

CERTIFICATE COURSE

TRAVEL GUIDES AND TOUR OPERATORS

Course objectives: The course which is learner centric enable the students to

- 1.Understand the functions of travel guides and tour operators.
- 2.Gain practical knowledge about the job opportunities and the working environment of the tourist organization.
- 3.Acquire skills both in theory and field work.

Learning outcomes:

After the completion of the course the students will be able to

- 1.Take-up careers in the field of tourism (as travel guides and tour operators)
- 2.Establish their own travel agency.
- 3.Go for further studies.

Unit – I:

Introduction – importance of the course – benefits

Unit – II:

Definition – types & functions of tour operators- negotiations and liaising with principles: tour package formulation, pre-tour arrangements, tour operations and post tour management

Unit – III:

Definition – qualities, duties and responsibilities of travel guides – intellectual, physical and communication skills.

Unit – IV:

Introduction to internet – accessing websites – E-mail sending and receiving, Email subscription, search engines – searching through various search engines, chatting, access to sites, online messages etc.,

Unit – V:

Field work – report

Reference books:

1. Bhatia A.K (1991) Tourism Development, Principles and practices, sterling pub pvt ltd., New Delhi.
2. Negi J (1998) Travel Agency & tour operations, Concept and principles, Kanishk pub distributors, New Delhi.
3. Internet

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
MANAGEMENT STUDIES **Time: 3hrs**
CERTIFICATE COURSE

CONFLICT MANAGEMENT AND NEGOTIATION SKILLS

Course objectives:

1. Understand the nature of conflict and conflict management techniques.
2. Provide insights into handling behavioural issues at work place by developing an understanding of the need and dynamics of negotiation.

Unit – I:

Managing conflicts: Introduction, concept of conflict, characteristics of conflict, Elements of a conflict, Functional and Dysfunctional conflict, Level of conflict, Styles of conflict resolution.

Unit – II:

Conflict management techniques: Various techniques, Barriers in resolving conflicts, Managing, using, resolving conflict through negotiation.

Unit – III:

Negotiation: Introduction, nature and need for negotiation, principles of negotiation, negotiation process, types and styles of negotiation; barriers in effective negotiation.

Unit – IV:

Role of trust in negotiations: negotiation and IT; ethics in negotiation; cultural differences in negotiation styles; gender in negotiations; context of mediation; negotiation as persuasion.

Unit – V:

Negotiation skills for effectiveness: BATNA, EATNA, interests versus positions in negotiation, challenges for effective negotiation, closing the deal and post negotiation evaluation.

Reference books:

1. Budjac corvette, conflict management, pearson publishers.
2. Deborah smith Pegues, confronting without offending.
3. Susan s. Raines, conflict management for managers.
4. David brown., negotiating secrets, Harper Collins publishers,2010.
5. Herb cohen, You can negotiate anything, Jaico publications House.
6. Lewicki, Roy J., David M. Saunders, and John W. Minton. Essentials of Negotiation. 2nd ed. Irwin,2000.
7. Ury, William. Getting Past No: Negotiating with Difficult People. Bantam, 1992.

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
TELUGU Time: 3hrs

CERTIFICATE COURSE
TELUGU D.T.P

- Unit – I:** Telugu typing
Unit – II: Visiting cards
Unit – III: Wedding cards
Unit – IV: Pamphlets
Unit – V: Brochures
Unit – VI: Bill - Books
Unit – VII: Application - Book
Unit – VIII: Mask
Unit – IX: Note-Book creation

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
HOMESCIENCE Time: 3hrs

CERTIFICATE COURSE
BLOUSE MAKING

- Unit – I:** Sewing Machine – Uses & practice
Unit – II: Body measurements
Unit – III: Finishes – (a) Tacking
(b) Hemming
(c) Hook & Eyelet
Unit – IV: Blouse Design: Basic pattern – Paper drafting
Unit – V: Blouse construction

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
HOMESCIENCE Time: 3hrs

CERTIFICATE COURSE
SALWAR KAMEEZ DESIGNING

- Unit – I:** Sewing Machine – Uses & practice

Unit – II:Body measurements

Unit – III: Finishes – (a) Tacking

(b) Back stitch

(c) Hemming

(c) Hook & Eyelet / Zip

Unit – IV: Necklines – square, round, simple, Decorative

Unit – V:Dress Design: Basic pattern – Paper drafting

Unit – VI:Dress construction

ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
HOMESCIENCE

Time: 3hrs

CERTIFICATE COURSE

COMPUTER AIDED FASHION DESIGNING

Unit – I: Basics of sketching

Unit – II:Body measurements

Unit – III:Computer use

Unit – IV:Basics of fashion

Unit – V:Do’s and don’t’s in fashion

Unit – VI:Fashion scope

Unit – VII:Introduction to Fashion designing software

Unit – VIII:Practice and applications

ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
HINDI**Time: 3hrs**

CERTIFICATE COURSE

FUNCTIONAL HINDI FOR NON- NATIVE SPEAKERS

Functional Hindi

A two semester course of Hindi for Non-native Speakers Dept of Hindi, SJC is organizing a course in Hindi for ‘non-native speakers’ in the campus as well for the foreign students from different countries. The Basic course will cater to the

needs of those students who have had very little or no exposure to Hindi in the past.

