



AUXILIUM COLLEGE (Autonomous)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)
Gandhi Nagar, Vellore – 6.

1.3 Curriculum Enrichment

1.3.2 Number of Certificate/Value added courses/Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM/e-PG Pathshala / NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed during the last five years.

Syllabus - Certificate Courses

S.No.	Course Names
1	Certificate Course in Communication Skills
2	Human Rights and Values in Education
3	Human Resource Management
4	Medical Laboratory Techniques
5	Fundamentals Of Computer and MS Office

AUXILIUM COLLEGE (Autonomous), Vellore - 6.
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE
OUTCOME BASED EDUCATION
COMMUNICATION SKILLS
 (With effect from the Academic Year 2020-2021)
Semester System with credits

1. Objectives:

- To help learners acquire fluency in spoken and written English
- To enable communication with clarity and precision
- To enrich the learner's vocabulary
- To help acquire structure and written expression required for the work place (Profession).

2. Eligibility for Admission:

Any Candidate

3. Duration of the Course:

One academic year comprising of ninety working days spread over two semesters. The year will be divided into two semesters of forty five days each with 150 hours (100 hours of theory and 50 hours of lab work) in each semester.

4. Course of Study and Scheme of Evaluation:

The course of study will be under the semester pattern with credits according to the syllabus prescribed. The course consists of core subjects and lab work. A pass in all the subjects is a must for the award of the certificate.

Semester	Subject Type	Paper	Title of the Paper	Hours / Week	Exam Hours	Credits	Marks
I	Core	I	Communication Skills	2	2	3	60+40
I	Core	II	Writing Skills	2	2	3	60+40
I	Core	III	Speaking Skills	2	2	3	60+40
II	Core	IV	Accent Neutralization	2	2	3	60+40
II	Core	V	Skill Training	2	2	3	60+40
II	Core	VI	Employability Skills	2	2	3	60+40

5. Requirements to take the Examination:

The candidate will be permitted to take the examination of any semester provided they secure 75% attendance. The candidate must complete the course of study prescribed. The candidate must successfully complete the lab work as prescribed.

6. Medium of Instruction and Examination:

English

7. Minimum Pass Mark:

A candidate shall be declared as having passed a paper if she obtains not less than 40%.

8. Classification of Successful Candidates:

A candidate who passes all the examinations in the first attempt securing 60% will be declared to have passed with a first class.

9. Question Paper Pattern:

Paper I, II, IV & V- Theory 60 marks & Practical 40 marks

Section A	Objective Type Questions	10 x 1 = 10 marks
Section B	150 word - Short Notes (6 out of 8)	6 x 5 = 30 marks
Section C	Essay Type Questions (2 out of 3)	2 x 10 = 20 marks

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SEMESTER I – PAPER – I
CECSA20 – COMMUNICATION SKILLS

Year	Sem	Course Code	Title of the Course	Course Type	Course Category	H / W	Credits	Marks
II	I	CECSA20	Communication Skills	Theory & Practical	Core	2	2	60+40=100

Course Outcomes

The Learners will be able to

CO No.	Course Outcome
CO1	Develop strong communication skills
CO2	Enable the students to speak and write fluently in English
CO3	Enhance the students on the reading habits
CO4	Enrich students' knowledge on describing and narrating the events
CO5	Improve their ability in writing

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	L	H	L	M	H
CO2	H	L	M	L	M	M
CO3	H	L	H	L	M	M
CO4	M	M	M	L	M	M
CO5	H	L	M	L	L	M

Low -L, Medium -M, High-H

Unit I: Listening **K Level (1 – 4)** **(No of Hours:10)**

- 1.1 Audio on listening to a description.
- 1.2 Listening the direction and following.
- 1.3 Identifying nouns and adjective from a song.
- 1.4 Listening to news and reporting.
- 1.5 Listening to Ted talks and summarizing.
- 1.6 Accuracy in listening to an information and conveying it accurately.

Unit II: Oral Communication (Speaking) **K Level (1 – 4)** **(No of Hours :10)**

- 2.1 At the college.
- 2.2 On the campus.
- 2.3 Outside the class.
- 2.4 At the post office.
- 2.5 For Business.
- 2.6 For Pleasures.

Unit III: Reading **K Level (1 – 4)** **(No of Hours :10)**

- 3.1 Reading a Text.
- 3.2 Reading a scene from a play
- 3.3 Reading a poem
- 3.4 Reading a story
- 3.5 News Reading
- 3.6 Comprehension

Unit IV: Description and Narrations **K Level (1 – 4)** **(No of Hours:10)**

- 4.1 Describing habits
- 4.2 Narrating an event
- 4.3 Retelling a story
- 4.4 Describing how things work
- 4.5. Retelling from the viewpoint of different character
- 4.6 Making a presentation

Unit V: Writing **K Level (1 – 4)** **(No of Hours:10)**

- 5.1 Introduction to letter writing
- 5.2 Formal letter writing
- 5.3 Informal letter writing
- 5.4 Writing an official Email
- 5.5 Writing a report
- 5.6 Describing an incident by using appropriate words.

Books for Study: N. Krishnaswamy and T. Sriraman. *Creative English for communication*. Macmillan publishers India Ltd. 2009

Grant Taylor. *English Conversation Practice*. Tata McGraw-Hill Publishing Company limited. 1975

Sarah Freeman. *Written Communication in English*. Orion Printers private limited. 2015

Books for Reference: Prof. K.R. Lakshminarayan. *Skill – Testing in English*. Dipti Press. 2016

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SEMESTER I – PAPER II
CECSB20 – WRITING SKILLS

Year	Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	I	CECSB20	Writing Skills	Theory & Practical	Core	2	2	60+40=100

Course Outcomes

The Learners will be able to

CO No.	Course Outcome
CO1	Develop students writing skills
CO2	Enhance their ability in describing and narrating people things and events
CO3	Enrich students' knowledge in paragraph writing
CO4	Enable their skills in essay writing
CO5	Acquire a clear understanding in making a student to write on any topic.

CO/PO	PO					
	1	2	3	4	5	6
CO1	L	H	L	L	L	M
CO2	M	L	M	H	M	M
CO3	H	M	H	M	H	H
CO4	M	M	M	M	M	M
CO5	M	M	M	M	M	L

Low -L, Medium -M, High-H

Unit I: Writing Process**K Level (1 – 4)****(No of Hours:10)**

- 1.1 Goals.
- 1.2 Techniques.
- 1.3 Brain Storming.
- 1.4 Generating ideas.
- 1.5 Free Writing
- 1.6 WH questions.

Unit II: Paragraph Writing**K Level (1 – 4)****(No of Hours:10)**

- 2.1 Planning.
- 2.2 Drafting.
- 2.3 Generating ideas.
- 2.4 Topic sentence.
- 2.5 Developing the topic sentence.
- 2.6 Concluding the paragraph

Unit III: Descriptive Paragraph**K Level (1 – 4)****(No of Hours:10)**

- 3.1 Description of Self.
- 3.2 Describing a place.
- 3.3 Narrating an incident.
- 3.4 Description of an important personality.
- 3.5 Describing a beautiful scenery.
- 3.6 Describing an emotion.

IV: Essay Writing**K Level (1 – 4)****(No of Hours:10)**

- 4.1 Introduction to Essay writing.
- 4.2 Planning.
- 4.3 Writing as introduction.
- 4.4 Developing the paragraph.
- 4.5 Conclusion.
- 4.6 Revising, editing and proof reading.

