



# IDEAL COLLEGE FOR ADVANCED STUDIES

( Affiliated to University of Calicut )

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

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## Addon Syllabus – 2023-2024





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## ADD-ON SYLLABUS 2023-2024

SLNO	NAME OF THE COURSE	DEPARTMENT
1	CHILD RIGHTS AND PROTECTION	BA ENGLISH
2	ENVIRONMENTAL EDUCATION	BA ENGLISH
3	EDUCATION TECHNOLOGY AND E-TOOL INTEGRATION	BA ENGLISH
4	MACHINE LEARNING AND ARTIFICIAL INTELLIGENCE	BCA
5	ROBOTICS HARDWARE DESIGN AND FABRICATION	BCA
6	INTRODUCTION TO ARTIFICIAL INTELLIGENCE	BCA
7	GST USING TALLY	COMMERCE
8	FLASH(Floor for Additional Skill Hunt)	COMMERCE
9	INTRODUCTION TO COOPERATIVE MANAGEMENT	COMMERCE
10	ESSENTIALS OF MANAGING STRESS	COMMERCE
11	HUMAN RESOURCE MANAGEMENT	BSW
12	INTRODUCTION TO COMMUNITY NUTRITION AND PUBLIC HEALTH	BSW





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## CHILD RIGHTS AND PROTECTION

### **Module 1: Introduction to Child Rights**

- Concept and evolution of child rights (International perspective: UNCRRC)
- Definition of a child (legal frameworks: national and international)
- Importance of child rights in the Indian context
- History of child rights in India: Major developments
- Role of Government and Civil Society in promoting child rights

### **Module 2: Legal Framework on Child Rights in India**

- Constitutional provisions related to children (Articles 15, 21A, 23, 24, etc.)
- Child Rights legislations in India:
  - The Juvenile Justice (Care and Protection of Children) Act, 2015
  - The Protection of Children from Sexual Offences (POCSO) Act, 2012
  - The Prohibition of Child Marriage Act, 2006
  - The Right of Children to Free and Compulsory Education Act, 2009
  - The Child Labour (Prohibition and Regulation) Act, 1986
- National Policy for Children, 2013 and role of the National Commission for Protection of Child Rights (NCPCR)

### **Module 3: Child Protection Mechanisms**

- Institutional frameworks for child protection:
  - Integrated Child Protection Scheme (ICPS)
  - Role of Child Welfare Committees (CWC), Juvenile Justice Boards (JJB)
  - Shelter Homes, Adoption Agencies, and Observation Homes



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International Organizations and their role in India: UNICEF, Save the Children, Plan India

The role of NGOs and civil society in child protection

Childline 1098: Emergency outreach service for children in distress

#### Module 4: Key Issues in Child Rights in India

Child labour and bonded labour

Child trafficking: causes, impacts, and interventions

Child marriage: Societal and cultural barriers

Sexual abuse and exploitation of children

Education and healthcare challenges faced by children

Children in conflict with the law

#### Module 5: Advocacy, Action, and Future Directions

Role of youth and communities in promoting child rights

Strategies for advocacy and awareness generation on child rights

The importance of media and technology in spreading awareness

Monitoring and reporting child rights violations

Global best practices in child rights protection: Learnings for India



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Dept. of English

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### SUBJECT: ENVIRONMENTAL EDUCATION

CODE: ICAS/ENG23/02

#### Course Objectives

- To acquire an awareness and sensitivity to the total environment.
- To acquire the skills for identifying and solving environmental problems.
- To encourage students to be actively involved at all levels in working toward resolution of environmental problems.

#### Course Outcomes:

Upon completion of the course, the student will be able to demonstrate knowledge of the following topics:

- Define terms associated with the environment.
- Understand current impact on the environment.
- Promote green practices at home at work.

