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2022-23.

PG DEPARTMENT OF COMMERCE
IN COLLABORATION WITH IQAC
SANATAN DHARMA COLLEGE
(S. D. COLLEGE)
HOSHIARPUR

PG DEPARTMENT OF COMMERCE

SESSION 2022-23

Value Added Course

Accounting Executive Certificate Program

TallyPrime
STARTING FROM JANUARY 2023
DURATION : 36 HRS

Course Objectives :

- To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
- This course helps students to work with well-known accounting software i.e. Tally Prime 2.1.
- This program opens up various avennes for students. After the completion of the program, as a fresher you can begin your career as: Accounts executive, Junior accountant, Data entry operator, Accounts assistant, Tally operator, Accountant trainee.

NOTE: CERTIFICATE WILL BE PROVIDED TO ALL TIE PARTICIPANTS . NO FEE WILL BE CHARGED FROM S. D. COLLEGE STUDENTS.

FOR REGISTRATION CONTACT :
MS MEHAK (ASSISTANT PROFESSOR)
MS RENUKA (ASSISTANT PROFESSOR)

ENROLL NOW

Principal
S.D. College, Hoshiarpur

Ms. Manjit Kaur
HOD
P.G. Department of Commerce

Ms. Mehak
Assistant Prof.
PG Department of Commerce

Mr. Prashant Sethi
Officiating Principal
S.D.College
Hoshiarpur

SESSION 2022-23

Value Added Course
Accounting Executive Certificate Program

COURSE CONTENTS

1. **Introduction, Downloading and Installation of Tally Prime**
   - Introduction to Tally Prime
   - Downloading & Installation of Tally Prime
   - Company Creation
   - Getting Started with Tally Prime
   - Shut a Company
   - Select a Company
   - Alter Company Details
   - Company Features and Configurations

2. **Chart of Accounts, Creating Inventory Masters**
   - Ledger Creation
   - Group Creation
   - Deletion of Ledgers and Group
   - Creating Inventory Masters
   - Creation of Stock Group
   - Creation of Units of Measure
   - Creation of Stock Item
   - Creation of Godown
   - Stock Category

3. **Recording Accounting Vouchers with bill-wise details in Tally Prime**

4. **Enabling GST and Recording GST Transaction in Tally Prime**
   - Creation of Accounting Masters
   - Creation of Inventory Masters
   - Recording GST compliant transactions
   - Generating GST Returns in Tally

5. **Enabling TDS and Recording TDS Transactions**
   - Creation of TDS Masters and Recording /transactions

6. **Order Processing and Recording of Inventory Vouchers**
   - Purchase Order Processing
   - Sales Order Processing

7. **Cost Centres and Cost Categories**
   - Allocation of Expenses and Incomes Using Cost Centres

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TallyPrime

8. Storage and Classification of Inventory
   - Recording of Stock Transfers with Godown Details
   - Activating Batch-wise Details
   - Price Level and Price Lists

9. Manufacturing Process Using Bill of Materials
   - Using Bill of Materials
   - Accounting of Manufacturing Process

10. Enabling GST and Recording Advanced Gst Transactions
    - Creation of Accounting Masters
    - Creation of Inventory Masters
    - Hierarchy of Applying Tax Rate Details
    - Recording GST compliant transactions
    - Generating GST Returns

11. E-Mailing & Security control
    - Emailing
    - Change User
    - Auto Login

12. Backup and Restore of Company Data
    Export and Import of Data
    - Backup of Data
    - Restoring Data From Backup File
    - Export and Import of Data
    - Exporting of Data in Other Available formats

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Accounting Executive Certificate Program

SCHEDULE OF 36 HOURS COURSE

1. Introduction, Downloading and Installation of Tally Prime Day 1,2

- Introduction to Tally Prime
  Downloading & Installation of Tally Prime
- Company Creation
- Getting Started with Tally Prime
- Shut a Company
- Select a Company
- Alter Company Details
- Company Features and Configurations

2. Chart of Accounts, Creating Inventory Masters Day 3,4,5,6

- Ledger Creation
- Group Creation
- Deletion of Ledgers and Group
- Creating Inventory Masters
- Creation of Stock Group
- Creation of Units of Measure
- Creation of Stock Item
- Creation of Godown
- Stock Category

3. Recording Accounting Vouchers with bill-wise details in Tally Prime Day 7

4. Enabling GST and Recording GST Transaction in Tally Prime Day 8,9,10,11,12

Creation of Accounting Masters

- Creation of Inventory Masters
- Recording GST compliant transactions
- Generating GST Returns in Tally

5. Enabling TDS and Recording TDS Transactions Day 13,14

Creation of TDS Masters and Recording /transactions

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6. Order Processing and Recording of Inventory Vouchers — Day 15,16,17

- Purchase Order Processing
- Sales Order Processing — Day 18

7. Cost Centers and Cost Categories
- Allocation of Expenses and Incomes Using Cost Centers — Day 19,20

8. Storage and Classification of Inventory
- Recording of Stock Transfers with Godown Details
- Activating Batch-wise Details
- Price Level and Price Lists — Day 21,22

9. Manufacturing Process Using Bill of Materials
- Using Bill of Materials
- Accounting of Manufacturing Process

10. Enabling GST and Recording Advanced Gst Transactions — Day 23,24,25,26,27

- Creation of Accounting Masters
- Creation of Inventory Masters
- Hierarchy of Applying Tax Rate Details
- Recording GST compliant transactions
- Generating GST Returns

11. E-Mailing & Security control — Day 28
- Emailing
- Change User
- Auto Login

12. Backup and Restore of Company Data — Day 29,30
Export and Import of Data
- Backup of Data
- Restoring Data From Backup File
- Export and Import of Data
- Exporting of Data in Other Available formats

13. Practice Session — Day 31-36

2022-23 Since 1973

SANATAN DHARMA COLLEGE

HOSHIARPUR

AFFILIATED TO PANJAB UNIVERSITY CHANDIGARH
Recognized UGC under Section 2(f) 12 B NAAC Accredited

Skill Oriented Courses

Admissions Open

Affiliated to

JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY, PATIALA
A State University Established by Govt. of Punjab vide Act No. 19 of 2019 and Approved Under section 2(f) of UGC

Program	Course	Duration
Certificate	IT enabled Services	6 Months
Diploma	IT enabled Services	1 Year
Certificate	Creative Writing and Content Development	6 Months
Certificate	Stock Marketing and Trading Operations	6 Months
Certificate	Programme in GST Applications	6 Months
Certificate	Accounting and Taxation	6 Months
Certificate	Embroidery	6 Months
Certificate	Fashion Designing	6 Months
Diploma	Fashion Designing	1 year
Certificate	Mushroom cultivation	6 Months
Certificate	Food Preservation	6 Months
Diploma	Food Preservation	1 year

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Classes Staring 16th March 2022

Last Date of Admission 15th March, 2022.

Eligibility +2 (any Stream) enrolled in Degree program offered at College.

Contact : 01882-249968 (0) 7380278212 (M) 9888159117 (M)

Website : http://www.sdcollegehsp.net

Other Courses Offered: (with affiliation from Panjab University, Chandigarh)

M.Com | B.Com | B.A. | B.B.A. | B.C.A. | PGDCA
B. VOC | B.Sc Non-Medical | B.Sc.(H) BIO-TECH

CERTIFICATE/ DIPLOMA IN FASHION DESIGNING

Objective: The course aims to provide fashion designers a clear perspective on creativity and its application in innovative fashion design.

Duration of the Course

Certificate: 6 months

Diploma: 1 Year

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

Subjects covered under Certificate Course are Sr No. 1, 2 and 3	
Name ofPaper	**Credits**
GC-FD-01P Pattern Making & Draping	06 (Lab Only)
GC-EM-02T Fashion Illustration and Fashion Concepts GC-EM-02P Fashion Illustration and Fashion Concepts Lab	06 (4Th +2 lab)
GC-EM-03P Garment Construction & Surface Ornamentation	06 (Lab Only)
Subjects covered under Diploma Course are sr. no.1, 2, 3, 4, 5 and 6	
GC-EM-04P Fashion Illustration	06 (Lab Only)
GC-EM-05T Fundamentals of Textile GC-EM-05P Fundamentals of Textile Lab	06 (4Th +2 lab)
GC-EM-06P CAD in Fashion	06 (Lab Only)
GC-EM-07P Project	06

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PATTERN MAKING AND DRAPING (PRACTICAL)

Total Marks: 100
External: 70
Internal: 30
Credits: 6
Pass: 40%

Objectives: To impart knowledge about: i) Different aspects of pattern making. ii) Commercial pattern making.

Section A

UNIT: I

1. Preparation of the basic pattern for the following:
   i) Female bodice block & sleeve block,
   ii) Childs bodice block & sleeve block.
2. Introduction to draping:
   i) Basic block – front & back.
   ii) Skirt – front & back
   iii) Bodice variation: princess line, cowl neck line.

UNIT:II

3. Adaptation of the following sleeves:
   i) Set in sleeves: Puff, Petal, and Cap sleeve, Leg'o' mutton, Cowl, Dolman.
   ii) Extended bodice: Magyar, Kimono
   iii) Part bodice in-sleeve: Saddle, Raglan
4. Basic skirt block-circular, Gored skirt, skirt with yoke.

Section B

UNIT:III

5. Adaptation of the following collars:
   i) Sailor, Cape and Peter Pan collar, Stand & Fall, Mandarian, Convertible, Shawl.
   ii) Cowl and Built Up Neckline

UNIT: IV

6. Dart manipulation by:
   i) Slash and Spread Method.
   ii) Pivot Method.
7. Dart manipulation into:
   i) Single dart series.
   ii) Two dart series.
   iii) Multiple dart series.
   iv) Princess and Empire line.
   v) Yokes.

FASHION ILLUSTRATION AND FASHION CONCEPTS

Total Marks: 100
External: 70
Internal: 30
Credits: 4
Pass: 40%

Section-A

1. Definition: Fashion, fad, style, classicfashion, trends, mass fashion, high fashion.
2. Theories of fashion adoption.
3. Fashion cycle & factors affecting it.

Section-B

1. Fashion forecasting.
2. Elements of design and principles related to clothing.
3. Factors affecting clothing choices for different age groups.

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FASHION ILLUSTRATION AND FASHION CONCEPTSLAB

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 2
Pass Percentage: 40%

Objectives: To enable students to understand:

i) Figure sketching.
ii) Illustration techniques for various fashion details.

UNIT:I

1. Color wheel
   i) Color schemes: Complementary, Analogous and Monochromatic.
   ii) Intensity and Value chart.

UNIT:II

2. Basic block figure.
   i)Fleshing of blockfigure.
   ii)Fashion figure in different poses.

UNIT:III

3. Fashion details: Gathers, Frills and Flounces, Tucks, Shirring, Smoking, Embroidery, Appliqué Work, Patch Work, Pleats.

UNIT:IV

4. Designing kids wear by taking inspiration from various sources.
5. Style read the design; suggesting suitable fabric and layout.
   i) A-line frock.
   ii) Formal wear.
   iii) Nightwear.

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GARMENT CONSTRUCTION & SURFACE ORNAMENTATION

TotalMarks:100
ExternalMarks:70
InternalMarks:30
Credits:6
Pass Percentage:40%

Objectives: To impart knowledge about: i)Various construction techniques ii) Applying these techniques in garment construction

Section A
UNIT: I

1. Making samples of:

Handstitches

i .Even, uneven, diagonal tacking.
ii Visible, invisible hemming
iii Backstitch
iv Blanket stitch

2. Machine seams
   i. Plain seam
   ii. Run'n'fell
   iii. French seam
3. Counter seam Plackets
   i. Two piece
   ii. One piece
   iii. Zip placket

4. Pockets
   i.Patch pocket
   ii.Cross pocket
5. Sleeves
   i. Plain
   ii. Puff
   iii. Petal
   iv. Magyar

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6. Saddle Collars

i. Peterpan
ii. Cape collar
iii.Sailor collar

Necklines

i. round neckline with binding
ii. Vneck line with shaped facing

UNIT:II

Needle Craft
i) Basic 10 stitches
ii) Patchwork and Quilting
iii) Applique
iv)Smocking

Dyeing And Printing
i) Screen printing
ii) Stencil printing
iii) Fabric painting

Section B

UNIT:III

Construction of following garments
I Kids Wear i. A-Line ii.Party wear iii. Nightwear IISalwar-kameeziii. Sariblouse

UNIT:IV

Construction of following garments
i. Ethnicwear
ii. Westernwear
iii. Trousers

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FashionIllustration

Total Marks:100
External Marks:70
Internal Marks:30
Credits:6
Pass Percentage:40%

Objectives:To enable students to understand: i) Figure sketching. ii) Illustration techniques for various garment details.

SectionA

1. Creating different fabric texture using different colour medium and techniques: Denim, Nets, Chiffon, Velvet, Fur, Corduroy, Satin.

2. Illustration of figure with dresses: Casual wear, Sports wear, Beach wear, Night wear, Party wear, Bridal wear, Ethnic wear, Western wear.

SectionB

3. Designing jewellery for casual and formal wear. (3 sheets each). Accessories- Shoes, Bags, Purses, Belts, Hats. (3 sheets each)

4. Designing women wear by taking inspiration from various sources: Style read the design, suggest the suitable fabric and layout. i)Salwarkameez.ii)Sariblouse.iii)Ethnicwear iv)Western wear(formal) vi) Trousers

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Fundamentals of Textile

TotalMarks:100
ExternalMarks:70
InternalMarks:30
Credits:4
PassPercentage:40%

Section A
Unit-I

- [illegible] textile and its importance in fashion design.
- [illegible] of textile fiber

Unit-II

- [illegible] fibers: properties & manufacture of (a)Natural: Cotton, Linen, Silk, Wool. (b)Man-made: Rayon, Nylon, Spandex

Section B
Unit-III

- [illegible] of yarns (a)Simple, (b)novelty, (c)bulk.
- [illegible] (a)Felting, (b)bonding, (c)weaving, (d)knitting

Unit-IV

- Traditional fabrics of different states of India. a)Kashmir-shawls b)Bengal-baluchar, jamdani c)Pochampalli d)Gujarat-patola e)Rajasthan-bandhani f)Andhra Pradesh-pochampalli kalamkari g)MadhyaPradesh-Chanderi.

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Fundamentals of Textile Lab

Total Marks:100
External Marks:70
Internal Marks:30
Credits:2
Pass Percentage:40%

1. To develop one sample each for the following Traditional Embroideries i) Phulkari, ii)Kantha iii)Kashmiri iv) Chikankar v) Kathiawar vi) Chamba Rumal vii)Kasuti
2. Dyeing and Printing i)Tie & Dye ii)Batik iii)Blockprinting iv)ScreenPrinting v)fabricpainting
3. Incorporate atleast one technique in a garment

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CAD in Fashion

TotalMarks:100
ExternalMarks:70
InternalMarks:30
Credits:6
PassPercentage:40%

Objectives: To impart knowledge about: i)Coreldraw and Photopaint. ii) CAD based application in fashion designing.

Section A
UNIT-I

1. i)Introduction to computers. ii)Using internet.

UNIT-II

2. Corel Draw
   - i) Study tools in detail.
   - ii) Create a composition: Geometrical,Abstract.
   - iii) Create prints: Traditional, Nursery, Floral.
   - iv) Create texture: Denim, Leather, Corduroy, Net.
   - v) Draw three profiles of female figure (front,back,three-fourth).

Section B
UNIT-III

3. Photopaint i)Study tools in detail. ii)Draping simulation.

UNIT-IV

4. Corel Draw: Design ten sheets of female wear; working on different activities. (casual, sporty, ethnic, western, executive, night, formal, gown.)

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Project

Total Marks:100
External Marks:70
Internal Marks:30
Credits:6
Pass Percentage:40%

1. Visit to fashion house/ Export house/ Boutique/ Textile industry.
2. Designing and construction of Two female dresses.

References:

1. ElaineStone,"TheDynamicsofFashion",FairchildPublications(2008).
2. Craik,J.,"TheFaceofFashion",NewYork:Routledge,1994.
3. Frings G.S.(1982), "Fashion from concept to consumer", Prentice Hall Inc.,Englewood cliffs,New Jersey.
4. Flugel,J.,"ThePsychologyofclothes",London:HogarthPress.
5. Brathes,R.,"TheFashionSystem",NewYork:HillandWang,Farrar,StrawsandGiroux
6. BakerE,LouiAandPunchcardV91976)CompleteGuidetoSewing.TheReader'sDigestAssociationInc, NewYork.
7. DoongajiandDeshpandeR(1991)BasicProcessofClothingConstruction.RajParkashan,NewDelhi.
8. MullickPL(2002)GarmentConstructionSkills.KalyaniPublishers,New Delhi.
9. BrideMWhelan,"ColorHarmony",RockfortPublishers,1992.
10. GoldStein,"ArtinEverydaylife",IBHPublishingCo,Calcutta,1992.

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2022-23

SHORT TERM COURSE – GOVT. COLLEGE, PUNJAB

CERTIFICATE COURSE IN STOCK MARKET AND TRADING OPERATIONS

Objective:

The objective of this course is to equip the students with the highest standards of ethics, education, and professional excellence in the stock market industry and with wide experience in the securities trading operations.

Duration of the Course: 6 Months

Eligibility: A student enrolled in any of the degree courses in college.

Learning Outcome:

After completing the course, the student will be able to:

1. Understand the working of the investment industry.
2. Understand different types of securities and their differences.
3. Fundamentally analyse different types of securities on the levels of economy, industry and company.
4. Perform Technical Analysis, draw charts, draw support and resistance levels and also understand Price Patterns.
5. Manage portfolio of investments depending on the need of the investor.
6. Use derivatives for arbitrage, hedging and speculation purposes.
7. Calculate, assess and manage risks

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INSTRUCTIONAL DESIGN

PROGRAMME STRUCTURE

CODE	COURSE TITLE	CREDIT
GC-CST1	ELEMENTS OF FINANCIAL SERVICES AND MARKET	6
GC-CST2	BASICS OF SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT	6
GC-CST3	RISK MANAGEMENT	6
	TOTAL	18

Certificate Programme In IT Enabled Services

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

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

Duration of the Course:

Certificate course: 6 months

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

Outline of the Course

Sr. No.	Topics	
Topics covered under Certificate Course are Sr. No. 1,2 and 3		
1	GC-IT-01T Fundamentals of IT	Credits: 6
2	GC-IT-02T Office Automation	Credits: 6 (4 Th. 2 Lab)
3	GC-IT-03T E-Commerce & Social Media	Credits: 6 (4 Th. 2 Lab)

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Fundamentals of IT (Credits: 6)

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 6
Pass Percentage: 40%

Section A

Unit I: Introduction of Computer: Characteristics of the Computer, Block diagram of a Computer, Classification and Generations of Computer, *Input Devices:* Keyboard, Mouse, Trackball, Space ball, Joystick, Light pen, Touch screen, Digitizer, Data Glove, Scanner, Speech Recognition Devices, Optical Recognition Devices; OMR, OBR, OCR, MICR, Video Cameras, *Output Devices:* Monitors, Printers and its types, Plotters and its types, Speakers, Multimedia Projector.

