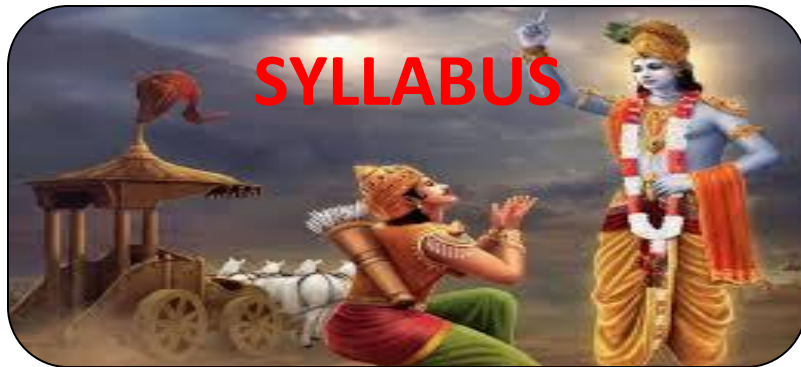
-Yoga for creativity development.

-Special pranayam for brain power .

#### BRAIN NEUROPHYSIOLOGY AND CONSCIOUSNESS

The Nervous system, the voluntary and involuntary Nervous system, sympathetic and parasympathetic Nervous system. Their functions under stress, Brain anatomy and physiology. Left right brain: Cognition. IQ, memory, emotions, creativity functions consciousness super consciousness.





**TEACHINGS OF  
BHAGABAT GITA FOR NOBLE LIFE  
AND  
PERSONALITY ENRICHMENT**

## TEACHINGS OF BHAGABAT GITA FOR NOBLE LIFE AND PERSONALITY ENRICHMENT

### DURATION-

Six months course: Fullmark -100

Theory and aspects / impulse shall continue for 10 classes of 1 hour during each five classes are arranged for appreciation, higher values, skill development doubt clearing and interaction with expert teacher.

Course fee- Rs. 1000/- (General) Reserved category Rs. 800/- one mid term assignment of 20 marks shall be deposited by the students finally one end term examination carrying 80 marks shall be held. The award of certificate shall be made on grade points.

### Objectives:-

1. To improve the students to know about the popular Indian classic scripture the Bhagabat Gita. ( A Social transformation Documents)
2. To the social aspects of the Bhagabat Gita in to account
3. To take up the Bhagabat Gita as the popular inspiration and advice of device teaching.
4. To use the Bhagabat Gita as the gospel of noble living.
5. To approach the finer aspects of the Bhagabat Gita in the time of moral degradation.
6. To promote the skill of a weakly men to a leading spirit.
7. To farniliarise the learners the theory of hoping of karma, yoga, seva, tyaga, titikshya, trupti, santushi & mukti ( nirban)
8. To announce evils in character, such as Assign, Ashakti, Atrupti & Anhmakr.
9. To mould the skill in a tacklers man into a self- realized and self-les personality.

## COURSE

**Unit- I** The Bhagabat Gita an introduction to the voice Krishna to Arjun corollary to the Mahabharat. Time of creation. Chapters and its importance unchallenged suggestive force to all persons in all ages. An ideal scripture for social welfare.

**Unit- II** Bishad or Grief, what is Grief types of Grief – Loss, Unwell, entertainment, constraint, failure, condolence, fear, punishment, terror, hopelessness. Solution to remove grief- providence, performance, non aligners and prohibition, surrender and sacrifices, Tyaga (titiksha) formicating, friendship, equity with all (Akatyabhaba) similaries (sometryabhaba). Bairagyana (renouncement).

**Unit-III** Karma: Action of life, type of action, self but for all. Fruitlessness, Niskiorm karma & sakam karma. Gread, Gain profit, Designs, planning & trapping, flashord, sumagul welfare of the universe. Action for solution boundlessness and non entanglement. (Nirguna) & suguna (self-love)

### Unit-IV Knowledge. (jnana)

Vidya, jnana, (Awareness) Brahma jnana (knowledge of soul) know thyself, soul force. The work of Soul is to do good to other soul. (Atmaseva). To avoid the blemish of other (paraninda & paracharcha). To blame other is to burden one's soul in evil thought. To see good aspects in everything and avoiding bad dark and evil aspects. Purification of soul (Atma samskar. Good behavior satya, (truth). Nyaya (righteousness) Dharma (good nors) sneha (love), sraddha (respect) seva and sankulpa (welfare)

### Unit-V Bhakti (devotion)

Loyalty to superior (lord), Duty to master fear not to harm watch eye of can scheme, writers of fear selflers surrender jame belongingness commutative. Sacrifices and concentration, promptness, punctuality and promise to do desiring love, likeness and reward. Peace (Shanti) desire less (Anasakta) and satisfaction (shantushi). Nigranth (desirelessness)

## Unit- VI Transformation

Ideal worker, leader and divine virtue, noble Hero. From self love to selfless service. A perfect Man- Active, Alert, Attentive, Anxious and Attainment work without profit Gain. Do work for work self not for work self.



