



Since: 2003

Ph. No. : 0120-4900197,4981029

Mob. : 9711149573

# MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE & Affiliated to C.C.S. University, Meerut)

ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : [info@moderncollege.org](mailto:info@moderncollege.org) | Website : [www.moderncollege.org](http://www.moderncollege.org)

**ACADEMIC YEAR**  
**2019-20**

Since: 2003

*Nishu*

Co-Ordinator, IQAC  
Modern College of Professional Studies  
Mohan Nagar, Ghaziabad

*[Signature]*

PRINCIPAL  
Modern College of Professional Studies  
431, Anand Indl. Area,  
Mohan Nagar, Ghaziabad



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## INDEX

S. No.	Name of the Value Added Certificate Courses Offered	Course Code
1	Vocational Training on Stitching	VAC-01
2.	Textile Designing	VACED001
3.	Basic Stitching Techniques and Vocation Training on Stitching	VACED002
4	Basic Beauty Professional Training Program	VAC-03
5.	Life Skills and Disaster Preparedness	VACED005
6.	Social Thoughts of Gandhi and Social Work	VAC-003
7.	Language & Communication Skill Development for Employability	VAC-002
8.	Introduction to Research Methods and Basic Data Analysis	VACED018
9.	Fundamentals of Computing	VACCA001
10.	Corporate Governance Ethics	VACMC001
11.	Basics of Accounting	VACMC002

*Nishi*  
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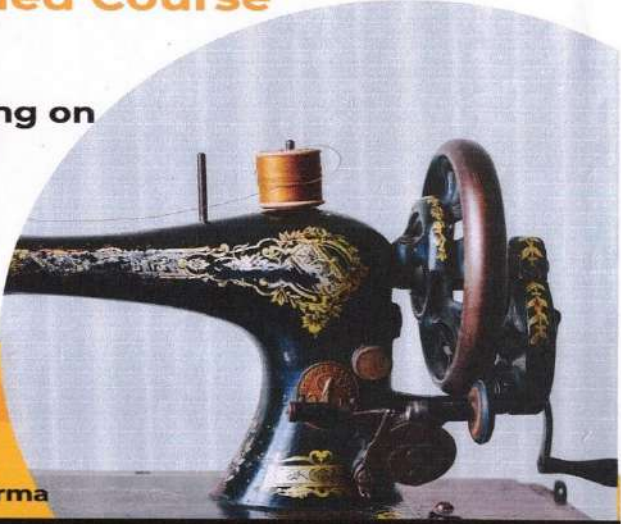
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## Course Name/Code- Vocational Training on Stitching



  
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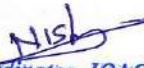
**Department of Education**  
Session : 2019-20


**Value Added Course**

**Vocational Training on  
Stitching**  
Course Code: VAC-01

**Duration: 36 Hours**  
**Coordinator: Ms. Shipra Sharma**

Email: [info@moderncollege.org](mailto:info@moderncollege.org) Website: [www.moderncollege.org](http://www.moderncollege.org)

  
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Date: 19/08/2019

### NOTICE

All the students of B.Ed. (2<sup>nd</sup>Year) are hereby informed that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "**Vocational Training on Stitching Certificate Course**". The course will have duration of 16 weeks, commencing from 4<sup>th</sup> Sep, 2019.


Students are requested to register by 27<sup>th</sup> August, 2019. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.


#### Value Added Course Coordinator

Ms. Shipra Sharma

Copy to:

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4. Website In -charge
5. Student's Notice Board

  
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## Vocational Training on Stitching

### Course Description


This introductory course in Basic Stitching Techniques offers students hands-on experience in learning fundamental sewing and stitching skills. Designed for beginners, the course covers a range of topics from understanding and handling basic tools and materials, to executing essential hand and machine stitches, and finally applying these skills to create simple garments and textile products. By the end of the course, students will have developed a solid foundation in basic stitching techniques, which can be applied to personal projects or expanded into more advanced sewing tasks.

### Course Objectives

1. To equip students with the knowledge and skills to perform basic hand and machine stitches.
2. To introduce students to the tools and materials used in sewing, including proper handling and safety practices.
3. To enable students to read, interpret, and modify sewing patterns for custom projects.
4. To develop students' ability to design and stitch simple garments and textile products.
5. To instill precision, creativity, and an appreciation for the craftsmanship involved in sewing.

### Course Outcomes

1. Students will demonstrate proficiency in executing basic stitches such as running stitch, backstitch, and basting stitch, among others.
2. Students will demonstrate the ability to set up, operate, and troubleshoot basic sewing machine functions.
3. Students will achieve proficiency in utilizing patterns for garment creation, including measuring, cutting, and fabric selection.
4. Students will complete one or more individual projects, showcasing the application of learned stitching techniques.
5. Students will develop critical soft skills, including attention to detail, project planning, and problem-solving within the context of textile crafts.

  
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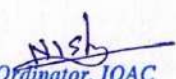
Modules	Topics	Activities	Theory Hours (Total-17)	Practical Hours (Total-17)	Total Hours
Module I	Introduction to Stitching Tools and Materials	Overview of sewing essentials: needles, threads, fabrics, and sewing machines.	04	03	07
		Setting up a personal sewing kit and workspace.			
		Present their kits, explaining the purpose of each tool and how to use them.			
Module II	Basic Hand Stitches and Machine Sewing	Detailed instruction and practice of fundamental stitches.	04	03	07
		Basic maintenance and use of sewing machines.			
		Workshop to learn and practice basic hand stitches such as running stitch, backstitch, and whip stitch.			
Module III	Reading and Modifying Patterns	Techniques for interpreting commercial sewing patterns.	04	04	08
		Customizing patterns for fit and style.			
		Create stitch samples to showcase proficiency in both hand and machine sewing techniques.			
Module IV	Project Work – Simple Garments and Textiles	Design and creation of basic textile projects like bags, skirts, or cushions.	04	02	06
		Applying decorative techniques for personalized finishes.			
		Decorative techniques like appliqué, embroidery, or fabric painting for personalized finishes.			
Module V	Finishing Techniques and Project Presentation	Methods for professionally finishing garments, including seams, hems, and closures.	03	03	06
		Presentation skills for showcasing completed work and receiving constructive feedback.			
		Presentation on finishing techniques for garments and textiles.			


#### Practicums:

1. Research and assemble personal sewing kits, explaining tool purposes.
2. Learn basic hand and machine stitches, creating samples.
3. Customize commercial sewing patterns for fit and style.
4. Design and make basic items like bags or skirts.
5. Demonstrate professional seam finishes and closures.

#### Assessment (Evaluation/Criteria for Completion)

Students will be assessed through practical assignments, participation in class activities, and a final project presentation. Feedback will be provided throughout the course to guide improvement and skill refinement.

  
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## Course Name/Code -Textile Designing (VACED001)

  
Since: 2003

**MODERN COLLEGE OF PROFESSIONAL STUDIES**  
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Anand Industrial Estate, Mohan Nagar, Ghaziabad-201007 (U.P.)

**Department of Education**  
Session : 2019-20


**Value Added Course**

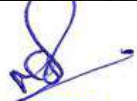
**Textile Designing**  
Course Code: VACED001

**Duration: 36 Hours**  
**Coordinator: Ms. Haritima Dixit**

**Email:**  
[info@moderncollege.org](mailto:info@moderncollege.org)

**Website:**  
[www.moderncollege.org](http://www.moderncollege.org)

  
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Date: 19/08/2019

### NOTICE

All the students of B.Ed. (2<sup>nd</sup> Year) are hereby informed that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "**Textile Designing Certificate Course**". The course will have duration of 16 weeks, commencing from 4<sup>th</sup> Sep, 2019.

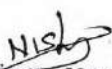
Students are requested to register by Saturday, 27<sup>th</sup> August, 2019. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.


