



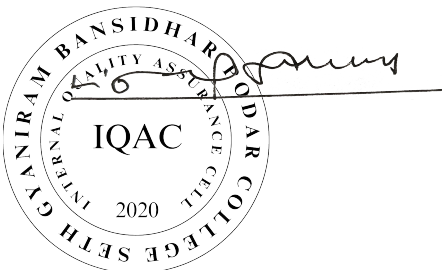
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

*Accredited with Grade 'A' (3.04 CGPA) by NAAC-UGC
Recognition of college under Section 2(f)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar*

Information Brochure

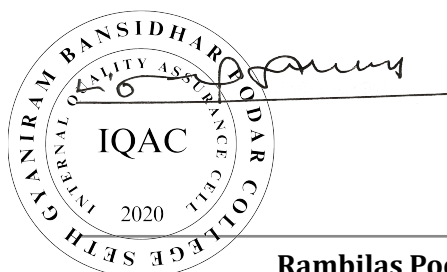
Certificate Add-On Courses

Academic Year-2023-2024



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8.	Phonetic Transcription	English	18-19
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11.	Introduction to Programming with Python	Computer Science	22-23



Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu - 333042

Phone No: 01594- 222030, 225892 Fax No: 01594-223198

Web Site: www.podarcollege.com E-Mail: principal@podarcollege.com

Introduction:

Colleges and Universities offer degree programs with the purpose of developing the intellectual calibre of individuals. Hence the curricula of these degree courses enrich the students' understanding and mastery of an area of knowledge. But, in the contemporary context, it is equally important for colleges to supplement the curriculum and equip the students to better meet the required levels of performance in the industry. No doubt, such supplementation might also develop their interests and aptitudes.

What is an Add-on Course?

Employment scene today requires that a student wanting a job be an all-rounder, with several skills. Pursuing multiple long-winding degree programs is no answer to this. Rather than spending a lifetime seeking higher qualifications, Add-on Courses give you the chance to update your skill set in only a fraction of the time and money. But, the value they create is very high.

Who can take admission to an Add-on Course?

There are two types of courses being offered – General Interest Courses that are open to all and Subject Specific Courses. You can pursue these courses as per your requirement.

How many courses can I do?

As the basic idea is to make ample opportunities available to students, there are no restrictions on how many courses a student can offer. Many of these courses are offered more than once a year and thus one can acquire several certifications during the period of a degree program.

Will I get a Job because of Add-on Courses?

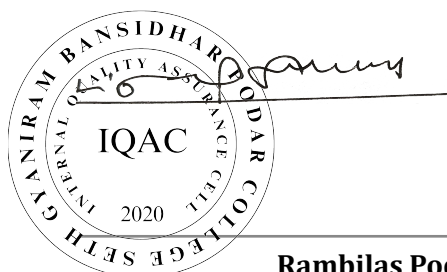
The purpose of the Add-on Courses is to make you industry-ready. Providing the finishing touches to the knowledge you gain in your degree program, Add-on Courses will polish your skills and enhance your employability. What is more, you may even acquire enough tricks to start your own business.

How to register for a Course?

The Courses are run by many departments. Each Course has a Coordinator whose phone number & Mail-id is prominently displayed in the Brochure. You may contact these coordinators in person or by phone for details. You may visit the College website for more details as well.

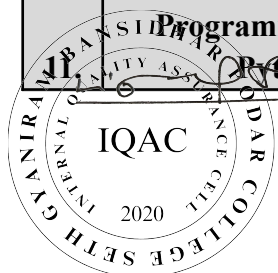
What about the Certification?

Each course has its own assessment pattern, both practical and theoretical. Successful completion of the course earns you Certification issued by the College.



