

Course in Modi Script Studies

Duration: 60 Hours (4 credits)

Objective in terms of learning outcomes:

A student of history deciphers modi script, interpretes old modi documents and transcripts modi documents into devnagari for research purpose.

Course Content:

Sr. No.	Content	Practical	Hours
1.	Introduction of modi script, emergence, history, usage		2
2.	Modi Barakhadi, alphabets, vowels, consonants, compopund words, sentences. cursive modi lipi	Introduction to modi alphabets, reading and writing modi alphabets, making sentences, practice reading	6
3.	Skills in interpreting modi documents: Types of modi documents, linguistic features of modi documents, study of documents	Study various types of documents, read, interprete and transcript into devnagari, visit related websites for reading some historical modi documents in Maratha history such as letters, farmers' records etc.	12
4.	Dating methods- shaka, hijri, Fasali, Rajyabhisheka	Calculating dating, deciphering	10
5.	Document archives	Visit to Pune archives, BISM archives, Maratha History Museum-cum-archive of Deccan College, Pune	10

References:

1. Tumhich Modi Shika : Author: Madhukar Kulkarni
2. Modi Vachan Lekhan : Author: G. R. Walimbe
3. Modi Shika : Author: Gangadhar Mahambare
4. Lekhanprashasti : Author: Anuradha Kulkarni
5. Sahaj Sopi Modi Lipi: Author: Shrikrushna Lakshman Tilak
6. चला शिकू या मोडी आपण कृष्णाजी म्हात्रे

Websites: www.modilipi.com, www.modiscript.com

Prevention of Child Abuse

Sector: Working for Social Justice

Duration: 60 Hours

Objective: After completion of the course a trainee would be able to assist NGO in dealing with the cases of child abuse and also for prevention of the same.

Theory: 20 hours

- 1. Child Abuse:** Concept, legal definition, types of child abuse:
- 2. Protection of children from sexual offences Act:**
Various clauses and punishments in act

Guidelines for prevention of child abuse, appropriate standards of behavior of staff and employees, right to free and compulsory education to child, permit conditions for school transport, Advisory on preventing and combating cyber crime against children, role of Child Abuse Monitoring Committee within the institute

- 3. Practical Work:** 40 Hours
Working with NGO e.g. Muskaan, Working with social NGO e.g. Dnyandevi Child Helpline, Conduct orientation session for school teachers, parents.

Desk Top Publishing

Sector: Information & Communication Technology (ICT) .

Objective in terms of learning outcome:

After completion of the training, participants would be able to apply various software used for Desktop Publishing and would be able to create documents with text and graphics like news paper ad, visiting cards, greeting cards etc. Using PageMaker, CorelDraw & Photoshop.

Course Structure:

Practical Competencies	Theory	Credits
<p>1. PageMaker</p> <p>tool bar, Settings, Opening, saving and closing publications Inserting and removing pages Flowing text, resizing the object, Adjusting graphics or text objects Select multiple elements, Selecting elements behind the others Mask and group, unmask and ungroup. Constrain move vertically/horizontally Paste items, editing objects, rotating text box Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks Font style, size, case Subscript and superscript Inserting Special characters, bullets, page numbering Spacing of character, line, word and paragraph Breaking and non breaking Text editing – selecting word, paragraph and a range of text Indenting/Tabs Find and change dialogue box Text recomposition Compress paint, JPG and GIF files Using Palletes control, colour palletes, styles palet and master pages pallet Removing master page objects from pages, control pallets Making tables, editing data in tables. Filing, stroking, frames, arranging, text Wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image,</p>	<p>PageMaker</p> <p>introduction to various versions, concepts and applications of PageMaker</p>	<p>2</p>

<p>polygon setting, rounded corners</p> <p>PageMaker</p> <p>introduction to various versions, concepts and applications of PageMaker</p>		
<p>2.Corel Draw</p> <p>Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, visiting cards, etc.</p>	<p>Corel Draw</p> <p>Photo Shop:</p> <p>Introduction to various versions, concepts and applications of Corel Draw.</p>	1
<p>3.Photo Shop</p> <p>Photo editing /inserting starting with Setting Up</p> <p>The Interface</p> <p>Managing Palettes</p> <p>Working With Photoshop Tools</p> <p>Working With Layers</p>	<p>Photo Shop:</p> <p>Introduction to various versions, concepts and applications of Photoshop</p>	1

