



P.P.N. (P.G.) College, Kanpur

96/12 Mahatma Gandhi Marg, Kanpur - 208001

• Telefax: (0512)2361924 • Mob.: 8707538344 •

• Website: www.ppncollege.org • email: ppncollegekanpur@gmail.com •

1.2.1 (QnM): Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years)

List of Value-Added/ Add-On Courses

Sr. No.	Name of Course Coordinator and Department	Name of Value-added/Ad-On Program	Session
1	DR. ABHA SINGH Department of Psychology	SCIENCE OF HAPPINESS AND WELL BEING	2018-19 2019-20
2	DR. SUMAN SINGH Department of English	FUNCTIONAL ENGLISH	2018-19 2019-20
3	DR. KRISHNA KUMAR Department of Sociology	INDIGENOUS KNOWLEDGE SYSTEMS AND ENVIRONMENTAL SUSTAINABILITY	2018-19 2019-20
4	DR. CHANCHAL SHARMA Department of English	PUBLIC SPEAKING SKILLS	2018-19 2019-20
5	DR. NIDHI SRIVASTAVA Department of Chemistry	ADULTERATION OF MILK AND MILK PRODUCTS	2018-19 2019-20
6	DR. RAJESH KUMAR Department of Political Science	AN INTRODUCTION TO POLITICAL JOURNALISM	2018-19 2019-20
7	MR. VIMAL KUMAR JAISWAL Department of Statistics	DATA COLLECTION, TABULATION AND PRESENTATION	2018-19 2019-20
8	MR. ASHISH TRIPATHI Department of Computer Science	SYSTEM DEVELOPMENT LIFE CYCLE (SDLC)	2018-19 2019-20
9	DR. SUHEL RAZA Department of Physical Education	OFFICIATING AND COACHING IN PHYSICAL EDUCATION	2018-19 2019-20
10	DR. ALKA ASTHANA Department of Economics	INNOVATIONS IN SUSTAINABLE ECO-IDEAS	2018-19 2019-20
11	DR. ANUJ MISHRA Department of Political	IMPACT OF SOCIAL MEDIA ON VOTING BEHAVIOUR	2018-19 2019-20



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	Science		
12	DR. SATYA PRAKASH SRIVASTAVA Department of Zoology	INTEGRATED PEST MANAGEMENT (IPM)	2018-19 2019-20
13	DR. ARTI VISHNOI Department of Geography	TRAVEL AND TOURISM	2018-19 2019-20
14	DR. KASHIF IMDAD Department of Geography	GIS	2018-19 2019-20
15	DR. VIVEK SINGH Department of Economics	MSMES EMPLOYMENT STRATEGIES AND MANAGEMENT	2018-19 2019-20
16	DR. SANDHYA PANDEY Department of Zoology	FISH CULTURE AND FISH FARM MAINTENANCE	2018-19 2019-20
17	DR. ANITA RAI Department of Chemistry	MEDICINAL AND AROMATIC PLANTS	2018-19 2019-20
18	DR. POOJA VIDYARTHEE Department of Business Administration	INNOVATION AND ENTREPRENEURSHIP MANAGEMENT	2018-19 2019-20
19	DR. KIRTI CHAUHAN Department of Mathematics	QUANTITATIVE APPTITUDE	2018-19 2019-20
20	MR. ANOOP KUMAR SINGH Department of Hindi	PRAYOJANMULAK HINDI	2019-20
21	DR. RAM NARESH PATEL Department of English	PHONETICS AND EFFECTIVE COMMUNICATION SKILLS	2019-20
22	DR. DHARMENDR KUMAR PANDEY Department of Physics	BASICS OF EXCEL AND ORIGIN FOR DATA ANALYSIS AND MANAGEMENT	2021-22
23	CMA RAJESH KUMAR TRIVEDI Department of Commerce	ACCOUNTING AND TAXATION	2021-22
24	MS. SAKSHI RAI	ELEMENTARY STATISTICS AND ANALYSIS OF DATA	2022-23



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25	DR. DINESH KUMAR YADAV	SAHITYA AUR CINEMA	2022-23
26	MS. SHRASTY KATIYAR	UNDERSTANDING STOCK MARKET	2022-23
27	DR. VINOD KUMAR	BIOFERTILIZER PRODUCTION, TECHNOLOGY AND APPLICATION	2022-23
28	MR. KUNWAR MAHENDRA PRATAP SINGH	DECODING SOCIAL MEDIA	2022-23
29	DR. MANU CHAUHAN	UNDERSTANDING AND MANAGING STRESS	2022-23
30	MR. RISHABH GUPTA	ASTRONOMY FOR BEGINNERS	2022-23

(Prof. Suman Singh)

Convener

NAAC

(Prof. Abha Singh)

Convener

IQAC

(Prof. Anoop Kumar Singh)

Principal

PPN (PG) College, Kanpur

1

Value added/Add on Program on
“Science of Happiness and Well-being”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Abha Singh

Department of Psychology
P.P.N. (PG) College, Kanpur

Course Objectives:

1. Develop resilience and coping mechanisms to retain happy situations more effectively.
2. Enhance interpersonal skills for better communication and conflict resolution, enhancing happiness in personal and professional relationships.
3. Cultivate a positive mindset and outlook, fostering mental and emotional balance.
4. Maintaining balance between personal and professional life.
5. Understanding environmental happiness.

Course Outcome:

After the completion of this value added program students will:

1. Have a comprehensive understanding of happiness in their real life.
2. Recognize personal happiness and strategies for happiness.
3. Acquire practical skills to enhance happiness in environment adopting techniques such as mindfulness, relaxation exercises and regulating emotions through meditation.
4. Understand the physiological and psychological impact of happiness on overall health and well-being.
5. Develop environmental happiness.
6. To achieve sustainable happiness in personal and professional relationships.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (1 sessions of 2 hours)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

No. of lectures	Content to be covered	Objective
1-4	Understanding emotions	<ul style="list-style-type: none">- The importance of different emotions- Why stay happy- Emotion contagion
5-7	Theories of emotion	<ul style="list-style-type: none">- Introducing the different perspectives of happiness
8-10	Science of Happiness and wellbeing western & eastern Perspective	<ul style="list-style-type: none">- Understanding the neuroscience of happiness- Brain-behaviour relationship in happiness- Science of belief

11-13	Measuring happiness Concept of happiness – Indian Perspective	<ul style="list-style-type: none"> - Why do we need to measure happiness - How can we measure happiness - Importance of measuring happiness - Role of technology
14-16	Happiness in daily living	<ul style="list-style-type: none"> - Importance of empathy, gratitude, kindness
17-19	Happiness at work	<ul style="list-style-type: none"> - Understanding employee happiness - Designing happy workplaces - Role of humor in workplace
20-21	Communicating happiness Cultural and Social Values	<ul style="list-style-type: none"> - Designing effective messages - Body language and nonverbal cues of happiness - Role of gestures in spreading/understanding happiness
22-23	Practice of happiness and Role of environment	<ul style="list-style-type: none"> - Introduction to different practices that help calm the mind and foster happiness - Mindfulness practices - Self awareness - Self motivation
24-27	Best practices of happiness	<ul style="list-style-type: none"> - Sharing examples, cases, practices that have been implemented and which have yielded result in spreading happiness
28-30	Happy leaders and their character	<ul style="list-style-type: none"> - The emotional impact of a team leader on its members - Sensitivity training

Recommended Books

- The biology of belief and happiness by Bruce Lipton
- The Science of Happiness by Stefan Klein
- The how of happiness by Sonja Lyubomirsky
- Stumbling on happiness by Daniel Gilbert
- Flourish by Martin P. Seligman
- Thinking Fast and Slow by Daniel Kahneman

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

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2
Value added/Add on Program on

“Functional English”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Suman Singh

Department of English
P.P.N. (PG) College, Kanpur

Course Objectives:

- Develop basic communication skills in English for daily interactions.
- Enhance vocabulary and grammatical understanding.
- Improve speaking, listening, reading, and writing abilities.
- Foster confidence in using English in various practical situations.

Course Outcome:

By the end of the course, students will be able to:

- Engage in basic conversations confidently.
- Write simple emails and short texts effectively.
- Comprehend and respond appropriately to spoken English.
- Demonstrate a basic understanding of grammar and vocabulary usage.