#### Value Added Course Coordinator

Ms. Haritima Dixit

Copy to:

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4. Website In -charge
5. Student's Notice Board

  
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<b>Name of Course</b>	Textile Designing
<b>Course code</b>	VACED001
<b>Duration</b>	36 Hours
<b>Course</b>	The Textile Designing is a Comprehensive Educational pathway aimed at providing students with the necessary skills and knowledge to excel in the field of textile design. This programme combines theoretical learning with practical training to ensure students develop a strong foundation in both the artistic and technical aspects of textile design.
<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. Equip with Skills and Knowledge: Provide participants with essential skills and knowledge in textile designing, covering materials, techniques, and processes.</li><li>2. Foster Creativity and Innovation: Cultivate creativity and innovation through experimentation and exposure to diverse design styles and trends.</li><li>3. Promote Cultural and Historical Understanding: Encourage an understanding of the cultural and historical significance of textile design, inspiring participants to draw inspiration from various traditions and periods.</li><li>4. Emphasize Sustainability and Ethics: Promote sustainability and ethical considerations by exploring eco-friendly materials, production methods, and design practices.</li><li>5. Develop Professional Competencies: Equip participants with professional skills like project management, communication, and presentation for success in the textile design industry.</li></ol>
<b>Course Outcomes</b>	<ol style="list-style-type: none"><li>1. To demonstrate proficiency in various textile design techniques, materials, and processes, resulting in visually appealing designs.</li><li>2. To exhibit high levels of creativity and innovation in textile designs, incorporating diverse styles, trends, and unique concepts.</li><li>3. To integrate elements from different traditions and historical periods into their designs, reflecting an understanding of cultural and historical significance.</li><li>4. To integrate sustainability and ethical considerations into their designs, utilizing eco-friendly materials and practices to minimize environmental impact.</li><li>5. To comprehend essential professional skills such as project management, communication, and presentation, enhancing their competitiveness in the textile design industry.</li></ol>

## Course Description

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Module	Topics	Activities	Theory hours (Total-16)	Practical hours (Total-20)	Total Hours 36
<b>Module: I</b>	<ul style="list-style-type: none"><li>• Introduction to basic concepts in textile design.</li><li>• Materials and Techniques in Textile Design Study of various textiles, fibers, and surface design techniques.</li><li>• Hands-on exercises and demonstrations.</li><li>• Creativity and Innovation-Techniques for generating and developing design ideas.</li><li>• Exploration of experimental design processes.</li><li>• Cultural and Historical Context in Textile Design</li><li>• Exploration of cultural and historical influences on textile design.</li></ul>	Workshops on surface design techniques like block printing, screen printing, and batik.	04	04	08
<b>Module: II</b>	<ul style="list-style-type: none"><li>• Eco-friendly materials and production methods</li><li>• Ethical considerations in design practice</li><li>• Project planning and organization</li><li>• Effective communication strategies</li><li>• Team collaboration and leadership skills</li><li>• Understanding the components of a professional portfolio</li><li>• Showcasing design work, creativity, and technical skills</li><li>• Portfolio presentation techniques</li><li>• Workshop from industry professionals</li><li>• Networking events and opportunities</li><li>• Career exploration and goal setting</li></ul>	Industry visits to provide students with exposure to the textile design industry and career opportunities.	02	04	06
<b>Module : III</b>	<ul style="list-style-type: none"><li>• Introduction to classical instruments such as table, Harmonium, etc.</li><li>• Hands-on training in playing the chosen instrument, including techniques, fingering, and posture.</li><li>• Exploration of the role of the chosen instrument in solo and ensemble performances.</li></ul>	Introductory training on classical instruments such as the Tabla, Harmonium, or Sitar, depending on availability and student interest.	03	04	07

  
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<b>Module : IV</b>	<ul style="list-style-type: none"><li>• Bed Sheets</li><li>• Table Covers</li><li>• Dining Table Runner</li><li>• Dining Table Mates</li></ul>	Hands-on training on sewing machine operation, basic stitches, and finishing techniques.	03	02	05
<b>Module: V</b>	<ul style="list-style-type: none"><li>• Tie and Dye Painting</li><li>• Block Painting</li><li>• Spraying</li><li>• Stencils Painting</li><li>• Marbling</li><li>• Dyeing</li><li>• Worli Painting</li><li>• Mandal Painting</li></ul>	Provide opportunities for students to explore different dyeing methods such as immersion dyeing, dip dyeing, and resist dyeing.	02	03	05
<b>Module 6:</b>	<ul style="list-style-type: none"><li>• Mirror Work</li><li>• Patch Work</li><li>• Pearl Work</li><li>• Stone Chain Work</li><li>• Satan Embroidery • Tree Knot Stitch</li><li>• Button hole Stitch</li><li>• Kantha</li><li>• Stem Stitch</li><li>• Some other basic embroidery</li></ul>	Different dyeing methods such as immersion dyeing, dip dyeing, and resist dyeing.	02	03	05


### Practicums-

<b>I.</b>	Textile Design Portfolio Development: Students compile portfolios showcasing their design projects, emphasizing creativity and innovation.
<b>II.</b>	Textile Design Exhibition: Organize an exhibition for students to display and discuss their completed projects with peers and industry professionals.
<b>III.</b>	Workshop on Textile Techniques: Students conduct workshops to teach specific design techniques, offering hands-on practice sessions.
<b>IV.</b>	Cultural and Historical Research: Assign research projects exploring cultural and historical influences on textile design, presenting findings through various mediums.
<b>V.</b>	Collaborative Design Projects: Students work in groups on collaborative textile design projects, focusing on product development and teamwork.

### Assessment (Evaluation/Criteria for Completion):

- Active participation in class activities, including workshops, group performances, and

  
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## Course Name/Code - Basic Stitching Techniques

  
Since: 2003

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**Department of Education**  
**Session : 2019-20**


**Value Added Course**


**Basic Stitching Techniques**  
Course Code: VACED002

**Duration: 36 Hours**  
**Coordinator: Ms. Haritima Dixit**

**Email:**  
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Date: 19/08/2019

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#### Value Added Course Coordinator

Ms. Haritima Dixit

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## Basic Stitching Techniques

<b>Name of Course</b>	<b>Basic Stitching Techniques</b>
<b>Course Code</b>	VACED002
<b>Duration</b>	36 Hours
<b>Course Description</b>	This introductory course in Basic Stitching Techniques offers students a hands-on experience in learning fundamental sewing and stitching skills. Designed for beginners, the course covers a range of topics from understanding and handling basic tools and materials, to executing essential hand and machine stitches, and finally, applying these skills to create simple garments and textile products. By the end of the course, students will have developed a solid foundation in basic stitching techniques, which can be applied to personal projects or expanded into more advanced sewing tasks.
<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. To equip students with the knowledge and skills to perform basic hand and machine stitches.</li><li>2. To introduce students to the tools and materials used in sewing, including proper handling and safety practices.</li><li>3. To enable students to read, interpret, and modify sewing patterns for custom projects.</li><li>4. To develop students' ability to design and stitch simple garments and textile products.</li><li>5. To instill precision, creativity, and an appreciation for the craftsmanship involved in sewing.</li></ol>
<b>Course Outcomes</b>	<ol style="list-style-type: none"><li>1. Students will demonstrate proficiency in executing basic stitches such as running stitch, backstitch, and basting stitch, among others.</li><li>2. Students will demonstrate the ability to set up, operate, and troubleshoot basic sewing machine functions.</li><li>3. Students will achieve proficiency in utilizing patterns for garment creation, including measuring, cutting, and fabric selection.</li><li>4. Students will complete one or more individual projects, showcasing the application of learned stitching techniques.</li><li>5. Students will develop critical soft skills, including attention to detail, project planning, and problem-solving within the context of textile crafts.</li></ol>

  
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Mohan Nagar, Ghaziabad





Since: 2003

Ph. No. : 0120-4900197,4981029

Mob. : 9711149573

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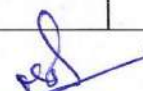
ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