**DIPLLOMA IN  
AGRICULTURE EARNING  
(DAE)**

# DIPLOMA IN AGRICULTURE EARNING (DAE)

India is an agricultural country. It is said lives in villages: Rural people mostly depend on agriculture. Their children need to be interested in their paternal profession and should learn the way of using agriculture for earning purposes. So attention has been focused on the objectives.

Objectives:

1. To inculcate agricultural values in the mind of learners.
2. To provide idea on best use of unproductive land.
3. To improve economic standard of learners.
4. To bread knowledge on best use of wastage and environmental cleanest.

The course will have six papers covering one in a semester. The last papers will be a project work seeking solution from learners on a common position related to agriculture. The question will be descriptive and short answer type. Every paper will have 6 credit and 100 marks. There shall be midterm Assignment of 20 marks and end term examination of 80 marks.

**Value Education** – which gives man more values activeness and resourcefulness

## **Man & Human Behavior**

**( 20 Marks )**

What is Man? How is man different from lower animals?

Power Good and Bad behavior, vulgarity, absence behavior , soberness, refinement , Rationality , carefulness , perception, innovative & quality Grasp, inception , imagination , telephones , anti-path , to know learning capacity , refinement , co-operation and service, religious and philosophical idea , social adjustment observing occasion and festivals, cultural diversities , managerial commercial and corporate ideas , quality engineering, technical and research activities meditation and trans central attainment human as a resource his resourcefulness.

## **UNIT-II**

### **Human Character , Human Quality & Value**

**( 20 Marks )**

Honesty, truthfulness, punctuality, perseverance, kindness dedication, committiveness, service, tolerance, patience, carefulness , restraint , friendliness , consciousness, idealism , Nationalism , cosmopolitan outlook, learning, adoption, sophistication , gentleness and morality.

### **UNIT-III**

**( 20 Marks )**

#### **Social adjustment**

Family, neighbor, colleagues , school society, association , institution , commercial centre, journey places of pleasure, religious centre , seminar , training , probation , Government offices, social service, sensitization, awareness , training camps , course work , senior-junior relations , chain of father and chain of mother . How to play the role of good mother , role of good father , child care , role of teacher, role of learners, trainee and internship.

### **UNIT-IV**

#### **Human effort & Resourcefulness**

Human as Manager , Leader , Worker , National, Citizen , Social Leadership , Managerial qualities , Team spirit, participant member , sub ordinary , panning , scheming , Blue print and lay out persuasiveness , counseling , mentor-mentee relationship, Revision , Review , follow up.

### **UNIT-V**

#### **Classical Human Values**

Smaskara , Sankalpa , Prathana , fasana, Bhajan, Jajan , Swadhay, Triguna, Nyaya , Dharma , Atreya , Asuya, Pravitti, Niuritti , Dashasila, Astamarg , Sama, Dama, Titikshya, Maya, Ahinsa, Jibedafter , Tyaga.

### **UNIT-VI**

#### **Project on Value Education**

Duty of mother towards her children

Father care for children's progression

### **UNIT-VII**

#### **Behavior & Dealing with a Govt. Officer**

- A social problem and its solution
- A social stigma and its solution
- Torture by Superior and its solution
- Language and consideration problem
- Religious fraudulence and consequences
- Corruption in offices and position
- Social responsibilities, transparency and
- Weak man in responsible place
- How to speak and continual
- How to behave in a new community
- Human Ego and consequences
- Behaviors and dealing with consumers
- Behavior and dealing with a stronger

## **Paper- II (Semester 2<sup>nd</sup>)**

### **Unit-1**

Importance of post harvest technology, harvesting and handling of fruits, vegetable and cut flowers.

### **Unit-2**

Method of preservation, methods of minimizing loses during storage and transportation.