Course Structure:

Participants	Open to all students
Maximum Strength	100
Duration	30 Hours (15 sessions of 2 hours each)
Classes	02 sessions per week
Assessment	Objective test at end of course

Syllabus:

Module 1: Introduction to Basic English Communication (10 Hours)

- Greetings and introductions
- Basic vocabulary and expressions for daily interactions
- Simple sentence structure and grammar: subject-verb agreement

Module 2: Speaking and Listening Skills (10 Hours)

- Practice in listening to short dialogues and passages
- Basic speaking exercises: describing people, places, and routines
- Role-play activities for everyday scenarios

Module 3: Reading and Writing Skills (10 Hours)

- Reading comprehension exercises: short texts and simple stories
- Writing short emails, messages, and informal letters
- Revision of grammar basics and vocabulary building

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

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Course Materials:

- Provided handouts and worksheets by the instructor
- Online resources: BBC Learning English, Duolingo, Cambridge English

Suggested Books:

- "English Grammar in Use" by Raymond Murphy
- "Oxford Wordpower Dictionary" by Oxford University Press
- "Basic English Grammar" by Betty Schramper Azar
- "English for Everyone Course Book Level 1" by DK

Contact Person

: Dr. Suman Singh



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3

Value added/Add on Program on
“Indigenous Knowledge Systems and Environmental Sustainability”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator

Dr. Krishna Kumar

Department of Sociology
P.P.N. (PG) College, Kanpur

Course Objectives:

It aims to explore the holistic wisdom of Indigenous communities, analyse their traditional practices for land management and biodiversity conservation, understand their role in fostering sustainable agriculture and healing practices, and advocate for policies that honour Indigenous environmental ethics, fostering resilience and equity.

Course Outcomes:

Upon completion of this value added/add on program students will:

- Grasp the holistic nature of Indigenous Knowledge Systems (IKS) and its role in promoting environmental sustainability.
- Analyse traditional Indigenous governance and land management practices and their contributions to conservation efforts.
- Evaluate the significance of Indigenous agricultural techniques and food sovereignty in sustainable food systems.
- Investigate how Indigenous communities adapt to climate change using traditional knowledge and build resilience.
- Reflect on the ethical dimensions of Indigenous environmental values and advocate for policies that respect Indigenous rights and wisdom.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Module 1: Introduction to Indigenous Knowledge Systems

- Understanding Indigenous Knowledge as a Holistic Framework
- Overview of Traditional Ecological Knowledge (TEK) and Indigenous Practices
- Discussion on the Importance of Indigenous Knowledge in Environmental Sustainability

Module 2: Indigenous Governance and Land Management

- Traditional Systems of Governance and Resource Management
- Community-Based Approaches to Environmental Conservation
- Group Activities: Analyzing Indigenous Land Management Practices

Module 3: Biodiversity Conservation and Traditional Ecological Knowledge

- Indigenous Strategies for Biodiversity Conservation and Habitat Protection
- Role of Indigenous Peoples in Preserving Plant and Animal Diversity
- Case Studies: Indigenous Conservation Initiatives Around the World

Module 4: Indigenous Water Management and Conservation

- Indigenous Perspectives on Water as Sacred and Life-Sustaining
- Traditional Water Harvesting and Conservation Methods
- Group Discussions: Addressing Contemporary Water Challenges Through Indigenous Wisdom

Module 5 : Policy Implications and Future Directions

- Analysis of Policies Impacting Indigenous Peoples and Environmental Sustainability
- Advocacy Strategies for Recognizing and Protecting Indigenous Knowledge
- Reflective Discussion: Implications for Environmental Policy and Practice

Assessment Method:

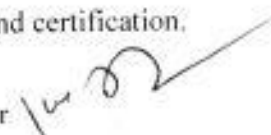
- Course-end assessment through objective exam.
- Grade will be provided based on following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

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4

Value added/Add on Program on
“PUBLIC SPEAKING SKILLS”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Chanchal Sharma

Department of ENGLISH
P.P.N (PG) COLLEGE, KANPUR

COURSE OBJECTIVE: The course on PUBLIC SPEAKING SKILLS aims to help students to develop and improve their communication skills when speaking at different places and in front of different audience. This will help them to overcome the fear of stage and improve self esteem. It will guide them with the appropriate usage of body and language in their public addressing. **This course rocks the personality of a student.**

COURSE OUTCOME:

Upon completion of this value added/add on program students will:

- It will help them to boost their Confidence.
- It will help them to build critical thinking skills.
- It will help them in their personal development.
- It will help them to develop their vocabulary and fluency.
- It will help them to overcome the fear of impromptu speaking.
- It will help them to build leadership skills.
- It will help them to be a better listener.
- It will help them to expand their social and professional networks.
- It will help them to improve communication skills.
- It will help them to be persuasive.

COURSE STRUCTURE:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

SYLLABUS:

SESSION 1-2: INTRODUCTION TO PUBLIC SPEAKING

- Purpose of Public Speaking
- Values of public speaking
- Trades of a good public speaker
- Role of a public speaker

SESSION 3-4: STEPS OF PUBLIC SPEAKING

- Knowing your audience
- Knowing the occasion
- Organize the content

SESSION 5-6: TYPES OF PUBLIC SPEAKING

- Ceremonial speaking
- Demonstrative speaking
- Informative speaking
- Debate

SESSION 7-8: ELEMENTS OF PUBLIC SPEAKING

- The speaker
- The listener
- The message
- The channel
- The feedback

SESSION 9-10: VOCAB BUILDING

- One word substitution
- Idioms / Phrases
- Synonyms, Antonyms, Spellings
- Root words

SESSIONS 11-12: 5 P's OF PUBLIC SPEAKING

- Introduction to 5 p's
- Usage of 5 p's
- Principles of 5 p's

SESSIONS 13-15: PUBLIC SPEAKING PRESENTATION

- Practical sessions
- Group discussion

ASSESSMENT METHOD:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following:-

GRADE	DESCRIPTION	RANGE OF MARKS
A+	Outstanding	91-100
A	Excellent	81-90
B+	Very Good	71-80
B	Good	61-70
C	Average	51-60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subject to modification based on the needs of the participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact person : Dr. Chanchal Sharma
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C. Sharma

Real-world Applications: GIS applications in different sectors (environment, urban planning, health, etc.), Case studies and discussions

Module 4

(6 Hours)

Practical's : Handling and use of GIS Software

Assessment: GIS Skill presentation through GIS Software's

Assessment Method

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

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Course Materials:

- Lecture notes and slides
- Practical exercises and datasets
- Reading materials and online resources

Suggested Readings:

1. GIS Fundamentals: A First Text on Geographic Information Systems, 2019, Sixth Edition by Paul Bolstad
2. 'Geographic Information Systems and Science' by Paul A. Longley, Michael F. Goodchild, David J. Maguire, and David W. Rhind
3. 'Remote Sensing and GIS' 2021 by Basudeb Bhatta (Author), Oxford.
4. 'Mastering QGIS' by Kurt Menke, GISP, Dr. Richard Smith Jr., GISP, Dr. Luigi Pirelli, GISP
5. 'The GIS 20: Essential Skills' by Gina Clemmer

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15

Value added/Add on Program on

“MSMEs Employment Strategies and Management”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator

Dr. Vivek Singh

**Department of Economics
P.P.N. (PG) College, Kanpur**

Course Objectives :

This course aims to equip participants with the essential skills and knowledge to foster employment through Micro, Small, and Medium Enterprises (MSMEs). The program focuses on developing strategies for sustainable job creation within the MSME sector.

Course Outcome:

Upon completion of this value added/add on program students will:

- Develop a deep understanding of MSMEs and their role in employment generation.
- Design effective employment strategies tailored for MSMEs.
- Analyze challenges faced by MSMEs in terms of human resource management and devise solutions.
- Explore the role of innovation in MSMEs for enhancing employment opportunities.
- Formulate business models conducive to MSME growth and increased employment.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1: Understanding MSMEs and Employment Dynamics

- Overview of MSMEs and their pivotal contribution to employment.
- Economic impact and the significance of MSMEs in fostering job creation.
- Historical context and evolution of MSMEs in the employment landscape.

Session 2: Human Resource Challenges in MSMEs

- Identifying inherent challenges in HR management for MSMEs.
- Crafting strategies for effective talent acquisition and retention.
- Role of HR policies in aligning with the growth trajectory of MSMEs.

Session 3: Innovations Driving Employment in MSMEs

- Integrating innovation as a catalyst for job creation within MSMEs.
- Analyzing case studies on successful employment-focused innovations.
- Navigating regulatory frameworks impacting innovation in MSMEs.

Session 4: Crafting Business Models for Employment Generation

- Designing business models with a focus on job creation.
- Analyzing reasons for MSME failures and proposing solutions.
- Exploring alternative funding models to support employment-centric business models.

Session 5: Sustainable Employment Practices in MSMEs

- Conditions for sustainable employment within MSMEs.
- Examining the contextual and patterned nature of innovation in MSMEs.
- Implementing responsible and ethical employment practices in MSMEs.

Session 6: Marketing Strategies for Employment-Centric Growth

- Essential marketing mix for MSMEs.
- Key success factors in marketing services for employment-driven growth.
- Leveraging digital platforms for marketing and recruitment in MSMEs.