ADD-on Certificate Courses in Academic Year 2022-23

S. No	Certificate Course	Duration of course	Name of Coordinator	Department	E- Mail Address	Mobile No.
1.	Instrumental Operating Techniques	35hrs	Prof. Chetan Dadheech	Chemistry	dadheechchetan@gmail.com	9024491001
2.	Ornamental & Medicinal Plants for Commercial Purpose	30hrs	Dr. Ravindra Goswami	Botany	goswami.raaj23@gmail.com	9997381619
3.	Concept of Organic Farming	30hrs	Dr. Ravindra Goswami	Botany	sumansikar22@gmail.com	9667049094
4	General Mathematics	60hrs	Prof. Vidyadhar Sharma	Mathematics	sharmavidyadhar87@gmail.com	9799518100
5.	Skill Development Approached in Zoology	32hrs	Dr. Daulal Bohra	Zoology	daulalbohra@yahoo.com	9460855895
6.	Study of Optical fiber and its Application	35hrs	Dr. Bhupendra Singh Rathor	Physics	bsrathorephy@gmail.com	9694937241
7.	Capital Market	30hrs	Dr. Sanjay Kumar Saini	Commerce	saini.sanjaykumar@gmail.com	9828256746
8.	Business Communication	30hrs	Prof. Pramod Kumar Saini	English	pk.balan10@gmail.com	9950915585
9.	Disaster Management	35hrs	Prof. Shantilal Joshi	Geography	shantilalshantu1@gmail.com	9414733381
10.	Knowledge of Microsoft Word	30hrs	Prof. Rajesh Verma	Management	rajesh.ibarc@gmail.com	8619779281
	Introduction to Programming with Python	30hrs	Prof. Mukesh Kumar Saini	Computer Science	mukeshkumarsaini111@gmail.com	7014569109





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Department OF Chemistry

- ❖ The details of the Add-on-Programmes/Certificate Courses in department of Chemistry were submitted by Prof. Chetan Dadheech, Head, Department of Chemistry with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Instrumental Operating Techniques
2.	Duration of course	35 Hours
3.	Name of Coordinator	Prof. Chetan Dadheech
4.	Name of Co-coordinator	Prof. Sudarshan Sharma
5.	Name of Members	1. Prof. Ambesh Kumar 2. Prof. Vishakha Punkhia 3. Prof. Reena Saini 4. Prof. Seema Saini
6.	Proposed Syllabus of the course	Prof. Chetan Dadheech placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

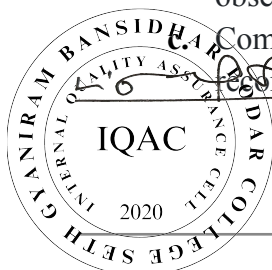
Detailed proposed syllabus and reference books:

Syllabus:

1. Purpose of chemistry laboratory –

- Chemistry is the branch of science concerned with the substances of which matter is composed, the investigation of their properties and reactions, and the use of such reactions to form new substances. And a laboratory gives us a perfect chance to build upon the basics taught in class.
- Students are expected to be able to use chemical theories to explain and predict observable phenomena.

Competence with lab equipment and devices are expected in addendum to precise recording of data.



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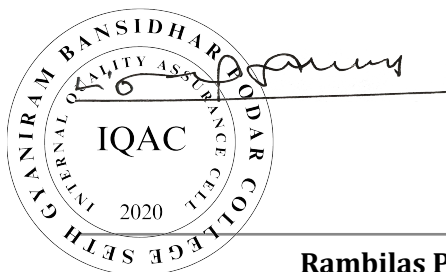
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2. Introduction & Use of the following equipment / Equipment handling / Precautions while handling tools and equipment

- a. Conductivity Metre
- b. PH Meter
- c. Digital Colorimeter
- d. Polarimeter
- e. UV Spectrophotometer
- f. Melting Point Apparatus
- g. Flame photometer

Reference Books:

1. Instrumental Methods of Analysis 7Ed (Pb 1986)By Willard.
2. Instrument Methods of Chemical Analysis By V.K Ahluwalia.
3. Handbook of Analytical Instruments By R.S Khandpur
4. Instrumental Analytical Chemistry An Introduction by James W. Robinson, Eileen M. Skelly Frame , Taylor & Francis Ltd



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Department of Botany

- ❖ The details of the Add-on-Programmes/Certificate Courses in the department of Botany were submitted by Dr. Ravindra Goswami, Head, Department of Botany with the following details: Detailed proposed syllabus and reference books:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Ornamental & Medicinal Plants for Commercial Purpose
2.	Duration of course	30 Hours
3.	Name of Coordinator	Prof. Suman Saini
4.	Name of Co-coordinator	Prof. Shyama Deedwania
5.	Name of Members	1. Prof. Vinod Kumawat 2. Prof. Ankit Kumar Jangir
6.	Proposed Syllabus of the course	Dr. Ravindra Goswami placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Syllabus:

Unit-I

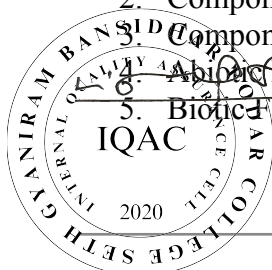
Concept of Cultivation -

1. Concept And History of Cultivation
2. Organic Gardening
3. Development of Seeds
2. Garden Designing
3. Marketing of Ornamental Plants/Products
4. Medicinal Plants Uses & Utilisation
5. Different Varieties of Hybrid Plants from The Single Plant
6. Production Of Multi Fruited or Multi flowered

Unit-II

Factors affecting Cultivation –

1. Features of Environment
2. Components of Environment
3. Components of Ecosystem that affect the farming
4. Abiotic Factors
5. Biotic factors



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Unit-III

Plant Disease Identification & Organic Management –

1. General Symptoms of plant disease management
2. Fungicides, Natural Biopesticides, Biofungicides, Biocontrol Measures

Unit-IV

Threats to Cultivation –

1. Threats to Farming
2. Causes of Biodiversity losses
3. Invasive Species
4. Effects of Loss of Biodiversity
5. Microorganisms

Unit-V

Conservation Strategies –

1. Conservation Tools
2. Advantages of Organic Farming
3. Disadvantages of Organic Farming
4. Methods of Conservation of Biodiversity

Unit-VI

Proper Care and Planting–

1. Cutting of Stems and Planting
2. Proper Care and Planting
3. Natural Growth Hormones
4. Seed Technology and Development
7. Presentation

Unit-VII

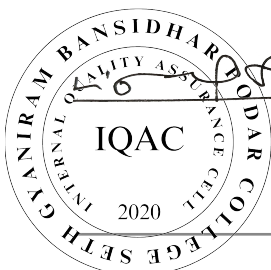
Designing & Creativity -

1. Plants
2. Designing & Creativity
3. Different Methods of Grafting

Reference Books:

1. Ornamental Plants by George Sabina
2. Growing Media for Ornamental Plants and Turf, 4th Edition by Kevin Handreck, Neil Black
3. A Handbook of Medicinal Plants: A Complete Source Book by N.D. Prajapati
4. A Handbook of Medicinal Plants: A Complete Source Book by Prajapati, Purohit, Sharma & Kumar
5. Introductory Ornamental Horticulture by Parmeshwar Singh
6. Fundamentals of Ornamentals Horticulture and Landscape Gardening by A. K. Tiwari
7. A Textbook of Ornamental Horticulture by Dharmendra Kalauni & Arati Joshi

The members of the staff council after deliberations approved and passed the resolution



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Department of Botany

- ❖ The details of the Add-on-Programmes/Certificate Courses in the department of Botany were submitted by Dr. Ravindra Goswami, Head, Department of Botany with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	CONCEPT OF ORGANIC FARMING
2.	Duration of course	30 Hours
3.	Name of Coordinator	Prof. Suman Saini
4.	Name of Co-coordinator	Prof. Ankit Kumar Jangir
5.	Name of Members	1. Prof. Shyama Deedwania 2. Prof. Vinod Kumawat
6.	Proposed Syllabus of the course	Dr. Ravindra Goswami placed the copy of the syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

Unit-I

Organic Farming : Relevance And Practice –

1. Detrimental effects of current chemical dependent farming.Reduction of crop production due to depletion of soil Health.Pesticide contamination and human health hazard. Contamination of food products by pesticides & chemicals. The organic way of farming: A living economy,Organic farming in the broader context of sustainable agriculture, Principles of organic farming ,Organic agriculture nurtures soil biodiversity,Energy use, Erosion control

Unit-II

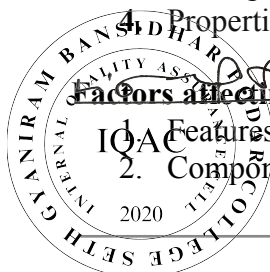
Types of Farming –

1. Categories of Farming
2. Types of Farming
3. Concept of Organic Farming
4. Properties of Organic Products

Unit-III

Factors affecting Organic Farming -

1. Features of Environment
2. Components of Environment



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3. Components of Ecosystem that affect the farming
4. Abiotic Factors
5. Biotic Factors

Unit-IV

Plant Disease Identification & Organic Management –

1. General Symptoms of plant diseases in major crops, Methods of plant disease management. Fungicides, natural biopesticides, biofungicides, biocontrol measures