#### MODULE I: Introduction to Environmental Studies

- Multidisciplinary nature of environmental studies.
- Scope and importance; Concept of sustainable development

#### MODULE II: Ecosystems

- Structure and functions of ecosystem
- Various ecosystems
  - a) Forest Ecosystem
  - b) Grassland Ecosystem
  - c) Desert Ecosystem
  - d) Aquatic Ecosystem

#### MODULE III: Natural Resources: Renewable and Non-renewable Resources

- Land Resources and land use change
- Deforestation: Causes and impacts
- Water: Use and overexploitation
- Energy resources: Renewable and Non renewable



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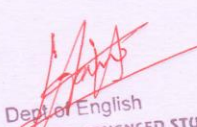
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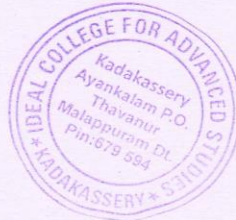
## MODULE IV: Biodiversity and Conservation

- Levels of biological diversity
- Biogeography zones of India
- Threats to biodiversity
- Ecosystem and biodiversity services

## MODULE V: Environmental Education

- Environmental pollutions: causes and effects
- Nuclear hazards and human health risks
- Solid waste management
- Control Measures

  
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SUBJECT: EDUCATIONAL TECHNOLOGY AND E-TOOL INTEGRATION

CODE: ICAS/ENG23/03

### Course Objectives:

- Understand the basics of educational technology.
- Evaluate e-tools for teaching effectiveness.
- Gain hands-on experience with digital learning tools.
- Integrate technology into curriculum design.
- Address ethical and accessibility issues in e-tool usage.

### Course Outcomes:

- Ability to apply educational technologies in diverse learning environments.
- Proficiency in using various e-tools for content creation and assessment.
- Skill in designing technology-enhanced lessons and activities.
- Capacity to critically evaluate digital tools for instructional use.
- Understanding of ethical and accessibility considerations in digital education.



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## Module 1: Foundations of Educational Technology

- Introduction to educational technology and its evolution
- Types of educational tools and platforms
- Key concepts in digital pedagogy
- Benefits and challenges of integrating technology in education

## Module 2: E-Tool Proficiency and Application

- Hands-on training with e-learning platforms (LMS, virtual classrooms)
- Content creation tools (interactive videos, digital storytelling)
- Assessment tools (quizzes, surveys, feedback systems)
- Collaborative tools (discussion forums, cloud-based learning)

## Module 3: Integration and Ethical Considerations

- Strategies for integrating technology into curriculum design
- Enhancing learner engagement through multimedia and gamification
- Addressing ethical issues: data privacy, digital equity, and inclusion
- Ensuring accessibility for diverse learners in a digital environment



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### Syllabus

#### MACHINE LEARNING AND ARTIFICIAL INTELLIGENCE (ICAS/BCA/23-01/ML)

(2023-2024)

##### Day1

- IntroductiontoPython
- ObjectOrientedPython
- TrendsandOpportunitiesinMachineLearning&ArtificialIntelligence
- Python mini project

##### Day2

- IntroductiontoMachineLearningLifeCycleTools,
- Platforms and Frameworks for ML/AI
- DataPre-processingTechniques
- ML mini project
- Day3

- IntroductiontoSupervisedLearningTechniques
- Introduction to Regression Linear Regression
- IntroductiontoClassification
- ML mini project

##### Day 4

- Logistic Regression, KNN, SVM, Decision Trees, Random Forest
- Introduction to Unsupervised Learning Techniques
- Clustering: k Means, Agglomerative Clustering
- ML mini project

##### Day5

- IntroductiontoArtificialNeuralNetworks
- Introduction to Computer Vision
- Introduction to Natural Language Processing
- ML mini project



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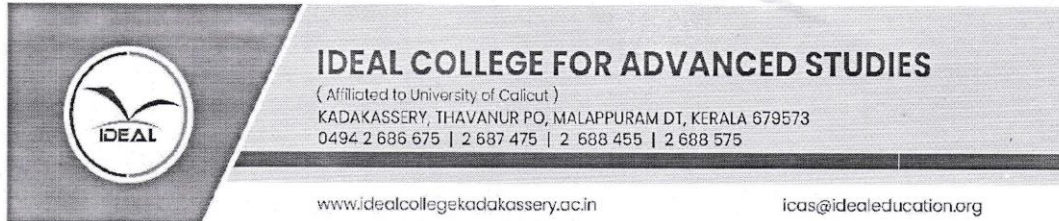
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## SYLLABUS