Session 7: Strategic Initiatives for MSME Employment

- Developing strategic growth plans within MSMEs.
- Addressing valuation challenges and ensuring sustainability.
- Evaluating the impact of geopolitical factors on MSMEs and employment

Session 8: Women Entrepreneurship in MSMEs

- Strategies for fostering women entrepreneurs in the MSME sector.
- Highlighting institutions supporting women entrepreneurship in India.
- Addressing gender-specific challenges in MSMEs and proposing inclusive solutions.

Session 9: HR Management Challenges in Growing MSMEs

- Addressing specific HR challenges during MSME growth.
- Strategies for preventing sickness in enterprises.
- Implementing performance management systems tailored for MSMEs.

Session 10: Marketing Tactics and Growth Strategies

- Essential marketing mix for services in MSMEs.
- Cost and pricing considerations, branding for growth.
- Analyzing market trends and adapting marketing strategies for sustained employment.

Session 11: Strategic Perspectives in MSME Employment

- Exploring strategic growth opportunities in MSMEs.
- Final harvest of new ventures, business incubation.
- Examining international perspectives on MSMEs and employment.

Session 12: Capstone – Integrating Learning and Future Trends

- Reviewing key concepts from the course.
- Discussing emerging trends in MSMEs and employment.
- Formulating a personal action plan for participants to apply the learned concepts in real-world scenarios.

Assessment:


1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 -90
B ⁺	Very Good	71 -80
B	Good	61 -70
C	Average	51 -60
F	Fail	Below 50

Note:

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- 75% attendance is essential for completion of course and certification.

Contact Person


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Value added/Add on Program on
“Fish Culture and Fish Farm Maintenance”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Sandhya Pandey

Department of Zoology
P.P.N. (PG) College, Kanpur

Course Objective:

The main objective of this course is to understand the techniques involved in aquaculture practices, types of edible fishes their maintenance and induced breeding programme.

Course Outcome:

Upon completion of this value added/add on program students will:

- Get knowledge about cultivable edible fishes.
- Can differentiate between various species of fishes and also get knowledge of friendly and non-friendly species of fishes.
- Apply their knowledge of fish farming in ornamental fishes.
- Will Study the detritus food chain.
- Will study physical, chemical and biological parameters of water.
- Can start their own business which can enhance their economic status.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Unit I: (6 hours)

- Fish culture : General overview
- Definition and history of fish culture.
- Role of fish culture in economic development
- Type of fish culture
- Aim and scope of fish culture .

Unit II: (6 hours)

- Principle of site selection, preparation of fish farm.
- Properties of soil in fish farm.
- Maintenance of fish farm.

Unit III: (6 hours)

- Physical, chemical and biological parameters of water
- Water management in fish farm
- Control of microflora and aquatic weed

Unit IV: (6 hours)

- Government participation in fish culture
- State government participation in pisciculture.

Unit V: (6 hours)

- methods: Introduction Conventional, Fish gears, Nets, Hook and line gear
- various types of diseases and their control.

Assessment:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

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Value added/Add on Program on
“Medicinal and Aromatic Plants”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Anita Rai

Department of Chemistry
P.P.N. (PG) College, Kanpur

Course Objectives:

- To develop small scale business related byproducts of medicinal and aromatic plants.
- To study the cultivation methods of important medicinal and aromatic plants.
- To develop employment in rural areas.
- To study the importance of medicinal and aromatic plants.
- Conservation of medicinal and aromatic plants.
- To study the history of medicinal and aromatic plants.
- To study methods of extraction of essential oil from important aromatic plants.
- To study the extraction of alkaloids, glycosides and essential oils from various medicinal plants.

Course Outcome:

- Identify medicinal and aromatic plants that are suitable for commercial and non-commercial cultivation on the prairies.
- Outline steps in planning and developing a field production operation for selected medicinal and aromatic plants.
- Determine the basic herb processing alternatives and uses of herbal products.
- Investigate marketing strategies for medicinal and aromatic crops and determines buyers' requirements.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Session : 15 sessions of 2 hours each
- Classes : 02 sessions per week
- Assessment : Objective test and viva at the end of course

Syllabus:

Session 1: Introduction and History of Medicinal and Aromatic Plants

- Difference between medicinal and aromatic plants
- Introduction and history of medicinal plants
- Introduction and history of aromatic plants

Session 2: Importance and uses

- Importance of different types of medicinal and aromatic plants
- Uses of medicinal and aromatic plants as herbal drugs and are primarily used for therapeutic, aromatic and culinary purposes as components of cosmetics, medicinal products, health foods, and other natural health products.

Session 3: Classification of medicinal and aromatic plants

- Method of classification
- Classification of medicinal and aromatic plants are based on their pharmacological activity is due to biologically active ingredients
- Classification based on their occurrence : wild and cultivated

Session 4: Industrial Aspects - A

- Phytopharmaceuticals prospects
- Nutraceutical and cosmeceuticals

Session 5: Ayurvedic Pharmacy

- General introduction about Ayurvedic pharmacy
- Principles
- Formulations

Session 6: Ayurvedic profile of drugs

- Shatavari
- Bhringraj
- Tulsi
- Arjuna
- Korphad
- Giloy etc

Session 7: Study of Aromatic crops

- Study of aromatic crops with respect to active ingredients
- Study of aromatic crops with respect to medicinal uses

Session 8: Some specific Aromatic Crops

- Citronella
- Lemon Grass
- Vala
- Jai
- Geranium
- Mentha species
- Davana

Session 9 : Extraction method of Medicinal and Aromatic Compounds

- Factors to be considered in choosing extraction method
- Commonly used methods in the extraction of medicinal plants
- Maceration
- Infusion

- Digestion
- Decoction
- Percolation
- Soxhlet Extraction
- Microwave – assisted extraction
- Ultrasound – assisted extraction

Session 10: Isolation and Separation of medicinal and Aromatic Compounds

- Chemical method
- Distillation method
- Steam distillation method
- Column distillation
- Chromatography – Paper, TLC, Column Chromatography

Session 11: Extraction of few Medicinal and Aromatic compounds

- Extraction of alkaloids
- Extraction of Glycosides
- Extraction of essential oils

Session 12: Study of two Medicinal plants

- Study of any two Medicinal plants from theory syllabus w.r.t. Macroscopic and Microscopic characters

Session 13: Study of two Aromatic plants

- Study of any two Aromatic plants from theory syllabus w.r.t. Macroscopic and Microscopic characters

Session 14: Extraction methods

- Demonstration of Plant extraction methods(percolation, maceration, Soxhelt extraction etc.)

Session 15: Separation and identification of components

- By Paper and Thin layer chromatography

Reference Books:

1. N.D. Prajapati (2010) A Handbook of Medicinal Plants: A Complete Source Book
2. Khandelwal K.R.(2008): Practical Pharmacognosy Techniques and Experiments; NiraliPrakashan, Pune.
3. Pharmacognosy and Phytochemistry – Vinod Rangari
4. Albert F. Hill (1952) Economic Botany: A Textbook of Useful Plants and Plant Products McGraw-Hill

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact Person : Dr. Anita Rai
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Anita Rai

Value added/Add on Program on
“Innovation And Entrepreneurship Management”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Pooja Vidyarthi

Department of Management Studies (BBA)
P.P.N. (PG) College, Kanpur

Course Objectives: The Entrepreneurship Development course aims to develop our students' capabilities to become successful leadership, management, and commercial entrepreneurs. The programme provides students with the necessary skills, knowledge, and experiences to launch and manage their ventures. It also aims to impart the necessary skills and confidence to make dream a reality

Course Outcome:

- Upon completion of this value added/add on program students will:
- To develop idea generation, creative and innovative skills
 - To understand the role and importance of entrepreneurship for economic development
 - To enable students to design business plans by considering all dimensions of business
 - It will help in understanding basic of entrepreneurship, how to turn ideas into profit, develop a business plan.
 - A study investigating students' attitudes and motivations after completing an entrepreneurial program.
 - Describe the ways in which entrepreneurs perceive opportunity, manage risk, organize resources and add value.
 - Develop a plan for implementing entrepreneurial activities in a globalised and competitive environment being responsible for the social, ethical and culture issues.
 - Discuss what is meant by entrepreneurship and innovation from both a theoretical and practical perspective, and the role of the entrepreneur in the new enterprise creation process.
 - Critique a plan for implementing entrepreneurial activities in a globalised and competitive environment being mindful of the social, ethical and Culture issues.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1: Introduction to Entrepreneurship

- Meaning of Entrepreneurship
- Role of Entrepreneurship in economic development
- Functions of an entrepreneur
- Traits of successful Entrepreneur

Session 2: Factors influencing entrepreneurship

- Psychological factors
- Social factors
- Economic factor
- Environmental factors

Session 3: Entrepreneurship Development Skills

- Meaning of Entrepreneurship skill
- Types of Entrepreneurship Skills
- Business management skills
- Teamwork and leadership skills
- Communication and listening
- Customer service skills