Unit V: Creative Writing**K Level (1 – 4)****(No of Hours:10)**

- 5.1 Writing a short story.
- 5.2 Writing an article.
- 5.3 Writing a newspaper article.
- 5.4 Journal writing.
- 5.5 Writing a poem
- 5.6 Writing a Skit.

Books for Study: Regina L Smalley, Mary K Ruetten and Joann Rishel Kozyrev. *Developing Writing skills* Learners Publish Pte ltd. 2006

Books for Reference: Prof. K.R. Lakshminarayan. *Skill – Testing in English*. Dipti Press. 2016

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SEMESTER I – PAPER III
CECSC20 – SPEAKING SKILLS

Year	Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	I	CECSC20	Speaking Skills	Theory & Practical	Core	2	2	60+40=100

Course Outcomes

The Learners will be able to

CO No.	Course Outcome
CO1	To Identify the perfect speech sound for the specific utterances
CO2	To Predict the right spelling of the pronunciation
CO3	To Use apt sound in the pronunciation of the words
CO4	To Differentiate sounds in best comprehending the meaning of the same
CO5	To Reflect and have a good command over the language

CO/PO	PO					
	1	2	3	4	5	6
CO1	L	M	L	M	H	L
CO2	H	L	H	H	H	M
CO3	H	L	M	M	M	M
CO4	L	L	H	M	M	M
CO5	L	H	H	H	H	H
CO6	L	H	H	H	H	H

Low -L, Medium -M, High-H

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SEMESTER II – PAPER IV
CECSD20 – ACCENT NEUTRALIZATION

Year	Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	II	CECSD20	Accent Neutralization	Theory & Practical	Core	2	2	60+40 =100

The Learners will be able to

CO No.	Course Outcome
CO1	To Identify the specific accent of speech used in English language
CO2	To Predict the right tone while speaking
CO3	To Use apt stress in pronouncing words
CO4	To Differentiate different types of Accents used around the orb
CO5	To Reflect and have a good command over the language using the perfect Stress and Intonation

CO/PO	PO					
	1	2	3	4	5	6
CO1	L	M	L	M	H	L
CO2	H	L	H	H	H	M
CO3	H	L	M	M	M	M
CO4	L	L	H	M	M	M
CO5	L	H	H	H	H	H

Unit IV **K Level: K1, K2, K3, K4, K5 & K6** **(No of Hours: 10)**

- 4.1 Intonation
- 4.2 The Marks to indicate different tones
- 4.3 Division of Long utterances into smaller groups
- 4.4 Pitch – Movement
- 4.5 Falling & Rising Tones
- 4.6 Falling – Rising & Rising – Falling Tones

Unit V **K Level: K1, K2, K3, K4, K5 & K6** **(No of Hours: 10)**

- 5.1 Internationalisation
- 5.2 From R.P. to G.A.
- 5.3 Stress Differences
- 5.4 The World of “Englishes”
- 5.5 Exercise on Stress Difference & Pronunciation
- 5.6 Understanding Global English and R.P.

Books for Study

Roach, Peter. *English Phonetics and Phonology: A Practical Course*. Cambridge: CUP, 2009.

Chaudhary, Shreesh. *Better Spoken English*, New Delhi: VIKAS Publishing House, 2008.

Balasubramanian T. *A Textbook of English Phonetics for Indian Students*. 2nd ed., India, Macmillan Publishers, 2013.

SEMESTER II – PAPER V
CECSE20 – SKILL TRAINING

Year	Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	II	CECSE20	Skill Training	Theory & Practical	Core	2	2	60+40=100

Course Outcomes

The Learners will be able to

CO No.	Course Outcome
CO1	Transform into skilled professional
CO2	Enhance communicational skills.
CO3	Acquire clear understanding in entrepreneurial skills
CO4	Enrich students' knowledge in soft skills.
CO5	Update to the contemporary era.

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	M	L	M	M	H
CO2	H	L	L	L	M	M
CO3	H	L	L	L	L	M
CO4	M	L	L	L	M	H
CO5	M	L	M	L	L	H

Low -L, Medium -M, High-H

Unit I: Soft Skill **K Level (1 – 4)** **(No of Hours:10)**

- 1.1 Emotional Intelligence.
- 1.2 Team Player Attitude.
- 1.3 Growth mindset.
- 1.4 Openness to Feedback
- 1.5 Adaptability.
- 1.6 Active Listening.

Unit II: LSRW **K Level (1 – 4)** **(No of Hours:10)**

- 2.1 Listening to Google Map and answering question
- 2.2 Talks.
- 2.3 Dialogue writing
- 2.4 Tongue twisters.
- 2.5 Group Discussion.
- 2.6 Curriculum Vitae

Unit III: Entrepreneurial Skills **K Level (1 – 4)** **(No of Hours:10)**

- 3.1 Motivation.
- 3.2 Team work.
- 3.3 Negotiation and persuasion.
- 3.4 Problem Solving.
- 3.5 Leadership.
- 3.6 Time Management.

Unit IV: Grammar Exercise**K Level (1 – 4)****(No of Hours:10)**

- 4.1 My sentences – your paragraph.
- 4.2 Headless sentences.
- 4.3 My view of you.
- 4.4 Let go – (Riddles)
- 4.5. It reminds me of
- 4.6 Our lives.

Unit V: Language Laboratory (Practical)**K Level (1 – 4)****(No of Hours:10)**

- 5.1 Email – drafting.
- 5.2 Identifying stress and intonation.
- 5.3 Crossword puzzle.
- 5.4 Word building.
- 5.5 Language puzzles.
- 5.6 Pictionary

Books for Study: Mario Rinvolucri, *Grammar Games*. Cambridge University press 2011

Grant Taylor. *English Conversation Practice*. Tata McGraw-Hill Publishing Company limited. 1975

Books for Reference: Prof. K.R. Lakshminarayan. *Skill – Testing in English*. Dipti Press. 2016

SEMESTER II – PAPER VI
CECSF20 – EMPLOYABILITY SKILLS

Year	Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	II	CECSF20	Employability Skills	Theory & Practical	Core	2	2	60+40=100

Course Outcomes

The Learners will be able to

CO No.	Course Outcome
CO1	To help students explore their values and career choices through individual skill assessments
CO2	To learn skills for discussing and analyzing literary works
CO3	The primary <i>objective</i> of this <i>course</i> is to improve the communication <i>skills</i> of students in all the four <i>skills</i> (LSRW)
CO4	To have mastery over the subject of various genres in English Literature
CO5	To learn about confidence and skills to give motivating and interesting lessons to the students
CO6	To learn and impart suggestions throughout for critical decisions, and alternative strategies

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	M	L	M	M	H
CO2	H	L	L	L	M	M
CO3	H	L	L	L	L	M
CO4	M	L	L	L	M	H
CO5	M	L	M	L	L	H
CO6	H	M	L	M	M	H

Low -L, Medium -M, High-H

Unit I: Teaching Poetry	K Level	(No of Hours: 10)
1.1 Poetry Reading	K1	
1.2 About the Poet	K2	
1.3 Background study of the age	K2	
1.4 Identifying the figures of speech	K3	
1.5 Analysis of the poem	K4	
1.6 Write a Poem	K6	

Unit II: Teaching Prose	K Level	(No of Hours: 10)
2.1 About the writer	K1	
2.2 Reading the Text	K2 K3	
2.3 Reading between the lines	K4	
2.4 Comparison between the similar Prose writers	K5	
2.5 Analytical summary of Prose	K4	
2.6 Creating a prose piece focusing on Culture	K6	