System Requirements:

Hardware

PCs With latest configuration, Laser Printer

Software

Microsoft Windows,

PageMaker Latest Version, PageMaker, Latest Version Adobe Photoshop, latest version Corel Draw

References:

1.Aaland, Mikkell. [*Photoshop Elements Solutions*](#). Sybex, 2001. Harness the power of Photoshop with a guide to the new Adobe Photoshop Elements program. Trial version on the included CD

2.The Adobe Photoshop CS3 Book for Digital Photographers (Voices That Matter)
by Scott Kelby, New Rider's Publishing.

3.Rapidex DTP Course, Shirish Chavan, Unicorn books pvt. Ltd.

4. Training & Development: Theory & Practice, Jaico Publishing House

5. Desktop Publishing Application: Using PageMaker Version 5

By Author: Earline Cocke, Pam Darnell

Computer Networking

Sector : Information & Communication Technology (ICT)

Objective: After completion of the training, participants would be able to Interconnect computers using switch and establish peer-to- peer, client-server connection, Create user’s groups. Duration : 60 Hrs (4 credits)

Practical Competencies	Theory	Credits
<p>I.Computer parts and peripherals - Identify the controls of each of these devices including the system (CPU) unit.</p> <p>Practice windows operating system. Identify system specifications.</p> <p>Identify physically devices interfaces installed with a PC, Check status of installed devices using system information and device manager.</p> <p>Practice facilities provided by the device manager.</p> <p>Install a new device (internal/external) to the PC and carryout necessary setting.</p>	<p>I.Basic blocks of a digital computer. Function of each block.</p> <p>Personal computer organization.</p> <p>Introduction to various generations of PCs.</p> <p>Brief working and usage of I/O and memory devices used in a PC.</p> <p>Working with computer using windows operating system, Interfacing I/O device to motherboard.</p> <p>Need and function of driver.</p> <p>Identifying devices installed in the PC.</p> <p>Enabling, disabling, refreshing, checking properties of devices installed.</p> <p>Installing new devices, setting and testing Serial data communication, principle, standards/protocols and devices/ applications.</p> <p>Parallel data communication, principle, standards/protocols and devices/ applications.</p> <p>Features of Networked computers, Components required for networking, Network Topologies.</p> <p>Comparison. Network Protocols, applications,</p>	1

<p>II. Identify components of a simple LAN environment. Identify different types of cables used for networking. Identify the protocols installed in an existing LAN setup, Draw LAN diagram, Identify the NIC installed & MAC address ,Install of NIC card. Make UTP cross cable and testing using continuity tester. Establish connection between two computers using a cross cable. Make a UTP straight patch cord and testing using continuity tester. Connect and test a straight cable using a N-port switch and computers.</p>	<p>II. Physical components planning for a small LAN. Network operating systems and features. Network cables, types, specifications, standards, application.</p>	<p>1</p>
<p>III. Establish a peer-to-peer connection. Configure a router Add/ Delete entries in configuration task. Create work groups. Set IP address and subnet mask. Establish connection. Use of Ping command. Establish sub networks using subnet mask. Share resources in LAN. Fault find and troubleshoot network problems. Trace a network route. Create users, allocate rights and testing Implement security in LAN. Use Linux commands. Install and uninstall devices using Linux command. Set-up LAN under Linux.</p>	<p>III. Peer- to -peer connection. Client -server connection, comparison, applications. What is router, its function, configuration table. Concept of work groups and uses. UTP Cross cable for testing connection between two computers. UTP straight cable and connecting through N-port Switch. Allocation of IP address and Subnet mask. Cabling procedures and introduction to structured cabling. Resource sharing in LAN environment. Creating users in Widows server. Resource sharing and Security. Sharing a single internet connection in LAN, with or without the use of Proxy. Multi user OS.</p>	<p>2</p>

Tools & Equipment: Hardware

PCs – Server and Clients with latest configuration, Networking tools i.e. Hub, Switch, Cables, Modem, Router etc. Internet Connection.