Session 4: Creating & Starting the Venture

- Sources of ideas
- Product planning and development
- Joint venture - Problems faced by startups

Session 5 : Business plan

- Meaning and objectives of business plan
- Different types of business plan
- How to write a business plan

Session 6 : Effective Communication

- Importance of communication skills in running an enterprise
- Elements of effective communication
- Barriers of effective communication & the ways to overcome it

Session 7 : Experimentation in Innovation Management

- Brainstorming ideas
- Participation for Innovation
- Co-creation for Innovation

Session 8: Steps of Innovation Management,

- Idea Management System
- Divergent V/s Convergent Thinking
- Design Thinking and Entrepreneurship

Session 9: Marketing of Innovation

- Technological Innovation Management Planning
- Technological Innovation Management Strategies
- Technology Forecasting

Session 10: Sustainability Innovation and Entrepreneurship

- Innovation Sustainable Conditions
- Innovation: Context and Pattern
- SME'S strategic involvement in sustainable development

Session 11: Business Models and value proposition,

- Why Start-ups Fail
- Reasons and Remedies
- Role of venture capitalist

Session 12: Management of MSMEs and Sick Enterprises Challenges of MSMEs,

- Preventing Sickness in Enterprises
- Specific Management Problems
- Industrial Sickness
- Industrial Sickness in India – Symptoms, process and Rehabilitation of Sick Units

Session 13: Managing Marketing and Growth of Enterprises:

- Essential Marketing Mix of Services
- Key Success Factors in Service Marketing
- Cost and Pricing Branding

Session 14: Strategic perspectives in Entrepreneurship:

- Strategic Growth in Entrepreneurship
- The Valuation Challenge in Entrepreneurship
- The Final Harvest of New Ventures
- Business Incubation

Session 15 : Women Entrepreneurs

- Strategies to develop Women Entrepreneurs,
- Women Entrepreneurship in India.

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact Person : Dr. Pooja Vidyarthi
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Value added/Add on Program on
“Quantitative Aptitude for Competitive Examinations”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Kirti Chauhan

Department of Mathematics
P.P.N. (PG) College, Kanpur

Course Objectives: This value added course is a numerical skill development course and is aimed to acquaint the students with basic arithmetic and algebraic calculation procedure. This course is beneficial for students aspiring to crack scholarships, entrance and competitive exams like Bank /Clerical/ specialist officers, CAT, UPSC, SSC, AIPMAT etc.

Course Outcome:

1. To nurture the fundamental Mathematical skills for preparing and cracking competitive examination.
2. To kindle the problem solving ability of the students.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at the end of course

Syllabus:

SESSION 1

Numbers-H.C.F and L.C.M of Numbers, Decimal Fractions.

SESSION 2

Simplification, Square Roots and Cube Roots, Average.

SESSION 3

Logarithms, Area related concepts

SESSION 4

Problem on Numbers, Problem on Ages, Surds and Indices.

SESSION 5

Boats and Streams, Mixture,

SESSION 6

Simple Interest, Compound Interest

SESSION 7

Percentage, Profit and Loss, Ratio and Proportion, Partnership.

SESSION 8

Permutations and Combinations

SESSION 9

Probability

SESSION 10

Chain Rule-Time and Work-Pipes and Cistern-Time and Distance-Problemson Trains

SESSION 11

Heights and Distances

SESSION 12

Lines and Angles, Circles

SESSION 13

Triangles , Quadrilaterals , Polygons

SESSION 14

Coordinate Geometry

SESSION 15

Area and volume , surface of 3D objects

Books for Reference:

- 1 Quantitative Aptitude by R.S. Agarwal, Sultan Chand and Company Ltd, New Delhi, 2012
- 2 Quantitative Aptitude for Competitive Examinations by Abhijit Guha, McGraw Hill Education, 2011.
- 3 How to prepare for Quantitative Aptitude for CAT , Arun Sharma

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
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प्रयोजनमूलक हिंदी
(मूल्य-वर्धित कार्यक्रम)

पाठ्यक्रम एवं पाठ्यक्रम संरचना



पाठ्यक्रम समन्वयक

अनूप कुमार सिंह

असिस्टेंट प्रोफेसर

हिंदी विभाग

पंडित पृथी नाथ (पी जी) कॉलेज, कानपुर

पाठ्यक्रम का उद्देश्य:

छात्रों को कार्यात्मक हिंदी की अवधारणा और समकालीन समाज में इसके महत्व से परिचित कराना है, जिसमें भाषा के मौलिक तत्व जैसे शब्द भेद और वाक्य संरचना शामिल हैं। यह छात्रों की शब्दावली और भाषा कौशल को विस्तारित करने, अध्ययन एवं अध्यापन की सहजता को बढ़ाने के साथ-साथ सृजनात्मक की ओर उन्मुख करेगा। इसके अतिरिक्त उन्नत पाठ्यक्रम निर्माण, व्याकरण अवधारणाओं को प्रस्तुत करने के लिए भी प्रयासरत है, जो छात्रों को प्रभावी रूप से जटिल अभिव्यक्तियों को निर्माण करने में सहायक हो। प्रयोजनमूलक हिंदी साहित्य और संस्कृति की महत्वाकांक्षा को उत्तेजित करने का प्रयास करता है। पाठ्यक्रम के अंत में, छात्रों को प्रयोजनमूलक हिंदी में प्रभावी संचार और अभिव्यक्ति के लिए सार्थक भाषा कौशल और सांस्कृतिक जागरूकता के विकास हेतु सक्षम बनाना पाठ्यक्रम का ध्येय है।

पाठ्यक्रम-परिणाम (Course Outcomes):

पाठ्यक्रम के अंत तक, छात्र निम्नलिखित कार्य करने में सक्षम होंगे-

- प्रयोजनमूलक हिन्दी की अवधारणा तथा समकालीन समाज में इसके महत्व को परिभाषित एवं स्पष्ट कर सकेंगे।
- भाषा की आधारभूत जानकारी, वाक्यविन्यास और व्याकरणिक नियमों सहित भाषा संरचना को समझ सकेंगे।
- व्यावहारिक हिंदी में शब्दावली और भाषा कौशल का विस्तार करना, जो विभिन्न संदर्भों में प्रभावी संचार में सक्षम होंगे।
- उद्देश्यपरक हिंदी पाठों को अधिक प्रवाह और समझ के साथ अध्ययन कर सकेंगे।
- स्पष्टता, निरंतरता और व्याकरणिक नियमों के साथ हिंदी में लिखे गए उद्देश्य-निर्मित पाठों का निर्माण कर पायेंगे।
- जटिल वाक्य बनाने और सूक्ष्म अर्थ व्यक्त करने के लिए उन्नत व्याकरण अवधारणाओं का उपयोग कर सकेंगे।
- वस्तुनिष्ठ हिंदी साहित्य और सांस्कृतिक अभिव्यक्तियों का विश्लेषण और समीक्षा करने में सक्षम होंगे।
- हिंदी में मीडिया सामग्री का निष्पक्ष मूल्यांकन करना और मीडिया साक्षरता कौशल का उन्नयन कर सकेंगे।
- उद्देश्यपूर्ण हिंदी में प्रभावी संचार और समस्या-समाधान के माध्यम से संलग्न होंगे।
- व्याख्यात्मक मूल्यांकन के माध्यम से वस्तुनिष्ठ हिंदी में बोलने, सुनने, पढ़ने और लिखने में दक्षता प्रदर्शित कर पाएंगे।

- कार्योत्तमक हिंदी में उनकी उपलब्धि और दक्षता को स्वीकार करते हुए पूरा होने का प्रमाण पत्र प्राप्त करेंगे।

कोर्स रूपरेखा:

- प्रतिभागी : किसी भी विषय के छात्र प्रतिभाग कर सकते हैं
- अधिकतम छात्र : 100
- सत्र : 15 सत्र (प्रति 2 घण्टे)
- मूल्यांकन: पाठ्यक्रम के अंत में वस्तुनिष्ठ परीक्षण

कोर्स पाठ्यक्रम:

सत्र 1: प्रयोजनमूलक हिंदी का परिचय

- अवधारणा और महत्व को समझना
- ऐतिहासिक पृष्ठभूमि और विकास
- समकालीन समाज में महत्व

सत्र 2: मूल व्याकरण अवधारणाएँ (भाग 1)

- भाषा के अंग: संज्ञा, सर्वनाम, क्रिया
- वाक्य संरचना: कर्ता, क्रिया
- लिंग और वचन सम्मिलन

सत्र 3: मूल व्याकरण अवधारणाएँ (भाग 2)

- विशेषण, क्रिया-विशेषण, सम्बंधक
- वाक्य प्रकार: साधारण, संयुक्त, विशिष्ट
- कारक: कर्ता, कर्म, संबंध

सत्र 4: शब्दसाधना (भाग 1)

