

— f.k.u
19/1/18
Controller of Examinations
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA
Sambalpur (Odisha), PIN- 768 019



PHONE and Fax: 0663-2430806
e-mail: coesuniv@gmail.com

Urgent

(~~Both by post and~~ by e-mail)

No. 428 / Acd.-I

Dated: 19-01-18

To

The Principals,

(All the Affiliated Colleges under Sambalpur University having
Three Year Degree Courses excluding Autonomous Colleges.)

Sub: Syllabus for Skill Enhancement Courses .

Sir,

I am directed to intimate you that , the Vice- Chancellor has been pleased to approve the syllabus for Skill Enhancement Courses (SEC- B for Hons. and SEC- D for Pass Students) for CBCS Three Years Degree Courses under 6 (15) of O.U. Act -1989 giving it effect from the Academic Session, 2016-17 . Copies of the approved syllabuses are enclosed herewith for your Kind reference.

The said syllabuses may be taught to the students of Arts , Science and Commerce as per the directions of the Higher Education Department , Government of Odisha vide letter No – XVI-HE-13/2015/ 11411 dated 28.12.2015. It is to be noted that these courses are to be offered to Hons. students as SEC- B during IV Semester and to the Pass Students as SEC- D during VI semester as per the Regulation.

It may be made available / notified to teachers and students concerned of your College / Institution. Any error and omission etc. may kindly be intimated to this office.

. Any queries on the matter may be made through e-mail: coesuniv@gmail.com.

Thanking you,

Yours faithfully,

Encl:- As above

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P.T.O.

Memo No. 429 /Acad.-I(BOS), dtd. 19-01-18

Copy forwarded with enclosure for information and necessary action to:

1. The Chairman, Post Graduate Council, Sambalpur University.
2. The Director, College Development Council, Sambalpur University.
3. The Director, Directorate of Distance and Continuing Education, Sambalpur University.
4. The Co-ordinator, Private Examination Cell, Sambalpur University.
5. Asst. Registrar (Examination), Sambalpur University.
6. Programmer, University Computer Unit, Sambalpur University.
7. Asst. Controller of Examinations, Sambalpur University.
8. Section Officer / Assistant -in- Charge, *e - Governance Cell*, Sambalpur University with request to upload / make necessary make it available in the official web- site accordingly(**as + 3 cbcs-syllabus - SEC- B for Hons. and SEC- D for Pass Students -Final**)
9. Section Officers, Computer Unit, E.G.-I , EG-II , E.C.- I , EC-II,EC- VI Sections.
10. Five spare Copies for Academic-I Sections with enclosure.

S.K.W.
19/1/18
Controller of Examinations

Memo No. 430 /Acad.-I(BOS), dtd. 19-01-18
Copy forwarded without enclosure for information and necessary action to:

1. **The Dy. Director, e - Governance Cell**, Sambalpur University with request for needful to provide all the materials in the official web- site accordingly.
2. P.A. to the Vice- Chancellor, Sambalpur University.
3. P.A. to the Registrar, Sambalpur University.
4. P.A. to the Controller of Examinations, Sambalpur University.

S.K.W.
19/1/18
Controller of Examinations

Electrical Domestic Appliances

Total Marks-50

Theory -40

INTRODUCTION:

In almost every home there are horde of appliances that practically remain in use throughout the day to provide us the comfort and easiness of life that we deserve. We are really grateful to these appliances which are necessity of every home. And if you are grateful to such appliances then you must care for them too.

OBJECTIVES:

- To understand how electricity as a source of energy, electrical parameters and formal units.
- To know the difference between AC and DC voltage and current.
- To understand" the laws of electricity" for DC and AC circuits.
- To have thorough knowledge on electrical instruments and domestic appliances.