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## Course Outlines-

Modules	Topics	Activities	Theory hours (Total-17)	Practical hours (Total-17)	Total Hours 34
Module: I	<b>Introduction to Stitching Tools and Materials</b> <ul style="list-style-type: none"><li>➤ Overview of sewing essentials: needles, threads, fabrics, and sewing machines.</li><li>➤ Setting up a personal sewing kit and workspace.</li></ul>	Present their kits, explaining the purpose of each tool and how to use them.	04	03	07
Module: II	<b>Basic Hand Stitches and Machine Sewing</b> <ul style="list-style-type: none"><li>➤ Detailed instruction and practice of fundamental stitches.</li><li>➤ Basic maintenance and use of sewing machines.</li></ul>	Workshop to learn and practice basic hand stitches such as running stitch, backstitch, and whip stitch.	04	03	07
Module : III	<b>Reading and Modifying Patterns</b> <ul style="list-style-type: none"><li>➤ Techniques for interpreting commercial sewing patterns.</li><li>➤ Customizing patterns for fit and style.</li></ul>	Create stitch samples to showcase proficiency in both hand and machine sewing techniques.	04	04	08
Module : IV	<b>Project Work – Simple Garments and Textiles</b> <ul style="list-style-type: none"><li>➤ Design and creation of basic textile projects like bags, skirts, or cushions.</li><li>➤ Applying decorative techniques for personalized finishes.</li></ul>	Decorative techniques like appliqué, embroidery, or fabric painting for personalized finishes.	04	02	06
Module: V	<b>Finishing Techniques and Project Presentation</b> <ul style="list-style-type: none"><li>➤ Methods for professionally finishing garments, including seams, hems, and closures.</li></ul>	Presentation on finishing techniques for garments and textiles.	03	03	06

  
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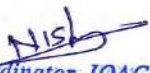
	➤ Presentation skills for showcasing completed work and receiving constructive feedback.				
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## Practicums:

I.	Research and assemble personal sewing kits, explaining tool purposes.
II.	Learn basic hand and machine stitches, creating samples.
III.	Customize commercial sewing patterns for fit and style.
IV.	Design and make basic items like bags or skirts.
V.	Demonstrate professional seam finishes and closures.

## Assessment (Evaluation/Criteria for Completion):

Students will be assessed through practical assignments, participation in class activities, and a final project presentation. Feedback will be provided throughout the course to guide improvement and skill refinement.

  
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Email : [info@moderncollege.org](mailto:info@moderncollege.org) | Website : [www.moderncollege.org](http://www.moderncollege.org)

**Course Name/Code - Basic Beauty Professional Training Program (VAC-03)**



**MODERN COLLEGE OF PROFESSIONAL STUDIES**

Affiliated to C.C.S. University, Meerut  
Anand Industrial Estate, Mohan Nagar, Ghaziabad-201007 (U.P.)

**Department of Education**  
**Session : 2019-20**

**Value Added Course**


**Basic Beauty Professional  
Training Program**


**Course Code-VAC-03**

**Duration: 36 Hours**  
**Coordinator: Ms. Asha Sharma**

**Email:**  
[info@moderncollege.org](mailto:info@moderncollege.org)

**Website:**  
[www.moderncollege.org](http://www.moderncollege.org)

  
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Date: 19/08/2019

### NOTICE

All the students of B.Ed. (2<sup>nd</sup> Year) are hereby informed that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "Basic Beauty Professional Training Program Certificate Course". The course will have duration of 16 weeks, commencing from 4<sup>th</sup> Sep, 2019.

Students are requested to register by Saturday, 27<sup>th</sup> August, 2019. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.

Value Added Course Coordinator

Ms. Asha Sharma

Copy to:

1. Principal Office
2. Admin Office
3. B.Ed Programme Coordinators
4. Website In -charge
5. Student's Notice Board

*NICK*  
Co-Ordinator, IQAC  
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## Basic Beauty Professional Training Program

### Course Description:

This introductory course in Basic Beauty Professional Training Program offers students hands-on experience in learning fundamental beauty and skincare techniques. Designed for beginners, the course covers a range of topics from understanding and handling basic beauty tools and materials to executing essential skincare, makeup, and hair care procedures. By the end of the course, students will have developed a solid foundation in basic beauty techniques, which can be applied to personal care or expanded into more advanced beauty tasks.

### Course Objectives:

1. To equip students with the knowledge and skills to perform basic beauty treatments, including skincare, makeup, and hair care.
2. To introduce students to the tools and materials used in beauty treatments, including proper handling and safety practices.
3. To enable students to understand and apply beauty techniques suited to various skin and hair types.
4. To develop students' ability to perform beauty treatments with precision and creativity.
5. To instill an appreciation for the craftsmanship involved in beauty care and encourage continued professional development.

### Course Outcomes:

1. Students will demonstrate proficiency in executing basic beauty treatments such as facials, makeup application, and hair styling.
2. Students will demonstrate the ability to set up, operate, and maintain beauty tools and equipment.
3. Students will achieve proficiency in selecting and using beauty products appropriate for different skin and hair types.
4. Students will complete one or more individual projects, showcasing the application of learned beauty techniques.
5. Students will develop critical soft skills, including attention to detail, customer service, and problem-solving within the context of beauty care.

*Nisha*  
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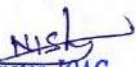
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Modules	Topics	Activities	Theory Hours (Total-17)	Practical Hours (Total-17)	Total Hours 34
Module I	<b>Introduction to Beauty Tools and Materials</b>				
	- Overview of beauty essentials: skincare products, makeup tools, and hair care equipment.	Present their kits, explaining the purpose of each tool and how to use them.	04	03	07
	- Setting up a personal beauty kit and workspace.				
Module II	<b>Basic Skincare and Makeup Techniques</b>	Workshop to learn and practice basic skincare routines and makeup application techniques.	04	03	07
	- Detailed instruction and practice of fundamental skincare treatments.				
	- Basic makeup application techniques for different occasions.				
Module III	<b>Understanding Hair Care and Styling</b>	Workshop to learn and practice basic hair care and styling techniques.	04	04	08
	- Techniques for maintaining healthy hair and scalp.				
	- Basic hair styling techniques for various hair types.				
Module IV	<b>Project Work – Simple Beauty Treatments</b>	Hands-on practice to perform and complete a simple beauty treatment project.	04	02	06
	- Design and execution of basic beauty treatment projects like facials, basic makeup looks, or simple hairdos.				
Module V	<b>Finishing Techniques and Project Presentation</b>	Presentation on finishing techniques for beauty treatments.	03	03	06
	- Methods for professionally finishing beauty treatments, including setting makeup, finalizing hair styles, and client consultation.				

  
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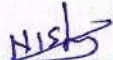
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## Practicums:

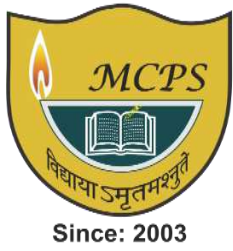
- I. Research and assemble personal beauty kits, explaining tool purposes.
- II. Learn basic skincare and makeup techniques, creating samples.
- III. Understand and apply hair care techniques for different hair types.
- IV. Design and perform basic beauty treatments like facials, makeup, or hairdos.
- V. Demonstrate professional finishing techniques for beauty treatments.

## Assessment (Evaluation/Criteria for Completion):

Students will be assessed through practical assignments, participation in class activities, and a final project presentation. Feedback will be provided throughout the course to guide improvement and skill refinement.

  
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## Course Name/Code - Life Skills and Disaster Preparedness (VACED005)

  
Since: 2003


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Affiliated to C.C.S. University, Meerut  
Anand Industrial Estate, Mohan Nagar, Ghaziabad-201007 (U.P.)