- आम शब्द और वाक्यांश
- मुहावरे और कहावतें
- शब्द गठन तकनीकें

सत्र 5: शब्दसाधना (भाग 2)

- पर्यायवाची, विपरीतार्थी, अक्षरांतर
- तकनीकी शब्दसाधना: विशिष्ट क्षेत्रों में
- प्रसंगित उपयोग अभ्यास

सत्र 6: पठन समझ

- पठन समझ का अभ्यास
- पाठों और लेखों का विश्लेषण
- प्रभावी पठन कौशल

सत्र 7: लेखन कौशल (भाग 1)

- वाक्य निर्माण अभ्यास
- वर्णनात्मक लेखन: विवरण, कहानी
- पत्र लेखन और औपचारिक संचार

सत्र 8: लेखन कौशल (भाग 2)

- कथावाचन: कहानी की रचना
- साक्षात्कार, रिपोर्ट, आधिकारिक लेखन
- सृजनात्मक लेखन का प्रोत्साहन

सत्र 9: उन्नत व्याकरण अवधारणाएँ (भाग 1)

- जटिल वाक्य संरचना
- उन्नत क्रिया रूप और काल
- साधारण और विशेष वाक्य

सत्र 10: उन्नत व्याकरण अवधारणाएँ (भाग 2)

- शर्ती वाक्य: प्रकार और प्रयोग
- प्रत्यक्ष और अप्रत्यक्ष भाषण

- वाक्य परिवर्तन अभ्यास

सत्र 11: साहित्यिक महत्वाकांक्षा

- प्रयोजनमूलक हिंदी साहित्य का अध्ययन
- साहित्यिक कृतियों का विश्लेषण
- साहित्यिक उपकरणों की समझ

सत्र 12: सांस्कृतिक परिपेक्ष्य

- प्रयोजनमूलक हिंदी में सांस्कृतिक अभिव्यक्ति
- लोककथाएँ और पारंपरिक कहानियाँ
- भाषा का संरक्षण में योगदान

सत्र 13: मीडिया और मनोरंजन

- हिंदी मीडिया सामग्री का विश्लेषण
- मनोरंजन में हास्य और व्यंग्य
- डिजिटल युग में मीडिया साक्षरता

सत्र 14: भूमिका-निर्वाह और व्यावसायिक स्थितियाँ

- वास्तविक जीवन स्थितियों का अभ्यास
- प्रभावी संचार के लिए भूमिका निभाना
- भाषा के माध्यम से समस्या समाधान

सत्र 15: मूल्यांकन और प्रमाणीकरण

- पाठ्यक्रम की सभी पहलुओं का मूल्यांकन
- भाषा कौशल का मूल्यांकन

मूल्यांकन पद्धति:

- वस्तुनिष्ठ परीक्षा के माध्यम से पाठ्यक्रम का अंतिम मूल्यांकन।
- ग्रेड निम्नलिखित के आधार पर प्रदान किया जाएगा।

ग्रेड विवरण:

A+	अत्यधिक उत्कृष्ट	91-100
A	उत्कृष्ट	81 - 90
B+	बहुत अच्छा	71 - 80
B	अच्छा	61 - 70
C	सामान्य	51 - 60
F	असफल	50 के नीचे

ध्यान दें:

- पाठ्यक्रम और पाठ्यक्रम के परिणाम श्रेणी के आधार पर परिवर्तन किए जा सकते हैं, जो प्रतिभागियों की आवश्यकता और शिक्षक की विशेषज्ञता पर आधारित होते हैं
- पाठ्यक्रम के समापन और प्रमाणीकरण के लिए 75% उपस्थिति आवश्यक है।

संपर्क व्यक्ति : अनूप कुमार सिंह
विभाग : हिंदी
ईमेल : anoopks068@gmail.com
मोबाइल नंबर : 8423565571



Value added/Add on Program on

“Phonetics and Effective Communication Skills”

SYLLABUS & COURSE STRUCTURE



Course Co-Ordinator
Dr. Ram Naresh Patel

Department of English
P.P.N. (PG) College, Kanpur

Course Objectives: The present course will enhance the understanding of Phonetic symbols, speech pattern, effective reproduction of speech sounds, transcription of English words enabling the students in pronouncing the words correctly and effectively. It will not only boost the confidence of the students in speaking English language effectively but to receive and understand the English sounds properly.

Course Outcome:

Upon completion of this value added/add on program students will:

1. Have a comprehensive understanding of Phonetic symbols and sounds, its reproduction and reception.
2. Be able to know the vowels and consonants sounds in English speech. Also, how to write and read them properly.
3. Be able to differentiate the personal knowledge of speech sounds and alphabets of writing of English spellings.
4. Be able to see the difference between the written symbols and speech symbols.
5. Develop skills in understanding the speech sounds, its proper production system and reception
6. for effecting learning of English sounds.
7. Be able to transcribe the speech sounds and pronounce the transcribed content.
8. Be able to differentiate between the production of some common sounds of mother tongue and English speech sounds.
9. Be able to pronounce the words properly during communication effectively.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 100
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at the end of the course

Syllabus:

Session 1-3: Introduction to Linguistics and its scope

(06 hours)

- Definition of Linguistics
- Historical perspectives of language
- Various theories of language.

- Characteristics of language
- Scope of linguistics
- Components of language

Session4-6: Understanding Phonetics

(06 hours)

- Identifying difference between phonetic and phonetics
- Understanding Vowels and consonant sounds
- Understanding monophthongs and diphthongs
- Understanding voiced and unvoiced consonants
- Writing and reading transcription of phonetic symbols

Session7-9: Understanding Phonology

(06 hours)

- Phonology
- Components of phonology— Phonemes, allophones, and morphemes
- Organization of speech sounds
- Importance of phonology
- Phonological rules— assimilation, dissimilation, insertion, and deletion
- Difference between phonetics and phonology

Session10-12: Phonetic Transcription

(06 hours)

- Meaning of transcription
- Need of transcription
- Phonetic transcription symbols
- Conversion of English words or sentence into standard IPA transcription
- Conversion of transcription into English words or sentence

Session 13-15: Effective Communication Skills

(06 hours)

- Meaning of effective communication skills
- Types of communication
- Sources of communication
- Importance of 7 Cs— The 7 Cs stands for clear, concise, concrete, correct, coherent, complete and courteous.

- Use of Phonetics in effective speech or conversation
- Understanding communication cycle

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following:

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

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Value added/Add on Program on

**“Basics of Excel and Origin for Data Analysis and
Management”**

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator

Dr. Dharmendra Kumar Pandey

**Department of Physics
P.P.N. (PG) College, Kanpur**

Course Objectives: The aim of course is to enrich the ability of students to calculate, organize, analyze and represent data effectively,

Course Outcome:

The benefits of learning Excel and Origin comprises the following points.

1. *Improvement in data management:* Excel makes it possible to efficiently store, organize and manage large sets of data as per need in least time.
2. *Calculation of large set of data in least time:* The mathematical, logical, string, advanced and combined functions of excel make possible to perform calculations in least time.
3. *Enhancement in better data analysis with accuracy:* The string functions, pivot tables, filter, sorting, SUM, AVERAGE, IF, COUNT, COUNTIF, VLOOKUP, HLOOKUP, etc. commands of excel help to know insights from data which makes easy analysis. Data validation and error checking features reduce errors and improve the quality of work.
4. *Effective visualization of data:* Several types of Charts and graphs of excel and origin makes easy visualizations of data to show trends, patterns in a clear and compelling way. The curve fit feature explores the behaviour and trend of data for better analysis and understanding of trend of data.
5. *Helpful in research and project work:* knowledge of excel and origin helps in calculation and representation of data related to research/project work.
6. *Improves productivity:* Learning Excel allows working faster and more efficient way to automate tasks in less time, hence improves productivity.
7. *Improves job Prospects:* Learning Excel is a valuable skill in many industries, including finance, marketing, and data analysis. By learning Excel, a job prospect enhances.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Learning Assessment: The assignment shall be given to the participant after each session which shall be checked digitally in college to monitor the progress and learning.

