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RKDF UNIVERSITY

(ESTABLISHED BY AN ACT OF GOVT. OF M.P. AND APPROVED BY UGC UNDER SECTION 2(F) OF 1956)

To Whomsoever It May Concern

It is certified that:

1. The courses listed as value-added courses offered during the last five years are optional and offered outside the program curriculum.
2. None of the listed courses are part of the regular curriculum, and the on-campus institution has offered these courses. We have considered only those value-added courses that this institution offers to on-campus students.
3. The syllabus and course outcome of these Value added courses are available on the University website.


Registrar
RKDF University

Value Added Certificate/Training Courses

- 1. 3D Printing and Design**
- 2. A Basic course in Diet Nutrition**
- 3. Accounting and Tally**
- 4. Advances in food and value addition of grains**
- 5. Advances in Waste Treatment Technology**
- 6. Arduino based Robotic Car**
- 7. AUGMENTED REALITY AND VIRTUAL REALITY**
- 8. AutoCad**
- 9. Basic Course in Health Care**
- 10. Basic Tools of Statistics**
- 11. Basics of Bio Chemistry**
- 12. Beneficial Micro-Organism**
- 13. Block chain technology**
- 14. Care of Diabetes**
- 15. Certificate Course in Yoga and Pranayam**
- 16. Comprehensive study of Capital Market**
- 17. Computer aided drug design in drug discovery**
- 18. Computer Proficiency**
- 19. Computer Vision Using OpenCV**
- 20. Creative Craft**
- 21. Crime Investigation and Forensic Biology**
- 22. Cryptography and Cyber Security**
- 23. Cyber Security and Incident Analysis**
- 24. Cyber Security**
- 25. Data Analytics using Excel**
- 26. Direct Marketing**
- 27. E-Accounting and Taxation with GST**
- 28. Early Stage Innovation, Startups and Entrepreneurship**
- 29. Efficient Use of Power Point**
- 30. Embedded Systems - An Application-Driven Approach**
- 31. Emergency Aid**
- 32. Enhancing Productivity through Effective Stress Management**
- 33. Excellent Applied Practice**
- 34. First Aid**
- 35. Food Processing and Value Addition**
- 36. Gardening and Horticulture**
- 37. Geographic Information System Using Open-Source Software**
- 38. Health and hygiene**
- 39. HUMAN RIGHTS**
- 40. Importance of Exercise in Daily Life**
- 41. Importance of Yoga in Physiotherapy**
- 42. Indigenous Dairy Products**
- 43. LaTeX for Technical Writing**
- 44. Life Style Diseases and their Management**
- 45. Making of Agni Veer**
- 46. Mental Health**
- 47. Microsoft Excel**
- 48. Mushroom Cultivation**
- 49. PCB design and manufacturing**
- 50. Personality Development**
- 51. Physiotherapy Methods in Palliative Care in Advanced Cancer**
- 52. Plant resources utilization & conservation**

- 53. Python Machine Learning and Data Science**
- 54. Quantitative Aptitude for Competitive Success**
- 55. Research Tools and Applications**
- 56. Scientific Writing**
- 57. SMART MANUFACTURING THROUGH DIGITAL
MANUFACTURING**
- 58. Soft Skills : Communication & Inter-personal Skills**
- 59. Soft Skills and Life Skills for Holistic Development**
- 60. Stress Management**
- 61. Value addition course on Vermi Compost**
- 62. Web Designing**
- 63. Writing and Publication Ethics**

RKDF University
Airport Bypass Road Gandhi Nagar Bhopal
Faculty of Management
Value Added Course
On
ACCOUNTING AND TALLY

Description

Tally Accounting is software used for financial accounting purposes. It is provided by Tally Solutions and is a standard business accounting software. Tally Prime is a very robust ERP product and is a complete business management solution.

All the accounting activities, such as financial records of a business, the generation of statements concerning the liabilities and assets of a business, all are easily managed with the Tally solution.

Objective

- Develop skills to prepare account manually and computerized.
- After studying this Course, the Student will be able to Understand the elements of electronic accounting process
- Apply the basics of accounting with the help of sophisticated software like Tally
- Create a Company, Ledgers and Groups creation, stock groups, Stock items, stock unit's formation, various Vouchers Entry, etc in tally software.
- Make adjustment entries through Tally and produce financial statements like P&L account, Balance Sheet etc.

Salient Features

- **Simplicity:** Tally.ERP9 accounting software is easy to set up, simple to use and is designed to simplify the complex day to day activities associated in an enterprise. It allows easy Keyboard operations and requires basic knowledge of Accounts and English to use it.
- **Auditors' Edition:** A special Auditors' Edition is offered by Tally.ERP9, which provides auditing and compliance capabilities exclusively for Chartered Accountants.
- **Remote Access:** Tally.ERP9 provides its users with remote capabilities to access the data from any location whatsoever at any point in time.
- **Scalability:** Tally.ERP9 suits any style of business needs and eliminates the necessity for a business to change its style of operation, in order to adapt to the nature of the application.

- **Power:** Tally.ERP9 allows users to maintain multiple companies and with unlimited levels of classification & grouping capabilities. It even allows drill-down facility from report level to the transaction level.
- **Accounting without Codes:** Tally.ERP9 allows accounting with the regular names without any account codes.
- **Real-time processing:** Real-time processing allows immediate posting and updating of books of accounts as soon as the transactions are entered, thereby facilitating instant statements and reports. It also facilities a real-time and multi-user environment.
- **Concurrent multi-lingual capability:** Tally.ERP9 offers its users with the exclusive capability of maintaining their accounts in any Indian language, viewing them in another language and printing them in yet another Indian language.
- **Flexibility:** Tally.ERP9 comes with a flexible option to generate instant reports for any given period, either month or a year or at any given point of time besides providing the facility to switch between Accounting & Inventory reports of the same company or between companies.

Duration of Course

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have eight different modules which are based on different parameters of Accounting and Tally.

SYLLABUS

Maximum Marks: 150

Minimum Marks: 60

Module	Topics	No. of Hours
Module 1:	Financial Accounting Concept of Double Entry System, Golden Rules of Accounting, Preparation of Journals	8
Module 2:	Preparation of Ledgers and Trial Balance	6
Module 3:	Brief Introduction of Trading and Profit and Loss Account and Balance Sheet	6
Module 3:	Tally ERP 9.0 1. Introduction of Tally ERP 9, Info Manu, Creation of a Company, Gateway of Tally, 2. Account information: Ledgers and Groups creation 3. Inventory information: Determination of stock groups, Stock items and stock units	15
Module 4:	Accounting vouchers Entries: Receipt Vouchers, Payment Vouchers, Purchase Vouchers, Sales voucher, Contra Vouchers, Journal Vouchers, Debit	10
Module 5:	Report: Trial Balance, Day Book, Accounts Book, Statement of Accounts, Inventory Book, Trading and Profit & Loss Account, Balance Sheet,	5
Project - make a project to record Day to Day accounting and generate Trading & P&L account and Balance Sheet		

Scheme of Examination

S.No	Types	Questions	Marks Allocated	Total Marks
1	Objective	5	1	5
2	Short Answer	5	3	15
3	Long Answer	3	10	30
4	Practical			50
5	Project			50
Total Marks				150

REFERENCE:

- Official Guide To Financial Accounting Using TALLY.ERP 9 3rd Revised And Updated Edition Book.
- Implementing Tally ERP 9 Book-Asok k Nadhani.
- Tally Erp 9 Power Of Simplicity Book-Shraddha Singh Navneet Mehra.



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Advances in food and value addition of grains

About The Course:

Value addition to foods may be done by several ways. It could be done by the use of preservatives, food ingredients capable of eliciting functionalities and by fortification using micronutrients. There are novel and emerging food processing technologies that are possible to preserve the ingredients in the food intact. The shelflife enhancement of the processed food can be done by adapting newer packaging technologies. Food processing industries in many of the countries across the world generate huge quantity of by-products that can be put into use by value addition. These by-products have less use and create considerable environmental pollution. The byproducts of the fruits, vegetables, etc. may be used for value addition adopting commercially viable approaches. Fermented foods are value added foods that could be developed using novel starters.

Course Objectives:

- To understand the relationship between food, nutrition and health.
- To understand digestion, absorption, functions and food sources of various nutrients.
- To appreciate the concept of balanced and healthy diets.
- To know the different methods of cooking and ways to prevent nutrient losses.
- To be able to plan and prepare meals and nutritious dishes for various age groups.
- To be able to assess nutritional status of adults.

COURSE OUTCOMES

Students will be able to

- Appreciate the relationship between food, nutrition and health.
- Explain digestion, absorption, functions and food sources of various nutrients.
- Understand the concept of balanced diets and menu planning.
- Describe different methods of cooking and ways to prevent nutrient losses.
- Plan and prepare meals and nutritious dishes for various age groups.
- Assess nutritional status of adults.

DETAIL CONTENTS

Introduction to Food and Nutrition

- Basic terms used in study of food and nutrition
- Methods of assessment of nutritional status
- Functions of food-physiological, psychological and social
- Understanding relationship between food, nutrition and health

Nutrients

- Classification, digestion, absorption, functions, dietary sources, RDA, clinical manifestations of deficiency and excess of the following in brief:
- Energy
- Carbohydrates, lipids and proteins
- Fat soluble vitamins-A, D, E and K
- Water soluble vitamins – thiamine, riboflavin, niacin, pyridoxine, folate, vitamin B12 and vitamin C
- Minerals – calcium, iron, iodine, fluorine, copper and zinc

Planning Balanced Meals and Selection of Healthy Foods

- Food Groups
- Concept of Balanced Diets
- Healthy and Fad Diets
- Factors affecting meal planning
- Understanding specific considerations for planning meal for different groups of people.
- Understanding Nutrition labeling on foods, FSSAI regulations, Codex guidelines for health and nutrition claims

Methods of Cooking and Nutrient Retention

- Dry, moist, frying and microwave cooking - Advantages, disadvantages
- Effect of various methods of cooking on foods and nutrients.
- Preventing nutrient losses

Food Preservation by Low temperature

- Freezing and Refrigeration: Introduction to refrigeration, cool storage and freezing, definition, principle of freezing, freezing curve, changes occurring during freezing, types of freezing i.e. slow freezing, quick freezing, introduction to thawing, changes during thawing and its effect on food.

Food Preservation by Moisture control

- Drying and Dehydration - Definition, drying as a means of preservation, differences between sun drying and dehydration (i.e. mechanical drying), heat and mass transfer, factors affecting rate of drying, normal drying curve, names of types of driers used in the food industry.
- Evaporation – Definition, factors affecting evaporation, names of evaporators used in food industry, evaporation equipment's- Batch/Pan evaporator, rising film evaporator, falling film evaporator, natural circulation and forced circulation evaporator, scraped surface evaporator and vacuum pan evaporator, application of evaporation in food industry



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: **Augmented Reality and Virtual Reality**

About The Course:

The course aims to expose learners to the basic of AR/VR technology and devices, understanding of various elements and components used in AR/VR Hardware and Software, industrial application of AR/VR technology with hands on experience through more informative and practical exploration. Students will be working on real life projects using AR/VR technology and if they wish to create a Start-up then further their idea will be supported by GTU Incubation and DIC program in terms of funding, mentoring, fabrication lab support, company formation & legal structure, IPR etc.

VIRTUAL REALITY (VR):

Virtual Reality is the use of computer technology to create a simulated environment. Placing the user inside an experience so they can interact with 3D worlds by simulating as many senses as possible. The only limits to VR experiences are the availability of content and cheap computing power.

AUGUMENTED REALITY (AR)

Augmented Reality brings elements of the virtual world into the real world enhancing the things we see, hear, and feel. Augmented reality lies in the middle of the mixed reality spectrum between the real world and the virtual world.

Course Objectives:

- This course is designed to give historical and modern overviews and perspectives on virtual reality.
- It describes the fundamentals of sensation, perception, technical and engineering aspects of virtual reality systems..

COURSE OUTCOMES

On completion of the course, learner will be able to–

CO1: Describe how VR systems work and list the applications of VR.

CO2: Understand the design and implementation of the hardware that enables VR

systems to be built.

CO3: Understand the system of human vision and its implication on perception and rendering.

CO4: Explain the concepts of motion and tracking in VR systems.

CO5: Describe the importance of interaction and audio in VR systems.

COURSE CONTENTS

Unit I Introduction to Virtual Reality (05 Hours)

Defining Virtual Reality, History of VR, Human Physiology and Perception, Key Elements of Virtual Reality Experience, Virtual Reality System, Interface to the Virtual World-Input & output- Visual, Aural & Haptic Displays, Applications of Virtual Reality.

Representing the Virtual World (05 Hours)

Representation of the Virtual World, Visual Representation in VR, Aural Representation in VR and

Haptic Representation in VR

The Geometry of Virtual Worlds & The Physiology of Human Vision (05 Hours)

Geometric Models, Changing Position and Orientation, Axis-Angle Representations of Rotation, Viewing Transformations, Chaining the Transformations, Human Eye, eye movements & implications for VR.

Visual Perception & Rendering (05 Hours)

Visual Perception - Perception of Depth, Perception of Motion, Perception of Color, Combining Sources of Information Visual Rendering - Ray Tracing and Shading Models, Rasterization, Correcting Optical Distortions, Improving Latency and Frame Rates

Motion & Tracking (05 Hours)

Motion in Real and Virtual Worlds- Velocities and Accelerations, The Vestibular System, Physics in the Virtual World, Mismatched Motion and Vection Tracking- Tracking 2D & 3D Orientation, Tracking Position and Orientation, Tracking Attached Bodies

Interaction & Audio (05 Hours)

Interaction - Motor Programs and Remapping, Locomotion, Manipulation, Social Interaction. Audio - The Physics of Sound, the Physiology of Human Hearing, Auditory Perception, Auditory Rendering.



FACULTY OF ARCHITECTURE RKDF UNIVERSITY, BHOPAL

Value Added Course

Syllabus for AUTOCAD

Course Details

AutoCAD 2D Drafting and Annotation The Complete Guide is designed to give you a solid understanding of AutoCAD features and capabilities. This course covers Starting with Sketching, Layers, Dimension Styles, Dynamic Blocks and A360. Autodesk AutoCAD is a powerful CAD software helping professionals create 2D drawings faster and with more precision. Its simplified 2D drafting allows teams to work more efficiently by sharing drawings across connected desktop, cloud, and mobile solutions.

Course Content

1. New for AutoCAD
 - a. General Updates
 - b. Drawing Compare
 - c. Document Improvements
 - d. Layer Enhancements
2. Introduction to AutoCAD
 - a. Introduction to AutoCAD
 - b. Getting Started with AutoCAD
3. Starting with Sketching
 - a. Drawing Lines
 - b. Creating Other 2D Objects
 - c. AutoCAD Polylines
 - d. Adding Points
4. Working with Drawing Aids
 - a. Drawing Aids
 - b. More Drawing Aids

5. Editing Sketched Objects
 - a. Editing Sketched Objects
 - b. Duplicating Objects
 - c. Separating and Joining Sketched Objects
 - d. More Editing Tools

6. Layers
 - a. Working with Layers
 - b. Layer Tools

7. Editing Sketched Objects II
 - a. Object Properties
 - b. Utilizing Grips

8. Creating Text and Tables
 - a. Annotative Objects
 - b. Creating Text
 - c. Using Tables
 - d. More Text Tools

9. Dimensioning and Detailing Your Drawings
 - a. Dimensioning
 - b. More Dimensioning
 - c. Working with True Associative Dimensions
 - d. Adding Leaders

10. Editing Dimensions
 - a. Editing Dimensions Using Editing Tools
 - b. Editing Dimensions Part 2

11. Dimension Styles
 - a. Dimension Styles
 - b. Using Dimension Styles

12. Adding Constraints to Sketches
 - a. Constraints in a Sketch
 - b. Dimensions, Parameters, and Equations

13. Hatching Drawings
 - a. Hatching Basics
 - b. Modifying Hatch Properties

14. Paper Space
 - a. Paper Space Layouts
 - b. Adding Viewports
 - c. Working with Viewports
 - d. Layout ToolsPlotting Drawings

15. Plotting Drawings In AutoCAD

- a. Plot Styles and Page Setups
- b. Publishing to other File Types

16. Template Drawings

- a. Templates
- b. Customizing Templates

17. Working with Blocks

- a. Working with Blocks
- b. Inserting Blocks
- c. Changing Blocks

18. Dynamic Blocks

- a. Building Dynamic Blocks

19. AutoCAD Sheet Sets

- a. An Introduction to Sheet Sets
- b. Build a Sheet Set
- c. Sheet Set Views

Evaluation of AUTOCAD

1. Theory

200 marks of Subjective and Objectives of AutoCAD learned throughout the duration of course.

2. Practical

300 marks of Practical test to test the skills on AutoCAD.

Course duration will be of 30 lectures and after completion of all the 30 lectures university will conduct exam as per syllabus and scheme and every qualified student will be awarded the certificate

Total teaching hours 30 lectures

Lectures 10 hrs

Activity 15 hrs

Tutorial 05 hrs

Scheme of Examination

S. No	Question Type	Total No. of Questions	Marks Allotted	Total Marks
1	Objectives	30	01	30
2	Short Answer Questions	25	02	50
3	Descriptive	04	30	120
4	4 Internal Assessments	Class work (practical)		100
	Total marks			300

1 The passing requirement for course shall be **60%** of the total marks



Faculty of Paramedical

Skill Development Program in a Basic Course in Health Care

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	A Basic course in Health Care	30 Day's	30 hrs 30T	1	0	Starter / Basic Level	Introduction to Basic concepts

COURSE OBJECTIVE:

1. Introduce different Disciplines of Basic First aid manual Science & Trained them in applied area of first aid manual examination for various types of evidence.
1. To provide add on skill in first aid manual course.
2. By the end of the course person should be able to
Learn how to assess a victim during a medical emergency to determine what care is needed.
Learn how to prevent medical emergencies from occurring.
Knowledge all of the steps that need to be taken prior to delivering care during a medical emergency.
3. Learn the normal functions of the human body to know when the body is not functioning properly.
4. Learn how to manage breathing emergencies in adult, child, and infant victims.
5. Understand the importance of the recovery position and the need to modify it for a small space.

Syllabus Content:

1. Basic human body functions
2. Understanding a patient's needs
3. Caring for the visually impaired
4. Living well with low vision
5. Daily care of a patient
6. Feeding a patient
7. Basic nursing skills
8. Understanding body mechanism



9. Fall prevention care and restraints
10. Communication with patients and their careers
11. General health & hygiene
12. Special skin care for pressure sores (Hospital & Home care)
13. Role of a patient care assistant
14. Bathing a patient
15. Administering drugs as per prescriptions
16. Disposal of medical waste
17. Patient handling, lifting, and moving patients (at home & public places)

18. Emergency first aid
19. Psychological support for ill patients and their care takers
20. Role of diet for ill patients



Faculty of Management - RKDF University
Gandhi Nagar Bhopal

Value Added Course
On

Comprehensive study of Capital Market (MBAVAC005)

Description:

Corporate learning has become significant in order to constant states of transformation, where and how we can learn the role and responsibilities of staff, supporting technology and systems. As recently learning has been shift away from formal training opportunities and closer to actual work activity, hence it has become critical that we create continuous learning environment for all the students as well as staffs. With the complexities of the business world and rapid change that we may see around the world is often necessary to fine tune learning to address the specific needs of the students of different discipline. This value added program/Course will provide a comprehensive understanding about stock market (capital market) in India as well as International. It will be ideal for those students. Staffs who want to know about fruitful knowledge about stock market. The course will have to prepare students with necessary theoretical and practical knowledge with an academic base that students can apply career in same stock market field also. This program may fulfill the objective of providing all relevant tools and technique to understand the various facts of the stock market covering practical exposure.