The broad objectives of these courses will be

1. to help students overcome their inhibition to speak Hindi
2. to help them understand both, the formal and the informal Hindi
3. to equip them with such communicative skills by engaging them in meaningful conversations
4. to introduce them to basic Hindi syntactic structure and vocabulary
5. to enable them to read and understand simple Hindi texts in the beginning and complex texts by the end of the course
6. to help them write simple and better structure in Hindi

AREAS TO BE COVERED

1. AREAS TO BE COVERED

1. Sounds of Hindi and the Devanagiri Alphabet
2. Conversational Hindi
3. Listening Comprehension
4. Reading Comprehension
5. Writing skills
6. Conversational Norms(Politeness)

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

PHYSICS Time: 3hrs

CERTIFICATE COURSE

PRACTICAL COURSE IN PHOTOGRAPHY

Course objectives: To enable the students to

1. Apply the principles of lighting and color theory in variety of photography scenarios
2. Apply the principles of composition to produce professional images
3. Select and use photographic equipment and technologies appropriate to the task
4. Use and adopt to a variety of computer software and hardware for both photographic and learning purpose

SYLLABUS

Study of different types of camera – working with different cameras: Holding camera in hands, film loading, unloading, winding, large format cameras, rising, falling and cross movements and swing back-study of apertures: f – number and their effects, opening and closing – study of shutters, focal plane and between the lens shutter, different shutter speeds,

controlling shutter speeds and movements-Effect of aperture on depth of fields – Effect on the image due to normal, wide angle, telephoto and zoom lenses – use of extension wires, self-timer and shutter release – Determination of exposure, its relationship with shutter speed, aperture number and film speed – Use of tripod stand, study of panning tilt head-use of exposure meter and determination of correct exposure – Study of electronic flash, its components – Study of filters and its effects on images – Study of enlarger, operation of its different parts and examination of easle – Taking photographs: outdoor and indoor subjects on films – developing and fixing of negatives, washing and drying – printing of negatives on different grade of papers – Contact printing – Examination of effect of different developers and varying exposures – making enlargements employing an enlarger – Techniques of enlargement, use of dodging, burning, flashing, vignetting etc., making cartoons – photographing a subject with different lenses – making enlargements of different sizes – preparing full and ½ portraits under different lighting condition., eg: use of one lamp, two lamp and high front and low front lighting (ghost lighting) its effect – photograph, use of bounce and reflected lights – obtaining group photograph, arranging groups – still – light photograph and table top photography, arrangements of lighting and effects – use of colour – filters: its effect on photograph, preparation of lighting and objects – preparation of B/W transparencies – colour film processing – Negatives and reversal – Printing of colour negative on colour paper, use of colour developer and colour enlargements.

Reference books:

1. The photography Book by Phaidon press (editor)
2. National geographic photographic field guide by Peter K Burian
3. Tom Mackie's Landscape photography Secrets by Tom Mackie
4. The complete Guide to Night and low – light photography by Lee Frost

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

HOMESCIENCE

Time: 3hrs

Needle - Craft

CERTIFICATE COURSE

Unit – I: History of embroidery

Unit – II: Uses and applications of Embroidery

Unit – III: Classification of embroidery

Unit – IV: Embroidery stitches – 20

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HOMESCIENCE

Time: 3hrs

Knitting

CERTIFICATE COURSE

Unit – I: Knitting as a craft

Unit – II:History

Unit – III:Applications of knitting

Unit – IV: Basics of knitting stitches

Unit – V: Knitting samples

Unit – VI: Knitting patterns and designs

Unit – VII: Knit wear

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HOMESCIENCE

Time: 3hrs

Crochet

CERTIFICATE COURSE

Unit – I: Crochet as a craft

Unit – II:History

Unit – III: Applications of Crochet

Unit – IV:Basics of Crochet stitches

Unit – V: Crochet samples

Unit – VI: Crochet patterns and designs

Unit – VII: Crochet dress

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HOMESCIENCE

Time: 3hrs

CERTIFICATE COURSE

COMPUTER AIDED GARMENT DESIGNING

Unit – I: Basics of sketching

Unit – II:Body measurements

Unit – III:Computer use

Unit – IV:Basics of garment designing

Unit – V:Do's and don't's in garment designing

Unit – VI:Scope of garment designing

Unit – VII:Introduction to garment designing software

Unit – VIII:Practice and applications

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HOMESCIENCE

Time: 3hrs

CERTIFICATE COURSE

DESIGNING

Unit – I: Basics of design

Unit – II: Design principles

Unit – III: Art and design

Unit – IV: Basics of sketching

Unit – V: Design applications in dress, art, home, landscape etc.

Unit – VI: Practice

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HOMESCIENCE

Time: 3hrs

CERTIFICATE COURSE

THREAD CRAFT

Unit – I: Thread craft concept

Unit – II: Basics of thread craft

Unit – III: Variations in thread craft

Unit – IV: Preparation of soft toys, macramé, stocking flowers, painting etc.

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HOMESCIENCE

Time: 3hrs

CERTIFICATE COURSE

BAKING

Unit – I: Introduction to baking

Unit – II: Principles of baking

Unit – III: Baking equipment

Unit – IV:Accessories to baking

Unit – V: Basic cake

Unit – VI: Basic biscuits

Unit – VII:Varieties and applications

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MATHEMATICS

Time: 3hrs

CERTIFICATE COURSE

BEAUTICIAN COURSE

Unit – I: Types of Facials – Mini, Fruit, Gold, Bridal, Tan

Unit – II: Eye Brows

Unit – III:Hair Cuts

Unit – IV:Hair Styles

Unit – V: Types of Massages – Front Neck, Back Neck, Hands

Unit – VI: Pedicure

Unit – VII:Manicure

Unit – VIII: Waxing

Unit – IX:Henna Types

Unit – X:Black Henna

Unit – XI:Types of Makeup – Normal & Bridal

Unit – XII:Types of Mehendi Designs

Unit – XIII:Bleaching

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COMPUTER SCIENCE Time: 3hrs

CERTIFICATE COURSE

PYTHON PROGRAMME WITH MYSQL

Unit – I: Python introduction

Unit – II:Difference between programming and scripting languages.