### ROBOTICS HARDWARE DESIGN AND FABRICATION

#### Day 1: Introduction to Robotics (5 Hrs)

- Overview of robotics and its applications,- Safety guidelines in robotics

#### Day 2: Electronics Fundamentals (5 Hrs)

- Basics of electricity and circuits,- Introduction to components resistors, capacitors, etc.- Hands-on circuit building

#### Day 3: Introduction to Coding( 5 Hrs)

- Introduction to algorithms,Basics of programming languages ,- Writing and running simple code

#### Day 4: Electronics for Robotics( 5hrs)

- Sensors and actuators in robotics,- Understanding digital and analog signals,- Integrating sensors into circuits

#### Day 5: Coding for Robotics (5hrs)

- Introduction to robotics programming platforms like Arduino),- Writing code to control simple robotic movements

#### Day 6: Mechanics for Robotics( 5hrs)

- Understanding mechanical systems,- Gears, motors, and pulleys,- Hands-on mechanical assembly

#### Day 7: Advanced Electronics (5hrs)

- Microcontrollers (e.g., Arduino, Raspberry Pi),- Building more complex electronic circuits

- Troubleshooting electronic components

#### Day 8: Advanced Coding(5hrs)

- Control algorithms for robotics,- Interfacing with sensors and actuators,- Implementing basic navigation and control

#### Day 9: Robotics Projects(5hrs)

- Group project: Building a simple robot, Coding the robot to perform specific tasks

#### Day 10: Presentation and Wrap-up(5hrs)

- Group project presentations,- Reflection on the Add On Program



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### INTRODUCTION TO ARTIFICIAL INTELLIGENCE (ICAS/BCA/23-03/AI)

(2023-2024)

#### SYLLABUS

#### Unit 1: Introduction to Artificial Intelligence (6 hours)

- **Overview of AI**
  - Definition and history of AI
  - Types of AI: Narrow vs. General AI
  - Applications of AI in various fields (healthcare, finance, etc.)
- **AI Foundations**
  - Key concepts: Machine Learning, Deep Learning, Neural Networks
  - Understanding data: Structured vs. Unstructured data

#### Unit 2: Problem-Solving and Search Algorithms (6 hours)

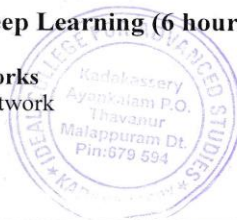
- **Introduction to Search Algorithms**
  - Problem formulation
  - State space representation
- **Search Techniques**
  - Uninformed search strategies (BFS, DFS)
  - Informed search strategies (A\*, Greedy search)
- **Heuristics and Optimization**
  - Definition and examples of heuristics
  - Optimization problems in AI

#### Unit 3: Machine Learning Basics (6 hours)

- **Overview of Machine Learning**
  - Types of learning: Supervised, Unsupervised, Reinforcement Learning
  - Key algorithms: Linear regression, Decision trees, k-NN
- **Evaluation Metrics**
  - Understanding accuracy, precision, recall, and F1-score
  - Overfitting vs. underfitting

#### Unit 4: Neural Networks and Deep Learning (6 hours)

- **Introduction to Neural Networks**
  - Structure of a neural network



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- Activation functions
- **Deep Learning Techniques**
  - Convolutional Neural Networks (CNNs)
  - Recurrent Neural Networks (RNNs)
- **Applications of Deep Learning**
  - Image recognition, Natural Language Processing (NLP)

### Unit 5: Ethical Considerations and Future of AI (6 hours)

- **Ethics in AI**
  - Bias and fairness in AI systems
  - Privacy and surveillance issues
- **Future Trends**
  - Current challenges in AI research
  - Potential future developments in AI technology

### Course Format

- **Lectures:** 60%
- **Hands-on Activities:** 20% (e.g., coding exercises, group discussions)
- **Assignments and Projects:** 20% (e.g., mini-projects related to each unit)

### Assessment

- Quizzes after each unit
- Final project integrating concepts from the course

### Reference Textbook

1. "Artificial Intelligence: A Modern Approach" by Stuart Russell and Peter Norvig



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## PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES

### SYLLABUS FOR FLASH ADD-ON COURSE

#### Module 1: Introduction to Employability Skills (10 hours)

##### Session 1 (2 hours): Understanding Employability Skills

Course Orientation

Definition and importance of employability skills

Key employability skills: communication, teamwork, problem-solving, adaptability, etc.

