

HINGALGANJ MAHAVIDYALAYA

Certificate Course in Employability Skills

(An initiative by Internal Quality Assurance Cell)

Duration of Course: 40 Hours spanned across six months.

Eligibility: Final-Year Students Pursuing Honours Programme in Any Stream in the Institution

Course Fees: NIL

Course Objective

It is usually seen that, at present, most undergraduate Degree Programmes have limited scope of preparing students for future employment. There are thrust areas on employability, soft skills and communications in most programmes, however, there is lack of focused approach that prioritizes students' needs on an institutional level. This add-on course attempts to make learners ready for employment by honing their professional and communicative skills. The primary objective is to boost the confidence, morale and communicative ability of students through practical and personalized techniques.

Course Outcome

By the end of this course the learners will:

1. Develop communications in English in all four parameters of listening skill, speaking skill, reading skill and writing skill
2. Understand the fundamental requirements of framing an ideal Curriculum Vitae, recognize their individual talents and special abilities and channelize their employment search/expectation/goals
3. Learn to perform basic professional writing requirements including reports, minutes, resolutions, notices, business letters and other modes of correspondence.
4. Learn to prepare presentations through Microsoft powerpoint, use projectors and other relevant technology
5. Be able to recognise their inner drive, self-motivate and handle stress with better idea of time-management
6. Face prospective future employers with confidence and focus

Detailed Curriculum and Learning process

| Units and Theme | Topics | Resources/Techniques | Hours Needed | Evaluation and Credit points |
|---|--|--|--|---|
| Unit 1: Communicati on Skills | Modes of Communication, 7 Cs of Communication, Four modes of Communication | | 2 | MCQ questionnaire 1 credit |
| | Listening Skills | Audio/Audio-Visual content of Indian and American accent, Comprehension building | 2 | Comprehension test MCQ mode based on short audio content 1 credit |
| | Speaking Skills | Interactive Group Discussion | 2 | Spoken dialogue assignment in pairs/role playing 2 credits |
| | Reading Skills | Loud reading, silent reading, passages from current newspapers and digital media | 2 | Reading aloud from assigned passage, points on clarity and accent. 2 credits |
| | Writing Skills: Parts of Speech Capitalization and punctuation Sentence Construction Use of Passive Voice Subject-Verb Concord | Grammar exercises, revision of already learnt concepts | 6 (home work hours not included) | Short paragraphs on practical situations. Home assignment on Grammar 4 credits |
| Unit II Business English | Difference between Academic writing, Creative writing and Business writing | Examples from standard passages from all three categories | 2 | Identification of writing as academic, personal and business |
| | Modes of Business Writing: Report Writing, Notice, agenda writing, Minutes and Resolutions of meetings, | Examples from practical situations | 4 | Practical assignment on actual meeting among learners wherein these skills will be tested individually and collectively. 10 credits |
| Unit III Basic ICT Skills | Basics of Microsoft Word and Powerpoint Using Forms and Feedback Software Use of Projector Email Handling PDFs Using social media for professional purpose | Practice sessions, practical training, acclimatization through repeated use of technology | 10 | Presentation made on theme selected by creating individual powerpoint shows with use of projector , typing report made for previous unit in Word , converting to PDF and sending via email. 10 credits |

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|--|--|---|-----------------|---|
| Unit IV Self-Management Skills | Stress and stress management | Discussion, Case study, motivational anecdotes, | 4 | Self evaluation worksheets, Creating time tracker for given assignment, 5 credits |
| | Emotional Intelligence | | | |
| | Time Management and Goal Setting | | | |
| | Teamwork | | | |
| Unit V Getting Job-Ready | Curriculum Vitae: Pros and Cons, tips of effective CV writing | Sample CV, Templates | 2 | Preparation of individual CVs |
| | Interview Techniques and tips, appropriate dress and decorum, attitude and posture, document preparation, confidence versus overconfidence | Audio-visual examples, anecdotes | 2 | Mock-interview Identifying area of job and selecting at least some relevant job advertisements |
| | Looking for Job: Private enlisting agencies, Government Employment Exchange, Classified advertisement, | Enlistment in some of the free reputed agencies and employment Exchange, Recommendation Letter generation for each learner, | 2 | 15 credits |
| 5 Units | | | 40 Hours | 50 Credits |

Evaluation Process

50 Credits spanned across all units will be evaluated by continuous evaluation method.

All participants with attendance of more than 75% will be awarded with **Certificate of Participation**

All learners who secure credit score above 20 will be awarded with **Completion Certificate** with the following Scheme of Gradation:

| Grade | Credit Point Scored | Remarks |
|-------|---------------------|---|
| A+ | 45-50 | Qualified for Certificate of Completion |
| A | 40-44 | Qualified for Certificate of Completion |
| B+ | 35-49 | Qualified for Certificate of Completion |
| B | 30-34 | Qualified for Certificate of Completion |
| C+ | 25-29 | Qualified for Certificate of Completion |
| C | 20-24 | Qualified for Certificate of Completion |
| D | Less than 20 | Not Qualified for Certificate of Completion |

HINGALGANJ MAHAVIDYALAYA

CERTIFICATE COURSE IN YOGA

SYLLABUS

Course Commencement – 2019-20 onwards

PREAMBLE

The tradition of yoga has always been passed on individually from teacher to student through oral teaching and practical demonstration. The formal techniques that are now known as Yoga are, therefore, based on the collective experiences of many individuals over many thousands of years. The particular manner in which the techniques are taught and practiced today depends on the approach passed down in the line of teacher's assisting the individual as practitioner. Yoga is essentially a spiritual discipline based on an extremely subtle science, which focuses on establishing harmony between mind, body; thought and action; restraint and fulfilment; harmony between man and nature and a holistic approach to health and well-being.