Unit III: Teaching Short Story	K Level	(No of Hours: 10)
3.1 Reading the short story	K1	
3.2 Thematic Study	K2	
3.3 Identifying the events and situations	K3, K4	
3.4 Character Sketch	K4	
3.5 Justifying the title	K5	
3.6 Creating a Short story	K6	

Unit IV: Teaching Drama	K Level	(No of Hours: 10)
4.1 Introduction to the playwright	K1	
4.2 Background study of the age and contemporary playwrights	K2	

4.3	Play Reading	K2
4.4	Character Sketches	K3, K4
4.5	Plot Construction	K4
4.6	Analyzing the contemporary relevance	K4

Unit V: Teaching Novel		K Level	(No of Hours: 10)
5.1	Introduction to the Author	K1	
5.2	Brief Summary	K2	
5.3	Novel Reading and Highlighting important passages	K2	
5.4	Character Sketches	K2, K3	
5.5	Techniques used by the author	K4	
5.6	Critical Analysis	K5	

Books/ Online Sources for Reference

“The Daffodils” by William Wordsworth

<https://www.litcharts.com/poetry/william-wordsworth/i-wandered-lonely-as-a-cloud>

“The Novelist as a Teacher” by Chinua Achebe

<http://mrhuman.weebly.com/uploads/2/1/5/1/21516316/thenovelistasteacher.pdf>

“The Chrysanthemums” by John Steinbeck

<https://pdfs.semanticscholar.org/16ff/eced6ca5c70bcc4e6dea9456d4d6401a0a03.pdf>

The Post Office by Rabindranath Tagore

After Dark by Haruki Murakami

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore-632 006

CERTIFICATE COURSE

HUMAN RIGHTS AND VALUES IN EDUCATION

(With effect from 2008- 2009)

Semester system with credits

Regulations

1. Eligibility for Admission

Any candidate of the second and third year degree course.

2. Duration of the course

One Academic year comprising ninety working days spread over two semester The year will be divided in to two semester of forty five days each with 225 hours of which 150 hours of theory and 75 hours Practical in each semester.

3. Course of Study

The Course of Study will be under the semester Pattern with Credits according to the syllabus prescribed from time to time. The course consists of Core subjects and Practical. A Pass in all subjects is a must for the award of the degree.

4. Course of Study and Scheme of Examination

Sem	Paper Code	Title of the Paper	Hours	Exam Hours	Credits	Marks
I	CGHRA20	Introduction to Human Rights and Duties	3	3	5	100
	CGHRB20	Women's Rights	3	3	5	100
	CGHRC20	Practical I: Field - Work	--	Viva	5	100
II	CGHRD20	Human Rights in India	3	3	5	100
	CGHRE20	Child Rights	3	3	5	100
	CGHRF20	Practical II: Project	--	Viva	5	100
Total					30	600

5. Requirements to take the Examination

A Candidate will be permitted to take the Examination to any semester provided they secure 75 % attendance.

The Candidate must complete the Course of study prescribed as syllabus

The Candidate must successfully complete the Field work and Project as prescribed in the curriculum

6. Field- Work

Field-Work will consist of 75 Hours in the First semester. It will include Observational visits. Laboratory Sessions and Practical Work in the Social Welfare Agency engaged in Human Rights. Field –Work will be done individually and in Groups. Fieldwork will be for Five Hours per week excluding report writing.

7. Project Report

The Project Report will be in the Second semester and will consist of Data Collection, Analysis and Presentation of a Project Report. Topics will be selected by the Candidate and approved by the Faculty.

8. Restriction to take the Examination

Any candidate with arrears shall have the option to write the Arrear paper along with the subsequent Regular Semester Papers within two years of joining the course.

9. Medium of Instruction and Examination

The Medium of Instruction and Examination shall be in English.

10. Minimum Pass marks

A Candidate shall be declared to have passed a paper if a student obtains not less than 40% marks.

11. Classification of Successful candidate

A Candidate who passes all the Examination in the first attempt securing 60 percent will be declared to have passed with the First Class.

12. Question Paper Pattern

Section A	40 Questions (Objective Type) No choice	40x1=40 Marks
Section B	5 Questions (Out of 8) Short Answer (300 Words)	5x6 =30 Marks
Section C	2 Questions (Out of 4) Essay Type (1000 Words)	2x15 =30 Marks

SEMESTER-I

CGHRA20-INTRODUCTION TO HUMAN RIGHTS AND DUTIES

Unit I:

Introduction to Human Rights, History, Origin and Theories of Human Rights

Unit II:

Definitions, Characteristics of Human Rights, the Universal Declaration of Human Rights

Unit III:

Classification of Human Rights-Civil and Political rights-Economic rights-Social –Cultural rights

Unit IV:

Human Rights and International Organization-Amnesty International-Asia Watch, Hot-Line-Moot Clubs

Human rights and National Organizations- National Human Rights Commission for Women-SC/ST-Minorities-State Human Rights Commission- United Nations High Commission for Refugees

Unit V:

Contemporary issues of Human Rights-Violation of Human Rights-Victims of Human Rights

Reference Books:

1. Begum, Mehartaj- Human Rights in India Issues and Perspectives, A.P.H. Publishing New Delhi
2. Rajawat Mamta-Burning Issues of Human Rights. Kalpaz Publication, Delhi
3. Gandhi P.R- International Human Rights Documents Universal, Delhi

SEMESTER-I

CGHRB20 -WOMEN'S RIGHTS

Unit I:

Women's Rights-World Scenario-Indian Condition

Unit II:

Problems of Women-Dowry, Child Marriage, Compulsory marriage, Divorce, Gender Bias

Unit III:

Crimes against Women- Rape, Female Infanticide, Abortion-Legal and Illegal, Kidnapping and Abduction, Assault, Prostitution, Torture and Cruelty

Unit IV:

Women and Law- Right to Inheritance, Divorce, Remarriage, Succession, Education and Employment- Women and Safety

Unit V:

Human Rights and Women Activists- Medha Patkar, Kiran Bedi, Vandana Shiva, Aruna Roy, Aung San Suu Kyi, Taslima Nasreen

Reference Books:

1. Jayapalan. N- Women and Human Rights, Atlantic Publishers, Delhi
2. Antony. M.J- Women's Rights, Hind Pocket Books, Delhi
3. Chatterjee Mohini- Women and Human Rights, Aavishkar Publishers, Jaipur

SEMESTER-I

CGHRC20 - FIELD WORK

Students will be required to visit a Social Welfare Agency engaged in Human Rights. Field work will be done individually and in groups. Fieldwork will be for five hours per week excluding report writing

SEMESTER-II

CGHRD20 -HUMAN RIGHTS IN INDIA

Unit I:

Human Rights and Duties in India- the Preamble in Indian Constitution, Norms

Unit II:

Enforcement Mechanism for Human Rights-Role of Judiciary

Unit III:

Role of NGOs and Role of the Press and Media

Unit IV:

Governance and Human Rights-Democracy, Guaranteed Freedom, People's Participation, Elimination of Corruption, Right to Information Act-Transgender Rights in India

Unit V:

Some specific problems-caste and communal conflicts, custodial violence, Problems in deficiency in health services and emotional protection- Human Rights and Environment

Reference Books:

1. Iyer Krishna V.R- Social Justice, Eastern Book Company
2. Singh Sehgal B.P- Human Rights in India: Problems and Perspectives, Deep and Deep Publication
3. Beteille Andre- Equality and Inequality: Theory and Practice, Oxford University Press
4. Chiranjivi J. Nirmal- Human Rights in India: Historical, Social and Political Perspectives, Oxford