##### Session 2 (3 hours): Communication Skills

Effective verbal and non-verbal communication

Listening skills and active listening techniques

Public speaking skills

##### Session 3 (3 hours): Teamwork and Collaboration

Importance of teamwork in the workplace

Strategies for effective collaboration

Dealing with conflicts in a team setting

Group games and activities

##### Session 4 (2 hours): Problem-solving, Critical Thinking and Adaptability

Problem-solving techniques and methodologies

Critical thinking skills development

Understanding the need for adaptability in the workplace

Resilience and coping with change

Adapting to new technologies for excellence

#### Module 2: Personal Development and Professionalism (10 hours)

##### Session 5 (2 hours): Career Planning and Goal Setting

Setting SMART career goals

Developing a pleasing personality

Identifying resources for career development

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## Session 6 (3 hours): Self-awareness and Emotional Intelligence

Understanding personal strengths and weaknesses

Emotional intelligence in the workplace

Self-regulation and empathy

Professional behavior and ethics

## Session 7 (3 hours): Networking and Relationship Building

Importance of networking for career growth

Building professional relationships

Networking strategies and tools

## Session 8 (2 hours): Professional Online Presence

Building a strong LinkedIn profile

Managing social media presence for professionalism

Leveraging online platforms for career advancement

## Module 3: Practical Application and Preparation (10 hours)

### Session 11 (3 hours): Business Writing and Cover Letters

Crafting a professional resume

Writing effective cover letters

Tailoring resumes for specific job applications

Written communication skills: emails, reports, and professional correspondence

### Session 12 (2 hours): Interview Skills

Preparing for job interviews

Answering common interview questions

Practicing mock interviews

### Session 13 (5 hours): Final Project and Presentation

Case studies and practical problem-solving exercises

Applying employability skills to a real-world scenario

Group project or individual assignment

Presentation of findings and reflections

Oral communication practices and activities



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## GST using Tally

SI No	Chapter Name	Hours
1	Introduction to GST	20
2	Getting Started with GST	5
3	Recording Advanced Entries	5
4	GST Return Filing (Goods)	5
5	Getting Started with GST (Services)	4
6	Recording Advanced Entries (Services)	4
7	Composition Dealer	2
	<b>Total Duration</b>	<b>45</b>

## Table of Content

SKU Name/Chapter Name	Hours
<b>GST using Tally</b>	<b>45</b>
<b>Chapter 1: Introduction to GST</b>	<b>20</b>
1.1 Introduction	
1.2 Indirect Taxation prior GST	
1.3 GST Implementation in India	
1.3.1 Why GST was introduced in India?.	
1.3.2 Understanding GST Taxation System	
1.3.2.1 Dual GST	
1.3.2.2 Structure of GST	
1.3.2.3 Determination of Tax	
1.4 Registration	
1.4.1 GSTIN Structure.	
1.4.2 Business Liable to Register under GST.	
1.4.3 Mandatory Registration.	
1.5 Process of Registration under GST	
1.5.1 Existing Registration	
1.5.2 New Registration	
1.5.2.1 New Registration as a Regular Dealer	
1.5.2.2 Composition Tax Payer	
1.5.2.3 Amendment, cancellation and renovation of registration	
1.6 Supply of Goods and Services	
1.6.1 Scope of Supply.	
1.6.2 Place of Supply.	
1.6.2.1 Determining the Place of Supply of Goods	
1.6.2.2 Determining the Place of Supply of Services	
1.6.3 Time of Supply.	
1.6.4 Value of Supply	
1.7 Mixed Supply and Composition Supply.	
1.7.1 Mixed Supply.	
1.7.2 Composite Supply	
1.8 Transition to GST.	
1.8.1 Registered Business	
1.8.1.1 Availed Input Tax Credit	
1.8.1.2 Unavailed CENVAT Credit and Input VAT on capital goods	
1.8.2 Availing the input credit held in closing stock	

