

**Syllabus**  
**Skill Enhancement Courses**  
for  
**Four-Year Undergraduate Programme (FYUGP)**

**2023-24 Academic Session:: Second Semester**



**Gauhati University**

Gopinath Bardoloi Nagar :: Guwahati-14



**Skill Enhancement Courses (SEC) Syllabi for**

# **Four-Year Undergraduate Programme**

**2023-24 Academic Session:: Second Semester**

**Gauhati University**

Gopinath Bardoloi Nagar, Guwahati- 781014

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# List of Courses for Second Semester

- There are total 120 SECs for 2<sup>nd</sup> Semester
- Many are having detailed Syllabus, many are not
- Institutes are requested to submit their detailed Syllabus to [skill@gauhati.ac.in](mailto:skill@gauhati.ac.in) within 15<sup>th</sup> February, so that these could be processed for approval and then other Institutes can also use.

Sl.	Skill Course Name	Paper Code	Credit	Evaluation
1	Academic Reading in English	SEC0200103	3	40-60
2	Advertising and Public Relations	SEC0200203	3	40-60
3	Analytical Clinical Biochemistry	SEC0200303	3	40-60
4	Android App Development	SEC0200403	3	40-60
5	Animation and Media Design	SEC0200503	3	40-60
6	Art of Acting: BUILDING A CHARACTER	SEC0200603	3	40-60
7	Basic Programmin in C++	SEC0200703	3	40-60
8	Basic Skills on Archives and Museum Management	SEC0200803	3	40-60
9	Basic Skills on Electronic Equipment	SEC0200903	3	40-60
10	Basic Skills on Historical Tourism in North-East India	SEC0201003	3	40-60
11	Basics of Adobe Pagemaker	SEC0201103	3	40-60
12	Basics of Scriptwriting I	SEC0201203	3	40-60
13	Biofertilizers	SEC0201303	3	40-60
14	Biofertilizers and Biopesticides	SEC0201403	3	40-60
15	Business Leader/ Multi Outlet Retailer	SEC0201503	3	40-60
16	Byabharik Asomiya	SEC0201603	3	40-60
17	বাংলাভাষাওসাহিত্য-পাঠপদ্ধতিওসাহিত্যেররূপান্তর	SEC0201703	3	40-60
18	Catering Technology and Hotel Management	SEC0201803	3	40-60
19	Commercial Clothing	SEC0201903	3	40-60
20	Commercial Correspondence in Persian	SEC0202003	3	40-60
21	Computer Assembling and Networking	SEC0202103	3	40-60
22	Computer Oriented Financial Accounting	SEC0202203	3	40-60
23	CONFLICT AND PEACE BUILDING	SEC0202303	3	40-60
24	Costume and Textile Design of the Bodos	SEC0202403	3	40-60
25	Creative Writing	SEC0202503	3	40-60
26	Creative Writing in Persian	SEC0202603	3	40-60
27	Critical Thinking	SEC0202703	3	40-60
28	CV Writing and Interview Skills	SEC0202803	3	40-60
29	Cyber Ethics	SEC0202903	3	40-60
30	Developing Emotional Competence	SEC0203003	3	40-60
31	DEVELOPING TEACHING SKILLS	SEC0203103	3	40-60
32	Drama and Mime	SEC0203203	3	40-60
33	DTP	SEC0203303	3	40-60
34	DUCK RAISING AND BUSINESS	SEC0203403	3	40-60

35	E-Commerce	SEC0203503	3	40-60
36	Educational Psychology	SEC0203603	3	40-60
37	ELT Skill-2	SEC0203703	3	40-60
38	Emotional Intelligence	SEC0203803	3	40-60
39	English Reading & Comprehension	SEC0203903	3	40-60
40	Envirnmental Impact Assessment	SEC0204003	3	40-60
41	Environmental Geology	SEC0204103	3	40-60
42	Enzymology	SEC0204203	3	40-60
43	Extension Activities	SEC0204303	3	40-60
44	Farm Management	SEC0204403	3	40-60
45	Fishery Management	SEC0204503	3	40-60
46	Floristic Methods of Vegetation Description	SEC0204603	3	40-60
47	Folk Music of Goalpara	SEC0204703	3	40-60
48	Food Fermentation Techniques	SEC0204803	3	40-60
49	Fundamentals of Ecology & Wildlife Management	SEC0204903	3	40-60
50	FRONT OFFICE MANAGEMENT	SEC0205003	3	40-60
51	Fundamentals of Social Statistics	SEC0205103	3	40-60
52	Gardening	SEC0205203	3	40-60
53	Geo Chemistry	SEC0205303	3	40-60
54	Geographical Information Systems	SEC0205403	3	40-60
55	Geoinformatics in Geology	SEC0205503	3	40-60
56	Guest Relation Executive	SEC0205603	3	40-60
57	Herbal Technology	SEC0205703	3	40-60
58	Heritage Study of India	SEC0205803	3	40-60
59	Hindi Advertisement	SEC0205903	3	40-60
60	Hindi Patrakarita	SEC0206003	3	40-60
61	Historical Tourism in North East India	SEC0206103	3	40-60
62	HTML Programming	SEC0206203	3	40-60
63	Intellectual Property Rights	SEC0206303	3	40-60
64	Introduction to COREL Draw	SEC0206403	3	40-60
65	Introduction to Drug Delivery System	SEC0206503	3	40-60
66	Karyalini Anuvad in Hindi	SEC0206603	3	40-60
67	Laptop/Desktop/Tab/Mobile/DSLR Repairing	SEC0206703	3	40-60
68	LaTeX	SEC0206803	3	40-60
69	Management of Human Microbial Diseases	SEC0206903	3	40-60
70	MANIPURI TRANSLATION	SEC0207003	3	40-60
71	Manuscript Preparation in Bodo	SEC0207103	3	40-60
72	Marketing of Indigenous Agricultural Products	SEC0207203	3	40-60
73	Maternal and Child Nutrition	SEC0207303	3	40-60
74	Measurement & Evaluation in Sports	SEC0207403	3	40-60
75	Medicinal Botany	SEC0207503	3	40-60
76	Microbial Diagnosis in Health Clinics	SEC0207603	3	40-60
77	Microsoft Excel (Advance)	SEC0207703	3	40-60

78	Natyakala- Abhinay Kaukhal aru Rasanasoili	SEC0207803	3	40-60
79	Nepali Anubad Sahitya	SEC0207903	3	40-60
80	New Venture Planning	SEC0208003	3	40-60
81	Open Source Software	SEC0208103	3	40-60
82	Operation Theater Technology & Dialysis	SEC0208203	3	40-60
83	Oral Culture and Oral History	SEC0208303	3	40-60
84	Pandulipi Prostuti in Bengali	SEC0208403	3	40-60
85	Personal Selling and Salesmanship	SEC0208503	3	40-60
86	Pharmaceutical Chemistry	SEC0208603	3	40-60
87	Photogeology and Remote Sensing	SEC0208703	3	40-60
88	Plant diseases and their Management	SEC0208803	3	40-60
89	Practical Assamese-1	SEC0208903	3	40-60
90	Preparation of Lesson Plan	SEC0209003	3	40-60
91	Print Journalism Production	SEC0209103	3	40-60
92	<b>Proofreading</b>	SEC0209203	3	40-60
93	PSYCHOLOGY IN EDUCATION	SEC0209303	3	40-60
94	Public Speaking skill	SEC0209403	3	40-60
95	Radio Programme Production	SEC0209503	3	40-60
96	Remote Sensing, GIS and GPS	SEC0209603	3	40-60
97	<b>Research and Technical Writing</b>	SEC0209703	3	40-60
98	Sakhyatkar- Prastuti aru Karyakarita	SEC0209803	3	40-60
99	SANSKRIT GRAMMAR and TRANSLATION	SEC0209903	3	40-60
100	<b>Science Communication</b>	SEC0210003	3	40-60
101	<b>SERICULTURE AND ITS PROSPECTS</b>	SEC0210103	3	40-60
102	Soft Skill-2	SEC0210203	3	40-60
103	Spoken Arabic-2	SEC0210303	3	40-60
104	Sports Technology	SEC0210403	3	40-60
105	Statistical Techniques for Research Methods	SEC0210503	3	40-60
106	Statistical Techniques in Geography	SEC0210603	3	40-60
107	Surface Ornamentation	SEC0210703	3	40-60
108	Technical Drawing	SEC0210803	3	40-60
109	Technical Writing	SEC0210903	3	40-60
110	Techniques in Social Research	SEC0211003	3	40-60
111	Testing and Calibration	SEC0211103	3	40-60
112	Textile Processing	SEC0211203	3	40-60
113	<b>Translation : Principles &amp; Practice</b>	SEC0211303	3	40-60
114	<b>Vermicomposting and Organic Farming</b>	SEC0211403	3	40-60
115	Video and Photo Editing	SEC0211503	3	40-60
116	<b>Visual Merchandiser</b>	SEC0211603	3	40-60
117	Web Designing	SEC0211703	3	40-60
118	Wildlife photography and Ecotourism	SEC0211803	3	40-60
119	Proof Sangshodhan in Bengali	SEC0211903	3	40-60
120	French Language, Level-II	SEC0212003	3	40-60

## Detail Syllabi

**IF the Detailed Syllabus against any SEC is not present in this document, Institutes are requested to submit their detailed Syllabus to [skill@gauhati.ac.in](mailto:skill@gauhati.ac.in) within 15<sup>th</sup> February, so that these could be processed for approval and then other Institutes can also use.**

6	Art of Acting: BUILDING A CHARACTER	SEC0200603	3	40-60
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### **Art of Acting: BUILDING A CHARACTER**

**Skill Course: ART OF ACTING**

**Semester-2**

**Paper 2: 'BUILDING A CHARACTER'**

Total Credits=3

Total Marks=100

Theory=30, Practical=50, Internal=20 (Sessional=10, Practical Demo=6, Attendance=4)

#### **Course Objective:**

This is a skill course for students who want to learn skills of acting across various media – theatre, feature films, advertisements, documentaries, short films, television/OTT series, etc. This paper seeks to build up essential performance skills in theatre: communication, control over body, mind and voice; emotional rendering, versatility, language skills etc. in order to negotiate with themes and narratives and build the characterization through the skills acquired.

There will be no rigid demarcation between theory and practical classes as the idea is to develop practical knowledge.

**Course Learning Outcome:** This course will enable the students -

- i. To intensely involve immerse themselves in their roles through a reading of specific scripts.
- ii. To hone their body, voice & diction to render clarity to their performance in different media.
- iii. To understand the tools of the actor in order to build a given character.

