

VOCATIONAL COURSES FOR SEM-II

Sl.No. Subjects

- 1 FUNDAMENTALS OF PHYSICAL EDUCATION
- 2 FUNDAMENTALS OF SOCIAL WORK
- 3 ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE
- 4 FOOD CHEMISTRY & FOOD COMMODITIES
- 5 PUBLIC HEALTH & HYGIENE
- 6 BASIC NUTRITION & HYGIENE
- 7 ORGANIC FARMING
- 8 TOUR PACKAGE OPERATIONS AND MANAGEMENT
- 9 STUDY OF VOTING PATTERN AND VOTING BEHAVIOUR
- 10 FUNDAMENTALS OF WEB DESIGNING
- 11 ADVERTISING MANAGEMENT
- 12 DIGITAL LITERACY & CYBER SECURITY

By
22/12/22

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-202

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: FUNDAMENTALS OF PHYSICAL EDUCATION

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Pedagogy: Classrooms Lecture, Seminar and Case study, Group Discussion.

Course Outcomes:

The physical education is very wide concept and this subject teaches about introduction and Sociological concept of Physical Education and this also teaches about historical development of physical education in India and other countries. It introduces a general concept of good health and wellness. This program will also help a student to promote healthy way of living and they will also be able to make fitness and health plan.

Course Contents:

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Physical Education <ul style="list-style-type: none"> • Meaning, definition and importance of physical education. • Scope, aim and objective of Physical education. • Importance of Physical education in Modern era. • Relationship of physical education with general education 	8	4
II	Health Education: <ul style="list-style-type: none"> • Meaning, Definition and Dimensions of Health. • Meaning, Definition objectives, Principals and importance of Health Education. • Meaning of Nutrients, Nutrition, and Balance Diet • Health and drugs 	7	3
III	Wellness and Life Style <ul style="list-style-type: none"> • Importance of wellness and life style. • Role of Physical Activity Maintaining Healthy Life Style. • Stress Management. • Obesity and Weight Management. 	8	3
IV	Fitness : <ul style="list-style-type: none"> • Meaning, Definition and types of fitness • Component of physical fitness • Factor affecting physical fitness • Development and maintenances of fitness 	7	5

Suggested Readings:

- Barrow Harold M., "Man and movements principles of Physical Education", 1978.
- Difiore, J.(1998). Complete guide to postnatal fitness. London: A & C Black,.
- Dynamics of fitness. Madison: W.C.B. Brown.
- General methods of training. by - Hardayal Singh
- Giam, C.K &The, K.C. (1994). Sport medicine exercise and fitness. Singapore: P.G. Medical Book. Mcglynn, G., (1993)
- Kamlesh M.L., "Physical Education, Facts and foundations", Faridabad P.B. Publications.
- Krishana Murthy V. and Paramesara Ram, N. "Educational Dimensions of Physical Education", 2nd Revised edition, Print India, New Delhi 1990.
- Singh, S.N. (2019). Sharirik Siksha Ke Sidhant Evam Aadhar, Khel Sahitya Kendra, Daryaganj, New Delhi
- Methodology of training. by – Harre
- Ravanes R.S., "Foundation of Physical Education", Houghton Millin Co. Boston USA (1978)
- Pandey, K.G. (2011). Sharirik Siksha, Shri Gyan Sagar Publication, Meerut
- Science of sports training. by - Hardayal Singh
- Sharkey, B. J.(1990). Physiology of fitness, Human Kinetics Book.
- Track & Field. by – Gerhardt schmolinsky, Leipzig college of physical culture (DHFK)

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-201

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: FUNDAMENTALS OF SOCIAL WORK

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Pedagogy: Classrooms Lecture, Seminar and Case study, Group Discussion.

Course Outcomes:

- To understand history and evolution of social work profession, both in India and the West.
- To develop insights into the origin and development of ideologies and approaches to social change.
- To develop Skills to understand contemporary reality in its historical context.