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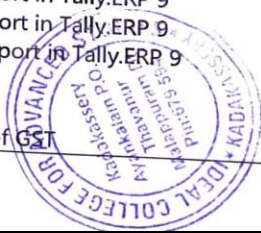
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1.9 Invoicing. 1.9.1 Tax Invoice 1.9.2 Bill of Supply 1.9.3 Credit Note, Debit Note and Supplementary Invoice 1.9.4 Transportation of goods without issue of Invoice 1.10 Input Credit Mechanism 1.10.1 Entitlement of Input Tax Credit 1.10.2 Non-Entitlement of Input Tax Credit 1.10.3 Input Tax Credit Set Off 1.10.4 Input Tax Credit Claim 1.11 GST Returns. 1.11.1 Regular Dealer. 1.11.2 Composition Tax Payer 1.11.3 Payment of Tax Conclusion Key Takeaways	
<b>Chapter 2: Getting Started with GST (Goods)</b> 2.1 Introduction. 2.2 Enabling GST and Defining Tax Details 2.3 Intrastate Supply of Goods. 2.3.1 Intrastate Inward Supply 2.3.2 Intrastate Outward Supply. 2.4 Interstate Supply of Goods 2.4.1 Interstate Inward Supply. 2.4.2 Interstate Outward Supply 2.5 Return of Goods (Purchase and Sales Returns) 2.5.1 Purchase Returns. 2.5.2 Sales Returns 2.6 E-Way Bill. 2.6.1 Components of e-Way Bills 2.6.2 Who must generate e-Way Bills 2.6.3 Conditions for generating e-Way Bills 2.6.4 Validity of e-Way Bill. 2.6.5 E-Way Bill Setup in Tally.ERP 9. 2.6.5.1 Recording of Invoice with e-Way Bill. 2.6.5.1.1 Interstate Supply of goods to a Registered Dealer 2.7 Supplies Inclusive of Tax 2.8 Defining Tax Rates at Master and Transaction Levels 2.8.1 Defining GST Rates at Stock Group Level 2.8.2 Defining GST Rates at Stock Item Level 2.8.3 Defining GST Rate at Transaction Level. 2.9 Hierarchy of Applying Tax Rate Details. 2.10 GST Reports. 2.10.1 Generating GSTR-1 Report in Tally.ERP 9 2.10.2 Generating GSTR-2 Report in Tally.ERP 9 2.10.3 Generating GSTR-3B Report in Tally.ERP 9 2.11 Input Tax Credit Set Off 2.12 GST Tax Payment. 2.12.1 Timelines for payment of GST	5

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PRINCIPAL  
15/03/2023







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2.12.2 Modes of Payment. 2.12.3 Challan Reconciliation Conclusion Key Takeaways.	
<b>Chapter 3: Recording Advanced Entries (Goods)</b> 3.1 Introduction 3.2 Purchases from Composition Dealer. 3.3 Purchases from Unregistered Dealer. 3.4 Exports. 3.4.1 Exports through LUT/Bond. 3.4.2 Exports Taxable. 3.5 Imports 3.6 Supply of Goods to SEZ 3.7 Supply of Exempted Goods. 3.8 Advance Receipts and Payments 3.8.1 Advance Receipts if Turnover is Less than ` 1.5 Crores 3.8.2 Advance Receipts if Turnover is More than ` 1.5 Crores 3.8.2.1 Accounting Advance Receipt and Sales Invoice in the same month 3.8.2.2 Accounting Advance Receipt and Sales Invoice in different months 3.8.2.3 Accounting Advance Receipt and Cancellation of Order in same month 3.8.3 Accounting Advance Payments for Purchase under Reverse Charge 3.9 Mixed Supply and Composite Supply under GST 3.9.1 Mixed Supply of Goods 3.9.2 Composite Supply of Goods Conclusion. Key Takeaways	6
<b>Chapter 4: GST Return Filing (Goods)</b> 4.1 Introduction 4.2 Filing GSTR-3B Returns. 4.2.1 Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal 4.2.2 Generating excel file from Tally.ERP 9 and filing returns using GSTR-3B Excel Offline Utility Tool. 4.2.3 Filing Returns online directly on the GST portal 4.3 Filing GSTR-1 Returns 4.3.1 Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal. 4.3.2 Generating excel file from Tally.ERP 9 and filing returns using GSTR-1 Excel Offline Utility Tool 4.3.3 Filing Returns online directly on the GST portal 4.4 Filing GSTR-2 Returns 4.4.1 Downloading GSTR-2 file from the GST portal 4.4.2 Importing JSON file in Tally.ERP 9 and reconciling the status of invoices in GSTR-2 4.4.3 Generating the return in JSON format and filing GSTR-2 4.5 Exporting e-Way Bill Report. 4.5.1 Exporting Bulk or Consolidated e-Way Bill invoices from Tally Conclusion Key Takeaways.	4



