



## **IDEAL COLLEGE FOR ADVANCED STUDIES**

( Affiliated to University of Calicut )

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

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# **Addon Syllabus – 2020-2021**



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## ADD-ON SYLLABUS(2020-2021)

SLNO	NAME OF THE COURSE	DEPARTMENT
1	YOGA	BA ENGLISH
2	BASICS OF COMMUNICATION LEVEL 1	BA ENGLISH
3	BASICS OF COMMUNICATION LEVEL 2	BA ENGLISH
4	INTRODUCTION TO MICRO SENSORS	BCA
5	FLASH (FLOOR FOR ADDITIONAL SKILL HUNT)	COMMERCE
6	BASICS OF HOSPITALITY MANAGEMENT	COMMERCE
7	PARTICIPATORY RURAL APPRAISAL	BSW
8	COMMUNICATIVE ENGLISH	BSW

**Department of English**  
**SUBJECT: Yoga and Meditation**  
**CODE: ICAS/ENG22/01**

Course Objectives

- Promoting positive health, prevention of stress related health problems and rehabilitation through Yoga.
- Invoke scientific attitude and team spirit to channelize their energies in to creative and constructive endeavors.
- To enable them to establish Yoga Therapy centers in the service of common man.

Course Outcomes:

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

- Develop body awareness.
- Learn how to use their bodies in a healthy way.
- Manage stress through breathing, awareness, meditation and healthy movement.
- Build concentration.
- Increase their confidence and positive self-image.
- Feel part of a healthy, non-competitive group

MODULE I:

Foundations of Yoga: History, Evolution of Yoga and Schools of Yoga. Origin of Yoga, History and Development of Yoga, , Aim and Objectives of Yoga, True Nature and Principles of Yoga. Yoga in Modern Times: Yogic Traditions of Ramakrishna and Swami Vivekananda, Shri Aurobindo; Yoga traditions of Maharshi Ramana and Swami Dayanand Saraswati

MODULE II:

Behavioral Psychology: Psychology as a Science of Behavior; Definition of Behavior; Psychic forces and human behavior, behavior and Consciousness, Psychological basis of behavior.

Personality: Nature and Types of Personality; Determinants of Personality: Heredity and Environment; Facets and Stages of Personality Development; Personality Theories of Sigmund Freud, Alfred Adler and C.G. Jung, Carl Rogers; Assessment of Personality: Cognitive Psychology: Sensation, Perception, Attention, Memory, Learning, Feeling etc.; Their definitions and types, Intelligence and its measurements; Emotional Intelligence and Social Intelligence.

### MODULE III:

#### Mental Health

Means of mental health; Positive Mental Health; Causes and Consequences of Conflicts and Frustrations; Introduction to Common mental disorders; Depressive disorders; Anxiety disorders; Serious mental disorders; Sleep disorders; Mental retardation; Alcohol and drug abuse; Suicide, attempted suicide and suicide prevention. Introduction to cell, tissue, organs and systems; Basic cell physiology-Cell Introduction, Cell Organelles, Cell membrane, Movement of the substances and water through the cell membrane, Bioelectric potentials. Musculoskeletal systems, Digestive and excretory system, Renal physiology, Nervous system and glands, Sensory nervous system, Cardiovascular and respiratory system, Immune system, Reproductive system and Stress physiology. Dietetics and Nutrition

### MODULE IV:

#### Therapeutic Yoga

Disease Wise and Evidence based: Yogic Practice\*- Management of the disease through suitable yogic practices - Yogic diet, Asanas, Shatkarmas; Pranayama; Meditation; Notional corrections through yogic scriptures and counseling; Yama and Niyama; Stress(emotions management) Life style prescriptions - Moderation in Ahara, Vihara, Achara and Vichara.

### MODULE V

#### Practical Yoga

Asana, Pranayama, Dharana Dhyana, Bandha, Mudra, Shat Kriya Meditation

## **SUBJECT: BASICS OF COMMUNICATION LEVEL ONE**

**CODE: ICAS/ENG20/02**

### Course Objectives

- To develop writing and speaking skills.
- To make capable of writing letters and notices.
- To increase vocabulary.