Course Contents:

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	History of Social Work, Emergence of Social Work: UK, USA, India Development of Social Work Education in India.	5	2
II	Values of the Social Work &Codes of Ethics, Principles and Skills of Social Work	6	2
III	Social Work Profession: Meaning, Definition and Attributes, Professionalization of Social Work in India, Issues and Challenges before Social Work Profession	5	2
IV	Human Rights And Social Work: Social Work and its Relation to Human Rights and Social Justice	6	4
V	Ideology of Social Work: Ideology of Action Groups and Social Movements, Influence of Political Ideology on Social Welfare Policies and Programme.	8	5

Suggested Readings:

1. Surendra Singh (Chief Editor). (2012): Encyclopedia of Social Work in India. Lucknow: NewRoyal Book Company.
2. Singh, D. K. and Bhartiya, A.K. (2010). Social Work: Concept and Methods. Lucknow: NewRoyal Book Company.
3. Annie Pullen-Sansfaçon (2013), The Ethical Foundations of Social Work, Stephen CowdenRoutledge,
4. Banks, S. (1995). Ethics and Values in Social Work: Practical Social Work Series, London:Macmillan Press Ltd.
5. Compton, B. R. (1980). Introduction to Social Welfare and Social Work. Illinois: The

DorseyPress.

- Desai, Murli, (2006). Ideologies and social Work: Historical and Contemporary Analyses, Rawat Publication, New Delhi

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-203

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE DEVELOPMENT

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Pedagogy: Classrooms Lecture, Seminar and Case study, Group Discussion.

Course outcomes:

- Understand the meaning, concept and importance of Environment.
- Learn environmental problems.
- Understand the need of Sustainable environment development.
- Know the methods, tools and techniques used for Sustainable environment development

Course Contents:

Unit	Topic	No. of Lectures (Theory+Practical)
I	Environment: Concepts and Types; Environmental Perception; Environment and Society.	6T+3P
II	Types of environmental problems; pollution, global warming, acid rain, ozone layer depletion, causes and consequences of environmental problems at global, regional and local levels; Global environmental change; Natural disasters; Environmental Impact Assessment (EIA).	7T+3P
III	Concepts of Sustainable Development; Need of Sustainable Development; Environmental Planning & Sustainable Development; Sustainable Mountain Development.	5T+3P
IV	Concept of Environmental Management; Approaches to Environmental Management; Integrated Watershed Management; Disaster Management. Climate Change and Adaptation.	5T+4P

Suggested Reading:

- Ahmad, Y.J., G.K. Sammy (1985): Guidelines to EIA in Developing Countries. Hordder& Stoughton, London.
- Brundland, G. (1988) Our Common Future, Report of the World Commission on Environment and Development, UN.
- Carpenter R A (ed) (1983): Natural Systems for Development: what planners need to know. Mc. Millan London.
- Cheremisinoff, P.N. & A.C. Morresi (1977): Environment Assessment and Impact studies Handbook. An Arbor, Mich: Anarbor Science.
- Wathern, Peter (1986): Enviromental Impact Assessment: Theory and Practice.
- Pande G.C. & D.C. Pandey (1999), Environmental Development and Management: Strategies and Policies (ed.), New Delhi.
- Bharucha, Erach (2006). Text Book of Environmental Studies, University Press, New Delhi.

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-212

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: FOOD CHEMISTRY & FOOD COMMODITIES

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes: After the completion of the course the students will be able to define, demonstrate and formulate:

- Functions of carbohydrate , proteins & fats
- Understand denaturation , Rancidity ,browning reactions
- composition and nutritive value of food
- Storage of different food commodities.

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Introduction to Food chemistry -Water and Ice., Moisture in Foods, HydrogenBonding, Bound water, Water activity and food stability	4T+3P
II	Carbohydrates: Classes, Structure, reactions, functions of mono, oligo andPolysaccharide in foods. Other sweetening agents. Changes on cooking and processing Proteins- Peptides and proteins, Physico Chemical Properties,Denaturation Modification of Food Product, through processing and storage.	4T+3P
III	Lipids: Nomenclature classification, Physical aspects, Chemical aspectsEmulsions and Emulisifers. Chemistry of Fats and Oil processingRole of foods lipids in flavor. Digestive Enzymes: Nomenclature, Definition, Specificity, Catalysis regulation of enzyme, Kinetics, Factors influencing enzyme activity, controlling enzymeaction, Enzymes added to food during processing, Modification of food by endogenous enzyme, Enzyme inhibitors in foods.	3T+2P