SEMESTER-II

CGHRE20-CHILD RIGHTS

Unit I:

Introduction to Child Rights- Definition and Classification- Constitution of India and Child Rights

Unit II:

Problems related to Children- Child Labour, Abandoned Children, Battered Children, and Orphans

Unit III:

Children at Risk- Child Abuse, Kidnapping and Abduction, Prostitution

Unit IV:

Convention on the Rights of the Child- Salient Features- Role of NGOs in Protecting the Children- Children's Rights Information Network, CRY, Child Line, Butterflies

Unit V:

Legal Provisions for Children in India- Rehabilitation of Children in India- Government Programmes- Legislation for Protecting the Child Rights in India- Prohibition of Child Marriage Act, Child Labour (Prohibition and Regulation Act), Right to Education, Child Trafficking- The Protection of Children from Sexual offences Act (POCSO Act) , Juvenile Justice Act

Reference Books:

1. Khanna S.K- Children and Human Rights, Common Wealth Publishers, Delhi
2. Talwar Prakash- Human Rights, Rajat Publication, Delhi
3. Chakraborti. N.K- Law and Child, R Cambray & CO

SEMESTER-II

CGHRF20 -PROJECT WORK

Students will be required to select and study a Regional Human Rights Problem under the supervision of the Staff. She shall submit the Project after studying the various dimensions of the problem. The Viva carries 25 marks and 75 marks will be given for the project. The methodology of the project work shall be worked out by consultation between the Staff and Student.

AUXILIUM COLLEGE (Autonomous), Gandhi Nagar, Vellore – 632 006.
DEPARTMENT OF ZOOLOGY
CERTIFICATE COURSE
OUTCOME BASED EDUCATION
MEDICAL LABORATORY TECHNIQUES
 (With effect from the Academic Year 2020-2021)
Semester System with credits

Regulations:

1. Eligibility for Admission

Any candidate of the second and third year degree course.

2. Duration of the course

One Academic Year comprising of ninety working days spread over two semesters. The year will be divided into two semesters of forty five days each with 150 hours of which 90 hours of theory and 60 hours of practical in each semester.

3. Course of study

The Course of Study will be under the semester pattern with credits according to the syllabus prescribed from time to time. The course consists of two core subjects and a Practical in each semester. A pass in all subjects is a must for the award of the Certificate of Merit.

4. Course of study and Scheme of Examination.

Sem	Paper Code	Title of the paper	Hours	Exam Hours	Credits	Marks
I	CGMLA20	Haematology	3	3	3	100
	CGMLB20	Human Pathogens	3	3	3	100
	CGMLC20	Practical I: Haematology	4	3	4	100
II	CGMLD20	Body fluid analysis	3	3	3	100
	CGMLE20	Hospital Management	3	3	3	100
	CGMLF20	Practical II: Urine Analysis	4	3	4	100
Total					20	600

5. Requirements to take the Examination

A candidate shall be permitted to take the examination of any Semester provided they secure 75 percentage of attendance.

The candidate must complete the prescribed course of study.

6. Laboratory Sessions

Laboratory study shall consist of 60 hours in each semester. A record book will be compiled by candidate.

7. Restriction to take the Examination

Candidate with Arrears shall be permitted to write the arrear paper in the subsequent semesters along with the regular papers. No candidate will be permitted to write the arrear after expiry of Two years from the date of joining the course.

8. Medium of Instruction and Examination

The Medium of instruction and examination shall be in English.

9. Minimum Pass Marks

A candidate shall be declared to have passed in a paper if a student obtains not less than forty percent of marks.

10. Classification of successful candidates

A candidate who passes all the examination in the first attempt securing 60 percent and above shall be declared to have passed in First Class.

11. Pattern of Question Paper

The Question Paper structure will be:

Section A	10 Questions - No Choice	10x3=30 Marks
Section B	5 Question - Either or choice	5x5=25 Marks
Section C	3 Questions - Out of 5	3x15=45 Marks

SEMESTER I – PAPER –I
CGMLA20- HAEMATOLOGY

Year	SEM	Course code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	I	CGMLA20	Haematology	Theory	Core	3	3	100

Objective:

- To discuss the formation and functioning of blood cells.
- To apply the tests to diagnose in treating diseases.

Unit 1:

- 1.1: General laboratory apparatus. (K1, K2, K3, K4)
- 1.2: Procedures, glassware's. (K1, K2, K3, K4)
- 1.3: Safety measures and first aid in lab. (K1, K2, K3, K4)
- 1.4: Sterilization procedures. (K1, K2, K3, K4)
- 1.5: Blood - Components of blood (plasma and cellular elements). (K1, K2, K3, K4)
- 1.6: Blood - Components and their functions. (K1, K2, K3, K4)

Unit 2:

- 2.1: Haemopoietic system of the body- Stem cells. (K1, K2, K3, K4)
- 2.2: Erythropoiesis. (K1, K2, K3, K4)
- 2.3: Leucopoiesis. (K1, K2, K3, K4)
- 2.4: Thrombopoiesis. (K1, K2, K3, K4)
- 2.5: Abnormalities in blood cell morphology. (K1, K2, K3, K4)
- 2.6: Types of Anaemia and Leukemia. (K1, K2, K3, K4)

Unit 3:

- 3.1: Coagulation system. (K1, K2, K3, K4)
- 3.2: Clotting time. (K1, K2, K3, K4)
- 3.3: Bleeding time. (K1, K2, K3, K4)
- 3.4: Prothrombin time. (K1, K2, K3, K4)
- 3.5: Mechanism of Coagulation. (K1, K2, K3, K4)
- 3.6: Platelet disorders. (K1, K2, K3, K4)

Unit 4:

- 4.1: Estimation of Haemoglobin. (K1, K2, K3, K4)
- 4.2: PCV, ESR. (K1, K2, K3, K4)
- 4.3: RBC count. (K1, K2, K3, K4)
- 4.4: WBC count. (K1, K2, K3, K4)
- 4.5: Differential count. (K1, K2, K3, K4)
- 4.5: Platelet count. (K1, K2, K3, K4)

Unit 5:

- 5.1: Blood grouping. (K1, K2, K3, K4)
- 5.2: Blood bank. (K1, K2, K3, K4)
- 5.3: Blood transfusion. (K1, K2, K3, K4)
- 5.4: Coomb's test. (K1, K2, K3, K4)
- 5.5: Compatibility test. (K1, K2, K3, K4)
- 5.6: Cross matching. (K1, K2, K3, K4)

Books for Study and Reference:**Textbooks:**

1. Kanai L. Mukherjee- Medical Laboratory Technology Vol.I – Tata McGraw Hill, New Delhi, 1996.
2. Sir John, V. Dacie, S.M. Lewis – Practical Haematology- Churchill Livingstone, New York, 1984.

Reference Books:

3. Sabiitri Sanyal – Clinical Pathology-B.I. Churchill Livingstone (P) Ltd., New Delhi, 2000.
4. Deb. A. C-Fundamentals of Biochemistry- Books and Allied (P) Ltd., 2002.
5. Bernard M. Babior and Thomads P., Stossel – Haematology: A Pathophysiological Approach- 3rd Edition – Churchill Livingstone, New York, 1994.
6. Emmanuel C. Besa, Patricia M. Catalano, Jeffrey A. Kant C. Jefferies-Haematology- Harwal Publishing, Tokyo, 1992.