Objectives of the Courses:

Capital Market course aims to equip the participants with necessary theoretical knowledge and practical application on stock markets so that students can apply the same in researching equity markets for wealth creation. It is a basic course on Capital Markets that introduces you to the process of how to find and analyses companies, determine the risk of a stock investment or trade, proper entry and exit time of the stock, understand the movements of the market, and helps you to choose the right trading style for your personal goals using correct approach to financial planning. It aims in simplifying finance and is a total value for money which provides a complete horizon on various aspects of capital market jargons.

Various objectives of the courses are as under

1. Explore and describe the basis as well as comprehensive understanding about stock market of India as well as Whole world
2. Make students prepare in order to clear NISM (National Institute of Security Management) Exam which is conducted is by SEBI and must require for carrier in stock market filed
3. Discuss how to start investment in the stock market with the basic concept of SIP to direct investment in Stock
4. Discuss various advantages of stock market and also explore how we can create capital wealth
5. Discuss various parameters and content of stock market to become successful dealer and service provider to the clients

Duration of Course

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have six different modules which are based on different parameters of Stock Market.

Comprehensive study of Capital Market

Syllabus

Maximum Marks: 150

Minimum Marks: 60

Module 1- Introduction of Stock Market: Concept, History and Types of Stock Market in India, How to start Investing, SEBI Rules, Securities, Demat and Trading account, Brokerage, Security transaction tax, Exchange Transaction Tax

Module-2 Stock market and Key Particular: Introduction to Global Market, How Financial market and Banking works together, type of financial intermediaries, four core markets- Debt, Equity, Money and Foreign Market

Module-3: Time Value of Money: Time Value of Money (TVM) Present Value, Future Value, Stock valuation, Bond Equivalent Yield, Valuing Annuities,

Module-4: Equity Markets and Trading: Common Stock, Preferred Stock, Rights/Warrants, Depository Receipts, Convertible Bonds, Primary and Secondary Markets, Dark Pools Quote and Order Driven Markets, Order Execution, Short Selling

Module-5- Equity Investment Vehicles: Mutual Funds, Hedge Funds, Private Equity, Venture Capital

Module-6- Introduction to Derivatives: Characteristics of Derivatives, Hedging and Speculative Uses, ISDA Framework and Regulation

Scheme of Examination

S.No	Types		Marks Allocated	Total Marks
1	Objective	10	1	10
2	Short Answer	5	6	30
3	Long Answer	4	15	60
4	Project			50
Total Marks				150

Reference:

1. Capital Markets, Financial Management, and Investment Management and Analysis, Second Edition by Frank J. Fabozzi and Capital Markets, Financial Management, and Invest
2. Capital market in India by Rajesh Chakarbaty published by Sage Publication (First Edition)

Prepared & Developed by
Dr. Satendra Thakur
Professor & Head
Department of Management

RKDF UNIVERSITY

VALUE ADDITION COURSE

ON

CARE OF DIABETICS



Organized By:

FACULTY OF NURSING

RAMKRISHNA DHARMARTH FOUNDATION UNIVERSITY

Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Aims and Objective

1. To attain the basic knowledge of care of diabetics.
2. To give information on what normal blood glucose levels should be.
3. To give information regarding skin care and wound care.
4. To instruct how to monitor blood glucose levels.
5. To give information on the different types of medication.
6. To give information regarding foot care.

Learning outcomes

1. Increased knowledge of diabetic foot pathologies.
2. Raised awareness of diabetic foot ulcer management/ prevention.
3. Identify 3 indications for insulin pump therapy.
4. Discuss and explain the national Diabetes prevention program (National DPP).
5. Identify and promote appropriate emotional and behavioral support to people with diabetes and their families.
6. To understand the significant factors related to behavioral changes, including the importance of nutrition in the management of diabetic care.

SYLLABUS CONTENT

S.No	Topic Name	
	Theory	Practical
Unit 1	Introduction to care of diabetics. Definition care of diabetes	
Unit 2	Describe type –I, type –II diabetes.	
Unit 3	Explain foot care.	Diabetes foot care & education
Unit 4	Describe the precautions and specific contraindications to use of various types of blood glucose –lowering agents.	Practical knowledge on CGMS & Insulin pump therapy.
Unit 5	Describe barriers to self -care, including Psychosocial concerns and issues.	
Unit 6	Describe the importance of exercise and physical activities required in the management of diabetic care.	
Unit 7	Describe the relationship between blood glucose and insulin in healthy people including gluconeogenesis, glycogenolysis, lipolysis and ketogenesis.	
Unit 8	Discuss the treatment of mild and severe hypoglycemia.	
Unit 9	Enumerate the changes in the patient with abnormal behavior.	
Unit10	State the sign and symptoms of hypoglycemia.	
Unit 11	Counseling of diabetic and pre –diabetic patients.	
Unit 12	Pathological changes in pancreas.	
Unit 13	Pathology of diabetes.	

Unit 14	Role of nurse care of diabetics.	
Unit 15	-	Glucose monitoring Plaster application.
Unit 16	Pathological changes in other system	
Unit 17	Nutrition therapy for adults with type 2 diabetes.	
Unit 18	Nutrition therapy for older adults with diabetes.	
Unit 19	-	Foot assessment
Unit 20	Nutrition therapy for gestational diabetes.	
Unit 21	Explain low carbohydrate diet	
Unit 22	-	Dietary prescription
Unit 23	-	
Unit 24	Explain surgical treatment of diabetics care.	
Unit 25	-	Surgical treatment
Unit 26	-	care of wound healing.
Unit 27	-	Care of nail and foot.
Unit 28	Explain dietary assessment	
Unit 29		
Unit 30	Explain all the investigation regarding diabetic care.	

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training :30 Days

2. Eligibility Criteria : Any UG students
3. Language : Hindi/ English
4. Level - Certificate
5. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject			
			Theory Marks	Practical marks	Total Marks
1	Value Addition Course	Care of diabetics	75	25	150

COURSE ORGANIZER

Ms. Anie Robin Associate Professor, Faculty of Nursing RKDF University

Ms. Priya bane Assistant Professor Faculty of Nursing, RKDF University

Ms. Rashmi Yadav Nursing Tutor Faculty of Nursing ,RKDF University

Ms. Suchita Lodhi Nursing Tutor Faculty of Nursing RKDF U niversity

TECHNICAL COMMITTEE ORGANIZER

Prof Dr. Mrs. Vandana Raghuwanshi



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Computer aided drug design in drug discovery

About The Course:

Drug, discovery and development is an intense, lengthy and an interdisciplinary endeavor. The contribution of computational methodologies has revolutionized the process of drug discovery. It is a powerful tool in the study of relationship between molecular structure and biological activity and thus essential in the process of rational drug design. Now days, major world's pharmaceutical and biotechnological companies use computational design tools. This Computer Aided Drug Design course covers all main computational techniques used in drug discovery, supplying a basic level of knowledge of this research field. This technique will provide a unique platform to all researchers working in this field to screen new drug entities.

COURSE OBJECTIVES

At the end of the course the student

- Will have an in-depth overview over the state-of-the art methods and techniques nowadays applied in CADD.
- will be able to perform, understand, and interpret the results of the calculations and bring them in a publication ready form.
- Will meet the expectations of pharmaceutical industry in this area.

COURSE OUTCOMES

At the end of the course students will be able to...

- CO1 Explain the Role of CADD in drug discovery
- CO2 Understand the physicochemical Properties and the techniques involved in QSAR
- CO3 Learn the concept of molecular and quantum mechanics
- CO4 Learn the working with molecular modeling software to design new drug molecules
- CO5 Understand in silicon virtual screening protocols
- CO6 Explain pharmacophore concept and the techniques involved in modeling

DETAIL CONTENTS

DRUG DISCOVERY AND DRUG DESIGN

What is a drug?

The role of drugs in the practice of medicine

The role of Pharmaceutical Chemistry

The history of Pharmaceutical Chemistry

Natural substances as drugs

Modern drug design: What requirements must a drug fulfill?

Stages and cost of modern drug design

Tools and teams in modern drug design

The role of Computational Chemistry in drug design

Drug Discovery - Filtering out Failures

COMPUTER ASSISTED DRUG DESIGN (CADD)

What is CADD? - Explanation of some basic terms

Pharmacophore, Lock-Key principle and induced fit theory

Molecular Recognition and Molecular Docking

What makes a compound bioactive?

The objects of CADD and Molecular Modeling

What are the driving forces of Receptor-Drug interactions?

Solvent modeling - the role of water

The dynamic aspect of modeling

How did CADD develop?

What are the techniques and concepts used in CADD and Molecular Modeling?

MOLECULAR MECHANICS (MM)

Basic considerations concerning force fields

The concept of the force field in MM: historical development

Transferability of force fields

The energy expression in MM

Nonbonded interaction potential

H-bonding

Cross term potentials

Parametrization of a Force Field

Force field energies

Determination of energy and geometry

Differences between spectroscopic and MM force fields

Classification of force fields

List of force fields presently in use

Generic Force Fields

Treatment of long range Coulomb Forces

Applicability and limitations of a MM approach

Extension of MM: Description of p-conjugated molecules

QM/MM methods

MOLECULAR MODELING AND MOLECULAR GRAPHICS

Historical overview
Development of computer graphics
Graphical representation of molecules: Standard models
Graphical representation technologies
Simplified molecular representations
Molecular surfaces
Molecular volume
Molecular superposition and molecular similarity
Molecular skin
Mapping of information on molecular surfaces
The lipophilicity potential
The electrostatic potential
Molecular shape descriptors

ARTIFICIAL NEURAL NETWORKS (ANN)

Background and basics of ANN
What can neural networks do?
Architecture
The Kohonen network
Counterpropagation 8
Error-backpropagation learning
When is the training finished?
Applications of ANNs in Drug design

2D-QUANTITATIVE STRUCTURE-ACTIVITY RELATIONSHIPS(2D-QSAR)

Definition
QSAR methodology
Historical background
Basic concepts of QSAR
Molecular descriptors
Biological parameters
2D-QSAR in drug design
Transport and distribution of drugs in biological systems
Enzyme inhibition
Model system for cysteine protease
Prediction of mutagenic potencies

CADD: METHODS and STRATEGIES

Lead discovery
Irrational drug design and combinatorial chemistry 12/7
Virtual screening 12/16

Structure-based ligand design: Pharmacophore generation 12/27

Molecular recognition 12/41

Molecular docking 12/43

De Novo design of ligands 12/45

Peptides and peptide analogs as drugs: Peptidomimetics



VAC Headings

1. **Duration of Course:** 30 hours
 2. **Target Participants:** All graduates
 3. **Course Contents:** Enclosed
 4. **Course Fee:** 500/- per participant
 5. **Method of Conducting the Course:**
 - Didactic lectures – 10 hours
 - Hands on training and assessment – 20 hours
 6. **Scheme of Examination:**
 - Completion of 2 assignments
 - Multiple choice questions to evaluate the knowledge at the end of the course.
- Note:** The certificate will be provided only to those candidates who have secured more than 60% marks.
7. **Feedback:** Online Google Form
 8. **Criteria for Completion:** The student must have attended at least 80% of the lectures and have secured more than 60% marks in the assignments and MCQ exams.

Computer Proficiency

Resource Person: Mr. Abhinav Shukla

Course Objectives:

- Use the basic vocabulary and terminology related to computer and word processing
- Open, save and format a basic document
- Type a simple note or a letter using Microsoft Word
- Perform basic format and editing on a word document
- Create tables and calendars
- Use different basic computer language software and programs to practice English and typing skills

Course Outcome:

- Set up logical storage locations on your hard drive so that you can easily store and retrieve information.
- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
- Create a word document and navigate your way around the basic applications.
- Create an excel workbook and navigate your way around the basic applications.
- Create a professional email signature and learn how to edit and update it with important and timely company information.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.

MODULE I:

Managing Your PC and MS Outlook

Managing Your PC: This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using Windows Explorer. MS Outlook Management: Storage Folders, Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email signature that encompasses your corporate image, Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.

MODULE II:

Navigating Word

Time Management Outlook Calendar Scheduling appointments Meeting requests Creating tasks Navigating your way around a word document Important Tools Navigating the applications Customization, Creating a word document (from a template) Building the document Inserting a picture Inserting a table Editing a table Copy & paste text Printing the document.

MODULE III:

Navigating Excel

Navigating your way around an Excel workbook, Important Tools Navigating the applications customization Creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email.

MODULE IV:

Creating a PowerPoint Presentation

Participants will learn to (and go through process of) Less is better, Important Tools, Navigating the applications, Customization, Creating slides (including a slide master), Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organise content Animation, Delivering the presentation – Running slide show Presentation View.

MODULE V :

Database Management with MS-Access

Introduction to Databases Starting Access 2007 The Getting Started Page and Opening a Database What's New in Access 2007 Understanding the Access Program Screen Understanding the Ribbon Using the Office Button and Quick Access Toolbar Using Keyboard Commands Using Contextual Menus Using Help Database Basics Working with Database Objects Tour of a Table Adding, Editing and Deleting Records Tour of a Form Tour of a Query Tour of a Report Previewing and Printing a Database Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo Checking Your Spelling Using the Zoom Box Exiting Access 2007.

Reference Books:

1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
4. Davis: Introduction to Computers, McGraw -Hill Publishers.
5. V. Rajaraman : Fundamental of Computers, Prentice-Hall India Ltd., New Delhi.
6. Learning MS-Office2000 by R Bangia (Khanna Book Pub)
7. Teach yourself MS -Office by Sandlers (BPB Pub).

Duration of VAC: The duration of value added course should not be less than 30 lectures.

Passing Requirement and Grading:

- The passing requirement for value added courses will be 60% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 60% of marks in a course shall reappear for the course in the next semester/year.
- The grades obtained in VACs will be included for calculating the CGPA.

Course Completion:

- Learners will get a certificate after they have registered for, MCQ exam (having 30 multiple choice questions) and successfully passed.
- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: 3D Printing and Design

About The Course:

3D printing is a must know technology in today's scenario of continuous innovation and demand for shorter product realization time. In recent times, 3D printing has gained a spot as an inevitable manufacturing technology in defense, power, aerospace, medical and automobile sectors. 3D printing empowers the innovators with enormous design freedom and emerges as a key technology for manufacturing customized products. This FDP will impart knowledge and skills related to 3D printing technologies, design approaches for 3D printing, selection of material and equipment. Participants will also be benefited from hands-on experience, knowledge sharing by the industrial and academic experts

COURSE OBJECTIVES

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

- To gain knowledge and skills related to 3D printing technologies.
- To learn the selection of material, equipment and development of a product for Industry 4.0 environment.
- To understand the various software tools, processes and techniques for digital manufacturing.
- To apply these techniques into various applications.

COURSE OUTCOMES

- After completion of this course, the students will be able to:
- Develop CAD models for 3D printing.
- Import and Export CAD data and generate .stl file.
- Select a specific material for the given application.
- Select a 3D printing process for an application.
- Produce a product using 3D Printing or Additive Manufacturing (AM)

PRE-REQUISITES

Computer Aided Design & Drafting
Engineering Materials TOTAL: 30 HOURS

DETAIL CONTENTS

- 1. 3D Printing (Additive Manufacturing) (6 Hours)**
Introduction, Process, Classifications, Advantages, Additive v/s Conventional Manufacturing processes, Applications.
- 2. CAD for Additive Manufacturing (4 Hours)**
CAD Data formats, Data translation, Data loss, STL format.
- 3. Additive Manufacturing Techniques (10 Hours)**
Stereo- Lithography, LOM, FDM, SLS, SLM, Binder Jet technology.
Process, Process parameter, Process Selection for various applications.
Additive Manufacturing Application Domains: Aerospace, Electronics, Health Care, Defense, Automotive, Construction, Food Processing, Machine Tools
- 4. Materials (4 Hours)**
Polymers, Metals, Non-Metals, Ceramics Process, Process parameter, Process Selection for various applications.
Various forms of raw material- Liquid, Solid, Wire, Powder; Powder Preparation and their desired properties, Polymers and their properties.
- 5. Additive Manufacturing Equipment (4 Hours)**
Process Equipment- Design and process parameters
Governing Bonding Mechanism
Common faults and troubleshooting
Process Design
- 6 Post Processing: Requirement and Techniques (1 Hour)**
Support Removal, Sanding, Acetone treatment, polishing,
- 7 Product Quality (1 Hour)**
Inspection and testing
Defects and their causes



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Blockchain Technology

About The Course:

Blockchain is an emerging platform for developing decentralized applications and data storage, over and beyond its role as a platform for cryptocurrencies. From the industry and academic research perspective it is essential for the faculty and students to have an exposure into the technology. This FDP course will cover complete understanding of Block chain concepts with theory & hands on session. Industrial experts will handle various sessions of FDP.

COURSE OBJECTIVES

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

- Understand how blockchain systems (mainly Bitcoin and Ethereum) work,
- To securely interact with them,
- Design, build, and deploy smart contracts and distributed applications,
- Integrate ideas from blockchain technology into their own projects.

COURSE OUTCOMES

1. Explain design principles of Bitcoin and Ethereum.
2. Explain Nakamoto consensus.
3. Explain the Simplified Payment Verification protocol.
4. List and describe differences between proof-of-work and proof-of-stake consensus.
5. Interact with a blockchain system by sending and reading transactions.
6. Design, build, and deploy a distributed application.
7. Evaluate security, privacy, and efficiency of a given blockchain system

COURSE CONTENTS

- Overview of the Blockchain Mechanisms
- Blockchain Users and Adoption.
- Ethereum Virtual Machine (EVM), Ethereum's Ecosystem and DApps
- Blockchain based smart contract using Solidity.
- Hands on session using Ethereum
- Business network using Hyper ledger
- Behind the Scenes of Deployment.
- Research Challenges and problem in Blockchain

RKDF UNIVERSITY BHOPAL



Department of Education R.K.D.F University Bhopal

VALUE-ADDED COURSES



2022-2023

S.No.

Content

Value- added Course

1. पाठ्यक्रम : रचनात्मक शिल्पा
(Creative Craft)

Programme Coordinator-

- 1. Prof. (Dr) M.S. Pawar**
- 2. Dr. Vandna Chaturvedi**

VALUE-ADDED COURSES – 2022-23

The curriculum for teacher education must be all encompassing, paving the ways for accumulating the pedagogical knowledge and socio-psycho-philosophical foundations of education. It further must prepare the prospective teachers to live the fruitfully and make it a life- long learning. Hence our college being the autonomous offers value-added courses to strengthen the life skills of prospective teachers and develop them holistically.

Our college offers the Value-added courses with the following Course Learning Outcomes:

Course Learning Outcomes

The prospective teacher

1. develops employability skills
2. bridges the skill gap and become ready for teaching profession
3. familiarizes with technical skills
4. understands the expectations of the schools and students
5. recognizes as job providers rather job seekers

Following are the titles of the value-added course for 2022-23

1. Creative Crafts

Duration

The duration of value added course is 30 hours with a combination of theory and practical. However, the combination of theory and practical shall be decided by the course-coordinator with the approval of the Principal.

Examination and Evaluation

Value-added courses are purely internal and the examination is conducted by the course-coordinator in consultation with the Principal; the answer scripts are valued by the course-coordinator.

Awarding Certificate

The students who successfully complete the Value - added Courses shall be issued certificates by RKDF UNIVERSITY, BHOPAL.

Guidelines for conducting value added courses

- Value Added Course is mandatory to qualify for the completion of Teacher's Training programme.
- Classes for value added courses are conducted outside the regular class hours.
- Resource persons from other Institutions may be invited for the value added courses.
- 90% of attendance is compulsory to write the Examination.
- There will be Course-coordinator to look after the programmer.

