

Diploma Wing
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
SCHEME OF STUDIES & EXAMINATIONS (IMPLEMENTED FROM SESSION : JULY-2025)
First Semester - Modern Office Management (Branch Code- M08)

S.no.	Paper Code	Subject Code	Subject Name	Theory Component							Practical Component					TOTAL CREDIT	TOTAL MARKS	
				HRS PER WEEK	CREDIT	Term Work			Thoery Paper		HRS PER WEEK	CREDIT	LAB WORK	Exam/ VIVA				
						QUIZ / ASSIGNMENT	MID Term Test		TOTAL	MARKS				DURATION	MARKS			DURATION
							I	II										
1	7741	101	General Awareness	4	4	10	10	10	30	70	3 Hrs.	0	0	0	0	0	4	100
2	7353	104	Communication Skill in English	4	4	10	10	10	30	70	3 Hrs.	2	1	20	30	3 Hrs.	5	150
3	7742	102	Elements of Commerce	4	4	10	10	10	30	70	3 Hrs.	2	1	20	30	3 Hrs.	5	150
4	7743	103	Fundamentals of Computer	2	2	10	10	10	30	70	3 Hrs.	6	3	20	30	3 Hrs.	5	150
5	7744	105	Commercial Calculation and Statistics	4	4	10	10	10	30	70	3 Hrs.	2	1	20	30	3 Hrs.	5	150
6			Recovery Class/Remedial Class/ Recent Trends/Group discussion/ Motivational Stories/Computer Lab/ Workshop	0	0	0	0	0	0	0	0	3	0	0	0		0	0
7		106	Sports & Yoga	0	0	0	0	0	0	0	0	2	1	20	30	3 Hrs.	1	50
8		107	Library	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
TOTAL				18	18				150	350		18	7	100	150		25	750

Note :- (1) * Two best, out of three Mid Term Tests (Progressive Tests) Marks should be entered here.
(2) Mandatory Induction Program, right at the starts of the first year.

GRAND TOTAL OF CREDITS
25

GRAND TOTAL OF MARKS
750

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
MODERN OFFICE MANAGEMENT
SEMESTER I–

COURSE TITLE :	GENERAL AWARENESS
PAPER CODE :	7741
SUBJECT CODE :	101
TREORY CREDITS :	04
PRACTICAL CREDITS :	00

Course Contant:

Unit – I

General knowledge related to India, New initiatives- Swachh Bharat Mission, Make in India, AatmNirbharBharat, Digital India Mission, Skill India, Startup India.

Unit – II

General Knowledge related to M.P. State: Geographical, Historical, Tourism, Minerals, Agriculture and Industries etc.

Unit – III

Indian Constitution: -Preamble, Fundamental rights, Fundamental duties, Directive Principles of the state.

Unit- IV

Bhartiya Gyan Parampara (Indian Knowledge System) Meaning, Importance and its relevance in modern education.

Unit- V

Right to Information act 2005: An Introduction, Meaning of Information, Meaning of Right to Information, Duties of Public/Asst. Public InformationOfficer, documents, Application for information.

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
MODERN OFFICE MANAGEMENT
SEMESTER I

COURSE TITLE :	COMMUNICATION SKILLS IN ENGLISH
PAPER CODE :	7353
SUBJECT CODE :	104
THEORY 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, interpersonal skills, empathy, motivation, team spirit, leadership skills etc.

Course Content

Unit-I Communication: Theory and Practice (6 Lectures) 14 Marks

Basics of Communication: Introduction, Meaning and Definition, Process of Communication.

Types of Communication: Verbal (Oral, Written) and Non-verbal—Signs, Symbols, Maps, Body Language (Kinesics) Para Language.

Channels: Formal (Upward, Downward, Horizontal and Diagonal) and Informal (Grapevine).

Principles of Effective Written and Oral Communication (including 7C's).

Barriers to Effective Communication (Semantic, Physical, Psychological, Organizational) and ways to overcome them.

Unit-II Soft Skills for Professional Excellence (5 Lectures) 12 Marks

Introduction: Soft Skills and Hard Skills.

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

‘An Astrologer’s Day’ from Malgudi Days by R. K. Narayan ‘The Gift of the Magi’ by O’Henry ‘Uncle Podger Hangs a Picture ’by JeromeK. Jerome

Section-2-Poetry

‘Night of the Scorpion ’by Nissim Ezekiel

‘Stopping by Woods on a Snowy Evening’ by Robert Frost

‘Where the Mind is Without Fear’ by Rabindranath Tagore

Unit-IV: Professional Writing and Business Communication (10 Lectures)

14 Marks

Précis writing and Comprehension exercises based on Unseen Passages.

E-mail etiquette, format of e-mail.

Draft a short email message requesting for one day leave from your workplace due to sickness. Draft a short email message informing that you have resumed your duty after availing leave. Draft a short email message informing about inferior/ defective quality of goods supplied.

Drafting Letters

Parts of letters, mechanics, style and format.

Application for Job or Covering letter with Resume

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 + 4Marks-Vocabulary

Vocabulary of commonly used words, Synonyms Antonyms and usage of same words as different parts of speech.