Unit II: Computer languages: Machine language, assembly language, high level language, 4GL. *Language Translators:* Compiler, Interpreter, and Assembler. *Software:* Types of Software: System Software, Application Software, and Firmware. *Memories:* Memory Hierarchy, Memory Types: Magnetic core, RAM, ROM, Secondary, Cache, Overview of storage devices: floppy disk, hard disk, compact disk, tape.

Unit III: Operating System: Functions of Operating System, Types of Operating System, Types of Operating System, Windows concepts, features, windows structure, desktop, taskbar, start menu

Unit IV: Basics of Computer: Turning on a computer, booting up, Desktop, Shortcut, Icons, Recycle Bin, Start Menu, My Computer, Computer's Devices and Drives, Storage, Removable Storage, CD/DVD Drive, floppy drive, and USB flash drive, Hard drive, Control Panel, The Window, Parts of Window, File Explorer, Files, Folders, Directories, Command, Menus, Keyboard, Function Keys, Normal Keys, Special keys, Direction keys, Numeric Keypad, Numeric Keys, Mouse: Left button, Right Button, Windows Accessories, Sharing Information between Programs. Virus, Antivirus, Peripherals can use with your computer

Section B

Unit V: Computer Networks: Components of data communication, modes of communication, standards and organizations, Network Classification, Network Topologies; Network Types, Transmission media, network protocol; layered network architecture. Basic of Computer networks: LAN, MAN, WAN.

Unit VI: Introduction to Internet: Evolution and Applications of Internet, Web Essentials: Clients, Servers, and Communication, Different ways to connect to the Internet, downloading, uploading, Browser, Secure browsing. Working with different Web Browsers, Web Address,

Website, Portal, Webpage, Internet Protocols, Internet chatting: Intranet, Extranet, Gopher, Mosaic, WAIS, Cybersecurity: hacking and ethical hacking.

Unit VII: Information Technology and Society: Applications of Information Technology in Business and Industry, Railway, Airline, Entertainment, Banking, Insurance, Inventory Control, Hotel Management, Education and Training, Mobile Phones, Information Kiosks, Weather Forecasting, Scientific Application

Unit VIII: Current Trends in IT Application: AI, Virtual Reports, Robots, Multimedia Technology. Advanced Trends in IT: Mobile Internet, GPS, 3G, 4G, Wi-Fi, Bluetooth, Cloud Technology, Virtual Reality, Nanotechnology

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Office Automation (Theory) (Credits: 4)

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

Section A

Unit I: Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files. *Using styles and templates:* Introduction to templates and styles; applying, modifying, Using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, changing document views

Unit II: Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents. *Formatting:* Formatting text, formatting paragraphs. Bullets and Numbering, Spell Check, Auto Correct, Auto Text, *Formatting pages:* Using layout methods, creating headers and footers, Numbering pages, Changing page margins, Adding comments to a document, Tabs.

Unit III: Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document. Formatting Text: Using RIGHT, LEFT, and MID functions; format text by usingUPPER, LOWER, and PROPER functions.

Unit IV: format text by using the CONCATENATE function, generating inference from Data: Pivot Table, Creating Charts, Data Cleaning: Removing duplicate values, Text to Columns,Converting a word document into various formats.

Section B

Unit V: Electronics Spreadsheets: Excel: Starting Excel, Excel Application Window, Components of Excel window, Anatomy of Excel Worksheet, Excel features, Undo and Redo, Printing, MS Excel Help,

Unit VI: Working with Workbook and Worksheet: Workbook: Creating Workbook, Opening and Exiting Workbook, Saving Copy, Closing Workbook. *Worksheet or Spreadsheet:*

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Inserting Worksheet, Deleting Worksheet, Renaming Worksheet, Cell, Cell Range, Manipulating Cell Contents, *Reference*: Absolute Reference, Relative Reference, Mixed Reference, Create and use basic formulas and functions, Different statistical function, Hide or unhide worksheets, Hide or unhide columns and rows

Unit VII: Graphs & Charts: Pie chart, Series chart, Line and area chart, Column chart, Bar chart variation, Apply chart layout, Add label, Change the style of chart, financial data visualization using graph and charts. *Pivot Table:* Functions performed on Pivot Table, Creation of Pivot table, Pivot chart, Creation of Pivot chart, Pivot chart Vs table, and Pivot tool.

Unit VIII: PowerPoint: Introduction, Structure of the Presentation, Creating and opening presentation, closing presentation, saving presentation, Exporting presentation, sharing presentation. Inserting new slide, adding, copying and deleting slides, Customizing slides, Text in slides, Applying themes, Adding tables and charts in the presentation, Adding pictures, audio and video in the presentation, printing the presentation, play the presentation.

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Office Automation (Lab) (Credits: 2)

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 2
Pass Percentage: 40%

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

1. Create, open, save and close a document.
2. Typing, coping, moving and deleting a word document.
3. Cut and copy, paste and paste special, save and save as
4. Text formatting: font size, font style, font color, subscript, superscript, upper/lower case etc.
5. Text alignment and character spacing
6. Indention and line spacing
7. Border and shading
8. Bullets and numbering
9. Find and replace and data sorting in a word document
10. Protect the document
11. Add chart in a word document. Create different types of charts in word document.
12. Size, margin, orientation of the page, hyphenation, columns and line numbers in word document.
13. Page color, page border, themes and watermarks in word document.
14. Adding tables, headers/footers, pictures, page numbers, special symbols, text box in word document.
15. Showing ruler, gridlines, document map, thumbnails, inserting word art, drop cap, hyperlink, and equation in word document.
16. Arranging, splitting windows in MS word.
17. Mail merge in MS word.
18. Create and run macros in MS word.
19. Set the print properties in word document.
20. Create, open, save and close a workbook.
21. Create a new worksheet, renaming, and moving sheet.
22. Entering, copying, moving and deleting data in cells and worksheets.
23. Insert and delete cells, columns and rows in MS Excel.
24. Formatting of data in cells.
25. Text formatting (font size, font style, font color, cell border etc.)
26. Text alignment
27. Text orientation, text direction, text control
28. Find and replace data in a sheet
29. Perform data sorting and data filtering in MS Excel.
30. Protect your worksheet and workbook.
31. Enter and perform some basic formulas in MS Excel.

Principal
S.D. College

32. Perform some basic functions in MS Excel.
33. Create different types of charts in MS Excel.
34. Set a size, margin, orientation of page in MS Excel.
35. The print properties of a worksheet in MS Excel.
36. Hide and unhide row and column in MS Excel.
37. Set column width and row height in MS Excel.
38. Adding text box, header/footers, pictures and special symbols in worksheet.
39. Arranging, splitting and hiding windows in MS Excel. And also freezing panes.
40. Create and run macros in MS Excel.
41. Create five Power point slides. Each slide should support different format. In these slides explain areas of applications of IT. Make slide transition time as 10 seconds.
42. Create five Power Point slides to give advantages/disadvantages of computer, application of computers and logical structure of computer.
43. Create five Power Point slides detailing the process of internal assessment. It should be a self-running demo.

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E-Commerce & Social Media (Theory) (Credits: 4)

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

Section A

Unit I: Introduction to E-Commerce: Meaning and concept, Types of E-Commerce, Importance in the context of today's business, technical components, functions, advantages of e-commerce as compared with traditional system of commerce, disadvantages and scope of e-Commerce, difference between e-commerce and e-business, Internet and its relation to e-commerce. State of e-commerce in India, problems and opportunities of e-commerce in India.

Unit II: Framework of E-Commerce: B2B, B2C, C2C, and C2B. Supply Chain Management, product and service digitization; Planning Online-Business: Web sites as market place, E – commerce, pure online vs. brick and click business.

Unit III: Operations of E Commerce: Electronic Payment Systems: Special features required in payment systems for e-commerce, Types of e-payment system; cash and currency servers, e-cheques, credit cards, smart cards, electronic purses and debit cards, Digital Cash, Electronic Cheque, Smart Card, Credit/Debit Card E-Money, Bit Coins and Crypto currency, Electronic Fund Transfer (EFT), Unified Payment Interface (UPI), Immediate Payment System (IMPS), Digital Signature and Certification Authority. Risk management options for e - payment systems. E-Marketing: Concept, types of e-marketing, means of advertising [Banner, Pop-up, sponsored link, email], ebranding. E-Finance: Areas of e-financing: e-banking and e-trading; E-Accounting.

Unit IV: Security and Legal Aspects of E-Commerce: Threats in E-Commerce, Security of Clients and Service-Provider, Cyber Law - Information Technology Act 2000: An overview of major provisions.

Section B

Unit V: Search Engine, E-mail, WWW, FTP, TELNET, IRC, Video conferencing, Skype, Zoom, Webex, Online shopping, *Blog Basics:* Introduction of blogs, developing blogs, designing blogs, RSS Reader, Blog services: Traditional blog services & Microblogging services, Improving blog's readability, Copyright in blog, Pinterest, Snapchat.

Unit VI: *YouTube:* Introduction, Advertisements on YouTube, Searching videos on YouTube, Understanding and adjusting privacy settings, Parental controls and restricted mode, Creating your own YouTube channel, Uploading your own videos, Earning money through YouTube. *Whatsapp:* Introduction, Creating Whatsapp account, Text messages, Voice calls, Deleting a Whatsapp account.

S.D. College, Barnala

Unit VII: Creating a Facebook account, Need of Facebook privacy, Understanding and adjusting privacy settings, Timeline and tagging settings, Blocking unwanted communication, Sharing on Facebook, Social plug-ins, Chat and Messages, Unfollow and unfriend, Facebook groups, Creating Facebook Page, Forgot password and recovering account information, Deactivating Facebook account, Deleting Facebook account. *Instagram:* Creating an Instagram account, Navigating Instagram, Sharing photos on Instagram, Sharing videos on Instagram, Searching and following on Instagram, Understanding and adjusting privacy settings, Deleting Instagram account

Unit VIII: LinkedIn: Introduction, Why LinkedIn, Creating a LinkedIn account, Navigating LinkedIn, Creating LinkedIn profile, Tips for an effective profile, Adding connections on LinkedIn, Searching for jobs on LinkedIn, Understanding and adjusting privacy settings, Deleting LinkedIn account. ***Twitter:*** Introduction, Creating a twitter account, Steps to tweet, What is hashtag?, Following and connecting on twitter, Customizing twitter account, Understanding and adjusting privacy settings, Deleting twitter account.

E-Commerce & Social Media (Lab) (Credits: 2)

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 2
Pass Percentage: 40%

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

Principal
S.D. College, Barnala

ADD-ON COURSE ON PROFESSIONAL ETHICS AND HUMAN VALUES (2022-23)

Sanatan Dharma College Hoshiarpur
Affiliated to Panjab University, Chandigarh
Recognized by UGC Under section 2(f) 12 B
Accredited by NAAC B+

ABOUT THE INSTITUTE

Under the inspiring leadership and able guidance of the third illustrious president and Secretary of the College Managing Committee, Maa Sneh Amrit Anand ji and Late Sh. G. D. Malhotra ji, the college took giant strides in becoming one of the most sought after Post-graduation institutions of the region. Both these luminaries strived hard to introduce professional courses like BBA,PGDCA, BCA and B.Sc. (Bio-Technology) in the college. In addition to these coveted courses, they were instrumental in adding vocational subjects like Computer Applications and Fashion Designing in Arts Stream. It paved the way for arts students to compete with their counter-parts and other professional streams.

MISSION

Providing Quality Education, student-centered teaching-learning processes, and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas. The institution aims at imparting technical education that encourages independent thinking, develops a strong domain of knowledge, and hones contemporary skills and positive attitudes toward the holistic growth of young minds. Besides this, the institution also aims at evolving into a Center of Academic and Research Excellence.

ABOUT ADD-ON COURSE

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for the cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people. The process of developing into a modern nation, with new social, political, and economic institutions, and with emphasis on science and technology, has thrown up much new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

DETAILS OF THE COURSE

The add-on course on professional ethics and human values will be of a minimum of 30 hours. Verbal explanations, as well as demonstrations, will be given to aid the process of learning.

TIMING: 2.15 P.M. to 3:00 P.M.
CHARGES: There will be no charges.

ADDRESS

Deep Nagar, Phagwara Road,
Hoshiarpur

CONTACT US

www.sdcollegehsp.net,

Parshant Sethi
(PRINCIPAL)

Mrs Jyoti Bala
(CONVENER)

Principal
S.D. College

AD-ON COURSE ON HUMAN VALUE AND PROFESSIONAL ETHICS
ORGANISED BY DEPARTMENT OF MANAGEMENT
SESSION (2022-23)

INTRODUCTION

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people. In the present times of unprecedented changes dislocating traditional values and creating conflict between traditional and new values there is a universal concern in respect of erosion of values, promoting values and culture which fit in with the needs of the modern times. This concern is universal but is more acute for our country which has lead its own distinct culture, worked view and a living value tradition. The process of developing in to a modern nation, with new social, political and economic institutions, and with emphasis on science and technology, has thrown up many new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

GUIDLINES FOR CONDUCT OF ADD-ON COURSE

It is informed that the following guidelines are to be followed for the conduct of ad-on Courses (VAC) during the odd semester of 2022-23:

i. The classes for all add-on will be conducted from 2.15 PM to 3.00 PM on every day during the odd semester of academic year 2022-23.

iii. The duration of a add-on course is 30 hours with a combination of 30 hours including theory and practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.

iv. The add-on can be offered only if there are at least five students opting for it.

OBJECTIVE OF THE COURSE:-: To help the students to discriminate between valuable and superficial in the life. To help students develop sensitivity and awareness; leading to commitment and courage to act on their own belief.

TEACHING METHODS:- Lecture ,discussion method,PPTs.

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S.D. College, Hoshiarpur

RESOURCES AND LINK - A Foundation course in human values and professional ethics by R.R. Gaur,R.Sangal,G.P. Bagaria and Internet https://www.wikipedia.com

SYLLABUS PLAN

TOPIC	TEACHING POINTS	NO. OF DAYS
Introduction	Need, Basic Guidelines, Content and Process for Value Education.	3 days
Self Exploration	Self Exploration: Concept: its content and process; natural acceptance' and Experiential Validation- as the mechanism for self exploration.	5 days
Continuous Happiness and Prosperity	Continuous Happiness and Prosperity- A look at basic Human Aspirations Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority	7 days
Understanding Happiness and Prosperity correctly	Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario Method to fulfill the above human aspirations: understanding and living in harmony at various levels	6 days
Understanding Harmony in the Human Being	Understanding Harmony in the Human Being - Harmony in Myself: Understanding human being as a co-existence of the sentient 'I' and the material 'Body'; Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha .	6 days

College, Hoshiarpur

Understanding the harmony of I with the Body	Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail, Programs to ensure Sanyam and Swasthya	4 days
Understanding Harmony in the Family ,Society and nature	Understanding harmony in the Family- the basic unit of human interaction. Understanding the harmony in the Nature, Interconnectedness and mutual fulfillment among the four orders of nature-recyclability	4 days
Competence in professional ethics:	Ability to utilize the professional competence for augmenting universal human order, Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems.	5 days

Principal
S.D. College, Hoshiarpur

CERTIFICATE COURSE IN FASHION ILLUS IRA...
2021-22 AND DESIGN CONCEPT 2021-22..

Sanatan Dharama College, Hoshiarpur

Affiliated by Panjab University, Chandigarh.
Recognized UGC under section 2(f) 12B NAAC Accredited.
ISO 9001:2015 certificate no. BRITO2676

Certificate course

In

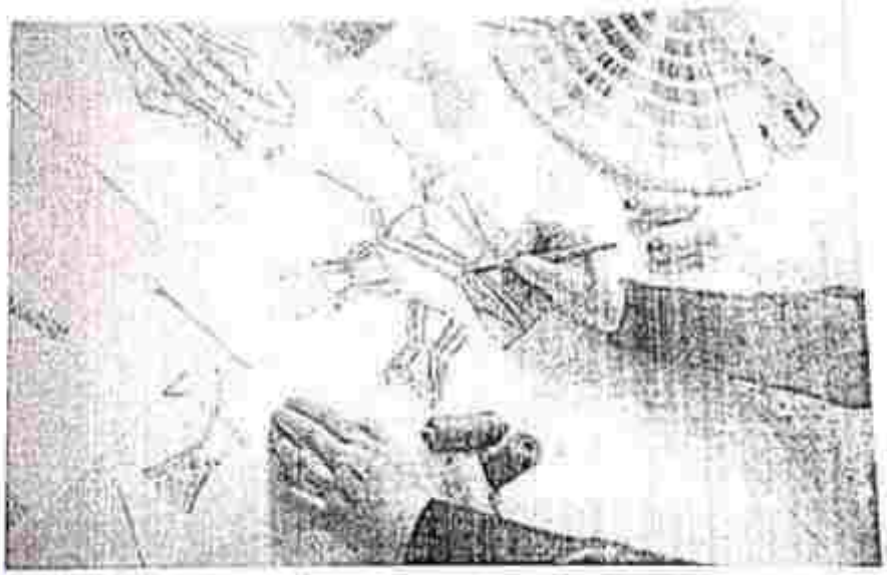
Fashion illustration and design concept

Chief Patron
Ms. Hema Sharma

Patron
Shri Shri Gopal Sharma

Director
Dr. Nand Kishor
(Principal)

Duration : 30 Hours
Start date: 18th April , 2022.



Principal
S.D. College Hoshiarpur

No fee will be charged.

Certificates will be provided to the participants upon successful completion.

Coordinator
Mrs. Neha

Sanatan Dharma College

Hoshiarpur

Department of Fashion Designing

Value added Course

Course Title:

Fashion illustration and Design concept.

Duration:

30 Hrs including Theory and Practical.

Course Description: This course is designed to give students both theoretical and practical working knowledge of the surface ornamentation designs and techniques on apparels.

Prerequisites: Understanding of the basic Fashion illustration and ways to implement these designs.

Course Coordinator:

Mrs. Neha

Principal
S.D. College, Hoshiarpur

Course Title: Fashion illustration and Design concept.

Student Learning Objectives:

The student will be able to:

1.students will learn how to Fashionable products starting with a fashion drawing.

2. Students will become students and will be able to create their own designs on apparel.

3. Students will learn about different types of designing

4. Students will learn how to create designs on fabric with different designs.

5. Students will gain knowledge about fashion Designs.

6. Students will be able to create their own products and sell them.

Course Outline: Fashion illustration and Design concept.