Unit – III:Down loading python

Unit – IV:Installing python

Unit – V:Python program development

Unit – VI:Python path

Unit – VII:Python variables

Unit – VIII:Python functions

Unit – IX:Packages

Unit – X:Python data types

Unit – XI:Python modules

Unit – XII:File handling

Unit – XIII:Python operators

Unit – XIV:Control flow statements

Unit – XV:Exception handling

Unit – XVI:Oops principles

Unit – XVII:Static and Non static variables

Unit – XVIII:Constructors

Unit – XIX:Destructors

Unit – XX:Is a relationship(Inheritance)

Unit – XXI:Method overriding

Unit – XXII:Python string handling

Unit – XXIII:Multithreading

Unit – XXIV:Regular expressions

Unit – XXV:Command line arguments

Unit – XXVI:MYSQL

Unit – XXVII: Python database connectivity

ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

BIO – TECHNOLOGY

Time: 3hrs

CERTIFICATE COURSE

MEDICAL LAB TECHNOLOGY

UNIT I INTRODUCTION:

1. Characteristics of good technician
2. Collection of body fluids. basic steps for determining drawing a blood specimen by vein puncture
3. Complications of vein puncture, blood collection by skin puncture (capillary blood, collection of urine and preservation of body fluids)
4. Measurement of arterial pulse rate, blood pressure, body temperature, lung capacity

Unit II HEMATOLOGY:

1. ABO blood grouping, Rh typing
2. Hemoglobin percentage (Hb %) in blood
3. Determination of blood components
4. Differential counting of RBC and WBC
5. ESR sedimentation rate
6. Bleeding time
7. Clotting time

Unit III SERUM ANALYSIS

1. Estimation of serum bilirubin
2. Estimation of serum cholesterol
3. Estimation of blood glucose

Unit IV URINE ANALYSIS

1. Estimation of creatinine in urine
2. Qualitative analysis of abnormal constituents in urine
 - Test for albumin
 - Test for reducing sugar
 - Test for ketone bodies
 - Test for bile pigments
3. Pregnancy test

Unit V DISEASE DIAGNOSIS

1. Malaria
2. Syphilis
3. Typhoid
4. Hepatitis B
5. HIV
6. Bone density test

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

OFFICE MANAGEMENT

Time: 3hrs

CERTIFICATE COURSE

STENOGRAPHY

UNIT I:

Introduction to Shorthand; Systems of Shorthand (Gregg, Thomas, Pitman)
Emphasis on the Phonetic system; Strokes and Consonants;
Methods of writing and the tools required

UNIT II:

Vowels – kinds; Positions of Vowels and Words
Grammalogues and Punctuation Marks
Short forms
Circles, Hooks, Loops;

UNIT III:

Vowel indications, Joining of outlines
Hooks, Halving and Doubling Principles
Diphthongs;

UNIT IV:

Compound words,
Prefixes and Suffixes

UNIT V:

Practice

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
CHEMISTRY
CERTIFICATE COURSE
INCOME GENERATING HOME UTILITY PRODUCTS

Time: 3hrs

Unit – I: Detergent Powder

Unit – II: Phenyl Preparation

Unit – III: Liquid Blue

Unit – IV: Multi colored candles

Unit – V: Scented Sticks/ Doop Sticks

Unit – VI: Stain Remover

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
COMMERCE
CERTIFICATE COURSE
E – FILLING

Time: 3hrs

UNIT- I: E-filing

1. Introduction
2. Types of E-filing

UNIT – II: PANCARD

1. Uses
2. How to register for PANCARD (manually and online)
3. Online PAN verification

UNIT –III: Tax calculation

1. Basics of income tax
2. Brief about various sources of income

3. Computation of Tax on salary

UNIT IV: Filing of ITR

1. Generation of income Tax returns
2. How to fill ITR electronically on portal with or without digital signature
3. How to generate challans online.
4. How to pay tax through online

ST. JOSEPH'S COLLEGE FOR WOMEN(AUTONOMOUS), VISAKHAPATNAM

CERTIFICATE COURSE

SAS(STATISTICAL ANALYTICAL SYSTEM)

Time: 3hrs

Unit I:

Base Sas: Introduction of SAS, Drop,Keep,Modify,Merge,Set,Where, Rename, If...else,do While, do Until, Id, +,@ @,@,Ods,Obs, Arrays

Unit II:

Date Formats, Informat, Format, weekdate,dow,worddate,date, Julian,yearcutoff,datetime, Comma Format,Percent Format, Infile, Import and Export from Excel, Access, Notepad files.

Unit III:

Proc Contents, Proc Report, Proc Catalog, Proc Tabulate, Proc Form, Proc compare, Proc Append, Proc Transpose, Statistical Functions, Mathemetical Function,Strings Functions

Unit IV:

Advanced SAS: Graph, SQL Statements, Macros

Unit V:

Advanced SAS: Analyst, Time Series Forecasting, Guided Data Analysis, EIS, OLAP,Insight, Quality Control, Guided Data Analysis, Hypothesis, Anova,Regression, Survival, Multivariate, Survival.

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CERTIFICATE COURSE

ERP: SAP(ABAP)

Time: 3hrs

Unit I:

Introduction to SAP R/3, Introduction to ABAP/4, Data types & operators, Basic statements, String handling, working with Loops, Unconditional Loops (Do...ENDDO), Conditional Loops (While...ENDWHILE), Simple Loops (LOOP...ENDLOOP).

Unit II:

Database/Query Loop (SELECT...ENDSELECT), Working with System fields and Internal Tables, Defining an Internal table, Types of Internal tables.

Unit III:

Working with the Data Dictionary, Database tables, Views, Domains, Data Elements, Table Types, Search help.

Unit IV:

Modularization Techniques: Macros, Includes, SubRoutines, Function Modules, Reporting Techniques: Simple Reports, Complex Reports, Interactive Reports, ALV, Group By, Classical Report, Menu Painter, Screen Painter

Unit V:

BADI, BAPI, LSMW, Batch Data Communication, Smartforms, SAP Scripts, Idoc

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CERTIFICATE COURSE

ERP: SAP (FI-CO)

Time: 3hrs

Unit I:

Introduction to SAP, SAP Enterprise Structure: Definition and assignments, Fiscal Year variant, Posting period variant, Field status variant, document type, Document type, Document number ranges, Posting, keys, Tolerance group, Tolerance limits, Chart of Accounts, Accounting groups, Define Retain Earning Account, GL Creations.

