VOCATIONAL SUBJECT

Part A Introduction

Programme: Certificate Class:B.Com 1 St Year Session 2021-22	
Subject	Vocational
Course Code	**V1-COM-TALT**
Course Title	Accounting and Tally Course
Course Type	Vocational
Pre-Requiste	No pre-requisite
Course Objectives	To understand the meaning of tallterp-9 To Understand The Terms Of electronic accounting.
Course Learning Outcomes	After the completion of the course, wstudent will be get to • understand the elements of electronic accounting process. • Apply the basics of accounting with the help of sophisticated software like tally • creat a company, laedger and group creation, stock groups,stock items, stock units formation, various vouchers entry,etc in tally software. • make adjustments entries through tally and produce financial statements like p&l accounts, balance sheet etc. • develop skills to prepare account mannually and computerized.
Expected Job/Role Of Career Opportunities	Students can find a job as an accountants in any business firms.

Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures- (In Hour Per Week)L-1-/ p-1		
Unit	Topic	Lectures
I	Financial Accounting: concept of double entry system, golden rule of accounting, preparation of journals.	18
II	preparation of ledger and trial balance.	10
III	**brief introduction of Trading and Profit And Loss account , Balance Shseet**	02
	Practical	
IV	TALLY ERP 9.0 1.Introduction of tally erp9.0, info menu, creation of company, gateway of tally. 2.account information : ledger and group creation. 3. Inventory Information: determination of stock groups, stock items, stock units 4.Accounting voucher entries: receipt voucher, payment voucher, , purchase voucher, sales voucher, , contra, voucher, journal voucher, debit note and credit note.	25
V	Report: trial balance , day book, account book, statements of accounts, inventory book, trading and profit loss account, and balance sheet.	5

Project: make a project to record day to day accounting and grnerate trading and profit and loss account, and balance sheet.

Part C Learning Resources

1. Behera Soumya Ranjan, Learn Tally. ERP 9.0, B.K. Publication Pvt Ltd.

2. Singh , Shraddha, Mehranavneet, Tally ERP.9.0 (Power Of Simplicity) V& S Publication, Delhi

3. Agrawal Dr. Namrata , Comdex Tally ERP .9.0 Course Kit, Condex Publication Delhi.

Suggestive Digital Platforms, Web Links:

1.http://sscstudy.com/tally-erp-9-book-pdf-free-download/

2. http://www. sarkarirush.com /tally

3. http://learn meck .com fundamentals-of-tally-erp-9

PART D ASSESSMENT AND EVALUATION

Part A Introduction

Programme: Certificate Class:B.Com 1 St Year Session 2021-22		
Subject	Vocational	
Course Code	**V1-PSY-DEVT**	
Course Title	Personality Development	
Course Type	Vocational	
Pre-Requiste	No pre-requisite	
Course Objectives	To understand the meaning of personality. To Understand The Terms Of personality development.	
Course Learning Outcomes	After the completion of the course, wstudent will be get to • to cultivate skills for successful life and learn to handle failure. • to learn the process of goal setting and swot analysis. • to understand the importance of time and stress management. • to develop core skills for employability. • to develop the effective communication skills. • to realize the role of technology in personality development.	
Expected Job/Role Of Career Opportunities	Growth And Value Addition In The Respective Job Profiles.	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Unit	Topic	Lectures
	Total No. of Lectures- 30 (In Hour Per Week)L-1-/ P-1	
I	**Personality, Success And Facing Failure:** Concept of personality. what is success?- hurdles in achieving success, factors responsible for success, developing effective habits,. what is failure?. factors affecting failure, learning from failures, overcoming failures,, power of faith, practicing faith, SWOT analysis, and goal setting(specific, measurable, acievable, realistic, time bpnd- SMART goals)	10
II	**Time And Stress Management And Employability Quotient** time as a resources, identifying time wasters, techniques for better time management, introduction to stress, causes and effects, of stress, managing stress. resume building, the art of participating in group discussion,interview, frequentlyasked questions, mock interview sessions.	10
III	Communication Skills And Digital Etiquettes Communication Skills: effective reading/ writing/ listening skills, hard skills & soft skills, overcoming stage fear, role of body language, art of professional presentation, use of audio & visuals in presentations, social etiquettes. use of information & communication technology(ict) in day to day management, effective use of social media, e-mail etiquettes, netiquettes, useful electronic gadgets and mobile applications.	10
	**Practical**	
IV	1. SWOT analysis 2.goal setting(smart goal) 3.time management 4.resume writing and mock interview sessions 5.communication skills	30

	5.E-Mail Writing	
V	Report:.	