Software:Microsoft Windows Server, WindowsOS, Linux Server Antivirus and Network trouble shooting utilities.

References:

1. Networking: The Complete Reference, Tata McGraw-Hill Education, 01-Jan-2001
2. Computer Networks and Internets, Fourth Edition, Douglas E. Comer, Pearson / Prentice Hall, Upper Saddle River NJ, © 2004
3. Computer Networking: A Top-Down Approach, James F. Kurose and Keith W. Ross, Pearson / Addison-Wesley, Boston MA , © 2008.

Web Designing

Sector: Information & Communication Technology (ICT)

Objective:

After completion of the training, participants would be able to: Open different Internet sites using Search Engine, Use different Browsers, Create Web Pages using HTML, Insert animations using DHTML

Duration: 60 hrs. (4 credits)

Practical Competencies	Theory	Credits
1. Connecting to Internet. Browsing popular sites and using search engines. 2. Using HTML editor, creating simple HTML documents, containing heading, body text and comments 3. Creating web pages with all the Features and effects. 4. Converting MS Office documents to HTML.	1. Introduction to Web Overview of Internet and Web pages, home page, Web browsers, search Engines, web sites and servers. 2. Introduction to HTML. HTML features and uses, structure of an HTML document, creating HTML document, adding body text and comments. 3. Using all the features, colours and other effects of HTML. 4. Converting MS Office documents to HTML.	1
5. Creation of web pages containing Tables of different formats. Practice on modification of tables. Creating Lists using Bullets and Numbers. 6. Using HTML for creating web pages with links to other pages different points of a page and link to tables and list. 7. Creating web pages containing images, Animation graphics using GIF animator or some other software. 8. Inserting Images, Video & Sound Effects. Marquees of Scrolling text. 9. Setting and releasing different types of Frames.	5. Tables & Lists – Creating Tables and Lists in HTML documents. 6. Links - Creating links to local range, other pages, specific part of page, electronic mail. 7. Images - Including icon and picture in HTML Document. Creation of animated GIF. Sizing the pictures. 8. Multimedia Objects: Adding external images, video, and sound file including device independent (DVI) files. Add marquees of scrolling text. 9. Frames – Setting and releasing frames. Using one frame to index another. Creating floating frames, borderless frames and frames with borders.	2

<p>10.Using HTML to design different types of forms, incorporating different type of boxes, buttons, menus and fields. Processing the form.</p> <p>11.Designing web pages with taught elements along with style elements for different characteristics. Practice cascading style sheets.</p> <p>12.Creating animation in the web pages using layers.</p>	<p>10.Forms – Creating basic forms. Adding text box, check box, radio buttons, pull-down menus, single-line text field and password field. Processing the forms.</p> <p>11.Style sheets – Creating style sheets to other HTML element, altering different characteristics and features. Cascading HTML style sheets.</p> <p>12.DHTML – Creating layers using style sheet syntax. Create animation.</p>	<p>1</p>
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References:

- Burgstahle, Sheryl. *Universal Design in Higher Education: From Principles to Practice*, Harvard Education Press, 2008.
- Byrne, Jim. *60 hot to touch Accessible Web Design tips – the tips no web developer can live without!*, Jim Byrne, 2006, (ISBN: 978-1-4116-6729-7).
- Chisholm, and May. *Universal Design for Web Applications: Web Applications That Reach Everyone*, O'Reilly Media, 2008.
- Clark, Joe. *Building Accessible Websites*, New Riders Publishing, 2002.
- Dream Weaver CS5 Training Guide, BPB Publications.
- Learning Web Design, Jennifer Niederst Robbins, Kindle Edition

Course in Developing E-learning Material

4 credits (60 hours)

Objective in terms of learning outcome:

Teacher working in the educational institute develops appropriate e-learning course based on the selected content.