IV	General courses for loss in foods. Antioxidant rich foods, Fortification, enrichment,restoration. Pigments indigenous to food, structure, chemical and physical properties,processing and storage. Flavors- Vegetables, fruit and spice flavors, from Ferments Meal	3T+2P
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	and sea foods.	
V	<p>Cereals & pulses:- Cereals and Millets - breakfast cereals, cereal products, fast food, structure, processing, using variety of preparation, selection, variety storage, nutrition aspects and cost. Pulses and legumes -production (in brief) selection and variety, storage, processing, using variety of preparation, nutrition aspects and cost.</p> <p>Milk and Milk Products:- Composition, classification, quality, processing, storage, uses, cost, nutritional aspects of milk., curds, buttermilk, paneer, khoa, cheese ice cream, kulfi and various kind of processed milk.</p> <p>Eggs:- Production, grade, quality, selection, storage, uses, cost and nutritional aspects.</p>	3T+2P
VI	<p>Fish, Poultry and Meat:- Selection, purchase, storage, uses, cost and nutritional aspects, Blue Foods.</p> <p>Vegetable and Fruits:- Variety, selection, purchase, storage, availability, cost, uses and nutritional aspects of raw and processed vegetable and fruits.</p> <p>Sugar and Sugar Products:- Different forms of sugar (Sugar, Jaggery, honey syrup) manufacture, selection, storage and use preserves, White sugar as white poison</p>	4T+2P
VII	<p>Fats and Oils:- Types and source of fats and oils (animal and vegetable) processing, uses, storage, cost and nutritional aspects.</p> <p>Raising agent:- Types, Constituents, Uses in cookery and bakery, preservation methods.</p> <p>Food Adjucts:- Spices, condiments, herbs, extracts, concentrates, essences, food colors, origin, classification, description ,uses, specification, procurement and storage.</p>	3T+2P
VIII	<p>Salt- Types, uses in the diet.</p> <p>Beverages: Tea(types of tea, green tea , Fermented Tea) coffee, chocolate, and cocoa powder Growth, cultivation, processing, cost and nutritional aspects.</p>	3T+2P

Suggested Reading:

- Shakuntala Manay 2008 Food Facts & Principle Second Edition Published by New Age International (P) Ltd..
- Sukumar De 2018 Outlines of Dairy Technology 44th Published in India by Oxford University Press

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-211

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: PUBLIC HEALTH & HYGIENE

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes:

The student at the completion of the course will be able to:

- Adjust to protocols and guidelines relevant to the assistant role in public health and hygiene practices/techniques.
- Recognize the boundary of the public health and hygiene responsibility.
- Exhibit managing potential to the quality and safety.
- Be aware of relevant legislation, standard, policies and procedures followed in the lab
- Practical and internship on all units with skill partners.

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Introduction to Public Health and Hygiene: <ul style="list-style-type: none"> • Introduction to Public Health and Hygiene, Relationship between health and hygiene. • Physical fitness of human body and WHO definition of health. Washing habits and hygiene. • Factors affecting public health. Community health and medicine. 	6T+1P
II	Personal health and balanced diet: <ul style="list-style-type: none"> • Personal health and balanced diet, Food safety quality control and hygiene, Personal and Domestic hygiene, clean food and water, III effects of addictive substances. • Yoga the way of living and regular exercise 	6T+4P
III	Public health and balanced diet: <ul style="list-style-type: none"> • Public Health and nutrition. Classification and Nutritional profiles of various foods and drinks. • Balanced diet, nutritional problems, Demography and family planning. 	5T+6P

IV	An overview of metabolic conditions: <ul style="list-style-type: none"> • Epidemiology and history of epidemiological diseases in India. Route of transmission of disease. Communicable and non-communicable diseases. Common community diseases like. • Chickengunya, Dengue, Malaria, Cholera, Tuberculosis, HIV/AIDS, • Hepatitis: their prevention and control. 	5T+12P
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Suggested Readings:

- K.D. Chanergy, (2015), Parasitology, CBS Publishers.
- Andrew Proctor (2011), Alternatives to conventional food processing, RSC Pub.
- Willey J. Sherwood L.&WoolvertonC (2014) ,Prescott's Microbiology, 9th edition McGrawHill,
- Cathal Kearney (latest edition), Food Hygiene for Food Handlers, Environmental Health Officers's Associaon.
- C.RayAshfahl and David W Rieske (2009), Industrial safety and health management.
- Shashi Goyal and Pooja Gupta (2012). Food, Nutrition and Health. S. Chand & CompanyLtd.

