

## 4 CREDIT COURSE FOR FACULTY OF PHYSICAL EDUCATION

<b>S.NO.</b>	<b>NAME OF COURSE</b>	<b>CREDITS</b>
1	Soft Skills	2 credits
2	Multimedia skills Lab	2 credits
3	Statistical Software Lab	2 credits
4	Research Lab	2 credits
5	Entrepreneurship in Physical Education	2 credits
6	Advance Excel in Physical Education	2 credits
7	Technology Innovation in Physical Education	2 credits
8	Development of E-learning material	2 credits
9	Event Management	2 credits
10	Sports Journalism	2 credits

- **Rules And Norms for the ease of programme:**

1. The department shall provide for four credit course (credits of choice) based on the facilities and resources available.
2. The course shall be taught for the entire period of the masters degree program.
3. The department shall decide the evaluation pattern based on the curriculum. It will consist of variety of assessment techniques, and in accordance with the continuous comprehensive evaluation system.
4. Departmental committee will determine both the choice of credits and evaluation pattern.

### Syllabus for Soft Skills (2 CREDIT COURSE – 30 hours)

The syllabi should consist of practical and the theoretical aspects as well. For every component there shall be the practical and theoretical contents as well.

S.No.	PRACTICAL	THEORY	Duration in hours
1	<p><b>Development of Proficiency in English :</b></p> <ul style="list-style-type: none"> <li>• Practice on Oral and spoken communication skill &amp; testing – voice &amp; accent, voice clarity, voice modulation &amp; intonation , word stress etc.</li> <li>• Feedback and questioning Technique</li> <li>• Objectiveness in Argument</li> <li>• Development etiquettes and manners</li> <li>• Study of different pictorial expression of non-verbal communication and its analysis</li> </ul>	<p><b>Concepts of effective communication:</b></p> <ul style="list-style-type: none"> <li>• Components of effective communication</li> <li>• Communication process and handling them</li> <li>• KISS (Keep it short and sweet) in communication – Composing effective messages.</li> <li>• Non – Verbal Communication : its importance and nuances : Facial Expression , Posture , Gesture , Eye contact, appearance (dress code ).</li> </ul>	9

2	<b>Written Communication Skill Practice for:</b> <ul style="list-style-type: none"> <li>• Correction of errors</li> <li>• Making of Sentences</li> <li>• Paragraph Writing</li> <li>• Leave Application and simple letter writing</li> <li>• Job Application</li> <li>• Writing minutes of meeting</li> </ul>	<b>Grammatical use:</b> <ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Meaning &amp; opposites</li> <li>• Real Life conversations</li> <li>• Vocabulary building</li> </ul>	6
3	<b>Presentation Skill practice</b> <ul style="list-style-type: none"> <li>• Preparing in presentation</li> <li>• Delivery of presentation</li> </ul>	<b>Concept of 4 method for presentation</b> <ul style="list-style-type: none"> <li>• Preparation &amp; introduction</li> <li>• Presentation</li> <li>• Evaluation / feedback</li> <li>• Summarization / Conclusion</li> </ul>	6
4	<b>Team Building / Coordination Skills</b> <ul style="list-style-type: none"> <li>• Team Building Practices through group exercises , team task / role play</li> <li>• Ability to mixing &amp; accommodation</li> <li>• Ability to work together</li> </ul>	<b>Concept of</b> <ul style="list-style-type: none"> <li>• Group</li> <li>• Group Dynamics</li> <li>• Team building</li> </ul>	2
5	<b>Telecommunication Skills</b> <ul style="list-style-type: none"> <li>• Tele – etiquette</li> <li>• Receiving Calls</li> <li>• Transferring calls</li> <li>• Taking Message/ Voice Mails</li> <li>• Making Outgoing Calls</li> <li>• Receiving Fax</li> </ul>	<b>Electronic Communication concept</b> <ul style="list-style-type: none"> <li>• Working principle of Mini exchange and its features and facilities.</li> </ul>	2
6	<b>Self Management</b> <ul style="list-style-type: none"> <li>• Self Evaluation</li> <li>• Self Discipline</li> <li>• Self Criticism</li> <li>• Recognition of one’s own limits and deficiencies</li> <li>• Independency etc.</li> <li>• Thoughtful &amp; Responsible</li> <li>• Self Awareness</li> </ul>	<b>Self Management</b> <ul style="list-style-type: none"> <li>• Identifying one’s strengths and weaknesses</li> <li>• Planning &amp; Goal setting</li> <li>• Managing self – emotions, ego, pride.</li> </ul>	2