Yoga is becoming popular day by day and has become a wave which is sweeping across the globe. In this course we introduce yoga as a science of Holistic living and not merely as yoga postures. During the course the student will be able to understand the concept of preventive Healthcare, Promotion of Positive Health and Personality Development through Yoga.

TITLE OF THE COURSE: -

The course shall be called “**Certificate Course in Yoga**”

AIM OF THE COURSE: -

The aim of the course is to propagate and promote yoga for positive health.

OBJECTIVES OF THE COURSE: -

1. To introduce basic concepts of preventive health promotion through yoga.
2. To develop interest in students about different kinds of Yogic postures, Asanas and their health benefits.
3. To equip students in combating day to day stress and fatigue effectively

DURATION: - Course duration of 42 Effective days.

ELIGIBILITY: - All enrolled students of HingalGANJ Mahavidyalaya

PROGRAM DETAILS

Subject Title: Introduction to yoga and yoga text **(4 Hours)**

UNIT 1: Introduction to Yoga and Streams of Yoga

Objectives:

1. To equip the learners with brief understanding about yoga and its stream.
2. To give overview of. Hatha yoga and Patanjali yoga.

Streams of yoga

Basic concept of Bhakti yoga, Jana yoga, Karma yoga and Raja yoga.

UNIT-2: Introduction to Patanjali Yoga. **(4Hrs)**

Brief to Maharshi Patanjali and Patanjali Yoga sutra. Ashtanga Yoga; Yama, Niyama, asana, pranayama, Dharana, Dhyana and samadhi.

UNIT- 3: Practical Sessions **(28 hours)**

- I. To introduce yoga. Posters and practices.
- ii. To introduce the practices of shatkarmas, SuryaNamaskar, Breathing practice and pranayama.

UNIT-1: Shatkarmas **(4Hrs)**

Dhauti (kunjali), Neti, kapalbhati, Agnisara

UNIT-2: Suryanamaskar **(4Hrs)**

UNIT-3: Asanas (Yogic Postures) **(12Hrs)**

Standing Postures

- a. Ardhakati chakrasana b. Ardha chakrasana C. Padahasthasana d. Hastottanasana e. Vriksana f. Kati chakrasana, g. Trikonasana h. Trikonasana

Sitting Postures

- a. Padmasana, b. Bhadrasana, c. Vajrayana, d. kagasana, e. Yoga Mudrasana, f. Ushtrasana, g. Sasankasana
h. Ardhamatsyendrasana, i. Pascimottanasana, j. Supta Vajrasana

Prone Postures

- a. Bhujangasana, b. Salabhasana, c. Dhanurasana, iv. Makarasana

Supine Postures

- i. Uttanpadasana, ii. Ardha halasana, iii. Setubandhasana, iv. sarvangasana, v. Halasana, vi. Mayurasana, vii. Chakrasana, viii. Matsyasana, ix. Setubandhasana, x. Shavasana

Balancing Posture

i. Vrikshasana, ii. Namaskar asana, iii. Natarajasana

UNIT-4: Breathing Practices

(4Hrs)

i. Hands in and out ii. Hands stretch, iii. Ankle Stretch, iv. Legs rising, v. Rabbit breathing, vi. Tiger breathing, vii. Breath awareness, viii. Sectional Breathing; Abdominal, Thoracic and Clavicular breathing.

UNIT-5: Pranayama Practices

(4Hrs)

i. Nadi shuddhi, ii. Surya Bhedana, iii. Bhastrika, iv. Ujjai, V. Colling pranayama, vi. Bhramari.

EVALUATION MODALITIES:

VIVA VOCE on UNIT 1 and 2: 10 marks

Performance of each sub-unit of Practicals: 10X5= 50

Unit 4 Demonstration: 10

Unit 5 Demonstration: 10

Attendance: 10

Class Performance: 10

Marks Distribution: Total marks *550 (theory -330 and practical-250), Qualifying marks:40%

In computation of result, grade system will be followed as noted below,

| | |
|-----------------------------|---------------------------|
| 50% and above but below 50% | C |
| 50% and above but below 60% | C+ |
| 60% and above but below 70% | ‘B’ |
| 70% and above but below 80% | ‘B+’ |
| 80% and above but below 90% | ‘A’ |
| 90% and above | ‘A+’ |
| Below 40% in aggregate = | D (Note Qualified) |