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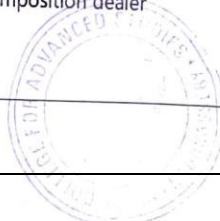
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<b>Chapter 5: Getting Started with GST (Services)</b> 5.1 Introduction 5.1.1 Determining the Supply of Services. 5.1.2 Determining Place of Supply of Services 5.2 Activation of GST and defining tax at company level. 5.3 Intrastate Supply of Services. 5.3.1 Intrastate Inward Supply. 5.3.2 Intrastate Outward Supply 5.4 Interstate Supply of Services. 5.4.1 Interstate Inward Supply. 5.4.2 Interstate Outward Supply 5.5 Cancellation of Services 5.5.1 Cancellation of Inward Supply of Services 5.5.2 Cancellation of Outward Supply of Services 5.6 Defining Tax Rates at Master and Transaction Levels. Conclusion Key Takeaways	4
<b>Chapter 6: Recording Advanced Entries (Services)</b> 6.1 Introduction. 6.1.1 Accounting Multiple Services in a Single Supply 6.1.2 Recording Partial Payment to Suppliers 6.2 Outward Supplies. 6.2.1 Recording Outward Supply with Additional Expenses. 6.2.2 B2C Supply of services (Business to Consumers). 6.3 Time of Supply of Services 6.4 Place of Supply of Services. 6.4.1 Determining place of supply of services 6.5 Exempt Supply of Services under GST 6.6 Export Supply of Services under GST. 6.7 Reverse Charge on Services under GST 6.8 Advance Receipts from Customers under GST. 6.8.1 Advance Receipt and issuing Invoice on same month 6.8.2 Advance Receipt and issuing Invoice on different month. 6.9 Generating GSTR-3B Report in Tally.ERP 9 6.10 Generating GSTR-2 Report in Tally.ERP 9 Conclusion Key Takeaways.	4
<b>Chapter 7: Composition Dealer</b> 7.1 Introduction. 7.2 Conditions to be satisfied under the scheme 7.3 Enabling GST and Defining Tax Details 7.4 Recording purchase transactions for composition dealer. 7.4.1 Intrastate Inward Supply. 7.4.2 Interstate Inward Supply. 7.4.3 Intrastate Inward Supply of Services with Discount. 7.5 Recording sales transactions for composition dealer 7.6 Imports 7.6.1 Import of Goods 7.6.2 Import of Services.	2

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7.7 GST Reports.	
7.7.1 Generating GSTR-4 Report in Tally.ERP 9	
7.7.2 E-Filing GSTR-4 from Tally.ERP 9	
7.7.2.1 Filing GSTR-4 by generating JSON from Tally.ERP 9	
7.7.2.2 Filing GSTR-4 using GST Offline Tool	
7.7.2.3 Filing GSTR-4 directly on the GST portal	
Conclusion	
Key Takeaways	

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### PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES

#### ADD on Course

#### DCMSBCO2- Introduction to cooperative Management

##### Objectives:

- To provide conceptual clarity and theoretical base in co.operation
- To enable the students to acquire knowledge about co-operative legal frame work in India and Kerala.

##### Outcomes

- Ability to articulate and apply these concepts to the real world scenario.
- Comprehensive understanging of co.operative Laws.

##### Module 1

Co.operation and Types of Co.operatives:Meaning-Definition-Features-importance-principles-Agricultural credit societies-Non agricultural credit societies-Co.operative Training institutions-NCUI,VAMNICOM,NCCT,ICM. (15 hours)

##### Module 2

Cooperative creidit socities act 1904-Taccavi laws-cooperative socities act 1912-kerela cooperative Act 1969- Multistage cooperative societies act 1984-Model cooperative socities Act 1991 and 2002-Vaidyanadhan Committee report. (15 hours)

##### References:

Dubashi.P.R-Principles and Philosophy of Co.operation  
Goel.B.B-Co.operative legislation,trends and dimensions  
Mohan.P.N -Co.operative laws in India