### **Unit-3**

Field and post harvest diseases, crop sanitation. Identification of common disease and pest of ornamentab fruits and vegetables crops

### **Unit- 4**

Urban horticulture ecotourism, employment generation, description of plants and their economic products of fruits and vegetables

## **Paper – III (Semester – 3<sup>rd</sup>)**

### **UNIT – I (Agriculture and its Types)**

Type of Soil Economically important plants Rabi crop, Kharif, Multi-breed, Dense and Engle crops: Paddy, Wheat, Pulse, Moong, Pea-nut, Vegetables, mixed cultivation, kitchen Garden and its importance cultivation of coffee, Tea, Jute, sugarcane.

### **UNIT – II (Horticulture)**

Mango groove, Coconut horde, Lemon field, Pomegranate plot, pine apple field, safeda cultivation, water melon field, pears cultivation, Banana Garden, Papaya field, cucumber field.

### **UNIT – III (Floriculture)**

Commercial flower, ornamental flower plants, Decorative flower plants, cactus, Thuza, jasmine, marigold, rose, China rose, night jasmine, gladiola.

### **UNIT – IV (Sericulture)**

Bee, Drone, Queen Bee, Bee-keeping methodology, honey its usefulness, Honey harvest.

### **UNIT – V (Mushroom Cultivation)**

Type of mushroom, season of Growth, Method of cultivation, Harvesting, preservation Marketability spawn production.



## **Paper – IV (4<sup>th</sup> Semester)**

### **UNIT – I**

Irrigation and plant care, rain water harvest, Ponds and Tank, Canal irrigation, Under Ground water, Deep Tube well, Borrow-well use of sprinklers, sprayers, water channel, pipe Delivery, waste water management, Drain water management,

### **UNIT – II (Fishery and Prawn culture)**

Marine fish, sweet water fish, scampi, lobster, prawn culture, boat, lunch, rotators, feeds tin fish, dry fish. Locomotion of fish types of scales Gills and Gas exchange, swim bladder, Electronic organ. Bioluminescence, mechanoreceptors, Migration fish diseases.

### **UNIT – III (Plant Nutrition and disease control)**

What plants need? Soil testing, Nutrients for plant growth Hormones and uses, plant disease and their control.

### **UNIT – IV (Production of plant nutrients for growth)**

Bio-compost, Bio-fertilizer, vermin compost, Azolla pit, Nacfed compost, Cow-dung, poultry wastage

## **Paper – V (5<sup>th</sup> Semester)**

**UNIT – I:** Pollination types, agents, hybridization Technique, Grafting, sapling, Graving plant, Mother plant, Breeding Technique, Vegetable propagation of plants, Air layering.

**UNIT – II:** Prickles, Jam, Jelly, Dry food and their preparation foods and vegetable preservation.

### **Unit- III**

Food processing, use of agro chemicals and harmful effects, rural forestry

### **Unit- IV (Cultivation of medicinal plants and their importance)**

Cultivation of Aloe, lemon, grass, giloy, Ashwagandha, Sarpagandha, Tulsi, Bael, Insulin Plant.

## Reference Book

Test Book of Botany	:	A.K Nanda ( Kitab Mahal)
A Text Book on Fundamental of Zoology- I and II	:	(Kalyani Publisher)
A Systematic Class Book of Botany	:	R. Nath and D. Mohapatra (Kalyani Publisher)

### Paper – III (Semester – 3<sup>rd</sup>)

#### UNIT – I (Agriculture and its Types)

Type of Soil Economically important plants Rabi crop, Kharif, Multi-breed, Dense and Engle crops: Paddy, Wheat, Pulse, Moong, Pea-nut, Vegetables, mixed cultivation, kitchen Garden and its importance cultivation of coffee, Tea, Jute, sugarcane.

#### UNIT – II (Horticulture)

Mango grove, Coconut horde, Lemon field, Pomegranate plot, pine apple field, safeda cultivation, water melon field, pears cultivation, Banana Garden, Papaya field, cucumber field.

#### UNIT – III (Floriculture)

Commercial flower, ornamental flower plants, Decorative flower plants, cactus, Thuza, jasmine, marigold, Rose, China rose, night jasmine, gladiola.

#### UNIT – IV (Apiculture and Sericulture)

Honey Bee, Bee-keeping methodology, honey its usefulness, Honey harvest, Honey extraction Techniques, Physico- Chemical analysis of honey, other beneficial products from bee.

Different types of silk and silk worms in India. Harvestings of cocoons, silk worms pests and parasites.

## **UNIT – V (Mushroom Cultivation)**

Type of mushroom, season of Growth, Method of cultivation, Harvesting, preservation  
Marketability spawn production.