7	<b>Team Management Technique</b> Practice by game play & other learning methodology for achieving targets and getting of right first time.	<b>Time Management concept</b> <ul style="list-style-type: none"> <li>• Attendance , Discipline &amp; Punctuality</li> <li>• Act in time on commitment</li> <li>• Quality/ Productive Time</li> </ul>	<b>1</b>
8	<b>GD and Interview skills</b>		<b>1</b>
9	<b>Public Speaking &amp; Elocution</b>		<b>2</b>

### References:

1. 1. Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz
2. Personality Development and Soft skills , Oxford University Press by Barun K. Mitra
3. The Time Trap : the Classic book on Time Management by R. Alec Mackenzie
4. Interview skills that win the job : Simple Techniques for answering all the tough questions , Allen & Unwin

## Syllabus for Multimedia skills lab (2 CREDIT COURSE – 30 hours)

### Objectives:

1. To understand how to make the power point presentation/ flash files/ films for the presentation.

S. NO.	CONTENTS	INSTRUCTIONAL HOURS
1	Desktop Publishing - Purposes, functions, and common features of desktop publishing software - Meaning of common desktop publishing terms - Use desktop publishing software to design, create, import data/graphics/scanned images, format, and produce a variety of publications	5
2	Practice and exercise sessions	5
3	Studio MX – Dreamweaver and Flash and/or HTML - Different types of application software and their purpose or use. - Selection of application software types appropriate for specific tasks - Emerging application software - Use reference materials, such as on-line help, vendor bulletin boards, tutorials, and manuals, available for application software. - Use operating system commands - Developing flash files with the help of software.	5
4	Practice and exercise sessions	5
5	M.S. PowerPoint - Meaning of common presentation and multimedia software terminology - Purposes, functions, and common features of presentation and multimedia software - Identify principles and techniques of presentation and multimedia design and delivery - Use presentation and multimedia software to design, create import data/graphics/scanned images/sound/video, edit, format, sequence and produce a variety of presentations	5
6	Practice and exercise sessions	5

### References:

1. Desktop Publishing & Design for Dummies , IDG Books, Roger C. Parker.
2. Adobe Dreamweaver CS6 Bible, Wiley India Pvt Ltd, Joseph Lowery
3. [prodesigntools.com/learn-how-to-create-a-website-with-adobe-dreamweaver-cs5.html](http://prodesigntools.com/learn-how-to-create-a-website-with-adobe-dreamweaver-cs5.html)
4. [www.lynda.com](http://www.lynda.com)
5. [www.netbks.org](http://www.netbks.org)
6. Microsoft Power Point 2010 Bible, Faithe Wempen

## Syllabus for Statistical Software lab (2 CREDIT COURSE – 30 hours)

### Objectives:

1. To learn how to use SPSS for data analysis.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Installation of SPSS software	1
2	Introduction to SPSS, Introduction to various menus, Data file, Output file, Frequently used dialog boxes, editing output, printing results, creating and editing a data file, variable and data view, value labels.	4
3	Frequencies - Frequencies, Bar charts, histograms, percentiles. Descriptive statistics - Measures of central tendency , variability , deviation from normality, size and stability . Cross tabulation and chi square analysis, the means procedure. Graphs – Creating and editing graphs and charts.	4
4	Bivariate correlation – Bivariate correlation, Partial correlations, and the correlation matrix. The T-Test procedure – Independent , samples , paired samples, and one sample tests. Non – parametric tests – Chi square test, 1 sample test, 2 independents samples test, k independent samples , 2 related samples test, k related samples.	6
5	One way ANOVA procedure – One way analysis of variance, General linear model, Two way analysis of variance, General Linear model : three – way analysis of variance and the influence of covariates.	6
6	Advanced tools – Simple Linear Regression , Multiple Regression Analysis, Multidimensional scaling, Reliability analysis, Factor analysis, Cluster Analysis.	6
7	Real life research and application of SPSS for it.	3