**Department of Education**  
Session : 2019-20

**Value Added Course**

**Life Skills and Disaster Preparedness**  
Duration: 36 Hours  
Coordinator: Dr. Manisha Singh

Email: [info@moderncollege.org](mailto:info@moderncollege.org) Website: [www.moderncollege.org](http://www.moderncollege.org)

  
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Date: 02/01/2020

### NOTICE

All the students of B.B.A. (1<sup>st</sup> Year) are hereby informed that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "Life Skill and Disaster Preparedness Certificate Course". The course will have duration of 16 weeks, commencing from 15<sup>th</sup> Jan, 2020.

Students are requested to register and by Saturday, 11<sup>th</sup> January, 2020. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.

*Manisha Singh*

Value Added Course Coordinator

Dr. Manisha Singh

Copy to:

1. Principal Office
2. Admin Office
3. B.B.A. Programme Coordinators
4. Website In-charge
5. Student's Notice Board

*Nisha*  
Co-Ordinator, IQAC  
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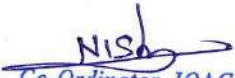
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<b>Name of Course</b>	<b>Life Skills and Disaster Preparedness</b>
<b>Course code</b>	VACED018
<b>Structure of Programme</b>	36 HOURS
<b>Number of Seats</b>	
<b>About the course</b>	This value-added course is designed for both undergraduate and postgraduate students to explore disaster management comprehensively. It covers various disasters, their causes, and impacts on society and individuals. The course emphasizes practical preparedness techniques and strategies for social and psychological rehabilitation. Students will learn to manage and mitigate disaster effects effectively, preparing them to support recovery efforts in real-world scenarios.
<b>Course Objectives</b>	The objectives of this course are to: <ol style="list-style-type: none"><li>1. Equip students with an understanding of disaster management concepts.</li><li>2. Enhance awareness of the types and consequences of disasters.</li><li>3. Improve preparedness for disaster management with practical skills.</li><li>4. Introduce the concept of social rehabilitation post-disasters.</li><li>5. Highlight the importance of psychological rehabilitation following disasters.</li></ol>
<b>Course Outcomes</b>	<ol style="list-style-type: none"><li>1. Explain disaster management concepts and methodologies.</li><li>2. Identify and categorize various types of disasters and their potential consequences.</li><li>3. Assess and enhance their personal and community preparedness for disaster management.</li><li>4. Describe methods for social rehabilitation to restore communities post-disaster.</li><li>5. Address the psychological impacts of disasters and implement strategies for mental Peace</li></ol>
<b>Coordinator</b>	Dr. Manisha Singh

  
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## Course Content

Module	Topics	Activity	No. of theory hours (Total-27)	No. of Practical hours (Total-9)	Total Hours (36)
Module: 1	<b>Introduction to Disaster Management</b> <ul style="list-style-type: none"><li>Overview of disaster management</li><li>Types of disasters: Natural and man-made</li><li>Fundamental concepts and contemporary approaches to disaster management</li></ul>	Guest Lecture	07	-	07
Module: 2	<b>Consequences of Disasters</b> <ul style="list-style-type: none"><li>Social impacts: Displacement, homelessness, loss of livelihood</li><li>Psychological impacts: Grief, PTSD, depression, anxiety</li></ul>	Workshop	03	02	05
Module: 3	<b>Preparedness and Mitigation</b> <ul style="list-style-type: none"><li>Strategies for disaster preparedness: Community and individual levels</li><li>Effective disaster response and resource management</li></ul>	Play for Awareness Activity	05	03	08
Module: 4	<b>Social Rehabilitation</b> <ul style="list-style-type: none"><li>Community rehabilitation methods post-disaster</li><li>Reconstruction and sustainable development post-disasters</li></ul>		08	02	10
Module: 5	<b>Psychological Rehabilitation</b> <ul style="list-style-type: none"><li>Mental health considerations post-disaster</li><li>Techniques for debriefing, crisis intervention, and psychological support</li></ul>		04	02	06

  
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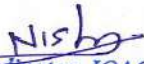
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## Practical:

I.	Active involvement in discussions and activities during modules
II.	- Developing a disaster preparedness plan for a hypothetical scenario in small group
III.	Play for Awareness Activity
IV.	Guest Lecture
V.	Analyzing a case study related to disaster management and presenting findings

## Assessment (Evaluation/Criteria for Completion):

Students will be assessed through practical assignments, participation in class activities, and a final project presentation. Feedback will be provided throughout the course to guide improvement and skill refinement.

  
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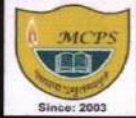
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**Course Name/Code - Social Thoughts of Gandhi and Social Work (VAC-003)**



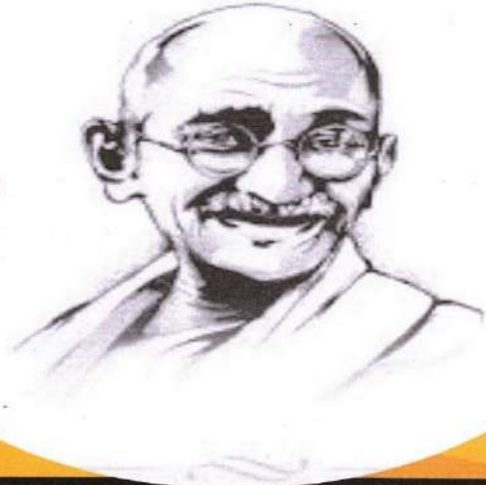
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**Department of Education**  
**Session : 2019-20**

**Value Added Course**


**Social Thoughts of Gandhi and Social Work**  
Course Code: VACED008


**Duration: 36 Hours**  
**Coordinator: Dr. Rajni Sharma**



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Email : [info@moderncollege.org](mailto:info@moderncollege.org) | Website : [www.moderncollege.org](http://www.moderncollege.org)

Date: 19/08/2019

### NOTICE

All the students of B.Com. (1<sup>st</sup>Year) are hereby informed that that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "Social Thoughts of Gandhi and Social Work Certificate Course". The course will have duration of 15 weeks, commencing from 4<sup>th</sup> Sep, 2019.

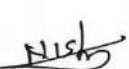
Students are requested to register by 27<sup>th</sup> August, 2019. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.


**Value Added Course Coordinator**

Ms. Rajni Sharma

Copy to:

1. Principal Office
2. Admin Office
3. B.Com.Programme Coordinators
4. Website In -charge
5. Student's Notice Board

  
Co-Ordinator, IQAC  
Modern College of Professional Studies  
Mohan Nagar, Ghaziabad

  
PRINCIPAL  
Modern College of Professional Studies  
431, Anand Indl. Area,  
Mohan Nagar, Ghaziabad





Since: 2003

Ph. No. : 0120-4900197,4981029

Mob. : 9711149573


# MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE & Affiliated to C.C.S. University, Meerut)

ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : [info@moderncollege.org](mailto:info@moderncollege.org) | Website : [www.moderncollege.org](http://www.moderncollege.org)

<b>Name of Course</b>	Social thoughts of Gandhi and Social Work
<b>Course code</b>	VAC-003
<b>Structure of Programme</b>	36 HOURS
<b>Number of Seats</b>	
<b>About the course</b>	<p>It is a value-added course that emphasizes the need of developing a positive attitude toward social work. It will be very helpful in developing a mindset towards social work on the basis of the inspiration and thoughts of Gandhi.</p> <p>Its emphasis on the Gandhi's views and perceptions on women, social, educational, environmental, labour and national development related issues with interdisciplinary perspective.</p>
<b>Course Objectives</b>	<ul style="list-style-type: none"><li>➤ To reduce the evils, present in society through the contemplation of Mahatma Gandhi.</li><li>➤ To develop self-employment for women, children, and labourers through the skill education imparted by Mahatma Gandhi.</li><li>➤ To create awareness about health education and environmental education through the educational thoughts of Mahatma Gandhi.</li><li>➤ To explore information about the history and policies related to social work in India.</li></ul>
<b>Course Outcomes</b>	<ul style="list-style-type: none"><li>➤ Students are able to reduce the evils spread in society through the thoughts told by Mahatma Gandhi.</li><li>➤ Students have insight to develop self-employment for women, children, and labors through the skill education imparted by Mahatma Gandhi.</li><li>➤ Students are able to create awareness about health education and environmental education through the educational thoughts of Mahatma Gandhi</li><li>➤ Students are able to explore information about the history and policies related to social work in India.</li></ul>
<b>Coordinator</b>	Ms. Rajni Sharma (Assistant Professor, Department of Education)