Teaching Scheme

Course Title	Teaching Scheme at B.Ed/M.Ed/D.El.Ed Level		
	Lecture	Tutorial	Practical/Practice
Creative Crafts	4	2	2

Course I: Creative Crafts

Course Code: VCCC

Course Learning Outcomes (CLOs):

The prospective Teacher

1. exercises the use and mastery of the elements of arts
2. produces creative works that demonstrate innovation in concepts, formal language and/or materials
3. demonstrates the problem-solving skills by providing a step-by-step approach to specific issue
4. develops the technical skills and conceptual skills necessary to create a cohesive body of artwork
5. uses a variety of brainstorming techniques to generate novel ideas

Unit I: Natural art

Freehand Drawing, Pencil Shading, Nature Work, Figurative Work, Creative Designs - Coconut shell craft - Pebbles art

Unit II: Handwriting

Aim of Teaching Handwriting - Basic Script - The Cursive Style - Capitals - Numerals Consistency of Movement and Shape - Italic writing - practice of Italic writing

Unit III: Flower making

Basic Flower Arranging Techniques - Flowers as Gifts - Flowers for the Home - Practice of preparing bouquet - Organdy - Socks cloth - Crepe paper

Unit IV: Fabric Painting

Nature Work - Creative Designs - Figurative Work - Fabric Colours - Pearl Colours - 3D & Spray Colours - Glass painting - Jewelry making

Unit V: Creative Art

Coffee painting - Woolen hanging - Landscape on disc - Dream catcher - Geometrical pattern coasters

References

1. Brownowki, J. (1964). *The Arts - Man's Creative Imagination*. New York: Double days Company.
2. Harpar & Row. (1960). *Indians of the Plains Illustrated with Paintings, Prints, Drawings and Photographs of the Period*. New York: American Heritage.
3. Krishnappa, K.N. (2000). *Easy to Learn Draw Human Figures*. Bangalore: Vasan Book Depot.
4. UDO - EMA, A.J. (1961). *The Arts and Crafts Teacher*. London: Longmans.
5. <http://www.vobium.com/view/courses/1-11201-653/certificate-course-in-fabric-painting-hobby-courses-for-all-certificate-by-himanshu-art-institute>



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: **Cryptocurrency and Blockchain Technology**

About The Course:

In this course, students will learn all about cryptocurrency, including its history, development, and context within the modern global economy. Students will learn the basic cryptographic principles that underlie bitcoin, and gain confidence by demonstrating strong security principles in storing and transacting bitcoin. Key principles such as mining, wallets, and hashing will be introduced. And finally, they will be familiarized with the nascent industry of digital currencies and how they function.

After this course, you'll know everything you need to be able to separate fact from fiction when reading claims about Bitcoin and other cryptocurrencies. You'll have the conceptual foundations you need to engineer secure software that interacts with the Bitcoin network. And you'll be able to integrate ideas from Bitcoin in your own projects.

Course Objectives:

The objective of the short term course is to talk on advanced concepts of block chain technology and its implementation along with real-time applications. The course will cover complete understanding of block chain concepts with major focus on hands on session on different open source for implementing block chain concepts like Ethereum, Hyperledger etc. with add-on case studies. Along with this, the integration of new technologies like Explainable AI etc. will be covered. Overall, this short term course will prove to be a great platform for faculty and researchers to apply their conceptual knowledge in Block chain technology.

COURSE OUTCOMES

After the completion of this course, the participants will be able to:

- Demonstrate understanding of a blockchain and related applications
- Design and Develop a blockchain using open source tools like ethereum, hyperledger etc.
- Develop real time models using blockchain to handle various applications

TOPICS TO BE COVERED

Introduction to cryptography and cryptocurrencies	(2 Hours)
How Bitcoin achieves decentralization	(3 Hours)
The Blockchain	(3 Hours)
Bitcoin applications and security	(2 Hours)
Bitcoin mining	(2 Hours)
Alternative approaches to mining and consensus	(2 Hours)
Bitcoin and anonymity	(2 Hours)
Overview of Altcoins	(2 Hours)
Overview of Ethereum	(2 Hours)
Programming smart contracts on Ethereum	(2 Hours)
Solidity Language	(2 Hours)
Scalability: off-chain channels, sharding, and cut-through	(2 Hours)
Cryptocurrencies& the real world	(2 Hours)
Applications of cryptocurrencies and blockchains	(2 Hours)



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: **Cyber Security and Incident Analysis**

About The Course:

The Cyber Security and Incident Analysis course will give students an understanding of how incidents are responded to at a high level, as well as allow them to build important technical skills through the hands-on labs and projects.

This course starts with a high-level discussion of what happens at each phase of responding to an incident, followed by a technical deep dive into some of the more exciting parts of memory, network, and host analysis and forensics. This course is for anyone wishing to apply learned forensics and offensive knowledge such as ethical hacking to the incident response process..

Course Objectives:

- Obtain basic knowledge on dealing with system security related incidents.
- Increase knowledge on potential defenses and counter measures against common threat vectors/vulnerabilities.
- Gain experience using tools and common processes in performing analysis of compromised systems and dynamic malware analysis.
- Obtain current knowledge of events and tools/support kits in the subject area.

COURSE OUTCOMES

Students will be able to

- Effectively respond to Cyber Security incidents
- Understand the importance of an incident response plan
- Understand the six phases of incident response
- Know how to interact with Law Enforcement

- Access a sample incident response plan
- Understand the necessary steps taken after the Cyber Security incident
- Understand the steps to Cyber Security incidents
- Know which roles are necessary for the Incident Response team
- Examine outcomes of Incident Response scenarios

DETAIL CONTENTS

This course covers the six phases of incident handling and responding as follows:

Introduction:

Includes the definition of an event, incident, as well as the difference between them

Preparation Phase:

Shows the elements of preparation and the team building,

Identification Phase:

Demonstrates where identification occurs and the assessment for identification

Containment:

Explains the deployment and categorization needed as well as the short/long- term actions taken

Eradication:

Stresses on restoring systems and improving defenses

Recovery:

Elaborates the validation and monitoring required for attacked systems

Lessons Learned:

Confirms the importance of meeting as a team to fix and improve and to share our experiences with others

Introduction to Value added Courses

Value added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. Value-added courses are those that aim to raise students' standards above those that are prescribed by academic curricula. The curriculum now includes value-added courses to improve students' employability.

Faculty of LAW, RKDF University, offers a whole variety of value added courses with the following objectives:

- To provide practical training of the cases to young professionals and law students
- To provide in-house training to them and equip them with the knowledge of fundamental principles relating to human rights and cyber security.
- To make them proficient in the basic rules of cyber security and human rights.
- Acquaint them with the procedures relating to filing of these documents, their registration, wherever applicable, and processes related to the filing of these documents before various courts, tribunals and other quasi- judicial and administrative bodies.
- The value-added courses are delivered using a combination of lectures, classroom discussions, and interactive sessions. The sections will be followed through conduct of evaluation tests to assess the understanding of the participants.

Course Description

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded a certificate.

TOTAL TEACHING HOURS 30 (Lecture: 25 Hours, Tutorial: 05 Hours)

Scheme of Examination

S.No.	Question Type	Total Number of Questions	Marks allotted	Total Marks
1	Objectives	10	01	10
2	Short-Answer Questions	05	06	30
3	Long-Answer Questions	04	15	60
4	Internal Assesments	Class Presentations, Project Report		50
			TOTAL MARKS	150

- (1) The passing requirement for value added courses shall be 50% of the total marks prescribed for the course.
- (2) The students who have successfully completed the value-added courses shall be issued with a certificate duly signed by the authorized signatory.

Value Added Course in cyber security (LAWVAC002)

Value added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. Value-added courses are those that aim to raise students' standards above those that are prescribed by academic curricula. The curriculum now includes value-added courses to improve students' employability.

Faculty of LAW, RKDF University, offers a whole variety of value added courses with the following objectives:

- To provide practical training of the cases to young professionals and law students
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- Acquaint them with the procedures relating to filing of these documents, their registration, wherever applicable, and processes related to the filing of these documents before various courts, tribunals and other quasi- judicial and administrative bodies.

The value-added courses are delivered using a combination of lectures, classroom discussions, and interactive sessions. The sections will be followed through conduct of evaluation tests to assess the understanding of the participants

Course Contents/ Syllabus

UNIT 1 –

Cyber Crime - Cybercrime and legal position around the world. Cyber terrorism, Computer and Cyber Crimes.

UNIT 2 –

Indian Cyber Law - Indian laws for cyber offences, Overview of general cyber laws which are prevailing in the country.

UNIT 3-

Cybercrimes relating to economic sector - Definition of E- commerce, e- commerce main components, introduction to digital payments, modes of digital payments- banking cards, Unified Payment Interface (UPI), E- wallets, Aadhar enabled payments,, payments related common frauds and preventive measures.

UNIT 4 –

Information Technology Act 2000 - Cybercrime and legal landscape around the world, IT Act 2000, and its amendments, limitations of IT Act 2000. Digital signature, provisions under specific laws for cyber offences – Indian Evidence Act, Indian Penal Code.

UNIT 5 –

Penalties and offences - Appellate tribunal – its establishment and functions Cyber regulations and advisory committee – its constitution and functions

TEXT READING:

1. Cybercrime Impact In The New Millennium, By R C Mishra, Auther Press Edition 2010
2. Cyber Laws: Intellectual Property & E Commerce Security By Kumar K Dominant Publishers
3. Prof. S.R. Bhansali -Information Technology Act 2000
4. Gupta & Agrawal Information Technology Act 2000
5. Vakul Sharma Information Technology Law & Practice
6. Prof. G.S. Bajpai Cyber Crime & Cyber Law
7. Rao S.V. Joga Law Of Cyber Crimes And Information Technology Law.

Value Added Course in **Direct Marketing (MBAVAC002)**

The value-added course on Direct Marketing provides an understanding in Digital and offline direct marketing. The course covers all the major direct marketing media, direct mail, broadcast, print, catalogue etc., with the emphasis on the use of different platforms such as social media, e-mail, SMS, text, paid search and mobile apps. Students will learn the following from this course:

- (1) How databases are created and assessed for the direct marketing.
- (2) Measurability and accountability of direct marketing and its relationships with 4 P's.

Course Contents/ Syllabus

Module I

Conceptual framework of Direct Marketing, Basics and scope of Direct Marketing, Objectives of Direct Marketing, Advantage and Disadvantage of Direct Marketing, Integrated Direct Marketing, Business, strategic and direct marketing planning.

Module II

Analyzing and Enhancing Marketing opportunities for Direct Marketing, Research Design for Direct Marketers, The customer database, Analysis and application, consumer and business mailing list, offer, Media of Direct marketing / Magazines, TV / Radio, Co-Ops, Telemarketing, Internet E-Communications, Managing Direct Sales force.

Module III

Managing the creativity processes in direct marketing, Creative practices and techniques, Direct marketing Creativity, Basic step of Managing catalogue and print advertising, innovation through creativity and testing. The strategic drivers of creative practices.

Module IV

Direct Marketing, B2B Marketing, Making a lead generation programme, Overview of E-Commerce.

Module V

Direct Marketing Implementation and control, Marketing Intelligence – Model for business decision support, Mathematical tool for control in Direct Marketing, Future of Direct Marketing.

TEXT READING:

- (1) Bob stones and on Jacobs (2011), Successful Direct Marketing Methods, Tata McGrawhill
- (2) Nash and Edward L (2009) Direct Marketing Handbook, Tata MCGrawHill Journals

RKDF University
Airport Bypass Road Gandhi Nagar Bhopal
Faculty of Management
Value Added Course
On
E-Accounting and Taxation with GST

Description:

The subject of e-accounting and taxation with GST, Analyze financial statements to take effective business decisions. Gain insights into a company's financial performance and position. Identify and prevent fraud and earnings manipulation. Establish internal as well as external Corporate Governance mechanisms

Objective:

1. Know the of concept of E-Accounting.
2. Obtain of theoretical and practical knowledge of Income Tax Act.
3. Achieve Information relating Computation of Taxable Income and Tax Liability.
4. Know of historical background and implementation of GST Act.
5. Know of Concept of supply and Information of Input Tax Credit.

Salient Features:

1. Universal Access
2. Good Collaboration
3. Quick Rectification and Result
4. Fast Record with Advance Technology
5. Strict Control
6. Large Scale Business Record
7. Adjust with Law and Accounting Standards
8. Modification is Possible

Duration of Course

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have six different modules which are based on different parameters of E-Accounting and Taxation with GST.

SYLLABUS

Maximum Marks: 150

Minimum Marks: 60

Module	Topics	No. of Hours
I	Introduction of E-Accounting : 1. Concept of Business and Profession, Types of Accounts, Rule Accounts.	5
II	1. Converting the business transaction into Journal according to the Golden Accounting Rules. 2. Concept of Ledger Trail Sheet and Final Accounting.	5
III	Income Tax : 1. Introduction of Income Tax: Important concept and definitions. 2. Theoretical knowledge of various heads of Income Tax.	5
IV	1.Computation of Taxable Income. 2.Procedure of Tax Assessment and Types of Tax Assessment. 3.TDS and Tax Refund Procedure	5
V	GST : 1. Introduction, Important terms. 2. Structure and classification of GST. 3. Concept of Impact Tax Credit.	5
VI	1. Meaning, Scope, Place and Time of Supply. 2. Computation of assessable value under GST.	5

Scheme of Examination

S.No	Types	Questions	Marks Allocated	Total Marks
1	Objective	5	1	5
2	Short Answer	5	3	15
3	Long Answer	3	10	30
4	Practical			50
5	Project			50
Total Marks				150

REFERENCE:

1. Shripal sakhlecha” Income Tax Law and Account”, Satish Printer Indore.
2. HC Mehrotra & Prof VP Agarwal ‘GST & Customs Duty’, Sahitya Bhawan Publications, Agra.
3. <https://www.gst.gov.in>



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Early Stage Innovation, Startups and Entrepreneurship

Course Objectives:

The Course is designed to train and faculties of higher institutes in the area of Entrepreneurship Development so that they can act as 'Resource Persons' in guiding and motivating young students, particularly from science & technology stream, to take up Entrepreneurship as their career. The specific objectives are to:

- Expose the participating members to the comprehensive entrepreneurship development process
- Equip them with the requisite skills, knowledge and competencies for effective initiation of goal-oriented activities in their institutions.
- Familiarize the support available for promoting entrepreneurial activities in their institution.

Course Outcomes:

- Provide mentoring support to the Students to take up entrepreneurial career by setting up of enterprises.
- Develop a wider network for Entrepreneurial activity.
- Teach entrepreneurial subjects in the institution.
- Provide support to existing entrepreneurs.

Course Content:

The content of the Course is broadly classified as follows:

- National Innovation and Startup Policy for Students.
- Identification, nurturing potential Entrepreneurs
- Role of Technology Business Incubator
- Government Initiatives and Schemes for Innovators and Startups
- Design Thinking Workshop: How to Identify Right Problem and Solution using the Double Diamond Approach in Design
- Resource Building: Procedures and formalities in setting up new enterprises, incentives and benefits for entrepreneurs
- Knowledge-based Information Inputs: Curriculum development, procedures involved in initiating, planning, implementing and evaluating EDP curriculum
- Financial Management for Startups
- Finding Startup's Angel Investors



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: EmbeddedSystems-AnApplication-DrivenApproach

Course Objectives:

1. To have knowledge about the basic working of a microcontroller system and its programming in assembly language.
2. To provide experience to integrate hardware and software for microcontroller applications systems.

Course Outcomes:

1. Foster ability to understand the internal architecture and interfacing of different peripheral devices with Microcontrollers.
2. To acquire knowledge about microcontrollers embedded processors and their applications.
3. Foster ability to write the programs for microcontroller.
4. Foster ability to understand the role of embedded systems in industry.
5. Foster ability to understand the design concept of embedded systems.

Course Content:

Embedded System Essentials

1. Introduction: Embedded Systems and Beyond
2. Getting started with embedded essentials
3. Evolutions in embedded platforms
4. Arm Microcontroller Architectures
5. Applications and case studies - Arm Cortex-M

Deep Dive into Embedded Systems

6. Microcontroller Peripherals: Superior and Innovative peripherals for smart applications
7. Getting ready with your first application: Hardware and software ecosystems required for embedded systems
8. Embedded applications: real-time case studies and demos

Mastering Embedded Systems - Advancing with Technologies

9. Introduction: Emerging Markets & Technologies
10. Internet of Things
 - Introduction to IoT Applications
 - Connectivity in IoT
 - Security needs in IoT
11. HMI (Human-Machine Interface)
 - Advanced MCUs for Graphics
 - TouchGFX: Advanced Graphics Tool
12. Edge AI
 - Intro to Edge AI
 - How to create your own Edge AI application using STM32Cube.AI tool



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Enhancing Productivity through Effective Stress Management

About The Course:

The course will enable participants to consider the management of workplace stress at an individual and organizational level, and will help participants develop and implement effective strategies to prevent and manage stress at work. There will be lots of opportunities to relate the content to the participants' own work environment, and to consider a range of practical stress management techniques that can help team members whilst executing management health and safety responsibilities.

Course Objectives:

- To introduce participants to the importance of physical exercise as a way of life followed by guided relaxation;
- To Understand Stress Management, that is, physical, mental and emotional;
- To understand what is our responsibility that is, changing ourselves v/s changing our environment, the blame game, acting effectively in stressful conditions.
- Understand of role of Motivation: how to get the best out of ourselves and others
- Understand what role our mind-set and beliefs play: our personal programming and operating system;
- Be aware of the dynamics of habit, that is: We are creatures of habit, the limits of willpower, personal habits and how we can change them;
- To harness the power of habit in the workplace;
- To set goals and take the steps to achieving them;

COURSE OUTCOMES

By the end of this course, participants will be able to:

- Appreciate the impact of stress;
- Appreciate that each one has the responsibility to live healthy, productive and fulfilling lives;
- Grasp measures that can shift their perspectives and so their ability to change;
- Be empowered in unlocking their joyous potential.

DETAIL CONTENTS

Costs and benefits of reducing work-related stress

- Impact and costs of stress on the organization
- Benefits of tackling workplace stress
- Small group exercise and facilitated group discussion

What are stress/stressors and controls?

- An introduction to stress awareness
- The fight or flight response
- Is all stress bad for you?
- Presentation and group discussion

Recognizing the signs and symptoms of stress

- The four sources of stress – emotional, mental, physiological and behavioral
- The long term effects of stress
- Identifying your personal stress map
- Small group exercise with presentation feedback and group discussion

Stress management toolkit

- Coping strategies
- Tips for managing stress
- Presentation, individual practical activity and facilitated group discussion

The legal case for dealing with work-related stress

- The legal obligation of the employer to reduce work-related stress
- 5 Steps to Risk Assessment
- Presentation and facilitated group discussion

Skills of an effective Stress Manager

- Critical role of the line manager
- Stress management skills and competencies
- Small group exercise, individual reflective and action planning exercise

EXCELLENT APPLIED PRACTICE

Total hrs: 45

Duration: 3 months

Value added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life.

Faculty of Pharmacy, RKDF University, offers a whole variety of value added courses with the following objectives:

- (1) To provide students an understanding of the expectations of industry.
- (2) To improve employability skills of the student.
- (3) To bridge the skill gaps and make students industry ready.
- (4) To provide an opportunity to students in developing their inter-disciplinary skills.
- (5) To mold students as job providers rather than job seekers.

The value-added courses are delivered using a combination of lectures, classroom discussions, and interactive sessions. Extensive practice sessions for training students through assignments on practice exercise was included. The sections will be followed through conduct of evaluation tests to assess the understanding of the participants.

Course Description

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded a certificate.