Syllabus:

Session	Topic
1	The Excel environment <ul style="list-style-type: none">• Navigating a worksheet• Spreadsheet terminology• Getting help

2 Entering and editing data

- Entering and editing text and values
- Entering and editing formulas
- Saving and updating workbooks
- Search for data within a workbook
- Moving within sheet (goto top/bottom of page/sheet, left, right, up, down; goto desired cell directly)

3 Modifying a worksheet

- Modifying existing worksheet
- Moving and copying data
- Moving and copying formulas
- Inserting and deleting ranges, rows, and columns
- Cell comments

4 Formatting (1)

- Text formatting
- Row and column formatting
- Hide or unhide columns and rows
- Number formatting

5 Formatting (2)

- Conditional formatting
- Additional formatting options and Use shortcut keys

6 Formatting (3)

- Change worksheet tab color
- Rename a worksheet and Change worksheet order
- Insert and delete columns or rows
- Adjust row height and column width
- Insert headers and footers & page numbers
- Change workbook themes

7 Printing

- Preparing to print
- Setting page margins and Page Setup options
- Create custom views to save different sets of worksheet display and print settings
- Printing worksheets

- 8 **Use of Functions (1)**
- Entering functions & AutoSum
 - Common functions (Mathematical, Logical, string, date/time)
- 9 **Use of Functions (2)**
- Using IF and SUMIF functions to calculate a value based on specified criteria
 - Use VLOOKUP and HLOOKUP to find values in worksheet data
 - Use of Combined and multiple functions
- 10 **Subtotal Functions & Sorting and Filter data**
- Create subtotals in a list
 - Use multiple subtotal functions – SUBTOTAL, SUMIF
 - Filter data based on complex criteria
 - Use conditional filters
 - Copy filtered results to another range
- 11 **Pivot Tables**
- Prepare data in a table format and name the table
 - Create a PivotTable for analyzing
- 12 **Creating graph with excel**
- Making of chart and graph
 - Linear and polynomial curve fit analysis
- 13 **Creating Chart/graph with ORIGIN (1)**
- Introduction to ORIGIN
 - Importing Data from Excel
 - Creating Charts
- 14 **Creating Chart/graph with ORIGIN (2)**
- Advance option of ORIGIN
 - Curve fit analysis
- 15 **Review**
- Open discussion
 - Problem Solving
 - Some Case Studies
 - Queries


Assessment Method

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.



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Value added/Add on Program on
“Basics of Accounting and Taxation”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
CMA Rajesh Kumar Trivedi
Assistant Professor

Department of Commerce
P.P.N. (PG) College, Kanpur

Course Objectives:

Objective of the course on accounting and taxation is to equip the students with practical aspect of accounting and to make them well versed with the maintenance of books of accounts of any business organisation in computer environment. In addition they will be provided expertise in filing returns of Income Tax and GST. They will also be enabled to understand the practical aspects of Cost and Management Accounting and Auditing.

Course Outcomes:

Upon completion of this value added/add on program students will:

1. Understand the basics of accounting along with its practical implications.
2. Prepare the books of accounts and financial statements of any business concern
3. Process the business transactions in Tally E.R.P 9.
4. Understand the basics of Income Tax and its practical implications.
5. Understand the process of filing Income Tax return and assessment processor.
6. Understand the process of the filing GST Returns
7. Understand the basics of cost & management accounting and auditing along with its practical implications
8. Undertake independent responsibility as accountant in any business entity
9. Practice as accounting and taxation consultant

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1. Introduction

- Introduction to Accounting
- Preparation of Primary Books of Accounts viz. Journal and Subsidiary Books.

Session 2. Preparation of Secondary Books

- Preparation of Main Ledger and Subsidiary ledgers
- Preparation of Trial Balance
- Rectification of errors

Session 3. Preparation of financial statements

- Preparation of profit and loss account
- Preparation of balance sheet
- Preparation of cash flow statement.

Session 4. Introduction to computerised accounting system

- Introduction to computerised accounting system
- Making entries and preparation of financial statements and reports through Tally ERP 9.0

Session 5. Introduction of Income Tax Act, 1961

- Basic knowledge of Income Tax
- Computation of total income
- Computation of Income Tax liability.

Session 6. Filing of Income Tax Return

- Filing up income tax return under old and new tax regime
- Assessment procedures of Income Tax

Session 7. Goods & Service Tax (GST)

- Basic knowledge of GST and practices
- Filing of monthly, quarterly and annual returns under goods and service tax.

Session 8. Introduction of Cost & Management Accounting

- Basic concepts of Cost Accounting
- Basic concepts of Management Accounting including Management Decision Making.

Session 9. Budgeting

- Preparation of budget
- Budgetary control.

Session 10. Auditing

- Basic concepts of Auditing practices
- Vouching
- Verification and valuation,
- Preparation of audit reports.

Session 11. Introduction of Inventory Management

- Basic Concept of Inventory Management
- Inventory Record Keeping and Control through Tally ERP 9.0.

Session 12. Review and integration

- Recap of key concepts covered in the course
- Review of Case studies
- Final assessment to ensure understanding and application of course material.

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact Person :

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 Department : Commerce
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Value added/Add on Program on
“Elementary Statistics and Analysis of Data”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Ms. Sakshi Rai

Department of Statistics
P.P.N. (PG) College, Kanpur

Course Objectives: This course is to provide the fundamental statistical knowledge to the students and enable them to conduct the data analysis needed for their projects, dissertations, and research works.

Course Outcome:

Upon completion of this value added/add on program students will:

1. Aware of the application of statistics in various fields.
2. Able to organize a raw data.
3. Identify the application of suitable measures based on the situation.
4. Able to apply suitable test of significance for a problem.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1: Introduction

- Meaning and scope
- Frequency distributions

Session 2: Measures of Central Tendency-I

- Requisites for an ideal measures of central tendency
- Arithmetic Mean- Properties, merits and demerits
- Arithmetic Mean of a combined series

Session 3: Measures of Central Tendency-II

- Weighted Mean
- Median, Mode, G.M, H.M-formula, merits and demerits

Session 4: Partition Measures

- Quartiles
- Deciles
- Percentiles
- Graphical location of partition values

Session 5: Measures of Dispersion-I

- Characteristics for an ideal measures of dispersion
- Measures-Range, Quartile Deviation, Mean Deviation

Session 6: Measure of Dispersion-II

- Measures-Standard Deviation and Root Mean Square Deviation
- Variance of combined series
- Coefficient of Dispersion
- Coefficient of Variation

Session 7: Moments

- Moments about any arbitrary point
- Moments about mean
- Relation between moments about any arbitrary point and moments about mean

Session 8: Skewness and Kurtosis

- Skewness
- Kurtosis
- Graphical representation

Session 9: Correlation

- Bivariate distribution
- Scatter Diagram
- Karl Pearson coefficient of correlation
- Properties and Limits of correlation coefficient

Session 10: Simple Linear Regression

- Definition
- Lines of Regression- principal of least squares
- Regression Coefficients and its Properties
- Curvilinear Regression

Session 11: Hypothesis Testing

- Null and Alternative Hypotheses
- Errors in Sampling
- Critical Region and Level of Significance
- One- tailed and Two-tailed Tests
- Procedure for Testing of Hypothesis

Session 12: Large Sample Test

- Test of Significance for Mean
- Test of Significance for Proportion

Session 13: Exact Sampling Distributions-I

- Definition and Properties
- Chi-Square Probability curve

- Condition for Validity of Chi-Square test
- Application of Chi-Square Distribution

Session 14: Exact Sampling Distributions-II

- t-test for Single Mean and Difference of Means
- Paired t-test for Difference of Means
- F-test

Session 15: Analysis of Variance (ANOVA)

- ANOVA one way classification
- ANOVA two way classification

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

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Value added/Add on Program on

Sahitya Aur Cinema

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator

Mr. Dinesh Kumar Yadav

Assistant Professor

Department of Hindi

Pt. Prithi Nath (PG) College, Kanpur

कोर्स का अवलोकन:

यह प्रमाणपत्र कोर्स कॉलेज के छात्रों को भारत के समृद्ध सांस्कृतिक परिदृश्य में साहित्य और सिनेमा के बीच के जटिल संबंध को व्यापक रूप से समझाने का प्रयास है। एक अन्तर्विज्ञानी दृष्टिकोण के माध्यम से, छात्रों को साहित्यिक कार्यों और सिनेमेटिक संवेदनों के क्षेत्र में प्रवेश करने का अवसर प्रदान किया जाएगा, जहां वे थीम, कथाएँ और सामाजिक-सांस्कृतिक संदर्भों का विश्लेषण कर सकेंगे।

कोर्स के उद्देश्य:

1. भारतीय साहित्य और सिनेमा के ऐतिहासिक विकास का अन्वेषण करना।
2. भारतीय सिनेमा में साहित्यिक आंदोलन का प्रभाव जांचना।
3. साहित्यिक पाठों से सिनेमेटिक कथानकों तक के अनुकूलन का विश्लेषण करना।
4. साहित्यिक और सिनेमेटिक प्रतिनिधित्वों के सामाजिक-सांस्कृतिक प्रभाव को समझना।
5. साहित्य और सिनेमा में लिंग, पहचान, और विचारधारा के प्रतिनिधित्व का समालोचनात्मक मूल्यांकन करना।
6. चर्चाओं, प्रस्तुतियों, और असाइनमेंट्स के माध्यम से विचारशीलता और विश्लेषणात्मक कौशलों को बढ़ावा देना।