Sr. No.	Topics	Method of Instruction	Duration
1	Definition of Fashion	lecture use with PPT and practical	6 Hours
2	Theories of Fashion Adoptions.	lecture use with PPT and practical	6 Hours
3	Fashion Illustration and color schemes.	lecture use with PPT and practical	6 Hours
4	Element and principle of designing.	lecture use with PPT and practical	6 Hours
5	Fashion cycle and fashion Forecasting .	lecture use with PPT and practical	6 Hours

Principal
S.D. College, Hoshiarpur

Course Title: **Fashion illustration and Design concept.**

Required Textbook: Clothing and Textiles (sushma gupta)

Attendance:

75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies and sample file in Department Office.

Students with 60 % and more marks will be issued e-Certificates of Completion.

Principal
S.D. College, Ludhiana

Fashion Illustration and Design concept.

2hrs. /week | Theory paper | M.marks 50

Objectives:

To impact the knowledge about:

1. Definition of Fashion
2. Theories of Fashion Adoptions.
3. Fashion Illustration and color schemes.
4. Element and principle of designing.
5. Fashion cycle and fashion Forecasting .

UNIT-1

1. Definition of Fashion

- Fashion
- Fad
- Style
- Trends
- ass fashion
- High Fashion

2. Theories of Fashion Adoptions.

3. Fashion Illustration and color schemes.

- Basic block figure
- color wheel
- figure in different poses

4. Element and principle of designing.

- Element of Art
- Principle of designs

5. Fashion cycle and fashion Forecasting .

Principal
S.D. College, Hoshiarpur

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ADD-ON COURSE ON PROFESSIONAL ETHICS AND HUMAN VALUES IN MANAGEMENT (2021-22)

Sanatan Dharma College Hoshiarpur
Affiliated to Panjab University, Chandigarh
Recognized by UGC Under section 2(f) 12 B
Accredited by NAAC B+

ABOUT THE INSTITUTE

Under the inspiring leadership and able guidance of the third illustrious president and Secretary of the College Managing Committee, Maa Sneh Amrit Anand ji and Late Sh. G. D. Malhotra ji, the college took giant strides in becoming one of the most sought after Post-graduation institutions of the region. Both these luminaries strived hard to introduce professional courses like BBA,PDGCA, BCA and B.Sc. (Bio-Technology) in the college. In addition to these coveted courses, they were instrumental in adding vocational subjects like Computer Applications and Fashion Designing in Arts Stream. It paved the way for arts students to compete with their counter-parts and other professional streams.

MISSION

Providing Quality Education, student-centered teaching-learning processes, and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas. The institution aims at imparting technical education that encourages independent thinking, develops a strong domain of knowledge, and hones contemporary skills and positive attitudes toward the holistic growth of young minds. Besides this, the institution also aims at evolving into a Center of Academic and Research Excellence.

ABOUT ADD-ON COURSE

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for the cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people. The process of developing into a modern nation, with new social, political, and economic institutions, and with emphasis on science and technology, has thrown up muchS new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

DETAILS OF THE COURSE

The add-on course on professional ethics and human values will be of a minimum of 30 hours. Verbal explanations, as well as demonstrations, will be given to aid the process of learning.

TIMING: 3.00 P.M. to 3:40 P.M. P.M.
CHARGES : There will be no charges.

ADDRESS

Deep Nagar, Phagwara Road,
Hoshiarpur

CONTACT US

www.sdcollegehsp.net,

Dr.Nand kishor
(PRINCIPAL)

Principal
S.D. College, Hoshiarpur

Mrs Jyoti Bala
(CONVENER)

ADD-ON COURSE ON PROFESSIONAL ETHICS AND HUMAN VALUES IN MANAGEMENT EDUCATION

S.D.COLLEGE HOSHIARPUR

ADD-ON COURSE ON PROFESTIONAL ETHICS AND HUMAN VALUES

IN MANAGEMENT EDUCATION

ORGANISED BY DEPARTMENT OF MANAGEMENT

SESSION (2021-22)

INTRODUCTION

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people. In the present times of unprecedented changes dislocating traditional values and creating conflict between traditional and new values there is a universal concern in respect of erosion of values, promoting values and culture which fit in with the needs of the modern times. This concern is universal but is more acute for our country which has lead its own distinct culture, worked view and a living value tradition. The process of developing in to a modern nation, with new social, political and economic institutions, and with emphasis on science and technology, has thrown up many new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

GUIDLINES FOR CONDUCT OF VALUE ADDED COURSE

It is informed that the following guidelines are to be followed for the conduct of Value Added Courses (VAC) during the even semester of 2021-22:

i. The classes for all VAC will be conducted from 3.00 PM to 3.40 PM on every day during the even semester of academic year 2021-22.

iii. The duration of a value added course is 30 hours with a combination of 30 hours including theory and practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.

iv. The VAC can be offered only if there are at least five students opting for it.

Principal
S.D. College, Hoshiarpur

[redacted]URSE IN [redacted]

OBJECTIVE OF THE COURSE:- To help the students to discriminate between valuable and superficial in the life. To help students develop sensitivity and awareness; leading to commitment and courage to act on their own belief.

TEACHING METHODS:- Lecture ,discussion method,PPTs.

RESOURCES AND LINK:- A Foundation course in human values and professional ethics by R.R. Gaur,R.Sangal,G.P. Bagaria and Internet https://www.investopedia.com

SYLLABUS PLAN

TOPIC	TEACHING POINTS	NO.OF TEACHING DAYS
Introduction	Need, Basic Guidelines, Content and Process for Value Education.	5 days
Self Exploration	Self Exploration: Concept; its content and process; natural acceptance' and Experiential Validation- as the mechanism for self exploration.	8 days
Continuous Happiness and Prosperity	Continuous Happiness and Prosperity- A look at basic Human Aspirations Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority	8 days
Understanding Happiness and Prosperity correctly	Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario Method to fulfill the above human aspirations: understanding and living in harmony at various levels	8 days

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S.D. College, Hoshiarpur

Understanding Harmony in the Human Being	Understanding Harmony in the Human Being - Harmony in Myself: Understanding human being as a co-existence of the sentient 'I' and the material 'Body'; Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha .	8 days
Understanding the harmony of I with the Body	Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail, Programs to ensure Sanyam and Swasthya	8 days

Principal
S.D. College, Hoshiarpur

Cluster

CERTIFICATE COURSE IN INDUSTRIAL MICROBIOLOGY TECHNIQUES 2021-22

Sanatan Dharama College, Hoshiarpur

Affiliated by Panjab University, Chandigarh.
Recognized UGC under section 2(f) 12B NAAC Accredited.
ICO 9001:2015 certificate no. BRITO2616

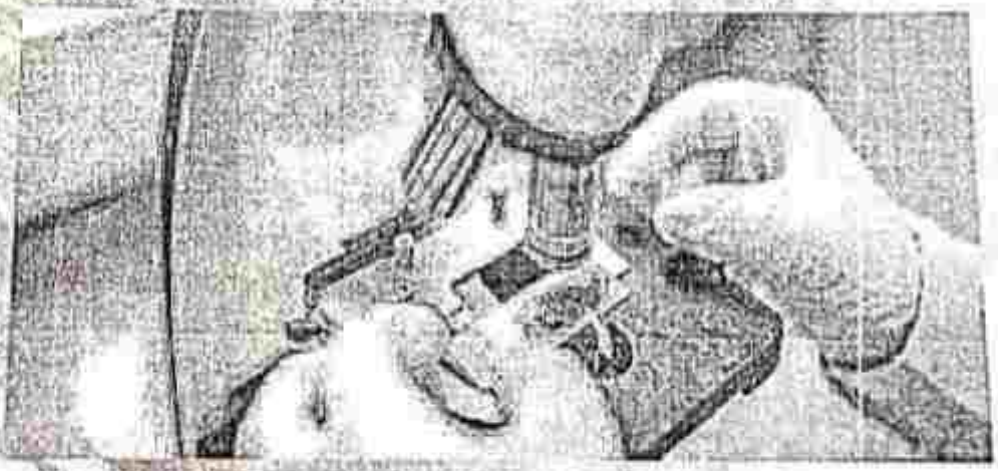
Certificate course
In
Industrial Microbiology Techniques

Chief Patron
Ms. Hema Sharma

Patron
Shri Shri Gopal Sharma

Director
Dr. Nand Kishor
(Principal)

Duration : 30 Hours
Start date: 08th october, 2021



No fee will be charged and register till 06th october,2021

Certificates will be provided to the participants upon successful completion.

Principal
S.D. College, Hoshiarpur

Coordinators
Ms. Anu
(HOD)
Department of Biotechnology

Co- coordinator
Dr. Kanwardeep singh Dhaliwal
(Department of Biotechnology)

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Sanatan Dharma College, Hoshiarpur

Department of Biotechnology

Certificate Course

Course Title:

Industrial Microbiology techniques

Eligibility:

Student s should be enrolled in B. Sc. (H) Biotechnology at S D College, Hoshiarpur.

Duration:

30 Hrs including Theory and Practical.

Course Description:

Physiology, nutrition and growth of microorganisms important to various industries. Control of microbial growth in industrial production process. Application of microorganisms in production of cells, primary and secondary metabolites.

Prerequisites:

Basic knowledge of Biotechnology, Microbiology and Cell Culture.

Course Coordinators:

Mrs Anu

Dr. Kanwar Dhaliwal

Principal
S.D. College, Hoshiarpur

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Course Title:

Industrial Microbiology techniques

Student Learning Objectives:

The student will be able to:

1. Students will become familiar with basic microbiology, cell biology, cell culturing and fermentation processes.
2. Students will be able to design industrial microbial production processes
3. Students will learn how to select and improve strain quality of microbes.
4. Students will learn how to construct microbial production process *de-novo*.
5. Students will be able to determine and elucidate upon microbial kinetics.
6. Students will become familiar with the principles and applications of fermentation processes.
7. Students will be able to perform production of Alcoholic beverages (wine), Bakery Products.
8. Students will be able to perform qualitative and quantitative tests.
9. Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
10. Students will use Laboratory, fermentation, computer modelling or other appropriate forms of technology to achieve educational and personal goals.

Principal
S.D. College, Hoshiarpur

Course Outline:

Industrial Microbiology techniques

Sr. No.	Topics	Method of Instruction	Duration
1	UNIT I Basic Concepts of Microbiology, Cell biology, Cell Culture and Microscopy. Staining methods. Sterilization methods.	Classroom Lectures with use of PPT and Practicals	4 Hours
2	UNIT II Design of Industrial microbial production process: Product selection, Strain Design and Selection, Strain Improvement, Criteria for Design and Optimization of Industrial fermentation process	Classroom Lectures with use of PPT and Practicals	6 Hours
3	UNIT III Microbial growth: Growth curve, Generation time, synchronous batch and continuous culture, measurement of growth and factors affecting growth of bacteria. Microbial Metabolism: Metabolic pathways, amphi-catabolic and biosynthetic pathways Microbial Reproduction: Transformation, Transduction and Conjugation. Endospores and sporulation in microbes.	Classroom Lectures with use of PPT and Practicals	6 Hours
4	UNIT IV Applications of Industrial Microbial Production Processes: Production of Dairy Products, Alcoholic Beverages, Bakery products, Antibiotics, Enzymes, Citric acid and Vitamins.	Classroom Lectures with use of PPT and Practicals	4 Hours
5	PRACTICALS 1. Use of Bright field microscope. 2. Isolation of microorganisms from water and soil sample 3. Streaking and spreading methods. 4. Staining methods. 5. Coliform test. 6. MTT assay. 7. Antibiotic sensitivity tests of microbes 8. Wine production from grape juice and alcohol testing by titration. 9. Microbial growth curve 10. MBRT test of milk quality.	Lab Practical.	10 Hours

Principal
S.D. College, Hoshiarpur

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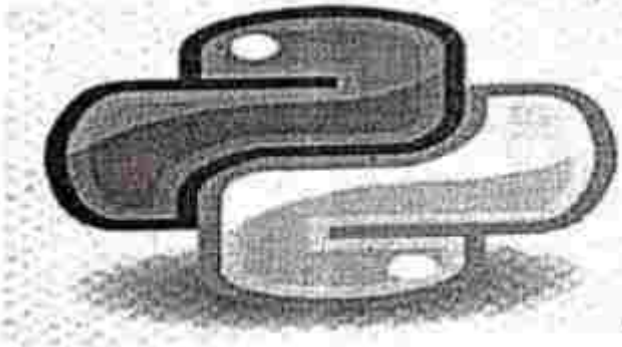
S.D.COLLEGE HOSHIARPUR

Value Added Training Programme

On

Mastering Python

By Department Of Computer Applications



20th April to 31st May 2022

Timings: 2:00 to 3:00 PM

Note: Certificate will be provided to all participants

HOD : Nisha Arora

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VALUE ADDED COURSE ON INTRODUCTION TO PYTHON 073

S.D. COLLEGE HOSHIARPUR

VALUE ADDED COURSE ON INTRODUCTION TO PYTHON

ORGANISED BY DEPARTMENT OF COMPUTER APPLICATIONS

SESSION (2021-22)

INTRODUCTION

Python is a general-purpose, versatile, and powerful programming language. It was created by Guido van Rossum, and released in 1991. From web development to machine learning to data science, Python is the language for all. It is used wildely for:

web development (server-side),

software development,

mathematics,

system scripting.

Python is an in-demand, accessible programming language with an active, ever-growing community of users.

GUIDLINES FOR CONDUCT OF SHORT TERM COURSE

It is informed that the following guidelines are to be followed for the conduct of Value Added Courses (VAC) during the even semester of 2021-22:

i. The classes for all VAC will be conducted from 2.00 PM to 3.00 PM on every day during the even semester of academic year 2021-22 in offline mode.

iii. The duration of a value added course is 30 hours with a combination of 30 hours including theory and practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.

iv. The VAC can be offered only if there are at least five students opting for it.

OBJECTIVE OF THE COURSE:-: To help the students to step in corporate world with latest AI based skills. To help students to become incredibly versatile, as it's used in a variety of fields, from data science and machine learning to game design..

TEACHING METHODS:- Classes using Google meet, practicals , Assignments and Lecture.

Principal
S.D. College, Hoshiarpur

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RESOURCES AND LINK:- A Foundation course in human values and professional ethics by R.R. Gaur,R.Sangal,G.P. Bagaria and Internet: https://www.analyticsvidhya.com

SYLLABUS PLAN

TOPIC	TEACHING POINTS	NO.OF TEACHING DAYS
Basics of Python for Data Analysis	Why learn Python for data analysis? How to install Python? Running a few simple programs in Python	10 Hrs
Python libraries and data structures	• Python Data Structures • Python Iteration and Conditional Constructs like if-else, while, for loop	10 Hrs
• Python Libraries Introduction	• Numpy • Pandas • Scipy	8 Hrs
OOPs Concepts in Python	Functions Arrays Classes/Objects in Python	8 Hrs.

Principal
S.D. College, Hoshiarpur

SKILL ORIENTED COURSES

Sanatan Dharma College
Hoshiarpur

AFFILIATED TO PANJAB UNIVERSITY CHANDIGARH
Recognized UGC under Section 2(f) 12 B NAAC Accredited

Skill Oriented Courses

Admissions Open

Affiliated to

JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY, PATIALA

Well equipped Infrastructure
Highly Qualified Faculty

Program	Course	Duration	Fees
Certificate	IT enabled Services	6 Months	3500
Diploma	IT enabled Services	1 Year	7000
Certificate	Creative Writing and Content Development	6 Months	3500
Certificate	Stock Marketing and Trading Operations	6 Months	3500
Certificate	Programme in GST Applications	6 Months	3500
Certificate	Accounting and Taxation	6 Months	3500
Certificate	Embroidery	6 Months	3500
Certificate	Fashion Designing	6 Months	3500
Diploma	Fashion Designing	1 year	7000
Certificate	Mushroom cultivation	6 Months	4000
Certificate	Food Preservation	6 Months	4000
Diploma	Food Preservation	1 year	7000

Last Date of Admission 15th March, 2022.

Classes Staring 16th March 2022

Eligibility +2 (any Stream) enrolled in Degree program offered at College.

Contact : 01882-249968 (0) 7380278212 (M) 9888159117 (M)

Website : http://www.sdcollegehsp.net

Other Courses Offered: (with affiliation from Panjab University, Chandigarh)

M.Com | B.Com | B.A. | B.B.A. | B.C.A. | PGDCA
B. VOC | B.Sc Non-Medical | B.Sc.(H) BIO-TECH

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91.

(Established by the Act No. 10 of 2019 of the Legislature of the State of Punjab)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

Email ID registrar@psou.ac.in
Contact No. 94633 52523

Ref No. PSOU/Admin /2022/ 11499

S.D. COLLEGE, HOSHIARPUR
DIARY No. 451
DATE 10/03/2022
FILE HEAD
SIGN OF CLERK

Dated : 08.03.2022

ਵੱਲ:

ਪ੍ਰਿੰਸੀਪਲ,
ਐਸ.ਡੀ. ਕਾਲਜ,
ਹੁਸਿਆਰਪੁਰ।

ਵਿਸ਼ਾ: ਸਰਟੀਫਿਕੇਟ/ ਡਿਪਲੋਮਾ ਕੋਰਸਾਂ ਵਿੱਚ ਦਾਖਲੇ ਕਰਨ ਲਈ ਜਨਵਰੀ 2022 cycle ਦੀ ਮੰਨਜੂਰੀ (Affiliation) ਦੇਣ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਆਪ ਜੀ ਦਫਤਰ ਤੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ. ਨਿਲ dated 05.03.2022 ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੇ ਸਨਮੁੱਖ ਆਪ ਜੀ ਦੀ ਸੰਸਥਾ (ਕਾਲਜ) ਨੂੰ ਜਨਵਰੀ 2022 cycle ਲਈ ਹੇਠ ਲਿਖੇ ਸਰਟੀਫਿਕੇਟ/ ਡਿਪਲੋਮਾ ਕੋਰਸਾਂ ਵਿੱਚ ਦਾਖਲੇ ਕਰਨ ਲਈ ਮੰਨਜੂਰੀ (Affiliation) ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ:-

1. Certificate/ Diploma in IT enabled Services.
2. Certificate / Diploma in Food Preservation.
3. Certificate Programmme in GST Application.
4. Certificate Course in Mushroom Cultivation.
5. Certificate Course in Creative Writing and Content Development.
6. Certificate Course in Accounting and Taxation.
7. Certificate Course in Stock Marketing and Trading Operations.
8. Certificate Course in Embroidery.
9. Certificate / Diploma Course in Fashion Designing.