Unit-V

Value added Products –

1. Value of the Organic Farming
2. Different Organic Products
3. Food Products
4. Farming Products
5. Medicinal Products
6. Products for Cattles

Unit-VI

Threats to Framing –

1. Threats to Framing
2. Causes of Biodiversity losses
3. Invasive species
4. Effects of Loss of Biodiversity
5. Microorganisms

Unit-VII

Conservation Strategies –

1. Conservation Tools
2. Advantages of Organic Farming
3. Disadvantages of I Organic Farming
4. Methods of Conservation of Biodiversity

Unit-VIII

Biofertilizers Production –

1. Introduction and importance of biofertilizers.
2. Biofertilizer classification, Biofertilizer demand and production. Standard and quality control.

Unit-IX

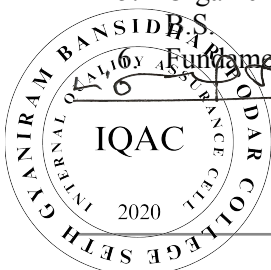
Marketing for Organic Products –

1. Know the Markets
2. Survey,
3. Tools for Marketing
4. Awareness for Organic
5. Go for Organics

Reference Books:

1. Organic Food and Farming: A Reference Handbook :- Shauna M. McIntyre
2. Organic Farming Principal and Practice :- Cruz Hawkins
3. A Beginner's Guide to Practical (Organic) Farming (botanical, home garden, horticulture, garden, landscape, plants, gardening) :- Den Deschain
4. Biofertilizers for Sustainable Agriculture :- Sharma, A.K
5. Organic farming and its implications on India's food security :- Chhonkar, P.K. and Dwivedi,

Fundamentals of Soil Science, Div. of Soil Science, IARI, New Delhi



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Department of Mathematics

- ❖ The details of the Add-on-Programmes/Certificate Courses in the department of Mathematics were submitted by Dr. Vidyadhar Sharma, Head, Department of Mathematics with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	General Mathematics
2.	Duration of course	60 Hours
3.	Name of Coordinator	Dr. Vidyadhar Sharma
4.	Name of Co-coordinator	Prof. Shankar Lal
5.	Name of Members	1.Prof. Deepak sharma 2.Prof. Suchita jangir
6.	Proposed Syllabus of the course	Dr.Vidyadhar Shrama placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

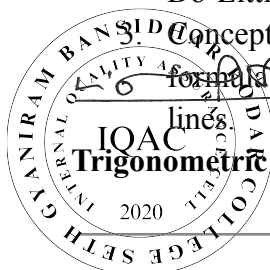
Detailed proposed syllabus and reference books:

Syllabus:

Algebra and Geometry -

1. Number system, factor and factorization, HCF & LCM, unit and last digits, remainders theorem, definition of set and subsets, types of set, Venn diagram for the sets, definition and simple properties of relation and functions, types of relation and functions.
 2. Matrices and determinants, Algebra of matrices, Types of matrices viz: symmetric, skew symmetric, etc. Singular and nonsingular matrices, Algebra of matrices. Solving system of equation and Eigenvalues and Eigenvectors solving system of equation using Do-Little's LU decomposition. Finding Eigenvalues and the corresponding Eigenvectors.
- Concept of coordinate geometry, graphs of linear equations, distance formula, section formula (internal and external), locus of a point, concept of parallel and perpendicular lines.

Trigonometric and Calculus-



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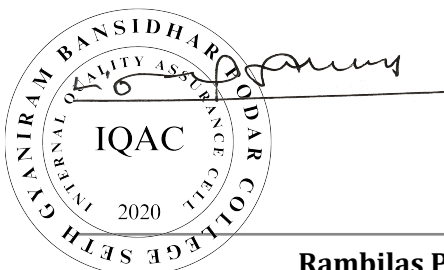
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1. Introduction of trigonometric functions, ratio of an acute angle of a right angle triangle, values of trigonometric ratio of relationships between the ratios. Measurement of an angle in Radian & Degree, arc length.
2. Limits and Continuity Left hand limit, Right hand limit, Limit at infinity, Continuity of a function at a point, In an interval, Discontinuity, Removable and non-removable discontinuity, Differentiation Definition, Leibnitz rule, Chain rule, L'hospital rule, Mean value theorem, Taylors theorem. Application of Derivatives Increasing and decreasing function, Concave upwards and concave downwards, Optimization.