Unit II:

Financial Accounting (General Ledger, accounts Payable, Accounts Receivable) Basic Settings of A/R, Document Postings, Credit memos. Dunning Procedure, Bank Accounts Interest Calculation, Bank Accounting, House Banks, payment request, display of checks, MM – FI & SD – FI Integration

Unit III:

Controlling Controlling Area, Version, Number Ranges for Controlling Documents, Standard Hierarchy, Cost Element Accounting, Master Data (Primary and Secondary Cost Elements)

Unit IV:

Master Data (Cost Centers, Activity Types, Statistical Key Figures and Resources), Cost Center Planning, Allocation – Actual and Plan (Distribution & Assessment), Reporting of Line items and Costs, Reports for Cost Center Accounting.

Unit V:

Product Costing, Internal Orders Order Type, Order Group, Real Orders and Statistical Orders, Settlement of Internal Orders, Reports for Internal Orders. Concept of Profitability Analysis (CO-PA), Concept of Profit Center Accounting

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM
SELENIUM (AUTOMATION TESTING TOOL)

Time: 3hrs

Unit I:

Introduction to Testing, Manual Testing, Automation Testing, Types of Automation Testing Tools, Function Testing Tools, Management Testing Tools, Performance Testing Tools. Introduction to Selenium, how to install Selenium, how to configure build-path, how to open different websites. WebDriver Interaction methods, get, getTitle, getPageSource, getCurrentUrl, close, quit, WebDriver Browser Navigation Methods, Addressing WebElements in WebDriver, WebElements attributes identification techniques.

Unit II:

Locators: id, name, className, linkText, partialLinkText, tagName, xpath, cssSelector, working with Different Browsers, working with EditBoxes. Working with Dropdowns, Auto Suggested Dropdown, Static Dropdowns.

Unit III:

Working with Checkboxes, working with Radiobuttons, working with Pushbuttons, working with Links, Working with WebTables.

Unit IV:

WebDriver Validation Methods, Synchronization, Implicit Waits, Explicit Waits, Handling Popups, Java Popups, HTML Popups.

Unit V:

Working with Frames, handling multiple Frames, working with Keyboard events using sendKeys, working with Action class, Capturing Screen-shots, Inheritance concept in Selenium, Static Programming, Modular Framework, Page Object Model, Testing Framework.

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CERTIFICATE COURSE

ADVANCED EXCEL

Time: 3hrs

Unit I: Calculating Data with Advanced Formulas Manage Cell and Range Names,Calculate Data Across Worksheets, Use Specialized Functions,Analyze Data with Logical and Lookup Functions

Unit II:

Organizing Worksheet and Table Data, Create and Modify Tables,Format Tables,Sort or Filter Worksheet or Table Data ,Calculate Data in a Table or Worksheet

Unit III:

Presenting Data Using Charts:Create a Chart,Modify Charts,Format Charts, Working with Built-in Functions :Use the IF function. ,Use the SUMIF function. ,Use the nested IF function,Use the lookup (VLOOKUP, HLOOKUP) functions

Unit IV:

Presenting Data: Structure data using Sort & Filter,Use advanced filtering. Present data in a table,Manage data. , Validate cell entries,Create a PivotTable.,Rearrange a PivotTable.,Format a PivotTable. Analyze Data Using Pivot Charts.

Unit V:

Using Analytical Options and Macros: Use the Goal Seek and Solver. Create a Macro,Edit a Macro,Apply Conditional Formatting,Add Data Validation Criteria,Update a Workbook's Properties,Modify Excel's Default Settings,Create data tables,Use scenarios,Use macros to automate complex and repetitive tasks,Add a Macro Button to the Quick Access Toolbar,Use Visual Basic Editor to edit a macro.

St. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
COMPUTER SCIENCE
CERTIFICATE COURSE
WEB DESIGNING USING HTML

Time: 3hrs

UNIT I

Understanding HTML ,Creating a web page ,publishing HTML, Pages, Text alignment & lists ,text formatting &font control.

UNIT II

Hyperlinks, Adding more formatting, Lists, Tables,Using colors and images, Images.

UNIT III

Creating HTML forms , creating web page graphics ,putting graphics on a web page ,custom background & color.

NATIONAL CADET CORPS

SYLLABUS

Objectives

- Motivate young dynamic youth to serve the nation.
- Inculcate unity and discipline amongst citizens.
- Promote leadership and make self-reliant citizens.
- Prepare a volunteer force to participate during national disasters.
- Raise awareness to live with principles and values.
- Gain a glimpse and overview of armed forces.
- Develop a national integration.
- Create awareness about social causes and community development.
- Inculcate sportsmanship and spirit of adventure.
- Learn about road safety and traffic control
- Learn about life saving and first aid.

Content

1. The training curriculum of the NCC is primarily focused on character building, inculcating leadership qualities and skill enhancement through structured academic syllabi, practical training and opportunity for exposure/interaction beyond a cadets' immediate environment, and thereby enabling them for a brighter and progressive future.

2. The Aims of NCC:

- (a) To develop character, comradeship, discipline, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.
- (b) To create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always available for the service of the nation.
- (c) To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

3. Conduct of NCC Training Curriculum

(a) Institutional Training: Conducted in respective schools/ colleges by Associate NCC Officers (ANO), Permanent Instructional (PI) staff as part of the school curriculum.

(b) Annual Training Camps (ATC): To provide practical outdoor training, each NCC cadet attends 10 days camp in the second year of junior and senior division. These camps are conducted by respective NCC units.

(c) Centrally Organized Camps (COC): These camps are conducted at all India level, as National Integration Camps, attended by cadets from all states.

(d) Adventure Training: To inculcate a spirit of adventure and team work, NCC cadets undergo various adventure activities such as para jumps, para sailing, trekking, mountaineering and sailing expeditions.