TOTAL TEACHING HOURS 30 (Lecture: 20 Hours, Tutorial: 05 Hours, Activity: 05 Hours)

Scheme of Examination

S.No.	Question Type	Total Number of Questions	Marks allotted	Total Marks
1	Objectives	10	01	10
2	Short-Answer Questions	05	06	30
3	Long-Answer Questions	04	15	60
4	Internal Assesments	Class Presentations, Project Report		50
			TOTAL MARKS	150

- (6) The passing requirement for value added courses shall be 50% of the total marks prescribed for the course.
- (7) The students who have successfully completed the value-added courses shall be issued with a certificate duly signed by the authorized signatory.

Unit	Details	Hours
I	Resume and biodata, Preparation, Difference, preparation for personal interview, conduction of mock interview, GDPI, personal file preparation and record keeping	4
II	Learning of industry work through visits, different section in industry, Arrangement of Drug distribution camp MS office, Power Point Presentation preparation, Participation in seminar and conferences, Abstract preparation, Patient counseling with respect to prescription	5
III	National Academic Depository (NAD), Digi Locker, Net banking, Mobile Banking, bank account opening, National Electronic Fund Transfer (NEFT), Real-Time Gross Settlement (RTGS), Electronic Clearing System (ECS), ticket booking, Different social media platform, Different ITR, ITR filling, Form A, Form B, Form 16, Form 26AS, Cyber crime	5
IV	Operation of different payment Apps, UPI, Phone Pay, Paytm, Amazon, e-Wallets, mobile backup and security Different government portal, Aadhaar portal, PAN application, Passport, driving license, Voter identity, samagra portal, government Apps Right to information, Umang App , Ayushman Yojana	5
V	International Money Transfer, PayPal, Western Money Transfer, Western Union India, Money exchange	5
	Motivation and Mental health, yoga, pranayama, meditation, Healthy food habits	
VI	Insurance schemes, Health insurance, vehicle insurance, ESIC, Pension	6

	scheme, NPS, Public Provident Fund (PPF), General Provident Fund (GPF), Employees' Provident Fund (EPF), Share Trading, Mutual Funds, Saving schemes (Fixed deposit, Recurring Deposit), Post office scheme	
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Faculty of Paramedical

Skill Development Program in Beneficial Micro-organism

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Beneficial Micro-organism	30 Day's	30 hrs 30T	1	0	Starter /Basic Level	Introduction of Basic concepts

COURSE OBJECTIVE:

- Describe beneficial role of microorganisms;
- Explain fermentation – its science and technology;
- Comprehend the needs and types of food fermentations;
- State common examples of different types of food fermentations; and
- Attribute fermented foods as functional foods.

Syllabus Content:

UNIT-1

Introduction

1.1 Fermentation

1.2 Fermented Foods and their Importance

1.3 Food Fermentation-Science and Technology



UNIT-2

Types of Food Fermentations

- 2.1 Acid Food Fermentation
- 2.2 Yeast food fermentation
- 2.3 Solid State Fermentation
- 2.4 Common Examples of Food Fermentation

UNIT- 3

Oriental and Indigenous Fermented Foods

- 3.1 Fermented Vegetable Foods
- 3.2 Fermented Soya Bean Products
- 3.3 Fermented Dairy Products
- 3.4 Economically Important Fermented Foods
- 3.5 Fermented foods as Functional Foods

UNIT-4

- 4.1 Probiotics
- 4.2 Prebiotics
- 4.3 Synbiotics
- 4.4 Use of Probiotics
- 4.5 Health Benefits of Probiotics



Faculty of Paramedical

Skill Development Program in Basics of Biochemistry

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Basics of Biochemistry	30 Day's	30 hrs 30T	1	0	Starter /BasicLevel	Introduction o Basic concepts

COURSE OBJECTIVE:

To understand biochemical basis of life science.

After finishing the course the student with basic Biochemistry knowledge with special emphasis will understand the biochemistry processes. Students shall be able to relate these processes with underlying mechanism of physiotherapeutics.

Syllabus Content:

Unit I -.

Basic concept in Techniques - Normality –definition, Examples. Molarity- Definition, examples.

Purification ,Centrifugation, Filtration, Dialysis, Homogenization, Adsorption, absorption, Partition, Centrifuge- types & application ,Density Gradient centrifugation, Sedimentation, Sedimentation coefficient,

Unit II –

Properties of Light -Light spectra, wave length, Plane polarized light, optical rotation ,Optical Rotatory Dispersion & Circular Dichroism , Absorbance – chromophore, Auxochrome, , Colorimeter - Instrumentation, Principal, working, Application , X-ray Diffraction studies



Unit III –

pH and buffer : Hydrogen ion concentration, Henderson – Hasselbalch equation, Buffer- definition, Types & its preparation, Buffers of biological importance such as carbonate-bicarbonate, phosphate, acetate, etc., Hemoglobin buffering capacity, Mechanism of action of buffers in biological system, PH meter –instrumentation and application.

Unit IV-

Use of Different Solvent system- for amino acid, Carbohydrate and Lipid separation.

Types of techniques – Analytical Technique – Definition, Examples. Separation Techniques- Examples. Application of Technical Biochemistry in Medical field, in research field & In Industrial field.



Faculty of Paramedical

Skill Development Program in Emergency Aid

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Emergency Aid	30 Day's	30 hrs 30T	1	0	Starter /Basic Level	Introduction o Basic concepts

COURSE OBJECTIVE:

The student will:

- 1) Learn how to prevent medical emergencies from occurring.
- 2) Learn all of the steps that need to be taken prior to delivering care during a medical emergency.
- 3) Learn the normal functions of the human body to know when the body is not functioning properly.
- 4) Learn how to assess a victim during a medical emergency to determine what care is needed.
- 5) Learn to perform CPR on adult, child, and infant victims.
- 6) Learn to use an AED on adult, child and infant victims.
- 7) Learn how to manage breathing emergencies in adult, child, and infant victims.
- 8) Learn how to manage soft tissue injuries and bleeding.
- 9) Learn how to manage musculoskeletal injuries.
- 10) Learn how to care for a variety of forms of sudden illness.



Syllabus Content:

Unit -1 EMERGENCY EQUIPMENTS

- BP operatus
- Pulse Oximeter
- Thermometer
- Personal Protective equipment
- MPM monitor
- ABG Analyzer
- Syringe pump
- Infusion pump
- maintenance therapy

Unit – 2BASIC OF CRITICAL CARE SERVICES

- Introduction
- Cardiopulmonary resuscitation- basic & advanced
- Advanced cardiac life support
- Oxygen therapy
- Aerosol therapy
- Mechanical ventilation
- Patient para monitoring
- Complication in ICU care
- Nutrition for critically ill patients
- ICU infection Ethics & behavior in ICU



Unit-3 ESSENTIAL DRUG & DRUG USED IN EMERGENCY

Cardiac glycosides and drug for CHF, Antiarrhythmic drug, antianginal & antiischemic drug, antihypertensive drugs.

EMERGENCY DRUGS

- Adrenaline : Mode of administration, dilution, dosage,
- Isoprenaline
- Atropine, bicarbonate, calcium, ephedrine, xylocard
- , • Inotropes : dopamine, dobutamine, amiodarone
- Aminophylline, hydrocortisone, antihistamines, potassium.



Faculty of Paramedical

Skill Development Program in Importance of Exercise in Daily Life

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Importance of Exercise in Daily Life	30 Day's	30 hrs 30T	1	0	Starter /Basic Level	Introduction o Basic concepts

COURSE OBJECTIVE:

The course aims at creating consciousness among the students towards health, fitness and wellness and in developing and maintaining a healthy life style.

1. To introduce the fundamental concepts of physical education, health and fitness.
2. To provide a general understanding on nutrition, first aid and stress management.
3. To familiarize the students regarding yoga and other activities for developing fitness.
4. To create awareness regarding hypo-kinetic diseases, and various measures of fitness and health assessment.

Syllabus Content:

Unit – I: Concept of Physical Education and Health

Definition, Aims and Objectives of Physical Education Importance and Scope of Physical Education
 Modern concept of Health, Physical fitness and Wellness



Unit – II: Components of Physical Fitness Physical fitness

components - Speed, Strength, Endurance, Flexibility and Coordinative Abilities Types of Physical Fitness
- Health related Physical Fitness - Performance Related Physical Fitness - Cosmetic fitness Fitness Balance

Unit – III: Principles of Exercise Programme

Activities for developing Physical Fitness Components Exercise and Heart rate Zones Principles of First Aid Nutritional Balance

Unit – IV: Yoga and Stress Management

Asanas and its effects - Padmasana - Halasana - Bhujangasana - Shalabhasana - Dhanurasana - Shavasana - Vajrasana - Chakrasana

- Trikonasana - Padahasthasana Postural Deformities – Corrective measures Stress Management and Relaxation Techniques

Unit – V: Lifestyle Disease and its Management

LIFESTYLE/Hypo-kinetic Diseases and its Management - Diabetes - Hypertension - Obesity - Osteoporosis
- CHD - Back pain Health related Physical Fitness and Assessment Body mass Index/Skin fold Measurement, BMR, Pulse Rate, Blood Pressure Health Related Physical Fitness Test.



Faculty of Paramedical

Skill Development Program on First Aid

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	First Aid	30 Day's	30 hrs 30T	1	0	Starter /Basic Level	Introduction o Basic concepts

COURSE OBJECTIVE:

- Understand the role and responsibilities of a First Aider
- Be able to assess an incident
- Be able to manage an unresponsive casualty who is breathing normally
- Be able to manage an unresponsive casualty who is not breathing normally
- Be able to recognise and assist a casualty who is choking
- Be able to manage a casualty with external bleeding
- Be able to manage a casualty who is in shock
- Be able to manage a casualty with a minor injury

Syllabus Content:

UNIT I

First aid basics: first aid, importance of first aid, first aider, laws of first aid, contents of an ideal first aid kit, dealing with an emergency.

UNIT II

Emergency response : CPR, steps for performing CPR, CPR for newborns and infants, recovery position, first aid in drowning, fractures of bones, causes and types of fractures, dislocation.



UNIT III

First aid in burns: Types of burns, danger of burns, first aid in dry burns and scalds, electrical burns, chemical burns, sunburn, heatstroke.

UNIT IV

First aid in wounds and injuries: types of wounds- small cuts and abrasions, Head injury- nose bleed, bleeding gums, bleeding from varicose veins, Shocks- causes of shock and its first aid.

UNIT V

First aid in poisoning: poisoning by swallowing, gases, injections, skin absorption, Animal bites, snake bites and insect stings.

UNIT VI

First aid in foreign objects entering the sense organs: foreign body in the eye, ear, nose, skin, swallowing of foreign objects.



Faculty of Paramedical

Skill Development Program in Health and hygiene

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Health and hygiene	30 Day's	30 hrs 30T	1	0	Starter /BasicLevel	Introduction o Basic concepts

COURSE OBJECTIVE:

To provide knowledge on different health indicators and types of hygiene methods

To impart knowledge on different health care programmes taken up by India

To create awareness on community health and hygiene

To enrich knowledge on communicable and non-communicable diseases and their control

To aware the student on the importance of food, social strategies, mental status and physical activities on health

To introduce different community-based mobile apps on health to student and thereby to the community.

Syllabus Content:

Unit I: Basics of Nutrition

1. Nutrition – definition, importance, Good nutrition and mal nutrition; Balanced Diet: Basics of Meal Planning

2. Carbohydrates –functions, dietary sources, effects of deficiency.



3. Lipids –functions, dietary sources, effects of deficiency.
4. Proteins –functions, dietary sources, effects of deficiency.
5. Brief account of Vitamins- functions, food sources, effects of deficiency,
6. Macro and micro minerals –functions, effects of deficiency; food sources of Calcium, Potassium and Sodium; food sources of Iron, Iodine and Zinc
7. Importance of water– functions, sources, requirement and effects of deficiency.

Unit II: Health

8. Health - Determinants of health, Key Health Indicators, Environment health & Public health; Health-Education: Principles and Strategies
9. Health Policy & Health Organizations: Health Indicators and National Health Policy of Govt. of India-2017; Functioning of various nutrition and health organizations in India viz., NIN (National Institution of Nutrition), FNB (Food and Nutrition Board), ICMR (Indian Council of Medical Research), IDA (Indian Dietetics Association), WHO-India, UNICEF-India
10. National Health Mission: National Rural Health Mission (NRHM) Framework, National Urban Health Mission (NUHM) Framework
11. Women & Child Health Care Schemes: Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCH+); JananiShishuSurakshaKaryakaram (JSSK); RashtriyaBalSwasthyaKaryakram(RBSK); India Newborn Action Plan (INAP); Adolescent Health- RashtriyaKishorSwasthyaKaryakram (RKSK)
12. Disaster Management – Containment, Control and Prevention of Epidemics and Pandemics – Acts, Guidelines and Role of Government and Public

Unit III: Hygiene

13. Hygiene – Definition; Personal, Community, Medical and Culinary hygiene; WASH (Water, Sanitation and Hygiene) programme
14. Rural Community Health: Village health sanitation & Nutritional committee (Roles & Responsibilities); About Accredited Social Health Activist (ASHA); Village Health Nutrition Day, RogaKalyanSamitis
15. Community & Personal Hygiene: Environmental Sanitation and Sanitation in Public places



RAM KRISHNA DHARMARTH FOUNDATION UNIVERSITY, BHOPAL

Airport Bypass Road, Gandhi Nagar, Bhopal - 462033

16. Public Awareness through Digital Media - An Introduction to Mobile Apps of Government of India: NHP, Swasth Bharat, No More Tension, PradhanMantriSurakshitMantritvaAbhiyan (PM SumanYojana), My Hospital (Meraaspatial), India fights Dengue, JSK Helpline, AyushmanBhava, ArogyaSetu, Covid 19AP



Faculty of Paramedical

Skill Development Program in Life Style Diseases and their Management

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Life Style Diseases and their Management	30 Day's	30 hrs 30T	1	0	Starter /Basic Level	Introduction o Basic concepts

COURSE OBJECTIVE:

To create awareness among students about the various diseases arising from the day-to-day activities of people which could be prevented or managed by controlling the life style. The course also covers the general aspects of diagnosis, methods of prevention and pharmaceutical intervention.

Syllabus Content:

UNIT-1

Concept of lifestyle diseases- importance of lifestyle factors in preventing disease development: diet, exercise, smoking, alcohol etc

UNIT-2

Diabetes- Type 1 and type2, characteristics, causes, diagnosis, prevention and management

UNIT-3

Cancer: Characteristics, Causes, Diagnosis, Prevention, Management, basics of treatment modalities.

UNIT-4

Atherosclerosis and cardiovascular diseases- Myocardial infarction, congestive heart failure, ischemic diseases-Causes, diagnosis and management



UNIT-5

Importance of diet and exercise in health- balanced diet, BMR, calorific value, reducing cholesterol and risk of heart attack through life style changes, use of medication to treat disorders

UNIT-6

Body mass index, determination and significance. Obesity- causes, prevention and management



Faculty of Paramedical

Skill Development Program in Mental Health

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDYLEVEL	COURSECONTENTS
				T	P		
Short term Certificate Course	Mental Health	30 Day's	30 hrs 30T	1	0	Starter /BasicLevel	Introduction o Basicconcepts

COURSEOBJECTIVE:

- Develop a better understanding of the broad range of perspectives (e.g., biological, psychological, sociological, historical, political) applied to explain mental health, mental illness, substance use, substance use disorder, and addiction.
- demonstrate knowledge of the prevalence and distribution of mental disorders and substance use disorders amongst the Canadian population.
- gain a better understanding of prominent risk factors for mental disorder and harmful substance use and preventive strategies to decrease risk throughout the life course.
- gain an understanding of common mental health issues and challenges that arise during the life course and public health approaches to promote mental health amongst the Canadian population.
- develop an understanding of the structure and organization of public services, policies and supports (including healthcare services, social services, and legislation) that exist in Canada and other nations to address mental illness and substance use disorder .

Syllabus Content:

UNIT -1

Definitions, concepts, dimensions and determinants

- Life Style and Illness
- Various kind of stress, impact of stress
- Management of stress
- Inter phase between neurology and psychiatry



UNIT -2

Psychology

- Perception
- Thinking
- Intelligence
- Principles of Learning
- Memory
- Emotions
- Personality
- Psychological Changes during lifecycle

UNIT -3

Social Psychology

- Family dynamics/Social Units
- Myths, misconceptions about Mental Illness
- Stigma & Discrimination

UNIT -4

Communication Skills

- Basic Communication skills
- Rapport Building
- Interviewing skills
- History Taking

UNIT-5

- Phenomenology
- Mood Disorders
- Anxiety disorders
- Physical Health & Mental Illness
- Addiction disorders
- Child and Adolescent Mental Health
- Psychosis
-
- Risk Behavior – Assessment & Management
-
- Psychological Assessments
- Counselling & Psychotherapy
- Community Mental Health (CMH)

Unit-6

Psychosocial Rehabilitation

- Introduction
- Concept of Recovery
- Rehabilitation Assessments



-
- Formulating
- Formulating Individualised treatment plan
- Models of delivery in rehabilitation
- Inpatient care
- Outpatient care
- Home based rehabilitation
- Vocational training, Employment
- Rehabilitation needs of specialist population
- Working with families
- Crisis Management

Unit-7 Ethics & Law

- Ethics in Mental Health
- Law & Mental Health



Faculty of Paramedical

Skill Development Program in Physiotherapy Methods in Palliative Care in Advanced Cancer

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Physiotherapy Methods in Palliative Care in Advanced Cancer	30 Day's	30 hrs 30T	1	0	Starter /Basic Level	Introduction o Basic concepts

COURSE OBJECTIVE:

To train physiotherapists for specific Palliative care needs and to improve access to Palliative physiotherapy across the country.

Syllabus Content:

UNIT - 1

Introduction

Aim and objectives

UNIT-2

Palliative care

- Hospital care
- Identifying the need for palliative and hospital care

UNIT-3

Multidisciplinary teamwork



UNIT-4

Physiotherapy in Palliative Care

- Pain
- Dyspnea
- Lymphedema
- Cancer-related fatigue



Faculty of Paramedical

Skill Development Program in Importance of Yoga in Physiotherapy

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Importance of Yoga in Physiotherapy	30 Day's	30 hrs 20T 10 P	1	1	Starter /Basic Level	Introduction of Basic concepts

COURSE OBJECTIVE:

The purpose of the Certificate Course in Yoga is to give a basic knowledge of Indian philosophy.

Yoga texts relevant to the Yoga theory, human biology, and practice of yoga to help them to gain the basic theoretical and scientific perspective on yoga.

Syllabus Content:

Theory :

Unit -1

Meanings, Definitions and development of Yoga; The aim, objectives and scope of Yoga Traditional Literature on Yoga; Introduction to Yoga Sastra of Bhagavat Gita.

Unit-2

Branches of Yoga: Karma Yoga; Bhakti Yoga; Jnana Yoga; Kundalini Yoga.

Techniques of Hatha Yoga: Shat Kriyas; Asanas; Pranayamas; Bandhas and Mudras.

Unit-3



Introduction to Yoga Darshan: structure of Yoga Sutras; Definition of Yoga: Chittavrittis: Abhyaasa&Vairagya; concept of Ishwara: Yoga obstacles, Panchakleashas: Astanga Yoga.

Unit-4

Yoga and Physical Exercises: Curative aspects of Yoga techniques: Yoga, Mental Health and enhancement of human potential: Yoga and Modern life; Meditation: definition: methods and benefits of meditation scientific studies on Yoga techniques.

Unit-5

Basic knowledge of human body: Skeletal, digestive; respiratory; circulatory: excretory: and endocrine, Yogic Anatomy & Physiology, Concept of moderate diet.

Practical :

1. Kriyas

Kapalabhati, jalanethi, SutranetiJalaDhouti.Trataka.