UNIT-I	<p>Electrical Fundamentals: Resistance, inductance, capacitance, voltage, current, power, energy and their units. DC Circuits: Ohm's Law, Series and parallel circuits, Kirchhoff's Laws AC Circuits: Generation of AC voltage, Identification of phase, neutral and earthing. Instruments: Megger, Earth Tester, Energy meters, Main Switches, Distribution Box. Types of wiring - domestic wiring, Cleat wiring, Casing and Capping, C.T.S./T.R.S. wiring, Metal sheath wiring, Conduit wiring and concealed wiring- their procedure of installation. Factor for selection of a particular wiring system; Types of Switch (SPST/DPD/DP/MCB/RCCB) protection with fuse (thermal/ WIRED/ KITKAT/Glass cartridge/HRC) and importance of earthing in wiring system. Different types of earthing, Routine checkup and maintenance practices in earth pit, Safety factors and- economy in wiring. Types of faults, their causes and remedies.</p>
UNIT-II	<p>Appliances: Types of light fittings, Incandescent lamps, Tube lights, CFLs, LEDs, Construction and working principle of electric irons, Types of Electric Stoves- Coiled type, covered type, Hot Plate, Grill/Oven, Induction Cooker, Microwave oven. Construction, working principles, characteristics and applications of Electric Mixer/Grinder, Washing Machine Refrigerator & Air conditioning : - Construction and working principles of Refrigerator & Air conditioning equipment, types of compressors (Conventional/Rotary/Inverter Technology), Common faults, their causes, testing and repairs & maintenance.</p>

Practical:

Marks-10

	<p>Study of series and parallel connection of cells, Preparation of electrolyte for Lead Acid battery and its charging and measurement of specific gravity with the help of hydrometer Testing of wiring installation, Installation of plate earthing for wiring installation, Testing and finding faults of wiring installation and rectification, Testing fault finding, repair and overhauling of, (i) electric mixer/grinder (ii) electric fans</p>
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FASHION TECHNOLOGY

Total marks: 50

Credit hours- 2

Theory: 40

Practical: 10

Objectives:

- To gain knowledge about Fashion Technology.
- To understand different fashion and clothing terminology.
- To study changes in fashion in modern society and role of a fashion designer.

Expected outline:

- Students can be self employed.
- Students can be employed in different textile industries/ fashion industries.

Theory

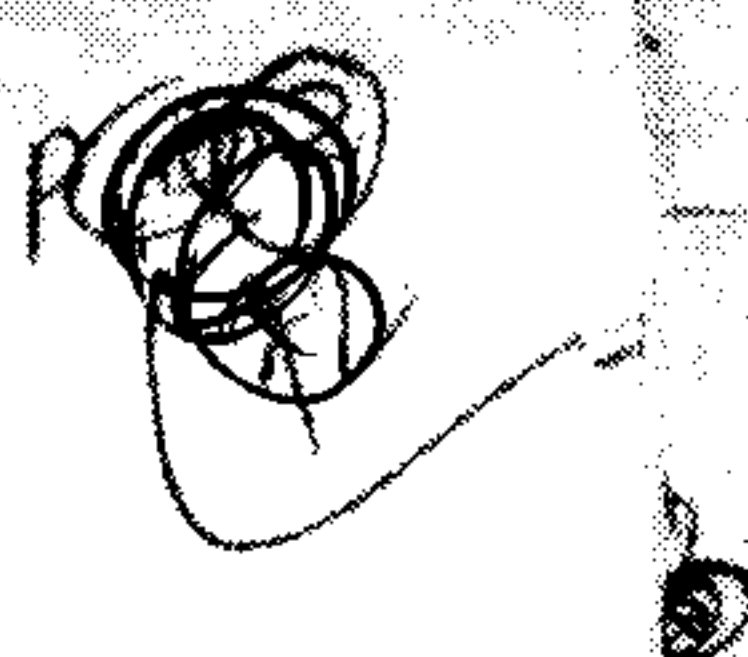
Marks- 40

Unit- I

Fashion- Meaning and definition, Difference between style and fashion, Classification of fashion, Origin of fashion, Characteristics of fashion, Difference between custom and fashion, Terminology of fashion and clothing, Social role of fashion, Importance of fashion in modern society, Factors favouring and retarding fashion in modern society, Fashion and Style in India, Fashion design institute, Role of a fashion designer, World Fashion Industry, Fashion design services, Sustainable fashion.

