



RAJIVGANDHIPROUDYOGIKIVISHWAVIDYALAYA,BHOPAL

Scheme of Studies & Examinations for the FIRST SEMESTER

Implemented from Session: JULY-2025

NAME OF THE PROGRAMME-BEAUTY CULTURE AND COSMETOLOGY

PAPER CODE/ SUBJECT CODE	COURSE TITLE	THEORY COMPONENT								PRACTICAL COMPONENT						TOTAL CREDIT	GRAND TOTAL OF MARKS
		LECTURE Hrs.Per Week	TERM WORK QUIZ, ASSIG- NMENT	MIDTERM TESTS (BEST TWO OUT OF THREE)		THEORY PAPER			THEORY CREDIT	PRACTICAL Hrs.Per Week	CONTIN UOUS EVALU ATION	END OF THE TERM / SEMESTER EVALUATION		PRACTICAL CREDIT			
				I	II	NO.	MARKS	DURATION (Hrs)			LAB. WORK QUIZ, ASSIG- NMENT	PRACTICAL / ORAL EXAMINATION (VIVA)					
												NO.	MARKS		DURATION (Hrs.)		
7353/104	COMMUNICATIONS SKILL IN ENGLISH	04	10	10	10	01	70	03	04	02	20	01	30	03	01	05	150
7701/101	BEAUTY AND STYLING	03	10	10	10	01	70	03	03	04	20	01	30	03	02	05	150
7702/102	HUMAN BODY AND STRUCTURE	04	10	10	10	01	70	03	04	04	20	01	30	03	02	06	150
7704/103	FOOD AND NUTRITION	04	10	10	10	01	70	03	04	04	20	01	30	03	02	06	150
7703/105	SALON MANAGEMENT	04	10	10	10	01	70	03	02							02	100
	SPORTS AND YOGA	--								02	20	--	30	--	01	01	50
	LIBRARY																
	TOTAL	19							17	16					08	25	750

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
BEAUTY CULTURE AND COSMETOLOGY
SEMESTER I

COURSE TITLE	:	BEAUTY AND STYLING
PAPER CODE	:	7702
SUBJECT CODE	:	101
THEORY CREDITS	:	03
PRACTICAL CREDITS	:	02

Course Objective :-

This course aims to provide foundational knowledge and practical skills in beauty and styling. It emphasizes personal grooming, skincare, basic hairstyling, hand and foot care, and professional etiquette. Students will learn to care for themselves and others using safe, hygienic, and client-friendly practices. The course helps prepare learners for future work in the beauty and styling sector by building both theoretical understanding and confidence in hands-on techniques.

Syllabus :-

Unit-1: Introduction of Beauty and styling.

- Definition of beauty and styling.
- History and evolution of beauty.
- Importance of personal grooming.

- Daily grooming and hygiene practice.
- Beauty tools and personal care kit.

Unit-2: Skin Care.

- Anatomy and physiology of the skin.
- skin analysis.
- Types of skin and common skin issues.
- Basic skin care : cleansing , toning , moisturizing (CTM).
- Knowledge of different types of cosmetics (Makeup).
- Safety and hygiene in skin care.

Unit-3: Hand and Foot Care.

- Nail structure.
- shapes of nails.
- Tool and equipments used.
- plain manicure and pedicure.
- Artificial aids used.
- Basic nail art technique.

Unit-4: Hair Care and Styling.

- Hair structure and function of hairs .
- types of hair.
- Hair science.
- Use of Shampoo and conditioner according to hair type.
- tools and equipments for hairstyling.

Unit-5: Styling and Client Communication.

- Dressing sense and color coordination.
- grooming based on occasions.
- Sanitation and hygiene.
- Client handling, behavior, and etiquette.
- communication with client.

Learning Outcomes :-

After completing these , students will be able to:

- Understand the core concepts of beauty, styling, and grooming.
- Recognize various skin and hair types and recommend appropriate care methods.
- Perform basic facial, hair care, hand and foot grooming procedures.
- Maintain hygiene and safety in all beauty treatments.
- professional behavior during client interactions.
- Apply styling principles, including color coordination and grooming for occasions.
- Present themselves with confidence and appropriate etiquette in a professional environment.

Suggested Sessional Work :-

- Peer practice in basic facials, hair wash, and nail care.
- Oral presentations on skincare or grooming topics.
- Styling activity using color theory.
- Group discussion on client behavior and hygiene standards.

Practical Topics:-

- Daily skincare (Cleansing, Toning, moisturizing) chart with product suggestions.
- Exfoliation.
- products used in a basic facial.
- Hair types with recommended hair care routines.
- plain Manicure and pedicure procedure.
- application of nail polish.
- basic hairstyle (braids and buns).
- Simple hair cutting and trimming.
- simple day makeup.
- Self grooming and saree dreping.
- Personal hygiene kit items and it's use.

Learning Outcomes from Practical Work (file) :-

By completing the practical file, students will be able to:

- Document and explain beauty treatment procedures clearly and correctly.
- Identify correct tools, techniques, and hygiene practices for each treatment.

- Develop discipline in maintaining beauty routines and recording observations.
- Build confidence in applying classroom knowledge through hands-on practice.

Reference and Learning Resources Books :-

- Beauty Therapy: The Basics – Lorraine Nordmann.
- Milady Standard Cosmetology – Milady.
- Hairdressing: The Foundations – Leo Palladino.
- Modern Beauty Therapy – Helen Briston.

Websites :-

- www.vlccinstitute.com
- www.habibs.com.
- www.youtube.com.

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
BEAUTY CULTURE AND COSMETOLOGY
SEMESTER I

COURSE TITLE	:	HUMANBODY AND STRUCTURE
PAPER CODE	:	7702
SUBJECT CODE	:	102
TREORY CREDITS	:	04
PRACTICAL CREDITS	:	02

Course Objectives:

The course aims to:

1. Provide students with a foundational understanding of human anatomy and physiology, emphasizing their relevance to beauty culture and wellness.
2. Equip students with knowledge of cells, tissues, organs, and systems to enhance their ability to apply anatomical principles in aesthetic practices.
3. Highlight the importance of organ systems, including the integumentary system, in maintaining healthy body structure and appearance.
4. Develop practical skills for analysing and maintaining the health of skin, hair, and nails through proper hygiene and product use.
5. Enable students to understand the role of muscles and joints in movement, posture, and aesthetic appearance for personal and professional applications.