  
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Modern College of Professional Studies  
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## Course Content

Module	Topics	Activity	No. of theory hours (Total-22)	No. of Practical hours (Total-14)	Total Hours 36
Module: 1	Mahatma Gandhi was a true social worker fighting against the evils of society.	Guest Lecture	04	-	04
Module: 2	Gandhi's Views on Social Empowerment-women, Labour and children and youth.	Workshop on Craft Work	04	02	06
Module: 3	Gandhi's Views on Social Development-Health, Education	Play for Awareness Activity	02	02	04
Module: 4	History and Policies regarding Social work in India	Student's Visit to National Gandhi Museum	03	02	05
Module: 5	Gandhi's Perspectives on Labour & Employment	Guest Lecture	03	02	05
Module: 6	Gandhiji and Environmental Sustainability	Guest Lecture	02	02	04
Module: 7	Applying Gandhian Principles in Modern Times	Seminar	02	02	04
Module: 8	Gandhian Influence on Indian Social Policies	Guest Lecture	02	02	04

### Practical:

I. Workshop on Craft Work

*Nishu*  
Co-Ordinator, IQAC  
Modern College of Professional Studies  
Mohan Nagar, Ghaziabad

*AS*  
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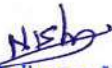
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II.	Student's Visit to National Gandhi Museum
III.	Play for Awareness Activity
IV.	Guest Lecture

#### Assessment (Evaluation/Criteria for Completion)-

- Weekly Reflections: Summarizing key learnings from each module.
- Module-Based Assignments: Focusing on practical application of Gandhian principles.
- Group Project: Addressing a social issue using a Gandhian approach.
- Reflective Essay: Integrating course learnings with personal insights.

  
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## Course Name/Code - Language & Communication Skill Development for Employability (VAC-002)

The cover features a black and white background with orange and yellow geometric shapes. At the top center is the MCPS logo. Below it, the college name and affiliation are listed. The main title is in bold black and orange text. The course code is 'VAC-02'. There are two signatures: one for the Co-Ordinator, IQAC, and one for the Principal. The bottom section has a yellow background with the duration and coordinator's name. The footer contains contact information.

  
Since: 2003

**MODERN COLLEGE OF PROFESSIONAL STUDIES**  
Affiliated to C.C.S. University, Meerut  
Anand Industrial Estate, Mohan Nagar, Ghaziabad-201007 (U.P.)

**Department of Education**  
**Session : 2019-20**  
**Value Added Course**  
**Language and Communication Skill Development**  
**for Employability**  
**Course Code:VAC-02**

*Nishy*  
Co-Ordinator, IQAC  
Modern College of Professional Studies  
Mohan Nagar, Ghaziabad

*[Signature]*  
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Mohan Nagar, Ghaziabad

**Duration: 36 Hours**  
**Coordinator: Ms. Seema Sharma**

Email:  
[info@moderncollege.org](mailto:info@moderncollege.org)

Website:  
[www.moderncollege.org](http://www.moderncollege.org)





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Date: 19/08/2019

### NOTICE

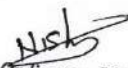
All the students of B.Ed. (2<sup>nd</sup> Year) and B.Com. (1<sup>st</sup>Year) are hereby informed that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "Language and Communication Skill Development for Employability Certificate Course". The course will have duration of 16 weeks, commencing from 4<sup>th</sup> Sep, 2019.


Students are requested to register by 27<sup>th</sup> August, 2019. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.

  
Value Added Course Coordinator  
Dr. Seema Sharma

Copy to:

1. Principal Office
2. Admin Office
3. B.Ed. 2<sup>nd</sup> and B.Com. 1<sup>st</sup>Year Programme Coordinators
4. Website In -charge
5. Student's Notice Board

  
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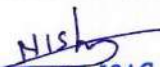
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## Language and Communication Skill Development for Employability

Name of Course	Language and Communication Skill Development for Employability
Course code	VAC-002
Duration	36 HOURS
Structure of Course	Duration: Four Months (36 Hours)
Number of Seats	
About the course	<p>The institution focuses on the overall development of the student's employability skills through Value Added Course which involves Language and Communication Skill Development for Employability.</p> <p>It aims at the success of students for their career choice among Higher Education, Competitive Examinations, On-Campus/Off-Campus Interviews or any other kind of Placement Opportunities.</p> <p>Language and Communication Skill Development for Employability enable the learners to develop their language and communication skills in English, especially at a time when the technology explosion on one side and the search for communicational Exploration on the other. The focus is on,</p> <ul style="list-style-type: none"><li>• BASICS OF LANGUAGE<ul style="list-style-type: none"><li>➤ Fundamentals of English Grammar</li></ul></li><li>• BASIC SKILLS OF LANGUAGE FOR COMMUNICATION AND EMPLOYABILITY<ul style="list-style-type: none"><li>➤ Listening and Reading</li><li>➤ Speaking and Pronunciation</li><li>➤ Writing and Presentation</li><li>➤ Interview and Technical</li></ul></li></ul>
Course Objectives	<ol style="list-style-type: none"><li>1. To enable the students to know about the correct language and sentence structure</li><li>2. To develop common understanding between receivers and senders and boost their self-confidence and personality.</li><li>3. To enable the students to interact and explain complex ideas through ICT.</li><li>4. To convey correct written information to readers within a workplace context.</li><li>5. To provide opportunity for interviewees for reducing stress before an actual job interviews.</li></ol>
Course Outcomes	<ol style="list-style-type: none"><li>1. Students will be able to use the correct language and sentence structure in different situation.</li><li>2. Students will be able to express themselves in community.</li><li>3. Students will be able to grab new opportunities in an effective way with the use of technology.</li><li>4. Students will be able to convey correct information in the work place.</li><li>5. Students will be able to perform better in actual interview confidently</li></ol>
Coordinator	Ms. Seema Sharma (Assistant Professor, Department of Education)

  
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## Course Content

S.NO.	Name of the Module	Activities	No. of Theory Hours (Total-21)	No. of Practical Hours (Total-15)	Total Hours 36
MODULE-I	➤ Basic Language Skill	Fundamentals Of English Grammar	05	01	06
MODULE-II	Communication Skill	Verbal & Non-verbal	05	02	07
MODULE-III	➤ Presentation Skill	Individual and Group	04	03	07
MODULE-IV	➤ Professional writing Skill	Professional and E-writing	06	03	09
MODULE-V	➤ Interview Skill & Technical Skill	Mock Interview	05	02	07


## Practical:

I.	listening and Reading Skill: Language Lab.
II.	Writing and Speaking Skill: Self-Introduction, Dialogue Delivery, Telephonic Conversation, Accent, Pronunciation, Articulation, Debates
III.	Presentation Skill: Presentation with PPT on Current issue, Teaching Subject, Group Discussion
IV.	Writing Skill: Cover Page/Letter Writing, Job Application Writing, E-Mail, Blog & Caption Writing, Resume Writing
V.	Interview and Technical Skill: Mock Interview Drill, Grooming, Basics of MS-Word

## Assessment (Evaluation/Criteria for Completion):

Students will be assessed through practical assignments, participation in class activities, and a final project presentation. Feedback will be provided throughout the course to guide improvement and skill refinement.

  
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## Course Name/Code-Introduction to Research Methods and Basic Data Analysis (VACED018)

The brochure cover features a black and white design with orange accents. At the top center is the MCPS logo. Below it, the college name and affiliation are listed. The text is centered, with 'Department of Education' and 'Session : 2019-20' in black, and 'Value Added Course' in orange. The course title and code are in black. A colorful illustration of a gear, laptop, and bar chart is on the right. The bottom section contains the duration, coordinator's name, and contact information.