#### **Course Content:**

**THEORY: CREDITS – 1; MARKS –30; PRACTICAL: CREDITS – 2; MARKS – 50**

**UNIT I: The Actor's Body (theory and practice)**

- Understanding the Actor's Body
- Voice & Music:
  - Speech: Enunciation, Clarity & Diction
  - Speech: Accents and Dialects
  - Singing: To develop voice range, scale, rhythm etc.
- Body Movement & Yoga: To develop flexibility of body, impulse, reflexes.
- Introduction to Dance / Dance Theatre

**UNIT II: Characterization & Improvisation (theory and practice)**

- **The Text:**
  - Scriptreading and Analysis
  - Character Analysis and Graph
  - Texts (any one character each from one film and one play)
    - William Shakespeare, *Macbeth*
    - Arun Sarma, *Siyor*
    - Mohan Rakesh, *AshadKaEk Din*
    - Anton Chekhov, *The Cherry Orchard*
    - Sofia Coppola, *Lost in Translation*
    - RiteshBatra, *The Lunchbox*
- **Actor's Preparation:**
  - The Embodied Voice
  - Acting: Scene Study
  - Movement: Exploration
- **Improvisation Skills:**
  - *Active listening*
  - *Being in the moment*
  - *Following intuition and making strong choices*
  - Spontaneity in Action & speech

**UNIT III: ACTIVITY [this component may require the student to put in extra hours]**

- Body, Voice & Movement Workshop (Theatre)
- Body, Voice & Movement Workshop (Film)
- Term-end Performances

**Suggested Reading:**

Sonia Moore, *The Stanislavsky System*

Badal Das, *Natyakalaaru Abhinoy Silpo*

Bruce Bartlett and Jenny Bartlett, *Practical Recording Techniques*

Tarit Choudhury, *Manchakala*

Robert Blumenfeld, *Acting with the Voice*  
James Thomas *Script Analysis for Actors, Directors and Designers*  
Moni Yakim, *Creating a Character: A Physical Approach to Acting*

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**NOTE ON PEDAGOGY, EXAMINATION & GRADING:**

Teaching Modes: This is a skill course and therefore most of the theory components are also expected to be taught through the experiential mode – where theory would be taught both through given texts and practical work. Students may be divided into groups and work distributed.

**EXAMINATION & GRADING:**

- There will be a term-end theory (written) examination where students will have to answer questions from the various units taught (20 marks) and to write an essay on any of the roles they have chosen to play (10 marks).
  - Students will have to vocalize their character analysis of any one role (10 marks) after acting out a particular monologue.
  - Students will have to dissect and analyse a scene they have interpreted and performed from any of the prescribed texts (10 marks). They can work solo, in pairs and groups of three/four.
  - All Workshops will end with an objective-type examination (10 marks)
  - A term-end Performance / Production will carry 20 marks and will involve the entire class. Suitable play-texts / film scripts must be identified to enable this. Students will be marked on the basis of involvement, creativity and ingenuity.
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9	Basic Skills on Electronic Equipment	SEC0200903	3	40-60
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## Basic Skills on Electronic Equipments

**Objective of the Course:**

This course aims at making the students introduced to the working of electronic equipments used in daily life and to repair and maintenance of these equipments

**Course Outcome:**

At the end of the course, the students shall be able to identify the fault, repair & do maintenance of daily use electronic equipment's.

**Credits: 03 (Theory: 01, Lab:02)**

**Course Outline:**

**Unit-1: Basic Electronic Components**

**Lecture: 02**

Introduction to Resistor, Capacitor, Inductor, Diode, Transistor, Transformer, battery / cell (**Brief idea, use and application only**)

**Unit-2: Basic Electronic Circuits**

**Lecture: 02**

Ohm's Law, Kirchhoff's current & voltage law, series and parallel circuit's connection, rectifier circuit using diode

**Unit-3: Use of laboratory instrument**

**Lecture: 02**

Use of vernier slide calliper, screw gauge, spherometer, Digital Multi-Meter (DMM), Testers, different type of fuse, electronic balance, breadboard

**Unit-4: Soldering Technique**

**Lecture: 02**

Introduction to Soldering and Desoldering Techniques: Soldering tools, Soldering iron, Solder joint, Dry solder joint, Cold solder joint, Good and bad solder joints

**Unit-5: Electrical switch board, Power Supply and PCB**

**Lecture: 03**

Circuit design for electrical switch board. Circuit design and principle of regulated power supply (AC to DC). Fabrication of PCB (Printed Circuit Board): Types of PCBs-Steps involved in development of PCB using FeCl<sub>3</sub> solution.

**Lab Skill:**

**Lecture: 12**

1. Identification of electronic components (Active or Passive)  
(a) Resistor (b) Capacitor (c) Inductor (d) Diode (e) LED (f) Transistor (g) IC
2. Use Multimeter to measure the followings:  
(a) AC/DC current (b) AC/DC voltage (c) Resistance (d) capacitance
3. Use Multimeter to check the continuity of the following:  
(a) Diode (b) Transistor (c) LED (d) Cable wire
4. Use of vernier slide calliper, screw gauge, spherometer to measure the following physical quantity of given specimen:  
(a) Length (b) radius (inner /outer) (c) volume (d) thickness (e) depth
5. Soldering and de-soldering of given circuit board
6. Circuit connection of house hold switch board containing both socket, plug and switch
7. To convert AC to DC using (a) Half-wave rectifier (b) full-wave rectifier (c) bridge rectifier
8. Fabrication of printed circuit board (PCB) using FeCl<sub>3</sub> solution.

**References:**

A text of Applied Electronics, R.S. Sedha – S.Chand (2005)  
Basic Electronics, B.L Theraja (S.Chand)  
EASY Laser Printer Maintenance & Repair By Stephen J. Bioelow

12	Basics of Scriptwriting I	SEC0201203	3	40-60
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## Basics of Scriptwriting I

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### **BASICS OF SCRIPTWRITING - I**

**3 credits; Class/week: 3**

THEORY 2, PRACTICAL 1

Level: 200-399 (UGC)

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**If you have a story to tell,  
if you want to convert your ideas into onscreen moving images,  
and think like a filmmaker, this course is for you!**

**‘Basics of Scriptwriting’ teaches you to write the poignant logline and a compelling script even if you have no prior experience of writing. It has been designed to train you in writing for the screen and offers a schematic outline of the stages of scriptwriting and its primary aspects. Throughout the semester, the student will attend theory classes, workshops and engage in rigorous writing exercises. The points of focus will be plot, character arc, scene structure, dialogue and setting as they move from an original impulse to a concept and then, to a film/television script. It will be a truly hands-on experience on writing where peer feedbacks, group activities and brainstorming will be available.**

Objectives of this Course are:

- To inculcate the skill of writing a script in students
- To guide students to think, express and write logline
- To encourage them to explore their creative energies
- To make them turn an idea into a script
- To make them understand the significance of a script and research in writing any good script
- To read & learn from award winning scripts
- To write a short script as part of the course
- To initiate discussion online and assess scripts of their peers

- To develop analytical thinking
- To learn from peer assessments

### Expected Learning Outcomes:

After completion of the course, the student will be able to

- Understand the fundamental elements of a script.
- Analyse film scripts and identify assumptions, flaws, gaps.
- Ability to create and think in diverse ways.
- Adopt innovative, imaginative and lateral thinking.
- Work independently or with others as a team member.
- Develop an idea to a script.
- Understand the basic structure of a script
- Write a script using software
- Learn different elements of storytelling
- Pitch ideas

### Pre-requisites:

The course is open to all students who are curious to learn scriptwriting but have no prior experience to those who have written scripts before. It has been designed for all students who have a story to tell and dream of seeing it on the big screen.

A basic knowledge of photography and an enthusiast in cinema will be an added booster though not mandatory.

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### **SECTION A: CONCEPTS (2 credits; 2 contact classes /week)**

- What is a script and why do we need one?
- Plot; Character Arc; Dialogue; Conflict/Drama; Denouement.
- Structure (3 part of a script)
- Types of story; Realistic; Fantasy; Horror; Detective; Mystery; Quest/Travel.  
[Story in Images; Dramatic story; Using sound to tell stories;  
Stages of a story; Endings and beginning; Basic concepts of photography & film making;  
Writing an original script]
- Feature film; Documentary; Shorts.

### **READING (non-contact hour)**

- Any one script of an award winning or blockbuster film

(Script will be mentioned in class)

**Evaluation:**

Written examination 20%

-MCQs (1x10=10)      -Short questions (5x2=10)

Assignment: 20%

-show the 5 fundamental features of agiven film script. (4x5=20)

**SECTION B: DEVELOPING YOUR SCRIPT: (1 credit; 1 workshop/week)**

- Workshop:  
Logline & Writing a script  
Brainstorm-develop a concept-write-discuss- rewrite.
- Assessing scripts of peer groups
- Learning to use apps to write scripts

Assignment: 40%

-Submission of a script (original & 10 -- 20 pages including cover page) 20

-Pitching ideas and a log line in a workshop (3+5=8)

-2 peer script reviews to be submitted by each student (6x2=12)

**Recommended readings:**

- Screenplay- The foundations of Screenwriting- Syd Field.
- The Hero's Journey- Joseph Cambell
- Short essays and audio/visual links will be provided in class.