Syllabus for Human Body & Structure:

Unit 1: Introduction to the Human Body

- Levels of Organization: Understanding the hierarchy from cells to tissues, organs, and organ systems; their interrelation and role in maintaining body functions.
- Importance of Anatomy and Physiology in Beauty Culture: Relevance of anatomical and physiological knowledge in enhancing aesthetic practices, skincare, and overall wellness.
- Basic Functions of Major Body Parts: Overview of major organs (e.g., heart, lungs, muscles, bones) and their contributions to health and appearance.

Unit 2: Cells, Tissues, and Organs

- Structure and Function of Human Cells: Basic cellular components (nucleus, cytoplasm,

cell membrane) and their roles in growth, repair, and maintenance of body tissues.

- Types of Tissues: Characteristics and functions of epithelial, connective, muscular, and nervous tissues; their relevance in beauty culture (e.g., skin as epithelial tissue).
- Organs as Combinations of Tissues: How tissues combine to form organs (e.g., skin, heart, liver) and their integrated functions in the body.

Unit 3: Organ Systems

- Overview of Major Organ Systems: Structure and function of key systems (e.g., circulatory, respiratory, skeletal, muscular, digestive, nervous, and endocrine) and their roles in maintaining overall health.
- Integumentary System: Structure and function of the skin, hair, and nails; their role in protection, relevance to beauty culture practices.

Unit 4: Good Habits for a Healthy Body

- Good Posture: Importance of proper standing and sitting postures for spinal health, muscle tone, and aesthetic appearance; common posture-related issues and corrections.
- Simple Exercises: Basic exercises (e.g., stretching, yoga, walking) to maintain body flexibility, strength, and circulation; their role in enhancing physical appearance.
- Rest and Sleep: Importance of adequate rest and sleep for tissue repair, skin health, and overall body growth; effects of sleep deprivation on appearance and health.

Unit 5: Muscles and Joints in Movement and Aesthetics

- Structure and Function of Muscles: Types of muscles (skeletal, smooth, cardiac); role of skeletal muscles in movement, posture, and body contouring; relevance to aesthetic appearance.
- Structure and Function of Joints: Types of joints (e.g., hinge, ball-and-socket); their role in flexibility, mobility, and posture; impact on physical appearance.

Learning outcomes

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

1. Understand the human body's levels of organization and their relevance to beauty culture.
2. Identify the structure and function of cells, tissues, and organs, especially the integumentary system.
3. Explain how major organ systems support health, posture, and appearance.
4. Recognize the importance of nutrition, exercise, and sleep in maintaining physical aesthetics.
5. Describe the role of muscles and joints in movement, posture, and body contouring for beauty practices.

Suggested Sessional Work:

• Unit 1: Introduction to the Human Body

- Assignments: Create a chart illustrating the levels of organization (cells to systems). Write a short essay on the role of anatomy in beauty culture.
- Seminar: Discuss how knowledge of anatomy and physiology enhances beauty treatment outcomes.
- Projects: Develop a model showing the organization of cells, tissues, organs, and systems (e.g., a 3D model of the human body).

• Unit 2: Cells, Tissues, and Organs

- Assignments: Prepare a table comparing the structure and function of epithelial, connective, muscular, and nervous tissues.
- Seminar: Explain the role of different tissues in skin health and beauty treatments.
- Projects: Create microscopic slides or diagrams of different tissue types and analyze their characteristics.

• Unit 3: Organ Systems

- Assignments: Prepare a diagram or report on the structure and function of two major organ systems (e.g., circulatory and digestive) and their impact on skin and hair health.
- Seminar: Discuss how the integumentary system contributes to aesthetic outcomes in beauty culture.
- Projects: Create a model or presentation illustrating the structure and function of the integumentary system and its role in beauty practices.

• Unit 4: Good Habits for a Healthy Body

- Assignments: Document the effects of poor posture on physical appearance and health; suggest corrective measures.
- Seminar: Explore the benefits of exercise and sleep on overall body health and beauty.
- Projects: Conduct a study to observe the impact of posture-improving exercises or sleep routines on physical appearance.

• Unit 5: Muscles and Joints in Movement and Aesthetics

- Assignments: Prepare a report on the role of skeletal muscles and joints in maintaining posture and aesthetic body contouring.
- Seminar: Discuss the anatomical basis of muscles and joints and their significance in achieving aesthetic body proportions.
- Projects: Create a diagram or model illustrating the structure of major muscle groups and joints and their role in movement and aesthetics.

Practical File Topics

1. Investigating Integumentary System and Its Role in Beauty Culture: Analyze skin layers,

- hair, and nail structures; evaluate skincare products for efficacy.
2. Comparing Types of Tissues: Microscopic or diagrammatic comparison of epithelial, connective, muscular, and nervous tissues.
 3. Impact of Muscle and Joint Structure on Aesthetic Appearance: Study the anatomical structure of muscles and joints and their influence on body contouring and posture through diagrams or case studies.
 4. Practicing Good Posture and Its Effect on Appearance: Conduct experiments to measure posture improvements and their aesthetic benefits.
 5. Measuring the Benefits of Rest and Sleep on Skin Health: Document changes in skin condition with varying sleep patterns.
 6. Anatomy and Physiology in Beauty Treatments: Explore how anatomical knowledge of muscles and joints is applied in professional beauty treatments (e.g., body contouring therapies, posture correction techniques).

Learning Outcomes.

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

1. Examine the structure of skin, hair, and nails and evaluate the effects of beauty products.
2. Compare different tissues through diagrams or microscopic observations.
3. Study muscle and joint structure and their role in posture and aesthetics.
4. Conduct posture improvement activities and assess visual benefits.
5. Document effects of sleep and rest on skin health.
6. Apply anatomical knowledge in beauty treatments such as facials, massage, or body sculpting.