Reference Books:-

1. S.D. Sharma (S. Chand)
2. S.R. Saini (J.P.H.)



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Department of Zoology

The details of the Add-on-Programmes/Certificate Courses in the department of Zoology were submitted by Dr. Daulal Bohra, Head, Department of Zoology With the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Skill Development Approached in Zoology
2.	Duration of course	32 Hours
3.	Name of Coordinator	Dr. Daulal Bohra
4.	Name of Co-coordinator	Prof. Neha Choudhary
5.	Name of Members	1. Prof. Rama Deedwania 2. Prof. Mahima Soni
6.	Proposed Syllabus of the course	Dr. Daulal Bohra placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

History of Entomology in India:

History of Entomology, What is an insect? Watch: Important organizations, societies, Acts & Rules of Indian Entomology, Famous Entomologists

Classification of phylum Arthropoda upto classes:

Characteristics of Phylum Arthropoda, Classification of Phylum Arthropoda, Basics of Systematics and Taxonomy.

Structure and functions of insect cuticle:

Integuments, Insect head, Structure and modifications

Taxonomy- importance, history and development and binomial nomenclature:

Classification of class insect up to Orders

Order Characterization:

IQAC

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Orthoptera :Acrididae, Tettigoniidae, Gryllidae, Gryllotalpidae, Dictyoptera: Mantidae, Blattidae, Odonata, Thysanoptera: Thripidae and Isopteran: Termitidae, Neuroptera Neuroptera and Isopteran

Practice:1 collection and preservation of insects:

Practice:1 collection and preservation of insects collection and preservation of insects

Practice-2 insect antennae insect antennae

Practice-3 Different insect mouth parts Insect mouthparts

Practice-4 insect leg insect leg

INSECT LEG MODIFICATIONS:

Practice-5 Insect Wing modifications insect wing

Practice-6 Types of larvae and pupae insect larva and pupa

Practice-7 digestive system insect digestive systems

Practice-8 reproductive system of female and male insects, reproductive system

Practice-9 Orthoptera and Dictyoptera Order Orthoptera, dictyoptera and Odonata

Practice-10 Thysanoptera: Thripidae and Isopteran: Termitidae, Order Thysanoptera and Isoptera

Practice-11 Hemiptera, Order Hemiptera

Practice-12 Lepidoptera, Order Lepidoptera

Practice-13 Coleoptera, Order Coleoptera

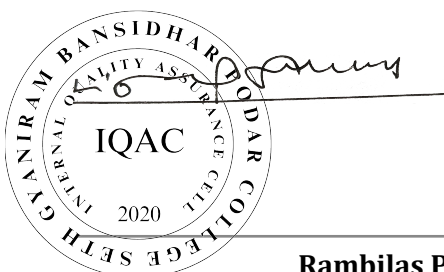
Practice-14 Coleoptera, Order Coleoptera

Practice-15 Hymenoptera, Order Hymenoptera and Diptera

Practice-16 Diptera, Order Hymenoptera and Diptera

Reference Books:-

1. Chapman, R F. 1988. Insects: Structure and Function, Cambridge Univ. Press, UK.
2. Nayar, K K, Ananthakrishnan, T N and David, B V. 1976. General and Applied Entomology, Tata McGraw-Hill Publishing Co Ltd., New Delhi
3. Pant, N C and Ghai, S. 1981. Insect Physiology and Anatomy. ICAR, New Delhi
4. Richards, O W and Davies, R G. 1977. Imm's General textBook of Entomology (Vol.I and II), Chapman and Hall, London.
5. Snodgrass, R E. 2001. Principles of Insect Morphology. CBS Publishers & Distributors, Delhi.
6. Upadhyaya, K D and Divide. 1997. A text Book of Plant Nematology, Aman Publishing House, Meerut.
7. Vasantha Raj David, B. 2003. Elements of Economic Entomology. Popular Book Depot. Coimbatore.