Pawanmukta Series Part-1 & Surya Namaskaras

2. Meditative Asanas

Sukhasan.Vajrsan, Ardhapadmasan, padmasanand Swastikasana

3. Relaxation Asanas

Makharasana;Niralambasann, Advasana, Matsyakridasana, and Savasana

4. Standing Asanas

TiryakTadasana, Katichakrasan. Trikonasan, ParsvaKonasan, Veerabhadrasan, Utkatasan.

5. Balancing Asans

Tadasana, Virkshasan, Natarajnsan, Garadasan, Angustasan

6. Sitting Asanas

Vajrasan, Ustrasan, Janusirshasan, Paschimottanasan. Vakensan, ArdhaMatsyendrasan. Yoga Mudrasan, Baddakonasan, Uttitapadmasan, Gomukhasan, Shasankasan. Marjalasan



7. Prone Asanas
Sarpaannn, Bhujangasan, Shatalbhasan. Dhanurasan
8. Supine Asanas
Pawanmuktasan, Uttanapadasan, Navasan, Sethubandhasan, Chakrasan. Matsyasan and JatarParivrittanasana
9. Inverted Asanas
Vipareetakarni, Sarvangasan, Halasan. Sirshasan
10. Pranayama
Sectional breathing techniques, Anuloma&Viloman. Ujjays, Sitali: Sitkari: Suryabedana; Bhastrika
11. Bandhia
JalandharaBandha: UddiyanaBandha: Moois Banda

RKDF UNIVERSITY

VALUE ADDITION COURSE

ON

FOOD PROCESSING AND VALUE ADDITION



Organized By:

Faculty of Agriculture

RAMKRISHNA DHARMARTH FOUNDATION UNIVERSITY

Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Preface

India has always been pinned as one of the greatest agriculture-based countries of the world. A large section of its economy is generated through agriculture produce and manufacture. The Indian agricultural sector has always been known as one of the best and largest economy generation sector. Despite holding a remarkable position in the production sector, Indian have a poor reach of this expanding production, owing the lack of storage, refrigeration facilities and processing equipment which alter the food by its quality, quantity, added nutritional value and shelf life. India, being the top milk producer and second in fruits, vegetable and grain producer in the world has a growing number of food industries which are also described as sunrise industries.

However, only about 2-3% of the produce is processed and converted into value-added products. About 15 to 20 % of the produce, in some cases even more, is wasted due to improper cold storage infrastructures, transportation systems, lack of technical knowledge, skilled labour, and limited processing. It is necessary to develop skills and increase the technical knowledge base in the sector of novel post-harvest handling, processing, packaging, and storage technologies and infrastructure to improve availability and accessibility of the produces, improve the nutritional status of country, provide nutritional security, increase the agri-startups and improve nation's economy.

Aims and Objective

1. To improve the profitability of farmers.
2. To empower the farmers and other weaker sections of society especially women through gainful employment opportunities and revitalize rural communities.
3. To emphasize primary and secondary processing.
4. To reduce post-harvest losses.
5. Increase opportunities for smaller farms and companies through the development of markets.
6. Diversify the economic base of rural communities.
7. Overall, increase farmers' financial stability.

Learning outcomes

1. Understanding the basic concepts in food processing and engineering and will get knowledge of the different instruments used in food processing and engineering.
2. Understanding of different unit operations used in food processing.
3. Understanding of different preservation methods used in food processing.
4. Learning about processing of different fruits and vegetables product like fruit beverages, squash, cordial, nectar, jam, jelly, marmalade and defects in preparation of products.
5. Learning about different bakery products like cookies, cake, pizza base and bread.

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training : 30 Days
2. Eligibility Criteria : Any graduate
3. Language : Hindi/ English
4. Level - Certificate
5. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject	Credit			
				Theory Marks	Practical marks	Total Marks
1	Value Addition Course	Food Processing and Value Addition	2(1+1)	75	25	100

COURSE ORGANIZER

Ms. Charu Bhagat Assistant Professor, Faculty of Agriculture, RKDF University

Mrs. Kratika Alawe, Assistant Professor, Faculty of Agriculture, RKDF University

TECHNICAL COMMITTEE ORGANIZER

Mr. Neeraj Jain, Assistant Professor, Faculty of Agriculture, RKDF University

Dr. Shiv Singh, Associate Professor, Faculty of Agriculture, RKDF University

SYLLABUS CONTENT

S.No	Topic Name	
	Theory	Practical
Unit 1	Introduction of Post-Harvest process and food engineering	
Unit 2	Cleaning, grading and separation of Agricultural produce.	
Unit 3	Size reduction Procedures: Crushing, Cutting, Impact, Shearing and cereals grinding.	
Unit 4	Size reduction Machineries: Crusher, Grinder, Attrition Mill and Hammer Mill.	
Unit 5		Practical: To study about different types of Cleaning, grading
Unit 6	Drying and Dehydration, utilities of drying, Methods of drying	
Unit 7		Practical: To study about different types of Dryers
Unit 8	Different types of Dryer	
Unit 9	Material handling and transportation, its unit operations.	
Unit 10	Food processing and preservation, methods of preservation: pasteurization, sterilization, blanching and canning	
Unit 11		Practical: To study about Sterilization, canning
Unit 12	Food spoilage: Introduction, types. Preservation: Introduction, types.	
Unit13	Processing of paddy: Parboiling, unit operation of paddy processing, value addition of paddy and rice	
Unit 14		Practical: To study about Processing of Paddy and its products
Unit 15	Processing of wheat: unit operation for wheat processing, value addition of wheat and by products of wheat.	
Unit 16		Practical: To study about Processing of Dalia, white flour

Unit 17	Baking Techniques, product development.	
Unit 18		Practical: To study about Processing of Cookies, cakes
Unit 19		Practical: To study about Pizza base, bread
Unit 20	Processing of pulses: Unit operation involve in pulse processing, products from pulses.	
Unit 21		Practical: To study about Processing of pulses and its products
Unit 22	Processing of oilseed: Unit operation used for oil processing, methods of oil extraction.	
Unit 23	Processing of Fruits and Vegetable: jam jelly, ketchup	
Unit 24		Practical: To study about Processing of Jam and jelly
Unit 25		Practical: To study about Ketchup, Tomato purees, soup
Unit 26	Milk and milk products.	
Unit 27	Extrusion	
Unit 28	Quality control	
Unit 29	Food packaging: Introduction, types and methods of packaging.	
Unit 30	Agricultural waste and by product utilization.	

RKDF UNIVERSITY

VALUE ADDITION COURSE

ON

Gardening and Horticulture



Organized By:

Faculty of Agriculture

RAMKRISHNA DHARMARTH FOUNDATION UNIVERSITY

Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Preface

Horticulture has now become the backbone of Indian economy, as we are the second largest producer of fruits and vegetables in the world. Although, a bulk of this production goes waste as post-harvest losses, yet several value added products have been developed for their use in our daily life. However, our productivity is dismally low than several other countries of the world primarily because horticulture sector is encountered with several problems, and to tackle these problems, several technologies have been standardized by the scientists. This value added course provides information on different aspects of fundamentals of gardening & basics of horticulture science viz., Nursery raising, Garden tools, propagation of horticultural crops through seeds and asexual/vegetative methods, , identification of different fertilizers and organic manures etc. The different topics in this course to impart practical knowledge to the students and will also help in their skill development. The manuscript gives an overview of basics of various horticultural crops, their identification, propagation techniques, different manures-fertilizers, irrigation techniques and other crop managerial knowledge with a technical edge.

Objectives:

At the end of the course, learner will be able to know and understand the aims and outcomes in form of:

1. Acquiring basics of Horticulture science.
2. Acquire knowledge of basic garden tools.
3. Importance of plant propagation methods.
4. Role of nurseries in Horticultural development.
5. Types of plant propagation nurseries.
6. Various sections in the nursery and their importance.
7. Resources management for starting a horticulture enterprise.
8. As an entrepreneur for establishing its own horticulture enterprise.

SYLLABUS CONTENT

S. No	Topic Name	
	Theory	Practicals
Unit-1	Horticulture - Its definition and branches.	-
Unit-2	Importance and scope of Horticulture science	-
Unit-3	Climate requirement for horticultural crops.	-
Unit-4	Soil for horticultural crops	-
Unit-5	Horticultural and botanical classification.	-
Unit-6	Varietal wealth of Horticultural crops	-
Unit-7	-	Nursery raising
Unit-8	Sowing & planting times and methods	-
Unit-9	Seed rate and seed treatment for vegetable crops	-
Unit-10	-	Garden Tools and its use in field
Unit-11	Principles of orchard establishment.	-
Unit-12	-	Plant propagation-methods and propagating structures.
Unit-13	Seed dormancy, Seed germination, Juvenility and flower bud differentiation; unfruitfulness;	-
Unit-14	Pollination, pollinizers and pollinators; fertilization and parthenocarpy	-
Unit-15	-	Principles and methods of training and pruning in fruit plants
Unit-16	-	Methods of staking and pruning in vegetable crops
Unit-17	Definition and importance of Medicinal and aromatic plants.	-
Unit-18	Importance of plant bio-regulators in horticulture.	-
Unit-19	Irrigation and its methods.	-
Unit-20	-	Demonstration of application irrigation methods in the field
Unit-21	Fertilizers application in horticultural crops.	-
Unit-22	-	Demonstration of fertilizer application methods in the field
Unit-23	Plant growing structure (viz.,Polyhouse and shad net house)	-
Unit-24	Harvesting and Preparation for market (Grading and Packaging)	-
Unit-25	Production technology of some important vegetables like Potato, Tomato, Onion	-
Unit-26	Production technology of some important leafy vegetables like Palak, Fenugreek and Coriander	-
Unit-27	Production technology of some important Fruits like Guava, Mango , Banana	-

Unit-28	Production technology of some important Flower like Rose, Marigold, Gerbera, Gladiolus	-
Unit-29	-	Arrange visit to nearby organic field
Unit-30	Economic analysis of horticultural crops	-

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training : 30 Days
2. Eligibility Criteria : 10+2
3. Trainees per unit : 25
4. Language : Hindi/ English
5. Level - Certificate
6. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject					
			Theory Marks	Practical marks	Total Marks	Max Mark	Min Marks
1	Value Addition Course	Gardening and Basic Horticulture	80	20	100	40	10

COURSE ORGANIZER

Mr. Vivek Gumasta, Assistant Professor, Faculty of Agriculture, RKDF University

Mr. Rudra Pratap singh, Assistant Professor, Faculty of Agriculture, RKDF University

TECHNICAL COMMITTEE ORGANIZER

Dr. Suchi Gangwar, Associate Professor, Faculty of Agriculture, RKDF University

Mr. Sunil Silavat Assistant Professor, Faculty of Agriculture, RKDF University

Mrs. Kratika Alawe, Assistant Professor, Faculty of Agriculture, RKDF University

Introduction to Value added Courses

Value added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. Value-added courses are those that aim to raise students' standards above those that are prescribed by academic curricula. The curriculum now includes value-added courses to improve students' employability.

Faculty of LAW, RKDF University, offers a whole variety of value added courses with the following objectives:

- To provide practical training of the cases to young professionals and law students
- To provide in-house training to them and equip them with the knowledge of fundamental principles relating to human rights and cyber security.
- To make them proficient in the basic rules of cyber security and human rights.
- Acquaint them with the procedures relating to filing of these documents, their registration, wherever applicable, and processes related to the filing of these documents before various courts, tribunals and other quasi- judicial and administrative bodies.
- The value-added courses are delivered using a combination of lectures, classroom discussions, and interactive sessions. The sections will be followed through conduct of evaluation tests to assess the understanding of the participants.

Course Description

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded a certificate.

TOTAL TEACHING HOURS 30 (Lecture: 25 Hours, Tutorial: 05 Hours)

Scheme of Examination

S.No.	Question Type	Total Number of Questions	Marks allotted	Total Marks
1	Objectives	10	01	10
2	Short-Answer Questions	05	06	30
3	Long-Answer Questions	04	15	60
4	Internal Assessments	Class Presentations, Project Report		50
	MARKS		TOTAL	150

- (1) The passing requirement for value added courses shall be 50% of the total marks prescribed for the course.
- (2) The students who have successfully completed the value-added courses shall be issued with a certificate duly signed by the authorized signatory.

Value added Course on HUMAN RIGHTS (LAWVAC001)

Program Objectives

- (1) Legal knowledge : to acquire and apply legal knowledge to the complex socio- legal problems.
- (2) Professional practice: to make students eligible to practice in courts, industries, companies as legal practitioners.
- (3) Professional skills : to possess professional skills required for legal practice such as arguments, pleading, drafting, etc
- (4) Professional ethics : to understand and apply principles of professional ethics of legal profession
- (5) Legal research and legal reasoning : to develop legal research skills and legal reasoning and apply them during program and other legal practice
- (6) Self – employability : to provide a platform of self- employability by developing professional skills in legal industry.
- (7) Leadership skills : to develop leadership qualities among students.
- (8) Lifelong learning: to develop clinical abilities.
- (9) Lawyering skills: every student will become skill in legal research, written and oral communication, teamwork, advocacy and problem solving.

Course Content

Unit I

Human rights

- Foundation and basic principles
- Indian constitution – article 14-32

Unit II

United Nations and Human Rights

- United Nations And Human Rights
- UDHR (Universal Declaration Of Human Rights)

Covenant

- Covenant On Economic Social and Cultural Rights 1966
- Covenant on Political and Civil Rights (1966)

Unit III

- ILO (International Labor Organization)
- NGO (Non – Government Organization)
- UNESCO (United Nations Economic Social and Cultural Organization)
- UNICEF (United Nations International Children’s Emergency Fund)

Unit IV

Commission

- International Human Rights Commission
- National Human Rights Commission
- State Human Rights Commission

Unit V

Human Rights and Disadvantaged Groups

- Women
- Children
- Old-age Persons
- Refugee
- Disabled Persons
- War Victims

Text Books

1. S.K. Avesti and R.P. Kataria law relating to human rights, Chh IV, V, VII, XIV, XXIX, and XXXIX 2000) orient. New Delhi.
2. S.K. Varma, Public International Law (1998) PHI, New Delhi.
3. Peter J. Van Krieken (ed.) The Exclusions on Clause (1999), Kluwer.
4. Human Rights watch women's rights project, the human rights watch global report on women's human rights (2000) oxford.
5. Ermacora. Nowak and Tretter International Human Rights (1993). Sweet & Maxwell
6. Wallace, International Human Rights : Text & Materials (1996), Sweet & Maxwell
7. Muntarhorn, The status of Refugees in Asia (1992), Oxford
8. Human Rights and Global Diversity (2001) Frank Cass, London
9. Nirmal C.J. (ed.) Human Rights in India (2000) Oxford.
10. Nirmal B.C. The Right to self- determination in International Law (1995), Deep & Deep.
11. P.R. Gandhi International Human Rights Documents (1999) Universal, Delhi

RKDF UNIVERSITY

Airport Bypass Road Gandhi Nagar Bhopal

Faculty of Computer Application

Certificate Course/ Value Added Course

Duration: 30 Days

Microsoft Excel

Description:

Microsoft Excel for Windows is a powerful electronics spreadsheet application that can be used for managing, analyzing and presenting data in graphical manner. Microsoft Excel is a spreadsheet developed by Microsoft and it can be using in different Operating systems like Microsoft Windows, iOS, Android and etc... Excel tool is used for calculation, graphing tools, pivot tables, and a macro programming and data visualization. Microsoft Excel is a familiar and most recommended tool for all industries from technical to management level.

Objective of Microsoft Excel:

Easy data entry and operations: One of the main advantages of MS Excel is that it facilitates smooth and easy data entry. Compared to any other data entry and analyzing tools, MS Excel offers features like Ribbon interface, a set of commands used to perform certain operations. Ribbon consist of many tabs, which again consist of many command groups and their buttons. You can select the commands by clicking the related button and perform operations very easily.

Accurate comparisons and analysis options: MS Excel provides many analytical tools for the accurate analysis and comparison of large amounts of data. The advanced sorting and filtering techniques allows you to sort out large amount of data so that it will be easier for you to find out the required information. Also, filtering removes unwanted or repeated data and helps to save time and effort.

Allows graphical representation of data: MS Excel allows you to create the visual representation of data and information. The data can be visually displayed in the form of bar charts, column charts and graphs. It automatically revises the charts and graphs, once the data gets modified. Tables help to classify different entities according to their characteristics and features.

Salient Features:

- 1) Excel has three components that perform in three different manners:
 - a) The Spreadsheet.
 - b) The Data sheet
 - c) The Chart
- 2) Create formulas on worksheets. It's easy and fast.
- 3) Enhanced formatting and layout features help you get the printed report or online form with the look you want.
- 4) You can quickly find the information you need and create automatic subtotals of your data.
- 5) Increased capacity, high-end formatting options, and a mapping feature give you powerful ways to analyze your data visually.
- 6) Explore the power of the Internet from your familiar Microsoft Excel spreadsheet.
- 7) When you want to analyze data from outside Microsoft Excel, there's no need to retype. In a few keystrokes, you can bring the data right onto your worksheet.

Application:

Excel is used for preparing Company profiles in the form of Charts and Graphs. Excel stores the accounting spreadsheets in Electronic form.

Duration of Course:

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course:

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have eight different modules which are based on different parameters of MS-Excel.

Dr. N.S Shrivastava

Head

(Coordinator)

Faculty of Computer Application

Mr. Ritesh Kushwah

Assistant Professor

(Co-coordinator)

Faculty of Computer Application

Enclosure:

- Syllabus
- Exam Scheme

SYLLABUS

Maximum Marks: 150

Minimum Marks: 60

Duration: 30 Days

Course Learning Outcomes (CLO)

After the successful completion of the course the student shall be able to:

- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

Modules	Topic	No. of Hours
I	<ul style="list-style-type: none">• ~ Understanding the Excel screen• ~ Navigating in a spreadsheet• ~ Understanding worksheets, columns, rows and cells• ~ Saving, opening, and closing workbooks	04
II	Formatting a Spreadsheet <ul style="list-style-type: none">• ~ Changing column widths and row heights• ~ Changing alignment of cells• ~ Undoing and redoing actions• ~ Formatting numbers• ~ Clearing formats• ~ Applying borders to cells• ~ Merging cells	04
III	Formulas and Functions <ul style="list-style-type: none">• Entering formulas• Copying data and formulas• Using AutoSum• Understanding functions• Using simple aggregate functions (Sum, Count, Average, Min, Max)• Copying formulas	04

Modules	Topic	No. of Hours
	<ul style="list-style-type: none"> Applying conditions in a formula (The IF function) 	

	<ul style="list-style-type: none"> Working with ranges 	
IV	Editing Features <ul style="list-style-type: none"> Using cut , copy, and paste operations Using paste special with values Selection techniques Navigation techniques 	04
V	Working with Large Worksheets <ul style="list-style-type: none"> Freezing and unfreezing panes Splitting windows Inserting page breaks for printing 	04
VI	Working with Charts <ul style="list-style-type: none"> Creating charts using Chart Wizard Creating different types of charts Including titles and values in charts Formatting of charts 	04
VII	Previewing and Printing <ul style="list-style-type: none"> Previewing worksheets Page setup Printing of worksheets in multiple pages Repeating rows and columns for multiple pages Printing multiple worksheets 	02
VIII	Simple Database Operations <ul style="list-style-type: none"> ~ Sorting tables ~ Filtering data with auto filter ~ Referring data from other worksheets 	04

Scheme of Examination:

S. No	Types	Questions	Marks Allocated	Total Marks
1.	Objective	5	1	5
2.	Short Answer	5	3	15
3.	Long Answer	3	10	30
4.	Practical			50
5.	Project			50
Total Marks				150

Reference:

- Excel 2013 For Dummies-Greg Harvey
- Excel 2013 Power Programming with VBA-John Walkenbach
- www.edu.gcfglobal.com



1 MP CTR NCC RKDF University

Skill Development Program in Making of Aagni Veer

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	Making of Aagni Veer	30 Day's	30 hrs 24T 6P	1	1	Starter / Basic Level	Introduction to Basic concepts

COURSE OBJECTIVE:

- Students learn and understand the basic frame work of NCC
- Understand the role of quality assurance, accreditation and validation in NCC
- Student will learn and understand the principles of Discipline
- Students will be able to understand the legal implications of NCC
- Will get familiar with the multidisciplinary nature of NCC
- Will appreciate the procedures involved in first aid investigation.