References/Suggested Learning Resources

(a) Books:

1. Chaurasia, B.D., Human Anatomy: Regional and Applied Dissection and Clinical, CBS Publishers, 8th Edition, 2020.
2. Garg, K., Textbook of Histology, CBS Publishers, 5th Edition, 2019.
3. Singh, I., Textbook of Anatomy, Jaypee Brothers Medical Publishers, 6th Edition, 2016.
4. Tandon, O.P., Textbook of Physiology for Paramedical Students, Jaypee Brothers Medical Publishers, 2nd Edition, 2018.
5. Vaidya, S., Ayurveda for Health and Beauty, Motilal Banasiaks Publishers, 2015.
6. Khurana, I., Textbook of Medical Physiology, Elsevier India, 2nd Edition, 2015.
7. Lad, V., Ayurveda: The Science of Self-Healing, Lotus Press, 2004 (Indian reprint).

(b) Open Source Software and Website Addresses:

- www.innerbody.com (Interactive anatomy and physiology resources)
- www.visiblebody.com (3D models of human anatomy)
- www.getbodysmart.com (Tutorials on human body systems and tissues)
- www.healthline.com/human-body-maps (Detailed anatomy maps)
- www.webmd.com/skin-problems-and-treatments (Skin, hair, and nail health)
- www.nutrition.gov (Nutrition and balanced diet guidelines)
- www.sleepfoundation.org (Resources on sleep and its impact on health)

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
BEAUTY CULTURE AND COSMETOLOGY
SEMESTER I

COURSE TITLE	:	FOOD AND NUTRITION
PAPER CODE	:	7703
SUBJECT CODE	:	7703
THEORY CREDITS	:	04
PRACTICAL CREDITS	:	02

Course Learning Objectives:

1. Define food and describe its functions in the body, including energy provision, structural support, and regulation.
2. Explain the categories of food groups and their characteristic nutrients.
3. Interpret dietary models such as the Food Guide Pyramid and relate food patterns to health outcomes.
4. Define nutrition and apply indicators to assess nutritional status across the spectrum from adequacy to malnutrition.
5. Classify nutrients—proteins, carbohydrates, fats, vitamins, minerals, salts, and water—and explain their physiological roles.
6. Apply meal planning principles to design balanced menus for diverse dietary needs.

Course Content:

- **Unit 1: Understand Food Fundamentals**
Explore what food is and why it matters— fueling the body, building tissues, regulating processes, and safeguarding health. Review core food groups (grains, pulses, fruits, vegetables, dairy, meats, fats, sugars) and appreciate how culture and seasons shape our choices.
- **Unit 2: Examine Food–Health Relationships**
Discover how the foods we eat influence well-being. Learn to classify foods by their nutritional value, apply the food-guide pyramid (and its modern counterparts) for balanced meal planning, and recognize how habits of moderation and variety prevent chronic disease.
- **Unit 3: Master Nutrition Basics**
Define nutrition as the science of nourishing life and learn straight forward ways to assess nutritional status. Contrast adequate nutrition with malnutrition (both under- and over-nutrition), and see how age, lifestyle, and health impact our dietary needs.
- **Unit 4: Identifying and Understanding Nutrients**
Classify nutrients into macronutrients and micronutrients.

Nutrients (proteins, carbohydrates, fats, vitamins, minerals, water & electrolytes): What is each, how is it made or obtained, how many types exist, which deficiency and excess diseases they cause, what are their main sources, and what is the recommended daily requirement?
- **Unit 5: Develop Meal Planning Skills:**
Understand meal planning concepts, learn the principles behind balanced menus—including adequacy, moderation and variety—and design practical weekly meal plans for children, athletes, expectant mothers and seniors by considering portion sizes, food-group distribution, cultural preferences, budget and seasonal availability.

Suggested Chapter-Wise Projects

(All projects are chart-based visualizations)

- **Unit1: Understand Food Fundamentals**
 - Food-Group Composition Chart (macro vs. micro nutrients)
 - Seasonal & Regional Food Availability Map
- **Unit2: Examine Food–Health Relationships**
 - Food-Guide Pyramid (or MyPlate) Illustration
- **Unit3: Master Nutrition Basics**
 - Under nutrition vs. Overnutrition Impact Infographic
- **Unit4: Identifying and Understanding Nutrients**
 - Nutrient-Deficiency Symptoms Chart
- **Unit5: Develop Meal-Planning Skills**
 - Balanced-Diet Plate/Weekly Menu Planner

Course Outcomes:

1. Articulate definitions and functions of food in human physiology.
2. Classify foods into standard groups and evaluate dietary models relative to health outcomes.
3. Utilize anthropometric, biochemical, and dietary indicators to assess nutritional status.
4. Describe and explain the roles of macro- and micronutrients in maintaining health.
5. Design balanced meal plans for various populations based on nutritional requirements.
6. Analyse the relationship between dietary patterns and health, emphasizing disease prevention.

Reference Books:

1. Mahan LK, Escott-Stump S, Raymond JL. Krause's Food & the Nutrition Care Process. 14th ed. Elsevier; 2016.
2. Whitney EN, Rolfes SR. Understanding Nutrition. 15th ed. Cengage Learning; 2018.
3. Gopalan C, Sastri BV, Balasubramanian SC. Nutritive Value of Indian Foods. ICMR-NIN; 2017.
4. Indian Council of Medical Research (ICMR), National Institute of Nutrition. Dietary Guidelines for Indians (2011–2012).
5. World Health Organization. Healthy Diet. Factsheet No. 394; 2020.
6. Food and Agriculture Organization. Food-Based Dietary Guidelines; 2018.
7. Institute of Medicine. Dietary Reference Intakes: The Essential Guide to Nutrient Requirements. National Academies Press; 2006.

FOOD AND NUTRITION (Practical)

Course Learning Objectives:

1. Identify and classify food items into major food groups and explain their nutritional benefits.
2. Develop balanced meal plans that include all essential nutrients for a healthy diet.
3. Visually represent dietary guidelines through food collages and coloured food pyramids.
4. Apply knowledge of food groups and nutrition to practical, real-world activities.

Practicals:

1. Food Group Identification:

- Collect various food items from different categories(e.g.,fruits,vegetables,grains, proteins, dairy).
- Sort the items into their respective foodgroups.
- Briefly note the nutritional benefits of each group.

2. Meal Planning Exercise:

- For a normal person create a simple meal plan for one day or a week.
- Ensure the plan includes a balance of all food groups and essential nutrients.

3. Food Collage and Grouping:

- Cut out pictures of various foods from magazines or newspapers.
- Paste them on a poster board, grouping them by category(e.g.,fruits,vegetables, grains, proteins, and dairy).
- Write one short sentence under each group explaining why it is important.