System requirements:

- 1.P.C. with latest configuration and multimedia facility
2. Operating and application software(e-learning tools)
3. Laser printer

Course Structure

Sr. No.	Content	Practical	Credits
1.	E-learning: Concept	-	1
	Steps in developing e-learning course: Assessment Convert and create content Online learning management system Implementation Evaluation Modification Monitoring	Selecting a suitable content and analysis, preparing draft	
2.	E-learning tools: online learning management systems, adobe e-learning tools, adapt, articulate, MKCL's era framework	Viewing sample programmes, practicing features in system software such as animations, drag and drop mouse etc,	
3.	Learning Content Management System	Organizing content in LMS	1
4.	Content Design and Integration Tool	Integration of available multimedia into content	1
5.	Online Evaluation Framework	Preparing tests for learner's assessment	1
6.	Assignment Management System (AMS)	Providing access to assignments, references, corrective feedback, reports	

References:

1. E-Learning: A Guide Book of principles, Procedures and Practices by Som Naidu, CEMCA, 2003
2. The book: Effective E-learning by Madhuri Dubey, University Press.

Event Management

Sector: Management

Objective: After completion of the course, a trainee would be able to manage the events- social, cultural, co-curricular for school/community.

Duration: 60 Hrs. (4 credits)

Sr. No.	Components	Credits
1	<p>Concept of Event Management 5 G's of Events, Event Designing</p> <p>Relationship Building, Creating Opportunities for Better Deals with Different Media, Events and the Economy</p>	1
2.	<p>Facets of Event Management Event Infrastructure, Core Concept, Core People, Core Talent, Core Structure, Set Objectives for the Event, Negotiating Contracts with Event Organisers, Locating Interaction Points, Banners , Displays etc., at the Event, Preparing the Staff for the Event, Post-event Follow-up</p> <p>Event Organisers Targeting Clients, Selecting Event Categories to Serve, Selecting and Contracting with Other Key Elements in Chosen Categories. Venue : In-house Venue, External Venue</p>	1
3.	<p>Activities in Event Management Networking Components, Print Media, Radio Television, The Internet, Cable Network, Outdoor Media, Direct Marketing, Sales Promotions, Audience Interaction, Public Relations, Merchandising, In-venue Publicity, Activities in Event Management, Pre-event Activities, During-event Activities, Post-event Activities, Planning, Organizing, Staffing, Leading and Coordination, Controlling, Event Management Information System, Setting Objectives, Development of the Strategic Market Plan, Environmental Assessment, Competitive Assessment, Gaining Competitive Advantages, Business Potential, Assessment, Market Attractiveness, Business Strengths</p>	1
4.	<p>Practical:Manage,carry out an event with appropriate systems as described in above components such as advertising, staffing, networking etc.</p>	1

References:

- Tallon, A.F. Fashion Marketing and Marchandising, 3rd ed., Sequoia Books, 1986.
- Panwar, J.S. Marketing in the New Era, Sage Publications India Pvt. Ltd., 1998. Avvich, Barry, Event and Entertainment Marketing ,Delhi, Vision Books 1994

Yoga Therapy

Sector: Health

Objective: After completion of the course, a trainee would be able to apply yogic asanas, pranayam, kriya for physical, mental and spiritual well-being of the individuals as well as train the students in performing yoga.

Duration: 60 hours

Credits: 4

Sr. No.	Theory	Practical	Hours
1.	Study of human anatomy and physiology	Study of human anatomy and physiology with models and charts	5
2.	Study of concept of health and diseases		5
3.	Study of disorders such as diabetes, hypertension, asthma, joint pain, cardiac diseases, obesity		
4.	Textual basis of yoga Various darshanas and approach to self-realisation, Patanjali yogsutra		1
5.	Techniques of practicing yogic practice and their role in human health	Preparation of room for yogic practice	1
6.	Basic principles and methods of various asanas and their applications in curing various ailments	Performing asanas	20
7.	Principles and methods of Pranayam Meditation, relaxation techniques, vipashyana	Performing pranayam Meditation, self-relaxation exercises	20
8.	Shuddhikriya principles, methods, equipments, techniques, uses	Performing shuddhikriya : Demo	8

Requirements:

- Room for yogic practice
- Carpets for asanas, pranayam, dhyana
- Charts, models of human systems

References:

1. Yoga Therapy: A Guide to the Therapeutic Use of Yoga and Ayurveda for Health and Fitness , A. G. Mohan, Shambhala Publications, 2004
2. Light on Pranayam, Yogacharya B K S Iyengar
3. Arogya Yoga, Yogacharya B K S Iyengar

Course in First Aid

Sector : Health and Medicine

Duration: 60 Hrs.