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<b>13</b>	<b>Biofertilizers</b>	<b>SEC0201303</b>	<b>3</b>	<b>40-60</b>
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## **Bio-fertilizers**

Total Lectures : 33 Credits : 3 (Theory -2, practical -1)

**THEORY:**

**Unit 1:** General account about the microbes used as biofertilizer - Rhizobium - isolation, identification, Biological nitrogen fixation and Actinorrhizal symbiosis. **(4 lectures)**

**Unit 2:** *Azospirillum*: isolation and mass multiplication - carrier based inoculant, *Azotobacter*: classification, characteristics - crop response to *Azotobacter* inoculum, maintenance and mass multiplication. **(4 lectures)**

**Unit 3:** Cyanobacteria (blue green algae), *Azolla* and *Anabaena azollae* association, nitrogen fixation, factors affecting growth, blue green algae and *Azolla* in rice cultivation **(4 lectures)**

**Unit 4:** Mycorrhizal association and types, taxonomy, occurrence and distribution, phosphorus nutrition, growth and yield - colonization of VAM and its influence on growth and yield of crop plants. **(5 lectures)**

**Unit 5 :** Organic farming - Green manuring and organic fertilizers, Recycling of bio-degradable municipal, agricultural and Industrial wastes, biocompost making methods, vermicomposting - field Application. **(5 lectures)**

**PRACTICAL:**

1. Isolation of root nodule bacteria from leguminous plants. Gram staining. **(3 lectures)**
2. Isolation and inoculum production of VAM, **(3 lectures)**
3. Preparation of vermicompost and field application.. **(5 lectures)**

**Suggested Readings**

1. Dubey, R.C., 2005. A Text book of Biotechnology S.Chand & Co, New Delhi.
2. Kumaresan, V. 2005, Biotechnology, Saras Publications, New Delhi.
3. John Jothi Prakash, E. 2004. Outlines of Plant Biotechnology. Emkay Publication, New Delhi.
4. Sathe, T.V. 2004. Vermiculture and Organic Farming. Daya publishers.
5. Subha Rao, N.S. 2000, Soil Microbiology, Oxford & IBH Publishers, New Delhi.
6. Vayas,S.C, Vayas, S. and Modi, H.A. 1998 Bio-fertilizers and organic Farming Akta , Prakashan, Nadiad

<b>15</b>	<b>Business Leader/ Multi Outlet Retailer</b>	<b>SEC0201503</b>	<b>3</b>	<b>40-60</b>
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**Business Leader/ Multi Outlet Retailer**

Paper Name:**RMT-SE-3014 – (Business Leader/Multi-outlet Retailer)**

**Credit 3**

**Total Marks: 100**

**Theory classes :17 classes (one hour each-17 hrs)**

**Theory:50 marks**

**Practical classes:** 16 classes (Two hours each-32 hrs)

**Practical:50 Marks**

Practical classes will include : 12 hours of Retail Lab practical, 12 hours of presentation preparation, 6 hours of Group Discussion. 2 hours of assignment preparation

This course on “**Business Leader/Multi-outlet Retailer**” for undergraduate students builds basically on the soft skills and leadership qualities already developed by the students apart from preparing them for a profession in the retail industry. It aims to develop the technical skills required for their responsibilities apart from improving their communication and problem-solving skills.

### Course Objective:

This course is aimed at training students for the role of “**Business Leader/Multi-outlet Retailer**”, in the “Retail” Sector/Industry and by the end of the semester aims at building the job specific key competencies amongst the learners.

### Specific Objectives:

The course aims to enable students to–

- Understand the importance of legal compliance
- Understand the role and responsibilities of a “**Business Leader/Multi-outlet Retailer**”
- Understand the principles of leadership
- Understand the basics of retail business operations
- Gives an idea of various problem-solving skills related to the retail industry
- Give an exposure to the practical aspects of the industry
- Develop soft skills

### Course Outcome:

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

- Understand the principles of leadership
- Understand importance of legal compliance
- Understand the basics of retail business operations
- Know the requirements of the role of **Business Leader/Multi-outlet Retailer**
- Develop the skills required for being a successful **Business Leader/Multi-outlet Retailer**
- Communicate with people with confidence

## Course Content:

### Unit 1: Legal Compliance

Marks:15

- \* Statutory Law, Concept of “Law of the Land”, Importance of Legal Compliance
- \* Importance of Process, Policy adherence and accurate Reporting
- \* Laws or Acts essential for Retail Business
- \* Definition: Agreement, kinds of Agreements,
- \* Definition: Contract, kinds of Contracts

### Unit 2: Introduction to Leadership

Marks:15

- \* Understanding Leadership,
- \* Concept of Leader
- \* Difference between Manager and Leader
- \* Qualities of a Good & Effective Leader
- \* Leadership Styles

### Unit 3: Introduction to Business Leader / Multi-outlet Retailer

Marks:10

- \* Business Leader / Multi-outlet Retailer: Definition, Job Description, Duties

### Unit 4: Retail Business Operations

Marks:10

- \* Increasing operating efficiency, Reducing inventory shrinkage,
- \* Space management, Inventory Management, Sales Management,
- \* SWOT Analysis, Concept of Cross-selling & Upselling
- \* Marketing: Meaning, Importance, Strategies
- \* Concept of CRM,
- \* Manpower Planning & Training, Team Management

## Readerlist:

Pradhan, S., Retailing Management: Text and Cases Madan R.L., A  
Textbook of Retail Management  
Levy Michael Barton Weitz Ajay Pandit : Retailing management  
Qualification Pack of Business Leader / Multi-outlet Retailer prescribed by RASCI

16	Byabaharik Asomiya	SEC0201603	3	40-60
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## Byabaharik Asomiya

### (Syllabus 1)

প্রথমগোট:

আইপাঠ: পদ্ধতি আৰু কৌশল।

দ্বিতীয়গোট:

ছপা আৰু বৈদ্যুতিন মাধ্যমৰ বাবে বিজ্ঞাপন লেখন, ইংৰাজী হিন্দী  
বিজ্ঞাপনৰ  
অসমীয়া অনুবাদ।

তৃতীয়গোট:

অনুবাদ: সংবাদ, প্ৰবন্ধ, সাক্ষাৎকাৰ।

চতুৰ্থগোট:

চিত্ৰনাট্য নিৰ্মাণ: সাহিত্যৰ চিত্ৰায়ণ।

**NB:** As directed (by HoD, Dept. of Assamese, GU) Fourth Unit (চতুৰ্থগোট) has been dropped.

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## Syllabus 2

### Byabaharik Asomiya

#### SEC Syllabus of FYUGP

Gauhati University

B.A 1st semester

Subject: Assamese

Paper Name : ব্যৱহাৰিক অসমীয়া

Total Marks : 100

<u>প্ৰথম গোট :</u>	২০
আই পাঠ : পদ্ধতি আৰু কৌশল	
<u>দ্বিতীয় গোট:</u>	২০
ছপা আৰু বৈদ্যুতিন মাধ্যমৰ বাবে বিজ্ঞাপন লেখন, ইংৰাজী হিন্দী বিজ্ঞাপনৰ অসমীয়া অনুবাদ।	
<u>তৃতীয় গোট :</u>	২০
অনুবাদ : সংবাদ , প্ৰবন্ধ , সাক্ষাৎকাৰ	
<u>চতুৰ্থ গোট :</u>	২০
চিত্ৰনাট্য নিৰ্মাণ: সাহিত্যৰ চিত্ৰায়ণ	
<u>পঞ্চম গোট :</u>	
বৈদ্যুতিন মাধ্যমৰ বিজ্ঞাপনৰ ভিডিঅ'গ্ৰাফী/ চিত্ৰনাট্য প্ৰদৰ্শন	২০

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17	বাংলাভাষাওসাহিত্য-পাঠপদ্ধতিওসাহিত্যেররূপান্তর	SEC0201703	3	40-60
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## বাংলা ভাষা ও সাহিত্য-পাঠ পদ্ধতি ও সাহিত্যের রূপান্তর

### FYUGP SEC SYLLABUS IN BENGALI

#### COURSE DETAILS

#### SEMESTER 2

<b>Paper Code - BEN SEC PAPER- 2</b>		<b>Credits-3</b>
<b>Paper Title - বাংলা ভাষা ও সাহিত্য-পাঠ পদ্ধতি ও সাহিত্যের রূপান্তর</b>		
<b>External Marks—80</b>		<b>Internal Marks—20*</b>
Units	Topics	Marks
I	বাংলা ভাষা ও সাহিত্য পাঠ-পদ্ধতি ও অনুষ্ঠান ব্যবস্থাপনা গদ্য, পদ্য, উপন্যাস, তুলনামূলক সাহিত্য, আলোচনা চক্রের আয়োজন, অনুষ্ঠান পরিচালনা, উপস্থাপনা, ব্যবস্থাপনা, কর্মশালা পরিচালনা	20
II	ছোটগল্পের নাট্যরূপদান কাবুলিওয়লা, মহেশ, তারিণীমাঝি, পুঁইমাচা	20
III	গ্রন্থ-পর্যালোচনা রক্তকরবী, পল্লীসমাজ, পদ্মানদীর মাঝি, রূপসী বাংলা	20
IV	চিত্রনাট্য বিষয়ক রচনা পাঠ বিষয় চলচ্চিত্র-সত্যজিৎ রায় ক) চলচ্চিত্র-রচনা : আঙ্গিক, ভাষা ও ভঙ্গি, খ) ডিটেল সম্পর্কে দুচার কথা, গ) আবহসঙ্গীত প্রসঙ্গে	20

\*Candidates have to attend one Sessional Exam, of 40 marks and submit two Home Assignments each of 20 Marks for Internal Assessment Marks. Internal Assessment marks will be given out of 20 marks by averaging the marks obtained in Sessional Examination and Home Assignments.

#### Reference Books:

- ১। বাংলা ভাষা ও সাহিত্য শিক্ষণ পদ্ধতি – গৌর মোহন রায়, সেন্ট্রাল লাইব্রেরি
- ২। মাতৃ ভাষা শিক্ষণ পদ্ধতি – বীরেন্দ্র মোহন আচার্য
- ৩। প্রসঙ্গ : চিত্রনাট্য – সৈকত রাউত, ইউনাইটেড বুক এজেন্সী
- ৪। সত্যজিৎ জীবন আর শিল্প – সুব্রত রুদ্র (সম্পা.) প্রতিভাস

Outcome: The course will enable students to develop real-life skills about various applications of Bengali language. They will gather theoretical knowledge about proof reading, Bengali terminologies and journal and book editing.

24	Costume and Textile Design of the Bodos	SEC0202403	3	40-60
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## Costume and Textile Design of the Bodos

**FYUGP**

**BOD-Skill Enhancement Course**

Semester II

Marks= 50 (Theory) + 50 (Practical)=100

**Paper Title: Costume and Textile Design of the Bodos (2nd)**

Course outcomes:

- Can come to know about costume and textile design of the Bodos
- Can come to know about changing trend of costume and textile design from designing to modernity

Unit I Traditional costumes, Weaving Designing, adaptation of emerging designing technology in the global perspective 20

Unit II Traditional ornaments, body adornment and decoration, scope and validation in the changing needs of modern perspective 20

Unit III Bodo textile: Scope of marketing and employment opportunity 10

**Note:** practical will be taken from prescribed topics given below:

1. Presentation of traditional costume designing
2. Presentation on Bodo adornment and decoration
3. Identification of Bodo textile implement and designs

**Suggested readings:**

1. Bodo KacharirSomajAruSanskriti: Bhaben Narzaree
2. An Introduction to Cultural and Social Anthropology:Hammond Peter B
3. Anthropology: Carol R &Ember,Melvin
4. Traditional Indian Costume &Textile:ParulBhatnagar
5. BoroAgor : SukumarBasumatary

25	Creative Writing	SEC0202503	3	40-60
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## Creative Writing

### Introduction to Creative Writing

Credits: 3

Objectives:

- To acquaint students with the essential facts and chronology of the history of literatures in English.
- To expose students to well-known literary classics which may act as models to be emulated.
- To train students in writing in different literary forms or genres such as long and short fiction, non-fictional prose works, plays and poems.
- To familiarize students with aspects such as imagining (and writing for) an audience, finding a voice, doing self-editing, peer-editing and revising, keeping a journal, etc.