4. Colour Your Food Pyramid:

- Print or draw a simple outline of a food pyramid.
- Colour each section using different colours for each food group.
- Add one or two food examples in each section ,then share your coloured pyramid with the class.

Course Outcomes

1. Accurately classify and articulate the nutritional functions of major food groups.
2. Design balanced meal plans that fulfil the dietary needs of a healthy individual.
3. Create informative food collages that categorize foods and highlight their importance.
4. Develop and present a coloured food pyramid illustrating dietary guidelines.

Reference Books

1. Swaminathan M.S. Handbook of Food & Nutrition. The Bangalore Press; 2010.
2. Swaminathan M.S. Advanced Text Book on Food & Nutrition (Vols I–II). The Bangalore Press; 2015.
3. Joshi A. Shubhangini Nutrition and Dietetics. 5th ed. McGraw Hill Education; 2021.
4. Srilakshmi B. Dietetics. 8th ed. New Age International Publishers; 2020.
5. Bamji M.S., Rao N.P., Reddy V. Textbook of Human Nutrition. 5th ed. Oxford & IBH Publishing; 2019.
6. Gopalan C., Sastri B. V. R., Balasubramanian S. C. Nutritive Value of Indian Foods. NIN–ICMR; 2017.

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
BEAUTY CULTURE AND COSMETOLOGY
SEMESTER I

COURSE TITLE	:	SALON MANAGEMENT
PAPER CODE	:	7704
SUBJECT CODE	:	105
THEORY CREDITS	:	04
PRACTICAL CREDITS	:	00

COURSE OBJECTIVES:

The primary objective of salon management is to ensure smooth daily operation maximize profitability, and provide excellent customer service, all while fostering a positive work environment for staff. This involves arrange of tasks including scheduling, inventors management, financial oversight, marketing and staff management, ultimately, effective salon management contributes to thriving business with high client retention and strong reputation.

SYLLABUS OF SALON MANAGEMENT (THEORY)

Unit-1:

INTRODUCTION OF SALON MANAGEMENT:

Definition of Salon management, principals of salon management, ethics of salon, Importance of Salon Management, Scope of Salon Management, Professional ethics staff management

Unit-2

SEVENPILLARSOFBEAUTYSALONMANAGEMENT

Customer experience, Employee Management, operational management, financial management, Marketing and promotion, product management quality control.

Unit-3

SKILLS OF SALON MANAGER

Leadership& Management, communication, organizational skill, marketing& sales, customer service, Industry knowledge & Business Acumes Emotional intelligence, finding and supporting the perfect salon team, Product knowledge, Time management, Team building.

Unit-4

SALON MARKETING

Online presence salon strategies, content marketing, Advertising Collaborating, Tracking and optimization, event hosting, client communication, Seminars, Workshops and events, online marketing, Social Media Digital Marketing.

Unit–5:

SAFETY AND SECURITY OF SALON

Hygiene and Sanitation, Health and Safety Regulation, Security Measures, Equipment, Safety Emergency Procedures, Safety rules and there uses, Salon specific consideration, Fire Safety, Electrical Safety, Data Protection.

SUGGESTED SESSIONAL WORKS

1. List the works strategies to attempt how client.
2. Give Ideas to handle conflicts between team members.
3. Steps to motivate and manage salon staff to achieve performance goals.
4. Make a chart showing seven pillars of salon management.
5. Making of salon marketing and promotion chart.
6. Developing effective strategies for salon success.

LearningOutcomes:

At the end of the course students will be able to :-

1. Develop skills in client consultation & personalization of services.
2. Develop expertise in marketing, financial management, and inventory control.
3. Develop the ability to lead, motivate, and manage salon staff.
4. Understand basic financial principles and managing salon finances.
5. Identify areas for improvement and implement strategies to optimize salon operations.
6. Analyze financial data and make informed decisions to maximize salon profitability.
7. Apply health and safety regulations to ensure a safe and hygienic salon.
8. Implement marketing plans for salon promotion.

References:

1. Salon SPA Management
Writer – Lourel Nelson
2. ModernSalonManagement
Writer- Lourel Nelson
3. Successful Salon Management
Writer-EDwardJ.Tezak
4. Salon Management
Writer-GunjanTaneja
5. Salon Management & Business Essentials
Writer – Paulette R. Henson



DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

SEMESTER I – GROUP 'A'

COURSE TITLE	:	COMMUNICATION SKILLS IN ENGLISH
PAPER CODE	:	7353
SUBJECT CODE	:	104
TREORY CREDITS	:	04
PRACTICAL CREDITS	:	01

Course Objectives:

Communication skills play an important role in career development. This course aims at introducing basic concepts of communication skills with an emphasis on developing personality of the students. Thus, the main objectives of this course are:

1. To develop confidence in speaking English with correct pronunciation.
2. To develop communication skills of the students i.e. Listening, Speaking, Reading and Writing skills.
3. To introduce the need for Personality Development- Focus will be on developing certain qualities which will aid students in handling personal and career challenges like self-awareness, inter personal skills, empathy, motivation, team spirit, leadership skills etc.

Course Content

Unit-I Communication: Theory and Practice (6 lectures)

14 Marks

- 1.1 Basics of Communication: Introduction, Meaning and Definition, Process of Communication.
- 1.2 Types of Communication: **Verbal** (Oral, Written) and **Non-verbal**–Signs, Symbols, Maps, Body Language (Kinesics) Para Language.
- 1.3 Channels: Formal (Upward, Downward, Horizontal and Diagonal) and Informal (Grapevine).
- 1.4 Principles of Effective Written and Oral Communication (including 7 C's)
- 1.5 Barriers to Effective Communication (Semantic, Physical, Psychological, Organizational) and ways to overcome them.

Unit-II Soft Skills for Professional Excellence (5 lectures)

12 Marks

- 2.1 Introduction: Soft Skills and Hard Skills.
- 2.2 Importance of Soft Skills as Life skills : Self-awareness and Self-analysis, Interpersonal effectiveness, Adaptability, Resilience, Emotional Intelligence, Empathy, Assertiveness, Conflict management, Problem Solving, Decision Making, Leadership, Motivation, Time Management and Team spirit.