E-Resources:

<https://www.indiaeducation.net>

<https://www.encyclopedia.com>

<https://medicallabtechnicianschool.org>

Course Learning Outcomes:

On completion of the course the student will be able to...

CO1: Acquire knowledge on various laboratory apparatus, its management and safety measures.

CO2: Understand the components of blood and their functions.

CO3: Explain Haemopoietic system and classify the types of anemia and leukemia.

CO4: Discuss the coagulation system and platelet disorder.

CO5: Assess various haematological tests.

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	M	H	H	H
CO2	H	H	M	H	H	H
CO3	H	H	M	H	H	H
CO4	H	H	M	H	H	H
CO5	H	H	M	H	H	H

LOW-L, MEDIUM-M, HIGH- H

SEMESTER I – PAPER II
CGMLB20 – HUMAN PATHOGENS

Year	SEM	Course code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	I	CGMLB20	Haematology	Theory	Core	3	3	100

Objective:

- To discuss the different human pathogens and their role in disease causing conditions.
- To apply the tests to diagnose in treating diseases.

Unit 1:

- 1.1: Bacteriology: Sterilization. (K1, K2, K3, K4)
- 1.2: Culture-culture media- types and preparation. (K1, K2, K3, K4)
- 1.3: Disinfectant. (K1, K2, K3, K4)
- 1.4: Morphology, classification of Bacteria. (K1, K2, K3, K4)
- 1.5: Airborne and food borne infections caused by bacteria to man. (K1, K2, K3, K4)
- 1.6: Contact borne infections caused by bacteria to man. (K1, K2, K3, K4)

Unit 2:

- 2.1: Virology-Introduction. (K1, K2, K3, K4)
- 2.2: Classification of Viruses. (K1, K2, K3, K4)
- 2.3: Human viruses. (K1, K2, K3, K4)
- 2.4: Bacteriophage. (K1, K2, K3, K4)
- 2.5: Life cycle- Lytic cycle. (K1, K2, K3, K4)
- 2.6: Lysogenic cycle. (K1, K2, K3, K4)

Unit 3:

- 3.1: Mycology- Introduction. (K1, K2, K3, K4)
- 3.2: Classification of Fungi. (K1, K2, K3, K4)
- 3.3: Basic structure of fungus. (K1, K2, K3, K4)
- 3.4: Reproduction- Budding, Fusion and Spores. (K1, K2, K3, K4)
- 3.5: Sexual reproduction types. (K1, K2, K3, K4)
- 3.6: Fungal diseases in man. (K1, K2, K3, K4)

Unit 4:

- 4.1: Protozoology: Introduction. (K1, K2, K3, K4).
- 4.2: Detailed account on structure and life cycle, diseases, control measures- *Entamoeba histolytica*. (K1, K2, K3, K4)
- 4.3: Detailed account on structure and life cycle, diseases, control measures-*Plasmodium*. (K1, K2, K3, K4)
- 4.4: Detailed account on structure and life cycle, diseases, control measures-*Leishmania*. (K1, K2, K3, K4)
- 4.5: Detailed account on structure and life cycle, diseases, control measures-*Trypanosoma*. (K1, K2, K3, K4)
- 4.6: Detailed account on structure and life cycle, diseases, control measures-*Trichomonas*. (K1, K2, K3, K4)

Unit 5:

5.1: Helminthology: Introduction. (K1, K2, K3, K4)

5.2: Biology and life cycle: Cestoda -*Taenia solium*. (K1, K2, K3, K4)

5.3: Nematoda- *Ascaris lumbricoides*. (K1, K2, K3, K4)

5.4: *Wuchereria bancrofti*, *Ancylostoma duodenale*. (K1, K2, K3, K4)

5.5: Trematoda: *Schistosoma haematobium*. (K1, K2, K3, K4)

5.6: General features of Vector of clinical importance and their role in transmission of diseases. (K1, K2, K3, K4)

Books for Study and Reference:

Textbooks:

1. Pelczar Jr. M. J. Chan E.C.S and Kreig N.R. - Microbiology - McGraw Hill Inc. New York, 2001.
2. Chatterjee – Medical Parasitology- Tata McGraw Hill, India, 1986.

Reference Books:

3. Ananthanarayan A., C. K. Jayaram Paniker- a Text Book of Microbiology- Orient Longman. 2005.
4. Ichhpujani R.L and Rajesh Bhatia- Medical Parasitology, 2nd Edition- Jaypee Brothers Medical Publishers (P) Ltd., Chennai, 1994.
5. C.K. Jayaram Paniker- Text Book of Medical Pathology, 4th Edition- Jaypee Brothers Medical Publishers (P) Ltd., New Delhi, 1998.
6. Subash Chandra Parija – Text Book of Medical Parasitology – All India Publishers and Distributors, Chennai, 1996.

E-Resources:

<https://www.cdc.gov>

<https://parasite.org.au>

<http://www.parasitesinhumans.org>

Course Outcomes:

On completion of the course the student will be able to...

CO1: Explain the sterilization, culture media and disinfectants.

CO2: Classify the bacteria, viruses and fungi.

CO3: Identify bacterial, viral and fungal diseases in man.

CO4: Describe the structure, lifecycle, diseases and control measures of the given Protozoans.

CO5: Discuss the life cycle and clinical importance of Helminthes.

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	H	H	L	H
CO2	H	H	H	H	L	H
CO3	H	H	H	H	L	H
CO4	H	H	H	H	L	H
CO5	H	H	H	H	L	H

LOW-L, MEDIUM-M, HIGH- H

SEMESTER I – LAB COURSE –I
CGMLC20 – HAEMATOLOGY

Year	SEM	Course code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	I	CGMLC20	Haematology	Practical	Core	4	4	100

1. Blood pressure (BP)
2. Pulse rate
3. Clotting time
4. Bleeding time
5. Haemoglobin estimation
6. Total Count RBC
7. Total Count WBC
8. Differential count
9. ESR
10. Platelet count
11. Blood grouping and RH Typing
12. Automation techniques related to Hematology

Books for Study and Reference:

1. Raphael – Lynch’s Medical Laboratory Technology, 4th Edition – W. B. Saunder’s Company, London, 1983.
2. Ronald A. Sacher and Richard a. McPherson – Widmann’s Clinical Interpretation of Laboratory Tests, 10th Edition – Jaypee Brothers Medical Publishers (P) Ltd., New Delhi, 1995.
3. F. J. Baker, R.E. Silverton, L. I. Biol – Introduction to Medical Laboratory Technology, 5th Edition- Butterworth & Co Publishers Ltd., London, 1976.

E-Resources:

<https://www.indiaeducation.net>
<https://www.encyclopedia.com>
<https://medicallabtechnicianschool.org>

Course Outcomes:

On completion of the course the student will be able to...

CO1: Acquire the knowledge on haematological apparatus.

CO2: Demonstrate various haematological tests.

CO3: Develop the skill to handle laboratory equipments.

CO4: Understands the components and functions of blood.

CO5: Identify the clinical significance of blood.

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	H	H	H	H
CO2	H	H	H	H	H	H
CO3	H	H	H	H	H	H
CO4	H	H	H	H	H	H
CO5	H	H	H	H	H	H

LOW-L, MEDIUM-M, HIGH- H

SEMESTER II – PAPER III
CGMLD20 – BODY FLUID ANALYSIS

Year	SEM	Course code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	II	CGMLD20	Body Fluid Analysis	Theory	Core	3	3	100

Objective:

- To discuss the composition and function of body fluids.
- To apply the tests to diagnose in treating diseases.