Expected Learning Outcomes:

After completion of the course the students will not only have an idea about the literary achievements of great writers whose works serve as inspiring models, but also develop some basic and essential skills to do some good writing of their own across genres.

Course Requirements:

FIRST PART: CONCEPTS AND TEXTS FOR EXAMINATIONS,

1 credit, 1 class a week

1. Students will study one or more recommended history of literature and be expected to answer a single question on some outstanding literary movement or literary school.  
Recommended: Andrew Sanders, *The Short Oxford History of English Literature*
2. Students will study the following texts and answer questions on them:  
Charles Dickens, *A Christmas Carol*  
R.K. Narayan, *The English Teacher*  
William Dalrymple, *The City of Djinns*, Chapter 3  
Zadie Smith, "Grand Union," in *Grand Union*
3. As grammatical correctness is a prerequisite to becoming a creative writer, students will be taught some grammar and also encouraged to study grammar on their own and be expected to answer a few short questions that will test their grammatical skills.  
Recommended texts: *High School English Grammar and Composition* by Wren and Martin  
*Intermediate English Grammar* by Raymond Murphy

Evaluation: Written Examination (combination of MCQs and short essays):  
Grammar: 10 marks, Literary history 10 marks, interpretation/analysis of prescribed literary texts 20 marks

## SECOND PART: PROJECTS

2 credits, 2 classes a week, including workshops

1. Translations: As translations ensure close engagement with the nuances of language (both host and target), translations of select works in Assamese will have to be done. The translation will be of a poem, a part of a play, an excerpt from a novel, and an essay, and will be decided by the teacher for the particular semester. Workshops may be held to mentor and tutor the students.

2. Writing creatively:

The students will write (choice of any one from the following four)

- a) 1 novella (20000 words)
- b) 10 personal essays
- c) 10 poems
- d) 1 one act play with scope for divisions into scenes (15000-20000 words)

The themes/topics for the above will be decided in consultation with the teacher. Peer-review sessions and discussions in workshops will guide the students.

Evaluation:

Translation: 10 marks

Discussion and peer-edit: 10 marks

Manuscript: 40 marks

### **Recommended works for the entire course:**

George Orwell, "Why I Write"

Joan Didion, "Why I Write"

Ruskin Bond, "How to be a writer"

Morley, David, and Phillip Neilsen. *The Cambridge Companion to Creative Writing*

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## **Syllabi-2 by other**

**TITLE:** Introduction to Creative Writing

**Target Group:** Open for all (Arts, Science, Commerce)

**Theory = 2 credit, Practical = 1 credit**

**Learning Objectives:**

- To introduce the concept of creative writing
- To familiarize students with the different genres of literature
- To acquaint students with the basic principles and techniques involved in the modes of creative writing
- To introduce creative writing for communication
- To prepare students for professional career in creative writing
- To encourage students to write for publication

**Course Outcomes:**

The course will explore and hone the creative skills of the students. They will learn and practice the craft elements of writing poetry, fiction and / non-fiction, examine the works of writers in the genres and receive and offer critique in classroom setting/assignments. At the end of the semester, students would be able to use their creative skills for all types of formal communication.

**Unit wise Syllabus**

**THEORY**

**UNIT I – (6 hours)**

**INTRODUCTION TO CREATIVE WRITING**

Meaning and significance of creative writing, What makes a good piece of creative writing?, Techniques used in creative writing, Genres of creative writing: poetry, fiction, drama

**UNIT II – (8 hours)**

**THE ART AND CRAFT OF WRITING**

Rhetoric and prosody, Images and symbols, Figurative language, Sensory details, Imagery, Vocabulary, Paragraph development, Observe the outside world, Use of imagination, Sentence variety, Creative thinking, Memories

**UNIT III – (8 hours)**

**MODES OF CREATIVE WRITING**

Poetry: What is good poetry?, Why poetry?, Reading poetry, Modes of poetry – narrative, dramatic and lyrical, Form and technique

Fiction: What is fiction?, What is a good story? Plot, Setting, Character, Dialogue, Point of View, Elements of style

Drama: Types of drama, Plot/sub plot, Characterization

### **PRACTICAL (22 hours)**

- Read aloud sessions: recitation of a poem/ reading aloud a story or article with expression
- Rereading content for better fluency
- Composing lyrics
- Emphasis on correct pronunciation
- Enacting of different scenes/characters from plays
- Presentation of short skits of social relevance
- Critical appreciation of any literary text chosen in consultation with the concerned teachers
- Peer critiquing

### **Reading list:**

- a) *Creative writing: A Beginners Manual* by AnjanaNeiraDev, AnuradhaMarwah, Swati Pal. Delhi, Pearson Longman. 2009.
- b) *Elements of Literature: Essay, Fiction, Poetry, Drama, Film*. Robert Scholes, Nancy R. Comely, Carl H. Klaus, Michael Silverman. Delhi, Oxford University Press. 2007.
- c) *Glossary of Literary Terms*. M. H. Abrams. Boston: Wadsworth Publishing Company. 2005.
- d) *The Creative Writing Course-Book* by Steven Earnshaw (ed). Edinburgh: EUP, 2007.
- e) *If You Want to Write* by Brenda Ueland. India: General Press, 2019.
- f) *Negotiating with the Death: A Writer on Writing* by Margaret Atwood. Cambridge: CUP, 2022.

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Paper name: **TSC-SE-5014 – Creative Writing**

### **Credits: 3**

Theory classes: 17 classes (one hour each – 17 hrs)

Practical classes: 16 classes (two hours each – 32 hrs)

### **Total Marks: 100**

Theory: 50 Marks

Practical: 50 Marks

**Course Description:** Creative writing is a form of artistic expression. This course is designed to teach students about the tools and technicalities of creative writing and creative thinking. Students will learn how to craft their thought, imagination and thinking. They will learn about writing fiction, poetry, screenplay, Drama and non- fiction.

**Course Objective:** This course is designed for the students to prepare them to take writing as their career in various sectors. They can practice their role as Play writer, Screen play writer, Story writer, Poet, Novelist, Non fiction writer in Literature, Media & Entertainment Industry.

**Specific Objectives:** The course aims to enable students to –

- Know and understand the various aspects of literature.
- Know the History of Assamese Literature along with Indian and World Literature.
- Understand the different form of creative writing
- Know and understand the true value of creative writing
- Know and understand the tools of excellent writers
- Be familiar with different types of nonfiction
- Know and understand how to write memories, biographies and autobiographies; how to write articles for newspaper, blogs, journal etc.
- Understand the craft and elements of Basic Storytelling, Screenplay writing, Poetry, Novel etc.
- Understand how to generate Idea—Observation Imagination—Creative Thinking
- How to develop creativity in writing.
- How to get the creative work recognized and published
- 

**Course Outcome:** After the completion of the course, the students will be able to

- Understand the basics of creative writing skills.
- They will be able to work as Professional writer in Literature, Theatre, Media, and Film Industry.
- Develop the skills required for being a Creative Writer.

### **Course Content:**

#### **Unit 1: About Creative Writing**

**Marks: 10**

- Process of Creative writing
- Concept of Creative Writing: Understand What is Creative Writing— Short Stories, Short Plays, Poetry, Novel, Biography; Understand why it is Called Creative Writing-Creative Expression, CreativePresentation.
- Understand how to generate Idea—Observation Imagination—Creative Thinking
- How to develop creativity in writing.

#### **Unit 2: How to develop the concept.**

**Marks: 10**

- Detailing out the concept
- Outline key elements of concept
- Story- telling
- The basic principles of story-telling and character psychology

#### **Unit 3: The Different Types or forms of Creative Writing**

**Marks: 10**

- Fiction
- Journal or Diaries
- Poetry
- Article
- Memories
- Screenplay
- Drama etc.

#### **Unit 4: How to write –**

**Marks: 20**

- Memories
- Biography

- Autobiography
- Articles for newspaper, blogs, journals
- Poetry
- Fiction
- Screenplay
- Drama
- Documentary Film Script

**PRACTICAL(Writing skills-Fiction,Screenplay,Drama etc.): 50 marks**

**Reading List:**

- 1. Becoming a writer: Dorothea Brande**
- 2. Poetics: Aristotle**
- 3. Natyashastra: Bharatmuni**

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<b>28</b>	<b>CV Writing and Interview Skills</b>	<b>SEC0202803</b>	<b>3</b>	<b>40-60</b>
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## **CV Writing and Interview Skills**

**TITLE: FRAMING BIO-DATA, CURRICULUM VITAE AND RESUME**

**Target Group: Open for all (ARTS / SCIENCE /COMMERCE)**

**Theory = 2 credit, Practical = 1 credit**

**Learning objectives:**

- Framing Bio-data, Curriculum vitae and Resume
- Using power point
- Appearing Interview

**Course Outcome:** At the end of the course the students will be able to write Bio-data, Curriculum Vitae and Resume. They will become confident for facing an interview.

**Unit wise Syllabus:**

### **THEORY (22 Hours)**

**Unit – 1 (11 hours)**

**CONCEPT OF BIO-DATA /CV/RESUME:** Definition of Bio-data, Curriculum Vitae and Resume. Need of Bio-data, Curriculum Vitae and Resume. Difference between Bio-Data, Curriculum Vitae and Resume. Bio-data for students. Creation of Bio-data to apply for job.

**Unit – 2 (11 hours)**

**INTERVIEW –** Meaning, nature and types. Important interview skills.

### **PRACTICAL (22 Hours))**

**POWERPOINT PREPARATION AND PRESENTATION** of the format of Bio-data/Curriculum vitae/ Resume.

Mock Interview within the classroom.

### **References / Suggested Reading**

**Sidhu K.S (1984) ; Methodology of Research in Education, Sterling Publishers private limited.**

## **DEPARTMENT OF EDUCATION**

### **FRAMING BIO-DATA, CURRICULUM VITAE AND RESUME**

#### **SEC 1**

**Learning objective :** To develop the skill of -

- Framing Bio-data, Curriculum vitae and Resume
- Using powerpoint
- Appearing Interview

**Target students :** 50 (Open for all)

**Course Outcome :** At the end of the course the students will be able to write Bio-data, Curriculum Vitae and Resume. They will become confident for facing an interview.