Unit-III: Reading Comprehension (14 lectures)**16 Marks**

Comprehension, vocabulary enhancement and grammar exercises based on reading of the following texts:

Section-1-Prose

- 3.1.1 'An Astrologer's Day' from Malgudi Days by R. K. Narayan
- 3.1.2 'The Gift of the Magi' by O'Henry
- 3.1.3 'Uncle Podger Hangs a Picture' by Jerome K. Jerome

Section-2-Poetry

- 3.2.1 'Night of the Scorpion' by Nissim Ezekiel
- 3.2.2 'Stopping by Woods on a Snowy Evening' by Robert Frost
- 3.2.3 'Where the Mind is Without Fear' by Rabindranath Tagore

Unit-IV: Professional Writing and Business Communication (10 lectures)**14 Marks**

- 4.1 Précis writing and Comprehension exercises based on Unseen Passages.
- 4.2 E-mail etiquette, format of e-mail.
 - 4.2.1 Draft a short email message requesting for one day leave from your workplace due to sickness.
 - 4.2.2 Draft a short email message informing that you have resumed your duty after availing leave.
 - 4.2.3 Draft a short email message informing about inferior/defective quality of goods supplied.
- 4.3 Drafting Letters
 - 4.3.1 Parts of letters, mechanics, style and format.
 - 4.3.2 Application for Job or Covering letter with Resume
 - 4.3.3 Letters related to purchase: Enquiry, Order and Complaints (damaged or defective goods or for shortage in supply)

Unit-V: Vocabulary and Grammar (10 lectures)**10 Marks-Grammar + 4 Marks-Vocabulary**

- 5.1 Vocabulary of commonly used words, Synonyms, Antonyms and usage of same words as different parts of speech.
- 5.2 One-word substitutions from the prescribed prose and poetry.
- 5.3 Determiners, Auxiliary verbs, Subject-verb agreement, Tense, Prepositions, Active and Passive Voice.

Course outcomes:

At the end of this course, the students will be able to:

1. Formulate grammatically correct sentences in English using appropriate vocabulary, to develop basic Speaking and Writing skills.
2. Demonstrate Reading skills with correct pronunciation and comprehension.
3. Understand the importance of personality development with reference to soft skills to handle personal and professional challenges.
4. Apply principles of effective communication in oral and written professional communication.

References:

1. Anjana Tiwari, Communication Skills in English, Khanna Publishing House, New Delhi, 2022.
2. TTTI Bhopal, Communication Skills for Technical Students, Book I, Somaiya Publication Mumbai, New Delhi.
3. Raymond Murphy, Essentials of English Grammar, Cambridge University Press, 2000.
4. Rajendra Pal and J.S. Korlahalli, Essentials of Business Communication, S. Chand & Sons New Delhi, 2019.
5. J. D. O'Connor, Better English Pronunciation, Cambridge University Press, 1980.
6. Lindley Murray, An English Grammar, Comprehending Principles and Rules, Wilson and Sons, London, 1908.
7. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Edition 2018)
8. Margaret M. Maisson, Examine your English, Orient Longman, New Delhi, 1964.
9. M. Ashraf Rizvi, Effective Technical Communication, Mc-Graw Hill, Delhi, 2002.
10. John Nielson, Effective Communication Skills, Xlibris, 2008.
11. Oxford Advanced Learners Dictionary
12. Roget's Thesaurus of English Words and Phrases
13. Levine, Levine & Levine, The Joy of Vocabulary
14. Collin's English Dictionary

Web Sources:

<https://agendaweb.org/listening-exercises.html>
www.grammarly.com/

Suggested Further Reading (to enhance reading skills of students):

1. R.K Narayan : "Malgudi Days" (32 Short Stories), "Swami And His Friends"(novel)
2. O Henry : Short Stories : 'The Last Leaf', 'After Twenty Years'
3. Rabindranath Tagore : Poems from "Geetanjali" 'Freedom', 'Last Curtain'
4. Ruskin Bond : Short Stories : 'The Cherry Tree', 'The Thief', 'The Kite Maker'.
"The Room on the Roof" (novel)

COMMUNICATION SKILLS IN ENGLISH LAB

Course Objectives:

Communication skills play an important role in career development. This lab/practical course aims at actively involving students in various activities to improve their communication skills with an emphasis on developing personality of the students. Thus, the objectives of this course are:

1. To develop Listening Skills for enhancing communication.
2. To develop Speaking and Reading Skills with a focus on correct pronunciation and fluency.
3. To introduce the need for Personality Development- Focus will be on developing Soft Skills which will aid students in handling personal and career challenges. For that purpose group discussion, extempore and other activities to be conducted during practical classes and technology enabled learning should be integrated for effective learning.

Course Content:

Unit I Listening Skills (6 lectures)

- 1.1 Listening Process and Practice
- 1.2 Listening to recorded lectures, conversations, poems, interviews and speeches, Listening comprehension tests.

Unit II Reading Skills with correct Pronunciation (6 lectures)

- 2.1 Phonetics :Articulation of Sounds - Consonant, Vowels and Diphthongs.
- 2.2 Division of Words into Syllables, Practice of Word stress and Intonation.
- 2.3 Reading the prescribed text with correct pronunciation, intonation and comprehension.

Unit III Speaking Skills (6 lectures)

- 3.1 Introducing self, Introducing others (each student will also have to write the content of this activity during exam which will be submitted for record purpose)
- 3.2 Conversation practice in routine situations (greeting, thanking, apologizing, requesting, congratulating, inviting, expressing likes and dislikes, etc.
- 3.3 Role Play-
 - 3.3.1 Making Enquiries at important public places.
 - 3.3.2 Question Tags and giving short answers for ease of conversing.