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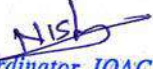
**Department of Education**  
**Session : 2019-20**  
**Value Added Course**


**Introduction to Research Methods and Basic Data Analysis**  
**Course Code:VACED018**

**Duration: 36 Hours**  
**Coordinator: Dr. Rekha Sharma**

**Email:**  
[info@moderncollege.org](mailto:info@moderncollege.org)

**Website:**  
[www.moderncollege.org](http://www.moderncollege.org)

  
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Date: 02/01/2020

## NOTICE

All the students of M.Ed. (1<sup>st</sup>, 2<sup>nd</sup>Year) and BBA (3<sup>rd</sup> Year) are hereby informed that Department of education, at Modern College of Professional Studies is organizing a Value Added Course titled "Introduction to Research Methods and Basic Data Analysis Certificate Course". The course will have duration of 16 weeks, commencing from 15<sup>th</sup> Jan, 2020.

Students are requested to register by 11<sup>th</sup> January, 2020. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.

Value Added Course Coordinator  
Dr. Rekha Sharma

Copy to:

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3. M.Ed. 1<sup>st</sup>, 2<sup>nd</sup> and BBA 3<sup>rd</sup>Year Programme Coordinators
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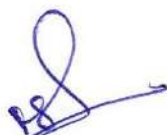
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## Introduction to Research Methods and Basic Data Analysis

<b>Name of Course</b>	<b>Introduction to Research Methods and Basic Data Analysis</b>
<b>Course code</b>	<b>VACED018</b>
<b>Duration</b>	36 Hours
<b>Course description</b>	This introductory, non-credit course is designed for postgraduate students with little to no background in research methods or data analysis. It aims to explain the research process and introduce basic data analysis techniques in an accessible, hands-on manner. Students will learn the essentials of conducting research, from formulating research questions to collecting and analyzing data, and finally, presenting their findings.
<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. Understand the basic principles and processes involved in conducting research.</li><li>2. Learn to formulate clear and researchable questions.</li><li>3. Gain familiarity with simple data collection methods.</li><li>4. Introduce basic concepts of data analysis and interpretation.</li><li>5. Develop skills to present research findings effectively.</li></ol>
<b>Course Outcomes</b>	By the end of the course, students will be able to <ul style="list-style-type: none"><li>• Explain the fundamental steps and reasoning behind research processes.</li><li>• Develop well-defined research questions that are feasible to investigate.</li><li>• Employ basic methods for gathering data relevant to their research.</li><li>• Analyze collected data using introductory techniques and draw meaningful interpretations.</li><li>• Communicate research findings clearly and concisely through presentations or reports.</li></ul>

  
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## Course Outlines-

Modules	Topics	Activities	Theory hours (Total-20)	Practical hours (Total-16)	Total Hours 36
<b>Module: I</b>	<b>Understanding Research</b> <ul style="list-style-type: none"><li>• What is Research? An Introduction to Research in Academic and Real-World Contexts.</li><li>• Types of Research</li><li>• Ethical Considerations in Research: Understanding Consent, Privacy, and Integrity.</li></ul>	Lecture/Discussion	04	03	07
<b>Module: II</b>	<b>Formulating Research Questions</b> <ul style="list-style-type: none"><li>• Identifying a Research Problem</li><li>• Developing Research Questions</li><li>• Introduction to Research Design: Case Studies, Surveys, and Experiments.</li></ul>	Lecture/Discussion	04	03	07
<b>Module : III</b>	<b>Basics of Data Collection</b> <ul style="list-style-type: none"><li>• Overview of Data Collection Methods: Surveys, Interviews, Observations, and Secondary Data.</li><li>• Designing Simple Surveys and Questionnaires.</li><li>• Basic Sampling Techniques: Understanding Population and Sample.</li></ul>	Workshop	04	04	08
<b>Module : IV</b>	<b>Introduction to Data Analysis</b> <ul style="list-style-type: none"><li>• Types of Data</li></ul>	Guest Lecture	04	02	06

  
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	<ul style="list-style-type: none"><li>Simple Data Analysis Techniques: Calculating Averages, Percentages, and Simple Trends.</li><li>Introduction to Qualitative Data Analysis: Identifying Themes and Patterns.</li></ul>				
<b>Module: V</b>	<b>Presenting Research Findings</b> <ul style="list-style-type: none"><li>Basics of Data Visualization: Using Charts and Graphs.</li><li>Writing a Research Report: Structure and Key Elements.</li><li>Effective Presentation Skills: Sharing Research Findings with an Audience.</li></ul>	Group Project Presentation	04	04	08

### Practicums:

I.	Active participation in discussions and workshops, with criteria focusing on engagement and contributions.
II.	Group presentations of final projects are evaluated based on clarity, coherence, and effective communication of findings.
III.	Individual assignments assess understanding of research methods and data analysis concepts, with attention to quality and adherence to deadlines.
IV.	Final project reports are scrutinized for depth of research, methodology soundness, and coherence of conclusions.
V.	Peer evaluations ensure fair assessment of group collaboration and individual contributions throughout the course.

### Assessment (Evaluation/Criteria for Completion):

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## Course Name/Code- Fundamentals of Computing (VACCA001)



### MODERN COLLEGE OF PROFESSIONAL STUDIES

Affiliated to C.C.S. University, Meerut

Anand Industrial Estate, Mohan Nagar, Ghaziabad-201007 (U.P.)

Department of Computer Application

Session : 2019-20

**Value Added Course**

**Fundamentals of Computing**

Course Code: VACCA001

Duration: 36 Hours

Coordinator: Mr. **Vijender Singh**

Email:  
[info@moderncollege.org](mailto:info@moderncollege.org)

Website:  
[www.moderncollege.org](http://www.moderncollege.org)

College of Professional Studies  
Mohan Nagar, Ghaziabad

PRINCIPAL  
Modern College of Professional Studies  
431, Anand Incl. Area,  
Mohan Nagar, Ghaziabad



Since: 2003

Ph. No. : 0120-4900197,4981029

Mob. : 9711149573

# MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE & Affiliated to C.C.S. University, Meerut)

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Email : [info@moderncollege.org](mailto:info@moderncollege.org) | Website : [www.moderncollege.org](http://www.moderncollege.org)



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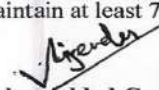
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Date: 19/08/2019

### NOTICE

All the students of (B.Ed. 2<sup>nd</sup> Year) are hereby informed that Department of Computer Application, at Modern College of Professional Studies is organizing a Value Added Course titled "**Fundamentals of Computing Certificate Course**". The course will have duration of 16 weeks, commencing from 4<sup>th</sup> Sep, 2019.

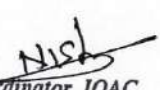
Students are requested to register by 27<sup>th</sup> August, 2019. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.