One-word substitutions from the prescribed prose and poetry.

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. Collins'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)

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

Unit II Reading Skills with correct Pronunciation (6 Lectures)

Phonetics: Articulation of Sounds-Consonant, Vowels and Diphthongs.

Division of Words into Syllables, Practice of Word stress and Intonation.

Reading the prescribed text with correct pronunciation, intonation and comprehension.

Unit III Speaking Skills (6 Lectures)

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) Conversation practice in routine situations (greeting, thanking, apologizing, requesting, congratulating, inviting, expressing likes and dislikes, etc. Role Play Making Enquiries at important public places. Question Tags and giving short answers for ease of conversing.

Unit IV Professional Skills (6 Lectures)

Delivering formal short-speech, extempore (of 2 minutes duration)

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).

Telephonic Conversations, Video Conferencing, Describing Telephone manners and Netiquette. (watching videos, role play and demonstrations)
Mock interviews for Jobs (videos and demonstrations)
Group Discussions (videos and demonstrations)

Unit V Building Vocabulary (6lectures)

Phrasal verbs

Idioms and phrases, Administrative terms (English and Hindi)

Word exercises (homonyms), words with silent letters, commonly misspelled and mispronounced words.

Word games such as crosswords, scrabble, quiz, spell-it, etc. to enhance self-expression and vocabulary of participants.

Punctuation Exercises

Notes :-

***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 MiniProject 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 (anyone 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.

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

Enumerate Qualities of a good letter, present different formats.

Unit 4

6. Demonstrate the format of e-mail, and enlist email etiquette.

7. (i) Describe Importance of Netiquette (ii) Describe Telephone Manners.

Unit 5

8. Preparing for an Interview–Do's and Don'ts.

Unit 6

9. 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 Principle 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/listeningexercises.html>

<http://grammarly.com>

<https://www.duolingo.com>

<https://learnenglish.britishcouncil.org>

<http://www.ummoapp.com>

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
MODERN OFFICE MANAGEMENT
SEMESTER I–

COURSE TITLE :	ELEMENTS OF COMMERCE
PAPER CODE :	7742
SUBJECT CODE :	102
TREORY CREDITS :	04
PRACTICAL CREDITS :	01

Course Content:

UNIT 1.

BASICS OF BUSINESS: Meaning, Definitions and Characteristics of Business, Profession and Service, Difference Between Business, Profession & Service.

Commerce: Meaning, Characteristics of Commerce; Auxiliary Activities of Commerce: Trade, Transport, Banking & Finance, Insurance, Storage, Advertisement and Communication.

Industry: Industry Meaning, Characteristics & Types.

UNIT 2.

SMALL BUSINESS ORGANISATION: Meaning & Types of Business Organisation; Sole Trade: Meaning, Characteristics; Partnership: Meaning, Characteristics & Types; Limited Liability Partnership (LLP), Hindu Undivided Family. Shopping Mall, E-Business.

UNIT 3.

LARGE BUSINESS ORGANISATION: Company Meaning, Characteristics & Types; One Person Company. Co-Operative Society: Meaning Characteristics & Types, Difference Between Various Types of Business Organisation,

UNIT 4.

INSURANCE: Meaning, Definitions, Need, Importance & Functions, Classification of Insurance. (a) Marine Insurance, (b) Fire Insurance, (c) Miscellaneous insurance (Motor, personal accident, Money in transit, burglary and theft insurance). Meaning of Risk & Risk Coverages.

UNIT 5.

BANKING: Definitions and Characteristics of Bank, Functions & Importance of Banks. Different types of Bank Accounts. Opening, Closing and Operations of various types of Bank Accounts. Features and usage of Cheques, Demand drafts, Promissory notes, and Electronic banking services like NEFT, RTGS, UPI, E-Banking, I-Banking and ATM Services etc.

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
MODERN OFFICE MANAGEMENT
SEMESTER I–

COURSE TITLE :	FUNDAMENTALS OF COMPUTER
PAPER CODE :	7743
SUBJECT CODE :	103
THEORY CREDITS :	02
PRACTICAL CREDITS :	03

Course Content:-

UNIT-I

Basic Concept:- Generation of computer, Block diagram of computer system, Classification of computer, sound card, Graphics card and related component. Awareness of generic steps required for setting up a computer, booting and shutting down, logging on and off to a computer.

UNIT-II

Input Devices:- Keyboard, mouse, Joystick, Scanner, OMR, OCR, MICR, Web cam, Video cameras, card Reader, Bar code Reader, biometric sensor.

Output Devices:- Types of Monitor, printer, plotter, multimedia projector.

Primary and secondary storage like RAM, Hard Disk, DVD, PEN drive, Blue Ray Disk, Solid State Drive(SSD), Cloud storage etc.

Microprocessor:- Registers, Arithmetic unit, Control Unit, Buses.

Memory Concepts :- Concept of memory, Unit of memory, Bit Byte, Megabyte, Gigabyte, Terabyte etc. Types of memory, ROM, EPROM, EEPROM, Cache Memory.