ਉਕਤ ਕੋਰਸਾਂ ਵਿੱਚ ਦਾਖਲੇ ਦੀ ਮੰਨਜੂਰੀ ਹੇਠ ਲਿਖੀਆਂ ਸਰਤਾਂ ਦੇ ਅਧਾਰ ਤੇ ਦਿੱਤੀ ਜਾ ਰਹੀ ਹੈ:-

1. ਕਾਲਜ ਨੂੰ ਮੰਨਜੂਰੀ (Affiliattion) ਕੇਵਲ ਉਕਤ ਕੋਰਸਾਂ ਵਿੱਚ ਦਾਖਲਾ ਕਰਨ ਲਈ ਦਿੱਤੀ ਗਈ ਹੈ।
2. ਕਾਲਜ ਵੱਲੋਂ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਇਹਨਾਂ ਕੋਰਸਾਂ ਸਬੰਧੀ ਨਿਰਧਾਰਤ ਸਿਲੇਬਸ, ਫੀਸ ਆਦਿ ਸਬੰਧੀ ਸਮੇਂ-2 ਤੇ ਜਾਰੀ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇਗੀ।
3. ਇਹਨਾਂ ਕੋਰਸਾਂ ਵਿੱਚ ਦਾਖਲ ਹੋਣ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਨਿਰਧਾਰਤ ਕੀਤੀ ਗਈ ਯੋਗਤਾ ਅਤੇ ਸਬੰਧਿਤ ਸਰਟੀਫਿਕੇਟ ਤਸਦੀਕ ਕਰਨ ਦੀ ਜੁੰਮੇਵਾਰੀ ਕਾਲਜ ਦੀ ਹੋਵੇਗੀ।
4. ਇਹਨਾਂ ਕੋਰਸਾਂ ਵਿੱਚ ਦਾਖਲੇ ਕਰਨ ਉਪਰੰਤ ਵਿਦਿਆਰਥੀਆਂ ਦੀਆਂ ਲਿਸਟਾਂ/ ਰਿਟਰਨ (ਪੂਰਨ ਵੇਰਵਿਆਂ ਸਮੇਤ) ਅਤੇ ਨਿਰਧਾਰਿਤ ਫੀਸ ਆਦਿ ਨਾਲ ਤਰੁੰਤ ਯੂਨੀਵਰਸਿਟੀ ਨੂੰ ਮਹੁਈਆਂ ਕਰਵਾਈ ਜਾਵੇਗੀ।
5. ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਸਮੇਂ-2 ਤੇ ਵਿਦਿਆਰਥੀਆਂ ਸਬੰਧੀ ਮੰਗੀ ਗਈ ਜਾਣਕਾਰੀ ਕਾਲਜ ਵੱਲੋਂ ਨਿਯੁਕਤ Learner Support Centre ਦੇ ਕੋਆਰਡੀਨੇਟਰ ਦੁਆਰਾ ਨਿਰਧਾਰਿਤ ਸਮੇਂ ਸਿਰ ਮਹੁਈਆਂਤ ਕਰਵਾਈ ਜਾ ਜਾਵੇਗੀ।
6. ਕਾਲਜ ਵੱਲੋਂ ਵਿਦਿਆਰਥੀਆਂ ਤੋਂ ਕੋਲੋਂ ਕੇਵਲ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਨਿਰਧਾਰਿਤ ਫੀਸਾਂ ਹੀ ਵਸੂਲੀਆਂ ਜਾਣਗੀਆਂ।
7. ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਸਿਲੇਬਸ ਅਨੁਸਾਰ ਜਿਵੇਂ ਥਿਊਰੀ, ਪ੍ਰੈਕਟੀਕਲ, ਵਾਇਵਾ, ਹੈਂਡਸ ਆਨ ਟਰੇਨਿੰਗ ਆਦਿ ਮੁਤਾਬਿਕ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਤਿਆਰੀ ਕਰਵਾਉਣਾ ਅਤੇ ਉਹਨਾਂ ਕੋਲੋ ਦਾਖਲੇ, ਰਜਿਸਟਰੇਸ਼ਨ, ਅਕਾਦਮਿਕ, ਪ੍ਰੀਖਿਆਵਾਂ ਆਦਿ ਸਬੰਧੀ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਬਣਾਏ ਨਿਯਮਾਂ ਅਤੇ ਲੋੜਾਂ ਦੀ ਪਾਲਣਾ ਕਰਵਾਉਣਾ ਕਾਲਜ ਦੀ ਜੁੰਮੇਵਾਰੀ ਹੋਵੇਗੀ।
8. ਇਮਤਿਹਾਨਾਂ ਸਬੰਧੀ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਮਾਪਦੰਡਾਂ ਨੂੰ ਪੂਰਾ ਕਰਨਾ ਅਤੇ ਲੋੜੀਂਦੇ ਪ੍ਰਬੰਧ (ਸਮੇਤ ਆਨਲਾਈਨ ਪ੍ਰੀਖਿਆਵਾਂ) ਆਦਿ ਕਰਨਾ ਕਾਲਜ ਦੀ ਜੁੰਮੇਵਾਰੀ ਹੋਵੇਗੀ।
9. ਉਕਤ ਤੋਂ ਇਲਾਵਾ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਕਿਸੇ ਸਮੇਂ ਵੀ ਕਾਲਜ ਨੂੰ ਇਹਨਾਂ ਕੋਰਸਾਂ ਸਬੰਧੀ ਸਮੇਂ-2 ਤੇ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।
10. ਜੇਕਰ ਕਾਲਜ ਉਕਤ ਦਰਸਾਈਆਂ ਜਾਂ ਸਮੇਂ-2 ਤੇ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਨਹੀਂ ਕਰਦਾ ਤਾਂ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਉਸ ਦੀ ਮਾਨਤਾ ਰੱਦ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

Registrar
Jagat Guru Nanak Dev
Punjab State Open University
Patiala

ADD-ON COURSES

Students at the under graduate level from any stream can opt for Certificate course. Student can take Add-on Course only during graduation

COURSE	DURATION	ELIGIBILITY
1. Web Designing and Multimedia 2. Computer based Accounting 3. E-Commerce	1 Year	Pass marks (35% marks) at + 2 level.

Course Structure

Certificate Course in Web Designing and Multimedia

Paper I: Introduction to Web Tools
Paper II: Introduction to Multimedia

Certificate Course in Computer Based Accounting

Paper I: Fundamental of Computer Accounting
Paper II: Tally 6.3

Certificate Course in E-Commerce

Paper-I: Fundamentals of E-commerce including Payment System
Paper-II: Business Applications of E-Commerce

B.VOC. COURSES

SCHEME OF B.VOC. SOFTWARE DEVELOPMENT (SEMESTER SYSTEM)	
Semester-I	
Paper Code	Title
*GEN-101	Communication Skills
*GEN-102	Fundamentals of Information Technology I
SD-103	Logic Development Techniques
SD-104	Fundamental of Information Technology II
SD-105	Internet Application

SCHEME OF B.VOC. SOFTWARE DEVELOPMENT (SEMESTER SYSTEM)	
Semester-II	
Paper Code	Title
*GEN-201	Soft Skills and personality Development
SD-108	Relational Database Management System
SD-109	RDBMS using MySQL
SD-110	Programming in C Language
SD-111	PC maintenance and trouble shooting
**SIT-201	Summer Industrial Training

*Refer to Generic Components Common to all B.Voc. Courses
** Summer Industrial Training of 4-6 weeks in a relevant Industry after 2nd Semester Examinations during summer break. Training report by the student to be submitted within in one week of Start of 3rd Semester. Viva-Voce examination to be held within 3-weeks of the start of 3rd Semester.

Job Role: ---Data entry operator, IT help Desk, Office Executive, Software Trainee, Technical Support Voice, B.P.O. Lab Technician, Database Administrator, Network Administrator, Application programmer.

B.VOC. (BANKING INSURANCE AND RETAILING)	
Semester-I	
Paper Code	Title
*GEN-101	Communication Skills
*GEN-102	Fundamentals of Information Technology
BIR-103	Retail Marketing
BIR-104	Principle & Practice of Banking & Insurance
BIR-105	Management Concepts and Strategic Management

B.VOC. (BANKING INSURANCE AND RETAILING)	
Semester-II	
Paper Code	Title
*GEN-201	Soft Skills and personality Development
GEN-202	Business & General Laws
BIR-203	Retail Stores & Operation Management
BIR-204	Financial Markets & Services
BIR-205	Elements of Salesmanship
**SIT-201	Summer Training [OJT] (After 2nd Semester Examinations)

*Refer to Generic Components Common to all B.Voc. Courses
** Summer Industrial Training of 4-6 weeks in a relevant Industry after 2nd Semester Examinations during summer break. Training report by the student to be submitted within in one week of Start of 3rd Semester. Viva-Voce examination to be held within 3-weeks of the start of 3rd Semester.

Job Role: Insurance Agent, Retail Store Operator, Marketing Executive, Bank field Jobs.

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Principal
S.D. College

ELIGIBILITY

FOR CERTIFICATE COURSE

*Students at the under graduate level from any stream can opt for Certificate course. Student can take Add-on Course only during graduation

* Eligibility is pass marks (35% marks) at + 2 level

FOR DIPLOMA COURSE

50% marks in certificate course

FOR ADVANCED DIPLOMA COURSE

50% marks in diploma course

WORK LOAD & MAKRS DISTRIBUTION

1. There will two papers of 100 marks each at each level (i.e.) certificate level, diploma level and advanced diploma level.
2. Each paper shall have 2 credits and total marks shall be 100 marks out of 100 marks theory paper shall consist of 75 marks and internal assessment based upon practical training, Class participation, Attendance case studies project report shall be 25 marks.
3. There shall be 6 lectures per subject per week.

INSTRUCTIONS FOR PAPER SETTERS

Each paper will have two units Unit I will consist of short answers questions Students will be required to attempt 5 out of 8 questions. Each question will be of 3 marks.

Unit II will consist of long answer questions Students will be required to attempt 4 out of 7 questions from the entire syllabus. Each question will be of 15marks.

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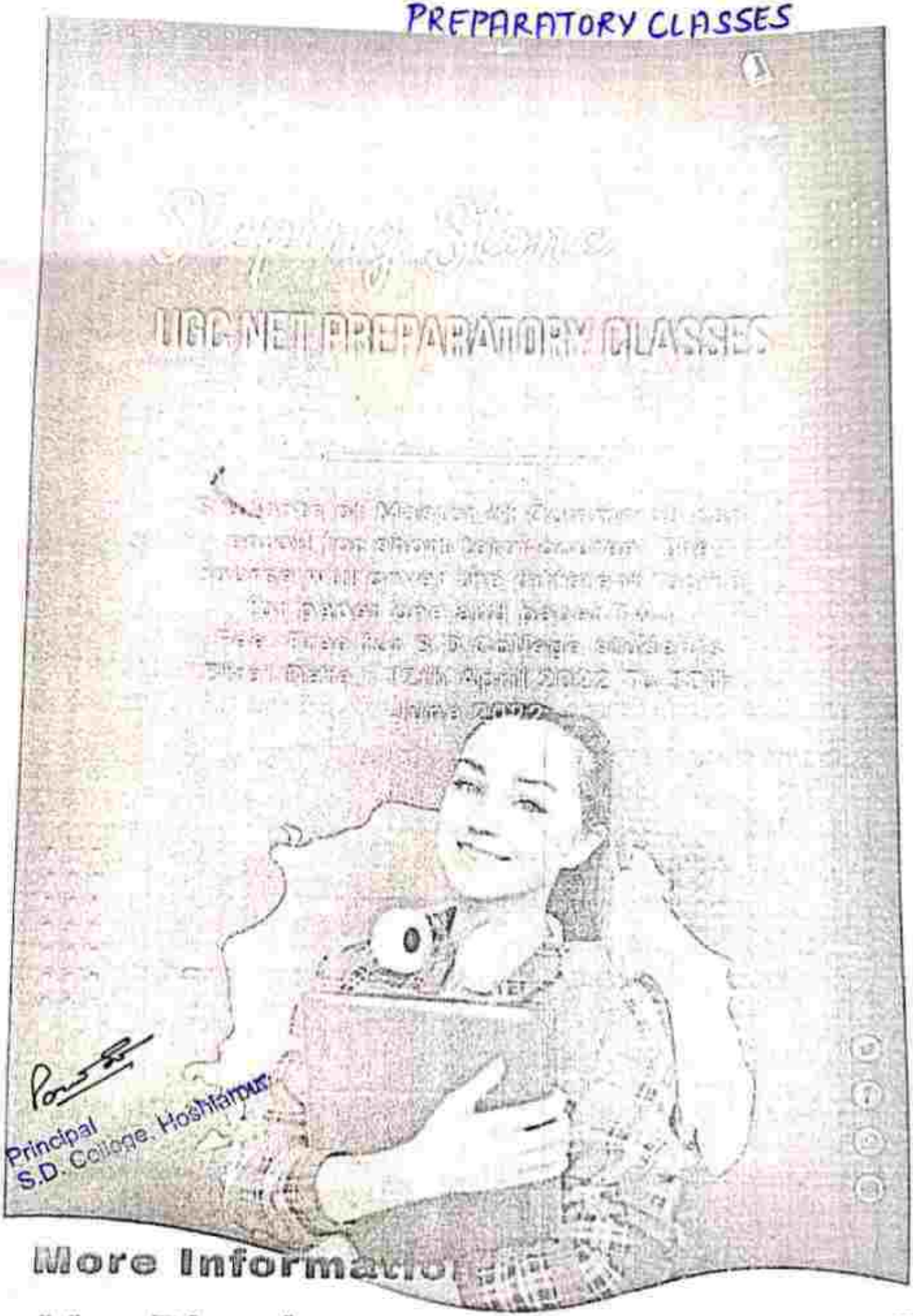
STEPPING STONE PROGRAMME : UGC NET PREPARATORY CLASSES



Schedule for 'Steping Stone' Programme for M.com Students for UGC Exams (NTA NET)

From 12th April 2022 to 30th June 2022

Venue - Room no. 20

Date	Topics	Faculty	Department
12-04-2022 13-04-2022	Inauguration and Teaching Aptitude	Dr Nand Kishore	Education
16-04-2022	Higher Education	Ms Harjyot Kaur	P G Department of Commerce
22-04-2022 23-04-2022	Comprehension and Communication	Ms Monika Kanwar	English Department
29-04-2022 02-05-2022	Mathematical Reasoning and Aptitude	Ms Shivani	Maths Department
04-05-2022 16-05-2022	Data Interpretation	Ms Dimple	PG Department of Commerce
17-05-2022 26-05-2022	Information and Communication Technology	Ms Pooja	Computer Department
27-05-2022 01-06-2022	Logical Reasoning	Ms Mehak Ms Renukaa	P G Department of Commerce
02-06-2022 09-06-2022	People, Development and Environment	Ms Anu	Biotechnology Department
10-06-2022 16-06-2022	Research Aptitude	Ms Neha	P G Department of Commerce
17-06-2022	Test/ Guest Lecture		
25-06-2022	Certification		

HOD

Ms Manjit Kaur
P G Department of Commerce

Incharge

Ms Dimple
Assistant Professor
PG Department of Commerce

Principal
S.D. College, Hoshiarpur

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PG DEPARTMENT OF COMMERCE
IN COLLABORATION WITH IQAC
SANATAN DHARMA COLLEGE
(S. D. COLLEGE)
HOSHIARPUR

PG DEPARTMENT OF COMMERCE

SESSION 2020-21

Add on Course

Corporate Social Responsibility

STARTING FROM AUGUST 2020
DURATION : 30 HRS

COURSE OUTCOMES

1. Recognize the key aspects of corporate social responsibility (csr) in today's management environment.
2. Reflect on ethical ideals and respect for people, communities, and the environment while making business decisions.
3. Recognize the importance of developing a strategic plan that allows a business to communicate consistently with internal and external stakeholders.
4. Recognize significant issues in cross-cultural corporate social responsibility (CSR).

NOTE: CERTIFICATE WILL BE PROVIDED TO ALL THE PARTICIPANTS . NO FEE WILL BE CHARGED FROM S. D. COLLEGE STUDENTS.

FOR REGISTRATION CONTACT :
MS. ISHA(ASSISTANT PROFESSOR)

Ms. Manjit Kaur
HOD
P.G. Department of Commerce

Ms. Isha
Assistant Prof.
PG Department of Commerce

Dr. Nand Kishore
Principal
S.D.College
Hoshiarpur

Principal
S.D. College, Hosh

ADD-ON COURSE IN CORPORATE SOCIAL RESPONSIBILITY

S D COLLEGE, HOSHIARPUR

ADD ON COURSE ON "CORPORATE SOCIAL RESPONSIBILITY"

SESSION 2020-21

DURATION:30 HRS

COURSE OBJECTIVES

Instruct students on the concept, theories, and application of CSR for societal development.

COURSE OUTCOMES

1. Recognize the key aspects of corporate social responsibility (csr) in today's management environment.
2. Reflect on ethical ideals and respect for people, communities, and the environment while making business decisions.
3. Recognize the importance of developing a strategic plan that allows a business to communicate consistently with internal and external stakeholders.
4. Recognize significant issues in cross-cultural corporate social responsibility (CSR).

SYLLABUS

Unit-1: Introduction to CSR- 7.5 HOURS

Meaning and Definition, CSR's History, Charity Concepts, Corporate Philanthropy, Corporate Citizenship, Sustainability, and Stakeholder Management CSR in India: Environmental Aspects, Chronological Evolution, and Models Carroll's design India's major codes on CSR initiatives.

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Unit-2: CSR-Legislation in India and the World- 7.5 HOURS

Companies Act 2013, Section 135 The scope of CSR activities under

2020-21.

ADD-ON COURSE ON BANKING AND FINANCIAL SERVICES

DEPARTMENT OF ECONOMICS
SANATAN DHARMA COLLEGE
HOSHIARPUR

ADD-ON COURSE ON
BANKING AND FINANCIAL SERVICES

SESSION (2020-21)

Duration:

30 hours including theory and practical

Eligibility:

Students of Intermediate with

Commerce, Business Management and Economics background

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S.D.COLLEGE, HOSHIARPUR

DEPARTMENT OF ECONOMICS

ADD-ON COURSE ON BANKING AND FINANCIAL SERVICES

SESSION (2020-21)

INTRODUCTION

The last three or four decades have seen a remarkable evolution in the institutions that comprise the modern monetary system. The Financial sector, more specifically, Banking Sector has become very spirited with implementation and introduction of financial sector reforms under the New Economic Policy. With the introduction of Globalisation there is an increase in challenges in the form of competition, technological up-gradation and diversification with aggressive marketing strategy. The need of the hour, therefore, is to face the challenges with efficient, dedicated and energetic staff having required knowledge and skill. Moreover Banking and Finance is a field in which the opportunities of growth are vast and varied. While this field is one of the safest and most stable in terms of employment, it is the most dynamic at the same time.

Description of course/objective of the course:

Keeping in view job prospects in banking & financial sector the objective of the course is to give in-depth knowledge of Banking & Finance to the students with practical inputs and prepare them for career in Banks & other Financial Institutions.

Eligibility:

The course is meant for the Students of Intermediate with Commerce, Business Management and Economics background. However, for the purpose of eligibility any Intermediate students can apply.

Duration of the Course:

The duration of a value added course is 30 hours with a combination of 30 hours including theory and practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.