### References:

1. SPSS for windows Step by Step , Pearson education, Paul Mallery
2. Statistical Methods for Practice and Research : A guide to Data Analysis Using SPSS Second Edition, Sanjaya S. Gaur & Ajai S. Gaur

## Syllabus for Research Lab (1 CREDIT COURSE – 15 hours)

### Objectives:

1. To understand the various research related online skills.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Types of research, research designs	3
2	Hypothesis testing – Framing null and alternative hypothesis, concept of hypothesis testing – Logic & importance.	3
3	Collection of primary data – different tools - Questionnaire construction through google drive, survey monkey and various online sites. (Students are expected to formulate online questionnaire and administer them to collect the data).	3
4	Collection of secondary data – using internet, use of google scholar to collect relevant data. Proper instructions while selecting the content for review literature that should be relevant to the study.	2
5	<p>Educational Resources on internet and their application – Electronic mail (E-mail), Newsgroup, Chat rooms and instant messaging, File Transfer Protocol, Telnet or Remote login, Gopher.</p> <p>Search engines: (<a href="http://www.google.com">http://www.google.com</a>), Teoma (<a href="http://www.teoma.com">http://www.teoma.com</a>), AlltheWeb (<a href="http://www.alltheweb.com">http://www.alltheweb.com</a>), AltaVista (<a href="http://www.altavista.com">http://www.altavista.com</a>), Lycos (<a href="http://www.lycos.com">http://www.lycos.com</a>), Mamma (<a href="http://www.mamma.com">http://www.mamma.com</a>), Infoseek (<a href="http://www.infoseek.com">http://www.infoseek.com</a>), Excite (<a href="http://www.ask.com">http://www.ask.com</a>), Northern Light (<a href="http://www.northernlight.com">http://www.northernlight.com</a>), Ask Jeeves (<a href="http://www.ask.com">http://www.ask.com</a>).</p> <p>Meta Search Engines: Vivisimo (<a href="http://www.vivisimo.com">http://www.vivisimo.com</a>), Surf Wax (<a href="http://www.surfwax.com">http://www.surfwax.com</a>), Copernic Agent (<a href="http://www.copernic.com">http://www.copernic.com</a>), Ixquick (<a href="http://www.ixquick.com">http://www.ixquick.com</a>), HotBot (<a href="http://www.hotbot.com">http://www.hotbot.com</a>), Dog Pile (<a href="http://www.dogpile.com">http://www.dogpile.com</a>)</p> <p>Subject directories: Librarian Index (<a href="http://lii.org">http://lii.org</a>), Infomine (<a href="http://infomine.edu">http://infomine.edu</a>), AcademicInfo (<a href="http://www.academicinfo.net">http://www.academicinfo.net</a>), About Com (<a href="http://www.about.com">http://www.about.com</a>), Yahoo (<a href="http://dir.yahoo.com">http://dir.yahoo.com</a>)</p> <p>Web Pages: invisible web catalogue (<a href="http://invisible.com">http://invisible.com</a>), Search Pdf (<a href="http://searchpdf.adobe.com">http://searchpdf.adobe.com</a>), Direct Search</p>	3

	<p>(<a href="http://www.freepint.com/gary/direct/htm">http://www.freepint.com/gary/direct/htm</a>), Internets  (<a href="http://internets.com">http://internets.com</a>), Incy Wincy (<a href="http://www.incywincy.com">http://www.incywincy.com</a>),  Complete Planet (<a href="http://www.complete.planet.com">http://www.complete.planet.com</a>), Statistical  Resources on the Web  (<a href="http://www.lib.umich.edu/govdocs/statisnew.htm">http://www.lib.umich.edu/govdocs/statisnew.htm</a>)</p> <p>On-line scholarly communication: Electronic journals and catalogs,  Electronic lists, Electronic reference virtual libraries.</p> <p>Search Syntax : Phrase searching, Use of lower case letter, Use of  Boolean logic, Truncation, Use of plus (+) and minus (-) signs,  Combining two or more concepts in a query, Use of parentheses.</p>	
5	Bibliographic style for citing internet and other sources.	1