##### Mode of Assessment

Criteira	Mark(70)
• Assignment	• 20
• WrittenTest(MCQ)	• 25
• Mock Viva	• 25







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## STRESS MANAGEMENT

### Objectives:

- Students will be able to learn about ethical values in achieving stakeholders welfare
- Students will be able to relate to stakeholders team members in a decision making

### Outcome:

- The student has complete idea of what the dilemma is and ascertain exactly what needs to be decided.
- The student is able to categorize whom to be involved in the decision making process and thoroughly reflects on the view points of the stakeholders.
- The student actively participates in discussion and ask questions.
- The student listen actively and shows understanding by paraphrasing or by acknowledging and building on others' idea.
- The student takes large part in setting group goal and agenda.

### Module:1 Stress

3 hours

Concept, Definitions and types of stress -Basic condition of stress -Consequences of stress

### Module :2 Causes of Stress.

3 hours

The impact of stress on human physical and mental health

### Module :3 Stress and Illness

5 hours

Symptoms of Stress -A possible sign of stress in young people.

### Module: 4 Occupational Stress or Job stress

4 hours

Meaning and concept -Effect of stress on job performance and job satisfaction - Sources of job stress -Organisational,Individual and Environmental.

### Module: 5 Stress Management Techniques

5 hours

Meaning, Objectives of Stress Management -Coping strategies of stress in the organisation: Individual and Organisational strategies

### Module :6 Remedial action to control stress

8 hours

Techniques to combat stress: Cognitive behavioural techniques to change thinking ,problem solving approach – Positive thinking, Relaxation training, Visualisation Learning, Yoga, Story telling and counselling Techniques



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**Module 7 Contemporary issues:**

**2 hours**

**Total Lecture hours: 30 hours**

## Text Book(s)

1. Walt Schafer(2008),*Stress Management*, Cengage Learning India Pvt. Ltd
2. Richard Regis (2004),*Stress Management*, NHRD Network, Coimbatore Chapter
3. Jerrold s. Greenberg (2012), *Comprehensive Stress Management*, University of Maryland

## Reference Books

- 1.Rita Agarwal(2001), *Stress in life at work*, Response Books
- 2.D.M. Pestonjee (2008), *Stress and Coping: the Indian Experience*,2 nd Edition, Sage Publications India Pvt. Ltd.

## Mode of Assessment:

Continuous Assessment(Class test, Quiz, Digital Assignments, seminar presentations and Final Assessment Test.



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### Module 1: Introduction to Community Nutrition and Public Health

#### Objectives:

- Understand the scope and importance of community nutrition.
- Recognize the link between nutrition and public health outcomes.

#### Topics:

- Definition and concepts of community nutrition
- Overview of public health nutrition
- Relationship between nutrition and chronic diseases (e.g., obesity, cardiovascular diseases)
- Global and regional challenges in community nutrition
- Roles of nutritionists in community settings

#### Practical Component:

- Case study on global nutrition challenges (e.g., malnutrition, under nutrition, obesity)
- Field visit or virtual exploration of local community nutrition programs

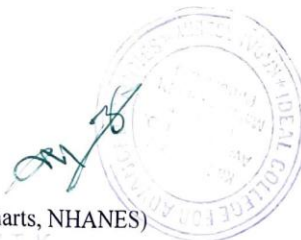
### Module 2: Nutritional Assessment and Surveillance in Communities

#### Objectives:

- Learn methods for assessing nutritional status in communities.
- Understand how to implement nutrition surveillance systems.

#### Topics:

- Anthropometric measurements (e.g., BMI, weight, height)
- Biochemical and clinical assessments in community settings
- Nutrition surveillance systems and tools (e.g., WHO growth charts, NHANES)



Prof. ROY LUTTY T. K.

Principal

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- Fieldwork or virtual interaction with local NGOs or health organizations

### Module 4: Nutrition Education and Behaviour Change in Communities

#### Objectives:

- Learn how to develop and deliver effective nutrition education programs.
- Understand behaviour change theories and their application to nutrition interventions.