कोर्स रूपरेखा

- | | |
|--------------------------|---|
| • भागीदारी: | सभी छात्रों के लिए |
| • अधिकतम सीटों की संख्या | 30 |
| • सत्र | प्रति 2 घंटे के अनुसार 15 सत्र |
| • कक्षाएं, | 2 सत्र प्रति सप्ताह |
| • मूल्यांकन. | कोर्स के अंत में वस्तुनिष्ठ प्रकार की परीक्षा |

कोर्स संरचना:

सत्र 1-2: भारतीय साहित्य और सिनेमा का परिचय (5 Hour)

भारतीय साहित्य का अवलोकन: क्लासिकल, मध्ययुगीन, आधुनिक
भारतीय सिनेमा का विकास: शांत युग से समकालीन समय तक
भारत में प्रमुख साहित्यिक और सिनेमेटिक आंदोलन

सत्र 3-4: भारतीय सिनेमा में साहित्यिक प्रेरणा (5 Hour)

भारतीय सिनेमा में साहित्यिक अनुकूलन का विश्लेषण
विभिन्न लेखकों, कवियों और साहित्यकारों का फिल्मों पर प्रभाव
साहित्य व सिनेमा के माध्यम से तात्विक और राजनीतिक विचारों का प्रसार

सत्र 5-6: साहित्य और सिनेमा में सामाजिक-सांस्कृतिक संदर्भ (5 Hour)

साहित्य और सिनेमा में सामाजिक-सांस्कृतिक विषयों का अन्वेषण
सिनेमा में जाति, वर्ग, और क्षेत्रीय पहचानों का प्रतिनिधित्व
राजनीतिक और सामाजिक आंदोलनों के कलात्मक अभिव्यक्तियों पर प्रभाव

सत्र 7-8: साहित्य और सिनेमा में लिंग और पहचान (5 Hour)

साहित्य और सिनेमा में लिंग प्रतिनिधित्व का आलोचनात्मक मूल्यांकन
भारतीय साहित्य और सिनेमा में नारीवादी परिप्रेक्ष्यों का विश्लेषण
धर्म और धार्मिकता के तत्वों का साहित्य- सिनेमा में चित्रण

सत्र 9-10: साहित्य और सिनेमा में विचारधारा और राजनीति (5 Hour)

साहित्यिक और सिनेमेटिक कार्यों में विचारधारा की आधारशिला को समझना
राष्ट्रवाद, उपनिवेशवाद, और उत्तर- उपनिवेशवाद का प्रतिनिधित्व
भारतीय साहित्य और सिनेमा में उपनिवेशित आवाज और कमजोर तबकों का प्रतिनिधित्व

सत्र 11-12: समापन परियोजनाएँ और प्रस्तुतियाँ (5 Hour)

छात्र व्यक्तिगत या समूह परियोजनाओं पर काम करेंगे
साहित्य और सिनेमा के विभिन्न पहलुओं की अन्वेषणात्मक प्रक्रिया
परियोजनाओं की प्रस्तुति, जो साहित्य और सिनेमा के विभिन्न पहलुओं का अन्वेषण करती हैं
कोर्स सामग्री और शिक्षा प्राप्ति का अंतिम मूल्यांकन और प्रतिक्रिया

मूल्यांकन:

- मूल्यांकन पद्धति कोर्स का मूल्यांकन वस्तुनिष्ठ परीक्षा के आधार पर होगा।
- विशेष: कोर्स और प्रमाणपत्र हेतु छात्रों की कक्षा में 75% उपस्थिति अनिवार्य है।
- ग्रेड निम्न आधार पर प्रदान किए जाएंगे।

Grade	Description	Range of Marks
A ⁺	असाधारण	91-100
A	उत्कृष्ट	81 - 90
B ⁺	बहुत अच्छा	71 - 80
B	अच्छा	61 - 70
C	सामान्य	51 - 60
F	Fail 50 के नीचे	Below 50

कोर्स- कोऑर्डिनेटर : डॉ दिनेश कुमार यादव, असिस्टेंट प्रोफेसर, हिंदी विभाग, पी.पी.एन. (पी.जी.) कॉलेज

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फोन- 7879546969

Value added/Add on Program on
“Understanding Stock Market”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Ms. Shrasty Katiyar

Department of Commerce
P.P.N. (PG) College, Kanpur

Course Objective:

This course is designed to provide non- commerce students with a comprehensive understanding of the stock market and financial literacy. Through a combination of theoretical concepts and practical examples, participants will delve into the key concepts such as basics of stock market, risk and return assessment on investment, identification of behavioural biases, fraud detection and safety measures.

Our mission is to empower non- commerce students with the knowledge and skills necessary to make informed financial decisions in the stock market, thereby promoting financial literacy and long term financial well-being.

Course Outcomes:

Upon completion of this value added/add on program students will:

1. Understand the basic principles and functions of stock market.
2. Identify various types of risk associated with investing in the stock market.
3. Evaluate potential returns and analyze investment opportunities.
4. Recognize common behavioral biases that influence investment decisions.
5. Develop strategies to mitigate the risk of fraud and ensure financial safety.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1.	Introduction to Stock Market-	(2hrs.)
	<ul style="list-style-type: none">• Understanding the basics of stock market• Overview of financial markets.• Introduction to stock exchange and trading platforms.	
Session 2.	Fundamentals of Investment-	(4hrs.)
	<ul style="list-style-type: none">• Key investment principles• Identification of various investment avenues• Setting investment goals & objectives	

Session 3.	Assessment of Risk-	(4hrs.)
	<ul style="list-style-type: none"> • Concept of risk • Types of investment risk: systematic risk & unsystematic risk • Risk management strategies • Diversification and its importance 	
Session 4.	Return & investment strategies	(4hrs.)
	<ul style="list-style-type: none"> • Concept of return • Factors influencing return or investment • Investment strategies 	
Session 5.	Basics of portfolio management	(2hrs.)
	<ul style="list-style-type: none"> • Importance of portfolio diversification • Strategies for asset allocation • Techniques for rebalancing portfolio 	
Session 6.	Behavioral finance	(2hrs.)
	<ul style="list-style-type: none"> • Introduction to Behavioral finance • Identification of various Behavioral biases • Strategies to overcome biases 	
Session 7.	Investment Strategies: Long term vs Short term investments	(2hrs.)
	<ul style="list-style-type: none"> • Overview of long-term investment • Introduction to short-term trading • Pros & Cons of each approach 	
Session 8.	Fundamental analysis	(2hrs.)
	<ul style="list-style-type: none"> • Understanding financial statements • Analyzing fundamentals of company • Identification of value stock 	
Session 9.	Technical analysis	(2hrs.)
	<ul style="list-style-type: none"> • Basics of technical analysis • Chart pattern & trend analysis • Using technical indicator 	
Session 10.	Detecting Investment frauds	(2hrs.)
	<ul style="list-style-type: none"> • Types of investment frauds 	

- Red flags of investment scams
- Reporting and protecting finances

Session 11. Fraud Prevention & Safety measures (2hrs.)

- Safeguarding against investment fraud and scams
- Due diligence in investment decision making
- Legal protection and regulatory authority

Session 12. Final review and assessment (2hrs.)

- Recap of key concepts covered in the course
- Review of Case studies
- Final assessment to ensure understanding and application of course material.

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Shrasty Katiyar

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Value added/Add on Program on
“Biofertilizer Production, Technology and Application”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Dr. Vinod Kumar

Department of Botany
P.P.N. (PG) College, Kanpur

Course Objectives: The purpose of this course is to educate students about biological tools, biofertilizers, and biocontrol agents—that is, bacteria and fungi that can positively impact agricultural plant growth and health. Biocontrol agents and biofertilizers are predicted to become more in demand as concerns over pollution, greenhouse gas accumulation, and the growing need for plant-based diets spread throughout the world.

Course Outcome:

Upon completion of this value added/add on program students will:

1. They will learn how microorganisms help to manage pests and other diseases while also enhancing the fertility of the soil.
2. Will be familiar with the methods used in organic farming for bioinoculant application, quality control, and mass manufacturing.
3. Students will be able to work as bio-entrepreneurs or in research laboratories and the biofertilizer sector.
4. They will grow capacity to identify different kinds of biofertilizers and how to apply them in a farmer's field.
5. Creation of an integrated management strategy employing phosphate and nitrogenous biofertilizers for optimal outcomes.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1-4: Introduction

- History and concept of Bio fertilizers,
- Status scope and importance of Bio fertilizers,
- Classification of Bio fertilizers.
- Nitrogen fixation

Session 5-8: Structure and characteristic features of biofertilizers

- Bacterial Bio fertilizers *Azospirillum*, *Azotobacter*, *Bacillus*, *Pseudomonas*, *Rhizobium* and *Frankia*;
- Cyanobacterial biofertilizers- *Anabaena*, *Nostoc*, *Haplodiplontic*
- Fungal biofertilizers- AM mycorrhiza and ectomycorrhiza.

