

## Contact Details

### Address:

GT Road, near  
Putli Ghar,  
Amritsar,  
143002

### Telephone No.:

0183-5050431

### Email ID:

[kcw\\_asr@yahoo.co.in](mailto:kcw_asr@yahoo.co.in)

### Website:

<https://www.kcwasr.org/>

# Khalsa College for Women, Amritsar

Affiliated to Guru Nanak Dev University  
Accredited "A" by NAAC



## Add-on Courses for session 2021-22



## List of Add-on Courses for the session 2021-22

1. Certificate Course in Banking Services -  
Dr. Kamalpreet Sandhu  
(+91-9779734999)
2. Certificate Course in Taxation Laws  
Ms. Rajwinder Kaur  
(+91-8146111422)
3. Certificate Course in Cosmetology  
Ms. Jagmeet Kaur  
(+91-8968120918)
4. Certificate Course in Dress Designing -  
Ms. Kuljeet Kaur  
(+91-8194920665)
5. Certificate Course in Recycling & Upcycling of Garments -  
Ms. Manjot Kaur Sandhu  
(+91-8437140129)
6. Certificate Course in Mental Health & Hygiene -  
Ms. Dribjot Kaur  
(+91-9877628753)
7. Certificate Course in Web Designing  
Mr. Nirmaljeet Singh  
(+91-6239232802)
8. Certificate Course in Human Rights & Value Education -  
Dr. Jasleen Dua  
(+91-9646590870)
9. Certificate Course in Religious Studies -  
Dr. Pardeep Kaur  
(+91-9465106054)
10. Certificate Course in Yoga -  
Ms. Pooja  
(+91-9779532011)
11. Certificate Course in Tally -  
Dr. Neeru Kapoor  
(+91-9501114449)
12. Certificate Course in Waste Management -  
Ms. Manbir Kaur  
(+91-9779193434)
13. Certificate Course in Idiomatic Drapes -  
Ms. Amritpal Kaur  
(+91-8146486284)
14. Certificate Course in Hair Styling -  
Ms. Jagmeet Kaur  
(+91-8968120918)
15. Certificate course in Communication Skills & Personality Development -  
Ms. Samandeep Kaur  
(+91-9779711692)
16. Certificate course in IT  
Dr. Rakesh Mahajan  
(+91-8427077447)
17. Certificate Course in CAD -  
Ms. Mehak Seth  
(+91-9803338445)
18. Certificate Course in Urdu -  
Dr. Gurwinder Kaur  
(+91-9876394675)
19. Certificate Course in Fabric Painting -  
Ms. Jagdeep Kaur  
(+91-8146377062)
20. Certificate Course in Music -  
Dr. Jatinder Kaur  
(+91-9876064060)
21. Certificate Course in Peace Education -  
Ms. Rajbir Kaur  
(+91-7087825405)

For more information students can contact the above-mentioned teachers. Interested students can give their names to their class-incharge.

**Principal:**

**Dr. Surinder Kaur**

*Surinder*  
Principal

Waise College for Women,

Audience





## Introducing 4 recognized certificate courses

By

Jagat Guru Nanak Dev Open University, Patiala

**Skill Based Courses**

- Certificate Course in IT Enabled Services*
- Certificate Programme in GST Applications*
- Certificate Course in Entrepreneurship, Creativity and Innovations in Business*
- Certificate Course in Food Preservation*



ELIGIBILITY	COURSE FEES	DURATION
• 10+2 ANY STREAM	• Rs.3000/-	• SIX MONTHS

*Dr. Rajwinder Kaur*  
Principal  
Khalsa College for Women,  
Amritsar

*For More Information Contact -  
Dr. Rajwinder Kaur  
(8146-111-422)*

## Courses

1. Certificate course in Aviation Management & Catering –  
Ms. Rajwinder Kaur (+91-8146111422)
2. Certificate course in Legal Rights of Women –  
Ms. Aparna Chaudhary (+91-8360205504)
3. Certificate course in Communication Skills –  
Ms. Samandeep Kaur (+91-9779711692)
4. Certificate course in Hair Styling –  
Ms. Jagmeet Kaur (+91-8968120918)
5. Diploma Course in Aviation Management & Catering –  
Ms. Hardeep Kaur (+91-998859368)
6. Advance Diploma Course in Aviation Management &  
Catering –  
Dr. Namrata (+91-9878243314)
7. Short term course in Idiomatic Drapes -  
Ms. Amritpal Kaur (+91-8146486284)
8. Certificate Course in Low Calorie Culinary Arts –  
Ms. Bhanu (+91-8054001423)
9. Certificate Course in Basics of Data Analysis –  
Dr. Jaswinder Singh (+91-9501033772)
10. Certificate Course in Waste Management –  
Ms. Manbir Kaur (+91-9779193434)
11. Certificate Course in Software Engineering –  
Mr. Nirmaljeet Singh (+91-6239232802)
12. Certificate Course in Tally –  
Ms. Neeru Kapoor (+91-9501114449)

For more information students can contact the above-mentioned teachers. Interested students can give their names to their class-incharge.



## Khalsa College for Women, Amritsar

Affiliated to Guru Nanak Dev University  
Accredited "A" by NAAC

**Add-on Courses for the session  
2020-21**



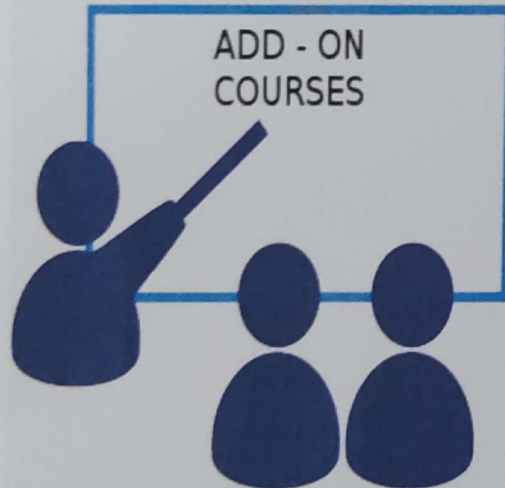
*Manpreet Kaur*  
Principal  
Khalsa College for Women,  
Amritsar

**Principal:  
Dr. Manpreet Kaur**





# Khalsa College for Women, Amritsar



**Add-on Courses for  
the session 2019-20**

## Courses

1. Certificate Course in Low Calorie Culinary Arts –  
Ms. Sakshi (+91-9501403848)
2. Advance Diploma in Aviation Management and Catering -  
Dr. Namrata (+91-9878243314)
3. Certificate Course in Basics of Data Analysis -  
Dr. Jaswinder Singh (+91-9501033772)
4. Diploma in Aviation Management and Catering –  
Ms. Hardeep Kaur (+91-998859368)
5. Certificate Course in Waste Management –  
Ms. Manbir Kaur (+91-9779193434)
6. Certificate Course in Software Engineering –  
Mr. Nirmaljeet Singh (+91-6239232802)
7. Certificate Course in Aviation Management and Catering –  
Ms. Rajwinder Kaur (+91-8146111422)
8. Certificate Course in Tally –  
Ms. Neeru Kapoor (+91-9501114449)

For more information students can contact the above-mentioned teachers. Interested students can give their names to their class-incharge.

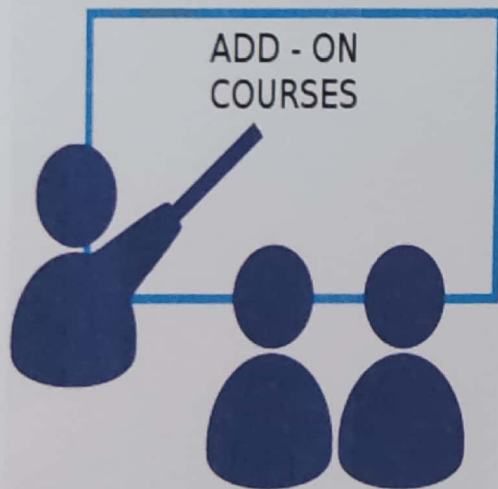
  
**Principal**  
**Khalsa College for Women,**  
**Amritsar**

**Principal:**  
**Dr. Manpreet Kaur**





# Khalsa College for Women, Amritsar



**Add-on Courses for  
the session 2019-20**

## Courses

1. Certificate Course in Low Calorie Culinary Arts –  
Ms. Sakshi (+91-9501403848)
2. Advance Diploma in Aviation Management and Catering -  
Dr. Namrata (+91-9878243314)
3. Certificate Course in Basics of Data Analysis -  
Dr. Jaswinder Singh (+91-9501033772)
4. Diploma in Aviation Management and Catering –  
Ms. Hardeep Kaur (+91-998859368)
5. Certificate Course in Waste Management –  
Ms. Manbir Kaur (+91-9779193434)
6. Certificate Course in Software Engineering –  
Mr. Nirmaljeet Singh (+91-6239232802)
7. Certificate Course in Aviation Management and Catering –  
Ms. Rajwinder Kaur (+91-8146111422)
8. Certificate Course in Tally –  
Ms. Neeru Kapoor (+91-9501114449)

For more information students can contact the above-mentioned teachers. Interested students can give their names to their class-incharge.