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Department of Physics

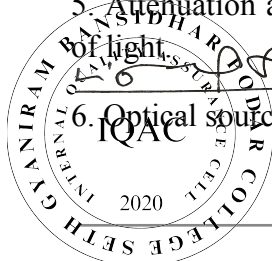
- ❖ The details of the Add-on-Programmes/Certificate Courses in the department of Physics were submitted by Dr. Bhupendra Singh Rathore, Head, Department of Physics with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Study of Optical fiber and its Application
2.	Duration of course	35 Hours
3.	Name of Coordinator	Dr. Bhupendra Singh Rathor
4.	Name of Co-coordinator	Prof. Krishan Kumar
5.	Name of Members	1. Prof. Raju Dadheech 2. Prof. Poonam Choudhary
6.	Proposed Syllabus of the course	Dr. Bhupendra Singh Rathore placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the AnandilPodar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

1. Electromagnetic nature of light, Uniform plane waves, Boundary conditions
2. Reflection and transmission of waves at a boundary, Total internal reflection, Ray theory of dielectric slab waveguides, and optical fibers
3. Modal analysis of slab waveguides
4. Modal analysis of optical fibers (step and graded index), linearly polarized modes
5. Attenuation and dispersion in optical fibers, Concepts of spontaneous and stimulated emission of light.
6. Optical sources: Lasers and LEDs



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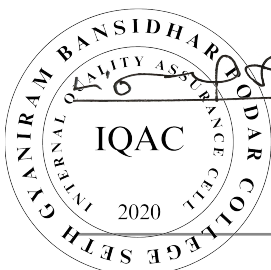
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7. Optical amplifiers, Photodiodes
 8. Noise in photodetectors, WDM optical Components
 9. Analog and digital optical communications, Direct detection receivers
 10. Coherent detection, Noises, Comparison of direct and coherent detection
 11. DSP algorithms for coherent optical communications
 12. Multiplexing techniques in fiber-optic communications

Reference Books:-

1. Introduction to Nanoscience and Nanotechnology
(Gabor L. Hornyak, H.F. Tibbals, Joydeep Dutta)
2. Textbook of Nanoscience and Nanotechnology
(B.S. Murty, P. Shankar, Baldev Raj)
3. Introduction to Nano: Basics to Nanoscience and Nanotechnology
(Amretashis Sengupta, Chandan Kumar Sarkar)
4. Sol-Gel Method:-Design and Synthesis of New Materials with Interesting
Physical, Chemical and Biological Properties (Guadalupe Valverde Aguilar)
5. Handbook of Nanomaterials Properties
(Bharat Bhushan, Dan Luo, Scott R. Schriker)



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Department of commerce

- ❖ The details of the Add-on-Programmes/Certificate Courses in department of B.Adm.were submitted by Dr. Sanjay Kumar Saini, Head, Department of B.Adm.with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Capital Market
2.	Duration of course	30 Hours
3.	Name of Coordinator	Dr. Sanjay Kumar Saini
4.	Name of Co-coordinator	Prof. Sandeep Jangir
5.	Name of Members	1. Prof. Mukesh Kumar Saini 2. Prof. Kavita Jangir 3. Prof. Shrikant Sharma
6.	Proposed Syllabus of the course	Dr. Sanjay Kumar Saini placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

Unit-II

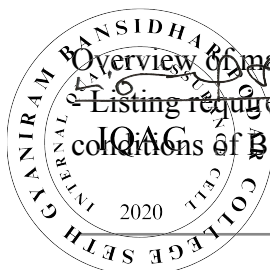
Capital Markets in India An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market - Methods of floatation of capital Problems of New Issues Market.

Unit-II

IPO's Investor protection in primary market Recent trends in primary market - SEBI measures for primary market. Stock exchanges and its Functions: Meaning, Nature, Functions of Secondary Market Organization and Regulatory framework for stock exchanges in India SEBI: functions and measures for secondary market.

Unit-III

Overview of major stock exchanges in India Listing of Securities: Meaning Merits and Demerits Listing requirements, procedure, fee Listing of rights issue, bonus issue, further issue-Listing conditions of BSE and NSE - Delisting.



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Unit - IV

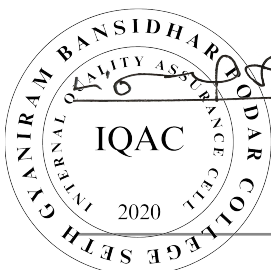
Trading, settlement and Surveillance System in Stock Exchanges: Different types of settlements - Pay-in and Pay-out Bad Delivery Short delivery -Market types, Order types and books-Demat settlement - Physical settlement.

Unit-V

Commodity and Currency Markets: Commodity exchanges: evolution and history role in globalizing economy-governing regulations-price-risk management.