General Guidelines

It is informed that the following guidelines are to be followed for the conduct of Value Added Courses during the even semester of 2020-21:

- The classes will be conducted from 2.00 PM to 3.00 PM on every day during the even semester of academic year 2020-21 through online mode.
- The duration of a value added course is 35 hours with a combination of 35 hours including theory and practical. However the combination of theory and practical

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shall be decided by the Course Teacher with the approval of the Head of the Department.

- The Course can only be offered only if there are at least five students opting for it.

Pedagogy:

- ✓ Interactive lectures
- ✓ Case Base learning
- ✓ Assignments
- ✓ Class Tests
- ✓ Group Discussion
- ✓ Provision of effective study material
- ✓ Power Point Presentations.

SYLLABUS PLAN

TOPIC	TEACHING POINTS	NO.OF TEACHING DAYS
Banking System in India:	Structure of Indian Banking System, Commercial Banks, Regional Rural Bank, Cooperative Banks, Characteristics of a good banking system	**3 days**
Introduction of financial Services:	Financial Services: Meaning, Characteristics, Importance andKinds of Financial services, Indian financial system- an overview, Reforms in Indian Financial Markets.	**6 days**
Reforms in Indian Banking:	Overview, Recommendations of Narasimham Committee, Verma Panel Report, Introduction to Basel Norms, Capital Adequacy Ratio (CAR), Revised NPA Norms	**6 days**

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Commercial Banks in India:	Meaning & Definition of Commercial Banks, Bank nationalization and its objectives, Recent trends of Indian Commercial Banks.	**6 days**
Reserve Bank of India:	Organization, Management and functions, Credit creation and techniquesof credit control, Monetary policy	**7 days**
Emerging Trends in Banking:	Concept of E-Banking, Mobile Banking, Electronic Fund Transfer-(RTGS& NEFT) and Core Banking. RBI Guidelines on Internet Banking, Challenges faced by Indian Banking, Cheque Truncation System	**7 days**

Reference books:

- Banking Law and Practice Maheshwari, S.N. and Maheshwari, S.K.,Kalyani Publishers, New Delhi.
- Emerging Trends in the Banking Sector, Mittal R.K., Saini A.K. &Dhingra Sanjay, Macmillan, NewDelhi.
- Vasanth Desai: Nature and Problems of Commercial Banking in India, Himalaya Publishing House.
- V.K. Gupta: Management of Financial Institutions in India, RadhaPublications.
- G. Ramesh Babu: Management of Financial Institutions in India, Craft PublishingCompany.
- Vasanth Desai: Indian Banking, Nature and Problems, Himalaya PublicationsHouse.

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SANATAN DHARAMA COLLEGE
HOSHIARPUR

(Affiliated to Panjab University Chandigarh)
Recognised UGC Under Section 2 (f) 12 B NA AC Accredited

Estd-1973

Department of History Introduced

Value Added certificate course
in
Women Studies: Foundational Concepts

Session 2020 - 2021

Duration of course: 30 hrs

No admission fee will be charged

Course Incharge: Mrs. Prabh Kiran Kaur

History Department

Principal
S.D. College
Hoshiarpur

Smt. Hema Sharma,
(Prsident, New SD College
Managing Committee)

Sh. Shri Gopal Sharma
(Secretary, New SD College
Managing Committee)

Dr. Nand Kishor (Principal)
SD College, Hoshiarpur

ADD-ON CERTIFICATE COURSE IN WOMEN STUDIES : FOUNDATIONAL CONCEPTS

Add on Certificate course

in

Women Studies: Foundational Concepts

Duration of course: 30 Hours

Maximum Marks: 50

Theroy: 45

Assessment: 05

Time: 1/1/2 hours

Objective: The objective of this course is to conscientize the students and familiarize them with the basic theories underlying some of the key concepts in women' s studies, from a feminist and gender perspective with special reference to India.

INSTRUCTIONS FOR PAPER SETTERS AND THE CANDIDATES

i) There will be 45 marks for the theory paper and 5 marks for internal assessment.

ii) There shall be 5 questions in all, out of which the candidate shall attempt 3 questions. First question shall be Short Answer type containing 10 short questions spread over the whole syllabus to be answered in about 25 to 30 words. The candidate is required to attempt any 5 short answer type questions of 3 marks each. It shall carry 15 marks and shall be compulsory. Rest of the paper shall contain 4 questions. Each question have 15 marks and the candidate shall attempt any 2 questions from all.

Essential Readings:

1. Anderson, Margaret, (1993), Thinking About Women, New York, Macmillan.

2. .Connel, R.W., (2002), Gender, Cambridge, Polity.

3. Jain, Devaki and Rajput, Pam, (eds.), (2003), Narratives from the Women' s Studies Family, New Delhi, India, Sage.

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4. Lerner, Gerda, (1986), The Creation of Patriarchy, New Delhi, India, Oxford University Press.

5. Lorber, Judith and Farell, Susan A. (ed.), (1991) The Social Construction of Gender, New Delhi, India, Sage.

6. Mies, Maria, (1980), Indian Women and Patriarchy, New Delhi, India, Concept Publishing Company.

7. Mohanty, Manoranjan, (eds), (2004), Class, Caste, Gender, New Delhi, India, Sage.

8. Rajput, Pam and Kaur, Manvinder, (January 2003) "Women' s Studies in Higher Education in India: Some Reflections", Samyukta, Vol III, No. 1.

9. Tasi, Nadia (ed.), (2004) Keywords: Gender, New Delhi, India. Vistaar Publications.

Addon course in women studies

Course Contents

Foundational Concepts (from Women's Studies Perspective)

I- Sex and Gender

ii- Gender Stereotypes -

Iii Patriarchy

iv- Equality

v- Empowerment

women studies: foundational concept

Aims and objectives of the study:

The Women's Studies Program draws upon faculty with expertise in women's and gender issues in the humanities, social sciences, and the arts. Courses in the program provide interdisciplinary and cross-cultural perspectives on gender roles, allow students to examine the social, political, economic, intellectual, and cultural contributions of women past and present, and to study women's and men's lives in the context of changing gender roles.These learning outcomes reflect our curricular investments across

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S.D. College, Hoshiarpur

the undergraduate programs. Students in the women studies will be expected to have broader knowledge across these areas.

Learning Outcomes: Students will

1.Engage in inter sectional, interdisciplinary feminist analysis.

Objectives:

a)Demonstrate knowledge of the field

b)Understand interrelatedness of gender, race, ethnicity, class, disability, sexuality, age, religion, and other social categories

c)Apply theoretical frameworks of feminism, gender and women's studies, queer studies, sexuality studies

d)Apply methods and methodologies

2.Analyze socio-historical and contemporary power dynamics underpinning group relations, social institutions, and systems of representation.

Objectives:

a)Gain knowledge of multiple forms of oppression and marginalization

b)Understand historical and contemporary context in which women, queer, and gender non-conforming individuals have exercised their agency

c)Analyze systemic and institutional strategies of exclusion and inclusion

3.Situate their analyses within various place-based contexts, including the rural, local, community, transnational, and global.

Objectives:

a)Link rural justice issues to broader social movements

b)Understand intersectional environmentalism and ecofeminism

c)Apply decolonial, First Nation, and indigenous perspectives

d)Connect crip, queer, critical race and ethnic studies approaches to place, environments, and the land

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4.Understand and articulate the history, strategies and goals of interconnected movements for social justice.

Objectives:

a)Gain historical understanding of social movements and social justice

b)Articulate interrelated and intersectional nature of feminist, LGBTQI, racial, disability, environmental, immigration, labor, and economic justice movements

c)Translate feminist and social justice theories into service or activism

5.Demonstrate mastery of critical thinking skills necessary to succeed in diverse, 21st century work forces and communities.

Objectives:

a)Be prepared to assume leadership roles in diverse workplaces and communities

b)Practice critical thinking through research, writing, and application of theory in interdisciplinary contexts

c)Demonstrate information and digital literacy

d)Engage in fieldwork, internship, community, non-profit or advocacy work

Overview

Women's Studies, also referred to as Gender Studies or Feminist Studies, is the interdisciplinary study of how inter sectionality of gender, race, age, class, nationality, ethnicity, ability, sexuality, and other differences impact almost every facet of the social, political, and cultural experience. The basis for the academic field of Women's Studies was laid in the student, civil rights, and women's movements of the 1960s and 1970s, when women in academia argued that academic knowledge production failed to recognize gender as a lens of analysis. Many women, concerned about the often inaccurate and disparaging patriarchal narratives about them, seized the opportunity presented to them in the 1960s and 1970s to tell their own stories. Women took advantage of their formal educated status and the cultural atmosphere of radical, social, and political uproar to insist on a more systematic and potentially trans formative narrative about women's lives. The discipline examines how gender not only influences popular culture and private life, but also impacts laws and social policies. By examining a cross section of disciplines such as political science, sociology, literature, psychology, and other subjects, Women's Studies seeks to understand gender roles in past and

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Govt. College, Hoshiarpur

contemporary societies. Women's and gender studies also examines how the lives of individual women and men are shaped by broader structural forces in both historical and contemporary contexts, for e.g., nation building, globalization, economic developments, and the legal system. Women's Studies continues to reflect in its curriculum and faculty research the constantly changing directions that multiple First and Third World feminism are taking today.

Women's Studies is an interdisciplinary field that examines socially- and culturally-defined gender roles. Drawing upon academic areas such as history, psychology, media sociology, sociology, literary criticism, and anthropology, it crosses the boundaries of traditional disciplines raising important questions regarding the way we have organized ourselves, our chief social and political institutions, and knowledge itself. As an area of academic study, Women's Studies provides new frameworks that are sensitive not only to issues of gender, but also race, class, and ethnicity. By analyzing the powerful and problematic impact of sexual inequalities, Women's Studies revises the way we see ourselves and our world. Because of the growing importance of women's concerns globally, undergraduates with a concentration in Women's Studies are well prepared for professional programs in law, medicine, and business, as well as graduate programs in social work, education, and arts and sciences. Indeed, students who major in Women's Studies, whether or not they choose to go on to professional or graduate school, are especially well positioned to work in education, policy institutions, development, media, social work, and the private sector.

Even though Women's Studies is a relatively new phenomenon in higher education, it is today well established as an interdisciplinary field of study, which draws on knowledge from both the humanities, the social sciences, medicine, and natural science. Today the field's intersection of identity, power, and privilege go far beyond the category 'woman.' The first Women's Studies course is purported to have been created by American historian Mary Ritter Beard, who in 1934 constructed a 54-page syllabus for a course titled A Changing Political Economy as It Affects Women (Tuttle, 1986). Although the course was never taught, it prepared the foundation for the development of the first Women's Studies program in the United States. The first Women's Studies department was founded at San Diego State College (now San Diego State University) in 1970. At San Diego State, the antiwar Women's Liberation group formed a committee with faculty and community members called the Ad Hoc Committee for Women's Studies. The group collected hundreds of petition signatures in support of a Women's Studies program. In

Hoshiarpur

1970, five San Diego State faculty members from existing departments taught courses related to Women's Studies. In the fall of 1970, the first Women's Studies Department was officially approved. By 1974, San Diego State had begun a national faculty recruitment to strengthen the Women's Studies Department. By the 1974–75 school year, the once fledgling department had two full-time and four part-time faculty and an enrollment of nearly 400 students. The Women's Studies department continued to grow, and in 1995 began offering a master's degree in addition to the bachelor's degree. The program also hosts a Women's Resource Center on campus. The second Women's Studies department was created at Cornell University in 1970 as well. Cornell's program was renamed Feminist, Gender, and Sexuality Studies in 2002.

Women's Studies has made the conceptual claims and theoretical practices of intersectionality, the study of how modes of identity such as race, class, and gender, and the sociopolitical construction of inequality are mutually comprised and must continually be understood in relationship to one another, and trans nationalism, which emphasizes cultures, structures, and relationships that are formed as a result of the movement of people and resources across geopolitical borders, foundations of the discipline. Eventually Women's Studies was institutionalized into thriving academic programs across the country. Currently there are over 600 academic Women's Studies programs that offer minors, majors, and even graduate degree options. As a discipline, Women's Studies is concerned with achieving a level of equality for women in society. This dedication to systemic social change makes Women's Studies scholarship feminist and links the discipline to social movements that seek to end practices of inequity such as sexism, racism, and hetero-sexism around the world.

The place of Women's Studies within the academy has, of course, always been highly contested. Within the university, the discipline was said to not be academic enough. At the same time, however, feminist activists outside of the academy argued that the discipline was too academic. Moreover, Women's Studies was further problematized by the emergence of disciplines like gender studies, and queer, transgender, and postcolonial theories in the 1980s and 1990s, which challenged the very category of 'woman' and called into question the founding premises of its identity politics. This social activism appears to have given way to academic practice as the dominant mode of 'Western' feminism at the turn of the millennium. However, the goals of the women's movement have not been fully endorsed. Women still [illegible]

CERTIFICATE COURSE IN MEDITATION AND STRESS MANAGEMENT 2020-21

Sanatan Dharama College, Hoshiarpur

Affiliated by Panjab University, Chandigarh.
Recognized UGC under section 2(f) 12B NAAC Accredited.
ISO 9001:2015 certificate no. BRITO2676

ESTD. 1972

Certificate course
In
Meditation and Stress management

Chief Patron
Ms. Hema Sharma

Patron
Shri Shri Gopal Sharma

Director
Dr. Nand Kishor
(Principal)

Duration : 30 Hours
Start date: 1st October, 2020.

No fee will be charged.

Certificates will be provided to the participants upon successful completion.

principal
S.D. College, Hos

Coordinator
Mr. Money Sharma

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Sanatan Dharma College

Hoshiarpur

Department of Physical Education

Value Added Course

Course Title: **Meditation And Stress Management**

Duration:

30 Hrs including Theory and Practical.

Course Description: This course is designed to give students both theoretical and practical to recognise the concept of holistic health education.

Course Co-ordinators: Mr. Money Sharma

Principal
S.D. College, Hoshiarpur

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Course Title: Meditation And Stress Management

Student Learning Objectives:

1. **To recognize the concept of holistic health education.**
2. **Understanding dimension and determinant of health.**
3. **To assess the health programme and its importance.**
4. **The student will understand the benefits and activities of Meditation, Stress Management and physical fitness.**

Course Outline: Meditation And Stress Management

Sr. No.	Topics	Method of Instruction	Duration
1	Unit -1 **Philosophical bases of Health Education:** • Role of institution (college, family and sports) • Major Programme for Health Education And Yoga.	Online lecture use with PPT and practical	6 Hours
2	Unit-2 **Concept of Yoga** • Introduction and meaning of Yoga • Type of Yoga and their main features • Benefits of Yoga	Online lecture use with PPT and practical	6 Hours
3	Unit-3 **Meditation** • Meaning of Meditation, Nature and Relationship with mind. • Importance of Meditation in education.	Online lecture use with PPT and practical	6 Hours
4	Unit-4 **Stress Management** • Stress Management: Meaning, Nature, Types and Factors. • Role of Meditation in Stress Management.	Online lecture use with PPT and practical	6 Hours

Principal
S.D. College, Hoshiarpur

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Course Title : Meditation And Stress Management

Required Textbook: . Dr. A.k Uppaland ,Dr. GP Gautam(2004) physical education and health ,Dr. Sapan Kangane Physical Education (D.P.Ed)

Attendance:

75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies and sample file in Department Office.

Students with 60 % and more marks will be issued e-Certificates of Completion.

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S.D. College, Hoshiarpur

S.D College ,Hoshiarpur

Value Added Course

Meditation And Stress Management

Theory paper

Time: 2hours M.marks 50

Short Answer Type questions:

1. Answer any five of the following

a) Discuss Type of Yoga and their main features.

b) Explain the Benefits of Yoga.

c) What is the Meaning of Meditation?

d) Write any five Importance of Meditation in education

e) Write Stress Management: Meaning, Nature and Types

f) Write a short note on the role of Meditation in Stress Management.

(5*2=10)

Unit-1

1. Discuss health educational philosophy and discuss the relationship between philosophy and education.

Or

Identify the major philosophical and health educational philosophies in curriculum development.

(1*10=10)

Unit-2

1. Explain in detail the concept of Yoga and Type of Yoga and their main factors.

Or

Brief the Benefits of Yoga and explain the significance of pranayama.

(1*10=10)

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Unit-3

1. Explain the Meaning of Meditation, Nature and Relationship with mind.

Or

Discuss the Importance of Meditation in education in detail.

(1*10=10)

Unit-4

1. What is Stress Management given its Meaning, Nature, Types and Factors.

Or

Give detail to the Role of Meditation in Stress Management.

(1*10=10)

Principal
S.D. College, Hoshiarpur.

CERTIFICATE COURSE IN SURFACE ORNAMENTATION DESIGN & TECHNIQUES

Sanatan Dharama College, Hoshiarpur

2020-21.

Affiliated by Panjab University, Chandigarh.
Recognized UGC under section 2(f) 12B NAAC Accredited.
ISO 9001:2015 certificate no. BRITO2676

Certificate course

In

Surface Ornamentation Design and Techniques

Chief Patron
Ms. Hema Sharma

Patron
Shri Shri Gopal Sharma

Director
Dr. Nand Kishor
(Principal)

Duration : 30 Hours
Start date: 12th April , 2021.

No fee will be charged.

Certificates will be provided to the participants upon successful completion.

Principal
S.D. College, Hoshiarpur.

Coordinator
Mrs. Neha

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Sanatan Dharma College

Hoshiarpur

Department of Fashion Designing

Value added Course

Course Title:

Surface ornamentation Designs and techniques.

Duration:

30 Hrs including Theory and Practical.

Course Description: This course is designed to give students both theoretical and practical working knowledge of the surface ornamentation designs and techniques on apparels.

Prerequisites: Understanding of the basic designs and ways to implement these designs.

Course Coordinator:

Mrs. Neha

Principal
S.D. College, Hoshiarpur

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Course Title: **Surface ornamentation Designs and techniques.**

Student Learning Objectives:

The student will be able to:

1. students will learn how to decorate the surface with different techniques.
2. Students will become students and will be able to create their own designs on apparel.
3. Students will learn about different types of embroidery.
4. Students will learn how to create designs on fabric with different designs.
5. Students will gain knowledge about Indian traditional textiles.
6. Students will be able to create their own products and sell them.

Course Outline: **surface ornamentation Designs and Techniques**

Sr. No.	Topics	Method of Instruction	Duration
1	Surface ornamentation: basics, definitions, Techniques and Types.	Online lecture use with PPT and practical	6 Hours
2	Embroidery: Basic and traditional.	Online lecture use with PPT and practical	6 Hours
3	Screen Printing Batik, Block Printing and hand painting.	Online lecture use with PPT and practical	6 Hours
4	Appliqué work and patch designing.	Online lecture use with PPT and practical	6 Hours
5	Mirror-work and Ribbon-work	Online lecture use with PPT and practical	6 Hours

Course Title: surface ornamentation designs and techniques.