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-210

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: BASIC NUTRITION & HYGIENE

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes: After the completion of the course the students will be able:

- Understand the concepts of basic nutrition, how to use food guide, pyramid, optimum nutrition, malnutrition, sign of good health, metabolism of carbohydrate, protein & fats.
- Recognize Food borne illness , control of pest , solid & liquid waste disposal
- Be aware of cleaning procedure in catering, structure & layout of food remises maintaining cleanenvironment.
- Exhibit potential to manage the quality and safety, storage of food.

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Historical developments in Food Science and Technology- Indian perspective:Introduction to nutrition -Food as a source of nutrients,Function of foods, Definition of nutrition, Nutrients, Adequate optimum and good nutrition, Malnutrition. Inter-relationship between nutrition and health. Visible symptoms of good health	4T+3P
II	Food guide – Basic five food groups -how to use food guide Use of food in body – digestion, absorption, transport, utilization of nutrients in body. Water as a nutrients, function, sources, requirement, water balance-effect of deficiency.	4T+3P
III	Energy-Unit of energy, Food as a source of energy, Energy value of food, The body'sneed for energy, B.M.R activity for utilization of food to fat energy requirement. Acid- base balance.	3T+2P
IV	Minerals – Function, Sources, Bio availability and deficiency of following minerals -Calcium, Iron, Iodine, Fluorine, Sodium, Potassium Vitamins - Classification, Units of measurement, Sources, Function, Deficiency about water and fat soluble vitamins.	3T+2P
V	Food contamination – Sources and transmissionsby water, air, sewage and soil asreservoir of infection and type of spread.	3T+2P

	Importance of personal Hygiene of Food handler – Habits – Clothes, Illness, Education of food handler in handling and serving food.	
VI	Safety in food procurement, storage, handling and preparation control of spoilage – safety of left over foods. Cleaning Methods – Sterilization and disinfection – products and methods – use of Detergents, heat, chemicals, test for sanitizer strength.	4T+2P
VII	Sanitation – Kitchen design equipment and systems. Structure and layout of food premises maintaining clean environment. Selecting and installing equipment cleaning equipment. Waste product handling – Planning for waste disposal, Solid wastes and liquid wastes.	3T+2P
VIII	Control of Infestation – Rodent control Rats, Mice- Rodent, destruction. Vector control – Use of pesticides. Food Sanitation, Control and Inspection – planning and Implementation of training programmes for health personal.	3T+2P

Suggested Reading:

- S. Roday 2005 Food Hygiene and Sanitation in Food Industry 7th Edition Published by Tata McGraw Hill Publishing Company New Delhi .
- Shubhangini A. Joshi. 2015 Nutrition and Dietetics 4th Edition Published by McGraw Hill Education (India) Private Limited..

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-209

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: ORGANIC FARMING

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes: After the completion of the course the students will be able:

- Understand the instruments, techniques, lab etiquettes and good lab practices for field work
- Develop skills for identifying organic supplements and preparing them from raw materials for safe agriculture/horticulture.
- Will understand the pathology associated with crops and their pre-harvest & post-harvest management.
- Can start own enterprise on organic farming

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Introduction to organic farming and its significance Concepts and Principles of Organic farming Key indicators for organic farming, sustainable agriculture and climate change	6T+2P
II	Input management, compost production, vermicomposting, Compost quality, Compost utilization and marketing	4T+5P
III	Organic crop management: field crops, horticulture and plantation crops, Plant protection measures, biopesticides, natural predators, cultural practice	4T+6P
IV	Rotation design for organic system, Transition to organic agriculture, Farming system	4T+5P
V	Quality analysis of organic foods, Antioxidants and their natural source, organic food and human health Standards of organic food and marketing	4T+5P

Suggested Reading:

- Practical Botany (Part 2) ISBN #:81-301-0008-8 Sunil D Purohit, Gotam K Kukda & Anamika Singhvi Edition:2013 Apex Publishing House Durga Nursery Road, Udaipur, Rajasthan (bilingual)

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-205

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: TOUR PACKAGE OPERATIONS AND MANAGEMENT

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes:

The course is aimed towards the development of personnel in order to meet the needs of the rapidly growing tourism industry. After completion of the course a student will be well-equipped to handle the queries and work in the travel, tour, or any other segment of the leisure industry.