Project/field trip: submit a report based on your learning from the life of any one successful personality

2. visit to personality development training institute and submit report.

Part C Learning Resources
1. Andrews, Sudhir(1988) How To Succeed At Interviews.21 St(Rep). Tata Mc Grew-Hills New Delhi.

2.Covey, Stephen. ()1989) , The Seven Habits Of Highly Effective Peoples. Ny ; Free Press

3. Hindle, Tim(2003), Reducing Stress, Essentials Manager Series. Dk Publishing

4. Licas, Stephen(2001) Art Of Public Speaking. Tata Mcfrew Hills, New Delhi

5.Modern Sweat, Development Of Personality Anand Paperbox

6.Petes S.J., Francis92011). Soft Skills And Professional Communications Tata Mc Graw Hills Education New Delhi

7.P.K. Sharma , Personality Developmwnrt , Bharat Shree Prakashan.

8. Smith ,B (2004), Body Language. Rohan Book Company Delhi.

Suggestive Digital Platforms, Web Links:

1.basics of communication: http://www.glow and lovelycareers.in/en/course-detail/nlit-156/basics-

2.

PART D ASSESSMENT AND EVALUATION

Part A Introduction			
Program U.G, Level Certificate	**Class: UG I Year**	**Year;FIRST Year**	**Session :2021-2022 onwards**
Subject :Web Designing			
1	**Course Code**	**V1-COS-WEBT**	
2	**Course Title**	**Web Designing**	
3	**Course Type**	**Vocational**	
4	**Pre- requisite (if any)**	Open for all	
5	**Course Learning outcomes (CLO)**	After studying this course the student will be able to- • Code a handful of useful HTML & CSS example • Build semantic, HTML & CSS webpage • Write basic Scripts • Use Names, objects and Methods • Add interactivity to a Web page • Create Dynamic Web pages using Java script in HTML forms.	
6	**Expected Job Role / Career Opportunities**	Job Rule- Web Designer / Front End Developer/ Creative Ad Designer Job Description- Web designers develop functional and appealing web pages, websites, and web applications. Online Advertisements for individual business and government agencies to establish their online presence. They use knowledge of computer programming and graphic design to create websites that meet client needs. Career Opportunities- Typical employers of Web Designers are- • Software companies • IT Consultancies • Specialist web design companies • Large corporate organizations. • Any organization that uses computer systems. • Self- employment/ freelance work is often possible for indivuals with appropriate experience, • Vacancies are advertised online, by career services and by recruitment agencies	

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	Credit Value	(4) Theory- Practical - 2	

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Part B – Content of the course
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Total NO OF Lecture +(in hours per week) L-2 hrs./ P- 2 Hrs.

Total No of Lecture/practical : L- 30 hrs./ p- 30 hrs.

	Topics	No. of Lectures
I	**IntroductiontoInternet**- World Wide Web. Internet Addressing, Browser, URL, Web Server, Website, homepage, Domain Name, Basic concepts. **Softwarefor** web**designing** - Notepad/ Notepad++ Dreamweaver, Blue Griffon, Net beans, Sea Monkey, World press, Sublime. **IntroductiontoHTML**:HTML Tags and Attributes, HTML Basic Tags, Formatting Tags, HTML Color Coding, Div. and Span Tags for Grouping. **Lists**:Unordered Lists, Ordered Lists, Definition list. Image and Image Mapping. Hyperlink: URL – Uniform Resource Locater, URL Encoding. Table : < table>, <th>,<td>, <caption>, <head>, <body>, <toot>,<colgroup>, <col>. Attribute Using I frame as the Target **Form** :< input>, <text area>, < button>, < select>, < label> **Headers**: Tittle, Base, Link, Styles, Script. HTML Meta Tag, XHTML, HTML deprecated Tags & Attributes	6
II	**CSS:** Introduction using link, Multiple Style Sheets, Value lengths and percentages. **Selectors:** ID Selectors, Class Selector, Grouping Selectors, Universal Selectors, Descendant / Child Selectors, Attribute Selectors, CSS – Pseudo Classes. , Features and benefits of CSS syntax, External Style Sheet **Color Background Cursor:** Background image, background repeat, background position, CSS- cursor. **Text Fonts:** Color, background-color, text-decoration, text-	05