**Target students :**First semester students (Open for all)

### **Syllabus :**

<b>1</b>	<b>Concept of Bio-data/CV/Resume (11 classes)</b>	<ul style="list-style-type: none"><li>• Definition of Bio-data, Curriculum Vitae and Resume.</li><li>• Need of Bio-data, Curriculum Vitae and Resume.</li><li>• Difference between Bio-Data, Curriculum Vitae and Resume.</li><li>• Bio-data for students.</li><li>• Creation of Biodata to apply for job.</li><li>• Interview – Meaning, nature and types.</li></ul>	15 (Theory)	50
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		<ul style="list-style-type: none"> <li>• Important interview skills.</li> </ul>		
2	<b>Power point and Interview.</b>	<ul style="list-style-type: none"> <li>• Power point preparation and presentation of the format of Biodata/Curriculum vitae/ Resume.</li> <li>• Mock Interview within the classroom.</li> </ul>	15 (Practical)	25
				25

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**PAPER TITLE: - SKILLS ON WRITING BIODATA AND CURRICULUM VITAE (C.V) FOR FACING INTERVIEW.**

**UNIT 1:** Concept of Biodata – Meaning and its types, Concept of Curriculum Vitae (CV), Differences between Biodata and Curriculum Vitae, Skills on writing various types of Bio-data, Skills on writing a good Curriculum Vitae (CV).

**UNIT 2:** Meaning and types of Interview, Characteristics of good interview, skills of facing interview.

**UNIT 3:** Preparation of Bio-data for facing an interview (PRACTICAL).

29	Cyber Ethics	SEC0202903	3	40-60
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## Cyber Ethics

**Introduction:**

The evolution of Information Communication Technology (ICT) and growing security concerns demands flexible and generally comprehensive approach to the issue of cyber security. The rapid growth of ICT has raised various complex questions which need to be addressed. A need has been felt to address cyber security broadly, as also in sufficient depth so that even students from non-technical streams will develop a more complete picture of the cyber security issues. The syllabus has been prepared with an aim to create more aware, responsive and responsible digital citizens, thereby contributing effectively to an overall healthy cyber security posture and ecosystem.

**Why take this course?**

- Get an introduction to ethical theory
- Learn how to apply ethical theory to ethical issues arising in the use of the internet

- Develop critical thinking and skills in written expression

**Program Educational Objectives:**

The exposure of the students to Cyber Security program at Graduate and Post Graduate level should lead to the following: -

- (a) Learn the foundations of Cyber security and threat landscape.
- (b) To equip students with the technical knowledge and skills needed to protect and defend against cyber threats.
- (c) To develop skills in students that can help them plan, implement, and monitor cyber security mechanisms to ensure the protection of information technology assets.
- (d) To expose students to governance, regulatory, legal, economic, environmental, social and ethical contexts of cyber security.
- (e) To expose students to responsible use of online social media networks.
- (f) To systematically educate the necessity to understand the impact of cyber crimes and threats with solutions in a global and societal context.
- (g) To select suitable ethical principles and commit to professional responsibilities and human values and contribute value and wealth for the benefit of the society.

**This course introduces students to a selection of important topics in the rapidly developing field of cyber ethics. The topics considered are:**

1. Net neutrality
2. The use of Block chain technology
3. War and the use of autonomous weapons
4. Information warfare
5. Cyberspace and intelligence gathering
6. Digital health and cyberspace
7. Cyber bullying
8. Computer crime and computer security
9. Software theft and intellectual property rights
10. Computer hacking and the creation of viruses
11. Computer and information system failure
12. Invasion of privacy. Privacy in the Workplace and on the Internet
13. Social implications of artificial intelligence and expert systems
14. The information technology salesman issues
15. Social Media Overview and Security

Introduction to Social networks. Types of Social media, Social media platforms, Social media monitoring, Hashtag, Viral content, Social media marketing, Social media privacy, Challenges, opportunities and pitfalls in online social network, Security issues related to social media, Flagging and reporting of inappropriate content, Laws regarding posting of inappropriate content, Best practices for the use of Social media, Case studies.

REFERENCES:

1. Auditing IT Infrastructures for Compliance By Martin Weiss, Michael G. Solomon, 2nd Edition, Jones Bartlett Learning
2. Bynum, T, W; Rogerson, S, Computer Ethics and Professional Responsibility, Blackwell, 2004.
3. Cyber Crime Impact in the New Millennium, by R. C Mishra, Auther Press. Edition 2010.
4. Cyber Laws: Intellectual Property & E-Commerce Security by Kumar K, Dominant Publishers.
5. Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives by Sumit Belapure and Nina Godbole, Wiley India Pvt. Ltd. (First Edition, 2011)
6. Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives by Sumit Belapure and Nina Godbole, Wiley India Pvt. Ltd.
7. Data Privacy Principles and Practice by Natraj Venkataramanan and Ashwin Shriram, CRC Press.
8. Electronic Commerce by Elias M. Awad, Prentice Hall of India Pvt Ltd.
9. Fundamentals of Network Security by E. Maiwald, McGraw Hill.
10. Information Security Governance, Guidance for Information Security Managers by W. Krag Brothy, 1st Edition, Wiley Publication.
11. Information Warfare and Security by Dorothy F. Denning, Addison Wesley.
12. Johnson, D, G, Ética Informática, Universidad Complutense de Madrid, 1996; original as Computer Ethics, Englewood Cliffs, New Jersey: Prentice Hall, 2003. The first version of the book is published as Computer Ethics, Prentice-Hall, 1985.
13. Maner, W, Starter Kit in Computer Ethics, Helvetia Press, 1978.
14. Moor, J, "What Is Computer Ethics", Metaphilosophy, Vol. 16, No. 4, October 1985, pp. 266-275. Republished at [6].
15. Network Security Bible, Eric Cole, Ronald Krutz, James W. Conley, 2nd Edition, Wiley India Pvt. Ltd.
16. Parker, D, "Rules of Ethics in Information Processing", ACM, Vol. 11, 1968, pp. 198-201.
17. Rogerson, S, "The Ethics of Computing: The First and Second Generations", The UK Business Ethics Network News, Spring 1996.
18. Security in the Digital Age: Social Media Security Threats and Vulnerabilities by Henry A. Oliver, Create Space Independent Publishing Platform. (Pearson , 13th November, 2001)
19. Security in the Digital Age: Social Media Security Threats and Vulnerabilities by Henry A. Oliver, Create Space Independent Publishing Platform.
20. Weizenbaum, J, Computer Power and Human reason: From Judgment to Calculation, Freeman, 1976.
21. Wiener, N, Cybernetics: or Control and Communication in the Animal and the Machine, Technology Press, 1948.
22. Wiener, N, The Human Use of Human Beings: Cybernetics and Society, Houghton Mifflin, 1950; second edition revised, Doubleday Anchor, 1954.

<b>31</b>	<b>DEVELOPING TEACHING SKILLS</b>	<b>SEC0203103</b>	<b>3</b>	<b>40-60</b>
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## **DEVELOPING TEACHING SKILLS**

**PAPER TITLE: - SKILLS ON PRACTICE TEACHING.**

**UNIT 1:** Concept of teaching and teaching skills, Introduction of some important teaching skills, Phases of Teaching.

**UNIT 2:** Meaning, nature and importance of Lesson Plan, Criteria of good lesson plan, Herbartian Steps of Lesson Plan.

**UNIT 3:** Preparation of Lesson Plan for practice teaching (PRACTICAL).

33	DTP	SEC0203303	3	40-60
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## DTP

The Post- Graduate Department of Assamese offers a Skill based course on “Assamese DTP & Proofreading”.

Credits: 3

Teaching Method: Theoretical & Practical

Objectives:

- To provide the students understanding skills and professional knowledge about computer programs.
- To familiarize different computer software related to typing (specially Ramdhenu) and proofreading in Assamese language.
- To give knowledge on proofreading and making a competent proofreader.

Course Outcome:

- Acquire a basic understanding about various typing software.
- Be familiar with different Assamese fonts.
- Be proficient in the skills of Assamese typing & layout design.
- Eligible for careers in Print & Electronic media also in publication house.
- Be a freelance proofreader through web content, eBooks, blog posts etc.

Unit: I

Basic knowledge of computer, types of software (MicrosoftWord &Adobe PageMaker)

Unit: II

Uses of Assamese SoftwareRamdhenu&different Fonts specially Gitanjali

Unit: III

Skills & techniques of Proofreading, different types of proofreading and challenges of a proofreader.

Unit: IV

Practical work and Project

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39	English Reading & Comprehension	SEC0203903	3	40-60
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## English Reading & Comprehension

ENGLISH SEC

**PAPER: English Reading and Comprehension**

**Objectives:** This paper is designed

- for students who have had inadequate exposure to English and hence exhibit a very low level of proficiency in the language
- to help students comprehend simple texts and improve vocabulary
- to enable students from all to broaden their skill-sets in textual interpretation, reading, and writing about texts.

**Outcomes (Graduate attributes)**

- enhance comprehension skills and enrich vocabulary through the reading of short and simple passages with suitable tasks built around these
- students can engage in short independent compositions

**Course Content:**

**Unit 1: Reading (1 Credit)**

- Short and simple passages from the prescribed books
- These texts are to be used to enhance reading and comprehension skills of learners through various textual tasks such as reading aloud, sentence completion, true / false activities, re-ordering jumbled sentences, identifying central ideas, supplying alternative titles, attempting short comprehension questions, etc.

Texts:

1. Short Story: Ismat Chughtai, *Kallu*
2. Essay: VS Naipaul, *East Indian*
3. Poem: AK Ramanujan, *Obituary*

**Unit 2: Comprehension (1 Credit)**

This unit aims to help students understand that we are surrounded by texts, so thinking about texts, reading, writing, and comprehension are necessary life skills and not merely language skills. Use the texts from Unit 1 to help students enhance the following skills:

- Writing: Descriptive passage making notes drafting points, creating paragraphs outlines, drafts etc
- Speaking: Make short presentations 2-3 minutes long showcasing their understanding of any topical issues
- Listening and responding to short presentations
- Improve their vocabulary

### Unit 3: Writing (1 Credit)

This section will introduce students to the structure of a paragraph; they will write a short-guided composition of variable word limits (100- 1000). These skills are to be practiced through activities such as supplying topic sentences to given paragraphs, completing given paragraphs, expressing given facts or information from tables and expressing it in paragraphs, re-ordering jumbled sentences, and then re-writing them as connected paragraphs, using suitable linking devices etc. Relevant sections from the recommended texts in Unit 1 should be used to make students write about contemporary issues like race, gender, caste and violence. Students should be taught to:

- Express concepts through writing
- Think critically and write with clarity
- Write essay length assignments

### Reference Books and Materials:

1. Selections from *Individual and Society: Essays, Stories and Poems*, (Pearson/Longman, 2005)
2. *Everyday English*, Delhi: Pearson, 2005
3. *Developing Language Skills I*, Delhi: Manohar, 1997
4. *A Foundation English Course for Undergraduates: Workbook I*, Delhi: Oxford University Press, 1991

44	Farm Management	SEC0204403	3	40-60
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## Farm Management

### Credit: (2+1)

**Course Description:** This course is designed to familiarise the students to the fundamentals of farm management, various types of farming that exist and introduce them to the recent developments in this aspect. The course also expects to enhance the existing knowledge of use of statistical tools of the students and helping them to use such knowledge in practical works.