Course Contents:

Unit	Toipc	No. of Lectures (Theory+ Practical)
I	Introduction to Tourism Industry	3T+5P
II	Domestic and International TourPackages	4T+5P
III	Tour Package Formulation	3T+10P
IV	Tour Package Sales	5T+10P

Suggested Readings:

1. Bhatia, A.K.: Tourism Development, Principles and practices: Sterling, N Delhi.
2. Burkart & Madlik : Tourism- Past, present and future, Heinemann, London.
3. Christopher J. Holloway: The Business of Tourism: Macconald and Evans, 1983.
4. Mohinder, Chand: Travel Agency Management, Anmol Pub, 2005
5. I.I.T.T.M.: Tourism as an Industry – monograph: IITTM, New Delhi, 1989.
6. Kaul, R.H.: Dynamics of Tourism: A Triology, Sterling Publishers, Delhi.
7. Wahab, S.B.: Tourism Management, Tourism International Press London, 1986.

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-204

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: STUDY OF VOTING PATTERN AND VOTING BEHAVIOUR

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes: Voting behavior is a form of electoral behavior. Understanding voter's behavior can explain how and why decisions were made either by public decision makers, which has been central concern for political scientists. Political science student students study ways in which affective influence may help voters make more informed voting choices, with some proposing that affect may explain how to electorate makes informed political choices, with some proposing that affect may explain how the electorate makes informed political choices in spite of low overall levels of political attentiveness and sophistication.

Course Contents:

Unit	Topic	No. of Lectures
Unit I	Nature of Political Democracy in India	10
Unit II	People's Representation Act	10
Unit III	Role of Caste and Religion in Electoral Politics	10
Unit IV	Analyzing Voting Pattern with field survey	20
+		

Suggested Reading:

- How India votes and what it means by Pradeep Gupta
- The Game of Votes by Farhat Basir Khan
- Measuring Voting Behaviour In India by Sanjay Kumar and Praveen Rai

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2ND SEMESTER

PAPER CODE: VOC-208

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: FUNDAMENTALOS OF WEB DESIGNING

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes: After completion of the course, Students will gain the web design knowledge, skills and project-based creativity is needed for entry into web design and development careers.

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Introduction to Computer, Generations of Computer, Functions of the Different Units (Input unit, Output unit, Memory unit, CPU), Input and Output Devices	3+2
II	Types of Memory, BIOS, Hardware and Software, Introduction to Operating System(CUI & GUI), Functions of OS, Translators (Assembler, Compiler & Interpreter) Computer Languages.	3+2
III	Introduction to Network, Types, Topologies, Applications and Advantages, Devices used in Networking	3+2
IV	Introduction to Internet, Applications, IP Address, Types of Internet Connection, WWW and Web Browsers, Connecting to the Internet,etc	3+2
V	Basic Terminologies and hardware software required to access Internet- (URL, Hosting, DNS, Protocols, OSI Model, Search Engines, Publishing Web Page, Surfing the web, using e-governance website).	3+2
VI	Introduction to HTML - font styles, hyper linking, images embedding, tables, inline-frame, attributes, Headings Paragraphs, Lists, Colors, Form elements etc. and Web Page Structure	3+2
VII	CSS - CSS Introduction, Selectors Id & Class, Styling Backgrounds, Fonts, pseudo classes, border, margin, padding	3+2
VIII	CSS3 Introduction, CSS Vs CSS3, Properties like Rounded Corners, Colors Gradients, Shadows Text, 2D Transforms, 3D Transforms, Transitions, Animations etc.	3+2
IX	HTML5 Introduction - Support Elements, Semantics, Migration, Style Guide Media, Sample Web Page Designing (tips and tricks), use of Div tag, Responsive web, Static V/S Dynamic Websites.	3+2

Suggested Reading:

- Deitel, Deitel and Nieto, Internet and World Wide Web – How to program, Pearson Education, 2000.
- Chris Bates, “Web Programming, building internet applications”, 2nd Edition, WILEY, Dreamtech, 2008.

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-207

Maximum Marks:100

Duration: 3 Hrs.

PAPER TITEL: ADVERTISING MANAGEMENT

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes: After the completion of the course students will be expected to be able to Develop and Understanding about Housekeeping and explain the roles of Housekeeping in Hospitality Industry.