#### Topics:

- Theories of behaviour change (e.g., Health Belief Model, Social Cognitive Theory)
- Role of nutrition education in promoting public health
- Tools and strategies for effective community nutrition education
- Communication skills for community nutritionists
- Use of media, social media, and digital tools for nutrition advocacy
- Evaluating the impact of nutrition education on behaviour change

#### Practical Component:

- Designing a nutrition education session or campaign for a specific target group (e.g., school children, pregnant women)
- Role-playing activities to practice nutrition counselling

### Module 5: Food Security, Policy, and Sustainability in Community Nutrition

#### Objectives:

- Understand food security and its relationship to public health nutrition.



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- Explore the impact of nutrition-related policies and programs on community health.

### Topics:

- Definition and dimensions of food security (availability, access, utilization, stability)
- Causes and consequences of food insecurity in communities
- National and international policies addressing food security (e.g., food subsidies, agricultural policies)
- Role of sustainability in community nutrition (e.g., sustainable diets, food waste reduction)
- Nutrition-sensitive and nutrition-specific interventions
- Addressing nutrition disparities in urban vs. rural settings

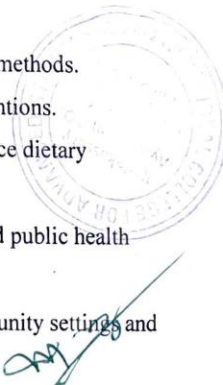
### Practical Component:

- Policy analysis: Evaluation of a current food or nutrition policy (e.g., food stamp programs, agricultural subsidies)
- Group debate on sustainable solutions for improving food security

### Learning Outcomes

By the end of this add-on course, students will be able to:

1. Assess the nutritional status of populations using standard tools and methods.
2. Design, implement, and evaluate community-based nutrition interventions.
3. Develop nutrition education materials and programs that can influence dietary behaviours in communities.
4. Analyse policies and programs aimed at improving food security and public health nutrition.
5. Apply knowledge of nutrition and public health to real-world community settings and advocate for healthier populations







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### Human Resource Management (HRM) Add-On Course Syllabus

#### Course Objectives:

1. To provide students with a foundational understanding of HRM principles and practices.
2. To build skills in recruitment, employee training, performance management, and conflict resolution.
3. To develop insights into ethical and legal considerations in HRM.

#### Module 1: Introduction to Human Resource Management

- **Overview of HRM**
  - Definition, scope, and functions of HRM
  - HRM's role in achieving organizational goals
- **Evolution of HRM**
  - Historical development and modern trends
- **Strategic HRM**
  - Aligning HRM with business strategy
  - The role of HR in organizational culture

#### Module 2: Recruitment and Selection

- **Workforce Planning**
  - Understanding staffing needs and job analysis
  - Writing effective job descriptions and specifications
- **Recruitment Strategies**
  - Internal vs. external recruitment
  - Use of social media and technology in recruitment
- **Selection Process**
  - Screening applications, interviewing, assessments, and reference checks
  - Legal considerations in hiring





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### Module 3: Training and Development

- **Importance of Employee Training**
  - Identifying training needs and skill gaps
  - Benefits of a trained workforce for organizational growth
- **Training Methods and Techniques**
  - On-the-job training, workshops, e-learning, coaching, and mentoring
- **Career Development and Succession Planning**
  - Creating pathways for employee advancement
  - Building a succession plan for key positions

### Module 4: Performance Management and Appraisal

- **Understanding Performance Management**
  - Objectives, importance, and key components
- **Appraisal Methods**
  - 360-degree feedback, key performance indicators (KPIs), self-assessment, and peer review
- **Motivation and Feedback**
  - Techniques for constructive feedback and performance improvement
  - Reward systems and employee motivation

### Module 5: Employee Relations, Welfare, and Ethics

- **Employee Relations**
  - Building a positive workplace culture and fostering collaboration
  - Conflict resolution and grievance handling
- **Employee Welfare and Work-Life Balance**
  - Health, safety, and wellness programs
  - Strategies for supporting work-life balance







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- **Ethical and Legal Issues in HRM**
  - Equal opportunity, non-discrimination, and privacy in HR practices
  - Ethical dilemmas and HR's role in upholding ethics

### Recommended Readings:

1. *Human Resource Management* by Gary Dessler
2. *Fundamentals of Human Resource Management* by Raymond Noe et al.
3. Articles and case studies on HR trends and practices

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