**Unit 1-** Farm management: Factors of production, Types of farming: capitalistic farming, specialized farming, dry farming, collective farming, cooperative farming, mixed farming, Integrated Farming,

Shifting cultivation, Role of a farm manager, Record keeping, Budgeting for agricultural production, Farmers' producers' organisation, Marketing of produces, Seed production and certification, Protected cultivation and Precision farming, Agri-preneurship development.

**Unit 2-** Statistical methods, Central tendency - mean, median, mode,,Use of statistical tools in agriculture- standard deviation, regression and correlation, Methods of data collection, Tabulation, Processing and presentation of data- textual, tables and diagrammatic. Sampling Techniques, probability.

**Unit 3-** Practical - Project preparation in Agriculture, Horticulture and Integrated Farming, Visit to Agri-preneurs

46	Floristic Methods of Vegetation Description	SEC0204603	3	40-60
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## Floristic Methods of Vegetation Description

Name of the Paper: Floristic Methods of Vegetation description

Total Lectures: 36

Credits: 3

### THEORY

**UNIT 1:** Introduction- Historical account, Functions, biogeography and ecology of NE India, Terrestrial ecosystem and flora, Wetland flora. Quantitative study and floristic analysis by quadrat methods, Protected areas in NE India. (6 lectures)

**UNIT 2:** Assessment of Floristic Diversity- Consultations of Herbaria and Literature, Field and Herbarium Methods, Vegetation survey and characterization, Identification and Taxonomic Documentation, Documentation of Endemic, Rare and Threaten plant Taxa, Assessment of anthropogenic factors causing depletion of plant resources.(10 lectures)

**UNIT 3:** Role of Floristic studies in Biodiversity conservation. (2 lectures)

**UNIT 4:** Writing of Flora, Monographs, Revisionary works, Research papers, Description of New taxa. (6 lectures)

**UNIT 5: PRACTICAL/ PROJECT** (12 lectures)

Assessment of floristic diversity in University/ College campus, Local areas, Wetland, Hills, etc.

Suggested Readings:

1. Jain S K and Rao RR 1977. A Handbook of Field and Herbarium Methods. Today & Tomorrow's Printers and Publishers, New Delhi.

56	Guest Relation Executive	SEC0205603	3	40-60
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# Guest Relation Executive

Skill Enhancement Course (SEC)

## Semester II

Paper Name: **Guest Relation Executive**

**Credits: 3**

Theory classes: 17 classes (one hour each – 17 hrs)

Practical classes: 16 classes (two hours each – 32 hrs)

**Total Marks: 100**

Theory: 50 Marks

Practical: 50 Marks

Practical classes will include: 16 hours of survey, 4 hours of presentation preparation, 4 hours of group discussion, 8 hours of project work preparation.

**Unit – 1: Understanding the Hotel Industry**

**Marks: 15**

- Different types of accommodation and their significance in hospitality industry
- Categories of hotels
- Different departments of a hotel and functions
- Understanding the Front Office – Departments and functions

**Unit – 2: Functions of Guest Relation Executive**

**Marks: 10**

- Guest relation Executive – definition
- Training of front office employees
- Activity upon arrival of guest
- Activity at the time of guest check out

**Unit – 3: Communication**

**Marks: 15**

- Types of communication
- Communication with guest
- Interacting with superior and colleagues
- Etiquettes and personal grooming

**Unit – 4: Dealing with customers**

**Marks: 10**

- Customer relationship management
- Handling complaints
- Feedback of guest
- Establishing customer rapport

**Reading List:**

Bhatia, A.K., (2002)*Tourism Principles and Practices*. Sterling Publishers.

57	Herbal Technology	SEC0205703	3	40-60
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## Herbal Technology

Total Lectures : 33 Credits : 3 (Theory -2, practical -1)

### THEORY

**Unit 1:** Herbal medicines: history and scope - definition of medical terms - cultivation harvesting- processing- storage -marketing and utilization of medicinal plants. **(4 Lectures)**

**Unit 2:** Pharmacognosy - systematic position and medicinal uses of the following herbs in curing various ailments; Tulsi, Ginger, Black pepper, Turmeric. **(6 Lectures)**

**Unit 3:** Phytochemistry - active principles and methods of their testing -identification and utilization of the medicinal herbs; *Catharanthus roseus* (cardiotonic), *Clerodendron phlomoides* (anti-rheumatic) and *Centella asiatica* (memory booster). **(6 Lectures)**

**Unit 4:** Analytical pharmacognosy: Biological testing of herbal drugs - Phytochemical screening tests for secondary metabolites (alkaloids, flavonoids, steroids, triterpenoids, phenolic compounds) **(6 Lectures)**

### PRACTICAL

1. preparation of herbarium of the medicinal plants included in the syllabus **(5 lectures)**
2. Preliminary Phytochemical screening tests for secondary metabolites (alkaloids, flavonoids, steroids, triterpenoids, phenolic compounds) **(6 lectures)**

### Suggested Readings

1. Glossary of Indian medicinal plants, R.N.Chopra, S.L.Nayar and I.C.Chopra, 1956. C.S.I.R,New Delhi.
2. The indigenous drugs of India, Kanny, Lall, Dey and Raj Bahadur, 1984. International Book Distributors.
3. Herbal plants and Drugs Agnes Arber, 1999. Mangal Deep Publications.
4. Ayurvedic drugs and their plant source. V.V. Sivarajan and Balachandran Indra 1994.Oxford IBH publishing Co.
5. Ayurveda and Aromatherapy. Miller, Light and Miller, Bryan, 1998. Banarsidass, Delhi.
6. Pharmacognosy, Dr.C.K.Kokate et al. 1999. Nirali Prakashan.





- Come to know about manuscript preparation and use of punctuations and symbols
- About benefits of editing and taking into MS word & PageMaker

Unit: I Types of Manuscript: Use of Punctuation, Sign and Symbols	20
Unit: II Importance of Editing and Proof Reading; Symbols used in Proof reading, Proofreader, Proof reading process	20
Unit: III Process, Purpose and benefits of Editing	20
Unit: IV Taking Manuscripts in MS Word Format and Page Maker etc.	20

Suggested readings:

A Few Suggestions to McGraw-Hill Authors-McGraw Hill Book Company, Forgotten Books  
Guidelines for manuscript preparation-Gayle Giese & Pick Edmondson

72	Marketing of Indigenous Agricultural Products	SEC0207203	3	40-60
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## Marketing of Indigenous Agricultural Products

### Unit -I Agricultural Marketing:

Nature and Scope of Agricultural Marketing, Objectives of Agricultural Marketing, Classification of Agricultural Products and Markets, Distinction between Agricultural Marketing Vs Rural Marketing, Agricultural Marketing Scenario in India, problems and prospects of Agricultural Marketing in India.

### Unit- II Marketing Institutions of Agricultural Products:

Agricultural Produce Market Committee: Meaning, Objectives, History of Market regulation, Features of regulated Market, advantages of regulated Markets, defects of regulated Markets (Mandi Samiti), Government e marketplace (GEM), Cooperative Marketing: Need of cooperative marketing, organization of cooperative marketing and its functions, Pricing- pricing strategies for agricultural products methods of pricing, factors affecting agricultural products price.

### Unit -III Agricultural Market Information & channel of Distribution:

Meaning and Importance of market Information in Agricultural Commodities, Types of Information, Essential characteristics of good marketing information, sources of marketing information, Meaning and definition of marketing channels, study of marketing channels for different agricultural committee.

**Information Technology:** E- Trading, e-choupals, websites and IT tools for marketing, Applications of IT in agricultural marketing.

### Unit-IV Value Chain Agricultural Marketing:

Meaning, type, advantages of grading & labeling, AGMARK producers, warehousing, meaning & functions of warehousing, types of warehousing, central warehousing corporation, state warehousing corporation, role of transportation in agricultural marketing, means of transportation, problems in transportation in agricultural marketing and packaging of different agricultural products.

**Unit- V Project related work:**

- a. Visiting to agricultural product processing unit,
- b. Visiting to rural godowns and cold storage,
- c. Visiting to fair price shop,
- d. Visiting to fertilizers Marketing agencies,
- e. Identification of marketing channels for agricultural commodities
- f. Any other related fields.

**References:**

1. Agricultural Marketing in India, S.S. Acharya & N. L. Agarawal, CBS Publishers
2. Marketing of Agricultural Produce in India, A. P. Gupta
3. Agricultural Marketing, H. R. Krishna Gauda
4. Principles and Practices of Marketing, C. B. Memoria and R. L. Joshi
5. Agricultural Marketing, Trade and Prices, Devendra Prasad & Om Prakash Murya, Rama Publishing House
6. Marketing of Agricultural produces, Richard L Kohis & Joseph N Uhi, Pearson

<b>92</b>	<b>Proofreading</b>	<b>SEC0209203</b>	<b>3</b>	<b>40-60</b>
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## Proofreading

Unit 1- Introduction To General Proof Reading (It will cover who needs a proofreader, the skills one needs to be successful, the difference between proofreading and editing/ copy editing) (3 Lectures)

Unit 2- Proofreading Mindset (Different types of markets that one can specialize in as a proofreader and learn some common terms used in the industry) (5 Lectures)

Unit 3- Proofreading Basics (It includes most common types of error to be watched) (5 Lectures)

Unit 4- Proofreading methods and practices (It includes different types of proofreading methods with through lessons on how to make the word best) (5 Lectures)

Unit5- Turning Proofreading into a business (It will make one to learn how to build own business) (5 Lectures)

**COURSE OUTCOME:**

On completion of this skill enhancement course the student-

- Understand the use of style sheets and style guides in proofreading
- Demonstrate how to create and use a style sheet
- Describe ones job as proofreader
- Demonstrate basic proofreading skills

Total Marks = 100 (Theory 50+ Practical 50 Marks)

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The Post- Graduate Department of Assamese offers a Skill based course on “Assamese DTP & Proofreading”.

Credits: 3

Teaching Method: Theoretical & Practical

Objectives:

- To provide the students understanding skills and professional knowledge about computer programs.
- To familiarize different computer software related to typing (specially Ramdhenu) and proofreading in Assamese language.
- To give knowledge on proofreading and making a competent proofreader.