### Course Outcomes:

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

- Acquire a basic understanding of the technicalities of speaking the English language.
- Learn to hone the listening and vocabulary skills and apply it in daily communication.
- Develop conversational skills in English .

### MODULE I:

Dialogues: Writing; cohesion in writing; APA; Paragraph Writing; Formulating and Speaking

### MODULE II:

Notice and Letter writing skills: Business letter; Notice and Memo; Notice preparation for annual day function; Request letter for conducting farewell; basic leave letter writing

### MODULE III:

Film Screening: Children of Heaven; Emma; Pride and Prejudice; Wuthering Heights

### MODULE IV:

Note Making/Draft Making/Precise Writing

The necessity of note making; Mechanics of note making; Abbreviations and symbols; Steps of draft making; Digital draft

### MODULE V

Vocabulary Tasks

Crossword Puzzles; Flash Cards; Scrabble Games; Pictionary; Word Charades

## **SUBJECT: Basics of Communication Level Two**

**CODE: ICAS/ENG20/03**

### Course Objectives

- To build the foundation for English communication skills.
- To improve public speaking skills.
- To develop a habit of getting a hold on current affairs.
- To Develop skills in writing Emails

### Course Outcomes:

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

- Develop public Awareness.
- Learn how to use words in public speaking
- Manage stress through patience and giving chance to others to talk.
- Build concentration.
- Increase their confidence

### MODULE I:

Discussions and Interactions: formulation of group; discussion of a topic; write about the topic; speak

### MODULE II:

Public Speaking: Oration on different topics; Recitations; Elocutions

### MODULE III:

Essay Writing: Essay; Steps of writing an essay; key points; types of essays; writing practices on essays

### MODULE IV:

Conversation on Current Affairs

Elocution based on current events; debate on a topic; quiz competitions; Thought of the day.

### MODULE V

Writing and Composing Emails,

What is an email; types of mails; steps of writing an email; how to write a request in email; practicing of writing email.

**INTRODUCTION TO MICRO SENSORS (ICAS/BCA/20-01/MS)**

**(2020-2021)**

**SYLLABUS**

**UNIT 1:** Sensor, types of sensor introduction and application.

(6 Hours)

**UNIT 2:** Micro sensors, micro sensor technologies

(8 Hours)

**UNIT 3:** Smart sensors

(8 Hours)

**UNIT 4:** Design and analysis of Micro Sensors; Case study: Accelerometer, Pressure sensor.

(8 Hours)

**References**

1. Micro and Smart Systems, G. K. Anantha Suresh
2. Microsystem Design by Stephen D Senturia, Publisher: Springer US, 1st ed. 2000. Corr. 2nd printing 2004 edition

**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

**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

**DCMSHS03 – Basics of Hospitality Management**

**(2020-2021)**

Course Description

This intensive short course provides a comprehensive introduction to the key aspects of hospitality

management. It covers essential topics such as operations, customer service, marketing, financial management, and contemporary trends within the industry. Designed for beginners or those seeking to enhance their knowledge, the course combines theoretical insights with practical applications.

#### Objectives

- Gain a foundational understanding of the hospitality industry.
- Develop skills in managing hospitality operations.
- Learn the importance of customer service and its impact.
- Explore basic financial and marketing concepts applicable to hospitality.
- Understand current trends and challenges in the hospitality sector.

#### Course Schedule and Content:

##### Session 1: Introduction to Hospitality Management (3 hours)

- Overview of the hospitality industry
- Key segments and career opportunities
- Historical context and industry evolution

##### Session 2: Operations in Hospitality (3 hours)

- Overview of hotel and restaurant operations
- Key departments and their functions
- Role of technology in streamlining operations

##### Session 3: Customer Service Excellence (3 hours)

- Principles of customer service
- Techniques for managing guest relations
- Handling complaints and exceeding expectations

##### Session 4: Hospitality Marketing (3 hours)

- Basics of marketing in the hospitality industry
- Marketing strategies and tools
- Digital marketing and social media

Session 5: Financial Basics in Hospitality (3 hours)

- Introduction to financial statements
- Cost control and budgeting
- Revenue management and pricing strategies