(e) Attachment Camps: To give the cadets exposure to interact with Regular Army, Navy and Air Force units, attachment camps are conducted, where cadets are attached with these units. To motivate cadets to join the Armed Forces attachment of cadets with Indian Military Academy is also conducted.

(f) Youth Exchange Programme (YEP): Selected cadets also get an opportunity to visit various foreign countries as part of YEP. In one year approximately 100 cadets visit 10 -11 countries.

(g) Social Service Activities: The cadets also undertake various social service activities, by conduct of rallies to bring awareness and participate in various relief programmes/activities whenever called for.

4. Trainers : To conduct and implement the NCC training curriculum, there are three tiers of trainers.

(a) First Tier: Regular defence officers of the rank of Colour equivalent rank in Air Force and Navy, Whole Time Lady Officers (WTLO) and Civilian Gliding Instructors (CGI). They are responsible for coordination and supervision of training and conduct of camps.

(b) Second Tier: Professors and teachers nominated by respective schools and colleges and trained by NCC at its NCC Officers Training Academy and on completion of Pre-Commission Course, commissioned as Associated NCC Officer (ANO) form the most important link between the cadets and NCC.

They conduct most of the theory classes of non-specialized subjects. Besides, the Pre Commission training they attend refresher courses.

(c) **Third Tier:** The Junior Commissioned Officers (JCO) and Non-Commissioned Officers (NCO) from the three services and Girl Cadet Instructors (GCI) and Ship Model Instructors (SMI) conduct the specialized training of the cadets.

5. Eligibility for Enrolment as Cadet.

- (a) Should be a citizen of India or a subject of Nepal.
- (b) Should be on the roll of the school or college which has an NCC Unit or part thereof.
- (c) The cadet should be within the age as mentioned below:-

Senior Division - Should be below 26 years.

6. NCC Syllabus: The syllabus includes common subjects for all three wings and specialized subjects with respect to Army, Air Force and Navy. The common subjects comprise of approximately 70% and specialized service is 30% of the curriculum. Detailed syllabus is as follows:

(i) Common Subjects (ii) Specialised Subjects

7. In addition to this syllabus, cadets attend one Annual Training Camp in the second year of senior division to be eligible to appear in Part B certificate examination.

8. Cadets willing to pursue Part C Certificate will have to attend the third year senior division in the college.

Evaluation System

9. NCC presently conducts two certificate examinations; these evaluations are conducted as a written paper for theory and practical in the second and third year of senior division for Part 'B' and 'C'. The setting of papers and evaluation for Part 'B' examinations are done by a board of officers at NCC Group Head Quarters headed by an officer of the rank of Brigadier and Part 'C' Examination at NCC state Directorate level headed by an officer of the rank of Major General.

Theory: 600 marks

(i) **Common Subjects:** For 420 marks, (ii) **Specialised Subjects:** For 180 marks

Practical: 200 marks

(i) **Drill: 50 marks, (ii) Weapon Training: 50 marks, (iii) Map Reading: 50 marks**

(iv) **Field Craft & Battle Craft: 50 marks**

***** In each subject they should get 50% for pass**

ST JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM

NATIONAL CADETS CORPS (NCC)

SYLLABUS

OBJECTIVES:

- To reach out to the maximum youths through various institutions
- To make NCC as an important part of the society
- To teach positive thinking and attitude to the youths
- To provide an ideal platform for the youth to showcase their potential in nation building
- To reach out to the youths of friendly foreign countries through youth exchange programmes (YEP)

COURSE CONTENT

UNIT-I: The NCC: Aims and objectives of NCC, Organisation, Training and NCC song, Incentives

UNIT-II: National Integration: Religions, Culture, Traditions and Customs of India, National integration importance and necessity, Freedom struggle and nationalist movement in India, national interests, objectives, threats and opportunities, problems/challenges of national integration, unity in diversity, National integration council, images/slogans for national integration, contribution of youth in nation building

UNIT-III: Drill: Foot drill, Arms drill, ceremonial drill

UNIT-IV: Weapon Training: Characteristics of a rifle and its ammunition, Stripping, Assembling, Cleaning and sight setting of .22 Rifle, stripping, Assembling, care, and cleaning of 7.62 SLR, Loading, cocking, and unloading, lying position, holding and Aiming, Trigger control and Firing a shot, range Procedure safety precautions, Theory of group and snap shooting, Short range firing, Aiming, Alteration of sight

UNIT-V: Disaster Management and Civil Affairs: Civil defence organisation and NDMA, Types of emergencies/Natural disasters, Fire services and fire fighting, traffic control during disaster under police supervision, Essential services and their maintenance, Assistance during natural/other calamities: Flood/cyclone/earthquake/accident etc, setting up of relief camp during disaster management, collection and distribution of aid material

UNIT-VI: Social Awareness and Community Development: Basics of social service and its need, rural development programmes-MNREGA, SGSY, NSAP etc, NGO's role and contribution, contribution of youth towards social welfare, family planning, Drug abuse and trafficking, causes and prevention of HIV/AIDS and role of youth, civic responsibilities, counter terrorism, corruption, social evils-female foeticide, dowry, child abuse/trafficking, RTI AND RTE, Traffic control organisation and Anti-drunken driving, Provisions of protection of children from sexual harassment act 2012

UNIT-VII: Health and Hygiene: Structure and functioning of the human body, Hygiene and sanitation, Physical and mental health, infectious and contagious diseases and its prevention, First aid in common medical emergencies, basics of home nursing, Treatment and care of wounds, treatment and care of fractures, Introduction to yoga exercises

UNIT-VIII: Environment Awareness and Conservation: Natural resources-conservation management, Water conservation and rain water harvesting, Waste management, pollution control-water, air, noise and soil, Energy conservation and Projects in India

UNIT-IX: Adventure: Para sailing, Slithering, Rock climbing, Cycling and Trekking