Course Outcome:

- Acquire a basic understanding about various typing software.
- Be familiar with different Assamese fonts.
- Be proficient in the skills of Assamese typing & layout design.
- Eligible for careers in Print & Electronic media also in publication house.
- Be a freelance proofreader through web content, eBooks, blog posts etc.

Unit: I

Basic knowledge of computer, types of software (Microsoft Word & Adobe PageMaker)

Unit: II

Uses of Assamese Software Ramdhenu & different Fonts specially Gitanjali

Unit: III

Skills & techniques of Proofreading, different types of proofreading and challenges of a proofreader.

Unit: IV

Practical work and Project

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97	Research and Technical Writing	SEC0209703	3	40-60
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## Research and Technical Writing

**Credits: 3 (Theory: 2, Lab: 1)**

**Theory: 20 Lectures**

**Preferred minimum qualifications of the teacher/instructor:** Assistant Professor of Physics/B.E./B.Tech B.E./B.Tech. in Computer Science/ MCA.

This aim of the course is to make the students aware about importance of research and technical writing. This course provides students with an introduction to technical writing, graphing and data analysis, and computer presentation with LaTeX, Origin and Microsoft excel.

**Course Outcome:** On successful completion of the course students will be able to identify and write different parts of technical reports, write article, thesis, and presentation in latex, create chart in Microsoft excel, use different format of chart based on need, plot data from different sources using Origin plot.

## Theory

### Introduction (Lectures 4)

Structure and components of scientific reports - Types of report – Technical reports and thesis– Different steps in the preparation – Layout – Illustrations and tables - Bibliography, referencing and footnotes. Need of scientific word processor, examples of scientific word processors.

### Unit II: Technical Writing in LaTeX (Lectures 12)

Introduction to LaTeX, advantages of using LaTeX, TeX/LaTeX word processor, preparing a basic LaTeX file, Document classes, Preparing an input file for LaTeX, Compiling LaTeX File, LaTeX tags for creating different environments, Defining LaTeX commands and environments, Changing the type style, Symbols from other languages. Equation representation: Formulae and equations, Figures and other floating bodies, Lining in columns- Tabbing and tabular environment, Generating table of contents, bibliography and citation, Making an index and glossary, List making environments, Fonts, Picture environment and colors, errors. Applications of LaTeX in article, thesis, slide preparation.

### Unit III: Scientific graphing and data analysis (Lectures 14)

Creating chart in Microsoft excel, Types of chart- Column chart, line chart, Pie chart, Doughnut chart, bar chart, area chart, scatter chart, surface chart; Chart elements- Chart style, Chart filter, fine tune of chart; Chart design tools- Design and format.

The Origin Workspace, Multi-sheet Workbooks, Managing Data and Metadata, Importing Data from different sources, Working with Excel and Origin, Basic Data Manipulation, Creating and Customizing Graphs, Custom Graph Templates and Themes, Publishing Graphs, Basic Data Analysis, Customizing Data Import, Post Processing of Imported Data, Creating and Customizing Multi-layer Graphs, Data Exploration and Pre-selection, Advanced Nonlinear Fitting, including Creating Custom Fitting Functions, Analysis Themes, Customizing Reports and Creating Custom Tables in Graphs, Recalculating/Updating Results, Analysis Templates and Custom Reports, Peaks and

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100	Science Communication	SEC0210003	3	40-60
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## Science Communication

**Unit 1** – Basic understanding of science and technology communication, need and significance of science communication, historical background, inculcating scientific temperament, science popularisation, Role of media in creating scientific temper in society, Knowledge about scientific experiments in the country: SITE Experiment, Kheda Project, Chambal Project, India’s Nuclear Journey, MOM etc. Scientific organisations in India

**Unit 2** –Public Understanding of Science, Science in print media, electronic media, social media, science and entertainment, Science in politics and policies, Museum as a tool of science communication, science communication and indigenous knowledge system  
Important tenants of science writing, translation in science communication. Science through traditional folk media, science reporting, Qualities of science communicator

### Unit 3 – Practical

Student should Publish articles on science related issues at any media outlets (webpages, newspapers, magazines or blogs).

Interviews with scientists and indigenous scientific knowledge experts, additional marks can be allotted for attending seminars /workshops on science communication related matters.

### Further Readings:

- i. Dawking, Richard. Modern Science Writing; Oxford University Press
- ii. Bucchi, Massimiamo .Science & The Media; London & New York
- iii. Berger, RoloffSwoldsen . Handbook of Communication Science; Sage Publications
- IV. Bijnan Lekhokor Haat Puthi, Edited by Dr. Dinesh Chandra Goswami, Assam Book Hives
- v. Indian Science News Association , Communicating Science; Indian Science News Association,Kolkata
- vi. Dutta, Ankuran& Ray, Anamika . Science Communication in Assam. DVS Publishers

101	SERICULTURE AND ITS PROSPECTS	SEC0210103	3	40-60
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## SERICULTURE AND ITS PROSPECTS

(Total: 3 credits)

## **THEORY**

**CREDITS: 2**

### **UNIT-I: AN INTRODUCTION TO SERICULTURE**

**5**

Mulberry/Non-Mulberry: Origin/History and distribution, Varieties of silk, Types of silkworms, Propagation: Cutting – Layering of host plant.

### **UNIT- II: BIOLOGY OFSILK WORMS**

**6**

Life cycle of Mulberry, Eri, Muga and Tasar silk worm, Structure of Silk gland and nature of silk.

### **UNIT- III: REARING HOUSE AND APPLIANCES**

**4**

Environmental condition for silk worm rearing, Rearing technology, Brushing, Feeding, Mounting, Mountages, Harvesting and storage of cocoons, Spinning and reeling of silk.

### **UNIT- IV: GRAINAGE TECHNOLOGY**

**3**

Silk worm seed production, Reproduction and commercial seed, Egg laying, Mother moth examination.

### **UNIT- V: PESTS AND DISEASES OF SILK WORM**

**2**

Pests of silk worm, Diseases of silk worm: Viral, Bacterial, Fungal, Protozoan, Prevention and control measures.

### **UNIT- IV: ENTREPRENEURSHIP IN SERICULTURE**

**2**

Marketing and Economic status of Sericulture, Future prospects.

## **UNIT III: PRACTICAL SYLLABUS**

**CREDIT: 1**

1. Identification of various larvalstages of different silkworms.
2. Identification of diseased and disease-free silkworms.
3. Visit to various Sericulture research stations/Govt./Private farms and report submission.

## **BOOKS AND SUGGESTED READINGS**

1. Tembhare. D.B. (1997), Modern Entomology, Himalaya Publishing House.
2. Shukla. G. S & Upadhyay. V. B. (2007) Economic Zoology, Rastogi Publications.
3. Chowdhury, S. N. (1981) Muga Silk Industry, Directorate of Sericulture, Govt of Assam, Guwahati, Assam.
4. Chowdhury, S. N. (1982) Eri Silk Industry, Directorate of Sericulture, Govt of Assam, Guwahati, Assam.

5. Chowdhury, S. N. (1982) Silk and Sericulture, Directorate of Sericulture, Govt of Assam, Guwahati, Assam.

### **OBJECTIVES OF THE COURSE**

1. To develop interest in the field of Sericulture among the students.
2. To motivate students for scientific study in the field of Agro-based Industry by performing simple projects and field visits.
3. To develop skills and interest in entrepreneurship in Sericulture.
4. To help the students to learn means of self-employment and income generation.
5. To cultivate students awareness and appreciation for Sericulture as a hobby and science.

### **COURSE OUTCOME**

1. Students study the morphology and types of silkworm.
2. Students can identify the pests and diseases of silkworms.
3. Students can start up their entrepreneurship in the field of Sericulture.
4. Students can generate their own income commercially.
5. Students get the knowledge about the rearing and disinfectant techniques for sustainable growth.

113	Translation : Principles & Practice	SEC0211303	3	40-60
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### **Translation: Principles & Practice**

**Title: Translation: A Detailed Perspective**

**Target Group: Open for all (Arts, Science and Commerce)**

**Theory= 2 credit, Practical= 1 credit**

#### **Learning Objectives:**

The objectives of the course are:

- (i) To develop practical and technical knowledge of Translation
- (ii) To develop Professional skill of the students

- (iii) To impart the knowledge of language, literature and culture of different languages.

### **Course outcomes:**

- (i) All aspects of written communication, accuracy, readability and flow to a high level of expertise will develop in Assamese, Bengali and Hindi language.
- (ii) Technical and ethical skills and knowledge of translation will enhance.
- (iii) Knowledge in different languages, literary work and culture will enhance.
- (iv) Skills in Assamese, Bengali, English and Hindi will develop.

### **Unit wise Syllabus**

#### **Theory**

##### **Unit-I (5 hours)**

###### **Translation: Elements and Use**

Meaning and definition of translation, Translation: Science or Arts, History of Translation

##### **Unit-II (4 hours)**

###### **Problems and Prospects of Translation**

Problems related with source text and target text, Qualities of Translator

##### **Unit-III (4 hours)**

###### **Types of Translation**

Translation on the basis of prose and poetry, Translation on the basis of literary genre, Translation on the basis of subject, Translation on the basis of nature of translation.

##### **Unit-IV (4 hours)**

###### **Translation and literature**

Process of Translation, Comparative literature and Translation

##### **Unit-V (5 hours)**

###### **Employment and translation**

Interpreter, translator, journalist, editor, news writer-translator, voice-over artist, dubbing artist, radio-jockey, instructor etc.

### **Practical (22 hours)**

- (i) **Translation of Prose-** Story, Essay, Novel (Hindi-English, Assamese-Hindi, Bengali-Assamese, vice-versa) (14 hours)
- (ii) **Translation of Poetry** (Hindi-English, Assamese-Hindi, Bengali-Assamese, vice-versa) (8 hours)

### **References:**

1. Anubad Adhyayan : Tatwa Aru Proyog – Madan Sarma
2. Anubad : Tatwa Aru Proyog – Dr. Nirajona Mahanta Bejbora
3. Anubador Kotha – Abdul Leich
4. Anubad Porikroma – Profulla kataki
5. Tulongamulak Sahitya aru anubad kala - Karabi Deka Hajorika
6. Anubad-Sudha , Part I– Dr. Achyut Sarma
7. Anubad-Sudha , Part II– Dr. Achyut Sarma
8. A Handbook of Translation Studies- Bijay Kr. Das
9. Anubad Biggyan : Bholanath Tiwari

114	Vermicomposting and Organic Farming	SEC0211403	3	40-60
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## **Vermicomposting and Organic Farming**

-by Bhaben Tanti, GU

**Credits: 3**

### **Learning objectives:**

- Understand the basics of vermicomposting by enabling students to identify suitable wastes for vermicompost production
- Develop interest in waste management
- Provide hands on training for vermicompost production in small and large scale basis.
- Develop an understanding of the identification of suitable earthworm species for vermicomposting
- Create awareness for promoting organic agriculture

- Help the students to learn a means of self-employment and income generation through small and medium scale entrepreneurship.