Unit 1:

- 1.1: Body Fluids- Introduction. (K1, K2, K3, K4)
- 1.2: Physical properties of Body Fluids. (K1, K2, K3, K4)
- 1.3: Body fluids compartments. (K1, K2, K3, K4)
- 1.4: Solutes and body fluids. (K1, K2, K3, K4)
- 1.5: Measurements of body fluids. (K1, K2, K3, K4)
- 1.6: Movement of body fluids. (K1, K2, K3, K4)

Units 2:

- 2.1: CSF - Introduction. (K1, K2, K3, K4)
- 2.2: Physical examination. (K1, K2, K3, K4)
- 2.3: Functions of CSF. (K1, K2, K3, K4)
- 2.4: Chemical analysis. (K1, K2, K3, K4)
- 2.5: Microbiological examination. (K1, K2, K3, K4)
- 2.6: Immunological tests. (K1, K2, K3, K4)

Unit 3:

- 3.1: Amniotic fluid. (K1, K2, K3, K4)
- 3.2: Chemical composition. (K1, K2, K3, K4)
- 3.3: Functions of amniotic fluid. (K1, K2, K3, K4)
- 3.4: Collection. (K1, K2, K3, K4)
- 3.5: Testing- Alpha –fetoproteins, Acetylcholinesterase. (K1, K2, K3, K4)
- 3.6: Neural tube defects. (K1, K2, K3, K4)

Unit 4:

- 4.1: Urine analysis- Composition. (K1, K2, K3, K4)
- 4.2: Tests for sugar and Protein. (K1, K2, K3, K4)
- 4.3: Semen analysis – Counting and Abnormal sperms. (K1, K2, K3, K4)
- 4.4: Stool analysis- Endoparasites. (K1, K2, K3, K4)
- 4.5: Vaginal fluid analysis. (K1, K2, K3, K4)
- 4.6: Pap smear. (K1, K2, K3, K4)

Unit 5:

- 5.1: Collection of Lymph. (K1, K2, K3, K4)
- 5.2: Analysis of Lymph. (K1, K2, K3, K4)
- 5.3: Collection and composition of Gastric juice. (K1, K2, K3, K4)

- 5.4: Analysis of Gastric Juice. (K1, K2, K3, K4)
 5.5: Collection and analysis of Sputum. (K1, K2, K3, K4)
 5.6: Collection and analysis of Synovial fluid (K1, K2, K3, K4).

Books for Study and Reference:

1. Guyton and Hall – Text Book of Medical Physiology, 10th Edition – Elsevier, New Delhi, 2000.
2. Elkinton & Danowski – The Body Fluids – Williams & Wilkins, Baltimore, 2002.
3. June H. Cella, Junita Watson – Manual of Laboratory Tests – AITBS Publishers, New Delhi, 2004.
4. P. B. Godkar and D. P. Godkar – Text Book of Medical Laboratory Technology – Bhalani Publishers, 2003.
5. Harrison –Principles of Internal Medicine, 12th Edition-McGraw Hill, 2001.

E- Resources:

- <https://www.indiaeducation.net>
<https://www.encyclopedia.com>
<https://medicallabtechnicianschool.org>

Course Outcomes:

On completion of the course the student will be able to...

CO1: Acquire the knowledge on physical properties of body fluids.

CO2: Explain the physical, chemical and immunological tests of CSF

CO3: Discuss the chemical composition and functions of amniotic fluid.

CO4: Analyze various body fluids like urine, semen, vaginal etc.

CO5: Collect and analyze lymph, gastric juice, sputum and synovial fluid.

CLO/PLO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	H	H	L	H
CO2	H	H	H	H	L	H
CO3	H	H	H	H	L	H
CO4	H	H	H	H	L	H
CO5	H	H	H	H	L	H

LOW-L, MEDIUM-M, HIGH- H

SEMESTER II PAPER IV
CGMLE20 – HOSPITAL MANAGEMENT

Year	SEM	Course code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	II	CGMLE20	Hospital Management	Theory	Core	3	3	100

Objective:

- To design and implement better patient care.
- To design to manage all areas in the hospital.

Unit 1:

- 1.1: Role of Administrator. (K1, K2, K3, K4)
- 1.2: Hospital planning. (K1, K2, K3, K4)
- 1.3: Organization of OP. (K1, K2, K3, K4)
- 1.4: Organization of IP. (K1, K2, K3, K4)
- 1.5: Ancillary Services. (K1, K2, K3, K4)
- 1.6: Operation theatre. (K1, K2, K3, K4)

Unit 2:

- 2.1: Management of Nursing services. (K1, K2, K3, K4)
- 2.2: Paramedical staff. (K1, K2, K3, K4)
- 2.3: Hospital statistics. (K1, K2, K3, K4)
- 2.4: Evaluation of Patient care. (K1, K2, K3, K4)
- 2.5: Resource mobilization. (K1, K2, K3, K4)
- 2.6: Public Relations in hospital. (K1, K2, K3, K4)

Unit 3:

- 3.1: Inventory management. (K1, K2, K3, K4)
- 3.2: Under stocking, overstocking. ABC analysis. (K1, K2, K3, K4)
- 3.3: Inventory reports. (K1, K2, K3, K4)
- 3.4: Material handling. (K1, K2, K3, K4)
- 3.5: Store keeping. (K1, K2, K3, K4)
- 3.6: Warehouse management. (K1, K2, K3, K4)

Unit 4:

- 4.1: Profit and loss account. (K1, K2, K3, K4)
- 4.2: Preparation of balance sheet. (K1, K2, K3, K4)
- 4.3: Medical records maintenance. (K1, K2, K3, K4)
- 4.4: Digital maintenance of Medical records. (K1, K2, K3, K4)
- 4.5: Commonly used Hospital softwares. (K1, K2, K3, K4)
- 4.6: ERP systems. (K1, K2, K3, K4)

Unit 5:

- 5.1: Hospital hazards and infections. (K1, K2, K3, K4)
- 5.2: Safety measures to be carried out in a hospital environment. (K1, K2, K3, K4)
- 5.3: Hospital waste management. (K1, K2, K3, K4)

5.4: Epidemic and hospital role in control. (K1, K2, K3, K4)

5.5: Hospital support service. (K1, K2, K3, K4)

5.6: Pharmacy. (K1, K2, K3, K4)

Books for study and Reference:

1. Gupta – Hospital and Healthcare Administration – Jaypee Brothers Medical Publishers, New Delhi, 2000.
2. Jha S. M- Hospital Management, Himalaya Publishing House, New Delhi, 2003.
3. Shakti Gupta & Sunil Gupta – Hospital Stores Management: An Integrated Approach, Jaypee Brothers Medical Publishers, New Delhi, 2000.

E-Resources:

<https://creately.com>

<https://mocdoc.in>

<https://www.hospitalmanagement.net>

Course Outcomes:

On completion of the course the student will be able to...

CO1: Discuss the role of a Hospital Administrator.

CO2: Explain the management of Nursing and Paramedical Staff.

CO3: Discuss patient care and public relations in hospital.

CO4: Prepare balance sheet and maintain medical records.

CO5: Describe inventory and warehouse management. Summarize hospital hazards, infections and its safety measures.