UNIT-X: Obstacle Training: Obstacle Training

UNIT-XI: Personality Development and Leadership: Introduction to personality development, Factors influencing/shaping personality : physical, social, psychological and philosophical, self-awareness-1,2,3, change your mind, international relationship and communication, Communication Skills-1,2,3, Leadership Traits, Types of Leadership, Attitude-assertiveness and Negotiation, Time management, Effects of leadership with historical examples, Stress management skills, Interview skills Conflict motives-resolution, Importance of group/team work, Influencing skills, body language, Sociability: social skills etiquettes and mannerism, values/code of ethics

Study Material

(a) Textbooks

- (i) Cadet Hand Book (Common Subjects), published by DG NCC.
- (ii) Cadet Hand Book (Specialized Subjects), published by DG NCC.
- (iii) ANO Précis

(b) Reference Books

- (i) Grooming Tomorrow's Leaders, published by DG, NCC.
- (ii) Youth in Action, published by DG, NCC.
- (iii) The Cadet, Annual Journal of the NCC.
- (iv) Précis Issued by respective Service Headquarters on specialized subject available to PI Staff as reference material.

Department of Physical Education

Syllabus

Fitness and Sports Nutrition

Unit I Health

Definition of Health, aspects of Health, factors influencing Health, ways to achieve good health.

Unit – II Physical activity, Physical fitness

Physical activity it's importance Benefits of Physical Activity / Exercise, types of exercise, benefits of fitness, flexibility, speed reaction ability, agility.

Unit – III Athletes Diet

Carbohydrates, Proteins, water, Fat etc.

Unit – IV Food pyramid, pre event meal, fluid replacement before during and after exercise and sports drinks.

(How to make your own sports Drinks. Isotonic, Hypotonic, Hypertonic fluids.

Objectives:

1. To create awareness about the importance of Health.
2. To impart knowledge regarding the diseases associated with lack of physical exercise.
3. To inculcate dietary awareness.

NSS STUDENTS VOLUNTEERS

Any student enrolled as N.S.S. volunteers should put in at least 120 hours of social work in a year for a continuous period of two years i.e. 240 hours in two year on different programmes other than special camping. He should participate fully in the N.S.S. Programmes and should be fully conversant with the objectives of N.S.S. Out of the 120 hours of service which each student volunteers is expected to put in an year, at least 20 hours should be utilized in the first year for pre-placement orientation programme in the following manner:

- | | |
|--------------------------------|----------|
| (i) General Orientation | 2 hours |
| (ii) Special Orientation | 8 hours |
| (iii) Programme Skill Learning | 10 hours |

DUTIES OF STUDENT VOLUNTEER

- (i) to establish rapport with the people in the project area;
- (ii) identify needs, problems and resources of the community;
- (iii) plan programmes and carry out the plans;
- (iv) relate his learning and experience towards finding solutions to the progress periodically and affect changes as and when needed.
- (v) record the activities in his work diary systematically and assess the progress periodically and affect changes as and when needed.

CODE OF CONDUCT FOR NSS STUDENTS

1. All volunteer shall work under the guidance of the group leader nominated by the Programme Officer.
2. They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
3. They shall scrupulously avoid entering into any controversial issues.
4. They shall keep day-to-day record of their activities/ experience in the enclosed pages of the diary and submit to the Group Leader/ Programme Officer for periodic guidance.
5. It is obligatory on the part of every volunteer to wear the NSS BADGE while on work.

SUGGESTIVE LIST ACTIVITIES UNDER THE NATIONAL SERVICE SCHEME

1. Environment Enrichment and Conservation

- (i) Plantation of trees, their presentation and upkeep.
- (ii) Creation of tree consciousness among the community.
- (iii) Construction of roads, villages streets, drains etc. So as to keep the environment clean.
- (iv) Popularisation and construction of Gobar Gas Plants.
- (v) Cleaning of village ponds and wells.
- (vi) Prevention of soil erosion and work for soil conservation.
- (vii) Preservation and upkeep of monuments and creating consciousness about the preservation of cultural heritage among the community.

2. Health, Family Welfare & Nurtition Programmes

- (i) Programmes of mass immunisation, Blood Donation by willing NSS volunteers and preparation of inventory of blood groups of potential blood donors.
- (ii) Working with people in nutrition programmes by Home Science and Medical college students.
- (iii) Provision of safe and clean drinking water supply.
- (iv) Integrated child development programmes.
- (v) Health education & preliminary health care work including medico-social surveys detecting cases of malaria and bringing medical aid to the sufferings etc.
- (vi) Population education and family welfare.

3. Programme aimed at creating an awareness for Improvement of the Status of Women

- (i) Comprehensive programmes of educating women and making them aware of their rights both constitutional and legal.
- (ii) Creating consciousness among women that they too constitute to economic and social well being of the community.

- (iii) Creating awareness among women that there is no occupation or vocation which is not open to them provided they acquire the requisite skills.
- (iv) Imparting training to women in sewing, embroidery, knitting and other skills wherever possible.

4. **Social Service Programmes**

- (i) Work in hospitals for example, serving as ward visitors to cheer the patients, help the patients, providing occupational or hobby activities for long term patients, outdoor patients guidance service including guiding visitors in hospital procedures, letter writing and reading for general patients, followup help to patients discharged from hospital through visits to their homes and places of work, assistance in running dispensaries etc.
- (ii) Work with the organisations of child welfare.
- (iii) Work in institutions for physically handicapped and mentally retarded.
- (iv) Work in cheshire homes, orphanages, homes for the aged etc.
- (v) Work in welfare organisations of women.

5. **Production Oriented Programmes.**

- (i) Working with people alongwith explaining and teaching improved agricultural practices.
- (ii) Rodent control and pest management
- (iii) Weed control.
- (iv) Soil testing, soil health care and soil conservation.
- (v) Assistance in the repair of agricultural machinery.
- (vi) Work for the promotion and strengthening of cooperative societies in villages.
- (vii) Assistance and guidance in poultry farming, animal husbandry, care of animal health etc.
- (viii) Popularisation of "Save Grain" campaign and small saving.