Unit- II

Design- Types of design, Elements of design and art (Line, form, shape, texture, colour, pattern, light, space, value), Principles of design (Proportion, balance, emphasis, harmony, rhythm by repetition gradation unbroken movement & radiation) and its importance in dress designing. Colour – Meaning, Feature, colour wheel, various colour schemes, Use of different colours in clothing, Application of art principles and elements of design in relation to clothing. Basic sketching terminology (Silhouette, Croquis, fit, bodice, haute couture, ready to wear garments). Study of different body shapes, Study of different face shapes.



Practical

Marks- 10

1. Preparation of colour wheel & various colour schemes.
2. Show figures clothed in lines (straight lines, zig-zag lines, broken lines, horizontal lines, vertical line, diagonal line).
3. Sketch different face shapes of young girl oval, rectangular, round, square.
4. Sketch different types of body shapes of young girls (tall & slender, tall & stout, short and thin, short and stout).

SKILL ENHANCEMENT COURSE SYLLABUS FOR U.G. COURSES
FINANCIAL LITERACY AND BANKING

Total Marks- 50

Theory- 40

Unit-I

Functions of Bank

Indian banking: Recent trend, E. Banking, KYC norms.

Various types of deposits and products offered by the bank, Procedure for account opening, operation & closing of accounts, Various types of customers and operation of their accounts, Loan against deposits, Basic information on cheque, Electronic transfer of funds/remittances, Banker' secrecy of accounts.

Preparing the financial plan: Aspects and considerations, Professionalism & ethics in financial planning practices, Regulatory requirement, Risk tolerance and client behaviour, Personal financial statements.

Unit-II

What is money laundering? Prevention of Money Laundering Act (PMLA),2002, RBI guidelines.

Introduction to anti money laundering, Know your customer, Customer identification procedure, KYC and risk profile of the customer, Covered/ exempted product under the preview of AML requirement, Sources of fund.

Know your Customer, Definition of agent, IRDA regulation 2000, Role of an agent, Code of ethics, Compliance, Responsibilities of associates and advisors, Protection of company assets, Reporting to illegal and unethical behaviour.

PRACTICAL

10 Marks

Communication and interviewing skills, Borrower profiling skill, financial literacy and financial education, marketing skill.

(90) (4)

FOOD PROCESSING & FOOD PRESERVATION

Total marks: 50

Credit hours- 2

Theory: 40

Practical: 10

Objectives:

- To gain knowledge on food preservation and food processing.
- To study nutrient contribution by preserved foods.

Expected outcome:

- Students can be self employed and can open small scale industries.
- They can get employment in food industries or canning canteen.

Theory:

Unit- I

Food: Definition, classification and function of food. Nutrient contribution by different food groups (Basic five, Basic seven). Impact of cooking and processing (milling, soaking, germination, fermentation) on nutritive value of different foods. Food standards: FPO, MPO, AGMARK, BIS specification for different foods, Food labelling- Importance & Specification, Evaluation of food quality by sensory tests (Difference test, Rating tests), Packaging and Labelling of foods- Function and Classification, Materials used for packaging. Food Adulteration: Definition & types of adulteration.

Unit- II

Food Preservation: Definition, Importance of food Preservation, Principles of food Preservation, Methods of food Preservation: Preservation by low temperature, Preservation by high Temperature, preservation by preservatives, preservation by osmosis, preservation by dehydration, Food Irradiation.

Practical

1. Detection of food adulteration in common foods at domestic lunch.
2. Preparation of squashes, jam, jellies, preparation of tomato ketchup/sauce, Preparation of dehydrated products – Papad, Vadis, dehydrated fruits and Vegetables.

(69) (5)

HORTICULTURE
(Fundamentals of Horticulture)

Total marks: 50

Credit hours-2

Theory:
Marks: 40

UNIT-I

Horticulture-Its definition and branches, importance and scope; horticultural and botanical classification(Classification of Vegetables and Ornamental plants);climate and soil for horticultural crops; Plant propagation-methods and propagating structures;; use of plant bio-regulators in horticulture. Irrigation & fertilizers application-method and quantity.Disease pest management and harvesting of horticultural crops.