	align, Text-indent. text transform, white space, letter spacing, word spacing, line- height, font- family,, font- size, font- variant, font- weight.	
III	**Lists Tables:** list style type, list-position type, list style range, CSS, Tables, (border, width, & height, text- align, vertical align, padding, color) **Box Model:** Borders & Outline, Margin & Padding, Height and width, CSS, Dimension **Display Positioning**: CSS visibility, CSS display, CSS scroll bars, CSS Positioning, (Static Positioning fixed positioning, relative positioning, absolute positioning) CSS Layers with Z- Index. **Floats:** The float property, t5he clear property, the clear fix hack.	05

IV	**The Java script:** **N**ature of Java, swcript writing basics, writing basics, enhancing HTML, Documents with Java script, the building blocks. Introduction to Java script, Java script Engines, Values, variables and operators, variable mutation, basic operators, operator procedure, Java script Types, Types definition, Types in java script, type conversion. **Java script Conditionals:** Introduction to conditional, conditionals in Java script, ternary operators, conditional Laddder, & switch statement. **Java Script Arrays:** Introduction to arrays, Declaring and mutating Arrays, Array methods and properties, replication with Array methods, Multi dimensional Arrays.	07
PRACTICALS		**15**

- Design a home page which displays information about your college department using heading, HTML, entities and paragraphs.
- Implement different type of list tags in the college department homepage
- Create a webpage for any clinic using marquee and formatting tags.
- Create 3 Hyperlinks in home page connecting it to 3 different pages.
- Create 3 hyperlinks in which jumps to 3 different headings on same page.
- Insert image (s) and I frame in a webpage.
- Design a page with image of block diagram of computer, mapping, each co0mponent as areath specific co- ordinates,
- Create a web page containing Frame 1 that contains link and another contents of th
- Design a time table and display ib tabular form.
- Demonstrate difference between "get" and "post" method of form tag in a form with password text.
- Design an admission form for any course in your college with text, password field, drop-down list, check-boxes, radio- button, submit and reset button etc.
- Create a website for online book store with Home, Login, catalogue, registration page, with links to all these in a menu on top of every page.
- Write a CSS style specification rule that would make all unordered list (<u> tags) have square bullets and purple background.
- Create a HTML form with the use of cascading style sheets.
- Create a Home page of your town with a attractive background color, text color, an image, font face, by using online CSS formatting.
- Create a catalog for an online shopping company that sells music records using style sheets.
- Create a sample code3 to illustrate the external style sheets for your web page.
- Design a web page by using different CSS border style.
- Change the color of all elements with the class "color text" to "BLUE"

- Set different margins for all four side borders.

Part C- Learning Resources **Text Books, References, other resources**

Suggested Reading:
- Jon Docket, HTML and CSS Design and build websites.
- JON Docket, Java script and query: Interactive front end Web development Wiley.
- Jennifer Neediest Robbins, learning web designer, web design, java script, O'REILLY.
- Steven Schafer, HTML, X html, and CSS Bible.
- **Fleche-Morris, Basics of web design, Html5 & Css3, 5th edition, Pearson E**ducation.
- **J**an Pounce, Richard york, beginning CSS, cascading style sheets for web design wiley India.
- Thomas A Powell, the complete reference to Html.
- Lee Anne Philips, using Html PHI
- **Xa**vier World Wide Web Design With Html.
- Laura Lemay, Mastering Html, CSS & Java script.
- Dt Editorial Services, Html5 Block Book- CoVERS css 3.