  
**Principal**  
Khalsa College for Women,  
Amritsar

**Principal:**  
Dr. Manpreet Kaur



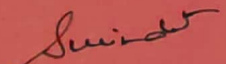
## Courses

1. Diploma in Aviation Management and Catering –  
Ms. Hardeep Kaur  
(+91-998859368)
2. Certificate Course in Waste Management –  
Ms. Manbir Kaur  
(+91-9779193434)
3. Certificate Course in Software Engineering –  
Mr Nirmaljeet Singh  
(+91-6239232802)
4. Certificate Course in Aviation Management and  
Catering –  
Ms. Rajwinder Kaur  
(+91-8146111422)
5. Certificate Course in Tally –  
Mrs. Neeru Kapoor  
(+91-9501114449)

For more information students can contact the above-mentioned teachers. Interested students can give their names to their class-incharge.

**Principal:**

**Dr. Manpreet Kaur**

  
Principal  
Khalsa College for Women  
Amritsar



# Khalsa College for Women, Amritsar

Add-on Courses for session 2018-19



## Courses

College offers following *Add-on Courses*:

**1. Certificate Course in Aviation Management and Catering-**

Ms. Rajwinder Kaur  
(+91-8146111422)

**2. Certificate Course in Tally –**

Mrs. Neeru Kapoor  
(+91-9501114449)

For more information students can contact the above-mentioned teachers. Interested students can give their names to their class-incharge.

Principal:

Dr. Sukhbir Kaur

  
Principal

Khalsa College for Women

Amritsar



# Khalsa College for Women, Amritsar

Affiliated to Guru Nanak Dev University  
Accredited "A" by NAAC

**Add on Courses 2017-18**





# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Fabric Painting

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Fine Arts

**Max.Marks:**50  
**Practical:** 30  
**Internal Assessment:** 20

**Course outcomes:** Fabric Painting is a skill of applying colors on the fabric to make it attractive which is very exciting experience. Painting techniques make stunning creativeness which is made by the depth of hue and shades or the creativity of the textures formed.Nothing could be easier than painting directly on the fabrics, but prior knowledge of the color techniques, fabrics, use of appropriate techniques for designs etc. will help in improving the result considerably.

#### Section A

##### Application of Fabric Painting

- Preparing fabric for painting
- Transfer of design onto fabric
- Mixing the colors
- Post treatment of fabrics
- Brushing techniques in painting
- Brush loading
- Types of brushes used for painting - round tip brush, flat tip brush, liner brush, foam brush, outliners filled with paint.

#### Section B

##### Strokes of Fabric Painting

- Comma stroke
- Chisel stroke
- Flat comma
- Leaf stroke
- S stroke
- Tear drop
- Line work
- Marbling

#### Section C

##### Techniques of Fabric Painting

- Wet brush technique
- Dry brush technique
- Tipping
- Dot work
- Wet on wet
- Different strokes like – comma stroke, chisel stroke, flat comma, leaf stroke, s stroke, tear drop, line work and marbling

## Section D

### Types of Fabric Painting

- Batik painting
- Sun painting
- Stencil painting
- Stamp painting
- Sponge painting
- Painting with brush



Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

Syllabus

## Certificate Course in Music

Max.Marks: 50

Practical: 30

Internal Assessment: 20

Duration: 30 Hrs

Introduced in: 2021

Category: Music

**Course outcomes:** Students will develop interest in music and will be able to demonstrate the knowledge of music. Vocal skills of students will be improved and they will also learn to play harmonium. It will increase their performance skills in their chosen area of specialization. This will help in their overall personality development.

### Course Content:

**Description, Notation and Ability to Sing one Drut Khayal in Following Ragas**

- Bhairav
- Kalyan

**Description, Notation and Ability to Play Following Taals on Hand**

- Teentaal
- Ektaal

**Ability to sing one folk song**

Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

Syllabus

## Certificate Course in Peace Education

Max.Marks: 50

Practical: 30

Internal Assessment: 20

Duration: 30 Hrs.  
Introduced in: 2021  
Category: Music

**Course Outcomes:** After completion of course the students will be able to:

- Understand the concept of peace education.
- Understand the dynamics of transformation of violence into peace.
- State the present scenario of peace education.
- Imbibe the knowledge, attitudes and skills needed to achieve and sustain a Global culture of peace.
- Adopt peace education in the curriculum.
- Understand the role of family in peace education

### Unit - I

Peace Education: Concept, Objectives and Scope  
Challenges and Issues of Peace Education

### Unit - II

Gandhian Philosophy of Peace and Non- Violence  
Role of Teacher in Imparting Peace Education.

### Unit - III

Role of Community in Peace Education.  
Role of Family in Promoting Peace Education.

### Unit - IV

Sessional Work

Assignments on the following (Any one)

Write for Peace  
Art for Peace

  
Principal  
Khalsa College for Women,  
Amritsar

**Khalsa College for Women, Amritsar**  
Syllabus

**Certificate Course in Urdu**

Max.Marks.50

Theory: 30

Internal Assessment: 20

Duration: 30 Hrs.  
Introduced in: 2021  
Category: Languages

**Course outcomes:** Knowledge of Urdu language and literature. Students will be able to read texts in relation to their historical and cultural contexts and translate Urdu into other languages and vice versa.

**UNIT – I**

Urdu varamala, Bhulave akher, sounds of alphabets in Urdu.

**UNIT – II**

Use of Urdu Matra (Zer, Zabar, Pesh), Tasheed, Tanveen, Noon Ghunna and Waw-Madula.

**UNIT – III**

Making two, three- and four-letter words. Number name, gender and colors name, days of week and names of months.

**UNIT – IV**

Urdu reading and writing. Unseen passage for translation (Punjabi to Urdu) and (Urdu to Punjabi).

Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in CAD

Max.Marks: 50

Practical: 30

Internal Assessment: 20

Duration: 30 Hrs.

Introduced in: 2021

Category: Computer Science

**Course Outcomes-** This course is design for the students to learn skill and knowledge of computer softwares.it includes variety of design can create new sketches, patterns, pints more quickly and precisely. The students are enabled to design with the help of designing with different patterns through variety of effects.

#### Course Content:

##### **Introduction of Adobe Photoshop & Adobe illustrator**

Working with documents like open, save, save as. document  
Describe tools of software.

##### **Adobe Photoshop features:**

- Working with images
- Working with selection, layers and painting tools.
- Methods for photo retouching
- Methods for making color correction
- Using mask and quick mask mode
- Working with pen tool and working with layers
- Exporting the work.

##### **Adobe illustrator features:**

- Drawing & transforming objects.
- Working with color
- Using gradients, patterns, fills and blends.
- Working on points and paths
- Working with layer
- Different methods of typing in illustrator
- Drawing and painting techniques in illustrator
- Working with special effects and symbols



Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Communication Skills & Personality Development

Duration: 30 Hrs.  
Introduced in: 2021  
Category: English

M. Max: 50  
Theory: 30  
Practical: 20

**Course Outcomes:** The student will be able to understand, analyze develop and exhibit accurate sense of self. The aim of this course is to ensure that students have effective communication and good personality in order to convey their message in an efficient and effective manner. They will be able to think critically, demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment. They will also learn to balance confidence with humility and overcome problems associated with personality. They are taught formal language so that they can engage in conversations and discussions.

#### UNIT I

##### WRITING SKILLS

Comprehension, Personal Letter, Business Letter

##### READING SKILLS

For Direct Meaning, for Understanding

#### UNIT – II

##### LISTENING SKILLS

Listening to Conversation, News, Television Reports, Taking Notes on Speech and Lecture, Attending Telephone Calls

##### SPEAKING SKILLS

Dialogue, Interview, Understanding, Extempore

#### UNIT – III

Define Personality, Determinants of Personality Development, Perception – Definition, Perceptual Process, Personality Traits, Developing Effective Habits, Emotional Intelligence

#### UNIT – IV

Types of Personalities – Introvert, Extrovert person Effective Communication & Its key aspects, Assertiveness, Decision-making skills, & Interpersonal Relationship, Good manners & Etiquettes, Effective Speech, Understanding Body language

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Religious Studies

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Punjabi

**M. Max:** 50  
**Theory:** 30  
**Internal Assessment:** 20

**Course outcomes:** Students will have an in-depth understanding of the basic beliefs, practices, history, and evolution of religion. Students can articulate how religious symbols and narratives are interpreted and mobilized to construct meaning in human life, by individuals and by communities – and how these changes over time or across different communities.