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	M	L	L	H
CO2	H	H	M	L	L	H
CO3	H	H	M	L	L	H
CO4	H	H	M	L	L	H
CO5	H	H	M	L	L	H

LOW-L, MEDIUM-M, HIGH- H

SEMESTER II – LAB COURSE – II
CGMLF20 – URINE ANALYSIS

Year	SEM	Course code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	I	CGMLF20	Haematology	Practical	Core	4	4	100

1. Collection of Urine.
2. Types of preservatives.
3. Physical examination (Volume, Colour, Appearance, pH).
4. Chemical examination: Reducing sugar - Benedict test.
5. Chemical examination: Protein- Heat and Acetic Acid test.
6. Chemical examination: Sulfosalicylic acid test.
7. Chemical examination: Renal clearance test.
8. Chemical examination: Urea and creatine.
9. Microscopic examination: Identification of cast and crystals.
10. Microscopic examination: Blood cells (RBC, WBC).
11. Gram staining.
12. Urine culture.

Books for Study and Reference:

1. Sathish Gupta – Short textbook of Medical Laboratory for Technicians – Jaypee Brothers Medical Publishers (P) Ltd., Chennai, 1998.
2. Dr. Ramnik Sood –Medical Laboratory Technology –Jaypee Brothers Medical Publishers (P) Ltd., Chennai, 1994.
3. Kanai L. Mukherjee- Medical Laboratory Technology Vol. I, II, III – Tata McGraw Hill Publishing Co., New Delhi, 1988.
4. K.S. Ratnakar, R.R. RAo – Principles and Practice of Laboratory Medicine –Jaypee Brothers Medical Publishers (P) Ltd., New Delhi, 1995.

E-Resources:

<https://labtestsonline.org>
<https://www.mayoclinic.org>
<https://www.webmd.com>

Course Outcomes:

On completion of the course the student will be able to...

CO1: Acquire the knowledge to collect culture and preserve Urine sample.

CO2: Identify the types of preservatives.

CO3: Develop the skill to perform physical, chemical and microscopic examinations of urine.

CO4: Acquire the knowledge on gram staining.

CO5: Gain the ability to identify the disorders and their clinical significance.

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	M	H	H	H
CO2	H	H	M	H	H	H
CO3	H	H	M	H	H	H
CO4	H	H	M	H	H	H
CO5	H	H	M	H	H	H

LOW-L, MEDIUM-M, HIGH- H

UXCOM15 – FUNDAMENTALS OF COMPUTER and MS OFFICE

Unit I - BASICS OF COMPUTER

Introduction to Computers – Input and Output Device - Memory - Hardware and Software - Operating System - Function of Operating System - Windows - Parts of Windows Screen - Component of the Desktop - Windows Explorer - Working with Folders.

Unit II - MS WORD

Introduction - Units of Documents - Features of Word processing - MS WORD –Tool Bar - File Menu - Edit Menu – Paragraph - Border and shading – Columns - Drop Cap, Text Direction, Change Case - Background Setting - Typing and Inserting Text - Header and Footer - Inserting Symbols and Pictures - Word Art - Bullet and Numbering - Mail Merge - Table - Page Setup - Inserting Objects.

Unit III - MS EXCEL

Introduction to Excel - Data Types, Formulas and Functions - Excel Financial Data – Workspace – Formatting Data - Opening a File - Formula Bar –Worksheets - Insert & Delete Rows /Columns - Function in Excel - Mathematical Function in Excel - Charts in Excel - Sorting.

Unit IV - MS POWER POINT

Introduction - Creating Slides - Adding a New Slide - Changing the Design of Slides - Inserting and Formatting Text - Inserting Text Boxes - Moving and Resizing Text Boxes and Objects - Inserting Clip Art - Inserting Photographs, Video Clips & Sound - Drawing your own Graphics - Changing the Color of an Object - Creating Build Effects - Adding Transitions to slide show.

Unit IV - INTERNET

Introduction - Network - Types of Networks (LAN, WAN, MAN) - Internet - Search Engine - Creation of Mail Account - To Sign in and to Send a Email - Attaching Files.

AUXILIUM COLLEGE (Autonomous) Vellore - 632006.

CERTIFICATION COURSE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

(With effect from the Academic Year 2020-21)

Semester System with credits

REGULATIONS

1. Eligibility for Admission

Any candidate of the second- and third-year degree course

2. Duration of the Course

One Academic Year comprising of ninety working days spread over two semesters. The Year will be divided into two semesters of forty-five days each with 225 hours of which 100 hours of practical in each semester.

3. Course of Study

The Course of study will be under the Semester Pattern with credits according to the syllabus prescribed from time to time. The course consists of Core Subjects and Practical. A pass in all subjects is a must for the award of the degree.

4. Course of Study and Scheme of Examination.

Sem	Paper code	Title of paper	Hours	Exam hours	Credits	Markes
1	CGHDB20	Human resources management	3	3	5	100
	CGHDB20	Human resources development	3	3	5	100
	CGHDC20	Practical I: Field work	-	Viva	5	100

2	CGHDD20	Human resources in organization	3	3	5	100
	CEHDE20	Elective 1: Dimension of Human resources management	3	3	5	100
	CEHDF20	Elective 2: Techniques of human resources management				
	CGHDG20	Practical II: Project	-	Viva	5	100
Total					30	600

5. Requirements to take the Examination

A candidate will be permitted to take the examination of any Semester provided they secure 75 percent attendance. The candidate must complete the Course of Study prescribed.

The Candidate must successfully complete the field work and the project as prescribed.

6. Field Work

Field work will consist of 50 hours in the First Semester. It will include observational visits and practical work in various organizations to gain knowledge regarding human resources management procedures. It will be done individually and in groups consisting of 5 hours per week.

7. Project Report :The Project Report will be in the Second Semester and will consist of Data Collection, Analysis and Presentation of a Project Report. Topics will be selected by the candidate and approved by the Faculty.

8. Restrictions to take the Examination

Any candidate with arrears shall have the option to write the arrear paper along with subsequent regular semester papers within two years of joining the course.

9. Medium of instruction and examination

The Medium of instruction and examination shall be in English.

10. Minimum Pass Marks

A candidate shall be declared to have passed a paper if a student obtains not less than forty percent marks.

11. Classification of successful candidates

A Candidate who passes all the examination in the first attempt securing 60 percent will be declared to have passed with the First Class.

12. Pattern of Question Paper

Semester Exam (No CA Exam)

Section A	20 Questions (Short answers) No choice	20 X 2 = 40 Marks
Section B	5 Questions (Out of 8) Brief answers (300 words)	5X6 = 30 Marks
Section C	2 Questions (Out of 4) Long answers (1000 words)	2X15= 30 Marks

SEMESTER I

CGHDA20-HUMAN RESOURCES MANAGEMENT

Objectives:

To enhance the knowledge of the students on various human resource activities in an organisation

Unit 1: Introduction to Human Resource Management

Human Resource Management - Meaning Department Role of HR Manager Evolution and growth of HRM in India. Definition - Need - HR policy Role of HR Importance of HRM Challenges of HRM -

Unit II: Recruitment and Selection

Recruitment - Meaning and Definition

Recruitment - Sources of Recruitment

Process -Principles and Objectives of

Merits and demerits of various sources of

recruitment Selection - Meaning and Definition - Selection Process Selection Tests - Meaning - Types - Testing Guidelines - Interview - Definition - Types - Steps in interview process Guidelines for Effective interviewing.

Unit III: Placement and Training

Placement - Meaning - Principles and problems Induction - Definition - Process- Training - Meaning Definition Importance Need Process of training and development - Training methods - Assessing the effectiveness of training programs.