UNIT-III

Computer Software:- System Software , Application Software, and Embedded software, Open Source Software, Proprietary Software, Operating System Programs, Language Processor, Assembler, Compiler & Interpreter, Types of Application Software and their examples. High Level Language, Low Level Language, Assembly language. Software and Driver installation.

Operating System:- Overview of DOS-Internal & External Commands, booting process.

Windows Operating System:- Windows Versions (Window-7 to Latest), Features of Windows, Terminologies of Windows.

UNIT-IV

Internet Basics:- Concept of Internet, Introduction to Data Communication, HTTP, IP Address, web page.

Web Browsers:- Browsers, Navigation through Browser, Add favorite.

E-Mail:- Terminologies: Attachment, forward, reply, CC, BCC, Inbox, Outbox etc, Search Engine.

Multimedia:- Basic of Multimedia, Components-Text, graphics, animation, audio, images & video, Multimedia applications.

UNIT-V

System administration & security: System Administration and Security of Operating System, keeping personal data private and secure, creating strong passwords, changing passwords, virus and antivirus.

File management functions:- copying, undo, redo, using help modules, connecting to the Internet and downloading and uploading files, setup and printing of documents and zip/unzip files, identifying and selecting suitable file formats and using them for transferring data.

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MODERN OFFICE MANAGEMENT
SEMESTER I–

COURSE TITLE :	COMMERCIAL CALCULATION & STATISTICS
PAPER CODE :	7744
SUBJECT CODE :	105
TREORY CREDITS :	04
PRACTICAL CREDITS :	01

CourseContent:

UNIT 1

Average, Profit & Loss, Discount, Commission, Percentage.

UNIT 2

Simple & Compound Interest, Ratio & Proportions.

UNIT 3

Definition, Importance and Scope of statistics, Classification of Data, Methods of Data collection, Tabulation and Editing.

UNIT 4

Statistical Averages- Mean, Mode & Median

UNIT 5

Diagrammatic Presentation of Data : Preparation of Different types of Graphs & diagrams on Graph Paper- Bar Diagram, Divided Bar Diagram, Histogram and Pie Diagram.

DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
MODERN OFFICE MANAGEMENT
SEMESTER I

COURSE TITLE :	Recovery Class/Remedial Class/Recent Trends/Group discussion/Motivational Stories/Computer Lab/Workshop
PAPER CODE :	-
SUBJECT CODE :	-
TREORY CREDITS :	-
PRACTICAL CREDITS :	00

Course Objective:

Enhance students' understanding of difficult topics through recovery and remedial classes to bridge learning gaps. Update students' knowledge by introducing them to recent trends, tools, and practices in modern office management. Inspire and motivate students by sharing real-life success stories and examples of professional growth. Provide hands-on training through workshops to improve technical, procedural, and soft skills required in office environments. Prepare students for real-world office scenarios by combining theoretical knowledge with practical

List of Activities :-

1. Recovery Class / Remedial Class Activities

- Revision Quizzes on key office management concepts.
- Worksheet Practice – spelling, typing, basic arithmetic for office tasks.
- Simplified Notes Preparation – making summary sheets for difficult topics.
- Peer Teaching – students explain topics to each other in pairs.
- Doubt-Clearing Sessions – topic-wise short Q&A.

2. Recent Trends Activities

- Presentation on latest office technology tools (e.g., Google Workspace, MS Teams).
- Discussion on remote work, e-office, and paperless documentation.
- Demonstration of cloud storage and online collaboration tools.
- Mini Research – students collect news articles about automation in office work.
- Trend Report – prepare a 1-page write-up on current changes in office procedures.

3. Group Discussion Activities

Topics:

- Role of Technology in Modern Offices
- Importance of Time Management

- Teamwork vs. Individual Work
- How to Improve Office Communication Skills
- Panel Format – with moderator and note-taker roles assigned to students.
- Feedback Session – evaluating speaking skills and confidence.

4. Motivational Stories Activities

- Story Sharing – real-life success stories of office professionals.
- Video Session – short inspirational videos with discussion.
- Role Model Research – students present on famous entrepreneurs or administrators.
- Story Writing – “My Dream Career in Office Management.”

5. Computer Lab Activities

- Key Board Practices.
- MS Word – drafting official letters, notices, and memos.
- MS Excel – creating salary sheets, stock registers, and attendance charts.
- MS PowerPoint – preparing a presentation on an office topic.
- Typing Practice – improving typing speed and accuracy.
- Internet Skills – searching government forms, downloading data, using email.

6. Workshop Activities

- Filing & Record-Keeping Workshop – practical demonstration of physical filing system.
- Communication Skills Workshop – telephone etiquette, email writing, meeting handling.
- Document Formatting Workshop – official templates and layout rules.
- Office Machine Handling Workshop –Calculators, Staplers, Punching machine, photocopier, scanner, printer.
- Soft Skills Workshop – teamwork, problem-solving, and customer service.



DIPLOMA WING
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

SEMESTER I – GROUP 'A'

COURSE TITLE	:	SPORTS AND YOGA
PAPER CODE	:	--
SUBJECT CODE	:	--
TREORY 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, Dhayanchand 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, Pavanuktasana, 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, Pavanuktasana, 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.