  
Value Added Course Coordinator

Mr. Bijender Singh

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3. B.Ed. 2<sup>nd</sup> Year Programme Coordinators
4. Website In-charge
5. Student Notice Board

  
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## Fundamentals of Computing

<b>Name of Course</b>	<b>Fundamentals of Computing</b>
<b>Course code</b>	<b>VACCA001</b>
<b>Duration</b>	36 Hours
<b>Course description</b>	"Fundamentals of Computing" is a foundational course designed to provide participants with a comprehensive understanding of essential concepts in computer science and computing technologies. Through theoretical lectures and practical exercises, participants will explore topics such as algorithms, data structures, programming languages, computer architecture, and software engineering principles. The course aims to equip participants with the fundamental knowledge and skills required to solve computational problems, develop software applications, and understand the underlying principles of computing systems. Emphasis is placed on building a strong conceptual framework and problem-solving abilities that are essential for success in various fields related to computing and technology.
<b>Course Objectives</b>	<ul style="list-style-type: none"><li>• Develop a solid understanding of fundamental concepts in computer science, including algorithms, data structures, and computational thinking.</li><li>• Equip students with practical experience and proficiency in programming languages, enabling students to write and analyze code effectively.</li><li>• Foster critical thinking and problem-solving abilities essential for tackling a wide range of computational problems and challenges.</li><li>• Establish the groundwork for further studies or careers in computer science and related fields by instilling a strong foundation in computing principles and practices.</li></ul>
<b>Course Outcomes</b>	After completing this course, the students will be able to: <ul style="list-style-type: none"><li>• Cultivate practical programming skills to proficiently write, debug, and analyze code.</li><li>• Foster critical thinking abilities essential for tackling a variety of computational challenges.</li><li>• Establish a robust foundation for advanced studies or careers in computer science by mastering foundational principles and practices.</li><li>• Implement algorithms and data structures to address real-world computational problems, preparing for practical application in the field.</li></ul>

  
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## Course description-

Module	Topics	Activities	Theory hours (Total-15)	Practical hours (Total-15)	Total Hours 34
<b>Module: I</b>	<b>Introduction of Computing</b> <ul style="list-style-type: none"><li>• Overview of computer science fundamentals</li><li>• Introduction to programming languages and paradigms</li><li>• Basics of algorithms and problem-solving techniques</li></ul>	Interactive hardware demonstration and software comparison.	05	03	08
<b>Module: II</b>	<b>Programming Fundamentals</b> <ul style="list-style-type: none"><li>• Syntax and semantics of a chosen programming language (e.g., Python)</li><li>• Variables, data types, and basic operations</li><li>• Control structures: conditionals and loops</li></ul>	Hands-on tasks with Microsoft Office or Google Workspace	03	03	06
<b>Module : III</b>	<b>Data Structure &amp; Algorithms</b> <ul style="list-style-type: none"><li>• Introduction to fundamental data structures: arrays, linked lists, stacks, queues</li><li>• Basic algorithms: searching, sorting, recursion</li><li>• Analysis of algorithms: time and space complexity</li></ul>	Collaborative project on a shared document.	03	04	07
<b>Module : IV</b> <b>Stitching</b>	<b>Computational Thinking &amp; Problem Solving</b> <ul style="list-style-type: none"><li>• Computational thinking concepts: decomposition, pattern recognition, abstraction, algorithmic design</li><li>• Applying computational thinking to solve problems in various domains.</li><li>• Project-based exercises to reinforce problem-solving skills</li></ul>	Group activity creating step-by-step algorithms	03	02	07

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Coordinator, IQAC

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<b>Module: V</b>	<b>Computer Architecture and Software Engineering</b> <ul style="list-style-type: none"> <li>• Overview of computer architecture: CPU, memory, storage, input/output</li> <li>• Introduction to software engineering principles: documentation, testing, version control</li> <li>• Collaborative project work to apply programming, problem-solving, and software engineering skills</li> </ul>	Industry professionals share real-world computing insights.	04	04	08
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### Practicum-


<b>I.</b>	Participation in discussions: Active engagement in class activities.
<b>II.</b>	Mid-term assignment: Quiz based on the covered topics.
<b>III.</b>	Final assessment: Successful creation of a project using basic concepts of programming with a reflective report.


### Assessment (Evaluation/Criteria for Completion):

- Participation in discussions and workshops: Active engagement in class activities.
- Mid-term Quiz: Assessment of understanding of basic computing concepts.
- Final Project: Evaluation of project submissions and overall comprehension of course content.

### Suggested Readings-

- 1) Cormen, T. H., Leiserson, C. E., Rivest, R. L., & Stein, C. (2009). *Introduction to Algorithms* (3rd ed.). The MIT Press.
- 2) Weiss, M. A. (2013). *Data Structures and Algorithm Analysis in Python* (3rd ed.). Pearson.
- 3) Lutz, M. (2013). *Programming Python* (4th ed.). O'Reilly Media.
- 4) Martin, R. C. (2008). *Clean Code: A Handbook of Agile Software Craftsmanship*. Prentice Hall.
- 5) Bryant, R. E., & O'Hallaron, D. R. (2015). *Computer Systems: A Programmer's Perspective* (3rd ed.). Pearson.
- 6) Hunt, A., & Thomas, D. (2019). *The Pragmatic Programmer: Your Journey to Mastery* (2nd ed.). Addison-Wesley Professional.
- 7) McDowell, G. L. (2015). *Cracking the Coding Interview: 189 Programming Questions and Solutions* (6th ed.). CareerCup.

  
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## Course Name/Code- Corporate Governance Ethics (VACMC001)



### MODERN COLLEGE OF PROFESSIONAL STUDIES

Affiliated to C.C.S. University, Meerut Anand Industrial Estate,  
Mohan Nagar, Ghaziabad-201007 (U.P.)

**Department of Management & Commerce**  
**Session : 2019-20**

**Value Added Course**  
**Corporate Governance Ethics**  
**Course Code: VACMC001**

**Duration: 36 Hours**  
**Coordinator: Ms. Shalley**



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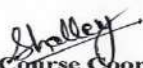
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Date: 02/01/2020

### NOTICE


All the students of BCA (1<sup>st</sup> and 2<sup>nd</sup> Year) are hereby informed that Department of management and commerce, at Modern College of Professional Studies is organizing a Value Added Course titled "Corporate Governance Ethics Certificate Course". The course will have duration of 16 weeks, commencing from 15<sup>th</sup> January, 2020.


Students are requested to register by 11<sup>th</sup> January, 2020. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.

  
Value Added Course Coordinator  
Ms. Shalley

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4. Website In -charge
5. Student's Notice Board

  
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## Corporate Governance Ethics

<b>Name of Course</b>	Corporate Governance Ethics
<b>Course code</b>	VACMC001
<b>Duration</b>	36 Hours
<b>About the course</b>	This course provides a comprehensive understanding of corporate governance and ethics, covering regulatory standards and fostering critical thinking for ethical decision-making, while instilling values of social responsibility and preparing students for future ethical challenges in business careers.
<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. Provide students with a thorough grasp of corporate governance principles and ethical frameworks.</li><li>2. Introduce students to regulatory standards and effective practices in corporate governance.</li><li>3. Foster critical thinking skills essential for making ethical decisions in business.</li><li>4. Equip students with the ability to identify and address ethical risks within organizations.</li><li>5. Instill a commitment to corporate social responsibility and ethical leadership.</li></ol>
<b>Course Outcomes</b>	<ol style="list-style-type: none"><li>1. Grasp corporate governance principles and ethical frameworks and apply knowledge to evaluate governance structures.</li><li>2. Apply regulations to real-world business scenarios.</li><li>3. Develop critical thinking for ethical business decisions and Analyze dilemmas from multiple perspectives.</li><li>4. Identify and assess ethical risks within organizations and develop strategies to mitigate risks effectively.</li><li>5. Instill commitment to CSR and ethical leadership and understand CSR's impact on stakeholders and society.</li></ol>

## Course description

Module	Topics	Activities	Theory hours (Total-15)	Practical hours (Total-15)	Total Hours 34
Module: I	<b>Introduction to Corporate Governance and Ethical Principles</b> <ul style="list-style-type: none"><li>• Definition and importance of corporate governance</li><li>• Ethical theories and frameworks</li></ul>	Guest Lecture on global standards in corporate governance.	04	04	08