Required Textbook: Clothing and Textiles (sushma gupta)

. Paine Sherla, "Embroidered Textiles", Thames and Hudson Ltd, 1990

Attendance:

75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies and sample file in Department Office.

Students with 60 % and more marks will be issued e-Certificates of Completion.

Principal
S.D. College, Hoshiarpur

Surface ornamentation design and techniques

Theory paper

2hrs. /week

M.marks 50

Objectives:

To impact the knowledge about:

1. Surface ornamentation.
2. Different types Embroidery.
3. Knowledge about hand printing and painting.
4. Designing with fabrics on surfaces.
5. Mirror-work and Ribbon-work

UNIT-1

1. Surface ornamentation:

- Definition
- Types
- Techniques

2. Embroidery: Basic and Traditional

- Basic stitches of Embroidery (Running stitch, Chain Stitch, cross stitch, satin stitch, sheaf stitch, stem stitch, Knot stitch, Bullien knot stitch etc.
- Traditional embroideries :
  Traditional embroideries of India:-
  a) Kantha
  b) Phulkari
  c) Chikankari
  d) Chamba
  e) Kasuti
  f) Kasida
  g) Kutch
  h) Sindhi

3. Screen Printing Batik, Block printing and hand painting.

- Motifs/ Patterns
- Techniques

4. Appliqué work and patch designing.

- Pattern designing

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- Techniques

Mirror-work and Ribbon-work

- **Motifs /patterns**
- **Designing and techniques.**

Practical:

1. Basic stitches of Embroidery (Running stitch, Chain Stitch, cross stitch, satin stitch, sheaf stitch, stem stitch, Knot stitch, Bullion knot stitch etc.
2. Traditional embroideries of India:-
   (a) Kantha
   (b) Phulkari
   (c) Chikankari
   (d) Chamba
   (e) Kasuti
   (f) Kasida
   (g) Kutch
   (h) Sindhi
3. . Screen Printing Batik, Block printing and hand painting.
4. Appliqué work and patch designing.
5. Mirror-work and Ribbon-work

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VALUE ADDED CERTIFICATE COURSE IN GANDHIAN STUDIES THOUGHTS AND ACTIONS

SANATAN DHARMA COLLEGE
HOSHIARPUR

Smt. Hema Sharma
President

Shri Shri Gopal Ji
Secretary

Dr Nand Kishor
Principal

Department of Political Science

Value added Certificate Course

In

Gandhian Studies
Thoughts and actions

(2020-21)

Duration: 30 Hrs

Course In-change:

Dr Deepika Thalia
Department of Political Science

Principal
S.D. College, Hoshiarpur

No admission fee will be charged

Sanatan Dharma College

Hoshiarpur

Department of Political Science

Certificate Course

Course Title:

Gandhian Studies: Thoughts and Action

Duration:

30 Hrs including Theory .

Course Description: The certification course creates awareness about the life and thoughts of Mahatma Gandhi along with its usefulness in today's world. This course is prepared students to perceive, understand and appreciate the socially relevant ideals of Gandhi. In a sense it equips young minds to select and pursue a socially desirable and globally relevant field of study at the level of higher education.

Course Co-ordinators:

Dr. Deepika Thalia

Principal
S.D. College, Hoshiarpur

Course Title: Gandhian Studies : Thoughts and Action.

Student Learning Objectives:

- To create awareness about Gandhian thought and spread it among the youth generation.
- To cultivate the moral values based on Gandhian Philosophy and its relevance in life.
- To create awareness about adopting simple living and cooperative community life.
- To provide knowledge in the area of truth, non violence and peace.

Course Outline: Gandhian Studies : Thoughts and Action

Sr. No.	Topics	Method of Instruction	Duration
1	**Unit-1** Introduction-Back ground of Gandhian era-Gandhiji' s Life at a glance. Influence of Personalities like RUSKIN, TOLSTOY, THOREAU, SWAMI VIVEKANANDA, RAJARAM MOHAN ROY and others, on Gandhiji. Influence of Different Religions-Hinduism, Jainism, Buddhism, Christianity, Islalm and others on Gandhiji. Gandhi's Experiments with Truth and Non-Violence His conception of means and ends. Gandhi's conception of self, God and world.	Online lecture use with PPT	6 Hours
2	**Unit-2** **Gandhian Economic Thoughts** Fundamentals of Gandhian Economic order - Economics and Ethics; Non - Violence and purity of means; Plain life and high thinking - Bread labour; Swadeshi, Classless-casteless and self reliant society . Gandhis Views on Trusteeship, Decentralisation of Economic power; Khadi and Swadeshi. Relevance of	Online lecture use with PPT	6 Hours

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S.C. College, Hoshiarpur

	Gandhian Economic thought in modern times		
3	**Unit-3** **Gandhian Socio-Political Thoughts** Basic Features of Gandhian Social Thought - his views on women, untouchables and weaker sections. Social evils; their eradication and Reconstruction of Society. Synthesis of Individual Freedom and Social obligation - Gandhian Social Thought visa vis - present social scenario. Basic features of Gandhian Political philosophy - his conception of Sarvodaya - Antyodaya. Decentralization of administration; Spiritualization of politics. Gandhiji' s conception of Freedom, Fraternity and Equality. Gandhiji' s views on Democracy - problem of Majority and Minority - Democracy and Non - violence - Role of Judiciary /Bureaucracy/ and Legislature in democracy; role of legislators. Participatory Democracy Swarajyam Grama Rajya and Ramarajya. Satyagraha for social and global changes - Nationalism, Internationalism and the concept of 'one world' and World - government	Online lecture use with PPT	6 Hours
4	**Unit-4** **Gandhian Philosophy of Education** Nature, Scope and aims of Education - Relation between Philosophy and Education. Gandhi on inadequacies of Prevailing Education - Towards New Education (Nayi Talim) also called 34 educations - Characteristics of New Education: New Education to be rooted In the culture and Life of people - to develop character, to Teach self - reliance and respect for Manual Labor - to promote	Online lecture use with PPT	6 Hours

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Govt. College, Hoshiarpur

	all round development of the pupil - to be child centered. Review of Wardha Educational Experiment Gandhiji on the medium of education		
5	**Unit-5** **Gandhian Concept of Sarvodaya and World Order** The Nature, Scope and aim and evolution of the concept of Sarvodaya. The spiritual basis of Sarvodaya. Purity of means and ends Social basis of sarvodaya social order - casteless, class - less, Equal and just society; upliftment of Harjijans, Women and Other worker sections of society- Sarvodaya and Social change-Satyagraha as an instrument for social change. Decentralized System of economy and authority . Gandhian Sarvodaya movement - contribution of Acharya Vinoba Bhave and Jayaprakash Narayan to the Development of the concept of Sarvodaya. Sarvodaya world order : Gandhi on world peace.	Online lecture use with PPT	6 Hours

Course Title: Gandhian Studies : Thoughts and Actions.

Refrences:

1. My Experiments with Truth (Autobiography) - Gandhiji.
2. Gandhi-His Life and Thought - J.B Kripalani.
3. Philosophy of Gandhi - M U Dutt.
4. Mahatma Gandhi – Early Phase - Pyarelal.
5. Hindu Dharma (Gandhiji) – M.K. Gandhi.
6. Ashram observance in Action - M.K. Gandhi.
7. Hind Swaraj - M.K. Gandhi.

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8. Ethical Religion - M.K. Gandhi.

9. Atma Kathe or Nanna Satyanveshane - Gandhi.

10. Dharma – Neethi - Geetha Mathe - Gandhi.

1. Gandhian Economic thought – J.C Kumarappa.

2. Why the village Movement? - J.C Kumarappa.

3. The Gandhian Plan to Economic Development - Sriman Narayan.

4. Relevance of Gandhian Economics - Sriman Narayan.

5. Gandhi and Marx – K.G. Mashruwals.

6. The Gandhian Alternative to Western Socialism – VKRV Rao.

7. Gandhi's Economics – South Gujarat University.

Attendance:

75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies and sample file in Department Office.

Students with 60 % and more marks will be issued e-Certificates of Completion.

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S.D. College, Hoshiarpur

ADD-ON COURSE ON PROFESSIONAL ETHICS AND HUMAN VALUES IN MANAGEMENT

2020-21

ADD-ON COURSE ON PROFESSIONAL ETHICS AND HUMAN VALUES IN MANAGEMENT (2020-21)

Sanatan Dharma College Hoshiarpur
Affiliated to Panjab University, Chandigarh
Recognized by UGC Under section 2(f) 12 B
Accredited by NAAC B+

ABOUT THE INSTITUTE

Under the inspiring leadership and able guidance of the third illustrious president and Secretary of the College Managing Committee, Maa Sneh Amrit Anand Ji and Late Sh. G. D. Malhotra ji, the college took giant strides in becoming one of the most sought Post-graduation institutions of the region. Both these luminaries strived hard to introduce professional courses like BBA, PDGCA, BCA, and B.Sc. (Bio-Technology) in the college. In addition to these coveted courses, they were instrumental in adding vocational subjects like Computer Applications and Fashion Designing in Arts Stream. It paved the way for arts students to compete with their counter-parts and other professional streams.

MISSION

Providing Quality Education, student-centered teaching-learning processes, and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas. The institution aims at imparting technical education that encourages independent thinking, develops a strong domain of knowledge, and hones contemporary skills and positive attitudes towards the holistic growth of young minds. Besides this, the institution also aims at evolving into a Center of Academic and Research Excellence.

ABOUT ADD-ON COURSE

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for the cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people. The process of developing into a modern nation, with new social, political, and economic institutions, and with emphasis on science and technology, has thrown up much new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

DETAILS OF THE COURSE

The add-on course on professional ethics and human values will be of minimum of 30 hours. Verbal explanations, as well as demonstrations, will be given to aid the process of learning.

TIMING: 2:15 P.M. to 3:15 P.M.(through online mode)

CHARGES : There will be no charges.

ADDRESS

Deep Nagar, Phagwara Road,
Hoshiarpur

CONTACT US

www.sdcollegehsp.net,

Dr.Nand kishor
(PRINCIPAL)

Mrs Jyoti Bala
(CONVENER)

Principal
S.D. College, Hoshiarpur

S.D.COLLEGE HOSHIARPUR

ADD-ON COURSE ON PROFESTIONAL ETHICS AND HUMAN VALUES IN MANAGEMENT EDUCATION

ORGANISED BY DEPARTMENT OF MANAGEMENT

SESSION (2020-21)

INTRODUCTION

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people. In the present times of unprecedented changes dislocating traditional values and creating conflict between traditional and new values there is a universal concern in respect of erosion of values, promoting values and culture which fit in with the needs of the modern times. This concern is universal but is more acute for our country which has lead its own distinct culture, worked view and a living value tradition. The process of developing in to a modern nation, with new social, political and economic institutions, and with emphasis on science and technology, has thrown up many new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

GUIDLINES FOR CONDUCT OF VALUE ADDED COURSE

It is informed that the following guidelines are to be followed for the conduct of Value Added Courses (VAC) during the even semester of 2020-21:

i. The classes for all VAC will be conducted from 2.15 PM to 3.15 PM on every day during the even semester of academic year 2020-21 through online mode.

iii. The duration of a value added course is 35 hours including theory and practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.

iv. The VAC can be offered only if there are at least five students opting for it.

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S.D. College, Hoshiarpur

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OBJECTIVE OF THE COURSE:- To help the students ... and superficial in the life. To help students develop sensitivity and awareness, leading to commitment and courage to act on their own belief.

TEACHING METHODS:- Lecture ,discussion method,PPTs.

RESOURCES AND LINK:- A Foundation course in human values and professional ethics by R.R. Gaur,R.Sangal,G.P. Bagaria and Internet:https://www.investopedia.com

SYLLABUS PLAN

TOPIC	TEACHING POINTS	NO.OF TEACHING DAYS
Introduction	Need, Basic Guidelines, Content and Process for Value Education.	3 days
Self Exploration	Self Exploration: Concept; its content and process; natural acceptance' and Experiential Validation- as the mechanism for self exploration.	6 days
Continuous Happiness and Prosperity	Continuous Happiness and Prosperity- A look at basic Human Aspirations Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority	6 days
Understanding Happiness and Prosperity correctly	Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario Method to fulfill the above human aspirations: understanding and living in harmony at various levels	6 days

Principal S.D. College, Hoshiarpur

Human Being	Human Being - Harmony in Myself: Understanding human being as a co-existence of the sentient 'I' and the material 'Body'; Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha .	
Understanding the harmony of I with the Body	Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail, Programs to ensure Sanyam and Swasthya	7 days

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CERTIFICATE COURSE IN BASIC AND ADVANCED BIOINFORMATICS 2020-21

Sanatan Dharama College, Hoshiarpur

Affiliated by Panjab University, Chandigarh.
Recognized UGC under section 2(f) 12B NAAC Accredited.
ISO 9001:2015 certificate no. BRIT02676

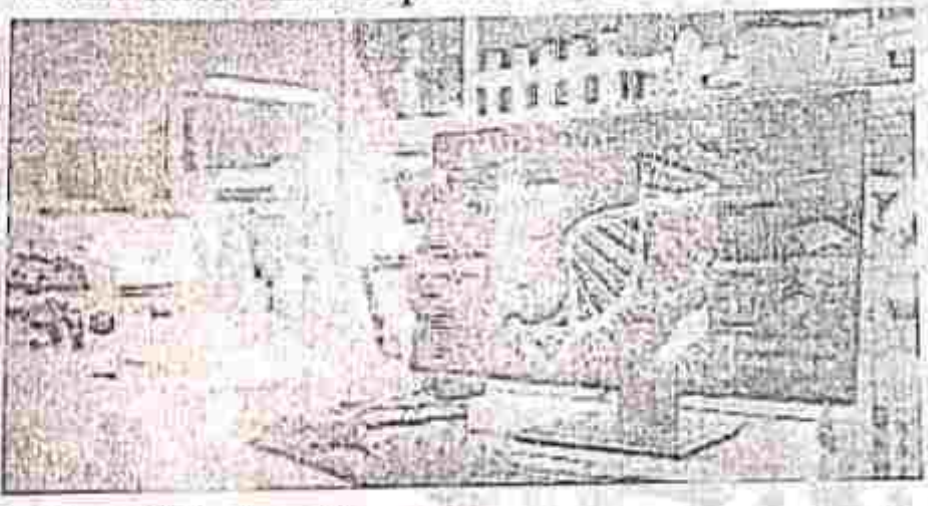
Chief Patron
Ms. Hema Sharma

Patron
Shri Shri Gopal Sharma

Director
Dr. Nand Kishor
(Principal)

Certificate course
In
Basic and Advanced Bioinformatics

Duration : 30 Hours
Start date: 12th september, 2020.



No fee will be charged.

Certificates will be provided to the participants upon successful completion.

Principal
S.D. College, Hoshiarpur

Coordinators
Ms. Anu
(HOD)
Department of Biotechnology

Co- coordinator
Dr. Kanwardeep singh Dhaliwal
(Department of Biotechnology)

Sanatan Dharma College, Hoshiarpur.

Department of Biotechnology

Certificate Course (30hrs)

Course Title:

Basic and Advanced Bioinformatics

Eligibility:

Student s should be enrolled in B. Sc. (H) Biotechnology at S D College, Hoshiarpur.

Duration:

30 Hrs including Theory and Practical.

Course Description:

This course is designed to give students both a theoretical background and a working knowledge of the techniques employed in Bioinformatics. Emphasis will be placed on biological sequence (DNA, RNA, protein) analysis and its applications.

Prerequisites:

Computer proficiency and basic knowledge of Biotechnology.

Course Coordinators:

Mrs Anu

Dr. Kanwar Dhaliwal

Principal
S.D. College, Hoshiarpur.

Course Title:

Basic and Advanced Bioinformatics

Student Learning Objectives:

The student will be able to:

1. Students will become familiar with a variety of currently available genomic and proteomic databases.
2. Students will be able to search and retrieve information from genomic and proteomic databases (e.g. GenBank, Swiss-Prot), and to analyze their search results using software available on the Internet (e.g. BLAST, ClustalW).
3. Students will learn how to compare and analyze biological sequences and how to interpret the results of their analyses
4. Students will learn how to construct phylogenetic trees based on biological sequence data.
5. Students will be able to locate consensus sequences, genes and open reading frames within biological sequences.
6. Students will become familiar with the principles and applications of microarrays.
7. Students will be able to perform elementary predictions of protein structure and function.
8. Students will be able to perform elementary comparative genomic analysis.
9. Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
10. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

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Course Outline:

Basic and Advanced Bioinformatics

Sr. No.	Topics	Method of Instruction	Duration
1	UNIT I History of Bioinformatics. The notion of Homology. Sequence information Sources, EMBL, GENBANK, Entrez, Unigene, Understanding the structure of each source and using it on the web.	Online Lectures. With use of PPT and Computer Practical	6 Hours
2	UNIT II Protein Information Sources, PDB, SWISSPROT, TREMBL, Understanding the structure of each source and using it on the web. Introduction of Data Generating Techniques and Bioinformatics problem posed by themRestriction Digestion, Chromatograms, Blots, PCR, Microarrays, Mass Spectrometry.	Online Lectures. With use of PPT and Computer practical	6 Hours
3	UNIT III Sequence and Phylogeny analysis, Detecting Open Reading Frames, Outline of sequence Assembly, Mutation/Substitution Matrices, Pairwise Alignments, Introduction to BLAST, using it on the web, Interpreting results, Multiple Sequence Alignment, Phylogenetic Analysis.	Online Lectures. With use of PPT and Computer practical	6 Hours
4	UNIT IV Searching Databases: SRS, Entrez, Sequence Similarity Searches-BLAST, FASTA, Data Submission. Genome Annotation: Pattern and repeat finding, Gene identification tools.	Online Lectures. With use of PPT and Computer Practical	6 Hours
5	PRACTICALS 1. Sequence information resource 2. Understanding and use of various web resources: EMBL, Genbank, Entrez, Unigene, Protein information resource (PIR) 3. Understanding and using: PDB, Swissprot, TREMBL 4. Using various BLAST and interpretation of results. 5. Retrieval of information from nucleotide databases. 6. Sequence alignment using BLAST. 7. Multiple sequence alignment using Clustal W.	Computer Practical.	6 Hours

Principal
S.D. [illegible], Hoshiarpur

Course Title:

Basic and Advanced Bioinformatics

Required Textbook:

Essential Bioinformatics by Jin Xiong.

Bioinformatics: A Practical Guide to the Analysis of Genes and Proteins by Andreas D. Baxevanis, B. F. Francis Ouellette

Attendance:

- 75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies in Department Office.

Students with 60 % and more marks will be issued e-Certificates of Completion.