Session 6: Human Resource Management (3 hours)

- Recruitment and selection processes
- Training and development strategies
- Managing and motivating staff

Session 7: Food and Beverage Management (3 hours)

- Menu planning and design
- Food and beverage service standards
- Inventory and cost control

Session 8: Event Management Basics (3 hours)

- Planning and organizing events
- Event budgeting and logistics
- Risk management and contingency planning

Session 9: Contemporary Issues in Hospitality (3 hours)

- Sustainability and green practices
- The impact of technology and innovation

Crisis management in the hospitality industry

Session 10: Final Project and Wrap-up (3 hours)

- Group presentations of a hospitality business concept
- Course review and feedback session

References

&quot;Introduction to Hospitality Management&quot; by John R. Walker

- A comprehensive textbook covering the basics of hospitality management, including lodging,

food and beverage, travel and tourism, and more.

"Hospitality Marketing Management" by Robert D. Reid and David C. Bojanic

Focuses on marketing strategies and techniques specific to the hospitality industry.

"The Theory and Practice of Revenue Management" by Kalyan T. Talluri and Garrett J. van Ryzin

Provides a detailed look at revenue management, including pricing strategies and demand forecasting.

"Managing Hospitality Human Resources" by Robert H. Woods, Jack D. Ninemeier, and David K.

Hayes

Covers key aspects of human resource management in the hospitality sector.

### **Department of Social Work**

#### **Add On Course: participatory rural appraisal (PRA)**

**Year :2020-2021**

Total number of hours: 30

Programme Objectives

- To equip social work trainee with the indigenous, know how
- Planning for development of the rural people
- To equip students to learn research with participation of people
- To develop tool for development activities

MODULE 1: DEVELOPMENT AND PARTICIPATION (2 hours)

Development: definition, type: rural, urban and tribal development

Participation: meaning and definition and type

MODULE 2: PARTICIPATORY RURAL APPRAISAL (2hours )

Definition, scope, pillars, foundation and principles of PRA

Features of PRA

Advantage and limitation of PRA

MODULE 3: METHOD OF PRA (14 hours )

Space-related methods: social map, resource map, participatory modelling method, mobility map, service and opportunity map, transect walk, participatory sensory method

Time related method: timeline, trend analysis, historical transect, seasonal diagram, daily activity schedule

PRA relation method: cause effect diagram, impact diagram, system diagram, network diagram, process map

#### MODULE 4: APPLICATION FOR PRA METHODS AND REPORT

WRITINGS (12 hours include practical )

Rapport building with people and application of tools, use of local resources, planning with people

Setting the plot for data collection, prioritizing the data collected, finding out solution with people

Report writings: coding the data, analysing, interpreting and formulation of recommendation, suggestion

### **Add On Course: Communicative English**

**Year : 2020-2021**

Total number of hours: 30

Objectives

To develop an understanding of the importance of communication in daily as well as professional life.

To overcome the barriers of listening skills as units focuses on verbal mannerisms and physical inabilities and active listening.

To build fluency in speaking through enhancing pronunciation, word stress and intonation

#### MODULE 1

Introduction

What is communication?

What is effective communication? The importance of communication. Barriers in communication?

How to achieve good communication skills.

## MODULE 2

Introduction to Listening

Importance of listening as a skill.

Barriers to Listening- Physical and mental Focused Listening

Listening to casual conversation, announcements, speeches by native and Indian Speakers in english.

## MODULE 3

Speaking: Importance of speaking as a skill Criteria of effective speaking.

## MODULE 4

A. Pronunciation

Individual sounds

Minimal Pairs

Stress- word and sentence stress

B. Accuracy and appropriacy

Correct use of structure and vocabulary

Fluency:

Naturalness of rhythm and speed

Coherence in conveying message

## MODULE 5

Writing

Importance of writing as a skills

Features of writing: Grammatical Accuracy, Lexical range and context response Basic

Grammar: Prepositions, articles, adverbs, types of nouns, phrasal verbs,

Sentence types

Cohesion and coherence: use of linkers and connectives

Integrated Skills:

Listening phone calls and interviews

Reading Articles-speaking on related issues Reading visuals-interpreting.