Reference Books:

1. Digital Marketing for Dummies :- Ryan Deiss, Russ Henneberry
2. The Art of SEO :- Eric Enge, Stephen Spencer, Jessie Stricchiola
3. Social Media Marketing all-in-one :- Doug Sahlin, Jan Zimmerman
4. The Art of Digital Marketing :- Ian Dodson
5. Jab Jab Jab Right Hook :- Gary Vaynerchuk
6. Digital Marketing :- R. P. Singh (Hindi)
7. Best Digital Marketing Guide :- Laxmi Nagar (Hindi)
8. Foundation of Digital Marketing :- Animesh Sharma(Hindi)
9. Business Main Search Engine or SEO Ka Mahatva :- Laxmi Nagar(Hindi)



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Department of English

- ❖ The details of the Add-on-Programmes/Certificate Courses in department of English were submitted by Prof. Pramod Kumar Saini, Head, Department of English with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	A Certificate Course in English Sound & Phonetic Symbols
2.	Duration of course	30 Hours
3.	Name of Coordinator	Prof. Pramod Kumar Saini
4.	Name of Co-coordinator	Prof. Sudhir Jangir
5.	Proposed Syllabus of the course	Prof. Pramod Kumar Saini placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
6.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
7.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
8.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
9.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

A Certificate Course in English Sound & Phonetic Symbols

Syllabus:

Unit-A Introduction to Speech Production

The role of sounds in communication

Major branches of phonetics

Unit-B Speech Mechanisms

Speech event

Air-stream mechanism

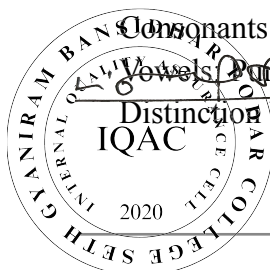
Organs of speech

Unit-C Classification and Description of English Sounds

Consonants

Vowels, Pure Vowels and diphthongs

Distinction between consonants and vowels



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Unit-D Word Accent

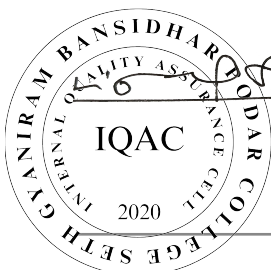
- a. Syllable
- b. Accent: Primary and secondary

Unit-E Intonation: 08 Lectures

- a. Tones: Structure of the tone unit
- b. Types of tones: Falling, rising and fall rise
- c. Weak forms

References:

1. Bolinger Dwight (ed), 1972, Intonation, Harmondsworth: Penguin Books Ltd.
2. Catford J.C., 1988, A Practical Introduction to Phonetics, Oxford: Clarendon Press.
3. Davenport & Hannahs, 2005, Introducing Phonetics and Phonology, London: Hodder Arnold.
4. Fromkin Victoria et al (eds), 2000, Linguistics: An Introduction to Linguistics, Cambridge: Blackwell.
5. Fudge E.C. (ed), 1973, Phonology, Harmondsworth: Penguin.
6. Goldsmith J. (ed), 1995, The Handbook of Phonological Theory, Cambridge: Blackwell.
7. Gussmann Edmund, 2002, Phonology: Analysis and Theory, Cambridge: Cambridge University Press.



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Department of Geography

- ❖ The details of the Add-on-Programmes/Certificate Courses in department of Geography were submitted by Prof. Shantilal Joshi, Head, Department of Geography with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Disaster Management
2.	Duration of course	30 Hours
3.	Name of Coordinator	Prof. Shantilal Joshi
4.	Name of Co-coordinator	Prof. Deepak Kumar
5.	Name of Members	Prof. Sunil Kumar Saini
6.	Proposed Syllabus of the course	Prof. Shantilal Joshi placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

UNIT I

- 1) Meaning and significance
- 2) Types of disaster management

UNIT II

- 3) Function of center – state and district disaster management
- 4) Man Made disaster- history and types disaster management

UNIT III

- 5) Man Made hazard
- 6) Role of media in disaster management

UNIT IV

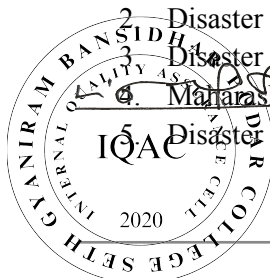
- 7) Help and rescue management
- 8) Disaster management plan

UNIT V

- 9) Nation disaster response force
- 10) Disaster management Act

Reference Books:

1. Disaster management – Murti J.V.
2. Disaster Development in India – Purandare A.P
3. Disaster Planning and Management – Virsing
4. Maharashtra Disaster Management – Pro. S. V. Dhamdhare
5. Disaster management – Sambhaji Kharat.