**References :**

1. Tricks of the trade : How to think about your research while you are doing it, Howard S. Becker
- 2.How to research , McGraw-Hill International, Lorraine Blaxter, Christina Hughes, Malcolm Tight
- 3.Research Methodology: A Step by Step Guide for Beginners, 2/E, Ranjit Kumar.



## Syllabus for Entrepreneurship in Physical Education (2 CREDIT COURSE – 30 hours)

### Objectives:

1. Acquiring entrepreneurial quality , competency and motivation.
2. Learning the process and skills of creation and management of entrepreneurial venture.
3. Understanding the concept and process of entrepreneurship – its contribution and role in the growth and development of individual and the nation.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Introduction to Entrepreneurship – Introduction to physical education entrepreneurship and technology ventures, Physical education Post Graduates as an entrepreneurs, Mindset of the Entrepreneurial Leader, Creating and selling the Entrepreneurial value Proposition	4
2	Idea Generation & Feasibility Analysis – Entrepreneurial Idea generation and Feasibility Analysis, Technology commercialization potential, Paths and barriers from Idea to Market, Assessing and presenting the opportunity ( Students should be asked to give the Complete Business Proposal Presentation for the idea they generated.)	5
3	Business Planning and Execution – Business Structuring & Strategy, Business Planning and the business plan, Financial analysis and projections, Market and competitive analysis, Presentation of opportunity, Venture growth and value harvesting.	6
4	Case Analysis on achievement gaps and performance improvement of different ventures, Real time interaction with entrepreneurs, Business Plan presentation, Written Business Plan presentation, Financial projections	6
5	Incubation centre ( Students shall be asked to start a small venture, in groups of few, to understand the know – how of start up and constant assessment should be done about its performance.)	9

### References:

1. Entrepreneurship Development :Indian cases on change agents, Tata McGraw Hill, K. Ramchandran

## Syllabus for Advanced Excel in Physical Education (2 CREDIT COURSE – 30 hours)

### Objectives:

1. To learn to use Advance excel in various assessment functions.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Introduction, Using Excel lists, Creating a list, Sorting, To perform a simple sort, To sort by multiple columns.	5
2	Data Forms, Adding data using data form	5
3	Finding records using criteria , Filtering data , Auto filter, Advanced filters, Special features for filtered lists.	5
4	Totals and subtotals total, Row, SubTotals.	5
5	Managing windows, Multiple windows, Splitting windows, Freezing panes, Linking data	5
6	Analysis tool pack, Analysis by goal seek, Analysis by pivot tables.	5

### References:

1. Excel 2010 Bible (With CD ROM) by John Walkenbach , John Wiley & Sons, 2010 edition
2. Excel 2007 for dummies by Greg Harvey

Syllabus for Technology Innovations in Physical Education (2 CREDIT COURSE – 30 hours)

Objectives:

1. To create awareness amongst students about the various Physical education software's.
2. To learn about the application of the Physical education software's.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Introductory Sessions on FITSTATS@Education	6
2	Introductory Sessions on FITSTATES@Wellness	6
3	Introductory Sessions on FITSTATS@Performance	6
4	Introductory Sessions on Fitness/ Activitygram	6
5	Development of Excel Assessment software for physical education.	6

References:

1. [www.pecentral.org/specials/companies/fitstats.htm](http://www.pecentral.org/specials/companies/fitstats.htm)
2. [www.fitstatsweb.com/](http://www.fitstatsweb.com/)