Credits: 4

Objective: After completion of the course a trainee would be able to employ appropriate first aid measure to a casualty (child or adult).

Sr. No.	Content	Practical	Credits
1. 2. 3. 4. 5. 6.	The role of the first aider Contents of first aid kits (and avoid cross infection) Managing an emergency Communication and casualty care Recording of incidents and accidents Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency		1
7.	First aid measures to a casualty who; is unconscious - child and adult requires cardio pulmonary resuscitation (CPR) - child and adult has minor conditions - to include: minor cuts, grazes and bruises, minor burns & scalds, small splinters Allergic reaction	Administer first aid to a casualty who; is unconscious - child and adult requires cardio pulmonary resuscitation (CPR) - child and adult has minor conditions - to include: minor cuts, grazes and bruises, minor burns & scalds, small splinters Allergic reaction	3

	Asthma	Asthma	
	Bleeding	Bleeding	
	Bone, muscle and joint injuries	Bone, muscle and joint injuries	
	Burns	Burns	
	Choking	Choking	
	Head injuries	Head injuries	
		Poisoning	

Collaboration/support with industry/ NGO: The Indian Red Cross Society, Pune.

References:

- 1. "First Aid Manual, 10th Edn", by Ambulance, St. John, Peguin UK**
- 2. "First aid", Collins Gem, Harper Collins Publishers**

Negotiation Skills

Duration: 60 Hours

Credits: 4

Objectives:

1. A trainee prepares and executes a good negotiation plan in given business deal.
2. A trainee executes effective SWOT analysis prior to drafting any business negotiation.

Unit No	Particulars	Hours
1	Negotiation- Meaning , Definition and Importance Goals of Negotiation, Steps in the process of negotiation (03) Practical: Case Study on Negotiation Skills (03)	06
2	Communication- Importance of Communication in the process of negotiation, Verbal and Non Verbal Communication, Importance of non verbal communication (04) Practical: Face to Face discussion on use of non-verbal communication (01)	05
3	Areas of Non Verbal Communication Body Language Personal attributes. (03) Practical: Video's , Presentation on non verbal communication to be discussed with participants. (02)	05
4	Cultural Differences Meaning, Examples (02*) Attitude: Winning Attitude – Honesty – Confidence- (02*) Negative Attitudes- Deception, Dishonesty, Defensiveness, Insecurity, Frustration, Boredom (03*) Practical: Home assignment on report writing for some Do's and Don'ts in various cultures (01)	08

5	Physical Appearance- Dressing, Personal appearance, hygiene (02) Vocal Cues- Pitch of speech, Loudness, Clarity , Correct sounds, Quality (03) Handshake Cues: (01) Practical : Role Play on Negotiation Skills (03)	09
6	Before Negotiation Preparation: Importance, Why? SWOT Analysis (04) Prioritizing process of issues, deliverables and expectations. Cost Analysis (02) Practical: Students to prepare SWOT Analysis Sheet for themselves and any particular business negotiation, to be discussed and feedback to be shared with students (04)	10
7	Drafting a negotiation Plan Plan to include : Background, Issues , Objectives , Priorities , Current Positions , Approach (02) Plan review with team Revision of Plan Plan of Action- Role of each team member (02) Bargaining Techniques, Aims in negotiating , Leaving room for compromise, Win-Win Strategies (02) Practical: Students to draft a negotiation plan. (01) Role Play : Negotiation skills for salary during interview with manager, feedback on performance to be shared (03)	10
8	Execution Don't show weakness Choose correct words Concession and Spirit of Compromise	07

	<p>Keep it simple (04)</p> <p>Abilities of good Negotiator</p> <p>Negotiation Style- Attack the problem not each other , Focus on long term satisfaction , Consider alternatives , Planning , Positive approach</p> <p>Win Results- Not Arguments (03)</p>	
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References:

1. Malhotra Deepak, "Negotiation Genius", Random House, USA.
2. Fisher Roger and Ury William, "Getting to yes: negotiating an agreement without giving in", Random House, USA.
3. Patric Collins, " Negotiate to Win: Talking your way to what you want", Sterling Publishers, 2012