#### UNIT-I

- Origin and Development of Religion
- Religion: Definition, Nature and Scope
- Evolutionary Theory
- Functional Theory

#### UNIT-II

##### **Forms of Primitive Religion**

- Animism and Fetishism
- Mana, Totem and Taboo
- Myth and Magic

#### UNIT-III

- Religious Practices
- Religious Pilgrimage
- Religious Festivals

#### UNIT-IV

##### **Religions of Selected World Civilizations**

- Indus Valley Civilization
- Egyptian Civilization
- Roman Civilization

  
**Principal**  
Khalsa College for Women,  
Amritsar



# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Human Rights and Value Education

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Sociology

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** Envisages that students not only know, understand and value what they learn but also acquire the necessary skills as outcome. Students will acquire an understanding of the principles and institutions of human rights law including their origins, assumptions, contents, limits and potential.

#### UNIT-I

- Sociology of Human Rights Society and the individual
- Society and Groups, Socio-economic Justice Society and Societal Culture
- Society and the Process of Socialization

#### UNIT-II

- Classifications of Rights and Duties Co-relation of Rights and Duties
- Changing dimensions of Human Rights & Duties Theories of Human Rights

#### UNIT-III

- Values Dignity liberty
- Rights of the Women Rights of the Children
- Rights of the Dalit and Tribes Rights of Minorities

#### UNIT-IV

- Role of NGOs
- Role of Mass Media
- Role of Educational Institutions role of Government
- Human Rights Education social Movements

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Information Technology

**Duration:** 30 Hrs.

**Introduced in:** 2021

**Category:** Computer Science

**Max.Marks:** 50

**Practical:** 30

**Internal Assessment:** 20


**Course Outcomes:** Students will be able to understand the concept of input and output devices of computer. They will also be able to classify types of computers, how to process the information and how individual computers interact with other computing systems and device. They will be able to demonstrate the knowledge of basic structure, components, basic features and generations of computers. Moreover, they will also learn concept and usage of computer languages.

**Introduction:** Definition of Computer, Characteristics, Classification, Application of Computers, Input/Output Devices (Keyboard, Mouse, Trackball, Light Pen), Secondary Storage Devices (Floppy Disk, Compact Disk (CD), Hard Disk, Digital Versatile Disk(DVD), Pen Drive), Software and its types (System Software and Application Software , Virus and Other Threats to Computer Software, Translators (Compiler, Interpreter, Assembler)

**Data Base Management System (DBMS):** Data Management System, Database Concepts, Data Independency, Data Integrity and Data Redundancy, Advantages and Limitations of Database Management System.

**Management Information System (MIS):** Definition of MIS, Components of MIS, Uses of MIS.

**File Management:** Definition of File System, File Access Methods, File Operations, File Naming, Directories and File Protection.

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Web Designing

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Computer Science.

**Max.Marks:**50  
**Theory:** 30  
**Practical:** 20

**Course Outcomes:** Students will be apprised of the process and technicalities of web designing. They will become efficient at creating, designing and updating websites.

#### UNIT-I

- Brief History of Internet
- What is World Wide Web
- Why create a website
- Web Standards

#### UNIT-II

- Basic principles involved in developing a website
- Planning process
- Five Golden rules of web designing
- Designing navigation bar

#### UNIT-III

- Page design
- Home Page Layout
- Design Concept.

#### UNIT-IV

- Creating the Website
- Saving the site
- Working on the website
- Creating website structure
- Creating Titles for webpages



Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Mental Health and Hygiene

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Home Science

**Max.Marks:**50  
**Theory:** 30  
**Practical:** 20

**Course Outcome:** Graduates from this certificate course will learn issues related to mental health and hygiene. They will learn how to deal with different types of mental ailments and how to cope with them effectively.

#### UNIT I

Life Style and Illness  
Various Kind of Stress, Impact of  
Stress Management of Stress

#### UNIT II

Perception  
Thinking  
Intelligence  
Memory  
Personality

#### UNIT III

Nutrition – Definition, Importance, Good Nutrition and Mal Nutrition; Balanced Diet: Basics of Meal Planning Carbohydrates –Functions, Dietary Sources, Effects of Deficiency.  
Brief Account of Vitamins- Functions, Food Sources, Effects of Deficiency  
Importance of Water– Functions, Sources, Requirement and Effects of Deficiency

#### UNIT IV

Hygiene – Definition; Personal, Community, Medical and Culinary Hygiene; Wash (Water, Sanitation and Hygiene) Program  
Public Awareness through Digital Media - An Introduction To Mobile Apps of Government of India: Swasth Bharat, No More Tension, Pradhan Mantrisurakshit Mantriva Abhiyan (Pm Suman Yojana), My Hospital (Mera Aspataal)

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Recycling & Upcycling of Garments

(Practical)

Duration: 30 Hrs.

Introduced in: 2021

Category: Fashion Designing

Max.Marks:50

Practical: 30

Internal Assessment: 20

**Course outcomes:** The students will be able to transform waste clothing through recycling and upcycling to create new garments. Up cycling and recycling is a growing trend among fashion designers, helping to save resources. They will discover a unique way of recycling previously un-wearable items or old clothing, creating a more sustainable way of shopping, creating and thinking.

#### **Course Content:**

- Making bags with waste
- Renew the old Footwear
- Remodeling of Jeans

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Dress Designing

(Practical)

**Duration:** 30 Hrs.

**Introduced in:** 2021

**Category:** Under Graduate

**Max.Marks:** 50

**Practical:** 30

**Internal Assessment:** 20

**Course Outcomes-** Students will gain basic understanding of garments, machines and their use in apparel and fashion industry. Students will be able to understand the different size charts and will be able to take measurements of the person. They will develop an understanding of how different constructional tools help to make a perfect garment. They will be able to identify and describe garments in a more professional manner, by using the correct terminology. Basic stitching and creative skills will be developed which will help them to design the garments.

Practical paper will be set on the spot by Examiner

- Drafting of different types of salwar's
- Cutting & Stitching of Different Types of Salwar
- Simple
- Patiala
- Semi Patiala salwar
- Belt salwar

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Cosmetology (Practical)

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Under Graduate

**Max.Marks:** 50  
**Practical:** 30  
**Internal Assessment:** 20

**Course Outcomes:** Students will be able to perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal. They will also learn to perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing. They will also learn to perform salon business such as front desk operations, self-marketing and the basic knowledge about starting one's own salon business.

#### **Instructions to the Examiner: Practical to be set on the spot.**

- Thread Practice (Upper-lips, Forehead & Eyebrows)
- Skin Testing (Oily, Dry & Combination Skin)
- Preparation for Client
- Trolley Setting
- Clean-Up
- How to remove Split ends
- Shampooing – Procedure, types of shampoo
- Scientific Brushing on wet Hair
- Temporary Straightening
- Eyebrow Define
- Eye- Makeup
- Bleach (Types & Procedure)
- Waxing

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Taxation Laws

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Commerce

**Max.Marks:**50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** By the end of this course, it is expected that the student will be able to understand the basic terms of income tax, residential status of an individual and the scope of total income. Apart from this, students will also learn to calculate the heads of Salary, Income from House Property and Profit & Gain from Business and Profession. Calculation of the heads of Capital Gain and Income from Other Sources, computation of Total Income & Taxable Income with various deductions available under section will also be the purview of this course.

#### UNIT I

Meaning of Income Tax; Concept of Income Tax; Assessment Year, Previous Year, Assesses, Person, Heads of Income Computation of Income from Salary, Perquisites, Profit In Lieu of Salary and Deductions

#### UNIT II


Income from House Property or Allowable Deductions, Profits and Gains from Business and Profession, Income from House Property

#### UNIT III

Income from Short Term and Long-Term Capital Gains, Income from Other Sources

#### UNIT IV

Computation of Gross Total Income and Total Income and the Tax Liability of a Salaried Individual; Deductions from the Gross Total Income of Individuals, E Filing of Income Tax Return

  
Principal  
Khalsa College for Women,  
Amritsar



# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Banking Services

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Commerce

**Max.Marks:** 50  
**Theory:** 30  
**Internal Assessment:** 20

**Course Outcomes:** On the completion of this course students will be able to understand the basic working of banks in India. They will also develop an understanding regarding roles of central bank of India. They will also have adequate exposure to operational environment in the field of Banking.

History of Banking  
Components of Indian  
Banking  
Indian Banking  
System Banking Structure in  
India

#### UNIT I

#### UNIT II

Commercial Banking: Definition, Functions of Commercial  
Banking  
Classification of Banks

#### UNIT III

Role of Banks in Economic Development  
Central Banking: Definition, Need,  
Principles  
Central Banking Vs  
Commercial Banking

#### UNIT IV

Reasoning Ability  
Quantitative  
Aptitude  
English  
language

  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Software Engineering

**Duration:** 30 Hrs.  
**Introduced in:** 2018  
**Category:** Computer Science

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** Software engineering is a detailed study of engineering or the design, development and maintenance of software. The students will learn about different process models, analysis and documentation of software requirement system. They will also learn efficient use of different software analysis design models and techniques to produce efficient, reliable, robust and cost-effective software solutions.