UNIT-II

Principles of orchard establishment; Principles and methods of training and pruning. kitchen gardening; garden types and parts; lawn making; medicinal and aromatic plants; species and condiments.Value addition and storage of horticultural crops.

Practical:
Marks:10

Identification of garden tools. Identification of horticultural crops. Preparation of seed bed/nursery bed.Layout and planting of orchard plants.Transplanting and care of vegetable seedlings.Preparation of potting mixture, potting and repotting. Fertilizer application in different crops. Visits to commercial nurseries/orchard.

Reference Books:

1. Introduction to Horticulture –N. Kumar
2. Basic Horticulture – Jitendra Singh

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Information and Communication Technology

PAPER – I

Total Marks - 50

INTRODUCTION:

Theory – 40

Graduate students in the Information and Communication Technology program will develop in-depth specialized skills and can have work a future career growth in IT sector.

OBJECTIVES:

- Students can learn the fundamentals of computer for digital literacy.
- Students can have knowledge on Internet, browsing web pages and search engines.
- Students can learn the use of document processing and power point presentation.

EXPECTED OUTCOMES:

Students can have better opportunities in the services like Data entry operators, System Analysts, Web Designers and Computer programmers. Students can understand the use of ICT in classrooms, offices and managements.

UNIT – I

Digital Literacy and Internet:

Understand the fundamentals of computing, Identify the components of a computer, Steps for starting and shutting down a computer, Understanding the operating system, Manage files and folders and perform basic file operations, Browse web pages, Navigate websites, Creating and using email, Use search engines.

UNIT – II

Document Processing and Power point Presentation:

Design and create a range of business documents, Saving a document, Selecting, Modifying, Finding and replace text, Align text using Tabs, Apply borders and shading, Adjust margins and orientations, Insert a table, Convert text to table, Check spelling and grammar, Print with default or custom settings, Create and save a presentation, Format text, Add slides to a presentation, Arrange slides, Work with themes, Formatting text on slides, Adding graphical objects to a presentation, Insert images, Adding visual style to text in a presentation.

Practical:

Marks - 10

1. Create a document and insert data into tables, Format the text, Save the document, Apply border, Adjust its margins.
2. Design a presentation using slides, Use a theme, Format the text, Insert image into the slides and add visual style to text.

Handwritten signature
C. N. S. D. S.

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MODERN OFFICE MANAGEMENT

Total marks: 50

Credit hours- 2

Theory: 40

Practical: 10

Theory:

Unit- I

Introduction to Internet: Computer Basic, Basic at Internet and its Applications, Concept at LAN, WAN, Email, Search Engine.

Unit- II

Introduction to Office Communication, style Drafting at letters, business, Personal Official front and Back Office manual. Basic at Communication.

Practical

1. Computer Basics, Word Processing, Spread sheet, Power point presentation.

Paramedical and Health Care (PHC)

Total Marks: 50

Credit Hours -2

Mark: 40

Paper-I

OBJECTIVES:

1. To understand the structure and function of human body
2. To acquire knowledge about health care delivery system, health and disease, health problems and national health programs
3. To have an understanding about fundamentals of biostatistics

Expected Outcome:

1. Student can be employed in health sector both in public and private facilities as paramedical health worker

UNIT I(A)

Human Anatomy

1. Introduction to Anatomy, Different parts of Human Body,
2. Musculo Skeletal System
 - o Bones of different parts of body, Joints and movements
 - o Types of muscles, Principle muscles of the body
3. Nervous system, o Central nervous system, Different components, Head and neck
4. cardiovascular system
 - o Heart, Blood Vessels ,
5. Respiratory system
 - o Nose, Pharynx, Larynx, Tonsils, Trachea, Bronchi, Lungs and Pleura
6. Alimentary System
 - o Mouth and Oesophagus, Stomach, Pancreas, liver and gall bladder, o Intestines, peritoneum
7. Urinary system
 - o Kidneys, Ureter, urinary bladder and urethra ,
8. Reproductive system
 - Male genital system , Female genital system and accessory organs
9. Skin, o Eye , Ears o Taste, Smell,
10. surface anatomy : Surface marking of important blood vessels, nerves and muscles for injection

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UNIT I (B) HUMAN PHYSIOLOGY

11. Blood

o Composition and general functions of blood , Blood groups ABO and RH basis for classification, importance of blood groups, compositions and functions of lymph

12. Respiratory System

o Name and structures involved in respiration and their function.