Unit IV Professional Skills (6 lectures)

- 4.1 Delivering formal short- speech, extempore (of 2 minutes duration)
- 4.2 Making **Oral presentation** of Mini Project* before external examiner in Practical exam (Written content of presentation (along with tools or aids), also to be submitted by each Student / group for the purpose of record)
- 4.3 Telephonic Conversations, Video Conferencing, Describing Telephone manners and Netiquette. (watching videos, role play and demonstrations)
- 4.4 Mock interviews for Jobs (videos and demonstrations)
- 4.5 Group Discussions (videos and demonstrations)

Unit V Building Vocabulary (6 lectures)

- 5.1 Phrasal verbs
- 5.2 Idioms and phrases, Administrative terms (English and Hindi)
- 5.3 Word exercises (homonyms), words with silent letters, commonly misspelled and mispronounced words.
- 5.4 Word games such as crosswords, scrabble, quiz, spell-it, etc. to enhance self-expression and vocabulary of participants.
- 5.5 Punctuation Exercises

Note:

***Mini Project:** Topics of Mini-projects may be assigned individually; or the whole batch of students may be divided into groups of 4-5 students each. Each student/group has to be assigned a topic for Mini-Project in the beginning of the semester. Each student/group will prepare a short presentation using various aids and tools e.g., charts, graphics, models, flow charts, examples and illustrations, power point, dialogues, role play etc. during the semester and submit it before the last teaching day after planning and rehearsing the oral presentation under supervision of the teacher. Each group will orally deliver this presentation of five to six minutes duration, using the prepared aids and tools during practical exam. Each student individually or as part of a group must participate in oral presentation for at least 1-2 minutes.

The suggested topics for Mini- Project are-

1. (i) Describe Process of Communication (ii) Verbal and Non-verbal communication (iii) Oral and Written Communication (iv) Principles of Effective Communication (any four principles) (v) Explain Barriers to Communication (any one category of barriers) and ways to overcome them. Unit 1
2. Explain any three of these soft skills -Time Management, Grooming, Stress Management, Team Work, Self-analysis, Interpersonal effectiveness, Adaptability, Resilience, Emotional Intelligence, Empathy, Assertiveness, Conflict management, Problem Solving, Decision Making, Leadership, Motivation. Unit 2
3. Prepare a Phonetic Chart of Sounds of English. Unit 2
4. Read short stories of famous writers and present a summary along with sharing the new words learnt with their usage (any one short story may be chosen from 'suggested further reading'). Unit 3
5. Compose short poems and write stories on topics of your choice. (Any One Story or Poem)-Unit 3
6. Enumerate Qualities of a good letter, present different formats. Unit 4
7. Demonstrate the format of e-mail, and enlist email etiquette. Unit 4
8. (i) Describe Importance of Netiquette (ii) Describe Telephone Manners. Unit 5
9. Preparing for an Interview – Do's and Don'ts. Unit 5
10. Any other relevant topic considered appropriate by the teacher according to students' interest.

Learning Outcome:

At the end of this course the students will be able to:

1. Demonstrate Reading with correct Pronunciation and Comprehension.
2. Ask and Answer relevant questions orally after Listening to the spoken /delivered content in technologically enabled learning environment.
3. Introduce themselves orally, introduce others, converse in routine and professional situations with proper usage of language and vocabulary.
4. Prepare, organize and effectively deliver an oral presentation using digital or other tools.

Recommended Readings:

1. T. Balasubramanian, A text Book of English Phonetics for Indian Students, 3rd Ed. 2022
2. Daniel Jones, English Pronouncing Dictionary, Cambridge, Cambridge University Press, 1956.
3. James Hartman & et al. English Pronouncing Dictionary, Cambridge, Cambridge University Press, 2006.
4. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Ed. 2018)
5. J. D. O'Connor, Better English Pronunciation, Cambridge, Cambridge University Press, 1980.
6. Lindley Murray, English Grammar: Comprehending Principles and Rules, London, Wilson and Sons, 1908.
7. Margaret M. Maisson, Examine your English, Orient Longman, New Delhi, 1964.
8. J. Sethi & et al, A Practice Course in English Pronunciation, New Delhi, Prentice Hall, 2004.

Web Sources For Speaking Skills

<http://7esl.com>

<https://agendaweb.org/listening-exercises.html>

<http://grammarly.com>

<https://www.duolingo.com>

<https://learnenglish.britishcouncil.org>

<http://www.ummoapp.com>



DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

SEMESTER I – GROUP ‘A’

COURSE TITLE	:	SPORTS AND YOGA
PAPER CODE	:	--
SUBJECT CODE	:	--
THEORY CREDITS	:	00
PRACTICAL CREDITS	:	01

Course Objectives:

- To make the students understand the importance of sound health and fitness principles as they relate to better health.
- To expose the students to a variety of physical and yogic activities aimed at stimulating their continued inquiry about Yoga, physical education, health and fitness.
- To create a safe, progressive, methodical and efficient activity based plan to enhance improvement and minimize risk of injury.
- To develop among students an appreciation of physical activity as a lifetime pursuit and a means to better health.

Course Content:

- **Introduction to Physical Education**
 - Meaning & definition of Physical Education
 - Aims & Objectives of Physical Education
 - Changing trends in Physical Education
- **Olympic Movement**
 - Ancient & Modern Olympics (Summer & Winter)
 - Olympic Symbols, Ideals, Objectives & Values
 - Awards and Honours in the field of Sports in India (Dronacharya Award, Arjuna Award, Dhyanachand Award, Rajiv Gandhi Khel Ratna Award etc.)
- **Physical Fitness, Wellness & Lifestyle**
 - Meaning & Importance of Physical Fitness & Wellness
 - Components of Physical fitness
 - Components of Health related fitness
 - Components of wellness
 - Preventing Health Threats through Lifestyle Change
 - Concept of Positive Lifestyle

- **Fundamentals of Anatomy & Physiology in Physical Education, Sports and Yoga**
 - Define Anatomy, Physiology & Its Importance
 - Effect of exercise on the functioning of Various Body Systems. (Circulatory System, Respiratory System, Neuro-Muscular System etc.)
- **Kinesiology, Biomechanics & Sports**
 - Meaning & Importance of Kinesiology & Biomechanics in Physical Edu. & Sports
 - Newton's Law of Motion & its application in sports.
 - Friction and its effects in Sports.
- **Postures**
 - Meaning and Concept of Postures.
 - Causes of Bad Posture.
 - Advantages & disadvantages of weight training.
 - Concept & advantages of Correct Posture.
 - Common Postural Deformities – Knock Knee; Flat Foot; Round Shoulders; Lordosis, Kyphosis, Bow Legs and Scoliosis.
 - Corrective Measures for Postural Deformities
- **Yoga**
 - Meaning & Importance of Yoga
 - Elements of Yoga
 - Introduction - Asanas, Pranayama, Meditation & Yogic Kriyas
 - Yoga for concentration & related Asanas (Sukhasana; Tadasana; Padmasana & Shashankasana)
 - Relaxation Techniques for improving concentration - Yog-nidra
- **Yoga & Lifestyle**
 - Asanas as preventive measures.
 - Hypertension: Tadasana, Vajrasana, Pawanuktasana, Ardha Chakrasana, Bhujangasana, Shavasana.
 - Obesity: Procedure, Benefits & contraindications for Vajrasana, Hastasana, Trikonasana, Ardha Matsyendrasana.
 - Back Pain: Tadasana, Ardha Matsyendrasana, Vakrasana, Shalabhasana, Bhujangasana.
 - Diabetes: Procedure, Benefits & contraindications for Bhujangasana, Paschimottasana, Pawanuktasana, Ardha Matsyendrasana.
 - Asthma: Procedure, Benefits & contraindications for Sukhasana, Chakrasana, Gomukhasana, Parvatasana, Bhujangasana, Paschimottasana, Matsyasana.