  
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	<ul style="list-style-type: none"><li>• Book-keeping and accounting</li><li>• Branches in accounting</li><li>• Accounting equation</li></ul>	to provide real-world examples.			
<b>Module: II</b>	<b>Financial Accounting</b> <ul style="list-style-type: none"><li>• Financial Accounting</li><li>• Golden Principles of accounting</li><li>• Transaction - Journal, Ledger</li><li>• Trial Balance and Final Accounts</li></ul>	Divide students into groups representing buyers and sellers. Have them negotiate tenders and quotations to understand cost considerations.	03	03	06
<b>Module : III</b>	<b>Cost Accounting</b> <ul style="list-style-type: none"><li>• Cost Accounting</li><li>• Preparation of cost sheet</li><li>• tenders and quotation</li><li>• Overhead Apportionment.</li></ul>	A case study where students need to allocate overhead costs to different cost centers	03	02	05
<b>Module : IV</b>	<b>Management Accounting</b> <ul style="list-style-type: none"><li>• Management Accounting</li><li>• Preparation of Budgets</li></ul>	Present a business decision scenario	03	02	05
<b>Module: V</b>	<b>Accounting Software and Computerized Accounting</b> <ul style="list-style-type: none"><li>• Introduction to Tally - Opening screen of Tally- Creating company- Selecting company- shutting a company- altering company- configuring company</li><li>• Tally- Features &amp; Procedure for Installing Tally- Changing default settings</li><li>• Vouchers in tally - Contra Vouchers - Purchases vouchers- Sales vouchers -</li></ul>	Conduct a workshop where students learn to navigate Tally ERP 9.	03	03	06

  
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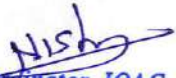
<b>Module : V</b>	<b>Corporate Governance Reporting and Transparency</b> <ul style="list-style-type: none"><li>• Importance of transparent reporting in corporate governance.</li><li>• Regulatory requirements and guidelines for corporate governance disclosure.</li><li>• Stakeholder communication strategies for ensuring transparency and accountability.</li></ul>	Students act as company executives preparing for a regulatory compliance inspection.	03	03	06
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### Practicums-

<b>I.</b>	Write a paper defining corporate governance, its importance, and its evolution.
<b>II.</b>	Simulate a board meeting discussing roles, responsibilities, and a company's strategic direction.
<b>III.</b>	Present and discuss various ethical dilemmas faced by organizations.
<b>IV.</b>	Prepare a presentation on upcoming trends and challenges in corporate governance.
<b>V.</b>	Evaluate the transparency of a company's governance reporting.

### Assessment (Evaluation/Criteria for Completion):

- Participation in class activities and discussions
- Completion of assignments and quizzes
- Self-assessment reports and reflections

  
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Course Name/Code- Basics of Accounting (VACMC002)



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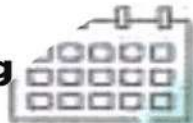
Affiliated to C.C.S. University, Meerut  
Anand Industrial Estate, Mohan Nagar, Ghaziabad-201007 (U.P.)

Department of Management & Commerce  
Session : 2019-20

**Value Added Course**

### Basics of Accounting

Course Code: VACMC002



Duration: 36 Hours

Coordinator: Ms. Nirmala Dhek

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Date: 02/01/2020

### NOTICE

All the students of BCA (2<sup>nd</sup> and 3<sup>rd</sup> Year) are hereby informed that Department of management and commerce, at Modern College of Professional Studies is organizing a Value Added Course titled "Basics of Accounting Certificate Course". The course will have duration of 16 weeks, commencing from 15<sup>th</sup> January, 2020.

Students are requested to register by 11<sup>th</sup> January, 2020. Certificates will be awarded to students who maintain at least 75% attendance throughout the course.

*Nirmala*  
Value Added Course Coordinator

Ms. Nirmala Dhek

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4. Website In -charge
5. Student's Notice Board

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Coordinator, IQAC  
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## Basic of Accounting

<b>Name of Course</b>	Basic of Accounting
<b>Course code</b>	VACMC002
<b>Duration</b>	36 Hours
<b>About the course</b>	This course serves as an introduction to fundamental principles and practices in accounting, as well as an exploration of accounting software tools. Through a series of modules, students will develop a comprehensive understanding of accounting terminology, concepts, and conventions, along with practical skills in bookkeeping, financial reporting, cost analysis, and management accounting. Additionally, students will gain hands-on experience with popular accounting software, specifically focusing on Tally ERP 9.
<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. To provide an overview of accounting's integral role within business operations.</li><li>2. To explain the practical utility of various accounting branches.</li><li>3. To facilitate students' comprehension of fundamental corporate financial statements and their interpretive significance.</li><li>4. To demonstrate the utilization of accounting software for the synthesis of business entities' final financial statements.</li></ol>
<b>Course Outcomes</b>	<ol style="list-style-type: none"><li>1. To comprehend accounting's role in business decision-making through data recording, summarization, and analysis.</li><li>2. To differentiate financial, cost, and management accounting for effective financial management.</li><li>3. To interpret key financial statements for evaluating business health.</li><li>4. To gain proficiency master Tally ERP 9 for transaction recording, report generation, and financial statement preparation, enhancing software-based financial management skills.</li></ol>

### Course description

Module	Topics	Activities	Theory hours (Total-15)	Practical hours (Total-15)	Total Hours 34
Module: I	<b>Introduction to Basic accounting</b> <ul style="list-style-type: none"><li>• Introduction to accounting terms</li><li>• Concepts and convention</li></ul>	A group discussion where students explain various accounting concepts and conventions to each other. Encourage them	04	02	06

  
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	<ul style="list-style-type: none"><li>• Book-keeping accounting</li><li>• Branches in accounting</li><li>• Accounting equation</li></ul>	and to provide real-world examples.			
Module: II	<b>Financial Accounting</b> <ul style="list-style-type: none"><li>• Financial Accounting</li><li>• Golden Principles of accounting</li><li>• Transaction - Journal Ledger</li><li>• Trial Balance and Final Accounts</li></ul>	Divide students into groups representing buyers and sellers. Have them negotiate tenders and quotations to understand cost considerations.	03	03	06
Module : III	<b>Cost Accounting</b> <ul style="list-style-type: none"><li>• Cost Accounting</li><li>• Preparation of cost sheet</li><li>• tenders and quotation</li><li>• Overhead Apportionment.</li></ul>	A case study where students need to allocate overhead costs to different cost centers	03	02	05
Module : IV	<b>Management Accounting</b> <ul style="list-style-type: none"><li>• Management Accounting</li><li>• Preparation of Budgets</li></ul>	Present a business decision scenario	03	02	05
Module: V	<b>Accounting Software and Computerized Accounting</b> <ul style="list-style-type: none"><li>• Introduction to Tally - Opening screen of Tally- Creating company- Selecting company- shutting a company- altering company- configuring company</li><li>• Tally- Features &amp; Procedure for Installing Tally- Changing default settings</li><li>• Vouchers in tally – Contra Vouchers – Purchases vouchers- Sales vouchers -</li></ul>	Conduct a workshop where students learn to navigate Tally ERP 9.	03	03	06

  
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# MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE & Affiliated to C.C.S. University, Meerut)

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	Payments - Receipt voucher - Journal Voucher • Display Menu – Trial Balance, Profit & loss account and Balance sheet				
Module: VI	<b>Accounting Software (Tally ERP 9) and Computerized Accounting</b> <ul style="list-style-type: none"><li>Detailed introduction to Tally ERP 9.</li><li>Setting up and managing a company in Tally.</li><li>Using various vouchers in Tally for transactions.</li><li>Display Menu functions: Trial Balance, Profit &amp; Loss, and Balance Sheet.</li></ul>	Conduct a workshop practice creating, editing, and deleting ledgers, entering transactions, and generating reports.	04	04	08

### Practicums-

I.	Prepare a simple balance sheet based on provided transactions.
II.	Analyze and interpret financial statements to assess the company's financial health.
III.	Create a budget for a small business, allocating resources for various departments.
IV.	Create and customize a chart of accounts in Tally ERP 9.
V.	Generate and interpret financial reports (Trial Balance, Profit & Loss, and Balance Sheet) in Tally based on the entered transactions.

### Assessment (Evaluation/Criteria for Completion):

- Regular attendance and active participation in class discussions, activities, and assignments.
- Completion of quizzes, assignments, and examinations assessing understanding of course concepts, methodologies, and strategies.

  
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