### **Learning outcomes:**

On successful completion of the course, students will be able to:

- Identify opportunity in the discarded organic wastes
- Acquire knowledge of various earthworm species suitable for vermicomposting
- Construct and maintain small and large scale vermicomposting unit
- Learn the basic principles for drying, packaging, storage and transportation of vermicompost
- Understand the importance of organic agriculture and its relevance in the current scenario

## **THEORY**

### **Unit 1: Introduction to Vermicomposting**

Vermicomposting- Definition, meaning, history, scope, economic importance and significance of vermicompost in the maintenance of soil structure. Vermicomposting for organic waste management- types, characterization and management of solid organic wastes with special reference to four R's principles.

### **Unit 2: Vermicomposting Types and Methods**

Types of vermicomposting- Bed method, pit method, tank method, roof shed method and bin method. Setting up Vermicomposting Unit- Basic Requirements and Maintenance, Preparation of vermicomposting bed, Small and large scale vermicomposting; Size and dimensions of the vermicomposting unit, Enemies of earthworms.

### **Unit 3: Earthworm Species for Vermicomposting**

Criteria for selecting suitable earthworm species for vermicomposting, Ecological Categories of Earthworms, Local and Exotic species of earthworms frequently used in vermicomposting- *Eisenia fetida*, *Eudrilus eugeniae*, *Perionyx excavatus* and *Lampito mauritii*.

#### **Unit 4: Principles of Vermicomposting**

Phases of vermicomposting- Initial activation, thermophilic, mesophilic. Factors affecting vermicomposting process - pH, temperature, moisture content, Electrical Conductivity, Total organic carbon, nutrient budget, water holding capacity, exchangeable acidity and CO<sub>2</sub> evaluation. Recent advances in vermitechnology; Greenhouse gas emission during vermicomposting; SWOC analysis of the vermicomposting process.

#### **Unit 5: Vermicompost Harvesting and Applications**

Techniques of harvesting vermicompost, vermiwash and earthworms. Maturity assessment of vermicompost: Biological indicators of maturity, C/N ratio, C/P ratio, Humification index, Heavy metals content. Post Harvest preservation and application strategies.

#### **Unit 6: Organic Farming**

Introduction- Basic concept, principles, history, scope, importance and relevance in Indian agriculture system; Component of organic farming, Green manuring and organic fertilizers. Organic insecticides and pesticides; Case studies and success stories; Advantages and disadvantages of organic farming. Recent development in organic farming with special reference to GMO.

#### **PRACTICAL**

1. Maintenance of earthworm culture for vermicomposting
2. Physico-Chemical characterization of vermicompost
3. Biological characterization of vermicompost
4. Spectroscopic characterization of vermicompost
5. Preparation of vermi tea, vermi-wash, organic insecticides and pesticides.
6. Organic farming strategies for economically important crops

#### **Suggested Readings**

1. Tripathi, Y. C., Hazaria, P., Kaushik, P. K., & Kumar, A. (2005). Vermitechnology and waste management. Verms and Vermitechnology, SB Nangia. APH Publishing Corp., New Delhi.
2. Edwards, C. A., & Lofty, J. R. (1977). Biology of Earthworms, Chapman and Hall. London, UK.
3. Lee, K. E. (1985). Earthworms: their ecology and relationships with soils and land use. Academic Press Inc. Sydney, Australia.

4. Munroe, G. (2007). Manual of on-farm vermicomposting and vermiculture. Organic Agriculture Centre of Canada.

5. Singh, K., Nath, G., Shukla, R. C., Bhartiya, D. K. (2014). A Textbook of Vermicompost: Vermiwash and Biopesticides. Astral International, New Delhi.

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## **Skill Enhancement Course 5: Vermicompost Technology (Offered by the Department of Zoology)**

### **Open for All**

Total Credit =3(33 Hours)

### **Unit-I**

#### **General Vermiculture/ Vermicompost**

1. Introduction to vermiculture. definition, meaning, history, economic important, their value in maintenance of soil structure, role as four r's of recycling reduce, reuse, recycle, restore.
2. Role in bio transformation of the residues generated by human activity and production of organic fertilizers.
3. The matter and humus cycle (product, qualities). Transformation process in organic matter.
4. Choosing the right worm. Useful species of earthworms. Local species of earthworms. Exotic species of earthworms.

### **Unit-II**

#### **Earthworm Biology and Rearing**

1. Five Key to identify the species of earthworms.
2. Biology of *Eisenia fetida*
  - a) Taxonomy Anatomy, physiology and reproduction of Lumbricidae.
  - b) Vital cycle of *Eisenia fetida*: alimentation, fecundity, annual reproducer potential and limit factors (gases, diet, humidity, temperature, PH, light, and climatic factors).
3. Biology of *Eudrilus eugeniae*
  - a) Taxonomy Anatomy, physiology and reproduction of Eudrilidae.
  - b) Vital cycle of *Eudrilus eugeniae*: alimentation, fecundity, annual reproducer potential

### **Unit-III**

#### **Vermicompost Technology (Methods and Products)**

1. Small Scale Earthworm farming for home gardens
2. Earthworm compost for home gardens
3. Conventional commercial composting
4. Earthworm Farming (Vermiculture), Extraction (harvest), vermicomposting harvest and processing.
5. Nutritional Composition of Vermicompost for plants, comparison with other fertilizers
6. Vermiwash collection, composition & use

### **Unit-IV**

#### **Applied vermiculture.**

1. The working group experience with *E. fetida* populations compartment with farm industrial residues (frigorific, cow places, feed-lot, aviaries exploitations, and solid urban residues).

#### **Practical**

1. Key to identify different types of earthworms
2. Field trip- Collection of native earthworms & their identification
3. Study of Sytematic position, habits, habitat & External characters of *Eisenia fetida*

4. Study of Life stages & development of *Eisenia fetida*
5. Study of Life stages & development of *Eudrilus eugeniae*
- 6 Comparison of morphology & life stages of *Eisenia fetida* & *Eudrilus eugeniae*
7. Study of Vermiculture, Vermiwash & Vermicompost equipments, devices
8. Preparation vermibeds, maintenance of vermicompost & climatic conditions.
9. Harvesting, packaging, transport and storage of Vermicompost and separation.
10. Study the effects of vermicompost & vermiwash on any two short duration crop plants.

116	Visual Merchandiser	SEC0211603	3	40-60
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## Visual Merchandiser

Paper Name: **RMT-SE-2014 – Visual Merchandiser**

**Credit 3**

**Total Marks: 100**

**Theory classes :17 classes (one hour each-17 hrs)**

**Theory:50 marks**

**Practical classes:16 classes (Two hours each-32 hrs)**

**Practical:50 Marks**

Practical classes will include : 12 hours of Retail Lab practical, 12 hours of presentation preparation, 6 hours of Group Discussion, 2 hours of assignment preparation

### Course Description:

This course on “**Visual Merchandiser**” for undergraduate students builds basically on the soft skills and creative skills already possessed by the students apart from preparing them for an entry level profession in the retail industry. It aims to develop the technical skills required for the job apart from improving their communication and problem-solving skills.

### Course Objective:

This course is aimed at training students for the job of “**Visual Merchandiser**”, in the “Retail” Sector/Industry and by the end of this semester aims at building the job specific key competencies amongst the learners.

### Specific Objectives:

The course aims to enable students to–

- Understand the basic concepts of visual merchandising
- Understand the job description and duties of “**Visual Merchandiser**”
- Understand the basics of store planning and store layout

- Understand the basics and importance of merchandise presentation, window displays etc.
- Gives an idea of various problem-solving skills related to the industry
- Give an exposure to the practical aspects of the industry
- Develop soft skills

## Course Outcome:

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

- Understand the basics of visual merchandising
- Know the requirements of the profession of **Visual Merchandiser**
- Develop the skills required for being a successful **Visual Merchandiser**
- Communicate with people with confidence

## Course Content:

### Unit 1: Introduction to Visual Merchandising

**Marks:20**

- \* Visual Merchandising: Definition and Functions
- \* Elements of Image Mix
- \* Display Basics, Elements of Display: Store Exteriors & Interiors
- \* Design Basics, Principles of Design, Colour Blocking concept
- \* Signage- Definition, Types, Importance

### Unit 2: Store Planning & Fixtures

**Marks:10**

- \* Store Planning- Concept & Importance
- \* Fixtures: Definition, Types, Purpose of Planning Fixtures
- \* Circulation Plan: Definition, Rules, Types
- \* Planograms: Meaning, Importance, Implementation & Maintenance

### Unit 3: Merchandise Presentation, Window Displays, and other important tools

**Marks:10**

- \* Merchandise Presentation: Meaning, Principles, Categories,
- \* Cross Merchandising: Objective, Strategy
- \* Window Displays: Meaning, Scope, Categories,
- \* Display Calendar, Sales Tracking, Mannequins, Props, Lighting,

### Unit 4: Introduction to Visual Merchandiser

**Marks:10**

Visual Merchandiser - Definition, Job Description, Duties

## CourseContent:

### Unit1:IntroductiontoVisualMerchandising

Marks:20

- \* Visual Merchandising: Definitionand Functions
- \* Elements ofImageMix
- \* DisplayBasics,ElementsofDisplay:Store Exteriors &Interiors
- \* Design Basics, PrinciplesofDesign,ColourBlockingconcept
- \* Signage- Definition, Types,Importance

### Unit 2:StorePlanning&Fixtures

Marks:10

- \* StorePlanning- Concept& Importance
- \* Fixtures: Definition, Types,PurposeofPlanningFixtures
- \* CirculationPlan:Definition, Rules, Types
- \* Planograms:Meaning,Importance, Implementation&Maintenance

### Unit 3: MerchandisePresentation,WindowDisplays, andotherimportanttools

Marks:10

- \* MerchandisePresentation:Meaning, Principles,Categories,
- \* Cross Merchandising:Objective,Strategy
- \* Window Displays:Meaning, Scope, Categories,
- \* DisplayCalendar, SalesTracking, Mannequins, Props,Lighting,

### Unit4:IntroductiontoVisualMerchandiser

Marks:10

Visual Merchandiser -Definition, Job Description, Duties

## Readerlist:

BhallaSwati,AnuraagS.,VisualMerchandisingPradhan,S.,RetailingManagement:Text  
and Cases  
QualificationPackofVisualMerchandiserprescribed byRASCI