6. **Programmes for Working during Emergencies.**

These programmes would enable the students to understand and share the agonies of the people affected in the wake of natural calamities like cyclones, floods, earthquake, etc. the main emphasis should be on their

ADOPTION

ADOPTION OF VILLAGE

1. Adoption of a village is a very meaningful programme in NSS. It is better to concentrate attention on one village or a rural unit and take up the challenging task of its all round development than to fritter away energy in too many locations which may not be completed at all or where the follow up action may not be accomplished. From this point of view, village adoption Programme should ensure continuity of work vis-a-vis sustained action revaluation and follow up work.

2. As a first step in this programme, it is necessary to establish contact with several villages and rural units which would help to select a village where 'Leadership' is well developed. In other words selection of a village with proper leadership is all the more important as the sustained follow up action and evaluation is doubly assured. To start with the NSS Unit can take the help of the Block Authorities, District Panchayat Officer, District Tribal Welfare Officer, D.M.O. and D.H.C. and District Agriculture, Irrigation and Education Officers for the selection of the village. It is to be noted that the village selected should be within a short distance from the college so that there could be constant touch with it.

3. Before the programme and plan of action is drawn, it is absolutely necessary to conduct a comprehensive survey of a few villages situated at a short distance from the college. The assistance and aid from the teachers and students of Economics, Commerce, Statistics, Home Sciences, Psychology and Education etc. have to be mobilized for the purpose.

4. On the basis of said survey the programme so prepared should cater for better agricultural, educational, socio-medical and health-care and awareness among the villagers. Thus the village adoption programme could be carried out by the following three combinations:

- (i) Programme which can be taken up without NSS resources.
- (ii) Programme requiring joint efforts of NSS volunteers and villagers.
- (iii) Programme requiring involvement of out-side organisations both voluntary and governmental

ADOPTION OF SLUMS

A majority of colleges and the universities are located in urban habitation which are deteriorating fast due to rapid urbanisation, over crowding, lack of housing as well as other basic civic amenities and social services. Slums in towns and cities offer a micro sample of all socio-economic problems that face the country today. Therefore, rapid urbanisation is also posing a problem and offers a challenging area for work by NSS volunteers and teachers.

Some of the tasks which the students can engage in slum areas are as under:-

- (a) **As community investigators** : They can prepare brief community profiles on various slums in the city or town on different amenities, services and living conditions etc.
- (b) **As community Workers** : They can identify local leaders and in cooperation with them discuss local problems on which cooperative action can be undertaken.
- (c) **As Programme Aids** : Students can help the local community in launching a number of programmes, like organising a free milk distribution centre, sanitation drive, recreation, adult and primary education, health care and nutrition classes, free legal aid centres etc. They can also help in forming youth clubs, children groups, mahila mandals etc.
- (d) **As Community Association Organisers** : NSS students after establishing rapport with the slum dwellers, can organise community associations to tackle local problems on a group basis with reliance on local resources, selfhelp and mutual aid and with some minimum external assistance.

SOME EQUIPMENT FOR N.S.S. UNITS

A. Implements for Field Work

Foura, Pickaxe, Shovel, Karai (Tasala), Sambal, Axe

B. Kitchen Equipments

Dekchi/Bhagona, Karai, Bucket, Water Drum, Mugs, Tea Kettle
Spoons, Puni, Palta, Fri-pan, Plates, Tawa, Parat, Chakla-Belan, Taraju.

C. Other Articles

Durry, Tarpauline, Petromax, Big Trunk, Torch, First-Aid Box,
Table Cloth, Lantern, Locks, Knife etc.

SPECIAL CAMPING

Camping is an important activity of N.S.S. Special camps are held at the college/university level for ten days duration summer vacations and autumn/winter breaks in rural areas/urban slums/harijan basties. The normal strength of a camp is 40-50. On bigger level inter-colleges and state level camps are also held from time to time.

Campers enjoy the camp life, learn the virtues of good citizenship and render service to the community.

These camps are organised for special project such as 'Youth for Development' which includes the following programme.

- (1) Land Reform
- (2) Non-Formal Education
- (3) Environmental Improvement
- (4) Afforestation
- (5) Tree Plantation
- (6) Economic Development
- (7) Family & Child Care
- (8) Social Awareness etc.

Present emphasis of N.S.S. work is on Adult Education and Community Development.

N.S.S. is a National Organisation working in all the 24 States and 7 Union Territories of India, where Degree Colleges exist.

GUIDELINES FOR THE SPECIAL CAMPING PROGRAMME

(a) Environment Enrichment and Conservation :

- (i) Plantation of trees, their preservation and upkeep (each NSS Unit will plant atleast 2,000 saplings);
- (ii) Creation of tree consciousness among the community;
- (iii) Construction of roads, village streets, drains, etc., so as to keep the environment clean;
- (iv) Construction of sanitary latrines, urinals etc.
- (v) Cleaning of village ponds and wells;
- (vi) Popularisation and construction of Gobar Gas Plants;
- (vii) Environmental sanitation and disposal of garbage composting;
- (viii) Prevention of soil erosion, and work for soil conservation;
- (ix) Preservation and upkeep of monuments and creating consciousness about the preservation of cultural heritage among the community.
- (x) Identification of local sources of pollution and efforts to control it.

(b) Health, Family Welfare & Nurtition:

- (i) Programmes of mass immunisation;
- (ii) Working with people in nutrition programmes by Home Science and medical college students;
- (iii) Provision of safe and clean drinking water supply;
- (iv) Integrated child development programmes;
- (v) Health education and preliminary health care work including medico-social surveys detecting cases of malaria and bringing medical aid to the suffering etc; and
- (vi) population education and family welfare including organising of campaigns for small family.

(c) Programmes aimed at creating an awareness for improvement of the Status of Women:

- (i) Programmes of educating women and making them aware of their rights both constitutional and legal;
- (ii) Creating consciousness among women that they too contribute to economic and social well-being of the community;

- (iii) creating consciousness among women that there is no occupation or vocation which is not open to them provided they acquire the requisite skill; and
- (iv) imparting training to women in sewing, embroidery, knitting and other skills wherever possible.