#### UNIT – I

##### **Introduction to Software**

Types of Software, Application Software, System Software and their applications, Characteristics of good software

#### UNIT – II

##### **Introduction to Hardware**

Types of Hardware devices and their applications, Input-Output-Storage Devices- Characteristics and Importance

#### UNIT – III

##### **Software Engineering Basics**

Definitions, Evolution, Need of Software Engineering, Characteristics of Software Engineering, Software engineering costs, Key challenges facing software engineering, Systems engineering & software Engineering

#### UNIT - IV

##### **Software Development Life Cycle**

SDLC basics, Phases, Characteristics, Importance, Advantages and Disadvantages, Software Project Development, Current trends in Software Engineering Software Engineering for projects and products. Introduction to Web Engineering and Agile process

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Low Calorie and Culinary Arts

Duration: 30 Hrs.  
Introduced in: 2020  
Category: Home science

Max.Marks: 50  
Theory: 30  
Practical: 20

**Course Outcomes:** The student will be able to understand the global food service industry and the current trends of ever progressing cuisines. This will also emphasize and equip them with concept planning, menu planning after having gone through the basic and advanced cooking techniques. The students will also be given an exposure to most demanding breakfast cooking and international cuisines. This will be followed by practical experience of food pickup experience in a coffee shop kitchen

#### UNIT I

- Meal Planning
- Low Calorie food products and their nutritive values  
Diet plan for Normal Adults (Practical)
- Cooking Methods

#### UNIT II


- Low calorie Chinese food (Practical)
- Low Calorie Continental Food (Practical)

#### UNIT III

- Low Calorie Indian Cooking (Practical)
- Regional Foods (Breakfast dishes)
- Regional Foods (Lunch dishes)

#### UNIT IV

- Low Calorie Desserts (Practical)
- Calculating the calories of dishes prepared

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Idiomatic Drapes

(Practical)

**Duration:** 30 Hrs.

**Introduced in:** 2021

**Category:** Cosmetology

**Max.Marks:** 50

**Practical:** 30

**Internal Assessment:** 20

**Course Outcomes:** Since this course is directed at the sartorial side of grooming, students will be taught how to gracefully dress themselves and others and how to drape dresses like sarees etc in different ways.

#### Course Content

1. Different ways to style or tie Scarf.
2. Saree draping in Modern Style
3. Different way to turn saree

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Communication Skills

**Duration:** 30 Hrs.  
**Introduced in:** 2020  
**Category:** English

**Max.Marks:**50  
**Theory:** 30  
**Practical:** 20

**Course Outcomes:** In this course students' communication skills is worked on. The aim of this course is to ensure that students have effective communication skills in order to convey their message in an efficient and effective manner. Drafting emails and other formal means of communication is also taught in this course. In this course students' personality is groomed. They are taught formal language so that they can engage in conversations and discussions. They are also taught how to improve their stance and posture, the correct behavior and dress for formal occasions.

#### GRAMMAR

- Parts of Speech
- Articles
- Tenses
- Voice
- Narration

#### WRITING SKILLS


- Comprehension
- Personal Letter
- Business Letter

#### READING SKILLS

- For Direct Meaning
- For Understanding

#### SPEAKING SKILLS

- Dialogue
- Interview
- Understanding
- Extempore

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Basics of Data Analysis

**Duration:** 30 Hrs.  
**Introduced in:** 2019  
**Category:** Economics  
**Level:** Under Graduate

**Max.Marks:** 50  
**Theory:** 30  
**Internal Assessment:** 20

**Course outcomes:** This course aids in developing a thorough understanding of the procedures and methods employed by a junior or associate data analyst during the course of a typical workday. Students acquire important analytical abilities (data cleaning, analysis, & visualization). Additionally, it aids in the completion of computations and analysis by providing knowledge of how to prepare and organize data for analysis. Additionally, learning how to visualize and communicate data insights in dashboards, presentations, and commonly used visualization platforms is a benefit of the course.

#### UNIT I

Definition: Scope and limitation of statistics. Tabulation and classification of data: discrete and continuous one – way and two – way frequency distribution (Pie Chart, Bar Diagram, Histogram, Frequency Polygon, Ogive Curve, etc.). Diagrammatic and graphic presentation of data, Concepts and Measures of Central Tendency: Mean, Median and Mode and Measures of Relative Dispersion.

#### UNIT II


Correlation Analysis: Introduction, Importance, Karl-Pearson's Coefficient of Correlation, Spearman's Rank Correlation Coefficient, Simple Regression Analysis; Difference between Correlation and Regression, Lines of Regression, Properties of Correlation and Regression Coefficients (Using SPSS)

#### UNIT III

Axiomatic definition of probability: Addition and multiplication laws; conditional probability; independence of events; Bayes's Theorem. Probability distributions: Binomial, Poisson and normal distributions; derivation of their properties; numerical problems based on these distributions; fitting of these distributions.

#### UNIT IV

Sampling: Concepts used in sampling; methods of sampling: simple random, systematic and stratified. Point estimation: Concept of random sampling, meaning of an estimator; properties of a good estimator. Elementary ideas about sampling distribution of sample mean, Z, t, chi square of F; Testing of significance; concepts of null and alternative hypothesis; types of errors; some elementary tests based on above sampling distributions (Using SPSS).

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Advance Diploma in Aviation Management & Catering

**Duration:** 30 Hrs.  
**Introduced in:** 2019  
**Category:** Management

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** This advanced diploma will impart students detailed and comprehensive knowledge and skills concerned with aviation, and catering and event management. Dealing with customers in these fields is also a primary aim of this diploma. Students will be trained in the laws and rules concerned with these fields of expertise. They will become efficient and knowledgeable about the intricacies of aviation and catering and event management.

#### UNIT I

Role & functions of civil Aviation Authorities CAA organization, International relations, Indian scenario-Ministry of Civil aviation, Director General of Civil Aviation (DGCA), Airports Authority of India, Director of Air worthiness, Airport Economic Regulatory Authority (AERA)

#### UNIT II

Airline Market and Performance –Customer Definition, Apparent & True Needs, Customer in Air Travel Market & Leisure Market, Air Freight Market, Building Customer Satisfaction

#### UNIT III

Safety and First Aid: Aims and objectives of first aid Qualities and responsibilities of a first aider. First aid procedure for different emergencies •Hemorrhage •Asphyxia •Shock and unconsciousness • Cardiac arrest

#### UNIT IV

Protocols, Dress codes, staging, staffing Leadership, Traits and characteristics

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Software Engineering

**Duration:** 30 Hrs.  
**Introduced in:** 2018  
**Category:** Computer Science

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** Software engineering is a detailed study of engineering or the design, development and maintenance of software. The students will learn about different process models, analysis and documentation of software requirement system. They will also learn efficient use of different software analysis design models and techniques to produce efficient, reliable, robust and cost-effective software solutions.

#### UNIT – I

##### **Introduction to Software**

Types of Software, Application Software, System Software and their applications,  
Characteristics of good software

#### UNIT – II

##### **Introduction to Hardware**

Types of Hardware devices and their applications, Input-Output-Storage Devices-Characteristics and Importance

#### UNIT – III

##### **Software Engineering Basics**

Definitions, Evolution, Need of Software Engineering, Characteristics of Software Engineering, Software engineering costs, Key challenges facing software engineering, Systems engineering & software Engineering.

#### UNIT - IV

##### **Software Development Life Cycle**

SDLC basics, Phases, Characteristics, Importance, Advantages and Disadvantages, Software Project Development, Current trends in Software Engineering Software Engineering for projects and products. Introduction to Web Engineering and Agile process

  
**Principal**  
**Khalsa College for Women,**  
**Amritsar**



# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Waste Management

**Duration:** 30 Hrs.  
**Introduced in:** 2018  
**Category:** Science

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** The course shall give an introduction to solid waste management and students will be able to sample and characterize solid waste. They will also be able to understand health and environmental issues related to solid waste management; apply the knowledge of laws for municipal solid waste management, for handling of biomedical wastes and plastic waste. They will also learn waste reduction at source, collection techniques, materials and resource recovery/recycling of different types of waste.

#### UNIT I

##### **Sources and Composition of Municipal Solid Waste**

Introduction, Sources of solid waste, Types of solid waste, Composition of solid waste and its determination, Physical properties of Municipal Solid Waste, Chemical properties of Municipal Solid Waste, Biological properties of Municipal Solid Waste, Transformation of Municipal Solid Waste.