## **Paper – IV (4<sup>th</sup> Semester)**

### **UNIT – I**

Irrigation and plant care, rain water harvest, Ponds and Tank, Canal irrigation, Under Ground water, Deep Tube well, Borrow-well use of sprinklers, sprayers, water channel, pipe Delivery, waste water management, Drain water management,

### **UNIT – II (Fishery and Prawn culture)**

Marine fish, sweet water fish, scampi, lobster, prawn culture, boat, lunch, rotators, feeds tin fish, dry fish. Locomotion of fish types of scales Gills and Gas exchange, swim bladder, Electric organ. Such as Bioluminescence, mechanoreceptors, migration and fish disease.

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### **Unit- III**

Food processing, use of agro chemicals and harmful effects, rural forestry

**Unit- IV** (Cultivation of medicinal plants and their importance)

Cultivation of Aloe, lemon, grass, giloy, Ashwagandha, Sarpagandha, Tulsi, Bael, Insulin Plant.

### **Reference Book**

1. Introduction to Economic Zoology  
Srkar, Kundu and Chaki (NCBA- Publisher)
2. The Physiology of fishex.  
D.H. Evams and J.D. Claiborne
3. Text Book of fish Biology and fisheries  
S.S. Khanna and H.R. Gingh



**CERTIFICATE COURSE IN  
SPOKEN ENGLISH  
AND  
INTERVIEW FACING  
TECHNIQUES**

## **CERTIFICATE COURSE IN SPOKEN ENGLISH AND INTERVIEW FACING TECHNIQUES**

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**Introduction:** - Since English has become official language in India; the use of the language has been recognized in administration and its footing got well established. By and by the language has become a medium of communication and a resource language of learning as the differences in native languages are causing difficulties to the variety language speakers of India. Though the state languages and the national language Hindi, have been used massively for said purposes, yet the use of English language in competitive examinations, communication with other state people and official talk etc have never undermined. On the above context it is urgent to teach the skill of Spoken English and style of speaking for interview, business talk and training programmes that the course has been designed keeping in view of demanding situation of the job market. The course has been compiled with the idea of keeping attention to spoken skill of English language; for official use as well as the interview for job and discussion.

The objectives of the course have been marked to have been cementing an idea of communication.

- A. To provide a scope of practical conversation or situation of interview with help of Teaching Aids.
- B. To provide a soft skill of speaking English in various situations and context.
- C. To know the technique of replying queries.
- D. To know easier method of answering question.

### **Paper-I (Spoken English)**

**Unit-I-** What does spoken languages refer to?

- Difference between written and oral language.
- Attitudinal function and intonation Bias free English, Gender bias, social bias, national bias, provincial bias, Age bias, Disability bias, Euphemist and sexist language plain English.
- Talk on phone, face to face conversation, commentaries, interview, and group discussion.
- Four aspects of language-reading, writing, listening, speaking, style of speech.

**Unit-II**

- Articulation- Plosive, Affricative, Lateral, nasal, Fricatives.
- Spoken forms- meaningful constructions, reply words, short answer, tags, consent, accent, decent, Approvals, Admittance, Denials.
- Listening Skills- Attention on speaker, focus on content, subject matter. Listening ideas presented, not to be bias on delivery, Avoiding emotional involvement. Hearing the speaker concluding, listening as a challenging mental task, Mental rational and analysis.

## Manner Words & etiquette Styles

Salutation Address, Complement, Greetings, wish, comments, Invitation, Disgust, Rejoicing.

**Unit-III** Phonetics, Consonants, vowels, Dip-thongs, contracted forms, weak forms, Intonation, stags, Rising and falling Tune, British Accents, International Phonetic Alphabet, Received Pronunciation (RP)

### **Unit- IV**

Dialogue, Demonstration of conversation, Acting, Debate, Speech, Questionnaire, Comments, Analysis

### **Unit-V**

Business Communication

Counseling, Executive Meeting, Business Letters, Advertisement, memos, Quotation, Tender

## Paper-II (Interview and Techniques)

### **Unit-1**

Types of Interview: Interviewing celebrity, personality, client and achievers. Interrogation, job interview, Penal Interview, Sequential Interview, Telephonic Interview, one to one interview, friendly Talk, Talking with a stranger, Ground zero Enquiries.

### **Unit – 2**

Facing Interview for Job: Greetings, Style, manners, Meeting, Parting, Begging excuse, profile reply, courtesy in activities dealing.