Unit IV: Career Development

Career Development - Meaning - Elements - Requirements of Effective Career Planning and development - Career planning methods - Types of career development programs - Career development cycle.

Unit V: Promotion and Retrenchment

Promotion Need - Criteria - Types. Transfer - Need-Types Demotion - Suspension - Types of separation - Lay off and retrenchment.

Books for Study and Reference:

1. Balaji C. D. Organisational Behaviour Margham Publications, Chennai - Reprint 2018
2. Balaji C. D. Human Resource Management - Margham Publications, Chennai - Print 2016
3. Dr. N. Premavathy - Principles of Management - Sri Vishnu Publication, Chennai Print 2008
4. Sundar K and Srinivasan J. Human Resource Development - Margham Publications, Chennai, Print 2011
5. Jayashankar N- Human Resource Management - Margham Publications, Chennai, Print 2008

SEMESTER I

CGHDB20-HUMAN RESOURCES DEVELOPMENT

Objectives:

To enable the students to enrich their knowledge on the development aspects of employees in an organisation

Unit I: Human Resource Information System

Human Resource Information System- Meaning Definition Advantages and disadvantages - Process-Human Resource Audit - Meaning Objectives - Process - Types - Audit Report

Unit II: Performance Appraisal

Performance Appraisal Meaning Definition Features Methods - Advantages Problems - Overcoming obstacles - Steps in effective performance appraisal.

Unit III: Motivation

Motivation - Meaning - Definition - Characteristics - Theories of Motivation - Maslow, Mc Gregor, Herzberg

Unit IV: Morale and Job satisfaction

Morale - Meaning - Definition - Factors influencing Morale - Negative impact - Steps - Measurement of Morale

Job satisfaction - Determinants - Steps to improve job satisfaction

Unit V: Compensation Management

Wage and Salary administration Factors Process Incentives and Fringe benefits Meaning - Essentials Types - Advantages of fringe benefits.

Books for Study and Reference:

1. Balaji C. D. Organisational Behaviour- Margham Publications, Chennai - Reprint 2018
2. Balaji C. D. -Human Resource Management- Margham Publications, Chennai 2016 4/7
3. Dr. N. Premavathy - Principles of Management- Sri Vishnu Publication, Chen 2008
4. Sundar K and Srinivasan J. Human Resource Development - Margham Publications, Chennai, Print 2011
- 5 Jayashankar N- Human Resource Management - Margham Publications, Chennai, Print 2008

SEMESTER 11

CGHDD20-HUMAN RESOURCES IN ORGANISATION

Objectives:

To study the organisation factors influencing the behaviour of the employees in an

Unit 1 Organizational Behavior

Organisational Behaviour Definitions Evolution Approaches Four models

Challenges in Organisational Behaviour

Unit II: Organisational Development

organisational Development Definitions Features and characteristics Process

Merits-Limitations of Organisational Development

Unit III: Organisational Climate

Organizational climate climate-Features Characteristics of good climate Importance- Factors that contribute of good organisational climate-Benefits Organisational Effectiveness Definitions Variables effectiveness Factors Approaches Outcomes

Unit IV: Grievance and Redressal

Grievance Meaning Definition-Characteristics – Methods - Benefits of Grievance Redressal Procedure - Features of Sound Grievance Procedure - Guidelines for better handling of Grievances

Unit V: Quality of Work Life

Quality of Work Life-Meaning- Management Measurement of QWL-Benefits of OWL

Books for Study and Reference:

1. Balaji C.D.-Organisational Behaviour-Margham Publications, Chennai – Reprint 2018
2. Balaji C.D.-Human Resource Management-Margham Publications, Chennai-Print 2016
3. Shashi K. Gupta and Rosy Joshi-Human Resource Management - Kalyani Publishers, Chennai, Print 2010 Sundar K and Srinivasan J -Human Resource Development-Margham Publications,

Chennai Print 2011 Subba Rao P.-Personnel and Human Resource Management House, Mumbai,
Print 2012 -Himalaya Publishing

SEMESTER II

CEHDE20 - DIMENSIONS OF HUMAN MAN RESOURCE MANAGEMENT

Objectives

To enlighten the students with various dimensions in employees' participation in management to achieve the organisational gas

Unit 1 Workers' Participation Management

Meaning-Characteristics of WPM-Objectives and factors influencing WPM-Forms of WPM-
Essential requisites of effective WPM

Unit II: Conflict and Stress Management

Conflict-Meaning-Definition Sources Types Process Conflict Management- Stress-Meaning-
Features-Causes Consequences Management of Saresa

Unit III: Change Management

Organisational Change Meaning-Need Reason for Change Types of Changes- Force-field An
Analysis Lewin's Change Model Resistance Change Managing resistance to Change

Unit IV: Behaviour Management

Indivishaal behaviour Personal Environmental Psychological and Organisational Facties-Group
and Group behaviour-Meaning-Nature-Characteristics - Types of groups-Factors influencing
groups

Unit V: Leadership

Leadership-Meaning-Definition-Qualities of a leader Kinds of Leadership Styles Theories of
Leadership

Books for Study and Reference:

1. Balaji C. D. Organisational Behaviour-Margham Publicatiom, Chennai-Reprint 2018

2. Balaji C. D. Human Resource Management-Margham Publications, Chumnai- Print 2016

Shashi K Ciupta and Rony Joshi-Human Resource Management-Kalyani

Publishers, Chennai, Prist 2012 Sundar K and Srinivasan J.-Human Resource Development-Margham

Publications, Chennai, Print 2015 Jayashankar N-Human Resource Management Margham Publications, Chemsii Print 2016

Subba Rao P.-Personnti and Human Resouna Management - Himalaya Publishing House, Mumbai, Print 2013

SEMESTER II

CEHDF20-TECHNIQUES OF HUMAN RESOURCE MANAGEMENT

Objectives:

To help the students understand the latest techniques of Human Resource Management

Unit 1: Management by Objectives

Management by Objectives Definitions Features The steps involved merits and limitations of MBO - Indian organisation - Effective implementation - Management by exception.

Unit II: Team building

Team building Definitions Characteristics of an effective team Team building - Principles - Stages - Factors contributing to effective team building

Unit III: Transactional Analysis

Transactional Analysis Ego states transactional analysis Johari Window Mentoring Definitions. Role of a mentor Parent ego Child ego Usefulness of Life positions Psychological strokes. Characteristics of a good mentor Mentoring vs. Coaching Benefits of Mentoring

Unit IV: Communication

Communication Introduction Definitions Elements Process Essentials

Principles- Effective communication Barriers Steps to overcome barriers - Types Internal communication in companies.

Unit V: E-Human Resource Management

E-Human Resource Management - Introduction - Objectives - Working area -E- Job

design, Job Analysis, Recruitment, Selection, Placement, Training, Performance Management, HR Records - Advantages and disadvantages of E- Human Resource Management.

Books for study and reference:

1. Balaji C. D. Organisational Behaviour - Margham Publications, Chennai - Reprint 2018
2. Shashi K Gupta and Rosy Joshi - Human Resource Management - Kalyani Publishers, Chennai, Print 2012
3. Sundar K and Srinivasan J.-Human Resource Development - Margham Publications, Chennai, Print 2015.
4. Jayashankar N- Human Resource Management - Margham Publications, Chennai, Print 2016
5. Subba Rao P. Personnel and Human Resource Management - Himalaya Publishing House, Mumbai, Print 2013