#### UNIT II

##### **Solid Waste Generation and Collection**

Quantities of Solid Waste, Measurements and methods to measure solid waste quantities, Solid waste generation and collection, Factors affecting solid waste generation rate

#### UNIT III

##### **Processing and disposal of Solid Waste**

Processing of solid waste at residence e.g., Storage, conveying, compacting, Shredding, pulping, granulating etc., Processing of solid waste at Commercial and industrial site, Combustion and energy recovery of municipal solid waste, landfill processes, Differentiate sanitary land fill and incineration as final disposal system for solid waste

#### UNIT IV

##### **Hazardous Solid Waste**

Definition, identification and classification of hazardous solid waste, Characteristics Hazardous waste toxicity, reactivity, infectiousness, flammability, radioactivity, corrosiveness. Bio-medical waste, its sources, generation, storage and Disposal



Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Aviation Management and Catering

**Duration:** 30 Hrs.  
**Introduced in:** 2017  
**Category:** Management

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course outcomes:** It provides students with the knowledge and skills necessary to oversee the departments of airlines and airports. Students enrolled in this course will learn the essentials required for a professional in the field of aviation, event management & catering. Graduates from this course will learn Ground handling fleet management, ticketing hospitality and in-flight services and also the essentials of management of events & catering.

#### UNIT I

Introduction, Airline Industry–Scope–Types–Scheduled and Non-Scheduled Flights–Air Cargo Transport – Economic and Social impact – Regulatory Bodies – Key Performance indicators

#### UNIT II

Characteristics: Airline Profitability–Main Industry-Characteristics of Passenger airlines–Service Industry – Characteristics

#### UNIT III

To Introduce the Historical progression leading to modern cookery • History of cooking  
Aims & Objective • Art and science of cooking

To impart knowledge about different kitchen equipment • Heavy and Light equipment

• Utensils & Knives • Care & maintenance

#### UNIT IV

Event marketing and advertising, In-house event training, Event Logistics



Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Tally

**Duration:** 30 Hrs.  
**Introduced In:** 2017  
**Category:** Commerce

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

#### UNIT I

- Basic Accounting
- Accounting process (Types of Accounting)
- Recording of transaction (Basic Entries)
- Preparation of ledger and trial Balance

#### UNIT II

- Preparation of Bank Reconciliation statement
- Preparation of Final Account
- Preparation of Final Accounts

#### UNIT III

- Company-creation
- Masters – create ledger
- Create closing stock
- Masters – Bill wise Debtors and creditors ledger 5. Create Profit & loss Account
- Create Balance sheet
- Payment Voucher
- Sales Account
- Purchase Account
- Contra Account Voucher
- Journal Account Voucher

#### UNIT IV

- Receipt Account Voucher
- Stock Transfer Account
- Day Book in Tally
- Cheque printing in Tally
- Masters – Inventory
- Goods and Service Tax (G.S.T.)
- Purchase voucher with G.S.T. 19. Sales voucher with G.S.T.
- Purchase Order Processing
- Sales Order Processing
- Party ledger
- Stock Analysis and Reports
- Cash and Bank Reports
- Purchase and Sales Report

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Diploma Course in Aviation Management, Catering and Event Management

**Duration:** 30 Hrs.  
**Introduced in:** 2018  
**Category:** Home science

**Max.Marks:** 50  
**Theory:** 30  
**Practical:** 20

**Course Outcomes:** This diploma course is primarily aimed at enhancing the communication skills of students including written, verbal and soft skills required for aviation and hospitality management. Students who enroll in this diploma course will be able to hold detailed communications with the different stakeholders. They will also learn the essentials of aviation, hospitality, and other related sectors.

#### UNIT 1

Customer service in the age of the customer, airline customer service Unit 2: Communication Skills: Customer service and communication, the importance of listening in customer service, verbal and nonverbal communication Techniques: Meet the customer, non-face-to-face communication in customer service, Social media—new ways of reaching out to customer Airports and its services.

#### UNIT 2

Introduction To Airline Marketing - Marketing Environment, Customer Oriented Organization, Marketing Conceptual Framework, Marketing Mix, Stages in application of marketing principles to airline management

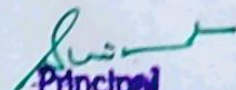
#### UNIT 3

To impart Knowledge of various culinary terms, level of skill, attitude towards work, behaviour & personal hygiene • Western & Culinary terms • Personal grooming, hygiene & uniform • Do's and don'ts while working in the kitchen

To understand the functioning of Food Production Dept. • Organizational structure • Layout • Duties & responsibilities • Interdepartmental relations

#### UNIT 4

Aim of event, Develop a mission, Establish Objectives Preparing event proposal, Use of planning tools

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Legal Rights of Women

**Duration:** 30 Hrs.  
**Introduced in:** 2020  
**Category:** Sociology

**Max.Marks:**50  
**Theory:** 30  
**Practical:** 20

**Course outcome:** On successful completion of this course students will be able to know and understand different rights given to women regarding Matrimony and different types of abuse and harassment as provided by the Indian constitution. They will be able to face and successfully handle real life challenges. They will learn the essentials of women empowerment and the different support networks available to them. Counseling and awareness of legal rights for women will also be taught to them

#### UNIT I

Legal rights meaning definition, nature,scope Women and laws in India-An Overview

#### UNIT II


Matrimonial Rights of Women  
Rights of Mothers two Custody of Children  
Protection under domestic violence Act

#### UNIT III

Dowry harassment and cruelty againstwomen Rape and sexual offence underIPC  
Regulation of Preconception and Prenatal DiagnosticTechniques Act National  
Commission for Women

#### UNIT IV

Maternity Benefit Act  
Equal Remuneration Act  
Prevention of Sexual harassment  
Act Minimum Wage

  
**Principal**  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

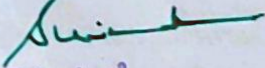
### Certificate Course in Hair Styling

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Level:** Under Graduate

**M. Max:** 50  
**Practical:** 30  
**Internal Assessment:** 20

**Course Outcomes-** Students will be able to perform hair care services for all types of hair, including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing. They will also learn to efficiently perform basic salon business such as front desk operations, self-marketing and the basic knowledge about starting one's own salon business.

- Knowledge of Hair
- Understanding Hair Textures
- Hair Sectioning
- Styling puff
- Machine knowledge: -Crimping, Ironing, Tong rods, Blow dry
- Different types of braids (at least any five)
- Buns with stuffies and without stuffies
- Curls with Ironing and Togs (Inwards and outwards)
- Styling with Blow Dry
- Use of Spray, Gel, Mousse, Volumizers

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Yoga

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Physical Education

**M. Max:** 50  
**Theory:** 30  
**Practical:** 20

**Course Outcomes:** The Certificate Course in Yoga is built for beginners who wish to develop a career in Yoga. The emphasis in the course is on having the right perspective through the first-hand experience and learning the science and the practice of yoga. The course is designed primarily to educate those interested in becoming a Yoga Instructor. It helps the student to understand the types of Yoga and imparts the practical knowledge of Yogasana, Kriyas, Bandhas, Mudras, Yogic Therapy and Pranayama. The end goal is the implementation of the philosophy of Yoga in everyday life.

#### UNIT I

Meaning & importance of Yoga, Importance of Precautions of Place Time and Food  
Helpful and disturbing aspects during practice of yoga Various Kinds of yoga: Bhakti Yoga, Karma Yoga, Hatha Yoga & Ashtang Yoga.

#### UNIT II

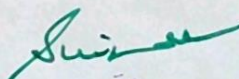
Chakras and their importance, Kundalini, Five Kleshs, Five States (Bhumies) of Chitra, Samadhi, Five modifications (virttis) of Chitra, Five Pranas & Nabhi-Pariksha.  
Health Prevention and protection of health through yoga, Balance-diet, Fasting, Effects of drugs on body

#### UNIT III

Kunjal, JalNeti, Sutra, Neti-Trataka, Kapalbhathi-technique & benefits.  
Nadi-Shodhan, Surya-Bhedi, Ujjayi, Bhastrika, Bhramri, Sheetali, Shitkari Pranayam-technique and benefits, Yogic-therapy to different diseases, Constipation, Acidity, Obesity, Asthma.

#### UNIT IV

Surya Nasmaskar  
Asana-Uttanpadasan, Halasan, Pawanmuktasan, Makrasan, Bhujangasan  
Shaslabhasan, Dhanurasan, Ardha-Mastysendrasan, Janushirasana, Supta-Vajrasan,  
Chakrasana, Tadasa, Uktatasana, Padmasana, Gomukhasana, Vajrasana, Pashchimottasana, Sarvangasana, Matsyasana Pranayam Nadi-Shodhan, Surya, Bhedi Ujjayi, Shitkari, Sheetali, Bhastrika, Bhramri

  
Principal  
Khalsa College for Women,  
Amritsar

# Khalsa College for Women, Amritsar

## Syllabus

### Certificate Course in Banking Services

**Duration:** 30 Hrs.  
**Introduced in:** 2021  
**Category:** Commerce

**Max.Marks.50**  
**Theory: 30**  
**Internal Assessment: 20**

**Course Outcomes:** On the completion of this course students will be able to understand the basic working of banks in India. They will also develop an understanding regarding roles of central bank of India. They will also have adequate exposure to operational environment in the field of Banking.