Speaking skills: Introducing, starting conversation, controlling conversation, Changing Topic, concluding task, taking farewell

### **Unit - 3**

How to prepare for Interview:

Expression, Educational Background, General Awareness, Job Experience, Achievement, self Assessment, family background, Hobbies and sport

### **Unit-4**

Guideline for successful Interview:

Punctuality of reaching the place, plan to look good, Bolster, confidence, walking into interview room, listen carefully, Answering Questions, polite getup, mannerism, maintaining etiquettes, market yourself, initiative, field discriminatory, Think positive, closing of interview.

Sample Interview- Warm up Question, work History, family background, Job programme, Educational career, Career goal, Self Assessment, creativity, decisiveness, Range of interest,

motivation, work standards, leadership, oral presentation skills, written communication skills, flexibility, stress tolerance, interest in self Development.

### **Unit-5**

Language laboratory drills, conductioning mock Interview, Viewing Interview on Screen.

## **Reference Books**

- |                               |   |   |
|-------------------------------|---|---|
| Prof. Sumitra Roy             | : | Mattering the Art of Business Communication<br>Sterling Publisher Pvt. Ltd.                           |
| M.S. Rou                      | : | Soft skills Enhancing Employability<br>I.K International Publishing House Pvt. Ltd.                   |
| R.K Panda, M.Pati, J. Khuntia | : | Communicative English & Business<br>Communication, Alok Publication BBSR.                             |
| Kalyani Samanta Roy           | : | Soft Skills for your career, Oxford University<br>Press, New Delhi                                    |
| E. Suresh Kumar               | : | Communicative English   |
| P. Srechari                   | : | Orient Black Swan, Hyderabad  |
| Sanjaya Kumar, Puspalata      | : | English for Effective communication<br>Oxford University Press, New Delhi                             |
| Swati Samanta Roy             | : | Business Communication and<br>Communicative English, Sultan Chand<br>Educational Publisher, New Delhi |
| Dr. Shruti Das                | : | Contemporary Communicative English<br>S. Chand & Company Pvt. Ltd.                                    |





**DIPLOMA IN  
COMPUTER APPLICATION  
AND  
ACCOUNTING INCOME TAX**

## ADD ON COURSE – UNDER GRADUATE DEGREE COURSE

### *Diploma in computer application, accounting and Income Tax*

#### **PAPER – II (2<sup>ND</sup> SEMISTER)**

**(20 marks)**

##### **Unit – I Introduction to Computer**

- ❖ History of development of computers
- ❖ Computer system concepts
- ❖ Characteristics
- ❖ Capabilities and limitations
- ❖ Generations of computers.
- ❖ Basic components of a computer system – Control Unit, ALU, I/ O Devices, memory – RAM, ROM, EPROM, PROM,

##### **Unit – II Storage Devices**

**(20 marks)**

- ❖ Storage fundamentals – Primary Vs Secondary
- ❖ Data Storage and Retrieval methods – Sequential, Direct and Index Sequential.
- ❖ Various Storage Devices – Magnetic Tape, Magnetic Disks, Cartridge Tape, Data Drives, Hard Disk Drives, Floppy (Winchester Disk), Disks, Optical Disks, CD, VCD, CD-R, CD-RW, DVD,

##### **Unit – III. Computer Software**

**(20 marks)**

- ❖ Types of Software – System software, Application software, Utility Software,
- ❖ Operating Systems – Functions, Types – Batch Processing, Single User, Multi User, Multiprogramming, Multi-Tasking.
- ❖ Programming languages – Machine, Assembly, High Level, 4 GL.
- ❖ Data representation in computers.

##### **Unit – IV . Number System**

**(20 marks)**

- ❖ Number System of computers – Binary, Octal, Hexa Decimal – Representation & their conversion.
- ❖ Coding System – ASCII, BCD, and EBCDIC etc.
- ❖ Computer Viruses

## **Unit – V Internet & Networking**

**(20 marks)**

- ❖ Introduction to the Internet, Evolution, Protocols, Interface Concepts, Internet Vs Intranet, Growth of Internet, ISP, Connectivity
  - ❖ E-Mail • Concepts, POP and WEB Based E-mail, of Sending & Receiving, E-mail.
  - ❖ **World Wide Web (WWW)**, History, Working, Web Browsers, Its functions, Concept of Search Engines. Searching the Web, HTTP,URLs, Web Servers, Web Protocols
  - ❖ **Network-types of network**
- 

## **PAPER – III (3rd SEMISTER)**

### **UNIT-1 WORD PROCESSING**

**(20 Marks)**

Introduction to word processing, word processing concepts, use of templates, working with word document: (opening an existing document/creating a new document, saving, selecting text, editing text, finding and replacing text, closing, formatting, checking and correcting spellings) Bullets and numbering, tabs, paragraph formatting, Indent, page Formatting, Header and footer, Mail Merge including linking with Access database, Tables: Formatting the table, inserting filling and formatting a table creating documents in the areas: Mail merge including linking with Access database, handling Tables, Inserting Pictures and Video.