(d) Social Services Programmes :

- (i) work in hospitals;
- (ii) work with the organisations of child welfare;
- (iii) work in institutions for physically handicapped and mentally retarded;
- (iv) work in cheshire homes, orphanages homes for the aged, etc.
- (v) work in welfare organisations of women.

(e) Production oriented programmes:

- (i) working with people and explaining and teaching improved agricultural practices;
- (ii) rodent control and pest practices;
- (iii) weed control;
- (iv) soil testing, soil health care etc.
- (v) assistance in the repair of agricultural machinery;
- (vi) work for the promotion and strengthening of cooperative societies in villages;
- (vii) assistance and guidance in poultry farming, animal husbandary, care of animal health etc.
- (viii) popularisation of 'Save Grain' campaign and small savings.

(f) Programmes for working during emergencies:

- (i) assisting the authorities in distribution of ration, medicines, clothes, etc.
- (ii) assisting the health authorities in inoculation and immunisation, supply of medicines, etc.
- (iii) working with the local people in reconstruction of their huts, cleaning of wells, building of roads, etc.
- (iv) assisting and working with local authorities in actual relief and resue work.
- (v) collection of clothes and other material and sending the same to the affected areas.

(g) Education and recreation :

- (i) adult education (short-duration programme);
- (ii) pre-school education programme;
- (iii) programmes of continuing education of school drop-outs, coaching of students from economically weaker sections;
- (vi) work in creches;
- (v) participating cultural and recreational programmes for the community including the use of mass media for instruction and recreation, programmes of singing, dancing etc;
- (vi) organisation of youth clubs, rural and indigenous sports in collaboration with Nehru Yuva Kendras;
- (vii) programmes including discussions on eradication of social evils like casteism, regionalism, corruption, untouchability, drugging etc; and
- (viii) non-formal education for rural youth.

(h) National Projects:

- (i) Programmes of Wasteland Development and Social Forestry in consultation with the concerned authorities.
- (ii) Organisation of Seva Shivir and Padayatras along the River Ganga in collaboration with Ganga Action Plan (to be undertaken by universities located near Ganga.)

The above is only an illustrative list of the type of activities that can be undertaken. Under the programme it would be open to each NSS unit to undertake one or more of those programmes of any other activity which may seem desirable to them according to local needs. The NSS Unit should aim at the integrated development of the area selected for their operation which could be a village or an urban slum. It has also to be ensured that at least a part of the programme does involve manual work by the campers.

NSS DAY

It has been decided that 24th September every year would be observed as the NSS Day by all universities/ colleges when special programmes would be organised suiting local needs and priorities.

In addition to the main activity of holding blood donation camps and verification of blood groups, following are some of the other suggestive activities which could be undertaken by the NSS Units on the NSS day :-

- (i) environment enrichment in rural areas and urban slums;
- (ii) adoption of villages/urban slums for work during regular NSS programmes as well as special camping programmes;
- (iii) holding of peace rallies and rallies against eradication of social evils by NSS Units, discussions on various nationally accepted themes etc.;
- (iv) exhibitions on the work done by NSS Units during the last few year;
- (v) screening of films, if any, available on the NSS work and/or role of youth in national development through the field publicity officers.

Each NSS unit in the college is expected to adopt a nearby village/slum and work for its all-round development. Regular programmes and special camps should preferably be organised in the adopted village/rural unit/slum for this purpose

CERTIFICATE

An NSS volunteer completing 240 hours of regular social service in a period of two years is to be issued an NSS Certificate by the college/university. A model certificate is given below. Universities may consider giving preference to such NSS volunteers in matters of admissions, promotions and for other privileges;

PROFORMA OF CERTIFICATE NAME OF THE UNIVERSITY NATIONAL SERVICE SCHEME



This is to certify that Shri/Km./Smt.....son/dauther/
wife ofclass.....of.....
college has completed a period of two years an N.S.S. Volunteer from.....
.....to.....and has done satisfactory work.

He/she has also attended N.S.S. Camp/Camps from.....to
.....and from.....to.....held under
"YOUTH FOR RURAL RECONSTRUCTION CAMPAIGN"

Vice Chancellor

Programme Coordinator

Principal

Dated.....

ANNUAL ACTIVITIES CALENDER

DIFFERENT AUSPICIOUS DAYS FOR ALL NSS UNITS

No.	Occassion	Date & Month
1.	National Youth Day	12th Jan.
2.	National Youth Week	12th to 19th Jan.
3.	N.S.S. Day	15th Jan.
4.	Republic Day	26th Jan.
5.	Women's Day	8th March
6.	World Forest Day	21st March
7.	World Health Day	7th April
8.	Fire Prevention Day	14th April
9.	May Day/Labour Day	1st May
10.	Nutrition Week	1st to 7th May
11.	World Environment Day	5th June
12.	Vanamahotsav Week	1st to 7th July
13.	World Population Day	11th July
14.	Campaign against nuclear weapons	6th August
15.	Independence Day	15th August
16.	Teacher's Day	5th September
17.	International Literacy Day-week	8th to 14th Sept.
18.	N.S.S. Foundation Day	24th Sept.
19.	Gandhi jayanti	2nd October
20.	World Food Day	16th October
21.	U.N.O. Day	24th October
22.	Traffic Week	24th to 30th Oct.
23.	Saving Day/ National Integration Day	31st October
24.	Childrens' Day	14th November
25.	Mother's Day	19th November
26.	Quami Ekta Week	19th Nov. to 25th Nov.
27.	Weaker Section Day	22nd November
28.	World AIDS Day	1st December
29.	International Volunteer's Day	5th December
30.	Human Rights Day	10th December

"A President is a president, there is nothing like a neutral president"

-A.P.J. Abdul Kalam

"Patience is the art of hoping"

-Vauvenegur