Suggestive digital platforms web links:
- http://www.w3school.com
- https://spoken-tutorial.org/
- https://www.doc-development-durable.org/file/projectsinformatics.com
- http://www.nematrian.com/pages/HTML/combined.pdf (PDF:514 PAGES)
- http://www.dnodisamir.com/references/vs

Suggested Equivalent Online Course:
- http://nptel.ac.in/courses/106/105/106105084/   (NPTEL course Internet technology- Part of the Course)
- https://onlinecourses.swayam2.ac.in/aic20
- https://www.coursera.org./learn/html/css-javascript-for-web-developers#syllabus (HTML,CSS, and Java script for web developers.
- https://www.classcentral.com/course/html-for-web-developers-4270   (HTML,CSS,)
- https://www.classcentral.com/course/duke-programming-web-4256
- https://www.coursea.org/learn/programming-web   (Programming Foundations with Java script , HTML and CSS)

Part-A Introduction	
Program:Certificate	**Year:First Year** **Session:2021-22**
CourseCode	**VI-HOR-ORGT**
CourseTitle	**OrganicFarming**
CourseType	**Vocational**
Pre-requisite(ifany)	**OpenforAll**
CourseLearningoutcomes(CLO)	AfterstudyingthisCoursetheStudentwillbeableto: • Preparemediaforprotectedcultivation. • Demonstrateirrigationandfertigation,greenhouse operations,irrigationandfertigation,careandmaintenanceofprotected structure. • Demonstratespecialhorticulturalpracticesinprotectedcultivation • Identifyandcontrolofinsect-pestanddiseases,harvestandpost-harvestpractices.
Expected Job Role/careeropportunities	Jobopportunitiesingovernmentsectoraswellasprivatesectorandself-employment.
CreditValue	4

Part-B: Contentofthecourse		
TotalNo. ofLectures+Practical(inhoursperweek):**L-1h/ P.-1Labh**		
TotalNo.ofLectures/Practical:**L- 30h / P- 30 h**		
Module	Topics	No. of Hours
I	Introduction and Principles, Developing Organic farm, conversion of soil toorganic Soil Cultivation and Tillage, Creating good growing conditions, soilcompaction,Typesofsoilcultivation.	5
II	Cropplanningandmanagement,Croprotation,intercropping,covercrops,crop-animalassociation. Mulching:Definition,Uses,Selectionofmulchmaterials,sourceof mulchingmaterials,Applicationofmulch.	8

III	Organicallymanagethefield,Livefencing,Waterandnutrientmanagement,Weedmanagement,Pestanddiseasemanagement. Plant propagation,Criteria for seed evaluation,characterization and multiplication,Importanceoftraditionalvarieties,Seedconservation.	10
IV	Otherformsoforganicmanagement,Biodynamicagriculture.,RishiKrishi,naturalfarming,panchgavyakrishi,Natuecofarming,Homafarming.	7

	Practical	**No. of Hours**
	1. SoilsamplinganddeterminationofSoilpH. 2. Determinationof soilorganiccarboncontent. 3. Preparationofnurseryandseedbeds. 4. SeedtreatmentwithfungicidesandBio-fertilizers. 5. Identificationofdifferenttypesofchemicalfertilizers,composts,bio-fertilizers. 6. Calculationoffertilizerrequirementofcrops(forwheat,riceandmaize)basedontheirnutrientneeds. 7. PreparationofFYMandCompost. 8. Usesofsprayersanddustersforpestcontrolandnutrientspray. 9. Determinationofmoisturecontentofcropseeds(wheat,rice,maize andmustard). 10. Visittoacropfieldandcomparehealthyplantwithadiseasedandinsectaffectedplant. 11. IdentificationofdifferenttypesofInsecticides,FungicidesandHerbicides.	30
Project/Fieldtrip: Excursionofan Organic Farm/ Presentationofa project related toany topic of OrganicFarming.		

Part C : LearningResources
TextBooks,ReferenceBooks,Otherresources

Suggested Readings:

- Principles ofOrganicFarming-byS.R.Reddy,*KalyaniPublishers,*NewDelhi.
- OrganicFarming(TheoryandPractice)-byS.PPalaniappanand Annadurai,*ScientificPublishers,*NewDelhi

Suggestivedigitalplatformsweblinks

- www.nptel.ac.in>organicfarming>126/105/126105014
- http://www.agmoocs.in/organicfarming