#### UNIT I

History of Banking  
Components of Indian  
Banking  
Indian Banking  
System Banking Structure in  
India

#### UNIT II

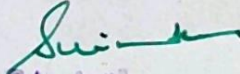
Commercial Banking: Definition, Functions of Commercial  
Banking  
Classification of Banks

#### UNIT III

Role of Banks in Economic Development  
Central Banking: Definition, Need,  
Principles  
Central Banking Vs  
Commercial Banking

#### UNIT IV

Reasoning Ability  
Quantitative  
Aptitude  
English  
language

  
Principal  
Khalsa College for Women,  
Amritsar



## Certificate/Diploma in Food Preservation

### Objectives :

To enable student –

- 1) To acquire Knowledge of Food Preservation.
- 2) To acquire Knowledge of Preservation Techniques.

### Duration of the Course:

Certificate:6 months

Diploma : 1 Year

**Eligibility:** Any student enrolled in the degree program of the college.

<b>Subjects covered under Certificate Course are Sr No. 1,2 and 3</b>	
<b>Name of Paper</b>	<b>Credits</b>
GC-FP-01T Fundamentals of Food Preservation	06
GC-FP-02T Methods of Food Preservation	06
GC-EM-03P Pracrical and Project-I	06
<b>Subjects covered under Diploma Course are Sr No. 1,2,3,4,5 and 6</b>	
GC-FP-04T Modern Techniques of Preservation	06
GC-FP-05T Handling of Preserved Products	06
GC-FP-06P Pracrical and Project	06

## **Fundamentals of Food Preservation**

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 6**  
**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

### **Section A**

#### **Unit I - Fundamentals of food preservation**

- Concept & History
- Importance of food preservation
- Advantages of food preservation

#### **Unit II - Food spoilage - Causes & Effects**

- Factors affecting food Spoilage

- Causes of food spoilage by bacteria , yeasts , moulds

## **Section A**

### **Unit III - Food preservation by Dehydration**

- Methods of Drying :-
- Dehydration by Air Drying
- Sun Drying &
- Freeze Drying

### **Unit IV - Food Preservation by Chemicals**

- Concept & Importance of Food preservatives
- Use of Chemicals: Natural & synthetic

## **Methods of Food Preservation**

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 6**  
**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### **Section A**

##### **Unit I - Fundamentals of food preservation**

- Principles, Scope of Food preservation
- Classification of Food on the basis of Shelf Life

##### **Unit II - Food spoilage - Causes & Effects**

- Spoilage due to enzymes activity, insects, pests and rodents

- Spoilage due to chemical & Physical factors

## **Section B**

### **Unit III - Food preservation by freezing methods**

- Advantages & Disadvantages of freezing
- Changes in food during freezing storage

### **Unit IV - Food Preservation by irradiation**

- Ultra Violet and ionizing irradiation
- Their effect on Micro organisms
- Use of Radiations in the treatment of food

## Practical and Project I

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 6**  
**Pass Percentage: 35%**

### Practical

- 1) Identification of lab equipment
- 2) Identification of class I & class II Preservatives .
- 3) Identification of spoiled food .
- 4) Preparation of product by using Salt as preservative (any two)
- 5) Preparation of product by using Sugar as a preservative (any two)
- 6) Preparation of product by using Oil as preservative (any two)
- 7) Preparation of product by using Chemical preservative (any two)
- 8) Visit to the food preservation unit .

### Scheme of practical examination

#### Internal practical examination

**40 marks**

- I) Preparation  
20 marks
- II) Identification  
10 marks
- III) Submission of practical record book  
5 marks
- IV) Viva – Voce  
5 marks

### References :

- 1) Khetarpaul N (2005) Food Processing and Preservation . Daya books .
- 2) Rahman M S (2007) Handbook of Food Preservation 2<sup>nd</sup> ed CRC Press .
- 3) Nagi M and Bajaj S (1982) Home Preservation of fruits and Vegetables . Centre for Communication and International Linkages , PAU , Ludhiana .
- 4) Srivastava R P and Kumar S (2002) Fruits and Vegetables Preservations : Principles and Practices  
3<sup>rd</sup> Edition . International Book Distributing Co. Lucknow .

  
Principal  
Khalsa College for Women,  
Amritsar  


## **Modern Techniques of Preservation**

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 6**  
**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

### **Section A**

#### **Unit I - Microorganisms in food**

- Introduction
- Types of Microorganisms, Conditions for growth

#### **Unit II - Modern techniques in food preservation**

- Concept, Definition

  
Principal  
Khalsa College for Women,  
Amritsar  


- High Hydrostatic pressure
- Hurdle technology
- Pulse electric field

## **Section B**

### **Unit III - Storage**

- Storage of commonly used foods :
  - perishable
  - semi-perishable
  - Non-perishable food items

### **Unit IV - Labeling and Preservatives**

- Labeling and costing of products
- Food standards and quality control



## **Handling of Preserved**

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 6**  
**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

### **Section A**

#### **Unit I - Microorganisms in food**

- Food Spoilage
- Causes and effects of food spoilage and their control

#### **Unit II - Modern techniques in food preservation**

- Heat treatments- Boiling and steam under pressure
- Microwave heating : properties , mechanism , microwave generator and microwave food application

## **Section B**

### **Unit III - Storage**

- Selection and purchase of foods for preservation
- Basics of packaging and packaging material

### **Unit IV - Labeling and Preservatives**

- Food additives , preservatives and antioxidants
- Coloring matter and emulsifying agents

## Practicaland Project II

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 6**  
**Pass Percentage: 35%**

### Practical –

- 1) Introduction to drying equipment .  
**Max. Marks : 50**
- 2) Drying of Fruits (any two)  
**Practical : 40**
- 3) Drying of Vegetable (any two)  
**Int. Ass. : 10**
- 4) Drying of seeds (any two)  
**Periods : 4 hrs / week**
- 5) Blanching of Vegetables .
- 6) Steaming of Vegetables .
- 7) Preservation of fruits by Syruping .
- 8) Introduction of freezing equipment
- 9) Freezing of Fruits (any two)
- 10) Visit to cold storage unit .

### Scheme of practical examination

#### Internal practical examination

**40 marks**

- I) Preparation  
20 marks
- II) Identification of equipments  
10 marks
- III) Submission of practical record book  
5 marks
- IV) Viva – Voce  
5 marks

## References :

- 1) Sivasankar B (2004) Food Processing and Preservation . PHI Learning Pvt. Ltd , New Delhi
- 2) Adams M R and Moss M O (2018) Food Microbiology . New Age International Private Limited , New Delhi
- 3) Kalila M and Sood S (1996) food Preservation and processing I<sup>st</sup> Edition Kalyani Publishers , New Delhi .
- 4) Khader V (1999) Text Book on Food Storage and Preservation I<sup>st</sup> Edition Kalyani Publishers , New Delhi .
- 5) Nagi M and Bajaj S (1982) Home Preservation of fruits and Vegetables . Centre for Communication and International Linkages , PAU , Ludhiana .

## **SHORT TERM COURSE- GOVT. OF PUNJAB**

### **CERTIFICATE COURSE IN ENTREPRENEURSHIP, CREATIVITY AND INNOVATIONS IN BUSINESS**

#### **Objective:**

The basic objective of this course is to help the learners understand various issues involved in setting up a private enterprise and develop required entrepreneurial skills in economic development. It also aims to motivate students to opt for entrepreneurship and self-employment as alternate career options.

**Duration of the Course:** 6 Months

**Eligibility:** Any student enrolled in degree programme of the College.

#### **Learning outcomes:**

This course will help the students to know about

1. Entrepreneurial process of creating new businesses,
2. role of Creativity and innovation in Entrepreneurial start-ups,
3. manage family-owned companies ,
4. context of social innovation and social entrepreneurship and
5. issues and practices of financing entrepreneurial businesses., and
6. live cases of social , techno, women entrepreneurs along with visit and interaction with entrepreneurship development institutes in India,
7. It helps the participants in learning basic fundamentals of decision making towards establishing enterprises in real life situations. This course is intended to be a foundation course for those who plan to work and start a business enterprise.

## INSTRUCTIONAL DESIGN

### PROGRAMME STRUCTURE

SR. NO.	COURSE TITLE	CREDIT
GC-ECI1	ENTREPRENEURSHIP, INNOVATION AND CREATIVITY	6
GC-ECI2	MANAGEMENT OF MSME	6
GC-ECI3	PROJECT PLANNING	6
	Total	18

## GC-EC11 ENTREPRENEURSHIP, INNOVATION AND CREATIVITY

Max. Marks: 100  
External: 70  
Internal: 30  
Pass: 35%  
Credits: 6

### INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

### SECTION A

**Entrepreneurship-** Concept, Theories, Characteristics, Entrepreneurial mindset. Innovation and creativity- meaning, Types of innovations, features, and need. Creativity : need and significance Latest innovations in manufacturing and service sectors. Social and commercial entrepreneurship. Types of entrepreneurship, Women Entrepreneurship- Problems Faced, Suggestions, Role of Government to promote Women Entrepreneurship.