### **UNIT-2 PREPARING PRESENTATIONS**

**(20 Marks)**

Basics of presentations: Slides, Fonts, Drawing, Editing, Inserting: Tables, Images, texts, Symbols, media, Design, Transition, Animation, and Slideshow.

### **UNIT-3 SPREADSHEET AND ITS BUSINESS APPLICATIONS**

**(20 Marks)**

Spreadsheet concepts, Creating a work book, Saving a work book, Editing a workbook, Inserting, deleting work sheet, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving Multiple spreadsheets, organizing Charts and graphs, Printing worksheet. Generally used Spread sheet function: Mathematical, Statistical, Financial, Logical, date and Time, Lookup and reference, Text functions

## **UNIT-4 Presentation Graphics: MS Power Point (20 Marks)**

- ❖ Creating presentation using Slide master and template in various colour scheme
- ❖ Working with different views and menus of power point
- ❖ Working with slides – Make new slide, move, copy, delete, duplicate, lay outing of slide, zoom in or out of a slide.
- ❖ Editing and formatting text: Alignment, editing, inserting, deleting, selecting, formatting of text, find and replace text.
- ❖ Bullets, footer, paragraph formatting, spell checking.
- ❖ Printing presentation – Print slides, notes, handouts and outlines.
- ❖ Inserting Objects – Drawing and inserting objects using Clip Art's pictures and charts.
- ❖ Custom Animation – slide transition effects and other animation effects.

## **UNIT-5 INTRODUCTION TO ACCOUNTING (20 Marks)**

- Objectives of accounting
- Introduction
- Development of accounting discipline
- Accounting Standards
- Types of Accounting
  - Financial accounting
  - Management accounting
  - Cost accounting
- Journal.
- Ledger
- Subsidiary Book
- Trial Balance
- Trading Account
- Profit and Loss account
- Balance sheet

## **PAPER – IV(4<sup>th</sup> SEMISTER)**

**(20 marks)**

### **Unit I**

Basic concept: Income, agricultural income, person, assesses assessment year, previous year, gross total income, total income, Maximum marginal rate of tax. Permanent Account Number (PAN), Residential status; Scope of total income on the basis of residential Status Exempted income under section 10

### **Unit II:**

**(20 marks)**

#### **-Computation of income under different heads**

- Salaries
- Income from house property

### **Unit III:**

**(20 marks)**

#### **Computation of income under different heads**

- Profits and gains of business or profession
- Capital gains
- Income from other sources

### **Unit IV:**

**(20 marks)**

#### **Total income and tax computation**

Income of other persons included in assessor's total income- Aggregation of income and set-off and carry forward of losses Deductions from gross total income, Rebates and reliefs

- Computation of total income of individuals and firms

#### **Preparation of return of income:**

- Manually On-line filing of Returns of Income & TDS.
- Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

## **Unit IV:**

**(20 marks)**

**Service tax** – concepts and general principles, Charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit.

**VAT** – concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures

## ***PAPER – V***

***(5<sup>th</sup> SEMISTER)***

### **Unit I: Company Info Menu**

**(20 marks)**

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature

### **Unit II: Accounting Information:**

**(20 marks)**

- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Creation
- Multiple Ledger Creation
- New Voucher Creation
- Advance Ledger Creation

### **Unit III : Inventory Information:**

**(20 marks)**

- Inventory configuration & features
- Inventory info. Menu
- Stock groups
- Stock categories
- Stock item
- Unit of measurement
- Location/godowns
- Batches & Expiry

### **Unit IV: Voucher Entry:**

**(20 marks)**

- Accounting voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
- Advanced voucher entry

### **Unit V: Taxation:**

**( 20 marks)**

- Excise for manufacture
- Service tax
- Tax deducted at source(TDS)&TCS
- Value added tax(VAT)
- Central state tax(CST)
- Payroll features of Tally

### **Introduction to GST**

- Concept of GST
- Rate of GST
- GST in other countries
- Categories of GST
- Other concepts.