Syllabus Content:

Theory

Unit - I

History of National Cadet Corps:

National Cadet Corps of Independent India.

The National Cadet Corps Act, 1948

- Motto of National Cadet Corps.



- Aims and Objectives.

Emblem, NCC Flag. NCC song.

Organization of NCC-Army.Navy and Air Wing.

Training Centres of NCC

Unit - II

Introduction to Defence Services:

Army, Navy and Air Force.

Organizational Structure in Charts.

Regimental Structure: command and control.

Badges and Ranks: Army, Navy, Air Force.

Honors and Awards.

Unit - III

Personality development:

- Introduction to personality development.
- Factors influencing and shaping the personality.
- Team work and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set

Unit - IV

Leadership:

- Introduction and types of Leadership.
- Leadership traits.
- How to develop leadership.
- Leadership case study (Field Marshal General Sam H.F.J. Manekshaw and G K.M. Cariappa)



First Aid:

- Scope and objectives
- First aid in common medical emergencies, Dressing of wounds.

Practical's:

Unit-I

Drill:

General and Words of command: Attention, Stand at ease, Stand easy. Turning Right turn, Left turn and About turn. Sizing, Forming up in three ranks. Numbering and dressing of Troupe. Salute in Army, Navy and Air Force, Its description and training. Falling out and dismissing.

Unit-II

Group Discussion on current topics and issues (National & internationals)

Public Speaking/Extempore

First Aid: Bandages and CPR



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: PCB Design and Manufacturing

About The Course:

PCB Design has been working to transform Engineering education in India from theoretical and practical teaching to the collaboration gives opportunities to develop the students, Teachers and industrialists. The main objective of learning the development process is to launch onto the production line and in the market.

COURSE OBJECTIVES

This course will teach teams of students how to design and fabricate PCB for prototyping as well as in Industrial Production environment. This will help students to innovate faster with electronic technology.

COURSE OUTCOMES

On completion of the Course,

- Students can explore different aspect of Printed Circuit Board Design and fabrication.
- Students can learn various types of PCBs. Schematic Design. entry Rules for Schematic Entry, Component Layout methods
- Placement Rules, Routing Techniques for Single Sided Board.
- Post Processing of design and Fabrication documents.
- After completing this course students can design and fabricate their own PCB for their Project and can also work in PCB Designing and Fabrication area.

DETAIL CONTENTS

Module I:

(7 hrs)

Introduction to Printed circuit board:

fundamental of electronic components, basic electronic circuits, Basics of printed circuit board designing: Layout planning, general rules and parameters, ground conductor considerations, thermal issues, check and inspection of artwork.

Module II:**(5hrs)****Design rules for PCB:**

Design rules for Digital circuit PCBs, Analog circuit PCBs, high frequency and fast pulse applications, Power electronic applications, Microwave applications,

Module III:**(7 hrs.)****Introduction to Electronic design automation(EDA) tools for PCB designing:**

Brief Introduction of various simulators, SPICE and PSPICE Environment, Selecting the Components Footprints as per design, Making New Footprints, Assigning Footprint to components, Net listing, PCB Layout Designing, Autorouting and manual routing. Assigning specific text (silkscreen) to design, Creating report of design, creating manufacturing data (GERBER) for design.

Module IV:**(4hrs)****Introduction printed circuit board production techniques:**

Photo printing, film master production, reprographic camera, basic process for double sided PCBs photo resists, Screenprinting process, plating, relative performance and quality control, Etching machines, Solder alloys, fluxes, soldering techniques, Mechanical operations.

Module V:**(4hrs)**

PCB Technology Trends: Multilayer PCBs. Multiwire PCB, Flexible PCBs, Surface mount PCBs, Reflow soldering, Introduction to High-Density Interconnection (HDI) Technology.

Module VI:**(4hrs)**

PCB design for EMI/EMC: Subsystem/PCB Placement in an enclosure, Filtering circuit placement, decoupling and bypassing, Electronic discharge protection, Electronic waste; Printed circuit boards Recycling techniques, Introduction to Integrated Circuit Packaging and footprints, NEMA and IPC standards,

RKDF UNIVERSITY

**VALUE ADDITION COURSE
ON
PERSONALITY DEVELOPMENT**



Organized By:

Faculty of Nursing

RAMKRISHNA DHARMARTH FOUNDATION UNIVERSITY

Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Objectives:

At the end of the course, learner will be able to know and understand the aims and outcomes in form of:

1. Define personality
2. Discuss the major component of the following personality development theories;
3. To identify the different aspects of personality.
4. Discuss the different factors that contribute to personality differences.
5. Discuss the reason for developing personality and role of personality in human relations and success.
6. To increase awareness of personal development and mutual understanding, its constituent strands and issues relating to good practice.
7. To discuss the characteristics of a supportive learning environment in relation to personal development and mutual understanding.

SYLLABUS CONTENT

	Theory	Practicals
Unit-1	Define personality. determinants of personality.	Presentation skills
Unit-2	Define perception, explain perceptual process.	
Unit-3	Factors of association- relationship, personality traits, developing effective habits.	Conversation English, build self confidence
Unit-4	Emotional intelligence	-
Unit-5	Motivation , Introspection self – assessment .	-
Unit-6	Self- appraisal & self -development ,Sigmund Freud Id ,ego &super ego.	-

	Theory	Practicals
Unit-7	Theories of personality	
Unit-8	Type of personalities	role plays
Unit-9	Conflict process.	-
Unit-10	-	story narrations, verbs patterns
Unit-11		-
Unit-12	-	mediation
Unit-13	Leadership& qualities of successful leader.	
Unit-14		presentations techniques
Unit-15	-	-
Unit-16	-	-
Unit-17	Self -esteem and maslow.	-
Unit-18	Interpersonal skills.	-
Unit-19		-
Unit-20	-	group discussion, one on one session
Unit-21	Interpersonal relationship, personality- spiritual journey beyond the management of change, good manners& etiquities , effective speech.	-
Unit-22	-	voice modulation
Unit-23	Factors affecting attitude.	-
Unit-24		-
Unit-25		-
Unit-26	Failure, causes of failure ,Hard work and success.	-
Unit-27		-
Unit-28	negative personality ,positive personality	-
Unit-29	-	
Unit-30	Role of nurse	-

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training :30 Days
2. Eligibility Criteria : 10+2
3. Trainees per unit : 25
4. Language : Hindi/ English

5. Level - Certificate

6. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject					
			Theory Marks	Practical marks	Total Marks	Max Mark	Min Marks
1	Value Addition Course	Stress management	80	20	100	40	10

COURSE ORGANIZER

Ms. Anie Robin Associate Professor, Faculty of Nursing RKDF University

Ms. Priya bane Assistant Professor Faculty of Nursing, RKDF University

Ms. Rashmi Yadav Nursing Tutor Faculty of Nursing ,RKDF University

Ms. Suchita Lodhi Nursing Tutor Faculty of Nursing RKDF University

TECHNICAL COMMITTEE ORGANIZER

Prof Dr. Mrs. Vandana Raghuwanshi

Value Added Course on
Quantitative Aptitude For Competitive Success
(MBAVAC003)

Course Objectives:

- (i) To develop students ability in logical, analytical and reasoning skills in problem solving.
- (ii) To enhance heuristic, systematic, critical and lateral thinking.
- (iii) To make students understand the relevance and need of quantitative methods for making business decision.

Course Outcome:

- (i) Solve problem using arithmetic, algebraic, geometrical and statistical methods.
- (ii) Analyze the problems logically and implement varied approaches in its solving.
- (iii) Develop analytical and logical reasoning skills for data interpretation.
- (iv) Prior competencies in coding and decoding of letters, symbols and numbers.
- (v) Present data using graphs, tables, charts, and draw inferences from them.

Course Content

Module I

Arithmetic Ability, Percentage, Problem on numbers, ages

Module II

Series Completion Number Series, Alphabet Series, Alpha Numeric Series.

Module III

Analogy completing the analogous pair, Direct/Simple analogy.

Module IV

Coding-Decoding, Letter Coding, Direct Letter Coding, Number, Symbol Coding.

Module V

Data interpretation, Tabulation, Pie-Chart, Line Graph.

Reference Books

- (1) R.S. Agrawal (2020) , Quantitative aptitude for MBA, S.Chand & Company, New Delhi.
- (2) R.S. Agrawal (2021) A modern approach to verbal and Non-Verbal Reasoning, S.Chand and Company, New Delhi.



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Research Ethics

About The Course:

Research ethics is vital when conducting research with people. Non ethical research may put research subjects at risk and even jeopardize the validity of the findings. As we undertake more and more research using increasingly diverse methods like the internet, it is important to get it right the first time.

In this course, you will learn the principles of ethical research, and how to manage human subject research in sensitive and appropriate ways. You will consider issues like gaining consent, making sure that personal information is handled safely, and recruiting vulnerable participants

COURSE OBJECTIVES

After completion of this course, you will be able to:

- Discuss the principles of ethics and how these principles should be applied to the ethical conduct on the subject of research.
- Identify, define, and analyze ethical issues in the context of human subject research.
- Identify, through case studies, ethical issues that arise in different contexts and begin to reason through an appropriate course of action.

COURSE OUTCOMES

- To be able to describe and apply theories and methods in ethics and research ethics
- To acquire an overview of important issues in research ethics, like responsibility for research, ethical vetting, and scientific misconduct.
- To acquire skills of presenting arguments and results of ethical inquiries.
- To know rules, issues, options, and resources for research ethics
- To understand the purpose and value of ethical decision-making

DETAIL CONTENTS

PHILOSOPHY AND ETHICS

Introduction to philosophy: definition, nature and scope, concept, branches; Ethics: definition, moral philosophy, nature of moral judgments and reactions.

SCIENTIFIC CONDUCT

Ethics with respect to science and research, Intellectual honesty and research integrity, scientific misconducts: falsification, fabrication, and plagiarism. Redundant publications: duplicate and overlapping publications, salami slicing, Selective reporting and misrepresentation of data.

PUBLICATION ETHICS

Publication ethics: definition, introduction and importance, Best practices/standards setting initiatives and guidelines: COPE, WAME, etc., Conflicts of interest, Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types; Violation of publication ethics, authorship and contributorship; Identification of publication misconduct, complaints and appeals.

PUBLICATION MISCONDUCT

A. Subject specific ethical issues: FFP, authorship; Conflicts of interest; Complaints and appeals: examples and fraud from India and abroad.

B. Software tools: Use of plagiarism software like Turnitin, Urkund and other open source software tools.

DATABASES AND RESEARCH METRICS

A. Databases: Indexing databases, Citation databases: Web of Science, Scopus, etc.

B. Research Metrics: Impact Factor of journal as per journal citation report, SNIP, SJR, IPP, Cite Score. Metrics: h-index, g index, i10 index, altimetry.

RESEARCH TOOLS AND APPLICATIONS

Total hrs: 30

Duration: 3 months

Value added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life.

Faculty of Pharmacy, RKDF University, offers a whole variety of value added courses with the following objectives:

- (1) To provide students an understanding of the expectations of industry.
- (2) To improve employability skills of the student.
- (3) To bridge the skill gaps and make students industry ready.
- (4) To provide an opportunity to students in developing their inter-disciplinary skills.
- (5) To mold students as job providers rather than job seekers.

The value-added courses are delivered using a combination of lectures, classroom discussions, and interactive sessions. Extensive practice sessions for training students through assignments on practice exercise was included. The sections will be followed through conduct of evaluation tests to assess the understanding of the participants.

Course Description

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded a certificate.

TOTAL TEACHING HOURS 30 (Lecture: 20 Hours, Tutorial: 05 Hours, Activity: 05 Hours)

Scheme of Examination

S.No.	Question Type	Total Number of Questions	Marks allotted	Total Marks
1	Objectives	10	01	10
2	Short-Answer Questions	05	06	30
3	Long-Answer Questions	04	15	60
4	Internal Assesments	Class Presentations, Project Report		50
			TOTAL MARKS	150

- (1) The passing requirement for value added courses shall be 50% of the total marks prescribed for the course.
- (2) The students who have successfully completed the value-added courses shall be issued with a certificate duly signed by the authorized signatory.

Unit	Details	Hours
I	Research Methodology: Research, objective, requirements, practical difficulties, review of literature, study design, types of studies, strategies to eliminate errors/bias, controls, randomization, crossover design, placebo, blinding techniques.	4
II	Data Collection, Processing:- Methods of data collection – primary data, secondary data; primary data collection – observation method, interview method, questionnaires, schedules, guideline for constructing questionnaires/ schedules, secondary data collection of, selection of appropriate method of data collection; coding, editing and tabulation of data, charts and diagrams used in data analysis, bar and pie diagrams and their significance; measures of central tendency, measures of dispersion	4
III	Data analysis: Definition, application, sample size, importance of sample size, factors influencing sample size, dropouts, statistical tests of significance, type of significance tests, parametric tests (students “t” test, ANOVA, Correlation coefficient, regression), non-parametric tests (wilcoxon rank tests, analysis of variance, correlation, chi square test), applications of z-test, t-test, f-test and chi-square test, null hypothesis, P values, degree of freedom, interpretation of P values	6
IV	Problem Identification and Hypothesis Formation - Problem- meaning and characteristics of a problem, types of problem, generality and specificity of problem; hypothesis- meaning and characteristics of a good hypothesis, types of hypotheses, formulating a hypothesis, ways of stating a hypothesis; testing experimental hypothesis- standard error, test of significance, level of significance, degrees of freedom, errors in hypothesis.	5
V	Sampling and Research Design - Meaning and types of sampling; probability and non probability sampling. methods of drawing samples, requisites of a good sampling method, sample size, sampling error; meaning and purpose of research design, types of research design, criteria of a good research design, basic principles of experimental design.	3
VI	Measurement and Scaling Techniques - Measurement in research, measurement scales sources of errors in measurement, tests of second measurement, techniques of	3

	developing measurement tools, meaning of scaling, scale classification bases, important scaling techniques, and scale construction techniques.	
VII	Regression Analysis - Simple and multiple linear regression and hypothesis testing; response surface methodology-the method of steepness ascent: response surface designs for first-order and second-order models. Evolutionary operation (EVOP)	2
VIII	Statistical Software -MS office, MS-Word, excel and power point, statistical software and their application, application of statistical tests/techniques through the use of statistical software like SPSS, SYSTAT for documentation, report generation and importance of effective communication.	3



VAC Headings

1. **Duration of Course:** 30 hours
 2. **Target Participants:** All graduates
 3. **Course Contents:** Enclosed
 4. **Course Fee:** 500/- per participant
 5. **Method of Conducting the Course:**
 - Didactic lectures – 10 hours
 - Hands on training and assessment – 20 hours
 6. **Scheme of Examination:**
 - Completion of 2 assignments
 - Multiple choice questions to evaluate the knowledge at the end of the course.
- Note:** The certificate will be provided only to those candidates who have secured more than 60% marks.
7. **Feedback:** Online Google Form
 8. **Criteria for Completion:** The student must have attended at least 80% of the lectures and have secured more than 60% marks in the assignments and MCQ exams.

SCIENTIFIC WRITING

Resource Person: Dr. Ravi Kumar Singh Pippal

Course Objectives:

- This course aims to demystify the writing process and teach the fundamentals of effective scientific writing.
- Instruction will focus primarily on the process of writing and publishing scientific manuscripts but grant writing will also be addressed.
- The course will be presented in two segments: Part (1) teaches students how to write effectively, concisely, and clearly and part (2) takes them through the preparation of an actual scientific manuscript or grant.

Course outcomes:

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

- Structure a piece of scientific writing effectively
- Write more critically and identify the difference between description and analysis
- Understand some of the common features of scientific style
- Avoid plagiarism and be able to paraphrase scientific ideas
- Write a scientific report according to typical conventions, and know when to consult departmental guidelines.

MODULE I:

Lecture: What makes good writing? Are there “good writers” and “bad writers”?

Words, word choice, the basic elements of sentences and sentence structure.

MODULE II:

The News Article

Dissecting the news article, News-writing is the art of maximizing information and minimizing words; it's the barest-bones form of writing. The fundamentals of good writing can be learned by dissecting news articles.

MODULE III:

Writing Basics I

Punctuation and Parallelism. Tricks for clarity, brevity, and finesse. Peer interviews and write-up mini-profiles

MODULE IV:

Writing Basics II

Paragraphs, logic, and organization. Organizational strategies. paragraph re-writing exercise. Article for a “Letter to the Editor” piece.

Writing Basics III

Good Writing Applied: The Scientific Manuscript ,Putting it all together, group rewrites

MODULE V:

Methods and Results Sections, Discuss a variety of journal articles that present data in different ways. Wrapup scientific manuscripts plus Overview of grant writing.

The Abstract, Introduction, and Discussion: Getting to the main point and summarizing effectively. How to conduct literature reviews. Writing an effective discussion.

Duration of VAC: The duration of value added course should not be less than 30 lectures.

Passing Requirement and Grading:

- The passing requirement for value added courses will be 60% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 60% of marks in a course shall reappear for the course in the next semester/year.
- The grades obtained in VACs will be included for calculating the CGPA.

Course Completion:

- Learners will get a certificate after they have registered for, MCQ exam (having 30 multiple choice questions) and successfully passed.
- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Soft Skills and Life Skills for Holistic Development

About the Course:

Holistic education is a comprehensive approach to teaching here ducators seeks to address the emotional, social, ethical, and academic needs of students in an integrated learning format. Students are taught to reflect on their actions and how they impact the global and local community, as well as how to learn from the community around them. Teachers often engage students in projects that apply critical-thinking skills toward solving real-world problems.

Course Objectives:

The objectives of the course are:

- To enhance one's ability to be fully self-aware by helping oneself to overcome all fears and insecurities and to grow fully from inside out and outside in.
- To increase one's knowledge and awareness of emotional competency and emotional intelligence at place of study/work.
- To provide opportunity for realizing one's potential through practical experience.
- To develop interpersonal skills and adopt good leadership behavior for empowerment of self and others.
- To set appropriate goals, manage stress and time effectively.
- To manage competency- mix at all levels for achieving excellence with ethics.

Learning Outcomes

At the end of the program learners will be able to:

- Gain Self Competency and Confidence
- Practice Emotional Competency
- Gain Intellectual Competency
- Gain an edge through Professional Competency
- Aim for high sense of Social Competency
- Be an integral Human Being

COURSE CONTENT

Module 1: Communication Skills (8 Hours)

- Techniques of effective listening
- Listening and comprehension
- Pronunciation
- Vocabulary
- Techniques of effective reading
- Gathering ideas and information from a given text
- Evaluating these ideas and information
- Writing and different modes of writing
- Non-verbal communication

Module 2: Professional Skills (8 Hours)

- Resume Skills: Preparation and Presentation
- Interview Skills: Preparation and Presentation
- Group Discussion Skills
- Exploring Career Opportunities

Module 3: Team Skills (8 Hours)

- Presentation Skills
- Trust and Collaboration
- Listening as a Team Skill
- Brainstorming
- Social and Cultural Etiquette

Module 4: Leadership and Management Skills (3 Hours)

Module 5: Universal Human Values (3 Hours)

RKDF UNIVERSITY

**VALUE ADDITION COURSE
ON
STRESS MANAGEMENT**



Organized By:

Faculty of Nursing

RAMKRISHNA DHARMARTH FOUNDATION UNIVERSITY

Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Objectives:

At the end of the course, learner will be able to know and understand the aims and outcomes in form of:

1. Define Stress and the components of stress.
2. Identify the significance of stress.
3. Determine sources of stress.
4. List the signs of stress.
5. To provide stress management education and awareness.
6. To increase use of healthy, proactive stress management techniques.
7. To minimize use of unhealthy stress management techniques.
8. To highlight the role of teachers in reducing academic stress.