### SECTION B

Centre of Innovation, Incubation and Entrepreneurship- An expert Interview, Entrepreneurship: Role of stimulating creativity , Creative teams and managerial responsibilities ,Innovation and entrepreneurship:,Creativity and Innovations in Start Ups. Case studies of entrepreneurship, innovation and creativity.

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

**SECTION A**

MSMEs –Concept, significance and types. Registration process and its procedure, Benefits of registration. MSMEs--- Seed Bed of Entrepreneurship; Start up- Its Concept, steps and need. Product Planning and Management; Marketing Management; Growth and Diversification Strategies.

**SECTION B**

Logistics management—meaning, features, and its role in business enterprises. Role of MSMEs in the National Economy; Role of ecommerce and mcommerce in promoting small business. Small Business and Modern Technology. Tax Considerations/tax benefits to MSMEs; MSME’S Exemptions.



## GC-ECI3 PROJECT PLANNING

Max. Marks: 100  
External: 70  
Internal: 30  
Pass: 35%  
Credits: 6

### INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

### SECTION A

Concept of Project Planning and its Process, Project appraisal: Financial, technical, marketing and management appraisal. Developing a business proposal, contents of a business plan/project report; Project appraisal by external agencies. Business Planning. Entrepreneurial development and project planning : elements of project planning and project organization, project organization structure.

## SECTION B

Generation of business ideas; Opportunity sensing and identification; Test of feasibility of business ideas;

Funding of Start up and Entrepreneurship firms, Arrangement of funds, components of project report ,Entrepreneurial Financing and Risk , Appraisal of loans by financial institutions , Role of Commercial Banks in financing Business Entrepreneurs, Venture Capital and Entrepreneurship Institutions in India, Project control: Significance and techniques.

### **Suggested readings:**

1. Desai, Vasant (2003). Small-Scale Industries and Entrepreneurship. Himalaya Publishing House, Delhi.
2. Kaulgud, Aruna (2003). Entrepreneurship Management. Vikas Publishing House, Delhi.
3. Chandra, Ravi (2003). Entrepreneurial Success: A Psychological Study. Sterling Publication Pvt. Ltd., New Delhi.
4. . Balaraju, Theduri (2004). Entrepreneurship Development: An Analytical Study. Akansha Publishing House, Uttam Nagar, New Delhi
- . 5 Taneja, S., & Gupta, S. L. Entrepreneurship Development-New Venture creation. New Delhi: Galgotia Publishing House.
- 6 Vasper, K. H. New Venture Strategies (Revised Edition ed.). New Jersey: Prentice
- Brandt, S. C. Entrepreneurship: The Ten Commandments for Building a Growth company. MacMillan Business Books.
- 7 Dollinger, M. J. Entrepreneurship: Strategies and Resources. Illinois: Irwin.

## SHORT TERM COURSE- GOVT. OF PUNJAB

### CERTIFICATE COURSE IN GST APPLICATIONS

**Course Objective:** GST is an Indirect Tax which has replaced many Indirect Taxes in India. GST aims to replace all indirect levied on goods and services by the Indian Central and State Government. We aim that our student should understand GST before they study it. As GST is a new law and lots of people are not much aware about this so it is the possibility that the people who know about GST will get more career opportunities. Develop a detailed understanding in the students mind regarding law and practice of Goods and Service Tax and the application of its provisions in a business set-up.

#### Learning Outcome:

After completion of course students will be able to work as GST advisor.

**Duration of course:** 6 Months

**Eligibility:** Any student enrolled in degree program of college

### INSTRUCTIONAL DESIGN

#### PROGRAMME STRUCTURE

SR. NO.	COURSE TITLE	CREDIT
GC-GST1	BASICS OF GOODS AND SERVICE TAX	6
GC-GST2	ADMINISTRATION OF GOODS AND SERVICE TAX	6
GC-GST3	DIGITALIZED GOODS AND SERVICE TAX	6
	TOTAL	18

  
Principal  
Khalsa College for Women,  
Amritsar  


**GC-GST1    BASICS OF GOODS AND SERVICE TAX**

Max. Marks: 100  
External: 70  
Internal: 30  
Pass: 35%  
Credits: 6

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

**SECTION A**

Conceptual framework of GST, Concept of VAT: Meaning, Variants and Methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST and IGST); GST Council; GST Network; Compensation Mechanism for States. Levy and Collection of GST: Taxable events, Supply of goods and services; Place of supply: Intra-state, Inter-state, Import and Export; Time of supply; Valuation for GST, Valuation rules; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

## SECTION B

Registration: Registration procedure, Amendment of registration, Cancellation of registration, Revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purposes. Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.

  
Principal  
Khalsa College for Women,  
Amritsar  


**GC-GST2 ADMINISTRATION OF GOODS AND SERVICE TAX**

Max. Marks: 100

External: 70

Internal: 30

Pass: 35%

Credits: 6

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

**SECTION A**

Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of tax, Interest and Levy of Late fees.

Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce, e-way bills; Zero-rated supply; Audit, Inspection.

Search and Seizure: GST Audit and Assessment; GST authorities - Power and proceedings (bifurcation between Central & States);

  
Principal  
Khalsa College for Women,  
Amritsar  


## SECTION B

Assessment of GST :Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Anti-profiteering; Avoidance of dual control; Offences and penalties; Appeal and Revision of assessment; Demands and Recovery; Advance Rulings; Tax deduction at sources and Advance tax statements.

**Note:** The developments in the GST Act and Regulations up to 30th June of immediate preceding year shall be considered as part of the curriculum.

### Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Sekhon, Shailinder., *GST....Unlocking the complexities of Indirect taxes*. Published by Sumirat publication and Bookman, New delhi.
3. Bansal, K. M., *GST & Customs Law*, Taxman Publication.
- 4 Mehrotra H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications.
6. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications

**GC-GST3 DIGITALIZED GOODS AND SERVICE TAX**

Max. Marks: 100  
External: 70  
Internal: 30  
Pass: 35%  
Credits: 6

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

**SECTION A**

GST and its application, digital filing of tax return, Use of Computer (Hardware and Software) in GST: Use of MS excel and other Software Packages such as Tally. ERP 9, Preparation of Business records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports.

  
Principal  
Khalsa College for Women,  
Amritsar  




## SECTION B

Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger.

Online Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill., Bill of supply; e-Filing of tax returns

### **Suggested Readings:**

1. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education*
3. Gupta, ineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd.
4. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
5. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
7. Singhania, Aditya. *Taxman's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*. Taxman Publication.
8. Singhania V. K. *GST & Customs Lax*, Taxman Publication
9. Sisodia Pushpendra, *GST Law*. Bharat Law House.

## Certificate/Diploma Programme in IT Enabled Services

### **Objective of the Course:**

To provide practical training of office automation tools, Internet and internet tools. The course also helps the candidates to get acquainted with IT and ITeS.

### **Learning Outcomes:**

After completion of this course the students would be able to work in office, handle documents, spreadsheets, make presentations and communicate through internet.

### **Duration of the Course:**

- 1) Certificate course: 6 months
- 2) Diploma: 12 months

**Eligibility:** Any student enrolled in degree program of the college.

### **Outline of the Course**

Sr. No.	Topics	
<b>Topics covered under Certificate Course are Sr No. 1,2 and 3</b>		
1	GC-IT-01T Basics of Computer	Credits: 6
2	GC-IT-02T Word Processing GC-IT-02P Word Processing Lab	Credits: 6 (4 Th. 2 Lab)
3	GC-IT-03T Spread Sheet GC-IT-03P Spread Sheet Lab	Credits: 6 (4 Th. 2 Lab)
<b>Topics covered under Diploma Course are Sr No. 1,2,3,4,5 and 6</b>		
4	GC-IT-04T Internet and its Applications GC-IT-04P Internet and its Applications Lab	Credits: 6 (4 Th. 2 Lab)
5	GC-IT-05T Communication and Report writing GC-IT-05P Communication and Report writing Lab	Credits: 6 (4 Th. 2 Lab)
6	GC-IT-06T Making Presentations GC-IT-06P Making Presentations	Credits: 6 (4 Th. 2 Lab)

## Detailed Contents

### Basics of Computer

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 6**

**Pass Percentage: 35%**

#### INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

#### INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### Section A

Unit I: Block diagram of a Computer, Classification and Generations of Computer

Unit II: Terms : Hardware, Software, Types of Software, Concept of Bit and Byte.