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Department of Management

- ❖ The details of the Add-on-Programmes/Certificate Courses in department of Management Studies were submitted by Prof. Rajesh Verma, Head, Department of Management Studies with the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Knowledge of Microsoft Word
2.	Duration of course	30 Hours
3.	Name of Coordinator	Prof. Rajesh Verma
4.	Name of Co-coordinator	Prof. Rachna
5.	Name of Members	1. Prof. Ramesh Pareek
6.	Proposed Syllabus of the course	Prof. Rajesh Verma placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

Unit-I

Introduction, Create a Document, Open a PDF in Word for editing, Insert text from a file or external source.

Unit-II

Navigate through a Document, Insert hyperlinks, Search for text • Create bookmarks • Move to specific location or object in a document, Modify page setup • Apply document themes.

Unit-III

Format a Document, Modify page setup • Apply document themes • Apply document style sets • Insert headers and footers • Insert page numbers • Format page background.

Unit-IV

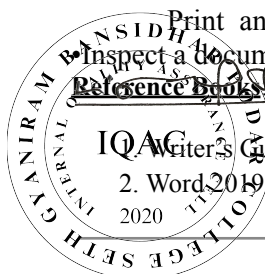
Customize Options and Views for Documents, Change document views • Customize views by using zoom settings • Customize the Quick Access toolbar • Add document properties • Show or hide formatting symbols Testing.

Unit-V

Print and save documents inspect a document for hidden properties or personal information • Inspect a document for accessibility issues • Inspect a document for compatibility.

Reference Books:

1. Microsoft Office 2019, Kari Holloway, Dennis Doty
2. Word 2019 for dummies, Dan Gookin



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Department of Computer Science

- ❖ The details of the Add-on-Programmes/Certificate Courses in department of Computer Science were submitted by Prof. N.K Mishra, Head, Department of Computer Science With the following details:

S. No.	Particulars	Details of the course
1.	Nomenclature of the Add-on-Programmes/Certificate Courses	Introduction to Programming with Python
2.	Duration of course	30 Hours
3.	Name of Coordinator	Prof. N.K Mishra
4.	Name of Co-coordinator	Prof. Mukesh Kumar Saini
5.	Name of Members	1. Prof. Ashish Kumar Mathur
6.	Proposed Syllabus of the course	Prof. N.K Mishra placed the copy of syllabus for the proposed course for the consideration, approval with or without modification. The final draft of the course will be forwarded to the managing committee of the college and the governing board of the Anandilal Podar Trust, Nawalgarh.
7.	Reference Books for the course	List of reference books were placed along with the syllabus of the course.
8.	Examination system	The students will be assessed on the basis of personal interview method and viva voice at the end of the completion of the course.
9.	Fee of the course	No extra fee will be charged for the Add-on-Programmes/Certificate Courses.
10.	Award of certificate	The successful students will be awarded with the Certificate of Merit by the college.

Detailed proposed syllabus and reference books:

Syllabus:

Unit-I

Introduction [5%] Basic elements of python, branching process, Control Structures, String and Inputs, Iterations

Unit-II

Functions and Abstractions [5%] Functions and scoping, recursions, global variables, modules, files, System functions and parameters

Unit-III

Structured Types, Mutability, Higher order functions [10%] Strings, tuples, lists, dictionaries, mutability, Functions as Objects

Unit-IV

Testing, Debugging, Exceptions and Assertions [10%] Types of testing, Debugging, Handling exceptions, Assertions

Unit-V



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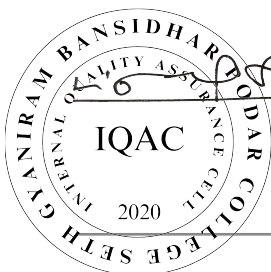
Classes and Objects [10 %] Abstract Data Types, Inheritance, Encapsulation

Unit-VI

Simple Algorithms [10%] Search and Sorting Algorithms, Hash Tables

Reference Books:

1. Introduction to Computer Programming using Python, John V Guttag
2. Core Python Programming, R. Nageswara Rao



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