Session 9-12: Production technology

- Strain selection,
- Sterilization, growth and fermentation, equipment,
- Mass production of carrier based and liquid bio fertilizers.
- FCO specifications and quality control of bio fertilizers.

Session 13-15: Applications

- Application technology for seeds, seedlings, tubers, sets etc.
- Biofertilizers -Storage, shelf life, quality control and marketing.
- Factors influencing the efficacy of bio fertilizers.

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

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Value added/Add on Program on

Decoding Social Media

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator

Kunwar Mahendra Pratap Singh

Assistant Professor

Department of Sociology

Pt. Prithi Nath (PG) College, Kanpur

Course Objectives:

Decode social media aims to equip learners with skills to analyse, interpret, and respond strategically to digital content across platforms. By exploring user behaviour, and trends, the course fosters critical thinking and data literacy, empowering individuals to navigate and leverage social media effectively for personal and professional growth.

Course Outcomes:

Upon completion of this 30-hour certificate course participants will:

- Understand the fundamental principles of social media platforms and their impact on personal and professional life.
- Cultivate critical thinking skills to evaluate the credibility and reliability of information encountered on social media platforms.
- Explore the role of social media in shaping cultural norms, societal trends, and global discourse.
- Foster ethical awareness and responsibility in digital interactions, including respecting intellectual property rights and promoting online civility.
- Develop resilience and self-awareness to maintain a healthy balance between online and offline life, avoiding the pitfalls of digital addiction and FOMO (Fear of Missing Out).

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hrs.(15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Module 1: Introduction to Social Media

(6hrs.)

- Understanding Social Media as Social Phenomenon
- Sociological Perspectives on Social Media Use
- Discussion on Course Objectives and Societal Implications

Module 2: Social Media and Identity Formation (6hrs.)

- Role of Social Media in Shaping Self-Identity
- Construction of Online Persona and Digital Identity
- Case Studies on Identity Performance and Online Communities

Module 3: Digital Inequality and Access (6hrs.)

- Examining Digital Divide and Its Implications
- Impact of Socioeconomic Factors on Social Media Use
- Strategies for Promoting Digital Inclusion and Access Equity

Module 4 : Online Communities and Subcultures (6hrs.)

- Exploration of Niche Communities and Subcultural Identities
- Participation and Belonging in Online Groups
- Case Studies: Studying Online Subcultures and Their Influence

Module 5 : Social Media and Social Change (6hrs.)

- Examining Social Change Through Technological Advancements
- Potential of Social Media for Positive Societal Impact
- Developing Action Plans for Leveraging Social Media for Social Change

Assessment Method:

- Course-end assessment through objective exam.
- Grade will be provided based on following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 - 90
B ⁺	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact Person

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Kunwar S.

Value added/Add on Program on
“Understanding and Managing Stress”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Mr. Manu Chauhan
Assistant Professor

Department of Psychology
P.P.N. (PG) College, Kanpur

Course Objectives:

The present course will enhance students understanding of different types of stressors and their impact on individual's physical and mental well-being. The course will also enable students to learn various Stress Management Techniques and their application in real life.

Course Outcome:

- Have a comprehensive understanding of stress, its causes, effects, and manifestations.
- Recognize personal stress triggers and develop strategies to effectively manage stress.
- Acquire practical skills in stress reduction techniques such as mindfulness, relaxation exercises, and time management.
- Understand the physiological and psychological impact of stress on overall health and well-being.
- Develop resilience and coping mechanisms to navigate stressful situations more effectively.
- Enhance interpersonal skills for better communication and conflict resolution, reducing stress in personal and professional relationships.
- Cultivate a positive mindset and outlook, fostering mental and emotional resilience.
- Apply stress management strategies in real-life scenarios to promote a healthier and more balanced lifestyle.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Module : 30 hrs. (15 sessions of 2 hours each)
- Classes : 02 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Module1: Introduction to Stress and Stressor

(5 Hours)

- Definition and types of stress
- Historical perspectives on stress
- Theoretical frameworks (e.g., Selye's General Adaptation Syndrome)
- Impact of stress on physical and mental health
- Identifying personal stressors
- Environmental, psychological, and physiological stressors
- Cognitive appraisal and perception of stress
- Stress assessment tools and techniques.

Module 2: Physiological Responses to Stress

(5 Hours)

- Fight-or-flight response and its implications
- Role of the autonomic nervous system and hormones (e.g., cortisol)
- Effects of chronic stress on the body (e.g., cardiovascular, immune, digestive systems)
- Cognitive distortions and negative thinking patterns
- Emotional responses to stress (e.g., anxiety, depression)
- Stress-related disorders (e.g., PTSD, burnout)

Module 3: Stress Management Techniques

(5 Hours)

- Relaxation techniques (e.g., deep breathing, progressive muscle relaxation)
- Mindfulness and meditation practices
- Time management and organization skills
- Cognitive-behavioral strategies (e.g., reframing, thought challenging)
- Assertiveness training and communication skills
- Setting boundaries and managing expectations

Module 4: Lifestyle Factors and Stress

(5 Hours)

- Impact of diet, exercise, and sleep on stress levels
- Substance abuse and its relation to stress
- Strategies for maintaining a healthy lifestyle amidst stress
- Definition and components of resilience
- Resilience-building exercises and activities
- Importance of social support and relationships in resilience

Module 5: Stress in Relationships

(5 Hours)

- Conflict resolution techniques
- Effective communication skills
- Boundaries and self-care in relationships
- Positive psychology principles
- Gratitude practices and optimism
- Self-compassion and acceptance

Module 6: Applying Stress Management Techniques

(5 Hours)

- Case studies and real-life scenarios
- Role-playing exercises for practicing stress management skills
- Developing personalized stress management plans
- Review of key concepts and techniques covered in the course.
- Reflection on personal growth and progress.
- Goal setting for ongoing stress management and self-care

Assessment Method:

- Course-end assessment through objective exam.
- Grade will be provided on the basis of following.

Grade	Description	Range of Marks
A*	Outstanding	91-100
A	Excellent	81 - 90
B*	Very Good	71 - 80
B	Good	61 - 70
C	Average	51 - 60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact Person
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Value added/Add on Program on

“Astronomy for Beginners”

SYLLABUS & COURSE STRUCTURE



Course Co-ordinator
Mr. Rishabh Gupta

Department of Physics
P.P.N. (PG) College, Kanpur

Course Objectives:

This course invites students from any discipline to explore the universe's mysteries, from the solar system to distant galaxies and the early moments of the cosmos. It aims to foster an appreciation of the scale, beauty, and intricacies of the universe, grounding complex concepts in accessible and engaging content.

Course Outcome:

By the end of the course, students will be able to:

1. Describe the key components of our solar system, including planets, moons, asteroids, and comets.
2. Understand the life cycle of stars and the structure of galaxies.
3. Explain the fundamental principles of Astronomy, including the Big Bang Theory, cosmic microwave background radiation, and the expansion of the universe.
4. Discuss the significance of recent discoveries, such as exoplanets and gravitational waves.
5. Reflect on the impact of astronomical discoveries on human thought and culture.

Course Structure:

- Participants : Open to all students
- Maximum Strength : 30
- Duration : 30 hours (15 sessions of 2 hours each)
- Classes : 01 sessions per week
- Assessment : Objective test at end of course

Syllabus:

Session 1-2: Introduction to Astronomy

- The Night Sky: Stars, Constellations, and Celestial Navigation
- A Brief History of Astronomy: Major Milestones

Session 3-4: Tools of Astronomy

- Telescopes and the Electromagnetic Spectrum
- Observational Astronomy Today

Session 5-6: Our Solar System

- Overview of the Solar System: Planets and Other Celestial Bodies
- Exploration of Planets: Missions and Discoveries

Session 7-8: Stars and the Milky Way

- Birth, Life, and Death of Stars
- Understanding Our Galaxy

Session 9-10: Galaxies and the Universe

- Types and Structures of Galaxies
- Cosmology: The Shape and Fate of the Universe

Session 11-12: Modern Topics in Astronomy

- Exoplanets and the Search for Life
- Black Holes, Dark Matter, and Dark Energy

Session 13-14: The Future of Space Exploration

- Human Spaceflight: Past, Present, and Future
- The Philosophical and Cultural Implications of Astronomical Discoveries

Session 15: Reflections on the Universe

- Course Review and Wrap-Up

Assessment Method:

1. Course-end assessment through objective exam.
2. Grade will be provided on the basis of following

Grade	Description	Range of Marks
A ⁺	Outstanding	91-100
A	Excellent	81 -90
B ⁺	Very Good	71 -80
B	Good	61 -70
C	Average	51 -60
F	Fail	Below 50

Note:

- The syllabus and course outcomes may be subjected to modification based on the need of participants and instructor expertise.
- 75% attendance is essential for completion of course and certification.

Contact Person

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