## **PAPER – VI**

**( 6<sup>th</sup> SEMISTER)**

### **PRACTICAL WORK**

**(100 MARKS)**

- PAN apply u/s-49A
- Online Return file
- Fill online ITR (Income Tax Return) download and filling forms.
- Fill online VAT,CST Return
- Excise Return & Forms
- Online service tax return
- TCS,TDS return
- GST Return-
  - GSTR-1
  - GSTR-3B
- Preparation of Project Report
- Accounting work on Enterprises through Accounting Package Tally





# **SYLLABUS**

## **DIPLOMA IN OLD INDIAN VALUES (DOIV)**

## **DIPLOMA IN OLD INDIAN VALUES (DOIV)**

### Unit- I (Identity of India)

What is India? Location of India, Its old names bonding epical heritage, provider culture, Aryan culture, Religion culture, and faith, marriage, family, great kings temple architecture, social living. Tolerance, Unity, universal, samatya, variability.

### Unit- II

Manusmriti- Sanskaraj (Ch-II)

#### **Four Adi Shaktipithas**

1. Vimala Temple- Puri, Odisha
2. TaraTarini Temple Berhampur, Odisha
3. Kamaksya Temple – Gwwahati, Asam
4. Kalighat Kai Teple- Calcutta

#### **Maha Shakti Pithas**

1. Shrittinglaj- Pakistan
2. Nating Durga Temple in Meghalay

**Reference:** Hindu goddesses- Vision of the Divine feminine in the Hindu Religious tradition by David Kinsley.

#### **Karmakanda (Concept of Worship)**

Pujan, Sankalpa, Nyasa, Nandi, Mandal, Jajna, Abahan, Archan, Bhajan, Kirtan, Prarthana, Ahuti, Bali, Bhojya, Ashirbad, Vishnu, Shiva, Shakti, Mimensha,.

### Unit- III (Ethics)

Sukamanso Padesh, Koutilya, Artha Shastra, Sidhanta Darpan, Lilabati Sutra, Khana Bachan, Ramayan, Mahabharat, Nrusingha Puran, Hari Bانشa, Bhagabat, Matshya Puran, Padma Puran, Shiba Puran, Chandra Puran, Maha Laxmi Puran, Brahma Vai Varta Puran, Kaibarta Purana, Chandi Purana, Kali Purana, Barah Purana, Surya Purana.

### Unit- IV

Arkosha, Saptasati-Chandi, Bhagabat-Gita, Gita Govinda, Roshi Ratnakar, Vishnu Sahasra Name, Shankara Mela, Panchan Mela, Trinath Mela, Sabitri Brata, Khudurkoni Usha, Bada Usha, Somanatha Brata, Jahni Usha, Rathayatra, Raja Parba, Holi, Diwali, Dashera, Maha Shiva Ratri, Janmastami, Ganesh Chaturthi, Sri Panchami, Manabasa.

## Paper- II

### Dharma shastras & Karmakanda

**Unit- (I) :-** Manusmruti – 2<sup>nd</sup> chapter - 20 marks  
16 Samskaras and their use

**Unit-(ii) :-** Rudimentary knowledge about puja - 20 marks

- (a) Pujakala nirnaya, Nitya Karmari Sandhya
- (b) Pabitrikarana, Bhuta Suddhi, Atma Suddhi, Pujopakarana Suddhi
- (c) Kalasa Sthapana, varuna Suddhi Panchadevata Dhyanam.

**Unit-(iii):-** (a) Purusa Sukta -20 Marks

- (b) Shiva Samkalpa
- (c) Ratri Sukta

**Unit-(iv):-** (a) Ganesh Puja -20 Marks

- (b) Saraswati Puja
- (c) Mahadevarchana

### Books Recommended

1. Bruhat Karmakanda Paddhati – M. Dash
2. New Vedic Selection – Teleng & Chaubey
3. Karmakanda Paribhasa – R.N. Mishra
4. Pandita Sarvawa – Srikanta Sestri
5. Purahita Sarvaswa – Ed.br Balakrushna kar

**Paper- III**  
**Jyotisha shastras**

- Unit- (I) :-** (a) Grahas & their nature - 20 marks  
(b) Nakshatras and their Nature  
(c) Nature of Earth
- Unit-(ii) :-** (a) Rashi, Lagna, Brra, Tithi - 20 marks  
(b) Papa, Punya, Prapti, Karmaphal  
(c) Dosha & Pratikar  
(d) Puskar Dosha & remedy
- Unit-(iii):-** (a) Jataka Nirmana -20 Marks  
(b)Jatak Melak for Marraige  
© Rashi Chakra  
(d) Good time & Bad time
- Unit-(iv):-** (a) Naming after Birth -20 Marks  
(b) Barna Vichara  
(c) Barga Vichar
- Unit-(v):-** (a) Sambatsara, Rutu, Barsha, Abda, Kalpa  
(b) Bara Masa, Paksha  
(c) Solar Eclipse,Lunar Eclipse