SYLLABUS CONTENT

	Theory	Practicals
Unit-1	Introduction of Stress, definition of stress.	-
Unit-2	Analysis and causes of stress	
Unit-3	Signs and symptoms of stress	-
Unit-4	Explain harmful effects of stress on body, mind, emotions(thoughts) & behaviour	-
Unit-5	Thoughts (negative& positive)	-
Unit-6	Medical approach to stress- Drugs	drugs
Unit-7	-	
Unit-8	Non – medical approach to stress	Holistic therapies
Unit-9	Physical effects of stress.	-
Unit-10	-	-
Unit-11		-
Unit-12	-	
Unit-13	Brain science and stress	therapies
Unit-14	Anger management	Relaxation therapy
Unit-15	-	
Unit-16	-	
Unit-17	Stress management treatment techniques	-
Unit-18	Mental symptoms of stress	-
Unit-19		-
Unit-20	-	Exercise, yoga ,meditation
Unit-21	Rules for stress reduction	-
Unit-22	-	
Unit-23	Coping with stress	-
Unit-24		-
Unit-25		Cognitive strategies
Unit-26	Transforming stress to motivational energy	-
Unit-27	Role of management	-
Unit-28	Role of nurse	-
Unit-29	-	Group discussions
Unit-30	Supportive programs	-

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training :30 Days
2. Eligibility Criteria : 10+2
3. Trainees per unit : 25
4. Language : Hindi/ English
5. Level - Certificate
6. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject					
			Theory Marks	Practical marks	Total Marks	Max Mark	Min Marks
1	Value Addition Course	Stress management	80	20	100	40	10

COURSE ORGANIZER

Ms. Anie Robin Associate Professor, Faculty of Nursing RKDF University

Ms. Priya bane Assistant Professor Faculty of Nursing, RKDF University

Ms. Rashmi Yadav Nursing Tutor Faculty of Nursing ,RKDF University

Ms. Suchita Lodhi Nursing Tutor Faculty of Nursing RKDF U niversity

TECHNICAL COMMITTEE ORGANIZER

Prof Dr. Mrs. Vandana Raghuwanshi

FACULTY OF AYURVED
RKDF UNIVERSITY, GANDHI NAGAR, BHOPAL

Certificate Course in Yoga and Pranayam(CCYP)

Course objectives:

The Department of Yoga functions with a view to attain the main objective of bringing the benefits of Yogic Science to people in general and students in particular for their overall development (Physical, Mental, Emotional and Spiritual). The Department also works towards building a value based education system and inculcating Indian culture and values among students.

Course name and details:

Course Name : Certificate course in Yoga and Pranayam (CCYP)	
Seats	50
Duration	30 hours
Eligibility	10+2
Fee	

Total Classes Hours : 30 hours

Practical classes : 15 hours

Syllabus
Certificate Course in Yoga and Pranayam

Theory : 200 marks
Practical : 100 marks

Name Of Paper	Max. Marks	CCE	Pass Marks
Foundation Of Yoga	40	10	25
Principal Of Hath Yoga	40	10	25
Yoga and Allied Science	40	10	25
Human Anatomy and Physiology	10	10	10
History and Philosophy of Pre Primary Education	10	10	10
Yoga Therapy	05	05	05
Practical	100		50

Theory topics:

Foundation of Yoga

- Meaning and Misconceptions of Yoga, Etymology, Objectives / importance and aims of Yoga.
- Importance of Time, place and season.
- Helping and disturbing elements of Yoga.
- Ethics of Yoga: Yama-s and Niyama-s according to Patanjali yoga sutra, Yoga in Veda-s, Upanishad-s, Purana-s, Yoga in Smrit-s
Srimadbhagvadgeeta, Karmayoga, Bhaktiyoga, Jainyoga, Raja yoga.
- Hath yoga, Astangayoga, kundalini Yoga, Patanjali Yoga sutra, Shrimad Bhagwadgeeta, Gheranda Samhita, Hath yoga Pradeepika, Goraksha Padati, Siddha Sidhantpadati, Hath Ratnavali, Shiv Samhita.

Principal Of Hath Yoga

- Hath yoga: Its Origin, Meaning, Definition, Aims and Objects, Importance in Modern era, Sign and symptoms of success in Hath Yoga
- Contribution of Nath Tradition in Hath yoga, Mitahara, Pathya and Apathya, do and don't in Hath yoga
- Sadhna, Dhauti: Its techniques, benefits, precautions, contraindications and classification,
- Practices of Dandadhauti, Vastradhauti, Vamandhauti, Agnisardhaut, Basti, Neti ,Nauli : Its techniques ,benefits, precautions, contraindication and classification, Pranayama, Mudra-s, Chakra-s.

Yoga and Allied Science

- Health Education: Meaning, Scope, Objectives and Spectrum
- Principles and Importance of health education
- Planning and evaluation in health education programmes
- Personal Hygiene: The concept of hygiene and personal hygiene.
- Importance of rest, sleep, diet and exercise
- Meaning of Food Nutrient and Nutrition, Components of food, classification, sources and requirements
- Meaning and Importance of Balance Diet, Malnutrition and Yogic diet
- Advantages and disadvantages of Vegetarian and Non Veg diet.

Human Anatomy and Physiology

- Anatomy & Physiology: Introduction
- Need and Importance in the field of Yoga
- General introduction of human body –
 - Cell: Introduction of Cell, Tissue, Organ and System, Microscopic Structure and Functions of Cell
 - Tissue: Introduction, Classification, Structure, Functions and Types

- Digestive System: Introduction, Structure and Functions, digestion of food (Absorption and Assimilation of food) effect of Yogic Practices on it
- Circulatory System: Introduction, Structure and Function of heart, Types of Circulation and effect of Yogic Practices on it, Blood Pressure, Technique of measurement and effect of Yogic Practices on it.

History and Philosophy of Pre Primary Education

- The History and Meaning of Yoga, Important Historical Yoga Teachers and Philosophers
- Common styles of yoga
- Types of Yoga, Fitness yoga, Power Yoga, Yoga Flows
- Texts and Philosophy, Vedas, Upanishads, Yoga Sutras of Patanjali, chapters
- Main Yoga Philosophy Concepts
- Key Sutras and Concepts
- Yama-Universal Values of Life
- Niyamas- Personal Observances, fire of the practice, dedication, self-study or study of sacred texts, awareness of and surrender to something greater, non-violence, non-killing, working with the life force energy, generally through breathing practice, withdrawal of the senses into the inner silence, concentration, giving the mind one direction of flow.

Yoga Therapy

- Yoga therapy-meaning, concept and areas, limitations, aim of Yoga Therapy
- Principles of Yoga Therapy
- Tools for Yoga Therapy- Yama, niyama, asana, pranayama ,shatkarma, mudrabandha, dhyana

- Importance of Yoga Therapy In modern times
- Concept of Pancha Prana, Shatchakra, concept of Panchakosha
- Rules and limitations of Yoga Therapy in different diseases, Classification of Yoga classes, important rules for Yoga Therapist, rules for patient, Classification of Yoga classes, important rules for Yoga Therapist, rules for patient, Causes, Symptoms and Yogic management for some common disorders, Respiratory disorders-asthma, cold, Digestive disorders-constipation, indigestion, Circulatory disorders-high blood pressure, low blood pressure, Skeletal system-arthritis

Practical Topics:

Section 1	SukshmaVyayama / Preparatory Practices / Sandhi Chalana kriya
1	Institution-specific

Section 2	Shuddhi Kriyas
1	Dhauti: Vaman Dhauti; Agnisaar
2	Neti: Jal Neti
3	Tratak
4	Kapalbhati
5	Theoretical Knowledge as regards Basti & Nauli

Section 3	Asanas
	Three Meditative Asanas
1	Padmasana
2	Vajrasana
3	Svastikasana

	Four Standing Asanas
4	Tadasana
5	Ekpadasana
6	Trikonasana
7	Padahastasana

	Three Kneeling Asanas
8	Ushtrasana
9	Marjarasana
10	Shashankhasana

	Six Sitting Asanas
11	Bhadrasana
12	Simhasana
13	Gaumukhasana
14	Vakrasana
15	Parvatasana
16	Paschimottanasana

	Five Prone Asanas
17	Bhujangasana
18	Shalabhasana
19	Dhanurasana
20	Naukasana
21	Makarasana

	Six Supine Asanas
22	Pavanmuktasana
23	Setubandhasana
24	Matsyasana
25	Uthitapadahastasana
26	Halasana
27	Shavasana

	One Inverted Asanas
28	Sarvangasana

Section 4	Suryanamaskar
1	Suryanamaskar (Traditional with 12 Poses) (Can be School- Specific)

Section 5	Pranayama
1	Sectional Breathing
2	Yogic Breathing
3	Nadishodhana

	Kumbhakas without Bandhas
1	Suryabhedana
2	Ujjayi
3	Shitkari
4	Shitali
5	Bhramari

Section 6	Mudras
1	Chin / Jnana Mudra
2	Padma Mudra
3	Agochari Mudra (Nasikagra Drishthi)
4	Shambhavi (Bruhmadhya Drishthi)
5	Viparitakarani
6	Mahamudra

Section 7	Mantras
1	Pranava japa
2	Shanti Mantra: Can be school specific

Section 8	Meditation
1	Institution-specific

Section 9	Teaching Practice
1	Institution-specific

Career options:

1. Primarily the course aims at personal fitness and health through Yoga practice
2. As a personal Yoga trainer
3. Certificate will not be valid to become eligible for academies and institutions affiliated to universities having national recognition

Expected package after completion:

Approx. 60 K-1.2 LPA



Faculty of Science

Skill Development Program in A Basic course in Diet Nutrition

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	A Basic course in Diet Nutrition	30 Day's	30 hrs 30T	1	0	Starter / Basic Level	Introduction to Basic concepts

COURSE OBJECTIVE:

The course will help the students to understand the natural requirement and the nutritive value of the various foods consumed. The nutrients in food will be explained systematically in terms of functions, sources and requirement.

The students will be able to:

1. Apply basic nutrition knowledge in making foods choices and obtaining an adequate diet.
2. Calculate energy requirements and the Recommended Dietary Allowances.
3. Understand the functions and role of macronutrients, their requirements and the effect of deficiency and excess
4. Analyze the role of various minerals and vitamins important in maintaining health.
5. Appreciate the importance of water and electrolytes in the human body.
6. Gain competence in connecting the role of various nutrients in maintaining health and learn to enhance traditional recipes

Syllabus Content:

Unit - 1

Food, Nutrition and Energy

1. Food and Nutrition
 - 1.1 History of Nutrition Science
 - 1.2 Definition and Meaning of Food, Nutrition, Nutrients.
2. Energy requirements:



- 2.1 Functions of Energy
- 2.2 Daily Energy Requirement RDA ICMR
- 2.3 Sources of Energy
- 2.4 Effects of Deficiency of Energy
- 2.5 Effects of excess of Energy
- 2.6 Basal Metabolic Rate (BMR)
- 2.7 Factors affecting energy requirements (BMR)
- 2.8 Diet induced thermo genesis (SDA)

Unit - 2

Nutrients

1. Introduction of Nutrients

- 1.1 Meaning and Definition
- 1.2 Classification of Nutrients-Macronutrients (Organic) and Micronutrients- Vitamins - (Organic)&Minerals (inorganic)

Macro Nutrients (Organic)

2. Proteins

- 2.1 Composition and Structure Education
- 2.2 Classification
- 2.4 Functions
- 2.5 Sources
- 2.6 RDA
- 2.7 Digestion and absorption
- 2.8 Deficiency and excess intakes

3. Carbohydrate

- 3.2 Composition and Structure
- 3.3 Classification
- 3.4 Functions
- 3.5 Sources
- 3.6 RDA
- 3.7 Digestion and absorption
- 3.8 Deficiency and excess intakes

4. Fat

- 4.2 Composition and Structure
- 4.3 Classification
- 4.4 Functions
- 4.5 Sources
- 4.6 RDA
- 4.7 Digestion and absorption
- 4.8 Deficiency and excess intake

Unit - 3

Micronutrients

1. Fat soluble Vitamins:

Function, RDA, sources, deficiency and excess.



- 1.1 Vitamin A-
- 1.2 Vitamin D
- 1.3 Vitamin E-
- 1.4 Vitamin K-

2. Water soluble vitamins:

Functions, RDA, food sources, deficiencies and excess

- 2.1 Thiamine
- 2.3 Niacin
- 2.4 B12
- 2.5 Folic acid
- 2.6 Biotin
- 2.7 Vitamin C

Unit - 4

Minerals

1. Macro minerals: Function, absorption, RDA, sources, effect of deficiency and

- 1.1 Calcium
- 1.2 Phosphorus
- 1.3 Magnesium

2. Micro Minerals: Functions, absorption, RDA, sources, effect of deficiency and excess

- 2.1 Iron
- 2.2 Zinc
- 2.3 Fluorine
- 2.4 Iodine

Unit - 5

Water and Electrolytes.

1. Water:

- 1.1 Functions of water
- 1.2 Daily requirement
- 1.3 Water balance

2. Electrolyte and acid base balance:

Function, RDA, sources, Deficiency

- 2.1 Sodium
- 2.2 Chloride
- 2.3 Potassium



Faculty of Science

Skill Development Program in Crime investigation and Forensic Biology

COURSE DETAILS	NAME COURSE	DURATION	TEACHING HOURS	EXAM		STUDY LEVEL	COURSE CONTENTS
				T	P		
Short term Certificate Course	crime investigation and Forensic biology	30 Day's	30 hrs 24 T 6 P	1	1	Starter / Basic Level	Introduction to Basic concepts

COURSE OBJECTIVE:

- Introduce Bio-Science students to the different disciplines of forensic science and trained them in applied area of biological examination for various types of evidence.
- To provide add on skill in forensic biology and DNA analysis.
- To give practical experience of learning and evaluating of biological evidence in criminal matters using DNA technologies.
- To give Bio-Science students including paramedical and other worker of the investigation group a exposure to molecular and forensic science including the methods routinely used for the isolation of DNA from cells and techniques applied to DNA quantitation, electrophoretic separation, as well as data analysis, interpretation and reporting.
- Help students to correlate their subject with forensic biology and molecular investigation.
- Introduce students to the principles of immunology, immunological techniques, and their application to forensic analyses
- Introduce students to genetics in context with forensic science, forensic DNA analysis and human molecular genetics



Syllabus Content:

Theory

➤ **Forensic Science and Legal Procedures**

Introduction to Forensic science and historical development, Forensic Medicine, Cyber Crime, Locard's Law, Forensic Science laboratory, Legal Procedure, Medical Law and ethics, Medical Aspects, Crime detection and Medical Evidence.

➤ **Crime Scene Investigation and Biological Material**

Assessment of crime scene, collection ,packing and despatch of evidentiary material, recording of evidence at crime scene, Biological sample, collection and preservation of Blood, saliva, swabs ,smear, hair and nails .

➤ **Forensic Immunology/Serology**

The Basics of Immunology, Antibodies, Antigen Capture, Presentation and Recognition, Cell Mediated and Humoral Immune Responses ,Diversity, Assembly, Switching and Maturation ,Complement System, Activation and Regulation, Immune Response Disorders Module 8 Immunology and Serology Laboratory Methods

➤ **Forensic Examination of Blood**

Blood, basic genetic principles, Blood groups as hereditary factors, different blood group system, Red cell antigen, Grouping based on blood protein, Grouping based on enzymes, White cell antigen, Blood group in stain, Blood group in semen, Serological examination, Serum Allotype and legal aspects

➤ **Forensic DNA Typing**

DNA structure, chemical nature, nomenclature, properties, collection and forwarding of forensic samples for DNA typing, Principles of DNA typing, genes and chromosomes, Isolation of DNA from blood, detection methods, PCR (Polymerase Chain Reaction), RFLP (Restriction Fragment Length Polymorphism), STR (Short Tandem Repeats), Mitochondrial DNA Analysis, Rapid DNA ID Microchip Based Genetic Dectors.



Practicals:

1. Crime Scene Investigation -Indoor and Outdoor
2. Collection , preservation and transportation of Blood and Blood stain sample
3. Physical Examination of Blood stain and Blood sample collected from crime scene
4. Chemical examination of Blood stain ; Amidopyrine test, Benzidine test, Phenolphthalein Test, Guaiacum test, Leucomalachite green test and Ortho-toluidine test.(Any two)
5. Microscopic examination: RBCs, Histochemical tests (haemochromogen crystal test and teichmann's haemin crystal test) .(Any one)
6. Serological Tests; Precipitin test, Haemagglutination inhibition test, Gel diffusion test, immunoelectrophoresis and Isoenzyme methods. (Any one)
7. Blood Groups Identification based on Red Cell antigen (ABO, MN system, Rh system, I system , Kell, Kidd, Duffy, Diago, Lutheran, Lewis, P factor, and Xg system). .(Any two)
8. Blood Groups Identification by White Cell antigen (HLA)-Human Leucocyte antigen
9. Blood Groups Identification based on Serum protein polymorphism (serum haptoglobins, Gc Group specific components globulin, Ag groups –Albumin globin, Gm system-Grubb's factor, Km system- Kappa markers, Serum lipoproteins and abnormal haemoglobins). .(Any two)
10. Isolation of DNA from Blood and Blood stains (DNA extraction methods)
11. PCR Amplification
12. DNA Quantitation (Gel Electrophoresis)
13. **One or two visit to Forensic Science Lab (FSL)/Crime spot/Molecular Lab/Field visit for Biological Sample collection**

R.K.D.F. UNIVERSITY, BHOPAL

Course Subject LAW and Title HUMAN RIGHT Law Subject Code -02

HUMAN RIGHT

(INTELLECTUAL PROPERTY, LAWS OF COPYRIGHT, INFORMATION TECHNOLOGY)

LAW-02

Branch	Subject Title	subject code	Contact Hours Per Week
LAW 04	HUMAN RIGHT	02	03 L to 02P

PROGRAM OUTCOMES (PO)

- PO1 Legal Knowledge: To acquire & apply legal knowledge to the complex Socio-legal problems.
- PO2 Professional Practice: to make students eligible to practice in Courts, Industries, Companies as legal practitioner.
- PO3 Professional Skills: To possess professional skills required for legal practice such as Argument, Pleading, drafting, convincing etc.
- PO4 Professional Ethics: To understand and apply principles of professional ethics of legal profession.
- PO5 Legal research & legal reasoning: to develop legal research skills & legal reasoning and apply it during programme & in Legal practice.
- PO6 Self-reflection & lifelong learning : To develop an attitude of self-reflection while learning & Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of changing legal contexts.
- PO7 Self-employability: To provide a platform of self-employability by developing professional skills in legal industry.
- PO8 Leadership skills: To develop leadership qualities amongst students.
- PO9 Lifelong Learning: To make awareness about Constitutional legislative & societal transformation in society & to develop clinical abilities.
- PO10 Lawyering skills: Every graduate will become skilled in legal research, written and oral communication, teamwork, advocacy, and problem-solving.