## Syllabus for Development of E-Learning Material (4 CREDIT COURSE – 60 hours)

### Objectives:

1. To understand about the E-learning concept.
2. To learn how to develop the E-learning material.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	E-Learning Concept	8
2	Steps in developing e-learning course: Assessment Convert & Create content Online Learning Management System Implementation Evaluation Modification Monitoring Practical : Selecting a suitable content and analysis, preparing draft.	8
3	E- Learning tools, Online Learning Management System, Adobe E-Learning tool, Adapt, Articulate, MKCC's era framework. Practical: Viewing sample programs, practicing features in system software such as animations, drag & drop mouse etc.	8
4	Learning Content management system Practical: Organizing content in LMS.	9
5	Content Design & Integration Tool Practical: Integration of available multimedia into content.	9
6	Online Evaluation framework Practical: Preparing tests for learner's assessment.	9
7	Assignment Management System (AMS) Practical: Providing access to assignments references, corrective feedback reports.	9

### References:

1. Moodle E-learning Course Development : A complete guide to successful learning using Moodle 1<sup>st</sup> edition by William Rice
2. Designing effective e-learning : a step by step guide (Volume 1) : By Benjamin Pitman PhD
3. E-Learning uncovered: From Concept to Execution by Desiree Ward

## Syllabus for Event Management (2 CREDIT COURSE – 30 hours)

### Objectives:

1. To understand about planning and managing an event.
2. To understand how to market an event, publicize it , generate interest and attract participants.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Principles of Project/ Event Management – Understand project management, resources, activities, risk management , delegation , project selection, role of the event manager.	3
2	Understanding the facts – Conducting market research, establishing viability, capacities, costs and facilities , plans, time scales , contracts.	3
3	Preparing a proposal – Clarity , SWOT analysis, estimating attendance, media coverage, advertising, budget , special considerations, success.	3
4	Crisis management plan – Crisis planning, prevention, provision, action phase, handling negative publicity, structuring the plan.	3
5	Seeking sponsors – Different types of sponsorship , definition, objectives, target market, budget, strategic development, implementation, evaluation.	3
6	Organising the event – Purpose, Venue, timing, guest list , invitations, food & drink, room dressing, equipment, guest of honour, speakers, media, photographers , podium, exhibition.	4
7	Marketing tools – Types of advertising, merchandising, give aways, competitions, promotions, website and text messaging.	3
8	Media tools – Media invitations, photo calls, press releases, TV opportunities, radio interviews.	3
9	Promotional tools – Flyers, Posters, Invitations, Website, newsletters, ezines, blogs, tweets.	3
10	Evaluation- Budget, cost of event, return on investment, media coverage, attendance, feedback.	2

### References:

1. Event Management : A blooming industry and an eventful career, Har Anand Publication, Devesh Kishore & Ganga Sagar singh
- 2.The Art of Successful Event Management , APH Publishing Corporation, Leelamma Devasia & V.V. Devasia
3. Start your own event planning business 3/E: Your step by step guide to success, Perseus Books Group, Cheryl Kimball, Entrepreneur Press.

## Syllabus for Sports Journalism (2 CREDIT COURSE – 30 hours)

### Objectives:

1. To understand the basic skills of journalism.
2. To consider a career as a sports journalist.

S.NO.	CONTENT	INSTRUCTIONAL HOURS
1	Sports journalism : Issues and Practice – Role of sports journalist, History & Tradition of Sports journalism, Recent Development in Sports Journalism, Current sports new issues.	6
2	Introduction to News, Magazine & Sports journalism: <ul style="list-style-type: none"><li>• Journalist writing skills</li><li>• Newsgathering skill</li><li>• Interviewing skills</li><li>• Critical evaluation of articles</li><li>• Variety of writing skills</li></ul>	6
3	Academic Research skills – use of proper English in professional style to write an article	5
4	Overview of media regulation and techniques used by journalists to gather information	3
5	Writing skills for variety of sports copy	3
6	Featuring, editing, Proof reading and publishing of article online.	3
7	Real Life news featuring on University FM or an article in any newspaper as a mandatory part of the course	4

### References:

1. Sports Journalism : Context & Issues by Raymond Boyle
2. Sports Journalism: A Practical Introduction by Phil Andrews
3. Interviewing for Journalists by sally adams & Wynford Hicks
4. Freelance writing for Newspapers by Unistar Books
5. English for Journalists by Wynford Hicks