Unit	Topic	No. of Lectures (Theory+ Practical)
I	Meaning and Definition Of Housekeeping	2+1
II	Layout Of Housekeeping Department	2+1
III	Attributes And Qualities of House Keeping Personnel	2+2
IV	Hotel Organizations, Job Description And Specification of Housekeeping Staff	2+2
V	Linen Rooms and Uniform Room	2+2
VI	Laundries, Store and Room Supply	2+1
VII	Cleaning Equipment	2+1
VIII	Cleaning Methods	2+1
IX	Cleaning Guest Rooms	2+1
X	Housekeeping Inspection	2+1
XI	Stain Removals	2+1
XII	Introductions to Public Area	2+1
XIII	Public Area Cleaning	2+1
XIV	Housekeeping Control	2+1

Suggested Reading:

- SCHNEIDER, M., TUCKER G, AND SCOVIAK, M – “The Professional Housekeeper” 4 th. ed John Wiley & Sons, Inc 1999 0-47129193-5
- KAPPA, M., NITSCHKE, A. AND SCHAPPERT, P., - “Housekeeping Management” 2 nd ed The Educational Institute of the American Hotel & Motel Association 1997 0-86612-156-0

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5

BA/B.COM/B.SC: 2nd SEMESTER

PAPER CODE: VOC-206

Maximum Marks: 100

Duration: 3 Hrs.

PAPER TITEL: DIGITAL LITERACY & CYBER SECURITY

Minimum Passing Marks: 40

Course Credits	Total No. of Lectures-Tutorials- Practical (in hours per week)	Total No. of Teaching Hours
03	03 Hrs	45 Hrs

Course Outcomes:

The course is a certificate level course, with an aim to equip the workforce entering into / working in government sector with the vital skill set, that is, necessary to cope up with the ever-changing scenario in IT sphere. The course is designed in such a manner, so that, it not only educate an individual with the basic skill set but also enhances the ability of individual to easily grasp the new changes in the dynamic IT field.

Unit	Topic	No. of Lectures	
		Theory Hours	Practical Hours
I	Cyber Security: Cyber Security: Basic concepts of threats, vulnerabilities, controls; risk; confidentiality, integrity, availability; security policies; security mechanisms; Data Security and protection: concept, creating strong passwords; how to stay safe when surfing on internet: "In private Browsing", identifying secure website, clear cookies,etc. Basics of Software Licensing,	6	5
II	Cyber crime and Cyber law: Classification of cyber crimes, Common cyber crimes- cyber crime targeting computers and mobiles, cyber crime against women and children, financial frauds, social engineering attacks, malware and ransomware attacks, zero day and zero click attacks, Cybercriminals modus-operandi , Reporting of cyber crimes, Remedial and mitigation measures, Legal perspective of cyber crime, Overview and understanding of IT Act 2000.	6	5
III	Social Media Overview and Security: Introduction to Social networks. Types of Social media, Social media platforms, Social media monitoring, Hashtag, Viral content, Social media marketing, Social media privacy, Challenges, opportunities and pitfalls in online social network, Security issues related to social media, Flagging and reporting of inappropriate content, Laws regarding posting of inappropriate content, Best practices for the use of Social media.	6	6

IV	E - Commerce and Digital Payments: Definition of E- Commerce, Main components of E-Commerce, Elements of E-Commerce security, E-Commerce threats, E-Commerce security best practices, Introduction to digital payments, Components of digital payment and stake holders, Modes of digital payments- Banking Cards, Unified Payment Interface (UPI), e-Wallets, Unstructured Supplementary Service Data (USSD), Aadhar enabled payments, Digital payments related common frauds and preventive measures. RBI guidelines on digital payments and customer protection in unauthorised banking transactions. Relevant provisions of Payment Settlement Act,2007,	6	5
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Suggested Reading:

1. Cyber Crime Impact in the New Millennium, by R. C Mishra , Auther Press. Edition 2010.
2. Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives by Sumit Belapure and Nina Godbole, Wiley India Pvt. Ltd. (First Edition, 2011)
3. Security in the Digital Age: Social Media Security Threats and Vulnerabilities by Henry A. Oliver, Create Space Independent Publishing Platform. (Pearson , 13th November, 2001)
4. Electronic Commerce by Elias M. Awad, Prentice Hall of India Pvt Ltd.
5. Cyber Laws: Intellectual Property & E-Commerce Security by Kumar K, Dominant Publishers.
6. Network Security Bible, Eric Cole, Ronald Krutz, James W. Conley, 2nd Edition, Wiley India Pvt. Ltd.
7. Fundamentals of Network Security by E. Maiwald, McGraw Hill.

Suggested Internal Evaluation (25 Marks):

Internal Assessment	Marks
Class Interaction	5
Quiz	5
Seminar/Assignment	5
Minor field work/excursion/lab visit/technology dissemination etc.	5
Attendance/ Presentation	5