- **Training and Planning in Sports**

- Meaning of Training
- Warming up and limbering down
- Skill, Technique & Style
- Meaning and Objectives of Planning.
- Tournament – Knock-Out, League/Round Robin & Combination.

- **Psychology & Sports**

- Definition & Importance of Psychology in Physical Edu. & Sports
- Define & Differentiate Between Growth & Development
- Adolescent Problems & Their Management
- Emotion: Concept, Type & Controlling of emotions
- Meaning, Concept & Types of Aggressions in Sports.
- Psychological benefits of exercise.
- Anxiety & Fear and its effects on Sports Performance.
- Motivation, its type & techniques.

- Understanding Stress & Coping Strategies.

- Doping

- Meaning and Concept of Doping
 - Prohibited Substances & Methods
 - Side Effects of Prohibited Substances

- **Sports Medicine**

- First Aid – Definition, Aims & Objectives.
 - Sports injuries: Classification, Causes & Prevention.
 - Management of Injuries: Soft Tissue Injuries and Bone & Joint Injuries

- **Sports / Games**

Following sub topics related to any one Game/Sport of choice of student out of: Athletics, Badminton, Basketball, Chess, Cricket, Kabaddi, Lawn Tennis, Swimming, Table Tennis, Volleyball, Yoga etc.

- History of the Game/Sport.
 - Latest General Rules of the Game/Sport.
 - Specifications of Play Fields and Related Sports Equipment.
 - Important Tournaments and Venues.
 - Sports Personalities.
 - Proper Sports Gear and its Importance.

References:

1. Modern Trends and Physical Education by Prof. Ajmer Singh.
2. Light On Yoga By B.K.S. Iyengar.
3. Health and Physical Education – NCERT (11th and 12th Classes)

Course Outcomes:

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

- (i) Practice Physical activities and Hatha Yoga focusing on yoga for strength, flexibility, and relaxation.
 - (ii) Learn techniques for increasing concentration and decreasing anxiety which leads to stronger academic performance.
 - (iii) Learn breathing exercises and healthy fitness activities
 - (iv) Understand basic skills associated with yoga and physical activities including strength and flexibility, balance and coordination.
 - (v) Perform yoga movements in various combination and forms.
 - (vi) Assess current personal fitness levels.
 - (vii) Identify opportunities for participation in yoga and sports activities.
 - (viii) Develop understanding of health-related fitness components: cardiorespiratory endurance, flexibility and body composition etc.
 - (ix) Improve personal fitness through participation in sports and yogic activities.
 - (x) Develop understanding of psychological problems associated with the age and lifestyle.
-
- (xi) Demonstrate an understanding of sound nutritional practices as related to health and physical performance.
 - (xii) Assess yoga activities in terms of fitness value.
 - (xiii) Identify and apply injury prevention principles related to yoga and physical fitness activities.
 - (xiv) Understand and correctly apply biomechanical and physiological principles related to exercise and training

INDUCTION PROGRAM

Please refer Appendix IV for guidelines.

The Essence and Details of Induction program can also be understood from the 'Detailed Guide on Student Induction program', as available on AICTE Portal, although that is for UG students of Engineering & Technology

(Link:<https://www.aicteindia.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf>).

Induction program (mandatory)	Two-week duration
Induction program for students to be offered right at the start of the first year.	<ul style="list-style-type: none">• Physical activity• Creative Arts• Universal Human Values• Literary• Proficiency Modules• Lectures by Eminent People• Visits to local Areas• Familiarization to Dept./Branch & Innovations



Appendix - IV

Student Induction Program

STUDENT INDUCTION PROGRAM

The students will have to undergo a mandatory induction program as part of their Diploma Programme Curriculum right at the start of the first year. The duration of the induction program will be of two weeks wherein students will undergo a wide variety of activities without actually starting with their usual classes. Normal classes will start only after the induction program is over.

This will help build confidence among the new students, instil a sense of connect and appreciation towards their institution, provide them with the comfortable environment to adjust and pick up friendship with other students, facilitate them to get to know important functionaries and faculty members of the institution, equip them with human and social values.

The Induction Program will help the new students in building social character, leadership qualities, self-confidence, creativity and appreciation for mankind and nature at large. In nutshell, the induction program is envisaged to give the new students the broader foundational experience for the life-long success.

The new students, in the process, will get to learn about various processes and procedures in place in the institution, facilities and best practices, student activities, and the culture & values prevailing in the institution. The Program is also expected to be used for rectifying some critical lacunas, for example, Communication Skills in English for those students who have deficiency in it. Such students can be identified by conducting diagnostic tests and special Proficiency Modules can be conducted for them.

The mentor-mentee groups of the students are formed with each group comprising small number of students and being associated with a faculty mentor. Then the different activities start with a healthy daily routine.

The suggestive list of activities is as mentioned below:

- Physical Activity
- Creative Arts and Culture
- Mentoring & Universal Human Values
- Familiarization with the institution, Dept./Branch
- Literary Activity
- Proficiency Modules
- Lectures & Workshops by Eminent People
- Visits in Local Area
- Extra-Curricular Activities in the institution
- Feedback and Report on the Program

Induction Program Schedule (Suggestive only)

Note: It is presumed that the first year students are so divided into two major groups that the number of students in each group is almost equal with some branches forming part of Group-I while the rest of the branches being part of Group-II.