Principal
S.D. College, Hoshiarpur

VALUE ADDED COURSE ON INTRODUCTION TO PYTHON

S.D. COLLEGE HOSHIARPUR

Session 2020-2021

INTRODUCTION TO PYTHON

ORGANISED BY DEPARTMENT OF COMPUTER APPLICATIONS

www.sdcollegehsp.net

01 April to 15 May 2021

2:00PM to 3:00 PM

sdcollegehsp@gmail.com

Note: Certificate will be provided to all participants

Principal
S.D. College, Hoshiarpur

S.D. COLLEGE HOSHIARPUR

VALUE ADDED COURSE ON INTRODUCTION TO PYTHON

ORGANISED BY DEPARTMENT OF COMPUTER APPLICATIONS

SESSION (2020-21)

INTRODUCTION

Python is a general-purpose, versatile, and powerful programming language. It was created by Guido van Rossum, and released in 1991. From web development to machine learning to data science, Python is the language for all. It is used wildely for:

web development (server-side),

software development,

mathematics,

system scripting.

Python is an in-demand, accessible programming language with an active, ever-growing community of users.

GUIDLINES FOR CONDUCT OF SHORT TERM COURSE

It is informed that the following guidelines are to be followed for the conduct of Value Added Courses (VAC) during the even semester of 2020-21:

i. The classes for all VAC will be conducted from 2.00 PM to 3.00 PM on every day during the even semester of academic year 2020-21 in online mode.

iii. The duration of a value added course is 30 hours with a combination of 30 hours including theory and practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.

iv. The VAC can be offered only if there are at least five students opting for it.

OBJECTIVE OF THE COURSE:-: To help the students to step in corporate world with latest AI based skills. To help students to become incredibly versatile, as it's used in a variety of fields, from data science and machine learning to game design..

TEACHING METHODS:- Classes using Google meet, practicals using screen sharing Assignments and Lecture.

Principal
S.D. College, Hoshiarpur

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OURCES AND LINK:- A Foundation course in human values and professional ethics .R. Gaur,R.Sangal,G.P. Bagaria and Internet. https://www.analyticsvidhya.com

YLLABUS PLAN

OPIC	TEACHING POINTS	NO.OF TEACHING DAYS
Basics of Python for Data Analysis	Why learn Python for data analysis? How to install Python? Running a few simple programs in Python	10 Hrs
Python libraries and data structures	• Python Data Structures • Python Iteration and Conditional Constructs like if-else, while, for loop	10 Hrs
• Python Libraries Introduction	• Numpy • Pandas • Scipy	8 Hrs
OOPs Concepts in Python	Functions Arrays Classes/Objects in Python	7 Hrs.

(CH.O.D Computer Department)

(Dr. Nand Kishor, Principal, S.D. College, Hoshiarpur)

Principal
S.D. College, Hoshiarpur.

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VALUE ADDED COURSE IN APPLIED MATHEMATICS.

SANATAN DHARMA COLLEGE
HOSHIARPUR

Value added Course

APPLIED MATHEMATICS

Register Now

30 HOUR
Total Course Duration

STARTING DATE:
1 APRIL, 2021

Coordinator:
Ms Shilpa (Department of Mathematics)

Principal
S.D. College, Hoshiarpur

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Sanatan Dharma College

Hoshiarpur

Department of Mathematics

Value Added Certificate Course

Course Title:

Applied Mathematics

Eligibility:

Student should be enrolled at S D College, Hoshiarpur.

Duration:

30 Hrs including Theory and Practical.

Course Description:

This course is designed to give students to develop substantial mathematical skills and methods needed in other subject areas. Mathematics is widely used in higher studies, so course prepares students to use algebraic methods as a means of representation and as a problem-solving tool.

Prerequisites:

Computer proficiency and basic knowledge of Mathematics.

Course Co-ordinators:

Mrs. Shilpa

Principal
S.D. College, Hoshiarpur

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Course Title:

Applied Mathematics

Student Learning Objectives:

The student will be able to:

1. Students will becomes to model real-world experiences/problems into mathematical expressions using numerical/algebraic/graphical representation.
2. To develop logical reasoning skills and apply the same in simple problem-solving.
3. To make connections between Mathematics and other disciplines.
4. To make sense of the data by organizing, representing, interpreting, analyzing, and making meaningful inferences from real-world situations.

Principal
S.D. College, Hoshiarpur

ourse Outline: Applied Mathematics

r. o.	Topics	Method of Instruction	Duration
1	UNIT I THEORY OF EQUATIONS – Roots of an equation – Relation between roots and coefficients – Transformation of Equations – Increasing and decreasing the roots of an equation – Reciprocal equation – Horner's method – Newtons method of finding roots.	Online Lectures. With use of PPT and Computer Practical	6 Hours
2	UNIT II MATRICES : Characteristic roots and characteristic vectors, Properties, Cayley Hamilton theorem, Inverse of a matrix , Diagonalization of a matrix and using it to find the powers of a matrix, Simple applications of matrices and determinants.	Online Lectures. With use of PPT and Computer practical	6 Hours
3	UNIT III CALCULUS: Derivatives, Maxima and Minima of function, Differential Equations, Application and Types- ordinary and partial differential equation, Solution of homogeneous ordinary differential equation, Lagrange method of solving linear partial differential equation Pp+Qq=R.	Online Lectures. With use of PPT and Computer practical	6 Hours
4	UNIT IV PROBABILITY: Probability Definitions and Notation, Joint Probabilities, Permutations and Combinations, Using Factorial and "M choose N", The Sum Rule, Conditional Probability, and the Product Rule, The Binomial Theorem and Bayes' Theorem.	Online Lectures. With use of PPT and Computer Practical	6 Hours
5	UNIT V LINEAR PROGRAMMING: Introduction and related terminology, Mathematical formulation of Linear Programming Problem, Different types of Linear Programming Problems, Graphical method of solution for problems in two variables, Feasible and Infeasible Regions, Feasible and infeasible solutions, optimal feasible solution.	Online Lectures. With use of PPT and Computer Practical	6 Hours

PRACTICAL: Use of spreadsheet study the nature of function at various points, maxima/minima, Matrix operations using Excel, LPP Problem, solving equations using graphs and SOLVER. Practicals in SPSS.

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S.D. College, Hoshiarpur

Course Title:

Applied Mathematics

Required Textbook:

Advanced Engineering Mathematics, Erwin Kreyzig, Wiley.

Fundamentals of Mathematical Statistics, A Modern Approach, S. C. Gupta and V. K. Kapoor, Sultan Chand.

Operational research, Man Mohan, P. K. Gupta, Kanti swarup.

Attendance:

75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies in Department Office.

Students with 60 % and more marks will be issued Certificates of Completion.

Principal
S.D. College, Hoshiarpur

CERTIFICATE COURSE IN REFRIGERATION AND AIR CONDITIONING

Sanatan Dharama College, Hoshiarpur

Affiliated by Punjab University, Chandigarh.
Recognized UGC under section 2(f) 12B NAAC Accredited.
ISO 9001:2015 certificate no. [illegible]

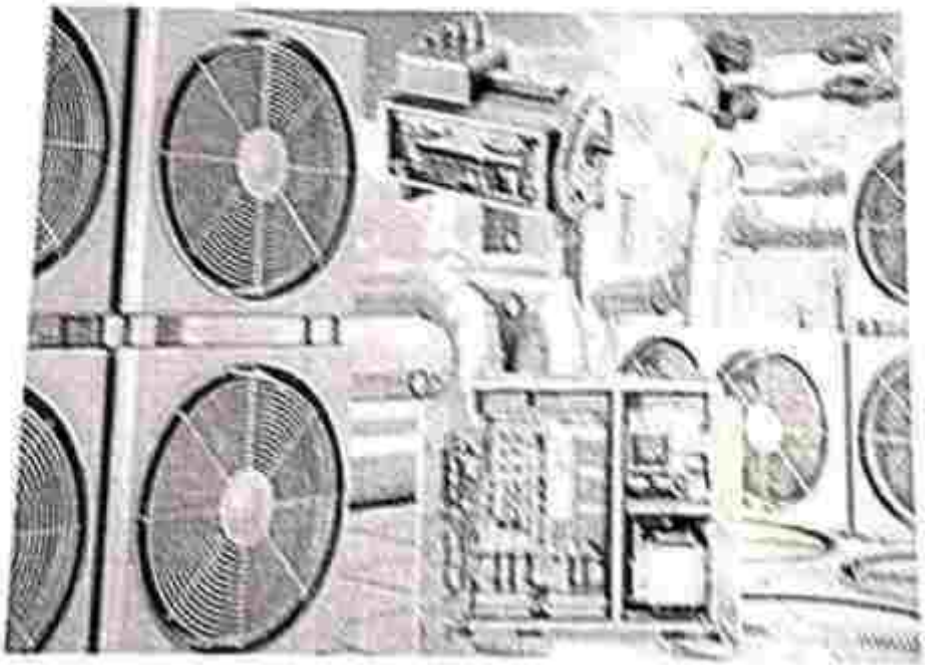
Certificate course
In
Refrigeration and Air Conditioning

Chief Patron
Ms. Hema Sharma

atron
hri Shri Gopal
harma

ector
Nand Kishor
incipal)

Duration : 30 Hours
Start date: 12th september, 2020.



No fee will be charged.

Certificates will be provided to the participants upon successful completion.

Coordinater
Ms. Sanali

Sanatan Dharma College

Hoshiarpur

Department of Physics

Certificate Course

Course Title:

Refrigeration and Air Conditioning

Eligibility:

Student should be enrolled in B. Sc. (Non-Medical) at S D College, Hoshiarpur.

Duration:

30 Hrs including Theory and Practical.

Course Description:

This course is designed to familiarize with the terminology associated with refrigeration systems and air conditioning. The course curriculum focused to leads students toward a clear understanding and firm grasp of the basic refrigeration processes and the basics of psychrometry. This course also emphasize to acquire the skills required to model, analyse and design different refrigeration as well as air conditioning processes and components.

Prerequisites:

Understanding of the relevant basic concepts and principles in basic science subjects

Course Co-ordinators:

Ms. Sonali

Principal
S.D. College, Hoshiarpur

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Course Title:

Refrigeration and Air Conditioning

Objectives of the Course:-

- Learning the fundamental principles and different methods of refrigeration and air conditioning.
- Study of various refrigeration cycles and evaluate performance using Mollier charts and/ or refrigerant property tables.
- Comparative study of different refrigerants with respect to properties, applications and environmental issues.
- Understand the basic air conditioning processes on psychometric charts, calculate cooling load for its applications in comfort and industrial air conditioning.
- Study of the various equipment-operating principles, operating and safety controls employed in refrigeration air conditioning systems.

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S.D. College, Hoshiarpur

Course Outline: Refrigeration and Air Conditioning

Sr. No.	Topics	Method of Instruction	Duration
1	UNIT I Air refrigeration system : Refrigeration methods Units of refrigeration, Reversed Carnot cycle, Heat pump,Refrigeration machine, coefficient of performance, ideal refrigeration cycle,application of air- refrigeration in air-crafts.	Online Lectures. With use of PPT	4 Hours
2	UNIT II Various compression systems : Simple vapour compression refrigeration cycle, merits and Refrigerants demerits of this system over air refrigeration system, factors affecting the performance of a vapour compression refrigeration system, sub cooling and superheating of vapour, wet and dry compression, multistage vapour compression system, intercooler, flash chamber, accumulator and heat exchanger.	Online Lectures With use of PPT	4 Hours
3	UNIT III Vapour absorption system : Simple and modified vapour absorption refrigeration system, Electrolux refrigerator, COP of heat operated refrigeration system.	Online Lectures With use of PPT	4 Hours
4	UNIT IV Refrigerants : classification and nomenclature of refrigerants, primary and secondary refrigerants, properties of some common refrigerants, physical, chemical and thermodynamics properties, selection of refrigerants, leakage of refrigerants and methods of detection.	Online Lectures With use of PPT	4 Hours
5	Unit V Equipment: Elementary discussion of refrigerating equipment, ice plant and cold storage. Psychrometry : Properties of air vapour mixture, wet bulb, dew point & dry bulb temperatures, humidity, specific humidity, humidity ratio, degree of saturation, relative humidity, total heat psychrometric relation, psychometric charts and its uses, psychometric processes evaporative cooling.	Online Lectures With use of PPT	5 Hours

Hoshiarpur

Course Title:

Refrigeration and Air Conditioning

Required Textbook:

Arora, C.P., 'Refrigeration and Air conditioning', McGraw Hill Education, 3rd Edition, 2009.

Stoecker, W.F. and Jones, J.W., 'Refrigeration and Air conditioning', Tata McGraw Hill, 1986.

Attendance:

75 % Mandatory.

Assessment:

Exit Exam will be held Online with Submission of Hard Copies in Department Office.

Students with 60 % and more marks will be issued e-Certificates of Completion.

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ADD-ON COURSES

Students at the under graduate level from any stream can opt for Certificate course.
Student can take Add-on Course only during graduation

COURSE	DURATION	ELIGIBILITY
1. Web Designing and Multimedia 2. Computer based Accounting 3. E-Commerce	1 Year	Pass marks (35% marks) at + 2 level.

Course Structure

Certificate Course in Web Designing and Multimedia

Paper I: Introduction to Web Tools
Paper II: Introduction to Multimedia

Certificate Course in Computer Based Accounting

Paper I: Fundamental of Computer Accounting
Paper II: Tally 6.3

Certificate Course in E-Commerce

Paper-I: Fundamentals of E-commerce including Payment System
Paper-II: Business Applications of E-Commerce

B.VOC. COURSES WE HAVE APPLIED FOR

CHEME OF B.VOC. SOFTWARE DEVELOPMENT (SEMESTER SYSTEM)	
Semester-I	
aper Code	Title
GEN-101	Communication Skills
GEN-102	Fundamentals of Information Technology I
D-103	Logic Development Techniques
D-104	Fundamental of Information Technology II
D-105	Internet Application

SCHEME OF B.VOC. SOFTWARE DEVELOPMENT (SEMESTER SYSTEM)	
Semester-II	
Paper Code	Title
*GEN-201	Soft Skills and personality Development
SD-108	Relational Database Management System
SD-109	RDBMS using MySQL
SD-110	Programming in C Language
SD-111	PC maintenance and trouble shooting
**SIT-201	Summer Industrial Training

fer to Generic Components Common to all B.Voc. Courses
ummer Industrial Training of 4-6 weeks in a relevant industry after 2nd Semester Examinations during summer break. Training report
he student to be submitted within in one week of Start of 3rd Semester. Viva-Voce examination to be
d within 3-weeks of the start of 3rd Semester.
Role: ----Data entry operator, IT help Desk, Office Executive, Software Trainee, Technical Support Voice, B.P.O. Lab Technician,
tabase Administrator, Network Administrator, Application programmer.

B.VOC. (BANKING INSURANCE AND RETAILING)	
Semester-I	
per Code	Title
EN-101	Communication Skills
EN-102	Fundamentals of Information Technology
R-103	Retail Marketing
R-104	Principle & Practice of Banking & Insurance
R-105	Management Concepts and Strategic Management

B.VOC. (BANKING INSURANCE AND RETAILING)	
Semester-II	
Paper Code	Title
*GEN-201	Soft Skills and personality Development
GEN-202	Business & General Laws
BIR-203	Retail Stores & Operation Management
BIR-204	Financial Markets & Services
BIR-205	Elements of Salesmanship
**SIT-201	Summer Training (OJT) (After 2nd Semester Examinations)

fer to Generic Components Common to all B.Voc. Courses
ummer Industrial Training of 4-6 weeks in a relevant industry after 2nd Semester Examinations during summer break. Training report
the student to be submitted within in one week of Start of 3rd Semester. Viva-Voce examination to be held within 3-weeks of the start
3rd Semester.
Role: Insurance Agent, Retail Store Operator, Marketing Executive, Bank field Jobs.

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Principal
S.D. College

ADD ON COURSE IN E-COMMERCE

PANJAB UNIVERSITY, CHANDIGARH

FACULTY OF BUSINESS MANAGEMENT & COMMMERCE

OUTLINES OF TESTS SYLLABI AND COURSES OF READING

FOR

Add on courses for B.A./B.Sc./B.Com

CERTIFICATE COURSE

For the Examination of 2020-21

Principal
S.D. College, Hoshiarpur

ELIGIBILITY

FOR CERTIFICATE COURSE

- Students at the under graduate level from any stream can opt for Certificate course. Student can take Add-on Course only during graduation
- Eligibility is pass marks (35% marks) at + 2 level

FOR DIPLOMA COURSE

50% marks in certificate course

FOR ADVANCED DIPLOMA COURSE

50% marks in diploma course

WORK LOAD & MAKRS DISTRIBUTION

1. There will two papers of 100 marks each at each level (i.e.) certificate level, diploma level and advanced diploma level.
2. Each paper shall have 2 credits and total marks shall be 100 marks out of 100 marks theory paper shall consist of 75 marks and internal assessment based upon practical training, Class participation, Attendance case studies project report shall be 25 marks.
3. There shall be 6 lectures per subject per week.

INSTRUCTIONS FOR PAPER SETTERS

Each paper will have two units Unit I will consist of short answers questions Students will be required to attempt 5 out of 8 questions. Each question will be of 3 marks.

Unit II will consist of long answer questions Students will be required to attempt 4 out of 7 questions from the entire syllabus. Each question will be of 15marks.

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COURSE 12

E-Commerce

First Year

PAPER- I: FUNDAMENTALS OF E-COMMERCE AND E-PAYMENT SYSTEM

UNIT- I

E-Commerce: Introduction, History of E-Commerce, Electronic Commerce Framework, Advantages and Disadvantages of E-Commerce; Comparison of Traditional Commerce with E-Commerce; Tools of E-Commerce; E-Commerce growth in India.

E-Business: Meaning, Models based on the relationship of transacting parties-B2B, B2C, C2C and C2B.

UNIT- II

Electronic Payment System: Introduction and Types of payment systems-E-cash and currency servers, E-cheques, Credit cards, Smart cards, Electronic purses and Debit cards, Risk management options for e-payment systems, Components of an effective electronic payment system.

Electronic Data Interchange (EDI): Meaning, EDI Working, Implementation of EDI; Digital Signatures; Cryptography; Inter-operatibility and Inter-compatibility.

PRACTICAL WORK:

Understanding the basics of commercial websites, Handling Electronic payments via debit and credit cards, Understanding the process of maintaining security on E-Commerce websites.

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PAPER- II: BUSINESS APPLICATIONS OF E-COMMERCE

UNIT- I

Internet Marketing: Meaning, Concept and Advantages of Internet Marketing; Comparison of Traditional Marketing with Internet Marketing; Impact of Internet Marketing on Pricing, Distribution, Advertising and Branding.

New Trends in Applications of E-Commerce: Anatomy of E-Commerce Applications, Consumer and Organizational Applications.

UNIT- II

Changing Structure of Organizations: Traditional vs. Virtual; The impact of E-Commerce on various business sectors such as Entertainment, Education, Health Services, Publishing and Financial Services.