Unit III Input Devices : Keyboard, Mouse, Scanner, OMR, MICR, Video Cameras, Output Devices : Monitors, Printers : Dot Matrix, Inkjet, Laser, Plotters, Multimedia Projector.

Unit IV: Functions of Operating System, Types-Batch, Multiprogramming, Timesharing. Windows concepts, features, windows structure, desktop, taskbar, start menu,

#### Section B

Unit V: My computer, Recycle Bin, Windows Accessories. System Tools, communication, Sharing Information between Programs.

  
Principal  
Khalsa College for Women,  
Amritsar  


Unit VI: Computer Networks: Components of data communication, modes of communication, standards and organizations, Network Classification,

Unit VII: Network Topologies; Network Types, Transmission media, network protocol; layered network architecture.

Unit VIII: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet.

**Suggested Readings:**

1. Pradeep K., Sinha, Computer Fundamentals : Concepts, Systems & Applications- 8th Edition
2. Rajaraman V, Fundamentals of Computers-6th Edition
3. RS Salaria, Computer Fundamentals 1St Edition 2017
4. E Balagurusamy , Fundamentals of Computers 2012
5. Glenn Brookshear , Computer Science: An Overview | Twelfth Edition | By Pearson, 2012

## Word Processing

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 4**

**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### **Section A**

Unit I: Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: Introduction to templates and styles; applying, modifying;

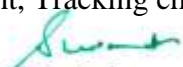

Unit II: using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, Changing document views

Unit III: Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents, Formatting text, formatting paragraphs,

Unit IV: Formatting pages: Using layout methods, creating headers and footers, Numbering pages, Changing page margins, Adding comments to a document,

#### **Section B**

Unit V: Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document.

  
Principal  
Khalsa College for Women,  
Amritsar  


Unit VI: Formatting Text: Using RIGHT, LEFT, and MID functions; format text by using UPPER, LOWER, and PROPER functions;

Unit VII: format text by using the CONCATENATE function, Generating inference from Data: Pivot Table,

Unit VIII: Creating Charts, Data Cleaning: Removing duplicate values, Text to Columns, Converting a word document into various formats.

**Suggested Reading:**

1. Archana Kumar, Computer Basics with Office Automation, 2013
2. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing
3. Dr. P. Rizwan Ahmed, Office Automation I Margham Publications; 2016th edition

## **Word Processing Lab**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 35%**

The programs in lab will be based on the contents covered in the theory syllabus.

## Spread Sheet

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 4**  
**Pass Percentage: 35%**

### INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### Section A

Unit I: Creating worksheet, entering data into worksheet, heading information, data, text, dates, alphanumeric, values, saving & quitting worksheet,

Unit II: Opening and moving around in an existing worksheet, Toolbars and Menus, keyboard shortcuts,

Unit III: Working with single and multiple workbook, Working with formulas & cell referencing, Workbook, worksheets, data types, operators, cell formats, freeze panes

Unit IV: Formatting of worksheet, Create and manipulate various types of charts and enhance charts

#### Section B

Unit V: Create and use basic formulas and functions. Different statistical functions



Unit VI : Customize Options and Views for Worksheets and Workbooks : Hide or unhide worksheets, Hide or unhide columns and rows, Customize the Quick Access toolbar, Modify document properties, Display formulas

Unit VII: Manage Table Styles and Options: Apply styles to tables, Configure table style options, Insert total rows, Filter records, Sort data by multiple columns, Change sort order, Remove duplicate records

Unit VIII: Create Charts: Create a new chart, Add additional data series, Switch between rows and columns in source data, Format Charts: Resize charts, Add and modify chart elements, Apply chart layouts and styles, Move charts to a chart sheet

**Suggested Reading:**

1. Archana Kumar, Computer Basics with Office Automation, 2013
2. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing
3. Dr. P. Rizwan Ahmed, Office Automation I Margham Publications; 2016th edition

## **Spread Sheet Lab**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 35%**

The programs in lab will be based on the contents covered in the theory syllabus.

## **Internet and its Applications**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 4**

**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### **Section A**

Unit I: Introduction to internet, Web Essentials: Clients, Servers, and Communication. The Internet-Basic Internet Protocols. The WorldWide Web-HTTP request message-response message-Web Clients,

Unit II: Working with different web browser and search engines, secure browsing, What is server, choices, setting up servers, Logging users, dynamic IP.

Unit III: Electronic Payment System: Secure Electronic Transaction, Types of Payment System: Digital Cash, Electronic Cheque, Smart Card, Credit/Debit Card E-Money, Bit Coins and Crypto currency, Electronic Fund Transfer (EFT), Unified Payment Interface (UPI), Immediate Payment System (IMPS), Digital Signature and Certification Authority.

Unit IV: Understanding hyperlinks, URLs, Domain names. Concepts of web hosting. Introduction to Web servers- Windows based/Linux based. Introduction to W3C Standards.

#### **Section B**

  
Principal  
Khalsa College for Women,  
Amritsar  


Unit V: Internet and its Applications: E-mail, TELNET, FTP, World Wide Web, Internet chatting; Intranet, Extranet, Gopher, Mosaic, WAIS

Unit VI: Internet Databases - World Wide Web, Client Side Scripting and Applets, Web Servers and Sessions, Services, Server Side Scripting.

Unit VII: XML – Structure of XML Data, XML Document Schema, XQuery, Storage of XML Data, XML Applications.

Unit VIII: Understanding, creating and Using email and social media accounts , cyber security: hacking and ethical hacking.

**Suggested Reading:**

1. Anshuman sharma, Fundamentals of Internet Applications, Lakhanpal Publishers, 2013
2. Douglas E. Comer, Computer Networks and Internets with Internet Applications, Pearson, 2015

## **Internet and its Applications Lab**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 35%**

The programs in lab will be based on the contents covered in the theory syllabus.

## Communication and Report Writing

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 4**

**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### **Section A**

Unit I: Introduction: An introduction to writing technical reports, technical sentences formation, using transitions to join sentences, Using tenses for technical writing.

Unit II: Planning and Structuring: Planning the report, identifying reader(s), Voice, Formatting and structuring the report, Sections of a technical report, Minutes of meeting writing.

Unit III: Drafting report and design issues: The use of drafts, Illustrations and graphics.

Unit IV: Final edits: Grammar, spelling, readability and writing in plain English: Writing in plain English, Jargon and final layout issues, Spelling, punctuation and Grammar, Padding, Paragraphs, Ambiguity.

#### **Section B**

  
Principal  
Khalsa College for Women,  
Amritsar  


Unit V: Proofreading and summaries: Proofreading, summaries, Activities on summaries. Presenting final reports: Printed presentation, Verbal presentation skills, Introduction to proposals and practice.

Unit VI: Using word processor: Adding a Table of Contents, Updating the Table of Contents, Deleting the Table of Contents, Adding an Index, Creating an Outline, Adding Comments, Tracking Changes, Viewing Changes, Additions, and Comments, Accepting and Rejecting Changes

Unit VII: Using word processor: Working with Footnotes and Endnotes, Inserting citations and Bibliography, Comparing Documents, Combining Documents,

Unit VIII: Nature of Intellectual Property: Patents, Designs, Trade and Copyright. Process of Patenting and Development: technological research, innovation, patenting, development. International Scenario: International cooperation on Intellectual Property.

**Suggested Reading:**

1. Netzley, Guide to Report Writing, Pearson
2. Hering Heike, How to Write Technical Reports , Springer
3. Michael Netzley , Guide to Report Writing, The Prentice-Hall Guides to Advanced Business Communication

## **Communication and Report Writing Lab**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 35%**

The programs in lab will be based on the contents covered in the theory syllabus.



## **Making Presentations**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 4**

**Pass Percentage: 35%**

### **INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### **INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

#### **Section A**

Unit I: Basics of presentation software; Creating Presentation: Entering and Editing Text, Inserting And Deleting Slides in a Presentation.

Unit II: Insert and Format Slides, Modify Slide, Handouts, and Notes, Change Presentation Options and Views

Unit III: Insert and Format Shapes and Text Boxes, Insert and Format Images, Order and Group Objects

Unit IV: Inserting Word Table or An spreadsheet Worksheet, Adding Clip Art Pictures, Inserting Other Objects

#### **Section B**

Unit V: Using Text: adding text to slides , font and paragraph formatting, Bullets and Numbering.

Unit VI: Using Smart Art, Printing: Page setup, header and footer, using themes and layouts, Inserting sound and videos.

Unit VII: Slide Show: Running a Slide Show, Transition and Slide Timings, Automating a Slide Show

Unit VIII: Inserting charts, tables and objects

**Suggested Reading:**

1. Archana Kumar, Computer Basics with Office Automation, 2013
2. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing
3. Dr. P. Rizwan Ahmed, Office Automation I Margham Publications; 2016th edition

## **Making Presentations Lab**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 35%**

The programs in lab will be based on the contents covered in the theory syllabus.

\*\*\*