Time	Activity	Students' Group	Venue
Whole day	Students arrive - Hostel allotment	I & II	
DAY 1			
9.30 am – 10.45 am	Mentor-mentee groups - Introduction with-in group.	I	Suitable Venue as per number of mentor-mentee groups
	Screening of Institute Documentary Movie; video clips of various functions and events	II	Conference/Seminar Hall
11.00 am – 12.15 pm	Mentor-mentee groups - Introduction with-in group.	II	Suitable Venue as per number of mentor-mentee groups
	Screening of Institute Documentary Movie; video clips of various functions and events	I	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch	I & II	Respective Hostels
3.30 pm – 5.30 pm	Institute Excursion	I & II	Around the Campus
5.30 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 2			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 12.30 pm	Presentation cum Interactive Session with: Important Institution Functionaries like Principal, HoDs etc.	I	Conference/Seminar Hall
	Visit to Respective Departments	II	Respective Departments
12.30 pm – 2.30 pm	Lunch	I & II	Respective Hostels
2.30 pm – 5.30 pm	Presentation cum Interactive Session with: Important Institution Functionaries like Principal, HoDs etc.	II	Conference/Seminar Hall
	Visit to Respective Departments	I	Respective Departments
DAY 3			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Diagnostic test (for English)	I & II	Suitable venue as per strength of students

10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.30 pm	Universal Human Values	I (Section wise-)	Suitable venue as per number of sections
	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
12.30 pm – 2.30 pm	Lunch	I & II	Respective Hostels
2.30 pm – 4.00 pm	Universal Human Values	II (Section wise-)	Suitable venue as per number of sections
	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
4.00 pm – 4.30 pm	Break	I & II	
4.30 pm – 6.30 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists	II	Conference/Seminar Hall
	Sports & Games	I	Sports Ground
2.30 pm – 6.30 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
6.30 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 4			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am - 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am - 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall

3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	
5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists	II	Conference/Seminar Hall
	Sports & Games	I	Sports Ground
2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 5			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	

5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	I	Conference/Seminar Hall
	Sports & Games	II	Sports Ground
2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 6			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	
5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	II	Conference/Seminar Hall
	Sports & Games	I	Sports Ground

2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 7			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	
5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	I	Conference/Seminar Hall
	Sports & Games	II	Sports Ground
2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 8			
6:00 am	Wake up call	I & II	Respective Hostels

6:30 am - 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am - 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am - 10.30 am	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
10.30 am - 11.00 am	Break	I & II	
11.00 am - 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
12.30 pm - 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm - 3.30 pm	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
3.30 pm - 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
4.30 pm - 5.00 pm	Break	I & II	
5.00 pm - 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	II	Conference/Seminar Hall
	Sports & Games	I	Sports Ground
2.30 pm - 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm - 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 9			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am - 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am - 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels

9.30 am – 10.30 am	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	
5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	I	Conference/Seminar Hall
	Sports & Games	II	Sports Ground
2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 10			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	

11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	
5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	II	Conference/Seminar Hall
	Sports & Games	I	Sports Ground
2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 11			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels

2.30 pm – 3.30 pm	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
4.30 pm – 5.00 pm	Break	I & II	
5.00 pm – 7.00 pm	Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists (coordinated by Students' Clubs and Technical Societies)	I	Conference/Seminar Hall
	Sports & Games	II	Sports Ground
2.30 pm – 7.00 pm	Local visits	02/03 sections (by rotation)	Historical places in and around the area
7.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels
DAY 12			
6:00 am	Wake up call	I & II	Respective Hostels
6:30 am – 7:20 am	Physical activity (mild exercise/yoga)	I & II	Sports Ground
7.30 am – 9.20 am	Bath, Breakfast etc.	I & II	Respective Hostels
9.30 am – 10.30 am	Universal Human Values	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
10.30 am – 11.00 am	Break	I & II	
11.00 am – 12.00 pm	Creative Arts / Technical Workshops / Proficiency Modules	I (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	II	Conference/Seminar Hall
12.30 pm – 2.30 pm	Lunch Break	I & II	Respective Hostels
2.30 pm – 3.30 pm	Universal Human Values	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall
3.30 pm – 4.30 pm	Creative Arts / Technical Workshops / Proficiency Modules	II (Section wise)	Suitable venue as per number of sections
	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	I	Conference/Seminar Hall

4.30 pm – 5.00 pm	Break	I & II	
6.00 pm – 8.00 pm	Talent Show and Valedictory Function Principal's Address	I & II	Suitable venue (indoor/ outdoor)
8.00 pm – 9.30 pm	Rest and Dinner	I & II	Respective Hostels

Note:

1. Total duration of the Induction Program is two weeks i.e. 12 working days with Saturdays being working and Sundays off.
2. Sundays can be utilized for screening some Patriotic / Socially Significant Movies in the Jubilee Hall.
3. Faculty mentors would be required to obtain the feedback cum suggestions of the students of their respective groups about the Induction programme on the last day.
4. Coordinators can be assigned for various activities during the induction programme.
The suggestive template is as under:
- 5.

S. No.	Name of the activity	Coordinators
1.	Visits to different departments and around the campus	HoDs
2.	Physical/Sports activities in the Sports Ground (Morning as well as Evening)	In charge of Physical Education / Sports
3.	<ul style="list-style-type: none"> • Creative Arts / Technical Workshops. • Lecture Sessions or Films on Universal Human Values / Cultural / Talent hunt Activities / Performances by Classical or folk artists. • Talent Show and Valedictory Function. 	In charge of Technical / Cultural activities
4.	Presentation cum Interactive Session with Eminent Alumni/Eminent Speaker	Training & Placement In charge
5.	Universal Human Values	Suitable Faculty members
6.	Proficiency Module (English)	Faculty of English language
7.	Local Visits	Hostel Wardens / Discipline in charge
8.	<ul style="list-style-type: none"> • Wake up call/Hostel related activities • Arrangements at Valedictory Function 	Chief Wardens (Boys/Girls)

Schedule of local visits

Dates	Sections
...	...
...	...
...	...

Note:

1. The faculty mentors of the respective mentor-mentee groups/sections will accompany the students on local visits.
2. The Institute buses, if there, may be made available for the purpose each day or some other arrangements may be made.
3. Attendance of the students be taken at the time of departure and return.