E-Commerce Environment: Socio- Economic Impacts of E-Commerce; Recent Trends and Opportunities in E-Commerce.

Ethical Issues in E-Commerce; Security Risks of E-Commerce: Exposure of Resources, Types of Threats, Sources of Threats and Security Tools.

PRACTICAL WORK:

Website Evaluation: Visiting websites of specific industries which include parameters like Ease of use, Aesthetic effects and Information about the Company's Products and Services.
Discuss and designing a new Online Business Idea.

SUGGESTED READINGS:

1. Diwan, Prag and Sunil Sharma: Electronic Commerce- A Manager's Guide to E-Business Vanity Books International, Delhi
2. Kalakota , Ravi and Shinston Andrew B: Frontiers of Electronic Commerce, Addision Wesley.
3. Minoli and Minoli: Web CommerceTechnology Handbook, Tata McGraw Hill, NewDelhi.
4. Schneider, Gray P. : Electronic Commerce, Course Technology, Delhi
5. Young, Margaret Levine: The Complete Reference to Internet, Tata McGraw Hill, NewDelhi.
6. Bajaj, Kamlesh K: E-Commerce- The Cutting Edge of Business, Tata McGraw Hill, NewDelhi.

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COURSE 12

E-Commerce

First Year

PAPER- I: FUNDAMENTALS OF E-COMMERCE AND E-PAYMENT SYSTEM

UNIT- I

E-Commerce: Introduction, History of E-Commerce, Electronic Commerce Framework, Advantages and Disadvantages of E-Commerce; Comparison of Traditional Commerce with E-Commerce; Tools of E-Commerce; E-Commerce growth in India.

E-Business: Meaning, Models based on the relationship of transacting parties-B2B, B2C, C2C and C2B.

UNIT- II

Electronic Payment System: Introduction and Types of payment systems-E-cash and currency servers, E-cheques, Credit cards, Smart cards, Electronic purses and Debit cards, Risk management options for e-payment systems, Components of an effective electronic payment system.

Electronic Data Interchange (EDI): Meaning, EDI Working, Implementation of EDI; Digital Signatures; Cryptography; Inter-operatibility and Inter-compatibility.

PRACTICAL WORK:

Understanding the basics of commercial websites, Handling Electronic payments via debit and credit cards, Understanding the process of maintaining security on E-Commerce websites.

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PAPER- II: BUSINESS APPLICATIONS OF E-COMMERCE

UNIT- I

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UNIT- II

Changing Structure of Organizations: Traditional vs. Virtual; The impact of E-Commerce on various business sectors such as Entertainment, Education, Health Services, Publishing and Financial Services.

E-Commerce Environment: Socio- Economic Impacts of E-Commerce; Recent Trends and Opportunities in E-Commerce.

Ethical Issues in E-Commerce; Security Risks of E-Commerce: Exposure of Resources, Types of Threats, Sources of Threats and Security Tools.

PRACTICAL WORK:

Website Evaluation: Visiting websites of specific industries which include parameters like Ease of use, Aesthetic effects and Information about the Company's Products and Services.
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3. Minoli and Minoli: Web CommerceTechnology Handbook, Tata McGraw Hill, NewDelhi.
4. Schneider, Gray P. : Electronic Commerce, Course Technology, Delhi
5. Young, Margaret Levine: The Complete Reference to Internet, Tata McGraw Hill, NewDelhi.
6. Bajaj, Kamlesh K: E-Commerce- The Cutting Edge of Business, Tata McGraw Hill, NewDelhi.

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S.D. College, Hoshiarpur

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Session: 2019-20.

SHORT-TERM COURSE ON FERMENTATION TECHNOLOGY AND MICROBIOLOGICAL TEST

NOTICE

DATE- 23/08/2019

Department of biotechnology is going to organize short term course on Fermentation technology and microbiological tests of 30 hours duration. The course aims to familiarize participants with the integrated, interdisciplinary approach required in modern biotechnology. The course will consist of following:

1. Microbiological test and lab practices
2. Fermentation technology

The course is going to start from 27/08/2019. The students who are interested can give their names to Asstt. Prof. Anu or Asstt. Prof. kanwardeep singh dhaliwal till 26/08/2019.

Incharge

Principal

Principal
S.D. College, Hoshiarpur.

20/9-20

WORKSHOP ON ART AND CRAFT UNDER EARN WHILE YOU LEARN INITIATIVE

WORKSHOP ON ART AND CRAFT UNDER 'EARN WHILE YOU LEARN' INITIATIVE

1st to 9th Aug, 2019

Sanatan Dharma College Hoshiarpur
Affiliated to Panjab University, Chandigarh
Recognized by UGC Under section 2(f) 12 B
Accredited by NAAC B+

ABOUT THE INSTITUTE

Under the inspiring leadership and able guidance of the third illustrious president and Secretary of the College Managing Committee, Maa Sneh Amrit Anand ji and Late Sh. G. D. Malhotra ji, the college took giant strides in becoming one of the most sought after Post-graduation institutions of the region. Both these luminaries strived hard to introduce professional courses like PDGCA, BCA and B.Sc. (Bio-Technology) in the college. In addition to these coveted courses, they were instrumental in adding vocational subjects like Computer Applications and Fashion Designing in Arts Stream. It paved the way for arts students to compete with their counter-parts and other professional streams.

MISSION

Providing Quality Education, student centered teaching – learning processes and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas. The institution aims at imparting technical education that encourages independent thinking, develops strong domain of knowledge, and hones contemporary skills and positive attitudes towards holistic growth of young minds. Besides this the institution also aims at evolving into a Center of Academic and Research Excellence.

ABOUT 'EARN WHILE YOU LEARN'

'Earn While You Learn' is an initiative taken under the aegis of Honourable President of the New S. D. College Managing Committee, Mrs. Hema Sharma. Its main objective is to make students explore their interest and provide them a platform to give concrete shape to their creative instinct. To achieve this purpose the college organizes various workshops wherein the students get the hands-on experience regarding various life-skills. Students not only learn to make a variety of items related to art and craft, baking and sewing but also get an opportunity to earn by selling these items through exhibitions on different occasions in college.

DETAILS OF THE WORKSHOP

The workshop on art and craft will extend over 2 days. Verbal explanation as well as demonstration will be given to aid the process of learning. The lessons pertaining to the preparation of earrings and shagun envelopes using paper quilling techniques will be imparted. Besides, it will be taught to prepare dream catcher as well as carry bags made from different fabrics. The material will be provided by the college and the participants need not bring any sort of material.

VENUE: Fashion Designing Lab
TIMING: 10:30 A.M. to 2:30 P.M.
DURATION: 1st to 9th Aug, 2019
CHARGES : Rs. 100 for Outsiders
There will be no charges for our college students.

ADDRESS

Deep Nagar, Phagwara Road,
Hoshiarpur

CONTACT US

www.sdcollegehsp.net,
sdcollegehsp@gmail.com

PRINCIPAL

CONVENER

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ADD-ON COURSES

Students at the under graduate level from any stream can opt for Certificate course.
Student can take Add-on Course only during graduation

COURSE	DURATION	ELIGIBILITY
1. Web Designing and Multimedia	1 Year	Pass marks (35% marks) at + 2 level.
2. Computer based Accounting		
3. E-Commerce		

Course Structure

Certificate Course in Web Designing and Multimedia

Paper I: Introduction to Web Tools
Paper II: Introduction to Multimedia

Certificate Course in Computer Based Accounting

Paper I: Fundamental of Computer Accounting
Paper II: Tally 6.3

Certificate Course in E-Commerce

Paper-I: Fundamentals of E-commerce including Payment System
Paper-II: Business Applications of E-Commerce

Principal
S.D. College, Hoshiarpur

ADD-ON COURSE IN WEB-DESIGNING

PANJAB UNIVERSITY CHANDIGARH- 160014 (INDIA)

(Estted. under the Panjab University Act VII of 1947-enacted by the Govt. of India)

FACULTY OF SCIENCE

SYLLABI

FOR

WEB DESIGNING AND MULTIMEDIA
ADD-ON COURSE

CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA

FOR
B.A./B.SC./B.COM.

FOR

EXAMINATIONS, 2018

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Principal
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Web Designing and Multimedia – Add-on Course in the X Plan 2017-18

Outlines of tests, syllabi and courses of reading for **"Web Designing and Multimedia"** an **Add-on Certificate Course** during the First year of B.A/B.Sc/B.com

OUTLINES OF TESTS

Paper-Code	Paper Name	Lectures/ Week	Practicals/ Week	Ext.	Int.	Univ. Exam Marks	Hours
CWM-1001	Introduction to Web tools	4	0	65	10	75	3
CWM-1002	Introduction to Multimedia	4	0	65	10	75	3
CWM-1003	Practical based on CWM 1001 & 1002	0	4	50	-	50	4

Outlines of Tests, syllabi and courses of Reading for **"Web Designing and Multimedia"** an **add-on Diploma course** on during the Second year of B.A/B.Sc/B.Com.

Paper-Code	Paper Name	Lectures/ Week	Practicals/ Week	Ext.	Int.	Univ. Exam Marks	Hours
CWM-2001	Server Side Scripting (Using PHP)	4	0	65	10	75	3
CWM-2002	Multimedia Application Development (Using Director)	4	0	65	10	75	3
CWM-2003	Practical based on CWM 2001 & 2002	0	4	50	-	50	4

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ADD-ON COURSE IN E-COMMERCE

COURSE 12

E-Commerce

First Year

PAPER- I: FUNDAMENTALS OF E-COMMERCE AND E-PAYMENT SYSTEM

UNIT- I

E-Commerce: Introduction, History of E-Commerce, Electronic Commerce Framework, Advantages and Disadvantages of E-Commerce; Comparison of Traditional Commerce with E-Commerce; Tools of E-Commerce; E-Commerce growth in India.

E-Business: Meaning, Models based on the relationship of transacting parties- B2B, B2C, C2C and C2B.

UNIT- II

Electronic Payment System: Introduction and Types of payment systems-E-cash and currency servers, E-cheques, Credit cards, Smart cards, Electronic purses and Debit cards, Risk management options for e-payment systems, Components of an effective electronic payment system.

Electronic Data Interchange (EDI): Meaning, EDI Working, Implementation of EDI; Digital Signatures; Cryptography; Inter-operatibility and Inter-compatibility.

PRACTICAL WORK:

Understanding the basics of commercial websites, Handling Electronic payments via debit and credit cards, Understanding the process of maintaining security on E-Commerce websites.

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PAPER- II: BUSINESS APPLICATIONS OF E-COMMERCE

UNIT- I

Internet Marketing: Meaning, Concept and Advantages of Internet Marketing; Comparison of Traditional Marketing with Internet Marketing; Impact of Internet Marketing on Pricing, Distribution, Advertising and Branding.

New Trends in Applications of E-Commerce: Anatomy of E-Commerce Applications, Consumer and Organizational Applications.

UNIT- II

Changing Structure of Organizations: Traditional vs. Virtual; The impact of E-Commerce on various business sectors such as Entertainment, Education, Health Services, Publishing and Financial Services.

E-Commerce Environment: Socio- Economic Impacts of E-Commerce; Recent Trends and Opportunities in E-Commerce.

Ethical Issues in E-Commerce; Security Risks of E-Commerce: Exposure of Resources, Types of Threats, Sources of Threats and Security Tools.

PRACTICAL WORK:

Website Evaluation: Visiting websites of specific industries which include parameters like Ease of use, Aesthetic effects and Information about the Company's Products and Services.
Discuss and designing a new Online Business Idea.

SUGGESTED READINGS:

1. Diwan, Prag and Sunil Sharma: Electronic Commerce- A Manager's Guide to E-Business Vanity Books International, Delhi
2. Kalakota , Ravi and Shinston Andrew B: Frontiers of Electronic Commerce, Addision Wesley.
3. Minoli and Minoli: Web CommerceTechnology Handbook, Tata McGraw Hill, NewDelhi.
4. Schneider, Gray P. : Electronic Commerce, Course Technology, Delhi
5. Young, Margaret Levine: The Complete Reference to Internet, Tata McGraw Hill, NewDelhi.
6. Bajaj, Kamlesh K: E-Commerce- The Cutting Edge of Business, Tata McGraw Hill, NewDelhi.

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2018-19 WORKSHOP ON SURFACE ORIENTATION UNDER EARN WHILE YOU LEARN INITIATIVE

WORKSHOP ON SURFACE ORIENTATION UNDER 'EARN WHILE YOU LEARN' INITIATIVE'

4th to 18th Sep, 2018

Sanatan Dharma College Hoshiarpur
Affiliated to Panjab University, Chandigarh
Recognized by UGC Under section 2(f) 12 B
Accredited by NAAC B+

ABOUT THE INSTITUTE

Under the inspiring leadership and able guidance of the third illustrious president and Secretary of the College Managing Committee, Maa Such Amrit Anand ji and Late Sh. G. D. Malhotra ji, the college took giant strides in becoming one of the most sought after Post-graduation institutions of the region. Both these luminaries strived hard to introduce professional courses like PDGCA, BCA and B.Sc. (Bio-Technology) in the college. In addition to these coveted courses, they were instrumental in adding vocational subjects like Computer Applications and Fashion Designing in Arts Stream. It paved the way for arts students to compete with their counter-parts and other professional streams.

MISSION

Providing Quality Education, student centered teaching – learning processes and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas. The institution aims at imparting technical education that encourages independent thinking, develops strong domain of knowledge, and hones contemporary skills and positive attitudes towards holistic growth of young minds. Besides this the institution also aims at evolving into a Center of Academic and Research Excellence.

ABOUT 'EARN WHILE YOU LEARN'

'Earn While You Learn' is an initiative taken under the aegis of Honourable President of the New S. D. College Managing Committee, Mrs. Hema Sharma. Its main objective is to make students explore their interest and provide them a platform to give concrete shape to their creative instinct. To achieve this purpose the college organizes various workshops wherein the students get the hands-on experience regarding various life-skills. Students not only learn to make a variety of items related to art and craft, baking and sewing but also get an opportunity to earn by selling these items through exhibitions on different occasions in college.

DETAILS OF THE WORKSHOP

The one day workshop will focus on decoration of different items using a variety of painting methods. Verbal explanation accompanied by demonstration will be given to aid the process of learning. The lessons will be imparted as to how to paint on different surfaces using various colour schemes and techniques. The decoration of aprons, table mats and pillows etc. will be taught. The material will be provided by the college and the participants need not bring any sort of material.

VENUE: Fashion Designing Lab
TIMING: 10:30 A.M. to 12:30 P.M.
DURATION: 4th to 18th Sep, 2018 (15day)
CHARGES : Rs. 100 for Outsiders
There will be no charges for our college students.

ADDRESS

Deep Nagar, Phagwara Road,
Hoshiarpur

CONTACT US

www.sdcollegehsp.net,
sdcollegehsp@gmail.com

PRINCIPAL CONVENER

Evidence - 17

"Surface Orientation"
workshop
Session - 2018-19.

The workshop under the theme "Surface orientation" was organised by the Department on 01-09-2018 (Saturday).

The workshop was organised with the motive of educating students about fabric paint in different methods.

Students from different streams of the college was participated in this workshop.

The students was very excited and keen to learn how to paint the fabric in different methods.

Incharge

Asst Prof. Manmeet Kaur

PRINCIPAL.

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WORKSHOP ON TALLY ERP9 WITH GST 2018-19.

LECTURE WISE DETAILS

DATE	TOPICS
05/02/2019	INTRODUCTION OF BASIC TERMS OF ACCOUNTS
06/02/2019	DESCRIBE THE RULES OF ACCOUNTS LIKE PERSONAL AND IMPERSONAL ACCOUNTS
07/02/2019	HOW TO ENTER THE JOURNAL ENTRIES, LEDGER POSTING, TRIAL BALANCE AND OTHERS BOOKS.?
08/02/2019	INTRODUCTIONS OF TALLY AND ITS GATEWAY OF TALLY
09/02/2019	HOW TO CREATE A NEW COMPANY.?
11/02/2019	WHAT IS USE OF LEDGER CREATION, ALTER AND DELETE LEDGER IN TALLY.?
12/02/2019	HOW TO ENTER THE ACCOUNTING ENTRIES.?
13/02/2019	PAYMENT, RECEIPT,CONTRA,JOURNAL
14/02/2019	SALE,PURCHASE , DEBIT NOTE, CREDIT NOTE
15/02/2019	PROVIDE THE SECURITY IN TALLY
16/02/2019	WHAT IS THE USE OF BACKUP OF COMPANY AND RESTORE OF COMPANY.?
18/02/2019	HOW TO SPLIT THE COMPANY.?
20/02/2019	HOW TO DELETE THE VOUCHER,LEDGER AND COMPANY.?
21/02/2019	OPTIONAL, MEMORANDOM,REVERSE JOURNAL VOUCHER.
22/02/2019	PRACTICAL OF TALLY OPTIONS
23/02/2019	HOW TO CREATE A SINGLE LEDGER AND MULTI LEDGER.?
25/02/2019	HOW TO ACTIVATE THE OPTIONS IN TALLY.?
26/02/2019	DISPLAY THE DIFFERENT TYPES OF BOOKS LIKE CASH BOOKS, DAY BOOKS & LEDGER BOOKS.
27/02/2019	SETTING ACCOUNTING FEATURES IN TALLY
28/02/2019	HOW TO CREATE COMPANY WITH INVENTORY IN TALLY.?
01/03/2019	HOW TO ENTER THE INVENTORY VOUCHER.?
02/03/2019	HOW TO CREATE STOCK GROUP, STOCK ITEMS , UNIT OF MEARUMENT.?
04/03/2019	PURCHASE ORDER, SALE ORDER
05/03/2019	DELIVERY NOTE AND RECEIPT NOTE
06/03/2019	HOW TO ENTER TRADE DISCOUNT IN SALE AND PURCHASE VOUCHER.?
07/03/2019	HOW TO SET THE FEATURE OF COMPANY WITH ACCOUNT AND ACCOUNT WITH INVENTORY.?
08/03/2019	SHORTCUT KEY OF TALLY
09/03/2019	DISCUSS OF VAT CONCEPT IN ENTRIES.
11/03/2019	HOW TO ENTER THE ENTRIES OF VAT IN TALLY.?
12/03/2019	DISPLAY THE VAT REPORT
13/03/2019	WHAT IS GST.? HOW TO ACTIVATE THE GST IN TALLY.?
14/03/2019	VOUCHER ENTRIES IN TALLY WITH GST
15/03/2019	PRINTING OF DIFFERENT TYPES OF BOOKS & DAYBOOKS

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SHORT COURSE ON MICRO PROPAGATION AND BIOINFORMATICS MODULE

NOTICE

DATE:- 30/08/2018

Department of biotechnology is going to organize short term course on Micro propagation and Bioinformatics module with the knowledge of preparation of scientific posters. This course will be of 30 hours duration. The course is going to start from 01/09/2018. The students who are interested can give their names to Asstt. Prof. Anu.

Incharge

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