External and internal respiration

13. Functions of kidney, Nephron – functions of glomerulus and tubules, Composition of Urine,

14. Functions of skin

15. Digestive Systems

o Composition and functions of saliva, mastication and deglutition

o Functions of stomach, composition of gastric juice, pancreatic juice Bile

o Digestion of food by different enzymes, absorption and defecation

16. Endocrine – glands

o Definition of endocrine gland, name of the endocrine glands and the hormones secreted by them

o Major actions of each hormone

17. Reproductive system

o Name of primary and accessory organs in male and female

o Name of secondary sexual characters in male and female

18. Functions of ovary-formation of ova, actions of ovarian hormones, Menstrual cycle

19. Function of Testis – Spermatogenesis and actions of Testosterone, Fertilisation

20. Vasectomy and Tubectomy

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UNIT II: Health Care Delivery System In India

1. Health and disease, Common health Problem,
2. Determinants of Health
3. Self care ,medical care and health care, Primary Health care
4. Health care Delivery: Public (Centre and State), Private, Corporate, NGO, International Organizations
5. Levels of health care: Village, Panchayat, Block,, District, State and National level
6. Common Health Programs of India
7. Health Care providers at different levels of Health care
8. Communication Skill
9. Health Education: Aim, Types, Media, Slogan for common diseases
10. First Aid
11. Personal Hygiene, Basic Sanitation
12. Biostatistics: Data, Types of data presentation, Averages, Dispersion

PRACTICAL

Marks - 10

1. Spotting: Bones, Models of body parts,
2. Presentation of Data: Bar, Pie Chart, Table, Line diagram, Scatter diagram
3. Calculation of averages
4. Calculation of measures of dispersion
5. Writing slogans

PRINTING TECHNOLOGY AND DESKTOP PUBLICATION (PT & DP)

Total Marks: 50

Theory: 40

Unit-I

Basics of Desktop Publishing. Science and Technologies of Printing Process. MS-Word: Different settings, formatting, text editing, common edit functions and features of MS-Word. Pagemaker: Basics, Menus and tools, Page setting, content formatting, single and double side documentation, Text editing functions, paragraphs, tables, inserting clipart, pictures, header and footers.

Unit-II

Multimedia: Introduction to Multimedia presentations, images, text, animations, videos, common multimedia formats. Elements of multimedia: microphone, amplifier, loud speakers, commonly used connectors. Printing Technology, Types of Printing: lithography, offset printing, planning a printing job, design factors. Photoshop, introduction, Menus, Tools, photo editing techniques, creating animations and presentations.

Practical:

MS-Word: Open MS-Word, create a new document, make page settings, text editing, insert tables and pictures

Pagemaker: Open Pagemaker and create a new magazine layout which includes various page setting and formatting options.

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TRAVEL AND TOURISM MANAGEMENT

Total Marks-50

Theory

Marks-40

Unit-I

1. Concept, Definition and Characteristics of Tourism. Types of Tourism.
2. Policy and Planning in Tourism.
3. Tourism Organization.
4. Tourism Promotion.

Unit-II

1. Travel Agencies and Travel Management.
2. Geography in Tourism – Basic Concepts of Geography Relating to Tourism. How to Read a Map- Time, Weather and Climate.
3. Tour Packaging: Pricing and Travel, Accommodation and Catering.
4. Tourism Regulation – Visa, Passport and Other Regulation.

Practical

Marks-10

1. Visit to Government of India/Odisha Tourist Office to study their duties and responsibilities and prepare a report.
2. Exercise on coordination with Hotels, Guides and transporters for operating a Tour.