**Books Recommended**

1. Learn Astrology (the easy way) – G.S.Kapoor,Ranjan Publi Catian,ND-02
2. Jatak Nirnaya – B.B.Raman (MLBI)
3. Surya Siddhantab – Dr. Satyaendra Mishra
4. Jyotishsara Sangraha (Odia)
5. Jyotirirbandhadarsah – Dr. Satrngha Tripathy

## **Paper- IV**

### **Vastushastras**

**Unit- (I) :-** (a) Introduction- concept of vastu, residence  
(b) Vastupurusha & his parts of Body  
(c) Pancha Bhutah , (Water, Bayu, Akasha,Soil,Fire)

**Unit-(ii) :-** (a) Drawing of house : Bed room, Drawing room, Ladder, Toilet, Puja Room, Study Room.

(b) Directions for front age, backyard, outlets  
(c) Doors, Windows, Fittings

**Unit-(iii):-** (a) Vastu & Rituals  
(b)Worship the plot  
(c) Foundation Laying Rules

**Unit-(iv):-** (a) Environmental Vastu  
(b) Beneficial plants for Vastu  
(c) Beneficial Plants for good health

**Unit-(v):-** Remedies of Faults  
(a) Salya Shodhan  
(b) Use of Mangalika Sings on vastu door  
(c) Plot analysis and remedies if any

### **Books Recommended**

1. Bruhat Samhita of Baraha Mihira
2. Remedial Vastu Shastra by S.C. Sardana,Junesh Sardana
3. Vastu Ratnakara - Vindhyeswari Pr. Dwivedi

## **Paper- V**

### **Veshaja Shastras**

- Unit- (I) :-** (a) Fundamental of Veshaja Vigyana  
(b) Five Basic elements: Space, Air, Fire, Water, & Earth  
(c) Tridoshasa- Bata, Pita, Kapha.
- Unit-(ii) :-** (a) Ayurveda for Healing.  
(b) Treatment of Imbalances  
(c) Dietary Considerations
- Unit-(iii):-** (a) Medicinal plant & their uses  
(b)Usefulness of Tulasi,Bela, Nimba, Astagnidha  
(c) Usefulness of Brahmi,Thandarni, Arjuna, Rasuna
- Unit-(iv):-** (a) Ayurvedic Approach to the common Ailments  
(b) Madhumeha and Ayurvedic treatment  
(c) Blood Pressure & Ayurvedic Treatment
- Unit-(v):-** (a) Yoga for good health  
(b) Asana for good health  
(c) Prevention through Ayurvedic Approach

### **Books Recommended**


1. Bruhatsamhita of Baraha Mishra.
2. Everyday Ayurveda- Dr. Bhaswati Bhattacharya
3. Ayurveda: The science of Self healing- Vasanta Lad
4. The complete of Ayurvedic Home Remedies- Vasanta Lad
5. Text book of Ayurveda – Vol-1

**Paper- VI**  
**Tantra, Yantra & Ratna Vigyana**

- Unit- (I) :-** (a) Introduction to Tantras - 20 marks  
(b) Nature of Tantra Sadhana  
(c) Use of Tantra in human life
- Unit-(ii) :-** (a) Principales of Tantras - 20 marks  
(b) Eligibility for Tantra Praticce  
(c) Uses and Abuses of Tantra
- Unit-(iii):-** (a) Shaktipeethas in India -20 Marks  
(b) Goddesses in Hinduism.  
(c) Popularity of Shaktipujan
- Unit-(iv):-** (a) Use of Yantras, Significance of Yantra -20 Marks  
(b) Structure of Yantras.  
(c) Types of Yantras.
- Unit-(v):-** (a) Science of Gems - 20 Marks  
(b) Utility of Gems  
(c) Kinds of Gems & Their Uses for Different Rashis.

**Books Recommended**

1. Introduction to Tantras & their Philosophy – Pushpendra Kumar ( Rashtriya Sanskrit Samsthan)
2. Devi Bhagabat Purana – Pandit Pustakalaya, Kashi
3. Bhagabat Purana – Gitapress, Gorakhpur
4. Devi Purana – ed-Pushpendra Kumar-Delhi
5. Encyclopedia of Vedic Astrology – Dr . Shankar Adahal.

  
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