Course Outcomes

After completing this course satisfactorily, a student will be able to:

- CO 1. To appraise on the nature of property transaction that exist in Hindu family relations and the importance of ancestral property and karta in hindu family.
- CO 2. On completion of the third module students will be able to analyse and critically understand the concept of marriage and relate it to the changing nature of marriage as is witnessed today such as live-in relationships and recognition of same sex marriages.
- CO 3. On completion of the fourth module students will be able to show a better understanding the core concepts of Hindu adoption laws.
- CO 4. The module will help students analyze it from sociological perspective thereby understanding the importance adoption law has in the development of child.
- CO 5. On completion of the fifth module the students will be able to appraise the law relating to guardianship and the importance of guardian in matter relating to wards.
- CO 6. The outcome of the last module would be a critical understanding of the property relations in a family and understanding the legal incidence of joint family and testamentary succession and intestate succession under the Act.

HR Course Outcomes

After completing this course satisfactorily, a student will be able to:

- CO 1. Demonstrate knowledge and understanding of the international human rights framework, its origins and justifying theories;
- CO 2. Demonstrate capacity to assess how specific human rights may be asserted, enforced or violated;
- CO 3. Critically evaluate the relationship between international and domestic law on human rights;
- CO 4. Demonstrate understanding of the role of lawyers in human rights protection and capacity to contribute to ongoing processes of law reform;

HUMAN RIGHTS

UNIT-1- Human Rights

- 1 Foundation and Basic Principals
- 2 Indian Constitution Art 14 – 32
- 3 History Development ,Concept of Human Rights

UNIT 2- UNITED NATION AND HUMAN RIGHTS

- 1 UN AND HR (United Nation ,Human Rights)

2 UDHR (Universal Declaration of Human Rights)

3 Covenant -

(i)Covenant on Economics , Social and Cultural Rights (1966)

(ii) Covenant on Political and civil rights.

UNIT 3

1-ILO – International labour organization.

2-NGO – Non – Govt organization.

3-UNESCO – United Nation Economic social Cultural Organization

4-UNICEF – United Nation International Children Emergency Fund.

UNIT 4 COMMISSION –

1-INTTERNATIONAL HUMAN RIGHTS COMMISSION

2-NATIOONAL HUMAN RIGHTS COMMISSION

3-STATE HUMAN RIGHTS COMMISSION

UNIT 5

HUMAN RIGHTS AND DISADVANTAGE GROUP

1 WOMENS

2 CHILD

3 OLD AGE PERSON

4 REFUGEE

5 DISABLED PERSON 6 WAR VICTIMS.

RKDF UNIVERSITY

VALUE ADDITION COURSE

ON

INDIGENOUS DAIRY PRODUCTS



Organized By:

FACULTY OF AGRICULTURE

Ramkrishna Dharmarth Foundation University
Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Preface

Milk plays a significant role as a source of animal protein in the average Indian diet which is predominantly vegetarian. Because of higher ambient temperatures prevailing in Indian sub-continent, ancient Indians developed more stable products from milk for conservation of its nutritional goodness. So, the ethnic dairy foods, commonly termed as traditional or Indian indigenous milk products, were developed over ages utilizing locally available equipment, utensils and manufacturing procedures.

India has become the largest producer of milk in the world. It produces more than 118 million tons of milk annually, as in the year 2011. Milk production in India is highly seasonal. The availability of milk is abundant after monsoons and all through the winter which is flush season, the quantity of milk in the summer declines which is lean season. It is happening over the centuries in our country. When we have too much production of any commodities without a matching demand, price come down and that is where the indigenous dairy products play their balancing role. Surplus milk in the evening is boiled and converted into dahi, then to makkhan and finally to ghee which has a shelf life of about one year.

The wide array of Indigenous milk products is poised to take strong industrial footing in the years to come with the development and application of mechanized manufacturing technologies and unit operations. A wide range of Indian milk sweets made in different parts of the country are very popular amongst all male and female, young and old population. No special event or a celebration is considered complete without serving and distributing the sweets to relatives and friends which are essentially made with the indigenous dairy products as a base.

The milk plants in India usually receive 2.5% substandard milk due to unhygienic conditions of milk production, existence of middle man and adulteration, high ambient temperature, inadequate cooling facilities and transport arrangement and lack of appreciation for production of A grade milk. The rejection of substandard milk adversely affects the commercial interest of milk producers especially during summer. The high acid unsold milk can be profitably converted into danedar (granular) khoa for the preparation of Kalakand, Birthday cakes, Toffee and related sweets, etc. Traditional products account for over 40% of all dairy products consumed in the country. Due to lack of adequate processing and preservation methods, the manufacture and trading these products is confined to Halwais. Although authentic statistical data are not available, it is estimated that the value of Khoa and chhana based sweets if put together would be more than Rs.100, 000 million which is double the value of milk handled by the organized dairy sector.

Aims and Objective

1. To develop the self-reliant opportunities for learner.
2. To empower the farmers and other weaker sections of society especially women through gainful employment opportunities and revitalize rural communities.
3. To emphasize the sustainable agriculture.
4. To recycle the agro-waste materials for cultivation.
5. Increase opportunities for smaller farms and companies through the development of markets.
6. Diversify the economic base of rural communities.
7. Overall, increase farmers' financial stability.
8. To gain the profit by less investment.
9. To aware about the benefits in nutrition and health of mushroom.
10. To aware about the use of less space and maximum profit through mushroom.

Learning outcomes

1. Understanding the basic concepts in mushroom cultivation technology and will get knowledge of the different processes used in mushroom cultivation.
2. Understanding of different methods for inoculation of mushroom and their incubation at a particular temperature.
3. Understanding of different species of mushroom having essential nutritive value and their uses.
4. Understanding of different storage methods at low temperature for fresh and dried mushroom.
5. Learning about different food products of mushroom powder and their health beneficial role.

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training: 30 Days
2. Eligibility Criteria: 12th Pass
3. Language: Hindi/ English
4. Level - Certificate
5. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject	Credit			
				Theory Marks	Practical marks	Total Marks
1	Value Addition Course	Indigenous Dairy Products	2(1+1)	75	25	100

COURSE ORGANIZER

Ms. Charu Bhagat, Assistant Professor, Faculty of Agriculture, RKDF University

Ms. KratikaAlawe, Assistant Professor, Faculty of Agriculture, RKDF University

TECHNICAL COMMITTEE ORGANIZER

Mr. Vivek Gumasata, Assistant Professor, Faculty of Agriculture, RKDF University

Mr. Peeyush Shriwastava, Assistant Professor, Faculty of Agriculture, RKDF University

SYLLABUS CONTENT

Unit I

Definition of Traditional Indian Dairy Products, Status, Scope & Challenges of Traditional Milk Products, Pattern of milk utilization in India. Classification of Traditional Dairy Products.

Unit II

Khoa: Definition, Varieties, Methods of Preparation, Packaging, Shelf Life, Defects and Uses of Khoa. Different products from khoa like: Peda, Burfi, Kalakand, Milk Cake and Gulab jamun. Product Description, Methods of Preparation, Packaging and Shelf Life of Rabri, Basundi, Payasam/ Kheer.

Unit III

Chhena: Definition, Methods of Preparation, Packaging, Shelf Life and Defects. Different products from Chhena like: Rasogolla, Sandesh, Rasomalai, Rajbhog, Pantooa and Chhana Podo. Paneer: Product Description, Method of Manufacture, Composition, Factors Affecting Quality, Packaging and Shelf Life. Fermented dairy products. Miscellaneous traditional dairy foods.

RKDF UNIVERSITY

VALUE ADDITION COURSE

ON

VERMICOMPOST



Organized By:

Faculty of Agriculture

RAMKRISHNA DHARMARTH FOUNDATION UNIVERSITY

Gandhi Nagar, Bhopal, Madhya Pradesh, India-462033

Preface

Agriculture is the primary source of livelihood for about 58% of India's population. More than a billion people work there. More than half of the land on the planet is made up of pasture and cropland, which provides food and habitat. Sustainable agriculture practices may protect watersheds, maintain important habitats, and enhance the health of the soil and the water supply. On the other hand, casual approach and actions have serious irreversible effects. Long-term resource management is now more essential than ever. Demand for Agricultural products rises along with the global population. Due to its close relationships to the global economy, human societies, and biodiversity, agriculture represents one of the most important conservation frontiers on the planet. Vermicomposting is regarded as a clean, sustainable and zero-waste approach to manage organic wastes. It is one of the best organic matter recycling options as it offers an environmentally and economically sound strategy to obtain a product of premium value enriched with all sort of bioactive compounds. It is one of the most profits making agri-business; the vermicompost business can be started with a low investment and less space. Taking up vermicompost as a business can help the farmers/ graduate or post graduate students with some additional income. As an income generating activity, the production of vermicompost has immense potential. Vermicomposting is an option for small agri-business for an alternative source of income. As the vermicomposting not only resonate with sustainable wastage management but also paves the way to move towards nontoxic and least residual food based ecosystem. Since a better management of the food wastage not only provide good health for soil which eventually encourages minimization of chemical fertilizers and plant supplements but provides the water and soil with least their adverse impact on human health and the environment. This course is designed to give the learners a concept of vermicompost and its advantage over traditional fertilizers.

Aims and Objective

1. To attain the basic knowledge and basic requirement of vermicompost.
2. To acquire the efficient and effective management of organic wastes.
3. To impart the knowledge of composting among interested students.
4. To generate Self-employment.
5. Will reduce the environment pollution.
6. To provide the scope of entrepreneurship through vermicomposting.

Learning outcomes

1. Importance of vermiculture in protecting the environment and human health.
2. Management of organic waste through recycling and its application use in develop of agri-industry business.
3. Students residing in cities can produce vermicompost in small scale for garden/household plants.
4. The student can generate income by supplying verms, vermiwash, & vermicompost.
5. Opportunity for lifelong learning.

SYLLABUS CONTENT

S.No	Topic Name	
	Theory	Practical
Unit 1	Introduction of vermicomposting and history of vermicompost production. Definition and concept of vermicompost	
Unit 2	Importance and need of vermicompost	
Unit 3	Selection of site and physical requirements for vermicompost unit	
Unit 4	-	Establishment of vermicomposting unit Pit method
Unit 5	-	Establishment of vermicomposting unit Bed method
Unit 6	Explain lifecycle of earthworms and role of earthworms in vermicomposting	
Unit 7	Scientific classification of Earthworm	
Unit 8	Study of external morphology of Earthworm	
Unit 9	Study of Pests and diseases of Earthworms	
Unit10	Which factor affecting composting process	
Unit 11	Characteristics of good quality vermicompost	
Unit 12	Benefits of Vermicomposting and how to use vermicompost	
Unit 13	Nutrient content in vermicompost	
Unit 14	Role of nutrients for plant growth	

Unit 15	-	Physico- chemical analysis of vermicompost in laboratory
Unit 16	Chemical fertilizer and their impact	
Unit 17	Comparison of chemical fertilizer and vermicompost	
Unit 18	What is vermiwash? How to collect Vermiwash.	
Unit 19	-	Describe chemical composition of vermiwash and how to use vermiwash.
Unit 20	What is the limitations of composting	
Unit 21	Care and precautions during vermicomposting	
Unit 22	-	Maturity and Stability Indices
Unit 23	-	Harvesting method of mature vermicompost
Unit 24	Post-harvest management of vermicompost	
Unit 25	-	Air drying of vermicompost, sieving & storing
Unit 26	-	Harvesting, packaging, transport and storage of vermicompost
Unit 27	-	Arrange visit to nearby organic field
Unit 28	Demonstration of vermicompost and vermiwash in different crops	
Unit 29	Cost analysis of vermicompost	
Unit 30	Make a business plan to start a vermicompost business	

GENERAL INFORMATION AND COURSE STRUCTURE

1. Duration of training : 30 Days
2. Eligibility Criteria : Any UG students
3. Language : Hindi/ English
4. Level - Certificate
5. Teaching mode: Offline classes, smart classes, videos, field visit, demonstration and PDF notes

MARKING SCHEME

S.No.	Name Of Course/ Group	Name Of Subject			
			Theory Marks	Practical marks	Total Marks
1	Value Addition Course	Vermicompost	75	25	150

COURSE ORGANIZER

Dr. Suchi Gangwar Associate Professor, Faculty of Agriculture, RKDF University

Mr. Peeyush Srivastva Assistant Professor, Faculty of Agriculture, RKDF University

TECHNICAL COMMITTEE ORGANIZER

Mr. Sunil Silavat Assistant Professor, Faculty of Agriculture, RKDF University

Mrs. Kratika Alawe Assistant Professor, Faculty of Agriculture, RKDF University

Mr. Govinda Bihare Assistant Professor, Faculty of Agriculture, RKDF University

RKDF UNIVERSITY

Airport Bypass Road Gandhi Nagar Bhopal

Faculty of Computer Application

Certificate Course/ Value Added Course

Duration: 30 Days

Web Designing

Description:

Web development is not just about coding, it is also about **website designing**. Before going into the process of development, you have to think about its layout, colors, fonts, visual assets, and more. This means that you can develop or enhance your design skills. You can also enhance your creativity by learning from others' website designs present over the internet. A good website has a clean-quality design. It will give you the power to contribute to the world. You can develop or **improve your problem-solving skills** with it. If you have an idea in your mind that solves real-world problems it will help you to create it. As a computer science student, if you have developed anything which has a good effect on the real world then it will definitely help you in your future careers. Where you can solve real-world problems and hone your skills.

Objectives of the Courses:

There is no need to go to any institute to learn it. In the world of the Internet, there are tons of resources to learn it, and you can learn it at your own pace. In web development, you will learn **front-end frameworks, back-end frameworks, programming languages** as well as design patterns, authentication, APIs, deployment, and more. There

are no steps that tell you know everything about web development. It is a continuous learning process. One thing you will find in every successful people is that they have a very good understanding of their work. In simple words, they have a strong grip on self-learning.

Salient Features:

1. Users appreciate quality and credibility.
2. Users don't read, they scan
3. Web users are impatient and insist on instant gratification
4. Users don't make optimal choices.
5. Users want to have control.

Duration of Course:

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have six different modules which are based on different parameters of Web Designing.

Dr. N.S. Shrivastava

Head
(Coordinator)
Faculty of Computer Application

Mr. Ritesh Kushwah

Assistant Professor
(Co-coordinator)
Faculty of Computer Application

Enclosure:

- Syllabus
- Exam Scheme

Syllabus

Maximum Marks: 150

Minimum Marks: 60

Duration: 30 Days

Course learning outcomes (CLO):

After studying this Course the student will be able to —

- ✓ Code a handful of useful HTML & CSS examples
- ✓ Build semantic, HTML & CSS web page
- ✓ Write basic scripts
- ✓ Use Names, Objects, and Methods
- ✓ Add Interactivity to a Web Page
- ✓ Create Dynamic Web Pages using Java Script in HTML forms.

Module	Topic	No. of Hours
I	: Introduction to Internet- World Wide Web, Internet Addressing, Browser, URL, Web server, website, homepage, Domain Name, Basic concepts.HTML Tags and Attributes, HTML Basic Tags, Formatting Tags, HTML Color Coding, Div and Span Tags for Grouping.	05
II	Lists: Unordered Lists, Ordered Lists, Definition list. Images: Image and Image Mapping Hyperlink: URL - Uniform Resource Locator, URL Encoding.	05
III	Table: <table>, <th>, <tr>, <td>, <caption>, <thead>, <tbody>, <tfoot>, <colgroup>, <col>. Attributes Using Iframe as the Target	05
IV	Form: <input>, <textarea>, <button>, <select>, <label> Headers: Title, Base, Link, Styles, Script HTML Meta Tag, XHTML, HTML Deprecated Tags & Attributes	05
V	CSS: Introduction, Features and benefits of CSS, CSS Syntax, External Style Sheet using <link>, Multiple Style Sheets, Value Lengths and Percentages. Color Background Cursor: background-image, background-repeat, background-position,	05

VI	The JavaScript: Nature of JavaScript, Script Writing Basics, Enhancing HTML Documents with JavaScript, the Building Blocks. Introduction to JavaScript, JavaScript Engines, Values, Variables and Operators, Variable Mutation, Basic Operators, Operator Precedence, JavaScript Types, Types Definition, Types in JavaScript.	05
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Scheme of Examination

S.No	Types	Questions	Marks Allocated	Total Marks
1	Objective	5	1	5
2	Short Answer	5	3	15
3	Long Answer	3	10	30
4	Practical			50
5	Project			50
Total Marks				150

Reference:

1. Jon Duckett, HTML And CSS: Design And Build Websites, Wiley
2. Jon Duckett, JavaScript And JQuery: Interactive Front-End Web Development, Wiley
3. Jennifer Niederst Robbins, Learning Web Design: A Beginner's Guide To HTML, CSS, JavaScript, And Web Graphics, O'reilly
4. <https://www.w3schools.com/>
5. <https://spoken-tutorial.org/>

WRITING AND PUBLICATION ETHICS

Total hrs: 30

Duration: 3 months

Value added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life.

Faculty of Pharmacy RKDF University, offers a whole variety of value added courses with the following objectives:

- (1) To provide students an understanding of the expectations of industry.
- (2) To improve employability skills of the student.
- (3) To bridge the skill gaps and make students industry ready.
- (4) To provide an opportunity to students in developing their inter-disciplinary skills.
- (5) To mold students as job providers rather than job seekers.

The value-added courses are delivered using a combination of lectures, classroom discussions, and interactive sessions. Extensive practice sessions for training students through assignments on practice exercise was included. The sections will be followed through conduct of evaluation tests to assess the understanding of the participants.

Course Description

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded a certificate.

TOTAL TEACHING HOURS 30 (Lecture: 20 Hours, Tutorial: 05 Hours, Activity: 05 Hours)

Scheme of Examination

S.No.	Question Type	Total Number of Questions	Marks allotted	Total Marks
1	Objectives	10	01	10
2	Short-Answer Questions	05	06	30
3	Long-Answer Questions	04	15	60
4	Internal Assessments	Class Presentations, Project Report		50
			TOTAL MARKS	150

- (6) The passing requirement for value added courses shall be 50% of the total marks prescribed for the course.
- (7) The students who have successfully completed the value-added courses shall be issued with a certificate duly signed by the authorized signatory.

Unit	Details	Hours
I	PHILOSOPHY AND ETHICS Introduction to philosophy: definition, nature and scope, concept, branches; Ethics definition, moral philosophy, nature of moral judgements and reactions, Environmental impacts, ethics issues, ethical committees, commercialization, copyright, royalty, IPR and patent law. Reproduction of published material-plagiarism, citation and acknowledgement.	5
II	REPORT WRITING Meaning and significance of report writing, types of report, steps in writing report, layout of the research report, precaution in writing research report, developing thesis report, formatting, inside citations, references and bibliography	2
III	SCIENTIFIC CONDUCT Ethics with respect to science and research, Intellectual honesty and research integrity, Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP), Redundant publications: duplicate and overlapping publications, salami slicing, Selective reporting and misrepresentation of data	5
IV	PUBLICATION ETHICS Publication ethics: definition, introduction and importance, Best practices / standards setting initiatives and guidelines: COPE, WAME, etc. Conflicts of interest, Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types, Violation of publication ethics, authorship and contributorship, Identification of publication misconduct, complaints and appeals, Predatory publishers and journals	5
V	OPEN ACCESS PUBLISHING Open access publications and initiatives, SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies, Software tool to identify predatory publications	5

	developed by SPPU, Journal finder/ journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.	
VI	PUBLICATION MISCONDUCT Subject specific ethical issues, FFP, authorship, Conflicts of interest, Complaints and appeals: examples and fraud from India and abroad, Use of plagiarism software like Turnitin, Urkund and other open source software tools	4
VII	DATABASES AND RESEARCH METRICS Indexing databases, Citation databases: Web of Science, Scopus, etc. Research Metrics, Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score, h-index, g index, i10 index, altmetrics	4